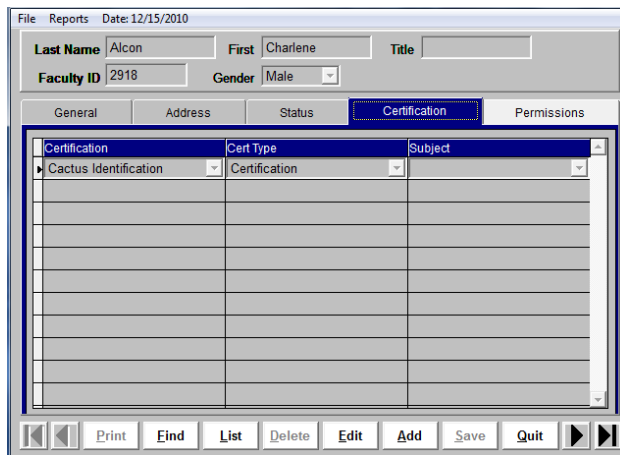


## UTREx & the Entry of SOEP Online Course Provider Teachers and Course Into your school's local Student Information System (SIS)

### I. Entering an online course provider's teacher into your SIS

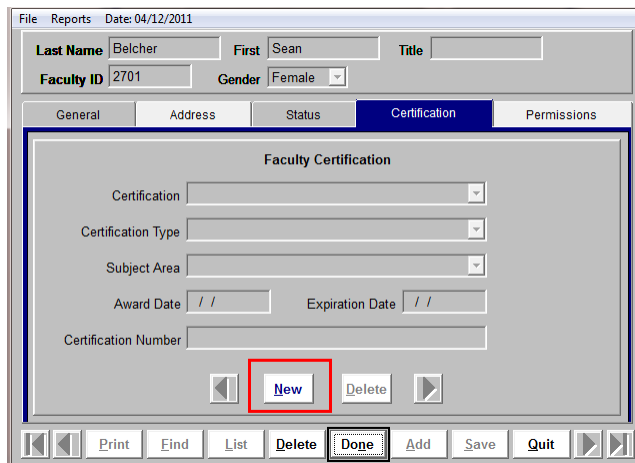
The teacher must be identified as a "faculty member," in your school's student information system (SIS), in order for you to be able to associate a teacher with a course. If you are using Aspire, this process is as follows:

#### Certification tab – Teacher Cactus Number



| Certification           | Cert Type     | Subject |
|-------------------------|---------------|---------|
| ▼ Cactus Identification | Certification |         |
|                         |               |         |
|                         |               |         |
|                         |               |         |
|                         |               |         |
|                         |               |         |
|                         |               |         |
|                         |               |         |

To add the certification data for a faculty member, while on the Certification screen, press **Edit**. The following will display.



**Faculty Certification**

Certification:

Certification Type:

Subject Area:

Award Date:  /  /       Expiration Date:  /  /

Certification Number:

Press **New** which will put the screen in Edit mode. Enter data in the fields as described below.

- **Certification** – from the drop-down, choose "Cactus Identification".
- **Certification Type** – from the drop-down, choose "Certification".
- **Certification Number** – enter the teacher's Cactus state assigned number.

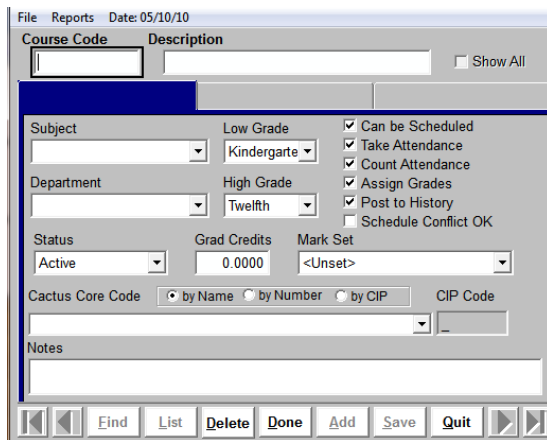
All three of these fields need to have data in them or you will get UTREx Clearinghouse errors.

## II. ADDING THE SOEP COURSE

If the SOEP course is a course which your school does not teach, you will need to add a new course record. If you are using Aspire, this process is as follows:

### Adding a New Course

Go to the Main Menu screen / System Module / District Courses Module. Press **Add**. The following screen will display.



- Press **List** to see a list of all codes which are currently in use.
- To see if a code has already been used, place a checkmark next to “**Show All**, which will allow all codes to be visible, rather than just the active codes.
- If you see a code that you would like to use, select it from the list and make sure the Status is set to “Active.”
- If necessary, create a **Course Code**. This code needs to be unique. **Course Codes are user-defined and may be up to ten characters long.** USBE recommends only using numbers when creating the Course Code, as letters (5300A) cause errors when it is time to create preprint files for testing. It is recommended that you group codes according to subject. In other words, you may want all math classes to have codes that fall between 5000 and 5999 or all Language Arts classes to fall between 4000 and 4999.
- **Description** – create a name for the course. **It is recommended that the name be the same or very similar to the name tied to the Core Code for that course.**
- **Subject** – the subject describes the general category of the course used in conjunction with graduation requirements. It is an academic “separation” of courses. **The graduation requirements module looks at this field to determine how many units of a subject have been completed or count towards the defined graduation requirements.** Courses with the same subject selected will be grouped together in the tally towards meeting graduation requirements.
- **Grad Credits** – enter how many credits are granted by completion of this course towards graduation requirements.

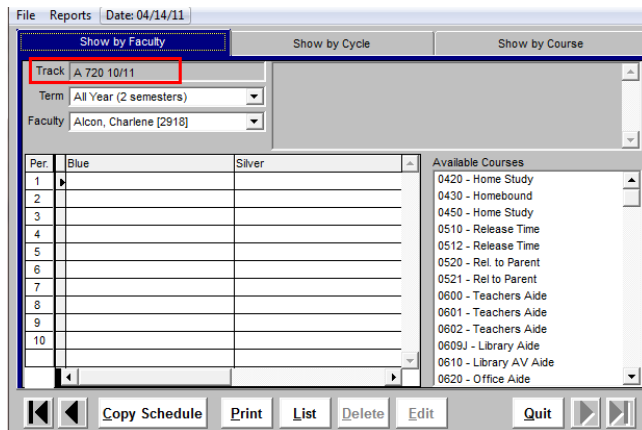
- **Take Attendance** – **DO NOT** place a checkmark here, indicating that attendance WILL NOT be taken for this course. This integrates with the Attendance applications.
- **Count Attendance** – **DO** place a checkmark here, indicating that attendance will be counted for state reporting purposes (i.e. for funding)
- **Post to History** – place a checkmark here to indicate that this course will be recorded in the student transcripts.
- **Schedule Conflict OK** – place a checkmark here to indicate that this course can be scheduled without conflict restrictions in the same time period as another course.
- **Cactus Core Code** – use the drop-down to choose the appropriate Cactus Core Code for the course.

### III. Assign the provider teacher to a course

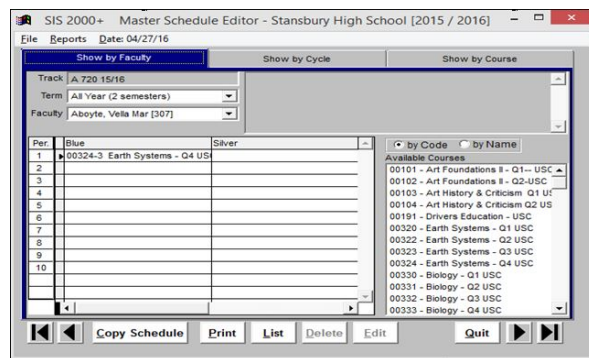
Now you must link the new teacher to the appropriate course. If you are using Aspire, this process is as follows:

#### Master Schedule Module

The next step in the scheduling process is to assign faculty members to the available courses. This is done in the Master Schedule screen. To access the Master Schedule screen, go to Scheduling Module/ Master Schedule Module. The screen will display as follows (disregard red):



To assign courses to a faculty member, make sure you are on the first tab, “Show by Faculty.” Select the **Faculty** member on the drop-down. On the right-hand side of the screen is a list of **Available Courses**. Find the course that the selected teacher will be teaching and drag it to the cycle day and period on which the teacher will be teaching.



### IV. Enter Where Taught School

When the course is “dropped” into the cycle day and period you’ve selected, the following screen will display (disregard red):

In the “Where Taught” field, identify the provider LEA. In the “Where Taught School,” identify the provider school:

- ▶ Mountain Heights Academy (Open High School of Utah) – School 600
- ▶ Utah Connections Academy ) – School 101
- ▶ Utah Virtual Academy - School 700
- ▶ Summit Academy High - School 700

In the “Instructional Setting Field”, choose SOEP course or OP (in Aspire, this is termed “SOEP Course”).

**V. Question: Will I get fatal errors when I enter the provider’s teacher information into my local SIS?**

No.