

ADVANCED OPPORTUNITIES WEB APPLICATION USER GUIDE 9.0

Workforce Training 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 more than a full course load and outside of the student's regular school day. 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.

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.

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 Information

If a student is taking a workforce training course from an Idaho public technical college (NIC LCSC, CWI, CSI, ISU, CEI), the institution will want to agree to wait for a tuition payment, if the student has an approved request submitted in the Advanced Opportunities portal, knowing payment will be arriving from Advanced Opportunities at the end of each traditional academic

semester. The state will pay these institutions directly. Depending on the college organizational structure, payment may need to be routed to the workforce training center once received at the college.

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

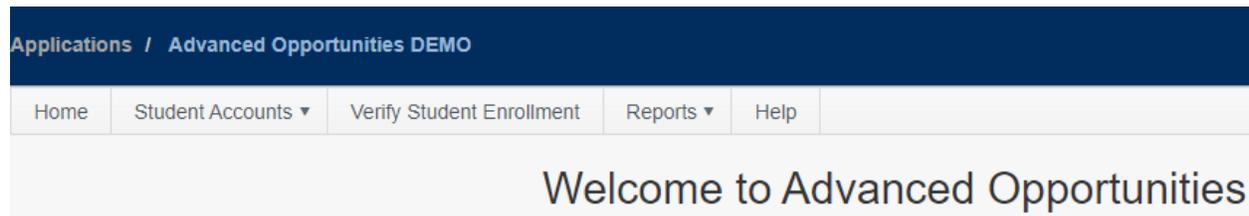
It is critical that all deadlines are met. [Idaho Statute 33-4602](#) states that requests must be made before the fiscal year's end (June 30th). The system does allow for make-up payments during other terms within the school year, however, these requests may only be entered if allowed by course providers.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

PORTAL ACCESS

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 user will need to contact the Advanced Opportunities staff at the Idaho Department of Education. The user requesting access needs to provide the name of the college, contact information, email address, and user role needed.
 - a. College staff working only in workforce training will be provided the workforce training user role. Other roles may include college user role (for dual credit) or scholarship role (for early graduation scholarship).

Upon entering the portal, the following options will appear as the header to your account.



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

The user may need to select the college under “Change College” drop down on the right side of the menu bar if no information is showing in the portal.

Workforce Training Staff Role

The Workforce Training staff's primary role as it relates to Advanced Opportunities is to ensure an accurate catalog of course offers, verify enrollment of students, and review statements and payments.

COURSE OFFERINGS

It is up to the workforce training course provider to update the Idaho Department of Education of the current list of approved workforce training courses and prices to ensure that school districts can make them available to school staff and students. Updating course offerings can be conducted by filling out the details on the Advanced Opportunities website under the “[Administrative User Information](#)” tab. Courses must be approved prior to being available through the program. Workforce training staff do not have the ability to upload their own courses.

Adding A Course

To request a new course offering through Advanced Opportunities, click on “[Workforce Training Course Submission](#)” on the Advanced Opportunities website under the Administrative User Tab. This form will need to be filled out for each course request. Once a course is submitted it will be reviewed for approval in meeting Idaho Statute § 33-4602.

Deadlines

For students to be able to access funding for new workforce training courses please submit request for new courses by the following deadlines:

- July 1-for August to September availability
- October 1 for November to March availability
- April 1 for May to June availability

Requests for workforce training courses must be submitted by the deadlines to have a timely review.

Requesting New Courses

To ensure workforce training courses meet the needs of students and are available for funding requests through the Advanced Opportunities (AO) program, the following steps are required.

1. Provide course information. (Detailed below)
2. Include any supporting documents for the course (i.e., cost justification or letter of support).
3. Provide a signed approval from the Academic Officer of your institution for courses to be considered.

Upon review of the information, the Idaho State Department of Education, in collaboration with Idaho Career Technical Education and Workforce Development Council, may request additional information. Courses will be reviewed for AO approval three times a year based on the deadlines listed above.

For courses, the following information is required: course name, course ID, CIP code, SOC code, delivery method, course availability, costs, and in-demand details.

For consistent naming conventions, the Idaho Department of Education requires that providers enter the name of the course. This will allow district personnel, students, and parents to register with ease.

Example: **Electrical Apprenticeship 1A**

Additionally, the course providers must indicate the terms during which the courses will be made available to students, which may not exactly correspond to workforce training schedules.

Changes to Course Offerings

To remove or edit a course currently approved, please contact the Idaho Department of Education staff directly with edits.

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
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- **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.

VERIFY STUDENT ENROLLMENT

As a workforce training user, the primary role is to verify student funding request and their enrollment in the course being requested. A list of all courses for which all students have made a funding request will be viewable on the “**Verify Student Enrollment**” screen for each provider. As a Workforce Training provider, you will only see courses applicable to your organization. As each course moves through the verification process in the portal, the course status will change. This view may be filtered by school year, term, course status, and school district.

1. As funding requests are added to the queue, course providers are asked to verify whether or not students are enrolled in the course. The workforce training user will need to populate the grid with course information. Select the school year, term, status, or school district and then select “Populate Grid”.
2. The column titled “Enrolled” has a check box available to verify enrollments. If a student is enrolled in the course, please verify their enrollment by checking the box. If a student is not enrolled in the course, leave the box blank indicating the student is not enrolled. **Click “save changes” before moving to the next screen or moving to another section in the table.**

Verify Student Enrollment

The table below contains a list of all Workforce Training course funding requests. Check the Enrolled box if the student funding request is accurate and the student is enrolled at your institution for the selected course. Use the filters at the top of each column to search for specific courses. Click on the course name to view details about the course, enter comments, or send the course for review.

School Year:

Term:

Status:

School District:

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

Enrolled	Flagged	School Year	District	School Name	Term	Edu ID	Last Name	First Name	County	Course Name	Status	Cre Nur
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It is important that course details are carefully reviewed to ensure accurate payment.

FUNDING REQUEST STATUS

Funding requests, which are entered by students and district personnel, will go through the following status sequence:

Status:	Description:
Pending Initial Approval	The student has submitted a reimbursement and the district has neither approved nor denied it.
School Level Approval Received	The school has approved the reimbursement and the entry is still editable by district users.
Pending SDE Approval	The reimbursement has been submitted to SDE.
Clarification Requested	This course has an issue needing to be resolved. The issue is outlined in the notes section. School district personnel can re-approve this course.
Additional Reimbursement	Application was revised to pay out more. Revision requires additional funds from SDE. Revised after being paid; means Requested was raised.
Approved	The reimbursement has been approved by SDE and is being prepared for payment.
Denied	The school/district denied the reimbursement.
Denied upon Revision	Application was denied upon revision. Initial payment made in error; all funds returned to SDE. Revised after being paid; means Requested was set to 0.
Paid	The course has been paid for.
Refund to SDE	Application was revised to pay out less. Revision requires return of funds to SDE for overpayment. Refund to SDE. Revised after being paid; means Requested amount was lowered.
Rejected	The SDE has revised and denied the reimbursement.

Schools are not able to submit their funding requests to the state until they have reached a 100% match, meaning 100% of the course funding requests are matched 100% with those that have been checked as enrolled. It is critical for college and workforce training users to work with schools to identify and correct any discrepancies in data. Certain situations may require additional communication and proactive communication. Course funding requests in which a student is not enrolled in the workforce training course or a student that is enrolled but has not requested AO funding may need additional communication to ensure accurate data is not missed.

To filter students by enrollment status, click on filter symbol next to Enrolled and select either “is true” (i.e., enrollment is confirmed) or “is false” (i.e., enrollment box has not been confirmed). Any course funding requests where a student is not enrolled should eventually be moved to the status “Clarification Requested” for further review and possible denial of the request from the district.

Verify Student Enrollment

The table below contains a list of all Workforce Training course funding requests for your institution for the selected course. Use the filters at the top of each column to add comments, or send the course for review.

School Year:

Term:

Status:

School District:

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

Enrolled	Flagged	School	District	School Name
<input type="checkbox"/>			CASSIA COUNTY JOINT DISTRICT	BURLEY SENIOR HIGH SCHOOL

Show items with value that:

is true is false

CLARIFICATION REQUESTED

To assist with communication, Course Providers can move funding requests into the “Clarification Requested” status.

1. Click on the title of the course hyperlink.

County	Course Name	Status
CASSIA	Advanced CNA	School Level Approval Received

2. Enter the reason in the Notes box and select “Send for Review.”

Grade	12
Term:	Summer
Course Name:	Advanced CNA
Course Provider:	College of Southern Idaho
Institution Course ID:	HWFA 100
Number of Credits:	1.00
Cost Per Credit:	199.00
County of Residence:	CASSIA <input type="button" value="▼"/>
Out of District Tuition Reimbursement:	<input checked="" type="checkbox"/>
Reimbursement Requested:	199.00
Approved Amount:	199.00
Dollars Available:	801.00
Maximum Reimbursement:	199.00
Notes:	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

This will push the funding request into a separate report for district personnel to resolve and re-approve or deny. Providers will likely want to communicate with the district in which you are sending courses for clarification so that that the district will know to review. District personnel can access those in the ‘Clarification Requested’ status through their District Dashboard on their AO homepage. Courses “Sent to Review” are not counted in the Enrollment Match thus not impacting the school district from submitting funding requests to the Idaho Department of Education.

REPORTS

Under Reports, the User will find options to View Courses, Early Graduation Applications, and View Statements.

View Courses

View all Workforce Training course funding requests that have been entered. You can search for specific course funding requests by using the filters at the top of each column. You may also sort by school year, term, and course status.

View Courses

The table below contains information on all Workforce Training course funding requests that have been entered. Use the filters at the top of each column to search for specific course funding requests.

School Year: 2021-2022 ▼
Term: All Terms ▼
Status: All ▼

Export to CSV

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

District Name ▼	School Name ▼	Edu ID ▼	Student ▼	Grade ▼	Provider ▼	Course Name ▼	Status ▼	County ▼	Amount ▼	Enrolled ▼	Flagged ▼	Detail
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Early Graduation Scholarship Applications

To view students who are eligible for the Early Graduation Scholarship and have identified your institution as the institution they plan to attend for workforce training. Click “View EGS Applications” under the “Reports” header.



At the beginning of each term, Workforce Training providers will need to verify the enrollment of students who are enrolled or a registering for workforce training courses in which they would like to use eligible scholarship funds to support their enrollment in the course. Workforce training providers will only see students that are eligible for the scholarship in the report. Check the box if the student is enrolled in your institution. Save changes.

Select “All Years”. Once a student is verified for enrollment by the college and Approved by the Idaho Department of Education, the student will disappear from the EGS Application list.

The early graduation scholarship is reviewed and paid upon the traditional academic schedule, which may not align with the enrollment of the workforce training course, thus coordination

will be required with the student, the Idaho Department of Education and workforce training provider to ensure that funds are applied appropriately.

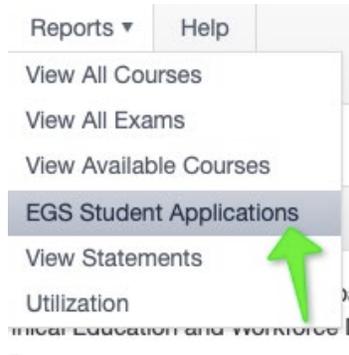
College Semester in Which Student Wants Scholarship Consideration	Student Application Deadline for Semester Payment	College Review Period	Payment to Provider
Summer	June 1	After July 1	Mid-July
Fall	August 1	After August 1	Mid-August
Spring	January 1	After January 1	Mid-January

The Early Graduation Scholarship will be paid in one lump sum. If the tuition or cost of attendance for the course is less than the student's allowable scholarship amount, it is advised that the Idaho Department of Education be notified, so payment of student eligible scholarship can be adjusted for payment and remaining scholarship aid will be retained for the student to use at a later date.

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.**”



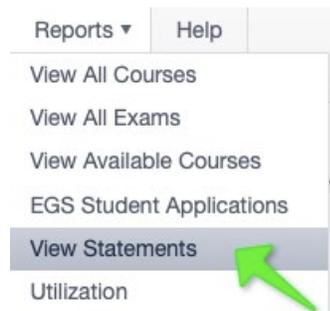
If a student has applied for the scholarship and is missing from the report, please contact the district ISEE coordinator to review the exit code used for the student.

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.

To see more detail about the student funding request, click “Export CSV”. In the excel export, the user will be able to see the amount the amount of eligible scholarship the student may receive. Column “R” named “Exit Code” provides the number of years the student graduated early **4G-1-year early grad, 4H-2-year early grad, 4I-3-year early grad**. The scholarship amount is multiplied by the number of years the student graduated early.

View Billing Statements



View statements for all Workforce Training transactions related to students from your institution. Click “**View Statements**” under the Report tab, from there click on the Statement Id number to view an itemized report of each statement. You can also view Advanced Opportunities billing statements and their detailed information. Statements will be divided as either workforce training (students in high school taking workforce training courses) or early grad scholarship. The ‘Advanced Opp Name’ column will provide details whether the payment is for the Early Graduation Scholarship or high school student enrollment in a workforce training course.

View Billing Statements

The table below contains statements for all Workforce Training transactions related to students from your institution. Click on the Statement Id number to view an itemized report of each statement.

Export Overview		Export Transactions							
Drag a column header and drop it here to group by that column									
Statement Id	Status	Paid To	Advanced Opp Name	Statement Total	Creation Date	Paid Date			
▶ 2153	Not Yet Received	College of Southern Idaho	Early Grad Scholarship (WT)	(\$1,876.00)	6/12/2021				
▶ 2150	Unpaid	College of Southern Idaho	Early Grad Scholarship (WT)	\$1,876.00	6/12/2021				
▶ 1479	Paid	College of Southern Idaho	Workforce Training	\$845.00	12/5/2019	12/5/2019			

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 the billing details screen, which will identify the statement number, Advanced Opportunity program name, provider, billing item type, student name, course/exam name, and billing item amount.

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.

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.

Eligible Flag



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

Unsuccessful Attempt Flag



Once 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 (assuming credit is granted) 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.

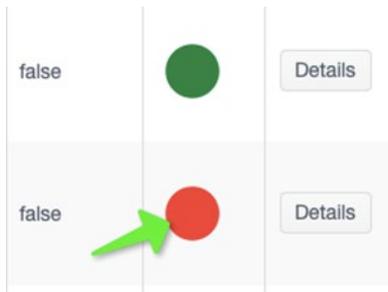
Can Advanced Opportunities funds be used retroactively?

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.

Student Flags

Student flags alert district users and course providers with notification related to the student's entire account. Student flags will pop up upon processing activity related to this student. Enter flags only if/when they affect the entire account (i.e., funds frozen due to failing grade). For comments or entries related to a specific course/exam, use the “comments” section in the course details.

+ Add new record									
Edu ID	Reason	Type	Course/Exam Name ▲	Note	Created Date	Created By	Cleared Date	Cleared By	
8154	Failed	Overload(Co)			7/31/2020	AdvancedOpDistrict			Update Cancel
8...	Failed	AP(Ex)	pretend AP	testing	7/9/2020	AdvancedOpDi...	7/31/2020	Advance...	
o	Other	IP/Ex)	W/ EXAM	testing	8/1/2020	akuhinudi	8/1/2020	akuhinudi	

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.

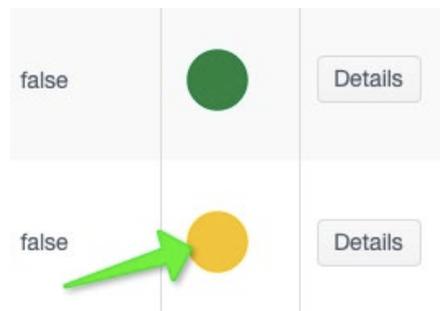
To clear a flag, an Advanced Opportunities designee must go to the student profile and select “**Clear Flag.**” The flag will show the user who cleared it and the date it was cleared. The flag should only be cleared once the student has fulfilled the terms of the flag (e.g., paying for the next course).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

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...			<input type="button" value="Edit"/> <input type="button" value="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.

Student Received Advising:

Notes:

Student Flags

Student flags alert district users and course providers with notification related to the student's entire account. Student flags will pop up upon processing activity related to this student. Enter flags only if/when they affect the entire account (i.e., funds frozen due to failing grade). For comments or entries related to a specific course/exam, use the "comments" section in the course details.

Save changes
 Cancel changes

Edu ID	Text	Created Date	Created By	Cleared Date	Cleared By	
	Student has been reimbursed for 17.00 credits and requires advising.	6/4/2019	system			<input type="button" value="Clear"/>

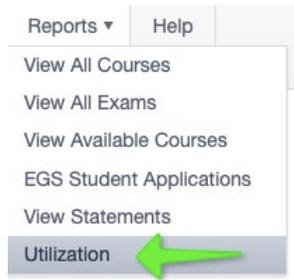
Low funds warning Flag



When a student has \$500 or less 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

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:

Actions

[My Tickets](#)

[Create A Ticket](#)

[Search Tickets](#)

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”**.

Create A Ticket

New Ticket Help

Create Ticket

Requestor	Priority	Type
Name: <input type="text"/>	<input type="radio"/> 5-Standard ? <input type="radio"/> 4-Normal ? <input type="radio"/> 3-Important ? <input type="radio"/> 2-High ? <input type="radio"/> 1-Urgent ?	Ticket Type: --Select Type--
Phone: <input type="text"/>		
Email: <input type="text" value="advancedopdistrictmanager@testrole.org"/>		
Summary: (50 characters max, No Personally Identifiable Information?) <input type="text"/>		Attachments: Add
Description: <input type="text"/>		

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 State 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.