

Teacher Course Assignments Data Due in the Student Information System (SIS)

Attention SIS Administrators

Teacher Course Assignments are required for grades Pre-K-12 for the 2020 School Year.
Winter/Spring/Summer – Teacher Course Assignments Data is due by July 31, 2020, at 4:00 p.m.

A Teacher Course Assignment should match to one or more Student Course Assignments. Teacher Course Assignments match Student Course Assignments when they have identical **School Year**, **Teaching/Serving location's RCDTS code**, **State Course Code**, **Term**, and **Section Number** values.

Run the Teacher Course Assignment Report to find any schools that have NOT entered Teacher Course Assignment data. Specific schools can be chosen during the report generation.

To access and generate the report:

1. Log into SIS via IWAS.
2. Click on **Reports** in the SIS menu on the left.
3. Expand the **Student and Teacher Reports** section.
4. Click on **Detail** next to **Teacher Course Assignment**.
5. Click on the dropdown menu next to School Year to select "2020".
6. Click on the dropdown menu next to School to select a specific school.
7. Click on **Create PDF Report**. No records will be displayed unless the district has entered the Teacher Course Assignment data.

After adding Teacher Course Assignments, check your SIS Dashboard, **Course Data Quality** chart, "Courses Missing Students" count. Click the link to run the report. If the report is not empty, consider adding more Teacher Course Assignments.

Teacher Course Assignment data may be **entered into SIS online** (one Teacher Course Assignment at a time) **or via batch** (which allows many Teacher Course Assignments to be entered within one file).

Enter Teacher Course Assignment Data Online

1. Log into SIS via IWAS.
2. Click on **Teacher** in the menu on the left.
3. Click on **Teaching Location** or **Employer**.
4. Enter the Teacher's IEIN **OR** their Last Name and First Name.
5. Click on **Search**.
6. Add the School Year, Teaching Location, and Employer information on the first screen.
7. Click on **Next**.
8. Enter the related Teacher Course Assignments on the following screens.

Entering Teacher Course Assignment Data via Batch

If you **use a local software package** to store Teacher Course Assignment data, the best option (fastest and keeps data synchronized) is to export the related data from your local software package into a file that can be directly submitted to SIS.

If you **do not use a local software package**, data can be copied or manually entered into the *Teacher Course Assignment Entry* template. (Once data is initially entered into SIS, the **Request File** option can be used to retrieve your current related data.)

If a batch template is needed, the *Teacher Course Assignment Entry* template can be downloaded from: <https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx>

Click on **Teacher Course Assignment Entry** to access the user template. There are also *Tips* and *Steps* documents written for this specific batch template, and they can be downloaded from the same location.

Once the batch data is in a format that is ready to submit:

1. Log into SIS via IWAS.
2. Expand the **Batch Files** area in the menu on the left.
3. Click on **Upload File**.
4. Browse for the file and upload it.

Results become available via the **Download File** link. Use the **Request File** link to download existing Teacher Course Assignment data.

Home Schools vs. Serving Schools and Service Provider Schools

The Home School is ultimately responsible to make sure the Student Course Assignments are entered. The Serving School and Service Provider School can enter the courses for students they serve. Communication is needed between schools to decide who will enter the data.

For further assistance, please contact the ISBE Help Desk at **217-558-3600**, Option 3 and ask for SIS Support.