

2026-27 School Year

SEATS Course Request Virtual Training

Statewide Online Education Program



Meagan Johnston

SOEP Program Manager



Britanni Taylor

SOEP Licensing Program Specialist



Statewide Online
Education Program



Welcome!

- Please turn camera on
- Please hold questions until the end



Learning Intentions

- Learn how to use the updated SEATS Course Request spreadsheet to validate and manage course data efficiently and minimize errors.



Why this Matters

- Learning how to use the updated SEATS Course Request spreadsheet will improve accuracy, reduce manual errors, save time, and ensure consistency.

2026-27 SEATS Course Request Spreadsheet



What's New:

- Automated Lookups
- Data Validation
- Conditional Formatting
- Master Lookup Table



Why It's Better:

- Faster Updates – No more manual cross-checking.
- Fewer Errors – Built-in checks and visual alerts.
- Consistent Data – One master table for all Online Providers.
- Simpler Workflow – Everything linked and streamlined.

Automated Lookups



What Auto-Populates

When **Utah Course Title** is selected, the following fields fill automatically:

- Category
- CACTUS Course Code
- Course Description
- High School or Middle School Course



Why It's Better:

- **Save Time** – Instantly pull accurate data from the master lookup table instead of manually searching.
- **Reduce Errors** – Eliminate copy-paste mistakes and ensure consistent course information.
- **Improve Efficiency** – Updates flow automatically across linked sheets, reducing repetitive work.

Data Validation



Data Validation Uses

Data Validation is used for:

- Utah Course Title
- Category
- CACTUS Course Code
- Course Description
- High School or Middle School Course



Why It's Better:

- **Prevents Incorrect Entries** – Stops invalid or incomplete data.
- **Maintains Consistency** – Keeps formats and values uniform across sheet.
- **Improves Data Quality** – Ensures accurate, reliable information for reporting.
- **Streamlines Workflow** – Reduces manual corrections and saves time.

Conditional Formatting



Conditional Formatting Uses

Conditional Formatting is used for:

- Session
- Provider Name
- Utah Course Title
- Category
- CACTUS Course Code
- Course Description
- Credit Amount
- High School or Middle School Course
- Disclaimer



Why It's Better:

- **Spot Issues Fast** – Visual cues highlighting errors or missing data instantly.
- **Improve Clarity** – Color coding makes patterns and data clear.
- **Support Accuracy** – Draw attention to data that needs review or correction.

Master Lookup Table



Master Lookup Table Uses

Master Lookup Table is used for:

- Utah Course Title
- Category
- CACTUS Course Code
- Course Description
- High School or Middle School Course

The Master Lookup Table sources its data from CACTUS. Online Providers will not have access to this table, as it is intended exclusively for USBE use.



Why It's Better:

- **Centralized Data Hub** – Spreadsheet connects to one master table.
- **Faster Updates** – Changes happen in one place and flow everywhere.
- **Reduce Manual Errors** – No need to update multiple spreadsheets individually.



Policy, Processes, and Procedures

SEATS COURSE REQUEST SPREADSHEET GUIDELINES



Spreadsheet Columns

White Columns: Provider Fills

Cols A, B, C, D, E, H, K, L, N, Q. Select via dropdown each time (**Do NOT copy/paste**).

Yellow Columns: USBE Uses

Managed directly by USBE team.

Column M: Shared Field

Does not auto-populate; provider manually selects MS or HS course.



Column C Ending Date

Course End Date Requirements:

- **Quarter Courses:** Enter the exact date the quarter ends.
- **Semester Courses:** Enter the exact date the semester ends.

Dates must accurately correspond to official term structures.



Why This Matters

R277-726-7 Compliance

Primary schools and parents expect transcripts within **30 days** from the end of quarter or semester courses.

Timelines Rule

End dates must accurately reflect a quarter timeframe for quarter courses and a semester timeframe for semester courses.



Policy, Processes, and Procedures

COLUMN G: UTAH COURSE TITLE



Dropdown Selection

Do NOT copy & paste data into this column.

Select data directly from the dropdown list each time.

This is an automated lookup and data-validated field.



Search & Scroll

Once you click the dropdown, find your course easily:

- Type the course name directly in the **search bar**.
- Or scroll through all available course options.



Unlisted Courses

If desired course is not listed in the dropdown:

Enter **Utah Course Title** and **course code** in **Column O** under "*Provider Comments*."

[Active Core Codes](#)

Policy, Processes, and Procedures

COLUMN H: YOUR SCHOOLS COURSE TITLE

Online Providers may use Column H only under the following conditions:



Multiple Sections

Used when a course code covers multiple sections:

Code: 06010000075

(Utah Title: Literature)

- Literature Sherlock Holmes Q1
- Literature Children's Literature Q1

List Quarter/Semester as: **Q1, Q2, Q3, Q4, Sem 1, Sem 2**



Sem / Qtr Content

Used when term content needs identification:

- Biology Sem 1 Content
- Mathematics - Grade 6 Q1 Content
- Mathematics - Grade 6 Q2 Content

Course title remains Utah title with semester/quarter distinction at end.



University CE Name

Used when displaying University CE course names:

- **Finance 1050**

Displays exact university course code/title for Concurrent Enrollment courses.

Policy, Processes, and Procedures

SIS COURSE TITLE ALIGNMENT

Course names in the Online Provider's Student Information System (SIS) must align with official Utah course titles:



Mathematics - Grade 6

Utah Course Title: Mathematics - Grade 6

SIS Course Title: *Mathematics - Grade 6 Q1*



General Financial Literacy

Utah Course Title: General Financial Literacy

SIS Course Title: *General Financial Literacy Q1*



Physical Education Elective

Utah Course Title: Physical Education Student Elective

SIS Course Title: *Physical Education Student Elective Weight Training Q1*



Marine Science

Utah Course Title: Marine Science

SIS Course Title: *Marine Science Oceanography Q1*

Policy, Processes, and Procedures

SPREADSHEET COLUMNS J, L & N

Requirements for completing course description, curriculum brand, and disclaimer fields:



Column J

Course Description

- If an Online Provider has additional information to add to the course description, use **Column N**.



Column L

Curriculum Brand

MUST BE INCLUDED (Populates SEATS)

- **Provider's Own:** Provider is the curriculum brand.
- **Outside Vendor:** Vendor is the curriculum brand.
- **University (CE):** University is the curriculum brand.



Column N

Disclaimer & Requirements

- Use the disclaimer link provided on spreadsheet (updated per **R277-726-7**).
- Add NCAA Approval, Course Fees, Prerequisites, etc.

Policy, Processes, and Procedures

DISTRIBUTION, TRAINING & REVIEW

Key dates, training locations, and spreadsheet verification procedures:



Distribution & Due Date

SEATS Course Request

- **Distributed:** First week of January
- **Due:** Monday, Feb 16, 2026

No submission is required because the information is in a shared Google Sheet.



Training Distribution

Accessing Training

This training will be located on the [SOEP website](#) in the [Online Provider Portal](#).



Spreadsheet Review

Review Action Items

SEATS COURSE REQUEST SPREADSHEET

- Verify all fields
- Update any information
- Answer questions

Questions & Answers

PROGRAM CONTACTS & RESOURCES

Reach out to the SOEP team for support or visit our online resources:



Program Manager

Meagan Johnston, M.Ed.

SOEP Program Manager

Email:

meagan.johnston@schools.utah.gov

Phone:

801-538-7783



Licensing Specialist

Britanni Taylor

SOEP Licensing Program Specialist II

Email:

britanni.taylor@schools.utah.gov

Phone:

801-538-7504



Website Resources

Quick Links

[Online Provider Portal](#)

- Access course management and provider tools

[SOEP Website](#)

- Main website for policies and program updates

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