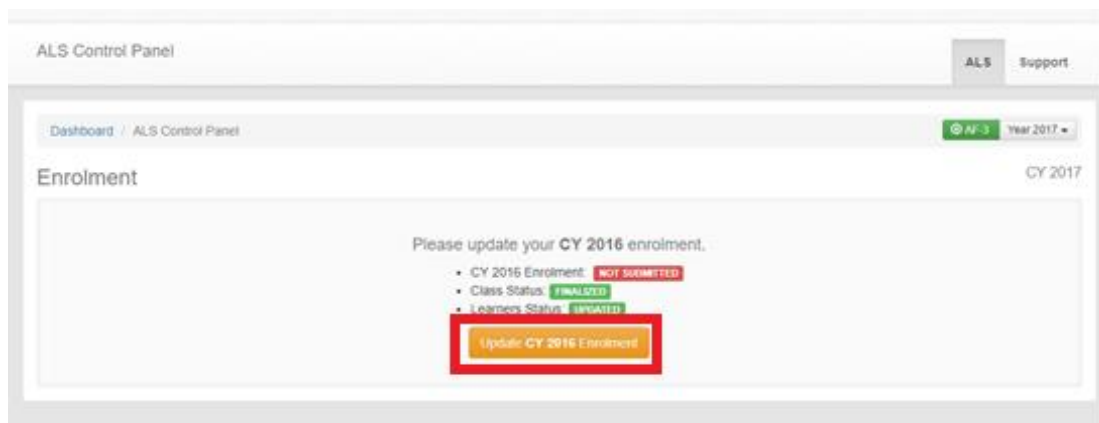# ALS Enrollment and Updating for CY 2017

To start enrolling and updating ALS learners for CY 2017:

1. ALS System Administrator should **first assign ALS Facilitators to their barangay/s** within their respective district.

2. An ALS Facilitator will not be able to continue enrolling learners for CY 2017 if enrolment last CY 2016 is not updated or finalized or submitted; they must first complete and submit their CY 2016 enrollment before proceeding any further.

   To do this, click the Update CY 2016 Enrolment button on the ALS Control Panel.

Once the ALS Facilitator have assigned barangay/s and have submitted their EOCY 2016, they can now start enrolling and updating their ALS learners for BOCY 2017.

Enrollment of ALS learners

Here are the steps:

1. Go to LIS website http://lis.deped.gov.ph/ and login using your LIS user account.

2. Once logged in, click the Learner Information System link.
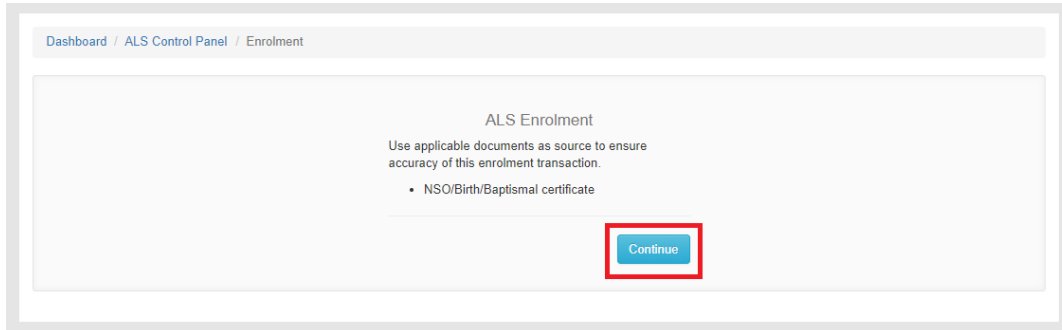
3. On the ALS Control Panel, click the **Enrol learner** button to start encoding ALS learners.

4. Click the **Continue** button.
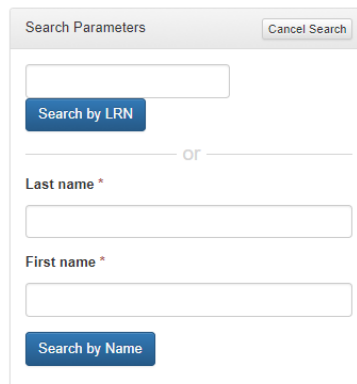
5. Search the ALS learner by LRN or by Name.
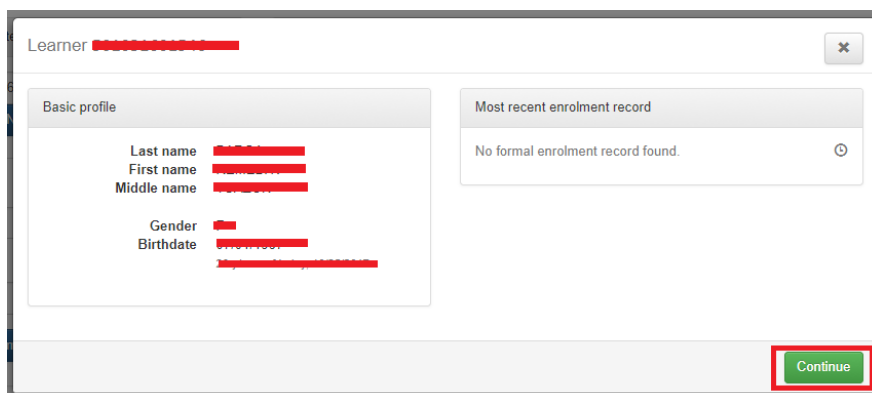
6. Click the Continue button.

7. Update the following data fields:
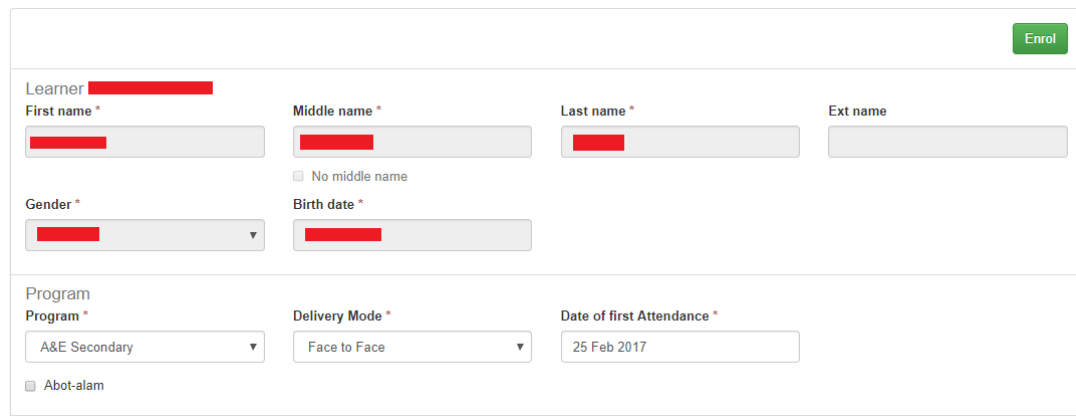
   a. Program

      Note:
      - A learner who had completed status from CY 2016 will be allowed to enroll in the same program.
      - A learner who had completed status from CY 2016 for the following will **not be allowed to enroll**:
        - A&E Elementary to enroll in BLP
        - A&E Secondary to enroll in A&E Elementary or BLP

   b. Delivery Mode

   c. Date of First Attendance

      Note:
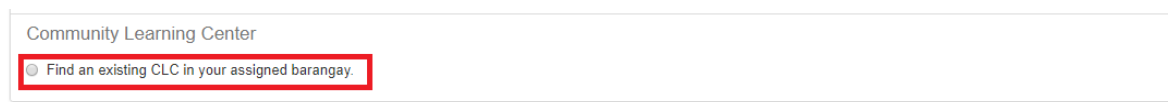   - Date of first attendance should not be latest by 31 October 2017.

8. Under Community Learning Center

   a. Click the **Find an existing CLC in your assigned barangay** option.

b. Select Municipality.

Only assigned municipality will reflect on dropdown list.

c. Select Barangay.

Only assigned barangay/s will reflect on dropdown list.

d. Under Barangay Learning Centers/Schools,

- For existing CLCs, select the CLC name/s in the dropdown list.

- For new CLC, select the New CLC. Then, complete the following data fields:
  - Name/Description
  - Street Address/Subdivision/Purok
  - Latitude (Optional)
  - Longtitude (Optional)
  - CLC Type

Community Learning Center

◉ Find an existing CLC in your assigned barangay.

Municipality *

| LUNA ▾ |

Barangay *

| BARRIENTOS, LUNA ▾ |

Barangay Learning Centers/Schools *

| New CLC ▾ |

Name/Description *

| |

Street Address/Subdivision/Purok *

| |

Latitude

| |

Longitude

| |

Use GPS coordinates reading.

○ **Type 1**
simple, temporary (make shift) meeting place with tables and charts, chalkboard, e.g. Chapel or any open multi-purpose area in the barangay or any private property temporarily loaned for learning purposes

○ **Type 2**
a semi-concrete structure mostly made out of light materials such as nipa, soft wood, etc., dedicated to ALS learning sessions and related activities equipped with basic furniture and learning equipment such as electric fan

○ **Type 3**
a typical barangay learning center, concrete and secured, mostly made out of cement and other building materials. Dedicated to ALS learning sessions and related activities, equipped with basic furniture and learning equipment, e.g. Chairs, tables, chalkboard, library corner, basic appliances such as electric fan, cassette recorder, etc

○ **Type 4**
a two or three-storey building fully equipped with basic furniture and advanced ICT equipment for learning, dedicated to ALS learning sessions and related activities

○ **Type 5**
ALS and other learning materials are being utilized by learners and other members of the community, the materials are either being transported from house to house or borrowed by individual interested community

9. After selecting/creating new CLC, click the Enrol button.

Enrol

Learner

First name *

Middle name *

☐ No middle name

Last name *

Ext name

Gender *

Birth date *

Program

Program *

A&E Secondary

Delivery Mode *

Face to Face

Date of first Attendance *

25 Feb 2017

☐ Abot-alam

Community Learning Center

◉ Find an existing CLC in your assigned barangay.

Municipality *

LUNA

Barangay *

BARRIENTOS, LUNA

Barangay Learning Centers/Schools *

BARRIENTOS CLC / BARRIENTOS, LUNA / Ty

10. A notification will be received once you have successfully enrolled the ALS learner.

Enrolment added

11.   Go back to ALS Control Panel to check if the ALS learner reflected in the Masterlist.

Note:
- CLC ID will be generated after enrolling the 1st ALS learner in that particular CLC.
- Enrolment history for ALS learner can now be viewed. Click to Profile button to check.

12. To enroll another learner, click the **Enrol learner** button.

You can also **enroll learner** by clicking the Enrol Learner in the ALS Control Panel.

Updating of ALS learners

Here are the steps:

1. Click the **Show Masterlist** link of the target CLC.

2. Look for the learner's name, and click the Update button on the

learner's row.

3. Update the following data fields:

   a. Learner's status (Completed or Not Completed)

b. Status Date

4. Click the Update button.

Finalize all CLCs assigned to your account

Here are the steps:

1. Ensure that all learners' statuses are either **Completed** or Not

Completed.

2. Read the finalization disclaimer **carefully** and tick the checkbox to acknowledge it.

Click the Finalize Class on the bottom of your CLC's master list.

Note:

Once a CLC is finalized, you cannot update its learners' profiles.

3. Make sure that all your assigned CLCs are individually finalized. To finalize all your CLCs, click Finalize at the upper right-hand corner of the Summary table.
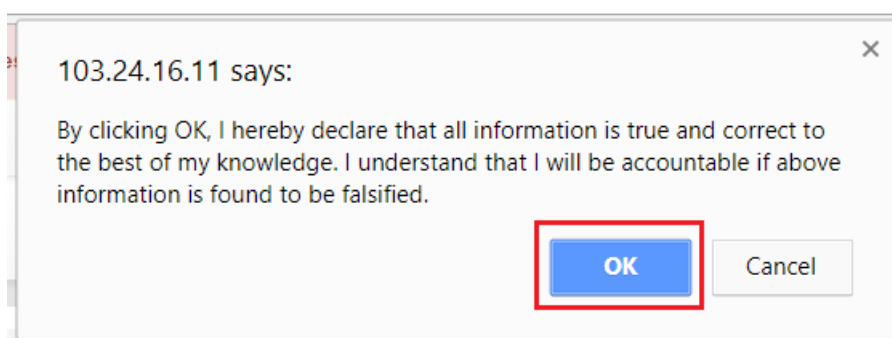

4. Once the finalization disclaimer pops up, **carefully** read it before acknowledging. Then, click the **OK** to finish the finalization.

   Note:
   Once you click the OK button, you can no longer edit any CLC.

You will received notification message that all your CLCs are now finalized.