

ADVANCED OPPORTUNITIES



Web-based Portal 3.0
Course Provider User Guide
Version 3.0 Published 9/17/18

SUPERINTENDENT OF PUBLIC INSTRUCTION SHERRI YBARRA

SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE



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Additional resources are available on the Advanced Opportunities website:

<http://www.sde.idaho.gov/student-engagement/advanced-ops/>

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Program Overview

Fast Forward

The Fast Forward program provides every student attending an Idaho public school an allocation of \$4,125.00 to use towards Advanced Opportunities in grades 7-12. The program was expanded by the Legislature in 2016 and can be found in §33-4602. The funds can be used for:

- **Overload Courses**

An overload course is a high school level course that is taken in excess of 12 credits and outside of the student's regular school day. These courses are offered online, during the summertime, and before or after school. In the event that student incurs a cost for such courses, the Fast Forward program can pay up to \$225.00 for the cost of the course.

- **Dual Credit Tuition**

Students earn dual credit by taking courses that are recorded on both a high school and a college transcript. The Fast Forward program can pay for up to \$75.00 per credit, and in most cases, the cost of these credits is \$65.00. Dual credit courses can be taken in a student's high school, online, by virtual conferencing, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found in the Links tab. The Fast Forward program may also pay for "vertically aligned credits" where a student earns credit for a course through participating in a more advanced class or by earning a certain score on college placement tests.

- **Exams**

A student can utilize Fast Forward funds to pay for a variety of college credit-bearing or professional technical exams. These include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), or Career-Technical Education (PTE / CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available in the Resource Files on the State Advanced Opportunities website.

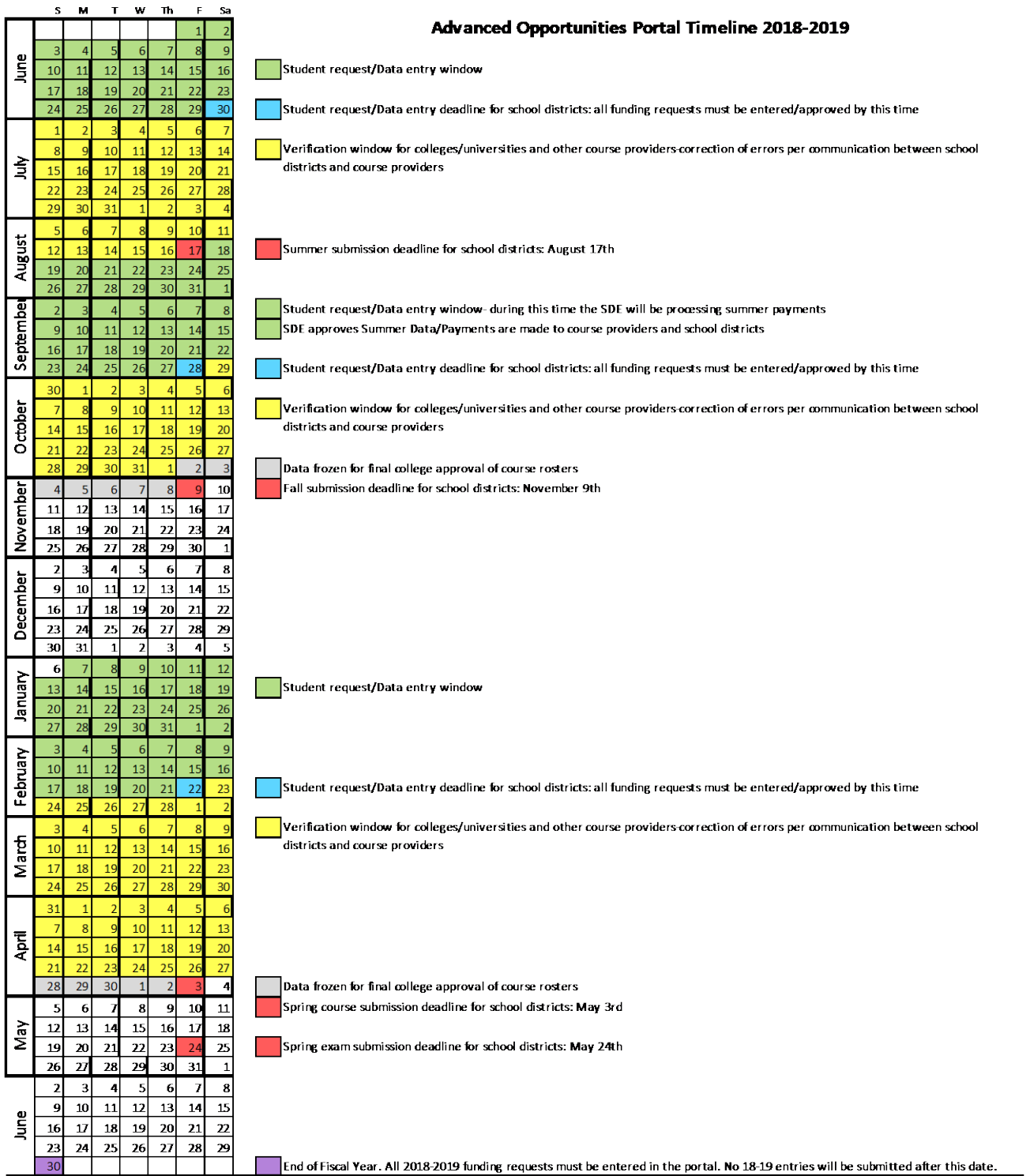
Challenging Courses

Many school districts provide options for students to challenge courses for credit. In most cases, this means that a student would request to challenge a course by taking an exam. If the student meets the level of mastery set by the local school board for a given set of standards, the school can grant the student a high school credit without requiring that the student take the course. Local school districts can be contacted for a list of courses eligible for challenge in their districts under Advanced Opportunities.

Early Graduation Scholarship

Early Graduation Scholarships are available for students who graduate at least one full year early from a public high school. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for a given school year. This equates to roughly \$1,500.00.

Scholarships can be used at Idaho public post-secondary institutions. The award amount will double for students who graduate two years early and will triple for students who graduate three years early. If students elect not to attend a college or university immediately after high school, they will have up to two years to utilize the scholarship before it expires. The school district receives an amount equal to the student's scholarship award.



Portal Access

There are two user roles for course providers in the Advanced Opportunities Portal, the College Role and the EGS Manager role.

- **College Role:** This role is for all course providers who will interface with students in grades 7-12 taking classes transcribed by the course provider.
- **EGS Manager:** This role should be used by postsecondary personnel who work with incoming postsecondary students who are receiving scholarships.

To attain portal access, you will need to create an ISEE account on the SDE's main page.

Information about setting up an ISEE account can be found here:

<https://www.youtube.com/watch?v=Sd4cTMOyLNQ>

After creating an account, please have your supervisor contact the Advanced Opportunities Support Team to gain access.

For College Users, the following options will appear across the top of the screen:



For EGS Managers, the following options will appear:



If these options are not visible, please contact the Help Desk to ensure that the correct role has been assigned.

Student Enrollment Selection

This page will have a list of all courses that are currently set for payment to the institution. As each course moves through the verification process, the status listed will change.

As courses are added to the queue, course providers will verify whether or not students are enrolled in these courses. The second column from the left has a check box available to verify enrollments. If students are enrolled in the courses, the course provider should check the boxes to verify student enrollment. If students are not enrolled in the courses, leave the boxes blank.

Year	District	School	Term	Edu ID	Last	First	Course	Status	Cre	Approved	Modified	Details	Print	File
2016-2017	ONEIDA COUNTY DISTRICT	MALAD SENIOR HIGH SCHOOL	Fall	000021941	Chambers	Tyler J	ALLH 101 Medical Terminology	Needs Review	2	\$130.00	10/13/2016	Details	<input checked="" type="checkbox"/>	
2017-2018	TETON COUNTY DISTRICT	TETON HIGH SCHOOL	Spring	000005580	Whipple	Tyson	MATH 147 Precalculus	Needs Review	5	\$325.00	09/08/2017	Details	<input checked="" type="checkbox"/>	

When looking at this information, it is important that course details are carefully reviewed. If a course was entered as “Other” by school district personnel, the title of the course will be editable. To edit the course, select the title of the course to be directed to the course details. Course names must be entered in the *course code / course number / course name* format (ENGL 101 English Composition).

For community colleges, it especially important to check the county of residency. This can be done by clicking the “details” tab. If the county of residency is incorrect, click on the course name, and edit the county of residence.

Funding Request Status

Courses funding requests are entered by students and district personnel and will have the one of the following statuses:

Status:	Description:
Pending Initial Approval	The student has submitted a reimbursement and the district has neither approved nor denied it
School Level Approval Received	The school has approved the reimbursement, and the entry is still editable by district users
Pending SDE Approval	The reimbursement has been submitted to SDE
Approved	The reimbursement has been approved by SDE and is being prepared for payment
Paid	Payment has been generated by SDE; the entry is now reported in a billing statement
Denied	The school/district denied the reimbursement
Rejected	The SDE has revised and denied the reimbursement
Needs Review	This course has an issue needing to be resolved. The issue is outlined in the notes section. School district personnel can re-approve this course. Anyone may place the course in this category.

Note that school districts cannot submit data to the SDE until they have reached a 100% enrollment match with the course providers.

Course Needs Review

Course Providers can move courses into a “Needs Review” status. To do this, click on the title of the course, enter the reason, and select “Send for review.” This will push the funding request into a separate report for district personnel to resolve and re-approve.

District Enrollment Update Status

This report indicates the percentage of matching data between course providers and school districts. Before a school district can submit data to the State Department of Education, data must match 100% with the course provider. Any school district with percentages lower than 100% must be reconciled. A provider will work in partnership with the school district to ensure that all the data is correct.

College Enrollment Update Status

Export to CSV

Drag a column header and drop it here to group by that column

District Name	School Year	College	Term	Total Number Of Crs	Number Enrolled	Approved Credits	Percentage Enrolled
BLAINE COUNTY DISTRICT	2016-2017	University of Idaho	Fall	2	0	0	0 %
BLAINE COUNTY DISTRICT	2016-2017	University of Idaho	Spring	2	2	6	100 %
POST FALLS DISTRICT	2016-2017	University of Idaho	Spring	2	2	6	100 %

Deadlines

Deadlines for student application data entry and data submission in the portal are set by the SDE, working with the course providers, for all school districts. Districts with special circumstances may be able to adjust deadlines to meet local needs, but this only must be done after consultation with providers and with final approval from the SDE. Only the SDE can adjust these windows in the portal.

The following are the deadlines for the 2018-2019 school year:

Term	Student Access & Data Entry Window	Verification Window (Get to 100% Match)	District Submission Deadline
Summer 2018	May 14 – June 30	July 1 – Aug 16	Aug 17, 2018
Fall 2018	Aug 27 – Sept 28	Oct 1 – Nov 1	Nov 9, 2018
Spring 2019	Jan 7 – Feb 22	Feb 25 – Apr 26	May 3, 2019 (courses) May 24, 2019 (exams)

Trimester 1	Aug 27 – Sept 28	Oct 1 – Nov 1	Nov 9, 2018
Trimester 3	Feb 11 – Mar 29	Apr 1 – Apr 26	May 3, 2019 (courses) May 24, 2019 (exams)

If course applications are entered into the portal past the recommended deadline, it is up to the course provider to determine whether or not to accept such registrations. The SDE recommends that any entries made after these deadlines be done with the consent of both the school district and the course provider.

Once course entries are approved by school users, course providers can begin to provide verification of course enrollment. Course providers will have an approximately 6-week window to complete the verification process. Upon verification of course enrollments, the school districts must submit data to the SDE by the submission deadlines.

Upon the districts’ submissions to the SDE, the course providers will have a one-week window (5 business days) during which they may access the data and use it to finalize internal records. If errors are found during this process, please contact the SDE to correct these errors.

The SDE will process all submitted data and may reach out to districts or course providers at this time if needed. Upon SDE approval, payments will be made to course providers and school districts.

Manage Courses

It is up to the course provider to maintain a current list of dual credit courses to ensure that school districts can make them available to students. This feature can be found in the “Manage Courses” tab. Select the school year when prompted, and click on “Populate Grid.” The following grid will appear:

The screenshot shows the 'Manage Courses' interface. At the top, there is a dropdown menu for the school year '2017-2018'. Below this are three buttons: 'Save changes' (with a checkmark), 'Cancel changes' (with a close icon), and '+ Add new record'. The main part of the interface is a table with the following columns: Course Name, Credit Number, Credit Cost, Course Cost, Course Available Fal, Course Available Suri, and Course Available Spi. A single row is visible in the table for 'AGED 258 Experiential Learning & SAE Programs' with a credit number of 1 and a credit cost of 65. The 'Course Available Fal' and 'Course Available Suri' columns are set to 'Disallow', while 'Course Available Spi' is set to 'Allow'. A 'Delete' button is located to the right of the row.

Course Name ▲	Credit Number	Credit Cost	Course Cost	Course Available Fal	Course Available Suri	Course Available Spi
AGED 258 Experiential Learning & SAE Programs	1	65	65	Disallow	Disallow	Allow

New courses can be added by selecting “Add new record”. A red marker may appear in the corner; this indicates that changes have not yet been saved. Select “Save Changes” and the red marker will disappear.

For consistent naming conventions, the SDE requires that providers enter the course code followed by the course name. This will allow district personnel, students, and parents to register with ease.

Example: **POLS 101 Political Science**

Additionally, the course providers must indicate the terms during which the courses will be made available to students. “Allow” indicates that courses are open for enrollment. “Disallow” indicates that they are closed for enrollment. Please note that the summer term is the first term of a school year (Summer 2018 belongs to the 2018-2019 school year).

Catalog Upload

At the beginning of the year, course providers can upload a new catalog in the form of a CSV file. When doing this, it will override the previous catalog and any settings associated with it. Therefore, it is recommended that this be done only in between terms.

The catalog upload feature is available only to course providers who have gone through the training to use this feature. Once this has occurred, the SDE will enable this feature. To access it, click on the “Upload” tab and select “Upload Courses.” Download the “Templates” document and select the “Course” worksheet along the bottom of the workbook. Fill out the template as follows:

- *SchoolYear*: Type in the end year of the applicable school year, for example for the 2018-2019 school year enter “2019”
- *CourseName*: Type in the name of the course. Use proper naming conventions such as “ENGL 101 English Composition”
- *CreditNumber*: Enter the number of credits such as “3”
- *CreditCost*: Enter the cost per credit, such as “65”
- *AvailableSummer*: Identify if the course is offered during the summer term. Enter “Y” for Yes and “N” for No
- *AvailableFall*: Identify if the course is offered during the fall term. Enter “Y” for Yes and “N” for No
- *AvailableSpring*: Identify if the course is offered during the spring term. Enter “Y” for Yes and “N” for No

Do not leave any information blank. This will result in an error and will require another upload.

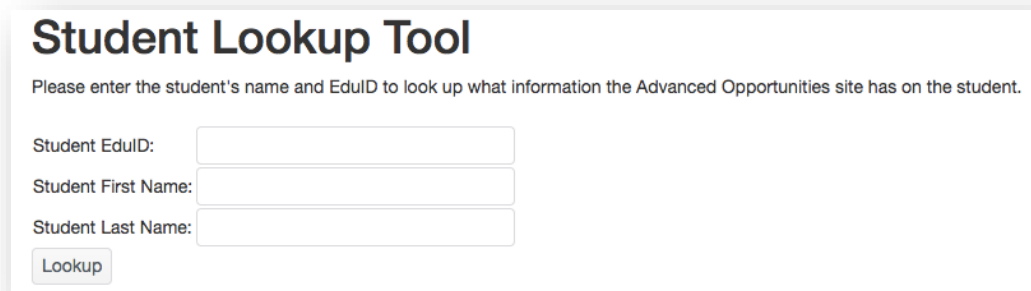
When finished, save the file in **.CSV format**. This format flattens the file for upload to the system.

Return to the portal, and select “Browse.” Locate the file on your computer and select “Upload Courses.”

Use the Upload History tab to confirm that the file uploaded correctly. If there are any errors, click on the blue summary to see the details.

Student Lookup

This feature will allow you to view relevant student information when entering the EduID, First Name, and Last Name of a student. This page will provide a snapshot of where the student has used funds, how much funding remains, and whether or not there are flags. Please note that this information is to remain confidential and is only to be used to inform accurate participation in Advanced Opportunities programs.



The screenshot shows a web form titled "Student Lookup Tool". Below the title is a instruction: "Please enter the student's name and EduID to look up what information the Advanced Opportunities site has on the student." There are three input fields: "Student EduID:", "Student First Name:", and "Student Last Name:". Below these fields is a "Lookup" button.

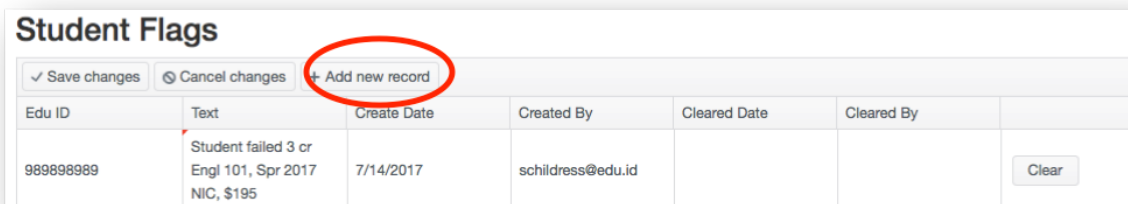
Student Flags

When a student fails to earn credit for a class for which Fast Forward has paid, due to withdrawal, failing grade, or non-completion, the course provider must enter a flag into the student account. This allows all portal users to know that the student must then pay for the next “like” class or exam. (The “like” class or exam must be of the same or greater cost *and* the same type—overload, dual credit tuition, exam.) It is important to note that failed courses/exams only impact continued funding for “like” courses; for example, a failed dual credit course will only impact funding for future dual credit courses.

When a flag is entered, the circle at the end of a student record will appear red. Flags may be entered by the district, the course provider, or the SDE. It is important to remember that students can also view the flags. If a course needs clarification or correction, please use the “Course Needs Review” feature, rather than entering a flag.

To enter a flag, go to the individual student account. This can be accessed through the “Students/Student Lookup Tool” or by going to “View Courses” and searching through entered courses; clicking on the blue EduID link will take the user to the individual student record.

Once in the student record, “Student Flags” will appear at the top of the record. To add a flag, click on “Add a new record.” Enter specific details (course name, course term, course cost, course credits), as a student may have more than one flag in place at a time. Each course or exam for which a student failed to earn credit needs its own flag. Select “Save changes” to add the flag.

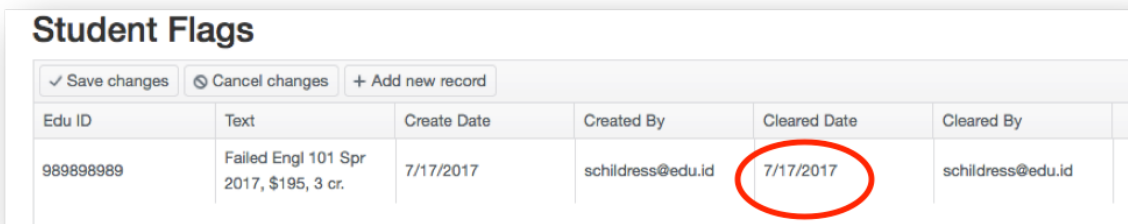


The screenshot shows the 'Student Flags' interface. At the top, there are three buttons: 'Save changes' (checked), 'Cancel changes', and '+ Add new record' (circled in red). Below the buttons is a table with the following data:

Edu ID	Text	Create Date	Created By	Cleared Date	Cleared By
989898989	Student failed 3 cr Engl 101, Spr 2017 NIC, \$195	7/14/2017	schildress@edu.id		

A 'Clear' button is located at the bottom right of the table row.

To clear a flag, the same user must go to the student account and press “Clear.” The flag will show the user who cleared it and the date it was cleared. It will remain as part of the student’s record.



The screenshot shows the 'Student Flags' interface after a flag has been cleared. The 'Add new record' button is still present. The table now shows the following data:

Edu ID	Text	Create Date	Created By	Cleared Date	Cleared By
989898989	Failed Engl 101 Spr 2017, \$195, 3 cr.	7/17/2017	schildress@edu.id	7/17/2017	schildress@edu.id

The 'Cleared Date' field in the second row is circled in red.

Advising

Students who access Fast Forward funds for more than 15 credits must receive postsecondary advising. When students reach this threshold, the circle at the end of their record will turn yellow. When the student has received advising, the yellow flag can be cleared by clicking on the student’s EduID and checking the box labeled “Student Received Advising” or by clearing the yellow flag. Advising may be done by the school or the college.

If a flag is both yellow and red, this indicates that the student need advising and also has a general flag on their account.

Billing Statements


The “Billing Statements” tab is a summary of all payments made through the Fast Forward program. Payments made to providers and school districts are aggregated and are organized by the billing statement number. For a list of the payment details, you can simply click on drop-down arrow.

Billing Statements

The below table contains Billing Statements for the Advanced Opportunities programs.

Export Overview Export Transactions

Drag a column header and drop it here to group by that column

	Statement ID	Status	Paid To	Advanced Opp Nam	Statement Total	Creation Date	Paid Date
	16	Paid	University of Idaho	8 in 6	\$1,000.00	1/15/2016	1/19/2016

View Courses

The “View Courses” report provides information on all current and past courses, paid or unpaid. This is a particularly helpful reference for past course submissions.

Current courses waiting submission to the SDE can be viewed from the “Student Enrollment Selection” screen.

Utilization

Course providers are able to access a program utilization report from the “Utilization” tab. This report provides aggregate data about students, courses, credits, and funding amounts. Only courses that have been paid by the SDE are included in this report.

Utilization Stats

The below table contains utilization statistics for the Advanced Opportunities programs. The numbers are generated by looking at courses that are currently in the PAID status - meaning, the reimbursement has already been paid or will soon be paid. Notably, these numbers do NOT include courses that are currently undergoing a revision, and courses submitted to SDE (or even approved by SDE) that don't show PAID when looking at their status.

Export to CSV

Drag a column header and drop it here to group by that column

School Year	College	Courses	Credits	Dollar Amount Paid	Student Count
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District Contacts

Partnering with districts to reach a 100% match may require contacting district personnel. Important Advanced Opportunities contacts for each district can be accessed from a link on the “Home” page.

For questions regarding the use of the portal, contact your [regional support specialist](#). Additionally, you can contact [district personnel](#) to assist with verification and validation processes.

Early Graduate Scholarships (EGS)

Personnel who work with postsecondary students need to confirm enrollment for EGS scholarship recipients. To do so, login to the portal, click on “View EGS Applications” and confirm the student’s enrollment by clicking the box in the “Is Enrolled” column.

Student Data			
<input type="checkbox"/> Save changes <input type="button" value="Cancel changes"/> <input type="button" value="Export to CSV"/>			
Drag a column header and drop it here to group by that column			
First Year	College	Term	Is Enrolled
2018-2019	College of Southern Idaho	Fall	<input type="checkbox"/>

To see a list of EGS payments, open the “Billing Statements” tab. Payment details may be seen by clicking the drop-down arrow. Both the billing statement overview and details (with all EGS payments made since the beginning of the program) may be exported as CSV files.

Thank you for your dedication to Idaho students!

The State Department of Education is appreciative of all the efforts put in by course provider personnel to ensure that benefits of Advanced Opportunities provided to Idaho students. Additionally, we are committed to ensuring effective implementation of these programs. If you have any questions, suggestions, or comments, please feel free to contact the

[Advanced Opportunities Support team.](#)