



Spring Enrollment End- of-Year Completion

Presented by

PTD Technology

3001 Coolidge Road Suite 403

East Lansing, MI 48823



What's New This Spring?

- MILogin launched in February.
- Spring Enrollment due to OCTE June 23rd, 2022.
 - EMC/Dual Enrollment and work-based learning is also due at this time.
 - Preliminary credentials due June 23rd; Final credentials due August 31st.
- **Students need to be enrolled in classes by May 13th** so OCTE can match records to the MSDS.



What's New This Spring?

- Attempt to maximize student advancement through your programs:

Concentrators:

- Have completed at least 8 segments (2.0 grade or higher).
- Perkin's 5 2 PCC's

More than Concentrators:

- Have completed all 12 segments (2.0 grade or higher).
- Perkins 5- 3 or more PCC's or
- 2 PCC's plus OCTE approved Credential.



Spring Enrollment Data Collection

Spring Enrollment data determines how funds will be distributed next year.

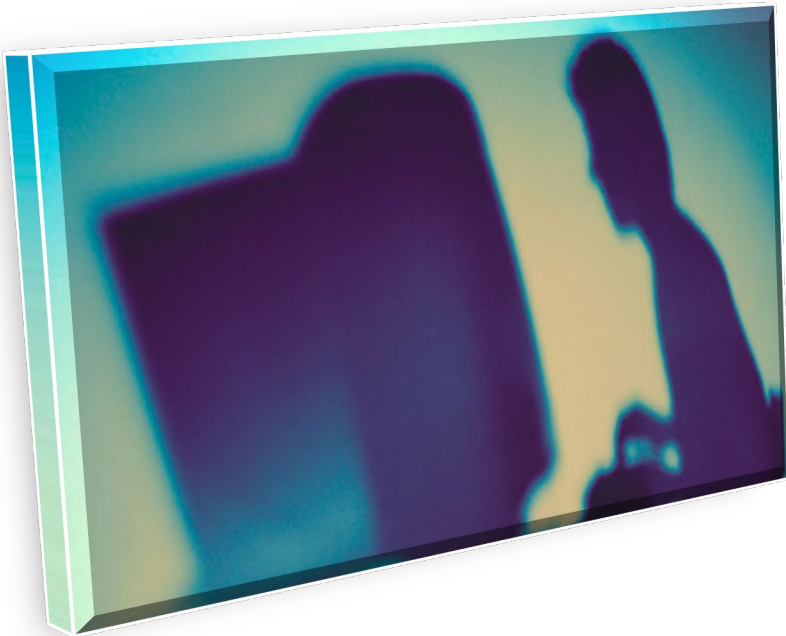
What do I need to verify?

- CTE course sections are entered accurately.
- Teachers are properly assigned to classes.
- Students have valid UICs.
- Students are enrolled in the correct courses and will receive the segments/competencies they need.
- Credentials are linked to students correctly.
- Work based learning experiences are recorded.



What Is CTE Enrollment and Completion Collection?

The annual report required by OCTE that verifies your student, teacher, and class enrollment data.



Important uses of your data:

- Updates student advancement verification is extremely important!
- Allows the state to adhere to federal reporting requirements.
- Determines next year's funding allocations.

Help Is Available

Technical Help

- For technical questions regarding data collection
- If you need assistance with importing or entering data
- For any issues relating to CTEIS operations or usage

Policy Help

- For direct questions regarding OCTE policy issues

PTD Help Desk

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

Joan Church

ChurchJ@michigan.gov
(517) 335-0360



What Is The Report Process?

Four main types of data need to be entered into CTEIS:

- Course data (instructional design form is recommended).
 - Verify class details, instructors, segments and competencies.
- Student data.
- Enrollment data.
- Grades.



After entering your information:

- Verify and correct data as required.
- Review student profiles to ensure your students advancement.
- Submit your compiled data for Fiscal Agent for review.

Outline of Topics

Today's Training will cover:

- Courses
- Staff
- Students
- Enrollments
- Grades
- Credentials
- WBL
- Review /Validate

Manage Courses

Use an instructional design form when entering courses.

Building reporters are never responsible for determining class details or segment information.

ENROLLMENT

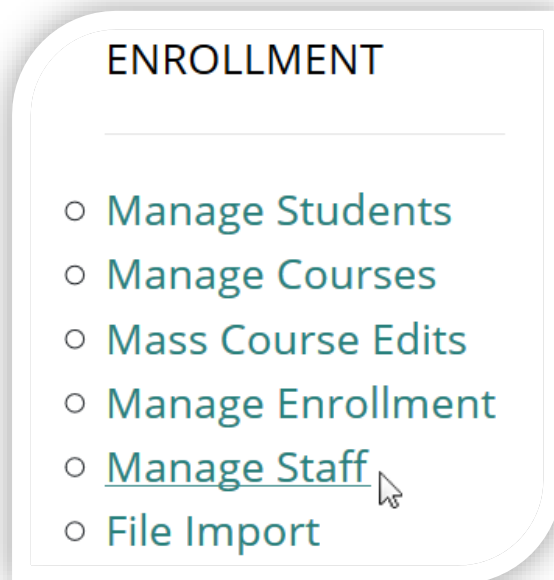
- Manage Students
- Manage Courses
- Mass Course Edits
- Manage Enrollment
- Manage Staff
- File Import

- Look for the **Data Entry** link.
- Click on **Manage Courses**.
- Here you may:
 - Add a new course section
 - Edit individual course sections
 - Copy course information

Manage Staff

The **Manage Courses** screen also allows you to input staff members and link them to your courses.

- Use the Course Section Staff List panel on the right side of the screen.



- Go to **Data Entry**, then **Manage Staff**.
- Here you may:
 - View staff records.
 - Add new staff records.
 - Edit pre-existing staff records.

Manage Students

It is extremely important that this information is entered correctly as it is used to:

- Update MSDS supplemental data.
- Allow Follow-Up reporters to contact students.

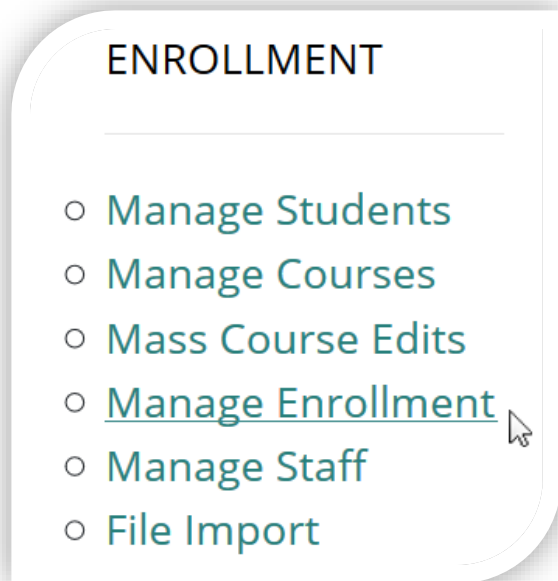
ENROLLMENT

- [Manage Students](#)
- Manage Courses
- Mass Course Edits
- Manage Enrollment
- Manage Staff
- File Import

- Go to **Data Entry**, then **Manage Students**.
- From this screen, you may:
 - Add new student records
 - Edit / Review pre-existing student records
 - View student enrollment history and segment/ competency profiles

Manage Enrollment

CTEIS offers a variety of tools to help you manage your student enrollments.



- Go to **Data Entry**, then **Manage Enrollment**.
- Here you may take a variety of actions:
 - Enroll students in courses
 - Edit student enrollment information
 - Copy / transfer enrolled students from one class to another
 - Print a class list
 - Input student grades
 - Check student enrollment

Manage Credentials

- **Each of your programs must either:**
- List the students who receive credentials 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 Credentials screen.
- The Manage Credentials export feature allows you to view, edit and import student certifications.

Manage Work Based Learning

You can enter WBL by:

- Enrollments
- Programs

Work Based Learning Categories	Code
Career A wareness	A
Career E xploration	E
Career P reparation	P
Career T raining	T
Registered Y outh Apprenticeship	Y

WBL*

AAETTT

Review Building Reports

Program Enrollment History Report

Competency Profiles

- Displays the historical information of all students enrolled within a selected program.

➤ **Go to Reports**

➤ These reports are helpful to verify that:

- Your students have been enrolled into the correct courses for the current year.
- Your courses encourage student advancement.

Validate Enrollment Data

Run validation early and frequently to alert yourself to student data issues that may take time to resolve, and to also gain access to helpful reports.

- Go to **Data Entry** → **Enrollment Completion**.
- The **4483 Rpt** and **4483 Std** buttons provide a summary of enrollment counts.
- These reports can help you determine:
 - That your student enrollment information was entered properly.
 - End of the year Student Advancement.

4483 Student listing Program/ Course Section Data Verification and Enrollment Report with Students

PSN: 99999 - 01.0000 - Agr, Agr Oper & Rel Sci
Course: Agribusiness Mgmt./Const. A

Class Code	Init. Mon	Sect.	Rm.	Min/ Wk	Num Wks	Beg. Enr.	DSB	LEP	FM Enr	Add. Staff		Cert Staff		Crs Typ	Teacher		
										FT	PT	FT	PT				
112.1	9	1	26	260	18	32	3	0	18	1	0	0	0	0	Reg	XXXXXXXX,XXXX	
Subsection: A		Segments: 000000000000Q															
										Student	Beg Enr	End Enr					
										DHEY, DSEHYFIW	0	0	F	9/4	1/18		
										MCOYVIC, NUCO	0	1	M	9/4	1/18		
										PEGOD, MCOEYEE	1	1	M	9/4	1/18		
										XEFFSIHD, RERI	1	0	M	9/4	1/18		
										XEOIC, XCOEY	1	1	M	9/4	1/18		
										XIOIC, IXOWK	1	0	F	9/4	1/18		
1121.1	9	1	26	260	18	32	3	0	18	1	0	0	0	0	Reg	XXXXXXXX,XXXX	

Complete Your Report!

After validating your enrollment data and correcting all errors, you may mark your building complete.

Clicking the Complete button within the **Bldg Status** column will:

- Place an “X” under the Building Status column.
- Lock your building from further editing.

CTEIS will attempt to notify your FA via e-mail, but you should contact your FA personally to follow-up your data submission.



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Questions?


Thank you!

CTEIS Training Evaluation
Required Fields *

Your name:

Email:

Training Class (Choose One) *
Spring Enrollment/Completion Collection

Date *
 / / 
MM DD YYYY

Don't forget to fill out our
Training Evaluation Form at
support.cteis.com