

BUILDING COURSE REVIEW

In order to ensure that OCTE can accurately answer questions about the number of operating CTE programs each year, districts will be required to submit a report indicating all PSNs that will operate in the coming school year and the primary teacher who will be providing instruction. To minimize the amount of additional work required of districts, OCTE will collect this information by simply requiring districts to enter at least one course section for each teacher for each PSN into CTEIS, then submit this information in the fall. Of course, districts may choose to enter all of the course sections to be offered for this collection. Furthermore, you may continue to update your course details such as course dates, virtual learning delivery, and high school or college credit awarded prior to the spring collection deadline.

In fall 2020, the Building Course Review will be due to CEPD administrators by October 23, 2020, and to OCTE by October 30, 2020. In subsequent years, this information will be due in mid-September.

To review and submit your fall collection:



1. Log into CTEIS at www.cteis.com using your MEIS username and password.
2. From the navigation bar, click **Data Entry**, then **Building Course Review**.
3. Use the **Select District** drop-down list to indicate the district for which you are compiling reports. The data grid displays a list of your active buildings.

| Fall Course Collection Completion | | | | | | | |
|-----------------------------------|-------|---------------------|-------|---------------|-----------------|---------------|-------------|
| My District Schools | | | | | | | |
| BuildingStatus | OANO | OA Name | OBNO | Building Name | Building Status | Fiscal Status | Cepd Status |
| VIEW EXPORT | 99999 | My District Schools | 00001 | Building A | X | X | |
| VIEW EXPORT | 99999 | My District Schools | 00002 | Building B | X | X | |
| VIEW EXPORT | 99999 | My District Schools | 00003 | Building C | X | | |
| VIEW EXPORT | 99999 | My District Schools | 00004 | Building D | X | X | |
| VIEW EXPORT | 99999 | My District Schools | 00005 | Building E | X | | |
| VIEW EXPORT | 99999 | My District Schools | 00006 | Building F | COMPLETE | | |

- Click the **View** button to the left of a building name to run the building review routine. The review process lists all courses you have entered as well as their details.
- Add staff members to any courses that appear highlighted in red by utilizing the **Course Staff** panel on the Manage Courses screen. You may click the **Export to Excel** button to export course lists into an Excel spreadsheet.

If course staff are currently unknown, you may leave them blank. However, you are encouraged to enter your staff to the best of your ability by the submission deadline.

| CSC | Course Name | PSN | Program Name | CIP Code | Primary Staff | Semester Type | Crs Beg Date | H5 Cred | Col Cred | Virt Type | Building Name |
|---------|--------------------------|-------|---------------------------------------|----------|---------------|----------------|--------------|---------|----------|-----------|---------------|
| 12345-1 | Computer Programming | 13579 | Computer Programming/Programmer | 11.0201 | MARIA GARCIA | First Semester | 9/3 | 0.00 | 0.00 | NV | Building C |
| 12345-2 | Computer Programming II | 13579 | Computer Programming/Programmer | 11.0201 | | First Semester | 8/28 | | | NV | Building C |
| 98765-1 | Automotive Technology | 24680 | Automobile Technician (ASE Certified) | 47.0604 | JOHN SMITH | First Semester | 9/3 | 0.00 | 0.00 | NV | Building C |
| 98765-2 | Automotive Technology | 24680 | Automobile Technician (ASE Certified) | 47.0604 | JOHN SMITH | First Semester | 9/3 | 0.00 | 0.00 | NV | Building C |
| 12345-3 | Computer Programming III | 13579 | Computer Programming/Programmer | 11.0201 | | First Semester | 9/3 | 0.00 | 0.00 | NV | Building C |

- When your courses are error-free, click the **Complete** button within a building's row to submit its data for review.

| Building Status | Fiscal Status | Cepd Status |
|--|---------------|-------------|
| X | X | X |
| X | X | |
| X | | |
| <div style="background-color: #28a745; color: white; padding: 10px; display: inline-block; border-radius: 5px;">COMPLETE</div> | | |