

ADVANCED OPPORTUNITIES



Web-based Portal 2.0
Submission Guide for District Managers
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IDAHO
STATE DEPARTMENT OF EDUCATION

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Additional resources are available for on the Advanced Opportunities website

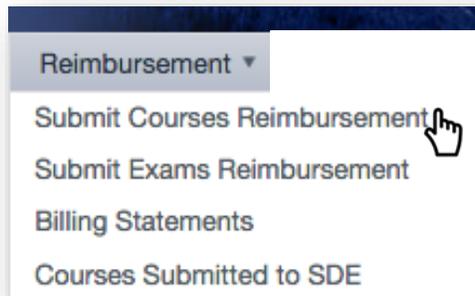
<http://www.sde.idaho.gov/student-engagement/advanced-ops>

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

Congratulations! You have successfully entered your students into the Advanced Opportunities Portal! You are now ready to review your data before submitting the information to the State Department of Education for payment. Please review the following information carefully to ensure that your data is processed correctly.

1. Review Data

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



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

Submit Courses To SDE

This page shows courses that have received initial approval. If the courses are acceptable, the list will be submitted to SDE for reimbursement.

[Export to CSV](#)

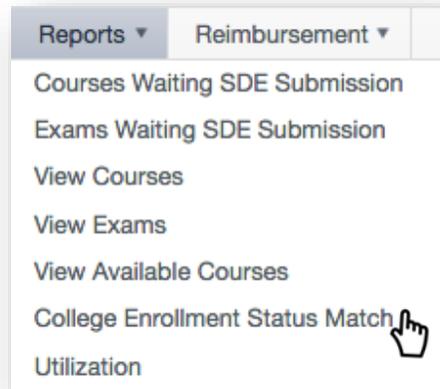
Drag a column header and drop it here to group by that column

| Advanced Opp Name | Student | Course Name | Course Submitted | Course Status |
|-------------------|----------------|-------------|------------------|--------------------------------|
| Fast Foward | Winfrey, Oprah | Art 101 | 7/23/2015 | School Level Approval Received |
| Fast Foward | Two, Tester | Art 101 | 7/29/2015 | School Level Approval Received |
| Fast Foward | Two, Tester | Art 101 | 7/29/2015 | School Level Approval Received |
| Fast Foward | Two, Tester | Art 101 | 7/29/2015 | School Level Approval Received |
| Fast Foward | Two, Tester | Art 101 | 7/29/2015 | School Level Approval Received |

You can still make crucial edits to the courses. Please make sure to double check the AMOUNT and the COUNTY OF RESIDENCE columns. This may be done most easily from a downloaded CSV file (for instructions, see step 3).

2. 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”** link 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.”**

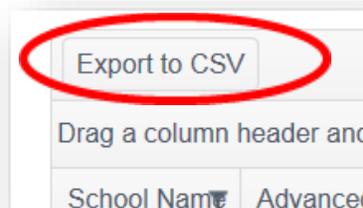


To identify specific student issues, the District Manager can download the CSV File from the **“Submit Courses Reimbursement”** report under **“Reimbursements.”** The **“Student Enrolled”** column in the spreadsheet will indicate whether or not the student’s enrollment has been verified by the college.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

Please contact the course provider to clear up any discrepancies. A [contact list](#) of course providers is available on the [Advanced Opportunities website](#).

3. Export to CSV

Under the **“Reimbursement”** tab, select **“Submit Courses to SDE”**. In this report, select the **“Export to CSV”** command in the upper left corner.



When you select **“Export to CSV”**, a report will be generated in an Excel spreadsheet. Please save this report for your records. Once data has been submitted, you will still be able to see it under the **“Courses Submitted to SDE”** report.

Be sure to save a copy of your final report for your records

4. Registration Windows

Starting with the 2016-2017 school year, registration windows have been set by the state, with input from school districts and the post-secondary dual credit offices. 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 |

5. Submit data to the State Department of Education.

Under the **“Reimbursement”** tab, select **“Submit Courses to SDE”**. In the bottom left corner, you will see the **“Submit Courses to SDE”** icon.



This link will become live when you have a 100% match with your course providers. Prior to having a 100% match, the link will be gray. When it becomes live, it will be red.

Please plan to submit this information earlier than the deadline. If submissions are late, the SDE will NOT be able to pay the post-secondary institution on time.