

ASAP for the Academic Advisor

Presented by Redlands
Adult School

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What Matters to You?

- 🧑‍🚀 Brainstorming
- 🧑‍🚀 What's important to you?
- 🧑‍🚀 What types of data do you need to capture and why?
- 🧑‍🚀 Setting realistic goals
- 🧑‍🚀 Setting your road map

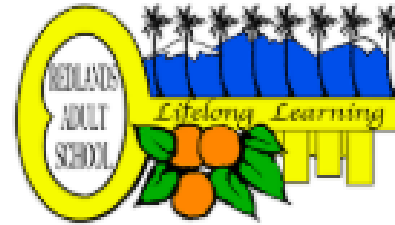
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SAMPLES

 HSD Academic Goal Setting Worksheet						
Date:		Name:		Credits Needed:		
<input type="checkbox"/> Official Transcripts Submitted						
Secondary Goal=						
Pace		Estimated Grad Date		Pace		Estimated Grad Date
<input type="checkbox"/> 5 credits/month				<input type="checkbox"/> 15 credits/month		
<input type="checkbox"/> 10 credits/month				<input type="checkbox"/> 20 credits/month		
Class: Credits: Steps: <input type="checkbox"/>						
Avg Steps/Hour				Weekly Step Goal		
Goal Deadline				Date Completed		
Class: Credits: Steps: <input type="checkbox"/>						
Avg Steps/Hour				Weekly Step Goal		
Goal Deadline				Date Completed		
Class: Credits: Steps: <input type="checkbox"/>						
Avg Steps/Hour				Weekly Step Goal		
Goal Deadline				Date Completed		
Class: Credits: Steps: <input type="checkbox"/>						
Avg Steps/Hour				Weekly Step Goal		
Goal Deadline				Date Completed		
Class: Credits: Steps: <input type="checkbox"/>						
Avg Steps/Hour				Weekly Step Goal		
Goal Deadline				Date Completed		
Class: Credits: Steps: <input type="checkbox"/>						
Avg Steps/Hour				Weekly Step Goal		
Goal Deadline				Date Completed		
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Weekly Time Commitment: Follow App: Counselor Initial:						
Revised 6/19/19 AT						

SAMPLES



Name: _____

Date: _____

Home Country: _____

Do you have a High School Diploma in your home country? (circle) Yes or No

Do you have a degree in your home country? (circle) Yes or No

Do you have a job right now? Yes or No or Retired

What did you study in your home country? _____

What is your goal? (circle)

Get High School Diploma

Get a job

Go to college

Only Learn English

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Post- Grad Counseling Worksheet

Name: _____ Date: _____

Official transcripts submitted? Yes ☐ No ☐

What is your goal after graduation?

Deadline for reaching this goal? _____

What is your career goal?

College/Trade School application submitted?

☐ Yes; School: _____ No ☐

FAFSA Submitted?

☐ Yes; date submitted: _____ No ☐

Referred to:

____CHC Liaison ____SBVC Liaison ____AJCC/YEOP
____CRY-ROP ____Other: _____

Were you enrolled in any CHC courses while enrolled with Redlands Adult School?

☐ Yes: _____ ☐ No

Notes:

Counselor Signature: _____

Student Signature: _____

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SAMPLES

College and Career Resources

Redlands Adult School

1214 Indiana Ct., Building B
Redlands, Ca 92374
(909)748-6930

Counselors:

Brooke Clement
x29104

brooke_clement@redlands.k12.ca.us

Arline Troncoza
x29107

Arline_troncoza@redlands.k12.ca.us

College Resources

Free Application for Federal Student Aid (FAFSA)

www.fafsa.ed.gov

San Bernardino Valley College

701 South Mount Vernon Ave
San Bernardino, CA 92410
(909)384-4400
www.valleycollege.edu/apply

Crafton Hills College

11711 Sand Canyon Road
Yucaipa, Ca 92399
(909)794-2161
www.craftonhills.edu/apply

Riverside City College (RCC)

4800 Magnolia Ave.
Riverside, CA 92506
(951)222-8000
www.rcc.edu

Career & Employment Resources

America's Job Centers of California (AJCC)

658 East Brier Drive, Suite 100
San Bernardino, CA 92408
909-382-0440
Email: info@wdd.sbcounty.gov
Office Hours: Monday – Friday 8 a.m. – 5 p.m.
Facebook page: [@eastvalleyajcc](https://www.facebook.com/eastvalleyajcc)

Colton Redlands Yucaipa ROP (CRY-ROP)

1214 Indiana Ct.
Redlands, Ca 92374
(909)793-3115
www.cryrop.org

Generation GO!

1214 Indiana Ct.
Redlands, CA 92374
(909)793-3115 x516
<https://cryrop.org/Adult-Students/Employment-Programs/GenerationGo/index.html>

Center for Employment Training (CET)

1099 N. Pepper Ave.
Colton, CA 92324
(909)478-3818
www.cetweb.edu/colton-ca/

Group Activity (5 min)

- What's important to you?
- What types of data do you need to capture and why?
- What's the goal for this data collection? What will you do with it?
- Pick three questions that you want to collect data for.



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SHARE OUT (5 MINS)



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Develop Sections for Your Form

What is your Primary Educational Goal?

What is your secondary educational goal

What is your career/major goal?

College/Institution of Interest:

Monthly Credit Goal

Projected Graduation Date

Referrals Made

Notes/Date/Counselor Initial

Hours Per Week
Committment

Official Transcripts
Submitted?

Academic Goal Setting
Document Uploaded?

Save and Continue

Save and Close

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Creating the Form in ASAP

Create

Tools

Configure

- Calendar
- Course Groups
- Customer Groups
- Customize Storefront
- Departments
- Discounts
- Manage Emails
- My Settings
- Online Registration
- Online Registration Site
- POS Configuration
- Preferences
- Reg Forms**
- Setup Data
- Subjects
- Subject Levels
- Survey Config
- User Access
- Waivers

View Reports

Creating the Form in ASAP

Select a form Reg Form [Default] (12177) ▼ [edit](#)

Create a New Form [Show archived questions](#)

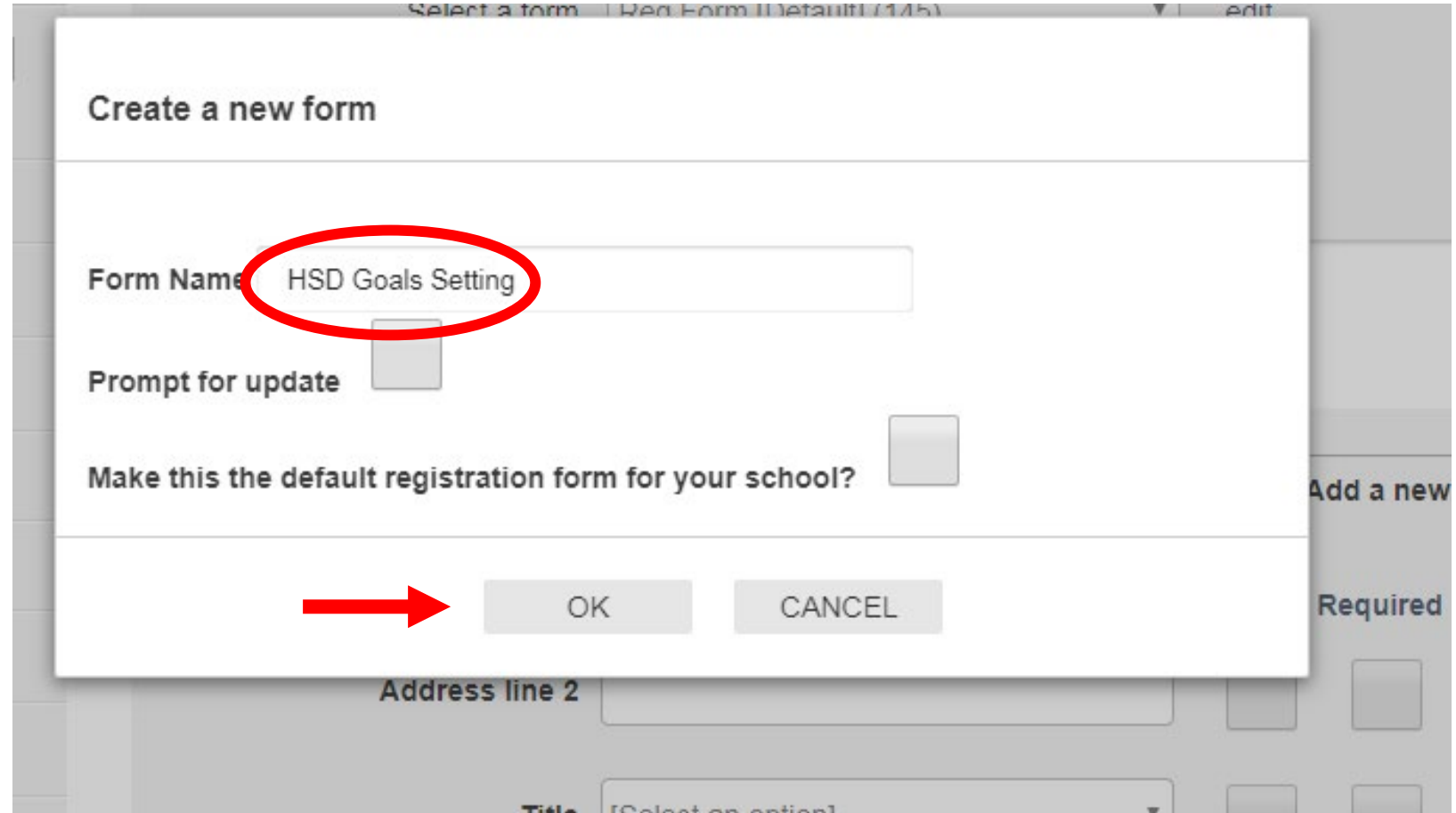
[Preview this form](#)
[Get direct link to this reg form.](#)

Save Form

Account Information ☒ [+ Add a new question](#)

	Visible	Required	Tooltip	
Title [Select an option] ▼	<input type="checkbox"/>	<input type="checkbox"/>	Add	↕
Address line 2 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add	↕
First Name <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add	↕
Middle Name <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add	↕
Last Name <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add	↕

Creating the Form in ASAP




Select a form | Red Form II Default (145) | edit

Create a new form

Form Name

Prompt for update ☐

Make this the default registration form for your school? ☐



Address line 2

Title

Add a new

Required

Creating the Form in ASAP

Create custom question

Choose an existing custom question to add to this form

Select ▼

Or, create a new question:

Question text

Required? ☐

This question is for: Student ▼

Answer Type Textfield ▼

SAVE CANCEL

Save Form

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Creating the Form in ASAP

The screenshot displays a form creation interface with the following elements:


- Dismissal Method**: A dropdown menu with "[Select an option]" and an "Add" button.
- Opt-In SMS**: A dropdown menu with "Opt In SMS" and an "Edit" button.
- Grade**: A dropdown menu with "[Select an option]" and an "Add" button.
- SSN**: A text input field with an "Add" button.
- Demographic Info**: A section header with a checkbox.
- Medical Info**: A section header with a checkbox.
- Education History**: A section header with a checkbox.
- Emergency Contacts**: A section header with a checkbox.
- Work Experience**: A section header with a checkbox.
- Additional Info**: A section header with a checked checkbox.
- + Add a new question**: A button highlighted in yellow, with a red arrow pointing to it.

Save Form

Creating the Form in ASAP

required: ☐

This question is for:

Answer Type 

Enter options separated by a tilde "~"

Creating the Form in ASAP

Work Experience ☐





Additional Info ☒ + Add a new question

		Visible	Required	Tooltip	
Do you currently have a job	<input type="text" value="[Select an option]"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add	⛶
If Yes, do you work full time or part time?	<input type="text" value="[Select an option]"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add	⛶
How many hours a week can you devote to school work?	<input type="text" value="[Select an option]"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Add	⛶



Save Form

Running the Form Report

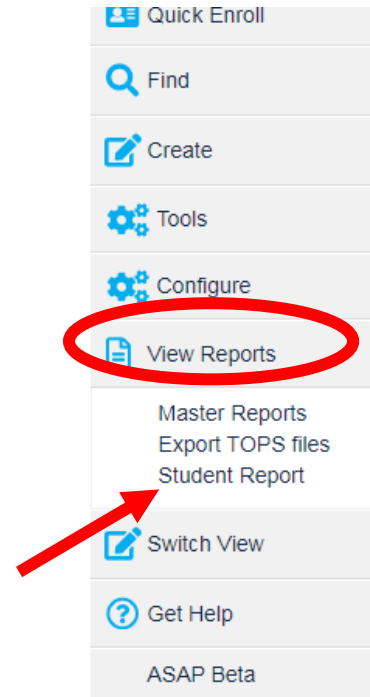
-  Print a copy of your Req Form.
-  You'll need it to configure your report
-  You'll only have to configure it the first time
-  After that, you'll be able to simply select it from the drop down menu.



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Running the Form Report



[Get direct link to this reg form.](#)

Save Form

Account Information ☒

+ Add a new question

Visible Required Tooltip

Address line 2 ☐ ☐ Add

Title [Select an option] ☐ ☐ Add

First name ☒ ☒ Add

Middle Name ☐ ☐ Add

Last name ☐ ☐ Add

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Running the Form Report



ASAP Reporting - Student Report

Report Filters - (Hide filter details...)

1. Select Template: Address Labels [Configure this template...](#)

2a. ☐ Use Fiscal Year Option

Time Period: Full Year 2019-2020 Course Group: All Groups ☐ Restrict by enrollment or attendance date range

Site: All Locations Course: All Courses

Teacher: All Teachers Class: All Classes

Program: All Programs Department: All Departments ☐ Show Family Account ID

Status: Enrolled

Filter 2a Export To Excel 2a

2b. Choose one or more options below to restrict or expand data results.

☐ Enrollment Date Between: ☐ Customer Account Created Between:

OR

From: To:

☐ Customer Group: All Customer Groups

Filter 2b Export To Excel 2b Email All

[Return Home](#)

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Running the Form Report

ASAP
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My Settings - Logout

[Home](#)

[Quick Search](#)

[Students](#) [Go](#)

[Quick Enroll](#)

[Find](#)

[Create](#)

[Tools](#)

[Configure](#)

[View Reports](#)

[Switch View](#)

[Get Help](#)

ASAP Beta

[Quick Links](#)

Last Class

Config Student Report | Manage your student report

Time Period: [All Active](#)

Select a template

[Address Labels](#)

[Create a New Template](#)

[Delete Template](#)

[Save Template](#)

[Save Template and View Report](#)

Account Information

Visible

Title

☐

First name

☒

Middle Name

☐

Last name

☒

Email

☐

Primary phone

☐

Secondary phone

☐

Address

☒

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Running the Form Report

The screenshot displays the ASAP user interface. At the top, the ASAP logo is visible. The main header area includes the text 'Config Student Report | Manage your student report' and a 'Time Period: All Active' dropdown. A sidebar on the left contains navigation links: Home, Quick Search (with a 'Students' dropdown and 'Go' button), Quick Enroll, Find, Create, Tools, Configure, View Reports, Switch View, and Get Help. The main content area shows a 'Select a template' dropdown set to 'Address Labels', with buttons for 'Create a New Template' and 'Delete Template'. A modal window titled 'Create a new template' is open, featuring a 'Template name' input field and 'OK' and 'CANCEL' buttons. A red arrow points to the 'Template name' input field. Below the modal, a list of fields with checkboxes is visible: Title, First name (checked), Middle Name, Last name (checked), Email, and Primary phone.

ASAP
A VANDU COMPANY

Config Student Report | Manage your student report

Time Period: All Active

My Settings - Logout

Home

Quick Search

Students Go

Quick Enroll

Find

Create

Tools

Configure

View Reports

Switch View

Get Help

ASAP Beta

Select a template Address Labels

Create a New Template Delete Template

Create a new template

Template name

OK CANCEL

Title

First name

Middle Name

Last name

Email

Primary phone

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Running the Form Report

If interested, what are the birthdates for your children? Enter as MM/DD/YYYY such as 04/05/2017

Are you interested in child care?

test question

What's your annual income?

Career Pathway

Knock Knock

Who's there?

Do you currently have a job

If Yes, do you work full time or part time?

How many hours a week can you devote to school work?

What's your favorite color

Favorite Color

Ready to rock and roll?

Favorite media

☐
☐
☐
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☐
☐
☐

Choose the questions you want the report to pull. Then save template at the bottom of page.

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Running the Form Report



ASAP Reporting - Student Report

Back to student report and select your template.

Report Filters - (Hide filter details...)

1. Select Template: **HSD Goals** [Configure this template...](#)

2a. ☐ Use Fiscal Year Option

Time Period: Full Year 2019-2020 Course Group: All Groups ☐ Restrict by enrollment or attendance date range

Site: All Locations Course: All Courses

Teacher: All Teachers Class: All Classes

Program: All Programs Department: All Departments ☐ Show Family Account ID

Status: Enrolled

Filter 2a Export To Excel 2a

2b. Choose one or more options below to restrict or expand data results.

☐ Enrollment Date Between: ☐ Customer Account Created Between:

OR

From: To:

☐ Customer Group: All Customer Groups

Filter 2b Export To Excel 2b Email All

Click Here, Not Here

[Return Home](#)

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Running the Form Report

Drag a column header and drop it here to group by that column



← Options to Export

	Customer ID	Last Name	First Name	Customer Account Created Date	Email	Primary Phone	Primary Phone Type	Street	City	State	Zip	Do you currently have a job	If Yes, do you work full time or part time?	How many hours a week can you devote to school wor
Show Detail	827885	Adams	Adam	1/3/2014 9:29:38 AM	adams@adams.com	874444	Mobile	1310 Hollenbeck	Sunnyvale	CA	94086			
Show Detail	827886	Adams	Art	1/3/2014 9:30:27 AM	cloogarcia@asapconnected.com	0545	Home	1310 Hollenbeck	Sunnyvale	CA	94086			
Show Detail	1275558	Andrews	Archie	9/3/2014 4:35:16 PM	a@a.com	(800) 124-5789	Home	1310 Fremont	Sunnyvale	0	94086			
Show Detail	30818	Artist	Artsy	6/9/2009 11:00:58 PM	artsy@a.com	(405) 555-1212	Home	123 Main Street	Sunnyvale	CA	94087			
Show Detail	1265363	August	Test	8/27/2014 2:04:24 PM	aug@aug.com	(123) 123-1231	Mobile	1310 Hollenbeck	Sunnyvale	CA	94087			
Show Detail	7178412	Bunny	Bugs	8/16/2019 3:17:25 PM	bunny@gmail.com	(999) 111-2222	Mobile	123 Main St	Anywhere	CA	99999			
Show Detail	1379734	Carolina	Trace	10/16/2014 4:34:56 PM	donotreply@ct.com	(123) 123-1231	Home							
Show Detail	6372290	Diaz	Paul	10/1/2018 11:31:39 AM	paul.diaz@emuhdsd.org	(626) 258-5800	Home	10807 Ramona Blvd	El Monte	CA	91731			
						(555)		1310						

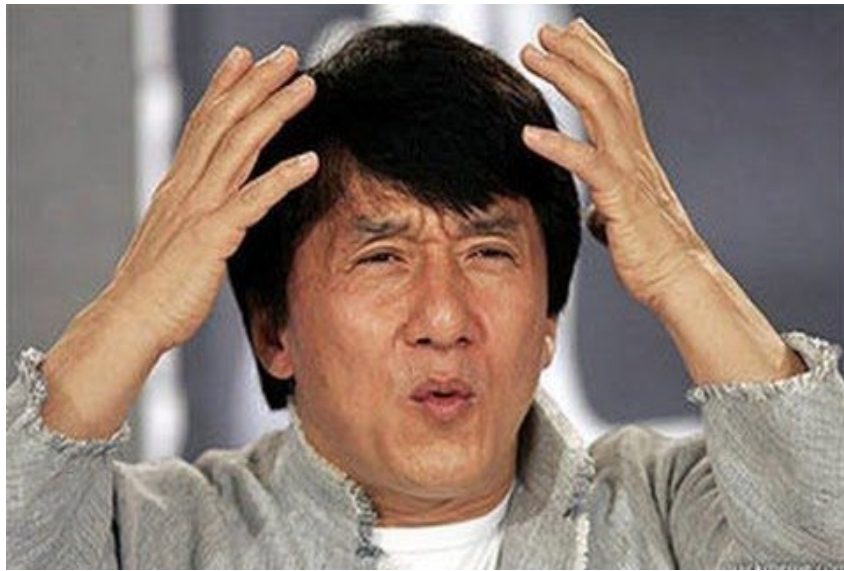
How do we use it?

We use this data to:

- **track interactions with student populations**
- **analyze the effectiveness of our counseling program**
- **inform the design of counseling services**
- **to gain a holistic picture of our students needs**



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Q & A



CONTACT INFORMATION



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delfino_murillo@redlands.k12.ca.us



Brooke Clement 909-748-6930 ext. 29104
brooke_clement@redlands.k12.ca.us



Arline Troncoza 909-748-6930 ext. 29107
arline_troncoza@redlands.k12.ca.us

