

Fall Data Entry and Review



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 www.PTDtechnology.com.

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 www.cteis.com 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
Complete in October/June	Complete in November	Complete in January

Fall Tasks

- Receive class instructional design from staff, enter instructional design into CTEIS, and verify effective design structure by obtaining signatures from teachers.
- Enter all available courses and student information into CTEIS, print student class lists, and obtain teacher signatures.
- Run Enrollment Validation to check for errors.
- Address all student UIC and MSDS data issues.
- **Fall Enrollment Reporting** – Complete fall student enrollment and course entry and run CTEIS validation. Verify all entries by printing student class lists and obtaining teacher signatures.
- **Expenditure Reporting** – Enter and validate all CTEIS expenditures.
- **Follow-Up Reporting** – Conduct the Follow-Up survey.

REFERENCE DOCUMENTS

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

Under *Enrollment* → *Fall Data Entry*:

- [Fall Data Entry](#) instructional 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

These documents are discussed in detail during the Spring Enrollment and Completion training course.

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. The fall update provides an opportunity to begin collecting, entering, and verifying your fall data well before the spring deadline. Furthermore, **reporters are required to enter at least one fall course per teacher per PSN by the end of October**. 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 FALL DATA ENTRY

Task	Done!
<p>Manage Courses</p> <ul style="list-style-type: none"> ✓ Enter, import, or update course section information by checking that: <ul style="list-style-type: none"> • All courses for the school year are entered. • EMC and Dual Enrollment courses are identified and entered correctly. • 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. 	<input type="checkbox"/>
<p>Manage Staff</p> <ul style="list-style-type: none"> ✓ Enter or update teacher information by verifying that each classroom staff member has a record in CTEIS. 	<input type="checkbox"/>
<p>Manage Students</p> <ul style="list-style-type: none"> ✓ Enter or update student information either manually or through the use of the CTEIS File Import feature. ✓ Review student information using: <ul style="list-style-type: none"> • The Check UIC button. • The reports: Bad UIC by Building and UIC With No Current MSDS. 	<input type="checkbox"/>
<p>Manage Enrollment</p> <ul style="list-style-type: none"> ✓ 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. 	<input type="checkbox"/>
<p>Manage Credentials</p> <ul style="list-style-type: none"> ✓ Enter or update student credential information by reviewing students on the Manage Credentials screen. 	<input type="checkbox"/>
<p>Validation and Submission</p> <ul style="list-style-type: none"> ✓ 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. 	<input type="checkbox"/>

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 www.cteis.com.
2. 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: General CTEIS Information on page 97 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

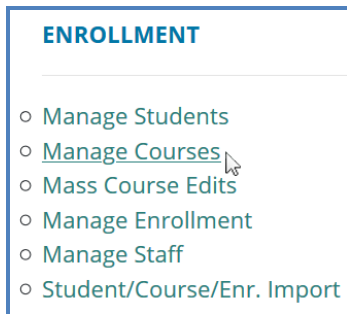
Proper reporting of course sections and segments is critical to determining your students' completion statuses as well as the 61a(1) (Added Cost) funds your programs may be eligible to receive. Students are identified as "participants," "concentrators," or "completers" based on the segments reported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

- **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:



1. Log into CTEIS at www.cteis.com 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 CTE Segments and Grades on page 101 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 [Open the Manage Courses Page](#) on page 15.
2. Click the **Create New Course** button. A pop-up window is displayed.

The screenshot shows the 'Manage Courses (Add, Edit and Review records)' interface. At the top, there is a title bar. Below it, there is a 'Select District...' dropdown menu, two radio buttons for 'View Active Courses' (selected) and 'View All Courses', and a 'Create New Course' button which is circled in red. Below this is a blue bar with an 'EXPORT TO EXCEL' button. The main area is a table with columns: CSC, Course Name, PSN, Program Name, Program ..., CipCode, Building, Room, and Ho. Each column has a search icon. The table is currently empty.

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.

CSC	Course Name	PSN	Program Name	Program ...	CipCode	Building	Room	Hour	Class Start	Class End	Staff
S1-AMKT-001	ADV MARKETING A	13579	Marketing Sales and Services	Reg	52.1999	02468	123-A	4	09/04	01/25	Garcia
S1-SMKT-001	SPORTS MARKETING A	13579	Marketing Sales and Services	Reg	52.1999	02468	123-A	2	09/04	01/25	Garcia

Course Sec. Code(CSC): *

S1-SMKT-001

Local Course Name: *

SPORTS MARKETING A

Course Sec. Start Date: *

09/04

Course Sec. End Date: *

01/25

Semester:

First Semester

Room Number:

123-A

Course Sec. Period:

2

Virtual Delivery Mode: *

Not Virtual

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.)

52.1999

Marketing Sales and Services

Type: Regular

PSN: 13579

CEPD: 99

FA: My School District 24680

OA: My School District 24680

Building: My High School

5. Enter all course details into the empty text fields. For information related to each field, refer to Course Section Fields 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 [Instructional Design Report](#) on page 39 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

Subsections

	A	B	C	D
Segment 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segment Q	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Create Course
Cancel/Return

Course Staff

Select a staff type ▼

Search Staff ▼

	PIC Number	Last Name	First Name	Type	Mentor

- 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 [Add a Staff Member to the CTEIS Database](#) on page 50.

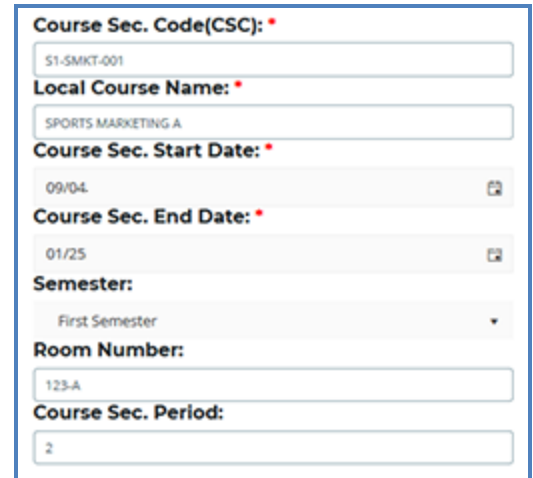
COURSE SECTION FIELDS

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.



The screenshot shows a form titled 'Course Sec. Code(CSC):' with a red asterisk. It contains the following fields: 'Course Sec. Code(CSC):' with the value 'S1-SMKT-001'; 'Local Course Name:' with a red asterisk and the value 'SPORTS MARKETING A'; 'Course Sec. Start Date:' with a red asterisk and the value '09/04' and a calendar icon; 'Course Sec. End Date:' with a red asterisk and the value '01/25' and a calendar icon; 'Semester:' with a dropdown menu showing 'First Semester'; 'Room Number:' with the value '123-A'; and 'Course Sec. Period:' with the value '2'.

Local Course Name – The local name that identifies your course. This field is user-defined, 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

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:

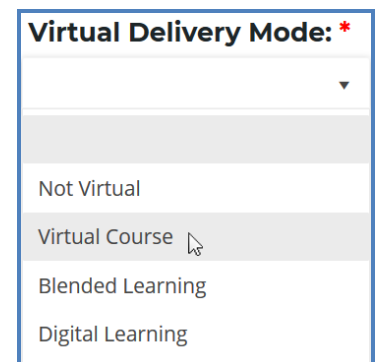
1. First Semester - Indicates a course section that runs 18-22 weeks and typically begins in August or September.
2. Second Semester - Indicates a course section that runs 18-22 weeks and typically begins in January or February.
3. Summer Session - Indicates a course section that begins in June or July 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. Trimester/Special Semester - 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 code virtual courses, which will be distributed in the fall of 2020.

A screenshot of a dropdown menu titled "Virtual Delivery Mode: *". The menu is open, showing four options: "Not Virtual", "Virtual Course" (which is highlighted and has a mouse cursor over it), "Blended Learning", and "Digital Learning".

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.
- **Virtual Course (VC)** – 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 Special Cases 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. OR 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 Instructional Design Report on page 39. For information on how to create and print these reports, refer to Generate Your Reports on page 40 and Printing from CTEIS on page 40.

Segment Profile				
	Subsections			
	A	B	C	D
Segment 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
Segment 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
Segment 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
Segment 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4
Segment 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5
Segment 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6
Segment 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7
Segment 8	<input type="checkbox"/> 8	<input type="checkbox"/> 8	<input type="checkbox"/> 8	<input type="checkbox"/> 8
Segment 9	<input type="checkbox"/> 9	<input type="checkbox"/> 9	<input type="checkbox"/> 9	<input type="checkbox"/> 9
Segment 10	<input type="checkbox"/> 10	<input type="checkbox"/> 10	<input type="checkbox"/> 10	<input type="checkbox"/> 10
Segment 11	<input type="checkbox"/> 11	<input type="checkbox"/> 11	<input type="checkbox"/> 11	<input type="checkbox"/> 11
Segment 12	<input type="checkbox"/> 12	<input type="checkbox"/> 12	<input type="checkbox"/> 12	<input type="checkbox"/> 12
Segment Q	<input type="checkbox"/> Q	<input type="checkbox"/> Q	<input type="checkbox"/> Q	<input type="checkbox"/> Q

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

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.

SPECIAL CASES

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 three separate, non-Parenthood Education 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

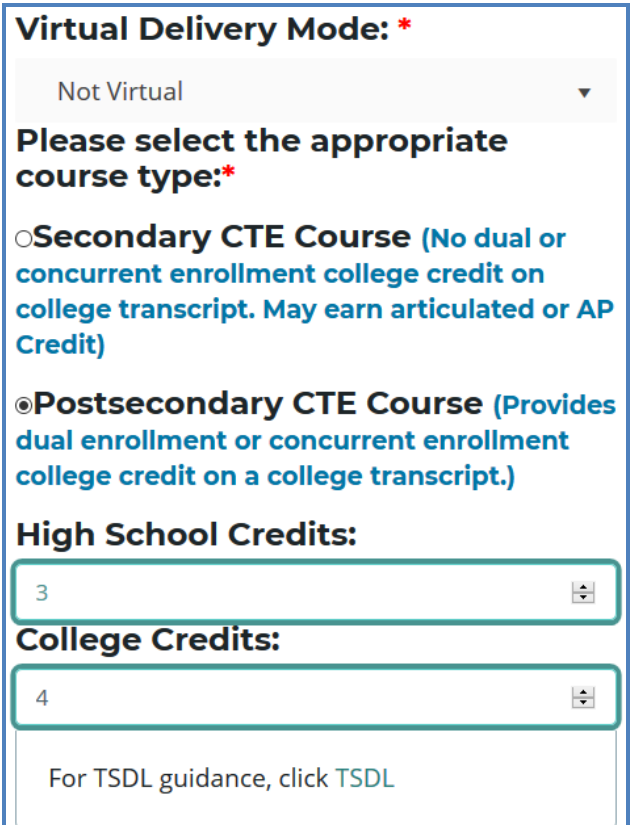
Any student who is participating in a course for which he/she will earn postsecondary (college) credits is considered a **dual-enrollment** participant. All courses for dual enrollment participants are required to be reported for the Teacher Student Data Link (TSDL) Report.

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 Course Section Fields 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:*

☐ **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.)

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:

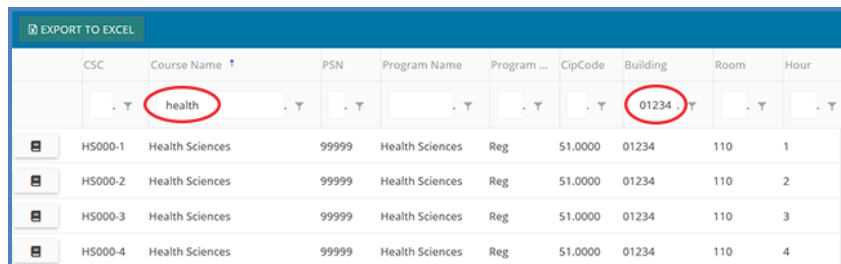
1. Open the **Manage Courses** screen. For details, refer to [Open the Manage Courses Page](#) on page 15. Upon selecting a district, a default list of your currently active courses is displayed.
2. The option to **View All Courses** is available above the course grid if you wish to display previously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

EXPORT TO EXCEL								
	CSC	Course Name	PSN	Program Name	Program ...	CipCode	Building	Room
	↓	↓	↓	↓	↓	↓	↓	↓
📖	10001-1	Accounting A	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101
📖	10001-2	Accounting A	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101
📖	20001-1	Accounting B	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101
📖	20001-2	Accounting B	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101
📖	30001-1	Business Law	00002	Business Admin Mgt & Operations	Reg	52.0299	00001	102
📖	30002-1	Business Management 101-A	00002	Business Admin Mgt & Operations	Reg	52.0299	00001	102
📖	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.



The screenshot shows a web application interface for managing courses. At the top, there is a blue header bar with a button labeled 'EXPORT TO EXCEL'. Below the header is a search grid with columns: CSC, Course Name, PSN, Program Name, Program ..., CipCode, Building, Room, and Hour. The 'Course Name' field contains the text 'health' and the 'Building' field contains the text '01234'. Both fields are circled in red. Below the search grid is a table with four rows of course data. Each row has a book icon in the first column, followed by the course ID, course name, PSN, program name, program type, cip code, building, room, and hour.

	CSC	Course Name	PSN	Program Name	Program ...	CipCode	Building	Room	Hour
	.	health	01234	.	.
	HS000-1	Health Sciences	99999	Health Sciences	Reg	51.0000	01234	110	1
	HS000-2	Health Sciences	99999	Health Sciences	Reg	51.0000	01234	110	2
	HS000-3	Health Sciences	99999	Health Sciences	Reg	51.0000	01234	110	3
	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 [Open the Manage Courses Page](#) 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.

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:

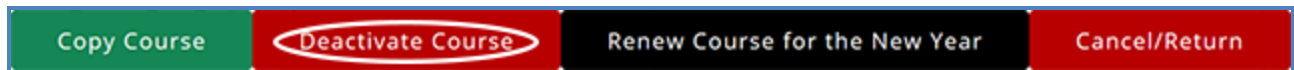
1. Open the **Manage Courses** screen. For details, refer to [Open the Manage Courses Page](#) on page 15.
2. Drag the horizontal scroll bar at the bottom of the course grid to the far right to reveal the **Active** column. A checkmark (☒) indicates an active course, whereas an empty check box (☐) indicates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

Active
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Deactivate an Active Course

To deactivate an active course section:

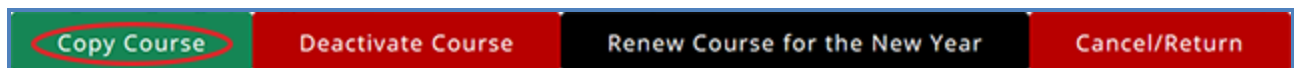
1. Open the **Manage Courses** screen. For details, refer to Open the Manage Courses Page on page 15. Upon selecting a district, a default list of your currently active courses is displayed.
2. Click the **book icon** of a course that you want to update. **Course Details** are displayed in a panel.
3.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



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 Copy Course Information on page 29.
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:

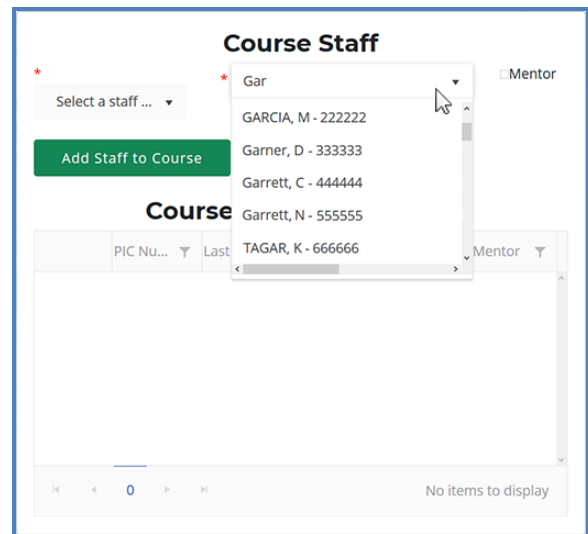
1. Assign a primary instructor to each active course section.
2. For TSDL purposes, ensure that you add all additional teachers and paraprofessionals to the appropriate course sections as well.

Add a Staff Member to a Course

To add a staff member to a course section:

1. Open the **Manage Courses** screen. For details, refer to [Open the Manage Courses Page](#) 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.

The screenshot shows a web interface for adding staff to a course. A dropdown menu is open, displaying a list of staff members with their names and IDs. The menu is titled "Course Staff" and includes a "Mentor" checkbox. The staff list includes: Gar, GARCIA, M - 222222, Garner, D - 333333, Garrett, C - 444444, Garrett, N - 555555, and TAGAR, K - 666666. Below the dropdown, there is a table with columns for "PIC Nu..." and "Last". The table is currently empty, and a message "No items to display" is shown at the bottom.

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.

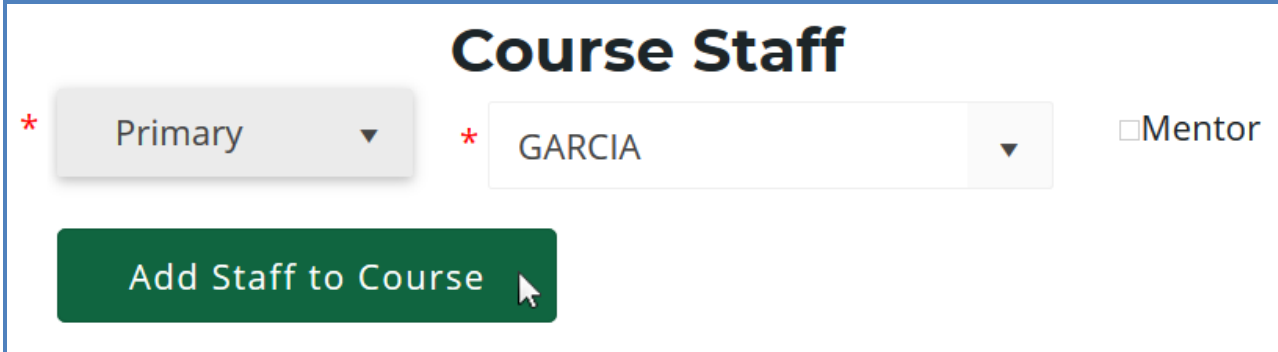
4. In the **Course Staff** panel, find the **Search Staff** field and enter the first several digits or letters of the staff member's PIC number or last name. CTEIS displays any instructor in Michigan who matches your entry in a drop-down list.
5. Select the desired staff member from the drop-down list. 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 [Manage Staff](#) on page 47.

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.

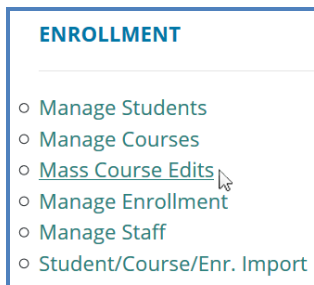


The screenshot shows the "Course Staff" form. At the top, the title "Course Staff" is displayed. Below the title, there are two red asterisks indicating required fields. The first field is a dropdown menu labeled "Primary" with a downward arrow. The second field is a search box labeled "Search Staff" containing the text "GARCIA" and a downward arrow. To the right of the search box is a checkbox labeled "Mentor". Below these fields is a green button with the text "Add Staff to Course" and a mouse cursor icon pointing at it.

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:



- 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 Verify Instructional Design on page 92. **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 www.cteis.com 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.

The screenshot displays the 'Mass Course Edit' interface. At the top, there is a dropdown menu for 'City School District'. Below this, there are two buttons: 'Update Courses' (highlighted with a red circle) and 'Deactivate Courses'. A status bar indicates 'Records: 71' and includes an 'EXPORT TO EXCEL' button. The main area is a table with the following columns: CSC, Course Name, PSN, Program Name, Program Type, CipCode, Building, Room, and Hour. The table contains several rows of course data, with the second row (10001S2) highlighted in blue.

CSC	Course Name	PSN	Program Name	Program Type	CipCode	Building	Room	Hour
10001S1	Sports & Entertainment Marketing	11111	Marketing Sales and Services	Reg	52.1999	55555	102	1
10001S2	Sports & Entertainment Marketing	22222	Marketing Sales and Services	Reg	52.1999	44444	106	4
10002A1	Investments	55555	Finance & Financial Mgt Services	Reg	52.0800	44444	106	4
10002S1	Investments	44444	Finance & Financial Mgt Services	Reg	52.0800	55555	119	2
10002S2	Investments	44444	Finance & Financial Mgt Services	Reg	52.0800	55555	119	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
10005S1	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 [Search Courses](#) on page 27.

Mass Course Edit

City School District

Update Courses
Deactivate Courses

Records: 71

✕
EXPORT TO EXCEL

CSC	Course Name	PSN	Program Name	Program Type	CipCode	Building	Room	Hour
10001S1	Sports & Entertainment Marketing	11111	Marketing Sales and Services	Reg	52.1999	55555	102	1
10001S2	Sports & Entertainment Marketing	22222	Marketing Sales and Services	Reg	52.1999	44444	106	4
10002A1	Investments	55555	Finance & Financial Mgt Services	Reg	52.0800	44444	106	4
10002S1	Investments	44444	Finance & Financial Mgt Services	Reg	52.0800	55555	119	2
10002S2	Investments	44444	Finance & Financial Mgt Services	Reg	52.0800	55555	119	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
10005S1	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

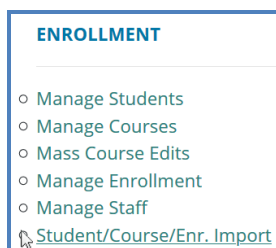
Before you begin importing your data, ensure that you:

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

For formatting and other detailed import information, refer to the Appendix: [Import Formats](#) on page 103.

IMPORT COURSE DATA

To import data, carry out the following steps:



1. From the navigation menu, click **Data Entry**, then **Student/Course/Enr. Import**.
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	Building Number	
	Alternative Center for Education	00001	Alternative Center for Education - 0...
	A. High School	00002	A. High School
	A. Academy	00003	A. Academy
	B. High School	00004	B. High School

Import Courses

Choose File...

Import Records

- 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.
- To correct any errors, click the **Back to List** link to reset the screen, adjust your import file, then upload the file again.
- Click the **Process Courses** button beneath the grid to import your courses.

[Back to List](#)

Courses To upload in A. High School

Record(s): 5

Errors: 0 **Created: 0** **Updated: 0**

Green indicates a new record and aqua an update

Status:	CSC	PSN	Local Name	Room	Hour
Insert	IMPORT 01	99999	Imported Class 1	101	1
Insert	IMPORT 02	99999	Imported Class 2	202	2
Insert	IMPORT 03	99999	Imported Class 3	303	3
Insert	IMPORT 04	99999	Imported Class 4	404	4
Insert	IMPORT 05	99999	Imported Class 5	505	5

Process Courses


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.



Instructional Design Report

Michigan Department of Education

Office of Career and Technical Education - CTEIS Report



CEPD: 00

Fiscal Agency: School District (00000)

Oper. Agency: School District (00000)

Building: High School (00000)

CIP Code: 13.0000

Program Name: Education General

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,		
B				
C				
D				

CSC	Course Name	Staff	Class Starts	Class Ends
ED_Careers_S2	Educational Careers	C. Bman	1/28	6/12
Subsection		Segments		
A		4, 6, 9, 10, 11, 12,		
B				
C				
D				

3/29

4:30:06 PM

Page 1 of 4


Rev 10/17

Refer to Verify Instructional Design on page 92 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.
- Your course detail fields are accurate.



Learning that works for Michigan

CTE

MICHIGAN



Michigan Department of Education

CEPD: 00								
Agency: (00000)- Community School District								
District: (00000)- Community School District								
Building: (00000)- Junior/Senior High School								
PSN/Program: (99999)- Agr, Agr Oper & Rel Sci								
Cip Code: (01.0000)- Reg								
Course Section Code and Class Name	Room	Hour	Sem.	Begin Date	End Date	Staff Name	Virt. Del.	Dual Enr.
AgrSci1_S1_1 - Agscience 1 - Sem 1	Agris	1-2	1	9/4	2/11	M. Rice	NV	N1
AgrSci1_S1_6 - Agscience 1 - Sem 1	Agris	6-7	1	9/4	2/11	M. Rice	NV	N1
AgrSci1_S2_1 - Agscience 1 - Sem 2	Agris	1-2	2	2/12	6/11	M. Rice	NV	N1
AgrSci1_S2_6 - Agscience 1 - Sem 2	Agris	6-7	2	2/12	6/11	M. Rice	NV	N1
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				
3/27	5:21:38 PM	Revised 5/18		Page 1 of 1				

GENERATE YOUR REPORTS

To generate the above reports:

1. From the navigation bar, click **Reports**, then **Building Reports**.
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.

Building Report Launcher

Select a report from the left-hand column and then indicate specific selections using the Report Criteria Panel. Select a building to generate your report.

Audit Reports		
Select	Class Student List	Class list of students by building with Home Facilities and dates.
Select	Bad UIC by Building	List of invalid student UICs
Select	Expired MSDS Check Date	List of students with not updated by MSDS
Select	Missing Grades	List of students missing grades
Select	Sending Building Counts	Listing of student counts by sending building
Select	Completers in another district	Listing of students followed up by another district

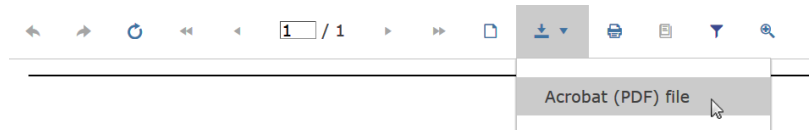
Program/Student Reports		
Select	Segment Q Class List	Listing of Segment Q students
Select	Completer Assessment Report	Listing of students and segments by PSN and building
Select	Completer Assessment Summary	Completion totals for the current school year
Select	EMC and Dual Enrollment Report	Class listing of students in EMC programs or Dual Enrollment Courses
Select	Program Counts	Listing of student counts in programs by sending building
Select	Program Enrollment History	Listing of student program/course history; useful for finding completers
Select	Special Population Alpha	Listing of students w Special populations by Alpha
Select	Special Population Class	Listing of students w Special populations by Class List
Select	Special Population Summary	Listing of summary totals of classes with students w Special populations

Program/Course Reports		
Select	Instructional Design Reports	Listing of programs and subsections with segments
Select	Secondary Taxonomy	Listing of programs by building
Select	List of Courses by Building	Listing of active courses within a building
Select	Current Year Staff Assignments	Listing of active teachers within your district (included the building that they are currently teaching in)

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

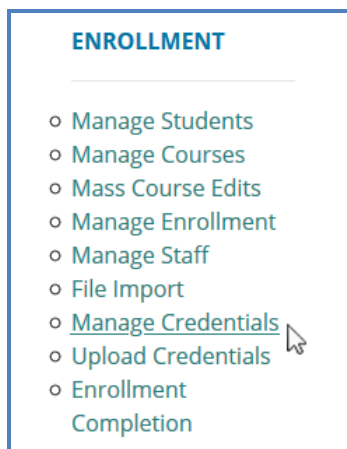
Before submitting your final enrollment data for review, you will need to indicate any certifications or other credentials your students attain during the current school year. Enter all credentials received by students in a given year so that CTEIS may determine when each student qualifies for the Post-Secondary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

1. List the students who receive credentials in the current year
2. **OR** 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:



1. Log into CTEIS at www.cteis.com using your MEIS username and password.
2. From the navigation bar, click **Data Entry**, then **Manage Credentials**.
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 Found: 81									
ALL PROGRAMS CREDENTIALS EXPORTS									
Psn ▼	Cip Code ▼	Program Name ↑	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	

- 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.
- 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	<input type="radio"/> () - All Currently Enrolled <input type="checkbox"/> Automotive Technician will not have any Credentials		
	<input type="radio"/> (00001-1) - Automotive Technology <input type="radio"/> (00001-2) - Automotive Technology <input type="radio"/> (00001-3) - Automotive Technology <input type="radio"/> (00001-4) - Automotive Technology <input type="radio"/> () - In school but not enrolled		
<input type="button" value="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
<input type="checkbox"/> Select All			
<input type="checkbox"/> 0000000001	ZFirst XLast	_____	none
<input type="checkbox"/> 0000000002	BFirst CLast	_____	none
<input type="checkbox"/> 0000000003	EFirst ULast	_____	none
<input type="checkbox"/> 0000000004	EFirst TLast	_____	none
<input type="checkbox"/> 0000000005	HFirst ELast	_2345____Z	none
<input type="checkbox"/> 0000000006	MFirst RLast	_____	none
<input type="checkbox"/> 0000000007	AFirst YLast	_____	none
<input type="checkbox"/> 0000000008	NFirst LLast	_2345____Z	none
<input type="checkbox"/> 0000000009	NFirst DLast	_____	none
<input type="checkbox"/> 0000000010	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	Credentials
<input type="checkbox"/> Select All			
<input type="checkbox"/> 0000000001	FFirst YLast	123456789XYZ	none
<input type="checkbox"/> 0000000002	KFirst KLast	123456789XYZ	none
<input type="checkbox"/> 0000000003	QFirst PLast		<div>Industry Certification</div> <div>Remove</div>

Select Authorized Credentials ...

Add Credential

Select Supplemental 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

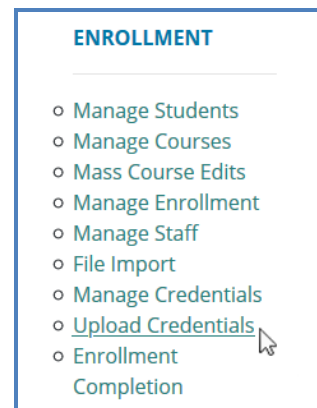
CTEIS can import **Excel** files that include the following fields:

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 "COMP TIA 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 **Data Entry**, then **Upload Credentials**.
2. 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 Braze/Soldering	Authorized	Credential Name	AWSIITM	Valid
1523017136	19859 11.0201	Computer Programming/Programmer	Non-Authorized	Credential Name	JAVS3	Valid
6843042058	19001 11.0901	Computer Syst Networking & Telecommunications	Authorized	Credential Name	MTA-MDP	Valid
0002779586	17.15.1301	Drafting/Design Technology	Non-Authorized	Credential Name	AUTCP	Invalid

- Student not enrolled in program
- Unauthorized PSN

Import Records

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.

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
- Manage Enrollment
- Manage Staff
- Student/Course/Enr. Import

To open the Manage Staff page:

1. Log into CTEIS at www.cteis.com 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 [Add a Staff Member to the CTEIS Database](#) on page 50.

Manage Staff (Add, Edit and Review records)

Enter Last Name or PIC to search by:

Type in Staff Name to search.

	PIC	Last Name	First Name	Middle...	Gender
000001		FORD	H		
000002		OMALLEY	G	P	O
000003		Roland	V		F
000004		Mcdonald	E		F
000005		Moore	M		F
000006		SMITH	J	P	M
000007		Cook	C		F
000008		BROWN	T	Y	F
000009		Dundee	C		F
000010		Carter	J		F
000011		Adams	T		
000012		Garcia	M		
000013		JONES	K		
000014		LEWIS	D		
000015		JACKSON	J		M

Manage Staff

*Indicates a required core field

Pic Valid: **Date:**

***PIC:**

***First Name:**

***Last Name:**

Middle Initial:

Date of Birth:

Gender:

☐ Male

☐ Female

Expiration Date:

Certifications/Notes:

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 Add Staff to Courses on page 32.

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 [Personnel Search User Guide](#), which includes instructions on how to search for an existing PIC number. To access it, open a Web browser and go to www.michigan.gov/cepi. From the left navigation panel, click on the **CEPI Applications → Registry of Educational Personnel** link and browse the **Manuals** drop-down list.

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.

Manage Staff

*Indicates a required core field Pic Valid: Date:

*PIC:

*First Name:

*Last Name:

Middle Initial:

Date of Birth:

Gender:
☐ Male
☐ Female

Expiration Date:

Certifications/Notes:

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

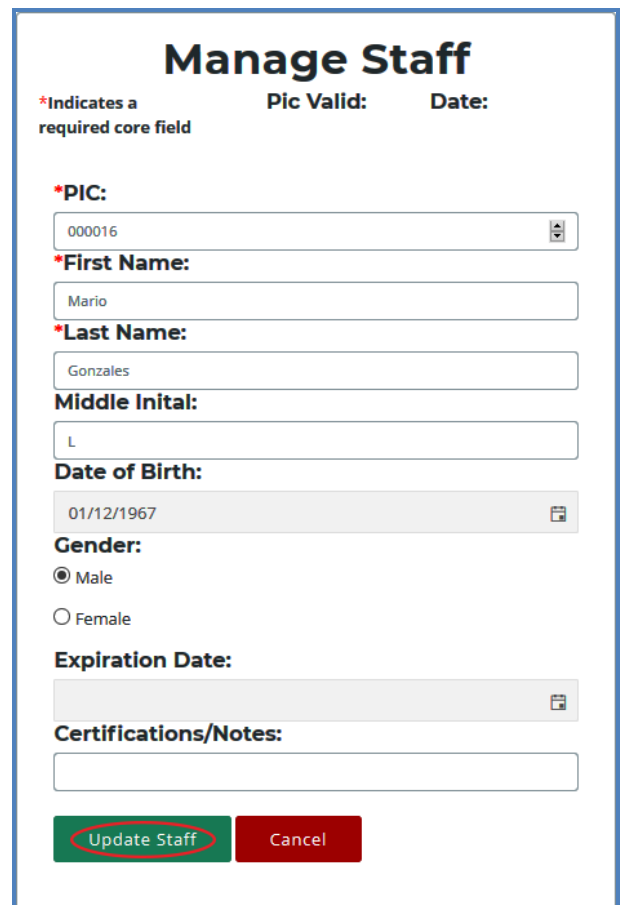
If a staff member does not exist within the CTEIS database, you will need to add a new staff record in one of the following two ways:

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 Add Staff to Courses on page 32.



The screenshot shows the 'Manage Staff' form. At the top, it says 'Manage Staff' in bold. Below that, there are three labels: '*Indicates a required core field', 'Pic Valid:', and 'Date:'. The form contains several input fields: '*PIC:' with a dropdown menu showing '000016'; '*First Name:' with a text box containing 'Mario'; '*Last Name:' with a text box containing 'Gonzales'; 'Middle Initial:' with a text box containing 'L'; 'Date of Birth:' with a date picker showing '01/12/1967'; 'Gender:' with radio buttons for 'Male' (selected) and 'Female'; 'Expiration Date:' with a date picker; and 'Certifications/Notes:' with a text box. At the bottom, there are two buttons: 'Update Staff' (highlighted with a red circle) and 'Cancel'.

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 [Open the Manage Staff Page](#) on page 47.
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 Name or PIC to search by:

	PIC	Last Name	First Name	Middle...	Gender
▶	000001	FORD	H		
▶	000002	OMALLEY	G	P	O
▶	000003	Roland	V		F
▶	000004	Mcdonald	E		F
▶	000005	Moore	M		F
▶	000006	SMITH	J	P	M
▶	000007	Cook	C		F
▶	000008	BROWN	T	Y	F
▶	000009	Dundee	C		F
▶	000010	Carter	J		F
▶	000011	Adams	T		
▶	000012	Garcia	M		
▶	000013	JONES	K		
▶	000014	LEWIS	D		
▶	000015	JACKSON	J		M

Manage Staff

*Indicates a required core field

Pic Valid: Date:

*PIC:
000012

*First Name:
Maria

*Last Name:
Garcia-Lopez

Middle Initial:

Date of Birth:
03/21/1978

Gender:
☐ Male
☒ Female

Expiration Date:

Certifications/Notes:

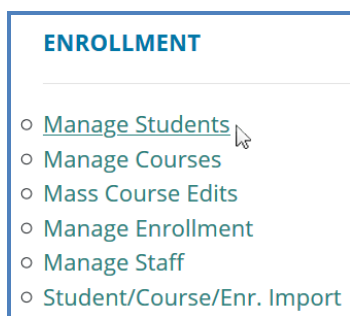
Update Staff **Cancel**

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



To open the Manage Students screen:

1. Log into CTEIS at www.cteis.com 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.

The screenshot shows the 'Manage Students - (Add, Edit, and Review records)' interface. At the top, there is a dropdown menu for 'Select Building...' currently showing 'A. High School - A. School District'. To its right is a checkbox labeled 'Include Students Who Left School'. Below these is a search bar with the text '9876543210' and a 'Search' button. To the right of the search bar are 'Clear Input' and 'Add Student' buttons. Below the search bar, it says 'Records: 1'. There is a blue bar with an 'EXPORT TO EXCEL' button. Below this is a table with columns: UIC, First Name, Last Name, DOB, Gender, Grade, and Sending Facility. The table contains one row with the following data: UIC: 9876543210, DOB: 02/11, Gender: F, Grade: 10, Sending Facility: A. High School. The first name and last name fields are empty.

UIC	First Name	Last Name	DOB	Gender	Grade	Sending Facility
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 [Open the Manage Students Screen](#) on page 52.
2. Click the **Add Student** button. The **Student Details** panel opens.

This screenshot shows the same 'Manage Students' interface as the previous one, but with the 'Add Student' button highlighted by a mouse cursor. The search bar is empty, and the 'Select Building...' dropdown is still set to 'A. High School - A. School District'.

3. Enter the **Student Core Information** and demographic details.

Student Core Information * fields are required

First Name: *

Middle Name:

Last Name: *

Date of Birth *

Gender: *

Phone1:

Phone2:

Address1:

Address2:

City:

State:

ZipCode:

E-Mail:

Sending Facility *

UIC: *

MSDS Data
MSDS Last Updated:
LEP: Grade:
Exit Status:
Race/Ethnic:
Migrant: Foster Care: **No**
Homeless: **No** Military: **No**
Economically Disadvantaged:
Disabled:
Single Parent ☐
Displaced Homemaker ☐
Out of Work Force ☐

Add Student

For details on how to enter this information, refer to [Student Demographic Fields](#) on page 54.

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 [Importing Students](#) on page 62.

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.

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.

Student Core Information * fields are required

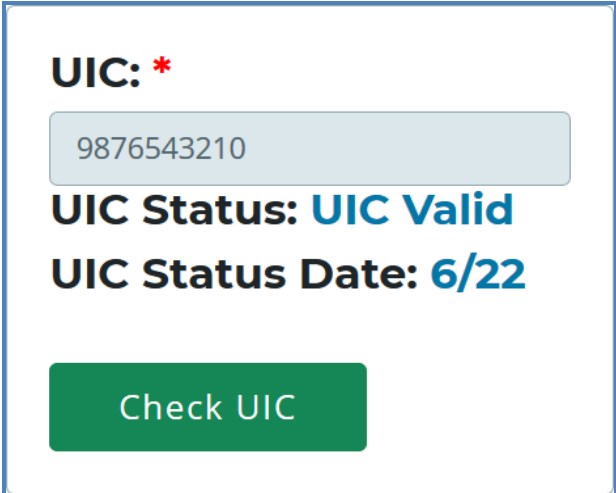
First Name: *	Address1:
<input type="text" value="Robert"/>	<input type="text" value="123 Maple St."/>
Middle Name:	Address2:
<input type="text"/>	<input type="text"/>
Last Name: *	City:
<input type="text" value="Jones, III"/>	<input type="text" value="Acme"/>
Date of Birth *	State:
<input type="text" value="12/11"/>	<input type="text" value="MI"/>
Gender: *	ZipCode:
<input type="text" value="Male"/>	<input type="text" value="49876"/>
Phone1:	E-Mail:
<input type="text" value="999-888-7777"/>	<input type="text" value="myEmail@acmeSchools.edu"/>
Phone2:	Sending Facility *
<input type="text" value="666-555-4444"/>	<input type="text" value="High School - 99999"/>

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 state-approved CTE programs, including home-schooled and privately-schooled students, have a Unique Identifier Code (UIC) assigned by CEPI (the Center for Educational Performance and Information). This UIC *must be entered* before CTEIS will accept student data, and your entry must also match the code on record in the Michigan Student Data System (MSDS).



UIC: *

9876543210

UIC Status: UIC Valid

UIC Status Date: 6/22

Check UIC

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 [Student Core Information Error Messages](#) on page 86.

MSDS Data Panel

MSDS Last Updated – This is a read-only 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 value indicates that an MSDS match update has not been performed yet—see the “**MSDS Last Updated**” definition above for further information.

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 ☐

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 **ALL** 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. **OR** 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. **AND** 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 completion 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	Program Name						Completion Status			Assessment		
52.1999	Marketing Sales and Services						Completer			None		
1	2	3	4	5	6	7	8	9	10	11	12	Q
X	X	X	X	X	X	X	X	X	X	X	X	
Course Section Code		Course Name		Psn		Enter Date		Exit Date		Grade		
10002		MRKTG B		99999		01-29		06-14		B		
10001		MARKETING A		99999		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.

Current Enrollment		
13.0000	Education General	High School
ED_Careers_S1	Educational Careers	A
9/4 - 1/24	<input type="text"/>	
Credits:	High School Credits	College Credits
	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

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 Open the Manage Students Screen on page 52.
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

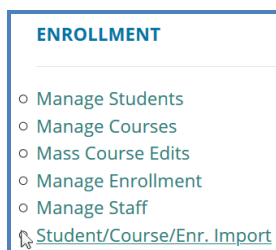
Before you begin importing your data, ensure that you:

- 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: [Import Formats](#) on page 103.

IMPORT STUDENT DATA

To import data, carry out the following steps:



1. From the navigation menu, click **Data Entry**, then **Student/Course/Enr. Import**.
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	Building Number
	Alternative Center for Education	00001
	A. High School	00002
	A. Academy	00003
	B. High School	00004

- 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.
- To correct any errors, click the **Back to List** button to reset the screen, adjust your import file, then upload the file again.

Import Students Buildings/Grades

Choose File...

Import Records

- 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

Errors: 0

Students Created: 0

Students Updated: 0

Enrollments Created: 0

Enrollments Updated: 0

Upload Type:	LNAME	FNAME	MI	UIC	DOB
S, E	Clname	Ifname		1111111111	2/5
S, E	Clname	Ifname		2222222222	3/13
S, E	Clname	Ifname		3333333333	1/13
S, E	Clname	Ifname	X	4444444444	6/25
S, E	Clname	Ifname		5555555555	8/25
S, E	Clname	Ifname	X	6666666666	2/22
S, E	Clname	Ifname		7777777777	3/15
S, E	Clname	Ifname		8888888888	5/13
S, E	Clname	Ifname		9999999999	2/6

Process Students/Enrollments

Process Students/Enrollments

Review Import

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.

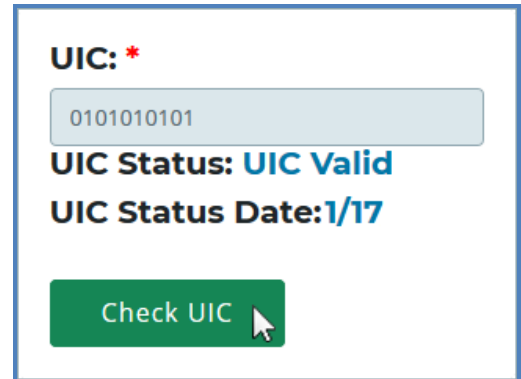
REVIEW STUDENTS

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 [Open the Manage Students Screen](#) on page 52.
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.

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

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 [Generate Your Reports](#) on page 40 and [Printing from CTEIS](#) on page 40.

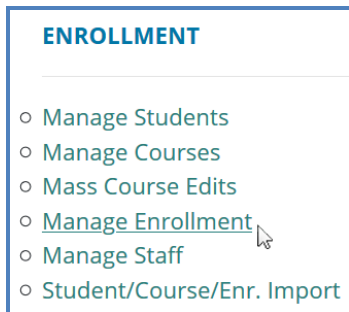
Learning that works for Michigan CTE		Michigan Department of Education Office of Career and Technical Education - CTEIS Report		MICHIGAN CTEIS	
UICs with No Current MSDS Record					
CEPD 99					
Fiscal Agency School District (22222)					
Building High School (33333)					
Home Facility High School					
UIC	Student Name	MSDS Date	Exit Status	Grade Level	
8888888888	Aman, N.	5/2	19		
9999999999	Bman, H.	4/4	19		
Please refer to the Directions for Updating MSDS Records within CTEIS document found on the CTEIS home page under the 4483 links.					
3/29	2:35:40 PM	Revised 4/14 - T	Page 1 of 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:



1. Log into CTEIS at www.cteis.com 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 School District					
Records: 300					
Courses					
EXPORT TO EXCEL					
		CSC	Course Name	PT	Building Name
	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

- 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.
- 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.

Sports & Entertainment Marketing

Course Section Code: 10001S1	Dates: 9/4 - 1/20	Course Type: Regular
Program Info:	CIP: 52.1999	Type: Reg PSN: 11111
Staff:	Garcia	

Enroll Students
Update Enrolled Students
Copy/Transfer Student

Enrolled Students

hold control to select multiple

		LetterG...	Begin Date	Exit Date	SubSec...	UIC	Last Na...	First Na...	Gender
	EDIT DELETE	A	9/4	1/20	A	1111111111			M
	EDIT DELETE	A	9/4	1/20	A	2222222222			M
	EDIT DELETE	A	9/4	1/20	A	3333333333			F
	EDIT DELETE	A	9/4	1/20	A	4444444444			M
	EDIT DELETE	A	9/4	1/20	A	5555555555			F
	EDIT DELETE	B+	9/4	1/20	A	6666666666			F
	EDIT DELETE	A	9/4	1/20	A	7777777777			M
	EDIT DELETE	A	9/4	1/20	A	8888888888			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:

- Open the **Manage Enrollment** screen. For details, refer to Open the Manage Enrollment Screen on page 66. Upon selecting a district, a default list of your currently active courses is displayed.

- Click the **book icon** of a course to which you wish to add new enrollments. **Enrolled students** are displayed in a grid.
- Click the **Enroll Students** button. The **Enroll Students** pop-up window opens.
- Select a sending facility to browse for students using the **Select District...** drop-down 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.

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

✓ Student DFirst XLast 000000003 successfully enrolled.

Enroll Students in Computer Programming

Search for Available Students:

A. High School ▼

Search By UIC ▼

Search by first name or last name ▼

Enrolled in either: Subsection A, Subsection B, Subsection C, or Subsection D

Subsection		Enrolled Subsection	UIC	First Name	Last Name	Gender	Grade
A	B	A	000000001	YFirst	RLast	F	11
A	B		000000002	PFirst	QLast	F	10
A	B	B	000000003	DFirst	XLast	M	11
A	B		000000004	VFirst	ULast	F	12
A	B		000000005	HFirst	YLast	M	11
A	B		000000006	NFirst	NLast	F	12
A	B		000000007	YFirst	SLast	F	12
A	B		000000008	OFirst	JLast	F	11

1 - 20 of 723 items

Close

- 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 Open the Manage Enrollment Screen on page 66. 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.

Update Selected Enrollments

*Indicates required.

New Enter Date* **New Exit Date***

9/2 9/2

Update Dates

Work Based Learning

Enter WBL Code(s)

Update WBL Codes

New Subsection*

Update Subsection

New Grade*

A

Update Grades

UIC	First Name	Last Name	Subsection	Enter Date	Exit Date
2222222222			A	09/04	11/18
5555555555			A	10/01	01/25

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 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 Open the Manage Enrollment Screen on page 66. 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

*Indicates required.

New Course*

ADV MARKETING B

Enter Date*

9/4

Exit Date*

1/12

Subsection*

A

Copy Enrollment

Transfer Enrollment

First Name: Last Name: UIC: 3333333333 Subsection: A Enter Date: 09/04 Exit Date: 01/12 High School Credits: College Credits:	First Name: Last Name: UIC: 4444444444 Subsection: A Enter Date: 09/04 Exit Date: 01/12 High School 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 Open the Manage Enrollment Screen on page 66. 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 74.

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.

Enroll Students Update Enrolled Students Copy/Transfer Student Course List Report

Enrolled Students

hold control to select multiple

		LetterGrade	Begin Date	Exit Date	SubSection
	<input checked="" type="checkbox"/> UPDATE <input type="checkbox"/> CANCEL	-	9/4	1/25	
	<input type="checkbox"/> EDIT <input checked="" type="checkbox"/> DELETE	A	9/4	1/25	A
	<input type="checkbox"/> EDIT <input checked="" type="checkbox"/> DELETE	A+	9/4	1/25	A
	<input type="checkbox"/> EDIT <input checked="" type="checkbox"/> DELETE	A-	9/4	1/25	A
	<input type="checkbox"/> EDIT <input checked="" type="checkbox"/> DELETE	B+	9/4	1/25	A
	<input type="checkbox"/> EDIT <input checked="" type="checkbox"/> DELETE	B	9/4	1/25	A
	<input type="checkbox"/> EDIT <input checked="" type="checkbox"/> 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 75.

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.

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

Letter Grade	Comparable Grade
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	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
N	Credit with no grade/audit
P	Pass
R	Dropped course
W	Withdrew
Z	No grade
–	(Clears the 'Crs Grade' field)

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: Import Formats on page 103.

The import process is similar to importing students, which is discussed in Importing Students on page 62. 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 Open the Manage Students Screen on page 52.
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.

Program Enrollment Details												
Cip Code			Program Name				Completion Status				Assessment	
52.1999			Marketing Sales and Services				Completer				None	
1	2	3	4	5	6	7	8	9	10	11	12	Q
X	X	X	X	X	X	X	X	X	X	X	X	
Course Section Code			Course Name			Psn	Enter Date		Exit Date		Grade	
10002			MRKTG B			99999	01-29		06-14		B	
10001			MARKETING A			99999	09-04		01-25		A-	

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 Education - CTEIS Report							
Op Bldg: Junior/Senior High School (00000)		Region: 00		CEPD: 00	FA: Community School District (00000)	OA: Community School District (00000)	
CSC:	ENROLL ME		Course:	Enrollment Class			
Semester Type:	Second Semester		Instructor:	FEFI, QUCMADS		Course Hour:	1
PSN:	11111		CIP:	52.0299		Start Date:	01/01
						End Date:	06/01
Subsection: A		Segments:1234-----			Segment Key - X : 10, Y : 11, Z : 12		
Student Name	UIC	Stud. Grade	Sem. Grade	Sending District	Sending Facility	Enter Date	Exit Date
Ceynv,Mcoeyye	1111111111	12	A+	Community School District	Junior/Senior High School	01/01	06/01
Dxewwhuup,Doxuy	2222222222	12	A-	Community School District	Junior/Senior High School	01/01	06/01
Hsofnuxm,Veficoi	3333333333	11	A	Community School District	Junior/Senior High School	01/01	06/01
Machonv,Mcepwik	4444444444	12	A+	Community School District	Junior/Senior High School	01/01	06/01
Mevic Oo,Cumicf	5555555555	11	A-	Community School District	Junior/Senior High School	01/01	06/01
Pumdnsiydvk,Vkwi	6666666666	12	A	Community School District	Junior/Senior High School	01/01	06/01
Rcudd,Sayfic	7777777777	12	A+	Community School District	Junior/Senior High School	01/01	06/01
Sadfp,Ceypk	8888888888	10	A-	Community School District	Junior/Senior High School	01/01	06/01
Wugituk,Exeype	9999999999	10	A	Community School District	Junior/Senior High School	01/01	06/01
Total Student Count:		9		Teacher Signature:			

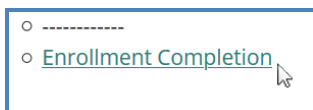
ENROLLMENT VALIDATION

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



1. Log into CTEIS at www.cteis.com 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 Year:
 XXXX-YYYY

Buildings: 1

Report	Report Students	CEPD	FA...	Fiscal Agency Name	OA...	Operating Agency Name	Bldg No.	Building Name	Bldg Status	
VALIDATE		99	99999	My School District	00000	My School District	12345	My High School		COMPLETE

- 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 [Troubleshoot Enrollment Data Entry Issues](#) on page 81.

✖ You have 226 issues. Please fix all errors to continue.

[EXPORT TO EXCEL](#)

Error Type	Issue Level	Unit Name	Identifier	Issue Description	Building Number	Error Number
ERROR	1PROGRAM	Program: 6891 - Collision...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 14114 - Graphi...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 15283 - Autom...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 15360 - Constr...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 16205 - Agr, Ag...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 16603 - Market...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 16604 - Health ...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 19488 - Compu...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 19737 - Mechat...	Oakland Schools Technic...	Missing Certification Info...	08813	173

- 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 Review Completers on page 92 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 **NOT** 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 **NOT** 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.

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.



Michigan Department of Education

Office of Career and Technical Education - CTEIS Report



Invalid UICs

CEPD 99

Fiscal Agency School District (22222)



Building High School (33333)

Home Facility High School

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

CURRENT YEAR MISSING GRADES REPORT



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

		Current Year Missing Grade Report Michigan Department of Education Office of Career and Technical Education - CTEIS Report			
CEPD:	00				
Agency:	(00000)- Coleman Community School District				
District:	(00000)- Coleman Community School District				
Building:	(00000)- Coleman Junior/Senior High School				
PSN/Program:	(99999)- Agr, Agr Oper & Rel Sci				
Clp Code:	(01.0000)- Reg				
Course Section Code and Class Name		AgriSci1_S2_1 - Agscience 1 - Sem			
UIC	Student Name	Begin Date	End Date		
9999999999	Rogers, C	2/12	6/11		
8888888888	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 [Generate Your Reports](#) on page 40 and [Printing from CTEIS](#) on page 40.

	Michigan Department of Education Office of Career and Technical Education - CTEIS Report			
UICs with No Current MSDS Record				
CEPD 99				
Fiscal Agency School District (22222)				
Building High School (33333)				
Home Facility High School				
UIC	Student Name	MSDS Date	Exit Status	Grade Level
8888888888	Aman, N.	5/2	19	
9999999999	Bman, H.	4/4	19	
Please refer to the Directions for Updating MSDS Records within CTEIS document found on the CTEIS home page under the 4483 links.				
3/29	2:35:40 PM	Revised 4/14 - T	Page 1 of 1	CTEIS

ENROLLMENT ISSUES

During your reporting process, you may encounter three different types of issues:

1. UIC errors that occur either when you are on the **Manage Students → UIC Panel** and push the “Check UIC” button, or when you run a validation check from the **Enrollment Completion → Enrollment Collection Completion** page.
2. Non-UIC errors that occur when you run a validation check from the **Enrollment Completion → Enrollment Collection Completion** screen.
3. Warnings that appear when you run a validation check from the **Enrollment Completion → Enrollment Collection Completion** screen.

The following tables are divided into three sections, and each section addresses one of the above issues. The first column is italicized and displays whether your data is affected at the UIC, program, student, class, enrollment, or other level. Each error code that you might potentially encounter within CTEIS is displayed in red within the second column of this guide. The third column provides a suggested course of action for resolving the error or warning.

Errors MUST be corrected and warnings should be closely inspected to complete the validation process.

Incorrect information may result in issues such as:

- Students becoming enrolled in the wrong course.
- Students receiving credit for incorrect segments.

You must use the reports described in Review Completers on page 92 to make sure that your data is accurate.

Error Level	Error Message	Resolution
Student Core Information Error Messages Resulting from using the “Check UIC” Button or CTEIS Validation		
<i>UIC</i>	Core fields do not match submitted UIC (NNNNNNNNNN) - 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.
<i>UIC</i>	Last Name, First Name, and DOB found with different Gender for submitted UIC (NNNNNNNNNN) - 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.
<i>UIC</i>	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.
<i>UIC</i>	Submitted UIC (NNNNNNNNNN) Invalid; UIC found based on fields (XXXXXXXXXX) - Contact CTEIS Helpdesk to change the UIC to the new primary UIC	Contact the CTEIS Help Desk for assistance.
<i>UIC</i>	Submitted UIC: NNNNNNNNNN 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 Messages for Enrollment Report Processing		
<i>Program</i>	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.
<i>Program</i>	Invalid CIP:	If you believe this is a valid CIP code that your building is authorized to run, please contact OCTE for further instruction.
<i>Program</i>	Program [PSN] - [programName] missing credentials:	Go to the Manage Credentials screen and ensure that students within the program have had proper credentials assigned.
<i>Program</i>	PSN not in Building [building number]:	Contact the CTEIS Help Desk for assistance.
<i>Student</i>	<ul style="list-style-type: none"> • 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.
<i>Student</i>	Current Student cannot have an exit date:	Contact OCTE for assistance.
<i>Student</i>	Graduated Student must have an exit date:	Contact OCTE for assistance.
<i>Student</i>	<ul style="list-style-type: none"> • 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.
<i>Student</i>	Must be Michigan resident:	Verify that the student does live in Michigan and then press the "Update Student" button on the Student Demographics screen.
<i>Student</i>	SDSError - MSDS match out of date; please verify student data:	Contact the CTEIS Help Desk for assistance.

Error Level	Error Message	Resolution
<i>Student</i>	UIC has no current MSDS record:	Contact the CTEIS Help Desk for assistance.
<i>Class</i>	Building is closed:	Contact your Level 5 Fiscal Agent for assistance.
<i>Class</i>	<ul style="list-style-type: none"> 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.
<i>Class</i>	<ul style="list-style-type: none"> 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.
<i>Class</i>	<ul style="list-style-type: none"> 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.
<i>Class</i>	Invalid PSN:	If you believe this is a valid PSN that your building is authorized to run, please contact OCTE for further instruction.
<i>Class</i>	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.
<i>Class</i>	No or wrong Semester Type:	In Manage Courses (under the Data Entry menu) choose the appropriate semester type for this course section record.
<i>Class</i>	No Primary Teacher:	At the bottom of the Manage Courses screen, select the primary teacher.
<i>Class</i>	Only 1 Segment Identified. Please Review:	Verify segment information for this course section record with the instructor.
<i>Class</i>	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
<i>Class</i>	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.
<i>Class</i>	Subject [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.
<i>Class</i>	<ul style="list-style-type: none"> Teacher [teacher's last name] Missing PIC: Teacher [teacher's last name] PIC invalid: 	Contact OCTE for assistance.
<i>Enrollment</i>	[uic] ([studentLastName], [studentFirstName]) - Graduated Student cannot be enrolled:	Contact OCTE for assistance.
<i>Enrollment</i>	[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 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 student ended the school year</u> .
<i>Enrollment</i>	Enroll Error - [uic] ([studentLastName], [studentFirstName]) - Dual Enrollment without college credit	Review this student and update college credit using the Manage Enrollment screen.
<i>Enrollment</i>	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.
<i>Enrollment</i>	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
<i>Enrollment</i>	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.
<i>Enrollment</i>	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.
<i>Enrollment</i>	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.
<i>Enrollment</i>	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.
<i>Other</i>	<ul style="list-style-type: none"> • First semester course without enrollments or without Beg Date or End Date: • Second semester without enrollments or without Beg Date or End Date: • Summer session without enrollments or without Beg Date or End Date: • Special/Trimester without enrollments or without Beg Date or End Date: 	Check Manage Enrollment and make sure to enroll students in the class. If the class is not running or should not be reported, then deactivate the course section record using the Manage Courses screen.

Error Level	Error Message	Resolution
Warning Messages for Enrollment Report Processing		
<i>Student</i>	SDSWarning - MSDS match out of date; please verify student data:	Contact the CTEIS Help Desk for assistance.
<i>Enrollment</i>	Enroll Warning - [uic] ([studentLastName], [studentFirstName]) - Dual Enrollment without college credit	Review this student and update college credit using the Manage Enrollment page.
<i>Enrollment</i>	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.
<i>Enrollment</i>	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.
<i>Enrollment</i>	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.
<i>Enrollment</i>	Enroll Warning - [uic] ([studentLastName], [studentFirstName]) - Student Enrollment - Missing Semester Grades	Enter the appropriate grade for the student using the Manage Enrollment screen.
<i>Enrollment</i>	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.
<i>Other</i>	Class not reported for collections	Contact the CTEIS Help Desk for assistance.
<i>Other</i>	Counted students less than total	Check Manage Enrollment and Building Reports to ensure students are properly enrolled in all classes.

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.



Instructional Design Report

Michigan Department of Education

Office of Career and Technical Education - CTEIS Report



CEPD: 00

Fiscal Agency: School District (00000)

Oper. Agency: School District (00000)

Building: High School (00000)

CIP Code: 13.0000

Program Name: Education General

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,			
B				
C				
D				

CSC	Course Name	Staff	Class Starts	Class Ends
ED_Careers_S2	Educational Careers	C. Bman	1/28	6/12
Subsection		Segments		
A	4, 6, 9, 10, 11, 12,			
B				
C				
D				

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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.

Completer Assessment Report

Includes All Students

Michigan Department of Education

Office of Career and Technical Education - CTEIS REPORT

CEPD:30

Agency:(78000)- Shiawassee Regional ESD

District:(78020)- Byron Area Schools

Building:(00000)- Byron Area High School

PSN/Program:(99999)- Agr, Agr Oper & Rel Sci

Clp Code:(01.0000)- Agriculture, Agricultural Operations and Related Sciences

E = Currently Enrolled w/ No Grade, P = Enrolled Passing Grade, F = Enrolled Failing Grade

Student	UIC	Grd	Assessment	1	2	3	4	5	6	7	8	9	10	11	12	Q
VIWWIK, EECUY	0000000000	11		P	P	P	P	P	P	P	P	P	P			E
EYPICDUY, DKPYIK	0000000000	12		P	P	F	E	E	F			E		P	P	
EMPK, DSEDFE	0000000000	12		P	P	P	P	P	P	P	P	P	P			E
WII, EWOGOE	0000000000	10		E	E			E								
WEYI, EWKDDE	0000000000	12		P	P	P	E	E	P			E		P	P	
ZCEFF, TEPI	0000000000	12		P	P	P	P	P	P	P	P	P	P	P	P	P
TEXODUY, NSCODFUZSIC	0000000000	10		E	E			E								
RUUPCONS, TUCPEY	0000000000	12		P	P	P	E	E	P			E		P	P	
DGUMUPE, COWIK	0000000000	12		P	P	P	E	E	P			E		P	P	
EZZWOY, MCEKPIY	0000000000	12		P	P	F	E	E	F			E		P	P	
XECVWIK, FCUK	0000000000	12		P	P	P	P	P	P	P	P	P	P	P	P	P

PROGRAM ENROLLMENT HISTORY REPORT

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 Summary by Student Report							
Michigan Department of Education Office of Career and Technical Education - CTEIS Report							
Cip Code:	01.0000	Cip Name:	Agr, Agr Oper & Rel Sci				
PSN:	99999	Program Name:	Agr, Agr Oper & Rel Sci				
Building Number:	00000	Building Name:	Area High School				
UIC:	0101010101	Student Name:	SEWIK CAPUWZS				
Grade	Exit Status	Comp St.	Assessment				
12	19	N	Taken:	-1	Score:	Pass. Sc.:	-1.00
CSC	Course Name		Subsection	Beg. Date	End Date	Segments	CGrade
1141.2	Zoology & the Environment A		A	09/03	01/17	---45---X---	A-
1142.2	Zoology & the Environment B		A	01/20	06/13	-----789----	B
1191.2	Biology in Agriculture A		A	09/04	01/18	123-----	B-
1192.2	Biology in Agriculture B		A	01/22	06/06	---567-----	C
UIC:	1010101010	Student Name:	SEYYES CAQQ				
Grade	Exit Status	Comp St.	Assessment				
12	01	C	Taken:	-1	Score:	Pass. Sc.:	-1.00
CSC	Course Name		Subsection	Beg. Date	End Date	Segments	CGrade
1111.1	Animal Science A		A	09/06	01/27	---4-6-----	A-
1112.1	Animal Science B		A	01/30	06/06	-----9XYZ-	B+
1121.1	Agribusiness Mgmt./Const. A		B	09/04	01/18	1-----	A-
1122.1	Agribusiness Mgmt./Const. B		A	01/22	06/06	-----Q	B
1181.1	Greenhouse Horticulture A		A	09/03	01/17	-----Q	B+
1182.1	Greenhouse Horticulture B		A	01/20	06/13	-----Q	B
1191.2	Bio in AgriSci A		A	09/07	01/21	-234-6-----	A-
1192.2	Bio 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.

You must enter all student, course, and enrollment information into CTEIS, and your data must also pass the validation check prior to the report completion deadline in June. When these criteria are fulfilled in the spring, CTEIS will permit you to mark your report complete and submit your data to your Fiscal Agency Authorized Official for review. Please contact the CTEIS Help Desk if you require any assistance with interpreting warnings or clearing errors during the validation process.

FURTHER ASSISTANCE

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

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

APPENDICES

GENERAL CTEIS INFORMATION

STEPS FOR GAINING ACCESS TO [WWW.CTEIS.COM](http://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 www.cteis.com, 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 www.cteis.com 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

1. Make sure your MEIS login works at the MEIS website (<https://mdoe.state.mi.us/meis>). 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.
3. If you are still unable to login to CTEIS after following the above steps, please contact the CTEIS Help Desk at cteis.help@PTDtechnology.com 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, 3SI, 4SI, 5SI, 6SI, 6S2:	Perkins Quality Indicators (accountability factors)
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 March 12	EMC and Dual Enrollment data entry deadline (must include correct UICs)
Due January 8	Follow-Up survey report
Due June 17	Spring Enrollment and Completion Collection report

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												
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	
Aggregate Profile	1	2	3	4	5	6	7	8	9	10	11	12	
	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	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
Aggregate Profile	1	2	3	4	5	6	7	8	9	10	11	12
	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
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	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:

1. 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.**

Sample Records:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	CSC	PSN	LOCALNAME	ROOM	HOURL	SEM	BEGDATE	ENDDATE	PICNUM	VIRTDL	SUB	SEG1	SEG2	SEG3	SEG4	SEG5	SEG6	SEG7
2	IMPORT 01	99999	Imported Class 1	101	1	1	9/5/20XX	1/25/20XX	987654	N	A	Y	N	N				
3	IMPORT 02	99999	Imported Class 2	202	2	1	9/5/20XX	1/25/20XX	987654	N	B				Y	Y	Y	
4	IMPORT 03	99999	Imported Class 3	303	3	1	9/5/20XX	1/25/20XX	987654	N	C							Y

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	LNAME	FNAME	MI	UIC	SEX	DOB	SENDDIST	SENDBUILD	PHONE1	PHONE2	ADD1	ADD2	CITY	STATE	ZIP
2	BROWN	ROBERT	P	1234567890	M	2/2/2003	13579	24680	(111)111-1111	(222)222-2222	123 ELM		ACME	MI	98765
3	RED	RACHEL	A	9876543210	F	5/16/2002	13579	24680	(333)333-3333	(444)444-4444	456 OAK	APT 42	ACME	MI	98765
4	WHITE	WILLIAM	Q	1357902468	M	3/5/2004	13579	24680	(555)555-5555	(666)666-6666	789 MAPLE		ACME	MI	98765

COURSE DATA HEADING FORMATS

Excel Format – Course Data Headings

Column Information		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.

STUDENT AND ENROLLMENT (WITH GRADES) HEADING FORMATS

Excel Format – Student and Enrollment (with Grades) Headings

Column Information		Acceptable Values / Instructions	Include When Reporting:		
Column Heading	Description		Students	Enrollments	Grades
					
LNAME	Student Last Name	Must match the UIC Master	✓	✓	✓
FNAME	Student First Name	Must match the UIC Master	✓	.	.
MI	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)	✓	.	.
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	✓	.	.

Column Information		Acceptable Values / Instructions	Include When Reporting:		
Column Heading	Description		Students	Enrollments	Grades
					
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	.	✓	✓
BEGDATE	Student Begin Date	Date student began enrollment	.	.	.
ENDDATE	Student End Date	Date student ended enrollment	.	.	.
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)	.	.	.