**AEBG Tables 1-9 and Course Data Export**

**Technical Documentation**

**Using TOPSpro Enterprise**

**Describing:**
What the Tables Represent
Where the Data is Collected
Tips on Completing Data

**Contents:**

**Created July 24, 2016**

Document Version 1.0

# Technical Documentation for
# AEBG Tables 1-9 and Course Data Export

## Overview

On July 6, 2016 the AEBG Office released the table templates that must be used for submitting data by August 1, 2016. CASAS immediately confirmed the specifications with the AEBG Office and developed a solution that would allow data cleaning as well reporting and exporting for release on July 25, 2016.

The July 25 release of TOPSpro Enterprise (TE) contains the following:

1. Ability to generate a report for all 9 AEBG Tables and Course Data Export
2. Ability to drilldown on any cell to verify accuracy of data
3. Includes the number missing from Tables 1, 2 and 6
4. Documentation for data submission (see "Generating and Submitting AEBG Tables using TE.pdf")
5. Technical documentation supporting the 9 AEBG Tables (this document)

The purpose of this document is to present the reporting logic of AEBG Tables 1-9 and Course Data Export as well as to identify where the data is collected to fulfill the AEBG Table requirements including tips (see the Appendix) for completing data that may be missing.

## Definitions

The definitions of the following terms are based on clarifications CASAS requested from the AEBG Office.

- **Adult** is any adult learner who has enrolled in one of the 7 AEBG programs or has received support or career services irrespective of matriculation. Tables 1 to 5 represent adults.
- **Student** is an adult with at least 1 hour of instruction. Tables 6 and 7 represent students.
- **Participant** is a student with at least 12 hours of instruction. Tables 8 and 9 represent participants.

Note: Both students and participants must be enrolled in one of the 7 AEBG programs.

## Missing Data

Tables 1, 2 and 6 report missing data in the report header. The missing data is due to DOB, gender and/or race missing from the student record. A student with missing data will still be counted for total students served, but necessarily will not appear in any cells of the table.

These same tables also report the number of students who are under 18. For the purposes of the Aug. 1 data submission age is computed as of the report date. For future data submissions it is anticipated that the AEBG Office will publish a cutoff date policy for determining underage students.

# Table 1. Total Adults Served – Instructional Programs and Services

This table includes an **unduplicated** count of adults who enrolled in at least one AEBG instructional program.

Total Adults in the header represents everyone who qualified for this table. Adults Missing Data represents adults who do not appear in the table because they were missing race, gender, and/or date of birth. Under 18 represents the number of adults that are underage at the time the report is generated. See bottom of previous page for more information.

The sum of Male and Female at the bottom of the Total column plus Adults Missing Data plus Under 18 equals Total Adults in the header.

**CASAS**

07/22/2016
11:29:21

**AEBG Table 1**
TOTAL ADULTS SERVED
INSTRUCTIONAL PROGRAMS AND SERVICES

Page 1 of 1
AEBGT1

| Consortium: | N/A | | | | Program Year: | 2015-2016 | | |
|---|---|---|---|---|---|---|---|---|
| Agency: | 4908 - Rolling Hills Adult School | | | | Total Adults: 997 | Adults Missing Data: 1 | Under 18: 0 | |

| Race/Ethnicity | Gender | 18 - 21 | 22 - 34 | 35 - 44 | 45 - 54 | 55 - 64 | 65 + | Total |
|---|---|---|---|---|---|---|---|---|
| American Indian or Alaska Native | Male | 2 | 2 | 0 | 0 | 0 | 0 | 4 |
| | Female | 6 | 9 | 2 | 0 | 0 | 0 | 17 |
| Asian | Male | 10 | 12 | 2 | 6 | 4 | 4 | 38 |
| | Female | 10 | 33 | 26 | 17 | 11 | 5 | 102 |
| Black or African American | Male | 20 | 10 | 5 | 1 | 0 | 1 | 37 |
| | Female | 19 | 53 | 12 | 7 | 5 | 0 | 96 |
| Hispanic or Latino | Male | 26 | 52 | 12 | 8 | 1 | 2 | 101 |
| | Female | 24 | 104 | 41 | 31 | 9 | 3 | 212 |
| Native Hawaiian or Other Pacific Islander | Male | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| | Female | 0 | 3 | 1 | 0 | 0 | 0 | 4 |
| White | Male | 32 | 46 | 39 | 15 | 8 | 5 | 145 |
| | Female | 32 | 99 | 58 | 29 | 16 | 4 | 238 |
| Two or more Races | Male | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | Male | 92 | 122 | 58 | 30 | 13 | 12 | 327 |
| | Female | 91 | 301 | 140 | 84 | 41 | 12 | 669 |

**Data Collection:** Gender, DOB and Race/Ethnicity are found under Records→Students→Demographics.



Drilldown to data is available for any numbered value displayed in Table 1.

## Table 2. Total Adults Served – Student Support and Career Services

This table includes an **unduplicated** count of adults who received career or supportive services and may or may not have matriculated.

This table will populate automatically if student support services was collected in TE. See Data Collection below. If this data is collected in other software then this spreadsheet can be exported so that those figures can be entered manually. For most adult schools this table is expected to be empty.

**CASAS**

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**AEBG Table 2**
TOTAL ADULTS SERVED
STUDENT SUPPORT AND CAREER SERVICES

Page 1 of 1
AEBGT2

| Consortium: | N/A | | | Program Year: | 2015-2016 | | | |
|---|---|---|---|---|---|---|---|---|
| Agency: | 4908 - Rolling Hills Adult School | | | Total Adults: 1 | Adults Missing Data: 0 | | Under 18: 0 | |

| Race/Ethnicity | Gender | 18 - 21 | 22 - 34 | 35 - 44 | 45 - 54 | 55 - 64 | 65 + | Total |
|---|---|---|---|---|---|---|---|---|
| American Indian or Alaska Native | Male | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Asian | Male | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Black or African American | Male | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hispanic or Latino | Male | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Native Hawaiian or Other Pacific Islander | Male | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| White | Male | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Two or more Races | Male | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | Male | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 1 | 0 | 0 | 1 |

**Data Collection:** Support services is part of the Workforce Supplemental Update Record and are found in Records→Students→In Program Year. Open any student record and click the pencil icon for Current Workforce Services. A student will appear in Table 2 if any of these fields are endorsed.

**Services Received In Program:**

- ☐ Assessment/Testing/Counseling
- ☐ Personal Development Training
- ☐ Counseling/Career Development
- ☐ Job Development/Job Search Assistance
- ☐ Occupational Skills Training (non-OJT)
- ☐ On-the-Job Training (OJT)
- ☐ Work Experience
- ☐ Pre-Employment Skills/Job Readiness Training
- ☐ Postsecondary Academic Education

**Supported Services Received In Program:**

- ☐ Transportation
- ☐ Health Care and Mental Health Care
- ☐ Family/Child Care
- ☐ Housing or Rental Assistance
- ☐ Personal, Financing, or Legal Counseling
- ☐ Supplementary Instruct. Serv.
- ☐ Needs-Based Related Payments
- ☐ Emergency Financial Services
- ☐ Federal Education Cash Assist.
- ☐ Other Supportive Services

**Note:** An adult who is both enrolled in an AEBG instructional program and received career or supportive services will appear in both Table 1 and Table 2.

## Table 3. Total Adults Served – Descriptive Measures – Barriers to Employment

This table includes a **duplicated** count of adults for whom a personal status was recorded in TE.

**CASAS**

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**AEBG Table 3**
TOTAL ADULTS SERVED
Descriptive Measures - Barriers to Employment

Page 2 of 2
**AEBGT3**

| Consortium: | N/A | Program Year: | 2015-2016 |
| --- | --- | --- | --- |
| Agency: | 4908 - Rolling Hills Adult School | | |

| Student Status | Total Adults Served |
| --- | --- |
| Single Parents (Incl. single pregnant women) | 27 |
| Persons with Disabilities | 3 |
| Displaced Homemakers | 22 |
| English Language Learners, Low Levels of Literacy, Cultural Barriers | 65 |
| Exhausting TANF within 2 years (Part A Title IV of the Social Security Act) | 0 |
| Ex-offenders | 0 |
| Homeless Individuals | 0 |
| Low-Income Individuals | 34 |
| Migrant and Seasonal Farmworkers | 0 |
| Adults in foster care or who have aged out of system | 6 |
| Veterans | 0 |
| Long-term Unemployed (27 or more consecutive weeks) | 0 |

**Data Collection:** The Barriers to Employment and other Personal Status fields are found under Records→Students→Records. Open any student record and click the pencil icon for Personal Status Entries.

**Personal Status Entries:**

| | | | | |
| --- | --- | --- | --- | --- |
| ☐ TANF | ☐ Dislocated Worker | ☐ Single Parent | ☐ Foster Care Youth | ☐ Homeless |
| ☐ Other Public Assistance | ☐ Veteran | ☐ Other | ☐ Seasonal Farmworker | ☐ No TANF in 2 Years or Less |
| ☐ WIA IB | ☐ Physically Disabled | ☐ English Language Learner | ☐ Migrant & Seasonal Farmworker | ☐ Long-term Unemployed |
| ☐ Rehabilitation | ☐ Learning Disabled | ☐ Low Level of Literacy | ☐ Low-income | |
| ☐ Enrolled in High School/K12 | ☐ Displaced Homemaker | ☐ Cultural Barriers | ☐ Ex-offender | |

## Table 4. Total Adults Served – Descriptive Measures – Highest Degree or Level of Schooling

This table includes an **unduplicated** count of adults based on their highest degree or level of school completed.

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AEBG Table 4

TOTAL ADULTS SERVED

Descriptive Measures - Highest Degree or Level of Schooling

Page 2 of 2
AEBGT4

| Consortium: | N/A | Program Year: | 2015-2016 |
|---|---|---|---|
| Agency: | 4908 - Rolling Hills Adult School | | |

| Highest Degree or Level of School Completed | US Based Schooling | Non-US Based Schooling |
|---|---|---|
| No schooling | 371 | 0 |
| Grades 1-5 | 16 | 1 |
| Grades 6-8 | 61 | 6 |
| Grades 9-12 (no diploma) | 305 | 16 |
| High School Diploma or alternate credential | 182 | 95 |
| HSE | 6 | 3 |
| Some college, no degree | 19 | 15 |
| College or professional degree | 134 | 62 |
| Unknown | 104 | 0 |

**Data Collection:** The Highest Year of School and Highest Degree or Diploma are found under Records→Students→Demographics. Open any student record and click the pencil icon for Education.

## Table 5. Total Adults Served – Descriptive Measures – Labor Force

This table includes an **unduplicated** count of adults based on their labor status.

**AEBG Table 5**

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TOTAL ADULTS SERVED
Descriptive Measures - Labor Force

Page 2 of 2
**AEBGT5**

| Consortium: | N/A | Program Year: | 2015-2016 |
| Agency: | 4908 - Rolling Hills Adult School | | |

| Status | Total Adults Served |
|---|---|
| Employed | 336 |
| Unemployed | 470 |
| Not in labor force | 268 |

**Data Collection:** Labor Force Status is found under Records→Students→Records. Open any student record and click the pencil icon for Status.

**Status**

**Labor Force Status:**
- ⦿ N/A
- ◯ Employed
- ◯ Unemployed
- ◯ Not employed/not seeking work
- ◯ Retired

## Table 6. Total Students Served – Instructional Program

This table includes an **unduplicated** count of students who matriculated into an AEBG instructional program and received at least 1 hour of instructional contact time.

This table is identical to Table 1 except that it only includes students who are enrolled in an AEBG program and they must have 1 or more hours of instruction.

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**AEBG Table 6**
TOTAL STUDENTS SERVED
INSTRUCTIONAL PROGRAMS

Page 1 of 1
AEBGT6

| Consortium: | N/A | | | | Program Year: | 2015-2016 | | |
|---|---|---|---|---|---|---|---|---|
| Agency: | 4908 - Rolling Hills Adult School | | | | Total Students: 953 | Students Missing Data: 1 | Under 18: 0 | |

| Race/Ethnicity | Gender | 18 - 21 | 22 - 34 | 35 - 44 | 45 - 54 | 55 - 64 | 65 + | Total |
|---|---|---|---|---|---|---|---|---|
| American Indian or Alaska Native | Male | 1 | 2 | 0 | 0 | 0 | 0 | 3 |
| | Female | 5 | 8 | 2 | 0 | 0 | 0 | 15 |
| Asian | Male | 10 | 12 | 2 | 6 | 4 | 4 | 38 |
| | Female | 10 | 31 | 25 | 15 | 11 | 5 | 97 |
| Black or African American | Male | 19 | 9 | 5 | 1 | 0 | 1 | 35 |
| | Female | 18 | 51 | 12 | 7 | 5 | 0 | 93 |
| Hispanic or Latino | Male | 26 | 50 | 12 | 7 | 1 | 2 | 98 |
| | Female | 23 | 99 | 38 | 29 | 9 | 3 | 201 |
| Native Hawaiian or Other Pacific Islander | Male | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| | Female | 0 | 3 | 1 | 0 | 0 | 0 | 4 |
| White | Male | 31 | 46 | 35 | 15 | 7 | 4 | 138 |
| | Female | 31 | 93 | 56 | 28 | 16 | 4 | 228 |
| Two or more Races | Male | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | Male | 89 | 119 | 54 | 29 | 12 | 11 | 314 |
| | Female | 87 | 285 | 134 | 79 | 41 | 12 | 638 |

**Data Collection:** Gender, DOB and Race/Ethnicity are found under Records→Students→Demographics.

**Gender:** Unknown ▼     **Birth Date:** ▼

**Ethnicity:**
- ◉ N/A
- ◯ Hispanic or Latino
- ◯ Not Hispanic or Latino

**Races:**
- ☐ White
- ☐ Native Hawaiian / Pacific Islander
- ☐ Alaska Native
- ☐ Asian
- ☐ Filipino
- ☐ Black or African American
- ☐ American Indian

## Table 7. Total Students Served – Select Descriptive Measures by Program Area

This table includes a **duplicated** count of students across programs based on race/ethnicity, age, gender or special status with at least 1 hour of instruction.

**CASAS**

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**AEBG Table 7**

TOTAL STUDENTS SERVED
SELECT DESCRIPTIVE MEASURES BY PROGRAM AREA

Page 1 of 2
**AEBGT7**

Consortium: N/A
Agency: 4908 - Rolling Hills Adult School

Program Year: 2015-2016

| | Descriptive Measures | Adult Basic Education | Adult Secondary Education | Adult Basic / Secondary Education * | English as a Second Language | EL Civics | Workforce (Re)Entry | Adults Training for Child School Success | Programs for Adults with Disabilities | Carrer and Technical Education | Pre-Apprentice ship |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Race/Ethnicity** | American Indian or Alaska Native | 0 | 21 | 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Asian | 0 | 34 | 34 | 109 | 105 | 0 | 0 | 0 | 0 | 0 |
| | Black or African American | 0 | 123 | 123 | 10 | 9 | 0 | 0 | 0 | 1 | 0 |
| | Hispanic or Latino | 1 | 136 | 137 | 181 | 173 | 1 | 0 | 0 | 0 | 0 |
| | Native Hawaiian or Other Pacific Islander | 0 | 5 | 5 | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| | White | 0 | 145 | 145 | 241 | 231 | 1 | 0 | 0 | 0 | 0 |
| | Two or more Races | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Age** | 18 - 21 | 0 | 154 | 154 | 31 | 30 | 1 | 0 | 0 | 0 | 0 |
| | 22 - 34 | 1 | 225 | 226 | 203 | 192 | 1 | 0 | 0 | 1 | 0 |
| | 35 - 44 | 0 | 57 | 57 | 144 | 139 | 0 | 0 | 0 | 0 | 0 |
| | 45 - 54 | 0 | 22 | 22 | 93 | 90 | 0 | 0 | 0 | 0 | 0 |
| | 55 - 64 | 0 | 7 | 7 | 47 | 44 | 0 | 0 | 0 | 0 | 0 |
| | 65+ | 0 | 0 | 0 | 24 | 24 | 0 | 0 | 0 | 0 | 0 |
| **Gender** | Male | 0 | 168 | 168 | 163 | 158 | 1 | 0 | 0 | 0 | 0 |
| | Female | 1 | 297 | 298 | 379 | 361 | 1 | 0 | 0 | 1 | 0 |
| **Special Populations** | Persons with Disabilities | 0 | 1 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 |
| | Older Adults (55+) | 0 | 7 | 7 | 71 | 68 | 0 | 0 | 0 | 0 | 0 |
| | Single Parents | 0 | 25 | 25 | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| | ELLs | 0 | 6 | 6 | 60 | 60 | 0 | 0 | 0 | 0 | 0 |
| **Total Students Served** | | 1 | 465 | 466 | 542 | 519 | 2 | 0 | 0 | 1 | 0 |

**Data Collection:**

- EL Civics is reported as a subset of ESL. It is derived from the Special Program field under Records→Student→Records. Additionally, all students enrolled in a class marked with El Civics are considered EL Civics.
- Workforce (Re)Entry is any student enrolled in Older Adults or Workforce Readiness that doesn't have status Retired or "Not employed/Not seeking work".
- Pre-Apprenticeship is a program that did not exist in PY 15-16.
- Persons with Disabilities includes students who have endorsed either Physically Disabled or Learning Disabled. See Personal Status in Table 3.
- Older Adults (55+) includes students in any funded Program Area who are 55 years of age or older. AEBG template defines this as the sum of rows 55 – 64 and 65+.
- Single Parents includes students who have endorsed Single Parent under Personal Status.
- ELLs is derived from students who endorsed English Language Learner under Personal Status. See Table 3 for finding Personal Status.
- Career and Technical Education is derived from student program enrollment under Records→Programs→Enrollments. See Appendix for how to apply batch insert.

# Table 8. Total Enrollment, Participation and Course Completion

This table presents an overall view of total enrollments, participations and courses completed for the selected agency and includes a **duplicated** count of adults in each category.

**CASAS**
07/20/2016
12:27:36

**AEBG Table 8**
Total Enrollment, Participation, and Course Completion

Page 2 of 2
AEBGT8

Consortium: N/A
Agency:     4908 - Rolling Hills Adult School

Program Year:   2015-2016

| | Total |
|---|---|
| Total Enrollment | 1,859 |
| Total Participants (12+ hrs contact time) | 1,472 |
| Total Courses Completed | 752 |
| Completion Rate | 51.09 % |

**Data Collection:**

The class instructional program can be found under Organization→Classes→Instances. The Class Instance must have one or more of the following programs designated to appear in this table.

**Class Instance**

| Class Start Date: | 7/1/2015 | | | Class End Date: | 6/30/2016 |

Instructional Programs:
- ◯ N/A
- ☐ Citizenship
- ☑ Workforce Readiness
- ☑ Parent Education
- ☑ Basic Skills (ABE)
- ☑ High School Diploma
- ☑ Adults w/Disabilities
- ☑ Older Adults
- ☑ ESL
- ☑ HSE
- ☐ Health & Safety
- ☐ Other Program
- ☐ ESL/Citizenship
- ☑ Career/Tech Ed
- ☐ Home Economics
- ☐ ROCP

**Data Reporting:**

- Total **Enrollment** counts adults who matriculated regardless of whether they have instructional hours or not. Adults are counted for each instructional program or class they are enrolled in.
- Total **Participants** counts adults enrolled in at least one instructional program and **12** or more instructional hours. Participants are counted in each class that has at least one of the instructional programs in which the participant is enrolled.
- Total **Courses Completed** counts adults enrolled in AEBG related classes having completed level and with 12 or more instructional hours. The total value is duplicated within program as well as across programs since a participant may have completed multiple level/courses.
  Level completion can be determined by one of the following:
  - If the student is in one of the WIOA programs (ABE, ESL, High School Diploma, HSE) level completion is determined by NRS Table 4 rules and is applied to all classes that have the NRS determined Instructional Program.
  - If the student has program progress as "Completed level or program" or "Advanced to a higher level or program" in any of the AEBG programs, this is applied to all classes that have the respective program endorsed.
  - If the student marked "Mastered course competencies / educational plan" this is applied to all classes.

- **Completion Rate** computes the level/course completion using total levels/courses completed divided by total participants.

## Table 9. Total Course Completion by Program Area

This table presents a detailed view of course completion based on Program Areas for the selected agency and includes a **duplicated** count of adults in each category.

CASAS
07/22/2016
11:29:21

**AEBG Table 9**
Total Course Completion by Program Area

Page 1 of 1
**AEBGT9**

Consortium: N/A
Agency: 4908 - Rolling Hills Adult School

Program Year: 2015-2016

| Program Areas | Total Enrollment | Total Participants (12+ hrs) | Total Courses Completed | Completion Rate |
|---|---|---|---|---|
| Adult Basic Education | 1 | 1 | 0 | 0.00 % |
| Adult Secondary Education | 710 | 664 | 289 | 43.52 % |
| Adult Basic / Adult Secondary Education | 711 | 665 | 289 | 43.46 % |
| English as a Second Language | 872 | 830 | 466 | 56.14 % |
| EL Civics | 840 | 799 | 454 | 56.82 % |
| Workforce (Re)Entry | 2 | 1 | 0 | 0.00 % |
| Adults Training for Child School Success | 0 | 0 | 0 | 0.00 % |
| Programs for Adults with Disabilities | 0 | 0 | 0 | 0.00 % |
| Career and Technical Education | 0 | 0 | 0 | 0.00 % |
| Pre-Apprenticeship | 0 | 0 | 0 | 0.00 % |

**Data Collection:**

The class instructional program can be found under Organization→Classes→Instances. The Class Instance must have one or more of the following programs designated to appear in this table.



**Data Reporting:**

- Total **Enrollment** counts adults who matriculated regardless of whether they have instructional hours or not. Adults are counted for each instructional program or class they are enrolled in.
- Total **Participants** counts adults enrolled in at least one instructional program and **12** or more instructional hours. Participants are counted in each class that has at least one of the instructional programs in which the participant is enrolled.
- Total Courses Completed counts adults enrolled in AEBG related classes having completed level and with 12 or more instructional hours. The total value is duplicated within program as well as across programs since a participant may have completed multiple level/courses.

Level completion can be determined by one of the following:

- If the student is in one of the WIOA programs (ABE, ESL, High School Diploma, HSE) level completion is determined by NRS Table 4 rules and is applied to all classes that have the NRS determined Instructional Program.
- If the student has program progress as "Completed level or program" or "Advanced to a higher level or program" in any of the AEBG programs, this is applied to all classes that have the respective program endorsed.
- If the student marked "Mastered course competencies / educational plan" this is applied to all classes.

- Completion rate computes the level/course completion using total levels/courses completed divided by total participants.

# AEBG Course Data Report

This table presents an **unduplicated** list of all AEBG courses plus VESL and El Civics, which is reported separately as a subset of ESL.

CASAS
07/22/2016
13:38:17
**Drill Down to Course Data Report**
Total Course Completion by Program Area
Page 1 of 2
AEBGT9

Consortium: N/A
Agency: 4908 - Rolling Hills Adult School
Program Year: 2015-2016

| Course Name | Course Identifier | ID Type | Section # | Start | End | Req. Instr. Time | Credit Status | Distance Learning | ABE | ASE | ABE/ ASE | ESL | EL Civics | VESL | CTE | Special Program - Workforce (Re)Entry | Special Program - AWD | Special Program - Adults for Child School Success | Special Program - Pre-apprentice ship | Total Enroll ment | Total Students (1+ hrs) | Total Participants (12+ hrs) | Total Completers |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 030000 | 0300 | Local | | 07/01/2015 | 07/01/2016 | 0 | N/A | | No | No | No | Yes | No | No | No | No | No | No | No | No | 16 | 1 | 13 | 7 |
| CITIZENSHIP PREP | 0360 | Local | | 07/01/2015 | 07/01/2016 | 0 | N/A | | No | No | No | Yes | Yes | No | No | No | No | No | No | No | 19 | 1 | 17 | 4 |
| DIPLOMA INDEPENDENT STUDY | 0222 | Local | | 07/01/2015 | 07/01/2016 | 0 | N/A | | No | Yes | Yes | No | No | No | No | No | No | No | No | No | 84 | 4 | 79 | 34 |
| DIPLOMA INDEPENDENT STUDY | 0222 | Local | | 07/01/2015 | 07/01/2016 | 0 | N/A | | No | Yes | Yes | No | No | No | No | No | No | No | No | No | 33 | 3 | 30 | 12 |
| DIPLOMA INDEPENDENT STUDY | 0222 | Local | | 07/01/2015 | 07/01/2016 | 0 | N/A | | No | Yes | Yes | No | No | No | No | No | No | No | No | No | 110 | 9 | 86 | 46 |
| DIPLOMA INDEPENDENT STUDY | 0222 | Local | | 07/01/2015 | 07/01/2016 | 0 | N/A | | No | Yes | Yes | No | No | No | No | No | No | No | No | No | 136 | 8 | 124 | 79 |
| DIPLOMA PROGRAM | 0221 | Local | | 07/01/2015 | 07/01/2016 | 0 | N/A | | Yes | No | Yes | No | No | No | No | No | No | No | No | No | 91 | 7 | 77 | 8 |
| DIPLOMA PROGRAM | 0221 | Local | | 07/01/2015 | 07/01/2016 | 0 | N/A | | No | No | No | No | No | No | Yes | No | No | No | No | No | 25 | 4 | 20 | 5 |
| DIPLOMA PROGRAM | 0221 | Local | | 07/01/2015 | 07/01/2016 | 0 | N/A | | No | Yes | Yes | No | No | No | No | No | No | No | No | No | 109 | 16 | 84 | 58 |
| ESL Advanced | 0340 | Local | | 07/01/2015 | 07/01/2016 | 0 | N/A | | No | No | No | Yes | Yes | No | No | No | No | No | No | No | 109 | 8 | 93 | 44 |
| ESL Advanced | 0340 | Local | | 07/01/2015 | 07/01/2016 | 0 | N/A | | No | No | No | Yes | Yes | No | No | No | No | No | No | No | 120 | 15 | 97 | 37 |

To generate a report for Course Data Report, select AEBG Table 9 from the Report Viewer Navigator panel and right-click on the agency name. From the list of options displayed, select "Drill Down to Course Data Report." This report is a visual representation of the same data that will be exported when submitting data to the AEBG Office. See "Generating and Submitting AEBG Tables using TE.pdf."

**Data Collection**: The data in this report uses the same source as Tables 8 and 9.

## Appendix - Tips

**Issue:** We didn't collect all our data in TE. For example, we use other software to track CTE and the kind of services asked for in Table 2. What do we do?

**Solution**: After you export your tables for data submission you can open them in Excel and manually enter any figures that are provided in other software.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Issue:** We have CTE classes already identified in TE, but we didn't enroll any of those students in the CTE program. What do we do?

**Solution:** You can filter for the students in those CTE classes and then batch enroll them into CTE. Here are the steps.

<u>Step 1</u>: Go to Records→Student→Demographics and click the Filter button.

<u>Step 2</u>: Select the filter called "Enrolled in Class…but no CTE program."
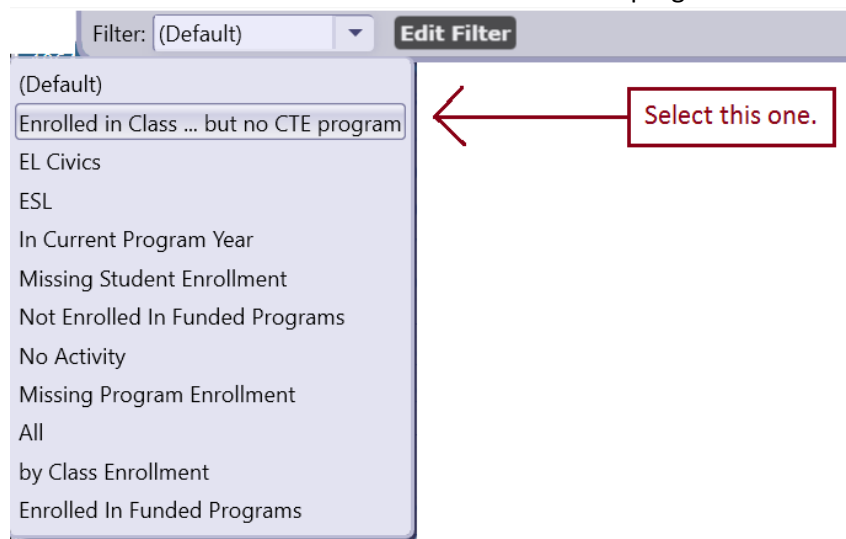


<u>Step 3</u>: Enter the full Class ID in the first ID field which is set to "equal with." Or, delete the "equal if" condition and enter a partial Class ID in the "starts with" condition, assuming the class for CTE starts with a prefix that's different than any other class.



<u>Step 4</u>: Once the filter is set, the lister will display only the students missing the specified Instructional Program. Select all students in the lister (press CTRL+A on the keyboard) and with the mouse, click on Miscellaneous button (may be found under the More button in the upper right corner of the toolbar) select Batch Insert and then Student in Program
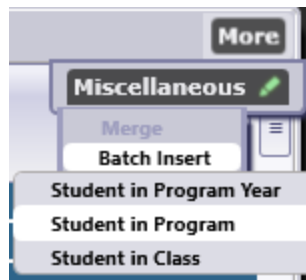
**Step 5**: In the popup window, select "Career/Tech Ed" from the Instructional Program dropdown box and leave the other values on default. Click Ok button to automatically add the selected Instructional Program to all selected students.



**Note**: Users can set a different instructional program for students using the same steps above by changing the Instructional Program value in the filter and in the Batch Insert popup window:

**Batch Insert**                                    + − X

Select instructional program for batch insert:    Adults w/Disabilities    ▾

Program year                                        7/1/2015 - 6/30/2016    ▾

Start date for the selected program.                7/1/2015                ▾

End date for the selected program.                                          ▾

Ok  Cancel