

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

Steps for accessing IWAS and pulling Advanced Coursework 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 October 2 and exited on or after May 10 taking **International Baccalaureate (IB), Advanced Placement (AP) and Dual Credit** Courses.
2. Metric sources include SIS student enrollment and student course assignment data.

## **How do I review Advanced Coursework data that will appear on the Report card?**

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 Baccalaureate (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 Baccalaureate (IB) and Advanced Placement (AP) courses in SIS**

International Baccalaureate (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 website <https://www.isbe.net/Pages/Illinois-State-Course-System.aspx>.

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 Baccalaureate (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 Baccalaureate (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 SIS **College Course Assignment** data collection. Note: All students shown on this report have Dual Credit assignments.

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. Optionally select Report Criteria:
  - School
6. Click on **Create PDF Report** button to display report.
7. Verify that **Dual Credit** course assignments **and IPEDs** data are accurate.
  - Note: All courses shown in this report are **Dual Credit = Yes**.
  - An **IPEDs** Number (Integrated Postsecondary Education Data System) is required for ALL **Dual Credit** courses.

**IPEDs** numbers can be found in the SIS Data Elements under **Course Assignment**  
<https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>

**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”.