



*Spring 2022 v. 3*

# Enrollment & Completion Collection



Instructional Guide

For Building Reporters



*Due to CEPD June 16, 2022*

*Due to OCTE June 23, 2022*

## 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](http://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](mailto:cteis.help@PTDtechnology.com)  
(800) 203-0614 or (517) 333-9363  
Extension 128

### REPORTING POLICY HELP:

Joan Church  
[ChurchJ@michigan.gov](mailto:ChurchJ@michigan.gov)  
(517) 335-0360

### OCTE WEBSITE:

[www.michigan.gov/octe](http://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](http://www.cteis.com) using your MILOGIN username and password. The average building-level reporter will focus on completing three reports throughout the course of the year.

<b>Enrollment</b>	<b>Expenditures</b>	<b>Follow-Up</b>
Begin in September	Begin in September	Begin in October
Fall Course Collection: Complete in October	Complete in November	Complete in January
Spring Collection (including credentials and WBL): Complete in June		

## Spring Tasks

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

## **REFERENCE DOCUMENTS**

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You may download the materials that are referenced in this manual from the CTEIS Knowledge Base at [support.cteis.com](http://support.cteis.com). These include:

### **Under *Enrollment* → *Spring Collection*:**

- [MILogin for CTEIS Registration Guide](#)

### **Under *Enrollment* → *Special Collections*:**

- [Work Based Learning guide](#)
- [Manage Credentials Guide](#)
- [State List of Approved and Non-Approved Credentials](#)

### **Under *Importing*:**

- [Importing Students](#) guide
- [Importing Courses](#) guide

#### **Importing (Students)**

- [Excel Format - Student Import File Specifications](#) guide
- [Excel Format - Student Import Headings](#) file

#### **Importing (Courses)**

- [Excel Format - Course Import File Specifications](#) guide
- [Excel Format - Course Import Headings](#) file

## OVERVIEW

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

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

### Data Entry

Data entry is done through:

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

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

### Data Review

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

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

### **Segments and Competencies**

As we transition from Perkins 4 to Perkins 5:

- Referring to Perkins 4 programs will use Segments to measure advancement
- Referring to Perkins 5 programs will use Competency to measure advancement

## CHECKLIST FOR SPRING ENROLLMENT DATA ENTRY

Task	Done!
<b>Manage Courses</b>	
<ul style="list-style-type: none"> <li>✓ Enter, import, or update course section information by checking that:               <ul style="list-style-type: none"> <li>• All <b>courses for the school year</b> are entered.</li> <li>• <b>EMC and Dual Enrollment</b> courses are identified and entered correctly.</li> <li>• <b>Dates</b> for the courses are correct.</li> <li>• A <b>primary teacher and all additional staff</b> are assigned to each course.</li> <li>• <b>Course section codes</b> are correct.</li> <li>• <b>Instructional design allows proper segment allocation.</b></li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Manage Staff</b>	
<ul style="list-style-type: none"> <li>✓ Enter or update teacher information by verifying that each classroom staff member has a record in CTEIS. Make sure all PIC's are validated.</li> </ul>	<input type="checkbox"/>
<b>Manage Students</b>	
<ul style="list-style-type: none"> <li>✓ Enter or update student information either manually or via import.</li> <li>✓ Review student information using:               <ul style="list-style-type: none"> <li>• The <b>Check UIC</b> button.</li> <li>• The reports: <b>Bad UIC by Building</b> and <b>UIC With No Current MSDS</b>.</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Manage Enrollment</b>	
<ul style="list-style-type: none"> <li>✓ Enroll students in course sections either manually or through the use of the CTEIS File Import feature.</li> <li>✓ Check students <b>enter and exit dates</b> to make sure that they fall within the course section dates.</li> <li>✓ Check <b>CSCs</b> to ensure students are enrolled in the correct courses.</li> <li>✓ Verify that students are within the correct <b>subsections</b>.</li> <li>✓ Verify that students will receive the proper <b>segments and/or competencies</b></li> </ul>	<input type="checkbox"/>
<b>Manage Credentials</b>	
<ul style="list-style-type: none"> <li>✓ Enter or update student credential information either manually or via import.</li> </ul>	<input type="checkbox"/>
<b>Manage Work Based Learning</b>	
<ul style="list-style-type: none"> <li>✓ Enter or update student work-based learning experiences either manually or via import.</li> </ul>	<input type="checkbox"/>
<b>Validation and Submission</b>	
<ul style="list-style-type: none"> <li>✓ Use the validation tool to check for errors.</li> <li>✓ Resolve any student UIC or MSDS issues.</li> <li>✓ Review student segment profiles to ensure completers are progressing correctly.</li> <li>✓ Review reports to verify the number of expected completers.</li> <li>✓ Submit fall course and student enrollment data.</li> </ul>	<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](http://www.cteis.com).
2. Click the **Login using MILogin** link in the top right corner of the screen. You will be directed to the MILogin for Third Party home page. Here, enter your **MILogin Username** and **Password** into the indicated text fields.
3. Select CTEIS and you will be redirected to the CTEIS homepage.

If you need to sign up for MILogin or to find additional information related to MILogin accounts and logging into CTEIS refer to the: MILogin for CTEIS Registration Guide.

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

- ***Enrollee*** – This student has completed, with a 2.0 or above, less than 4 segments if enrolled in a PIV course and less than one PCC(Perkins Course Competency)
- ***Participant*** – This student has completed, with a grade of 2.0 or better, course sections covering at least 4 segments of a CTE program. {Perkins 5 Course Competency- 1 PCC.}
- ***Concentrator*** – This student has completed, with a grade of 2.0 or better, course sections covering at least 8 segments of a CTE program. {Perkins 5 Course Competency- 2 PCC.}

- ***More than a Concentrator***– This student has completed, with a grade of 2.0 or better, course sections covering all 12 segments of a CTE program. {Perkins 5 Course Competency- 3 or more PCC. Or 2 PCC plus OCTE approved Credential.}

## OPEN THE MANAGE COURSES PAGE

---

To open the Manage Courses page:



1. Log into CTEIS at [www.cteis.com](http://www.cteis.com) using your MILogin 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, or competency requirements, exist in all, and each course subsection delivers between one and eleven segments/competencies of material to students enrolled in the class.

The use of subsections allows districts to report different instruction (segments or competencies) 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/competencies you attach to that subsection whereas the second-year students would receive the segments/competencies you associate with Subsection B.

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



You define a course section according to its:

1. **CIP Code** (the state-approved curriculum)
2. **Program Type** (Regular, EMC, or Emerging, LTCS)
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 or competencies)

## 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:

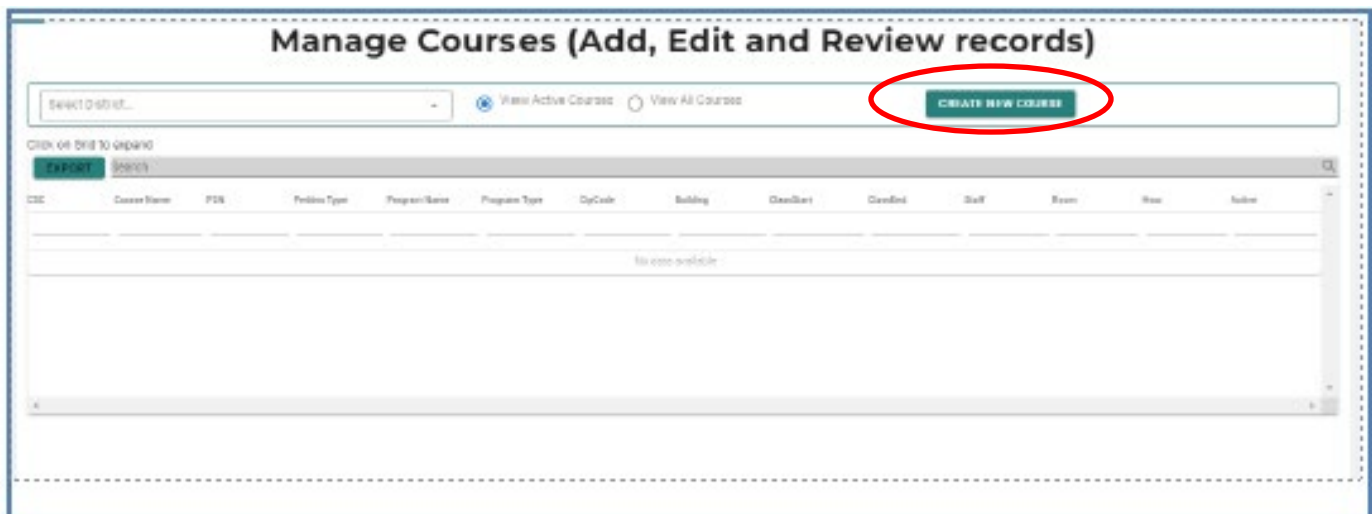
- Manually enter courses through the **Manage Courses** screen.
- Import courses with the help of the **Import** feature.

Most course sections follow a standard setup procedure except for:

- Family and Consumer Sciences (FCS) programs.

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.



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.

ID#	Building	SEC	Section Type	Program	Program Type	Section	Building	Section	Status	Room	Period
52040001	COMPUTER ACADEMY	1982	AA	Business Admin	AA	18121	Avondale High School	18121	1/13/2021	18121	1
52040002	COMPUTER ACADEMY	1983	AA	Business Admin	AA	18121	Avondale High School	18121	1/13/2021	18121	1
52040003	COMPUTER ACADEMY	1984	AA	Business Admin	AA	18121	Avondale High School	18121	1/13/2021	18121	1
52040004	COMPUTER ACADEMY	1985	AA	Business Admin	AA	18121	Avondale High School	18121	1/13/2021	18121	1

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/competencies within the **Segment/Competencies Profile** panel.

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

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

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

Be extremely careful when marking segments and competencies because they directly influence student advancement 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

7. Click the **Create Course** button beneath the Segment/Competency 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 72.

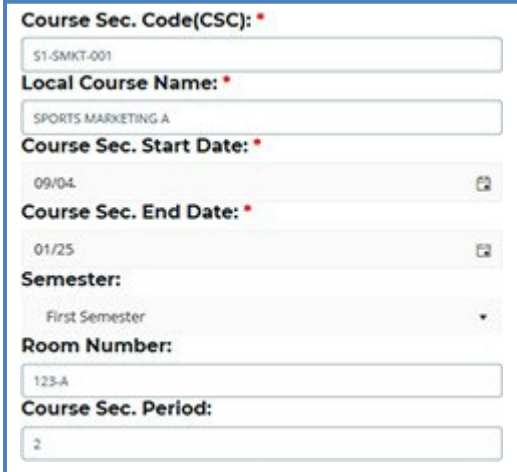
## COURSE SECTION FIELDS

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

### The Course Information Panel

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

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



The screenshot shows a form with the following fields and values:

- 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

**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:

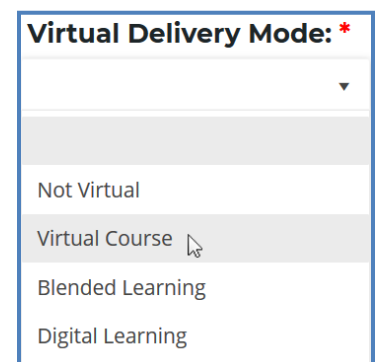
1. First Semester - Indicates a course section that runs 18-22 weeks and typically begins in August or September.
2. Second Semester - Indicates a course section that runs 18-22 weeks and typically begins in January or February.
3. Summer Session - Indicates a course section that begins in June or July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



The image shows a dropdown menu titled "Virtual Delivery Mode: \*". The menu is open, displaying four options: "Not Virtual", "Virtual Course", "Blended Learning", and "Digital Learning". A mouse cursor is hovering over the "Virtual Course" option, which is highlighted with a grey background. The menu is enclosed in a blue border.

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

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

**Course Type** – This section is used to supply 61b funding information as well as 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 (P4 Courses Only)**

**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 for advancement status of More than a Concentrator.

**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 40. For information on how to create and print these reports, refer to [Generate Your Reports](#) on page 41 and [Printing from CTEIS](#) on page 41.

<b>Segment Profile</b>				
	Subsections			
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
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.

### The Competency Profile Panel (P5 Courses Only)

Subsections – In Perkins V courses, subsections are used to indicate the instruction, defined by competencies, enrolled students receive within a course. When reporting competencies in CTEIS, 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 competencies 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 competencies.

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 competencies than those of the second-year students.

Competencies – Competencies are used to indicate the skills and knowledge enrolled students can demonstrate after completing a course. The competencies that comprise each program are defined by OCTE and published in various Excel workbooks, which are available on the CTEIS Knowledge Base at support.cteis.com. Each activated subsection must include at least 1 competency. When students earn a grade of 2.0 or better, all competencies delivered by their subsections will be permanently added to

**Competency Profile**

<input checked="" type="checkbox"/> A1	<input type="checkbox"/> A1	<input type="checkbox"/> A1	<input type="checkbox"/> A1
<input checked="" type="checkbox"/> A2	<input type="checkbox"/> A2	<input type="checkbox"/> A2	<input type="checkbox"/> A2
<input type="checkbox"/> A3	<input type="checkbox"/> A3	<input type="checkbox"/> A3	<input type="checkbox"/> A3
<input checked="" type="checkbox"/> A4	<input type="checkbox"/> A4	<input type="checkbox"/> A4	<input type="checkbox"/> A4
<input checked="" type="checkbox"/> B1	<input type="checkbox"/> B1	<input type="checkbox"/> B1	<input type="checkbox"/> B1
<input type="checkbox"/> B2	<input type="checkbox"/> B2	<input type="checkbox"/> B2	<input type="checkbox"/> B2
<input checked="" type="checkbox"/> B3	<input type="checkbox"/> B3	<input type="checkbox"/> B3	<input type="checkbox"/> B3
<input checked="" type="checkbox"/> B4	<input type="checkbox"/> B4	<input type="checkbox"/> B4	<input type="checkbox"/> B4
<input checked="" type="checkbox"/> B5	<input type="checkbox"/> B5	<input type="checkbox"/> B5	<input type="checkbox"/> B5
<input checked="" type="checkbox"/> B6	<input type="checkbox"/> B6	<input type="checkbox"/> B6	<input type="checkbox"/> B6
<input checked="" type="checkbox"/> B7	<input type="checkbox"/> B7	<input type="checkbox"/> B7	<input type="checkbox"/> B7
<input checked="" type="checkbox"/> B8	<input type="checkbox"/> B8	<input type="checkbox"/> B8	<input type="checkbox"/> B8
<input checked="" type="checkbox"/> B9	<input type="checkbox"/> B9	<input type="checkbox"/> B9	<input type="checkbox"/> B9
<input type="checkbox"/> B10	<input type="checkbox"/> B10	<input type="checkbox"/> B10	<input type="checkbox"/> B10
<input type="checkbox"/> B11	<input type="checkbox"/> B11	<input type="checkbox"/> B11	<input type="checkbox"/> B11
<input checked="" type="checkbox"/> B12	<input type="checkbox"/> B12	<input type="checkbox"/> B12	<input type="checkbox"/> B12
<input checked="" type="checkbox"/> B13	<input type="checkbox"/> B13	<input type="checkbox"/> B13	<input type="checkbox"/> B13
<input checked="" type="checkbox"/> B14	<input type="checkbox"/> B14	<input type="checkbox"/> B14	<input type="checkbox"/> B14

their profiles. A student must earn all competencies available within a program to become a program completer.

The instructional design (competencies) 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 competency information from a teacher and set up your course sections accordingly by using the labeled checkboxes on the “Competency Profile” panel. Once the competencies 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 43. For information on how to create and print these reports, refer to Generate Your Reports on page 44 and Printing from CTEIS on page 45.

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

**Z Competency** – When a course covers specialized or advanced program content beyond the state program standards, that content is delivered as a Z competency. Z competency course sections are designed for students who have already received credit for all competencies within a CIP Code. When a Z competency is marked within a subsection, no other competencies may be reported within that same subsection.

A student must complete course sections awarding all available competencies with a grade of 2.0 or better and be identified as a program completer before enrolling in a course section delivering a Z competency. If students who have already completed the program are in the same course as students who are not yet completers, competencies may be reported in two separate subsections.

## **SPECIAL CASES**

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### **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.

If you need assistance to input information pertaining to FCS, please contact the PTD Help Desk.

## 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

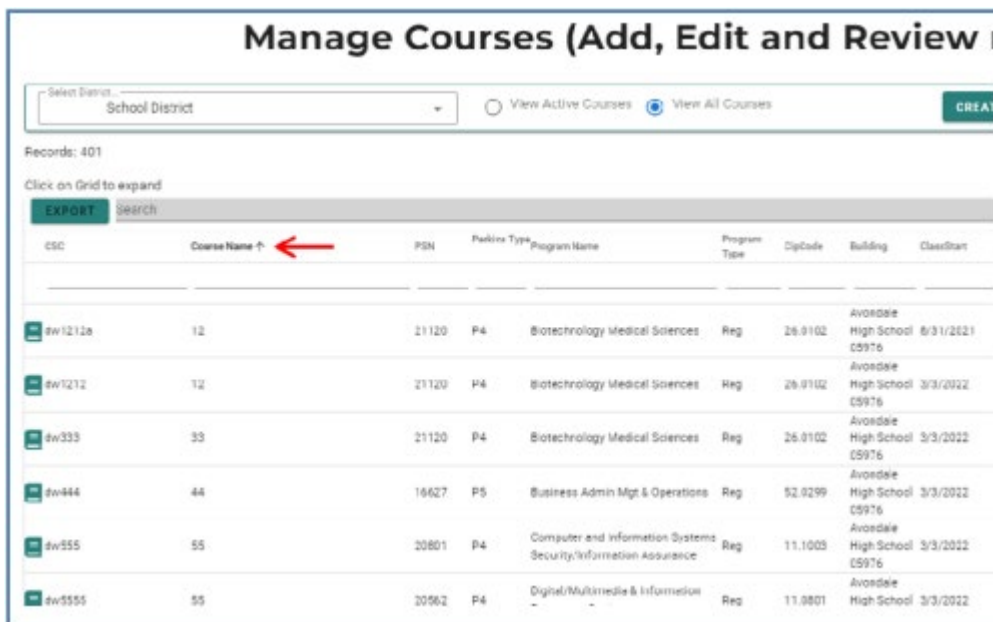
For TSDL guidance, click [TSDL](#)

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.

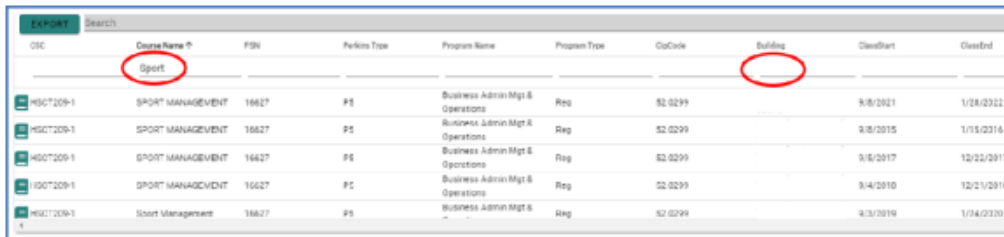


CSC	Course Name ↑	PSN	Package Type	Program Name	Program Type	CptCode	Building	ClassStart
#w1212a	12	21120	P4	Biotechnology Medical Sciences	Reg	26.0102	Avondale High School 05976	8/31/2021
#w1212	12	21120	P4	Biotechnology Medical Sciences	Reg	26.0102	Avondale High School 05976	3/3/2022
#w333	33	21120	P4	Biotechnology Medical Sciences	Reg	26.0102	Avondale High School 05976	3/3/2022
#w444	44	16627	P5	Business Admin Mgt & Operations	Reg	52.0299	Avondale High School 05976	3/3/2022
#w555	55	20801	P4	Computer and Information Systems Security/Information Assurance	Reg	11.1003	Avondale High School 05976	3/3/2022
#w5555	55	20562	P4	Digital/Multimedia & Information	Reg	11.0801	Avondale High School 05976	3/3/2022

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 “Sport” in the Course Name field and then we typed the corresponding Building number. Notice that the grid lists only those courses which have a course name of “Sport Management” and operate within the assigned Building.*



CSC	Course Name *	FBI	Perkins Type	Program Name	Program Type	ClbCode	Building	ClassStart	ClassEnd
	Sport								
HSCT209-1	SPORT MANAGEMENT	16627	PS	Business Admin Mgt & Operations	Reg	02 0299		9/8/2021	1/28/2022
HSCT209-1	SPORT MANAGEMENT	16627	PS	Business Admin Mgt & Operations	Reg	02 0299		9/8/2015	1/15/2016
HSCT209-1	SPORT MANAGEMENT	16627	PS	Business Admin Mgt & Operations	Reg	02 0299		9/8/2017	12/11/2017
HSCT209-1	SPORT MANAGEMENT	16627	PS	Business Admin Mgt & Operations	Reg	02 0299		9/4/2010	12/21/2010
HSCT209-1	Sport Management	16627	PS	Business Admin Mgt & Operations	Reg	02 0299		9/3/2019	1/14/2020

It is strongly suggested to use the Manage Courses screen. A report, such as the Class Student List Report, allows your teachers to review the number of high school and college credits earned by each student.

## 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.
4. Click the **Update Course** button to save any changes. The “Course Updated” message is displayed. If the course is a previous year course, and you need to renew course details click the **Renew Course for the New Year** button at the bottom of the screen first.
5. Click the **Cancel/Return** button to return to the course list grid.

\*To renew multiple courses, from the navigation bar, click **Data Entry**, then **Mass Course Renew**. On the Mass Course Renew screen, select your district, then mark

any classes you wish to renew in the left-hand column. Click the **Renew Selected Courses** button to renew your selected classes.

### Mass Course Renew

Oakland Schools ( 63000 )

Records: 509

<input type="checkbox"/>	Course Name	PSN	Bld
<input checked="" type="checkbox"/>	Windows Server Administration	20909	Oakland Schools...
<input checked="" type="checkbox"/>	Windows Server Administration	20910	Oakland Schools...
<input type="checkbox"/>	Welding Metallurgy	20605	Oakland Schools...
<input type="checkbox"/>	Welding	6836	Oakland Schools...
<input type="checkbox"/>	Welding	6836	Oakland Schools...
<input type="checkbox"/>	Welding	6836	Oakland Schools...
<input type="checkbox"/>	Welding	6836	Oakland Schools...
<input type="checkbox"/>	Welding	6836	Oakland Schools...
<input type="checkbox"/>	Welding	20592	Oakland Schools...
<input type="checkbox"/>	Welding	20592	Oakland Schools...
<input type="checkbox"/>	Welding	20592	Oakland Schools...

Records: 11

Course Name	PSN	Bld
My Course	12345	Oakland Schools...
Medium/Heavy Truck and Equipment	18679	Oakland Schools...
Medium/Heavy Truck and Equipment	18679	Oakland Schools...
Mechanical Drives I	20531	Oakland Schools...
Computer ProgrammingComputer Progra...	19485	Oakland Schools...
Computer Programming	19485	Oakland Schools...
Computer Programming	19485	Oakland Schools...
Computer Programming	19485	Oakland Schools...
Computer Programming	19485	Oakland Schools...
Automotive Technology	17167	Oakland Schools...
Automotive Technology	17167	Oakland Schools...
Agriscience and Environmental Tech	16291	Oakland Schools...

**Renew Selected Courses**

## 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:

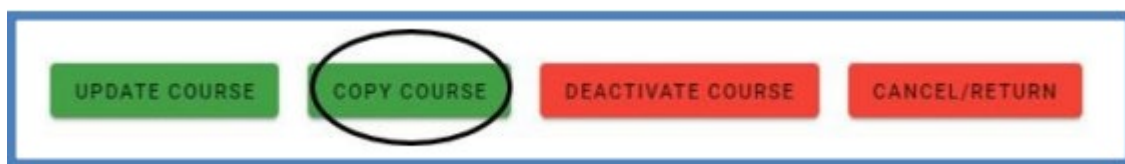
1. Open the **Manage Courses** screen. For details, refer to Open the Manage Courses Page on page 15. Upon selecting a district, a default list of your currently active courses is displayed.
2. Click the **book icon** of a course that you want to update. **Course Details** are displayed in a panel.
3. 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 30.
5. Scroll to the bottom of the **Manage Courses** screen and click the **Update Course** button.



## ADD STAFF TO COURSES

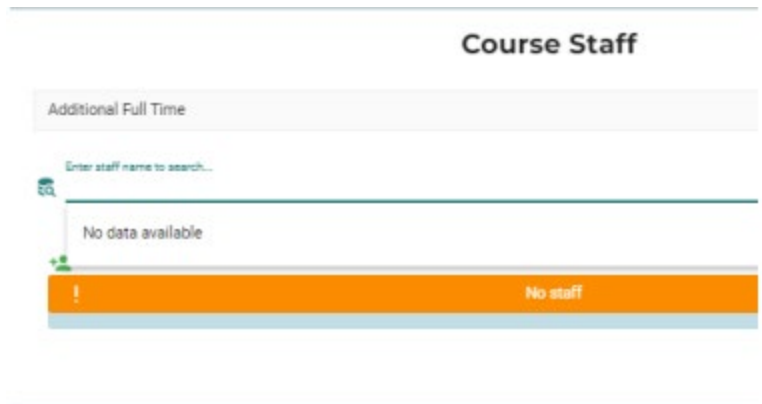
Before CTEIS can validate your enrollment information for submission, you must:

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.
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 69.

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

6. Click the **Update Course** button.



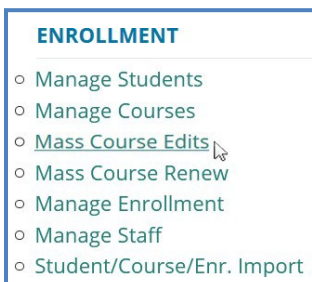
The screenshot shows the "Course Staff" interface. At the top, there is a "Select a staff type" dropdown menu. Below it is a search field with the placeholder text "Enter staff name to search...". The main area displays a list of staff members. The first staff member's name is partially visible and is circled in black. To the left of the name, there are three icons: a green plus sign, a red pencil, and a green trash can. The word "Primary" is visible at the end of the staff member's name.

- 7.

To remove a staff record from a course section, click the **Trash can icon** button 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 114. **Building reporters should not attempt to create or interpret instructional design without instructor or CEPD Administrator assistance.**

## OPEN THE MASS COURSE EDITS PAGE

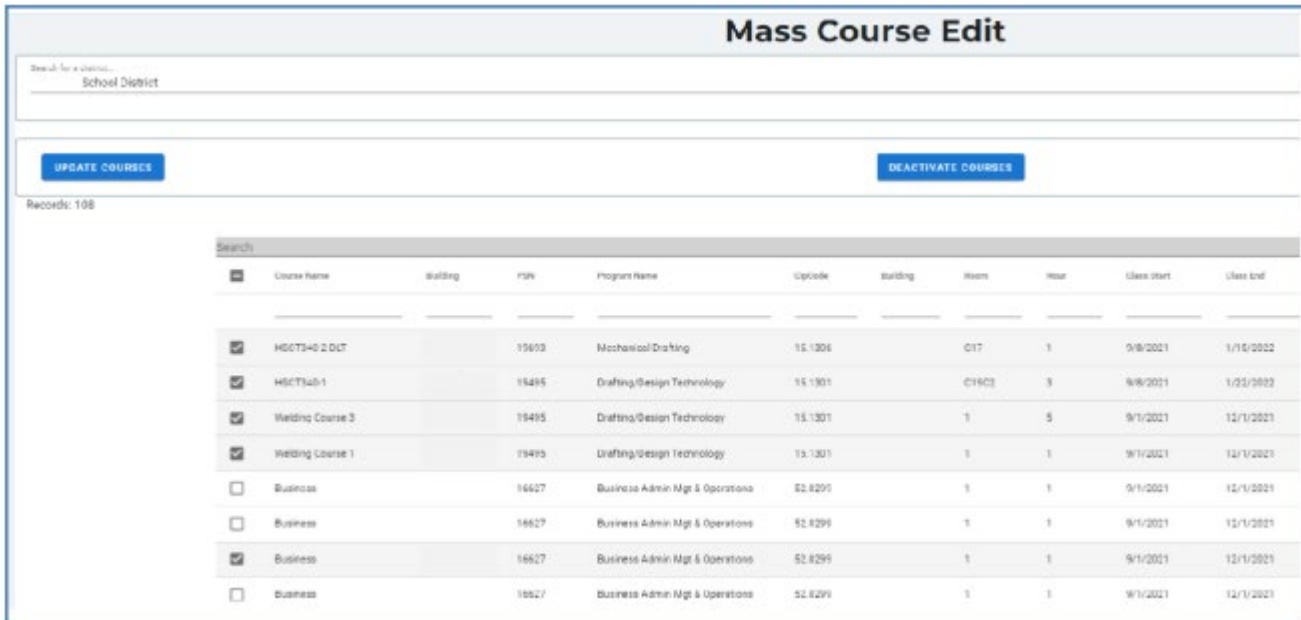
To open the Mass Course Edits page:

1. Log into CTEIS at [www.cteis.com](http://www.cteis.com) using your MILogin 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 search bar for 'School District'. Below this are two buttons: 'UPDATE COURSES' and 'DEACTIVATE COURSES'. The main area shows a grid of course records with a search bar above it. The grid has columns for Course Name, Building, FSN, Program Name, Upcode, Building, Room, Year, Class Start, and Class End. Several rows are checked, indicating they are selected for editing.

Course Name	Building	FSN	Program Name	Upcode	Building	Room	Year	Class Start	Class End
<input checked="" type="checkbox"/> HSC7340 2 DLT		19603	Mechanical Drafting	11.1306		C17	1	9/8/2021	1/16/2022
<input checked="" type="checkbox"/> HSC7340-1		19495	Drafting/Design Technology	11.1301		C19C2	3	9/8/2021	1/22/2022
<input checked="" type="checkbox"/> Welding Course 3		19495	Drafting/Design Technology	11.1301		1	5	9/1/2021	12/1/2021
<input checked="" type="checkbox"/> Welding Course 1		19495	Drafting/Design Technology	11.1301		1	1	9/1/2021	12/1/2021
<input type="checkbox"/> Business		16627	Business Admin Mgt & Operations	52.8290		1	1	9/1/2021	12/1/2021
<input type="checkbox"/> Business		16627	Business Admin Mgt & Operations	52.8290		1	1	9/1/2021	12/1/2021
<input checked="" type="checkbox"/> Business		16627	Business Admin Mgt & Operations	52.8290		1	1	9/1/2021	12/1/2021
<input type="checkbox"/> Business		16627	Business Admin Mgt & Operations	52.8290		1	1	9/1/2021	12/1/2021

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

Search for a district:  
School District

Records: 108

Search										
<input type="checkbox"/>	Course Name	Building	PSN	Program Name	OpCode	Building	Room	Hour	Class Start	Class End
<input checked="" type="checkbox"/>	HSC1340-2 DUJ		19852	Mechanical Drafting	15.1306		C17	1	9/8/2021	1/15/2022
<input checked="" type="checkbox"/>	HSC1340-1		19416	Drafting/Design Technology	15.1301		C19C2	3	9/8/2021	1/22/2022
<input checked="" type="checkbox"/>	Welding Course 3		19416	Drafting/Design Technology	15.1301		1	5	9/1/2021	12/1/2021
<input checked="" type="checkbox"/>	Welding Course 1		19416	Drafting/Design Technology	15.1301		1	1	9/1/2021	12/1/2021
<input type="checkbox"/>	Business		16627	Business Admin Mgt & Operations	52.0299		1	1	9/1/2021	12/1/2021
<input type="checkbox"/>	Business		16627	Business Admin Mgt & Operations	52.0299		1	1	9/1/2021	12/1/2021
<input checked="" type="checkbox"/>	Business		16627	Business Admin Mgt & Operations	52.0299		1	1	9/1/2021	12/1/2021
<input type="checkbox"/>	Business		16627	Business Admin Mgt & Operations	52.0299		1	1	9/1/2021	12/1/2021

## 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

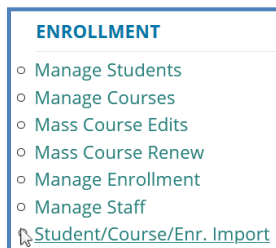
Before you begin importing your data, ensure that you:

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

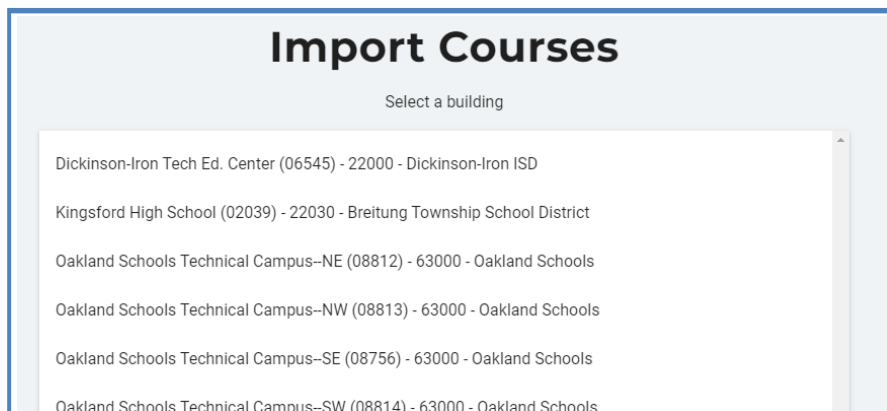
For formatting and other detailed import information, refer to the Appendix: [Import Formats](#) on page 125.

## IMPORT COURSE DATA

To import data, carry out the following steps:

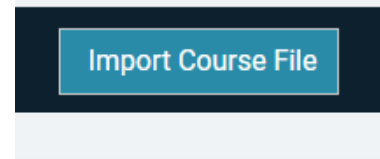


1. From the navigation menu, click **Data Entry**, then Import Courses
2. On the **Select building to import** screen, click the **building** you wish to import records into.
3. Beneath the **selected Building name**, click the **Import Course File** button and locate your import file.





4. Click the **Import Enrollment File** button to upload your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.



5. To correct any errors, click the **Remove File** button to reset the screen, adjust your import file, then upload the file again.

6. Click the **Upload** button at the top the grid to import your courses.

The screenshot shows a software interface with a dark header bar containing three buttons: "REMOVE FILE" (blue), "EXPORT" (blue), and "UPLOAD" (green). Below the header, a search icon and summary statistics "Total Students: 3" and "Total Enrollments: 2" are displayed. The main area contains a table with student data. The table has columns for SEX, DOB, SENDDIST, SENDBUILD, PHONE1, and PHONE2. The first student is male (M), born 11/17/2001, with SENDDIST 63070, SENDBUILD 00161, and phone numbers 65465 and 654. Below this, there are rows for BEGDATE (09/02/2021) and ENDDATE (01/15/2022). The second student is female (F), born 10/09/2005, with SENDDIST 63070, SENDBUILD 00161, and phone numbers 52665 and 222. Below this, there are rows for BEGDATE (06/01/2000) and ENDDATE (9/0/2000). The third student is male (M), born 11/17/2001, with SENDDIST 63070, SENDBUILD 00161, and phone numbers 65465 and 654.

SEX	DOB	SENDIST	SENDBUILD	PHONE1	PHONE2
M	11/17/2001	63070	00161	65465	654
	BEGDATE		ENDDATE		
	09/02/2021		01/15/2022		
SEX	DOB	SENDIST	SENDBUILD	PHONE1	PHONE2
F	10/09/2005	63070	00161	52665	222
	BEGDATE		ENDDATE		
	06/01/2000		9/0/2000		
SEX	DOB	SENDIST	SENDBUILD	PHONE1	PHONE2
M	11/17/2001	63070	00161	65465	654

# REVIEW COURSES

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

## THREE YEAR INSTRUCTIONAL DESIGN REPORT

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

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

It is important to note:

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

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

### Perkins 4

PSN	CIP Code	Program Comp/Seg	Course Name	Course Segment	Begin Date	End Date	FA Name	FA Number	FA Name	FA Number	FA Name	FA Number	FA Name	FA Number
20549	11.8201	PA	[X] [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12] [13]	Computer Programming I S1	H5CT460-1	9/1/2019	308456089000						63070	Avondale Schoc
20549	11.8201	PA		Computer Programming I S1	H5CT460-1	9/1/2019	308456089000						63070	Avondale Schoc
20549	11.8201	PA		Computer Programming II S1	H5CT463-1	9/1/2019	308456089000						63070	Avondale Schoc
20549	11.8201	PA		Computer Programming II S1	H5CT463-1	9/1/2019	308456089000						63070	Avondale Schoc
20549	11.8201	PA		Computer Programming I S2	H5CT460-1	1/27/2020	0230007000Y20						63070	Avondale Schoc
20549	11.8201	PA		Computer Programming I S2	H5CT460-1	1/27/2020	0230007000Y20						63070	Avondale Schoc
20549	11.8201	PA		Computer Programming II S2	H5CT464-1	1/27/2020	0230007000Y20						63070	Avondale Schoc
20549	11.8201	PA		Computer Programming II S2	H5CT464-1	1/27/2020	0230007000Y20						63070	Avondale Schoc
20549	11.8201	PA		Computer Programming I S1	H5CT460-1	9/2/2021	308456089000						63070	Avondale Schoc
20549	11.8201	PA		Computer Programming I S1	H5CT460-1	9/2/2021	308456089000						63070	Avondale Schoc
20549	11.8201	PA		Computer Programming II S1	H5CT463-1	9/2/2021	308456089000	123456000000	123456000000	320000000000			63070	Avondale Schoc
20549	11.8201	PA		Computer Programming II S1	H5CT463-1	9/2/2021	308456089000						63070	Avondale Schoc
20549	11.8201	PA		Computer Programming I S1	H5CT460-1	9/2/2021	308456089000	000000000000	000000000000	000000000000			63070	Avondale Schoc
20549	11.8201	PA		Computer Programming I S1	H5CT460-1	9/2/2021	308456089000	123456000000	123456000000	320000000000			63070	Avondale Schoc
20549	11.8201	PA		Computer Programming I S1	H5CT460-1	9/2/2021	308456089000	000000000000	000000000000	000000000000			63070	Avondale Schoc
20549	11.8201	PA		Computer Programming II S2	H5CT464-1	9/2/2021	0230007000Y20	000000000000	000000000000	000000000000			63070	Avondale Schoc
20549	11.8201	PA		Advanced Studies in CTE I S2	H5CT 553-1P	2/10/2022	000000000000	000000000000	000000000000	000000000000			63070	Avondale Schoc
20549	11.8201	PA		Computer Programming I S1	H5CT460-1	2/10/2022	308456089000						63070	Avondale Schoc

### Perkins 5

CIP Code	FA Name	Program Comp/Seg	Course Name	Course Segment	Begin Date	End Date	FA Name	FA Number	FA Name	FA Number	FA Name	FA Number
40.0300	PS	[A1] [A2] [A3] [A4] [A5] [A6] [A7] [A8] [A9] [A10] [A11] [A12] [A13] [B1] [B2] [B3] [B4] [B5] [B6] [B7] [B8] [C1] [C2] [C3] [C4] [C5] [C6] [C7]	NULL	NULL	NULL	NULL		20000	Northwes	Northwes	TBA	06145
40.0300	PS	NULL	ELECTRICAL OCCUPY 25.1		2020-09-09	123456000000		20000	Northwes	Northwes	TBA	06145
40.0300	PS	NULL	ELECTRICAL OCCUPY 25.1		2021-01-25	0000007000Y20		20000	Northwes	Northwes	TBA	06145
40.0300	PS	NULL	ELECTRICAL OCCUPY 25.1		2021-09-08	[A1] [A2] [A3] [A4] [A5]		20000	Northwes	Northwes	TBA	06145
40.0300	PS	NULL	ELECTRICAL OCCUPY 25.1		2021-09-08	[A1] [A2] [A3] [A4] [A5]		20000	Northwes	Northwes	TBA	06145
40.0300	PS	NULL	ELECTRICAL OCCUPY 25.1		2020-09-09	123456000000		20000	Northwes	Northwes	TBA	06145
40.0300	PS	NULL	ELECTRICAL OCCUPY 25.1		2021-01-25	0000007000Y20		20000	Northwes	Northwes	TBA	06145
40.0300	PS	NULL	ELECTRICAL OCCUPY 25.1		2021-09-08	[A1] [A2] [A3] [A4] [A5]		20000	Northwes	Northwes	TBA	06145

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

### Perkins 4

PSN	CapCode	Perkins	Program	Comp	Req	CourseName	Course Section Code	BeginDate	SubA Course Seg/C	SubB Course Seg/C	SubC Course Seg/C	SubD Course Seg/C	SubE Course Seg/C	CIP/No	FAMIS/FA Name	DI/Name	OB/Name	CR/No	
20549	11.0200	PA	[1][2][3][4][5][6][7][8][9][10][11][12][13]		Computer Programming I 51	H5CT460-1	9/1/2019	130456889X000						39	63679	Avondale Schoc	Avondale Schs	Avondale High School	05976
20549	11.0200	PA			Computer Programming I 51	H5CT460-2	9/1/2019	130456889X000						39	63679	Avondale Schoc	Avondale Schs	Avondale High School	05976

### Perkins 5

CapCode	Perkins	Program	Comp/Req	CourseName	Course Section Code	BeginDate	SubA Course Seg/C	SubB Course Seg/C	SubC Course Seg/C	SubD Course Seg/C	SubE Course Seg/C	CIP/No	FAMIS/FA Name	DI/Name	OB/Name	CR/No	Loc	Last Name	First Name	North	Grade	
46.9300	PS	NAEL	[A1][A2][A3][A4][A5][A6][A7][A8][A9][A10][A11][A12][A13][A14][A15][A16][A17][A18][A19][A20][A21][A22][A23][A24][A25][A26][A27][A28][A29][A30][A31][A32][A33][A34][A35][A36][A37][A38][A39][A40][A41][A42][A43][A44][A45][A46][A47][A48][A49][A50][A51][A52][A53][A54][A55][A56][A57][A58][A59][A60][A61][A62][A63][A64][A65][A66][A67][A68][A69][A70][A71][A72][A73][A74][A75][A76][A77][A78][A79][A80][A81][A82][A83][A84][A85][A86][A87][A88][A89][A90][A91][A92][A93][A94][A95][A96][A97][A98][A99][A100]	ELECTRICAL OCCUPY 25.1	2020-09-08	123456889X000						30	28000	Northwest	Northwest	TBA Career/6E145	NAEL					

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

### Perkins 4

PSN	CapCode	Perkins	Program	Comp/Req	CourseName	Course Section Code	BeginDate	SubA Course Seg/C	SubB Course Seg/C	SubC Course Seg/C	SubD Course Seg/C	SubE Course Seg/C	CIP/No	FAMIS/FA Name	DI/Name	OB/Name	CR/No	
20549	11.0200	PA	[1][2][3][4][5][6][7][8][9][10][11][12][13]		Computer Programming I 51	H5CT460-1	9/1/2019	130456889X000					39	63679	Avondale Schoc	Avondale Schs	Avondale High School	05976
20549	11.0200	PA			Computer Programming I 51	H5CT460-2	9/1/2019	130456889X000					39	63679	Avondale Schoc	Avondale Schs	Avondale High School	05976

### Perkins 5

PSN	CapCode	Perkins	Program	Comp/Req	CourseName	Course Section Code	BeginDate	SubA Course Seg/C	SubB Course Seg/C	SubC Course Seg/C	SubD Course Seg/C	SubE Course Seg/C	CIP/No	FAMIS/FA Name	DI/Name	OB/Name	CR/No	
30397	31.0000	PS	[A1][A2][A3][A4][A5][A6][A7][A8][A9][A10][A11][A12][A13][A14][A15][A16][A17][A18][A19][A20][A21][A22][A23][A24][A25][A26][A27][A28][A29][A30][A31][A32][A33][A34][A35][A36][A37][A38][A39][A40][A41][A42][A43][A44][A45][A46][A47][A48][A49][A50][A51][A52][A53][A54][A55][A56][A57][A58][A59][A60][A61][A62][A63][A64][A65][A66][A67][A68][A69][A70][A71][A72][A73][A74][A75][A76][A77][A78][A79][A80][A81][A82][A83][A84][A85][A86][A87][A88][A89][A90][A91][A92][A93][A94][A95][A96][A97][A98][A99][A100]	Health Sciences	30390-1	9/1/2019	023456789X000						39	6				



From this data, the path of courses a student would enroll in overtime can be charted and the segments or competencies reviewed to ensure that advancement is possible and optimized. Until then, please take advantage of the Competency Profile report, found on the Reports Menu. This report translates previous year segments into current competencies.

Refer to [Verify Instructional Design](#) on page 114 for more details about reviewing instructional design.

## LIST OF COURSES BY BUILDING

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

- Course entry within a specific building in CTEIS is accurate for the current year. Use this report to obtain sign-off from the building administrator verifying that course sections are correct.
- Your course detail fields are accurate.

CTE Course Listing for Bldg							MICHIGAN CTEIS		
		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								
Clp Code:	(01.0000)- Reg								
Course	Section Code and Class Name	Room	Hour	Sem.	Begin Date	End Date	Staff Name	Virt. Del.	Dual Enr.
AgriSci1_S1_1	- Agscience 1 - Sem 1	Agris	1-2	1	9/4	2/11	M. Rice	NV	N1
AgriSci1_S1_6	- Agscience 1 - Sem 1	Agris	6-7	1	9/4	2/11	M. Rice	NV	N1
AgriSci1_S2_1	- Agscience 1 - Sem 2	Agris	1-2	2	2/12	6/11	M. Rice	NV	N1
AgriSci1_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	Bed 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

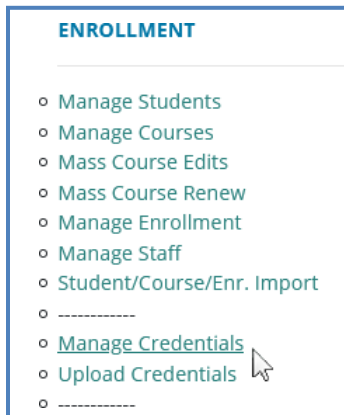
Before submitting your final enrollment data for review, you will need to indicate any certifications or other credentials your students attain during the current school year. Enter all credentials received by students each year so that CTEIS may determine when each student qualifies for the Post-Secondary 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](http://www.cteis.com) using your MILogin 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
<span style="background-color: #2e8b57; color: white; padding: 2px;">SELECT</span>	01.0000	Agr, Agr Oper & Rel Sci	11111	Reg	My School	99999	Oakland Schools	63000
<span style="background-color: #2e8b57; color: white; padding: 2px;">SELECT</span>	01.0000	Agr, Agr Oper & Rel Sci	11112	Reg	My School	99999	Oakland Schools	63000
<span style="background-color: #2e8b57; color: white; padding: 2px;">SELECT</span>	47.0604	Automotive Technician	11113	Reg	My School	99999	Oakland Schools	63000
<span style="background-color: #2e8b57; color: white; padding: 2px;">SELECT</span>	47.0604	Automotive Technician	11114	Reg	My School	99999	Oakland Schools	63000
<span style="background-color: #2e8b57; color: white; padding: 2px;">SELECT</span>	47.0604	Automotive Technician	11115	Reg	My School	99999	Oakland Schools	63000
<span style="background-color: #2e8b57; color: white; padding: 2px;">SELECT</span>	47.0604	Automotive Technician	11116	Reg	My School	99999	Oakland Schools	63000

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

### Program Details

**PSN:** 11113      **Type:** Reg      **CipCode:** 47.0604      **Automotive Technician**

**My District (00001) My School (99999)**

---

**Select Students**

( ) - All Currently Enrolled       Automotive Technician will not have any Credentials  
 ( 00001-1 ) - Automotive Technology  
 ( 00001-2 ) - Automotive Technology  
 ( 00001-3 ) - Automotive Technology  
 ( 00001-4 ) - Automotive Technology  
 ( ) - In school but not enrolled

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.

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 style="border: 1px solid #ccc; padding: 5px;">Industry Certification <a href="#">Remove</a></div>

**Select Credentials to Apply**

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.

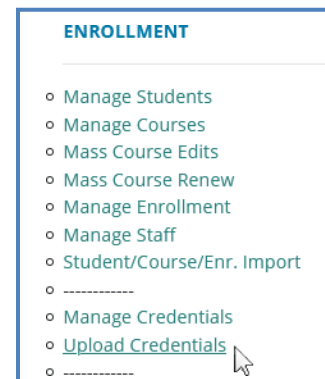
## IMPORT CREDENTIALS

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, <b>ACOMPTIA</b> 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
1526119675	20592 48.0508	Welding Brazeing/Soldering	Authorized	Credential Name	AWSTIM	valid
1526017136	19859 11.0201	Computer Programming/Programmer	Non-Authorized	Credential Name	JAVSS	valid
9843042659	19001 11.0501	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.

# WORK BASED LEARNING

## WHAT IS WORK BASED LEARNING?

---

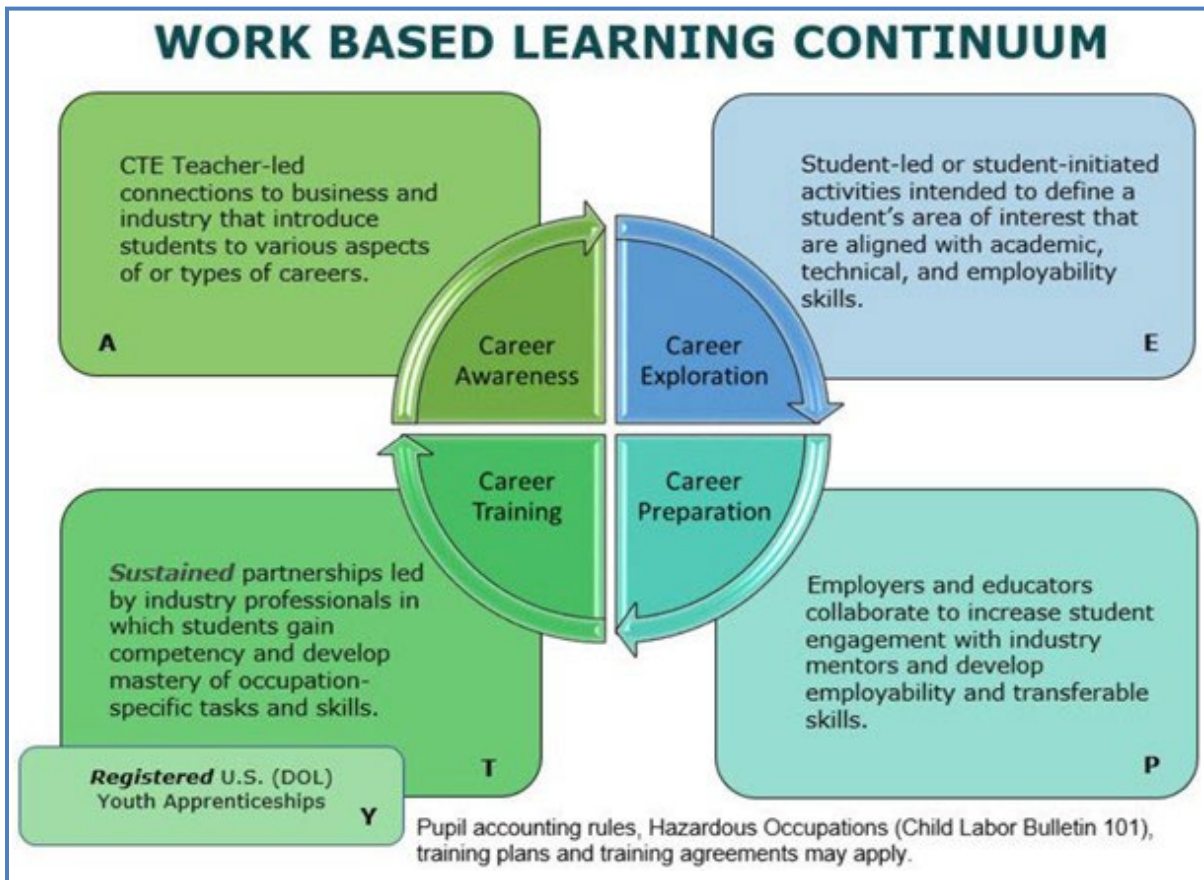
Work Based Learning is an element within Career and Technical Education that provides students with the opportunity to learn a variety of skills by expanding the classroom into the community. It narrows the gap between theory and practice through academic preparation with hands-on career development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

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

# WORK BASED LEARNING CONTINUUM

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

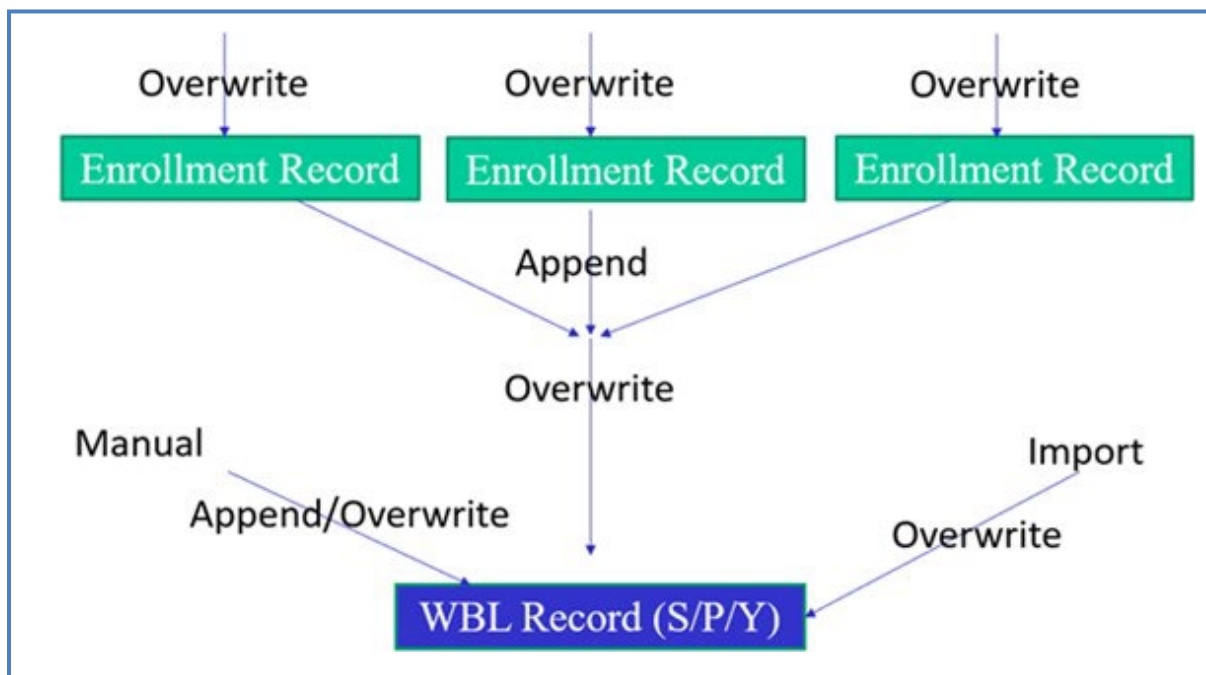
The letters on the continuum will be used for reporting work based learning in CTEIS as described in the diagram below:



## HOW TO ENTER WORK BASED LEARNING

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

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



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

1. Enrollments

- a. Mass Enrollment edit
- b. Enrollment import
- c. Consolidate into programs

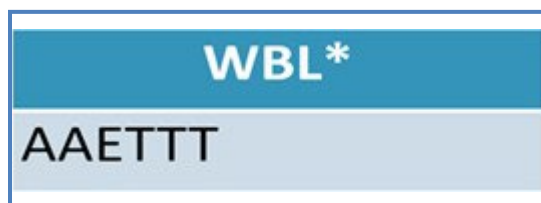
2. Programs

- a. Manage Work Based Learning - manual entry (and review)
- b. Import Work Based Learning (by program)

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

Work Based Learning Categories	Code
Career <b>A</b> wareness	A
Career <b>E</b> xploration	E
Career <b>P</b> reparation	P
Career <b>T</b> rainning	T
Registered <b>Y</b> outh Apprenticeship	Y

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



In this example, the characters “AAETTT” have been entered into a WBL text field. This represents a student with two Career Awareness experiences, one Exploration



experience, and three Training events. Please refer to the Work Based Learning Continuum Guide on the OCTE website for additional coding guidance and examples:

[https://www.michigan.gov/documents/mde/WBL\\_Continuum\\_Guide\\_703181\\_7.pdf](https://www.michigan.gov/documents/mde/WBL_Continuum_Guide_703181_7.pdf)

## **MANAGE WORK BASED LEARNING**

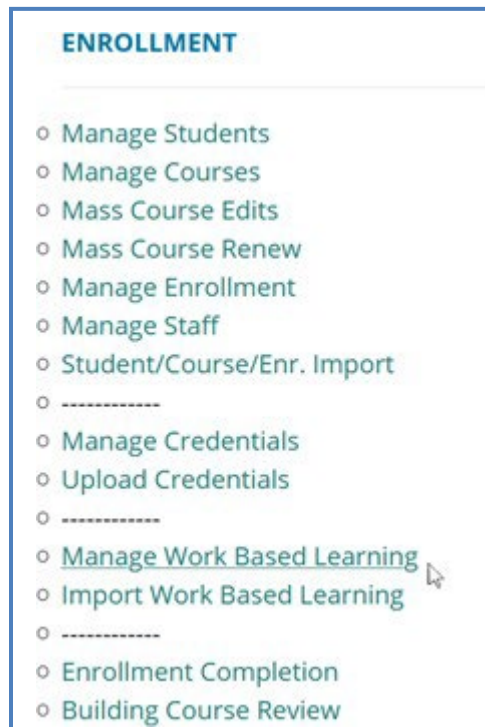
---

To manually record work-based learning data:

1. Log into CTEIS.com using your regular MILogin username and password.
2. From the navigation bar, click **Data Entry**.



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



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



A list of active programs will display in PSN order.

### Manage Work Based Learning

My Public Schools

Programs Found: 11

Export of all students with WBL

Psnn	Cip Code	Program Name	Psnn	Program Type	Building Name	Operating...	Operating...	Operating...
<a href="#">SELECT</a>	52.1999	Marketing Sales and Services	00001	Reg	School A	11111	My District	99999
<a href="#">SELECT</a>	52.1999	Marketing Sales and Services	00002	Reg	School B	22222	My District	99999
<a href="#">SELECT</a>	52.0299	Business Admin Mgt & Operations	00003	Reg	School B	22222	My District	99999
<a href="#">SELECT</a>	52.0800	Finance & Financial Mgt Services	00004	Reg	School A	11111	My District	99999
<a href="#">SELECT</a>	52.0800	Finance & Financial Mgt Services	00005	Reg	School B	22222	My District	99999
<a href="#">SELECT</a>	11.0201	Computer Programming/Program...	00006	Reg	School A	11111	My District	99999
<a href="#">SELECT</a>	11.0801	Digital/Multimedia & Information ...	00007	Reg	School A	11111	My District	99999

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

### Manage Work Based Learning

My Public Schools

Programs Found: 11

Export of all students with WBL

Psnn	Cip Code	Program Name	Psnn	Program Type	Building Name	Operating...	Operating...	Operating...
<a href="#">SELECT</a>	52.1999	Marketing Sales and Services	00001	Reg	School A	11111	My District	99999
<a href="#">SELECT</a>	52.0800	Finance & Financial Mgt Services	00004	Reg	School A	11111	My District	99999
<a href="#">SELECT</a>	11.0201	Computer Programming/Program...	00006	Reg	School A	11111	My District	99999
<a href="#">SELECT</a>	11.0801	Digital/Multimedia & Information ...	00007	Reg	School A	11111	My District	99999
<a href="#">SELECT</a>	14.4201	Mechatronics	00008	Reg	School A	11111	My District	99999
<a href="#">SELECT</a>	15.0000	Engineering Technology	00009	Reg	School A	11111	My District	99999
<a href="#">SELECT</a>	52.1999	Marketing Sales and Services	00002	Reg	School B	22222	My District	99999

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

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

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

**Program Details**

PSN:00004      Type: Reg      CipCode: 52.0800      Finance & Financial Mgt Services

---

**Select Students**

( ) - All Currently Enrolled  
 ( 0000250 ) - Personal Finance I  
 ( 0000252 ) - Personal Finance II  
 ( ) - In school but not enrolled  
 ( ) - All students in program

Search by student UIC or Last Name

**Finance & Financial Mgt Services** will not have any WBL Experiences  
 Select this box if you know no Work Based Learning is being done in this Program.

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

8. View a list of students by selecting one of three radio buttons:

- a. All Currently Enrolled - Lists each student in CTEIS from the school district who is enrolled in any program.
- b. Active Courses - Active courses appear as individual selection options.

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

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

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

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

UIC	Name	WBL Events
<input type="checkbox"/> 1111111111	First Wname	
<input type="checkbox"/> 2222222222	First Hname	
<input type="checkbox"/> 3333333333	First Hname	
<input type="checkbox"/> 4444444444	First Wname	
<input type="checkbox"/> 5555555555	First Rname	
<input type="checkbox"/> 6666666666	First Sname	ATE
<input type="checkbox"/> 7777777777	First Dname	
<input type="checkbox"/> 8888888888	First Hname	
<input type="checkbox"/> 9999999999	First Jname	
<input type="checkbox"/> 0000000000	First Cname	

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

- . A - Career Awareness
- . T - Career Training
- . E - Career Exploration
- . P - Career Preparation
- . Y - Youth Apprenticeships

10. To change the experiences associated with a student, mark the checkbox next to that student's UIC to reveal a panel labeled **Enter Work Based Learning Experience Codes to apply to student group**. In this panel, you may enter up to 30 WBL codes and then choose from the following two options:

- a. **Overwrite Events** – This button removes previous experiences from the marked student's record and replaces them with your newly entered experiences.
- b. **Append Events** – This button adds your newly entered experiences to those previously associated with the marked student.

The screenshot shows a table with columns for UIC, Name, and WBL Events. A vertical column of red 'Del' buttons is positioned to the right of the table. To the right of the table is a panel titled 'Enter Work Based Learning Experience Codes to apply to student group.' This panel includes a text input field containing 'APA', two buttons labeled 'Overwrite Events' and 'Append Events', and a list of 'Valid Codes' with their corresponding descriptions: A: Career Awareness, T: Career Training, E: Career Exploration, P: Career Preparation, and Y: Youth Apprenticeships.

UIC	Name	WBL Events	
<input type="checkbox"/> Select All			
<input type="checkbox"/> 0000814596	First Wname	TTTAAA	Del
<input checked="" type="checkbox"/> 0144314230	First Dname	YET	Del
<input type="checkbox"/> 0144500332	First Bname	APA	Del
<input type="checkbox"/> 0145723535	First Lname	APA	Del
<input type="checkbox"/> 0172054510	First Tname	APA	Del

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

## **WORK BASED LEARNING DATA REPORTING TRACKING SHEET**

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

This form is designed so that teachers or WBL coordinators can track student experiences throughout the year and then provide the form to CTEIS data entry staff who can directly upload the information into CTEIS. This process minimizes additional editing as well as errors in data communication and entry.

You may download the WBL DRTS spreadsheet from the CTEIS Knowledge Base. It is pre-filled with headers for student Unique Identifier Codes (UICs), first names, last names, Program Serial Numbers (PSNs) and program names. A blank column is also included for the entry of work based learning experiences. The options for download are every student enrolled in a program in your district, all currently enrolled, all students enrolled in a current course, or students enrolled in the program that are not currently enrolled. If students have not yet been assigned to courses, only a subset of these choices will be available. See the importing section and appendix below for further instruction on importing with CTEIS.

## **GENERATING A WORK BASED LEARNING REPORT**

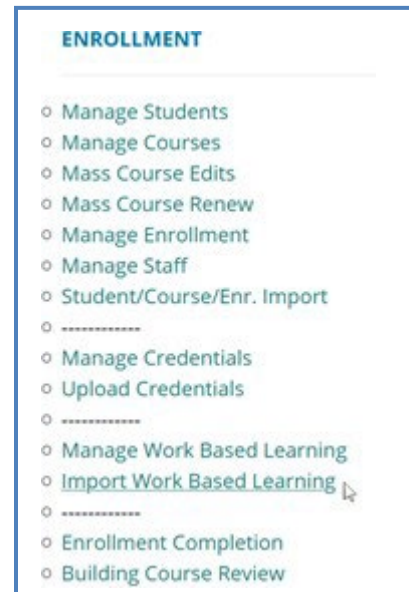
---

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



## IMPORT WORK BASED LEARNING ENTRY

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



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

To import data, carry out the following steps:

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





## Import Work Based Learning

**Import Work Based Learning.** Import Records

Choose File... Load Records

UIC	First Name	Last Name	PSN	CIP Code	Program Name	Work Based Learning Events
<b>Status:</b>						
1111111111	First	Wname	12345	52.0299	Business Admin Mgt & Operations	TTEE
2222222222	First	Cname	12345	52.0299	Business Admin Mgt & Operations	A
3333333333	First	Bname	12345	52.0299	Business Admin Mgt & Operations	AEY
4444444444	First	Sname	12345	52.0299	Business Admin Mgt & Operations	YYY
5555555555	First	Zname	12345	52.0299	Business Admin Mgt & Operations	
Cannot Import - Missing events.						

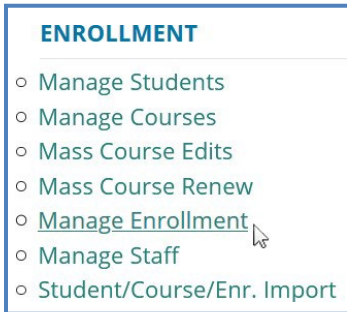
4. To correct any errors, adjust your import file, then upload the file again.
5. Click the **Import Records** button above the grid to import your work based learning experiences. Records within your import file that contain errors will be omitted; only error-free entries will be saved to the database.

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

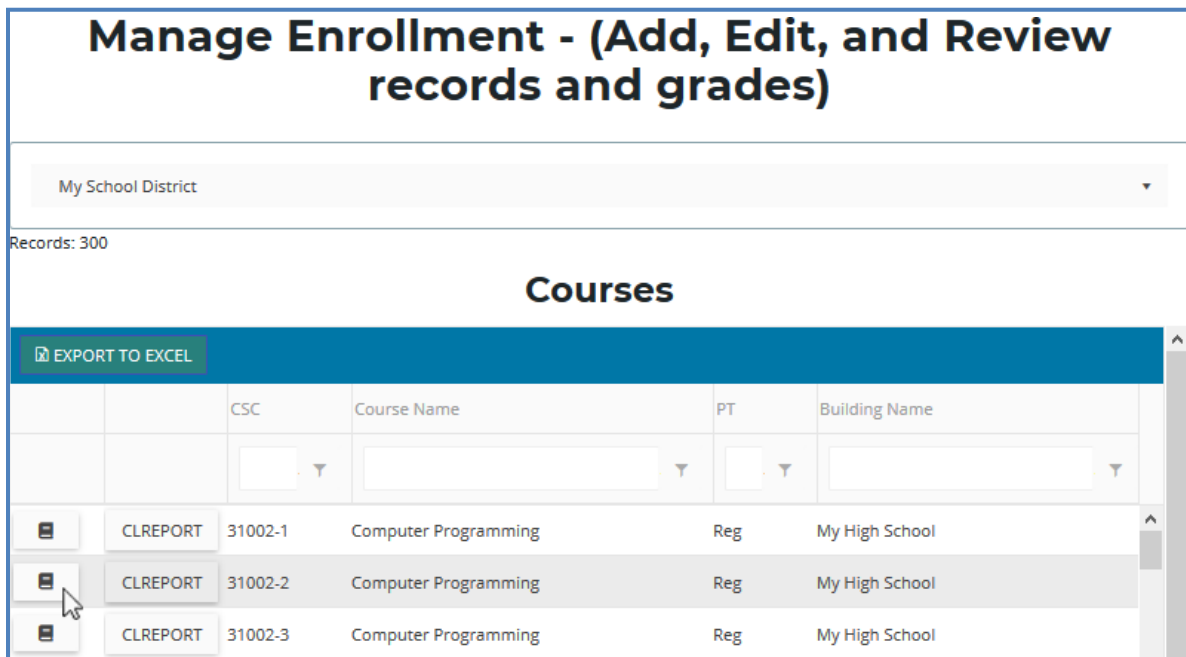
- Students are in the correct PSN.
  - PSNs are in buildings you have access to.
  - WBL experiences are valid and included.
6. Verify that your student and program names are correct after import.

# MANAGE WORK BASED LEARNING THROUGH ENROLLMENTS

To open the Manage Enrollment screen:



1. Log into CTEIS at [www.cteis.com](http://www.cteis.com) using your MILogin 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.



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

To add work based learning experiences via Manage Enrollment:

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

**Enrolled Students**

\*hold control to select multiple\*

Total enrollment: 5

Select All

EXPORT TO EXCEL

			Last Name	First Name	LetterGrade	Begin Date	Exit Date	WBL
	EDIT	DELETE	Bname	First	-	1/27	6/12	YET
	EDIT	DELETE	Dname	First	-	1/27	6/12	YET
	EDIT	DELETE	Lname	First	-	1/27	6/12	YET
	EDIT	DELETE	Tname	First	-	1/27	6/12	YET
	EDIT	DELETE	Wname	First	-	1/27	6/12	YET

## Update Selected Enrollments

\*Indicates required.

**New Enter Date\***

**New Exit Date\***

**Update Dates**

**Work Based Learning**

**Update WBL Codes**

**New Subsection\***

**Update Subsection**

**New Grade\***

**Update Grades**

UIC	First Name	Last Name	Subsection	Enter Date	Exit Date	WBL Code
1111111111	First	Bname	A	01/27	06/12	YET
3333333333	First	Lname	A	01/27	06/12	YET
4444444444	First	Tname	A	01/27	06/12	YET

1 - 3 of 3 items

**Delete Enrollments**

**Close**

- In the **Work Based Learning** panel, enter the codes for any work based learning experiences you wish to add to the student records, then click **Update WBL Codes**. Please note that this will overwrite any work based learning experiences already displayed in the Enrolled Students grid.

4. When utilizing the Manage Work Based Learning feature, please note that you may choose to replace work based learning experiences according to data entered via Manage Enrollment. To do this, select a program and then click the **Update WBL from Enrollments** button.

**Computer Programming/Programmer** will not have any WBL Experiences

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

**This Program currently has WBL listed.**

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

**Update WBL from Enrollments**

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

## ADDITIONAL WORK BASED LEARNING INFORMATION

### Work Based Learning Import Table

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

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

1. Column F: Districts enter a code for each work based learning occurrence experienced by the student in the specified PSN during the school year in the following format:

- a. Enter codes without spaces between them.
- b. Enter one code for each discrete work based learning occurrence. Refer to the work based learning guidance document and examples found at:

[https://www.michigan.gov/documents/mde/WBL\\_Continuum\\_Guide\\_703181\\_7.pdf](https://www.michigan.gov/documents/mde/WBL_Continuum_Guide_703181_7.pdf).

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

<b>WorkBasedLearningEvents*</b>
AAETTT

2. If a program has no work based learning events, the UIC field should be set to 9999999999 and the column F should contain the capitalized word NONE.

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

Work based learning data is due and submitted with the Spring Enrollment collection at the end of each school year. For the 2021-2022 year, this data is:

- Due to CEPD Administrators: June 16, 2022
- Due to OCTE: June 23, 2022

For further assistance, please contact Celena Mills ([MillsC1@michigan.gov](mailto:MillsC1@michigan.gov)) or Lee Greenacre ([GreenacreL@michigan.gov](mailto:GreenacreL@michigan.gov)) at OCTE.



# MANAGE STAFF

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

## OPEN THE MANAGE STAFF PAGE

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### ENROLLMENT

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

To open the Manage Staff page:

1. Log into CTEIS at [www.cteis.com](http://www.cteis.com) using your MILogin 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 35.

## Manage Staff (Add, Edit and Review records)

Enter Last Name or PIC to search by:

	PIC	Last Name	First Name	Middle...	Gender	Date of Birth	Most Recent Course	Agency	Building
	266536	RXGRZRP	DYQLO	J	F		MARKETING 2	Chippewa Valley Schools	Dakota High School
	12465	DQUXBL	PVNUQB	B	F		CYBERSECURITY 1B	Chippewa Valley Schools	Chippewa Valley High Sc
	578571	OWGE	JOCWR	L	F		PARENTING	Chippewa Valley Schools	Dakota High School
	6625	QWQO	GBWAJ	A	M		WOODS 6 BC 1HR	Chippewa Valley Schools	Dakota High School
	41184	PPKON	CGWQDVT	E	F		ANATOMY/HEALTH 1B	Chippewa Valley Schools	Chippewa Valley High Sc
	588381	IASKRS	FMUQVRVO	R	M		CONSTRUCTION 1YD	Chippewa Valley Schools	Dakota High School
	177377	Laramie	Wendy	C	F		EARLY CHILDHOOD 1...	Chippewa Valley Schools	Dakota High School
	44864	ZBOLO	BQBICK	D	F		HEALTH	Chippewa Valley Schools	Chippewa Valley High Sc
	99999992	EMC	College Instr	F			MECH DESIGN 1A/* TE...	Chippewa Valley Schools	Dakota High School
	241063	CVOQM	HYWOFCK	D	F		Not Assigned	Not Assigned	Not Assigned
	37875	S Y	GTYWXP (SU...		F		ANATOMY/HEALTH 2B	Chippewa Valley Schools	Dakota High School
	18426	gggdawfdrfy	WDVTZI	A	F		ANATOMY/HEALTH 1B	Chippewa Valley Schools	Dakota High School
	51288	DWGYX	TOTPVKEW	E	M		RESEARCH DEV 1 YB 1...	Chippewa Valley Schools	Dakota High School
	54665	LQYU	WC V D	D	M		MARKETING 2	Chippewa Valley Schools	Dakota High School
	407	DN	IOYWO		F		BUSINESS MGMT & TE...	Chippewa Valley Schools	Dakota High School

Search

### Manage Staff

Pic Valid:

Date:

\*Indicates a required core field

\*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](#) page 35.

## 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](#), or REP which includes instructions on how to search for an existing PIC number.

If you do not have REP login credentials, the Michigan Online Educator Certification System or (MOECS) is a Online public credential system that does not require REP login. visit: [MOECS](#) to search/verify employee information.

***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.

The screenshot shows a web form titled "Manage Staff". At the top, there are three labels: "Pic Valid:" and "Date:". Below these, a legend indicates that an asterisk (\*) denotes a required core field. The form contains the following fields: a dropdown menu for "PIC"; text input fields for "First Name" and "Last Name"; a text input field for "Middle Initial"; a date picker for "Date of Birth"; radio buttons for "Gender" (Male and Female); a date picker for "Expiration Date"; and a text input field for "Certifications/Notes". At the bottom of the form are two buttons: "Update Staff" (green) and "Cancel" (red).

**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 33.

**Manage Staff**

\*Indicates a required core field      Pic Valid:      Date:

\*PIC: 000016

\*First Name: Mario

\*Last Name: Gonzales

Middle Initial: L

Date of Birth: 01/12/1967

Gender:  
 Male  
 Female

Expiration Date:

Certifications/Notes:

Update Staff      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 73.
2. Click the **apple 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.

The screenshot displays a table of staff members with columns for ID, name, email, gender, department, and school. The staff member with ID 407 is selected, and their details are shown in a panel on the right. The 'Update Staff' button is circled in red.

ID	Name	Email	Gender	Department	School
37875	S Y	GTWKWXP (SU...	F	ANATOMY/HEALTH 2B	Chippewa Valley Schools
18426	gggdawfdgrfgv	WDVTZI	A	ANATOMY/HEALTH 1B	Chippewa Valley Schools
51288	DWGYX	TOTPVXEW	E	RESEARCH DEV 1 YB 1...	Chippewa Valley Schools
54665	LQYU	WC V D	D	MARKETING 2	Chippewa Valley Schools
407	DN	IOYXVO	F	BUSINESS MGMT & TE...	Chippewa Valley Schools

Female

Expiration Date:

Certifications/Notes:

Update Staff Cancel

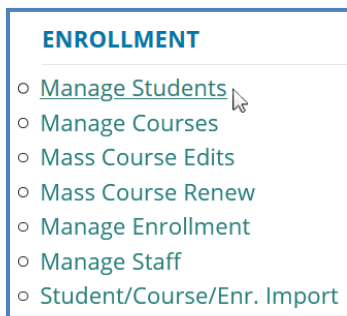
1 - 30 of 7222 items

# 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](http://www.cteis.com) using your MILogin 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 set to 'A. High School - A. School District'. To the right is a checkbox for 'Include Students Who Left School'. Below this is a search box containing '9876543210' with a 'Search' button, a 'Clear Input' button, and an 'Add Student' button. Below the search area, it says 'Records: 1'. There is a blue bar with 'EXPORT TO EXCEL' and 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.

## 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](#) page 78.
2. Click the **Add Student** button. The **Student Details** panel opens.

The screenshot shows the 'Manage Students - (Add, Edit, and Review records)' interface. At the top, there is a dropdown menu for 'Select Building...' currently set to 'A. High School - A. School District'. To the right is a checkbox for 'Include Students Who Left School'. Below this is a search box containing 'Search By UIC/LastName' with a 'Search' button, a 'Clear Input' button, and an 'Add Student' button. The 'Add Student' button is highlighted with a mouse cursor.

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

<b>Student Core Information * fields are required</b>		<b>UIC: *</b> <input type="text"/>
<b>First Name: *</b> <input type="text"/>	<b>Address1:</b> <input type="text"/>	<b>MSDS Data</b> MSDS Last Updated: LEP: Grade: Exit Status: Race/Ethnic: Migrant: Foster Care: <b>No</b> Homeless: <b>No</b> Military: <b>No</b> Economically Disadvantaged: Disabled: Single Parent <input type="checkbox"/> Out of Work Force <input type="checkbox"/>
<b>Middle Name:</b> <input type="text"/>	<b>Address2:</b> <input type="text"/>	
<b>Last Name: *</b> <input type="text"/>	<b>City:</b> <input type="text"/>	
<b>Date of Birth *</b> <input type="text"/>	<b>State:</b> MI	
<b>Gender: *</b> <input type="text"/>	<b>ZipCode:</b> <input type="text"/>	
<b>Phone1:</b> <input type="text"/>	<b>E-Mail:</b> Enter@Email.com	
<b>Phone2:</b> <input type="text"/>	<b>Sending Facility *</b> Select Building...	
<b>Add Student</b>		

For details on how to enter this information, refer to [Student Demographic Fields](#) on page 81.

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 84.



## STUDENT DEMOGRAPHIC FIELDS

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

### Student Details Panel

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

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

**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.

The screenshot shows a form titled "Student Core Information \* fields are required". The form is divided into two columns. The left column contains fields for First Name (\*), Middle Name, Last Name (\*), Date of Birth (\*), Gender (\*), Phone1, and Phone2. The right column contains fields for Address1, Address2, City, State, ZipCode, E-Mail, and Sending Facility (\*). The State field is currently set to "MI".

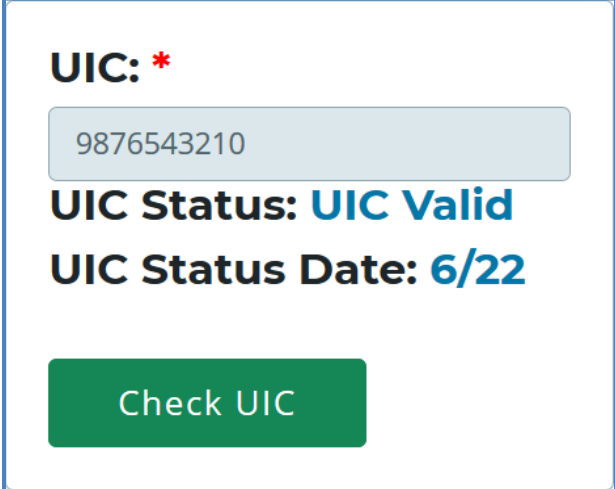
Student Core Information * fields are required	
<b>First Name: *</b> Robert	<b>Address1:</b> 123 Maple St.
<b>Middle Name:</b> 	<b>Address2:</b> 
<b>Last Name: *</b> Jones, III	<b>City:</b> Acme
<b>Date of Birth *:</b> 12/11	<b>State:</b> MI
<b>Gender: *</b> Male	<b>ZipCode:</b> 49876
<b>Phone1:</b> 999-888-7777	<b>E-Mail:</b> myEmail@acmeSchools.edu
<b>Phone2:</b> 666-555-4444	<b>Sending Facility *:</b> 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 [Issue Tables](#) on page 106.

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

Programs		
Cip Code	Program Name	Completion Status
15.1301	Drafting/Design Technology	Completer
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

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

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

## **EDIT OR REVIEW AN EXISTING STUDENT**

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To edit or review a student's demographic details:

1. Open the **Manage Students** screen. For details, refer to Open the Manage Students Screen page 78.
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

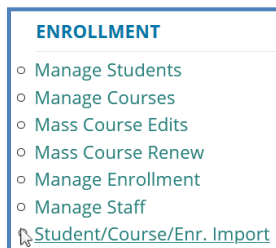
Before you begin importing your data, ensure that you:

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

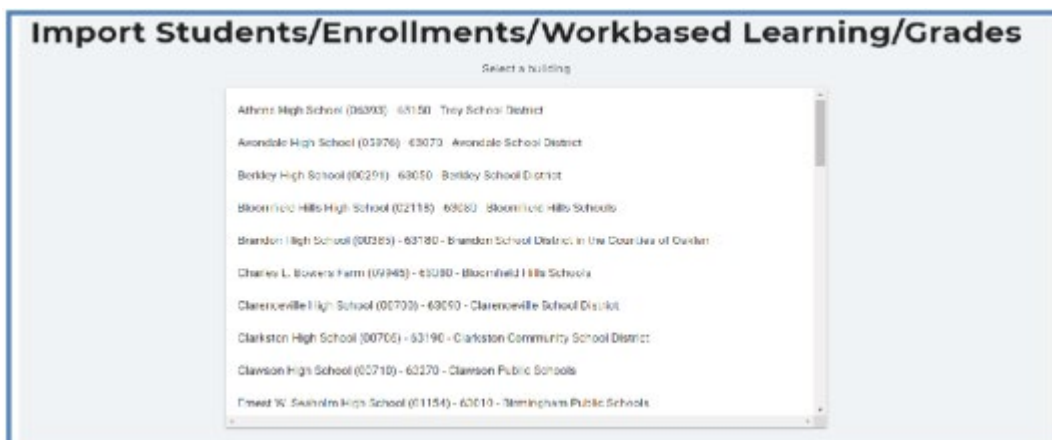
For an error resolution guide and other detailed information, refer to the Appendix: [Import Formats](#) on page 125.

## IMPORT STUDENT DATA

To import data, carry out the following steps:

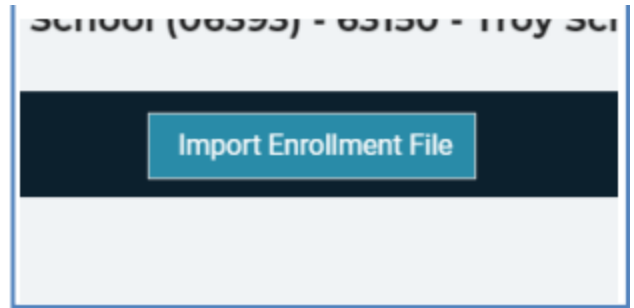


1. From the navigation menu, click **Data Entry**, then **Student/Course/Enr. Import**.
2. On the **Select building to import** screen, click the **student icon** of the building you wish to import records into.
3. Beneath the **selected Building**, click the **Import Enrollment File...** link and locate your import file.

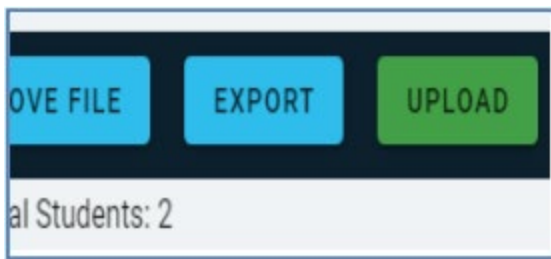




- Review the imported records from the uploaded file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
- To correct any errors, click the **Remove File** button to reset the screen, adjust your import file, then upload the file again.
- Click the **Upload Button** to import all error-free student records.



<span>REMOVE FILE</span> <span>EXPORT</span> <span>UPLOAD</span>										
Search <input type="text"/> Total Items: 2 Total Students: 2										
RESULT	UIC	FNAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD	PHONE1	PHO1
Update Student	3409530555	Green	u	James	M	11/17/2001	63070	00161	65465	654
RESULT	UIC	FNAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD	PHONE1	PHO1
Student Errors found	9999951227	Blue	S	Sally	F	1234	63070	00161	52665	222
Date of birth invalid										
RESULT	CSC					BESDATE	ENDDATE			
Enrollment Errors found	back4blood					06/01/2000	9/0/2000			
End date invalid Work based learning invalid										



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

For further reference see the Student Import File Specifications Guide.

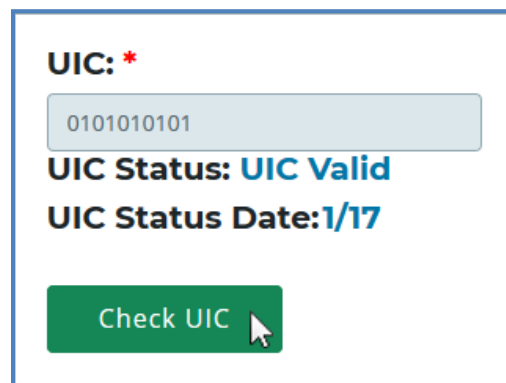
# REVIEW STUDENTS

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 74.
2. Choose the student's sending facility from the **Select Building...** drop-down menu to load students from that building into the student grid. Alternatively, enter the student's UIC or last name into the **Search By UIC/LastName** search box and then click the **Search** button.
3. Click the **student icon** of a student whose UIC you wish to verify. **UIC information** is displayed in a panel.
4. Click the **Check UIC** button to ensure that the entered UIC is valid and that CTEIS is able to locate the student's core information within the MSDS.

## BAD UIC BY BUILDING REPORT

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

Learning that works for Michigan <b>CTE</b>		Michigan Department of Education Office of Career and Technical Education - CTEIS Report		MICHIGAN CTEIS	
<b>Invalid UICs</b>					
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](#) page 45.

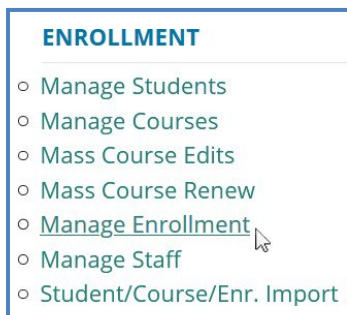
Learning that works for Michigan <b>CTE</b>		Michigan Department of Education Office of Career and Technical Education - CTEIS Report		MICHIGAN CTEIS	
<b>UICs with No Current MSDS Record</b>					
CEPD 99					
Fiscal Agency School District (22222)					
Building High School (33333)					
Home Facility High 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](http://www.cteis.com) using your MILogin 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.

The screenshot shows the "Manage Enrollment - (Add, Edit, and Review records and grades)" screen. It includes a "School District" dropdown, a "Records: 108" indicator, and a "Courses" table. The table has columns for CSC, Course Name, FT, Building Name, Class Start, Class End, CP Code, and other details. Two rows of course data are visible.

	CSC	Course Name	FT	Building Name	Class Start	Class End	CP Code	Pin	HP	
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	CLASPORT	HSCT340-2 DLT	COMPUTER AIDED DESIGN S1	Reg	High School 09076	09/08/2021	01/19/2022	15.1306	C17	1
<input type="checkbox"/>	CLASPORT	HSCT340-1	COMPUTER AIDED DESIGN S1	Reg	High School 09076	09/08/2021	01/22/2022	15.1301	C19C2	2

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

**COMPUTER AIDED DESIGN S1**

Course Section Code: HSCT340-2 DLT      Dates: 9/8/2021 - 1/15/2022

Enroll Students    Update Enrolled Students    Copy/Transfer Student

**Enrolled Students**

\*hold control to select multiple\*

Total enrollment: 5

Select All

EXPORT TO EXCEL

	Last Name	First Name	LetterGrade	Begin Date	Exit Date	WBL	SubSecti
EDIT X DELETE	Qname	Wname		9/8/2021	1/15/2022		A
EDIT X DELETE	Dname	jones	R	1/15/2022	1/15/2022		A
EDIT X DELETE	Qname	Wn		9/8/2021	9/8/2021		A
EDIT X DELETE	Qname	Bob	A	9/10/2021	9/10/2021		A
EDIT X DELETE	Rname	Afname	-	9/8/2021	1/15/2022		A

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

## ENROLL STUDENTS

To enroll students into CTE courses in CTEIS:

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

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

The screenshot shows the 'Enrolled Students' interface for the course 'Cybersecurity & Hacking Tech S1'. At the top, the course section code is 'HSCT470-2' and the dates are '3/3/2022 - 9/16/2021'. Below this are three buttons: 'Enroll Students', 'Update Enrolled Students', and 'Copy/Transfer Student'. The main heading is 'Enrolled Students'. A note says '\*hold control to select multiple\*'. Below that, it says 'Total enrollment: 2' and there is a 'Select All' button. There is also an 'EXPORT TO EXCEL' button. The main table has columns for 'Last Name', 'First Name', 'LetterGrade', 'Begin Date', 'Exit Date', and 'WBL'. There are two rows of student data, each with an 'EDIT' and 'DELETE' button.

		Last Name	First Name	LetterGrade	Begin Date	Exit Date	WBL
↓	EDIT	DELETE	Rlname	Cfname	A	9/1/2020	1/15/2021
↓	EDIT	DELETE	Slname	Afname	A	9/1/2020	1/15/2021

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

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

## EDIT ENROLLED STUDENTS

To edit your enrollment records:

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

**Update Selected Enrollments**

\*Indicates required.

**New Enter Date\*** 9/2 **New Exit Date\*** 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
222222222			A	09/04	11/18
555555555			A	10/01	01/25

**Delete Enrollments** 1 - 2 of 2 items

5. Edit any of the following fields:

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

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

## **COPY/TRANSFER MARKED STUDENTS**

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

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



6. Enter the **Enter Date**, **Exit Date**, and **Subsection** that the selected students are to retain when copied or transferred.

7. Click either of the two buttons:

- **Copy Enrollment** – Click this button to keep student enrollment records within the original course intact and to duplicate them into the course section indicated in the “Available Building Courses” field.
- **Transfer Enrollment** – Click this button to remove student enrollment records from the original course and move them into the course section indicated in the “Available Building Courses” field.

**Copy/Transfer Selected Enrollments**

\*Indicates required.

New Course\*

Select Course...

Enter Date\*

3/2/2022

Exit Date\*

3/15/2021

Subsection\*

Copy Enrollments Transfer Enrollments

JIC	First Name	Last Name	Subsection	Enter Date	Exit Date
000219500	Jonathan	Harris	L	03/01/2021	03/01/2021
0010144500	Kevin	Oliver	B	03/01/2021	03/01/2021

1 - 2 / 2 Rows

Close

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

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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 88. Upon selecting a district, a default list of your currently active courses is displayed.
2. Click the **book icon** of a course containing enrollments that you wish to copy or transfer. **Enrolled students** are displayed in a grid.
3. Click the **Edit** button of an enrollment that you wish to update.

For grade code information, refer to [Letter Grade Definitions and Comparable GPAs](#) on page 100.

- 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.

**Cybersecurity & Hacking Tech SI**

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Course Section Code: HSCT47D-1      Dates: 3/3/2022 - 9/16/2021  
 Credits      College: 6.00

**Enrolled Students**

*\*Hold control to select multiple\**

Total enrollment: 4

		Last Name	First Name	LetterGrade	Begin Date	Exit Date	WBL
<input type="button" value="↓"/>	<input checked="" type="checkbox"/> UPDATE <input type="checkbox"/> CANCEL	Hname	Spitgate	C	9/27/2021	9/30/2021	
<input type="button" value="↓"/>	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>	Mname	Hfname	C	9/27/2021	9/30/2021	
<input type="button" value="↓"/>	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>	Dname	Hname		9/27/2021	9/30/2021	
<input type="button" value="↓"/>	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>	Pname	Lfname	C	9/13/2021	9/17/2021	

You may also import grades into the CTEIS database as letter codes or numeric GPAs. Refer to Importing Enrollments (with Grades) on page 101.

## **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:

<b>Letter Grade</b>	<b>Comparable Grade</b>
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 129.

The import process is similar to importing students, which is discussed in Importing Students on page 88. 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**

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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 74.
2. Choose the student's sending facility from the **Select Building...** drop-down menu to load students from that building into the student grid. Alternatively, enter the student's UIC or last name into the **Search By UIC/LastName** search box and then click the **Search** button.
3. Click the **student icon** of a student that you wish to review. **Student Details** are displayed in a panel
4. In the **Programs** panel, click on a **CIP Code** button to open the **Program Enrollment Details** panel and view a chart of the segments that the student has received credit for as well as those pending for the current semester.
5. Verify that the students are enrolled in the correct **subsection** and assigned the correct **segments**. Obtain sign-off from instructors to ensure that your information is correct.

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



# 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; to review your data the following reports/exports are suggested. These include:
  - 3 year Instructional Design Report
  - Program Enrollment History Report

## VALIDATE YOUR ENROLLMENT DATA

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1. Log into CTEIS at [www.cteis.com](http://www.cteis.com) using your MILogin 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.

## Enrollment Collection Completion

Select Year:

2021-2022

Buildings: 46

			CEPD	Fiscal Agency Number	Fiscal Agency Name	Operating Agency N...	Operating Agency N...	Building Number	Building Name	Building Status
VALIDATE	4483 RPT	4483 STD	39	63000	Oakland Schools	63000	Oakland Schools	08756	Oakland Schools Technica...	
VALIDATE	4483 RPT	4483 STD	39	63000	Oakland Schools	63000	Oakland Schools	08812	Oakland Schools Technica...	
VALIDATE	4483 RPT	4483 STD	39	63000	Oakland Schools	63000	Oakland Schools	08813	Oakland Schools Technica...	

- 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 104.

✖ You have 724 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: 6851 - Collisio...	Oakland Schools Techn...	Program 6851 - Collisio...	08756	716			
ERROR	1PROGRAM	Program: 6852 - Autom...	Oakland Schools Techn...	Program 6852 - Autom...	08756	716			
ERROR	1PROGRAM	Program: 6854 - Constr...	Oakland Schools Techn...	Program 6854 - Constr...	08756	716			
ERROR	1PROGRAM	Program: 8609 - Graphi...	Oakland Schools Techn...	Program 8609 - Graphi...	08756	716			
ERROR	1PROGRAM	Program: 16599 - Thera...	Oakland Schools Techn...	Program 16599 - Thera...	08756	716			

- 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 **Program Enrollment History Report** as given in Review Completers on page 118 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.

## **BEST PRACTICES FOR UIC RESOLUTION**

---

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

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

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

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

## **FURTHER ASSISTANCE**

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

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

## ISSUE TABLES

Error Level	Error Message	Resolution
<b>Student Core Information Error Messages</b> 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
<b>Error Messages for Enrollment Report Processing</b>		
<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"> <li>- 27 or older, cannot be funded:</li> <li>- Younger than 12, cannot be funded:</li> </ul>	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"> <li>- Invalid/Wrong Gender:</li> <li>- Invalid/Missing/Wrong Race Ethnic:</li> <li>- Invalid/Missing/Wrong School Grade:</li> <li>- Handicap w/o Handicap Type/ or Invalid Handicap Type:</li> </ul>	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"> <li>Course Missing Dual Enrollment Eligibility Type:</li> <li>Dual Enrollment Eligibility Type [eligibility type code - description] Invalid:</li> </ul>	Select the appropriate Dual Enrollment Eligibility type from the Manage Courses screen.
<i>Class</i>	<ul style="list-style-type: none"> <li>Course Missing Virtual Delivery value:</li> <li>[virtual delivery code] is an Invalid Virtual Delivery Value:</li> </ul>	Select the appropriate Virtual Delivery type from the Manage Courses screen.
<i>Class</i>	<ul style="list-style-type: none"> <li>Invalid Class Dates:</li> <li>Invalid Class Dates for 1st Semester:</li> <li>Invalid Class Dates for 2nd Semester:</li> <li>Invalid Class Dates for Summer Semester:</li> </ul>	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"> <li>- Teacher [teacher's last name] Missing PIC:</li> <li>- Teacher [teacher's last name] PIC invalid:</li> </ul>	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"> <li>- First semester course without enrollments or without Beg Date or End Date:</li> <li>- Second semester without enrollments or without Beg Date or End Date:</li> <li>- Summer session without enrollments or without Beg Date or End Date:</li> <li>- Special/Trimester without enrollments or without Beg Date or End Date:</li> </ul>	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
<b>Warning Messages for Enrollment Report Processing</b>		
<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 STUDENT UICS AND GRADES

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

## BAD UIC BY BUILDING REPORT

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

Learning that works for Michigan <b>CTE</b>		Michigan Department of Education Office of Career and Technical Education - CTEIS Report		MICHIGAN <b>CTEIS</b>	
<b>Invalid UICs</b>					
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.

Learning that works for Michigan <b>CTE</b>		<b>Current Year Missing Grade Report</b>		MICHIGAN <b>CTEIS</b>	
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 41.

Learning that works for Michigan <b>CTE</b>		Michigan Department of Education Office of Career and Technical Education - CTEIS Report			MICHIGAN CTEIS	
<b>UICs with No Current MSDS Record</b>						
CEPD 99						
Fiscal Agency School District (22222)						
Building High School (33333)						
Home Facility High School						
UIC	Student Name	MSDS Date	Exit Status	Grade Level		
888888888	Aman, N.	5/2	19			
999999999	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	

# REVIEW STUDENT ADVANCEMENT

It is important to understand how students receive advancement status and to ensure that you maximize advancement in the programs produced. The greatest causes of students not advancing 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 advancement throughout the data entry cycle by obtaining sign-off from instructors. Appropriate instructional design is crucial for producing student advancement, those students 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. Additionally, by completing the competency requirement of 2.0 grade or higher obtaining 3 or more Perkins 5 Competencies/ 2 Perkins 5 Competencies plus OCTE approved credential.

### Perkins 4

PK5	Updated Perkins Report Course Log	Course/Name	Course Section	Begin Date	Sold Course Seg	Sold Course Seg	Sold Course Seg	Sold Course Seg	Sold Course Seg	CEIS No	FA Name	DA Name	DB Name	Grade	
20549	11.8201	04								39	63070	Avondale Schoc	Avondale Schi	Avondale High School	23976
20549	11.8201	04	Computer Programming I S1	H5CT460-1	9/3/2019	3084560808000									
20549	11.8201	04	Computer Programming I S1	H5CT460-2	9/3/2019	3084560808000									
20549	11.8201	04	Computer Programming II S1	H5CT460-1	9/3/2019	3084560808000									
20549	11.8201	04	Computer Programming II S1	H5CT460-2	9/3/2019	3084560808000									
20549	11.8201	04	Computer Programming II S2	H5CT460-2	1/23/2020	0230007000126									
20549	11.8201	04	Computer Programming II S2	H5CT464-2	1/23/2020	0230007000126									
20549	11.8201	04	Computer Programming II S2	H5CT464-2	1/23/2020	0230007000126									
20549	11.8201	04	Computer Programming II S1	H5CT460-2	9/2/2021	3084560808000									
20549	11.8201	04	Computer Programming II S1	H5CT460-2	9/2/2021	3084560808000	1234560000000	1234560000000	1300000000000						
20549	11.8201	04	Computer Programming II S1	H5CT460-1	9/2/2021	3084560808000									
20549	11.8201	04	Computer Programming I S1	H5CT460-2	9/2/2021	3084560808000	0000000000000	0000000000000	0000000000000						
20549	11.8201	04	Computer Programming I S1	H5CT460-2	9/2/2021	3084560808000	1234560000000	1234560000000	1300000000000						
20549	11.8201	04	Computer Programming II S2	H5CT464-1S	9/2/2021	0230007000126	0000000000000	0000000000000	0000000000000						
20549	11.8201	04	Computer Programming II S2	H5CT464-1S2	9/2/2021	0230007000126	0000000000000	0000000000000	0000000000000						
20549	11.8201	04	Advanced Studies in CTE I S1	H5CT 533-1P	3/10/2022	0000000000000	0000000000000	0000000000000	0000000000000						
20549	11.8201	04	Computer Programming I S1	H5CT460-1	3/10/2022	3084560808000									

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.

# PROGRAM ENROLLMENT HISTORY REPORT

The Program Enrollment History Report Export is provided to examine students advancement through the review of the student's course enrollment in a course. By examining all the courses, a student has been enrolled in CTEIS, you can

- 1) Verify the enrollments
- 2) Verify the Segments or Competencies provided by that course
- 3) Compare vs all the segments/competencies available in that program
- 4) Verify the student's grade in that course.

This export is grouped, first by program, then by student listing all the courses enrolled in. Perkins 4 programs are those that still use segments will be listed first. Perkins 5 programs are those that use competencies are listed last. The first record in the group is the program record, listing the PSN, CIP code, building and total segments or competencies available in that program. The Program Comp/Seg columns display the segments or competencies for that program.

## Perkins 4

PSN	CipCode	Perkin Program Comp/Seg	CourseName	Course Sec	BeginDate	Course Seg/Com	CEPD No	FANO	FA Name	DAName	OBName	OBNO	LIC	Last Name	First Name	Grade	Advanced	Exit Status
20549	11.0201	P4	1   2   3   4   5   6   7   8   9   10   11   12   Q					39	63070	Avondale	Avondale	Avondale	05976					
20549	11.0201	P4	Computer Programming I 51	H5CT461-2	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	1234567890	Hname	Fname	C-	19	
20549	11.0201	P4	Computer Programming I 52	H5CT462-1	1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	1234567890	Hname	Fname	F	19	
20549	11.0201	P4	Computer Programming I 51	H5CT461-1	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	2234567890	Kname	Fname	A	19	
20549	11.0201	P4	Computer Programming I 52	H5CT462-1	1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	2234567890	Kname	Fname	A	19	
20549	11.0201	P4	Computer Programming I 51	H5CT461-1	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	3234567890	Mname	Fname	C	19	
20549	11.0201	P4	Computer Programming I 52	H5CT462-1	1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	3234567890	Mname	Fname	P	19	

## Perkins 5

CipCode	Perkin Program Comp/Seg	CourseName	Course Sec	BeginDate	Course Seg/Com	CEPD No	FANO	FA Name	DAName	OBName	OBNO	LIC	Last Name	First Name	Grade	Advanced	Exit Status
46.0301	P5	A1   A2   A3   A4   A5   A6   A7   A8   A9   A10   A11   A12   A13   B1   B2   B3   B4   B5   B6   B7   B8   C1   C2   C3   C4   C5   C6   Z						10	28000	Northwes	Northwes	TBA	Caree	06145			
46.0301	P5	NULL						10	28000	Northwes	Northwes	TBA	Caree	06145			
46.0301	P5	NULL						10	28000	Northwes	Northwes	TBA	Caree	06145			
46.0301	P5	NULL						10	28000	Northwes	Northwes	TBA	Caree	06145			
46.0301	P5	NULL						10	28000	Northwes	Northwes	TBA	Caree	06145			
46.0301	P5	NULL						10	28000	Northwes	Northwes	TBA	Caree	06145			
46.0301	P5	NULL						10	28000	Northwes	Northwes	TBA	Caree	06145			
46.0301	P5	NULL						10	28000	Northwes	Northwes	TBA	Caree	06145			

The next set of records are grouped by a student listing all the courses they have been enrolled.

## Perkins 4

PSN	CipCode	Perkin Program Comp/Seg	CourseName	Course Sec	BeginDate	Course Seg/Com	CEPD No	FANO	FA Name	DAName	OBName	OBNO	LIC	Last Name	First Name	Grade	Advanced	Exit Status
20549	11.0201	P4	1   2   3   4   5   6   7   8   9   10   11   12   Q					39	63070	Avondale	Avondale	Avondale	05976					
20549	11.0201	P4	Computer Programming I 51	H5CT461-2	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	1234567890	Hname	Fname	C-	19	
20549	11.0201	P4	Computer Programming I 52	H5CT462-1	1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	1234567890	Hname	Fname	F	19	
20549	11.0201	P4	Computer Programming I 51	H5CT461-1	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	2234567890	Kname	Fname	A	19	
20549	11.0201	P4	Computer Programming I 52	H5CT462-1	1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	2234567890	Kname	Fname	A	19	
20549	11.0201	P4	Computer Programming I 51	H5CT461-1	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	3234567890	Mname	Fname	C	19	
20549	11.0201	P4	Computer Programming I 52	H5CT462-1	1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	3234567890	Mname	Fname	P	19	

## Perkins 5

CipCode	Perkin Program Comp/Seg	CourseName	Course Sec	BeginDate	Course Seg/Com	CEPD No	FANO	FA Name	DAName	OBName	OBNO	LIC	Last Name	First Name	Grade	Advanced	Exit Status	
46.0301	P5	A1   A2   A3   A4   A5   A6   A7   A8   A9   A10   A11   A12   A13   B1   B2   B3   B4   B5   B6   B7   B8   C1   C2   C3   C4   C5   C6   Z						20	28000	Northwes	Northwes	TBA	Caree	06145				
46.0301	P5	NULL						20	28000	Northwes	Northwes	TBA	Caree	06145	112234400	Aname	Fname	A
46.0301	P5	NULL						20	28000	Northwes	Northwes	TBA	Caree	06145	112234400	Aname	Fname	B
46.0301	P5	NULL						20	28000	Northwes	Northwes	TBA	Caree	06145	112234400	Aname	Fname	NULL
46.0301	P5	NULL						20	28000	Northwes	Northwes	TBA	Caree	06145	223445567	Aname	Fname	NULL
46.0301	P5	NULL						20	28000	Northwes	Northwes	TBA	Caree	06145	334456677	Cname	Fname	A
46.0301	P5	NULL						20	28000	Northwes	Northwes	TBA	Caree	06145	445566777	Cname	Fname	A
46.0301	P5	NULL						20	28000	Northwes	Northwes	TBA	Caree	06145	334456677	Cname	Fname	NULL

The name and course section code of the courses the student has been enrolled in are grouped and listed in chronological order by course begin date. This provides the

opportunity to see all the segments or competencies that the student may acquire. Keep in mind that current year course segments and competencies are dependent on receiving a 2.0 grade or above.

## Perkins 4

PSN	CipCode	Perkins Program	Comp/Seg	CourseName	Course Sec	BeginDate	Course Seg/Com	CEPD No	FANO	FAName	GAName	OBName	OBNO	UNC	Last Name	First Name	
20549	11.0031	P4	[ 1   2   3   4   5   6   7   8   9   10   11   12   Q ]					35	83670	Avondale	Avondale	Avondale	85576				
20549	11.0031	P4		Computer Programs HSC1481-1		9/1/2020	3004566899000	35	83670	Avondale	Avondale	Avondale	85576		2234567890	Mhame	Frame
20549	11.0031	P4		Computer Programs HSC1482-1		1/16/2021	8218000900920	35	83670	Avondale	Avondale	Avondale	85576		2234567890	Mhame	Frame
20549	11.0031	P4		Computer Programs HSC1451-1		9/1/2020	3004566899000	35	83670	Avondale	Avondale	Avondale	85576		2234567890	Mhame	Frame
20549	11.0031	P4		Computer Programs HSC1452-1		1/16/2021	8218000900920	35	83670	Avondale	Avondale	Avondale	85576		2234567890	Mhame	Frame
20549	11.0031	P4		Computer Programs HSC1481-1		9/1/2020	3004566899000	35	83670	Avondale	Avondale	Avondale	85576		2234567890	Mhame	Frame
20549	11.0031	P4		Computer Programs HSC1482-1		1/16/2021	8218000900920	35	83670	Avondale	Avondale	Avondale	85576		2234567890	Mhame	Frame

Please keep in mind that for Perkins 5 courses, we are in the process of updating the previous year courses the student may have attend and may display as segments instead of competencies. Until then, please take advantage of the Competency Profile report, found on the Reports Menu. This report translates previous year segments into current competencies.



## COMPLETE YOUR REPORT

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

Building Name ▼	Bldg Status ▼		Fiscal Status ▼	CEPD Status ▼	OCTE Status ▼
My High School		COMPLETE			

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

### FURTHER ASSISTANCE

Updates, newsletters, due dates, and links to important documentation can be found on the CTEIS homepage at [www.cteis.com](http://www.cteis.com).

If you have any technical questions, please contact the CTEIS Help Desk at [cteis.help@PTDtechnology.com](mailto: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 MILOGIN account. If you do not have a MILOGIN account, you can create one online at <https://milogintp.michigan.gov>. Click on the Sign Up 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](http://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](http://www.cteis.com) into any Internet browser address bar. This will open the login page for CTEIS, where you may click the “Login using MILOGIN” link, which will direct you to MILogin for third party homepage. 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 MILOGIN login works at the MILOGIN website (<https://milogintp.michigan.gov>). If you cannot login to the MILOGIN website, contact the MILOGIN Help Desk at (517) 335-0505.
2. If your login works on the MILOGIN 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](mailto: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**

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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
MILOGIN:	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**

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Due November 4	Fall Expenditures report
Due October 8	Fall teacher and course report
Due January 6	Follow-Up survey report
Due June 16	Spring Enrollment and Completion Collection report, including: <ul style="list-style-type: none"> <li>- EMC and Dual Enrollment data</li> <li>- Credentials</li> <li>- Work based learning experiences</li> </ul>

## ADDITIONAL DEFINITIONS

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More than a Concentrator – This student has completed, with a grade of 2.0 or better, course sections covering all 12 segments of a CTE program. [Perkins 5 Course Competencies- 3 or more PCCs. Or 2 PCCs plus OCTE approved Credential.]

Concentrator – This student has completed, with a grade of 2.0 or better, course sections covering at least 8 segments of a CTE program. [Perkins 5 Course Competencies- (PCC) 2 PCCs.]

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](mailto: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 (1<sup>st</sup> semester) Segments 1, 2, 3, 4, 5, 6
- Course 2 (2<sup>nd</sup> semester) Segments 7, 8, 9, 10, 11, 12

Program A Student 1 Grade Profile													
<b>Course 1 Grade</b>	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							
<b>Course 2 Grade</b>	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	
<b>Aggregate Profile</b>	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													
<b>Course 1 Grade</b>	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							
<b>Course 2 Grade</b>	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	
<b>Aggregate Profile</b>	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.





# 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:

1	PSN	CipCode	Perkii Program Comp/Seg	CourseName	Course Sectr	BeginDate	SubA	Course Seg/CcSubB	Course Seg/C SubC	Course Seg SubD C
2	16601	52.1999	P4							
3	16601	52.1999	P4	ADV MARKETING A	HBS105A-1	9/4/2019	0000000000000Q	00000000000000	00000000000000	00000000000000
4	16601	52.1999	P4	MARKETING A	HBS100A-3	9/4/2019	123400080000Z0	00000000000000	00000000000000	00000000000000
5	16601	52.1999	P4	MARKETING A	HBS100A-1	9/4/2019	123400080000Z0	00000000000000	00000000000000	00000000000000

1	PSN	CipCode	Perkii Program Comp/Seg	CourseName	Course Sectr	BeginDate	Course Seg/Com	CEPD Nc	FANO	FA Name	OAName	OBName
2	16601	52.1999	P4					39	63050	Berkley School District	Berkley School District	Berkley High S
3	16601	52.1999	P4	MARKETING A	HBS100A-3	9/4/2019	123400080000Z0	39	63050	Berkley School District	Berkley School District	Berkley High S
4	16601	52.1999	P4	Marketing B	HBS100B-3	1/18/2020	000056709XY00	39	63050	Berkley School District	Berkley School District	Berkley High S
5	16601	52.1999	P4	MARKETING A	HBS100A-3	8/31/2020	123400080000Z0	39	63050	Berkley School District	Berkley School District	Berkley High S

## 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/WBL
					
<b>LNAME</b>	Student Last Name	Must match the UIC Master	✓	✓	✓
<b>FNAME</b>	Student First Name	Must match the UIC Master	✓		
<b>MI</b>	Student Middle Initial				
<b>UIC</b>	Student UIC	* Must pass checksum * Must be unique * First name, last name, birth date, and gender verified with the UIC Master	✓	✓	✓
<b>SEX</b>	Gender Code	M/F values	✓		
<b>DOB</b>	Date of Birth	Acceptable date formats: (m)m/(d)d/yy, (m)m/(d)d/yyyy, mmddyy, and mmddyyyy	✓		
<b>SENDDIST</b>	Sending District	Must be a valid sending district based on the Educational Entity Master (EEM)	✓		

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

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