MANAGE ENROLLMENTS

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 are also part of this process.

How to Manage Enrollments

1. Log into CTEIS at: MILogin - Login (michigan.gov) using your MILogin username and password you will be navigated back to the CTEIS homepage.
2. From the navigation bar, click Data Entry, then Manage Enrollment.
3. Please select the district... field to choose a district. The grid is populated with active courses within that district

		CSC	Course Name	PT	Building Name	Class St
		▼	▼	▼	▼	
▣	CLREPORT	HSCT212-1	Web Design and Digital Tech S1	Reg	Avondale High School 05976	08/23/2(
▣	CLREPORT	HSCT212-2	Web Design and Digital Tech S1	Reg	Avondale High School 05976	08/23/2(
▣	CLREPORT	HSCT212-3	Web Design and Digital Tech S1	Reg	Avondale High School 05976	08/23/2(

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. A best practice is to use this report to obtain sign-off from your teachers for each student's grade and segments.

Course Section Code: HSCT212-1   Dates: 8/23/2022 - 1/21/2023

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 ▼	SubSection ▼	UIC
♦	✎ EDIT	✕ DELETE	Slname	Sfname	N	8/23/2022	1/21/2023		A	A01701700
♦	✎ EDIT	✕ DELETE	Mlname	Afname	-	8/23/2022	1/21/2023		A	A09041440
♦	✎ EDIT	✕ DELETE	Wlname	Cfname	-	8/23/2022	1/21/2023		A	A10593255
♦	✎ EDIT	✕ DELETE	Blname	Sfname	-	8/23/2022	1/21/2023		A	A10796806

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.

How To enroll students into CTE courses in CTEIS:
1. Click the book icon of a course to which you wish to add new enrollments. Enrolled students are displayed in a grid.
2. Click the Enroll Students button. The Enroll Students pop-up window opens.
3. Select a sending facility to browse for students using the Select District... drop-down list.
4. You may enter specific criteria within the Search by UIC or Search by first name or last name fields to search for specific students. A list of students available for enrollment is displayed in the students' grid.
5. Select a student's Subsection button to enroll him or her into that subsection of the course. Highlighted rows within the student's grid indicate students who have already been enrolled in the course section.
6. When a student is enrolled in a CTE course, an enrollment record is created using the default beginning and exit dates associated with the selected course section. To change the beginning or end dates, refer to Edit Courses in the Manage Courses module link.

How To Edit Enrolled Students in CTEIS:
1. Open the Manage Enrollment screen. 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 the student icon in the row in the student grid to select the student enrollments you would like to edit.
4. The Update Selected Enrollments pop-up window opens.

Delete Enrollment

Update Enrollment

UIC: A017017005
First Name: Sfname
Last Name: Slname

Enter Date: 08/23/2022
Exit Date: 01/21/2023

High School Credits: 0.00
College Credits: 0.00

Select grade*

N

Begin Date*

8/23/2022

End Date*

1/21/2023

5. Edit any of the following fields:

- New Enter Date / New Exit Date — Add a new entry or exit date in the input fields, then click the Update Enrollments 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 Enrollment button to edit the Work Based learning experiences 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 Enrollments button to edit the credits granted to students enrolled in this course.
- New Subsection — Select a subsection from the grid, then click the Update Enrollments 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 Enrollments 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.

Copy/ Transfer Students

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

1. Open the Manage Enrollment screen. 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 student icon in the rows in the student 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.

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. 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.
4. 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.

Letter Grade Definitions and Comparable GPAs

If your district uses a point system for grades and provides no letter grade, use the following comparison table to determine the comparable letter grade.

The following codes are used to mark student letter grades in a course section:

Letter Grade	Comparable Grade
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
E+	0.3
E	0.0
F	0.0
I	Incomplete
L	Left course without completion
N	Credit with no grade/audit
P	Pass
R	Dropped course
W	Withdrew
Z	No grade
–	(Clears the 'Crs Grade' field)

Please note that the "No Grade" choice (labeled "Z") from the drop-down menu is not the same as an "N" grade, which is given to a student who audits a class.

How to Import Enrollments/Grades/ WBL

Enrollments

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 are 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.

Grades

The import process is like importing students, which is discussed in Importing Students, 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.

[Importing Enrollments Template/ Student Excel Headings File](#)

Work Based Learning

Users are encouraged to take advantage of the import functionality of the Work Based Learning feature at the program level. You may also leverage the Work Based Learning Data Tracking Tool to facilitate imports. The WBL Tool is a prefilled spreadsheet of student UICs, first and last names, PSNs, and program names, and it also contains a column in which WBL experiences are entered. Of these fields, only the UIC, PSN, and WBL experiences are required. This worksheet is in the required format for the CTEIS import and can be used to quickly update your data when experiences by students are included. Using the WBL tool is not required if your Student Management System already has the means to create an import file.

Keep in mind, that importing program WBL events will overwrite any existing events for that student, though students left blank in the template will not be overwritten. Thus, it is important that you coordinate multiple worksheets/tools to ensure data is not inadvertently overwritten.

To import WBL data, carry out the following steps:

1. From the navigation menu, click Data Entry, then Import Work Based Learning.
2. On the Import Work Based Learning screen, click the Choose File… link and locate your import file.
3. Click the Load Records button to upload your file. On the resulting screen, records that are ready to import appear with a green bar beneath them. Errors are displayed in a red bar beneath the associated records.

4. To correct any errors, adjust your import file, then upload the file again.
5. Click the Import Records button above the grid to import your work based learning experiences. Records within your import file that contain errors will be omitted; only error-free entries will be saved to the database.

Specifically, CTEIS will check your import file to ensure that:

- Students are in the correct PSN.
- PSNs are in buildings you have access to.
- WBL experiences are valid and included.

6. Verify that your student and program names are correct after import.

Work Based Learning Import Templates and Instructions:

Work Based Learning Data Tracking Sheet

Work Based Learning Tracking Sheet Instructions

Work Based Learning Import Table

Column	Column Heading	Content	Content Description
A	UIC*	Student Unique Identifier Code (UIC)	A unique code assigned to each student by CEPI for reporting students in the Michigan Student Data System (MSDS)
B	FirstName	Student First Name	Student first name as entered into CTEIS and MSDS
C	LastName	Student Last Name	Student last name as entered into CTEIS and MSDS
D	PSN*	Program Serial Number	Unique 5-digit number assigned by OCTE to state approved CTE programs representing a unique combination of Educational Entity Master (EEM) building code, CIP Code, and program type (Reg = State-Approved Program; EMC = EMC State-Approved Program; RegE = Emerging Program; EMCE = EMC Emerging Program)
E	Program Name	Official OCTE program name associated with the CIP code	Official OCTE program name associated with the program CIP Code. Generally matches the name listed on the National Center for Education Statistics IPEDS website for the CIP Code
F	WorkBasedLearningEvents*	Code field for work based learning experiences	Field in which district staff enter a code for each work based learning occurrence experienced by the student in the specified PSN during the school year

1. Column F: Districts enter a code for each Work Based learning occurrence experienced by the student in the specified PSN during the school year in the following format:

a. Enter codes without spaces between them.
b. Enter one code for each discrete Work Based learning occurrence.

For example, if a student participated in two career fairs (level A), one job shadow (level E), and three practicums (level T) during the school year, the entry in the Work Based Learning Events column would look like this:

WorkBasedLearningEvents*
AAETTT
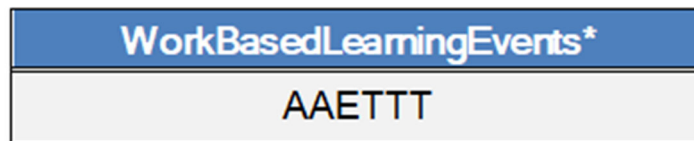
2. If a program has no Work Based learning events, the UIC field should be set to 9999999999, and column F should contain the capitalized word NONE.
3. At the end of the year, a spreadsheet containing a completed column F is provided to a CTEIS data entry staff person for upload into the system. This spreadsheet may not be reused; a new spreadsheet with a blank Work Based Learning Events column must be filled out each year. Adding additional events for a new school year to a spreadsheet with prior year data will result in duplicate entries. Uploading a new spreadsheet will overwrite the existing WBL data for the year, and any upload may overwrite data contained in CTEIS depending on the method used to enter that data.

Please see the Work Based Learning guidance document and examples for more background information.