



Getting started checklist



Student-Teacher-Course Connection



Use this “Getting Started” checklist to help manage the tasks needed to successfully complete the Student-Teacher-Course Connection program. 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

Course mapping through CourseWalk or your own SIS

Phase 2

Enter data into State Report Manager

Phase 3

Submit data through State Report Manager

Phase 1 - Course Mapping

This phase involves mapping local courses to the Arizona state course codes and is the first step in successfully completing the Student-Teacher-Course Connection Program. There are two ways to get started, through the online tool provided by ADE (CourseWalk) or through your student information system (SIS). Contact your SIS vendor to see if this is an option for you. Otherwise, contact ADE to obtain a username and password for CourseWalk. Either way, we are here to assist you.

What you'll need

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**
- **Help Desk information**

Checklist

- Decide which course mapping method is right for your LEA / Charter

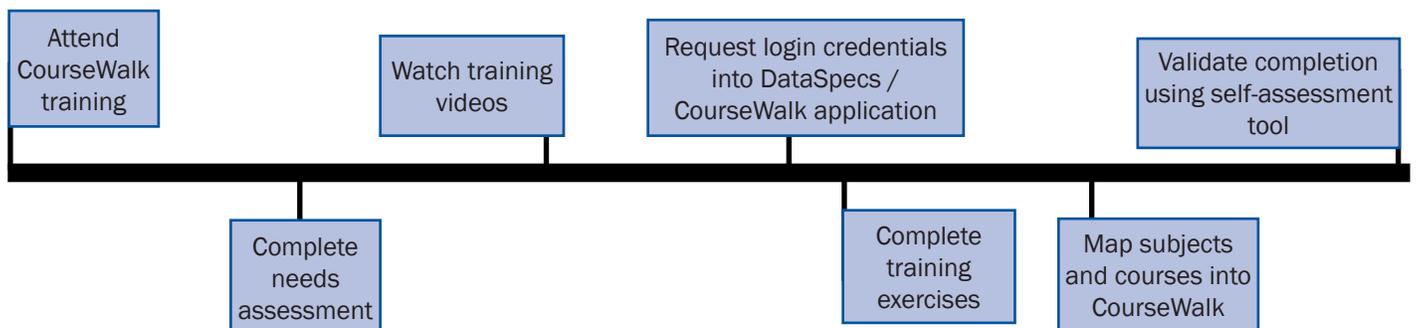
Choosing CourseWalk

- Attend CourseWalk mapping training webinars
- Contact the ADE Student-Teacher-Course Connection support team to obtain login credentials

- Map subjects and courses in Coursewalk

Choosing your SIS

- Contact your SIS vendor.
- Inform the ADE Student-Teacher-Course Connection support team of your decision



Phase 2 - State Report Manager (SRM)

In Phase 2, you are ready to enter all of the necessary data into your Student Information System (SIS), ideally when you are readying a new school year through scheduling. Before you enter data into your SIS, contact your vendor to understand what data is being collected and where this data is represented within your specific SIS. We have partnerships with the majority of SIS vendors doing business in our state so your vendor is aware that this program is in place. Remember, we are here to assist you.

What you'll need

People

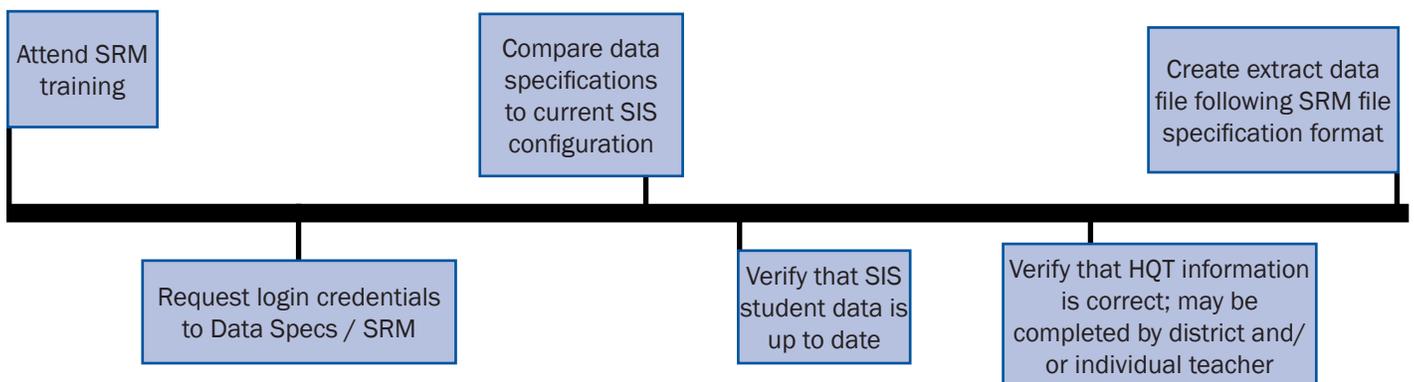
LEA SIS administrator
LEA curriculum staff
LEA scheduler / registrar
SIS vendor contact
ADE Student-Teacher-Course Connection support staff

Materials

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

Checklist

- Attend SRM training
- Request login credentials to Data Specs / SRM
- Compare data specifications to current SIS configuration
- Schedule 2012 - 2013 school year to meet data submission requirements; including by course selection
- Verify that SIS student data is current
- Verify that HQT files are current
- Create extra data file following SRM file specifications format



Phase 3 - Data Submission through SRM

The final phase for the Student-Teacher-Course Connection Program is to submit two files on the 40th Day, 100th Day and EOY, Course Sections and Student Course Enrollments. You will need to designate the individual, or individuals responsible for submitting these two files using SRM. You can designate up to five team members to be responsible for file submissions, certifications or both. Depending on the data submitted to your SIS, the submission process should be fairly easy. If there are errors, they will need to be corrected within your SIS. Your team will then need to generate a new report and submit it through SRM.

What you'll need

People

SIS administrator
ADE Student-Teacher-Course Connection support staff

Materials

Student Information System
Student Information System source files
Error explanations

Checklist

- Review submission process from SRM training
- Submit files to SRM (40th day)
- Submit files to SRM (100th day)
- Submit files to SRM (EOY)
- Follow-up on errors
- Submit final files to ADE

