

BUILDING COURSE REVIEW

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

To review and submit your fall collection:



1. Log into CTEIS at: milogintp.michigan.gov using your MILogin username and password.

2. From the navigation bar, click **Data Entry**, then **Building Course Review**.

3. Use the **Select District** drop-down list to indicate the district for which you are compiling reports. The data grid displays a list of your active buildings.

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

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

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

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

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

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