



Optimizing Spring Enrollment

for Spring Enrollment Data Entry

Presented by

PTD Technology

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What's New This Spring?

- MILogin launched in February.

Important Dates:

- Spring Enrollment due to CEPD Administrators June 9th, 2022.
 - EMC/Dual Enrollment and work-based learning is also due at this time.
 - Preliminary credentials due June 23rd; Final credentials due August 31st.
- Students need to be enrolled in classes by May 13th so OCTE can match records to the MSDS.



What's New This Spring?

Remember:

- Attempt to maximize the number of Student Advancements and Concentrators your programs should produce:

Concentrators:

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

More than Concentrators:

- (2.0 grade or higher) Have completed all 12 segments.
- Perkins 5} 3 or more PCCs
- 2 PCCs plus OCTE approved credential .



Spring Enrollment Data Collection

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

What do I need to verify?

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



Optimizing Spring Enrollment

CTEIS includes many tools and features to assist with data entry and verification.

We will verify entry of:



- Courses
- Students
- Enrollments
- Importing data

Help Is Available

Technical Help

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

Policy Help

- For direct questions regarding OCTE policy issues

PTD Help Desk

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

Joan Church

ChurchJ@michigan.gov
(517) 335-0360



Checklist for Data Entry

Task	Done!
<p style="text-align: center;">Manage Courses</p> <ul style="list-style-type: none"> ✓ Enter, import, or update course section information by checking that: <ul style="list-style-type: none"> - All courses for the school year are entered. - EMC and Dual Enrollment courses are identified and entered correctly. - Dates for the courses are correct. - A primary teacher and all additional staff are assigned to each course. - Course section codes are correct. - Instructional design allows proper segment allocation. 	<input type="checkbox"/>
<p style="text-align: center;">Manage Staff</p> <ul style="list-style-type: none"> ✓ Enter or update teacher information by verifying that each classroom staff member has a record in CTEIS. Make sure all PIC's are validated. 	<input type="checkbox"/>
<p style="text-align: center;">Manage Students</p> <ul style="list-style-type: none"> ✓ Enter or update student information either manually or via import. ✓ Review student information using: <ul style="list-style-type: none"> - The Check UIC button. - The reports: Bad UIC by Building and UIC With No Current MSDS. 	<input type="checkbox"/>
<p style="text-align: center;">Manage Enrollment</p> <ul style="list-style-type: none"> ✓ Enroll students in course rough the use of the CTEIS File Import feature. ✓ Check students enter and exit dates to make sure that they fall within the course section dates. ✓ Check CSCs to ensure students are enrolled in the correct courses. ✓ Verify that students are within the correct subsections. ✓ Verify that students will receive the proper segments and/or competencies. 	<input type="checkbox"/>
<p style="text-align: center;">Manage Credentials</p> <ul style="list-style-type: none"> ✓ Enter or update student credential information either manually or via import. 	<input type="checkbox"/>
<p style="text-align: center;">Manage Work Based Learning</p> <ul style="list-style-type: none"> ✓ Enter or update student work-based learning experiences either manually or via import. 	<input type="checkbox"/>
<p style="text-align: center;">Validation and Submission</p> <ul style="list-style-type: none"> ✓ Use the validation tool to check for errors. ✓ Resolve any student UIC or MSDS issues. ✓ Review student segment profiles to ensure advancement of students correctly. ✓ Review reports to verify the number of student advancements. ✓ Submit fall course and student enrollment data. 	<input type="checkbox"/>

Manage Courses

Use an instructional design form when entering courses.

Please note: Building reporters are not responsible for building design please contact an Instructor to verify course information.

ENROLLMENT

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

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

Mass Course Edits

Mass Course Edits allow you to update multiple records simultaneously.

ENROLLMENT

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- File Import

- Go to **Data Entry**, then **Mass Course Edits**.
- The fields you may mass edit include:
 - Beginning and ending dates
 - Semester
 - Virtual delivery mode
 - High school credits earned
 - College credits earned
- You may also Mass Deactivate courses using this feature.

Import Courses

CTEIS allows you to import course details from a Student Management System.

- Go to **Data Entry**, then **Student/Course/Enr. Import**.
- Select the building you wish to import course information into.
- Click the **Import Enrollment File Button**
 - Browse for your import file.
 - If all data is correct with no errors, Click the “Upload” button.
 - Error free student information is updated. Results are indicated by color and shown at the top of the grid.

A screenshot of a button labeled "Import Enrollment File". The button is rectangular with a light blue background and a dark blue border, centered within a dark blue rectangular area. The text "Import Enrollment File" is written in white, sans-serif font.

Review Courses

Instructional Design Report



- Show the courses operating during a selected year.
- Go to **Reports**, then **Building Reports**.
- Under **Program / Course Reports** **Select Building**.
- Use this report to verify:
 - That your classes have been entered in CTEIS accurately for the current year.
 - That your courses offer the 12 segments required for your programs to produce student advancement.

PRN	CipCode	PerkPr	Program	Comp/Seg	CourseName	Course Section (BeginDate	Subk Course Seg/C	SubB Course Seg/C	SubD Course Seg/	CEPD	FA	FA Name	QAName	QName	QDesc	
20549	11.0201	PA		1	Computer Programming I S1	HSC1461-1	9/3/2019	100456899000		39	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976	
20549	11.0201	PA		2	Computer Programming I S1	HSC1461-2	9/3/2019	100456899000		39	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976	
20549	11.0201	PA		3	Computer Programming II S1	HSC1463-1	9/3/2019	100456899000		39	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976	
20549	11.0201	PA		4	Computer Programming II S1	HSC1463-2	9/3/2019	100456899000		39	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976	
20549	11.0201	PA		5	Computer Programming I S2	HSC1462-1	1/27/2020	0230007000720		39	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976	
20549	11.0201	PA		6	Computer Programming I S2	HSC1462-2	1/27/2020	0230007000720		39	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976	
20549	11.0201	PA		7	Computer Programming II S2	HSC1464-1	1/27/2020	0230007000720		39	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976	
20549	11.0201	PA		8	Computer Programming II S2	HSC1464-2	1/27/2020	0230007000720		39	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976	
20549	11.0201	PA		9	Computer Programming I S1	HSC1461-2	9/2/2021	100456899000		39	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976	
20549	11.0201	PA		10	Computer Programming II S1	HSC1463-1	9/2/2021	100456899000		39	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976	
20549	11.0201	PA		11	Computer Programming I S1	HSC1461-2	9/2/2021	100456899000	123456000000	123456000000	100000000000	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976
20549	11.0201	PA		12	Computer Programming II S1	HSC1463-1	9/2/2021	100456899000	000000000000	000000000000	000000000000	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976
20549	11.0201	PA		13	Computer Programming I S1	HSC1461-2	9/2/2021	100456899000	123456000000	123456000000	100000000000	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976
20549	11.0201	PA		14	Computer Programming II S2	HSC1464-1	9/2/2021	0230007000720	000000000000	000000000000	000000000000	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976
20549	11.0201	PA		15	Computer Programming II S2	HSC1464-2	9/2/2021	0230007000720	000000000000	000000000000	000000000000	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976
20549	11.0201	PA		16	Advanced Studies in CTE I S1	HSC1333-1P	2/10/2022	000000000000	000000000000	000000000000	000000000000	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976
20549	11.0201	PA		17	Computer Programming I S1	HSC1461-1	2/10/2022	100456899000		39	63070	Avondale Schoc	Avondale Sch	Avondale High School	05976	

Review Courses

List of Courses by Building Report

- Shows all courses operating during the current school year within a selected building.
- Go to **Reports**, then **Building Reports**.
- Under **Program / Course Reports**.
- Use this report to verify:
 - That your classes within a building (or PSN) have been entered into CTEIS accurately for the current year.
 - That your course detail fields are accurate.

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

Manage Students

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

- Make sure student information is recorded correctly.
- Allow Follow-Up reporters to contact students.

ENROLLMENT

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

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

Import Students

CTEIS allows you to import student demographic details from a Student Management System.

- Go to **Data Entry**, then **Student/Course/Enr. Import**.
- Select the building you wish to import student information into.
- Beneath selected Building name, click the **“Import Enrollment File”** link:
 - Browse for your import file.
 - Click the “Upload” button.
 - Review import information and click “Upload button” when ready.

REMOVE FILE EXPORT UPLOAD									
Total Students: 3 Total Enrollments: 2 Students Updated: 3									
NAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD	PHONE1	PHON	
u	Purple	M	11/17/2001	63070	00161	65465	654		
0-2 DLT				09/02/2021		01/15/2022			
NAME	MI	LNAME	SEX	DOB	SENDDIST	SENDBUILD	PHONE1	PHON	
n	S	Wayne	F	10/09/2005	63070	00161	52665	222	
ood				06/01/2000		9/0/2000			

Review Students

Check UIC Button

- Allows you to verify student UICs without saving records.

Bad UIC by Building Report

- Shows the UIC, student name, gender, date of birth, and UIC errors of all enrolled students within a building.

➤ Go to **Reports**, then **Building Reports**.

➤ Under **Audit Reports**.

➤ Use this report to:


- Locate and print students who do not pass the 4483 validation check.

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

Review Students


Expired MSDS Check Date Report

- Displays a list of students who have not been updated within the MSDS.



Learning that works for Michigan
CTE

Michigan Department of Education
Office of Career and Technical Education - CTEIS Report



UICs with No Current MSDS Record

CEPD 99
Fiscal Agency School District (22222)
Building High School (33333)
Home Facility High School

UIC	Student Name	MSDS Date	Exit Status	Grade Level
8888888888	Aman, N.	5/2	19	
9999999999	Bman, H.	4/4	19	

Please refer to the Directions for Updating MSDS Records within CTEIS document found on the CTEIS home page under the 4483 links.

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Revised 4/14 - T
Page 1 of 1
CTEIS

➤ Go to **Reports**, then **Building Reports**.

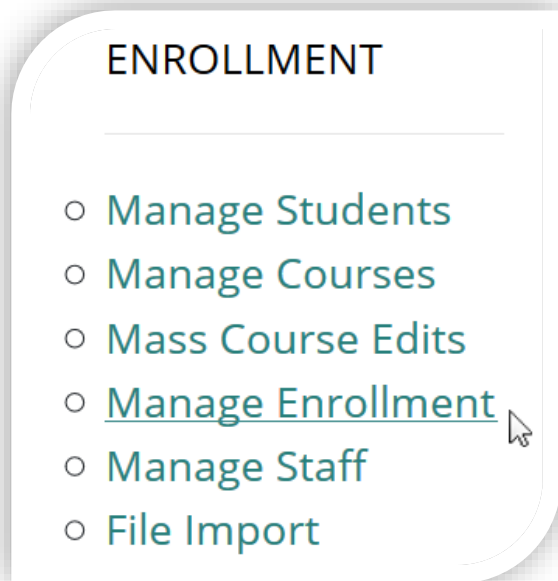
➤ Under **Audit Reports**.

➤ Use this report to verify:

- That all student core fields match the records within the MSDS.

Manage Enrollment

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



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

Review Enrollment


Class Student List Report

- Contains segment information, grades, and student enter and exit dates for courses operating within a selected building.

- Go to **Reports**, then **Building Reports**.
- Under **Audit Reports**.
- Use this report to obtain teacher sign-off and verify:
 - That your students have been enrolled into the correct courses for the current year.
 - That your courses offer the 12 segments required for your students to become completers.

Class Student List for 2020-2021

Michigan Department of Education
Office of Career and Technical Education - CTEIS REPORT



Region: 18		CEPD: 39	FA: Berkley School District(63050)	OA: Berkley School District(63050)	
Course: Advanced Marketing B		Instructor: [REDACTED]	Course Hour: PD2		
CIP: 52.1999		Start Date: 1/18/2021	End Date: 6/11/2021		
[Grid icons]					
Stud. Grade	Sem. Grade	Sending District	Sending Facility	Enter Date	Exit Date
12	C-	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	A	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	B	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	C+	Berkley School District	Berkley High School	1/18/2021	6/11/2021
11	B+	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	A	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	A	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	B	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	A	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	A	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	A	Berkley School District	Berkley High School	1/18/2021	6/11/2021
11	A	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	A-	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	A	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	C+	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	B+	Berkley School District	Berkley High School	1/18/2021	6/11/2021
12	A	Berkley School District	Berkley High School	1/18/2021	6/11/2021

Review Enrollment

Program Enrollment History Report

- Displays the historical information of all students enrolled within a selected program.
- Includes Segment/Competency profiles.

➤ Go to **Reports**, then **Building Reports**.

CipCode	Perkin	Program	Comp/Seg	CourseName	Course Sect	BeginDate	Course Seg/Com	CEPD No	FANO	FA Name	OAName	OBName	OBNO
46.0301	PS		[A1 A2 A3 A4 A5 A6 A7 A8 A9 A10 A11 A12 A13 B1 B2 B3 B4 B5 B6 B7 B8 C1 C2 C3 C4 C5 C6 Z	NULL	NULL	NULL	NULL	10	28000	Northwes	Northwes	TBA	Caree 06145
46.0301	PS	NULL		ELECTRICAL OCCUP# 25.1		2020-09-09	1234560000000	10	28000	Northwes	Northwes	TBA	Caree 06145
46.0301	PS	NULL		ELECTRICAL OCCUP# 25.1B		2021-01-25	000000789XY20	10	28000	Northwes	Northwes	TBA	Caree 06145
46.0301	PS	NULL		ELECTRICAL OCCUP# 25.1		2021-09-08	[A1 A2 A3 A4	10	28000	Northwes	Northwes	TBA	Caree 06145
46.0301	PS	NULL		ELECTRICAL OCCUP# 25.1		2021-09-08	[A1 A2 A3 A4	10	28000	Northwes	Northwes	TBA	Caree 06145
46.0301	PS	NULL		ELECTRICAL OCCUP# 25.1		2020-09-09	1234560000000	10	28000	Northwes	Northwes	TBA	Caree 06145
46.0301	PS	NULL		ELECTRICAL OCCUP# 25.1B		2021-01-25	000000789XY20	10	28000	Northwes	Northwes	TBA	Caree 06145
46.0301	PS	NULL		ELECTRICAL OCCUP# 25.1		2021-09-08	[A1 A2 A3 A4	10	28000	Northwes	Northwes	TBA	Caree 06145

➤ Under **Program / Student Reports**.

➤ Use this report to verify that:

- Your students have been enrolled into the correct courses for the current year.
- Your courses offer the 12 segments or Competency required for student advancement.

Manage Credentials

Each of your programs must either:

- List the students who receive credentials in the current year
- 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 export feature allows you to view, edit, and import student certifications.

Work Based Learning

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

1. Enrollments

- Mass Enrollment edit
- Enrollment import
- Consolidate into programs

2. Programs

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

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Policy Help

- For direct questions regarding OCTE policy issues

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

Joan Church

ChurchJ@michigan.gov
(517) 335-0360



Questions?


Thank you!

CTEIS Training Evaluation
Required Fields *

Your name:

Email:

Training Class (Choose One) *
Optimizing Spring Enrollment

Date *
 / / 
MM DD YYYY

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