

Thank you for joining us

1. The webinar will start at 2:00.
2. Please keep your audio and video muted during the presentation.
3. During the session, you can type your questions into the Chat.
4. You can unmute and ask your question verbally at key points in the presentation.
5. Email kbryant@tcsg.edu, if you have any technical issues.
6. All references made to the Helpdesk mean datacenter@tcsg.edu.



Office of Adult Education

FY24 GALIS Updates Webinar

for Program Administrators, Data Managers and key Data Personnel

Wednesday, June 7th, 2023

2:00 – 3:00 pm

Rosaline Tio, Davida Shelton, and Kim Bryant

Agenda

- o FY24 GALIS Changes
- o Other Updates
- o Announcements and Deadlines
- o Questions & Comments

FY23 GALIS Deadline

o FY23 Local Program deadline for ALL data entry:

Friday, July 14, 2023 at 5:00 pm

FY23 Q4 Local Program Data Quality Report Deadline

- o Q4 Local Program Data Quality Reports are due:

Friday, July 21, 2023 at EOD

FY24 GALIS Opening Day

- o GALIS will be down for FY24 changes on Tuesday, June 13 at 4:00 pm and will be back up on:

Wednesday, June 14, 8:00 am

FY23 GALIS Closeout

- o The FY23 GALIS Closeout presentation materials and recorded webinar are posted in the FY23 Data Collection and GALIS Training Blackboard course under the “Data Management” menu item.
- o FY24 rollover info is on slides 30-40 and from time marker 41:15-1:05:00.
- o Recording link and QR Code:
<https://bit.ly/FY23Closeout>



Most Recent GALIS Changes

- o March 2023:
 - o Error generated if hours are not entered in 0.25 increments.
 - o Notes tab allows you to enter Regular Conference Notes, Referral Notes, Transition Conference Notes, and Workforce Development.
 - o PD hours will be deleted when a PD opportunity is deleted.
 - o Eligible Certificates, upon approval, can be added to IET classes after students are enrolled.
 - o Expanded search updates for new students to avoid duplicating information.

FY24 GALIS Changes – Student Module

- Added a Pronoun field on the Student Contact Information tab to enter the student's pronoun. If the pronoun is not displayed on the drop down, the option to enter an additional pronoun in the Other Pronoun field.

The screenshot displays the 'Student Contact Information' form in the GALIS system. The form includes various fields for student information, such as Student Name, Student ID, Start Date, Student SSN, *DOB, Student Intake, Student Type, *First Name, Middle Name, *Last Name, Suffix, Preferred Name, Pronoun, Other Pronoun, Address 1, Address 2, *Zip Code, *City, *State, *County, Email Address, Cell Phone, Texts Okay?, Phone 2, and Phone 3. A dropdown menu for the Pronoun field is open, showing options: She/Her/Hers, He/Him/His, She/Her/Hers, They/Them/Theirs, Ze/Zit/Zirs, and Other. Red arrows point to the Pronoun dropdown and the Other Pronoun field.

Student Contact Information

Student Name: [] Student ID: 900525093 Start Date: []

Student SSN: [] *DOB: [] Age: 27 Student Intake: 1 Student Type: []

*First Name: [C] Middle Name: [] *Last Name: [] Suffix: [] Preferred Name: [] Pronoun: [She/Her/Hers] Other Pronoun: []

Address 1: [] Address 2: [] *Zip Code: 31701 Auto Fill City S *City: Albany

*State: GA *County: Dougherty Email Address: []

Cell Phone: [] Texts Okay?: Yes Phone 2: [] Phone 3: []

Save & Next

FY24 GALIS Changes –Student Module

- o New Tab- DRC Imports : This tab will display the students with errors from the DRC Upload.

DRC Test Import Error Report											
Select	Student ID	Last Name	First Name	DOB	Test Date	Instrument	Form	Level	Subject	Score	Message
Select					3/7/2023	TABE	TABE 11	E	LANGUAGE	470	Student not mached - First, Last, DOB
Select					3/8/2023	TABE	TABE 11	E	LANGUAGE	511	Student not mached - First, Last, DOB
Select					3/6/2023	TABE	TABE 12	M	LANGUAGE	501	Student not mached - First, Last, DOB
Select					3/6/2023	TABE	TABE 12	M	MATHEMATICS	479	Student not mached - First, Last, DOB
Select					3/6/2023	TABE	TABE 11	E	LANGUAGE	436	Student not mached - First, Last, DOB
Select	900713528				3/8/2023	TABE	TABE 11	D	READING	562	GE 102 - The student cannot take the same Reading test two times in a row..Student only has 35 hours in classes.. The hours of attendance must be over 40..
Select	900711194				3/6/2023	TABE	TABE 11	E	MATHEMATICS	536+	GE 101 - The student cannot take the same Math test two times in a row..
Select					3/8/2023	TABE	TABE 11	E	MATHEMATICS	453	Student not mached - First, Last, DOB
Select	900268801				3/7/2023	TABE	TABE 11	M	LANGUAGE	534	Student only has 8 hours in classes.. The hours of attendance must be over 40..

FY24 GALIS Changes – Student Module

- New Tab- DRC Imports : SDA Admin Users will have the option to update the first name, last name and DOB for students selected on the DRC Test Import Error Report if the error message is Student not matched-First, Last, DOB
- Make sure to correct the student information in DRC for future matches

2023 Albany (16)

DRC Test Import Error Report

First Name	<input type="text"/>
Last Name	<input type="text"/>
DOB	<input type="text"/>
Test Date	3/8/2023
Instrument	TABE
Form	TABE 11
Score	511
Subject	LANGUAGE
Level	E
Message	Student not mached - First, Last, DOB
CreatedUser	DRC
Created Date	6/6/2023
Updated User	DRC
Updated Date	6/6/2023
	Update Cancel

FY24 GALIS Changes –Student Module

- o Enrollment Tab: Display the Max POP for student

2023 Albany (16)

Student Enrollment Corena Austin No assessment yet POP Sequence: 1



FY24 GALIS Changes – Student Module

- o Eligibility & Confidentiality – If a student notifies a program that they do not want the Media Release the program should check the Media Release Refused box.

Student Name: Corena Austin Student ID: 900525033 Start Date:

Confidentiality

Keep Student Records Confidential

Keep HSE Results Confidential

Media Release Refused

Conf Update

*** Eligibility Date**

6/16/2015

Eligibility Exceptions

1. Verification of Eligibility (VOE) is not required for the following:

- Asian American Resource Center
- Catholic Charities of the Archdiocese of Atlanta
- Center for Pan Asian Comm. Services
- International Rescue

2. VOEPB is not required of students who are age 16 or 17 on the date of entry. The VOEPB Affidavit must be completed within 30 days of the student's 18th birthday. There are some exceptions to this rule. See the VOEPB Definitions and Directions for more information.

*** Eligibility Type**

Citizen/Legal Permanent Resident

Qualified Alien or Non-immigrant

Rejection

Reject Services

Rejection Date

Previous Save & Next

FY24 GALIS Changes –Student Module

- Student Online Registration: Search requirements have been revised to **NOT** require the DOB. If the DOB is not available you can now search using only the First Name and Last Name. A heading has been added to display the source (SRC) to identify students that submitted the application using Target X. 'X' will be displayed in the Src column.

Student Online Registrations

Reg. ID OR *First Name *Last Name DOB OR Start Date End Date

Select	Fiscal Year	Agency	Registration ID	First Name	Middle Name	Last Name	DOB	Gender	Submitted	Src	Hide
Select	2023	Albany Technical College	67069						12/6/2022		<input type="checkbox"/>
Select	2023	Albany Technical College	66875						12/2/2022		<input type="checkbox"/>

FY24 GALIS Changes –Class Module

- Users can now select “Blackboard Course” regardless if it is Content or Collaborate. “Blackboard” in the class title is no longer required.
- Users are no longer There is a new option for Career Services. If the Career Services box is checked then no overlapping edits will be performed on the schedule for the class. Also Career Services can upload documents used for class.

New Class

*Title

*Instructor

*Class Site

Room Assignment

*Program

*Start Date

*End Date

Blackboard Course

Career Services

Integrated Education Training
 Check if class is IET

Workplace Literacy
 Check if class is WPL

Default Instruction Type
Contact Hours

Edit Class (94775)

*Title

*Instructor

*Class Site

Room Assignment

*Program

*Start Date

*End Date

Blackboard Course

Career Services

Integrated Education Training
 Check if class is IET

Workplace Literacy
 Check if class is WPL

Default Instruction Type
Contact Hours

FY24 GALIS Changes –Class Module

- If the Career Services box is checked, the instructor can upload files in the following formats (pptx, docx, pdf) for this class such as Workshop handouts.

Edit Class (93659)

***Title** Blackboard American Lit. ***Instructor** Carter, Sylvia ***Class Site** Lee County Adult Learning Center **Room Assignment**

***Program** ABE/ASE ***Start Date** 8/17/2022 ***End Date** 6/30/2023

Default Instruction Type Proxy Contact

Integrated Education Training
 Check if class is IET

Workplace Literacy
 Check if class is WPL

Blackboard Course
 Career Services

***Manage Schedule**
Day: [Dropdown]
Start Time: [Dropdown] : [Dropdown] [AM/PM]
End Time: [Dropdown] : [Dropdown] [AM/PM]
[Save] [Cancel]

Select	Day	Start Time	End Time
Select	Monday	8:00 AM	3:00 PM
Select	Tuesday	8:00 AM	3:00 PM
Select	Wednesday	8:00 AM	3:00 PM
Select	Thursday	8:00 AM	3:00 PM
Select	Friday	8:00 AM	3:00 PM
Select	Distance Education		

Career Services File Upload
Choose File | No file chosen | **Upload Document**

File	Sizes	Upload Date
2023_16_ABE ASE Team Talk 01.17.17.pptx	480 KB	5/10/2023
2023_16_Activity_1.docx	15 KB	5/12/2023
2023_16_DCA Logo_Standards copy.pdf	1320 KB	5/10/2023
2023_16_GALIS Reports User Guide 20230327.pdf	386 KB	5/12/2023

FY24 GALIS Changes –Class Module

- o Rollover Class : When searching for a class to rollover you should check the options Blackboard Course, Career Services or Workplace Literacy if applicable to limit the search results.


2023 Albany (16)

Rollover Classes

Fiscal Year 2024 ▼	Local Program Albany (16) ▼	Instructor ▼	Site ▼
CRN <input type="text"/>	Program <input type="text"/>	Title <input type="text"/>	County <input type="text"/>
<input type="checkbox"/> Blackboard Course	<input type="checkbox"/> Career Services	<input type="checkbox"/> Workplace Literacy	

FY24 GALIS Changes –Class Module

Only Eligible Certificates that are valid in FY24 will be displayed in the list of Eligible Certificates. If no certificates are selected, an error message will still appear.

***Eligible Certificates** 
(Check all that apply)

<input type="checkbox"/> AHLEI Front Desk Representative	<input type="checkbox"/> Lean Six Sigma White Belt
<input type="checkbox"/> AHLEI Guest Service Professional	<input type="checkbox"/> Lean Six Sigma Yellow Belt
<input type="checkbox"/> American Red Cross Lifeguard Certificate	<input type="checkbox"/> Medical Administrative Assistant
<input type="checkbox"/> Auto Electrical/Electronic Systems Technician TCC	<input type="checkbox"/> Microsoft Word
<input type="checkbox"/> Basic Dental Assisting	<input type="checkbox"/> NOCTI Certified Logistics Associate
<input type="checkbox"/> Certified Nursing Assistant	<input type="checkbox"/> NOCTI Certified Logistics Technician
<input type="checkbox"/> Child Development Associate	<input type="checkbox"/> Network Support Specialist TCC
<input type="checkbox"/> Commercial Truck Driving	<input type="checkbox"/> OSHA 10-Hour Construction Safety and Health
<input type="checkbox"/> CompTIA A+	<input type="checkbox"/> OSHA 10-Hour General Industry Safety and Health
<input type="checkbox"/> CompTIA IT Fundamentals	<input type="checkbox"/> OSHA 30-Hour Construction Safety and Health
<input type="checkbox"/> Construction Basics	<input type="checkbox"/> OSHA 30-Hour General Industry Safety and Health
<input type="checkbox"/> Early Childhood Care and Education Basics TCC	<input type="checkbox"/> PC Repair and Network Technician TCC
<input type="checkbox"/> First Aid CPR AED	<input type="checkbox"/> Phlebotomy
<input type="checkbox"/> Flux Cored Arc Welding	<input type="checkbox"/> SME Certified Manufacturing Associate
<input type="checkbox"/> Forklift Credential	<input type="checkbox"/> ServSafe Food Handler
<input type="checkbox"/> Gas Metal Arc Welding	<input type="checkbox"/> ServeSafe Food Manager
<input type="checkbox"/> Lean Six Sigma Master Black Belt	<input type="checkbox"/> Tungsten Inert Gas Welding

Please correct the following:
No Eligible Certificate Selected

Clear Form

FY24 GALIS Changes –Staff Module

Add new staff: A new field has been added to the staff details to track specific roles. The dropdown includes titles but the option to enter a title in the 'Title Other' is available if your title is not included in the list. Select 'Other' and enter the title in the 'Title Other' box. The 'Title' field is required. Instructors cannot be assigned a class if the field is missing.

[Add New Staff](#)

Staff Details

Identification	Staff ID: Will be assigned in the database	Local ID	<input type="text"/>
Staff Name	*Last <input type="text"/>	*First <input type="text"/>	Middle <input type="text"/>
Demographics	*Race <input type="text"/>	Gender <input type="text"/>	
Employment Information	*Position <input type="text"/>	* Position Type <input type="text"/>	*Title <input type="text"/> Title Other <input type="text"/>
Qualifications	* Degree <input type="text"/>	* Experience <input type="text"/>	Blackboard Account <input type="checkbox"/> Check if required
	* Certifications <input type="checkbox"/> No Certification <input type="checkbox"/> Adult Education Certificate <input type="checkbox"/> K-12 Certification <input type="checkbox"/> Special Education Certification <input type="checkbox"/> TESOL Certification		

*Title

- Career Services Specialist
- Data Entry Personnel
- Data Manager
- Instructor
- Lead Instructor
- Program Administrator
- Other

FY24 GALIS Changes –Staff Module

Edit staff: All existing staff (including rollover staff) must update the 'Title' field. The drop down includes 'Other' if the title is not included in the Title dropdown. The title should be entered in the Title Other box.

Staff Details					
Identification	Staff ID 900679804	Other ID	<input type="text"/>		
Staff Name	*Last <input type="text"/>	*First <input type="text"/>	Middle	<input type="text"/>	
Demographics	*Race <input type="text"/>	*Gender	Female <input type="text"/>		
Employment Information	*Position <input type="text"/>	*Position Type <input type="text"/>	*Title - if other is selected enter the title in the text box.	*Start Date <input type="text"/>	*Status <input type="text"/>
Qualifications	*Degree <input type="text"/>	*Experience <input type="text"/>	<input type="text"/>	Blackboard Account <input checked="" type="checkbox"/> Check if required	
*Certifications <input checked="" type="checkbox"/> No Certification <input type="checkbox"/> Adult Education Certificate <input type="checkbox"/> K-12 Certification <input type="checkbox"/> Special Education Certification <input type="checkbox"/> TESOL Certification					
Contact Information	Address 1 <input type="text"/>	Address 2 <input type="text"/>	*Email Official <input type="text"/>	Email <input type="text"/>	

FY24 GALIS Changes – Professional Dev

Add the field 'Training Focus' to Professional Development opportunities to describe the type of training for the opportunity. If the description is not in the dropdown, then enter description in the 'Other' box.

The screenshot shows a web form titled "Professional Development" with a sub-section "Development Detail". The form includes several input fields: "CRN" (Assigned by Database), "Title", "Instructor" (dropdown), "Location", "Start Date", "End Date", "Possible Contact Hours", "Training Focus" (dropdown), "Other Focus" (text input), "Description" (text area), "Enter Attendance", and "Upload Documents". Two red arrows point to the "Training Focus" dropdown and the "Other Focus" text input box, indicating where to enter a focus description if it's not in the dropdown.

This is a close-up of the "Training Focus" dropdown menu. The menu is open, showing a list of options: "Leadership", "Instructional Leadership", "Instruction", "Data", "Transition", and "Other". The "Other" option is highlighted, indicating it is the selected or intended choice for a custom focus description.

Help Us Test!

- o If you would like to volunteer to help test the FY24 changes before they go live, send an email to datacenter@tcsg.edu.
- o You will receive an email from Davida with log-in and testing information.
- o You can test everything, but pay special attention to the Students module, **Student Tests** tab, especially the test validation edit checks. Try to break the system!
- o Volunteers must complete testing before EOD **June 12, 2023**.
- o Send your observations to datacenter@tcsg.edu.

TABE 11/12 Automatic Import Guidance

- o Student information in DRC (first name, last name, DOB) must match the student's information in GALIS.
- o GALIS will maintain the same exclusion process and edit checks for out of range and hour requirements.
- o Any scores that do not match with a record in GALIS will display in an error table.
 - o If the match is due to incorrect name or date of birth in DRC, programs must make the correction in the DRC system.
 - o OAE will monitor these matching errors and place programs with a continuous high volume of these errors on a corrective action plan.

TABE 11/12 Automatic Import FAQ #4

- o All students who begin the registration process for Adult Education must be entered into GALIS.
- o If the student completes the registration form, attends orientation, or takes a pre-test, those activities and hours must be recorded in GALIS.
- o As such, all TABE 11/12 scores for Adult Education students will have a corresponding record in GALIS.
- o Refer to DRC TABE 11/12 Automatic Import Guidance document for additional FAQs.

TargetX Full Implementation

- o TargetX is here!
- o All online student registration forms will come in through TargetX upon full implementation.
 - o The old GALIS online registration form links will be deactivated.
- o TargetX requires a **unique email address** for each student.
- o Once the application is submitted, the information will appear in the GALIS Online Registration tables. This can take up to one hour.
- o Report issues with applications to your TargetX Lead.
 - o Include student application name to help troubleshoot. Screenshots are great.

A Note about GALIS Reports and Cognos

- o Refer to the **GALIS Reports User Guide** on OAE's website or the GALIS Help page. The User Guide provides a description of each report and how it can be used, as well as an estimated timeline of planned reports.
- o If you want to request a report or provide feedback on an existing report, email research@tcsg.edu with your request.
- o If you have an ad hoc data request, submit your request to rtio@tcsg.edu.

GALIS Helpdesk

Click on:

Welcome! Kimberlee Bryant

Help

Contact GALIS Help Desk

Log Out

Help Desk Email

To:	DataCenter@tcsq.edu	What were expecting to happen:	<input type="text"/>
From:	<input type="text" value="kbryant@tcsq.edu"/>	What happened instead:	<input type="text"/>
CC:	<input type="text"/>	Error Text:	<input type="text"/>
Subject:	<input type="text"/>	Attach Image:	<input type="button" value="Choose File"/> No file chosen
Your Organization:	<input type="text" value="▼"/> *		
Fiscal Year:	<input type="text" value="2019"/>		
Name & Contact Information:	<input type="text"/>		
Web Address of Page with Issue:	<input type="text"/>		
ID generating issue: (Student ID, Staff ID, Site ID, CRN, etc)	<input type="text"/>		

FY23 GALIS Deadline

o FY23 Local Program deadline for ALL data entry:

Friday, July 14, 2023 at 5:00 pm

FY24 GALIS Opening Day

- o GALIS will be down for FY24 changes on Tuesday, June 13 at 4:00 pm and will be back up on:

Wednesday, June 14, 8:00 am

Final Questions?
Comments?

Contact Information

- o Rosaline Tio – rtio@tcsg.edu
- o Davida Shelton – Use the GALIS Helpdesk form or datacenter@tcsg.edu
- o Kim Bryant – kbryant@tcsg.edu

Contact your GPSC

<p>North Georgia Grant Program Support Coordinator April Barkley abarkley@tcsg.edu 404-679-1358</p>	<p>Metro & ELL Grant Program Support Coordinator Kevin Black kblack@tcsg.edu 404-679-4969</p>
<p>East Georgia Grant Program Support Coordinator Felicia Thomas Phelps fphelps@tcsg.edu 404-679-5829</p>	<p>West Georgia Grant Program Support Coordinator Laura Lee Bernstein lbernstein@tcsg.edu 770-658-9903</p>