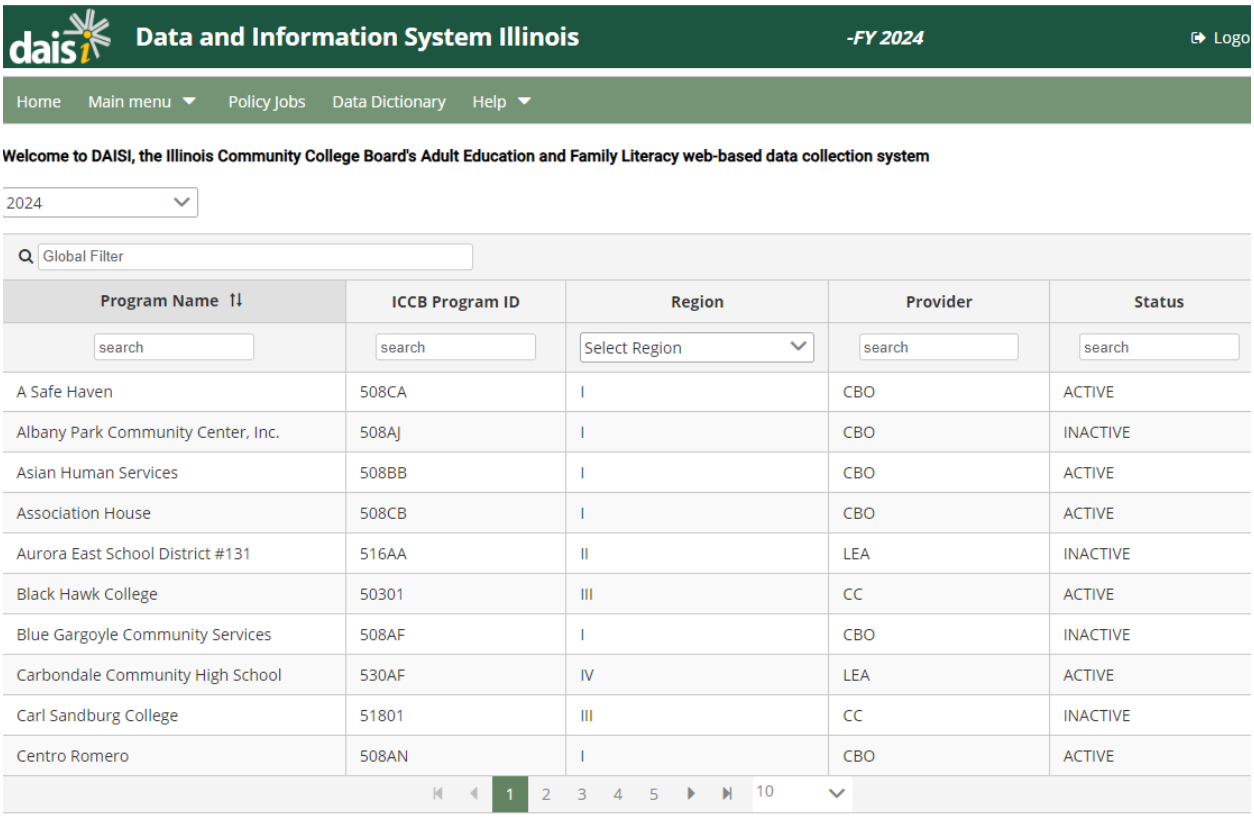
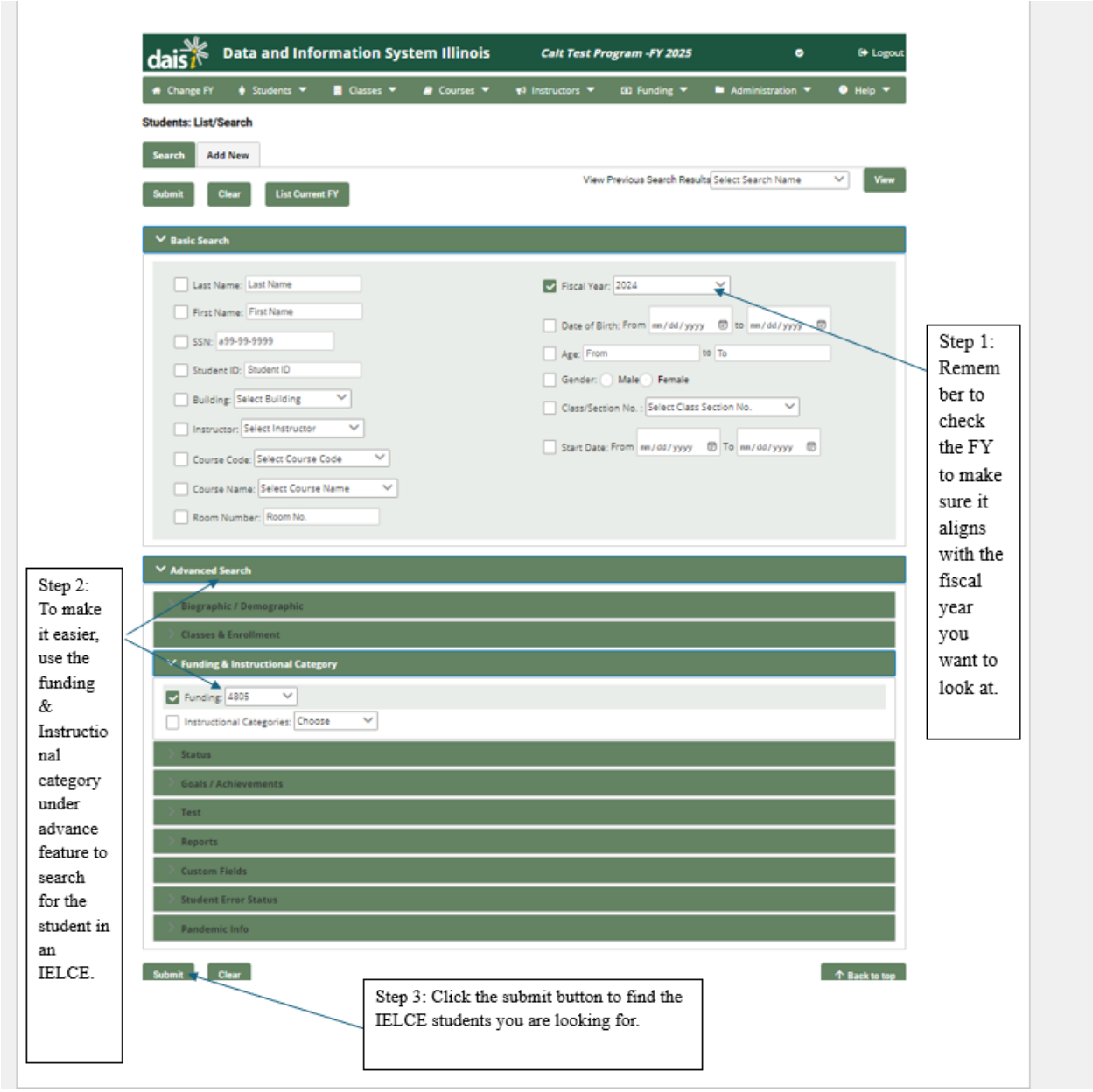
DAISI Cheat Sheet for Providers with IELCE Funding

How to add an IELCE Student Into a Bridge: V2 DAISI

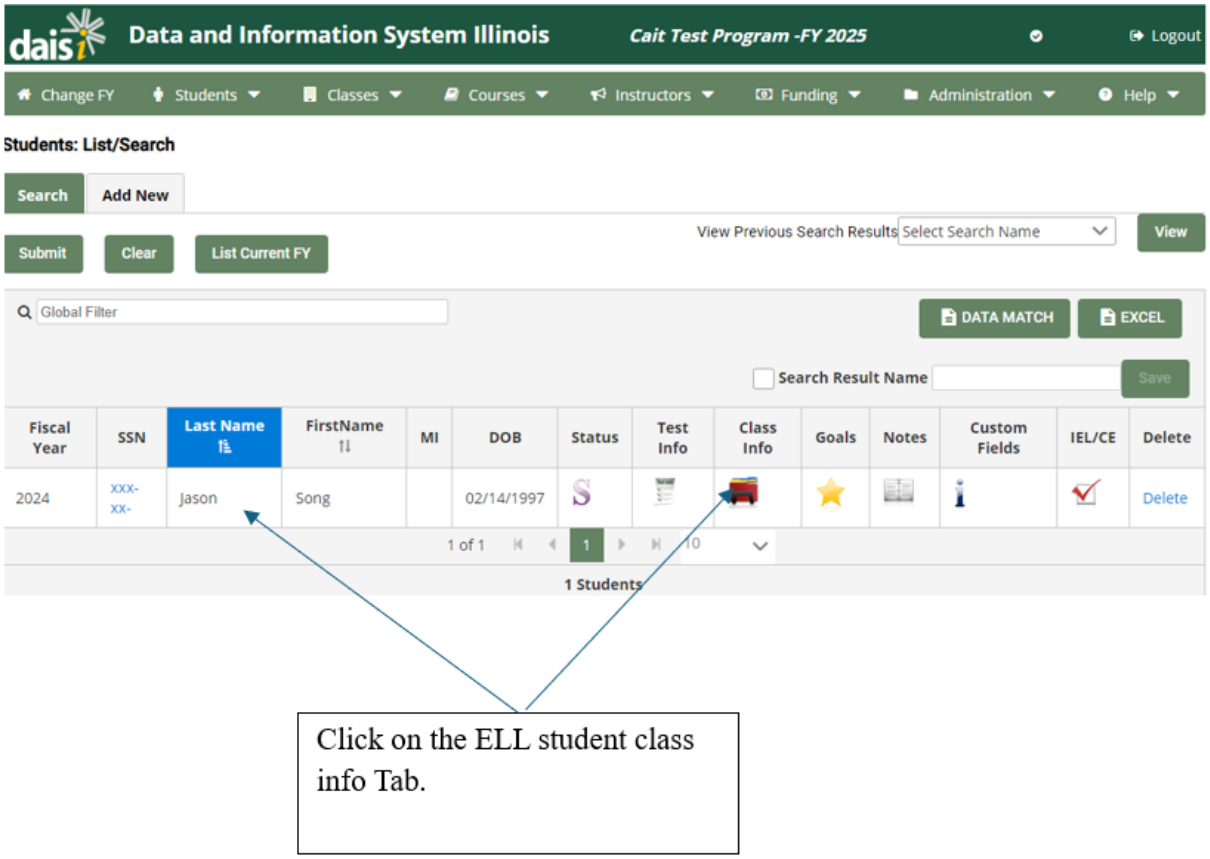
1. Go to V2 DAISI:



2. Student tab, click submit and full list of students comes up.

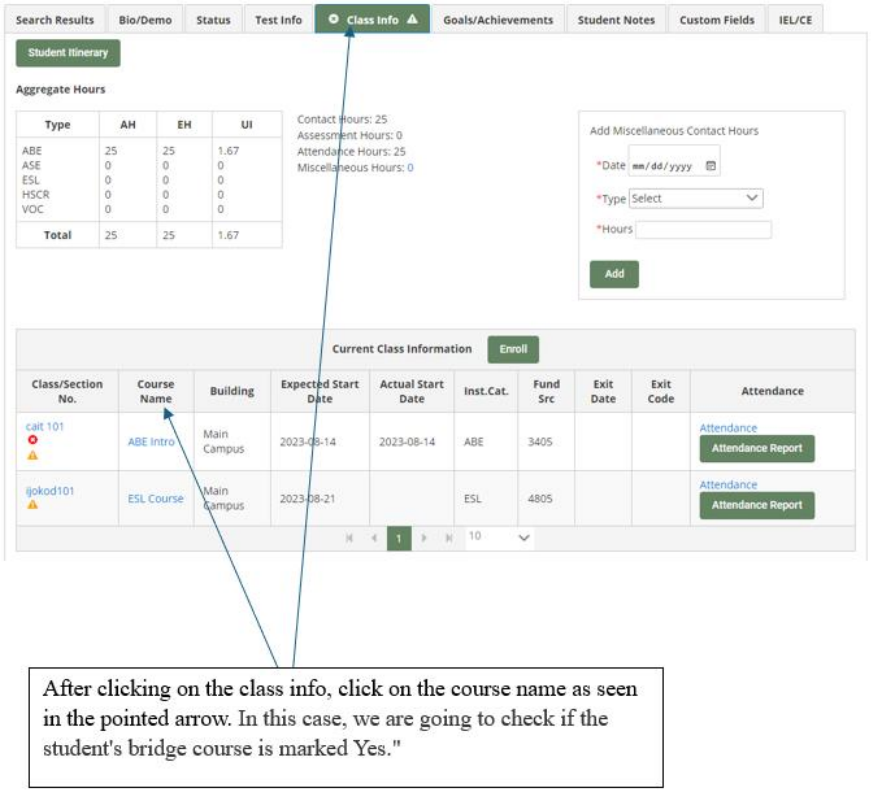


3. Click into specific ELL student you would like to add into a Bridge.



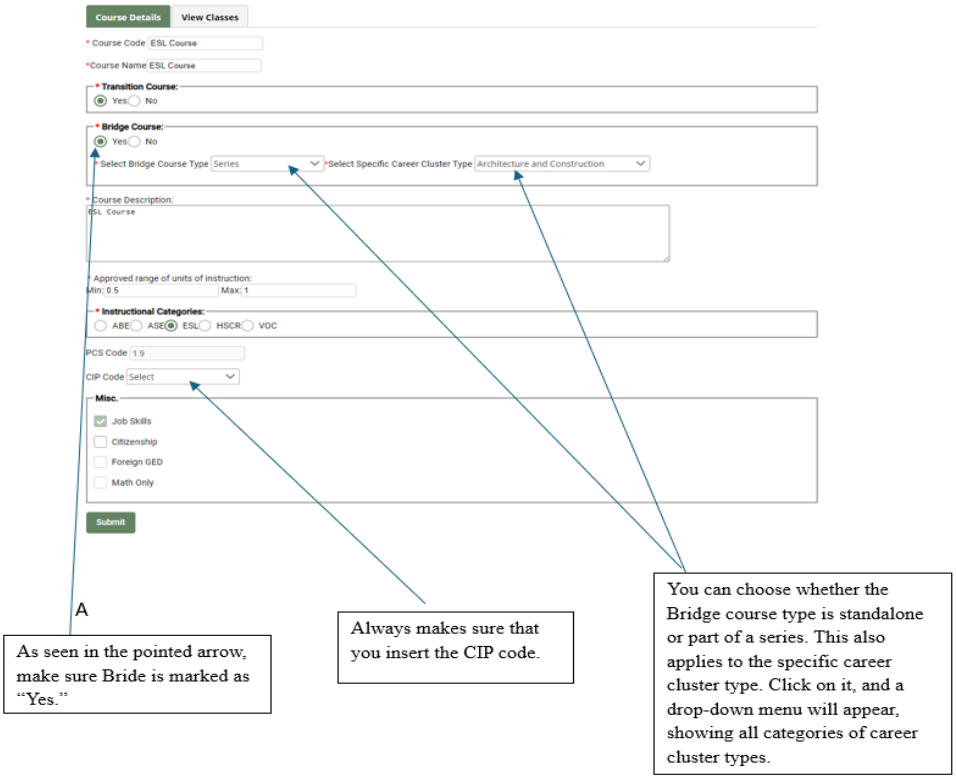
Click on the ELL student class info Tab.

4. Click on Class Info tab.
5. Scroll down and find the course name.
6. Click on the specific bridge course.



After clicking on the class info, click on the course name as seen in the pointed arrow. In this case, we are going to check if the student's bridge course is marked Yes."

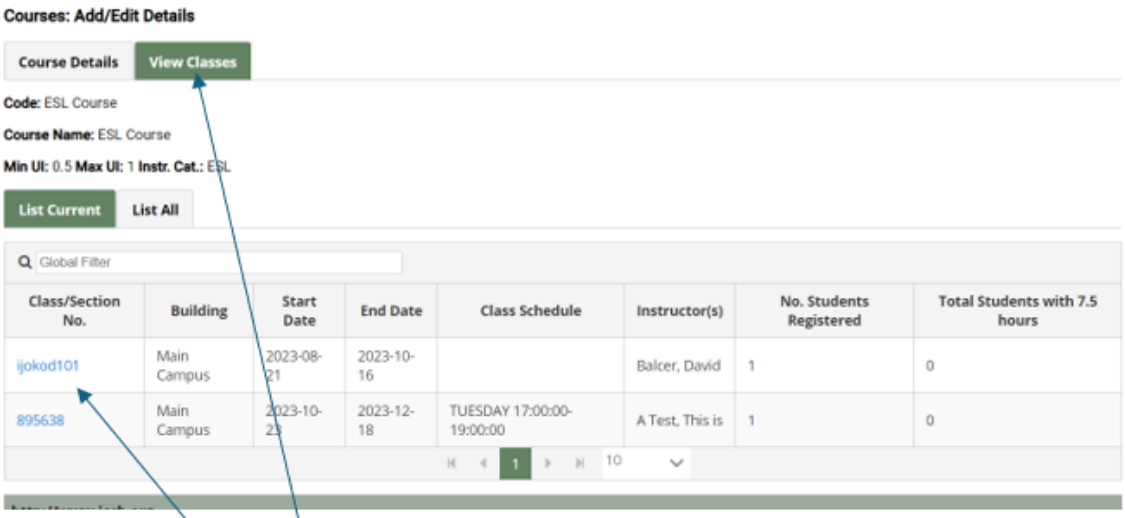
7. Under Course Details, make sure “Bridge Course” is clicked Yes.



8. Next to Course Details tab, click on "View Classes" tab.

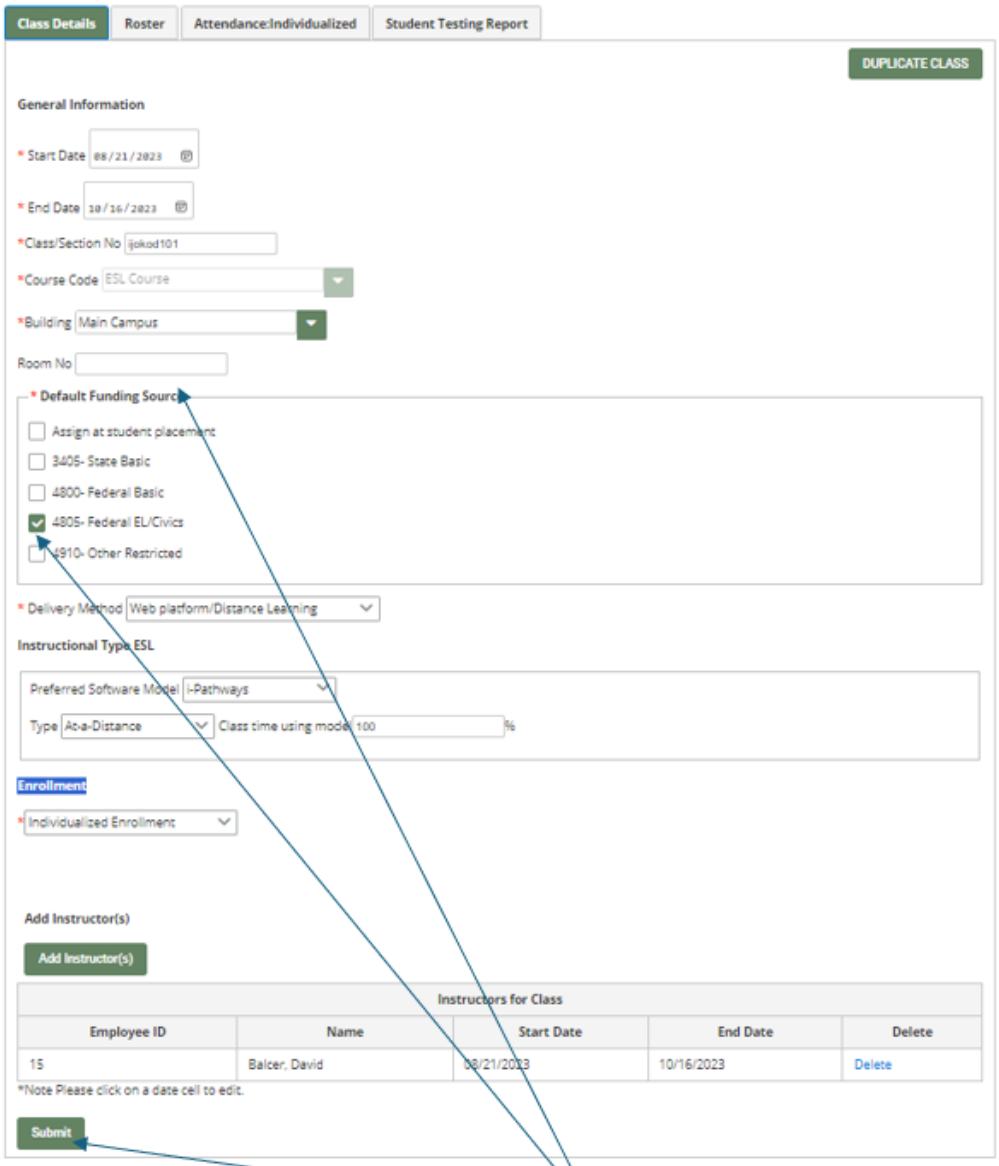
9. Click on Class Section number.

10. Scroll halfway down.



Click on the "Class/Section No:" under the "View Tab," It will take you to the next page which includes "General Information," "Default Funding Source," "Instructional Type," and "Enrollment."

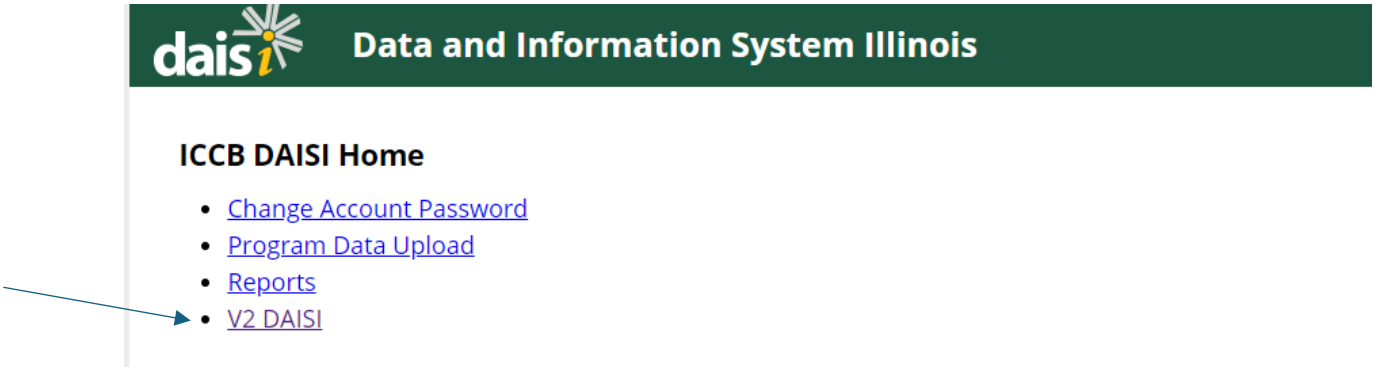
10. Under default funding source click on 4805 (This is the IELCE funding stream).
11. Scroll down and click on Submit tab.
12. Success! You have updated your ELL student / in a Bridge / with IELCE funding!

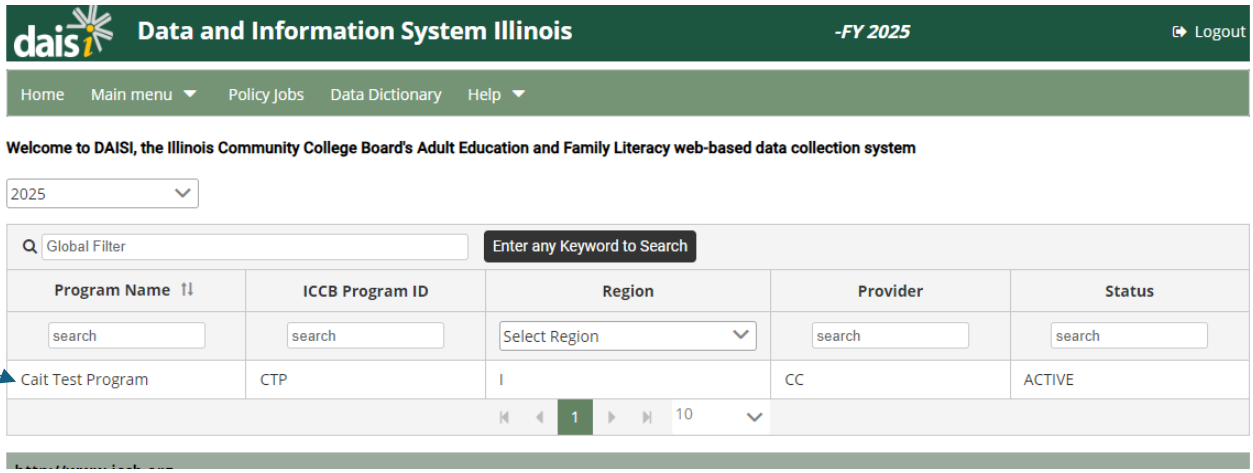


Under the Default Funding Source, click on 4805 (This is the IELCE funding stream). Click submit button and you have successfully updated your ELL student in a Bridge with IELCE funding.

How to add an IELCE Student Into an ICAPS: V2 DAISI

1. Go to V2 DAISI:

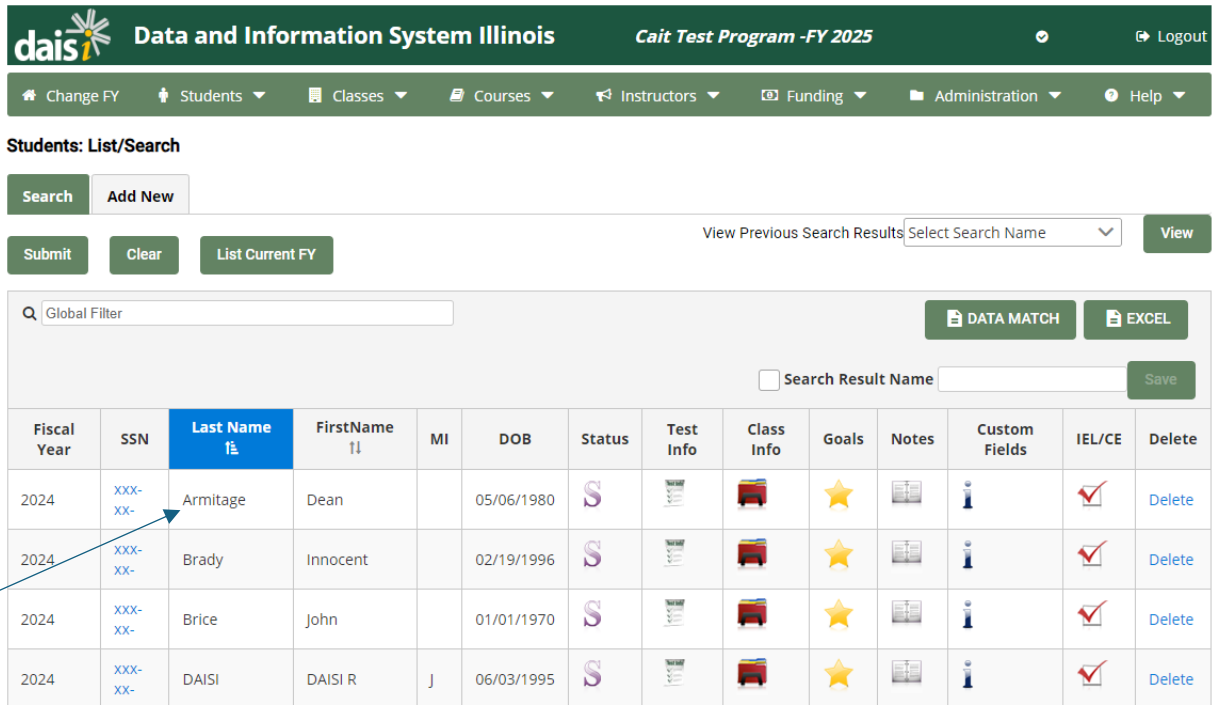




Click on your program.

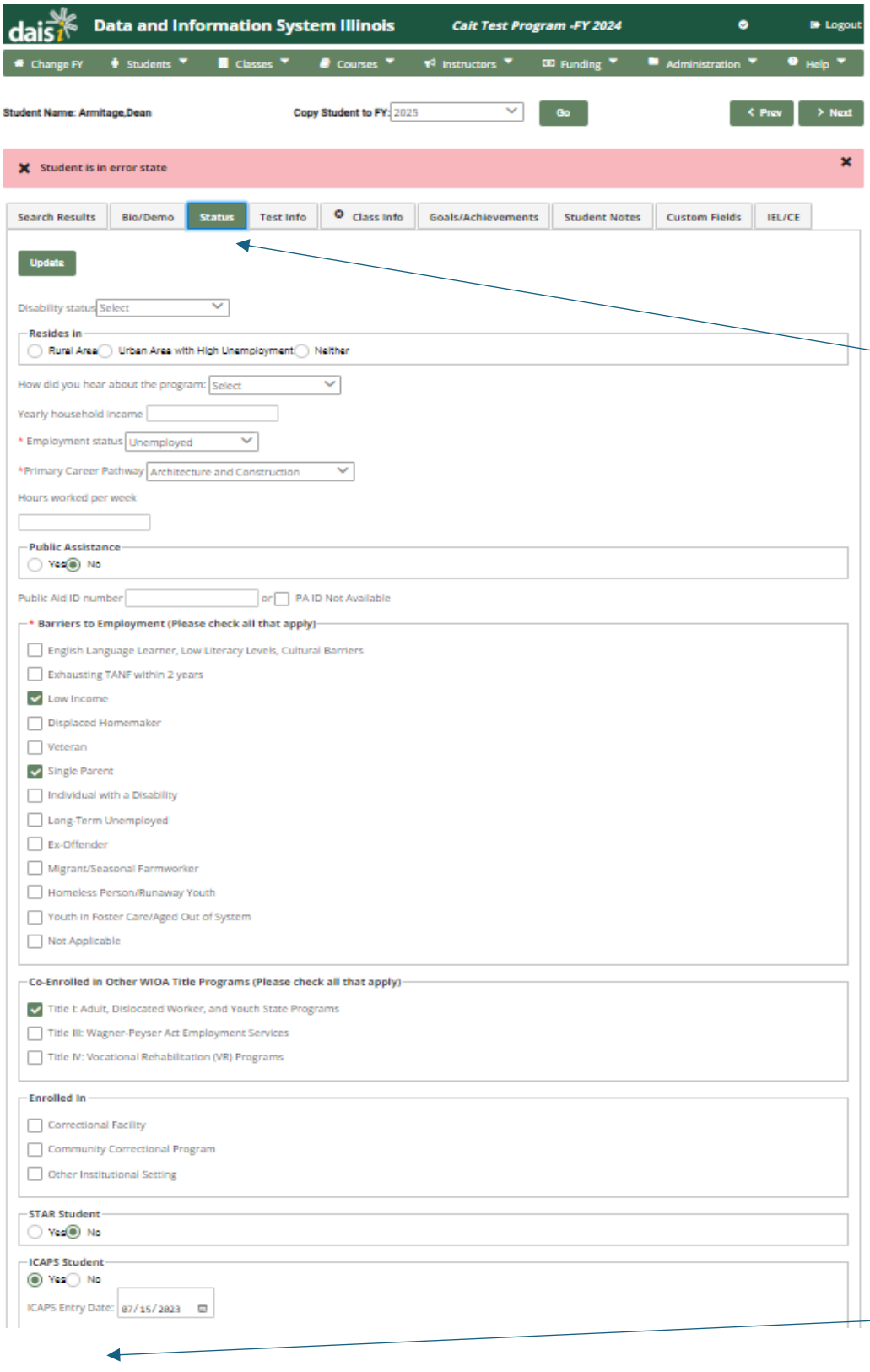
2. Student tab, click submit and full list of students comes up.

3. Click into the specific ELL student who is funded with IELCE funds that you would like to add into an ICAPS.



ELL student who is funded with IELCE funds that you would like to add as an ICAPS.

4. Click on Status tab.
5. Scroll about ¾ down on the page.
6. Find section that says “ICAPS Student.”
7. Click Yes.
8. Scroll down and click Update tab.



Click on the status Tab of the student.

Mark the student as ICAPS "Yes."

9. Success! You have now added your ELL student into an ICAPS!