ADVANCED OPPORTUNITIES WEB APPLICATION USER GUIDE 9.0

District User Guide

IDAHO DEPARTMENT OF EDUCATION
STUDENT ENGAGEMENT AND SAFETY COORDINATION | ADVANCED OPPORTUNITIES

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

See the Training tab for further resources.

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PROGRAM OVERVIEW

Advanced Opportunities

The Advanced Opportunities program provides every student attending an Idaho public school in grades 7-12 an allocation of $4,625 for certain courses and exams, in which a student may incur a cost. These include:

- **Overload Courses**: An overload course is a high school level course that is taken in addition to a full course load, outside of the student's regular school day and taught by an Idaho certified instructor. These courses can be offered online, during the summer, and before or after school. If a student incurs a cost for such courses, the Advanced Opportunities program can pay up to $225.00 for the cost of the course.
- **Dual Credit Tuition:** Students earn dual credit by taking courses that are recorded on both a high school and a college transcript. The Advanced Opportunities program can pay up to $75.00 per credit. Dual Credit courses can be taken in a student's high school, online, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found on the Advanced Opportunities website.
- **Exams:** A student can utilize funds to pay for a variety of exams and proctoring fees. Exams include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), college entrance exams, and Career & Technical Education (CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available on the Advanced Opportunities website.
- **Workforce Training Courses:** Students may use funds to pay for the cost of approved, regionally in-demand workforce training courses or apprenticeships that are not available at their high school. These opportunities must be provided by an Idaho public technical college; lead to an industry-recognized certificate, license, or degree; and allow high school students to participate. The current list of courses can be viewed on the Advanced Opportunities website.

Remedial or repeated content is ineligible for funding through the Advanced Opportunities program.

Challenging Courses

A student may achieve credit for coursework by demonstrating mastery of a subject's content standards, each school district will have policies on how a student can demonstrate mastery and is required to have criteria on how students can challenge courses. If the student meets

the level of mastery set by the local school board for a given set of standards, the school can grant the student high school credit without requiring that the student to take the course.

Early Graduation Scholarship

Early Graduation Scholarships are available for students who graduate at least one full year early from an Idaho public high school. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for secondary school students in a given school year. This equates to roughly $2,400.00.

Scholarships can be used at Idaho public post-secondary institutions, including workforce training. The school district from which the student graduates early will also receive the same amount in scholarship funding as the student, regardless of whether the student utilizes the scholarship or not.

Students must apply for the scholarship through the Advanced Opportunities portal using the student login. Schools must code the students as an early graduate in ISEE, using the appropriate exit codes of 4G, 4H, or 4I, and the postsecondary institution must confirm enrollment before funds will be sent directly to the institutions in the term during which the student begins the postsecondary program.

FUNDING PROCESS FLOW

1. Students register for courses/exams.
2. Funding requests are made in the Advanced Opportunities portal by student/district.
3. School approves requests.
4. Provider verifies the enrollment of the course/exam.
5. The school district submits a request to Idaho Department of Education for payment.
6. The Idaho Department of Education reviews/approves requests.
7. Payment is sent to the provider or school district.
8. Upon conclusion of the course/exam, if any students were unsuccessful, college or school district staff add a flag to students' account.

Funding Process Information

Dual Credit

If a student is taking a course from an Idaho post-secondary institution, the institutions have agreed to sponsor the charge if the student has an approved request submitted in the Advanced Opportunities portal, knowing payment will be arriving at the end of the term. The

state will pay Idaho institutions (including Northwest Nazarene University, Brigham Young University-Idaho and Independent Study in Idaho) directly. Those funding requests not associated with an Idaho provider will be paid to the school district.

Overload
If the student is taking an overload course, the state will pay IDLA (Idaho Digital Learning Academy) directly. All other course providers (e.g. out-of-state providers) may require payment up front. The Idaho Department of Education will pay the district for the approved request at the end of the term. If the family prepaid the course cost, the district would reimburse the family for courses funded through Advanced Opportunities.

Exam
If the student is taking an exam, the exam provider may require prepayment for the exam. Some districts prepay this cost, while others have families pay for the exam. At the end of each term, the Idaho Department of Education will send payment for approved exams to the district. If the family paid, the district would reimburse the family for exams funded through Advanced Opportunities (up to the limits allowed).

Early Graduation Scholarship

For the Early Graduation Scholarship, funding will be sent directly to the post-secondary institution at the beginning of the term in which the student starts. The approved district funding will be sent directly to the school district.

End of Fiscal Year

It is critical that all deadlines are met. Idaho Statute 33-4602 states that requests must be made before the fiscal year's end (June 30th). The system does allow for make-up payments during other terms within the school year, however, these requests may only be entered if allowed by course providers. For missed/corrected prior year funding requests contact the Idaho Department of Education Advanced Opportunities Support Team.

DISTRICT NAVIGATION: SET UP

Staff Accounts and Roles

To gain Advanced Opportunities portal access, a new user will need to create an Idaho System for Educational Excellence (ISEE) account.

1. Create an ISEE account. https://auth.sde.idaho.gov/Other/Registration/Register

2. After creating an account, the superintendent or technology director in each school district can assign an Advanced Opportunities user role via the Administration Application (i.e. Admin Tool).

There are four types of district users: **Advanced Ops District Management, Advanced Ops District, Advanced Ops School, and Advanced Ops Business Manager.**

These roles can be found in the Academics Hierarchy of the Admin Tool. For assistance accessing the portal, you can contact the Idaho Department of Education Help Desk at (208) 332-6987.

Users only need one role consistent with the highest level of access that they need. Only one role should be assigned to a single account.

- ***Advanced Ops District Management****:* This role should be provided to *only one* person in the school district. District Managers will be responsible for submitting the final data to the Idaho Department of Education at the end of each term.
- ***Advanced Ops District:*** This role should be provided to a staff member who will be approving and editing registrations submitted by students. This user will have access to district-wide data. This user can approve student accounts, funding for courses/exams, allow or disallow courses, and has editing privileges until the point of submission.
- ***Advanced Ops School***: This role should be given to a staff member who oversees approvals in just one school. This person will be able to see student data pertinent only to one school. The user can approve student accounts, funding for courses, and editing privileges until the point of submission.
- ***Business Manager:*** This role should be provided to the district's business manager. The business manager can review a detailed report of each payment made either to the school district or on its behalf.

Email Template

The technology director or person with access to the state Administrative Tool in the district may not know which user role you will need. Drafted below is a template email you can send to the technology director after having registered the email address with ISEE. A new staff member will need to know the role they should have, this is done in coordination and discussion with other AO (Advanced Opportunities) staff in the school district. Once the user role is determined, the following email can be sent.

Dear (INSERT NAME OF TECHNOLOGY DIRECTOR),

I need access to the Advanced Opportunities Reimbursement Portal Application administered by the Idaho State Department of Education. This access is provisioned by way of our District Technology Director accessing the State Department of Education's Administrative Tool (Admin Tool) Application and assigning me to one of the proper Advanced Opportunities security roles.

I will need the (INSERT ONE ADMINISTER ROLE TYPE) assigned to my State Registered Username (email address). For your reference below are the different user roles.

- ***Advanced Ops District Management****:* This role should be provided to *only one* person in the school district. District Managers will be responsible for submitting the final data to the Idaho Department of Education at the end of each term.
- ***Advanced Ops District:*** This role should be provided to a staff member who will be approving and editing registrations submitted by students. This user will have access to district-wide data. This user can approve student accounts, funding for courses, allow or disallow courses and has editing privileges until the point of submission.
- ***Advanced Ops School***: This role should be given to a staff member who oversees approvals in just one school. This person will be able to see student data pertinent only to one school. The user can approve student accounts, funding for courses, and editing privileges until the point of submission.
- ***Business Manager:*** This role should be provided to the district's business manager. The business manager can review a detailed report of each payment made either to the school district or on its behalf.

I have included directions provided by the Idaho State IT Support Desk, should you need them.

1. Log in to the Education Application Portal (https://apps2.sde.idaho.gov)
2. Click on the [Admin Tool] tile (https://apps.sde.idaho.gov/Administration/Home/Home)
3. Locate and click on the (+) next to the security role to add someone.
4. Type the registered username (email address) and when it populates in the list, select it.
5. Click on [Submit] to confirm.

Note: Do not type the name of the person. The role needs to be linked to the registered username (email address)

Note: To remove someone from a role, click the (x) next to the user you want to remove the role from.

PORTAL INFORMATION/NAVIGATION

Home Page

To access student funding, login by visiting the Administrative Access Portal. Once logged in, the user will have access to their assigned user role.

If there is no data or limited data appearing, it may be in part to multiple user roles assigned or no user role assigned. Please contact Idaho Department of Education IT support.

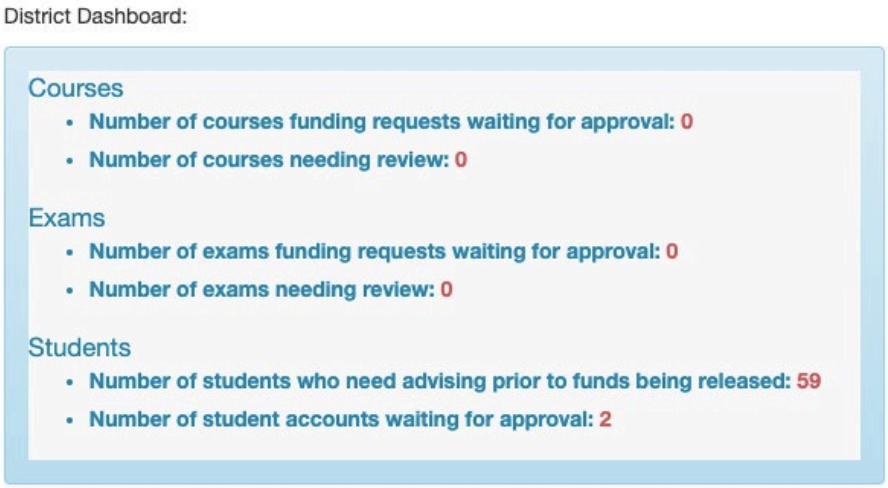
The Home Page in the portal contains vital information for program implementation and contains general information about the Advanced Opportunities program. This is followed by a table with information about deadlines for the current school year.

Term	Request Funding Window	Verification Deadline	Submission Deadline

- **Request Funding Window:** This is the window during which a funding request can be made by students and by which school district staff should submit funding requests. All courses expecting funding should be entered by the end of this window.
- **Verification Deadline:** During this time, course providers log into the portal to verify enrollments for all requests made by students. Course providers and schools district will communicate with one another to work through any errors or missing information. District personnel adding or editing requests during this time should collaborate with course providers. After course providers have completed this step, they will send out bills to students who are paying for courses out of pocket.
- **Submission Deadline**: Final deadline for school district to submit all funding requests to the Idaho Department of Education for payment.

The **"District Dashboard"** provides school district users with information about courses or exams that require approval or review. There is also a snapshot provided with the number of student accounts that need approval and the number of students with active advising flags. Staff can click on the number for each description, which will direct them to the appropriate webpage in the portal requiring the attention of the AO (Advanced Opportunities) staff member.

*Please note that the current year information will populate, if no information is available for the current year, it is likely a prior year has data that needs to be addressed. Select "**All Years**" from the School Year drop-down menu.*



The dashboard will only show non-graduated students in the counted number, this means that you may need to select "All years" when directed to the hyperlinked screen.

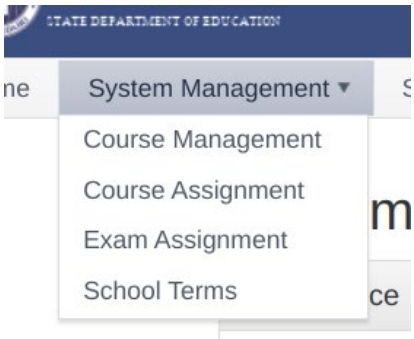
By scrolling to the bottom of the page, links to essential contacts are provided.

For questions regarding the use of the portal, contact your regional support specialist. Contact information is available for the for following individuals: dual credit staff, overload course providers, and early graduation scholarship coordinators.

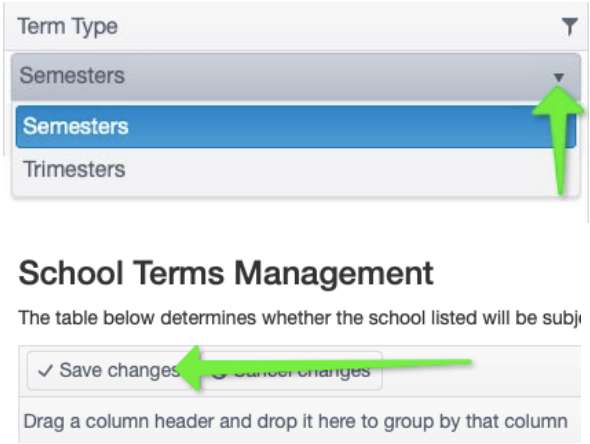
Application/submission windows have been set up by the Idaho Department of Education with input from school districts and the post-secondary dual credit offices. To view deadlines, please visit the Advanced Opportunities website or the administrative portal home page for specific dates. Below are the various definitions of the deadlines.

School Terms

Schools have been pre-populated to function on either a trimester or semester schedule. If the schedule setting in a particular school change, the District Manager can change this by selecting **"School Terms"** under the **"System Management"** tab.



Users can toggle between terms by clicking on the individual **"Term Type,"** change between semesters and trimesters, and then select "**Save Changes.**"

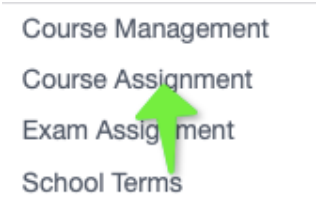


Course Assignment

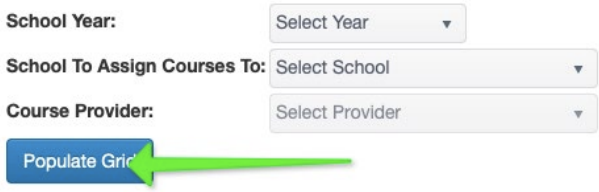
Before students can log into and request state funding, each school will need to set up a list of courses that are available to students. This will determine what students will see when requesting funds for a course. This will need to be done for each school separately by the District Manager.

Course Assignment is only necessary for most high school courses and all dual credit courses. IDLA, BYU-Idaho, and workforce training courses are prepopulated in the portal.

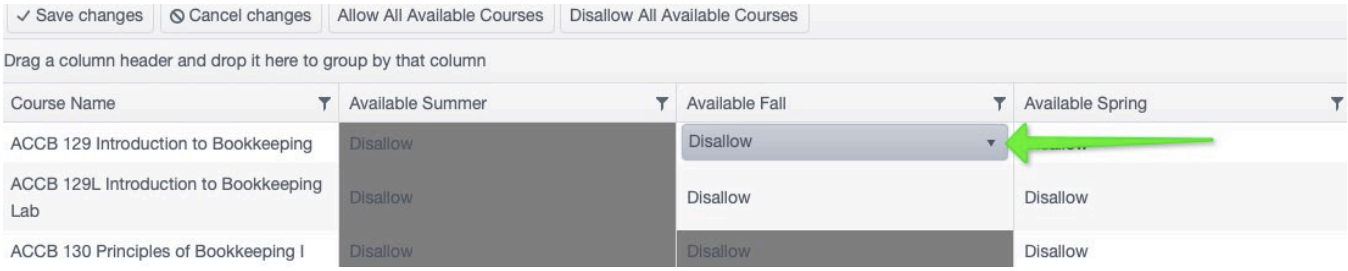
To allow course funding requests, hover over the **"System Management"** tab and select **"Course Assignment**":



Select the appropriate information and click **"Populate Grid." You will need to select the school year, the school, and the course provider.**



The following grid will appear:

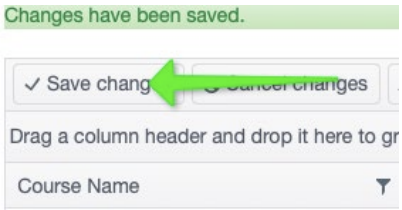


In the grid, select **"Allow"** for the term during which the course will be available at the school and be sure to click "**Save Changes**" before moving screens. To change to "**Allow**" click the word "**Disallow**" to pop-up a drop-down menu to change. Students will be able to request funding for only the courses that your school 'allows'. Courses from all post-secondary institutions are defaulted to **"Disallow".**

If a certain course does not appear in the list, please contact the dual credit coordinator at the provider institution. The colleges and universities maintain lists of their course offerings.

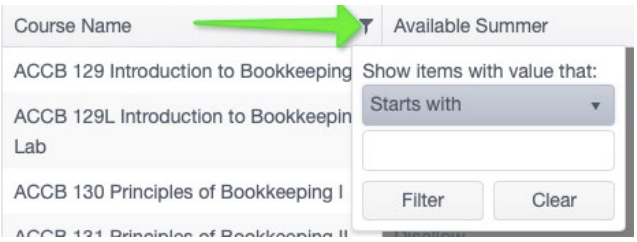
If the field appears to be grayed out in the table, this means the provider has not made the course allowable for that term. In this case, please contact the provider to discuss the modification of terms for a given course.

After saving changes, these courses will be available for student requests.



Search for specific courses by using the filter function in the grid or alphabetize the names by clicking on the column header.

The district manager can allow for all courses should they want by clicking **"Allow All Available Courses".**



Special Cases

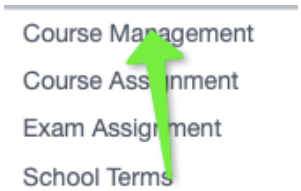
*High school courses available from **Idaho Digital Learning Alliance** and **BYU-Independent Study** do not need to be populated through this process. Courses by these providers are made available to all students by default. **Workforce Training Courses also do not need to be populated.***

Course Management

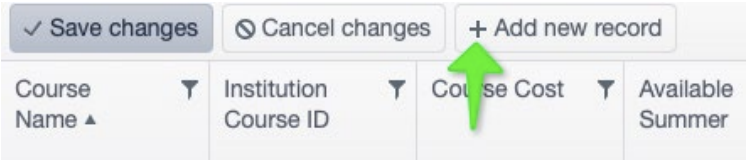
Many school districts offer in-district overload courses. These are overload courses that are taught by in-district teachers. In most cases, courses are summer school, zero hour, or an after-school class. School districts can create a cost for this "extra" course, and Advanced Opportunities funds can be used to pay up to $225 per course.

Remedial or repeated courses are not allowed for funding.

To create a course catalog, go to the "**System Management**" tab and select "**Course Management**."

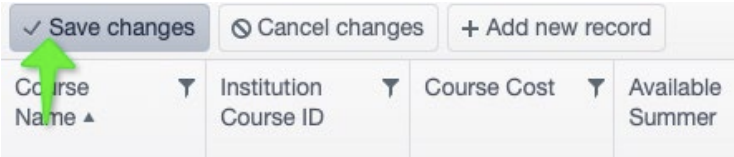


When the table comes up, select "**Add New Record**."

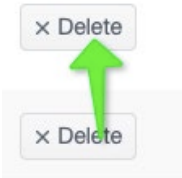


Enter the Course Name, Course ID, Course Cost, and identify whether the course will be available during the summer, fall, and/or spring, by selecting "**Allow**" or "**Disallow**."

Then click "**Save Changes**."



To delete a course that is no longer offered by the school district, select "**Delete**" in the table. Then click "**Save Changes**."

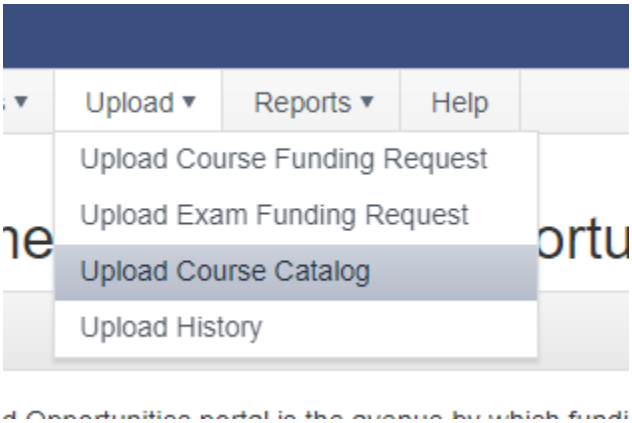


The courses will now need to be "assigned" to each school to populate in the student and staff drop down menus. For instructions on how to assign courses, see "**Course Assignments**".

If a student is taking a dual credit course from a provider outside of common AO providers, students can select "Other" in the funding request. "Other" should not be used for providers that are listed in the AO portal including a student's school district.

Uploading District Catalog

If a school district has many courses to add to their available catalog in the AO portal, it may be helpful to upload the courses rather than manually type each course. To upload course catalog, click **"Upload Course Catalog".**



Open the **"Course Catalog Template"**. This will be the document you add details to and then you upload into the AO portal.

The directions on how to input details into the template are provided in the **"Template Upload Directions"** and by clicking the **"Introduction"** tab in the excel sheet and clicking **"Course Catalog Upload"**.

Follow the column descriptions and text type for how to input information into the template.

Course Catalog Upload

Column Upload Template Number	Column Name	Column Description	Column Text Type	Required/Optional	Notes
1	School Year	School year	Number	Required	
2	CourseName	Name of the course	Text	Required	
3	CreditNumber	Number of credits for the course	Number	Required	
4	CreditCost	Dollars charged per credit	Number	Required	
5	AvailableSummer	Specifying that the course is available for the summer term	Y/N	Required	
6	AvailableFall	Specifying that the course is available for the fall semester	Y/N	Required	
7	AvailableSpring	Specifying that the course is available for the spring term	Y/N	Required	
8	Course Type	Type of Course	Text	Required	
9	InstitutionCourseId	Course identifier for the provider of the course used in their systems.	Text	*Optional*	Mandatory for Idaho college/university courses.
10	CIP Code	Classification of Instructional Programs code.	Number	*Optional*	Required for workforce training courses.

This is an example of what the upload template may look like:

SchoolYear	CourseName	CreditNumber	CreditCost	AvailableSummer	AvailableFall	AvailableSpring	CourseType	InstitutionCourseId	CipCode
2025	Physical Education	1	225	Y	N	Y	Overload	1A	

A CIP Code is not needed for overload courses.

Once completed, save the document as a comma delimited (.csv) file and click **"Upload Course Catalog"** in the AO portal and choose the file. Click **"Upload Course Catalog"**.

The success rows and total rows should be equal, once the upload is complete. The matching of the rows would mean the catalog has been uploaded. If the success rows and total rows are not equal, there is likely an error. Please contact the AO support staff for details.

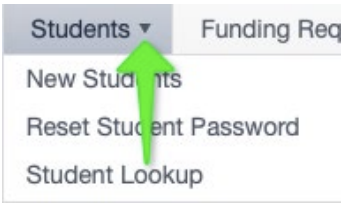
DISTRICT NAVIGATION: STUDENT ACCOUNTS

Approving Student Accounts

Schools have the option of entering the student data themselves or allowing their students to do so. ***The Idaho Department of Education recommends having the students apply for funding themselves whenever possible.***

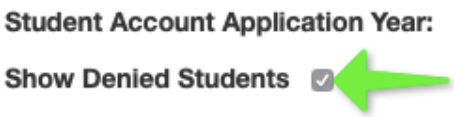
The following steps are for schools that allow students to enter requests into the portal and apply for Advanced Opportunities monies independently. If school districts would rather manage all registrations from a district level without giving students the ability to navigate the system, please see **"Funding Request Generated by School/District Users"**.

When students create an account in the Advanced Opportunities Portal, the district Advanced Opportunities designee must verify it before students can request state aid. To approve student account requests, select **"New Students"** under the **"Students"** tab.

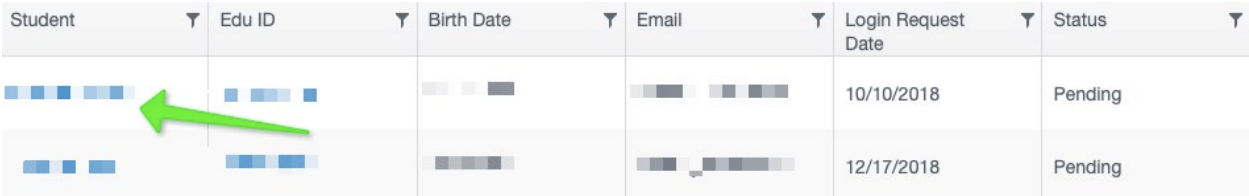


This will generate a list of students who have requested to have an Advanced Opportunities account.

Check that the year in which the student applied for an account is selected. You may select **"Show Denied Students"** if needed.

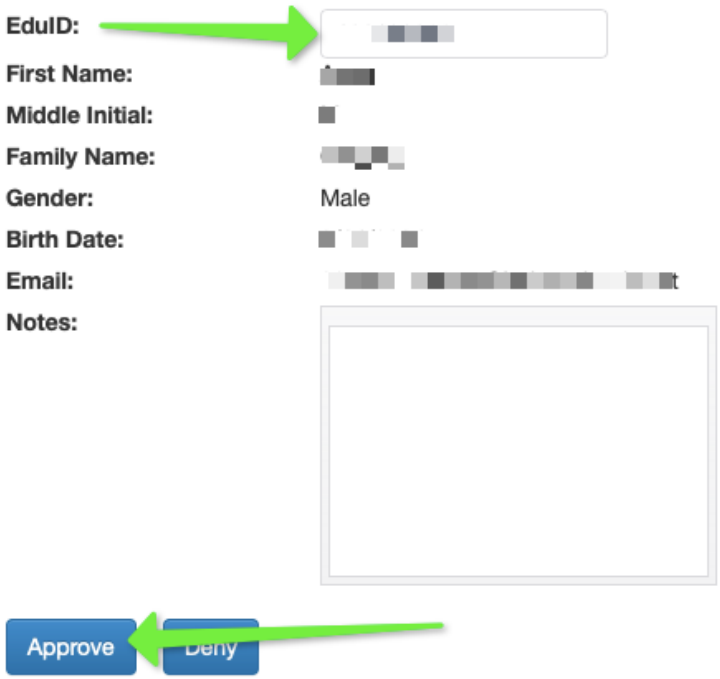


Select the **student's name** to see account details.

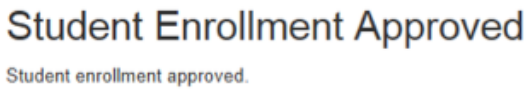


Student	Edu ID	Birth Date	Email	Login Request Date	Status
				10/10/2018	Pending
				12/17/2018	Pending

To verify the account, enter the student's EDUID. Some students may have already entered their EDUID, make sure to double check that it is correct. By approving a student's account, districts are verifying that the student attends an Idaho public school. This step allows students to access the Advanced Opportunities portal, request funds, view account information, etc. Students will be able to make a funding request for any school within the district.



When a student's enrollment has been approved, the following message will appear:



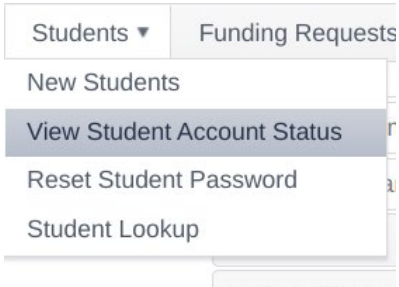
If the student has registered for an account but the entry does not yet appear in district user list, the student must check their email and follow the link to verify the account. If the district denies a student account, it will still appear in the district's list, but the status will simply be changed to "**denied**". If the student needs to have the verification email resent, have the student login, select "**Can't Log in?",** and have the verification email resent.

A student (EDUID) can have only one active account at a time.

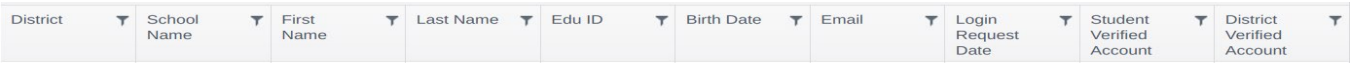
Participation Form

Students must have a **Participation Form** on file with the school district. These forms are available at the Advanced Opportunities website (http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html); additionally, they appear in a link on the student login page. Participation forms must be signed by the student and a parent or guardian and be kept on file at the local school district. District staff will be asked for verification that this form is on file before submitting any funding requests to the state. If the student changes school districts, they may need to submit another form to the new district.

View Student Account Status



The Student Account Status screen allows staff to track the status of the student account. From here, the staff can troubleshoot potential account errors: duplicate accounts, lack of verification, etc.. Pay careful attention to the "Notes About Student Accounts" on this page, as it will walk you through the troubleshooting process. *The email address used and whether the student verified the account are largely the problem when students are unable to access accounts.*



Common questions that can be answered by the Student Account Status page:

What is the student login email?

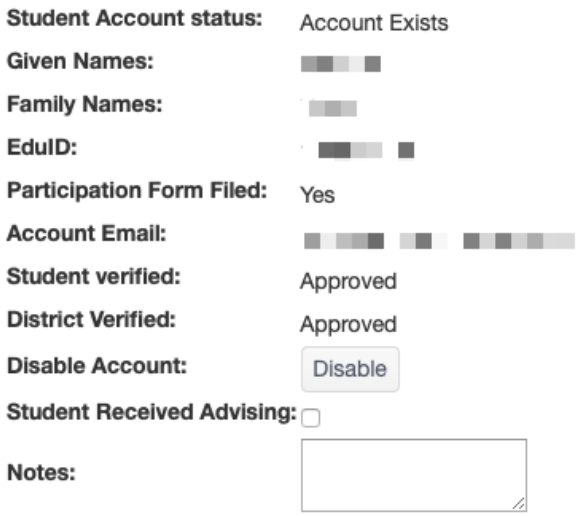
A student may attempt to create multiple accounts, however only one active account is allowed. The active account will state "Approved" in the District Verified Account column in the table.

What is the status of the student's account?

- If you are not seeing a student account to be approved, please check the Student Account Status and view the Student Verified Account column in the table. If the column shows “pending” the student will need to verify the email provided before the school can approve.

Student Lookup Feature

The student lookup feature enables the Advanced Opportunities staff to view the status and account details of an individual student. You can navigate to a student’s profile by clicking on the EDUID from any table or by selecting the “**Students**” tab and clicking “**Student Lookup**.” After entering the pertinent information, you will see the student profile.



- **Student Account status:** This field indicates if a student created an account. This will be blank if a student has not created an account.
- **Student verified:** This field indicates if the student has verified the account in their email link.
- **District verified:** This field indicates whether the district designee has verified the students account with an EDUID.
- **Disable Account:** If a student needs to create a new account, the designee can click **“Disable”** and approve the new account.

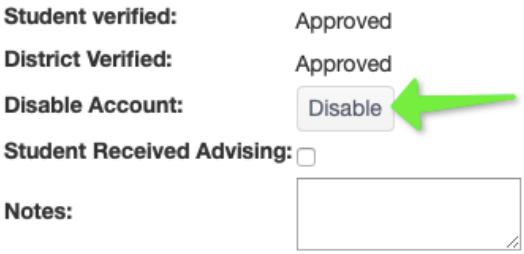
Reset Student Password

If a student forgot the password, it can be reset from the student log in interface by selecting **“Can’t Log In?”** The student will have the option to reset the password. Advanced Opportunities designees can also reset a password by selecting **“Students”** and selecting **“Reset**

Student Password." A temporary password will be sent to the student's email. Upon logging in with the temporary password, the student can reset their password in their profile.

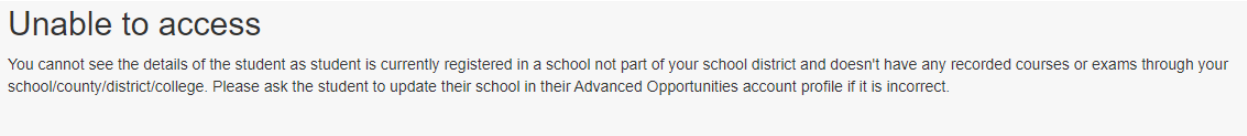
Student Cannot Access Old Account

In rare instances, students might not have access to an old email address under which their account was created. In this situation, you can look up the student's account in the "**Students**" tab by selecting "**Student Lookup.**" Clicking the disable button will disable the student's previous account and the student can then create a new account. Once the new account is verified by the school, the student's previous activity will merge with the new account.

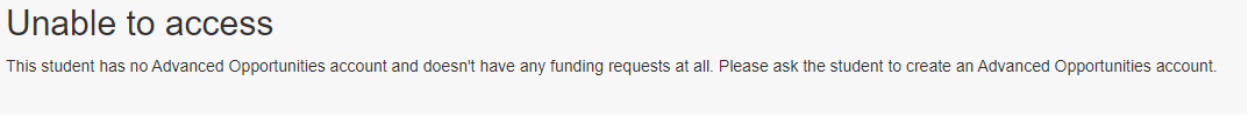


Unable to Access Student Account

Advanced Opportunities staff are only able to see accounts or funding requests associated with their school. If using the student look up tool and the message "Unable to Access" is displayed, this is an indication of one of three things.



1. The student does not have a funding request associated with the staff member's school role or the student's account is not affiliated with the school.



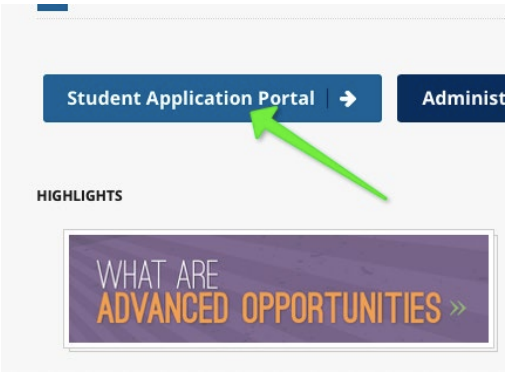
2. The student does not have an account nor any funding requests.

To view this account, communication with the student will be needed to understand the possible solution. If no account exists, the student will need to create an account. If the student's account is not linked to the correct school, the student can log into their account and change the school via **"View Profile"**.

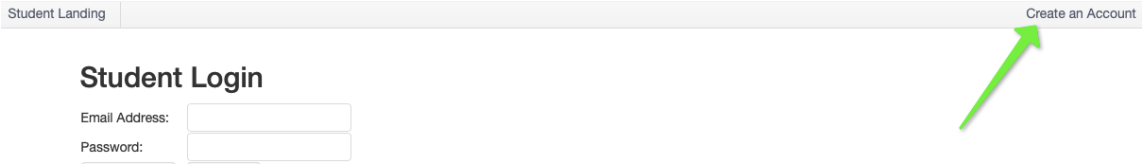
STUDENT NAVIGATION

Creating a Student Account

From the Advanced Opportunities site (http://www.sde.idaho.gov/student-engagement/advanced-ops) the student will select the blue "**Student Application Portal**" link.

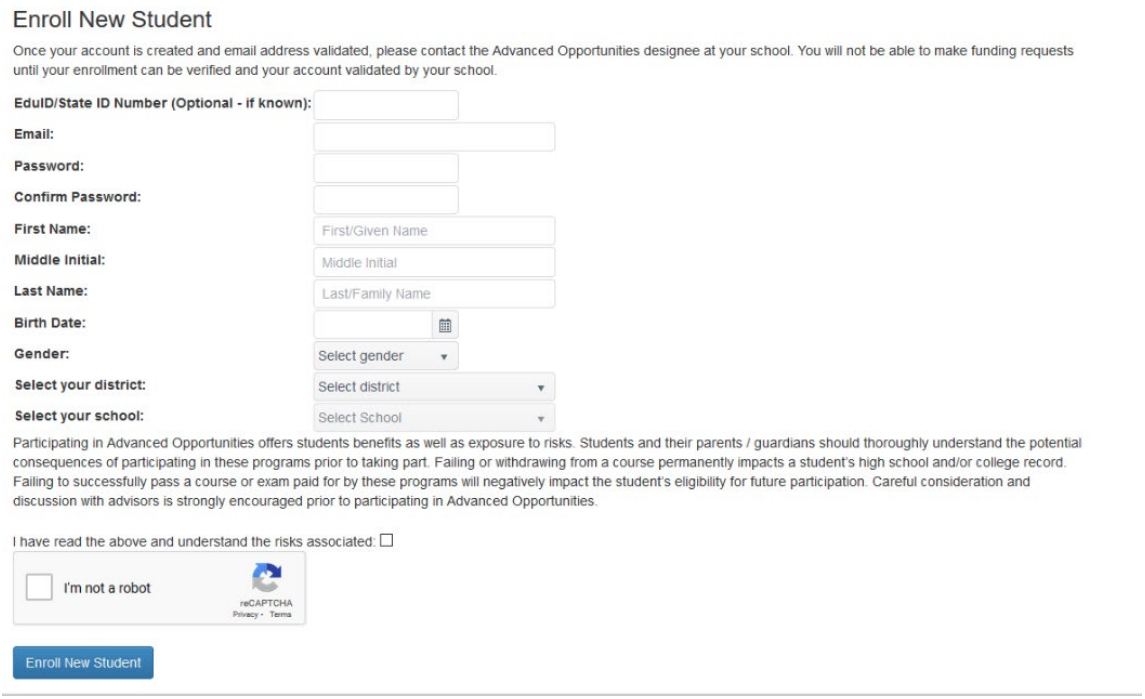


The student will click "**Create an Account**" in the top right-hand corner.



The student will register for an account using a valid email address.

It is strongly recommended that students use their own personal email address rather than a school issued email address to create an account.



Enroll New Student

Once your account is created and email address validated, please contact the Advanced Opportunities designee at your school. You will not be able to make funding requests until your enrollment can be verified and your account validated by your school.

EduID/State ID Number (Optional - if known):
Email:
Password:
Confirm Password:
First Name: First/Given Name
Middle Initial: Middle Initial
Last Name: Last/Family Name
Birth Date:
Gender: Select gender
Select your district: Select district
Select your school: Select School

Participating in Advanced Opportunities offers students benefits as well as exposure to risks. Students and their parents / guardians should thoroughly understand the potential consequences of participating in these programs prior to taking part. Failing or withdrawing from a course permanently impacts a student's high school and/or college record. Failing to successfully pass a course or exam paid for by these programs will negatively impact the student's eligibility for future participation. Careful consideration and discussion with advisors is strongly encouraged prior to participating in Advanced Opportunities.

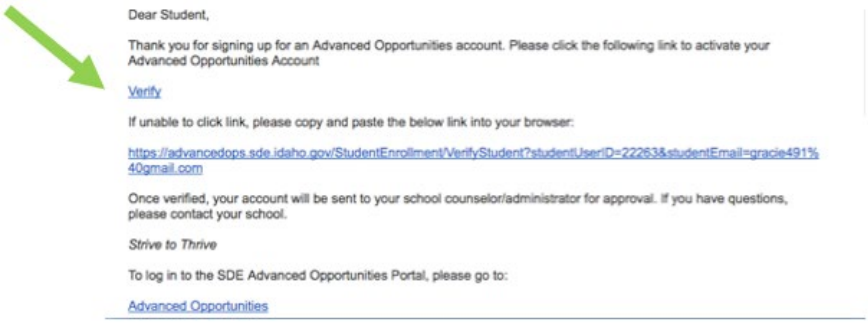
I have read the above and understand the risks associated: ☐

I'm not a robot

reCAPTCHA
Privacy - Terms

Enroll New Student

An email will be sent to the student to verify the account. The student will need to select the "**verify**" link to proceed. This email is sent instantly. If the student does not get it within minutes of applying, the student should check the email spam folder or confirm a valid email address was used.



Dear Student,

Thank you for signing up for an Advanced Opportunities account. Please click the following link to activate your Advanced Opportunities Account

Verify

If unable to click link, please copy and paste the below link into your browser:

https://advancedops.sde.idaho.gov/StudentEnrollment/VerifyStudent?studentUserID=22263&studentEmail=gracie491%40gmail.com

Once verified, your account will be sent to your school counselor/administrator for approval. If you have questions, please contact your school.

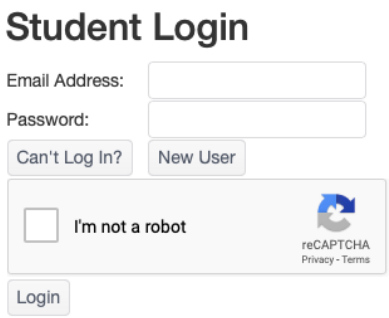
Strive to Thrive

To log in to the SDE Advanced Opportunities Portal, please go to:

Advanced Opportunities

Upon verification by the student, a district Advanced Opportunities designee will approve the account. This step may take a bit of time, as it is done manually by the school district. Once approved, the student will be able to apply for funding for courses/exams.

After the district Advanced Opportunities designee has approved the account, the student can log into the portal with the username and password that the student set up.



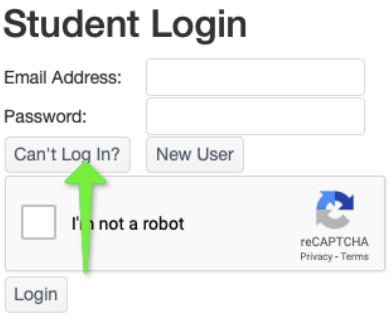
The student can now apply for funding for courses and exams.

Incorrect Account Information

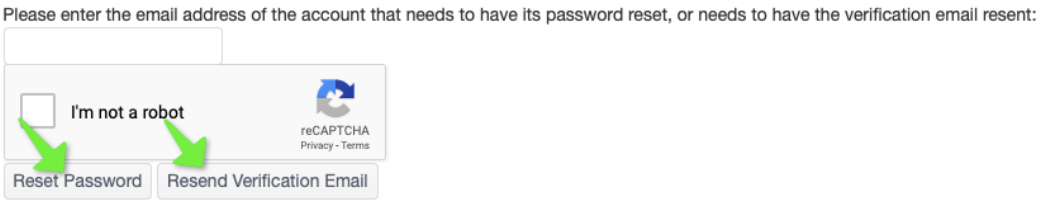
If a student created an account but selected the wrong school, or entered any of their information inaccurately, the student may log into the account and correct this information in the profile.

Missing Verification Email / Reset Password

If the student is missing the verification email or needs to reset the password, the student should login to the website and select the "**Can't Log In?**" link.



The student may then choose to have the verification email resent or to reset the password.



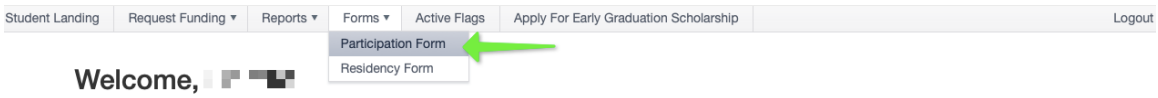
If a student receives the following error message, it is possible that when creating the account an error was made (e.g., wrong email address).

"Resending the verification email failed. Please make sure the email address is correct and belongs to an existing account. Note that already-verified accounts cannot be re-verified."

Student Generated Funding Request

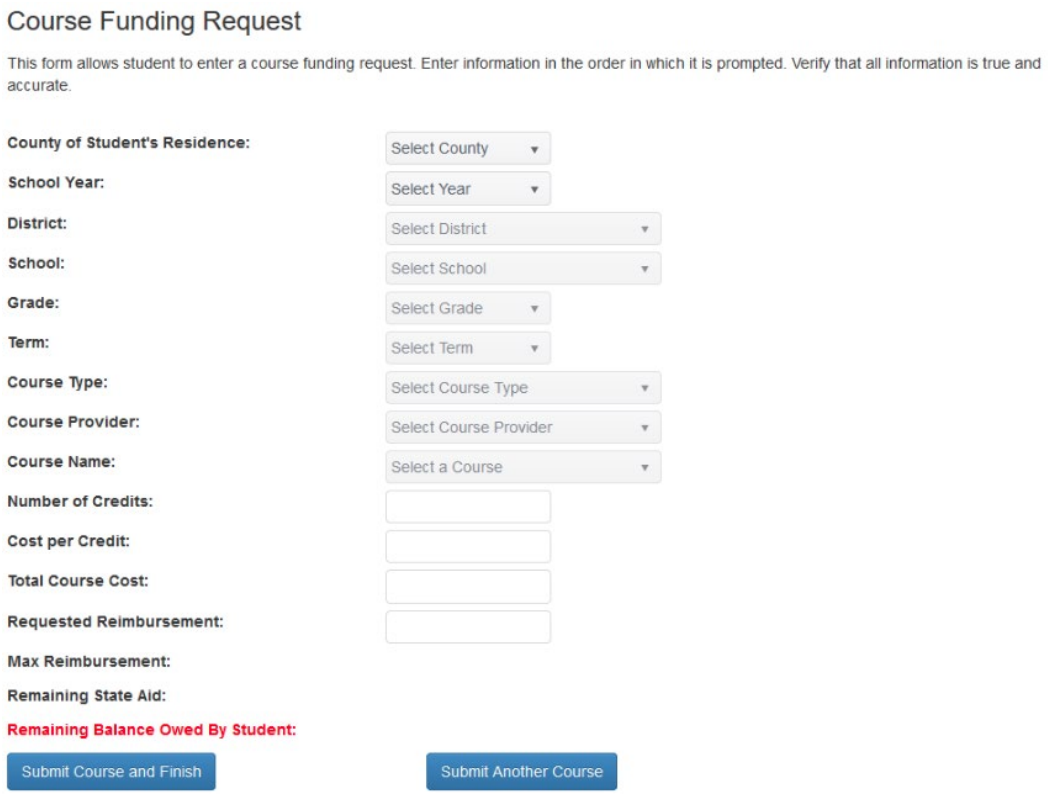
Once the student has logged into the account, a funding request can be made.

The student needs to be sure that a **Participation Form** is on file with the Advanced Opportunities designee. The district must have this on file to approve the student for any Advanced Opportunities funding. The form can be found under the **"Forms"** tab in the student portal.



Once the form is on file, the student is ready to request funding. Select **"Request Funding"** and then choose the application type.

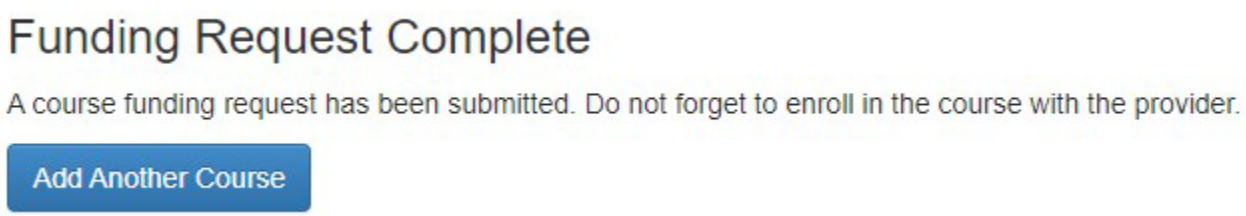
The student will enter the course/exam information, using the pre-populated drop-down course or exam menu.



If the desired course or exam is not available, the student should contact the district Advanced Opportunities designee to ensure that that course or exam is eligible. A class may need to be added to the drop-down menu through the **"Course Assignments**" feature.

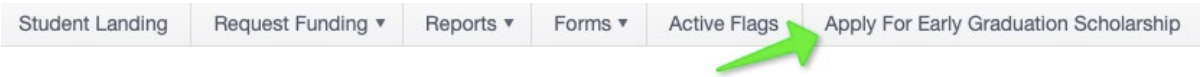
*If the student is taking a course from an out-of-state provider or is taking an atypical class, the request will need to be entered by the Advanced Opportunities designee as an **"other"** option.*

Once the request has been submitted, the student will receive a notice indicating that a request for Advanced Opportunities to pay for a course or exam has been completed.

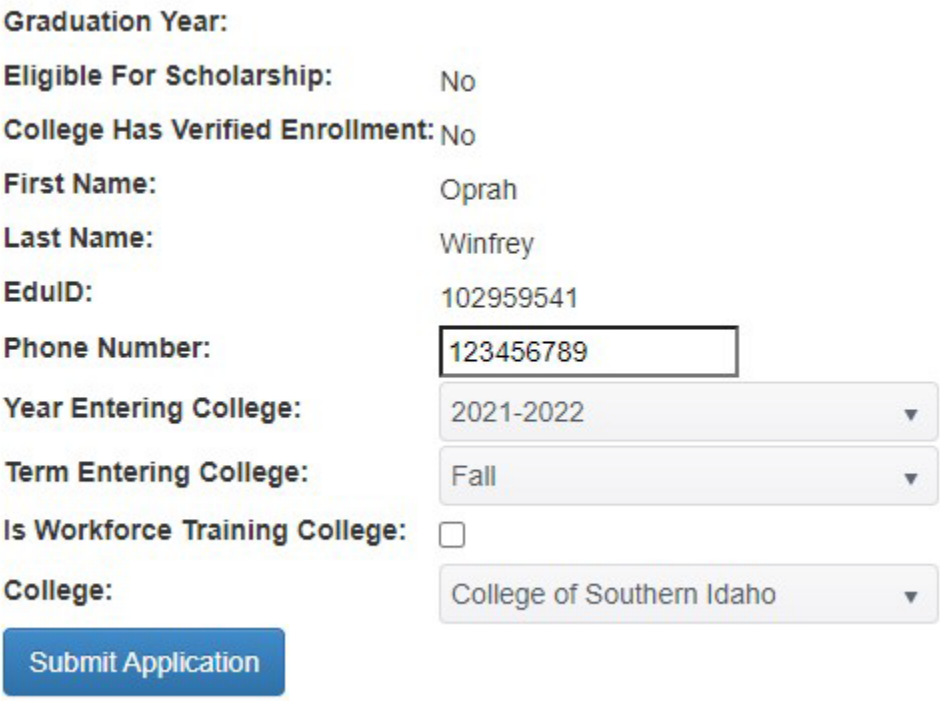


Early Graduation Scholarship Student Application

Students who graduate at least a full year early are eligible for an Early Graduation Scholarship. To apply for this scholarship, students must login to their Advanced Opportunities account. In the bar at the top of the webpage, the student will select **"Apply for Early Graduation Scholarship."**



Once the student has opened this form, the student information will auto-populate. The student will need to complete the remaining information needed. The student will submit the application. This request will be visible by the student's district, which will need to be entered and submitted to the Idaho Department of Education via ISEE.

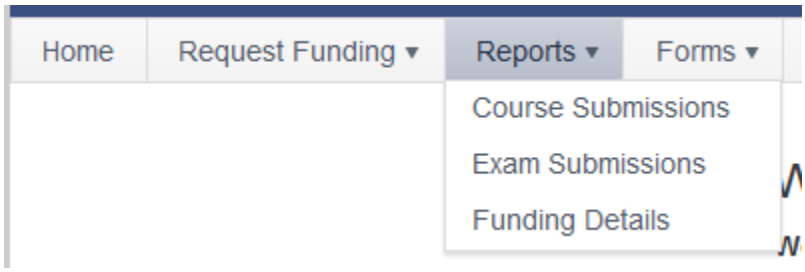


The student may track the scholarship progress via their Advanced Opportunities account. The application will state "No" for eligibility until accurate ISEE information has been received upon the student's graduation. If after June 15th the eligibility still states "No" the student should contact the Idaho Department of Education. Students are encouraged to communicate with their Advanced Opportunities designee to confirm eligibility for this scholarship.

Email Notifications
Students will receive email notifications whenever the status of the submission changes. This includes denial, approval, and payment status.

Student Account Management

The student will be able to manage their account in the portal. Reports of prior course submissions and programs totals may be found under the **"Reports"** tab in the student login.



If a student wants to see prior requests for courses or exams click on the **"Course Submissions"** or **"Exam Submissions"** reports. This will show the student's applications and status (pending, approved/denied, or paid).

Student Exam Submissions

To view the details of a flag, either click on the flag or click the "View Flags" tab. Below are flag descriptions:

- **Green:** Student is able to make funding requests.
- **Purple:** This is a warning that the student's Advanced Opportunities balance is at or below $500.
- **Yellow:** The student has earned at least 15 credits and requires advising before future funding is allowed.
- **Red:** The student has failed to earn credit for an exam or course and future funding is prohibited until student is in compliance with program rules.

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

School Year	Program	Exam Name	Submitted Date	Status	Requested Reimbursement	Approved Reimbursement	Flagged
2016-2017	Fast Forward	Art History Exam	3/2/2017	Denied	93	0	
2016-2017	Fast Forward	Art History Exam	2/27/2017	Denied	93	0	
2016-2017	Fast Forward	Art History Exam	2/27/2017	Denied	93	0	
2016-2017	Fast Forward	Art History Exam	2/27/2017	Denied	93	0	
2020-2021	Fast Forward	Calculus AB Exam	6/27/2020	Pending Initial Approval	94	94	

Students may view their overall use of the program under **"Program Totals."** Students and parents can view this tab to monitor their overall program balance.

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

Advanced Opp Name	School Year	Exams Approved	College Credits Approved	Overload Courses Approved	Workforce Training Courses Approved	Total Funds Approved	Total Balance Available
Fast Forward	2018-2019	1	4	0	0	$354	$3771
Fast Forward	2019-2020	3	10	0	0	$1080	$2691
Fast Forward	2020-2021	0	6	0	0	$450	$2241

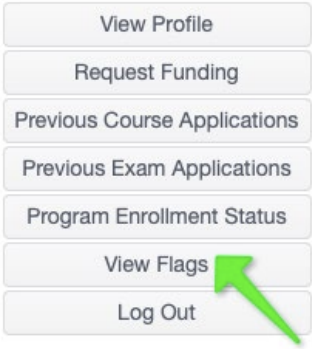
1 100 items per page 1 - 3 of 3 items

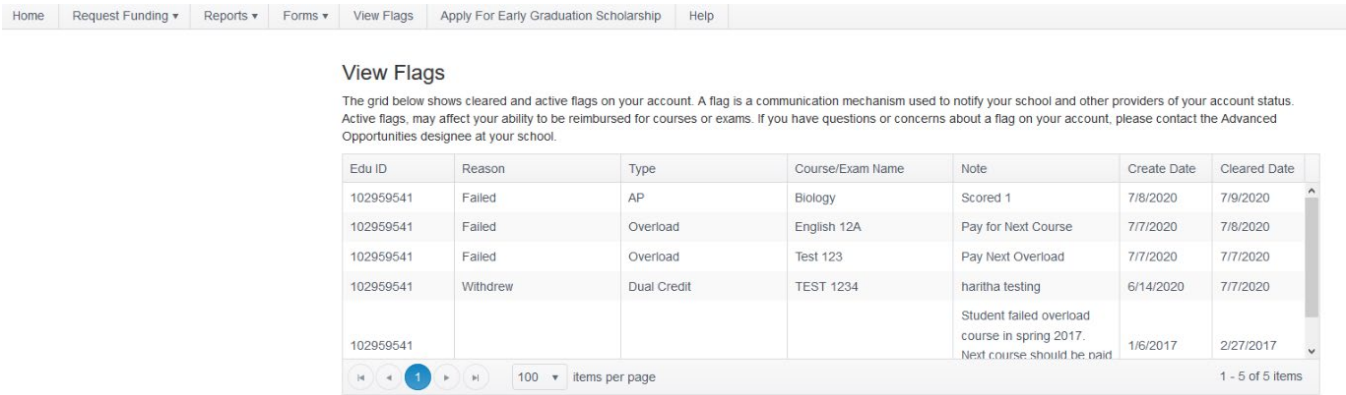
Students may also monitor their flag status through their account. Student accounts may have a red flag added when they fail to earn credit for a course or exam. To access future funding, the student must pay for a "like" course or exam. A purple flag will be added when a student has $500 or less of money in their account.

Student flags details can be accessed in two places, click on "**View Flags**".

To view the details of a flag, either click on the flag or click the "View Flags" tab. Below are flag descriptions:

- **Green:** Student is able to make funding requests.
- **Purple:** This is a warning that the student's Advanced Opportunities balance is at or below $500.
- **Yellow:** The student has earned at least 15 credits and requires advising before future funding is allowed.
- **Red:** The student has failed to earn credit for an exam or course and future funding is prohibited until student is in compliance with program rules.

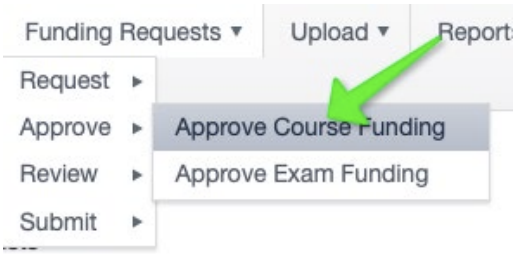




DISTRICT NAVIGATION: MANAGING FUNDING REQUESTS

Approving Funding Requests Entered by Students

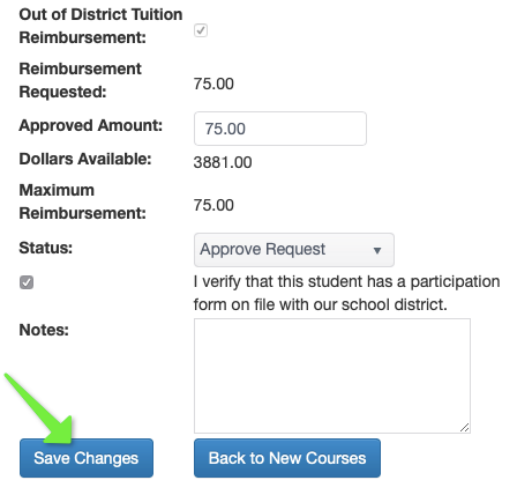
The district Advanced Opportunities staff will need to approve or deny all course and exam requests submitted by students. To approve submissions, select "**Funding Requests,**" then "**Approve,**" then "**Approve Course Funding**" or **"Approve Exam Funding"**. Any funding request by a student will be counted against a student's total account balance until the request is denied.



Select the school year to view. Each course/exam will need to be approved individually. Click on the course/exam name to see and edit the details of the funding request.

School Name	Edu ID	Student	Grade	Provider	Course Name	County	Amount	Enrolled	Flagged	Details	Select
FAIRMONT JUNIOR HIGH SCHOOL			9	DISTRICT: BOISE INDEPEN... DISTRICT	Physical Education B	ADA	$95.00	false		Details	

Look over course/exam information *carefully* and make any necessary corrections. Courses can be approved by either checking the **"Select"** box on the right-hand side or by clicking into the course name, verifying the participation form is on file, and clicking **"Save Changes."** If the course/exam needs to be denied, click on the course name, select **"Deny Request"** from the **"Status"** dropdown menu, enter the reason for this decision in the notes for reference, and click **"Save Changes."**



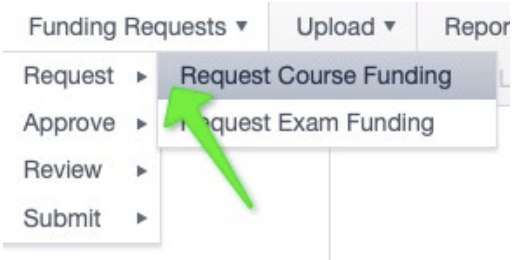
Once the **"I verify that the student has a participation form on file with our school district"** box has been checked by the school, it will remain checked for further funding requests for the student.

Unallowable Requests

Advanced Opportunities may not be used for certain types of courses or exams. Remedial, repeated or religious courses and exams are not allowable. Additionally, high school courses taken as overload courses must be taught by an Idaho certified instructor and an appropriately accredited organization.

Funding Requests Generated by School/District Users

To request Advanced Opportunities funding on *behalf* of a student, select **"Request"** then **"Request Course Funding"** or **"Request Exam Funding"** option under the **"Funding Requests"** tab.



Fill out the pertinent information related to the course or exam. Records entered by the Advanced Opportunities designee will not be subject to additional approval by the district. Please use the student's legal name. If the EDUID does not match the name uploaded to the office ISEE records, an error message will appear.

When an EDUID and name do not match the student information it will not auto-populate in the funding request and the Remaining State Aid when making the request will show ***$0.00.***

Reminder: Use the drop-down menu to populate courses. See Course Assignments for instructions on how to populate the drop-down menu.

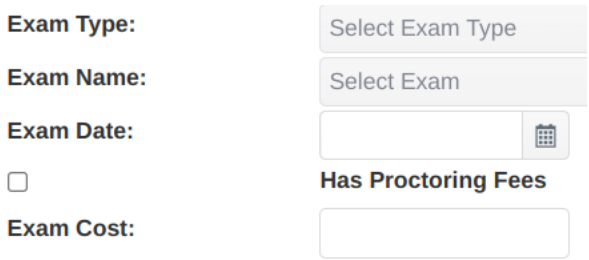
Using pre-populated course information increases speed and accuracy in entering courses and is required. If a course is not available for a funding request from an Idaho institution, look to the Course Assignment tab to see if it is allowed. If a student takes a course from an accredited post-secondary institution outside of Idaho, the Advanced Opportunities designee will enter the course using "Other" as the option in the funding request. Be sure to use the standard course title formatting (Course Code - Course Number - Course Name; ENGL 101 English Composition). Any entry that is not formatted in this way may be denied at the state level, resulting in a delayed or denied payment.

Look over course/exam information carefully. Make any necessary corrections, verify the student's participation form is on file, then click "**Submit Exam/Course**." The district Advanced Opportunities staff will receive a message confirming the approval.

Exams Requests

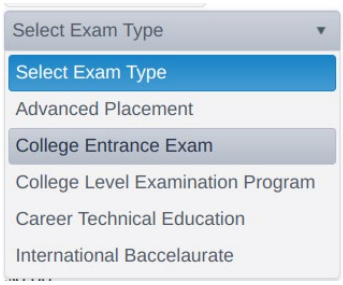
Exams are monitored internally and do not require a third-party verification. In addition to the exam cost, statute allows for the payment of exam proctoring fees. A list of pre-approved exams is available in the Advanced Opportunities portal.

The exam application for students and district users will provide an option for adding proctoring fees to the total exam cost. Designees will click the box next to **"Has Proctoring Fees"** to initiate a drop-down menu for inputting the cost information. Select the exam center and the proctoring fee amount. The reimbursement request should be a combination of the proctoring fee and exam cost.



College Entrance Exams are included in the list of eligible exams on the exam application.

Note: If state funding for a college entrance exam is provided for a student by other means, it is important to ensure repeated funding is not utilized through Advanced Opportunities for the same exam.

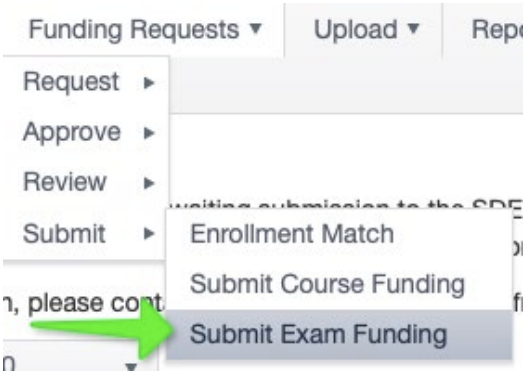


Make any necessary corrections, verify the student's participation form is on file, and then click "**Submit Exam/Course**." The district Advanced Opportunities designee will receive a message confirming the approval.

Editing Process

District staff can edit funding requests at any stage before submitting them to the Idaho Department of Education. For district Advanced Opportunities staff, all course and exam

requests will appear in the **"Funding Requests"** tab under **"Submit"** then **"Submit Course/Exam Funding."**



The user will see all course and exam requests that have been approved on a student's account. These courses/exams can be edited as needed until the district manager submits data to the Idaho Department of Education. If data must be edited after the student access window has closed, the Advanced Opportunities designee must communicate with the course providers about any changes.

If the field needing correction is not editable in the system, you will need to deny the funding request completely and re-enter correctly as a new request.

It is expected that the data submitted to the Idaho Department of Education is true and accurate. Please be diligent in double-checking to make sure all records are correct. If data must be corrected after the submission, please contact the Idaho Department of Education directly to make such corrections. This should only happen in extreme situations. All data should be corrected before submitting to the Idaho Department of Education.

Mass Upload Course Requests

For districts who have gone through in-person portal training, the upload feature will be enabled for the school district. This feature can be used to submit multiple student requests at one time or to add funding requests for a prior academic year. To access the upload feature, click on the **"Upload"** tab and select "**Upload Course/Exam Funding Requests."**

Download the Course Funding Request Template or Exam Funding Request Template and the Template Upload Directions.

You will also need to reference the “All Courses” or “All Exams” document on the View Template Mapping page. These documents will have the necessary information to fill out the template for mass upload below.

The following information is required:

- **School Year:** Type the end year of the applicable school year. For example, for the 2023-2024 school year, enter “2024”.
- **District ID:** Type in the district’s 3-digitl identification number, such as “131”.
- **School ID:** Each building has a school identification number, such as “52”.
- **Term:** Enter Fall, Spring, Summer, Trimester 1, Trimester 2, or Trimester 3.
- **EduID:** Type in the student’s education identification number.
- **Given Name:** Type in the student’s legal first name.
- **Family Name:** Type in the student’s legal last name.
- **Grade:** Enter the student’s grade level, such as “12”.
- **Provider ID:** Enter the number that indicates the Provider Identification Number from the ProviderID in the Upload Template Directions document.
- **AdvancedOps CourseID:** Enter the numerical course ID for the correct course from each institution. The course ID’s can be found in the **“Template Upload Directions”** link in the portal. Select **“All Courses”** and a list of courses will be available to you in an Excel spreadsheet. In the Excel document, filter to the correct year, course provider, and course name. For example, class: “ACAD 100: Academic” from Boise State University, enter the code “1580”. In the rate instance where you need to enter a course as “Other”, enter the code “1458”.
- **Credit Number:** Enter the number of credits, such as “3”.
- **Cost Per Credit:** Enter the cost per credit, such as “75”.
- **County:** Enter the County Identification Number from the CountyID in the Upload Template Directions.
- **Request:** Enter the amount of funds being requested for the course, such as “225”.
- **Participation Filed:** Enter whether the student has a participation form on file. “Y” for Yes and “N” for No.
- **Other Provider:** In the rare instance you entered 1458 in AdvOpCourseID (column J), type in the name of the course using the standard course title formatting (Course Code-

Course Number-Course Name: ENGL 101 English Composition). Otherwise, leave this field blank.

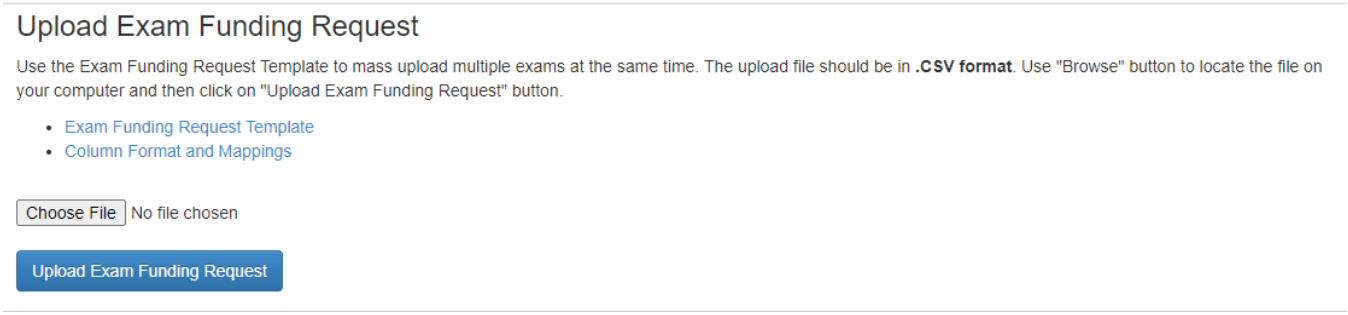
- **Course Type:** Indicate the type of course you are entering: “Dual Credit”, “Overload”, or “Workforce Training”.
- **Institution CourseID:** Please review **“All Courses”** document for reference.
- **CIP:** This code is used for Workforce Training courses only.
- **Notes:** If there are any special circumstances regarding this course, enter notes here. If notes are not required, you may leave this field blank.

A course must be on the portal to have a Course ID. If the district manager inputs the course into the Course Management Section, a course code will be generated.

To ensure a timely upload, please keep each .CSV upload to 150 or less student funding requests.

When finished, save the file in **.CSV format**. This format preserves data for the upload to the system.

Return to the portal and select “**Upload Course/Exam Funding**” and select “**Choose File**.” Locate the file on your computer and select “**Upload Course/Exam Funding Request**.”



Once you have uploaded the file, navigate to the ‘Upload History’ tab. Here you can view the results of your uploaded file.

Success Rows need to match **Total** Rows in the upload. If this does not occur click on “**Upload History**”, click “**Course Reimbursement Upload**” or “**Exam Reimbursement Upload”** link and

view the error details. The table will provide the row number corresponding to the row in the upload file and the error that needs to be corrected.

If an error occurs and then is corrected, the entire document data will need to be reuploaded and tried again as any upload document with an error does not upload any funding requests.

"Total Rows" shows the number of records reviewed by the system and the number of "**Success Rows"** shows how many rows in the system are correct. If there is an error, the number of "**Success Rows**" will not match the "**Total Rows"** number. Each row in the uploaded document that has an error will be identified. From the **"Upload History"** screen click the **"Exam Reimbursement Upload"** or **"Course Reimbursement Upload"** link.

Upload History

The table below lists all files that have been attempted in an upload and the status of the upload.

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

District	File Name	Uploaded By	Uploaded On	Success Rows	Total Rows	Summary
BOISE INDEPENDENT DISTRICT	CAPITAL 9 Exam_Funding_Re...	skuchipudi	07/03/2023 02:31:25	0	79	Exam Reimbursement Upload
BOISE INDEPENDENT DISTRICT	CAPITAL 9 Exam_Funding_Re...	AdvancedOpDistrict...	07/03/2023 11:28:15	0	79	Exam Reimbursement Upload
BOISE INDEPENDENT DISTRICT	Exam_Funding_Re...	skuchipudi	05/16/2022 10:56:01	1	1	Exam Reimbursement Upload
BOISE INDEPENDENT DISTRICT	BSD_WFT_Upload...	skuchipudi	11/01/2021 02:23:22	1	1	Course Reimbursement Upload

A new screen will appear titled **"Upload Exam/Course Funding Request Results"**. Each error in the document will be associated with a row number in the table and the description of the error will be written in the "**Error"** column of the table. Each error will need to be corrected in the upload document that corresponds to that row and the file can be uploaded again.

Filename:	TestFile_01.csv
Uploaded By:	mtownes
Uploaded On:	6/11/2019 4:49:17 PM
Processed Records / Total Records:	4 / 4
Successful records / Total Records:	0 / 4

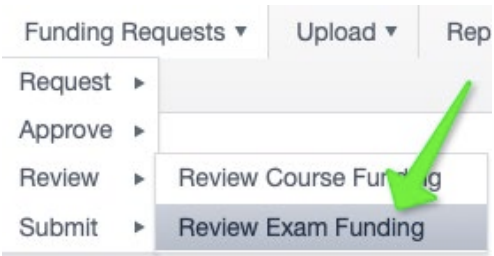
Drag a column header and drop it here to group by that column

Row Number	EduID Verified	Success	Error
2	true	false	Verify that the providerID is correct;
3	true	false	Verify that the providerID is correct;
4	true	false	Verify that the providerID is correct;
5	true	false	Verify that the providerID is correct;

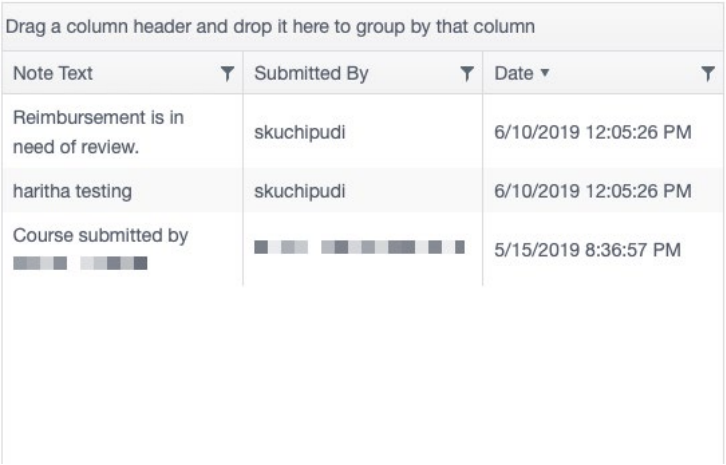
All uploaded courses and exams will automatically be approved and added to the "Submit Course Funding" or "Submit Exam Funding" pages. These do not need to be approved by the portal user.

Needs Review Status

Courses that need to be edited or reviewed are placed into a special status called "**Needs Review**" or "**Clarification Requested**." This can be done by any user who has access to the student data. To review courses in this status, click on **"Funding Requests"** and select "**Review"** then **"Review Course/Exam Funding."**



To view the details of the course or exam, click on the course or exam name. On the right-hand side, there will be a progress table that indicates any changes and comments related to this request. Read the notes to diagnose the issue and make appropriate changes. Many fields in this view are editable. Corrections can be made, and the course can be approved again. If the field that requires correction is not editable, please deny the course and re-enter correctly. If the notes indicate the student is not enrolled in the course, please deny the course entirely.



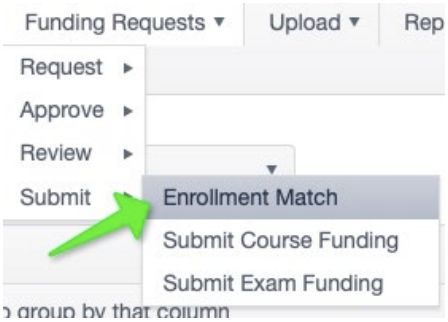
Drag a column header and drop it here to group by that column

Note Text	Submitted By	Date
Reimbursement is in need of review.	skuchipudi	6/10/2019 12:05:26 PM
haritha testing	skuchipudi	6/10/2019 12:05:26 PM
Course submitted by [redacted]	[redacted]	5/15/2019 8:36:57 PM

DISTRICT NAVIGATION: SUBMISSION TO THE IDAHO DEPARTMENT OF EDUCATION

District Managers

District Managers will need to verify that the course provider has confirmed that the student is taking the course before the "**Submit Courses to SDE**" button will turn green, indicating that the school district has a 100% match with the course providers. To quickly identify discrepancies, the District Manager can use **"Enrollment Match,"** found under **"Funding Requests"** and **"Submit."**



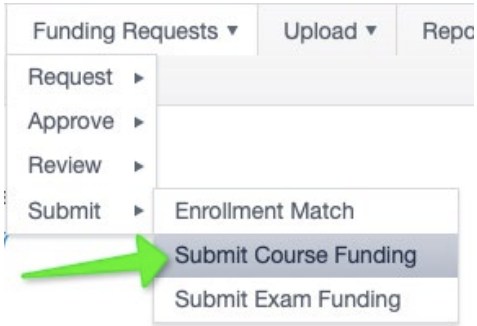
A report will be generated in which users can see where data is not yet 100% match with the course providers.

School Year	College	Term	Number of Course Funding Requests	Number of Matched Enrollments	Needing Review	Enrollment Match
2019-2020	Boise State University	Fall	5	0	0	0 %
2019-2020	Boise State University	Spring	2	0	0	0 %
2019-2020	Boise State University	Summer	3	0	0	0 %

To identify specific student issues, the District Manager can navigate to **"Funding Requests", "Submit", "Submit Course Funding" and "Download the CSV file".** The **"Provider Enrollment"** column in the spreadsheet will indicate whether the student's enrollment has been verified by the college ("true" =verified, "false" =not verified).

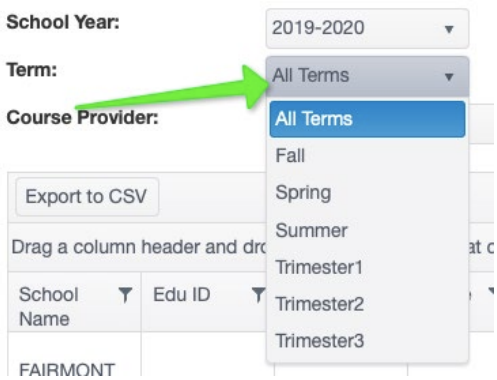
Contact the course provider to clear up any discrepancies. The submission link will not be live until 100% of the records have been verified by the provider. A list of contact information for course providers is available on the Advanced Opportunities website.

Once the data has been successfully entered into the Advanced Opportunities Portal and is ready to be submitted to the Idaho Department of Education for payment, district managers will want to ensure that their data is processed correctly.

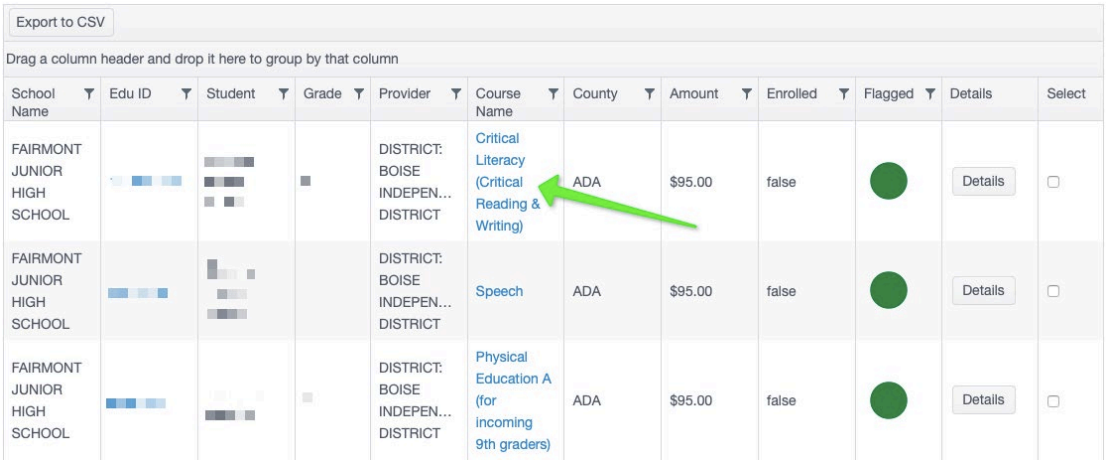


Submit Funding to the Idaho Department of Education

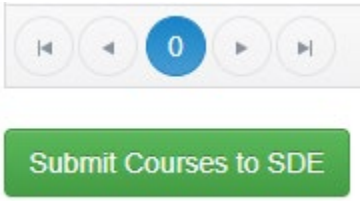
All courses and exams approved by Advanced Opportunities designees will now appear on a final list to submit to the Idaho Department of Education. This feature is only available for the District Manager. Courses and exams must be submitted separately. Select the year and term to submit. *Note: Only one year can be submitted at a time.*



The district manager must double check records before submitting the final request. To review the details of each submission, select the course name. By selecting **"Export CSV"** this may allow for a quicker review of the information.



District managers can still make crucial edits to courses/exams by clicking on the course/exam name. Please make sure to double-check the APPROVED AMOUNT and the COUNTY OF RESIDENCE.



When 100% of the data has been matched by the providers, the button in the lower left-hand corner of the **"Submit Courses Reimbursement"** report will turn green. Click to **submit to the** Idaho Department of Education.

Only one year can be submitted at a time. Selecting "All Years" will not submit funding requests, as this may reference courses/exams that are no longer allowable.

For prior year courses/exams select the appropriate year.

Plan to submit this information earlier than the deadline. If submissions are late, the Idaho Department of Education will not be able to pay the post-secondary institutions in a timely manner. This may result in late fees for your students.

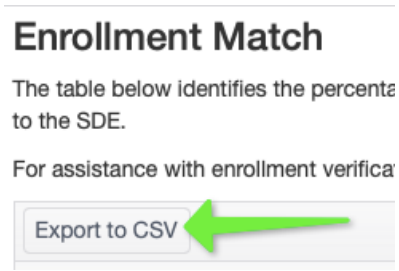
Submission Deadline

Submissions are due to the Idaho Department of Education as indicated in the Advanced Opportunities portal.

Term	District Submission Deadline
Fall 2024/Trimester 1	Nov 22, 2024
Spring 2025/Trimester 2/3	May 16, 2025 (courses) May 23, 2025 (exams)

Export Data to CSV

This function will generate a report to an excel spreadsheet, please save a final report for district records. As soon as data is submitted to the Idaho Department of Education, it will no longer be editable by the district.

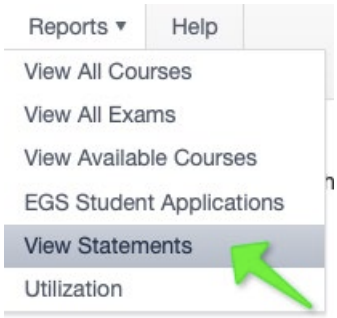


***Export to CSV** will provide student account balances in the last column of the document.*

DISTRICT NAVIGATION: OTHER FEATURES

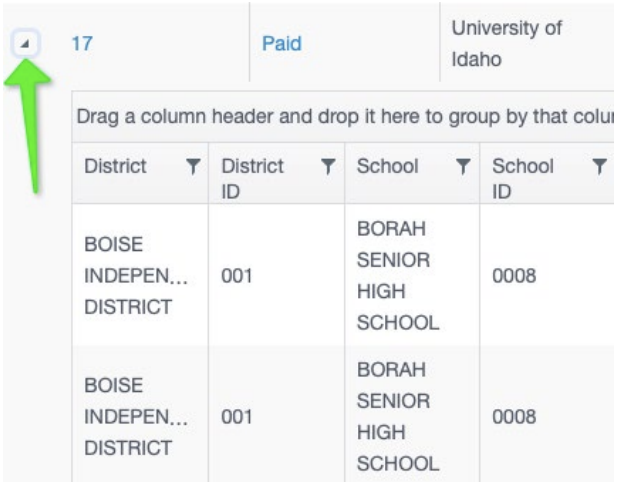
Billing Statements

After the Idaho Department of Education reconciles requests for payment to the providers and districts, a receipt will be placed in the **"View Statements"** section of the "**Reports**" tab. All District Managers will receive an email notification that a statement was generated. This will indicate completion of payment.



Billing statements are useful if a question about when a payment was made arises. The **"View Statements"** section will provide information paid directly to the district and payments paid to others for students attending your district.

To find specific details, follow the drop-down arrows:



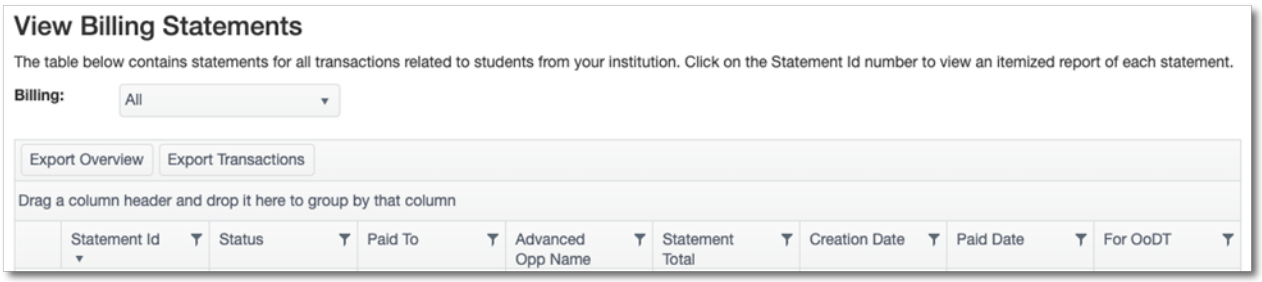
To see a broad overview of all statements, click "**Export Overview**".

To see details of every transaction for your district click "**Export Transactions**".

Information for a particular statement can be exported by clicking the statement number hyperlink and clicking "**Export to CSV**".

The status of statement will begin as **"unpaid"**, once the statement has been approved and distributed by the Idaho Department of Education, the status will be changed to **"paid"** to indicate payment will be arriving.

To see the details of any statement, the User may click on the statement ID number, with the arrow next to it. This will open a Billing Details screen which will identify the billing statement number, Advanced Opportunities program name, provider, billing item type, student name, course/exam name, and billing item amount. Users can export the billing statement to obtain additional information fields for each payment on the statement.



The various billing statements could be for:

- Early Grad Scholarship (WT)-workforce training early graduation scholarship payment
- Early Grad Scholarship-degree seeking student early graduation scholarship payment
- Fast Forward-dual credit or overload course payments
- Fast Forward (nonpublic)- dual credit course payments
- (County) Fast Forward-out-of-district payments

Status could be:

- Received- A payment is owed to the Idaho Department of Education by the course provider and has been received.
- Paid- The Idaho Department of Education has made payment to the course provider.
- Not Yet Received- A payment is owed to the Idaho Department of Education by the course provider and has not yet been received.
- Unpaid- The Idaho Department of Education has generated a statement to the course provider, but has not yet been paid.
- Rolled Into Next Period- The funding for the statement will be rolled into the next statement payment.

Early Graduation Applications

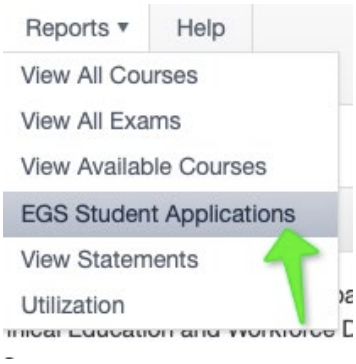
Students who graduate at least a full year early from an Idaho public school are eligible for an early graduation scholarship. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for a given school year. This equates to an estimated $2400.

Advanced Opportunities Portal EGS Dates

	Payment sent to colleges by	Make-up payment sent by
Fall 2024	August 16	September 20
Spring 2025	January 10	February 07

Scholarships can be used at an Idaho public post-secondary institution. The award amount will double for students who graduate two years early and will triple for students who graduate three years early. If a student elects not to attend an Idaho college or university immediately after high school, they will have up to **two years** to apply for the scholarship before it expires.

To apply for this scholarship, students must login through a student user account and request this scholarship. The student request will then show under **"Reports"** then **"EGS Student Applications."**



On this report, the district will see which students have been coded in ISEE as an early graduate.

If a student has applied for the scholarship and is missing from the report, please contact the district ISEE coordinator to review the exit code used for the student.

Students will have an exit code in ISEE of 4G (one year early), 4H (two years early), or 4I (three years early). This data will be matched with the student scholarship application. If the data

matches, the funds will be sent directly to the Idaho post-secondary institution at the beginning of the semester the student plans to enroll. If the "**Enrolled**" column is false, this means the student is not enrolled or has yet to be verified by the college. The student should contact the college to have this verified.

School Name	First Name	Last Name	EduID	Email	College	Term	Enrolled	Application status	Reimbursement Status	Grad Year	Details
CAPITAL SENIOR HIGH SCHOOL	[redacted]	[redacted]	[redacted]				false	No App Submitted; ISEE Records Exist	Pending SDE Approval	2017-2018	Details

The EGS (Early Graduation Scholarship) application year refers to the year the student applied for the scholarship. If you are not seeing a student in a particular year, please select additional years.

Both the enrollment must be marked as **"true"**, and the reimbursement status must be **"Approved"** in the table for payment to occur. The Idaho Department of Education will review payments in the following time schedule. Students should apply by the following deadlines. If the student does not appear after the Student Application deadline report, contact the ISEE Director in the school to ensure an accurate ISEE record was submitted. If the student is not approved or enrolled after the college review period, please contact the Idaho Department of Education.

College Term in Which Student Wants Scholarship Applied	Student Application Deadline	College Review Period	Payment Period
Summer	June 1	After July 1	Mid-July
Fall	August 1	After August 1	Mid-August
Spring	January 1	After January 1	Mid-January

Student Flags

Student flags are a communication mechanism between the school, district, course provider, and the Idaho Department of Education that ensures certain accounts receive extra monitoring.

Green flags indicate the normal status of a student's AO account.

Unsuccessful Attempt Flag

Once a student is unsuccessful in taking a course/exam a flag is entered, the circle at the end of a student record will appear red. Flags may be entered by the district, the course provider, or the Idaho Department of Education. It's important to remember that students can also view the flags.

When a student fails to earn credit for a class, either due to withdrawal, failing grade, or non-completion paid by Advanced Opportunities, a flag must be entered on the student account. This allows all participants to know that the student needs to pay for and successfully earn credit or complete one like course ***before*** any further course funding reimbursements can be made from Advanced Opportunities.

Note: Exam policies for Advanced Opportunities are set by the school district. Flags are only required for unsuccessful course attempts, but can be applied should a district make such a policy for exams.

Any unsuccessful course type will require a student to pay for and successfully earn credit or complete one like course ***before*** any further course funding reimbursements can be made from Advanced Opportunities. Statute provides two options for students to consider, who unsuccessfully complete a course paid for by Advanced Opportunities.

Option 1: A student must pay for and successfully earn credit. A student can pay for and earn credit to be reinstated for Advanced Opportunities funding. A course could include a dual credit course (academic or CTE), an overload course, or a workforce training course (assuming the student earns credit).

Option 2: A student must complete a like course. If a student is not charged for a course, option 2 allows the opportunity for the student to complete a like course without a charge being incurred. This option means that the course type (i.e., overload, dual credit, workforce training) would be considered in reference to the course(s) that the student was unsuccessful.

If….	Then….

Student fails to earn credit for overload course.	Student must either pay for a dual credit, overload, or work force training course (assuming credit is granted) and earn credit or complete one overload course.
Student fails to earn a dual credit course.	Student must either pay for a dual credit, overload, or workforce training (assuming credit is granted) course and earn credit or complete a dual credit course.
Student unsuccessfully completes a workforce training course.	Student must pay for a dual credit, overload, or workforce training or complete a workforce training course.
Student fails an exam	A school district can determine whether a student is required to successfully complete and pay for an exam. If a district requires successful completion, a flag is added to the Advanced Opportunities portal. If a flag is added for an exam, this will prevent a student from further exam payments until the obligation is met and the flag cleared.

Should the cost of a course or credit numbers be considered in fulfilling the requirements to be reinstated for course funding through Advanced Opportunities?

A student can pay for and earn credit to be reinstated for further Advanced Opportunities funding. Course cost and number of credits are not needed for consideration to fulfill a student's obligation of paying for and earning credit. Students should be referring to their learning plans and career and educational objectives to determine the courses that they will take to fulfill requirements after having an unsuccessful course attempt. These plans are to be reviewed annually. In situations where a student does not pay for credit to be reinstated for Advanced Opportunities funding, the course type (e.g., dual credit, workforce training, overload) would be considered.

When is a course considered an unsuccessful attempt?

Grading policies and practices are determined by the provider of the course. Please refer to the provider regarding what is deemed an unsuccessful attempt. Generally, unsuccessful course attempts are considered when a student fails to earn credit in which a grade is earned and paid for by Advanced Opportunities. Most commonly these are courses in which students withdraw or fail. To assist students, most Idaho colleges have provided a drop course deadline in which students can unenroll from the course, will not receive a grade and won't be charged. Dropped

courses generally are not considered unsuccessful attempts. Incomplete grades are generally not determined as unsuccessful course attempts.

Terminology:

Dropped course-Student is not charged by Idaho college and does not receive a grade.

Withdrawn course- Student does not complete course and earns a withdraw grade (e.g., W).

Failed course- Student does not earn credit or certification and receives a failing grade as determined by the provider. (e.g., U, F)

Incomplete course- Incomplete grades are generally considered extensions to complete a course and are not considered a final grade. The final grade will determine whether the student was successful/unsuccessful (e.g., I).

What if the grade received for the course was beyond the student's control?

Each provider has a grade appeals process, the student would be required to follow the provider's process. Advanced Opportunities will honor such outcomes.

What happens when a student is unsuccessful in a course paid for by Advanced Opportunities?

A flag should be placed on the student's account in the Advanced Opportunities portal, when it is realized the student is unsuccessful.

How do we know when a student has unsuccessfully completed a course?

Unsuccessful attempts are denoted with flags in the Advanced Opportunities portal. These flags can be placed by any individual with access to the portal. These flags are red when viewed on different screens.

Who can remove the red flag?

A flag can be removed by anyone who has access to that student's profile and has deemed the student has fulfilled the obligations of Advanced Opportunities rules.

When should I remove the student's flag?

Any red flags placed on a student's account will need to be cleared up before any further funding and payment can be made by the Idaho Department of Education for courses. When the flag is removed will depend on when the course is completed or when it is determined that

student will successfully complete or earn credit and meet their obligation for Advanced Opportunities funding. Removing flags is generally at the end of each term.

My student was unsuccessful last semester/trimester in one course and the next semester they plan to take multiple courses.

While there are various reasons for students' unsuccessful attempts, a student must pay for and successfully earn credit or complete one (1) like course before the Idaho Department of Education may pay any further reimbursements for courses. If there are concerns regarding the student's grade, the recommendation would be to follow the policies and guidelines of the provider of the course for grading corrections and questions. No payments for courses can be made until the red flag(s) has been cleared.

My student was unsuccessful in taking an exam, what is the policy?

Exams will not have any bearing on course funding requests. Each school district can determine policy regarding exams. If a student has scored inadequately on an exam, the local school district policy can determine whether a student is required to pay for and successfully complete an exam before funding can be utilized for further exams.

Can Advanced Opportunities funds be used retroactively?

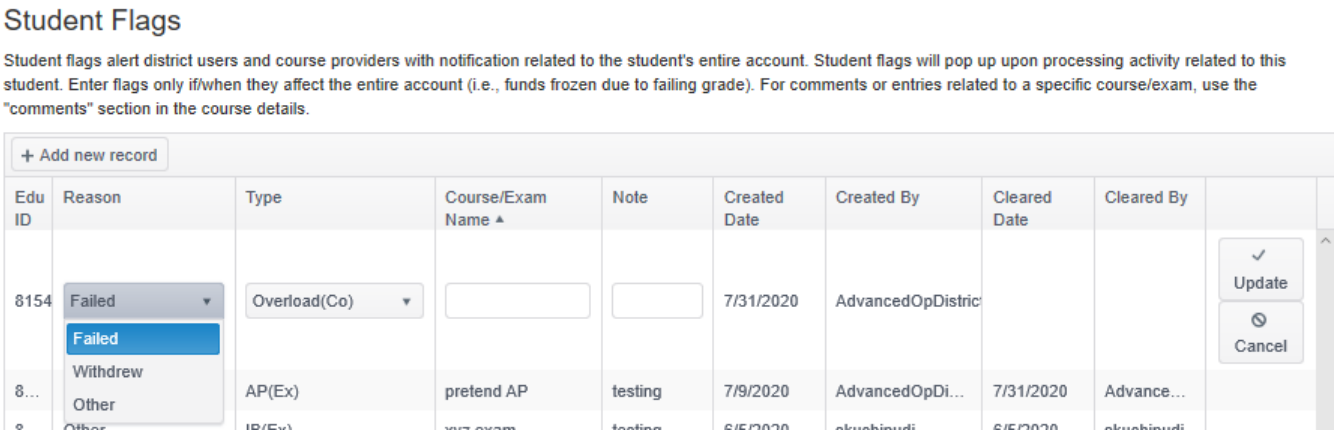
Retroactive payments are not a practice that is in the spirit of Advanced Opportunities. The statute that allows for corrections of prior year funding requests is specifically in relation to those course funding requests done error, which refers to Idaho Statute 33-1009. Since retroactive payments are not a course funding request done in error, Idaho Statute 33-4602 would be followed. Idaho Statute 33-4602 states "payment will be made only for activity occurring and reported within each fiscal year." Since the retroactive payment is not an error, rather a deliberate choice, course funding would have to occur within each fiscal year. For example, a student who took a course in fall or spring, could not seek a correction in the following summer or fall. This would require deliberate and specific tracking by institutions should they want to use this practice.

What happens when a student is unsuccessful in multiple courses?

Regardless of the number of courses a student was unsuccessful when Advanced Opportunities funding was used, the student will need to pay for and earn credit of only one course or complete one like course before being allowed to use Advanced Opportunities funding for additional courses.

Entering Red Flag

To enter a flag, go to the individual student account. This can be accessed through the "**Student Lookup Tool**" or by going to "**View Courses**". Search through entered courses and click on the blue EDUID link of the student who requires a flag. Clicking on the hyperlink will take the user to the individual student record.



Once in the student profile, "**Student Flags**" will appear at the top of the record. To add a flag, click on "**Add a new record**." Enter specific details, as a student may have more than one flag in place at a time. Select the following: reason, type, course name failed, and notes.

- **Reason:** specify the reason the flag is being entered (Failed, Withdrew or Other)
- **Type:** specify the course type (overload, workforce training, dual credit or exam type)
- **Course/Exam Name:** enter the course name (e.g., Math 123 Math in the Modern Society or Electrical Apprenticeship 1A)
- **Notes:** Please add any additional notes that would help others reviewing the flag to understand details (e.g., cost of the course, term, number of credits)

Example: "Failed, Workforce Training, Nursing Assistant, $500 used in FA 2020"

Select “**Update**” to add the flag. The flag is editable.

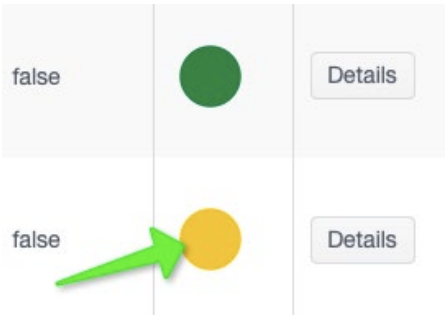
To clear a flag, an Advanced Opportunities designee must go to the student profile and select “**Clear Flag**.” The flag will show the user who cleared it and the date it was cleared. The flag should only be cleared once the student has fulfilled the terms of the flag (e.g., paying for the next course). It will remain as part of the student’s record.

record

Reason	Type	Course/Exam Name	Note	Created Date	Created By	Cleared Date	Cleared By	
Other	Workforce Training(Co)	course 120	testing again	6/5/2020	skuchipudi	6/5/2020	skuchipudi	
Failed	Workforce Training(Co)	Plumbing Test	testing	7/14/2020	AdvancedO...			Clear Flag

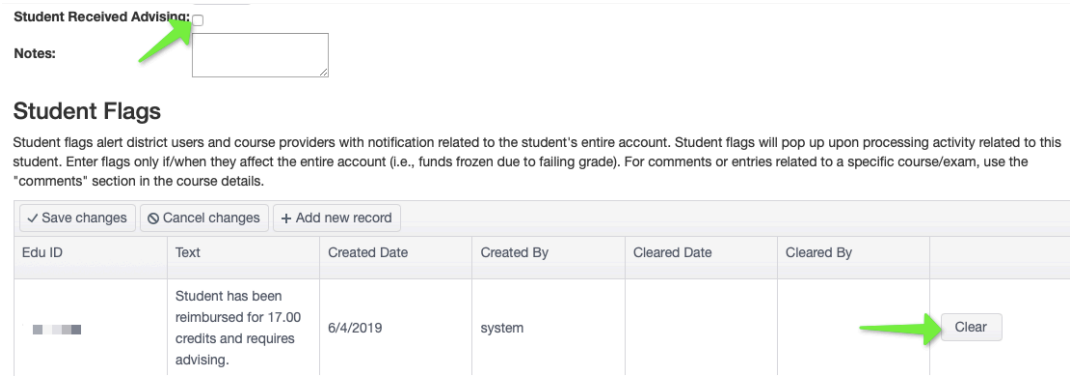
Advising Flag

Students who have accessed Advanced Opportunities funds for 15 or more credits must receive postsecondary advising informing them how their courses will translate into a degree, certificate or following their student plan. Students requiring advising will have a yellow circle in their funding request record. District Managers cannot submit data to the Department of Education for processing with yellow flags present.



To locate students who need advising click “**Reports**” and “**View All Courses**”. Students can be filtered by typing “**Y**” into the filter for “yellow” on the flagged column. To view all students needing advising select “**All Years**” for the school year.

When the student has received advising, the yellow circle can be removed by going into the student's profile and checking the box labeled **"Student Received Advising"** or by clearing the advising flag.

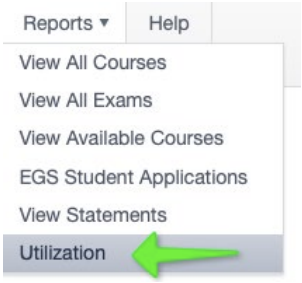


Low funds warning Flag

When a student has <u>$500 or less</u> of available funds in their account, a purple flag will automatically alert students and Advanced Opportunities designees. This will be posted to the student account so eligibility status can be seen by both student and Advanced Opportunities designees in the funding request report page when choosing courses/exams. Once a student has an approved expenditure "**School Level Approval Received**" the funding will be accounted for in the students total available funding.

Utilization Report

School personnel may view a program utilization report. Each user has the same level of transparency as fits their user role. District Users may see district wide information and school level users may see school level data. This report may be accessed under **"Reports"**; once there, select **"Utilization."**



This report will show an aggregate breakdown of students, credits, exams and total dollars paid by each school in the district.

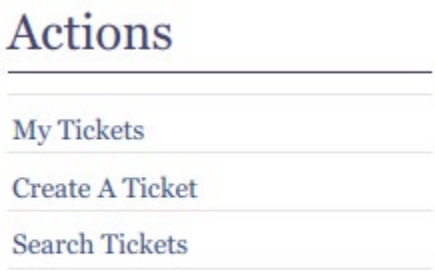
Overload Courses	Dual Credit Courses	Workforce Training Courses	Dual Credit Credits	Exams	Dollars Paid	Student Count
73	3	0	9.00	42	$10,795.00	78
89	0	0	0.00	28	$10,651.00	69
10	64	0	192.00	14	$14,282.00	43

case, a student should recreate the account with the correct email address.

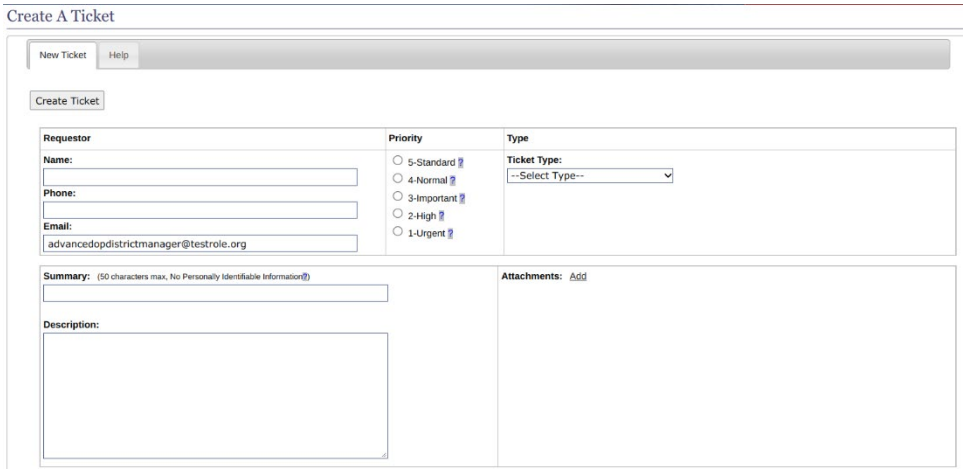
HELP

The Help feature in the AO portal provides a means to communicate information with the Idaho Department of Education in a secure manner through the Online Tool for IT support (OTIS). Do not send any personally identifiable information (PII) via email, the Idaho Department of Education cannot respond.

From the help page follow the on-screen directions:



1. Click: “**Go to OTIS**”.
2. Submit a ticket by selecting “**Create A Ticket**”.
3. Select “**Web App (apps.idaho.sde.gov)**” as the primary ticket type.
4. Select the Issue (most common are **Data Fix** or **Use Inquiry**).
5. Select “**Advanced Opportunities**” in the category.
6. Select a priority number (3 or 4 are most common).
7. Click “**Create Ticket**”.



Input information in the description and add any attachments. Please avoid using PII in the summary.

THANK YOU FOR YOUR DEDICATION TO IDAHO STUDENTS!

The Idaho Department of Education appreciates all the efforts put forth by school district personnel to ensure that Idaho students can benefit from the Advanced Opportunities program. 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.