Nonpublic School User Manual

PROGRAM SUPPORT

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Additional resources are available on the Advanced Opportunities website:

https://www.sde.idaho.gov/student-engagement/advanced-ops/index-new.html

See the Training tab for further resources.

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PROGRAM OVERVIEW

Advanced Opportunities

The Advanced Opportunities (AO) program provides students who reside in Idaho and attend an accredited Idaho nonpublic school in grades 7-12, an allocation of $2,500 for certain courses and exams, in which a student may incur a cost.

- **Dual Credit:** Students earn dual credit by taking college courses that are recorded on both a high school and a college transcript. The Advanced Opportunities program can pay up to $75.00 per credit. Dual Credit courses can be taken in a student's school, online, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found on the Advanced Opportunities website.

- **Exams:** A student can utilize funds to pay for a variety of exams. Exams include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), and Career & Technical Education (CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available on the Advanced Opportunities website.

Remedial or repeated content is ineligible for funding through the Advanced Opportunities program.

FUNDING PROCESS FLOW

1. Students register for courses/exams.
2. Funding requests are made in the Advanced Opportunities portal by the student.
3. School approves the requests.
4. Provider verifies the enrollment of the course/exam.
5. School submits request to the Idaho Department of Education for payment.
6. The Idaho Department of Education reviews/approves requests.
7. Payment is sent to the provider or school.
8. Upon conclusion of the course/exam, if any students were unsuccessful, college or school staff add a flag to the students' account.

Funding Process Information

Dual Credit

If a student is taking a course from an Idaho post-secondary institution, the institutions have agreed to sponsor the charge if the student has an approved request submitted in the Advanced Opportunities portal, knowing payment will be arriving at the end of the term. The Idaho Department of Education will pay Idaho institutions (including Northwest Nazarene University, Brigham Young University-Idaho and Independent Study in Idaho) directly. Funding requests that are not associated with an Idaho provider will be paid to the school.

Exam

If the student is taking an exam, the exam provider may require prepayment for the exam. Some districts prepay this cost, while others have families pay for the exam. At the end of each term, the Idaho Department of Education will send payment for approved exams to the district. If the family paid, the district would reimburse the family for exams funded through Advanced Opportunities (up to the limits allowed).

End of Fiscal Year

It is critical that all deadlines are met. Idaho Statute 33-4603 states that requests must be made before the fiscal year's end (June 30th). The system does allow for make-up payments during other terms within the school year or from previous years.

SCHOOL NAVIGATION: SET UP

Staff Accounts and Roles

To gain Advanced Opportunities portal access, a new user will need to create an Idaho System for Educational Excellence (ISEE) account.

1. Create an ISEE account. https://auth.sde.idaho.gov/Other/Registration/Register

2. After creating an account, the user will need to contact the Advanced Opportunities staff at the Idaho Department of Education. The user requesting access needs to provide the name of the school, contact information, email address, and user role needed.

There are two types of school users: **Advanced Ops District Management and Advanced Ops Business Manager.**

Users only need one role consistent with the highest level of access that they need. Only one role should be assigned to a single account.

- *Advanced Ops District Management*: This role should be provided to *school staff* that will assist students with the Advanced Opportunities program. The Advanced Ops District Manager will be responsible for submitting the final data to the Idaho Department of Education at the end of each term.
- *Business Manager:* This role should be provided to the school business manager. The business manager can review a detailed report of each payment made either to the school or on its behalf.

PORTAL INFORMATION/NAVIGATION

Once access is assigned, staff will be able to log in to the Advanced Opportunities portal.

Home Page

To access student funding, login by visiting the [Administrative Access Portal](). Once logged in, the user will have access to their assigned user role.

If there is no data appearing or limited data appearing it may be in part to multiple user roles assigned or no user role assigned. Please contact the Idaho Department of Education IT support.

The Home Page in the portal contains vital information for program implementation and contains general information about the Advanced Opportunities program. This is followed by a table with information about deadlines for the current school year.

Term	Request Funding Window	Verification Deadline	Submission Deadline

- **Request Funding Window:** This is the window during which a funding request can be made by students. All courses and exams expecting funding should be entered by the end of this window.
- **Verification Deadline:** During this time, course providers log into the portal to verify enrollments for all requests made by students. Course providers and schools will communicate with one another to work through any errors or missing information. School

personnel adding or editing requests during this time should collaborate with course providers. After course providers have completed this step, they will send out bills to students who are paying for courses out of pocket.
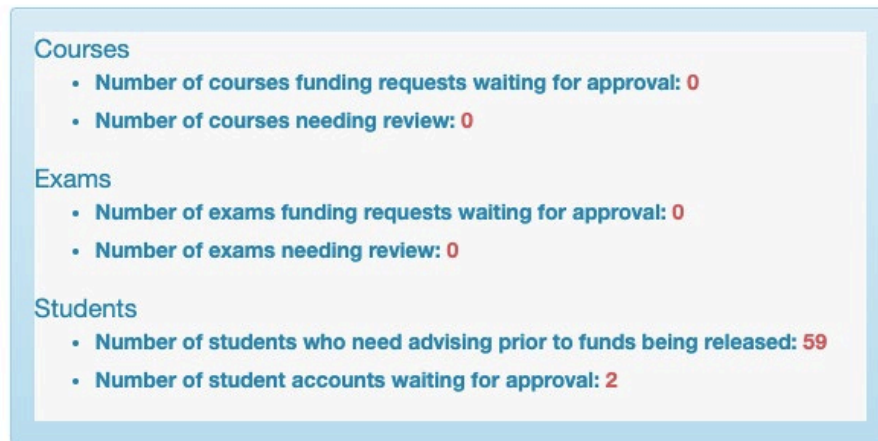
- **Submission Deadline:** Final deadline for schools to submit all funding requests to the Idaho Department of Education for payment.

District Dashboard

The **"District Dashboard"** provides school users with information about courses or exams that require approval or review. There is also a snapshot provided of the number of student accounts that need approval and the number of students with active advising flags. Portal users can click on the number for each description, which will direct them to the appropriate webpage in the portal requiring the attention of the Advanced Ops District Manager and business manager.

Please note that the current year information will populate, if no information is available for the current year, it is likely a prior year has data that needs to be addressed. Select "**All Years**" from the School Year drop-down menu.

District Dashboard:

Courses
- **Number of courses funding requests waiting for approval: 0**
- **Number of courses needing review: 0**

Exams
- **Number of exams funding requests waiting for approval: 0**
- **Number of exams needing review: 0**

Students
- **Number of students who need advising prior to funds being released: 59**
- **Number of student accounts waiting for approval: 2**

The dashboard will only show non-graduated students in the counted number, this means that you may need to select "All years" when directed to the hyperlinked screen.

Application/submission windows have been set up by the Idaho Department of Education with input from schools and the post-secondary dual credit offices. To view deadlines, please visit the Advanced Opportunities website or the administrative portal home page for specific dates. Below are the various definitions of the deadlines.

School Terms

Schools have been pre-populated to function on either a trimester or semester schedule. If the schedule setting in a particular school change, the Advanced Ops District Manager can change this by selecting **"School Terms"** under the **"System Management"** tab.


Users can toggle between terms by clicking on the individual **"Term Type,"** change between semesters and trimesters, and then select "**Save Changes.**"
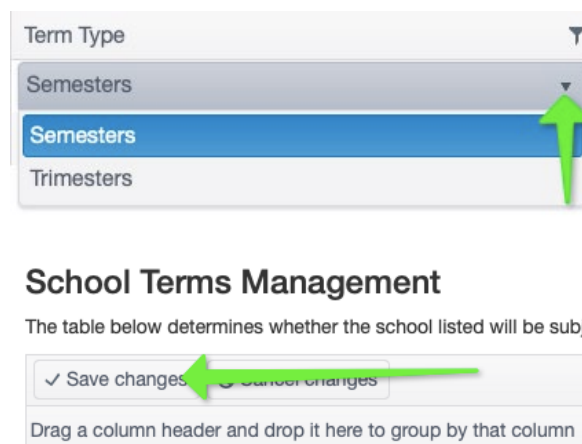
Course Assignment

Before students can log into and request for state funding, each school will need to set up a list of courses that are available to students. This will determine what students will see when requesting funds for a course. This will need to be done for each school separately by the Advanced Ops District Manager.

To allow course funding requests, hover over the **"System Management** tab and select **"Course Assignment**".
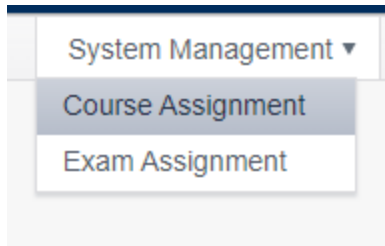
Select the appropriate information and click **"Populate Grid." You will need to select the school year, the school, and the course provider.**

The following grid will appear.

In the grid, select **"Allow"** for the term during which the course will be available at the school and be sure to click "**Save Changes**" before moving screens. To change to "**Allow**" click the word "**Disallow**" to pop-up a drop-down menu to change. Students will be able to request funding for only the courses that your school 'allows'. Courses from all post-secondary institutions are defaulted to **"Disallow".**

If a certain course does not appear in the list, please contact the dual credit coordinator at the provider institution. The colleges and universities maintain lists of their course offerings. If the field appears to be grayed out in the table, this means the provider has not made the course allowable for that term. In this case, please contact the provider to discuss the modification of terms for a given course.

After saving changes, these courses will be available for student requests.
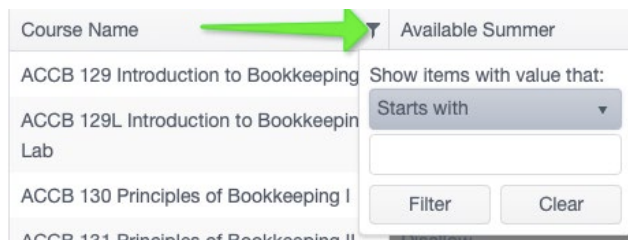
Search for specific courses by using the filter function in the grid or alphabetize the names by clicking on the column header.

The Advanced Ops District Manager can select "**Allow All Available Courses".**
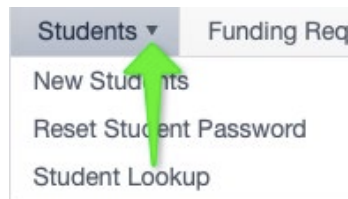
SCHOOL NAVIGATION: STUDENT ACCOUNTS

Approving Student Accounts

When students create an account in the Advanced Opportunities portal, the Advanced Ops District Manager must verify the account before students can request state aid. To approve student account requests, select **"New Students"** under the **"Students"** tab.

This will generate a list of students who have requested to have an Advanced Opportunities account.

Check that the year in which the student applied for an account is selected, also, you may select **"Show Denied Students"** if needed.

Select the **student's name** to see his/her account details.

Student	Edu ID	Birth Date	Email	Login Request Date	Status
▓▓▓ ▓▓	▓ ▓ ▓			10/10/2018	Pending
▓▓ ▓	▓▓▓			12/17/2018	Pending

To verify the account, enter/verify the student's EDUID. Some student may have already entered their EDUID, so double checking it is correct is important. By approving a student's account, schools are verifying that the student attends an Idaho nonpublic school. This step allows students to access the Advanced Opportunities portal, request funds, view account information, etc.. Students will be able to make a funding request for the school.

EduID:

First Name:

Middle Initial:

Family Name:

Gender: Male

Birth Date:

Email:

Notes:

Approve   Deny

When a student's enrollment has been approved, the following message will appear:

Student Enrollment Approved

Student enrollment approved.

If the student has registered for an account, but the entry does not yet appear in district user list, the student must check their email and follow the link to verify the account. If the school denies a student account, it will still appear in the district's list, but the status will simply be

changed to "**denied**". If the student needs to have the verification email resent, have the student login, select "**Can't Log in?**", and have the verification email resent.

A student (EDUID) can have only one active account at a time.

EDUID Generation

Before a student is able to use Advanced Opportunities, they will first need a state issued Education Identification Number (EDUID). The EDUID is a nine-digit number that is linked to Idaho's education data reporting and verification of student identity. *It is recommended that prior to the start of a term, a school submit any updated student rosters who previously were not requested.*

A student may have created an account prior to an EDUID being created for the student, the account cannot be approved until an EDUID is created.

Steps to Generate and EDUID

1 Download the EDUID template.

2. With the EDUID template input the student roster to include the given name (first) and family name (last), along with the birth date, gender and any additional or alternative names. Save the document.

3. Submit the EDUID roster to the Idaho Department of Education. Click the "**Help**" button in the Advanced Opportunities portal. Click "**Go To OTIS**". Click "**Create A Ticket**". Select the ticket type to be "I**SEE**" and select the action/issue to be "**EduId Inquiry**". You can place the priority number and attach the excel student roster.

4. The Idaho Department of Education will verify if a student already has an EDUID or if a new EDUID will need to be created and will create one for the student.

5. EDUIDs will provide to the Advanced Opportunities staff. Staff can either provide these to students to create an account or once the account is created the Advanced Opportunities staff can input the EDUIDs for the student.

Participation Form

Students must have a **Participation Form** on file with the school. These forms are available at the Advanced Opportunities website and they appear in a link on the student login page.

Participation forms must be signed by the students and a parent or guardian and be kept on file at the school. The Advanced Ops District Manager will be asked for verification that this form is on file before submitting any funding requests to the state. If the student changes schools, they may need to submit another form to the new school.

View Student Account Status
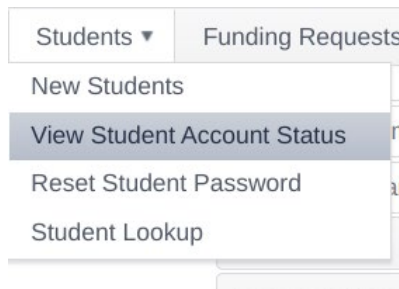
The Student Account Status screen allows Advanced Ops District Manager to track the status of the student account. From here, the Advanced Ops District Manager can troubleshoot potential account errors: duplicate accounts, lack of verification, etc. Pay careful attention to the "Notes About Student Accounts" on this page, as it will walk you through the troubleshooting process. *The email address used and whether the student verified the account are largely the problem when students are unable to access accounts.*

District	School Name	First Name	Last Name	Edu ID	Birth Date	Email	Login Request Date	Student Verified Account	District Verified Account

Common questions that can be answered by the Student Account Status page.

- What is the student login email?
  - A student may attempt to create multiple accounts, however only one active account is allowed. The active account will state "Approved" in the District Verified Account column in the table.
- What is the status of the student's account?
  - If you are not seeing a student account to approve, please check the Student Account Status and view the Student Verified Account column in the table. If the column shows, **"pending"** the student will need to verify the email provided before the school can approve.

Student Lookup Feature

The student lookup feature enables the Advanced Ops District Management to view the status and account details of an individual student. You can navigate to a student's profile by clicking

on the EDUID from any table or by selecting the "**Students**" tab and clicking "**Student Lookup**."
After entering the pertinent information, you will see the student profile.

- **Student Account status:** This field indicates if a student created an account. If blank a student has not created an account.
- **Student verified:** This field indicates if the student has verified the account in their email link.
- **District verified:** This field indicates whether the Advanced Ops District Manager has verified the student's account with an EDUID.
- **Disable Account:** If a student needs to create a new account, the Advanced Ops District Manager can click "**Disable**" and approve the new account.

Reset Student Password

If a student forgot the password, it can be reset from the student log in interface by selecting **"Can't Log In?"** The student will have the option to reset the password. Advanced Opportunities District Manager can also reset a password by selecting **"Students"** and selecting **"Reset Student Password."** A temporary password will be sent to the student's email. Upon logging in with the temporary password, the student can reset their password in their profile.

Student Cannot Access Old Account

In rare instances, students might not have access to an old email address under which their account was created. In this situation, you can look up the student's account in the "**Students**" tab by selecting "**Student Lookup.**" Clicking the disable button will disable the student's previous account and the student can then create a new account. Once the new account is verified by the school, the student's previous activity will merge with the new account.

Unable to Access Student Account

Advanced Opportunities staff are only able to see student accounts or funding requests associated with their school. If using the student look up tool and the message "Unable to Access" is displayed, this is an indication of one of two things.

Unable to access

You cannot see the details of the student as student is currently registered in a school not part of your school district and doesn't have any recorded courses or exams through your school/county/district/college. Please ask the student to update their school in their Advanced Opportunities account profile if it is incorrect.

1. The student has an account, but the student does not have a funding request associated with the staff member's school role or the student's account is not affiliated with the school.

Unable to access

This student has no Advanced Opportunities account and doesn't have any funding requests at all. Please ask the student to create an Advanced Opportunities account.

2. The student does not have an account nor any funding requests.

To view this account, communication with the student will be needed to understand the possible solution. If no account exists, the student will need to create an account. If the student's account is not linked to the correct school, the student can log into their account and change the school via **"View Profile"**.

STUDENT NAVIGATION

Creating a Student Account

From the Advanced Opportunities site (http://www.sde.idaho.gov/student-engagement/advanced-ops) the student will select the blue "**Student Application Portal**" link.
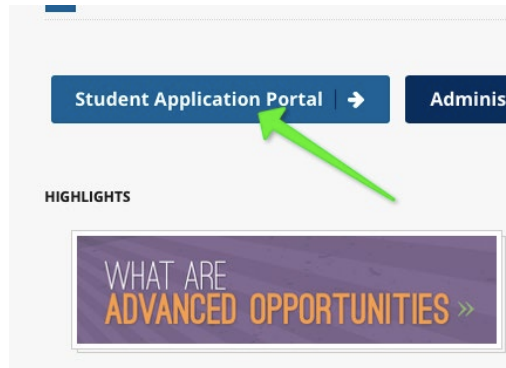
The student will click "**Create an Account**" in the top right-hand corner.
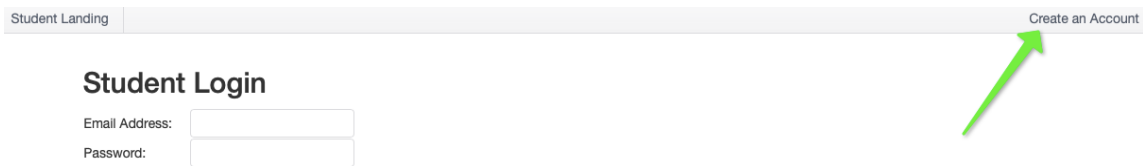
The student will register for an account using a valid email address.

An email will be sent to the student to verify the account. The student will need to select the 'verify' link to proceed. This email is sent instantly; if the student does not get it within minutes of applying, the student should check the email spam folder or confirm a valid email address was used.

Enroll New Student

Once your account is created and email address validated, please contact the Advanced Opportunities designee at your school. You will not be able to make funding requests until your enrollment can be verified and your account validated by your school.

EduID/State ID Number (Optional - if known):

Email:

Password:

Confirm Password:

First Name: [First/Given Name]

Middle Initial: [Middle Initial]

Last Name: [Last/Family Name]

Birth Date:

Gender: [Select gender]

Select your district: [Select district]

Select your school: [Select School]

Participating in Advanced Opportunities offers students benefits as well as exposure to risks. Students and their parents / guardians should thoroughly understand the potential consequences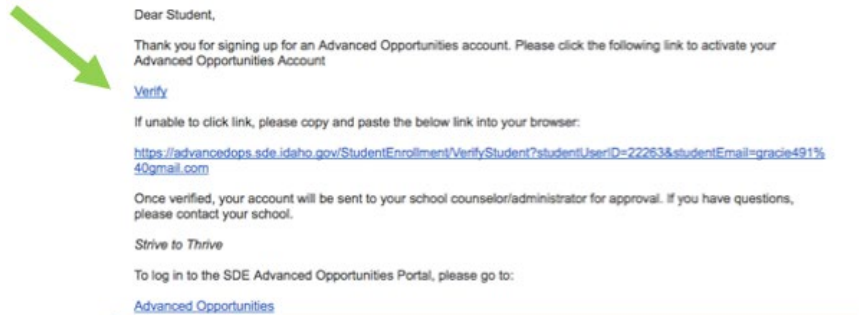 of participating in these programs prior to taking part. Failing or withdrawing from a course permanently impacts a student's high school and/or college record. Failing to successfully pass a course or exam paid for by these programs will negatively impact the student's eligibility for future participation. Careful consideration and discussion with advisors is strongly encouraged prior to participating in Advanced Opportunities.

I have read the above and understand the risks associated: ☐

[ ] I'm not a robot   reCAPTCHA Privacy - Terms

[Enroll New Student]

Upon verification by the student, the Advanced Ops District Manager will approve the account. This step may take a bit of time, as it is done manually by the school. Once approved, the student will be able to apply for funding for courses/exams.

Dear Student,

Thank you for signing up for an Advanced Opportunities account. Please click the following link to activate your Advanced Opportunities Account

Verify

If unable to click link, please copy and paste the below link into your browser:

https://advancedops.sde.idaho.gov/StudentEnrollment/VerifyStudent?studentUserID=22263&studentEmail=gracie491%40gmail.com

Once verified, your account will be sent to your school counselor/administrator for approval. If you have questions, please contact your school.

Strive to Thrive

To log in to the SDE Advanced Opportunities Portal, please go to:

Advanced Opportunities

After the Advanced Ops District Manager has approved the account, the student can log into the portal with the username and password that the student set up.

Student Login

Email Address:

Password:

[Can't Log In?] [New User]

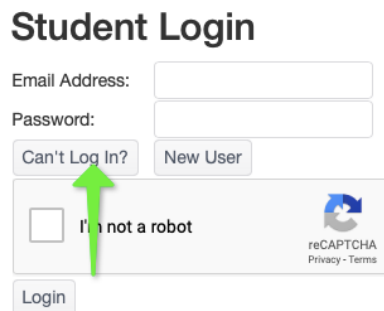[ ] I'm not a robot   reCAPTCHA Privacy - Terms

[Login]

The student can now apply for funding for courses and/or exams.

Incorrect Account Information
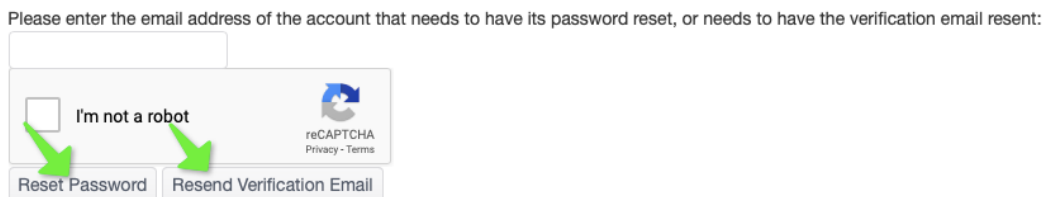
If a student created an account, but selected the wrong school, or entered any of their information inaccurately, the student may log into the account and correct this information in the profile.

Missing Verification Email / Reset Password

If the student is missing the verification email or needs to reset the password, the student can login to the website and select the "**Can't Log In?**" link.

The student may then choose to have the verification email resent or to reset the password.

If a student receives the following error message, it is possible that when creating the account an error was made (e.g., wrong email address).

"Resending the verification email failed. Please make sure the email address is correct and belongs to an existing account. Note that already-verified accounts cannot be re-verified."

In this case, a student should re-create the account with the correct email address.

Student Generated Funding Request

Once the student has logged into the account, a funding request can be made.

The student needs to be sure that a **Participation Form** is on file with the Advanced Opportunities District Manager. The school must have this on file to approve the student for any Advanced Opportunities funding. The form can be found under the "Forms" tab in the student portal.
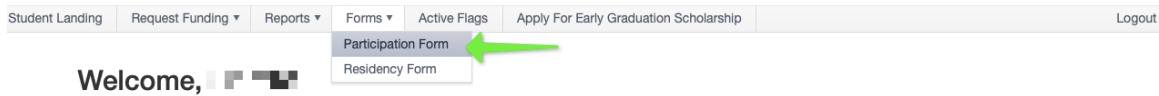
Once the form is on file, the student is ready to request funding. Select **"Request Funding"** and then choose the application type.
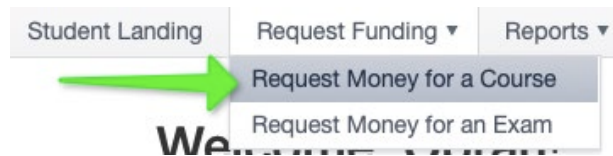
The student will enter the course/exam information, using the pre-populated drop-down course or exam menu.

Course Funding Request

This form allows student to enter a course funding request. Enter information in the order in which it is prompted. Verify that all information is true and accurate.

County of Student's Residence:	Select County ▼
School Year:	Select Year ▼
District:	Select District ▼
School:	Select School ▼
Grade:	Select Grade ▼
Term:	Select Term ▼
Course Type:	Select Course Type ▼
Course Provider:	Select Course Provider ▼
Course Name:	Select a Course ▼
Number of Credits:	
Cost per Credit:	
Total Course Cost:	
Requested Reimbursement:	
Max Reimbursement:	
Remaining State Aid:	
Remaining Balance Owed By Student:	

[Submit Course and Finish]   [Submit Another Course]

If the desired course or exam is not available, the student should contact the school's Advanced Opportunities District Manager to ensure that that course or exam is eligible. A class may need to be added to the drop-down menu through the **"Course Assignments"** feature.

*If the student is taking a course from an out-of-state provider or is taking an atypical class, the request will need to be entered by the Advanced Opportunities District Manager as an **"other"** option.*

Once the request has been submitted, the student will receive a notice indicating that a request for Advanced Opportunities to pay for a course or exam has been completed.

Funding Request Complete

A course funding request has been submitted. Do not forget to enroll in the course with the provider.

[Add Another Course]

Email Notifications

Students will receive email notifications whenever the status of the submission changes. This includes denial, approval, and payment status.

Student Account Management

The student will be able to manage their account in the portal. Reports of prior course submissions and programs totals may be found under the **"Reports"** tab in the student login.
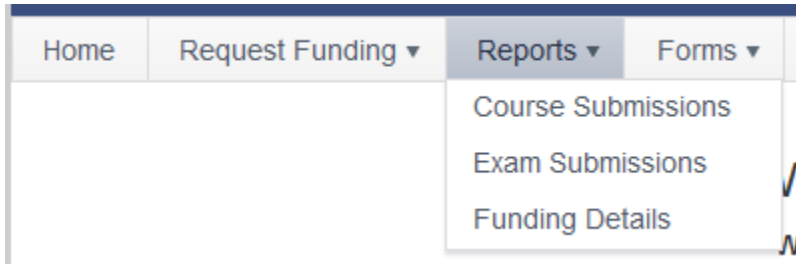
If a student wants to see prior requests for courses or exams click on the **"Course Submissions"** or **"Exam Submissions"** reports. This will show the student's applications and current status (pending, approved/denied, or paid).

Student Exam Submissions

To view the details of a flag, either click on the flag or click the "View Flags" tab. Below are flag descriptions:

- **Green:** Student is able to make funding requests.
- **Purple:** This is a warning that the student's Advanced Opportunities balance is at or below $500.
- **Yellow:** The student has earned at least 15 credits and requires advising before future funding is allowed.
- **Red:** The student has failed to earn credit for an exam or course and future funding is prohibited until student is in compliance with program rules.

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

School Year	Program	Exam Name	Submitted Date	Status	Requested Reimbursement	Approved Reimbursement	Flagged
2016-2017	Fast Forward	Art History Exam	3/2/2017	Denied	93	0	🟢
2016-2017	Fast Forward	Art History Exam	2/27/2017	Denied	93	0	🟢
2016-2017	Fast Forward	Art History Exam	2/27/2017	Denied	93	0	🟢
2016-2017	Fast Forward	Art History Exam	2/27/2017	Denied	93	0	🟢
2020-2021	Fast Forward	Calculus AB Exam	6/27/2020	Pending Initial Approval	94	94	🟢

Students may view their overall use of the program under "Program Totals." Students and parents may want to use this tab to monitor their overall program balance.

Advanced Opp Name	School Year	Exams Approved	College Credits Approved	Overload Courses Approved	Workforce Training Courses Approved	Total Funds Approved	Total Balance Available
Fast Forward	2018-2019	1	4	0	0	$354	$3771
Fast Forward	2019-2020	3	10	0	0	$1080	$2691
Fast Forward	2020-2021	0	6	0	0	$450	$2241

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

|◄ ◄ **1** ► ►| 100 ▼ items per page   1 - 3 of 3 items ↻

Students may also monitor their flag status through their account. Student accounts may have a red flag added when they fail to earn credit for a course or exam. To access future funding, the student must pay for a "like" course or exam. A purple flag will be added when a student has $500 or less of money in their account.

Student flags details can be accessed in two places, click on "**View Flags**".

To view the details of a flag, either click on the flag or click the "View Flags" tab. Below are flag descriptions:

- **Green:** Student is able to make funding requests.
- **Purple:** This is a warning that the student's Advanced Opportunities balance is at or below $500.
- **Yellow:** The student has earned at least 15 credits and requires advising before future funding is allowed.
- **Red:** The student has failed to earn credit for an exam or course and future funding is prohibited until student is in compliance with program rules.

SCHOOL NAVIGATION: MANAGING FUNDING REQUESTS

Funding Request Statuses

Funding requests will go through several statuses. This list includes each possible status and what it means.

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 Idaho Department of Education.
Clarification Requested	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.
Additional Reimbursement	Application was revised to pay out more. Revision requires additional funds from Idaho Department of Education. Revised after being paid; means Requested Amount was raised.

Approved	The reimbursement has been approved by Idaho Department of Education and is being prepared for payment.
Denied	The school/district/Idaho Department of Education denied the reimbursement.
Denied upon Revision	Application was denied upon revision. Initial payment made in error; all funds returned to the Idaho Department of Education.
Paid	The course has been paid.
Pending Program Funds	In the instance that funding requests have exceeded the total allowance of the entire program any new funding requests will receive this status until they are denied or approved funding.
Refund to SDE	Application was revised to pay out less. Revision requires return of funds to the Idaho Department of Education for overpayment. Revised after being paid; means Requested amount was lowered.
Rejected	The Idaho Department of Education has denied the reimbursement after it was originally approved/paid, generally at the request of a school district/course provider.

Approving Funding Requests Entered by Students

The Advanced Ops District Manager will need to approve or deny all course and exam requests submitted by students. To approve submissions, select "**Funding Requests,**" then "**Approve,**" then "**Approve Course Funding**" or **"Approve Exam Funding"**. Any funding request by a student will be counted against a student's total account balance until the request is denied.
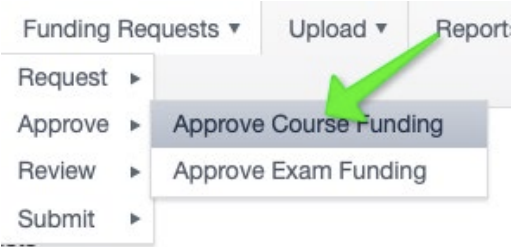
Select the school year to view. Each course/exam will need to be approved individually. Click on the course/exam name to see and edit the details of the funding request.

School Name	Edu ID	Student	Grade	Provider	Course Name	County	Amount	Enrolled	Flagged	Details	Select
FAIRMONT JUNIOR HIGH SCHOOL			9	DISTRICT: BOISE INDEPEN... DISTRICT	Physical Education B	ADA	$95.00	false	●	Details	☐

Look over course/exam information carefully. Make any necessary corrections. Courses can be approved by either checking the 'Select' box on the righthand side or by clicking into the course name, verifying the participation form is on file, and clicking **"Save Changes."** If the course/exam needs to be denied, click on the course name, select "**Deny Request**" from the 'Status 'dropdown menu, enter the reason for this decision in the notes for reference., and click 'Save Changes'

Out of District Tuition Reimbursement:	☑
Reimbursement Requested:	75.00
Approved Amount:	75.00
Dollars Available:	3881.00
Maximum Reimbursement:	75.00
Status:	Approve Request ▼
	☑ I verify that this student has a participation form on file with our school district.
Notes:	

Save Changes   Back to New Courses

 Once the **"I verify that the student has a participation form on file with our school district"** has been checked by either the school, the box will remain checked for further funding requests for the student.

Unallowable Requests

Advanced Opportunities may not be used for certain types of courses or exams. For example, remedial, repeated or religious courses or exams are not allowable.

Out-of-District Fees

If a student lives outside Ada, Canyon, Twin Falls, Kootenai, Bonneville or Jerome counties and the student is taking a course from an Idaho community college (College of Southern, Western or Eastern Idaho or North Idaho College), then the student will want to request tuition

assistance to pay for the out-of-district fees. A student will need to fill out a Certificate of Residency and provide the document to the county of residence. The Certificate of Residency is due before **December 1ˢᵗ** for Fall courses and **May 1ˢᵗ** for Spring courses.
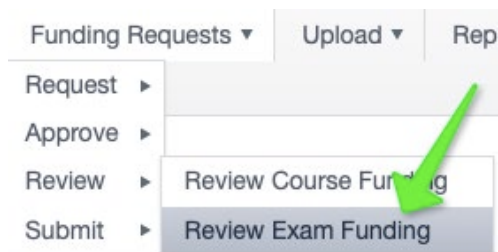
Exams Requests

Exams are monitored internally and do not require a third-party verification, as such the window for processing exams is different. A list of pre-approved exams is available in the Advanced Opportunities portal.

Look over course/exam information carefully. Make any necessary corrections, verify the student's participation form is on file, then click "**Submit Exam/Course**." The Advanced Ops District Manager will receive a message confirming the approval.

It is expected that the data submitted to the Idaho Department of Education is true and accurate. Please be diligent in double-checking to make sure all records are correct. If data must be corrected after the submission, please contact the Idaho Department of Education directly to make such corrections. This should only happen in extreme situations. All data should be corrected before submitting to the Idaho Department of Education.

Needs Review Status

Courses/Exams that need to be edited or reviewed are placed into a special status called "**Needs Review**" or "**Clarification Requested**." This can be done by any user who has access to the student data. To review courses in this status, click on **"Funding Requests"** and select "**Review**" then **"Review Course/Exam Funding."**

To view the details of the course or exam, click on the **Course or Exam Name**. On the right-hand side, there will be a progress table that indicates any changes and comments related to this request. Read the notes to diagnose the issue and make appropriate changes. Many fields in this view are editable. Corrections can be made and the course can be approved again. If the field that requires correction is not editable, please deny the course and re-enter correctly. If the notes indicate the student is not enrolled in the course, please deny the course entirely.

SCHOOL NAVIGATION: SUBMISSION TO THE IDAHO DEPARTMENT OF EDUCATION

Enrollment Match

Advanced Ops District Manager will need to verify that the course provider has confirmed that the student is taking the course before the "**Submit Courses to SDE**" button will turn green, indicating that the school has a 100% match with the course providers. To quickly identify discrepancies, the Advanced Ops District Manager can use **"Enrollment Match,"** found under **"Funding Requests"** and **"Submit."**
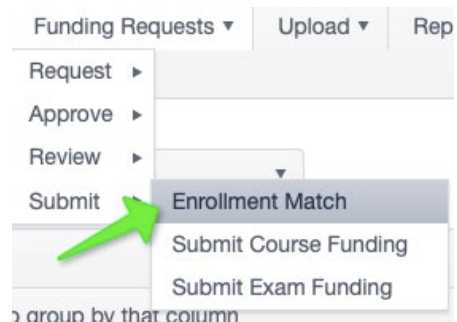
A report will be generated in which users can see where data is not yet 100% match with the course providers.

| School Year	College	Term	Number of Course Funding Requests	Number of Matched Enrollments	Needing Review	Enrollment Match
2019-2020	Boise State University	Fall	5	0	0	0 %
2019-2020	Boise State University	Spring	2	0	0	0 %
2019-2020	Boise State University	Summer	3	0	0	0 %

To identify specific student issues, the Advanced Ops District Manager can navigate to **"Funding Requests", "Submit", "Submit Course Funding" and download the CSV file.** The **"Provider Enrollment"** column in the spreadsheet will indicate whether the student's enrollment has been verified by the college ("true" =verified, "false" =not verified).

Contact the course provider to clear up any discrepancies. The submission link will not be live until 100% of the records have been verified by the provider. A list of contact information for course providers is available on the Advanced Opportunities website.

Once the data has been successfully entered into the Advanced Opportunities Portal and is ready to be submitted to the Idaho Department of Education for payment, the Advanced Ops District Manager will want to ensure that their data is processed correctly.
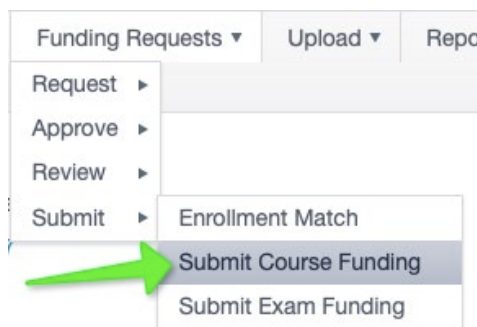
Submit Funding to Idaho Department of Education

All courses and exams approved by the Advanced Ops District Manager will now appear in a final list to submit to the Idaho Department of Education. This feature is only available to the Advanced Ops District Manager. Courses and exams must be submitted separately. Select the year and term to submit.
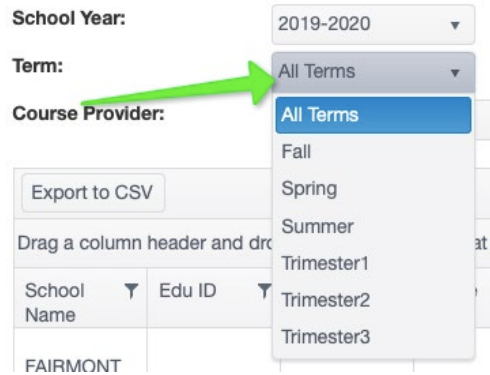
The Advanced Ops District Manager must double check records before submitting the final request. To review the details of each submission, select the course name. By selecting "Export CSV" this may allow for a quicker review of the information.

Advanced Ops District Manager can still make crucial edits to courses/exams by clicking on the course/exam name. Please make sure to double-check the APPROVED AMOUNT and the COUNTY OF RESIDENCE.
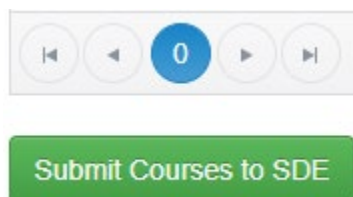
When 100% of the data has been matched by the providers, the button in the lower left-hand corner of the "Submit Courses Reimbursement" report will turn green. Click to "**submit to the SDE**".

Only one year at a time can be submitted, by selecting" All Years" you will not submit funding requests, as this may reference courses/exams that are no longer allowable.

Plan to submit this information earlier than the deadline. If submissions are late, the Idaho Department of Education will not be able to pay the post-secondary institutions in a timely manner. This may result in late fees for your students.

Submission Deadline

Submissions are due to the Idaho Department of Education as indicated in the Advanced Opportunities portal

Export Data to CSV

This function will generate a report to an Excel spreadsheet, please save a final report for school records. As soon as data is submitted to the Idaho Department of Education, it will no longer be editable by the school.

Export to CSV will provide student account balances in the last column of the document.

SCHOOL NAVIGATION: OTHER FEATURES

Billing Statements

After the Idaho Department of Education reconciles requests for payment to the providers and schools, a receipt will be placed in the **"View Statements"** section of the "**Reports**" tab. All

Advanced Ops District Managers will receive an email notification that a statement was generated. This will indicate completion of payment.
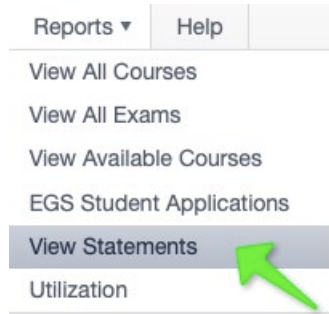
Billing statements are useful if a question about when a payment was made arises. The **"View Statements"** section will provide information paid directly to the school and payments paid to others for students attending your school. To find specific details, follow the drop-down arrows:

To see a broad overview of all statements, click "**Export Overview**".

To see details of every transaction for your schools, click "**Export Transactions**".

Information for a particular statement can be exported by clicking the statement number hyperlink and clicking "**Export to CSV**".
The status of statement will begin as **"unpaid"**, once the statement has been approved and distributed by the Idaho Department of Education, the status will be changed to "paid" to indicate payment will be arriving.

Nonpublic Payment Protocol

The nonpublic school program has a program total limit, this means that funding request that exceed this limit will likely need to be edited or reduced to comply with program totals. The following is the process in which funds will be reduced. All student funding requests must be

made by the deadline noted in the Student Request Funding Window for each term. Any student funding requests that are made outside of the window would be subject to available program funds.

At the conclusion of the verification deadline, the Idaho Department of Education will total requested funds to delineate the option that will be needed beginning with Option 1 and lastly using Option 6 to meet the program spend allowances.

Option 1: All requests will be honored within the school year term.

Option 2: Requests made by the funding request window will receive priority. If funding requests made outside of the funding request window can be funded, requests will be given priority in order of the date closest to the submission deadline for the given term of the funding being requested.

Option 3: Requests made outside of the funding request window would be excluded from consideration. All college courses and a portion of all exams made by the funding request window would be considered.

Option 4: All courses submitted by the request funding window will be paid and no exam funding will be considered.

Option 5: Funding requests made by the request funding window will only be considered, no exams will be paid, and only courses taken by Idaho colleges will be paid. If able, a percentage of requests for out-of-state college courses could be considered.

Option 6: A portion of Idaho college course funding requests will be paid, no out-of-state college courses will be paid, no exams will be paid. No funding outside of the request window would be considered.

As a courtesy, the Idaho Department of Education will notify schools and providers of possible reductions based on funding requests submitted and evaluated at the conclusion of the Idaho Department of Education submission deadline for each term.

Process Notes:

When corrections are needed they should be made as timely as possible to mitigate potential funding deductions for students. Missed funding requests may jeopardize student funding. An indication of program funding reductions will be noted when students have funding requests with the state "Pending Program Funds" associated with their request.

Student Flags

Student flags are a communication mechanism between the school, course provider, and The Idaho Department of Education that ensures certain accounts receive extra monitoring.

Green flags indicate the normal status of a student's AO account.

Unsuccessful Attempt Flag

Once a student is unsuccess a flag can be entered, the circle at the end of a student record will appear red. Flags may be entered by the school, the course provider, or the Idaho Department of Education. It is important to remember that students can also view the flags.

When a student fails to earn credit or successfully complete a course or exam for which the Idaho Department of Education has paid a reimbursement a flag shall be inputted. This allows all participants to know that the student must pay for and successfully earn credit or pay for an exam **before** the Idaho Department of Idaho pays any further reimbursement.

Any unsuccessful course or exam will require a student to pay for and successfully complete a course or pay for an exam before the Idaho Department of Education will pay any further reimbursement for the student.

Entering Red Flag

To enter a flag, go to the individual student account. This can be accessed through the "**Student Lookup Tool**" or by going to "**View Courses**" of "**View Exams**" and searching through entered courses/exams; clicking on the blue EDUID link of the student who requires a flag. Clicking on the hyperlink will take the user to the individual student record.

Student Flags

Student flags alert district users and course providers with notification related to the student's entire account. Student flags will pop up upon processing activity related to this student. Enter flags only if/when they affect the entire account (i.e., funds frozen due to failing grade). For comments or entries related to a specific course/exam, use the "comments" section in the course details.

Edu ID	Reason	Type	Course/Exam Name ▲	Note	Created Date	Created By	Cleared Date	Cleared By	
8154	Failed ▼	Overload(Co) ▼			7/31/2020	AdvancedOpDistric			✓ Update ⊘ Cancel
	Failed								
	Withdrew								
8...	Other	AP(Ex)	pretend AP	testing	7/9/2020	AdvancedOpDi...	7/31/2020	Advance...	
8	Other	IB(Ex)	xyz exam	testing	6/5/2020	skuchipudi	6/5/2020	skuchipudi	

Once in the student profile, "**Student Flags**" will appear at the top of the record. To add a flag, click on "**Add a new record**." Enter specific details, as a student may have more than one flag in place at a time. Select the following: reason, type, course name failed, and notes.

- Reason: specify the reason the flag is being entered (Failed, Withdrew or Other)
- Type: specify the course type (overload, workforce training, dual credit or exam type)
- Course/Exam Name: enter the course name (e.g., Math 123 Math in the Modern Society or Electrical Apprenticeship 1A)
- Notes: Please add any additional notes that would help others reviewing the flag to understand details (e.g., cost of the course, term, number of credits)

Example: "Failed, Workforce Training, Nursing Assistant, $500 used in FA 2020"

Select "**Update**" to add the flag. The flag is editable.

To clear a flag, an Advanced Opportunities District Manager must go to the student profile and select "**Clear Flag**." The flag will show the user who cleared it and the date it was cleared. The flag should only be cleared once the student has fulfilled the terms of the flag (e.g., paying for the next like course). It will remain as part of the student's record.

record							
Reason	Type	Course/Exam Name	Note	Created Date	Created By	Cleared Date	Cleared By
Other	Workforce Training(Co)	course 120	testing again	6/5/2020	skuchipudi	6/5/2020	skuchipudi
Failed	Workforce Training(Co)	Plumbing Test	testing	7/14/2020	AdvancedO...		

Edit Clear Flag

Who can remove the red flag?

A flag can be removed by anyone who has access to that student's profile and has deemed the student has fulfilled the obligations of Advanced Opportunities rules.

When should I remove the student's flag?

Any red flags placed on a student's account will need to be cleared before any further funding and payment can be made by the Idaho Department of Education for courses. When the flag is removed will depend on when the course is completed or when it is determined that student will successfully complete or earn credit and meet their obligation for Advanced Opportunities funding. Removing flags is generally at the end of each term.

Unsuccessful Courses

What is considered an unsuccessful course?

Grading policies and practices are determined by the provider of the course. Please refer to the provider regarding what is deemed an unsuccessful attempt. Generally, unsuccessful course attempts are considered when a student fails to earn credit in which a grade is earned and paid for by Advanced Opportunities. Most commonly these are courses in which students withdraw or fail. To assist students, most Idaho colleges have provided a drop course deadline in which students can unenroll from the course, would not receive a grade and will not be charged. Dropped courses generally are not considered unsuccessful attempts. Incomplete grades are generally not determined as unsuccessful course attempts.

Terminology:

Dropped course-Student is not charged by Idaho college and does not receive a grade.

Withdrawn course- Student does not complete course and earns a withdraw grade (e.g., W).

Failed course- Student does not earn credit or certification and receives a failing grade as determined by the provider. (e.g., U, F)

Incomplete course- Incomplete grades are generally considered extensions to complete a course and are not considered a final grade. The final grade will determine whether or not the student was successful/unsuccessful (e.g., I).

Should the cost of a course or credit numbers be considered in fulfilling the requirements to be reinstated for course funding through Advanced Opportunities?

A student must pay for and earn credit of a college course taken for dual credit to be reinstated for further Advanced Opportunities funding or pay for an exam. Course cost and number of credits are not needed for consideration to fulfill a student's obligation of paying for and earning credit.

What happens when a student is unsuccessful in a course paid for by Advanced Opportunities?

Beyond the grade being reported on transcripts. A flag should be placed on the student's account in the Advanced Opportunities portal, when it is realized the student is unsuccessful.

How do we know when a student has unsuccessfully completed a course?

Unsuccessful attempts are denoted with flags in the Advanced Opportunities portal. These flags can be placed by any individual with access to the portal. These flags are red when viewed on different screens.

What if the grade received for the course was beyond the student's control?

Each provider has a grade appeals process, the student would be required to follow the provider's process. Advanced Opportunities will honor such outcomes.

My student was unsuccessful last semester/trimester in one course and the next semester they plan to take multiple courses.

While there are various reasons for students' unsuccessful attempts, a student must pay for and successfully earn credit or pay for an exam before the Idaho Department of Education may pay any further reimbursements. If there are concerns regarding the student's grade, the recommendation would be to follow the policies and guidelines of the provider of the course for grading corrections and questions.

What happens when a student is unsuccessful in multiple courses?

If the courses were in the same term, regardless of the number of courses a student was unsuccessful when Advanced Opportunities funding was used, the student will need to pay for and earn credit or pay for an exam before any further funding can be used.

Unsuccessful Exams

What is considered an unsuccessful exam?

An unsuccessful exam for Advanced Opportunities is any exam that has been registered for and paid by the program, in which a student did not complete the exam. Schools may decide what an unsuccessful definition is beyond this minimum provided by the Idaho Department of Education.

Reinstatement after unsuccessful exam.

A student will need to pay for an exam or a pay for a dual credit course before any further funding can be paid on the behalf of the student.

Advising Flag

Students who have accessed Advanced Opportunities funds for 15 or more credits must receive postsecondary advising informing them how their courses will translate into a degree, certificate or following their student plan. Students requiring advising will have a yellow circle in their funding request record. The Advanced Ops District Management cannot submit data for the Idaho Department of Education for processing with yellow flags present.
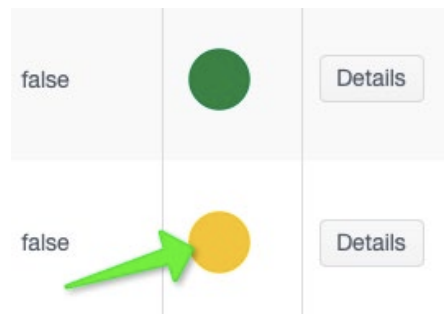
To locate students who need advising click "**Reports**" and "**View All Courses**". Students can be filtered by typing "**Y**" into the filter for "yellow" on the flagged column. To view all students needing advising select "All Years" for the school year.

When the student has received advising, the yellow circle can be removed by going into the student's profile and checking the box labeled **"Student Received Advising"** or by clearing the advising flag.

Student Flags

Student flags alert district users and course providers with notification related to the student's entire account. Student flags will pop up upon processing activity related to this student. Enter flags only if/when they affect the entire account (i.e., funds frozen due to failing grade). For comments or entries related to a specific course/exam, use the "comments" section in the course details.

| Edu ID	Text	Created Date	Created By	Cleared Date	Cleared By	
	Student has been reimbursed for 17.00 credits and requires advising.	6/4/2019	system			Clear

Low Funds Warning Flag

When a student has $500 or less of available funds in their account, a purple flag will automatically alert students and Advanced Ops District Managers. This will be posted to the student account so eligibility status can be seen by both student and Advanced Opportunities District Management in the funding request report page when choosing courses/exams. Once a student has an approved expenditure **"School Level Approval Received"** the funding will be accounted for in the students total available funding.

Utilization Report

Advanced Opportunities staff may view a program utilization report; each user has the same level of transparency as fits their user role. District Users may see district wide information. This report may be accessed under **"Reports"** and select **"Utilization."**
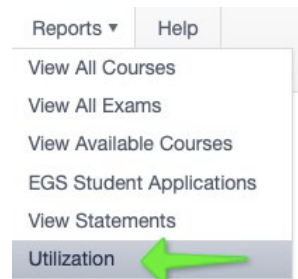
This report will show an aggregate breakdown of students, credits, exams, and total dollars paid by each school.

Overload Courses	Dual Credit Courses	Workforce Training Courses	Dual Credit Credits	Exams	Dollars Paid	Student Count
73	3	0	9.00	42	$10,795.00	78
89	0	0	0.00	28	$10,651.00	69
10	64	0	192.00	14	$14,282.00	43

HELP

The Help feature in the AO portal provides a means to communicate information with the Idaho Department of Education in a secure manner through the Online Tool for IT Support (OTIS). Do not send any personally identifiable information (PII) via email, the Idaho Department of Education cannot respond.

From the help page follow the on-screen directions:

Actions

My Tickets

Create A Ticket

Search Tickets

1. Click: "**Go to OTIS**".
2. Submit a ticket by selecting "**Create A Ticket**".
3. Select "**Web App (apps.idaho.sde.gov)**" as the primary ticket type.
4. Select the Issue (most common are **Data Fix** or **Use Inquiry**).
5. Select "**Advanced Opportunities**" in the category.
6. Select a priority number (3 or 4 are most common).
7. Click "**Create Ticket**".

Create A Ticket

New Ticket | Help

Create Ticket

Requestor	Priority	Type
Name:	○ 5-Standard ?	**Ticket Type:**
	○ 4-Normal ?	--Select Type-- ▾
Phone:	○ 3-Important ?	
	○ 2-High ?	
Email:	○ 1-Urgent ?	
advancedopdistrictmanager@testrole.org		

Summary: (50 characters max, No Personally Identifiable Information?)

Description:

Attachments: Add

Input information in the description and add any attachments. Please avoid using PII in the summary.

THANK YOU FOR YOUR DEDICATION TO IDAHO STUDENTS!

The Idaho Department of Education appreciates all the efforts put forth by school personnel to ensure that Idaho students can benefit from the Advanced Opportunities program. 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.