ADVANCED OPPORTUNITIES WEB-BASED PORTAL 4.0

District User Manual

IDAHO STATE DEPARTMENT OF EDUCATION
STUDENT ENGAGEMENT AND SAFETY COORDINATION | ADVANCED OPPORTUNITIES

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PROGRAM SUPPORT

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Additional resources are available on the Advanced Opportunities website:
http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html

See the Training tab for further resources.

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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 through the passing of House Bill 458. The fund 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 summer, and / 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 up to $75.00 per credit. 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. Students who use Fast Forward funds for more than 15 credits must receive postsecondary advising.
- **Exams:** Students can utilize Fast Forward funds to pay for a variety of college-credit bearing or career-technical exams. These include Advanced Placement (AP), International Baccalaureate (IB), College Level Examinations Program (CLEP), or Career Technical Education (PTE / CTE) exams. A full list of qualifying exams and their maximum reimbursements is available in the Resource Files on the State Advanced Opportunities Website.
- **Workforce Training Courses:** Starting 7/1/19, students may use up to $500.00/semester ($1000.00/year) to cover the cost of approved, regionally in-demand workforce training courses or apprenticeships that are not available at their high school. These opportunities must be provided by an Idaho public technical college; lead to an industry-recognized certificate, license, or degree; and allow high school students to participate.

Remedial or repeated content is ineligible for funding through the Fast Forward program.

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 high school credit without requiring that the student take the course. Contact your local school district for a list of courses eligible for challenge 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 $1,600.00.

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 a student elects not to attend a college or university immediately after high school, they will have up to twenty-eight months to utilize the scholarship before it expires. The school district will receive the same amount as the early graduate's scholarship, regardless of whether or not the student utilizes the scholarship.

Students must apply for the scholarship through the Advanced Opportunities portal using the student login. Schools must code the students as an early graduate, using the appropriate ISEE exit codes of 4G, 4H, or 4I, and the postsecondary institution must confirm enrollment before funds will be sent directly to the institutions in the term during which the student begins the postsecondary program.

Funding Information

If a student is taking a dual credit course from an Idaho institution (NIC,UI, LCSC, CWI, BSU, CSI, ISU, CEI), the institutions have agreed to wait for a tuition payment, if the student has an approved request, until the end of the semester. The state will pay these institutions directly.

If the student is taking an overload class, the state will pay IDLA directly; all other course providers may require payment up front. In this case, the state will pay the district for the approved request, until the end of the semester. If the families prepaid the course cost, the district will reimburse the families for courses funded through Fast Forward.

If the student is taking an exam, the exam provider may require prepayment for the exam. Some districts cover this cost, while others have families prepay for the exam. At the end of each semester, the state will send payment for approved exams to the districts. If the family prepaid, the district will reimburse the families for exams funded through Fast Forward (up to the limits allowed through Fast Forward).

For the Early Graduation Scholarship, funding will be sent directly to the postsecondary institution at the beginning term in which the student starts.

End of Fiscal Year

It is critical that all deadlines are met. Idaho Statute 33-4602 requires that all requests are made prior to the end of the fiscal year (June 30th). The SDE cannot provide funding for any requests made after June 30th for the preceding school year. The system does allow for make-up payments between terms within the school year, however, these requests may only be entered if allowed by course providers.

Advanced Opportunities Portal Timeline 2019-2020

June							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
July	30	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
August	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
September	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
October	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
November	3	4	5	6	7	8	8
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	20	30
December	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
January	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
February	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
March	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	29
April	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
May	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
June	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

Student request/Data entry window

Student request/Data entry deadline for school districts:
all funding requests must be entered/approved by this time

Verification window for colleges/universities and other course providers-correction of errors per communication between school districts and course providers

Summer submission deadline for school districts: August 16th

Student request/Data entry window-
during this time the SDE will be processing summer payments

Student request/Data entry deadline for school districts:
all funding requests must be entered/approved by this time

Verification window for colleges/universities and other course providers-correction of errors per communication between school districts and course providers

Data frozen for final college approval of course rosters

Fall submission deadline for school districts: November 8th

Student request/Data entry window

Student request/Data entry deadline for school districts:
all funding requests must be entered/approved by this time

Verification window for colleges/universities and other course providers-correction of errors per communication between school districts and course providers

Data frozen for final college approval of course rosters

Spring course submission deadline for school districts: May 1st

Spring exam submission deadline for school districts: May 22nd

End of Fiscal Year. All 2019-2020 funding requests must be entered in the portal.
No 19-20 entries will be submitted after this date.

DISTRICT NAVIGATION: SET UP

Staff Accounts and Roles

All school district personnel who will be using the Advanced Opportunities Portal must first create an account through ISEE. If your district is federated, use your district credentials to log into the portal.

Once an ISEE account has been created, roles must be provisioned to district users through the Administration Application (i.e., Admin Tool). The superintendent or technology director in each school district can assign these roles. There are four types of district users: Advanced Ops District Management, Advanced Ops District, Advanced Ops School, Advanced Ops Business Manager. These roles can be found in the Academics Hierarchy of the Admin Tool. *Users only need one role consistent with the highest level of access that they need. Do not assign multiple roles to a single account.* For assistance accessing the portal, you can contact the State Department of Education (SDE) Help Desk at (208) 332-6987.

- ***Advanced Ops District Management****:* This role should be provisioned to *only one* person in the school district. District Managers will be responsible for submitting the final data to the State Department at the end of each term.
- ***Advanced Ops District:*** This role should be provisioned to counselors and administrators who will be approving and editing registrations submitted by your students. This user will have access to district-wide data. This user will have the ability to approve student accounts, funding for courses, and editing privileges until the point of submission.
- ***Advanced Ops School:*** This role should be provisioned to a counselor or administrator who is overseeing approvals in just one particular school. This person will be able to see student data pertinent only to his school. The user will have the ability to approve student accounts, funding for courses, and editing privileges until the point of submission.
- ***Business Manager:*** This role should be provisioned to the district's business manager. The business manager is able to pull down a detailed report of each payment that is made either to the school district or on behalf of the school district.

Application/Submission Windows

Application/submission windows have been set by the state, with input from school districts and the post-secondary dual credit offices. If you district needs to customize student access windows, please contact the statewide Advanced Opportunities Coordinator. Registration dates for 2019-2020 are:

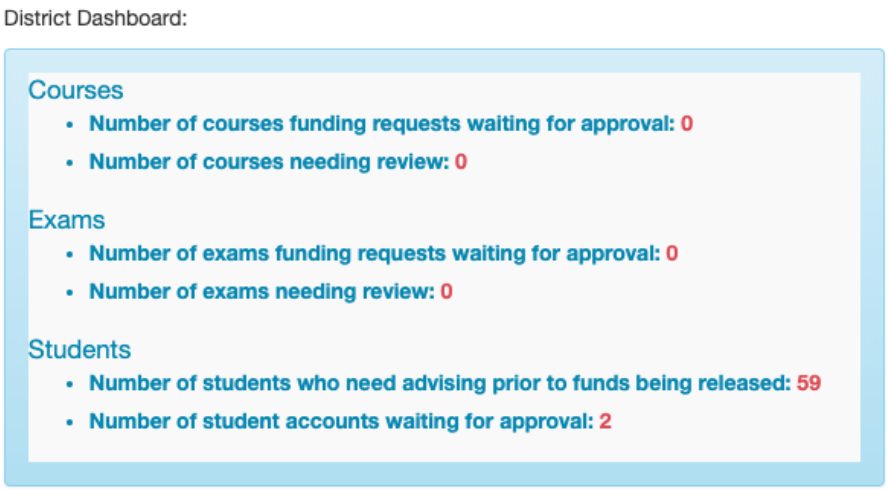
Term	Student Access/Data Entry Window	Verification Window (Get to 100% Match)	District Submission Deadline
Summer 2019	May 6 – June 30	Jul 1 – Aug 15	Aug 16, 2019
Fall 2019	Aug 26 – Sept 27	Sept 30 – Oct 31	Nov 8, 2019
Spring 2020	Jan 6 – Feb 21	Feb 24 – Apr 24	May 1, 2020 (courses) May 22, 2020 (exams)
Trimester 1	Aug 26 – Sept 27	Sept 30 – Oct 31	Nov 8, 2019
Trimester 2	Nov 18 – Jan 17	Jan 20 – Feb 1	Feb 7, 2020
Trimester 3	Feb 10 – Mar 27	Mar 30 – Apr 24	May 1, 2020 (courses) May 22, 2020 (exams)

- **Student Request/Data Entry Window:** This is the window during which school personnel will be approving and entering funding requests. It is critical that all courses that are expecting funding are entered by the end of this window.
- **Verification Window:** During this time, all course providers log into the portal to verify enrollment for all requests made by students. During this time, course providers and schools district will communicate with one another to work through any errors or missing information. District personnel adding or editing requests during this time, should only do so in collaboration 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.
- **County Approval Window:** During this time, county clerks log into the portal and verify receipt of a Certificate of Residency for students attending a community college.
- **SDE Approval Window:** During this time SDE staff will process all funding requests and send back any errors. SDE staff will scan the data for the following: student flags, odd dollar amounts, incorrect course titles, duplicate requests, ineligible course providers, ineligible courses, and make-up payments. If courses are found in these categories, SDE staff will reach out to the school district for clarification or send the request back for further review.

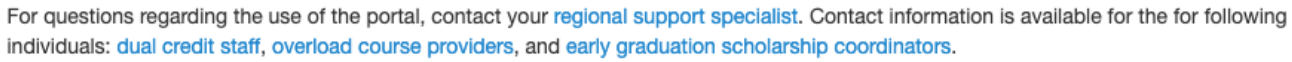
Home Page

The Home Page in the portal contains vital information for program implementation. This landing contains general information about the Fast Forward Program, followed by a table with information about deadlines for the current school year.

A new feature, the **"District Dashboard"** provides 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.

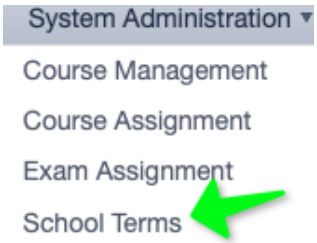


By scrolling to the bottom of the page, links to essential contacts are provided.

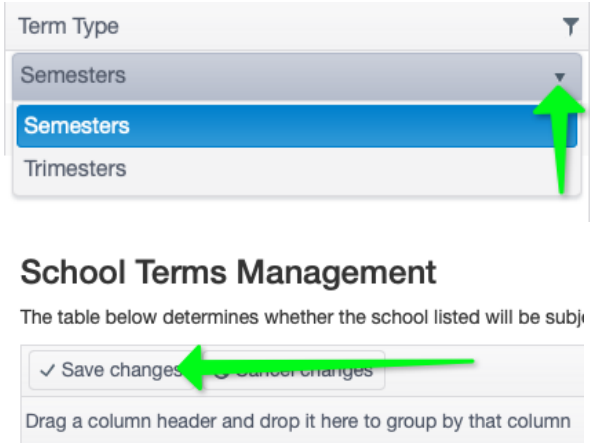


School Terms

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

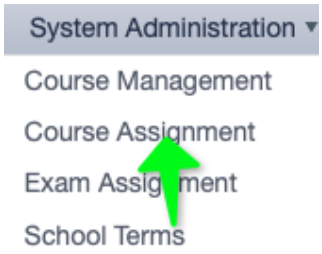


Users can toggle between terms by clicking on the individual **"Term Type,"** change between semesters and trimesters, and then select "**Save Changes.**"

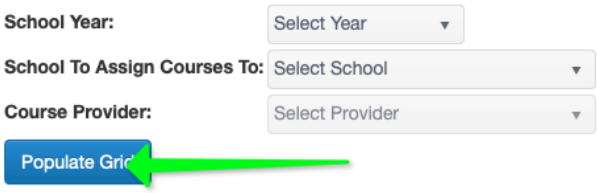


Course Assignment

Before students can log into and register 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 District Manager. To do this, hover over the **"System Administration"** tab and select **"Course Assignment**":

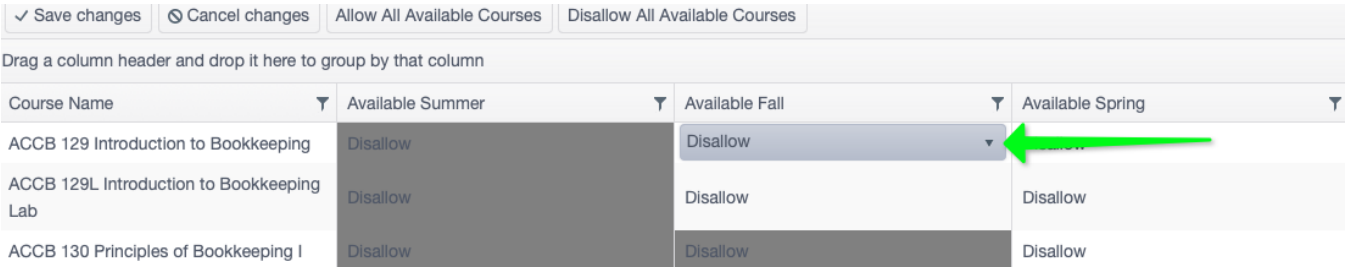


Select the appropriate information and click **"Populate Grid."**



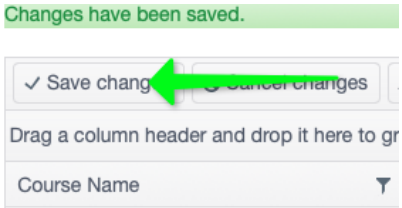
The following grid will appear.

In the grid, select **"Allow"** for the term during which the course will be available at the school. This will allow students to register for only the courses that your school offers. Courses from all post-secondary institutions are defaulted to **"Disallow".**

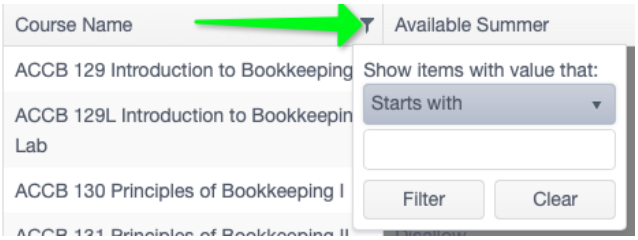


If a certain course does not appear in the list, please contact the dual credit coordinator at the post-secondary institution. The colleges and universities maintain these lists. If the field appears to be grayed out this means the provider has not made the course allowable for the term. In this case,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

After saving changes, these courses will be available for student registration.



Search for specific courses by using the filter function in the grid or alphabetize the names by clicking on the column header.



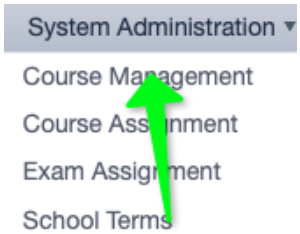
Special Cases

High school courses ***Idaho Digital Learning, Independent Study in Idaho, and BYU-Independent Study*** *do not need to be populated through this process. Courses by these providers are made available to all students by default. If a student is taking a dual credit course through Idaho Digital Learning, select the post-secondary institution through which the credit is being transcribed as the course provider and open the course in the same manner as other courses.* ***Workforce Training Courses also do not need to be populated.***

Course Management

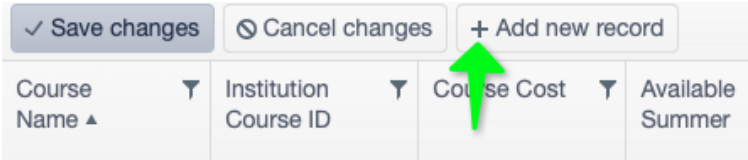
Many school districts offer in-district overload courses. These are overload courses that are taught by in-district teachers. In most cases, this comes in the form of advanced summer school, zero hour, or an after school class. School districts can create a cost for this “extra” course, and Fast Forward funds can be used to pay up to $225 per course.

To create a course catalog for such courses, go to the “**System Administration**” tab and select “**Course Management**.”



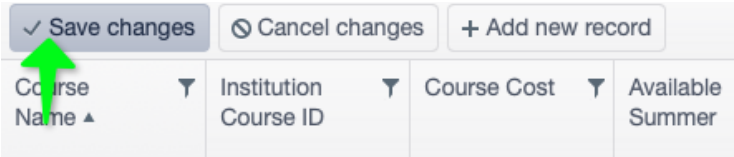
Select the relevant school year and click “**Show Courses**.”

When the table comes up, select “**Add New Record**.”



Enter the course name, course cost, and identify whether or not the course will be available during the summer, fall, and/or spring, by selecting “**Allow**” or “**Disallow**.”

Then click “**Save Changes**.”



To delete a course that is no longer offered by the school district, select "**Delete**" in the table. Then click "**Save Changes**."

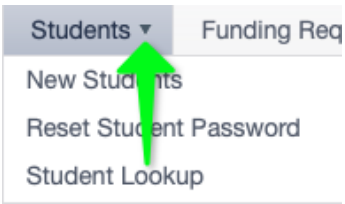
The courses will now need to be "assigned" to each school in order to populate in the student and staff drop down menus. For instructions on how to assign courses, see "Course Assignments" on page 10.

DISTRICT NAVIGATION: STUDENT ACCOUNTS

Approving Student Accounts

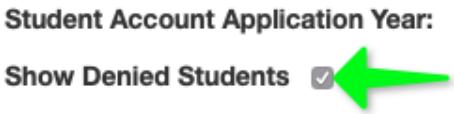
Note: Schools have the option of entering the student data themselves or allowing their students to do so. The following steps are for schools that allow students to enter into the portal and register for state aid independently. If school districts would rather manage all registrations from a district level without giving students the ability to navigate the system, please see "Funding Request Generated by School/District Users" (Page 14).

When students create an account in the Advanced Opportunities Portal, district personnel must verify it before students can apply for state aid. To approve student accounts, 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
[redacted]	[redacted]	[redacted]	[redacted]	10/10/2018	Pending
[redacted]	[redacted]	[redacted]	[redacted]	12/17/2018	Pending

To verify the account, enter/ verify the student's EDUID.

This step is very critical to the process, entering a student's EDUID incorrectly may impact the funding available to another student.

By approving a student's account, districts are verifying that the student attends an Idaho public school. This step allows students to access the system. Students will not be directly tied to a district's specific school for further registration.

EduID: [redacted]
First Name: [redacted]
Middle Initial: [redacted]
Family Name: [redacted]
Gender: Male
Birth Date: [redacted]
Email: [redacted]
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 your list, the student must check his email and follow the link to verify his registration. If the district denies a student account, it will still appear in the district's list, but the status will simply be changed to "**denied**". If the

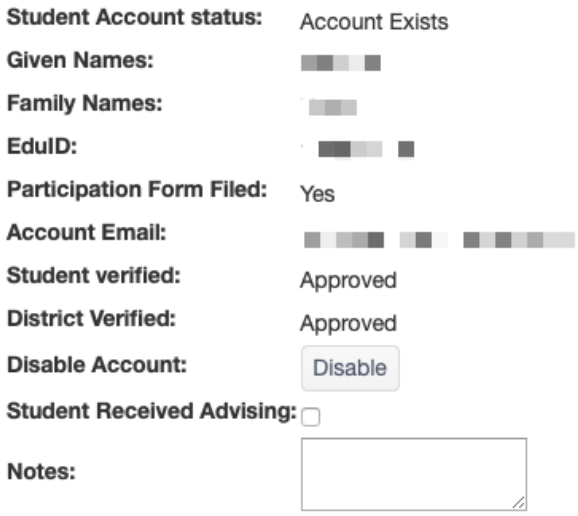
student needs to have the verification email resent, have the student login, select "**Can't Log in?"** and have the verification email resent.

Participation Form

Students must have a **"Participation Form"** on file with the school district. These forms are available at the State Department Advanced Opportunities website (http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html); additionally, they appear in a link on the student login page. Technically, these forms only need to be signed by the students and their families once. They must be kept on file at the local school district. District staff will be asked for verification that this form is on file before submitting any funding requests to the state.

Student Lookup Feature

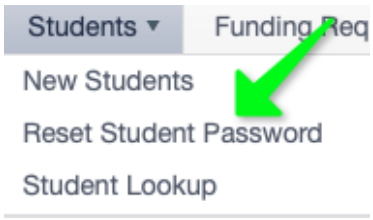
The student lookup feature enables you to view the status and account details of a student. You can navigate to a student's profile by clicking on the EDU-ID from any table, or by selecting the "**Students**" tab and clicking on "**Student Lookup**." After entering the pertinent information, you will see the student profile.



- **Student Account status:** This field indicates whether or not a student has created an account.
- **Student verified:** This field indicates whether or not the student has verified the account in their email link.
- **District verified:** This field indicates whether or not the district staff have verified the student's account with an EDU-ID.

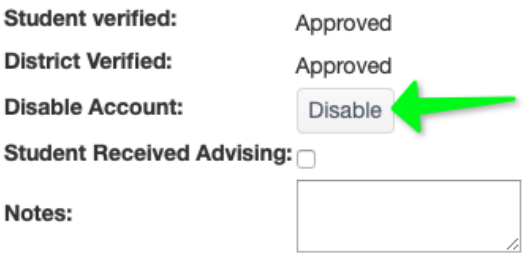
Reset Student Password

If a student forgot his/her password, it can be reset from the student interface by selecting **"Can't Log In?"** The student will have the option to reset the password. School personnel can also reset a password by hovering over **"Students"** and selecting **"Reset Student Password."** A gibberish password will be sent to the student's email. Upon logging in with the gibberish password, the student can reset their password in their profile.



Student Can't Access Old Account

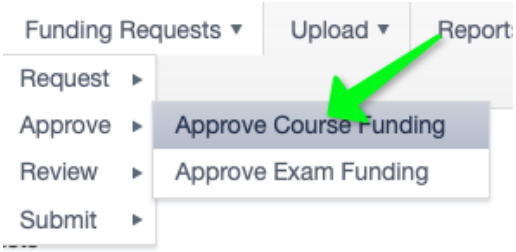
In rare instances students might not have access to an old email address under which their account was created. In this situation, you can look up the students account in the "**Students**" tab and select "**Student Lookup.**" By clicking disable, the student's previous account will be disabled, and the student can create a new account. Upon EDU-ID verification, the student's previous activity will merge with the new account.



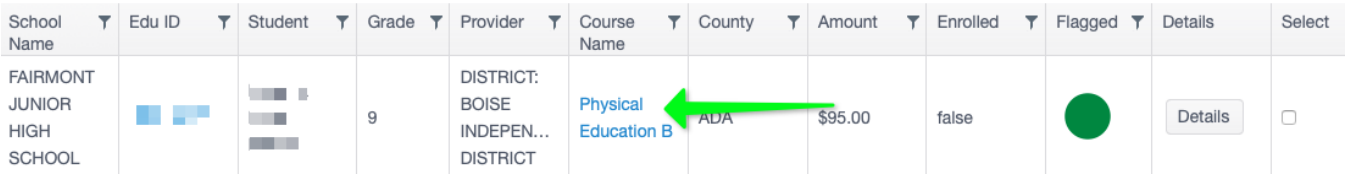
DISTRICT NAVIGATION: MANAGING FUNDING REQUESTS

Approving Funding Requests Entered by Students

The district user will need to approve or deny all course and exam requests submitted by students. The student's accounts will not be charged until this approval occurs. To approve submissions, select "**Funding Requests,**" then "**Approve,**" then "**Approve Course Funding.**"

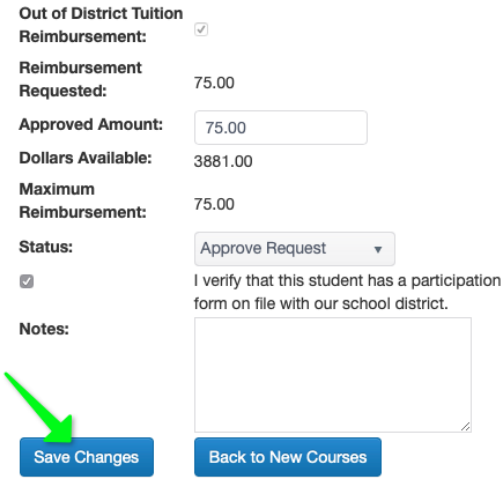


Select the school year you'd like to view. Each course/exam will need to be approved individually. Click on the course/exam name to see and edit the details of the funding request.



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. Use the drop down menu in the ***Status*** field to determine if the request will be approved or denied. Then select **"Save Changes."** If the course/exam is denied, enter the reason for this decision.

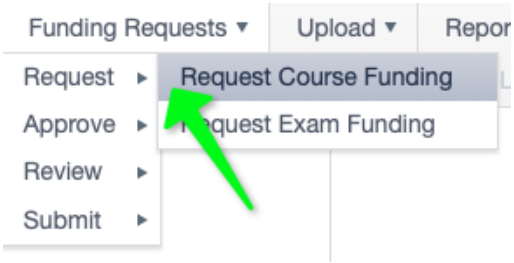


Remedial and Repeated Coursework

State funding may not be used for remedial or repeated classes or exams. Make sure that students are aware that any additional expense is the responsibility of the student.

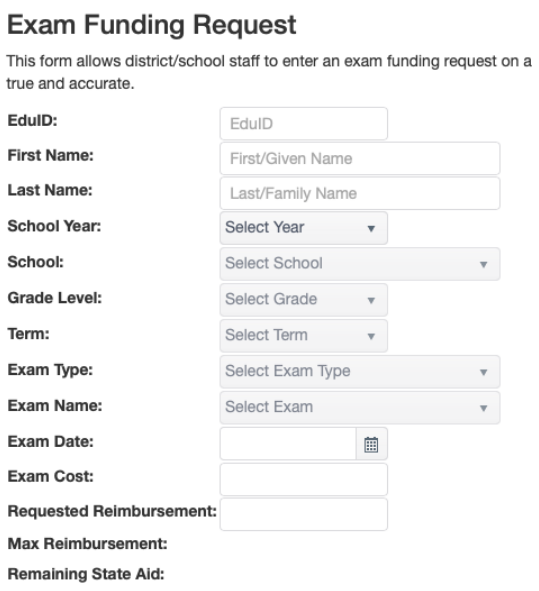
Funding Requests Generated by School/District Users

To request state funding on *behalf* of a student, select **"Request"** then **"Request Course Funding"** or **"Request Exam Funding"** option under the **"Funding Requests"** tab.



☞ Fill out the pertinent information related to the course or exam. Records entered by the District User will not be subject to additional approval by the District User. Please use the student's legal name. If the EDUID does not match the name uploaded to the office ISEE records, an error message will appear.

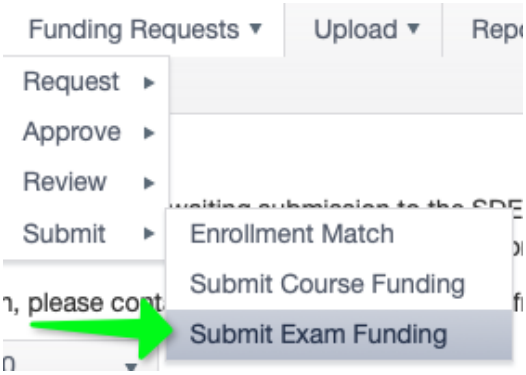
Reminder: Use the drop down menu to populate courses. See page 10 for instructions on how to populate the drop down menu. Using pre-populated course information increases speed and accuracy in entering courses. If a course is not available under the Course Assignment tab (for example, if a student takes a class from an accredited post secondary institution from outside of the state), the District User may enter the course under "Other." Be sure to use standard course title formatting (Course Code - Course Number - Course Name; ENGL 101 English Composition). Any entry that is not formatted in this way may be denied at the state level, resulting in a delayed or denied payment.



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

Editing Process

For district personnel, courses and exams will appear in **"Funding Requests"** tab under **"Submit"** then **"Submit Course/Exam Funding."**



The user will see courses and exams that have been approved and charged to the student's account. These courses can be edited as needed until the District Manager submits data to the SDE**.** *If data must be edited after the student access window has closed, district personnel must communicate with the course providers about any changes*. If the field needing correction is not editable in the system, you will need to deny the funding request completely and re-enter correctly as a new request.

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

County of Residence: Courses entered for community colleges require extra care in accuracy related to the county of residency. For districts working with a community college, please make sure that the student's county of residency is entered correctly.

Mass Upload Course Requests

For districts who have gone through in-person portal training, the upload feature will be enabled for the school district. To access it, click on the **"Upload"** tab and select "**Upload Course/Exam Funding Requests."**

Download the course/exam upload templates and column format mappings. Fill out the template as follows:

- *SchoolYear:* Type in the end year of the applicable school year, for example for the 2019-2020 school year enter "2020"
- *DistrictID:* Type in the district's 3-digit identification number, such as "131"
- *SchoolID:* Each building has a school identification number, such as "52"
- *Term:* Enter Fall, Spring, Summer, Trimester 1, Trimester 2, or Trimester 3
- *EduID:* Type in the student's education identification number.
- *GivenName:* Type in the student's first name
- *FamilyName:* Type in the student's last name
- *Grade:* Enter the student's grade level

ProviderID: Enter a number that indicated the Provider Identification number, choose from the following list: ProviderID	Represents	ProviderID	Represents
0602	Boise State University	0614	North Idaho College
8845	Brigham Young University-Idaho	2895	Northwest Nazarene University
2897	BYU - Independent Study	8896	The College of Idaho
0615	College of Eastern Idaho	2898	Treasure Valley Community College
0607	College of Southern Idaho	0631	University of Idaho
0660	College of Western Idaho	9998	District
0608	Idaho State University	1082	Idaho Digital Learning Academy
1392	Independent Study in Idaho	9999	Other
0610	Lewis-Clark State College		

- *AdvancedOpsCourseID:* Enter the numerical course ID for the correct class from each institution. The course ID's can be found in the "**Column Format and Mappings**" link in the portal. Select "**All Courses**" and a list of courses will be available to you in an Excel spreadsheet. For example, for the class: "ACAD 100: Academic" from Boise State University, enter the code "1580." For "Other courses, enter "1458"
- *CreditNumber:* Enter the number of credits, such as "3"
- *CostPerCredit:* Enter the cost per credit, such as "65"

County: Enter the County Identification number, choose from the following table: CountyID	Represents	CountyID	Represents
1	Ada	23	Gem
2	Adams	24	Gooding
3	Bannock	25	Idaho
4	Bear Lake	26	Jefferson
5	Benewah	27	Jerome
6	Bingham	28	Kootenai
7	Blaine	29	Latah
8	Boise	30	Lemhi
9	Bonner	31	Lewis
10	Bonneville	32	Lincoln
11	Boundary	33	Madison
12	Butte	34	Minidoka
13	Camas	35	Nez Perce
14	Canyon	36	Oneida
15	Caribou	37	Owyhee
16	Cassia	38	Payette
17	Clark	39	Power
18	Clearwater	40	Shoshone
19	Custer	41	Teton
20	Elmore	42	Twin Falls
21	Franklin	43	Valley
22	Fremont	44	Washington

- *Request*: Enter the amount of funds being requested for the course, such as “195”
- *ParticipationFiled*: Enter whether or not the student has a participation form on file “Y” for Yes, and “N” for No
- *OtherProvider*: If you entered 1458 in AdvOpCourseID (column J), type in the name of the course provider. If you entered any other course code, leave this field blank
- OtherCourse: If you entered 1458 in AdvOpCourseID (column J), type in the name of the course. If you entered any other course code, leave this field blank
- *CourseType:* Indicate the type of course you are entering: “Dual Credit”, “Overload”, or “Workforce Training”.
- *InstitutionCourseID:* For the 2019-2020 school year this information is optional, if unknown leave blank. For 2020-2021 school year all Idaho colleges will provide this information and it will be a required field.
- *CIP:* This code is used for Workforce Training courses only. For the 2019-2020 school year, this information is optional, if unknown leave blank.
- *Notes*: If there are any special circumstances regarding this course, enter notes here. If notes are not required, you may leave this field blank

*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 Course Reimbursements**.”*

The system will populate a table called **“Upload Course Results.”** In **“Successful records/Total records,”** a ratio of errors will be displayed. Each row that has an error will be identified in the table. Each error will need to be corrected and the file can be uploaded again.

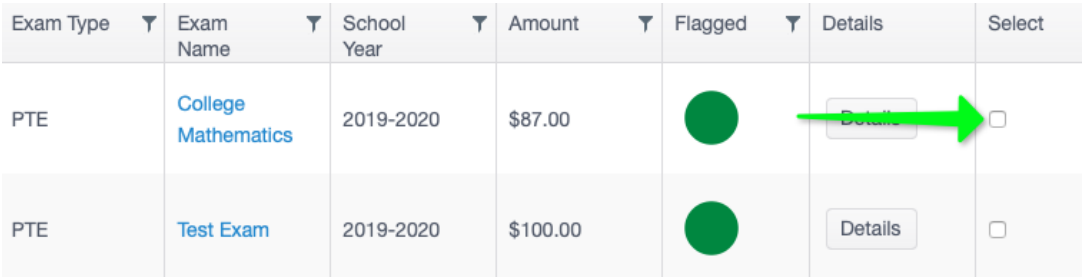
Filename: TestFile_01.csv
Uploaded By: mtownes
Uploaded On: 6/11/2019 4:49:17 PM
Processed Records / Total Records: 4 / 4
Successful records / Total Records: 0 / 4

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

Row Number	EduID Verified	Success	Error
2	true	false	Verify that the providerID is correct;
3	true	false	Verify that the providerID is correct;
4	true	false	Verify that the providerID is correct;
5	true	false	Verify that the providerID is correct;

After the upload is complete, the courses will need to be approved. Click on "**Funding Requests**" and select "**Approve**" then "**Approve Course/Exam Funding.**"

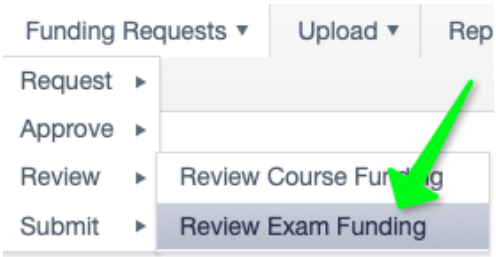
Use the check boxes to approve multiple courses at once.



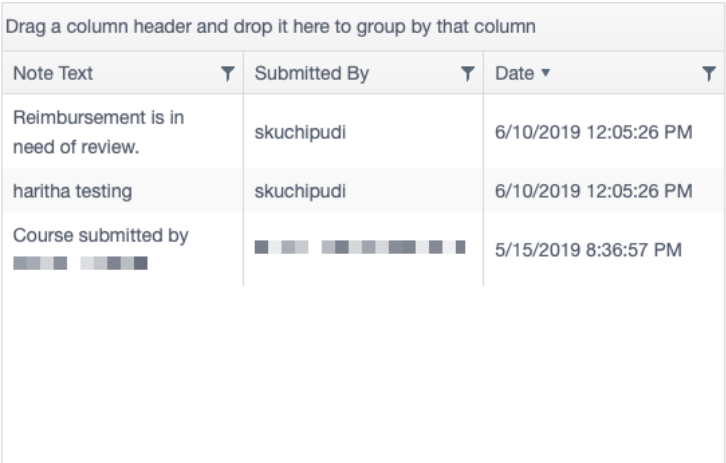
Exam Type	Exam Name	School Year	Amount	Flagged	Details	Select
PTE	College Mathematics	2019-2020	$87.00		Details	
PTE	Test Exam	2019-2020	$100.00		Details	

Needs Review Status

Courses 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."**



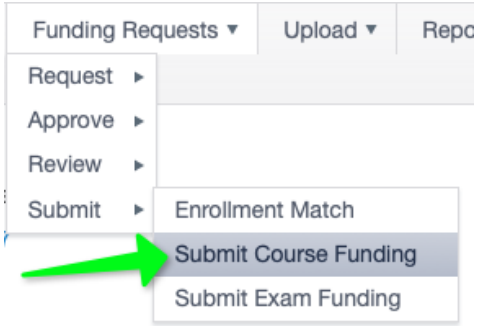
To view the details of the course, click on the **Course or Exam name**. On the right hand side, there will a progress table that indicates any changes and comments related to this request. Read the notes to diagnose the issue and make appropriate changes. Many fields in this view are editable. Corrections 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.



DISTRICT NAVIGATION: SUBMISSION TO THE STATE DEPARTMENT OF EDUCATION

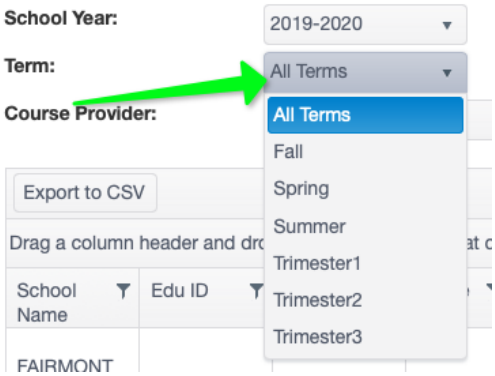
District Mangers

Once the data has been successfully entered into the Advanced Opportunities Portal and is ready to be submitted to the SDE for payment, District Managers will want to ensure that their data is processed correctly.

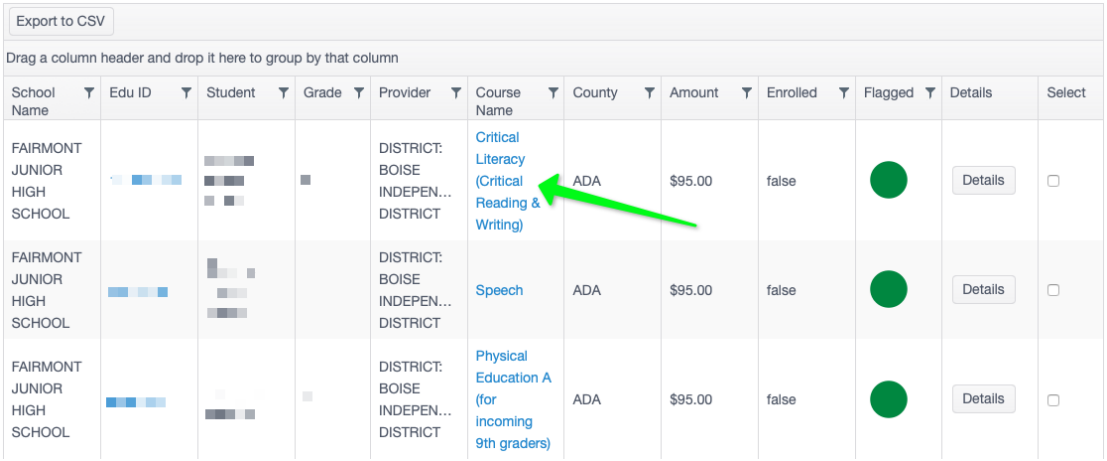


Review Data

All courses and exams that have been approved by district users will now appear in a final list to submit to the SDE. Courses and exams must to be submitted separately. This feature is only available for the District Manager. Select the year and term that you'd like to submit.



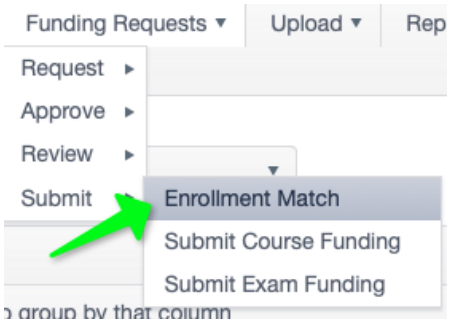
The district manager must double check records before submitting the final request. To review at the details of each submission, select the course name.



District Managers can still make crucial edits to the courses by clicking on the course name. Please make sure to double-check the APPROVED AMOUNT and the COUNTY OF RESIDENCE.

Communicate with Course Providers

District Managers 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 red, indicating that the school district has a 100% match with the course providers. To quickly identify discrepancies, the 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 at a 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 %

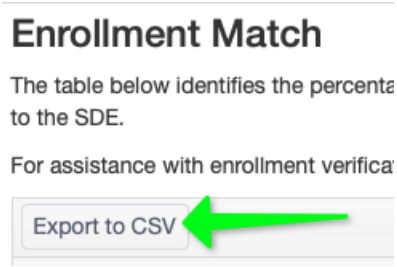
To identify specific student issues, the District Manager can download the CSV File from the **"Submit Course Funding"** report under **"Funding Requests"** and **"Submit."** The "Provider Enrollment" column (column T) in the spreadsheet will indicate whether or not the student's enrollment has been verified the by 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. The following contact lists are available for your convenience:

- Dual Credit Coordinators: https://tinyurl.com/yc3brhnm
- Overload Course Providers: https://tinyurl.com/y8yq5bck

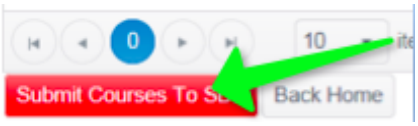
Export Data to CSV

This function will generate a report to an excel spreadsheet, please save a final report for district records. As soon as data is submitted to the SDE, it will no longer be editable.



Submit Data to the Idaho State Department of Education

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 red. Click to submit to the SDE.



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

Submission Deadlines

Submissions are due to the SDE on or before the following dates:

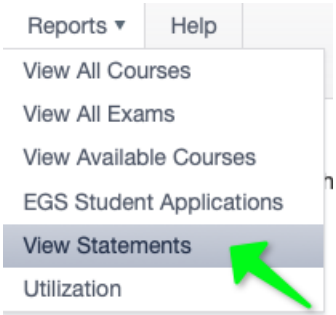
Term	Student Access/Data Entry Window	Verification Window (Get to 100% Match)	District Submission Deadline
Summer 2019	May 6 – June 30	Jul 1 – Aug 15	Aug 16, 2019
Fall 2019	Aug 26 – Sept 27	Sept 30 – Oct 31	Nov 8, 2019
Spring 2020	Jan 6 – Feb 21	Feb 24 – Apr 24	May 1, 2020 (courses) May 22, 2020 (exams)
Trimester 1	Aug 26 – Sept 27	Sept 30 – Oct 31	Nov 8, 2019
Trimester 2	Nov 18 – Jan 17	Jan 20 – Feb 1	Feb 7, 2020
Trimester 3	Feb 10 – Mar 27	Mar 30 – Apr24	May 1, 2020 (courses)

Term	Student Access/Data Entry Window	Verification Window (Get to 100% Match)	District Submission Deadline
			May 22, 2020 (exams)

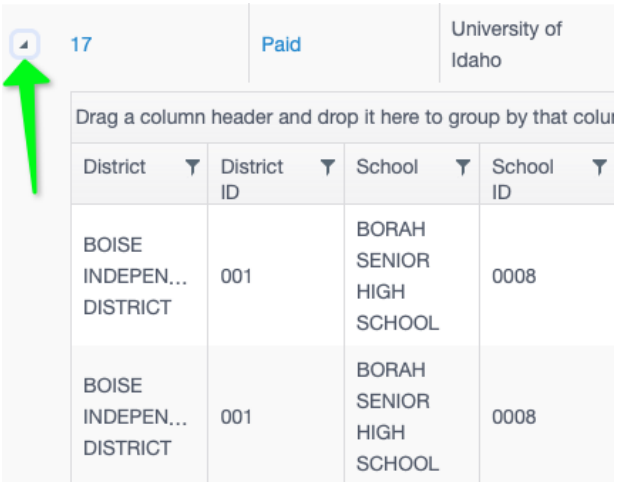
DISTRICT NAVIGATION: OTHER FEATURES

Billing Statements

After the SDE makes payment to the providers and districts a receipt will be placed in the **"View Statements"** section of the "**Reports**" tab. This will indicate completion of payment.



Billing statements are highly useful if a question about when a payment was made arises. To find specific details, follow the drop down arrows:

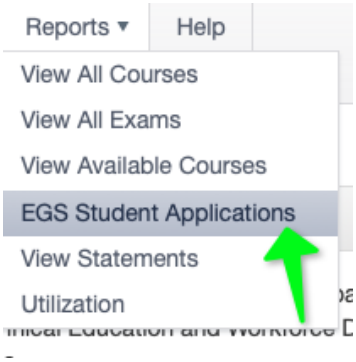


Early Graduation Scholarship

Students who graduate at least a full year early from an Idaho public school are eligible for an early graduation scholarship. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for a given school year. This equates to roughly $1,600.00.

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 a student elects 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.

To apply for this scholarship, students must login through a student user account and request this scholarship. The student request will then show under **"Reports"** then **"EGS Student Applications."**



On this report, the district will be able to see which students have been coded in ISEE as an early graduate (and then some who have also applied for the scholarship); the district will verify that the student did, in fact, graduate one, two or three full years early. The school will enter an exit code in ISEE of 4G (one year early), 4H (two years early), or 4I (three years early). This data will be matched with the student funding requests. If the data matches, the funds will be sent directly to the post secondary institution at the beginning of the Fall semester. The student may monitor the scholarship through his or her login.

School Name	First Name	Last Name	EduID	Email	College	Term	Enrolled	Application status	Reimbursement Status	Grad Year	Details
CAPITAL SENIOR HIGH SCHOOL	[redacted]	[redacted]	[redacted]				false	No App Submitted; ISEE Records Exist	Pending SDE Approval	2017-2018	Details

Student Flags

Student flags are a communication mechanism between the school, district, course provider, and SDE that ensures certain accounts receive extra monitoring. When a student fails to earn credit for a class, either due to withdrawal, failing grade, or non-completion, a flag must be entered on the student account. This allows all participants to know that the student must pay for the next "like" class or exam (the next item must be of the same or greater cost and the same type—overload, dual credit tuition, exam cost).

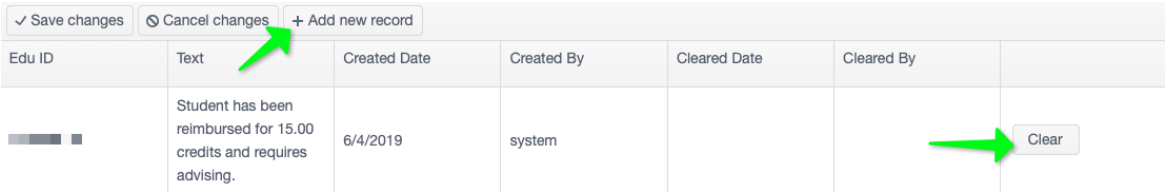
A student flag appears as red circle next in the funding request record:

Flags may be entered by anyone with access to the student's account, including the district, the course provider, or the SDE.

To enter a flag, go to the individual student account by clicking on the EDU-ID in any table or using the Student Lookup feature in the "**Students**" tab.

Once in the student record, **"Student Flags"** will appear at the top of the record. To add a flag, click on **"Add new record."** Enter specific details, as a student may have more than one flag in place at a time. Select **"Save changes**" to add the flag.

To clear a flag, the same user (or a user with superior permissions) must go to the student account, and press **"Clear."**

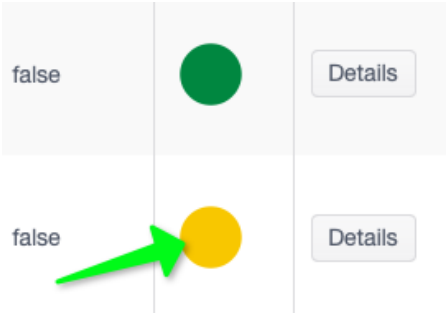


The screen will show the user who cleared it and the date it was cleared. It will remain as a part of the student's record.

Edu ID	Text	Created Date	Created By	Cleared Date	Cleared By
	Student has been reimbursed for 15.00 credits and requires advising.	6/4/2019	system	8/3/2019	AdvancedOpDistric...

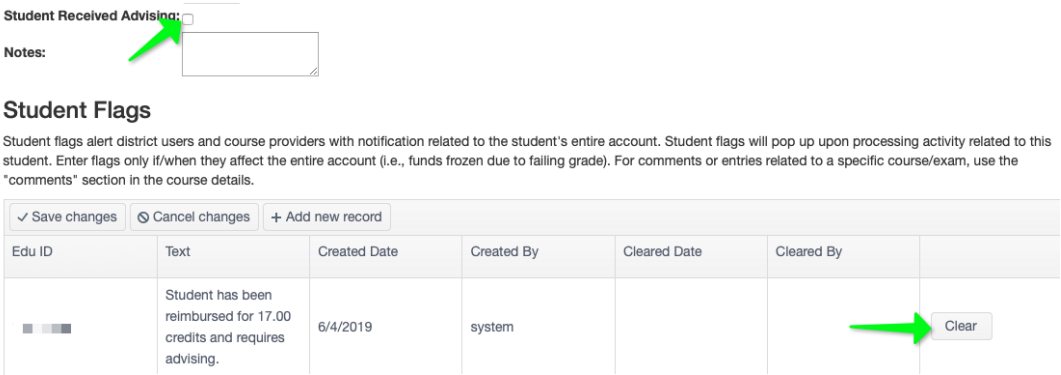
Advising Flag

Students who have accessed Fast Forward funds for 15 or more credits must receive postsecondary advising informing them how their courses will translate into a degree. Students requiring advising will have a yellow circle in their funding request record.



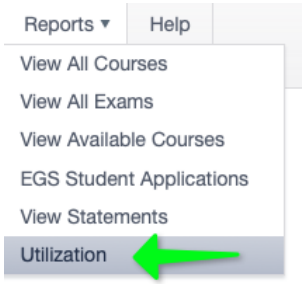
To locate students who need advising click "**Reports**" and "**View All Courses**". Students can be filtered by typing "**Y**" into the filter for "yellow" on the flagged column. To view all students needing advising select "All Years" for the school year.

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.



Utilization Report

School personnel may also view a program utilization report; users have the same level of transparency as fits their user role (School Users can see school specific information; District Users may see district wide information). This report may be accessed under **"Reports"**; once there, select **"Utilization."**



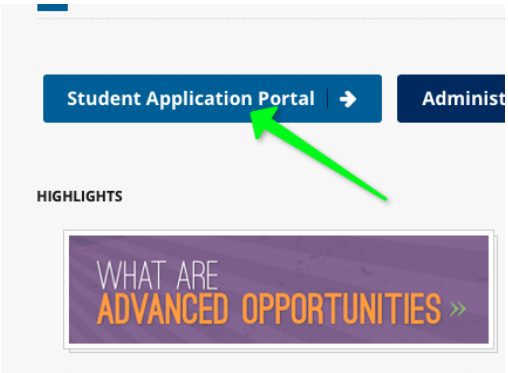
This report will show an aggregate breakdown of students, credits, exams and total dollars paid by each school in the district.

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

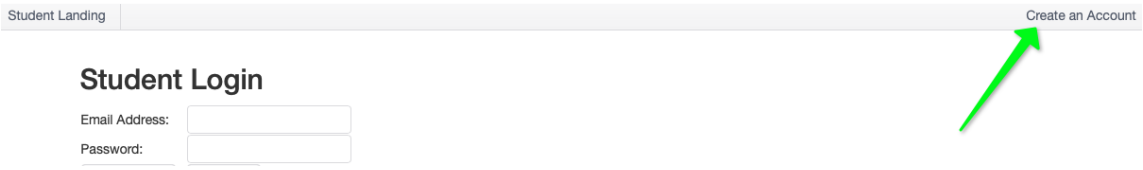
STUDENT NAVIGATION

Creating a Student Account

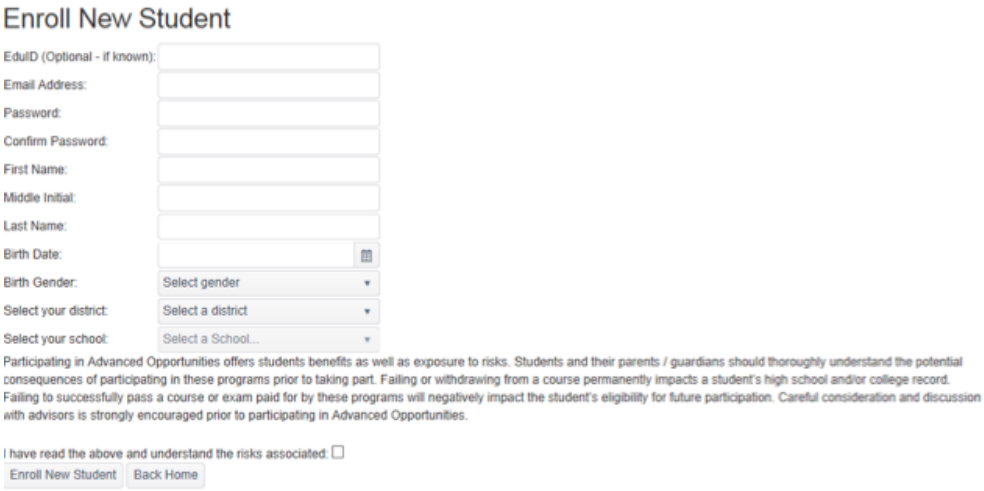
From the Advanced Opportunities site (http://www.sde.idaho.gov/student-engagement/advanced-ops) the student will select the blue "**Student Application Portal**" link.



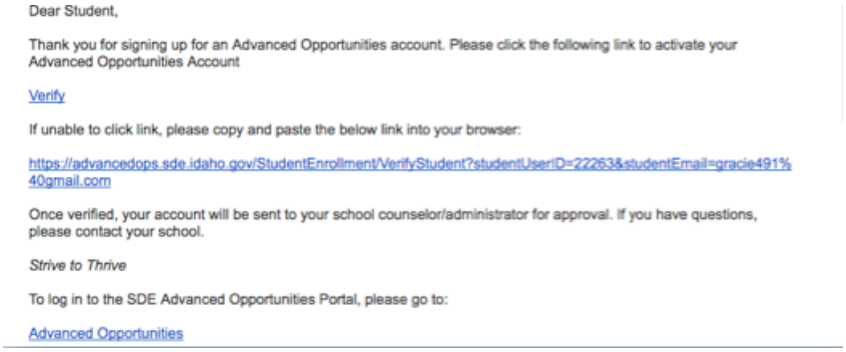
The student will click "**Create an Account**" in the top right hand corner.



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 link to proceed. This email is sent instantly; if the student doesn't get it within minutes of applying, he should check his spam folder or confirm that he used a valid email address.



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.

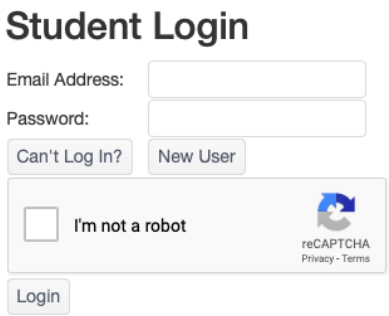
Strive to Thrive

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

Advanced Opportunities

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

After district personnel have approved the account, the student can log into the portal with the username and password that the student set up.



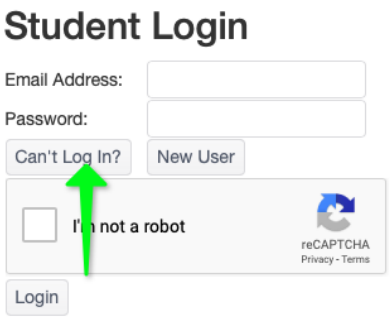
The student can now apply for funding for courses and / or exams.

Incorrect Account Information

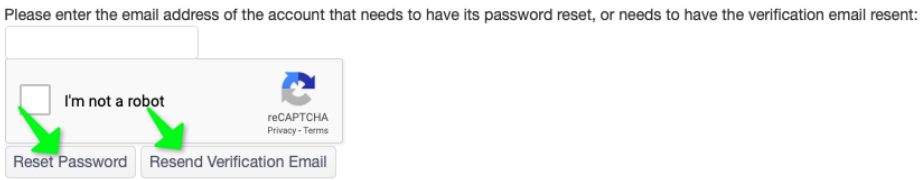
If a student created an account but selected the wrong school, or entered any of his or her information inaccurately, the student may log into the account and correct this information in the profile.

Missing Verification Email / Reset Password

If the student is missing the verification email or needs to reset his password, he should 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 his/her password.



If a student receives the following error message, it is possible that they created an account and typed in their email address incorrectly.

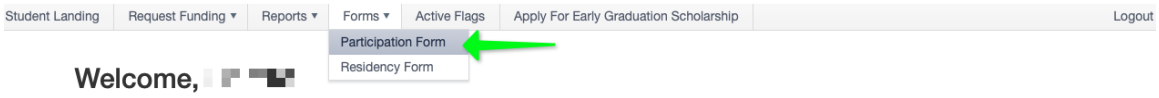
"Resending the verification email failed. Please make sure the email address is correct, and belongs to an existing account. Note that already-verified accounts cannot be re-verified."

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

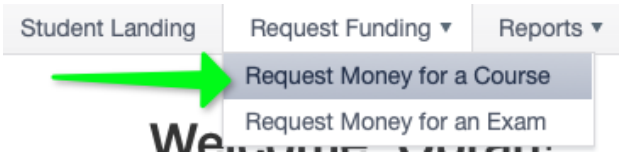
Student Generated Funding Request

Once the student has logged into her account, she is almost ready to apply for funding.

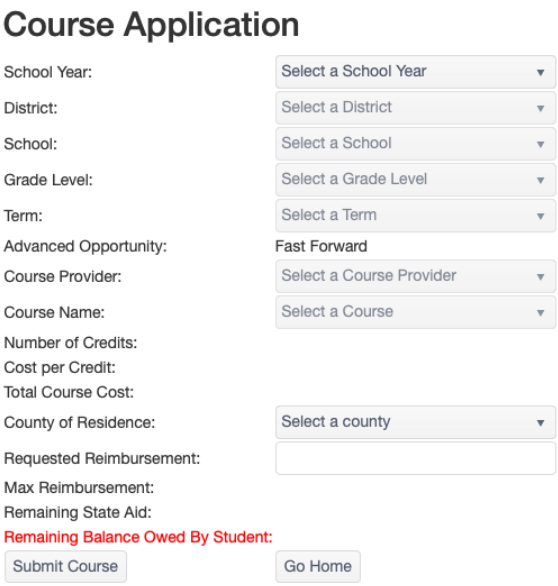
The student needs to be sure that she has submitted a completed **Participation Form** to her school district; the district must have these on file in order to approve the student for any Advanced Opportunities funding. The form can be found under the fourth tab across the top upon logging into the website, it is labeled **"Forms."** Turn the Participation Form into your local school district.



Once the form is on file, the student is ready to request funding. She will select **"Request Funding"** and then will choose the application type.



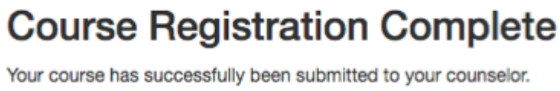
The student will enter the course/exam information, using the pre-populated drop down course or exam menu.



If the desired course or exam is not available, the student should contact district personnel to ensure that that course or exam is eligible. The district may need to add a class to the drop down menu through the **"Course Assignments**" feature.

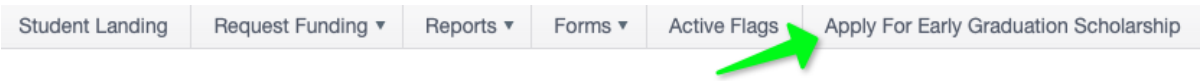
*If the student is taking a course from an out-of-state provider or is taking an atypical class, the request will need to be entered by the district personnel as an **"other"** option.*

Once the request has been submitted, the student will receive a notice indicating that applying for state aid to pay for the course/exam has been completed.

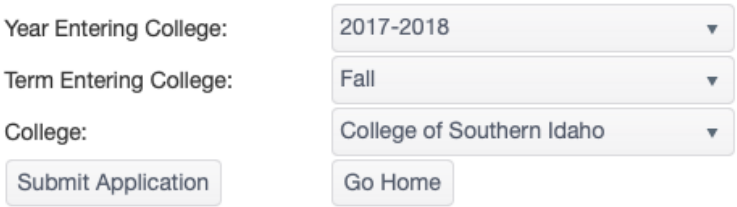


Early Graduation Scholarship Application

Students who graduate at least a full year early are eligible for an Early Graduation Scholarship. This is typically about $1,500 (it is 35% of Average Daily Attendance funding.). To apply for this scholarship, students must login to their Advanced Opportunities account. In the bar at the top of the webpage, the student will select **"Apply for Early Graduation Scholarship."**



Once the student has opened up this form, his student information will auto-populate. Then he will complete the remaining information needed. The student will submit the application. This request will be visible by the student's district, which will need to enter the verifying information regarding the student's graduation in the state's student data system, ISEE.



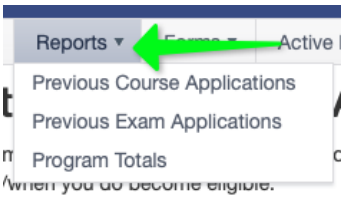
The student may track the scholarship progress in his Advanced Opportunities account. Students are encouraged to communicate with their districts to confirm eligibility for this scholarship.

Email Notifications

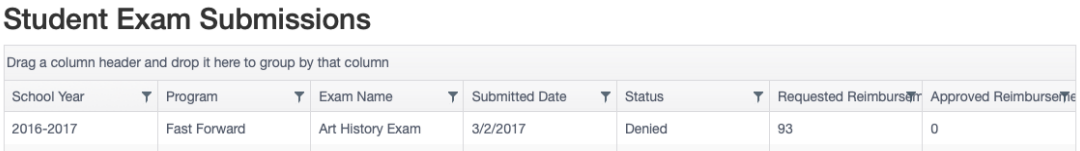
Students will receive email notifications whenever the status of the submission changes. This includes denial, approval, and payment status.

Student Account Management

The student will be able to manage her 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, she may click on the **"Previous Course Applications"** or **"Previous Exam Applications"** reports. This will show the student's applications and current status (pending, approved/denied, or paid).



Student Exam Submissions

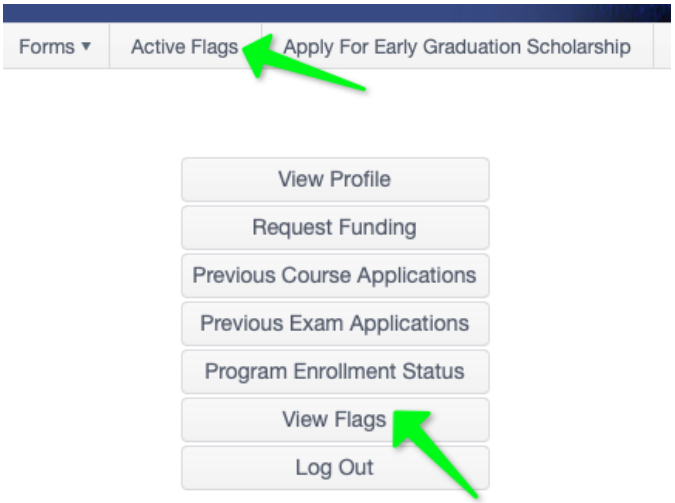
Drag a column header and drop it here to group by that column

School Year	Program	Exam Name	Submitted Date	Status	Requested Reimbursem	Approved Reimbursem
2016-2017	Fast Forward	Art History Exam	3/2/2017	Denied	93	0

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	Term Name	Grade Level	Credits Approved	Exams Approved	Dollars Approved	Dollars Available
Fast Forward	2016-2017	Year	0	1	0	$152	$3973
Fast Forward	2017-2018	Year	0	1	0	$152	$3973
Fast Forward	2018-2019	Year	0	1	0	$152	$3973

Students may also monitor their flag status through their account. Student accounts may have a flag added when they fail to earn credit for a course or exam. In order to access future funding, the student must pay for a “like” course or exam (same type of funding request, and same or greater cost.) Student flags details can be accessed in two places, click on “**View Flags**” or “**Active Flags**.”



Thank you for your dedication to Idaho students!

The State Department of Education appreciates all the efforts put in by school district personnel to ensure that Idaho students are able to 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 (http://www.sde.idaho.gov/student-engagement/advanced-ops/contact/Regional-Coordinators.pdf).