

Student Course Assignments Data Due In the Student Information System (SIS)

Attention SIS Administrators

K-12 Speech Only Special Education students do not have a student course assignment. This will remain on your dashboard.

Student Course Assignments are required for grades Pre-K-12 for the 2020 School Year. Winter/Spring/Summer – Student Course Assignments Data is due by July 31, 2020, at 4:00 p.m.

Each Student Course Assignment should match to a Teacher Course Assignment. Student Course Assignments match a Teacher Course Assignment by using the identical **School Year, Teaching/Serving location's RCDTS code, State Course Code, Term, and Section Number.**

Run the Students Missing Courses Report to find any students that do NOT have Student Course Assignment data. Specific schools can be selected during the report generation.

To access and generate the report:

1. Log into SIS via IWAS.
2. Click on **Students Missing Courses** on the SIS dashboard under Course Data Quality (Pre-K-12).
3. Select "2020" from the **School Year** dropdown.
4. Optionally, select a specific **School**.
5. Click on **Create PDF Report**.

Student Course Assignment data may be **entered into SIS online** (one Student Course Assignment at a time) **or via batch** (allowing many Student Course Assignments to be entered within one file).

Entering Student Course Assignment Data Online

1. Log into SIS via IWAS.
2. Click on **Search SID** (under the **Student** heading in the menu on the left).
3. Enter the search criteria for the specific student that needs Student Course Assignment data.
4. Click on **Search**. The Search SID – Potential Match Summary screen will display.
5. Click on **View Details** - The Search SID – Student Details screen will display.
6. Click on **Student Enrollment** located in the middle of the screen. The active or most recent enrollment data will display. Note that multiple enrollments will need courses for each
7. Verify this is the student enrollment on which you wish to add a student course assignment. (If there are any red page numbers under the data table, click a page number to view data related to previous enrollment periods.) Note that multiple enrollments will need courses for each enrollment.
8. By **Student Course Assignment**, click the **View Details** link to display the Student Course Assignment screen.
9. Click **Edit** to enter Student Course Assignment data.
10. Enter the course data in the top blue area and click **Add Course**.
11. Click **Select** next to the added course and enter the **Section, Start Date, Course Level** and **Course Setting**.
12. Click **Update** to complete entry of the data.
13. Click **Next** to review course assignments. Click **Submit** to save your update(s).

Note: Ensure that you **fully submit** the required data. Screen validations will guide your process. For additional information, refer to SIS training or the SIS User Manual.

Entering Student Course Assignment Data via Batch

If you use a local software package to store your data, the best option (fastest and keeps data synchronized) is to export the related data from your local software package into a file that can be directly submitted to SIS.

If you **do not use a local software package**, data can be copied or manually entered into the *Student Course Assignment* template. (Once data is initially entered into SIS, the **Request File** option can be used to retrieve your current related data.)

If a batch template is needed, the *Student Course Assignment template* can be downloaded from: http://isbe.net/sis/html/excel_templates.htm.

Click on **Student Course Assignment** to access the appropriate user template. There are also *Tips* and *Steps* documents written for this specific batch template, and they can be downloaded from the same location.

Once the batch data is in a format that is ready to submit:

1. Log into SIS via IWAS.
2. Expand the **Batch Files** area in the menu on the left.
3. Click on **Upload File**.
4. Browse for the file and upload it.

Results become available via the **Download File** link. Use the **Request File** link to download existing Student Course Assignment data.

Home Schools vs. Serving Schools and Service Provider Schools

The Home School is ultimately responsible to make sure the Student Course Assignments are entered. The Serving School and Service Provider School can enter the courses for students they serve. Communication is needed between schools to decide who will enter the data.

For further assistance, contact the ISBE Help Desk at **217-558-3600**, Option 3 and ask for SIS Support.

ISBE appreciates your attention to this matter.