Submission Course Report (New Hampshire)
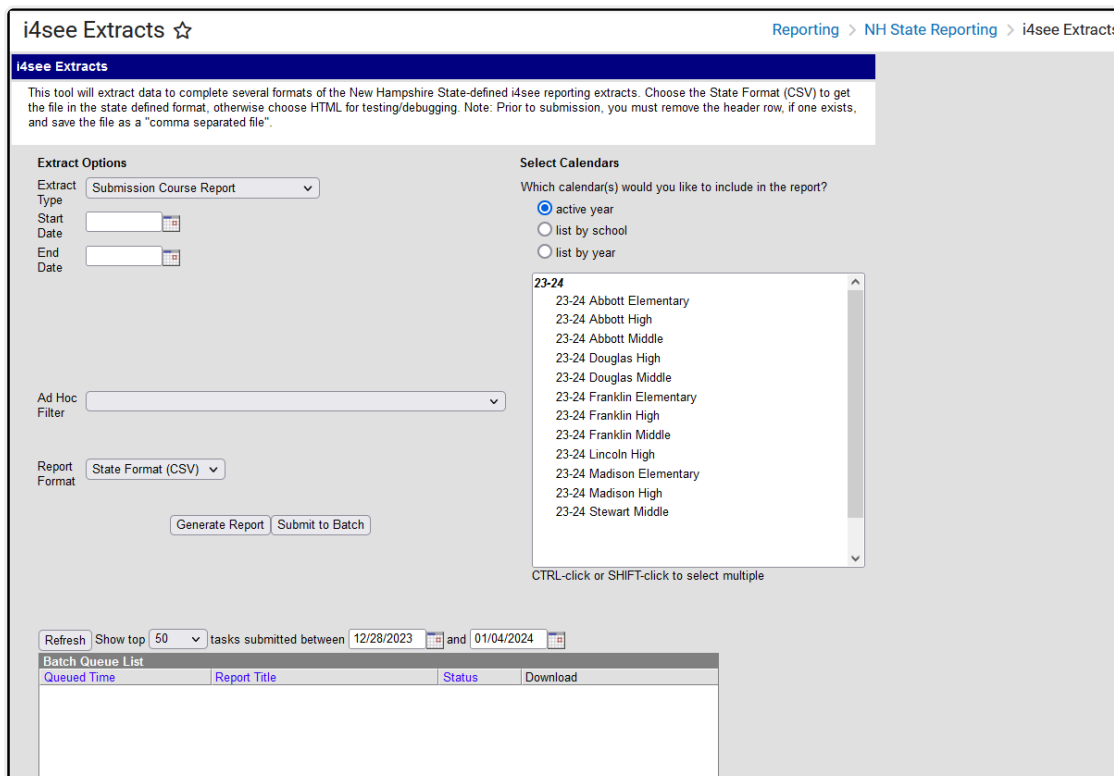
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Tool Search: i4See

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The Submission Course Report collects teacher and course data for courses available in the selected calendar. Only Primary Teachers are included; secondary teachers and other section staff are not reported.

Submission Course Report Editor

Report Logic

- All Primary Teachers tied to a section for the year the report is generated report. Additional teachers tied to the section will not report.
- Once a calendar is selected on the Extract Editor, a report generates for that entire year.
- Start and/or End Dates are not considered for being included in the report.
- If the Exclude form State Reporting checkbox is marked, the course does not report.
- Only courses in which the student is actively enrolled report.
- Courses assigned a CIP code do not report.

Start and End Dates

- If a Start Date is entered on the Extract Editor, an End Date must also be entered. A warning

message displays indicating the need for the End Date.

- If an End Date is entered on the Extract Editor, a Start Date must also be entered. A warning message displays indicating the need for the Start Date.
- If a Start Date or End Date is not entered, the extract will generate for the entire school year for the selected calendar(s).

Report Editor Options

Data Element	Description
Extract Type	Indicates the type of extract selected. Different options may appear depending on the selection.
Start Date	Beginning date of the student enrollment records. Dates are entered in *mmddyy* format or can be selected by using the calendar icon.
End Date	End date of the student enrollment records. Dates are entered in *mmddyy* format or can be selected by using the calendar icon.
Ad hoc Filter	Selection of previously made filter that contains specific students to include in the label request.
Report Format	Determines how the request is generated - in the State Format (CSV) or HTML. Use the HTML format when reviewing data. Use the State Format when submitting the list to the state.
Select Calendars	At least one calendar must be selected in order for the extract to generate. Calendars are selected by the active year, by the school or by the year. Students in the chosen calendars are included in the extract.

Generate the Report

1. Select the **Submission Course Report** option from the **Extract Type** dropdown list.
2. Enter the **Start Date** and **End Date** of the enrollment records to include.
3. Select an **Ad hoc filter** from the dropdown list to reduce the amount of students included in the extract.
4. Select the **Report Format**.
5. Select the **Calendars** from which to pull students in the report.
6. Click the **Generate Extract** button. The report will display in the selected format.

Submission Course Report - HTML Format

SauNbr	DistNbr	SchoolNbr	EducatorID	CourseID	SectionID	BeginDate	EndDate	SchoolYear	TermID	Credits	PrimaryGradeI
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	2.000	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	2.000	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	1.000	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	1.000	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	0.500	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	0.500	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	1.000	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30		
54	461	22675	12345		1	01/31/2011	06/23/2011	2011	2		

Submission Course Report - HTML Format

	A	B	C	D	E	F	G	H	I	J	K
1	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	2
2	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	2
3	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	1
4	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	1
5	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	0.5
6	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	0.5
7	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	1
8	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	
9	54	461	22675	12345		1	1/31/2011	6/23/2011	2011	2	
10	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	1
11	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	1

Submission Course Report - State Format (CSV)

Extract Layout

Data Element	Description	Location
SAU Number	School Administrative Unit Number. *Numeric, 3 digits*	School & District Settings > District > District Information > SAU Number School.SAUnumber
District Number	State-assigned district number. *Numeric, 3 digits*	School & District Settings > District > District Information > State District Number District.number

Data Element	Description	Location
School Number	District-assigned school number. *Numeric, 5 digits*	School & District Settings > Schools > School Information > State School Number School.number
Educator ID	Primary teacher's license number. If the teacher does not have a license number, reports blank. *Numeric, 10 digits*	Census > People > District Employment > License Number of Primary Teacher Employment. licenseNumber
Course ID	Indicates the Course ID state code. *Numeric, 10 digits*	Scheduling > Courses > Course > Course Editor > State Code Course.number
Section ID	Indicates the section number. *Numeric, 3 digits*	Scheduling > Courses > Section > Section Editor > Section Number Section.number
Begin Date	Identifies the start date based on the first term flagged within the selected calendar. *Date field, 10 characters MM/DD/YYYY*	Scheduling > Courses > Section > Section Schedule Placement flag and System Admin > Calendar > Calendar > Terms Term.startDate
End Date	Identifies the end date based on the last term flagged within the selected calendar. *Date field, 10 characters MM/DD/YYYY*	Scheduling > Courses > Section > Section Schedule Placement flag and System Admin > Calendar > Calendar > Terms Term.endDate
School Year	Identifies the school year. *Numeric, 4 digits*	System Administration > Calendar > School Years > School Year Editor > End Year Calendar.year
Term ID	Indicates the Term ID code used to represent the term. If the section occurs in each division of the school year (semester, trimester, etc), reports as Year Long (30).	Scheduling > Courses > Section > Section Schedule Placement Calendar.term

Data Element	Description	Location

	• If school year division is Quarters:
	  ○ If the section spans 3 out of 4 quarters, reports as Multi Term (31)
	  ○ If the section spans 2 quarters and the minterm = 1 and maxterm = 2, reports as Semester 1 (01)
	  ○ If the section spans 2 quarters and the minterm = 3 and maxterm = 4, reports as Semester 2 (02).
	  ○ Otherwise reports as Multi Term (31).
	  ○ If the section spans 1 term based on maxTerm, reports the appropriate Quarter number (01, 02, etc.).
	• If school year division is Trimesters
	  ○ If section spans 2 out of 3 trimesters, reports as Multi Term (31)
	  ○ If section spans 1 trimester, based on maxTerm, reports the appropriate Trimester number (01, 02, etc.).
	• If school year division is Semesters and section spans 1 out of 2 semesters, reports the appropriate Semester number (01 or 02).
	• If school year division is Terms based on the maxterm, reports the appropriate Term number (01, 02, etc.).
	  ○ If section spans more than one term, reports as Multi Term (31).
	
	Numeric, 2 digits	

Data Element	Description	Location
Credits	Identifies the number of credits the course is worth. *Numeric, 5 digits*	Scheduling > Courses > Grading Tasks > Credit GradingTask Credit.credit
Primary Grade ID	Indicates the primary grade level. *Numeric, 2 digits*	Scheduling > Courses > Section > Section Editor > Primary Grade Level CustomSection.value
Room Number	Identifies the room number of the course. *Alphanumeric, 5 characters*	Scheduling > Courses > Section > Section Editor > Room Section.room
Local Class Code	Identifies the course number. *Numeric, 5 digits*	Scheduling > Courses > Course > Course Editor > Number Course.number
Local Class Name	Identifies the class name. *Alphanumeric,15 characters*	Scheduling > Courses > Course > Course Editor > Name Course.name
SCED Common Course Code	Reports the 10-digit SCED Subject Area, SCED Course Identifier and SCED Course Level assigned to the course. This code prints as SCEDxxxxxY. • xxxxx = SCED Course Code • Y = SCED Course Level This only reports for high school level courses for students in grades 9-12 with Grade Level Codes of 9, 10, 11, 12 and 31. *Numeric, 10 digits*	Scheduling > Courses > NCES Data > SCED Subject Area, SCED Course Identifier, SCED Course Level Course.scedSubjectArea Course.scedCourseId Course.scedCourseLevel