Civil Rights Data Collection (CRDC) Setup

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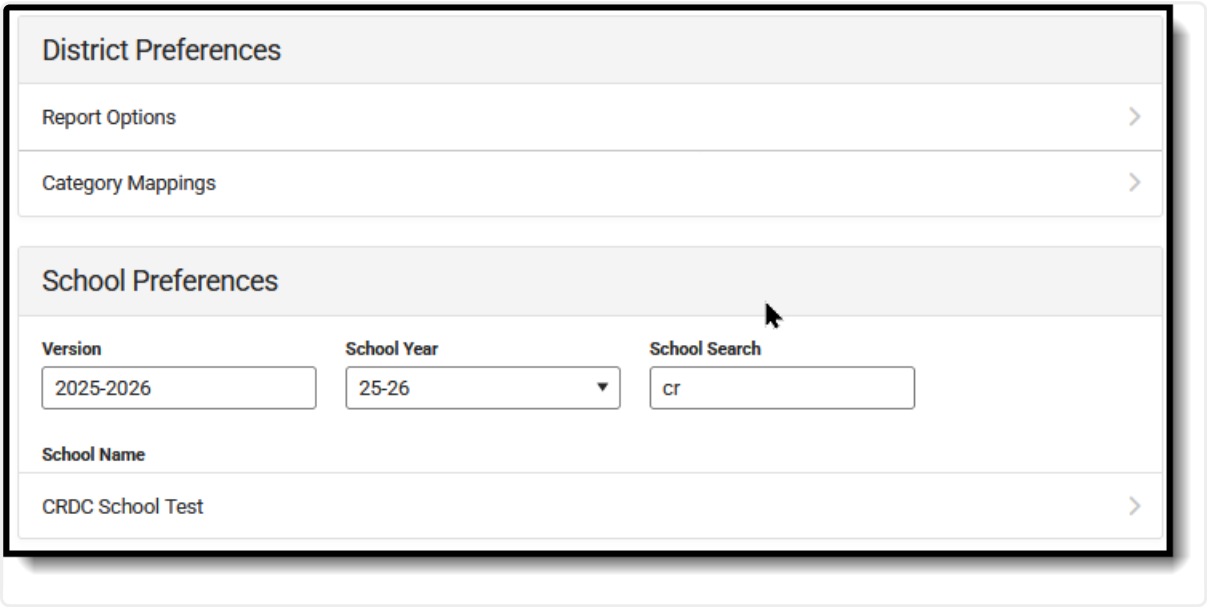
Path: Reporting > Civil Rights Data Collection (CRDC) > CRDC Setup

CRDC workflow

Follow these links to access articles addressing each step of the CRDC Submission process.

Step 1: Review getting started guide **Step 2:** Create Ad hoc filters **Step 3: Complete mapping (CRDC Setup tool)**	**Step 4:**Generate Survey Results **Step 5:**Answer questions (CRDC Maintain Survey Results tool) **Step 6:** Generate CRDC Submission Flat File

This article describes how to use the Civil Rights Data Collection (CRDC) Setup tool to complete a district's category mappings for each school for grade levels, students in subgroups (IDEA, 504, EL etc.), and courses. Users are able to capture all SIS related data elements required to report for the CRDC 2025-2026 submission. Users are also able to generate reports to match the CRDC data collection templates.



Set up District Preferences for Report Options and Category Mappings

Before you start

- Mappings can be created for the entire district using the **District Preferences** option or set for individual schools using the **School Preferences** option.
- The search criteria entered and saved at the district level **is not** pushed down to individual schools. Only the course and student results based on the search criteria are pushed to individual schools.

- Save and navigation options in this tool:
  - **Save** retains any settings and changes that have been made.
  - **Save and Push** retains settings and changes that have been made and pushes the course and student results to individual schools.
  - **Cancel** to exit the screen without saving.
  - **Push** removes and replaces any existing school level mappings for the selected version and school year.
  - **Previous** and **Next** are used to move between categories. You will be prompted if you have not saved the screen you are navigating away from.

Step 1: Set Report Options (District Preferences)

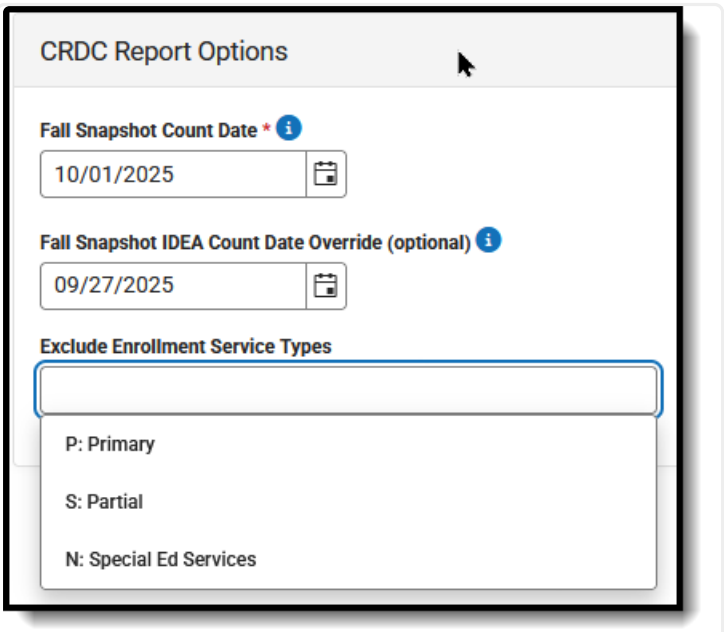
The District Preferences section allows users to set the report options and category mappings for the district. These can then be pushed down to schools in the district. Note that pushing preferences from the district level overwrites any mappings an individual school has made.

Report Options is used to set the Fall Snapshot Count Date, Fall Snapshot IDEA Count Date Override and select enrollment service types that will be excluded from search results for the district.

Category Mappings is used to view, create, and edit category mappings.

Set Report Options

This section describes how to set CRDC reporting options for the district.



Set report options based on snapshot date and enrollment type

1. Select **Report Options.**
2. Enter the **Fall Snapshot Count Date** (typically the closest school day to 10/1/25).
3. If desired, enter the **Fall Snapshot IDEA Count Date Override.**
4. If desired, enter an **Exclude Enrollment Service Type(s).**
5. Click **Save.**

Report Options Editor field definitions

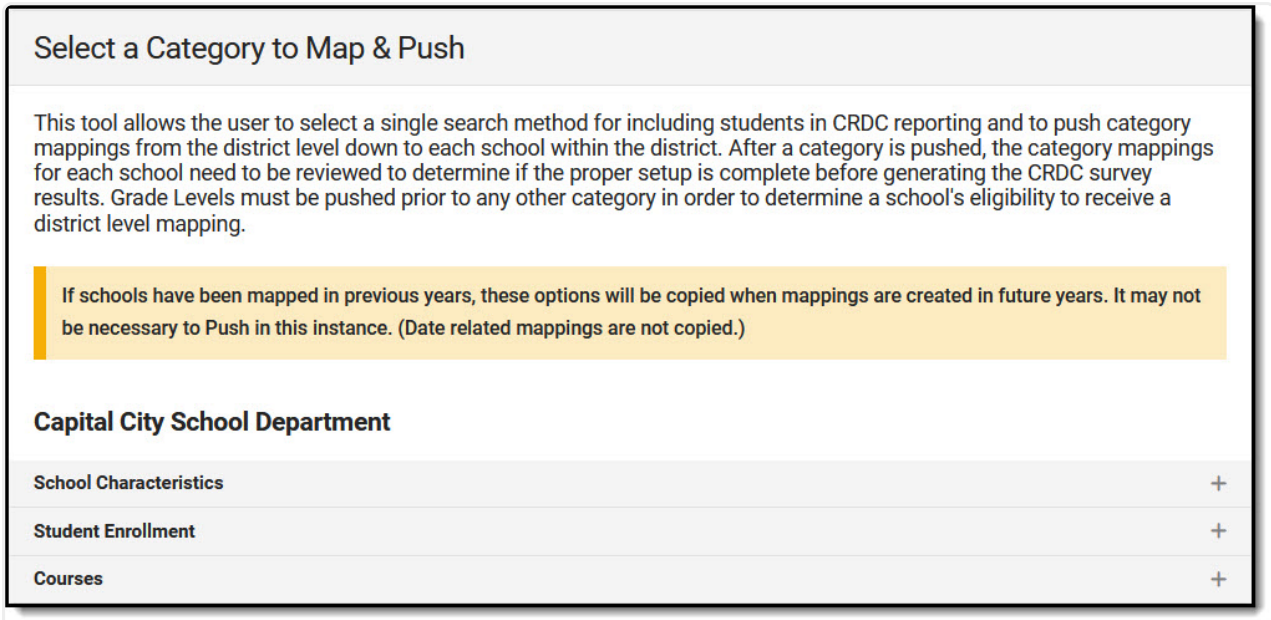
Field	Definition
Fall Snapshot Count Date	The Fall Snapshot Count Date is based on October 1 or the closest school day to October 1. This field is required.
Fall Snapshot IDEA Count Date Override	The count of students with disabilities (IDEA) should be based on either the IDEA child count date or October 1 (or the closest school day to October 1). This field is optional. If left blank, the Fall Snapshot Count Date will be used.
Exclude Enrollment Service Types	Allows users to select Enrollment Service Types that will be excluded from search results and report results.
Select All	Allows users to select all Enrollment Services Types for the Exclude Enrollment Service Types field.
Save	Saves the values entered by the user on the CRDC Report Options page.
Cancel	Returns the user to the main CRDC Setup page without saving values entered by the user on the CRDC Report Options page.

Step 2: Set Category Mappings (District Preferences)

The District Preferences section allows users to set the report options and category mappings for the district. These can then be pushed down to schools in the district. Note that pushing preferences from the district level overwrites any mappings an individual school has made.

Category Mappings is used to view, create, and/or edit category mappings.

> If schools have been mapped in previous years, these options will be copied when mappings are created in future years. It may not be necessary to Push in this instance. (Date related mappings are not copied).



Select a category to map and push

Category Mappings - overview

1. Select **Category Mappings.**
2. Select the Category Mapping to view, create, or edit.
3. Proceed to to the **Select a Category to Map & Push** section for information on creating/editing individual Category Mappings.
4. **After all the Category Mappings have been created** , push the mappings to all schools within the district. When a user presses 'Push' or ' Save & Push', the mappings are pushed to all schools in the district. Pushing Category Mappings overwrites any existing school mappings for all schools within the district. After a category is pushed, users need to review the category mappings for each school to determine if the proper setup is complete.

Category Mappings Editor field definitions

Field	Definition
School Characteristics	Allows the user to select the Grade Levels being mapped for the selected school. A Grade Level Mapping must be created in order to create other mappings.
Student Enrollment	Allows the user to select student enrollments being mapped for IDEA Students, 504 Students, EL Students, and EL Students Receiving Services.
Courses	Allows the user to create mappings for selected courses for the selected school. Options include Algebra I - Grades 7 & 8, Algebra I - High School, Algebra II, Geometry - Grade 8, Geometry - High School, Calculus, Advanced Mathematics, Biology, Chemistry, Physics, Computer Science and Data Science.
Close	Returns the user to the main CRDC Setup page.

Category mappings that have been created at the district level can be edited by individual schools if desired. Note that mappings pushed from the district level overwrite mappings created at the school level.

Step 3: Select a Category to Map & Push

This section describes how to create category mappings. A Grade Level mapping must be created in order to create other mappings. Grade levels determine which category mappings a school needs. Schools only see category mappings for categories that apply to the grade levels at the selected school. If a Grade Level mapping has not been completed, the user will automatically be directed to the Grade Levels mapping screen after selecting a school. See Appendix A to view which grade levels are aligned to each category.

Users may need to use all 'Inactive' locked Plan types in order to get previous school years' locked IEP students to pull into CRDC Searches.

If schools have been mapped in previous years, these options will be copied when mappings are created in future years. It may not be necessary to Push in this instance. (Date related mappings are not copied).

Select Category to Map & Push Editor

Note: The following section describes category mappings for individual schools. The process of creating District category mappings is the same, except users are only able to create mappings using a Campus Filter or Ad Hoc Filter. Student details will also not display when creating District mappings. When a user presses 'Push' or ' Save & Push', the mappings are pushed to all schools in the district. A warning message displays after pressing "Push" indicating that running this tool will remove and replace any existing school level mapping for the selected school year and version. Selecting OK will push the district category mappings. After a category is pushed, users need to review the category mappings for each school to determine if the proper setup is complete. A message is sent to the user's Process Inbox when a district mapping is pushed to schools. A message is also sent to the user's Process Inbox if the push fails.

Field	Definition

Field	Definition	
School Characteristics	Allows the user to select the Grade Levels being mapped for the selected school. Grade levels determine which categories need to be mapped for the selected school. A Grade Level Mapping must be created in order to create other mappings. If grade levels have not been mapped, "UNMAPPED" displays. If grade levels have previously been mapped, then the date and time the mapping was created or last modified displays. See Appendix A to view the grade levels to which each category is aligned.	
Student Enrollment	Allows the user to select student enrollments being mapped. If a Student Enrollment mapping has not been created, "UNMAPPED" displays. If Student Enrollment mappings have previously been mapped, then the date and time the mapping was created or last modified displays.	
	Fall Snapshot IDEA Students	Allows users to create a Fall Snapshot IDEA Students mapping.
	Fall Snapshot 504 Students	Allows users to create a Fall Snapshot 504 Students mapping.
	Fall Snapshot English Learners (EL)	Allows users to create a Fall Snapshot EL Students mapping.
	Fall Snapshot Students Enrolled in EL Programs	Allows users to create a Fall Snapshot EL Students enrolled in EL programs mapping.
	Regular School Year IDEA Students	Allows users to create a Regular School Year IDEA Students mapping.
	Regular School Year 504 Students	Allows users to create a Regular School Year 504 Students mapping.

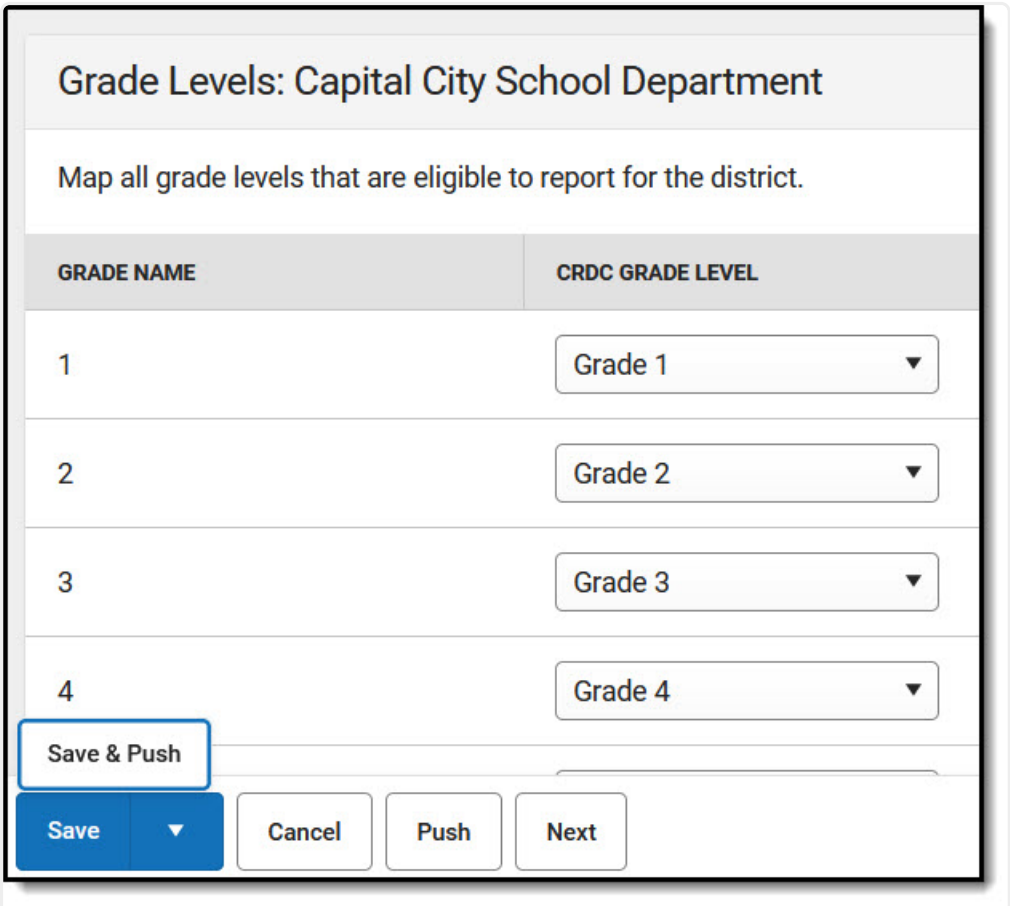
Field	Definition	
	Regular School Year English Learners (EL)	Allows users to create a Regular School Year English Learners (EL) Students mapping.
Courses	Allows the user to create mappings for selected courses for the selected school. The courses listed will vary depending on the school selected. If a Course mapping has not been created, "UNMAPPED" displays. If Course mappings have previously been mapped, then the date and time the mapping was created or last modified displays.	
	Algebra I - Grades 7 & 8	Allows users to create a mapping for Algebra I courses for grades 7 and 8.
	Algebra I - High School	Allows users to create a mapping for High School Algebra I courses.
	Algebra II	Allows users to create a mapping for Algebra II courses.
	Geometry - Grade 8	Allows users to create a mapping for Geometry courses for grade 8.
	Geometry - High School	Allows users to create a mapping for High School Geometry courses.
	Advanced Mathematics	Allows users to create a mapping for Advanced Mathematics courses.
	Calculus	Allows users to create a mapping for Calculus courses.
	Biology	Allows users to create a mapping for Biology courses.
	Chemistry	Allows users to create a mapping for Chemistry courses.
	Physics	Allows users to create a mapping for Physics courses.
	Computer Science	Allows users to create a mapping for Computer Science courses.
	Data Science	Allows users to create a mapping for Data Science courses

Field	Definition
Close	Returns the user to the main CRDC Setup page.

Step 3a: Create Grade Level mappings (School Characteristics)



Grade Levels are found under School Characteristics



Map all grade levels eligible to report for the district.

Create Grade Level Mappings

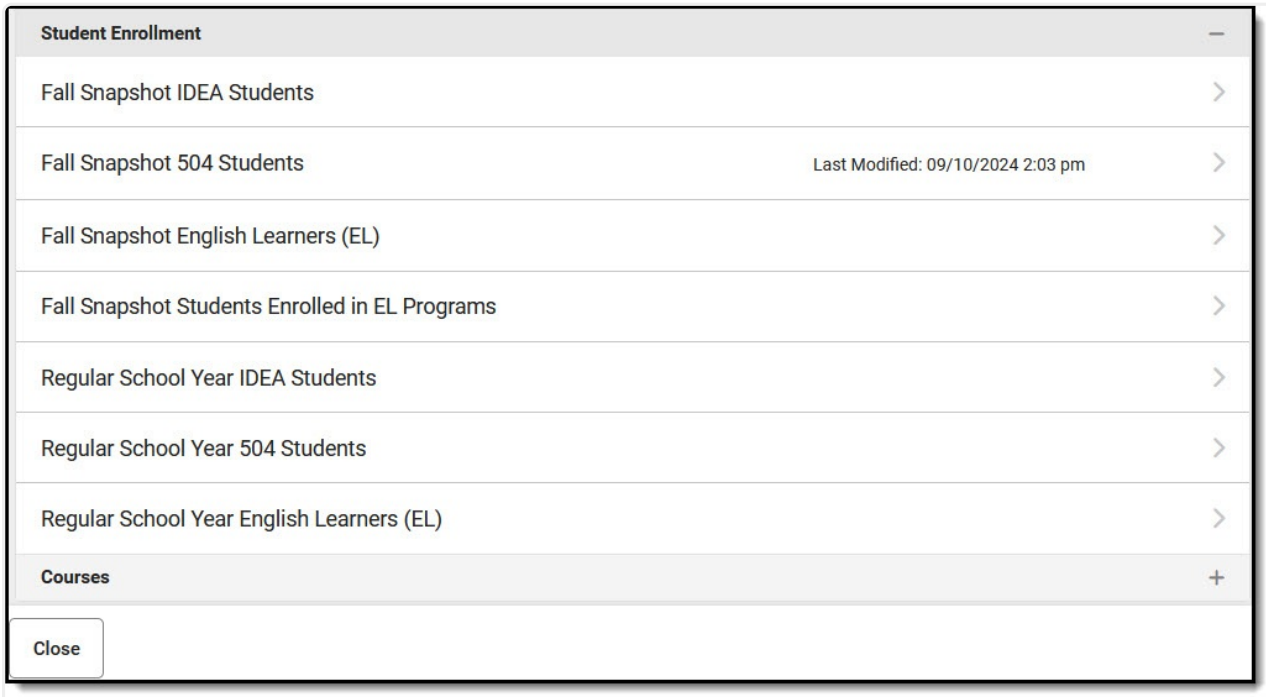
1. Select **School Characteristics.**

2. Select **Grade Levels.**

3. Select the appropriate **CRDC Grade Level** for each grade that is being mapped. All grade levels from all calendars in the selected school display. If a grade level should not be mapped, leave the CRDC Grade Level field blank.

4. Click **Save, Save & Next, Cancel or Next.**

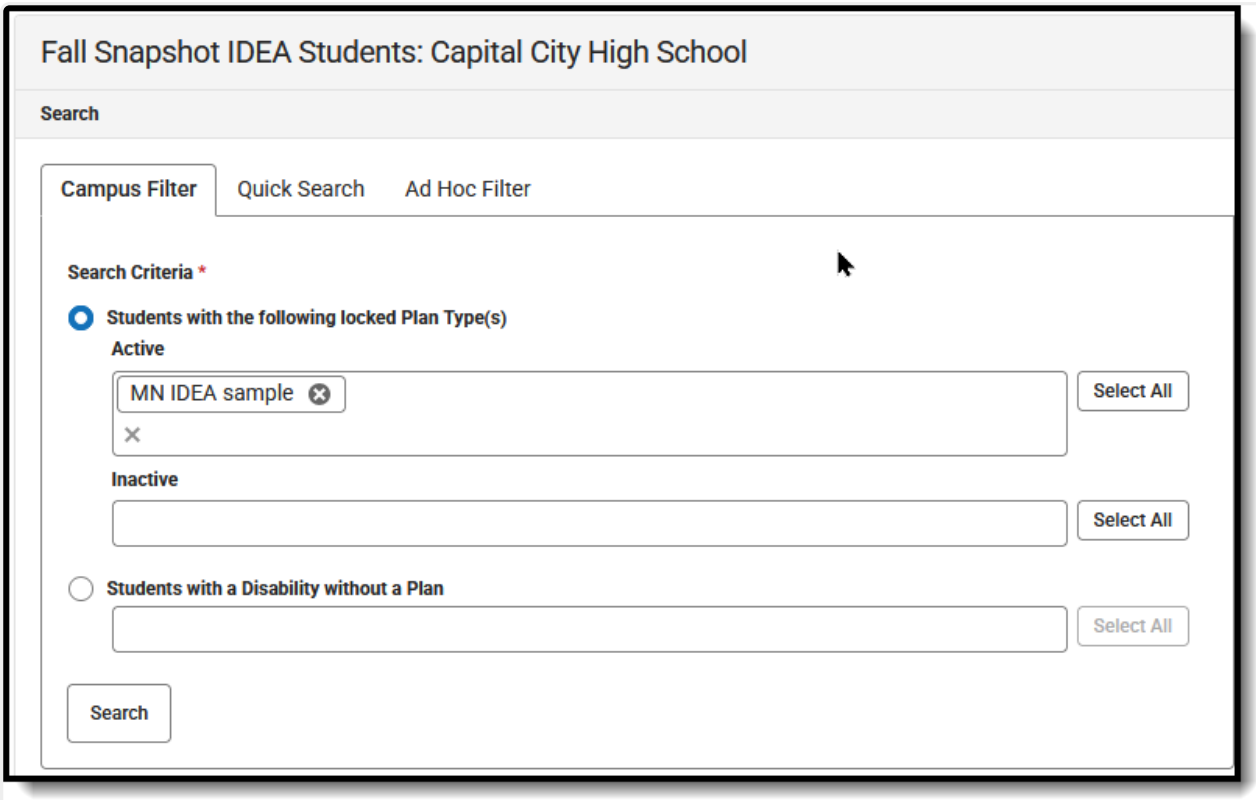
Step 3b: Create Student Enrollment mappings



Category mappings must be completed for Student Enrollment categories

Create Student Enrollment Mappings

1. Select **Student Enrollment.**
2. Select the appropriate student enrollment option that is being mapped.
3. Refer to the sections below for information on creating mappings for each category under Student Enrollment.



Search for Fall Snapshot IDEA Students

Fall Snapshot IDEA Students Mappings

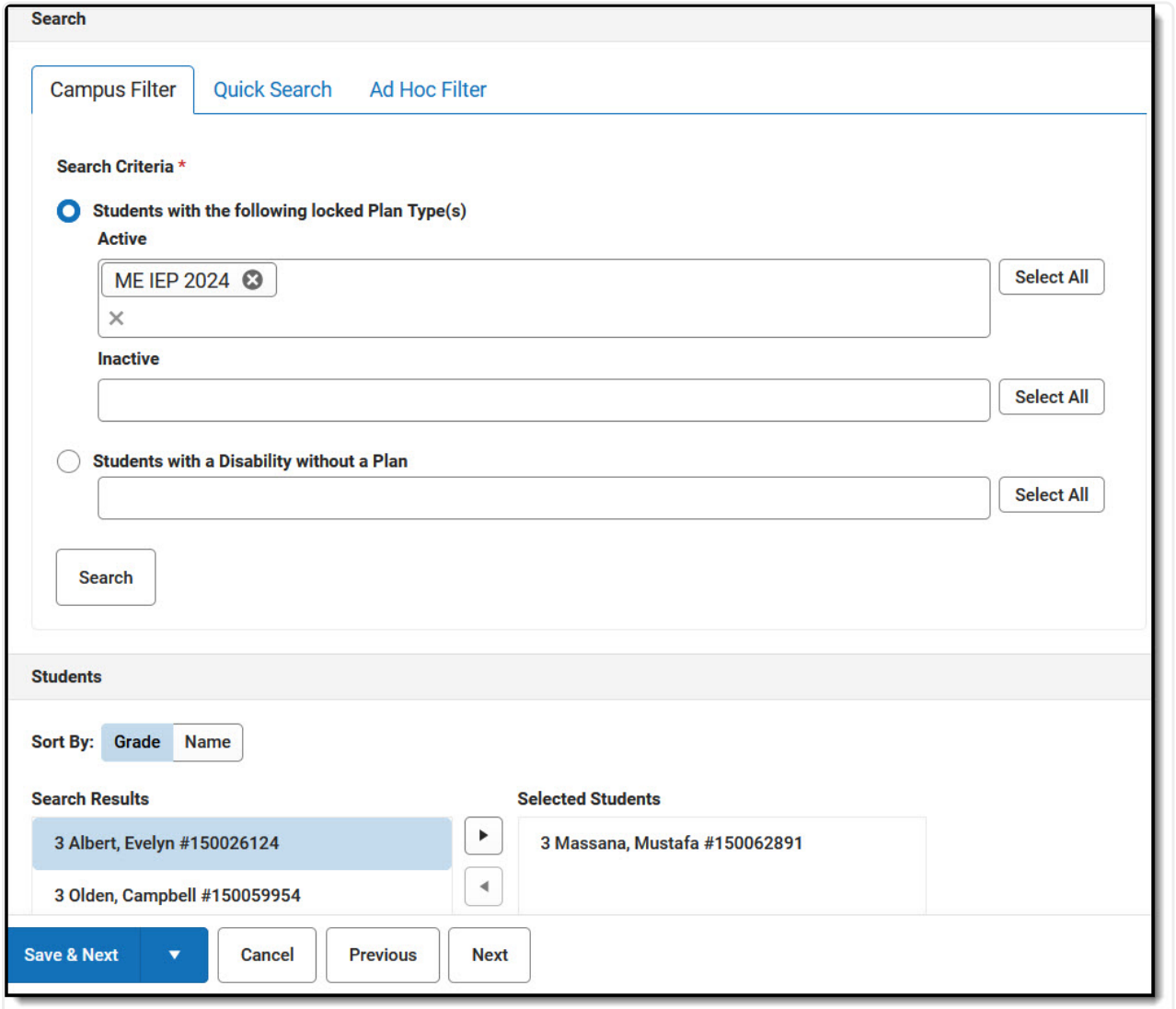
1. Select **Fall Snapshot IDEA Students** or **Regular School Year IDEA Students.**
2. Select students that will be included in the mapping using a **Campus Filter, Quick Search, and/or Ad Hoc Filter.**

> When searching for and selecting students to be included in a mapping, the different search options can be used in conjunction with each other. When students are added to the Selected Students list using one of the search options, other students can be added to the same list using a different search option. Students removed from the Selected Students list will display in the Search Results when another Search option is chosen.

Create an IDEA Students mapping using a Campus Filter

This section describes how to create a mapping for IDEA Students using a Campus Filter. The fields displayed will vary depending on which fields are active for a school. Note that if a mapping was previously saved, the previously selected options will display.

> The process for creating Fall Snapshot and Regular School Year mappings for IDEA students is the same with the exception of how students are selected using the Search Criteria in the Campus Filter option.



CRDC Idea Fall Snapshot Filter

Search for and select students using the Campus Filter option

1. Select the **Students with the following locked Plan Type(s)** or **Students with a Primary Disability without a plan option.**
2. Depending on the option selected, select the **locked Plan Type** or **Primary Disability**.
3. Click **Search**. Students meeting the search criteria display in the Search Results window.
4. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
5. Click **Save & Next, Save, Previous or Next.**

IDEA Students Campus Filter Editor

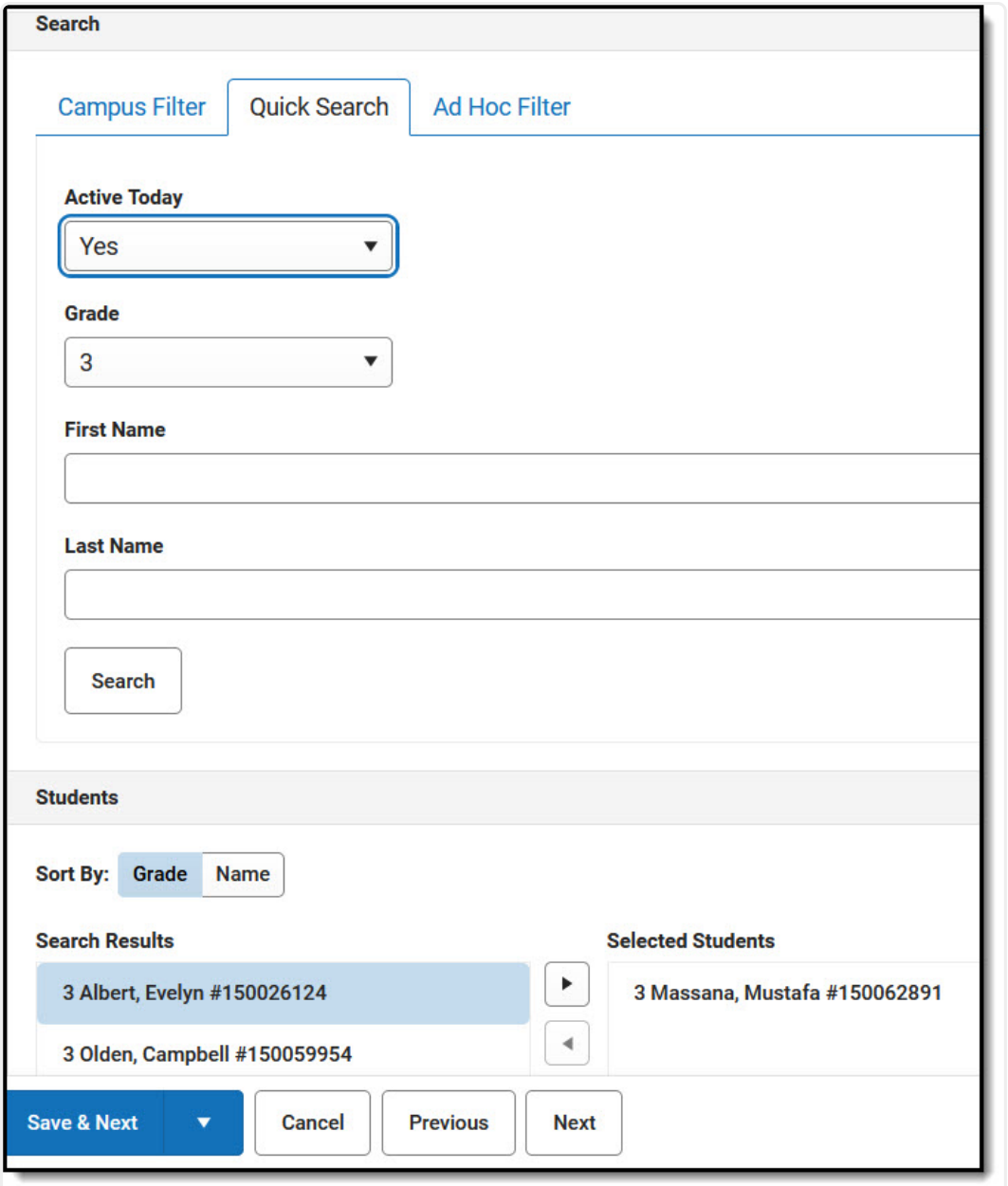
Field	Definition
Fall Snapshot - Students with the following locked Plan Type(s) (Active or Inactive)	Allows users to select IDEA students based on a locked Plan Type. A student with any Enrollment and Plan in the selected Plan Types will report as long as the enrollment and plan overlap the Fall Snapshot Count Date/Fall Snapshot IDEA Count Date Override. A student's Enrollment Start Date & Plan Start Date must be on or before the Fall Snapshot Count Date/Fall Snapshot IDEA Count Date Override. The Fall Snapshot IDEA Count Date Override Date is used if populated. A student's Enrollment End Date & Plan End Date must be blank or on or after the Fall Snapshot Count Date/Fall Snapshot IDEA Count Date Override. The Fall Snapshot IDEA Count Date Override Date is used if populated. The plan must be locked for the student to display. If the plan is unlocked after the student is saved to the mapping, the student will still be included in the mapping.
Regular School Year - Students with the following locked Plan Type(s) (Active or Inactive)	Allows users to select IDEA students based on a locked Plan Type. A student with any Enrollment and Plan in the selected Plan Types report as long as the enrollment & plan occur anytime in the regular school year. The student's Enrollment Start Date & Plan Start Date must be on or before 6/30/xx of the reporting year. The student's Enrollment End Date & Plan End Date must be NULL or on or after 7/1/xx of the reporting year. The Plan must be locked for the student to display. If the plan is unlocked after the student is saved to a mapping, the student will remain.
Students with a Disability without a plan	Allows users to select IDEA students with a Primary Disability and without a Plan. Any student that has an overlapping enrollment with a Primary Disability in the droplist reports. A student does not need a plan to report. A student's Enrollment Start Date must be on or before the Fall Snapshot Count Date/Fall Snapshot IDEA Count Date Override. The Fall Snapshot IDEA Count Date Override Date is used if populated. The student's Enrollment End Date must be blank or on or after the Fall Snapshot Count Date/Fall Snapshot IDEA Count Date Override. The Fall Snapshot IDEA Count Date Override Date is used if populated.
Search	Searches the database for students that meet the selected criteria.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.

Field	Definition
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Create an IDEA Students mapping using Quick Search

This section describes how to create a mapping for IDEA Students using Quick Search.

> The process for creating Fall Snapshot and Regular School Year mappings for IDEA students using the Quick Search method is the same.



Fall Snapshot - IDEA Students Quick Search

Search for and select students using the Quick Search option

1. Select Yes or No from the **Active Today** droplist.
2. If desired, select a **Grade Level, First Name,** and/or **Last Name** to narrow the search results.
3. Click **Search**. Students meeting the search criteria display in the Search Results window.
4. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
5. Click **Save & Next, Save, Previous or Next.**

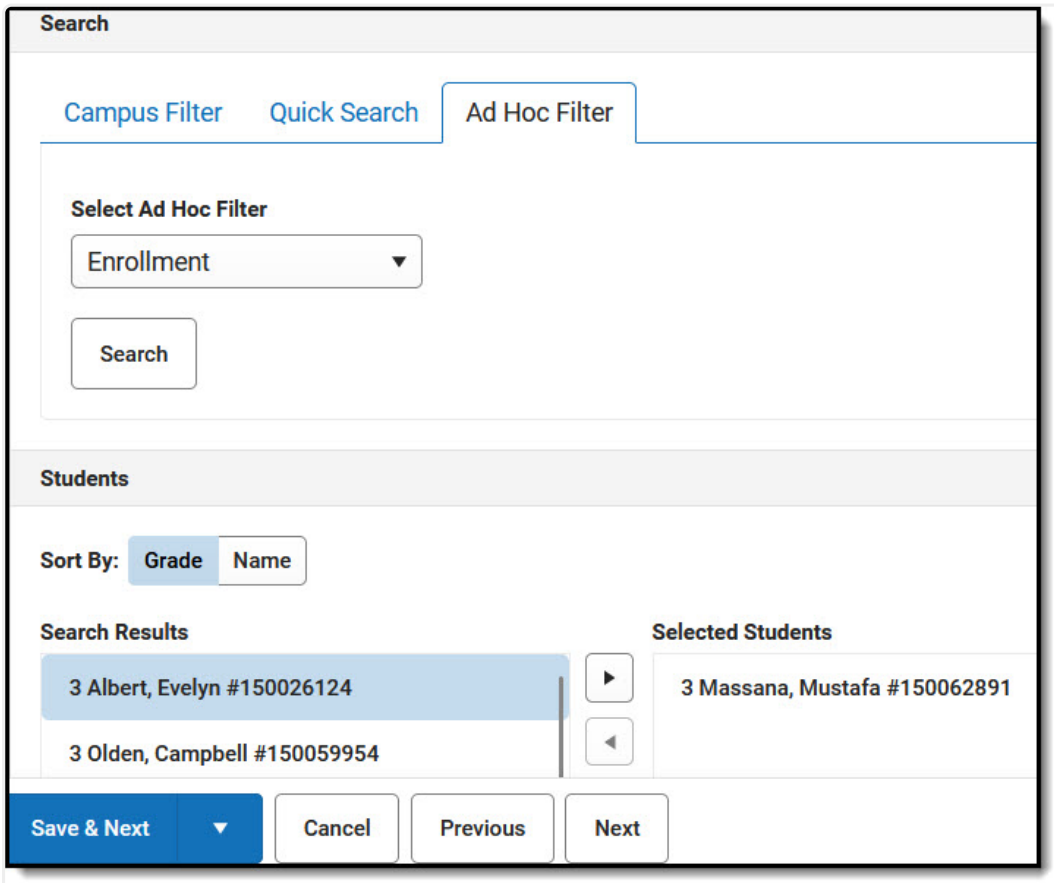
IDEA Students Quick Search Editor

Field	Definition
Active Today	Allows the user to indicate if students that have an active enrollment as of today are included in the search. Options are Yes or No.
Grade	Users can select a grade level to narrow search results. Only grade levels for the selected school are listed.
First Name	Users can enter a first name to narrow search results.
Last Name	Users can enter a last name to narrow search results.
Search	Searches the database for students that meet the selected criteria.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Create an IDEA Students mapping using an Ad Hoc Filter

This section describes how to create a mapping for Fall Snapshot IDEA Students using an Ad Hoc Filter.

The process for creating Fall Snapshot and Regular School Year mappings for IDEA students using an Ad Hoc Filter is the same .



Fall Snapshot - IDEA Students Ad Hoc Filter

Search for and select students using the Ad Hoc Filter option

1. Select the appropriate Ad Hoc Filter.
2. Click **Search.** Students meeting the search criteria display in the Search Results window.
3. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
4. Click **Save & Next, Save, Previous or Next.**

IDEA Students Ad Hoc Filter Editor

Field	Definition
Select Ad Hoc Filter	Allows the user to select a previously created Ad Hoc Filter to select students for the mapping. Users only have access to Ad Hoc Filters they own or that belong to a filter user group in which they are a member. Users can reference the CRDC - Ad Hoc Filters for Populating Category Mappings page for examples of Ad Hoc Filters that can be used.

Field	Definition
Search	Searches the database for students in the selected Ad Hoc Filter.
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

504 Students Mapping

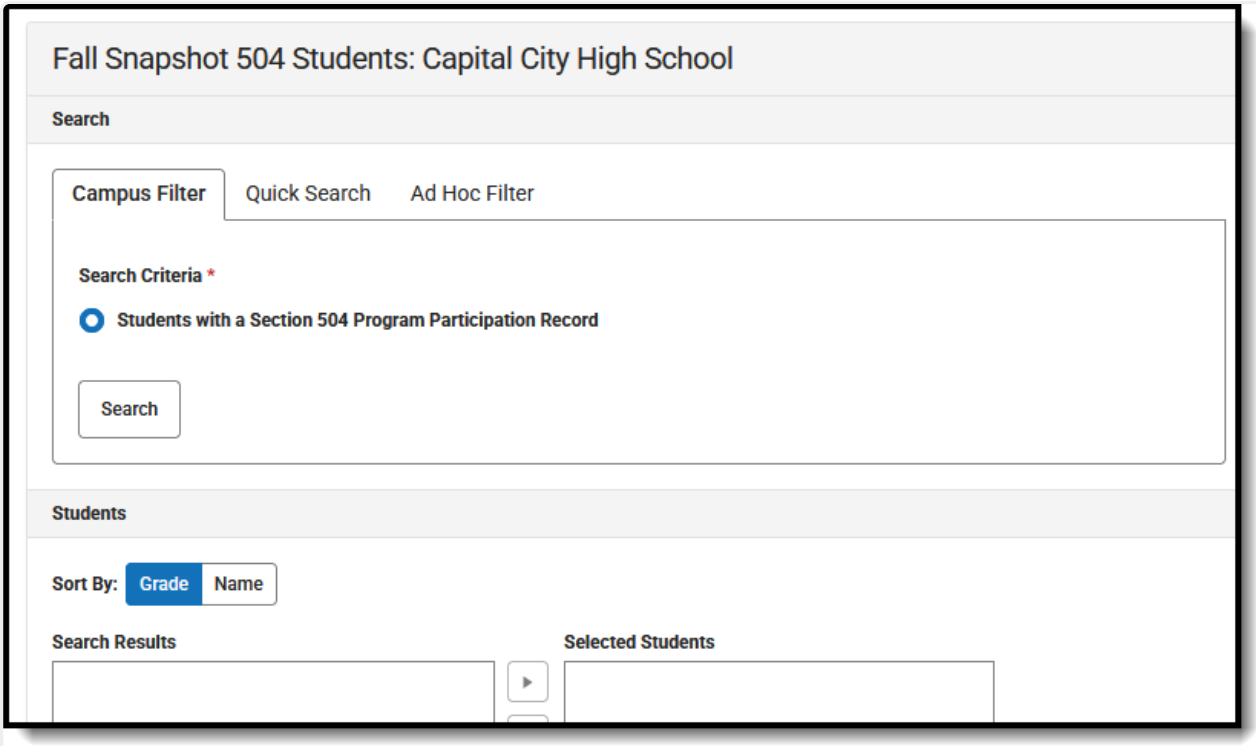
1. Select **Fall Snapshot 504 Students** or **Regular School Year 504 Students.**
2. Select students that will be included in the mapping using a **Campus Filter, Quick Search, and/or Ad Hoc Filter.**

   When searching for and selecting students to be included in a mapping, the different search options can be used in conjunction with each other. When students are added to the Selected Students list using one of the search options, other students can be added to the same list using a different search option. Students removed from the Selected Students list will display in the Search Results when another Search option is chosen.

Create a 504 Students mapping using a Campus Filter

This section describes how to create a mapping for 504 Students using a Campus Filter. The fields displayed will vary depending on which fields are active for a state, as seen in the screenshot below that shows two different search criteria examples. If the 504 tab is active, none of the other Campus Filter options will appear on the Campus Filter tab. Note that if a mapping was previously saved, the previously selected options will display.

> The process for creating Fall Snapshot and Regular School Year mappings for 504 students is the same with the exception of how students are selected using the Search Criteria in the Campus Filter option.



504 Students - Campus Filter

Search for and select students using the Campus Filter option

1. Select the **Students with a 504 Indicator on their Enrollment, Students with a 504 Record in Flags**, or **Students with a 504 Eligible Disability** option.
2. If the Students with a 504 Record in Flags or Students with a 504 Eligible Disability option is selected, indicate the **Flag** or **Disability** that will be used in the search.
3. Click **Search**. Students meeting the search criteria display in the Search Results window.
4. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
5. Click **Save & Next, Save, Previous or Next.**

504 Students Campus Filter Editor

Field	Definition
Fall Snapshot 504 Students - Students with a Section 504 Program Participation Record	Allows users to select students who have a 504 Program Participation record. Students with a 504 program participation record with a Start Date on or before the Fall Snapshot Count Date and an End Date that is blank, on or after the Fall Snapshot count date will report.
Fall Snapshot - Students with a 504 Indicator on Enrollment	Allows users to select students who have a section 504 indicator on their enrollment and the enrollment overlaps the Fall Snapshot Count Date. Students that have an enrollment in the selected school and the section 504 field is checked report. A student's Enrollment Start Date must be on or before the Fall Snapshot Count Date and the student's Enrollment End Date must be blank or on or after the Fall Snapshot Count Date in order to report.
Regular School Year - Students with a 504 Indicator on Enrollment	Allows users to select students who have a section 504 indicator on their enrollment and the enrollment occurs anytime in the regular school year. Students that have an enrollment in the selected school and the section 504 field is checked report.
Fall Snapshot - Students with a 504 Record in Flags	Allows users to select 504 students with a selected 504 Flag. Students whose Flag Start Date and Enrollment Start Date are on or before the Fall Snapshot Count Date report. A student's Flag and Enrollment End Date must be blank or on or after the Fall Snapshot Count Date in order to report.
Regular School Year - Students with a 504 Record in Flags	Allows users to select 504 students with a selected 504 Flag and have an enrollment that occurs anytime in the regular school year. The student's Flag Start Date must be on or before 6/30/xx of the reporting school year. The student's Flag End Date must be NULL or after 7/01/xx of the reporting school year.
Fall Snapshot -Students with a 504 Eligible Disability	Allows users to select 504 students who have a Primary Disability on an IEP or Enrollment with a 504 Status. Students whose Enrollment Start Date and/or Plan Start Date is on or before the Fall Snapshot Count Date report. Student's whose Enrollment End Date and/or Plan End Date is blank or on or after the the Fall Snapshot Count Date report.
Regular School Year - Students with a 504 Eligible Disability	Allows users to select 504 students who have a Primary Disability on an IEP or Enrollment with a 504 Status. The student's Plan Start Date must be on or before 6/30/xx of the reporting school year. The student's Plan End Date must be NULL or after 7/01/xx of the reporting school year.

Field	Definition
Search	Searches the database for students that meet the selected criteria.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Create a 504 Students mapping using Quick Search

This section describes how to create a mapping for 504 Students using Quick Search.

> The process for creating Fall Snapshot and Regular School Year mappings for 504 students using the Quick Search method is the same.

Search for and select students using the Quick Search option

1. Select Yes or No from the **Active Today** droplist.
2. If desired, select a **Grade Level, First Name,** and/or **Last Name** to narrow the search results.

3. Click **Search**. Students meeting the search criteria display in the Search Results window.
4. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
5. Click **Save & Next, Save, Previous or Next.**

504 Students Quick Search Editor

Field	Definition
Active Today	Allows the user to indicate if students that have an active enrollment as of today are included in the search. Options are Yes or No.
Grade	Users can select a grade level to narrow search results. Only grade levels for the selected school are listed.
First Name	Users can enter a first name to narrow search results.
Last Name	Users can enter a last name to narrow search results.
Search	Searches the database for students that meet the selected criteria.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.

Field	Definition
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Create a 504 Students mapping using an Ad Hoc Filter

This section describes how to create a mapping for Fall Snapshot 504 Students using an Ad Hoc Filter.

> The process for creating Fall Snapshot and Regular School Year mappings for 504 students using an Ad Hoc Filter is the same.

Search for and select students using the Ad Hoc Filter option

1. Select the appropriate Ad Hoc Filter.
2. Click **Search.** Students meeting the search criteria display in the Search Results window.
3. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
4. Click **Save & Next, Save, Previous or Next.**

504 Students Ad Hoc Filter Editor

Field	Definition
Select Ad Hoc Filter	Allows the user to select a previously created Ad Hoc Filter to select students for the mapping. Users only have access to Ad Hoc Filters they own or that belong to a filter user group in which they are a member. Users can reference the CRDC - Ad Hoc Filters for Populating Category Mappings page for examples of Ad Hoc Filters that can be used.
Search	Searches the database for students in the selected Ad Hoc Filter.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.

Field	Definition
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

English Learners (EL) mapping

1. Select **Fall Snapshot English Learners (EL)** or **Regular School Year English Learners (EL)**.

2. Select students that will be included in the mapping using a **Campus Filter, Quick Search, and/or Ad Hoc Filter.**

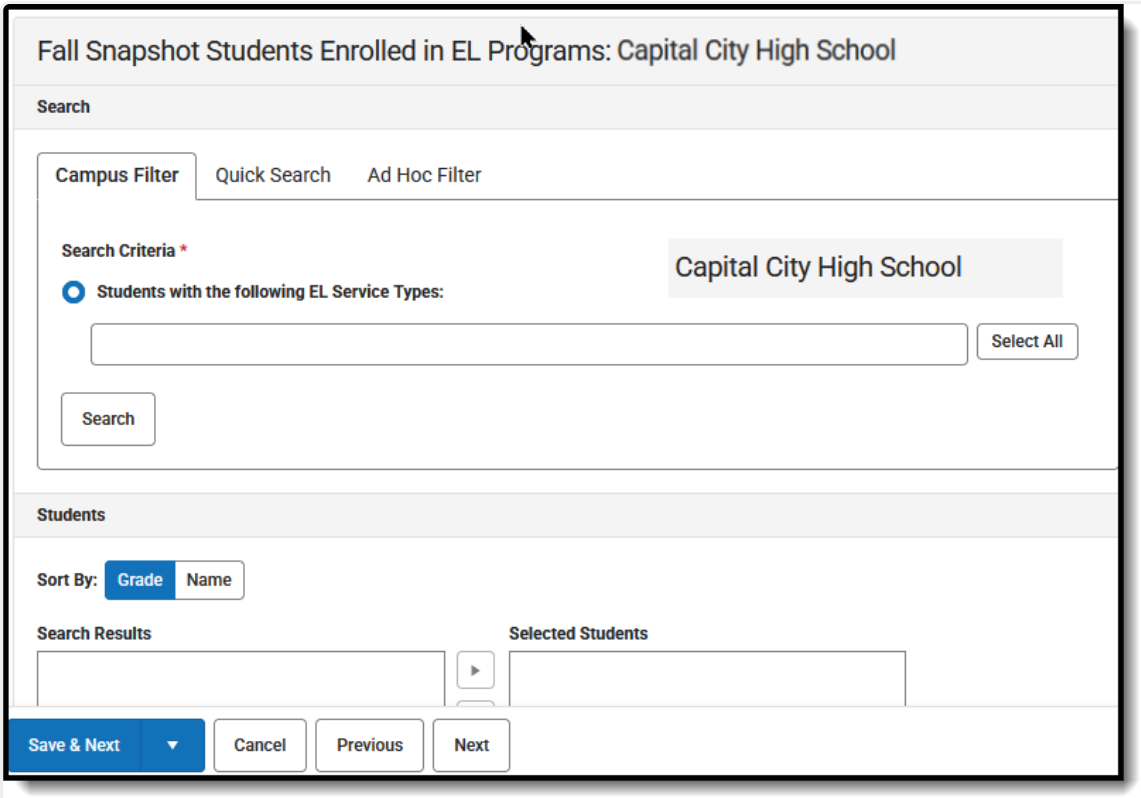
   When searching for and selecting students to be included in a mapping, the different search options can be used in conjunction with each other. When students are added to the Selected Students list using one of the search options, other students can be added to the same list using a different search option. Students removed from the Selected Students list will display in the Search Results when another Search option is chosen.

Create an English Learners (EL) mapping using a Campus Filter

This section describes how to create a mapping for English Learners (EL) students using a Campus Filter. The fields displayed will vary depending on which fields are active for a school. Note that if a mapping was previously saved, the previously selected options will display.

The process for creating Fall Snapshot and Regular School Year mappings for English Learners (EL) students is the same with the exception of how students are selected using the Search Criteria in the Campus Filter option. See the English Learners (EL) Students Campus Filter

Editor table for further details.



Fall Snapshot English Learners (EL) Campus Filter

Search for and select students using the Campus Filter option

1. Indicate the locked Plan Type from which to include students in the Search Results.
2. Indicate the Primary Disability from which to include students in the Search Results.
3. Click **Search**. Students meeting the search criteria display in the Search Results window.
4. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
5. Click **Save & Next, Save, Previous or Next.**

English Learners (EL) Campus Filter Editor

Field	Definition

Field	Definition
Fall Snapshot - Students with an eligible EL record	Allows users to select EL students who have an EL Program Status = EL or Exited EL and that have an enrollment that overlaps the Fall Snapshot Count Date. The student's Enrollment Start Date must be on or before the Fall Snapshot Count Date. The student's Enrollment End Date must be blank or on or after the Fall Snapshot Count Date. If the student's EL Program Status = Exited EL, the Program Exit Date must be in the reporting year. The School Year Start and End Dates are used for the reporting year. If the School Year dates are blank, use 7/1/XX - 6/30/XX as the default. Students will not be included in the Search Results if the "Parents Declined" checkbox is checked on the Active EL Record.
Regular School Year - Students with an eligible EL record	Allows users to select EL students who have an EL Program Status = EL or Exited EL and that have an enrollment that occurs anytime in the regular school year. The student's Enrollment Start Date must be on or before the last day of the school year and the student's Enrollment End Date must be NULL or on or after the first day of the school year. If the student's EL Program Status = Exited EL, the Program Exit Date must be in the reporting year. The School Year Start and End Dates are used for the reporting year. If the School Year dates are blank, use 7/1/XX - 6/30/XX as the default. Students will not be included in the Search Results if the "Parents Declined" checkbox is checked on the Active EL Record.
Search	Searches the database for students that meet the selected criteria.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.

Field	Definition
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Create an English Learners (EL) mapping using Quick Search

This section describes how to create a mapping for English Learners (EL) students using Quick Search.

> The process for creating Fall Snapshot and Regular School Year mappings for English Learners (EL) students using the Quick Search method is the same.

Search for and select students using the Quick Search option

1. Select Yes or No from the **Active Today** droplist.
2. If desired, select a **Grade Level, First Name,** and/or **Last Name** to narrow the search results.
3. Click **Search**. Students meeting the search criteria display in the Search Results window.
4. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
5. Click **Save & Next, Save, Previous or Next.**

English Learners (EL) Quick Search Editor

Field	Definition
Active Today	Allows the user to indicate if students that have an active enrollment as of today are included in the search. Options are Yes or No.
Grade	Users can select a grade level to narrow search results. Only grade levels for the selected school are listed.
First Name	Users can enter a first name to narrow search results.
Last Name	Users can enter a last name to narrow search results.
Search	Searches the database for students that meet the selected criteria.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.

Field	Definition
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Create an English Learners (EL) mapping using an Ad Hoc Filter

This section describes how to create a mapping for English Learners (EL) students using an Ad Hoc Filter.

> The process for creating Fall Snapshot and Regular School Year mappings for English Learners (EL) students using an Ad Hoc Filter is the same.

Search for and select students using the Ad Hoc Filter option:

1. Select the appropriate Ad Hoc Filter.
2. Click **Search.** Students meeting the search criteria display in the Search Results window.
3. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
4. Click **Save & Next, Save, Previous or Next.**

English Learners (EL) Students Ad Hoc Filter Editor

Field	Definition
Select Ad Hoc Filter	Allows the user to select a previously created Ad Hoc Filter to select students for the mapping. Users only have access to Ad Hoc Filters they own or that belong to a filter user group in which they are a member. Users can reference the CRDC - Ad Hoc Filters for Populating Category Mappings page for examples of Ad Hoc Filters that can be used.
Search	Searches the database for students in the selected Ad Hoc Filter.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

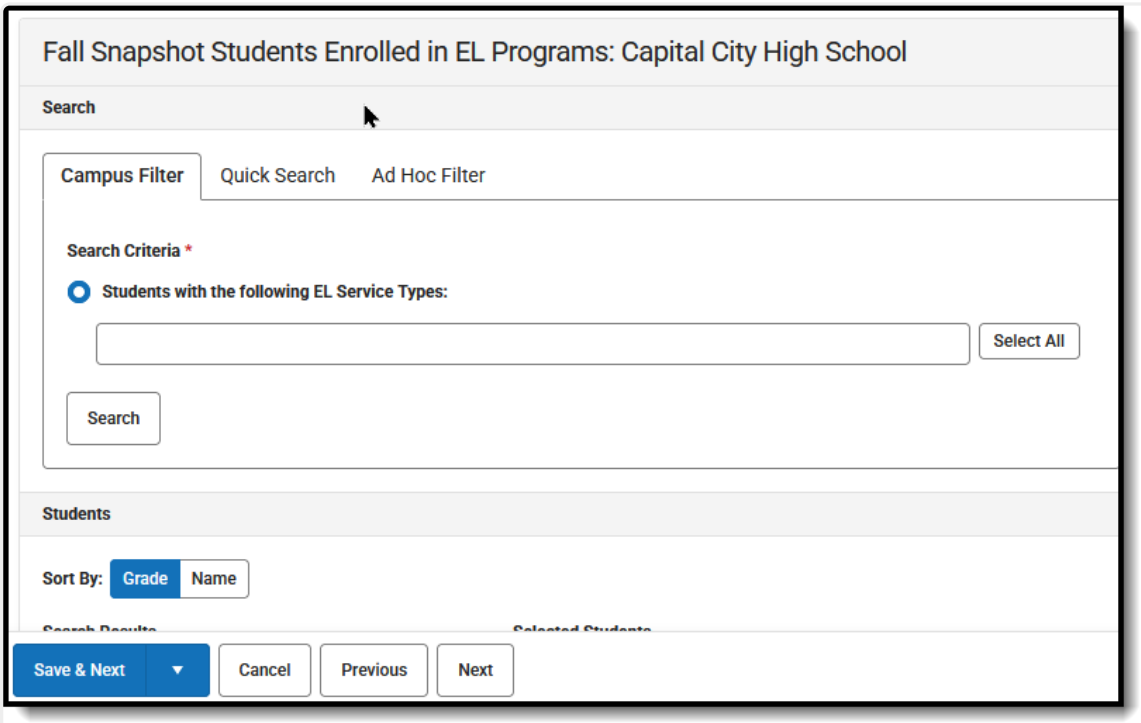
Fall Snapshot Students Enrolled in EL Programs mapping

1. Select **Fall Snapshot Students Enrolled in EL Programs.**
2. Select students that will be included in the mapping using a **Campus Filter, Batch Add, and/or Ad Hoc Filter.**

When searching for and selecting students to be included in a mapping, the different search options can be used in conjunction with each other. When students are added to the Selected Students list using one of the search options, other students can be added to the same list using a different search option. Students removed from the Selected Students list will display in the Search Results when another Search option is chosen.

Create a Fall Snapshot Students Enrolled in EL Programs mapping using a Campus Filter

This section describes how to create a mapping for Fall Snapshot Students Enrolled in EL Programs using a Campus Filter. The fields displayed will vary depending on which fields are active for a school. Note that if a mapping was previously saved, the previously selected options will display.



Fall Snapshot Students Enrolled in EL Programs - Campus Filter

Search for and select students using the Campus Filter option

1. Indicate the locked Plan Type from which to include students in the Search Results.
2. Indicate the Primary Disability from which to include students in the Search Results.
3. Click **Search**. Students meeting the search criteria display in the Search Results window.
4. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
5. Click **Save & Next, Save, Previous or Next.**

Fall Snapshot Students Enrolled in EL Programs Campus Filter Editor

Field	Definition
Students with the following EL Service Types	Allows users to select EL students who have an EL Program Status = EL or Exited EL and that have an enrollment that overlaps the Fall Snapshot Count Date. The student's Enrollment Start Date must be on or before the Fall Snapshot Count Date. The student's Enrollment End Date must be blank or on or after the Fall Snapshot Count Date. If the student's EL Program Status = Exited EL, the Program Exit Date must be in the reporting year. The School Year Start and End Dates are used for the reporting year. If the School Year dates are blank, use 7/1/XX - 6/30/XX as the default. Students will not be included in the Search Results if the "Parents Declined" checkbox is checked on the Active EL Record.
Search	Searches the database for students that meet the selected criteria.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Create a Fall Snapshot Students Enrolled in EL Programs mapping using Quick Search

This section describes how to create a mapping for Fall Snapshot Students Enrolled in EL Programs using Quick Search.

Search for and select students using the Quick Search option

1. Select Yes or No from the **Active Today** droplist.
2. If desired, select a **Grade Level, First Name,** and/or **Last Name** to narrow the search results.
3. Click **Search**. Students meeting the search criteria display in the Search Results window.
4. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
5. Click **Save & Next, Save, Previous or Next.**

Fall Snapshot Students Enrolled in EL Programs Quick Search Editor

Field	Definition
Active Today	Allows the user to indicate if students that have an active enrollment as of today are included in the search. Options are Yes or No.
Grade	Users can select a grade level to narrow search results. Only grade levels for the selected school are listed.
First Name	Users can enter a first name to narrow search results.
Last Name	Users can enter a last name to narrow search results.
Search	Searches the database for students that meet the selected criteria.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.

Field	Definition
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Create a Fall Snapshot EL Students Enrolled in EL Programs mapping using an Ad Hoc Filter

This section describes how to create a mapping for Fall Snapshot EL Students Enrolled in EL Programs using an Ad Hoc Filter.

Search for and select students using the Ad Hoc Filter option

1. Select the appropriate Ad Hoc Filter.
2. Click **Search.** Students meeting the search criteria display in the Search Results window.
3. Select students to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove students from the Selected Students list.
4. Click **Save & Next, Save, Previous or Next.**

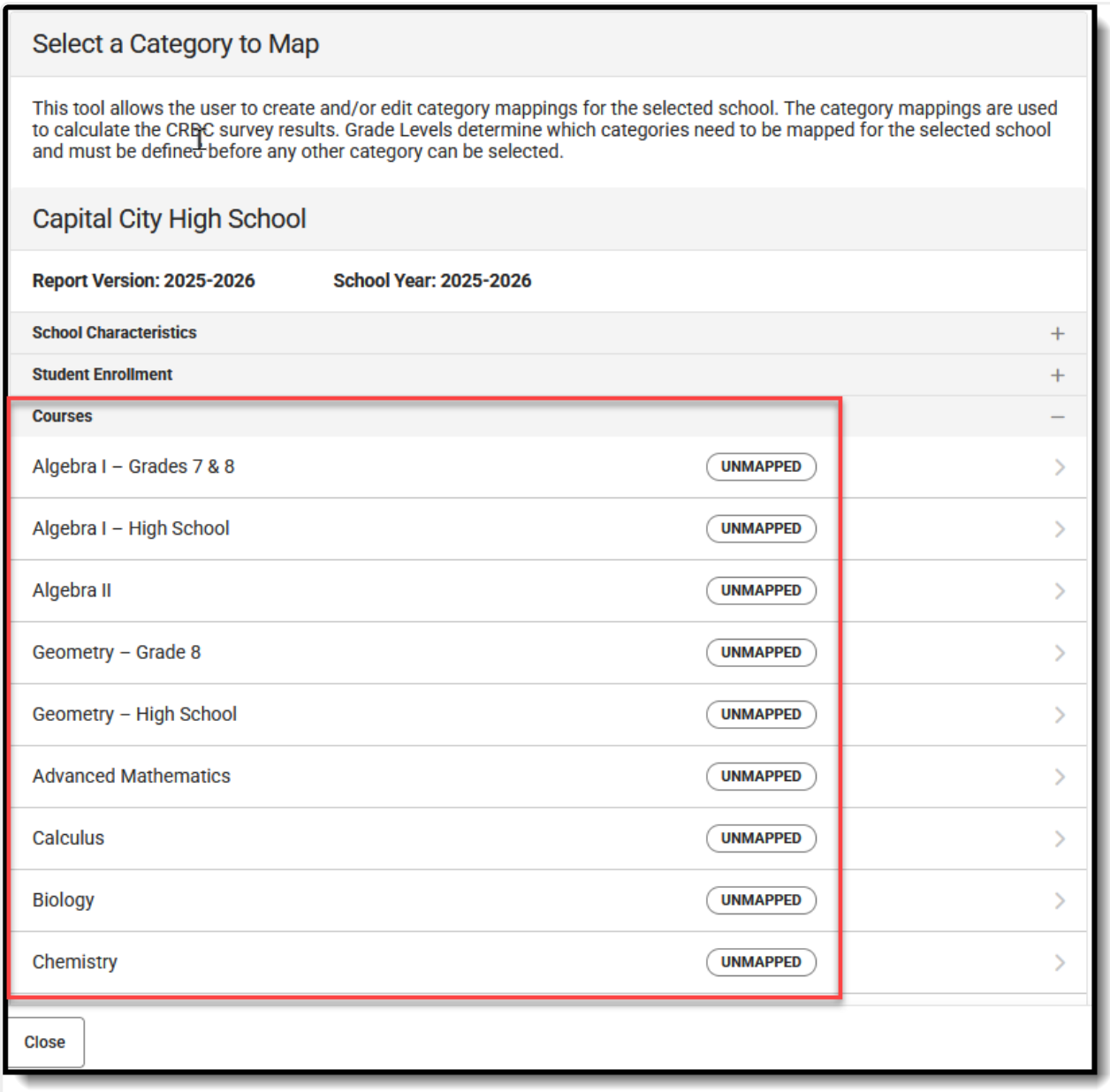
Fall Snapshot Students Enrolled in EL Programs Ad Hoc Filter Editor

Field	Definition
Select Ad Hoc Filter	Allows the user to select a previously created Ad Hoc Filter to select students for the mapping. Users only have access to Ad Hoc Filters they own or that belong to a filter user group in which they are a member. Users can reference the CRDC - Ad Hoc Filters for Populating Category Mappings page for examples of Ad Hoc Filters that can be used.
Search	Searches the database for students in the selected Ad Hoc Filter.
Sort By: Grade / Name	Sorts the Selected Students list by grade or by name.
Search Results	Lists students matching the search criteria. Details regarding a student can be viewed by hovering over the student's name. Students previously added to the Selected Students list are not shown in the Search Results.
Selected Students	Lists the students selected from the Search Results to be included in the mapping.

Field	Definition
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Step 3c: Create Course Mappings

This section describes how to create course mappings for a selected school.



Course Mappings

1. Select **Courses.**
2. Select the appropriate course that is being mapped.

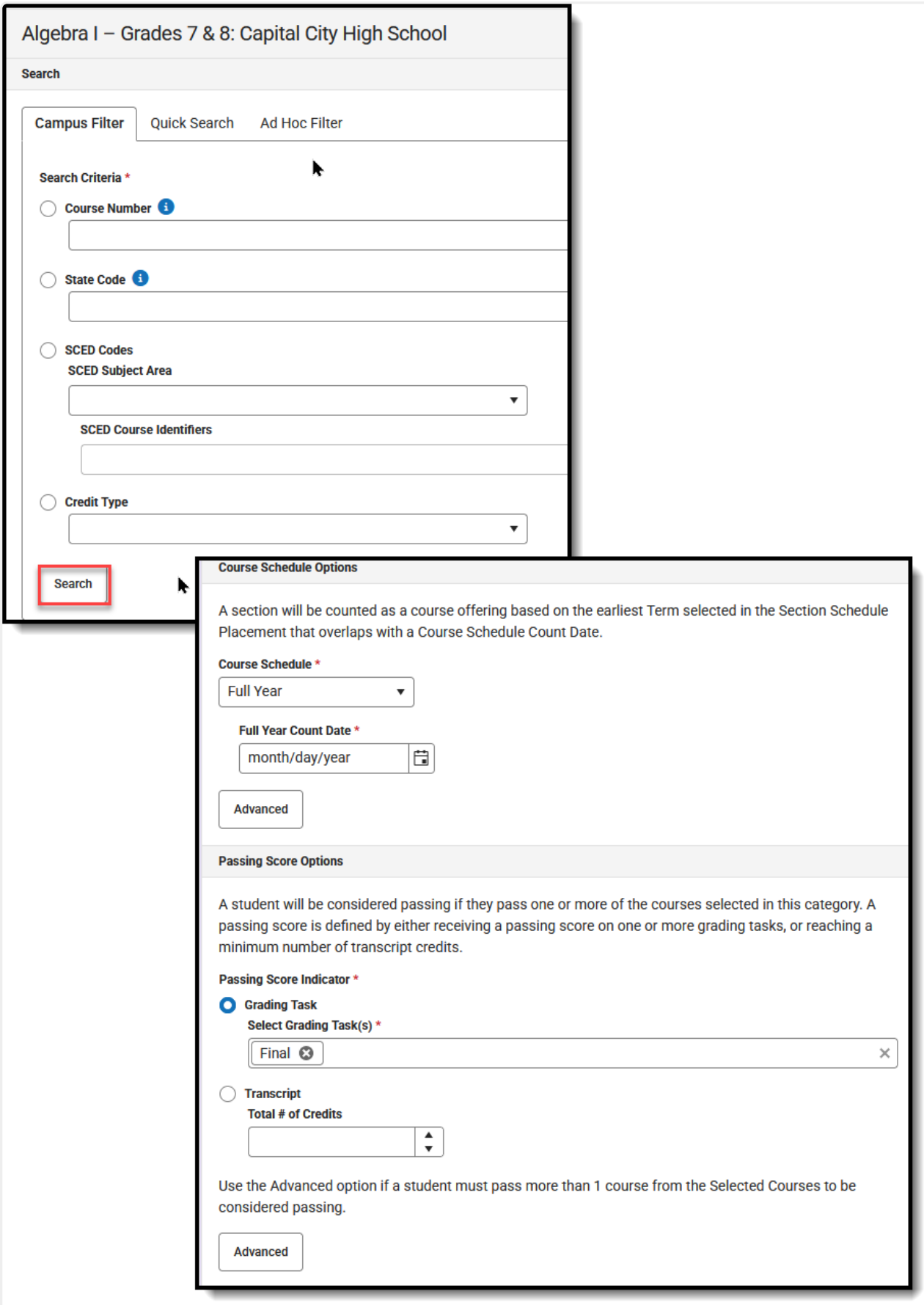
The courses displayed depend on the school selected and the grade level mappings.

When searching for and selecting courses to be included in a mapping, the different search options can be used in conjunction with each other. When courses are added to the Selected Students list using one of the search options, other courses can be added to the same list using a different search option. Courses removed from the Selected Courses list will display in

the Search Results when another Search option is chosen. Only courses marked as Active display in the Search Results.

Create a Courses mapping using a Campus Filter

This section describes how to create a Courses mapping using a Campus Filter.



Course Mappings - Campus Filter

Search for and select courses using the Campus Filter option

1. Enter the search criteria for courses. Only one attribute method can be used to search for courses.
2. Click **Search**. Courses meeting the search criteria display in the Search Results window.
3. Select courses to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove courses from the Selected Students list.
4. Set the Course Schedule Options.
5. For Algebra courses, set the Passing Score Indicator Options.
6. Click **Save & Next, Save, Previous or Next.**

Courses Mapping Campus Filter Editor

Field	Definition
Course Number	Allows the user to search for courses by course number. Wild cards can be used to search for courses within this field.
State Code	Allows the user to search for courses by state code. Wild cards can be used to search for state codes within this field.
SCED Subject Area	Allows the user to search for courses by SCED Subject Area. Only one value can be selected for this field.
SCED Course Identifiers	Allows the user to search for courses by SCED Course Identifiers. Multiple values can be selected for this field.
Credit Type	Allows the user to search for courses by credit type. Only one value can be selected for this field.
Search	Searches the database for courses that meet the selected criteria.
Search Results	Lists courses matching the search criteria. Courses previously added to the Selected Courses list are not shown in the Search Results.
Selected Courses	Lists the courses selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.

Field	Definition
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Create a Courses mapping using Quick Search

This section describes how to create a Courses mapping using Quick Search.

Search for and select courses using the Quick Search option

1. Enter the search criteria for courses.
2. Click **Search**. Courses meeting the search criteria display in the Search Results window.
3. Select the courses to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove courses from the Selected Courses list.
4. Set the Course Schedule Options.
5. For Algebra courses, set the Passing Score Indicator Options.
6. Click **Save & Next, Previous, or Next.**

Courses Mapping Quick Search Editor

Field	Definition
School	Allows the user to search for courses within another school in order to report courses and students that were taken at a different school within the district.
Number	Allows the user to search for courses by course number.
Name	Allows the user to search for courses by course name.
State Code	Allows the user to search for courses by state code.
SCED Subject Area	Allows the user to search for courses by SCED subject area.
SCED Course Identifier	Allows the user to search for courses by SCED course identifier.
Credit Type	Allows the user to search for courses by credit type.

Field	Definition
Search	Searches the database for courses that meet the selected criteria.
Search Results	Lists courses matching the search criteria. Courses previously added to the Selected Courses list are not shown in the Search Results.
Selected Courses	Lists the course selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Create a Courses mapping using an Ad Hoc Filter

This section describes how to create a Courses mapping using an Ad Hoc Filter:.

Search for and select courses using the Ad Hoc Filter option

1. Select an Ad Hoc Filter to search for courses.
2. Click **Search**. Courses meeting the search criteria display in the Search Results window.
3. Select the courses to include in the mapping from the Search Results window. Users can use the arrow buttons or drag and drop students to add or remove courses from the Selected Courses list.
4. Set the Course Schedule Options. See below for details.
5. For Algebra courses, set the Passing Score Indicator Options. See below for details.
6. Click **Save & Next, Previous, or Next.**

Courses Mapping Ad Hoc Filter Editor

Field	Definition
Select Ad Hoc Filter	Allows the user to select an Ad Hoc filter to search for courses.

Field	Definition
Search	Searches the database for courses that meet the selected criteria.
Search Results	Lists courses matching the search criteria. Courses previously added to the Selected Courses list are not shown in the Search Results.
Selected Courses	Lists the course selected from the Search Results to be included in the mapping.
Save & Next	Saves the students in the Selected Students list and advances the user to the next category mapping
Save	Saves the students in the Selected Students list and returns the user to the Select a Category to Map screen.
Previous	Advances the user to the previous category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Next	Advances the user to the next category mapping. When a user navigates away from a mapping, the system will remember the information previously entered for the mapping. Upon returning to the mapping, the user will be asked if they want to continue from where they previously left off.
Cancel	Selected students are not saved and the user is returned to the Select a Category to Map screen.

Set Course Schedule Options

This section describes how to set Course Schedule Options.

Set the Course Schedule Options

1. Select the appropriate **Course Schedule.**
2. Enter the **Full Year Count Date.**
3. If necessary, select **Advanced** to exclude sections from the course count totals.
4. Click **Save & Next, Previous, or Next.**

Course Schedule Options Editor

Field	Definition
Course Schedule	Indicates if the set of courses is on a Full Year, Block Schedule, or Trimester schedule. This field is required.

Field	Definition
Full Year Count Date	Displays the Non-Idea Effective Date but can be changed to a different date. When Block or Trimester is selected, additional count dates must be entered.
Advanced	Opens a new screen that allows users to exclude sections from the course count totals. The step is not required for most districts. A section will be counted as a course offering based on the earliest Term selected in the Section Schedule Placement that overlaps with a Course Schedule Count Date. Check the Section Exclude box for any section that should be excluded from the course offering totals. Advanced Schedule Options are not available at the District level.

Select Passing Score Options (For Algebra courses only)

This section describes how to set Passing Score options.

Set the Passing Score Options

1. Select the appropriate **Passing Score Indicator: Grading Task** or **Transcript**.
2. If Grading Task is selected, select the appropriate grading task(s) used to define a passing score.
3. If Transcript is selected, enter the number of credits the student must receive in order to pass the course category.
4. If necessary, select the **Advanced** to group courses together to be considered passing.
5. Click **Save & Next, Previous, or Next.**

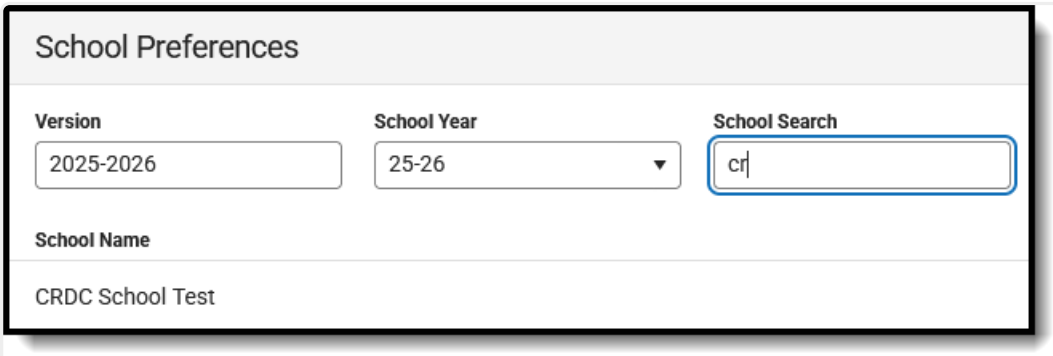
Passing Score Options Editor

Field	Definition
Passing Score Indicator: Grading Task	Allows the user to select the grading tasks that are used to define a passing score.
Passing Score Indicator:Transcript	Allows the user to define the total number of credits the student must receive in order to pass the course category.

Field	Definition
Advanced	Opens a new screen that allows users to group courses together to be considered passing. This step is not required for most districts. A student will be considered passing if they pass one or more of the courses selected in this category. A passing score is defined by either receiving a passing score on a grading task or reaching a minimum number of transcript credits. Only use this tool if a student must pass more than one course in the same school year in order to be considered passing. Group courses together in the Course Requirement box to define course dependencies. Only set the Total # of Credits if it is different than the amount defined under Passing Score Options on the previous page

Step 4: Set School Preferences

This section describes how to set mapping preferences for a selected school and year.



Set CRDC School Preferences. Use School Search to locate a specific school.

1. The Version is **2025-2026**, and the school year is **25-26**.
2. Use the **School Search** field to find a school or select the **School Name** in which data is being mapped for the selected year.
3. Proceed to the Select a Category to Map section.

School Preferences Editor

Field	Definition
Version	Displays the current version for which data will be collected.
School Year	Allows the user to select the school year in which data will be mapped.
School Search	Allows the user to search for a school.

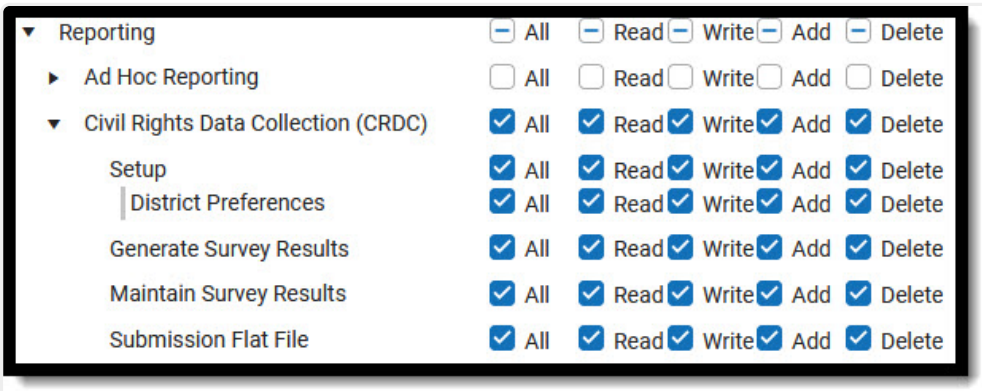
Field	Definition
School Name	Allows the user to select the school in which data will be mapped for the selected School Year. Schools in which the user has tool rights to and have at least one active calendar display.

Appendix A - Grade Level/Category Alignment

Category	Grade Level
School Characteristics	
Grade Levels	All
Student Enrollment	
Fall Snapshot Idea Students	All
Fall Snapshot 504 Students	All
Fall Snapshot EL Students	All
Fall Snapshot Students Enrolled in EL Services	All
Courses	
Algebra I - Grades 7 & 8	Grade 7 or 8
Algebra I - High School	Grade 9 or Higher
Algebra II Courses	Grade 9 or Higher
Geometry - Grade 8	Grade 8
Geometry - High School	Grade 9 or Higher
Advanced Mathematics Courses	Grade 9 or Higher
Calculus Courses	Grade 9 or Higher
Biology Courses	Grade 9 or Higher
Chemistry Courses	Grade 9 or Higher
Physics Courses	Grade 9 or Higher
Computer Science	Grade 9 or Higher
Data Science	Grade 9 or Higher

CRDC Setup Tool Rights

In order to use the CRDC Setup tool, users must have rights to the tool within their own district.



CRDC Tool Rights

Tool	R	W	A	D
CRDC Setup	View Category Mappings.	View, copy, and edit Category Mappings.	View, copy, edit, and create new Category Mappings.	View, copy, edit, and create new Category Mappings.
District Preferences *(subright - inherits rights set at Setup level)*	View the District Preferences Category Mappings.	View, edit & push Categories.	View, edit & push Categories.	View, edit & push Categories.
Generate Survey Results *users must have rights within their own district*	View CRDC survey results.	Generate CRDC survey results.		
Maintain Survey Results	View survey results.	Generate and edit survey results.		
Submission Flat File	Access and generate the report CRDC Submission Flat File	X	X	X