



# Career & Technical Education CTE Data Portal CTED District User Guide

## Welcome to the CTE Data Portal! - CTED

### Announcements

#### 2022 Coherent Sequence Now Open

The 2022 Coherent Sequence module is now open for review/modifications. CTE Districts should review existing programs/courses and add, change, or delete programs/courses as necessary. Reminder that courses must be present on the coherent sequence in order to report enrollment in that course. For articulated enrollment, please ensure that articulated location is correct.

2022 Enrollment fall term capture date is October 15th. CTE Data Portal enrollment will open on or slightly after that date and will remain open until June 15th, 2022.

2022 Credentials module and 2021 Placement survey module are still under construction. Users will be notified once these modules are open.

#### Funding Reports Now Available

Final Funding reports for 2021-2022 CTE State Priority Grant are now available in CTE Data Portal reports. Funding is based on your district's 2021 Enrollment and 2020 related placements. Funding will be allocated to your grant in the Grants Management system (GME) in October.

### Timeline/Calendar

[2020-2021 CTE Data Portal Timeline - REVISED 7/12/2021](#)

[2021-2022 CTE Data Portal Timeline \(School Districts\)](#)

[2021-2022 CTE Data Portal Timeline \(CTEDs\)](#)

### Helpful Hints & Links

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High Academic Standards for Students  
Arizona Department of Education



Learning that works for Arizona  
**CTE**<sup>TM</sup>

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## CTE DATA PORTAL SECONDARY USER GUIDE

### Summary Enrollment and Policy

A Career and Technical Education District (CTED) is formed to work in partnership with area high schools to deliver Career and Technical Education (CTE) programs. CTE programs are subject to an approval process.

**Approved Career and Technical Education Program:** Program approval is based upon the combined performance measures results for all district programs with the same program CIP code.

For a CTE program to be approved it must have all the essential elements. Eligible recipients are required to sign a Statement of Assurances as part of the Perkins Grant Application process assuring that all essential elements are in place. CTE programs are eligible for federal and state funding when all essential elements are in place. The essential elements are listed below:

- Must be taught for one year
- Appears on the approved secondary CTE program list or is an approved Local Occupational Program
- Delivers the program coherent course sequence
- Have an appropriately CTE certified teacher teaching the program
- Addresses and aligns with the program’s technical standards
- Is inclusive for all special populations as evidenced by recruitment efforts, availability of support services, and enrollment
- Involves industry in decision making through advisory committees and partnerships
- Ensures Professional Skills and work-based learning are embedded into the program
- Meets all Performance Measures, when appropriate
- Offers a Career Technical Student Organization appropriate to the program



## Welcome to AZ Career and Technical Education

**Our Vision:** Develop Arizona's competitive workforce through the power of Career and Technical Education.

**Our Mission:** Career and Technical Education will engage Arizona learners in relevant experiences leading to purposeful and economically viable careers.

*Career and Technical Education is part of a well-rounded education and, as such, CTE programs are eligible to access Title IV funds.*

### Announcements

- NOTICE: New LEAs or Charters wishing to apply for the Federal Perkins grant must complete the [Intent to Become a Perkins V Eligible Entity form](#) - Process for First Time Perkins V (Strengthening Career and Technical Education for the 21st Century Act) Grant Applicants, and

**CTE Vision: Develop Arizona's competitive workforce through the power of Career and Technical Education.**

**CTE Mission: Career and Technical Education will engage Arizona learners in relevant experiences leading to purposeful and economically viable careers.**

## **CTE DATA PORTAL SECONDARY USER GUIDE**

The CTE Data Portal application will be used by all CTEDs to report on Career and Technical Education (CTE) programs that prepare today's students to enter the 21st century workforce with the academic and vocational skills needed to compete successfully in a global job market. This application will be used to track CTED contacts, coherent sequence, enrollment, participant-concentrator, placement surveys, student credentials and other State reports. The annual CTED Report to the Arizona State Legislature will consume data from CTED enrollment, participants, concentrators, placements, and student credentials earned in CTE programs. CTEDs will report data for all central – owned, central – leased, and community college campuses within the CTED. CTEDs will not report data for satellite campuses.

Under the provisions of the Arizona Revised Statutes (ARS) §15-393.01(C), the Arizona Department of Education, Career & Technical Education (ADE-CTE) unit is required to collect and analyze information submitted by each Career & Technical Education District (CTED) and make this information available to select individuals and groups as specified below. CTED data collected in the CTE Data Portal will be used to populate some components of the annual CTED report.

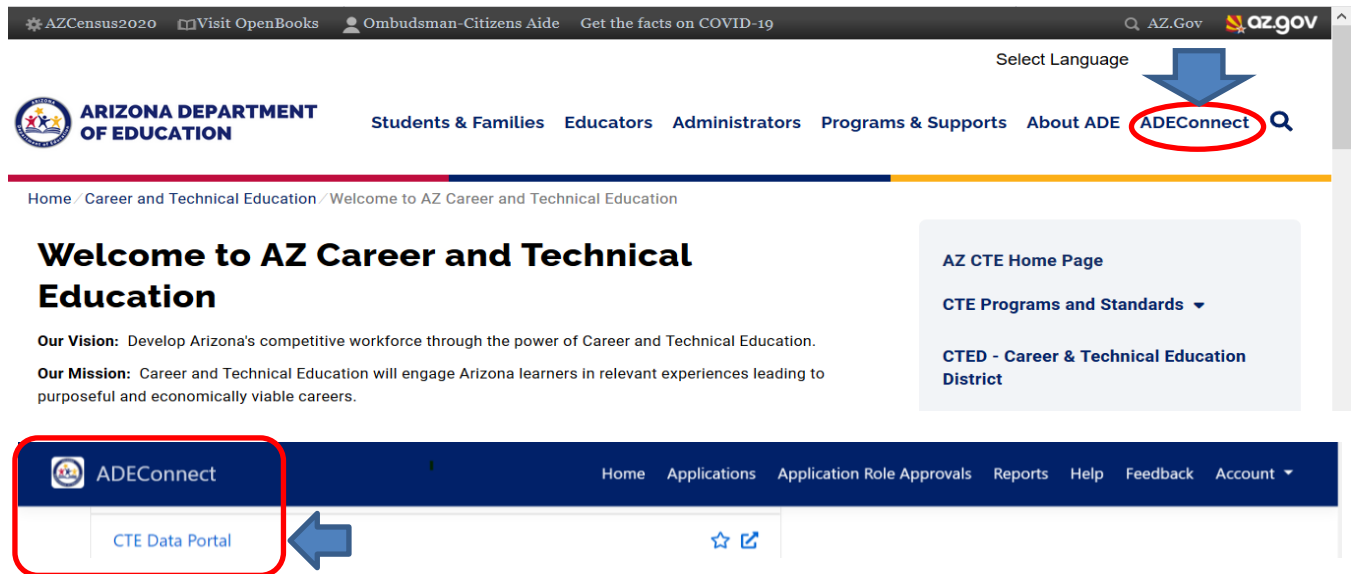
CTED Annual Report: ARS §15-393.01(C) - On or before December 31<sup>st</sup> of each year, the Career and Technical Education division of the Department of Education shall submit a Career & Technical Education District (CTED) annual report to the Governor, the President of the Senate, the Speaker of the House of Representatives, the Secretary of State and the Joint Legislative Budget Committee. The annual report shall include the following:

- 1) The average daily membership of each career technical education CTED, including the average daily membership of each centralized campus, satellite campus and leased centralized campus as defined in section §15-393.
- 2) The actual student count of each career technical education CTED, including the student count of each centralized campus, satellite campus and leased centralized campus as defined in section §15-393.
- 3) The programs and corresponding courses offered by each CTED, including the location of each program and course.
- 4) For each career technical education CTED based on program or course location:
  - a) The student enrollment of each program and corresponding course.
  - b) The percentage of students who enrolled in the second year of each program and corresponding course relative to the number of students in the same cohort who enrolled in the first year of each program and corresponding course.
  - c) The percentage of students who completed each program relative to the number of students in the same cohort who began the program.
- 5) The costs associated with each program offered by the career technical education CTED.
- 6) A listing of any programs or courses that were discontinued by review of the Career and Technical Education division pursuant to section §15-393, subsection V.
- 7) A listing of any programs or courses that were continued by review of the Career and Technical Education division pursuant to section §15-393, subsection V.
- 8) A listing of any programs or courses that were added by the Career and Technical Education division.
- 9) For applicable CTEDs, the required maintenance of effort and how monies were used to supplement and not supplant base year career and technical education courses, including expenditures related to personnel, equipment, and facilities.

CTED student credential data may also be used in the future to administer the AZ Governor's Credential Incentive fund program.

## CTE DATA PORTAL SECONDARY USER GUIDE

### ADEConnect



The screenshot shows the Arizona Department of Education website. At the top, there is a navigation bar with links for AZCensus2020, Visit OpenBooks, Ombudsman-Citizens Aide, and Get the facts on COVID-19. On the right, there is a search bar for AZ.Gov and the az.gov logo. Below this is the Arizona Department of Education logo and a main navigation menu with links for Students & Families, Educators, Administrators, Programs & Supports, About ADE, and ADEConnect. The ADEConnect link is circled in red. A blue arrow points to this link. Below the main navigation is a secondary navigation bar with links for Home, Applications, Application Role Approvals, Reports, Help, Feedback, and Account. The Applications link is highlighted in a red box, and a blue arrow points to it. Below the Applications link is the CTE Data Portal link, which is also highlighted in a red box.

The CTE Data Portal application is available in ADEConnect.

### District Entity Administrator adds your 'role': CTE Data Portal: Modify

#### What is an Entity Administrator (Entity Admin or EA)?

- Entity administrators are ultimately responsible for ensuring that their users can take advantage of the convenience and security ADEConnect offers.
- Entity Administrators permit users to access the ADE applications they need to do their work by appropriately assigning roles and permissions.
- Entity Administrators also maintain the security of LEA and ADE information by ensuring that users only have access to the applications and data they are authorized to see.

Find your **District Entity Administrator** and gain access to the CTE Data Portal via ADEConnect. To find your district entity administrator – search by Entity ID, CTDS, or Entity Name at this site: <https://adeconnect.azed.gov/FindEA>

Questions regarding **access to ADEConnect** should be directed to:

**ADESupport**

[adesupport@azed.gov](mailto:adesupport@azed.gov)

602-542-2222 or 866-577-9636

6:00 AM – 6:00 PM Monday-Friday

Questions regarding **CTE Data Portal** should be directed to CTE staff:

**Donna Kerwin**

[Donna.Kerwin@azed.gov](mailto:Donna.Kerwin@azed.gov)

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602-364-1946

## CTE DATA PORTAL SECONDARY USER GUIDE

### CTE Data Portal application

Login to the **CTE Data Portal** application through **ADEConnect** and the **Home** page appears.

To exit the CTE Data Portal, click on **Log Off** next to your district name in the upper right corner of the screen.

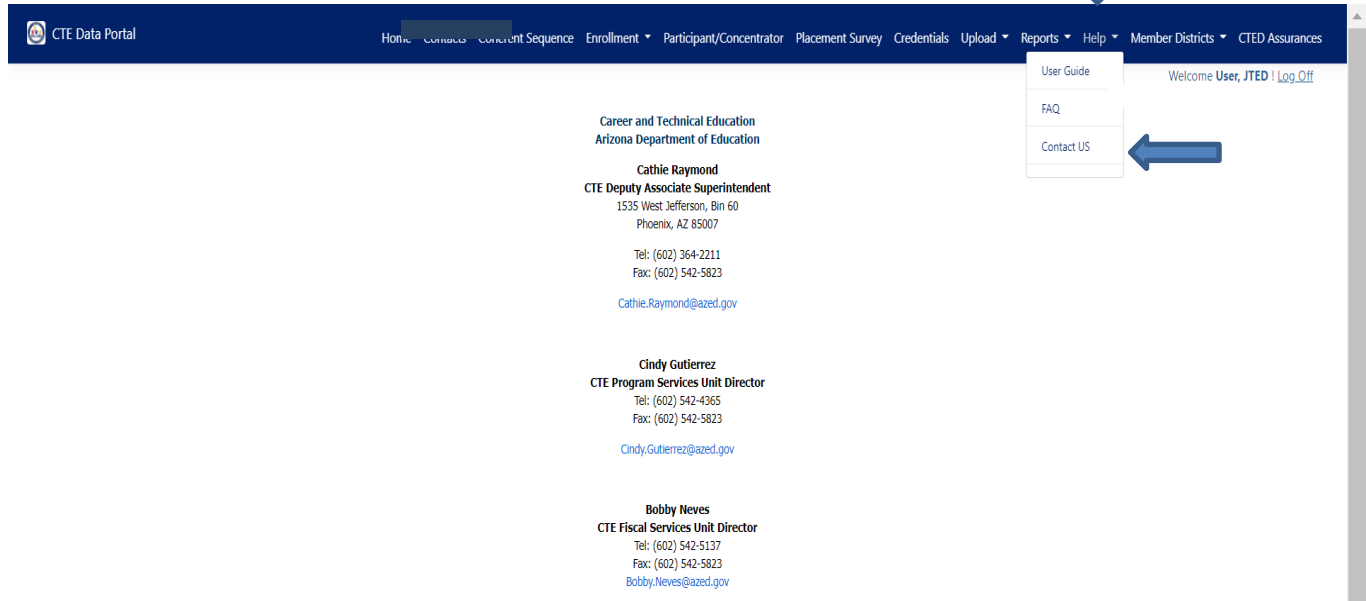


The CTE Data Portal Homepage will contain important information about annual CTE Timelines and helpful hints and links. The link to find a teacher’s Educator ID – OACIS website – is also on the CTE Data Portal Homepage. The deep blue area at the top of the screen includes each function available to districts in the CTE Data Portal. Click on a function at the top of the screen to go to that function. Instructions for each of the CTE Data Portal functions will appear on each webpage. The blue [Click Here For Instructions](#) link is available on each function’s page and provides detailed instructions for entering CTE Data Portal data. Please review these instructions before entering any data.

## CTE DATA PORTAL SECONDARY USER GUIDE

### CTE Data Portal application

CTE Deputy Associate Superintendent and Director Contacts are available in **Help\Contact Us**



The screenshot shows the CTE Data Portal navigation bar with the following items: Home, **Contacts**, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credentials, Upload, Reports, **Help**, Member Districts, and CTED Assurances. The 'Help' dropdown menu is open, showing 'User Guide', 'FAQ', and 'Contact Us'. A blue arrow points to the 'Contact Us' option. Below the navigation bar, the page content displays contact information for three individuals:

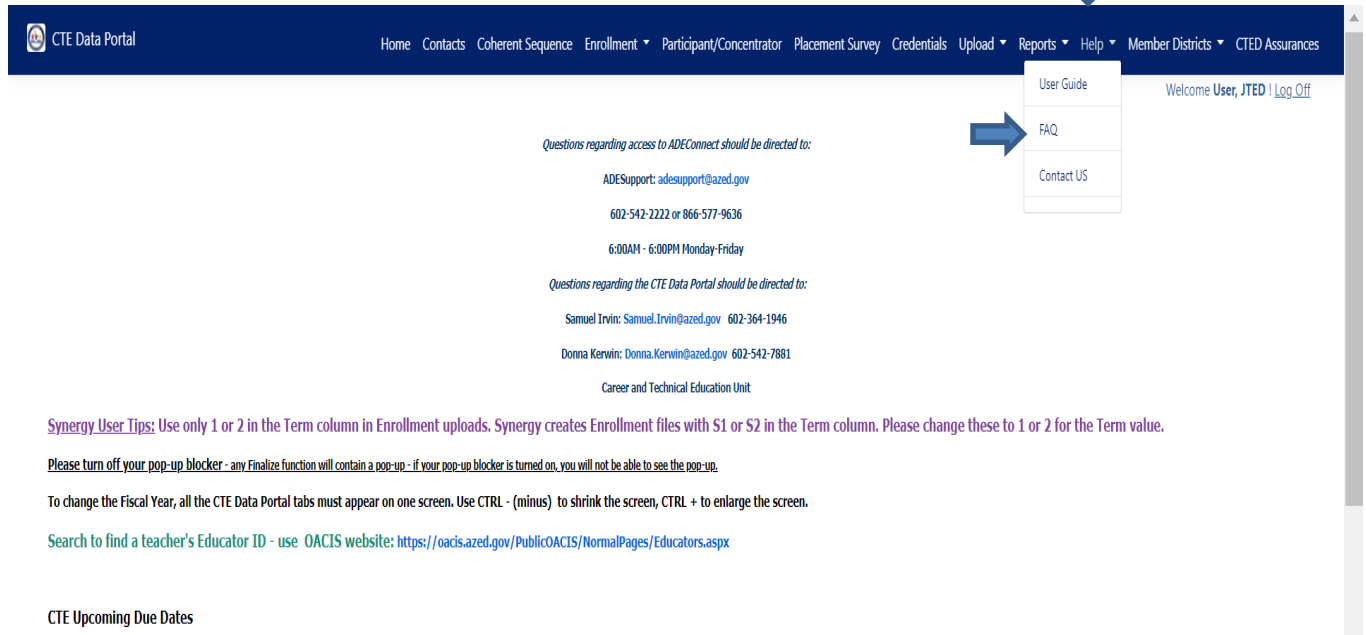
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Arizona Department of Education**

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CTE FAQ and upcoming dates are available in **Help\FAQ**



The screenshot shows the CTE Data Portal navigation bar with the following items: Home, **Contacts**, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credentials, Upload, Reports, **Help**, Member Districts, and CTED Assurances. The 'Help' dropdown menu is open, showing 'User Guide', 'FAQ', and 'Contact Us'. A blue arrow points to the 'FAQ' option. Below the navigation bar, the page content displays contact information for support:

*Questions regarding access to ADEconnect should be directed to:*

[ADESupport: adesupport@azed.gov](mailto:ADESupport@azed.gov)  
602-542-2222 or 866-577-9636  
6:00AM - 6:00PM Monday-Friday

*Questions regarding the CTE Data Portal should be directed to:*

**Samuel Irvin:** [Samuel.Irvin@azed.gov](mailto:Samuel.Irvin@azed.gov) 602-364-1946  
**Donna Kerwin:** [Donna.Kerwin@azed.gov](mailto:Donna.Kerwin@azed.gov) 602-542-7881  
Career and Technical Education Unit

**Synergy User Tips:** Use only 1 or 2 in the Term column in Enrollment uploads. Synergy creates Enrollment files with S1 or S2 in the Term column. Please change these to 1 or 2 for the Term value.

**Please turn off your pop-up blocker -** any Finalize function will contain a pop-up - if your pop-up blocker is turned on, you will not be able to see the pop-up.

To change the Fiscal Year, all the CTE Data Portal tabs must appear on one screen. Use CTRL - (minus) to shrink the screen, CTRL + to enlarge the screen.

Search to find a teacher's Educator ID - use OACIS website: <https://oacs.azed.gov/PublicOACIS/NormalPages/Educators.aspx>

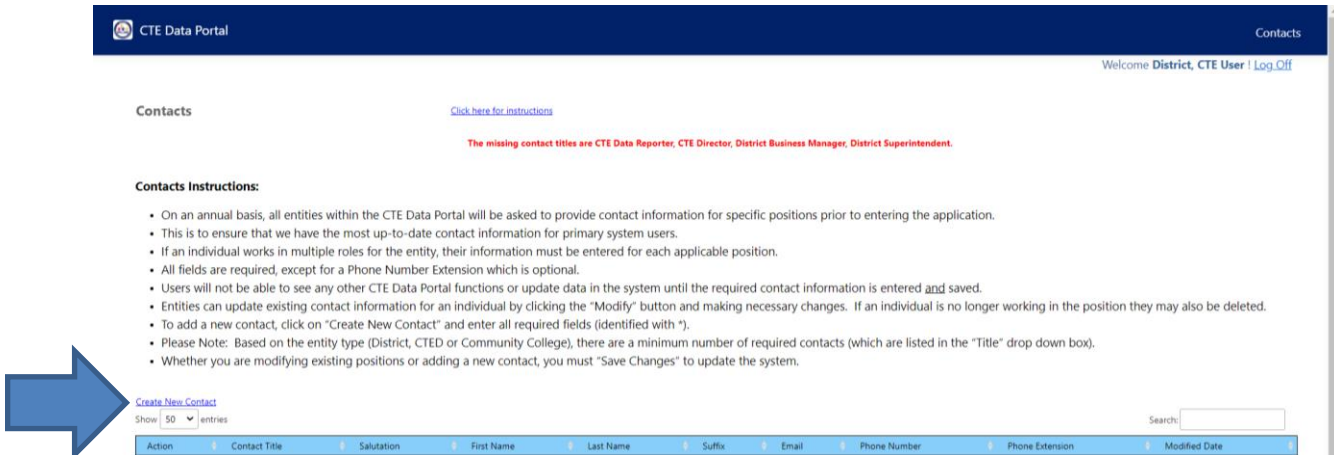
CTE Upcoming Due Dates

## CTE DATA PORTAL SECONDARY USER GUIDE

### Contacts instructions section:

On an annual basis, districts are asked to provide entity contact information for specific positions prior to entering the CTE Data Portal. This is to ensure that we have the most up-to-date contact information for primary system users. Please enter any missing contact information for each of the positions in the drop-down boxes. If an individual works in multiple roles, please enter their information for each position. All fields are required, except for a Phone Number Extension which is optional. Districts will not be able to see any other CTE Data Portal functions or update data in the CTE Data Portal until the required contact information is entered and saved.

To add contact information, click on [Create New Contact](#)

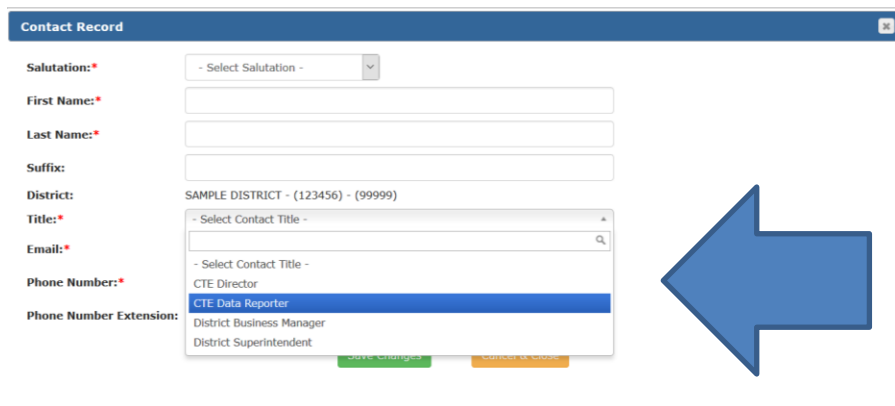


The screenshot shows the 'Contacts' section of the CTE Data Portal. At the top, there is a navigation bar with 'CTE Data Portal' and 'Contacts'. Below the navigation bar, there is a welcome message: 'Welcome District, CTE User | Log Off'. The main content area is titled 'Contacts' and includes a link for instructions: 'Click here for instructions'. A red message states: 'The missing contact titles are CTE Data Reporter, CTE Director, District Business Manager, District Superintendent.' Below this, there are 'Contacts instructions' which include a list of bullet points:
 

- On an annual basis, all entities within the CTE Data Portal will be asked to provide contact information for specific positions prior to entering the application.
- This is to ensure that we have the most up-to-date contact information for primary system users.
- If an individual works in multiple roles for the entity, their information must be entered for each applicable position.
- All fields are required, except for a Phone Number Extension which is optional.
- Users will not be able to see any other CTE Data Portal functions or update data in the system until the required contact information is entered and saved.
- Entities can update existing contact information for an individual by clicking the "Modify" button and making necessary changes. If an individual is no longer working in the position they may also be deleted.
- To add a new contact, click on "Create New Contact" and enter all required fields (identified with \*).
- Please Note: Based on the entity type (District, CTED or Community College), there are a minimum number of required contacts (which are listed in the "Title" drop down box).
- Whether you are modifying existing positions or adding a new contact, you must "Save Changes" to update the system.

 At the bottom of the page, there is a table with columns: Action, Contact Title, Salutation, First Name, Last Name, Suffix, Email, Phone Number, Phone Extension, and Modified Date. A blue arrow points to the 'Create New Contact' link in the left sidebar.

Enter all required fields (identified with \*). Please enter contact information for all district staff requested in the Title field, including CTE Director, CTE Data Reporter, Business Manager, and Superintendent. Enter contact information for each of the required contacts and click on the Save Changes button to save the information.



The screenshot shows the 'Contact Record' form. The form includes the following fields:
 

- Salutation:** \* - Select Salutation -
- First Name:** \*
- Last Name:** \*
- Suffix:**
- District:** SAMPLE DISTRICT - (123456) - (999999)
- Title:** \* - Select Contact Title - (dropdown menu is open showing options: CTE Director, CTE Data Reporter, District Business Manager, District Superintendent)
- Email:** \*
- Phone Number:** \*
- Phone Number Extension:**

 A blue arrow points to the 'Title' dropdown menu.



## CTE DATA PORTAL SECONDARY USER GUIDE

### CTED Statement of Assurance instructions section:

After completing the Contact information in the CTE Data Portal, a CTED district will need to read and acknowledge the CTED 2021-2022 Statement of Assurance. Read the entire assurance agreement and then click on the checkbox and the green **Agree** box to acknowledge the agreement. Then click on Submit to save the 2021-2022 Statement of Assurance. After the assurance is saved, all CTED functions in the CTE Data Portal will appear at the top of the page. Then proceed to the Coherent Sequence function.

**CTE Data Portal** Contacts Help CTED Assurances

**Career and Technical Education District - CTED  
2021 - 2022 Statement of Assurance**

By affirming, the Career and Technical Education District (CTED) assures that each program/sequence of courses reported for CTED Average Daily Membership (ADM) purposes for the school year meet the requirements of ARS 15-391.3(a-g) and ARS 15-391.5(a-e) as stated in the following program assurances:

- Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
- Is part of a program that requires students to obtain a passing score of at least sixty percent (60%) on an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry for that program of study.
- Is part of an approved Career and Technical Education District program.
- Is not a course or any variation of a course, including honors, that is required under the minimum course of study pursuant to section ARS 15-701.01 in order to graduate from high school.
- Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment except for community college courses.
- Has demonstrated a need for extra funding in order to provide the Career and Technical Education District course.
- Requires specialized equipment in order to provide instruction to students that exceeds the cost of a standard education course.
- Requires an assessment that demonstrates the level of skills, knowledge and competencies necessary to be successful in the designated vocation or industry or an assessment necessary for certification, if appropriate, or for career readiness and entry-level employment, in and acceptance by that vocation or industry. Any assessment adopted pursuant to this subdivision shall require a passing score of at least sixty percent.(60%)
- Requires a majority of instructional time to be conducted in a laboratory environment, field-based environment or work-based learning environment, and requires career and technical student organization participation, except for community college courses.
- Demonstrates alignment through a curriculum, instructional model and course sequence to meet the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.
- Has a defined pathway to career and postsecondary education in a specific vocation or industry as determined by the career and technical education division of the department of education.
- Is approved by the career and technical education division of the department of education based on the requirements prescribed in this paragraph after the submission of all required documentation.
- Is certified by the Career and Technical Education District governing board to have met all the requirements prescribed in this article.
- Is offered only to students in grade nine, ten, eleven and twelve.
- Fills a high-need vocational or industry need as determined by the career and technical education division of the department of education.
- Requires a single or stackable credential as described in subdivision (i) of this paragraph or a skill that will allow a student to obtain work as described in subdivision (i) of this paragraph on graduation before receiving an associate's degree or baccalaureate degree.
- Leads to certification or licensure, if available, or to career readiness and entry-level employment where relevant certification or licensure does not exist in that industry, in the designated vocation or industry that has been verified and accepted by that vocation or industry and that qualifies the person for employment, if there is no certification or licensure that is accepted by the vocation or industry, or if business practicalities do not require certification or licensure, completion of the program must qualify the student for at least entry-level employment.
- Requires instruction and instructional materials in courses that are substantially different from and exceed the scope of standard instruction and that include vocational skills, competencies and knowledge to be successful in the designated Career and Technical Education District program vocation or industry.
- An industry or vocation has agreed to provide financial or technical support to the Career and Technical Education District for a specific Career and Technical Education District program. For the purposes of this subdivision, "financial support" includes in-kind contributions and donations.
- A Career and Technical Education District has demonstrated a need for extra funding in order to provide the Career and Technical Education District program.

**Agree**

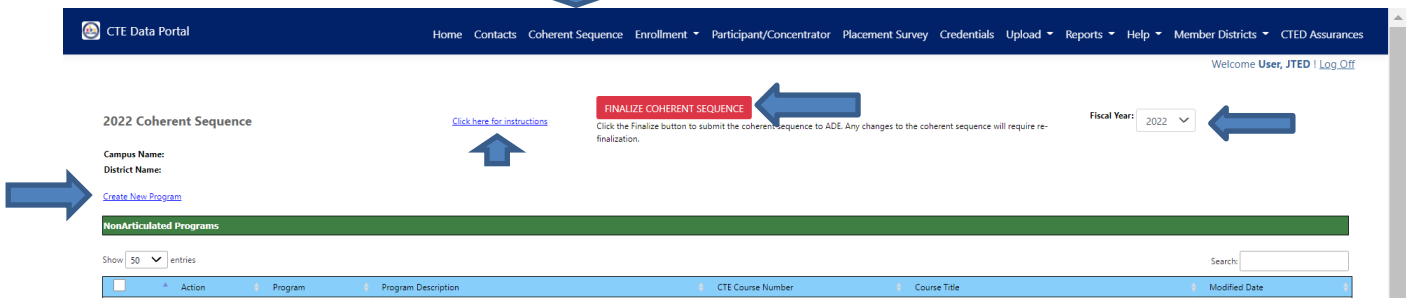
List below all participating education institutions for which an IGA will be completed:

**Education Institute Name and CTDS:**

**Submit** **Close**

## CTE DATA PORTAL SECONDARY USER GUIDE

### Coherent Sequence Reporting instructions section:



Click on the Coherent Sequence tab and then choose a fiscal year to add your CTED's Coherent Sequence for that fiscal year in the CTE Data Portal. FY2022 CTE Programs and Courses that are offered at your CTED must be entered into the school's Coherent Sequence completely.

- Coherent sequence should include all courses that will be reported on Fall and Spring Enrollment.
- Coherent sequence should reflect the **complete program sequence** that will be offered at each site.
- Coherent sequence should be modified any time during the reporting year to identify changes in course offerings.

To complete your Coherent Sequence:

- **Review** the Coherent Sequence of Courses for your school. Courses may be added, modified, or deleted for a **program**. All required courses and additional courses will appear for a **program**. Required courses must be included in a program and cannot be deleted.
- **Follow** the same steps for nonarticulated (on-campus) courses (CTEDs have nonarticulated courses):
  - **Create New Record**
  - **Modify**
  - **Submit to ADE-> Finalize Coherent Sequence**

**You must click on Finalize Coherent Sequence button to complete your school's Coherent Sequence.**

**Course Enrollment for any course cannot be added unless that course already exists in the school's Coherent Sequence. CTE Data Portal software will prevent this.**

- **Modified Date:** contains current date any time a record (course) is modified.
- **Inactive Programs:** Inactive section contains all inactive CTE programs at the school. Any CTE program without enrollment for two consecutive years is considered inactive and is automatically removed from a school's coherent sequence and the program and its courses are moved to the "Inactive" section. If schools resume offering the inactive program and courses, they must re-add the program and courses to their coherent sequence.

## CTE DATA PORTAL SECONDARY USER GUIDE

### Coherent Sequence Reporting instructions section continued:

2022 Coherent Sequence

Click here for instructions

**FINALIZE COHERENT SEQUENCE**  
Click the Finalize button to submit the coherent sequence to ADE. Any changes to the coherent sequence will require re-finalization.

Fiscal Year: 2022

Campus Name:  
District Name:  
[Create New Program](#)

**NonArticulated Programs**

Show 50 entries

Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<a href="#">Modify</a>	48050020	Automation and Robotics (NT-F)	48050011	Automation and Robotics I	10/13/2021
<a href="#">Modify</a>	48050020	Automation and Robotics (NT-F)	48050020	Automation and Robotics II	10/13/2021
<a href="#">Modify</a>	48050020	Automation and Robotics (NT-F)	48050025	Automation and Robotics III	10/13/2021
<a href="#">Modify</a>	48050020	Automation and Robotics (NT-F)	48050031	Automation and Robotics IV	10/13/2021
<a href="#">Modify</a>	46040030	Carpentry (NT-F)	46040012	Carpentry I	10/13/2021
<a href="#">Modify</a>	46040030	Carpentry (NT-F)	46040030	Carpentry II	10/13/2021
<a href="#">Modify</a>	46040030	Carpentry (NT-F)	46040035	Carpentry III	10/13/2021
<a href="#">Modify</a>	46040030	Carpentry (NT-F)	46040039	Carpentry IV	10/13/2021

### Create New Program: To add a new program and courses:

- Click on [Create New Program](#).
- Select the program name.
  - The program and all its required courses and additional courses appear.
  - The required courses must be selected and completed.
  - Complete the required courses first, then add any additional courses included in this program.
  - Click on [Modify](#) to select a required course and it will appear in the Select Course Name box.
    - Click on [Update](#) to save the course in this online box. The red lines will go away after a successful Update.
  - All required courses for a program must be entered; the record will not be saved without required courses. Additional courses may also be entered and saved. Click on [Add](#) to add any additional courses.
  - After all courses are entered, click on [Save All Changes](#) to save all the courses in the new program.

### Coherent Sequence Record

Program Name: \*12050000 : Culinary Arts (NT-F)

#### Required Courses:

CTE Course Name	Action
12050010 : Culinary Arts I	<a href="#">Update</a>
12050010 : Culinary Arts I	<a href="#">Modify</a>
12050020 : Culinary Arts II	<a href="#">Modify</a>

#### Additional Courses:

CTE Course Name	Action
- Select Course Name -	<a href="#">Add</a>

[Save All Changes](#) [Delete Entire Program](#) [Cancel & Close](#)

# CTE DATA PORTAL SECONDARY USER GUIDE

## Coherent Sequence Reporting instructions section continued:

### Modify:

- To **edit** a program's coherent sequence click on [Modify](#) next to the appropriate program/course number.
- The **program** and all its required courses and additional courses appear.
  - Click on [Modify](#) to select a required course and it will appear in the Select Course Name box.
    - Click on [Update](#) to save the course in this online box. The red lines will go away after a successful Update.
  - All required courses for a program must be entered; the record will not be saved without required courses. Additional courses may also be entered and saved. Click on [Add](#) to add any additional courses.
  - To delete a course, click on [Delete](#). A pop-up box will appear: Do you want to delete the record? Click OK to delete the course. To Delete the entire program, click on the red box Delete Entire Program.
  - After all courses are entered, click on [Save All Changes](#) to save all the courses in the program.

[Save All Changes](#)

## CTE DATA PORTAL SECONDARY USER GUIDE

### Coherent Sequence Reporting instructions section continued:

2022 Coherent Sequence

[Click here for instructions](#)
**FINALIZE COHERENT SEQUENCE**
Fiscal Year: 2022

Campus Name:  
District Name:

[Create New Program](#)

**NonArticulated Programs**

School Name:  **Copy Selected Records**

Show 50 entries

	Action	Program	Program Description	CTE Course Number	Course Title	Modified Date
<input type="checkbox"/>	<a href="#">Modify</a>	48050020	Automation and Robotics (NT-F)	48050011	Automation and Robotics I	10/13/2021
<input type="checkbox"/>	<a href="#">Modify</a>	48050020	Automation and Robotics (NT-F)	48050020	Automation and Robotics II	10/13/2021
<input type="checkbox"/>	<a href="#">Modify</a>	48050020	Automation and Robotics (NT-F)	48050025	Automation and Robotics III	10/13/2021
<input type="checkbox"/>	<a href="#">Modify</a>	48050020	Automation and Robotics (NT-F)	48050031	Automation and Robotics IV	10/13/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	46040030	Carpentry (NT-F)	46040012	Carpentry I	10/13/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	46040030	Carpentry (NT-F)	46040030	Carpentry II	10/13/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	46040030	Carpentry (NT-F)	46040035	Carpentry III	10/13/2021
<input checked="" type="checkbox"/>	<a href="#">Modify</a>	46040030	Carpentry (NT-F)	46040039	Carpentry IV	10/13/2021

#### Copy Selected Records:

- Use the checkbox next to [Modify](#) to copy the existing Coherent Sequence record to another school in your district. Check the box on those records you want to copy to another school, choose the school from the drop-down box, and click on **Copy Selected Records** button.

#### Comments: Scroll to bottom of page

**Comments:** Comments are optional. Enter any necessary comments for CTE in the Comments section (below the Inactive Programs) and click on: **Save Comments**

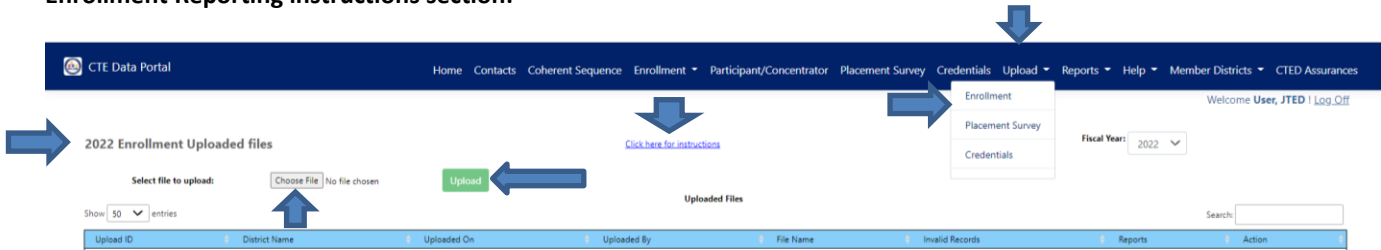
**You must click on the red Finalize Coherent Sequence button at the top of the page to complete your school's Coherent Sequence. When you click on the red Finalize Coherent Sequence button, it will turn green and the message: 'Coherent Sequence has been finalized' will appear. Any changes to the Coherent Sequence will require re-finalization.**

**Finalize Coherent Sequence**

The Coherent Sequence Information Report is available in the Reports tab. Click on Reports tab, choose a FY, and then select your district. The report can be run for all schools in the district or one school in the district.

## CTE DATA PORTAL SECONDARY USER GUIDE

### Enrollment Reporting instructions section:



Enrollment data at the student/course level must be uploaded into the CTE Data Portal via an Excel file upload. There is a CTED template available in the online instructions.

Templates are available on the Arizona Department of Education – Career and Technical Education website under CTE Accountability/Enrollment and in the CTE Data Portal>Enrollment [Click here for instructions](#). Templates available include:

- CTED Nonarticulated courses

### Upload file templates

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

- CTED Nonarticulated courses – use this file template to add records to your own school’s enrollment.

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 the Enrollment 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.
  - In the CTE Data Portal, hover over the menu tab item “Upload” and click on “Enrollment”.
  - Click on “Choose File” to choose a saved Enrollment upload file from your computer.
  - 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.
  - Please do not refresh or close your browser window until the file has completed processing.
  - Verify that the course has been added successfully to the CTE Data Portal Enrollment.

## CTE DATA PORTAL SECONDARY USER GUIDE

### Enrollment Reporting instructions section continued:

Any errors will be in the “Records Not Added” report after the file has been processed. The “Records Not Added” report will appear to the right of the upload file if there are any invalid records. To delete an uploaded file, click on Delete link.

The CTE Data Portal will verify uploaded files for students 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).

After Enrollment records are successfully uploaded, they will appear in either Fall Enrollment or Spring Enrollment. Schools can view the student/teacher/course detail of each course – click on Details. If a course has been uploaded but it is incorrect, that course can be deleted – click on Delete.

### Deleting enrollment records

Enrollment records that were uploaded in error can be deleted. 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.

To delete entire course enrollment records:

- 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.**
- Click “OK” in the confirmation message pop-up box to delete the selected course enrollment.

## CTE DATA PORTAL SECONDARY USER GUIDE

### Enrollment Reporting instructions section continued:

Action	Program	Program Description	CTE Course Number	Course Title	Local Course Title	Period	Grade Total
<a href="#">Delete</a> <a href="#">Detail</a>	12040000	Cosmetology and Related Services (NT-M)	12040010	Cosmetology and Related Services I	WestMEC Central Type 2	8	2
<a href="#">Delete</a> <a href="#">Detail</a>	12040000	Cosmetology and Related Services (NT-M)	12040010	Cosmetology and Related Services I	WestMEC Central Type 3	8	2
<a href="#">Delete</a> <a href="#">Detail</a>	12040900	Aesthetics (NT-M)	12040910	Aesthetics I	Aesthetics	8	4
<a href="#">Delete</a> <a href="#">Detail</a>	14100100	Electronic Technologies (NT-F)	14100110	Electronic Technologies I	WestMEC Central Type 2	8	2
<a href="#">Delete</a> <a href="#">Detail</a>	14100100	Electronic Technologies (NT-F)	14100110	Electronic Technologies I	WestMEC Central Type 3	8	2

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

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

To delete individual student records:

Student ID	Student Name	Grade	Credits Earned	Select For Deletion
Sample Students		11	0.5	<input checked="" type="checkbox"/>
		11	0.5	<input checked="" type="checkbox"/>
		12	0.5	<input checked="" type="checkbox"/>
		12	0.5	<input type="checkbox"/>

- 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)
- 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”.
- 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.**
- Click “OK” in the confirmation message pop-up box to delete the selected enrollment records.

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



## CTE DATA PORTAL SECONDARY USER GUIDE

Enrollment Reporting instructions section continued:

### 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.

### Finalizing enrollment data

You must click on the “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.

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

Features also available in the CTE Data Portal Enrollment summary page:

- Use Previous/Next to page up or down.
- **Search:** for a program or course.
- Sort on any field ascending/descending by clicking on that field.
- **You must click on Finalize Fall Day Enrollment or Finalize Spring Day Enrollment button at the top of the page to complete your Fall Day/Spring Day Enrollment.**

Finalize Fall Enrollment

Finalize Spring Enrollment

You can create Verification Reports for your school when enrollment is complete to review data in a report:

- Click on **Reports** tab
- Reports may be PDF’d and saved to your computer or printed
  - Choose current FY for Enrollment
  - Records Not Added (VOCI11-2 report) may be empty if no errors
  - Enrollment Summary (VOCI 21-1 report) all valid records added currently for current fiscal year
  - Click on Generate Report

*For more information on CTE Data Portal Reports, see **Reports Instructions** section in this user guide.*

## **CTE DATA PORTAL SECONDARY USER GUIDE**

**Enrollment Reporting instructions section continued:**

### **Frequently Asked Questions**

**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 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!*

## CTE DATA PORTAL SECONDARY USER GUIDE

### Participant-Concentrator Reporting instructions section:



Click on the Participant-Concentrator tab to see your district's Participants-Concentrators summary page in the CTE Data Portal (the default fiscal year is the current year). Every year the prior-year Participant-Concentrator student data with students still enrolled in school are loaded into the next-year Participant-Concentrator data. CTE IT will update those Participant-Concentrator student records with any current-year student credit from current-year Enrollment records. Students with CTE credit are rolled over from year-to-year until they leave school. New Participant-Concentrator records are created from current-year Enrollment. CTEDs are beginning Participant-Concentrator student records with FY2022. There are no prior-year CTED Participant-Concentrator records for FY2022.

**No 2022 Participant-Concentrator uploads** - 2022 Participant-Concentrators are created by CTE IT.

*Perkins V CTE Concentrator definition:* a student who has completed and passed at least 2 courses worth 1 credit each in a single career and technical education program. Internship, cooperative education, and diversified cooperative education courses are not included in defining a Perkins V CTE Concentrator.

*Perkins V CTE Participant definition:* a student who has completed and passed a single course worth 1 credit in a career and technical education program in the reporting year.

CTE and ADE IT has done the following –

- **Created** new 2022 Participant-Concentrator student records and added any 2022 student credit earned in 2022 current year Enrollment.
- Current-year credit is NOT open for update as these credits were created from 2022 Enrollment student records.
- The Participant-Concentrator format will allow a district to see all the programs a student has earned credit in on one screen.
  - Non-Trad programs will be identified.
  - CTE Assessment information (passed/did not pass) will also be available for every program a student has earned credit in.

## CTE DATA PORTAL SECONDARY USER GUIDE

### Participant-Concentrator Reporting instructions section continued:

2022 Participant Concentrator

School Name: \_\_\_\_\_  
District Name: \_\_\_\_\_

[Click here for instructions](#)

**FINALIZE PARTICIPANT/CONCENTRATOR**

The finalize button is disabled for one or more of the reasons stated below:  
1. There is an error in participant concentrator tab of error report.  
2. There is no data to save.

Fiscal Year: 2022

[Create New Record](#)  
Show 50 entries

[Verification Report](#)

[CSV Download](#)

Action	SAIS ID	Student Name	Grade	Program Number	Program Description	LC	L-C-P	Current Year Enrolled	New CTE	Assessment	Special Pops	C/U	P	C	Modified Date
	12		12	52180020	Marketing	G	5/20/2021	YES	YES		YES	1	P		
	12		12	52180020	Marketing	G	5/20/2021	YES	YES		YES	1	P		
	12		12	46040020	Construction Technologies (NT-F)	G	5/20/2021	YES	YES		NO	1	P		
	12		12	10020030	Graphic Design	G	5/20/2021	YES	YES		NO	1	P		
	12		12	10020030	Graphic Design	G	5/20/2021	YES	YES		YES	1	P		
	12		12	10020090	Film and TV Production (NT-F)	G	5/20/2021	YES	YES		YES	1	P		
	12		12	15120040	Software and App Design	G	5/20/2021	YES	YES		NO	1	P		
	12		12	46040020	Construction Technologies (NT-F)	G	5/20/2021	YES	YES		YES	1	P		
	11		11	52180020	Marketing	E1	5/20/2021	YES	NO	Not Passed	YES	3	P	C	
	11		11	13121000	Early Childhood Education (NT-M)	E1	5/20/2021	YES	YES		YES	1	P		
	11		11	52180020	Marketing	E1	5/20/2021	YES	YES		YES	0.5			
	11		11	12050000	Culinary Arts (NT-F)	E1	5/20/2021	NO	NO		NO	1			
	12		12	46040020	Construction Technologies (NT-F)	G	5/20/2021	NO	NO		YES	1			
	12		12	15000000	Engineering (NT-F)	G	5/20/2021	NO	NO		NO	1			
	12		12	12050000	Culinary Arts (NT-F)	G	5/20/2021	NO	NO		YES	1			

Participant-Concentrator Summary page – view all students

- Click on [View](#) to display information for a student.

Features also available in the CTE Data Portal Participant-Concentrator summary page:

- Search on last name/first name/SUID/program/grade-level
- Sort on any column ascending/descending by clicking on that column:
  - Hover cursor on a column title and the full description of the column will display
- Credentials available for View in both Participants-Concentrators and Placement Surveys
- Prior-year Participant-Concentrators available for View
- CSV download – create an Excel download file of all Participants-Concentrators in the summary page. Save Excel file to your computer.
- Display 10/25/50/100/500/All students per page
- Use Previous/Next to page up or down
- [Verification Report](#) – see a printable copy of all student records – can be PDF'd or saved to Excel.

Participant-Concentrator Verification Report:

After all updates are complete, please click on the [Verification Report](#) link and review the report. You do not have to sign/send this report. The report may be PDF'd and saved to your computer or printed. The Verification report is a printable copy of your Participant-Concentrator student data. Totals by program are in the first page, followed by every student in every program. The Verification report is by school within your district and is a district tool in the CTE Data Portal. Please review all students in the Participant-Concentrator Verification report.

To complete a school's Participant-Concentrator student data, click on the **Finalize Participant/Concentrator** button.

**Finalize Participant/Concentrator**

## CTE DATA PORTAL SECONDARY USER GUIDE

### Placement Survey Reporting Instructions section:

CTED Placement Surveys will not appear in the CTE Data Portal until Fall 2022. CTED 2022 Placement Survey student records will be automatically created from 2022 CTED Perkins V CTE Concentrators. The CTED CTE Data Portal User Guide will be updated at that time.

Only Perkins V CTE Concentrators who exited with the following specific leave codes will appear on the Placement Survey pages:

G – Graduated	A – Attendees
S4 – Summer status unknown	W4 – Status unknown
S5 – Summer dropout	W5 – Dropout
S6 – Summer aged out (22+)	W6 – Aged out (22+)
S7 – Summer graduate	W7 – Mid-year graduate
S11 – Summer GED	W11 – GED

CTE Placement Survey Instructions and Recommendations for Conducting Follow-up are available in the CTE webpages. From the CTE Homepage, click on CTE Accountability and then on Placement to find the link to the 2021 Placement Survey Instructions and Follow Up Guide.

The Placement Survey Instructions and Follow-up Guide serves to provide extensive instructions for completing the CTE Placement Survey in the CTE Data Portal as well as to provide recommendations for conducting the CTE Placement Survey at the local level

## [2021 Placement Survey Instructions and Follow Up Guide](#)

**CTE Accountability ▲**

**CTE Data Portal Information**


**Coherent Sequence**

**Enrollment**

**Accountability & Participants/Concentrators**

**CTE Industry Credentials**

**Placement** ←



Arizona Department of Education  
Career and Technical Education

**Placement Survey Instructions & Recommendations for Conducting Follow-up**

For students that left secondary education in school year 2020 – 2021

## **CTE DATA PORTAL SECONDARY USER GUIDE**

### **Placement Survey Reporting Instructions section continued:**

CTE Placement Survey Form and Placement Survey File Upload Template are also available in the CTE webpages. From the CTE Homepage, click on CTE Accountability and then on Placement to find the link to the 2021 Placement Survey Form and Placement Survey file upload template. Please save and review the form and template now.

The CTE Placement Survey Form is a fillable form that can be downloaded and saved and filled out on a computer. The form can also be PDF'd and printed and provided to teachers and staff who will perform the student placement surveys.

The CTE Placement Survey File Upload Template is an Excel template used to create and upload placement survey student records into the CTE Data Portal. Placement Surveys can be completed manually online in the CTE Data Portal or uploaded into the CTE Data Portal Upload>Placement Survey function. Successful placement survey updates will then appear in the CTE Data Portal>Placement Surveys page.

## **CTE Accountability ▲ Placement**

### **[2021 Placement Survey File Upload Template](#)**

All CTE concentrators who have exited secondary education in the reporting year are eligible to complete the Placement survey. Students who are in postsecondary education, advanced training, in military service, in a service program that receives assistance through the National and Community Service Act of 1990, are in the Peace Corps, or are employed are considered placed. National Service Program or Peace Corps placement is also considered “related placement” for funding purposes.

Placement data is uploaded into the CTE Data Portal or created manually within the CTE Data Portal on an annual basis. Instructions for creating Placement records can be found by clicking the “Click here for instructions” link within the CTE Data Portal. Use the template below to upload Placement records into the CTE Data Portal.

### **[2021 Placement Survey Form](#)**

ADE-CTE has also prepared a survey form that can be used to collect the required information for Placement records. While this form is optional, it is recommended as it contains all fields that are required by the CTE Data Portal for uploading or creating a Placement record. The survey form can be downloaded and saved as a PDF and printed or filled out on the computer.

## CTE DATA PORTAL SECONDARY USER GUIDE

### Credentials Reporting Instructions section:



Click on the Credentials tab to view or add to your district’s student credentials. If no student credentials exist yet, credentials may only be added for existing Enrollment student records. A student credential cannot be created by itself; it must be added (associated with) an existing Enrollment student record.

Credentials cannot be entered twice for the same student, even if a Credentials can apply to multiple CTE programs. Credentials are associated with a course in a CTE program. Both the Course Associated with Credential and Course Taught By must be entered. Course Taught By is who was teaching the course when the student took the Credential.

New CTED column: value will appear as “Yes” if the student received the most recent instruction for the program at a CTED campus. Value will appear as “No” if the student’s most recent instruction in the program was not at a CTED.

### SUID: Student Unique Identifier

#### Add Student Credential:

- If the student is not in the summary list and has earned a CTE Credential, click on [Add Student Credential](#) (student must already have existing Enrollment student record).
- Enter SUID (Student Unique Identifier) and Birthdate and click Search.
- Add student credential by choosing the program name, course associated with Credential, Course Taught by and certificate/license name. Click on the Passed button: Yes=student passed credential or No=student did not pass credential. The certificate/license number is optional. Click on [Create](#) to add the student credential record.

#### Modify Student Credential:

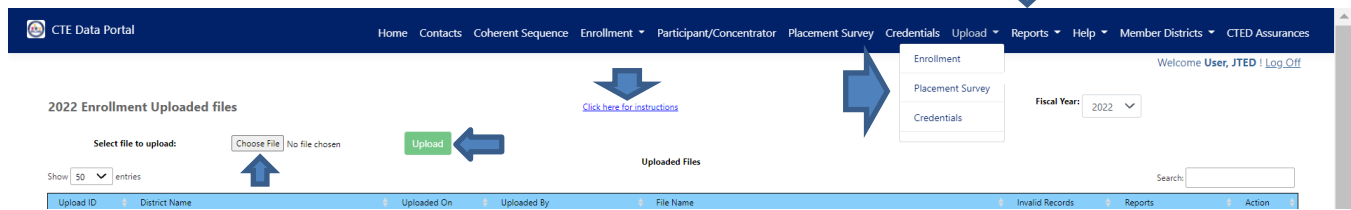
- If the student exists in the summary list and has earned more credentials, click on [Modify](#) to add another credential to the student’s record. Add student credential by choosing the program name, course associated with Credential, Course Taught By and certificate/license name. Click on the Passed button: Yes=student passed credential or No=student did not pass credential. The certificate/license number is optional. Click on [Create](#) to add the student credential record.

#### Delete Student Credential:

- If the student credential is incorrect, click on [Delete](#) and follow the prompts to delete the student credential. Only the incorrect student credential will be deleted.

## CTE DATA PORTAL SECONDARY USER GUIDE

### Upload File Instructions section:



Larger districts with many records to add/modify may want to upload a file versus updating online one record at a time. Enrollment must be uploaded in a file and cannot be updated online. Successfully uploaded data will appear in the appropriate CTE Data Portal section after successful upload. The upload file templates are available on the CTE Accountability websites and in the Upload [Click here for instructions](#) link.

File must be Excel - .XLS or .XLSX format only.

There are 3 types of files that may be Uploaded in the CTE Data Portal:

- Upload Enrollment files -
  - NOTE\*\* A program/course must already exist in the District's CTE Data Portal Coherent Sequence before it can be added to CTE Data Portal Enrollment.
- Upload Placement Survey files - Note\*\* 'Using program skills' = related placement
  - Note\*\* if 'Other' type code is used in the template for Military type or Postsecondary Level of Education, districts will need to add the 'Other' description online in the Placement Survey online function after a successful upload.
- Upload Credentials files

To begin Upload:

1. Select file type to upload (Enrollment, Placement Survey, or Credentials) - Fiscal Year defaults to current year
2. Select file to upload (Browse to file)
3. Click on Upload
4. See upload success
5. If errors open the [Records Not Added](#) link
6. Click on function tab to see enrollment data and/or student data with updated credits/placement/credentials
7. Credentials available in both Participants-Concentrators and Placement Surveys for View-only

Common problems uploading records:

If records in the upload file reject because of a **data conversion error**, all records may be placed on the Error Report without any error messages. The Data Conversion error appears in a pop-up box with the conversion error message. Please contact the CTE Accountability team with any questions regarding data conversion errors.

Columns must have valid data and data values must follow the file upload template.

No apostrophes in the record. Apostrophes are not allowed.

No commas in the Postsecondary name or Employer name/address in the Placement record.

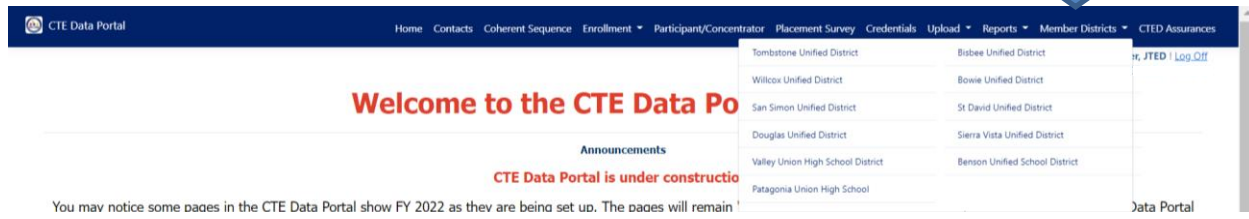
Column lengths cannot be exceeded. Ensure the data in each column does not exceed the column length. Spaces do count in the column length. Do not replace a special character with a space. File will not upload if column length exceeded. Student address/employer first address are now 150 characters each.

Error Message: This record is a duplicate (course/term/period/teacher/student) of another record within the same uploaded file. Please note that neither record will upload if there is a duplicate. Remove the duplicate and re-upload.



## CTE DATA PORTAL SECONDARY USER GUIDE

### Member Districts Instructions section:

The screenshot shows the CTE Data Portal navigation bar. The 'Member Districts' dropdown menu is open, displaying a list of member districts:

Tombstone Unified District	Biabee Unified District	hr, JTED   Log Out
Willcox Unified District	Bowie Unified District	
San Simon Unified District	St David Unified District	
Douglas Unified District	Sierra Vista Unified District	
Valley Union High School District	Benson Unified School District	
Patagonia Union High School		

Below the navigation bar, the main content area displays a welcome message and an announcement: "CTE Data Portal is under construction". A note below the announcement states: "You may notice some pages in the CTE Data Portal show FY 2022 as they are being set up. The pages will remain..."

CTED Districts will be able to view their Member District's data in the CTE Data Portal.

- Choose the Member Districts function and then select the desired member district.
- All the CTED's member districts will be listed in the pop-up menu. (The CTED 'Cochise Technology District' is shown as an example in this user guide).

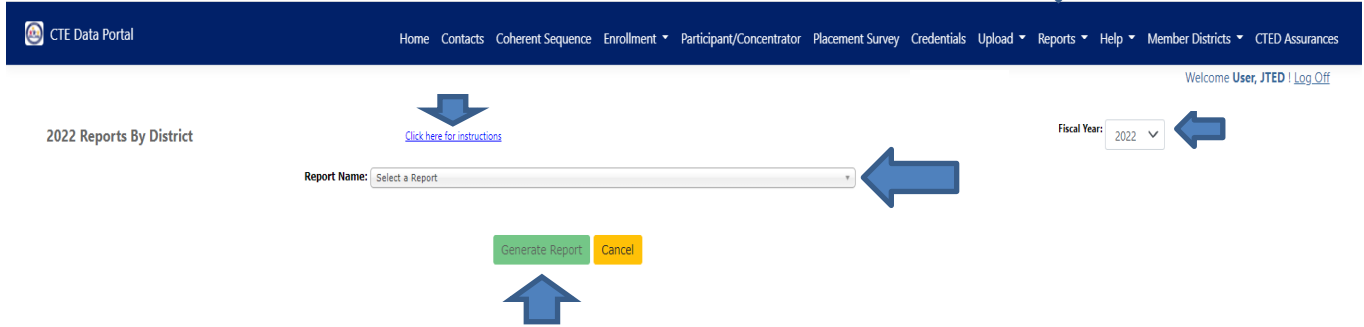
After selecting a member district, the CTED District will have access to that member district's CTE Data Portal data for View-only. After navigating to a member district, the CTED District can go back to its own CTED District data by clicking on the 'Go Back To (CTED District name) link'.



The screenshot shows the user interface after selecting a member district. The navigation bar includes 'Contacts' and 'Help'. The main content area displays a welcome message for 'User, JTED' and a 'Go Back To Cochise Technology District' link. A blue arrow points to this link.

## CTE DATA PORTAL SECONDARY USER GUIDE

### Reports Instructions section:



- To view a report:

- o Click on Reports tab.
- o Select the Fiscal Year.
- o Select the report name.
- o District name defaults to your district.
- o Choose the school or all schools for an 'all-schools' report.
- o Click on Generate Report.
- o The report opens as a web page.
- o Click the Export icon drop-down menu at the top upper-left corner of the webpage and choose PDF or Excel.



This will create the report as a PDF or Excel

- o Save the report.
- o Note: 5 years of reports are kept in the CTE Data Portal (current year + 4 prior years).
- o Reports can also be saved as CSV files.

### Coherent Sequence reports:

- Coherent Sequence Information report

#### Coherent Sequence reports description

List by district and school of the complete program sequence by course a district has entered online.

Report includes the program number, program name, course number, course name, courses taught at another school, and modified date. The report can be run at district-level for all schools, or by school within the district. Every time the Coherent Sequence is updated, the modified date will reflect the current date. This information is displayed online in the Coherent Sequence web pages and in the Coherent Sequence Information report.

### Credentials reports:

- Credentials Summary report by District or by School
- Disaggregated Credentials by District
- Disaggregated Credentials by School

#### Credentials reports description

List by district or by school all the credentials a student has earned reported by the school district at a school level or at a district level. Reports include the district, school, program, course, student credentials earned and student demographics. The reports are best exported to Excel for saving to your computer as the reports are very large (wide). Credentials Summary report contains totals of Credentials by District or by School.

## **CTE DATA PORTAL SECONDARY USER GUIDE**

### **Enrollment reports:**

- Enrollment Summary report
- CTED/School Enrollment Discrepancy report
- Records Not Added report
- Improper Teacher Certification report

### **Enrollment reports descriptions**

#### **Enrollment Summary report:**

Report provides a summary of all enrollment records uploaded for school or district by fiscal year as of the current date.

#### **CTED/School Enrollment Discrepancy report:**

List by district or by CTED student level discrepancies between district-provided and CTED-provided enrollment data by location and/or by program. Only district articulated enrollment data is compared to CTED enrollment. CTED students that are not attending a district school are excluded from this report. Matches between district and CTED data are compared by program and course, location of instruction, student, teacher, term, and student's school of residence.

#### **Records Not Added report:**

Report includes invalid Enrollment records rejected as of the current date. Invalid records do not appear on the Enrollment Summary report.

#### **Improper Teacher Certification report:**

Report includes the teachers at a school that do not have the required certifications to teach the CTE program by May 1 annually. Report also lists the required certifications for the CTE program. Exemption Requests may be submitted for improper teacher certification annually. If Exemption Request is approved by CTE, State Priority Funding will be generated for that program's course enrollment.

#### **Student Enrollment Summary report:**

- Disaggregated Student Enrollment report

List by district or by school all the student level enrollment reported by a school district. Reports include the district, school, program, course, teacher, student enrollment and student demographics. The reports are best exported to Excel for saving to your computer as the reports are very large (wide).

#### **Participant-Concentrator Summary report**

List by district or by CTED a summary of current reporting year total participants, concentrators, and 'others' - those who do not qualify as either participants or concentrators in the current reporting year. Totals of students who took and passed CTE Technical Skills Assessments also appear.

#### **Placement Survey Summary report**

List by district or by CTED a summary of current year total placements in the current reporting year. Totals of students who are placed and total related placements appear.

## CTE DATA PORTAL SECONDARY USER GUIDE

### CTE Data Portal Support section:



The screenshot shows the CTE Data Portal interface. At the top is a navigation bar with links: Home, Contacts, Coherent Sequence, Enrollment, Participant/Concentrator, Placement Survey, Credentials, Upload, Reports, Help, Member Districts, and CTED Assurances. A user login area on the right says "Welcome User, JTED | Log Off". The main content area features a large red heading: "Welcome to the CTE Data Portal! - CTED". Below this is an "Announcements" section with three items: "2022 Coherent Sequence Now Open", "2022 Enrollment fall term capture date is October 15th. CTE Data Portal enrollment will open on or slightly after that date and will remain open until June 15th, 2022.", and "2022 Credentials module and 2021 Placement survey module are still under construction. Users will be notified once these modules are open." The second announcement also includes "2021 Placement survey module are still under construction. Users will be notified once these modules are open." Below the announcements is a "Funding Reports Now Available" section stating that final funding reports for 2021-2022 CTE State Priority Grant are now available in the portal reports. The bottom section is titled "Timeline/Calendar" and contains three links: "2020-2021 CTE Data Portal Timeline - REVISED 7/12/2021", "2021-2022 CTE Data Portal Timeline (School Districts)", and "2021-2022 CTE Data Portal Timeline (CTEDs)". A "Helpful Hints & Links" section is partially visible at the bottom.

Find your **District Entity Administrator** and gain access to the CTE Data Portal via ADEConnect. To find your district entity administrator – search by Entity ID, CTDS, or Entity Name at this site: <https://adeconnect.azed.gov/FindEA>

Questions regarding **CTE Data Portal** should be directed to CTE staff:

<p><b>Donna Kerwin</b>  <a href="mailto:Donna.Kerwin@azed.gov">Donna.Kerwin@azed.gov</a>            602-542-7881</p>	<p><b>Samuel Irvin</b>  <a href="mailto:Samuel.Irvin@azed.gov">Samuel.Irvin@azed.gov</a>            602-364-1946</p>
<p><b>Tammie Chavez</b>  <a href="mailto:Tammie.Chavez@azed.gov">Tammie.Chavez@azed.gov</a>            602-542-3839</p>	<p><b>Janet Silao</b>  <a href="mailto:Janet.Silao@azed.gov">Janet.Silao@azed.gov</a>            602-542-5485</p>

Questions regarding **access to ADEConnect** should be directed to:

**ADESupport**  
[adesupport@azed.gov](mailto:adesupport@azed.gov)  
 602-542-2222 or 866-577-9636  
 6:00 AM – 6:00 PM Monday-Friday