

**GALIS Reports User Guide**  
*Last Updated May 17, 2021*

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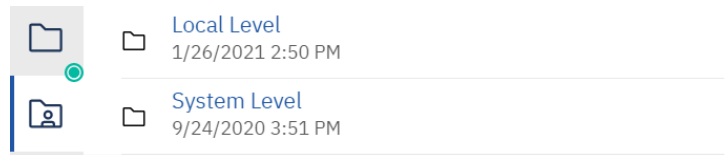
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## GALIS Reports Folder Organization



- **Local Level:** This folder contains local program reports that can be run by fiscal year for each program. The Local Level folder contains three sub-folders.
  - **Misc:** This sub-folder contains local program reports that are not NRS reports or sign-in sheets.
  - **NRS Reports:** This sub-folder contains local versions of federally required NRS reports that can be run by fiscal year for each program.
  - **Sign-In Sheets:** This sub-folder contains sign-in sheets that local programs use for taking attendance.
- **System Level:** This folder contains state-level reports that can be run by fiscal year for the entire state.

## Local Level Reports

📁 [Misc](#)  
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📁 [Sign-In Sheets](#)  
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The following reports are available as of the latest publication date of the user guide.

### Misc

Report Number	Report Name	Description
<b>AEL0191</b>	<b>Post-Test Tracker: Most Recent Tests</b>	Provides a list of NRS students with their most recent test information, hours, and EFL by instructor. Use this report to help identify students who may be ready to post-test.
<b>AEL0011</b>	<b>Student Attendance Hours: by Instructor, Class, and Student</b>	Provides a list of all students with at least 0.25 hours by instructor and class with their hours, last date of attendance, and pre- and post-test status. The All Instructors drilldown page provides a breakdown of enrollment by ABE, ESL, and students who do not have a pre-test. The All Students drilldown page provides a list of students by total attendance hours in GALIS. Use this report to monitor enrollment and identify students for follow-up.
<b>AEL0298</b>	<b>Student Contact Information by Instructor</b>	Provides the name, phone, email, and address information for students who have been assigned to a class(es). Use this report to follow up with students in your program. Note: AdultOnlineREG@tcsg.edu is the default email address if the student does not provide one in the online registration form and should not be used to contact students.
<b>AEL0003</b>	<b>Students with 0.25 Hours, No Pre-Test by Org</b>	Provides a list of student IDs and hours for those who do not have a pre-test. Use this report to ensure students have valid pre-tests. If students have more than 12 hours and no pre-test, ensure the student's provisional EFL information is entered in GALIS.
<b>AEL7001</b>	<b>All Student Contact Information</b>	Provides the name, phone, email, address, sex, date of birth, institutional use fields, and hours for students who have 0.25 hours and contact information in GALIS. Use this report to sort by different variables and follow up with students. Note: AdultOnlineREG@tcsg.edu is the default email address if the student does not provide one in the online registration form and should not be used to contact students.

<b>Report Number</b>	<b>Report Name</b>	<b>Description</b>
<b>AEL7002</b>	<b>IET Enrollment and Credentials Local</b>	Provides a list of IETs by CRN. Page 1 provides a count of students, credentials earned, and students earning credentials by IET and overall. When you click each CRN, the report provides a list of students and credentials they have earned. Use this report to monitor IET enrollment and credential attainment.

## NRS Reports

The following reports replicate the state-level NRS reports, but can be run by local program and fiscal year. These reports only include NRS students (students with at least 12 hours and an approved pre-test).

<b>Report Number</b>	<b>Report Name</b>	<b>Description/Instructions</b>
<b>AEL0087</b>	<b>Table 1 WIOA Local</b>	Provides a breakdown of NRS students by EFL, race/ethnicity, and sex.
<b>AEL0089</b>	<b>Table 2 WIOA Local</b>	Provides a breakdown of NRS students by race/ethnicity, sex, and age.
<b>AEL0091</b>	<b>Table 3 WIOA Local</b>	Provides a breakdown of NRS students by program type (ABE, ASE, ESL, IELCE, IET) and age. Use this report to determine the number of IET NRS students enrolled.
<b>AEL0328</b>	<b>Table 4 MSG and Attendance by Date</b>	Provides a breakdown of MSG performance by EFL. Use this report to run Table 4 for a specific date range. Can obtain a drilldown list of NRS students and their MSG status.
<b>AEL0095</b>	<b>Table 4 MSG and Attendance by EFL</b>	Provides a breakdown of MSG performance by EFL. This is a program's official Table 4 report. Can obtain a drilldown list of NRS students and their MSG status.
<b>AEL0334</b>	<b>Table 4 MSG and Attendance by Instructor, CRN, Student</b>	Provides a breakdown of MSG performance by instructor that programs can then drilldown by CRN and student. Use this report to analyze MSG performance by instructor for a specific date range. Can obtain a drilldown list of NRS students and their MSG status. This is the recommended report for analyzing program performance.
<b>AEL0214</b>	<b>Table 4 MSG and Attendance by Instructor, EFL, Student</b>	Provides a breakdown of MSG performance by instructor that programs can then drilldown by EFL and student. Use this report to analyze MSG performance by instructor for a specific date range. Can obtain a drilldown list of NRS students and their MSG status.
<b>AEL0335</b>	<b>Table 4 MSG by Site, CRN, Student</b>	Provides a breakdown of MSG performance by site that programs can then drilldown by CRN and student. Use this report to analyze MSG performance by site for a specific date range. Can obtain a drilldown list of NRS students and their MSG status.
<b>AEL0216</b>	<b>Table 4 MSG by Site, EFL, Student</b>	Provides a breakdown of MSG performance by site that programs can then drilldown by EFL and student. Use this report to analyze MSG performance by site. Can obtain a drilldown list of NRS students and their MSG status.
<b>AEL0097</b>	<b>Table 4B Post-Tested Participants</b>	Provides a breakdown of MSG performance for pre- and post-tested students only. Use this report to analyze post-test rates and MSG performance for post-tested students. Can obtain a drilldown list of post-tested students and their MSG status.

<b>Report Number</b>	<b>Report Name</b>	<b>Description/Instructions</b>
<b>AEL0215</b>	<b>Table 4B Post-Tested Participants by Instructor, EFL</b>	Provides a breakdown of MSG performance for pre- and post-tested students that programs can drilldown by instructor and EFL. Use this report to analyze post-test rates and MSG performance for post-tested students by instructor. Can obtain a drilldown list of post-tested students by instructor and their MSG status.

**Sign-In Sheets**

<b>Report Number</b>	<b>Report Name</b>	<b>Description/Instructions</b>
<b>AEL0074</b>	<b>Sign In Sheet Daily by Instructor</b>	Provides a sign-in sheet that can be used for one day.
<b>AEL0283</b>	<b>Sign In Sheet Weekly by Instructor 4 Column</b>	Provides a sign-in sheet that can be used for four days in a week.
<b>AEL0073</b>	<b>Sign In Sheet Weekly by Instructor</b>	Provides a sign-in sheet that can be used for three days in a week.

## System Level Reports

The following reports provide data for all adult education students in Georgia and include reports available as of the latest publication date of the user guide.

Report Number	Report Name	Description/Instructions
N/A	<b>Joint Report Barriers to Employment (p.2)</b>	Provides a breakdown of the primary indicators of performance by barriers to employment categories for all periods of participation in a report year.
N/A	<b>Joint Report Credential Attainment (p.3)</b>	Provides a breakdown of credential attainment for relevant periods of participation in a report year.
N/A	<b>Joint Report Measurable Skill Gains (p.4)</b>	Provides a breakdown of MSG achievement for relevant periods of participation in a report year.
N/A	<b>Joint Report – Participant Characteristics (p.1)</b>	Provides a breakdown of the primary indicators of performance by age, race/ethnicity, and sex for all periods of participation in a report year.
AES0019	<b>Table 1 WIOA</b>	Provides a breakdown of NRS students by EFL, race/ethnicity, and sex.
AES0029	<b>Table 10 WIOA</b>	Provides a breakdown of the primary indicators of performance for NRS corrections participants.
AES0342	<b>Table 11 WIOA</b>	Provides a breakdown of the primary indicators of performance for NRS IET participants.
AES0020	<b>Table 2 WIOA</b>	Provides a breakdown of NRS students by race/ethnicity, sex, and age.
AES0339	<b>Table 2A WIOA</b>	Provides a breakdown of students with less than 12 contact hours by race/ethnicity, sex, and age.
AES0021	<b>Table 3 WIOA</b>	Provides a breakdown of NRS students by program type (ABE, ASE, ESL, IELCE, IET) and age. Use this report to determine the number of IET NRS students enrolled in the state.
AES0022	<b>Table 4 WIOA</b>	Provides a breakdown of MSG performance by EFL for all NRS students in the state.
AES0340	<b>Table 4A WIOA</b>	Provides a breakdown of EFL gains (pre/post-testing or transition to postsecondary) by EFL for NRS students in the state.
AES0023	<b>Table 4B WIOA</b>	Provides a breakdown of EFL gains for pre- and post-tested NRS participants in the state.
AES0293	<b>Table 4C WIOA</b>	Provides a breakdown of MSG performance by EFL for all NRS distance education students in the state.
AES0024	<b>Table 5 WIOA</b>	Provides a breakdown of the employment and credential primary indicators of performance for NRS participants in the state.
AES0296	<b>Table 5A WIOA</b>	Provides a breakdown of the employment and credential primary indicators of performance for NRS distance education participants in the state.

<b>Report Number</b>	<b>Report Name</b>	<b>Description/Instructions</b>
<b>AES0025</b>	<b>Table 6 WIOA</b>	Provides a breakdown of participant status for NRS participants, including employment status, highest level of education, and corrections information.
<b>AES0026</b>	<b>Table 7 WIOA</b>	Provides a breakdown of adult education personnel by job function, years of experience, and certification.
<b>AES0341</b>	<b>Table 9 WIOA</b>	Provides a breakdown of the primary indicators of performance for NRS IELCE participants.
<b>AES0001</b>	<b>Unduplicated Student Count</b>	Provides the total count of students with at least 0.25 hours of attendance for the state and by local program.



## Report Development Timeline

In May 2020, the Technical College System of Georgia (TCSG) Information Technology & Data Resources (ITDR) and Office of Adult Education (OAE) migrated GALIS reports from the Crystal server to IBM Cognos to address data security concerns. Since the migration, TCSG has been developing GALIS reports in Cognos to accommodate federal reporting requirements as well as local provider reporting needs.

OAE and ITDR have established the following report development timeline based on user feedback from local providers as well as National Reporting System and OAE priorities. The timeline provides **estimates** of report release dates that are subject to change. Report development may be impacted by many factors, such as data validation and testing.

### *Expected release in May 2021:*

- Local level Table 4B WIOA report that can be run by instructor and CRN.
- Local and system level staff development participation reports.
- Local and system level report that provides totals and drilldowns of students enrolled in postsecondary.

### *Expected release in June 2021:*

- Local and system level report that provides counts and percentages of barriers to employment indicators.
- Local level report that provides information on non-IET student training entered into GALIS.
- Local level NRS Table 4C for distance education participants.
- Local level NRS Table 6 report with participant demographics and corrections totals.

### *Expected release in July 2021:*

- Updated local and system level NRS Table 4 with recent NRS changes.
- Local level NRS Table 7 with staff information.
- Local level NRS Table 4 by county.

OAE will continue to update this list as reports are developed.

## **GALIS Report Feedback and Data Requests**

To provide feedback on existing reports or request new reports for future consideration, submit your request to [research@tcsq.edu](mailto:research@tcsq.edu). TCSG ITDR and OAE will consider all requests on a case-by-case basis.

If you have an ad hoc data request, contact Director of Research and Impact, Rosaline Tio, at [rtio@tcsq.edu](mailto:rtio@tcsq.edu). OAE will work with ITDR to determine if the ad hoc data request can be addressed within the requested time frame.