



How to Register Students using the Bulk Upload Excel Template for the CTE Technical Skills Assessments



First...

To avoid multiple errors, please ensure each of your teachers' emails on your template have access to ADEConnect. This can be done by choosing "Download Available Teachers" under the Registration tab.

VIDEO: [How to Download Available Teachers](#)

- ❖ The Entity Administrator must grant access to each teacher at a school. Every 15 minutes this information is pulled from ADEConnect into the CTE Assessment System. This allows the teacher emails to automatically appear in the dropdown field during manual registration.
- ❖ During bulk registration, the user must use the same email used to grant the ADEConnect access to the teacher; otherwise, registrations will be marked as partial.
- ❖ The user does not have to delete the registration records to change the teacher, but the user can just use the Bulk Changes functionality to update information for all the records.
- ❖ Once ADEConnect access is granted to a teacher, the bulk registration user must wait 30 minutes for the teacher to display in the dropdown to register a student.

When teacher email is not listed

Contact your Entity Administrator—the only person who can enter teachers into the system. To find your Entity Administrator, go to <https://adeconnect.azed.gov/> then “Find an Administrator” to identify this person in your district/school to help you get access to ADEConnect and the CTE Technical Skills Assessments.

Sign in with your organizational account

Sign in

Forgot Password?

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

If you cannot create an ADEConnect Account or if you do not want to create an ADEConnect Account, [Click here](#) to contact ADE.

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).



Enter the Entity
ID, CTDS, or
Entity Name
(see example)

Find Administrator

Education Organizations

Peoria Unified School District (4237) × |

Search

Reset



Peoria Unified School District (4237)

Search...



Entity Admin	Contact	Phon...
Laura Vesely	ivesely@pusd11.net	
Jill Thomas	JThomas@pusd11.net	(623) 486- 6140
Judy Meredith	jmeredit@pusd11.net	(623) 412- 5309
Michelle Myers	mmyers@pusd11.net	(623) 486- 6000

Your Entity Administrator(s) will appear
(see example for Peoria Unified School District)



FYI

The functionality in the Bulk Registration tab differs slightly from the functionality in the Registration tab, but the outcome will be the same.

How to Access the Registration and Bulk Registration Tabs

- Go to the ADEConnect Portal
- Click on “CTE Technical Skills Assessments”
- Select either the Registration or Bulk Registration tab

- Video: [Access Registration Tab](#)
- Video: [Access Bulk Registration Tab](#)

Bulk Registration Template



GO

Go to Bulk Registration tab

CLICK

Click on Bulk Upload Excel Template (if using the Registration tab, click "Bulk Upload Registration," then Bulk Upload Excel Template)

OPEN

Pop-up window will appear; click Open

DELETE

Delete the line displaying the example

ENTER

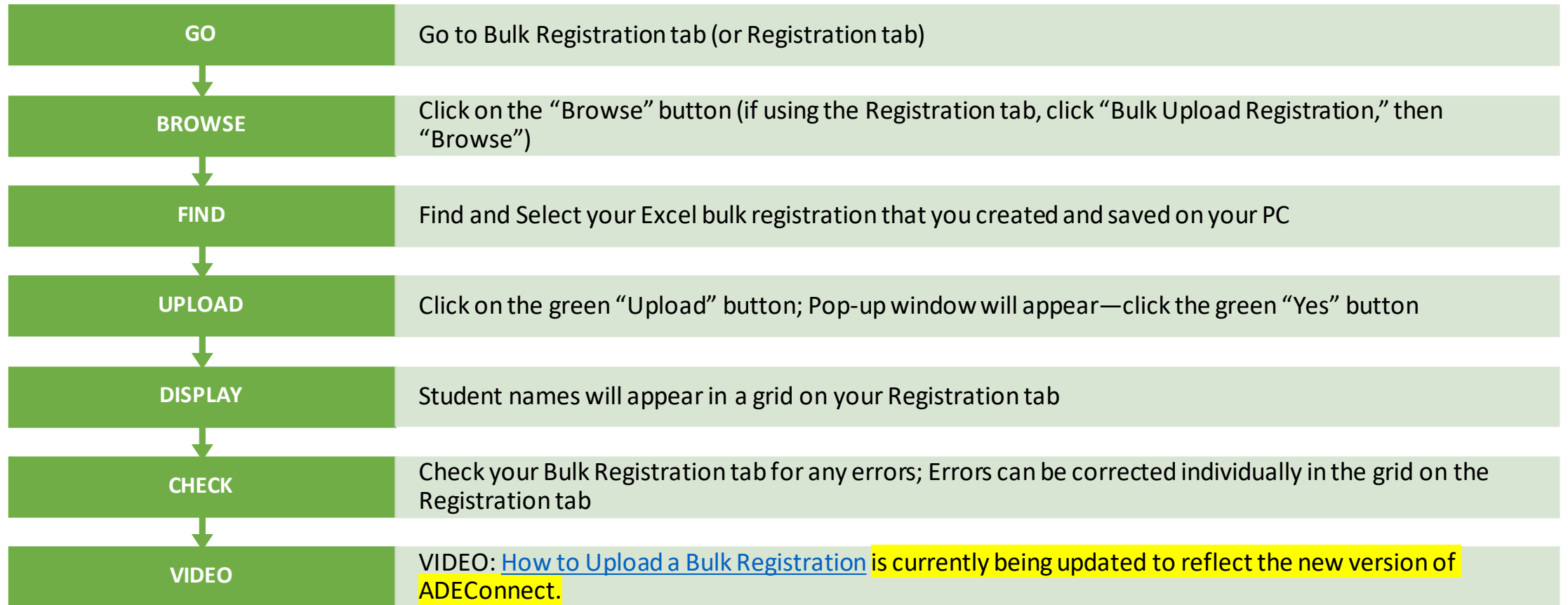
Enter student information (please use dropdown list when entering program name). Note: Special Population now syncs with CTE's Data Portal.

FILE

Save template to PC and close file

VIDEO

VIDEO: [How to Download the Bulk Upload Template](#)



Bulk Upload

Delete a Single Student Record



FIND

On the grid under your Registration tab, find the student row and click the box at beginning of row (row will highlight in yellow)

DELETE

Click the "Delete Selected" link

CLICK

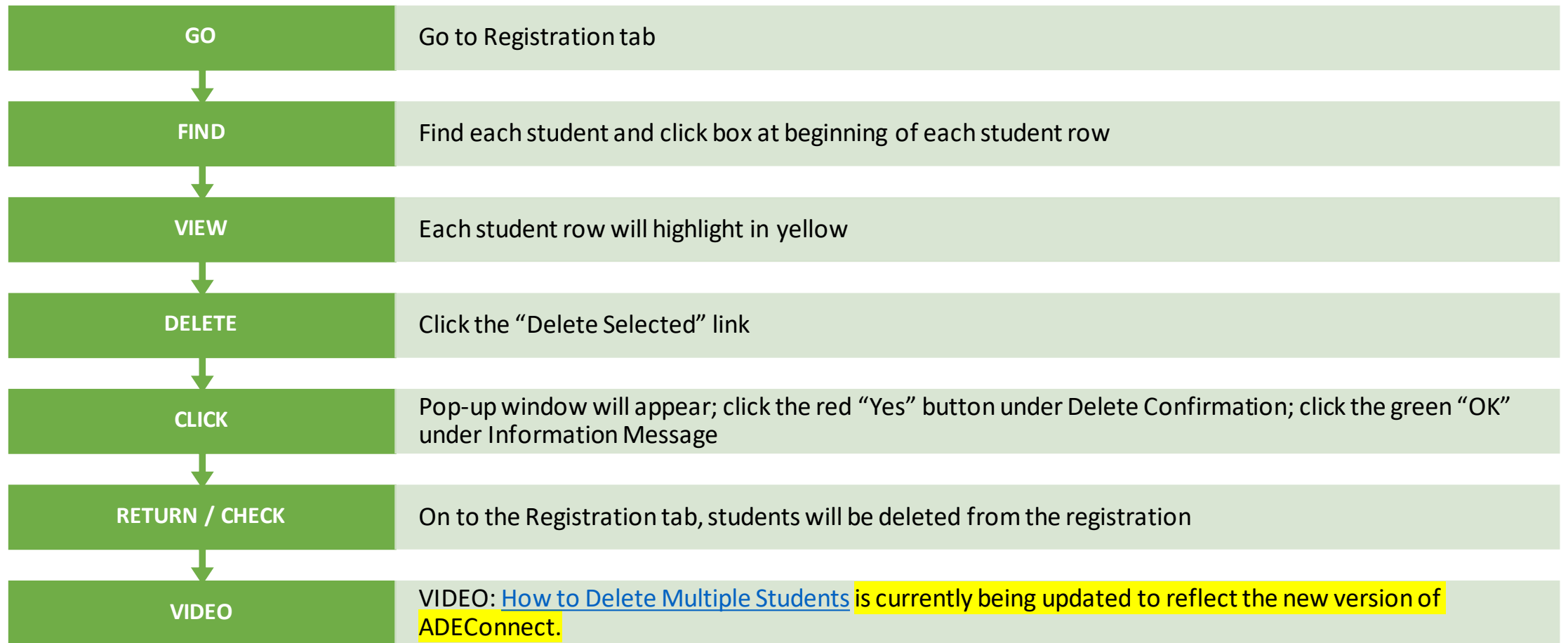
Pop-up window will appear; click the red "Yes" button under Delete Confirmation; click the green "OK" under Information Message

RETURN /
CHECK

On the Registration tab, student will be deleted from the registration

VIDEO

VIDEO: [Delete a Single Student Record](#) is currently being updated to reflect the new version of ADEConnect.



Delete Multiple Students at One Time

CTE
Technical
Skills
Assessments
User Guide

This guide will answer most of your questions:

[CTE Technical Skills Assessments User Guide](#)

If you have additional questions, please call the assessment helpline at 602-542-5452 or send an email to: CTEAssessmentHelp@azed.gov