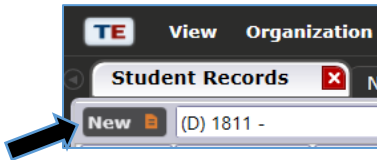


Using the EL Co-Enrollment Designation in TE

For designating individual students:

1. On the Records menu, go to Students and select Records to open the Records – Students – Records lister.
2. Click the New button in the upper left corner of the lister.



3. Check the box titled EL Navigator under Special Program Entries

Status

Labor Force Status:

- N/A
- Unemployed
- Employed
- Employed, with notice
- Not in labor force

Special Program Entries:

<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Community Corrections	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Older Adults	<input type="checkbox"/> Other
<input type="checkbox"/> ELL Co-Enrollment	<input type="checkbox"/> State Corrections	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Carl Perkins	
<input type="checkbox"/> None	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Even Start	
<input type="checkbox"/> EL Civics (IELCE)	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> CBET	
<input type="checkbox"/> Jail	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Non-traditional Training	<input type="checkbox"/> Integrated Education & Training	

For designating an entire class:

1. On the Organization menu, go to Classes and select Instances.
2. Click the New button in the upper left corner of the Class Instance record.
3. Check the box titled EL Navigator under Special Program Entries

Status

Labor Force Status:

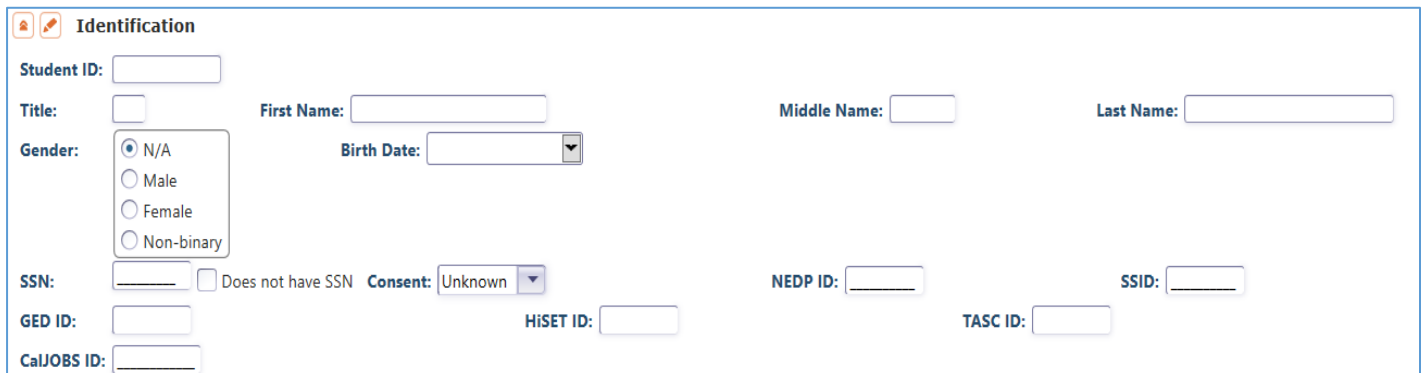
- N/A
- Unemployed
- Employed
- Employed, with notice
- Not in labor force

Special Program Entries:

<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Community Corrections	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Older Adults	<input type="checkbox"/> Other
<input type="checkbox"/> ELL Co-Enrollment	<input type="checkbox"/> State Corrections	<input type="checkbox"/> Distance Learning	<input type="checkbox"/> Carl Perkins	
<input type="checkbox"/> None	<input type="checkbox"/> Homeless Program	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Even Start	
<input type="checkbox"/> EL Civics (IELCE)	<input type="checkbox"/> Family Literacy	<input type="checkbox"/> Alternative Ed. [K12]	<input type="checkbox"/> CBET	
<input type="checkbox"/> Jail	<input type="checkbox"/> Workplace Ed.	<input type="checkbox"/> Non-traditional Training	<input type="checkbox"/> Integrated Education & Training	

Adding CalJOBS ID for an Existing Student in TE

1. On the Records menu, go to Students and select Demographics.
2. This opens a screen with ALL demographics fields.
3. Under **Identification**, locate the CalJOBS ID field and enter the CalJOBS ID (max 12 digits).



Identification

Student ID:

Title: First Name: Middle Name: Last Name:

Gender: N/A
 Male
 Female
 Non-binary

Birth Date:

SSN: Does not have SSN Consent: NEDP ID: SSID:

GED ID: HiSET ID: TASC ID:

CalJOBS ID:

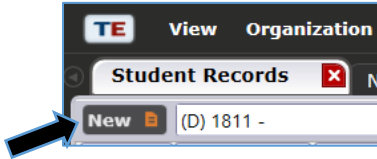


CalJOBS ID:

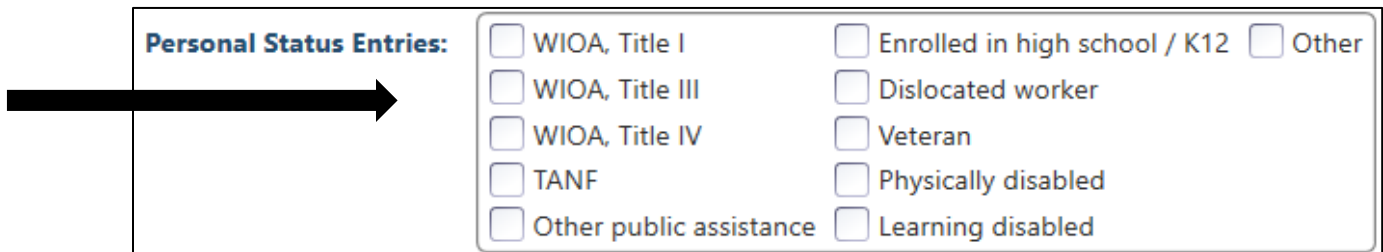
Designating WIOA Co-Enrollment in TE

On the Records menu, go to Students and select Records.

4. Click the New button in the upper left corner of the lister.



5. Find the field title Personal Status Entries and select the appropriate WIOA program.
 - WIOA, Title I
 - WIOA, Title III
 - WIOA, Title IV

A screenshot of a form titled 'Personal Status Entries:'. The form contains a list of checkboxes for selecting a WIOA program or status. A large black arrow points from the left towards the form. The checkboxes are arranged in two columns:

<input type="checkbox"/> WIOA, Title I	<input type="checkbox"/> Enrolled in high school / K12	<input type="checkbox"/> Other
<input type="checkbox"/> WIOA, Title III	<input type="checkbox"/> Dislocated worker	
<input type="checkbox"/> WIOA, Title IV	<input type="checkbox"/> Veteran	
<input type="checkbox"/> TANF	<input type="checkbox"/> Physically disabled	
<input type="checkbox"/> Other public assistance	<input type="checkbox"/> Learning disabled	