

AEBG Tables – Setup and Configuration

ASAP has all the information you need to fulfill your AEBG student data reporting. There are just a few steps you must do before running the reports to extract your results.

Courses Assigned to AEBG Course Label(s)

Every course you offer that falls under AEBG reporting must be assigned to one or more AEBG Course Labels. You **must** use ASAP provided AEBG Course Labels. To assign courses to the AEBG Course Label(s), you must do it one course at a time.

- Go to Setup | Courses and on Course Overview, start at the top and go to Course Details.
- Click on Course Labels (button at bottom left).
- Select the appropriate AEBG Course Label and click Pick to add it to the “Labels Picked for Course” area at the bottom. Add more if desired.
- Click close when done to go back to Course Details.
- Click blue arrow to move to next Course or go back to Course Overview and choose next Course.

The only way we count and include students in this reporting is if those students are enrolled in at least one course that is assigned to an AEBG Course Label. If a student is enrolled in a course that is **not** assigned to an AEBG Course Label, that student **will not be counted anywhere**.

Notes on AEBG Course Labels

ABE/ASE: For 2015/2016, the AEBG office is asking you to either report ABE and ASE as a combined number under AEBG | Elementary & Secondary Basic Skills or individually under AEBG | Adult Basic Education or AEBG | Adult Secondary Education or both ways. If you already set your courses up and do not want to do it again, report the combined number.

EL Civics: we have added this new AEBG | EL Civics Course Label so you can report these students. If you have an existing Course Label called EL Civics, you can keep using it but for AEBG reporting, you must also assign the course(s) to the AEBG | EL Civics course Label.

Student Descriptive Measures and Demographic Reporting

The AEBG reports all ask for basic student information such as birthdate, ethnicity and age as well as descriptive measures such as Highest Degree Earned, Labor Force Status and special statuses. If you collect the basics, especially the required information for WIOA / CASAS, you will have complete data. If you did not collect this type of information on some or all of your students, then start doing so for 2016/2017 and just report what you can for 2015/2016. Be sure to review your registration forms that students fill out to ensure it is complete and has the new fields and information the state wants to know.

Special Notes on Descriptive and Demographic Reporting

- Filipino – this has been combined into the Asian category per AEBG office
- Any other Ethnicities you added – if you added your own Ethnicity descriptions, all of these students will be counted under “Two or More Races”

- Two or More Races – if student has two or more Ethnicities, that student will appear in this category
- No birthdate – if there is no birthdate on the student record, that student will be reported in the 22 – 34 category.
- See the individual report instructions for further rules and specifications

Student Support and Career Services

To report 2015/2016 data, we are going with a simple method since this was added at the last minute and very few schools documented this very clearly. You will find a new Student Type called “Support/Career Services”. Simply assign every student that you want counted within this category to this Student Type and we will report on them. The easiest way is to do this all at once. Go to Setup | Time Periods | Maintenance, select 17. Update Student Types by Different Criteria and then add students to this category. Any student with at least one AEBG class enrollment and is in the Support/Career Services Student Type will be reported.

Student Completions

The only “outcome” the state wants you to report is on student completions. Based on the state’s recommendation, the teacher should be the one to determine if the student has successfully completed the curriculum covered by that class. Any student that has successfully completed the curriculum of the class they are enrolled in should have an enrollment status = Completed. Go back and review your classes to ensure teachers did this.

- If you offer high school diploma, this is one reason to start co-enrolling the student in both the “holding tank” class, often called High School Diploma, where the teacher enters all the attendance as well as a separate class for each and every subject the student studies. You can enter all the hours in the one class but when the student successfully completed a subject, enter a grade, credit and change the enrollment status in the subject class to Completed. Thus you update the transcript and get your completion at the same time. It takes more work, but might be worth the effort if students complete more than one or two subjects a year.

The state is asking for nine tables plus a class detail file from each school. We have created each table separately such that you run each one individually. All told, you will run ten (10) separate reports to fulfill your AEBG student data reporting. Submit this information to your consortium which will aggregate this data and then submit it to the state.

Here is a list of each of the ten reports and a link to a separate article about each one that details how the numbers are calculated.

1. Table 1: Total Adults Served – Instructional Programs and Services
2. Table 2: Total Adults Served – Student Support and Career Services
3. Table 3: Total Adults Served – Descriptive Measures – Barriers to Employment
4. Table 4: Total Adults Served – Descriptive Measures – Highest Degree or Level of Schooling
5. Table 5: Total Adults Served – Descriptive Measures – Labor Force
6. Table 6: Total Students Served – Instructional Programs

7. Table 7: Total Students Served – Select Descriptive Measures by Program Area
8. Table 8: Total Enrollment, Participation and Course Completion
9. Table 9: Total Course Completion by Program Area
10. Table 10: Class specific information and enrolment information