

All Course Network Provider Orientation (Summer)

2025-2026

**RHODE
ISLAND**

ACN Overview

- The All Course Network (ACN) is a RIDE initiative designed to offer academic and enrichment opportunities to **PK-12 students** during summers and outside of the traditional school day during the school year.
- Courses are offered in person, virtually, or through a hybrid model from course “Providers” that include Local Education Agencies (LEAs), community-based organizations (CBOs), private colleges in Rhode Island and municipalities.
- Course enrollment happens through a lottery process to ensure equitable access for all students. Lotteries happen twice so families and students don’t need to plan too far ahead for the Spring semester.

ACN Course Types



World Language Courses

Courses to support graduation requirements

Earn High School Credit



Work-Based Learning Courses

Hands-on learning with industry professionals

Earn High School Credit



Career Credential Courses

Results in industry recognized certificate or credential

Earn High School Credit



Dual Enrollment Courses

Courses offered by local colleges and universities

Earn High School **AND** College Credit



Advanced Placement Courses

College-level coursework culminates in AP exam

Earn High School **AND** College Credit



Enrichment Courses

A wide variety of courses to enrich a student's learning

No Credit Available



Face to Face



Blended



Fully Online

***Summer
~~2024-2025~~
ONLY**

ACN Provider Overview

1. Salesforce populates EnrollRI with course details directly uploaded from what was entered in Provider applications. **Please check your course details in EnrollRI to ensure all information is accurate!**
2. Students have a designated registration window during which they pre-register for courses. School-level points of contact must manually approve every student preregistered for a credit-bearing course (school level contacts are best positioned to determine which students are ready).
3. Once students are school-approved for credit-bearing courses, they are assigned a random lottery number for each course that has more registrations than seats. Once the lottery runs, students and families are notified via email to login to their EnrollRI dashboards and are required to take action on any pending seat offers.
4. Providers are encouraged to reach out to students on their roster before courses begin.
5. Designate a staff member to serve as the primary point of contact with RIDE, students, families, and school/district staff. This staff member's contact information will be shared publicly for the purposes of the course administration.

ACN Enrollment Process

- **Parent/Guardians** pre-register for courses for rising 6th-8th Grade students using EnrollRI.org.
- **Students** pre-register for their own courses if they will be in **9th-12th grade for the upcoming school year** using EnrollRI.org.
- Students can pre-register for up to 8 courses for the summer, and 6 courses each for the fall, spring and year-long sessions; however, each student can only enroll in up to the following number of courses per semester:
 - Summer: 1 credit-bearing course; 4 enrichment courses
 - Fall: 2 credit-bearing courses
 - Spring: 2 credit-bearing courses

**Year-long courses count as 1 course for Fall and Spring

ACN Lotteries

- Two ACN lotteries run during the school year. The 2025 summer and fall, and 2025-26 yearlong course lottery runs on June 3; the Spring 2026 lottery runs on December 10.
- The current registration window is open for **Summer, Fall and Yearlong** courses only!
- Once this pre-registration window closes no pre-registrations will be accepted so the course lotteries for **Summer, Fall and Yearlong** courses can run. Once the lotteries run:
 - **Students with seat offers** will have 7 days to log back in and accept their seats. If they are already enrolled in **ONE** credit-bearing course for Summer/ **TWO** for Fall -Yearlong, they will need to drop a credit-bearing course if they want to accept this seat offer.
 - **Students who do not get a seat offer** will be assigned a waitlist number. The student at the top of the waitlist will automatically move to enrolled status if a seat becomes available. The exception is if they are already enrolled in the maximum allowable number of credit-bearing courses, they will need to drop a credit-bearing course to accept this seat offer and enroll.

2025-2026 Registration and Lottery Dates

ACN course timeframe	Pre-registration opens	Pre-registration closes	Lottery	Seat offer acceptance window	Registration Re-opens/open enrollment begins	Registration ends
Summer, Fall and Yearlong	May 1	May 30 at 5pm	June 3	June 3-June 10 at 11:59pm (System closed for maintenance June 11 – 15)	June 16	Last day of add/drop window for each course
Spring	September 22	December 5 at 5pm	December 9	December 9-December 19 at 11:59pm	December 22	

Course Recruitment

Recruitment is a Provider responsibility

RIDE markets the ACN through the Commissioner's field memo, social media postings, and informational sessions.

- Providers should be promoting online, reaching out to your networks to publicize your course offerings.
 - The ACN team supports network-wide recruitment through in-person school visits, virtual info sessions, and presentations.
 - When reaching out to school-based contacts, digital resources are preferred. Please don't send paper pamphlets or materials to schools. Including a blurb or context of the resource you're sharing is appreciated and alleviates the burden on school members to distribute materials.

Filling Your Rosters

- Many Providers find it helpful to check in with students prior to the start of class to confirm continued interest. Students who are no longer interested or able to attend the class are encouraged to drop the course to make room for another student.
- ***Remember: When students drop a course, their seat is automatically filled by the student at the top of the course waitlist.***
- EnrollRI updates on a nightly basis. When a student moves off the waitlist, their status will update overnight.

Course Cancellations

RIDE strongly discourages any course cancellations and Providers are required to notify RIDE as early as possible regarding a course cancellation. Course cancellations directly impact a student's transcript, schedule, credit planning, and in some cases, their graduation options. The annual ACN course portfolio goes through extensive vetting and approval processes, and cancellations, particularly once registration has begun, have significant ramifications, including impacting a Provider's chance for future course approval on the ACN.

Scenario #1: Cancelling due to unmet minimum student enrollment:

- As part of the application process, all Providers notify RIDE of the minimum number of students required to run each course. At the end of the Add/Drop window during the semester in which the course is running, the ACN team will reach out to all Providers with courses that have not met the Provider-identified minimum number of students, to check if they still want to run the course. RIDE will notify students and families if a Provider decides to cancel a course for this reason only and **the Provider's administrative payment will not be impacted.**

Scenario #2: All other reasons for cancelling:

- **A Provider's administrative payment will be impacted** for any other course cancellation reason. If a Provider is approved for a single course that is subsequently cancelled, their administrative payment will be reduced to \$0. For Providers that offer more than one course, the percentage of cancelled courses will mirror the percentage reduction in their administrative payment.
 - Example: Provider A has an agreed upon administrative payment of \$1000 for 10 approved courses and cancels two of them (20%). Therefore, Provider A's administrative payment will be reduced by 20% to \$800 and an MOA addendum executed.
- In this cancellation context, the Provider is required to notify the ACN and is responsible for communicating with all students and families on the official course roster(s) and cc'ing ACN@ride.ri.gov within 48 hours of the cancellation.



Add/Drop Period

- ALL courses have an add/drop period
- **The add/drop period will end on the 2nd day of Summer one-two week ACN courses** (includes start date + 1 day)
- For all other courses, the add/drop period will end **one week from the course start date** (includes start date + 6 days)
- At the close of the add/drop window course rosters will be frozen in EnrollRI, and no additional roster changes will be made.
- After the add/drop period ends and through the end of the course, students have the ability to **withdraw** from a course by logging into their EnrollRI dashboards. Provider requests for RIDE to withdraw students after the end of the add/drop period will not be fulfilled.

Dropping Students during Add/Drop Period

- Following multiple attempts to reach students and families, Providers have the capability to **drop** students from their roster during the add/drop period. *This should only happen under extenuating circumstances.*
- Providers are responsible for dropping students at the end of the add/drop period if they are no-shows.
- Students and families can also drop from a course before the end of the add/drop period.
- *The ACN team does not drop students!*

Payment Overview

Per Pupil Payments: Disbursed once for Summer, twice per semester for Fall and Spring and quarterly for Yearlong courses. Attendance is the benchmark used to determine reimbursement. Providers are paid based on the number of students who attend at least 80% of the course hours in each payment period. Providers are encouraged to use their own discretion when determining what qualifies as attendance.

***LEAs offering courses during the school year will not be reimbursed for students enrolled in the school that offers the course. LEAs are eligible for summer reimbursement for all students.**

Administrative Payments: Administrative payments are disbursed in the final payment of the last semester in which the Provider offers courses.

Multilingual Learner (MLL)/Differently Abled Students (DAS) Invoicing: This process occurs at the end of each semester. Invoices reflect hourly and material costs, support descriptions, and any other notes to provide clarity of the request. This template goes out in the Provider updates emails- Providers share list of MLL/DAS students at beginning of semester with RIDE.

Payment Information: Per Pupil Tuition

- During the application process, potential Providers submitted two different payment amounts:
 - The per pupil expense for each course
 - An administrative fee to ensure that Providers are able to adhere to the expectations outlined in the MOA and the workload of ACN course management.
- RIDE either accepts or negotiates these amounts and the yearly cap is formalized via MOA.
- RIDE then disburses payment during the course based on student attendance on pre-determined dates included in the MOA.

Payment example for a semester-long ACN course

Per Pupil Cost	Max Roster & Payment	Students w/ 80%+ attendance during Payment Period #1	Payment Period 1	Students w/ 80%+ attendance during Payment Period #2	Payment Period 2	Total Per Pupil Payout
\$500	10 Ss @ \$500 each=\$5000 max	8	8*\$250=\$2000	7	7*\$250=\$1750	=\$3750

Payment Information: Administrative Fee

The administrative fee is disbursed only once per ACN cycle (Summer, Fall, Spring) and is included in the final payment of the last semester in which Providers offer courses.

Per Pupil Cost	Max Roster & Payment	Students w/ 80%+ attendance during Payment Period #1	Payment Period 1	Students w/ 80%+ attendance during Payment Period #2	Payment Period 2	Total Per Pupil Payout	Administrative Fee	Final Payout for 2021-2022:
\$500	10 Ss @ \$500 each=\$5000 max	8	8*\$250=\$2000	7	7*\$250=\$1750	=\$3750	\$1,000	\$3750+\$1000=\$4750

Attendance and Grade Entry

2025-26 ACN Course Timeframe	First Attendance Period ends and attendance fields open	Second Attendance Period ends and attendance fields open	Third Attendance Period ends for Yearlong courses and attendance fields open	Fourth Attendance Period ends for Yearlong courses and attendance fields open	
<p>Attendance entry is due 5 business days from <u>the end of the attendance period</u>. Attendance data cannot be entered prior to the dates below.</p>					
Summer	August 15*				<p>*Grade entry is due 5 business days from the last day of class for each course. Grade entry is not available before the course end.</p>
Fall	November 7	December 12*			
Spring	March 13	May 15*			
Yearlong	November 7	December 12	March 13	May 15*	

ACN Communication

Provider Update Emails

- The ACN team sends Provider emails to support communication efforts and deadline reminders. Please let us know if anyone needs to be added to the contact list for these weekly communications. **It's important to read these updates regularly so you remain current with expectations and don't unnecessarily increase the volume of the ACN inbox emails.**

Provider Office Hours

- **The ACN team will host bi-weekly drop-in office hours:**
 - These will take place the 1st and 3rd Wednesday of each month from **9:30am-10:30am** via Zoom. These are optional sessions but will be available for any questions that may arise. You don't need to register in advance for drop-ins. [Zoom links and registration reminder emails will be included in the Provider update emails.](#)
- **First Office Hour: Wednesday, May 21**
 - <https://us02web.zoom.us/j/84248935091?pwd=ZXSWh7qpEhRbBE7IRtKwgnXPxUYQQS.1>

Accessing Salesforce / Course Management

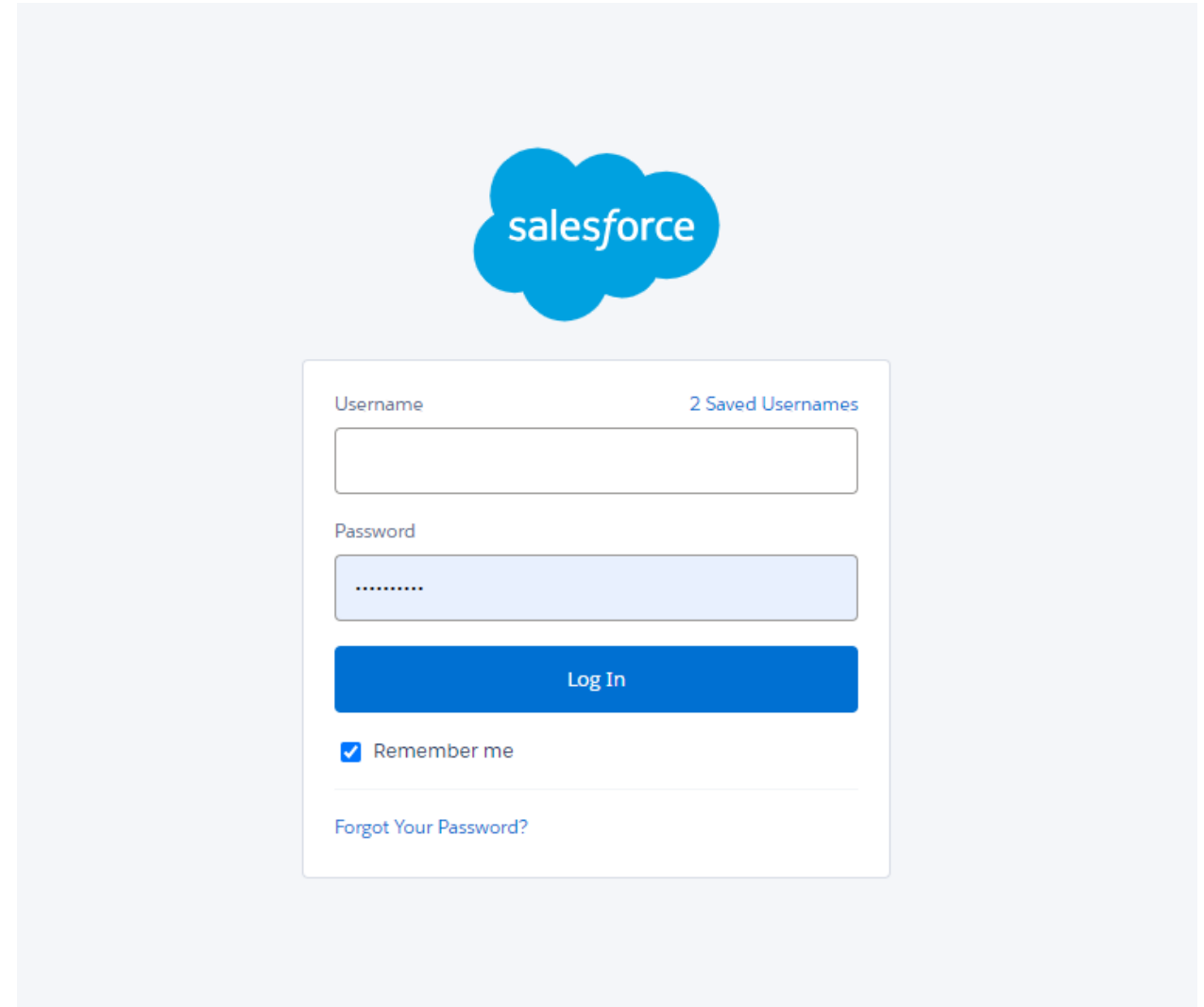
Salesforce Web Address:

<https://enrollri.my.salesforce.com/>

- Each Provider will be granted Salesforce access as an administrator. Each provider will be allowed:
 - **1 Administrator Account**
 - **1 Instructor Account**

Multi-Factor Authentication

- In order to access your Salesforce account, each user must set-up multi-factor authentication through their log-in process.



Accessing Salesforce / Course Management

- The ACN's Salesforce website can be a useful tool for your organization beyond simply enrollment, attendance, and grade books.
- Stay tuned for highlights and how-to's on how to best use the Salesforce tools as a Provider.

The screenshot displays the ACN Provider Dashboard in Salesforce. The dashboard includes a search bar at the top right and a navigation menu with options like Home, Staff, Attendance Entry, ACN Gradebook, Course Rosters, Reports, Dashboards, and Invoices. The main content area is divided into several sections:

- ACN Provider Dashboard:** A header section with a refresh button and a note that the dashboard was last refreshed 155 days ago.
- Lottery Offers:** A section with the message "No data. Try refreshing the dashboard." and a "View Report" link.
- Course Enrollment Summary:** A section with the message "No data. Try refreshing the dashboard." and a "View Report" link.
- Spring Courses: Accepted & Enrolled:** A section with the message "No data. Try refreshing the dashboard." and a "View Report" link.
- Spring Lottery Results:** A section with the message "To view this table, refresh the dashboard." and a "View Report" link.
- Important Announcements:** A section with text about spring course lotteries and a reminder to refresh the dashboard.
- Helpful Resources:** A section with a list of links, including "How to Enter Grades due 11/8/23", "Grade Entry PD Recording", "How to Enter Attendance due 11/8/23", "ACN Enrollment Instructions (English)", "ACN Enrollment Instructions (Spanish)", "Editing Reports -- any reports you edit or create must be placed in your 'private' folder.", "September 2022 Provider Orientation Slide Deck", "September 2022 Provider Orientation Recording", "How to Use Reports One-Pager", "EnrollRI Website", "RIDE ACN Landing Page", and "Reports Folder".
- ACN Policy and Program Questions?** A section with a link to FAQs and contact information for ACN@ride.ri.gov.
- EnrollRI Program Questions?** A section with contact information for HelpEnrollRI@ride.ri.gov.
- Key Dates:** A section with a list of dates, including "Monday, September 4 at 5pm: Pre-registration closes for Fall & Yearlong course lottery" and "Tuesday, September 5 at 12pm: School member course approvals due in EnrollRI".

Questions?

ACN@ride.ri.gov

Helpenrollri@ride.ri.gov

<https://enrollri.org/acn>