



Oklahoma State Department of Education

A-F Advanced Coursework Report

MAY 6, 2016
VERSION 01.03

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 report student course data that meets the criteria for Advanced Coursework on the A-F Report Card. The report is populated using data are submitted from a district's local Student Information System up through the Wave. 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

Reading through this entire manual will provide a step-by-step walkthrough of the application. 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 Office of Accountability at 405.522.5169 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* website (<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.

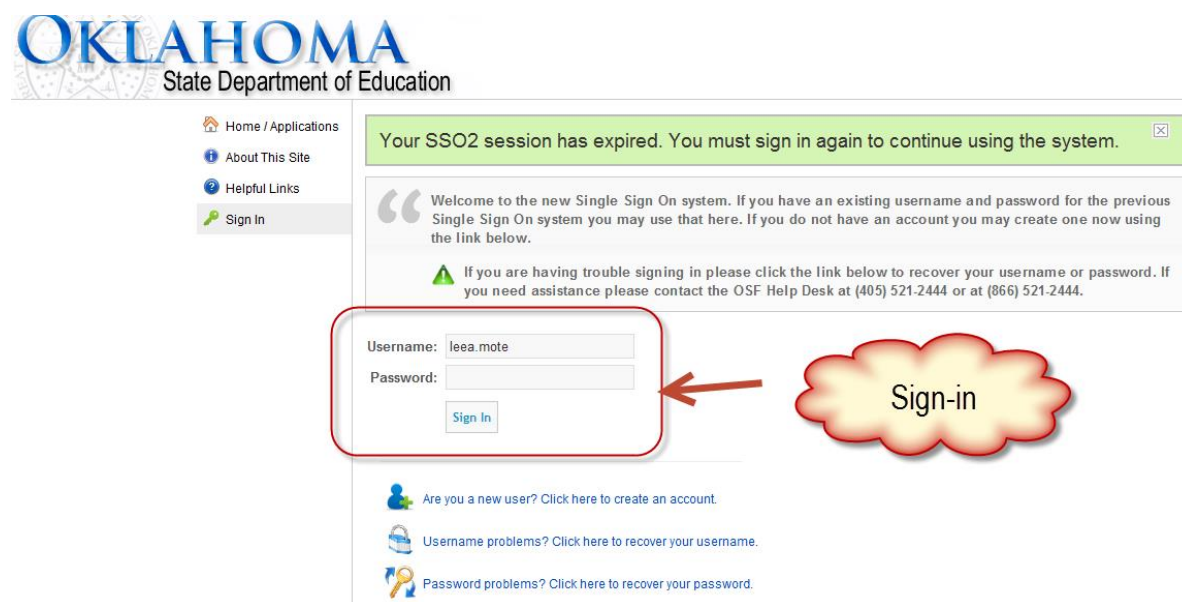


Figure 1 - Single Sign-On Log-in Screen

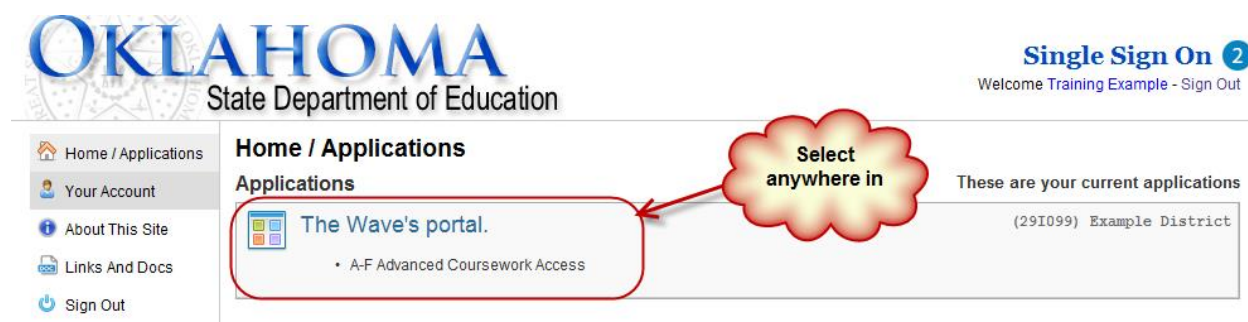


Figure 2 - Single Sign-On Application List

2.2 Go to the A-F Advanced Coursework Report

Once in the Wave go to the “Reporting” tab and select “State Reporting Certification”. This is the application where reporting certification will take place. Once in 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.

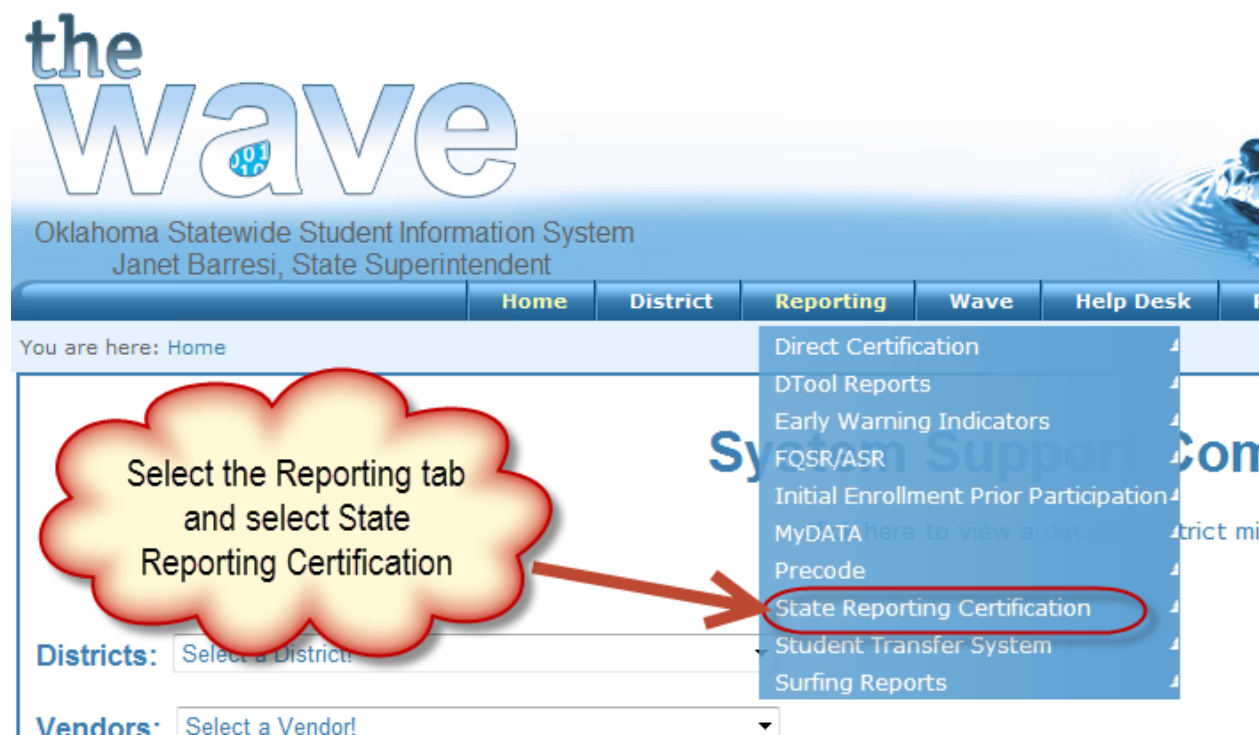


Figure 3 - The Wave Reporting Tab, State Reporting Certification

State Reporting Certification

Welcome to the State Reporting Certification Application. To begin, select a report from the list below:

County/District Code: State Level Report Administration:

Report Link	Status	Start Date	End Date	Report(s)	Report Note	Program Area / Phone#
Historical Adjusted Graduation Cohort	Not Started	4/20/13 0:00		None	New Report / Read Me	Accountability and Assessments (405) 521-3301
A-F Advanced Coursework	Not Started	5/29/13 0:00	6/28/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301
Assessment Correction Window (3-8)	Not Started	5/29/13 0:00	6/28/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301
Assessment Correction Window (9-12)	Not Started	5/29/13 0:00	6/28/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301
SMART Report	Not Started	5/29/13 0:00	6/28/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301

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 the “Confirm” status. 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.

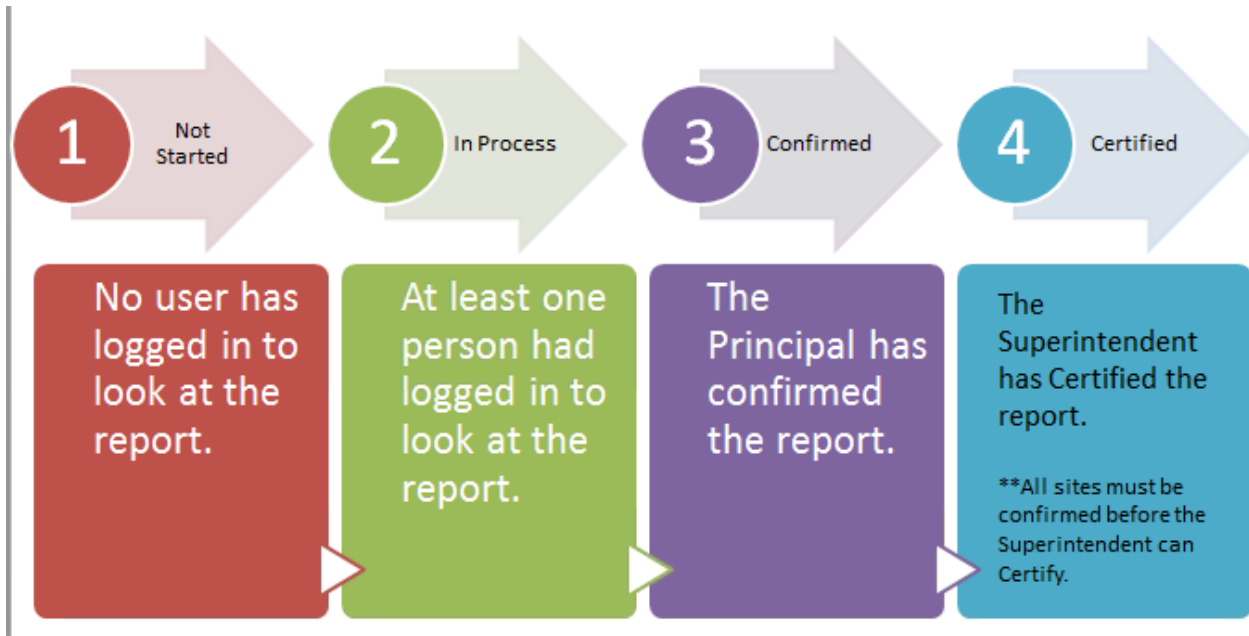


Figure 5 - Reporting Status

County/District Code: 551012 - 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.

Select to view Site level report

Superintendent selects

Principal selects Confirm when report is complete.

Site Name	Site Status	Confirm	Release
MEMORIAL HS (705)	Not Started	<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"/>

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 is 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 once all changes have been completed in the On Screen Data Entry section.
- **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.

The screenshot shows the 'State Reporting Certification' interface. A red box labeled 'Navigation' encompasses the top navigation bar, which includes a 'State Reporting Home Page' link and buttons for 'Site Selector', 'Prepopulated Data', 'On Screen Data Entry', 'Final Report', 'Find Missing Students', and 'Reporting Tools'. Below this, the 'Prepopulated Data' section features a 'Select Site' dropdown menu (currently showing 'Example School (705)') and a 'Site Status' label (showing 'In Process'). A red box labeled 'Site Selector/Status' highlights this area. To the right, a red cloud labeled 'Report' has an arrow pointing to the 'Reporting Tools' button. The main data area is a table with columns: Local Id, STN, Grade Level, First Name, Middle Name, Last Name, Has Course, Participation, and Performance. The table contains two rows of student data. A red box labeled 'Report' also encompasses the table area.

	Local Id	STN	Grade Level	First Name	Middle Name	Last Name	Has Course	Participation	Performance	
+	29I099705	1001123456	123456	09	JOHN	DOE	SMITH	<input checked="" type="checkbox"/>	1	1
+	29I099705	1001654321	654321	09	JANE	DOE	JONES	<input type="checkbox"/>	0	0

Figure 7 - Navigation

3 – Prepopulated Data

This section provides a step-by-step process for reviewing the data in the Prepopulated Data 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 which shows 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 (ID) number that is assigned to that student
- STN – the state Student Testing Number assigned to that student
- Grade – 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 True/False indicator for each student that indicates whether there is a course listed for the student.
- 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.
- 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.
-

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 inputting 'True' in the text box underneath the "Has Course" column header and then selecting the cone shaped icon and selecting "Equal To".

The course information that is displayed is as follows; there will only be one record for each course that counts for Advanced Coursework. There may be several grades for the course displayed within that one record.

- **OCAS Course Code** – The state OCAS course code for the course from your local Student Information System (SIS).

- **Official Course Title** – The official OCAS course title as determined by the submitted OCAS Code.
- **Instructional Level Description** – the level of instruction for the course
- **Term Span Description**–The term span code and description as it is received from your local SIS.
- **Length of Course** – The length of the course. With the exception of block courses and concurrent enrollment courses, the length of course defaults to a full academic year based on what you put in the Term Span (e.g., Four Quarters, Two Semesters, Two Trimesters). This field can be edited on the On Screen Data Entry screen.
- **T1-T4** – the grade that was received within that term. For example, if the Length of Course is One Semester, then the T1 column should be filled in with a letter grade and the other fields (T2-T4) will display “Not Applicable.” If the Length of Course is Four Quarters, then all four Term (T1-T4) columns should be completed.
- **Reason Not Received** – If a student did not receive participation or performance for a specific course, this column will display the reason why.
- **Local Course Description** – The local name of the course as it is received from your SIS.

State Reporting Certification

State Reporting Home Page

Site Selector Prepopulated Data On Screen Data Entry Final Report Find Missing Students Reporting Tools

Prepopulated Data

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

Select plus (+) sign to show courses

Enter filter criteria to show which students have courses, count toward participation & performance.

	Local Id	STN	Grade Level	First Name	Middle Name	Last Name	Has Course	Participation	Performance	
+	29I099705	1001123456	123456	09	JOHN	DOE	SMITH	<input checked="" type="checkbox"/>	1	1
+	29I099705	1001654321	654321	09	JANE	DOE	JONES	<input type="checkbox"/>	0	0

Figure 8 - Prepopulated Data Screen Navigation

<div><div></div><div>Refresh</div><div></div></div>										
School ID	Local ID	STN	Grade	First Name	Middle Name	Last Name	Has Course	Participation	Performance	
<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div><input checked="" type="checkbox"/></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	
▼	5	100	11	J.	T	R	True	1	0	
Course Details										
<div><div></div><div>Refresh</div><div></div></div>										
OCAS Course Code	Official Course Title	Instructional Level Description	Term Span Description	Length Of Course	T1	T2	T3	T4	Reason Not Received	Local Course Description
2615 - AP STUDIO ART	AP STUDIO ART	0575 - Advanced Placement	0828 - Semester	Two Semesters	C	Missing Grade	Not Applicable	Not Applicable	Course is incomplete	SA: DRAWING AP*
3163 - SPANISH III	SPANISH III	0574 - International Baccalaureate	0828 - Semester	One Semester	B	Not Applicable	Not Applicable	Not Applicable		SPANISH IB SL I*
4057 - AP ENG LANG COMP	AP ENG LANG COMP	0575 - Advanced Placement	0828 - Semester	Two Semesters	B	Missing Grade	Not Applicable	Not Applicable	Course is incomplete	ENG LANG COM AP*
5215 - AP PHYSICS B	AP PHYSICS B	0575 - Advanced Placement	0828 - Semester	Two Semesters	D	Missing Grade	Not Applicable	Not Applicable	Course is incomplete	PHYSICS I AP*

Figure 9 - Prepopulated Screen Course Information

3.2 Data

Only course data that meets the definition of Advanced Coursework for A-F are prepopulated into this report. The requirements are described below.

In order for a course to appear in this application, one of the following criteria must be met:

For High Schools,

- The instructional level indicated in the Instructional Level object is 0576 – College Level.
- The OCAS course code indicates the course is either an AP, IB or CareerTech Capstone course. The chart below lists the eligible OCAS codes.

OCAS Code	Course Title
2428	IB Business Education
2535	AP Computer Science Course A
2537	AP Computer Science Course A (For Math Credit)
2558	IB Computer Education
2815	AP - Studio Art Drawing
2816	AP - Art History
2838	AP - Studio Art 2D
2839	AP - Studio Art 3D
2911	IB Arts
3042	IB Music
3055	AP Music Theory
3115	AP French
3125	AP German
3135	AP Latin (Vergil)
3165	AP Spanish Language
3167	AP Spanish Literature
3180	AP Japanese Language/Culture
3190	AP Chinese (Mandarin) Language/Culture
4010	AP English Lit & Comp.
4057	AP English Language & Composition
4065	IB Language Arts
4615	AP Calculus AB
4616	AP Calculus BC
4760	AP Statistics
4820	IB Math
5035	AP Biology
5055	AP Chemistry
5121	AP Environmental Science
5215	AP Physics B
5216	AP Physics C - Mechanics
5217	AP Physics C - Elec & Magnetism
5305	IB Science
5415	AP U.S. History
5525	AP Macroeconomics
5526	AP Microeconomics

OCAS Code	Course Title
5545	AP Comparative Gov. & Politics
5546	AP US Government & Politics
5547	IB Social Studies
5645	AP Psychology
5735	AP European History
5736	AP World History
5790	AP Human Geography
5213	AP Physics I - Algebra Based
5214	AP Physics II - Algebra Based
5560	AP Seminar
8106	Career Major Capstone
8446	FACS Ed Capstone
8554	Health Careers Capstone

For Middle Schools,


- The instructional level indicated in the Instructional Level object is 0572 – Honors Level.
- The local course description identifies the course as “Pre AP” or “Pre-AP.”
- The OCAS course codes indicates the student is taking a high school level course (1451 – Personal Financial Literacy or anything above 2400). Note that this criterion applies only to students in grade 8 or lower.
- Students in grades 9 and 10 may use high school criteria.

If the submitted data does not meet the requirements, or does not qualify for participation/performance points, the “Reason Not Received” column will be populated by one of several reasons;

- **Course is incomplete** – This will populate the “Reason Not Received” column if the number of term grades (entered into T1-T4) does not match the Length of Course. For example, if the length of term is Two Quarters and T2 is “Missing Grade”, then the Course is incomplete.
- **Student was not enrolled in membership for this school** – This will populate the “Reason Not Received” column if you submit a course for a student in a school other than his/her school of membership. For example, if you enter a student enrolled in your middle school as taking an Algebra I course for the high school’s report, this reason will populate the column.
- **An identical course is already reported** - This will populate the “Reason Not Received” column if you submit multiple courses for a student with the same OCAS course code. IB and college level courses are not included in this validation.

- **Student must receive a D or better for participation** – This will populate the “Reason Not Received” column if the lowest grade that the student received (listed in T1-T4) is an F. The student will not receive participation or performance points for this course.
- **Student must receive a C or better for performance** – This will populate the “Reason Not Received” column if the lowest grade that the student received (listed in T1-T4) is a D. As long as all other criteria are met for advanced coursework, this student will receive participation points for the course, but not performance points.
- **Course does not meet criteria for advanced coursework** – This will populate the “Reason Not Received” column, if the information submitted does not meet the criteria for advanced coursework as listed above.

3.3 Filter Grid

The data grid can be filtered based on the 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.

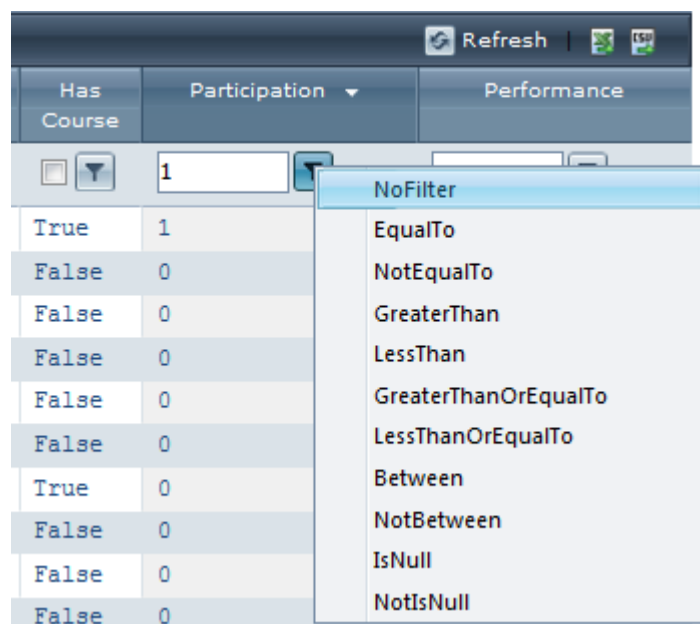

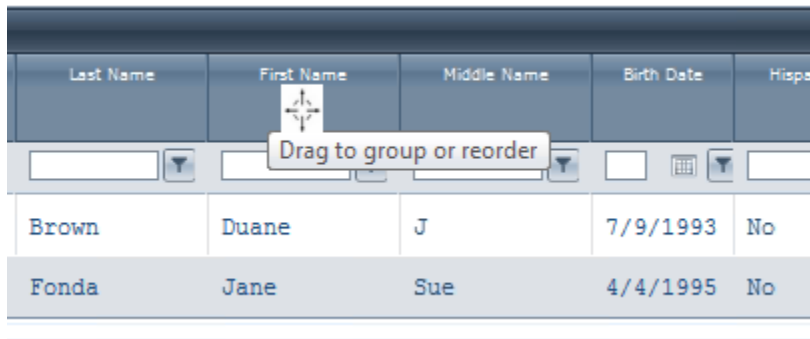


Figure 10 - Enter Filter Criteria and select Filter Button

3.4 Change the Report View

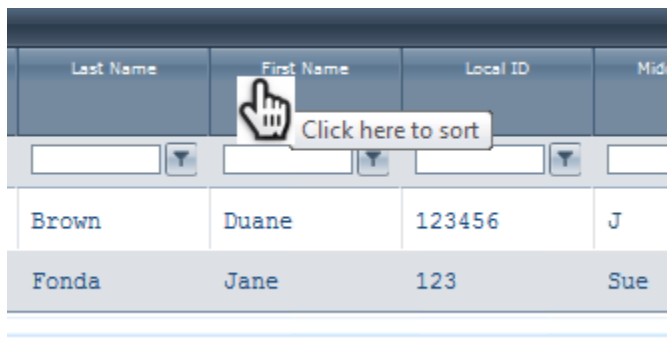
In the grid view you can change the order of the columns by dragging the column and placing it where you would like for it to appear. Hover over the column that you would like to move until it looks like crosshairs (); select the column and hold it down, then drag the column to where you want the column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



Last Name	First Name	Middle Name	Birth Date	Hispan
Brown	Duane	J	7/9/1993	No
Fonda	Jane	Sue	4/4/1995	No

Figure 11 - Dragging to Reorder Columns



Last Name	First Name	Local ID	Midd
Brown	Duane	123456	J
Fonda	Jane	123	Sue

Figure 12 - Column Sorting

4 – On Screen Data Entry

This section provides a step-by-step process for completing the On 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. If you select the On Screen Data Entry button prior to the end of school and all grades being entered you will need to manually input all missing grades for the courses. 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 the “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, courses and grades which count towards advanced coursework credit.

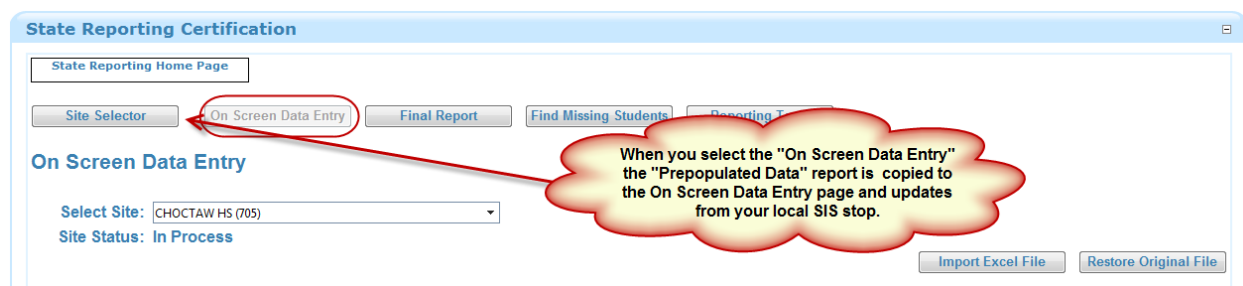


Figure 13 – On Screen Data Entry Navigation

<div>Refresh</div>											
School ID	Local ID	STN	Grade	First Name	Middle Name	Last Name	Has Course	Participation	Performance		
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>		
5	100	10	V	A		A	True	0	0		
Course Details <div>Refresh</div>											
<div>Add New Course</div>											
OCAS Course Code	Official Course Title	Instructional Level Description	Term Span Description	Length Of Course	T1	T2	T3	T4	Reason Not Received	Local Course Description	
4057 - AP ENG LANG COMP	AP ENG LANG COMP	0575 - Advanced Placement	0828 - Semester	Two Semesters	C	Missing Grade	Not Applicable	Not Applicable	Course is incomplete	ENG LANG COM AP*	Delete
Edit											

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 “Update” at the bottom of the edit screen to save the new record. Once you select “Update”, the data will be reviewed and the “Reason Not Received” column will populate with any reason that applies, or it will remain blank if the course qualifies for performance or participation points.

The screenshot shows a table with columns: School ID, Local ID, STN, Grade, First Name, Middle Name, Last Name, Has Course, Participation, and Performance. Below this is a 'Course Details' section with a table containing columns: OCAS Course Code, Official Course Title, Instructional Level Description, Term Span Description, Length Of Course, T1, T2, T3, T4, Reason Not Received, and Local Course Description. An 'Add New Course' button is circled in red in the top left of the Course Details section. The table below it shows a single row with the following data: 4057 - AP ENG LANG COMP, AP ENG LANG COMP, 0575 - Advanced Placement, 0828 - Semester, Two Semesters, C, Missing Grade, Not Applicable, Not Applicable, Course is incomplete, and ENG LANG COM AP*.

Figure 15 - Add New Course Button

The screenshot shows the 'Add New Course' screen with the following fields and values:

- OCAS Course Code: 4010 - AP English Lit. & Comp.
- Instructional Level Description: 0575 - Advanced Placement
- Term Span Description: 0828 - Semester
- Length Of Course: Two Semesters
- T1: A
- T2: B
- T3: Not Applicable
- T4: Not Applicable
- Local Course Description: AP English IV

At the bottom, there are 'Update' and 'Cancel' buttons.

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.

The screenshot shows a table with columns: OCAS Course Code and Official Course Title. An 'Edit' button is circled in red to the left of the first row. The first row contains the data: 4057 - AP ENG LANG COMP and AP ENG LANG COMP.

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
OCAS Course Code	The State OCAS code for the course. Can be selected from a dropdown box.
Official Course Title	This is the Official State OCAS title for this course. This is based on the OCAS Course Code and cannot be edited
Instructional Level	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.
Term Span Description	Dropdown box that you must select the best description for which the grade is for. Semester – your courses are scheduled as a Semester schedule. Trimester – your courses are scheduled as a Trimester schedule. Quarter – your courses are scheduled as a Quarterly schedule.
Length of Course	The length of the course. This column will determine how many grading terms are expected. For example, if you select Two Quarters, then T1 and T2 field will require a letter grade in order to be considered a complete course.
T1 – T4	The letter grade in the course for the specific term (A, B, C, D, F).

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.

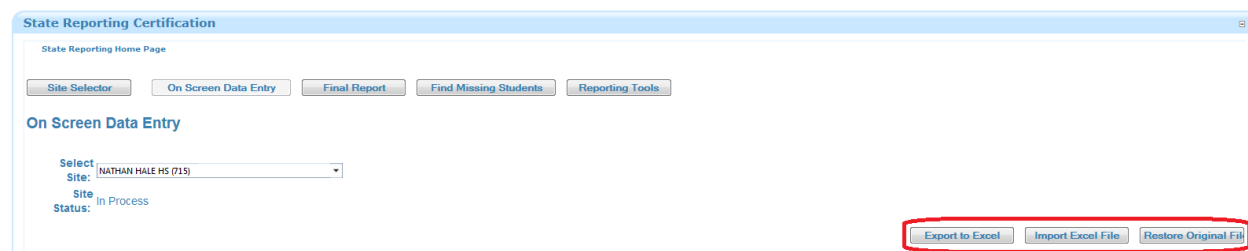


Figure 18 - Import Excel File

5.2 Uploading the File

The file format for the upload file must follow the following format.

- 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 unless the Instructional Level Code is 0574 (International Baccalaureate) or 0576 (College Level). In those two instances, it can be left blank.
- Term Span Description – must be Semester, Quarter or Trimester
- Length Of Course – must be one of the following: One Quarter, Two Quarters, Three Quarters, Four Quarters, One Semester, Two Semesters, One Trimester, Two Trimesters, or Three Trimester
- T1 – must be A, B, C, D or F
- T2 – must be A, B, C, D or F or Not Applicable
- T3 – must be A, B, C, D or F or Not Applicable
- T4 – must be A, B, C, D or F or Not Applicable
- Instructional Level Code – must be one of the four digit instructional codes, and must be numeric (see Instructional Codes below)

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.

Instructional Level Codes:

Code	Short Description	Long Description
0568	Remedial	The content of this course is used primarily for remediation and is designed for that specific purpose.
0569	Special Education Course	The content of this course is used primarily for special education students and is designed for that specific purpose. If this course will have special education students in it, but the purpose of the course is not specifically for providing instruction at a level designed for special education students, this code will NOT be used.
0570	Basic	Same as General (0571). The content of this course is designed specifically for the general population of students. Either this code or 0571 (General) can be used as the default for most classes the average student will take.
0571	General	Same as Basic (0570). The content of this course is designed specifically for the general population of students. Either this code or 0570 (Basic) can be used as the default for most classes the average student will take.
0572	Honors Level	This is an Honors Level course, but is NOT specifically an Advanced Placement or International Baccalaureate program. This would include a Pre-AP course.
0573	Gifted and talented level	The content of this course is used primarily for instructing Gifted and Talented students and is designed for that purpose. If this course will have Gifted and Talented students in it, but the purpose of the course is not specifically for providing Gifted and Talented instruction, this code would NOT be used.
0574	International Baccalaureate program	This course is specifically part of an International Baccalaureate program.
0575	Advanced placement	This course is an Advanced Placement course.
0576	College level	This course is being taught at a college or university. Note: This code should NOT be used for Career Tech courses.
0577	Untracked	Do not use this code.
0578	English Language Learner (ELL)	The content of this specific course is used primarily for instructing English Language Learner (ELL) students and is designed specifically for that purpose. If this course will have English Language Learners in it, but the purpose of the course is not specifically for ELL instruction, this code would NOT be used.
0579	Accepted as a high school equivalent	The course being tracked in the Student Information System was not taught by the high school specifically, but rather by a different school, educational institution, or by other means and is considered by the school district to be instruction equivalent to what would be found in a general high school course. This code could be used for Career Tech courses unless another code listed in this code list will apply. For example: if a Career Tech course was Advanced Placement, the Advanced Placement code should be used.

Code	Short Description	Long Description
9999	Other	None of the other codes apply to the general nature or instructional level of this course. (Note: This may be used if a course must be set up as a schedule filler such as “recess” or “lunch”)

Other Business Rules:

If the School ID and STN do not match a School 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.

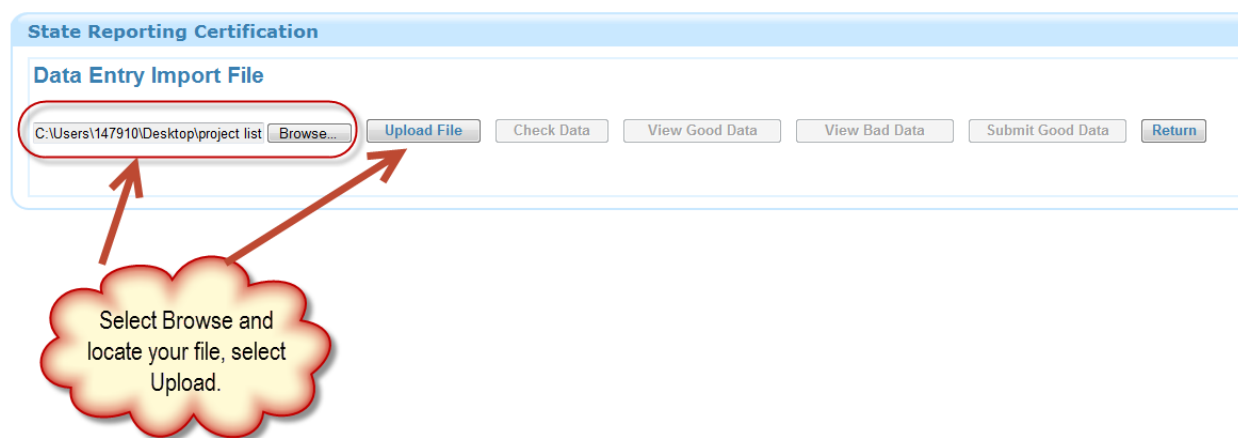


Figure 19 - Data Entry Import File

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.

Browse... No file selected Upload File View Good Data View Bad Data Submit Good Data Return

Local Id	STN	OCAS Course Code	Term Span Description	Instructional Level Code	Length Of Course	T1	T2	T3	T4	Local Course Description	Official Course Title	Term Span Code	Instructional Level Description	Reason Not Received	Proble
5	100	4065	Semester	0574	Two Semesters	A	B	Not Applicable	Not Applicable	IB ENG LANG/LIT I	B LANGUAGE ARTS	0828	International Baccalaureate		

Figure 20 - View Good Data

On the “View Bad Data” screen it 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.

Upload File View Good Data View Bad Data Submit Good Data Return

OCAS Course Code	Term Span Description	Instructional Level Code	Length Of Course	T1	T2	T3	T4	Local Course Description	Official Course Title	Term Span Code	Instructional Level Description	Reason Not Received	Problems
4065	Semester	0574	Two Semesters	A	B	Not Applicable	Not Applicable	IB ENG LANG/LIT I	B LANGUAGE ARTS	0828	International Baccalaureate		
4820	Semester	0574	One Semester	B	Not Applicable	Not Applicable	Not Applicable	IB MATH ANALYSIS	B MATH	0828	International Baccalaureate		
3042	Quarter	0574	Four Quarters	A	B	C	B	IB MUSIC	B MUSIC	0830	International Baccalaureate		

Figure 21 - View Bad Data

6 – Final Report (to Confirm)

This section provides instructions for the 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.

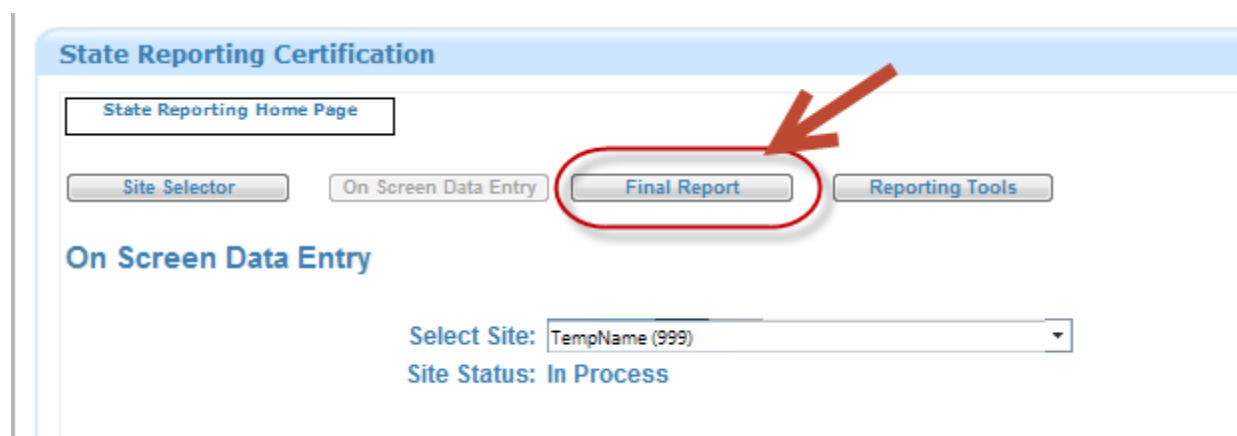


Figure 2214 - Final Report Navigation Button

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.

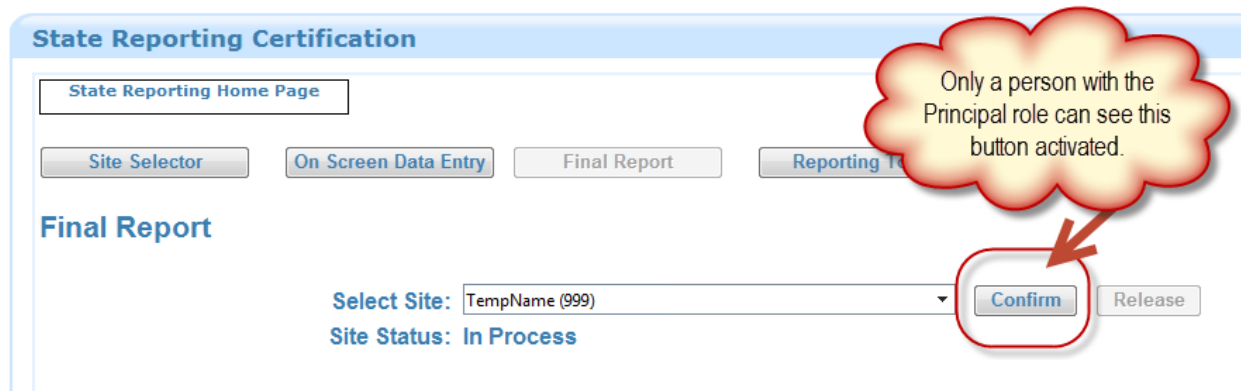


Figure 24 - Confirm Button on the Final Report page

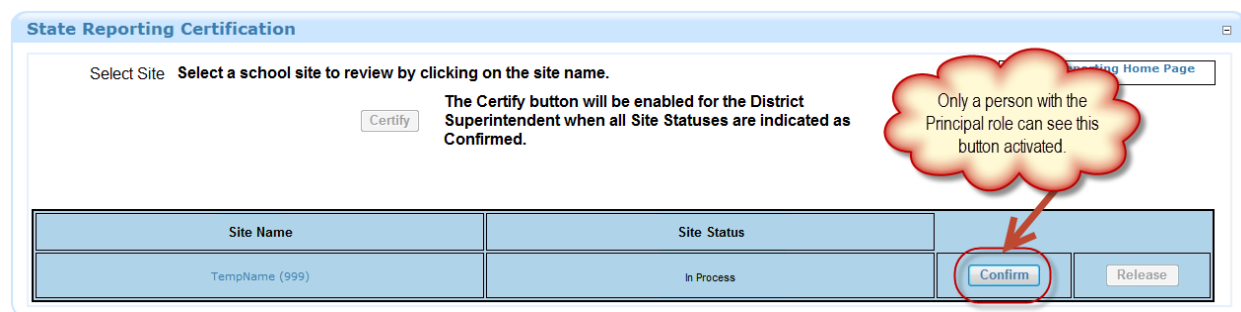


Figure 25 - Confirm Button on Site Selector page

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, then the student is on that wizard because of one or more issues 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: Site Status: **In Process**

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 assist with the A-F Advanced Coursework Report. These reports should be carefully reviewed prior to confirming and/or certifying the 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.

State Certification Advanced Coursework Students Report												
District Name				County / District				School Year				
Test District				991099				2015				
School ID	School Name	Local ID	STN	Grade Level	First Name	Middle Name	Last Name	Has Course	Participation	Performance		

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.

State Reporting Certification

County/District Code:
551012 - OKLAHOMA / EDMOND

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

Superintendent must CERTIFY for the report to be officially submitted to OSDE

Certify Decertify

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

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 in order for them to go back and make changes on the On Screen Data Entry screen. Doing so will change the report site status to “In Process”. The Principal will need to re-confirm the report, and then the Superintendent can certify the report.

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.

[Edit Report Settings](#) [Page](#)

Site Name	Site Status		
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.