

**Arizona Department of Education/Career and Technical Education
FY 2020 Coherent Sequence Updates Frequently Asked Questions
CTE Data Portal**

Where is the CTE Error Report?

The CTE Error Report displays errors in your data that are resulting from the transmission of data from AzEDS into the CTE Data Portal. Since AzEDS transmission is closed for this year (FY 2020), the error report is no longer used to find and fix data errors. If a course in your coherent sequence is missing key information, such as a projected year to begin, that course will be highlighted with red lines around the course.

Why can't I delete a program from the Coherent Sequence?

If enrollment exists in FY 2020 for a course on your FY 2020 Coherent Sequence, you will not be able to delete that course/program. If the enrollment is incorrect in any way, you will have to first delete the incorrect enrollment before you can delete the course from the coherent sequence.

As of 8/26/2020, the Enrollment component of the CTE Data Portal is NOT open for updates. If you need to correct or delete a course on your coherent sequence but cannot due to enrollment issues, you must wait until the Enrollment component is open before first making the necessary corrections to the course enrollment and then to the course in the Coherent Sequence. ADE/CTE will notify you via email once Enrollment is open for edits.

ADE/CTE will also be hosting a separate online, live workshop to showcase changes to the Enrollment component for FY 2020 and to show you how to successfully correct any enrollment errors. We will also show in that live workshop how Coherent Sequence updates can be made after enrollment errors are addressed.

I need to change the Articulated location on a course in my Coherent Sequence, but I am receiving an error. Why can't I change/add/remove the articulated location?

If you are changing the articulated location for a course, you are essentially creating a new course in the Coherent Sequence and you would have to select a projected year for the course to begin. However, since the course already existed at the first articulated/non-articulated location and had enrollment reported, the system is showing that course as "Active". Although you are essentially creating a new course and must select a "projected year course to begin", the system is currently limited and is not allowing the year to be selected. This is a known issue and updates to the Data Portal are underway to correct it. Once modifications are implemented, you will be able to create the new course at the articulated location and select the projected year to begin. This will also allow you to report enrollment at the correct location. ADE/CTE will notify you via email once these modifications have been implemented. Be sure to delete any enrollment in the incorrect course (if applicable).

Why are courses incorrect on the Coherent Sequence?

Courses were created on the coherent sequence if enrollment for the course was transmitted to the Data Portal from AzEDS. If enrollment data is incorrect for a course, it will need to be corrected before the coherent sequence can be updated for that course. Since AzEDS transmission is complete for FY 2020, any updates to the Coherent Sequence or course Enrollment must be completed through the CTE Data Portal. Course Enrollment cannot be updated at this time – ADE/CTE will notify you via email when Enrollment can be updated.

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FY 2020 Coherent Sequence FAQ

Are there any instructions posted anywhere for updates to the FY 2020 Coherent Sequence?

Yes. You can find instructions for updating your FY 2020 Coherent Sequence by clicking on the “Click here for instructions” link at the top of the Coherent Sequence page in the CTE Data Portal. Please note that these updates are unique to this year due to the transition to using data from AzEDS, so instructions may be different from last year and may be different again next year.

I’ve reviewed the coherent sequence for my school but can’t finalize. Why is the Finalize button still disabled?

The finalize button on the Coherent sequence is disabled if there are any missing data. Be sure that each course on the coherent sequence contains a projected year for the course to begin or is indicated as an active course. Once you finalize your coherent sequence, you will still be able to make changes if needed.

When will the Data Portal open for updates to course Enrollment?

The current estimated time for the Data Portal to open for updates to Enrollment is at the end of the first week of September. When the data portal is open for updates to Enrollment, ADE/CTE will notify all Districts via email.

Can I view Coherent Sequence information for all schools in my district in a single location?

Yes. The “Coherent Sequence Information Report” is available in the Reports tab in the CTE Data Portal. This report will show coherent sequence information for all schools in your district (or any selection of schools).

What year are we updating in the CTE Data Portal right now?

We are updating the data for FY 2020 Coherent Sequence. We will soon open FY 2020 Enrollment for edits. FY 2021 is not yet open for updates/data transmission in the CTE Data Portal.

Will enrollment be open in time to make the 09/30/2020 deadline to finalize coherent sequence?

A. The 09/30/2020 deadline to finalize coherent sequence may be extended if there is a delay in opening the Enrollment section for edits. We will notify the field if this date is extended.

Do I still need to add a course to the coherent sequence if it’s not being taught this year?

Yes – you will have to add all required courses in the program to the coherent sequence. If a course is not being taught this year but is expected to be taught in a future year, select that year as the projected year course to begin in the CTE Data Portal coherent sequence.

What makes a course be considered “Active” in the coherent sequence?

A course is considered “Active” and indicated as such if there is an enrollment record existing in the current or immediate prior one fiscal year.

What happens to students if are deleted in the Enrollment section?

If enrollment is deleted, those students are removed from both the Enrollment and Credentials sections and you must add them again to both the Enrollment and Credentials sections. Please also note that your Participants-Concentrators are based on your Enrollment section.

If a program has gone inactive but is being taught again, do I create a new program?

Yes – create a new program and add all required courses. Select a projected year to begin for all courses that will be taught in the upcoming years.

FY 2020 Coherent Sequence FAQ

How should I report students that attend EVIT?

EVIT will report its own students and you do not need to include them in your coherent sequence as articulated students. Please note that EVIT is the only CTED that this pertains to, so be sure to enter articulated courses to other CTEDs, if applicable.

If our Animal Systems program changed to Agriscience, do I delete the Animal Systems program?

No, create a new program for your Agriscience program, add all required courses, and retain the Animal Systems program in your coherent sequence as it is phased out.