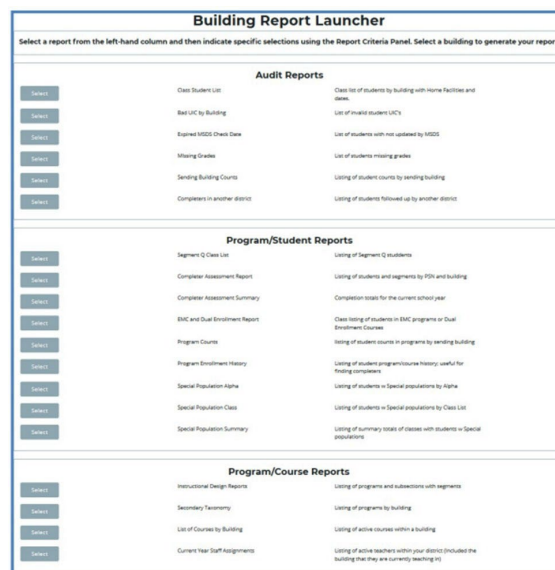# Data Review

Accurate data is crucial to the CTEIS process. It is fundamental to accurate reporting for CTE in Michigan and has a direct impact on the funding your programs receive. You must review your data early and often to ensure it is as accurate as possible. CTEIS provides numerous tools and reports to assist you in verifying your data entry.

1.   How To Review Course Data

To generate Exports/Reports in CTEIS:

1. After successfully logging into CTEIS, from the navigation bar, click Reports, then Building Reports.
2. Select the desired Export/Report from the Report Launcher screen. An example photo is provided below.
3. Enter your Report Criteria. CTEIS will generate the Export/Report based on your report criteria.

To review your courses, you will need to generate the following Exports/Reports:

➢ **3-Year Instructional Design Report Export-** shows the courses operating during a period of selected years, allowing you to easily view program segment and competency information. You may use this export to verify that your:

• Course entry within CTEIS is accurate for the current year.
• Courses offer the 12 segments/competencies required for your programs to produce student advancement.

For Technical questions: contact the CTEIS Helpdesk: at cteis.help@PTDtechnology.com or call (517) 333-9363. for **Policy questions contact**: Joan Church: at Churchj@michigan.gov or call: (517) 335-0360

It is important to note:

- This export is grouped by program, then by the last three years of courses conducted, listed chronologically by course begin date. Example photos are provided below.
- Perkins 4 programs still use segments and will be listed first. Perkins 5 programs use competencies and are listed last.

The first record in the group is the program record, listing the PSN, CIP code, building, and total segments or competencies available in that program. The Program Comp/Seg columns display the segments or competencies for that program.

*3yr Instructional Design
Export Example

The next set of records is grouped by year, and course section code.

*3yr Instructional Design
Export Example

The courses list what segments or competencies have been provided in each subsection.

*3yr Instructional Design
Export Example

From this data, the path of courses a student would enroll in overtime can be charted and the segments or competencies can be reviewed to ensure that advancement is possible and optimized.

To access the 3-Year Instructional Design Export:
1. After successfully logging into CTEIS, from the navigation bar click Reports.
2. Select Building Reports and the Student Advancement Export is located under the Program/Student Reports collection.
3. Select the building you would like to view by using the drop-down menu.
4. Select the Export to Excel button to generate an Excel file you can use to review student data.

➢ **CTE List of Courses by Building Report**

This report shows all courses running within a selected building during the current school year. Use this report to verify that:

• Course entry within a specific building in CTEIS is accurate for the current year. Use this report to verify with the building administrator that course sections are correct.

• Your course detail fields are accurate.

*CTE Course Listing for Bldg.
Report Example

> ➤ **Active District Staff Listing Report**

Use this report to view a list of active teachers within your district.

2. How To Review Student Data

You can review students by using the following CTEIS features and Reports:

- The Check UIC button (found within the Manage Students Screen).
- Bad UIC by Building Report
- UIC With No Current MSDS Report
- Student Advancement Report Export

> ➤ **Check UIC Button (found in the Manage Students Screen) overview.**

- UICs are checked every time a student record is stored manually.
- In the UIC panel of the Manage Students screen, you can enter a student's core fields and click the Check UIC button to verify a student's UIC without saving the student record.
- CTEIS automatically checks UICs included with imported records but may take 2- 3 days to do so. To expedite this process, use the Check UIC button.
- The check UIC button results will tell you if the UIC provided is recognized as a primary or secondary UIC or unlinked. This is useful for resolving UIC errors.

To review using the Check UIC button follow the steps below:

1. After successfully logging into CTEIS, Open the Manage Students screen.
2. Choose the student's sending facility from the Select Building... drop-down menu to load students from that building into the student grid. Alternatively, enter the student's UIC or last name into the Search By UIC/Last Name search box and then click the Search button.
3. Click the student icon of a student whose UIC you wish to verify. UIC information is displayed in a panel.
4. Click the Check UIC button to ensure that the entered UIC is valid and that CTEIS can locate the student's core information within the MSDS.

> ➤ **Bad UIC By Building Report**

The Bad UIC BY Building Report displays invalid UICs. It shows the UIC, student name, gender, date of birth, and associated errors for all the enrolled students within a building. Use this report to locate and print students who do not pass the enrollment validation check.

Michigan Department of Education
Office of Career and Technical Education - CTEIS Report

Invalid UICs

CEPD 99
Fiscal Agency School District (22222)
Building High School (33333)
Home Facility High School

UIC	Student Name	Gender	DOB	Reason
8888888888	Aman, N.	M	5/21/2001	Core fields do not match submitted UIC (8888888888)
9999999999	Bman, H.	M	4/4/2002	Core fields do not match submitted UIC (9999999999)

To access the Bad UIC By Building Report:
1. After successfully logging into CTEIS, click reports from the navigation bar, then select Building Reports.
2. Select Bad UIC By Building under the Audit Reports collection.
3. Select a Building you would like to view.
4. The report will load according to your selection, and you may print the report if needed. Instructions are provided below.

➢ **UIC With No Current MSDS Report**
The UIC With No Current MSDS Report displays a list of students with invalid or expired UICs. Use this report to verify that all your students have been updated through CTEIS and contain matching records within the MSDS. Check with your UIC Resolver to fix student UIC and MSDS issues.

Michigan Department of Education
Office of Career and Technical Education - CTEIS Report

UICs with No Current MSDS Record

CEPD 99
Fiscal Agency School District (22222)
Building High School (33333)
Home Facility High School

UIC	Student Name	MSDS Date	Exit Status	Grade Level
8888888888	Aman, N.	5/2	19	
9999999999	Bman, H.	4/4	19	

Please refer to the Directions for Updating MSDS Records within CTEIS document found on the CTEIS home page under the 4483 links.

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To access the UIC With No Current MSDS Report:
1. After successfully logging into CTEIS, click Reports from the navigation bar, then select Building Reports.
2. Select UIC With No Current MSDS under the Audit Reports collection.
3. Select a Building you would like to view.
4. The report will load according to your selection, and you may print the report if needed. Instructions are provided below.

➢ **Student Advancement Report Export**

The Student Advancement Report Export allows you to track student advancement. To access the Student Advancement Report Export:

1. After successfully logging into CTEIS, from the navigation bar click Reports.
2. Select Building Reports and the Student Advancement Export is located under the Program/Student Reports collection.
3. Select the building you would like to view by using the drop-down menu.
4. Select the Export to Excel button to generate an Excel file you can use to review student data. The Excel Export contains a listing of students and segments/competencies grouped by PSN and building.

3.   How To Review Enrollment Data

➢ **Class Student List Report**

The Class Student List report contains details of the courses operating within a selected building including segment/competency information, grades, and enter and exit dates. Use this report to verify that your:

• Students have been enrolled in the correct courses for the current year.
• Students in the appropriate subsection will receive credit for the correct segments/competencies.

To access the Class Student list Report:

1. From the navigation bar click Reports, then select Building Reports.
2. The Class Student List Report is located under the Audit Reports collection. Click the Select button.
3. Select the building you would like to view. An Excel Export is available by clicking the Export to Excel button in the panel.

➢ **Program Enrollment History Report**

To access the Program Enrollment History Report:

1. From the navigation bar click Reports, then Building Reports.
2. Located under the Program/Student Reports collection. Click the Select button.
3. Select the Building you would like to view. An Excel Export is available by clicking the Export to Excel button in the panel.

➢ **Program Counts Report**

To access this report:

1. From the navigation bar click Reports, then Building Reports.
2. Located under the Program/Student Reports collection. Click the Select button.
3. Select the Building you would like to view. An Excel Export is available by clicking the Export to Excel button in the panel.

4. How To Print CTEIS Reports

To print your lists and reports, you must first export them to another format. Using the "Export" button and drop-down list, choose Acrobat PDF file. Save the report and open it in Adobe Acrobat to print hard copies from the application instead of your Web browser.

Last Updated: January 2023