

- 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 <a href="mailto:kbryant@tcsg.edu">kbryant@tcsg.edu</a>, 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



Q4 Local Program Data Quality Reports are due:

Friday, July 21, 2023 at EOD



GALIS will be down for FY24 changes on <u>Tuesday</u>, <u>June 13 at</u> 4:00 pm and will be back up on:

Wednesday, June 14, 8:00 am



- 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.
- Recording link and QR Code:
  <a href="https://bit.ly/FY23Closeout">https://bit.ly/FY23Closeout</a>





#### 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.

#### 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.

	Student Name C		D. 600505000 C	tart Date:					
Student Contact	Student Name:	Student		tart Date:		tooloot lotale		Student Tons	
<u>Information</u>	Student SSN		*DOB		3	tudent Intake		Student Type	
Emergency Contact	*First Name	Middle Name	*Last Name	ge: 27 Suffix	Preferred I	Mana	Pronoun	Other Pronoun	1
Student	rirst Name	Middle Name	"Last Name	Surrix	Preferred	vame		Other Pronoun	
<u>Demographics</u>							She/Her/Hers Y	3	
Labor Status & Special Populations	Address 1		Address 2			Zip Code 31701 Auto Fill City	He/Him/His She/Her/Hers They/Them/Theirs Ze/Zit/Zirs Other	* City Albany ~	
Eligibility &	* State		* County		E	mail Address			
<u>Confidentiality</u>	GA 🕶		Dougherty >						
Other Student Training (Non-IET)	Cell Phone		Texts Okay? Yes •		P	hone 2		Phone 3	
									Save & Next

## FY24 GALIS Changes –Student Module

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

DRC Test Impor	t Error Rep	ort								
Select Student ID	Last Name	First Name	DOB	Test Date	Instrument	Form	Level	Subject	Score	Message
<u>Select</u>		,		3/7/2023	TABE	TABE 11	E	LANGUAGE	470	Student not mached - First, Last, DOB
Select				3/8/2023	TABE	TABE 11	Е	LANGUAGE	511	Student not mached - First, Last, DOB
Select				3/6/2023	TABE	TABE 12	М	LANGUAGE	501	Student not mached - First, Last, DOB
Select				3/6/2023	TABE	TABE 12	М	MATHEMATICS	479	Student not mached - First, Last, DOB
<u>Select</u>				3/6/2023	TABE	TABE 11	E	LANGUAGE	436	Student not mached - First, Last, DOB
<u>Select</u> 900713528				3/8/2023	TABE	TABE 11	D	READING	562	GE 102 - The student cannot take the same Reading test two times in a rowStudent only has 35 hours in classes The hours of attendance must be over 40
<u>Select</u> 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	Е	MATHEMATICS	453	Student not mached - First, Last, DOB
<u>Select</u> 900268801				3/7/2023	TABE	TABE 11	М	LANGUAGE	534	Student only has 8 hours in classes The hours of attendance must be over 40



- 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 Alba	2023 Albany (16)					
DRC Test Import Error Report						
First Name						
Last Name						
DOB						
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					
	<u>Update</u> <u>Cancel</u>					

## FY24 GALIS Changes -Student Module

Enrollment Tab: Display the Max POP for student



#### FY24 GALIS Changes –Student Module

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:				
	* FIL II III P. D.			
Confidentiality	* Eligibility Date			
☐ Keep Student Records Confidential	6/16/2015			
☐ Keep HSE Results Confidential				
☑ Media Release Refused	Eligibility Exceptions			
	Verification of Eligibility (VOE) is not required for the following:			
Conf Update	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 Rejection Date			
	□ Reject Services			
	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		оов	OR Start D	ate End	I Date	Search	Clear	Refresh
Select Fiscal Year Agency	Registration ID	First Name	Middle Name	Last Name DO	B Gend	er Submitted	Src Hide		
Select 2023 Albany Technical College	67069					12/6/2022			
Select 2023 Albany Technical College	66875					12/2/2022			

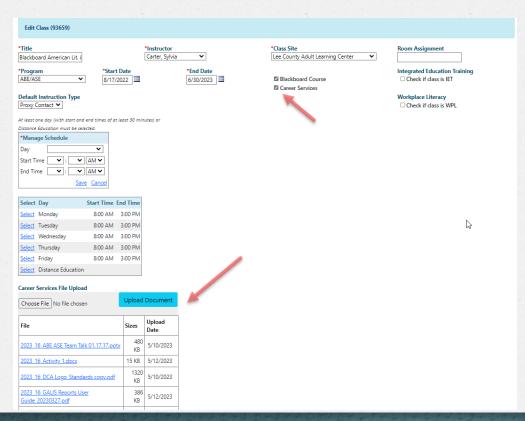
#### FY24 GALIS Changes – Class Module

- 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		W		
*Title	*Instructor	<b>~</b>	*Class Site	Room Assignment
*Program	*Start Date	*End Date		Integrated Education Training
<b>~</b>			☐ Blackboard Course ☐ Career Services	☐ Check if class is IET
Default Instruction Type  Contact Hours ▼				Workplace Literacy ☐ Check if class is WPL
Edit Class (94775)		N		
*Title	*Instructo	r	*Class Site	Room Assignment
Career Svc 2		, 🗸	Baker Adult Learning Center	•
*Program	*Start Date	*End Date		Integrated Education Training
ABE/ASE ✓	12/26/2022	6/30/2023	☐ Blackboard Course	☐ Check if class is IET
			✓ Career Services	
Contact Hours >				Workplace Literacy ☐ Check if class is WPL
Contact Hours +				CHECK II CIGSS IS WILL

## 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.



#### FY24 GALIS Changes – Class Module

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	Local Program Albany (16) ▼		Instructor	Si	te		
CRN	Program	•	Title	<b>C</b> c	ounty		
☐ Blackboard Course	☐ Career Services	☐ Workplace Literacy					
						Search	Clear

#### 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)	
AHLEI Front Desk Representative	Lean Six Sigma White Belt
AHLEI Guest Service Professional	Lean Six Sigma Yellow Belt
American Red Cross Lifeguard Certificate	☐ Medical Administrative Assistant
Auto Electrical/Electronic Systems Technician TCC	☐ Microsoft Word
☐ Basic Dental Assisting	□ NOCTI Certified Logistics Associate
Certified Nursing Assistant	□ NOCTI Certified Logistics Technician
☐ Child Development Associate	☐ Network Support Specialist TCC
☐ Commercial Truck Driving	OSHA 10-Hour Construction Safety and Health
□ CompTIA A+	OSHA 10-Hour General Industry Safety and Health
☐ CompTIA IT Fundamentals	OSHA 30-Hour Construction Safety and Health
☐ Construction Basics	OSHA 30-Hour General Industry Safety and Health
☐ Early Childhood Care and Education Basics TCC	☐ PC Repair and Network Technician TCC
☐ First Aid CPR AED	☐ Phlebotomy
☐ Flux Cored Arc Welding	SME Certified Manufacturing Associate
☐ Forklift Credential	ServSafe Food Handler
Gas Metal Arc Welding	ServeSafe Food Manager
Lean Six Sigma Master Black Belt	☐ 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		*Title
Identification	Staff ID: Will be assigned in the database Local ID	<u> </u>
Staff Name	*Last	Career Services Specialist —
Demographics	*Race	Data Entry Personnel Data Manager
Employment Information	*Position *Position Type *Title Title Other *Start Date *Status Ce	Instructor ic
Qualifications	* Degree  * Experience  Check if requirec  * Certifications	Program Administrator Other
	□ No Certification □ Adult Education Certificate □ K-12 Certification □ Special Education Certification □ TESOL Certification	

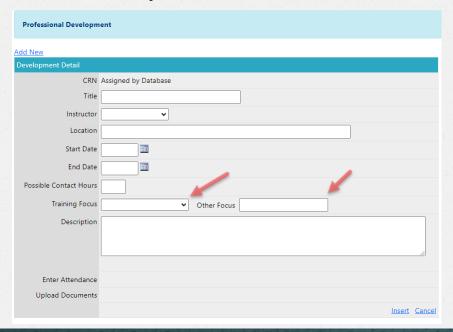
FY24 GALIS Changes –Staff Module Edit staff: All existing staff (including rollover staff) must update the 'Title' field. The drop down includes 'Other' if the title is not included in the Title dropdown. The title should be entered in the Title Other box.

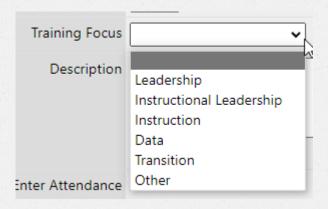
Staff Details				
Identification	Staff ID 900679804 Other ID			
Staff Name	*Last . *First	Mid	dle	
Demographics	* Race	* Gender Female *		
Employment Information	*Position * Position Type Instructor  Full Time *	*Title - if other is selected enter  Lead Instructor	the title in the text box. * Start Da 4/26/2021	
Qualifications	* Degree  Master's Degree  * Certifications  ☑ No Certification □ Adult Education	* Experience 4 - 10 years  Certificate	Special Education Certification	Blackboard Account  ☑ Check if required  ☐ TESOL Certification
Contact Information	Address 1	Address 2	* Email Official	Email



#### 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.







- of If you would like to volunteer to help test the FY24 changes before they go live, send an email to <a href="mailto:datacenter@tcsg.edu">datacenter@tcsg.edu</a>.
- 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 <u>datacenter@tcsg.edu</u>.



- 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.



- 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 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.



- 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 <u>research@tcsg.edu</u> with your request.
- If you have an ad hoc data request, submit your request to <a href="rtio@tcsg.edu">rtio@tcsg.edu</a>.

## GALIS Helpdesk

Click on: Welcome! Kimberlee Bryant Help Contact GALIS Help Desk Log Out

Help Desk Email			
То:	DataCenter@tcsg.edu	What were expecting to happen:	
From:	kbryant@tcsg.edu	парреп.	
CC:		What happened instead:	
Subject:			
Your Organization:	*		
Fiscal Year:	2019	Error Text:	
Name & Contact Information:			
Web Address of Page with Issue:			1
ID generating issue:		Attach Image:	Choose File No file chosen
(Student ID, Staff ID, Site ID, CRN, etc)			
			Send

#### FY23 GALIS Deadline

FY23 Local Program deadline for ALL data entry:

Friday, July 14, 2023 at 5:00 pm

#### FY24 GALIS Opening Day

GALIS will be down for FY24 changes on <u>Tuesday</u>, <u>June 13 at</u>
4:00 pm and will be back up on:

Wednesday, June 14, 8:00 am

# Final Questions? Comments?

#### **Contact Information**

- Rosaline Tio <u>rtio@tcsg.edu</u>
- Davida Shelton Use the GALIS Helpdesk form or <u>datacenter@tcsg.edu</u>
- Kim Bryant <u>kbryant@tcsg.edu</u>



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fphelps@@tcsg.edu 404-679-5829 West Georgia
Grant Program Support Coordinator
Laura Lee Bernstein

<a href="mailto:lbernstein@tcsg.edu">lbernstein@tcsg.edu</a>

770-658-9903