# OKLAHOMA STATE DEPARTMENT OF EDUCATION

## CHAMPION EXCELLENCE

# Postsecondary Opportunities Report Manual

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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 Postsecondary Opportunities criteria for the SCHOOL report card. This application will include eligible Career Tech Courses *if the student is attending at their local high school*. If the student is taking coursework at their local technology center then Career Tech will report this data to OSDE for inclusion in the Postsecondary Opportunities indicator.

## 1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and submitting the Postsecondary Opportunities 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 Postsecondary Opportunities 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 405-522-5169 for assistance.

## 1.3 Version Changes

- Renamed from Advanced Coursework Report to Postsecondary Opportunities
- Updated reporting tools to reflect new business rules
- Removed on screen data entry and bulk upload
- Updated Career Tech inclusion

## 2 – Access to the Postsecondary Opportunities Report

Access to the Postsecondary Opportunities 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 Postsecondary Opportunities Report. All others will need to have the "Postsecondary Opportunities 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://sdeweb01.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.
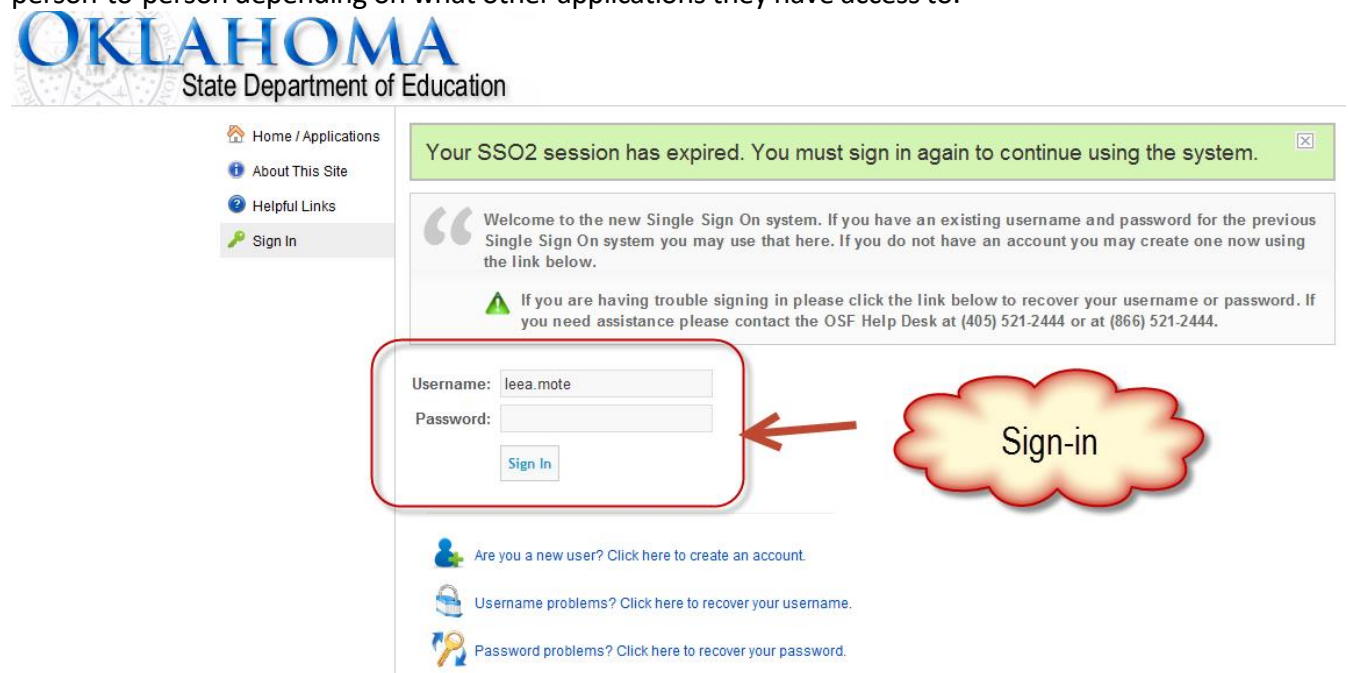


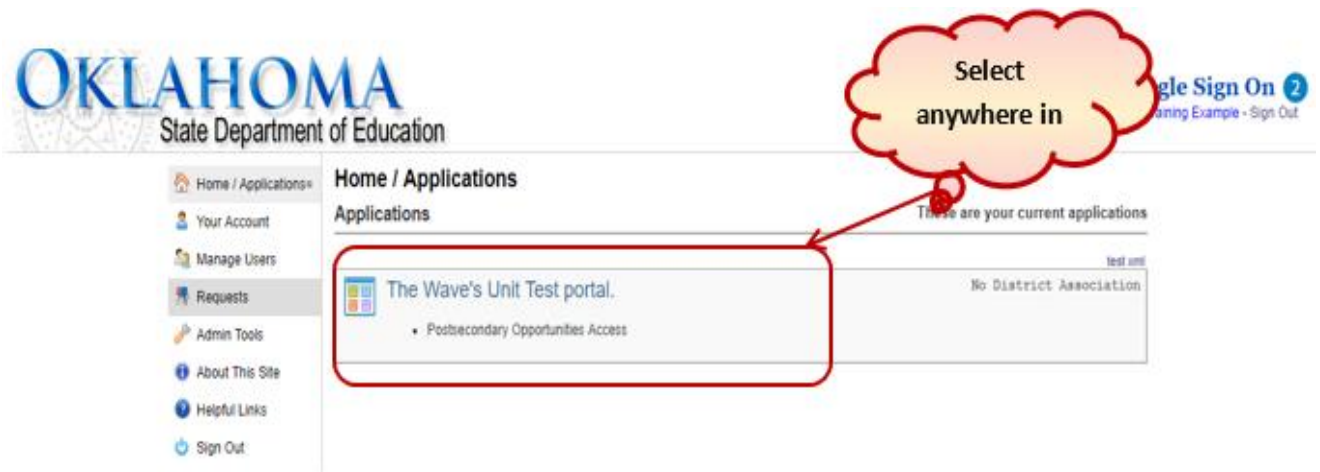Figure 1 - Single Sign On Log-in Screen

Figure 2 - Singe Sign On Application List

## 2.2 Go to the Postsecondary Opportunities 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 Postsecondary Opportunities 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. The Postsecondary Opportunities Report is not Contingent upon any other report
- **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 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'



Figure 6 - Site Status Screen

## 2.4 General Navigation

Once in the Postsecondary Opportunities 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 Postsecondary Opportunities Report.
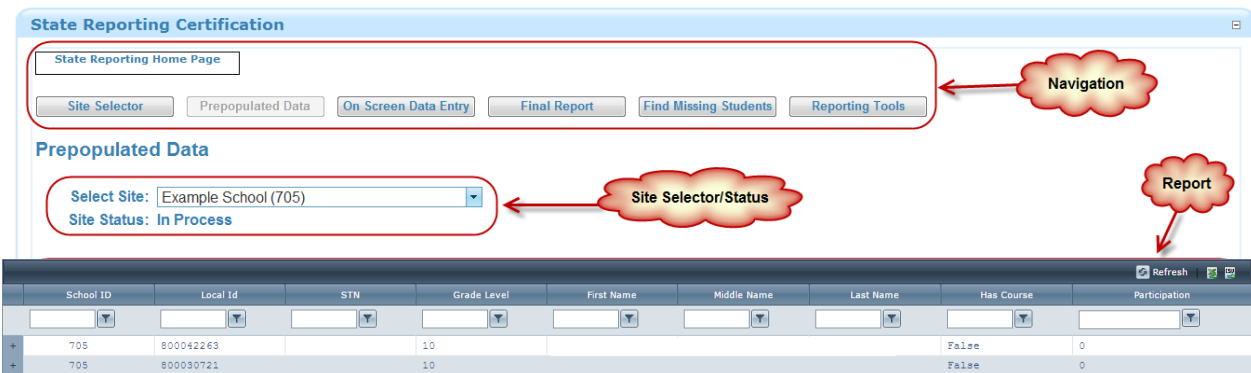


Figure 7 - Navigation

# 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 Postsecondary Opportunities criteria set forth in the SCHOOL 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 two columns are indicator columns:

- Has Course – This column will display "True" if the student has at least one course record with an eligible OCAS course code or instruction level. Otherwise, it will display "False."
- Participation – An indicator that a student has earned a point for having at least one course that qualifies as Postsecondary Opportunities and meets the criteria for awarding a point. Note: For the rules on which courses and grades count for participation please refer to the Postsecondary Opportunities Guidance document, which can be found on the SDE website in the SCHOOL Report Card section.
  http://sde.ok.gov/sde/sites/ok.gov.sde/files/documents/files/PO%20FAQsJB_0.pdf

All points displayed here are preliminary. These numbers are subject to change as the data are reviewed and validated by the district and the Office of Accountability. As such, these points may vary slightly from the final points on the School Report Card indicator.

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".

The course information that is displayed is as follows; there will only be one record for each course that counts for Postsecondary Opportunities. 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).
- **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 this column is not blank, the reason that a course does not qualify a student for participation will be displayed.
- **Local Course Description** – The local name of the course as it is received from your SIS.



Figure 8 - Prepopulated Data Screen Navigation



Figure 9 - Prepopulated Screen Course Information

## 3.2 Data

The data that is pulled from the local student information systems is transformed to fit within the reporting requirements of the SCHOOL Report Card. The requirements for the data to be prepopulated into this report are described below.

In order for a course to appear in this application, high school students should be in either of the following options:

- College prep coursework (i.e., Advanced Placement and International Baccalaureate)
- Internships ( juniors and seniors only)
- Dual (concurrent) college enrollment
- Industry Certification Programs (i.e., Career Tech career major courses)

For more information about the course codes and how it should be reported, please view our Postsecondary Opportunities Guide.

## 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.
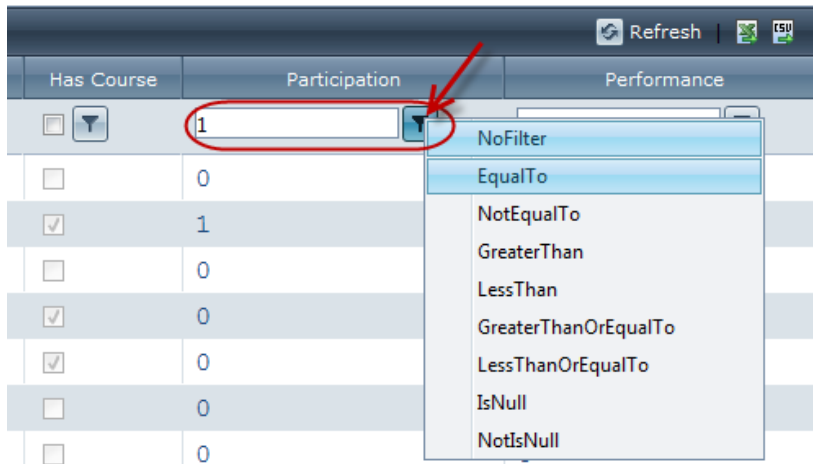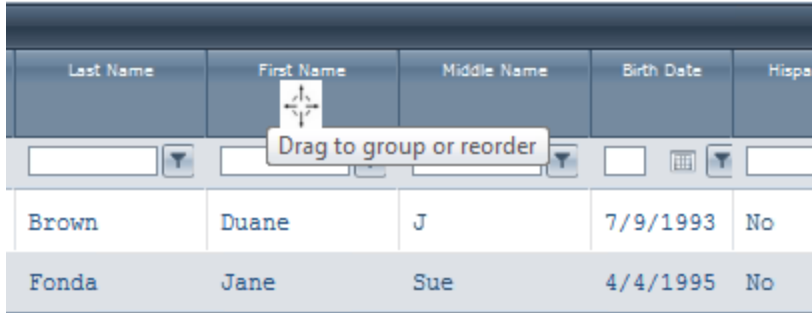


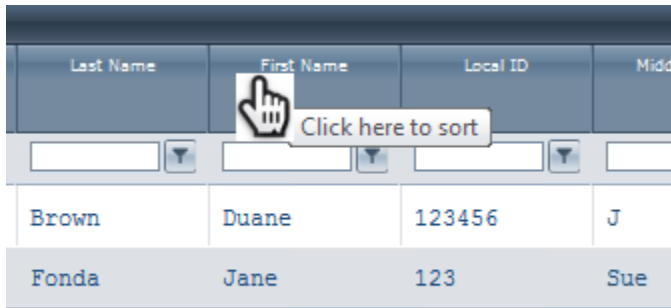Figure 10 - Enter Filter Criteria and select Filter Button

## 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.

Figure 11 - Dragging to Reorder Columns



Figure 12 - Column Sorting

# 4 – Final Report (to Confirm)

This section provides instructions for the user to view, certify, and export the Final Report. Once all changes have been entered in your local SIS and populated into the report, the Principal can log-in and view the final report; if needed the report can be exported to CSV or XLS (Excel) format.

## 4.1 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 "Prepopulated Data" button.
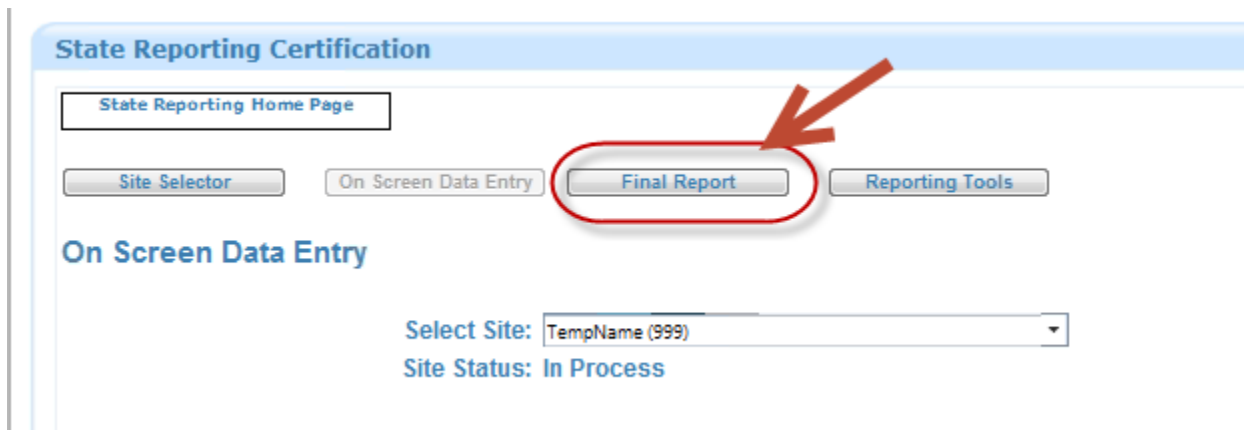


Figure 2213 - Final Report Navigation Button

## 4.2 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

## 4.3 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.
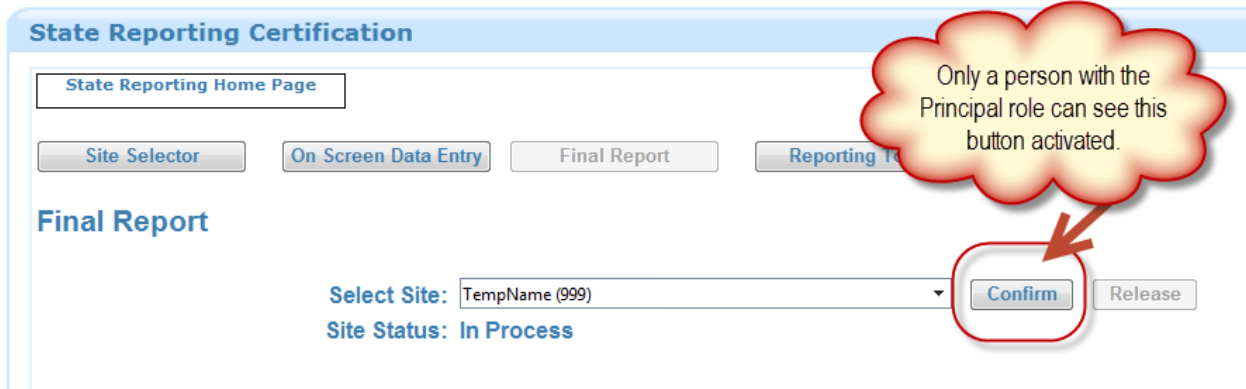


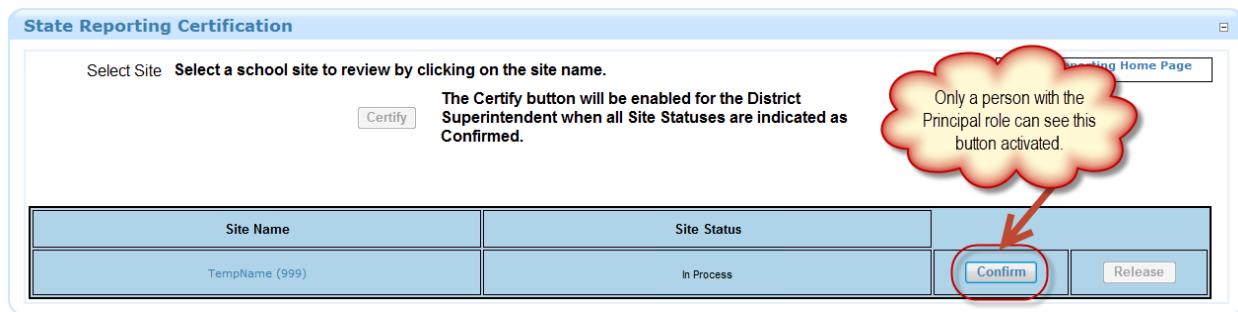Figure 24 - Confirm Button on the Final Report page



Figure 25 - Confirm Button on Site Selector page

## 5 – 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. Please review this section before confirming 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.



Figure 26 – Find Missing Students Page

# 6 – Reporting Tools

This section provides instructions for the Reporting Tools section of the report. There are two reports to view to assist with Postsecondary Opportunities Report. These reports should be carefully reviewed prior to confirming and/or certifying the report.

- **Postsecondary Opportunities Students –** this report shows a list of the students that will be considered for the participation points for the Postsecondary Opportunities criteria.
- **Postsecondary Opportunities Summary** - this report shows the preliminary points for each type of course that counts towards Postsecondary Opportunities. 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 SCHOOL Report Card.

## 6.1 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.*
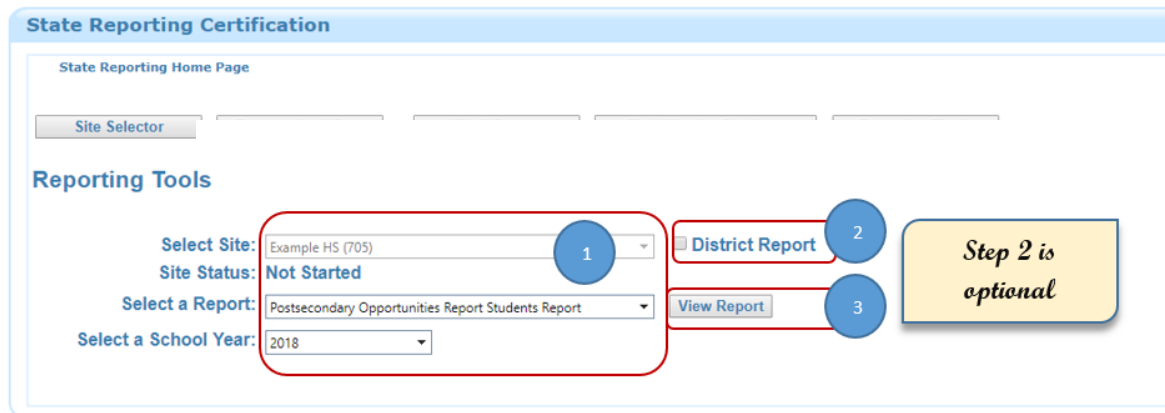
Figure 27 - Reporting Tools Screen Navigation

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.

Oklahoma State Department of Education
**Postsecondary Opportunities Report Students Report**
2017 - 2018

County: 99 - TEST                    District: I099 - EXAMPLE                    Site: 705 - EXAMPLE HS

| School ID | School Name | Local Id | STN | Grade Level | First Name | Middle Name | Last Name | Has Course | Participation |
|---|---|---|---|---|---|---|---|---|---|

Figure 28 - Reporting Tools Screen Navigation Formatting

# 7 – Superintendent Responsibilities

In this section, we will review how the District Superintendent is to "Certify" the Postsecondary Opportunities Report.

## 7.1 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.



Figure 29 - Certify Button

## 7.2 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, then the Superintendent can certify the report.



Figure 30 - Release Button

## 7.3 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.