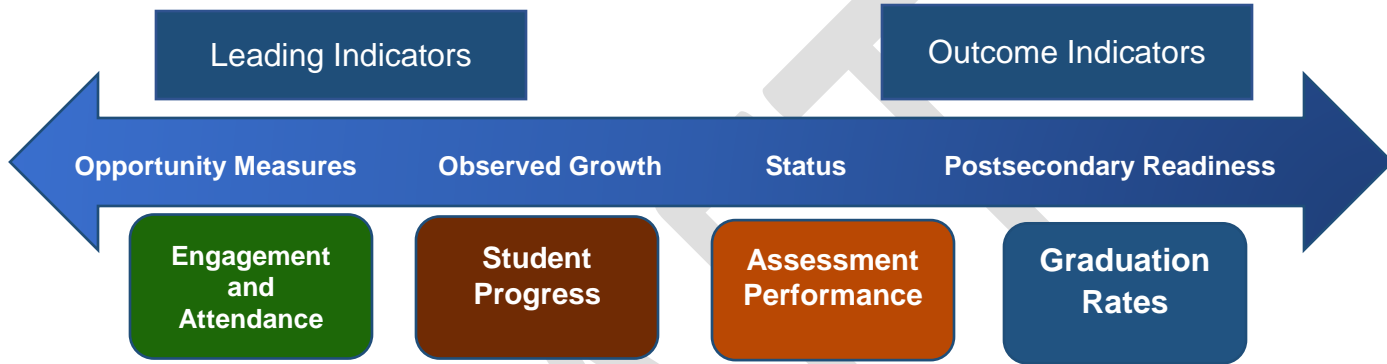


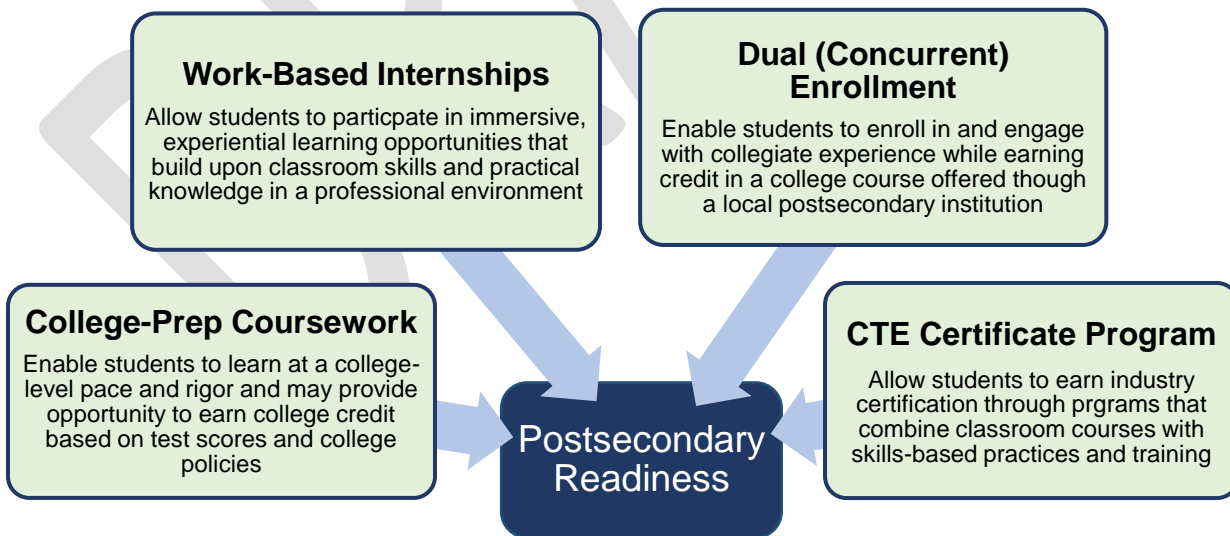
# Postsecondary Opportunities| Data to Action Toolkit

## About Postsecondary Opportunities

High school graduation is an essential milestone for many students. Graduating from high school enable students to choose a future path – whether at a two- or four-year college, technical school, workforce training program or military – that aligns with their talents and passions. For this reason, graduation rates are an outcome indicator measuring how well we are supporting our students in gaining the postsecondary readiness they need to graduate ready for success. When aligned with a student’s Individual Career and Academic Plan (ICAP) postsecondary opportunities (PO) support graduation outcomes by engaging students in relevant experiences that prepare them for life after high school.



Acknowledging that students have different, individualized goals, multiple postsecondary readiness options are available. This allows districts to highlight local industry needs and approaches that support their students’ academic and career goals. Postsecondary options include:



In a year of distance, hybrid and face-to-face models, monitoring your coursework data will provide relevant information to help you answer several questions: *Who has access? Who needs access? What kinds of opportunities do we offer? How can we improve?* and *Which community partners can help?*



# Postsecondary Opportunities| Data to Action Toolkit

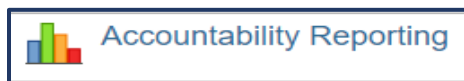
Coursework data aligns to both graduation and attendance outcomes so we ask that you review your real-time coursework data currently displayed in the Accountability Reporting application, prior to the Wave rolling over. Doing so allows you to:

- Identify 11<sup>th</sup> and 12<sup>th</sup> grade students who do not have access to or are not successfully participating in at least one postsecondary opportunity;
- Connect data from student's individual and academic career plans to determine where you may need to expand offerings; and
- Make corrections in your local student information system to improve the accuracy of your data to inform next steps by resolving conflicts.

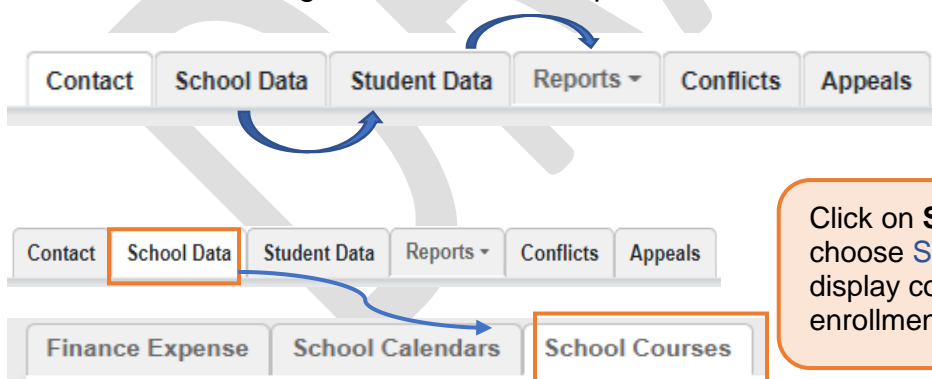


## Coursework Data within the Accountability Reporting Application:

To access your coursework data, sign into Single Sign-On and click on Accountability Reporting.



Coursework data housed within the Accountability Reporting application allows you to monitor how well you are supporting ALL 11<sup>th</sup> and 12<sup>th</sup> grade students in gaining access to experiences that help prepare them for life after high school. Levels of data include **SCHOOL DATA**, **STUDENT DATA** and **REPORTS**. We will explore each level and connect the knowledge and actions each provides.



Click on **SCHOOL DATA** and then choose **SCHOOL COURSES** to display coursework information and enrollment for SY 2021



# Postsecondary Opportunities| Data to Action Toolkit

In this example, we see that the site offers 714 different courses.

Detail	Course Code	Course Description	Local Course Code	Local Course Description	Term Span	Instruction Level Code	Student Count	Record Conflict
Detail	9288	ACCOUNTING	VT_0020	CTE Accounting AB	Trimester	0576	0	
Detail	9288	ACCOUNTING	VT_0021	CTE Accounting BC	Trimester	0576	0	
Detail	2401	ACCOUNTING I	TC_1055	TCC Accounting, Intro BC	Trimester	0576	0	
Detail	8107	ACCT I	80010	Accounting 1	Trimester	0571	0	
Detail	8107	ACCT I	TC_3305	TCC Financial Accounting BC	Trimester	0576	0	

Review records for potential coding errors by filtering the **Record Conflict** column to **Y**.

Detail	Course Code	Course Description	Local Course Code	Local Course Description	Term Span	Instruction Level Code	Student Count	Record Conflict
Detail	4010	Advanced Placement English Literature and Comp	1014	English 12 A AP	Trimester	Advanced placement		Y
Detail	4010	Advanced Placement English Literature and Comp	1015	English 12 B AP	Trimester	Advanced placement		Y
Detail	5790	Advanced Placement Human Geography	VIR_4083	VIR Geography, Human A	Trimester	General		Y
Detail	5790	Advanced Placement Human Geography	VIR_4084	VIR Geography, Human B	Trimester	General		Y
Detail	9901	Aerospace Technology	VT_0100	CTE Aviation Generals I AB	Trimester	College level		Y

Course record conflicts occur when course information provided to the Wave through your local student information system (SIS) does not display as expected.

In this example, the course description shows an AP course and the instructional level shows as general. If this is an AP course, correct the instructional level in your local SIS to show Advanced Placement.

View more information about each conflict by clicking on the **Course Description** or **Y** in the **Record Conflict** column. This will open a window that shows the **Conflict Reason** and suggestions to resolve the conflict in the **Conflict Resolution** section. To resolve a conflict, use one of the resolutions to correct the data in your local student information system (SIS) and then check back after 24 hours to confirm that the update has been made in your data here.

**RECORD CONFLICT DETAIL**

**CONFLICT REASON**  
Course marked with AP StateCourseCode has invalid Instructional Level 0572 - Honors level.

**SCHOOL COURSE**  
Records 1 to 1 of 1

School Year	Course Code	Course Description	Local Course Code	Local Course Description	Term Span	Instruction Level
2020	5213	Advanced Placement Physics I (Algebra-based)	1	AP PHYSICS I		Honors level

**CONFLICT RESOLUTION**  
• Change instruction Level to "Advanced Placement" (0575) or "College Level" (0576) or change StateCourseCode to a non-AP OCAS course code in your local Student Information System (SIS).



# Postsecondary Opportunities| Data to Action Toolkit

As mentioned, conflicts occur when course information provided to the Wave through your local student information system (SIS) does not display as expected. The table below shows you what we would expect to see for each type of opportunity.

PS Type	OCAS Course Code	Instructional Level	Term Span	# of Grades Expected
College Prep Coursework	<a href="#">See PO Guidance</a>	0575 (Advanced Placement)	Varies by site	= to term span
Dual (concurrent) enrollment	<a href="#">See PO Guidance</a>	0576 (College Level)	1 semester	One
Internship	<a href="#">See PO Guidance</a>	05741 (General)	1 or 2 semester	minimum of 1
CareerTech	<a href="#">See PO Guidance</a>	0579 (CareerTech)	1 or 2 semesters	Same as # of Semesters

## Student Data: Who has access?

Click on the Student Data tab and choose Coursework to determine which students have access to postsecondary opportunities and which students may need access.



Clicking the coursework tab will open a display that shows coursework information for each student enrolled at your site. Filter for 11<sup>th</sup> grade students.

The screenshot shows a data table with the following columns: Detail, STN, First Name, Middle Name, Last Name, Grade Level, Courses, PS Courses, and PS Credit Eligible. The 'Records 1 to 100 of 582' indicator is visible at the top. The 'Grade Level' column is set to '11'. The table displays six rows of student data, with the first row highlighted in blue. The 'PS Courses' and 'PS Credit Eligible' columns are also highlighted.

Detail	STN	First Name	Middle Name	Last Name	Grade Level	Courses	PS Courses	PS Credit Eligible
Detail					11	7	2	Y
Detail					11	6	0	
Detail					11	7	0	
Detail					11	6	0	
Detail					11	6	3	Y
Detail					11	6	2	Y

In this example, we see that the site has 582 eleventh grade students, and for the six records displayed-



# Postsecondary Opportunities| Data to Action Toolkit


- three records show that the student is participating in more than one postsecondary opportunity as indicated by the number in the **PS Courses** column and;
- three records show that the student is not participating in a postsecondary opportunity as indicated by the **0** in the **PS Courses** column.

A student's progress toward successful completion of an approved PS Course can also be monitored by clicking on their **STN**. Doing so opens a window that displays the student's enrollment history, attendance and coursework details including grades.


Detail	School Year	Grade Level	Course Code	Course Description	Local Course Code	Local Course Description	T1	T2	T3	T4	Term Span	Instruction Level	PS Course	PS Credit Eligible
Detail	2021	09	9676	FOUNDATIONS OF MANUFACTURING	81725	Manufacturing, Foundation of A					Trimester	General	Y	N
Detail	2021	09	9676	FOUNDATIONS OF MANUFACTURING	81730	Manufacturing, Foundation of B					Trimester	General	Y	N

**Please note:** Eligibility for **PS credit** will appear as **N** (not eligible) until all grades have been submitted as students must complete the course and earn a D or higher to be eligible for PS credit.

## What type of opportunities do we offer and where might we need to expand?

To determine what kinds of opportunities are offered, Click on the View **flat file**  at the top of the spreadsheet. Doing so expands the table to display all of the courses a student is taking.

Detail	STN	First Name	Middle Name	Last Name	Grade Level	Courses	PS Courses	PS Credit Eligible
					11			

Filter the table to **Y** in the **PS Courses** column to determine how many postsecondary experiences students are accessing and then click the  under **Instructional Level** to determine what types of opportunities students are experiencing to gauge what is working and what may need to be added.

STN	First Name	Middle Name	Last Name	Grade Level	Course Code	Course Description	Local Course Code	Local Course Description	T1	T2	T3	T4	Term Span	Instruction Level	PS Course	PS Credit Eligible
					9676	FOUNDATIONS OF MANUFAC...	81725	Manufacturing, Foundation of A					Trimester	General	Y	N
					9676	FOUNDATIONS OF MANUFAC...	81730	Manufacturing, Foundation of B					Trimester	General	Y	N

In this example, we see that 11<sup>th</sup> and 12<sup>th</sup> grade students are participating in 1,049 courses aligned to a postsecondary opportunity.



# Postsecondary Opportunities| Data to Action Toolkit

We can then filter by instructional level to determine the percentage of each type to gauge what types of opportunities may need to be added to better support each student's career aspirations.

Year: 2021

Records 1 to 60 of 60

STN	First Name	Middle Name	Last Name	Grade Level	Course Code	Course Description	Local Course Code	Local Course Description	T1	T2	T3	T4	Term Span	Instruction Level	PS Course	PS Credit Eligible
					2815	ADVANCED PLACEMENT STU...	70460	Art, Advanced AP B					Trimester	Advanced placement	Y	N
					2815	ADVANCED PLACEMENT STU...	70470	Art, Advanced AP C					Trimester	Advanced placement	Y	N
					5035	ADVANCED PLACEMENT BIOL...	40160	Biology 1 AP A					Trimester	Advanced placement	Y	N

In this example, we filtered for **Advanced Placement**. We see that of the 1,049 PS courses, 60 are for participation in an Advanced Placement course.

Use this table to filter by instructional level to determine the percentage of each PS courses by type currently offered at your site.

Opportunity Type	Instructional Level	Number of Type	Total Opportunities	% of Type
College-Prep Coursework	Advanced Placement (0575)			
Dual/Concurrent	College Level (0576)			
CTE Coursework	Career Tech (0579)			
Internships	General (05741)			

The percentage of type can be found using this formula:

$$\text{Number of Type} / \text{Total Opportunities} \times 100 = \text{Percentage of Type}$$

You can also compare data for SY 2020 for both the **School** and **Student Level** by changing the year at the top of the table.

Year: 2020



# Postsecondary Opportunities| Data to Action Toolkit

## Questions to Ponder:

- What types of career aspirations do our students have? How do we know?
- How do the types of postsecondary opportunities we currently offer support our student's career aspirations?
- What barriers might our students have in being able to participate in at least one postsecondary opportunity?
- What are we currently doing to remove barriers to opportunities and/or expand access to relevant opportunities that align to our student's career aspiration to help prepare our students for success after high school?
- What are specific areas in which we can improve our efforts to support our student's career aspirations?
- How are we currently using community partners to support the work? What changes might we need to consider?



# Postsecondary Opportunities| Data to Action Toolkit

## PS Credit Eligibility and Coding in your local SIS

**Please note:** Eligibility for **PS credit for SY 2021** requires successful completion demonstrated by the student earning a letter grade of D or higher; therefore, the **PS Eligible** column will show as **N** (not eligible) until all grades have been submitted.

To determine if a **PS Course** is **PS Credit Eligible**, use the **PS Credit Eligible** Filters to choose **Y** or **N**. Choosing **N** filters the table to display records that may need to be corrected in your local student information system.

Grade Level	Course Code	Course Description	Local Course Code	Local Course Description	T1	T2	T3	T4	Term Span	Instruction Level	PS Course	PS Credit Eligible
11	9226	Administrative Support - Advance...	920001	ICTC BUS, MNGMT. & ADMIN A...	C				Semester	General	Y	N
11	5415	Advanced Placement United Stat...	541501	AP US HISTORY	A				Semester	Advanced placement	Y	N

In this example, we see that-

- **Course Code: 9226- Administrative Support- Advanced** shows a term span of semester; we would therefore expect two grades of D or higher for this course to be eligible for PS credit.
- **Course Code: 5415- Advanced Placement United States History** shows a term span of semester; we would therefore expect two grades of D or higher for this course to be eligible for PS credit.
- **Course Code 9906 Automotive Service Technology-** student earned an F; therefore the course would not be eligible for credit.

As the Coursework Report is populated from data in your local SIS, all **corrections must be made in your local SIS**. The table below shows what is expected for the course to show as **Y** under the **PS Credit Eligible** column.

PS Type	OCAS Course Code	Instructional Level	Term Span	# of Grades Expected
College Prep Coursework	<a href="#">See PO Guidance</a>	0575 (Advanced Placement)	Varies by site	= to term span
Dual (concurrent) enrollment	<a href="#">See PO Guidance</a>	0576 (College Level)	1 semester	One
Internship	<a href="#">See PO Guidance</a>	05741 (General)	1 or 2 semesters	Minimum of 1
CareerTech	<a href="#">See PO Guidance</a>	0579 (CareerTech)	1 or 2 semesters	= number of Semesters

OCAS course codes approved for credit can be found in the Postsecondary Opportunities Guidance located here: <https://sde.ok.gov/postsecondary-opportunities-report>





### Resources for Individual Career and Academic Plans (ICAP)

- **About ICAP:** An ICAP identifies student interests, skills, postsecondary and workforce goals and experiences that lead to a meaningful plan that charts the progress needed to prepare students for college, career and life.
  - **ICAP Implementation Resources:**  
<https://www.okedge.com/educators/implementing-the-icap/>
  - **ICAP Toolkits:** <https://www.okedge.com/educators/icap-toolkits/>
  - **ICAP Online Tool Trainings**
    - **OKCollegeStart Trainings-** Link address-  
<https://secure.okcollegestart.org/Home/Educators/default.aspx>
    - **OKCareerGuide Trainings:** Link Address-  
<https://www.okcareertech.org/educators/career-and-academic-connections/ok-career-guide/ok-career-guide-training>
  - **College Preparation** OK College Start is a free online tool that provides career interest quizzes, career information, growing occupation trends, scholarship and financial aid resources, and information about programs of study in Oklahoma. This interactive site can be used to research all Oklahoma campus', take virtual tours, and connect with admissions counselors. For information on AP or Concurrent Enrollment opportunities view the webpage [here](#).
  - **Career Training** The Oklahoma Department of Career Technology website offers a wealth of free resources for students planning to pursue a certification during or after high school. On this site, you will find free career interest assessments, information about career expectations, growing trends in occupations, and information on programs of study available in Oklahoma.

### Resources for Internships and Work-Based Learning

- **Internship Resources-** Internship FAQs, examples and guidance on how internships relate to a student's Individual Career Academic Planning (ICAP) and new Oklahoma School Report Cards. Full link:  
<https://www.okedge.com/business-community/service-work-based-learning/>
- The **OK Department of Rehabilitation Services** partner with sites to develop work study programs that meet the requirements for Internships for your students with disabilities.



# Postsecondary Opportunities| Data to Action Toolkit

## Resources for Secondary Transition Plans (Students with Disabilities)

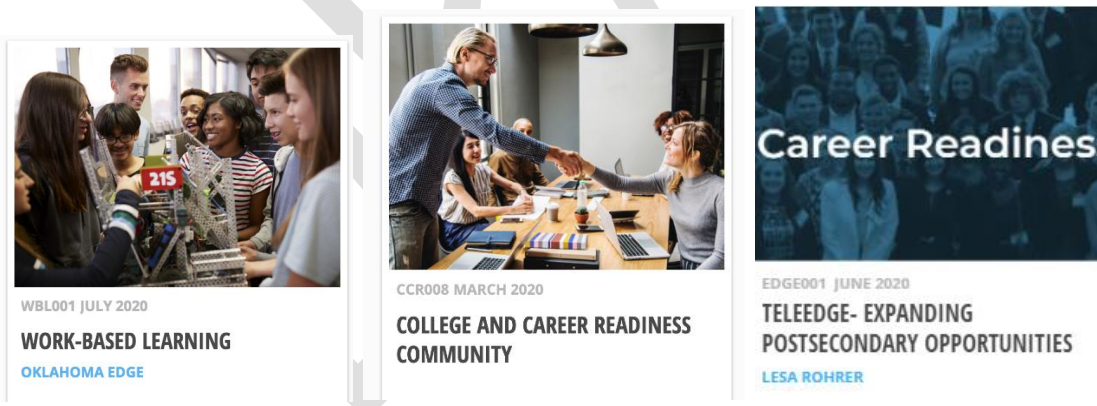
- Secondary Transition Planning Resources: Link address- <https://sde.ok.gov/secondary-transition>
- ICAP and IEP Transitions Plan Comparison: Link address- <https://www.okedge.com/wp-content/uploads/2019/06/ICAP-IEP-Comparison-Documents-FINAL.pdf>
- ICAP FAQ's for the IEP: Link address- <https://www.okedge.com/wp-content/uploads/2021/03/2021-ICAP-FAQs-for-the-IEP.pdf>
- Introduction to ICAP and Transition Plans for Students with Disabilities Slide Deck, Recording: Link Address: <https://www.ou.edu/education/centers-and-partnerships/zarrow/oklahoma-transition-council/2020-presentations-and-handouts#startDeptcontent>

## Resources for Connecting with Workforce Partners

Building partnerships between business and education are needed to create a solid workforce. The guides found [here](#), include best practices from other districts, internship program ideas, as well as other helpful resources for working together to support each student's career goals.

Link address- <https://www.okedge.com/business-community/partnership-guides/>

### OKEdge Online Learning Modules:



The image displays three OKEdge Online Learning Modules. The first module, 'Work-Based Learning', features a group of diverse students gathered around a table, with a '215' sign visible. The second module, 'College and Career Readiness Community', shows a man in a blue shirt leaning over a table, interacting with a group of students. The third module, 'TeleEdge- Expanding Postsecondary Opportunities', has a dark background with a crowd of people and the text 'Career Readiness'.

Module ID	Date	Module Title	Author
WBL001	JULY 2020	WORK-BASED LEARNING	OKLAHOMA EDGE
CCR008	MARCH 2020	COLLEGE AND CAREER READINESS COMMUNITY	
EDGE001	JUNE 2020	TELEEDGE- EXPANDING POSTSECONDARY OPPORTUNITIES	LESA ROHRER

Note: You will need to create a free account to access these modules. Link address- <https://osde.nextthought.com/login/>

**ICAP Recorded Webinars-** webinars posted here discuss best practices for career development, work-based learning, industry engagement, academic counseling and much more.

Link Address- <https://www.okedge.com/educators/professional-development/>



# Postsecondary Opportunities| Data to Action Toolkit

**Resources for Advanced Placement-** resources linked on this page provide information related to Advanced Placement (AP) training, state incentives and classes for students, parents, teachers, program coordinators, counselors, and administrators. Link Address- <https://sde.ok.gov/advanced-placement>

## Resources from Redefining Ready

Students are **Career Ready** if they have identified a career interest and meet two of the behavioral and experiential benchmarks listed below.

- 90% or greater Attendance
- 25 hours of Community Service
- Workplace Learning Experience
- Industry Credential
- Dual Credit Career Pathway Course
- Two or more organized Co-Curricular activities

Students are **Life Ready** when they leave high school with the grit and perseverance to tackle and achieve their goals by demonstrating personal actualization skills of self-awareness, self-management, social-awareness, responsible decision making, and relationship skills.

We can help students be life ready by:

- **Leveraging** interactive tools
- **Increasing** student agency and ownership
- **Focusing** on clear and consistent behavior expectations; and
- **Empowering** student voice and **Encouraging** celebrations

Redefining Ready Link Address- <https://www.redefiningready.org/>



# Postsecondary Opportunities| Data to Action Toolkit

## Report Data: Comparing where we are with where we have been

Click on **Reports**, choose **Report Card**, and then click **Postsecondary Opportunity** to gauge where you are with where you have been.

Overall Academic Achievement ELPA Progress Chronic Absenteeism Graduation **Postsecondary Opportunity**

In this display, we see that there were 336 students included in the measure, of those, 196 earned credit for successfully completing at least one approved postsecondary opportunity (PO).

Year: 2019 Overall Academic Achievement ELPA Progress Chronic Absenteeism Graduation Postsecondary Opportunity

VIEW BY STUDENT GROUP

Students engaging in postsecondary opportunities have greater exposure and preparation for college or career. This indicator reflects the percentage of juniors and seniors at your school who participated in at least one approved postsecondary opportunity.

SCORE 100

58.33

Numerator	Denominator	Score	Points	Points Max	Letter Grade
196	336	58.33	7.45	10	B

Download Postsecondary Opportunities Indicator Guide

The score represents the percentage of students successfully completing at least one approved postsecondary opportunity (PO). To find the percentage, we divide the numerator (students successfully completing at least one PO) by the denominator (total FAY students in 11<sup>th</sup> and 12<sup>th</sup> grade). For this example, we see that 58.33% of the students successfully competed at least one PO.

$$196/336 \times 100 = 58.33\%$$


**Action:** Compare PO completion rates between years to gauge how well improvement efforts are working to increase access to PO for all students.

Clicking on the Denominator allows you to view student level records for all your 11<sup>th</sup> and 12<sup>th</sup> graders.

**DENOMINATOR**

Records 1 to 100 of 336

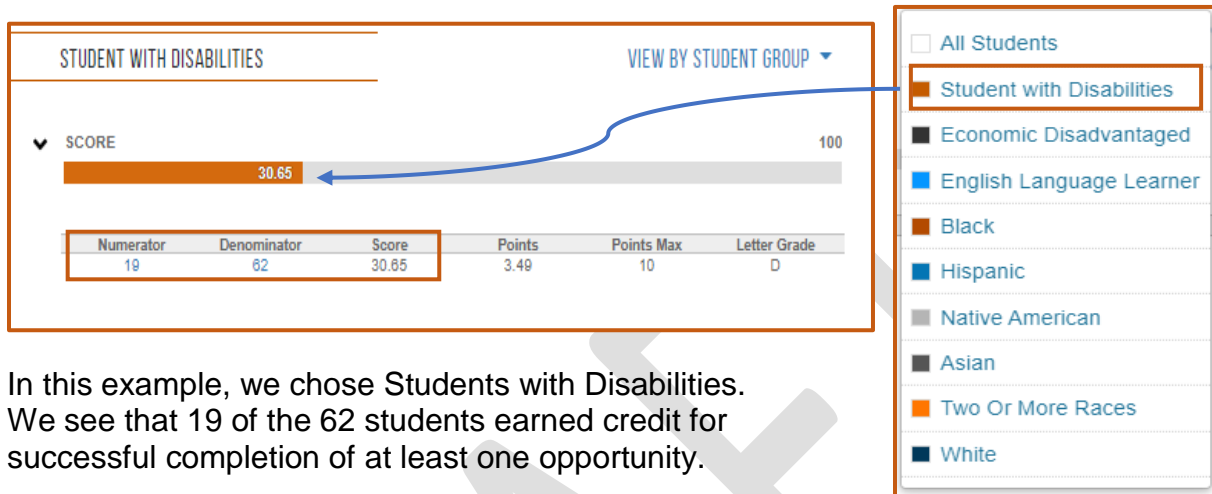
Year	STN	First Name	Middle Name	Last Name	Courses	Grade Level	Course Code	Course Description	Lowest Grade	Credit Earned	Target	Points
2019					5	----	----	----	----	5	1	1
2019					3	----	----	----	----	3	1	1
2019					0	11				0	1	0
2019					1	11	2790	Career Connections A	F	0	1	0
2019					0	12				0	1	0
2019					0	11				0	1	0
2019					1	11	4057	English 11 A AP / English 11 B AP	B	1	1	1

In this example, we see that of the seven records displayed, four students participated in at least one opportunity based on the information in the Courses column. Of those four, three earned credit for successful completion. To view records for students that took more than one course, click on the flat file  or student's STN.

# Postsecondary Opportunities| Data to Action Toolkit

**Reminder:** The goal of the postsecondary opportunities indicator is to ensure all students have access to at least one relevant opportunity that aligns to their career aspirations to help prepare them for life after high school. Because of this, students participating in multiple opportunities only earn one point.

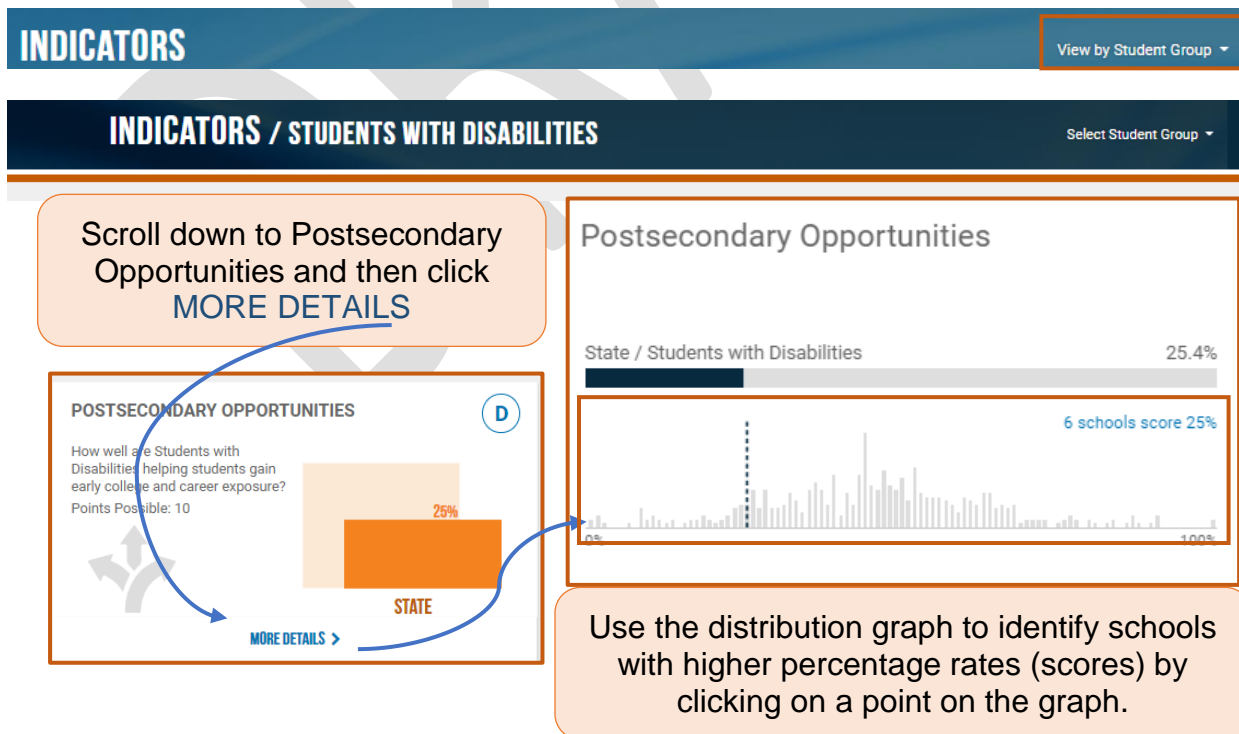
Use the **VIEW BY STUDENT GROUP** menu to display report card data by student group. Doing so allows you to identify and remove barriers to expand access.



In this example, we chose Students with Disabilities. We see that 19 of the 62 students earned credit for successful completion of at least one opportunity.

**Action:** Use the public dashboard to identify sites that have higher rates and connect with them to see what they are doing.

To find sites with higher rates: go to [oklaschools.com](http://oklaschools.com). Use the View by Student Group Menu to change the display to show Students with Disabilities.



## Frequently Asked Questions

### What changed from last year?

The coursework tabs in the **Accountability Reporting Application** are now available in real-time. As in past years, all corrections and changes must be made in your local SIS and will appear in the application after 24 hours. If you are unable to correct the information in your local SIS or the corrected data is not populating in the report after 24 hours, please contact us at [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov)

Effective last year, CareerTech enrollment at a Technology Center can be entered into the school's local SIS by using the appropriate CareerTech OCAS course codes (8000 and 9000 level) with the instructional level code of "CareerTech" (0579).

**Reminder: 9000+ subject codes can only be used for courses taught at the technology centers.** High Schools SHOULD NOT use 9000+ subject codes for courses offered at the high school.

8000+ subject codes should be used at the high schools for courses taught by certified Career Tech Education (CTE) teachers only.

For more information on Career Tech Courses approved for credit, please see- <https://www.okcareertech.org/educators/career-and-academic-connections/academics>

### Why are 9th and 10th graders showing in my coursework tab?

The Office of Accountability is committed to working on expanding the scope for the Postsecondary Opportunities Indicator. For us to be able to expand the scope, we need schools' data to analyze the increase or decrease of these students participation and the reasonability of it being included in the indicator calculation.

### How does the information in the coursework tab connect to the Postsecondary Indicator?

As data from the coursework tab will feed the Postsecondary Opportunity Indicator, it is important to monitor and correct your data throughout the school year. For the 2020-21 school year, districts should monitor their data and make corrections as needed as corrections cannot be made once the Wave rolls over at the end of the school year.

### What do I do when our grades don't show?

If no grades show, please contact your vendor and have them work with student information: [StudentDataInfo@sde.ok.gov](mailto:StudentDataInfo@sde.ok.gov)

For additional questions, support or feedback related to the PO coursework report, contact the Office of Accountability at [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov)

