

CTE Data Portal: Enrollment Instructions – September 2020

These instructions are for how you can make changes, corrections, or additions to your district’s enrollment in the CTE Data Portal. Data transmitted from AzEDS may be incomplete or may contain errors, so please verify the accuracy of all data before finalizing.

Updates to enrollment data (corrections or additions) must be uploaded into the CTE Data Portal via an Excel file upload. Please note that there are several templates available for specific situations noted in the instructions below. Templates are available on the Arizona Department of Education – Career and Technical Education website. Template available include:

- Non-articulated courses
- Articulated courses
- Courses articulated to a postsecondary institution

If you find that the data transmitted from AzEDS contains errors, you must first delete the records that contain those errors from the CTE Data Portal before you can upload new, corrected records.

- You can delete individual student enrollment, entire courses, or you can delete all enrollment records and start over.
- **Exception:** Please note that you can update credits earned by a student *without deleting student enrollment records – please see “Updating Credits Earned for each Student within a Course” below for more.*
- **Exception:** *If no minutes were transmitted to the CTE Data Portal from AzEDS, you can update minutes per week online in the CTE Data Portal. All other changes will require a file upload using the appropriate template.*
- **Exception:** You can assign an educator to a course online through the CTE Data Portal if, and only if, no educator information was transmitted to the CTE Data Portal from AzEDS. All other educator modifications will require a file upload using the appropriate template.

Updating Minutes per Week

Minutes per Week can be updated from within the CTE Data Portal *without need for a file upload*. To modify this field, click on “Details” for the course you wish to modify and enter the correct information in the appropriate field. Records missing minutes per week data will be highlighted in red and will prevent you from finalizing your enrollment records.

Updating Educator Information

If no educator information was transmitted from AzEDS for a course, you will be able to update the educator information within the CTE Data Portal. Please note that all courses (other than those that articulate to a postsecondary institution) require a valid educator ID/teacher information.

To add teacher information where none was transmitted from AzEDS:

1. Click on “Details” for the course you wish to modify. You will see a message stating that “educator information is incomplete from the AzEDS data feed” along with a field where you can search for the educator using their 7-digit educator ID number.
2. Enter the educator’s 7-digit ID number and click “Search”. If the educator ID is valid and is found in AzEDS, the message “Educator ID found” will appear and the educator information will appear below the search field.
3. If this is the correct educator, click on “Accept Educator” to assign them to the course.

4. If this is not the correct educator, correct the 7-digit educator ID number in the search field and search again.

If some educator information was transmitted for a course, but the Educator ID itself was not, you won't be able to make that correction within the CTE Data Portal Enrollment Details page. You will need to delete the entire course (which will also delete student enrollment records and any linked credentials) and then re-upload the course with the correct Educator ID and information. Since course enrollment records are really a collection of student enrollment records, we recommend that you first create the enrollment upload file *before* deleting the course enrollment record.

To add an Educator ID number where all other educator information (such as their name) was transmitted, but an Educator ID was not:

1. Create the course enrollment record using the appropriate template (see an explanation of each template below in the "Upload File Templates" section). Be sure to include the educator ID on the file.
2. If you have opened a course enrollment details pop-up screen (where you can see individual students), close this box by clicking the "X" in the top right corner or by clicking "Close" at the bottom of the page.
3. Delete the entire course enrollment record using the instructions in the "Deleting enrollment records" section below.
4. Upload the file using the CTE Data Portal > Upload > Enrollment menu tab. If there are any errors, review the "Records Not Added" report to the right of the uploaded file and correct those errors.
5. Verify that the course has been added to the CTE Data Portal Enrollment.

Please note that deleting an entire course enrollment record will also delete each student's enrollment record in that course. When a student enrollment record is deleted, any linked credentials will also be deleted. If any credentials are deleted, you will need to re-upload those records as well.

Deleting enrollment records

To delete individual student records:

1. Click on "Detail" in the Actions column for the course you'd like to modify (the course that contains the student record you'd like to delete)
2. Find the student or students you'd like to delete and select the checkbox to the right of their name in the column "select for deletion".
3. Select "Save Changes" to close the course enrollment detail page and delete the selected student enrollment records. **Please note that deleting a student's enrollment record will also delete any linked credentials.**
4. Click "OK" in the confirmation message pop-up box to delete the selected enrollment records.

To delete entire course enrollment records:

1. Select "Delete" in the actions column for the course you'd like to delete. **Please note that deleting any student enrollment records will also delete any linked credentials.**
2. Click "OK" in the confirmation message pop-up box to delete the selected course enrollment.

To delete all enrollment records for a term (Fall term or Spring term)

1. Ensure you are on the desired term Enrollment tab.
2. Click on "Delete ALL – Fall" or "Delete ALL- Spring" to delete all enrollment records in the selected term. **Please note that deleting any student enrollment records will also delete any linked credentials.**
3. Click "OK" in the confirmation message pop-up box to delete all enrollment records in the selected term.

Once incorrect records have been deleted/removed, you can upload corrected records using the Upload tab.

Upload file templates

Please be sure to use the correct upload template when adding records to Enrollment. The available templates are:

- Non-articulated courses – use this file template to add records to your own school’s enrollment.
- Articulated courses – use this file template to add records to articulated locations, *except those that articulate to post-secondary institutions*.
 - If a course is articulated to a CTED, please use this template. **Please contact the CTED for the educator ID.** This is a required field.
- Articulated to postsecondary institutions.
 - **Educator ID information is not required for courses that articulate to postsecondary institutions. However, teacher’s name and email are required fields.**

Each enrollment upload template includes instructions on the second worksheet/tab. These instructions include the allowable data types (numbers, letters, etc.) and the allowable length of the data (9 digits, 1 letter, etc.) for the respective upload file. Please refer to these instructions when creating your bulk upload files. After you download the template from the CTE website, be sure to save the file to your computer with an easy-to-remember name. There is no required file name syntax and you can name the file whatever you’d like.

Upload enrollment records using the Upload > Enrollment tab in the CTE Data Portal. There are also more instructions if you click on “Click here for instructions” on the Upload page.

1. In the CTE Data Portal, hover over the menu tab item “Upload” and click on “Enrollment”.
2. In the top left corner, click on “Choose File” to choose a saved Enrollment upload file from your computer.
3. Once you’ve selected a file, click on the green “Upload” button. You will be prompted to confirm processing the upload. Click on “Yes” to process the file.
4. Please do not refresh or close your browser window until the file has completed processing.

Please be sure to review any “Records Not Added” after the file has been processed, if there are any. The “Records Not Added” report will appear to the right of the upload file if there are any invalid records.

Adding new students to an existing course

New students must be added to the appropriate bulk upload template. If course information on the bulk load file match an existing course in the CTE Data Portal, the student will be added to the existing course. The following fields on the bulk upload file must match the existing course for the student to be successfully added to the course:

- CTDS number (please be sure to omit dashes)
- Term
- Program Number
- Course Number
- Local Course Code
- Local Course Title
- Period
- Articulated school CTDS (for articulated courses only)

The CTE Data Portal will verify uploaded files against AzEDS. If a student is uploaded on a file and is not found in AzEDS, you will receive an error message stating that that the student's SUID is not currently enrolled at the provided CTDS (School).

Creating new courses with students

If you've deleted all course enrollment records for a term or all records for a specific course, you must create the course(s) again as a new course enrollment record. If you upload enrollment records with course information that does not match existing course information, a new course will be created. Please note that the course information must be contained within the school's coherent sequence before enrollment can be uploaded. The course information that defines unique courses are:

- CTDS number (please be sure to omit dashes)
- Term
- Program Number
- Course Number
- Local Course Code
- Local Course Title
- Period
- Articulated school CTDS (for articulated courses only)

The CTE Data Portal will verify uploaded files against AzEDS. If a student is uploaded on a file and is not found in AzEDS, you will receive an error message stating that that the student's SUID is not currently enrolled at the provided CTDS (School).

Locally Discontinued Programs – Justification for Standalone Courses

If a program has been discontinued by your location, but a standalone DCE/COOP/Internship course will still be offered, you will need to justify the course. A "Justify" link will appear for the standalone course. Click on the "Justify" link and then the "Yes" button to confirm that this is a standalone course because the program is being discontinued at your location.

Updating Credits Earned for each Student within a Course

If you need to update *only* the Credits Earned for students within a course, you can do so *without deleting the course enrollment or student enrollment records*. To update the credits earned, create the bulk upload file using the appropriate template and ensure that both course and student information match what is currently in the CTE data portal. Add the student's credits earned to the bulk upload file. Upload the file and verify that credits earned were added for each student. If you need to update any other field along with credits earned, you will need to delete the enrollment record and upload a new record using the appropriate file upload template.

Please note that credits earned may be missing from your AzEDS transmitted data – verify that credits earned are entered into the Data Portal and upload any missing values using the appropriate template.

Finalizing enrollment data

You must click on the red "Finalize Enrollment" button at the top of the page to submit your school's enrollment data to CTE and to notify CTE that this has been completed. You must click Finalize on both the Fall term and Spring term enrollment tabs. The "Finalize Enrollment" button may be disabled for one or more of the following reasons (and an error message displayed):

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.

After all errors are cleared and the “Finalize Enrollment” button is clicked, it will turn green and you will see a confirmation message.

Please verify all records are correct before finalizing!

Enrollment Reports

Reports available in the Reports tab:

- Enrollment Summary Report
- Student Level Enrollment Report

Frequently Asked Questions

Q. Can I edit a student’s information by uploading a file?

A. *You must first delete the record that contains the incorrect information and then process a new file upload that contains the correct information. The only exception to this is if you are updating only the credits earned by the student – you can update credits earned by a student using the appropriate file upload template as long as both the course information and student information match what is currently in the CTE Data Portal. If any data does not match the CTE Data Portal, the student’s record will fail to update, and you may inadvertently create a new student record/new course record.*

Q. Do new student enrollment records get added/appended to existing courses or will it overwrite existing data?

A. *If course information on a file upload matches exactly a course that already exists in the CTE Data Portal, the student’s information will get added to that existing course. If course information does not match exactly, a new course will be created that contains that student’s information. Please be sure to verify the accuracy of course information when processing a file upload. The file upload process will not overwrite existing data.*

Q. Why are some of my courses highlighted in red?

A. *Any course highlighted in red is missing information such as the minutes per week or valid teacher information. Click on Details for the course highlighted in red to view which field is missing information and to enter any missing information. You can update either minutes per week or educator information through the CTE Data Portal course details link without needing to upload a file.*

Q. Why am I getting errors when trying to upload a file?

A. *If any records are not successfully added to the Enrollment tab of the CTE Data Portal, please review the “Records Not Added” error report on the Upload > Enrollment tab in the portal. This report will show individual records not added and include an explanation. Correct these errors and upload the file again.*

Q. I was waiting to make updates to my Enrollment records so that I could make changes to my Coherent Sequence. Can I still do that?

A. *Yes, if updates to your Coherent Sequence were dependent on updating your enrollment records first, you will now be able to make those changes. You will first need to make updates to your enrollment records, then make changes to your Coherent Sequence. Please be sure to complete your enrollment records!*