



User Manual for GEAR UP Online Database

<https://www.gearupmedata.org/>

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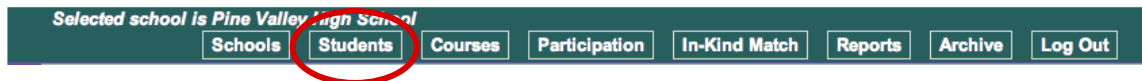
Need help? Contact Beth Lambert
beth@syntiro.org or 238-6021

Updated 9/29/10

User Manual for GEAR UP Online Database Chapter 1: Student Info

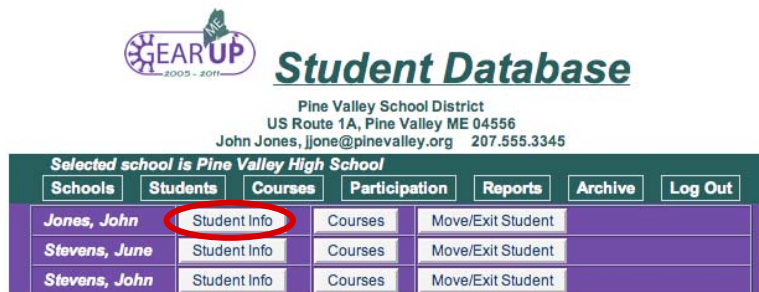
- Visit <https://www.gearupmedata.org/> and login using your username and password (case sensitive)
- Select a school from the list

NAVIGATION MENU



You will see this menu at the top of each screen and can use it to move through the database. This chapter is about the **Students** section.

STUDENT INFO



Click on "student info" and you will see the below screen:

Data entry form for John Jones, Pine Valley High School

Schools **Students** Courses Participation In-Kind Match Reports Archive Log Out

1. Name: John (first) James (middle) Jones (last)

2. School Info: MEDMS ID 123456789 ESL No IEP Yes
 First GEAR Up year 2005 This student has a personal learning plan Yes No
 Expected year of graduation 2011 Date revised (3/30/06) student compact signed 04/24/2007

| School Year | Grade | Student's School | Unexcused Absences | Promoted Retained |
|-------------|-------|-------------------------|--------------------|-------------------|
| 2005 - 2006 | 9 | Pine Valley High School | 3 | Promoted |
| 2006 - 2007 | 10 | Pine Valley High School | 2 | Promoted |
| 2007 - 2008 | 11 | Pine Valley High School | 6 | |

3. Demographic Info: DOB: 03/09/1990 Gender: Male Student ID: 002551234
 Ethnicity: Native Hawaiian or Pacific Islander

4. Contact Info: Parent 1 Jack Jones Phone: 685-1234
 Mailing Address: 123 Route 1 City Calais State ME Zip Code 04123
 Parent 2 Mailing Address: City State Zip Code

POST STUDENT DATA

Only use Parent 2 if the student has two parent addresses on file

If the student has more than one parent at the same address, enter both names in Parent 1

Important: After changing information on ANY page, always be sure to **click "Post update"** or "Post data" button at the bottom of your screen or the information will not be saved.

Notes:

- "first GEAR UP year" should be the start of their 7th grade year.
- "Expected year of graduation" – for example, if the student would be a senior in the 07-08 school year, the expected year of graduation would be 2008.
- We no longer collect Social Security Numbers (for the scholarship) until students' senior year.

Because you are now in "John Jones" record, when you select the "students" menu you will see the following options so that you can view and change other parts of his record:

The screenshot shows a web interface for a student record. At the top, there are navigation tabs: Schools, Students, Courses, Participation, In-Kind Match, Reports, Archive, and Log Out. Below the tabs, there is a search bar with the name 'John Jones' and a dropdown menu for 'Active Student Menu'. The dropdown menu is open, showing options: Student Information, Course Information, Participation Records, Group Forms for Student Info, and Move/Exit Student. The 'Student Information', 'Course Information', and 'Participation Records' options are circled in red. Below the menu, there are fields for 'Up year' (2005), 'Year of graduation' (2011), and 'Date revised' (04/24/2007). At the bottom, there is a table with columns: Year, Grade, Student's School, Unexcused Absences, and Promoted/Retained.

| Year | Grade | Student's School | Unexcused Absences | Promoted/Retained |
|------|-------|-------------------------|--------------------|-------------------|
| 2006 | 9 | Pine Valley High School | 3 | Promoted |

GROUP ENTRY FORMS (This is the cool part!!)

The screenshot shows a web interface for a group of students. At the top, there are navigation tabs: Schools, Students, Courses, Participation, In-Kind Match, Reports, Archive, and Log Out. Below the tabs, there is a search bar with the name 'John Jones' and a dropdown menu for 'Active Student Menu'. The dropdown menu is open, showing options: MEDMS ID, GEAR UP Required Info, Projected Year of Graduation, 2007 School Year Data, and Post High School Planning. The 'MEDMS ID', 'GEAR UP Required Info', and 'Projected Year of Graduation' options are circled in red. Below the menu, there are fields for 'Up year' (2005), 'Year of graduation' (2011), and 'Date revised' (04/24/2007). At the bottom, there is a table with columns: Year, Grade, Student's School, Unexcused Absences, and Promoted/Retained.

| Year | Grade | Student's School | Unexcused Absences | Promoted/Retained |
|------|-------|-------------------------|--------------------|-------------------|
| 2006 | 9 | Pine Valley High School | 3 | Promoted |

MEDMS ID

Group Student Data Form for Pine Valley High School

Schools Students Courses Participation **In-Kind Match** Reports Archive Log Out

| Student | MEDMS ID |
|---------------|------------|
| Jones, John | 123456789 |
| Stevens, June | 2147483647 |
| Stevens, John | 2147483647 |

POST UPDATE

Double check that your MEDMS ID Numbers are correct

GEAR UP Required info

Group Student Data Form for Pine Valley High School

Schools Students Courses Participation **In-Kind Match** Reports Archive Log Out

| Student | Learning Plan | Date Student Compact Signed | ESL | IEP |
|---------------|---------------------------------------------------------------|-----------------------------|-----|-----|
| Jones, John | <input checked="" type="radio"/> Yes <input type="radio"/> No | 04 / 24 / 2007 | No | Yes |
| Stevens, June | <input checked="" type="radio"/> Yes <input type="radio"/> No | 02 / 13 / 2008 | Yes | No |
| Stevens, John | <input checked="" type="radio"/> Yes <input type="radio"/> No | 09 / 25 / 2007 | Yes | Yes |

POST UPDATE

Double check that the GEAR UP required info is entered and current

Projected Year of Graduation

Group Student Data Form for Pine Valley High School

Schools Students Courses Participation **In-Kind Match** Reports Archive Log Out

| Student | Projected Year of Graduation |
|---------------|------------------------------|
| Jones, John | 2011 |
| Stevens, June | 2010 |
| Stevens, John | 2008 |

POST UPDATE

Make sure that your students have the correct year entered for their projected year of graduation. For example, if the student would be a senior in the 07-08 school year, the expected year of graduation would be 2008. Based on the data already entered, Gary wrote a script to "guess" when the student should graduate, but you should look through this carefully and make any necessary changes. **FINISH THIS STEP BEFORE MOVING ON TO 2007 SCHOOL YEAR DATA.**

2007 School Year Data

Group Student Data Form for Pine Valley High School

Schools Students Courses Participation **In-Kind Match** Reports Archive Log Out

| Student | School Year | Grade | Student's School | Unexcused Absences | Promoted Retained |
|---------------|-------------|-------|-------------------------|--------------------|-------------------|
| Stevens, June | 2007 - 2008 | 10 | Pine Valley High School | 0 | |
| Jones, John | 2007 - 2008 | 11 | Pine Valley High School | 6 | |
| Stevens, John | 2007 - 2008 | 12 | Pine Valley High School | 3 | |

POST UPDATE

This shows you what grade your students are in during this current 07-08 school year.

Important: If the student's "grade" is missing you should use this screen to enter it. However, if the "grade" is incorrect, you must go to the individual student's record to correct it. See below:

Group Student Data Form for Pine Valley High School

Schools Students Courses Participation In-Kind Match Reports Archive Log Out

| Student | School Year | Grade | Student's School | Unexcused Absences | Promoted Retained |
|---------------|-------------|-------|-------------------------|--------------------|-------------------|
| Jones, John | 2007 - 2008 | 11 | Pine Valley High School | 6 | Promoted |
| Stevens, June | 2007 - 2008 | 10 | Pine Valley High School | 0 | |
| Stevens, John | 2007 - 2008 | 0 | Pine Valley High School | 3 | |

POST UPDATE

If the school year is missing, it can be added using the school year group template.

Group Student Data Form for Pine Valley High School

Schools Students Courses Participation In-Kind Match Reports Archive Log Out

| Student | School Year | Grade | Student's School | Unexcused Absences | Promoted Retained |
|---------------|-------------|-------|-------------------------|--------------------|-------------------|
| Jones, John | 2007 - 2008 | 11 | Pine Valley High School | 6 | |
| Stevens, June | 2007 - 2008 | 10 | Pine Valley High School | 0 | |
| Stevens, John | 2007 - 2008 | 12 | Pine Valley High School | 3 | |

POST UPDATE

If the school year has been entered, the value can not be edited by using the group form.

Post High School Planning

Group Student Data Form for Pine Valley High School

Schools Students Courses Participation In-Kind Match Reports Archive Log Out

Students in Grade 12 during school year 2006-2007

| Student | Verified | FAFSA filed | Eligible for scholarship school year 2007-2008 based on EFC as of August 2007 | Number of postsecondary applications | Number postsecondary institutions accepted | Where student intends to enroll | Post-secondary school attended |
|---------------|----------|-------------|-------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------|---------------------------------|--------------------------------|
| Stevens, June | N | N/A | N/A | | | | |

Students in Grade 12 during school year 2007-2008

| Student | Student self-verification complete | FAFSA filed | Currently eligible for scholarship based on EFC | Reason ineligible | Data items maintained by the liaisons | | Where student intends to enroll | Post-secondary school attended |
|---------------|------------------------------------|-------------|-------------------------------------------------|-------------------|---------------------------------------|--------------------------------------------|---------------------------------|--------------------------------|
| | | | | | Number of postsecondary applications | Number postsecondary institutions accepted | | |
| Stevens, John | Y | Y | Y | | 5 | 3 | Bates College | Colby College |

POST UPDATE

On this screen you will see a list of last year's seniors AND current seniors. If there are any mistakes in this list, you will need to make the corrections to the school year in the individual student's record:

Data entry form for John Jones, Pine Valley High School

Schools Students Courses Participation In-Kind Match Reports Archive Log Out

1. Name: John (first) James (middle) Jones (last)

2. School Info: MEDMS ID 123456789 ESL No IEP Yes
 First GEAR Up year 2005 This student has a personal learning plan Yes No
 Expected year of graduation 2011 Date revised (3/30/06) student compact signed 04/24/2007

| School Year | Grade | Student's School | Unexcused Absences | Promoted Retained |
|-------------|-------|-------------------------|--------------------|-------------------|
| 2005 - 2006 | 9 | Pine Valley High School | 3 | Promoted |
| 2006 - 2007 | 10 | Pine Valley High School | 2 | Promoted |
| 2007 - 2008 | 11 | Pine Valley High School | 6 | |

3. Demographic Info: DOB: 03/09/1990 Gender: Male Student ID: 002551234
 Ethnicity: Native Hawaiian or Pacific Islander

4. Contact Info: Parent 1 Jack Jones Phone: 685-1234
 Mailing Address: 123 Route 1 City Calais State ME Zip Code 04123
 Parent 2 Mailing Address: City State Zip Code

POST STUDENT DATA

For last year's seniors, you need to make sure you have entered the following:

COURSES and PARTICIPATION RECORDS



Selected school is Pine Valley High School

Schools Students Courses Participation In-Kind Match Reports Archive Log Out

| | | | | |
|---------------|--------------|---------|-----------------------|-------------------|
| Jones, John | Student Info | Courses | Participation Records | Move/Exit Student |
| Stevens, June | Student Info | Courses | Participation Records | Move/Exit Student |
| Stevens, John | Student Info | Courses | Participation Records | Move/Exit Student |

Use the "courses" and "participation records" buttons to view a student's record.

MOVE/EXIT STUDENT

For students that are no longer in your school, use the "Move/Exit Student" option on the active student list:

Selected school is Pine Valley High School

Schools Students Courses Participation In-Kind Match Reports Archive Log Out

| | | | | |
|---------------|--------------|---------|-----------------------|-------------------|
| Jones, John | Student Info | Courses | Participation Records | Move/Exit Student |
| Stevens, June | Student Info | Courses | Participation Records | Move/Exit Student |
| Stevens, John | Student Info | Courses | Participation Records | Move/Exit Student |

Which will bring you to the following screen:

Data entry form for John Stevens, Pine Valley High School

A. Assign John Stevens to a different school in Pine Valley School District:

Use this option to change the student to a different school in the same school district. No other changes will be made to this student's record.

B. Assign John Stevens to a school in another GEAR UP district:

Use this option to change the student to a school in a different GEAR UP school district. No other changes will be made to this student's record. Email notification will be sent to MSN, the RTAC and the liaison at the new school. Access to the records for this student will be MOVED to the new liaison. BEFORE TAKING THIS STEP, MAKE SURE YOUR RECORDS FOR THIS STUDENT ARE CURRENT AND THAT YOU HAVE ENTERED IN ALL GRADES AND PARTICIPATION!

C. Exit John Stevens from Pine Valley High School and from GEAR UP:

Change status to Mark Exit Year as Exit by:

| School Year | Grade | Student's School | Unexcused Absences | Promoted/Retained |
|-------------|-------|-------------------------|--------------------|----------------------|
| 2007 - 2008 | 12 | Pine Valley High School | 3 | <input type="text"/> |

Use this option to exit the student from Pine Valley High School, Pine Valley School District and from GEAR UP. No other changes will be made to this student's record. BEFORE TAKING THIS STEP, MAKE SURE YOUR RECORDS FOR THIS STUDENT ARE CURRENT! The link for this student will be moved to Archive/Exited Students. You will no longer be able to post data to this student's records.

Follow the instructions written on the page. Use A and B for students that remain in GEAR UP, and C for students that have exited for any reason. Select the year and exit reason (they can be reinstated later if necessary, see Chapter 6: Archive)

User Manual for GEAR UP Online Database Chapter 2: Courses

Selected school is Pine Valley High School

You will see this menu at the top of each screen and can use it to move through the database. This chapter is about the **Courses** section.

COURSES

To add a course, select it from the menu. As an example, let's add a Pre-Calculus course.

Selected school is Pine Valley High School

| Schools | Students | Courses | Participation | In-Kind Match | Reports | Archive | Log Out |
|---------------|----------|--------------------------------------|---------------|---------------|------------|-------------------|---------|
| Jones, John | S | Math Course - Introductory Math | | | In Records | Move/Exit Student | |
| Stevens, June | S | Math Course - Pre-Algebra | | | In Records | Move/Exit Student | |
| Stevens, John | S | Math Course - Algebra I | | | In Records | Move/Exit Student | |
| | | Math Course - Algebra II | | | | | |
| | | Math Course - Geometry | | | | | |
| | | Math Course- Pre-Calculus | | | | | |
| | | Math Course - Integ Math | | | | | |
| | | Math Course - Other Math | | | | | |
| | | English Course - Engl/Lang Arts | | | | | |
| | | English Course - Reading | | | | | |
| | | English Course - Other English | | | | | |
| | | Science Course - Intro Sci/Earth Sci | | | | | |
| | | Science Course - Biology | | | | | |
| | | Science Course - Chemistry | | | | | |
| | | Science Course - Physics | | | | | |
| | | Science Course - Integ Sci | | | | | |
| | | Science Course - Other Sci | | | | | |
| | | Early College Non Math/Sci/Eng | | | | | |

Course Form for Pine Valley High School

Schools Students Courses Participation In-Kind Match Reports Archive Log Out

Math Course- Pre-Calculus

A. Students who are enrolled in this course for school year 2007

| Student | School Year | Grade | Course Description | Course Level | 1st/Tri Semester Grade | Final Grade |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------|--------------------|--------------|------------------------|-------------|
| Use selection "A" to update course information for students already enrolled in the Math Course- Pre-Calculus. To add new students to the Math Course- Pre-Calculus use selection "B". Enter numeric grades | | | | | | |

Math Course- Pre-Calculus

B. Students who can be enrolled in this course for school year 2007

| Add Student | Student | School Year | Grade | Course Description | Course Level | 1st/Tri Semester Grade | Final Grade |
|--------------------------|---------------|-------------|-------|---------------------------|--------------|------------------------|-------------|
| <input type="checkbox"/> | Jones, John | 2007-2008 | 11 | Math Course- Pre-Calculus | | | |
| <input type="checkbox"/> | Stevens, June | 2007-2008 | 10 | Math Course- Pre-Calculus | | | |
| <input type="checkbox"/> | Stevens, John | 2007-2008 | 12 | Math Course- Pre-Calculus | | | |

POST TO ADD STUDENTS TO COURSES

To add new students to the Math Course- Pre-Calculus use selection "B". Use selection "A" to update course information for students already enrolled in the Math Course- Pre-Calculus
Enter numeric grades

After you have added the course, you will see a list of your students (above). Check the box to add students to the course, and enter the course level and student's grade. For this example, we'll add John Jones, hit "post" and he will now appear as having taken the class in the top section:

Course Form for Pine Valley High School

Math Course- Pre-Calculus

A. Students who are enrolled in this course for school year 2007

| Student | School Year | Grade | Course Description | Course Level | 1st/Tri Semester Grade | Final Grade |
|-------------|-------------|-------|---------------------------|-----------------|------------------------|-------------|
| Jones, John | 2007-2008 | 11 | Math Course- Pre-Calculus | Honors/Advanced | 93 | 0 |

POST TO UPDATE STUDENT COURSES

Use selection "A" to update course information for students already enrolled in the Math Course- Pre-Calculus. To add new students to the Math Course- Pre-Calculus use selection "B".
Enter numeric grades

Math Course- Pre-Calculus

B. Students who can be enrolled in this course for school year 2007

| Add Student | Student | School Year | Grade | Course Description | Course Level | 1st/Tri Semester Grade | Final Grade |
|--------------------------|---------------|-------------|-------|---------------------------|--------------|------------------------|-------------|
| <input type="checkbox"/> | Stevens, June | 2007-2008 | 10 | Math Course- Pre-Calculus | | | |
| <input type="checkbox"/> | Stevens, John | 2007-2008 | 12 | Math Course- Pre-Calculus | | | |

POST TO ADD STUDENTS TO COURSES

To add new students to the Math Course- Pre-Calculus use selection "B". Use selection "A" to update course information for students already enrolled in the Math Course- Pre-Calculus
Enter numeric grades

You can obviously add many students to a course at one time, making this a much faster process than entering the course over and over for each student!

Notes:

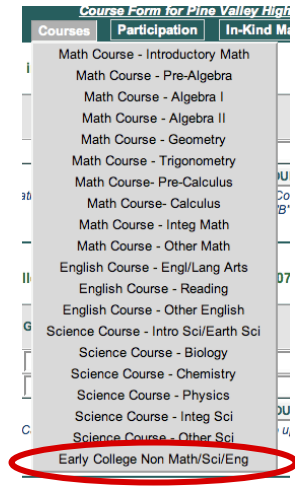
- Use numerical grades. For example, if a student received a 94 in a course, use that number instead of an "A".
- We collect final grades at the end of the school year, and first semester/trimester grades before the end of March. No other marking periods are necessary (we don't need 2nd semester, quarter grades, etc.)
- We only collect Math, English, and Science course information; we do not collect other courses such as History, Psychology, Art, etc. (*except for early college courses*)
- If the student takes a college level course (early college) in Math, Science, or English, use the regular system to add the course, and select "early college" for the course level:

| Add Student | Student | School Year | Grade | Course Description | Course Level | 1st/Tri Semester Grade | Final Grade |
|--------------------------|---------------|-------------|-------|---------------------------|--------------|------------------------|-------------|
| <input type="checkbox"/> | Stevens, June | 2007-2008 | 10 | Math Course- Pre-Calculus | | | |
| <input type="checkbox"/> | Stevens, John | 2007-2008 | 12 | Math Course- Pre-Calculus | | | |

POST TO ADD STUDENTS TO COURSES

To add new students to the Math Course- Pre-Calculus use selection "B". Use selection "A" to update course information for students already enrolled in the Math Course- Pre-Calculus
Enter numeric grades

- If the course is a college course outside of these subject areas, use the last option on the course list "Early College Non Math/Sci/Eng":



- As an alternate method and to enter courses taken in previous years, you can add courses in the "old" way using the active student menu:



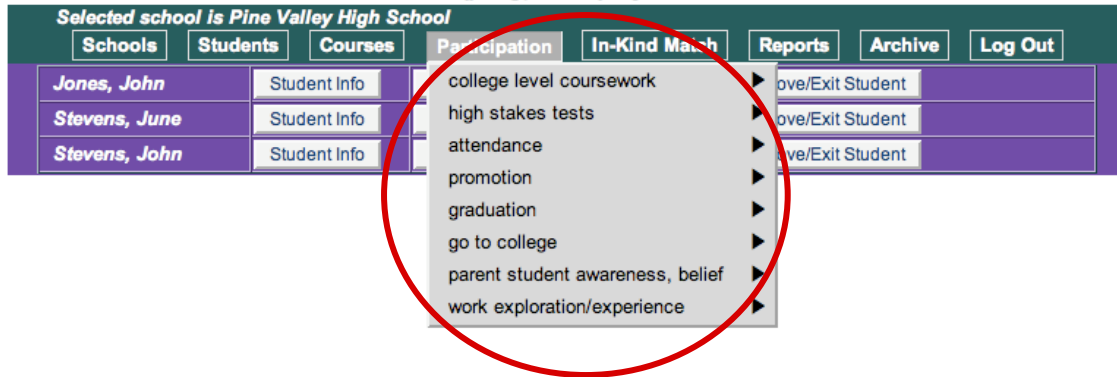
User Manual for GEAR UP Online Database Chapter 3: Participation



You will see this menu at the top of each screen and can use it to move through the database. This chapter is about the **Participation** section.

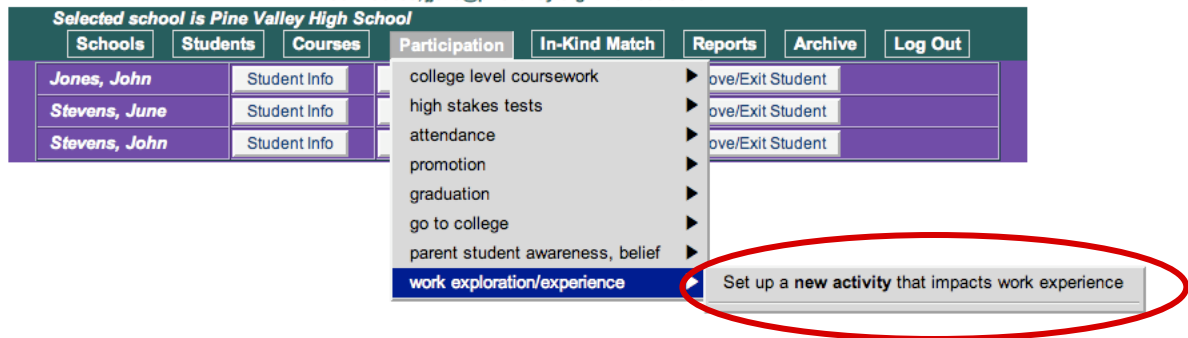
Adding a new activity:

Before adding an activity or event, you need to decide which of these 8 categories it fits into:



**** Note that each of the eight categories ties back to one or a group of performance indicators on which this project is evaluated.** Be sure to select the category most appropriate to the participation activity you're reporting on. While many activities may fit into more than one category, please choose the primary objective.

For this example, let's add an activity that impacts "work exploration/experience"



Enter information about the activity:

Participation data entry form for Pine Valley High School

Schools Students Courses Participation In-Kind Match Reports Archive Log Out

GEAR UP Participating Activity Record for Pine Valley High School, Pine Valley School District

1. Activities aimed at helping students improve their sense of what it's like to work in various jobs, occupations, professions

2. Enter a name for identifying this activity: ← This name is for your own reference – make it specific so you can recognize it later

3. Service provided:

4. Briefly describe this activity:

5. School-year:

6. Start date for service: / /

7. Ending date for service: / / (leave blank if one day event)

8. Number of sessions

9. Hours per session (xx.xx)

After hitting "Post Update" you will get a screen with the information that you entered about the event and a list of all your students:

10. Participants:

Use this option to select an entire class

Grade 9

Grade 10

Stevens, June

Use this option to select individual students

Grade 11

Jones, John

Grade 12

Stevens, John

11. Total service hours for all participants (auto-calculated)

If most (but not all) of a class participated, follow these steps:

- Check off the box for the grade level
- Hit post update (the entire class will now be selected)
- Un-check the box next to grade level
- Uncheck the students who were absent
- Hit post update again

Now when you return to the participation menu, you will see the activity you have added as well as the option for adding a new activity:

The screenshot shows the 'Participation data entry form for Pine Valley High School'. The 'Participation' tab is selected, and a dropdown menu is open for 'work exploration/experience'. The dropdown menu lists several categories: college level coursework, high stakes tests, attendance, promotion, graduation, go to college, parent student awareness, belief, and work exploration/experience. The 'work exploration/experience' option is highlighted in blue. Below the dropdown menu, there is a button that says 'Set up a new activity that impacts work experience'. A red arrow points from the text 'Activity you just added' to the 'work exploration/experience' option in the dropdown menu. Another red arrow points from the text 'Option to add a new activity' to the 'Set up a new activity that impacts work experience' button.

ACTIVITY EXAMPLES (not an exclusive list by any means!)

Note: Some activities will fit into more than one category, but think about the purpose of that specific event and place it where you think it fits most closely. If an event clearly covers two objectives with no primary focus, you may enter it twice and split the time between the two entries.

College level coursework

- Tutoring for students in early college courses
- Note: the actual courses should be entered in the "courses" section, not as activities

High Stakes Tests

- Online SAT prep
- After school SAT prep
- Workshop on test-taking strategies

Attendance

- Counseling
- Mentoring

Promotion

- After school tutoring for students
- Homework assistance

Graduation

- Academic planning
- Senior seminar

Go to College

- College visits
- Mentoring
- College student shadowing
- Educational summer program

Parent student awareness, belief

- Financial aid night
- College Goal Sunday
- Cultural events
- Family events
- Parent mentoring

Work exploration/experience

- Job shadowing
- Mentoring
- Community service

User Manual for GEAR UP Online Database Chapter 4: In-kind Match



You will see this menu at the top of each screen and can use it to move through the database. This chapter is about the **In-kind match** section.



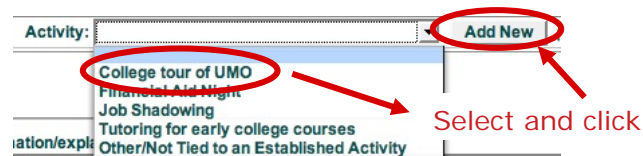
Please read carefully the text in the online database which outlines the regulations regarding in-kind and match contributions for each section.

To enter a new in-kind or match contribution:

1) Select the correct category from the drop-down menu:

- **Personnel:** For time donated by people employed by your school district or organization. This time cannot be part of their contract, and cannot be funded by GEAR UP or any other federal dollars.
- **Travel:** For expenses incurred from travel, such as college trips.
- **Equipment:** For contributions of laptops, copiers, office furniture, etc.
- **Materials, Supplies, & Gift Certificates:** For items donated such as paper, copier and printer toner/ink, textbooks, gift certificates, etc.
- **Consultants and Contracts:** For time donated by people NOT employed by your school district or organization.

2) If the contribution is tied to an existing activity (previously entered in the "Participation" section) select it from the menu:



3) Complete the following form. Depending on which section you are in (travel, personnel, etc.) this form will differ slightly. However, if you see "**Calculation Type**" (below) make sure to select the correct option: "Auto-Calculate..." if you don't know the exact amount of the contribution and would like us to calculate the amount based on other details you enter. Or, if you do know the exact amount of the contribution, select "Manually enter..."

TRAVEL

Activity: College tour of UMO

If Other, please specify: _____

Date(s): 10 / 01 / 2007 (start)
 _____ (end)

Name & Position: _____

Starting Location: _____

Destination: _____

Type of Vehicle: _____

Calculation Type: **Manually enter \$ amount for this contribution** (circled in red)
 Auto-Calculate Match for me
 Manually enter \$ amount for this contribution *ing.*

Mileage: 0

*Per Mile: 0.40
Per Mile fee may differ on auto calculation, depending on date and vehicle type.

GU Students: 2

Non-GU Students: 0

% GU students: 100% *Fill in Student counts and % Calculates on Update*

Total: *Calculates on Post/Update*

Post/Update

Notes:

- If you know the amount of the contribution, make sure you have selected **“manually enter \$ amount for this contribution”**
- If the \$ amount you have is for the entire year
 - Enter the full year time-span in the “date”
 - Enter the full \$ amount for the hourly rate/per mile/unit value field
 - Enter a 1 in the hours/mileage/units field

When you have entered all contributions for the year:

1) View the entire report:

Selected school is Pine Valley High School

| Main Menu | Schools | Students | Courses | Participation | In-Kind Match | Reports | Archive | Log Out |
|-----------------|--------------|----------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------|---------|---------|
| Davis, Jennifer | Student Info | Courses | Participation Re | Certification Personnel Travel Equipment Materials, Supplies, & Gift Certificates Consultants and Contracts In Kind Report (circled in red) In Kind Archives | | | | |
| Howard, Hannah | Student Info | Courses | Participation Re | | | | | |
| Jones, Sally | Student Info | Courses | Participation Re | | | | | |
| Putnam, Harry | Student Info | Courses | Participation Re | | | | | |
| Smith, Shawn | Student Info | Courses | Participation Re | | | | | |
| West, Julie | Student Info | Courses | Participation Re | | | | | |

2) Submit to your superintendent/director for online certification (once per year):

Selected school is Pine Valley High School

| Main Menu | Schools | Students | Courses | Participation | In-Kind Match | Reports | Archive | Log Out |
|-----------------|--------------|----------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------|---------|---------|
| Davis, Jennifer | Student Info | Courses | Participation Re | Certification (circled in red) Personnel Travel Equipment Materials, Supplies, & Gift Certificates Consultants and Contracts In Kind Report In Kind Archives | | | | |
| Howard, Hannah | Student Info | Courses | Participation Re | | | | | |
| Jones, Sally | Student Info | Courses | Participation Re | | | | | |
| Putnam, Harry | Student Info | Courses | Participation Re | | | | | |
| Smith, Shawn | Student Info | Courses | Participation Re | | | | | |
| West, Julie | Student Info | Courses | Participation Re | | | | | |

Select "certification" and enter the requested information. This will generate an email to your superintendent/director with instructions.

Historical in-kind match reports for your district/organization can be viewed in the "In Kind Archives"

User Manual for GEAR UP Online Database Chapter 5: Reports



You will see this menu at the top of each screen and can use it to move through the database. This chapter is about the **Reports** section.

The following reports are available in the drop-down menu:



- School Questionnaire: Must be updated each fall. It is a short survey of questions specific to your school and is pre-populated with your answers from the previous year.
- Student Survey Accounts: Login information each of your students will need in order to complete the required biennial survey.
- Senior letters (only available at that time of year): Selecting this option will download a .pdf file to your computer including letters that need to be distributed to your seniors each fall. These letters include login and password information to verify their personal information, including Social Security Number, which will be used to match them to their FAFSA record by FAME and assess their eligibility for the GEAR UP scholarship.
- District Plan: This is an extensive yearly plan submitted by each GEAR UP school district over the summer.
- GEAR UP Objectives Progress Report: This is a tool you should use to see your school's data regarding the GEAR UP goals and

objectives. It is also a way to ensure your data is complete and correct – if something doesn't look right you may have to double-check the data.

User Manual for GEAR UP Online Database Chapter 6: Archive



You will see this menu at the top of each screen and can use it to move through the database. This chapter is about the **Archive** section.

In the Archives you can view previous year's reports, as well as a list of students who have been exited from your school for any reason. If a student returns to school, you can find them here and re-activate them.

User Manual for GEAR UP Online Database Chapter 7: Setting up the School Year

1. Check to make sure that you active student list is accurate.
 1. If you have students who graduated last year:
 - from your active student list find a student who graduated
 - select “move/exit student”
 - in option C (Exit _____ from _____ High School and from GEAR UP:) select graduated with a diploma (or which ever the case may be)
 - Post student exit
 2. If you have a student who moved to another GEAR UP

school in the state of Maine:

- from your active student list find a student who graduated
- select “move/exit student”
- in option B (Assign _____ to a school in another GEAR UP district:) select the correct school from the drop down menu
- Post school district change

3. If you have students who moved from the junior high school/elementary school/ middle school (i.e 8th graders who are now 9th graders):

- from your active student list find a student who graduated
- select “move/exit student”
- in option A (Assign _____ to a different school in Eastport School Department:) select the high school
- Post school change

4. If you have any duplicate students e-mail me the information and I can remove them for you. 5. If you are missing any students, e-mail me their name, school, and current grade level

2. Check to make sure that the year of graduation information is correct

- Select “students”
- Select “ group forms for student info”
- Select “first GEAR UP year/ year of graduation”
- This page will show you the year of graduation for each student. Please make sure that this information is correct.
- Post update at the bottom of the page