DAISI cheat sheet for adding and checking Bridge and ICAPS students

How to plug in students for Bridges:

Change PY Students Cases Cases Courses VI Instructions Cases Add/Edit Details Course Octable Ver Classes Course Octable Ver Classes Course Octable Ver Classes Voc Ver Classes Voc Voc PCS Code 1.7 CIP Code Select Voc Vo	dais 🥻 🖞	Data and Info	ormation Sys	tem Illinois	A Safe Haven	-FY 2023	FrozenRead Only	🗢 🕞 Logou
Course Data View Classes • Course Data • Course Code 12:000 • Course Mane Pre-EF Endage Security AB • Transition Course: • Yes No • Select Bridge Course: • Select Specific Career Oluster Type Law, Public Safety, Corrections and Security • Select Bridge Course Type Standatone • Select Specific Career Oluster Type Law, Public Safety, Corrections and Security • Ourse Description: Through The co-trackling model, students will receive adult education instruction concurrently and contextually with the training for fummed Security Gaards as well as instruction in workforce preparation. * Approved range of units of instruction: Min: 0.5 Max: 24 • Instructional Categories: • ABE ASE • ABE ASE PCS Code 1.7 CIP Code Select ✓ Misc. ✓ ✓ Job Skills Citizenship Foreign GED	希 Change FY	🛉 Students 🔻	. Classes 🔻	Courses		🖸 Funding 🔻	Administration	🕶 🕐 Help 👻
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Citizenship Foreign GED	Misc.—							
Foreign GED	Job	Skills						
Foreign GED		enshin						
Math Only	Fore	ign GED						
	Math	n Only						

How to plug in ICAPS students:

Search Results	Bio/Demo	Status	Test Info	Class Info 🔺	Goals/Achievements	Student Notes	Custom Fields	IEL/CE	
Update									
ICAPS Student —									
Yes No ICAPS Entry Date:	03/21/2023								
Exited ICAPS									
Yes No									
Completed ICAP	5/11/2023								
Yes No									
Sector Focus of Pat	hway Program	Informatio	on Technology	✓ Occupa	ational Focus of Pathway P	rogram: Computer C	Careers		

How to mark students as completed so they count towards NRS numbers:

CAPS Student
) Yes No
CAPS Entry Date: 03/21/2023
- Exited ICAPS
Yes No
CAPS Exit Date: 05/11/2023 This must be popped to be
Completed ICAPS This must happen to be
Sector Focus of Pathway Program: Information Technology V Occupational Focus of Pathway Program: Computer Careers

Completed ICAPS students should have a credential. Completion means they have finished all of the training pieces. Completion does not include the credential. This credential may be earned AFTER the completion, such as for state testing certificates. The credential may be earned within the training piece so simultaneous with completion.

How to add credentials:

Search Results	Bio/Demo	Status	Test Info	Class Info	Goals/Achievemen	ts Student Notes	Custom Fields	IEL/CE	
Achievements									
Credentials Earn	ed								
* Career Pathway	Select	~	Specifi	c Credential Typ	eSelect	✓ Month/Year Ea	arned mm/dd/yyyy		AD
Don't see the cree Credential Propos	-	oking for? Fil	l out the Indu	stry-Recognized	Credential Proposal Fo	orm to submit a new c	redential for approva	I. Industry-Recogr	ized
	awaan Daabuuau			Enocific	Credential	Mo	onth/Year Earned	De	
c	areer Pathway			specific	Credential	1010	indi/ real Larneu		ete

DAISI cheat sheet for confirming Bridge and ICAPS student enrollment

How to identify Bridge students (by course):

dais Data and Info	rmation Sys	tem Illin
希 Change FY 🕴 Students 🔻	📒 Classes 🔻	🗐 Course:
Classes List/Search	Q List/Search	
Search List Current FY Add N	+ Add Class	
Q Search Clear	当 Stack Classes	
Class / Section No.: Class/Section	n No:	
Classes List/Search		
Search List Current FY Add New		
Q Search Clear		
Class / Section No.: Class/Section No:		Enrollment Type: Select Enrollment Type
Building: Select Building		Start Date: From mm/dd/yyyy D to mm/dd/yyyy D
Room Room		Student No. From From to to
Course Code: Course Code:		Mid-Term Date: From mm/dd/yyyy 🗂 to mm/dd/yyyy
Course Name: Course Name:		Transition Course: Yes No
Instructor Name: Select Instructor		Bridge Course: Yes No
Instructional Categories: Choose i-Pathways Class: Choose		Bridge Course Type Select Bridge Course Type Specific Career Cluster Select Specific Career Cluster

Start with the classes dropdown and click on list/search

These 2 lines are added click the box is checked in front of "Bridge Course."

Then click submit.

The results of this search should look like this:

Class List/Search

Search	Search List Current FY Add New								
Q Global Filter									EXCEL
Fiscal Year	Class/Section No ↑↓	Course Name 🗍	Instructor Name(s) 1↓	Instr. Cat. 🔱	Building 1	Students	Roster	Attendance	Delete
Q							•		
2024	103easlnb1su24	ENGLISH AS A SECOND LANGUAGE III	Fuller, Jimmy	ESL	NO Nelson CEC	4			Delete

This is 1 of 8 classes for this program.

Click on the Roster icon.

The Roster screen looks like:

Ins	structional Category: E	SL							
-	Q Global Filter								
	FirstName ↑↓	МІ	Expected Start Date	Actual Start Date	Fund Source	Exit Date	Exit Reason	Update	Delete
	Q	Q	Q	Q	Q	Q			
	Emmanuel		2023-07-10	2023-07-10	4805- Federal EL/Civics	2023-08-10	Completed	Update	Delete

There is also a Last Name column. It wouldn't fit on my screen.

This is 1 of 4 students. Should there be 6 - who's missing? Should there be 3 – who doesn't belong here?

How to Find ICAPS Students

On the beginning search page, click on the > next to "Advanced Search."

 First Name: First Name SSN: a99-99-9999 Student ID: Student ID Building: Select Building Instructor: Select Instructor Course Code: Select Course Code Course Name: Select Course Name Room Number: Room No. 	L	ast Name: Last Name
 Student ID: Student ID Building: Select Building Instructor: Select Instructor Course Code: Select Course Code Course Name: Select Course Name 	F	irst Name: First Name
 Building: Select Building Instructor: Select Instructor Course Code: Select Course Code Course Name: Select Course Name 	S	SN: a99-99-9999
 Instructor: Select Instructor Course Code: Select Course Code Course Name: Select Course Name 	S	tudent ID: Student ID
Course Code: Select Course Code Course Name: Select Course Name	В	Building: Select Building
Course Name: Select Course Name	lr	nstructor: Select Instructor
	C	Course Code: Select Course Code
Room Number: Room No.	C	Course Name: Select Course Name 🗸 🗸
	R	Room Number: Room No.

Inside the Advanced Search looks like this:

✓ Advanced Search	
> Biographic / Demographic	
> Classes & Enrollment	
> Funding & Instructional Category	
✓ Status	
 Employment Status: Choose Disability Status: Choose Public Assistance: Yes No PA ID Not Avai 	
STAR Student: Yes No ICAPS Student: Yes No	
ESLTP Student: Yes No	
Co-Enrolled in other WIOA Title programs: Yes: No: Choose	~
> Goals / Achievements	

Then Click Submit.

The results should look like this:

🖨 Chang	je FY	🛉 Students 🔻	Classes	s 🔻 🔳 Co	ourses 🔻 🔹	r⊅ Instruct	ors 🔻			
Students:	Students: List/Search									
Search	Add N	ew								
Submit	Clea	ar List Cu	rrent FY				View			
Q Global	Filter									
			FirstName							
Fiscal Year	SSN	Last Name 1칠	FirstName î↓	MI	DOB	Status	Test Info			
2024	xxx- xx-	Adams	Dylan	Matthew	05/02/2006	S	Nucl table			
2024	xxx- xx-	Battles	Ryan	Christopher	01/20/2007	S	Nor MA			
2024	xxx- xx-	Hausman	Logan	William	10/16/2006	S				

Is anyone missing?

Any student in an error status will not show up on any of these reports. Keep that in mind when students are "missing" from the right place.

How often should programs check their data?

That will vary by program. If a program only runs 1 bridge class or 1 ICAPS each year, check the data prior to the quarterly report including this information. If multiple Bridges or ICAPS are offered in a fiscal year, check the data quarterly, at a minimum.