



**CTEELS**

*Career and Technical Education Information System*

# **Completer Assessment Report Process Guide**

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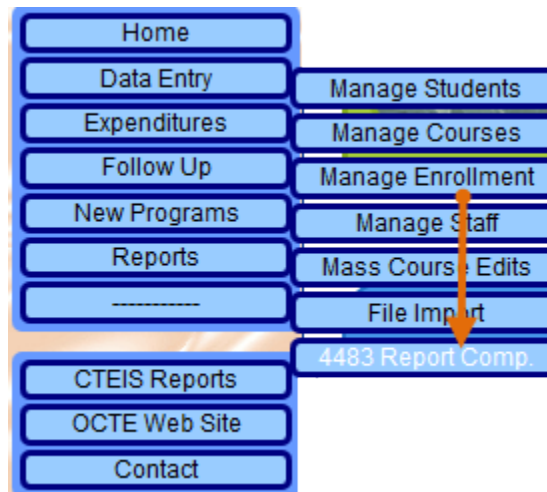
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# 1 Completer Assessment Report

The Completer Assessment Report (CompA) report has been updated to leverage the combination of grades into the Enrollment and Completion report. This report enables you to get a current look at student assessments. The CompA report can be used to validate enrollment, and to make sure that the students are enrolled in the correct courses and segments.

## 2 Access the CompA Report



To access the CompA report:

1. Log into CTEIS at [www.cteis.com](http://www.cteis.com) using your MEIS username and password.
2. On the Main menu, click **Data Entry**.
3. On the **Data Entry** pop-up menu, click **4483 Report Comp.** The **Report Submission** page is displayed.

A screenshot of the 'Report Submission' page. At the top, there is a light blue header with the text 'Report Submission'. Below the header, there is a label 'Select Year' followed by a dropdown menu with the text 'Please select...'. An orange arrow points to the dropdown arrow. Below this is a table with a blue header row and a white body. The table header row is labeled 'Buildings' and has columns: Validate, Report, Rep/Std, Comp Asses, CEPD, FA, Fiscal Agency Name, OA, Bldg, Building Name, and Bldg. The table body is currently empty.

# 3 Before Running the CompA Report

Before you run the CompA report you must make sure that you validate your data. This will ensure that your results are using the most up to date information. Any new grades or courses will be included.

1. Use the **Select Year** drop-down list to indicate the year for which you wish to run the CTEIS validation. The data grid displays a list of your active buildings.

The CompA report only works on current year students. Will only work for the current year.

2. Click the **Validate** link to the left of a building name to run the report validation routine. A list of errors, if any, will be displayed below the grid. The **CompA** link is now available for selection.

It is not mandatory to correct the errors to view your CompA report. These errors must be corrected before the final submission of your Enrollment and Completion Collection report.

**Report Submission**

Select Year

Buildings										
Validate	Report	Rep/Std	Comp Asses	CEPD	FA	Fiscal Agency Name	OA	Bldg	Building Name	Bldg
<a href="#">Validate</a>				42	82340	Abc School District	82020	00065	Abbey Park High School	
<a href="#">Validate</a>				42	82340	Abc School District	82155	04203	Trinity High School	
<a href="#">Validate</a>				42	82340	Abc School District	82180	01246	Flat Arch High School	

**Report Submission**

Select Year

Buildings										
Validate	Report	Rpt/Std	Comp Asses	CEPD	FA	Fiscal Agency Name	OA	Bldg	Building Name	Bldg
<a href="#">Validate</a>	<a href="#">Report</a>	<a href="#">Rpt/Std</a>	<a href="#">CompA</a>	42	82340	Abc School District	82020	00065	Abbey Park High School	
<a href="#">Validate</a>				42	82340	Abc School District	82155	04203	Trinity High School	
<a href="#">Validate</a>				42	82340	Abc School District	82180	01246	Flat Arch High School	

3. Click the **CompA** link for the building for which you want to see the completer profile. The **Completer Assessment** window will open. This is different because, earlier, clicking on the **CompA** link would directly generate a report.

## 4 Completer Assessment Window

PSN	Program Name	CMP	CPA	CNC	ENR	ALL	Non-Comp	Comple
18905	Drafting/Design Technology	0	0	1	27	<a href="#">ALL</a>	<a href="#">NONCOMP</a>	<a href="#">COMP</a>
19721	Mechanical Drafting	0	0	0	12	<a href="#">ALL</a>	<a href="#">NONCOMP</a>	<a href="#">COMP</a>
18899	Automotive Technician	0	0	7	135	<a href="#">ALL</a>	<a href="#">NONCOMP</a>	<a href="#">COMP</a>
18900	Woodworking General	0	0	0	42	<a href="#">ALL</a>	<a href="#">NONCOMP</a>	<a href="#">COMP</a>
18901	Health Sciences	0	14	1	22	<a href="#">ALL</a>	<a href="#">NONCOMP</a>	<a href="#">COMP</a>
18904	Marketing Sales and Services	1	0	14	105	<a href="#">ALL</a>	<a href="#">NONCOMP</a>	<a href="#">COMP</a>

Key:  
Counts:

- CMP - Number of Completers
- CPA - Completers Pending Assessment
- CNC - Concentrators
- ENR - Enrolled students who are not completers or concentrators

Reports

- [ALL](#) - Listing of all completers, concentrators, otherwise enrolled students for the PSN

Ok

The Completer Assessment window gives you the completer profile for the selected building. It lists all the programs in the selected building. For each program, the Completer Assessment window gives you a column-wise count of students who are completers, completers pending assessment, concentrators or those who are enrolled but not yet completers or concentrators. Refer to the following key:

**CMP**- number of completers

**CPA**- number of completers pending assessment

**CNC**- number of Concentrators

**ENR**- number of enrolled students who are not completers or concentrators

### 4.1 Generate the Completer Assessment report

You can generate different types of CompA reports for each of the programs. To generate a CompA report for a selected program you may:

Click either the **ALL**, **NONCOMP**, or **COMP** link. Refer to the following key:

**ALL**- Listing of all completers, concentrators, and otherwise enrolled students (ENR) for the PSN.

**NONCOMP**- Listing of all students who are not completers (CONC and ENR)

**COMP**- Listing of all students who have completed all 12 segments.

Here is a sample of the **CompA** report where the **ALL** option was selected:

Michigan Department of Education  
Office of Career and Technical Education - CTEIS REPORT  
**4483D Completer Assessment Report**

CEPD: 42  
Agency: (82340) - Abc School District  
District: (82155) - Trinity Public Schools  
Building: (04203) - Trinity High School  
PSN/Program: (18901) - Health Sciences  
CIP Code: (51.0000) - Therapeutic Services

**X = Completed, E = Currently enrolled.**

Student	UIC	Seg 1	Seg 2	Seg 3	Seg 4	Seg 5	Seg 6	Seg 7	Seg 8	Seg 9	Seg10	Seg11	Seg12	Seg Q
CKEY, XONSEWE	8951033338	X	X	X	X	X	X	X	X	X	X	X	X	
DEHOFDVO, SIEGIY	6487542393	E	E	E		E	E	E	E	E	E			
DNSWECM, LENSECK	3497442387	X	X	X	X	X	X	X	X	X	X	X	X	
DSOYEAWF, NSEDI	0730330593	X	X	X	X	X	X	X	X	X	X	X	X	
FANVIC, XECNAD	3559312149	X	X	X	X	X	X	X	X	X	X	X	X	
FEWWOIA, TEDUY	1238921528	E	E	E		E	E	E	E	E	E			
FHOFFK, YEPOE	0633361047	E	E	E		E	E	E	E	E	E			
FIQIK, IFSEY	4408354398	X	X	X	X	X	X	X	X	X	X	X	X	
HEWDS, TENUM	7475308961	X	X	X		X	X	X	X	X	X			
HEWVIC, YONSUWED	3285193136	E	E	E		E	E	E	E	E	E			
HOWWOYRIC, EPEX	1645776637	E	E	E		E	E	E	E	E	E			
MCOYNEF, MEKWII	9004289577	X	X	X	X	X	X	X	X	X	X	X	X	
MOFYIC, DFIZSEYOI	4209019743	E	E	E		E	E	E	E	E	E			
MWEYNSECP, DEWOYE	8874384765	X	X	X	X	X	X	X	X	X	X	X	X	
MWEYNSECP, VYPEW	9479130377	E	E	E		E	E	E	E	E	E			

This report will let you view the segments a student has received and determine if they are progressing toward completion as expected.

**X** - the student completed the segment with a grade of 2.0 or more.

**E** - the student is currently enrolled

**Blank** – a blank segment indicates a missing segment. Either the student did not enroll for the segment or the student did not get credit for that segment.

One big difference between the old CompA report and the new one is that the old CompA report could only tell the segments a student was enrolled in. The new CompA report will utilize all submitted grades to determine if segments will be considered and thus, before you generate the CompA report, you must run the validation to get up-to-date information. Review the CompA report prior to submitting your Enrollment and Completion Collection report to make sure that you have all the completers you think you should have.

If you find discrepancies in the information (if you think you should have more completers) then check the:

- Instructional design
- Student is enrolled in the proper segment
- Student received the correct grade