

*March 2022*

# Optimizing Spring Enrollment



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 2022 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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**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. If you have not signed up for MILogin, [click here](#) for instructions on how to sign up. 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		

## REFERENCE DOCUMENTS

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If you are new to the CTEIS system and spring enrollment collection, you will need to reference information that is beyond the scope of this guide. 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
- [Enrollment & Completion Collection](#) instructional 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

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



## OVERVIEW

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In preparation for the Spring Enrollment Collection, 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 collection is used to determine funding allocations as well as to fulfill federal reporting requirements. It is important that all data is 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 advancement. 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. All UIC information must be accurate and verified to be accepted for Spring submission. CTEIS validation 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 not demonstrate student advancement. 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 helps measure student advancement.

## **Segments and Competencies**

As we transition from Perkins 4 to Perkins 5:

- Referring to Perkins 4 programs will use segments to measure advancement.
- Perkins 5 courses and programs will use competency to measure advancement.

## CHECKLIST FOR DATA ENTRY

Task	Done!
<p style="text-align: center;"><b>Manage Courses</b></p> <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"/>
<p style="text-align: center;"><b>Manage Staff</b></p> <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"/>
<p style="text-align: center;"><b>Manage Students</b></p> <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"/>
<p style="text-align: center;"><b>Manage Enrollment</b></p> <ul style="list-style-type: none"> <li>✓ Enroll students in course 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"/>
<p style="text-align: center;"><b>Manage Credentials</b></p> <ul style="list-style-type: none"> <li>✓ Enter or update student credential information either manually or via import.</li> </ul>	<input type="checkbox"/>
<p style="text-align: center;"><b>Manage Work Based Learning</b></p> <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"/>
<p style="text-align: center;"><b>Validation and Submission</b></p> <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 advancement of students correctly.</li> <li>✓ Review reports to verify the number of student advancements.</li> <li>✓ Submit fall course and student enrollment data.</li> </ul>	<input type="checkbox"/>

# 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 advancement.

## Importance of Course Sections, Segments and Competencies

Proper reporting of course sections, segments, and competencies is critical to determining your students' advancement 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/competencies reported for each course section in which they received a minimum grade of 2.0.

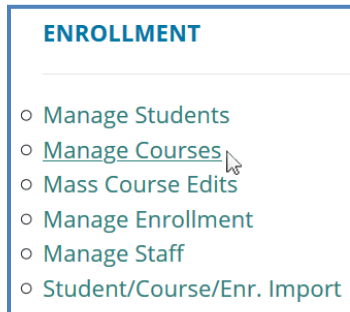
- ***Enrollee*** – This student has completed, with a grade of 2.0 or better, course sections covering fewer than 4 segments of a CTE program. [Perkins 5 Course Competencies- (PCC) Less than 1 PCC.]
- ***Participant*** – This student has completed, with a grade of 2.0 or better, course sections covering at least 4 segments of a CTE program. [Perkins 5 Course Competencies- (PCC) 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 Competencies- (PCC) 2 PCCs.]
- ***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.]

Open the Manage Courses page to begin the enrollment process.

## OPEN THE MANAGE COURSES PAGE

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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.

## 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 review the setup procedure for these special cases, refer to the [Enrollment & Completion Collection Guide](#) as given in Reference Documents on page 8.

To add new course sections:

1. Open the **Manage Courses** page. For details, refer to Open the Manage Courses Page on page 12.
2. Click the **Create New Course** button. A pop-up window is displayed.

The screenshot shows the 'Manage Courses (Add, Edit and Review records)' interface. At the top, there is a title bar. Below it, there is a 'Select District...' dropdown menu, two radio buttons for 'View Active Courses' (selected) and 'View All Courses', and a green 'CREATE NEW COURSE' button. Below this is a section with 'Click on Grid to expand', an 'EXPORT' button, and a search bar. The main area is a table with the following columns: CSC, Course Name, PSN, Perkins Type, Program Name, Program Type, CipCode, Building, ClassStart, ClassEnd, Staff, Room, Hour, and Active. The table is currently empty, displaying 'No data available' in the center. There are scroll bars on the right and bottom of the table area.

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

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

CSC	Course Name	PSN	Period Type	Program Name	Program Type	CapCode	Building	ClassStart	ClassEnd	Staff	Room
HS07340-2 OUT	COMPUTER AIDED DESIGN S1	19493	P4	Mechanical Drafting	Reg	18.1306	Avondale High School 05976	9/8/2021	1/18/2022	William Ray	017
HS07340-1	COMPUTER AIDED DESIGN S1	19493	P4	Drafting/Design Technology	Reg	18.1301	Avondale High School 05976	9/8/2021	1/22/2022	William Ray	01902
Welding Course 3	Welding 201	19498	P4	Drafting/Design Technology	Reg	18.1301	Avondale High School 05976	9/1/2021	12/1/2021		1
Welding Course 1	Welding 101	19498	P4	Drafting/Design Technology	Reg	18.1301	Avondale High School 05976	9/1/2021	12/1/2021		1

**Course Sec. Code(CSC): \***

**Local Course Name: \***

**Course Sec. Start Date: \***

**Course Sec. End Date: \***

**Semester: \***

**Room Number:**

**Course Sec. Period:**

**Virtual Delivery Mode: \***

**Please select the appropriate course type: \***

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

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

**52.0299**

**Business Admin Mgt & Operations**

Type: REG - P5

PSN: 16627

CEPD: 39

FA: Avondale School District 63070

OA: Avondale School District 63070

Building: Avondale High School 05976

5. Enter all course details into the empty text fields. For information related to each field, refer to the [Enrollment & Completion Collection Guide](#) as given in Reference Documents on page 8.
  - Virtual Delivery Mode- Please see [Fall Entry Guide](#) for information on virtual course specifications.
  - Dual Enrollment/ Concurrent enrollment- Please select the appropriate course type. Must identify Secondary or Post-secondary in Manage Course procedures.

6. Mark segments and/or competencies within the **Segments/Competency Profile** panel.

The Segments/Competency Profile Panel contains a series of empty check boxes that correspond to the segments or competencies a course may grant to enrolled students. Generally, you will mark the check boxes within the column labeled "A" to indicate the segments delivered by a course. However, you may activate up to three additional subsections within any course. To open additional subsections, mark the segment check boxes in any of the other columns labeled "B," "C," or "D." Make sure you have verified all subsections and segments and/or competencies by printing the Instructional Design Report (see Instructional Design Report on page 31 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 advancement. Print off each student list and obtain your teacher's sign-off indicating that the class list is correct. This will be covered in more detail in the Enrollments section.

Be extremely careful when marking segments and/or competencies because they directly influence student advancement statuses.

The screenshot shows a software interface for course management. At the top, there are input fields for 'Course Sec. End Date' (08/01/2022), 'Semester' (N/A), 'Room Number', and 'Course Sec. Period'. To the right, it says 'Building: Avondale High School 05976'. Below these fields are two main panels. The left panel, titled 'Competency Profile', contains a grid of 44 checkboxes arranged in 11 rows and 4 columns, labeled A1 through B11. The right panel, titled 'Course Staff', has a dropdown menu for 'Select a staff type', a search bar for 'Enter staff name to search...', and a message box indicating 'No staff'.

7. Click the **Add Course** button beneath the **Segments/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. Please refer to the [Enrollment & Completion Collection Guide](#) as given in Reference Documents on page 8.

## SEARCH COURSES

To search for existing courses:

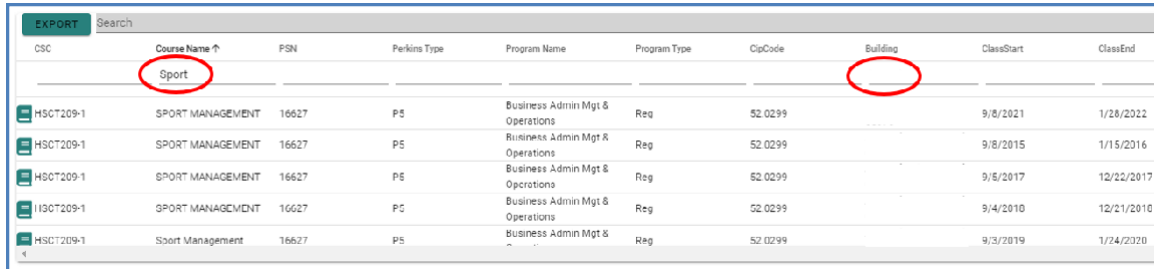
1. Open the **Manage Courses** screen. For details, refer to Open the Manage Courses Page on page 12. Upon selecting a district, a default list of your currently active courses is displayed.
2. The option to **View All Courses** is available above the course grid if you wish to display previously deactivated 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. This old may be helpful if you want to reactivate old course information.

CSC	Course Name ↑	PSN	Perkins Type	Program Name	Program Type	CipCode	Building	ClassStart
dw1212a	12	21120	P4	Biotechnology Medical Sciences	Reg	26.0102	Avondale High School 05976	8/31/2021
dw1212	12	21120	P4	Biotechnology Medical Sciences	Reg	26.0102	Avondale High School 05976	3/3/2022
dw333	33	21120	P4	Biotechnology Medical Sciences	Reg	26.0102	Avondale High School 05976	3/3/2022
dw444	44	16627	P5	Business Admin Mgt & Operations	Reg	52.0299	Avondale High School 05976	3/3/2022
dw555	55	20801	P4	Computer and Information Systems Security/Information Assurance	Reg	11.1003	Avondale High School 05976	3/3/2022
dw5555	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.
  - You can filter by entering criteria in the blank space under the column headers.
  - 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.*



The screenshot shows a search interface with a table of results. The search criteria are 'Sport' in the Course Name field and a building number in the Building field, both circled in red. The table lists several courses with details such as Course ID, Course Name, PSN, Perkins Type, Program Name, Program Type, CIP Code, Class Start, and Class End.

CSC	Course Name ↑	PSN	Perkins Type	Program Name	Program Type	CipCode	Building	ClassStart	ClassEnd
	Sport								
H5CT209-1	SPORT MANAGEMENT	16627	PS	Business Admin Mgt & Operations	Reg	52.0299		9/8/2021	1/28/2022
H5CT209-1	SPORT MANAGEMENT	16627	PS	Business Admin Mgt & Operations	Reg	52.0299		9/8/2015	1/15/2016
H5CT209-1	SPORT MANAGEMENT	16627	PS	Business Admin Mgt & Operations	Reg	52.0299		9/5/2017	12/22/2017
H5CT209-1	SPORT MANAGEMENT	16627	PC	Business Admin Mgt & Operations	Reg	52.0299		9/4/2010	12/21/2010
H5CT209-1	Sport Management	16627	PS	Business Admin Mgt & Operations	Reg	52.0299		9/3/2019	1/24/2020

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

## **EDIT COURSES**

To update or edit course sections:

1. Open the **Manage Courses** screen. For details, refer to Open the Manage Courses Page on page 12. Upon selecting a district, a default list of your currently active courses is displayed.
2. Click the **book icon** of a course that you want to update. **Course Details** are displayed in a panel.
3. Make the necessary changes to the course detail fields. If the course is not yet running in the current school year, click the **Renew Course for the New Year** button at the bottom of the screen first.
4. Click the **Update Course** button to save any changes. The “Course Updated” message is displayed.
5. Click the **Cancel/Return** button to return to the course list grid.

## **COPY COURSE INFORMATION**

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The **Copy Course** 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.

## 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 12. 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 12. 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 18.
5. Scroll to the bottom of the **Manage Courses** screen and click the **Update Course** button.



## ADD STAFF TO COURSES

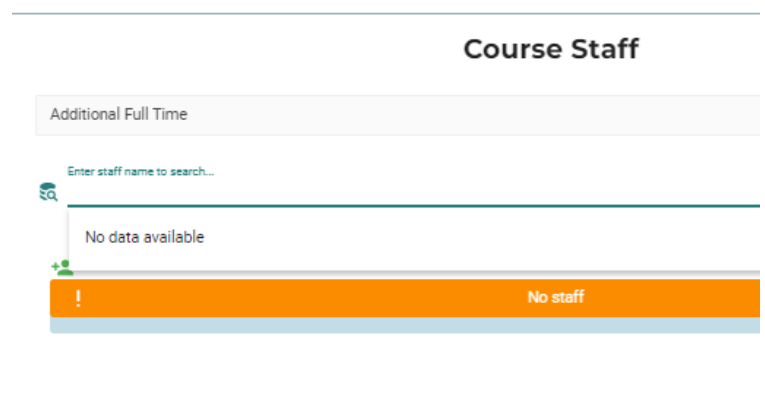
Before CTEIS can validate your enrollment information for submission, you must:

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 12. 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:



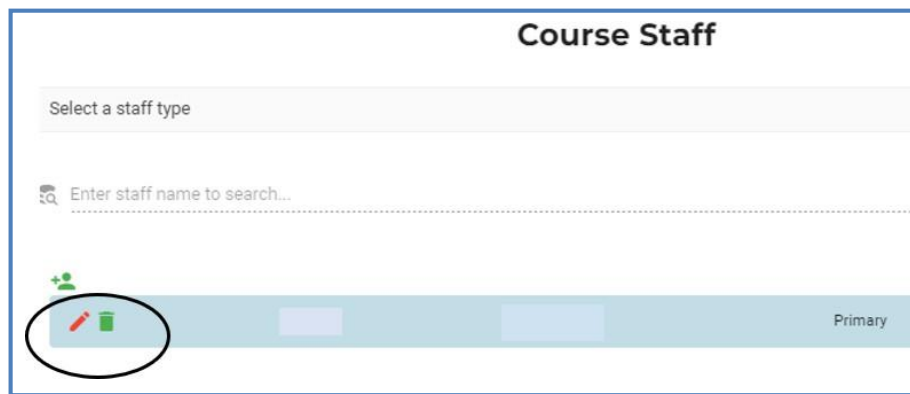
- a. **Primary** – The instructor who is responsible for developing the lesson plans for and teaching the course. This person must have a teaching certificate and needs to be vocationally certified.
  - b. **Additional Full Time** – Any teacher, aide, or paraprofessional who assists with instruction 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 the [Enrollment & Completion Collection Guide](#) as given in Reference Documents on page 8.

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 to update Staff.

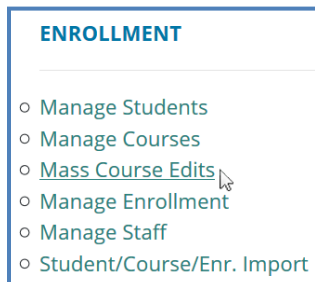


To remove a Staff, record from a course section, click the **Trash** can icon next to the instructor's name within the **Course Section Staff List**.



# 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 63. **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. Select the box in the leftmost column of the grid to select the course or courses you would like to edit. To select multiple contiguous records, hold the Shift key.

The screenshot shows 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 interface indicates 'Records: 108'. A table with 11 columns is displayed, including 'Course Name', 'Building', 'PIN', 'Program Name', 'UpCode', 'Building', 'Room', 'Hour', 'Class Start', and 'Class End'. The first four rows are selected with checkboxes.

	Course Name	Building	PIN	Program Name	UpCode	Building	Room	Hour	Class Start	Class End
<input checked="" type="checkbox"/>	HSCT340 2 DLT		19493	Mechanical Drafting	15.1306		C17	1	9/8/2021	1/15/2022
<input checked="" type="checkbox"/>	HSCT340-1		19495	Drafting/Design Technology	15.1301		C15C2	3	9/8/2021	1/22/2022
<input checked="" type="checkbox"/>	Welding Course 3		19495	Drafting/Design Technology	15.1301		1	5	9/1/2021	12/1/2021
<input checked="" type="checkbox"/>	Welding Course 1		19495	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

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 16.

## Mass Course Edit

Search for a district...  
School District

Records: 108

Search										
<input type="checkbox"/>	Course Name	Building	PSN	Program Name	ClpCode	Building	Room	Hour	Class Start	Class End
<input checked="" type="checkbox"/>	HSC134U-2 DUU		19553	Mechanical Drafting	15.1306		C17	1	9/8/2021	1/13/2022
<input checked="" type="checkbox"/>	HECT340-1		19495	Drafting/Design Technology	15.1301		C19C2	3	9/8/2021	1/22/2022
<input checked="" type="checkbox"/>	Welding Course 3		19495	Drafting/Design Technology	15.1301		1	5	9/1/2021	12/1/2021
<input checked="" type="checkbox"/>	Welding Course 1		19495	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

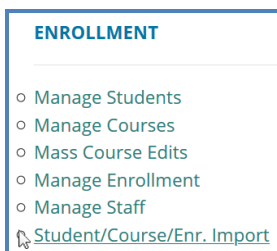
Before you begin importing your data, ensure that you:

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

For formatting and other detailed import information, refer to the [Importing Courses guide](#) as given in [Reference Documents](#) on page 8.

## IMPORT COURSE DATA

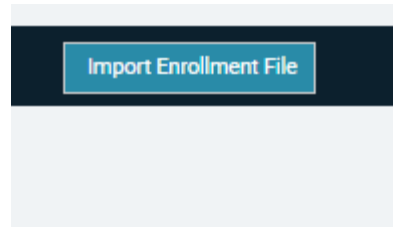
To import data, carry out the following steps:



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

A screenshot of a web interface titled "Select building to import". It features a table with columns for "Building Name", "Building Number", and a third column. The table lists four buildings: "Alternative Center for Education", "A. High School", "A. Academy", and "B. High School". Each row has a small person icon to the left of the building name. The "A. High School" row is highlighted, and a mouse cursor is pointing at its icon.

Building Name	Building Number	
Alternative Center for Education	00001	Alternative Center for Education - 0...
A. High School	00002	A. High School
A. Academy	00003	A. Academy
B. High School	00004	B. High School



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 import course file again.
6. Click the **Upload** button at the top of the grid to import your courses.

REMOVE FILE EXPORT UPLOAD					
Total Students: 3 Total Enrollments: 2					
SEX	DOB	SENDDIST	SENDBUILD	PHONE1	PHONE2
M	11/17/2001	63070	00161	65465	654
	BEGDATE		ENDDATE		
	09/02/2021		01/15/2022		
SEX	DOB	SENDDIST	SENDBUILD	PHONE1	PHONE2
F	10/09/2005	63070	00161	52665	222
	BEGDATE		ENDDATE		
	06/01/2000		9/0/2000		
SEX	DOB	SENDDIST	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 is provided as a way to examine CTE programs courses to ensure that the course is providing all the expected segments and competencies.

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	CipCode	Perkin	Program	Comp/Seg	CourseName	Course Section	BeginDate	SubA Course Seg/C	SubB Course Seg/C	SubC Course Seg/C	SubD Course Seg/C	CEPD No	FANO	FA Name	OAName	OBName	OBNC
20549	11.0201	P4		1   2   3   4   5   6   7   8   9   10   11   12   Q	Computer Programming I S1	HSC1461-1	9/3/2019	100456089X000				39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming I S1	HSC1461-2	9/3/2019	100456089X000				39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming II S1	HSC1463-1	9/3/2019	100456089X000				39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming II S1	HSC1463-2	9/3/2019	100456089X000				39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming I S2	HSC1462-1	1/27/2020	0230007000Y20				39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming I S2	HSC1462-2	1/27/2020	0230007000Y20				39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming II S2	HSC1464-1	1/27/2020	0230007000Y20				39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming II S2	HSC1464-2	1/27/2020	0230007000Y20				39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming I S1	HSC1461-2	9/2/2021	100456089X000	1234560000000	1234560000000	1000000000000	39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming II S1	HSC1463-1	9/2/2021	100456089X000				39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming I S1	HSC1461-2444	9/2/2021	100456089X000	0000000000000	0000000000000	0000000000000	39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming I S1	HSC1461-2	9/2/2021	100456089X000	1234560000000	1234560000000	1000000000000	39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming II S2	HSC1464-13	9/2/2021	0230007000Y20	0000000000000	0000000000000	0000000000000	39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming I S2	HSC1464-1322	9/2/2021	0230007000Y20	0000000000000	0000000000000	0000000000000	39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Advanced Studies in CTE I S1	HSC1533-1P	2/10/2022	0000000000000	0000000000000	0000000000000	0000000000000	39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	
20549	11.0201	P4			Computer Programming I S1	HSC1461-1	2/10/2022	100456089X000				39	63070	Avondale Schoc Avondale Schi	Avondale High School	05976	

### Perkins 5

CipCode	Perkin	Program	Comp/Seg	CourseName	Course Sec	BeginDate	Course Seg/Com	CEPD No	FANO	FA Name	OAName	OBName	OBNO
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	NULL	ELECTRICAL OCCUP#25.1	NULL	2020-09-09	1234560000000	10	28000	Northwes Northwes TBA Caree	06145		
46.0301	P5	NULL	NULL	ELECTRICAL OCCUP#25.1B	NULL	2021-01-25	000000789XY20	10	28000	Northwes Northwes TBA Caree	06145		
46.0301	P5	NULL	NULL	ELECTRICAL OCCUP#25.1	NULL	2021-09-08	A1   A2   A3   A4	10	28000	Northwes Northwes TBA Caree	06145		
46.0301	P5	NULL	NULL	ELECTRICAL OCCUP#25.1	NULL	2021-09-08	A1   A2   A3   A4	10	28000	Northwes Northwes TBA Caree	06145		
46.0301	P5	NULL	NULL	ELECTRICAL OCCUP#25.1	NULL	2020-09-09	1234560000000	10	28000	Northwes Northwes TBA Caree	06145		
46.0301	P5	NULL	NULL	ELECTRICAL OCCUP#25.1B	NULL	2021-01-25	000000789XY20	10	28000	Northwes Northwes TBA Caree	06145		
46.0301	P5	NULL	NULL	ELECTRICAL OCCUP#25.1	NULL	2021-09-08	A1   A2   A3   A4	10	28000	Northwes Northwes TBA Caree	06145		



Refer to Verify Instructional Design on page 63 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		CTE Course Listing for Bldg		MICHIGAN CTEIS						
Learning that works for Michigan		Michigan Department of Education								
CEPD:	00									
Agency:	(00000)- Community School District									
District:	(00000)- Community School District									
Building:	(00000)- Junior/Senior High School									
PSN/Program:	(99999)- Agr, Agr Oper & Rel Sci									
Cip Code:	(01.0000)- Reg									
Course	Section Code and Class Name	Room	Hour	Sem.	Begin Date	End Date	Staff Name	Virt. Del.	Dual Enr.	
AgriSci1_S1_1	- Agscience 1 - Sem 1		Agri	1:2	1	9/4	2/11	M. Rice	NV	N1
AgriSci1_S1_6	- Agscience 1 - Sem 1		Agri	6:7	1	9/4	2/11	M. Rice	NV	N1
AgriSci1_S2_1	- Agscience 1 - Sem 2		Agri	1:2	2	2/12	6/11	M. Rice	NV	N1
AgriSci1_S2_6	- Agscience 1 - Sem 2		Agri	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.

## Printing from CTEIS

To print your lists and reports, you must first export them to another format. Using the "Export" icon and drop-down list, choose an available format.

CTEIS exports your report when your selection is made, and you may save and print hard copies of your reports from within the chosen application. PDF is the recommended printing format as Excel and text exports may not correctly render the layout of your report.

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

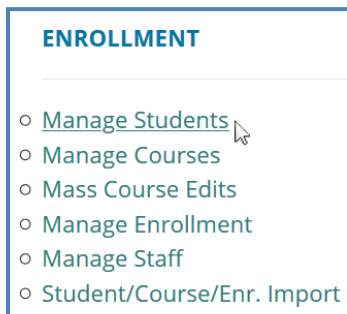
Navigation bar with icons for back, forward, refresh, search, and print. A dropdown menu is open, showing 'Acrobat (PDF) file' as the selected option.

# 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.

**Manage Students - (Add, Edit, and Review records)**

Select Building: High School - 04921  Include Students Who Left School

Search By UIC/LastName

Records: 1474

	UIC	First Name	Last Name	DOB	Gender	Grade	Sending Facility
<input type="button" value="↓"/>	0002779586	Splitgate	Hlname	06/14/2003	M	12	Adlai Stevenson High School (0931)
<input type="button" value="↓"/>	0006093112	Gfname	Flname	01/31/2004	M	11	Adlai Stevenson High School (0931)

## ADD A NEW STUDENT RECORD

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

1. Open the **Manage Students** screen. For details, refer to [Open the Manage Students Screen](#) on page 33.
2. Click the **Add Student** button. The **Student Details** panel opens.

**Manage Students - (Add, Edit, and Review records)**

Select Building:   Include Students Who Left School

Search By UIC/LastName

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

The screenshot shows a web form for entering student information. The form is divided into several sections:

- Student Core Information \* fields are required:**
  - First Name: \*** (text input)
  - Middle Name:** (text input)
  - Last Name: \*** (text input)
  - Date of Birth \*** (calendar icon)
  - Gender: \*** (dropdown menu)
  - Phone1:** (text input)
  - Phone2:** (text input)
  - Address1:** (text input)
  - Address2:** (text input)
  - City:** (text input)
  - State:** (dropdown menu, currently showing 'MI')
  - ZipCode:** (text input)
  - E-Mail:** (text input, placeholder: 'Enter@Email.com')
  - Sending Facility \*:** (dropdown menu, placeholder: 'Select Building...')
- UIC: \*** (text input)
- MSDS Data:** (light blue background)
  - MSDS Last Updated:
  - LEP: Grade:
  - Exit Status:
  - Race/Ethnic:
  - Migrant: Foster Care: **No**
  - Homeless: **No** Military: **No**
  - Economically Disadvantaged:
  - Disabled:
  - Single Parent
  - Out of Work Force

At the bottom left of the form is a green button labeled "Add Student".

For details on how to enter this information, refer to the Student Demographic Fields in the [Enrollment & Completion Collection Guide](#) as given in [Reference Documents](#) on page 8.

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 33.

# 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.

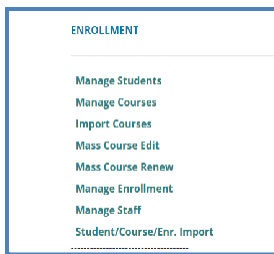
## Before You Begin Importing Students

Before you begin importing your data, ensure that you:

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

## IMPORT STUDENT DATA

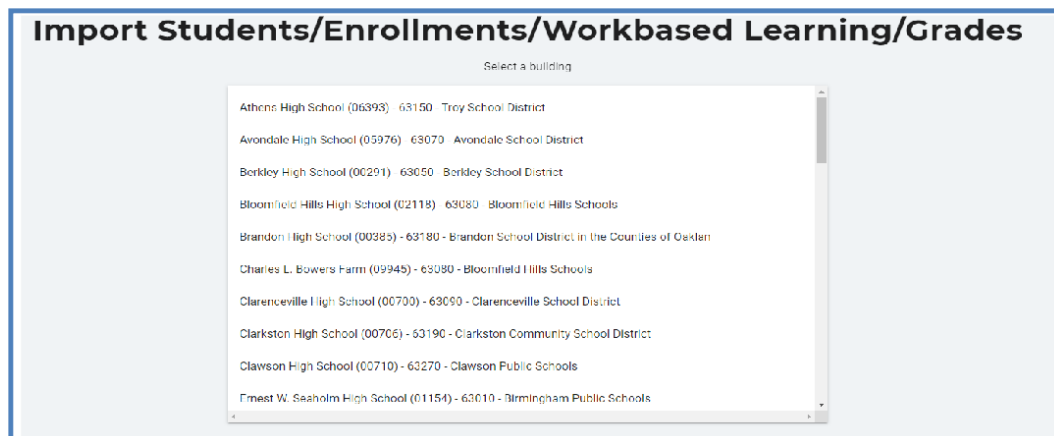
To import data, carry out the following steps:



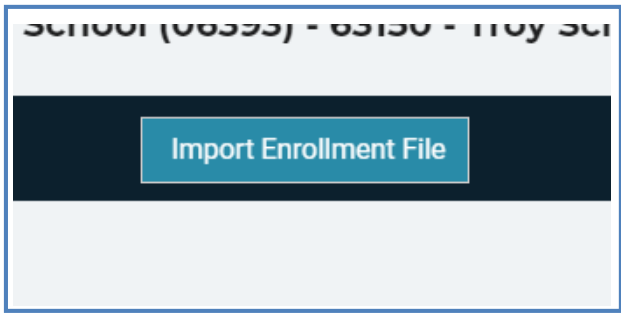
1. From the navigation menu, click **Data Entry**, then **Student/Course/Enr. Import**.

On the **Select building to import** screen, click the building you wish to import records from the list.

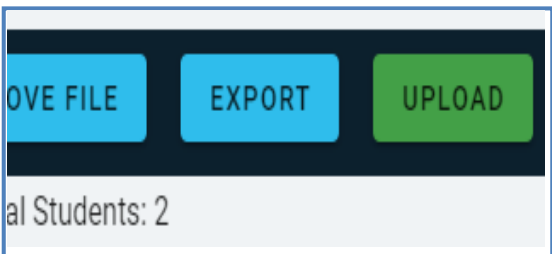
3. Beneath the selected building click the Import Enrollment File button to select and upload the import file.



- 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.



REMOVE FILE EXPORT UPLOAD										
Search		Total items: 2		Total Students: 2						
RESULT	UIC	FNAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD	PHONE1	PHO
Update Student	3409530555	Green	u	James	M	11/17/2001	63070	00161	65465	654
Student Errors found	9999951227	Blue	S	Sally	F	1234	63070	00161	52665	222
Date of birth invalid										
RESULT	CSC	BEGDATE	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. This may be useful for off-line review and correction.

For further reference, see Student Import File Specifications Guide

# STUDENT AND ENROLLMENT VALIDATION

After you load the file containing students and enrollments to import, it will be validated and displayed to the screen. If a student has enrollments, they will be bundled together below the student information.

For students, the first column is the Results column. It will display the result of the validation. It will show Add Student (Green), Update Student (Blue) for valid records or Student Errors Found (Red) if the record failed validation. If errors are found, the next row will list them.

RESULT	UIC	FNAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD
Add Student	3409530535	Telly	u	Purple	M	11/17/2001	63070	00161
Enrollment Errors found		CSC				BEGDATE		ENDDATE
Dates invalid		HSC340-2 DLT				09/02/2021		01/15/2022
RESULT	UIC	FNAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD
Add Student	9999952427	John	S	Wayne	F	10/09/2005	63070	00161
Enrollment Errors found		CSC				BEGDATE		ENDDATE
End date invalid, Work based learning invalid		back4blood				06/01/2000		9/0/2000
RESULT	UIC	FNAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD
Update Student	3409530555	Green	u	James	M	11/17/2001	63070	00161

Below the Student, enrollments will be listed if provided. In a similar manner, they will be validated based on the specifications and the result column will indicate: Add Enrollment (green), Update Enrollment (blue), or Enrollment Error Found (Red). If errors are found, the next row will list them.

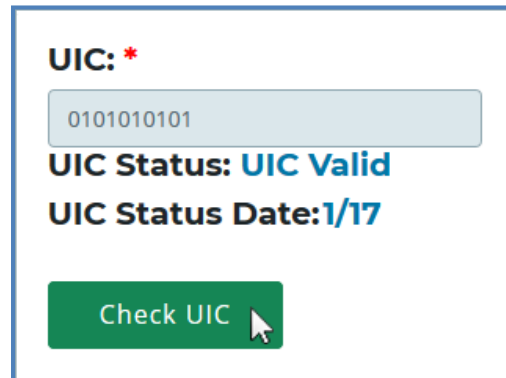
# REVIEW STUDENTS

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 30.
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/Last Name** 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 can 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 on page 30](#).

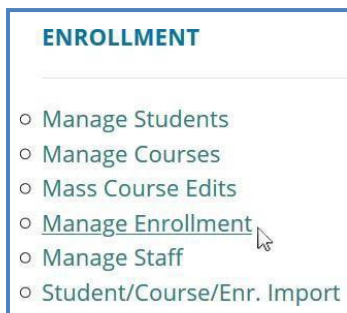
Learning that works for Michigan <b>CTE</b>		Michigan Department of Education Office of Career and Technical Education - CTEIS Report		MICHIGAN CTEIS	
<b>UICs with No Current MSDS Record</b>					
CEPD 99					
Fiscal Agency School District (22222)					
Building High School (33333)					
Home Facility High 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" interface. At the top, it says "Manage Enrollment - (Add, Edit, and Review records and grades)". Below that is a "School District" dropdown menu. Underneath, it says "Records: 108". The main section is titled "Courses" and includes an "EXPORT TO EXCEL" button. A table displays course information with columns for CSC, Course Name, FT, Building Name, Class Start, Class End, CIP Code, Rm, and Hr. Two rows of data are visible:

	CSC	Course Name	FT	Building Name	Class Start	Class End	CIP Code	Rm	Hr	
	CLREPORT	HSCT340-2 DLT	COMPUTER AIDED DESIGN S1	Reg	High School 05976	09/08/2021	01/15/2022	15.1306	C17	1
	CLREPORT	HSCT340-1	COMPUTER AIDED DESIGN S1	Reg	High School 05976	09/08/2021	01/22/2022	15.1301	C19C2	3

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.

The screenshot shows a web interface for a course titled "COMPUTER AIDED DESIGN S1". At the top, it displays the "Course Section Code: HSCT340-2 DLT" and "Dates: 9/8/2021 - 1/15/2022". Below this, three buttons are visible: "Enroll Students", "Update Enrolled Students", and "Copy/Transfer Student", which are circled in the image. The main section is titled "Enrolled Students" and includes a note: "\*hold control to select multiple\*". It shows a "Total enrollment: 5" and a "Select All" button. There is an "EXPORT TO EXCEL" button. Below these are several columns for sorting: Last Name, First Name, LetterGrade, Begin Date, Exit Date, WBL, and SubSection. A table lists five students with their details, including last name, first name, letter grade, begin date, exit date, and sub-section.

	Last Name	First Name	LetterGrade	Begin Date	Exit Date	WBL	SubSection
[Book Icon]	Clname	Ilname		9/8/2021	1/15/2022		A
[Book Icon]	Dlname	jones	R	1/15/2022	1/15/2022		A
[Book Icon]	Qlname	Bob		9/9/2021	9/9/2021		A
[Book Icon]	Qlname	Bob	A	9/10/2021	9/10/2021		A
[Book Icon]	Rlname	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 37. 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.

## Cybersecurity & Hacking Tech S1

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Course Section Code: HSCT470-2 Dates: 3/3/2022 - 9/16/2021

Enroll Students Update Enrolled Students Copy/Transfer Student

### Enrolled Students

\*hold control to select multiple\*

Total enrollment: 2

Select All

EXPORT TO EXCEL

		Last Name	First Name	LetterGrade	Begin Date	Exit Date	WBL
	<span>EDIT</span> <span>DELETE</span>	Rlname	Cfname	A	9/1/2020	1/15/2021	
	<span>EDIT</span> <span>DELETE</span>	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 17.

## 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 37. 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

1 - 2 of 2 items

**Delete Enrollments**

5. Edit any of the following fields:

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

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

## **COPY/TRANSFER MARKED STUDENTS**

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

1. Open the **Manage Enrollment** screen. For details, refer to Open the Manage Enrollment Screen on page 37. 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\***

3/3/2022 [calendar icon]

**Exit Date\***

9/15/2021 [calendar icon]

**Subsection\***

▼

Copy Enrollment
Transfer Enrollment

JIC	First Name	Last Name	Subsection	Enter Date	Exit Date
000279588	sofagate	-iname	C	09/27/2021	09/30/2021
0018144599	Cherie	Ofarrie	B	08/27/2021	09/20/2021

1 - 2 of 2 items

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

---

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 37. 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 the [Enrollment & Completion Collection Guide](#) as given in [Reference Documents](#) on page 8.



- 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 S1

---

Course Section Code: HSCT470-1
Dates: 3/3/2022 - 9/16/2021

---

Credits
College: 6.00

Enroll Students
Update Enrolled Students
Copy/Transfer Student

Enrolled Students

\*hold control to select multiple\*

Total enrollment: 4

Select All

EXPORT TO EXCEL

		Last Name	First Name	LetterGrade	Begin Date	Exit Date	WBL
⌵	<span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">UPDATE</span> <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">CANCEL</span>	Hlname	Splitgate	C	9/27/2021	9/30/2021	
⌵	<span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">EDIT</span> <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">DELETE</span>	Mlname	Hfname	C	9/27/2021	9/30/2021	
⌵	<span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">EDIT</span> <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">DELETE</span>	Olname	Kfname	-	9/27/2021	9/30/2021	
⌵	<span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">EDIT</span> <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">DELETE</span>	Plname	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 45.

# 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 [Importing Students](#) guide as given in Reference Documents on page 8.

The import process is similar to importing students, which is discussed in Importing Students on page 33. However, grade import files differ in that they must also include column headings labeled **CSC** and **CRSGRD**. Importing is also the only method in which reporters may enter numeric grades (on a 4-point scale) into CTEIS.

## **VERIFY IMPORTS**

---

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

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

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

# REVIEW ENROLLMENT INFORMATION

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

1. Open the **Manage Students** screen. For details, refer to Open the Manage Students Screen on page 30.
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**

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- 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.

Please note: Program Enrollment currently refers to Perkins 4 Segments. Please check back for updates on Perkins 5 Competencies.

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> Junior/Senior High School (00000)			<b>Region:</b> 00 <b>CEPD:</b> 00 <b>FA:</b> Community School District (00000)			<b>OA:</b> Community School District(00000)		
<b>CSC:</b>	ENROLL ME		<b>Course:</b> Enrollment Class			<b>Course Hour:</b> 1		
<b>Semester Type:</b>	Second Semester		<b>Instructor:</b> FEFI, QUCMADS			<b>Start Date:</b> 01/01 <b>End Date:</b> 06/01		
<b>PSN:</b>	11111		<b>CIP:</b> 52.0299					
<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	
Ceynv,Mcoeyye	1111111111	12	A+	Community School District	Junior/Senior High School	01/01	06/01	
Dxewwhuup,Doxuy	2222222222	12	A-	Community School District	Junior/Senior High School	01/01	06/01	
Hsofnuxm,Veficoi	3333333333	11	A	Community School District	Junior/Senior High School	01/01	06/01	
Machonv,Mcepwik	4444444444	12	A+	Community School District	Junior/Senior High School	01/01	06/01	
Mevic Oo,Cumicf	5555555555	11	A-	Community School District	Junior/Senior High School	01/01	06/01	
Pumdhsiydk,Vkwi	6666666666	12	A	Community School District	Junior/Senior High School	01/01	06/01	
Rcudd,Sayfic	7777777777	12	A+	Community School District	Junior/Senior High School	01/01	06/01	
Sadfp,Ceypk	8888888888	10	A-	Community School District	Junior/Senior High School	01/01	06/01	
Wugituk,Exeype	9999999999	10	A	Community School District	Junior/Senior High School	01/01	06/01	
<b>Total Student Count:</b>		9		<b>Teacher Signature:</b>				

# MANAGE CREDENTIALS

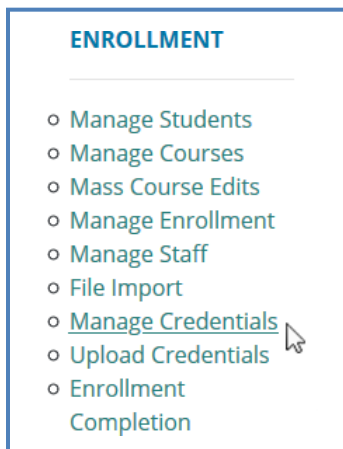
Before submitting your final enrollment data for review, you will need to indicate any certifications or other credentials your students attain during the current school year. Enter all credentials received by students each year so that CTEIS may determine when each student qualifies for the Post-Secondary 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.

Student Count: 56		EXPORT	
UIC	Name	Segments	Credentials
<input type="checkbox"/> Select All			
<input type="checkbox"/> 0000000001	ZFirst XLast	_____	none
<input type="checkbox"/> 0000000002	BFirst CLast	_____	none
<input type="checkbox"/> 0000000003	EFirst ULast	_____	none
<input type="checkbox"/> 0000000004	EFirst TLast	_____	none
<input type="checkbox"/> 0000000005	HFirst ELast	_2345____Z	none
<input type="checkbox"/> 0000000006	MFirst RLast	_____	none
<input type="checkbox"/> 0000000007	AFirst YLast	_____	none
<input type="checkbox"/> 0000000008	NFirst LLast	_2345____Z	none
<input type="checkbox"/> 0000000009	NFirst DLast	_____	none
<input type="checkbox"/> 0000000010	XFirst RLast	_____	none

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

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

Student Count: 3 **EXPORT**

UIC	Name	Segments	Credentials
<input type="checkbox"/> Select All			
<input type="checkbox"/> 0000000001	FFirst YLast	123456789XYZ	none
<input type="checkbox"/> 0000000002	KFirst KLast	123456789XYZ	none
<input type="checkbox"/> 0000000003	QFirst PLast	_____	<div 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.

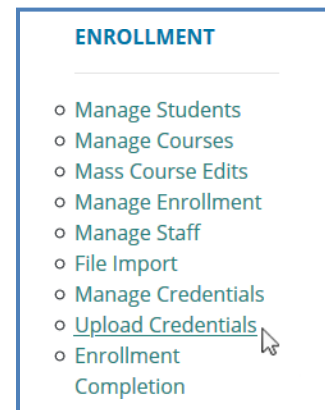
## IMPORT CREDENTIALS

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



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

UIC	PSN/CIPCODE	Program Name	Credential Type	Credential Name	Credential Code	Valid
7526119675	20592.48.0506	Welding Brazeing/Soldering	Authorized	Credential Name	AWS01TM	Valid
1523017136	19859.11.0201	Computer Programming/Programmer	Non-Authorized	Credential Name	JAVSS	Valid
6843042659	19001.11.0901	Computer Syst Networking & Telecommunications	Authorized	Credential Name	MTA-MDF	Valid
0002779586	17.15.1301	Drafting/Design Technology	Non-Authorized	Credential Name	AUTCP	Invalid

- 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.

# ENROLLMENT VALIDATION

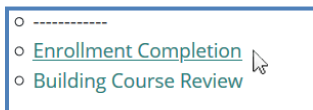
Reporters should utilize the CTEIS validation tool frequently as your data entries must match those on record in the Michigan Student Data System before you may submit your final information. Validation provides you with valuable information regarding the accuracy of your data as well as access to additional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

Some important points to note:

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

## 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:  
2020-2021

Buildings: 47

	4483 RPT	4483 STD	COMPA	CEPD	Fiscal Agency Num...	Fiscal Agency Name	Operating Agency ...	Operating Agency ...	Building Number	Building Name	Building Stat...
	4483 RPT	4483 STD	COMPA	39	63090	Bloomfield Hills Schools	63090	Bloomfield Hills Schools	02118	Bloomfield Hills High Sc...	
<b>VALIDATE</b>	4483 RPT	4483 STD	COMPA	39	63000	Southfield Public School ...	63000	Southfield Public School ...	02963	Southfield High School f...	
VALIDATE	4483 RPT	4483 STD	COMPA	39	63000	Oakland Schools	63000	Oakland Schools	08756	Oakland Schools Technic...	
VALIDATE	4483 RPT	4483 STD	COMPA	39	63000	Oakland Schools	63000	Oakland Schools	08812	Oakland Schools Technic...	
VALIDATE	4483 RPT	4483 STD	COMPA	39	63090	Berkeley School District	63090	Berkeley School District	00291	Berkeley High School	

- 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 59.

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

**EXPORT TO EXCEL**

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

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

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

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

Use the **Advancement Assessment Report (CompA)** and **Program Enrollment History Report** as given in Review Progressed Students on page 63 to help you to identify errors, verify enrollments, and ensure that students receive credit for the proper segments. Ensure that teachers have reviewed the report and signed off on it to indicate that your information is correct.



## TROUBLESHOOT ENROLLMENT DATA ENTRY ISSUES

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

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

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

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

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

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

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

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

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

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

# REVIEW STUDENT UICS AND GRADES

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

## BAD UIC BY BUILDING REPORT

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

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. All students need 2.0 or higher to progress.

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					
<b>CEPD:</b>	00				
<b>Agency:</b>	(00000)- Coleman Community School District				
<b>District:</b>	(00000)- Coleman Community School District				
<b>Building:</b>	(00000)- Coleman Junior/Senior High School				
<b>PSN/Program:</b>	(99999)- Agr, Agr Oper & Rel Sci				
<b>Clp Code:</b>	(01.0000)- Reg				
<b>Course Section Code and Class Name</b>		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 29.

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	

## **ENROLLMENT ISSUES**

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

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

An error resolution guide is available on the CTEIS homepage at [www.cteis.com](http://www.cteis.com) to assist you with submitting your data. The first column is italicized and displays whether your data is affected at the UIC, program, student, class, enrollment, or other level. Each error code that you might potentially encounter within CTEIS is displayed in red within the second column of this guide. The third column provides a suggested course of action for resolving the error or warning.

Errors **MUST** be corrected and warnings should be closely inspected to complete the validation process. For a complete list of errors and warnings, refer to the [Enrollment & Completion Collection Guide](#) as given in [Reference Documents](#) on page 8.

**Incorrect information may result in issues such as:**

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

You must use the reports described in [Review Student Advancement](#) on page 69 to make sure that your data is accurate.

# REVIEW STUDENT ADVANCEMENT

It is important to understand how students earn "Advancement" status and to ensure that your programs maximize student advancement. The greatest causes of students not advancing in courses 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

PSN	CipCode	Perkir	Program	Comp/Seg	CourseName	Course Section	BeginDate	SubA Course Seg/C	SubB Course Seg/C	SubC Course Seg/	SubD Course Seg/	CEPD	Nc	FANO	FA Name	OAName	OBName	OBNc	
20549	11.0201	P4		1   2   3   4   5   6   7   8   9   10   11   12   Q	Computer Programming I S1	H5CT461-1	9/3/2019	100456089X000						39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming I S1	H5CT461-2	9/3/2019	100456089X000						39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming II S1	H5CT463-1	9/3/2019	100456089X000						39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming II S2	H5CT462-1	1/27/2020	0230007000Y20						39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming II S2	H5CT462-2	1/27/2020	0230007000Y20						39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming II S2	H5CT464-1	1/27/2020	0230007000Y20						39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming II S2	H5CT464-2	1/27/2020	0230007000Y20						39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming I S1	H5CT461-2	9/2/2021	100456089X000						39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming II S1	H5CT463-1	9/2/2021	100456089X000						39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming I S1	H5CT461-2	9/2/2021	100456089X000	1234560000000	1234560000000	1000000000000			39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming II S1	H5CT463-1	9/2/2021	100456089X000						39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming I S1	H5CT461-2444	9/2/2021	100456089X000	0000000000000	0000000000000	0000000000000			39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming I S1	H5CT461-2	9/2/2021	100456089X000	1234560000000	1234560000000	1000000000000			39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming II S2	H5CT464-13	9/2/2021	0230007000Y20	0000000000000	0000000000000	0000000000000			39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming II S2	H5CT464-1322	9/2/2021	0230007000Y20	0000000000000	0000000000000	0000000000000			39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Advanced Studies in CTE I S1	H5CT 533-1P	2/10/2022	0000000000000Q	0000000000000	0000000000000	0000000000000			39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976
20549	11.0201	P4			Computer Programming I S1	H5CT461-1	2/10/2022	100456089X000						39	63070	Avondale Schoc	Avondale Schc	Avondale High School	05976

By regularly checking to see that the combined course sections within each of your active programs deliver all 12 segments or competency requirements, you can ensure that students meet the enrollment and grade criteria will advance in the program. To facilitate this process, CTEIS offers **Instructional Design Report** for your use. Use this report to ensure that a path to completion exists.

# STUDENT ADVANCEMENT REPORT

After validating your data, run the Student Advancement Assessment report.

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

Please Note: Completer Assessment Report will be converted into the Student Advancement Report. Please check back for updates.

Completer Assessment Report																
Includes All Students																
Michigan Department of Education																
Office of Career and Technical Education - CTEIS REPORT																
<b>CEPD:</b>	30															
<b>Agency:</b>	(78000)- Shiawassee Regional ESD															
<b>District:</b>	(78020)- Byron Area Schools															
<b>Building:</b>	(00000)- Byron Area High School															
<b>PSN/Program:</b>	(99999)- Agr, Agr Oper & Rel Sci															
<b>Clp Code:</b>	(01.0000)- Agriculture, Agricultural Operations and Related Sciences															
<b>E = Currently Enrolled w/ No Grade, P = Enrolled Passing Grade, F = Enrolled Failing Grade</b>																
Student	UIC	Grd	Assessment	1	2	3	4	5	6	7	8	9	10	11	12	Q
VIWWIK, EECUY	0000000000	11		P	P	P	P	P	P	P	P	P	P			E
EYPICDUY, DKPYIK	0000000000	12		P	P	F	E	E	F			E		P	P	
EMPK, DSEDFE	0000000000	12		P	P	P	P	P	P	P	P	P	P			E
WII, EWOGOE	0000000000	10		E	E			E								
WEYI, EWKDDE	0000000000	12		P	P	P	E	E	P			E		P	P	
ZCEFF, TEPI	0000000000	12		P	P	P	P	P	P	P	P	P	P	P	P	P
TEXODUY, NSCODFUZSIC	0000000000	10		E	E			E								
RUUPCONS, TUCPEY	0000000000	12		P	P	P	E	E	P			E		P	P	
DGUMUPE, COWIK	0000000000	12		P	P	P	E	E	P			E		P	P	
EZZWOY, MCEKPIY	0000000000	12		P	P	F	E	E	F			E		P	P	
XECVWIK, FCUK	0000000000	12		P	P	P	P	P	P	P	P	P	P	P	P	P

# PROGRAM ENROLLMENT HISTORY REPORT

The Program Enrollment History Report 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	OAName	OBName	OBNO	UIC	Last Name	First Name	Grade	Advancem	Exit	Status
20549	11.0201	P4   1   2   3   4   5   6   7   8   9   10   11   12   Q	Computer Programming I S1	HSCCT461-2	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	1234567890	Hname	Fname	C-			19
20549	11.0201	P4	Computer Programming I S2	HSCCT462-1	1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	1234567890	Hname	Fname	F			19
20549	11.0201	P4	Computer Programming I S1	HSCCT461-1	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	2234567890	Kname	Fname	A			19
20549	11.0201	P4	Computer Programming I S2	HSCCT462-1	1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	2234567890	Kname	Fname	A			19
20549	11.0201	P4	Computer Programming I S1	HSCCT461-1	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	3234567890	Mname	Fname	C			19
20549	11.0201	P4	Computer Programming I S2	HSCCT462-1	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	OAName	OBName	OBNO	UIC	Last Name	First Name	Grade	Advancem	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	ELECTRICAL OCCUP/ 25.1	NULL	NULL	NULL	10	28000	Northwes	Northwes	TBA	Caree	06145	1122334455	Aname	Fname	A			19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19

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	OAName	OBName	OBNO	UIC	Last Name	First Name	Grade	Advancem	Exit	Status
20549	11.0201	P4   1   2   3   4   5   6   7   8   9   10   11   12   Q	Computer Programming I S1	HSCCT461-2	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	1234567890	Hname	Fname	C-			19
20549	11.0201	P4	Computer Programming I S2	HSCCT462-1	1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	1234567890	Hname	Fname	F			19
20549	11.0201	P4	Computer Programming I S1	HSCCT461-1	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	2234567890	Kname	Fname	A			19
20549	11.0201	P4	Computer Programming I S2	HSCCT462-1	1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	2234567890	Kname	Fname	A			19
20549	11.0201	P4	Computer Programming I S1	HSCCT461-1	9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	3234567890	Mname	Fname	C			19
20549	11.0201	P4	Computer Programming I S2	HSCCT462-1	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	OAName	OBName	OBNO	UIC	Last Name	First Name	Grade	Advancem	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	ELECTRICAL OCCUP/ 25.1	NULL	NULL	NULL	10	28000	Northwes	Northwes	TBA	Caree	06145	1122334455	Aname	Fname	A			19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19
46.0301	P5	NULL																	19

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	Perkin	Program	Comp/Seg	CourseName	Course Sect	BeginDate	Course Seg/Com	CEPD No	FANO	FA Name	OAName	OBName	OBNO	UIC	Last Name	First Name
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 Programr HSCT461-2		9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	1234567890	Hname	Fname
20549	11.0201	P4			Computer Programr HSCT462-1		1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	1234567890	Hname	Fname
20549	11.0201	P4			Computer Programr HSCT461-1		9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	2234567890	Kname	Fname
20549	11.0201	P4			Computer Programr HSCT462-1		1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	2234567890	Kname	Fname
20549	11.0201	P4			Computer Programr HSCT461-1		9/1/2020	100456089X000	39	63070	Avondale	Avondale	Avondale	05976	3234567890	Mname	Fname
20549	11.0201	P4			Computer Programr HSCT462-1		1/18/2021	0230007000Y20	39	63070	Avondale	Avondale	Avondale	05976	3234567890	Mname	Fname

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 on page 62. 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		<b>COMPLETE</b>			

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.