



SC Curriculum Reporter Tip Sheet

The Supports Coordinator (SC) Curriculum Reporter provides reports that can be downloaded by individual SCs and SC Supervisors, the Supports Coordination Organization (SCO) Administrator, AE Administrators and ODP. It is now available and will help the intended audience in tracking and managing the on-line learning of SCs and SC Supervisors. **Note:** The SC Curriculum Reporter does not include information about College of Direct Support (CDS) courses that are required for SCs & SC Supervisors. For report information about CDS required courses speak with your SCO CDS Administrator.

How To Access and Generate An SC Curriculum Report:

1. Navigate to the ODP Consulting website home page at <http://www.odpconsulting.net>.
2. Select the link to the [Supports Coordination Curriculum \(SCC\)](#) on the left hand side of the home page.
3. Look for the “Quick Links” on the home page of the SC Curriculum Website and select the [SC Curriculum Reporter](#) tab.
4. Enter your assigned account username and password and click submit

Supports Coordinators & SC Supervisors

Supports Coordinators enter their individually assigned account username and password.

SCO Administrators

SCO Administrators will enter their *permanently* assigned SCO Account username and password that was provided in an email on 12/30/09. This report includes the course completion information for all users (SCs, SC Supervisors) within the organization of the logged in user.

Administrative Entities (AE)

AE Administrator entering their assigned AE Account username and password provide access to information on users (SCs, SC Supervisors, & AE Staff) within all SC Organizations within the AE of the logged in user. (Note: The AE Account user name and password is the same user name and password used to access and complete ODP Academy required activities for AEs. **Note:** AE Staff using their individually assigned username and password will access their individual training report in the SCC Reporter.

ODP Staff

ODP Regional staff's profile will automatically provide access to information on all users (SCs, SC Supervisors, and AE Staff) within the Region sorted by Administrative Entity within all SC Organizations within the Region of the logged in user.

ODP Central Office

ODP Central Office profile will automatically provide access to statewide information (by Region, AE and SCO).



5. At the top of the page there are three options (*My Information, Reports, Logout*). Select the *Reports* option which will take you to the Report screen
6. Complete each of the following:
 - a. *Pick Site*: Supports Coordination Curriculum from the drop down
 - b. *Start Date*: Enter a start date of desired reporting period
 - c. *End Date*: Enter an end date of desired reporting period
 - d. Optional - Place a check in the box labeled *Export as Excel File* and follow prompts for saving the report to your computer in an Excel spreadsheet
 - e. Select *Get Report*

SC Curriculum Reporter Resources:

Live online training on the use of the SC Curriculum Reporter was recently provided, and recordings of these trainings are now available.

- For SCOs this recording is available on the home page of the SC Curriculum website (<http://sctraining.odpconsulting.net>). A “tip sheet” on how to generate a report has also been posted to the SC Curriculum Website Home Page.
- For AEs this recording is available on the home page of the AE Information Center website (<http://aeinfo.odpconsulting.net>). A “tip sheet” on how to generate a report has also been posted to the AE Information Center Website Home Page.

On-Line Help:

If you have questions regarding your SCO Account please contact the Help Desk at ocs-odponlinehelp@tiu11.org and provide the name and email address of your SCO Administrator. Your email will be responded to within 2 business days.