# Definitions of TE Listers – Records menu

<u>Records -> Students -> Demographics</u>
**Content:** The Demographics lister includes student data related to Student ID, gender, ethnicity, race, language, contact information, current employment, and education level.

**Created:** Whenever a new student ID is added to the database. Students are unduplicated, meaning that TE will only display one listing for each student ID in the database.

**Tip:** While most demographics fields have a permanent value, a few of these fields are dated. For example, Years of School, Highest Degree or Diploma, and Employment are fields that may change over time and retain a history. Demographic History and Employment History display this history and can be found in the Navigator Panel when you open any student record in the Demographics lister.

**Use to:** Review a list of all students in the TE database, regardless of program year activity, or to find students with specific demographics characteristics.

<u>Records -> Students -> In Program Years</u>
**Content:** The In Program Years lister maintains a list of students by program year. A student is associated with a program year when the student has any dated activity such as completing a test, enrolling in a class, or achieving a reported outcome.

**Created:** The first time the student has a dated activity in the program year. Students are duplicated, meaning there can be more than one listing for a single student ID, but each student will only have one listing per year.

**Tip:** As long as the program year column is filtered by the current program year, which is the default, the total count in the icon bar is a quick way to determine the total number of students with activity in your agency this year.

**Use to:** Determine the number of students with activity in a particular program year, and identify current students. The program years record contains limited information—generally the student demographics record is better for making edits to student demographics. If you are trying to ensure that your edits are limited only to records with current activity, however, you can open any program years record and find links in the Navigator Panel to Class Enrollments, Class Records, Program Enrollments, Program Records, Records and Tests.

Records -> Students -> Records
**Content:** The Student Records lister collects data on personal status, labor force, goals, results and workplace related information like income and hours per week.

**Created:** When any dated record is created or updated related to personal status, goals and workplace information. Students are duplicated, meaning there can be more than one listing for each student ID.

**Tip:** Filter on Labor Force Status to quickly find students who have not completed that field.

**Use to:** Find students by goals, results or personal status.

Records -> Classes -> Enrollments
**Content:** The Class Enrollments lister maintains a list of students by class with their class status, start date and end date.

**Created:** The first time a student is associated with a Class ID. The lister displays a duplicated list of students, but contains only one record for each class in which the student is enrolled. If a student appears in this lister more than once, it is because the student is associated with more than one class.

**Tip:** Open any record and use the Instructional Hours field on the Navigator Panel to add or edit Instructional Hours for the student.

**Use to:** Find classes and associated students.
Records -> Classes -> Records

**Content:** The Class Records lister maintains a list of students by class, and assigns a new record date whenever any data related to class participation, such as hours of instruction or skill level, is entered.

**Created:** Whenever or any student activity occurs while the person is assigned to that class ID, such as class enrollment, and update to class participation, or completing a test while in that class. Students are duplicated.

**Tip:** Filter or sort on Participations in order to see the different sources of hours of instruction. In TE you can enter hours from an Update Record, Test, or from a third party attendance system.

**Use to:** Find students have any recorded participation in class whether by manual entry of hours of instruction, import from 3$^{rd}$ Party attendance, or scanning of Update Records.

Records -> Programs -> Enrollments

**Content:** The Program Enrollments lister maintains a list of students by instructional program with status in program and exit reason. This lister also tracks the program start date and end date.

**Created:** The first time there is activity by the student in a recorded instructional program. The lister displays a duplicated list of students, but contains only one record for each program in which the student is enrolled. If one student appears in this lister more than once, it is because the student is enrolled in more than one program.

**Tip:** Filter or sort this lister by Instructional Program to quickly determine the number of students by program.

**Use to:** Find students in a particular instructional program, or determine those who have exited or retained.

Records -> Programs -> Records

**Content:** The Program Records lister maintains a list of students by instructional program, and assigns a new record date whenever any new activity occurs while the student is assigned to that program, whether it is enrollment in the program,

an update to progress or status, or completing a test. As long as the student remains assigned to the program at the time of recorded activity, then TE creates a new program record for that student.

**Created:** Anytime there is an update to that student's program, such as a change of status, progress, or exit reason. Students are duplicated.

**Use to:** Find students who have progressed within level, completed level, or advanced to a higher level.

Records -> Tests

**Content:** The Tests lister maintains a list of all students who were administered a test. Acceptable tests are those yielding a scale score and published by CASAS, TABE, GAIN and BEST.

**Created:** Whenever a student completes a test. Students are duplicated.

**Tip:** Filter the Scale Score column to specify a score or a range of scores, such as 200 to 215.

**Use to:** Find students who tested on a specific date, completed a particular test form, or who achieved specific scores.

Records -> Certificates

**Content:** The Certificates lister maintains a list of students who have obtained a certificate for achieving a specific CASAS level, based on specifically defined conditions such as in Iowa.

**Created:** Whenever a student fulfills specified conditions for achieving a new level. Students are duplicated.

**Use to:** Find students who have earned a certificate.