Hart County Parent Mentor Marsha Sahlman offers this guide to help you navigate your Quarterly Report

**Marsha’s DIY Quarterly Report Guide**

1. Go to: <http://www.parentmentors.org/learning-curve/>
2. Once you open the link, sign in.  User name is partnership Password is mentor
3. On the right there is a big blue block labeled in white that says “Quarterly Reporting”.
4. Click on that block.
5. Scroll down the page until you come to similar blue blocks.
6. Select the one labeled “FY16 2nd Quarter Reporting ”
7. The report will open up and you just fill in the blanks or answer the questions. At the end you will see the “submit” button. **Before** you click on that submit button, go to the toolbar at the top and look for those lines and click on them. You can save your report, print your report, etc. After you have saved it and printed it, click on the submit button and you are finished.
8. If you haven’t done the Quarterly Contacts for 2nd Quarter, go back to the Learning curve and go through the same process, only when you get down to the blue blocks where you selected “FY16 Quarter Report”, look to the right of it. You will see “Quarterly Contact Reporting”. Click on that block, then  fill in the blanks and answer the questions. If you want to save that report or print it, use same procedure as above. Then click on submit and you are finished.

To Save Your Report

1. If you go to the top where the gray tool bar is located you will see on the far right a set of lines (to the right of the smiley face).
2. When you place the cursor over those lines it will say, “Open Menu”. Click on that and you will see a whole bunch of options: “save as”, “print”, etc. Just select the one you want.
3. That’s the easiest way I have found to save my work, save the document to my computer, and to print a copy before I submit it.