CC (Student Course Completion Report) (Indiana)

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The purpose of this data collection is to gather information on the number and type of courses that students completed throughout the school year. Data is used for federal reporting, identifying course taking trends, examining progress toward meeting state goals for dual credit participation and for researching the effectiveness of course-taking patterns.

Student Course Completion Report Editor

Report Logic

- Students only report one record per section ID per collection period. The exception to this rule is for students who are scheduled into courses that offer dual credit.

- A record does not report if a student drops a course at any time during the school year unless the roster end date falls after the course end date. In other words, Student Information > General > Schedule > End Date is not NULL.

- Student's courses do not report if:

  - the student enrolls after the date selected on the report editor,
  - their calendar is marked as *State Exclude*,
  - they are enrolled in a grade level marked as *State Exempt*,
  - their course is marked as *Exclude from State Reporting* or is not marked as *Active*, or

○ their enrollment is marked as *No Show* or *State Exclude*.

Collection	Report Logic
Collection 1 (Dec - Feb)	This collection reports courses tied to a State Reported Grading Task or State Reported Standard that have **started** within or before the **Effective Date Range** of the report. The following Campus fields are used to determine the courses that apply: • Courses > Section Section Schedule Placement • System Administration > Calendar > Calendar > Terms > End Date • Grading & Standards > Grading Tasks > State Reported (course reports when this field not NULL) • Grading & Standards > Standards Bank > Standard Detail > State Reported (course reports when this field not NULL)
Collection 2 (May - June)	This collection reports courses where the student is enrolled in a state educational institution and taking college level courses. To report, the Dual Credit checkbox on the student's Transcript must be manually selected. Campus reports courses that have **ended** on or within the **Report Date Range**. The following Campus fields are used to determine the courses that apply: • Student Information > General > Transcript > Dual Credit • Courses > Section > Section Schedule Placement • System Administration > Calendar > Calendar > Terms > End Date • Grading & Standards > Grading Tasks > State Reported (course reports when this field not NULL) • Grading & Standards > Standards Bank > Standard Detail > State Reported (course reports when this field not NULL)

Generating the Report

1. Select *Collection Period 1* or *Collection Period 2* from the **Collection Period** dropdown list.

2. Enter the appropriate date(s) in the **Report Date Range** fields.

> Enter dates in *mmddyyyy* format or by clicking the calendar icon.

3. Select one of these Ad Hoc filters to further narrow results. (*Optional*)
   ○ **Ad Hoc Filter (Student)**
   ○ **Ad Hoc Filter (Course)**
4. Select the **Format** in which the report should be generated: HTML, XML or CSV.
5. Select the **Calendar(s)** to be included in the report. Calendars can be sorted by active year, by school or by year.

6. Click **Generate Extract** to generate the report immediately or Submit to Batch .

   You can submit a report request to the batch queue by clicking Submit to Batch instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Report Examples

Student Course Completion Report Records:10										
SchoolNumber	ClassID	STN	LastName	FirstName	CourseCompletionStatus	CourseGrade	DualCredit	PostSecondaryInstitution	HighSchoolCreditsEarned
5148	751_1	123456789	Smith	Joe	3	0.0	N	00	9.0
5148	751_1	234567891	Rogers	Mike	3	0.0	N	00	9.0
5193	0502/P1_2	345678912	Brown	Austin	3	0.0	N	00	0.0
5193	0502/P1_2	345678912	Brown	Austin	3	0.0	N	00	9.0
5193	3060/1_1	345678912	Brown	Austin	3	0.0	N	00	0.0
5193	3060/1_1	345678912	Brown	Austin	3	0.0	N	00	9.0
5193	1006/1_2	456789123	Johnson	Amy	3	0.0	N	00	0.0
5193	1006/1_2	456789123	Johnson	Amy	3	0.0	N	00	9.0
5193	1542/1_5	456789123	Johnson	Amy	3	0.0	N	00	0.0
5193	1542/1_5	456789123	Johnson	Amy	3	0.0	N	00	9.0

Student Course Completion Report - HTML Format

	A	B	C	D	E	F	G	H
1	SchoolNumber	ClassID	STN	CourseCompletionStatus	CourseGrade	DualCredit	PostSecondaryInstitution	HighSchoolCreditsEarned
2	123456	1234	12345678	1	4	N	0	9
3	123456	1234	12345678	1	3	N	0	9
4	123456	1234	12345678	1	4	N	0	9
5	123456	1234	12345678	1	3	N	0	9

Student Course Completion Report - CSV Format

```
<?xml version="1.0" encoding="UTF-8"?>
- <XIF_CCData>
    - <Corporation id="12345">
        - <School id="1234">
            - <Student STN="039211190">
                <Class Credit="9.0" Post="00" Dual="N" GPA="4.0" Status="1" ID="0410_97"/>
                <Class Credit="9.0" Post="00" Dual="N" GPA="3.0" Status="1" ID="0420_97"/>
                <Class Credit="9.0" Post="00" Dual="N" GPA="4.0" Status="1" ID="0421_97"/>
                <Class Credit="9.0" Post="00" Dual="N" GPA="3.0" Status="1" ID="0430_97"/>
                <Class Credit="9.0" Post="00" Dual="N" GPA="4.0" Status="1" ID="0440_97"/>
                <Class Credit="9.0" Post="00" Dual="N" GPA="4.0" Status="1" ID="0450_97"/>
                <Class Credit="9.0" Post="00" Dual="N" GPA="4.0" Status="1" ID="0460_97"/>
                <Class Credit="9.0" Post="00" Dual="N" GPA="0.0" Status="3" ID="0461_97"/>
                <Class Credit="9.0" Post="00" Dual="N" GPA="3.3" Status="1" ID="0470_97"/>
                <Class Credit="9.0" Post="00" Dual="N" GPA="4.0" Status="1" ID="0470_97"/>
                <Class Credit="9.0" Post="00" Dual="N" GPA="4.0" Status="1" ID="0480_97"/>
            </Student>
```

Student Course Completion Report - XML Format

Report Layout

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
School Number	State assigned school ID.	Numeric, 4 digits	school.number	System Administration > Resources > School > State School Number

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Class ID	The Class ID assigned to this course and section in this format: Course Number_Section Number	Numeric, 20 digits	Not dynamically stored.	Scheduling > Courses > Course Editor > Number Scheduling > Courses > Section Editor > Section Number
STN	Official student test number (State ID).	Numeric, 9 digits	person.stateID	Census > People > Demographics > Person Identifiers > State ID
Last Name	The student's last name. This field is only included in HTML format.	Alphanumeric, N/A	Identity.lastName	Census > People > Demographics > Person Information > Last Name
First Name	The student's first name. This field is only included in HTML format.	Alphanumeric, N/A	Identity.firstName	Census > People > Demographics > Person Information > First Name

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Course Completion Status	That completion status given to the student. This field reports **3** if a score is not given to the course. Valid values are 1, 2 or 3. • **1** = Passing grade • **2** = Failing grade • **3** = No grade awarded • **4** = Incomplete Campus uses information from the following locations to calculate the completion status. • Student Information > General > Grades • Grading & Standards > Score Groups & Rubrics > Score; State Score • Scheduling > Courses > Grading Task • Grading & Standards > Grading Task > State Reported is not NULL Elementary and Middle schools will report a 3 until the end of the school year since they are typically not graded until the end of the school year.	Numeric, 1 digit	Not dynamically stored.	Not dynamically stored.

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Course Grade	Indicates the grade the student received for the course. Valid values are 0.0-4.0. The report considers the score the student received and reports the unweighted GPA tied to the score.	Alphanumeric, 3 characters in N.N format	Not dynamically stored.	Student Information > General > Grades Grading & Standards > Score Groups & Rubrics > Score; Unweighted GPA Value Scheduling > Courses Grading Task
Dual Credit	Indicates the student is enrolled in a state educational institution and taking college level courses. Valid codes are A, Y and N. • **A** = Not Applicable, elementary or middle school course • **Y** = Yes • **N** = No If the course being reported has a State Reported Grading Task and the Credit Group is NOT "HS Credit," A reports. To report, the Credit Group must be called **HS Credit** and the Dual Credit checkbox on the Transcript must be manually selected.	Alphanumeric, 1 digit	TranscriptCourse.dualCredit	Student Information > General > Transcript > Dual Credit

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
Post Secondary Institution	State assigned number of the post secondary institution from which the dual credit was received. See the Post Secondary Institution Codes in this article for more information.	Alphanumeric, 2 characters	TranscriptCourse. PostSecondaryInstitution	Student Information > General > Transcript > Post Secondary Institution
High School Credits or Applied Units Earned	Indicates the number of high school credits the student earned for the course. Valid values are 0.0 – 9.0 To calculate the Credits Earned, Campus multiplies the Grading Task Credit by the Credit Coefficient: Credits Earned = Grading Task Credit * Credit Coefficient If the Credit Type on the State Reported Grading Task is not "HS Credit," 9.0 reports.	Alphanumeric, 3 characters in N.N format	Not dynamically stored.	Scheduling > Courses > Grading Task > Credit Grading & Standards > Score Group and Rubrics > Credit Coefficient
Applied Units	Indicates whether the student received or attempted to receive high school transcripted applied unit(s) as a result of taking the course. If the default value on the Roster in the Attribute Dictionary is set to A, A reports in all records.	Alphanumeric, 1 character A, Y, or N	Roster.altacheivementstandard Section.altachievementStandard Course.altachievementStandard CourseMaster.altachievementStandard TranscriptCourse.altachievementStandard	Course/Section > Section > Roster Batch Edit > Applied Units OR Course/Section > Course Information OR Course/Section > Section Editor System Administration > Custom > Attribute Dictionary >

Element Name	Description	Type, Format and Length	Campus Database	Campus Application

If the default value in the Attribute Dictionary is NOT set to A, Campus checks to see whether the student is in a grade level mapped to a State Grade Level code in 09,10,11, or 12.

If…	Then…
No	N reports.

Roster > Campus Applied Units > Campus Attribute Detail

Element Name	Description	Then...		Type, Format and Length	Campus Database	Campus Application
		Yes	Campus checks to see whether there's a value selected on the student's roster and reports the code. If no code is selected on the roster, Campus checks to see whether there's a selected value on the student's section and reports that code. If no code is selected on the section, Campus checks to see whether there's a selected value on the student's course. If no code is selected on the course, N reports.			

Post Secondary Institution Codes

College Code	Description
00	Not Applicable
01	Anderson College
02	Ball State University
03	Bethel College
04	Butler University
05	Calumet College
06	Depauw University
07	Earlham College
09	Franklin College
10	Goshen College
11	Grace College
12	Hanover College
13	Huntington College
14	University of Indianapolis
15	Indiana State University
16	University of Southern Indiana
17	Indiana University - Bloomington
18	Indiana University/Purdue University - Fort Wayne
19	Indiana University/Purdue University - Indianapolis
20	Indiana University - Kokomo
21	Indiana University - Northwest
22	Indiana University - South Bend

College Code	Description
23	Indiana University - Southeast
24	Manchester College
25	Marian University
26	Indiana Wesylan University
27	Oakland City College
28	Purdue University - West Lafayette
29	Purdue University - Calumet
31	University of Saint Francis
32	Saint Joseph's College
33	Saint Mary's College - Notre Dame
34	Saint Mary's-of-the Woods College
36	Taylor University
37	Trine University
38	University of Evansville
39	University of Notre Dame
40	Valparaiso University
41	Wabash College
42	Indiana University - East
43	Indiana University/Purdue University/Columbus
44	Ivy Tech
46	Ancilla College
47	Holy Cross College
48	Indiana Tech
49	Martin University
50	Rose-Hulman Institute of Technology
57	Moraine Valley College
60	Central Christian College of Kansas
66	Southwestern Michigan College
95	Vincennes University
97	Other
98	Purdue University - North Central
99	Foreign Country - Institution located in