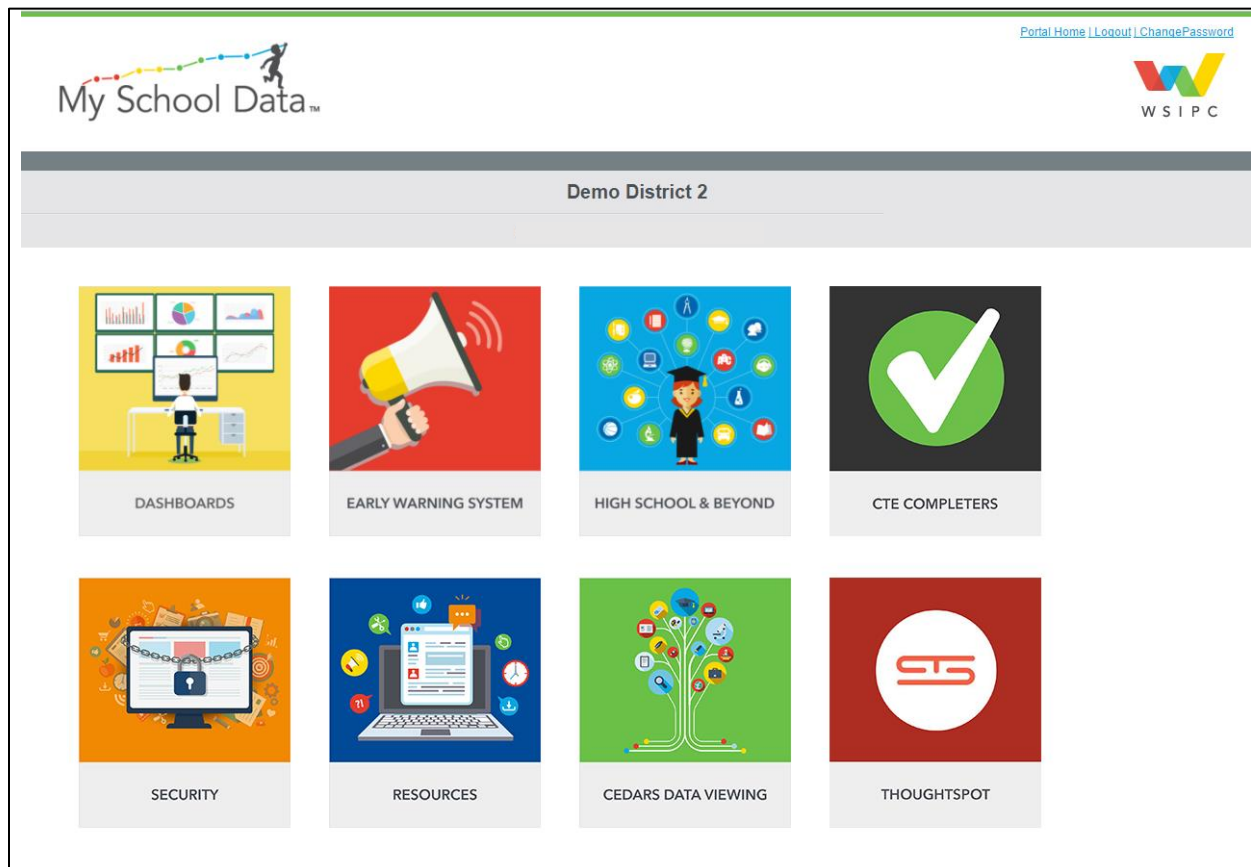


# CTE Completers Quick Start Guide

## To access the My School Data CTE Completers tool:

1. Open a browser and navigate to: [www.myschooldata.wsipc.org](http://www.myschooldata.wsipc.org)
2. Enter your username and password
3. Click the “Log in” button
4. From the District Portal page select the “CTE Completers” Application icon



**The CTE Status Tab** is the landing page once you've logged in to the CTE Completers Tool.

**The Student Completion by Program Chart:**

- Hover over any color block to view the percent towards completion associated with that block.
- A click on any of the color legend percentages will remove that block from the chart.

**The Count of Students in CTE Programs Chart:**

- Hover on any color block to produce the specific count for that program.

**Note:** In your live data you could compare the charts. For example, one might say... of the 15 students enrolled in the Agricultural Education Program (as seen in the bottom chart), 7 of them are 25% complete (can be seen in the top).



**The Check Student Completion Tab** provides an opportunity for the user to review the student CTE records, and upon completion of the review, use the “Submit to Skyward” option.

**Student Records:**

- Individual student records can be expanded to show additional details including coursework (grades, credits earned, and hours) information used in the calculation.
- Students shown have met the 360 hours and are presumed “Complete” therefore the check box comes through defaulted as checked.
- Each record listed represents the Program the student has completed and includes the “Reporting CIP Code”
- Edits can be made to the final “Reporting CIP Code”, and to the “Complete” status, “Tech Prep”, and “Industry Certified” to allow for adjustments as needed.
  - *If you opt to make changes, be sure to click on “Save Changes” to lock them in.*

**Submit to Skyward:**

- After you have reviewed your records and made any necessary changes, click on “Submit to Skyward” to begin that process. A report will be generated for your records.

**Note:** Export to Excel is available. However, it will not include the additional sub details.

My School Data™

Portal Home | Logout  
Demo District 2

CTE Status | Check Student Completion | Student Details | CIP Codes to Programs | CTE Completion History

Check all Students that have completed CTE requirements

Select School Year and School School Year: 2015-16 School Selected: High School 401 (S), High School 501 (S)

Save changes Cancel changes Export to Excel Submit To Skyward

Drag a column header and drop it here to group by that column

Complete?	Tech Prep?	Industry Certified?	Student Name	Grade Level	Program	Credits	Hours	Grades	Reporting CIP Code
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	William Laronscr	10	Agricultural Education	3	540	D or Better	261201
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	William Laronscr	10	Human Services	3	540	D or Better	261201
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Josh Millerscr	10	All Program Areas	3	540	B or Better	320107
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nathan Auvilscr	10	Skilled and Technical Sciences formerly T&I	2.5	450	B or Better	470000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jacob Brownsr	10	Health Sciences	3	540	D or Better	510913
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amber Readschr	10	Business and Marketing Education	4.5	810	B or Better	110801
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cody Collinsscr	10	Agricultural Education	6	1080	D or Better	261201
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Christian Fitz Axenscr	9	All Program Areas	2	360	D or Better	280301
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Christian Fitz Axenscr	9	Business and Marketing Education	3	540	D or Better	280301
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Christian Fitz Axenscr	9	Skilled and Technical Sciences	9	1620	D or Better	280301

1 - 100 of 644 items

W S I P C

**The Student Details Tab** provides a student specific display of the individual record the user selects, for a detailed review.

### Student Details

- Provides an opportunity for the user to assign coursework to “Groups” to better organize course submission by number of hours in an area.
- Click on the cell in the “Group” column to select and assign a group.
- Once changes are made, click on “Save Changes” to lock them in.
- Changes made can be seen later on the “Check Student Completion” Tab.

Portal Home | Logout  
Demo District 2  
BETA

CTE Status   Check Student Completion   **Student Details**   CIP Codes to Programs   CTE Completion History

Select Student:

Program Name X

Prog... Name	Group	Course Name	CIP Code	Course Code	School Year	Grade Level	Grade	Credits Earned	Hours	Date Sub...	CIP Code Repo...
Program Name: Agricultural Education											
Agricultu... Education	Group A	ENVIRO SCIEN 1	30101	3064411	2014	9	B-	0.5	90		
Agricultu... Education	Group A	ENVIRO SCIEN 2	30101	3064412	2014	9	B	0.5	90		
								Credits: 1	Hours: 180		
Program Name: All Program Areas											
All Program Areas	Group A	CAREER CHOICES	320107	3064271	2014	9	A	0.5	90		
								Credits: 0.5	Hours: 90		
Program Name: Business and Marketing Education											
									Total		

**The CIP Codes to Programs Tab** allows the users to verify the mapping of CIP Codes to Programs.

### CIP Codes to Programs

- There are two items available for edit on the CIP Codes to Programs screen: “Course Hours” and “Course Credit”. Users can update these fields as needed.
- Changes to the “Program”, “CIP Codes”, “District Course Name”, or “State Course Code” would need to be made in Skyward in order to flow in to the CTE Completers Tool.

My School Data™

Portal Home | Logout  
Demo District 2

CTE Status   Check Student Completion   Student Details   **CIP Codes to Programs**   CTE Completion History

CIP Codes to Programs

Select School Year   School Year: 2015-16

Export to Excel

Drag a column header and drop it here to group by that column

Program	CIP Code	District Course Name	State Course Code	Course Hours	Course Credit	
STEM	149995	SCIENCE 7		59.94	0.333	Edit
Business and Marketing Education	110699	COMPUTER TECH 8		59.94	0.333	Edit
Business and Marketing Education	91001	PHOTOJOURNALISM 1	11102	90	0.5	Edit
Business and Marketing Education	91001	PHOTOJOURNALISM 2	11102	90	0.5	Edit
Human Services	190710	ACTIVITY/LEADERSHIP 1	22101	90	0.5	Edit
Business and Marketing Education	520211	ACTIVITY/LEADERSHIP 2	22101	90	0.5	Edit
Skilled and Technical Sciences formerly T&I	280301	AEROSPACE 1	9151	90	0.5	Edit
Skilled and Technical Sciences formerly T&I	280301	AEROSPACE 2	9151	90	0.5	Edit
Skilled and Technical Sciences formerly T&I	280301	AEROSPACE 3	9151	90	0.5	Edit

20 items per page   1 - 20 of 71 items

W S I P C

**The CTE Completion History Tab** includes a year specific list of all records that have been submitted back to Skyward.

### CTE Completion History

- This is a view only display.
- One prior year has been made available for review.

The screenshot shows the 'My School Data' web application interface. At the top left is the logo with a person climbing a ladder. The top right has links for 'Portal Home | Logout' and 'Demo District 2'. A navigation bar contains tabs for 'CTE Status', 'Check Student Completion', 'Student Details', 'CIP Codes to Programs', and 'CTE Completion History'. Below this is a section titled 'Check CTE Completer History' with a 'Select School Year and School' button. The current selection is 'School Year: 2015-16' and 'School Selected: High School 401 (S), High School 501 (S)'. A blue 'Export to Excel' button is present. Below the button is a table with columns: 'First Name', 'Last Name', 'Program', 'CIP Code', 'CTE', 'Tech Prep', 'Industry Certified', and 'Date Submitted'. A 'Filters' dialog box is open, showing 'School Year' set to '2016-17' and 'School Codes' with 'High School 401 (S)' and 'High School 501 (S)' selected. At the bottom, there is a pagination bar with navigation icons, a '20' items per page dropdown, and the text 'No items to display'.