

GALIS Reports User Guide
Last Updated April 28, 2022

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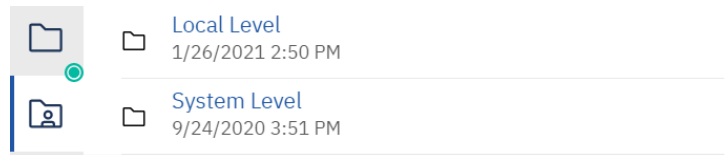
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GALIS Reports Folder Organization



- **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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The following reports are available as of the latest publication date of the user guide.

Misc

Report Number	Report Name	Description
AEL0191	Post-Test Tracker: Most Recent Tests	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.
AEL0011	Student Attendance Hours: by Instructor, Class, and Student	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.
AEL0298	Student Contact Information by Instructor	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.
AEL0003	Students with 0.25 Hours, No Pre-Test by Org	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.
AEL7001	All Student Contact Information	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.

Report Number	Report Name	Description
AEL7002	IET Enrollment and Credentials Local	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.
AEL7004	Staff Professional Development Hours by Local Program	Provides a list of staff members with professional development hours entered. When you click each staff ID, the report provides a list of professional development attended. Use this report to monitor accumulated staff professional development hours.
AEL7005	Staff Professional Development Opportunity by Local Program	Provides a list of professional development events for each fiscal year with dates, state vs. local, number of attendees, and total hours. When you click each CRN, the report provides a list of attendees for each event. Use this report to monitor what professional development has been entered into GALIS at the state and local level and ensure accuracy.
AEL7007	Class Summary List with Hours	Provides a list of all classes entered in GALIS with information including site, title, instructor, unduplicated enrollment, and a breakdown of classroom and online hours. Use this report to monitor in-person vs. online attendance hours by class to assist with data audits.
AEL7014	Secondary Goals	Provides a list of all students with secondary goals entered in GALIS and goal completion status, disaggregated by family literacy and IELCE as well. Use this report to monitor secondary goal data entry and progress.
AEL7013	Assessments and no Attendance	Provides a list of students who have assessments entered without attendance entered on the corresponding date. Use this report to ensure all students have attendance entered for their assessment dates. Excluded tests are not listed.

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).

Report Number	Report Name	Description/Instructions
AEL0087	Table 1 WIOA Local	Provides a breakdown of NRS students by EFL, race/ethnicity, and sex.
AEL0089	Table 2 WIOA Local	Provides a breakdown of NRS students by race/ethnicity, sex, and age.
AEL0091	Table 3 WIOA Local	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.
AEL0328	Table 4 MSG and Attendance by Date	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.
AEL0095	Table 4 MSG and Attendance by EFL	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.
AEL0334	Table 4 MSG and Attendance by Instructor, CRN, Student	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.
AEL0214	Table 4 MSG and Attendance by Instructor, EFL, Student	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.
AEL0335	Table 4 MSG by Site, CRN, Student	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.
AEL0216	Table 4 MSG by Site, EFL, Student	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.
AEL0097	Table 4B Post-Tested Participants	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.

Report Number	Report Name	Description/Instructions
AEL0215	Table 4B Post-Tested Participants by Instructor, EFL	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.
AEL7017	Table 4C WIOA Local	Provides a breakdown of MSG performance for distance education (>50% hours are proxy) students by EFL. Can obtain a drilldown list of distance education students and their MSG status.
AEL7012	Table 6 WIOA Local	Provides a breakdown of NRS students by student status, including employment, previous education, family literacy, workplace literacy, and corrections. Can obtain a drilldown list of NRS students and individual status designations.
AEL0012	Table 7 WIOA Local	Provides a breakdown of active and inactive staff roles and part-time/full-time status. Can obtain a drilldown of all staff and their position, years of experience, certification, personnel type, and status.

Sign-In Sheets

Report Number	Report Name	Description/Instructions
AEL0074	Sign In Sheet Daily by Instructor	Provides a sign-in sheet that can be used for one day.
AEL0283	Sign In Sheet Weekly by Instructor 4 Column	Provides a sign-in sheet that can be used for four days in a week.
AEL0073	Sign In Sheet Weekly by Instructor	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	Joint Report Barriers to Employment (p.2)	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	Joint Report Credential Attainment (p.3)	Provides a breakdown of credential attainment for relevant periods of participation in a report year.
N/A	Joint Report Measurable Skill Gains (p.4)	Provides a breakdown of MSG achievement for relevant periods of participation in a report year.
N/A	Joint Report – Participant Characteristics (p.1)	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	Table 1 WIOA	Provides a breakdown of NRS students by EFL, race/ethnicity, and sex.
AES0029	Table 10 WIOA	Provides a breakdown of the primary indicators of performance for NRS corrections participants.
AES0342	Table 11 WIOA	Provides a breakdown of the primary indicators of performance for NRS IET participants.
AES0020	Table 2 WIOA	Provides a breakdown of NRS students by race/ethnicity, sex, and age.
AES0339	Table 2A WIOA	Provides a breakdown of students with less than 12 contact hours by race/ethnicity, sex, and age.
AES0021	Table 3 WIOA	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	Table 4 WIOA	Provides a breakdown of MSG performance by EFL for all NRS students in the state.
AEL0008	Table 4 WIOA Local – MSG and Attendance Single Page	Provides each program's local Table 4 report on a single page. Note: For accurate historical comparisons, programs should archive copies of this report over time.
AES0340	Table 4A WIOA	Provides a breakdown of EFL gains (pre/post-testing or transition to postsecondary) by EFL for NRS students in the state.
AES0023	Table 4B WIOA	Provides a breakdown of EFL gains for pre- and post-tested NRS participants in the state.
AES0293	Table 4C WIOA	Provides a breakdown of MSG performance by EFL for all NRS distance education students in the state.

Report Number	Report Name	Description/Instructions
AES0024	Table 5 WIOA	Provides a breakdown of the employment and credential primary indicators of performance for NRS participants in the state.
AES0296	Table 5A WIOA	Provides a breakdown of the employment and credential primary indicators of performance for NRS distance education participants in the state.
AES0025	Table 6 WIOA	Provides a breakdown of participant status for NRS participants, including employment status, highest level of education, and corrections information.
AES0026	Table 7 WIOA	Provides a breakdown of adult education personnel by job function, years of experience, and certification.
AES0341	Table 9 WIOA	Provides a breakdown of the primary indicators of performance for NRS IELCE participants.
AES0001	Unduplicated Student Count	Provides the total count of students with at least 0.25 hours of attendance for the state and by local program.
AES0006	Unduplicated Student Count by Distance Education Status	Provides the total count of students and distance education 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 2022:

- Local and system level report that provides totals and drilldowns of students enrolled in postsecondary.
- Local and system level report that provides counts and percentages of barriers to employment indicators.

Expected release in June 2022:

- Local level NRS Table 4 by county.
- Local level report on all tests for students.
- Local level report that provides information on non-IET student training entered into GALIS.

Expected release in July 2022:

- End-of-year snapshots dashboard.

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. 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. OAE will work with ITDR to determine if the ad hoc data request can be addressed within the requested time frame.