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 k.bryant@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

- FY24 GALIS Changes
- Other Updates
- Announcements and Deadlines
- Questions & Comments
FY23 GALIS Deadline

FY23 Local Program deadline for ALL data entry:

Friday, July 14, 2023 at 5:00 pm
FY23 Q4 Local Program Data Quality Report Deadline

Q4 Local Program Data Quality Reports are due:

Friday, July 21, 2023 at EOD
FY24 GALIS Opening Day

- 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

- 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.
- FY24 rollover info is on slides 30-40 and from time marker 41:15-1:05:00.
Most Recent GALIS Changes

- March 2023:
  - Error generated if hours are not entered in 0.25 increments.
  - Notes tab allows you to enter Regular Conference Notes, Referral Notes, Transition Conference Notes, and Workforce Development.
  - PD hours will be deleted when a PD opportunity is deleted.
  - Eligible Certificates, upon approval, can be added to IET classes after students are enrolled.
  - Expanded search updates for new students to avoid duplicating information.
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.
FY24 GALIS Changes – Student Module

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

<table>
<thead>
<tr>
<th>DRC Test Import Error Report</th>
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<tbody>
<tr>
<td>Select</td>
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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
FY24 GALIS Changes – Student Module

- Enrollment Tab: Display the Max POP for student

<table>
<thead>
<tr>
<th>2023</th>
<th>Albany (16)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Enrollment</td>
<td>Corena Austin</td>
</tr>
</tbody>
</table>
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.

![Image of GALIS interface showing the Media Release Refused option]

- **Eligibility Date**: 6/16/2015
- **Eligibility Type**: Citizen/Legal Permanent Resident
- **Rejection**: No rejection services
- **Rejection Date**: N/A
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.

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**Student Online Registrations**

<table>
<thead>
<tr>
<th>Reg. ID</th>
<th>QR</th>
<th>First Name</th>
<th>Last Name</th>
<th>DOB</th>
<th>QR</th>
<th>Start Date</th>
<th>End Date</th>
<th>Search</th>
<th>Clear</th>
<th>Refresh</th>
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<tr>
<th>Fiscal Year</th>
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<th>Middle Name</th>
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<td>12/2/2022</td>
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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 required to select 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.
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.
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.
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.
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.
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.
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.
Help Us Test!

- If you would like to volunteer to help test the FY24 changes before they go live, send an email to datacenter@tcsg.edu.
- You will receive an email from Davida with log-in and testing information.
- 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!
- Volunteers must complete testing before EOD **June 12, 2023**.
- Send your observations to datacenter@tcsg.edu.
TABE 11/12 Automatic Import Guidance

- Student information in DRC (first name, last name, DOB) must match the student’s information in GALIS.
- GALIS will maintain the same exclusion process and edit checks for out of range and hour requirements.
- Any scores that do not match with a record in GALIS will display in an error table.
  - If the match is due to incorrect name or date of birth in DRC, programs must make the correction in the DRC system.
  - 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

- All students who begin the registration process for Adult Education must be entered into GALIS.

- If the student completes the registration form, attends orientation, or takes a pre-test, those activities and hours must be recorded in GALIS.

- As such, all TABE 11/12 scores for Adult Education students will have a corresponding record in GALIS.

- Refer to DRC TABE 11/12 Automatic Import Guidance document for additional FAQs.
TargetX Full Implementation

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

- 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.

- If you want to request a report or provide feedback on an existing report, email research@tcsg.edu with your request.

- If you have an ad hoc data request, submit your request to rtio@tcsg.edu.
Click on: Contact GALIS Help Desk
FY23 GALIS Deadline

- FY23 Local Program deadline for ALL data entry:

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FY24 GALIS Opening Day

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  **Wednesday, June 14, 8:00 am**
Contact Information

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

<table>
<thead>
<tr>
<th>North Georgia Grant Program Support Coordinator</th>
<th>Metro &amp; ELL Grant Program Support Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Barkley</td>
<td>Kevin Black</td>
</tr>
<tr>
<td><a href="mailto:abarkley@tcsg.edu">abarkley@tcsg.edu</a></td>
<td><a href="mailto:kblack@tcsg.edu">kblack@tcsg.edu</a></td>
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<tr>
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<table>
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<tbody>
<tr>
<td>Felicia Thomas Phelps</td>
<td>Laura Lee Bernstein</td>
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<tr>
<td><a href="mailto:fphelps@tcsg.edu">fphelps@tcsg.edu</a></td>
<td><a href="mailto:lbernstein@tcsg.edu">lbernstein@tcsg.edu</a></td>
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<tr>
<td>404-679-5829</td>
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