

# DAISI cheat sheet for adding Bridge and ICAPS students

How to plug in students for Bridges:

**daisi** Data and Information System Illinois *A Safe Haven -FY 2023* Frozen/Read Only Logout

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### Courses: Add/Edit Details

**Course Details** | **View Classes**

\* Course Code

\* Course Name

\* Transition Course:  
 Yes  No

\* Bridge Course:  
 Yes  No

\* Select Bridge Course Type  \* Select Specific Career Cluster Type

\* Course Description:

\* Approved range of units of instruction:  
Min:  Max:

\* Instructional Categories:  
 ABE  ASE  ESL  HSCR  VOC

PCS Code

CIP Code

**Misc.**

Job Skills  
 Citizenship  
 Foreign GED  
 Math Only

**Submit**

## How to plug in ICAPS students:

Search Results Bio/Demo **Status** Test Info Class Info ▲ Goals/Achievements Student Notes Custom Fields IEL/CE

Update

**ICAPS Student**  
 Yes  No  
ICAPS Entry Date: 03/21/2023

**Exited ICAPS**  
 Yes  No  
ICAPS Exit Date: 05/11/2023

**Completed ICAPS**  
 Yes  No

Sector Focus of Pathway Program: Information Technology Occupational Focus of Pathway Program: Computer Careers

## How to mark students as completed so they count towards NRS numbers:

**ICAPS Student**  
 Yes  No  
ICAPS Entry Date: 03/21/2023

**Exited ICAPS**  
 Yes  No  
ICAPS Exit Date: 05/11/2023

**Completed ICAPS**  
 Yes  No

Sector Focus of Pathway Program: Information Technology Occupational Focus of Pathway Program: Computer Careers

*This must happen to be counted in the NRS report!*

Completed ICAPS students should have a credential. Completion means they have finished all of the training pieces. Completion does not include the credential. This credential may be earned AFTER the completion, such as for state testing certificates. The credential may be earned within the training piece so simultaneous with completion.

## How to add credentials:

Search Results Bio/Demo Status Test Info Class Info **Goals/Achievements** Student Notes Custom Fields IEL/CE

**Achievements**

**Credentials Earned**

\* Career Pathway  Specific Credential Type  Month/Year Earned

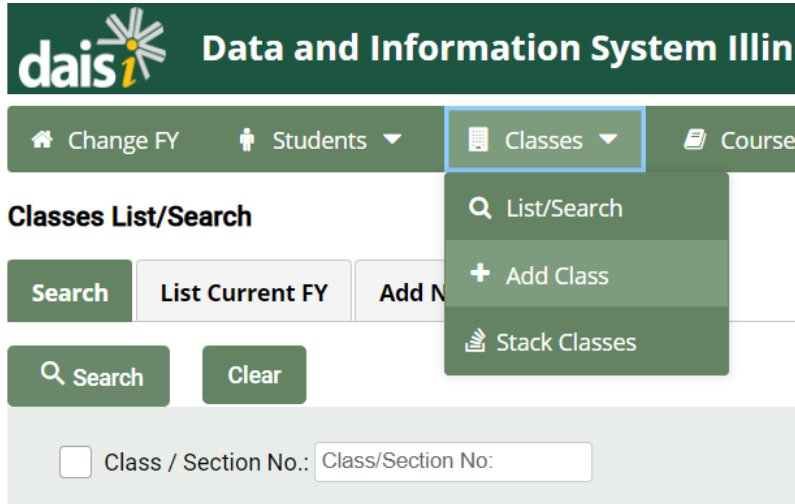
Don't see the credential you're looking for? Fill out the Industry-Recognized Credential Proposal Form to submit a new credential for approval. [Industry-Recognized Credential Proposal Form](#)

Career Pathway	Specific Credential	Month/Year Earned	Delete
Information Technology	Google IT Support Specialist	05/10/2023	<a href="#">Delete</a>

# DAISI cheat sheet for confirming Bridge and ICAPS student enrollment

How to identify Bridge students (by course):

Start with the classes dropdown and click on list/search



## Classes List/Search

A screenshot of the DAISI "Classes List/Search" search form. The form has a header with "Search", "List Current FY", and "Add New" buttons. Below the header are "Search" and "Clear" buttons. The main search area contains several input fields and checkboxes. On the right side, there are checkboxes for "Enrollment Type", "Start Date", "Student No.", "Mid-Term Date", "Transition Course", "Bridge Course", "Bridge Course Type", and "Specific Career Cluster". The "Bridge Course" checkbox is checked, and the "Bridge Course Type" and "Specific Career Cluster" dropdown menus are circled in black. The "Bridge Course" checkbox is also circled in black.

These 2 lines are added click the box is checked in front of "Bridge Course."



Then click submit.

The results of this search should look like this:

**Class List/Search**

Search   List Current FY   Add New

Q Global Filter EXCEL

Fiscal Year	Class/Section No	Course Name	Instructor Name(s)	Instr. Cat.	Building	Students	Roster	Attendance	Delete
Q									
2024	103easlnb1su24	ENGLISH AS A SECOND LANGUAGE III	Fuller, Jimmy	ESL	NO Nelson CEC	4			<a href="#">Delete</a>

This is 1 of 8 classes for this program.

Click on the Roster icon.

The Roster screen looks like:

Instructional Category: ESL

Q Global Filter

FirstName	MI	Expected Start Date	Actual Start Date	Fund Source	Exit Date	Exit Reason	Update	Delete
Q	Q	Q	Q	Q	Q			
Emmanuel		2023-07-10	2023-07-10	4805- Federal EL/Civics	2023-08-10	Completed	<a href="#">Update</a>	<a href="#">Delete</a>

*There is also a Last Name column. It wouldn't fit on my screen.*

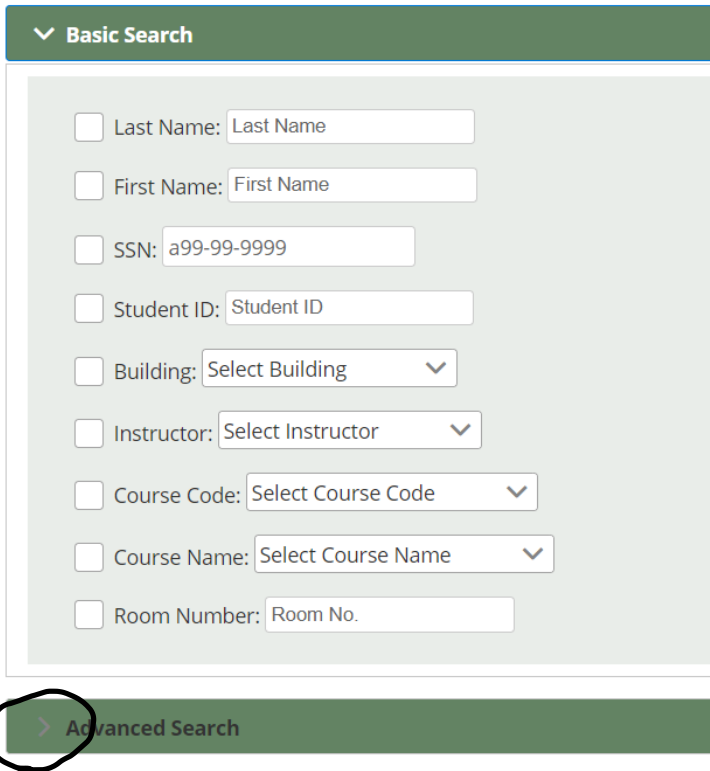
This is 1 of 4 students.

Should there be 6 - who's missing?

Should there be 3 – who doesn't belong here?

## How to Find ICAPS Students

On the beginning search page, click on the > next to “Advanced Search.”

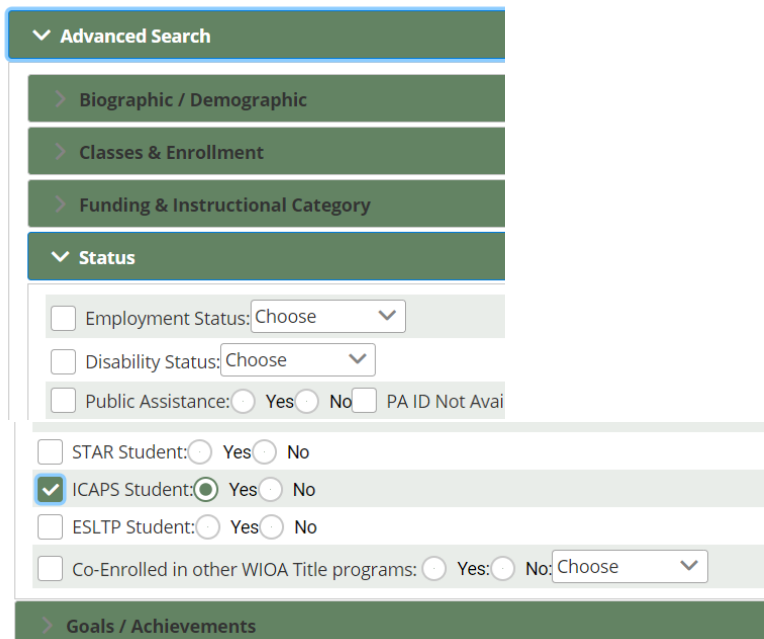


The screenshot shows a search interface with a green header bar containing a dropdown arrow and the text "Basic Search". Below this header is a light gray box containing several search criteria, each with an unchecked checkbox and a corresponding input field or dropdown menu:

- Last Name: Last Name
- First Name: First Name
- SSN: a99-99-9999
- Student ID: Student ID
- Building: Select Building
- Instructor: Select Instructor
- Course Code: Select Course Code
- Course Name: Select Course Name
- Room Number: Room No.

Below the search criteria is a dark green bar with a white right-pointing chevron and the text "Advanced Search". This bar is circled in black.

Inside the Advanced Search looks like this:



The screenshot shows the "Advanced Search" interface. It has a green header bar with a dropdown arrow and the text "Advanced Search". Below the header are several expandable sections, each with a right-pointing chevron:

- Biographic / Demographic
- Classes & Enrollment
- Funding & Instructional Category
- Status
- Goals / Achievements

The "Status" section is expanded, showing several search criteria with checkboxes and radio buttons:

- Employment Status: Choose
- Disability Status: Choose
- Public Assistance:  Yes  No  PA ID Not Avail
- STAR Student:  Yes  No
- ICAPS Student:  Yes  No
- ESLTP Student:  Yes  No
- Co-Enrolled in other WIOA Title programs:  Yes  No; Choose

Then Click Submit.

The results should look like this:

Change FY Students Classes Courses Instructors

**Students: List/Search**

Search Add New

Submit Clear List Current FY View

Global Filter

Fiscal Year	SSN	Last Name	FirstName	MI	DOB	Status	Test Info
2024	XXX-XX-	Adams	Dylan	Matthew	05/02/2006	S	
2024	XXX-XX-	Battles	Ryan	Christopher	01/20/2007	S	
2024	XXX-XX-	Hausman	Logan	William	10/16/2006	S	

Is anyone missing?

Any student in an error status will not show up on any of these reports. Keep that in mind when students are “missing” from the right place.

How often should programs check their data?

That will vary by program. If a program only runs 1 bridge class or 1 ICAPS each year, check the data prior to the quarterly report including this information. If multiple Bridges or ICAPS are offered in a fiscal year, check the data quarterly, at a minimum.