

November 3, 2017

*The following was sent to the KYAE listserv.*

## **Two NEW Updates to KAERS**

**Two very important updates to KAERS are rolling out soon.**

### **Barriers to Employment**

We have removed the "Did Not Complete Form" option for all students except Corrections. In order for this option to be available, a student must be enrolled in the Service Type Corrections. Additionally, for compliance purposes, the student should be enrolled in a class with the site type of County Jail/Detention Center.

If you have non-corrections students who did not complete the Barriers form, then please make every effort to contact those students and have them complete the information. These measures will be used to determine our future performance goals as a state.

### **GED® Ready Vouchers**

You will now be able to assign GED® Ready vouchers through KAERS. A document explaining this process is located on the next two pages of this document and will be uploaded to the KAERS Resources section.

This process will be incorporated into the next major revision of the KAERS Manual. **A webinar demonstrating the Ready voucher process will occur on Thursday, November 9, at 3 p.m. Eastern (2 p.m. Central).**

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# GED Ready Voucher Assignment Process

Go to **Student**. Find the student to select. Click Pencil to edit.

Click the **Tests** tab.

Click the **GED Ready** tab.

In the **Add Voucher** field, select the appropriate test from the dropdown menu. Click the **Add** button. A popup window will appear at the top of the screen announcing the successful addition of the voucher. Once you select OK in this window, the voucher will be added to the list.

An email with the voucher code will be sent to the KAERS staff person making the assignment. This email may be resent by clicking the **Resend Email** icon to the far right of the voucher.

Period 1



Current Fiscal Year Previous Fiscal Years GED Ready

To assign a GED Ready voucher, select the appropriate subject from the dropdown list. Once a voucher is selected, an email with the voucher code will be automatically sent to the Adult Education staff person doing the selecting. If a voucher is selected in error, contact KYAE Skills U for support. If the code needs to be sent again, click the mail icon on the far right.

Add Voucher : GED Ready™ - Reasoning Through Language Arts Add

GED Test Scores							
Voucher Code	Assign Date	Expires	Subject	Test Date	Score	Status	Resend Email
GEKT10475301	2017-11-1	2018-7-5	GED Ready™ - Reasoning Through Language Arts				

Ready scores will continue to automatically populate KAERS as before.