**DIY Quarterly Report Guide**

1. Go to: <http://www.parentmentors.org/learning-curve/>
2. Once you open the link, sign in.  User name is your name ie: Jane Doe, if you forget your password, click the forgot password box and you will receive a link to reset your password in your email.
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 “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, go back to the Learning Curve and go through the same process, only when you get down to the blue blocks 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.
9. Pre and post surveys, completed with the families in your target group are also listed on the Quarterly Reporting tab (**Please note: you are not required to submit these quarterly.**) You might want to keep paper copies so that you can track who in your target group has completed the pre and post surveys.

You should receive a confirmation email after you hit the submit button for any of these reports.