



**COLLEGE & CAREER  
READINESS**

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# ADVANSYS: Workflow for Data Entry and Approval

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**October 28, 2024**

# Guidelines



Please remain muted if not actively speaking.



Please use the “Raise Hand” function or the chat if you have a question or comment.



The session will be recorded and posted to the PD Archives, along with the slide deck.



Please use the chat only during the call; submit Service Now incidents or send an email to Jessica or Dalanda after this session concludes.

# Guidelines

**AI Bots are  
prohibited in all  
NCCC SO virtual  
meetings.**



# What to Expect

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## A review of resources for ADVANSYS

- Service Now Knowledge Base
- Title II website & NCCCS CCR website
- ADVANSYS Support tab

## A review of workflows for data entry & approvals

# What Not to Expect



Tech Support/Help Desk assistance



Student record checks



Discussion surrounding  
ContinuED, check in/out,  
reporting, etc.

Please be sure to register for those  
upcoming sessions on 10/31 and 11/6



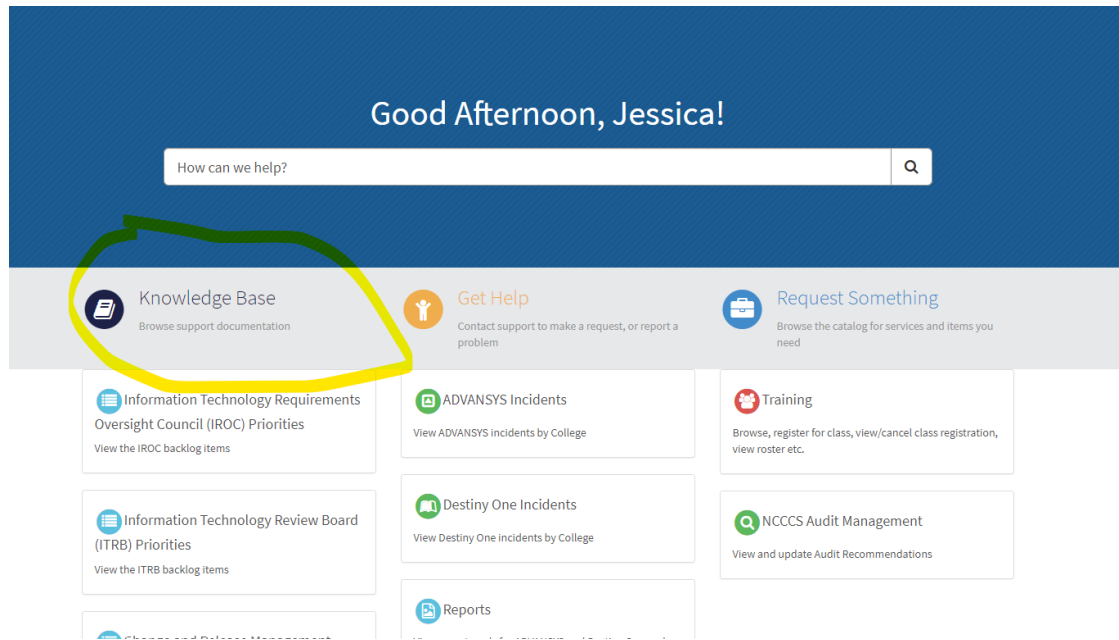
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# Service Now Knowledge Base

<https://ncccs.servicenowservices.com/sp>

# Service Now Knowledge Base



Good Afternoon, Jessica!

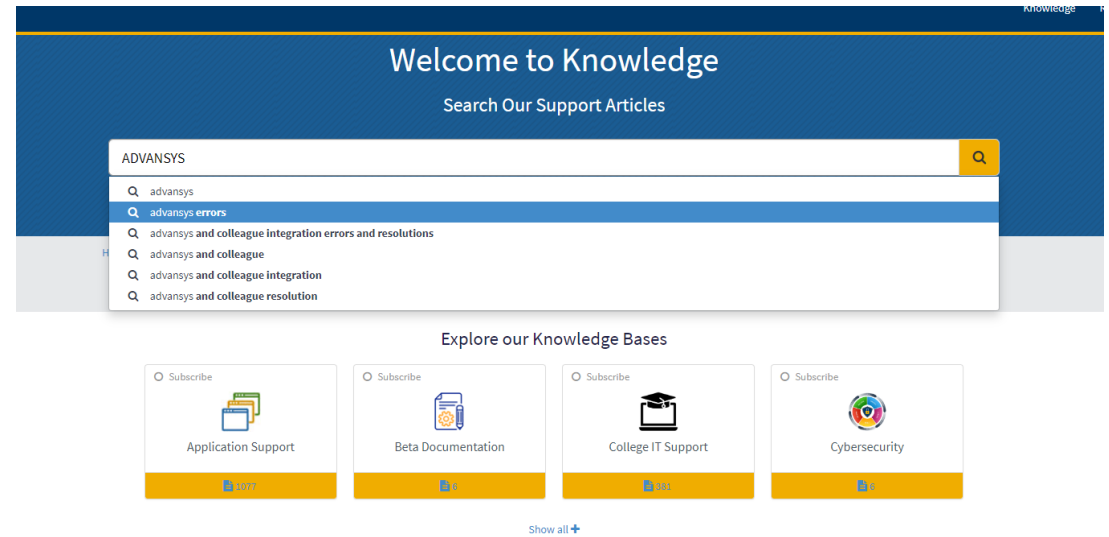
How can we help?

**Knowledge Base**  
Browse support documentation

**Get Help**  
Contact support to make a request, or report a problem

**Request Something**  
Browse the catalog for services and items you need

- Information Technology Requirements Oversight Council (IROC) Priorities  
View the IROC backlog items
- ADVANSYS Incidents  
View ADVANSYS incidents by College
- Training  
Browse, register for class, view/cancel class registration, view roster etc.
- Information Technology Review Board (ITRB) Priorities  
View the ITRB backlog items
- Destiny One Incidents  
View Destiny One incidents by College
- NCCCS Audit Management  
View and update Audit Recommendations
- Reports



Welcome to Knowledge

Search Our Support Articles

ADVANSYS

- advansys
- advansys errors
- advansys and colleague integration errors and resolutions
- advansys and colleague
- advansys and colleague integration
- advansys and colleague resolution

Explore our Knowledge Bases

- Application Support (1177)
- Beta Documentation (0)
- College IT Support (381)
- Cybersecurity (0)


Show all +

# Service Now Knowledge Base

Integration Setup.

Article: KB0012923 · Published: 2y ago


 **ADVANSYS** and Colleague Integration Errors and Resolutions

 Find Similar Content with the NC Brain

**ADVANSYS** and Colleague Integration Errors and Resolutions Version 2.0 June 2023

Article: KB0014159 · Published: about a year ago


 **ADVANSYS** - Multiple Pathways to High School Equivalency (MPHSE) Workflow

 Find Similar Content with the NC Brain

**ADVANSYS** - Multiple Pathways to High School Equivalency (MPHSE) Workflow Version 1.0 August 2024

Article: KB0015934 · Published: 2mo ago


 AE&L **ADVANSYS** Sprint Review Meeting - Cohorts 1-6 - 2022-07-26 (Recording)

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00:15:47


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 IIPS Summer Conference - July 2021 - Benchmark's **Advansys** Demonstration and Q&A

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IIPS Summer Conference - July 2021 - Benchmark's **Advansys** Demonstration and Q&A July 19-21, 2021 Duration of Recording: 02:01:42

Article: KB0012303 · Published: 3y ago

 AE&L **ADVANSYS** Sprint Review Meeting - Cohorts 1-6 - 2022-05-03 (Recording)

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00:49:04

Article: KB0013139 · Published: 2y ago



# Title II Website – ADVANSYS

<https://www.nctitle2.org/advansys/>

## ADVANSYS

ADULT EDUCATION MANAGEMENT SYSTEM

### Documents and Resources

- How to use the [Table 4 Excel Analysis Tool](#)
  - First, run a current Table 4 and a current Table 4B (save/print as pdf).
  - On the first tab of the Excel template, fill in the last column with your internal MSG target for the year, then enter your data from Table 4 in the first page.
  - On the second tab, enter your data from Table 4B.
  - Lastly, on the third tab, enter the average hours needed to post test in ABE/ASE and ESL on the NRS assessment(s) used at your institution. The remainder of the Excel sheet will auto populate from there.
- [Recording IELCE & IET Workplace Literacy Outcomes in ADVANSYS](#)
- [ADVANSYS DASHBOARD DATA ELEMENTS](#)
- [Colleague to ADVANSYS – Roadmap to Production](#) (updated 6/15/23)
- [AHS Courses & Grading Student Workflow](#)
- [BSP Membership Courses Closeout Workflow](#)
- [Canceling or Updating a Contact or Membership Class In ADVANSYS Workflow](#)
- [Resolve Person Match Request PERC](#)
- [NC Community College Combined Course Library](#)

### 2023-2024 ADVANSYS Tour

- [Student Lifecycle in ADVANSYS](#)
- [Face-to-Face Student Timesheet Template](#) (Excel)
- [Hybrid Student Timesheet Template](#) (Excel)
- [Time Entry Calculator](#) (Excel)

### Workflows

- [ADVANSYS 2023-Maximizing Workflows](#)
- [Examples of Workflow Best Practices](#)
  
- [AHS Courses & Grading Student](#)
- [BSP Membership Courses Closeout](#)
- [Canceling or Updating a Contact or Membership Class In ADVANSYS](#) (updated 10/03/23)
- [Multiple Pathways to HSE Job Aid](#)

### Training and Recordings

Please visit the [PD Archives](#) and sort the Archives by ADVANSYS to find applicable recorded trainings.

# Title II Website – Program Performance

<https://www.nctitle2.org/program-performance-and-operations/>

## Performance – State Performance Measures

The Performance Measures for Student Success Report is the North Carolina Community Colleges System’s major accountability document. This annual performance report is based on data compiled during the previous program year and serves to inform colleges and the public on the performance of our 58 community colleges. For further details and disaggregation of the data, please visit the NCCCS Performance Measures dashboards.

### State Performance Measures Report

*Post-Exit Measures for 2024-2025 Program Year*

- North Carolina Employment (Second Quarter After Exit)  
41.0%
- North Carolina Employment (Fourth Quarter After Exit)  
41.0%
- North Carolina. Median Earnings (Second Quarter After Exit)  
\$5,000
- North Carolina Credential Attainment Rate  
31.0%
- North Carolina Measurable Skill Gains  
43.6%

## Operations

### College & Career Readiness Dashboards

The North Carolina Community College System (NCCCS) dashboards allow users to explore and interact with NCCCS data by theme or

## Trainings

1. **Introduction to Title II Performance and Accountability Requirements**
  - This course provides information about the Workforce Innovation and Opportunity Act (WIOA) Title II Adult Education and Family Literacy Act (AEFLA) performance indicators and the accountability system for the National Reporting System (NRS) for reporting literacy data.
2. **Power BI June 21 and 22, 2021– Detailed Data for Providers Recorded Session**
3. **MSGs 1c and 1d and Power BI Data Calculation for PY 2023-2024 Training Webinar**
4. **Utilizing MSG 3, 4, & 5 to Capture Performance**



# Title II Website – PD Archives

<https://www.nctitle2.org/professional-development-archives/>



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Tag

ADVANSYS

## September 26, 2024

1:00 pm [Alternate Placement Option for Title II Students: How and When to Use](#)

## September 18, 2024

8:00 am [2024-2025 College & Career Readiness Convocation](#)

## February 26, 2024

11:00 am [MSG Validation Training](#)

## February 22, 2024

2:00 pm [The ADVANSYS Tour - Virtual Edition](#)

## May 17, 2023

8:00 am [Registration Roster Training](#)

## February 14, 2023

1:00 pm [ADVANSYS: How to Create and Title New Courses](#)

## June 9, 2022

11:00 am [ADVANSYS - Managing Users](#)

10:00 am [ADVANSYS - Reports](#)

## June 8, 2022

1:00 pm [ADVANSYS - Entering Assessments](#)

## June 7, 2022

2:00 pm [ADVANSYS - Approval Process](#)

12:00 pm [ADVANSYS - Class Sections](#)

11:00 am [ADVANSYS - Entering New Students](#)

8:00 am [ADVANSYS - PoPs & MSGs](#)

8:00 am [ADVANSYS - Orientation](#)

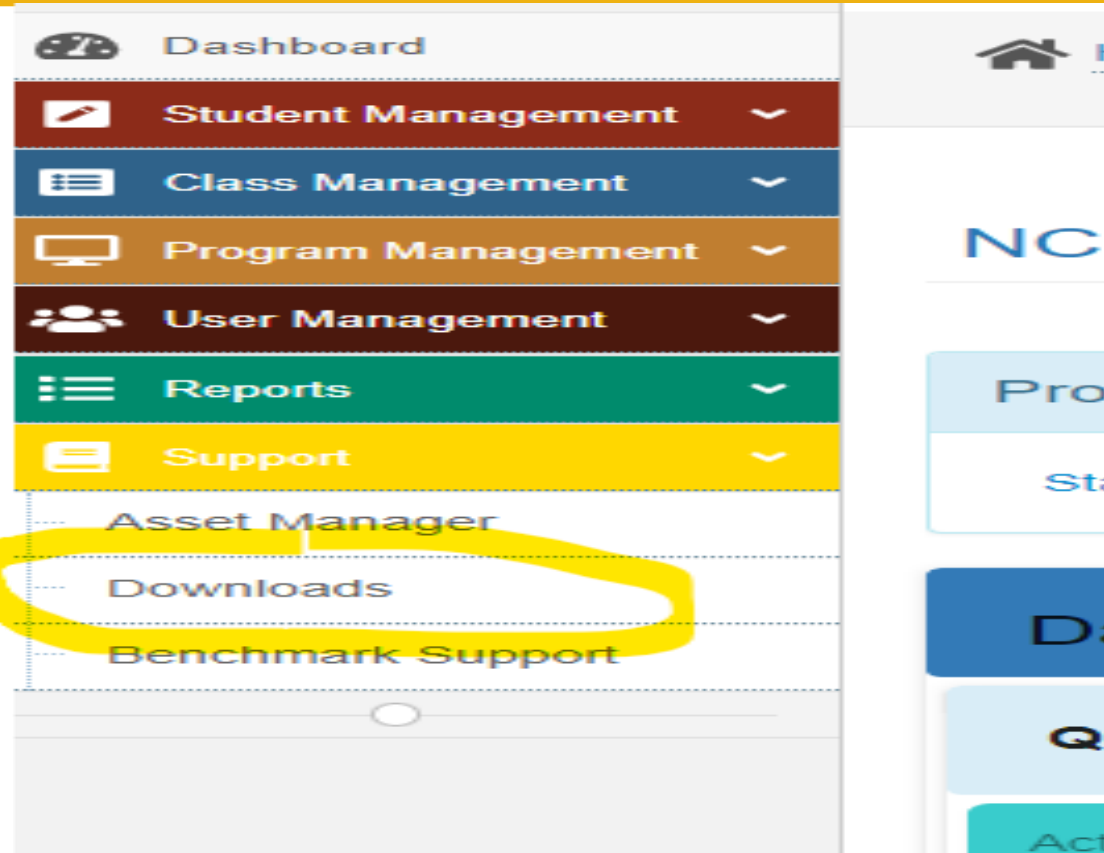
8:00 am [ADVANSYS - Adult High School \(recommend attending Class Sections first\)](#)

[Next →](#)



North Carolina Community College System

# ADVANSYS Support Tab



# ADVANSYS Support Tab



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Release Notes	<b>What's New Release Version 08.2023</b> The Release Notes for What's New Version 08.2023	09/15/2023	<a href="#">↓</a>
User Manual	<b>ADVANSYS Users Manual - July 2023</b> The updated ADVANSYS Users Manual - July 2023	09/07/2023	<a href="#">↓</a>
Training	<b>PoP 101 Revised Training July 2023</b> In-depth overview of Periods of Participation and how they work.	07/31/2023	<a href="#">↓</a>
How-To	<b>End of Year Processing - NC Only</b> Overview of the End of Year Process for the state of North Carolina	06/28/2023	<a href="#">↓</a>
Release Notes	<b>Release Notes - What's New Version 06.2023</b> An overview of the changes to production with Release Version 06.2023	06/22/2023	<a href="#">↓</a>
Release Notes	<b>Release Notes - What's New Version 05.2022</b> Overview of the release notes for Release Version 05.2023	05/26/2023	<a href="#">↓</a>
Release Notes	<b>Release Notes - What's New Version 03.2023</b> Overview of the changes to the system with Release Version 03.2023	03/20/2023	<a href="#">↓</a>
How-To	<b>What Do I Do on Day One?</b> Overview/checklist of what to do on Day One	03/20/2023	<a href="#">↓</a>
How-To	<b>How Do I - Import TABE Tests</b> Comprehensive overview of importing or declining pending TABE Tests in ADVANSYS	03/07/2023	<a href="#">↓</a>
How-To	<b>Import TABE Tests 2023</b> A comprehensive overview of the processes for importing TABE tests.	03/02/2023	<a href="#">↓</a>
Release Notes	<b>Release Notes - What's New Version 01.2023</b> Overview of the Release Notes for January, 2023 in the ADVANSYS system.	01/10/2023	<a href="#">↓</a>
How-To	<b>How To: Set Provisional Entering EFL 2022</b> How to set Provisional Entering EFL (REQUIRED for all students with 12 or more hours). Updated 2022	12/12/2022	<a href="#">↓</a>
How-To	<b>How Do I - Set Entering EFL for an Adult High School Student</b> Document covering the steps to set an Adult High School student's entering EFL.	10/17/2022	<a href="#">↓</a>
Release Notes	<b>What's New Release Version 08.2022</b>	08/02/2022	<a href="#">↓</a>



# Data Entry & Approval

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Why



What



How

# Data Entry & Approval

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Why must data be entered and approved?

- Providers are required to submit data electronically using ADVANSYS.
- Data must be **entered** within one week of generation & **approved** within one week of entry. (CCR Assessment Manual, 2025, p.5)

# Data Entry & Approvals

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***According to the National Reporting System (NRS), timely reporting of data on a fixed, regular schedule is a major factor for promoting data quality.***

- data should be entered as frequently as possible
  - ex) attendance should be entered daily/weekly
- time lags in entering data may result in a high degree of missing and possible false data



# Data Entry & Approvals

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*The program's data collection procedures should include regular data reviews by staff soon after data entry. Regular data reviews allow staff to identify errors, missing data, and other data that do not make sense. (NRS Technical Assistance Manual, 2024)*

- **Approvals** allow for the requisite data review.

# Data Entry & Approvals

What should be approved?

Student  
Registrations

Student  
Demographic  
Profiles (as  
needed)

Student Test  
Scores

Student  
Attendance

Student  
Outcomes

- Dashboard
- Student Management
- Class Management
- Program Management
- Application Lock
- Approvals Pending
- Data Import
- Data Export
- Program List
- Add Program
- Payment Sources
- Tests Review
- DB Management
- Outcome Approval
- State Administration Panel
- Assign District
- User Management

## Pending Approvals

Click on a section to begin the approval process.

NRS Registrations (2239 pending)	Profile Changes (31 pending)	Test Scores (749 pending)	Class Hours (4515 pending)	Outcomes (11 pending)	State Goals (0 pending)
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**Please Note:**

1. All declined records will be **permanently deleted**.
2. If a record is neither approved nor declined it will stay on this page until some action is taken on it.
3. It is recommended to submit approvals/declines for one section at a time.

# Data Entry & Approvals

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***How can data be entered & approved in a timely fashion?***

Data entry, review, and approval should follow a regular, prescribed schedule with clear deadlines.

- use of **workflows**
- samples

# Data Entry & Approvals

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## **Provider (CBO) serving 110-120 students**

- Program Coordinators enter student attendance weekly in ADVANSYS
- Coordinators review ADVANSYS and Salesforce attendance in side-by-side windows.
- Mistakes are declined in ADVANSYS.
- Administrator approves accurate attendance.

# Data Entry & Approvals

**Provider serving 120-150 students**

1

Instructors: key in student hours (ADVANSYS)

2

Administrative Assistance/Administrator:  
Review attendance data entered

3

Administrative Assistance/Administrator:  
Approve data

## Provider serving 800-850 students



Instructors enter attendance in ADVANSYS daily



Instructors submit Sign In/Sign Out sheets to LEIS Data Specialist



LEIS Data Specialist reviews and approve data

**Provider serving 2,500-3,000 students**



**Daily Attendance Entry by Instructors**



**Collection of Sign-In/Sign-Out Sheets**



**Submission of Attendance Sheets to Department Chair**



**Review of Attendance Sheets by Department Chair**



**Meeting with Instructors (if mistakes are found)**



**Final Approval in ADVANSYS**



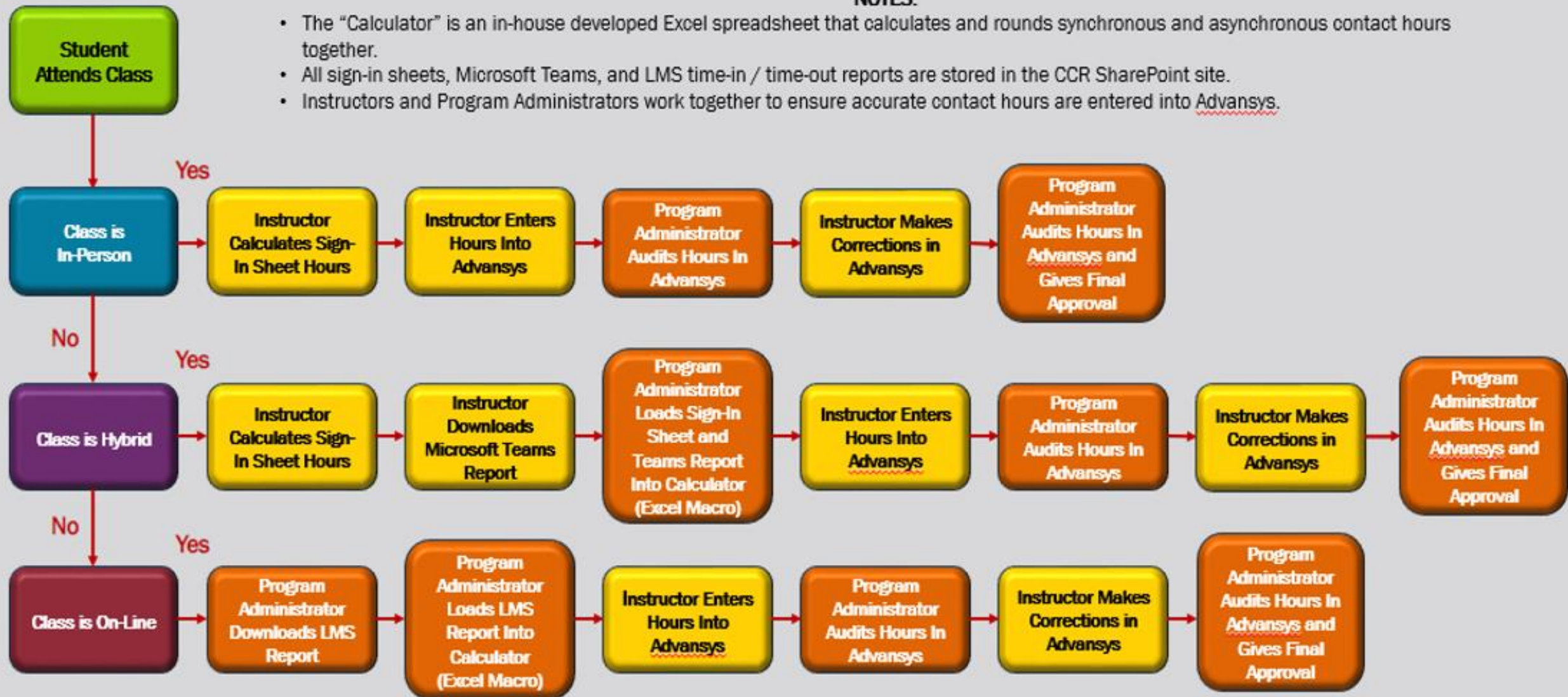
**Notification of Approval**



# Provider serving >7,800 students

## NOTES:

- The "Calculator" is an in-house developed Excel spreadsheet that calculates and rounds synchronous and asynchronous contact hours together.
- All sign-in sheets, Microsoft Teams, and LMS time-in / time-out reports are stored in the CCR SharePoint site.
- Instructors and Program Administrators work together to ensure accurate contact hours are entered into Advansys.



# QUESTIONS

