Spring Enrollment Video Transcript

Video 1 – Introduction to Spring Enrollment

Welcome to the CTEIS Spring Enrollment and Completion Collection training. This training consists of several video segments that you can access by clicking the links on the side of your screen. If you would like to refer to an instructional guide during these videos, please note that you may download the Spring Enrollment Instructional Guide from the CTEIS homepage at www.CTEIS.com.

The Spring Enrollment report is completed in mid-June and the CTEIS system itself will use the data you enter to determine your student counts, student completion statuses, and the completers your Follow-Up personnel will contact next spring. This information feeds into the CPIs and other federal reports, and student count information dictates how OCTE will distribute Added Cost funds to the many CTE programs across Michigan in the next school year.

Completing your Spring Enrollment Report requires a working knowledge of the CTEIS application, as well as standard State reporting policy. If at any time you need assistance, help is available. For technical questions, please contact the PTD Technology help desk toll-free at (800) 203-0614 ext. 128, at (517) 333-9363 ext. 128, or via e-mail at CTEIS.help@PTDtechnology.com. For any questions regarding policy, please contact Joan Church at (517) 335-0360, or by e-mail at ChurchJ@michigan.gov.

Begin your training by clicking on the link titled “Manage Courses.”

Video 2 – Manage Courses

To complete your Spring Enrollment Report, you will need to compile three types of data for OCTE: course data, staff member information, and student demographic and enrollment details. While you may begin entering this information in any order, entering classes first creates a framework for you to work within, and Manage Courses is therefore a good tool to start with. Remember, as a building level reporter, all course details and segmenting information should be provided to you on an instructional design form.

To begin the process of entering your enrollment course data, log into www.CTEIS.com with your MEIS user name and password, find the heading labeled Data Entry, and then click on "Manage Courses."

On this screen, an informational grid will list all active courses your buildings are currently running. You may also view deactivated courses by clicking on the "View All Courses" radio button. Notice that you can sort this list by clicking on any column headers. Clicking a second time will sort that column in reverse order. You may also filter your list by typing specific criteria into the empty text fields below the column headers and then pressing your "Enter" key. To clear your filtered list, simply click on the "Clear Search" button within the filter text field.

To add a new course to your list, click on the "Create New Course" button. Next, select the building where you would like to add the new class. You may then create a class by clicking on a program within the "Select a Program" drop-down list. Next, you will need to add details in the fields below the grid to define your new class.

The CSC, or Course Section Code, is a value that uniquely identifies classes within each building. This is used to match the enrollment records in CTEIS with the enrollment records in a local student management system, and you will generally find it easiest to enter the CSC in CTEIS as found in your student management system. All active classes must use unique CSCs; however, you may reuse the course section code of a deactivated class.

The Local Course Name refers to a class at a local level, such as “Intro to Accounting” or “Computer Programming Section 1.”

Next, enter your course section start and end dates. It is very important that these are correct, and you may either enter the fields manually or use the calendar icon to select dates accurately.

Next, define the course’s semester type.

The Room Number is the room or location where the class takes place. This field does not require a numeric value, so a piloting class might use the location “AIRPORT,” for example.

The Course Section Period is the hour of the day in which the course section begins. If a class runs non-consecutive hours, you may enter the first period during which the course runs here.

You may also indicate whether your course is virtually delivered. If the class does grant dual or concurrent enrollment credit, select the “Postsecondary CTE Course” radio button, then enter the number of high school and college credits awarded by default.

Once you have finished entering your basic class information, locate the “Segment Profile” panel to view segment and subsection information. Segments indicate the various topics students will learn within a particular class, and teachers will provide you with a list of the correct segments to include. Please note that you may opt to include multiple subsections to facilitate setting up courses in which instructors are giving groups of students different material to learn. For example, the default Subsection A may indicate a group of first-year students receiving instruction in some segments 1, 2, and 3. You may then add a second subsection to indicate that the class also contains second-year students learning the material associated with segments 4, 5, and 6. You may add as many subsections as are necessary to accurately reflect the instruction the students are receiving in your classrooms. When you are satisfied with the information you have entered, click on the “Create Course” button at the bottom of the screen. Your class is built and you can now view your course in your informational grid.

Each course requires you to specify a primary teacher. To accomplish this, search for the instructor within the “Course Staff” panel and confirm your selection by clicking the “Add Staff to Course” button. You may also assign other staff roles using the options within the “Select a staff type” drop-down list.

Additional Full-Time staff members include any aides, teachers, or paraprofessionals who assist with instruction for the entire session.

Additional Part-Time staff members include any teachers, aides, or paraprofessionals who assist with instruction for part of the class.

Secondary Full-Time instructors are additional teachers who assist with instruction for the entire duration of the class, have a teaching certificate, and are vocationally certified.

Finally, a Secondary Part-Time instructor is an additional teacher who assists with instruction for part of a session, has a teaching certificate, and is vocationally certified.

Once you have selected the correct role for your staff member, click the “Add Staff to Course” button. You will notice that the teacher is now listed in the Course Section Staff List in the bottom right panel of the screen.

Please note that you may adjust your class details at any time. To edit a class, enter your grid, select that class record, make the desired changes, and click the “Update Course” button at the bottom of the screen. You will receive a message from CTEIS if your update is successful.

Click the link called “Mass Course Edit” to learn how to use CTEIS’ mass-editing features.

Video 3 – Mass Course Edits

The Mass Course Edit feature is found under the Data Entry heading by clicking on "Mass Course Edits." Here, your grid will list each of your active courses. You may choose multiple classes by holding the Control key while selecting your courses, then choose from several fields to update by clicking the Update Courses button. This is particularly useful for adjusting course end dates when snow days extend the duration of the school year, or for modifying details such as the semester type or virtual delivery format. Click the Close button to return to your grid and review your edits.

The Mass Course Edit page also allows you to mass deactivate courses from a previous school year so that those CSCs may be recycled. Remember that deactivated classes cannot be reactivated, but you may always rebuild them by using the Copy Course feature or via import.

Click on "Import Courses" to learn how to enter course details using the CTEIS import tool.

Video 4 – Import Courses

CTEIS allows you to import course details from a student management system. To utilize this feature, you may want to review the importing guides available on the website at www.cteis.com as you will need to create an import file that CTEIS can read. Often, your IT staff can help you to create files that fit the CTEIS specifications described in the online importing guides.

When you are ready to import your course details, go to the Data Entry menu and click on "Student, Course, and Enrollment Import." Locate the building you wish to import your courses into and click the graphical button in the corresponding row.

Beneath the Import Courses header, choose your import file and then click the button labeled "Import Records." CTEIS will read the information from your import file and place it into a temporary table for you to review. Records that contain the word "Insert" in the Status column are error-free and ready to be saved in CTEIS. To complete the import of your course records, click the "Process Courses" button beneath the temporary table.

After importing your course details, it is important to verify that your information is complete and accurate. It is especially important to review the subsections and segments that your classes are set to deliver to your enrolled students. Browsing Manage Courses or viewing your building reports are two effective ways of gauging the success of your import.

To learn how to update, edit, and insert teachers, click on "Manage Staff Members."

Video 5 – Manage Staff

Under the Data Entry heading, find and click “Manage Staff.” On the resulting screen, you will notice a list of all active staff members in your district as well as options that allow you to search for individual teachers by last name or PIC number.

To add a new teacher, fill out the information in the fields at the side of the screen. Fields with an asterisk are required, and when you have finished adding information into these fields, click on the “Update Staff” button. Your teacher will now appear on your faculty list.

To edit staff information, simply find your teacher in the list, click the graphical icon next to the record you want to change, make your edits, and click the “Update Staff” button.

Click on “Manage Students” to learn how to add, edit, and view student information.

Video 6 – Manage Students

Students may be added to your CTEIS database one-by-one or through the recommended file import process. For directions on how to import student demographic and enrollment information, please click the link entitled “Import Students” on the side of your screen.

To view and update student information in CTEIS, from the Data Entry heading, click on “Manage Students.” Here you may search for a listing of CTE students in any building by selecting a facility from the “Select Building” drop-down menu. You may instead search for individual students by entering a UIC or last name in the search field and clicking the “Search” button.

You may add a student by using the “Add Student” button and filling out the student demographic information fields that appear. The asterisk-marked core fields are used to match your entries to the MSDS and must be accurate.

To view or edit existing data, you will need to locate a student within the grid and click on the graphical icon to open the corresponding informational panels.

The UIC is the student’s Unique Identifier Code. It is required for input and must match the same Michigan Student Data System UIC. The “Check UIC” button will allow you to check the status of a UIC against the UIC master to make sure you do have a match.

The first and last name, date of birth, and gender are also core fields and must be entered and exact.

The sending facility is the school where the student takes regular academic courses.

Make sure you do not overlook the “Single Parent” and “Out of Work Force” fields beneath the shaded box on the right side of the screen. These items are used for Perkins reporting and should be checked if necessary.

When you have updated your information, click on “Update Student” and look for a success message from CTEIS.

If you would like to review a student’s program history, click on a CIP Code button within the “Programs” panel. This will show all programs that the student has been enrolled in.

Each student has a completion status, which you may also view on this screen. A “Completer” is defined as a student who has completed, with a grade of a C or higher, all 12 segments of a program. A “Concentrator” is a student who has completed, with a grade of a C or higher, at least 8 segments of a program. A student who has completed at least 4 segments of a program is a “Participant,” and a student who has completed fewer than 4 segments of a CTE program is an “Enrollee.”

Segments that a student has received credit for are indicated by an “X.” Segments pending a final grade are denoted by an “E,” and segments a student has not earned are left blank.

Click on the link called “Import Students” to learn how to enter student data from your student management system using the CTEIS import tool.

Video 7 – Import Students

In addition to importing course details, CTEIS allows you to import student data from a student management system as well. To set up your import files, it is recommended that you review the importing guides and header templates available on the CTEIS website at www.cteis.com. Often, your IT staff can help you to create the files that fit the CTEIS specifications described in the online importing guides.

When you are ready to import your student details, go to the Data Entry menu and click on “Student, Course, and Enrollment Import.” Locate the building you wish to import your student records into and click the graphical button in the corresponding row.

Beneath the Import Students header, choose your import file and then click the button labeled “Import Records.” CTEIS will read the information from your import file and place it into a temporary table for you to review. The “S,” “E,” and “G” symbols in the Upload Type column indicate if CTEIS is updating your student, enrollment, or grade information. To complete the import of your student records, click the “Process Students/Enrollments” button beneath the temporary table.

After importing your student details, it is important to verify that your information is complete and accurate. Student enrollments are often placed into the default Subsection A of a course, so it is especially important to review the subsections and segments that your students are set to receive. Browsing Manage Enrollments or viewing your building reports are two effective ways of gauging the success of your import.

Click on “Manage Enrollment” to learn how to add student enrollments into your course sections.

Video 8 – Manage Enrollment

Before you may submit your Spring Enrollment and Completion Collection report, you will need to enroll your students into the correct course sections. To begin managing enrollments, go to Data Entry and then select “Manage Enrollment.” Here, you will see a list of all currently active courses running in the current school year. Click the “Class List Report” button to quickly generate a printable class list for a course. Click the graphical icon to view and edit your enrollment data.

The Enrollment Details tab offers three tools to help you manage your enrollments. To begin adding enrollments, click “Enroll Students” and choose a sending facility to browse for eligible students. Remember that you may also search for students by UIC, last name, or first name. From the “Students” list, mark the students you wish to enroll by clicking the button labeled with the subsection you wish to place them into. Close the “Enroll Students” window, and you will see the marked students now appear on your enrollment list.

You can edit your enrollment list by marking an individual student and clicking on the “Edit” button, altering information in the student row, and then clicking the “Update” button to save your changes. You may also select multiple records, then mass update those enrollments by clicking the “Update Enrolled Students” button. For late additions or withdrawals, update a student’s entry or exit date within the provided fields, then click the “Update Dates” button. You may also overwrite previously entered Work Based Learning experiences by entering new codes and clicking the “Update WBL Codes” button. If your course awards dual enrollment credit, you may set the high school and college credit earned by your selected students and click “Update Credits” to finalize it. Use the subsection drop-down list to adjust subsection information, then click the “Update Subsection” button. Similarly, select a grade code from the grades drop-down list and click the “Update Grades” button to change a student’s course grade. To remove your currently selected enrollments from the class list, click “Delete Enrollments.”

The final button contains your student copy and transfer tools. Select any students you would like to add into another course section, click the "Copy/Transfer Student" button, and then use the drop-down menu to select the class you would like to place those students into. Confirm enter and exit dates, choose a subsection, and then click either the "Copy Enrollment" or "Transfer Enrollment" button. As you might expect, copying marked students leaves enrollments in the original class intact. Transferring students will remove their enrollment records from the original class and add them to your selected class.

Click on "Review Enrollment" to learn how to create and print reports that can help you verify your enrollment details.

Video 9 – Review Enrollment

As with your student and course data, you will want to review your enrollments to ensure that your students have been placed into the correct courses and subsections. It is crucial that your programs produce completers, and several building reports will allow you to check the segments your students may earn upon successfully passing a class with a 2.0 grade average or better. To view your enrollment reports, go to the Reports menu and click on “Building Reports.”

The Class Student List report contains segment information, grades, and student enter and exit dates for enrollments in courses operating within the selected building. You may use these student list reports to verify that your students have been enrolled into the correct courses and that your classes will deliver the twelve segments required for your students to become completers.

The Program Enrollment History report is another very powerful report that will display the historical information of all students enrolled within a selected program. This information includes segment profiles as well as assessment scores on record. You may find the Program Enrollment History report useful in determining whether your students have been enrolled in the correct courses and whether your courses offer the twelve segments required for your students to become completers.

Your Program Counts report shows you the number of students who have been enrolled into each program within the selected building, broken out by gender. The Sending Building Counts report also shows your student counts but broken out per course instead of building-wide. These reports may be useful in helping you to verify that your classes have been entered into CTEIS accurately for the current school year and also contain the correct number of student enrollments.

The CTEIS validation tool can provide you with a final breakdown of your enrollment entries. Click on the link called “Validate Enrollment Data” to learn more.

Video 10 –Validate Enrollment Data

The CTEIS validation tool allows you to check your entries within CTEIS and match them to the master records on file in the MSDS. You are encouraged to validate your entries frequently, as this practice will allow you to catch problems with your data early in the reporting process. You are also required to validate your information before you submit your Enrollment Report to ensure that it matches the state database. Remember that your data is validated and submitted individually for each building you report. If you have completed any other reports in CTEIS, the spring enrollment validation process will feel very familiar.

To access your validation tool, go to Data Entry and then click “Enrollment Completion.” Select the current school year, and from your “Buildings” grid, click on the “Validate” button found to the left of the building you wish to verify. Resulting errors will be displayed in a table below the building list, and you can export your error log into Excel to print should you require assistance with troubleshooting any problems. A helpful error resolution guide is also available for download on the CTEIS Knowledge Base. Keep in mind that any error in your data will prevent you from submitting your report. Warnings are detected when your data falls outside of standard ranges. Warnings will not bar you from completing your Enrollment Report, but should be addressed to ensure that any abnormalities detected are intentional.

If no errors are detected, clicking on the “Validate” button will cause a “Complete” button to appear beside the Building Status column. When you complete your report, three things happen: first, an “X” will appear under your Building Status column, indicating that that building’s report has been completed. Second, CTEIS will attempt to e-mail a notification to your Level 5 Fiscal Agency Authorized Official. It is a good idea to follow up with your Level 5 personally as sometimes these e-mails are deleted by spam filters. Finally, your building data is locked, and you will be unable to add courses or adjust enrollments within that building any longer.

Before submitting your enrollments for review, use the “4483 Report” button to view the summary report of your data entries. You may view this summary with student demographics included by using the “4483 Student” button instead. Finally, check your student segment profiles by clicking on the “CompA” button to access your Completer Assessment report. This will list the segments your students have completed or are expected to earn credit for. These reports can help you to determine that your student enrollment information was entered properly.

Validating and completing your report for each building on your list officially marks the end of your spring enrollment reporting process. Thank you for following this video today!