



ARKANSAS
DEPARTMENT
OF EDUCATION

2016

COURSE APPROVAL SYSTEM

SCHOOL DISTRICT USER'S GUIDE
ARKANSAS DEPARTMENT OF EDUCATION



COURSE APPROVAL SYSTEM

TABLE OF CONTENTS

SCHOOL DISTRICT (NON-SUPERINTENDENT)	2
Logging In	2
Creating a New Course Request	2
Contact Information	3
Course Information	4
Teacher Licensure Information	4
Course Content Outline	5
Resources Needed	6
Targeted Students	6
Assessments	7
Multilevel Courses	7
Submitting the Course Request	7
The Course Approval Process	8
Viewing Course Approval Status	8
Requests Returned Needing More Information	9
SCHOOL DISTRICT SUPERINTENDENT	10
District Configuration	10
Superintendent Approval Required Setting	10
Authorized Users	11
Approving Course Requests	11
Unsubmitting Course Requests	12

COURSE APPROVAL SYSTEM

SCHOOL DISTRICT (NON-SUPERINTENDENT)

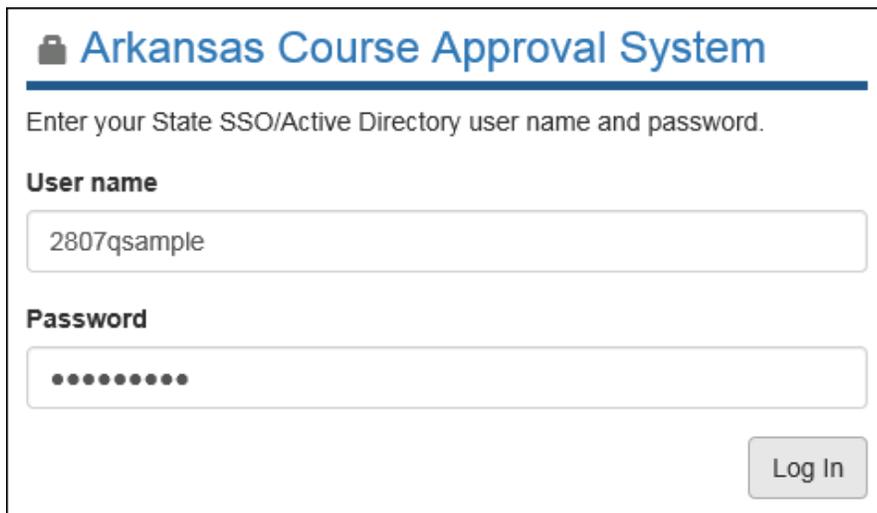
The Course Approval System can be accessed by District Superintendents, Assistant Superintendents, and up to four other users employed by the school district whom the Superintendents designate.

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.



The screenshot shows the login interface for the Arkansas Course Approval System. At the top, there is a lock icon followed by the title "Arkansas Course Approval System". Below the title, a horizontal line separates it from the instruction "Enter your State SSO/Active Directory user name and password." There are two input fields: "User name" with the text "2807qsample" and "Password" with ten dots representing a masked password. A "Log In" button is located at the bottom right of the form.

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

COURSE APPROVAL SYSTEM

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

Course Requests ▾

- + New Request
- ✍ Not Submitted
- 👤 Need Superintendent Approval
- 🔍 Need More Information
- 💬 ADE Review
- ✔ Approved Requests
- 🚫 Denied Requests
- ☰ All Requests

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.

New Course Approval Request

Contact Information

Primary Contact:

Phone: **Email:**

Summer Contact:

Phone (Home/Cell): **Email:**

Figure 3. Entering Contact Information.

COURSE APPROVAL SYSTEM

COURSE INFORMATION

Enter information about the desired course.

Course Information

Approval Requested for following Grade-level(s): 5th 6th 7th 8th 9th 10th 11th 12th

Embedded Course

Name of Course: Length of Course:

Amount of Credit: Area of Credit:

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.

Find Teacher
×

Find by Teacher Name
Find by Case ID

Teacher Name:

Licensure Areas:

OK
Cancel

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.

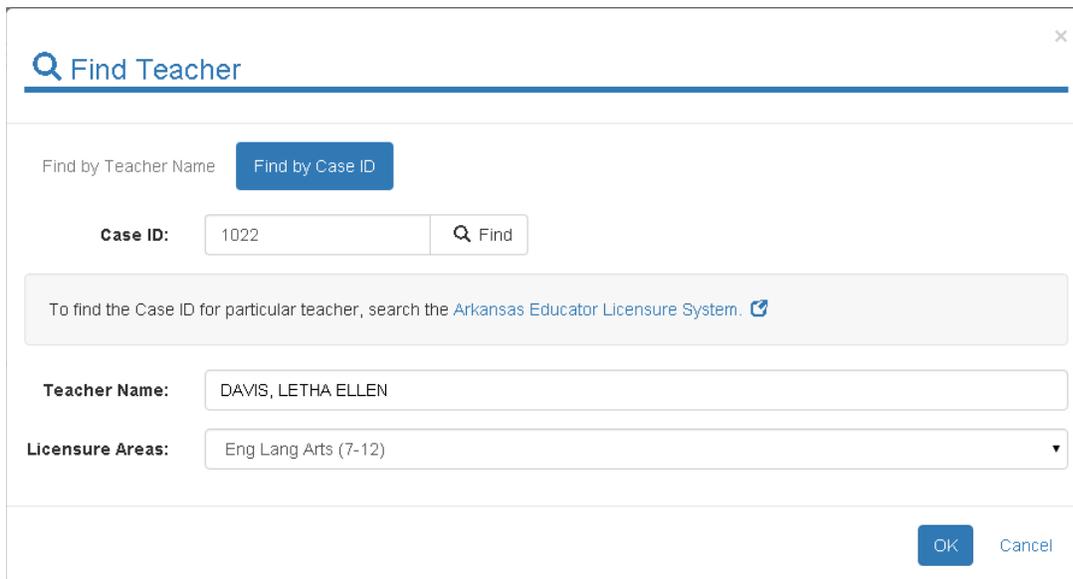


Figure 6. Finding a teacher using AELS Case Id.

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

Add Content Row
✕

Course Content Outline
Unit / Subtopics / Lesson titles /
Detailed Course Content Outline

Unit 1. Fundamentals

Content Area/Category for Credit

Mathematics

Content Standards/SLEs

AR.Math.4.3.I

Cancel Ok

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.

COURSE APPROVAL SYSTEM

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.

Request Summary

✓ General Information
✓ Course Content
! Resources Needed
! Targeted Students
! Assessments
✓ Multilevel Courses

Request can not be submitted

The request can not be submitted because important information is missing.

- The Resources Needed section must be entered or have at least one uploaded file.
- The Targeted Students section must be entered or have at least one uploaded file.
- The Assessments section must be entered or have at least one uploaded file.

Submit Request to Superintendent for Review

The Superintendent must approve the request before it is sent to ADE.

Submit Request

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.

Request is awaiting assignment to a Content Specialist

Please contact the ADE if you have questions or need further details.

Request is awaiting Program Manager review

Please contact the ADE if you have questions or need further details.

Request is complete

This request was **APPROVED** by ade\lcoy on Thursday, December 31, 2015 10:03 AM.

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

COURSE APPROVAL SYSTEM

REQUESTS RETURNED NEEDING MORE INFORMATION

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.

ADE Feedback / Communications			
Status	Feedback / Comments	User	Date/Time
Approved	This section is approved	ade\lcoy	01/04/2016 04:23 pm

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

ADE Feedback / Communications			
Status	Feedback / Comments	User	Date/Time
Insufficient Information	This section is required, please complete missing information.	ade\lcoy	01/04/2016 04:23 pm

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.

COURSE APPROVAL SYSTEM

SCHOOL DISTRICT SUPERINTENDENT

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.

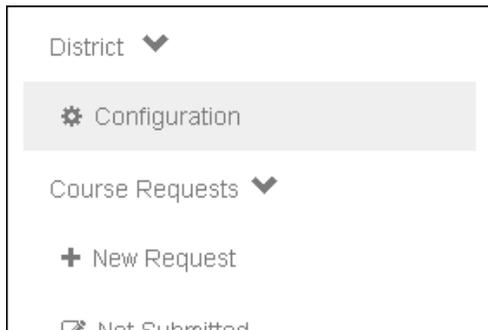


Figure 14. The District Configuration item on the main menu.

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.

Authorized Users		
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.

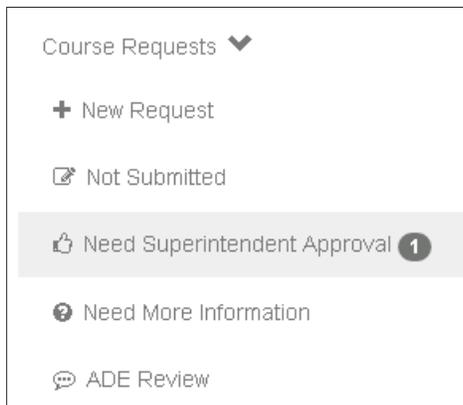


Figure 17. The “Need Superintendent Approval” menu option.

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.