



- Your course detail fields are accurate.

CTE Course Listing for Bldg		MICHIGAN CTEIS							
 									
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.
AgrSci1_S1_1	- Agscience 1 - Sem 1	Agrs	1-2	1	9/4	2/11	M. Rice	NV	N1
AgrSci1_S1_6	- Agscience 1 - Sem 1	Agrs	6-7	1	9/4	2/11	M. Rice	NV	N1
AgrSci1_S2_1	- Agscience 1 - Sem 2	Agrs	1-2	2	2/12	6/11	M. Rice	NV	N1
AgrSci1_S2_6	- Agscience 1 - Sem 2	Agrs	6-7	2	2/12	6/11	M. Rice	NV	N1
Dual Enrollment (Dual Enr.): -- : Unknown / Not Entered N1 : Regular course without dual enrollment Y1 : Regular course with dual enrollment Y2 : EMC course with dual enrollment N2 : EMC course without dual enrollment Y3 : Non-State course with dual enrollment									
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Active District Staff Listing

Use this report to view a list of active teachers within your district.

How to Generate Reports

To generate the above reports:

- From the navigation bar, click Reports, then Building Reports.
- Select the desired report from the Report Launcher screen.
- Enter your Report Criteria. CTEIS will generate the report based on your report criteria.

Building Report Launcher	
Select a report from the left-hand column and then indicate specific selections using the Report Criteria Panel. Select a building to generate your report.	
Audit Reports	
Select	Class Student List Class list of students by building with Home Facilities and dates.
Select	Bad LIC by Building List of invalid student LIC's
Select	Expired MGSI Check Date List of students with not updated by MGSI
Select	Missing Grades List of students missing grades
Select	Sending Building Counts Listing of student counts by sending building
Select	Completers in another district Listing of students followed up by another district
Program/Student Reports	
Select	Segment Q Class List Listing of Segment Q students
Select	Completer Assessment Report Listing of students and segments by PSN and building
Select	Completer Assessment Summary Completion totals for the current school year
Select	EMC and Dual Enrollment Report Class listing of students in EMC programs or Dual Enrollment Courses
Select	Program Counts Listing of student counts in programs by sending building
Select	Program Enrollments History Listing of student program/course history useful for finding completers
Select	Special Population Alpha Listing of students in Special populations by Alpha
Select	Special Population Class Listing of students in Special populations by Class List
Select	Special Population Summary Listing of summary totals of classes with students in Special populations
Program/Course Reports	
Select	Instructional Design Reports Listing of programs and subsections with segments
Select	Secondary Taxonomy Listing of programs by building
Select	List of Courses by Building Listing of active courses within a building
Select	Current Year Staff Assignments Listing of active teachers within your district (includes the building that they are currently teaching in)

How to Print CTEIS Reports

To print your lists and reports, you must first export them to another format. Using the “Export” button and drop-down list, choose Acrobat PDF file. Save the report and open it in Adobe Acrobat to print hard copies from the application instead of your Web browser.



Student Review

You can review students by using:

- The Check UIC button.
- Reports: Bad UIC by Building and UIC With No Current MSDS.
- Program Student Competency Profile Reports

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’s UIC without saving the student record.
- 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.
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 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)		

To access this report: from the navigation bar, click reports, then Building Reports. Select Bad UIC By Building under the Audit Reports collection.

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 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.

Learning that works for Michigan CTE		Michigan Department of Education Office of Career and Technical Education - CTEIS Report			MICHIGAN CTEIS	
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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To access this report: from the navigation bar, click reports, then Building Reports. Select UIC With No Current MSDS under the Audit Reports collection.

Student Advancement Report Export

To access this report: from the navigation bar click Reports, then Building Reports, and this report is located under the Program/Student Reports collection.

Enrollment Review

Class Student List Report

The Class Student List report contains details of the courses operating within a selected building including segment information, grades, and enter and exit dates. Use this report to verify that your:

- Students have been enrolled in the correct courses for the current year.
- Students are placed in the appropriate subsection and will receive credit for the correct segments.

To access this report: from the navigation bar click Reports, then Building Reports, and this report is located under the Audit Reports collection.

Program Enrollment History Report

To access this report: from the navigation bar click Reports, then Building Reports, and this report is located under the Program/Student Reports collection.

Program Counts Report

To access this report: from the navigation bar click Reports, then Building Reports, and this report is located under the Program/Student Reports collection.