DATA ENTRY REVIEW

Course Review

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

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

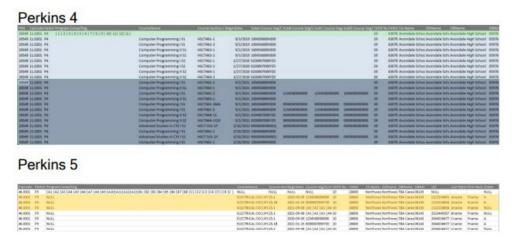
- Course entry within CTEIS is accurate for the current year.
- Courses offer the 12 segments/competencies required for your programs to produce student advancement.

It is important to note:

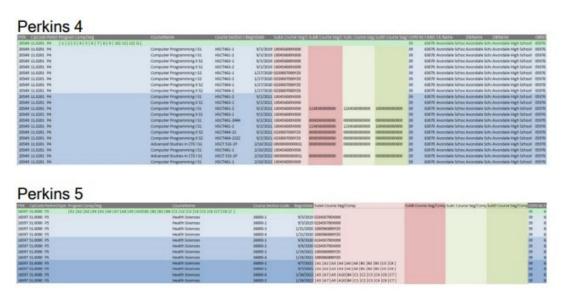
- This export is grouped, first by program, then by the last three years of courses conducted, listed chronologically by course begin date.
- Perkins 4 programs are those that still use segments and will be listed first. Perkins 5 programs use competencies and are listed last.

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.

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



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

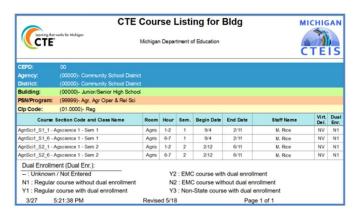


From this data, the path of courses a student would enroll in overtime can be charted and the segments or competencies can be reviewed to ensure that advancement is possible and optimized.

List of Courses by Building- This report shows all courses running within a selected building during the current school year. 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.



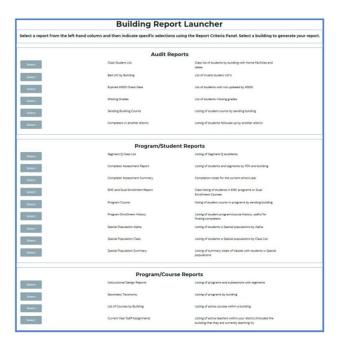
Active District Staff Listing

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

How to Generate Reports

To generate the above reports:

- 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.



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

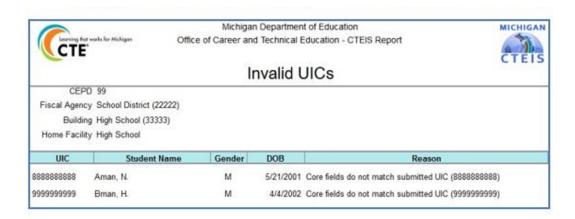
- UICs are checked every time a student record is stored manually.
- In the UIC panel of the Manage Students screen, you can enter a student's core fields and click the Check UIC button to verify a student's UIC without saving the student record.
- CTEIS automatically checks UICs included with imported 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

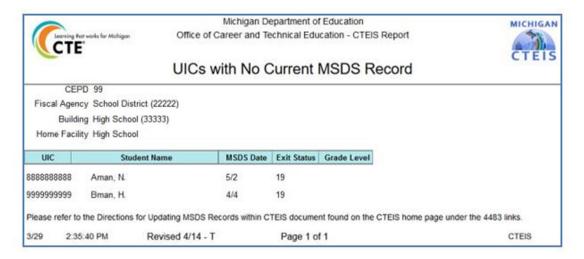
This report displays invalid UICs. It also shows the UIC, student name, gender, date of birth, and associated errors for all the enrolled students within a building. Use this report to locate and print students who do not pass the enrollment validation check.



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.



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.