DAISI cheat sheet for adding and checking Bridge and ICAPS students

How to plug in students for Bridges:

How to plug in ICAPS students:

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

This must happen to be counted in the NRS report!

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:

DAISI cheat sheet for confirming Bridge and ICAPS student enrollment

How to identify Bridge students (by course):

Start with the classes dropdown and click on list/search
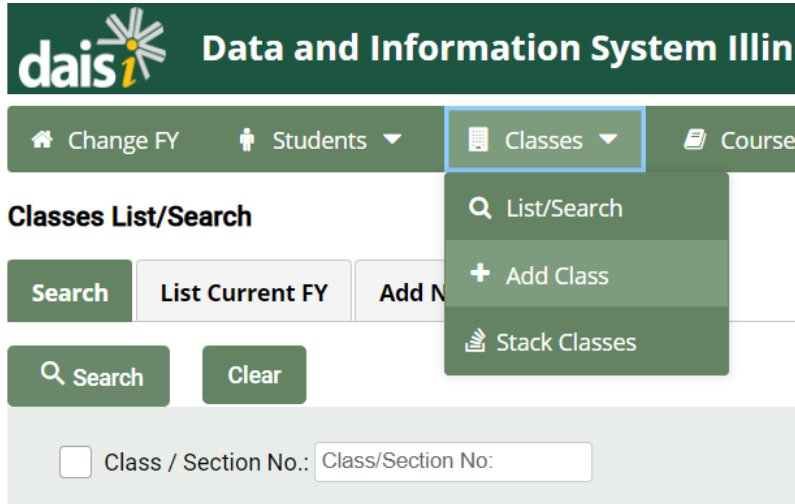
These 2 lines are added click the box is checked in front of "Bridge Course."

Then click submit.

The results of this search should look like this:

Class List/Search

	Search	List Current FY	Add New

Q Global Filter

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Fiscal Year	Class/Section No ⇅	Course Name ⇅	Instructor Name(s) ⇅	Instr. Cat. ⇅	Building ⇅	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:

Instructional Category: **ESL**

Q Global Filter

FirstName ⇅	MI	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."

Inside the Advanced Search looks like this:

Then Click Submit.

The results should look like this:

Fiscal Year	SSN	Last Name ↕	FirstName ↕	MI	DOB	Status	Test Info
2024	XXX-XX-	Adams	Dylan	Matthew	05/02/2006	S	
2024	XXX-XX-	Battles	Ryan	Christopher	01/20/2007	S	
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.