RECORDING IET/IELCE/Workplace Literacy OUTCOMES IN ADVANSYS

Please note that the college must have an <u>approved</u> 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)

STEP 2

Check student's historical record (**STAC** in Colleague) to make sure the student did <u>not</u> 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.

1.23.2023

RECORDING IET/IELCE/Workplace Literacy OUTCOMES IN ADVANSYS

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"

1.23.2023

RECORDING IET/IELCE/Workplace Literacy OUTCOMES IN ADVANSYS

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
☑ All	☐ All						
☑	☐	-- Pleas ˅ Other:	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

		Other: incorrect dat			Transcript		
☐	☐	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 PM	

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

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

1.23.2023