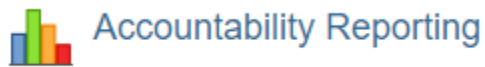


What is the PS Coursework Report?

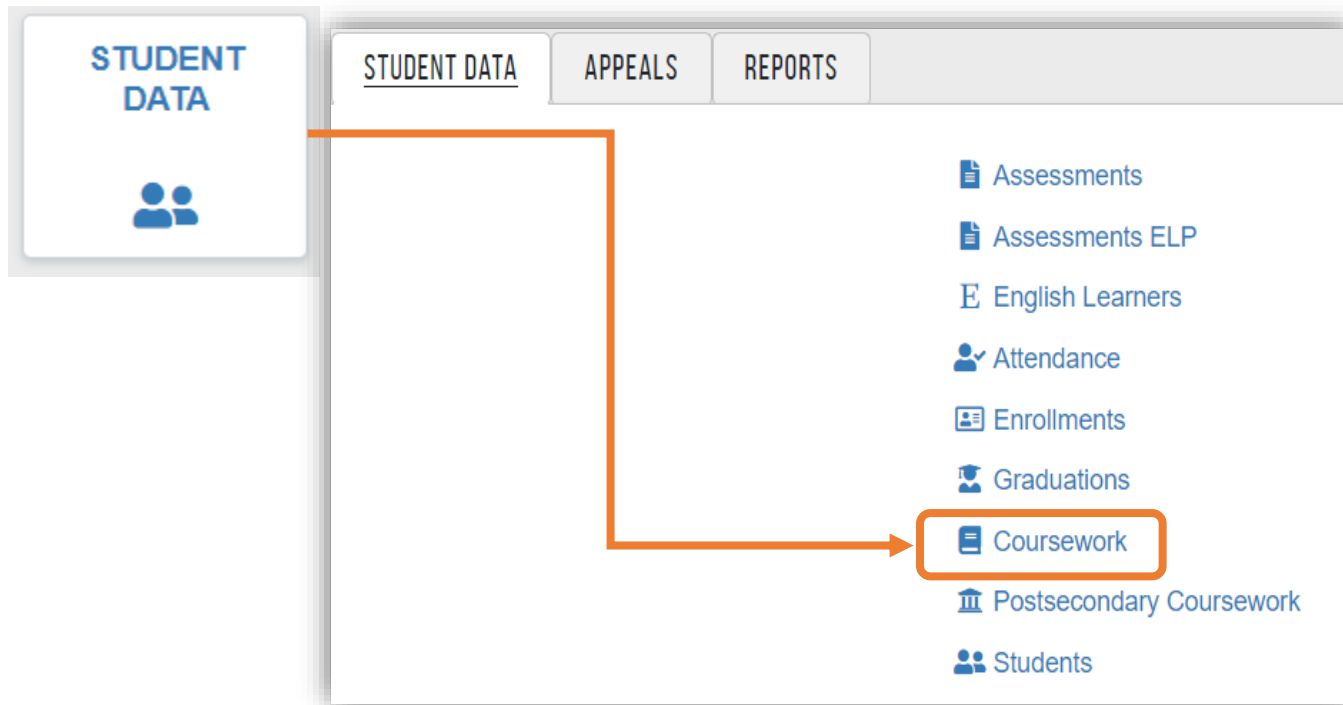
The PS Coursework report will allow sites to monitor and certify students' participation and completion in an approved Postsecondary Opportunity course to

- check how data from the local Student Information System (SIS) feeds into the Wave and PS Coursework Report,
- correct data in local SIS when needed,
- confirm that corrected data displays in the PS Coursework Report after 24 hours, and
- monitor data from local SIS as it feeds into the PS Coursework Report throughout the school year.

To access, sign into Single Sign-on and go to your Accountability Reporting application



Choose the Student Data Tile and then select Coursework from the menu:



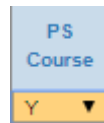
PS Coursework Report Toolkit



This will open a downloadable table that displays coursework for all students enrolled at your site.

School Year	Detail	STN	First Name	Middle Name	Last Name	Grade Level	Course Code	Course Description	Local Course Code	Local Course Description	T1	T2	T3	T4	Term Span	Instruction Level	PS Course	PS Credit Eligible
2020	Detail					11	3001	Instrumental Music I	300101	BAND I - IV	A	A			Semester	General		
2020	Detail					11	4051	English III (Amer. Lit)	405101	ENGLISH III	A	A			Semester	General		
2020	Detail					11	4412	Algebra II	441201	ALGEBRA II	A	B			Semester	General		
2020	Detail					11	5410	U.S. History	541001	US HISTORY	B	A			Semester	General		
2020	Detail					11	9629	Criminal Justice	962902	ICTC CRIMINAL JUSTICE PM	A	A			Semester	General	Y	
2020	Detail					10	2710	Driver Education	271001	DRIVERS ED 1ST SEM	A				Semester	General		
2020	Detail					10	3162	Spanish II	316201	SPANISH II	A	A			Semester	General		
2020	Detail					10	3310	Health	3310	HEALTH	A				Semester	General		
2020	Detail					10	3330	Competitive Athletics	333401	BOYS SOCCER	A	A			Semester	General		
2020	Detail					10	4048	English II (World Lit)	404801	ENGLISH II	A	A			Semester	General		
2020	Detail					10	4412	Algebra II	441211	HONORS ALGEBRA II	A	B			Semester	Honors level		
2020	Detail					10	5031	Biology I	503111	HONORS BIOLOGY I	A	A			Semester	Honors level		
2020	Detail					10	8415	FACS Basics	841501	FAMILY AND CONSUMER SCIE...	A	A			Semester	General		

To check that your postsecondary courses are coded to be eligible for credit, choose the PS Course Filter and select Y from the drop down:



The table will repopulate and display all your PS courses and associated student records. Reminder, PS courses include Advanced Coursework (AP/IB), Concurrent (Dual) Enrollment, Internships, or CareerTech coursework leading to industry certification. Specific course codes that have been approved for credit can be found in our Postsecondary Opportunities Guidance here: <https://sde.ok.gov/postsecondary-opportunities-report>

Grade Level	Course Code	Course Description	Local Course Code	Local Course Description	T1	T2	T3	T4	Term Span	Instruction Level	PS Course	PS Credit Eligible
11	9629	Criminal Justice	962902	ICTC CRIMINAL JUSTICE PM	A	A			Semester	General	Y	Y
11	5415	Advanced Placement United Stat...	541501	AP US HISTORY	A	A			Semester	Advanced placement	Y	Y
11	9228	Administrative Support - Advance...	920001	ICTC BUS, MNGMT, & ADMIN AM	C				Semester	General	Y	N
11	5415	Advanced Placement United Stat...	541501	AP US HISTORY	A	A			Semester	Advanced placement	Y	Y
12	2791	Internship II (Seniors Only)	785001	WORK SUPERVISION	A				Semester	General	Y	Y
11	5415	Advanced Placement United Stat...	541501	AP US HISTORY	A				Semester	Advanced placement	Y	N
12	9053	Carpentry	905301	ICTC CARPENTRY AM	C	D			Semester	General	Y	Y
12	2791	Internship II (Seniors Only)	279101	INTERNSHIP	A	A			Semester	General	Y	Y
12	2791	Internship II (Seniors Only)	785001	WORK SUPERVISION	A	A	A	A	Semester	General	Y	Y
12	2791	Internship II (Seniors Only)	785001	WORK SUPERVISION	C				Semester	General	Y	Y
12	2791	Internship II (Seniors Only)	279101	INTERNSHIP	A	A	A	A	Semester	General	Y	Y
12	2791	Internship II (Seniors Only)	785001	WORK SUPERVISION	A	A			Semester	General	Y	Y
12	4780	Advanced Placement Statistics	478001	AP STATISTICS	C	D			Semester	Advanced placement	Y	Y
12	2791	Internship II (Seniors Only)	785001	WORK SUPERVISION	A	A			Semester	General	Y	Y
12	4054	English IV (Eng. Lit.)	100801	NSU/ COMP I	A				Semester	College level	Y	Y
12	5641	Psychology	100808	NSU/ INTRO TO PSYCHOLOGY	B				Semester	College level	Y	Y
12	2791	Internship II (Seniors Only)	279101	INTERNSHIP	A	A	A	A	Semester	General	Y	Y
12	2791	Internship II (Seniors Only)	785001	WORK SUPERVISION	A	A			Semester	General	Y	Y
12	2952	Humanities I (Visual Art Emphas...	100813	NSU/FILM APPRECIATION	B				Semester	College level	Y	Y
12	4054	English IV (Eng. Lit.)	100801	NSU/ COMP I	A				Semester	College level	Y	Y
12	2791	Internship II (Seniors Only)	279101	INTERNSHIP	A	A	A	A	Semester	General	Y	Y

To determine if a PS Course may be eligible for PS credit, use the PS Credit Eligible Filter and choose Y or N. Choosing N repopulates the table to display records that may need to be corrected in your local student information system.

Grade Level	Course Code	Course Description	Local Course Code	Local Course Description	T1	T2	T3	T4	Term Span	Instruction Level	PS Course	PS Credit Eligible
11	9226	Administrative Support - Advance...	920001	ICTC BUS, MNGMT, & ADMIN A...	C				Semester	General	Y	N
11	5415	Advanced Placement United Stat...	541501	AP US HISTORY	A				Semester	Advanced placement	Y	N
11	5415	Advanced Placement United Stat...	541501	AP US HISTORY	A				Semester	Advanced placement	Y	N
12	9906	Automotive Service Technology	990602	ICTC AUTO SERVICE TECH PM	C	F			Semester	General	Y	N

In this example-

- **Course Code: 9226- Administrative Support- Advanced** shows a term span of semester; we would therefore expect two grades of D or higher for this course to eligible for PS credit.
- **Course Code: 5415- Advanced Placement United States History** shows a term span of semester; we would therefore expect two grades of D or higher for this course to eligible for PS credit.
- **Course Code 9906 Automotive Service Technology-** student earned an F; therefore ,the course would not be eligible for credit

Please Note: For SY 2021: CTE coursework should be coded **0579**

How do I correct my data?

The PS Coursework Report is populated from your local SIS; therefore, all corrections must be made in your local SIS. The table below shows what is expected for the course to show Y in the PS Credit Eligible column. Approved OCAS course codes for each Postsecondary (PS) type are listed in the Postsecondary guidance found here: <https://sde.ok.gov/postsecondary-opportunities-report>

PS Type	OCAS Course Code	Instructional Level	Term Span	# of Grades Expected
College Prep Coursework	See PO Guidance	0575 (Advanced Placement)	Varies by site	Same as term span
Dual (concurrent) enrollment	See PO Guidance	0576 (College Level)	1 semester	One
Internship	See PO Guidance	05741 (General)	1 or 2 semester	minimum of 1
CareerTech	See PO Guidance	0579 (CareerTech)	1 or 2 semesters	Same as # of Semesters

Frequently Asked Questions

What changed from last year?

The PS Coursework Report in the accountability application. The PS coursework report will provide real-time data the site can monitor throughout the year. Just like last year, all corrections and changes must be made in the district SIS and will refresh in the report every 24 hours. If you are unable to correct the information in your local SIS or the corrected data is not populating in the report after 24 hours, please contact the Office of Accountability at (405) 522-5169 for additional assistance.

Also, CareerTech enrollment at the Technology Center can now also be entered into the school's local SIS by using the appropriate CareerTech OCAS course codes (8000 and 9000 level) with the instructional level code of "CareerTech" (0579). However, we will still be receiving a file from CareerTech to ensure that we have valid and reliable data.

What information is needed for a student to be eligible for credit?

With the exception of coursework completed at a Technology Center, reported in both the local SIS and directly to OSDE by CareerTech, all other opportunities must be reported via the Postsecondary Opportunities Report in the Wave portal. In order for a student to be eligible for credit, they must have completed the course/internship with at least a "D" and have all appropriate fields reported. Incomplete records will not earn credit (e.g. a missing grade for second semester).

Why are 9th grader and 10th graders showing in my report?

The Office of Accountability is committed in working on expanding the scope for the Postsecondary Opportunities Indicator. For us to be able to expand the scope, we need schools' data to analyze the increase or decrease of these students participation and the reasonability of it being included in the indicator calculation.

How does the PS Coursework Report connect to the Postsecondary Indicator?

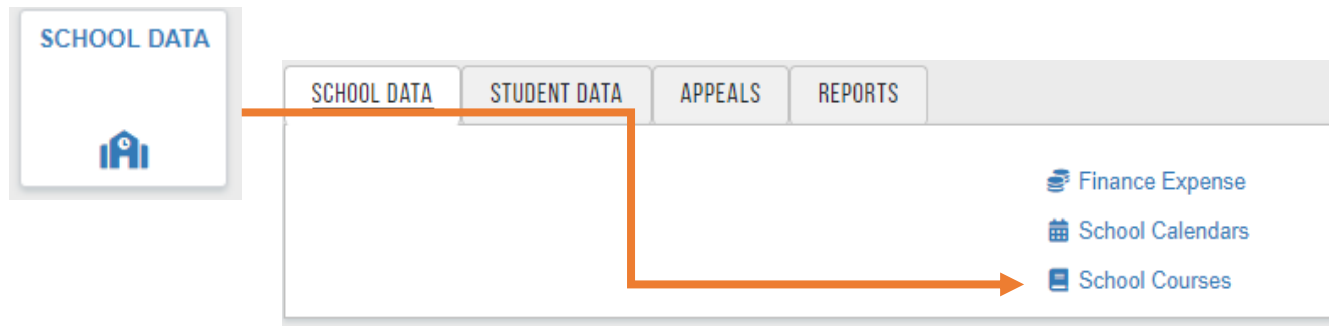
As data from the PS coursework will feed the Postsecondary Opportunity Indicator, it is important to monitor and correct your data throughout the school year. For the 2020-21 school year, the PS Coursework report will be open all year to allow districts to monitor their data and make corrections as needed. At the end of the school year when the Wave rolls over, changes will no longer be accepted.

What do I do when our grades don't show?

If no grades show, please contact your vendor and have them work with student information: StudentDataInfo@sde.ok.gov

How can I confirm that our courses are coded correctly?

To identify courses that have conflicts in how they are coded in your local SIS, go to the school data tile and then choose School Courses:



A table will open that displays all the courses offered at your site. Courses that have a conflict are outlined in orange and show a Y in the Record Conflict column.

Records 1 to 100 of 143

Prev 1 2 Next

School Year	Detail	Course Code	Course Description	Local Course Code	Local Course Description	Term Span	Instruction Level	Student Count	Record Conflict
2020	Detail	2725	Academic Achievement	9999	ADVISORY (HIGH SCHOOL)	Semester	General	7	
2020	Detail	2725	Academic Achievement	2725	STUDY SKILLS	Semester	Special education course	43	
2020	Detail	2770	Academic Commitment To Education	BIO 1114	CC: BIO 1114: GEN BIOLOGY	Semester	College level	1	
2020	Detail	2770	Academic Commitment To Education	HIST 2493	CC: HIST 2493: US SINCE 1877	Semester	College level	5	
2020	Detail	2770	Academic Commitment To Education	HST 1493	CC: HST 1493: US HIS SINCE 1877	Semester	College level	1	
2020	Detail	8107	Accounting I	2401	ACCOUNTING I	Semester	General	11	
2020	Detail	2740	ACT, SAT, PSAT, NMQT, PREP	2740	ACT PREP	Semester	General	31	
2020	Detail	8104	Administrative Technologies II	8524	FUND ADMIN TECH II	Semester	Other	16	
2020	Detail	8717	Advanced Biotechnology II	8717	ADVANCED BIOTECHNOLOGY II	Semester	College level	3	
2020	Detail	5035	Advanced Placement Biology	5035	AP BIOLOGY	Semester	Advanced placement	11	
2020	Detail	4615	Advanced Placement Calculus AB	4615	AP CALCULUS	Semester	Advanced placement	13	
2020	Detail	2815	Advanced Placement Drawing	2815	AP STUDIO ART	Semester	Advanced placement	21	
2020	Detail	4057	Advanced Placement English Language and Composition	4293	AP ENG III	Semester	Advanced placement	51	
2020	Detail	4057	Advanced Placement English Language and Composition	4057	AP ENG IV: LANG & COMP	Semester	Advanced placement	8	
2020	Detail	4010	Advanced Placement English Literature and Comp	4010	AP ENG LIT & COMP	Semester	Advanced placement	17	
2020	Detail	5121	Advanced Placement Environmental Science	V05121	AP ENVIR SCIENCE	Semester	Advanced placement	3	
2020	Detail	5121	Advanced Placement Environmental Science	5121	AP ENVIRONMENTAL SCIENCE	Semester	Advanced placement	14	
2020	Detail	5213	Advanced Placement Physics I (Algebra-based)	1	AP PHYSICS I	Semester	Honors level	13	Y
2020	Detail	5415	Advanced Placement United States History	5415	AP US HIST	Semester	Advanced placement	46	

In the Example: Course Code 5213- Advanced Placement Physics (Algebra Based) has a conflict. Click on [Course Description](#) to open a window that explains how to correct the conflict in your local student information system.

The Record Conflict Detail page displays the Conflict Reason and Conflict Resolution. To resolve a conflict, use one of the resolutions to correct the data in your local student information system (SIS).

RECORD CONFLICT DETAIL ✕

CONFLICT REASON

Course marked with AP StateCourseCode has invalid Instructional Level 0572 - Honors level.

SCHOOL COURSE

Records 1 to 1 of 1

School Year	Course Code	Course Description	Local Course Code	Local Course Description	Term Span	Instruction Level
2020	5213	Advanced Placement Physics I (Algebra-based)	1	AP PHYSICS I		Honors level

CONFLICT RESOLUTION

- Change instruction Level to "Advanced Placement" (0575) or "College Level" (0576) or change StateCourseCode to a non-AP OCAS course code in your local Student Information System (SIS).

Once the correction has been made in your local SIS, allow 24 hours before returning to the School Courses report to confirm that the conflict has been resolved.

For additional questions, support or feedback related to the PS Coursework report, please reach out to the Office of Accountability at accountability@sde.ok.gov or (405) 522-5169.