

Administration: View/Export 31a Annual Report

View/export data for the 31a Annual Report into an Excel spreadsheet to simplify entry into NexSys.

1 Navigate to **app tray** at the bottom of the Munetrix District Homepage. Click **Academic Achievement**.



2 Click **Administration**.

The screenshot shows the Munetrix interface. At the top left is the Munetrix logo. To its right is a search bar with the text 'Search'. Further right is a 'Browse Data' link and a user profile icon. Below this is a breadcrumb trail: 'States > Alaska > AKFN > North Slope Borough > Sample Dataset > Academic Achievement'. The main heading is 'Academic Achievement'. Below the heading are several colored buttons: 'SGX' (dark green), 'Needs Assessment' (blue), 'Financial Module' (dark grey), 'Educator Evaluations' (light green), 'Student Reporting' (red), and 'Administration' (blue). The 'Administration' button is circled in orange.

3 Click **Student Reports**.

The screenshot shows the 'Administration' page in the Munetrix interface. At the top left is a small logo. To its right is a search bar with the text 'Search'. Below this is a breadcrumb trail: 'North Slope Borough > Sample Dataset > Academic Achievement > Administration'. Below the breadcrumb trail is a horizontal menu with three buttons: 'Educator Evaluations' (dark green), 'Student Reports' (medium green), and another button (dark green). The 'Student Reports' button is circled in orange. Below the menu is the heading 'Academic Achievement Data Loaded'. Below this is a table titled 'Data Sheet'.

District Name	Assessment	2019-2020			2020-2021		
		Fall	Winter	Spring	Fall	Winter	Spring
Sample Dataset	NWEA	●	●	●	●	●	●
	PTT	●	●	●	●	●	●

4 Click **31a Annual Report**.

The screenshot shows a web application interface. On the left is a vertical sidebar with a red header labeled "My Apps" and a grid icon. The main content area has a dark green header with "Data" and "Educator Evaluations" tabs. Below the header is a sidebar menu titled "Student Reports" with a list of items: Attendance, Student Locations, 31a Eligibility, 31a Programs, 31a Annual Report (highlighted with a blue box), Childcare Facilities, and Student Master. To the right of the menu is a form with three input fields: "District Name" (value: (None)), "Building" (value: (None)), and "School Year" (value: (None)). Below the form is a black rectangular area.

5 Select the **current school year**.

The screenshot shows a web application interface. On the left is a sidebar menu with a list of items: Student Locations, 31a Eligibility, 31a Programs, 31a Annual Report (highlighted with a blue box), Childcare Facilities, and Student Master. In the center is a dropdown menu for selecting a school year. The dropdown is open, showing a list of years: 2019-2020, 2018-2019, 2014-2015, 2015-2016, 2016-2017, 2017-2018, and 2020-2021 (highlighted with a blue box). To the right of the dropdown is a form with a "Sections" label and a "T" button.

6 Click Search.

Munetrix

Search

Browse Data | Welcome, Linda Kraft!

States > Alaska > AKEN > North Slope Borough > Sample Dataset > Academic Achievement > Administration

Data Educator Evaluations Student Reports

Student Reports

- Attendance
- Student Locations
- 31a Eligibility
- 31a Programs
- 31a Annual Report
- Childcare Facilities
- Student Master

Annual Program & Fiscal Report

2020-2021 Sections Levels

SEARCH RESET

Export

Section	Level	School Year	Intervention	Actual Grades Served	Total Number of At-risk Pupils Served	Number served Who Were Economically Disadvantaged	Amount of Section 31a Funds Spent	Actions
Direct Instructional Supports	Secondary Programming	2020-2021	International Baccalaureate	0K-0K	1	0	\$25	Edit
Direct Instructional Supports	Secondary Programming	2020-2021	Advanced Placement Coursework				\$0	Edit
Direct Instructional Supports	Secondary Programming	2020-2021	English Learner Program Services	0K-0K	1	0	\$350	Edit
Direct Instructional Supports	Secondary Programming	2020-2021	Credit Recovery	0K-0K	1	0	\$0	Edit

7 All fields except the Amount of Section 31a Funds Spent will automatically populate from data already entered into Munetrix. Click **Edit** to enter the **Amount of Section 31a Funds Spent**.

Data Educator Evaluations Student Reports

Student Reports

- Attendance
- Student Locations
- 31a Eligibility
- 31a Programs
- 31a Annual Report
- Childcare Facilities
- Student Master

Annual Program & Fiscal Report

2020-2021 Sections Levels

SEARCH RESET

Export

Section	Level	School Year	Intervention	Actual Grades Served	Total Number of At-risk Pupils Served	Number served Who Were Economically Disadvantaged	Amount of Section 31a Funds Spent	Actions
Direct Instructional Supports	Secondary Programming	2020-2021	International Baccalaureate	0K-0K	1	0	\$25	Edit
Direct Instructional Supports	Secondary Programming	2020-2021	Advanced Placement Coursework				\$0	Edit
Direct Instructional Supports	Secondary Programming	2020-2021	English Learner Program Services	0K-0K	1	0	\$350	Edit
Direct								

8 Enter the **amount spent**.

The screenshot shows a web application interface with a top navigation bar containing 'Data', 'Educator Evaluations', and 'Student Reports'. A sidebar on the left lists 'Student Reports' with sub-items: Attendance, Student Locations, 31a Eligibility, 31a Programs, 31a Annual Report (highlighted in red), Childcare Facilities, and Student Master. The main content area is titled 'Edit Annual Program & Fiscal Report' and includes a 'Return' button. There are four input fields: 'Actual Grades Served' (0K-0K), 'Total Number of At-risk Pupils Served' (1), 'Number served Who Were Economically Disadvantaged' (0), and 'Amount of Section 31A Funds Spent' (25). The '25' is circled in orange. At the bottom are 'Save' and 'Cancel' buttons.

9 Click **Save**.

This screenshot is identical to the previous one, but the 'Amount of Section 31A Funds Spent' field now contains '50'. The 'Save' button at the bottom is circled in orange, indicating it is the next step in the process.

10 The funding amount will update in the data grid.

Annual Program & Fiscal Report

2020-2021 Sections Levels

SEARCH RESET

Export

Section	Level	School Year	Intervention	Actual Grades Served	Total Number of At-risk Pupils Served	Number served Who Were Economically Disadvantaged	Amount of Section 31a Funds Spent	Actions
Direct Instructional Supports	Secondary Programming	2020-2021	International Baccalaurate	OK-OK	1	0	\$50	Edit
Direct Instructional Supports	Secondary Programming	2020-2021	Advanced Placement Coursework				\$0	Edit
Direct Instructional Supports	Secondary Programming	2020-2021	English Learner Program Services	OK-OK	1	0	\$350	Edit
Direct Instructional	Secondary Programina	2020-2021	Credit Recovery	OK-OK	1	0	\$0	Edit

11 Click **Export**.

Munetrix

Search

Browse Data Welcome, Linda Kraft

States > Alaska > AKFN > North Slope Borough > Sample Dataset > Academic Achievement > Administration

Annual Program & Fiscal Report

2020-2021 Sections Levels

SEARCH RESET

Export

Section	Level	School Year	Intervention	Actual Grades Served	Total Number of At-risk Pupils Served	Number served Who Were Economically Disadvantaged	Amount of Section 31a Funds Spent	Actions
Direct Instructional Supports	Secondary Programming	2020-2021	International Baccalaurate	OK-OK	1	0	\$25	Edit
Direct Instructional Supports	Secondary Programming	2020-2021	Advanced Placement Coursework				\$0	Edit
Direct Instructional Supports	Secondary Programming	2020-2021	English Learner Program Services	OK-OK	1	0	\$350	Edit
Direct Instructional	Secondary Programina	2020-2021	Credit Recovery	OK-OK	1	0	\$0	Edit

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Open the **Export file**. Enter the data into NexSys.

Section	Level	School Year	Intervention	Actual Grades Served
Direct Instructional Supports	Secondary Programming	2020-2021	International Baccalaureate	0K-0K
Direct Instructional Supports	Secondary Programming	2020-2021	Advanced Placement Coursework	
Direct Instructional Supports	Secondary Programming	2020-2021	English Learner Program Services	0K-0K
Direct Instructional Supports	Secondary Programming	2020-2021	Credit Recovery	0K-0K
Direct Instructional Supports	Secondary Programming	2020-2021	Career & Technical Coursework	0K-0K
Direct Instructional Supports	Secondary Programming	2020-2021	Dual Enrollment Programs	0K-0K
Direct Instructional Supports	Secondary Programming	2020-2021	Alternative Education Programs	
Direct Instructional Supports	Secondary Programming	2020-2021	SAT Preparation Coursework	
Direct Instructional Supports	Secondary Programming	2020-2021	General Education Development Coursework (GED)	0K-0K
Direct Instructional Supports	Direct Instructional Supports/MTSS K-12	2020-2021	Instructional Coach	0K-0K
Direct Instructional Supports	Direct Instructional Supports/MTSS K-12	2020-2021	Behavioral Coach	0K-0K
Direct Instructional Supports	Direct Instructional Supports/MTSS K-12	2020-2021	MTSS/Coach Coordinator	0K-0K
Direct Instructional Supports	Direct Instructional Supports/MTSS K-12	2020-2021	Core Content Area Teaching Staff	
Direct Instructional Supports	Direct Instructional Supports/MTSS K-12	2020-2021	Instructional Materials	05-0K
Direct Instructional Supports	Direct Instructional Supports/MTSS K-12	2020-2021	Paraprofessional Staff-Behavioral	
Direct Instructional Supports	Direct Instructional Supports/MTSS K-12	2020-2021	Paraprofessional Staff-Academic	0K-0K
Direct Instructional Supports	Direct Instructional Supports/MTSS K-12	2020-2021	Certified Behavior Interventionist	05-05
Direct Instructional Supports	Intervention Supports-Extended School Day/Year	2020-2021	Reading	0K-0K
Direct Instructional Supports	Intervention Supports-Extended School Day/Year	2020-2021	Writing	0K-0K
Direct Instructional Supports	Intervention Supports-Extended School Day/Year	2020-2021	Mathematics	0K-0K
Direct Instructional Supports	Intervention Supports-Extended School Day/Year	2020-2021	Science	0K-0K
Direct Instructional Supports	Intervention Supports-Extended School Day/Year	2020-2021	Social Studies	0K-0K
Direct Instructional Supports	Intervention Supports-Extended School Day/Year	2020-2021	English Learner Program Services	05-0K
Direct Non-Instructional Supports	All Levels	2020-2021	School Health Clinics	



Note: All data and screenshots used in this article are taken from a sample data set.