21st CCLC Summary of Classes (Arizona) [.2235 - .2251]

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Tool Rights | Reporting Population | Understand the Report

Classic View: AZ State Reporting > 21st CCLC Summary of Classes

Search Term: 21st CCLC Summary of Classes

The 21st CCLC Summary of Classes extract provides districts with a summary of 21st CCLC course information within a specific calendar.

Tool Rights

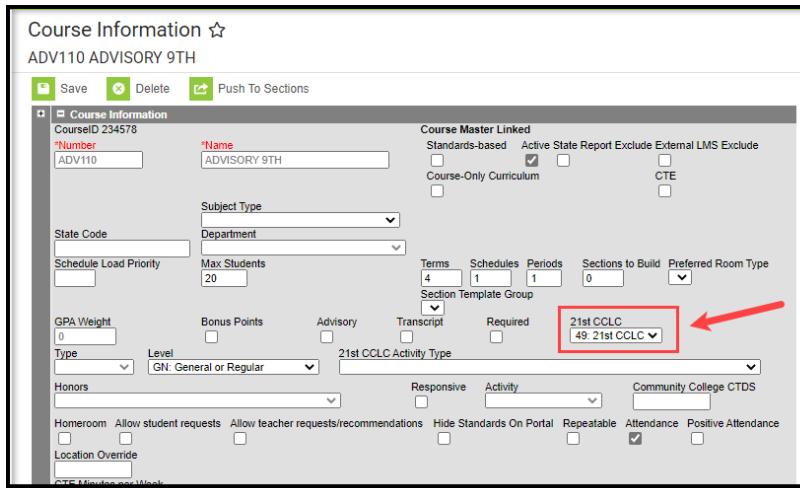**Classic View:** System Administration > User Security > Users > Tool Rights

Search Term: Tool Rights

Users must have at least **R**(ead) tool rights in order to generate and view the 21st CCLC Summary of Classes extract.

Reporting Population

Report one record for each section in the selected calendar that has the **21st CCLC** field populated on the course.

- The section must be provided within the date range of the extract editor.
- State Excluded and Inactive courses are not reported.
- If the Start Date is NULL, consider 7/1/YYYY as the default begin of the report time span (with YYYY as the start year of the selected calendar)
- If the End Date is NULL, consider the Current Date as the default end of the report time span

Generate the Report

1. Enter the **Start Date**. If this field is left null, the tool will use 7/1/YYYY as the date (with YYYY being the start year of the selected calendar).
2. Enter the **End Date**. Only CCLC courses active between the start and end date are reported. If this field is left null, the current date is used.
3. Select the report **Format**.
4. Filter data by selecting an existing **Ad Hoc Filter** (optional).
5. Select which calendar(s) will report data.
6. Click **Generate Report** to generate the report immediately or click **Submit to Batch** to schedule when the system will process and generate the report.

21st CCLC Summary Of Classes Records:1					
ClassName	InstructorName	DatesOfClassAndTotalWeeksToDate	NumOfHoursSessionIsProvided	DaysOfWeek	AverageDailyAttendance
PLANTS, ANIMALS, & LEADERSHIP -2028085	Kari	07/04/2022 - 12/31/2022 (7 wks)	0.90	M T W Th F	1

Understand the Report

Use the table below to understand each element in the report:

Data Element	Description and Logic	Campus UI Location
Class Name	Reports as follows: • Course Name-Teacher Last Name-Section Number	Schedule > Course > Course > Name Schedule > Course > Section > Staff History Schedule > Course > Section > Section ID
Instructor Name	Reports a comma delimited list of all staff members listed in the Staff History tab of the section Note: Names are reported as first name last name format	Schedule > Course > Section > Staff History
Dates of class and total weeks to date	Report the start date and end date of the section using the term dates the section is scheduled into as well as the number of weeks the course has been offered up to the end date entered in the extract editor. For weeks, count the number of weeks (Mon-Sun) starting from the start date of the course through the end date that is entered in the extract editor. Note: • Date is formatted as mm/dd/yy • Format of the field is mm/dd/yy - mm/dd/yy (x wks)	Schedule > Course > Section > Sections System Administration > Calendar > Calendar > Terms

Data Element	Description and Logic	Campus UI Location
# of hours session is provided	Report the average hours the section is provided per day for a full week of instruction This is calculated as follows: 1. Sum the period minutes from each instructional day the section is offered within the start/end dates of the extract editor 2. Divide the sum by the number of instructional days the section was offered within the start/end dates of the extract editor 3. Divide that value by 60 4. Round to the second decimal place	Schedule > Course > Section > Sections System Administration > Calendar > Calendar > Periods
Days of Week	Report the abbreviation for each day of the week the section is scheduled into using the abbreviations below • Monday - M • Tuesday - T • Wednesday - W • Thursday - Th • Friday - F	Schedule > Course > Section > Sections System Administration > Calendar > Calendar > Periods
Average Daily Attendance	Report the average number of students that were present each day the section was offered. To calculate this: 1. Count the number of students that were present each day the section was offered from the start date of the section through the end date on the extract editor 2. Sum the counts of each day 3. Divide this sum by the number of days the section was offered from the start date of the section through the end date on the extract editor 4. Round down to the nearest whole number	Schedule > Course > Section > Roster Schedule > Course > Section > Sections System Administration > Calendar > Calendar > Periods