



Nebraska Department of Education
Data Services
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Lincoln, NE 68509 -4987
NDE Helpdesk (402) 471-3151 or 1-888-285-0556

INSTRUCTIONAL UNITS
NDE #08-065

These directions were last updated: August 11, 2015

SCOPE

This collection is for select districts that NDE Approval and Accreditation identified as having possible Rule 10 instructional unit violations using previous year Student Grades data. The districts that need to complete the collection will be notified. The data collected will be course offerings for the current school year for schools with grades 9 through 12.

If an error is discovered on the Student Grades reporting for 2014-2015, you must still complete the Instructional Units Report. The data in the CDC Instructional Units will reflect the 2015-2016 courses and schedule. If you want to make corrections to the 2014-2015 Student Grades, complete the CDC Request to Submit Data Late or Make Data Changes.

DUE DATE

This collection is due October 16, Audit Window Close Data October 31st.

DIRECTIONS FOR COMPLETING

The Instructional Units collection is found in the Consolidated Data Collection through the NDE Portal.

The Consolidated Data Collection (CDC) is a system designed to collect data for Federal and State reporting that is not collected through the Nebraska Student and Staff Record System (NSSRS). CDC is a data collection available on the NDE Portal. The NDE Portal is available via a link on the NDE homepage: www.nde.state.ne.us or by directly accessing the link: <http://portal.nde.state.ne.us>

Find the Collection:

- 1) Log in to the portal > Click on the tab for "Data Collections"
- 2) Choose "Consolidated Data Collection (CDC)"
- 3) From the "Open Collections" list, choose "Instructional Units"*

*Appropriate user types for this collection are "General User", "All user" and "Approver". A user will not be able to get into this collection unless they have entered an appropriate activation code given to them by their administrator. If a district is not required to complete this collection, when trying to access the collection a message will display that the district is not required to complete.

GENERAL INSTRUCTIONS

Districts will be required to submit minutes per session and sessions per year for all courses being offered for the current school year. Districts will be presented a list of schools with grades 9-12 with the subjects/courses that were offered during the previous school year. Districts will need to enter minutes per session and sessions per year for each course in the list. Districts can add courses not listed or delete those not being offered. Also included in this list is a field called "Noncompliance". If the school is out of compliance in a particular subject, it will be indicated by an "X".

Instructional Unit means 15 clock hours (900 minutes) of classroom instruction in a course offered in the secondary school and includes only grades 9-12. As an example, a course which meets for 50 minutes a day for 180 days generates 10 instructional units. Minutes Per Session times Sessions Per Year divided by 900 is how NDE will calculate the Instructional Units.

Report the minutes per session and session per year for courses offered to students in grades 9-12. Districts may include courses that are dual credit, online courses and distance learning. At least one student must enroll in the course to count for instructional units; this rule will not be enforced until after Student Grades is completed for the school year.

Do not include any summer school courses.

If the school is grades 7-12 and some classes apply to grades 7-8 and 9-12, use the minutes per session and sessions per year for the 9-12 courses.

If more than one section of the course is offered for students in grades 9-12, report the minutes per session and sessions per year that will calculate the highest instructional units.

The submission can be done using the on-line form or the district can download a file, update the file and re-upload into the Instructional Units Collection.

Instructions For Completing The Form On-Line

Access the Instructional Units collection as mentioned above. Click on the “Instructional Units” link once in the CDC. If you are not required to complete this collection you will get a message stating this:

NEBRASKA DEPARTMENT OF EDUCATION
CDC Consolidated Data Collection Helpdesk (888) 285-0556

[Click To View Previous Data](#)
[Click for Instructions](#)
[Click to view Calendar](#)
[Reports](#)

This district does not have to complete the Instructional Units collection for the 2013-2014 School Year.

Open Collections:

CATEGORY	COLLECTION	SUBMITTED
GENERAL	Days In Session/Instructional Program Hours	No
GENERAL	ESU/District/System/School Information Report	No
GENERAL	Nonpublic High School Completer Report	No
GENERAL	Postsecondary Terms	No
ASSESSMENT	State Of The Schools Report	No
TRANSPORTATION	Pupil Transportation Report	No
DISCIPLINE	Report of Suspension/Expulsions	No
TITLE I	Annual Participation Report	Yes
STAFF	Superintendent/ESU Administrator Transparency Pay Act	No
GENERAL	Instructional Units	No
STAFF	Human Resources Director Contacts	No
FINANCIAL	School Age Final Financial Report (FFR)	No
GENERAL	Request To Submit Data Late Or Make Date Changes	No
GENERAL	Graduation Cohort Resolution Request (Optional)	No

Once in the collection, all schools will be listed for the district that contain grades 9-12. Each school listed will need to be completed before the collection can be submitted and approved.

Click on the “Enter Data” button to access the on-line form.

INSTRUCTIONAL UNITS

	CODISTSCH	SCHOOL NAME	STATUS
Enter Data	99-9999-001	EXAMPLEVILLE HIGH SCHOOL	
Enter Data	99-9999-002	EXAMPLEVILLE JUNIOR HIGH SCHOOL	

[View Summary Reports](#)

[Download Subject/Course Codes](#) [Upload Subject/Course Codes](#)

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	N/A	N/A
Print Page	Open Collection		

A list of subjects/courses will be listed from the previous school year. If the school has not reported 400 total Instructional Units in applicable courses, this message will appear at the top of the page:

NOTE: This School has not reported 400 total instructional Units in applicable courses.
 Update the Minutes per Session and the Sessions Per Year for each subject/course code listed. If the district will not be offering the course, delete the course. If the district will be offering a course that is not listed, click on the “Add A Course” button.

If the school is out of compliance in a particular subject, it will be indicated by an “X” in the NONCOMPLIANCE column. NOTE: When you enter minutes per session and sessions per year, this column will not change. After districts have completed this form, instructional units will be recalculated, but they will not be reflected on this form.

Delete Record	SUBJECT_CODE	COURSE_CODE	MINUTES	SESSIONS	NONCOMPLIANCE
Delete	(01) ENV AG SYS	(011000) INTRODUCTION TO AG FOOD & NATURAL RESOURCES	0	0	X
Delete	(01) ENV AG SYS	(012001) NURSERY AND LANDSCAPE	0	0	X
Delete	(02) ART	(020100) ART I	0	0	X
Delete	(02) ART	(020200) ART II	0	0	X

If this school will no longer be offering a course that is listed, delete the course by clicking on the “Delete” link next to the subject/course.

Delete Record	SUBJECT_CODE	COURSE_CODE	MINUTES	SESSIONS	NONCOMPLIANCE
Delete	(01) ENV AG SYS	(011000) INTRODUCTION TO AG FOOD & NATURAL RESOURCES	0	0	X
Delete	(01) ENV AG SYS	(012001) NURSERY AND LANDSCAPE	0	0	X
Delete	(02) ART	(020100) ART I	0	0	X
Delete	(02) ART	(020200) ART II	0	0	X

If the district will be offering a course that is not listed, click on the “Add” button:

EXAMPLEVILLE HIGH SCHOOL

Update the Minutes per Session and the Sessions Per Year for the course. If the district will be offering the course, delete the course. If the district will not be offering the course, click on the Add button.

Delete Record	SUBJECT_CODE	
Delete	(01) ENV AG SYS	(017000)
Delete	(02) ART	(020100)

Click on the drop down under SUBJECT to select a subject. All subjects valid for grades 9-12 will appear in the dropdown list with the exception of the following:

- Title I (25)
- **Miscellaneous (23)
- High Ability Education (30)
- English as a Second Language (31)
- Supplemental (29)
- Special Education (19)
- Self-contained Classroom (18)

**Miscellaneous (23) is valid with course code (230101) ROTC only

SUBJECT	COURSE	MINUTES PER SESSION	SESSIONS PER YEAR	
--Select--				<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/> <input type="button" value="RESET"/>

Once you select a subject, the courses will be available under the course drop down. If a course is already in the table provided, it will not show up in this dropdown list. Only courses available to grades 9-12 will be populated in the dropdown. The following courses will be excluded, as they are not generally available for grades 9-12:

- 018002 Careers and Literacy of Agriculture
- 032350 Exploratory Business and Entrepreneurship
- 033422 Computer Applications
- 033501 Keyboarding Applications
- 320100 Middle School Career Development
- 320400 CAC-Curriculum For Careers
- 320500 Exploration of Entrepreneurship
- 050800 Reading-Middle Grades/Junior High I
- 050801 Reading-Middle Grades/Junior High II
- 050802 Language Arts-Middle Grades/Junior High I
- 050803 Language Arts-Middle Grades/Junior High II
- 050804 Language Arts-Middle Grades/Junior High III
- 077200 Exploration of Health Sciences
- 090001 Exploratory Family and Consumer Sciences
- 090002 Introduction to Family and Consumer Sciences

- 090003 FCS Career Essentials
- 112800 Mathematics-Middle Grades/Jr High I
- 112801 Mathematics-Middle Grades/Jr High II
- 112802 Mathematics-Middle Grades/Jr High III
- 130801 Science-Middle Grades/Jr High I
- 130802 Science-Middle Grades/Jr High II
- 130803 Science-Middle Grades/Jr High III
- 100500 Technology Education
- 100501 Gateway to Technology
- 100706 Exploring Skilled and Technical Science-6th Grade
- 100707 Exploring Skilled and Technical Science-7th Grade
- 100708 Exploring Skilled and Technical Science-8th Grade
- 150011 Social Studies-Middle Grades/Jr High I
- 150012 Social Studies-Middle Grades/Jr High II
- 150013 Social Studies-Middle Grades/Jr High III
- 020800 Art-Middle Grades/Junior High I
- 020801 Art-Middle Grades/Junior High II
- 020802 Art-Middle Grades/Junior High III

SUBJECT	COURSE	MINUTES PER SESSION	SESSIONS PER YEAR	
03 - BUSN MKTG MGMT	--Select--			<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/> <input type="button" value="RESET"/>

Once a course is selected, enter the minutes per session and the sessions per year, then click on the "Save" button. This course will then be added in the table of subject/course codes:

SUBJECT	COURSE	MINUTES PER SESSION	SESSIONS PER YEAR	
03 - BUSN MKTG MGMT	030300 - ACCOUNTING	60	22	<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/> <input type="button" value="RESET"/>
Delete	(02) ART	(020600) PHOTOGRAPHY	0	0
Delete	(02) ART	(029933) ART OTHER	0	0
Delete	(02) ART	(029934) ART OTHER	0	0
Delete	(03) BUSN MKTG MGMT	(030300) ACCOUNTING	60	22
Delete	(03) BUSN MKTG MGMT	(030302) COLLEGE PRINCIPLES OF ACCOUNTING	0	0
Delete	(03) BUSN MKTG MGMT	(031800) BUSINESS ECONOMICS	0	0
Delete	(03) BUSN MKTG MGMT	(032300) INTRODUCTION TO BUSINESS MARKETING & MGMT	0	0
Delete	(03) BUSN MKTG MGMT	(032600) COLLEGE INTRODUCTION TO ENTREPRENEURSHIP	0	0

To enter minutes per session and sessions per year for the subject/courses in the table, click on the "Edit" button:

EXAMPLEVILLE HIGH SCHOOL

Update the Minutes per Session and the Sessions Per Year for the course you are offering the course, delete the course. If the district will be offering the course, delete the course. If the district will be offering the course, delete the course. If the district will be offering the course, delete the course.

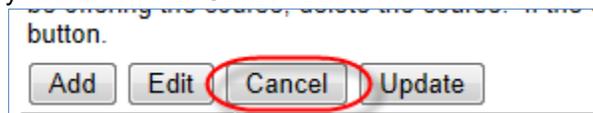
Delete Record	SUBJECT_CODE	
Delete	(01) ENV AG SYS	(017000)
Delete	(02) ART	(020100)

This will put all subject/courses in edit mode. Enter all minutes and sessions by tabbing through the list.

Click to Edit Data					
Delete Record	SUBJECT_CODE	COURSE_CODE	MINUTES	SESSIONS	NONCOMPLIANCE
Delete	(01) ENV AG SYS	(017000) LEADERSHIP	60	22	
Delete	(02) ART	(020100) ART I	<input type="text" value="0"/>	<input type="text" value="0"/>	
Delete	(02) ART	(020200) ART II	0	0	
Delete	(02) ART	(020400) ART IV	0	0	
Delete	(02) ART	(020600) PHOTOGRAPHY	0	0	

Use the tab key to tab to each field and enter Minutes Per Session and Sessions Per Year

If you want to get out of "Edit Mode", click on the "Cancel" button. Caution: your data will not be saved if you click on the "Cancel" button.



To SAVE the data entered, click on the "Update" button.



Partial data can be entered; however, to save data entered you must click on the "Update Data" button.

Minutes per session cannot be greater than 200.

Sessions per year cannot be greater than 260.

When completely done entering minutes per session and sessions per year for each Subject/Course code, click on the "Completed" button. This will put a green check mark next to the school on the main page of the collection. NOTE: You will not be able to click on the "Completed" button until minutes per session and sessions per year have been entered for each subject/course code in the table.

Delete	(27) COMM/INFO SYS	(270401) PROGRAMMING I	60	20	
Delete	(27) COMM/INFO SYS	(270402) PROGRAMMING II	60	20	
Delete	(27) COMM/INFO SYS	(270403) PROGRAMMING III	60	20	
Delete	(27) COMM/INFO SYS	(270501) INFORMATION TECHNOLOGY APPLICATIONS I	60	20	
Delete	(27) COMM/INFO SYS	(270602) DIGITAL MEDIA	60	20	
Delete	(27) COMM/INFO SYS	(279931) COMMUNICATION AND INFORMATION SYSTEMS OTHER	60	20	
Delete	(32) CAREER ED	(320700) WORK-BASED LEARNING/COOP/DO	60	20	
Delete	(37) HOSPITALITY TOURISM	(370030) PROSTART 1	60	20	

Add Edit Cancel Update

Completed Click "Completed" when you have finished updating all subject/course codes for this school

INSTRUCTIONAL UNITS

	CODISTSCH	SCHOOL NAME	STATUS
Enter Data	99-9999-001	EXAMPLEVILLE HIGH SCHOOL	<input checked="" type="checkbox"/>
Enter Data	99-9999-002	EXAMPLEVILLE JUNIOR HIGH SCHOOL	<input type="checkbox"/>

View Summary Reports

Download Subject/Course Codes Upload Subject/Course Codes

ACTION	STATUS	DATE	USER
SUBMIT	Not Submitted	N/A	N/A
APPROVE	Not Approved	5/19/2014 1:20:23 PM	smartin

Print Page Open Collection

Each school will need to be completed before the collection can be submitted and approved (see "Submission" for instructions on submitting and approving this collection). If changes are made to the

form for a school after it has been completed, the “Completed” button will again need to be clicked in order for the green check mark to appear next to the school on the main page of the collection.

Download/Upload File

If the district chooses to upload a file rather than entering data in the on-line collection a file that includes all subject/courses for all 9-12 schools in a district can be downloaded from this system. The file can then be updated and then uploaded to this collection.

To Download File:

Click on the “Download Subject/Course Codes” to get the record layout and the instructions for downloading the list of subject/course codes from the previous school year.

INSTRUCTIONAL UNITS

	CODISTSCH	SCHOOL NAME	STATUS
<input type="button" value="Enter Data"/>	99-9999-001	EXAMPLEVILLE HIGH SCHOOL	
<input type="button" value="Enter Data"/>	99-9999-002	EXAMPLEVILLE JUNIOR HIGH SCHOOL	

This will direct you to a page with the record layout of the file that can be downloaded. To obtain detailed download and upload instructions, click on the “Download and Upload Instructions” button.

DOWNLOAD INSTRUCTIONS (for detailed instructions, click on Download and Upload Instructions button below)

As an option to completing the on-line form, you can download a file of all subject/course codes as a csv (comma delimited value) file. The CVS file can then be imported in an Excel spreadsheet, saved as a csv file and uploaded back into this system. Following are the record layout of the File Download.

DOWNLOAD RECORD LAYOUT

When you click on the Download File button below, you will be prompted to "Open" or "Save" the file. Save the file, then import into an Excel spreadsheet to update. This file will contain a list of all subjects/courses from the prior school year.

COUNTY 2 digit county code (as assigned by NDE)
DISTRICT 4 digit district code (as assigned by NDE)
COURSE 2 digit course code (as assigned by NDE)

When you are ready to download the file, click on the “Download File” button. The file downloaded will be a comma separated value file (.csv). Please see the Download and Upload Instructions for detailed instructions on how to use this file.

When preparing your file for upload, check that Excel does not read the data in the spreadsheet as a text field. For instance, if you enter a number as a text field, Excel will read the column as a number and do not allow you to upload the file, you will receive an error stating the district is in non-compliance with the following columns that were included in your download file: SUBJECT, COURSE, DISTRICT, COUNTY, STATUS.

NONCOMPLIANCE

To Upload File:

Once the file downloaded above has been updated, click on the “Upload Subject/Course Codes” button for the record layout and Upload Instructions for uploading a completed file to this collection.

	CODISTSCH	SCHOOL NAME	STATUS
Enter Data	99-9999-001	EXAMPLEVILLE HIGH SCHOOL	✓
Enter Data	99-9999-002	EXAMPLEVILLE JUNIOR HIGH SCHOOL	✗

This will direct you to a page with the record layout of the file that can be uploaded. To obtain detailed download and upload instructions, click on the “Download and Upload Instructions” button.

UPLOAD INSTRUCTIONS (for detailed instructions, click on Download and Upload Instructions button below)

As an option to completing the on-line form, you can upload a file of all subject/course codes as a csv (comma delimited value) file. Following is the record layout for the upload file.

UPLOAD RECORD LAYOUT

COUNTY char(2)	2 digit county code (as assigned by NDE)
DISTRICT char(4)	4 digit district code (as assigned by NDE)
SCHOOL char(3)	3 digit school code (as assigned by NDE)
SUBJECT_CODE char(2)	2 digit Subject Code
COURSE_CODE char(6)	6 digit Course Code
MINUTES integer	Minutes per session (cannot be greater than 200)
SESSIONS integer	Sessions per year (cannot be greater than 260)
DATAYEARS char(8)	The 8 digit datayear for which the minutes per session and sessions per year are being uploaded. No spaces or hyphens (yyyyyyyy) (i.e., 20142015)

If you are preparing your file for upload in Excel, check that Excel does not distort your data. (See “Download and Upload Instructions” above for more detailed information on the upload.) Make sure that your columns in the Excel spreadsheet are formatted properly. All columns should be formatted as “Text” fields except for “Minutes” and “Sessions” which can be formatted as numbers (integers). For instance, if your district number is 0001, if the county column is not formatted as a text field, Excel will read the column as a number and drop the leading 0's, changing the “0001” to “1”. When you upload the file, you will receive an error stating the district number is not valid. **If you are using the File Download from the Instructional Units collection, remove the following columns that were included in the download file: DISTRICTNAME, SCHOOLNAME, SUBJECT_LITERAL, COURSE_LITERAL, NONCOMPLIANCE as these are not required. Header row can be included as long as they follow the record layout naming convention.**

NOTE: Once you have a successful upload for all schools involved, go back into the form for each school. Check your data to make sure all changes were made and any subject/courses that were added are in the file and delete the courses that will not be offered. Once you are satisfied that the data is correct, click on the “Completed” button on the form. This will put a green check mark next to the school on the main page of the Instructional Units collection. This form can then be submitted and approved (follow “Submission” instructions).

SUBMISSION

Upon completing data for all locations, click on the **Submit** button. This will acknowledge that you have completed the data and it is ready for review by your District/System Administrator. Once the District/System Administrator has reviewed the Instructional Units collection, the District Administrator can click on the **Approve** button to submit the information to NDE. Once the collection has been approved, you will no longer be able to make changes. If changes need to be made, you will need to contact the Helpdesk at (888) 285-0556 to re-open the collection if it before the Audit Window Close date.

Press the **View Summary Report** button for a report of all data submitted.

NOTE: Only the person who is designated as District/System Administrator for the Instructional Units Collection in the CDC system will see the **Approve** button in the box below the **Submit** button. The District/System Administrator can **Submit** and **Approve** the collection.