

Career and Technical Education

Information System

Spring 2021 v. 2

Enrollment &

Completion Collection

Instructional Guide

For Building Reporters



Due to CEPD June 17, 2021 Due to OCTE June 24, 2021

WELCOME TO



COURSE INFORMATION

The objective of PTD Technology computer software training is to produce capable, self-confident, and proficient software users. We emphasize education concepts based on 'real world' scenarios. Using the new CTEIS 2021 Web application, our goal is to provide you with the very best in 'hands-on' instruction and materials to assist you and your organization in achieving your reporting goals.

To further enrich your training experience, PTD Technology provides valuable reference manuals. We trust you will find our educational methods and proven training experience synergistic with your goals. Help Desk Support is also available to clients requiring additional assistance at no charge to the districts.

As a pioneer in instructor-led computer training since 1978, we continue in our mission to deliver the most effective and professional computer training to you. We encourage your comments or suggestions as to how we might better serve you.

For more information about PTD Technology, call us at (517) 333-9363 Ext. 128, or visit our website at <u>www.PTDtechnology.com</u>.

WELCOME TO



SUPPORT

PTD Technology provides technical support to districts operating Career and Technical Education (CTE) programs.

The PTD Help Desk is staffed by experienced PTD training specialists, consultants, and dedicated support staff. Due to rapidly changing software versions and new releases, we may require additional time consulting with other professional staff.

When using this service, please be sure to provide your contact information including your name, school district, phone number, and/or email address. For CTEIS reporting, please also provide the name of the report you are preparing.

TECHNICAL HELP:

cteis.help@PTDtechnology.com (800) 203-0614 or (517) 333-9363 Extension 128

REPORTING POLICY HELP:

Joan Church ChurchJ@michigan.gov (517) 335-0360

OCTE WEBSITE:

www.michigan.gov/octe

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INTRODUCTION TO CTEIS DATA ENTRY

Welcome to CTEIS, the **Career and Technical Education Information System!** This guide contains a list of terms common to CTEIS, an explanation of the purpose and processes surrounding the Web-based reporting system, a discussion of reporting requirements, and useful contact information for those seeking assistance with CTEIS throughout the reporting cycle.

CTEIS is a Web-based application that allows you to report enrollment information for state-approved CTE programs to the State of Michigan. To access it, you may log into the system at <u>www.cteis.com</u> using your MEIS username and password. The average building-level reporter will focus on completing three reports throughout the course of the year.

Enrollment	Expenditures	Follow-Up
Begin in September	Begin in September	Begin in October
Fall Course Collection: Complete in October	Complete in November	Complete in January
Spring Collection		

Spring Collection (including credentials and WBL): Complete in June

Spring Tasks

- Complete course instructional design and verify effective design structure by obtaining signatures from teachers.
- Finalize all fall and spring enrollments.
- Resolve all student UIC and MSDS data issues.
- Spring Enrollment Reporting Complete spring enrollment collection and run CTEIS validation. Verify all entries by printing student class lists and obtaining teacher signatures.
- Review completer profiles and print segment/competency progress reports.

REFERENCE DOCUMENTS

You may download the materials that are referenced in this manual from the CTEIS Knowledge Base at <u>support.cteis.com</u>. These include:

Under *Enrollment* → *Spring Collection*:

- Enrollment & Completion Collection instructional guide
- <u>State List of Approved and Non-Approved Credentials</u>

Under Enrollment → Special Collections:

• Work Based Learning guide

Under Importing:

- Importing Students guide
- Importing Courses guide

Importing (Students)

- Excel Format Student Import File Specifications guide
- Excel Format Student Import Headings file

Importing (Courses)

- Excel Format Course Import File Specifications guide
- Excel Format Course Import Headings file

OVERVIEW

In preparation for the Spring Enrollment Report, you are strongly encouraged to begin your data collection, entry, and validation as early in the school year as possible. Because the information from this report is used to determine funding allocations as well as to fulfill federal reporting requirements, it is important that all data be complete and accurate.

The purpose of this guide is to assist you with optimizing your spring enrollments and to ensure that you maximize your student concentrators and completers. This guide outlines the best practices for:

Data Entry

Data entry is done through:

- 1. Manual data entry using the following CTEIS screens:
 - Manage Courses
 - Manage Students
 - Manage Enrollment -OR-
- 2. Importing data.

Utilizing the **File Import** feature is highly recommended—this tool can save you valuable time and will minimize data entry errors. You may upload error-free records into your CTEIS database at any time; furthermore, if CTEIS detects problems with your import file, it will generate a list of warnings and errors for you to review. The system stores the affected records until you correct your data file and import it again.

Data Review

This guide focuses on the importance of reviewing your data with the help of CTEIS validation and reporting tools. You will learn how to verify the instructional design of your courses and to leverage reports and tools such as the **Check UIC** feature. These reports and tools allow you to quickly verify data entries and ultimately ensure that your information is complete and accurate.

CTEIS validation tools are useful for illuminating invalid data—that is, information that does not meet the system's specified criteria; however, information that has been entered improperly will not always produce errors. Examples of common data entry mistakes include enrolling students into the wrong course section and incorporating incorrect segments into your courses. Mistakes such as these can cause your programs to produce fewer completers than expected. To prevent this, you are required to review your instructional design and the available summary reports with the individuals who provide your information. Accurate information projects completers correctly.

CHECKLIST FOR SPRING ENROLLMENT DATA ENTRY

Task	Done!
 Manage Courses ✓ Enter, import, or update course section information by checking that: All courses for the school year are entered. EMC and Dual EnrolIment courses are identified and entered corectly. Dates for the courses are correct. A primary teacher and all additional staff are assigned to each course. Course section codes are correct. Instructional design allows proper segment allocation. 	
Manage Staff ✓ Enter or update teacher information by verifying that each classroom staff member has a	
record in CTEIS.	
Manage Students Enter or update student information either manually or via import. Review student information using: The Check UIC button. The reports: Bad UIC by Building and UIC With No Current MSDS. 	
 Manage Enrollment ✓ Enroll students in course sections either manually or through the use of the CTEIS File Import feature. ✓ Check student enter and exit dates to make sure that they fall within the course section dates. ✓ Check CSCs to ensure students are enrolled in the correct courses. ✓ Verify that students are within the correct subsections. ✓ Verify that students will receive the proper segments. 	
Manage Credentials Enter or update student credential information either manually or via import. 	
Manage Work Based Learning ✓ Enter or update student work based learning experiences either manually or via import.	
 Validation and Submission Use the validation tool to check for errors. Resolve any student UIC or MSDS issues. Review student segment profiles to ensure completers are progressing correctly. Review reports to verify the number of expected completers. Submit fall course and student enrollment data. 	

LOG INTO CTEIS

To begin the data reporting process, you will first need to log in to CTEIS.

- 1. Open a Web browser of your choice and navigate to <u>www.cteis.com</u>.
- Click the Login link in the top right corner of the screen, then enter your MEIS
 User Name and Password into the indicated text fields.
- 3. Click the **Log In** button.

Additional information related to MEIS accounts and logging into CTEIS can be found in the Appendix: <u>General CTEIS Information</u> on page 119 of this manual.

MANAGE COURSES

The Manage Courses screen allows you to add, edit, and review course sections and segments. Course sections and segments are very important in identifying student completers.

Importance of Course Sections and Segments

Proper reporting of course sections and segments is critical to determining your students' completion statuses as well as the 61a(1) (Added Cost) funds your programs may be eligible to receive. Students are identified as "enrollees," "participants," "concentrators," or "completers" based on the segments reported for each course section in which they received a minimum grade of 2.0.

- *Enrollee* This student has completed, with a grade of 2.0 or better, course sections covering fewer than 4 segments of a CTE program.
- *Participant* This student has completed, with a grade of 2.0 or better, course sections covering at least 4 segments of a CTE program.
- *Concentrator* This student has completed, with a grade of 2.0 or better, course sections covering at least 8 segments of a CTE program.
- *Completer* This student has completed, with a grade of 2.0 or better, course sections covering all 12 segments of a CTE program.

Open the Manage Courses page to begin the enrollment process.

OPEN THE MANAGE COURSES PAGE

To open the Manage Courses page:

- ENROLLMENT
- Manage Students
- Manage Courses
- Mass Course EditsMass Course Renew
- Mass course Renew
 Manage Enrollment
- Manage Enrolliner
 Manage Staff
- Student/Course/Enr. Import
- 1. Log into CTEIS at <u>www.cteis.com</u> using your MEIS username and password.
- 2. From the navigation bar, click **Data Entry**, then **Manage Courses**.
- 3. If necessary, use the **Select District** drop-down menu to choose a district. The grid is populated with active courses within that district.

COURSE SECTIONS AND SUBSECTIONS

In CTEIS, a course section (also referred to as a "course") is defined by its parent program, location, time and duration, staff, and content. Courses may be further divided into subsections, and the instruction provided in each class is represented as a series of curriculum standards called segments. Twelve segments exist in all, and each course subsection delivers between one and eleven segments of material to students enrolled in the class.

The use of subsections allows districts to report different instruction (segments) for different sets of students within the same class, eliminating the need to create an individual course section for each group of students. For example, you could place a group of first-year students into Subsection A of a construction class and assign second-year students to Subsection B of the same class. In this case, the students within Subsection A would be granted the segments you attach to that subsection whereas the second-year students would receive the segments you associate with Subsection B.

Students must pass their courses with a grade of C (2.0) or higher in order for the segments delivered by that course to be recorded. When students have passed courses delivering all twelve segments, they may be identified as program completers. The section <u>CTE Segments and Grades</u> on page 123 of this manual includes more information on how CTEIS credits students for segments.

You define a course section according to its:

- 1. CIP Code (the state-approved curriculum)
- 2. **Program Type** (Regular, EMC, or Emerging)
- 3. Time of Year (fall Semester, 1st trimester, etc.)
- 4. Time of Day (1st hour, 1st period, 1st block, etc.)
- 5. Instructor
- 6. Content (standardized by segments)

ADD NEW COURSES

The first step in reporting your CTEIS data is to ensure that you have properly created your course sections. Courses may be entered in two ways:

- Manually enter courses through the Manage Courses screen.
- Import courses with the help of the Import feature.

Most course sections follow a standard setup procedure with the exception of:

- Family and Consumer Sciences (FCS) programs.
- Dual Enrollment programs.

See Special Cases on page 25 for more details.

To add new course sections:

- 1. Open the **Manage Courses** page. For details, refer to <u>Open the Manage</u> <u>Courses Page</u> on page 15.
- 2. Click the **Create New Course** button. A pop-up window is displayed.

	Man	age Co	urses	(Ad	d, Edit a	and	Rev	iew re	ecord	s)			
Select District 👻		View Active Courses		rses	O View All Courses					Create New Course			
	T TO EXCEL										Â		
	CSC	Course Name		PSN	Program Name		Program	CipCode	Building	Room	Но		
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				3
Please Sele	ect a Building: *		Please Select a Prog	ram: *
Select a Build	ding	•	Select a Program	v

- 3. Click the **Select a Building...** drop-down menu and select the building that will operate your new course.
- 4. Click the **Select a Program...** drop-down menu and select the parent program to which your new course belongs.

If you believe a program is missing from your **Available Programs** list, verify the program's validity with OCTE to avoid future problems.

Ber	kley School Distric	t •	View A	Active Courses		View All Co	urses				Create N	lew Course
cords: 1	12											
D EXP	ORT TO EXCEL											
	csc	Course Name	PSN	Program Name	Program	CipCode	Building	Room	Hour	Class Start	Class End	Staff
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- 5. Enter all course details into the empty text fields. For information related to each field, refer to <u>Course Section Fields</u> on page 20.
- 6. Mark segments within the Segment Profile panel.

The Segment Profile Panel contains a series of empty check boxes that correspond to the segments a course may grant to enrolled students. Generally, you will mark the

check boxes within the column labeled "A" to indicate the segments delivered by a course. However, you may activate up to three additional subsections within any course. To open additional subsections, mark the segment check boxes in any of the other columns labeled "B," "C," or "D." Make sure you have verified all subsections and segments by printing the Instructional Design Report (see <u>Instructional Design Report</u> on page 40 for more details) and receiving a signature from your teachers to verify that the information is correct.

Using the Manage Enrollment feature, you may enroll students in any subsection containing active segment selections. Enrolled students who complete the course with a grade of 2.0 or better will receive credit for the segments delivered by their subsection and progress toward becoming completers. Print off each student list and obtain your teacher's sign-off indicating that the class list is correct.

Be extremely careful when marking segments because they directly influence student completer statuses.

Segment	Profile	e		
	Subse	ections		_
Segment 1	A □1	B □1	C □1	D []1
Segment 2	□2	□2	□2	□2
Segment 3	□3	□3	□3	□3
Segment 4	□4	□4	□4	□4
Segment 5	□5	□5	□5	□5
Segment 6	□6	□6	□6	□6
Segment 7	□7	□7	□7	□7
Segment 8	□8	□8	□8	□8
Segment 9	□9	□9	□9	□9
Segment 10	□10	□10	□10	□10
Segment 11	□1 1	□11	□11	□11
Segment 12	□12	□12	□12	□12
Segment Q	□Q	□Q	□Q	□Q
Create Co	ourse	C	ancel/R	eturn

7. Click the **Create Course** button beneath the Segment Profile Panel to add the course to your grid.

You may add staff members to your list via the **Course Staff** panel or the **Manage Staff** screen. Both methods are described in <u>Add a Staff Member to the CTEIS</u> <u>Database</u> on page 72.

COURSE SECTION FIELDS

To ensure that the student enrollments within a course section are properly counted for 61a(1) added cost funding, please maintain the following course section fields:

The Course Information Panel

Course Sec. Code (CSC) – Course Section Codes uniquely identify each class within a specified building. The CSC is used to match enrollment records in CTEIS with enrollment records in a local student management system.

- This field is user-defined and required.
- To import data, the course section code must match the code used in the local Student Management System (SMS).
- The CSC may be changed if necessary.
- A CSC may be reused if it has been previously deactivated.
- The CSC must be unique within a building.

Local Course Name – The local name that identifies your course. This field is userdefined, but matching it to your local records is recommended.

Course Sec. Start / End Date – The dates when the course section begins and ends.

These fields ensure that your enrolled students are properly counted and are required for all course sections. To enter a date, use the calendar icon to select the correct date, or manually type it into the provided fields using one of the following formats:

> (m)m/(d)d/yy, (m)m/(d)d/yyyy, mm-dd-yy, or mm-dd-yyyy Examples: 04/05/67, 04/05/1967, 04-05-67, 04-05-1967

Course Sec. Code(CSC): *	
\$1-SMKT-001	
Local Course Name: *	
SPORTS MARKETING A	
Course Sec. Start Date: *	
09/04.	8
Course Sec. End Date: *	
01/25	53
Semester:	
First Semester	
Room Number:	
123-A	
Course Sec. Period:	
2	

Semester – The semester defines the time of year that a class is in session and the general length of a marking period. The beginning date entered for each course section will determine what options are available in the "Semester" field. This field is critical to the Spring Enrollment Report as it defines the duration of the course and the rules that determine how students are counted for funding.

CTEIS provides the following semester options:

- 1. *First Semester* Indicates a course section that runs 18-22 weeks and typically begins in August or September.
- 2. <u>Second Semester</u> Indicates a course section that runs 18-22 weeks and typically begins in January or February.
- 3. <u>Summer Session</u> Indicates a course section that begins in June or July and runs during the summer months only. The number of weeks may vary depending on the class location. The only programs that may offer summer courses are:
 - All Agriculture programs (01.0000, 01.0101, 01.0601, 03.0000, 26.1201)
 - Cosmetology (12.0400)
- 4. <u>*Trimester/Special Semester*</u> Indicates a course section that runs less than 18 weeks. This type may run at any time during the year.

Room Number – The room or location in which the course section is taught.

Course Sec. Period – The period or hour during which the course section begins, as defined by the school.

Enter the period or hour that the course section *begins* (as defined by the school), even if the course section runs multiple non-consecutive hours.

Virtual Delivery Mode – A virtual course is a class that is taken through a computer-based or internet-connected environment in which students are separated from their teachers by time, location, or both. A virtual course may be offered at a supervised school facility as a scheduled class period or through self-scheduled learning where pupils have some control over the time, location, and pace of their education. Please refer to the up-to-date MSDS Collections Details Manual for guidance in coding virtual courses, which will be distributed in the fall of 2020.

Virtual Delivery Mode	:*
	•
Not Virtual	
Virtual Course 🔓	
Blended Learning	
Digital Learning	

Virtual learning courses are typically categorized as one of the following:

- Not Virtual (NV) The course is not delivered virtually.
- Online Course (OC) The course instruction is provided in an interactive learning environment where most of the curriculum is delivered through the internet.
- Blended Learning (BL) Instruction is provided through a combination of direct instruction and virtual/online instruction.
- Digital Learning (DL) All or most of the course instruction is delivered through technology.

Course Type – This section is used to supply the Teacher Student Data Link (TSDL) information required for dually enrolled students and those participating in Early Middle College programs. See <u>Special Cases</u> on page 25 for more details.

- Select the **Secondary CTE Course** radio button for general classes in which no postsecondary credit is awarded.
- Select the **Postsecondary CTE Course** radio button for dually enrolled students and Early Middle College programs in which postsecondary credit is awarded.

Please select the appropriate course type:*

•Secondary CTE Course (No dual or concurrent enrollment college credit on college transcript. May earn articulated or AP Credit)

•Postsecondary CTE Course (Provides dual enrollment or concurrent enrollment college credit on a college transcript.)

The Segment Profile Panel

Subsections – Subsections are used to indicate the instruction, defined by segments, enrolled students receive within a course. At least one of the four available subsections must be enabled in each course section, and most reporters use Subsection A. Groups of students receiving different content standards during a single class may be reported either:

- 1. In separately created course sections
- 2. <u>OR</u> by activating additional subsections that grant different sets of segments.

As an example, this could occur when a teacher instructs both first and second-year students simultaneously. In this case, first-year students might receive instruction addressing different content standards, represented by a different set of segments, than those of the second-year students.

Segments – Segments are groups of state CTE program standards that are delivered in CTE courses. Each activated subsection must include at least 1 segment of material. When students earn a grade of 2.0 or better, all segments delivered by their subsections will be permanently added to their segment profiles. A student must earn all 12 possible segments within a program to become a program completer.

The instructional design (segments) of each course section should be determined by an instructor or CTE Administrator and provided to the building reporter. As a building reporter, you will collect this segment information from a teacher and set up your course sections accordingly by using the labeled checkboxes on the "Segment Profile" panel. Once the segments have been marked, you must verify the

accuracy of your course sections by reviewing the **Instructional Design Reports** located on the "Building Reports" screen and having the teacher sign off on the instructional design. For information on these reports, please see <u>Instructional Design</u> <u>Report</u> on page 40. For information on how to create and print these reports, refer to <u>Generate Your Reports</u> on page 41 and <u>Printing from CTEIS</u> on page 41.

Remember, building reporters are NOT responsible for determining instructional design (segments) and should not attempt to create or interpret instructional design. Instructors or CTE Administrators must provide instructional design.

Segment Profile								
	Subse	ctions						
_	Α	в	с	D				
Segment 1	∐1	∐1	∐1	∐1				
Segment 2	□2	□2	□2	□2				
Segment 3	□3	□3	□3	□3				
Segment 4	□4	□4	□4	□4				
Segment 5	□5	□5	□5	□5				
Segment 6	□6	□6	□6	□6				
Segment 7	□7	□7	□7	□7				
Segment 8	□8	□8	□8	□8				
Segment 9	□9	□9	□9	□9				
Segment 10	□10	□10	□10	□10				
Segment 11	□11	□11	□11	□11				
Segment 12	□12	□12	□12	□12				
Segment Q	□Q	□Q	□Q	□Q				

Segment Q – When a course covers <u>specialized</u> or <u>advanced</u> program content <u>beyond the state program standards</u>, that content is delivered as Segment Q. Segment Q course sections are designed for <u>students who have already received</u> <u>credit for all 12 segments within a program. When segment Q is marked within a</u> <u>subsection, no other segments may be reported within that same subsection</u>.

A student must complete course sections covering all 12 segments with a grade of 2.0 or better and be identified as a program completer before enrolling in a course section delivering Segment Q. If students who have already completed the program are in the same course as students who are not yet completers, segments may be reported in two subsections.

FCS CIP Code 19.0000

Family and Consumer Science (FCS) programs contain standardized segments classified by the type of material taught in the classroom and identified in CTEIS by a segment number as follows:

- 1 Parenting and Family Studies
- 2 Nutrition and Food Services
- 3 Consumer and Family

Finance

• 4 - Development Across the

Lifespan

- 5 Health and Wellness
- 6 Design (Interior and Textile)
- 7 Hospitality Services
- 8 Early Childhood Education and Development

The only FCS course eligible for 61a(1) funding is Parenthood Education. However, in order to be eligible to receive 61a(1) funds for Parenthood, districts must also operate FCS courses from at least <u>three separate, non-</u> <u>Parenthood Education</u> categories each school year.

Reminder: You must enroll all FCS students so they may be linked to their teachers via the Teacher Student Data Link (TSDL).

Dual Enrollment and Early Middle College

Any student who is participating in a course for which he/she will earn postsecondary (college) credits is considered a **dual-enrollment** participant. <u>All courses for dual</u> <u>enrollment participants are required to be reported for the Teacher Student</u> <u>Data Link (TSDL) Report</u>.

Early Middle College (EMC) participants are students who attend an EMC school/program through which a student earns a high school diploma and either an associate's degree, professional/technical certification, up to 60 transferable college credits or the Michigan Early/Middle College Association (MEMCA) certificate.

To report non-CTE courses in an EMC program, please contact OCTE for guidance.

To report dual-enrolled students, fill out the course section fields as described in <u>Course</u> <u>Section Fields</u> on page 20. On the right side of the Course Section Fields panel:

- Locate the prompt that states "Please select the appropriate course type:" and select the second option, Postsecondary CTE Course.
- High School Credits: Enter a number from 0 to 10 representing the default number of secondary credit hours you wish to grant to enrollees of the course.
- College Credits: Enter a number from 1 to 10 representing the default number of postsecondary credit hours you wish to grant to enrollees of the course.

Virtual Delivery Mode: * Not Virtual Please select the appropriate course type:* OSecondary CTE Course (No dual or concurrent enrollment college credit on college transcript. May earn articulated or AP Credit) Postsecondary CTE Course (Provides) dual enrollment or concurrent enrollment college credit on a college transcript.) **High School Credits:** 3 * **College Credits:** 4 +

For TSDL guidance, click TSDL

You may edit the credits that individual students receive via the Manage Students or the Manage Enrollment screen.

SEARCH COURSES

To search for existing courses:

- 1. Open the **Manage Courses** screen. For details, refer to <u>Open the Manage</u> <u>Courses Page</u> on page 15. Upon selecting a district, a default list of your currently active courses is displayed.
- The option to View All Courses is available above the course grid if you wish to display previously deactivated classes. You may sort your list in various ways by clicking on any of the column headers within the grid. An upward (↑) or downwardpointing arrow (↓) indicates the order of the sort.

EXPOR	RT TO EXCEL							
	CSC	Course Name	PSN	Program Name	Program	CipCode	Building	Room
	. т	- T	· T	- T	· •	. т	· T	· •
8	10001-1	Accounting A	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101
8	10001-2	Accounting A	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101
8	20001-1	Accounting B	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101
8	20001-2	Accounting B	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101
8	30001-1	Business Law	00002	Business Admin Mgt & Operations	Reg	52.0299	00001	102
8	30002-1	Business Management 101-A	00002	Business Admin Mgt & Operations	Reg	52.0299	00001	102
8	30002-2	Business Management 101-B	00002	Business Admin Mgt & Operations	Reg	52.0299	00001	102

- 4. Remember that the following features are also available to you:
- Clicking inside a grid expands it so you may view additional records.
- Any column with a funnel icon may be filtered.
- Several columns may be filtered simultaneously.
- The Clear button (x) next to a funnel icon allows you to remove a filter that has been applied.
- Click any **book icon** to view or edit the details of the selected course.

In the following example:

We typed "health" in the Course Name field and then pressed the "Enter" key. Then we typed "01234" in the Building field and pressed the "Enter" key. Notice that the grid lists only those courses which have a course name of "Health Sciences" and operate within Building 01234.

Expor	T TO EXCEL								
	CSC	Course Name 🕈	PSN	Program Name	Program	CipCode	Building	Room	Hour
	. т	health . T	· •	. т	. T	. т	01234.	. т	. T
8	HS000-1	Health Sciences	99999	Health Sciences	Reg	51.0000	01234	110	1
8	HS000-2	Health Sciences	99999	Health Sciences	Reg	51.0000	01234	110	2
8	HS000-3	Health Sciences	99999	Health Sciences	Reg	51.0000	01234	110	3
8	HS000-4	Health Sciences	99999	Health Sciences	Reg	51.0000	01234	110	4

Remember, you must use the Manage Courses screen or a report, such as the Class Student List Report, to allow your teachers to review the number of high school and college credits earned by each student and then sign off that the correct information has been entered into CTEIS.

EDIT COURSES

To update or edit course sections:

- 1. Open the **Manage Courses** screen. For details, refer to <u>Open the Manage</u> <u>Courses Page</u> on page 15. Upon selecting a district, a default list of your currently active courses is displayed.
- 2. Click the **book icon** of a course that you want to update. **Course Details** are displayed in a panel.
- 3. Make the necessary changes to the course detail fields. If the course is not yet running in the current school year, *click the **Renew Course for the New Year** button at the bottom of the screen first.
- 4. Click the **Update Course** button to save any changes. The "Course Updated" message is displayed.
- 5. Click the **Cancel/Return** button to return to the course list grid.

*To renew multiple courses, from the navigation bar, click **Data Entry**, then **Mass Course Renew**. On the Mass Course Renew screen, select your district, then mark any classes you wish to renew in the left hand column. Click the **Renew Selected Courses** button to renew your selected classes.

	Mass Course Renew									
	Oakland Schools (63000)									
ecor	rds: 509			Records: 11						
	Course Name	PSN	Bld	Course Name	PSN	Bld				
	. •	. т	. T	. T	T	. 🝸				
i	Windows Server Administration	20909	Oakland Schools	My Course	12345	Oakland Schools				
	Windows Server Administration	20910	Oakland Schools	Medium/Heavy Truck and Equipment	18679	Oakland Schools				
	Welding Metallurgy	20605	Oakland Schools	Medium/Heavy Truck and Equipment	18679	Oakland Schools				
	Welding	6836	Oakland Schools	Mechanical Drives I	20531	Oakland School:				
	Welding	6836	Oakland Schools	Computer ProgrammingComputer Progr	a 19485	Oakland School				
	Welding	6836	Oakland Schools	Computer Programming	19485	Oakland School				
	Welding	6836	Oakland Schools	Computer Programming	19485	Oakland School				
	Welding	20592	Oakland Schools	Computer Programming	19485	Oakland School				
	Welding	20592	Oakland Schools	Automotive Technology	17167	Oakland School				
	Welding	20592	Oakland Schools	Automotive Technology	17167	Oakland School				
	Welding	20592	Oakland Schools	Agriscience and Environmental Tech	16291	Oakland School				
			>	<						

COPY COURSE INFORMATION

The **Copy Course Information** feature is useful because it allows you to:

- Copy the details from a course section in your database and apply them to a new course section. This is beneficial to building reporters who must enter recurring classes.
- Quickly generate additional sections of a course while preserving segmenting information and other details specific to that class.

Remember that CSCs must remain unique among active courses; therefore you must deactivate old course sections before you may reuse a CSC.

Determine Course Status

To determine whether a course is active or inactive:

- 1. Open the Manage Courses screen. For details, refer to Open the Manage Courses Page on page 15.
- Drag the horizontal scroll bar at the bottom of the course grid to the far right to reveal the Active column. A checkmark (☑) indicates an active course, whereas an empty check box (□) indicates that the course is inactive.

Active	

Deactivate an Active Course

To deactivate an active course section:

- 1. Open the **Manage Courses** screen. For details, refer to <u>Open the Manage</u> <u>Courses Page</u> on page 15. Upon selecting a district, a default list of your currently active courses is displayed.
- 2. Click the **book icon** of a course that you want to update. **Course Details** are displayed in a panel.
- 3. Scroll to the bottom of the **Manage Courses** screen and click the **Deactivate Course** button.



You may **NOT** reactivate an inactive course; however, CTEIS preserves the details of inactive courses, allowing you to copy them into fresh course sections at any time.

Copy a Course Section

- 1. Open the **Manage Courses** screen. For details, refer to <u>Open the Manage</u> <u>Courses Page</u> on page 15. Upon selecting a district, a default list of your currently active courses is displayed.
- 2. Click the **book icon** of a course that you want to update. **Course Details** are displayed in a panel.
- 3. Scroll to the bottom of the **Manage Courses** screen and click the **Copy Course** button.

Copy course beactivate course in Kellew course for the New Year	Copy Course	Deactivate Course	Renew Course for the New Year	Cancel/Return
---	-------------	-------------------	-------------------------------	---------------

- 4. Make the necessary changes to identify the new course section. Changing the "Course Section Start Date" or "End Date" may require you to reselect a "Semester" type from the corresponding drop-down list. Remember that all classes operate with unique CSCs – if you need to deactivate an old course section so that you may assign its CSC to the new course section, follow the steps under <u>Copy Course Information</u> on page 30.
- 5. Scroll to the bottom of the **Manage Courses** screen and click the **Create Course** button.



ADD STAFF TO COURSES

Before CTEIS can validate your enrollment information for submission, you must:

- 1. Assign a primary instructor to each active course section.
- 2. For TSDL purposes, ensure that you add all additional teachers and paraprofessionals to the appropriate course sections as well.

Add a Staff Member to a Course

To add a staff member to a course section:

- Open the Manage Courses screen. For details, refer to <u>Open the Manage</u> <u>Courses Page</u> on page 15. Upon selecting a district, a default list of your currently active courses is displayed.
- 2. Click the **book icon** of the course you wish to assign your staff to. The **Course Staff** panel is displayed.

		*	Gar	•	Mente
Select a sta	ff 🔻		GARCIA, M - 222222	~ E~	
Add Staff	to Cours	e	Garner, D - 333333	- 1	
			Garrett, C - 444444		
	Cou	rse	Garrett, N - 555555		
PI	C Nu 🍸	Last	TAGAR, K - 666666	• M	entor 🔻

- 3. Select a role for the staff member using the **Select a staff type** drop-down menu. Roles are as follows:
 - a. *Primary* The instructor who is responsible for developing the lesson plans for and teaching the course. This person must have a teaching certificate and needs to be vocationally certified.
 - b. *Additional Full Time* Any teacher, aide, or paraprofessional who assists with instruction for the entire duration of the session.
 - c. *Additional Part Time* Any teacher, aide, or paraprofessional who assists with instruction for part of the session.
 - d. *Secondary Full Time* An additional teacher who assists with instruction for the entire duration of the session and who has a teaching certificate and vocational certification.
 - e. *Secondary Part Time* An additional teacher who assists with instruction for part of the session and who has a teaching certificate and vocational certification.

- 4. In the **Course Staff** panel, find the **Search Staff** field and enter the first several digits or letters of the staff member's PIC number or last name. CTEIS displays any instructor in Michigan who matches your entry in a drop-down list.
- 5. Select the desired staff member from the drop-down list. If the instructor is a mentor to students within a virtual classroom, check the **Mentor** box.

A mentor is a professional employee of the district who monitors a pupil's progress, ensures the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record. A mentor may also serve as the teacher of record if the mentor meets the definition of a teacher of record.

If a staff member does not appear in your list, you may add that instructor through the "Create New Staff Member" button or the **Manage Staff** page. For details, refer to <u>Manage Staff</u> on page 69.

CTEIS only recognizes one primary teacher per course section. Other on-site staff should be identified as **additional** or **secondary** instructors.

6. Click the Add Staff to Course button.

		С	ourse Staff		
*	Primary •	*	GARCIA	•	□Mentor
	Add Staff to Co	urse			

To remove a staff record from a course section, click the **Remove** button (x) next to that instructor's name within the **Course Section Staff List** grid.

MASS COURSE EDITS

Mass Course Edits are useful in cases where you need to:

ENROLLMENT

- Manage Students
- Manage Courses
- Mass Course Edits
- Mass Course Renew
 Manage Enrollment
- Manage Enrollment
 Manage Staff
- Manage Staff
 Student/Course/Enr. Import
- Update multiple detail fields across several course section records.
- Adjust the beginning and end dates of old courses to roll them into the current school year.

Try using mass edits in circumstances when:

- Course beginning and end dates need to be altered.
- A building begins block scheduling.
- Semesters or trimesters are implemented mid-year.
- High school or college credits awarded by a class must be corrected.

After editing courses, you are encouraged to verify the instructional design of your courses—refer to <u>Verify Instructional Design</u> on page 114. Building reporters should not attempt to create or interpret instructional design without instructor or CEPD Administrator assistance.

OPEN THE MASS COURSE EDITS PAGE

To open the Mass Course Edits page:

- 1. Log into CTEIS at <u>www.cteis.com</u> using your MEIS username and password.
- 2. From the navigation bar, click **Data Entry**, then **Mass Course Edits**.
- 3. If necessary, use the **Select District** field to choose a district. The grid is populated with active courses within that district.

APPLY MASS COURSE EDITS

To perform mass course edits:

1. Click a row in the grid to select the course you would like to edit. To select multiple individual records, hold the **Control (Ctrl) key**. Hold the **Shift key** instead to select multiple contiguous records.

	Mass Course Edit								
City Scho	ool District							•	
Upda	te Courses Deactivate Course	s							
Records: 71									
EXPORT T	O EXCEL								
CSC	Course Name	PSN	Program Name	Program Type	CipCode	Building	Room	Hour	
. т	. τ	. т	. τ	. τ	. т	. т	. т	· •	
1000151	Sports & Entertainment Marketing	11111	Marketing Sales and Services	Reg	52.1999	55555	102	1	
1000152 🍃	Sports & Entertainment Marketing		Marketing Sales and Services	Reg	52.1999	4444		4	
10002A1	Investments	55555	Finance & Financial Mgt Services	Reg	52.0800	44444	106	4	
1000251		4444	Finance & Financial Mgt Services	Reg	52.0800			2	
1000252		44444	Finance & Financial Mgt Services	Reg	52.0800			3	
10003A1	Career Focus	33333	Business Admin Mgt & Operations	Reg	52.0299	44444	106	1	
10004A1	Retail Marketing	22222	Marketing Sales and Services	Reg	52.1999	44444	101	5	
1000551	Marketing & Sales	11111	Marketing Sales and Services	Reg	52.1999	55555	102	2	
10004A2	Retail Management	22222	Marketing Sales and Services	Reg	52.1999	44444	101	3	

- 2. Click the **Update Courses** button above the grid.
- 3. Enter new course information within the Edit Instructions window.
- 4. Click the **Update Courses** button to apply your changes.

As described previously, you can filter and sort columns by clicking on various column headers. Refer to <u>Search Courses</u> on page 27.
			Mass Course	Edit					
City School District									
Upda	te Courses Deactivate Course								
Records: 71									
EXPORT 1	TO EXCEL								
csc	Course Name	PSN	Program Name	Program Type	CipCode	Building	Room	Hour	
. τ	. т	. т	. т	. τ	. τ	. т	. т	. т	
1000151	Sports & Entertainment Marketing	11111	Marketing Sales and Services	Reg	52.1999	55555	102	1	
1000152	Sports & Entertainment Marketing	22222	Marketing Sales and Services	Reg	52.1999	44444	106	4	
			Finance & Financial Mgt Services	Reg	52.0800	44444		4	
1000251	Investments	44444	Finance & Financial Mgt Services	Reg	52.0800	55555	119	2	
1000252	Investments	44444	Finance & Financial Mgt Services	Reg	52.0800	55555	119	3	
	Career Focus		Business Admin Mgt & Operations	Reg		44444		1	
10004A1 📡	Retail Marketing		Marketing Sales and Services	Reg	52.1999	44444		5	
1000551	Marketing & Sales	11111	Marketing Sales and Services	Reg	52.1999	55555	102	2	
10004A2	Retail Management	22222	Marketing Sales and Services	Reg	52.1999	44444	101	3	

Deactivate Courses

You can use the Mass Course Edits screen to deactivate multiple courses at once:

- 1. Select the courses within the Mass Course Edit grid that you wish to deactivate.
- 2. Click the **Deactivate Courses** button above the grid, then confirm your selection by clicking the **Deactivate Courses** button in the resulting pop-up window.

Deactivated courses no longer appear in the Mass Course Edit grid, but do appear as inactive courses when viewed on the **Manage Courses** screen.

IMPORTING COURSES

Importing courses is important because:

- Importing courses is the easiest way to add and update several course records simultaneously and can be a significant time saver.
- Imported courses can be edited later if necessary.
- Importing courses is more accurate than manual data entry.

Before You Begin Importing Courses

Before you begin importing your data, ensure that you:

- Identify the data that you need.
- Format the data for easy import.

For formatting and other detailed import information, refer to the Appendix: <u>Import</u> <u>Formats</u> on page 125.

IMPORT COURSE DATA

To import data, carry out the following steps:

ENROLLMENT

- Manage Students
- Manage Courses
- Mass Course EditsMass Course Renew
- Mass Course Renew
 Manage Enrollment
- Manage Enror
 Manage Staff
- Student/Course/Enr. Import
- 1. From the navigation menu, click <u>Data Entry</u>, then <u>Student/Course/Enr. Import</u>.
- 2. On the **Select building to import** screen, click the **student icon** of the building you wish to import records into.
- 3. Beneath the **Import Courses** header, click the **Choose File...** link and locate your import file.

	Select building to import					
	Building Name	T	Building Number	Ŧ	т	
*	Alternative Center for Education		00001		Alternative Center for Education - 0	
2	A. High School		00002		A. High School	
*	A. Academy		00003		A. Academy	
-	B. High School		00004		B. High School	

- 4. Click the **Import Records** button to upload your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
- 5. To correct any errors, click the **Back to List** link to reset the screen, adjust your import file, then upload the file again.



6. Click the **Process Courses** button beneath the grid to import your courses.

ror	s: 0	C	Created: 0	Updated
atus:	CSC	PSN	LOCALNAME	ROOM
pdate	IMPORT 01	19787	Imported Class 1	101
pdate	IMPORT 02	19787	Imported Class 2	202
pdate	IMPORT 03	19787	Imported Class 3	303
pdate	IMPORT 04	19787	Imported Class 4	404
pdate	IMPORT 05	19787	Imported Class 5	505
pdate	IMPORT 05	19787	Imported Class 5	505
pdate	IMPORT 05	19787	Imported Class 5	505
pdate	IMPORT 05	19787	Imported Class 5	505



Clicking the **Review Import** button allows you to export the list of import records and their import statuses and errors. This may be useful for offline review and remediation.

REVIEW COURSES

To review your courses, you will need to generate the following reports:

INSTRUCTIONAL DESIGN REPORT

The Instructional Design report shows the courses operating during a period of selected years, allowing you to easily view program segment information. You may use this report to verify that your:

- Course entry within CTEIS is accurate for the current year.
- Courses offer the 12 segments required for your programs to produce completers.

Learning that works for N	Instructional	Design Report	1	
	Michigan Depa	rtment of Education		
	Office of Career and Techn	ical Education - CTEIS Report		CIEIS
CEPD: 00				
Fiscal Agency: Sc	hool District (00000)			
Oper. Agency: Sc	hool District (00000)			
Building: High Sc	:hool (00000)			
CIP Code: 13.000	0 Program Name: Education G	ieneral PSN:	00000 Prog.	Type: Reg
CSC	Course Name	Staff	Class Starts	Class Ends
ED_Careers_S1	Educational Careers	C. Bman	9/4	1/24
Subsection	Segments			
A	1, 2, 3, 5, 7, 8,			
В				
С				
D				
CSC	Course Name	Staff	Class Starts	Class Ends
ED_Careers_S2	Educational Careers	C. Bman	1/28	6/12
Subsection	Segments			
А	4, 6, 9, 10, 11, 12,			
В				
С				
D				
3/29 4:30:0	6 PM Page 1 c	of 4	Rev 10	/17

Refer to <u>Verify Instructional Design</u> on page 114 for more details about reviewing instructional design.

LIST OF COURSES BY BUILDING

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

- Course entry within a specific building in CTEIS is accurate for the current year. Use this report to obtain sign-off from the building administrator verifying that course sections are correct.
- **CTE Course Listing for Bldg** MICHIGAN Michigan Department of Education CTEIS gency Building: (00000)- Junior/Senior High School PSN/Program: (99999)- Agr, Agr Oper & Rel Sci Clp Code: (01.0000)- Reg Virt. Dua Del. Enr. Course Section Code and Class Name Room Hour Sem. Begin Date End Date Staff Nam
 Agris
 1-2
 1
 9/4

 Agris
 6-7
 1
 9/4
 AgriSci1 S1 1 - Agscience 1 - Sem 1 M. Rice NV 2/11 AgriSci1_S1_6 - Agscience 1 - Sem NV N1 Agris 1-2 2 AgriSci1 S2 1 - Agscience 1 - Sem 2 2/12 6/11 M. Rice NV N1 Agris 6-7 2 griSci1_S2_6 - Agscience 1 - Sem 2 NV N1 2/12 6/11 M. Rice Dual Enrollment (Dual Enr.); - Unknown / Not Entered Y2 : EMC course with dual enrollment N1 : Regular course without dual enrollment N2 : EMC course without dual enrollment Y1 : Regular course with dual enrollment Y3 : Non-State course with dual enrollment 5:21:38 PM Revised 5/18 3/27 Page 1 of 1
- Your course detail fields are accurate.

GENERATE YOUR REPORTS

To generate the above reports:

- From the navigation bar, click <u>Reports</u>, then <u>Building Reports</u>.
- 2. Select the desired report from the **Report Launcher** screen.
- 3. Enter your **Report Criteria**. CTEIS will generate the report based on your report criteria.

umn and then indicate specific selections Audit Re Class Student List	: using the Report Criteria Panel. Select a building to generate your rep ports							
Audit Re	ports							
Class Student List	Audit Reports							
	Class list of students by building with Home Facilities and dates.							
Bad UIC by Building	List of invalid student UIC's							
Expired MSDS Check Date	List of students with not updated by MSDS							
Missing Grades	List of students missing grades							
Sending Building Counts	Listing of student counts by sending building							
Completers in another district	Listing of students followed up by another district							
Program/Stude	ent Reports							
Segment Q Class List	Listing of Segment Q studdents							
Completer Assessment Report	Listing of students and segments by PSN and building							
Completer Assessment Summary	Completion totals for the current school year							
EMC and Dual Enrollment Report	Class listing of students in EMC programs or Dual Enrollment Courses							
Program Counts	listing of student counts in programs by sending building							
Program Enrollment History	Listing of student program/course history; useful for finding completers							
Special Population Alpha	Listing of students w Special populations by Alpha							
Special Population Class	Listing of students w Special populations by Class List							
Special Population Summary	Listing of summary totals of classes with students w Special populations							
Program/Cour	se Reports							
Instructional Design Reports	Listing of programs and subsections with segments							
Secondary Taxonomy	Listing of programs by building							
List of Courses by Building	Listing of active courses within a building							
Current Year Staff Assignments	Listing of active teachers within your district (included the building that they are currently teaching in)							
	Case student Class Explored MSDS Check Date Explored MSDS Check Date Missing Grades Explored MSDS Check Date Completers in another district Completers in another district Completer Assessment Report Completer Assessment Report EMC and Dual Enrolment Report EMC and Dual Enrolment Report EMC and Dual Enrolment Report Explored Reportation Summary Explored Reportati							

Printing from CTEIS

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.

MANAGE CREDENTIALS

Before submitting your final enrollment data for review, you will need to indicate any certifications or other credentials your students attain during the current school year. Enter all credentials received by students in a given year so that CTEIS may determine when each student qualifies for the Post-Secondary Credential indicator. Each of your programs must either:

- 1. List the students who receive credentials in the current year
- 2. <u>OR</u> state that no credentials were provided in the current year.

Credentials will be reviewed for accuracy during the validation process, and you may also view this information as part of a student's profile on the Manage Students screen. The **Manage Credentials** feature allows you to view, edit, and import student certifications. Obtain sign-off from the instructor indicating that the credentials entered are correct for each student.

OPEN THE MANAGE CREDENTIALS SCREEN

To open the Manage Credentials screen:

ENROLLMENT

- Manage Students
- Manage Courses
- Mass Course Edits
- Mass Course RenewManage Enrollment
- Manage Enrolline
 Manage Staff
- Student/Course/Enr. Import
- 0 -----
- Manage Credentials
- Upload Credentials

- 1. Log into CTEIS at <u>www.cteis.com</u> using your MEIS username and password.
- 2. From the navigation bar, click **Data Entry**, then **Manage** <u>**Credentials**</u>.
- 3. If necessary, use the **Select District...** field to choose a district. The grid is populated with active programs within that district. You may sort this grid by clicking on the various column headers.

View Programs and Credentials										
My District						•				
Programs Four	nd: 8	1								
ALL PROG	RAN	IS CREDENTI	ALS EXPORTS							
Psn	T	Cip Code 🔻	Program Name 🕇	T	Psn 🍸	Program Type 🔻	Building Name 🍸	Operating Building 🔻	Operating Agency ¶	Operating Agency
SELECT		01.0000	Agr, Agr Oper & Rel Sci		11111	Reg	My School	99999	Oakland Schools	63000
SELECT		01.0000	Agr, Agr Oper & Rel Sci		11112	Reg	My School	99999	Oakland Schools	63000
SELECT		47.0604	Automotive Technician		11113	Reg	My School	99999	Oakland Schools	63000
SELECT		47.0604	Automotive Technician		11114	Reg	My School	99999	Oakland Schools	63000
SELECT		47.0604	Automotive Technician		11115	Reg	My School	99999	Oakland Schools	63000
SELECT		47.0604	Automotive Technician		11116	Reg	My School	99999	Oakland Schools	63000

- 4. Click the **All Programs Credentials Exports** button at the top of the grid if you wish to view any credentials currently linked to your students as an Excel workbook.
- 5. Click the **Select** button of a program to display **program details** and a list of classes operating within that program.

Program Details						
PSN: 11113	Type: Reg	CipCode: 47.0604	Automotive Technician			
My District (00001) My School (99999)					
Select Students	 ○ () - All Currently Enrolled ○ (00001-1) - Automotive Technology ○ (00001-2) - Automotive Technology ○ (00001-3) - Automotive Technology ○ (00001-4) - Automotive Technology ○ () - In school but not enrolled 	Automotive Technician	will not have any Credentials			
Get Students						

The **Program Details** panel displays valuable information regarding the selected PSN and allows you to group students according to various radio button selections:

- All Currently Enrolled Display all students enrolled in any class currently operating as part of the indicated program.
- Enrolled in Course X Display all students currently enrolled in the selected class.
- In School but Not Enrolled Display all students who are currently in school and enrolled in the program, but not currently enrolled in a class operating within the indicated program. For example, this includes students who took classes in the program last year, but not this year.

6. If the selected program does not offer certifications – Mark the (selected program) will not have any Credentials checkbox to indicate this program will not provide a credential at this time. You cannot check this box if the program currently lists students earning credentials.

Business Admin Mgt & Operations will not have any Credentials

7. Click the **Get Students** button to generate a list of students according to the selection you made.

Student Count: 56	EXPORT			
UIC	Name	Segments	Credentials	
Select All				^
00000000000001	ZFirst XLast		none	
000000002	BFirst CLast		none	
000000003	EFirst ULast		none	
000000004	EFirst TLast		none	
000000005	HFirst ELast	_2345Z	none	
000000006	MFirst RLast		none	
000000007	AFirst YLast		none	
000000008	NFirst LLast	_2345Z	none	
000000009	NFirst DLast		none	
000000010	XFirst RLast		none	
<				>

- 8. Within the Student Selection List, select students by marking their checkboxes.
- 9. Assign certifications to the marked students by selecting a certification from the drop-down menus below the grid and clicking the **Add Credential** button.
 - Select Authorized Credentials This is a State-Approved Certification, filtered by CIP Code. It applies to the Post-Secondary Credential indicator.
 - Select Supplemental Credentials This is a certification that is not currently approved. It may apply to the Post-Secondary Credential indicator in the future.
 - Suggested Credential This is a text submission field that allows you to suggest a credential for future consideration.

A certification linked to a student appears within the **Credentials** column. To delete a credential, click the **Remove** link.

Student Count: 3	EXPORT				
UIC	Name	Segments		Credential	5
□ Select All					^
0000000000	FFirst YLast	123456789XYZ	none		
000000002	KFirst KLast	123456789XYZ	none		
000000003	QFirst PLast		Industry Certification	Remove	
<					×
	:	Select Crede	ntials to Appl	У	
Select Authorize	d Credentials	•			Add Credential
Select Suppleme	ental Credentials	···· •			
Suggested:					

Please note that you may also export your credentials into an Excel file by clicking the **Export** button above the Student Selection List. You may print and use this file to obtain sign-off from your teachers indicating that the entered credentials are correct.

IMPORT CREDENTIALS

CTEIS can import **Excel** files that include the following fields:

Column Title	Description
UIC	Student's UIC to receive the credential
PSN	Program Serial Number of the program the student is receiving the credential for
CredentialCode	The code for the credential. These can be found in the spreadsheet of Approved and Supplemental (non-approved) credentials. For instance, ACOMPTIA will be used to indicate the "COMPTIA A+" credential.
CredentialName	The name of the credential. This is especially important for suggested credentials. For authorized and supplemental credentials, this can be left blank and will be looked up.

To import data, carry out the following steps:

- 1. From the navigation bar, click <u>Data Entry</u>, then <u>Upload Credentials</u>.
- Choose the file you wish to import, then click the **Process Records** button to upload and review your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.



- 3. To correct any errors, modify your file and re-upload it using the steps above.
- 4. Click the **Import Records** button beneath the grid to import your students.
- 5. To enter programs that will not have any credentials, add a row to your import file with the correct PSN, a UIC of "9999999999," and CredentialCode of "X." CTEIS will then mark the program as offering no credentials. If the program does offer credentials in the current year, this process will fail with an error.

If your import file includes headers beyond the four in the table above, CTEIS will ignore them. The system also ignores the case of the "CredentialCode" and "CredentialName" labels, allowing your file to include variants of those headers spelled with both capitalized and non-capitalized letters.

UIC	PSN/CIPCODE	Program Name	Credential Type	Credential Name	Credential Code	Valid
7526119675	20592 48.0508	Welding. Brazing/Soldering	Authorized	Credential Name	AWSIITM	Valid
1523017136	19859 11.0201	Computer Programming/Programmer	Non-Authorized	Credential Name	JAVSS	Valid
6843042659	19001 11.0901	Computer Syst Networking & Telecommunications	Authorized	Credential Name	MTA-MDF	Valid
0002779586	17 15.1301	Drafting/Design Technology	Non-Authorized	Credential Name	AUTCP	Invalid

Importing Credentials: Potential Errors and Resolutions

Error	Meaning and Resolution
Missing Fields	Not all the required fields/columns are in the file.
PSN marked as no credentials	PSN was marked as having no credential in the current year, thus you cannot add student credentials. To fix, remove the checkmark indicating no credentials.
Student not enrolled in program	The UIC was not found to be ever enrolled in a course in that program. Check the student record to ensure it is the correct student.
Program not found using PSN	The program provided is not an active program in the indicated building or district. Check the PSN for accuracy.
Unauthorized PSN	The user has not been granted access to students in the identified PSN. Check PSN or contact your Level 5 for access.
PSN has credentials	PSN lists student credentials in the current year and thus cannot be marked as not having credentials.
Credential is invalid for program	Credential code provided is not valid for the CIP code of the indicated PSN.

WORK BASED LEARNING

WHAT IS WORK BASED LEARNING?

Work Based Learning is an element within Career and Technical Education that provides students with the opportunity to learn a variety of skills by expanding the classroom into the community. It narrows the gap between theory and practice through academic preparation with hands-on career development experiences. CTE programs report broad, descriptive information about the types of work based learning offered through the CIP Self-Review in GEMS, but do not need to upload student lists as individual student work based learning data will be collected through CTEIS. Programs will report the types of work based learning the student experienced during the school year, and the number of experiences of each type.

To assist with tracking this information, OCTE and PTD Technology have developed tools to support teachers, work based learning coordinators and data entry staff. The CTEIS Work Based Learning feature captures work based learning experiences entered either manually or through an import process.

WORK BASED LEARNING CONTINUUM

The Work Based Learning Continuum describes the nature of the experiences that students may receive. Resources for teachers, work based learning coordinators and others responsible for identifying work based learning experiences may be found on the OCTE website. Resources include the Work Based Learning Continuum document and CTE Teacher Technical Tool Kit, as well as the materials shared at the OCTE Fall Update. Please visit the OCTE website at www.michigan.gov/octe, click on CTE Instructional Programs and scroll down to the Work Based Learning section.

The letters on the continuum will be used for reporting work based learning in CTEIS as described in the diagram below:



HOW TO ENTER WORK BASED LEARNING

Several different ways exist to enter your students' work based learning experiences in CTEIS. If you track WBL by program, you will be able to enter these experiences by student by program. If you track WBL through student course offerings, you will be able to enter these experiences along with your enrollment data. Final reporting will be based on the number of experiences a student has in a program during a year. If you enter your experiences by enrollment, you will need to run a consolidation step to consolidate your enrollments entries into a program entry. YOU ARE STRONGLY ENCOURAGED TO CHOOSE TO ENTER EITHER BY PROGRAM OR ENROLLMENTS AS MIXING THE TWO STYLES MAY CAUSE UNINTENDED OVERWRITING OF DATA.

The diagram below demonstrates how work based learning experiences are entered and how some data entry will supersede other data entry:



The ways to enter your work based learning experiences are as follows:

- 1. Enrollments
 - a. Mass Enrollment edit
 - b. Enrollment import
 - c. Consolidate into programs
- 2. Programs
 - a. Manage Work Based Learning manual entry (and review)
 - b. Import Work Based Learning (by program)

In all cases, you will be entering in letter codes for each experience into a text field. The codes are as follows:

Work Based Learning Categories	Code
Career Awareness	А
Career Exploration	E
Career Preparation	Р
Career T raining	Т
Registered Youth Apprenticeship	Y

Each experience should be entered as an individual character, and CTEIS will accept up to 30 characters per entry. See the example below:



In this example, the characters "AAETTT" have been entered into a WBL text field. This represents a student with two Career Awareness experiences, one Exploration experience, and three Training events. Please refer to the Work Based Learning Continuum Guide on the OCTE website for additional coding guidance and examples:

https://www.michigan.gov/documents/mde/WBL_Continuum_Guide_703181_7.pdf

MANAGE WORK BASED LEARNING

To manually record work based learning data:

1. Click Login located in the upper right corner of the screen.



2. Log into CTEIS.com using your regular CTEIS username and password.

Login to Your Account
MEIS User Name
Password
□ Remember me?
Log in
MEIS Assistance

3. From the navigation bar, click **Data Entry**.



4. Under Enrollment, click Manage Work Based Learning for manual entry, or import your data by clicking Import Work Based Learning.



5. Select a school district from the **Select District...** ✓ drop-down menu. You may need to scroll within the menu to locate a desired district. All school districts that contain the buildings you are working with should be visible.



A list of active programs will display in PSN order.

					Manage Wo	ork B	Based L	earnin	g			
	My Public	Scho	ools		*							
Pr	ograms Fou	nd:	11									
	Export of	all s	tudents v	rith	WBL							
Psn	t	Ŧ	Cip Code	Ŧ	Program Name	Psn † T	Program Type 🔻	Building Name 🔻	Operating T	Operating T	Operating	Ŧ
	SELECT		52.1999		Marketing Sales and Services	00001	Reg	School A	11111	My District	99999	
Γ	SELECT		52.1999		Marketing Sales and Services	00002	Reg	School B	22222	My District	99999	
	SELECT		52.0299		Business Admin Mgt & Operations	00003	Reg	School B	22222	My District	99999	
	SELECT		52.0800		Finance & Financial Mgt Services	00004	Reg	School A	11111	My District	99999	
	SELECT		52.0800		Finance & Financial Mgt Services	00005	Reg	School B	22222	My District	99999	
	SELECT		11.0201		Computer Programming/Program	00006	Reg	School A	11111	My District	99999	
	SELECT		11.0801		Digital/Multimedia & Information	00007	Reg	School A	11111	My District	99999	

6. The display order can be altered by clicking on individual heading labels. For example, if you want to group programs by building, click on the column heading labeled "Building."

				Manage V	No	rk	Based	l Learnin	g		
My Publ	ic Sch	ools									
Programs F	ound:	:11									
Export o	f all :	students v	vith	WBL							
Psn	т	Cip Code	Ŧ	Program Name	r Psn	Ŧ	Program Type	Building Name T	Operating Y	Operating Y	Operating T
SELECT	r -	52.1999		Marketing Sales and Services	000	01	Reg	School A	11111	My District	99999
SELECT	r -	52.0800		Finance & Financial Mgt Services	000	04	Reg	School A	11111	My District	99999
SELECT	r	11.0201		Computer Programming/Program	_ 000	06	Reg	School A	11111	My District	99999
SELECT	r -	11.0801		Digital/Multimedia & Information .	000	07	Reg	School A	11111	My District	99999
SELECT	r -	14.4201		Mechatronics	000	80	Reg	School A	11111	My District	99999
SELECT	r -	15.0000		Engineering Technology	000	09	Reg	School A	11111	My District	99999
SELECT	r -	52.1999		Marketing Sales and Services	000	02	Reg	School B	22222	My District	99999

7. Click the **Select** button to the left of the desired program to display program details below.

Psn	T	Cip Code 🔻	Program Name	Psn	T
	SELECT	52.1999	Marketing Sales and Services	00001	
	SELECT	52.0800	Finance & Financial Mgt Services	00004	
	SELECT	11.0201	Computer Programming/Program	00006	
	SELECT	11.0801	Digital/Multimedia & Information	00007	

8. If the selected program will not have any work based learning experiences, click the check box on the right side of the Select Students panel. This will only be available if no program work based learning experiences are currently entered. A message will be displayed if any experiences are on record, and they will need to be removed from the program before this check box will become available.

	Program	n Details	
PSN:00004	Type: Reg	CipCode: 52.0800	Finance & Financial Mgt Services
Select Students			
 () - All Currently Enrolled (0000250) - Personal Finance I (0000252) - Personal Finance II () - In school but not enrolled () - All students in program Show Students Search by student UIC or Last Name	Export Students by selection	Finance & Financial Mgt : Select this box if you know no Select this button to import at enrollment records. Please no a student.	Services will not have any WBL Experiences Work Based Learning is being done in this Program. ny Work Based Learning Experiences from your te, this wil overwrite any events currently stored for
		Upda	ate WBL from Enrollments
]

- 9. View a list of students by selecting one of three radio buttons:
 - a. All Currently Enrolled Lists each student in CTEIS from the school district who is enrolled in any program.
 - b. Active Courses Active courses appear as individual selection options.

- c. In school but not enrolled Lists each student in CTEIS from the school district who is not enrolled in the selected program.
- d. All students in program Lists each student in CTEIS from the school district who is enrolled in the selected program.

After selecting the criterion for the list, click the Show Students button to view students in UIC order.

You may also search for a specific student by entering a UIC or last name into the search field and clicking the Search button.

10. To enter work based learning experiences for students, click the checkbox next to their UIC. You may quickly mark all students by clicking the Select All checkbox.

UIC	Name	WBL Events		
D 111111111	First Wname			^
□ 2222222222	First Hname			
□ 3333333333	First Hname			
□ 444444444	First Wname			
555555555555555555555555555555555555555	First Rname			
6666666666	First Sname	ATE	Del	
D 7777777777	First Dname			
8888888888	First Hname			
□ 99999999999	First Jname			
0000000000	First Cname			Ų

When at least one check box is marked, the Experience Entry panel will be displayed. The available code entries are:

- A Career Awareness
- T Career Training
- E Career Exploration

- P Career Preparation
- Y Youth Apprenticeships

- 11. To change the experiences associated with a student, mark the checkbox next to that student's UIC to reveal a panel labeled Enter Work Based Learning Experience Codes to apply to student group. In this panel, you may enter up to 30 WBL codes and then choose from the following two options:
 - a. **Overwrite Events** This button removes previous experiences from the marked student's record and replaces them with your newly entered experiences.
 - b. Append Events This button adds your newly entered experiences to those previously associated with the marked student.



12. You may remove a work based learning experience by clicking the **Del** button within a student's row.

WORK BASED LEARNING DATA REPORTING TRACKING SHEET

The Work Based Learning (WBL) Data Reporting Tracking Sheet (DRTS) is designed to provide teachers or work based learning coordinators with a standard form they can use to track individual student work based learning experiences across programs. This form is provided as a convenience for districts that do not already have a system for tracking individual student WBL experiences. If a district already has a system in place there is no need to utilize this form. Use of this form is optional.

This form is designed so that teachers or WBL coordinators can track student experiences throughout the year and then provide the form to CTEIS data entry staff who can directly upload the information into CTEIS. This process minimizes additional editing as well as errors in data communication and entry. You may download the WBL DRTS spreadsheet from the CTEIS Knowledge Base. It is pre-filled with headers for student Unique Identifier Codes (UICs), first names, last names, Program Serial Numbers (PSNs) and program names. A blank column is also included for the entry of work based learning experiences. The options for download are every student enrolled in a program in your district, all currently enrolled, all students enrolled in a current course, or students enrolled in the program that are not currently enrolled. If students have not yet been assigned to courses, only a subset of these choices will be available. See the importing section and appendix below for further instruction on importing with CTEIS.

GENERATING A WORK BASED LEARNING REPORT

CTEIS allows users to quickly generate Excel files containing all students with work based learning experiences. To do so, under **Data Entry**, click **Manage Work Based Learning**, select your district, and then click the **Export of all students with WBL** button at the top of the screen. You may then print or tailor this file for re-import into CTEIS. See the importing section and appendix below for further instruction on importing with CTEIS.



IMPORT WORK BASED LEARNING ENTRY

Users are encouraged to take advantage of the import functionality of the Work Based Learning feature at the program level. You may also leverage the Work Based Learning Data Tracking Tool to facilitate imports. The WBL Tool is a prefilled spreadsheet of student UICs, first and last names, PSNs, and program names, and it also contains a column in which WBL experiences are entered. Of these fields, only the UIC, PSN and WBL experiences are required. This worksheet is in the required format for the CTEIS import and can be used to quickly update your data when experiences by student are included. Using the WBL tool is not required if your Student Management System already has a means to create an import file.

ENROLLMENT

- Manage Students
- Manage Courses
- Mass Course Edits
- Mass Course Renew
- Manage Enrollment
 Manage Staff
- Student/Course/Enr. Import
- o -----
- Manage Credentials
- Upload Credentials
- o -----
- Manage Work Based Learning
- Import Work Based Learning
- ° -----
- Enrollment Completion
- Building Course Review

Keep in mind, importing program WBL events will overwrite any existing events for that student, though students left blank in the template will not be overwritten. Thus, it is important that you coordinate multiple worksheet/tools to ensure data is not inadvertently overwritten.

To import data, carry out the following steps:

- 1. From the navigation menu, click **Data Entry**, then **Import Work Based** Learning.
- 2. On the **Import Work Based Learning** screen, click the **Choose File...** link and locate your import file.
- 3. Click the **Load Records** button to upload your file. On the resulting screen, records that are ready to import appear with a green bar beneath them. Errors are displayed in a red bar beneath the associated records.

Import W	ork Based Learning
	ork Based Learning.
Load Records	

		Impo	rt W	/ork	Based Learnin	g
Impor Choose File Load Rec	t Work	Based	Lear	ning.	Import Records	
UIC	First Name	Last Name	PSN	CIP Code	Program Name	Work Based Learning Events
Status:					·	
1111111111	First	Wname	12345	52.0299	Business Admin Mgt & Operations	TTEE
2222222222	First	Cname	12345	52.0299	Business Admin Mgt & Operations	A
3333333333	First	Bname	12345	52.0299	Business Admin Mgt & Operations	AEY
444444444	First	Sname	12345	52.0299	Business Admin Mgt & Operations	***
555555555	First	Zname	12345	52.0299	Business Admin Mgt & Operations	
Cannot Import	 Missing events. 					

- 4. To correct any errors, adjust your import file, then upload the file again.
- 5. Click the **Import Records** button above the grid to import your work based learning experiences. Records within your import file that contain errors will be omitted; only error-free entries will be saved to the database.

Specifically, CTEIS will check your import file to ensure that:

- Students are in the correct PSN.
- PSNs are in buildings you have access to.
- WBL experiences are valid and included.
- 6. Verify that your student and program names are correct after import.

MANAGE WORK BASED LEARNING THROUGH ENROLLMENTS

To open the Manage Enrollment screen:

ENROLLMENT

- Manage Students
- Manage Courses
- Mass Course Edits
- Mass Course Renew
- Manage Enrollment
- Manage Staff
- Student/Course/Enr. Import
- 1. Log into CTEIS at <u>www.cteis.com</u> using your MEIS username and password.
- 2. From the navigation bar, click **Data Entry**, then **Manage Enrollment**.
- 3. If necessary, use the **Please select district...** field to choose a district. The grid is populated with active courses within that district.

Manage Enrollment - (Add, Edit, and Review records and grades)

My Scl	hool District									•
Records: 300)									
				Cou	rses					
🖬 EXPOR	T TO EXCEL									^
		CSC		Course Name		РТ		Building Name		
			Ŧ		T		Ŧ		Ţ	
8	CLREPORT	31002-1		Computer Programming		Reg		My High School		^
	CLREPORT	31002-2		Computer Programming		Reg		My High School		
	CLREPORT	31002-3		Computer Programming		Reg		My High School		

4. Click the **book icon** of a course that you want to update. **Enrolled students** are displayed in a grid that you may sort by clicking on the various column headers.

To add work based learning experiences via Manage Enrollment:

- 1. Select students by clicking their rows within the data grid.
- 2. Click the **Update Enrolled Students** button to open the Update Selected Enrollments panel.

Enroll	Students	Upda	te Enrolled S	Stu	dents	c	opy/Transfe	r St	udent						
				E	nrolled	IS	tudent	s							
hold control	to select mu	ıltiple													
Total enrollm	ent: 5														
Select A	II -														
EXPORT	TO EXCEL														
			Last Name	٣	First Name	٣	LetterGrade	٣	Begin Date	٢	Exit Date	Ŧ	WBL	Ŧ	
*	🖊 EDIT	× DELETE	Bname		First				1/27		6/12		YET		^
*	🖉 EDIT	× DELETE	Dname		First		-		1/27		6/12		YET		
4	🖊 EDIT	× DELETE	Lname		First				1/27		6/12		YET		
4	🖊 EDIT	× DELETE	Tname		First				1/27		6/12		YET		
*	✓ EDIT	× DELETE	Wname		First		-		1/27		6/12		YET		

	er Da	te*	N	lew Exit Date	e*		Wor	k Based Lea	rning	APA)	
Update	Dates							Update WBL C	^{odes})	2			
New Sub:	secti	on*					N	lew Grade*					
A								A					•
Update	Subse	ection						Update Grad	es				
	т	First Name	Ŧ	Last Name	т	Subsection	т	Enter Date	Ŧ	Exit Date	т	WBL Code	т
111111		First		Bname		A		01/27		06/12		YET	
333333		First		Lname		A		01/27		06/12		YET	
		First		Tname		A		01/27		06/12		YET	
444444													

 In the Work Based Learning panel, enter the codes for any work based learning experiences you wish to add to the student records, then click Update WBL Codes. Please note that this will overwrite any work based learning experiences already displayed in the Enrolled Students grid. 4. When utilizing the Manage Work Based Learning feature, please note that you may choose to replace work based learning experiences according to data entered via Manage Enrollment. To do this, select a program and then click the **Update WBL from Enrollments** button.

Computer Programming/Programmer will not have any WBL Experiences

Select this box if you know no Work Based Learning is being done in this Program.

This Program currently has WBL listed.

Select this button to import any Work Based Learning Experiences from your enrollment records. Please note, this wil overwrite any events currently stored for a student.

Update WBL from Enrollments

The "Update WBL from Enrollments" process will review all enrollment records for a student within a program and append all WBL experiences together. This aggregated list of WBL experiences will then be copied onto the student's program record, overwriting what is currently stored and updating the program record with the enrollment information. Please keep in mind, if you choose to use enrollments to record your WBL experiences, you will need to run this step prior to submitting your Spring Enrollment Collection.

Work Based Learning Import Table

Column	Column Heading	Content	Content Description
A	UIC*	Student Unique Identifier Code (UIC)	A unique code assigned to each student by CEPI for reporting students in the Michigan Student Data System (MSDS)
В	FirstName	Student First Name	Student first name as entered into CTEIS and MSDS
С	LastName	Student Last Name	Student last name as entered into CTEIS and MSDS
D	PSN*	Program Serial Number	Unique 5-digit number assigned by OCTE to state approved CTE programs representing a unique combination of Educational Entity Master (EEM) building code, CIP Code, and program type (Reg = State-Approved Program; EMC = EMC State-Approved Program; RegE = Emerging Program; EMCE = EMC Emerging Program)

E	Program Name	Official OCTE program name associated with the CIP code	Official OCTE program name associated with the program CIP Code. Generally matches the name listed on the National Center for Education Statistics IPEDS website for the CIP Code
F	WorkBasedLearningEvents*	Code field for work based learning experiences	Field in which district staff enter a code for each work based learning occurrence experienced by the student in the specified PSN during the school year

- 1. Column F: Districts enter a code for each work based learning occurrence experienced by the student in the specified PSN during the school year in the following format:
 - a. Enter codes without spaces between them.
 - b. Enter one code for each discrete work based learning occurrence. Refer to the work based learning guidance document and examples found at:

https://www.michigan.gov/documents/mde/WBL_Continuum_Guide_ 703181_7.pdf.

For example, if a student participated in two career fairs (level A), one job shadow (level E) and three practicums (level T) during the school year, the entry in the WorkBasedLearningEvents* column would look like this:



2. If a program has no work based learning events, the UIC field should be set to 999999999 and the column F should contain the capitalized word NONE.

3. At the end of the year, a spreadsheet containing a completed column F is provided to a CTEIS data entry staff person for upload into the system. This spreadsheet may not be reused; <u>a new spreadsheet with a blank</u>. <u>WorkBasedLearningEvents column must be filled out each year</u>. Adding additional events for a new school year to a spreadsheet with prior year data will result in duplicate entries. Uploading a new spreadsheet will overwrite the existing WBL data for the year, and any upload may overwrite data contained in CTEIS depending on the method used to enter that data.

Work based learning data is due and submitted with the Spring Enrollment collection at the end of each school year. For the 2020-2021 year, this data is:

- Due to CEPD Administrators: June 17, 2021
- Due to OCTE: June 24, 2021

For further assistance, please contact Celena Mills (<u>MillsC1@michigan.gov</u>) or Lee Greenacre (<u>GreenacreL@michigan.gov</u>) at OCTE.

MANAGE STAFF

CTEIS requires proper instructor information for each course section, which you may update using the Manage Staff screen.

OPEN THE MANAGE STAFF PAGE

ENROLLMENT

- Manage Students
- Manage Courses
- Mass Course Edits
- Mass Course Renew
- Manage Enrollment
 Manage Staff
- <u>Manage Staff</u> _↓
 Student/Course/Enr. Import

To open the Manage Staff page:

- 1. Log into CTEIS at <u>www.cteis.com</u> using your MEIS username and password.
- 2. From the navigation bar, click **Data Entry**, then **Manage Staff**. Here, you can view, add, or edit teacher records.

You may also add staff members to your list via the **Data Entry** menu → Manage Courses screen. Both methods are described in <u>Add a Staff Member to the CTEIS</u> <u>Database</u> on page 72.

	Ma	nage	Staff	(Ad	d, E	dit and Review records)
			Type in Staff I	Enter Name to se	Last Nam arch.	e or PIC to search by:
k	PIC . T	Last Name	First Name	Middle	Gender	Manage Staff *Indicates a Pic Valid: Date: required core field
k k k	000002 000003 000004	OMALLEY Roland Mcdonald	G V E	Р	0 F F	*Pic: *First Name: *Last Name:
k k k	000005 000006 000007	Moore SMITH Cook	M J C	Ρ	F M F	Middle Inital:
k k k	000008 000009 000010	BROWN Dundee Carter	T C J	Y	F F	Gender: O Male O Female
k k k	000011 000012 000013	Adams Garcia JONES	T M K			Expiration Date:
k k	000014 000015	LEWIS JACKSON	D J		м	Update Staff Cancel

Points to Remember When Managing Staff

- While examining the Manage Staff grid, verify that all teachers and paraprofessionals within your operating buildings are reported.
- Make sure that primary teachers are linked to their respective course sections as you enter new staff records into CTEIS. The process of linking teachers to course section records is explained in <u>Add Staff to Courses</u> on page 33.

STAFF INFORMATION FIELDS

CTEIS gives reporters the option to include several pieces of data when updating or creating staff records. While many of the input fields are provided for local use, when creating a new staff record, please remember that fields marked with an asterisk (*) do require valid input.

PIC Valid / Date – These fields indicate whether a staff member's PIC is currently valid as well as the date it was assigned to the instructor. This information is supplied by OCTE and is not editable.

PIC – Enter the Personal Identification Code as reported for the Registry of Educational Personnel (REP).

The State of Michigan provides a helpful <u>Personnel Search User Guide</u>, which includes instructions on how to search for an existing PIC number. To access it, open a Web browser and go to <u>www.michigan.gov/cepi</u>. From the left navigation panel, click on the <u>CEPI</u> <u>Applications → Registry of Educational</u> <u>Personnel</u> link and browse the Manuals drop-down list.

*PIC: *First Name: *Last Name:	
*First Name: *Last Name:	
*Last Name:	
	1
Middle Inital:	
Date of Birth:	
Gender: O Male	
O Female Expiration Date:	
Certifications/Notes:	
Update Staff Cancel	

First Name / Last Name – Enter the instructor's first and last name. These fields are required.

Middle Initial / Date of Birth / Gender (Optional) – Enter the instructor's middle initial, birth date, and gender. These fields are not required and you may utilize them at your discretion.

Expiration Date (Optional) – This field is not required and is provided for reporters who wish to enter the expiration date of the instructor's teaching certificate. Typed dates will be accepted in the following formats:

(m)m/(d)d/yy, (m)m/(d)d/yyyy, mm-dd-yy, and mm-dd-yyyy Examples: 04/05/67, 04/05/1967, 04-05-67, 04-05-1967

Certifications / Notes (Optional) – This field is not required and is provided for reporters who wish to include information regarding a staff member's certification status or classroom function.

ADD A STAFF MEMBER TO THE CTEIS DATABASE

If a staff member does not exist within the CTEIS database, you will need to add a new staff record in one of the following two ways:

Method one:

- 1. In the **Manage Staff** panel, enter staff details in the provided fields including the instructor's PIC, last name, and first name.
- 2. Click the **Update Staff** button. A Valid PIC message is displayed along with the current date. The new teacher is added to the **Staff Members** grid and is now available to add to your course section records.

Method two:

You may also add staff members to your list by selecting any course record on the **Manage Courses** screen and utilizing the **Course Staff** panel. For details, refer to <u>Add Staff to</u> <u>Courses</u> on page 33.

PIC:		_
000016	E	1
First Name:		
*Last Name:		
Gonzales		
Middle Inital:		
L		
Date of Birth:		
01/12/1967	6	3
Gender: D Male		
) Female		
Expiration Date:		
	6	3
Certifications/Notes:		
EDIT STAFF INFORMATION

If you need to edit or update a staff member's information, use the following steps:

- 1. Open the **Manage Staff** page. For details, refer to <u>Open the Manage Staff Page</u> on page 69.
- 2. Click the **arrow icon** of a staff member whose information you want to update. That instructor's information will be displayed in the **Manage Staff** panel.
- 3. Edit the staff member's details.
- 4. Click the **Update Staff** button to save your changes.

	Manage Staff (Add, Edit and Review records)											
				Enter	Last Nan	ne or PIC to search by:						
			Type in Staff I	Name to se	arch.	*						
	PIC	Last Name	First Name	Middle	Gender	Manage Staff						
	. T	. 7		. 🔻	• •	*Indicates a Pic Valid: Date: required core field						
k	000001	FORD	н		·							
k	000002	OMALLEY	G	Р	0	*PIC:						
k	000003	Roland	v		F	*First Name:						
k	000004	Mcdonald	E		F	Maria						
k	000005	Moore	м		F	Garcia-Lopez						
h	000006	SMITH	J	Р	м	Middle Inital:						
k	000007	Cook	С		F	Date of Birth:						
k	800000	BROWN	т	Y	F	03/21/1978						
k	000009	Dundee	с		F	Gender:						
k	000010	Carter	1		F	Female						
	000011	Adams	т		_	Expiration Date:						
	000012	Carria				Ē						
\odot	000012	Gdi Ud	IVI			Certifications/Notes:						
R.	000013	JONES	ĸ									
k	000014	LEWIS	D			Update Staff Cancel						
h	000015	JACKSON	J		м	6						

MANAGE STUDENTS

Student records are an important part of your spring Enrollment and Completion Collection and must be entered carefully because:

- Some student information in CTEIS supplements data required by the MSDS.
- Addresses, phone numbers, and email addresses on file in the CTEIS database are used during the Follow-Up reporting cycle that begins each fall.
- Federal reports require student data, especially student credentials and special populations.

OPEN THE MANAGE STUDENTS SCREEN

ENROLLMENT

- Manage Students
- Manage Courses
- Mass Course Edits
- Mass Course Renew
- Manage Enrollment
- Manage Staff
- Student/Course/Enr. Import

To open the Manage Students screen:

- 1. Log into CTEIS at <u>www.cteis.com</u> using your MEIS username and password.
- 2. From the navigation bar, click **Data Entry**, then **Manage Students**.

NAVIGATE THE MANAGE STUDENTS SCREEN

- 1. Select a building from the **Select Building...** drop-down menu to load students from that building into the student grid. You may view students who have left school by selecting the **Include Students Who Left School** checkbox.
- 2. To search for a student, enter either a UIC or a last name into the **Search By** UIC/LastName search box and then click the **Search** button.
- 3. Sort your list by clicking on any column headers.

١	Aanage	Stude	ents - ((Add, I	Edit, a	nd Re	eview record	s)
A. High S	ichool - A. School Dist	rict					 Include Students Who 	Left School
9876543210	s	earch	Clear	Input			Add Student	
Records: 1								
EXPORT 1	O EXCEL							î
	UIC	First Name	Last Name	DOB	Gender	Grade	Sending Facility	
	. т	· T	· T	. т	• •	· •		· •
.	9876543210			02/11	F	10	A. High School	~ ~

ADD A NEW STUDENT RECORD

If a student does not exist within the CTEIS database, you will need to add a new student record using the following process:

- 1. Open the **Manage Students** screen. For details, refer to <u>Open the Manage</u> <u>Students Screen</u> on page 74.
- 2. Click the Add Student button. The Student Details panel opens.

Manag	ge Stude	ents - (Add, Edi	t, and Review records)	
Select Building			▼ Include Students Who Left S	School
Search By UIC/LastName	Search	Clear Input	Add Student 📐	

3. Enter the Student Core Information and demographic details.

First Name: *	Address1:	[
Middle Name:	Address2:	
		MSDS Data
Last Name: *	City:	MSDS Last Updated:
[]		LEP: Grade:
Date of Birth *	State:	Exit Status:
÷.	МІ	Race/Ethnic:
Gender: *	ZipCode:	Migrant: Foster Care: No
•		Homeless: No Military: No
Phonel:	E-Mail:	Economically Disadvantaged
	Enter@Email.com	Single Parent
Phone2:	Sending Facility *	Out of Work Force
	Select Building	•

For details on how to enter this information, refer to <u>Student Demographic Fields</u> on page 77.

4. Click the Add Student button.

Instead of updating or adding new student records to CTEIS individually, you may use the recommended file import process. Refer to <u>Importing Students</u> on page 84.

STUDENT DEMOGRAPHIC FIELDS

The following information is maintained for your student records. The first four fields on the **Student Details** panel marked with an asterisk (*) plus the UIC indicate the five core fields CTEIS uses to match your entries to the records in the state's Michigan Student Data System (MSDS).

Student Details Panel

First Name / Middle Name / Last

Name – Enter the student's full name (last, first, and middle initial) as it appears in your official student database or on a birth certificate. The name you enter must match the one found in the UIC master file. Including the student's middle name can increase your chances of obtaining a match.

Date of Birth – Enter the student's date of birth. This date must match the UIC master file and will be accepted in mm/dd/yyyy format.

First Name: *		Address1:
Robert		123 Maple St.
Middle Name:		Address2:
Last Name: *		City:
Jones, III		Acme
Date of Birth *		State:
12/11	t.	MI
Gender: *		ZipCode:
Male	•	49876
Phonel:		E-Mail:
999-888-7777		myEmail@acmeSchools.edu
Phone2:		Sending Facility *
666-555-4444		High School - 99999 🔹

Gender – Choose the student's gender from the drop-down menu. This selection must match the information in the UIC master file.

Address1 / Address2 / City / State / ZipCode – Enter the student's address information. These fields help reporters conducting the annual Follow-Up survey to make contact with student completers.

Phone1 / Phone2 / E-Mail – Enter the student's phone number, alternate phone number, and e-mail address. These fields help reporters conducting the annual Follow-Up survey to make contact with former students.

Sending Facility – Use the corresponding drop-down menu to choose the school where the student takes regular academic courses. In the case of homeschooled students:

- 1. If the ONLY courses the student is taking in a public school are CTE courses, then the sending facility should be the building where the CTE courses are being taken.
- 2. If the student is enrolled in any non-CTE courses in a public school such as music or special education, then the sending facility should be the building where the student is taking any non-CTE courses.

UIC Panel

UIC – All students enrolled in stateapproved CTE programs, including homeschooled and privately-schooled students, have a Unique Identifier Code (UIC) assigned by CEPI (the Center for Educational Performance and Information). This UIC <u>must be entered</u> before CTEIS will accept student data, and your entry must also match the code on record in the Michigan Student Data System (MSDS).



When entering a UIC in the Student Details panel, you may use the **Check UIC** button to verify the status of a student's UIC. You may also enter a student's last name, first name, or date of birth and then click the **Check UIC** button to search for a current UIC on file. In the event of a missing UIC, contact your local UIC Resolver to obtain the relevant information.

UIC Status / UIC Status Date – These are read-only fields that display whether a student's UIC is currently valid and the date when the UIC was last verified. You may use the **Check UIC** button while reviewing a student record to verify that the student's UIC matches the one on record in the MSDS. To view details related to UIC error codes, please see <u>Issue Tables</u> on page 106.

MSDS Data Panel

MSDS Last Updated – This is a readonly field that displays the date when the student's demographic information was last updated from the MSDS. If the student is new, this field will show that an MSDS update is pending. If this date is earlier than the school year start date, CTEIS will flag the student as expired.

EL – This is a read-only field that indicates if the student is identified as an English Learner. This field is updated periodically with information from the MSDS. A missing MSDS Data MSDS Last Updated: 10/17 EL: Yes Grade: 11 Exit Status: Expected to continue Race/Ethnic: Hispanic or Latino Migrant: No Foster Care: No Homeless: No Military: No Economically Disadvantaged: (07) Hearing Impairment Disabled: Yes Single Parent 🛛 Out-of-Workforce 🗌

value indicates that an MSDS match update has not been performed yet—see the **"MSDS Last Updated"** definition above for further information.

Grade – This is a read-only field that displays the student's current grade level. This field is updated periodically with information from the MSDS. A missing value indicates that an MSDS match update has not been performed yet—see the **"MSDS Last Updated"** definition above for further information.

Exit Status – This is a read-only field that displays the student's current exit status. By default, a student's exit status is "19-Expected to continue." This field is updated periodically with information from the MSDS. A missing value indicates that an MSDS match update has not been performed yet—see the **"MSDS Last Updated"** definition above for further information.

Race / Ethnic – This is a read-only field that displays the student's race and ethnicity. This field is updated periodically with information from the MSDS. A missing value indicates that an MSDS match update has not been performed yet—see the **"MSDS Last Updated"** definition above for further information.

Migrant – This is a read-only field that indicates if the student is a migrant worker. This field is updated periodically with information from the MSDS. A missing value indicates that an MSDS match update has not been performed yet—see the **"MSDS Last Updated"** definition above for further information.

Foster Care – This is a read-only field that indicates if the student is in or has aged out of the foster care system.

Homeless Children and Youth— This is a read-only field that indicates an individual who lacks a fixed, regular, and adequate nighttime residence and includes children and youths who:

- 1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
- 2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- 3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- 4. Migratory children who qualify as homeless...because the children are living in circumstances described above.

Military – This is a read-only field that indicates if the student has a parent who is a member of the armed forces and is on active duty.

Economically Disadvantaged / Disabled – These are read-only fields that indicate if the student is identified as economically disadvantaged, low-income, or possessing any disabilities. These fields are updated periodically with information from the MSDS. A missing value indicates that an MSDS match update has not been performed yet—see the **"MSDS Last Updated"** definition above for further information. *Single Parents, including single pregnant women* – At the secondary level, single parents, including single pregnant women, are individuals who meet <u>ALL</u> of the following criteria:

- 1. Age 19 or below.
- 2. Without a high school diploma.
- 3. Unmarried or legally separated from their spouse.
- 4. Pregnant, or have a minor child or children for which the parent has custody or joint custody.

Out-of-Workforce – The term "out-of-workforce individual" means an individual who is a displaced homemaker, as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102); or:

- 1. Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;
- 2. <u>OR</u> is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title;
- 3. <u>AND</u> is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

PROGRAM DETAILS AND CURRENT ENROLLMENT

The **Programs** panel allows you to view a student's completer status. Click on a **CIP Code** button to open the **Program Enrollment Details** panel and view a chart of the segments that the student has received credit for as well as those pending for the current semester. These segments are denoted as follows:

Programs										
Cip Code	Program Name	Completion Status								
15.1301	Drafting/Design Technology	Concentrator								
14.4201	Mechatronics	Participant								

- An "X" within one of the numbered segment columns indicates the student has received a passing grade in a course delivering that segment.
- An "E" within a segment column indicates that the student is currently enrolled in a course delivering that segment.

	Program Enrollment Details												
Cip Code			Pro	gram Nar	ne		Comple	tion Statu	ıs	Assessi	ment		
52.1999			Mar	keting Sal	es and Sei	vices	Complet	ter		None			
1 X	2 X	3 4 5 6 7			8 X	9 X	10 X	11 X	12 X	Q			
Course	Section C	ode		Course N	lame	P	sn	Enter [Date	Exit Date		irade	
10002	10002 MRKTG B			;	9	9999	01-29		06-14	E			
10001	10001 MARKETING A			9	9999	09-04		01-25	A	-			

Segment information and course grades must be validated with your teachers for each student using a report such as the Student List Report.

The **Current Enrollment** panel displays the courses that a student is currently enrolled in. You may modify a student's grade for a course by clicking within the **Grade** drop-down menu and selecting a code to apply. Similarly, if the student is dual-enrolled, you may edit the credits that student will earn from a course



using the **High School Credits** and **College Credits** spin boxes. **Credentials** currently attached to a student are listed below this panel.

EDIT OR REVIEW AN EXISTING STUDENT

To edit or review a student's demographic details:

- 1. Open the **Manage Students** screen. For details, refer to <u>Open the Manage</u> <u>Students Screen</u> on page 74.
- 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/LastName** search box and then click the **Search** button.
- 3. Click the **student icon** of a student that you wish to update. **Student Details** are displayed in a panel
- 4. Make the necessary changes to the student's information.
- 5. Click the **Update Student** button below the Student Details panel.

IMPORTING STUDENTS

Importing students is important because:

- Importing students is a very efficient way of adding and updating several student records simultaneously.
- Imported student records can be edited later if necessary.
- Importing students is more accurate than manual data entry.

Before You Begin Importing Students

Before you begin importing your data, ensure that you:

- Identify the data that you need.
- Format the data for easy import.

For an error resolution guide and other detailed information, refer to the Appendix: <u>Import Formats</u> on page 125.

IMPORT STUDENT DATA

To import data, carry out the following steps:

ENROLLMENT

- Manage Students
- Manage Courses
- Mass Course EditsMass Course Renew
- Mass Course Renew
 Manage Enrollment
- Manage Enrol
 Manage Staff
- Student/Course/Enr. Import
- 1. From the navigation menu, click <u>Data Entry</u>, then <u>Student/Course/Enr. Import</u>.
- 2. On the **Select building to import** screen, click the **student icon** of the building you wish to import records into.
- 3. Beneath the Import Students/Buildings/Grades header, click the Choose File... link and locate your import file.

	Select building to import									
	Building Name	T	Building Number	Ŧ	Ŧ					
*	Alternative Center for Education		00001		Alternative Center for Education - 0					
2	A. High School		00002		A. High School					
*	A. Academy		00003		A. Academy					
*	B. High School		00004		B. High School					

- 4. Click the **Import Records** button to upload your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
- 5. To correct any errors, click the <u>Back to</u> <u>List</u> button to reset the screen, adjust your import file, then upload the file again.



ur Import Records 📐

6. Click the **Process Students/Enrollments** link beneath the grid to import all error-free student records.

Courses To upload in 00000 - High School Back to List Record(s): 9										
Erro	rs: 0	Stu	idents Created: (rollments Create	0 Studen ed: 0 Enrolln	ts Updated: 0 nents Updated: 0					
Upload Type:	LNAME	FNAME	МІ	UIC	DOB					
S, E	Clname	Ifname		111111111	2/5					
S, E	Clname	Ifname		222222222	3/13					
S, E	Clname	Ifname		333333333	1/13					
S, E	Clname	Ifname	X	444444444	6/25					
S, E	Clname	Ifname		555555555	8/25					
S, E	Clname	Ifname	х	6666666666	2/22					
S, E	Clname	Ifname		777777777	3/15					
S, E	Clname	Ifname		888888888	5/13					
S, E	Clname	Ifname		9999999999	2/6					
< Proc	ess Students/Enro	llments			>					



Clicking the **Review Import** button allows you to export the list of import records and their import statuses and errors. This may be useful for offline review and remediation.

REVIEW STUDENTS

You can review students by using:

- The Check UIC button.
- Reports: Bad UIC by Building and UIC With No Current MSDS.

CHECK UIC BUTTON

- 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 UIC without saving the student record.

UIC: *
0101010101
UIC Status: UIC Valid
UIC Status Date:1/17
Check UIC

- 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 results from using the Check UIC button will tell you if the UIC provided is recognized as a primary or secondary UIC, or if it is unlinked. This is useful for resolving UIC errors.

To use the Check UIC button:

- 1. Open the **Manage Students** screen. For details, refer to <u>Open the Manage</u> <u>Students Screen</u> on page 74.
- 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/LastName** 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 is able to locate the student's core information within the MSDS.

BAD UIC BY BUILDING REPORT

This report displays invalid UICs. It also 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.



UIC WITH NO CURRENT MSDS REPORT

This report displays a list of students with invalid or expired UICs. Use this report to verify that all of 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.

For information on how to create and print these reports, refer to <u>Generate Your</u> <u>Reports</u> on page 41.

CEarning										
		UICs w	ith No C	Current	MSDS F	Record				
CI	EPD 99									
Fiscal Age	ency School Distri	ct (22222)								
Buil	ding High School	(33333)								
Home Fac	cility High School									
	, ,									
UIC	Stude	nt Name	MSDS Date	Exit Status	Grade Level					
8888888888	Aman, N.		5/2	19						
99999999999	Bman, H.		4/4	19						
Please refer	Please refer to the Directions for Updating MSDS Records within CTEIS document found on the CTEIS home page under the 4483 links.									
3/29 2:	35:40 PM	Revised 4/14 - T		Page 1 o	f 1		CTEIS			

MANAGE ENROLLMENT

Course section enrollments are entered and updated within CTEIS during each new school year. While managing enrollments, you can edit enrollment lists, copy or transfer students from one course section to another, view courses operating within the current school year, and print class enrollment lists. Updating student grades is also part of this process.

OPEN THE MANAGE ENROLLMENT SCREEN

To open the Manage Enrollment screen:

ENROLLMENT

- Manage Students
- Manage Courses
- Mass Course Edits
- Mass Course Renew
- Manage Enrollment
- Manage Staff
- Student/Course/Enr. Import
- 1. Log into CTEIS at <u>www.cteis.com</u> using your MEIS username and password.
- 2. From the navigation bar, click **Data Entry**, then **Manage Enrollment**.
- 3. If necessary, use the **Please select district...** field to choose a district. The grid is populated with active courses within that district.

1	Manage Enrollment - (Add, Edit, and Review records and grades)											
My Sc	hool District							•				
Records: 30	ecords: 300 Courses											
🖻 EXPOR	T TO EXCEL							^				
		CSC	Course Name		PT	Building Name						
				Ţ	. 7		T					
8	CLREPORT	31002-1	Computer Programming		Reg	My High School		^				
	CLREPORT	31002-2	Computer Programming		Reg	My High School						
	CLREPORT	31002-3	Computer Programming		Reg	My High School						

- 4. Click the **book icon** of a course that you want to update. **Enrolled students** are displayed in a grid that you may sort by clicking on the various column headers.
- 5. Click the **CLREPORT** button to quickly access and print a class student list report. Use this report to obtain sign-off from your teachers for each student's grade and segments.

			Spor	ts & En	tertainm	ent Ma	rketing				
Course Sec	tion Code: 1	000151	Dates: 9/4	1/20					Course Typ	e: Regular	_
Program In	ifo:		CIP: 52.199	9					Type: Reg P	SN: 11111	
Staff:			Garcia								
Enro	oll Students	; Upo	date Enrolle	d Students	Copy/Transf	fer Student	•				
hold contro	ol to select m	ultiple			Enrolled S	Students					
			LetterG.	. 🔻 Begin Date	👻 🔻 Exit Date	▼ SubSec	T UIC	r Last Na Y	First Na 🔻	Gender T	
*	✓ EDIT	× DELETE	A	9/4	1/20	A	111111111			м	î
*	🖋 EDIT	× DELETE	A	9/4	1/20	A	2222222222			м	
*	🖉 EDIT	× DELETE	A	9/4	1/20	A	3333333333			F	
*	🖉 EDIT	× DELETE	A	9/4	1/20	A	444444444			м	
4	🖍 EDIT	× DELETE		9/4	1/20						
± 13	🖉 EDIT	× DELETE	B+	9/4	1/20	A	6666666666			F	
*	🖉 EDIT	× DELETE	А	9/4	1/20	A	7777777777			м	
*	🖉 EDIT	× DELETE	А	9/4	1/20	A	888888888			F	

The area above the **Enrolled Students** panel displays valuable information regarding the selected course including the Course Section Code, Local Course Name, PSN, CIP Code, beginning and ending dates, and primary instructor. This information changes as you edit class information using your Manage Courses screens. The **Enroll Students**, Update Enrolled Students, and Copy/Transfer Student buttons below this information allow you to manipulate your enrollment list and are described in further detail in the following sections.

ENROLL STUDENTS

To enroll students into CTE courses in CTEIS:

- 1. Open the **Manage Enrollment** screen. For details, refer to <u>Open the Manage</u> <u>Enrollment Screen</u> on page 88. Upon selecting a district, a default list of your currently active courses is displayed.
- 2. Click the **book icon** of a course to which you wish to add new enrollments. **Enrolled students** are displayed in a grid.
- 3. Click the Enroll Students button. The Enroll Students pop-up window opens.
- 4. Select a sending facility to browse for students using the **Select District...** dropdown list.

You may enter specific criteria within the Search By UIC or Search by first name or last name fields to search for specific students.

5. A list of students available for enrollment is displayed in the Students grid.

✓ Stude	✓ Student DFirst XLast 000000003 successfully enrolled.																
	Er	nrol	I S	tu	Ide	en	ts	s in Co	om	npute	er F	Prog	ram	nmi	ng		
							S	earch for A	vaila	ble Studer	nts:						
A. I	High Scho	lool				•	Se	arch By UIC			•	Search b	y first nai	ne or last	name	•	
Enrolled i	in either:	Subsectio	n A, Su	ıbsecti	ion B,	Subse	ection	C, or Subsection	D								
								Stu	Jde	nts							
Subsectio	on			Enro	olled S	ubsec	tion	UIC		First Name	Las	t Name	Gender		Grade		
							Ŧ		Ŧ		T	Ţ		T		Ŧ	
A	В			A				000000001		YFirst	RLa	st	F		11		^
Α	В							000000002		PFirst	QLa	ast	F		10		
Α	в			в				000000003		DFirst	XLa	st	М		11		
Α	В	5						000000004		VFirst	ULa	st	F		12		
Α	В							000000005		HFirst	YLa	st	м		11		
Α	В							000000006		NFirst	NLā	st	F		12		
А	В							000000007		YFirst	SLa	st	F		12		
Α	В							800000008		OFirst	JLas	st	F		11		~
н	< 1	2 3	4	5	6	7	8	9 10	×	н				1	- 20 of 72	3 item	s
															CI	ose	

6. Select a student's **Subsection** button to enroll him or her into that subsection of the course. Highlighted rows within the Students grid indicate students who have already been enrolled in the course section.

When a student is enrolled into a CTE course, an enrollment record is created using the default beginning and exit dates associated with the selected course section. To change beginning or ending dates, refer to Edit Courses on page 28.

EDIT ENROLLED STUDENTS

To edit your enrollment records:

- 1. Open the **Manage Enrollment** screen. For details, refer to <u>Open the Manage</u> <u>Enrollment Screen</u> on page 88. Upon selecting a district, a default list of your currently active courses is displayed.
- 2. Click the **book icon** of a course containing enrollments that you wish to update. **Enrolled students** are displayed in a grid.
- 3. Click rows in the grid to select the student enrollments you would like to edit.
- 4. Click the **Update Enrolled Students** button. The **Update Selected Enrollments** pop-up window opens.

*Indicates required.		U	pdate	Select	ed Enro	ollm	ents			
New Enter Dat	e*	New Ex	cit Date*		Work B	ased L	earning			
9/2		9/2		8			Enter	WBL Code(s)		
Update Dates					Upd	date WBL	. Codes			
New Subsection*					New Grad	le•				
Update Subsection					Update 0	Grades				
uic 🍸	First Name	т	Last Name	Υ	Subsection	т	Enter Date	Υ	Exit Date	т
222222222					κ		09/04		11/18	^
555555555					κ		10/01		01/25	
н к 1 н н										1 - 2 of 2 items
Delete Enrollments										

- 5. Edit any of the following fields:
 - New Enter Date / New Exit Date Add new enter or exit dates in the input fields, then click the Update Dates button to alter the dates that the selected students entered or left this course.
 - Work Based Learning Add new WBL codes in the input field, then click the Update WBL Codes button to edit the work based learning experiences associated with the selected students.
 - New High School Credits / New College Credits Add new high school or college credits in the input fields, then click the Update Credits button to edit the credits granted to students enrolled in this course.
 - New Subsection Select a subsection from the drop-down menu, then click the Update Subsection button to place the marked students into a different subsection within the course.
 - New Grade Select a code from the drop-down menu, then click the Update Grades button to modify the course grade for each of the selected students.
 - Delete Enrollments Click this button to delete the selected students' enrollment records from the course section.

After you complete your edits, print the Student List Report and obtain sign-off from your instructors to verify that your students will be granted credit for the correct course grades and segments.

COPY/TRANSFER MARKED STUDENTS

To copy or transfer your enrollment records from one course section to another:

- 1. Open the **Manage Enrollment** screen. For details, refer to <u>Open the Manage</u> <u>Enrollment Screen</u> on page 88. Upon selecting a district, a default list of your currently active courses is displayed.
- 2. Click the **book icon** of a course containing enrollments that you wish to copy or transfer. **Enrolled students** are displayed in a grid.
- 3. Click rows in the grid to select the student enrollments you would like to edit.
- 4. Click the **Copy/Transfer Student** button. The **Copy/Transfer Selected Enrollments** pop-up window opens.
- 5. Use the **New Course** drop-down list to select the course you would like to copy or transfer the selected students into.

- 6. Enter the Enter Date, Exit Date, and Subsection that the selected students are to retain when copied or transferred.
- 7. Click either of the two buttons:
 - Copy Enrollment Click this button to keep student enrollment records within the original course intact and to duplicate them into the course section indicated in the "Available Building Courses" field.
 - **Transfer Enrollment** Click this button to remove student enrollment records from the original course and move them into the course section indicated in the "Available Building Courses" field.

Copy/Transfer Selected Enrollments								
idicates required.								
New Course*								
ADV MARKETING B		•						
Enter Date*								
9/4		6						
Exit Date*								
1/12		6						
Subsection*								
A								
Conv Enrollment Transf	er Enrollment							
Copy Enromment Transm								
First Name:	First Name:							
Last Name.	Last Name:							
Subsection: A	Subsection: A							
Enter Date: 09/04	Enter Date: 09/04							
Exit Date: 01/12	Exit Date: 01/12							
High School Credits:	High School Credits:							
College Credits:	College Credits:							

After you complete your edits, print the Student List Report and obtain sign-off from your instructors to verify that your students will be granted credit for the correct course grades and segments.

GRADE INPUT

The coding systems used to provide students with grades at the end of a course vary according to each district's standards. CTEIS reporters should strive to input all grades, either manually or via import, exactly as issued by an instructor. Student grades are required for all regular wage-earning course sections as well as Family and Consumer Science programs.

You may enter grades into CTEIS at any time. When entering grades, adhere to the following requirement:

• Semester-length (first, second, trimester, or special) course sections need one letter grade for each student reported as enrolled in a course section on the Spring Enrollment and Completion Collection Report.

Districts should report the official course grade recorded on the student's transcript in CTEIS. If the official course grade recorded on the transcript is "Pass," "Pass" may be reported in CTEIS, regardless of the district criteria for determining a passing grade. This includes if the district counts grades below 2.0 as "Pass." However, if the official course grade recorded on the student's transcript is a letter grade, then the letter grade should be reported in CTEIS.

To input or edit course section grades in CTEIS:

- 1. Open the **Manage Enrollment** screen. For details, refer to <u>Open the Manage</u> <u>Enrollment Screen</u> on page 88. Upon selecting a district, a default list of your currently active courses is displayed.
- 2. Click the **book icon** of a course containing enrollments that you wish to copy or transfer. **Enrolled students** are displayed in a grid.
- 3. Click the **Edit** button of an enrollment that you wish to update.

For grade code information, refer to Letter Grade Definitions and Comparable GPAs on page 96.

4. Click the cell within the Letter Grade column, then select a grade code from the drop-down menu and click the Update button to apply it to the record.

	En	roll Stu	dents	Update E	nrolled Stu	Idents	Co	opy/Transfer	Student	Cou	Course List Report		
									Er	nrolled	Stud	ents	
ho	old cor	ntrol to s	elect multip	le									
						LetterGrade	e T	Begin Date	T	Exit Date	T	SubSection	T
	•		✓ UPDAT	E O CANCI	EL	-	•	9/4		1/25			
	.		🖊 EDIT	× DELETE		А	^	9/4		1/25		А	
	*		/ EDIT	× DELETE		A+		9/4		1/25		A	
	*		/ EDIT	× DELETE		B+		9/4		1/25		A	
	*		/ EDIT	× DELETE		В	~	9/4		1/25		A	
	.		/ EDIT	× DELETE		-		9/4		1/25		A	

You may also import grades into the CTEIS database as letter codes or numeric GPAs. Refer to Importing Enrollments (with Grades) on page 97.

LETTER GRADE DEFINITIONS AND COMPARABLE GPAS

If your district uses a point system for grades and provides no letter grade, use the following comparison table to determine the comparable letter grade.

Letter Grade	Comparable Grade
A+	4.0
A	4.0
A-	3.7
B+	3.3
В	3.0
В-	2.7
C+	2.3
С	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
E+	0.3
E	0.0
F	0.0
I	Incomplete
L	Left course without completion
Ν	Credit with no grade/audit
Р	Pass
R	Dropped course
W	Withdrew
Z	No grade
_	(Clears the 'Crs Grade' field)

The following codes are used to mark student letter grades in a course section:

Please note that the "No Grade" choice (labeled "Z") from the drop-down menu is not the same as an "N" grade, which is given to a student who audits a class.

IMPORTING ENROLLMENTS (WITH GRADES)

Importing enrollments is important because:

- Importing enrollments is a very efficient way of updating several records simultaneously.
- Imported enrollment records can be edited later if necessary.
- Importing enrollments is more accurate than manual data entry.

Before You Begin Importing Enrollments

Before you begin importing your data, ensure that you:

- Identify the data that you need.
- Format the data for easy import.

For an error resolution guide and other detailed information, refer to the Appendix: <u>Import Formats</u> on page 125.

The import process is similar to importing students, which is discussed in <u>Importing</u> <u>Students</u> on page 84. However, grade import files differ in that they must also include column headings labeled **CSC** and **CRSGRD**. Importing is also the only method in which reporters may enter numeric grades (on a 4-point scale) into CTEIS.

VERIFY IMPORTS

Be sure to verify your enrollments. Open the **Manage Enrollment** screen, locate the courses containing imported data, and check the accuracy of your students, enter and exit dates, and grades. **Also verify that your students are in the correct course subsection as imported students are placed into Subsection A by default.**

When printing your verification reports, ensure that your teachers verify the following:

- Student class lists
- Student grades
- Segments for each section or subsection
- Work-Based Learning
- Credentials

REVIEW ENROLLMENT INFORMATION

It is important to verify that students are enrolled in the correct course and subsection. To verify a student's enrollment information, course sections, segment profiles and other related information:

- 1. Open the **Manage Students** screen. For details, refer to <u>Open the Manage</u> <u>Students Screen</u> on page 74.
- 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/LastName** search box and then click the **Search** button.
- 3. Click the **student icon** of a student that you wish to review. **Student Details** are displayed in a panel
- 4. In the **Programs** panel, click on a **CIP Code** button to open the **Program Enrollment Details** panel and view a chart of the segments that the student has received credit for as well as those pending for the current semester.
- 5. Verify that the students are enrolled in the correct **subsection** and assigned the correct **segments**. Obtain sign-off from instructors to ensure that your information is correct.

p Cod	e		Р	rogram Na	me		Compl	etion Stat	us	Assess	ment	
.1999	1		Ν	arketing Sa	lles and Ser	vices	Compl	eter		None		
1	2	3	4	5	6	7	8	9	10	11	12	Q
х	х	х	х	х	x	х	х	х	х	x	x	
Cours	e Sectio	n Code		Course	Name		Psn	Enter	Date	Exit Dat	e (irade
10002				MRKTG	В	9	99999	01-29		06-14	E	3
10001				MARKET	ING A		99999	09-04		01-25	Α	\-

THE PROGRAM ENROLLMENT DETAILS PANEL

- Provides a chart of the segments a student has received credit for as well as those pending for the current semester.
- This chart is an invaluable tool for viewing a student's segment profile and determining whether or not that student will be eligible to receive a "Completer" status at the end of the school year.
- An "X" within one of the numbered segment columns indicates the student has received a passing grade in a course delivering that segment.
- An "E" within a segment column indicates that the student is currently enrolled in a course delivering that segment.

Ask your teachers to review enrollments using the following report:

CLASS STUDENT LIST REPORT

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

- Students have been enrolled into the correct courses for the current year.
- Students are placed in the appropriate subsection and will receive credit for the correct segments.

Class Student List Michigan Department of Education Office of Career and Technical Edication - CTEIS Report											
Op Bldg: Junion/S	enior Hig	h School (00000) Regi	on: 00 CEPD:	00 FA: Community School D	istrict (00000) OA: Community	/ School Distri	ict (00000)			
CSC: Semester Type: PSN:	ENROLL Second 11111	ME Semester	Cour Instr CIP:	rse: Enro ructor: FEFI 52.0	ollment Class , QUCMADS Cou 1299 Star	rse Hour: <u>1</u> t Date: 01/01 End D)ate: 06	/01			
Subsection: A			Segmen	ts:1234		Segment Key - X : 10, Y: 11, Z	: 12				
Student Nam	ie	UIC	Stud. Grade	Sem. Grade	Sending District	Sending Facility	Enter Date	Exit Date			
Ceynv,Mcoeyye		1111111111	12	A+	Community School District	Junion/Senior High School	01/01	06/01			
Dxewwhuup,Doxuy		2222222222	12	A-	Community School District	Junion/Senior High School	01/01	06/01			
Hsofnuxm,Veficoi		3333333333	11	A	Community School District	Junion/Senior High School	01/01	06/01			
Machonv, Mcepwik		44444444	12	A+	Community School District	Junion/Senior High School	01/01	06/01			
Mevic Oo,Cumicf		555555555	11	A-	Community School District	Junion/Senior High School	01/01	06/01			
Pumdnsiydvk,Vkwi		666666666	12	A	Community School District	Junion/Senior High School	01/01	06/01			
Rcudd,Sayfic		7777777777	12	A+	Community School District	Junion/Senior High School	01/01	06/01			
Sadfip,Ceypk		888888888	10	A-	Community School District	Junion/Senior High School	01/01	06/01			
Wugituk,Exeype		99999999999	10	A	Community School District	Junion/Senior High School	01/01	06/01			
Total Student Count:		9			Teacher Signature:						

ENROLLMENT VALIDATION

Reporters should utilize the CTEIS validation tool frequently as your data entries must match those on record in the Michigan Student Data System before you may submit your final information. Validation provides you with valuable information regarding the accuracy of your data as well as access to additional reports that allow you to analyze your potential completion profile.

Some important points to note:

- 1. It is recommended that you validate your data early and often-this process can alert you to student issues that need to be resolved in a timely manner.
- 2. Your final data must pass a validation check before CTEIS will allow you to complete your spring Enrollment and Completion submission; however, you may access many valuable reports even with incomplete data. These include:
 - Completer Assessment
 - Instructional Design
 - Program History

VALIDATE YOUR ENROLLMENT DATA

o -----o Enrollment Completion
o Building Course Review

- 1. Log into CTEIS at <u>www.cteis.com</u> using your MEIS username and password.
- 2. From the navigation bar, click **Data Entry**, then **Enrollment Completion**.
- 3. Use the **Select Year** drop-down list to indicate the year for which you are compiling reports. The data grid displays a list of your active buildings.

Generally, you will choose the current school year so you can begin validating your enrollment information. However, you may use the **Select Year** drop-down list to access reports from previous years as well.

Building Report Submission											
Select Yea	r:										
XXXX-YYYY											•
Buildings: 1											
	Report 🔻	Report Students 🔻	CEPD T	FA 🔻	Fiscal Agency Name 🔻	0A 🔻	Operating Agency Name 🔻	Bldg No. 🔻	Building Name 🔻	Bldg Status 🔻	
VALIDATE			99	99999	My School District	00000	My School District	12345	My High School		COMPLETE
13											
4											

- 4. Click the **Validate** button to the left of a building name to run the report validation routine. The validation process ensures that none of your records are missing any required information.
- Correct any errors that appear within the Building Enrollment Errors grid. You
 may click the Export to Excel button to export error lists into an Excel
 spreadsheet. For information on how to correct errors, refer to <u>Troubleshoot
 Enrollment Data Entry Issues</u> on page 104.

× You have 226 issu	es. Pl	lease fix all errors t	o contin	ue.									
EXPORT TO EXC	EL												
Error Type	T	Issue Level	T	Unit Name	Т	Identifier	Т	Issue Description	T	Building Number	T	Error Number	т
ERROR		1PROGRAM		Program: 6891 -	Collision	. Oakland School	ls Technic	Missing Certification	Info	08813		173	Â
ERROR		1PROGRAM		Program: 14114	- Graphi	Oakland School	ls Technic	Missing Certification	n Info	08813		173	
ERROR		1PROGRAM		Program: 15283	- Autom	Oakland School	ls Technic	Missing Certification	Info	08813		173	
ERROR		1PROGRAM		Program: 15360	- Constr	Oakland School	ls Technic	Missing Certification	Info	08813		173	
ERROR		1PROGRAM		Program: 16205	- Agr, Ag	Oakland School	ls Technic	Missing Certification	Info	08813		173	
ERROR		1PROGRAM		Program: 16603	- Market	Oakland School	ls Technic	Missing Certification	Info	08813		173	
ERROR		1PROGRAM		Program: 16604	- Health	. Oakland School	ls Technic	Missing Certification	Info	08813		173	
ERROR		1PROGRAM		Program: 19488	- Compu	. Oakland School	ls Technic	Missing Certification	Info	08813		173	
ERROR		1PROGRAM		Program: 19737	- Mechat	.Oakland School	ls Technic	Missing Certification	n Info	08813		173	-

6. Click the 4483 Rpt button to view your Data Verification and Enrollment Report, which provides a summary of your course details and counts your student enrollments. Use this report to obtain sign-off from course instructors verifying that all courses have been properly added to CTEIS and students have been correctly tabulated.

To view this report with additional student information, click the **4483 Std** button. This report is useful for verifying your individual student enrollments.

7. Save or print your report using the available export options.

Use the Completer Assessment Report (CompA) and Program Enrollment History Report as given in <u>Review Completers</u> on page 114 to help you to identify errors, verify enrollments, and ensure that students receive credit for the proper segments. Ensure that teachers have reviewed the report and signed off on it to indicate that your information is correct.

TROUBLESHOOT ENROLLMENT DATA ENTRY ISSUES

The process of validating your enrollment data generates a list of errors and warnings discovered within your entries. You can troubleshoot problems by first determining the type of problem CTEIS is showing you.

 The ErrType column will describe whether your issue is an error or a warning. The Error Level and UnitName columns will indicate if the error is linked to a course, student, or enrollment record and will also indicate which entry contains the error.

Should you encounter errors related to student UICs, you can attempt to resolve the issues by following these steps:

1. Check your student's core information (last name, first name, date of birth, and gender) within CTEIS to determine whether it matches the fields found in the MSDS.

The "Last Name" field should include any necessary suffixes (Jr., II, etc.).

The student's middle initial is <u>NOT</u> required to match a record to the MSDS; however, entering a full middle name can greatly improve the system's matching capability.

2. In the MSDS, if a student has multiple primary UICs, ensure that they have all been linked by your UIC resolver.

You can search for student core information within the MSDS to help determine a primary UIC.

3. If primary UICs can <u>NOT</u> be linked due to students having similar names, contact the CTEIS Help Desk for assistance.

Please note that you will need to contact your UIC Resolver if you do not have access to the MSDS. Remember that CTEIS generally requires 1-3 days to resolve newly-linked UICs, but you can manually update them by clicking the **Update Student** button on the **Manage Students** screen.

Should you encounter errors related to student UICs, you can attempt to resolve the issues by following these steps:

- 1. Check your student's core information (last name, first name, date of birth, and gender) within CTEIS to determine whether it matches the fields found in the MSDS.
 - The Last Name field should include any necessary suffixes (Jr., II, etc.).
 - The student's middle initial is NOT required to match the record in the MSDS, but including it may assist you in obtaining a match.
- 2. In the MSDS, if a student has multiple primary UICs, ensure that they have been linked by your UIC Resolver.
 - You can search for your students' core information within the MSDS to help determine their primary UICs.
- 3. If primary UICs can NOT be linked due to students having similar names, contact OCTE or the CTEIS Help Desk for assistance in overriding the error.

If you do not have access to the MSDS, contact your UIC resolver.

Newly-linked UICs generally require 1-3 days to resolve. You can check for a resolution by pressing the **Update Student** button on the **Manage Students** → **Student Details** tab within CTEIS.

FURTHER ASSISTANCE

The following resources are available if you need further assistance troubleshooting CTEIS errors and warnings:

- Requests for technical assistance with CTEIS may be directed to the CTEIS Help Desk at <u>cteis.help@PTDtechnology.com</u> or (800) 203-0614 x128.
- General questions regarding CTEIS and the report submission and review process may be directed to the Office of Career and Technical Education at Fax: (517) 241-5347.
- If you have UIC resolution problems and cannot contact your local UIC resolver, you may contact the CEPI Help Desk at (517) 335-0505. Please contact CEPI only if your resolver is unavailable.

Error Level	Error Message	Resolution
	Student Core Information Error Mo Resulting from using the "Check UIC" Button or	essages CTEIS Validation
UIC	Core fields do not match submitted UIC (NNNNNNNN) - Check the student's Core field (First name, Last Name, DOB and Gender against what was submitted in MSDS)	Review this student on the Manage Students screen and contact your MSDS resolver if necessary.
UIC	Last Name, First Name, and DOB found with different Gender for submitted UIC (NNNNNNNN) - May need resolution by your UIC resolver (link the two UICs) or check the gender of the student	Review this student on the Manage Students screen and contact your UIC resolver if necessary.
UIC	No UIC found matching these core fields Check the student's Core field (First name, Last Name, DOB and Gender against what was submitted in MSDS)	Review this student on the Manage Students screen and contact your MSDS resolver if necessary.
UIC	Submitted UIC (NNNNNNNN) Invalid; UIC found based on fields (XXXXXXXX) - Contact CTEIS Helpdesk to change the UIC to the new primary UIC	Contact the CTEIS Help Desk for assistance.
UIC	Submitted UIC: NNNNNNNN does not match core fields Check the student's Core field (First name, Last Name, DOB and Gender against what was submitted in MSDS)	Review this student on the Manage Students screen and contact your MSDS resolver if necessary.

Error Level	Error Message	Resolution
	Error Mess for Enrollment Rep	sages ort Processing
Program	FCS program did not meet requirements; students cannot be counted:	FCS requires a program to run at least 1 Parenthood class and 3 unique Non- Parenthood classes in a given year for the students to be counted for funding. Please ensure all classes are entered; if not, they will need to be removed.
Program	Invalid CIP:	If you believe this is a valid CIP code that your building is authorized to run, please contact OCTE for further instruction.
Program	Program [PSN] - [programName] missing credentials:	Go to the Manage Credentials screen and ensure that students within the program have had proper credentials assigned.
Program	PSN not in Building [building number]:	Contact the CTEIS Help Desk for assistance.
Student	 27 or older, cannot be funded: Younger than 12, cannot be funded: 	Use the "Manage Students" screen to check that the student's date of birth has been entered correctly.
Student	Current Student cannot have an exit date:	Contact OCTE for assistance.
Student	Graduated Student must have an exit date:	Contact OCTE for assistance.
Student	 Invalid/Wrong Gender: Invalid/Missing/Wrong Race Ethnic: Invalid/Missing/Wrong School Grade: Handicap w/o Handicap Type/ or Invalid Handicap Type: 	Contact the CTEIS Help Desk for assistance.
Student	Must be Michigan resident:	Verify that the student does live in Michigan and then press the "Update Student" button on the Student Demographics screen.
Student	SDSError - MSDS match out of date; please verify student data:	Contact the CTEIS Help Desk for assistance.

Error Level	Error Message	Resolution
Student	UIC has no current MSDS record:	Contact the CTEIS Help Desk for assistance.
Class	Building is closed:	Contact your Level 5 Fiscal Agent for assistance.
Class	 Course Missing Dual Enrollment Eligibility Type: Dual Enrollment Eligibility Type [eligibility type code - description] Invalid: 	Select the appropriate Dual Enrollment Eligibility type from the Manage Courses screen.
Class	 Course Missing Virtual Delivery value: [virtual delivery code] is an Invalid Virtual Delivery Value: 	Select the appropriate Virtual Delivery type from the Manage Courses screen.
Class	 Invalid Class Dates: Invalid Class Dates for 1st Semester: Invalid Class Dates for 2nd Semester: Invalid Class Dates for Summer Semester: 	Check the course section record dates in Data Entry → Manage Courses. The dates must occur within the current school year and should reflect actual class dates.
Class	Invalid PSN:	If you believe this is a valid PSN that your building is authorized to run, please contact OCTE for further instruction.
Class	No Classes found for this Building:	If there should be courses running in the named building, enter them under Manage Courses. If no course sections need to be entered for this building, no further action is needed.
Class	No or wrong Semester Type:	In Manage Courses (under the Data Entry menu) choose the appropriate semester type for this course section record.
Class	No Primary Teacher:	At the bottom of the Manage Courses screen, select the primary teacher.
Class	Only 1 Segment Identified. Please Review:	Verify segment information for this course section record with the instructor.
Class	Only Virtual Delivery courses can have a mentor:	Uncheck the "Mentor" checkbox for this course on the Manage Courses screen.
Error Level	Error Message	Resolution
-------------	--	---
Class	Op. Fac. Not Found:	Contact OCTE and, if classes should be reported for this building, ask that the building be marked as a building that is able to submit CTEIS reports.
Class	Subsect [subsection A, B, C, or D] : Subsections with Seg Q cannot have other segs:	Edit the class on the Manage Courses screen so that the program contains either some Segments 1 - 12 or Segment Q.
	Teacher [teacher's last name] Missing PIC:	
Class	 Teacher [teacher's last name] PIC invalid: 	Contact OCTE for assistance.
Enrollment	[uic] ([studentLastName], [studentFirstName]) - Graduated Student cannot be enrolled:	Contact OCTE for assistance.
Enrollment	[uic] ([studentLastName], [studentFirstName]) reported in both Reg and EMC programs for [cipCode] - Report student in one PSN for this CIP Code - either REG OR EMC - not both:	Districts may not report students in both Reg and EMC PSNs with the <u>same CIP</u> <u>Code</u> in the <u>same building</u> in a given year. The student must be reported (for the entire year) only in the PSN in which he or she was enrolled at the <u>end of the year</u> . All courses taken during the year (in a given CIP Code and building) should be reported in <u>only the PSN in which the</u> <u>student ended the school year</u> .
Enrollment	Enroll Error - [uic] ([studentLastName], [studentFirstName]) - Dual Enrollment without college credit	Review this student and update college credit using the Manage Enrollment screen.
Enrollment	Enroll Error - [uic] ([studentLastName], [studentFirstName]) - Student Enrolled [number of times] times in a class [course section code]	Delete the excess enrollment in Manage Enrollment so that the student has ONE correct enrollment record.
Enrollment	Enroll Error - [uic] ([studentLastName], [studentFirstName]) - Student Enrollment - Missing Semester Grades	Enter the appropriate grade for the student using the Manage Enrollment screen.

Error Level	Error Message	Resolution
Enrollment	Enroll Error - [uic] ([studentLastName], [studentFirstName]) - Student Enrollment dates out of alignment [course section code]	Check the student enrollment dates in Manage Enrollment. The student dates should be within the dates that the course section record runs.
Enrollment	Enroll Error - [uic] ([studentLastName], [studentFirstName]) - Student Enrollment has no End Date [course section code]	Go to the Manage Enrollment screen and make sure that the end date is entered correctly.
Enrollment	Enroll Error - [uic] ([studentLastName], [studentFirstName]) - [subsection value] is an invalid subsection for [course section code]	Verify the student enrollment information using the Manage Courses screen, or use the Manage Courses screen to check class subsection information.
Enrollment	Zero enrollment for this class:	This often occurs when improper start and end dates are chosen. Use the Manage Enrollment screen to verify enrollment data or deactivate the class if it is no longer running.
	First semester course without enrollments or without Beg Date or End Date:	
Other	 Second semester without enrollments or without Beg Date or End Date: 	Check Manage Enrollment and make sure to enroll students in the class. If the class
	 Summer session without enrollments or without Beg Date or End Date: 	then deactivate the course section record using the Manage Courses screen.
	 Special/Trimester without enrollments or without Beg Date or End Date: 	

Error Level	Error Message	Resolution
	Warning Me for Enrollment Rep	essages ort Processing
Student	SDSWarning - MSDS match out of date; please verify student data:	Contact the CTEIS Help Desk for assistance.
Enrollment	Enroll Warning - [uic] ([studentLastName], [studentFirstName]) - Dual Enrollment without college credit	Review this student and update college credit using the Manage Enrollment page.
Enrollment	Enroll Warning - [uic] ([studentLastName], [studentFirstName]) - Student Enrolled [numberOfTimes] times in a class [courseSectionCode]	Delete the excess enrollment in Manage Enrollment so that the student has ONE correct enrollment record.
Enrollment	Enroll Warning - [uic] ([studentLastName], [studentFirstName]) - Student Enrollment dates out of alignment [courseSectionCode]	Check the student enrollment dates in Manage Enrollment. The student dates should be within the dates that the course section record runs.
Enrollment	Enroll Warning - [uic] ([studentLastName], [studentFirstName]) - Student Enrollment has no End Date [courseSectionCode]	Go to the Manage Enrollment screen and ensure that the end date is entered correctly.
Enrollment	Enroll Warning - [uic] ([studentLastName], [studentFirstName]) - Student Enrollment - Missing Semester Grades	Enter the appropriate grade for the student using the Manage Enrollment screen.
Enrollment	Enroll Warning - [uic] ([studentLastName], [studentFirstName]) - [subsectionValue] is an invalid subsection for [courseSectionCode]	Verify the student enrollment information using the Manage Courses screen, or use the Manage Courses screen to check class subsection information.
Other	Class not reported for collections	Contact the CTEIS Help Desk for assistance.
Other	Counted students less than total	Check Manage Enrollment and Building Reports to ensure students are properly enrolled in all classes.

REVIEW STUDENT UICS AND GRADES

You may use the following reports to troubleshoot data entry errors linked to student UICs and grades:

BAD UIC BY BUILDING REPORT

This report displays invalid UICs. It also 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.

Learning that w	Michigan Department of Education Cerring that works for Michigan Office of Career and Technical Education - CTEIS Report				
			Invalid L	JICs	
CEPD	99				
Fiscal Agency	School District (22222)				
Building	High School (33333)				
Home Facility	High School				
UIC	Student Name	Gender	DOB	Reason	
8888888888	Aman, N.	М	5/21/2001	Core fields do not match submitted UIC (88888888888)	
99999999999	Bman, H.	М	4/4/2002	Core fields do not match submitted UIC (9999999999)	

CURRENT YEAR MISSING GRADES REPORT

This report will list the students within your courses who have no grades assigned to them.

Corning that works for M	Current Year M Michigan D Office of Career and Te	MICHIGAN CTEIS			
CEDD.	00				
CEPD:					
Agency:	(00000)- Coleman Community Scho	ool District			
District:	(00000)- Coleman Community Scho	ool District			
Building:	(00000)- Coleman Junior/Senior Hig	h School			
PSN/Program:	(99999)- Agr, Agr Oper & Rel Sci				
Clp Code:	(01.0000)- Reg				
Course Se	ection Code and Class Name	AgriSci1_S2_1	- Agscience	1 - Sem	
UIC	Student Name		Begin Date	End Date	
9999999999	Rogers, C		2/12	6/11	
888888888	Taylor, R		2/12	6/11	
7777777777	Walker, B		2/12	6/11	

UIC WITH NO CURRENT MSDS REPORT

This report displays a list of students with invalid or expired UICs. Use this report to verify that all of 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.

For information on how to create and print these reports, refer to <u>Generate Your</u> <u>Reports</u> on page 41.

Cernie	ng that works for Michigan	Office of C	Michigan De areer and Te	epartment o echnical Edu	Education cation - CTE	IS Report	
		UICs w	ith No C	Current	MSDS F	Record	
C	EPD 99						
Fiscal Ag	ency School Distrie	ct (22222)					
Bui	ilding High School (33333)					
Home Fa	cility High School						
UIC	Stude	nt Name	MSDS Date	Exit Status	Grade Level		
8888888888	Aman, N.		5/2	19		-	
99999999999) Bman, H.		4/4	19			
Please refer	to the Directions fo	r Updating MSDS Re	cords within C	TEIS docume	nt found on the	e CTEIS home page un	nder the 4483 links.
3/29 2	:35:40 PM	Revised 4/14 - T		Page 1 o	1		CTEIS

REVIEW COMPLETERS

It is important to understand how students earn a "Completer" status and to ensure that you maximize the completers that your programs produce. The greatest causes of students not appearing as completers include:

- Improper instructional design of programs.
- Reporters enrolling students into an incorrect subsection.
- Students not attaining a grade of 2.0 or better in all classes.

VERIFY INSTRUCTIONAL DESIGN

You must verify the instructional design of your courses and review student progress toward program completion throughout the data entry cycle by obtaining sign-off from instructors. Appropriate instructional design is crucial for producing student completers, who are defined as having completed coursework that delivered the instructional material of all 12 program segments by receiving a grade of 2.0 or above in each of their courses.

By regularly checking to see that the combined course sections within each of your active programs deliver all 12 segments, you can ensure that students who meet the enrollment and grade criteria will become program completers. To facilitate this process, CTEIS offers helpful **Instructional Design Reports** for your use. Use these reports to ensure that a path to completion exists.

	Instruc	ctional De	esign Report		MICHIGAN
Learning that works for N	Nichigan Mich	higan Departmer	nt of Education		
	Office of Career	r and Technical I	Education - CTEIS Report		CIEIS
CEPD: 00					
Fiscal Agency: Sc	hool District (00000)				
Oper. Agency: Sc	hool District (00000)				
Building: High Sc	:hool (00000)				
CIP Code: 13.000	0 Program Name: Ed	ducation Gene	ral PSN:	00000 Prog.	Type: Reg
CSC	Course Name	,	Staff	Class Starts	Class Ends
ED_Careers_S1	Educational Careers		C. Bman	9/4	1/24
Subsection	Segments				
А	1, 2, 3, 5, 7, 8,				
В					
С					
D					
CSC	Course Name	•	Staff	Class Starts	Class Ends
ED_Careers_S2	Educational Careers		C. Bman	1/28	6/12
Subsection	Segments				
А	4, 6, 9, 10, 11,	, 12,			
В					
С					
D					
3/29 4:30:0	6 PM	Page 1 of 4		Rev 10)/17

COMPLETER ASSESSMENT REPORT

After validating your data, run the Completer Assessment report.

This report highlights current-year students who will be eligible to become completers based on their segment profiles. Use the Completer Assessment report to view the segments your students have received and determine if they are progressing toward completion as expected. Ask teachers to review this report to verify that the correct segments have been entered for each student.

		Comp	lete	r Asses	sm	en	t R	ер	ort								
				Includes All St	udent	s											
			Michig	an Department	of Ec	ucati	on										
		Office of Ca	reer an	d Technical Ed	ucatio	n - C	TEIS	REPO	ORT								
CEPD:	30																
Agency:	(78000)- Shiawassee I	Regional ESD															
District:	(78020)- Byron Area S	chools															
Building:	(00000)- Byron Area H	igh School															
PSN/Program:	(99999)- Agr, Agr Ope	r & Rel Sci															
Clp Code:	(01.0000)- Agriculture, Agricultural Operations and Related Sciences																
	E = Currently En	rolled w/ No	Grade	, P = Enrolled	Pass	ing G	Grade	9, F =	Enro	lled	Failir	ng Gr	ade				
	Student	UIC	Grd	Assessment	1	2	3	4	5	6	7	8	9	10	11	12	Q
VIWWIK, EECUY		0000000000	11		Р	Ρ	P	Р	Р	Р	Р	Р	P	Р			E
EYPICDUY, DKPY	ΊK	000000000	12		Р	Р	F	Е	E	F			Е		Р	Р	
EMPK, DSEDFE		0000000000	12		Р	Р	Р	Р	Р	Р	Р	Р	Р	Р			E
WII, EWOGOE		0000000000	10		E	Е			E								
WEYI, EWKDDE		0000000000	12		Р	Р	Р	Е	Е	Р			Е		Р	Р	Γ
ZCEFF, TEPI		000000000	12		Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	F
TEXODUY, NSCO	000000000	10		Е	Е			E									
RUUPCONS, TUCPEY		000000000	12		Р	Р	Р	Е	E	Р			Е		Р	Р	Γ
DGUMUPE, COW	000000000	12		Р	Р	Р	E	E	Р			Е		Р	Р		
EZZWOY, MCEKF	0000000000	12		Р	Р	F	E	E	F			Е		Р	Р		
XECVWIK, FCUK		000000000	12		Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	F

The **Program Enrollment History** report displays the historical information of all students enrolled within a selected program including segment profiles and recorded assessment scores. Use this report to verify that:

- Your students have been enrolled into the correct courses for the current year.
- Your courses offer the 12 segments required for your students to become completers.

								/	
		Program Su	mmary	by St	udent Re	port			
		Michi	gan Departm	ent of Edu	cation				
		Office of Career a	ind Technical	I Educatio	n - CTEIS Report	t			
Cip Code:	01.0000	Cip Name:	ł	Agr, Agr O	per & Rel Sci				
PSN:	99999	Program Name:	1	Agr, Agr O	per & Rel Sci				
Building Nun	nber: 00000	Building Name:	1	Area High	School				
UIC: 0101010101 Student Name: SEWIK CAPUWZS									
Grade	Exit Status	Comp St.				Assessment			
12	19	N	Taken:	-1	Score:	Pass	s. Sc.: -1.00)	
			Cuber	- 41	Den Dete	End Data	6	00	
CSC	Co Zeelemu B	ourse Name	Subse	ection	Beg. Date	End Date	Segments	CGrade	
1141.2	Zoology a	A	`	09/03	01/17	45X	A-		
1142.2	Zoology &	A		01/20	06/13	789	В		
1191.2	Biolog	y in Agriculture A	A		09/04	01/18	123	B-	
1192.2	Biolog	y in Agriculture B	A		01/22	06/06	567	С	
1110.	101010101010	Céreda est b		05					
	1010101010	Student N	lame:	SE	TTES CAQQ	•			
Grade	Exit Status	Comp St.	Assessment						
12	01	U U	Taken:	-1	Score:	Pass	s. Sc.: -1.00)	
CSC	Co	ourse Name	Subse	ection	Beg. Date	End Date	Segments	CGrade	
1111.1	Ani	mal Science A	A	N	09/06	01/27	4-6	A-	
1112.1	Ani	mal Science B	A		01/30	06/06	9XYZ-	B+	
1121.1	Agribusin	iess Mgmt./Const. A	В	1	09/04	01/18	1	A-	
1122.1	Agribusin	A	ι	01/22	06/06	Q	В		
1181.1	Greenho	ouse Horticulture A	A		09/03	01/17	Q	B+	
1182.1	Greenho	ouse Horticulture B	A		01/20	06/13	Q	В	
1191.2	Bi	o in AgriSci A	A		09/07	01/21	-234-6	A-	
1192.2	Bi	o in AgriSci B	A		01/24	06/09	5-78	B-	

You may also use this report to verify that your students will receive credit for the expected segments and are progressing towards completion. Ask teachers to review and sign this report to indicate that all information is correct regarding their courses. If you find discrepancies in this information, please ensure that the student:

- Has a valid UIC.
- Is enrolled in the proper subsection.
- Received the correct grade.

COMPLETE YOUR REPORT

When you have verified that all your information has been correctly entered and all students are progressing within their programs as planned, you are ready to mark your data complete. To mark your spring data collection complete, you will need to validate your information as described in Enrollment Validation on page 101. When your validated information is error-free, click the **Complete** button within that building's row to submit its enrollment data.

Building Name 🔻	Bldg Status 🔻		Fiscal Status	T	CEPD Status	T	OCTE Status	T
My High School		COMPLETE						

Please contact your Level 5 Fiscal Agency Authorized Official to communicate the submission of your spring enrollment data.

FURTHER ASSISTANCE

Updates, newsletters, due dates, and links to important documentation can be found on the CTEIS homepage at <u>www.cteis.com</u>.

If you have any technical questions, please contact the CTEIS Help Desk at <u>cteis.help@PTDtechnology.com</u> or (800) 203-0614 x128.

APPENDICES

GENERAL CTEIS INFORMATION

STEPS FOR GAINING ACCESS TO WWW.CTEIS.COM

- 1. You must have a MEIS account. If you do not have a MEIS account, you can create one online at https://mdoe.state.mi.us/meis. Click on the Create a New MEIS Account link and follow the provided instructions.
- 2. Your Fiscal Agency Authorized Official must activate your CTEIS account. If you are unable to login to <u>www.cteis.com</u>, please contact your Fiscal Agency Authorized Official and request access to CTEIS. Directions for Authorized Officials regarding user management and role delegation can be downloaded from the Explore Documentation section of the CTEIS homepage by clicking the General → Fiscal link and then the Manage Users Guide link.

LOGGING INTO CTEIS

To access the CTEIS website, type <u>www.cteis.com</u> into any Internet browser address bar. This will open the login page for CTEIS, where you may enter your MEIS account user name and password. Your Fiscal Agency Authorized Official will create your user account in CTEIS and set up the appropriate access rights.

TROUBLESHOOTING YOUR LOGIN

- Make sure your MEIS login works at the MEIS website (<u>https://mdoe.state.mi.us/meis</u>). If you cannot login to the MEIS website, contact the MEIS Help Desk at (517) 335-0505.
- 2. If your login works on the MEIS website and not the CTEIS website, contact your Fiscal Agency Authorized Official and make sure you have been granted proper access to CTEIS.
- If you are still unable to login to CTEIS after following the above steps, please contact the CTEIS Help Desk at <u>cteis.help@PTDtechnology.com</u> or (517) 333-9363, extension 128, or toll-free at (800) 203-0614, extension 128.

CTEIS may require an additional login after extended periods of inactivity.

CTEIS TERMS/ABBREVIATIONS

1SI, 1S2, 2SI,	Perkins Quality Indicators (accountability factors)
3SI, 4SI, 5SI,	
6SI. 6S2:	

- ACTE: Association for Career and Technical Education
- CEPD: Career Education Planning District
- CEPI: Center for Educational Performance and Information
- CIP: Classification of Instructional Program
- CPI: Core Performance Indicators
- CTE: Career and Technical Education
- CTEIS: Career and Technical Education Information System
- FA: Fiscal Agency
- FANO: Fiscal Agency Number (five-digit number that represents a fiscal agency)
- FCS: Family and Consumer Science
- LTCS: Less-Than-Class-Size (entered as a regular course section in CTEIS)
- MDE: Michigan Department of Education
- MEIS: Michigan Education Information System
- MSDS: Michigan Student Data System
- OA: Operating Agency (district in which CTE courses are "operated")
- OANO: Operating Agency Number (five-digit number that represents the operating agency)
- OB: Operating Building (school where a student takes CTE courses the courses are "operated" there)
- OBNO: Operating Building Number (five-digit number that represents an operating building)

OCTE:	Office of Career and Technical Education
Operating District:	District where a student takes CTE courses (see also: Operating Agency)
PIV:	Perkins IV (Carl D. Perkins Career and Technical Education Act of 2006)
PV:	Perkins V (Strengthening Career and Technical Education for the 21st Century Act of 2018)
PSN:	Program Serial Number
SRSD:	Single Record Student Database (now "MSDS:" Michigan Student Data System)
TRAC:	Technical Review, Assistance & Compliance
WE:	Wage-Earning

REPORTS

Due November 5	Fall Expenditures report
Due October 30	Fall teacher and course report
Due January 8	Follow-Up survey report
Due June 17	Spring Enrollment and Completion Collection report, including: - EMC and Dual Enrollment data - Credentials - Work based learning experiences

ADDITIONAL DEFINITIONS

Completer:	A student who has successfully completed, with a grade of C (2.0) or better, courses totaling all 12 segments of instruction.
Concentrator:	A student who has successfully completed, with a grade of C (2.0) or better, courses totaling 8 segments of instruction.
Fiscal District:	The education agency or ISD responsible for the financial activities and use of the State Aid, Section 61a(1) funds.
OCTE:	Office of Career and Technical Education Attention: Valerie Felder Post Office Box 30712 Lansing, Michigan 48909 Telephone: (517) 335-1066 Email: FelderV@michigan.gov
Program Serial Number (PSN):	A unique five-digit number assigned to a specific career and technical education program (CIP Code) that identifies the CEPD, district, and building in which a program is located. Identifies a particular CIP code within a particular building.

Example:

CIP Code	Program Name	PSN
52.1999	Marketing Sales & Services	12345

CTE SEGMENTS AND GRADES

Segments and Grades Example 1

Program A Instructional Design:

- Course 1 (1st semester) Segments 1, 2, 3, 4, 5, 6
- Course 2 (2nd semester) Segments 7, 8, 9, 10, 11, 12

Program A Student 1 Grade Profile													
Course 1 Grade	3.0	3.0											
Course 1 Segments	1	2	3	4	5	6							
Segment Grades	3.0	3.0	3.0	3.0	3.0	3.0							
Course 2 Grade	2.5												
Course 2 Segments							7	8	9	10	11	12	
Segment Grades							2.5	2.5	2.5	2.5	2.5	2.5	
Aggrogato Profilo	1	2	3	4	5	6	7	8	9	10	11	12	
Aygregate Profile	3.0	3.0	3.0	3.0	3.0	3.0	2.5	2.5	2.5	2.5	2.5	2.5	

Student 1 completed 12 segments by receiving a 2.0 or above in the courses taken. Student 1 is considered a completer.

Program A Student 2 Grade Profile												
Course 1 Grade	2.0											
Course 1 Segments	1	2	3	4	5	6						
Segment Grades	2.0	2.0	2.0	2.0	2.0	2.0						
Course 2 Grade	Grade 1.5											
Course 2 Segments							7	8	9	10	11	12
Segment Grades							1.5	1.5	1.5	1.5	1.5	1.5
Aggregate Profile 1 2 3 4 5 6 7 8 9 10 11 12												
	2.0	2.0	2.0	2.0	2.0	2.0	1.5	1.5	1.5	1.5	1.5	1.5

In segments 7 through 12, Student 2 received a grade of 1.5, so these segments will not be counted toward completer status. Student 2 is not a completer.

Segments and Grades Example 2

Program B Instructional Design:

- Course 1 (1st trimester)Segments 1, 3, 5, 7, 9
- Course 2 (2nd trimester)Segments 2, 4, 6, 8, 10
- Course 3 (3rd trimesters)Segments 8, 9, 10, 11, 12

Program B Student 1 Grade Profile												
Course 1 Grade	2.5											
Course 1 Segments	1		3		5		7		9			
Segment Grades	2.5		2.5		2.5		2.5		2.5			
Course 2 Grade	2.0											
Course 2 Segments		2		4		6		8		10		
Segment Grades		2.0		2.0		2.0		2.0		2.0		
Course 3 Grade	3.0											
Course 3 Segments								8	9	10	11	12
Segment Grades								3.0	3.0	3.0	3.0	3.0
Aggrogato Profilo	1	2	3	4	5	6	7	8	9	10	11	12
Ayyreyate Frome	2.5	2.0	2.5	2.0	2.5	2.0	2.5	3.0	3.0	3.0	3.0	3.0

Student 1 completed 12 segments by receiving a 2.0 or above in the courses taken. Student 1 is considered a completer.

Program B Student 2 Grade Profile												
Course 1 Grade	2.0											
Course 1 Segments	1		3		5		7		9			
Segment Grades	2.0		2.0		2.0		2.0		2.0			
Course 2 Grade	2.0											
Course 2 Segments		2		4		6		8		10		
Segment Grades		2.0		2.0		2.0		2.0		2.0		
Course 3 Grade	1.5											
Course 3 Segments								8	9	10	11	12
Segment Grades								1.5	1.5	1.5	1.5	1.5
Aggrogoto Profilo	1	2	3	4	5	6	7	8	9	10	11	12
Aygregate Profile	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	1.5	1.5

In segments 11 and 12, Student 2 received a grade of 1.5, so these segments will not be counted toward completer status. Student 2 is not considered a completer.

NOTE: Segments 8 and 10 were delivered through two different courses. CTEIS uses the highest provided grade when determining the segments to count toward completer status.

IMPORT FORMATS

Using Microsoft Excel, you may import data for:

- Courses
- Students
- Enrollments (with grades)

Excel Spreadsheet Format

The Excel spreadsheet is a versatile file type you may use to import your student, enrollment, class, and grade data into CTEIS. The following rules apply to Excel spreadsheets:

- Columns may appear in any order, but column headings must match the accepted Excel specifications exactly, including capitalization. Remove unwanted spaces–CTEIS may interpret these blank characters as part of the column header text.
- 2. Specify that all cells contain text information, not numeric or "general" data, to avoid conversion errors when you upload your spreadsheet into CTEIS.

The Excel format provides a certain degree of flexibility in that only the required columns need to be present in the spreadsheet in order to successfully upload it. If your file contains more fields than are required for a particular import, CTEIS will simply ignore information it cannot use, including blank columns. **Remember, your Excel import file should contain only one worksheet.**

	A	В		С		D	E	F		G		Н	- I	J	K	L	M	N	0	Ρ	Q	R
1	CSC	PSN	LO	CALNAME	R	OOM	HOUR	SEM	BEG	GDATE	END	DDATE	PICNU	VIRTDEL	SUB	SEG1	SEG2	SEG3	SEG4	SEG5	SEG6	SEG7
2	IMPORT (99999	Im	ported Class	1 1	01	1	1	9/	/5/20XX	1/	25/20XX	987654	N	Α	Y	N	N				
3	IMPORT (999999	Im	ported Class	2 2	02	2	1	9/	/5/20XX	1/	25/20XX	987654	N	в				Y	Y	Y	
4	IMPORT (3 99999	Im	ported Class	3 3	03	3	1	9/	/5/20XX	1/	25/20XX	987654	N	С							Y
1	A	В	С	D	E		F	G		н		1		J		K		L	M		N	0
1	LNAME	FNAME	МІ	UIC	SEX	DOB		SEND	DIST	SENDBU	JILD	PHONE1		PHONE2		ADD1		ADD2	CITY	ST	ATE	ZIP
2	BROWN	ROBERT	Ρ	1234567890	М	2/2/	/2003	13	579	24	680	(111)111	-1111	(222)222-2	222	123 EL	.M		ACM	IE M		98765
3	RED	RACHEL	А	9876543210	F	5/16/	/2002	13	579	24	680	(333)333	3-3333	(444)444-4	444	456 O/	AK	APT 42	2 ACN	IE M		98765
4	WHITE	WILLIAM	Q	1357902468	м	3/5/	/2004	135	579	24	680	(555)555	-5555	(666)666-6	666	789 M	APLE		ACN	IE M		98765

Sample Records:

Column I	nformation	Acceptable Values / Instructions	Required / Default
Column Heading	Description		
CSC	Course Section Code	Unique identifier for course within school management system	Y
PSN	Program Serial Number	Parent program reference. Must be within the building you are importing data into	Y
LOCALNAME	Course Local Name		Y
ROOM	Room Number	Room designation where the course is held	Y
HOUR	Hour		Y
VIRTDEL	Virtual Delivery	Indicate a virtual delivery course and its nature. Acceptable values: NV – Not Virtual VC – Virtual Course BL – Blended Learning DL – Digital Learning	N Default: NV
SEM	Semester	Must be a valid semester value: (1) First Semester (2) Second Semester (4) Summer Session (5) Special Semester (6) Trimester	Y
BEGDATE	Course Beginning Date	Typed dates will be accepted in the following formats: (m)m/(d)d/yy, (m)m/(d)d/yyyy, mmddyy, and mmddyyyy	Y
ENDDATE	Course End Date	Typed dates will be accepted in the following formats: (m)m/(d)d/yy, (m)m/(d)d/yyyy, mmddyy, and mmddyyyy	Y
PICNUM	PIC Number of Primary Instructor	This must be a valid PIC Number within CTEIS and the PIC system	Y

Column	Information	Acceptable Values / Instructions	Required / Default
Column Heading	Description		
DUAL	Dual Enrollment	 Y/N values N: Secondary CTE Course – No dual or concurrent enrollment college credit on college transcript. May earn articulated or AP credit. Y: Postsecondary CTE Course – Provides dual or concurrent enrollment college credit on college transcript. 	N Default: N
CCRED	College Credit	If dual enrollment enabled, default college credit granted	N Default: 0
HSCRED	High School Credit	If dual enrollment enabled, default high school credit granted	N Default: 0
SUB	Subsection	Must be a valid subsection (A, B, C, D)	N Default: A
SEG1	Segment 1	Y/N values	N Default: Y
SEG2	Segment 2	Y/N values	N Default: N
SEG3	Segment 3	Y/N values	N Default: N
SEG4	Segment 4	Y/N values	N Default: N
SEG5	Segment 5	Y/N values	N Default: N
SEG6	Segment 6	Y/N values	N Default: N
SEG7	Segment 7	Y/N values	N Default: N

Column	Information	Acceptable Values / Instructions	Required / Default
Column Heading	Description		
SEG8	Segment 8	Y/N values	N Default: N
SEG9	Segment 9	Y/N values	N Default: N
SEG10	Segment 10	Y/N values	N Default: N
SEG11	Segment 11	Y/N values	N Default: N
SEG12	Segment 12	Y/N values	N Default: N
SEG13	Segment Q	Y/N values	N Default: N

Excel Format – Segment Data Headings

If segment data is left blank, the import process will:

- 1. Set the segment to Segment #1 for a wage-earning course or Segment #2 for a FCS course if the course section does not already exist.
- 2. Copy pre-existing segments if the course section remains from a previous year.

Excel Format – Student and Enrollment (with Grades) Headings

Column Ir	formation	Acceptable Values / Instructions	Inc	lude When Rep	porting:
Column	_		Students	Enrollments	Grades/WBL
Heading	Description		•4		<u>8</u>
LNAME	Student Last Name	Must match the UIC Master	~	✓	✓
FNAME	Student First Name	Must match the UIC Master	~		•
МІ	Student Middle Initial				•
UIC	Student UIC	 * Must pass checksum * Must be unique * First name, last name, birth date, and gender verified with the UIC Master 	~	✓	~
SEX	Gender Code	M/F values	~	•	•
DOB	Date of Birth	Acceptable date formats: (m)m/(d) d/yy, (m)m/(d) d/yyyy, mmddyy, and mmddyyyy	~		•
SENDDIST	Sending District	Must be a valid sending district based on the Educational Entity Master (EEM)	~	•	•

Column Information		Acceptable Values / Instructions	Include When Reporting:		
Column			Students	Enrollments	Grades/WBL
Heading	Description		2		ŝ.
SENDBUILD	Sending School or Facility	 * Must be a valid sending building within the above sending district; verified with the EEM * For codes beginning with zero, ensure the leading zero appears in your file 	~		•
PHONE1	Phone 1	(###) ### - ####	•	•	•
PHONE2	Phone 2	(###) ### - ####	•	•	•
ADD1	Address 1		•	•	•
ADD2	Address 2		•	•	•
CITY	City or Town		•	•	•
STATE	State	2-letter abbreviation for state	•	•	•
ZIP	Zip Code	##### (- ####)	•	•	•
EMAIL	E-mail	Student's primary e-mail address			•
SP	Single Parent	Y/N values (Default: N)		•	•
DH	Displaced Homemaker	Y/N values (Default: N)		•	•
CSC	Course Section Code	*To import data for this class, you must enter it into CTEIS first	•	~	✓

Column Information		Acceptable Values / Instructions	Include When Reporting:		
Column Heading	Description		Students	Enrollments	Grades/WBL
			4	-	٩
BEGDATE	Student Begin Date	Date student began enrollment	•	•	•
ENDDATE	Student End Date	Date student ended enrollment	•	•	•
WBL	Work Based Learning Experiences	Indicate work based learning experiences. Acceptable values: A – Career Awareness E – Career Exploration P – Career Preparation T – Career Training Y – Youth Apprenticeships			
SUB	Subsection	The subsection of a course a student is enrolled in– defaults to Subsection A if left blank		✓	•
CRSGRD	Course Grade	Letter grade received by the student in the current course section	•	•	~
MGNT	Migrant	Y/N values (Default: N)	•		•