

ADVANCED OPPORTUNITIES



Web-based Portal 2.0

District User Guide

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IDAHO
STATE DEPARTMENT OF EDUCATION

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Additional resources are available for on the Advanced Opportunities website
<http://www.sde.idaho.gov/sectr/adv-opp/index.html>

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

Program Overview

Fast Forward

The Fast Forward program provides every student attending an Idaho public school an allocation of \$4,125.00 to use towards Advanced Opportunities in grades 7-12. The program was expanded by the Legislature in 2016 through the passing of House Bill 458. The fund can be used for:

- **Overload Courses**

An overload course is a high school level course that is taken in excess of the student's regular school day. These courses are offered online, during the summertime, and after school. In the event that student incurs a cost for such courses, the Fast Forward program can pay up to \$225.00 for the cost of the course. Overload courses must be above and beyond the full course load offered by the student's local school.

- **Dual Credits**

Students earn dual credit by taking courses that are recorded on both a high school and a college transcript. The Fast Forward program can pay for up to \$75.00 per credit, and in most cases, the cost of these credits is \$65.00. Dual Credit courses can be taken in a student's high school, online, by virtual conferencing, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found in the Links tab.

- **Exams**

Student can utilize Fast Forward funds to pay for a variety of college-credit bearing or professional technical exams. These include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), or Professional Technical Education (PTE / CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available in the Resource Files on the State Advanced Opportunities website.

Challenging Courses

Many school districts provide options for students to challenge courses for credit. In most cases, this means that a student would request to challenge a course by taking an exam. 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 a high school credit without requiring the student take the course. Contact your local school district for a list of courses eligible for challenge under Advanced Opportunities.

Early Graduation Scholarship

Early Graduation Scholarships are available for students who graduate at least one full year early. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for a given school year. This equates to roughly \$1,500.00.

Scholarships can be used at Idaho public post-secondary institutions. The awarded 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 a college or university immediately after high school, they will have up to two years to utilize the scholarship before it expires.

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DISTRICT NAVIGATION

District Set-Up

Assign Roles

Prior to logging in, roles must be provisioned to district users through the Administration Application (i.e., Admin Tool). The superintendent or tech director in each school district can assign these roles. There are three types of district users: Advanced Ops District Management, Advanced Ops District, and Advanced Ops School. These roles can be found in the Academics Hierarchy of the Admin Tool. Users only need one role consistent with the highest level of access that they need. For assistance accessing the portal, you can contact the State Department of Education (SDE) Help Desk at (208) 332-6987.

- **Advanced Ops District Management:** This role should be provisioned to *only one* person in the school district. District Managers will be responsible for submitting the final data to the State Department three times a year (see page 17).
- **Advanced Ops District:** This role should be provisioned to counselors and administrators who will be approving and editing registrations submitted by your students. This user will have access to districtwide data. This user will have the ability to approve student accounts, funding for courses, and editing privileges until the point of submission.
- **Advanced Ops School:** This role should be provisioned to a counselor or administrator who is overseeing approvals in just one particular school. This person will be able to see student data pertinent only to his school. The user will have the ability to approve student accounts, funding for courses, and editing privileges until the point of submission.

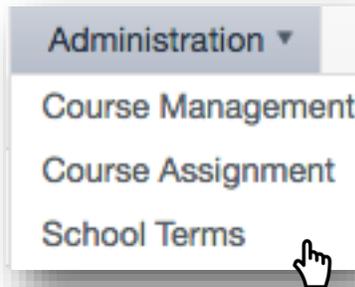
Application/Submission Windows

Starting with the 2016-2017 school year, application/submission windows have been set by the state, with input from school districts and the post-secondary dual credit offices. If your district needs to customize student access windows, please contact Tina Polishchuk. Registration dates for 2016-2017 are:

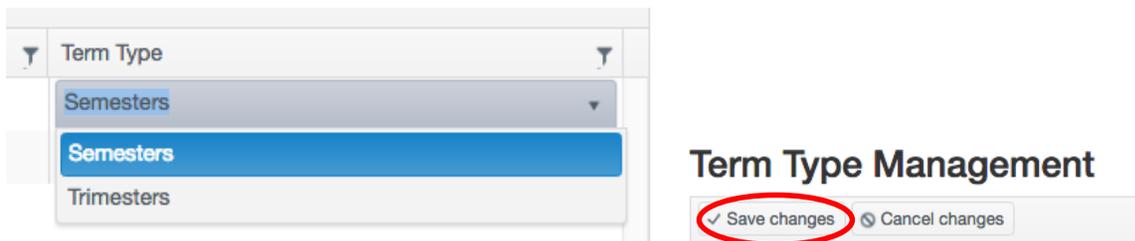
Term	Student Access/ Data Entry Window	District Submission Deadline
Summer 2016	July 1 st – July 30 th	Friday, September 2, 2016
Fall 2016	August 15 th – September 30 th	Friday, November 11 th , 2016
Spring 2017	January 11 th – February 24 th	Friday, May 5 th , 2017
Trimester 1- 2016	August 15 th – September 30 th	Friday, November 11 th , 2016
Trimester 2- 2016	November 9 th – December 23 rd	Friday, May 5 th , 2017
Trimester 3- 2017	February 1 st - March 31 st	Friday, May 5 th , 2017

School Terms

Schools have been pre-populated to function on a trimester/semester schedule. If the schedule setting in a particular school changes, the District Manager can change this by selecting “**School Terms**” under the Administration tab.

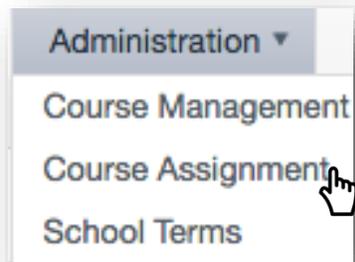


Users can toggle between terms by clicking on the individual “**Term Type**”, change between semesters and trimesters, and then hit “**Save Changes**”.



Assign Course Offerings

Before students can log into and register for 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. To do this, hover over the “**Administration**” tab and select “**Course Assignments**”:



Select the appropriate information and click **“Populate Grid”**:

Course Assignment

Select the school year, school that's assigned the courses, and the course provider, then press "populate grid".

After that, select the terms each course is available for. While you're able to set availability for every course, if the cell is greyed out, the course provider has indicated that the course isn't available this term and the course won't appear as an option when applying for reimbursement - even if it's set as Allowed on this page.

School Year:

School To Assign Courses To:

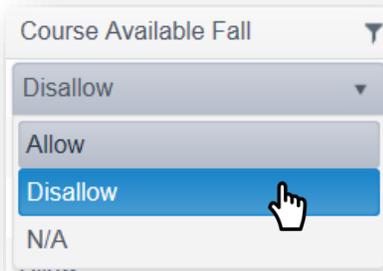
Course Provider:

The following grid will appear:

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

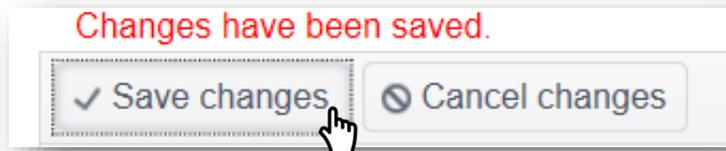
course Name	Course Available Summer	Course Available Fall	Course Available Spring
ACAD 101	N/A	Disallow	Disallow
ACAD 106	N/A	Disallow	Disallow
ACAD 108	N/A	Allow	Disallow
ACCT 205	N/A	Allow	N/A
ARABIC 101	N/A	N/A	Disallow
ARABIC 102	N/A	Disallow	N/A
ART 109	N/A	Disallow	Disallow

In the grid, select “Allow” for the term during which the course will be available at the school. This will allow students to register for only the courses that your school offers. Courses from all post-secondary institutions are defaulted to “Disallow”.

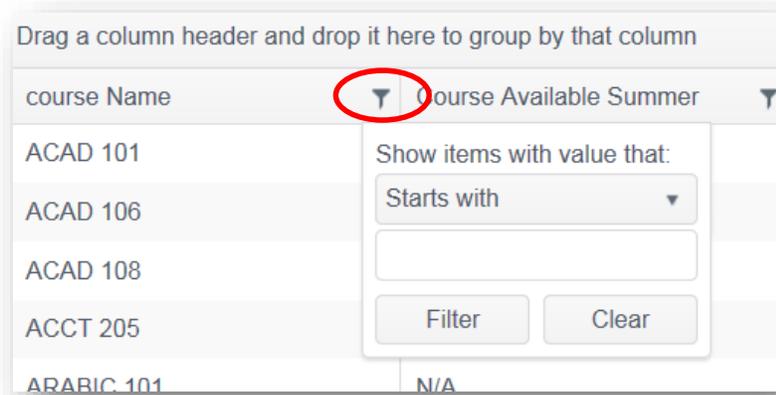


If a certain course does not appear in the list, please contact the dual credit coordinator at the post-secondary institution. The colleges and universities maintain these lists. If the field appears to be grayed out this means the provider has not made the course allowable for the term. In this case, please contact the provider to discuss the modification of terms for a given course.

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



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



Idaho Digital Learning Courses: High school courses for Idaho Digital Learning do not need to be populated through this process. Idaho Digital Learning courses are made available to all students by default. **If a student is taking a dual credit course through Idaho Digital Learning, select the post-secondary institution through which the credit is being transcribed as the course provider and open the course in the same manner as other courses.**

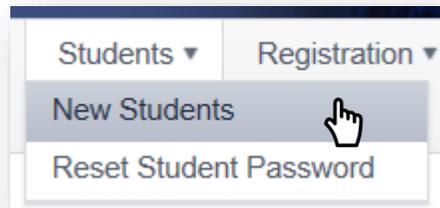
Funding Requests

Approving Student Accounts

Note: Schools have the option of entering the student data themselves or allowing their students to do so. The following steps are for schools that allow students to enter into

the portal and register for state aid 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 by School/District Users” (Page 10).

When students create an account in the Advanced Opportunities Portal, district personnel must verify it before students can apply for state aid. To approve student accounts, select “New Students” under the “Students” tab.



This will generate a list of students who have requested to have an “Advanced Opportunities” Account. Select the student’s name to see his/her account details.

New Student Enrollments

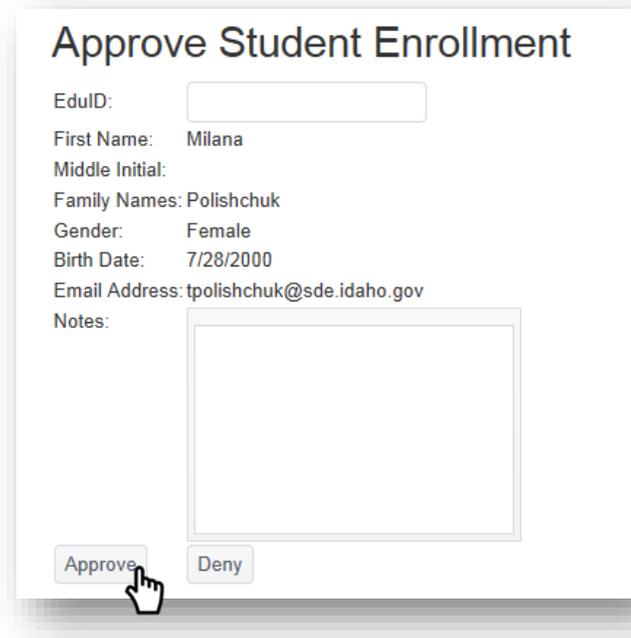
Drag a column header and drop it here to group by that column

Student	Edu ID	Birth Date	Email Address	Login Request Date
Milana, Polishchuk		7/28/2000	tpolishchuk@sde.idaho.gov	7/28/2015
Greg, Trent II		7/31/2015	test@example.com	7/22/2015

To verify the account, enter/ verify the student’s EDUID.

[This step is very critical to the process, entering a student’s EDUID incorrectly may impact the funding available to another student.](#)

By approving a student’s account, districts are verifying that the student attends an Idaho public school. This step allows students to access the system. Students will not be directly tied to a district’s specific school for further registration. Specific courses will be approved by the high school providing the course.



Approve Student Enrollment

EduID:

First Name: Milana

Middle Initial:

Family Names: Polishchuk

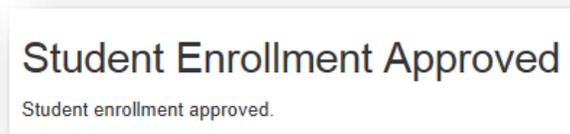
Gender: Female

Birth Date: 7/28/2000

Email Address: tpolishchuk@sde.idaho.gov

Notes:

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



If the student has registered for an account, but their entry does not yet appear in your list, the student must check his email and follow the link to verify his registration. If a student account is denied by the district, it will still appear in the district's list, but the status will simply be changed to "denied."

Participation Form

Students must also have a "Participation Form" on file with the school district. These forms are available at the State Department 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. Technically, these forms only need to be signed by the students and their families once. They must 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.

District Approval of State Funding

The district user will need to approve or deny all courses and exam requests submitted by students. The student's accounts will not be charged until this approval occurs. To approve submissions, select the category under "Approvals"



Each course/exam will need to be approved individually. Select the Exam/Course name.

School Year	Term Type	School Name	Advanced Op	Edu ID	Student	Grade	Course Name	Course Subm	Course Status	Approved Am
2015-2016	Spring	NORTH JUNIOR HIGH SCHOOL	8 in 6	0000000	Doe, Jane	9	Spanish 1A	11/13/2015	Pending Initial Approval	\$75.00

Look over course/exam information carefully. Make any necessary corrections. Use the drop down menu to determine if the request will be approved or denied. Then select "Save Changes". If the course/exam is denied, enter the reason for this decision.

Remedial & Repeated Coursework

Please note that state funding may not be used for remedial or repeated classes; also, for professional technical exams, the maximum allowed reimbursement is listed on the State Department of Education website. Any additional expense is the responsibility of the student.

Funding Request by School/District Users

To request state funding on *behalf* of a student, select the "Course Application" or "Exam Application" option under the "Funding Requests" tab.

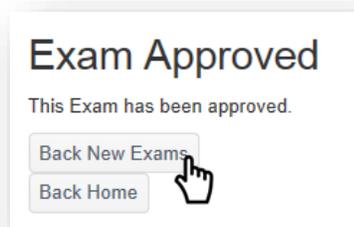


Fill out the pertinent information related to the course or exam. Records entered by the District User will not be subject to additional approval by the District User. Please use the student's legal name. If the EDUID does not match the name uploaded to the office ISEE records, an error message will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

Exam Application

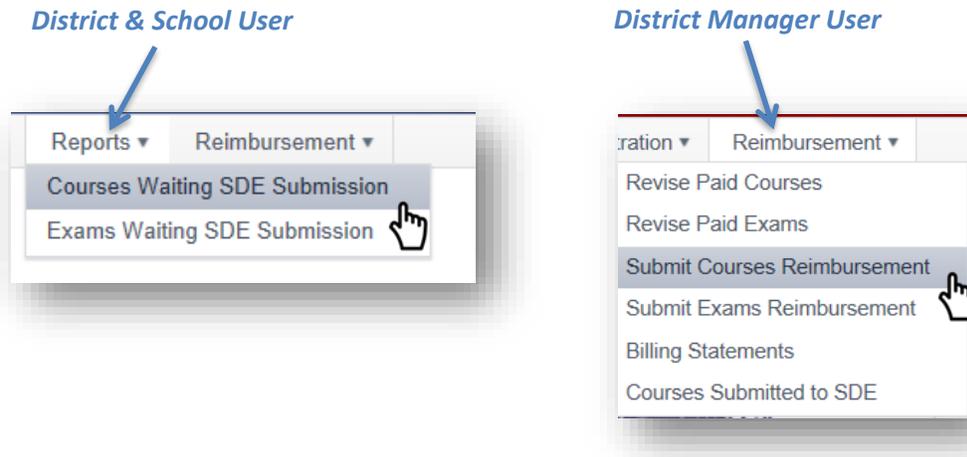
Student EdUID:	787878787
Student First Name:	Milana
Student Last Name:	Polishchuk
School Year:	2016-2017
School:	ABERDEEN HIGH SCHOOL
Grade Level:	11
Term:	Fall
Advanced Opportunity:	Fast Forward
Exam Type:	Advanced Placement
Exam Name:	Calculus BC Exam
Exam Date:	12/15/2016
Exam Cost:	91
Requested Reimbursement:	91
Max Reimbursement:	\$91.00
Remaining State Aid:	\$4125.00
<input checked="" type="checkbox"/>	I verify that this student has a Fast Forward participation form on file with the school district.

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



Editing Process

For District and School Users the exams and courses will now appear in “**Reports**” tab under “**Exams/Courses Awaiting SDE Submission.**” For District Managers, the data will appear in “**Reimbursements**” under “**Submit Courses/Exams Reimbursement.**”



The user will see courses and exams that have been approved and charged to the students account. These courses can be edited throughout the semester in case a student drops a course or decides not to take an exam until the District Manager submits data to the SDE. ***It is expected that the data submitted to the SDE is true and accurate. Please be diligent in double-checking to make sure all records are correct.***

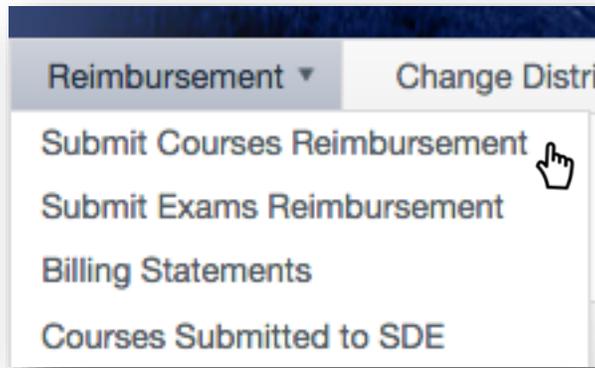
If data must to be corrected after the submission, please contact the SDE directly to make such corrections. This should only happen in extreme situations. It is expected that all data is corrected before submitting to the SDE.

Submission to the State Department of Education (District Managers)

Once the data has been successfully entered into the Advanced Opportunities Portal and is ready to be submitted to the SDE for payment, District Managers will want to ensure that their data is processed correctly.

Review the Data

All courses and exams that have been approved by district users will now appear in a final list to submit to the SDE. Courses and exams must to be submitted separately. This feature is only available for the District Manager.



The district manager must double check records before submitting the final request. To review at the details of each submission, select the course name.

Export to CSV

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

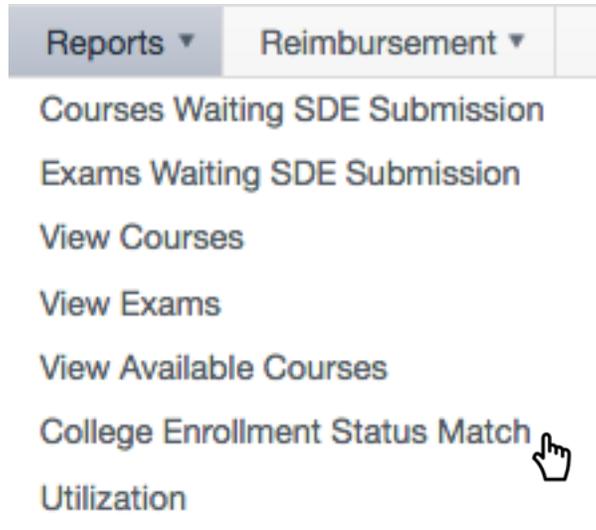
school Year	Term Name	District ID	District Name	School ID	School Name	Grade Level	Provider	Course Name	Course Submission	Credit Number	Course Status
2016-2017	Summer	272	LAKELAND DISTRICT	0586	TIMBERL... SENIOR HIGH SCHOOL	12	Idaho Digital Learning Academy	Economics	7/8/2016	1	School Level Approval Received
2016-2017	Summer	272	LAKELAND DISTRICT	0586	TIMBERL... SENIOR HIGH SCHOOL	12	Idaho Digital Learning Academy	World History A - High School	7/8/2016	1	School Level Approval Received
2016-2017	Summer	272	LAKELAND DISTRICT	0586	TIMBERL... SENIOR HIGH SCHOOL	12	North Idaho College	PSYC 101	7/8/2016	3	School Level Approval Received

District Managers can still make crucial edits to the courses. Please make sure to double check the APPROVED AMOUNT and the COUNTY OF RESIDENCE.

Communicate with Course Providers

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” will turn red, indicating that the school district has a 100% match with the course providers. To quickly identify discrepancies, the District Manager can use the “College Enrollment Status Match,” found under “Reports.”

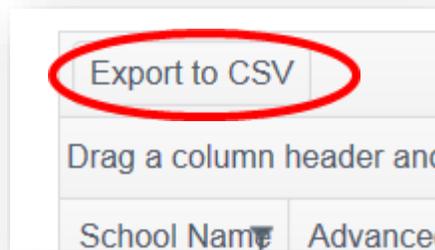
Contact information for each provider is available on the home page.



To identify specific student issues, the District Manager can download the CSV File from the **“Submit Courses Reimbursement”** report under **“Reimbursements.”** The “Student Enrolled” column in the spreadsheet will indicate whether or not the student’s enrollment has been verified the by college.

Please 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 [contact list](#) of course providers is available on the [Advanced Opportunities website](#).

Export Data to CSV



This function will generate a report to an excel spread sheet, please save a final report for district records. As soon as data is submitted to the SDE, it will no longer be editable.

Submit data to the State Department of Education

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 red. Click to submit to the SDE.



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

Submission Deadlines

Submissions are due to the SDE on or before the following dates:

Term	Student Access/ Data Entry Window	District Submission Deadline
Summer 2016	July 1 st – July 30 th	Friday, September 2, 2016
Fall 2016	August 15 th – September 30 th	Friday, November 11 th , 2016
Spring 2017	January 11 th – February 24 th	Friday, May 5 th , 2017
Trimester 1- 2016	August 15 th – September 30 th	Friday, November 11 th , 2016
Trimester 2- 2016	November 9 th – December 23 rd	Friday, May 5 th , 2017
Trimester 3- 2017	February 1 st - March 31 st	Friday, May 5 th , 2017

Please contact the SDE to make any changes or modification made after the data has been submitted.

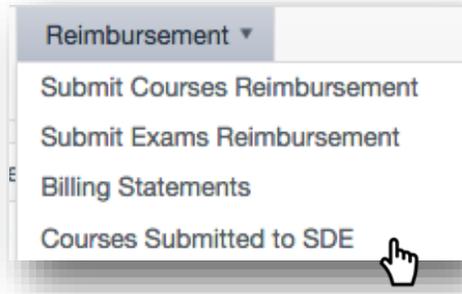
Begin a New Term

Before entering and approving requests for a second term, all data for the previous term should be submitted to the SDE. Once the submission has taken place, refer to pages 5-9 for *District Set Up* instructions.

Other Features

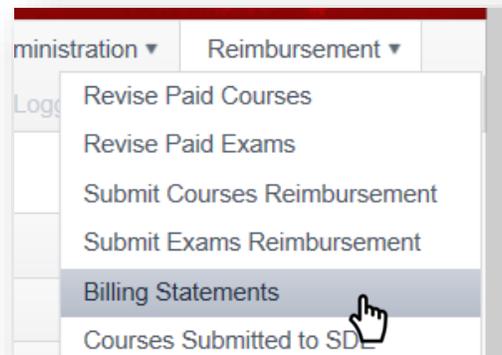
Courses Submitted to SDE

After the district manager has submitted the courses to the SDE they can be viewed by District Managers in the **“Reimbursements”** tab under **“Courses Submitted to SDE”** and by other users in the **“Reports”** tab. Please note that these courses are no longer editable by the districts. At this point in the process, the SDE must be contacted if changes need to be made.



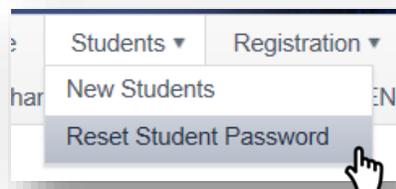
Billing Statements

After the SDE makes payment to the providers and districts a receipt will be placed in the **“Billing Statements”** sections of the **“Reimbursements”** tab. This will indicate completion of payment.



Reset Student Password

To reset a student password hover over the **“Students”** tab and select **“Reset Student Password”**. Enter the students email address and EDU-ID. The student will receive an email with a new password. Upon logging in with the new password students can change their password in their *Student Profile*.



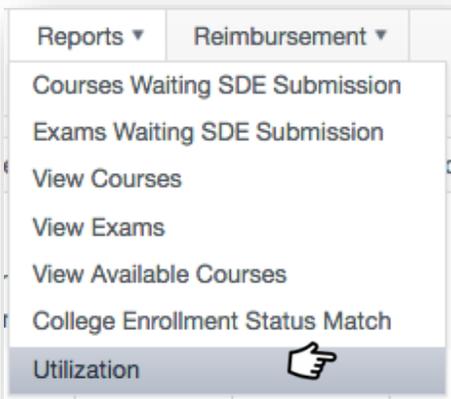
Payment Information

Payment for courses will be made directly to any Idaho public post-secondary institution as well as the Idaho Digital Learning Academy. The tuition for courses being taken through private or out of state course providers will be sent to the school district.

Funding for exams will be sent to the school districts.

Utilization Report

School personnel may also view a program utilization report; different users have the same level of transparency as fits their user role. 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.

Courses	Credits	Exams	Dollars Paid	Student Count
371	989.00	21	\$66,455.00	247
nn				
Courses	Credits	Exams	Dollars Paid	Student Count
9	1.00	0	\$675.00	6
260	786.00	2	\$49,350.00	163
5	0.00	0	\$375.00	4
97	202.00	19	\$16,055.00	74

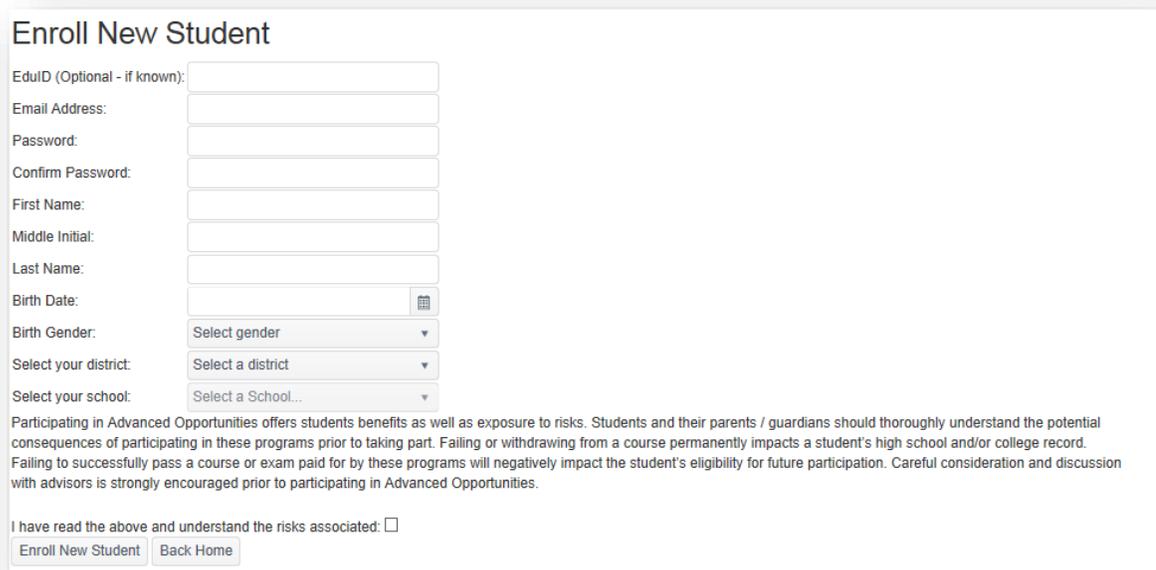
Student Navigation

Creating a Student Account

From the Advanced Opportunities site (<http://www.sde.idaho.gov/student-engagement/advanced-ops>) the student will select the blue “**Apply for Advanced Opportunities**” 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.



The screenshot shows a web form titled "Enroll New Student". The form contains the following fields and elements:

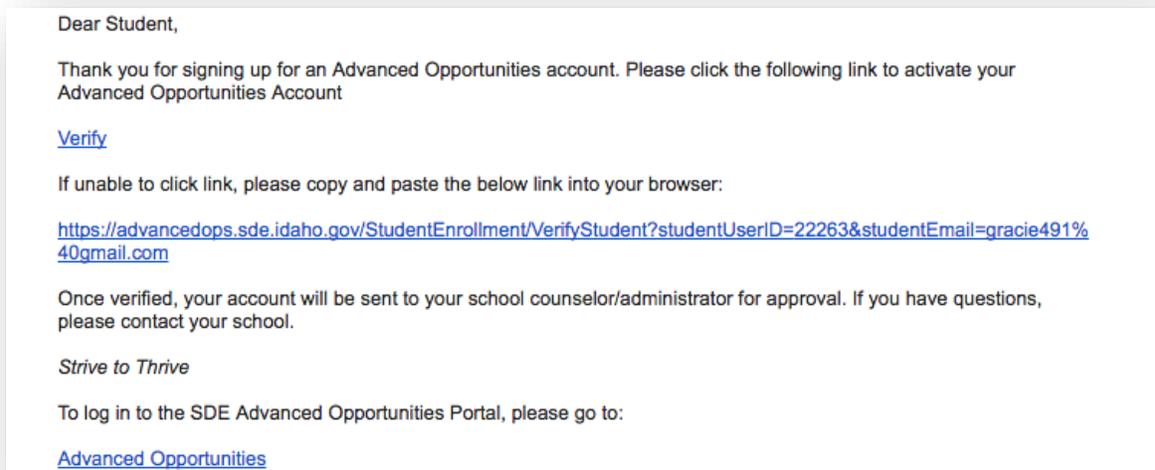
- EduID (Optional - if known):
- Email Address:
- Password:
- Confirm Password:
- First Name:
- Middle Initial:
- Last Name:
- Birth Date: (with a calendar icon)
- Birth Gender: (dropdown menu)
- Select your district: (dropdown menu)
- Select your school: (dropdown menu)

Below the form fields is a paragraph of text: "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."

At the bottom of the form, there is a checkbox: "I have read the above and understand the risks associated:

At the very bottom, there are two buttons: "Enroll New Student" and "Back Home".

An email will be sent to the student to verify the account. The student will need to select the link to proceed.



Upon verification by the student, a district or school user 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.

The student can now log into the portal with the credentials that were previously created:

Student Landing Register ▾

Student Login

Email Address:

Password:

When verified by the student, the account will be limited until it is approved by a district or school user (see page 9). When approved, the student will be able to register for courses/exams.

Incorrect Account Information

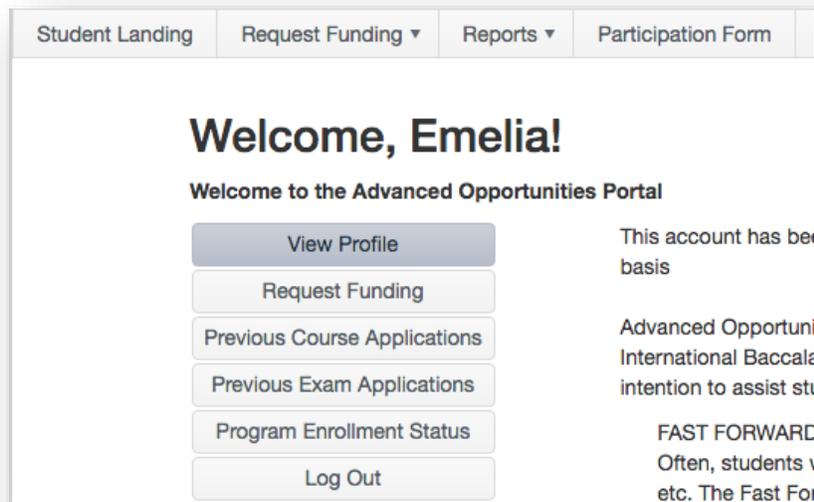
If a student created an account but selected the wrong school, or entered any of their information inaccurately, they may log into their account and correct this information in their profile.

Student Level Application

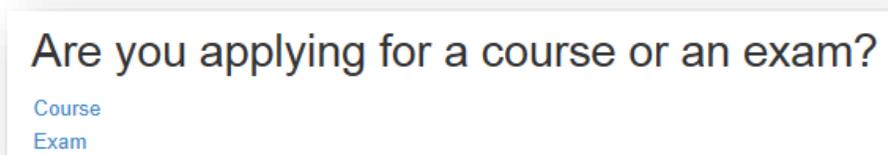
Once the student has logged into her account, she is almost ready to apply for funding.

The student needs to be sure that she has submitted a completed Participation Form to her school district; the district must have these on file in order to approve the student for any Advanced Opportunities funding.

The form can be found under the fourth tab upon logging into the website, **“Participation Form.”**



Once the form is on file, the student is ready to request funding. She will select **“Request Funding”** and then will choose the application type.



The student will enter the course/exam information.

The student will receive a notice indicating that applying for state aid to pay for the course/exam has been completed.

Course Registration Complete

Your course has successfully been submitted to your counselor.

Please note that state funding may not be used for remedial or repeated classes; also, for professional technical exams, the maximum allowed reimbursement is listed on the State Department of Education website. Any additional expense is the responsibility of the student.

Course Application

School Year:	2016-2017
District:	ABERDEEN DISTRICT
School:	ABERDEEN HIGH SCHOOL
Grade Level:	11
Term:	Summer
Advanced Opportunity:	Fast Forward
Course Provider:	North Idaho College
Course Name:	Engl 101
Number of Credits:	3.00
Cost per Credit:	65.00
Total Course Cost:	195.00
County of Residence:	BINGHAM
Requested Reimbursement:	195
Max Reimbursement:	\$0
Remaining State Aid:	\$4125
Remaining Balance Owed By Student: \$0	
Submit Course	Go Home

The student will receive a notice indicating that applying for state aid to pay for the course/exam has been completed.

Course Registration Complete

Your course has successfully been submitted to your counselor.

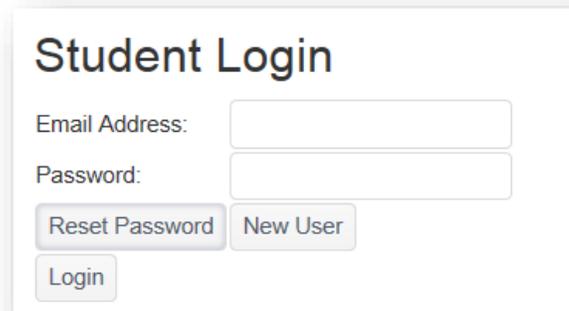
Please note that state funding may not be used for remedial or repeated classes; also, for professional technical exams, the maximum allowed reimbursement is listed on the State Department of Education website. Any additional expense is the responsibility of the student.

Email Notifications

Students will receive email notifications whenever the status of their submission is changed. This includes denial, approval, and payment status.

Reset Password

A student can request that their password be reset by selecting “reset password” on the login screen.



The image shows a 'Student Login' form. It has a title 'Student Login' at the top. Below the title are two input fields: 'Email Address:' and 'Password:'. Underneath the 'Password:' field are two buttons: 'Reset Password' and 'New User'. At the bottom left of the form is a 'Login' button.

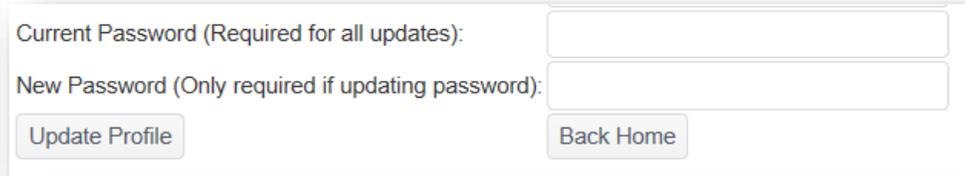
The student will be prompted to enter their password and will receive an email with a new password.

Please enter the email address of the account that needs to have its password reset, or needs to have the verification email resent:

Reset Password

Resend Verification Email

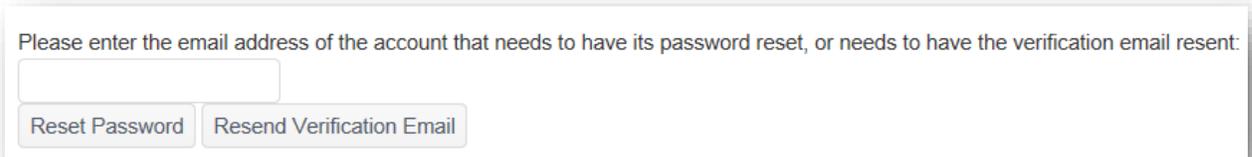
Upon logging in with the new password students can change in their Student Profile.



A screenshot of a web form for updating a student profile. It contains two text input fields: 'Current Password (Required for all updates):' and 'New Password (Only required if updating password):'. Below the first field is a button labeled 'Update Profile', and below the second field is a button labeled 'Back Home'.

Resend Email Verification

When a student creates an account, they will receive an email requesting verification. The student must follow the link provided in the email. If they have not received this email, they can request that it be resent by selecting Reset Password on the login screen clicking Resend Verification Email after they've entered their email address.



A screenshot of a web form for resending a verification email. It features a text input field with the placeholder text 'Please enter the email address of the account that needs to have its password reset, or needs to have the verification email resent:'. Below the input field are two buttons: 'Reset Password' and 'Resend Verification Email'.

If a student receives the following error message, it is possible that they created an account and typed in their email address incorrectly.

“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.”

In this case, a student should re-create the account with the correct email address.

Thank you for your dedication to Idaho students!

The State Department of Education appreciates all the efforts put in by school district personnel to ensure that Idaho students are able to 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 (<http://www.sde.idaho.gov/student-engagement/advanced-ops/contact/Regional-Coordinators.pdf>).

