NC COMMUNITY COLLEGES | COLLEGE & CAREER READINESS

ADVANSYS: Workflow for Data Entry and Approval

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Guidelines

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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

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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

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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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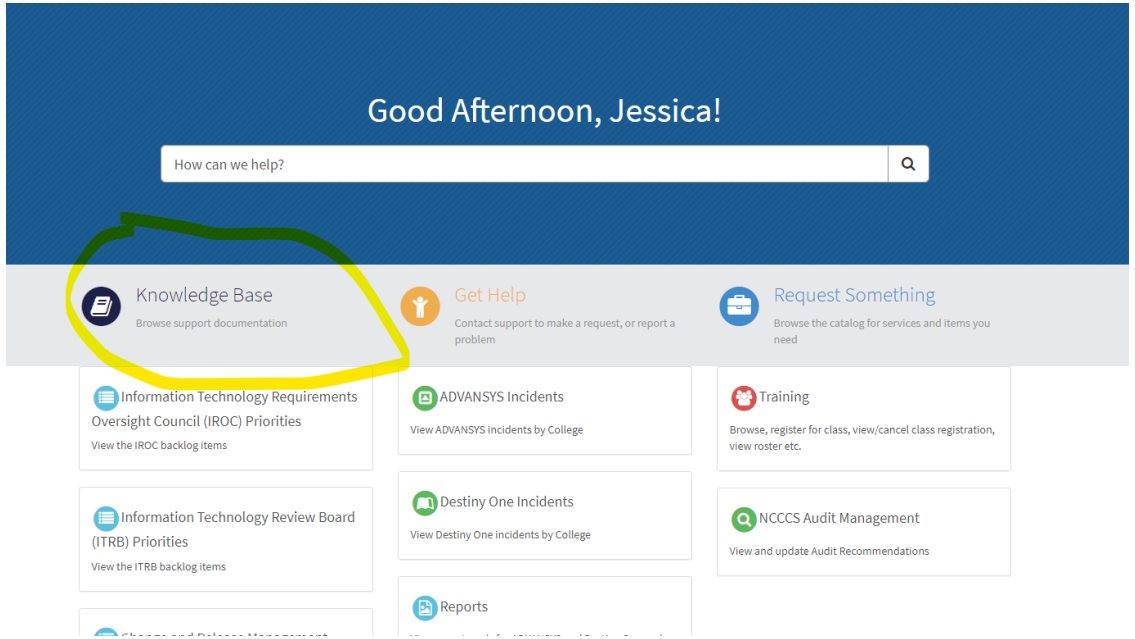
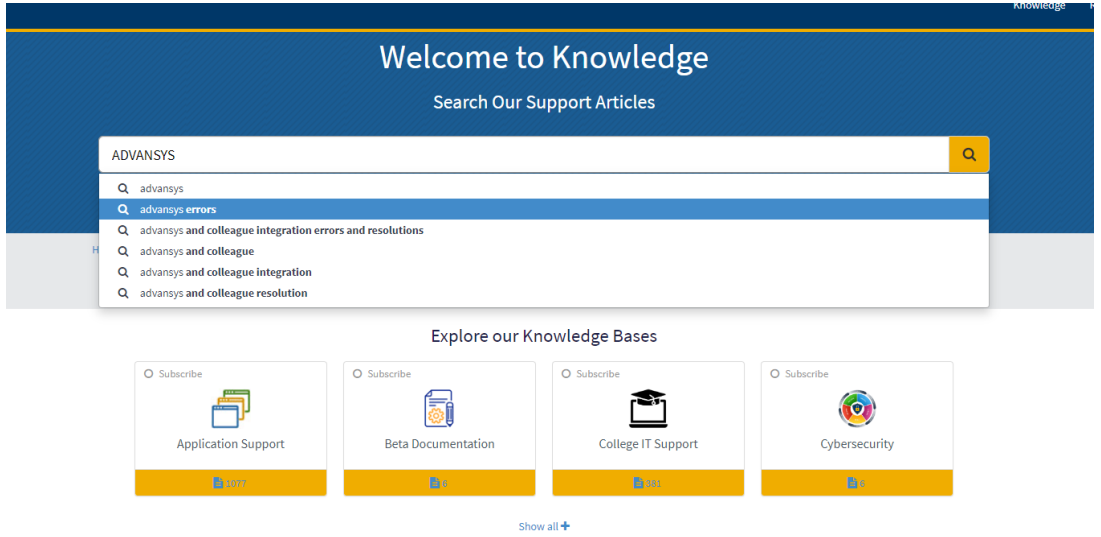
Service Now Knowledge Base

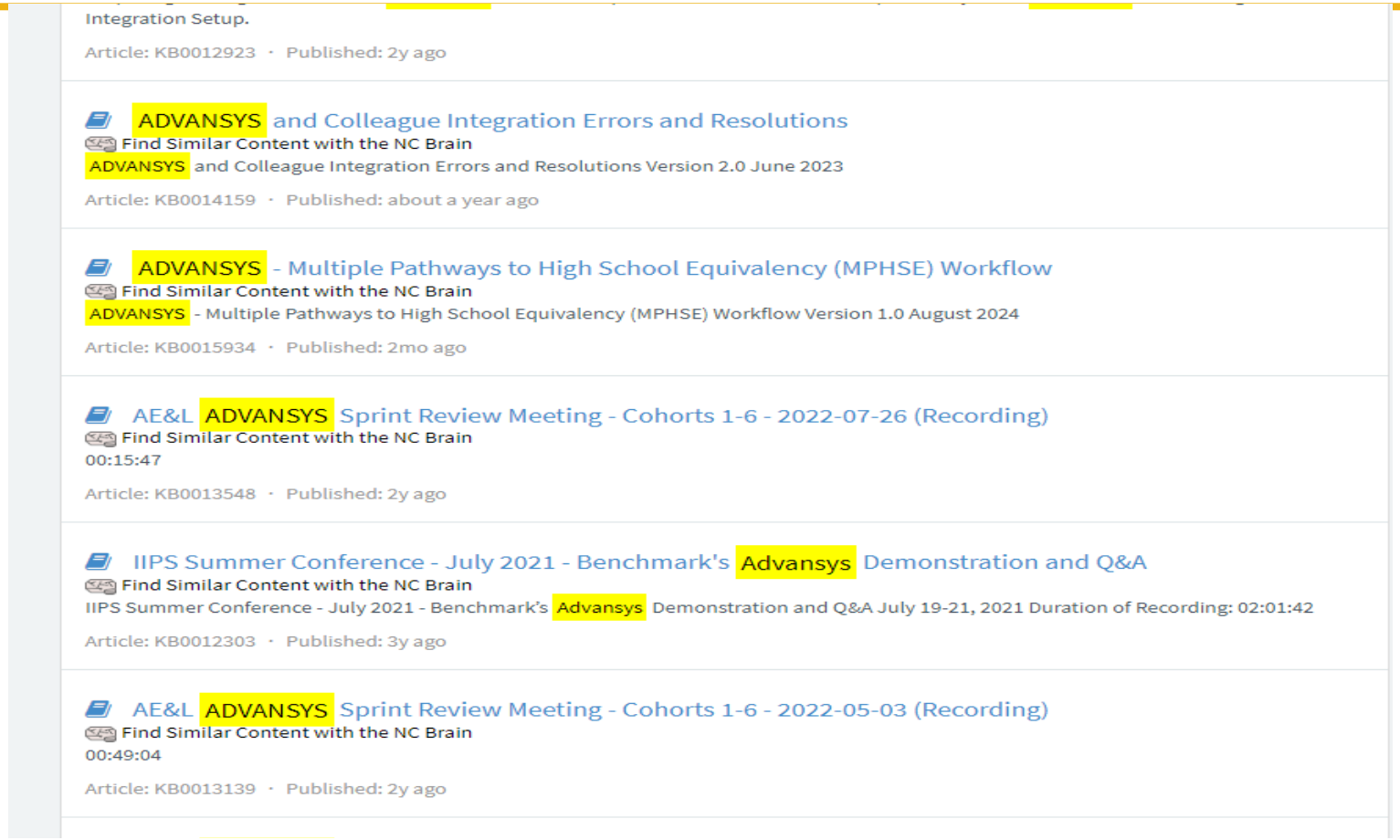
https://ncccs.servicenowservices.com/sp

Service Now Knowledge Base





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

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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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Article: KB0013139 · Published: 2y ago

Title II Website – ADVANSYS

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

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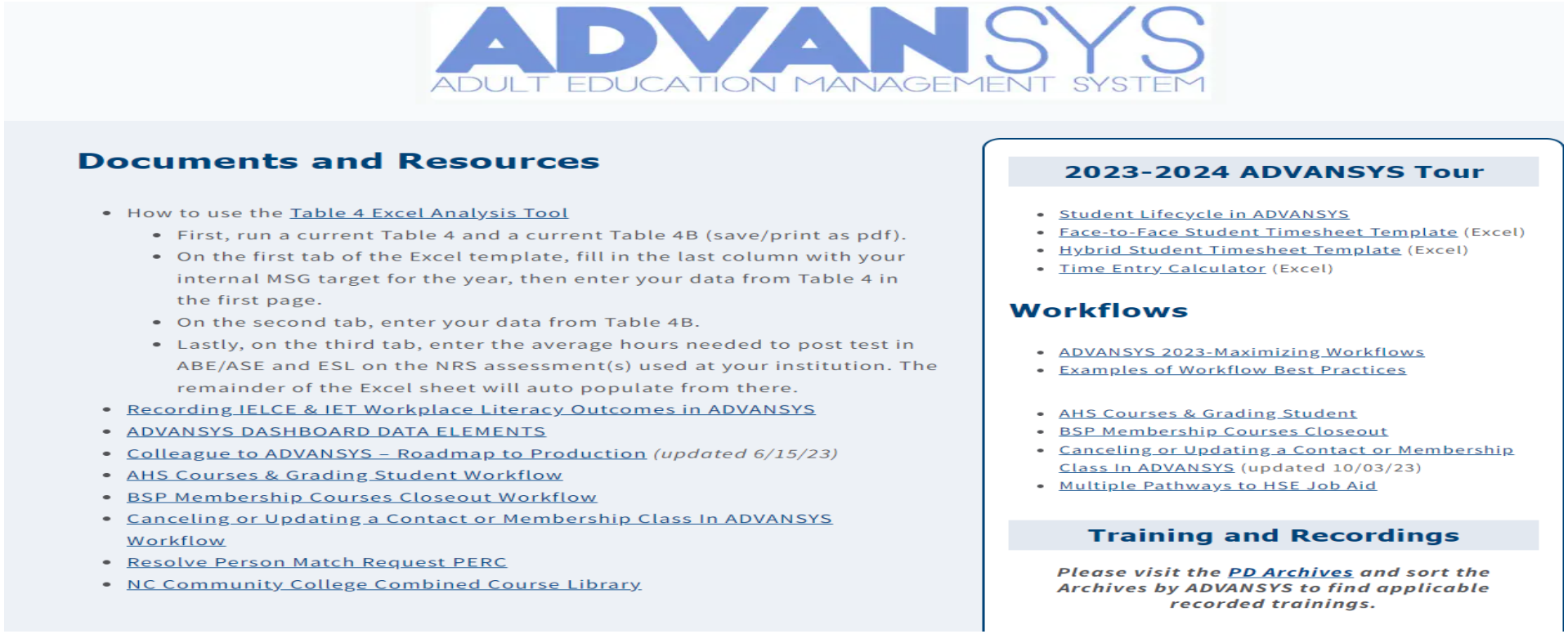

Title II Website – Program Performance
https://www.nctitle2.org/program-performance-and-operations/

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/

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 →

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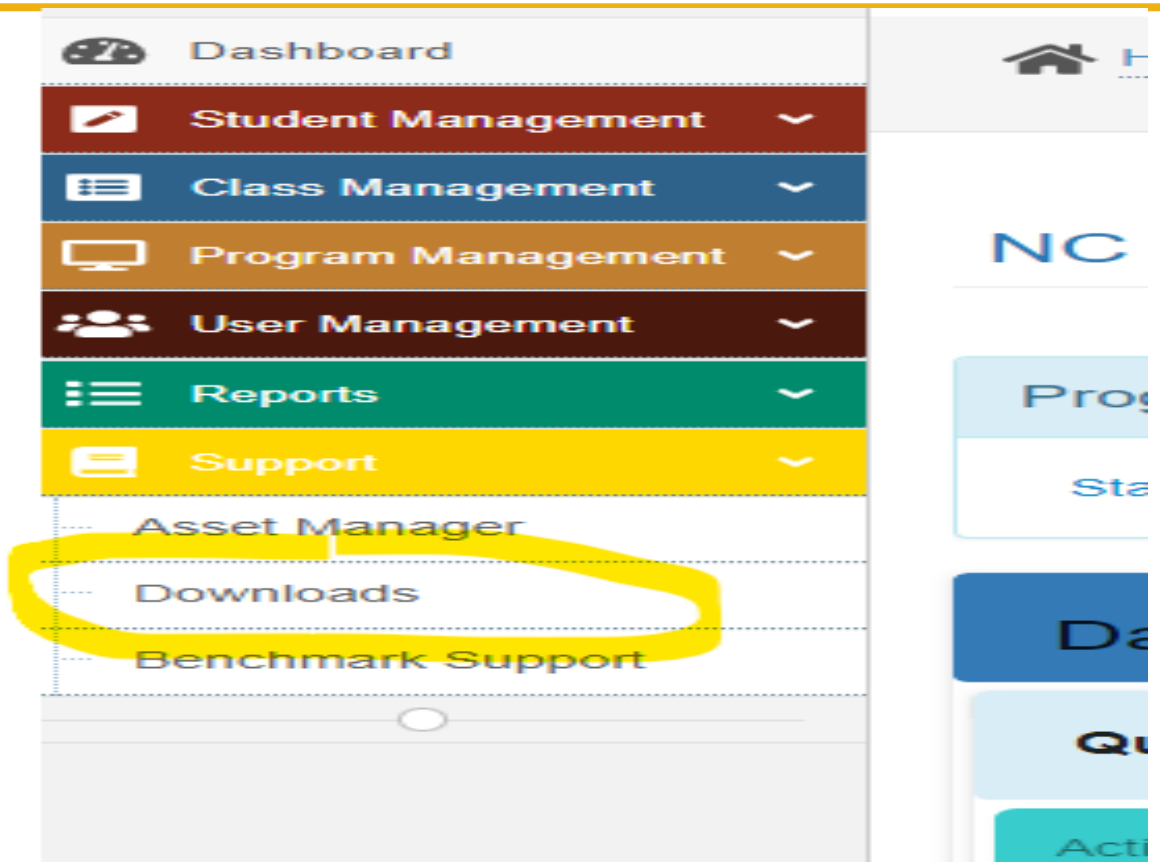
ADVANSYS Support Tab



ADVANSYS Support Tab

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

Data Entry & Approval

Why

Why must data be entered and approved?

What

What data must be entered and approved?

How

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

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

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

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

Pending Approvals

Click on a section to begin the approval process.

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

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

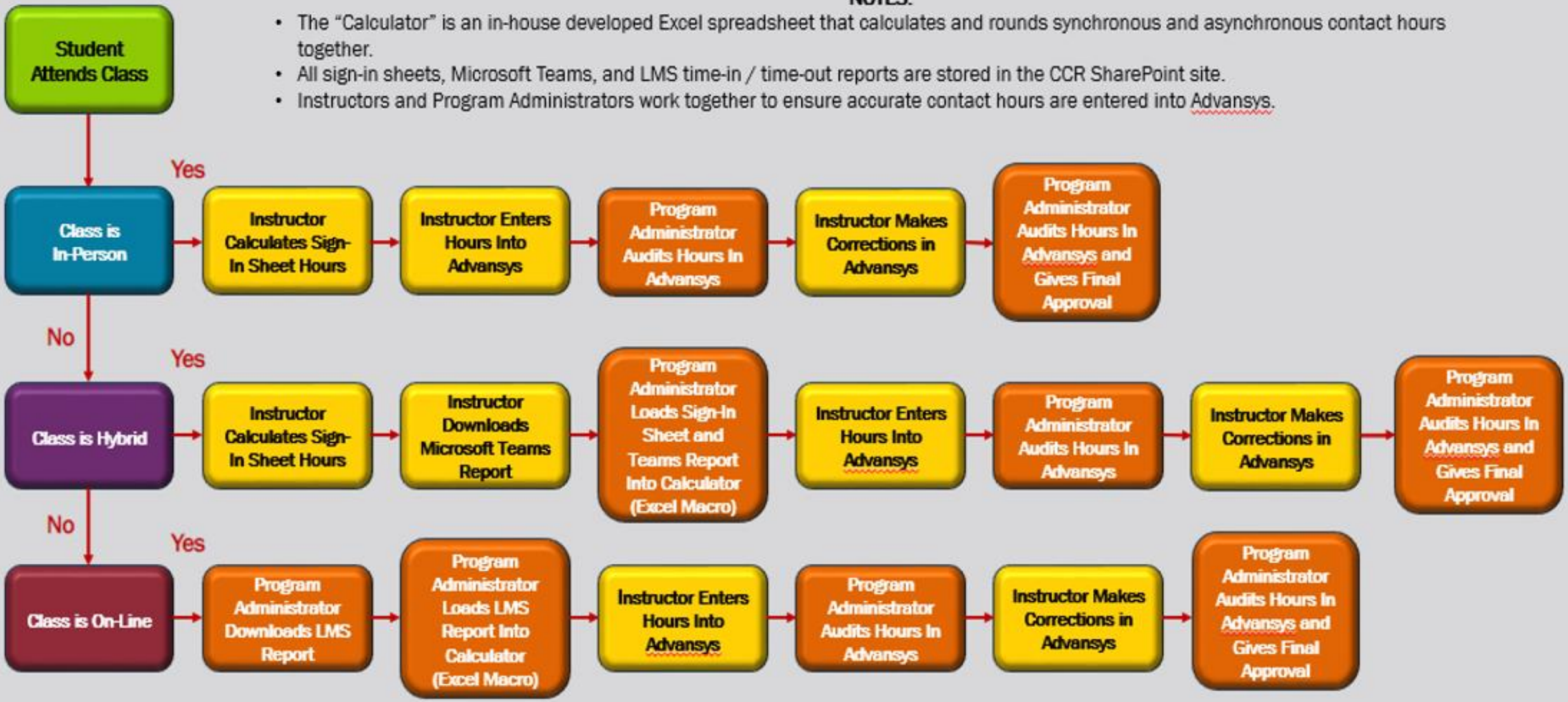
Instructors submit Sign In/Sign Out sheets to LEIS Data Specialist

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



QUESTIONS