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.

- ► *Update Oct. 2023:* Military time is no longer required for start and end times.

ADDING A PROGRAM

- ► Log IN 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. If you don't set up a folder a default folder called "My programs" will automatically be created.

  - ► 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.)

  - ► Please try to stick to the naming convention for your program names (See following "Pro Tips")

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

  - ► Hide your program to prevent confusion for learners and their families
    (See "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.

PRO TIPS

▶ **NEVER OVERWRITE** the date of previous programs with current dates. This can negatively affect data collection efforts.

▶ **WHY CREATE FOLDERS**: 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.

▶ **PROGRAM START AND END TIMES:** A recent update to the platform provides a simple drop-down menu to select the start and end times of your programs. You can also key in your start and end times

It is still required that you indicate whether the start times are "A.M." or "P.M."

In "Program Date and Times" select "Schedule Day of the Week, Start and End time"
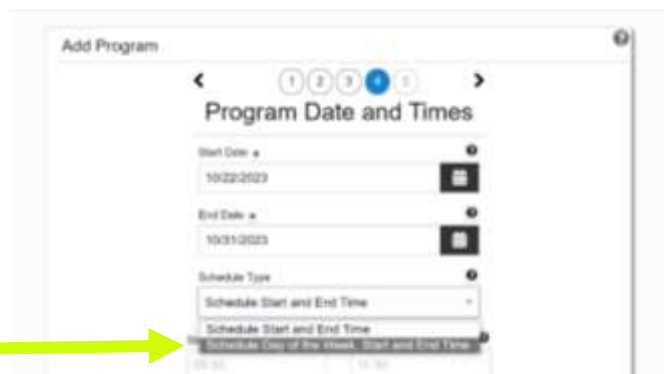
*Then select your program's* ==START== *time and* ==END== *time from drop down list menu:*
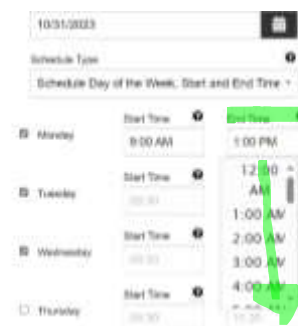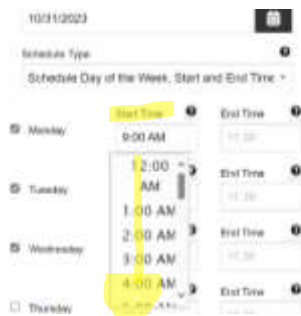
Always review the entire entry, even the sections you didn't edit before you select "PUBLISH"

▶ **NAMING CONVENTION** for programs "ProgramName_wherehappened _when happened"(age group, if applicable) : *EXAMPLE:* "PoetryTime_MainStreetRecCtr_Summer2023"

► **UPON COMPLETION OF YOUR PROGRAM** (or reached capacity):

  ► Find the respective program in your PROGRAMS FOLDER, 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.

from this

to this
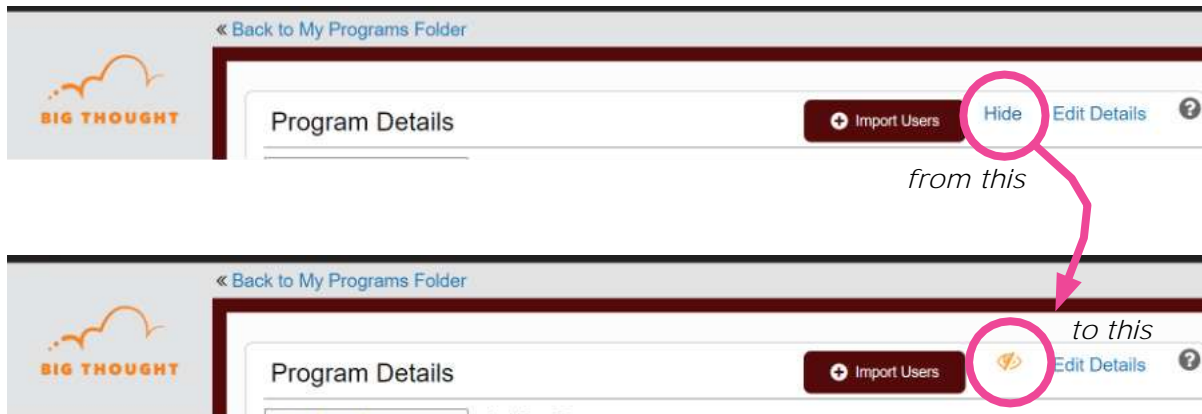
► **UPON COMPLETION OF YOUR PROGRAM**

  ► **DO:** submit your enrollment-attendance excel sheet for each completed program here: https://dallascityoflearning.org/info/for-partners/enrollment-and-attendance/

  ► **DO NOT:** upload your completed Enrollment-Attendance data into the DCoL platform.

FOR ADDITIONAL QUESTIONS

  ► Contact Dallas City of Learning Platform Manager, Victoria.Liguez@bigthought.org (Mon.-Fri. 9a-4p).

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