WDE

OPERATIONS

INFORMATION MANAGEMENT

WDE638 – Course Inventory for Current School Year

July 2024

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Introduction

The WDE638 - WISE Course Inventory data collection is a comprehensive listing of all course offered by a school district. This report includes content area, grades offered, and delivery information for courses taught in Wyoming public schools. The WDE638 is a forward-looking collection of all courses a district will offer at all grade levels during the upcoming school year.

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) are critical to the continual growth of Wyoming's education system. It is widely agreed upon that quality and timely data are helpful to inform the work of stakeholders, such as students, teachers, administrators, parents, and policy makers, in order to most appropriately impact the teaching and learning process. As Wyoming works to prepare high school students for the demands of the workforce and higher education, educators and policymakers need the ability to match data on student achievement. The WDE638 data are utilized in a variety of ways, including determining approval for Hathaway Success Curriculum courses, determining approval for Virtual Education courses, calculating class sizes and determining funding for Advanced Placement Courses and Career Vocational Education.

This guidebook serves as the definitive instruction set for the data contained within the WDE638 Data Collection.

WDE638 Authority

There are several authorities that allow the WDE to collect data for the WDE638 collection. They are:
> Pub.L. 114-95
> W.S. 21-20-201
> W.S. 21-2-202(a)(xxxi)(A)
> W.S. 21-2-203
> W.S. 21-2-204
> W.S. 21-2-304(a)(v)
> Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act of 2015 (ESSA)

Collection Schedule

WDE638 Collection Window:
July 1, 2024 – June 30, 2025
Virtual Education course approval submission window:
July 1, 2024 – July 31,2024
Must be submitted and certified before the opening of the Fall WDE684 (October 1, 2024)

The collection window will remain open during the entire 2024-25 school year, which will allow districts to constantly keep their course list up-to-date. Districts are required to have their WDE638 completed prior to the opening date of the Fall WDE684, which is October 1, 2024. However, the data for this collection can be uploaded and validated at any time during the collection window.

For all districts with approved Virtual Education programs, initial Virtual Education course submissions must be submitted for approval between July 1 and July 31 of the current year. Refer to the Virtual307.com Policy page for Virtual Education course submission timelines and deadlines.

For all districts at least one certified 2023-24 WDE638 is due October 1, 2024.

Instructions

Prior to submission, each district must compile their data into a special WDE provided Excel workbook. Data will be entered into a spreadsheet file that includes the appropriate data elements. Once compiled, the spreadsheet must be saved as an .xlsx file.

The data elements are fully defined within this document. The Data Elements and Rules document on the [Forms Inventory](#) page of the WDE website contains brief definitions of each required element. All WDE638 Data Elements are explained below in the order in which they must appear in the Excel file submission.

What Has Changed for 2024-25 SY

July 1 Changes

- No Changes to the WDE638
  - *Posted 7/01/2024*

Course Inventory

- No Changes to the Course Inventory tab
  - *Posted 7/01/2024*

Virtual Education

- No Changes to the Virtual Education tab
  - *Posted 7/01/2024*

Courses Inventory Tab/File Data Elements

The purpose of this file is to submit information for each course. This file contains 30 elements. Four elements are no longer submitted but must remain in the file headers for spacing purposes until September 1 when they will be removed from all versions. Field name changes will occur at the same time.

- DistrictID
- SchoolID
- LocalCourseId
- LocalCourseName
- StateCourseID
- ContentArea
- NumberOfCredits
- GradePK
- GradeKG
- Grade01
- Grade02
- Grade03
- Grade04
- Grade05
- Grade06
- Grade07
- Grade08
- Grade09
- Grade10
- Grade11
- Grade12
- Hathaway
- StateStandards
- Description
- VirtualEducation
- CTE

DistrictID
The WDE assigned 7-digit ID for the district from which the course is provided. This is the district submitting the file.

This field is populated automatically from what is entered in the header of the Workbook. Creating a separate column with DistrictID will generate an error

SchoolID
The WDE assigned 7-digit ID for the school where the course originates.

LocalCourseID
The locally used identification number for this course. This field can be up to 38 characters long. Virtual education courses must have unique course IDs not used for other types of classes.

Year-to-year identification of courses relies on Local Course ID to indicate continuity of a course as ongoing. Where districts make changes to local course IDs (e.g., implement a new local course coding scheme, or otherwise assign new course IDs to ongoing courses), there is a need to collect a crosswalk of course ID changes between years to allow for continuity in Hathaway and CTE course approvals, and potentially other WDE programs.

LocalCourseName
The locally used name for this course. This field can be up to 50 characters long. Virtual Education courses for elementary grade levels should only include names for each course taught as indicated by subject area. Since attendance in Virtual Education courses is recorded for each period, even at the elementary grades, course names such as "Attendance" are not allowed. If applicable, Virtual Education courses must include

a semester designation (e.g., Sem 1, Sem 2, or A, B, etc.) to indicate which semester the course will be offered.

StateCourseID

StateCourseID's are **required** for all courses for grades 9-12, ALL Hathaway courses regardless of grade level, and are highly recommended for all courses grades 7-8 even if they aren't being submitted for Hathaway approval. CollegeCourseID's are required for ALL Wyoming Post-Secondary Dual and Concurrent eligible courses.

The StateCourseID can be populated with one of two allowable Course ID types as outlined below

SCED Based StateCourseID's

SCED based StateCourseID's will be the 12-digit format.

The first 5 digits of the 12-digit SCED Based StateCourseID must always be chosen based on identification of the closest match between local course <u>content</u> and the description and title associated with a SCED based StateCourseID.

Please see **Appendix A – Building a 12 Digit SCED Code**, for more information on the suggested miscellaneous course code and how to build an appropriate 12-digit SCED code.

CollegeCourseID (CID)

CollegeCourseID's should be taken directly from the course catalog as indicated by the college with whom a partnership has been entered and a MOE established. CollegeCourseID's can be submitted in any one of the following potential formats.

StateCourseID (CID) Valid Format:
2 to 5 upper case alpha characters
followed by a single space,
followed by 4 numeric characters,
followed by (optional) upper case "L"

Examples:
AB 0123
ABC 1234L
ABCD 2345
ABCDE 3456L

NOTE: There are specific SCED codes which must ONLY be used for College Board AP (Advanced Placement) and IB (International Baccalaureate) courses. These SCED entries can be identified by "AP" or "IB" at the beginning of each associated SCED course title. SCED codes whose titles begin with AP should NOT be used for district-defined (non-College Board) advanced / gifted / or honors courses. If a course is both a Wyoming Concurrent post-secondary credit eligible and either AP or IB, use the appropriate SCED Code in place of the college course id making sure to identify these courses as 'CL' in the WDE684 Section Instruction Level field.

ContentArea

The subject matter for this course. Valid values are:

- CS – Computer Science
- EL – Elementary (Only for core elementary courses; **may not be** used with Virtual Education courses or any course with a state course ID that is either SCED based or a college course ID)
- FA – Fine and Performing Arts
- FL – Foreign Language
- LA – English and Language Arts
- MA – Mathematics
- NA – Non-Academic (Only for attendance, etc. type courses; **may not be** used with Virtual Education courses)
- OT – Other (ROTC, Driver's Education, etc.)
- PE – Physical Education and Health
- RE – Reading (**May not be** used with Virtual Education courses)
- SC – Science
- SS – Social Studies and History
- VE – Vocational Education (Career and Technical Education)

This field is required if StateCourseID is **not** a SCED based StateCourseID or if the SCED based StateCourseID subject area does not match the Wyoming Content and Performance Standards the course is aligned to. Example explanations:

1. All StateCourseIDs starting with "10" may or may not be fall under 'CS' content area. Review the linked document below to determine which courses are 'CS' and which are not. (SCED Codes for WY Computer Science Courses SY2022-23 & Beyond)
2. PE is the default ContentArea for any SCED Codes beginning with "08." The appropriate SCED for Drivers' Education with driving is 08152 but the Wyoming Physical Education and Health Content Standards do not include any standards pertaining to drivers' education. In this case, 08152 is the correct StateCourseID but "OT" should be entered as the ContentArea to prevent the default to "PE."

See Appendix B Default ContentArea Value by SCED Subject Area on page 20 for more information about entering the ContentArea when the SCED based StateCourseID subject area does not match the standards the course is aligned to.

The ContentArea 'EL' is only used to identify K-6 core courses (Math, English, Science, Social Studies). **DO NOT** use 'EL' to identify PE, Health, Music Foreign Language, or any other course that is not considered a 'core' elementary course. **DO NOT** use 'EL', 'NA', or 'RE' for Virtual Education courses.

To determine the appropriate SCED Code for Computer Science courses see "SCED Codes for WY Computer Science Courses SY2022-23 & Beyond" linked below:
https://edu.wyoming.gov/wp-content/uploads/2022/06/SCED-Codes-for-WY-Computer-Science-Courses-SY2022-23-and-Beyond.pdf

NumberOfCredits

The number of Carnegie credits offered for this course. The valid number format is one digit before the decimal, two after. This field is required StateCourseID is **not** a SCED based StateCourseID.

For Virtual Education courses, where the grade level served is K-6 this value may be '0' or greater. It cannot be blank or null. For Grades 7 through 12 a value greater than '0' is required if the State Course ID is not a SCED based ID.

Note: In cases of Post-secondary Dual or concurrent courses, only enter the number of credits being issued by the High School. Do not include college level credits earned.

GradePK

Does this course serve Pre-Kindergarten students? Valid values are:

> **Y – Yes**
> **N – No**

GradeKG

Does this course serve Kindergarten students? Valid values are:

> **Y – Yes**
> **N – No**

Grade01

Does this course serve First Grade students? Valid values are:

> **Y – Yes**
> **N – No**

Grade02

Does this course serve Second Grade students? Valid values are:

> **Y – Yes**
> **N – No**

Grade03

Does this course serve Third Grade students? Valid values are:

> **Y – Yes**
> **N – No**

Grade04

Does this course serve Fourth Grade students? Valid values are:

> **Y – Yes**
> **N – No**

Grade05

Does this course serve Fifth Grade students? Valid values are:

> **Y – Yes**
> **N – No**

Grade06
Does this course serve Sixth Grade students? Valid values are:
> **Y – Yes**
> **N – No**

Grade07
Does this course serve Seventh Grade students? Valid values are:
> **Y – Yes**
> **N – No**

Grade08
Does this course serve Eighth Grade students? Valid values are:
> **Y – Yes**
> **N – No**

Grade09
Does this course serve Ninth Grade students? Valid values are:
> **Y – Yes**
> **N – No**

Grade10
Does this course serve Tenth Grade students? Valid values are:
> **Y – Yes**
> **N – No**

Grade11
Does this course serve Eleventh Grade students? Valid values are:
> **Y – Yes**
> **N – No**

Grade12
Does this course serve Twelfth Grade students? Valid values are:
> **Y – Yes**
> **N – No**

Hathaway
Is this course being submitted for new or continued approval as a Hathaway Scholarship Program Success Curriculum indicator course? Valid values are:
> **Y – Yes**
> **N – No**

StateStandards
Does this course meet the Wyoming Content and Performance Standards? Valid values are:
> **Y – Yes**
> **N – No**

Please visit the Content & Performance Standards web page of the WDE website for additional information on Math and Language Arts standards.

Description
This field is required.
This should be a single paragraph that is between 14 and 4,096 characters in length and does not contain any special characters like carriage returns etc. This should only be a single continuous paragraph, and should contain no new lines ("hard returns/carriage returns"). The course description can/should be taken from the course catalog, but should only be a single paragraph.

The minimum allowed Description length for ALL Virtual Education courses is 100 characters. The description for Virtual Education courses purchased from vendors should match the course description provided by the vendor through a course catalog, website, the learning management system, a syllabus, etc., but should be limited to a single continuous paragraph as described above.

VirtualEducation
Please indicate if this course a Virtual Education course. Valid values are:

> **Y – Yes**
> **N – No**

CTE
Is this course being submitted for new or continued approval as a CTE course for the sequencing for state reimbursement or Perkins V funding? Valid values are:

> **Y – Yes**
> **N – No**

Virtual Education Tab/File Data Elements

- LocalCourseID
- ProgramName
- LMSActive
- LMSSubmissions
- LMSOther
- VETActive
- VETCommunication
- VETOther
- Synchronous
- F2FAttendance
- ParticipationFrequency
- ParticipationDescription
- StartDate
- EndDate

- VEDeliveryMethod
- DaysTimes
- CollegeConcurrent
- CreditRecovery
- CoursePrerequisites
- RequiredMaterials
- SingleCourseFee
- CourseCapacity
- LMSPlatform
- LMSPlatformOther
- StateLMS
- CurriculumType
- CourseAccessibility

LocalCourseID
The locally used identification number for this course. This field can be up to 38 characters long. This must match the LocalCourseID provided in the Courses file. Virtual education courses must have unique course IDs not used for other types of classes.

ProgramName
Virtual Education program name. The school district name (e.g., Albany County School District #1) may be used in this field if the district has not created a name (e.g., Albany One Virtual Learning) for the Virtual Education programming they offer. This is a text field which allows 1-1000 characters.

Participation Elements:
NOTE: the following eight elements are used to indicate Virtual Education participation tracking methods. Districts must indicate 'Y' for yes for at least one of the participation tracking elements 35-42 but may select as many as apply. The participation tracking for virtual education students is used to record attendance in the district's SIS or a Department-approved reporting system that has attendance features.

LMSActive
Is LMS logged student active time in the course used to document student participation? Valid values are:
> **Y – Yes**
> **N – No**

This is a participation tracking element to indicate the method a district uses to document an attendance equivalence for time a student spends completing a Virtual Education course. LMSActive indicates time a student is active in a course that is logged and recorded by a learning management system (LMS) and is used by the district as a method to track participation in the course.

At least one of the elements 35-42 must be a 'Y'.

LMSSubmissions
Is LMS recorded coursework submissions as required used to document participation? Valid values are:
> **Y – Yes**
> **N – No**

This is a participation tracking element to indicate the method a district uses to document an attendance equivalence for time a student spends completing a Virtual Education course. LMSSubmissions indicates required coursework submissions by a student in a course that is logged and recorded by a learning management system (LMS) and is used by the district as a method to track participation in the course.

At least one of the elements 35-42 must be a 'Y'.

LMSOther
Describe other learning management system (LMS) recorded features that may be used to document student participation in the course. This is a text field which allows 1-500 characters.

This is a participation tracking element to indicate the method a district uses to document an attendance equivalence for time a student spends completing a Virtual Education course. LMSOther indicates a specific feature (or features) that are logged and recorded by a learning management system (LMS) and is used by the district as a method to track participation in the course.

At least one of the elements 35-42 must be a 'Y'.

VETActive
Is course participation verified by the Virtual Education teacher recorded and logged for group project participation time and/or offline work used to document participation? Valid values are:
> **Y – Yes**
> **N – No**

This is a participation tracking element to indicate the method a district uses to document an attendance equivalence for time a student spends completing a Virtual Education course. VETActive indicates time a student is actively working on group projects and/or offline work that is logged and recorded in the learning management system (LMS) by the course Virtual Education teacher (VET) and is used by the district as a method to track participation in the course.

At least one of the elements 35-42 must be a 'Y'.

VETCommunication

Is academic-based (not attendance-based) communication between the student and the teacher or learning coach and teacher logged by the teacher used to document participation? Valid values are:

Y – Yes
N – No

This is a participation tracking element to indicate the method a district uses to document an attendance equivalence for time a student spends completing a Virtual Education course. VETCommunication indicates academic-based communication between a student and the course Virtual Education teacher (VET) or the VET and learning coach is logged in the learning management system (LMS) by the VET and is used by the district as a method to track participation in the course.

At least one of the elements 35-42 must be a 'Y'.

VETOther

Describe other participation elements required by the district to be recorded by the Virtual Education teacher to document student participation in the course. This is a text field which allows 1-500 characters.

This is a participation tracking element to indicate the method a district uses to document an attendance equivalence for time a student spends completing a Virtual Education course. VETOther is a description of student participation activities that are logged and recorded in the learning management system (LMS) by the course Virtual Education teacher (VET) and is used by the district as a method to track participation in the course.

At least one of the elements 35-42 must be a 'Y'.

Synchronous

Is synchronous or one-on-one time recorded by the LMS or the Virtual Education teacher used to document participation? Valid values are:

Y – Yes
N – No

This is a participation tracking element to indicate the method a district uses to document an attendance equivalence for time a student spends completing a Virtual Education course. Synchronous indicates time a student participates in 'real time' class or individual activities with the teacher that is logged and recorded by learning management system (LMS) or the course Virtual Education teacher (VET) in the LMS and is used by the district as a method to track participation in the course.

At least one of the elements 35-42 must be a 'Y'.

F2FAttendance

Is attendance taken in a brick-and-mortar setting used to document student participation? Valid values are:

>**Y – Yes**
>**N – No**

This is a participation tracking element to indicate the method a district uses to document an attendance equivalence for time a student spends completing a Virtual Education course. F2FAttendance indicates attendance is taken and recorded in the district's SIS, or a department-approved reporting system that has attendance features, when a student is in a physical school setting participating in the course and is used by the district as a method to track participation in the course.

At least one of the elements 35-42 must be a 'Y'.

ParticipationFrequency

How often does the Virtual Education teacher verify student participation in the course? Valid values are:

>**TVD – Daily**
>**TVW – Weekly**

Districts must verify student participation in Virtual Education courses and record attendance in the district's SIS or a Department-approved reporting system that has attendance features at least weekly.

ParticipationDescripton

Describe any additional explanations that may be needed regarding what the teacher is verifying daily/weekly; the number of estimated hours it takes to complete the course (i.e. 65-90 hours); mandatory synchronous participation that isn't pre-scheduled; communication requirements (e.g. student-teacher email weekly); and any other relevant information districts, students, and families will need in order to understand expected course participation. This is a text field which allows 1-5000 characters.

StartDate

Start date of the course. Must be in the format of MM/DD/YYYY.

EndDate

End date of the course. Must be in the format of MM/DD/YYYY.

VEDeliveryMethod

Predominant course delivery method. Valid values are:

- **CO** – Correspondence
- **IV** – Interactive Video – Synchronous course delivered through compressed video
- **OA** – Online Asynchronous – Online course delivery with no predetermined dates students are required to attend synchronously
- **OS** – Online Synchronous – Online course with a required synchronous component(s) such as a web-based class meeting time.
- **VS** – Video Streaming – Live classroom sessions delivered over the internet

If OS or IV, DaysTimes is required.

DaysTimes
Describe the predetermined synchronous days and times students are required to attend this course. This is a text field which allows 1-50 characters.

If VEDeliveryMethod is OS or IV, DaysTimes is required.

CollegeConcurrent
Is this a College Concurrent course? A College Concurrent course is a course taught by a secondary Virtual Education teacher in which the student is receiving both college and high school credit. Valid values are:

> **Y – Yes**
> **N – No**

Of note: A Dual Enrollment course is a course taught by a college instructor for both college and high school credit and should not be reported as a Virtual Education course.

CreditRecovery
Is this a Credit Recovery course? A Credit Recovery course is a course designed for students who have failed a course and have the opportunity to retake the course and earn academic credit. Valid values are:

> **Y – Yes**
> **N – No**

CoursePrerequisites
Please provide a description of any prerequisites for the course. This is a text field which allows 1-500 characters.

RequiredMaterials
Please provide a description of any required materials. This is a text field which allows 1-500 characters.

SingleCourseFee
What is the tuition fee the district charges other districts for their students to take the course? If the course is not available for purchase, leave this field blank. This is a numeric value with 1-4 numbers before the decimal and 2 numbers after the decimal.

CourseCapacity
Maximum number of students allowed in the course. This is two-digit whole number.

LMSPlatform

Please indicate what learning management system (LMS) platform is used to deliver the course. Valid values are:

- **BB** – Blackboard
- **CA** – Canvas
- **D2** – D2L Brightspace
- **MO** – Moodle
- **OT** – Other
- **SA** - Sakai
- **SC** – Schoology

LMSPlatformOther

Provide the name of the learning management system (LMS) used to deliver the course if LMSPlatform is 'OT'. This field is required if LMSPlatform is 'OT'. This is a text field which allows 1-50 characters.

StateLMS

Required when LMSPlatform is 'CA'. Is the district Canvas contract part of the State centralized LMS contract with Instructure? Valid values are:

Y – Yes
N – No

CurriculumType

Provide the name of the curriculum(s) used in the course and/or 'District Developed' if the content was developed by district staff. If more than one curriculum is used, list each one with a comma separating them. This is a text field which allows 1-50 characters.

Examples of curriculum types: Acellus, Apex Learning, Connections Academy, Edmentum, Edgenuity, Stride Inc., Fuel Education, Florida Virtual School, Brigham Young University (BYU) Independent Study Online, the Virtual High School, Carone Learning, etc.

CourseAccessibility

Description of the accessibility and usability of the LMS and course content including for students with disabilities as applicable. This is text field which allows 1-5000 characters.
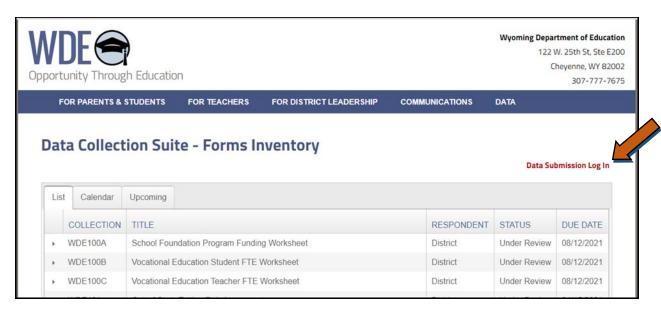
Virtual Education and WDE638 Reporting

Districts are required to report on the WDE638 all courses provided by the district, regardless of the students' resident districts or physical locations. Virtual Education is governed per guidance in statutes and the Virtual Education Chapter 41 Rules & Regulations and program administration documents.

Virtual Education guidance and Rules can be found by visiting the Wyoming Department of Education's Virtual 307 website Policy page.

Data Submission

When all data has been entered and checked for accuracy save the file to your system. The file is now ready to be uploaded to the Department. The district respondent will select the **Data Submission Log In** link at the top right of the Data Collection Suite – Forms Inventory page.

This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A WyEd username and password are required. To obtain the right to upload data to the Department, contact your WyEd Administrator and make sure the correct roles are assigned.
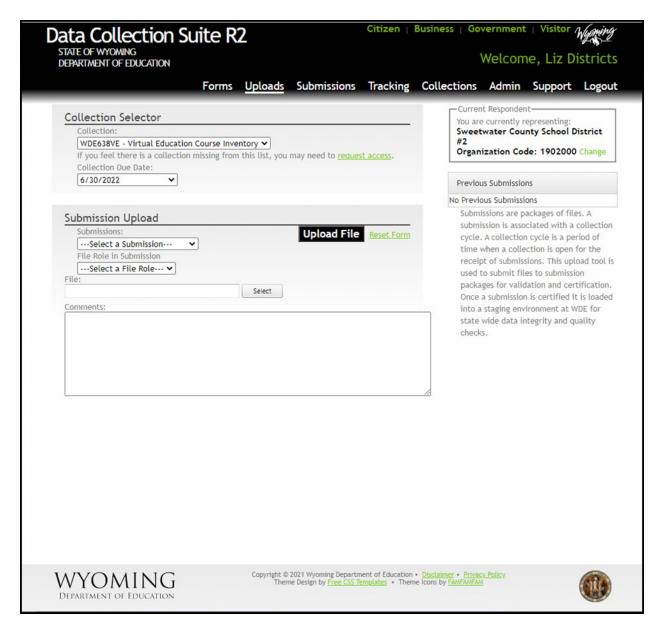
Once the Data Submission Log In link is accessed, the user will be on the Support page of the Data Collection Suite. From there, the user will select the Uploads link and will then be prompted to enter their WyEd User Name and Password if the system does not already have this information.

Please be aware that the following depictions of what the user will view on the screen are examples only. The user account information that is shown is a testing account and does not represent a valid user.
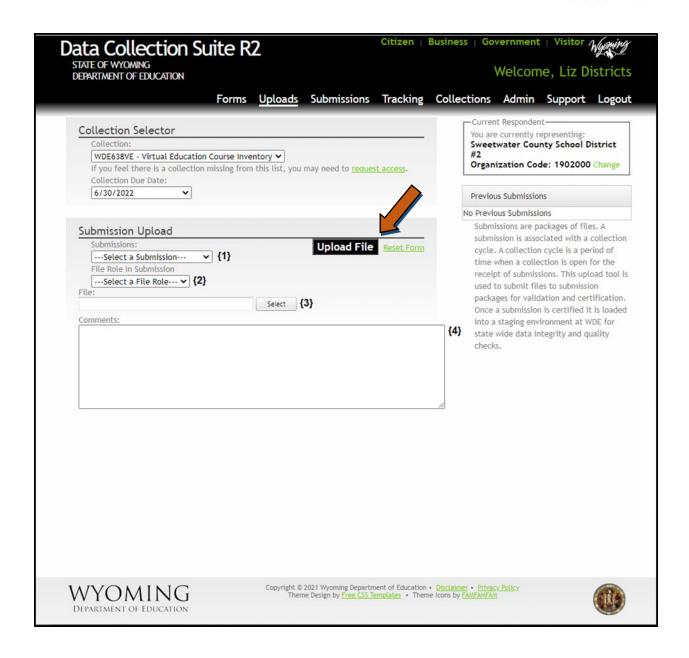
Uploading the WDE638 Collection

Once logged in to the secure Data Collection Suite website, the user will have a choice of which collection to upload to (depending on the roles assigned the user) via the Collection Selector drop down. Chose the **WDE638 – Course Inventory**. Once selected, the Collection Due Date will load and the user will then be requested to respond to the Submission Upload information as seen in the following example:

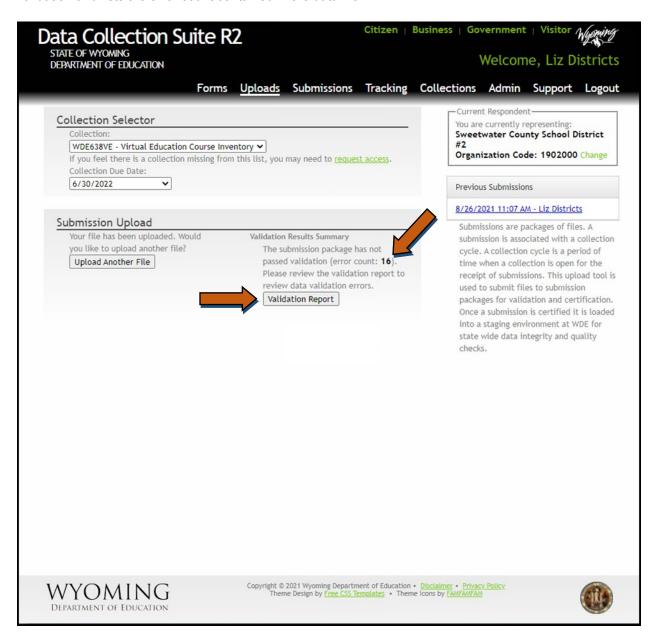(Example of blank Submission Upload screen)

If this is the first time submitting the data, then for the Submission information select 'Start a New Submission' **{1}** from the drop down box. Otherwise, the user can upload to a previous submission by selecting a previous submission date from the drop down box. For the File Role in Submission select 'Primary Data File **{2}** and then enter the primary file that is stored on the system **{3}**. Comments **{4}** may be entered and are optional.

Once all items are complete, click the Upload File button to submit the WDE638VE to the Department. Data validation will be performed on the incoming data to create the Validation Report. Once the data validation is completed, a summary of the results will be reported to the user.

When the file is correctly uploaded, the respondent will receive a confirming email regardless if the data file passed validation.

Data did not pass validation

In the following example, the Validation Results Summary states that the submission did not pass the data validation and lists the error count contained in the data file.

To view the errors associated with the file upload, select the Validation Report button. Clicking on this button will show the summary of the errors found, as the following example depicts.

To view in detail the reported errors, click the arrow on the left to expand the selection. Please contact the Collection Steward if there are questions in regards to this Validation Report. The Validation Report will show the error by displaying the Collection Item (element) that did not pass, why the element did not pass data validation and the field location (cell location) of the error.
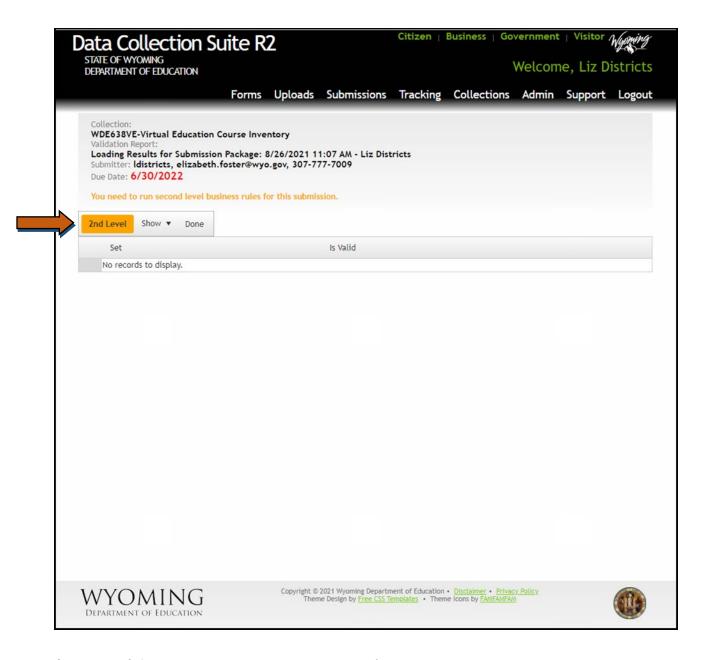
Please correct the errors noted and resubmit the file. If the files does not pass data validation, the submission <u>cannot</u> be certified. NOTE: This validation report may also be viewed under the Submissions link, Validation Reports tab.
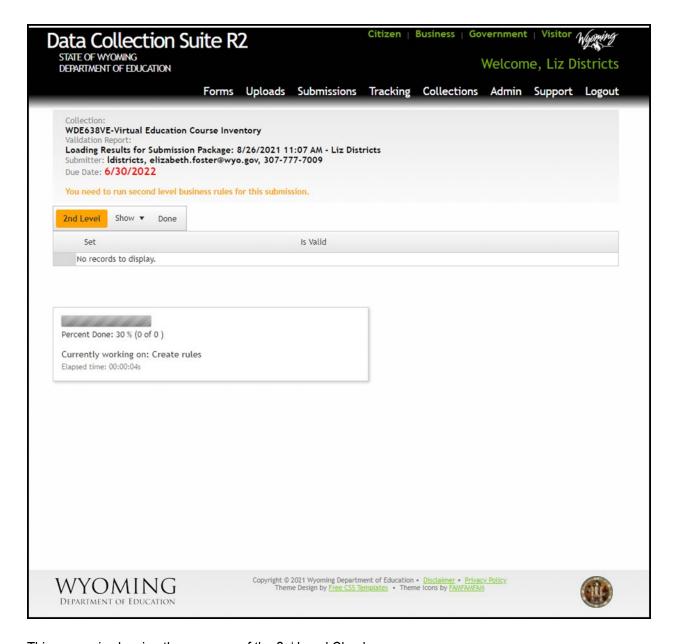
Data passed validation

If the uploaded file <u>did</u> pass data validation, the Validation Results Summary will reflect this. The user will see the following example. Note that there is not an error count being displayed.

Now that the uploaded Excel workbook has passed data validation, the user will be required to initiate the 2nd Level Checks. To initiate these 2nd Level checks, click on the Validation Report button. The following screen will appear.

Click on the 2nd Level option to initiate the checks. The following screen will be display.

This screen is showing the progress of the 2ⁿᵈ Level Checks.

Data did not pass 2ⁿᵈ Level checks

If the submitted data <u>did not</u> pass the second level business rules checks, the found errors will be displayed as the following example depicts.
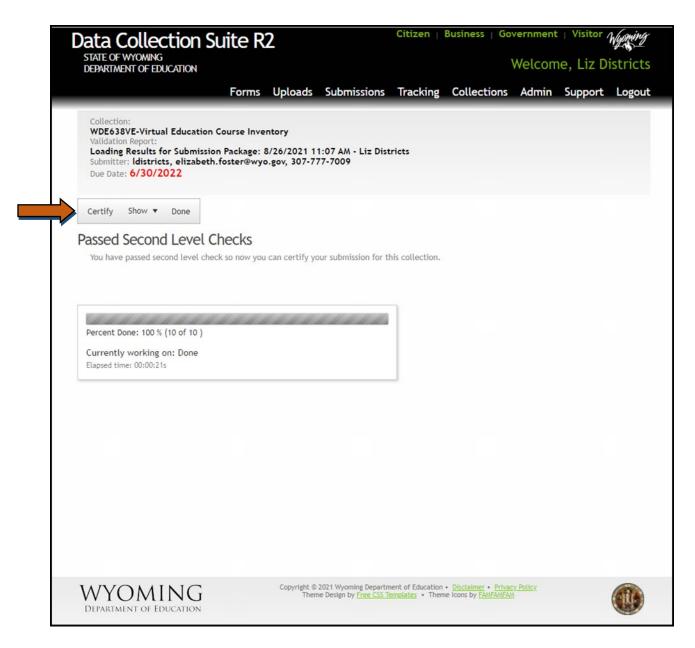
The data needs to be corrected in the Excel workbook and resubmitted, repeating the process until all data has passed all checks.

NOTE: The 2nd Level checks only display errors. The Collection Steward may contact respondent in regards to warnings.

Data did pass 2nd Level checks

If the submitted data <u>did</u> pass the second level business rule checks, the following screen is displayed.

Once all data has passed data validation as well as the second level business rules checks, the Certify option will appear on the floating menu.

If your WyEd user account is assigned the Certify role, then you will notice there is now a Certify option. If you do not see this option, then your account does not have the Certify role and the WyEd user that does have this role will need to certify this data under the Submissions link.

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Click on the Certify option (if available) to view the following summary/certification screens.

Click on the Certify button to certify your submission to the Department and view the following conformation screen. Until the submission is certified, the Department **does not** actually have the data contained in the submission and the process is not complete.

Once the submission is certified, the persons that have the certify rights to this collection along with the Collection Steward will receive a confirmation email stating that the submission was certified. The process is now complete.

NOTE: The submission can also be certified under the Submissions link as well; the process is the same.

Important Note: There cannot be any blank rows between the course entries. The data validation is performed until it comes across a blank row at which point it is assumed that there is no more data to process and the validation process is then terminated. Having blank rows between course information will result in not having all the information processed and loaded into the database for further analysis.

Corrections to Data

The Collection Steward and user work together to resolve any errors in the data set. Corrections to the WDE638VE data are restricted to a firm timeline. Plan to work closely with the Collection Steward during the collection period until the submitted data are clean. If help is needed with the resolution of an error(s), please contact the WDE638VE Collection Steward, April Strong at april.strong@wyo.gov or (307) 777-8751. All errors must be resolved before data is final.

Re-uploading

Once the data is uploaded, the user will be able to upload as many times as needed to correct errors discovered in the previous submission. The Collection Steward will work with the user to resolve any errors. Remember, all errors must be resolved before data is final.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE638 CONTENT QUESTIONS?
April Strong, (307) 777-8751 or april.strong@wyo.gov

WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?
April Strong, (307) 777-8751 or april.strong@wyo.gov

WHOM DO I CONTACT REGARDING WINDS QUESTIONS OR PROBLEMS?
John Paul, (307) 777-8771 or john.paul@wyo.gov

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS OR COLLECTIONS ROLES IN ORDER TO UPLOAD A COLLECTION?
Your District's WyEd Administrator.

WHOM DO I CONTACT FOR MORE INFORMATION ON VIRTUAL EDUCATION?
Lori Thilmany, (307) 777-7418 or lori.thilmany@wyo.gov

WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?
Susan Williams, (307) 777-6252 or susan.williams@wyo.gov

WHOM DO I CONTACT FOR MORE INFORMATION ON CAREER AND TECHNICAL EDUCATION?
Ilaine Brown, (307) 777-3549 or ilaine.brown1@wyo.gov

Appendix A – Building a 12-digit SCED Code

The first 5 digits will be an approved course code that has been selected from the SCED based list found in the StateCourseID List which has been linked under StateCourseID. For the purposes of this document, the 22999, MISCELLANEOUS—OTHER SCED code will be used.

From there, flesh out the rest of the SCED based StateCourseID with the following information.

Characters 1-5 = 22999

Character 6 = select one of the following alpha characters:
- *B - Basic or remedial.* A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course.
- *G - General or regular.* A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content.
- *E - Enriched or advanced.* A course that augments the content and/or rigor of a general course, but does not carry an honors designation.
- *H - Honors.* An advanced-level course designed for students who have earned honors status according to educational requirements. These courses typically include additional content not found in general courses, and are formally designated as honors courses.
- *C - College.* A course that is designed to be credit-bearing at a postsecondary institution.
- *X - No specified level of rigor.* The notion of rigor may not be appropriate for some courses; survey or interest courses that expose students to a variety of subjects and study hall are examples.

Characters 7-10 = Available Carnegie Unit Credit – Measured in Carnegie Units, the amount of credit available to a student who successfully meets the objectives of the course. A course meeting every day for one period of the school day over the span of a school year offers one Carnegie Unit. A Carnegie Unit is thus a measure of "seat time" rather than a measure of attainment of the course objectives. Available Carnegie Unit Credit is coded as a one-digit number carried out to two decimal places, with an explicit decimal. That is, one Carnegie Unit would be coded as 1.00. A half-unit of Carnegie credit would be reported as 0.50. Note that the Available Carnegie Unit Credit for a given course can vary from school district to school district. While some schools and districts use a performance- or competency-based metric of student progress.

Characters 11 and 12 = the district defined course sequence

Refer to the [WDE638 State Course ID List](https://reporting.edu.wyo.gov/ibi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%252FRepository%252FPublic%252FWDE638StateCourseList%252F&BIP_item=WDE638StateCoursesIdsHTML.htm) for additional information on allowable SCED codes to be used in the 12 digit SCED Based StateCourseIDs.
https://reporting.edu.wyo.gov/ibi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%252FRepository%252FPublic%252FWDE638StateCourseList%252F&BIP_item=WDE638StateCoursesIdsHTML.htm

Appendix B – Default ContentArea Value by SCED Subject Area

WDE638 ContentArea must be reported when the SCED based default ContentArea is NOT the Wyoming Content and Performance Standards subject area to which a course is aligned. SCED Course Codes should be selected based on best <u>content</u> description match, even where it differs from Wyoming standards alignment.

SCED Subject Area		Default WDE638 ContentArea	
SCED Subject Area Name	First two digits of SCED Course Code	WDE638 ContentArea Code	WDE638 ContentArea Name
English Language and Literature	01	LA	English Language Arts
Mathematics	02	MA	Mathematics
Life and Physical Sciences	03	SC	Science
Social Sciences and History	04	SS	Social Studies
Visual and Performing Arts	05	FA	Fine and Performing Arts
Religious Education and Theology	07	OT	Other
Physical, Health, and Safety Education	08	PE	Physical and Health Education
Military Science	09	OT	Other
Information Technology	10	CS	Computer Science*
Communication and Audio/Visual Technology	11	VE	Career and Technical Education
Business and Marketing	12	VE	Career and Technical Education
Manufacturing	13	VE	Career and Technical Education
Health Care Sciences	14	VE	Career and Technical Education
Public, Protective, and Government Services	15	VE	Career and Technical Education
Hospitality and Tourism	16	VE	Career and Technical Education
Architecture and Construction	17	VE	Career and Technical Education
Agriculture, Food, and Natural Resources	18	VE	Career and Technical Education
Human Services	19	VE	Career and Technical Education
Transportation, Distribution, and Logistics	20	VE	Career and Technical Education
Engineering and Technology	21	VE	Career and Technical Education
Miscellaneous	22	OT	Other
Non-Subject-Specific (elementary only)	23	OT	Other
Foreign Language and Literature	24	FL	Foreign Language

* Eligible Computer Science SCED Codes https://edu.wyoming.gov/wp-content/uploads/2022/06/SCED-Codes-for-WY-Computer-Science-Courses-SY2022-23-and-Beyond.pdf