North Carolina Community College System

ADVANSYS – Multiple Pathways to High School Equivalency (MPHSE) Workflow

Version 1.0

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Note: Document images are provided as guidance only and may not illustrate the exact setup and steps taken at your college.

Some screen images may have been captured from a prior user interface (UI) and may not reflect the current UI at your local campus.

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KB #: Knowledge Base number.

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1 Purpose

This document provides the College and Career Readiness (CCR) staff with information about the Multiple Pathways to High School Equivalency (MPHSE) workflow in ADVANSYS.

2 Before You Begin

Before following the steps in this guide, ensure that you have:

- Created a profile for the student in ADVANSYS
- Selected the program as the student's provider
- Assigned the student a primary program type of **NRS Registration**

Recommendation: Follow the steps in this guide as soon as a student has been identified as an MPHSE candidate rather than waiting until the student finishes the program. This workflow will ensure that if a student returns after exiting the program, or if the student leaves and continues with another provider in North Carolina, the student's MPHSE work will be documented so that the student will not have to start over.

3 MPHSE Workflow in ADVANSYS

Access ADVANSYS and follow these steps to complete the MPHSE workflow for a student.

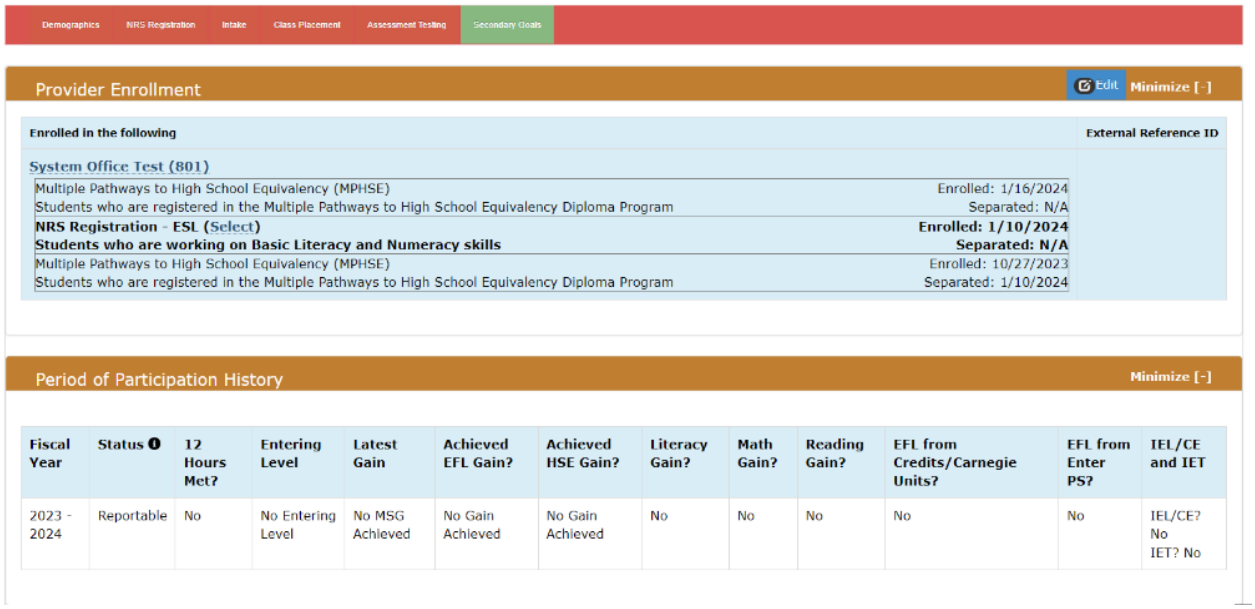

Figure 3.1 – NRS Registration – Provider Enrollment (Edit)

On the student's main profile page, click the **NRS Registration** tab.

Provider Enrollment: Click **Edit**.

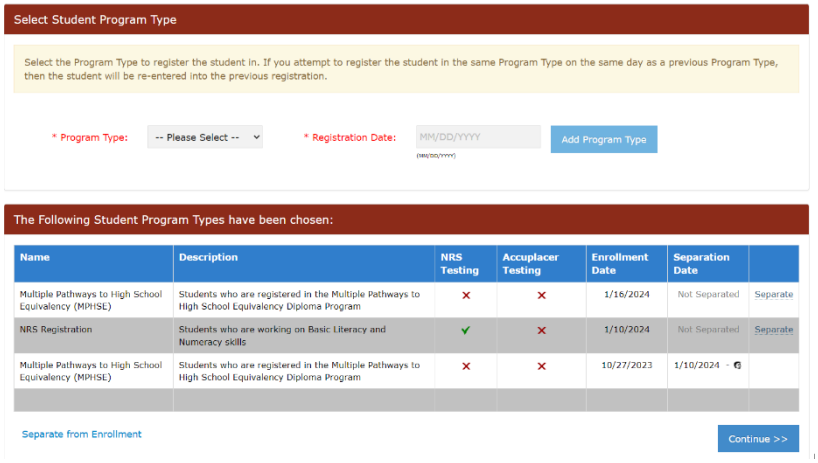

Figure 3.2 – Select Student Program Type – Program Type and Registration Date

In the **Select Student Program Type** section:

- **Program Type**: Select **Multiple Pathways to High School Equivalency (MPHSE)**.
- **Registration Date**: Enter the date that the student became an MPHSE candidate.

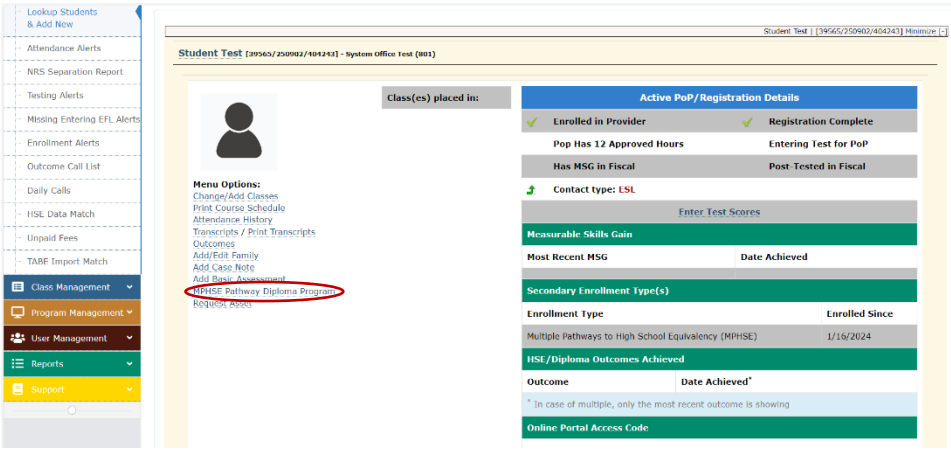

Figure 3.3 – Student Profile Page – MPHSE Pathway Diploma Program

On the student's main profile page, click **MPHSE Pathway Diploma Program**.

Note: If this is the first time clicking **MPHSE Pathway Diploma Program**, click the button that may display: **Start Multiple Pathways to High School Equivalency (MPHSE) Diploma Program Entry**.

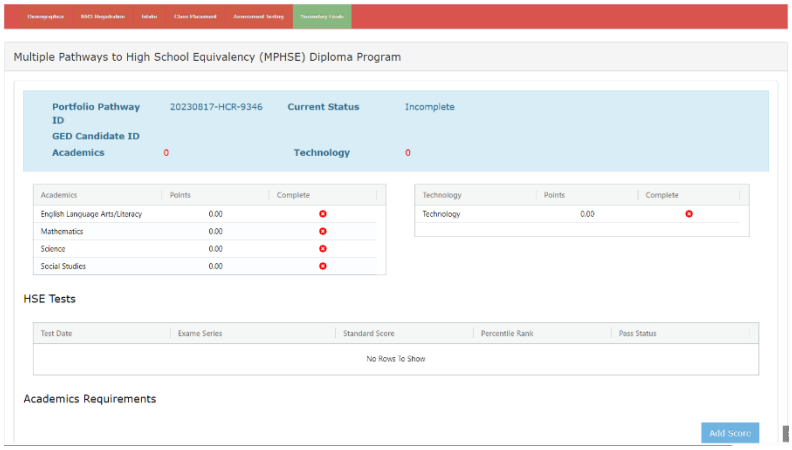

Figure 3.4 – MPHSE Transcript Screen – Program Type/Registration Date

On the **Multiple Pathways to High School Equivalency (MPHSE) Diploma Program** screen, a circle in the **Complete** column indicates that the student has not met the applicable MPHSE requirement in the **Academics** column.

4 Academics Requirements

On the **Multiple Pathways to High School Equivalency (MPHSE) Diploma Program** screen, use the **Academics Requirements** section to enter academic requirements completed.

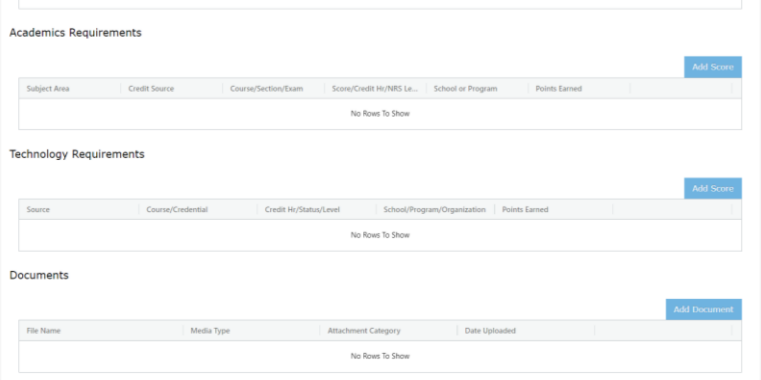

Figure 4.1 – MPHSE Transcript Screen – Academic Requirements

Academics Requirements: Click **Add Score**.

4.1 Academics Entry

The **Academics Entry** screen is used to enter the student's completion of work in four academic areas: English Language Arts/Literacy, Mathematics, Science, and Social Studies.

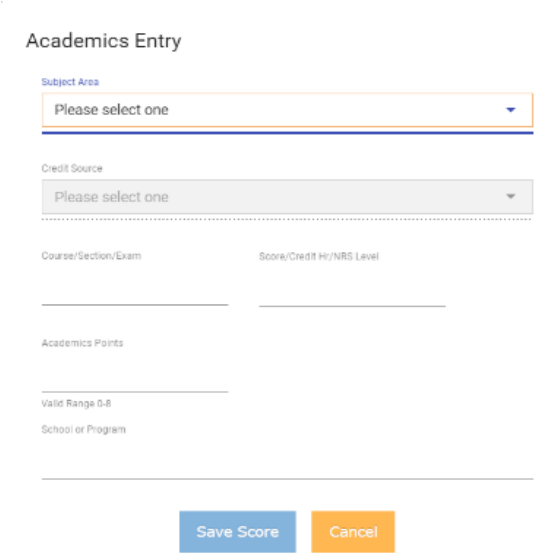

Figure 4.2 – Academics Entry – Subject Area

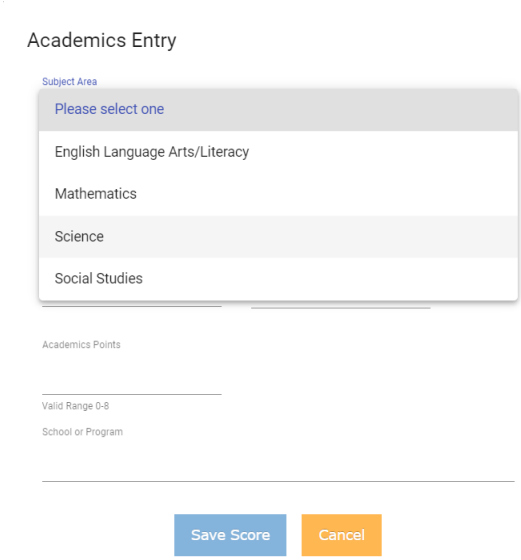

Figure 4.3 – Academics Entry – Subject Area

Subject Area: Select the appropriate academic area:

- **English Language Arts/Literacy**
- **Mathematics**
- **Science**
- **Social Studies**

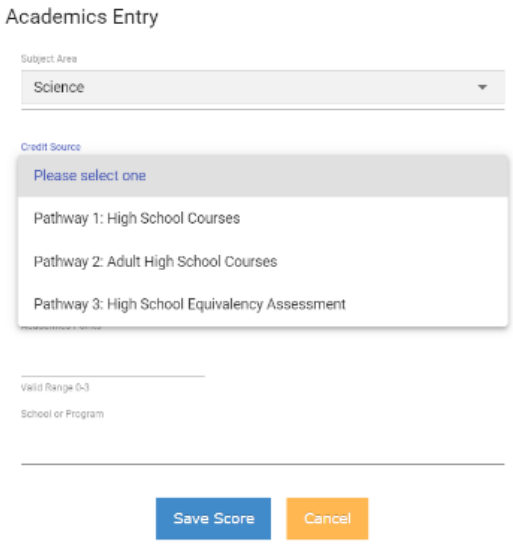

Figure 4.4 – Academics Entry – Credit Source

Credit Source: Select one of the following:

- **Pathway 1: High School Courses**
- **Pathway 2: Adult High School Courses**
- **Pathway 3: High School Equivalency Assessment**

4.1.1 Pathway 1: High School Courses

The following example demonstrates the entry of **Pathway 1: High School Courses**.

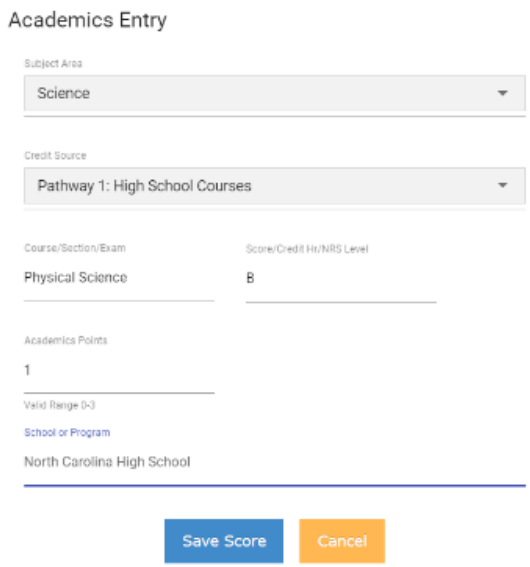

Figure 4.5 – Academics Entry – Pathway 1

- **Credit Source**: Select **Pathway 1: High School Courses**.
- **Course/Section/Exam**: Enter the title of the course completed by the student.
- **Score/Credit Hr/NRS Level**: Enter the letter or numeric grade the student received for the course/section/exam.
- **Academic Points**: Enter the number of credits the student earned after completion of the course/section/exam (typically one credit per high school course).
- **School or Program**: Enter the name of the high school where the credit was earned.

Click **Save Score**.

Repeat this workflow for each high school course.

4.1.2 Pathway 2: Adult High School Courses

The following example demonstrates the entry of **Pathway 2: Adult High School Courses**.

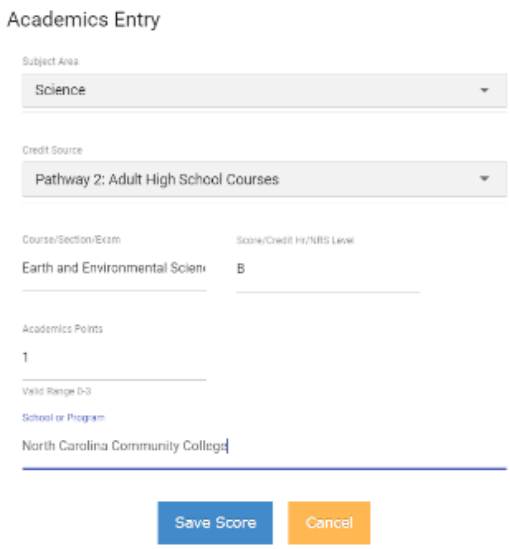

Figure 4.6 – Academics Entry – Pathway 2

- **Credit Source**: Select **Pathway 2: Adult High School Courses**.
- **Course/Section/Exam**: Enter the title of the course completed by the student.
- **Score/Credit Hr/NRS Level**: Enter the letter or numeric grade the student received for the course/section/exam.
- **Academic Points**: Enter the number of credits the student earned after completion of the course/section/exam.
- **School or Program**: Enter the name of the high school where the credit was earned.

Click **Save Score**.

Repeat this workflow for each Adult High School (AHS) course.

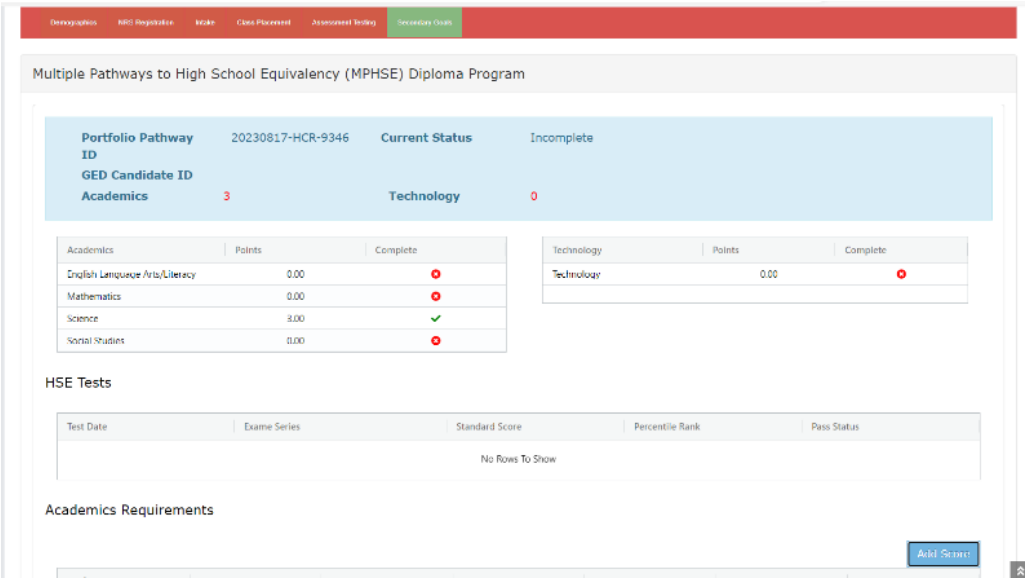

Figure 4.7 – MPHSE Transcript Screen – Transcript Display

After all required credits for an academic area have been entered, the transcript will display a check mark in the **Completed** column for the associated **Academics** subject. In this example, all requirements for Science were satisfied by entering high school and Adult High School credits.

4.1.3 Pathway 3: High School Equivalency Assessment

The following example demonstrates the entry of **Pathway 3: High School Equivalency Assessment**.

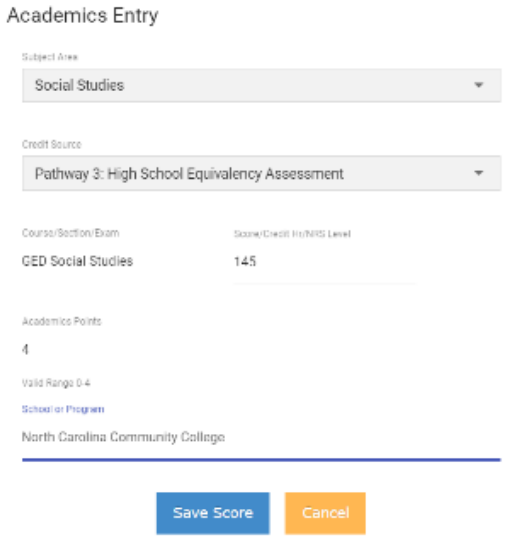

Figure 4.8 – Academics Entry – Pathway 3

- **Credit Source**: Select **Pathway 3: High School Equivalency Assessment**.
- **Course/Section/Exam**: Enter the title of the exam completed by the student, e.g., **GED Social Studies** or **HiSET Math**.
- **Score/Credit Hr/NRS Level**: Enter the numeric grade the student received for the exam.
- **Academic Points**: Enter the maximum number of possible points the student earned after completion of the exam because this exam fully satisfies this academic requirement.

Note: An exception is made for English Language Arts/Literacy for HiSET testers. For Academic Points, the student will earn two points for the Reading exam and two points for the Writing exam, which will total four points for this subject area.

- **School or Program**: Enter the name of the school or program where the credit was earned.

Click **Save Score**.

Repeat this workflow for each High School Equivalency (HSE) exam.

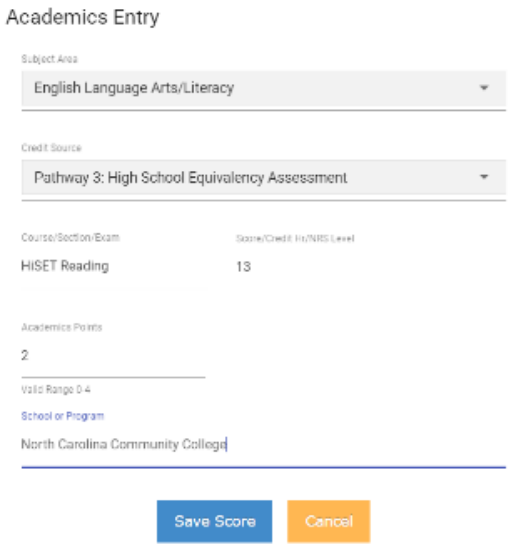

Figure 4.9 – Academics Entry – Academic Points for English Language Arts/Literacy for HiSET testers

5 Technology Requirements

On the **Multiple Pathways to High School Equivalency (MPHSE) Diploma Program** screen, use the **Technology Requirements** section to enter technology requirements completed.

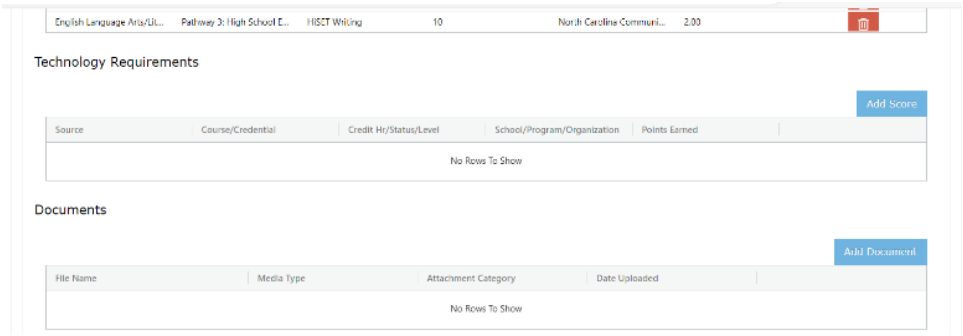

Figure 5.1 – MPHSE Transcript Screen – Technology Requirements

5.1 Technology Entry

The **Technology Entry** screen is used to enter the student's completion of work that demonstrates proficiency with technology skills.

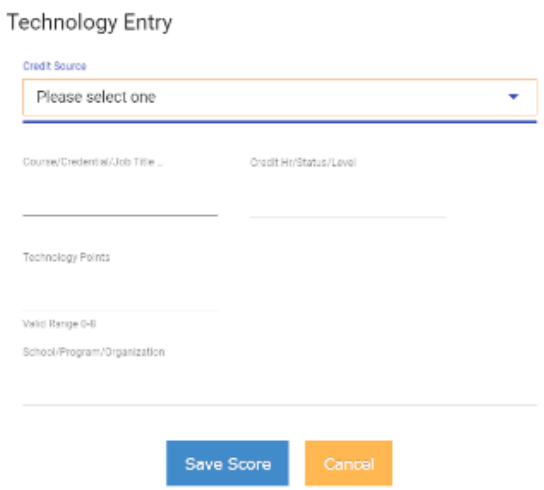

Figure 5.2 – Technology Entry Screen

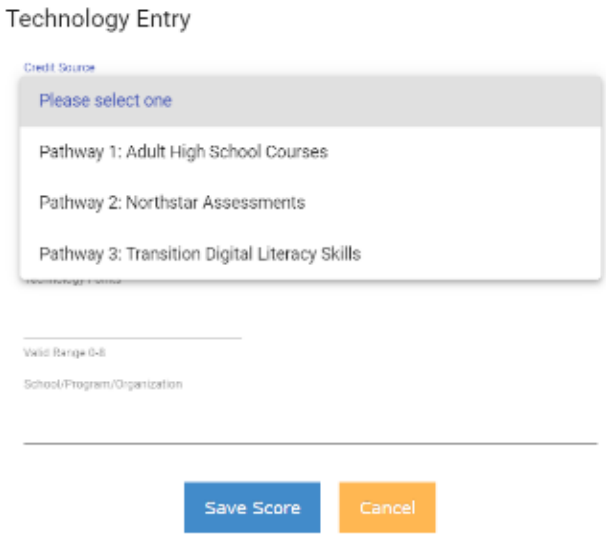

Figure 5.3 – Technology Entry – Academic Requirements

Credit Source: Select one of the following:

- **Pathway 1: Adult High School Courses**

- **Pathway 2: Northstar Assessments**
- **Pathway 3: Transition Digital Literacy Skills**

5.1.1 Pathway 1: Adult High School Courses

The following example demonstrates the entry of **Pathway 1: Adult High School Courses**.

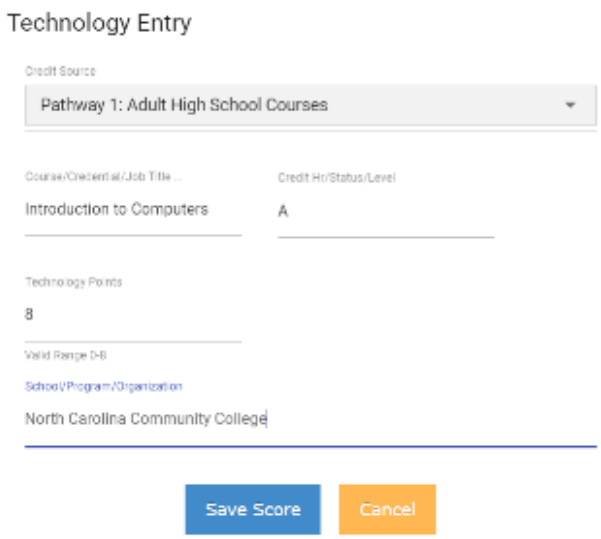

Figure 5.4 – Technology Entry Screen

- **Credit Source**: Select **Pathway 1: Adult High School Courses**.
- **Course/Section/Exam**: Enter the title of the course completed by the student.
- **Credit Hr/Status/Level**: Enter the letter or numeric grade the student received.
- **Technology Points**: Enter the maximum number of possible points the student earned after completion because this course fully satisfies this academic requirement.
- **School/Program/Organization**: Enter the name of the school, program, or organization where the credit was earned.

Click **Save Score**.

Repeat this workflow for each Adult High School (AHS) course.

5.1.2 Pathway 2: Northstar Assessments

The following example demonstrates the entry of **Pathway 2: Northstar Assessments**.

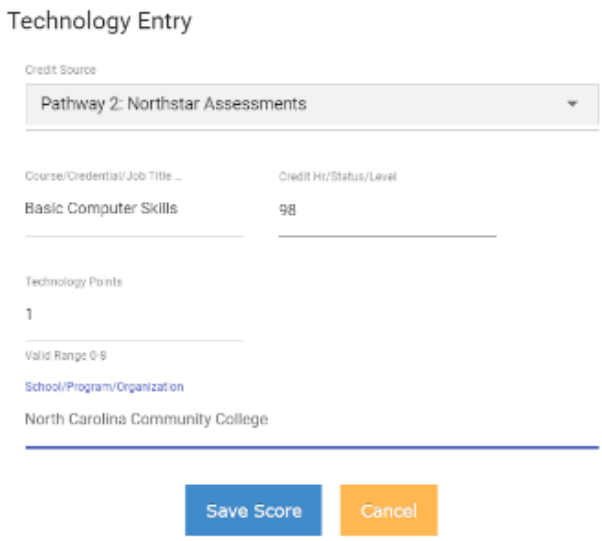

Figure 5.5 – Technology Entry Screen

- **Credit Source**: Select **Pathway 2: Northstar Assessments**.
- **Course/Credential/Job Title**: Enter the title of the assessment completed by the student.
- **Credit Hr/Status/Level**: Enter the score the student received.
- **Technology Points**: Enter **1**.
- **School/Program/Organization**: Enter the name of the school, program, or organization where the credit was earned.

Click **Save Score**.

Repeat this workflow for each Northstar assessment.

5.1.3 Pathway 3: Transition Digital Literacy Skills

The following example demonstrates the entry of **Pathway 3: Transition Digital Literacy Skills**.

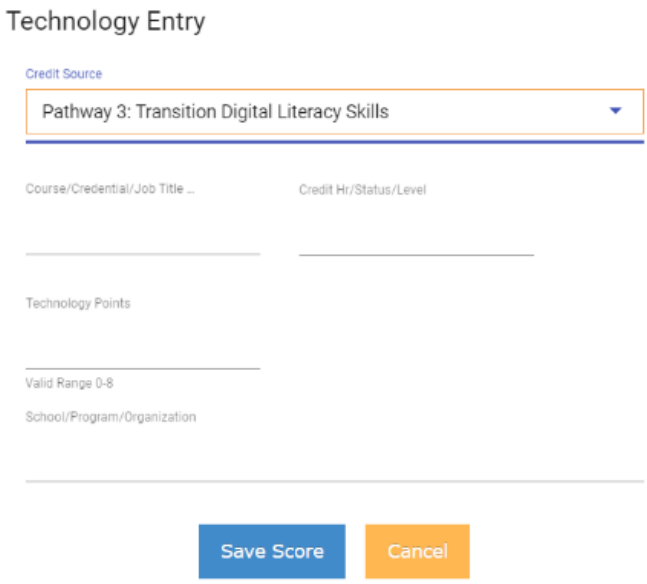

Figure 5.6 – Technology Entry Screen

- **Credit Source**: Select **Pathway 3: Transition Digital Literacy Skills**.
- **Course/Section/Exam**: Enter the title of the course completed by the student.
- **Credit Hr/Status/Level**: Enter the letter or numeric grade the student received.
- **Technology Points**: Enter the maximum number of possible points the student earned after completion because this exam fully satisfies this academic requirement.
- **School/Program/Organization**: Enter the name of the school, program, or organization where the credit was earned.

Click **Save Score**.

Repeat this workflow for each Transition Digital Literacy Skills class.

6 Documents

On the **Multiple Pathways to High School Equivalency (MPHSE) Diploma Program** screen, use the **Documents** section to attach documentation.

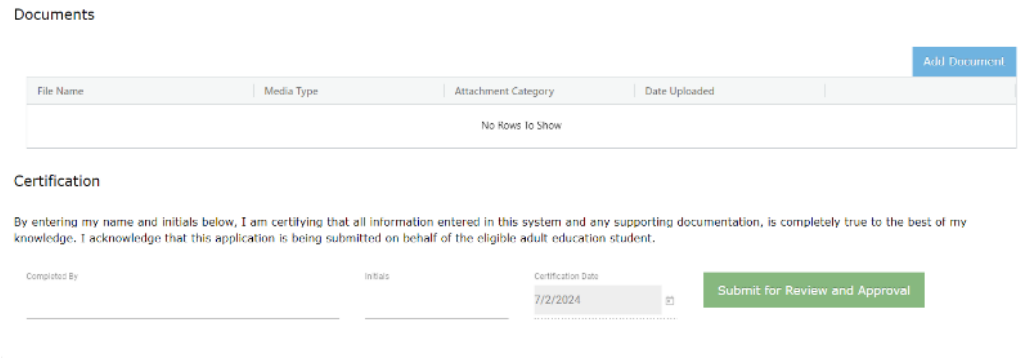

Figure 6.1 – MPHSE Document and Certification Screen

Documents: Click **Add Document**.

Attachment Category: Select **Official HSE Transcript**.

Upload the signed Document Summary Authorization (DSA) form when prompted.

Click **Upload Document**.

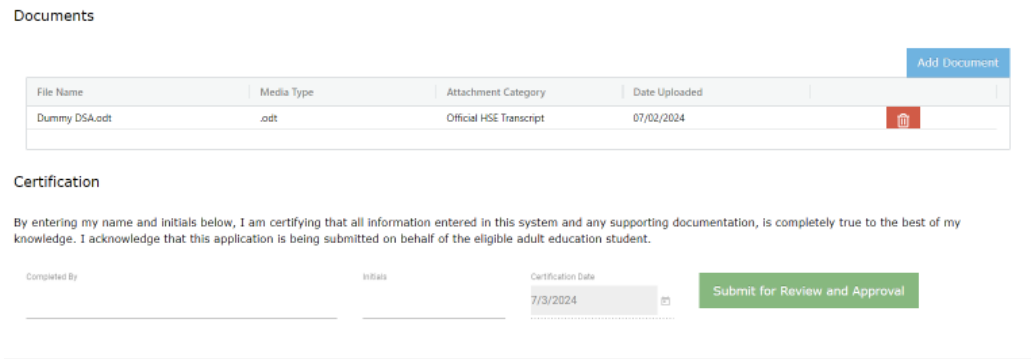

Figure 6.2 – MPHSE Document and Certification Screen

7 Certification

On the **Multiple Pathways to High School Equivalency (MPHSE) Diploma Program** screen, use the **Certification** section to electronically sign and certify that all information and all documentation attached is complete and correct.

Completed By: Enter the name of the person certifying the MPHSE completion.

Initials: Enter the initials of the person certifying the MPHSE completion.

Certification Date: The entry in this field will populate automatically.

Click **Submit for Review and Approval**.

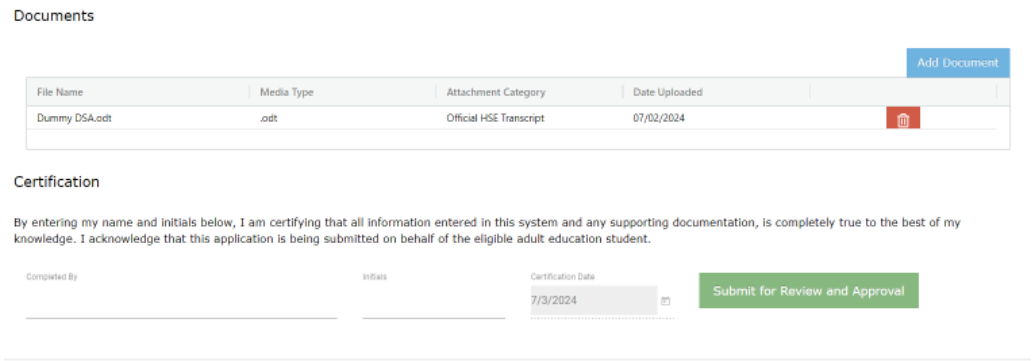

Figure 7.1 – MPHSE Document and Certification Screen

8 MPHSE Workflow Completion

After completing the steps in this guide, ensure that you have:

- Approved the MPHSE transcript using the program's usual approval workflow.
- Entered the student's GED and/or HiSET ID numbers in the Personal Information section of their ADVANSYS profile for data matching.
- Entered the MPHSE completion as an Outcome so that the MSG can be captured.
- Entered the student's information and upload the DSA form to DiplomaSender so the credential, diploma, and transcript can be issued.