

Virtual ESLTP Data Application

User Manual
Updated October 2021



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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 DAIS and designated as an ESLTP student along with their start date and date completed. DAIS 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.



Upcoming Professional Development Resources Contact [Database Portal](#)

Early School Leaver Transition Program

Designed for out-of-school youth between the ages of 16 and 24 whose TABE level reading score is at or above the 8.0 grade level equivalency and a math score at or above the 6.0 grade level equivalency, who want to complete the secondary level of education and participate in work-site learning experience related to career choices. The program is specifically aimed at helping at-risk students become reoriented and motivated to complete their education by allowing students to participate in adult education instruction as well as career and work training activities. Only those youth who demonstrate a willingness to meet both goals and who are able to benefit from such a program are selected.

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.

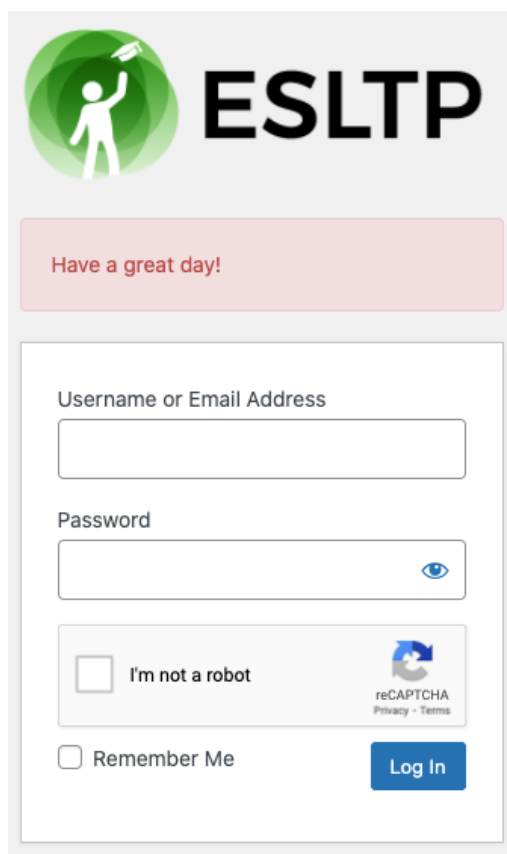
ACCESSING VEDA

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.*



The screenshot shows the ESLTP login interface. At the top left is a logo featuring a green circle with a white stick figure holding a graduation cap, next to the text 'ESLTP' in large, bold, black letters. Below the logo is a pink rectangular box with the text 'Have a great day!'. The main login area is a white box with a light gray border. It contains the following elements: a label 'Username or Email Address' above a text input field; a label 'Password' above a text input field with an eye icon for toggling visibility; a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'; a checkbox labeled 'Remember Me'; and a blue 'Log In' button.

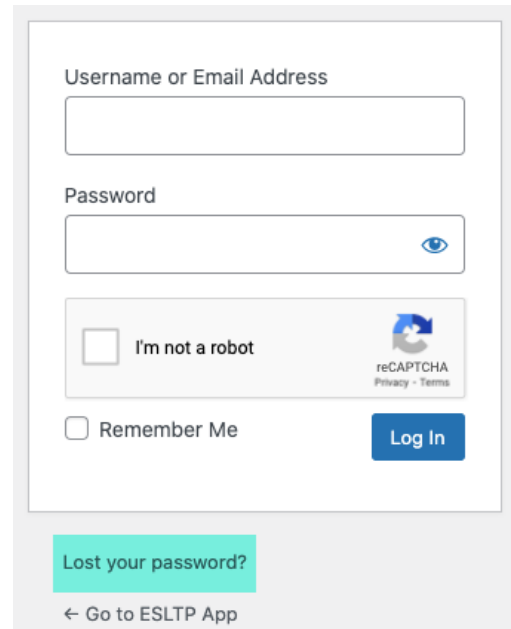
ACCESSING VEDA

Forgotten Password

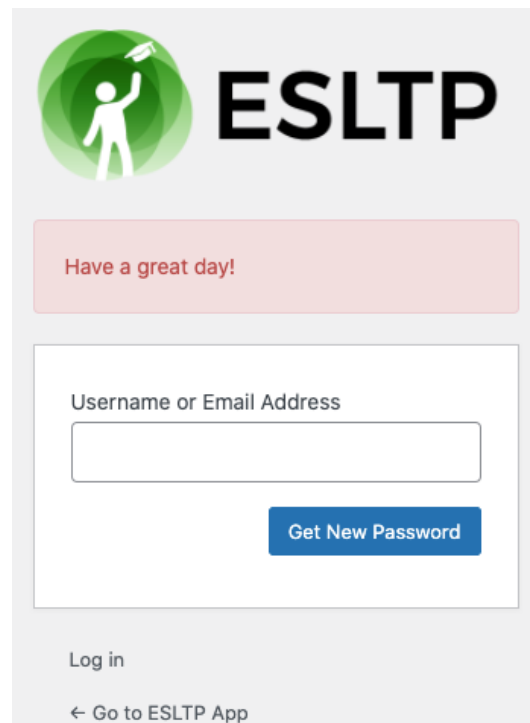
If you are accessing VEDA for the first time or have forgotten your password, you can reset it by clicking the 'Lost your password?' link on the VEDA login page.

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.



A screenshot of the VEDA login page. It features a white login box on a light gray background. Inside the box, there are two input fields: 'Username or Email Address' and 'Password'. The password field has an eye icon to toggle visibility. Below the password field is a reCAPTCHA 'I'm not a robot' checkbox and a 'Remember Me' checkbox. A blue 'Log In' button is at the bottom right of the box. Below the login box, there is a teal button labeled 'Lost your password?' and a link '← Go to ESLTP App'.



A screenshot of the ESLTP 'Get New Password' page. At the top, there is a green circular logo with a white figure holding a graduation cap, followed by the text 'ESLTP'. Below this is a pink banner with the text 'Have a great day!'. The main content area is a white box containing a 'Username or Email Address' input field and a blue 'Get New Password' button. At the bottom of the page, there is a 'Log in' link and a '← Go to ESLTP App' link.

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:

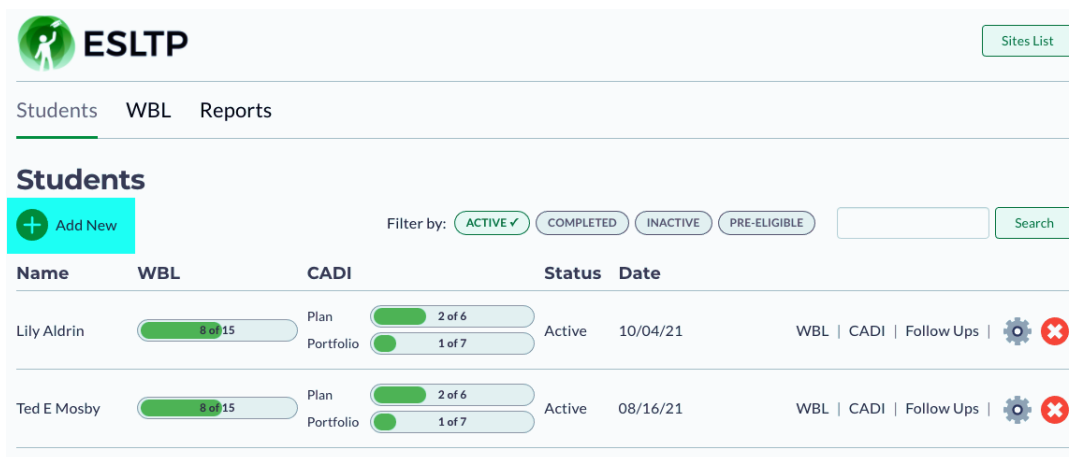
1. secondary level of education by earning an HSE credential or HS diploma,
2. CADI, **and**
3. WBL.

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.



The screenshot shows the ESLTP web application interface for managing students. At the top, there's a header with the ESLTP logo and a 'Sites List' button. Below the header, there are tabs for 'Students', 'WBL', and 'Reports'. The 'Students' tab is active. Under the 'Students' heading, there's a '+ Add New' button and a 'Filter by:' section with buttons for 'ACTIVE' (selected), 'COMPLETED', 'INACTIVE', and 'PRE-ELIGIBLE'. A search bar is also present. The main content area displays a table of students with columns for Name, WBL, CADI, Status, and Date. Two students are listed: Lily Aldrin and Ted E Mosby. Each student row has progress bars for WBL and CADI, and links for WBL, CADI, and Follow Ups. A gear icon and a red 'X' icon are also visible for each student.

Name	WBL	CADI	Status	Date
Lily Aldrin	8 of 15	Plan: 2 of 6 Portfolio: 1 of 7	Active	10/04/21
Ted E Mosby	8 of 15	Plan: 2 of 6 Portfolio: 1 of 7	Active	08/16/21

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'.

The screenshot shows the VEDA dashboard interface. At the top, there is a header with the ESLTP logo and a 'Sites List' button. Below the header is a 'Main toolbar' with tabs for 'Students', 'WBL', and 'Reports'. The 'WBL' tab is selected. Below the toolbar, there is a 'Students' section with a 'Filter by' dropdown showing 'ACTIVE', 'COMPLETED', 'INACTIVE', and 'PRE-ELIGIBLE'. Below the filter, there is a table with columns for 'Name', 'WBL', 'CADI', 'Status', and 'Date'. The table shows one student, Lily Aldrin, with progress bars for WBL (8 of 15), CADI (2 of 6), and Portfolio (1 of 7). The status is 'Active' and the date is '10/04/21'. Below the table, there is a 'Student toolbar' with buttons for 'WBL', 'CADI', 'Follow Ups', and a settings icon.

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 (*).

New WBL

Site *
ICSPS Test Site

Student *
Lily Aldrin (2659)

Date *
10/14/2021

Hours *

Description *

- ☐ Paid employment
- ☐ Internship
- ☐ Mentorship
- ☐ Job shadow
- ☐ Class shadowing
- ☐ Volunteer work and community service
- ☐ Interviewing professionals in selected career path
- ☐ Other

Partner Details

First Name
Last Name

Company

Email
Phone

Submit

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.

Select Students*

☒ Name

Select all students that attended this CEE

☐ Ted Mosby (2655)

☐ Lily Aldrin (2659)

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.

CADI

Plan

☒ Type of program they will need to enroll in.

Notes

Early childhood education

☒ Program they will apply to.

☐ When and how to apply.

☐ Amount of time they can expect to spend in the program.

☐ Cost of the endeavor.

☐ How to finance the endeavor.

Portfolio

☐ Resume and cover letter

☐ Postsecondary education program application

☐ Letters of recommendation

☐ Applicable test scores

☒ Transcripts

☐ Financial aid application

☐ Other

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.

New Follow Up

Site *
ICSPS Test Site

Student *
Lily Aldrin (2659)

Date *
10/07/2021

Type

Note

Submit

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 (*).

New Wage

Site *
ICSPS Test Site

Student *
Lily Aldrin (2659)

Date *
10/13/2021

Wage

Note

Submit

REPORTS

Accessing Reports

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

The screenshot shows the ESLTP VEDA interface. At the top, there's a navigation bar with 'Students', 'WBL', and 'Reports' (highlighted in red). A 'Sites List' button is in the top right. Below the navigation bar, the 'Reports' section has a title and filters for 'Start Date' (07/01/2021), 'End Date' (09/30/2021), and 'Apply'/'Export' buttons. To the right are quarter buttons: Q1, Q2, Q3, and Q4. The main content area is titled 'Activity Report Data' and contains three tables: 'Total number of students served', 'Gender', and 'Age', 'Ethnicity'.

Total number of students served	
Total number of students served	5

Gender	
Female:	2
Male:	2
Other:	0

Age	
Sixteen:	0
Seventeen:	1
Eighteen:	1
Nineteen:	1
Twenty:	1
Twenty-one:	0

Ethnicity	
American Indian or Alaska Native:	0
Asian:	0
Black or African American:	1
Native Hawaiian or Other Pacific Islander:	1
White:	1
Hispanic or Latino:	2

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.

Reports

This screenshot shows the 'Reports' section with filters for 'Start Date' (04/01/2021VEDA), 'End Date' (06/30/2021), and 'Apply'/'Export' buttons. To the right are quarter buttons: Q1, Q2, Q3, and Q4.

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.