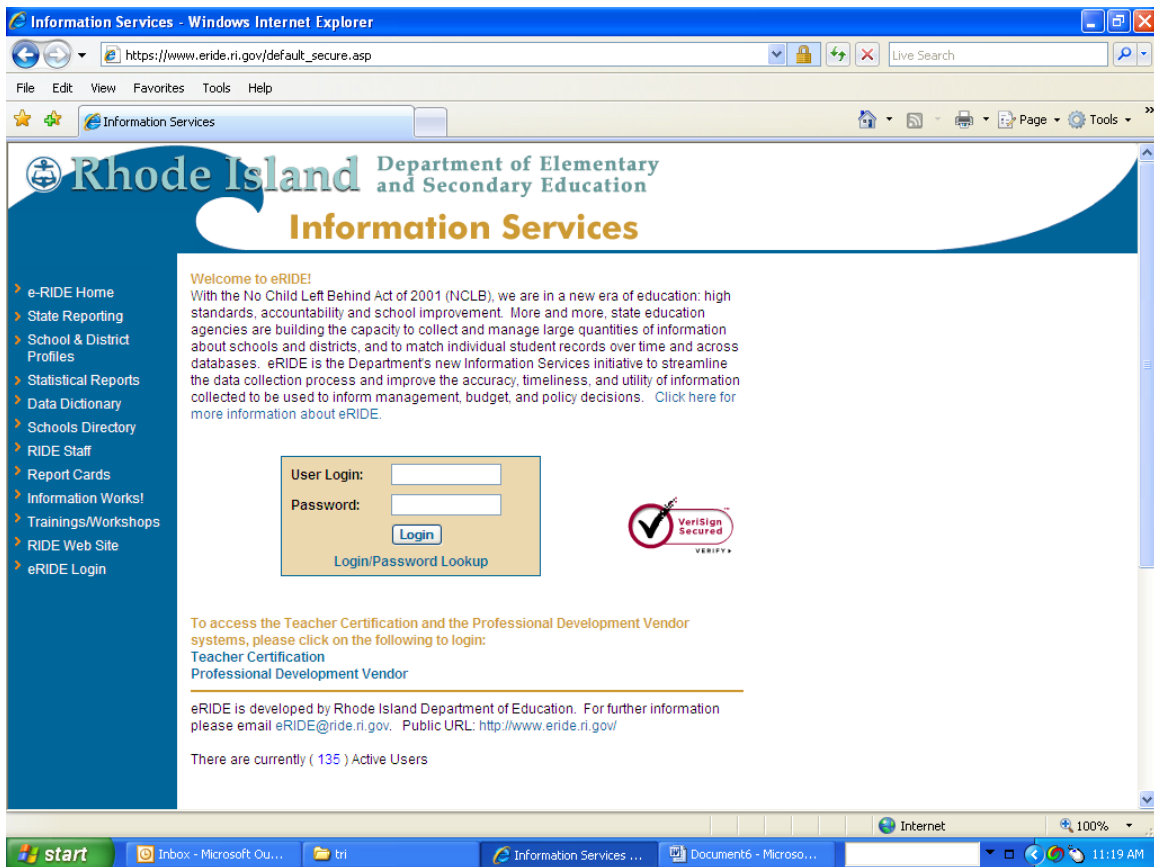


# Rhode Island Department of Education Office of Adult Education

## Quarterly Report Manual



**October 10, 2007**



The adult education quarterly report application is web-based and can be accessed through eRide. Eride is a secure portal for each program to submit data through a single pipeline. The URL for Eride is <http://www.eride.ri.gov/>. The login for this application consists of the first letter of the first name, the first three letters of last name and a two digit numeric code. Every program has one login for this application. If you have any questions about your login, please contact your RIDE program specialist.



The eRide account associates the user with relevant information such as email address and phone number. Please be sure that your email address is accurate as it is the primary means of communication with eRide. System updates and notifications as well as report confirmations will be sent via email.

This screen provides an option for the user to edit the profile and also change the password for the account. To access these features click on edit my profile or change password. The user may choose any combination of 4-8 alpha-numeric characters for his/her new password.

To access the Adult Education quarterly report application, click on the ABE Quarterly Milestones icon.

**Rhode Island** Department of Elementary and Secondary Education  
**Information Services**  
 Deborah Anthes

eRIDE Home > Milestone Chart: Annual and Quarterly Projections and Performance

**Milestone Chart: Annual and Quarterly Projections and Performance**

Welcome ABC Adult Literacy

This application will allow you to submit the quarterly performance reports to the adult education office. Below is a list of reports that need to be filled in.

Select an Investment area to Report ( = complete, = not complete)

priority area	description	Completion Status:			
		Q1	Q2	Q3	Q4
Select 1.4	Pathways to High School Credentials and Postsecondary Education/Training				
Select 2.2	Comprehensive Community-based Adult Basic Education and ESL				

Programs are required to submit a quarterly report for each priority area they have been funded. The completion status indicates the status of quarterly reports. The red icon indicates the report has not been submitted and the green icon indicates the report was submitted.

To complete the quarterly report for the priority area, click the select button to the left of the priority. Priority areas are predefined. If there is a problem with the priorities as listed, please contact your program specialist in the Office of Adult Education.

Performance Report - Windows Internet Explorer

https://www.eride.ri.gov/eride2K5/AdultEdMilestones/Performance.aspx?a=39&p=1,4

File Edit View Favorites Tools Help

Performance Report

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**Information Services**

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eRide Home > Milestone Chart: Annual and Quarterly Projections and Performance

Milestone Chart: Annual and Quarterly Projections and Performance

Agency Profile

Agency Name ABC Adult Literacy  
Investment Area Pathways to High School Credentials and Postsecondary Education/Training (1.4)  
Quarter # Reporting 1 From July 1st 2007 to September 31st 2007  
Performance Target

Step1: Milestone Performance for Quarter 1

Enter the performance information for the selected quarter and then click the "Save and Move Next" button below to save your progress and move on to complete your narrative responses.

re-calc

Milestone	Projections					Performance								Actual as % of Projected							
	Qrt 1	Qrt 2	Qrt 3	Qrt 4	Total	Qrt 1	Qrt 2	ToDate	Qrt 3	ToDate	Qrt 4	Total	Qrt 1	Qrt 2	ToDate	Qrt 3	ToDate	Qrt 4			
Learn about the program (Specify if meaningful additional milestones for certain subpopulations)	55	40	40	40	175	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%			
Sign up for services	45	30	20	20	115	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%			
Complete intake activities	30	20	10	10	70	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%			
Participate in program orientation(s)	26	18	8	8	60	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%			

start Document6 - ... Inbox - Micros... anthdes on 'Fil... STUDENT REG... Performance R... 2:36 PM

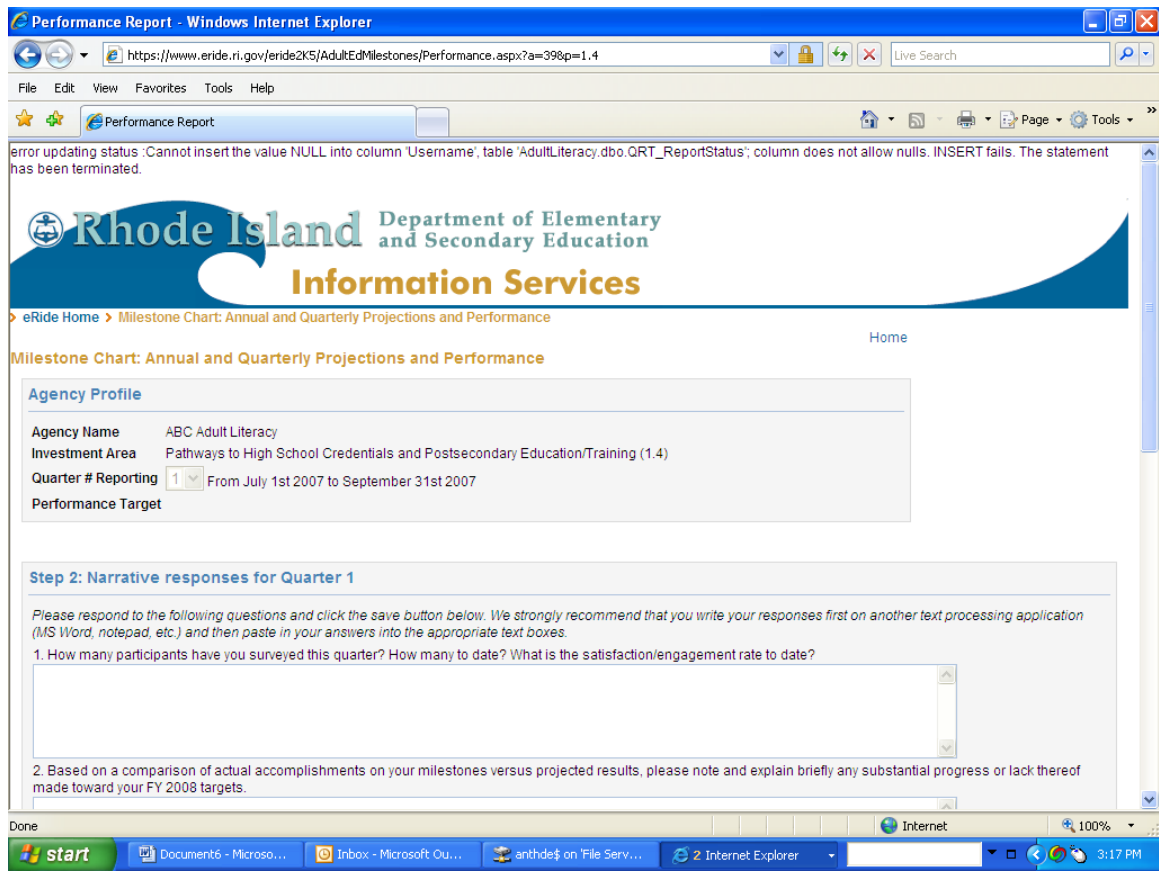
Quarterly reports consist of milestone performance and a narrative.

**Make sure the quarter reporting number is correct as listed.** The system will default to the previous quarter based on the current date. This default can be changed. You will only be allowed to enter data for the quarter selected.

Quarter 1: July 1 – September 30  
Quarter 2: October 1 – December 31  
Quarter 3: January 1 – March 30  
Quarter 4: April 1 – June 30

Enter the actual number in the Performance column for the quarter you are reporting. This column will be white and the other fields will be grey. All colored fields on this screen will be generated. To date and Actual as % of Performance will be generated upon submittal or hitting the re-calc button.





It is a good idea to have your answers saved in a word document that can be cut and pasted into the web application.

The screenshot shows a web browser window titled "Performance Report - Windows Internet Explorer". The address bar displays the URL: <https://www.eride.ri.gov/eride2k5/AdultEdMilestones/Performance.aspx?a=398p=1.4>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows icons for back, forward, home, search, and other standard browser functions. The page content is titled "Performance Report" and contains the following sections:

- instruction.** (with a large text input area)
- 4. Key Learnings:** Why did or didn't you achieve your milestones? What worked, what didn't, and why? (with a large text input area)
- 5. Course Corrections:** Given the key learnings, what corrective actions/steps have you already taken or might you likely take (with a large text input area)
- 6. Please note any PD or TA needs you may have that are not currently in your agency's PD plan.** (with a large text input area)
- 7. Please note progress towards your agency's Performance Improvement Plan (PIP) or Corrective Action Plan (CAP), if applicable. Please note any difficulties in moving forward on above.** (with a large text input area)

At the bottom of the form, there are two buttons: "Save Responses" and "Finish - >". The Windows taskbar at the bottom shows the Start button, several open applications (Document6 - Micro..., Inbox - Microsoft Ou..., antide\$ on 'File Serv...), and the Internet Explorer taskbar with a search bar and system clock showing 3:18 PM.

To save the narrative response click on save responses. Click finish when completed.





The next screen is a confirmation of submittal. The email account associated with the login will also automatically receive an email with an attachment of the completed report.

Note that this process must be done for each priority. The home button will navigate the user back to the initial screen for the quarterly report application.