



Tutorial:

SETTING UP ASISTS FOR FISCAL YEAR 2010

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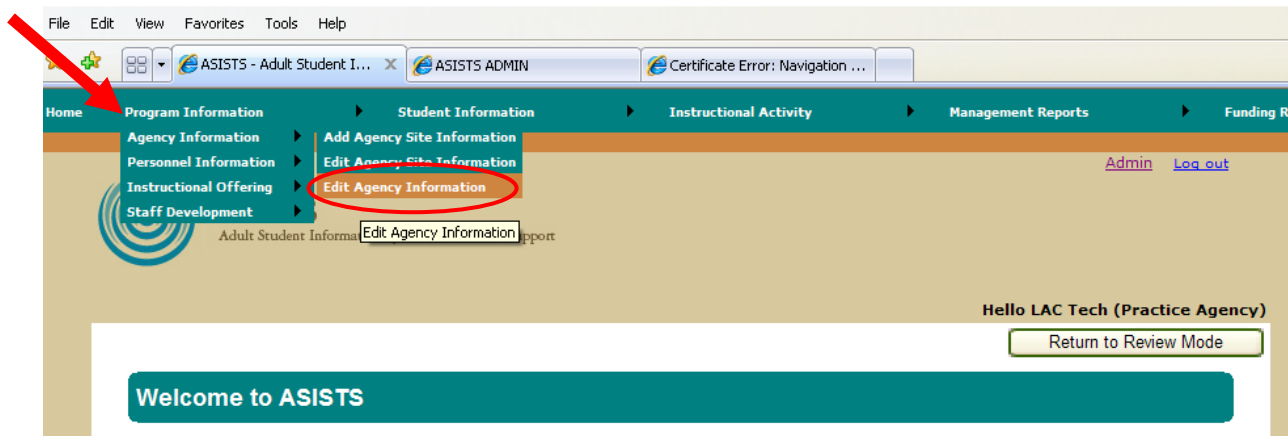
Step 1: Enter funding sources for FY2010

Do not extend the dates of funding sources from previous years. Even if you have had the same funding source before, you must re-enter them with dates that fall within FY2010 (July 1, 2009-June 30, 2010).

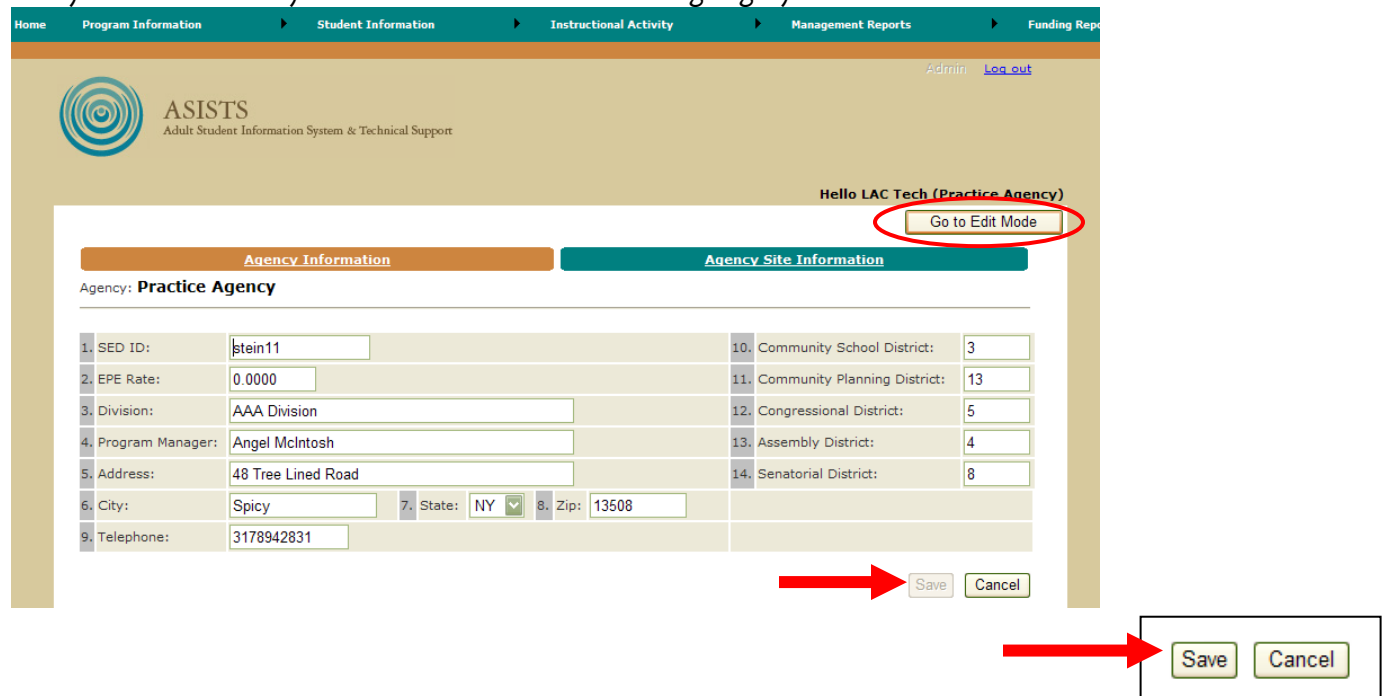
Note: You must have the Administrator security level to make changes to the Funding sources

Instructions on how to add a new funding source

1. After logging in, you will arrive at the Welcome Screen. Scroll over the Agency Information tab on the left end of the navigation bar at the top of the screen, and from the drop down menu click on edit agency information.



2. You will arrive at the Agency Information screen. Click on the "Go to Edit Mode" button and you will see that your save buttons are now longer grayed out



3. Scroll down to where you can enter a new FSID (Funding Source ID). Select a funding source from the drop down menu (for State Ed funded programs you must choose one of the following: ALE, EICivics, EPE, NYSED, WEP, WIA, WIA II). After you have selected the ID, the only other required fields are the begin and end date. **These dates must fall within a single fiscal year** (i.e. between July 1, 2009 and June 30, 2010 for FY10).

The Amount, Contract/Grant#, and Purpose are all optional fields.

Once you have entered your information, click on the “insert” button. The screen will refresh and the new funding source will appear in the funding source grid, listed in order of date

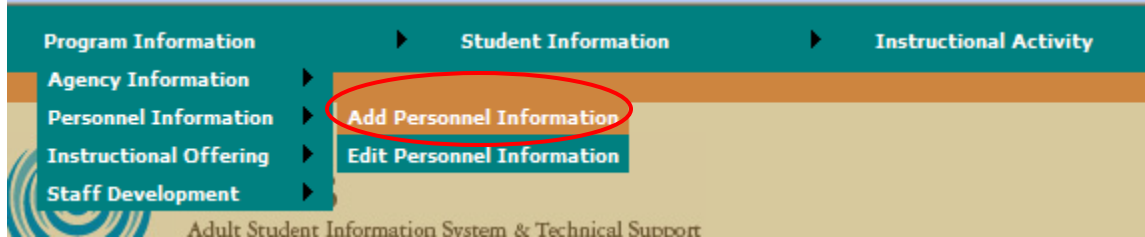
The screenshot shows a form for entering funding source information. On the left, a dropdown menu lists various funding source IDs, with 'EICivics' highlighted and circled in red. The main form contains several input fields: 'SED ID', 'EPE Rate' (0.0000), 'Agency', 'City', 'State' (NY), and 'Zip' (10004). Below these are fields for 'Community School District' (3), 'Community Planning District' (13), 'Congressional District' (10), 'Assembly District' (4), and 'Senatorial District' (8). A table lists existing funding sources with columns for 'Begin Date', 'End Date', 'Contract/Grant#', and 'Purpose'. The 'Begin Date' and 'End Date' columns are highlighted in blue, and red arrows point to them with the text 'Required!'. At the bottom, there are fields for 'Amount', 'Begin Date', 'End Date', 'Contract/Grant#', and 'Purpose', with the 'Insert' button circled in red.

Begin Date	End Date	Contract/ Grant#	Purpose
7/1/2009	6/30/2010		
7/1/2009	6/30/2010		Literacy Zone
7/1/2009	6/30/2010		
7/4/2008	6/30/2009		
7/1/2008	6/30/2009		

Step 2: Enter New Personnel

Entering New Personnel

1. If you need to add new personnel, scroll over the Agency Information tab on the left end of the navigation bar, and from the drop down menu click on Add Personnel Information.



You will arrive at a blank Personnel Information screen. Fill out the required fields (these are marked with an asterisk—required for ASISTS, not for NRS) and any additional fields you want.

Note: We recommend that you fill out all pertinent info above the first blue line first, save, and then proceed with contact information.

The screenshot shows a Personnel Information form with various fields. The '#First:' field is circled in red. A red arrow points from this field to a callout box on the right, which contains a red circle around an asterisk and the word 'Fill'. The form is divided into sections: 'Home', 'Work', 'Other', and 'Comments'. Fields are numbered 1 through 39. Fields 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, and 39 are all required fields, indicated by an asterisk. Fields 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, and 39 are all required fields, indicated by an asterisk. Fields 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, and 39 are all required fields, indicated by an asterisk.

2. Once you click on Insert the screen will refresh and you should see a message at the top of the new screen that tells you that you have successfully added a new personnel record.

***A personnel record has been added successfully.**

Name: **Gillinson, Sarah** Status: Personnel ID: **GillinsonSarahPRA9**

***A personnel record has been added successfully.**

1. *First:	Sarah	2. *Last:	Gillinson
3. *Position:	Teachers	4. Length of Stay (yrs):	0
5. *Subject:	ES ESOL	6. *Date Started:	07/17/2009
7. *Paid/Volunteer:	Paid	8. *Time Status:	Full-time
9. Experience:	Experienced	10. Hours/Week:	0
11. Site:	Practice Agency Main Office	12. Gender:	Female
13. Ethnicity:	White	14. Birth Date:	01/04/1970
15. Education Level:	Graduate degree	16. Referral Source:	Newspaper
17. Social Sec#:	__-__-__	18. Employment Status:	Employed part-time
19. Occupation:			

Home

20. Address:		21. City:	
22. State:		23. Zip:	
24. Home Phone:	()-__-__	25. Mobile Phone:	()-__-__

Work

26. Address:		27. City:			
28. State:		29. Zip:		32. Can mail?:	<input type="checkbox"/>
30. Work Phone:	()-__-__	31. Ext:		32. Can call?:	<input type="checkbox"/>
33. Email:		34. Alternate Email:			

Other

35. Address:		36. City:	
37. State:		38. Zip:	

Comments

39.

Step 3: Create New Instructional Offerings

Note: We will have a roll-over utility for the fall if you want to roll classes over from FY2009 to FY2010. If the classes you offer in the fall are not similar in schedule to what you provided in the previous year, you will want to enter those as new instructional offerings.

1. Scroll over Program Information tab on the navigation bar at the top of the page and click on Add Instructional Offering.



To create an Instructional Offering you must fill in all the blue fields which are required for NRS.

A screenshot of the 'Add Instructional Offering' form. The form is divided into three tabs: '1. Details', '2. Other Staff', and '3. Staff Hours'. The '1. Details' tab is active. The form contains various input fields and dropdown menus. The following fields are highlighted in blue, indicating they are required for NRS: '1. Course ID:', '2. Start Date:', '3. End Date:', '4. Instruction Type:', '5. Primary Instructor:', '6. Level:', '7. Sessions:', '8. Lowest Level:', '9. Meet Time:', '10. CAI:', '11. Site:', '12. Hours/Session:', '13. Seats:', '14. Hours/Week:', '15. Room:', and '16. Format:'. Below these fields is a section titled 'Projected Services' with fields for '17. CTEDS Program (CIP) Code:', '18. # of Students:', '19. Funding Source:', '20. Special Program(s):', '21. Contact Hours:', '22. Instructional Hours:', '23. ADA:', and '24. Equivalent Instructional Hours:'. At the bottom of the form is a 'Meeting Date' section with a grid of checkboxes for days of the week (Monday through Sunday) and input fields for 'Start Time' and 'End Time'. The form also includes 'Save' and 'Cancel' buttons at the top right and bottom right, and a 'Return to Review Mode' button at the bottom right.

Field 1: You can enter your own Course ID for the instructional offering but ASISTS will add some other pieces of information in order to create a unique class code.

The final Instruction Description/Class ID will contain: Instruction Type + level + (your course ID) + Primary Instructor + your 3 or 4 letter agency code.

BE2BMLO0949 LaymanMaryPRA14

The Instruction Code contains your 3 or 4 letter agency code + Instruction Type + level + (your course ID)

Instruction Code: PRABE2BMLO0949

Fields 2 and 3: Start dates and end dates must fall within the same fiscal year (between July 1, 2009 and June 30, 2010 for FY2010). If the class straddles fiscal years it must be entered into ASISTS as two classes falling in two separate fiscal years.

2. **Start Date:** 07/13/2009 3. **End Date:** 11/12/2009

Field 4: If the instructional offering is to be counted for NRS please select BE BE, ES ESOL, GE GED, or MA MATH for instruction type.

ASISTS
Adult Student Information System

Instructional Offering
Agency: PRA

1. **Course ID:** W W
X X
2. **Start Date:** Y Y
* Select a Subject
4. **Instruction Type:** ES ESOL

B BE
BE BE
BEES Both (BE & ES)
BN BENL
CL Computer Lab
CLS Carrer & Life Skills
CTS Citizenship
E ESOL
EB ESOL-B
ES ESOL
GE GED
H HSE
JJ
MA MATH
NI Non-Instructional
O Other
OS Office Skills

NB: If the class is an EPE class, please refer to the “EPE Troubleshooting Documentation” available in the Resources section on ASISTS.

Field 5: Primary Instructor is required. The drop down list will contain all the names of the instructors you have entered under Personnel Information. The name you choose when creating a new Instructional Offering will become part of the Instructional Code. If you have more than one instructor you can add additional staff under the Other Staff tab.

5. Primary Instructor:	Porter, Samantha
7. Sessions:	Raz (Trainer7), Hilda
9. Meet Time:	Raz 9, Hilda
11. Site:	Raz10, Hilda
13. Seats:	Smith, Sharon
15. Room:	Steinway7, Stein7
	Test, May15
	test3, Venu
	Tester, Venu
	Tester, Venu

Field 16: Under Format you must choose C Class, G Small Group, or I Distance Learning for the instructional offering to count for NRS.

Note: T Tutorial(one to One) no longer counts for EPE

16. Format:	
Projected Service	
17. Program (CIP) Code:	A CAI Group
	B Computer Assisted
	C Class
	D ABE/GED
	G Small Group
	I Distance Learning
19. Funding Source(s):	L Lab
	O Other
	P Peer Tutoring
21. Contact Hours:	T Tutorial(One to One)

Field 19: Funding Source is required (even though it currently is not “blue”) and for the instructional offering to be included in the data that NYSED looks at it must be one of the following 7: ALE, ELCivics, EPE, NYSED, WEP, WIA, or WIA II. Classes can have more than one funding source and the funding sources that are included on the drop down here come from the list you created on the Agency Information Screen.

Funding Source(s):	No funding sources specified.
19. Funding Source:	
21. Contact Hours:	E EPE FY2010
	LZW Literacy Zone - WIA FY2010
	Y WIA FY2010
23. ADA:	

We recommend that you fill in any the black fields for which you know the information too as the information they request is often very helpful for the management of your program or may be required in order to use certain functions of ASISTS. For example, if you enter contact hours under Daily Contact Hours, you will need to select the days your class meets so that the Daily Contact Hour screen will be populated with the correct spaces for you to enter in your hours.

Meeting Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
End Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* press "A" for "AM" and "P" for "PM".

Step 4: Enter New Students and Edit Existing Students

Entering New Students

Enter new students as you have in the past. Please note that you must select a fiscal year when entering the employment status.

Editing Existing Students

While students are not connected to fiscal years the same way that instructional offerings, funding sources, and goals and outcome are, it is very important to update their employment status, their funding sources, and their goals and outcomes each fiscal year. Do not change the employment status again during the fiscal year unless the original status was incorrect or if the student started off the fiscal year as employed, became unemployed and available to work and so now should have the goal to enter employment. You may update funding sources and goals and outcomes throughout the fiscal year.

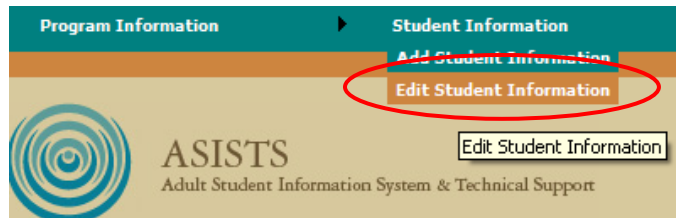
	Employment Status	FY		
Employment Status:	Employed part-time	2008	Edit	Delete
4. Add Employment Status:	Unemployed <1 yr available		Add New	Help

- 2003
- 2004
- 2005
- 2006
- 2007
- 2008
- 2009
- 2010

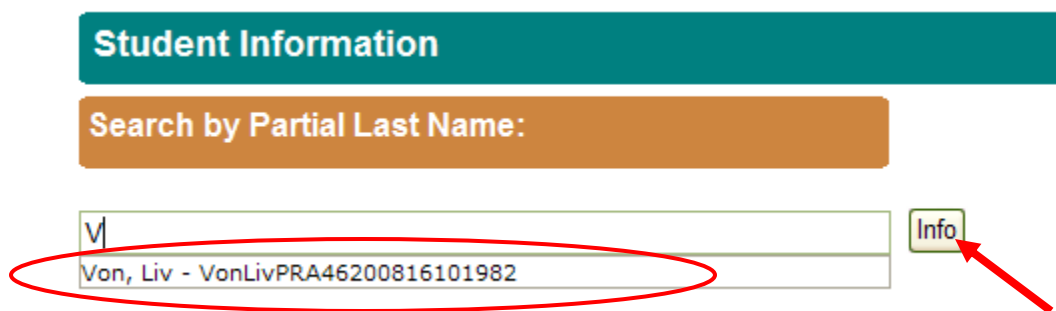
Step 5: Two Options for Enrolling Students into Instructional Offerings

Option 1: Enrolling Students into Instructional Offerings under the Student Information Tab

1. Scroll over the Student Information Tab and click on Edit Student Information



2. Type in the first few letters on the last name of the student. When the students name appears, click on it, and then click Info



3. Click on the Enrollment Tab

The screenshot shows the ASISTS interface with the 'Enrollment' tab selected. The 'Return to Review Mode' button is visible at the top right. The student's name is 'Von, Liv' and the Student ID is 'VonLivPRA46200816101982'. The 'Enrollment' tab is highlighted with a red circle.

1. Contact Information

First Name:	Liv	M.I.:		Last Name:	Von
Birth Date:	10/16/1982	Original Program Start Date:	06/04/2008		
Address:	12-27 Cowles Avenue	City:	Hamilton	State:	NY
Zip:	10001	Telephone:	(546) 723-1414	Do Not Call:	<input type="checkbox"/>
SSN:		Site:			

2. Gender: Female

3. Race/Ethnic Identity: Asian

Employment Status

Employment Status	FY	Edit	Delete
Unemployed <1 yr available	2010	Edit	Delete
Unemployed <1 yr available	2009	Edit	Delete

4. Add Employment Status: Add New Help

4. On the Enrollment Screen you will see a list of classes the student is enrolled in. Further down on the screen is a place to enter new enrollments.

Return to Review Mode

Contact Information Goals/Outcomes & Assessments **Enrollment** History Availability Other Information

Student > Enrollment

Name: **Von, Liv** Status: Student ID: **VonLivPRA46200816101982**

Enrollment

Instruction Code	Date Started	Date Left	Reason	Transferred To	Active		
ES2IDistLearn2010 CroweRussellPRA9	7/15/2009				<input checked="" type="checkbox"/>	Edit	Delete
BE3Cfields21_09 Fields, Nancy	5/31/2009				<input checked="" type="checkbox"/>	Edit	Delete

Instruction Code Date Started Save Cancel

5. Click on the drop down menu to see a list of all the Instructional Offerings. Click on the one you wish to enroll the student into. Then click Save.

Hello nell eckersley (Literacy Assistance Center)

Return to Review Mode

Enrollment History Availability Other Information

Status: Student ID: **VonLivPRA46200816101982**

(PR) E1CBE123 Crowe, Russell
 E5C12_09 Porter, Samantha
 E5Cwestfork11_09 Porter, Samantha
 ES2IDistLearn2010 CroweRussellPRA9
 ES3Cnelltest2009 Hilda, Raz
 ES4CESOLWed7 Lima, Mila
 ES4I220 CroweRussellPRA9
 ES4T2009Mamuscia MamuschiaFrancisPRA14
 ES5CFebruary13 Porter, Samantha
 ES5CFebruarymeola PorterSamanthaPRA9
 ES5CFebruaryTBD Porter, Samantha
 ES5CTech7 Porter, Samantha
 ES6Ctrainer1 1trainerPRA9
 GE2GEH1 FieldsNancyPRA10
 GE3CQ19999 Bornes, Macherm
 GE6IGRASP PorterSamanthaPRA9
 O2B5226AAA Franks5, Sylvia5
 O2BQH34521 DiBernard, Barbara
 O2LAAA5421 Dains, Michille
 O2OFF7KJH23 Crowe, Russell
 O2OSFTR4521 Frown, Janice
 O3BJJ0000 Daniels, Dee
 O2BV795B Hildatrainert, Raz
 ES2IDistLearn2010 CroweRussellPRA9

Date Started Save Cancel

Option 2: Enrolling Students into Instructional Offerings under the Instructional Activity Tab

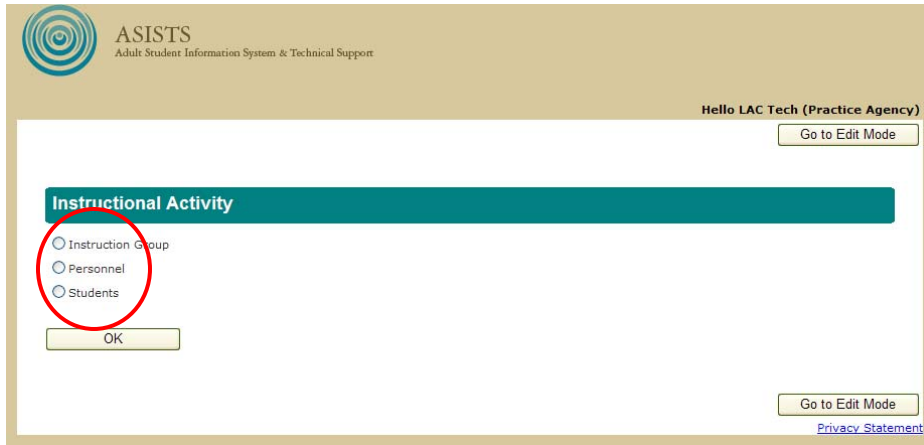
1. Scroll over the Instructional Activity Tab and click on Instructional Activity

Instructional Activity Manager

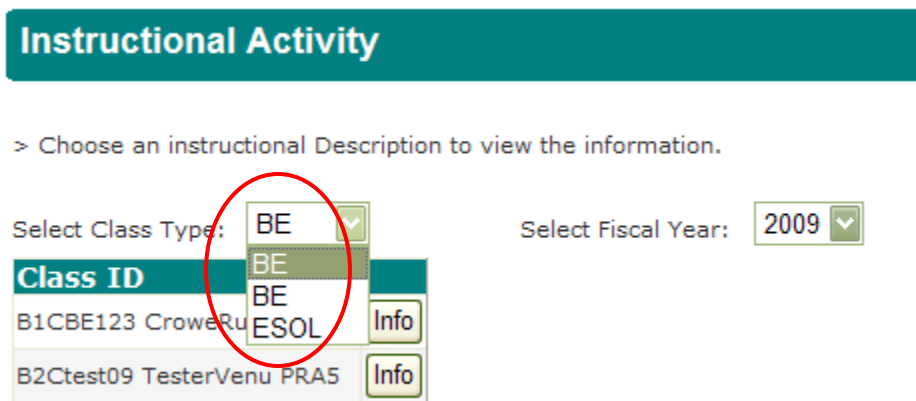
Instructional Activity

Instructional Activity

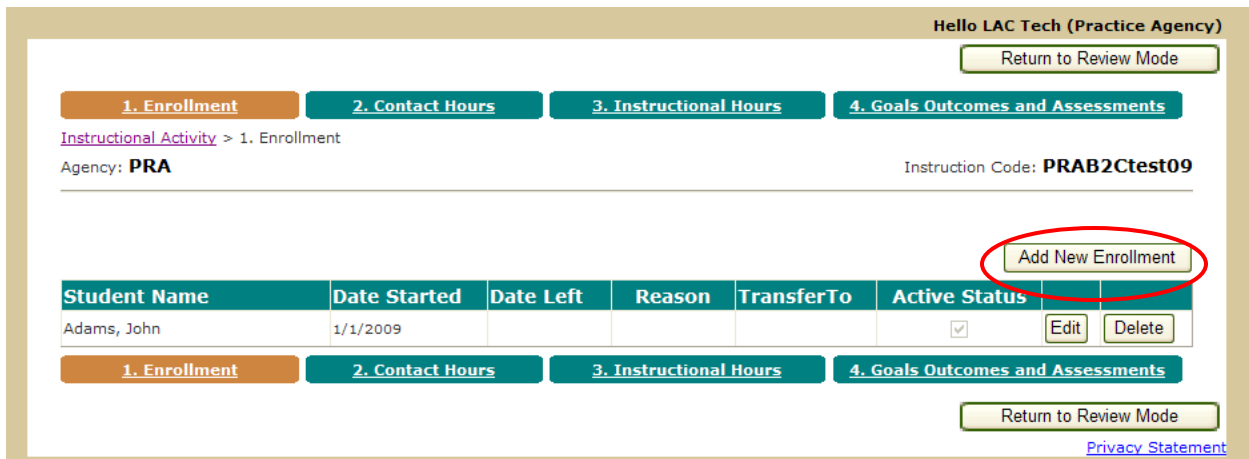
2. On the next screen choose the type of search you want to use to get to the Instructional Offering: Instruction Group (BE, ESOL, GED, MATH), Personnel, or Student. Then click the OK button.



3. Select the class type and click Info. The screen will refresh to show the instructional Offerings for the type you select.



4. Click on the Add New Enrollment button



5. Select the student's name from the drop down list and enter the student's Start Date in the class. Then click on Insert.

Note: The student's Start Date is the first day the student is in this class and cannot be before the begin date of the class.

ASI Adult Student Information System

1. Enrollment

Instructional Activity

Agency: PRA

Student Name: [Dropdown List]

Start Date: [Text Box] [Insert] [Cancel]

3. Instructional Hours 4. Goals Outcomes and Assessments

Instruction Code: PRAB2Ctest09

Add New Enrollment

Return to Review Mode

Privacy Statement

6. The screen will refresh and you will see the student you just enrolled appear on the list and you will see a message saying " A new enrollment record has been successfully added."

ASI Adult Student Information System

1. Enrollment 2. Contact Hours 3. Instructional Hours 4. Goals Outcomes and Assessments

Instructional Activity > 1. Enrollment

Agency: PRA

Instruction Code: PRAB2Ctest09

*A new enrollment record has been successfully added.

Add New Enrollment

Student Name	Date Started	Date Left	Reason	TransferTo	Active Status		
Adams, John	1/1/2009				<input checked="" type="checkbox"/>	Edit	Delete
Depp, Johnny	9/4/2008				<input checked="" type="checkbox"/>	Edit	Delete

1. Enrollment 2. Contact Hours 3. Instructional Hours 4. Goals Outcomes and Assessments

Return to Review Mode

Privacy Statement