



**Web-based Portal 1.0**  
**Course Provider User Guide**  
Version 1.0 Published 1/26/16



## **Program Support**

Tina Polishchuk  
Statewide Coordinator of Advanced Opportunities  
Statewide Coordinator  
[tpolishchuk@sde.idaho.gov](mailto:tpolishchuk@sde.idaho.gov)  
(208) 332-6944

Stephanie Childress  
Coordinator, Region 1 & 2  
[stephanieaschildress@gmail.com](mailto:stephanieaschildress@gmail.com)  
(208) 502-0298

Jodi Hickenlooper  
Coordinator, Region 3 & 4  
[jmhickenlooper@gmail.com](mailto:jmhickenlooper@gmail.com)  
(208) 991-0759

Kasi Beorchia  
Coordinator, Region 5 & 6  
[beorkasi@isu.edu](mailto:beorkasi@isu.edu)  
(435) 414-9810

Additional resources are available for on the Advanced Opportunities website  
<http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html>

Quick Guide for Student Registration  
Student Registration Process (video tutorial)  
District Set-Up (video tutorial)  
Registering Students (video tutorial)

## Program Overview

### **8 in 6 Program**

Students in grades 7 - 12 can be reimbursed for middle and high school overload courses. Students would then have opportunities to become Early Completers or qualify for the Mastery Advancement Program scholarship in high school.

#### ***Students may be reimbursed for up to:***

- \$225 per course
- 2 courses per semester
- 4 courses per year
- 8 courses over the lifetime of the student's involvement in the program.

Overload courses must be in addition to the student's normal school day (12 credits minimum or the maximum course load offered during the regular school day). ***Students must sign out a [Declaration of Assurance](#) and turn it into their counselor to participate in the 8 in 6 program.***

### **Fast Forward Program**

All juniors and seniors attending public high school in Idaho are eligible for state aid to pay for dual credit courses and college-credit bearing/professional technical exams.

#### ***Students may be reimbursed for up to:***

- 3 dual credits for juniors or the financial equivalent of \$195 for exams
- 6 dual credits for seniors or the financial equivalent of \$390 for exams
- \$90 per exam

### **Dual Credit for Early Completers (i.e., Early Completers)**

Students who have completed state graduation requirements\* early, may use state aid to pay for dual credit courses and college-bearing/professional technical exams while still in high school.

#### ***Students may be reimbursed for up to:***

- 18 dual credits per semester or 12 dual credits per trimester
- \$75 per credit
- 6 exams per semester or 4 exams per trimester
- \$90 per exam

\*Eligibility requirement excludes senior project, and senior math.

Table of Contents

Portal Access.....5

Student Enrollment Selection.....5

Deadlines..... 6

Manage Courses..... 7

District Enrollment Update Status.....7

Student Lookup .....7

Billing Statements.....9

## Portal Access

There is currently one type of user role for course providers in the Advanced Opportunities Portal. After creating an account, contact State Department of Education (SDE) Help Desk (208) 332-6987 to gain access to the portal as a “college” user.

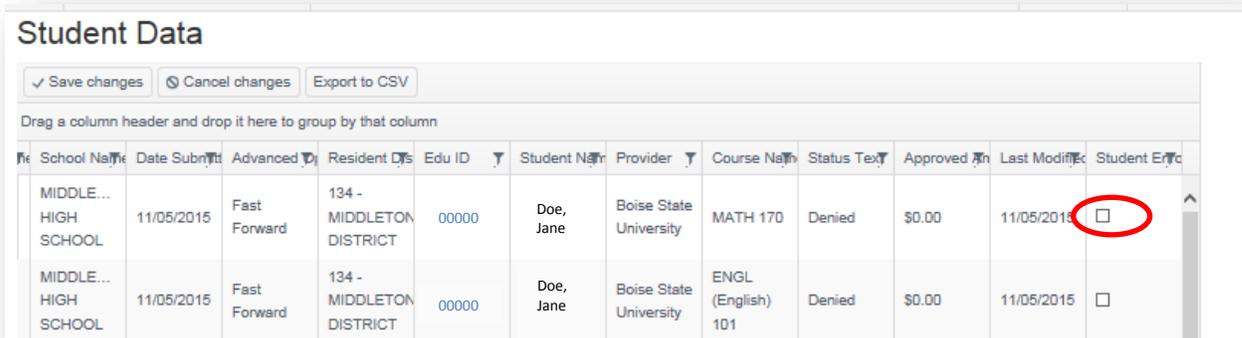
Upon entering the portal, the following options will appear across the top:



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

## Student Enrollment Selection

This view will have a list of all courses that are currently set for payment to the college institution. As each course goes through the verification process, the status listed will change.

The image shows a screenshot of the "Student Data" table in the portal. The table has columns for School Name, Date Submitted, Advanced, Resident Districts, Edu ID, Student Name, Provider, Course Name, Status Text, Approved, Last Modified, and Student Enrollment. The first row shows a student named Jane Doe from Boise State University enrolled in MATH 170, with a status of "Denied" and a payment of \$0.00. The "Student Enrollment" column for this row contains an unchecked checkbox, which is circled in red. The second row shows a student named Jane Doe from Boise State University enrolled in ENGL (English) 101, with a status of "Denied" and a payment of \$0.00. The "Student Enrollment" column for this row also contains an unchecked checkbox.

#	School Name	Date Submitted	Advanced	Resident Districts	Edu ID	Student Name	Provider	Course Name	Status Text	Approved	Last Modified	Student Enrollment
	MIDDLE... HIGH SCHOOL	11/05/2015	Fast Forward	134 - MIDDLETON DISTRICT	00000	Doe, Jane	Boise State University	MATH 170	Denied	\$0.00	11/05/2015	<input type="checkbox"/>
	MIDDLE... HIGH SCHOOL	11/05/2015	Fast Forward	134 - MIDDLETON DISTRICT	00000	Doe, Jane	Boise State University	ENGL (English) 101	Denied	\$0.00	11/05/2015	<input type="checkbox"/>

As the courses are added to the cue, course providers must verify whether or not the student is enrolled in the course. The last column has a check box available to verify enrollments. If the student is enrolled, place a check mark in the box. If the student is not enrolled, leave the box blank.

Please note that school districts cannot submit data to the SDE until the enrollment verification of their district is completely matched with the course providers. To view which school districts still require such a match, select the “District Enrollment Match” tab.

When courses are entered by students and district personnel, they will go through the following status sequence.

<b>Status:</b>	<b>Description:</b>
Pending Initial Approval	The student has submitted a reimbursement and the district/district hasn't approved or denied it
School Level Approval Received	The school has approved the reimbursement, the entry is still editable by district users
Pending SDE Approval	The reimbursement has been submitted to SDE
Approved	The reimbursement has been approved by SDE and is being prepared for payment
Paid	Payment has been generated by SDE: the entry is now reported in a billing statement
Denied	The school/district denied the reimbursement
Denied upon Revision	The reimbursement has been revised and denied

### **Deadlines**

Deadlines for student registration in the portal are set by District Manager user in each school district. With input from course providers, the following deadlines are the recommended to the school districts by the SDE for the 2015-2015 school year:

Term	Recommended Deadline
Semester 1	September 25 <sup>th</sup> , 2015
Semester 2	February 12 <sup>th</sup> , 2016
Trimester 1	September 25 <sup>th</sup> , 2015
Trimester 2	January 15 <sup>th</sup> , 2016
Trimester 3	April 1 <sup>st</sup> , 2016

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

As soon as all entries are approved by school users, course providers must provide verification of enrollment for each student and course. Upon verification of course enrollments, the school district must submit data to the SDE by the following dates:

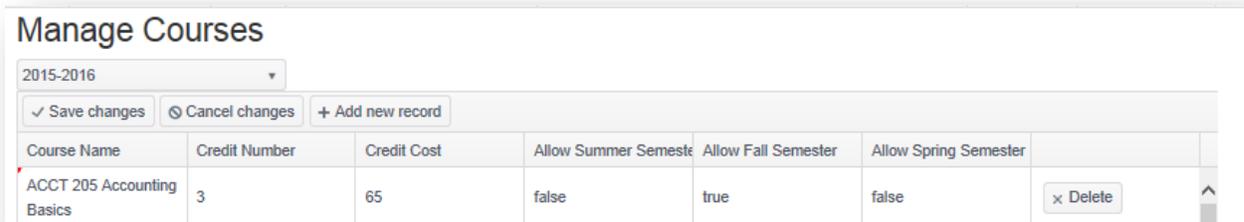
Term	Submission Deadline
Summer 2015	August 14 <sup>th</sup> , 2015
Fall 2015	December 4 <sup>th</sup> , 2015
Spring 2016	June 3 <sup>rd</sup> , 2016
Trimester 1	December 4 <sup>th</sup> , 2015
Trimester 2	March 4 <sup>th</sup> , 2016
Trimester 3	June 3 <sup>rd</sup> , 2016

Upon district’s submission to the SDE, the course providers will have a one week window (5 business days) during which they may access the data and use it to finalize internal records. If errors are found during this process, please contact the SDE to correct these errors. During this time, county clerks will also be logging in to verify receipt of Certificates of Residency for out-of-district students attending community college.

The SDE will process all the data and may reach out to districts or course providers if any red flags arise. Payments will be made to course providers and school districts.

### **Manage Courses**

It is up to the course provider to maintain a current list of dual credit courses to ensure that school districts can make them available to students. This feature can be found in the “Manage Courses” tab. Select the school year when prompted, and click on “Populate Grid”. The following grid will appear.



A new record can be added by selecting “Add new record”. A red marker may appear in the corner; this indicates that changes have not yet been saved. Select “Save Changes” and the red marker will disappear.

For consistent naming conventions, the SDE recommends that providers enter the course code followed by the course name. This will assist district personnel, students, and parent register with ease.

Example: **POLS 101 Political Science**

Additionally, the course providers must indicate the terms during which the courses will be made available to students. “True” that they are open for enrollment. “False” indicates that they are closed for enrollment. Please note, that the summer term is indicative of the term preceding the beginning of the school year.

### **District Enrollment Update Status**

This report indicates the percentage of matching data between course providers and school districts. Before a school district can submit data to the State Department of Education, it must be met by a 100% match by the course provider. This report indicates the match rate at a glance. Any school district that has a percentage less than 100% needs to be reconciled. A provider should make an effort to work with the school district to ensure that all the data is correct.

College Enrollment Update Status							
<a href="#">Export to CSV</a>							
Drag a column header and drop it here to group by that column							
District Name	School Year	College	Term	Total Number Of Courses	Number Enrolled Courses	Approved Credits	Percentage Enrolled
BOISE INDEPENDENT DISTRICT	2015-2016	Boise State University	Fall	1	0	0	0 %
BOISE INDEPENDENT DISTRICT	2015-2016	Boise State University	Spring	69	0	0	0 %
BOISE INDEPENDENT DISTRICT	2015-2016	Boise State University	Year	2	2	6	100 %

### **Student Lookup**

This feature will allow you to view a student’s remaining balance when entering their EDU-ID, First Name, and Last Name. This will also provide a snapshot of where the student has used their funds. Please note that this information is to remain confidential and is only to be used to inform accurate participation in Advanced Opportunities programs.

## **Billing Statements**

The “Billing Statements” tab is a summary of all courses that have been paid.

**Billing Review**

This page shows data for courses that have been paid for by the state.

[Export to CSV](#)

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

Billing Statement Num	Advanced Opp Name	Provider	Billing Item Type	Student	Student EduID	Course/Exam Name	Billing Item Amount
1	8 in 6	Boise State University	Course	Doe, Jane	000000	ENG 101 English Composition	\$130.00
1	8 in 6	Boise State University	Course	Doe, Jane	000000	SPA 101 Spanish	\$260.00

Each item has a correlating billing statement number. Payments made to providers and school districts are aggregated by the billing statement number. Please note that payments for each program are made separately, and will have differing billing statement numbers.

Thank you for your dedication to Idaho students!

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

