



Data Review

Accurate data is crucial to the CTEIS process. It is fundamental to accurate reporting for CTE in Michigan and has a direct impact on the funding your programs receive. You must review your data early and often to ensure it is as accurate as possible. CTEIS provides numerous tools and reports to assist you in verifying your data entry.

1. How To Review Course Data

To generate Exports/Reports in CTEIS:

- 1. After successfully logging into CTEIS, from the navigation bar, click Reports, then Building Reports.
- 2. Select the desired Export/Report from the Report Launcher screen. An example photo is provided below.
- 3. Enter your Report Criteria. CTEIS will generate the Export/Report based on your report criteria.

	Building Repo	ort Launcher								
elect a report from the left-hand column and then indicate specific selections using the Report Criteria Panel. Select a building to generate your report										
Audit Reports										
Select	Class Student List	Class list of students by building with Home Facilities and dates.								
Select	Bad UIC by Building	List of invalid student UIC's								
Select	Expired MSDS Check Date	List of students with not updated by MSDS								
Select	Missing Grades	Ust of students missing grades								
Select	Sending Building Counts	Listing of student counts by sending building								
Select	Completers in another district	Listing of students followed up by another district								
	Program/Stud	ent Reports								
Select	Segment Q Cless List	Listing of Segment Q studdents								
Select	Completer Assessment Report	Using of students and segments by PSN and building								
Select	Completer Assessment Summary	Completion totals for the current school year								
Select	EMC and Dual Enrollment Report	Class lititing of students in EMC programs or Dual Enrollment Courses								
Select	Program Counts	listing of student counts in programs by sending building								
Select	Program Enrollment Hatory	Listing of student program/course history, useful for finding completers								
Select	Special Population Alpha	Listing of students w Special populations by Alpha								
Select	Special Population Class	Listing of students w Special populations by Class List								
Select	Special Population Summary	Listing of summary totals of classes with students w Special populations								
	Program/Cou	rse Reports								
Select	Instructional Design Reports	Listing of programs and subsections with segments								
Select	Secondary Taxonomy	Listing of programs by building								
Select	List of Courses by Building	Using of active courses within a building								
Select	Current Year Staff Assignments	Listing of active teachers within your district (included the building that they are currently seaching in)								

To review your courses, you will need to generate the following Exports/Reports:

- 3-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:

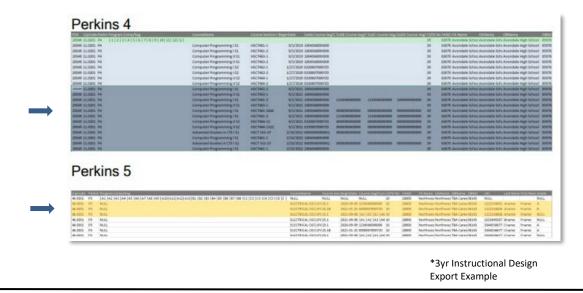
- This export is grouped by program, then by the last three years of courses conducted, listed chronologically by course begin date. Example photos are provided below.
- Perkins 4 programs still use segments and will be listed first. Perkins 5 programs use competencies and are listed last.

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.

PSN Dycole		Counciliante	Course Section (#	egridate todal Cearse to	refit hands Coveries Sing.	Called Course No.	ay fund Course Teg/	ERPONK CO	Also FA Name	GAltans Others Ot
20549 11.0291										ic Asionalate Into Awondate High School ISI
20549 11.0281		Computer Programming 152	H9CT492-5	\$/3/2019 2004560898080						ic Avondale Schi Avondale High School 25
20549 11.8201		Computer Programming 153	HSCT002-2	%/3/2018 3084560898080						c. Avondale Schi, Avondale High School (05)
20549 11.8291		Computer Programming II SL	H1CT#63-1	\$/3/2019 205456089H080						ic Avondale Schi Avondale High School 65
20549 11.6291		Computer Programming II SL	HSCT463-3	9/3/2019 2054560894060				29 62	2076 Avondale Scho	ic Asiondale Schicksondale High School 30
20549 11.6291		Computer Programming / 53	HSC7463-3	1/21/2020 0230007000928						c Asondale Schi Asondale High School 30
20549 11.6291		Computer Programming I 53	H5CT463-2	3/23/2020-02300070009/20						re Avondale Schi Avondale High School 85
20545 11.4291	14	Computer Programming II 52	HSCT484-1	1/21/2638-6230067606N28				39 83	9070 Avendale Scho	c Avondale Schc Avondale High School 82
20549 11.0201		Computer Programming 0.52	HSCT484-2	1/21/2020 0230007000420				27 10	9070 Avendale Sche	ic Avondale Schr. Avondale High School (25)
20549 11.8201	74	Computer Programming 152	H827465-2	% ¹ 2/2021 5084540899000				29 83	8070 Avendale Scho	of Avordale Schularondale High School 25
20549 11.8291		Computer Programming II 51	HSCT483-1	9/2/2021 3084560898080						ic Avondale Schi Avondale High School III
20549 11.8201		Computer Programming 151	HSCT003-2	8/3/2021 3084560894080		1314546000000				ic Buondale Sch. Avondale High School (15
20549 11.6281		Computer Programming It \$1	HECT002-1	9/2/2021 3084540899080						d Avondale Schi Avondale High School III
20549 11.8291		Computer Programming S1	HSCT455-3444	9/2/2621 3384563859080		00000000000000				c Asondale Sch: Asondale High School 80
20549 11.6281		Computer Programming 153	HSCT#65-2	3/2/2621 3064560859080	1234560000000	1214560000000	3300000000000	29 63	3070 Avendale Scho	c Avondale Sch: Avondale High School 93
20549 11.6281		Computer Programming II 52	HSCT464-33	\$/2/2021 0230007000928		00000000000000	00000000000000			c, Asondale Schr, Asondale High School 45
20549 11.8291		Computer Programming II 52	HSCT464-3322	9/2/2621 6230067006426		000000000000000000000000000000000000000	0000000000000	25 62	9070 Avendale Sche	re Avondale Schi Avondale High School (85
20545 11.6281		Advanced Studies in CTE 152	H507 555-3P	2/24/2625 000000000000		9600000000000	eccessone -			n Avonstale Schularondale High School 33
20549 11 8201	14	Computer Programming 153	HISCTARD-3	2/30/2022 3384340898000				35 43	30% Avendate take	ni Antondahe Schulkerundake High School (25
Perkins	s 5									
CipCode 94	nten Program Complikag Men Projekt Projekt Projekt APS (1997)						Conditione Columne So			
Elpicade (An 46.6360 (PS	ILA] 6A] 8A] 7A] 8A] 8A] 8A] 8A] 8A] 8A] 8A] 8A] 8A]	A11 A12 A13 81 82 83 84 8	15 B4 07 08 C3	CZ [C3 [C4]C5 [C6 [Z]	NULL	NULL NU	EL MULL	20	21000	Northwas Northwas TEA Caree 0814
40,0300 P3 46,0300 P3 46,0300 P3	A1 A2 A2 A3 A4 A5 A6 A7 A6 A9 A3	A32 A12 A33 81 82 83 84 8	15 84 87 88 C3	(C2 (C3 (C4 (C5 (C6 (2)	NULL ELECTRICAL OCCUP	NULL NU (25.3 272	LL NULL 10-09-09-11945400	31	21600 219000	Northwes Northwes TEA Caree 0014 Northwes Northwes TEA Caree 0014
40.0000 80 46.0000 89 46.0000 89 46.0000 89	1 A3 A2 A3 A4 A5 A6 A7 A8 A5 A6 A7 A8 A5	A11 A12 A13 81 82 83 84 8	15 (84 (87 (56)C)	G (G (64) G (66) Z (NULL ELECTRICAL OCCUP ELECTRICAL OCCUP	NULL NU / 25.3 8 202	LL NULL 10-09-09-12345400 21-01-25-00900078	20 00000 31 587720 31	218000 218000 218000	Northwes Northwes TEA Caree 0814 Northwes Northwes TEA Caree 0814 Northwes Northwes TEA Caree 0614
Euroda (4 40,000 23 40,000 23 40,000 25 40,000 25 40,000 25	 [A1] [A2 [A3 [A4 [A3 [A6]A7 [A6]A5 [A5]A3] NUL NUL NUL NUL 	1 40 C8 C8 101 HE CALLAR	15 (86 (87 (86)CS	(cz (cz (c4 (c5 (c6 (z (NULL ELECTRICAL OCCUP ELECTRICAL OCCUP ELECTRICAL OCCUP	NULL NU (25.3 253 (25.38 253 (25.3 253	LL MULL 20-09-09-12340400 21-01-25-00800078 21-02-08-[A1 A2	20 20 20 20 20 20 20 20 20 20 20 20 20 2	230000 239000 230000 230000 230000	Northwes Northwes TBA Carec 601/ Northwes Northwes TBA Carec 601/ Northwes horthwes TBA Carec 661/ Northwes Northwes TBA Carec 661/
EspEcide R 45,5355 #3 46,5355 #5 46,6355 #5 46,6355 #5 46,0355 #5	[A2][A2][A3][A4][A3][A6][A7][A6][A5][A3] AUUL NULL NULL	(A12 (A12 (A13 (B1 (B2 (B3 (B4 (B	15 BA 07 DA CS	G [G [64] G [66] Z [NULL ELECTRICAL OCCUP ELECTRICAL OCCUP ELECTRICAL OCCUP ELECTRICAL OCCUP	NULL NU /25.3 263 /25.38 263 /25.3 263 /25.3 263	LL MULL 10-09-09 12340400 11-01-35 00000078 23-09-08 [A1 [A2] 21-09-08 [A1 [A2]	30 00000 31 88720 31 A3 A4 32 A3 A4 32	28003 28903 28003 28003 28003 28003 28003	Northwes Northwes TBA Caree 001/ Northwes Northwes TBA Caree 001/ Northwes Northwes TBA Caree 001/ Northwes Northwes TBA Caree 001/ Northwes Northwes TBA Caree 001/
Cur2044 94 95,0300 93 94,0300 95 94,0300 95 94,0300 95 96,0300 95 96,0300 95	[AS][A2][A3][A4][A3][A6][A7][A8][A5][A5][A5] [A01L [A0][A5][A6][A7][A8][A7][A8][A5][A5] [A01L [A01L [A0][L [A0][L [A0][L [A0][L [A0][L [A0][A0][A0][A0][A0][A0][A0][A0][A0][A0]	A32 A32 A33 B1 B2 B3 B4 B	15 84 87 88 CS	G [G [64] G [66] Z [NULL ELECTRICAL OCCUP ELECTRICAL OCCUP ELECTRICAL OCCUP ELECTRICAL OCCUP ELECTRICAL OCCUP	NULL NU /25.3 203 /25.38 203 (25.1 203 (25.3 203 (25.3 203 (25.3 203 (25.3 203 (25.3 203	LL NULL 20-09-09-11340400 21-01-25-0090076 21-09-08- A1- A2- 21-09-08- A1- A2- 21-09-08- A1- A2- 21-09-09-12340400	20 00000 33 88720 33 (A3 (A4 32 (A3 (A4 32 00000 33	23000 24000 24000 24000 24000 24000 25000	Northwes Northwes TEA Caree 0014 Northwes Northwes TEA Caree 0014 Northwes horthwes TEA Caree 0614 Northwes Northwes TEA Caree 0614 Northwes Northwes TEA Caree 0614
EspEcide R 45,5355 #3 46,5355 #5 46,6355 #5 46,6355 #5 46,0355 #5	[AS][A2][A3][A4][A3][A6][A7][A8][A5][A5][A5] [A01L [A0][A5][A6][A7][A8][A7][A8][A5][A5] [A01L [A01L [A0][L [A0][L [A0][L [A0][L [A0][L [A0][A0][A0][A0][A0][A0][A0][A0][A0][A0]	(A32 (A32 (A33 (B3 (B2 (B3 (B4 (B	10 14 97 16 CS	G [G [64] G [66] Z [NULL ELECTRICAL OCCUP ELECTRICAL OCCUP ELECTRICAL OCCUP ELECTRICAL OCCUP	NULL NU /25.3 203 /25.38 203 (25.1 203 (25.3 203 (25.3 203 (25.3 203 (25.3 203 (25.3 203	LL MULL 10-09-09 12340400 11-01-35 00000078 23-09-08 [A1 [A2] 21-09-08 [A1 [A2]	20 00000 33 88720 33 (A3 (A4 32 (A3 (A4 32 00000 33	23000 24000 24000 24000 24000 24000 25000	A Norme: Collineme, Collination, Collin Northwest Northwest TEA Carel 9916 Northwest Northwest TEA Carel 9916 Northwest Northwest TEA Carel 9916

^{*3}yr Instructional Design Export Example

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



For Technical questions: contact the CTEIS Helpdesk: at <u>cteis.help@PTDtechnology.com</u> or call (517) 333-9363. for Policy questions contact: Joan Church: at <u>Churchj@michigan.gov</u> or call: (517) 335-0360





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

N Excode Neter Program Correcting	COLFIFTURE	CARANTAL SACESSI C	Agriculte 1.534 Courta Seg	A SHALL BE AND IN THE PARTY	And Arrents Law	Subscription and	STERNING ST				
549 11.0201 P4 [3[2]3[4]5[6]3[3]8]30[31]33[0]							38			Table Avandale High:	
549 11.0201 P4	Computer Programming 152	HICTHO-I	8/3/2029 1804946880008				29			Schu Avondale High	
49 11.0201 P4	Computer Programming 155	HSCT465-2	\$/3/2019 180456888000E				28			Schi Avondale High	
19 11.6281 P6	Computer Programming # 51	HSCT002-1	8/3/2029 1804546890008				25			Esthe Aviandalie High	
9 11.0201 94	Computer Programming # 51	HICTHUJ-J	8/3/2019 1804546890000				25			Ests Avoidale High	
9 11.0201 96	Computer Programming (52	HSCT052-1	1/27/3020 0230607080929				39			Each: Avoindalle High:	
9 11.6261 94	Computer Programming I 53	HSCT462-3	1/27/2020 023800/0869/28				29			Schu Avondale High	
9 11.6261 96	Computer Programming 8.52	HSCT454-1	1/27/2020 0230907080929				25			Schu Avondale High	
9 51.6261 94	Computer Programming 8 52	HSCT464-3	1/27/2020 023090/9980/29				39			Schu Avondale High:	
9 11.0201 94	Computer Programming 151	HICTHIG-2	3/2/2021 1.8045-666984000				28			Schi Avandale High:	
9 21.6281 94	Computer Programming # 51	HSCT403-1	\$/2/2021 180456889K00E				28			Schi Avondale High:	
9 21.0201 94	Computer Programming 52	HSCT455-2	8/2/2021 180456888x808	1214560000000	1234540000000	1000000000000	20	\$3676 Avon	falle Schoc Asionidal	Schu Avondalle High	icheel (
B 11.02E1 PA	Computer Programming # 51	HISCTRED-1	9/2/2021 180454683×608				38			Schi Avondale High!	
9 11.0201 94	Computer Programming 152	HSCT461-3444	8/2/2021 180456889x8000	0000000000000	00000000000000	0000000000000	28			Schu Avondele High:	
9 11.0201 - 94	Computer Programming 153	HSCT465-2	\$/2/2021 180454665×000	1234560600000	1234560000000	10000000000000	39			Schu Avondale High:	
9 13.0203 P4	Computer Programming 8 52	HSCT454-33	\$/2/2021 0230007000/20	0000000000000	000000000000000	0000000000000	29	E3E7E Avon	tale Schoc Avondale	Schu Avondale High:	kteel (t
9 11.52H2 P4	Computer Programming 8 52	HSCT464-1532	\$/2/2021 023000/0800/28	0000000000000	00000000000000	0800000000000	35			Schu Avondale High!	
9 ELEZES P4	Advanced Studies in CTE 151	HSCT 533-3P	72,200,3023 00000000000000000	0000000000000	00000000000000	0000000000000				Schr Avondale High:	
19 11.0011 P4	Computer Programming I 52	HICTAG-J	2/20/2022 180456285X00E				35	and the Association	tale School Automated	Sch: Avondele High	icted a
549 11.6261 94	Advanced Studies in CTE151	HSCT 533-3P	2/30/2022 080808080800	-	0000000000000	0000000000000	35	EXERT Aven	falle Schoc Avonitali	Schu Avondalle High	
549 11.6281 94 549 11.6281 94				809000000000	000000000000	080000000000		EXERT Aven	falle Schoc Avonitali		
Perkins 5	Adversed Studies in CTE151 Computer Programming 152	HSCT 533-3P	5/20/2022 1804046944006				20 25	E3E70 Avon 63E70 Avon	falle Schoo Avonstal	i Schu Avondalas High I Schu Avondalas High	icheol (2
Perkins 5	Advenced Studies in CTE151 Computer Programming 152	HSCT 333-39 HSCT483-3	2/30/2022 080808080800	BOBOODODODODO			20 25	E3E70 Avon 63E70 Avon	falle Schoo Avonstal	Schu Avondalle High	icheel (2
Perkins 5	Advanced Studies in CE 151 Computer Programming 151 Controllance Enderstance	HSCT 333-39 HSCT483-3	2/10/2021 000000000000 2/20/2022 130456854000 Charles Section Look. Bogs	Table Table Course 1	agitanyi		20 25	E3E70 Avon 63E70 Avon	falle School Avonstal	i Schu Avondalas High I Schu Avondalas High	icheol ()
0 12 4011 44 Verkins 5 California (1990) California (1990) Califor	Advanced Studies in CTE151 Computer Programming 152 Computer Programming 152 Conference (CTE150000) (CTE150000) (CTE1500000) (CTE1500000) (CTE1500000) (CTE1500000) (CTE1500000) (CTE1500000) (CTE15000000) (CTE15000000) (CTE15000000) (CTE150000000) (CTE1500000000) (CTE1500000000000000) (CTE15000000000000000000000000000000000000	HSCT 333-39 HSCT483-3	2/30/2022 0000000000000 2/30/2022 130/0368254000 Counce Sectors Solds	Table Course 1 (2020) COMISSION	tegitany 0		20 25	E3E70 Avon 63E70 Avon	falle School Avonstal	i Schu Avondalas High I Schu Avondalas High	icheol () In In In
P LILEN 14 Perkins 5 Maria Maria Maria Santa Santa Maria 11 June 19 11 June 19	Advanced Statistic ICCE 151 Computer Programming 152 Computer Programming 152 Contractores Bit 162 (81) Int 162 (82) (83) (84) Readth Sciences Headth Sciences Headth Sciences	HSCT 333-39 HSCT483-3	2/30/3021 00000000000 2/30/3022 130036855000 0000-1 5/3 3600-1 5/3	1464 Course 1 (2019 CO455/ROMO (2019 CO455/ROMO	tegiftanışı 0		20 25	E3E70 Avon 63E70 Avon	falle School Avonstal	i Schu Avondalas High I Schu Avondalas High	icheol 0
00 (2001) 14 Perkins 5 Ceretains 5 Cereta	Advanced Statistic ICCE 151 Computer Programming (15) Computer Programming (15) Constructions (12) (2) (2) (2) (2) (2) (2) Feath Sciences Feath Sciences Feath Sciences	HSCT 333-39 HSCT483-3	2/30/302 00000000000 2/30/302 13043489×000 2/30/302 13043489×000 3800 1 3/3 3600 2 3/3 3600 2 3/3	1464 Course 1 2029 62445 70000 2029 62445 70000 2029 62445 70000	teg/tangi 6 0		20 25	E3E70 Avon 63E70 Avon	falle School Avonstal	i Schu Avondalas High I Schu Avondalas High	ated 2
49 11491 149 Perkins 5 17 2000 File (1990) 18 2000 File (1990) 19 20	Advanced States in CET S1 Computer Programming I S2 Computer Programming I S2 Computer Programming I S2 Computer Programming I S2 Realth Sciences Health Sciences Health Sciences	HSCT 333-39 HSCT483-3	2/39/2023 00000000000 2/39/2023 10000000000 000001 0000 300001 0/20 30000 0 0/20 30000 0 0/20	Table Course 1 (2019) 023402 (02440) (2019) 02340 (02440) (2019) 020400 (0240) (2019) 02000000000	ng/tony 4 0 0		20 25	E3E70 Avon 63E70 Avon	falle School Avonstal	i Schu Avondalas High I Schu Avondalas High	icheol 0 In In In In In In
0 11.001.14 Perkins 5 21.0009 15.0000 15.00000 15.00000 15.00000 15.000000 15.000000 15.000000 15.00000000 15.000000000000000000000000000000000000	Advanced Statistic (CCII St) Computer Programming (S) Computer Programming (S) Construction (CCI) (CCI	HSCT 333-39 HSCT483-3	2/39/2020 40000000000 2010/2021 10000000000 2010/2021 10000000000 3000-1 2021 3000-1 2021 3000-1 2021 3000-1 2021 3000-1 2021	Tulia Cause 1 (2019) 02405 (2000) (2019) 02405 (2000) (2010) 100000000 (2010) 100000000 (2010) 1000000000 (2010) 1000000000	agitump 6 0 0 0		20 25	E3E70 Avon 63E70 Avon	falle School Avonstal	i Schu Avondalas High I Schu Avondalas High	icheol 2 III III III III III III III III III I
0 11 2011 14 2 Cerkins 5 State of the second seco	Advanced Statistics In (12):31 Computer Programming 152 (2):2012 (HSCT 333-39 HSCT483-3	2/39/2022 00000000000 2/39/2022 120/0400000000 2/39/2022 120/040000000000000000000000000000000000	Talia Caurse 1 (2015) 02460 (70000 (2015) 02467 (70000 (2015) 02467 (7000) (7000) 100000000 (7000) 02467 (7000) (2016) 02467 (7000)	ng/tongi 6 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		20 25	E3E70 Avon 63E70 Avon	falle School Avonstal	i Schu Avondalas High I Schu Avondalas High	intendi 2 11 12 13 13 13 13 13 13 13 13 13 13 14 14 14 14 14 14 14 14 14 14 14 14 14
P LEARL 14 Perkins 5 11 June 19 12 June	Advanced Stockers In CTR 151 Computer Programming 152 Computer Programming 152 Interface Stockers Interface Stockers Interface Stockers Interface Stockers InterfaceStockers InterfaceStockers InterfaceStockers InterfaceStockers InterfaceStockers InterfaceStockers InterfaceStockers InterfaceStockers InterfaceStockers InterfaceStockers InterfaceStockers	HSCT 333-39 HSCT483-3	2/39/2020 40000000000 2010/2021 100000000000 3000/2021 10000000000 3000/2 1000 3000/2 100 3000/2 100 3000/2 100 3000/2 100 3000/2 100	1200 Tulot Caurse 1 (2015 02465 70000 (2015 02465 70000 (2016 02665 70000 (2016 02667 70000 (2016 02667 70000 (2016 02667 70000	agitony 0		20 25	E3E70 Avon 63E70 Avon	falle School Avonstal	i Schu Avondalas High I Schu Avondalas High	intensi 2 m m m m m m m m m m m m m m m m m m m
0 11 2011 14 Perkins 5 	Advanced Stockers In CTS 151 Computer Programming 152 (1997) 1997	HSCT 333-39 HSCT483-3	2/39/2022 00000000000 2/39/2022 120/0400000000 2/39/2022 120/040000000000000000000000000000000000	Tulia Cause 1 Vala	ag/torop 6 0 0 0 0 0 0 0 0 0 0		20 25	E3E70 Avon 63E70 Avon	falle School Avonstal	i Schu Avondalas High I Schu Avondalas High	ated 2
0 11 2011 14 Perkins 5 17 2000 14 2010 14 2010 14 2010 14 2010 14 2010 17 2000 19 17 2000 19 10	Advanced Software In CTR 131 Computer Programming 152 Computer Programming 152 Biol (21) C2 (23) 261 05 Biol (21) C2 (23)	HSCT 333-39 HSCT483-3	2/30/2022 40000000000 2/30/2022 1300-5800000 39000-1 5/0/ 9000-2 5/0 30000-2 5/0 30000-2 5/0 30000-2 5/0 30000-2 5/0 30000-2 5/0 30000-2 5/0 30000-2 5/0	Tulio Course 1 (2012) 02440/10000 (2012) 02440/10000 (2015) 020000000 (2015) 0200000000 (2015) 02000000000 (2015) 0200000000 (2015) 02000000000 (2015) 0200000000000000000000000000000000000	regiftengi 6 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	(40) [cs.]cs.]	20 25	E3E70 Avon 63E70 Avon	falle School Avonstal	i Schu Avondalas High I Schu Avondalas High	ated 2
Perkins 5	Advanced Stockers In CTS 151 Computer Programming 152 (1997) 1997	HSCT 333-39 HSCT483-3	2/30/2022 00000000000 2/30/2022 1300-58854000 3000/2022 1300-58854000 3000/2 130/2022 3000/2 130/2022 300/2 130/2022 30	Tulia Cause 1 Vala	tag/tump 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	40 [C5]C8 40 [C5]C8	20 25	E3E70 Avon 63E70 Avon	falle School Avonstal	i Schu Avondalas High I Schu Avondalas High	ateol 0

^{*3}yr Instructional Design Export Example

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.

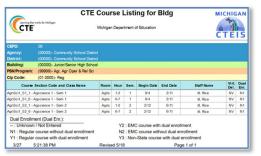
To access the 3-Year Instructional Design Export:

- 1. After successfully logging into CTEIS, from the navigation bar click Reports.
- 2. Select Building Reports and the Student Advancement Export is located under the Program/Student Reports collection.
- 3. Select the building you would like to view by using the drop-down menu.
- 4. Select the Export to Excel button to generate an Excel file you can use to review student data.

> CTE List of Courses by Building Report

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 verify with the building administrator that course sections are correct.
- Your course detail fields are accurate.



*CTE Course Listing for Bldg. Report Example

For Technical questions: contact the CTEIS Helpdesk: at <u>cteis.help@PTDtechnology.com</u> or call (517) 333-9363. for Policy questions contact: Joan Church: at <u>Churchj@michigan.gov</u> or call: (517) 335-0360





Active District Staff Listing Report

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

2. How To Review Student Data

You can review students by using the following CTEIS features and Reports:

- The Check UIC button (found within the Manage Students Screen).
- Bad UIC by Building Report
- UIC With No Current MSDS Report
- Student Advancement Report Export

> Check UIC Button (found in the Manage Students Screen) overview.

- 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 check UIC button results will tell you if the UIC provided is recognized as a primary or secondary UIC or unlinked. This is useful for resolving UIC errors.

To review using the Check UIC button follow the steps below:

- 1. After successfully logging into CTEIS, 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

The Bad UIC BY Building Report displays invalid UICs. It 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.





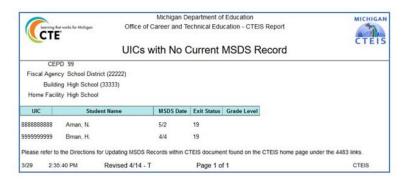
CTE	er works for Michigan Ot			t of Education Education - CTEIS Report	CTEIS
		li	nvalid L	JICs	0.1210
CEP	20 99				
Fiscal Agend	cy School District (22222)				
Buildir	ng High School (33333)				
Home Facili	ty High School				
UIC	Student Name	Gender	DOB	Reason	
8888888888	Aman, N.	м	5/21/2001	Core fields do not match submitted UIC (8888888888	8)
000000000000000000000000000000000000000	Bman, H.	M	4/4/2002	Core fields do not match submitted UIC (999999999	9)

To access the Bad UIC By Building Report:

- 1. After successfully logging into CTEIS, click reports from the navigation bar, then select Building Reports.
- 2. Select Bad UIC By Building under the Audit Reports collection.
- 3. Select a Building you would like to view.
- 4. The report will load according to your selection, and you may print the report if needed. Instructions are provided below.

> UIC With No Current MSDS Report

The UIC With No Current MSDS 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 the UIC With No Current MSDS Report:

- 1. After successfully logging into CTEIS, click Reports from the navigation bar, then select Building Reports.
- 2. Select UIC With No Current MSDS under the Audit Reports collection.
- 3. Select a Building you would like to view.
- 4. The report will load according to your selection, and you may print the report if needed. Instructions are provided below.





Student Advancement Report Export

The Student Advancement Report Export allows you to track student advancement. To access the Student Advancement Report Export:

- 1. After successfully logging into CTEIS, from the navigation bar click Reports.
- 2. Select Building Reports and the Student Advancement Export is located under the Program/Student Reports collection.
- 3. Select the building you would like to view by using the drop-down menu.
- Select the Export to Excel button to generate an Excel file you can use to review student data. The Excel Export contains a listing of students and segments/competencies grouped by PSN and building.

3. How To Review Enrollment Data

> Class Student List Report

The Class Student List report contains details of the courses operating within a selected building including segment/competency 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 in the appropriate subsection will receive credit for the correct segments/competencies. To access the Class Student list Report:

- 1. From the navigation bar click Reports, then select Building Reports.
- 2. The Class Student List Report is located under the Audit Reports collection. Click the Select button.
- 3. Select the building you would like to view. An Excel Export is available by clicking the Export to Excel button in the panel.

Program Enrollment History Report

To access the Program Enrollment History Report:

- 1. From the navigation bar click Reports, then Building Reports.
- 2. Located under the Program/Student Reports collection. Click the Select button.
- 3. Select the Building you would like to view. An Excel Export is available by clicking the Export to Excel button in the panel.

> Program Counts Report

To access this report:

- 1. From the navigation bar click Reports, then Building Reports.
- 2. Located under the Program/Student Reports collection. Click the Select button.
- 3. Select the Building you would like to view. An Excel Export is available by clicking the Export to Excel button in the panel.





4. 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.

*	*	Ċ	44	۲	1 / 1	F	₩	<u>+</u> +	۲	٥	۲	e,
_								Acrob	oat (PC)F) file	6	

Last Updated: January 2023

For Technical questions: contact the CTEIS Helpdesk: at <u>cteis.help@PTDtechnology.com</u> or call (517) 333-9363. for Policy questions contact: Joan Church: at <u>Churchj@michigan.gov</u> or call: (517) 335-0360