Bulk Upload of Enrollment Data
October 9, 2020

CTE Data Portal – FY 2020

🔴 This meeting/session will be recorded. Please be mindful of your audio/visual presence.

Background

Enrollment records were created by the transmission of data from AzEDS into the CTE Data Portal. This data is largely accurate, but may contain errors, incomplete data (including Credit Earned), or may be completely missing.

The "Bulk Upload" of enrollment data is an opportunity to fix, complete, and finalize all enrollment records, including updating/deleting AzEDS-created records and the creation of new records.

Example of the "Enrollment" screen for the Fall term. These are course enrollment records. Click on "Detail" to view more detail as well as individual students within the course.

Courses outlined in red are missing data. Click on "Details" to see what is missing.

Enrollment Records – Grouping students together

Course level data is created when individual student records indicate they are in the same class. This is when groups of student's enrollment records share the same attributes:

- CTDS number
- Term
- Program number
- Course number

- Local Course Code
- Local Course Title
- Period
- Articulated CTDS *if applicable*

If any of these attributes differ, a new course enrollment record will be created. This means a separate line on the Enrollment tab in the CTE Data Portal. Click on "Detail" to view the Course Enrollment Record.

NonArticulated (participating at school of record) Enrollments

Show 50 entries   Search:

Action	Program	Program Description	AzEds Course Number	CTE Course Number	Course Title	Local Course Title	Local Course Code	Period	Grade Total
Detail	10020000	Music and Audio Production (NT-F)	AZ11097	10020005	Music and Audio Production III	Sound Engineering 5-6	3875	(05	2
Detail	10020000	Music and Audio Production (NT-F)	AZ11905	10020017	Music and Audio Production I	Sound Engineering 1-2	3855	(05	24
Detail	10020030	Graphic Design	AZ11902	10020012	Graphic Design I	Graphic Design 1-2	3255	(05	31
Detail	10020030	Graphic Design	AZ11153	10020030	Graphic Design II	Graphic Design 3-4	3265	(05	1
Detail	10020030	Graphic Design	AZ11154	10020035	Graphic Design III	Graphic Design 5-6	3505	(05	4
Detail	10020040	Digital Communication	AZ11903	10020013	Digital Communication I	Yearbook Production 1-2	1425	(02	17

Example of Course Enrollment Record

This is what you see when you click "Details" for a specific course on the Enrollment screen.

These are the individual students enrolled in a course.
Their grade, gender, and any special population attributes are automatically pulled in from AzEDS when you upload their unique SUID into the CTE Data Portal.

Course Enrollment Record

Enrollment Type:	Non-Articulated (participating at the school of record)
Program Number & Name:	10020000 : Music and Audio Production (NT-F)
AzEDS Course Number:	AZ11097
CTE Course Number & Name:	10020005 Music and Audio Production III
Local Course Title:	Sound Engineering 5-6
Local Course Code:	3875
Funding Status:	Program is eligible for CTED funding

Teacher Information

Educator Id:		Teacher Name:	
Email Address:		Appropriately Certified:	Yes

Enrollment Information

Period:	(05	Minutes Per Week*:197
Number Of Weeks:	19	

Enrollment Counts

Grade Count:	Grade 9:	0	Grade 10:	1	Grade 11:	1	Grade 12:	0
Gender Count:	Female:	0	Male:	2				

Special Population:	Special Needs:	0	Economically Disadvantaged:	1	Single Parent:	0	Non-Trad Gender:	0
	English Learner:	0	Homeless:	0	Foster Care:	0	Military Parent Active Duty	0
	Migrant:	0						

Student Details
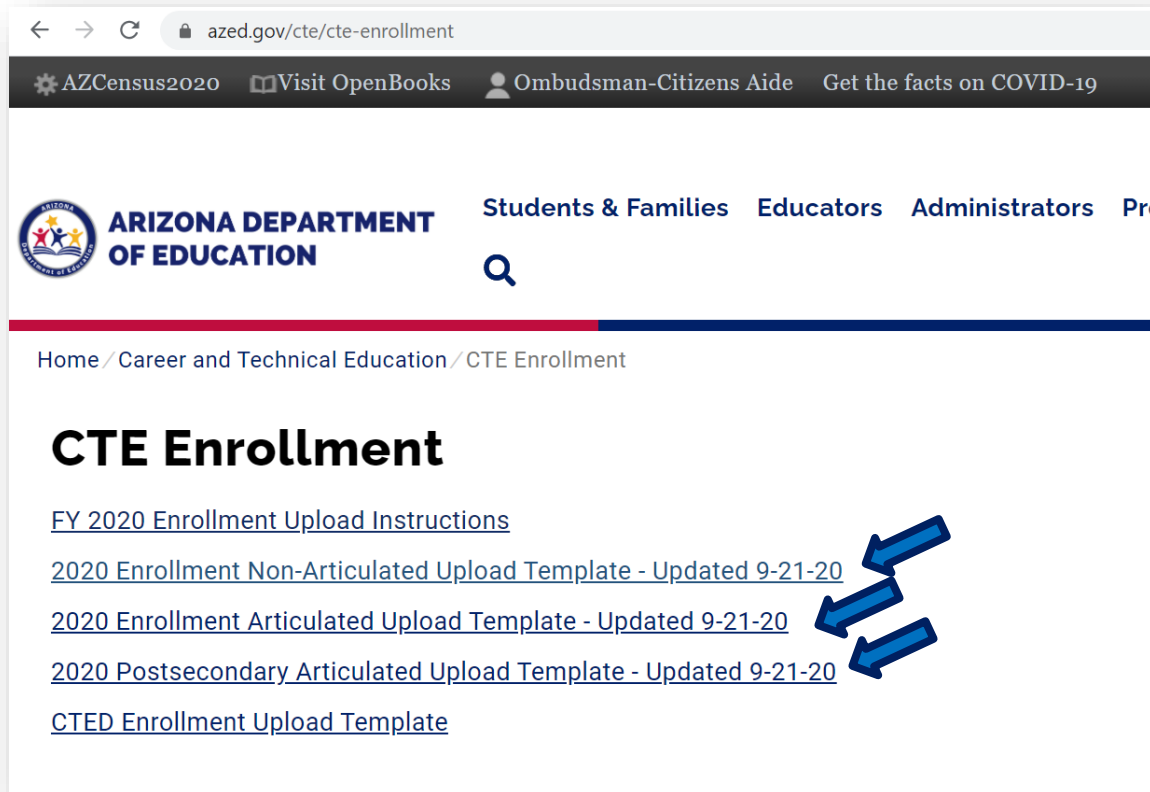
Show 50 entries   Search:

Student ID	Student Name	Grade	Credits Earned
		11	0
		10	0

Showing 1 to 2 of 2 entries   Previous 1 Next

Bulk Upload Templates

You can create or modify student enrollment records by uploading Excel file templates into the Data Portal.

Templates are available online at: www.azed.gov/cte/cte-enrollment

There are three templates:
- Non-Articulated (taught at the school)
- Articulated to another School or to a CTED
- Articulated to Postsecondary/Community College

Career and Technical Education Districts must use the "CTED Enrollment Upload Template" to upload their Fall Enrollment counts into the CTE Data Portal. Traditional Districts and Charters will not need to use this template.
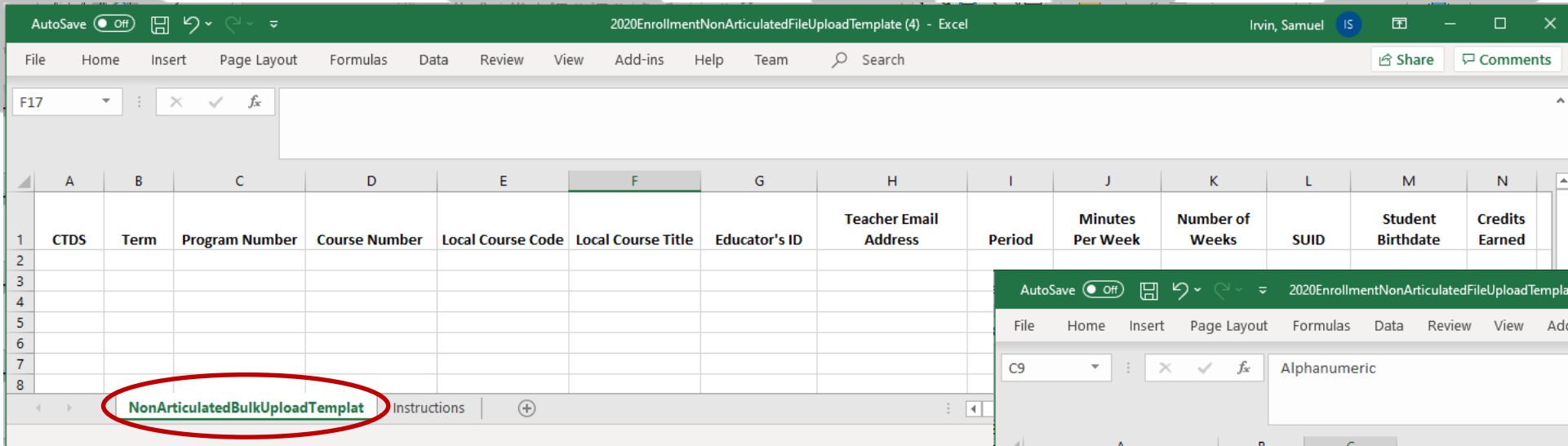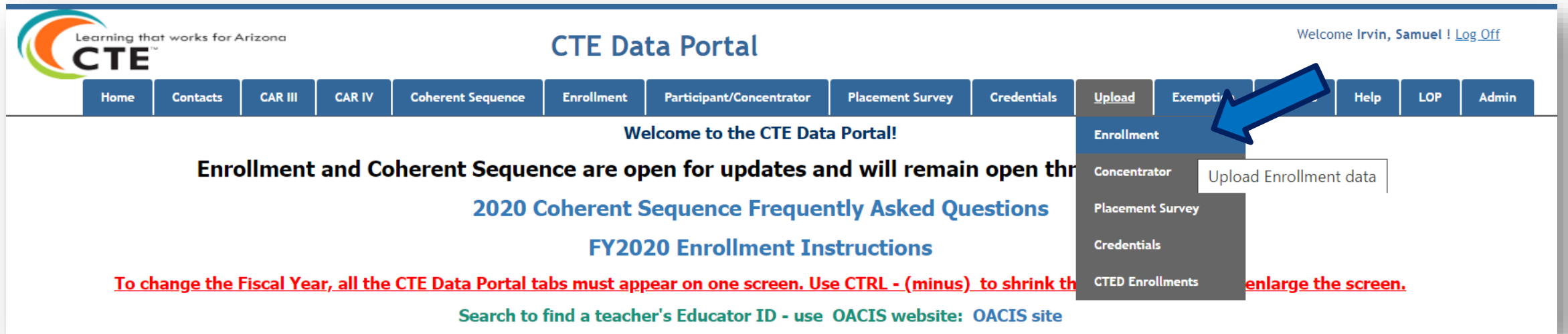
Each upload template contains a tab with instructions, including each of the data elements, the data type and length, and any special restrictions.

First window - NonArticulatedBulkUploadTemplate tab:

CTDS	Term	Program Number	Course Number	Local Course Code	Local Course Title	Educator's ID	Teacher Email Address	Period	Minutes Per Week	Number of Weeks	SUID	Student Birthdate	Credits Earned

Tabs: NonArticulatedBulkUploadTemplat | Instructions

Second window - Instructions tab (C9: Alphanumeric):

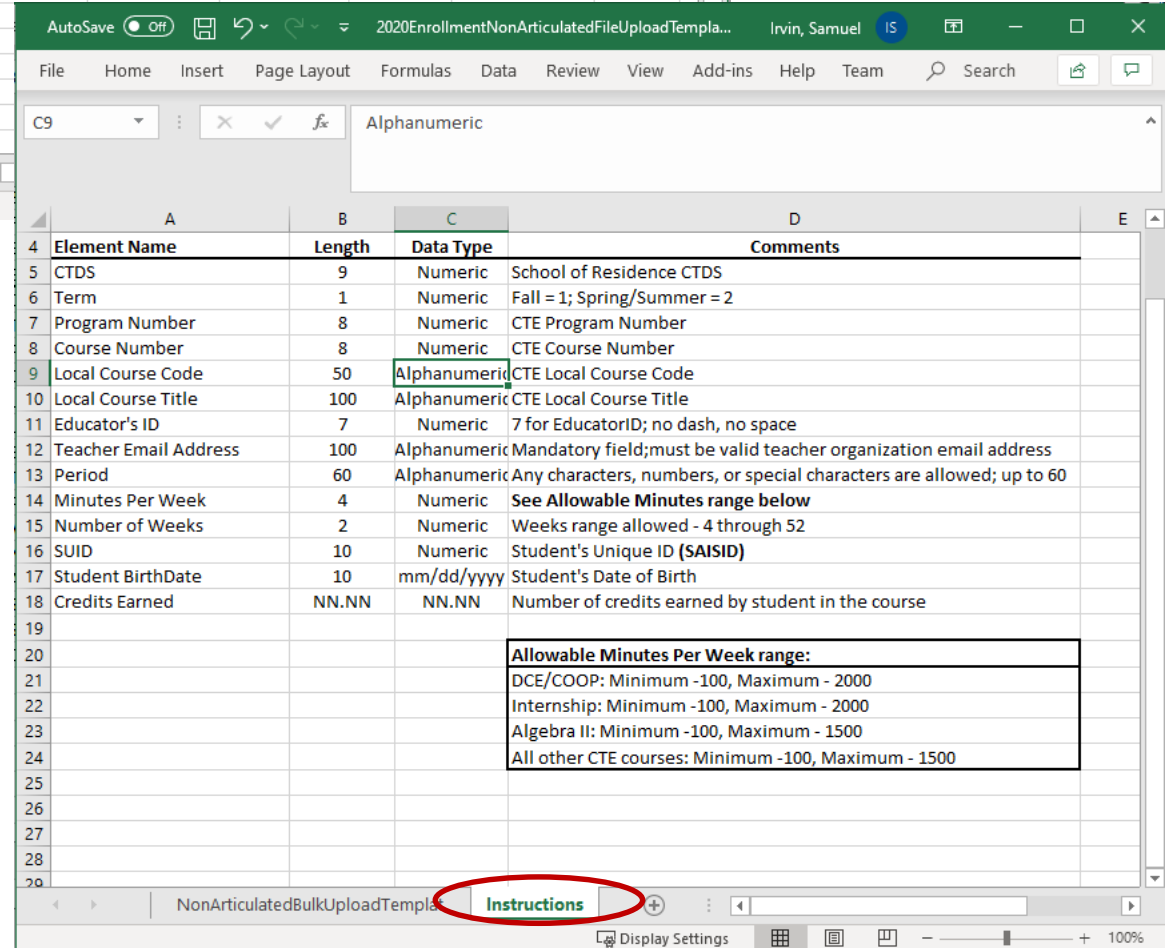| Element Name	Length	Data Type	Comments
CTDS	9	Numeric	School of Residence CTDS
Term	1	Numeric	Fall = 1; Spring/Summer = 2
Program Number	8	Numeric	CTE Program Number
Course Number	8	Numeric	CTE Course Number
Local Course Code	50	Alphanumeric	CTE Local Course Code
Local Course Title	100	Alphanumeric	CTE Local Course Title
Educator's ID	7	Numeric	7 for EducatorID; no dash, no space
Teacher Email Address	100	Alphanumeric	Mandatory field;must be valid teacher organization email address
Period	60	Alphanumeric	Any characters, numbers, or special characters are allowed; up to 60
Minutes Per Week	4	Numeric	See Allowable Minutes range below
Number of Weeks	2	Numeric	Weeks range allowed - 4 through 52
SUID	10	Numeric	Student's Unique ID (SAISID)
Student BirthDate	10	mm/dd/yyyy	Student's Date of Birth
Credits Earned	NN.NN	NN.NN	Number of credits earned by student in the course

Allowable Minutes Per Week range:
DCE/COOP: Minimum -100, Maximum - 2000
Internship: Minimum -100, Maximum - 2000
Algebra II: Minimum -100, Maximum - 1500
All other CTE courses: Minimum -100, Maximum - 1500

Tabs: NonArticulatedBulkUploadTempla | Instructions

Uploading your files into the Data Portal
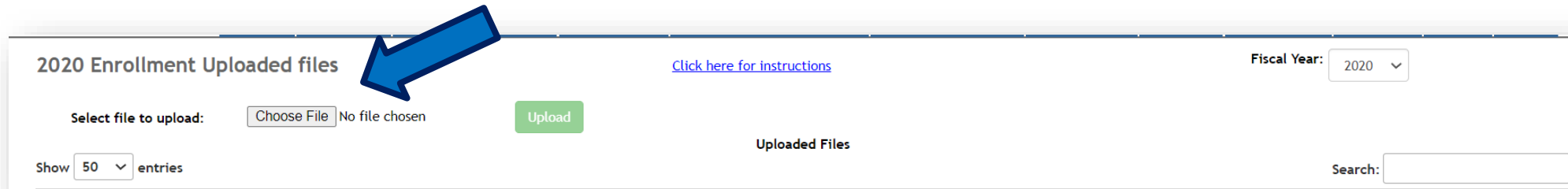
Log into the CTE Data Portal.
Hover over the "Upload" tab and click on "Enrollment".

Uploading Data files *continued*

- Make sure the "Fiscal Year" drop down on the right says "2020".
- Click on the "Choose File" button to select a file from your computer.
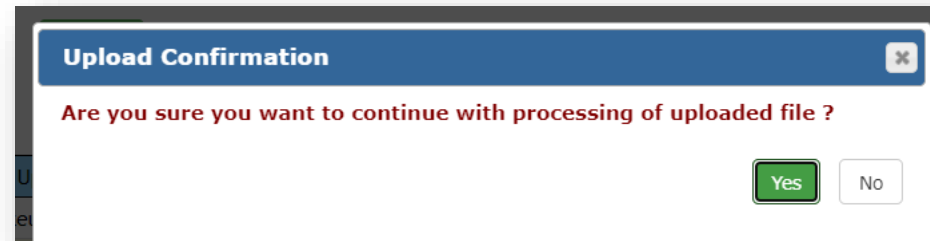
- Once you choose your file, click on the green "Upload" button.
- When prompted, click on "Yes" to confirm the upload process.

Uploading Data files *continued*

- If any records were invalid, you will also see a link to the "Records Not Added" report. Review this report to see which records caused an error and why.

Program # Program Title	Course # Course Title Funding Status	Local Course Code	Local Course Title	Articulated CTDS	Articulated Name	Term	Period	Min Per Week	Weeks	Teacher Number	Teacher Name	Teacher Email	SUID	Student Birth Date	Credit Earned
52040000 Business Operations (NT-M)															
	52040010 Business Operations I Eligible	CTE-5204-I Business Ops I				1	1	100	19	1234567		teacher@email.com	123456	21-Oct-1995	1
	- Teacher Number field is Invalid - SUID does not exist in AzEDS														

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- Fix these errors and re-upload the file.
- Any records that were *not* invalid *will* get added to your enrollment.

Some common Upload errors

Coherent Sequence Record does not exist for the course
Verify the course number is correct on the template. If it is, create the course on the Coherent Sequence to allow the upload file to process.

Student DOB does not match the DOB for the SUID entered
SUID is not currently enrolled at this CTDS
Verify that the student's DOB/enrollment information is correct and try the upload again.
CTE Data Portal validates student's SUID against AzEDS.

The Articulated school name cannot be the same as the school of residence
The Articulated CTDS is not a Post-Secondary Location
Verify that you are using the correct template:
   If the course is taught at the same school, use the "Non-Articulated" template.
   If the course is taught at a different school or CTED, use the regular "Articulated" template.
   If the course is taught at a Community College AND is taught by a Community College teacher, use the "Articulated to Postsecondary" template.

Updating Minutes Per Week for each course

No minutes per week were transmitted from AzEDS	Minutes per Week were transmitted from AzEDS, but must be updated
Add minutes per week in the CTE Data Portal: 1. Click on "Details" for the course you'd like to modify. 2. Update the "Minutes Per Week" field in the "Enrollment Information" section. 3. Click "Save Changes" to save and close the page.	Make the update by file upload: 1. Create a new upload file that contains the student enrollment data for the course you want to update. 2. Be sure to include the minutes per week on the upload file. 3. Delete the entire course from your Enrollment in the CTE Data Portal.

No minutes per week were transmitted from AzEDS column image content:

Enrollment Information

Period: 3A
Number Of Weeks: 20   Minutes Per Week*: [   ]

If you see this, use it!

Minutes per Week were transmitted from AzEDS, but must be updated column image content:

Action		Program	Program Description	
Delete Detail		10020040	Digital Communication	A

4. Reupload the file with the correct information.

Updating Educator Information

* Educator ID is not required for courses that articulate to a Postsecondary school

No Teacher Information was transmitted from AzEDS	Some Teacher Information was transmitted from AzEDS, but Educator ID is missing or invalid
Add an educator within the CTE Data Portal: 1. Click on "Details" for the course you'd like to modify. 2. Search for the desired Educator using their 7-digit Educator ID. 3. Click "Accept Educator" to assign them to the course. The above teacher information is incomplete from the AzEDS data feed. Use the search field and 7 digit Educator ID to search for the teacher to assign to this course Educator ID: [ ] Search If you see this, use it!	**Teacher Information** Educator Id: Educator ID is missing. Please delete the course and reload through the bulk enrollment import. Email Address: Teacher Name: Michelle Haden Appropriately Certified: No, Exemption Status: None Submitted Make the update by file upload: 1. Create a new upload file that contains the student enrollment data for the course you want to update. 2. Delete the entire course from your Enrollment in the CTE Data Portal. | Action	Program	Program Description
Delete Detail	10020040	Digital Communication	 3. Reupload the file with the correct information.

Dealing with Multiple Teachers

Data transmitted from AzEDS tried to include all teachers associated with a specific course.
- In some cases, there is more than one teacher.
- It is possible to see an error on one teacher and no errors for another
- Data Upload will only support one teacher per course.

1. Recreate the course on an upload template.
2. Include the Educator ID for the teacher you wish to assign to the course
3. Delete the course enrollment record from your Enrollment screen.
4. Reupload the course (template) to your Enrollment records.
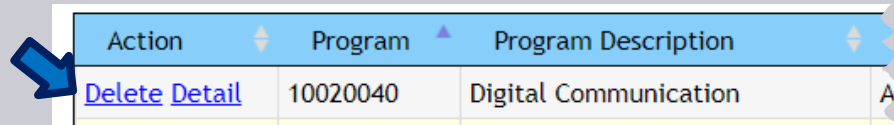

Two Educator Records

Teacher is missing ID.

Teacher record contains all necessary data.

Teacher Information

Educator Id:
Educator ID is missing. Please delete the course and reload through the bulk enrollment import.

Email Address:

Teacher Name:

Appropriately Certified: No, Exemption Status: None Submitted

Educator Id:
Email Address:

Teacher Name: Tammy Pechac
Appropriately Certified: No, Exemption Status: None Submitted

Enrollment Information

Three ways to delete Enrollment Records
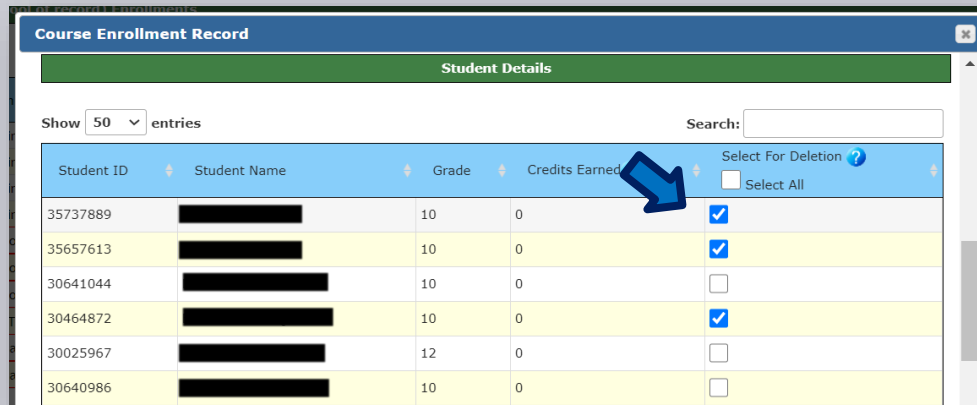
Delete a single course

Action		Program		Program Description	
Delete Detail		10020040		Digital Communication	A

Delete all records for a term

Delete All Fall Courses

2020 Fall Course Enrollment

Delete individual student(s) within a course

Course Enrollment Record

Student Details

Show 50 entries   Search:

Student ID	Student Name	Grade	Credits Earned	Select For Deletion ☐ Select All
35737889	███████	10	0	☑
35657613	███████	10	0	☑
30641044	███████	10	0	☐
30464872	███████	10	0	☑
30025967	███████	12	0	☐
30640986	███████	10	0	☐

1. Click on "Details" for the course you wish to modify.
2. Click the checkbox for any student(s) you wish to delete.
3. Click "Save Changes" to close the Course record and delete the selected students.

NOTE: Deleting a student's enrollment record (any of the three ways) will also delete any linked credentials.

Learning that works for Arizona
CTE

Note on Credit Earned

ADE/CTE pre-populated a credit of "0.5" (in both Fall and Spring) into your Student Enrollment Records when:
1. No credit was transmitted in from AzEDS data, AND
2. The District/Organization had not yet provided a credit

With these "default" credit amounts, you will now only be required to update or correct credits where the "0.5" credit is incorrect.

> For example:
> 1. The student failed the course or withdrew, resulting in a "0" credit.
> 2. The credit earned within either Term 1 or Term 2 should be a different value

Default

Changed Value

Updating Credits Earned

- You can update number of Credit Earned without deleting a student's enrollment record.

- Bulk Upload template must match *exactly* to what appears in the CTE Data Portal.

- The "Disaggregated Student Enrollment Summary" report or the Course Enrollment Record may help get enrollment data for each course in the CTE Data Portal.

Updating Credits Earned *continued*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	CTDS	Term	Program Number	Course Number	Local Course Code	Local Course Title	Educator's ID	Teacher Email Address	Period	Minutes Per Week	Number of Weeks	SUID	Student Birthdate	Credits Earned
2														

1. Create a new enrollment upload file using the correct template.
2. Populate the template using data from the CTE Data Portal.
   a. Use the existing course enrollment record and the Disaggregated Student Enrollment Summary Report to retrieve data.
3. Upload the template like normal to update the number of credits earned.

Things to remember:
- Credits are uploaded on a Term basis – ensure that the file contains only the "credits earned" for each term (Fall and Spring).
- Data must match *exactly* to what is already appearing in the CTE Data Portal. If there are any mismatches, a new course may be created inadvertently.
- A student can earn a '0' credit in a course – this must still be uploaded to overwrite the default value in the CTE Data Portal.

Finalizing Enrollment Data

- Click on the red "Finalize Fall/Spring Enrollment" button at the top of the screen once all the following are complete:
  - Missing data elements are provided.
  - All students have a credit earned in the course, if applicable (including '0' credits).
  - All enrollment records have been verified.

⚠️ The "Finalize" button will be disabled if data is missing. Correct the remaining errors to enable the "Finalize" button.

FINALIZE FALL ENROLLMENT

The Finalize Enrollment Button is disabled for one or more of the reasons stated below:
1. There is no data to finalize.
2. Justification is not provided for Locally Discontinued program which have a Diversified Cooperative Education (DCE) /Cooperative Education (CO-OP)/Internship standalone course.
3. Teacher information is not provided for one or more courses.
4. Minutes are not entered for one or more courses.

Fiscal Year: 2020

Reminders

- Enrollment updates are available until **Friday, October 30, 2020.**

- If your coherent sequence needed adjustments that were dependent on course enrollment, don't forget to go back and make those changes.

- "Credits Earned" must be provided in the Data Portal for a student to be counted as a Participant or a Concentrator in their program.

Questions?