

Fiscal Year 2021 Data Closeout Frequently Asked Questions

1. What is the difference between Correctional Facility and Community Corrections for class program categories?

Please refer to slide 11 of the FY21 Data Closeout Webinar presentation. For correctional education classes offered in correctional institutions, Correctional Facility refers to classes offered in prisons, jails, reformatories, work farms, and detention centers. Community Corrections refers to classes offered at a community-based rehabilitation facility or half-way house, and also includes community supervision (probation or parole) facilities.

2. What if corrections students are temporarily being served at another location because they do not have an instructor? How should the class be coded?

Correctional education refers to adult education instruction occurring in correctional institutions, which includes correctional facilities or community corrections. If the instruction is not taking place in a correctional institution, then the class should be coded according to the program category for the class, such as ABE/ASE or ELA/ESL.

3. Do we have to create two CRNs for hybrid classes—one for the face-to-face and another for the online component?

Programs do not need to create two CRNs for hybrid classes. For a hybrid class, programs should record all of the associated class time with the CRN, including the in-person time and virtual time. In addition to entering the times, programs should also select Distance Education to indicate that a portion of the class is offered virtually.

4. What do I do if I want to enter a family literacy class in GALIS?

The Office of Adult Education needs to approve any family literacy classes before they are entered in GALIS. Please reach out to your Grant Program Support Coordinator if you believe you have a family literacy class.

5. Will the Office of Adult Education enter professional development information for any webinars offered by the state?

Yes, the Office of Adult Education will enter staff professional development attendance and hours for state-sponsored professional development events. Local programs are responsible for entering all other staff professional development hours into GALIS.

6. Will there be a report that shows students with no attendance hours next year?

The Office of Adult Education has added the development of a report that can help identify students with no attendance hours in GALIS to the report development timeline.

7. How do we collect new data for a student who may be returning in a new period of participation?

If a student is returning to your program in a new period of participation (at least a 90-day break in service), programs should have the student complete a new student registration form to update their information in GALIS. Programs do not have to calculate the length of the break in service. Once the program enters attendance from the new service period, GALIS will display the student on the GALIS dashboard and indicate which data fields need to be collected.

8. How are students' secondary goals marked as completed in GALIS?

After selecting a student in GALIS, programs should navigate to the Student Goals module for the student to enter secondary goal information.

9. What if attendance hours for an online class were incorrectly entered as classroom hours?

If the attendance hours in question are not more than 30 days old, programs can make the correction in GALIS. If the attendance hours are more than 30 days old, programs should submit the corrections to their Grant Program Support Coordinator for approval.

10. Are hours from Collaborate classes supposed to be entered as “classroom” or “online”?

Collaborate classes should be entered as online hours in GALIS.

11. What do I do if I have a student who I believe meets the qualifications for an exclusion for medical reasons, active military, or deceased?

Submit the exclusion request with supporting documentation to your Grant Program Support Coordinator for approval. The Office of Adult Education must review and approve all exclusions and will enter the exclusions into GALIS. The deadline to submit exclusions for FY21 is July 16, 2021. Remember to identify students only by their GALIS ID and encrypt emails to protect the student's information.

12. Are we going to get a report with a list of students with their secondary goals so we can check them?

The Office of Adult Education will include a secondary goal report in the report development timeline. In the meantime, please email datacenter@tcsge.edu to request a report of students' secondary goals.

13. If a student is only able to complete the locator and intake application, can we wait and combine those hours with the day the student pre-tests?

Yes, intake hours can be recorded on the date of the pre-test. However, if a student does not return for the pre-test, as a part of data clean-up, programs must enter and record the student's intake hours in GALIS. A recommended practice is to hold onto the intake forms for the student until close to the 30-day mark, and then enter the intake hours for the student in GALIS before the deadline. If it is more than 30 days since the intake activity, the program would need to submit a request to their Grant Program Support Coordinator to enter the hours in GALIS.

14. Will there be a way to delete no-shows out of the online registration form queue in FY22?

Beginning in FY22, GALIS will allow you to hide student entries from the online registration form module.

15. We will be reopening a site that has been closed during the pandemic in the new fiscal year. Can we roll that over?

Yes, programs can roll over sites from any fiscal year.

16. Do you still have to roll over staff before you can roll over classes for FY22?

Yes, programs should roll over sites and staff before rolling over classes.

17. Can you select multiple options for the new Blackboard checkboxes in FY22 GALIS?

The “Blackboard Collaborate Only” checkbox should be used for classes that do not have content and strictly consist of Blackboard Collaborate sessions. The “Blackboard Content” checkbox should be used for Blackboard courses with developed content, providing the full Blackboard experience to students. As programs become more and more familiar with Blackboard, the Office of Adult Education anticipates there will be fewer “Blackboard Collaborate Only” classes.