



**COLLEGE & CAREER
READINESS**

Colleague to ADVANSYS: Reworking the Flow

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This presentation will be recorded and shared for on-demand viewing.

Objectives -

- The Original Time Line
- Describe current data workflows and how they incorporate with ADVANSYS
 - Building Course Sections
 - Revising/Canceling Class Sections
 - Onboarding Faculty & Staff
 - Payroll
 - Student Intake
 - Inputting Page 2 & NRS Testing Data
 - Student Enrollment to CCR classes
 - Recording Student Attendance
 - Monthly Flat File Shipment for Data Warehouse
 - Separating Students
 - Closeout of Classes
 - What Should We Do Now?
 - Questions? Comments? Concerns?



What Happened to the Original Timeline?



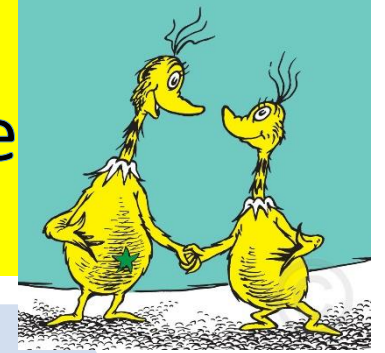
The original project timeline of having small cohorts use the system first is no longer needed.

Benchmark provided individualized data validation checks for each college.

This eliminated the need to have colleges start within the current program year as small groups.

This allowed for everyone to wait for the new program year. (This is good!)

State Compliance vs. Title II Compliance



State Compliance for FTE (Audit)

Signed Class Roster (XWGR)

Sign in/out sheets

**Class attendance record
(XATT/ADVANSYS)**

Teacher contracts

Sub contracts

Underage Forms

NCCCS CCR for Title II Compliance

Student Master Files:

LEIS pages 1-4

**(Upon entry, upon new POP &
start of new program year)**

All NRS testing

Building Course Sections

Registrar's Office or CCR staff built in Colleague

- Very difficult to convert membership classes



Registrar's Office or CCR staff builds in ADVANSYS

- Very easy to convert membership classes
- Section information from ADVANSYS will push into Colleague daily.



Training Available:

- Service Now – Benchmark recording – labeled “ADVANSYS Training”
- Additional training on membership classes forthcoming
- ADVANSYS Support Tab – Download the job aid entitled, “How Do I Create a New Class?” and “How do I: Create a Class Location”

Onboarding Faculty & Staff

Colleague:

1. HR in Colleague
2. CCR annual personnel survey for NRS Table 7 entered to Colleague
3. CCR made employees inactive when they left CCR
4. IT in Colleague



ADVANSYS:

1. HR in Colleague – no change
2. CCR annual personnel survey for NRS Table 7 in ADVANSYS & assign user role in ADVANSYS
3. CCR makes employees inactive when they leave CCR
4. CCR Director in ADVANSYS



Training Available:

- Service Now – Benchmark recording – labeled “ADVANSYS Training”
- ADVANSYS Support Download/Job Aid – Enter New User in ADVANSYS
- ADVANSYS List of User Roles and Permissions

Important Notes on Faculty

Faculty must originate **in Colleague** first before being used in ADVANSYS.

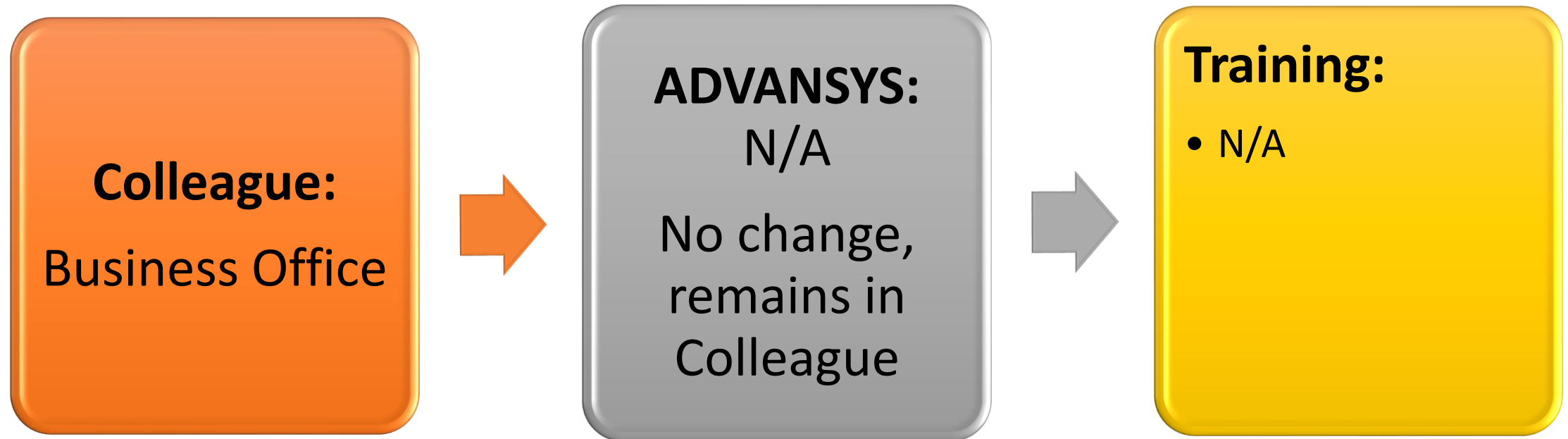
When a faculty member is assigned to a section, it will update the faculty information on FASC, but the contract is not automatically created. The process to generate the contract can continue through Colleague, or whatever the custom contract process is at your college.

If the section **has not** started and a faculty change is made in ADVANSYS, the new faculty from ADVANSYS will replace the existing in Colleague.

If the section **has** started and a faculty change is made in ADVANSYS, then the new faculty member will be added on FASC, but the previous faculty will not be removed.

Again, the process to update the appropriate percentages taught and create/update the contracts will occur through Colleague.

Payroll



Student Intake (LEIS Page 1)

Colleague:
CCR LEIS:
Paper/electronic keyed
to Colleague



ADVANSYS:
CCR LEIS: Paper/electronic
keyed to ADVANSYS
Duplicate check criteria will
occur
Student will integrate or update
to Colleague (contact & basic
demographic data only)
A Colleague # will generate and
then populate on student's
ADVANSYS record as "State ID."
NRS descriptive data will stay in
ADVANSYS
2nd party approval – required
within 1 week of entry



Training Available:

- Service Now –
Benchmark recording
– labeled "ADVANSYS
Teacher Training"

Inputting Page 2 & NRS Testing Data

Colleague:
Manually keyed from
LEIS page 2



ADVANSYS:

1. TABE auto import option to ADVANSYS for computer-based testing (CBT) (CASAS import forthcoming)
2. Manually keyed to ADVANSYS from LEIS pg 2

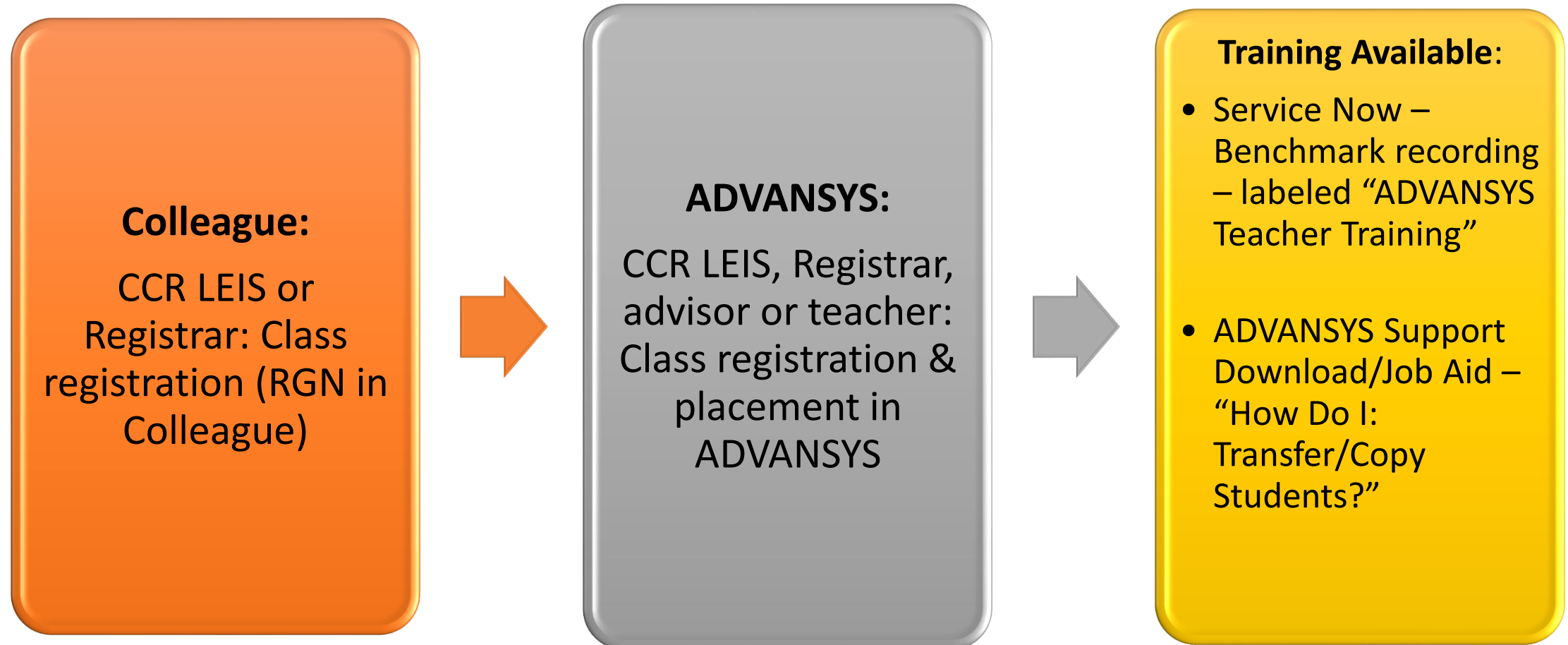
2nd party approval – required within 1 week of entry



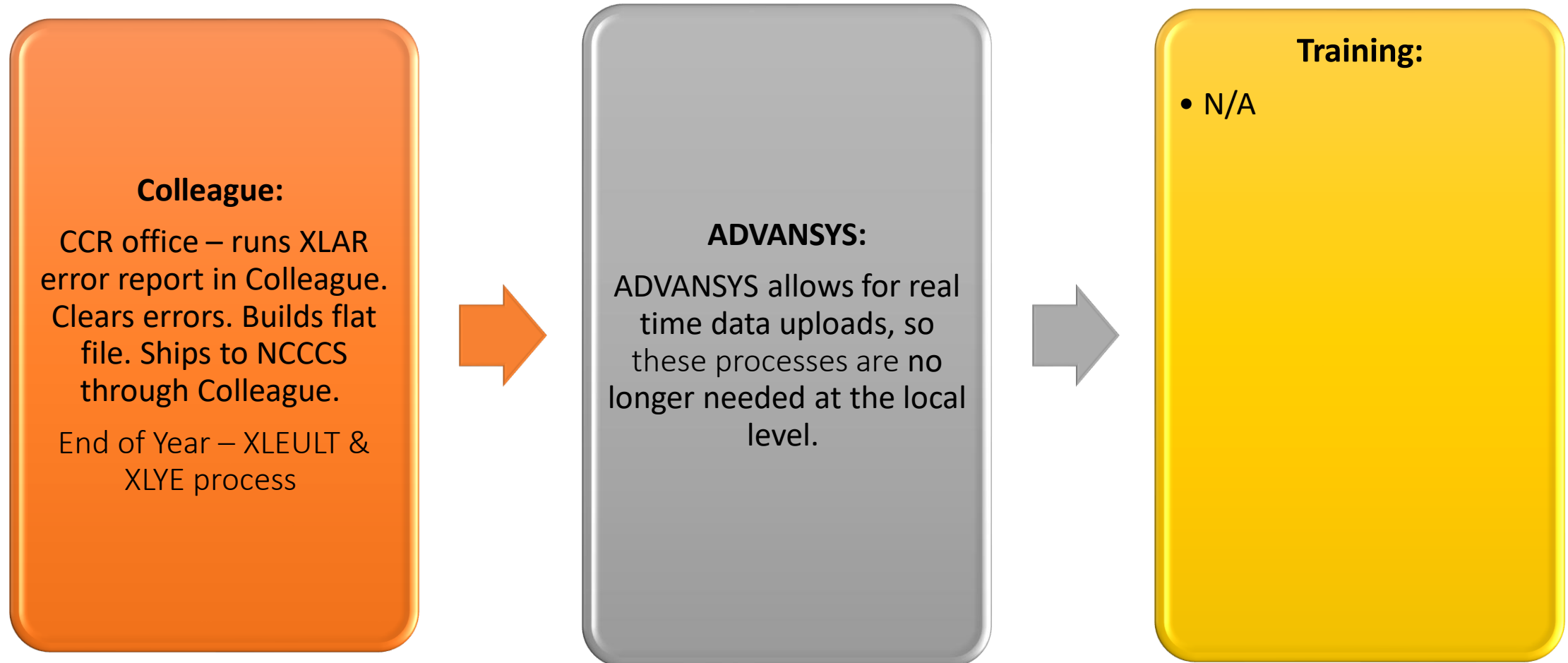
Training Available:

- Service Now – Benchmark recording – labeled “ADVANSYS Teacher Training”

Student Enrollment to CCR Classes



Monthly Flat File Shipment by the 15th



Recording Student Attendance

Colleague:
CCR teacher: Sign in/out sheet and manually record time in Web Attendance.



ADVANSYS:

1. CCR teacher: sign in/out sheet and manually record time in ADVANSYS
2. Auto sign in/out option where students can sign in/out via kiosk
3. Teachers record attendance in class



Training Available:

- Service Now – Benchmark recording – labeled “ADVANSYS Teacher Training”
- Auto sign in/out option training forthcoming from Benchmark

Separating Students

Colleague:

LEIS staff graduate students once they have completed HSE/AHS diploma.



ADVANSYS:

1. Use the separation report in ADVANSYS to separate multiple students at one time.
2. Separate individual students, as needed.
3. After 105 days, ADVANSYS automatically separates students.



Training Available:

- Service Now – Benchmark recording – labeled “ADVANSYS Teacher Training”
- ADVANSYS User Manual – download from the Support tab on the DEMO site.

Closeout of Classes *MORE INFO COMING*

Colleague:

CCR office – Class section folder of instructor **signed** final class roster (XWGR) or signed registration rosters, sign in/out sheets, attendance record (XATT), teacher contracts

* Underage student report



ADVANSYS:

CCR office – class section folder of instructor **signed** final class roster (XWGR) or signed registration rosters, sign in/out sheets, attendance record (ADVANSYS), teacher contracts

* Underage student report – no change – stays with Colleague



Training Available:

- Service Now – Benchmark recording – labeled “ADVANSYS Teacher Training”
- ADVANSYS Support Download/Job Aid – “How Do I: Close a Class?”
- More information on state compliance is forthcoming!

What Should We Do Now?



- Get everyone using the demo site now! (you won't break it!)
- Attend ADVANSYS mini sessions on June 7th, 8th, & 9th
- Daily office hours – pop in with questions!
- Use ADVANSYS Recordings & FAQ on Service Now
 - Login, click “Knowledge Base” and search “ADVANSYS for Teachers,” “ADVANSYS training” & “ADVANSYS FAQ”
- Download the ADVANSYS manual from the DEMO site
 - Listed under the yellow “support” tab
 - Lots of other little, helpful “how to” booklets there, too!

Questions? Comments? Concerns?

