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.

1.   How to Navigate Manage Enrollment Screen

1. Log into CTEIS at MILogin - Login (michigan.gov) using your MILogin username and password. Upon successful login, you will be navigated back to the CTEIS homepage.
2. From the navigation bar, click Data Entry, then Manage Enrollment.
3. Please select the district using the drop-down menu. The grid is populated with active courses within that district.

ENROLLMENT

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

4. Click the book icon of a course that you want to update. Enrolled students are displayed in a grid that you may sort by clicking on the various column headers.
5. Click the print button to quickly access and print a class student list report. A best practice is to use this report to verify each student's grade and segments and/or competencies.

Manage Enrollments - (Add, Edit, and Review records)

Select District →

Birmingham Public Schools (63010)

Select Course →

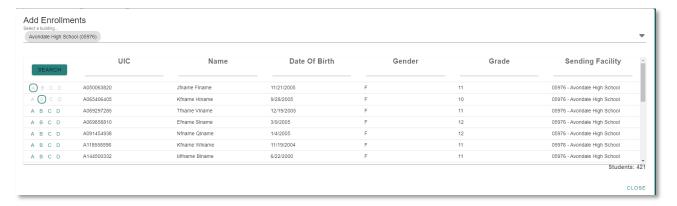|	CourseSectionCode	CourseName	Program	CIPCode	Program Type	Perkins Type	Building	Class Start	Class End	Room	Hour	Primary Staff
	70102S1	Programming A	Computer Programming/Programmer 19397	11.0201	Reg	P4	Ernest W. Seaholm High School 01154	8/29/2022	11/22/2022	F113	1	AZCGJ UEJOLP
	71002S1	Web Design A	Digital/Multimedia & Information Resources Design 19398	11.0801	Reg	P4	Ernest W. Seaholm High School 01154	8/29/2022	11/22/2022	F113	3	AZCGJ UEJOLP
	72142S1	AP Computer Science Principles 1	Computer Programming/Programmer 19397	11.0201	Reg	P4	Ernest W. Seaholm High School 01154	8/29/2022	11/22/2022	F113	4	AZCGJ UEJOLP
		AP Computer	Computer				Ernest W.					AZCGJ

Courses: 83

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

To enroll students into CTE courses in CTEIS:

1. Click the book icon of a course to which you wish to add new enrollments. Enrolled students are displayed in a grid.
2. Click the Add Enrollments button. The Add Enrollments pop-up window opens.
3. Select a Building to browse for students using the Select Building... drop-down list.
4. 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 student list is displayed in the students' grid.
5. Select a student's Subsection button to enroll him or her into a subsection of the course. Highlighted subsections indicate students who have already been enrolled in the course section.
6. When a student is enrolled in a CTE course, an enrollment record is created using the default beginning and exit dates associated with the selected course section. To change the beginning or end dates, refer to Edit Courses in the Manage Courses module link.

To Edit Enrolled Students in CTEIS:

1. Open the Manage Enrollment screen. Select a district. A default list of your currently active courses is displayed.
2. Click the course's book icon containing the enrollments you wish to update. Enrolled students are displayed in a grid.
3. Inline Editing:
   a. Inline editing allows you to select an editable field and edit that value directly. Your edits will be automatically saved when you are finished with your selection. A green message in the lower right will indicate a successful change. You can edit any of the following fields:
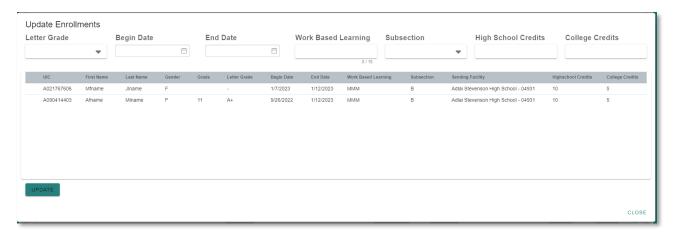
i. Grade — Select a code from the drop-down menu.
ii. Enter Date / Exit Date — Add a new entry or exit date in the input fields.
iii. Work Based Learning — Add new WBL codes in the input field.
iv. Subsection — Select a subsection from the drop-down list.
v. High School Credits / College Credits — For appropriate courses identified as EMC or dual enrollment, you can add or update high school or college credits in the input fields.

	UIC	First Name	Last Name	Gender	Grade	Letter Grade	Begin Date	End Date	Work Based Learning	Subsection	Sending Facility	Highschool Credits	College Credits
☐	A021767606	Mfname	Jlname	F		- ▼	01/07/2023 📅	01/12/2023 📅	MMM	B ▼	Adlai Stevenson High School - 04931	10	5
☐	A090414403	Afname	Mlname	F	11	A+ ▼	09/26/2022 📅	01/12/2023 📅	MMM	B ▼	Adlai Stevenson High School - 04931	10	5

4. Mass Editing: Select the students you wish to mass edit by checking the checkboxes on the left of their record.
   a. Select the Update Enrollments button.
   b. Update the fields you wish to change for all the selected students.
   c. When finished, click the Update button in the lower left to save your changes and return to the student grid.

Update Enrollments

Letter Grade	Begin Date	End Date	Work Based Learning	Subsection	High School Credits	College Credits
▼	📅	📅	0 / 15	▼		

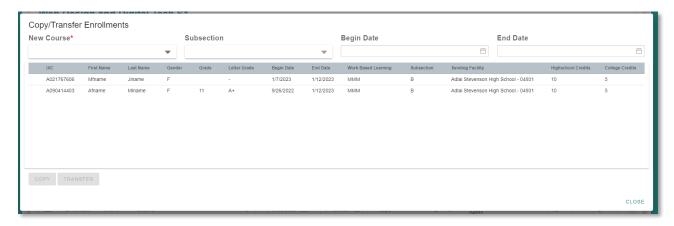| UIC	First Name	Last Name	Gender	Grade	Letter Grade	Begin Date	End Date	Work Based Learning	Subsection	Sending Facility	Highschool Credits	College Credits
A021767606	Mfname	Jlname	F		-	1/7/2023	1/12/2023	MMM	B	Adlai Stevenson High School - 04931	10	5
A090414403	Afname	Mlname	F	11	A+	9/26/2022	1/12/2023	MMM	B	Adlai Stevenson High School - 04931	10	5

UPDATE

CLOSE

To Copy/ Transfer your enrollment records from one-course section to another:

1. Open the Manage Enrollment screen. 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 check box in the rows in the student 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** — 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** — 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.

To Delete Enrollments:

1. Open the Manage Enrollment screen. 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 check box in the rows in the student grid to select the student enrollments you would like to delete.
4. Select the Delete button.
5. Verify you wish to delete in the pop-up.

To Input Grades:

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. 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. Select the students you wish to update and Click the Update Enrolled Students button to make your updates.
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.

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.

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

2.   How to Import Enrollments/Grades and Enter Work Based Learning

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.

To Import Enrollments and Grades:

The import process is like importing students, which is discussed in the Manage Students reference document, however, grade import files differ in that they must also include: column headings labeled **CSC and CRSGRD**. Importing is also the only method by which reporters may enter numeric grades (on a 4-point scale) into CTEIS.

Importing Enrollments Template/ Student Excel Headings File

To enter WBL experiences using the Manage Enrollment screen:

1. From the navigation bar, click Data Entry, then Manage Enrollment.
2. If necessary, use the Please select district… field to choose a district. The grid is populated with active courses within that district.
3. 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.
4. In the Enrolled Students grid, select the students you would like to add/update WBL experiences.
5. Click the Update Enrolled Students button, and the Update Selected Enrollments grid will appear.
6. Manually enter WBL codes by typing into the field under the Work Based Learning header. Click the Update WBL codes button and CTEIS will update your entries.

Last Updated: March 2023