

Generating and Submitting AEBG Tables Using TE

Purpose

Use this document to generate all 9 AEBG reports and the Course Data export. It will guide you on how to drilldown from report cells to verify data, and to export all data as Excel files for submission to the AEBG Office.

Access Rights

The TE Enhanced user at your agency has the access rights for generating the AEBG Tables and exports. Please contact your TE Enhanced user if these rights need to be added to other users at your agency. If you have any questions about these access rights, or need assistance, please contact Tech Support.

Setting AEBG rights:

1. For Menu Access Rights, by default all rights are granted but make sure the following menu rights are checked: Organization → AEBG Consortia, Reports → State Reports → California → AEBG Agency Levels of Service, AEBG Agency Performance Outcomes, AEBG Tables 1-9.
2. For Data Access Rights, under Personal Information Access Rights, click on Add Access Right and choose “Enable Adult Education Block Grant”.
3. For Data Access Rights, under Record Type Rights, check the following rights:
 - a. Agencies – List Records
 - b. Class Instances – List Records
 - c. AEBG Consortia – List & View Records
 - d. Personnel – List Records
 - e. Demographics – List Records
 - f. In Program Years – List Records
 - g. Reports Manager – all (List, View, Create, Update, Delete)

Submission Methodology

The AEBG Office has instructed each agency to export their tables independently and forward them to the Consortium lead. Only the Consortium lead will access the AEBG portal and upload the tables from each member agency.

Reviewing Your Data

CASAS recommends that you review your data before submitting. The purpose of running the AEBG Tables in TE as reports is to be able to drilldown and verify data as well as identify students with missing data. Please refer to the accompanying document “AEBG Table Documentation for TE.pdf” for technical information about each table.

Generate reports:

1. Open TE client and login with your usual credentials (you must have TE Enhanced rights or have been granted AEBG rights by your TE Enhanced user).
2. From the main menu, select Reports → State Reports → California → AEBG Tables 1-9.

3. In the General Settings page, go to Common Filters → Program Years and select "7/1/2015 - 6/30/2016".
4. Click the Generate button to render all 9 reports.
5. Use the left hand panel to navigate to each of the reports.

Drilldown to data:

1. The cells in each table have the option to drilldown to details.
2. Click on any cell with a number in it in order to drilldown to data.
3. If data needs to be corrected or completed double-click on any row to open the record for that student.

Course Data Export Report:

1. From the Report Viewer Navigator panel select AEBG Table 9
2. Use your mouse to right-click on the agency name in the header and from the drilldown list select "Drill Down to Course Data Report".
3. Use this report to preview the exact data that will be contained in the Course Data Export file.

Export all data tables to XLSX:

1. Each table data must be exported to Excel (xlsx) for submission to AEBG.
2. We recommend first creating a folder on your machine to store the exported files.
3. To export all 9 tables at once including the Course Data Export click the "AEBG Export" button and navigate to the folder you created in #2.

After reviewing and cleaning your data forward the following files to your Consortium Lead:

1. AEBG Table 1.xlsx
2. AEBG Table 2.xlsx
3. AEBG Table 3.xlsx
4. AEBG Table 4.xlsx
5. AEBG Table 5.xlsx
6. AEBG Table 6.xlsx
7. AEBG Table 7.xlsx
8. AEBG Table 8.xlsx
9. AEBG Table 9.xlsx
10. Course Data Export.xlsx

Note: Your actual filenames will be much longer because they will include your agency number and agency name.

Questions and Assistance

If you have any questions or need assistance with any part of this process please write to CASAS Tech Support at techsupport@casas.org or call 1-800-255-1036 ext. 2.