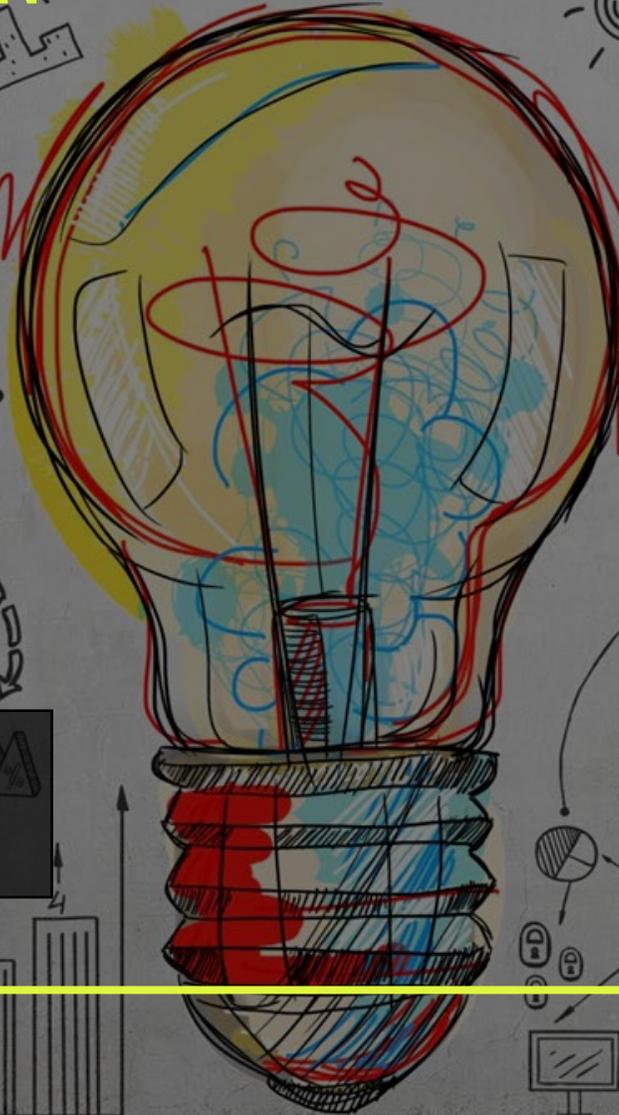# DATA AUTOMATION PRACTICES

SARAH TAYLOR

WORLD RELIEF CHICAGOLAND

MANUAL VS. AUTOMATIC

DIGITAL INTAKE

ELECTRONIC &
UNIFORM
ATTENDANCE

DATA
DASHBOARDS

LIVE RESULTS

IMPLICATIONS

Learner demographics for data reporting/grant writing

Learner progress by level, by instructor, by modality, by time of day

Targeted and timely retention interventions

Targeted instruct or coaching & peer-to-peer learning

Less reactionary and more anticipatory intentionality. Fewer manual/staff hours.

Data-driven decision making

DIGITAL REGISTRATION PROCESS

Conditional interest form
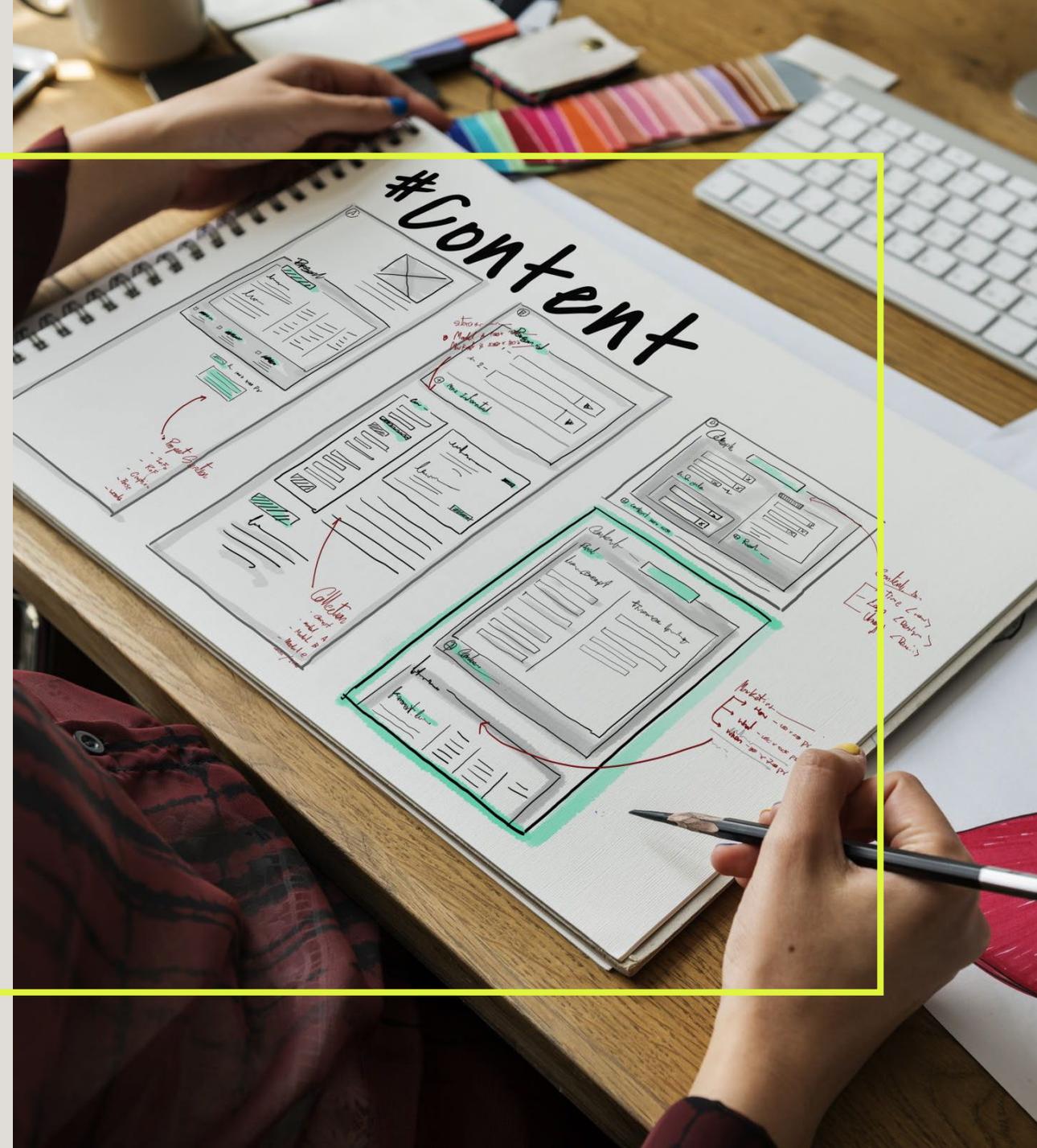
Bookings link registration & assessment

Digital intake

MS Power Automate

Power BI Dashboards

EXAMPLES

- Interest Form
- Interest Stats
- Bookings Links
- Intake
- Intake Stats

UNIFORM ATTENDANCE

- Real-time attendance data

- Enrolled vs. Attending vs. Dropped

- Enrolled vs. Attending vs. Post-Tested vs. LG

- Live Waitlists. Version History. Real-time Communication

- Data Comparisons

DATA COMPARISONS

Enrollment	
A-IP	17
C-IP	9
D-IP	16
D-AM-R	31
C-MID-R	33
A-2B-PM-R	33
C-2A-PM-R	29
D-2B-PM-R	25
ELW 2 TOTAL	193
Average	24

Average Attendance	August	September	October	November	December	January
A-IP		14	15	15	13	10
C-IP		10	6	7		
D-IP		11	10	10	3	10
D-AM-R	12	27	28	26		
C-MID-R	23	25	25	26		
A-2B-PM-R	21	19	19	18	16	19
C-2A-PM-R	22	21	24	23	22	23
D-2B-PM-R	22	21	20	18	13	15
ELW 2 TOTAL	100	148	147	142	67	77
Average	20	19	18	18	13	15

Participation	Attend/Enroll
A-IP	58%
C-IP	0%
D-IP	64%
D-AM-R	0%
C-MID-R	0%
A-2B-PM-R	56%
C-2A-PM-R	80%
D-2B-PM-R	61%
Average	73%

	Dropped	Transferred	% Dropped
A-IP	15	3	43%
C-IP	7	1	41%
D-IP	3	5	13%
D-AM-R	12	7	24%
C-MID-R	17	5	31%
A-2B-PM-R	14	1	29%
C-2A-PM-R	9	3	22%
D-2B-PM-R	16	1	38%
ELW 2 TOTAL	93	26	
Average	12	3	48%

Progress Testing	PTed	Eligible for PT	PTed/Enrolled	PTed/Eligible	Enrolled @ NRS 1	Enrolled @ NRS 2	Enrolled @ NRS 3	PTed LGs	PTed LG %
A-IP	7	11	41%	64%	4	12	1	3	43%
C-IP	5	6	56%	83%	3	6	0	3	60%
D-IP	8	11	50%	73%	5	8	0	2	25%
D-AM-R	25	29	81%	86%	6	26	1	8	32%
C-MID-R	22	26	67%	85%	10	22	1	15	68%
A-2B-PM-R	22	19	67%	116%	6	26	1	11	50%
C-2A-PM-R	22	24	76%	92%	7	22	0	11	50%
D-2B-PM-R	17	18	68%	94%	1	24	0	11	65%
ELW 2 TOTAL	128	144			42	146	4	64	
Average	16	18	66%	89%	5	18	1	8	50%

Total Enrolled	193
Enrolled PTed	128
% PTed	66%
% Eligible PTed	89%
Dropped & PTed	?

	# Have Tech?	% Have Tech
A-IP	0	0%
C-IP	x	x
D-IP	0	0%
D-AM-R	20	65%
C-MID-R	19	58%
A-2B-PM-R	14	42%
C-2A-PM-R	20	69%
D-2B-PM-R	9	36%
ELW 2 TOTAL	82	
Average	16	54%

Streamlining Adult Education Processes with Salesforce

Lincoln Land Community College

Patty Mendoza, Brittany Coggins, Sue Alexander

February 18, 2026

What is Salesforce?

- Centralized student data and communication tool

- Automated workflows

- Easy reporting and dashboards

- Improved communication with students

- Greater compliance accuracy

Before Salesforce

Student application data was collected online but not connected to any workflow

Orientation registration required one-on-one outreach to every student.

Coordinators were responsible for uploading each file to SharePoint

Assistants had to open multiple separate documents to find basic student information

Result: lost time, inconsistent processes, and duplicated effort.

After Salesforce

ALL STUDENT INTAKE FORMS AND CASE NOTES ARE NOW COMPLETED AND STORED DIGITALLY

ORIENTATION REGISTRATION HAS BEEN AUTOMATED

AUTOMATED WORKFLOWS HAVE ELIMINATED ALMOST ALL PAPER FILES

COORDINATORS NO LONGER UPLOAD DOCUMENTS MANUALLY

ONE UNIFIED SCREEN DISPLAYS ALL REQUIRED STUDENT INFORMATION

MANUAL ENTRY REMAINS IN DAISI AND COLLEAGUE, BUT IT'S DONE IN A MUCH MORE EFFICIENT MANNER.

Orientation Registration

Orientation Email Sample

This is a reminder that GED Adult Ed Orientation is coming up soon!

Event Date: Feb 20 - 9:00 AM

Location Information:

32 N Central Park Plaza Jacksonville IL 62650

- Orientation sessions last approximately 3 hours.
- Late arrivals will NOT be admitted.
- Only individuals registering for classes may attend the session (no children, parents, or guardians are permitted).

_HL_ENCODED_https://llcc.tfaforms.net/134?tfa_21=a0cVs0000032PobIAE_HL_Click here to cancel your registration_HL__blank_HL_

If you have any questions please call this number: 217-786-2349

Applications and Workflows

		Adult Education Appl... ⌄	Account ⌄	Adult Ed Program ⌄	Status ⌄	Created Date ↓ ⌄	Owner Last Name ⌄
1	☐	AEA-0004911	▬▬▬▬	High School Equivalency (GED)	Held by Admissions	2/17/2026, 11:14 AM	Coggins
2	☐	AEA-0004910	▬▬▬▬	High School Equivalency (GED)	Held by Admissions	2/17/2026, 9:09 AM	Coggins
3	☐	AEA-0004909	▬▬▬▬	English as a Second Language (ESL)	Applied	2/16/2026, 6:45 PM	Alexander
4	☐	AEA-0004908	▬▬▬▬	English as a Second Language (ESL)	Applied	2/16/2026, 6:41 PM	Alexander
5	☐	AEA-0004907	▬▬▬▬	High School Equivalency (GED)	Registered Orientation	2/16/2026, 4:43 PM	Coggins
6	☐	AEA-0004906	▬▬▬▬	High School Equivalency (GED)	Applied	2/16/2026, 11:45 AM	Coggins
7	☐	AEA-0004905	▬▬▬▬	English as a Second Language (ESL)	Applied	2/16/2026, 11:24 AM	Alexander
8	☐	AEA-0004904	▬▬▬▬	High School Equivalency (GED)	Registered Orientation	2/16/2026, 10:43 AM	Coggins
9	☐	AEA-0004903	▬▬▬▬	High School Equivalency (GED)	Applied	2/14/2026, 8:53 PM	Coggins
10	☐	AEA-0004902	▬▬▬▬	High School Equivalency (GED)	Registered Orientation	2/14/2026, 2:49 PM	Coggins
11	☐	AEA-0004901	▬▬▬▬	High School Equivalency (GED)	Registered Orientation	2/14/2026, 10:23 AM	Coggins
12	☐	AEA-0004900	▬▬▬▬	High School Equivalency (GED)	Registered Orientation	2/14/2026, 10:16 AM	Coggins
13	☐	AEA-0004899	▬▬▬▬	High School Equivalency (GED)	Registered Orientation	2/14/2026, 3:33 AM	Coggins
14	☐	AEA-0004898	▬▬▬▬	Career Pathways or Skill Building	Applied	2/13/2026, 9:04 PM	Mendoza

Intake Form

Attended Orientation, Needs information input

*Colleague ID
`0000000`

*Enrollment Type
`New`

∨ New

*Type of Student
`ELL`

*Did the student complete an ELL CASAS Listening test?
`Not Completed`

*Did the student complete an ELL CASAS Reading test?
`Completed`

File Upload
⬆ Upload Files   Or drop files

*CASAS ELL Reading Form
`Form 626R`

*CASAS ELL Reading Test Date
`Feb 17, 2026` 📅

*CASAS ELL Reading Score
`217`

*Course to Add Student Into
`ESL-052` ✕

*Section Number
`001`

*Course Start Date
`Feb 23, 2026` 📅

*Term
`Spring`

*Class Days and Times
`M/W 5pm-8pm`

*Venue (Building)
`Millennium Center` ✕

*Room # (0123)
`1106`

*Instructor
`Christi White` ✕

☐ Has interest in attending LLCC after program

Class Email Sample

World,

You are now in the English as a Second Language (ESL). Below you'll find information about the course.

Course Start Date: February 23, 2026

Meeting times: M/W 5pm-8pm

Location: Millennium Center Room 1106

Address: 2450 Poorman Drive Springfield, IL 62703

Instructor: Christi White

Instructor Email: christi.white@llcc.edu

If you have any questions, let us know.

Thank you,

Salesforce Perks

🔔 Automated orientation and class reminders

👁 Real-time enrollment status

📧 Built-in text and email communication tools
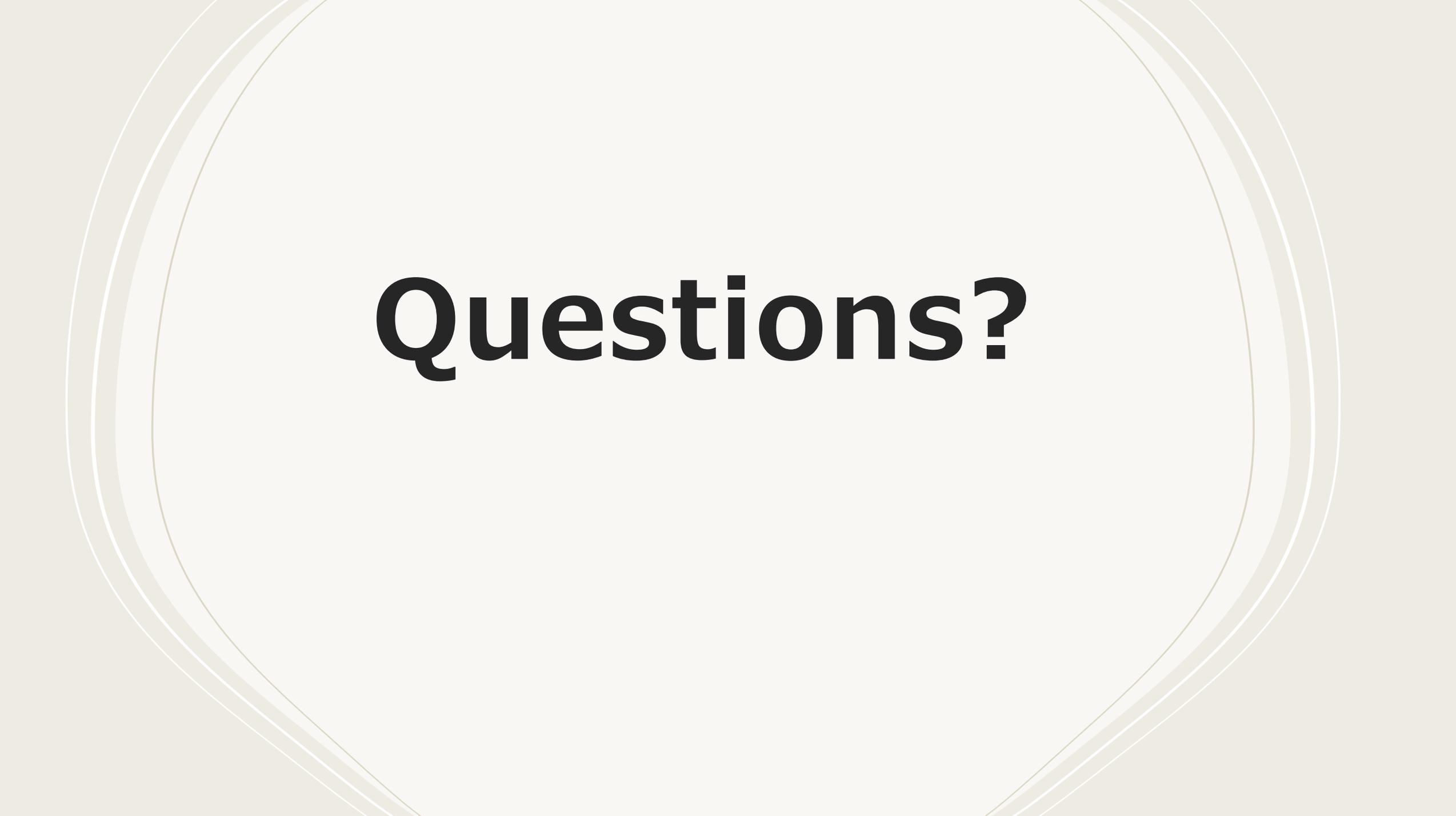
💬 Complete communication history in one place

⬚ Quick and centralized access to information

📄 Streamlined workflows with significantly less paperwork

✓ Reporting capabilities still under development

Questions?

LLCC Contact Information

- Patty Mendoza – Director, Adult Education & Literacy

  - Patty.Mendoza@llcc.edu

  - 217-786-4630

- Brittany Coggins – Adult Education Coordinator, ABE/ASE

  - Brittany.Coggins@llcc.edu

  - 217-786-3408

- Sue Alexander – Adult Education Coordinator, ESL

  - Sue.Alexander@llcc.edu

  - 217-786-4945