



Getting started guide

Student-Teacher-Course Connection



Use this “Getting Started” guide to help manage the tasks needed to successfully complete your mapping, SIS configuration and submissions. The guide outlines team members, materials you will need and activities for each phase of this project.

We look forward to working with you as we all move toward improved visibility of relationships created between the teacher, course and student academic progress, complete information for more meaningful conversations and easier transition of information for students and teachers as they move through the Arizona K-12 and post-secondary education system.

Should you have any questions at all, please contact the Student-Teacher-Course connection team at stconnection@azed.gov or 602-542-7378, option 2.

Items to remember

- There are three key rollout phases.
- Visit the Student-Teacher-Course Connection site for templates, training videos and more.
- Preloaded templates help save time.
- We are here to help. Contact us at stconnection@azed.gov or 602-542-7378 option 2.

Phase 1 - CourseWalk mapping

What you'll need - checklist

People

LEA Student Information System (SIS) administrator
LEA curriculum staff
LEA administration (optional)
ADE Student-Teacher-Course Connection support staff

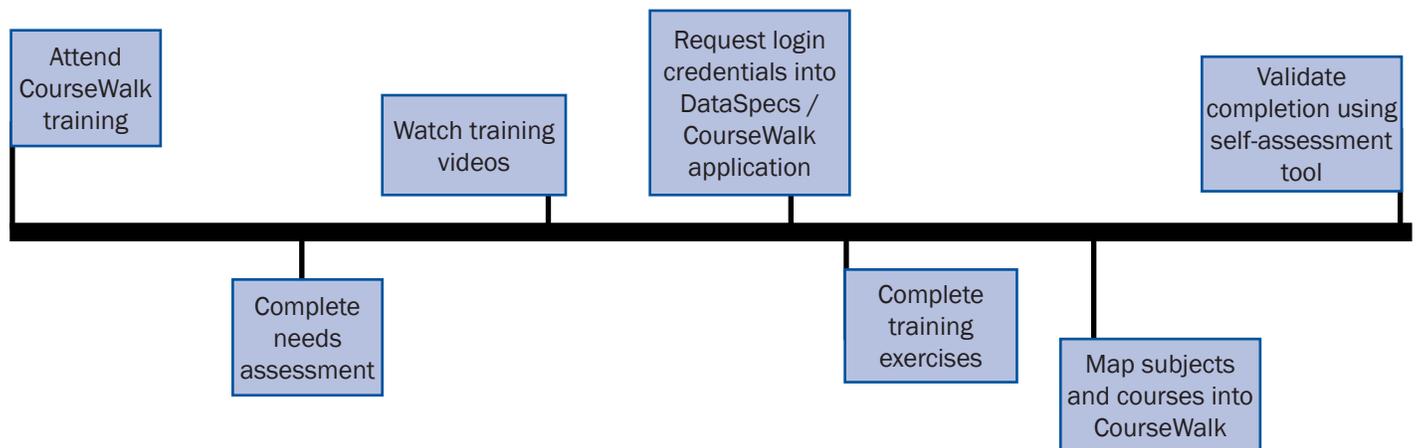
Materials

- **Gather district course catalog (if available)**
 Subject area codes
 Subject area titles
 Course codes
 Course titles
 Course descriptions
- **Download Arizona state course catalog (if available)**
- **SIS configuration map (if available)**
- **Course Walk templates**
 State course catalog adoption
 LEA course catalog adoption
 Annotated template
- **Validation Error Message Description document**
- **Arizona Student-Teacher-Course FAQs**

Activities

Resources

<http://www.azed.gov/racetothetop/stc/>
<http://www.azed.gov/racetothetop/stc/stcresources/>



Phase 2 - Student Information System (SIS) Configuration

What you'll need - checklist

People

- LEA SIS administrator**
- LEA curriculum staff**
- LEA scheduler / registrar**
- SIS vendor contact**
- ADE Student-Teacher-Course Connection support staff**

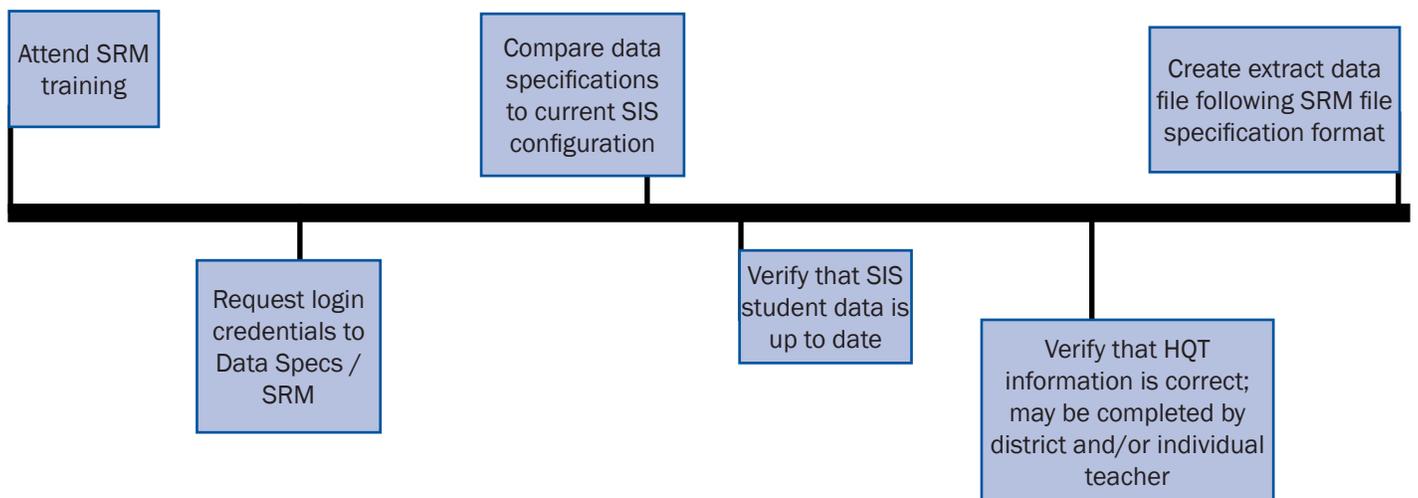
Materials

- SIS architecture**
- Completed course mappings in Course Walk**
- State Report Manager (SRM) logins**
- SRM File Specifications**

Activities

Resources

- <http://www.azed.gov/racetothetop/stc/>
- <http://www.azed.gov/racetothetop/stc/stcresources/>



Phase 3 - SRM Submission

What you'll need - checklist

People

SIS administrator
ADE Student-Teacher-Course Connection support staff

Materials

Student Information System
Student Information System source files
Error explanations

Activities

Resources

<http://www.azed.gov/racetothetop/stc/>
<http://www.azed.gov/racetothetop/stc/stcresources/>

