

# ASE Assessment Data Export

## How to do ASE Assessment Data Exports

This document explains how Building Reporters and Fiscal Agents can use CTEIS to export students currently enrolled in ASE programs, for submission to ASE, and for participation in ASE Technical Skill Assessments.

**When:** ASE assessment data exports are done throughout the school year.

**Who:** Building Reporters and Fiscal Agents do ASE assessment data exports.

### Access ASE Assessment Export



1. Log into CTEIS at [www.cteis.com](http://www.cteis.com) using your MEIS Username and Password.
2. From the Main menu, building reporters can access the buildings they have been given authorization for by selecting **Reports**. Fiscal Agents/Level 5s can access all buildings under their Fiscal Agency by selecting **Fiscal Agent**.
3. Select **ASE Assessment Export** from the pop-out menu. The ASE Assessment Export page appears.

## ASE Assessment Export

Select a CIP Code value and Building from below to export a list of values for TSA.

47.0603 (Collision Repair)
  47.0604 (Automobile Tech.)
  47.0613 (Med./Heavy Truck Tech.)

Please Select... ▼

CSV Export

### Run the ASE Assessment Export

1. From the ASE Assessment Export page, select a CIP Code.

47.0603 (Collision Repair)
  47.0604 (Automobile Tech.)
  47.0613 (Med./Heavy Truck Tech.)

2. From the drop-down list, select a building.

Please Select... ▼

06145 - TBA Career Tech Center

3. Click the **CSV Export** button. CTEIS generates the CSV file and displays a message asking you to open or save the CSV file. The CSV file name appears in the format: ASE\_CipCode\_ProgramName\_BuildingNo.CSV

*For Example: ASE\_47.0613(Med\_Heavy\_Truck Tech.)06145.csv*

Do you want to open or save ASE\_47.0613\_(Med\_Heavy\_Truck\_Tech.)\_06145.csv (28 bytes) from test.cteis.com?

Open

Save ▼

Cancel

✕

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