



Oklahoma State Department of Education

A-F Advanced Coursework Report

APRIL 01, 2014
VERSION 01.01

Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

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1 – Introduction

The Oklahoma State Department of Education (OSDE) has developed this application to take the data that is submitted from the local Student Information System up through the Wave to develop a list of students based on their course-section enrollments and grades that could be considered for the Advanced Coursework criteria for the A-F report card. This application does not include the Career Tech Courses as those will be sent directly from Career Tech to OSDE for inclusion in the Advanced Coursework grade. It also does not include data related to performance points for Advanced Placement (AP) or International Baccalaureate (IB) as performance points for AP and IB are calculated based off exam results. AP and IB exam results are supplied at a later date to the OSDE and will be included in the calculation at that time.

1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and submitting the A-F Advanced Coursework report to the Oklahoma State Department of Education for review and approval.

1.2 - How to use this document

This document is intended to be a step-by-step guide for reviewing and submitting the A-F Advanced Coursework report. To access successfully, follow the steps outlined in this document. For assistance with a specific section, identify the exact area in the Table of Contents and navigate to that section with a click of the mouse to follow the instructional steps. If you have any questions regarding this report, please contact the State Department of Education at 405.521.3301 for assistance.

2 – Access to the A-F Advanced Coursework Report

Access to the A-F Advanced Coursework Report is provided to a user by the District Superintendent or District Single Sign On Logon Administrator through the Single Sign On System. Individuals who already have the “District Superintendent,” “Site Principal,” or “District Administrator” role assigned to them in the Wave will automatically be granted access to the A-F Advanced Coursework Report. All others will need to have the “A-F Advanced Coursework Access” role assigned to them.

The Superintendent or Logon Administrator will need to grant each person the access they would need to review or submit the report. This will include the site level person who will complete each site level report and any other individuals.

2.1 Go to the Wave Portal

To begin, go to *the Single Sign On* web site (<https://sdweb01.sde.ok.gov/SSO2/Signin.aspx>) log in and choose the “the Wave’s Portal” option from the list of Systems. The list of systems will vary person-to-person depending on what other applications they have access to.

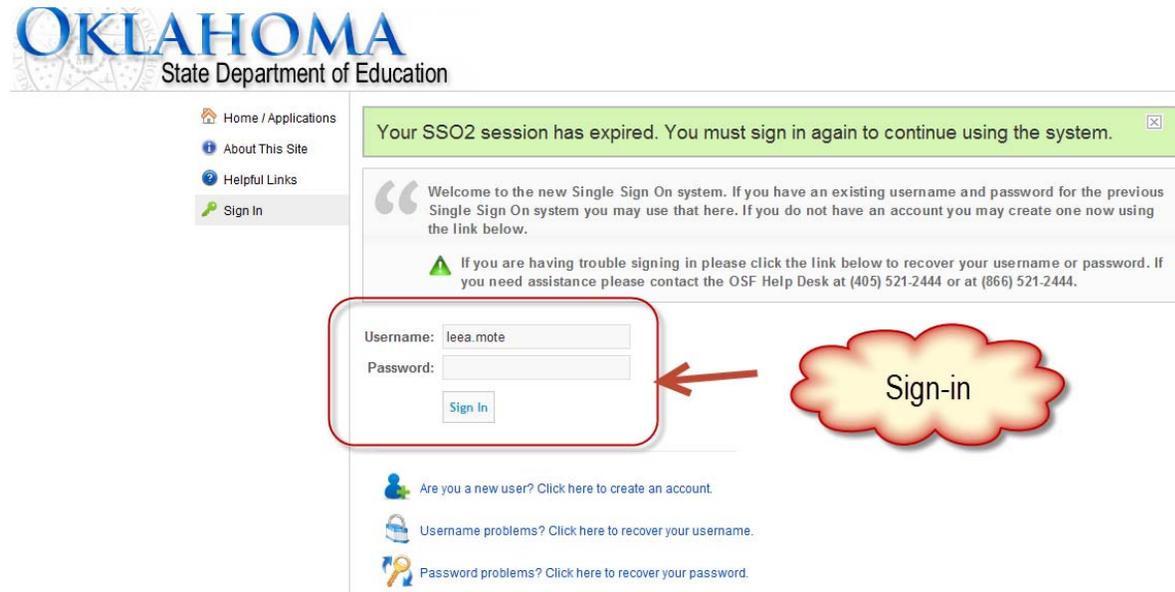


Figure 1 - Single Sign On Log-in Screen

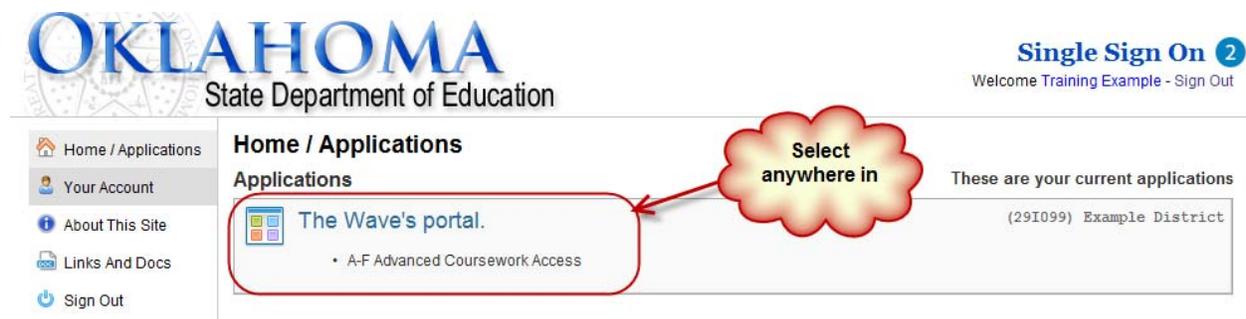


Figure 2 - Single Sign On Application List

2.2 Go to the A-F Advanced Coursework Report

Once into the Wave go to the Reporting tab and select "State Reporting Certification." This is the application where reporting certification will take place. Once into the State Reporting Certification Application you can scroll to the bottom of the screen and it will list all of the current reports. Select the A-F Advanced Coursework Report in the Report Link column. Below is a list of the different columns in this table.

Column Descriptions:

- **Report Link** - The link that will take you into the actual report
- **Status** - The "District" status. This will only change to the next level when all school sites associated with that report for your district reach the next level. There are four levels "Not Started," "In Process," "Confirmed," and "Certified."
- **Report Opens** - The first day you can access the report.
- **Due Date** - The day the report is due certified.
- **Contingent Report(s)** - This indicates the report requires another report to be completed first. You will not be permitted to begin a report that is contingent upon another until the other report shows a status of "Certified." If "None" is listed, the report is NOT contingent and can be started on or after the "Report Opens" date.
- **Report Note** - This is a summary about the report. Clicking on this will provide you with information related to this report (e.g. Purpose, applicable state or federal laws, new additions or functions in the report).
- **Program Area / Phone #** - The State Department of Education program area responsible for the collection of this report and the phone number you should call with questions related to this report.



Figure 3 - The Wave Reporting Tab, State Reporting Certification



Figure 4 - State Reporting Dashboard

2.3 Select Site and Reporting Status

To begin the report click on a school in the school list under the column heading “Site Name.” For each site there is a site status to indicate what part in the process the school is in. All schools must reach a “Certified” status. Below is a graphical representation of the statuses that the report goes through. On this screen the following functions are available:

- Confirm - Only the Superintendent and Site Principal will be able to click the "Confirm" button. This will lock the data so that it can no longer be edited. It will still be viewable.
- Release - Only the Superintendent can click the "Release" button. This will undo the "Confirm" and allow the data to be edited again. Do not call the state to have a report "Released" from Confirmation. Only the Superintendent can perform this task.
- Certify - Only the Superintendent can click the "Certify" button and only after all of the schools are listed with a status of "Confirmed." This will lock the "Release" button so that the report can no longer be edited by the district. Only the state can unlock the Certified Report. Call the phone number on the State Reporting Certification Dashboard associated with this report to have the report unlocked.



Figure 5 - Reporting Status'

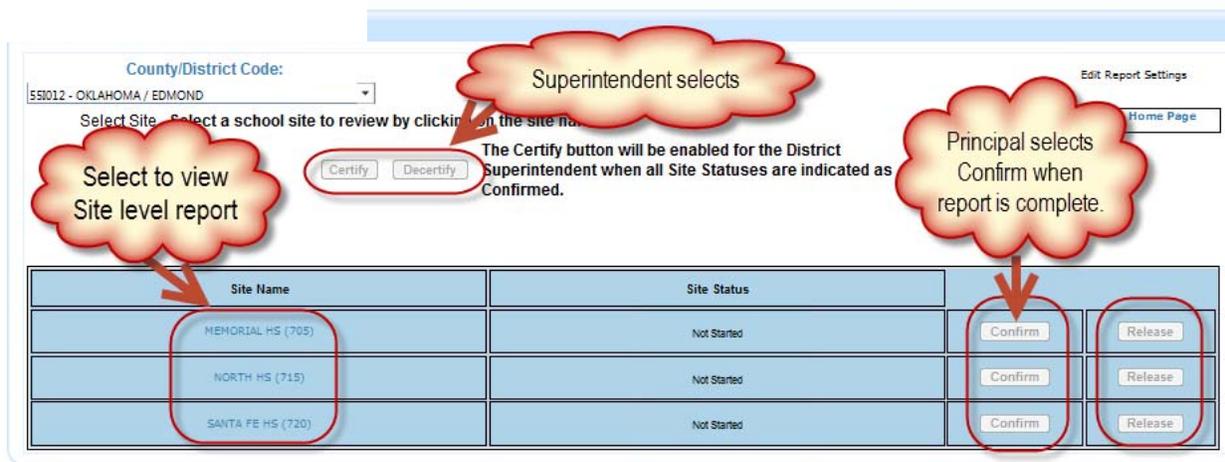


Figure 6 - Site Status Screen

2.4 General Navigation

Once in the A-F Advanced Coursework report, there are standard buttons and links on every screen. The Navigation buttons at the top allow you to go between different sections of the application.

- **Site Selector** – This returns you to the Site Status screen to select a different site or Confirm/Certify.
- **Prepopulated Data** – Data that are submitted directly from your local Student Information. This screen does not allow you to change any of the data, only review it.
- **On Screen Data Entry** – Data to review, correct, and submit. Once you select this screen the regular updates from your local Student Information System to this report will stop. Do not go

to this screen until you have made as many changes as possible through updating your local Student Information System.

- **Final Report** – The final version of the report. This is a copy of the data contained in either the Prepopulated Data screen or the On Screen Data Entry screen depending on which screen you are currently working in.
- **Find Missing Students** – Displays a list of the students not on the report and indicates the reason they are not showing up.
- **Reporting Tools** – This section contains reports that will assist you in completing the A-F Advanced Coursework Report.

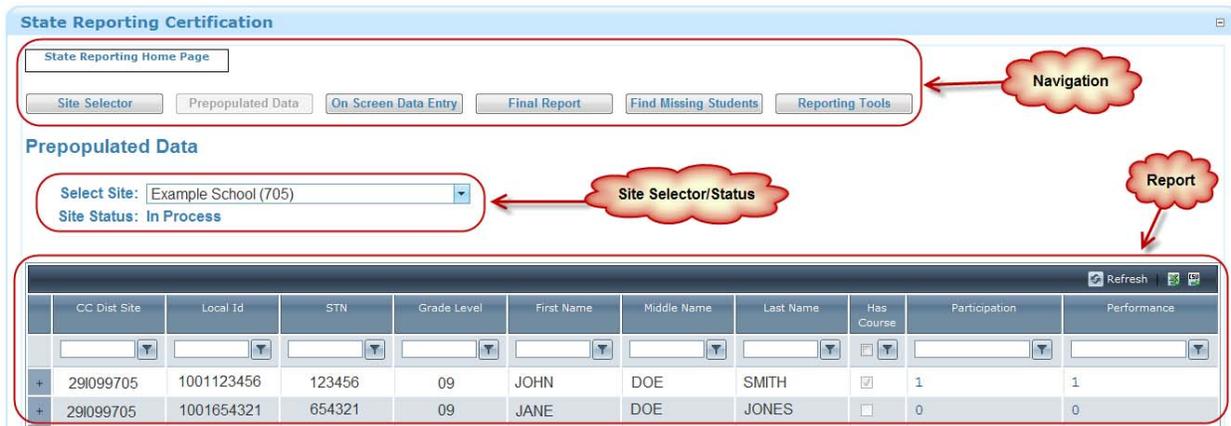


Figure 7 - Navigation

3 – Prepopulated Data

This section provides a step-by-step process for reviewing the data in the Prepopulated screen.

3.1 Navigation

The data on the prepopulated data screen is pulled directly from your local student information system and is updated on a nightly basis. On this screen you should be reviewing the data for accuracy and then making changes in your local student information system to update the information. Note: Please allow up to 24 hours for changes made in your local student information system to be reflected on this report.

To the left of the student's name there is a plus (+) sign you can use to expand and collapse to show the courses for a particular student.

The first seven columns on this page are simply for you to be able to identify the student being reported. All students enrolled at any point during the year in your school should show up on this list. This does NOT mean that all of the students have a course that counts towards the Advanced Coursework criteria set forth in the A-F Report Card system.

- School ID – the county-district-site code
- Local id – the local student id number that is assigned to that student
- STN – the state Student Testing Number assigned to that student
- Grade Level – the current or last known grade level for the student at your school
- First Name/Middle Name/Last Name – the name of the student as it is reported in the local SIS.

The last three columns are indicator columns.

- Has Course – A check box for each student that indicates whether there is a course listed for the student that is considered “Advanced”
- Participation – The number of participation points for that particular student the school may receive based on the courses listed and the grades received in those courses. Note: For the rules on which courses and grades count for participation please read the A-F Guidance on the SDE website. (<http://sde.ok.gov>)
- Performance – The number of performance points for that particular student the school may receive based on the courses listed and the grades received in those courses. Note: For the rules on which courses and grades count for participation please read the A-F Guidance on the SDE website. (<http://sde.ok.gov>)

All points displayed here are simply indicators. They may not be the final count of points that will be used in the A-F report card. All preliminary numbers are subject to change at the discretion of the Accountability Office through the final data review made by that office.

The filter boxes at the top of each of the columns will allow you to search for only those students that have courses listed underneath them, by selecting the checkbox underneath the Has Course column header and then selecting the cone shaped icon and selecting Equal To.

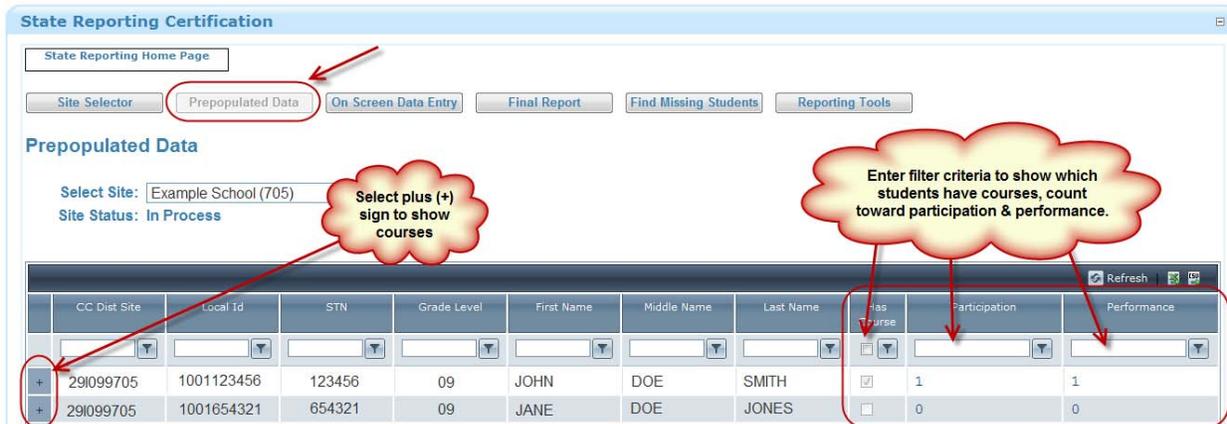


Figure 8 - Prepopulated Data Screen Navigation

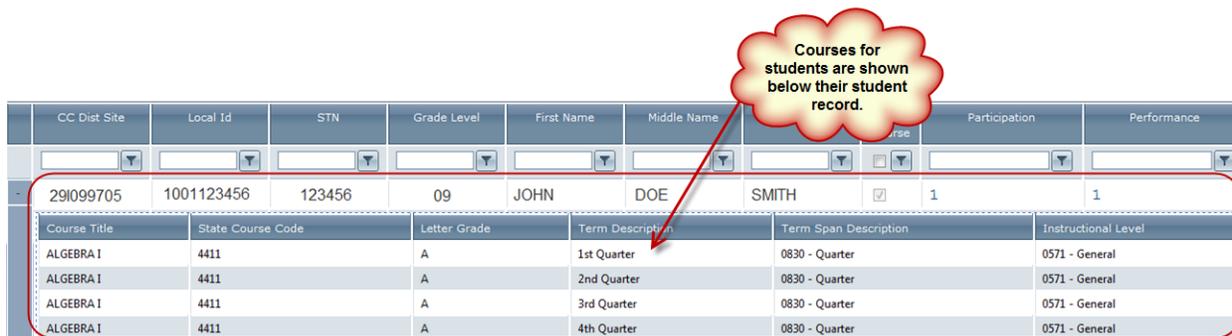


Figure 9 - Prepopulated Screen Course Information

3.2 Filter Grid

The data grid can be filtered based on filter criteria you enter. At the top of each column under the column header there is a space for you to enter filter criteria. Once you enter your filter criteria select the icon that looks like a cone (▼). This will bring up a list of filter options (contains, equal to, etc.). Select an option and the report will filter based on your selection. You can filter on multiple columns at one time (e.g. Has Course *and* Participation). When you want to remove the filter criteria select the filter button again and select “NoFilter.” This will remove the filter and return the list to all records. If you filtered in multiple columns, you will need to do this for each column to remove ALL filters.)

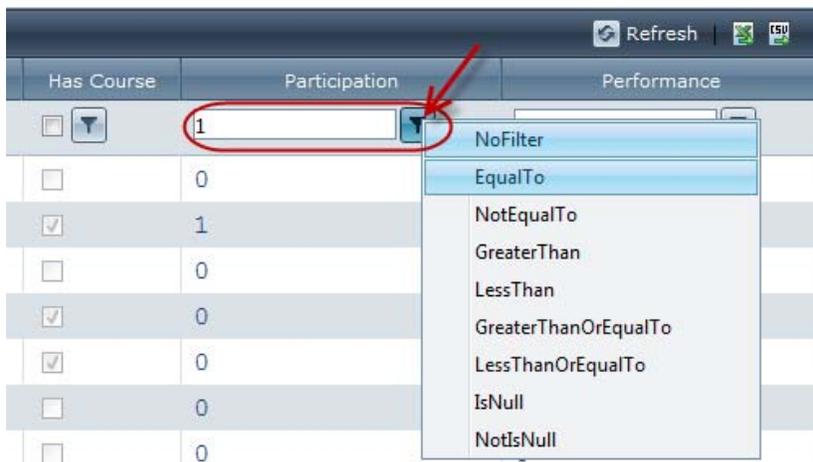


Figure 10 - Enter Filter Criteria and select Filter Button

3.3 Change the Report View

In the grid view you can change the order of the columns by dragging the column and placing it where you would like for it to appear. Hover over the column that you would like to move until it looks like crosshairs (); select the column and hold down, then drag to where you want the column to move to and de-select. This will release the column and move it to that location.

You can also sort the report by selecting the column title. This will sort the report alphabetically based on the column header you selected.

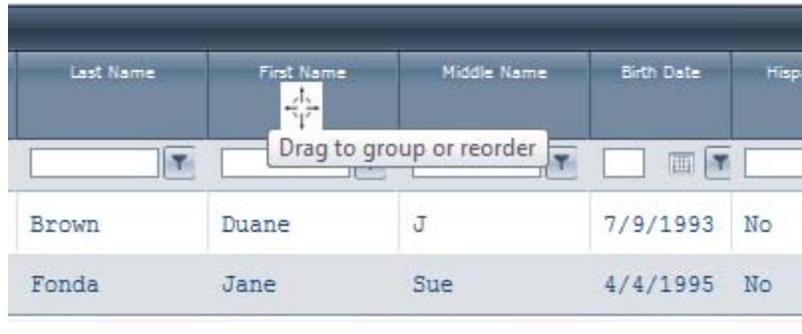


Figure 11 - Dragging to Reorder Columns

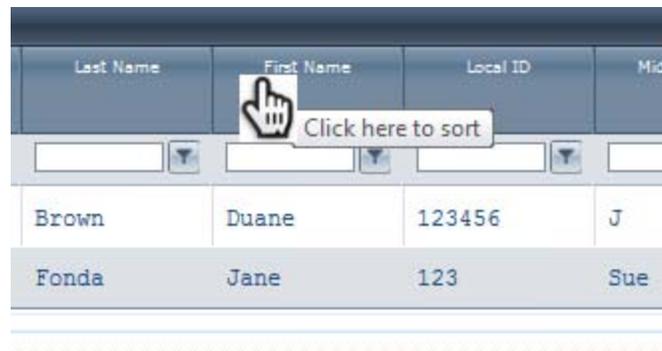


Figure 12 - Column Sorting

4 – On Screen Data Entry

This section provides a step-by-step process for completing the One Screen Data Entry.

4.1 Navigation

Once you select the On Screen Data Entry button at the top this will freeze your data and the Wave will stop updating the data based on data received from your local SIS. Only begin the On Screen Data Entry when you are sure you will no longer want to update data from your local SIS automatically. The On Screen Data Entry view is very similar to the Prepopulated screen with the addition of Add Course, Edit Course, and Delete Course buttons. This will allow you to manually update the data before it is submitted for inclusion in the A-F Report Card calculations.

At the conclusion of this report, the list should contain all students and those courses and grades which count towards advanced coursework credit.

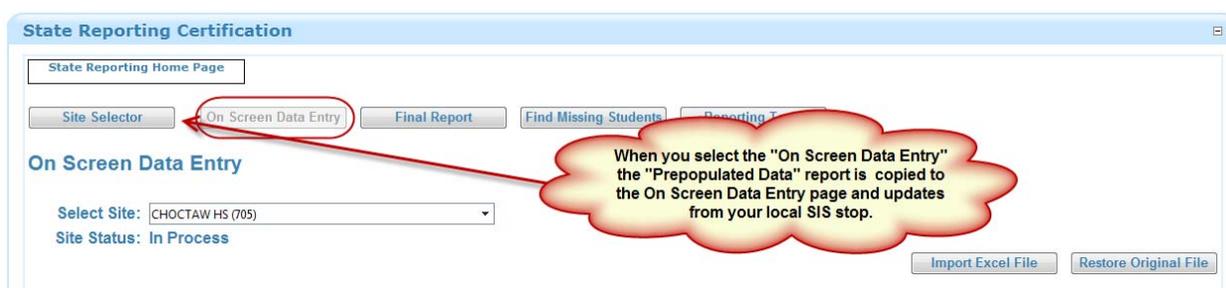


Figure 13 – On Screen Data Entry Navigation

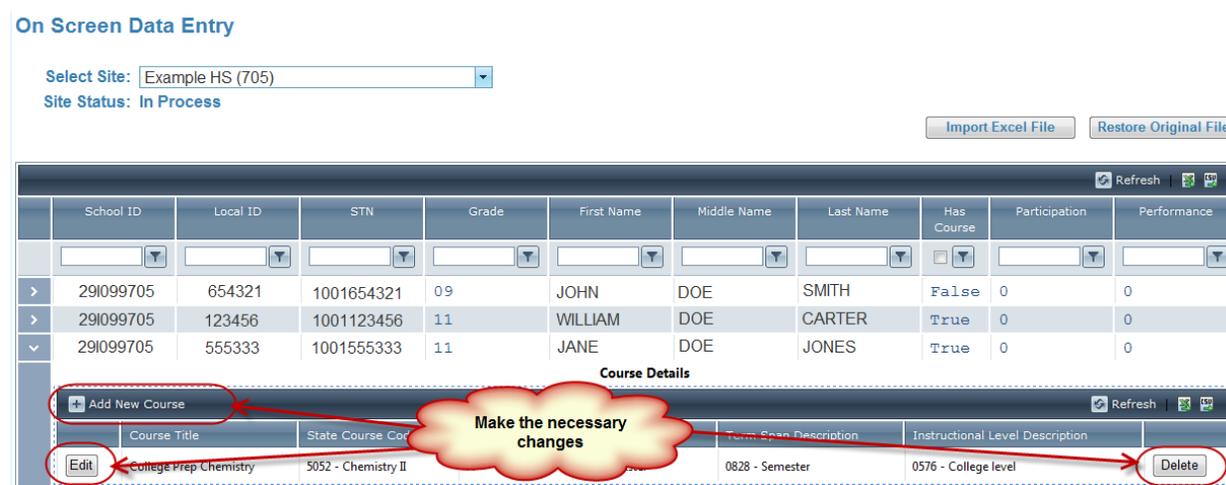


Figure 14 – On Screen Data Entry Add, Edit & Delete Buttons

4.2 Add Record (Course)

In the On Screen Data Entry page you can add a course to a student by selecting the “Add New Course” button at the top of the table. This will open an edit screen with various drop-down boxes to complete. All fields on this screen are required to add a new course. Make sure and select Insert at the bottom of the edit screen to save the new record.



Figure 15 - Add New Course Button

Two of the items to add are required, but are local descriptions:

- Course Title – The title used at your local school for this course.
- Term Description – A description of the Term for this course (e.g. Semester 1, Quarter 3, Trimester 2, etc.)

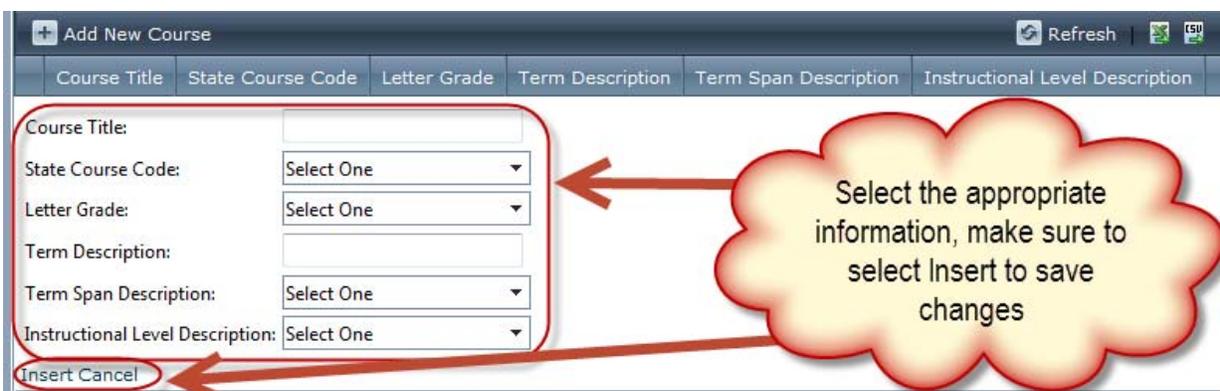


Figure 16 - Add New Course Screen

4.3 Edit Record (Student)

In the On Screen Data Entry page you can edit a student’s existing courses by selecting the “Edit” button to the left of their name in the table. This will open an edit screen with various drop-down boxes to complete.



Figure 17 - Edit Button

4.4 Adding and Editing Data Business Rules

When a record is added or edited, there are certain requirements that must be met for the data to be saved. Below are the data fields and the requirements around each:

Column Name	Rule
Course Title	Required, this is your local name for this course, for example “AP Calculus”
Letter Grade	Required, the grade in the course for the specific term (A, B, C, D, F)
Term Description	Required, this is a free text field to allow you to describe the term range this grade is for (e.g. Semester 1, Quarter 3, Trimester 2)
Term Span Description	Required, dropdown box that you must select the best description for which the grade is for. Semester – yours courses are scheduled as a Semester schedule. Trimester – your courses are schedules as a Trimester schedule. Quarter – yours course are scheduled as a Quarterly schedule.
Instructional Level	Required, dropdown box for selecting the instructional level of the course. Keep in mind that only certain instructional levels count toward points for participation or performance for the A-F Advanced Coursework criteria.

5 – Bulk Updates

This section shows you how to upload an Excel document to replace data for reporting.

5.1 Navigation

If a large amount of changes need to be made and it would be easier to produce a file from your local student information system to upload to the application, this can be done using the “Import Excel File” functionality. At the top right of the table there is a button labeled “Import Excel File.” This will open a screen for you to upload your excel document. Once it is uploaded a data validation check will be conducted to ensure it meets the data standards in place in order to upload correctly. A data template with examples is provided for you in the Instructions section of the On Screen Data Entry page.

The screenshot shows the 'State Reporting Certification' application interface. At the top, there are navigation buttons: 'Site Selector', 'On Screen Data Entry', 'Final Report', 'Find Missing Students', and 'Reporting Tools'. Below these is a 'Prepopulated Data' section with a 'Select Site' dropdown menu set to 'Example School (705)' and a 'Site Status' of 'In Process'. A red box highlights three buttons: 'Export to Excel', 'Import Excel File', and 'Restore Original File'. Below the buttons is a table with columns: CC Dist Site, Local Id, STN, Grade Level, First Name, Middle Name, Last Name, Has Course, Participation, and Performance. The table contains several rows of student data. Below the main table is a 'Course Details' section with an 'Add New Course' button and a table with columns: Course Title, State Course Code, Letter Grade, Term Description, Term Span Description, and Instructional Level Description. The 'Course Details' table contains two rows of course information.

Figure 18 - Import Excel File

5.2 Uploading the File

The file format for the upload file must follow the following format. There is an Excel example at the top of the screen in the instructions.

- Local ID – The local ID for the student. This must exist and must match a local ID for a student already in the application for this particular school.
- STN – The STN for the student. This must exist and must match the STN for a student already in the application for this particular school.
- Course Title – The local course title for this course. This must exist, but can be whatever would work best to describe the course locally.
- State Course Code – must be four digits and must be a valid course code
- Letter Grade – must be A, B, C, D or F
- Term Description – The local term description (e.g. Semester 1, Quarter 4, Q4, T1, Trimester 2, etc.).
- Term Span Description – must be Semester, Quarter or Trimester

- Instructional Level Code – must be one of the four digit instructional codes, and must be numeric.

To upload the file, select the Browse button and locate your file. Once you have selected your file, select the Upload File button. Once this is complete you will see a note indicating that your file has been uploaded.

Other Business Rules:

If the Local ID and STN do not match a Local ID/STN combination in the Wave for the school you are uploading to the record will fail.

The file uploaded must be a complete file of all of the advanced courses for every student. It WILL NOT supplement the data that already exists, it will erase and replace the course data that exists for each student.

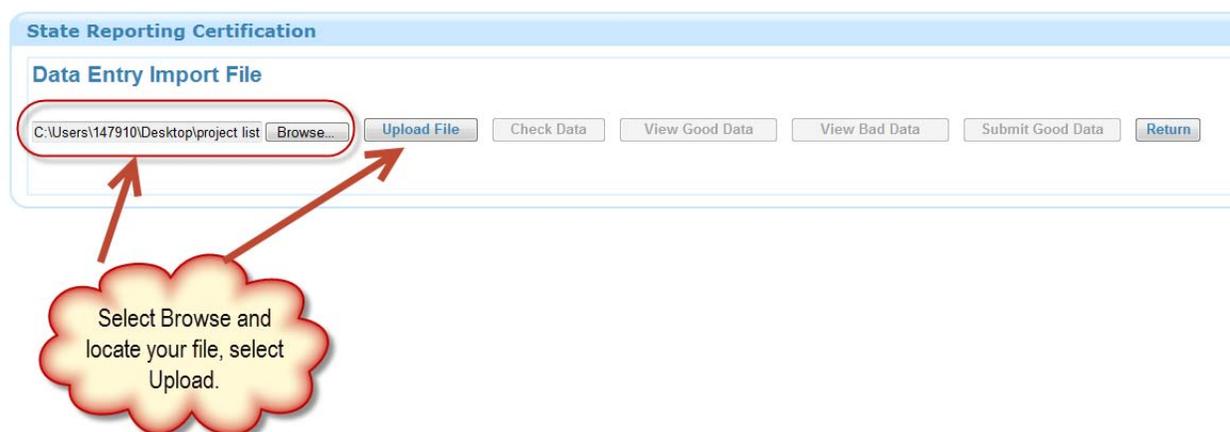


Figure 19 - Data Entry Import File

5.3 Data Clean up

There are several tools with this upload process that will allow you to run the data you submitted through validation to ensure it is in the appropriate format.

After you upload your Excel file a note will appear below the button indicating whether your data was uploaded appropriately or if there are data corrections that need to be made. You can view the correct data by selecting the “View Good Data” button, and you can view the data that needs to be corrected before it can be submitted by selecting the “View Bad Data.” If there was some good data and some bad data, it is recommended that you correct the Bad Data in the Excel spreadsheet and repeat the process to have a complete file to upload.

The “View Good Data” screen will show a table with all of the data that is ready to be submitted. Once you are ready, select the “Submit Good Data” button and this will make the updates to the records. Select “Return” to go back to the On Screen Data Entry page. The “View Bad Data” screen will show a table with all of the data that needs to be corrected before it can be submitted. The “Problems” column at the end of the table describes the issue with the data.

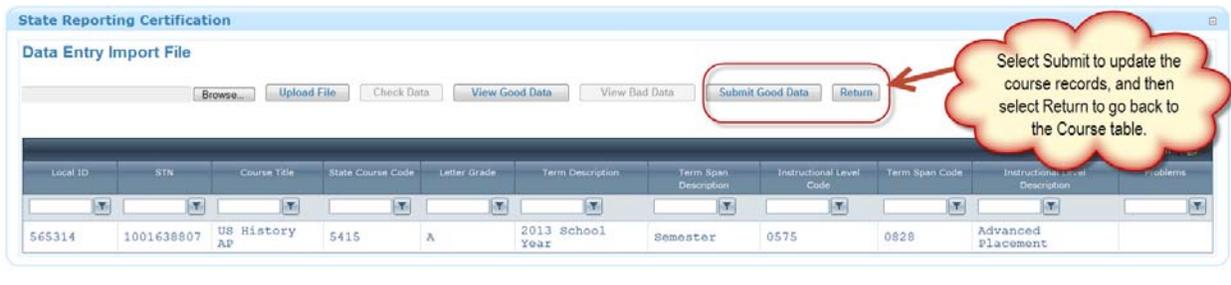


Figure 20 - View Good Data

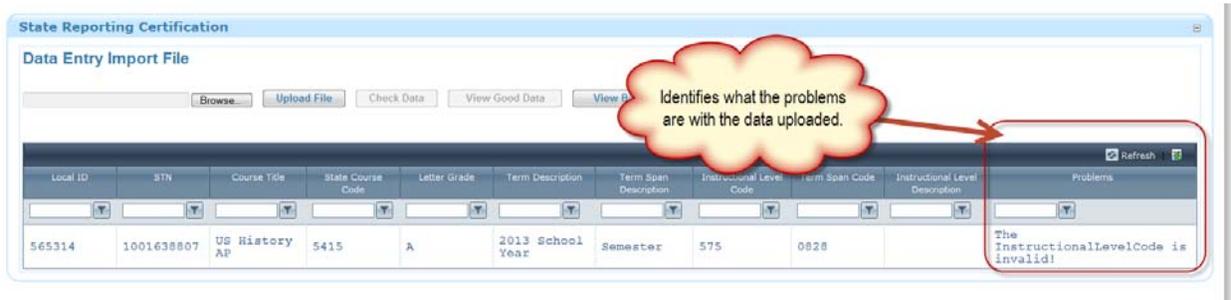


Figure 21 - View Bad Data

6 – Final Report (to Confirm)

This section provides instructions for user to view, certify, and export the Final Report. Once all changes have been completed in the On Screen Data Entry screen the Principal can log-in and view the final report; if needed the report can be exported to CSV or XLS (Excel) format.

6.1 Navigating to the Final Report

When the data is determined to be complete the Principal can login and view the “Final Report.” The “Final Report” is the navigation button next to the On Screen Data Entry.

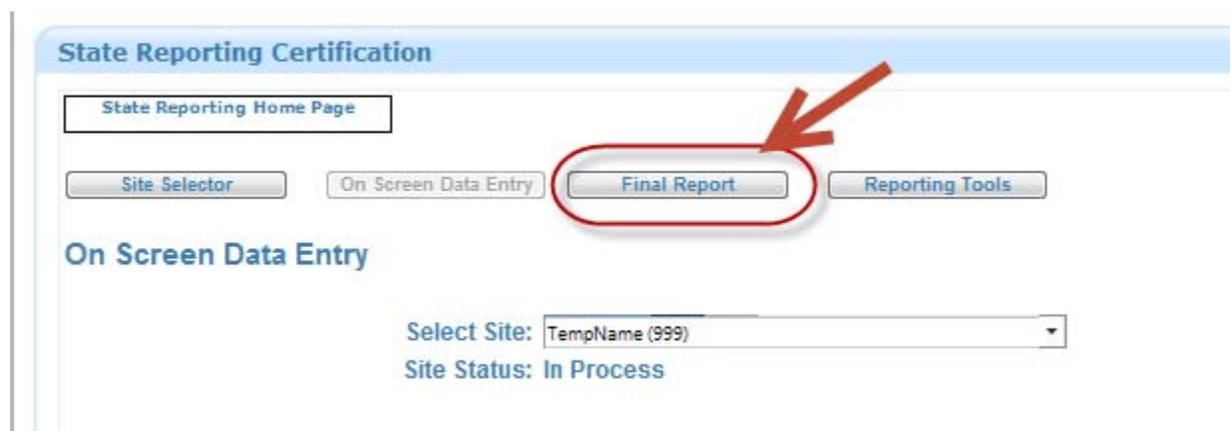


Figure 2214 - Final Report Navigation Button

6.2 Export the Final Report

To the far right of the grid there are two small icons that will allow you to export to XLS (Excel) or CSV (). After you select the icon, look for a pop-up at the bottom of the screen (this may vary depending on what version of windows or other operating system you are using.)



Figure 23 - Export Report

6.3 Confirm the Report

There are two ways to confirm the report:

1. Through the Final Report screen.
2. On the Site Selector Screen.

On the Final Report page a person with the “Principal” role will see the “Confirm” button activated. If you do not see this button activated and your report is in the In Process status, then you do not have the proper authority to confirm the report.

The other method to confirm the report is on the Site Selector Screen. The Confirm button will be available to the right of the site’s name to those with the appropriate access.

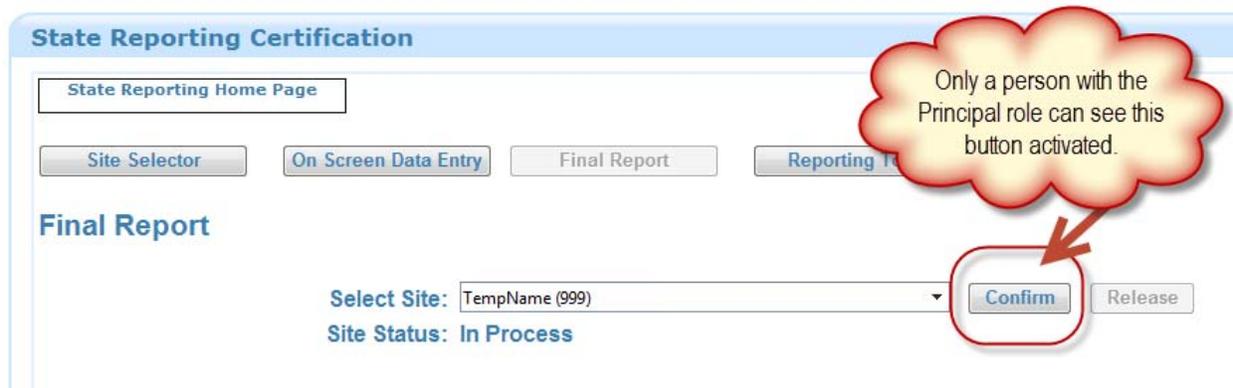


Figure 24 - Confirm Button on the Final Report page



Figure 25 - Confirm Button on Site Selector page

7 – Find Missing Students

This section provides instructions for the Find Missing Students section of the report. This view shows a list of the students that are missing from the Prepopulated or On Screen Data Entry and why they are missing from the report.

To the far right there are two columns that indicate the particular issues for each student. If there is something in the STN issue column then the student is on the STN wizard waiting for an STN to be assigned. The STN column will also be highlighted. If there is something in the Data Validation Wizard Issue, then the student is on that wizard because of one or more issue with the data. The reason for the issue will also be highlighted.

You can select the link to go to the particular wizard. If there are a lot of errors you may want to export the report for review. Select the Excel icon in the right hand corner to export.

Find Missing Students

Select Site: Example School (705)
Site Status: In Process

CCDistSite	STN	Local Id	First Name	Middle Name	Last Name	Suffix	STN Wizard Issue	Data Validation Wizard Issue
29I099705		23456	MARY	SUE	CARTER		Has Issues	No Issues
29I099705		65432	WILLIAM		MARTIN		Has Issues	No Issues
29I099705		12345	JANE	DOE	SMTH		Has Issues	No Issues
29I099705		98765	JOHN	DOE	JONES		Has Issues	No Issues
29I099705		11112	DAVID	DANIEL	JONES		Has Issues	No Issues

Figure 26 – Find Missing Students Page

8 – Reporting Tools

This section provides instructions for the Reporting Tools section of the report. There are two reports to view to assist with A-F Advanced Coursework report.

- **Advanced Coursework Students** – this report shows a list of the students that will be considered for the participation and performance points for the A-F Advanced Coursework criteria.
- **Advanced Coursework Summary** - this report shows the preliminary points for each type of instructional level that counts towards advanced coursework. Note: These are preliminary counts. The data will be reviewed by the Accountability office and the final points will be displayed during the review period for the A-F Report card.

8.1 Navigating the Report

On the Reporting Tools page choose a report from the drop-down list then if applicable select the checkbox next to District Report, finally select the “View Report” button. The District Report checkbox is optional and should only be used by district users to show all sites under a particular district. *All reports open up in a new window.*

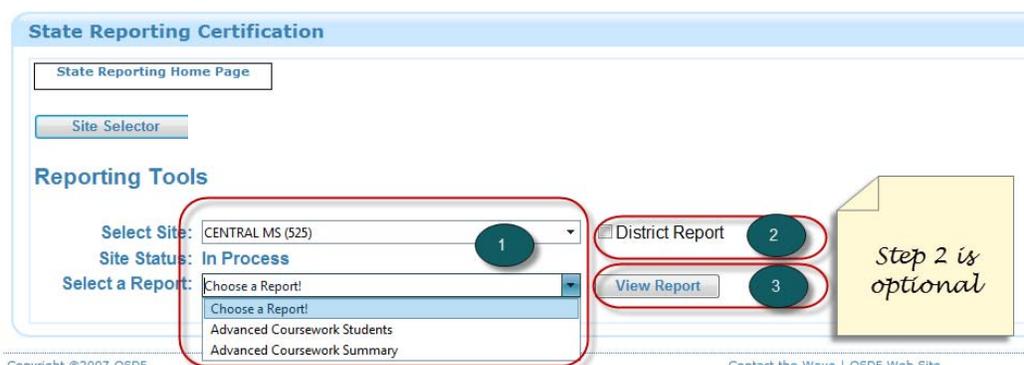


Figure 27 - Reporting Tools Screen Navigation

After clicking “View Report” a new screen will appear with the Report Information. Select a format from the drop down box at the top of the screen (e.g. Excel, Word, or PDF) and click “Export.” You will then be prompted to either “Open” or “Save” the document. Choose “Open” and the document format you selected will appear. For this report, Excel is probably the best option to choose for viewing the data.

Wave State Certification Final Report Historical Adjusted Graduation Cohort																
District Name										County / District						
TempName										291099						
School ID	School Name	Local Id	STN	Last Name	First Name	Middle Name	Birth Date	Hispanic Latino	American Indian	Asian	Black	Pacific Islander	White	Gender	Migrant	I
291099999	TempName	123456	1001666999	Brown	Duane	J	Jul 9 1993	No	No	No	No	No	Yes	M	No	
291099999	TempName	123	1001666998	Fonda	Jane	Sue	Apr 4 1995	No	No	No	Yes	No	No	F	No	

Figure 28 - Reporting Tools Screen Navigation Formatting

9 – Superintendent Responsibilities

In this section we will review how the District Superintendent is to “Certify” the A-F Advanced Coursework Report.

9.1 Certifying the Report

To officially submit the report to OSDE for reporting the District Superintendent must select the “Certify” button located on the Site Selector screen. This can only be done when all sites list are in the Confirmed status.

Site Name	Site Status
MEMORIAL HS (705)	In Process
NORTH HS (715)	Not Started
SANTA FE HS (720)	Not Started

Figure 29 - Certify Button

9.2 Releasing the Report

If a site has already confirmed their report and they determine they need to make some additional changes, the District Superintendent has the authority to “Release” the site report for them to go back and make changes on the On Screen Data Entry screen. Doing this will change the report site status to “In Process” so the Principal will need to re-confirm the report and then the Superintendent can certify.

State Reporting Certification

County/District Code: 550012 - OKLAHOMA / EDMOND

Select Site **Select a school site to review by clicking on the site name.**

The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.

Site Name	Site Status	Confirm	Release
MEMORIAL HS (705)	In Process	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
NORTH HS (715)	Not Started	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
SANTA FE HS (720)	Not Started	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>

Superintendent can "Release" to go back to the In Process status to make changes

Figure 30 - Release Button

9.3 Decertification

If the Superintendent has already certified the report and the site/district determines they need to make additional changes to the report, they can call the OSDE to decertify their report. This will put it back to the Confirmed status and allow the Superintendent to Release the individual sites that need to make corrections.