

Running a Report in EMAC for Summary of Classes Navigation Guide FY23



How to Run a Report in EMAC for Summary of Classes

Effective 1/20/2023 EMAC LEA Users have the ability to run a **Report** which consolidates the data entered on the completed Summary of Classes Online Forms as part of the **21st CCLC State Level Programmatic Reporting Monitoring Program**.

This guide will assist you in accessing the report in EMAC.

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Alhambra Elementary	District (4280)	Dashboard Task Count	t(s)		
My Monitoring Orga Programs	nization Monitoring Programs	All Programs	×	Reset	FY 2023 2022 2021
Fiscal Year : 2022-2023 Demo Monitoring Program Education Organization Demo Monitoring Program LEA Fiscal Year : 2021-2022		A My Tasks Not Started Overdue	0	Onsite Visits	0
		Organization Tasks Not Started Completed	1	In Progress	9
		Overdue	16	Unsite visits	

I È A menu of reports you have access to will be displayed. Select the **Summary of Classes** report.

EMAC	Dashboard	Task(s) Schedule 🝷	Communications •	Document Archive 🔻	Reports	Support 👻	Ŷ	8
Reports								
Summary Of Classes Report								

5È Enter information in the **Fiscal Year, Schools**, and **Term** fields. For **Term**, select the terms (select all, summer, fall, or spring) in which activities have been entered on the SOC Online Forms for that program year.

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Fiscal Year 2023 Fiscal Year 2	View report

6È Click **View Report** (green button on right). The system will generate a report. **Note**: If the View Report button is not visible, reduce the Zoom percentage of your window. **Reminder**: The **Complete** button for all Online Forms must clicked in order to data to populate on this report.

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Fiscal Year 2023	Schools Alhambra Traditional Sc	. •	View report						
Term Summer,Fall	•								
Z023 Term:Summer, Fall District:Alhambra Elementary District School Site:Alhambra Traditional School(5381) 1/18/2023									
Attendees Regular Goal In Grant	$\begin{array}{c c} Ter \\ m \\ ee \\ \frac{1}{Action} \\ m \\ iry \\ t \\ $	a Total Hours Days a Attendanc. e Week Day Offered e	- 1						
Total to Date as of Dec 31st Total to Date as of EOY Family Members Goal In Grant Total to Date as of Dec 31st Total to Date as of EOY	Sum Famil ner y ASDF 3.1 300 Instructor Status: Administrator Instructor Status: Administrator Instructor Name: ASD,	7/ 20 S M. T. W. Th, F							

7È To export the report, click on the **Export** drop-down menu to select the format in which you want to download the report. The Excel export option will provide a spreadsheet in which you can adjust column and row sizes as well as sort information. The PDF export option will provide a printable document.

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Fiscal Year	2023	• Schools	Alhambra Traditional Sc	•							rt
Term	Summer,Fall	•									
Summary Of Classes Report											
2023	Term:Summer, Fall	District:Alhambra Elementary District	School Site:Alhamb Traditional School(5:	ra 1/18/ 381)	2023						ł
Attendo Regular	Goal In Grant	Ter Mattend Class Name Objec 8 Name vity ity	Instructor's Class Class Ead Date	Total Weeks Hours Per Day	Days a Week Offered						
Total to Date	as of Dec 31st										