College Credit Plus Step-by-Step Guide

Districts are being provided a means by which to approve or reject College Credit Plus (CCP) courses, as well as the credit hour rate charged for those courses, through a new module added to the online Ohio District Data Exchange (ODDEX) application. The College Credit Plus (CCP) module can be accessed through roles assigned to any district personnel by the district's Ohio Educational Directory System (OEDS) administrator. One or more roles can be assigned to one or more persons in a district. Having a CCP role in ODDEX will not give a person access to any of the other data modules in the application.

What do I need to do to begin verifying my College Credit Plus (CCP) information?

1. First, you will need to set up a Security Application For Enterprise (SAFE) account to provide you with a User ID and Password required to access the Ohio District Data Exchange (ODDEX) web site. If you already have a SAFE account, you are ready for step #2.

   Go to the Ohio Department of Education's web site, http://education.ohio.gov. Click on "SAFE" at the top of the screen.

   Step-by-step instructions for setting up your SAFE account are provided by clicking "SAFE sign up help."

2. Once you have successfully created a SAFE account, you will need to contact your district's Ohio Educational Directory System (OEDS) administrator so that he/she can assign you the College Credit Plus (CCP) roles in OEDS that will be needed to approve or reject courses and/or agreements in Ohio District Data Exchange (ODDEX).

   The type of role that a user is assigned will determine the level of access to information within the CCP module. The roles that will be available to select from are listed in the following table.

OEDS Role	CCP Module Access
Data View-CCP (**NEW**)	Data view only
Verifier-CCP (**NEW**)	View data, add and view comments, add and view reviews or reject/flag
Coordinator-EMIS	View data, add and view comments, add and view reviews or reject/flag
Director-EMIS	View data, add and view comments, add and view reviews or reject/flag
Supervisor-EMIS	View data, add and view comments, add and view reviews or reject/flag
Superintendent	View data, add and view comments, add and view reviews or reject/flag
Secure Data Center-Student Level Access for ITC Staff	Data view only for member districts

3. Log into the ODDEX web site using your SAFE ID and Password (https://www.ssdt-ohio.org/oddex/login). To help you navigate the ODDEX application, you can click on the "ODDEX Help" link in the upper right hand corner of the login screen. This will give you access to the manual, release notes, and overview.

The Help link can also be found on the red navigation bar within the application. The module names viewable along the navigation bar will depend on the roles you have been assigned in ODDEX. A CCP role is required to have access to the CCP module.
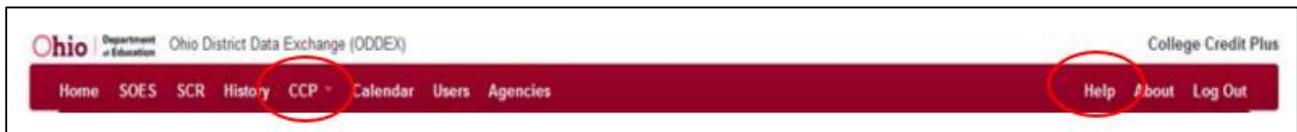
How do I verify CCP courses my students are taking?

1. Click on the CCP link located on the navigation bar in ODDEX. Select "Students" from the drop down menu.

Or, click on a count in the Landing Page, which will include a CCP grid similar to SCR and SOES.

2. The Student Summary screen opens up. This screen is sorted by the "Match Percentage" column with the lowest percentage at the top.

Each course a student is taking from the college listed in the "Higher Ed" column can be reviewed for approval or rejected/flagged.

3. Approving or rejecting/flagging the course is done on the Student Details screen. This screen is accessed by clicking on either the SSID number or the Course Name for a particular student in the Summary screen. A screen pops up displaying side by side data reported for the course by both the college and the district.

ODE will compare course data submitted by the district in the Staff/Course (L) Collection with course data provided to Higher Ed by the college. A "Match Percentage" score is assigned to each course based on the degree of match between the two. The table below includes a complete list of the data elements that will be displayed in the side-by-side Student Detail pop up screen. Data elements indicated with an * are part of the match percentage assignment process.

Student Detail Side-by-Side Course Data Display

As Reported by District	As Reported by College
Local Classroom Code (CN060)	Course Name
Location IRN (CN110)*	Campus Code
Semester Code (CN090)*	Term Code
Subject Code (CN050)*	Subject Code
Attending Building IRN (FS160)*	High School Building IRN
High School Credit Count (CN200)*	Credit Hour Count
State Equivalent Grade Level (FD090)	High School Graduation Year
Submission Number	Change Date

The lower the percentage, the fewer data points that matched between the two reporting entities. A match percentage of "0" indicates a course was reported by the college for a student that the district is not reporting CCP information for.

What would be a reason for Rejecting/Flagging a Course or an Agreement?

Districts may not agree with one or more aspects of information that the college has submitted to the CCP module. In these cases, districts will have the opportunity to set a "flag" and reject what the college is reporting. Some planned flags are listed below.

Student Course Flags
- ▸ "Data Issue" (similar to SOES)
- ▸ "Not enrolled in this district as of CCP 'Enrollment As Of' Date"
- ▸ "Student beyond full time for CCP"
  - ○ Total of CCP Semester Hours and HS Grad Credits x 3 is greater than 30
  - ○ Course may not be fully funded

Agreement Flag
- ▸ "Negotiated Rate Per Credit Hour Agreement does not match district records"
  - ○ Course may not be fully funded

After reviewing the information on the Student Details screen, the district will click the appropriate button to either "Approve" or "Reject" the course for funding. The district will also have the option to provide a comment as to the reason for the rejection. Colleges will have comment capability as well.

Commenting

Once a flag has been set by the resident district, those with access to do so at either the resident district or the college can add additional comments. Comments entered and saved cannot be deleted or modified.

Is there a timeframe or deadline to review and then approve or reject?

Districts will have 45 days to review and either approve or reject records as reported by the college. Records will be automatically approved after 45 days if no action is taken by the district. The 45 day review period resets when updated data is submitted by the college.

How do I verify a CCP agreement my district has made with a college?

1. Click on the CCP link located on the navigation bar in ODDEX. Select "Agreements" from the drop down menu.

2. The Agreement Summary screen opens up. This screen will display each agreement per delivery type that a district has made with a college.

The district must either approve or reject each agreement based on the Credit Hour Rate that has been agreed upon between the district and the college. A district may see more than one agreement with a particular college depending on the delivery type of the various courses its students are taking. Examples of delivery types that could result in different credit hour rates for the course are: college campus, online, at HS taught by college staff, at HS taught by district staff. Each agreement will need to be approved or rejected by the district.

3. Clicking on the college's name in the Higher Ed Agency column will bring up the Agreement Approval screen where the district can "Approve" or "Reject" the agreement and provide the college with a comment. The college also has the ability to comment back to the district.

This process also has a 45 day review period. As with the course information, if a district does not approve or reject the agreement, the Credit Hour Rate will be automatically approved in forty-five (45) days.