



Oklahoma State Department of Education

ACE Part Time Report

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VERSION 01.00

Oklahoma State Department of Education

2500 North Lincoln Boulevard

Oklahoma City, OK 73105-4599

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1 – Introduction

In accordance with State Bill 226

1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and submitting the quarterly ACE part time report to The Oklahoma State Department of Education.

1.2 - How to use this document

This document is intended to be a step-by-step guide for submitting students who are enrolled specifically for ACE requirements. To access successfully, follow the steps outlined in this document. For assistance with a specific section, identify the exact area in the Table of Contents and navigate to that section with a click of the mouse to follow the instructional steps. If you have any questions regarding this report, please contact the State Department of Education at 405.521.3301 for assistance.

2 – Completing the ACE Part Time Report

Access to the ACE Part-time Report is provided to a user by the District Superintendent through the Single Sign On system.

The Superintendent will need to grant each person access that they would like to submit the quarterly report. This will include the site level person who will complete each site plan and any other individuals.

2.1 Go to the Single Sign On

To begin, go to *the Single Sign on Web site* (<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>) log in and choose the “Wave Portal” option from the list of Systems. The list of systems will vary person-to-person depending on what other applications they have access to.

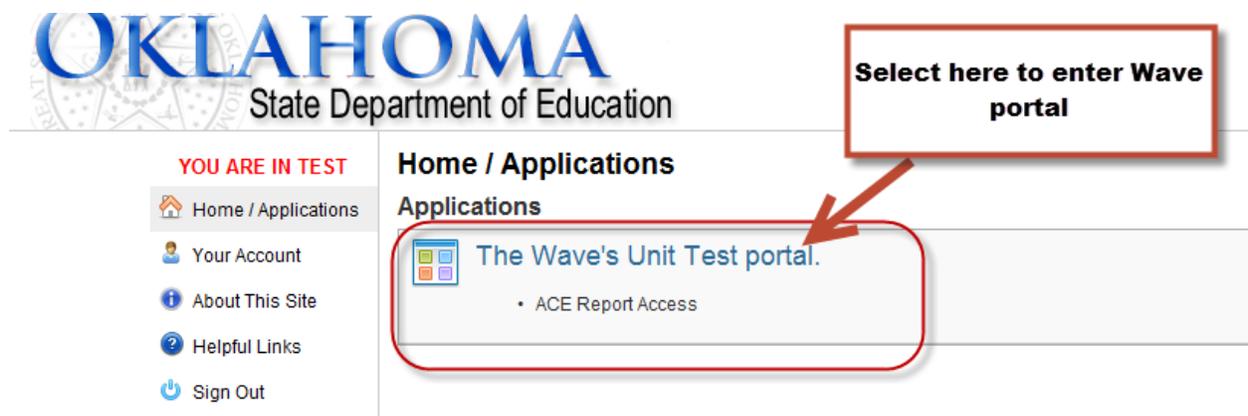


Figure 1 - Single Sign On System list

2.2 Navigate to ACE Part-time Report

Once in the Wave portal select the Reporting tab and navigate to the “State Reporting Certification” link.



Figure 2 - the Wave portal Reporting tab

2.3 General Navigation

In the State Reporting Certification application, there is a dashboard of reports. If the ACE Part-time Report is open it will show in the dashboard. The following columns are visible:

Column Descriptions:

- **Report Link** - The link that will take you into the actual report
- **Status** - The "District" status. This will only change to the next level when all school sites associated with that report for your district reach the next level. There are four levels "Not Started," "In Process," "Confirmed," and "Certified."
- **Report Opens** - The first day you can access the report.
- **Due Date** - The day the report is due certified.
- **Contingent Report(s)** - This indicates the report requires another report to be completed first. You will not be permitted to begin a report that is contingent upon another until the other report shows a status of "Certified." If "None" is listed, the report is NOT contingent and can be started on or after the "Report Opens" date.
- **Report Note** - This is a summary about the report. Clicking on this will provide you with information related to this report (e.g. Purpose, applicable state or federal laws, new additions or functions in the report).
- **Program Area / Phone #** - The State Department of Education program area responsible for the collection of this report and the phone number you should call with questions related to this report.

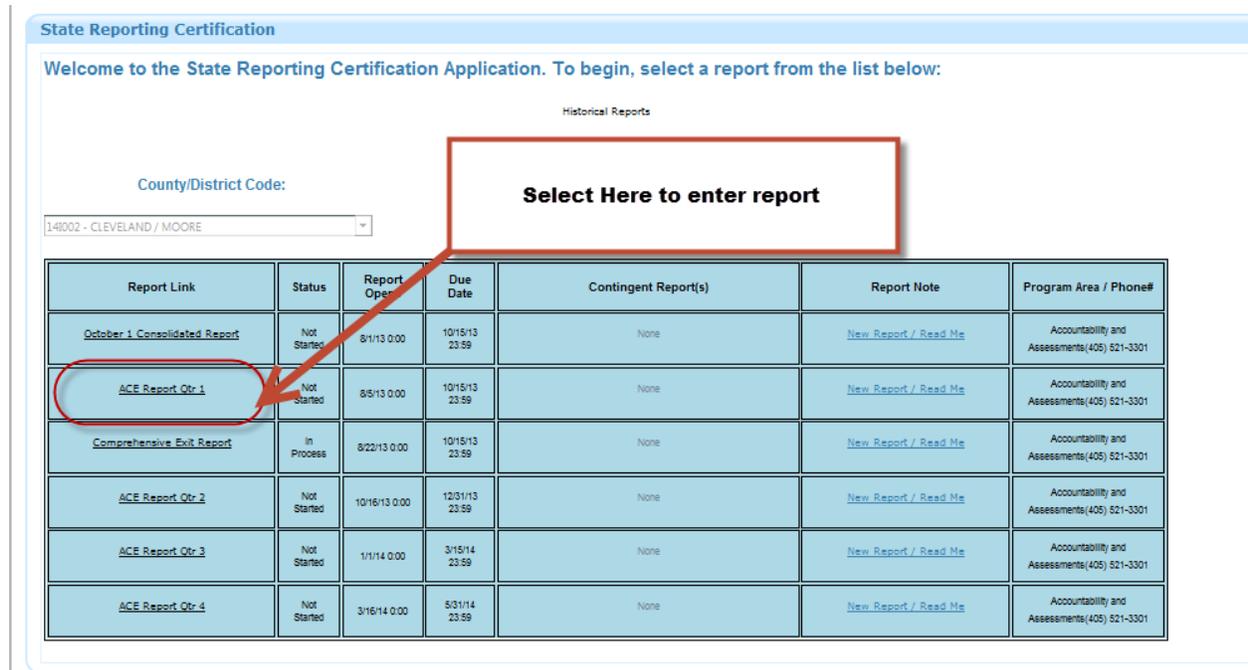


Figure 3 - Navigation Screen

2.4 Site Selection

Once you enter the report the list of schools you have access to, select the site that you would like to submit for. The site status shows the stats of each sites report, the following status' apply:

- **Not Started** – nobody has entered the report to start it.
- **In Progress** – someone has entered the report and may have started it.
- **Confirmed** – the Principal has confirmed the report.
- **Certified** - the Superintendent has certified the report for submission to OSDE.

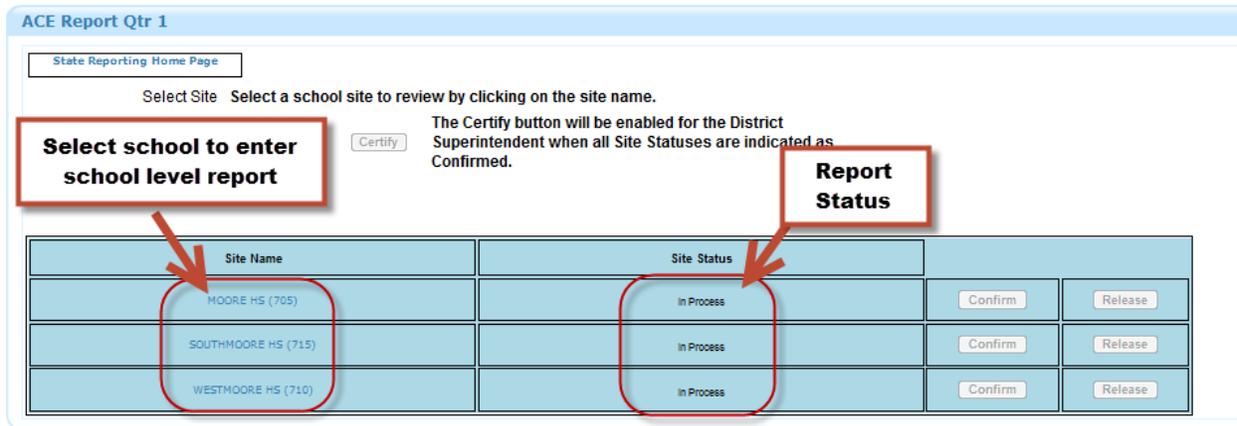


Figure 4 - Site Selector

2.5 Confirm and Certify

Only the individuals with Principal will be able to confirm for a particular districts, only the individual with the role of Superintendent will be able to certify.

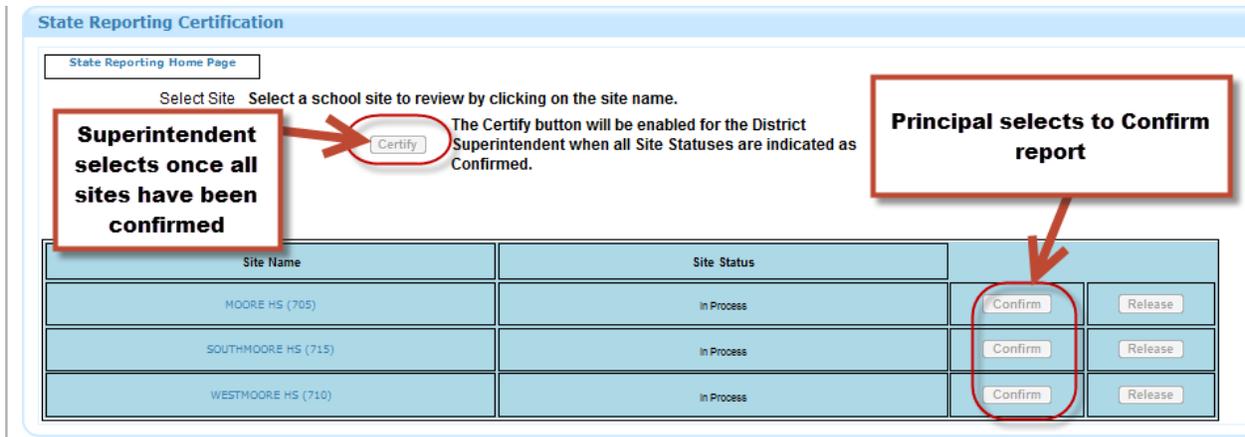


Figure 5 - Confirm and Certify options

3 – Completing the Report

This section provides a step-by-step process for completing the report.

3.1 On Screen Data Entry

Once in the ACE Part-time Report there will be several navigation options. By default the first screen that appears is the On Screen Data Entry, this is the screen where you will add students information if they came back to school to complete their ACE requirements. Below is some guidance on the steps you should take to complete this report

1. Enter the “Number of Classes in a Day” and the “Number of Days in a Quarter”
2. Select Save
3. Select “Show Data Entry Form”, this will open several more textboxes to complete.
4. Complete the information for each student that returned for ACE Part-time enrollment.

The following data is collected for each student

- **STN** – the State Testing Number assigned to this student
- **First Name** – the students first name
- **Last Name** – the students last name
- **Birthdate** – the student’s birthdate (this is being collected so we can do a student matching back to the school’s enrollment records if necessary.)
- **Gender** – the student’s gender (this is being collected so we can do a student matching back to the school’s enrollment records if necessary.)
- **Number of Classes Enrolled** – the number of classes they are taking
- **Number of Membership Days** – the number of days they have been in attendance
- **Number of Days Attended** – the number of days per week that the student is attending.
- **ACE Requirements Meeting** – this should indicate by selecting the appropriate checkboxes which ACE requirement they are enrolled to satisfy.

State Reporting Certification

[State Reporting Home Page](#)

[Site Selector](#) [On Screen Data Entry](#) [Final Report](#)

On Screen Data Entry

Select Site: MOORE HS (705)

Site Status: In Process

Site Information

1 Number of Classes in a Day:

Number of Days in a Quarter: [Save](#) [Show Data Entry Form](#) 3

2

Figure 6 – On Screen Data Entry Preliminary Questions

Student Information

STN: [Search](#)

First Name:

Last Name:

Birth Date:

Gender:

Number Of Classes Enrolled:

Number Of Membership Days:

Number Of Days Attended:

Algebra I:

English II:

Biology:

Geometry:

Algebra II:

English III:

U.S. History:

[Save](#)

Enter information for each student, select save after each one.

Figure 7 - Entering Student Information

3.2 Grid View of Students

Once you have entered all of the students that should be on this report their information will be populated in the grid view.

STN	First Name	Last Name	Birth Date	Gender	Number Of Classes Enrolled
<input type="text"/>					
1001216452	Raymond	Thompson	8/5/2006		3
1001216451	KORTNEY	BUSH	1/7/1997		5
	Thomas	Finch	8/5/2001		6

Figure 8 - Grid View of Students

