

*ecampus*  
Ontario

June 2022

# The Virtual Learning Strategy **Status Reporting Guide**

Virtual Learning Strategy

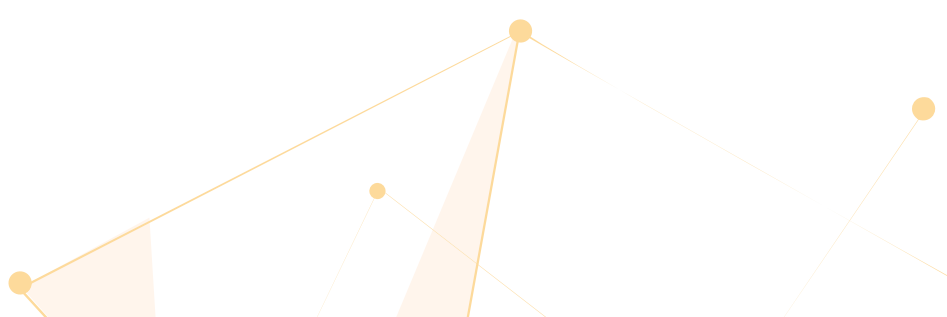
Funded by

**Ontario** 

# VLS Status Reporting Guide

## Table of Contents

- Instructions for Project Contacts..... 1**
  - Login..... 1
- Monthly Reports ..... 2**
  - Section: Overall Status..... 2
  - Section: Project Plan Key Phases ..... 2
  - Percentage Complete ..... 2
  - Section: Priority Issues ..... 3
- Quarterly Reports ..... 4**
  - Section: Financial Status ..... 4
  - Section: Survey Questions ..... 4
  - Submit ..... 5
  - Report Generation..... 5
  - Sharing a copy of your report..... 5
  - FAQs..... 5
  - Contact ..... 5



# Instructions for Project Contacts

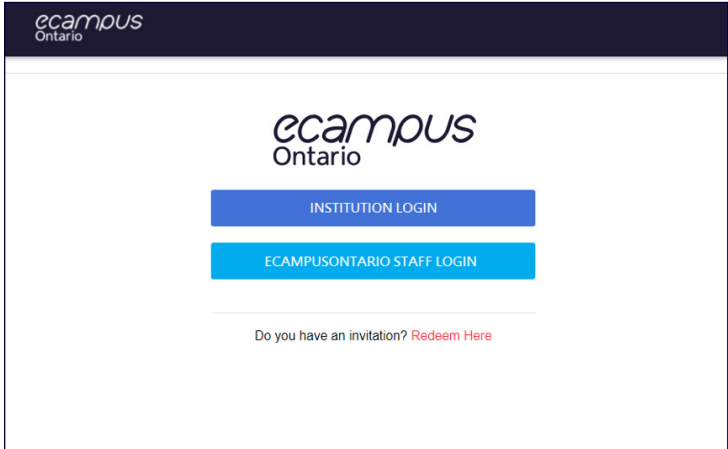
---

Thank you for completing your VLS status reports. All status reports will be completed online using your VLS Status Reporting user account at <https://ecampusprod.powerappsportals.com>.

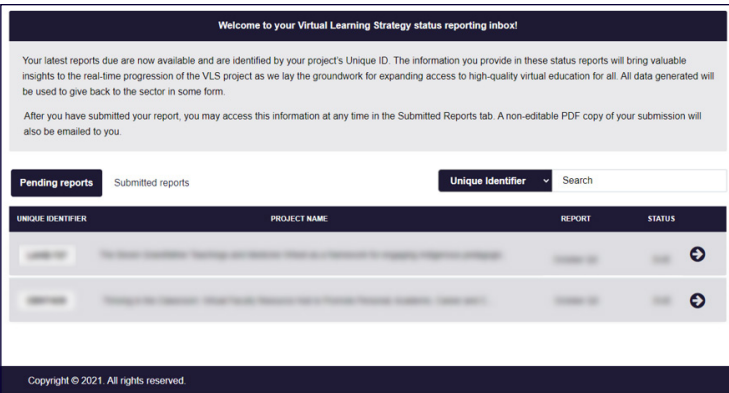
Status reports should be completed by the project Lead Contact listed in your proposal. If multiple unique projects have the same project contact, then they are responsible for completing those projects' reports.

When you click the link above, you will see the following page:

Select "Institution Login".



Enter your credentials and log in to the portal. Use the credentials you created after receiving the "VLS Status Reporting Portal Login Info" email. Under "pending reports", you will find a list of all project(s) awaiting your report for the current period.



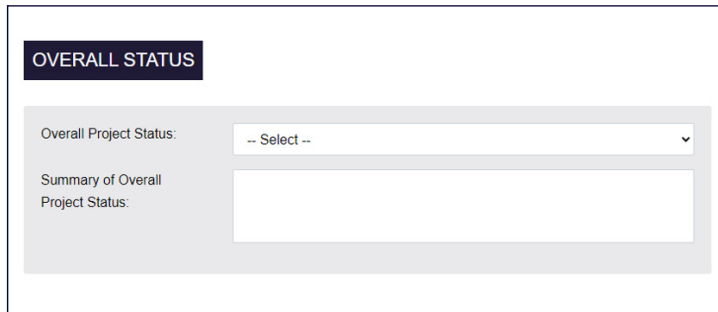
Once you've selected a project, you will be presented with the status report associated with that project for the current reporting period. There will be four quarterly reporting periods (please review timelines on the [VLS website](#)). Monthly reporting fields will be present each month. Quarterly Reports will contain unique forms and questions highlighted below. Please budget 15-20 minutes for completing monthly reports and 30-40 minutes for completing quarterly reports.

# Monthly Reports

## Section: Overall Status

Please select the option that best describes the status of your project at the time of reporting.

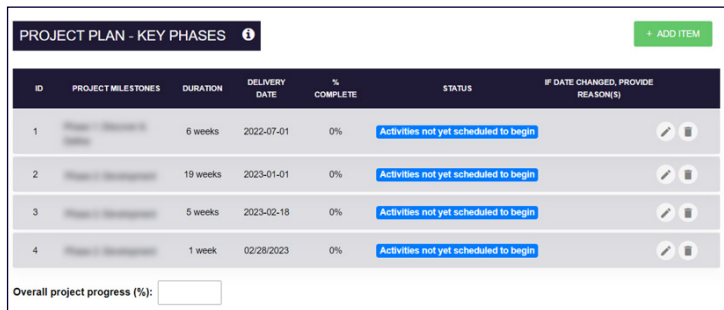
Please use the text box to enter a few sentences to explain your progress, including elements that are on track and those that may be at risk.



## Section: Project Plan Key Phases

This section has been pre-populated with the project plan submitted in your EOI proposal and will serve as the basis for tracking the progress of your project to date.

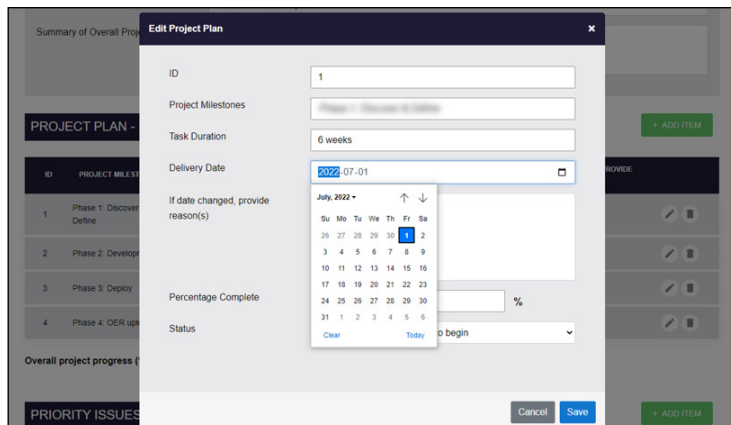
Project plans can change – to update your project plan at any reporting period, please use the “add item,” “edit,” and “delete” functions.



ID	PROJECT MILESTONES	DURATION	DELIVERY DATE	% COMPLETE	STATUS	IF DATE CHANGED, PROVIDE REASON(S)
1	Phase 1: Discover & Define	6 weeks	2022-07-01	0%	Activities not yet scheduled to begin	
2	Phase 2: Develop	19 weeks	2023-01-01	0%	Activities not yet scheduled to begin	
3	Phase 3: Deploy	5 weeks	2023-02-18	0%	Activities not yet scheduled to begin	
4	Phase 4: OER up	1 week	02/28/2023	0%	Activities not yet scheduled to begin	

**Percentage Complete:** the estimated percentage of work you have done by this point in your project.

When reporting on the progress of a project milestone, please consider all tasks and deliverables associated with that milestone.

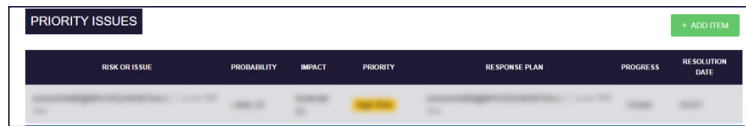


If you would like to update any dates from your submitted project plan, please click the “edit” (pencil) icon. Select a new “delivery date” from the calendar drop-down, as well as provide a brief explanation of the change in the “If date changed, provide reason(s)” text field.

Please note that regardless of its inclusion in the project plan proposal, the deliverable “Uploaded Artifact(s) to the eCampusOntario Open Library” is the final milestone required of all project plans in the **Digital Content and Digital Content – XR** project categories and must be delivered to the eCampusOntario Open Library no later than **February 28th, 2023**.

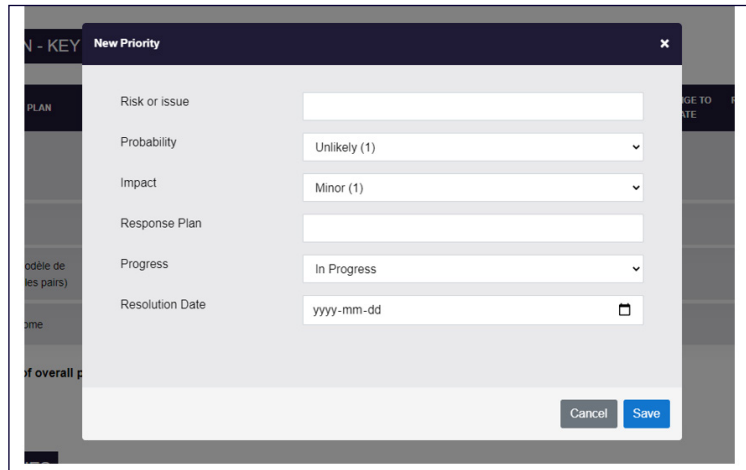
## Section: Priority Issues

Please use the priority issues table as a tool to keep on top of any events that may jeopardize the delivery of your project.



A screenshot of a software interface showing a table titled "PRIORITY ISSUES". The table has a dark header with the following columns: RISK OR ISSUE, PROBABILITY, IMPACT, PRIORITY, RESPONSE PLAN, PROGRESS, and RESOLUTION DATE. A green "+ ADD ITEM" button is located in the top right corner of the table area.

For each risk or issue identified, please select their "probability" and "impact" values from the drop-down provided. A "priority" value will automatically be derived from these two values to indicate the urgency of the risk or issue. Please enter a high-level response plan and use the "progress" drop-down to indicate if a risk or issue is "in progress" or "closed." "Resolution dates" entered for issues that are in progress are understood to be target dates.



A screenshot of a "New Priority" form. The form has a dark header with the title "New Priority" and a close button (X). The form contains the following fields:

- Risk or issue: Text input field
- Probability: Drop-down menu with "Unlikely (1)" selected
- Impact: Drop-down menu with "Minor (1)" selected
- Response Plan: Text input field
- Progress: Drop-down menu with "In Progress" selected
- Resolution Date: Date input field with a calendar icon and the format "yyyy-mm-dd"

At the bottom right of the form are "Cancel" and "Save" buttons.

Risks and issues entered will be carried over from month to month; you may update the status of your risks and issues in any future report.

**Once you have verified that all the information is correct, click Submit.**

**Congratulations!**

**You have completed your monthly status report.**



You may save your report as many times as you wish prior to submission.

# Quarterly Reports

## Section: Financial Status

Please only report on the funding awarded in your contract.

BUDGET LINE	BUDGETED AMOUNT	ACTUAL EXPENDITURE (YTD)	PROJECTED SPEND	VARIANCE	COMMENT
Total	\$ 40000	\$	\$	\$40000	

**Actual Expenditure:** Funding amount spent so far (Year-To-Date)

**Projected Spend:** What you anticipate spending over the remainder of the project

**Variance =** Budgeted Amount – (Actual Expenditure + Projected Spend)

**Comment:** If project spending is on track with the total budget granted, the variance would be \$0. If the variance is not \$0, please provide more information on why this project may be over or underspending in this field.

## Section: Survey Questions

Quarterly reports will feature survey questions specific to your project category in addition to monthly reporting fields. Please budget time to complete the survey questions to the best of your ability.

**OUTPUTS**

You have indicated that the outputs you anticipate creating as part of this project will be available in the following language(s), please confirm if this is correct :English

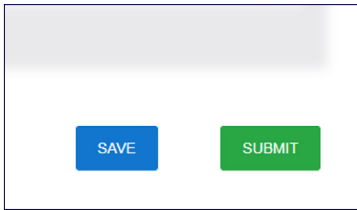
No - the language(s) for my project is not correct

What language(s) will your outputs be available in? Please list all languages.

No - the number of English outputs is not correct

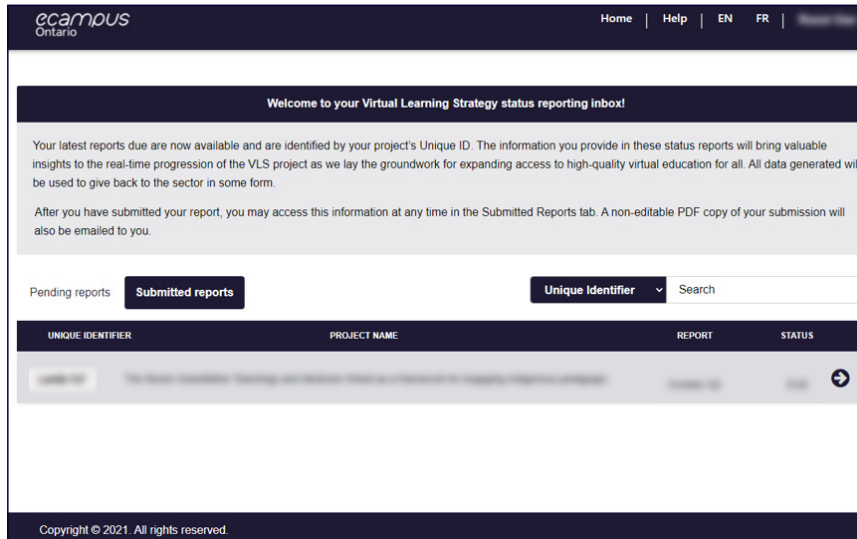
How many outputs do you anticipate this project will produce?

**Please note:** All responses to quantitative survey questions are understood to be best estimates; all responses to qualitative survey questions are understood to represent the opinion of the individuals reporting. **If you are unsure of a response, or if you would rather not say at the time of reporting, you may submit "0" or "N/A- not applicable" in the answer field.**



Once you have completed your status report, please use the **Submit** button at the bottom of the page. Once you have submitted your report, you will no longer be able to access the status report to make any changes. The submission is final.

After you have completed and submitted a report, you will be returned to your inbox page. The project will now appear under your submitted reports list. A confirmation email and a read-only copy of your report will be sent to your contact email.



**Thank you for submitting your VLS Status Report!**

---

## Report Generation

Status reports will be generated no later than two weeks before their due dates. Project Contacts will receive email reminders of their pending report at one week, and one day away from the due date.

## Sharing a copy of your report

If you would like to obtain a shareable copy of the questions prior to completing the report, please right-click anywhere on an opened report and select "Print" > "Save as PDF". Ensure that "background graphics" are de-selected. Click "Save."

## FAQs

Have more questions? Please review the [Frequently Asked Questions](#).

## Contact

We are here to support you throughout your VLS project.

If you have any concerns regarding your report, please contact [vl@ecampusontario.ca](mailto:vl@ecampusontario.ca).

[vls.ecampusontario.ca](https://vls.ecampusontario.ca)

