ADVANSYS Workflows

Alamance Community College

Presenters:

Jennifer Mock, Director of College and Career Readiness (CCR)

Melba M Aguirre, LEIS Data Specialist, CCR

Jaime Isaac Bivins, Administrative Assistant, CCR

Dr. Tyler Harvey, Coordinator of Data, Assessment, and Transition Studies, CCR

KEEP CALM AND ADVANSYS ON!

Welcome and Introductions

Jennifer Mock
Director - College and Career Readiness
Alamance Community College

I Love ACC Day 2023

Topics of Discussion

- Student Intake Process

- ADVANSYS Workflows
  - Student Data Entry
  - Class Builds/Sections
  - Auditing Procedure
  - Approval Process (Attendance)
  - Assessment Strategies
  - Data Reporting / Management

New Student Intake Process

Melba M Aguirre, LEIS Data Specialist

New Student Intake Process

Our Assessment Team has 7 employees:

- Each assessment person creates their own schedule to conduct intakes.
- That schedule is shared with our front desk administrative staff who schedule students.

Administrative staff do the following:

- Check students by last name, first name, date of birth in both colleague and ADVANSYS to avoid duplicate records and to find out if the student is a returning student or a new student.
- Administrative staff will let the student know that the paperwork and test takes about 3 to 4 hours. They should bring a non-expired ID and SS card as well as a snack or water bottle to take a break between tests.
- Student gets an appointment with assessment specialist on the same day they call.
- The assigned assessment specialist will also reach out to remind the student and confirm the appointment.

STUDENT INTAKE SESSION

Conducting the Intake Process

Day of Appointment

- Assessment staff conducts an interview and begins with filling out LEIS forms. The students register to intake/ assessment class and signs all local forms.
- These forms include Learning Contract Outcomes, Attendance and Progress Testing Contract, Emergency Contact, Expectation and Code of Conduct, Consent to Release Information and Graduation Release form
- Then the student gets their Locator test in Reading and Math for ABE/ HSE and Reading and Writing for ESL. .


Student Interview 2023

The Intake Process - Testing

ACC Otter AEFL Week 2023

- The testing session starts with locator test to determine testing level

- For ABE/HSE: Reading test will be completed first. The student then takes a break for bathroom/snack/water. Then they will complete their Math test

- Our Assessment Specialist scores Reading while students are taking math test

- Assessment Specialist discusses class options with students based on Reading scores and CLASS location

- Student leaves appointment with a permit to start class

- Assessment Specialist sends the folder to Melba.

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Folders and Explanation of Documents

LEIS Paperwork Pages 1-3
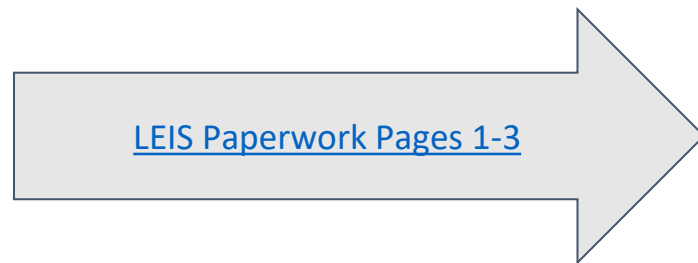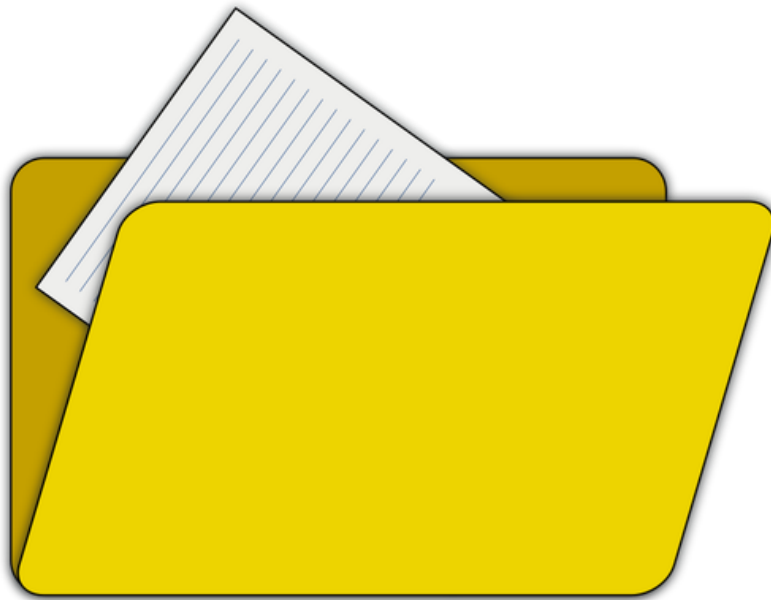
We are passing around an interest list. If you would like to have a copy of the forms we use, please put your name and email address, I will send them after this presentation.

Student Data Entry

Melba M Aguirre, LEIS Data Specialist

Student Search/Lookup

- Any known information is used to search for the student in Advansys. (Last Names, First Names, Birthdate, SS #'s, Colleague ID #, Advansys ID # etc). This will minimize the creation of duplicates

- We also check Colleague for returning students

- If I find the student in any of the two systems, I make sure the information is the same in both systems so that integration runs smoothly

- Once the searching is complete, I begin entering all of the LEIS data information in Advansys including Test Scores and Case Notes.

- Approval takes place the same day so that when the folder is sent to the teachers, all student information is approved and they are ready to register and begin their class

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Separating Students

- The folder comes to Melba with a note from the teachers stating the reason for not attending.
- Melba follows up with the student to find out if there is anything we can do to keep the student in class.
- Student is separated from the class.
- The student has 90 days to return to class! If the student decides to come back to class, they will call us and we will send them back to class.
- If the student does not come back to class, then the drop is documented in the LEIS form Page 3 and we also document the last date of attendance and the reason for dropping in the Case Notes section on Advansys.
- After 90 days of inactivity, the student is then drop from the program.

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Class Builds and Sections

Jaime Isaac Bivins, Administrative Assistant, CCR

Class Builds, Contracts, Registrations, Auditing, Approvals, Payroll

Contract Request Spreadsheet

Semester Class Schedule

Employee Contracts Spreadsheet
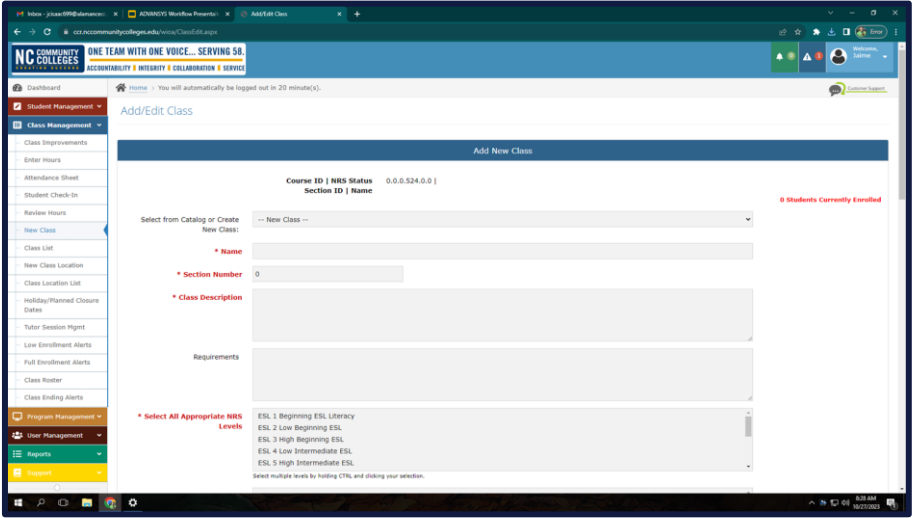
Now that we have students, we need to create classes to put them in. I usually start planning two months out from a new semester and this involves a few spreadsheets that I use to simplify my workflow
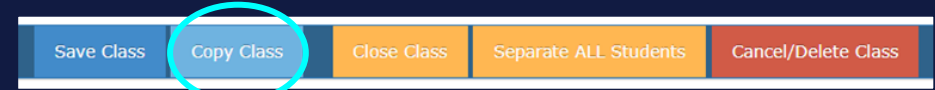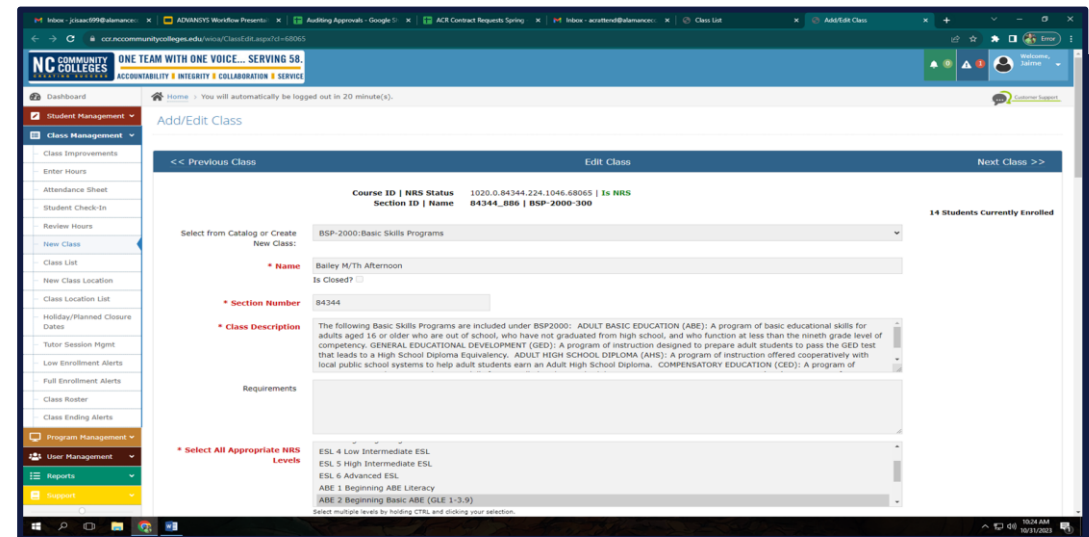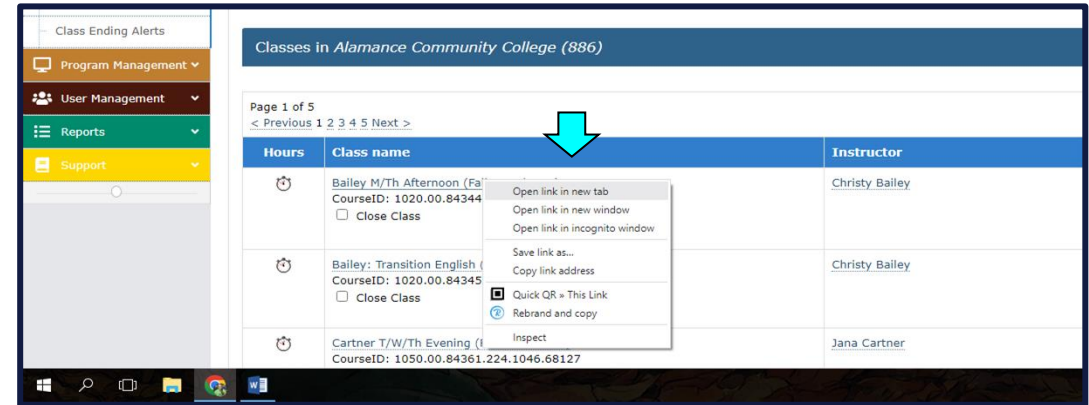
Copying Classes

Most of us are familiar with how to build new classes in Advansys, but there is an easier way for when the class info does not change - copying classes from your previous semester! As we know, Colleague had a way of doing this in a batch capacity, but the workflow here is slightly different.

Starting at "Class Management", clicking "Class List", this has been my best practice:

1. Filter by current semester dates
2. Right click each class in the list to open it in a new tab
3. Prior to making any changes in the new tab you've opened, scroll to the bottom and click "copy class".

You should see a message that says the class was copied.

- **Do not make any changes until you see this message**

Copying Classes

Once copied, begin by reviewing/adjusting the following:

1. <u>Name</u> - I like to use class/instructor details since it helps when looking for classes and running reports
2. <u>Section Number</u> - Choose a random number that will not already be in use - I use 0001, 0002, 0003 and continue until I copy all classes
3. <u>Semester</u> - Should align with class semester dates - Summer, Fall, Winter, Spring. "All Year" should not be used.
4. <u>Year</u> - Should align with class program year
5. <u>Assigning Instructors</u> - Lead and Co-instructors (you may leave this blank if instructor has not been assigned yet)
1. <u>Semester Dates</u> - Should align with semester and year
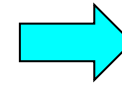2. <u>Save Class</u> - This will save class and kickstart integration
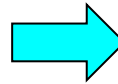
Course ID | NRS Status
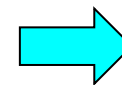Section ID | Name

Select from Catalog or Create New Class: BSP-2000:Basic Skills Programs

* Name   Bailey M/Th Afternoon

Is Closed? ☐

* Section Number   0001

Semester   Fall

* Year   2023 - 2024

* Primary Teacher   Bailey, Christy

Additional Teachers   Add Additional Teacher

Teacher

Porter, Kathryn
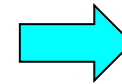
* Class Start Date   * Class End Date

Save Class

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Copying Classes

- Once saved, the class should integrate over to Colleague. The timing for this can vary so I go through and copy all of our classes before checking to see if they have integrated. In most cases, the classes have integrated by the time I finish and that Section ID that populates indicates successful integration when looking at the add/edit class build page.
- Class List > Filter by new copied class's semester dates > right click and open each class in a new page (much like the process for copying)
- In the example to the right, the Section ID number is 85551. Once assigned the section ID from Colleague, I go ahead and change the section number in Advansys from our initial 001 to the 85551 that's been assigned. This can be helpful when searching for your classes
- Scroll to the bottom and Save Class

Course ID | NRS Status   1020.0.85551.424.1046.71407 | Is NRS
Section ID | Name   85551_886 | BSP-2000-001

m Catalog or Create New Class: BSP-2000:Basic Skills Programs

* Name   Bailey M/Th Afternoon
Is Closed? ☐

* Section Number   85551

Save Class

Registration and Attendance

- When the student shows up for their first class, the instructor is responsible for having them fill out and sign a registration form before the end of class
- Our registration forms are produced by our print center on two color carbon copy paper (white and yellow)
- Once completed, instructors send the white copy to the administrative assistant (Jaime) and the yellow copy goes in the student folder
- Once received, the administrative assistant adds each registration to Advansys so that instructors can enter their attendance
- Instructors are expected to enter their attendance daily Monday - Thursday, but we allow until the following Monday for any hours completed Friday - Sunday

Student Registration Example

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Auditing

- Our Auditing process has been one of our biggest adjustments, but it has been worth it in terms of checking data for accuracy
- We have a team of 3 FT and 4 PT employees who have 6-8 classes that they audit
- As instructors enter their attendance, we also have a process in place where they scan us their sign-in sheet and accompanying documentation. This is meant to be done either after class for f2f only classes, or for the previous day for hybrid and/or fully distance classes.
- Instructors send their scans to a joint acrattend email address that each auditor has access to. This email account has separate folders and filters set up so that each auditor automatically gets the emails and attachments needed for the classes they audit

acrattend email example

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Auticing

- Typically, we use the review hours page as it displays everything the way our sign in sheets do.

  Class Management > Review Hours > Choose correct class

- We all have two monitors to help with this process (This has been super helpful)

- If there are corrections that need to be made, the auditor sends an email to the lead instructor of the class to let them know what changes need to be made. We also ask they email us when said corrections have been made. Auditors will also add a comment to the cell for that day noting why it hasn't been checked off yet

- When we have verified that the sign in sheet, documentation, and advansys are correct, we check off the date for that class. This is how the approvers know that the hours have been reviewed and that they are ready for approval.

- Instructors hold original sign in sheets and documentation and turn them in at the end of the month and our auditors do a final review on the original documents before they are ready to be packed up.

Auditing Approvals Spreadsheet

Approvals Process

Tyler Harvey, Coordinator of Data, Assessment, and Transitions

Approvals Process

Once the auditing team completes their portion of the spreadsheet we provide, Jaime and I go into Advansys and approve the attendance. I also approve LEIS Data and Intake as it comes in.

We complete this process weekly to ensure FTE is properly collected.

Approvals Process

- Approvals happen on Mondays for the week two weeks prior. For example, on 11/13, we approved hours entered during 10/30-11/5
- Once approved, we will highlight the cells on the spreadsheet a different color so that we know what has been approved
- When all class attendance has been approved for that week, those columns will be hidden

Assessment Strategies

Tyler Harvey, Coordinator of Data, Assessment, and Transitions

Assessment

How we test students

Each assessment specialist is coupled with an instructor. It is during this time that the assessment staff and the instructor collaborate to come up with best testing practice along with best times to post-test, especially when students obtain hours.
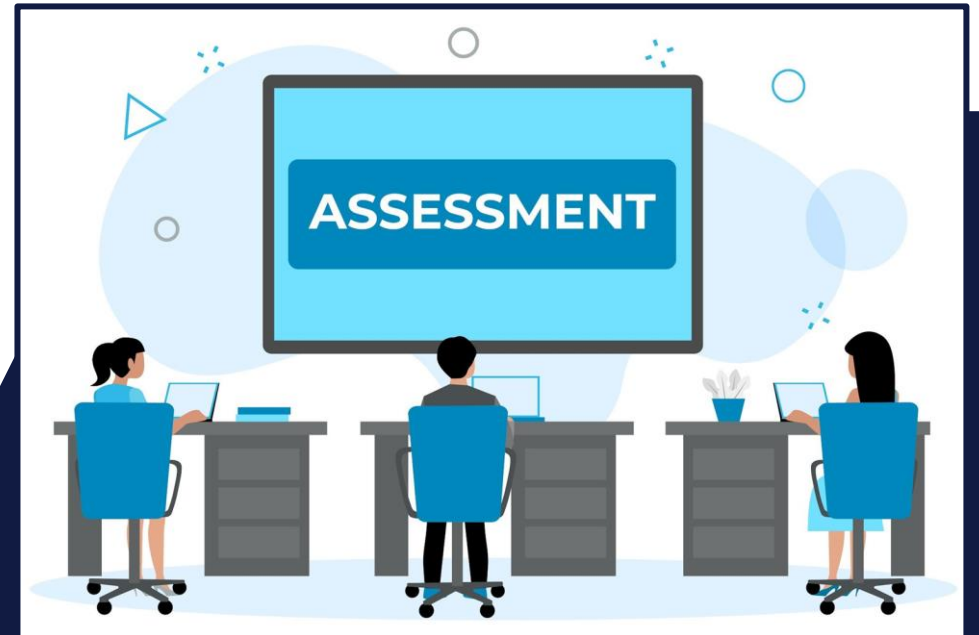
Assessment

How we test students

Assessment staff looks at hours as reported in the ADVANSYS system. They will look at each individual student and determine best testing. From there, they communicate with their instructors days and times to post-test their classes.

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After the Assessment

- Assessment Specialist will score the test and then complete the LEIS pg.3 with their Assessment and indicate if a level gain has been achieved.
- The Assessment Specialist then requests that a Level Gain Certificate be sent to the student highlighting their overall achievement.
- Assessment is completed on a continuous basis (monthly) and is only looking at students who have the required hours to test.

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Reporting Process and Protocol

Tyler Harvey, Coordinator of Data, Assessment, and Transitions

Reporting

We run our MSG, FTE, and Post-Test reports weekly. I have a chart that compares the week from the previous week along with any changes.

This information is shared with our Director and Coordinators.

What we do with Reports

- Each week, I (Coordinator) send out the reports to our director and other coordinators. I also put notes on the data to explain key factors contributing to the data.
- We use the reporting to inform instructional practices along with assisting in areas of program need.
- We also use this data to support the need for additional classes.

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Data Reporting Metrics

- FTE
- MSG
- Post-test Rate
- ABE/HSE Students
- ESL Students
- IELCE Students
- IET Students
- HSE Graduates- CCR
- HSE Graduates- Community
- Total Students Served

Final Takeaways

- As Cohort 1B, we established a workflow based on fluid changes derived from Advansys vs. Colleague.
- While this process works for us, we often find the need to adjust if necessary.
- Our workflow resulted in 62.3% MSG and 80% Post Test Rate

Contact Information

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Thank you for your attentiveness!!!

Stay Calm and ADVANSYS on!

Professional Development - Lorena, Jaime, Aimee, Tyler
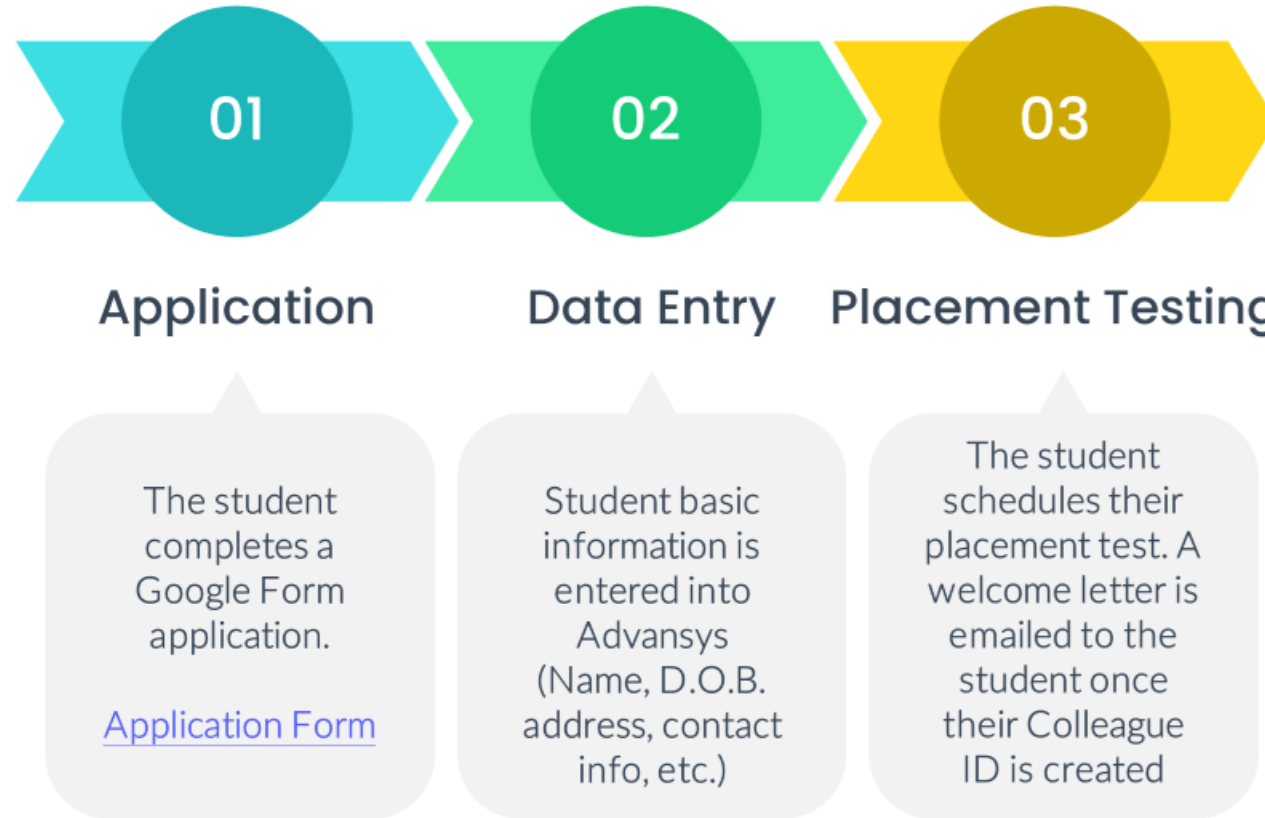
Welcome Letter Template
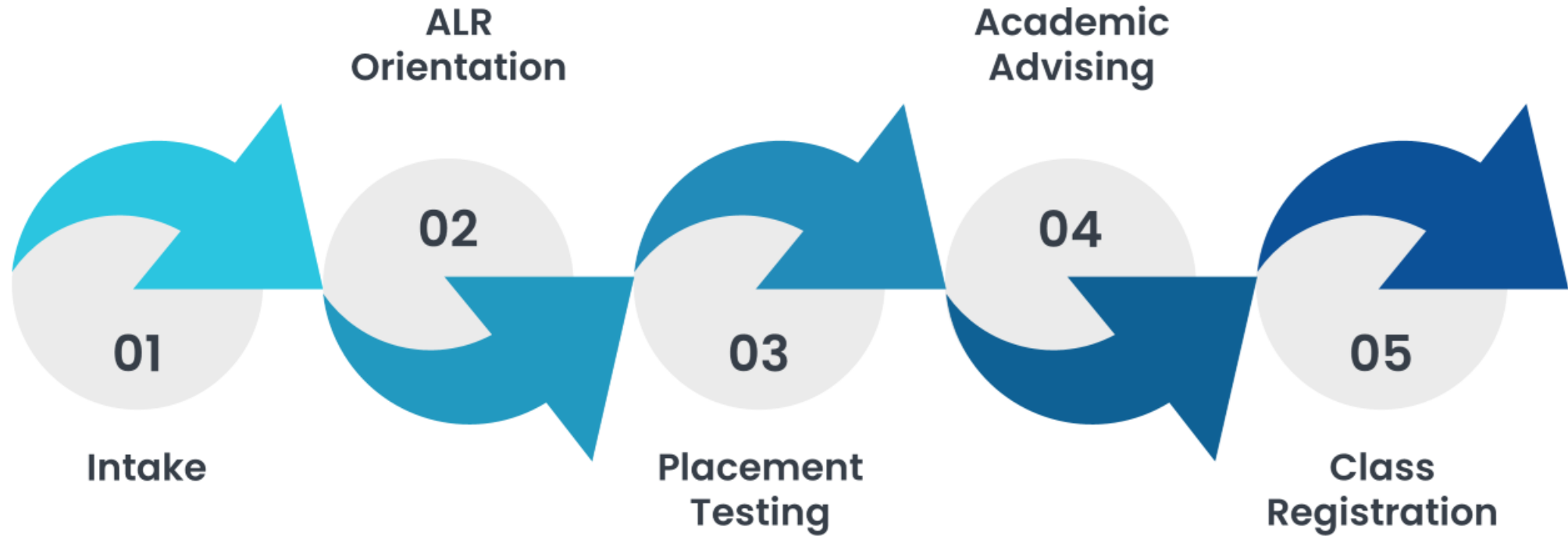
Hello April,

Your student ID number is 1234567. After 7:00 am, please go to activator.cpcc.edu to claim your student account. Once you have done this, you'll have access to your student email. This can be found at cpcc.edu, under "Current Students" (top right) and then "Email Login". It may take up to an hour after activating before you can login. Please check this frequently as this is how the college will communicate with you moving forward.

Also, make certain to sign up for dual factor authentication with DUO. This is a requirement in order for you to be able to start classes.

If you are under 18, you'll have to complete the minor student process prior to taking classes with us. Please let me know the last high school you attended so I can send you the proper paperwork. You will not be able to test until you have completed the minor student process.

If you are not under 18, please go to the link below to sign up for the GED or ESL placement test at this time. If you are looking to complete AHS (Adult HS), please contact the last HS attended and have them send your transcripts to records@cpcc.edu. Once you have confirmation that we have received the transcripts, let me know so I can connect you with the AHS advisor.

ESL Placement Test

GED Placement Test

Please let me know if you have any questions!

Orientation and Testing

01
LEIS Form
Testing staff creates a LEIS form for all new students

02
NRS Registration
Testing staff enters the NRS registration into Advansys

03
Contact Type
Testing staff enters the contact type into Advansys

04
ALR Registration
Testing staff registers the student into the ALR Orientation class section in Advansys

05
Demographic Information
Testing staff enters the student's demographic information into Advansys
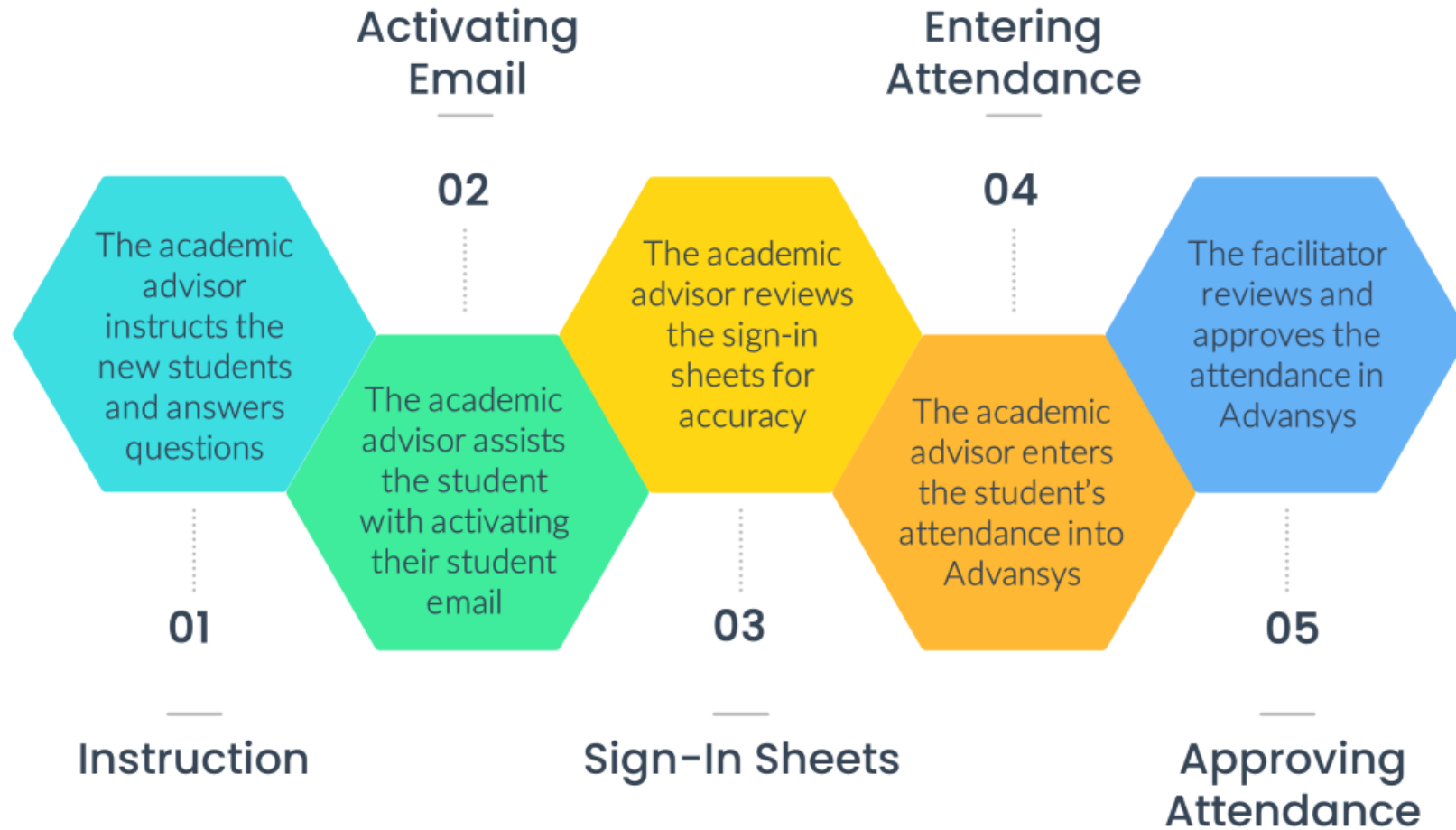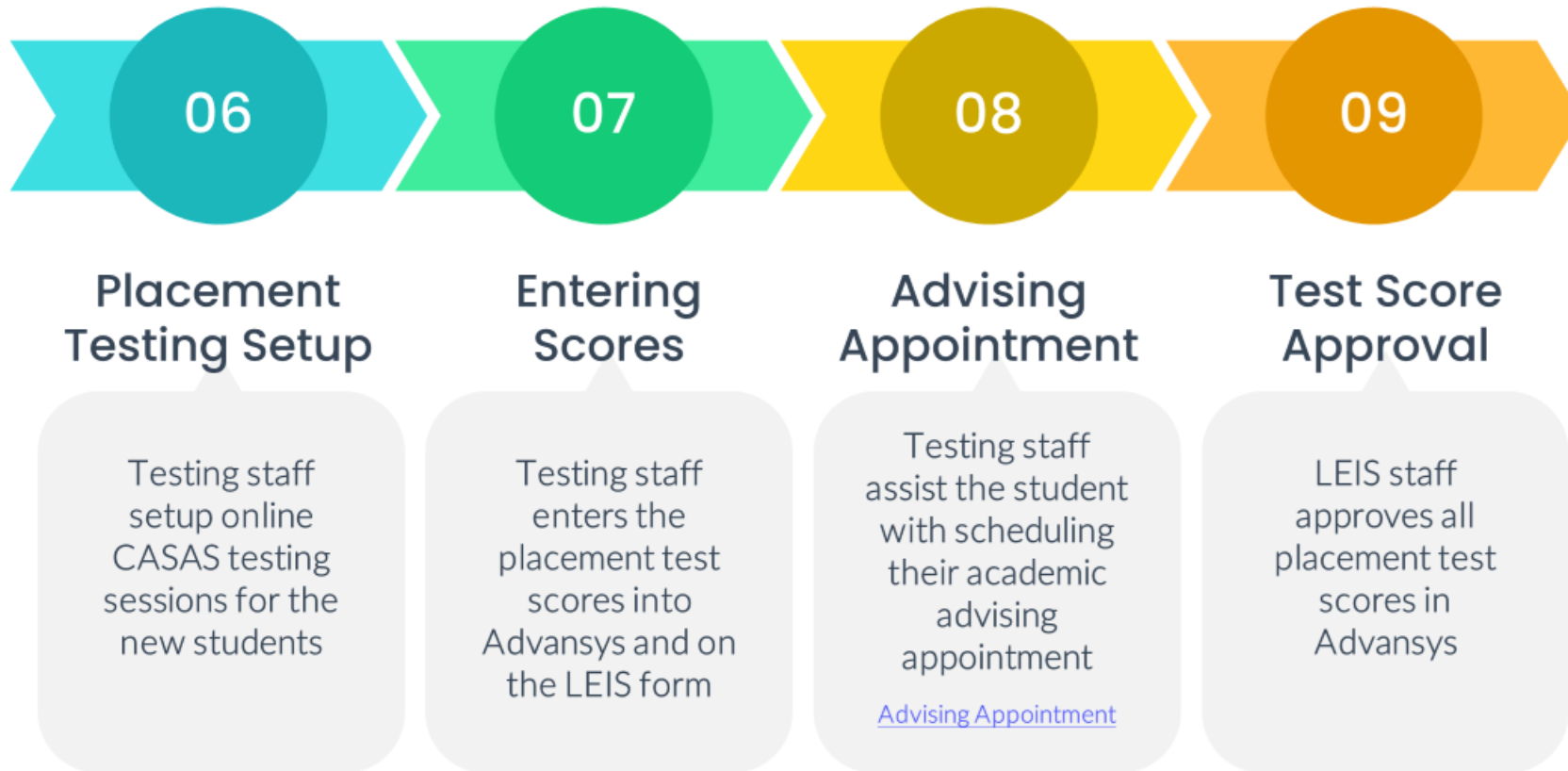
NOTE: The LEIS Staff processes NRS Registration approvals

Orientation and Testing – Continued

The ALR Orientation is a structured class that is scheduled during the placement testing session. It provides the new student critical information on how to be academically successful.

Activating Email

Entering Attendance

02

04

The academic advisor instructs the new students and answers questions

The academic advisor reviews the sign-in sheets for accuracy

The facilitator reviews and approves the attendance in Advansys

The academic advisor assists the student with activating their student email

The academic advisor enters the student's attendance into Advansys

01

03

05

Instruction

Sign-In Sheets

Approving Attendance

Orientation and Testing – Continued

06

Placement Testing Setup

Testing staff setup online CASAS testing sessions for the new students

07

Entering Scores

Testing staff enters the placement test scores into Advansys and on the LEIS form

08

Advising Appointment

Testing staff assist the student with scheduling their academic advising appointment

Advising Appointment

09

Test Score Approval

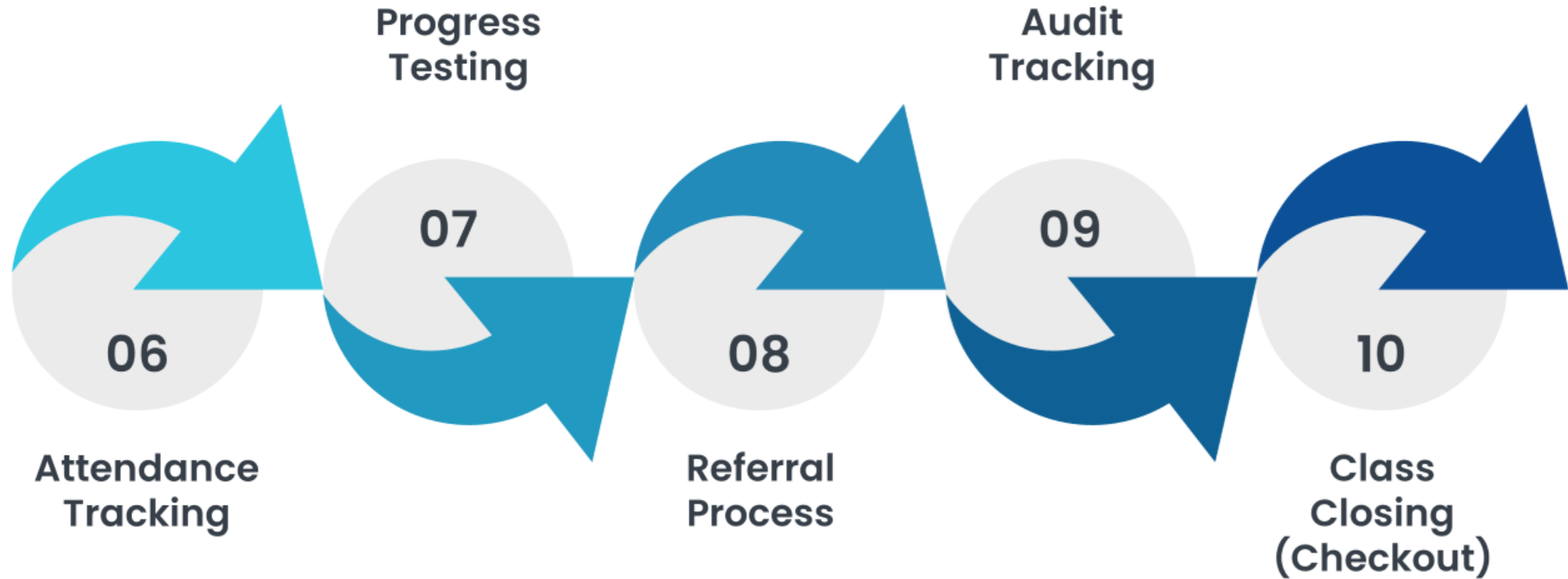LEIS staff approves all placement test scores in Advansys

Class Registration
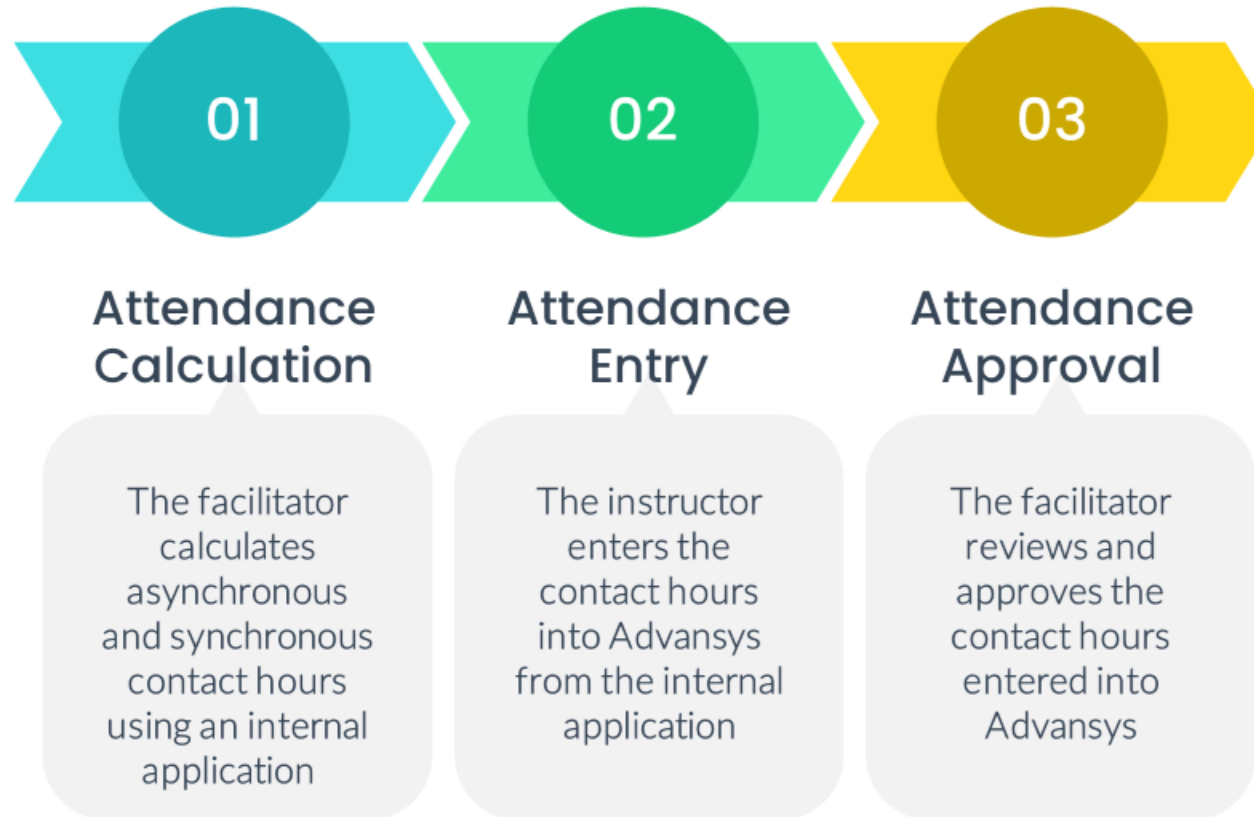
New Students

- The academic advisor registers the student class schedule in Advansys

NOTE: Class sections are entered into Advansys by Central Piedmont Course Management
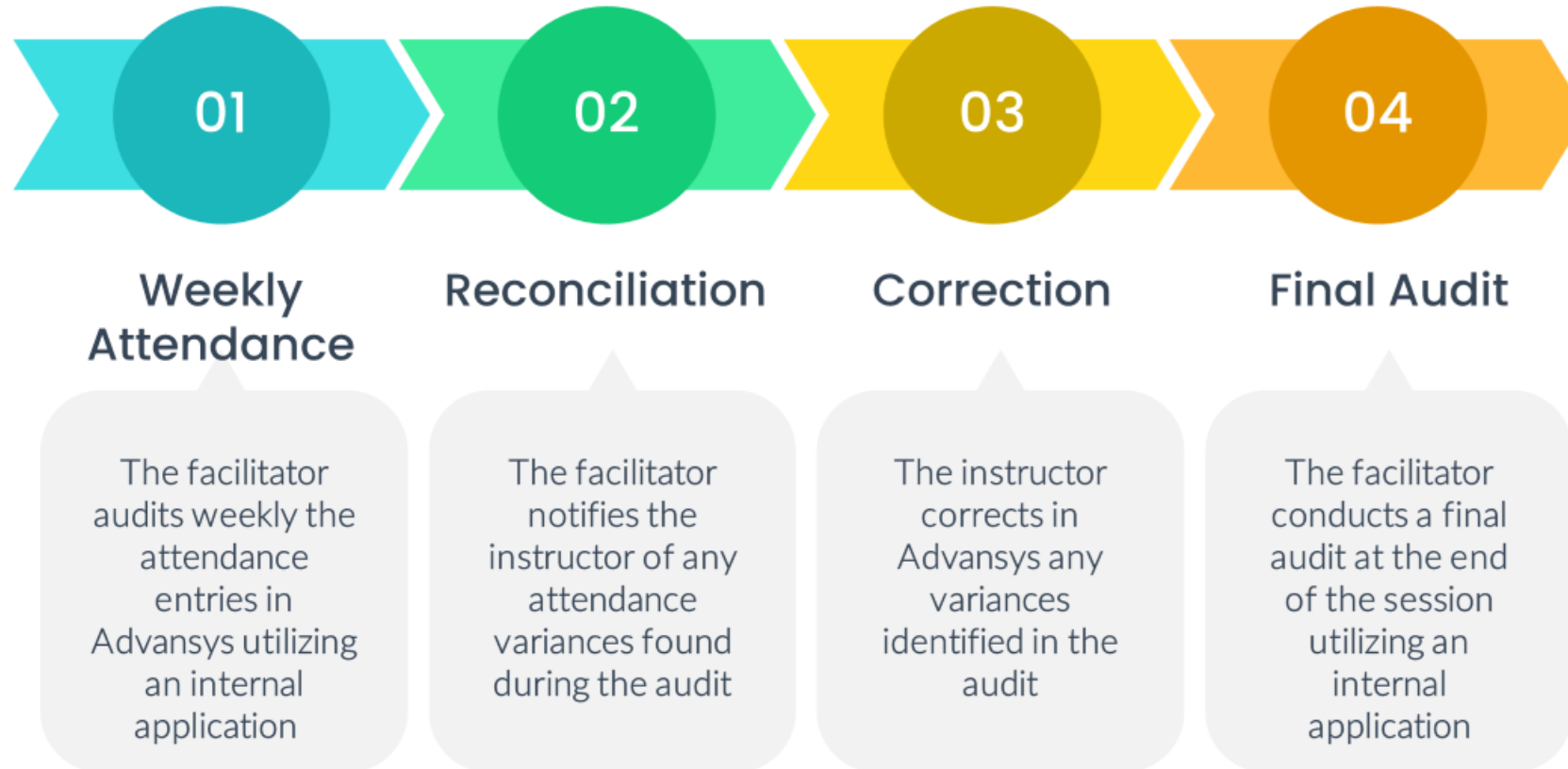
Attendance Tracking

01
Attendance Calculation

The facilitator calculates asynchronous and synchronous contact hours using an internal application

02
Attendance Entry

The instructor enters the contact hours into Advansys from the internal application

03
Attendance Approval

The facilitator reviews and approves the contact hours entered into Advansys

Attendance Calculator

	Class Roster	WebEx Monday	OW Monday	Sign-in Sheet Monday	Total	WebEx Tuesday	OW Tuesday	Sign-in Sheet Tuesday	Total	WebEx Wednesday	OW Wednesday	Sign-in Sheet Wednesday	Total	WebEx Thursday	OW Thursday	Sign-in Sheet Thursday	Total	WebEx Fridday	OW Friday	Sign-in Sheet Friday	Total	WebEx Saturday	OW Saturday	Sign-in Sheet Saturday	Total	WebEx Sunday	OW Sunday	Sign-in Sheet Sunday	Total	Weekly Student Total
2	Date				8/14/2023				8/15/2023				8/16/2023				8/17/2023				8/18/2023				8/19/2023				8/20/2023	
3	Baker , Gary				0				0			1.5	1.5				0				0				0				0	1.5
4	Johnson, Curtis			1.5	1.5			1.5	1.5			1.5	1.5			1.5	1.5				0				0				0	6
5	McAdoo, Lloyd				0				0			1.5	1.5			1.5	1.5				0				0				0	3
6	Mensah, Arsha				0				0				0			1.5	1.5				0				0				0	1.5
7	Miller, Robert				0				0			1.5	1.5			1.5	1.5				0				0				0	3
8	Morrow, Lia				0				0			1.5	1.5				0				0				0				0	1.5
9	Potter, Miracle				0				0				0			1.5	1.5				0				0				0	1.5
10	Quick, John				0			1.5	1.5			1.5	1.5				0				0				0				0	3
11	Smith, Earl			1.5	1.5			1.5	1.5			1.5	1.5			1.5	1.5				0				0				0	6
12	Sukesh, Sandeep				0				0				0			1.5	1.5				0				0				0	1.5
13	Sutton, Rasheen			1.5	1.5			1.5	1.5			1.5	1.5			1.5	1.5				0				0				0	6
14	Williams, Yuri				0				0			1.5	1.5				0				0				0				0	1.5
15					0				0				0				0				0				0				0	0
16					0				0				0				0				0				0				0	0
17					0				0				0				0				0				0				0	0
18					0				0				0				0				0				0				0	0
19		0	0	4.5	4.5	0	0	6	6	0	0	13.5	13.5	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	36

NOTE: The Attendance Calculator is used to make a combined calculation or F2F, Hybrid, and Online contact hours
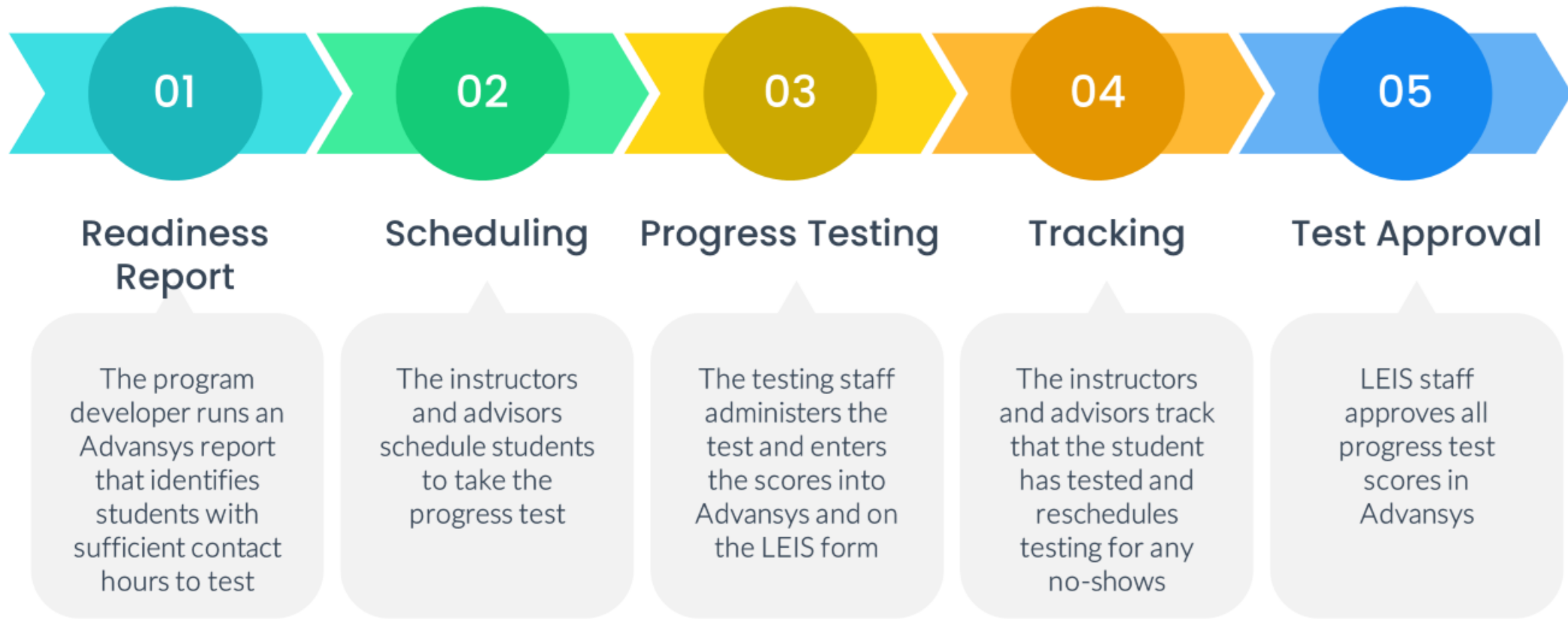
Audit Tracker

	A	B	C	D	E	F	G	H	I
1	**Summer 2023 - Session One - Audit Tracker**		**Section:**	**HSD 6085 N8057**			**Instructor:**	**Muhammad**	
2	**Advansys Student ID Student Last Name Student First Name**	**Total Contact Hours:**	**8/21/2023**	**8/22/2023**	**8/23/2023**	**8/24/2023**	**8/25/2023**	**8/26/2023**	**8/27/2023**
3	1234567 - Smith, John	7.25	2.25	5.00					
4	2345678 - Maria Garcia	2.75	1.00	0.75		0.75	0.25		
5	3456788 - James Johnson	0.00							
6	4567890 - Joe Wilson	0.00							
7	7654321 - Sally Smith	1.75	0.75		1.00				
8	0987654 - David Jones	0.00							
9	6543123 - Billy Moore	5.75	3.25		2.50				
10	1357924 - April Root	2.25			1.00	1.25			
11		0.00							
153	**Total Contact Hours:**	19.75	7.25	5.75	4.50	2.00	0.25	0.00	0.00
154	**Macro Tool Contact Hours:**	19.75	7.25	5.75	4.50	2.00	0.25	0.00	0.00
155	**Variances:**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
156									
157	**Hybrid Class Calculator**								
158	**Sign-In Sheet Contact Hours**								
159	**WebEx or LMS Contact Hours**								
160	**Total Hybrid Class Contact Hours**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

NOTE: The Attendance Tracker checks for variances between the Attendance Tracker and Advansys

Progress Testing

01 Readiness Report

The program developer runs an Advansys report that identifies students with sufficient contact hours to test

02 Scheduling

The instructors and advisors schedule students to take the progress test

03 Progress Testing

The testing staff administers the test and enters the scores into Advansys and on the LEIS form

04 Tracking

The instructors and advisors track that the student has tested and reschedules testing for any no-shows

05 Test Approval

LEIS staff approves all progress test scores in Advansys

NOTE: Progress testing is a very collaborative effort that involves the testing staff, instructors, coordinators, and academic advisors

Test Data Validation Process

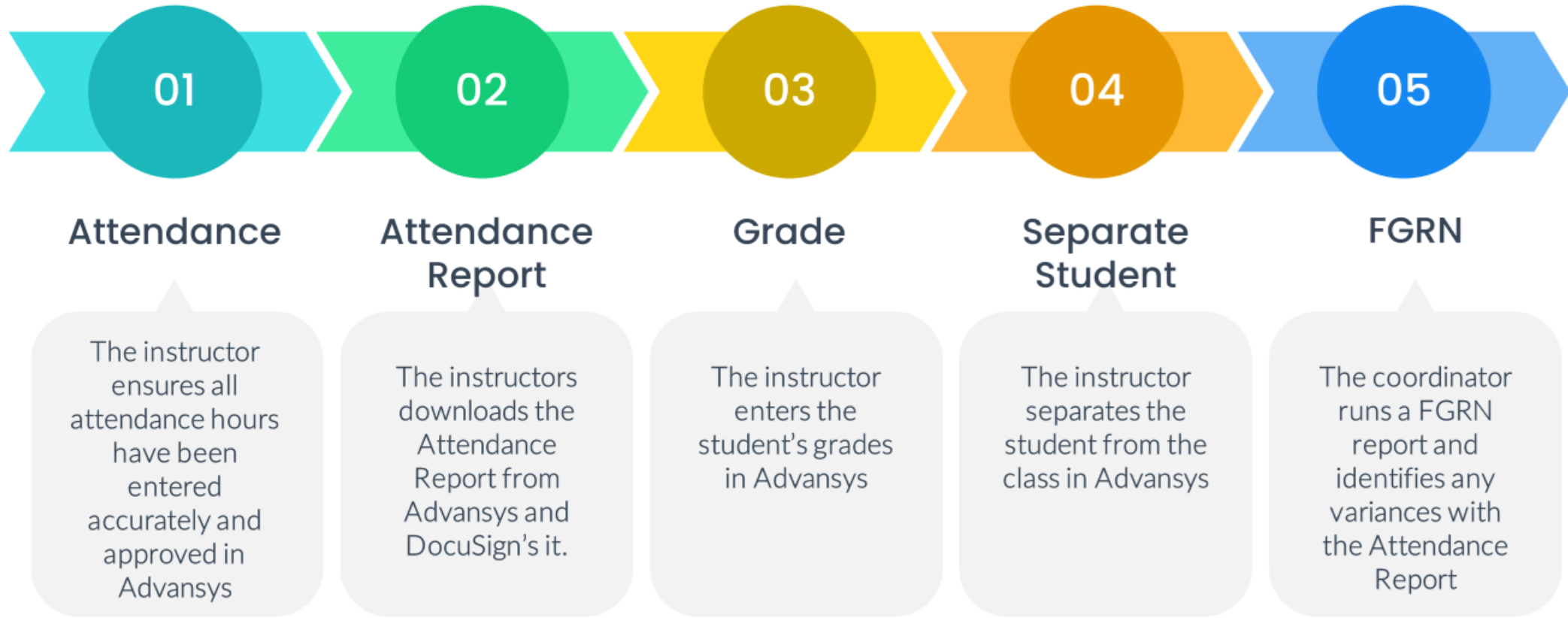|	Date	Advansys ID	Colleague ID	Last Name	First Name	Date of Birth	Program	Pre-Test or Post-Test	Test Date	Test form	Scale	NRS Level	Testing Team Initials	LEIS Team Verified & Approved	LEIS FORM?	LEIS Team Verified	LEIS Team Comments	Testing Team Comments/ Corrections
2	07/05/2023	154995	4160925	Ashcalla Saavedra	Gabino		ESL	Post-Test	6/29/2023	186C	218	5	MM	Yes AB		A checked - no Leis form		6
3	07/05/2023	154995	4160925	Ashcalla Saavedra	Gabino		ESL	Post-Test	6/29/2023	986C	218	5	MM	Yes AB		A checked - no Leis form		
4	07/05/2023	270642	4292043	Daye	Sidibe	3/29/1983	ESL	Post-Test	6/29/2023	82AX	204	4	MM	Yes AB		A & L checked		
5	07/05/2023	270642	4292043	Daye	Sidibe	3/29/1983	ESL	Post-Test	6/29/2023	983B	197	3	MM	Yes AB		A & L checked		
6	07/05/2023	269987	4281820	El Marraghi	Chaimae	3/12/1999	ESL	Post-Test	6/29/2023	84B	218	5	MM	Yes AB		A & L checked		
7	07/05/2023	269987	4281820	El Marraghi	Chaimae	3/12/1999	ESL	Post-Test	6/29/2023	986C	225	6	MM	Yes AB		A & L checked		
8	07/05/2023	160232	4259501	Hilda	Arias	4/11/1974	ESL	Post-Test	6/29/2023	84B	205	4	MM	Yes AB		A & L checked		
9	07/05/2023	160232	4259501	Hilda	Arias	4/11/1974	ESL	Post-Test	6/29/2023	981A	194	3	MM	Yes AB		A & L checked		
10	07/05/2023	146235	4032049	Jimenez Columna	Jose	4/18/1958	ESL	Post-Test	6/29/2023	185C	230	6	MM	Yes AB		A checked - no Leis form		
11	07/05/2023	146235	4032049	Jimenez Columna	Jose	4/18/1958	ESL	Post-Test	6/29/2023	984B	217	5	MM	Yes AB		A checked - no Leis form		
12	07/05/2023	156725	4192266	López	Mónica	03/26/1985	ESL	Post-Test	6/29/2023	185C	221	6	MM	Yes AB		A & L checked		
13	07/05/2023	156725	4192266	López	Mónica	03/26/1985	ESL	Post-Test	6/29/2023	985C	212	5	MM	Yes AB		A & L checked		
14	07/05/2023	269057	4271680	Nargis	Amini	1/1/2001	ESL	Post-Test	6/29/2023	83B	220	5	MM	Yes AB		A & L checked		
15	07/05/2023	269057	4271680	Nargis	Amini	1/1/2001	ESL	Post-Test	6/29/2023	985C	225	6	MM	Yes AB		A & L checked		
16	07/06/2023	157630	1594587	Moore	Larry		ABE/ASE	Post-Test	6/29/2023	914MAB	189	1	MM	Yes DA	Yes	A & L checked		
17	07/06/2023	157630	1594587	Moore	Larry		ABE/ASE	Post-Test	6/29/2023	901RA	198	1	MM	Yes	Yes	Approved by JR-7/3/23		
18	07/06/2023	268373	3999295	Howard	Tamia		ABE/ASE	Post-Test	6/29/2023	913MAB	210	3	MM	Yes DA	Yes	A & L checked		
19	07/06/2023	268373	3999295	Howard	Tamia		ABE/ASE	Post-Test	6/29/2023	906RC	224	3	MM	Yes DA	Yes	A & L checked		
20	07/06/2023	137488	4113712	Patterson	Cameron		ABE/ASE	Post-Test	6/29/2023	918MCD	219	4	MM	Yes DA	Yes	A & L checked		
21	07/06/2023	137488	4113712	Patterson	Cameron		ABE/ASE	Post-Test	6/29/2023	906RC	232	4	MM	Yes DA	Yes	A & L checked		
22	07/06/2023	149358	4093969	Cardenas	Fernando		ESL	Post-Test	6/29/2023	186C	221	6	MM	Yes DA	NO	A & L checked		
23	07/06/2023	149358	4093969	Cardenas	Fernando		ESL	Post-Test	6/29/2023	981A	194	3	MM	Yes DA	NO	A & L checked		
24	07/06/2023	154434	4154653	Amir	Tamana		ESL	Post-Test	6/29/2023	185C	215	5	MM	Yes DA	NO	A & L checked		
25	07/06/2023	154434	4154653	Amir	Tamana		ESL	Post-Test	6/29/2023	983B	200	4	MM	Yes DA	NO	A & L checked		

NOTE: The Test Data Validation Process is designed to ensure that all test scores are accurate and prior to approval in Advansys
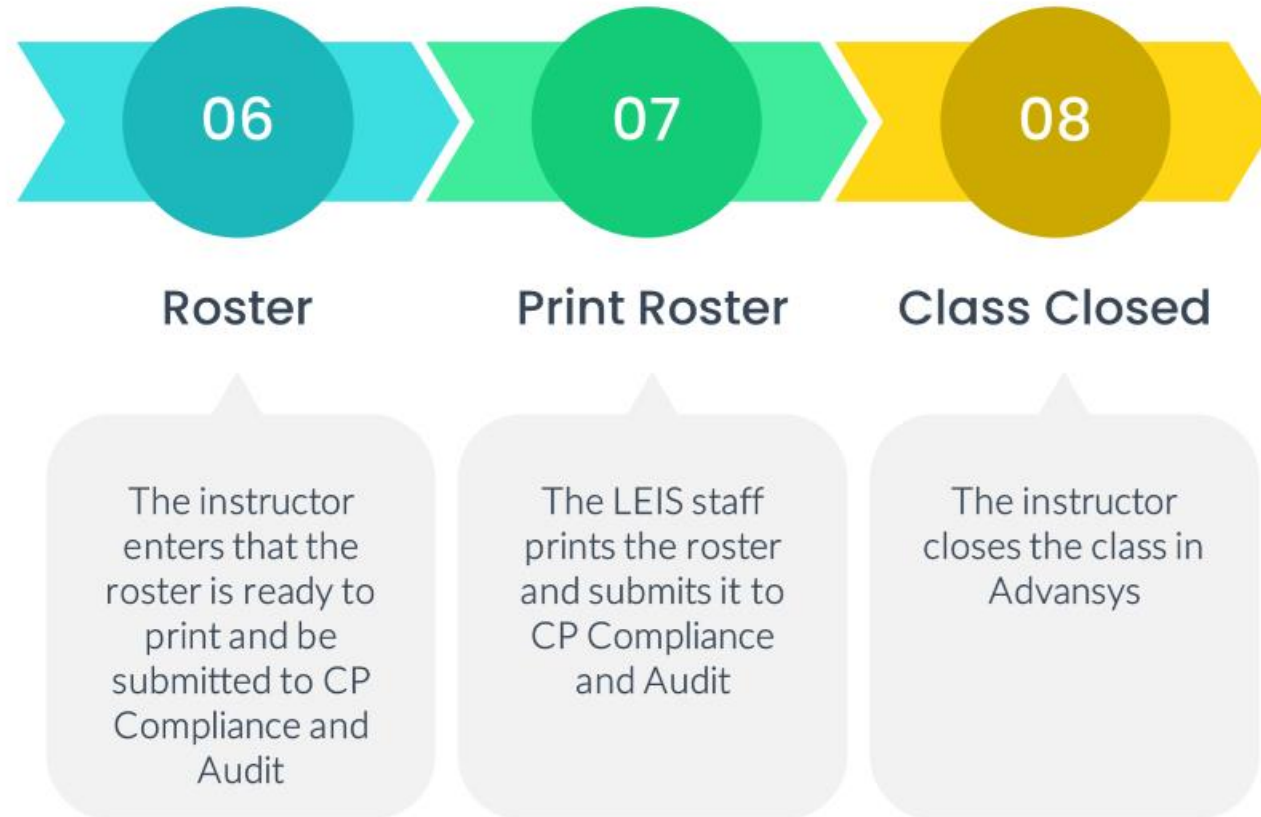
Referral Process

NC COMMUNITY COLLEGES
COLLEGE & CAREER READINESS

Current Students

01 Review Attendance Hours	02 Review Test Scores	03 Refer Student	04 Register The Student	05 Email The Class Schedule
The Instructor reviews attendance hours	The instructor reviews the student's most recent test scores	The instructor refers the student to their next class	The instructor registers the student in Advansys	The instructor emails the student their class schedule

NOTE: Students with low attendance must meet with an academic advisor before being referred to their next class

Class Closing - Checkout

01

Attendance

The instructor ensures all attendance hours have been entered accurately and approved in Advansys

02

Attendance Report

The instructors downloads the Attendance Report from Advansys and DocuSign's it.

03

Grade

The instructor enters the student's grades in Advansys

04

Separate Student

The instructor separates the student from the class in Advansys

05

FGRN

The coordinator runs a FGRN report and identifies any variances with the Attendance Report

Class Closing – Checkout – Continued

06 — Roster
The instructor enters that the roster is ready to print and be submitted to CP Compliance and Audit

07 — Print Roster
The LEIS staff prints the roster and submits it to CP Compliance and Audit

08 — Class Closed
The instructor closes the class in Advansys

NOTE: The LEIS staff assists the instructor with resolving any FGRN integration variances with Advansys
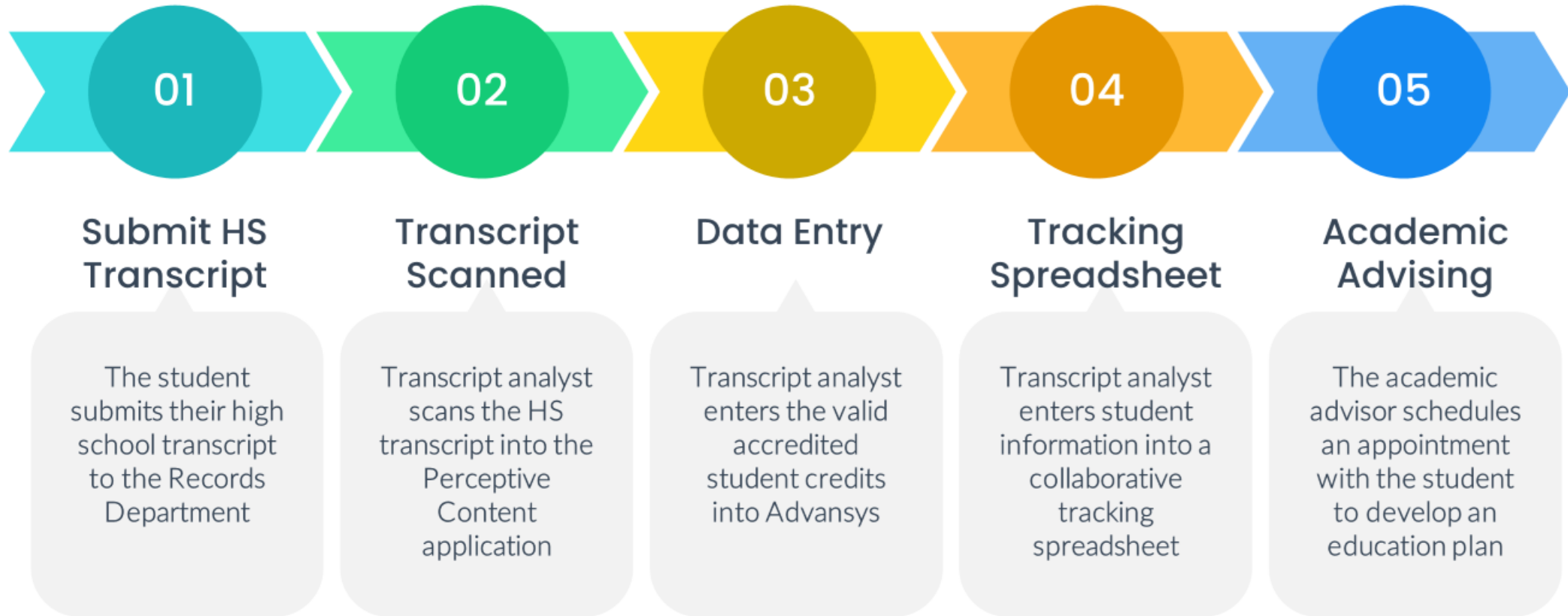
Question?

ADVANSYS Tour

Lenoir Community College
Presenters:
Karen Hill
Melissa Dixon
Rita Letchworth
Sarah Lane
Hannah Moye
November 14, 2023

Intake Process

- Students call or complete an interest form from the LCC website – we plan to use ContinuED once the report is ready, we are currently using a Microsoft Forms questionnaire
- We schedule testing either in the morning or afternoon
  - LEIS form is completed at the time of testing
  - Instructional Assistants enter the data into ADVANSYS
- Orientation scheduled at the time of testing
- Once LEIS information is entered; and, we have an ID number, the tests are scanned; and page 4 of the LEIS form is completed
- LEIS Data Specialist then enters the test scores or approves those that come over from DRC.

North Carolina Community College System

- LCC uses TABE, CASAS Goals, and CASAS (ESL)
- LEIS Data entered the day of placement testing and approved by the Director
- LEIS post-tests are entered as soon as the LEIS page 4 is given to the appropriate person to key
- Test scores are approved by the LEIS Data Specialist (Hannah) that are entered by an instructional assistant or Rita. Hannah approves scores they are entering at Off-Campus sites and hand-scored tests
- Director enters scores hand entered by Hannah

North Carolina Community College System

Data Entry – New Persons and changes

- Instructional Assistants enter any data from LEIS forms and NRS registrations or make changes based on college policy.
- Director approves the above

North Carolina Community College System

- Instructor enter time
  - Expectation is daily
  - No less than weekly

- Online time
  - We have been doing proxy time daily based on a weekly report from the vendor
  - Starting November 1, we are entering proxy time weekly

- Approvals
  - Coordinators approve time weekly for the original time sheets
  - At the end of every month we print a Class Attendance Roster and balance it against the student time sheets then file until class is ready to be closed

North Carolina Community College System

- Instructor enters time
  - Expectation is daily
  - No less than weekly
- We normally only get the time sheets at the end of the month, and either the coordinator or the GCU Instructional Assistant approves time

- We have tried approving time using copies and have had issues with changes not being made. It was taking twice as long as it should take to do the approvals.

North Carolina Community College System

Time Approval Process

- Go to Approvals Pending and Class Hours
- Sort by class name and date ascending
- With only one class showing download the data to Excel
- I then delete everything except
  - First Name
  - Last Name
  - Hours Attended
  - Meeting Date – which I move to the far right.
- Sort by Last Name, First Name, and then Meeting Date and print
- Once I have this completed, I check off the time comparing against the time sheets – which I have already checked for accuracy.

North Carolina Community College System

- I make notes about corrections needed
- I then go back to Approvals Pending and
  - Delete anything that needs to be corrected – and submit
  - Check that all have been deleted
  - Check approve all
  - Uncheck the date for each entry in case there is something I need to add later
  - Submit the approvals
- Corrections are made and approval process starts over

- Once student and testing information have been entered into ADVANSYS, originals are given to the LEIS Data Specialist to double check and file in the official file.

- All time sheets are filed in a temporary file until the end of the class when they are moved to the compliance folder.

- Contract and payroll information are filed in the compliance folder.

- Instructors are given copies of LEIS form (no ss#) and testing information.

Reporting Strategies

- Monthly we do a report on who needs testing, by coordinator that includes:
  - Student Name
  - Hours since last test
  - Test that needs to be administered
  - Emailed monthly to coordinators
- We use Jessica's report at least monthly
- Director runs Table 4 often to track changes in students enrolled and MSG percentages
- LEIS Data Specialist keeps a running list of:
  - Graduates for our graduation mailing and program
  - MSG's earned
- Director keeps a list of Prison Graduates for the DAC Challenge

North Carolina Community College System
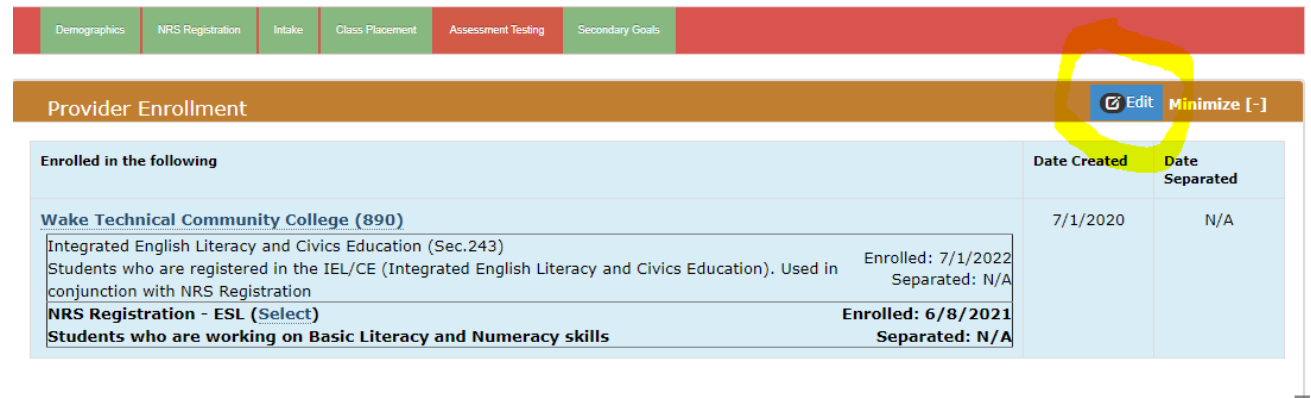
- Checking for no pre-tests and locator bi-weekly.
- In the past, we have tracked MSG's per instructor, but this was not available for the past year. We are not sure how to do it unless it is manually.

North Carolina Community College System

IET Coding in ADVANSYS

- Students must first have an NRS registration

- Next, add IET registration type (select the edit tab next to "Provider Enrollment")

- Students must have an IET registration in order to have MSGs 3-5 listed as possible outcomes

Dropdown List

Selecting Outcomes for IET Students

Menu Option:

From the student snapshot box, select OUTCOMES from the list of options on the left-hand side.

This option will open the Outcomes Entry and Review module for that individual student.

This is an optional feature and may not be available to all states based on state policy.

Menu Options:
Change/Add Classes
Print Course Schedule
Attendance History
HSE Scores
Transcripts / Print Transcripts
Billing History / Create Invoice
Print Statement
Outcomes
Add/Edit Family
Add Case Note
Add Basic Assessment
Request Asset
Send Message To Student

Outcomes and Milestones include:

- Obtain HSE/GED
- Adult High School Diploma
- Enter Postsecondary Education or Training
- (IET MSG) Secondary or Post-secondary Transcript
- (IET MSG) Progress Toward Milestones
- (IET MSG) Passing Technical Occupational Knowledge-Based Exam

Case Notes & Approvals

- NOTE: Pay particular attention to the date achieved, as this may impact whether the outcome will meet the standards for reporting.

- For MSGs 3-5 you will also need to add a case note to the student's profile stating how the student achieved the MSG and what documentation is on file.

- Outcomes for MSGs 3-5 require state approval. (2nd approval)

Outcome, Milestone, and Achievement Display

Once entered, whether manually, via data matching or the outcome call list outcomes, milestones and achievements will display on the student Outcome Panel.

Outcome and Milestone Achievements

Can be added by State or Program Administrator only if student meets all requirements for entry.

New Indicator

Date	Entered	Goal Achieved	HSE/HSD Certificate Number	Date Approved
3/31/2022	3/31/2022	Obtain a GED/HSE	2325252	3/31/2022
3/31/2022	3/31/2022	(IET MSG) Progress Toward Milestones	N/A	

Student Enrollment Process Intake to Graduation

```
                          ┌─────────────────────┐
                          │   Student Interest  │
                          └─────────────────────┘
                   Start here              or here
        ┌──────────────┐                    ┌──────────────────────────────┐
        │   Website    │                    │ Student calls us or come to  │
        └──────────────┘                    │ inquire about starting classes│
               │                            └──────────────────────────────┘
        ┌──────────────────┐
        │ Student completes│
        │  form from the   │
        └──────────────────┘
```

Staff schedules underage paperwork and placement assessment

During the placement assessment process, individual orientation is scheduled

During orientation, class options are discussed and class is assigned, goals are discussed, and test scores are explained

LEIS Data Specialist tracks time toward post-testing

Monthly report sent to coordinators detailing who needs to be post-tested

Testing staff schedules post-testing

Instructors do practice tests, make recommendations, or assist students with scheduling test

HSE Examiner gives names of students, who took official tests, to LEIS Data Specialist who tracks student progress

Work Flow

TABE/CASAS Testing

Individual testing occurs

LEIS page 4 is completed at the time of testing and turned in to the appropriate LEIS Data Specialist or Instructional Assistant

Test scores are entered or come directly from DRC, DRC scores are approved by the LEIS Data Specialist, the director approves any scores entered by hand

GCU – LEIS Data Specialist (PT) enters scores and director approves

La Grange – Instructional Assistant enters scores and communicates with LEIS Data Specialist who approves

Data Tracking

Monthly the LEIS Data Specialist identifies students who need testing, either pre (prisons) or post. She then creates a report that includes student name, hours since last test, tests that need to be administered

Reports are emailed to the coordinators who arrange to test the students

For the prisons, I arrange the times I can go in and test

When HSE testing is completed, the HSE examiner gives the LEIS Data Specialist the names and ID#; and she checks DiplomaSender for scores and progress

At least weekly the Director runs a Table 4 to monitor progress and enrollments

LEIS Data Specialist keeps a list of MSG's as she enters or approves test scores

Paperwork Flow – New Student

During the placement assessment new students complete the LEIS form

Instructional Assistants enter the LEIS information, create new person in ADVANSYS or create an NRS registration

LEIS forms go to LEIS Data Specialist for checking and filing

Students attend class, sign class registration forms, which are given to the Instructional Assistants to reenroll students in class

Teachers enter time daily, no longer than weekly

Coordinators approve time weekly

At the end of every month Class Attendance Rosters are printed and matched against time sheets – a double-check for accuracy

Paperwork Flow – New Section

Coordinators complete section request form

We limit the length of classes to 90 days or less to avoid students being separated before the class ends

Instructional Assistants enter data into ADVANSYS and integration occurs

Naming convention: Sarah does it one way and Melissa does it another

- letter for location
- Type of class (ABE/HSE/ESL)
- Instructor last name
- Instructor first name
- Something to indicate the time frame fall 1, sp 2
- Sometimes the days of the class
- Section Number from Colleague

G ABE/HSE/ESL Hill fall 1 73445

M ABE Hill K M-Th Sp 1 75332

When section integrates, Instructional Assistants place the section number in appropriate place in ADVANSYS

Instructional Assistant enters payroll data in Colleague once section has integrated and as changes occur during the class (substitutes)

Payroll

Once section integrates to Colleague second time (after the section number has been entered), in FCTY section should appear

Enter payroll information in faculty assignment screen (FASC)

Enter number of contact hours in the section offering (SOFF) screen

List any additional information in the ASCI screen, no class days etc.

Closing Classes

Coordinators approve time weekly

At the end of every month Class Attendance Report is printed and reconciled to the time sheets. Once any corrections are made and reconciled, time sheets and Class Attendance Report are filed

Once all time is approved and reconciled in ADVANSYS, Class Attendance Report is given to the Instructional Assistant to secure instructor signature. These are printed on yellow paper (per our Con. Ed. Registrar)

Instructional Assistants match total time from Class Attendance Roster to FGRN and GROS. Once everything matches Instructional Assistants grade student in ADVANSYS

Once grades have integrated into FGRN, Instructional Assistant verifies grades then prints GROS and attaches it to the signed copy of the class Attendance Report

Staffing at LCC

Main Campus

- 1 Instructional Assistant
  - Enters LEIS information
  - Enters test information
  - Class creation
  - Payroll
  - Responsible for compliance folders
- 1 Coordinator
  - IDD - G.O.A.L.S.
  - ESL
  - Pre post testing
  - Supervises 8 part-time staff
- 1 Coordinator
  - Orientation
  - Pre post testing
  - Lenoir County Classes – except La Grange
  - Supervises 6 part-time staff
- 1 AHS/HSE Online Coordinator/Instructor
  - Teaches 8 – 1 M-Th
  - Supervises 1 part-time instructor
  - Does orientation for AHS/HSE online students
  - Does all paperwork for AHS/HSE online/MPHSE
- 1 LEIS Data Specialist
  - Responsible for all reporting
  - Enters and/or approves test scores
  - Check LEIS documentation for accuracy
  - Assists the Director with data analysis

La Grange and Jones County

- 1 Instructional Assistant (each) – not paid from CCR grant
    - Assist with pre post testing
    - Enters LEIS information
    - Enters test information
    - Class creation
    - Payroll
    - Responsible for compliance folders
- 1 Director or Associate Dean who assists with section creation and coordinates classes not paid with CCR grant

Greene County Center (GCU)

- 1 Instructional Assistant
    - Enters LEIS information
    - Class creation
    - Payroll
    - Responsible for compliance folders
    - Approves some instructor time
- 1 LEIS Data Specialist (PT) paid from CCR grant
    - Scores TABE and CASAS tests
    - Enters test scores
    - Check LEIS documentation for accuracy
    - Maintains official folders for each student at the GCU
    - Assist prisons with scheduling HiSet testing
- 1 Assistant who tests and does orientation paid from CCR grant
    - Pre and post testing
    - Orientation
    - Substitutes when needed

General Information About LCC's program

Main Campus

- 4 IDD classes – G.O.A.L.S.
- 2 ESL classes
- 1 AHS/HSE lab online class on main campus
- 5 classes on main campus
- 1 class at a youth development center
- 1 class at an addiction rehab center

Greene County

- 1 IDD class – G.O.A.L.S.
- 2 ABE/HSE lab day and night
- 1 Family Literacy class
- 7 classes at correctional facilities
    - 1 ESL
    - 6 ABE/HSE

LaGrange Center

- 1 ABE/HSE lab

Jones County Center

- Nothing currently – cannot find an instructor

2022-2023 Statistics

Students – 790

Graduates

HSE – 58

AHS - 15

MSG's – 41.8%

FTE - 231

Dean of Workforce Development and Public Safety

Director of Transitional and Career Studies

Prison Education Coordinator (PT)

- Writes contracts
- Subs
- Monitors Instruction
- Supervises 6 TCS PT instructors

AHS/HSE Online Coordinator Instructor

- Coordinates the class
- Supervises 1 PT instructor
- Teaches, grades, and does all paperwork involved

TCS Coordinator

- IDD
- ESL
- Pre Post testing
- Supervises 8 PT staff

TCS Coordinator

- Orientation
- Pre post testing
- Lenoir County Classes on and off campus
- Supervises 6 PT staff

LEIS Data Specialist (FT)

Instructional Assistant

LEIS Data Specialist (PT)

Testing Orientation (GCU PT)

Intake Process

General

- Establish and advertise orientation and testing dates
- Students call and "register" for a specific Orientation date
  - Staff collects name, phone number and program the student is interested in.
- If the student is a minor, provide a minor release form for completion prior to orientation
- If possible, the student is instructed to bring an official copy of HS transcript to orientation session

McDowell Tech

College and Career Readiness Orientation

Need help getting your high school diploma?

We are here to help!

Call 828-659-6001 ext 160 today for more information or to sign-up!

Orientation is required to attend any CCR class.

Dates (2023)		Time*
January 3	July 10	
January 9	July 24	
January 23	August 7	
February 6	August 21	
February 20	September 4	4:00 pm
March 6	September 18	
March 20	October 2	
April 3	October 16	*Additional times may be pre-arranged if necessary*
April 17	November 6	
May 1	November 20	
May 15	December 4	
June 5		
June 19		

*Orientation is conducted in a 4-hour session.

Intake Process

General *cont'd*

- Orientation is offered in group setting and occasionally one-on-one
  - HSE and AHS initial orientation performed at the same time *(program differences are explained)*
  - ESL and IELCE orientation and assessment are conducted the first day of class
  - ABE students do not attend an orientation but attend class "as a guest" for the first day
- After assessments, student is assigned to a program/level.

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January 3	July 10	
January 9	July 24	
January 23	August 7	
February 6	August 21	
February 20	September 4	4:00 pm
March 6	September 18	
March 20	October 2	
April 3	October 16	*Additional times may be pre-arranged if necessary*
April 17	November 6	
May 1	November 20	
May 15	December 4	
June 5		
June 19		

*Orientation is conducted in a 4-hour session.

Intake – Student Responsibilities

LEIS registration forms

- Students complete the LEIS form manually

- Students review all information and then sign and date the form *(wet signature)*

- Staff ensures spelling and numeral accuracy and then sign and date the form *(wet signature)*

Assessments

- Students take appropriate initial assessment(s) during orientation or first day of class

North Carolina Community College System
Literacy Education Information System (LEIS)

Provider Name McDowell Technical C☐ ADVANSYS ID # _____ Colleague # _____
Enrollment Date: _____ Program Year _____ Period of Participation ☐1st ☐2nd ☐3rd

STUDENT BIO

1. First Name: _____
   Middle Name: _____
   Last Name: _____
   Preferred Name: _____
   Previous Last/Maiden Name: _____

2. Date of Birth: --/--/----
   (MM/DD/YYYY)

3. Gender/Sex ☐ Female   ☐ Male

4. Mailing Address
   Address Line 2
   City _____ State _____ (postal abbreviation)
   County _____ Zip Code _____

5. Primary Contact Phone: (___) ___-____
   Emergency Phone: (___) ___-____
   Work Phone: (___) ___-____
   Cell Phone: (___) ___-____

6. Email: _____

7. Social Security Number/EIN _____

8. Ethnicity (Select One) ☐ Hispanic/Latino   ☐ Non-Hispanic/Latino

11. Race ☐ American Indian or Alaskan Native
    ☐ Asian
    ☐ Black or African American
    ☐ Native Hawaiian or Other Pacific Islander
    ☐ White
    ☐ More than One Race

Revised 3/2023

Intake - Staff Responsibilities

LEIS registration forms
- Ensures spelling and numeral accuracy and then sign and date the form *(wet signature)*
- Generates an electronic version of the LEIS form for each student for future class registration(s). This is created by instructors or data management. The electronic versions are stored on a Google drive and updated/printed as needed.
- If a student takes more than one class or continues to register for classes, the electronic LEIS form is printed, the student verifies data and then signs *(wet signature)*
- **A different LEIS form is signed for each class**
- Staff determines the class that the student will/should attend and LEIS form is given to the instructor.
- The class number is manually written on the top of the form or a label is created and affixed to the top of the LEIS form by the instructor once the student is enrolled.
- LEIS forms are given to data management to input into Advansys (new student) or compared to data in Advansys (returning student). Original LEIS form stays with class file. Instructor is given a copy for student file.
- Student is assigned a program group designation (i.e. AHS, HSE, MPHSE, IET, IELCE, etc.)
- Student is enrolled in class(es) listed on LEIS form(s) by data management.

Assessments
- Assessment scores are entered into Advansys by data management at time of enrollment.

North Carolina Community College System

Intake Process

Class Structure

- We offer open enrollment with assessment sessions running every week AM and PM
- Membership/managed classes run for 8 week sessions with online and lab options for students needing flexibility and for waitlisters

Before Assessment Day

- Students complete an application (online or in person face to face)
  - Contains attendance policy, available programs, class format
- Students schedule an assessment date and time and No Show policy is reviewed
  - Students are asked to put scheduled date in their phone or are given a reminder card
  - Students are provided with FAQs
- Bilingual Student Affairs Specialist (SAS) sets up tests in DRC Insight and adds information to the Assessment Document

Adult Education and Literacy Intake/Assessment Reminder/*Recordatorio de evaluación de inglés*

DATE/*FECHA*	
TIME/*HORA*	
LOCATION/ *UBICACIÓN*	

No Show Policy/*Politica de ausencia*

1st Offense: Will not be able to reschedule intake for 30 days/*1ra ofensa: no podrá reprogramar la evaluación por 30 días.*

2nd Offense: Will not be able to reschedule intake until the end of the semester/*2.ª infracción: no se podrá reprogramar la evaluación hasta el final del semestre*

3rd Offense: Will not be able to reschedule intake until the new program year (July)/*3.ª infracción: no podrá reprogramar la evaluación hasta el nuevo año del programa (Julio)*

To reschedule your intake session, text 828-290-9885 up to 24 hours of scheduled date/time to allow us to schedule another student in your spot. Same day call offs will have to wait 30 days before rescheduling assessment./*Para reprogramar su sesión de admisión, texto 828-290-9885 hasta 24 horas antes de la fecha/hora programada para permitirnos programar otro estudiante en su lugar. Las cancelaciones el mismo día tehdrán que esperar 30 días antes de reprogramar la evaluación.*

	Monday, October 2				Intake				
First Name & "prefered name"	Last Name	Status	Appt. Time	Appt. Type	Notes for Proctors	Staff Initials	Username	Password
Amada	Lopez	Complete	4:30 PM	ELA Intake	6/15/77	ER	ALOPEZ1342	BAKE4648
Flor	Lopez	No Show	4:30 PM	ELA Intake	03/28/78	ER	FLOPEZ239	HUGE2713
Gregoria	Garcia	In Progress	4:30 PM	ELA Intake	03/09/1986	ER	GGARCIA528	BAIT7752
Yamile	Velasco	Rescheduled	4:30 PM	ELA Intake	09/12/1987	ER	YVELASCO8	DRAW8415
Wilman	Osorio	In Progress	5:00 PM	ELA Intake	8/19/96	ER	WOSORIO5	CARD7485
Johan	De la Torre	In Progress	5:00 PM	ELA Intake	5/11/88	ER	JDELATORRE26	COLD7722
Carlos	Garnica	In Progress	5:00 PM	ELA Intake	3/24/90	ER	CGARNICA1	BELT8355
Damaris	Perez	Complete	5:30 PM	ELA Intake	10/30/2002	ER	DPEREZ510	BASE9715
Sendy	Hernandez	In Progress	5:30 PM	ELA Intake	2/26/82	ER	SHERNANDEZ710	SIGH7570
Isabela	Caballero	In Progress	5:30 PM	ELA Intake	6/26/87	ER	ISUAREZ25	FOLD6759
Osvaldo Javier	Viveros Tun	In Progress	5:30 PM	ELA Intake	3/14/96	ER	OVIVEROS2	SUCH7416

North Carolina Community College System

Intake Process

Assessment Day- Student Experience

- Students attend assessment session facilitated by SAS
  - Complete the NRS registration form
  - Complete assigned assessments
  - Schedule an advising appointment or receive class assignment
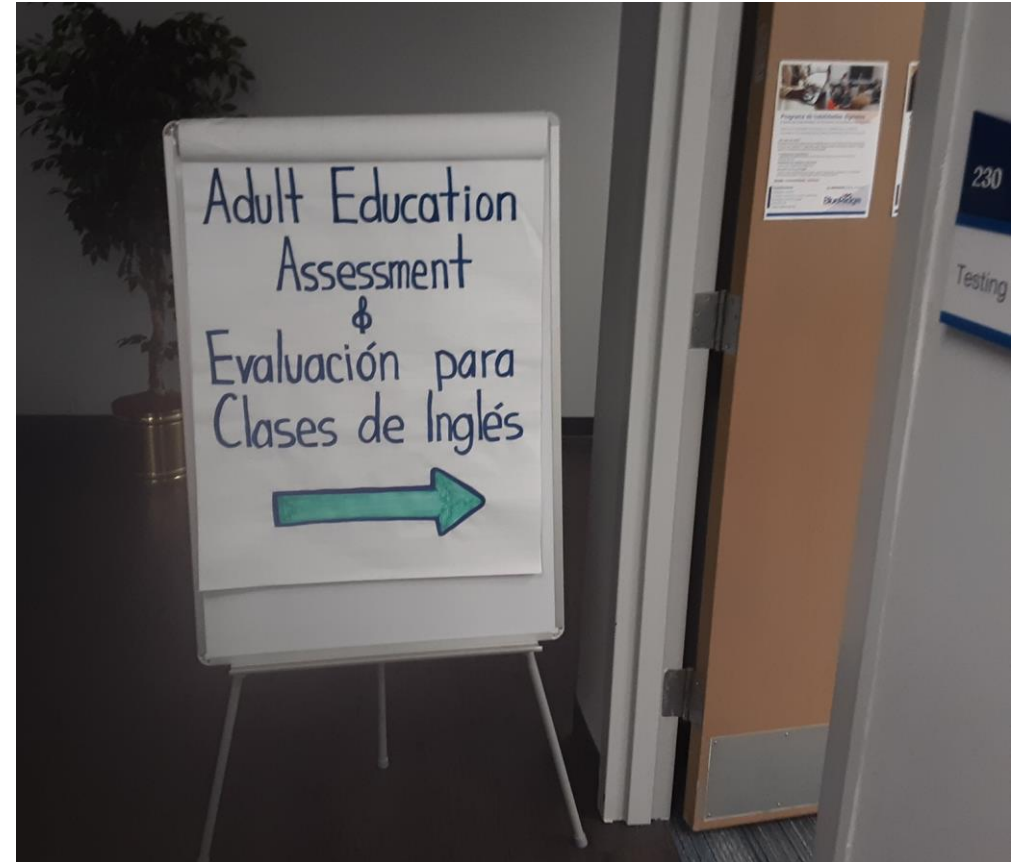
Intake Process

Assessment Day- SAS Experience

- SAS searches for existing student record or creates a new student registration in ADVANSYS while students are testing
- SAS creates student master file and adds NRS registration
- Students who are a No Call/No Show are placed on a separate list and must wait to reschedule in accordance with the No Show policy
- SAS confirms all assessments are completed by checking computer screen before student leaves testing room
- SAS assigns ELL classes and schedules advising appointments for native English speakers

Intake Process

Assessment Day- ELL Documents

BlueRidge COMMUNITY COLLEGE

Burlington English Online

Username: _____

Password: _____

_____

Access Burlington English on a computer at:
Acceda a Burlington English en una computadora en:
www.burlingtonenglish.com

OR/*O*

Download the free Burlington English app on your phone. *Descarga la aplicación gratuita Burlington English en tu teléfono*

_____

Attendance Requirements/*Requisitos de Asistencia*
Please Read Carefully/ *Por Favor Lea Cuidadosamente*

You must work in Burlington English for a minimum of 4 hours a week. If you do not meet the attendance requirement your account will be suspended. *Debes trabajar en Burlington English durante un mínimo de 4 horas a la semana. Si no cumple con el requisito de asistencia, su cuenta será suspendida.*

If your account is suspended due to lack of attendance, you will no longer be eligible for in-person classes. *Si tu cuenta se suspende por falta de asistencia, ya no serás elegible para clases presenciales.*

Intake Process

After Assessment Day

- SAS continues to register students, reviews registrations and approves in ADVANSYS

- Students are added to the Assessment & Advising class

- SAS prints assessment documents, enters test scores in ADVANSYS and approves after review

- Printed test is added to the student master file

- Master file is left in adviser's mailbox after all registration is complete an

- SAS totals student assessment hours on the sign in sheets, enters assessment session attendance into shadow system and then into ADVANSYS and approves (within 24-28 hours)

Intake Process

After Assessment Day

Advising

- Advisers review registration information and assessment results with students

- Based on student needs and goals, the adviser adds class placement

- Adviser places student master file in file room

- SAS files master files

- No shows for advising are placed in an incomplete file

* All English speakers must complete advising before entering class. ELLs receive class placement during assessment session.

General Data Workflow, Data Entry and Approvals

Data Management staff

Collect, review and correct staff deposited audit file documents for accuracy before processing student enrollment, approving, recording attendance and assessment scores, and begins the class closure process

- Generate, print and attach a typed class profile label for each audit file, placing files in a visible short-term storage area for instructor and staff accessibility, until class closure and transfer the class files to fireproof storage for future audit records review (seven to ten years)

  - Class profile labels contain visible text with class identification information (i.e, Title, BSP Number, Class ID Number, Start to End Date, Times, Days, Instructors names etc.)

Original LEIS Forms

1.) Screens collected prospective students' names located on LEIS forms through Advansys and Colleague databases for Bio information verification accuracy

- NRS required by each student before class enrollment or recording test results into Advansys

- New NRS generated if no profile match

    A.) Original LEIS form stays with class audit file

    B.) Instructor keeps a copy of same LEIS form for student file placement

2.) Generate electronic LEIS for future access and text error reduction with our students in multiple classes

3.) Enroll students into designed class based on LEIS form BSP identification received

- Instructors receive a class summary email listing title, identification number, student enrollment names, and scheduled attendance dates etc.

North Carolina Community College System

General Data Workflow, Data Entry and Approvals

Attendance

- Instructors receive a color coordinated attendance sheet requiring class profile information (Typed or by wet pen) and participating students completion within scheduled class attendance

  - Each sheet contains class profile information across top left, instructor name top right followed by student attendance in lower page portion

  - Students First and Last names in printed and Signature forms by alphabetical order, Sign-in and Sign-out times, followed by total quarter hour time

- Instructors review and correct each students attendance, name, time and total on paper in preparation for Advansys enteree and attendance accuracy

  - Non enrolled students receive an LEIS form to complete and return with instructors review and forwarding to Data management for participation enrollment alignment with attendance

  - **First review**: Instructor or data management enters attendance each week into Advansys

  - **Second review**: Data Management reviews, corrects and approves class attendance entrees in paper and electronic forms, updating as necessary

  - **Third review**: Designated staff member reviews data managements attendance updates

MTCC, CCR   INSTRUCTOR NAME: Jane Doe

CLASS ID: 3 * 0 * * _ 8 * 2

CLASS NUMBER: BSP: 3 * 3 8 – 2 1 0 * 0   INSTRUCTOR SIGNATURE:

CLASS TITLE: BSP 3 * 3 8 ; AHS/ASE Orientation 101 Fall   _____

MTH / DAY / YR: _____ 2 0 2 3 (T, W, TH) - White

LOCATION: Building 2 *   Advansys Time Reviewed by:

Student FIRST and LAST Name		Start: 8:00 AM Sign In	End: 10:15 AM Sign Out	Time
Print	Signature			Total
JANE DOE JR.				
Sample Attendance Sheet Needs Class Profile Review and Attendance Updates				

General Data Workflow, Data Entry and Approvals

Assessments (ongoing or post-testing)

- Data management notifies instructors that student(s) need to be post-tested
- Coordinator/instructor determines best date/time to do testing
- Assessments administered by instructors (switching classes), coordinator or another designee
- Score sheets are turned into data management for entering into Advansys and then filed in student file.

Assigning Outcomes

- Data Management enters all data/uploads concerning outcomes and assigns the appropriate outcome.
- Instructors are notified of the current post-test rate and MSG rate of their classes.
- Data Management monitors and reports the overall CCR MSG rate to the Director.

Closing Classes

- The class audit file for each CCR course is reviewed to insure that all attendance sheets, LEIS forms, etc. are present and complete.
- The Class Attendance Report in Advansys is compared against the Grade Roster in Colleague to ensure accuracy in attendance hours and student names.
- After each class is "cleared", then it is closed in Advansys and in Colleague.

Data Entry and Approvals

NRS Registration and Pre-Assessment

- Entered into ADVANSYS during assessment session or the next working day
  - Approved by SAS within 24-48 hours

Post-Assessment

- Coordinators review *ADVANSYS Testing Alerts* and local monitoring document and schedule students for post testing either during an assessment session or individually

- Coordinators or SAS print out results and submit to the dean for entry into ADVANSYS

- Dean enters assessments into ADVANSYS within 24-48 hours

- Dean immediately approves and checks student profile for MSG gains

- Dean shares post test results with coordinators to review with instructors and students

- Post tests are filed in student master file

North Carolina Community College System

Data Entry and Approvals

Class Attendance

- All attendance is kept on paper and entered daily/weekly

- Instructors review sign in sheets and enter hours into attendance monitoring document
  - Hours entered in **red** are unconfirmed

- The data support person, reviews the sign in sheets and the monitoring document to ensure the hours are accurate and changes the hours to black

- The data support person or coordinator adds hours to ADVANSYS, highlights hours in **green** on the monitoring document, and approves attendance

- Total attendance hours are calculated at the top of each sign in sheet for easy attendance reconciliation and filed in the class master file

North Carolina Community College System

Data Entry and Approvals

Adult High School Courses

- Coordinators submit first Blue Ridge course completion to the dean to build the transcript
- Dean enters all completed courses from HS transcript in ADVANSYS and adds additional BRCC course information
- Dean reviews data for accuracy and approves
- Course completion records are housed in the student master file

Data Entry and Approvals

Outcomes

- Dean reviews HSE tracker weekly to update outcomes for HSE completers

- Dean approves outcomes and reviews student profile for MSG gain

- AHS and IET completions are entered and approved by the dean on an as needed basis

Reporting Strategies

Reporting Strategies

- Data Management collects, reviews, gives and solicits continual feedback concerning student LEIS, attendance, testing, outcomes, separations, etc.

- Instructors are encouraged to submit forms and data weekly.

- Emails, phone calls, and texts are utilized to contact instructors/coordinators.

- Commonly used Advansys reports are Missing Entering EFL Alerts, Table 4, Class Attendance Report, and Custom NRS Report-Outcomes Report.

North Carolina Community College System

Reporting Strategies

Weekly Review

- *ADVANSYS Missing Entering EFL Alert* twice a week after intake sessions

- *ADVANSYS Table 4* after post test and outcome data entry

- *ADVANSYS Post Test Alert* and *shadow document* weekly to determine post test eligibility

Monthly Review

- *ADVANSYS Outcomes Reports and shadow document* to confirm completions

- *ADVANSYS HSE Data Match* to ensure all outcomes are confirmed

- *ADVANSYS dashboard and shadow document*

  - to confirm IET and IELCE placement

  - to locate registration errors

  - To review HSE completions

Closeout

- *ADVANSYS Class Attendance Report*

- *Colleague GROS and XCES*

- *Power BI Dashboard* to review class/teacher stats

North Carolina Community College System

![BlueRidge Community College logo]

Reporting Strategies

File Maintenance for Compliance and Clean Audit

- Dean reviews *XCES* after census dates have passed to ensure the appropriate number of hours and start dates in Colleague reconcile with the local attendance monitoring document
- If start dates are incorrect, coordinators must go into ADVANSYS and make the correction
- If census date is incorrect, dean makes a note and reconciles in Colleague once class is closed out if needed
- Coordinators ensure *GROS*, ADVANSYS *Class Attendance Report,* and the *local attendance monitoring document* reflect the same number of contact hours and submits the class file to the dean
- Dean reviews all documentation (attendance, contracts) for accuracy
- Once finished, dean completes checklist and submits files for ICR

North Carolina Community College System

Important Lunch Reminder

- Download Toast app. Go to RichmondCC Café.

- **Make your selection no later than 10:30am. Select pick-up time of 11:30am.**

- We will break at 11:30am so we can pick-up before the lunch rush.

Today's Topics

- Intake Process
- Data Collection
- Assessments
- Data Entry
- Approvals, Class Close Out
- Reporting
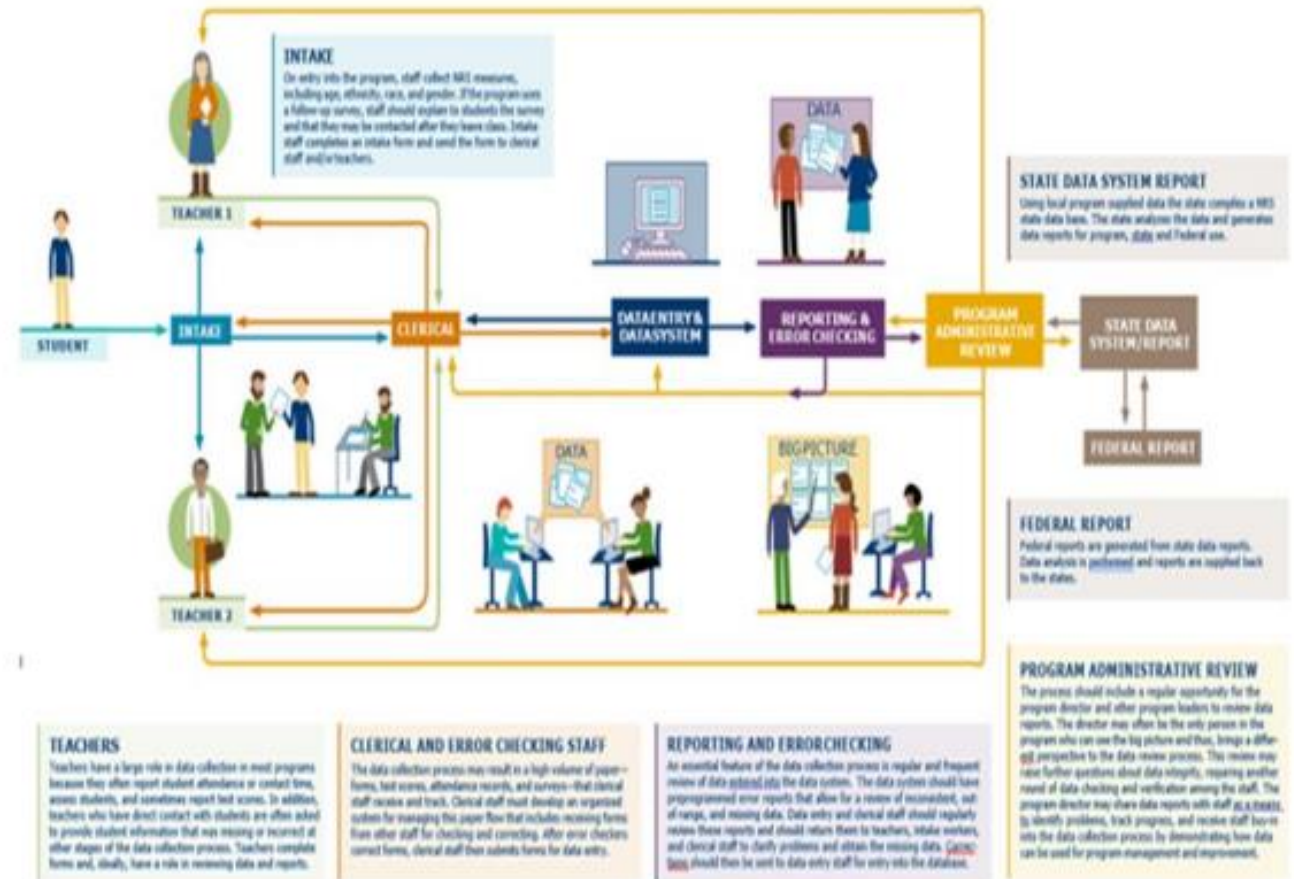
Intake Process

- Phone inquiries: Front desk staff at campuses in both counties and CCR staff. Orientation reservations made and information on minor enrollment policies provided.

- A Program-at-a-Glance "cheat sheet" is available for campus staff less familiar with CCR.

- Calls sometimes go directly to CCR staff or transferred to CCR staff to answer detailed questions.

- A shared Excel spreadsheet for each Orientation session is accessible to all to sign students up for Orientation.

- Front desk staff at each campus have been following up with reminder calls. We are evaluating the effectiveness of a non-CCR staff person making that contact vs. CCR staff.

RichmondCC College & Career Readiness Classes

	All Incoming Students (New & Returning after 90+ days) ➡	Attend Orientation / Assessment Session ➡	Placed in Program Area and Class based on Assessment Results / Needs	
Program Area	Adult Basic Education	Adult Secondary Education (ASE)		English as a Second Language (ESL)
	Next Step (Bronze Level)	Adult High School (AHS)	High School Equivalency (HSE)	
	Prepare adults with an Intellectual / Developmental Disability (IDD) to compete career training and obtain employment.	Provides online instruction and assignments for students to earn HS credit toward their HS diploma.	Provides individualized instruction based on learners' needs to prepare for the GED or HiSET exams.	Provides English language instruction to help adults better communicate on the job and in the community.
Requirements	• 18+ years old • Ability to obtain a valid score on an NRS-approved assessment. • Meet and agree to Enrollment criteria and attendance policy.	• 18+ y/o or meet underage requirements (16, 17 only) • Must provide official, sealed HS transcript • (22) credits are required: English (4 units); Science (3 units); Social Studies (4 units); Math (4 units); Health/PE (1 unit); Electives (6 units) • Self-guided, computer-based • Must be independent worker and self-motivated • The more credits needed, the longer it will take. • Remain compliant with Student Code of Conduct and Attendance policy.	• 18+ y/o or meet underage requirements (16, 17 only) • Remain compliant with Student Code of Conduct and Attendance policy. • Online HSE requires qualifying score on TABE assessment and 12 hrs. p/week of coursework to remain an online student.	• 18+ years old • Remain compliant with Student Code of Conduct and Attendance policy.
Target Group	Adults with IDD with the goal to obtain employment, Occupational Course of Study graduates.	Individuals who have just a few credits needed to complete. Ideally 5 or less.	Anyone who wishes to earn a North Carolina High School Equivalency Diploma	English language learners
Duration/Completion	Up to 2-year program or minimum 1 semester before entering Silver Lvl.	Based on number of credits needed, student's time commitment to completing the work. Varies by student.	Based on academic needs as determined by initial assessment, time commitment to classes. Varies dramatically.	Based on academic needs as determined by assessment, time commitment to classes. Students who exit ESL may enter HSE.
Enrollment Schedule	Summer, Fall, Spring	Monthly Orientations	Monthly Orientation	Ongoing, as requested
Cost	Tuition-free. Reduced or full assistance with GED or HiSET testing fees as funds are available.			

New Program Coming Soon (watermark over Next Step column)

Intake Process cont'd

- Monthly Orientations: Day and Evening options

- 2-day (or 2-evenings), 8 hours

- TABE Reading on Day 1, TABE Math on Day 2

- Completion of LEIS and Registration Form

- Information about Program, Class options, HSE process, Expectations, etc.

- No-Shows are a big problem. Will Implement No-Show Policy 2024.

- Paperwork flow begins...

LEIS Completion

- LEIS Forms

- Paper forms used. We use carbonless copies.

- Completed in Orientation or at the beginning of any new POP.

- White copies of LEIS-Submitted to Data/ Accountability Specialist or PT Program Support to be entered into ADVANSYS

- Yellow copies of LEIS-placed in Orientation File

- A final copy of LEIS-placed in student file
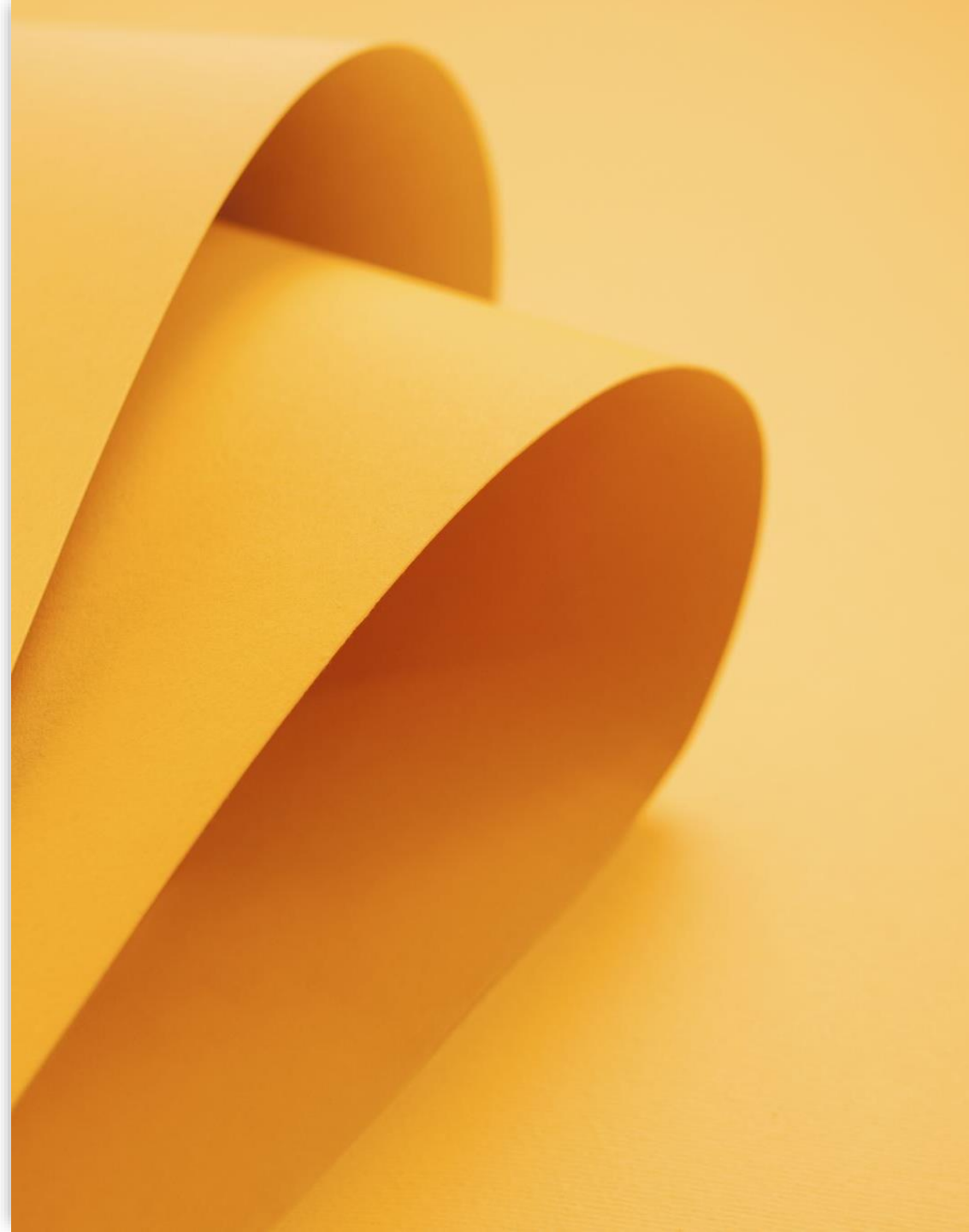
NRS Assessments

- TABE or CASAS Testing

- Non-correctional ABE/ASE students complete online TABE

- Correctional students complete PBT

- CASAS Reading Goals (PBT) used with some beginning level ABE students

- CASAS Life & Work or TABE CLAS-E for ESL

- Individual Diagnostic Profile Reports generated and sent to instructors, Accountability Specialist/PT Program Support, and prison education staff.

- For non-correctional ABE/ASE students, generated diagnostic profile reports are emailed directly from TABE Assessor to instructors.

Student Placement

- After Day 1 of Orientation, Reading scores are evaluated for placement.

- Student's scheduling needs and program preferences discussed.

- Students encouraged to attend F2F classes whenever possible.

- Large number of young students and minors since COVID.

- A lot of interest in AHS vs. HSE due to a lingering stigma associated with "GED."

- Online classes often perceived as the easy option, but students must qualify. High attrition rate.

Student Placement cont'd

Online qualification determined with TABE score of __519___ and commitment to complete 12 hours per week.

Online instructor is 100% remote but maintains close contact with students providing additional support and encouragement.
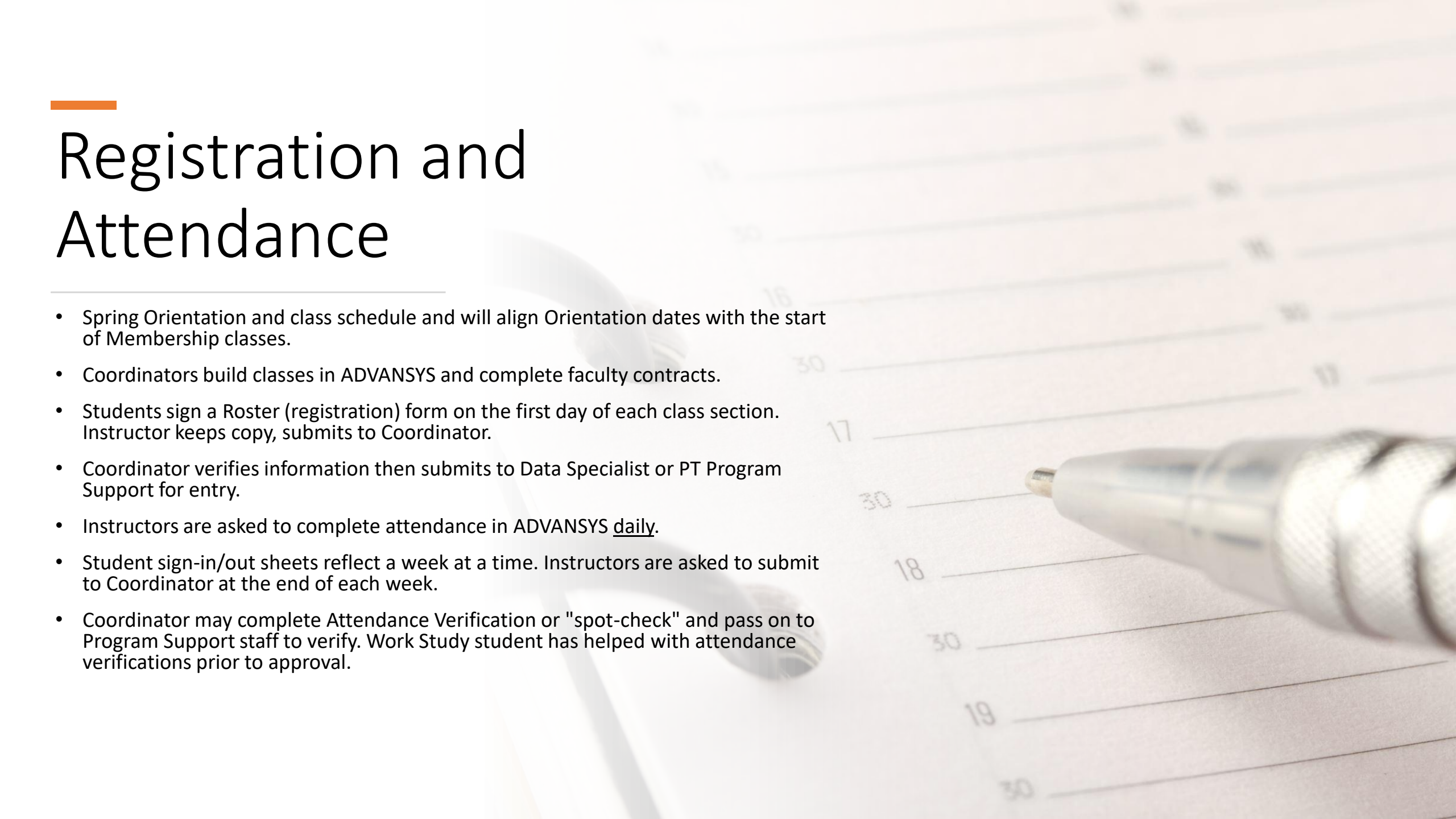
Students are advised on AHS vs. HSE, length of time, volume of work, benefits of practice tests provided by program, etc. AHS currently online with in-class option for instructor assistance.

Registration and Attendance

- Spring Orientation and class schedule and will align Orientation dates with the start of Membership classes.

- Coordinators build classes in ADVANSYS and complete faculty contracts.

- Students sign a Roster (registration) form on the first day of each class section. Instructor keeps copy, submits to Coordinator.

- Coordinator verifies information then submits to Data Specialist or PT Program Support for entry.

- Instructors are asked to complete attendance in ADVANSYS <u>daily</u>.

- Student sign-in/out sheets reflect a week at a time. Instructors are asked to submit to Coordinator at the end of each week.

- Coordinator may complete Attendance Verification or "spot-check" and pass on to Program Support staff to verify. Work Study student has helped with attendance verifications prior to approval.

College & Career Readiness

Daily Student Time Sheet

Colleague No.:	
Course Subj., No. & Sect.:	BSP-
Class Time:	
Instructor:	

#	FI	Last	Student Signature	Date: In	Out	Total	Date: In	Out	Total	Date: In	Out	Total	Date: In	Out	Total	Date: In	Out	Total
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		

Print First Initial & Last Name

ADVANSYS Data Flow

Instructor or Orientation Staff
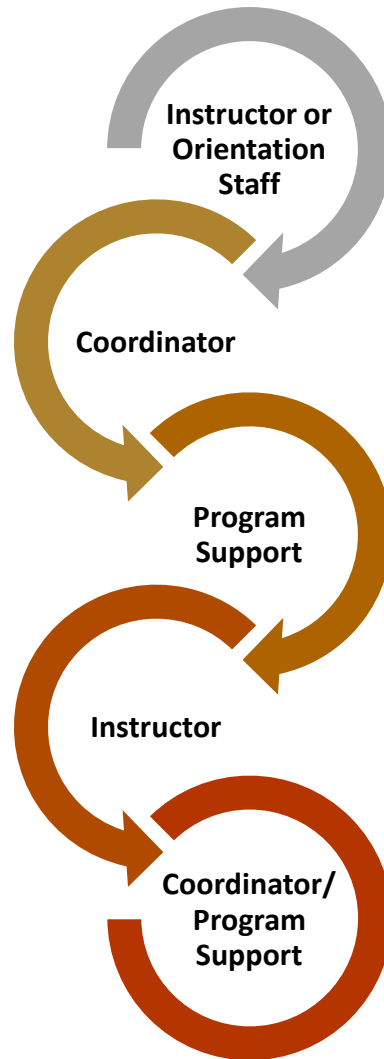
- Complete Registration/Roster (1st day of class and 1st day for each student who enters after Start date.)
- Complete and submit LEIS forms for new students.
- Submit to Coordinator **within 48 hours.**

Coordinator

- Check for completion and accuracy, initial.
- Submit to Accountability Specialist/Program Support.

Program Support

- Accountability Specialist / Program Support to Register students in ADVANSYS **within 48 hours** of receipt.

Instructor

- Student should now appear in Class in ADVANSYS. Enter Attendance daily after each class session.
- Scan and submit weekly student sign-in/sign-out sheets to Coordinator **on last class day of each week**. (Prison teams should discuss alternate arrangements to ensure prompt delivery.)

Coordinator/ Program Support

- Verify and approve all attendance entries in ADVANSYS against sign-in sheets weekly.

Registration and Attendance cont'd

- Instructors are asked to initiate Retention efforts if student is absent 3+ consecutive days without notice and to report ongoing attendance concerns to Coordinator for follow up.

- AHS Program Type added and transcript information entered when student completes first AHS credit.

- Most day classes are offered as Membership classes with a concurrent Contact Hour class added, if needed.

- Online and evening classes are Contact Hour classes.

Approvals

Data/Accountability Specialist and PT Program Support staff typically approve one another's entries.

Attendance hours approved weekly for previous week's entries.

TABE import cross checked with test scores recorded on LEIS forms.

Closing Classes

Coordinator initiates class close out and uses checklist. Reconciles final attendance hours in ADVANSYS and XCES in Colleague.

Coordinator compares course data in Colleague with ADVANSYS, making necessary notes in XPTC.

Accountability Specialist/ Program Support enters grades, separates students in ADVANSYS. (Integration takes up to a day sometimes.)

After integration to Colleague, run **FGRN** and GROS and closes **the class in ADVANSYS.**

CCR End of Semester Check List	Coordinator Initials	Accountability Specialist Initials	Annual Auditing Staff Initials
Verify Class Attendance Records match the Class Contract			
• Confirm original Student Sign in/out sheets submitted for each day of class.			
• Explanation provided for class schedule deviations.			
• Class begin and end dates, and class schedule matches class contract.			
• Confirm students' class placements dates matches the first date of attendance.			
• Total Number of Students Enrolled			
ADVANSYS Workflow			
• Students graded and separated from class			
• Colleague, confirm and verify students' Final Grades have populated in FGRN			
• Class is closed in ADVANSYS			
• Membership classes – verify m/ship hours and census date			
• Submit Class Contracts			
• Coordinators' signature on XPTC Colleague's Part-time contract			
• Student sign in sheets for all class meeting dates			
• ADVANSYS Attendance Report with Instructors' Signatures has been submitted			
Notes:			

RICHMOND COMMUNITY COLLEGE
—SINCE 1964—

Reports Used, Reports Desired for Program Management

- Test Alert Reports, NRS Student Test Reports: At least weekly, Coordinator, Accountability Specialist, Dean. (Wish the NRS Student Test would include class section # and/or instructor names.)

- Class Attendance Reports: Periodically and end of Class

- Attendance Alerts

- Table 4 and 4b, weekly

- XCES to monitor FTE