ADVANCED OPPORTUNITIES WEB-BASED PORTAL 4.0

Workforce Training User Guide

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

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VERSION 4.0 REVISED 8/16/2019

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

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

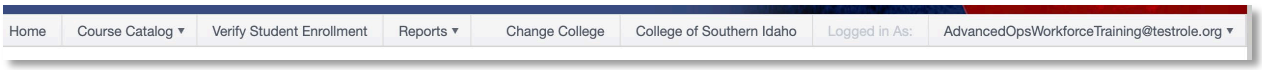
Spring exam submission deadline for school districts: May 22nd

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.

PORTAL ACCESS

To gain portal access, a new user will need to create an ISEE account on the SDE's main page. After creating an account, please contact the Advanced Opportunities Support Team to have the correct user permissions assigned.

Upon entering the portal, the following options will appear across the top:

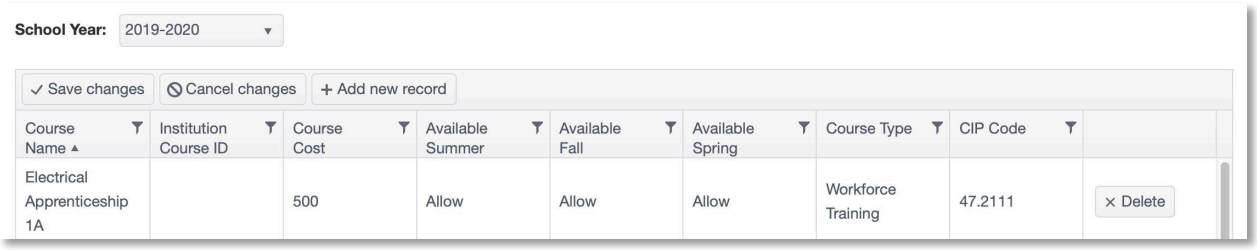


If these options are not visible, please contact the Help Desk to ensure that the correct role has been assigned.

COURSE CATALOG

It is up to the course provider to maintain a current list of approved workforce training courses to ensure that school districts can make them available to school staff and students. This feature can be found in the "Manage Course Catalog" tab. Select the school year when prompted. The College User may add individual courses or upload an entire catalog. Users may also edit individual records in this screen.

To add an individual record, click "Add New Record." The following screen will appear:



The User will enter the course name, institution course, course cost, semester/trimester availability, course type (use the dropdown menu), and CIP code.

Once the course information has been entered, the User must click "Save Changes" or all the entered information will be lost.

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

Example: **Electrical Apprenticeship 1A**

Additionally, the course providers must indicate the terms during which the courses will be made available to students. “Allow” indicates that courses are open for enrollment. “Disallow” indicates that they are closed for enrollment. Please note that the summer term is indicative of the term preceding the beginning of a school year. For example, Summer 2019 belongs to the 2019-2020 school year.

This is also the screen from which the User can edit an individual course record. To do so, click on the item that needs edited. Add the correct information and “save changes.”

Course Catalog Upload

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

To upload a catalog, the User will go to College User / Course Catalog / Upload Course Catalog.

Download the “Course Catalog Templates” file. Fill out the template as follows:

- *SchoolYear:* Type in the end year of the applicable school year, for example enter “2020” for the 2019-2020 school year
- *CourseName:* Type in the name of the course. Use proper naming conventions such as “ENGL 101 English Composition”
- *CreditNumber*:* Enter the number of credits such as “0”
- *CreditCost*:* Enter the course cost, such as “500”
- *AvailableSummer:* Identify if the course is offered during the summer term. Enter “Y” for Yes and “N” for No
- *AvailableFall:* Identify if the course is offered during the fall term. Enter “Y” for Yes and “N” for No
- *AvailableSpring:* Identify if the course is offered during the spring term. Enter “Y” for Yes and “N” for No
- *Coursetype:* Enter Overload Course, Dual Credit, or Workforce Training to identify the type of course being uploaded.
- *CipCode:* Enter the Classification of Instructional Programs code for the associated course.

**Note: For Workforce Training courses, zero credits are earned, so the total credits will be “0.” For the “cost per credit” Workforce Training courses will show the cost of the course. If*

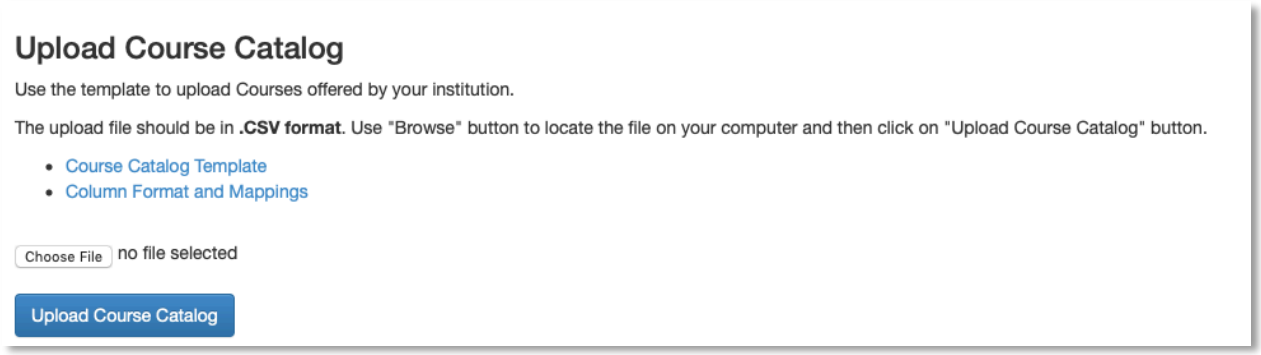
you have questions about uploading Workforce Training courses, please contact Advanced Opportunity support staff.

Do not leave any information blank. This will result in an error and will require another upload. Use the Column Format and Mappings file if you need assistance in completing your file.

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

Return to the portal, and select "Choose File." Locate the file on your computer and select "Upload Course Catalog."

Under the Course Catalog dropdown menu, the College User will have the option to "Manage Course Catalog."

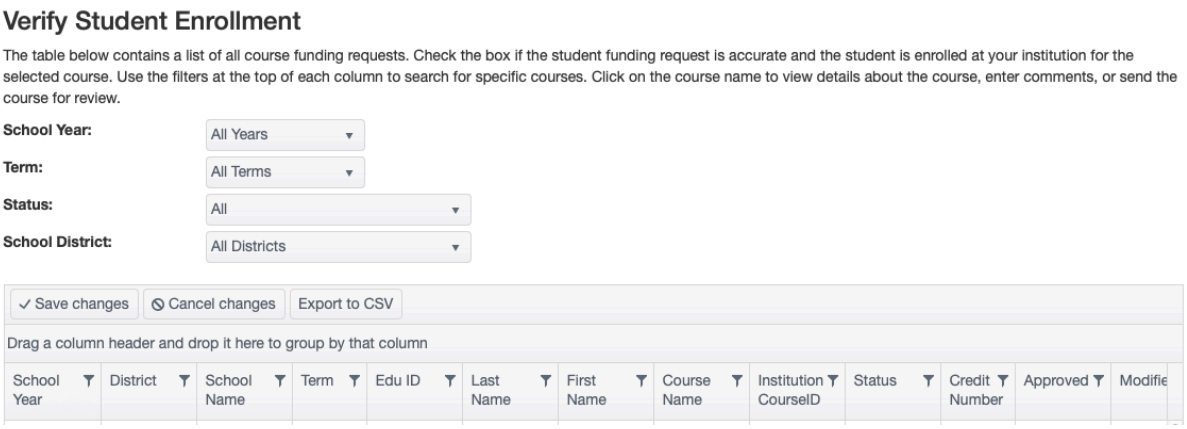


VERIFY STUDENT ENROLLMENT

This a list of all courses for which a funding request has been entered. As each course moves through the verification process, the status listed will change.

This view may be filtered by school year, term, course status, and school district.

As courses are added to the queue, course providers will verify whether or not students are enrolled in these courses. The second to the last column to the right has a check box available to verify enrollments. If students are enrolled in the courses, please verify their enrollment by checking the boxes. If students are not enrolled in the courses, leave the boxes blank. Click "save changes" before moving to the next screen.



When looking at this information, it is important that course details are carefully reviewed to ensure accurate payment.

Funding Request Status

Courses, which are entered by students and district personnel, will go through the following status sequence:

Status:	**Description:**
Pending Initial Approval	The student has submitted a reimbursement and the district has neither approved nor denied it
School Level Approval Received	The school has approved the reimbursement, and the entry is still editable by district users
Pending SDE Approval	The reimbursement has been submitted to SDE
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.

Workforce Training Users will need to either sort the Verify Student Enrollment report by the "Is Enrolled" column to find any mismatched courses prior to the school submission deadline and/or work with the College User to obtain a copy of the Enrollment Match report, which gives an overview of matched courses. Schools aren't able to submit their funding requests to the state until they have reached a 100% match, which is why it is critical for College and Workforce Training Users to work with them to identify and correct any discrepancies.

Clarification Requested

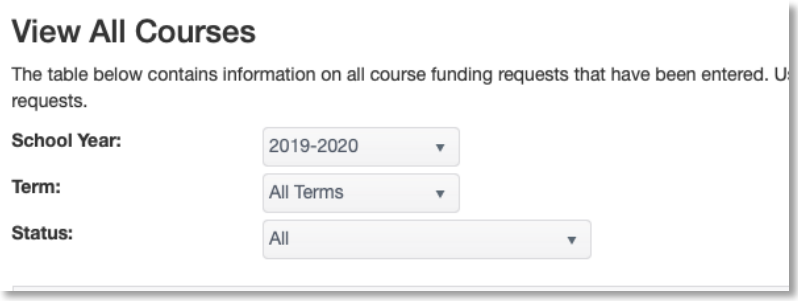
Course Providers can move courses into a "Clarification Requested" status. To do this, click on the title of the course, enter the reason in the Notes box, and select "Send for Review." This will push the funding request into a separate report for district personnel to resolve and re-approve.

REPORTS

Under Reports, the User will find options for View Courses, View Statements.

View Courses

Under View All Courses, the User may sort by school year, term, and course status.



Course Status includes the following:

Status:	Description:
Pending Initial Approval	The student has submitted a reimbursement and the district has neither approved nor denied it
School Level Approval Received	The school has approved the reimbursement, and the entry is still editable by district users
Pending SDE Approval	The reimbursement has been submitted to SDE
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 SDE. Revised after being paid; means Requested was raised
Approved	The reimbursement has been approved by SDE and is being prepared for payment
Denied	The school/district denied the reimbursement
Denied upon Revision	Application was denied upon revision. Initial payment made in error, all funds returned to SDE. Revised after being paid; means Requested was set to 0
Paid	Course has been paid
Refund to SDE	Application was revised to pay out less. Revision requires return of funds to SDE for overpayment. Refund to SDE. Revised after being paid; means Requested amount was lowered
Reimbursement in Error	Error state from system itself; unused. Reimbursement in Error. System error - shouldn't ever happen.
Rejected	The SDE has revised and denied the reimbursement
Reversal in Error	Reversal in Error; System status; Unused. System failed to update correctly - shouldn't ever happen.

Report details include the following:

District Name	School Name	Edu ID	Student	Grade	Provider	Course Name	Status	County	Amount	Enrolled	Flagged	Detail

This report may also be exported to a CSV file.

View Statements

Under View Statements, the User can see all Advanced Opportunities billing statements and their detailed information.

View Billing Statements

The table below contains statements for all Workforce Training transactions related to students from your institution. Click on the Statement ID number to view an itemized report of each statement.

Export Overview | Export Transactions

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

Statement ID	Status	Paid To	Advanced Opp Name	Creation Date	Paid Date
1267	Unpaid	College of Southern Idaho	Workforce Training	6/5/2019	

To see the details of any statement, the User may click on the statement ID number, with the arrow next to it. This will open up a Billing Details screen, which will identify the statement number, Advanced Opportunity program name, provider, billing item type, student name, course/exam name, and billing item amount.

DEADLINES

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

With input from course providers, the following deadlines by the SDE for the 2019-2020 school year. This chart is also available on the Home tab in the Advanced Opportunities portal.

Advanced Opportunities Portal 2019-2020 School Year Dates

	Access Window		Verification Window		Submission Deadline
Summer 2019	May 6	Jun 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)**

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

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

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

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

STUDENT FLAGS

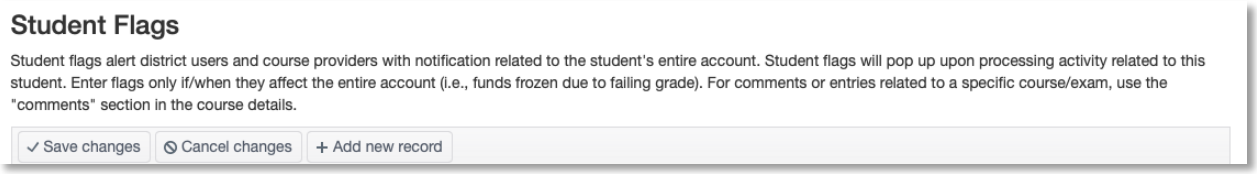
When a student fails to complete a class due to withdrawal, failing grade, or non-completion, the course provider must enter a flag onto the student account. This allows all portal users to know that the student must then pay for the next "like" class or exam (the next item must be of the same or greater cost *and* the same type—overload, dual credit tuition, exam, workforce training). It is important to note that failed courses/exams only impact continued funding for

“like” courses; for example, a failed dual credit course will only impact funding for dual credit courses in the future.

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

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

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



When entering a flag, the User should provide the following information for the course/exam for which the student did not earn credit:

- Term
- Course title
- Number of credits
- Cost
- Type of course/exam (overload, dual credit, exam, workforce training)

Example: “Fall 2019. Student w/d from ENGL 101, 3 cr, $225, Dual Credit”

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

✓ Save changes ⊘ Cancel changes + Add new record

Edu ID	Text	Created Date	Created By	Cleared Date	Cleared By
101290950	Flag testing: Withdrawn, FA2019, ENGL 101, 3 cr, $225	8/8/2019	advancedopcollege…	8/8/2019	advancedopcollege…

Advising Flags

Students who access Fast Forward funds for more than 15 credits must receive postsecondary advising. When students reach this threshold, the circle at the end of their record will automatically turn yellow. Once the student has received advising, the yellow flag can be cleared by clicking on the student's EduID and checking the "Student Received Advising" box. Or, if a flag has already been automatically entered, the User can clear it by pressing the "clear" button. If a flag is both yellow and red, this indicates that the student need advising and also has a general flag on their account.

Thank you for your dedication to Idaho students!

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