

# Completing Data Tracking Reports in America Learns

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CLEC AmeriCorps  
Training Video



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



AmeriCorps





## 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)

The screenshot shows the Washington Campus Coalition website. At the top, there is a navigation bar with links: Home, About, AmeriCorps (underlined), Opportunities, Join, Fellows, and Awards. Below the navigation bar, there are two main sections: "Timesheets" and "Data Tracking Report Instructions and Tools". A red arrow points to the "Data Tracking Report Instructions and Tools" section. Under this section, there is a heading "23-24 Data Tracking Report Instructions" followed by a list of tools, each preceded by a blue link: 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, and Environmental Education Data Tracking Tool. The entire list of tools is enclosed in a red box. Below this list is another section titled "Progress Report Instructions & Focus Area Details" with a plus sign to its right.

Washington Campus Coalition  
FOR THE PUBLIC GOOD

Home About AmeriCorps Opportunities Join Fellows Awards

+

Timesheets

+

Red Arrow pointing to the "Data Tracking Report Instructions and Tools" section.

Data Tracking Report Instructions and Tools

-

**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

+

Progress Report Instructions & Focus Area Details

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

Here's an example of one of the data tracking tool templates.

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

K-12 Data Tracking Tool

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
<b>Bimonthly Totals</b>									

Monthly Tracking    Volunteer+Acad.Coach Tracking    Guidance    +

Workbook Statistics    Give Feedback to Microsoft    100%

Members will also need to track the number of volunteers recruited, how many hours the volunteers served, and how many youth and veterans were served.

A screenshot of a Microsoft Excel spreadsheet titled "Volunteer Tracking". The spreadsheet includes a header row and a data table with columns for "Volunteer Name", "Event/Program", "Date(s)", "# of Hours Served", "Notes", and "Initials". A callout box on the right side of the screen defines "Volunteer" as anyone recruited to assist with the CLEC AmeriCorps member's project who is not a site staff or AmeriCorps member.

Volunteer Tracking														
Project Site:														
4	Volunteer Name	Event/Program	Date(s)	# of Hours Served	Notes	Initials	G	H	I	J	K	L	M	N
5														
6														
7														
8														
9														
10														
11														
12														
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These templates have a volunteer tracking tab to help you track volunteers who assist you during your project.

The screenshot shows a Microsoft Excel spreadsheet window. The title bar reads "Search for tools, help, and more (Alt + Q)". The ribbon tabs at the top include "File", "Home", "Insert", "Page Layout", "Formulas", "Data", "Page Break Preview", "View", and "Help". The active tab is "Guidance". The worksheet contains the following text:

**Data Tracking Guidance**

1. Supervisors and members should develop a progress report and data tracking plan soon after a member begins to ensure accurate and timely data collection.

2. Supervisors should review data and tracking instruments monthly at a minimum.

3. Members who are Designated Reporters report data bimonthly in tandem with America Learns timesheets or once at the end of each month.

4. Members enter report data into America Learns and attest that their supervisor has reviewed data for accuracy.

5. Data reported must NOT contain duplicate numbers of any individuals served (beneficiaries).

6. Note about not duplicating numbers:

- a. Individuals served should only be counted ONCE.
- b. Numbers should not be duplicated across progress reports or different member's reports (if a supervisor has more than one member).
- c. If a member is serving a set group of individuals throughout their term of service, these individuals should only be counted on the first progress report, and not entered in consecutive reports to avoid duplication.
- d. For interventions that cross over multiple months or quarters, only count this data in FIRST month of implementation (program start) to avoid duplication (unless the students served between months are different).

7. AmeriCorps members do not count as individuals served (beneficiaries) or volunteers.

8. Use the Volunteer Tracking tab to track volunteers and volunteer hours served.

9. Host sites can use this format and adjust it to their specific program, as needed, or develop their own version.

10. Designated Reporter = The AmeriCorps member who is reporting data bimonthly with timesheets; if a site has a group of members serving the same beneficiaries, only ONE member will be the designated reporter to avoid duplication.

11. Volunteer = Anyone recruited, trained, managed, or coordinated to assist with the CLEC AmeriCorps member's project who is not a site staff or AmeriCorps member

12. Interventions = Referrals, outreach, counseling, coaching, education/training, vaccination programs, dental services, advocacy, emergency preparedness, opioid/drug intervention services, etc. (list is not comprehensive, please list additional interventions, if using)

13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27.

At the bottom of the screen, there are tabs for "Monthly Tracking", "Volunteer Tracking", "Guidance" (which is highlighted), and a "+" sign. The status bar at the bottom right shows "Give Feedback to Microsoft", "100%", and a zoom control.

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 screenshot shows the Canvas LMS interface. On the left is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main area is titled 'Home' and contains a list under the heading 'Timesheets and Progress Reports'. A red arrow points to the 'Data Tracking Reports' item. The list includes:

- Timesheets (Marked done)
- Timesheets (continued) (Marked done)
- Data Tracking Reports** (Marked done)
- Progress Reports (Marked done)
- Progress Reports (Continued) (Mark done)
- Performance Measures (Marked done)
- Timesheet & Progress Report Training Video (Marked done)
- Timesheets and Progress Reports: Quiz 2 (9 pts)

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.



AmeriCorps



The screenshot shows the homepage of the Washington Campus Coalition - CLEC website. At the top, there's a green header bar with the text "Washington Campus Coalition - CLEC" and "powered by **americalearns**". Below the header, there are links for "about us", "contact us", and "page help". A logo for "WASHINGTON Campus Coalition FOR THE PUBLIC GOOD" is on the left. In the center, there's a section titled "Please review the following:" with links to "Time Sheet Training Video" and "Report Completion Training Video". Below this is a login form with fields for "E-mail" and "Password", and buttons for "Log In" and "Reset Password". To the right, there's a section titled "Our Latest Strategy" with a link to "Links to strategies you share with your fellow members will be displayed here!". At the bottom, there are two columns: one for "Washington Campus Coalition - Civic Leadership & Engagement Corps News" and one for "America Learns News".

**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:

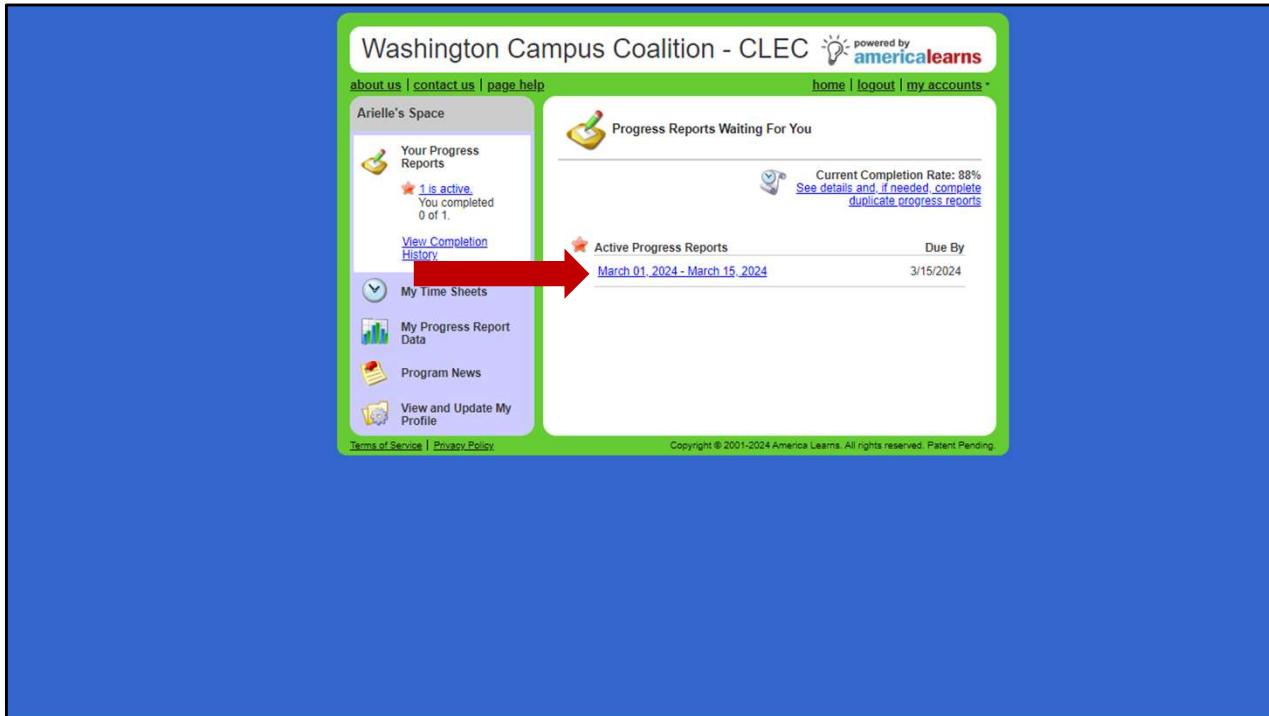
- [Apple link](#)
- [Google link](#)

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.

The screenshot shows the Washington Campus Coalition - CLEC website. The top navigation bar includes links for 'about us', 'contact us', 'page help', 'home', 'logout', and 'my accounts'. On the left, a sidebar titled 'Arielle's Space' lists 'Your Progress Reports' (with a red arrow pointing to the '1 is active' link next to a star icon), 'View Completion History', 'My Time Sheets', 'My Progress Report Data', 'Program News', and 'View and Update My Profile'. The main content area is titled 'My Time Sheets' and displays the 'Your Time Sheet Period' as 'September 16, 2023 - July 31, 2024'. Below this, the 'Where You Are' section contains a reminder about training and professional development. It also shows 'Remaining Hours / Weeks for Education Award Eligibility: 873.50 hours / 21 weeks'. Underneath, it details 'Average Number of Weekly Hours Needed for Education Award Eligibility: 41.60 hours', 'Pending Hours: 0.00', and 'Approved Hours: 826.50' with a 'Show Details' button.

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.

The screenshot shows a web-based progress report form for the Washington Campus Coalition - CLEC. At the top, there's a navigation bar with links for 'about us', 'contact us', 'page help', 'arielle's space', 'home', 'logout', and 'my accounts'. Below the navigation is a purple header bar with a folder icon and the text 'Progress Report'. A green sidebar on the left contains a 'Save' button and a 'Help' link. The main content area has two sections: '1. Where did you serve?' (with a dropdown menu set to 'Washington Campus Coalition') and '2. Academic Engagement - Data Tracking Report'. Section 2 includes an 'IMPORTANT - PLEASE READ' box with instructions about avoiding duplication of data. A red arrow points to this 'IMPORTANT' box.

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.](#)

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.

The screenshot shows a web-based data entry form. On the left and right sides of the form area are vertical blue panels. Between these panels is a white rectangular input area with a thin black border. At the top of this area, there are three text input fields, each with a character count indicator below it: "15 characters remaining" for each. Below these is a larger text input field with the instruction: "Describe any activities or accomplishments not yet captured in this report. Please include specific numbers for outputs and outcomes, if applicable." A red arrow points from the left towards this text area. At the bottom of the input area, there is a note: "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.)" followed by another large text input field with "5000 characters remaining". At the very bottom of the white area, there is a link in blue text: "Save your responses and complete the progress report later." and a "Submit" button.

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.  
[Text input field]  
15 characters remaining

\* Total number of 7-12 grade students served during this reporting period.  
[Text input field]  
15 characters remaining

\* Total number of college/university students served during this reporting period.  
[Text input field]  
15 characters remaining

Describe any activities or accomplishments not yet captured in this report. Please include specific numbers for outputs and outcomes, if applicable.  
[Text input field]  
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.)  
[Text input field]  
Arielle Knowles  
5000 characters remaining

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

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.)  
Arielle Knowles  
 5000 characters remaining

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



Then hit submit.

The screenshot shows a data entry interface for a 'Fundraising' activity. At the top, there's a dropdown menu set to 'None'. Below it, a section asks for the time spent not serving credit, listed as '00:30' with a note to describe activities like 'Break Between Service (i.e. class time) Lunch or Meal'. A text area contains the text 'Lunch or Meal', with a character count of '487 characters remaining'. Below this, the total time to receive credit is shown as '8:00'. There are 'Save' and 'Copy & Paste' buttons, followed by a note: '\*\*It's Not Required to Click "Save" For Each Day.\*\*'

**Totals for the Period**

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

**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.

