

## FALL ENROLLMENT TASK

In preparation for the Spring Enrollment Report, you are strongly encouraged to begin your data collection, entry, and validation as early in the school year as possible. The fall update provides an opportunity to begin collecting, entering, and verifying your fall data well before the spring deadline. Furthermore, reporters are required to enter at least one fall course per teacher per PSN by the end of September. Because the information from this report is used to determine funding allocations as well as to fulfill federal reporting requirements, it is important that all data be complete and accurate. An overview the task is as follows:

Please Note: Users must have the Enrollment role to complete data entry enrollment reports.

- 1) Obtain Instructional Design of courses.
  - a. Teachers and CTE Administrators need to finalize the program instructional designs for each program, course, and the segments and competencies. Templates can be found [here](#).
- 2) Enter in New Courses for the upcoming school year. That consists of:
  - a. Renewing previous year courses for the current year.
  - b. Adding new courses for the given year.
  - c. Deactivate courses that will not be used again,
  - d. Import new courses using course [Import templates](#).
  - e. Be sure to enter in the correct segments or competencies for each course and segment.
- 3) Add new staff and assign to courses
- 4) Begin adding enrollments as able
- 5) October 13, 2022: Submit your Fall course and staff list to CEPD Administrator. Due to OCTE October 20, 2022.
  - a. Required (as best as you can know)
    - i. Courses
    - ii. Staff
  - b. Not Required to be completed at this time
    - i. Segment/Competencies profiles
    - ii. Final staff assignments
    - iii. Enrollments

**Important Dates to remember:** Data collection begins beginning of September.

Fall Course and Staff Collection is due to OCTE: October 20, 2022

Final Spring enrollment is due to CEPD Administrator: June 15, 2022, and to OCTE June: 22, 2023

## Best Practices for Data Entry

Course and Student Data can be entered manually using the following CTEIS screens:

- Manage Courses
- Manage Students
- Manage Enrollment

**Data Entry by Imports-** 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-** It is important to review your data. Reviewing data can be done with the help of CTEIS validation and reporting tools. These reports and 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.
- Incorporating incorrect segments into your courses.

Mistakes such as these can reduce student advancement within your programs. To prevent this, you are required to review your instructional design and the available summary reports with the individuals who provide your information.