HOW TO: ADD A PROGRAM TO THE DCOL PLATFORM

Make sure you have the following readily available to complete your program creation:

- ▶ Name of program

- ▶ Description of program – descriptions should be clear, concise, and conversational.

- ▶ .jpg/.png file of your organization or program logo/image/graphic
  (preferred max. size 350 x 350 pixels; max. file size 5 MB.)

- ▶ The full URL including the HTTPS prefix for your organization, for example:
  https://dallascityoflearning.org.

- ▶ Your program start and end times in MILITARY TIME* format. Refer to PAGE 2 for details.

ADDING A PROGRAM

- ▶ Use your login access to your organization's administrative profile on the DCoL platform.
- ▶ NOTE: if you are a Learning Pathways organization, make sure you select your organization not the "test space".

Although there are 2 ways you can access the ADD A PROGRAM function, we recommend that you use the side navigation bar to the left of your screen.

- ▶ Click on PROGRAMS - This page will allow you to set up a folder to keep your programs organized. (See following *"Pro Tips"* for folder set up ideas)

- ▶ Click on ADD FOLDER

- ▶ Name the folder based on your preferences

- ▶ Click on the (+) in top right corner of folder box to ADD YOUR PROGRAM, then simply follow the prompts. (There are question mark icons on the "ADD PROGRAMS" pages to help guide you. Hover over the "?" icon next to the fields for tips.)

Following the conclusion of your program **don't** forget:

- ▶ Hide your program to prevent confusion for learners and their families
  (see following "Pro Tips")

- ▶ If you are one of the organizations that is collecting Enrollment and Attendance data, make sure you have submitted your completed forms online at Enrollment and Attendance | Dallas City of Learning.

*PROGRAM START AND END TIMES

A recent update to the platform now requires program start and end dates to be input in military time. Please insure you are using the correct time. Here is a link to a military time converter: [Convert Military Time To Standard And Vice Verse | OnTheClock](#))

You can key in your start and end time in *military time* on the HOUR and MINUTE fields or use the drop-down "clock"
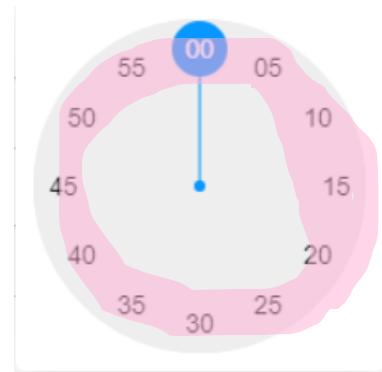
When using the drop-down clock:

In the **HOUR** field:
- the outer ring of numbers are A.M. times
- the inner ring of numbers are military P.M. times
  - o *Examples*:
    - ▪ 6:00 A.M. = select "6" on outer ring
    - ▪ 6:00 P.M. = select "18" on inner ring
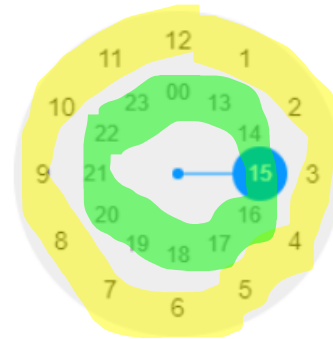
In the **MINUTE** field:
- There is one ring with minutes in 5 min increments

PLEASE NOTE: if you enter and save a program entry and then must go back into the same program and edit any information (for example, a location, a contact name, etc.) *you MUST re-enter your correct start and end times* or it will default to "Start: 15:00 End: 17:00".

Always review the entire entry, even the sections you didn't edit before you select "PUBLISH"

PRO TIPS

▶ <u>NEVER</u> overwrite the date of previous programs with current dates. This can negatively affect data collection efforts.

▶ <u>Always</u> use <u>military time</u> when entering your program start and end times.

▶ Why create FOLDERS:

      o If you have more than 10 programs each summer/semester, a common method is creating folders by year making it easier to show a program based on open registration periods. This also enables you to copy the program for the next year with less editing.

Once your PROGRAM has concluded or reached capacity:

▶ Find the respective program in your PROGRAMS, click on the program name and to the right of PROGRAM DETAILS you will see the **"HIDE"** toggle/option

▶ Hide the program by clicking on **"HIDE"** and refreshing the page and an icon of a crossed- out eye will appear.
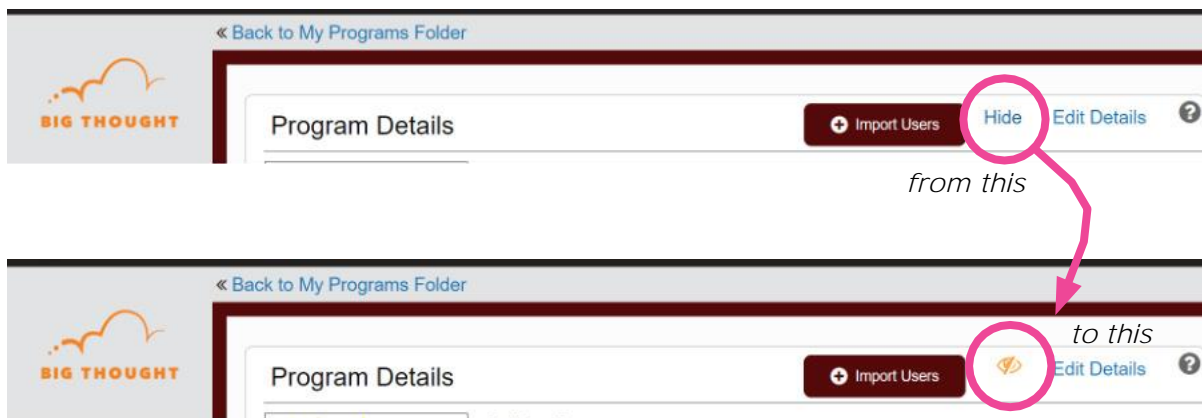
FOR ADDITIONAL QUESTIONS

▶ Contact Dallas City of Learning Platform Manager, <u>Victoria.Liguez@bigthought.org</u> (Mon.-Fri. 9a-4p).

▶ At the bottom of the page of your **organization's** overview is a link, "<u>COL Admin Support</u>", which links to an online DIY/knowledge base for partners available 24/7.