FALL ENROLLMENT TASK

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. The fall update provides an opportunity to begin collecting, entering, and verifying your fall data well before the spring deadline.

Please Note: Users must have the Enrollment role to complete data entry enrollment reports.

1) Obtain Instructional Design of courses- Teachers and CTE Administrators need to finalize the program instructional designs for each program and course. If you need to download a Perkins IV or Perkins V instructional design template, they can be found on the CTEIS Knowledge Base Enrollment page under the Special Collections section, or by clicking **here**.
2) Enter New Courses for the upcoming school year. That process consists of:
    a. Renewing previous year's courses for the current year.
    b. Adding new courses for the given year.
    c. Deactivate courses that will not be used again,
    d. Import new courses using course **Import templates**.
    e. Be sure to enter the correct segments or competencies for each course and segment.
3) Add new staff and assign them to courses.
4) Begin adding enrollments as able.

Best Practices for Data Entry

Course and Student Data can be entered manually using the following CTEIS screens:

- Manage Courses
- Manage Students
- Manage Enrollment

Data Entry by Imports- 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- It is important to review your data. Reviewing data can be done with the help of CTEIS validation and reporting tools. 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.
- Incorporating incorrect segments/competencies into your courses.

Mistakes such as these can reduce student advancement within your programs. To prevent this, you are required to review your instructional design and the available summary reports with the individuals who provide your information.