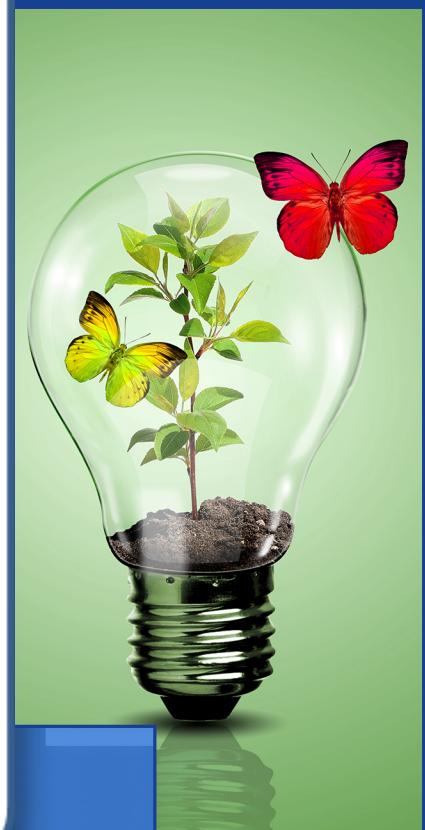


March 2021

Optimizing Spring Enrollment



**Instructional Guide
For Building Reporters**



Due to CEPD June 17, 2021

Due to OCTE June 24, 2021

WELCOME TO



COURSE INFORMATION

The objective of PTD Technology computer software training is to produce capable, self-confident, and proficient software users. We emphasize education concepts based on 'real world' scenarios. Using the new CTEIS 2021 Web application, our goal is to provide you with the very best in 'hands-on' instruction and materials to assist you and your organization in achieving your reporting goals.

To further enrich your training experience, PTD Technology provides valuable reference manuals. We trust you will find our educational methods and proven training experience synergistic with your goals. Help Desk Support is also available to clients requiring additional assistance at no charge to the districts.

As a pioneer in instructor-led computer training since 1978, we continue in our mission to deliver the most effective and professional computer training to you. We encourage your comments or suggestions as to how we might better serve you.

For more information about PTD Technology, call us at (517) 333-9363 Ext. 128, or visit our website at www.PTDtechnology.com.

WELCOME TO



SUPPORT

PTD Technology provides technical support to districts operating Career and Technical Education (CTE) programs.

The PTD Help Desk is staffed by experienced PTD training specialists, consultants, and dedicated support staff. Due to rapidly changing software versions and new releases, we may require additional time consulting with other professional staff.

When using this service, please be sure to provide your contact information including your name, school district, phone number, and/or email address. For CTEIS reporting, please also provide the name of the report you are preparing.

TECHNICAL HELP:

cteis.help@PTDtechnology.com
(800) 203-0614 or (517) 333-9363
Extension 128

REPORTING POLICY HELP:

Joan Church
ChurchJ@michigan.gov
(517) 335-0360

OCTE WEBSITE:

www.michigan.gov/octe

TABLE OF CONTENTS

Course Information	2
Support	3
Reference Documents	8
Overview	9
Checklist for Data Entry	11
Manage Courses	12
Importance of Course Sections and Segments	12
Open the Manage Courses Page	12
Add New Courses	13
Search Courses	16
Edit Courses	17
Copy Course Information	18
Determine Course Status	18
Deactivate an Active Course	19
Copy a Course Section	19
Add Staff to Courses	20
Add a Staff Member to a Course	20
Mass Course Edits	23
Open the Mass Course Edits Page	23
Apply Mass Course Edits	24
Deactivate Courses	25
Importing Courses	26
Before You Begin Importing Courses	26

Import Course Data	26
Review Courses	28
Instructional Design Report	28
List of Courses by Building	28
Generate Your Reports	29
Printing from CTEIS	29
Manage Students	30
Open the Manage Students Screen	30
Navigate the Manage Students Screen	31
Add a New Student Record	31
Importing Students	33
Before You Begin Importing Students	33
Import Student Data	33
Review Students	35
Check UIC Button	35
Bad UIC by Building Report	36
UIC With No Current MSDS Report	36
Manage Enrollment	37
Open the Manage Enrollment Screen	37
Enroll Students	39
Edit Enrolled Students	40
Copy/Transfer Marked Students	41
Grade Input	43
Importing Enrollments (with Grades)	45
Before You Begin Importing Enrollments	45

Verify Imports	46
Review Enrollment Information	47
The Program Enrollment Details Panel	48
Class Student List Report	48
Manage Credentials	49
Open the Manage Credentials Screen	49
Import Credentials	53
Importing Credentials: Potential Errors and Resolutions	55
Enrollment Validation	56
Validate Your Enrollment Data	56
Troubleshoot Enrollment Data Entry Issues	59
Review Student UICs and Grades	60
Bad UIC by Building Report	60
Current Year Missing Grades Report	60
UIC With No Current MSDS Report	61
Enrollment Issues	62
Review Completers	63
Verify Instructional Design	63
Completer Assessment Report	64
Program Enrollment History Report	64
Complete Your Report	66
Further Assistance	66

Welcome to CTEIS, the **Career and Technical Education Information System!** This guide contains a list of terms common to CTEIS, an explanation of the purpose and processes surrounding the Web-based reporting system, a discussion of reporting requirements, and useful contact information for those seeking assistance with CTEIS throughout the reporting cycle.

CTEIS is a Web-based application that allows you to report enrollment information for state-approved CTE programs to the State of Michigan. To access it, you may log into the system at www.cteis.com using your MEIS username and password. The average building-level reporter will focus on completing three reports throughout the course of the year.

Enrollment	Expenditures	Follow-Up
Begin in September	Begin in September	Begin in October
Fall Course Collection: Complete in October	Complete in November	Complete in January
Spring Collection (including credentials and WBL): Complete in June		

REFERENCE DOCUMENTS

If you are new to the CTEIS system and spring enrollment collection, you will need to reference information that is beyond the scope of this guide. You may download the materials that are referenced in this manual from the **CTEIS Knowledge Base** at support.cteis.com. These include:

Under *Enrollment* → *Spring Collection*:

- [Enrollment & Completion Collection](#) instructional guide
- [State List of Approved and Non-Approved Credentials](#)

Under *Enrollment* → *Special Collections*:

- [Work Based Learning](#) guide

Under *Importing*:

- [Importing Students](#) guide
- [Importing Courses](#) guide

Importing (Students)

- [Excel Format - Student Import File Specifications](#) guide
- [Excel Format - Student Import Headings](#) file

Importing (Courses)

- [Excel Format - Course Import File Specifications](#) guide
- [Excel Format - Course Import Headings](#) file

These documents are discussed in detail during the Spring Enrollment and Completion training course.

OVERVIEW

In preparation for the Spring Enrollment Report, you are strongly encouraged to begin your data collection, entry, and validation as early in the school year as possible. Because the information from this report is used to determine funding allocations as well as to fulfill federal reporting requirements, it is important that all data be complete and accurate.

The purpose of this guide is to assist you with optimizing your spring enrollments and to ensure that you maximize your student concentrators and completers. This guide outlines the best practices for:

Data Entry

Data entry is done through:

1. Manual data entry using the following CTEIS screens:
 - Manage Courses
 - Manage Students
 - Manage Enrollment -OR-
2. Importing data.

Utilizing the **File Import** feature is highly recommended—this tool can save you valuable time and will minimize data entry errors. You may upload error-free records into your CTEIS database at any time; furthermore, if CTEIS detects problems with your import file, it will generate a list of warnings and errors for you to review. The system stores the affected records until you correct your data file and import it again.

Data Review

This guide focuses on the importance of reviewing your data with the help of CTEIS validation and reporting tools. You will learn how to verify the instructional design of your courses and to leverage reports and tools such as the **Check UIC** feature. These reports and tools allow you to quickly verify data entries and ultimately ensure that your information is complete and accurate.

CTEIS validation tools are useful for illuminating invalid data—that is, information that does not meet the system's specified criteria; however, **information that has been entered improperly will not always produce errors**. Examples of common data entry mistakes include enrolling students into the wrong course section and incorporating incorrect segments into your courses. Mistakes such as these can cause your programs to produce fewer completers than expected. To prevent this, you are required to review your instructional design and the available summary reports with the individuals who provide your information. Accurate information projects completers correctly.

CHECKLIST FOR DATA ENTRY

Task	Done!
<p style="text-align: center;">Manage Courses</p> <p>✓ Enter, import, or update course section information by checking that:</p> <ul style="list-style-type: none"> • All courses for the school year are entered. • EMC and Dual Enrollment courses are identified and entered correctly. • Dates for the courses are correct. • A primary teacher and all additional staff are assigned to each course. • Course section codes are correct. • Instructional design allows proper segment allocation. 	<input type="checkbox"/>
<p style="text-align: center;">Manage Staff</p> <p>✓ Enter or update teacher information by verifying that each classroom staff member has a record in CTEIS.</p>	<input type="checkbox"/>
<p style="text-align: center;">Manage Students</p> <p>✓ Enter or update student information either manually or via import.</p> <p>✓ Review student information using:</p> <ul style="list-style-type: none"> • The Check UIC button. • The reports: Bad UIC by Building and UIC With No Current MSDS. 	<input type="checkbox"/>
<p style="text-align: center;">Manage Enrollment</p> <p>✓ Enroll students in course sections either manually or through the use of the CTEIS File Import feature.</p> <p>✓ Check student enter and exit dates to make sure that they fall within the course section dates.</p> <p>✓ Check CSCs to ensure students are enrolled in the correct courses.</p> <p>✓ Verify that students are within the correct subsections.</p> <p>✓ Verify that students will receive the proper segments.</p>	<input type="checkbox"/>
<p style="text-align: center;">Manage Credentials</p> <p>✓ Enter or update student credential information either manually or via import.</p>	<input type="checkbox"/>
<p style="text-align: center;">Manage Work Based Learning</p> <p>✓ Enter or update student work based learning experiences either manually or via import.</p>	<input type="checkbox"/>
<p style="text-align: center;">Validation and Submission</p> <p>✓ Use the validation tool to check for errors.</p> <p>✓ Resolve any student UIC or MSDS issues.</p> <p>✓ Review student segment profiles to ensure completers are progressing correctly.</p> <p>✓ Review reports to verify the number of expected completers.</p> <p>✓ Submit fall course and student enrollment data.</p>	<input type="checkbox"/>

MANAGE COURSES

The Manage Courses screen allows you to add, edit, and review course sections and segments. Course sections and segments are very important in identifying student completers.

Importance of Course Sections and Segments

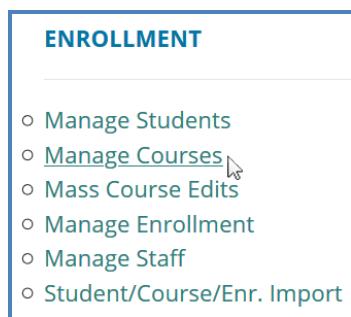
Proper reporting of course sections and segments is critical to determining your students' completion statuses as well as the 61a(1) (Added Cost) funds your programs may be eligible to receive. Students are identified as "enrollees," "participants," "concentrators," or "completers" based on the segments reported for each course section in which they received a minimum grade of 2.0.

- **Enrollee** – This student has completed, with a grade of 2.0 or better, course sections covering fewer than 4 segments of a CTE program.
- **Participant** – This student has completed, with a grade of 2.0 or better, course sections covering at least 4 segments of a CTE program.
- **Concentrator** – This student has completed, with a grade of 2.0 or better, course sections covering at least 8 segments of a CTE program.
- **Completer** – This student has completed, with a grade of 2.0 or better, course sections covering all 12 segments of a CTE program.

Open the Manage Courses page to begin the enrollment process.

OPEN THE MANAGE COURSES PAGE

To open the Manage Courses page:



1. Log into CTEIS at www.cteis.com using your MEIS username and password.
2. From the navigation bar, click Data Entry, then Manage Courses.
3. If necessary, use the **Select District** drop-down menu to choose a district. The grid is populated with active courses within that district.

ADD NEW COURSES

The first step in reporting your CTEIS data is to ensure that you have properly created your course sections. Courses may be entered in two ways:

- Manually enter courses through the **Manage Courses** screen.
- Import courses with the help of the **Import** feature.

Most course sections follow a standard setup procedure with the exception of:

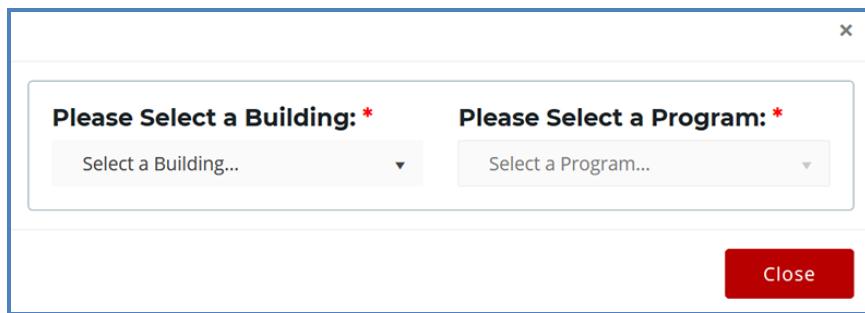
- Family and Consumer Sciences (FCS) programs.
- Dual Enrollment programs.

To review the setup procedure for these special cases, refer to the [**Enrollment & Completion Collection Guide**](#) as given in [Reference Documents](#) on page 8.

To add new course sections:

1. Open the **Manage Courses** page. For details, refer to [Open the Manage Courses Page](#) on page 12.
2. Click the **Create New Course** button. A pop-up window is displayed.

The screenshot shows a web-based application titled "Manage Courses (Add, Edit and Review records)". At the top, there is a dropdown menu labeled "Select District...", two radio buttons for "View Active Courses" and "View All Courses", and a green "Create New Course" button which is circled in red. Below this is a blue header bar with the text "EXPORT TO EXCEL". The main area is a table with columns labeled CSC, Course Name, PSN, Program Name, Program ..., CipCode, Building, Room, and Ho. Each column has a dropdown arrow icon at the top. The table is currently empty.



3. Click the **Select a Building...** drop-down menu and select the building that will operate your new course.
4. Click the **Select a Program...** drop-down menu and select the parent program to which your new course belongs.

If you believe a program is missing from your **Available Programs** list, verify the program's validity with OCTE to avoid future problems.

Manage Courses (Add, Edit and Review records)

CSC	Course Name	PSN	Program Name	Program ...	ZipCode	Building	Room	Hour	Class Start	Class End	Staff
S1-AMKT-001	ADV MARKETING A	13579	Marketing Sales and Services	Reg	52.1999	02468	123-A	4	09/04	01/25	Garcia
S1-SMKT-001	SPORTS MARKETING A	13579	Marketing Sales and Services	Reg	52.1999	02468	123-A	2	09/04	01/25	Garcia

Course Sec. Code(CSC): * S1-SMKT-001 **Virtual Delivery Mode: *** Not Virtual
Local Course Name: * SPORTS MARKETING A **Please select the appropriate course type:**
 Secondary CTE Course (No dual or concurrent enrollment college credit on college transcript. May earn articulated or AP Credit)
 Postsecondary CTE Course (Provides dual enrollment or concurrent enrollment college credit on a college transcript.)

Course Sec. Start Date: * 09/04 **Course Sec. End Date: *** 01/25 **Semester:** First Semester **Room Number:** 123-A **Course Sec. Period:** 2

52.1999
Marketing Sales and Services
Type: Regular
PSN: 13579
CEPD: 99
FA: My School District 24680
OA: My School District 24680
Building: My High School

5. Enter all course details into the empty text fields. For information related to each field, refer to the [Enrollment & Completion Collection Guide](#) as given in Reference Documents on page 8.
6. Mark segments within the **Segment Profile** panel.

The Segment Profile Panel contains a series of empty check boxes that correspond to the segments a course may grant to enrolled students. Generally, you will mark the

check boxes within the column labeled "A" to indicate the segments delivered by a course. However, you may activate up to three additional subsections within any course. To open additional subsections, mark the segment check boxes in any of the other columns labeled "B," "C," or "D." Make sure you have verified all subsections and segments by printing the Instructional Design Report (see [Instructional Design Report](#) on page 28 for more details) and receiving a signature from your teachers to verify that the information is correct.

Using the Manage Enrollment feature, you may enroll students in any subsection containing active segment selections. Enrolled students who complete the course with a grade of 2.0 or better will receive credit for the segments delivered by their subsection and progress toward becoming completers. Print off each student list and obtain your teacher's sign-off indicating that the class list is correct.

Be extremely careful when marking segments because they directly influence student completer statuses.

Segment Profile				
	Subsections			
	A	B	C	D
Segment 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
Segment 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
Segment 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
Segment 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4
Segment 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5
Segment 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6
Segment 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7
Segment 8	<input type="checkbox"/> 8	<input type="checkbox"/> 8	<input type="checkbox"/> 8	<input type="checkbox"/> 8
Segment 9	<input type="checkbox"/> 9	<input type="checkbox"/> 9	<input type="checkbox"/> 9	<input type="checkbox"/> 9
Segment 10	<input type="checkbox"/> 10	<input type="checkbox"/> 10	<input type="checkbox"/> 10	<input type="checkbox"/> 10
Segment 11	<input type="checkbox"/> 11	<input type="checkbox"/> 11	<input type="checkbox"/> 11	<input type="checkbox"/> 11
Segment 12	<input type="checkbox"/> 12	<input type="checkbox"/> 12	<input type="checkbox"/> 12	<input type="checkbox"/> 12
Segment Q	<input type="checkbox"/> Q	<input type="checkbox"/> Q	<input type="checkbox"/> Q	<input type="checkbox"/> Q

Course Staff				
Select a staff type				
Search Staff				
	PIC Number	Last Name	First Name	Type
				Mentor

Create Course **Cancel/Return**

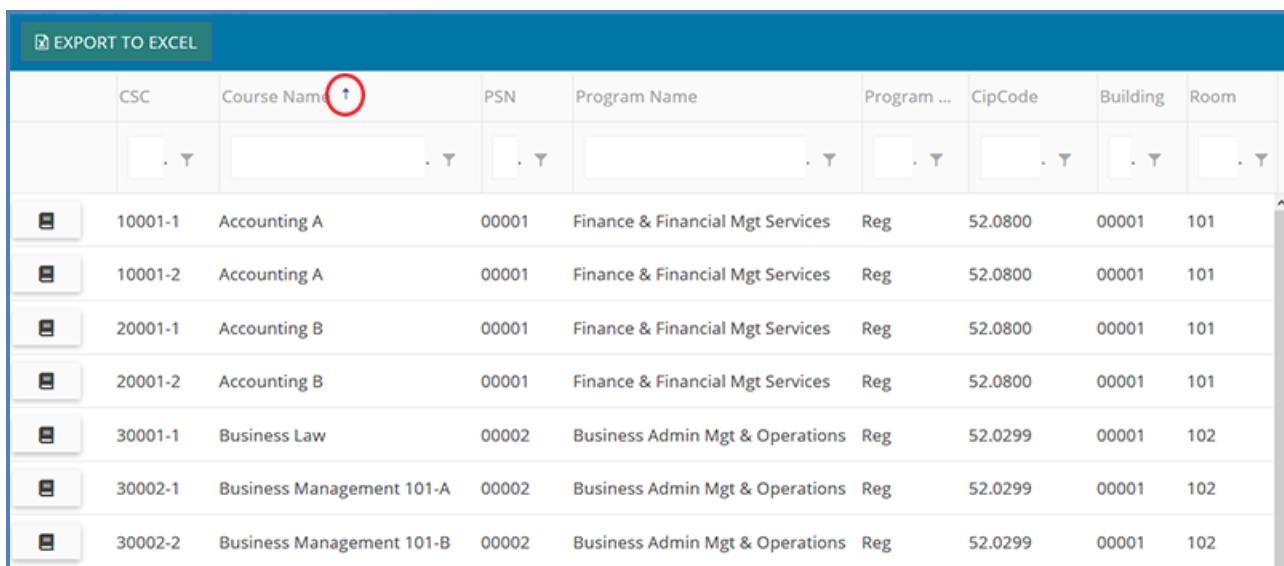
7. Click the **Create Course** button beneath the Segment Profile Panel to add the course to your grid.

You may add staff members to your list via the Course Staff panel or the [Manage Staff](#) screen. Please refer to the [Enrollment & Completion Collection Guide](#) as given in [Reference Documents](#) on page 8.

SEARCH COURSES

To search for existing courses:

1. Open the **Manage Courses** screen. For details, refer to [Open the Manage Courses Page](#) on page 12. Upon selecting a district, a default list of your currently active courses is displayed.
2. The option to **View All Courses** is available above the course grid if you wish to display previously deactivated classes. You may sort your list in various ways by clicking on any of the column headers within the grid. An upward (\uparrow) or downward-pointing arrow (\downarrow) indicates the order of the sort.



EXPORT TO EXCEL									
CSC	Course Name	PSN	Program Name	Program ...	CipCode	Building	Room		
	10001-1	Accounting A	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101	
	10001-2	Accounting A	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101	
	20001-1	Accounting B	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101	
	20001-2	Accounting B	00001	Finance & Financial Mgt Services	Reg	52.0800	00001	101	
	30001-1	Business Law	00002	Business Admin Mgt & Operations	Reg	52.0299	00001	102	
	30002-1	Business Management 101-A	00002	Business Admin Mgt & Operations	Reg	52.0299	00001	102	
	30002-2	Business Management 101-B	00002	Business Admin Mgt & Operations	Reg	52.0299	00001	102	

4. Remember that the following features are also available to you:
 - Clicking inside a grid expands it so you may view additional records.
 - Any column with a funnel icon may be filtered.
 - Several columns may be filtered simultaneously.
 - The **Clear button (x)** next to a funnel icon allows you to remove a filter that has been applied.
 - Click any **book icon** to view or edit the details of the selected course.

In the following example:

We typed “health” in the Course Name field and then pressed the “Enter” key. Then we typed “01234” in the Building field and pressed the “Enter” key. Notice that the grid lists only those courses which have a course name of “Health Sciences” and operate within Building 01234.

EXPORT TO EXCEL									
CSC	Course Name	PSN	Program Name	Program ...	CipCode	Building	Room	Hour	
	health					01234			
HS000-1	Health Sciences	99999	Health Sciences	Reg	51.0000	01234	110	1	
HS000-2	Health Sciences	99999	Health Sciences	Reg	51.0000	01234	110	2	
HS000-3	Health Sciences	99999	Health Sciences	Reg	51.0000	01234	110	3	
HS000-4	Health Sciences	99999	Health Sciences	Reg	51.0000	01234	110	4	

Remember, you must use the Manage Courses screen or a report, such as the Class Student List Report, to allow your teachers to review the number of high school and college credits earned by each student and then sign off that the correct information has been entered into CTEIS.

EDIT COURSES

To update or edit course sections:

1. Open the **Manage Courses** screen. For details, refer to [Open the Manage Courses Page](#) on page 12. Upon selecting a district, a default list of your currently active courses is displayed.
2. Click the **book icon** of a course that you want to update. **Course Details** are displayed in a panel.
3. Make the necessary changes to the course detail fields. If the course is not yet running in the current school year, click the **Renew Course for the New Year** button at the bottom of the screen first.
4. Click the **Update Course** button to save any changes. The “Course Updated” message is displayed.
5. Click the **Cancel/Return** button to return to the course list grid.

COPY COURSE INFORMATION

The **Copy Course Information** feature is useful because it allows you to:

- Copy the details from a course section in your database and apply them to a new course section. This is beneficial to building reporters who must enter recurring classes.
- Quickly generate additional sections of a course while preserving segmenting information and other details specific to that class.

Remember that CSCs must remain unique among active courses; therefore you must deactivate old course sections before you may reuse a CSC.

Determine Course Status

To determine whether a course is active or inactive:

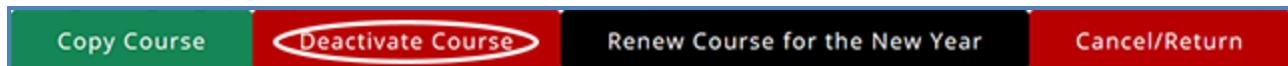
1. Open the **Manage Courses** screen. For details, refer to [Open the Manage Courses Page on page 12](#).
2. Drag the horizontal scroll bar at the bottom of the course grid to the far right to reveal the **Active** column. A checkmark () indicates an active course, whereas an empty check box () indicates that the course is inactive.

Active
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Deactivate an Active Course

To deactivate an active course section:

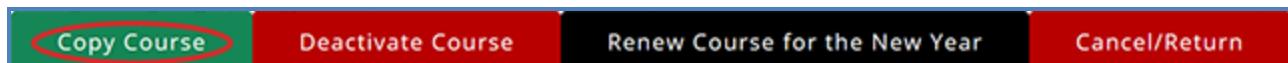
1. Open the **Manage Courses** screen. For details, refer to [Open the Manage Courses Page](#) on page 12. Upon selecting a district, a default list of your currently active courses is displayed.
2. Click the **book icon** of a course that you want to update. **Course Details** are displayed in a panel.
3. Scroll to the bottom of the **Manage Courses** screen and click the **Deactivate Course** button.



You may **NOT** reactivate an inactive course; however, CTEIS preserves the details of inactive courses, allowing you to copy them into fresh course sections at any time.

Copy a Course Section

1. Open the **Manage Courses** screen. For details, refer to [Open the Manage Courses Page](#) on page 12. Upon selecting a district, a default list of your currently active courses is displayed.
2. Click the **book icon** of a course that you want to update. **Course Details** are displayed in a panel.
3. Scroll to the bottom of the **Manage Courses** screen and click the **Copy Course** button.



4. Make the necessary changes to identify the new course section. Changing the “Course Section Start Date” or “End Date” may require you to reselect a “Semester” type from the corresponding drop-down list. Remember that all classes operate with unique CSCs – if you need to deactivate an old course section so that you may assign its CSC to the new course section, follow the steps under Copy Course Information on page 18.
5. Scroll to the bottom of the **Manage Courses** screen and click the **Create Course** button.



ADD STAFF TO COURSES

Before CTEIS can validate your enrollment information for submission, you must:

1. Assign a primary instructor to each active course section.
2. For TSDL purposes, ensure that you add all additional teachers and paraprofessionals to the appropriate course sections as well.

Add a Staff Member to a Course

To add a staff member to a course section:

1. Open the **Manage Courses** screen. For details, refer to Open the Manage Courses Page on page 12. Upon selecting a district, a default list of your currently active courses is displayed.
2. Click the **book icon** of the course you wish to assign your staff to. The **Course Staff** panel is displayed.
3. Select a role for the staff member using the **Select a staff type** drop-down menu. Roles are as follows:

- a. ***Primary*** – The instructor who is responsible for developing the lesson plans for and teaching the course. This person must have a teaching certificate and needs to be vocationally certified.
 - b. ***Additional Full Time*** – Any teacher, aide, or paraprofessional who assists with instruction for the entire duration of the session.
 - c. ***Additional Part Time*** – Any teacher, aide, or paraprofessional who assists with instruction for part of the session.
 - d. ***Secondary Full Time*** – An additional teacher who assists with instruction for the entire duration of the session and who has a teaching certificate and vocational certification.
 - e. ***Secondary Part Time*** – An additional teacher who assists with instruction for part of the session and who has a teaching certificate and vocational certification.
4. In the **Course Staff** panel, find the **Search Staff** field and enter the first several digits or letters of the staff member's PIC number or last name. CTEIS displays any instructor in Michigan who matches your entry in a drop-down list.
5. Select the desired staff member from the drop-down list. If the instructor is a mentor to students within a virtual classroom, check the **Mentor** box.

A mentor is a professional employee of the district who monitors a pupil's progress, ensures the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record. A mentor may also serve as the teacher of record if the mentor meets the definition of a teacher of record.

If a staff member does not appear in your list, you may add that instructor through the "Create New Staff Member" button or the **Manage Staff** page. For details, refer to the [**Enrollment & Completion Collection Guide**](#) as given in [Reference Documents](#) on page 8.

CTEIS only recognizes one primary teacher per course section. Other on-site staff should be identified as **additional** or **secondary** instructors.

6. Click the **Add Staff to Course** button.

Course Staff

* Primary

* GARCIA

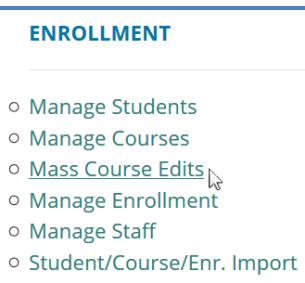
Mentor

Add Staff to Course 

To remove a staff record from a course section, click the **Remove** button (x) next to that instructor's name within the **Course Section Staff List** grid.

MASS COURSE EDITS

Mass Course Edits are useful in cases where you need to:



- Update multiple detail fields across several course section records.
- Adjust the beginning and end dates of old courses to roll them into the current school year.

Try using mass edits in circumstances when:

- Course beginning and end dates need to be altered.
- A building begins block scheduling.
- Semesters or trimesters are implemented mid-year.
- High school or college credits awarded by a class must be corrected.

After editing courses, you are encouraged to verify the instructional design of your courses—refer to Verify Instructional Design on page 63. **Building reporters should not attempt to create or interpret instructional design without instructor or CEPD Administrator assistance.**

OPEN THE MASS COURSE EDITS PAGE

To open the Mass Course Edits page:

1. Log into CTEIS at www.cteis.com using your MEIS username and password.
2. From the navigation bar, click Data Entry, then Mass Course Edits.
3. If necessary, use the **Select District** field to choose a district. The grid is populated with active courses within that district.

APPLY MASS COURSE EDITS

To perform mass course edits:

1. Click a row in the grid to select the course you would like to edit. To select multiple individual records, hold the **Control (Ctrl) key**. Hold the **Shift key** instead to select multiple contiguous records.

Mass Course Edit

City School District

Update Courses **Deactivate Courses**

Records: 71

EXPORT TO EXCEL

CSC	Course Name	PSN	Program Name	Program Type	CipCode	Building	Room	Hour
10001S1	Sports & Entertainment Marketing	11111	Marketing Sales and Services	Reg	52.1999	55555	102	1
10001S2	Sports & Entertainment Marketing	22222	Marketing Sales and Services	Reg	52.1999	44444	106	4
10002A1	Investments	55555	Finance & Financial Mgt Services	Reg	52.0800	44444	106	4
10002S1	Investments	44444	Finance & Financial Mgt Services	Reg	52.0800	55555	119	2
10002S2	Investments	44444	Finance & Financial Mgt Services	Reg	52.0800	55555	119	3
10003A1	Career Focus	33333	Business Admin Mgt & Operations	Reg	52.0299	44444	106	1
10004A1	Retail Marketing	22222	Marketing Sales and Services	Reg	52.1999	44444	101	5
10005S1	Marketing & Sales	11111	Marketing Sales and Services	Reg	52.1999	55555	102	2
10004A2	Retail Management	22222	Marketing Sales and Services	Reg	52.1999	44444	101	3

2. Click the **Update Courses** button above the grid.
3. Enter new course information within the **Edit Instructions** window.
4. Click the **Update Courses** button to apply your changes.

As described previously, you can filter and sort columns by clicking on various column headers. Refer to [Search Courses](#) on page 16.

Mass Course Edit

City School District

Update Courses **Deactivate Courses** 

Records: 71

EXPORT TO EXCEL

CSC	Course Name	PSN	Program Name	Program Type	CipCode	Building	Room	Hour
10001S1	Sports & Entertainment Marketing	11111	Marketing Sales and Services	Reg	52.1999	55555	102	1
10001S2	Sports & Entertainment Marketing	22222	Marketing Sales and Services	Reg	52.1999	44444	106	4
10002A1	Investments	55555	Finance & Financial Mgt Services	Reg	52.0800	44444	106	4
10002S1	Investments	44444	Finance & Financial Mgt Services	Reg	52.0800	55555	119	2
10002S2	Investments	44444	Finance & Financial Mgt Services	Reg	52.0800	55555	119	3
10003A1	Career Focus	33333	Business Admin Mgt & Operations	Reg	52.0299	44444	106	1
10004A1	Retail Marketing	22222	Marketing Sales and Services	Reg	52.1999	44444	101	5
10005S1	Marketing & Sales	11111	Marketing Sales and Services	Reg	52.1999	55555	102	2
10004A2	Retail Management	22222	Marketing Sales and Services	Reg	52.1999	44444	101	3

Deactivate Courses

You can use the Mass Course Edits screen to deactivate multiple courses at once:

1. Select the courses within the Mass Course Edit grid that you wish to deactivate.
2. Click the **Deactivate Courses** button above the grid, then confirm your selection by clicking the **Deactivate Courses** button in the resulting pop-up window.

Deactivated courses no longer appear in the Mass Course Edit grid, but do appear as inactive courses when viewed on the **Manage Courses** screen.

IMPORTING COURSES

Importing courses is important because:

- Importing courses is the easiest way to add and update several course records simultaneously and can be a significant time saver.
- Imported courses can be edited later if necessary.
- Importing courses is more accurate than manual data entry.

Before You Begin Importing Courses

Before you begin importing your data, ensure that you:

- Identify the data that you need.
- Format the data for easy import.

For formatting and other detailed import information, refer to the [**Importing Courses**](#) guide as given in [Reference Documents](#) on page 8.

IMPORT COURSE DATA

To import data, carry out the following steps:

ENROLLMENT
○ Manage Students
○ Manage Courses
○ Mass Course Edits
○ Manage Enrollment
○ Manage Staff
 Student/Course/Enr. Import

1. From the navigation menu, click [Data Entry](#), then [Student/Course/Enr. Import](#).
2. On the **Select building to import** screen, click the student icon of the building you wish to import records into.
3. Beneath the **Import Courses** header, click the **Choose File...** link and locate your import file.

Select building to import			
	Building Name	Building Number	
	Alternative Center for Education	00001	Alternative Center for Education - 0...
	A. High School	00002	A. High School
	A. Academy	00003	A. Academy
	B. High School	00004	B. High School

Import Courses

Choose File...

Import Records 

4. Click the **Import Records** button to upload your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
5. To correct any errors, click the **Back to List** link to reset the screen, adjust your import file, then upload the file again.
6. Click the **Process Courses** button beneath the grid to import your courses.

[Back to List](#)

Courses To upload in A. High School

Record(s): 5 Created: 0 Updated: 0

Green indicates a new record and aqua an update

Status:	CSC	PSN	Local Name	Room	Hour
Insert	IMPORT 01	99999	Imported Class 1	101	1
Insert	IMPORT 02	99999	Imported Class 2	202	2
Insert	IMPORT 03	99999	Imported Class 3	303	3
Insert	IMPORT 04	99999	Imported Class 4	404	4
Insert	IMPORT 05	99999	Imported Class 5	505	5

[Process Courses](#)

REVIEW COURSES

To review your courses, you will need to generate the following reports:

INSTRUCTIONAL DESIGN REPORT

The Instructional Design report shows the courses operating during a period of selected years, allowing you to easily view program segment information. You may use this report to verify that your:

- Course entry within CTEIS is accurate for the current year.
- Courses offer the 12 segments required for your programs to produce completers.

Instructional Design Report					MICHIGAN CTEIS
Michigan Department of Education				Office of Career and Technical Education - CTEIS Report	
CEPD: 00					
Fiscal Agency:	School District (00000)	Program Name:	Education General	PSN:	00000 Prog. Type: Reg
Oper. Agency:	School District (00000)	CSC	Course Name	Staff	Class Starts Class Ends
Building:	High School (00000)	ED_Careers_S1	Educational Careers	C. Bman	9/4 1/24
Subsection		Segments			
A		1, 2, 3, 5, 7, 8,			
B					
C					
D					
CSC		Course Name		Staff	Class Starts Class Ends
ED_Careers_S2		Educational Careers		C. Bman	1/28 6/12
Subsection		Segments			
A		4, 6, 9, 10, 11, 12,			
B					
C					
D					
3/29	4:30:06 PM	Page 1 of 4			Rev 10/17

Refer to Verify Instructional Design on page 63 for more details about reviewing instructional design.

LIST OF COURSES BY BUILDING

This report shows all courses running during the current school year within a selected building. Use this report to verify that:

- Course entry within a specific building in CTEIS is accurate for the current year. Use this report to obtain sign-off from the building administrator verifying that course sections are correct.
- Your course detail fields are accurate.

CTE Course Listing for Bldg									MICHIGAN CTEIS
Michigan Department of Education									
CEPD: 00									
Agency: (00000)- Community School District									
District: (00000)- Community School District									
Building: (00000)- Junior/Senior High School									
PSN/Program: (99999)- Agr. Agr Oper & Rel Sci									
Clp Code: (01.0000)- Reg									
Course	Section Code and Class Name	Room	Hour	Sem.	Begin Date	End Date	Staff Name	Virt.	Dual Enr.
AgriSci1_S1_1 - Agscience 1 - Sem 1	Agris	1-2	1	9/4	2/11		M. Rice	NV	N1
AgriSci1_S1_6 - Agscience 1 - Sem 1	Agris	6-7	1	9/4	2/11		M. Rice	NV	N1
AgriSci1_S2_1 - Agscience 1 - Sem 2	Agris	1-2	2	2/12	6/11		M. Rice	NV	N1
AgriSci1_S2_6 - Agscience 1 - Sem 2	Agris	6-7	2	2/12	6/11		M. Rice	NV	N1
Dual Enrollment (Dual Enr.):									
— : Unknown / Not Entered									
Y2 : EMC course with dual enrollment									
N2 : Regular course without dual enrollment									
Y1 : Regular course with dual enrollment									
Y3 : Non-State course with dual enrollment									
3/27	5:21:38 PM	Revised 5/18			Page 1 of 1				

GENERATE YOUR REPORTS

To generate the above reports:

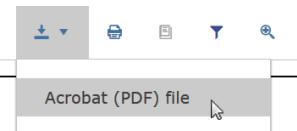
1. From the navigation bar, click **Reports**, then **Building Reports**.
2. Select the desired report from the **Report Launcher** screen.
3. Enter your **Report Criteria**. CTEIS will generate the report based on your report criteria.

Building Report Launcher
Select 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	List 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/Student Reports		
Select	Segment Q Class List	Listing of Segment Q students
Select	Completer Assessment Report	Listing 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 listing of students in EMC programs or Dual Enrollment Courses
Select	Program Counts	listing of student counts in programs by sending building
Select	Program Enrollment History	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/Course 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	Listing 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 teaching in)



Printing from CTEIS

To print your lists and reports, you must first export them to another format. Using the "Export" icon and drop-down list, choose an available format.

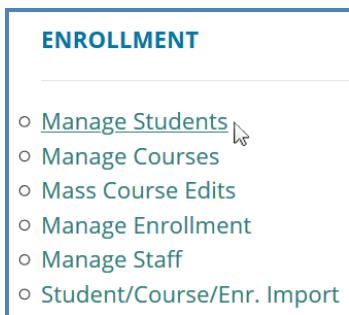
CTEIS exports your report when your selection is made, and you may save and print hard copies of your reports from within the chosen application. PDF is the recommended printing format as Excel and text exports may not correctly render the layout of your report.

MANAGE STUDENTS

Student records are an important part of your spring Enrollment and Completion Collection and must be entered carefully because:

- Some student information in CTEIS supplements data required by the MSDS.
- Addresses, phone numbers, and email addresses on file in the CTEIS database are used during the Follow-Up reporting cycle that begins each fall.
- Federal reports require student data, especially student credentials and special populations.

OPEN THE MANAGE STUDENTS SCREEN



To open the Manage Students screen:

1. Log into CTEIS at www.cteis.com using your MEIS username and password.
2. From the navigation bar, click **Data Entry**, then **Manage Students**.

NAVIGATE THE MANAGE STUDENTS SCREEN

1. Select a building from the **Select Building...** drop-down menu to load students from that building into the student grid. You may view students who have left school by selecting the **Include Students Who Left School** checkbox.
2. To search for a student, enter either a UIC or a last name into the **Search By UIC/LastName** search box and then click the **Search** button.
3. Sort your list by clicking on any column headers.

Manage Students - (Add, Edit, and Review records)

The screenshot shows the 'Manage Students' interface. At the top, there's a dropdown menu labeled 'A. High School - A. School District' and a checkbox for 'Include Students Who Left School'. Below this is a search bar containing '9876543210' with a 'Search' button next to it, and a 'Clear Input' button. To the right is a green 'Add Student' button. The main area displays a grid titled 'Records: 1'. A blue header bar in the grid contains a 'EXPORT TO EXCEL' button. The grid columns are labeled: UIC, First Name, Last Name, DOB, Gender, Grade, and Sending Facility. The first row of the grid shows the data: UIC 9876543210, First Name (empty), Last Name (empty), DOB 02/11, Gender F, Grade 10, and Sending Facility A. High School.

ADD A NEW STUDENT RECORD

If a student does not exist within the CTEIS database, you will need to add a new student record using the following process:

1. Open the **Manage Students** screen. For details, refer to [Open the Manage Students Screen](#) on page 30.
2. Click the **Add Student** button. The **Student Details** panel opens.

Manage Students - (Add, Edit, and Review records)

This screenshot is identical to the one above, showing the 'Manage Students' interface with the 'Add Student' button highlighted with a cursor. The rest of the interface, including the dropdown menu, search bar, and grid, remains the same.

3. Enter the **Student Core Information** and demographic details.

Student Core Information * fields are required	
First Name: *	Address1:
<input type="text"/>	<input type="text"/>
Middle Name:	Address2:
<input type="text"/>	<input type="text"/>
Last Name: *	City:
<input type="text"/>	<input type="text"/>
Date of Birth *	State:
<input type="text"/> 	<input type="text"/> MI
Gender: *	ZipCode:
<input type="text"/>	<input type="text"/>
Phone1:	E-Mail:
<input type="text"/>	<input type="text"/> Enter@Email.com
Phone2:	Sending Facility *
<input type="text"/>	<input type="text"/> Select Building... 
MSDS Data	
MSDS Last Updated:	
LEP: Grade:	
Exit Status:	
Race/Ethnic:	
Migrant: Foster Care: No	
Homeless: No Military: No	
Economically Disadvantaged:	
Disabled:	
Single Parent <input type="checkbox"/>	
Out of Work Force <input type="checkbox"/>	
Add Student	

For details on how to enter this information, refer to the Student Demographic Fields in the [Enrollment & Completion Collection Guide](#) as given in [Reference Documents](#) on page 8.

4. Click the **Add Student** button.

Instead of updating or adding new student records to CTEIS individually, you may use the recommended file import process. Refer to [Importing Students](#) on page 33.

IMPORTING STUDENTS

Importing students is important because:

- Importing students is a very efficient way of adding and updating several student records simultaneously.
- Imported student records can be edited later if necessary.
- Importing students is more accurate than manual data entry.

Before You Begin Importing Students

Before you begin importing your data, ensure that you:

- Identify the data that you need.
- Format the data for easy import.

For an error resolution guide and other detailed information, refer to the [**Importing Students**](#) guide as given in Reference Documents on page 8.

IMPORT STUDENT DATA

To import data, carry out the following steps:

ENROLLMENT
<ul style="list-style-type: none">○ Manage Students○ Manage Courses○ Mass Course Edits○ Manage Enrollment○ Manage StaffStudent/Course/Enr. Import

1. From the navigation menu, click Data Entry, then Student/Course/Enr. Import.
2. On the **Select building to import** screen, click the **student icon** of the building you wish to import records into.
3. Beneath the **Import Students/Buildings/Grades** header, click the **Choose File...** link and locate your import file.

Select building to import			
	Building Name	Building Number	
	Alternative Center for Education	00001	Alternative Center for Education - 0...
	A. High School	00002	A. High School
	A. Academy	00003	A. Academy
	B. High School	00004	B. High School

- Click the **Import Records** button to upload your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
- To correct any errors, click the **Back to List** button to reset the screen, adjust your import file, then upload the file again.
- Click the **Process Students/Enrollments** link beneath the grid to import all error-free student records.

Import Students Buildings/Grades

[Choose File...](#)

[Import Records](#) 

Courses To upload in 00000 - High School

[Back to List](#)

Record(s): 9

Errors: 0

Students Created: 0

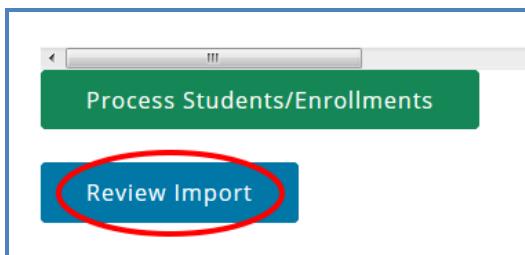
Enrollments Created: 0

Students Updated: 0

Enrollments Updated: 0

Type:	LNAME	FNAME	MI	UIC	DOB
S, E	Clname	Ifname		1111111111	2/5
S, E	Clname	Ifname		2222222222	3/13
S, E	Clname	Ifname		3333333333	1/13
S, E	Clname	Ifname	X	4444444444	6/25
S, E	Clname	Ifname		5555555555	8/25
S, E	Clname	Ifname	X	6666666666	2/22
S, E	Clname	Ifname		7777777777	3/15
S, E	Clname	Ifname		8888888888	5/13
S, E	Clname	Ifname		9999999999	2/6

[Process Students/Enrollments](#)



Clicking the **Review Import** button allows you to export the list of import records and their import statuses and errors. This may be useful for offline review and remediation.

REVIEW STUDENTS

You can review students by using:

- The **Check UIC** button.
- Reports: **Bad UIC by Building** and **UIC With No Current MSDS**.

CHECK UIC BUTTON

- 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 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 results from using the **Check UIC** button will tell you if the UIC provided is recognized as a primary or secondary UIC, or if it is unlinked. This is useful for resolving UIC errors.

The screenshot shows a user interface for checking a UIC. At the top, it says "UIC: *". Below that is a text input field containing "0101010101". To the right of the input field, the text "UIC Status: UIC Valid" is displayed in blue. Below that, "UIC Status Date: 1/17" is shown. At the bottom of the panel is a green rectangular button with the text "Check UIC" in white. A cursor arrow is pointing towards the bottom right corner of this button.

To use the **Check UIC** button:

1. Open the **Manage Students** screen. For details, refer to [Open the Manage Students Screen](#) on page 30.
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/LastName** 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 is able to locate the student's core information within the MSDS.

BAD UIC BY BUILDING REPORT

This report displays invalid UICs. It also 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.

Invalid UICs				
CEPD 99 Fiscal Agency School District (22222) Building High School (33333) Home Facility High School				
UIC	Student Name	Gender	DOB	Reason
8888888888	Aman, N.	M	5/21/2001	Core fields do not match submitted UIC (8888888888)
9999999999	Bman, H.	M	4/4/2002	Core fields do not match submitted UIC (9999999999)

UIC WITH NO CURRENT MSDS REPORT

This report displays a list of students with invalid or expired UICs. Use this report to verify that all of 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.

For information on how to create and print these reports, refer to [Generate Your Reports](#) on page 29.

UICs with No Current MSDS Record				
CEPD 99 Fiscal Agency School District (22222) Building High School (33333) Home Facility High School				
UIC	Student Name	MSDS Date	Exit Status	Grade Level
8888888888	Aman, N.	5/2	19	
9999999999	Bman, H.	4/4	19	

Please refer to the Directions for Updating MSDS Records within CTEIS document found on the CTEIS home page under the 4483 links.

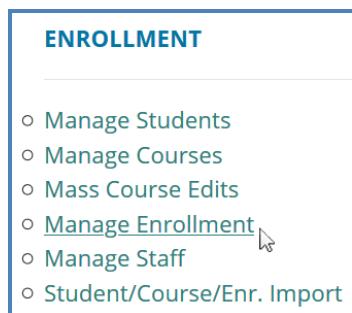
3/29 2:35:40 PM Revised 4/14 - T Page 1 of 1 CTEIS

MANAGE ENROLLMENT

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 is also part of this process.

OPEN THE MANAGE ENROLLMENT SCREEN

To open the Manage Enrollment screen:



1. Log into CTEIS at www.cteis.com using your MEIS username and password.
2. From the navigation bar, click **Data Entry**, then **Manage Enrollment**.
3. If necessary, use the **Please select district...** field to choose a district. The grid is populated with active courses within that district.

A screenshot of the "Manage Enrollment" interface. At the top, it says "Manage Enrollment - (Add, Edit, and Review records and grades)". Below that is a dropdown menu set to "My School District" and a note "Records: 300". The main area is titled "Courses" and shows a table with three rows of course data. The columns are CSC, Course Name, PT, and Building Name. The first row has a "CLREPORT" button. The second and third rows have "CLREPORT" buttons with a cursor icon pointing to the second one. The table has scroll bars on the right and bottom.

- 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.
- Click the **CLREPORT** button to quickly access and print a class student list report. Use this report to obtain sign-off from your teachers for each student's grade and segments.

Sports & Entertainment Marketing																		
Course Section Code: 10001S1		Dates: 9/4 - 1/20			Course Type: Regular													
Program Info:		CIP: 52.1999			Type: Reg PSN: 11111													
Staff:		Garcia																
Enroll Students			Update Enrolled Students			Copy/Transfer Student												
Enrolled Students																		
hold control to select multiple																		
		LetterG...	Begin Date	Exit Date	SubSec...	UIC	Last Na...	First Na...	Gender									
		X DELETE	A	9/4	1/20	A	1111111111		M									
		X DELETE	A	9/4	1/20	A	2222222222		M									
		X DELETE	A	9/4	1/20	A	3333333333		F									
		X DELETE	A	9/4	1/20	A	4444444444		M									
		X DELETE	A	9/4	1/20	A	5555555555		F									
		X DELETE	B+	9/4	1/20	A	6666666666		F									
		X DELETE	A	9/4	1/20	A	7777777777		M									
		X DELETE	A	9/4	1/20	A	8888888888		F									

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.

ENROLL STUDENTS

To enroll students into CTE courses in CTEIS:

1. Open the **Manage Enrollment** screen. For details, refer to [Open the Manage Enrollment Screen](#) on page 37. Upon selecting a district, a default list of your currently active courses is displayed.
2. Click the **book icon** of a course to which you wish to add new enrollments. **Enrolled students** are displayed in a grid.
3. Click the **Enroll Students** button. The **Enroll Students** pop-up window opens.
4. Select a sending facility to browse for students using the **Select District...** drop-down list.

You may enter specific criteria within the **Search By UIC** or **Search by first name or last name** fields to search for specific students.

5. A list of students available for enrollment is displayed in the **Students** grid.

The screenshot shows a 'Search for Available Students:' interface with dropdown menus for 'A. High School', 'Search by UIC', and 'Search by first name or last name'. Below the search fields, it says 'Enrolled in either: Subsection A, Subsection B, Subsection C, or Subsection D'. The main area is titled 'Students' and contains a grid of student records. The grid has columns: Subsection, Enrolled Subsection, UIC, First Name, Last Name, Gender, and Grade. The third record in the grid is highlighted with a blue background. A cursor points to the second record in the grid. The bottom of the grid shows page navigation from 1 to 20 of 723 items, and a 'Close' button.

Subsection	Enrolled Subsection	UIC	First Name	Last Name	Gender	Grade	
A	B	A	0000000001	YFirst	RLast	F	11
A	B		0000000002	PFirst	QLast	F	10
A	B	B	0000000003	DFirst	XLast	M	11
A	B		0000000004	VFirst	ULast	F	12
A	B		0000000005	HFirst	YLast	M	11
A	B		0000000006	NFirst	NLast	F	12
A	B		0000000007	YFirst	SLast	F	12
A	B		0000000008	OFirst	JLast	F	11

6. Select a student's **Subsection** button to enroll him or her into that subsection of the course. Highlighted rows within the Students grid indicate students who have already been enrolled in the course section.

When a student is enrolled into a CTE course, an enrollment record is created using the default beginning and exit dates associated with the selected course section. To change beginning or ending dates, refer to [Edit Courses](#) on page 17.

EDIT ENROLLED STUDENTS

To edit your enrollment records:

1. Open the **Manage Enrollment** screen. For details, refer to [Open the Manage Enrollment Screen](#) on page 37. 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 rows in the grid to select the student enrollments you would like to edit.
4. Click the **Update Enrolled Students** button. The **Update Selected Enrollments** pop-up window opens.

Update Selected Enrollments

*Indicates required.

UIC	First Name	Last Name	Subsection	Enter Date	Exit Date
2222222222			A	09/04	11/18
5555555555			A	10/01	01/25

New Enter Date* **New Exit Date***

Work Based Learning **Update WBL Codes**

New Subsection* **Update Subsection**

New Grade* **Update Grades**

Delete Enrollments

5. Edit any of the following fields:

- **New Enter Date / New Exit Date** – Add new enter or exit dates in the input fields, then click the **Update Dates** 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 WBL Codes** button to edit the Work Based Learning 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 Credits** button to edit the credits granted to students enrolled in this course.
- **New Subsection** – Select a subsection from the drop-down menu, then click the **Update Subsection** 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 Grades** 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.

After you complete your edits, print the Student List Report and obtain sign-off from your instructors to verify that your students will be granted credit for the correct course grades and segments.

COPY/TRANSFER MARKED STUDENTS

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

1. Open the **Manage Enrollment** screen. For details, refer to [Open the Manage Enrollment Screen](#) on page 37. 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 rows in the 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.

Copy/Transfer Selected Enrollments

*Indicates required.

New Course* ADV MARKETING B	Enter Date* 9/4	Exit Date* 1/12
Subsection* A	Copy Enrollment Transfer Enrollment	
First Name: Last Name: UIC: 333333333 Subsection: A Enter Date: 09/04 Exit Date: 01/12 High School Credits: College Credits:	First Name: Last Name: UIC: 4444444444 Subsection: A Enter Date: 09/04 Exit Date: 01/12 High School Credits: College Credits:	

After you complete your edits, print the Student List Report and obtain sign-off from your instructors to verify that your students will be granted credit for the correct course grades and segments.

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. For details, refer to [Open the Manage Enrollment Screen](#) on page 37. 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.

For grade code information, refer to the [Enrollment & Completion Collection Guide](#) as given in [Reference Documents](#) on page 8.

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.

Enroll Students		Update Enrolled Students		Copy/Transfer Student		Course List Report							
Enrolled Students													
hold control to select multiple													
		LetterGrade	Begin Date	Exit Date		SubSection							
		-	9/4	1/25		A							
	EDIT DELETE	A	9/4	1/25		A							
	EDIT DELETE	A+	9/4	1/25		A							
	EDIT DELETE	A-	9/4	1/25		A							
	EDIT DELETE	B+	9/4	1/25		A							
	EDIT DELETE	B	9/4	1/25		A							
	EDIT DELETE	-	9/4	1/25		A							

You may also import grades into the CTEIS database as letter codes or numeric GPAs. Refer to [Importing Enrollments \(with Grades\)](#) on page 45.

IMPORTING ENROLLMENTS (WITH GRADES)

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 is 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.

For an error resolution guide and other detailed information, refer to the [Importing Students guide](#) as given in [Reference Documents](#) on page 8.

The import process is similar to importing students, which is discussed in [Importing Students](#) on page 33. 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.

VERIFY IMPORTS

Be sure to verify your enrollments. Open the **Manage Enrollment** screen, locate the courses containing imported data, and check the accuracy of your students, enter and exit dates, and grades. **Also verify that your students are in the correct course subsection as imported students are placed into Subsection A by default.**

When printing your verification reports, ensure that your teachers verify the following:

- Student class lists
- Student grades
- Segments for each section or subsection
- Work-Based Learning
- Credentials

REVIEW ENROLLMENT INFORMATION

It is important to verify that students are enrolled in the correct course and subsection. To verify a student's enrollment information, course sections, segment profiles and other related information:

1. Open the **Manage Students** screen. For details, refer to [Open the Manage Students Screen](#) on page 30.
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/LastName** search box and then click the **Search** button.
3. Click the **student icon** of a student that you wish to review. **Student Details** are displayed in a panel
4. In the **Programs** panel, click on a **CIP Code** button to open the **Program Enrollment Details** panel and view a chart of the segments that the student has received credit for as well as those pending for the current semester.
5. Verify that the students are enrolled in the correct **subsection** and assigned the correct **segments**. Obtain sign-off from instructors to ensure that your information is correct.

Program Enrollment Details

Cip Code	Program Name												Completion Status	Assessment
52.1999	Marketing Sales and Services												Completer	None
1	2	3	4	5	6	7	8	9	10	11	12	Q		
X	X	X	X	X	X	X	X	X	X	X	X			
Course Section Code			Course Name			Psn	Enter Date		Exit Date		Grade			
10002			MRKTG B			99999	01-29		06-14		B			
10001			MARKETING A			99999	09-04		01-25		A-			

THE PROGRAM ENROLLMENT DETAILS PANEL

- Provides a chart of the segments a student has received credit for as well as those pending for the current semester.
- This chart is an invaluable tool for viewing a student's segment profile and determining whether or not that student will be eligible to receive a "Completer" status at the end of the school year.
- An "X" within one of the numbered segment columns indicates the student has received a passing grade in a course delivering that segment.
- An "E" within a segment column indicates that the student is currently enrolled in a course delivering that segment.

Ask your teachers to review enrollments using the following report:

CLASS STUDENT LIST REPORT

The **Class Student List** report contains details of the courses operating within a selected building including segment information, grades, and student enter and exit dates. Use this report to verify that your:

- Students have been enrolled into the correct courses for the current year.
- Students are placed in the appropriate subsection and will receive credit for the correct segments.

Class Student List Michigan Department of Education Office of Career and Technical Education - CTEIS Report									
Op Bldg: Junion/Senior High School (00000)		Region: 00 CEPD: 00 FA: Community School District(00000) OA: Community School District(00000)							
CSC:	ENROLL ME	Course:	Enrollment Class						
Semester Type:	Second Semester	Instructor:	FEFI, QUCMADS						
PSN:	111111	CIP:	52.0299						
Subsection: A		Segments:1234-----				Segment Key - X : 10, Y: 11, Z : 12			
Student Name		UIC	Stud. Grade	Sem. Grade	Sending District	Sending Facility	Enter Date	Exit Date	
Ceynv,Mcoeyye		1111111111	12	A+	Community School District	Junion/Senior High School	01/01	06/01	
Dxewwhiuup,Doxuy		2222222222	12	A-	Community School District	Junion/Senior High School	01/01	06/01	
Hsofnuxxm,Vefcioi		3333333333	11	A	Community School District	Junion/Senior High School	01/01	06/01	
Machoniv,Mcepwik		4444444444	12	A+	Community School District	Junion/Senior High School	01/01	06/01	
Mevic Oo,Cumicf		5555555555	11	A-	Community School District	Junion/Senior High School	01/01	06/01	
Pumdnsiydvk,Vkwli		6666666666	12	A	Community School District	Junion/Senior High School	01/01	06/01	
Rcudd,Sayfic		7777777777	12	A+	Community School District	Junion/Senior High School	01/01	06/01	
Sadfiip,Ceypk		8888888888	10	A-	Community School District	Junion/Senior High School	01/01	06/01	
Wugituk,Exeype		9999999999	10	A	Community School District	Junion/Senior High School	01/01	06/01	
Total Student Count:	9	Teacher Signature:							

MANAGE CREDENTIALS

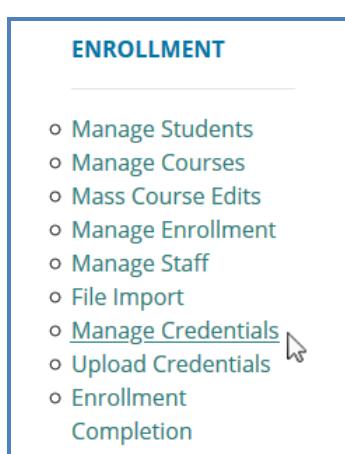
Before submitting your final enrollment data for review, you will need to indicate any certifications or other credentials your students attain during the current school year. Enter all credentials received by students in a given year so that CTEIS may determine when each student qualifies for the Post-Secondary Credential indicator. Each of your programs must either:

1. List the students who receive credentials in the current year
2. **OR** state that no credentials were provided in the current year.

Credentials will be reviewed for accuracy during the validation process, and you may also view this information as part of a student's profile on the Manage Students screen. The **Manage Credentials** feature allows you to view, edit, and import student certifications. Obtain sign-off from the instructor indicating that the credentials entered are correct for each student.

OPEN THE MANAGE CREDENTIALS SCREEN

To open the Manage Credentials screen:



1. Log into CTEIS at www.cteis.com using your MEIS username and password.
2. From the navigation bar, click **Data Entry**, then **Manage Credentials**.
3. If necessary, use the **Select District...** field to choose a district. The grid is populated with active programs within that district. You may sort this grid by clicking on the various column headers.

View Programs and Credentials

My District

Programs Found: 81

ALL PROGRAMS CREDENTIALS EXPORTS

Psn	Cip Code	Program Name	Program Type	Building Name	Operating Building...	Operating Agency...	Operating Agency
SELECT	01.0000	Agr, Agr Oper & Rel Sci	11111 Reg	My School	99999	Oakland Schools	63000
SELECT	01.0000	Agr, Agr Oper & Rel Sci	11112 Reg	My School	99999	Oakland Schools	63000
SELECT	47.0604	Automotive Technician	11113 Reg	My School	99999	Oakland Schools	63000
SELECT	47.0604	Automotive Technician	11114 Reg	My School	99999	Oakland Schools	63000
SELECT	47.0604	Automotive Technician	11115 Reg	My School	99999	Oakland Schools	63000
SELECT	47.0604	Automotive Technician	11116 Reg	My School	99999	Oakland Schools	63000

4. Click the **All Programs Credentials Exports** button at the top of the grid if you wish to view any credentials currently linked to your students as an Excel workbook.
5. Click the **Select** button of a program to display **program details** and a list of classes operating within that program.

Program Details

PSN: 11113	Type: Reg	CipCode: 47.0604	AUTOMOTIVE TECHNICIAN
My District (00001) My School (99999)			
Select Students <input type="radio"/> () - All Currently Enrolled <input type="radio"/> (00001-1) - Automotive Technology <input type="radio"/> (00001-2) - Automotive Technology <input type="radio"/> (00001-3) - Automotive Technology <input type="radio"/> (00001-4) - Automotive Technology <input type="radio"/> () - In school but not enrolled	<input type="checkbox"/> Automotive Technician will not have any Credentials		
Get Students			

The **Program Details** panel displays valuable information regarding the selected PSN and allows you to group students according to various radio button selections:

- **All Currently Enrolled** – Display all students enrolled in any class **currently** operating as part of the indicated program.
- **Enrolled in Course X** – Display all students **currently** enrolled in the selected class.
- **In School but Not Enrolled** – Display all students who are currently in school and enrolled in the program, but not currently enrolled in a class operating within the indicated program. For example, this includes students who took classes in the program last year, but not this year.

6. If the selected program does not offer certifications – Mark the (**Selected program**) will not have any credentials checkbox to indicate this program will not provide a credential at this time. You cannot check this box if the program currently lists students earning credentials.

Business Admin Mgt & Operations will not have any Credentials

7. Click the **Get Students** button to generate a list of students according to the selection you made.

Student Count: 56		EXPORT	
UIC	Name	Segments	Credentials
<input type="checkbox"/> Select All			
<input type="checkbox"/> 0000000001	ZFirst XLast	_____	none
<input type="checkbox"/> 0000000002	BFirst CLast	_____	none
<input type="checkbox"/> 0000000003	EFirst ULast	_____	none
<input type="checkbox"/> 0000000004	EFirst TLast	_____	none
<input type="checkbox"/> 0000000005	HFirst ELast	_2345____Z	none
<input type="checkbox"/> 0000000006	MFirst RLast	_____	none
<input type="checkbox"/> 0000000007	AFirst YLast	_____	none
<input type="checkbox"/> 0000000008	NFirst LLast	_2345____Z	none
<input type="checkbox"/> 0000000009	NFirst DLast	_____	none
<input type="checkbox"/> 0000000010	XFirst RLast	_____	none

8. Within the **Student Selection List**, select students by marking their checkboxes.
9. Assign certifications to the marked students by selecting a certification from the drop-down menus below the grid and clicking the **Add Credential** button.
- **Select Authorized Credentials** – This is a State-Approved Certification, filtered by CIP Code. It applies to the Post-Secondary Credential indicator.
 - **Select Supplemental Credentials** – This is a certification that is not currently approved. It may apply to the Post-Secondary Credential indicator in the future.
 - **Suggested Credential** – This is a text submission field that allows you to suggest a credential for future consideration.

A certification linked to a student appears within the **Credentials** column. To delete a credential, click the **Remove** link.

Student Count: 3 **EXPORT**

UIC	Name	Segments	Credentials
<input type="checkbox"/> Select All			
<input type="checkbox"/> 0000000001	FFirst YLast	123456789XYZ	none
<input type="checkbox"/> 0000000002	KFirst KLast	123456789XYZ	none
<input type="checkbox"/> 0000000003	QFirst PLast	_____	Industry Certification Remove

< >

Select Credentials to Apply

Select Authorized Credentials ... **Add Credential**

Select Supplemental Credentials ...

Suggested:

Please note that you may also export your credentials into an Excel file by clicking the **Export** button above the Student Selection List. You may print and use this file to obtain sign-off from your teachers indicating that the entered credentials are correct.

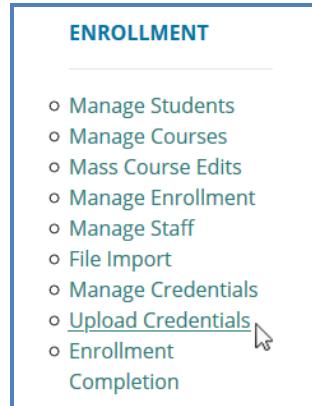
IMPORT CREDENTIALS

CTEIS can import **Excel** files that include the following fields:

Column Title	Description
UIC	Student's UIC to receive the credential
PSN	Program Serial Number of the program the student is receiving the credential for
CredentialCode	The code for the credential. These can be found in the spreadsheet of Approved and Supplemental (non-approved) credentials. For instance, ACOMPTIA will be used to indicate the "COMP TIA A+" credential.
CredentialName	The name of the credential. This is especially important for suggested credentials. For authorized and supplemental credentials, this can be left blank and will be looked up.

To import data, carry out the following steps:

1. From the navigation bar, click **Data Entry**, then **Upload Credentials**.
2. Choose the file you wish to import, then click the **Process Records** button to upload and review your file. Errors, if any, are displayed in the **Error** column of the temporary grid on the resulting screen.
3. To correct any errors, modify your file and re-upload it using the steps above.
4. Click the **Import Records** button beneath the grid to import your students.
5. To enter programs that will not have any credentials, add a row to your import file with the correct PSN, a UIC of "9999999999," and CredentialCode of "X." CTEIS will then mark the program as offering no credentials. If the program does offer credentials in the current year, this process will fail with an error.



If your import file includes headers beyond the four in the table above, CTEIS will ignore them. The system also ignores the case of the "CredentialCode" and "CredentialName" labels, allowing your file to include variants of those headers spelled with both capitalized and non-capitalized letters.

UIC	PSN/CIPCODE	Program Name	Credential Type	Credential Name	Credential Code	Valid
7526119675	20592 46.0500	Welding- Brazing/Soldering	Authorized	Credential Name	AWSiTM	Valid
1523017136	19859 11.0201	Computer Programming/Programmer	Non-Authorized	Credential Name	JAVSS	Valid
6843042659	19001 11.0901	Computer Syst Networking & Telecommunications	Authorized	Credential Name	MTA-MDF	Valid
0002779586	17 15.1301	Drafting/Design Technology	Non-Authorized	Credential Name	AUTCP	Invalid

- Student not enrolled in program
- Unauthorized PSN

[Import Records](#)

Importing Credentials: Potential Errors and Resolutions

Error	Meaning and Resolution
Missing Fields	Not all the required fields/columns are in the file.
PSN marked as no credentials	PSN was marked as having no credential in the current year, thus you cannot add student credentials. To fix, remove the checkmark indicating no credentials.
Student not enrolled in program	The UIC was not found to be ever enrolled in a course in that program. Check the student record to ensure it is the correct student.
Program not found using PSN	The program provided is not an active program in the indicated building or district. Check the PSN for accuracy.
Unauthorized PSN	The user has not been granted access to students in the identified PSN. Check PSN or contact your Level 5 for access.
PSN has credentials	PSN lists student credentials in the current year and thus cannot be marked as not having credentials.
Credential is invalid for program	Credential code provided is not valid for the CIP code of the indicated PSN.

ENROLLMENT VALIDATION

Reporters should utilize the CTEIS validation tool frequently as your data entries must match those on record in the Michigan Student Data System before you may submit your final information. Validation provides you with valuable information regarding the accuracy of your data as well as access to additional reports that allow you to analyze your potential completion profile.

Some important points to note:

1. It is recommended that you validate your data early and often—this process can alert you to student issues that need to be resolved in a timely manner.
2. Your final data must pass a validation check before CTEIS will allow you to complete your spring Enrollment and Completion submission; however, you may access many valuable reports even with incomplete data. These include:
 - Completer Assessment
 - Instructional Design
 - Program History

VALIDATE YOUR ENROLLMENT DATA

- -----
- [Enrollment Completion](#)
- [Building Course Review](#)

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

Generally, you will choose the current school year so you can begin validating your enrollment information. However, you may use the **Select Year** drop-down list to access reports from previous years as well.

Building Report Submission

Select Year:

XXXX-YYYY

Buildings: 1

	Report	Report Students	CEPD	FA...	Fiscal Agency Name	OA...	Operating Agency Name	Bldg No.	Building Name	Bldg Status	
	99	99999	My School District	00000	My School District	12345	My High School				COMPLETE

4. Click the **Validate** button to the left of a building name to run the report validation routine. The validation process ensures that none of your records are missing any required information.
5. Correct any errors that appear within the **Building Enrollment Errors** grid. You may click the **Export to Excel** button to export error lists into an Excel spreadsheet. For information on how to correct errors, refer to [Troubleshoot Enrollment Data Entry Issues](#) on page 59.

✖ You have 226 issues. Please fix all errors to continue.

EXPORT TO EXCEL

Error Type	Issue Level	Unit Name	Identifier	Issue Description	Building Number	Error Number
ERROR	1PROGRAM	Program: 6891 - Collision...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 14114 - Graphi...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 15283 - Autom...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 15360 - Constr...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 16205 - Agr, Ag...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 16603 - Market...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 16604 - Health ...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 19488 - Compu...	Oakland Schools Technic...	Missing Certification Info...	08813	173
ERROR	1PROGRAM	Program: 19737 - Mechat...	Oakland Schools Technic...	Missing Certification Info...	08813	173

6. Click the **4483 Rpt** button to view your **Data Verification and Enrollment Report**, which provides a summary of your course details and counts your student enrollments. Use this report to obtain sign-off from course instructors verifying that all courses have been properly added to CTEIS and students have been correctly tabulated.

To view this report with additional student information, click the **4483 Std** button. This report is useful for verifying your individual student enrollments.

7. Save or print your report using the available export options.

Use the Completer Assessment Report (CompA) and Program Enrollment History Report as given in Review Completers on page 63 to help you to identify errors, verify enrollments, and ensure that students receive credit for the proper segments. Ensure that teachers have reviewed the report and signed off on it to indicate that your information is correct.

TROUBLESHOOT ENROLLMENT DATA ENTRY ISSUES

The process of validating your enrollment data generates a list of errors and warnings discovered within your entries. You can troubleshoot problems by first determining the type of problem CTEIS is showing you.

- The **ErrType** column will describe whether your issue is an error or a warning. The **Error Level** and **UnitName** columns will indicate if the error is linked to a course, student, or enrollment record and will also indicate which entry contains the error.

Should you encounter errors related to student UICs, you can attempt to resolve the issues by following these steps:

1. Check your student's core information (last name, first name, date of birth, and gender) within CTEIS to determine whether it matches the fields found in the MSDS.

The “Last Name” field should include any necessary suffixes (Jr., II, etc.).

The student’s middle initial is NOT required to match a record to the MSDS; however, entering a full middle name can greatly improve the system’s matching capability.

2. In the MSDS, if a student has multiple primary UICs, ensure that they have all been linked by your UIC resolver.

You can search for student core information within the MSDS to help determine a primary UIC.

3. If primary UICs can NOT be linked due to students having similar names, contact the CTEIS Help Desk for assistance.

Please note that you will need to contact your UIC Resolver if you do not have access to the MSDS. Remember that CTEIS generally requires 1-3 days to resolve newly-linked UICs, but you can manually update them by clicking the **Update Student** button on the **Manage Students** screen.

REVIEW STUDENT UICS AND GRADES

You may use the following reports to troubleshoot data entry errors linked to student UICs and grades:

BAD UIC BY BUILDING REPORT

This report displays invalid UICs. It also 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.

Michigan Department of Education Office of Career and Technical Education - CTEIS Report				
Invalid UICs				
CEPD 99 Fiscal Agency School District (22222) Building High School (33333) Home Facility High School				
UIC	Student Name	Gender	DOB	Reason
8888888888	Aman, N.	M	5/21/2001	Core fields do not match submitted UIC (8888888888)
9999999999	Bman, H.	M	4/4/2002	Core fields do not match submitted UIC (9999999999)

CURRENT YEAR MISSING GRADES REPORT

This report will list the students within your courses who have no grades assigned to them.

Current Year Missing Grade Report			
Michigan Department of Education			
Office of Career and Technical Education - CTEIS Report			
CEPD: 00			
Agency: (0000)- Coleman Community School District			
District: (0000)- Coleman Community School District			
Building: (0000)- Coleman Junior/Senior High School			
PSN/Program: (99999)- Agr, Agr Oper & Rel Sci			
Clp Code: (01.0000)- Reg			
Course Section Code and Class Name		AgriSci1_S2_1 - Agscience 1 - Sem	
UIC	Student Name	Begin Date	End Date
9999999999	Rogers, C	2/12	6/11
8888888888	Taylor, R	2/12	6/11
7777777777	Walker, B	2/12	6/11

UIC WITH NO CURRENT MSDS REPORT

This report displays a list of students with invalid or expired UICs. Use this report to verify that all of 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.

For information on how to create and print these reports, refer to [Generate Your Reports](#) on page 29.

UICs with No Current MSDS Record				
UIC	Student Name	MSDS Date	Exit Status	Grade Level
8888888888	Aman, N.	5/2	19	
9999999999	Bman, H.	4/4	19	

Please refer to the Directions for Updating MSDS Records within CTEIS document found on the CTEIS home page under the 4483 links.

3/29 2:35:40 PM Revised 4/14 - T Page 1 of 1 CTEIS

ENROLLMENT ISSUES

During your reporting process, you may encounter three different types of issues:

1. UIC errors that occur either when you are on the **Manage Students → UIC Panel** and push the “Check UIC” button, or when you run a validation check from the **Enrollment Completion → Enrollment Collection Completion** page.
2. Non-UIC errors that occur when you run a validation check from the **Enrollment Completion → Enrollment Collection Completion** screen.
3. Warnings that appear when you run a validation check from the **Enrollment Completion → Enrollment Collection Completion** screen.

An error resolution guide is available on the CTEIS homepage at www.cteis.com to assist you with submitting your data. The first column is italicized and displays whether your data is affected at the UIC, program, student, class, enrollment, or other level. Each error code that you might potentially encounter within CTEIS is displayed in red within the second column of this guide. The third column provides a suggested course of action for resolving the error or warning.

Errors MUST be corrected and warnings should be closely inspected to complete the validation process. For a complete list of errors and warnings, refer to the [**Enrollment & Completion Collection Guide**](#) as given in [Reference Documents](#) on page 8.

Incorrect information may result in issues such as:

- Students becoming enrolled in the wrong course.
- Students receiving credit for incorrect segments.

You must use the reports described in [Review Completers](#) on page 63 to make sure that your data is accurate.

REVIEW COMPLETERS

It is important to understand how students earn a "Completer" status and to ensure that you maximize the completers that your programs produce. The greatest causes of students not appearing as completers include:

- Improper instructional design of programs.
- Reporters enrolling students into an incorrect subsection.
- Students not attaining a grade of 2.0 or better in all classes.

VERIFY INSTRUCTIONAL DESIGN

You must verify the instructional design of your courses and review student progress toward program completion throughout the data entry cycle by obtaining sign-off from instructors. Appropriate instructional design is crucial for producing student completers, who are defined as having completed coursework that delivered the instructional material of all 12 program segments by receiving a grade of 2.0 or above in each of their courses.

By regularly checking to see that the combined course sections within each of your active programs deliver all 12 segments, you can ensure that students who meet the enrollment and grade criteria will become program completers. To facilitate this process, CTEIS offers helpful **Instructional Design Reports** for your use. Use these reports to ensure that a path to completion exists.

Instructional Design Report					
Michigan Department of Education					
Office of Career and Technical Education - CTEIS Report					
CEPD: 00	Fiscal Agency: School District (00000)	Oper. Agency: School District (00000)	Building: High School (00000)	CIP Code: 13.0000	Program Name: Education General PSN: 00000 Prog. Type: Reg
ED_Careers_S1	Educational Careers	C. Brman	9/4	1/24	
Subsection	Segments				
A	1, 2, 3, 5, 7, 8,				
B					
C					
D					
ED_Careers_S2	Educational Careers	C. Brman	1/28	6/12	
Subsection	Segments				
A	4, 6, 9, 10, 11, 12,				
B					
C					
D					
3/29	4:30:06 PM	Page 1 of 4	Rev 10/17		

COMPLETER ASSESSMENT REPORT

After validating your data, run the Completer Assessment report.

This report highlights current-year students who will be eligible to become completers based on their segment profiles. Use the Completer Assessment report to view the segments your students have received and determine if they are progressing toward completion as expected. Ask teachers to review this report to verify that the correct segments have been entered for each student.

Completer Assessment Report																
Includes All Students																
Michigan Department of Education																
Office of Career and Technical Education - CTEIS REPORT																
CEPD:	30															
Agency:	(78000)- Shiawassee Regional ESD															
District:	(78020)- Byron Area Schools															
Building:	(00000)- Byron Area High School															
PSN/Program:	(99999)- Agr, Agr Oper & Rel Sci															
Clp Code:	(01 0000)- Agriculture, Agricultural Operations and Related Sciences															
E = Currently Enrolled w/ No Grade, P = Enrolled Passing Grade, F = Enrolled Failing Grade																
Student	UIC	Grd	Assessment	1	2	3	4	5	6	7	8	9	10	11	12	Q
VIWWIK, EECUY	0000000000	11		P	P	P	P	P	P	P	P	P	P			E
EYPICDUY, DKPYIK	0000000000	12		P	P	F	E	E	F		E			P	P	
EMPK, DSEDFE	0000000000	12		P	P	P	P	P	P	P	P	P	P			E
WII, EWOGOE	0000000000	10		E	E		E									
WEYI, EWKDE	0000000000	12		P	P	P	E	E	P		E			P	P	
ZCEFF, TEPI	0000000000	12		P	P	P	P	P	P	P	P	P	P	P	P	P
TEXODUY, NSCODFUZSIC	0000000000	10		E	E		E									
RUUPCON, TUCPEY	0000000000	12		P	P	P	E	E	P		E			P	P	
DGUMUPE, COWIK	0000000000	12		P	P	P	E	E	P		E			P	P	
EZZWOY, MCEKPIY	0000000000	12		P	P	F	E	E	F		E			P	P	
XECVWIK, FCUK	0000000000	12		P	P	P	P	P	P	P	P	P	P	P	P	P

PROGRAM ENROLLMENT HISTORY REPORT

The **Program Enrollment History** report displays the historical information of all students enrolled within a selected program including segment profiles and recorded assessment scores. Use this report to verify that:

- Your students have been enrolled into the correct courses for the current year.
- Your courses offer the 12 segments required for your students to become completers.

Program Summary by Student Report

Michigan Department of Education
Office of Career and Technical Education - CTEIS Report

Cip Code: 01.0000	Cip Name: Agr, Agr Oper & Rel Sci						
PSN: 99999	Program Name: Agr, Agr Oper & Rel Sci						
Building Number: 00000	Building Name: Area High School						
UIC: 0101010101							
Grade	Exit Status	Comp St.		Assessment			
12	19	N	Taken: -1	Score: -----		Pass. Sc.: -1.00	
CSC	Course Name	Subsection	Beg. Date	End Date	Segments	CGrade	
1141.2	Zoology & the Environment A	A	09/03	01/17	--45---X---	A-	
1142.2	Zoology & the Environment B	A	01/20	06/13	-----789----	B	
1191.2	Biology in Agriculture A	A	09/04	01/18	123-----	B-	
1192.2	Biology in Agriculture B	A	01/22	06/06	---567----	C	
UIC: 1010101010		Student Name: SEYYES CAQQ					
Grade	Exit Status	Comp St.		Assessment			
12	01	C	Taken: -1	Score: -----		Pass. Sc.: -1.00	
CSC	Course Name	Subsection	Beg. Date	End Date	Segments	CGrade	
1111.1	Animal Science A	A	09/06	01/27	--4-6-----	A-	
1112.1	Animal Science B	A	01/30	06/06	-----9XYZ-	B+	
1121.1	Agribusiness Mgmt./Const. A	B	09/04	01/18	1-----	A-	
1122.1	Agribusiness Mgmt./Const. B	A	01/22	06/06	-----Q	B	
1181.1	Greenhouse Horticulture A	A	09/03	01/17	-----Q	B+	
1182.1	Greenhouse Horticulture B	A	01/20	06/13	-----Q	B	
1191.2	Bio in AgriSci A	A	09/07	01/21	-234-6-----	A-	
1192.2	Bio in AgriSci B	A	01/24	06/09	---5-78-----	B-	

You may also use this report to verify that your students will receive credit for the expected segments and are progressing towards completion. Ask teachers to review and sign this report to indicate that all information is correct regarding their courses. If you find discrepancies in this information, please ensure that the student:

- Has a valid UIC.
- Is enrolled in the proper subsection.
- Received the correct grade.

COMPLETE YOUR REPORT

When you have verified that all your information has been correctly entered and all students are progressing within their programs as planned, you are ready to mark your data complete. To mark your spring data collection complete, you will need to validate your information as described in Enrollment Validation on page 56. When your validated information is error-free, click the **Complete** button within that building's row to submit its enrollment data.



Please contact your Level 5 Fiscal Agency Authorized Official to communicate the submission of your spring enrollment data.

FURTHER ASSISTANCE

Updates, newsletters, due dates, and links to important documentation can be found on the CTEIS homepage at www.cteis.com.

If you have any technical questions, please contact the CTEIS Help Desk at cteis.help@PTDtechnology.com or (800) 203-0614 x128.