Advanced Coursework - International Bachelorette (IB), Advanced Placement (AP) and Dual Credit Courses

Attention Administrators of Schools with Students in Grades 9-12

This message is NOT relevant for schools without at least Grades 9, 10, 11, or 12. If your school does not have ANY of those grades, please disregard.

To ensure your School Year 2018 data is accurate in the Illinois Report Card on October 31, 2018, review and finalize your Advanced Coursework data for students in grade 9-12 taking **International Bachelorette (IB), Advanced Placement (AP) and Dual Credit** Courses:

1. Submit <u>all Student Course Assignments</u> **ASAP.** The deadline to submit course assignments is **August 15, 2018 at 4:00 PM.**
2. **Note:** Student Course Assignments <u>MUST have a final letter grade</u> before reviewing Advanced Coursework reports. After you have submitted all student course assignments, review the "**Advanced Coursework"** SIS reports.
3. You can make adjustments to your course assignment data after running the report and looking for errors.
4. Although the SIS enrollment exit deadline is July 31, 2018, you can still make student course assignment adjustments after that date. You have until **August 15, 2018 at 4:00 PM** to make student course assignment adjustments.

Steps for accessing IWAS and pulling these reports are included at the bottom of this message.

Where does this data come from and who is included in this report?

1. This report includes 9-12 grade students enrolled in an Illinois public school on or before 10/02/2017 and exited on or after 5/01/2018, taking **International Bachelorette (IB), Advanced Placement (AP) and Dual Credit** Courses.
2. Metric sources include SIS student enrollment and student course assignment data.

<u>How do I review Advanced Coursework data that will appear on the Report card?</u>

View the **Advanced Coursework Report (Summary)** Report in SIS.

1. Login to SIS via IWAS.
2. Click on **Reports** in the menu on the left.
3. Click on the **Plus Sign** (+) next to **State Reporting** to go to the "Report Card and Accountability Reports" section.
4. Click on **Advanced Coursework (Summary)**. Optionally, select a course type: **Advanced Placement (AP), International Bachelorette (IB), or Dual Credit**.
5. Click on **Create PDF Report** button to display report.
6. Verify that the **Advanced Coursework** data in the report card are accurate.
   - Run the **Advance Coursework** (**Detail)** report for a student course list.

Verifying International Bachelorette (IB) and Advanced Placement (AP) courses in SIS

International Bachelorette (IB) and Advanced Placement (AP) are identified by the State Course code. IB and AP courses are labeled in the ISBE Secondary Course Catalog located on the www.isbe.net/ISCS website.

View the **Student Course Assignment (Detail)** Report in SIS. The **IB** and **AP** courses are identified in the **Title of the State Course Code**.

1. Login to SIS via IWAS.
2. Click on **Reports** in the menu on the left.
3. Click on the **Plus Sign** (+) next to **Course Assignments – Student and Teacher Course Reports** to expand the section.
4. Click on **Detail** next to **Student Course Assignment.**
5. Select Report Criteria: Options are:
   - School
   - Term
   - **International Bachelorette (IB)** (Both/Yes/No)
   - **Advanced Placement (AP)** (Both/Yes/No)
6. Click on **Create PDF Report** button to display report.
7. Verify that the **International Bachelorette (IB) and Advanced Placement (AP)** data are accurate.

Verifying Dual Credit Courses in SIS

View the **College Course Assignment (Detail)** Report in SIS. **Dual Credit** courses are identified by the **Dual Credit Indicator** found on the **College Course Assignment** data collection.

1. Login to SIS via IWAS.
2. Click on **Reports** in the menu on the left.
3. Click on the **Plus Sign** (+) next to **Course Assignments – Student and Teacher Course Reports** to expand the section.
4. Click on **Detail** next to **College Course Assignment.**
5. Select Report Criteria: Options are:
   - School
6. Click on **Create PDF Report** button to display report.
7. Verify that **Dual Credit and IPEDs** data are accurate.
   a. Report Only displays courses that are **Dual Credit** = Yes
   - An **IPEDs** Number is required for ALL **Dual Credit** courses.

IPEDs numbers can be found in the SIS Data Elements under **Student Course Assignment** http://isbe.net/sis/html/data_elements.htm

Note: The College Course Assignment template must be used to submit a course as **Dual Credit**. If the **Dual Credit Indicator** is uploaded as "Yes" in the **Student Course Assignment**

file format, it will error the record with a message directing the user to use the **College Course Assignment**. When entering a student course online, an **IPEDs Number** will be mandatory if **Dual Credit** is "Yes".