PIMS Course/Instructor Submission

Updated October 2022

➢ **Course/Instructor Submission Required Templates**
- Course
- Course Instructor
- Course Enrollment
  (*Student/Staff UPDATE submission* required if you hired NEW teachers and/or enrolled NEW students since the previous Student/Staff submission)

➢ **Modules Required:**
- **PIMS Management > Student PASecureID Information (if submitting updated Student template)**
  - Click Edit > Insert Student Information to insert all newly enrolled students; this should be run each time you process Student PASecureIDs
  - Create Export File will generate a file for upload to PDE to obtain PASecureID's
  - Import PASecureID will import the file with the new PDE PASecureIDs
  - Update Live Database PASecureID will update ClassMate tables that currently hold the PASecureID with the PASecureIDs in this module.

- **Instructional Course Offerings/Instructional Course Offerings by Loc**
  - For State Course Association be sure to use the correct Course Codes that best fit your Course Instruction.

- **Employee Management-** State PPID# populates from this module.

- **ClassMate Data Validations-** It is good practice to perform all validations on a regular basis; however, Enrollment/Scheduling is a requirement for this submission.

- **PIMS Management > PIMS Export Management - NEW: (new module added 2021 SY – please assign using User Module Management if you currently do not have & remove the former PIMS Export Management module as this will no longer be updated)**
  - Adding Snapshot Dates:
    - For each Collection, enter Template Submission dates, usually it will be the collection date**.**
    - Click Edit – Add Collection Submission Dates
    - Select the appropriate Collection Submission date
    - Click all templates due for that Collection and Save.
  - To include Headers in the export file, click "Include Headers" prior to exporting.
  - For Multi Locations, click the Combined Locations prior to exporting selected templates to combine all locations into one upload file or select each location to process individually. For some files, you cannot upload as individual locations and must export only as combined.
  - Prior to exporting, always select the appropriate Submission date for that specific Collection
  - Select the appropriate Collection, Domain and/or Templates, and Save to process export
  - For School Enrollment Deletions, see Helpful Validations/Reports Section below

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- **State Reporting Validations**
    - Always export PIMS templates first to populate temporary PIMS tables
        - Select Missing Courses > if necessary, fix any issues, re-export all templates & regenerate validation to ensure correction
        - If encountering errors, generating and reviewing Student, School Enrollment and/or Staff validations might assist in identifying issues.

- **ClassMate PIMS Reports:**
    - PIMS Course Crosswalk Form - displays the State Course Code association to the local Course
    - PIMS Course, Enrollment, and Instructor

> ## Course Template Crosswalk: exports Course information for Core Content classes only in Instructional Course Offerings > Class tab > Core Content Yes
>   - Field 1 Submitting AUN: populated with 9-digit CTE District code; 1st 9 digits of Campus AUN
>   - Field 2 School Number: populated with last 4 digits of Campus AUN or last 4 digits of location ID
>   - Field 3 School Year Date: populate with default value of June 30 for spring year; format XXXX-06-30
>   - Field 5 Course Name: populated with the State Course Name for the Course in Instructional Course Offerings > Course tab.
>   - Field 9 Number of Credits: populated with Credits located in Instructional Course Offerings module > Course tab.
>   - Field 26 Supplementary Course Differentiator: populates with the Teacher's class State section in Instructional Course Offerings > Classes Tab > State Section field
>   - FY: for Full year Courses
>   - B for Semester Courses
>   - S for Summer Courses
>   - Field 27 Course Code Long: populates with the Course CIP Code + the Course ID in Instructional Course Offerings > Course tab.
>   - Field 29 Alternate Course Code: populates with the State Course in Instructional Course Offerings > Course tab.
>   - Field 30 Requirements Indicator: populated with Graduation Requirement Indicator in Instructional Course Offerings > Course tab.
>   - Field 32 Dual Credit: populated with default value N; if State Course Code is a Dual Enrollment Code, then the default value =Y.
>   - Field 33 Advanced Placement Indicator: populated with Advance Placement in Instructional Course Offerings > Course tab
>   - Field 40 International Baccalaureate Indicator: populated with International Baccalaureate Indicator in Instructional Course Offerings > Course tab.
>   - Field 63 End of Course Exam: Instructional Course Offerings > Class tab > Keystone Winter Test Identifier/Keystone Spring Test Identifier/Keystone Summer Test Identifier
>   - Field 66 Organization Defining Course: populated with Dual Enrollment Organization located in Instructional Course Offerings module > Course tab. Drop down maintained in Master Codes Maintenance module > Dual Enrollment Organizations 3901-3999.

> ## Course Instructor Crosswalk: exports Course Instructor information for classes in Instructional Course Offerings
>   - Field 1 Submitting AUN: populated with 9-digit CTE District code; 1st 9 digits of Campus AUN
>   - Field 2 School Number: populated with last 4 digits of Campus AUN or last 4 digits of location ID
>   - Field 3 School Year Date: populate with default value of June 30 for spring year; format XXXX-06-30
>   - Field 8 Primary Instructor ID: populates with the Elementary Professional Personnel ID in Employee Management > General Tab > State PPID.
>   - Field 17 Supplementary Course Differentiator: populates with the Teacher's class State section in Instructional Course Offerings > Classes Tab > State Section field
>   o FY: for Full year Courses
>   o B for Semester Courses
>   o S for Summer Courses
>   - Field 19 Course Code Long: populates with the Teacher's class Program ID + Course ID
>   - Field 20 Primary Instruction Language Code: populates with default value = blank for US English
>   - Field 22 Section Code Long: populates with the Teacher's class Program ID + Course ID + Class ID

> ## Student Course Enrollment Template Crosswalk: exports Student Course Enrollment information classes in Instructional Course Offerings
>   - Field 1 Submitting AUN: populated with 9-digit CTE District code; 1st 9 digits of Campus AUN
>   - Field 2 School Number: populated with last 4 digits of Campus AUN or last 4 digits of location ID
>   - Field 3 School Year Date: populate with default value of June 30 for spring year; format XXXX-06-30
>   - Field 4 Enrollment Period Number: populates with default value 002
>   - Field 5 Effective Date: populates with Student's Scheduled Class Begin Date
>   - Field 6 Enrollment Code: populates with default value E1
>   - Field 7 PASecureID: populates with Student Master PASecureID
>   - Field 10 Request Sequence: populates with default value 0
>   - Field 13 Supplementary Course Differentiator: ICO > Classes Tab > State Section field
>   o FY: for Full year Courses
>   o B for Semester Courses
>   o S for Summer Courses
>   - Field 14 Course Code Long: populates with the student's scheduled class Program ID + Course ID
>   - Field 15 Course Delivery Model Code: ICO > Classes Tab > Instruction Delivery field
>   o 9998 – online course
>   o 0997 – business
>   o 0752 – community facility
>   o 2192 – home
>   o 0754 – hospital
>   o 0340 – in school
>   o 3018 – library/media center

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- o 0341 – other 5-12 educational facility
- o 0342 – post secondary facility
- o 1111 – blended/hybrid
- o 9999 - other
  - ▪ Field 20 Section Code Long: populates with the student's scheduled class Program ID + Course ID + Class ID
- ▪ Field 24 Dual Enrollment Course Pass: populates with Dual Enrollment Course Passed selection made in Student PIMS Information module > Student 1 tab.