COURSE APPROVAL SYSTEM

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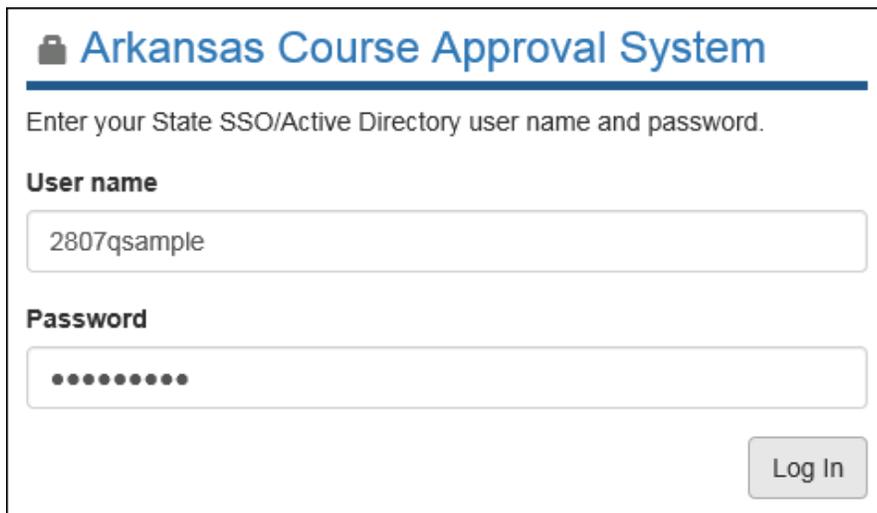# COURSE APPROVAL SYSTEM

SCHOOL DISTRICT (NON-SUPERINTENDENT)

The Course Approval System can be accessed by District Superintendents, Assistant Superintendents, and up to four other users employed by the school district whom the Superintendents designate.

LOGGING IN

Once granted access to the system, open a web browser and navigate to: https://adedata2.arkansas.gov/cas.

You will be presented with a logon form. Enter your APSCN username and password.

Figure 1. Entering APSCN credentials to access CAS

CREATING A NEW COURSE REQUEST

Click on "New Request" to create a new course approval request. A form will be shown which allow you

to enter the necessary information to create the request. Fill out the necessary information and then click the "Create Request" button.

Figure 2. Click "New Request" to create a new request.

CONTACT INFORMATION

Enter contact information for this request.

Summer contact information is not required, but will be helpful in case the primary contact is not available during the summer break. Both the primary contact and summer contact email addresses will be notified whenever the status of the course approval request changes.

Figure 3. Entering Contact Information.

COURSE APPROVAL SYSTEM

COURSE INFORMATION

Enter information about the desired course.

Figure 4. Entering Course Information.

TEACHER LICENSURE INFORMATION

Select the teacher which will teach this course and the associated license area. If a teacher has not been selected at this time, please explain the circumstances in the "Teacher Comments" area.

FIND BY TEACHER NAME

To find the teacher by name, choose "Find by Teacher Name". A list of employees employed by your district will be shown. After selecting a teacher, their license areas will be displayed.

Figure 5. Finding a teacher by name using list of district employees.

COURSE APPROVAL SYSTEM

FIND BY CASE ID

A teacher can also be found by entering their AELS Case ID. This is useful if the teacher which will teach this course is not yet employed by your district.
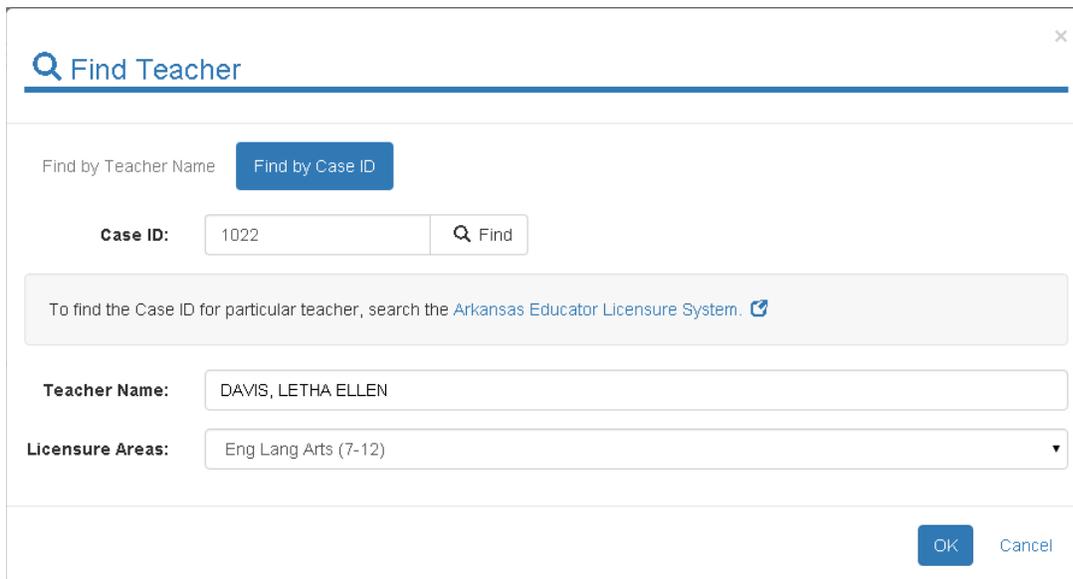

Figure 6. Finding a teacher using AELS Case Id.

COURSE CONTENT OUTLINE

After creating a new course request, fill out the course content outline section. Click Add Row to add a new row to the course outline.

Figure 7. The Add Row button on the course content outline section.

COURSE APPROVAL SYSTEM

Figure 8. Adding a course content outline content row.

Enter the necessary information and click "OK". Once a row is added, it can be edited or deleted using the icons on the left side of the new row.

	Course Content Outline	Content Area	Content Standards / SLEs	ADE Notes
✏ ✖	Unit 1. Fundamentals	Mathematics	AR.Math.4.3.I	

Figure 9. A course content outline row can be edited or deleted using the icons on the left.

One or more documents can be uploaded which may either replace or supplement the data entered in these rows.

RESOURCES NEEDED

Enter the Instructional materials, teaching resources, and equipment needed that is beyond what your district already has. You can also upload one or more documents describing these resources.

TARGETED STUDENTS

Enter the targeted students including grade level and prerequisites. Documents can also be uploaded for this section.

ASSESSMENTS

Provide one or two examples of student assessments with scoring guides or rubrics. Make sure to discuss the classroom assessment system. If necessary, upload examples of how the standards are assessed in a variety of ways including writing samples when applicable.

MULTILEVEL COURSES

If the new course is to be a multi-level course, discuss the growth in complexity over time in content, skills, materials, and assessment in Level II and beyond. Documents can also be uploaded in this section.

SUBMITTING THE COURSE REQUEST

After completing the data entry for each section of the new course request, click on the "Complete" tab. There are three parts to this tab: A summary of the request, the statement of assurance, and the request status history.

The first area on the Complete tab is the request summary. If there are any sections which require additional information before submission, these will be listed here. You must correct any issues listed before the button to submit the request is enabled.

Figure 10. Request summary. Request can not be submitted because the Resources Needed, Targeted Students, and Assessment sections are not complete.

COURSE APPROVAL SYSTEM

The second area you will see is the "Statement of Assurance" section. Links to blank forms are provided below the upload area. Download the correct form, print it, fill it out, scan it and then upload it by clicking "Browse" and selecting the correct file.

The last area is the request status history. This table will contain a complete history of your request.

THE COURSE APPROVAL PROCESS

When you have entered all of the data for your request and wish to submit it for approval, click the "Submit Request" button on the "Complete" tab. If your superintendent has indicated that superintendent approval is required on new requests, a notification will be sent to the superintendent for their approval before the request is sent to the ADE. Otherwise, the request will go directly to the ADE. Your superintendent has the option to deny the request, and you will need to make corrections and submit to the superintendent again.

You will be notified whenever your course has been approved, denied, or more information is needed.

VIEWING COURSE APPROVAL STATUS

After the request has been submitted, you can follow its progress by checking the area where the "Submit Request" button was before submitting near the top of the "Complete" tab.

Figure 11. Examples of request status on "Complete" tab.

COURSE APPROVAL SYSTEM

If a request is returned to you for corrections by the ADE, check the "ADE Feedback / Communications" area at the bottom of each section of the request for feedback.

Figure 12. Section is approved and no corrections are required.

Figure 13. Section is marked as "Insufficient Information" and corrections are required. Follow the directions in the "Feedback / Comments" area and then resubmit the request.

After making the necessary corrections on each section, return to the "Complete" tab and resubmit the request.

Besides submitting course approval requests, the District Superintendent may designate up to 4 other users who can access the Course Approval System from their school district, and to require approval before requests are sent to the ADE.

DISTRICT CONFIGURATION

Access the district configuration screen from the "Configuration" menu option under "District" on the main menu.
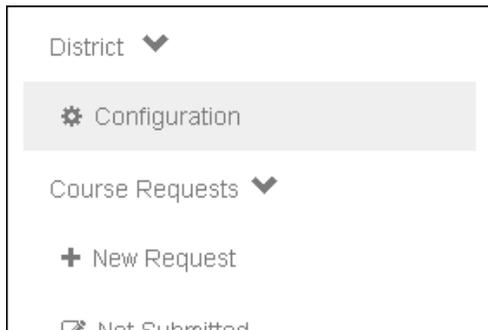
Figure 14. The District Configuration item on the main menu.

SUPERINTENDENT APPROVAL REQUIRED SETTING

The approval required setting can be changed from the district configuration screen by selecting a new value from the drop down menu.

If superintendent approval is required, all request submitted by the district will need to be approved by the superintendent by logging into CAS and clicking "Submit Request" before they are processed by the ADE.

Figure 15. The superintendent approval required setting.

COURSE APPROVAL SYSTEM

AUTHORIZED USERS

Up to 4 additional users can be designated to access the system other than the superintendent (or assistant superintendent, if applicable).

To designate additional users, click the "Add User" button, and then click the blue plus icon ( ) next to the user you wish to add from the list of district employees that appears.

Login ID	Name	
2807dadams	Deborah Adams	⊗
2807jallred	Jannena Allred	⊗
2807kallen	Karen Allen	⊗
2807kanderson	Kimberly Anderson	⊗

4 of 4 users added

Figure 16. Authorized Users list.

APPROVING COURSE REQUESTS

If superintendent approval required is enabled for your district, when a new request is submitted the superintendent will be notified by email to approve the request. Requests waiting on this approval can be viewed on the "Need Superintendent Approval" screen.
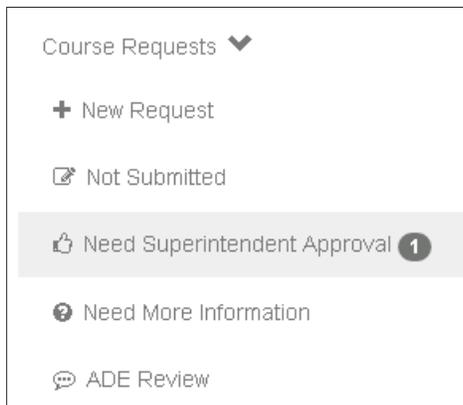

Figure 17. The "Need Superintendent Approval" menu option.

COURSE APPROVAL SYSTEM

After opening the request, the superintendent may choose to submit the request to the ADE for review, or to Unsubmit the request. A superintendent may also make changes to the request before choosing to submit or unsubmit.

> **Request is awaiting approval by the Superintendent**
>
> Please review, make any necessary changes, and submit the request to ADE.

Submit Request to ADE for Review

Please note: Once submitted, the request can no longer be updated without contacting ADE.

Submit Request

Unlock Request for Editing

The request will have to be resubmitted for district approval after editing.

Unsubmit Request

Figure 18. Superintendent approval options.

UNSUBMITTING COURSE REQUESTS

Whenever a course request is unsubmitted, the original submitter of the request is notified and can make changes to the request and resubmit for reconsideration by the superintendent.