Submission Course Report (New Hampshire)

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Report Logic | Report Editor Options | Generate the Report | Extract Layout

Classic View: NH State Reporting > i4see Extracts > Submission Course Report

Search Terms: i4see Extracts

The Submission Course Report collects teachers and courses data for courses available in the selected calendar. Only Primary Teachers are included; secondary teachers and other section staff are not reported.

Submission Course Report Extract Editor

Report Logic

- All Primary Teachers tied to a section for the year the report is generated report. Additional teachers tied to the section will not report.
- Once a calendar is selected on the Extract Editor, a report generates for that entire year.
- Start and/or End Dates are not considered for being included in the report.
- If the Exclude form State Reporting checkbox is marked, the course does not report.
- Only courses in which the student is actively enrolled report.
- Courses assigned a CIP code do not report.

Start and End Dates

- If a Start Date is entered on the Extract Editor, an End Date must also be entered. A warning message displays indicating the need for the End Date.

- If an End Date is entered on the Extract Editor, a Start Date must also be entered. A warning message displays indicating the need for the Start Date.
- If a Start Date or End Date is not entered, the extract will generate for the entire school year for the selected calendar(s).

Report Editor Options

Data Element	Description
Extract Type	Indicates the type of extract selected. Different options may appear depending on the selection.
Start Date	Beginning date of the student enrollment records. Dates are entered in *mmddyy* format or can be selected by using the calendar icon.
End Date	End date of the student enrollment records. Dates are entered in *mmddyy* format or can be selected by using the calendar icon.
Ad hoc Filter	Selection of previously made filter that contains specific students to include in the label request.
Report Format	Determines how the request is generated - in the State Format (CSV) or HTML. Use the HTML format when reviewing data. Use the State Format when submitting the list to the state.
Select Calendars	At least one calendar must be selected in order for the extract to generate. Calendars are selected by the active year, by the school or by the year. Students in the chosen calendars are included in the extract.

Generate the Report

1. Select the **Submission Course Report** option from the **Extract Type** dropdown list.
2. Enter the **Start Date** and **End Date** of the enrollment records to include.
3. Select an **Ad hoc filter** from the dropdown list to reduce the amount of students included in the extract.
4. Select the **Report Format**.
5. Select the **Calendars** from which to pull students in the report.
6. Click the **Generate Extract** button. The report will display in the selected format.

Submission Course Report Records:436											
SauNbr	DistNbr	SchoolNbr	EducatorID	CourseID	SectionID	BeginDate	EndDate	SchoolYear	TermID	Credits	PrimaryGradeI
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	2.000	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	2.000	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	1.000	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	1.000	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	0.500	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	0.500	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30	1.000	
54	461	22675	12345		1	08/31/2010	06/23/2011	2011	30		
54	461	22675	12345		1	01/31/2011	06/23/2011	2011	2		

Submission Course Report Extract - HTML Format

	A	B	C	D	E	F	G	H	I	J	K
1	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	2
2	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	2
3	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	1
4	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	1
5	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	0.5
6	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	0.5
7	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	1
8	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	
9	54	461	22675	12345		1	1/31/2011	6/23/2011	2011	2	
10	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	1
11	54	461	22675	12345		1	8/31/2010	6/23/2011	2011	30	1

Submission Course Report Extract - State Format (CSV)

Extract Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
SAU Number	School Administrative Unit Number.	Numeric, 3 digits	School.SAUnumber	System Administration > Resources > District Information > SAU Number
District Number	State-assigned district number.	Numeric, 3 digits	District.number	System Administration > Resources > District Information > Number

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
School Number	District-assigned school number.	Numeric, 5 digits	School.number	System Administration > Resources > School > Number
Educator ID	Primary teacher's license number. If the teacher does not have a license number, reports blank.	Numeric, 10 digits	Employment. licenseNumber	Census > People > District Employment > License Number of Primary Teacher
Course ID	Indicates the Course ID state code.	Numeric, 10 digits	Course.number	Scheduling > Courses > Course > Course Editor > State Code
Section ID	Indicates the section number.	Numeric, 3 digits	Section.number	Scheduling > Courses > Section > Section Editor > Section Number
Begin Date	Identifies the start date based on the first term flagged within the selected calendar.	Date field, 10 characters MM/DD/YYYY	Term.startDate	Scheduling > Courses > Section > Section Schedule Placement flag and System Admin > Calendar > Calendar > Terms

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
End Date	Identifies the end date based on the last term flagged within the selected calendar.	Date field, 10 characters MM/DD/YYYY	Term.endDate	Scheduling > Courses > Section > Section Schedule Placement flag and System Admin > Calendar > Calendar > Terms
School Year	Identifies the school year.	Numeric, 4 digits	Calendar.year	System Administration > Calendar > School Years > School Year Editor > End Year

Term ID	Indicates the Term ID code used to represent the term.
	• If the section occurs in each division of the school year (semester, trimester, etc), reports as Year Long (30).
	• If school year division is Quarters:
	  ○ If the section spans 3 out of 4 quarters, reports as Multi Term (31)
	  ○ If the section spans 2 quarters and the minterm = 1 and maxterm = 2, reports as Semester 1 (01)
	  ○ If the section spans 2 quarters and the minterm = 3 and maxterm = 4, reports as Semester 2 (02).
	  ○ Otherwise reports
		Numeric, 2 digits	Calendar.term	Scheduling > Courses > Section > Section Schedule Placement

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
	as Multi Term (31). ○ If the section spans 1 term based on maxTerm, reports the appropriate Quarter number (01, 02, etc.). • If school year division is Trimesters ○ If section spans 2 out of 3 trimesters, reports as Multi Term (31) ○ If section spans 1 trimester, based on maxTerm, reports the appropriate Trimester number (01, 02, etc.). • If school year division is Semesters and section spans 1 out of 2 semesters, reports the appropriate Semester number (01 or 02). • If school year division is Terms based on the maxterm, reports the appropriate Term number (01, 02, etc.). ○ If section spans more than one term, reports as Multi Term (31).			
Credits	Identifies the number of credits the course is worth.	Numeric, 5 digits	GradingTask Credit.credit	Scheduling > Courses > Grading Tasks > Credit
Primary Grade ID	Indicates the primary grade level.	Numeric, 2 digits	CustomSection.value	Scheduling > Courses > Section > Section Editor > Primary Grade Level

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Room Number	Identifies the room number of the course.	Alphanumeric, 5 characters	Section.room	Scheduling > Courses > Section > Section Editor > Room
Local Class Code	Identifies the course number.	Numeric, 5 digits	Course.number	Scheduling > Courses > Course > Course Editor > Number
Local Class Name	Identifies the class name.	Alphanumeric, 15 characters	Course.name	Scheduling > Courses > Course > Course Editor > Name
SCED Common Course Code	Reports the 10-digit SCED Subject Area, SCED Course Identifier and SCED Course Level assigned to the course. This code prints as SCEDxxxxxY. • xxxxx = SCED Course Code • Y = SCED Course Level This only reports for high school level courses for students in grades 9-12 with Grade Level Codes of 9, 10, 11, 12 and 31.	Numeric, 10 digits	Course.scedSubjectArea Course.scedCourseId Course.scedCourseLevel	Scheduling > Courses > NCES Data > SCED Subject Area, SCED Course Identifier, SCED Course Level