

Getting started with Blackboard

- Configure Audio Setup Wizard:



- Or dial in: 1-888-272-8702; code 2053175#



As you arrive,
please configure
Audio Setup
Wizard



October 28, 2015

Measuring Success: System Launch Webinar





Overview

- Welcome & Introduction
- User Accounts
- Getting Started
- Adding Projects
- Reporting Tips
- Reminders



User Accounts

- Log in: <http://imls-spr.imls.gov/>
- 2 Types of User Accounts
 - IMLS administered
 - SLAA administered

User Accounts: IMLS-administered

3 user roles:

- Authorized Certifying Official (ACO)*
- LSTA Coordinator
- Financial Manager (optional)

**Typically the Chief Officer, but in states where the Chief Officer is not the ACO, the Chief will be assigned a coordinator-role account.*

User Accounts: IMLS-administered

Permissions

	Add/View/Edit <u>All</u> Projects and FSR	Certify Report	Validate Report	Add Subrecipient User Accounts
<i>User Account Type</i>				
ACO	√	√		
Coordinator	√		√	√
Financial Manager	√			



User Accounts: IMLS-administered

- Credentials will be emailed to Chiefs and LSTA Coordinators
- Added upon request to your program officer:
 - Financial Manager (based on Info Update)
 - 1 additional ‘Coordinator’
- Lost/Forgotten Password: contact program officer or e-mail sprhelp@imls.gov

User Accounts: SLAA-administered

- Optional = Subrecipient (SLAA or other entity)
- Added by Coordinator
- Subrecipient User may only view/add/edit projects for a single assigned entity
- Lost/Forgotten Password: managed by Coordinator

Subrecipient Access

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: Home, Projects, User Reports, Account Management, Manage Subrecipients, Fiscal Year Info, State Goals, State Info, Subrecipient Access (circled in red), User Info, and Help. The main content area is titled "Subrecipient User Management" and features an orange "Add User" button. Below the button is a table with the following structure:

Username	First Name	Last Name	Subrecipient	Status
No records to view				

At the bottom of the table, there is a pagination control showing "Page 1 of 0" and "No records to view".

Subrecipient Access

Home

Projects

User Reports

Account Management

Manage Subrecipients

Fiscal Year Info

State Goals

State Info

Subrecipient Access

User Info

Help

Add User

General Information

Email (Username): *

Title:

First Name:

Last Name:

Phone: ⓘ

Fax:

Address1:

Address2:

Address3:

City:

State:

Zip:

Subrecipient Access

Zip:

Password *

New Password:

Repeat New Password:

User Assigned Subrecipient

Subrecipient: *

-- Select A Subrecipient --



Cancel

Save User

Subrecipient View

Home

Projects

List Projects

Add Project

Batch Upload Projects

Account Management

Help

State Library Dashboard

The purpose of the State Program Report (SPR) is to provide a record of grant-funded projects, collect information on project outcomes, and share promising practices. IMLS uses these data to report to Congress and the Office of Management and Budget about the agency's progress on addressing its strategic goals which focus on learning, community, and content.

You do not have any alerts.

Fiscal Year: **2014**

Projects Entered: **0**

Projects in Draft Status: **0**

Projects marked as Completed: **0**

Projects Certified: **0**

Projects Approved: **0**

Projects Accepted: **0**

Administrative Project Status: **Draft**

Financial Status Report Status: **Draft**

There are no announcements.

Subrecipient View

Home

Projects

Account Management

User Info

Help

State Library Dashboard

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Projects Certified: **0**

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Projects Accepted: **0**

Administrative Project Status: **Draft**

Financial Status Report Status: **Draft**

There are no announcements.



Questions?



Getting Started

Recommended first steps:

- Update User Info
- Enter State Goals
- Update State Info
- Update Financial Status Report (FSR)

User Info

Home

Projects

User Reports

Account Management

Manage Subrecipients

Fiscal Year Info

State Goals

State Info

Subrecipient Access

User Info

Help

User Information

General Information

First Name:

Z

Last Name:

Test

Title:

Test Coordinator

Email:

zt-coordinator@imls.gov

Phone: ⓘ

Fax:

Address1:

Address2:

Address3:

City:

State: *

ZT ▼

Zip:

User Info

Address1:	<input type="text"/>
Address2:	<input type="text"/>
Address3:	<input type="text"/>
City:	<input type="text"/>
State: *	<input type="text" value="ZT"/>
Zip:	<input type="text"/>

Change Password

Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Repeat New Password:	<input type="text"/>

Update Information

State Goals

Home

Projects

User Reports

Account Management

Manage Subrecipients

Fiscal Year Info

State Goals

State Info

Subrecipient Access

User Info

Help

State Goals

Add State Goal

State Goals

Home

Projects

User Reports

Account Management

Manage Subrecipients

Fiscal Year Info

State Goals

State Info

Subrecipient Access

User Info

Help

Add State Goal

Name *

Description *

Save

Cancel

State Info

Home

Projects

User Reports

Account Management

Manage Subrecipients

Fiscal Year Info

State Goals

State Info

Subrecipient Access

User Info

Help

State Information

Agency Information

Name of SLAA *

Address *

City *

State

ZT

Zip *

DUNS

EIN

Parent Organization *

Chief Officer

Name *

Title *

Phone ⓘ *

Fax *

Email *

State Info

Authorized Certifying Official

Is the Chief Officer also the Authorized State Agency Official? (if No, please fill out the fields below)

Yes

No

Name *

Title *

Address *

City *

State *

Zip *

Phone  *

Email *

State Info

LSTA Coordinator

Name *	<input type="text"/>
Title *	<input type="text"/>
Phone ⓘ *	<input type="text"/>
Email *	<input type="text"/>

Library Development

Name	<input type="text"/>
Title	<input type="text"/>
Phone ⓘ	<input type="text"/>
Email	<input type="text"/>

Fiscal Officer

Name	<input type="text"/>
Title	<input type="text"/>
Phone ⓘ	<input type="text"/>
Email	<input type="text"/>

Update

Cancel

System Issue

- Match displayed on Dashboard will only update as FSR is updated (system issue to be resolved in future release).

Projects Certified: **0**

Projects Approved: **0**

Projects Accepted: **0**

Administrative Project Status: **Draft**

Financial Status Report Status: **Completed**

LSTA Award (i.e., Allotment): **\$175,800.00**

~~LSTA Funds Expended: **\$0.00**~~

Match Funds Expended: **\$0.00**

Financial Status Report



Grants to States Program Report -- SLAA View

Home

Projects

List Projects

Add Project

Batch Upload Projects

Administrative Project

Financial Status Report

Certify Projects

User Reports

Account Management

Help

State Library Dashboard

The purpose of the State Program Report (SPR) is to provide a information on project outcomes, and share promising practice; and the Office of Management and Budget about the agency's which focus on learning, community, and content.

You do not have any ;

Fiscal Year: **2014**

Projects Entered: **0**

Projects in Draft Status: **0**

Projects marked as Completed: **0**

Projects Certified: **0**

Projects Approved: **0**

Projects Accepted: **0**

Administrative Project Status: **Draft**

Financial Status Report Status: **Draft**

Financial Status Report

- Home
- Projects
 - List Projects
 - Add Project
 - Batch Upload Projects
 - Administrative Project
 - Financial Status Report
 - Certify Projects
- User Reports
- Account Management
- Help

Financial Status Report

I'd like to work with the:

Interim ESR **Final FSR**

Financial Status Report

Financial Status Report - Final

Select a fiscal year: 2014

Select Version: 1

Update

Cancel

Print

General Information

Federal Grant or Other Identifying Number Assigned By Federal Agency *

Total Federal Funds Authorized for This Funding Period *

\$ 2416705.00

Recipient Account Number or Identifying Number

Report Basis *

Cash

Accrual



Questions?

Adding Projects

- Home
- Projects
 - List Projects
 - Add Project**
 - Batch Upload Projects
 - Administrative Project
 - Financial Status Report
 - Certify Projects
- User Reports
- Account Management
- Help

List Projects

Select a fiscal year: 2014

- View Admin Project
- View Financial Status Report
- Batch Upload Projects
- Print All Projects
- Add Project**

Status	System Code	State Code	Title 	Grantee	LSTA
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Adding Projects

Home

Projects

List Projects

Add Project

Batch Upload Projects

Administrative Project

Financial Status Report

Certify Projects

User Reports

Account Management

Help

Add a Project

Select a fiscal year: 2014

I would like to:

- Add a new project
- Continue a project from a prior fiscal year
- Copy a project

Add Project

Adding Projects

Home

Projects

- List Projects
- Add Project
- Batch Upload Projects
- Administrative Project
- Financial Status Report
- Certify Projects

User Reports

Account Management

Help

Add a Project

Select a fiscal year: 2014 ▼

I would like to:

- Add a new project
- Continue a project from a prior fiscal year
- Copy a project

Select a fiscal year:

-- Select A FY -- ▼

Add Project

[IMLS Home](#) [FOIA](#) [Privacy/Terms of Use](#)

Adding Projects

- Home
- Projects**
 - List Projects
 - Add Project
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 - Administrative Project
 - Financial Status Report
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- Help

Add a Project

Select a fiscal year: 2014 ▼

I would like to:

- Add a new project
- Continue a project from a prior fiscal year
- Copy a project

Select a fiscal year:

2014 ▼

Select A Project:

-- Select A Project -- ▼

Add Project

Adding Projects

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List Projects
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Help

Add a Project

Select a fiscal year: 2014 ▼

I would like to:

- Add a new project
- Continue a project from a prior fiscal year
- Copy a project

Select a fiscal year:

2014 ▼

Select A Project:

-- Select A Project -- ▼

Add Project

Adding Projects: Batch Upload

Home	<h2>Project Batch Upload</h2> <p>Purpose The Batch Upload Templates provide a method to create a stub record containing selected information about SPR projects. You may include as many projects as desired in this template, but mistakenly added projects must be deleted individually. This template does not upload all SPR fields due to the relationships between fields, but will provide a jump-start on data entry.</p> <p>How-To Download one of the Excel Templates (below) and add the named fields for your projects. Any formatting added to the fields will not be retained when adding projects using the Batch Upload Template. Below is an explanation of each of the fields for the template:</p> <p><i>Title</i> - *REQUIRED* Can contain any alphanumeric characters.</p> <p><i>Fiscal Year</i> - *REQUIRED* Should be a four number year for the fiscal year. Pay particular attention to this date.</p> <p><i>Project Abstract</i> - Can contain any alphanumeric characters.</p> <p><i>State Project Code</i> - Can contain any alphanumeric characters.</p> <p><i>Start Date</i> - *REQUIRED* Should be a date (e.g. 12-31-2014)</p> <p><i>End Date</i> - *REQUIRED* Should be a date (e.g. 12-31-2014)</p> <p><i>Project Tags</i> - Comma separated list of project tags</p> <p><i>Project Budgets</i> - Decimal fields, each type in its own column.</p>
Projects	
List Projects	
Add Project	
Batch Upload Projects	
Administrative Project	
Financial Status Report	
Certify Projects	
User Reports	
Account Management	
Help	

Adding Projects: Batch Upload

Templates

2003 Template (.xls)

Excel 2007+ Template (.xlsx)

Choose a file to upload:

No file selected.

Adding Projects: Batch Upload

Templates

2003 Template (.xls)

Excel 2007+ Template (.xlsx)

Choose a file to upload:

No file selected.

Adding Projects: Batch Upload

File imported successfully!



Reporting Tips

Narratives:

- Plain language
- Past tense
- Word limit
- Project Tags
- Use position titles not staff names

Reporting Tips

- Periodically “Validate” report (coordinator)
- Update “FSR” to refresh Match on Dashboard
- Administrative Project required for all states (even if funds expended on admin = \$0)
- Include “Quantity” information for activities
- Match rolls up from individual projects to FSR
- MOE must be manually entered

Questions?

Reminders

- Reporting deadline: **Friday, Jan. 29, 2016**
- Interim Financial Status Report separate from online system (due **Dec. 30, 2015**)
- System offline for IMLS Network Maintenance every Wednesday from 6:00 pm to 10:00 pm Eastern

Reminders

- Validate report (Coordinator)
- Certify report (ACO)
- Coordinator resets passwords for subrecipient user accounts
- IMLS resets passwords for Chief and Coordinator accounts

Reminders

- Documentation

<http://stateprograms.imls.gov/NewProgramReport.htm>

(username: lsta / password: statepgms55)

- Framework Cards (from April meeting)
- Updated Templates
- Data Dictionary

Sandbox available for training:

<http://imls-testspr.imls.gov/>

Mentor States

ALASKA
WASHINGTON
CALIFORNIA
HAWAII
NEVADA
OREGON
UTAH

COLORADO
OKLAHOMA
KANSAS
MINNESOTA
NEBRASKA
TEXAS
LOUISIANA

MICHIGAN
OHIO
INDIANA
KENTUCKY
TENNESSEE
WEST VIRGINIA
PENNSYLVANIA

NORTH CAROLINA
VIRGINIA
GEORGIA
MARYLAND
SOUTH CAROLINA
DISTRICT OF COLUMBIA
VIRGIN ISLANDS
PUERTO RICO

ARIZONA
IDAHO
MONTANA
NEW MEXICO
NORTH DAKOTA
WYOMING
SOUTH DAKOTA

ARKANSAS
ILLINOIS
ALABAMA
IOWA
MISSISSIPPI
MISSOURI
WISCONSIN

MASSACHUSETTS
NEW YORK
CONNECTICUT
DELAWARE
MAINE
NEW HAMPSHIRE
NEW JERSEY
RHODE ISLAND



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