The purpose of this tutorial is to support school districts with accessing and completing the 2022 Annual Learning Loss Report.

Please contact Anne Butterworth with any questions- abutterworth@nd.gov or 701-328-4051.

1. Begin by navigating to the district’s ESSER 3 Grant on WebGrants [WebGrants - NDDPI](#).

   For general WebGrants support visit- [WebGrants User Guide](#).

2. Near the middle of the page under Grant Components Click on HB1013 Learning Loss Report

3. On the right side of the screen click on the green Add Status Report button

   ***Please note: You MUST start a NEW report for 2022.

   If you are collaborating with a team member create one new report and then open that report on this page to continue. Skip to step 5.
4. In the drop-down menu select Annual Report. You do not need to complete any additional boxes in this section.

5. Click on each of the two forms to complete the four questions. Each question includes checkboxes and a brief narrative.

   Save the form as you go.

6. Once the form is finished click Mark as Complete

7. When all forms are complete you will see a green check mark next to each click Submit Status Report.

   *** Please note if a checkmark is missing look for an error message near the top of the page.

8. Click the final Submit button.

   Please monitor your email. Within 10 days you will receive a notice of approval or requested edits.