HOW TO: ADD A PROGRAM TO THE DCOL PLATFORM

UPDATE MAY 2024: PLEASE REVIEW THE DUE DATES FOR PROGRAM SUBMISSION BELOW

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.

- ► Note: 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.

DUE DATES FOR PROGRAM INFORMATION

► We encourage program providers to input their PROGRAMS into their DCOL profile no less than TWO weeks before the first day of each of their programs, or no later than the submission due date noted below:

If your Program starts on or after:	And ends on or before:	PROGRAM input due date is:	Time is period defined as:
MAY 31, 2024	AUG. 15, 2024	MAY 24, 2024	SUMMER 2024
AUG. 19, 2024	DEC 31, 2024	AUG 1, 2024	FALL 2024
JAN. 1, 2025	MAY 31, 2025	OCT 15, 2024	SPRING 2025

► If your programming is not entered into your organization's DCoL profile by the program input due dates, your program data will be incomplete. Incomplete program data will negatively affect Enrollment-Attendance data collection, program observations and badging activities.

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.

PRO TIPS (CONTINUED)

▶ **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"
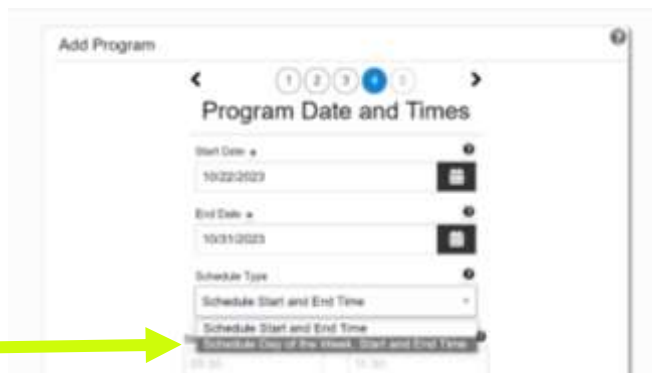
Then select your program's ==START== *time and* <mark style="background:#7CFC00">END</mark> *time from drop down list menu:*
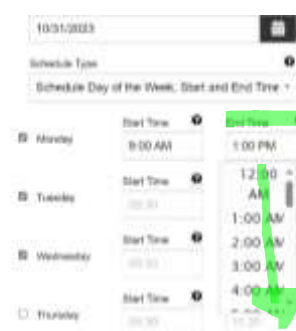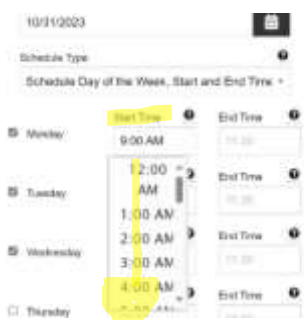

Always review the entire entry, even the sections you didn't edit before you select "PUBLISH"

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

PRO TIPS (CONTINUED)

► **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.
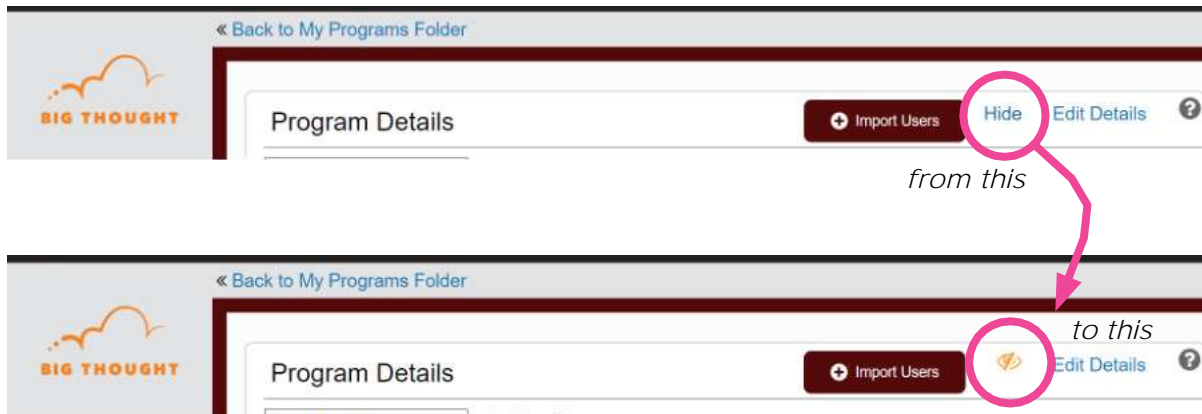
► **UPON COMPLETION OF YOUR PROGRAM**

▶ **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).