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## Instructor Guide for navigating DAISI

DAISI (Data and Information System – Illinois) is the Illinois Community College Board’s data collection system for Adult Education. Within the DAISI system, various roles can be assigned to users based on their duties within the adult education program where they are employed. This guide is for those who are granted access as an instructor.

For instructors, access in DAISI is limited to classes for which the individual is the instructor of record in the system. By that same logic, access to information about students is limited to students enrolled in those classes. There are two roles for instructor level access in DAISI. These include the following:

- 1) Instructor – View Only (This level allows the instructor to view all classes for which they are an instructor of record. It also allows the instructor to view information on students enrolled in those classes).
- 2) Instructor – Enter Attendance (This role has the same access as View Only, but also allows the instructor to enter attendance for their students).

All users are required must have a unique e-mail account to be granted access to the system. After access is granted, the system will automatically generate a temporary password and login. This information will be sent to the e-mail address recorded in the system for the instructor. You can login on the DAISI system at [www.iccbdaisi.org](http://www.iccbdaisi.org).

### DAISI Login Screen

Welcome to DAISI, the Adult Education and Family Literacy web-based data collection system of the Illinois Community College Board.

LOGIN

PASSWORD

SUBMIT

Forgot your Password - [Click Here](#)

<http://www.iccb.org>

For the purpose of compliance with Section 511 of Public Law 101-166 (The Stevens Amendment) approximately 100% federal funds were used to produce this data collection system.

- 1) Use the Login and temporary password assigned by the system for your initial login.
- 2) In the future, if you forget your password you can click this area and the system will reset your existing password and grant you a new temporary one.

**DAISI Instructor Homepage Screen – Accessible Tabs**

**Instructor:** Lisa Elesone [Change Password]  
 Home: (555)9842980  
 Work: N/A  
 Email: lisaelesone@yahoo.com

**Fiscal Year:** 2008

[List Current](#) | [List All](#)

<u>Class/Section No.</u>	<u>Building</u>	<u>Start Date</u>	<u>End Date</u>	<u>Class Schedule</u>	<u>Instructor(s)</u>	<u>No. Students Registered</u>	<u>Total Students with 7.5 hours</u>
<a href="#">ABE Beginning Fall FY08</a>	A Building	08/20/2007	11/30/2007	Thr: 09:00AM-11:00AM Tue: 09:00AM-11:00AM Mon: 09:00AM-11:00AM Wed:09:00AM-11:00AM Wed:09:00AM-11:00AM	Lisa Elesone	3	3



None of the navigational tabs marked with the lock icon are accessible with an instructor level access.



The checkmark icon represents navigational tabs that are accessible with instructor level access.

The “Home” tab will always, regardless of the page being viewed, return you to the Instructor Homepage Screen.

The “Administration” tab provides another menu. Instructors can access the following sub-menus.

- 1) Allows you to view Given/Unscheduled days.
- 2) Allows you to change the fiscal year to view class information from other fiscal years.

**DAISI Instructor Homepage Screen**

**Instructors: Add/Edit Details** Search Results

Bio/Demo | Prof. Development | [View Classes](#)

**Instructor:** Lisa Elesone [\[Change Password\]](#)

Home: (555)9842980  
Work: N/A  
Email: lisaelesone@yahoo.com

**Fiscal Year: 2008** [List Current](#) | [List All](#)

<a href="#">Class/Section No.</a>	<a href="#">Building</a>	<a href="#">Start Date</a>	<a href="#">End Date</a>	<a href="#">Class Schedule</a>	<a href="#">Instructor(s)</a>	<a href="#">No. Students Registered</a>	<a href="#">Total Students with 7.5 hours</a>
<a href="#">ABE Beginning Fall FY08</a>	A Building	08/20/2007	11/30/2007	Th: 09:00AM-11:00AM Tue: 09:00AM-11:00AM Mon: 09:00AM-11:00AM Wed:09:00AM-11:00AM	Lisa Elesone	3	3
<a href="#">ABE Intermediate Fall FY08</a>	A Building	08/20/2007	11/30/2007	Wed:09:00AM-11:00AM Th: 09:00AM-11:00AM Mon: 09:00AM-11:00AM Tue: 09:00AM-11:00AM	Lisa Elesone	4	3
<a href="#">ASE Fall FY08</a>	A Building	08/20/2007	11/30/2007	Wed:09:00AM-11:00AM Th: 09:00AM-11:00AM Mon: 09:00AM-11:00AM Tue: 09:00AM-11:00AM	Lisa Elesone	3	3

**Other Fiscal Year:**

<a href="#">Class/Section No.</a>	<a href="#">Building</a>	<a href="#">Start Date</a>	<a href="#">End Date</a>	<a href="#">Class Schedule</a>	<a href="#">Instructor(s)</a>	<a href="#">No. Students Registered</a>	<a href="#">Total Students with 7.5 hours</a>
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<http://www.iccb.org>

- 1) You can access the Help area at any time by clicking the Help button.
  - a. The Help area provides contact information for DAISI support from CAIT (Center for Applied Information Technologies and from the ICCB)
- 2) If you wish to change your password in the future, you can do so through the “Change Password” link.
- 3) This section shows all the class sections you are teaching during this fiscal year. You can access information about any class (and the students enrolled in that class) by clicking on the Class/Section No hyperlink.
  - a. Class/Section No. information is determined by each program. For many the Class Section No. will be a set of numbers used to distinguish various classes. Check with your local program staff to get additional information about the Class/Section No. used at your program.
- 4) In the future, this area will outline classes you have taught in other fiscal years.



When clicking a Class/Section No link, you will be directed to the Class Details page.

## DAISI Class Details Screen – Overview

**daisi** Help | Logout

**Data and Information System Illinois** http://www.iccb.org

Fiscal Year 2008 | [Home](#) | [Students](#) | [Classes](#) | [Courses](#) | [Instructors](#) | [Funding](#) | [Administration](#) | [Reporting](#)

**Classes:** [Class Details](#) | [Roster](#) | [Attendance](#) | [Student Generation Report](#) | [Search Results](#)

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**General Information**

\* Start Date: [mm/dd/yyyy] 08/20/2007 \* End Date: [mm/dd/yyyy] 11/30/2007

\* Class/Section No: ABE Intermediate FAIL F \* Course Code: ABE 102

\* Building: A Building  Room No: 101

\* Default Funding Source:  Assign at student placement  3405 - State Basic  3410 - State Public Assistance  4800 - Federal Basic

4805 - Federal EL/Civics  4815 - State Performance  4900 - Unrestricted  4910 - Other Restricted

Instructional Type:  ABE  ASE  ESL  HSCR  VOC

\* GED IL:  yes  no

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**Enrollment**

Enrollment Type:

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**Class Schedules**

Start Date	End Date	Day of Week	Start Time	End Time	Hrs. of Instr.
08/20/2007	11/30/2007	Monday	09:00 AM	11:00 AM	2.00
08/20/2007	11/30/2007	Tuesday	09:00 AM	11:00 AM	2.00
08/20/2007	11/30/2007	Wednesday	09:00 AM	11:00 AM	2.00
08/20/2007	11/30/2007	Thursday	09:00 AM	11:00 AM	2.00

Units of Instruction: 8.00

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**Instructor(s)**

Instructor Names:

Employee ID	Name	Start Date	End Date	Update	Delete
	Lisa Elesone	08/20/2007	11/30/2007	<a href="#">Update</a>	<a href="#">Delete</a>

\* required

http://www.iccb.org

The arrow points to the Class Details link. The underlined link indicates the page you are currently viewing.

- 1) This link takes you to the Class Roster. The roster lists all students enrolled in the class.
- 2) This link takes you to the Attendance grid for the class. Instructors with View Only access can see the attendance that has been entered for their students, but can't alter it in anyway. Instructors with Enter Attendance access can record the attendance for their students.
- 3) The Student Generation Report (when available) will show the amount and percent generated by the Class/Section No.



## DAISI Class Roster Screen – Overview

Data and Information System Illinois
http://www.iccb.org

Fiscal Year 2008 | [Home](#) | [Students](#) | [Classes](#) | [Courses](#) | [Instructors](#) | [Funding](#) | [Administration](#) | [Reporting](#)

### Classes: Add/Edit Details Search Results

Class Details | [Roster](#) | [Attendance](#) | [Student Generation Report](#)

**On the Roster screen, you can view all students, active students or just those who have exited the class. By default, all students are displayed. If you wish to change it, select the group you want and click GO.**

ABE Intermediate FALL FY08

List: All  Total Active Exits: 4


Students	MI	Student Start Date	Instr. Cat.	Fund Source	Exit Date	Exit Reason	Update Delete
<a href="#">Bates, Herb [xxx-xx-9788]</a>		08/27/2007	ABE	4800-Federal Basic	--	--	<a href="#">Update</a> <a href="#">Delete</a>
<a href="#">Black, James [xxx-xx-3696]</a>	Baldomar	08/20/2007	ABE	3405-State Basic	11/29/2007	12 - Completed	<a href="#">Update</a> <a href="#">Delete</a>
<a href="#">Ullman, Janice [xxx-xx-9874]</a>		08/20/2007	ABE	4800-Federal Basic	11/29/2007	12 - Completed	<a href="#">Update</a> <a href="#">Delete</a>
<a href="#">Watts, Charlotte [xxx-xx-6989]</a>		08/20/2007	ABE	3410-State Public Assistance	11/29/2007	12 - Completed	<a href="#">Update</a> <a href="#">Delete</a>

<http://www.iccb.org>

- 1) This column provides an alphabetical list of all the students enrolled in the class. You are able to view information about the student by clicking on the student's name. Each student enrolled in the class is accessible for the instructor.
  - a. For more information outlining what information can be viewed for each student, please refer to the next section.
- 2) This column provides the date the student started the class. For open-entry classes, this is often different than the start date for the class.
- 3) This column indicates which instructional category was attached to the student.
- 4) This column indicates the Funding Source used to support the student's instruction in the class. This is determined at the time the student enrolls, but programs have the discretion to change this if needed.
- 5) Once a student exits a class, the exit date and reason are recorded in the system and displayed in these columns. If a student drops from a class, then returns and re-enrolls in the same class, the Exit Date and Reason become null until another drop is recorded in the system.
- 6) The Update and Delete options are not accessible for those with Instructor Level access.

**DAISI Student Information – Overview**

When clicking on a student’s name on the Class Roster screen, you will be taken to the Student’s Bio/Demo page. From this page, you can access information from various student screens as outlined in the above numbers.

 The record indicator navigation feature is a counter displayed on all student information screens. It represents the number of students enrolled in the class currently being viewed. This feature allows you to move directly through the students listed on the class roster by clicking the << or >> links.

- 1) Status – This link provides information about the student’s employment and public assistance status. It also indicates if the student is enrolled in other programs.
- 2) Test Info – This link provides information about testing completed by the student. This includes TABE, CELSA, Best Plus and Best Literacy. Information is also provided about the GED and Constitution Test (if applicable).

**Test Info Screen Sample**

**Student Name:** Black, James  
**SSN:** xxx-xx-3696

**Progress Tests:**

Fiscal Year: 2008

Date	Pre/Post	Form	Lvl	Raw	Raw +/-	Scale	Sc +/-	GLE	GLE +/-	NRS Level	NRS +/-	Delete
08/27/2007	pre	9S	M	15		484		4.3		Low Intermediate Basic Education	--	Delete
11/22/2007		10S	M	22	22	553	69	8	3.20	High Intermediate Basic Education	--	Delete
12/20/2007	post	9S	A	--	--	569	16	9.1	1.10	Low Adult Secondary Education	--	Delete
<b>Total TABE Reading Gain:</b>							85		4.3		2	

**GED and Constitution Tests**

Type	Test Date	Passed	Foreign Language GED	Update	Delete
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## Navigating DAISI – Instructor Guide (Page 7/8)

- 3) Class Info – This link provides the attendance and enrollment hours as well as the units earned by the student in each instructional category. It also outlines all classes for the student for the fiscal year.
- 4) Goals/Achievements – This link shows the student’s goals for the fiscal year. Any achievements attained by the student are recorded here by program staff.
- 5) Student Notes – This screen is used to record notes by Data Entry and Administrative staff regarding the student.
- 6) Custom Fields – This link provides access to any custom fields created by the program to track information on students. This area was provided to programs to allow them to customize the date fields for students beyond those fields required for submission of state reports.

### SPECIAL NOTE:

While not displayed on the student screens outlined above, there are two reports that instructors will find helpful. These reports can be generated as PDF and sent to you. They include the following:

- 1) Student Testing Report – This report provides information on student pre and post-testing.

Inst. Hrs. Cat. si. last test	SS Number	Name	Test Type	NRS Level At Entry	Pre-Test Info					Post-Test Info					NRS Lvl Gain	Prs. Gain in this series	tests AH brw tests	Avg
					Date	F/L	R/S	S/S	GL	Date	F/L	R/S	S/S	GL				
0.00	xxx-xx-5034	Ayins, Alicia	TABE-R	Low Adult Secondary Education	08/04/2008	9S/A	18	569	9.1	11/29/2008	10S/A	23	653	12.9	1	84	2	102.00
3.00	xxx-xx-9788	Bates, Herb	TABE-R	High Adult Secondary Education	08/04/2008	9S/A	20	598	11.1	N/A					N/A	N/A	1	N/A
3.00	xxx-xx-3696	Black, El-Connell	TABE-R	Low Adult Secondary Education	08/04/2008	9S/A	19	582	10	12/01/2008	10S/A	21	609	12.4	1	27	2	48.00
9.00	xxx-xx-2124	Clarke, Ron	TABE-R	High Adult Secondary Education	08/04/2008	9S/A	22	642	12.9	N/A					N/A	N/A	1	N/A
3.00	xxx-xx-4316	Gonzales, Maria	TABE-R	High Adult Secondary Education	08/04/2008	9S/A	23	676	12.9	N/A					N/A	N/A	1	N/A
6.00	xxx-xx-1133	Newson, Ashley	TABE-R	Low Adult Secondary Education	08/04/2008	9S/A	18	569	9.1	N/A					N/A	N/A	1	N/A
6.00	xxx-xx-9865	Reynolds, Rae	TABE-R	Low Adult Secondary Education	08/01/2008	9S/A	19	582	10	N/A					N/A	N/A	1	N/A
3.00	xxx-xx-3362	Richards, Bill	TABE-R	Low Adult Secondary Education	08/04/2008	9S/A	18	569	9.1	11/29/2008	10S/A	21	609	12.4	1	40	2	57.00

- 2) Student Hours Report – This report provides various information by Class/Section No.

Class: ASE-1 FY09 Fall		Course: GED Preparation					Teacher: Reva Fuentes						
Student ID	Student Name	Inst/Fun	Tot. Att.	Tot. Enr.	Tot. UI	Status	Inst. Hrs since last test	Post-Test Scale Gain	Post-Test Level Gain	Date of last test	Test type	F/L	
xxx-xx-5034	Ayins, Alicia	04/3405	114.00	168.00	11.20	I	0.00	84.00	1	11/29/2008	TABE-R	9S/A	
xxx-xx-9788	Bates, Herb	04/3405	81.00	126.00	8.40	I	3.00	N/A	N/A	08/04/2008	TABE-R	9S/A	
xxx-xx-3696	Black, El-Connell	04/3405	60.00	99.00	6.60	I	0.00	27.00	1	12/01/2008	TABE-R	9S/A	
xxx-xx-2124	Clarke, Ron	04/3405	18.00	33.00	2.20	I	6.00	N/A	N/A	08/04/2008	TABE-R	9S/A	
xxx-xx-4316	Gonzales, Maria	04/3405	102.00	156.00	10.40	I	3.00	N/A	N/A	08/04/2008	TABE-R	9S/A	
xxx-xx-1133	Newson, Ashley	04/3405	102.00	171.00	11.40	I	3.00	N/A	N/A	08/04/2008	TABE-R	9S/A	
xxx-xx-9865	Reynolds, Rae	04/4800	117.00	171.00	11.40	I	3.00	N/A	N/A	08/04/2008	TABE-R	9S/A	
xxx-xx-3362	Richards, Bill	04/4800	75.00	126.00	8.40	I	0.00	40.00	1	11/29/2008	TABE-R	9S/A	
xxx-xx-9866	Sampson, Steven	04/4800	117.00	171.00	11.40	I	3.00	N/A	N/A	08/04/2008	TABE-R	9S/A	
xxx-xx-9874	Ullman, Janice	04/3410	126.00	171.00	11.40	I	6.00	N/A	N/A	08/04/2008	TABE-R	9S/A	
xxx-xx-6989	Watts, Charlotte	04/3410	24.00	51.00	3.40	I	6.00	N/A	N/A	08/04/2008	TABE-R	9S/A	

**SPECIAL NOTE:** During FY09 instructors will gain the ability to run the Student Hours Report.



**DAISI Class Attendance Screen – Overview**

The screenshot shows the DAISI interface for class attendance. At the top, there are navigation tabs: Home, Students, Classes, Courses, Instructors, Funding, Administration, and Reporting. The current page is 'Classes: Add/Edit Details'. A red box highlights the top navigation area with the text: "This is the attendance grid layout for a class." Below this, there are several callouts: 1 points to the class name 'ABE Intermediate FALL FY08 (Intermediate ABE)'; 2 points to a set of three icons (clock, PDF, star); 3 points to navigation arrows for 'Prev. Month' and 'Next Month'; 4 points to an 'Entry Legend' link; 5 points to a control box with radio buttons for 'All Semester', 'Month View', 'This Month', 'First Empty Slot', 'Meeting Days', 'Calendar Days', 'All Students', 'Active Students', 'Entry Mode', and 'Correct Mode', along with 'Recalculate' and 'Refresh' buttons; 6 points to a 'Generate' button in a date selection box; 7 points to the 'Valid' status column in the attendance grid. The grid shows columns for dates from 2007/11/1 to 2007/11/29 and rows for students: Bates, Herb; Black, James; Ullman, Janice; and Watts, Charlotte. A 'SUBMIT' button is located below the grid.

**Update:** You can now use the arrow keys to move around the attendance slots.

- 1) This area indicates the Class/Section No being reviewed. When in “Month View” mode, it also shows which month is currently being viewed. For programs with Stacked Classes, the other Class Section No's stacked with this class are also displayed here.
- 2) There are 3 icons available in this area.
  - a. Clock Icon - For Instructor Level access, this icon can not be accessed. This icon provides a link to change the class schedule.
  - b. PDF Icon – This link allows you to print out an attendance sheet for the class currently being viewed. There are several options for the format of the sheet.
  - c. Star Icon – This icon allows you to change your preferences on how the attendance grid loads on the page when viewed. When set, the page will automatically load that way until preferences are changed.
- 3) This links allow you to navigate through the months when in the Month View mode.
- 4) The Help icon provides a quick reference to the various attendance codes used in DAISI.
- 5) This box controls how the grid is currently being viewed. Unlike changing personal preferences using the Star icon, the changes made here are not saved, but apply only to the current viewing. (Page 60 - 63 of the DAISI user manual provides more detailed explanation of each display mode).
- 6) This area allows you to automatically insert attendance for all students or a group of students. This can be helpful for an Unscheduled or Given Day. If you wish to use this feature, record the Start Date and the End Date to indicate when you want the attendance code automatically inserted. If “All Students” are selected, it will apply to all students. If you want it to just apply to select students, leave “Checked” selected and then check the box to the left of the Student’s Name who it will apply to. If no Given or Unscheduled days are planned for the date(s) indicated, the system will generate “E” or “P” for those days. Be sure to change the “P” codes to “A” codes if applicable.
- 7) This area gives you the current status of the student’s attendance. A legend for interpreting the different symbols is available at the top of the page.