



Department of Advanced Education, Skills and Labour

Adult Basic Education (ABE)

Public User Guide

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1.0 Introduction

This guide provides instructions for using the Adult Basic Education (ABE) system. The system tracks institutions providing ABE services, students, the courses taken by each student, the results achieved, and in the case of Level III, provides an audit function to ensure that a student has earned graduation status. The system houses the entire ABE student record collection from present to 1990.

1.1 Supported Browsers

The system is Internet based and can be accessed by using one of the following browsers:

- Mozilla Firefox version 3+
- Internet Explorer version 7 or 8

Examples shown in this guide were produced using Internet Explorer version 7.

1.2 Printing Transcripts/Diplomas/Reports

You may want to remove header and footer information prior to printing transcripts, diplomas or reports. The steps to do this varies between browsers and different versions as outlined below.

Mozilla Firefox:

From the browser menu, select **File** and then select **Page Setup**. Alternately, select **File**, **Print Preview** and then the **Page SetUp** option (2nd button on menu bar).

- Under the **Format and Options** tab, select **Landscape**
- Select **Print Background (colors & images)**. This will ensure the grey lines are printed on the transcript.
- Under the **Margins and Header/Footer** tab, blank out any information in the **Headers** and **Footers** section except you may want to keep **Page # of #** option for printouts with more than one page.
- The Margin settings do not need to be altered.
- Click **OK** to commit the changes

Internet Explorer:

From the browser menu, select **File** and then select **Page Setup**. Alternately, select **File**, **Print Preview** and then the Page set up icon (4th icon on menu bar). An example page setup window using IE 8 is shown below.

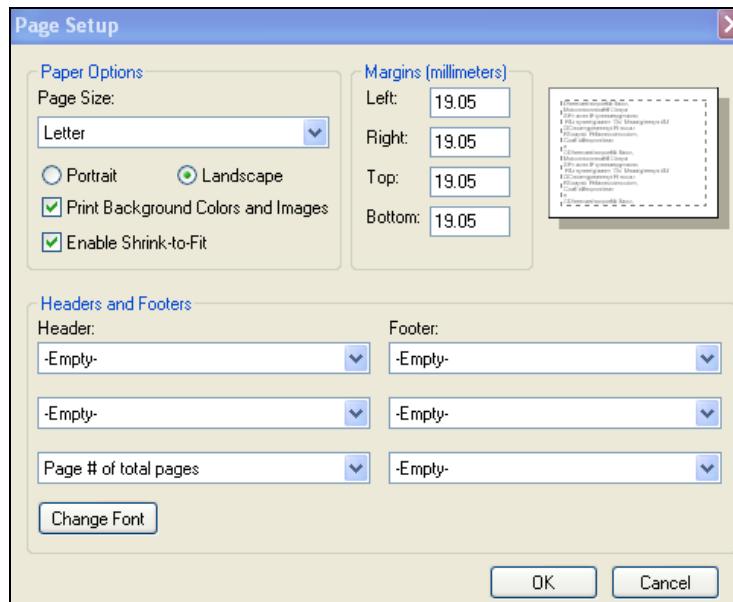


Figure 1 - IE 8 Page Setup Window

- Select **Landscape Orientation**
- In IE 8, select **Print Background Colors and Images**. This will ensure the grey lines are printed on the transcript. In IE 7, select **Tools**, **Internet Options**, **Advanced** tab. Scroll down to the **Printing** section and select **Print Background Colors and Images**.
- Blank out any information in the **Headers and Footers** section except you may want to keep **Page # of total pages #** option for printouts with more than one page.
- Click **OK** to commit the changes

2.0 Accessing the Website

Open a supported web browser. In the address bar of the browser, enter the URL: <https://abe-admin.gov.nl.ca> and press the <enter> key on your keyboard. The following screen is displayed.

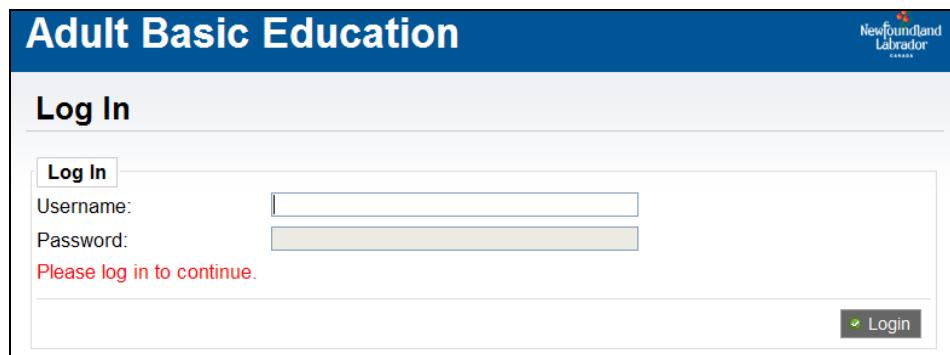


Figure 2 - Login Screen

Enter your username and password. Press the <enter> key or click **Login**.



If you do not have an account or have forgotten your password, contact your system administrator.

Some security features are:

- After a system administrator sets you up with a new account or resets your forgotten password, the system will force you to choose your own permanent password immediately after login. See section 2.1.
- Passwords must be changed every six months. Within 7 days prior to the expiration, the system will display a message telling you this. A link will become available for you to change your password. If you do not change your password within these 7 days, the system will force you to do so by displaying the change password screen immediately after login. See section 2.1 for the change password screen.
- After three invalid attempts to login, you will be locked out of the system for 15 minutes.
- After 20 minutes of inactivity, you will have to log back into the system.
- A user can only log into the system once. If you are logged in on another machine you will receive a message as shown below.

User Already Logged In

This account is already logged into the system. You can only log in at one location at a time.

When the login is successful, the home page is displayed as shown in section 3.0.

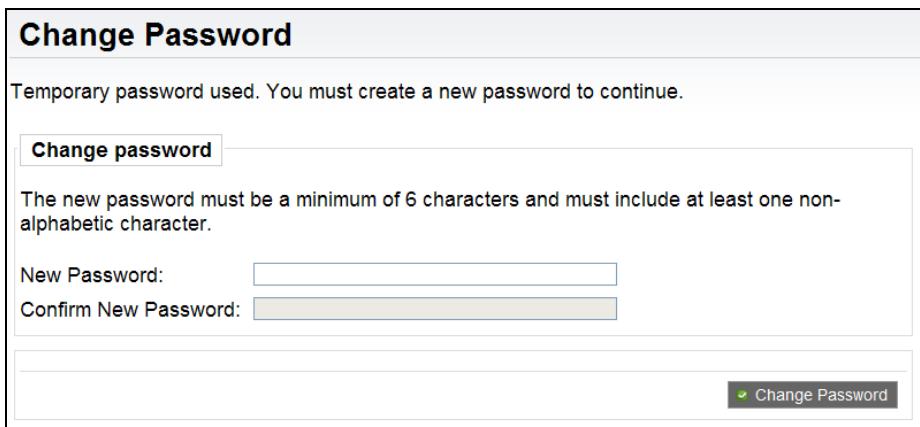
2.1.1 Reset Password

After the system administrator creates a new account for you or resets your forgotten password, you will receive an email notification with a temporary password. This password must be used within 12 hours. The expiry time is stated in the body of the email as shown in the example below.

```
Please take the time to log into ABE as soon as possible. Your password will expiry at 12/2/2009 2:15:41 AM.  
Your new password: 121SP8XIYSSG
```

Figure 3 - Temporary Password Email

Enter your username (obtained from your system administrator) and the password contained in the above email into the corresponding fields on the login screen. The system immediately prompts you for a permanent password as shown below.



Change Password

Temporary password used. You must create a new password to continue.

Change password

The new password must be a minimum of 6 characters and must include at least one non-alphabetic character.

New Password:

Confirm New Password:

Change Password

Figure 4 - Change Password Screen

The new password must be a minimum of 6 characters and must include at least one non-alphabetic character. If your new password does not meet these requirements then the system displays a message to this effect and you can try again.



Note that your new password cannot be one of your last three passwords used.

3.0 Home

After you have successfully logged into the system, you will be presented with the home page as shown below.

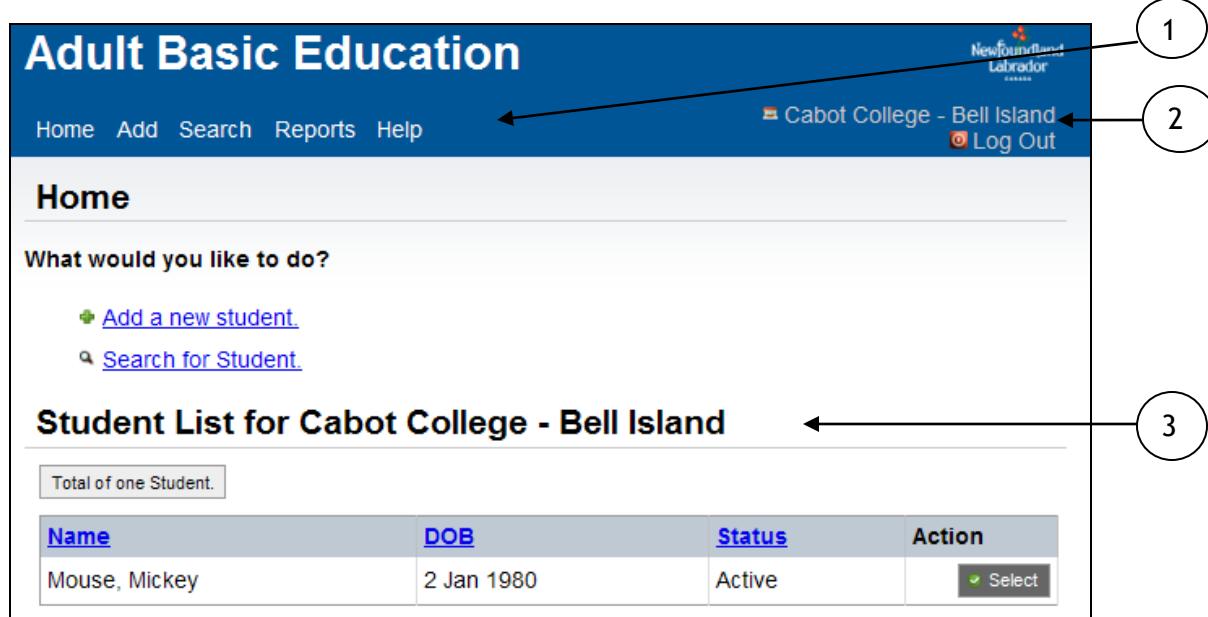


Figure 5 - Home Page

The home page shows the main menu, the name of your institution and a student search list as indicated in the above figure and discussed below.

1. The main menu will always be displayed at the top of each screen and includes these options:

Home	In the main menu, click Home to return to the home page shown above.
Add	In the main menu , click Add to add a new student. This is the same as Add a new student link in the body of the home page. See section 4.0.
Search	In the main menu, click Search to find an existing student. This is the same as Search for Student link in the body of the home page. See section 5.0.
Reports	In the main menu, click Reports to obtain a submenu of available reports. See section 7.0.
Help	In the main menu, click Help to download a copy of the user guide and to view ABE contact information. See section 8.0.

Logout In the far right of the main menu, click Logout to exit the system. It will ask for confirmation. You can either confirm the log out or cancel it to remain on the same page. **It is good practice to always log out of this system rather than closing the browser.**



Hold the mouse over the Log Out hyperlink at anytime to obtain the name of the logged in user.

2. The name of your current institution will always be displayed at the top of each screen. If you have access to more than one institution, click on the institution name to switch to another. A screen similar to the one shown below is displayed.

Figure 6 - Switch Institution Screen

On the screen, click **Cancel** to stay at your current institution. To switch, first select the institution from the drop down list and then click **Switch**. Note that the drop down list will only list those institutions to which you have access.

(If you have access to more than one institution then one of them will be set by your system administrator as the default. This means that each time you log into the system, this will be your current institution regardless of whether you switched to another in your previous session.)

After you switch institutions, the home page is displayed showing a student list for your chosen institution.

3. The home page displays a list of all students enrolled in your current institution which is shown above the log out link. If there are more than 25 enrolled students, the system displays page navigational buttons such as **First**, **Next**, **Previous** and **Last** at the bottom of the page. You may need to use the browser scroll bar on the right side of the screen to see all on the page.

The list is initially sorted by first name. To sort by any other column, click on the column heading. To reverse the sort, click again on the column heading.

To proceed to the student dashboard, click **Select** on the same row as the student.

4.0 Add a Student

Before adding a student, ensure that your current institution is correct since the student will automatically be assigned to that one. To add a student, either click **Add** in the main menu or navigate to the home page and click **Add a new student**. The following screen is displayed. Use the scroll bar on the right side of the browser to view all of the fields on the screen. Because this screen is lengthy, it is shown here in two parts; figure 7 and 8.

Add Student
* denotes required fields

Institution
Adding Student to Cabot College - Bell Island

Institution* Select Institution

Personal Information

First Name*
Middle Name
Last Name*
Birth Name (if different)
Birth Date* YYYY/MM/DD
Gender* Male Female

Permanent Address

Number
Street*
Apartment A, 12, etc.
P.O. Box P.O. Box 1234
City/Community*
Province* Newfoundland & Labrador
Country* Canada Other
If Other please specify
Postal Code* A1A 1A1

Mailing Address

Same As Above?
Number
Street*
Apartment A, 12, etc.
P.O. Box P.O. Box 1234
City/Community*
Province* Newfoundland & Labrador
Country* Canada Other
If Other please specify
Postal Code* A1A 1A1

This is your current institution as shown at the top right of the screen. It cannot be changed here.

Figure 7 - Add Student Screen - Demographics

Education

Name of last K - 12 School attended

City/Town

Province

Country Canada Other

If Other please specify

Did you receive ISSP in school? Yes No Unknown ISSP stands for Individual Support Services Plan

Do you intend on pursuing? Post-Secondary Studies Employment Other

If Other please specify

Employment Status

What is your current employment status? Employed Full-time Employed Part-time Unemployed

Out of labour market due to? Disability Illness Retired Other

If Other please specify

Financial Support

How do you pay for Educational Expenses? Please check all that apply

Self/Family
 Employment Insurance
 Aboriginal Benefits
 Tuition Voucher
 Personal Loan
 Employer
 HRLE (Income Support)
 Worker's Compensation
 Student Loan
 Other

If Other please specify

Travel

Average commuting distance

How do you commute?

If Other please specify

Miscellaneous

Number of dependent children under the age of 18?

Are you currently accessing childcare so you can attend class? Yes No Unknown

Do you have Aboriginal Status? Yes No Unknown

Are you a person with a disability? Yes No Unknown

If yes, please specify

Do you have Canadian Citizenship? Yes No Unknown

Comments

Add Comment

The extended information (education, employment, etc.) shown in this figure cannot be edited later. It will be used for compiling reporting statistics.

Figure 8 - Add a Student Screen - Extended Information

The required fields are indicated on the screen. These fields must be completed.

Entry Tips:

- Use the tab to move to the next field.
- Use the shift and tab together to move back to the previous field.
- Click within a field to move immediately to it.
- Click within the birth date field to obtain a calendar, or you may directly enter a date.
- Click on “Same as above” to bring the permanent address block of information forward into the mailing address block. You may modify the mailing address afterwards.

Click **Save** to save the new student. If any of the required fields are missing or invalid, then a message indicating the problem will be displayed on the screen and the record will not be saved. You may make corrections and try again or you may click **Cancel** to abort and return to the home page.

If the save action is successful, the student dashboard is displayed as shown in figure 11 in the Section 6.

5.0 Search for a Student

To search for a student, either click **Search** in the main menu or navigate to the home page and click **Search for Student**. The following screen is displayed.

Search for Student

Search

First Name

Middle Name

Last Name

Search

Cabot College - Bell Island

All Students

⚠ Please enter search criteria above.

Reset Search

Figure 9 - Student Search Screen

There are two search options as follows:

- 1 You may search for students enrolled in your selected institution. This is the default option. If you do not specify any names then all students enrolled in your selected institution will be displayed which is the same list that is displayed on the home page. Otherwise, the search results are filtered accordingly.
- 2 You may search for all students enrolled in any institution. If you use this option then you must complete one of the name fields. Also for any students that do not belong to your selected institution, the student dashboard will be limited to the transfer/reactivate functionality. This means that you cannot edit or add courses while the student is at another institution.

After specifying the search criteria, click **Search**. If the search is successful, the results are displayed in the bottom section of the screen as shown in the example below.

The screenshot shows a search interface for a student. The search criteria are: First Name (mickey), Last Name (empty), and Search scope (All Students). The results table shows one student: Mickey Mouse, born 2 Jan 1980, with an Active status. The 'Select' button is highlighted.

First Name	Middle Name	Last Name	DOB	Status	Action
Mickey		Mouse	2 Jan 1980	Active	<input checked="" type="button"/> Select

Figure 10 - Student Search Results Screen

When there are more than 25 rows in the search results, the system displays page navigational buttons such as **First**, **Next**, **Previous** and **Last** at the bottom of the page. You may need to use the browser scroll bar on the right side of the screen to see all on the page.

The list is initially sorted by first name. To sort by any other column, click on the column heading. To reverse the sort, click again on the column heading.

To proceed to the student dashboard, click **Select** on the same row as the student.

To perform a different search, modify the fields or click **Reset** for a clean form.

6.0 Student Dashboard

After you add a new student or select a student from the search results, the student dashboard is displayed as shown in the example below.

Minnie Mouse

Demographics

Date of Birth	January 4, 1990
Gender	Female
Address	1 Disney Street Disney Town, NL, a1a1a1

Enrollment

Institution	Cabot College - Seal Cove
Start Date	January 19, 2010
Status	Part-Time

Graduation Status

Graduation Status	Incomplete
-------------------	------------

These buttons appear for students enrolled in your selected institution.

⚠ You must select a student's Enrollment status by selecting the Edit Profile Button before adding any courses.

i The dashboard buttons are underneath this popup message. Click anywhere within this message to clear it so that these buttons are accessible.

Figure 11 - Enrolled Student Dashboard Screen

Sometimes, the following message is displayed on top of the above screen for the reason stated within the message.

⚠ You must select a student's Enrollment status by selecting the Edit Profile Button before adding any courses



The dashboard buttons are underneath this popup message. Click anywhere within this message to clear it so that these buttons are accessible.

In addition to the dashboard buttons at the top as shown in figure 11, other buttons appear depending on the situation.

Students enrolled in other institutions

If the student is not enrolled in your selected institution then the edit profile and edit demographics buttons are not applicable. The **Edit Profile** button will be replaced with a **Transfer** button. See section 6.6 for a description of the Transfer functionality.

Unenrolled Students

If the 'Date of Exit' field is completed on the profile, then the **Edit Profile** button is replaced with a **Transfer/Reactivate** button and the 'Enrollment' block changes to show that the student is no longer enrolled in any institution as demonstrated in the figure below:

The screenshot shows the student profile for 'Minnie Mouse'. At the top, there is a 'Transfer/Reactivate' button. Below it, the 'Demographics' block contains the following information:

Date of Birth	January 4, 1990
Gender	Female
Address	1 Disney Street Disney Town, NL, A1A 1A1

The 'Enrollment' block displays the message: 'Student is not currently enrolled at any Institution'. The 'Graduation Status' block shows 'Graduation Status' and 'Incomplete'.

Figure 12 - Unenrolled Student Dashboard

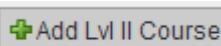
You must reactivate the student in order to edit their enrollment profile. See section 6.7 for a description of the **Transfer/Reactivate** functionality. As well, the student's status will appear as 'inactive' and in any later search results showing this unenrolled student. See figure 9.

Enrolled Students

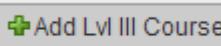
If the 'Date of Exit' field is blank on the profile then depending on the selected enrollment status, different buttons will appear on the top of dashboard as follows:



for level I enrollment - see section 6.3



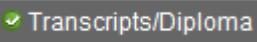
for level II enrollment - see section 6.4



for level III, upgrading or high school transfer enrollment - see section 6.5.

As well, for an un-graduated level III student in the 2006+ profile, appears in graduation status block. See section 6.5.5.

After a topic or course has been added, it is shown below the 'Graduation Status' block. There are separate blocks for each level. As well, this button appears in the dashboard menu:



See section 6.5.6 for more information about using this button.

All dashboard buttons are described in the following sections.

6.1 Edit Demographics

Click **Edit** within the Demographics block to change all information that is shown in figure 7. Note that the extended information such as education, employment, financial, etc. as shown in figure 8 cannot be edited.

All field validations are the same as when adding a new record. Click **Save** to save any changes to the record. If successful, you will be returned to the dashboard. If any of the required fields are removed or invalid, then a message indicating the problem will be displayed on the screen and the record will not be saved. You may make corrections and try again. Click **Cancel** to abort and return to the dashboard.

6.2 Edit Profile

For a student who is enrolled in an institution, click **Edit Profile** on the top of the student dashboard screen. A screen similar to the following is displayed:

Edit Profile

Profile Information for Minnie Mouse

Institution	Cabot College - Seal Cove
Date of Entry	2010/01/19
Status	<input checked="" type="radio"/> Part-time <input type="radio"/> Full-time
Enrollment	<input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III - 2006+ - <input type="button" value="Select Profile"/>
Date of Exit	
Reason for Leaving	
If Other Please specify reason	

Comments

Figure 13 - Edit Profile Screen

The 'Date of Entry' defaults to today's date. It may be changed.

The 'Status' defaults to part-time. It may be changed to full-time.

If you choose an enrollment type other than level III ensure that a profile is not selected in the drop down list corresponding to level III.

After completing the fields, click **Save** to save any changes to the record. If successful, you will be returned to the dashboard. If any of the required fields are removed or invalid, then a

message indicating the problem will be displayed on the screen and the record will not be saved. You may make corrections and try again. Click **Cancel** to abort and return to the dashboard.

6.3 Add Level I Topic

Find a student who is enrolled in Level I, click **Add Lvl I Topic** on the top of the student dashboard screen or the **Add** button that appears above topic list in the bottom section of the dashboard. The latter button only appears after the first topic has been added. The following screen is displayed.

Add Level I Topic

* denotes required fields

Level I Topic Information

Topic*

Start Date*

Completion Date*

Location If other than main campus

Completion Status* Successful Unsuccessful

Comments

Add Comment

Figure 14 - Add Level I Topic Screen

Click within the date fields to obtain a calendar, or you may directly enter a date.

Click **Save** to save the new record. If successful, you will be returned to the dashboard.

If any of the required fields are missing or invalid, then a message indicating the problem will be displayed on the screen and the record will not be saved. You may make corrections and try again. Click **Cancel** to abort and return to the dashboard.

If the save is successful, the topic will be added to the list in the bottom section of the dashboard. An example is shown below.

Level I				<input type="button" value="Add"/>
Topic	Location	Start Date	Completion Date	
Communications	Cabot College - Seal Cove	2010/01/01	2010/01/06	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Figure 15 - Dashboard - Level I Topic List

For each course *completed in your selected institution*, there are **Edit** and **Delete** options.

Click **Edit** to change any information for the topic named on that row. The screen is the same as when adding a new topic except current information is shown in the fields. Field validations, save and cancel buttons work the same as when adding a new record.

Click **Delete** to delete the row. The system will ask you to confirm the deletion action. The record will only be deleted if you okay it.

Notice also that an **Add** button appears above the list. This button works the same as the **Add Lvl I Topic** in the dashboard menu.

6.3.1 Level I Transcript

After a topic has been added, click **Transcripts/Diploma** on the top of the student dashboard screen. The following screen is displayed.

Transcript
If you wish to remove headers and footers from printed transcripts and diplomas please refer to the [User Guide](#) prior to printing.
What would you like to see?
[View Level I.](#) Return

Figure 16 - Level I Transcript Menu Screen

If the student is enrolled in Level II and/or III, additional options will be shown on this menu for those transcripts. Click **Return** to go back to the dashboard.

Click **View Level I** for the Level I transcript. A sample is shown below.

Level I Transcript Print Return

Student Name	Minnie Mouse	
Campus	Cabot College - Seal Cove	
Date Issued	January 19, 2010	

ADULT BASIC EDUCATION
Level I Transcript

Topic	Start Date	Completion Date
Communications Cabot College - Seal Cove	2010/01/01	2010/01/06

*** No entries below this point ***

Status: Incomplete

Figure 17 - Level I Transcript Screen

All Level I topics added to the student are listed here.

Click **Return** to go back to the dashboard.

Before printing you may want to remove the header and footer information. See section 1.2. Click **Print** to send it to the printer. You will first be asked to select a printer.

6.4 Add Level II Course

Find a student who is enrolled in Level II, click **Add Lvl II Course** on the top of the student dashboard screen or the **Add** button that appears above level II course list in the bottom section of the dashboard. The latter button only appears after the first course has been added. The following screen is displayed.

Add Level II Course

* denotes required fields

Level II Course Information

Course*

Start Date*

Completion Date*

Mark*

Location If other than main campus

Completion Status* Successful Unsuccessful

Comments

Add Comment

Figure 18 - Add Level II Course Screen

Click within the date fields to obtain a calendar, or you may directly enter a date.

Click **Save** to save the new record. If successful, you will be returned to the dashboard.

If any of the required fields are missing or invalid, then a message indicating the problem will be displayed on the screen and the record will not be saved. You may make corrections and try again. Click **Cancel** to abort and return to the dashboard.

If the save is successful, the course will be added to the list in the bottom section of the dashboard. An example is shown below.

Level II						 Add
Course	Location	Start Date	Completion Date	Mark		
IM2011 WholeNumbers	Cabot College - Seal Cove	2009/10/01	2010/01/04	80		 Delete
IM2018 Introductory Algebra	Cabot College - Bell Island	2010/01/01	2010/01/12	70		 Edit

Figure 19 - Dashboard - Level II Course List

For each course *completed in your selected institution*, there are **Edit** and **Delete** options.

Click **Edit** to change any information for the course named on that row. The screen is the same as when adding a new course except current information is shown in the fields. Field validations, save and cancel buttons work the same as when adding a new record.

Click **Delete** to delete the row. The system will ask you to confirm the deletion action. The record will only be deleted if you okay it.

Notice also that an **Add** button appears above the list. This button works the same as the **Add Lvl II Course** in the dashboard menu.

6.4.1 Level II Transcript

After a level II course has been added, click **Transcripts/Diploma** on the top of the student dashboard screen. The following screen is displayed.

Transcript

If you wish to remove headers and footers from printed transcripts and diplomas please refer to the [User Guide](#) prior to printing.

What would you like to see?

 [View Level II.](#)

 [Return](#)

Figure 20 - Level II Transcript Menu screen

If the student is also enrolled in Level I and/or III, additional options will be shown on this menu for those transcripts. Click **Return** to go back to the dashboard.

Click **View Level II** for the Level II transcript. A sample is shown below.

Level II Transcript			
Student Name	Minnie Mouse		
Campus	Cabot College - Seal Cove		
Date Issued	January 19, 2010		
ADULT BASIC EDUCATION Level II Transcript			
Course	Date	Mark	Status
IM2011 WholeNumbers Cabot College - Seal Cove	2010/01/04	80	Successful
*** No entries below this point ***			
Status: Incomplete			

Figure 21 - Level II Transcript Screen

All Level II courses added to the student are listed here.

Click **Return** to go back to the dashboard.

Before printing you may want to remove the header and footer information. See section 1.2.
Click **Print** to send it to the printer. You will first be asked to select a printer.

6.5 Add Level III Course

Find a student who is enrolled in Level III, click **Add Lvl III Course** on the top of the student dashboard screen or the **Add** button that appears above the level III course list in the bottom section of the dashboard. The latter button only appears after the first course has been added. The following screen is displayed.

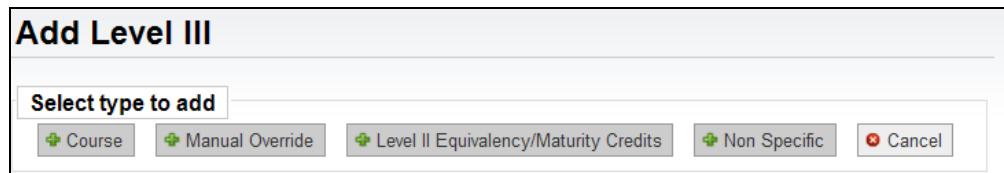


Figure 22 - Level III Course Menu

Click **Cancel** to return to the dashboard. Otherwise, select one of the menu options. Each of these menu options are discussed in the following sections.

6.5.1 Course

From the menu shown in figure 22, select the **Course** option. The following screen is displayed.

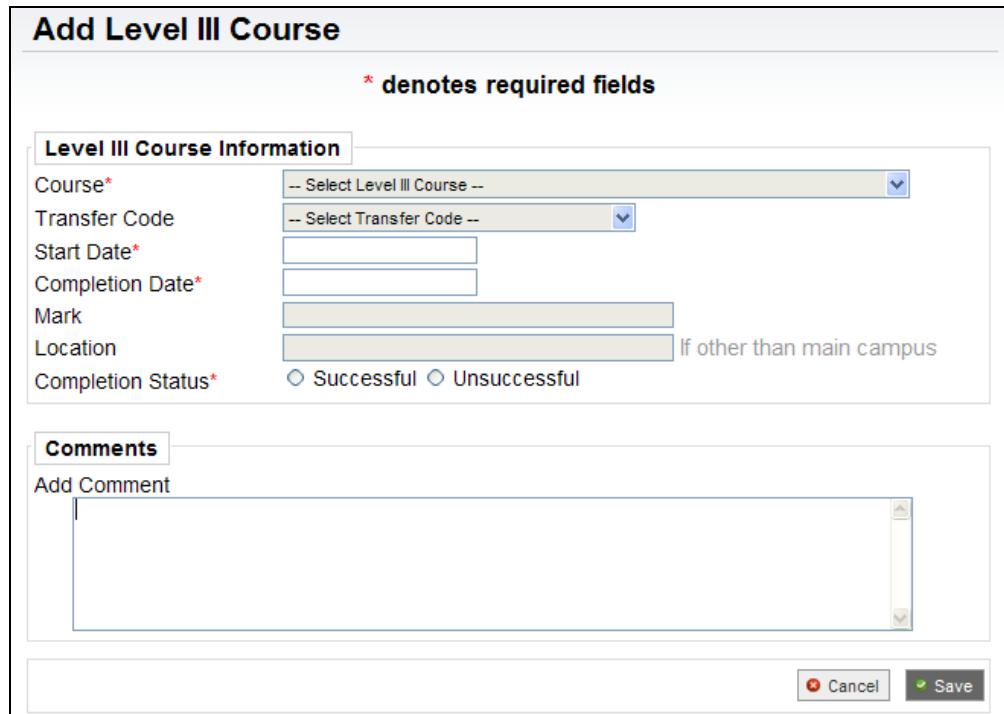


Figure 23 - Add Level III Course Screen

Select a transfer code only when the course was done in a previous ABE stream or outside the ABE program. Note that this transfer code will show on the student's transcript.

Click within the date fields to obtain a calendar, or you may directly enter a date.

Click **Save** to save the new record. If successful, you will be returned to the dashboard.

If any of the required fields are missing or invalid, then a message indicating the problem will be displayed on the screen and the record will not be saved. You may make corrections and try again. Click **Cancel** to abort and return to the dashboard.

If the save is successful, the course will be added to the list in the bottom section of the dashboard. An example is shown below.

Level III - 2006+ - Degree and Technical Profile				
Courses				
Course	Location	Start Date	Completion Date	Mark
EN1101A Short Story, Poetry, Written Com and Writing Conv	Academy Canada - Benoit Cove	2009/09/01	2009/12/04	80
				 Edit  Delete

Figure 24 - Dashboard - Level III List

Notice that the level III stream is shown in the header. For each course shown in the list *completed in your selected institution*, there are **Edit** and **Delete** options.

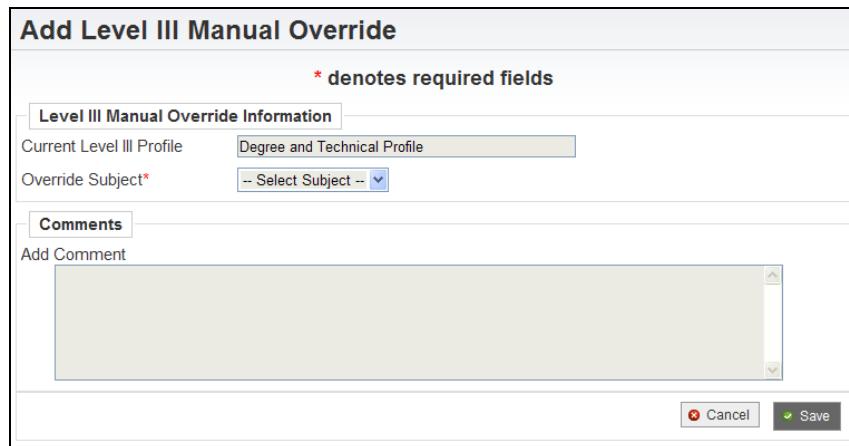
Click **Edit** to change any information for the course named on that row. The screen contains the same fields as adding a new course except current information is shown in the fields including the credit value that was assigned to the course in the admin system configuration. This credit value can be changed for this student only. Field validations, save and cancel buttons work the same as when adding a new record.

Click **Delete** to delete the row. The system will ask you to confirm the deletion action. The record will only be deleted if you okay it.

Notice also that an **Add** button appears above the list. This button works the same as the **Add Lvl III Course** in the dashboard menu.

6.5.2 Manual Override

From the menu shown in figure 22, select the **Manual Override** option. The following screen is displayed.



The form is titled 'Add Level III Manual Override'. It includes a note that asterisks denote required fields. The 'Level III Manual Override Information' section contains fields for 'Current Level III Profile' (set to 'Degree and Technical Profile') and 'Override Subject*' (a dropdown menu showing 'Select Subject'). Below this is a 'Comments' section with a text area for 'Add Comment' and a scroll bar. At the bottom are 'Cancel' and 'Save' buttons.

Figure 25 - Add Manual Override Screen

Different profiles have different subject areas that may be overridden. For example, the subject areas for the ‘degree and technical profile’ are ‘Employability’ and ‘English’. When a subject area such as English is overridden then the student is given the total credits for all courses within that subject area. In our example, that would be nine credits for English. (Manual overrides have the same effect as adding each course in the subject area separately however it only assigns the credits. It does not add the individual courses.)

If the save is successful, the override will be added to the list in the bottom section of the dashboard. An example is shown below.



Manual Overrides	
Override Subject	Comments
Employability	test

Figure 26 - Dashboard - Manual Override List

If you take a look at the graduation status summary you will see the number of credits gained by the override.

For each row in the list, there are **Edit** and **Delete** options.

Click **Edit** to change any information on that row. The screen is the same as when adding a new override except current information is shown in the fields. Field validations, save and cancel buttons work the same as when adding a new record.

Click **Delete** to delete the row. The system will ask you to confirm the deletion action. The record will only be deleted if you okay it.

6.5.3 Level II Equivalency/Maturity Credit

From the menu shown in figure 22, select the **Level II Equivalency/Maturity** option. The following screen is displayed.

Add Level III Maturity/Level II Equivalency Credits

Maturity Credits
Credits Maturity credits are awarded to all students over the age of 21 at a rate of 1 credit for every two years beginning at the age of 19, up to a maximum of five maturity credits.

Level II Equivalency Credits
Credits Level II Equivalency credits are awarded to students who have completed Level II courses. These credits are awarded at a rate of 1 credit for every 5 Level II courses completed to a maximum of 4 credits if all 19 Level II courses are completed.

Comments
Add Comment

Figure 27 - Add Maturity/Level II Equivalency Credits Screen

If the save is successful, the credits will be added to the list in the bottom section of the dashboard. An example is shown below.

Maturity/Level II Equivalency Credits	
Maturity Credits	1
Level II Equivalency Credits	2

Figure 28 - Dashboard - Maturity/Level II Equivalency Credits List

Click **Edit** to change one or both numbers. Click **Delete** to remove both numbers which is the same as editing and changing both to zero.

If you take a look at the graduation status summary you will see the number of credits listed like this:

General	0
Maturity Credits	1
Level II Equivalency Credits	2

Note that the 'General' count does not include maturity and level II equivalency credits even though they contribute to that category. This is for ease of viewing the credits in the category.

6.5.4 Non Specific

From the menu shown in figure 22, select the **Non Specific** option. The following screen is displayed.

Add Level III Non Specific Credit

* denotes required fields

Level III Non Specific Credit Information

Course Category*	-- Select Course Category --
Transfer Code*	-- Select Transfer Code --
Location	
Completion Date*	
Mark	
Credit Value*	

Comments

Add Comment

Cancel Save

Figure 29 - Add Lvl III Non Specific Credit Screen

If the save is successful, the non specific category will be added to the list in the bottom section of the dashboard. An example is shown below.

Non Specific Credits				
Course Category	Completion Date	Mark	Credit	
English non-specific	2009/12/04	2		Edit Delete

Figure 30 -Dashboard - Non Specific Credit List

For each row in the list, there are **Edit** and **Delete** options.

Click **Edit** to change any information on that row. The screen is the same as when adding a new non specific category except current information is shown in the fields. Field validations, save and cancel buttons work the same as when adding a new record.

Click **Delete** to delete the row. The system will ask you to confirm the deletion action. The record will only be deleted if you okay it.

6.5.5 Graduation Summary

For a level III student who has not graduated, a **Summary** button appears in the graduation status block on the student dashboard. This does not apply to upgrading or high school transfer students.

Find the student and navigate to the dashboard. Click **Summary** to find the total credits that the student has obtained in each subject area. As well, the system determines the remaining courses that this student must complete in order to graduate. A sample screen is shown below.

The screenshot displays the 'Graduation Details' page. At the top, there is a 'Transcripts/Diploma' button. The page is divided into several sections:

- Individual Student Information:**

Student Name	Minnie Mouse
Date of Birth	1990/01/04
- Graduation Status:**

Profile	200+ - Degree and Technical Profile
Status	Incomplete
Institution	Cabot College - Bell Island
- Course Information:**

English	1
Mathematics	0
Science	0
Personal Development and Career Awareness (Employability Skills)	4
General	2
Maturity Credits	1
Level II Equivalency Credits	2
Adult Oriented Electives	0
Total Credits	10
- Graduation Error List:**

Does not have course EN1101B successfully completed.

Does not have course EN1101C successfully completed.

Does not have course EN2101A successfully completed.

Does not have course EN2101B successfully completed.

Does not have course EN2101C successfully completed.

Does not have course EN3101A successfully completed.

Does not have course EN3101B successfully completed.

Does not have course EN3101C successfully completed.

The Student does not have the minimum 9 core English credits.

Does not have course MA1104A successfully completed.

Does not have course MA1104B successfully completed.

Does not have course MA1104C successfully completed.

Does not have course MA2104A successfully completed.

Does not have course MA2104B successfully completed.

Does not have course MA2104C successfully completed.

Does not have course MA3104A successfully completed.

Does not have course MA3104B successfully completed.

Does not have course MA3104C successfully completed.

The Student does not have the minimum 9 core Math credits.

Does not have at least two credits in BI1101, CH1102, PH1104, ES1109

Does not meet the conditions required in either Biology, Chemistry or Physics

The Student does not have the minimum 8 core Science credits.
- Return:** A button at the bottom left of the error list section.

Figure 31 - Graduation Summary Screen

Click **Return** to go back to the dashboard.

Click **Transcripts/Diploma** to go to a menu screen to print the student's transcript or you can go back to the dashboard and use the same button at the top of that screen. See section 6.5.6.

6.5.6 Level III Transcript/Diploma

After a Level III course has been added, click **Transcripts/Diploma** on the top of the student dashboard or the Summary screen. The following screen is displayed.

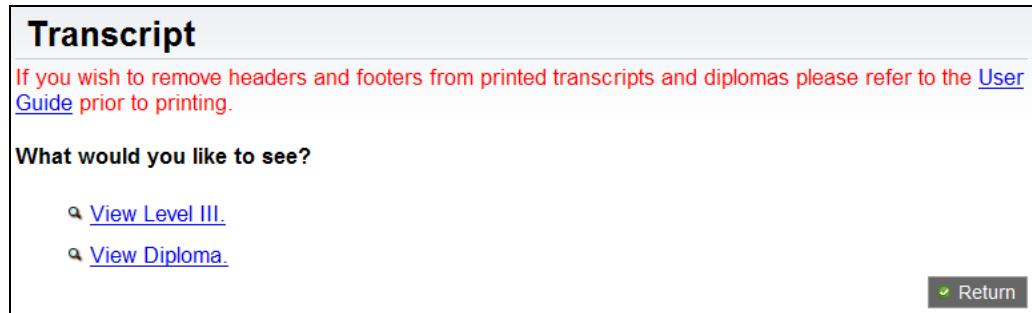


Figure 32 - Level III Transcript/Diploma Menu Screen

If the student is also enrolled in Level I and/or II, additional options will be shown on this menu for those transcripts. The 'View Diploma' option is shown only for graduated students.

Click **Return** to go back to the dashboard.

Click **View Level III** for the Level III transcript. A sample is shown below.

Level III Transcript

Print
Return

Student Name	DTP Invalidtest1			
Profile	Degree and Technical Profile			
Campus	Academy Canada - Benoit Cove			
Date Issued	December 14, 2009			

ADULT BASIC EDUCATION
Level III Transcript

Course	Date	Mark	Credit	Transfer Code
Science non-specific Academy Canada - Benoit Cove	2006/06/05	95	3	
Mathematics non-specific Academy Canada - Benoit Cove	2009/12/01		2	A2
BI1101 Sustainability of Ecosystems Academy Canada - Benoit Cove	2007/02/03	82	1	
CH1102 Chemical Reactions Academy Canada - Benoit Cove	2007/02/10	70	1	
CH2102A Stoichiometry Academy Canada - Benoit Cove	2007/02/20	74	1	
CH2102B From Structures to Properties Academy Canada - Benoit Cove	2007/02/25	75	1	

0

IG3114 Canadian Issues Academy Canada - Benoit Cove	2008/09/12	85	1	
--	------------	----	---	--

*** No entries below this point ***

Legend	Transfer Codes	Status	Credits
IC/CS/EN Communication Skills	A1 - ABE courses 1995 - 2006	English(9)	9
IM/M/MA Mathematics	A2 - ABE courses 1990 - 1994	Mathematics(9)	11
IS/S Science	A3 - ABE courses prior to 1990	Science(8)	8
IB/B/BI Biology	BT - BTSD courses	Personal/Career(4)	4
IH/C/CH Chemistry	H1 - High School courses prior to 1982	General Options (max 10)	5
IP/P/PI Physics	H2 - High School courses 1982 - 2000	Maturity Credits(5)	3
IE Employability Skills	H3 - High School courses after 2000	Level II Equivalency Credits(4)	0
IG/GO General Options	H4 - High School courses - out of Province TNC - Transfer No Credit OT - Other TC - Transfer Credit	Adult Oriented Electives Total (min 36)	0 40

Staus: Incomplete

Return

Figure 33 - View Level III Transcript Screen

Although not shown in the above figure, all Level III courses added to the student are listed on the transcript.

Click **Return** to go back to the dashboard.

Before printing you may want to remove the header and footer information. See section 1.2. Click **Print** to send it to the printer. You will first be asked to select a printer.

To obtain the diploma, select **View Diploma** from the menu shown in figure 33. A sample is shown below.

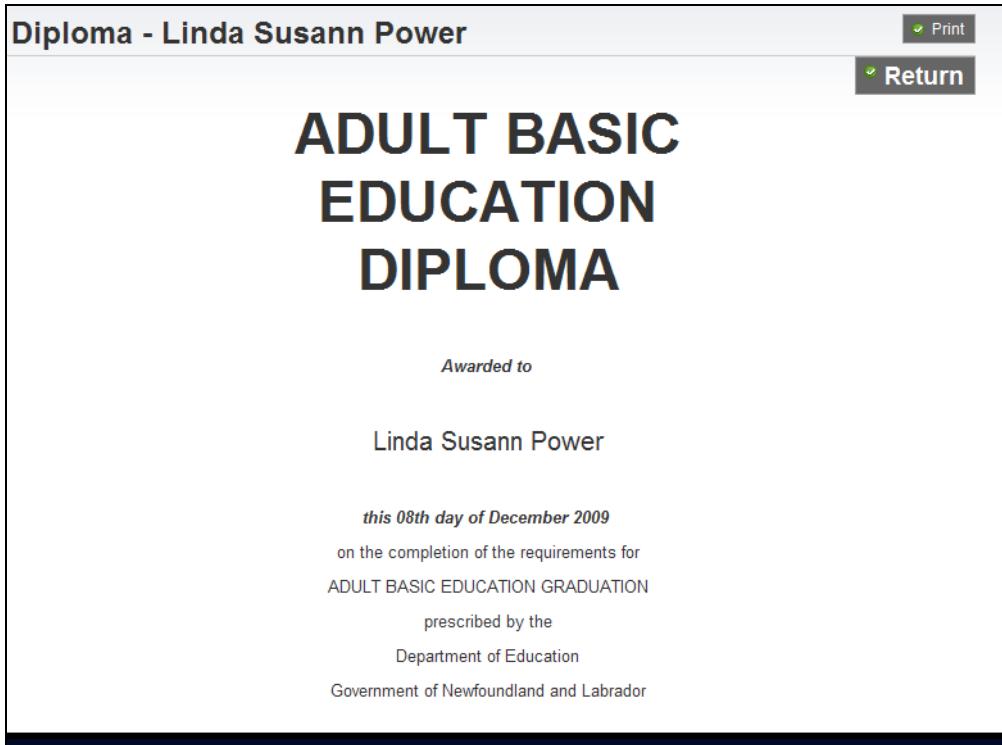


Figure 34 - View Diploma Screen

Click **Return** to go back to the dashboard.

Before printing you may want to remove the header and footer information. See section 1.2. Click **Print** to send it to the printer. You will first be asked to select a printer.

6.6 Transfer

For a student who is enrolled in another institution, click **Transfer** on the top of the student dashboard screen. A screen similar to the following is displayed:

Transfer Student - Test Chaulk11

Transfer Information	
Current Institution	Academy Canada - Benoit Cove
Reason for leaving previous institution	-- Select a Reason for Leaving
If Other Please specify reason	
Transfer Institution	Cabot College - Bell Island
Comments	
Add Comment	
<input type="button" value="Cancel"/> <input checked="" type="button" value="Transfer"/>	

Figure 35 - Transfer Student Screen

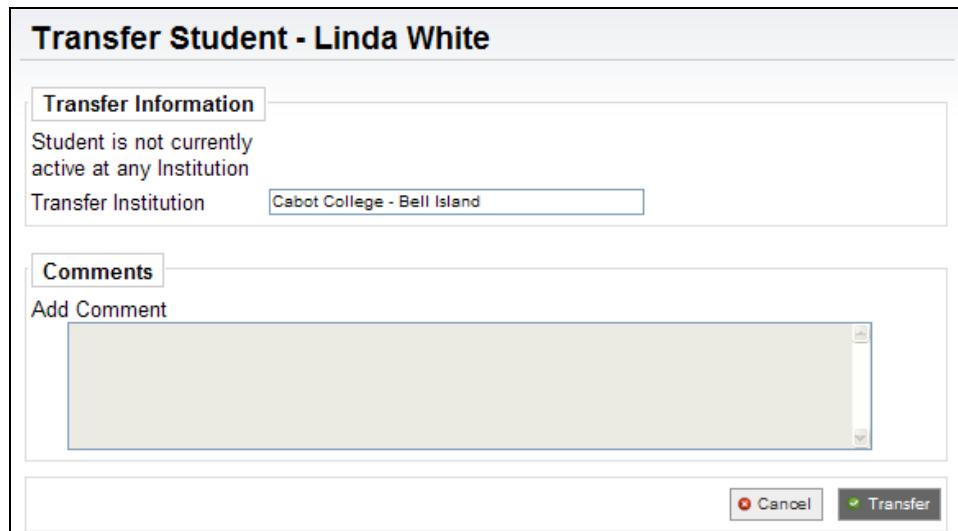
This screen is used to transfer a student from another institution to your selected institution.

After completing the fields, click **Save** to save the transfer. If successful, you will be returned to the dashboard. A popup message will be displayed telling you to set up another academic profile. (This is the same message that is shown when you first add the student.)

If any of the required fields are removed or invalid, then a message indicating the problem will be displayed on the screen and the record will not be saved. You may make corrections and try again. Click **Cancel** to abort and return to the dashboard.

6.7 Transfer/Reactivate

For a student who is not currently enrolled in an institution, click **Transfer/Reactivate** on the top of the student dashboard screen. A screen similar to the following is displayed:



The screenshot shows a web-based application window titled "Transfer Student - Linda White". The window is divided into sections: "Transfer Information" and "Comments".

Transfer Information: A message states "Student is not currently active at any Institution". Below this, a "Transfer Institution" field contains "Cabot College - Bell Island".

Comments: A "Comments" section with a "Add Comment" label and a large text input area. The text input area is empty.

Buttons: At the bottom right are two buttons: "Cancel" (with a red circle icon) and "Transfer" (with a green checkmark icon).

Figure 36 - Transfer/Reactivate Screen

This screen is used after the student has exited the previous institution as recorded on their academic profile. The student may be returning to the same or a different institution.

After completing the fields, click **Save** to save the transfer. If successful, you will be returned to the dashboard. A popup message will be displayed telling you to set up another academic profile. (This is the same message that is shown when you first add the student.)

If any of the required fields are removed or invalid, then a message indicating the problem will be displayed on the screen and the record will not be saved. You may make corrections and try again. Click **Cancel** to abort and return to the dashboard.

7.0 Reports

Select **Reports** from the main menu and the following options are displayed.



Reports

If you wish to remove headers and footers from printed reports please refer to the [User Guide](#) prior to printing.

What report would you like to run?

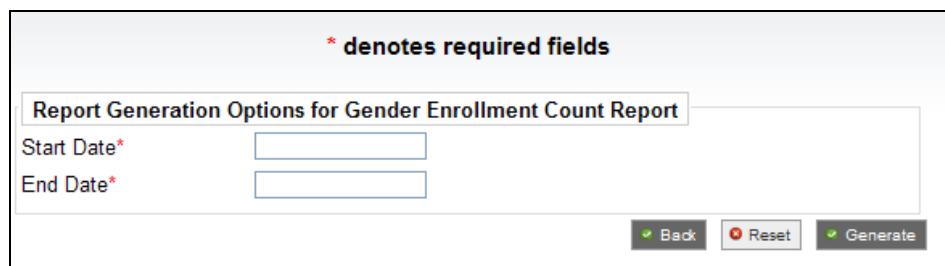
- ❑ [Gender Enrollment Count Report](#)
- ❑ [Graduation Count Report](#)
- ❑ [Student Enrollment Per Level](#)
- ❑ [Student Age Report](#)
- ❑ [Commuting Distance Report](#)
- ❑ [Intend To Pursue Report](#)
- ❑ [Average Weeks To Complete Level 3 Course Report](#)
- ❑ [Students Transferring Between Levels Report](#)

Figure 37 - Reports Menu Screen

Each of these reports are shown below.

7.1 Gender Enrollment Count Report

Select the **Gender Count Report** option from the report menu. The following screen is displayed.



* denotes required fields

Report Generation Options for Gender Enrollment Count Report

Start Date*

End Date*

Back Reset Generate

Figure 38 - Gender Count Report Options

Click **Back** to return to the report menu.

Click **Reset** to clear the fields.

Enter a date range and click **Generate** to obtain a report as shown below.

Males	Females	Total
1	2	3

Figure 39 - Gender Enrollment Count Report

A **Print** button is shown at the top of the report which may be used to obtain a printed version of the report. Before printing you may want to remove the header and footer information. See section 1.2.

7.2 Graduation Report

Select the **Graduation Count Report** option from the report menu. The following screen is displayed.

* denotes required fields

Report Generation Options for Graduation Report

Start Date*

End Date*

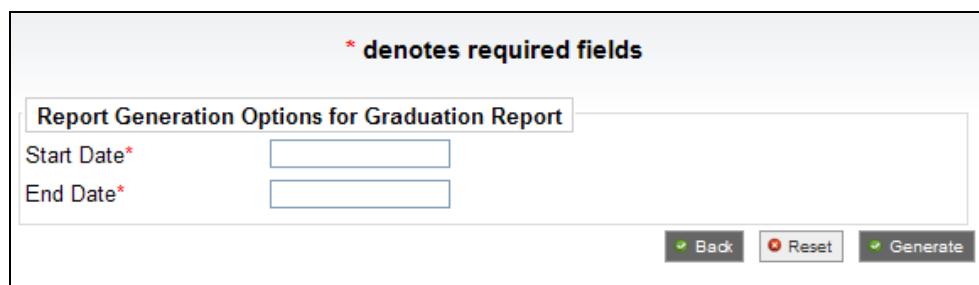


Figure 40 - Graduation Count Report Options

Click **Back** to return to the report menu.

Click **Reset** to clear the fields.

Enter a date range and click **Generate** to obtain a report as shown below.

Graduates
0

Figure 41 - Graduation Report

A **Print** button is shown at the top of the report which may be used to obtain a printed version of the report. Before printing you may want to remove the header and footer information. See section 1.2.

7.3 Students Enrollment Per Level Report

Select the **Students Enrollment Per Level Report** option from the report menu. The following screen is displayed.

The form is titled "Report Generation Options for Student Enrollment Per Level". It contains two text input fields: "Start Date*" and "End Date*". Below the fields are three buttons: "Back" (with a left arrow icon), "Reset" (with a circular arrow icon), and "Generate" (with a green checkmark icon). A note at the top of the form states "* denotes required fields".

Figure 42 - Students Enrollment Per Level Report Options

Click **Back** to return to the report menu.

Click **Reset** to clear the fields.

Enter a date range and click **Generate** to obtain a report as shown below.

Level 1	Level 2	Level 3
1	0	6

Figure 43 - Student Enrollment Per Level Report

A **Print** button is shown at the top of the report which may be used to obtain a printed version of the report. Before printing you may want to remove the header and footer information. See section 1.2.

7.4 Student Age Report

Select the **Student Age Report** option from the report menu. The following screen is displayed.

The form is titled "Report Generation Options for Student Age Report". It contains two text input fields: "Start Date*" and "End Date*". Below the fields are three buttons: "Back" (with a left arrow icon), "Reset" (with a circular arrow icon), and "Generate" (with a green checkmark icon). A note at the top of the form states "* denotes required fields".

Figure 44 - Student Age Report Options

Click **Back** to return to the report menu.

Click **Reset** to clear the fields.

Enter a date range and click **Generate** to obtain a report as shown below.

Under 21	21 - 30	31 - 40	41 - 50	51 - 60	Over 60
1	2	1	1	0	0

Figure 45 - Student Age Report

A **Print** button is shown at the top of the report which may be used to obtain a printed version of the report. Before printing you may want to remove the header and footer information. See section 1.2.

7.5 Commuting Distance Report

Select the **Commuting Distance Report** option from the report menu. A sample report is shown below.

Distance Bracket	Count	<input checked="" type="button"/> Back	<input checked="" type="button"/> Print
0 - 10 km	6		
21 - 30 km	2		
31 - 40 km	1		
more than 41 km	1		
NA	1		

Figure 46 - Commuting Distance Report

Click **Back** to return to the report menu.

Click **Print** to obtain a printed version of the report. Before printing you may want to remove the header and footer information. See section 1.2.

7.6 Intend to Pursue Report

Select the **Intend to Pursue Report** option from the report menu. A sample report is shown below.

Distance Bracket	Count	<input checked="" type="button"/> Back	<input checked="" type="button"/> Print
0 - 10 km	6		
21 - 30 km	2		
31 - 40 km	1		
more than 41 km	1		
NA	1		

Figure 47 - Intend to Pursue Report

Click **Back** to return to the report menu.

Click **Print** to obtain a printed version of the report. Before printing you may want to remove the header and footer information. See section 1.2.

7.7 Average Weeks to Complete Level 3 Course Report

Select the **Average Weeks to Complete Level 3 Course Report** option from the report menu. The following screen is displayed.



Report Generation Options for Weeks To Complete Level 3 Course Report

Choose Report Type: Total

Start Date*: []

End Date*: []

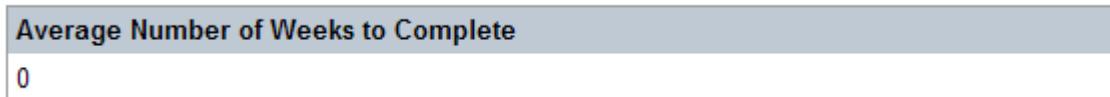
Back Reset Generate

Figure 48 - Average Weeks Report Options

Click **Back** to return to the report menu.

Click **Reset** to clear the fields.

Enter a date range and click **Generate** to obtain a report as shown below.



Average Number of Weeks to Complete

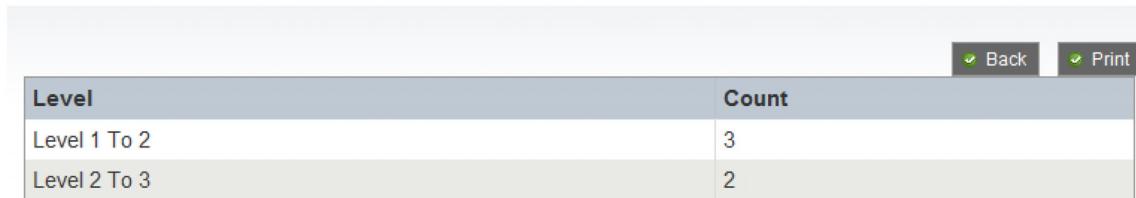
0

Figure 49 - Average Weeks Level 3 Completion Report

A **Print** button is shown at the top of the report which may be used to obtain a printed version of the report. Before printing you may want to remove the header and footer information. See section 1.2.

7.8 Students Transferring Between Levels Report

Select the **Students Transferring Between Levels Report** option from the report menu. A sample report is shown below.



Level	Count
Level 1 To 2	3
Level 2 To 3	2

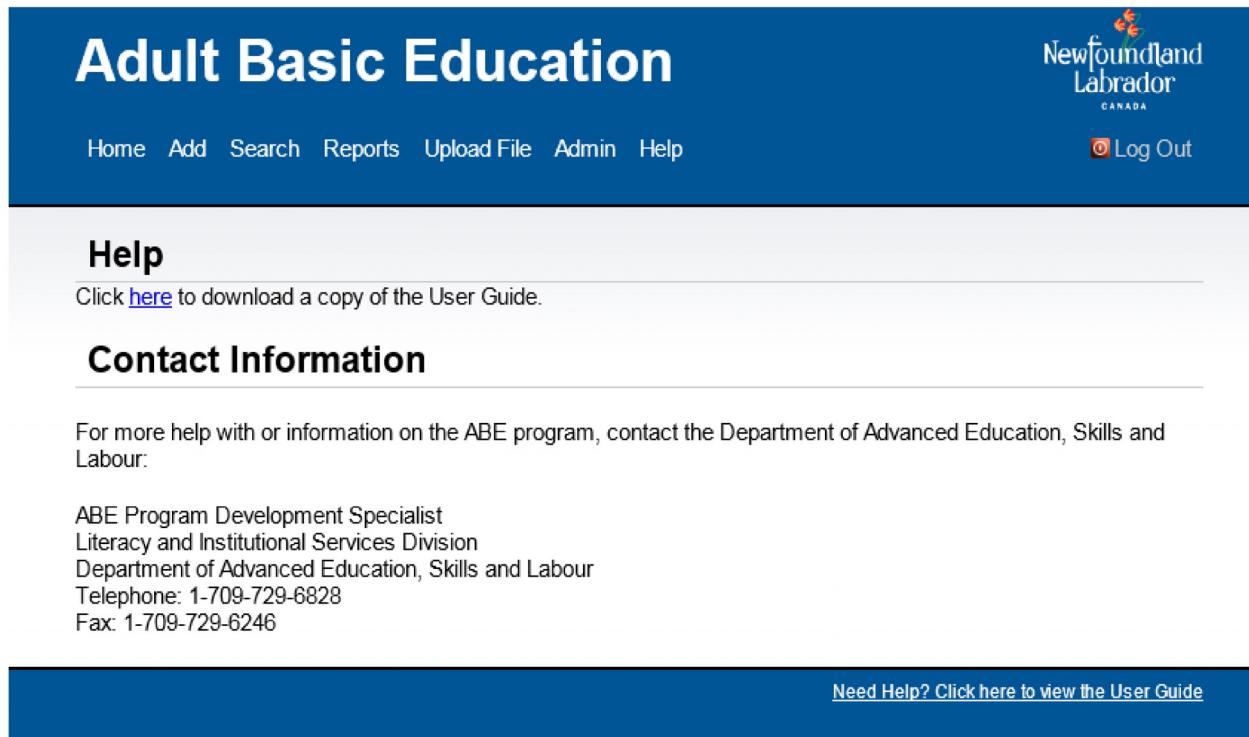
Figure 50 - Students Transfer between Levels Report

Click **Back** to return to the report menu.

Click **Print** to obtain a printed version of the report. Before printing you may want to remove the header and footer information. See section 1.2.

8.0 Help

Select **Help** from the main menu to see more information as shown below.



Adult Basic Education

Home Add Search Reports Upload File Admin Help  Log Out

Help

Click [here](#) to download a copy of the User Guide.

Contact Information

For more help with or information on the ABE program, contact the Department of Advanced Education, Skills and Labour:

ABE Program Development Specialist
Literacy and Institutional Services Division
Department of Advanced Education, Skills and Labour
Telephone: 1-709-729-6828
Fax: 1-709-729-6246

[Need Help? Click here to view the User Guide](#)