MBCC Online Narrative Reporting

Step-By-Step Instructions
Revised 10/07/2019

Start at: www.mbcc.mt.gov

Click Funding

Click Reporting

Click MBCC Quarterly: Narrative Report

Important – Please refrain from using the Browser’s “Back” and “Forward” arrows / buttons for navigation. Only use the “Continue” and “Back” buttons provided on each page of the report to navigate.

Login

Enter the User ID and Password you received from MBCC with your grant award documents.

Click to continue

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If you forgot your User ID and Password:  Click Forgot your Password?

Please enter your user ID and account’s primary email address to reset your password:

User ID: 

Primary Email: 

Email Password to Me

If you do not receive any email from us within 24 hours regarding your password, or if you need any assistance, please call MBCC at (406)444-3604.

Enter your User ID

Click

**Note - The User Id will always be the last part of your Subgrant # after the first hyphen. Example: Subgrant # 18-W02-81806 will be W02-81806.

You will receive your password via email within 24 hours. If not, call MBCC at 406-444-3604.
Initial Login

The first time you login to the system, you’ll be asked to enter a new password.

Enter your primary and secondary email. Enter a new password.

Click or to return.
The Main Menu has the following options:

**Enter Narrative Information:** Takes you to the screen to respond to the narrative questions

**Upload Documents:** Allows you to upload attachments to your report such as data sheets or documents created with your grant funds, articles about your program, etc.

**Submit Report:** Submits your report to MBCC – you will no longer be able to edit the report once it has been submitted

**View Current Draft:** Allows you to view the report before submitting to MBCC

**View Previous Reports:** Allows you to view prior reports of current grant year

**Update Profile:** Allows you to update primary and secondary email addresses and change the password

**Log Off:** Exits the narratives reporting system
Update Profile

Update Profile allows changes to the primary and secondary email addresses and the password. Any changes to your Agency (project director, phone number, etc.) need to be emailed to MBCC.
Responding to Narrative Questions

Up to five objectives from your online grant application have been transferred to the online narrative report. Beneath each objective are two questions. There is one general question at the end. Responses to each question must be very brief, 350 characters or less. Begin by clicking in a response window and typing. A counter at the end of the window will let you know how many characters you have used. The program will stop accepting information when you have reached 350 characters. You must enter a response in each window, even if you just type nothing to report. Save progress at any time by clicking the “Save Status” button located at the bottom of the page. If you need assistance, contact your program director shown at the top of the Narrative Report.
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<table>
<thead>
<tr>
<th>Objective #4:</th>
</tr>
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<tbody>
<tr>
<td>4) To provide tutoring for 100% of program participants below grade level throughout the school year.</td>
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</table>

**Status for Quarter Ending 09/30/2008:**

1. Describe the progress this quarter towards meeting the above objective. Identify any activities that were especially helpful in obtaining the objective.

Of the 14 students referred to the program this quarter, 8 have been assigned tutors, the remaining 6 are in the process of being matched with a tutor.

You have used 133/350 characters.

2. Describe any obstacles that you have encountered in meeting the above objective this quarter. What is being done to resolve them?

We didn’t expect to have so many youth referred so quickly. As a result we are in the process of recruiting more tutors to meet the demand.

You have used 140/350 characters.

<table>
<thead>
<tr>
<th>General Objective Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. How are you using your evaluation plan to monitor your progress?</td>
</tr>
</tbody>
</table>

**Status for Quarter Ending 09/30/2008:**

Staff meets weekly to review evaluative data and follow-up on problems. Using this process we identified that we may need to rewrite our fourth objective. We will be calling you shortly to determine how we should proceed.

You have used 221/350 characters.

If you get a phone call or interruption you need to save your work. The program times out if left inactive for 30 minutes or more. You certainly don’t want to be the recipient of this message:
Once you have completed your narrative and saved it, click on “Back” to return to the Main Menu. Click “View Draft Narrative” to print and review your draft document in Adobe.

Please review this report for accuracy and correct any errors before final submission. Closing the Adobe document will return you to the Main Menu.
Upload Documents

If you want to attach data sheets, documents created by the program, or articles about the program, click “Upload Documents” and follow the instructions on the screen.
Submit Report

When you are ready to submit your report, click

Enter any Comments/Notes you may have along with your Name, Title, and Phone Number.

Check the I Certify box and click

The following warning message appears:

Once the report is submitted – no further changes can be made.

If you are sure everything is reported correctly – click to continue or to go back and make changes.
Click to view and print a copy of the final report that has been submitted.