

This training will go over how to complete and submit data tracking reports in America Learns.

All CLEC AmeriCorps members are required to track project data

Make sure you and your supervisor come up with a data tracking plan within the first 1-2 weeks of service



## Member & Supervisor Resources

[wacampuscoalition.org/clec](http://wacampuscoalition.org/clec)

Frequently Asked Questions +

Newsletters +

CLEC Program Calendar +

Forms +

Important Websites for CLEC Members & Supervisors +

Timesheets +

We have a data tracking tool for each focus area that you can use as a template to help you track data for your data tracking reports. You can find these templates on our website:  
[wacampuscoalition.org/clec](http://wacampuscoalition.org/clec)

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Timesheets +

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[Data Tracking Report Instructions and Tools](#) -

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**23-24 Data Tracking Report Instructions**

[K-12 Student Success Data Tracking Tool](#)

[College/University Student Success Data Tracking Tool](#)

[Food Security & Basic Needs Data Tracking Tool](#)

[Medical & Mental Health Access Data Tracking Tool](#)

[At-Risk Ecosystems Data Tracking Tool](#)

[Environmental Education Data Tracking Tool](#)

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[Progress Report Instructions & Focus Area Details](#) +

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Scroll down and click **Data Tracking Report Instructions and Tools** to see the data tracking tool for your focus area.



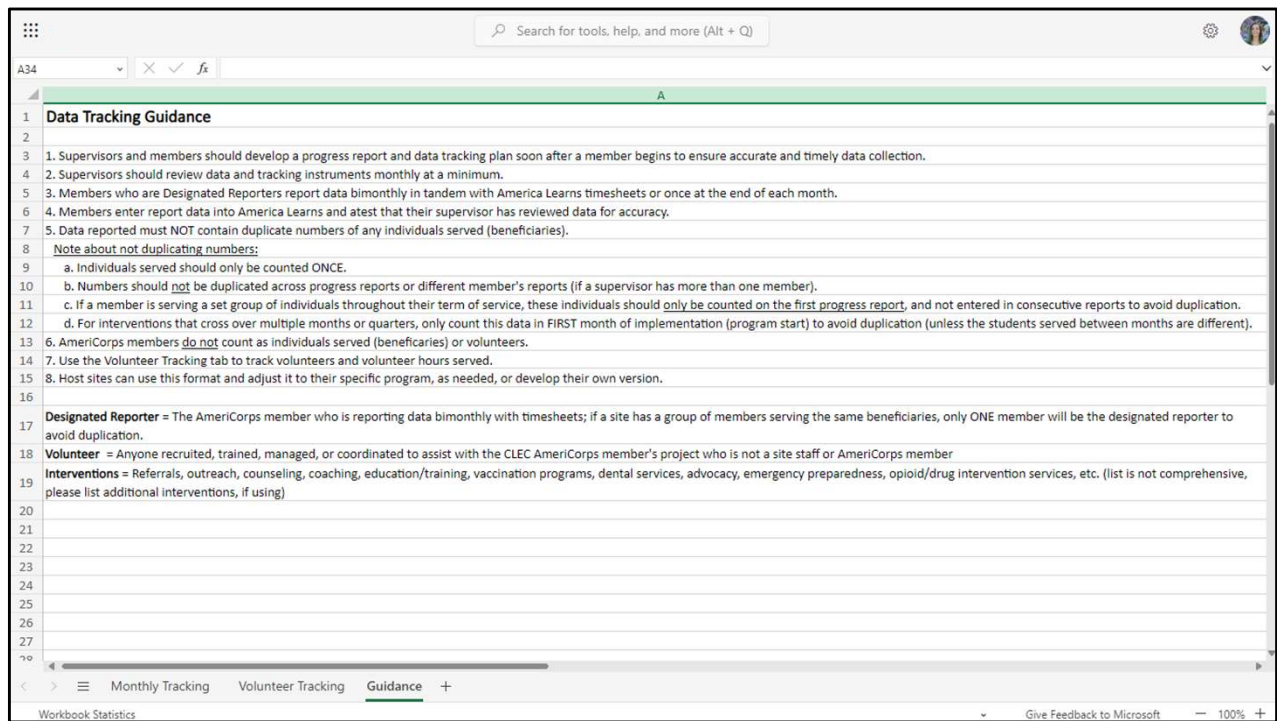
CLEC 2023-24: Data Tracking Tool for Data Tracking Reports and Progress Reports									
Project Site:									
Program Name:									
Performance Measure: Academic Engagement - K-12 Student Success									
Date	Intervention	# of grade K-6 students served	# of grade 7-12 students served	# of students with improved academic engagement or social-emotional skills (if measured)	# of academic coaches recruited	# of volunteers recruited	# of hours served by volunteers	# of children and youth served (24 & younger)	# of veterans served
Bimonthly Totals									

All members must track the number of new people served, which is represented in this template as the number of students served.

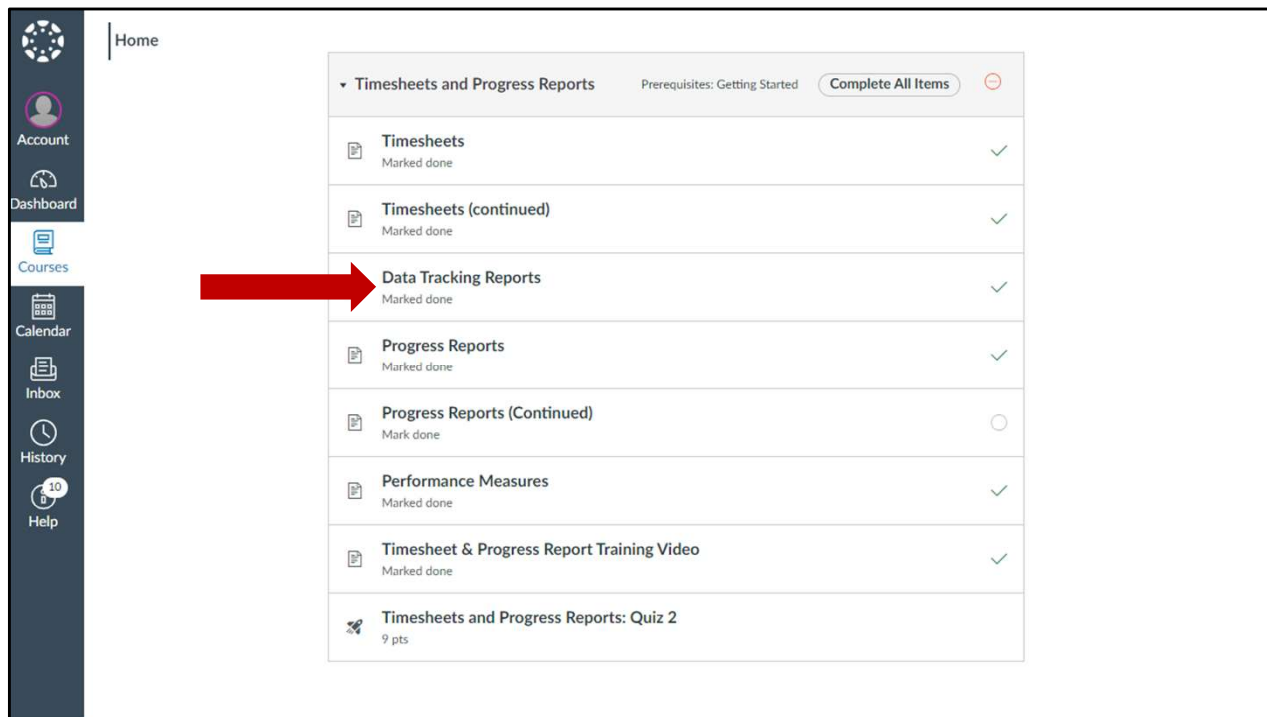








There is also a guidance tab, where you will see data tracking guidance to remind you how you should be tracking data during your project.



The data elements that need to be tracked vary slightly for each focus area.


To see what data elements need to be tracked for each focus area, please reference the section on data tracking reports in the Canvas training.

# Completing and Submitting Data Tracking Reports


## Reminder...


- Data Tracking Reports are due alongside Timesheets in America Learns on the 1<sup>st</sup> and 16<sup>th</sup> each month.
- Timesheets cannot be submitted until Data Tracking Reports are done.
- Only Designated Reporters need to submit Data Tracking Reports.



Washington Campus Coalition - CLEC 

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 WASHINGTON  
**Campus Coalition**  
FOR THE PUBLIC GOOD

 **Please review the following:**


[Time Sheet Training Video](#)

[Report Completion Training Video](#)

E-mail:

Password:  [Reset Password](#)

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 **Our Latest Strategy**  
Links to strategies you share with your fellow members will be displayed here!

**Washington Campus Coalition - Civic Leadership & Engagement Corps News**  
**Congratulations** to all of our members who have completed or nearly completed your service! And **warm welcome** to all of our newest members! Thank you for all that you are doing to make our communities stronger, healthier, and more resilient.

**Positions available!**  
Looking ahead to the 23-24 academic year or know someone interested in exploring AmeriCorps? Check out our [opportunities page](#).

**America Learns News**  
We are so excited that we have a **NEW America Learns timesheet mobile app** for members!

Available in the Google and Apple app stores, it syncs automatically between the mobile app and the America Learns website:

- [Apple link](#)
- [Google link](#)

[Here's a video on how the app works](#). Note that this is only available to members at this time to

Now we're going to show you what it looks like to complete and submit a data tracking report. To access your data tracking report, login to America Learns.

Washington Campus Coalition - CLEC powered by americalearns

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Arielle's Space

Your Progress Reports  
1 is active.  
You completed 0 of 1.  
[View Completion History](#)

My Time Sheets

My Progress Report Data

Program News

View and Update My Profile

My Time Sheets

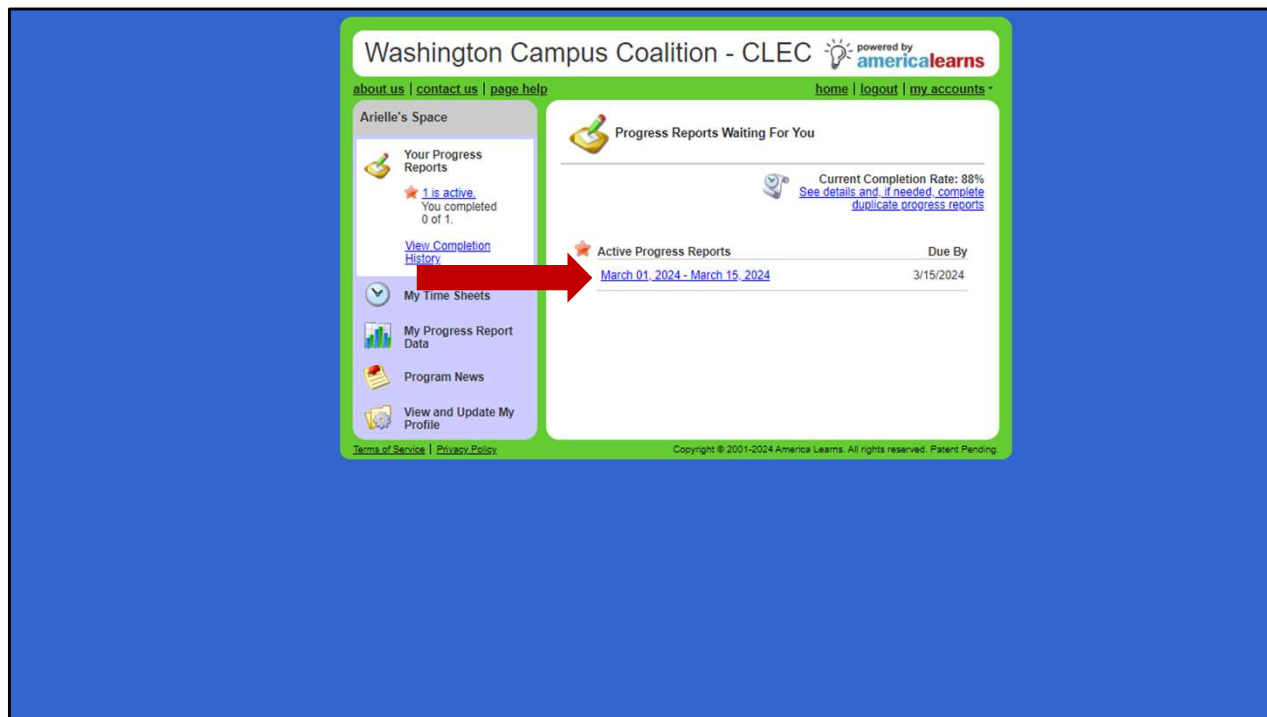
Your Time Sheet Period  
September 16, 2023 - July 31, 2024

Where You Are

Reminder: A maximum of 20% of the total number of hours in your service term may be spent on training and professional development. Reminder: A maximum of 10% of the total number of hours in your service term may be spent on fundraising.

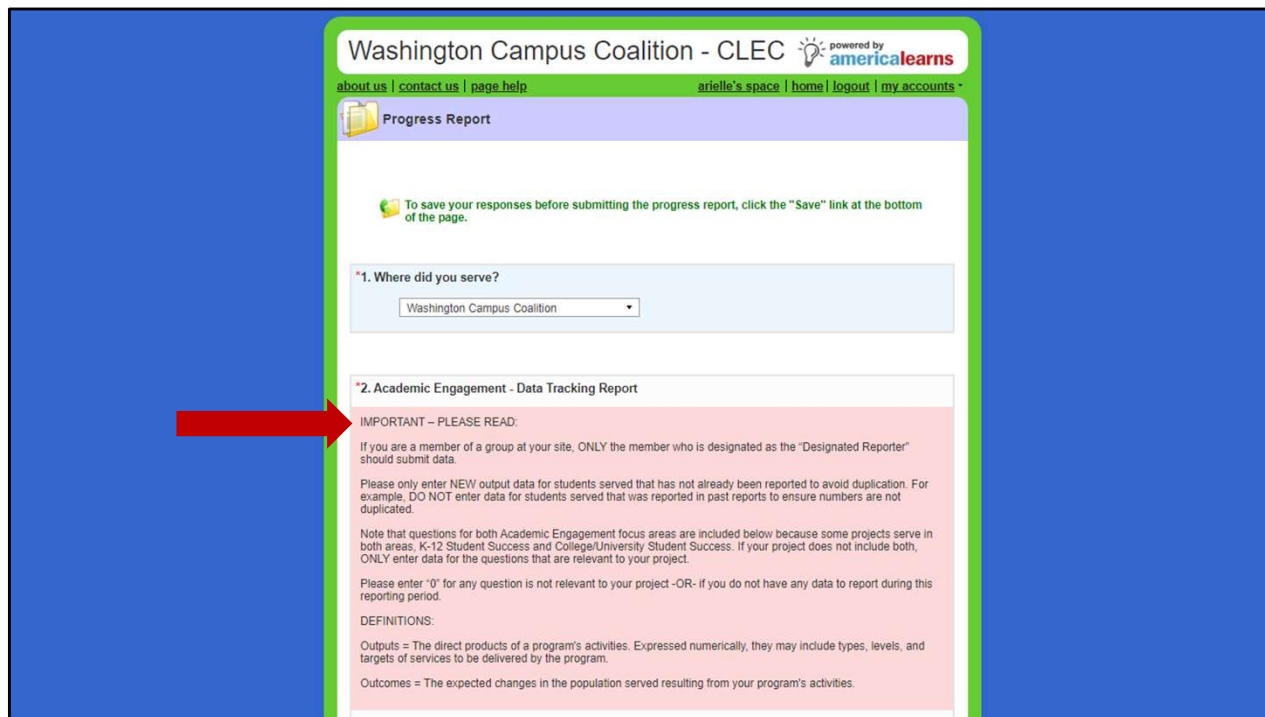
Remaining Hours / Weeks for Education Award Eligibility:	873.50 hours / 21 weeks
Average Number of Weekly Hours Needed for Education Award Eligibility:	41.60 hours
Pending Hours:	0.00
Approved Hours:	826.50 <a href="#">Show Details</a>

In the top left corner you will see a red star that shows that you have an active data tracking report. Click on the link next to the red star.



Please note that although data tracking reports show up as progress reports in America Learns, it is different from the mid-term and end-of-term progress reports that members eventually have to complete. We will go over those in another training.

Here you will see active data tracking reports. Ones that are late or waiting on edits will show up here as well. Click the link to start working on your data tracking report.



Completing data tracking reports is simple; all you need to do is record your focus area specific data elements. The only thing you need to remember is to avoid duplicating data.

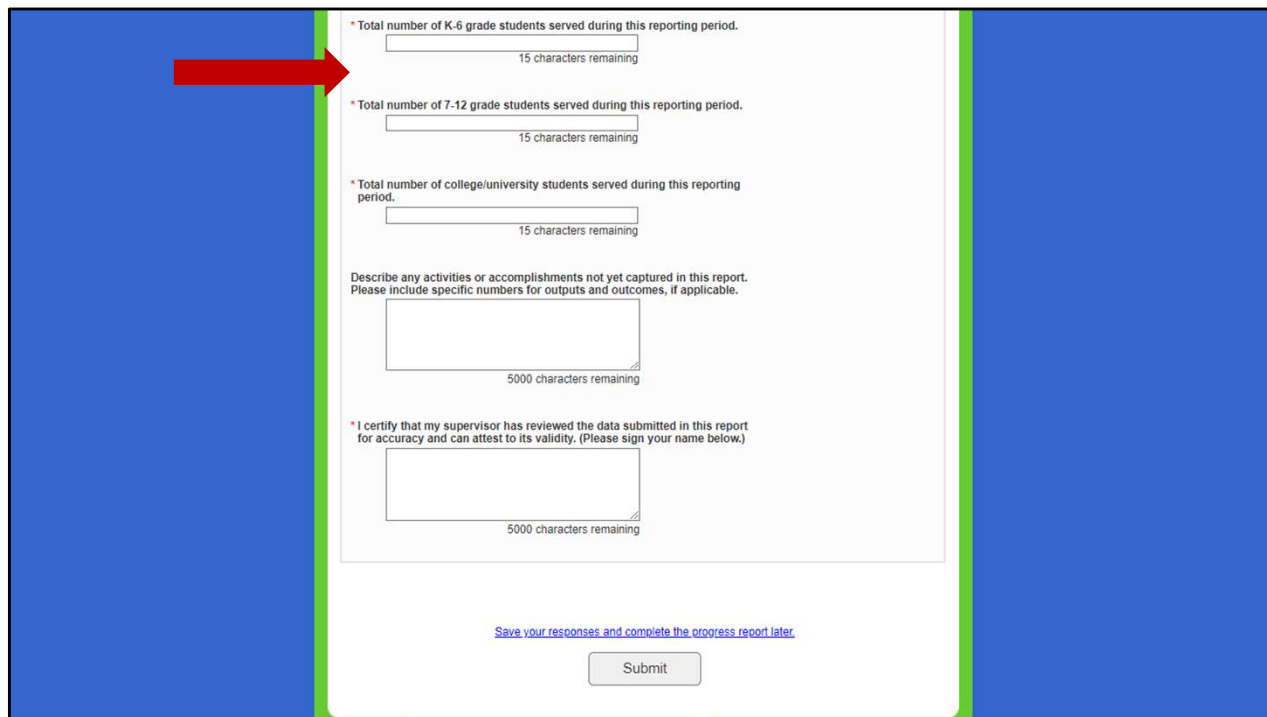
Take a moment to read the red box in question 2. It is critical that you avoid duplicating data, which is why you need to discuss your site's data tracking plan with your supervisor.



The point of counting only new data elements is to ensure that each unique data element is counted only once in the totality of reporting periods put together.

For example, a member who serves the same group of students would only count that group of students one time in their data tracking reports and then record zero students served for the rest of their service. The only time the member would record a new data element is if a new student joined the group.

At the end of your service, the data elements will be combined to show the aggregated total.



\* Total number of K-6 grade students served during this reporting period.  
  
15 characters remaining

\* Total number of 7-12 grade students served during this reporting period.  
  
15 characters remaining

\* Total number of college/university students served during this reporting period.  
  
15 characters remaining

Describe any activities or accomplishments not yet captured in this report. Please include specific numbers for outputs and outcomes, if applicable.  
  
5000 characters remaining

\* I certify that my supervisor has reviewed the data submitted in this report for accuracy and can attest to its validity. (Please sign your name below.)  
  
5000 characters remaining

[Save your responses and complete the progress report later.](#)

Submit

Scroll down to see the data elements you need to enter for your project's focus area.

Since you're only counting new data elements, it's okay if you report low numbers or don't always have numbers to report. This is not a grade or reflection of the impact of your service work and you will not get in trouble if you record mostly zeros in your data tracking reports.

Please note that you do not need to report data elements that aren't relevant to your project.


If the data elements in your report do not match what you are doing in your project, please reach out to your AmeriCorps Program Specialist to be assigned a new focus area.

\* Total number of K-6 grade students served during this reporting period.  
  
15 characters remaining

\* Total number of 7-12 grade students served during this reporting period.  
  
15 characters remaining

\* Total number of college/university students served during this reporting period.  
  
15 characters remaining

Describe any activities or accomplishments not yet captured in this report. Please include specific numbers for outputs and outcomes, if applicable.

   
5000 characters remaining

\* I certify that my supervisor has reviewed the data submitted in this report for accuracy and can attest to its validity. (Please sign your name below.)

5000 characters remaining

[Save your responses and complete the progress report later.](#)

Submit

We understand that there's more to your service than the data elements. If you have any activities or accomplishments that were not captured by the data elements in the data tracking report, you can write them in this box.

\* Total number of K-6 grade students served during this reporting period.  
  
15 characters remaining

\* Total number of 7-12 grade students served during this reporting period.  
  
15 characters remaining

\* Total number of college/university students served during this reporting period.  
  
15 characters remaining

Describe any activities or accomplishments not yet captured in this report.  
Please include specific numbers for outputs and outcomes, if applicable.  
  
5000 characters remaining

\* I certify that my supervisor has reviewed the data submitted in this report for accuracy and can attest to its validity. (Please sign your name below.)  
Arielle Knowles  
  
5000 characters remaining

[Save your responses and complete the progress report later.](#)

Submit

Once you're done, write your name in the last box to certify that your supervisor has reviewed the report.

\* Total number of K-6 grade students served during this reporting period.  
  
15 characters remaining


\* Total number of 7-12 grade students served during this reporting period.  
  
15 characters remaining

\* Total number of college/university students served during this reporting period.  
  
15 characters remaining

Describe any activities or accomplishments not yet captured in this report. Please include specific numbers for outputs and outcomes, if applicable.  
  
5000 characters remaining

\* I certify that my supervisor has reviewed the data submitted in this report for accuracy and can attest to its validity. (Please sign your name below.)  
  
5000 characters remaining

[Save your responses and complete the progress report later.](#)



Then hit submit.

Fundraising None ▾

Time you won't receive credit for: 00:30 Please describe what you were doing during the hours you were not serving.

[Break Between Service \(i.e. class time\)](#)  
[Lunch or Meal](#)

Lunch or Meal

487 characters remaining

Total time you will receive credit for: 8:00

[Save](#) [Copy & Paste](#)

"It's Not Required to Click "Save" For Each Day."

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**Totals for the Period**

Direct Service	88 hours
Direct Service	88 hours
Professional Development	3.5 hours
Fundraising	0 hours
Total Time to Receive Credit For:	91.5 hours @

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**Authorize and Submit**

Important: The following progress report needs to be completed before you submit this time sheet. Please [save your sheet](#) and return after completing the progress report.

- [March 1, 2024 - March 15, 2024](#) (Due by March 25, 2024)

[Save](#)

Remember, you need to submit your data tracking report before submitting your timesheet. If you don't, this notice will show up at the bottom of your timesheet telling you to save your timesheet and submit the data tracking report. Once your data tracking report is submitted, you will be able to submit your timesheet.

# Thanks for Watching!

Data Tracking Reports are quick and easy to fill out! You just need to remember a few key things:

- Have a data tracking plan and always be tracking data, even if you're not a Designated Reporter
- Avoid duplicating data by only counting each person, acre, or pound of food once
- Complete and submit Data Tracking Reports *before* your Timesheets in America Learns

For more resources, review the Canvas training or check out our website: [wacampuscoalition.org/clec](http://wacampuscoalition.org/clec)

If you still need help with Data Tracking Reports, reach out to your supervisor or CLEC staff.

