Virtual ESLTP Data Application

User Manual
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ICCB
ILLINOIS COMMUNITY COLLEGE BOARD

ESLTP

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Illinois Center for Specialized Professional Support,
Illinois State University, College of Education

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OVERVIEW

The Virtual ESLTP Data Application (VEDA) is a data system developed specifically for the Early School Leaver Transition Program (ESLTP) by the Illinois Center for Specialized Professional Support (ICSPS). VEDA is the required data reporting tool for all ESLTP providers funded through the Illinois Community College Board (ICCB).

VEDA is designed to track student information, work-based learning (WBL) activities, Career Awareness and Development Instruction (CADI) participation, and assist with quarterly reporting.

All ESLTP students should be entered in DAISI and designated as an ESLTP student along with their start date and date completed. DAISI should be utilized to track attendance and any industry-recognized credentials earned will need to be reported under the Goals/Achievements page.

ACCESSING VEDA

VEDA can be accessed in one of two ways.
1. Open your web browser, and enter the following link: app.esltpillinois.com
2. Access the ESLTP webpage at esltpillinois.com and enter through the Database Portal.

Obtaining a Username & Password

If you are accessing VEDA for the first time, you will need to be entered in to the system by a VEDA administrator. To obtain a username, contact Brittany Boston at bnboston@ilstu.edu and provide your first and last name, user role, institution, and institutional email address. The email address you submit will act as your username.

Once you have been entered in to the system, you will receive an email from *postmaster@mg.esltpillinois.com*. This email will provide you with your username and a link that will allow you to reset your password. Passwords are auto generated for first time users so it is important that you reset your password at your first log in.

VEDA allows for multiple user roles. Be sure to include the appropriate user role when submitting the request for access. User roles can be adjusted when and if needed by contacting the VEDA administrator.

- *Site Admin*: Admin for a specific site, access to admin functions for the site.
- *Site User*: User for a specific site, is able to read and edit records related to the site.
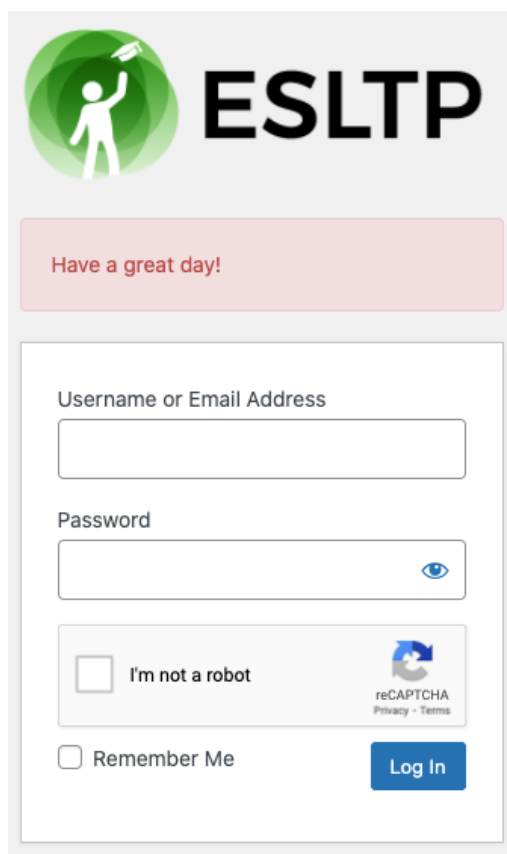- *Site User (Read Only)*: User for a specific site. Read only access.

ACCESSING VEDA

Logging In

1. Enter your username in the box titled '*Username or Email Address*'*
2. Enter your password in the box titled '*Password*'*
3. Click '*I'm not a robot*'
4. Click '*Login*'

Note: Your username and password are case sensitive, so enter it exactly as it appears.

Users also have the option to select '*Remember Me*' to save your username and password within your web browser. *Please do not select this option if you are accessing VEDA on a shared device.*
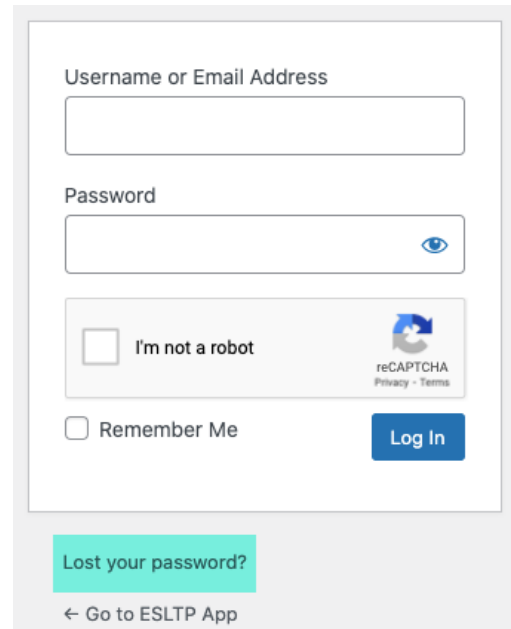
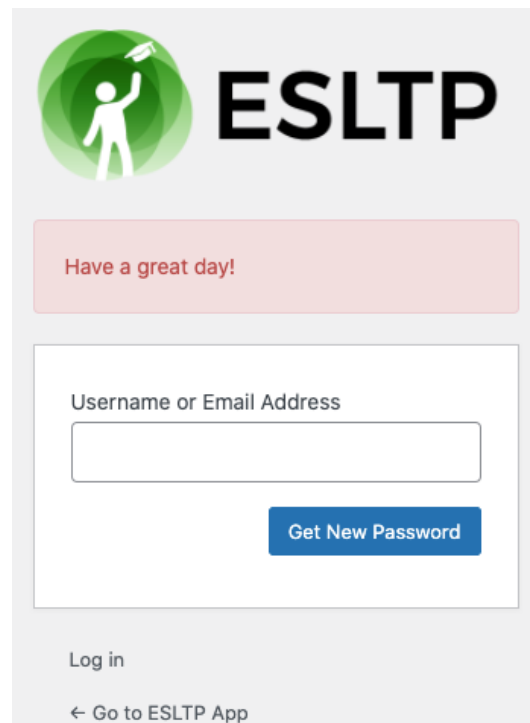# ACCESSING VEDA

Forgotten Password

If you are accessing VEDA for the first time or have forgotten your password, you can reset it by clicking the '*Lost your password?*' link on the VEDA login page.

1. Enter the email that is registered in the VEDA system for you in the 'Username or Email Address' field on the screen.
2. Click '*Get New Password*'.

If the email is found within the system, a reset link will be sent to the email address you entered. If you don't receive an email within 5 minutes, try checking your Bulk, Spam, or Junk folder. Use the search bar in your email platform to search for an email from *postmaster@mg.esltpillinois.com*.

STUDENT CLASSIFICATION

Students are classified based on their current status within ESLTP. A student's status is indicative of their involvement in the program and can fluctuate throughout the fiscal year. Currently, there are four options of classification for student status.

01. Pre-Eligible

Student does **not** meet the current eligibility requirements to enroll in ESLTP but is being closely monitored for level gains.

02. Active

Student has **not** completed all three of the following requirements:
1. secondary level of education by earning an HSE credential or HS diploma,
2. CADI, **and**
3. WBL.

Student is working to complete these requirements, is in weekly contact with coordinator, and is receiving services from the ESLTP.

03. Inactive

Student has **not** completed all three of the following requirements:
1. secondary level of education by earning an HSE credential or HS diploma,
2. CADI, **and**
3. WBL.

Student is no longer working to complete these requirements, is not in regular contact with coordinator, is not receiving services from the ESLTP, and is not actively working to transition.

04. Completed

Student has **completed** all three of the following requirements:
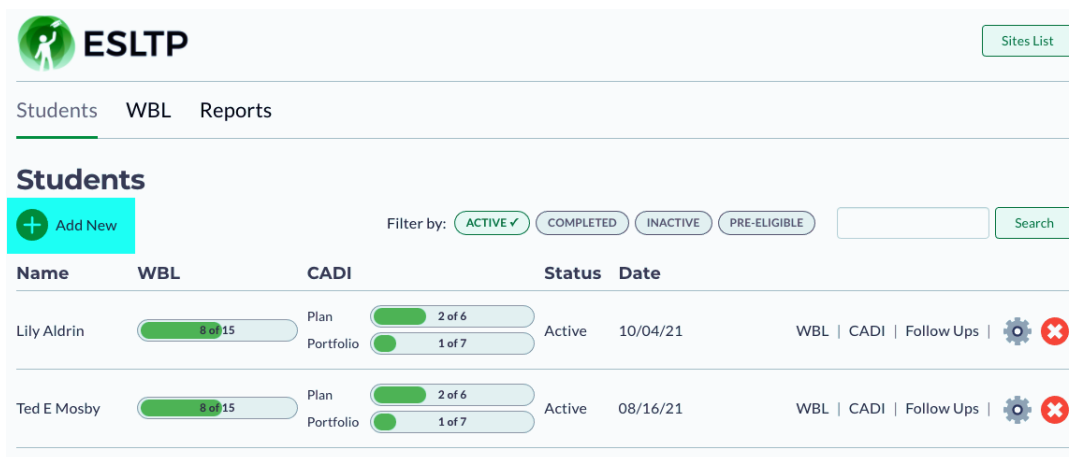1. secondary level of education by earning an HSE credential or HS diploma,
2. CADI, **and**
3. WBL.

The student has transitioned into postsecondary education, employment, military, or entrepreneurship and is no longer receiving services from the ESLTP.

STUDENT ACCOUNTS

Adding Students

Students are added by entering the appropriate required biographic/demographic data after selecting the '+ *Add New*' link on your site's home screen.

Each student account is divided into sections to help streamline the data entry process. Some sections are discussed in further detail throughout the user manual.

- WBL
- CADI
- Program Information
- General Information
- Contact Information
- History
- Assessment Scores
- Other Information
- Follow-ups
- Wages

Note: Some areas may not be applicable to certain students. Required fields are marked with a red asterisk (*).

STUDENT ACCOUNTS

Work-based Learning (WBL)

ESLTP students are required to complete fifteen (15) hours per semester of work-based learning. WBL hours may be generated through any one or a combination of the following activities:

- Paid employment
- Internships
- Pre-apprenticeships
- Apprenticeships
- On-the-job training
- Mentorships
- Job shadowing
- Class shadowing
- Volunteer work and community service
- Interviewing professionals in selected career path

Note: This list is not an exhaustive list. If you have questions concerning the appropriateness of a WBL activity, contact ICCB staff listed in your grant agreement.

Adding a WBL Activity:

Work-based learning activities can be added for individual students or student groups. A student must have a student account entered in VEDA in order to add individual and group WBL activities.

WBL can be accessed in multiple avenues through the VEDA dashboard: main toolbar on the VEDA dashboard under 'WBL', student toolbar under 'WBL', and individual student accounts under 'WBL'.

STUDENT ACCOUNTS

Adding an Individual WBL Activity:

WBL activities can be added for individual students by selecting '*WBL*' on the student toolbar within VEDA or accessing the individual student account. Required fields are marked with a red asterisk (*).

Adding a Group WBL Activity:

WBL activities can be added for student groups by selecting '*WBL*' on the main toolbar within VEDA. Description and partner details will be completed as it is for individual activities.

Before selecting '*Submit*', select the appropriate students under the '*Select Students*' option at the bottom of the screen. To select all students, click the '*Name*' option.

STUDENT ACCOUNTS

Career Awareness & Development Instruction (CADI)

CADI must incorporate contextualized instruction and transition services, with a primary focus on career development that includes career exploration, career planning within a career area, and understanding the world of work. Students must develop a *transition plan* that outlines their career goals and corresponding education plan and a *transition portfolio* containing all applicable materials needed to make a successful transition to postsecondary education and/or employment.

Elements of the transition plan and transition portfolio can be tracked within VEDA. All elements can be designated as completed by selecting the corresponding radio button. Each element has a drop down menu that allows for case noting.

STUDENT ACCOUNTS

Follow-ups

Student follow-up can be tracked within VEDA to assist with communication among ESLTP staff regarding student contact.

New follow-ups can be added within the individual student's account by going to the '*Follow Ups*' section and selecting '*+Add New*'. Required fields are marked with a red asterisk (*). The type of contact (i.e. phone call, email, text, etc.) can be entered along with additional case notes pertinent to the student and follow-up.

STUDENT ACCOUNTS

Student Wages

Student wages can be tracked in VEDA for currently employed students. Tracking wages provides a visual for wage progression and can assist in motivating students and building confidence.

Student wages can be added under the individual student's account by going to the '*Wages*' section and selecting '*+Add New*'. Required fields are marked with a red asterisk (*).

REPORTS

Accessing Reports

The Reports section of VEDA can be accessed at anytime from the main toolbar.

Data for the activity report is pulled from information entered into the student account. Specific start and end dates can be applied or you can select a quarter button.

Activity report data can be exported to an Excel file to allow for data sharing within your institution and to support completion of quarterly reports for ICCB. Enter the appropriate date range or select a quarter button and then select '*Export*'. The exported data will download and open in an Excel window.

TROUBLESHOOTING & TECHNICAL ASSISTANCE

If you encounter an error with VEDA, take a screenshot of the error message and include it in an email to the VEDA administrator. Currently, the VEDA administrator is Brittany Boston and she can be reached at bnboston@ilstu.edu.

VEDA was created with the intent to assist programs with data management and student case noting for the success of ESLTP. If there are areas for improvement or additional elements of interest, please contact the VEDA administrator with your suggestions.