Welcome to InTERS for INTraining

This user guide will help you to better understand the different functions of the InTERS for INTraining system, an online data reporting tool for INTraining training providers.

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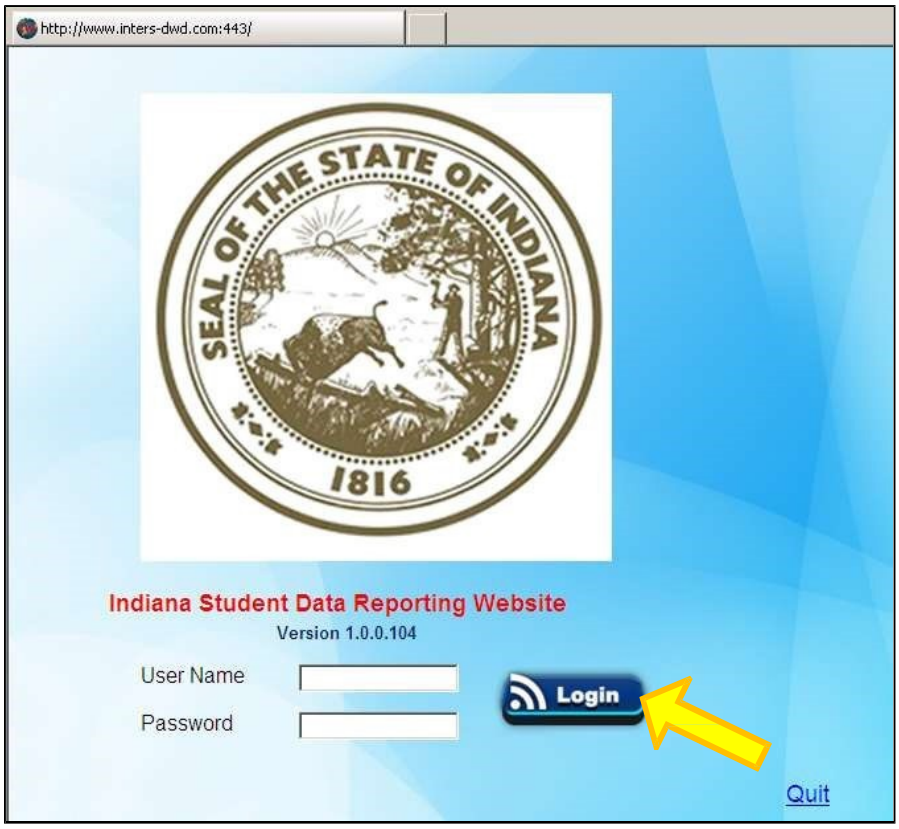
Logging In

InTERS for INTraining can be found online at the following link: http://web.inters-dwd.com/

NOTE: *Adding this link to your email "favorites" is a quick and easy way to make sure you always have the website url.*



Where do I find my User Name and Password?

In order to access InTERS for INTraining, you must log in. Please use your INTraining user name and password to access InTERS for INTraining. Once you have typed in your username and password, click **Login**.

What do I do if my User Name and Password do not work?

If your user name and password combination does not work, please contact INTraining staff at INTraining@dwd.in.gov.

Reminders:

- If you have recently changed your INTraining username or password, it will take 24 hours for these login credentials to update in the InTERS system.
- If you are not listed as the submitter of one of your organization's training program applications, your user name and password will not work in the InTERS system.
- If you have access to either ABE or CTE versions of InTERS, please make sure the user name and password you are using for INTraining is different from your ABE/CTE InTERS log-in.

Program Listing Screen

What is the Program Listing Screen?

Each time you log into InTERS for INTraining you will be brought to your **Program Listing** screen.

NOTE: The InTERS site will time out after 15 minutes of non-activity. This will require you to log in again.

This is the main screen where you will access all features of InTERS for INTraining. Here you can enter, review and submit your student, or trainee, data.

How do I sort the Program Listing Screen?

Your **Program Listing** screen should contain a list of all training programs which you have ever submitted to INTraining. (This includes programs with deleted or denied statuses).

To help you in better locating programs in this list, you can sort this list by clicking on any of the column titles in the black bar at the top of the list of programs:

Provider Name	Program Number	Program Name	Location/Address	Completion %
This is the title of the location/campus where the training takes place.	This is the unique number assigned to each of your training programs for tracking and reporting purposes.	This is the name of the class/training program.	This is the address where the training takes place.	This will direct you to a new screen where you can view performance metrics for this program (Currently only completion rates will be

				available for viewing).

Entering Student Data

There are two ways to enter student data in InTERS for INTraining, **Individual Student Entry** and **Batch Import**. Whichever method you choose, you must enter student for **ALL** participants, regardless of how their training was paid for, who entered the training program in each academic year.

What is individual student entry?

Individual student entry allows you to enter student records one at a time. This should be used when entering or updating information on small numbers of students.

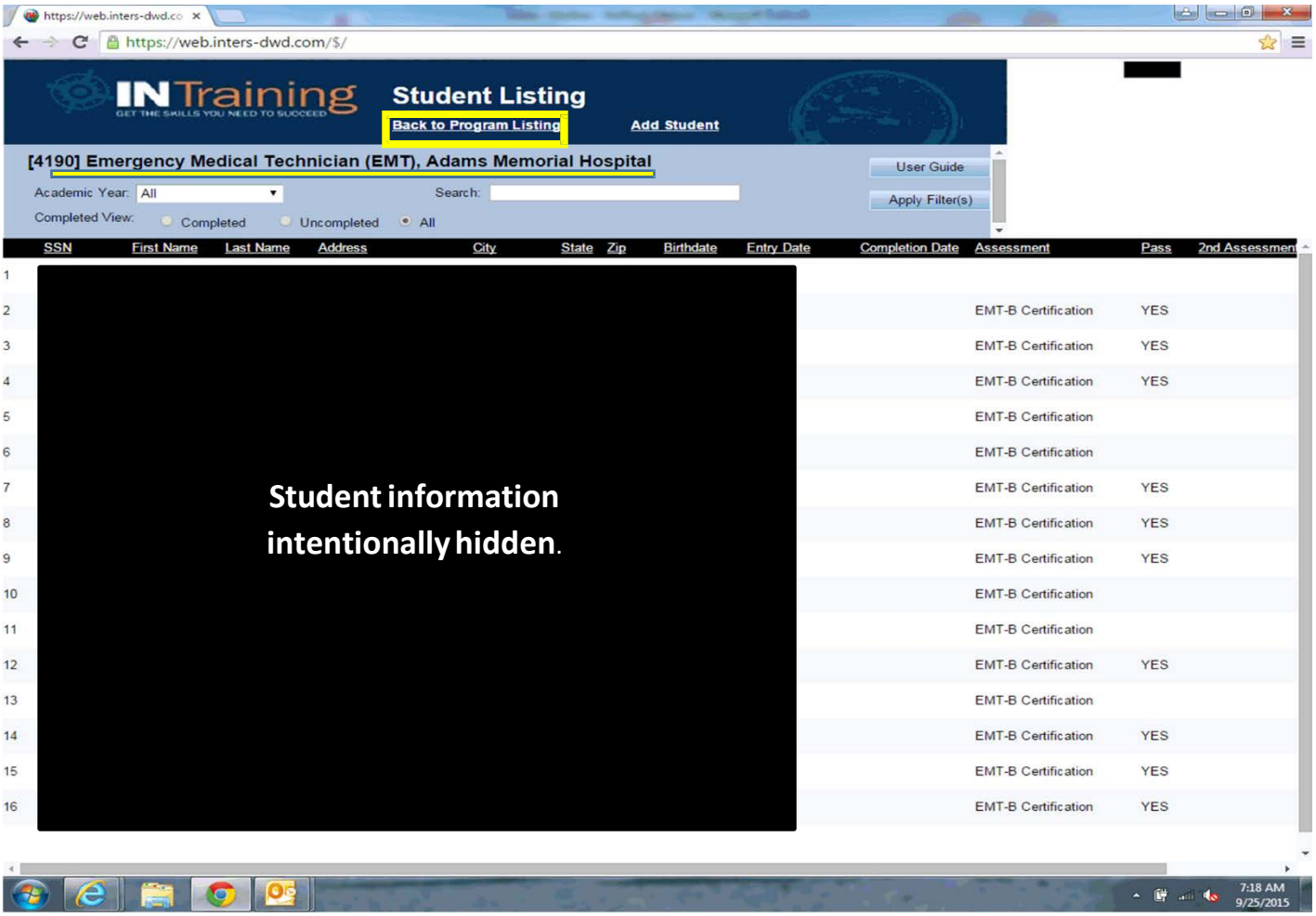
To enter student data individually you must first find and select the training program for which you wish to enter data. To do so, locate the correct program from the **Program Listing** screen. Then click on the title of that program in the **Program Name** column.

When you click on the title of a program in the **Program Listing** screen, you will be directed to that program's **Student Listing** screen.

What is the Student Listing screen?

The **Student Listing** screen contains a roster of all students you have ever entered, or submitted to INTraining, for the program you've selected. Each of your programs will have its own **Student Listing** screen/roster.

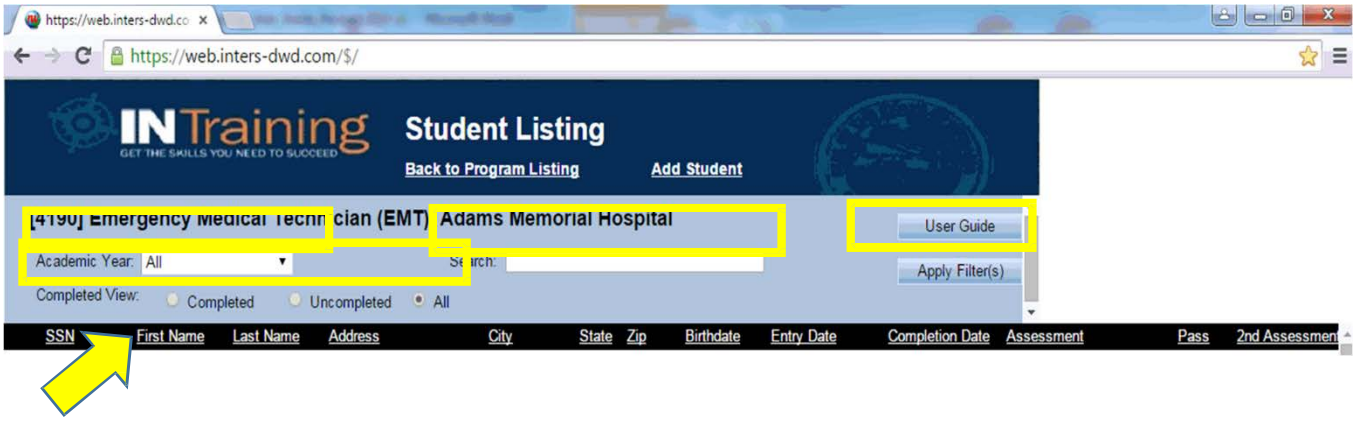
To confirm that you have selected the correct program, check both the **Program Number** and **Program Title** listed in the upper left-hand corner of the screen. If you have selected the wrong program, return to the **Program Listing** screen by clicking the **Back to Program Listing** option.



If you have previously submitted student data to INTraining staff via Excel spreadsheet for a program, the student information should appear on the **Student Listing** screen for that program. If any data you submitted via Excel spreadsheet does not appear, please contact INTraining staff at INTraining@dwd.in.gov.

How do I sort the Student Listing screen?

Once student data has been entered for a program, information in this screen can then be sorted by clicking on any of the column titles found the **black bar** at the top of the list of students.



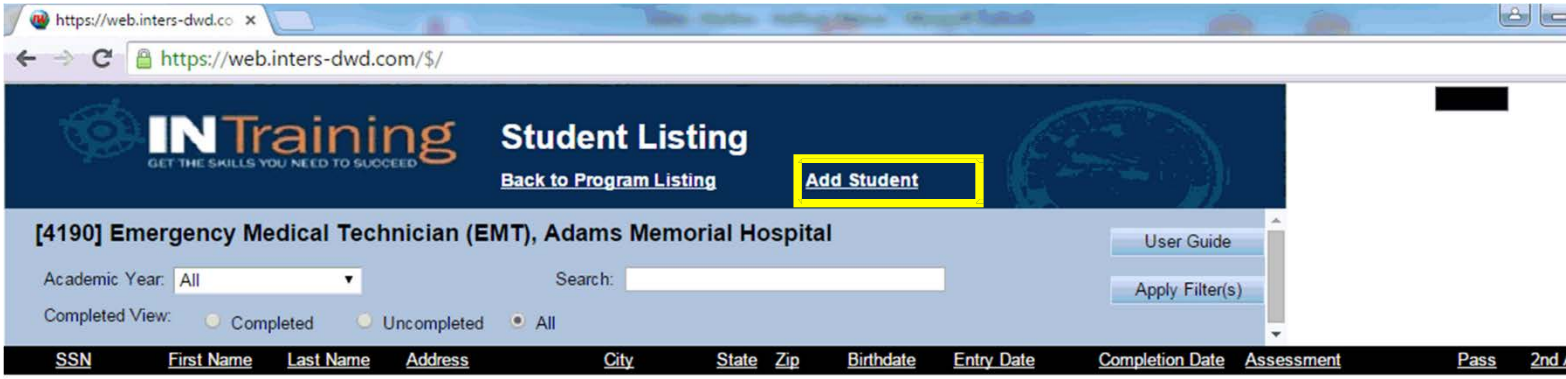
Another option for sorting is to use the filtering tools in the light blue section above the column titles. Any time you want to use one of these filtering tools to sort the list of students, you must click **Apply Filter(s).**

A brief description of each filtering option can be found below:

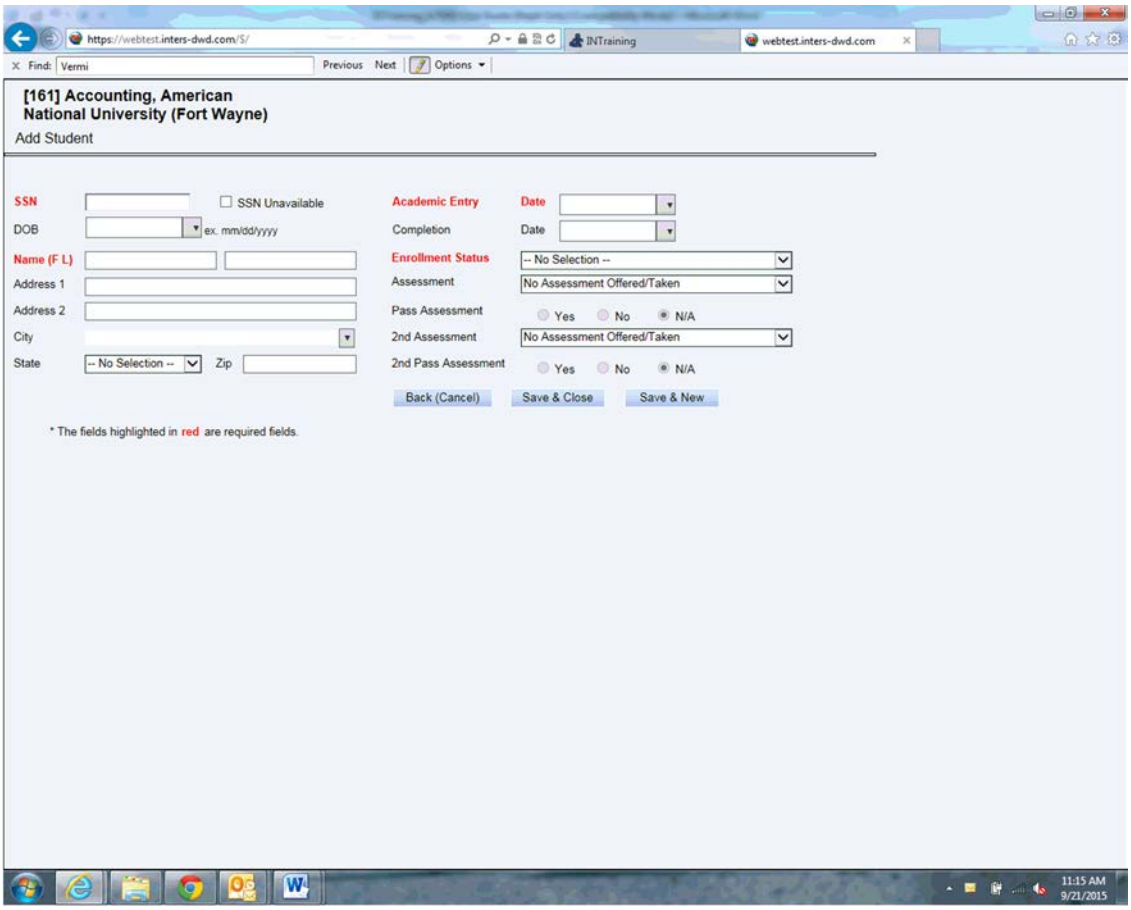
Entry Date	Completion Date	Search
This filter allows you to view students that participated in the program in a single academic year.	This filter allows you to limit the roster for students who have either completed, dropped, or are currently enrolled in the training program.	This filter allows you to type in a keyword to find a single student or group of students.

How do I add students individually?

To begin entering student data individually, simply click the **Add Student** option at the top of the **Student Listing** screen.

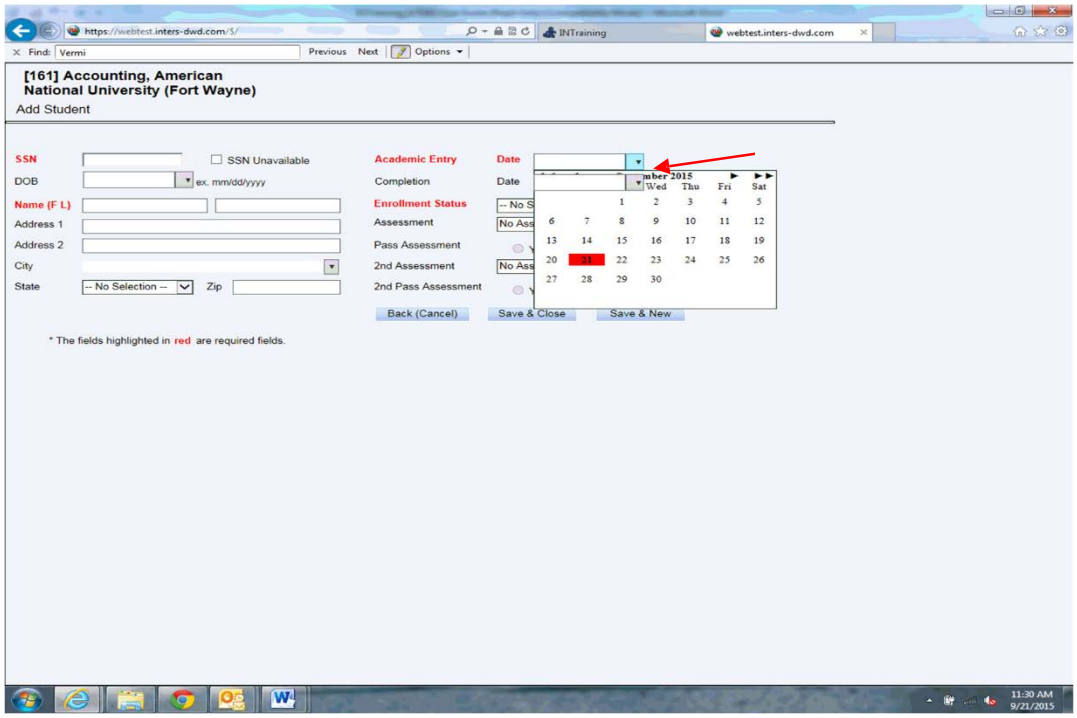


When you click **Add Student**, you will be directed to the **Add Student** screen:



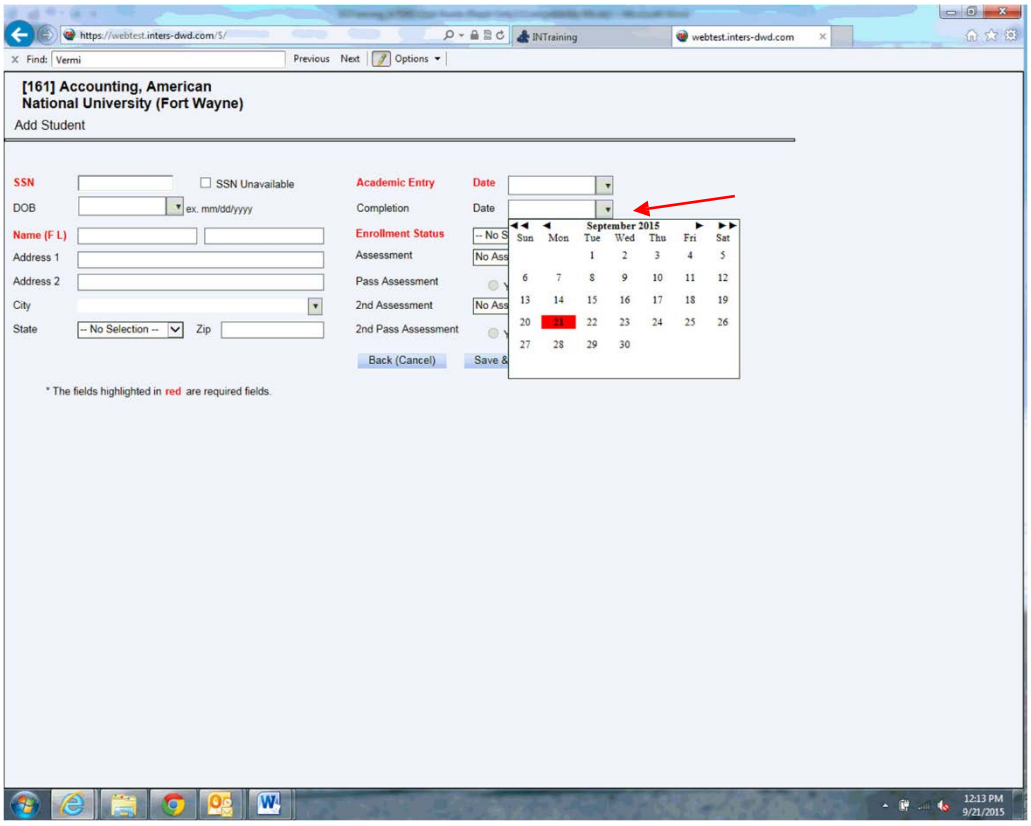
- There are three (3) new boxes on this screen. Entry Date, Completion, and Enrollment Status.

1) Entry Date:
   Add the **date** the student entered the program:



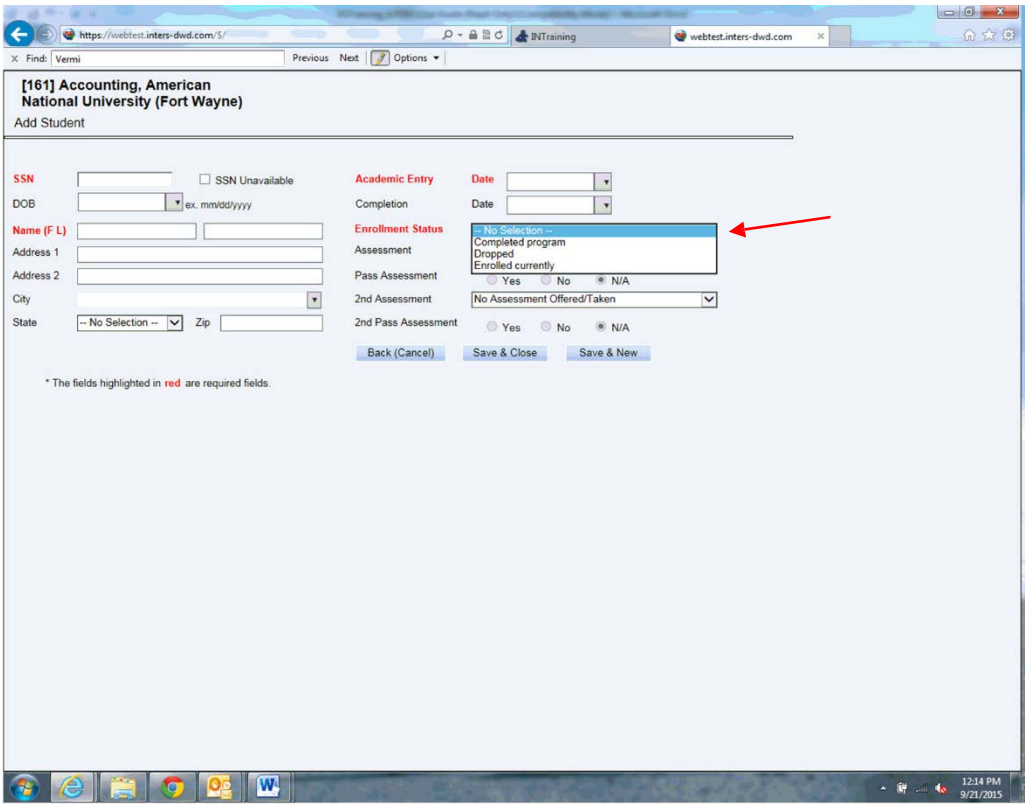
2) Completion:

Add the **date** the student left the program (completed, dropped out, etc.)



3) Academic Status:

Choose the students' status from the drop down box.



Before entering student data, confirm that you have selected the correct program by checking the **Program Number** and **Program Title** listed in the upper left-hand corner of the screen.

If you have selected the wrong program, return to the **Program Listing** screen by first clicking the **Back (Cancel)** and then **Back to Program Listing** option.

All fields on this screen highlighted in **RED** are required. Please note that if you choose the SSN unavailable option, more of the fields will be listed as required.

Below is a brief description of each field:

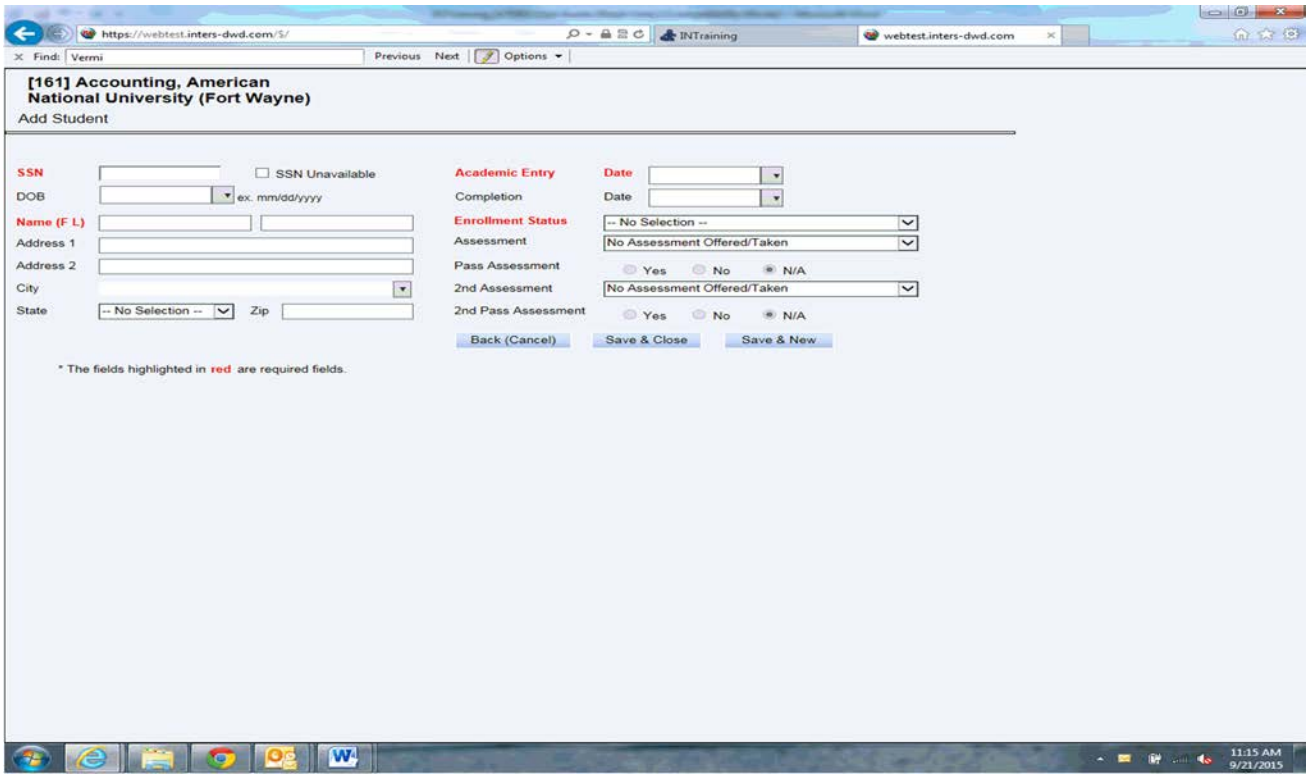
SSN	Social Security Number.
First/Last Name	Student's full legal name, excluding titles and suffixes. (**Required** when an SSN is unavailable).
Address/City/State/Zip	Student's place of residence – **Required** when an SSN is unavailable.
DOB	Student's date of birth - **Required** when an SSN is unavailable.

Entry Date	Click on the drop down box and choose the date the student started the new program. **Required.**
Completion Date	Click on the drop down box and choose the date the student left the program. **Required.**
Enrollment Status	Click on the drop down box and choose the reason the student left the program (completed program, dropped, etc.)
Assessment	The name of the certification/exam taken to earn the credential. (If the assessment/credential does not appear in the drop-down list, please contact INTraining staff at INTraining@dwd.in.gov).
Assessment Pass	Indicates the results of the assessment. Use Y or N
2nd Assessment	The name of the certification/exam taken to earn an additional credential (if applicable).
2nd Pass	Indicates the results of an additional assessment.

NOTE: If you are entering student data so that you can submit the data for either initial or subsequent eligibility review, you have been assigned a specific academic year based on the length of the training program under review. If you have questions about the academic year you should submit, please contact INTraining staff at INTraining@dwd.in.gov.

How do I save the student information I have entered?

Once you have completed all required fields on the **Add Student** screen, you must save the information so that it appears in the student roster on the program's **Student Listing** screen.



There are three options for exiting the **Student Listing** screen:

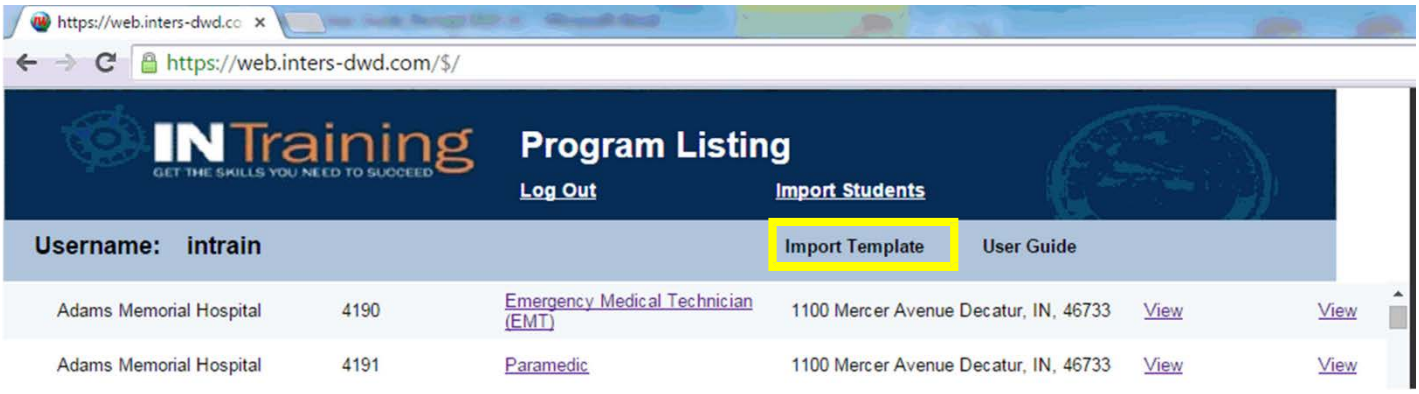
Save & New	Click here to save and continue entering student information individually.
Save & Close	Click here to save and return to the **Student Listing** screen.
Back (Cancel)	Click here if you wish to return to the **Student Listing** screen without saving the information entered.

What is the Batch Import?

The **Batch Import** feature allows you to submit multiple, 500 or fewer, student records at one time through file upload. This should be used when entering data for large numbers of students or for multiple training programs at one time.

Is there a template used for batch importing student data?

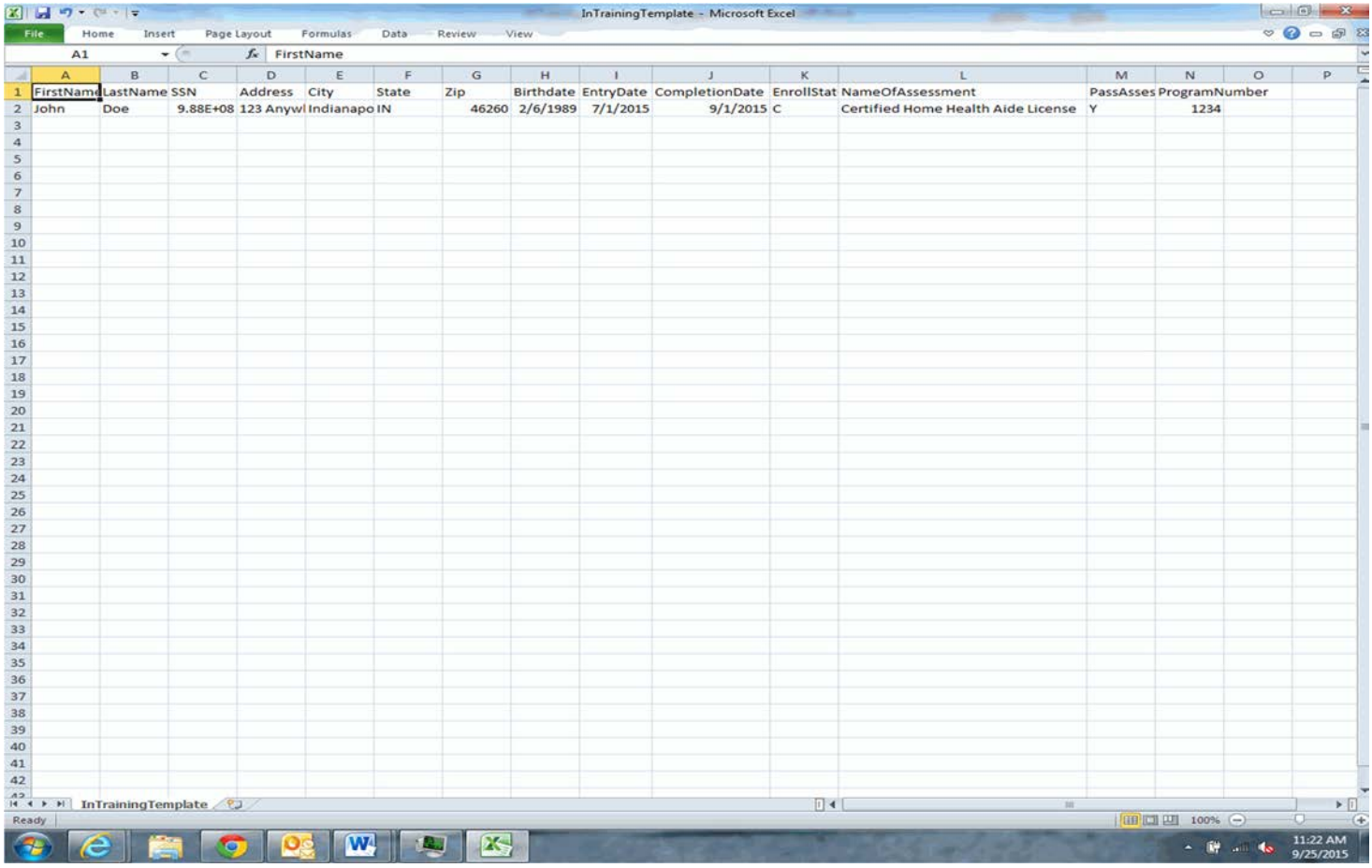
In order to batch import student information, you will first need to download a copy of the import template. To do so; click the **Import Template*** option near the top of the **Program Listing** screen.



*The import template is a CSV file. In order for the batch upload to work, the student data must be saved in a this CSV file format.

Follow the example provided in row 2 of the **Import Template** – You should delete the example row before you save and import your document!

You can type information into each cell individually, or choose to copy and paste data into the cells from another document. **DO NOT** modify the column titles or order.

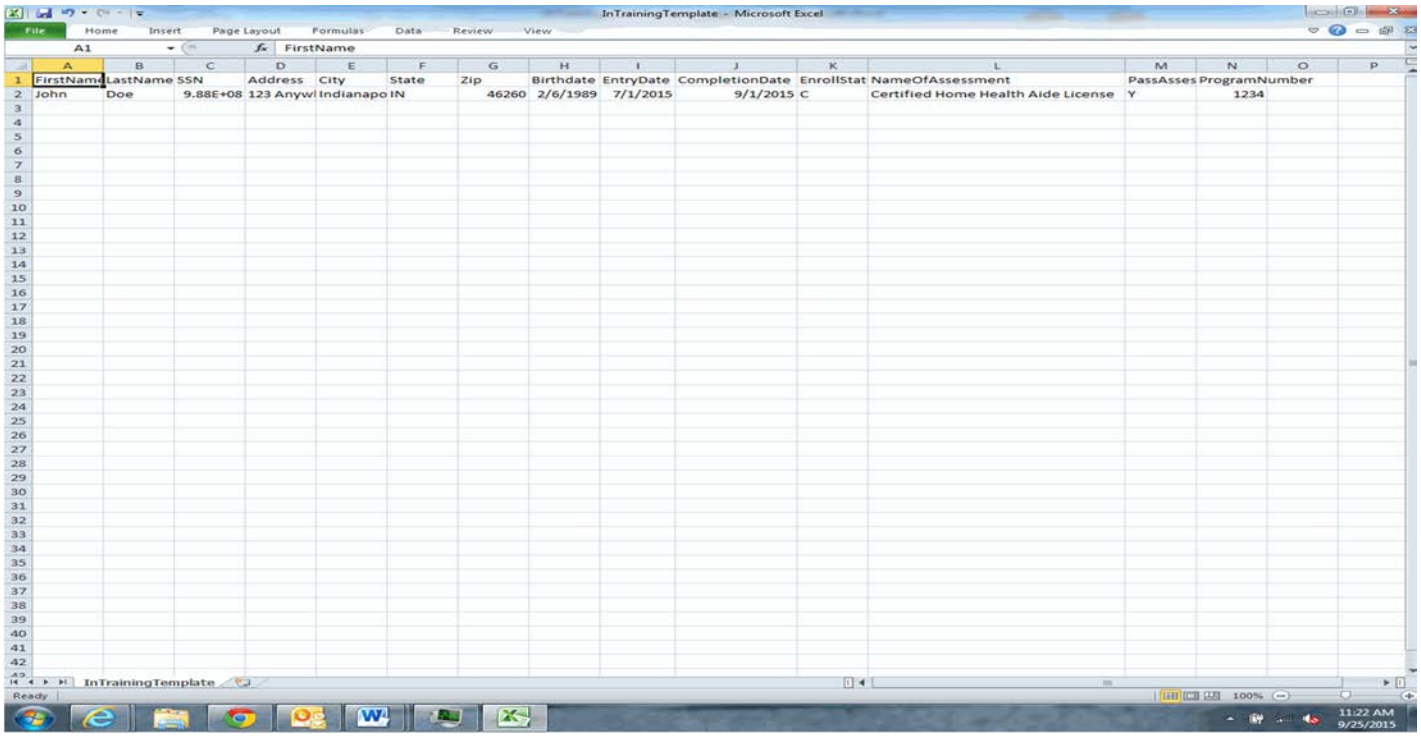


What student information is required in the Import Template?

All fields required in the **Add Student** screen are also required here. Below is a brief description of each field:

SSN	Social Security Number.
First/Last Name	Student's full legal name, excluding titles and suffixes. (**Required** when an SSN is unavailable).
Address/City/State/ Zip	Student's place of residence - Use standard USPS abbreviations for State. (All are **required** when an SSN is unavailable).
Birth Date	Student's date of birth - **Required** when an SSN is unavailable.
Entry Date	Click on the drop down box and choose the date the student started the new program. **Required.**
Completion	Click on the drop down box and choose the date the student left the program (completed, dropped, Enrolled Currently)
Enrollment Status	Click on the drop down box and choose the reason the student left the program (completed program, dropped, etc.)
Name of Assessment	The name of the certification/exam taken to earn the credential. (Be sure to type the name of the assessment/credential exactly as it appears in the program application on INTraining).
Pass Assessment	Indicates the results of the assessment. (If the student did not take an assessment or if the results are unknown, leave this field blank). Use Y or N/
Program Number	The unique program number assigned to each training program by INTraining. (Be sure to type the program number exactly as it appears in INTraining).

You can enter student information for multiple programs using the **Import Template** (see example below):



FirstName	LastName	SSN	Address	City	State	Zip	Birthdate	EntryDate	CompletionDate	EnrollStat	NameOfAssessment	PassAsses	ProgramNumber
John	Doe	9.88E+08	123 Anywh	Indianapo	IN	46260	2/6/1989	7/1/2015	9/1/2015	C	Certified Home Health Aide License	Y	1234

Once you have entered the necessary information into the **Import Template**, you will need to save and close the document. Be sure to save the information in a **CSV**, **comma delimited**, file format.

We recommend that you save the file in a place where you will easily be able to find it.

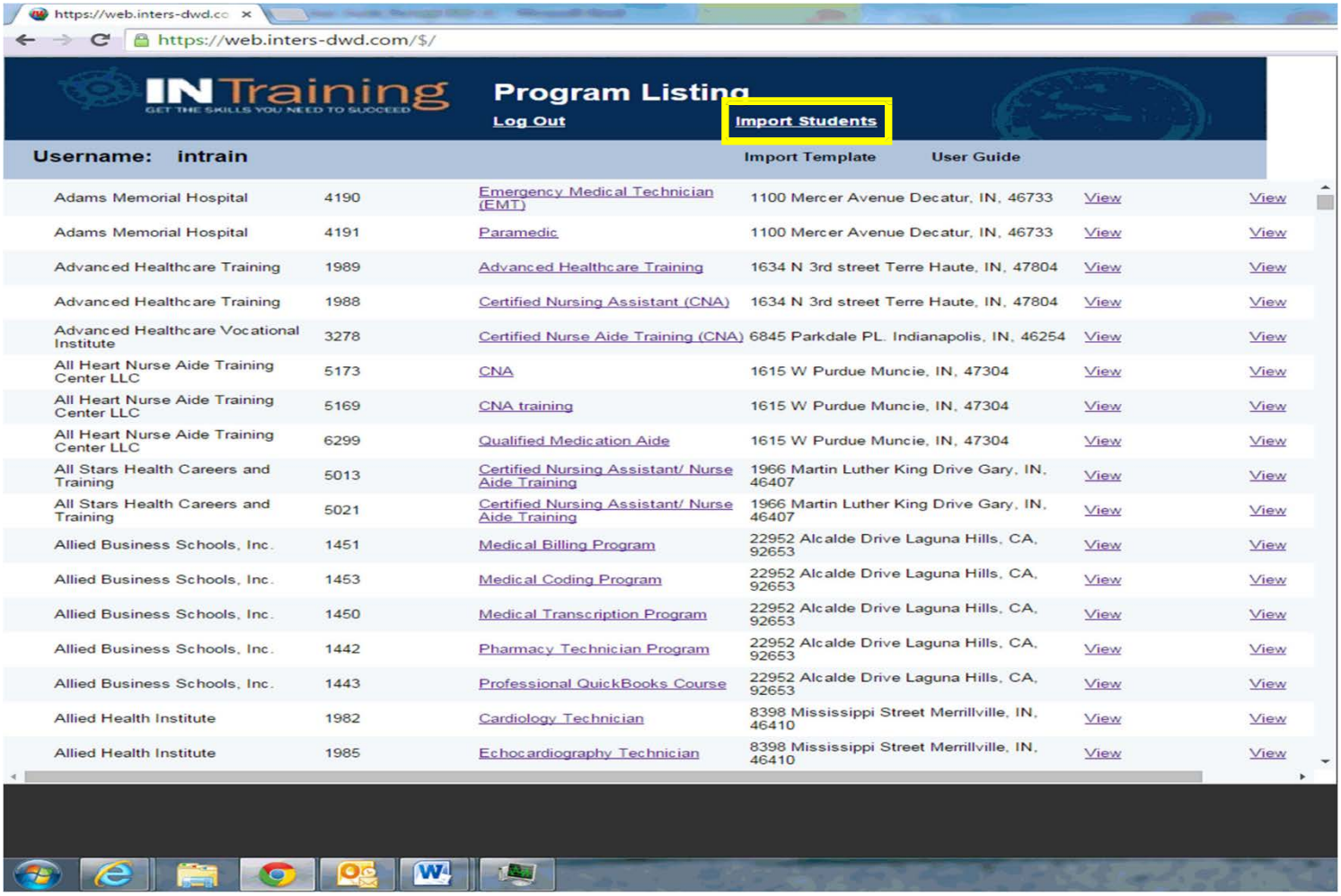
To save a file:

1. **Click File or the Microsoft Icon.**
2. **Click the save as option.**
3. **Choose CSV (comma delimited), or if this option does not appear, click Other Formats.**
4. **Search the saving options for CSV (comma delimited) to choose this format.**
5. **Check the location where you are saving the document to make sure you can find it in the future.**
6. **Click Save.**
7. **Exit out of the document.**

Where do I upload my completed Import Template?

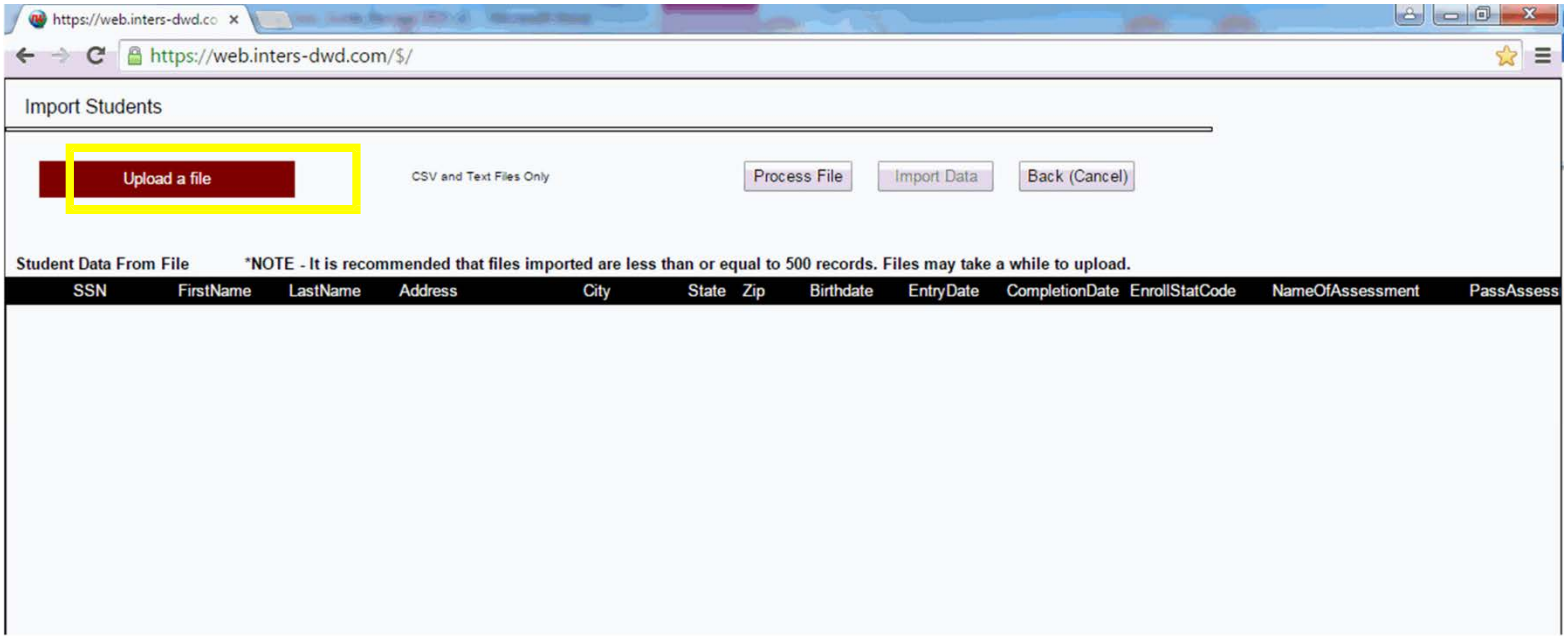
Once you have entered and saved all required student data in the **Import Template**, you must upload this file into InTERS.

To do so, log into InTERS for INTraining, then and click on the **Import Students** option at the top of the **Program Listing Screen.**



What is the Import Students Screen?

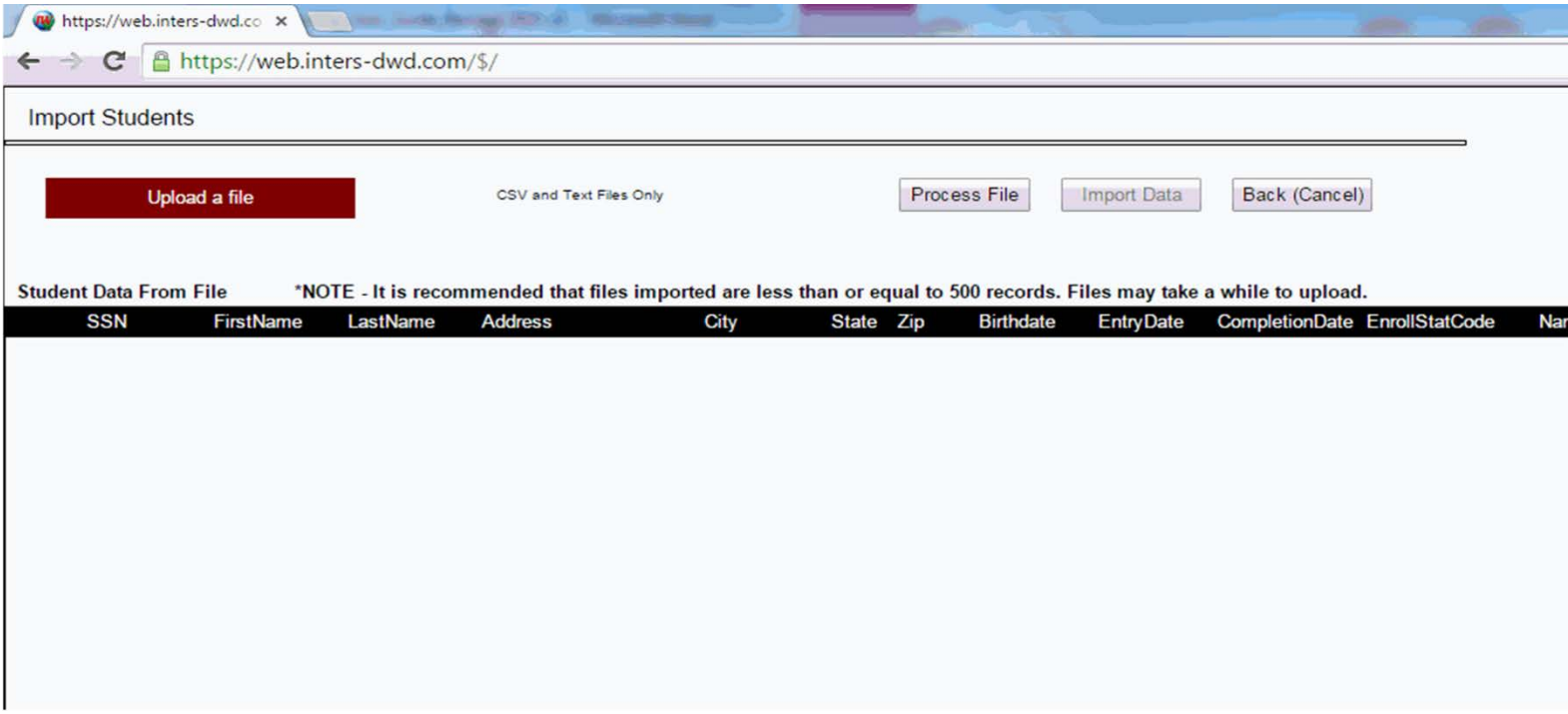
The **Import Students** screen allows you to upload student data saved in a CSV file.



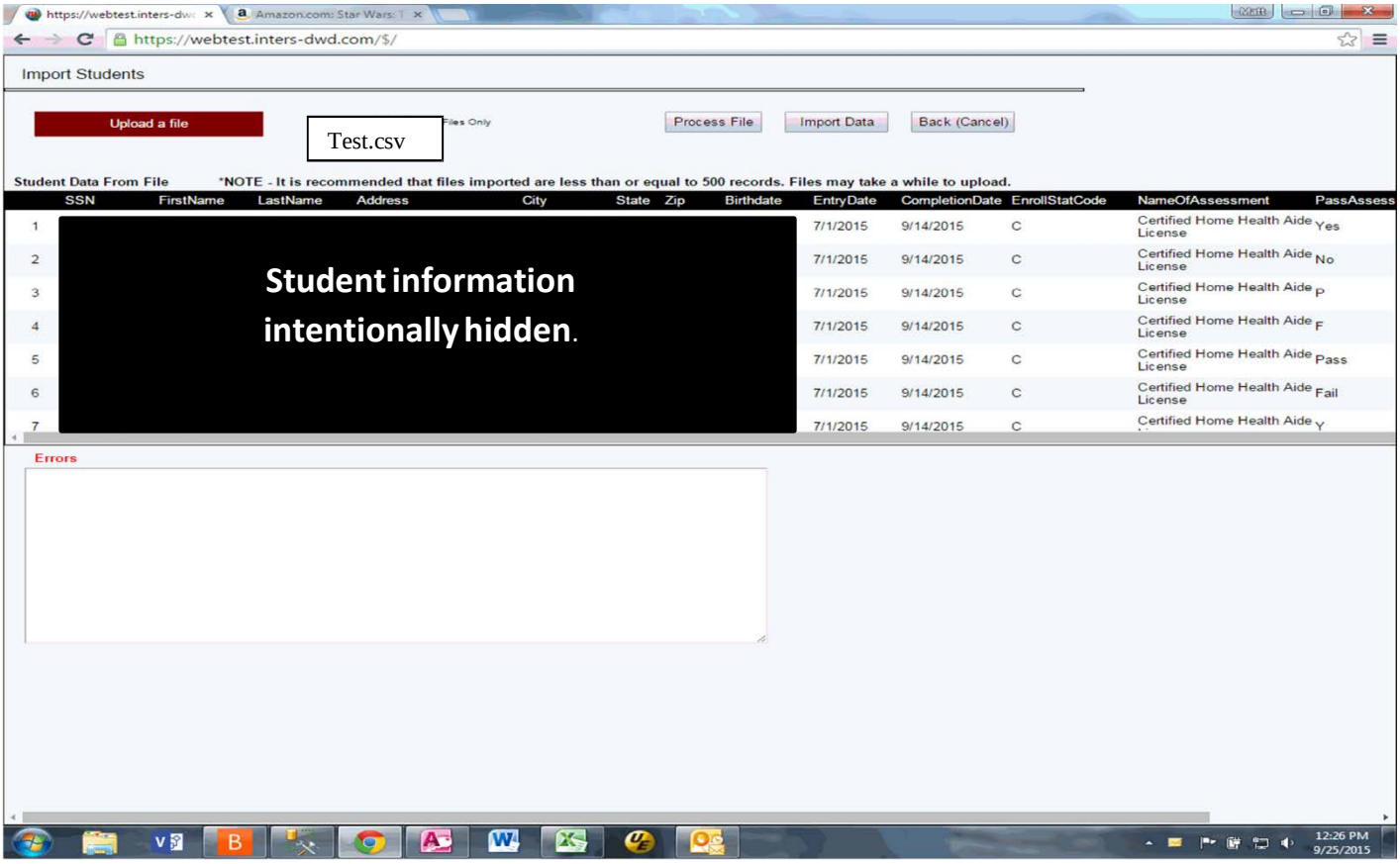
The columns in this screen match the **Import Template**. If you have not yet entered and saved all the necessary student information into a CSV file**,** click **Back (Cancel)** and do so.

How do I upload my completed Import Template?

If you are ready to import student data from your saved CSV file, click **Upload a File**. Then, select your file from where you last saved it.

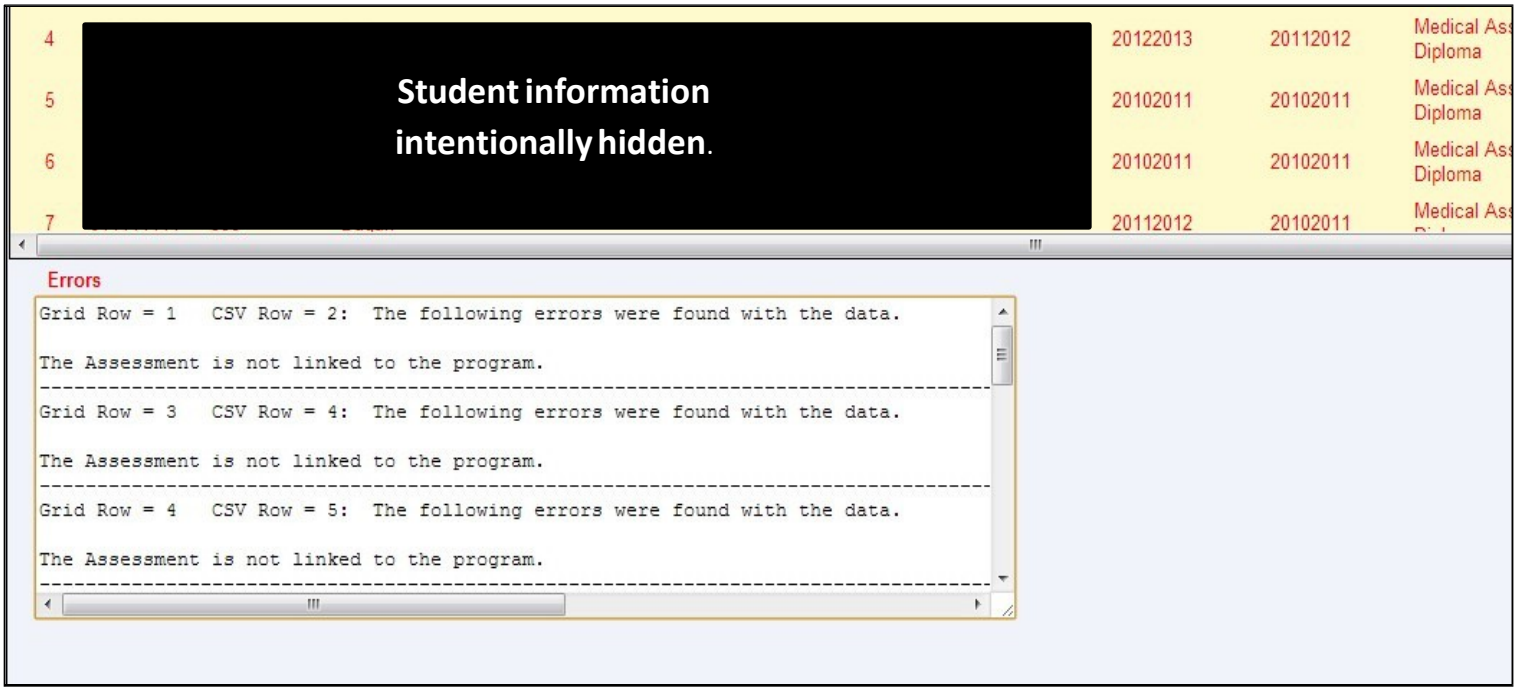


The information from your CSV file will populate into the **Import Students** screen:



Any entries containing errors will appear in **RED**.

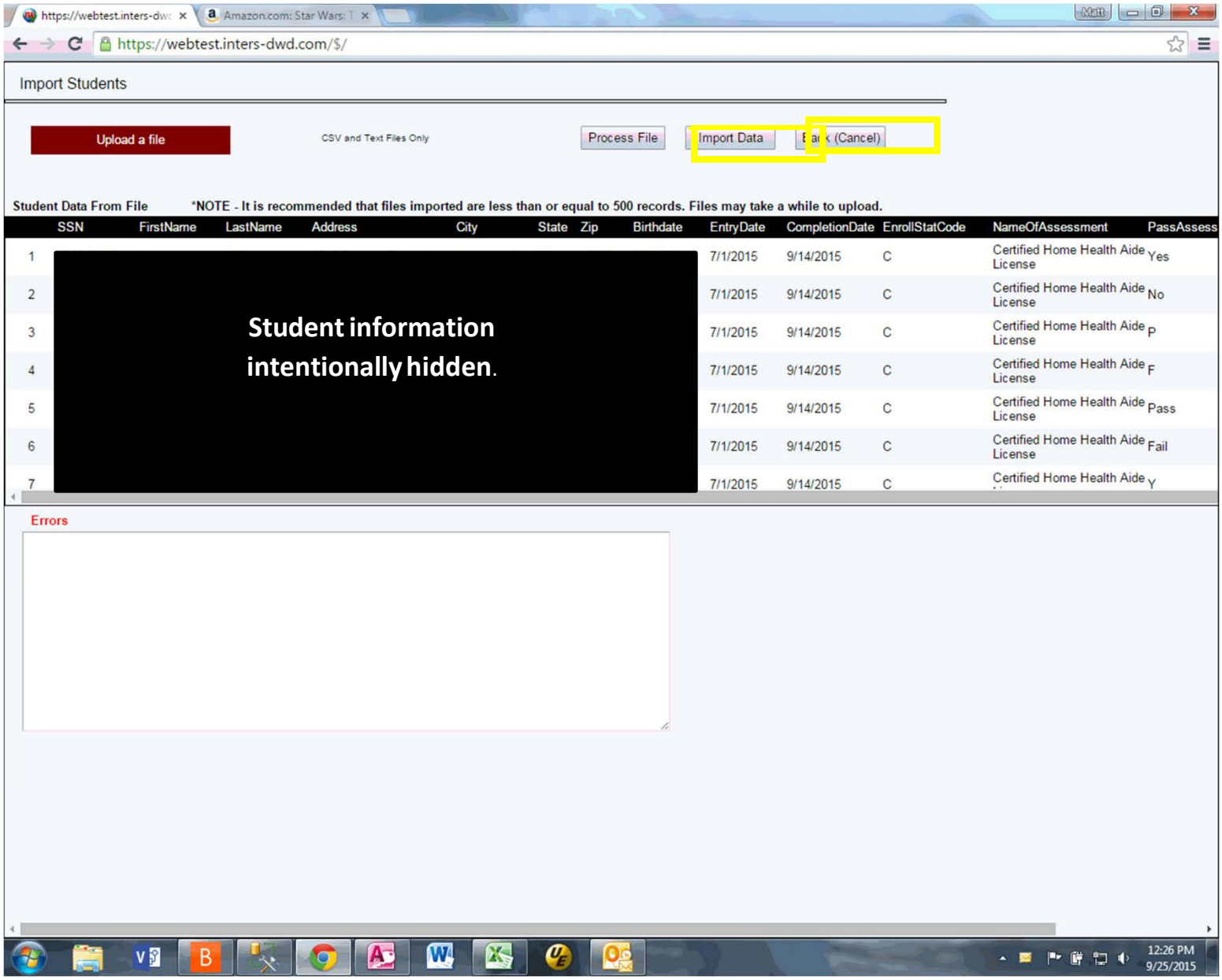
The **Error Box** at the bottom of the screen helps to explain what each error means:



All errors must be corrected and saved in the **Import Template** in order for the Batch Import feature to work.

Return to your saved CSV file and make the necessary changes. Once all corrections have been made, again select your file from where you last saved it. Make sure that the correct file name is listed next to the **Upload File** option and then select **Import Data.**

As long as no errors appear in **RED** on screen, you will be able to upload the information into InTERS for INTraining. To do so, click the **Import Data** option.



A message will appear on screen confirming that the student data has successfully been imported.

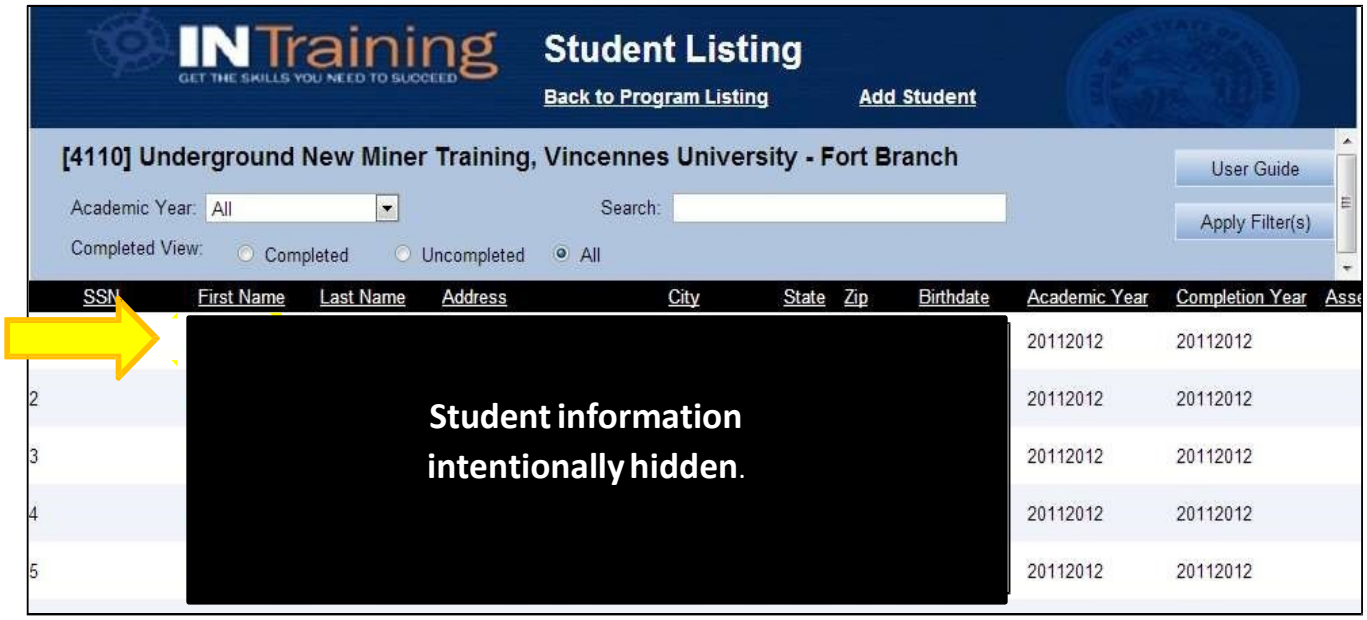
Click **Back (Cancel)** to return to the **Program Listing** screen.

Editing Student Data

How do I revise student records that have already been entered?

From the **Program Listing** screen, under the **Program Name** column, click on the title of the program in which the student participated:

This will bring up the **Student Listing** screen for that program. In the student list, or roster, find and click on the name of the student record you wish to update or edit:



This will bring up the **Add Student** screen for this student:

Make any necessary additions or changes to the student record and then click **Save and Close** to return to the **Student Listing** screen.

If you have chosen the incorrect student record, or if you do not need to make any edits, click **Back (Cancel)** to return to the **Student Listing** screen.

Note: Any student information which has been "**officially submitted**" to INTraining staff through the InTERS **Program Metrics** screen will not be available for editing. Additional information about submitting student data can be found on pages 18-19 of this user guide.

How do I remove student records that have already been entered?

To have student information removed from a Program Listing roster, please contact INTraining staff at INTraining@dwd.in.gov.

Submitting Student Data

When do I need to submit the student data I have entered?

IMPORTANT REMINDERS:

- **ENTERING** student data and **SUBMITTING** student data are two separate steps.
- You should **ONLY** ever submit data for a program when directed to do so by INTraining staff!
- Annually, you should only submit data on a program for a **SINGLE** academic year.
- Once you have submitted a program's data for a particular academic year, you will **no longer be able to make any changes** to the student roster for this program/academic year!
- Make sure the length of your training program is correct in INTraining **BEFORE** submitting student/trainee data.

For training programs which are undergoing either **Initial Eligibility** review or **Subsequent Eligibility** annual review, each program has been assigned a particular academic year's worth of trainee data which must be entered and submitted.

This academic year was assigned to your training program based on the length of the training you listed in your INTraining program application:

- Programs less than one year in length: **July 1, 2015 – June 30, 2016**
- Programs at least one but less than two years in length: **July 1, 2014 – June 30, 2015**
- Programs at least two but less than three years in length: **July 1, 2013 – June 30, 2014**
- Programs at least three but less than four years: **July 1, 2011 – June 30, 2012**
- Programs longer than four (4) years in length: **July 1, 2010 – June 30, 2011**

Trainee data must be submitted for **ALL** participants who enrolled in the training program during the period of time requested, regardless of the source of their funding.

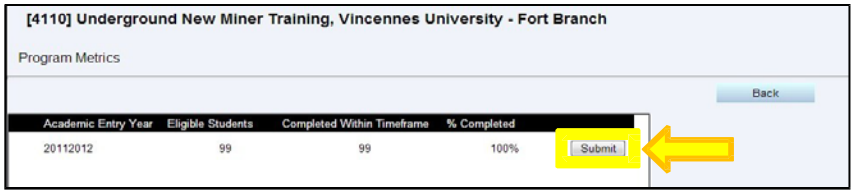
How do I submit a program's data for a particular academic year?

First, check the program's **Student Listing** screen for the required academic year to make sure all data has been entered completely and accurately.

Then, on the **Program Listing** screen, scroll through your list of trainings to find the correct program. In the row for that program, under the **Completion %** column, click on the **view** link for the appropriate program:

This will bring you to the **Program Metrics** screen for the training program you have chosen. On this screen a completion percentage will appear for any academic year where student data has been entered.

Next to each academic year, there is an option to **Submit** the completion rate for that year.



Please only submit data for the Academic Year that has been requested by INTraining staff.

If you believe your completion rate metric is incorrect, please review the trainee data entered for that program on the program's **Student Listing** screen. If you still have questions about your completion percentage, please contact INTraining staff at INTraining@dwd.in.gov.