



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
- 2. Select My Dashboard and select Customer Support Center/IWIS.
- 3. Select IL Works
- 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



Transcript

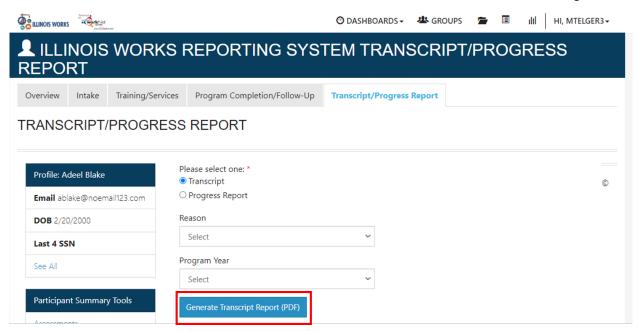
To pull the Transcript report:

- 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

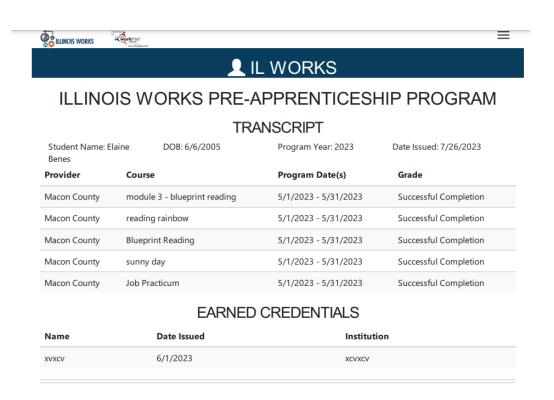




Transcript/Progress Report August 2023



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



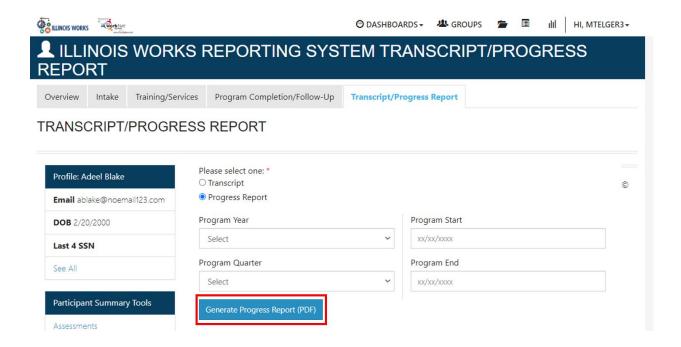




Progress Report

To pull the Progress Report:

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



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







ILLINOIS WORKS PRE-APPRENTICESHIP PROGRAM

PROGRESS REPORT

			i/6/2005 m Status: Complete	Program Year: 2023 Date Issued: 7/26/2023	
Provider	Course		Program Quarter / Duration	Attendance	Grade
Macon County	module 3 - blueprin	t 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 Service:	s Needed	
Action Plan		