

## Overview

In Customer Groups, Grantees have access to retrieve transcript and progress reports for their customers in the IL Works system. From a glance, grantees can see the status of a customer's services and credentials earned over on a quarterly basis or annual basis.

## Who Enters/Maintains Data

- **Grantee/Provider**

## Access Transcript/Progress Report Tool

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com)
2. Select **My Dashboard** and select **Customer Support Center/IWIS**.
3. Select **IL Works**
4. On the customer list page select the **name of the customer** whose report you would like to view
5. Then select the **Transcript/Progress Report** tab

The screenshot shows the 'ILLINOIS WORKS REPORTING SYSTEM OVERVIEW' page. At the top, there is a navigation bar with tabs: Overview, Intake, Training/Services, Program Completion/Follow-Up, and Transcript/Progress Report (which is highlighted with a red box). Below the navigation bar, the page title 'OVERVIEW' is displayed on the left, and 'CASE NOTES(6)' with an upward arrow is on the right. The main content area shows a profile for 'Adeel Blake' with a 'Refresh Status' button and 'Last updated: 07/26/2023 07:51'. Below the profile, there is a 'View/Edit' link, a 'Follow-Up Date: 07/25/2022', and a red 'Red Flag' button.

## Transcript

To pull the Transcript report:

- Select the button for "Transcript"
- For Reason, you can select:
  - Apprenticeship Program
  - Employment
  - School
  - Personal
- For the Program Year dropdown, select the appropriate year
- Then click the "Generate Transcript Report (PDF)" button

## ILLINOIS WORKS REPORTING SYSTEM TRANSCRIPT/PROGRESS REPORT

Overview Intake Training/Services Program Completion/Follow-Up **Transcript/Progress Report**

### TRANSCRIPT/PROGRESS REPORT

**Profile: Adeel Blake**

Email: ablake@noemail123.com

DOB: 2/20/2000

Last 4 SSN

[See All](#)

**Participant Summary Tools**

Please select one: \*

Transcript

Progress Report

Reason

Select

Program Year

Select

**Generate Transcript Report (PDF)**

A PDF will download that will display a table view of this information:

# IL WORKS

## ILLINOIS WORKS PRE-APPRENTICESHIP PROGRAM

### TRANSCRIPT

Student Name: Elaine Benes	DOB: 6/6/2005	Program Year: 2023	Date Issued: 7/26/2023
Provider	Course	Program Date(s)	Grade
Macon County	module 3 - blueprint reading	5/1/2023 - 5/31/2023	Successful Completion
Macon County	reading rainbow	5/1/2023 - 5/31/2023	Successful Completion
Macon County	Blueprint Reading	5/1/2023 - 5/31/2023	Successful Completion
Macon County	sunny day	5/1/2023 - 5/31/2023	Successful Completion
Macon County	Job Practicum	5/1/2023 - 5/31/2023	Successful Completion

### EARNED CREDENTIALS

Name	Date Issued	Institution
xvxcv	6/1/2023	xvxcv

## Progress Report

To pull the Progress Report:

- Select the button for “Progress Report”
- Then select:
  - Program Year & Program Quarter **OR**
  - Program Start date & Program End date
- Then click the “Generate Progress Report (PDF)”

The screenshot shows the 'ILLINOIS WORKS REPORTING SYSTEM TRANSCRIPT/PROGRESS REPORT' interface. At the top, there are navigation tabs: Overview, Intake, Training/Services, Program Completion/Follow-Up, and Transcript/Progress Report (which is highlighted). Below the tabs, the title 'TRANSCRIPT/PROGRESS REPORT' is displayed. On the left, there is a profile card for 'Adeel Blake' with fields for Email (ablake@noemail123.com), DOB (2/20/2000), and Last 4 SSN. Below the profile card is a 'Participant Summary Tools' section with a link for 'Assessments'. The main form area contains a 'Please select one:' dropdown menu with radio buttons for 'Transcript' and 'Progress Report' (which is selected). Below this are two dropdown menus for 'Program Year' and 'Program Quarter', both currently set to 'Select'. To the right of these are two date input fields for 'Program Start' and 'Program End', both showing the placeholder 'xx/xx/xxxx'. At the bottom of the form, a blue button labeled 'Generate Progress Report (PDF)' is highlighted with a red rectangular border.

A PDF will download that will display a table view of this information:



ILLINOIS WORKS workNet CENTER americanJobcenter ☰

**IL WORKS**

## ILLINOIS WORKS PRE-APPRENTICESHIP PROGRAM

### PROGRESS REPORT

Student Name: Elaine Benes  
Program Quarter / Duration: Q2

DOB: 6/6/2005  
Program Status: Complete

Program Year: 2023  
Date Issued: 7/26/2023

Provider	Course	Program Quarter / Duration	Attendance	Grade
Macon County	module 3 - blueprint reading	4/1/2023 - 6/30/2023	235%	Successful Completion
Macon County	reading rainbow	4/1/2023 - 6/30/2023	118.33%	Successful Completion
Macon County	Blueprint Reading	4/1/2023 - 6/30/2023	100%	Successful Completion
Macon County	sunny day	4/1/2023 - 6/30/2023	100%	Successful Completion
Macon County	Job Practicum	4/1/2023 - 6/30/2023	130%	Successful Completion

### EARNED CREDENTIALS

Name	Date Issued	Institution
xvxcv	6/1/2023	xcvxcv

Comments

Support Services Needed

Action Plan