

## FY20 Period L Staff/Course Reporting Checklist

## **Change Log**

Date	Section Number/Name	Change Description
10/24/19	Task 18 – Run the Collection	Removed screenshot, updated instruction.
10/24/19	Task 11 – Process CLISEMIS/CTRMEMIS in Verify Mode and Correct Errors	Update breadcrumb trail
10/24/19	Task 8 – Verify all Staff Members have a Credential ID	Removed one paragraph
9/26/19	Entire Document	Update dates for 19/20

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## Period L Staff/Course Checklist

### Reporting Windows (tentative) -

	First Window	Second Window			
Data Dates Included	7/1/XX - 6/30/XX	7/1/XX - 6/30/XX			
Reporting Window	Oct. – Jan.	Feb. – Aug.			
		This window replaces			
		data from first window			
		for funding but not for			
		Licensure			
Record Types to	CN	CN			
Include					
	CU	CU			
	CM	CM			
	CV	CV			
	GN	GN			

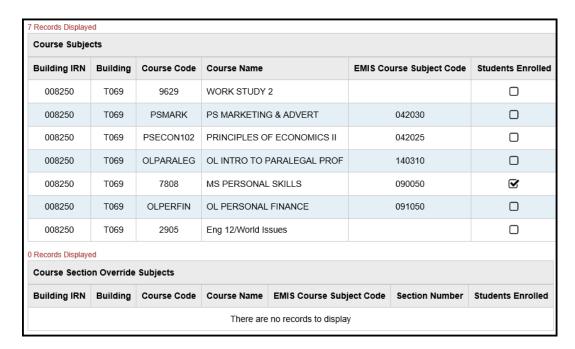
Record Types to Include for Period L – (All record types listed above) Refer to the ODE EMIS Manual for further clarification on records reported in each 'L' window.

Each reporting window will include transactions from July 1 through the end of the reporting window. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date. As changes are made to the staff and course information and CTRMEMIS is run in update mode, that current data will be reflected in the transfers.

## Task 1 – Run INVSUBJ to Verify Subject Codes Assigned to Courses

Navigate to <u>StudentInformation > EMIS > Staff/Course Reporting Collection (L)</u> and run the Verify Subject Codes (INVSUBJ). Courses will be listed if the Report to EMIS checkbox on the course record is marked but the EMIS Subject Code field is blank or invalid. Additionally, the process will check the EMIS Subject Codes on the Course Section Override tabs. **See the EMIS Manual, Chapter 4.7, for an updated list of valid subject codes.** 

The INVSUBJ also displays whether there are students enrolled in the course or course section.



Edit the EMIS tab of the course in Course Maintenance to correct the Subject Code.

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

## Task 2 – Run the Wipe and New process

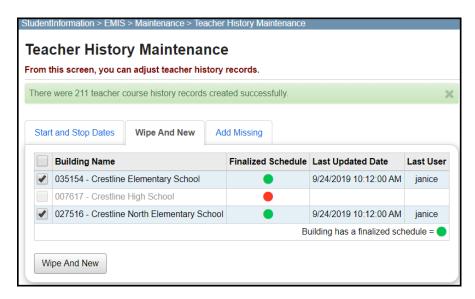


The Wipe and New process should only be run at the beginning of the school year. When it is processed, it overwrites any manual changes that have been made to teacher history records during the school year.

Running the Wipe and New is not a required process but is beneficial for districts beginning the school year to update their teacher history records with the most current information from any changes made to course sections. When School Year Initialization was processed to create the new school year, last year's teacher history records were copied up to this school year. The Wipe and New process will ensure you are reporting the most up-to-date records. Running the Wipe and New process at the beginning of the school year also assists other processes that depend on Teacher History records from the Teacher History Tab.

Wipe and New will update Teacher History records to match the data on the Meeting Times tab of the course section. It overwrites any existing data.

- 1. On the Wipe and New tab on the Teacher History Maintenance screen, select the school(s) for which you want to create new teacher history records. *Note:* If a building is in context, the building is already selected.
- 2. Click Wipe and New.
- 3. When the Wipe and New process is completed, StudentInformation displays a message at the top of the page that indicates the number of teacher history records that were created.

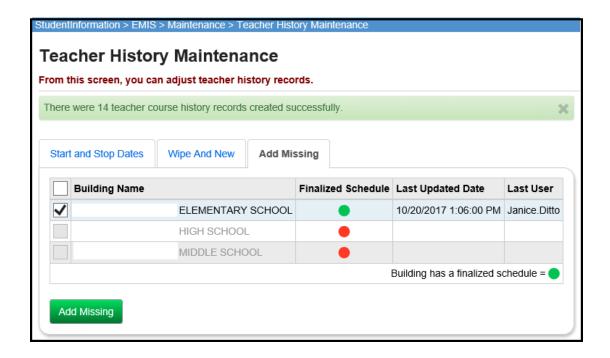


**Note:** Wipe and New cannot be run for a building that has not yet finalized its schedule.

# Task 3 – Run the Add Missing process to update any Teacher History Records for newly added courses

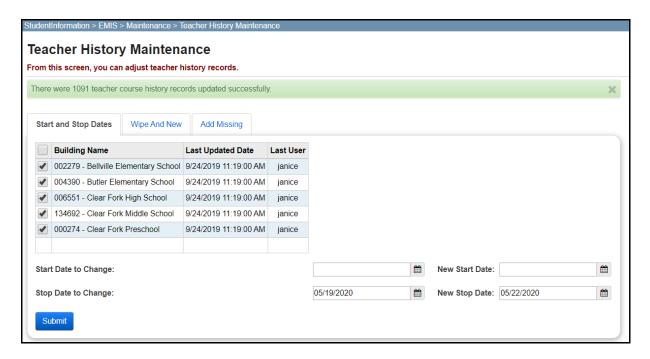
Add Missing will add a new teacher history record if there is no teacher history record matching the teacher designated on the meeting times tab or if no Teacher History record exists. It does not overwrite any existing data. Add Missing can be run throughout the year.

- 1. On the Add Missing tab on the Teacher History Maintenance screen, select the school(s) for which you want to add missing teacher history records. *Note:* If a building is in context, the building is already selected.
- 2. Click Add Missing.
- When the Add Missing process is complete, StudentInformation displays a
  message at the top of the page that indicates the number of teacher
  history records created, or if none, the message indicates that no teacher
  history records were created.

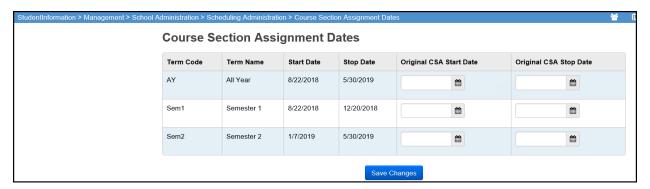


# Task 4 – Run the Start and Stop Dates option to update Teacher History Records (Optional)

If your semester start/stop dates change during the school year, ex. due to calamity days, use the Start and Stop Dates tab option to update existing Teacher History Records.



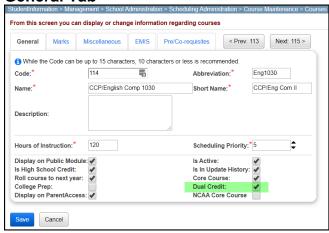
**NOTE:** If the change in the start and stop dates affects the stop and start dates for the Course Section Assignments for students, you will want to use the Course Section Assignment Dates page to make any updates that are needed. These updates should be made at the building level.



## Task 5 – Verify Courses and Course Sections

**CCP Courses** – Be certain to check the 'dual credit' checkbox on the Courses General Tab when adding College Credit Plus courses. When setting up courses, districts should set up separate courses for CCP and non-CCP courses. A course should not have some course sections that are CCP and some that are non-CCP.

#### **General Tab**

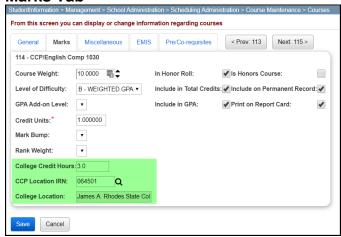


According to the EMIS Manual, the EMIS Location IRN generally is the IRN of the physical location where the course is being held. Exceptions are as follows: **CCP Courses** – Report the IRN of the post-secondary institution that is giving credit for the course.

CCP Courses with a CP Delivery Method (Career Tech CCP Course) – Report the IRN of the actual location of the course, not the IRN of the Post-Secondary Institution.

Marks Tab. Additional fields have been added on the Marks tab for CCP Courses. The College Credit Hours should be filled in with the number of possible college credits the student can earn for the course. The CCP Location IRN should be filled in with the college IRN which will populate the College Location field. If the college is an out-of-state college, the CCP Location IRN should be completed with '999999' and you can type in the name of the college inn the College Location field. This is particularly important for any CTE Courses.

#### **Marks Tab**



#### **NCAA Core Course**

The NCAA Core Course located on the General Courses tab must be checked in order for a course to count as a NCAA Core Course. This field is used to designate which courses meet the eligibility requirements for Division I and Division II colleges. Additional information pertaining to the eligibility requirements can be found at <a href="https://www.ncsasports.org">https://www.ncsasports.org</a> ncaa-eligibility-center > eligibility-requirements.

Once your district has determined which courses should have this box checked, they may want to go back 3-4 years and update the NCAA Core Course box for those previous years as well. This will allow districts to be able to verify that students who are currently in the higher grades and considering athletics in college, will meet the requirements needed.

#### Curriculum Code – VM Career Technical Education Middle Grade Course

Establishes a class as a middle grade Career-Technical Education class. Middle grade CTE courses are 30-120 hour introductory level courses linked to business, industry, and labor that ensure a seamless pathway from middle school to college careers. CTE middle grade courses may be offered for any pathway with an approved CTE-26 on file. VM courses do not count towards a student's CTE concentrator status and students in VM courses are not subject to CTE technical testing. See the CTE Program Matrix for a complete list of subject codes that may be used in conjunction with the VM curriculum code.

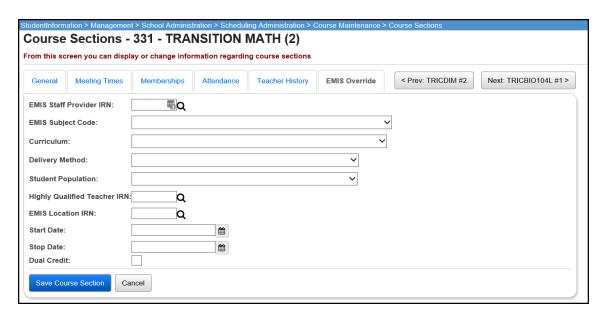
#### **Delivery Method – CI Computer as Instructor**

A certificated staff member must be the Teacher of Record for courses with Delivery Method of CI. The staff member can be a superintendent, principal, or teacher. The Staff ID cannot be '999999999'.

#### Credit Flex element on EMIS tab of Course record:

- N Course is not a credit flexibility course (default)
- R Yes, the course is a credit flex course used for credit recovery work
- Y Yes, the course is a credit flex course not used for credit recovery

The EMIS Override tab on the course section allows different values in the following fields:



If either of the following values is different on the EMIS tab of the course, you will need to set up separate courses. Simply adding a separate course section will not work.

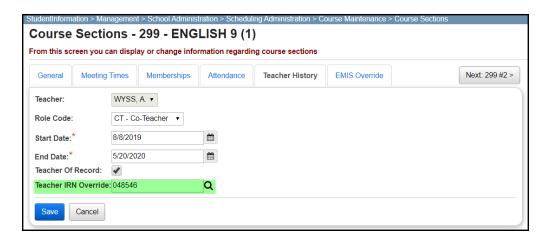
- Educational Option
- Credit Flex
- 1. All Courses K-12 must be broken out into courses by subject.
- 2. Each of the courses that have been broken out, except for homerooms and other special classes created for the grade book package, needs to be reported in EMIS.
- 3. Homerooms should not be marked as reportable to EMIS on the Course record.
- 4. You must report all year long courses and any other courses offered during the school year, such as courses offered second semester only or courses that span five or six week periods.
  - a. Preschool courses Are to be reported as self-contained courses. Only one course is reported for each preschool student. Beginning in FY20, EMIS Subject Code 180108 is required to be reported for all Preschool courses. Special Ed courses will be differentiated by the value selected in the Student Population field on the EMIS tab of Courses.
  - b. Students receiving preschool itinerant services Do not report course records and subject records for itinerant services.



- c. Gifted courses Students taught by the Gifted Intervention Specialist (GIS) who is considered the "Teacher of Record" should be reported but Supplemental Gifted services/programs provided by the GIS or other staff members are not considered courses and do not need student subject records.
- d. If the ESC is a contracted agency The resident district needs to report the courses and class lists taught by ESC contracted staff. The ESC instructor should be set up using their credential ID. The ESC will report the staff demographic, employment, and contractor staff records. Be sure to mark these ESC courses as EMIS reportable, the ESC's IRN is used for the Program Provider IRN, and the proper building IRN is used for the location IRN.
- e. *Home Instruction*: School age students with disabilities who are receiving home instruction are to have one course record per course, reported for each teacher. The course should be reported with the appropriate EMIS Subject Code, Delivery Method, Curriculum, Educational Option, and Student Population in Course Maintenance.
- f. College Credit Plus courses (fka Post-Secondary) must be set up as a class on the student's schedule. State Staff ID of the staff member should be reported for Employee ID if the staff is employed by the district. Employee ID of all 9s is reported if the staff is employed by the college. A generic CCP teacher should be set up in your district with a State Staff ID of all 9s.
- g. ESP Classes A staff class master record is required to be reported with the appropriate art, music or PE subject code for courses taught in grades K-8 for each ESP teacher. ODE does not require student subject records to be reported for each student in an ESP class, however StudentInformation will not include the course without at least one student assigned. You must assign students to ESP classes.
- h. Credit Flex Courses A course master record is required to be reported for any course which is a credit recovery course. To qualify, a course must meet the district's board approved credit flexibility policy that provides opportunities for students to earn credits in non-traditional ways. A new field has been added to the course record as well as manual course history to indicate a course is credit flex course. Report the course with the appropriate delivery method. If the delivery method is 'TO', the staff member may have an ID of all 9s.

### **Update EMIS values in Course Section Maintenance**

Teacher IRN Override – Located on the Teacher History tab, this field can be used to enter a co-teacher's Staff Provider IRN if they are not from the district, i.e., from an ESC. This will allow the Staff Course records to correctly report co-teachers and their Staff Provider IRN.

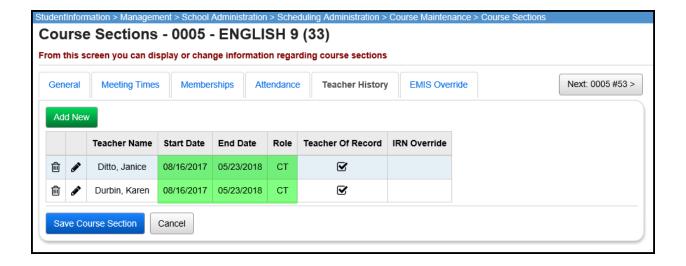


#### Transfer file:

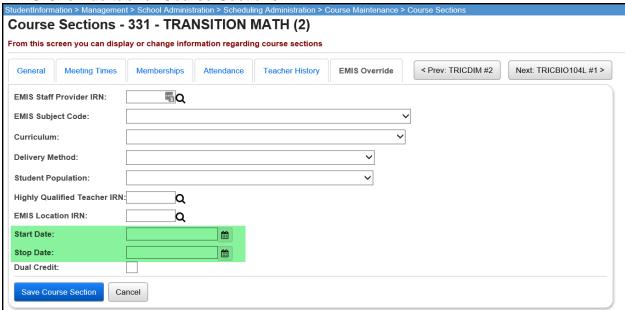
CU 2018L0463180H1373036E202-2120-01

2017082220180524CT1002584<mark>048546</mark>

Team Teaching – If a course section is taught by more than one teacher, both teachers should be marked as the Teacher of Record on the course section Meeting Times tab and as CT - Co-Teacher on the Teacher History tab since both teachers are required to have a Staff Class Master Record reported.



#### EMIS Override tab for Course Sections



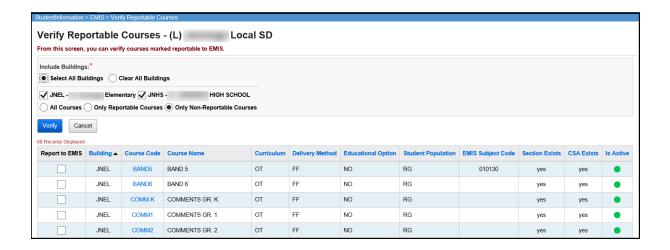
If one of the course sections has different start and end dates than the rest of the course sections for a particular course, those values can be updated on the EMIS Override tab.



StudentInformation allows course codes up to 15 characters and the first 10 characters must be unique. However, for EMIS reporting no more than 10 character course codes should be used.

## Task 6 - Verify Reportable Courses

Navigate to <u>StudentInformation > EMIS > Staff/Course Reporting Collection (L)</u> and choose Verify - Reportable Courses to confirm courses being reported to EMIS. Manually update any courses as needed.



## Task 7 – Verify course information and make any necessary changes

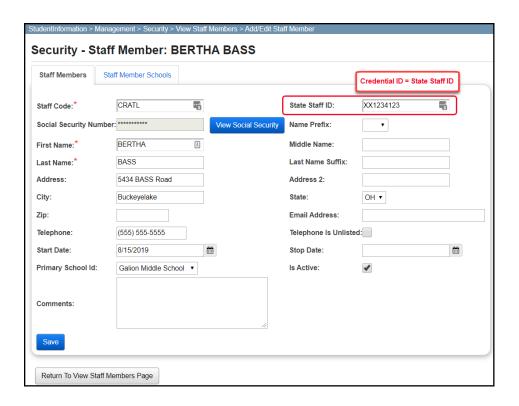


Course Detail Report – provides all course information in an excel friendly format.

- The CRSE Course report allows the user to select the types of courses they wish to validate as well as pick which fields they want to display on the report.
- All EMIS fields on the Course record and Course Section EMIS Override values are available to be printed on the report.
- Select the fields you wish to print on the report by moving them to the right in the Fields to Display filter.

EPORT: SI -	- REPO CRSE		High School		COURSE C	URRICU	LUM						
												PAGE 1	OF
CHOOLYEAR:	2017-2018											RUN AT 1:57 P	VI 10/25
COURSE CODE	COURSE NAME	GR	Credit Units	Course Description	Loc IRN	EMIS Sub Cred	EMIS Subject	Indd GPA	Active	Dual Crd	Rept To EMIS	CORE Subj Area	
0071	MATH TOPICS:CONS/FINANCIAL MGT	12	1.000000			MTA	110500	Υ	Υ	N	Υ	MTA	
0077	ALGEBRA II	12	1.000000		001701	MTA	110302	Y	Υ	N	Υ	MTA	
0079	GEOMETRY	12	1.000000			MTO	111200	Υ	Υ	N	Y	MTO	
0082	ALGEBRA III	12	1.000000		001701	MTA	110030	Υ	Υ	N	Y	MTA	
0088	CP GEOMETRY	12	1.000000		001701	MTO	111200	Y	Y	N	Y	MTO	
0089	PRECALCULUS*	12	1.000000		001701	MTA	110600	Y	Υ	Υ	Υ	MTA	
0091	QUANTITATIVE REASONING	12	1.000000		001701	MTO	111850	Y	Υ	N	Υ	MTO	
0093	STATISTICS	12	0.500000		001701	MTA	111500	Υ	Y	N	Y	MTA	
0097	AP CALCULUS*	12	1.000000		001701	MTA	119930	Y	Υ	N	Υ	MTA	
COLTRG	CCP College Trig	12	1.000000	CCP College Trig UC CLermont	062927	MTO	111600	Υ	Υ	Υ	Υ	MTA	
FINMTHSS	CCP SS Finite math	12	1.000000	Southern State Finite Math MATH 1124	067694	MTA	110302	Υ	Υ	Υ	Υ	MTA	
VSTATSS	CCP SS Intro to Stats	12	1.000000	CCP Southern State Intro to Stats	067694	MTA	110302	Υ	Υ	Υ	Υ	MTA	
M18H	Consumer Math	12	1.000000	MD math alg II equivalent	001701	MTA	110500	Υ	Υ	N	Υ	MTA	
MACCT	CCP Managerial Accounting	12	1.000000	UC Clermont Managerial Accounting	062927	MTO	030100	Υ	Υ	Υ	Υ	MTO	

## Task 8 - Verify All Staff Members have a Credential ID



The Credential ID is used by Pre-Ident as well as on Staff Class Master records and Program records for contracted staff.

For CCP teachers employed by the college, enter all 9s in the State Staff ID field. For CCP teachers employed by the district, enter their Credential ID in the State Staff ID field. Credit flex teachers may have all 9s in the State Staff ID field if the Delivery Method is 'TO'. Credit flex teachers will have a credential ID in the State Staff ID field if the Delivery Method is not 'TO'. The SSN is no longer used for a Staff EMIS ID.

More than one staff member can have all 9s for the State Staff ID field.

# Task 9 – Verify and Update the HQT Field Value as needed for Civil Rights Reporting



Although HQT values are no longer required to be reported to EMIS, the Civil Rights Report **does use** HQT values for certain areas. Once confirmed, we will include an update of which teachers will need to have an HQT value.

A course section **must** have a record on the Teacher History tab to create an HQT record. HQT records are not dependent upon CTRMEMIS/CLISEMIS having been run. The courses available to have an HQT value for a teacher are based upon the teacher being marked as teacher of record on the teacher history tab, the subject code, curriculum element, delivery method and student population fields on the course record and on the EMIS overrides tab of the section.

### A. Updating the Highly Qualified Definition for existing HQT records:

- 1. Navigate to <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>School Administration</u> » <u>Highly Qualified Teacher Update</u>.
- 2. Select a teacher from the Filter By Teacher: dropdown.
- 3. Courses the teacher instructs will be displayed based on the combination of Subject Code, Curriculum element, Delivery Method, and Student Population fields on the course record and on the EMIS Overrides tab of the section.
- 4. Pay careful attention to all four values before editing a record to ensure you are updating the correct one.
- 5. Click on the next to the Subject Area to edit the HQT value.
- 6. Select the appropriate value from the dropdown.
- 7. Click Save

## B. Removing Highly Qualified Definitions for courses the teacher no longer instructs. (optional)

- 1. Navigate to <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>School Administration</u> » <u>Highly Qualified Teacher Update</u>.
- 2. Select a teacher from the Filter By Teacher: dropdown.
- 3. Courses the teacher instructs will be displayed.
- 4. Ensure you are deleting the correct record for the Subject Code combination.

5. Click the inext to the obsolete value.

## C. Adding missing Highly Qualified Definitions:

- 1. Navigate to <u>StudentInformation</u> » <u>Management</u> » <u>School Administration</u> » <u>School Administration</u> » <u>Highly Qualified Teacher Update</u>.
- 2. Select a teacher from the Filter By Teacher: dropdown.
- 3. Courses the teacher instructs will be displayed.
- 4. Click Add HQT Definition
- 5. Select the appropriate value in the EMIS Definition: dropdown. NOTE: Values in the dropdown are populated from EMIS tab of the course record in Course Maintenance and on the EMIS Overrides tab of the section based on the Subject Code, Curriculum element, Delivery Method, and Student Population fields.
- 6. Fill in the How the teacher meets highly qualified definition: field.
- 7. Click Save
- D. Run the HQT report to verify the values or use the report as a checklist to see which values are missing.

StudentInformation > SIS > School > Highly Qualified Teacher Report

Non-core courses are not evaluated for HQT.

Report option I - Not core course OR course type isn't eval. for HQT whenever one or more of the following is true:

- Curriculum Element is PS, PI, OC or
- Delivery Method is CC, ET, OL and Ed Option = YS or
- Delivery Method is ID, IM, TO, or CI or
- Student Population is D8, DP, or PR

## Task 10 – Verify and Update Student Schedules

Verify student schedules by running the Class List Formatter

StudentInformation > SIS > Marks > Marks Reports > Class List Formatter (R703)

REPO! FORM	RT: R703 AT-02				HIGH SCHOO	L		Run	Date: 8:43 AM 3/29	
				CLA	ASS LIST					
TEACHER		COURSE NA	AME	COURSE	SECTION	COURSE TER	M I	MEETING TIME	DESCRIPTION	
Teacher583	3, Ryan	STUDY HAL	L 2PD 1SEM	SH 2	19	1st Semester	-	F: 2 (145)		
STUDENT NUMBER	STUDENT NAME		GRADE	DISABILITY CONDITION	GENDER	HOMEROON	PRO	GRAM	HOME SCHOOL	
303137236	Aabbccddee, Mark		11		M	FILL				
149625	Student54188, Ciara		10		F	KIRI	Not a	Not applicable		
148156	Student54314, Lucy		10		F	HOEE				
148079	Student54376, Vegas	3	10		F	MCGO				
148029	Student54429, Conna	ar	10		F	HOEE	Not a	applicable		
148018	Student54444, Adam		10		М	KIRI				
146073	Student54504, Tyler		10		М	KIRI	Not a	applicable		
146006	Student54578, Hanna		10		E	OBRE	Not applicable			

Student Subject records reported to EMIS are created based off the student's course section assignments.

Make any necessary changes to schedules using the Course Section Assignments page or Request Assignments page.



Refer to the Student Schedule Changes Procedural Checklist

## Task 11 – Process CLISEMIS/CTRMEMIS in Verify Mode and correct errors

1. Change your context to the district level and the current year. 2. Navigate to StudentInformation > EMIS > Staff/Course Reporting Collection L. Verify Staff/Course Data Request Type 3. On the tab choose the option. 4. Click Program Selection 5. On the choose Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS) Next > 6. Click 7. Choose the buildings in the district you would like to run CLISEMIS/CTRMEMIS for. 8. Choose the run type you wish to perform. If you're verifying the data, choose Run Type: 

Verify EMIS Reportable Only 9. Next, select how many errors you would like to be displayed per page: Number of Courses Per Page: All ∨ Submit 10. Click

## **Correcting errors:**

on the page.

1. CLISEMIS/CTRMEMIS errors are interactive links which allow you to navigate to the screen needing to be corrected without leaving the CLISEMIS/CTRMEMIS page.

11. Once the process is completed the CLISEMIS/CTRMEMIS errors will display

2. To correct errors, click on the Link in each error message.



- 3. Depending on the error message, you will be taken to the Course screen, the course section or the staff HQT page for corrective action. Links display in blue on the error.
- 4. Correct the errors and save your changes.
- 5. After resolving the errors run CLISEMIS/CTRMEMIS again to verify the errors are no longer there.



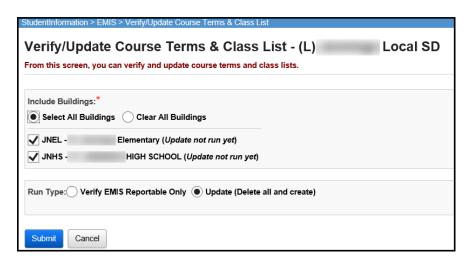
Refer to the *CTRMEMIS Error Resolution Guide* for detailed instructions on how to correct each error.

## Task 12 - Run CLISEMIS/CTRMEMIS in Update Mode

Vocational Course sections (Curriculum value begins with V) with zero students assigned will have Student Staff Classroom records created automatically.



CTRMEMIS should be processed in update mode each time you are submitting your data to ODE to catch any schedule changes made since the last submission. This is an on-going process.



Run AFTER final corrections are made to the CLISEMIS/CTRMEMIS verification report.

Once CLISEMIS/CTRMEMIS has been run in update mode the records may be viewed by going to the following pages:

```
<u>StudentInformation</u> » <u>EMIS</u> » <u>Maintenance</u> » <u>Student Staff Classroom</u>
<u>StudentInformation</u> » <u>EMIS</u> » <u>Maintenance</u> » <u>Student Subject Record</u>
<u>StudentInformation</u> » <u>EMIS</u> » <u>Maintenance</u> » <u>Student Subject Record By Class</u>
```

CTRMEMIS looks at the Staff record for the Staff ID for the CN or CU records.

If multiple teachers are considered the teacher of record for a course section, then a CU record will be created for each teacher of record.

Each teacher record (CU) for a course section will have an indicator of either Lead Teacher or Co-Teacher. If two teachers are assigned to a course section as teacher of record, both teachers must be reported as Co-Teachers. You cannot report one teacher as the lead and the other as the Co-Teacher.

The course section Teacher History tab must be updated if a teacher starts or stops teaching on a day other than the course term start or stop date. If a teacher's start and

stop dates overlap with another teacher for the same course section, both teachers would be considered Co-Teachers. If both teachers did not teach the course section at the same time, make sure there is no overlap with their dates. Both teachers would be considered Lead Teachers.

### **Start and Stop Dates:**

Start dates on the student subject records (GN) will only be reported for students who entered the course after the course term start date of the course section.

Example: If the course term start date was September 1, 2019 but the student started the course on February 27, 2020, a start date of February 27<sup>th</sup> will get reported for that student. No start date will be reported for students who have been in the course since day one.

Stop dates on the student subject records (GN) will only be reported for students who withdrew prior to the course term end date.

If the student drops a course before the course term stop date, a drop date will be reported.

If a student was in a course section multiple times, a record will be reported for each time the student was in the course.



### GN150 & GN152 – High School Credit Earned & Partial/Override Credit Elements

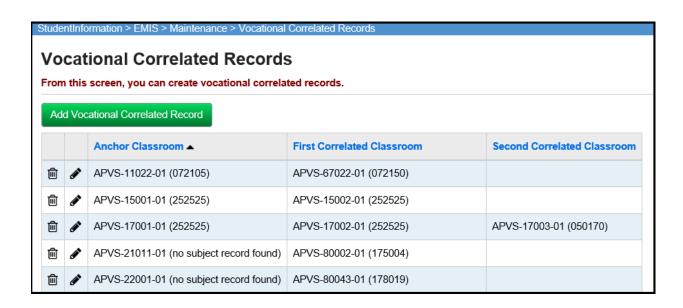
StudentInformation, with approval of ODE, has handled the reporting of these elements in the following manner:

Description	GN150	GN152	Explanation
Courses that are not 'for high school	Υ	0	Indicates these courses do
credit'			not earn high school credit
Courses that are 'for high school	Р	Amount	ODE uses the amount of
credit'		of credit	credit that is reported in the
		earned	Partial/Override Credit
		including	element instead of the
		0 if no	credit amount from the CN
		credit	course master record. This
		earned	is reported this way in case
			the amount of credit a
			student is awarded when
			the credit is different than
			what is reported on the
			course master record.

## Task 13 – Verify Vocational Correlated Records have been entered

Once CTRMEMIS has been processed in Update mode, the Local Classroom Codes for all course sections being reported exist in EMIS Maintenance and are available for use on the Correlated Records page.

- 1. At the building level, navigate to: <u>StudentInformation</u> > <u>EMIS</u> > <u>Maintenance</u> > <u>Vocational Correlated Records.</u>
- 2. Click on Add Vocational Correlated Records button to add a new record.
- 3. Choose the proper local classroom code from the dropdown for each of the three fields as applicable.
- 4. Save the record.



## Task 14 – Verify Vocational Mapping Records have been entered

The mapped local classroom code record allows a district to map (combine) the students from a specific class into another class. Mapping means combining (merging) students from two or more classes in EMIS to look like a single class. The students that are reported in the "Mapped from Local Classroom Code" will be mapped (moved) to the "Mapped to Local Classroom Code" and for EMIS reporting, will no longer exist in the "Mapped From Local Classroom Code" in the EMIS flat files.

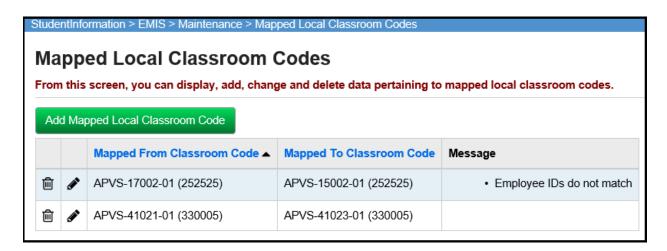
In order to map classes together, both classes must have the same values in the following elements:

- Subject Code
- Curriculum Element
- Employee ID
- Delivery Method
- Educational Option
- Student Population

Only classes with a Semester Code of '1', '2', or 3 will be eligible to be included in the mapping process. Trimester courses can't be mapped.



This process should only be used for Career Technical Courses.



## Task 15 – Update <u>Student</u> College Credit values for Dual Credit Courses

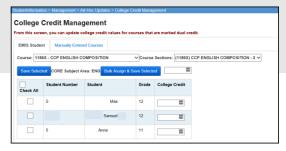
These records are not reported in Period L, but need to be updated annually to be available to create the dual credit Core Summary records which are reported in Period G.

For any student who earned transcripted college credit for Dual Credit, update the college credit amount students earn. The college credit earned will be reported on the GC Core Summary Records. The college credit amount must be the transcripted college credit amount that will appear on the student's college transcript. Use the College Credit Management page to update the values based on the courses and/or manual course history records flagged as dual credit courses. Students must earn a passing mark in the course. Courses must be marked 'Dual Credit' to be included on the College Credit Management course sections.

- 1. Change Context to the building level and 19/20.
- 2. Navigate to <u>StudentInformation » Management » Ad-Hoc Updates » College</u> <u>Credit Management</u>

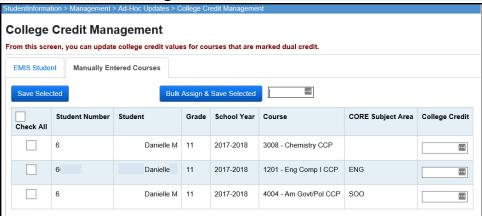
### **EMIS Student Tab Updates**

- 3. On the **EMIS Student tab**, select the dual credit Course whose college credit value you want to update for any student.
- 4. In the course Sections drop-down list, select the appropriate course section for which you want to perform the update.
- 5. Select the Check box in the row of each student whose college credit you want to update for the selected course section. (You can also select **Check All** to select all students).
- 6. Enter the college credit for the selected students using one of the following methods:
  - 1. Update selected students individually:
    - 1. In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section.
    - 2. Click Save Selected.
  - 2. Bulk update selected students:
    - 1. In the text box above the grid, enter the amount of college credit earned by all the selected students.
    - 2. Click Bulk Assign & Save Selected.



### **Manually Entered Courses**

- 1. On the **Manually Entered Courses tab**, when the tab is selected, any student who has a manual course history record with the College Credit flag set will appear on a grid on the page.
- 2. Select the Check box in the row of each student whose college credit you want to update for the selected course section. (You can also select **Check All** to select all students).
- **3.** Enter the college credit for the selected students using one of the following methods:
  - A. Update selected students individually:
    - 1. In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section.
    - Click Save Selected.
  - B. Bulk update selected students:
    - 1. In the text box above the grid, enter the amount of college credit earned by all the selected students.
    - Click Bulk Assign & Save Selected.



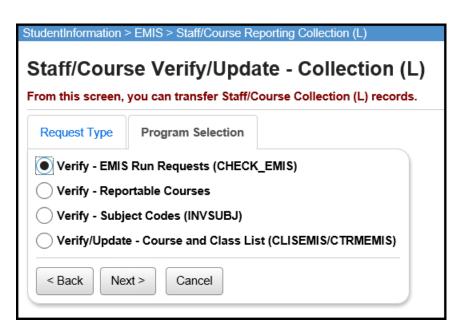
# Task 16 – Run CHECK\_EMIS for Period L to ensure all updates have been performed before transfers are performed

Run CHECK\_EMIS to get an audit trail of what processes have been performed, what hasn't been performed and what processes were performed too early for each building in your district. The CHECK\_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK\_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

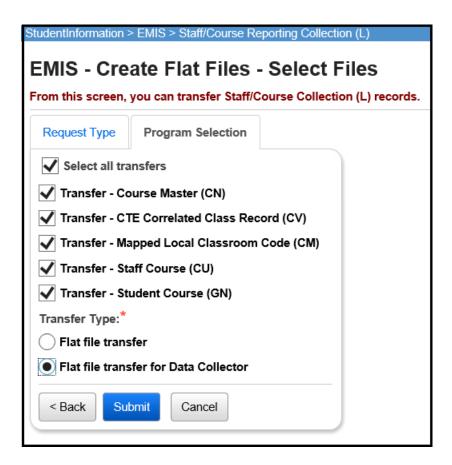
- 1. Make sure all processes have been run in Verify mode for each building.
- 2. Make sure all updating processes have been run in Update mode at least one time for the district.
- 3. Make sure all the necessary transfers were performed after the update processes were run.
- 4. If updates were rerun, also make sure that transfers were rerun as well.
- 5. Make sure that no process was run too early.

CHECK\_EMIS can be processed at anytime during the reporting period for a status report.



## Task 17 - Period L Transfer

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Staff/Course Reporting Collection (L) menu and choose Select All Transfers.



## Task 18 – Run the Collection

Before running the Data Collector, make sure the most recent version of the manifest is downloaded.

1. While logged into the Data Collector, click on the

Collection Requests

tab.

- 2. Begin the collection.
- Mark the applicable SIF Zone and Data Sources boxes according to instructions from you ITC. It is important to know the type of fiscal software used by your district when determining which SIF Zone and Data Sources need to be selected.
- 4. Once the collection has been completed, proceed to the Prepare step.
- 5. Once the Prepare has completed, review the Validation errors.
- 6. Return to StudentInformation to make corrections and updates resolving the Validation errors.
- 7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
- 8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
- Once the collection has been processed by ODE, you should receive Level 2
  Report errors. Review the Level 2 Report errors and make corrections in
  StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.