

RECORDING IET/IELCE/Workplace Literacy OUTCOMES IN ADVANSYS

Please note that the college must have an approved Career Pathway on file with the System Office that covers the IET outcome you are earning on the student.

STEP 1

In ADVANSYS, check **Provider Enrollment** to make sure the student has enrollment in **both** Integrated Education and Training Program **and** Integrated English Literacy and Civics Education (Sec. 243), **or** Integrated Education and Training Program (Sec. 231)

Provider Enrollment		Edit	Minimize [-]
Enrolled in the following		External Reference ID	
Asheville-Buncombe Technical Community College (8)		1261366_802	
Integrated Education and Training Program Students who are registered in the IET (Integrated Education and Training Program). Used in conjunction with NRS Registration	Enrolled: 8/24/2022 Separated: N/A	←	
Integrated English Literacy and Civics Education (Sec.243) Students who are registered in the IEL/CE (Integrated English Literacy and Civics Education). Used in conjunction with NRS Registration	Enrolled: 8/24/2022 Separated: N/A	←	
NRS Registration - ESL (Select) Students who are working on Basic Literacy and Numeracy skills	Enrolled: 1/9/2020 Separated: N/A		

STEP 2

Check student's historical record (**STAC** in Colleague) to make sure the student did not enter training or post-secondary education before entering adult education within the program year.

STEP 3

Request unofficial post-secondary transcript(s) from Registrar, obtain a copy of certificate for passing technical exam, or copy of signed documentation of student's progress toward milestone. (Please reference your approved Career Pathway to determine how MSG 3-5 earned.) **Upload a copy of documentation for MSGs 3-5 to the Student Portfolio on the student's ADVANSYS profile.**

STEP 4

Select Outcomes on student profile in ADVANSYS.



Class(es) placed in:

Menu Options:
[Change/Add Classes](#)
[Print Course Schedule](#)
[Attendance History](#)
[Transcripts / Print](#)
[Transcripts](#)
[Outcomes](#) ←
[Add Case Note](#)
[Add Basic Assessment](#)

Active PoP/Registration Details

✓ Enrolled in Provider	✓ Registration Complete
✓ Pop Has 12 Approved Hours	✓ Entering Test for PoP - ESL Level 5
✓ Has MSG in Fiscal	✓ Post-Tested in Fiscal

↑ Contact type: **ESL** ↔

[Enter Test Scores](#)

Measurable Skills Gain

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STEP 5

Under Outcome and Milestone Achievements, do the following:

- Enter the date for when the outcome was achieved.
 - For transcripts, enter the last date of class.
 - For certificate for credentialing exam, enter the test date.
 - For milestone, enter the date of signature certifying the progress.
- Select the outcome or milestone from the drop-down menu.
- Click on the box next to “Proper documentation for this outcome is available.”
- Click “Save”

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	
12/17/20 <small>(MM/DD/YYYY)</small>	1/22/2023	Select outcome or mile Select outcome or milestone Obtain a GED/HSE Adult High School Diploma Enter Postsecondary Education or Training Employment Fourth Quarter after Exit Attained Postsecondary Credential (IET MSG) Secondary or Postsecondary Transcript (IET MSG) Progress Toward Milestones (IET MSG) Passing Technical Occupational Knowledge-Based Exam	N/A		Save Cancel

Outcome and Milestone Achievements

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

New Indicator

(IET MSG) Secondary or Postsecondary Transcript Outcome collection period between 8/1/2022 and 1/1/0001

Date	Entered	Goal Achieved	HSE/HSD Certificate Number	Date Approved	
12/17/20 <small>(MM/DD/YYYY)</small>	1/22/2023	(IET MSG) Secondary (<input checked="" type="checkbox"/> Proper documentation for this outcome is available	N/A		Save Cancel

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STEP 6

Go to **Program Management** and click on **Approvals Pending**. Under **Outcomes**, approve the records. If the outcome is declined, then the reason for the decline will show up permanently on the student record under Outcomes>Declined Outcomes/Milestones.

Approved

Approve	Decline	Decline Reason	Date	Student	Indicator	User	Provider
<input checked="" type="checkbox"/> All	<input type="checkbox"/> All						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	-- Please Select -- Other: <input type="text"/>	12/17/2022	Oscar Ortiz	(IET MSG) Secondary or Postsecondary Transcript	Karen Neal 1/22/2023 4:56:46 PM	Asheville-Buncombe Technical Community College (8)

Approval Declined

<input type="checkbox"/>	<input type="checkbox"/>	Other: incorrect date			Transcript		
<input type="checkbox"/>	<input type="checkbox"/>	Other -- Please Select -- Does not have 12 hours of allowable attendance Past reporting deadline No GED results entered (Achieved Outcome/GED Scores not entered) Entered training/postsecondary before entering adult education This individual will data match Other	01/22/2023	Ricardo Leon	(IET MSG) Secondary or	Karen Neal 1/22/2023	

Submit Reset

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Declined Outcomes/Milestones

Declined Outcomes/Milestones						
Outcome Date	Entered By	Entered Date	Indicator	Declined on	Reason for Decline	Declined By
1/22/2023	Karen Neal	1/22/2023	(IET MSG) Secondary or Postsecondary Transcript	1/22/2023	incorrect date	Karen Neal

STEP 7

Go to Reports and run Federal Tables (current)>Table 3 or Table 4 (Excel) to verify reporting of outcomes is successful.