| | READ EVERYTHING BEFORE YOU DO ANYTHING |
|-----|--|
| ► | Follow steps 1-5 if |
| | a. You are entering a NEW student into a Career Pathway for the first time, OR |
| | b. You are enrolling a <i>returning</i> student in a NEW pathway. |
| ► | Start at <u>step 6</u> if |
| | a. You are updating information for a student who was already enrolled in the same pathway on the TEDS tab. |
| > | Any record that shows an "EndDate" will NOT be included in the export file for TEDS. |
| Log | into Infinite Campus and Click the " Search " tab. |



2. Enter a Student Name (last name first), click Go. Click on the student name in search results.

| Index Search C | Student, Joe Goale 19 - 000 441/2011 Geder M |
|--------------------------------|---|
| Student · | AdHoc Letters Waiver Records Transfer Oithed & Talented FRYSC Pie-School Title 1 Services Early Learning/Prior Settings ESS Attendance-Group TEDS Report Comments |
| stu Go | Summary Enrollments Schedule Attendance Flags Grades Transcript Coeld Summary Assessment Behavior Transportation Fees Lockers Graduation Athletics |
| Advanced Search | 😑 Person Summary Report 🗧 Person Summary Report ni / Picture 😑 Pilot Malling Label 😑 Pilot Envelope |
| Search Results: 6 | Prine Ministein |
| 08 Student, Amy [10/01/2001] | |
| 11 Student, Becky [06/11/1998] | |
| 09 Student, Joe [04/11/2001] | |
| 03 Student, Matt [03/02/2007] | |
| | |

3. Find the TEDS tab and click on Add TEDS to start a new TEDS record.

| Summary | Enrollments | Schedule | Attendance | Flags | Grades | Transcript | Credit Summary | Assessment | Behavior |
|----------------|-------------|------------------|------------|-------------------|---------------|------------|------------------|----------------|----------|
| Transportation | Fees | Lockers | Graduation | Athletics | AdHoc Letters | Waiver | Records Transfer | Gifted & Taler | nted |
| FRYSC | Pre-School | Title 1 Services | Early Lear | ning/Prior Settin | gs ESS | Attendance | e Group TEDS | Report Comme | nts |
| Add TED | s | | | | | | | | |
| TENE | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

- 4. Enter data ONLY in the following fields:
 - a. **School** This is the home school for the student, it auto fills when you add a new TEDS record.
 - b. **Start Date** The date when the student record is created. Do not try to count backward to previous years. This date should **not be changed** after it is entered the first time.
 - c. **CIP Code** From the dropdown, select the appropriate code that represents the Career Pathway for which you are creating a new enrollment.
 - d. **Special Populations** Select from the dropdown ONLY if you know this information. DO NOT ASK THE STUDENTS.

e. Daily Attendance Hours

- i. Semesters vs. Trimesters If your school schedule is trimesters choose trimesters, all others choose semesters. If on trimesters, you will see 3 Term boxes below, otherwise you will see 2 Term boxes.
- ii. **Term Boxes** The average daily amount of time the student spends in a Career Pathway. The formula is total minutes in courses in the pathway divided by sixty minutes and the answer should be in n.nn format.

Example: John is in two 55-minute courses in the pathway five days a week, so John has 110 minutes total daily, which should be divided by 60 minutes. This equals 1.83 hours in Term 1 box and zero in Term 2 box until you know the student's schedule for the 2nd semester.

f. Credit Hours - Number of earned credits PLUS the number of credits the student is currently enrolled in the pathway.

g. Student Objective

- i. A student is "**Exploring**" until they meet the definition for Concentrator.
- ii. A student is a "Concentrator" as soon as they have completed two valid courses (shows 2 credits on the official home high school transcript) for a single career pathway (program of study) is a Concentrator

In Kentucky, a <u>course</u> is defined as <u>1 credit</u> on the student's official transcript

| TEDS | | | |
|--------------------------|--------------|---------------------|----------|
| School | | "Start Date | End Date |
| Polk High School(10) | | | |
| 100 Cada | | Saudal Danulations | |
| | | Special Populations | |
| Select a Value | Ŧ | | • |
| *Daily Attendance Hours | | | |
| ● Semesters ○ Trimesters | Credit Hours | *Student Objective | |
| *Term 1 *Term 2 | | | |
| ATC_CTC | | | |
| Select a Value | | | |

5. Click Save and the student has a new active career pathway that can be imported to TEDS

| Add TEDS | Save | O Delete | |
|----------|------|----------|---|
| TEDS | | | |
| | | |] |

If the student was previously enrolled in a pathway that is already on their TEDS tab, start here...

6. Log into Infinite Campus and Click the "Search" tab.



7. Enter a Student Name (last name first), click **Go**. Click on the student name in search results.

| Index Search C | Student, Joe Gask 19 - 006 V4112011 Gender M |
|--------------------------------|---|
| Student • | Adhsc Latters Waiver Records Transfer Gifled & Talented FRYSC Pre-School Title 1 Services Early Learning/Prior Settings ESS Attendance Group TEDS Report Comments |
| stu Go | Summary Enviloments Schedule Attendance Flags Grades Transcript Credit Summary Assessment Behavior Transportation Fees Lockers Graduation Athletics |
| Advanced Search | 😫 Person Summary Repot 📋 Person Summary Repot ni Picture 🔛 Print Maling Label 🔛 Print Envelope |
| Search Results: 6 | Avaa kõrada |
| 08 Student, Amy [10/01/2001] | |
| 11 Student, Becky [06/11/1998] | |
| 09 Student, Joe [04/11/2001] | |
| 03 Student, Matt [03/02/2007] | |
| | |

8. Click on the TEDS tab and you will see that a school name is already showing because the student has previously been enrolled in a pathway.

| Summary | Enrollments | Schedule | Attendance | Flags | Grades | Transcript | Credit Summary | Assessment | Behavior |
|----------------|-------------|------------------|------------|-------------------|---------------|------------|------------------|---------------|----------|
| Transportation | Fees | Lockers | Graduation | Athletics | AdHoc Letters | Waiver | Records Transfer | Gifted & Tale | nted |
| FRYSC | Pre-School | Title 1 Services | Early Lear | ning/Prior Settin | igs ESS | Attendance | Group TEDS | Report Comme | ents |
| Add TEDS | 3 | | | | | | _ | | |

9. If necessary, click the "+" symbol next to the name of the school to expand the list of pathways for which the student has previously been enrolled. Note that any record that shows an "EndDate" will NOT be included in the export file for TEDS.

| Summary | Enrollments | Schedule | Attendance | Flags | Grades | Transcript | Credit Su | immary | Assessment | Behavior |
|----------------|---|---|---|---|----------------|------------|-----------|-------------|---------------|----------|
| Transportation | n Fees | Lockers | Graduation | Athletics | AdHoc Letters | Waiver | Recor | ds Transfer | Gifted & Tale | ented |
| FRYSC | Pre-School | Title 1 Services | Early Lea | rning/Prior Setti | ngs ESS | Attendanc | e Group | TEDS | Report Comm | ents |
| 🕀 Add TED | DS | | | | | | | | | |
| TEDS | StartDate: 07 StartDate: 08/0 StartDate: 08/0 | //01/2013 End 1/2013 CipCode 1/2013 CipCode | Date:06/30/20 Agriculture-ANII Agriculture-ANII | 15 CipCode: MALSYSTEMS MALSYSTEMS | Agribusiness S | Systems | | | | |

10. Click on the name of the Career Pathway that needs to be updated for the current school year.



- 11. UPDATE the following data ONLY:
 - a. **Daily Attendance Hours** (see definition in <u>Step 4e</u>) Attendance Hours should reflect current year time.

- b. **Credit Hours -** Number of earned credits PLUS the number of credits the student is currently enrolled in the pathway.
- c. End Date Click dropdown and select blank.
- d. Student Objective
 - i. A student is "Exploring" until they meet the definition for Concentrator.
 - ii. A student is a "**Concentrator**" as soon as they have *completed two valid courses* (shows 2 credits on the official home high school transcript) for a single career pathway (program of study) is a Concentrator

In Kentucky, a <u>course</u> is defined as <u>1 credit</u> on the student's official transcript

| TEDS | | |
|----------------------------------|--------------|--------------------------------------|
| School | | *Start Date End Date |
| Polk High School(10) | | þ7/01/2019 🗂 07/02/2020 🗂 |
| CIP Code | | Special Populations |
| 01.0101.99: Agriculture TRACK | × × | • |
| Daily Attendance Hours | | |
| ● Semesters ○ Trimesters | Credit Hours | *Student Objective 1: Exploring • |
| *Term 1 *Term 2 *Term 3 1 1 0 | | |
| NTC_CTC | | |
| Select a Value | | |

12. Click Save and this record will now be active for the current school year.

Add TEDS
 Save S Delete
TEDS

NOTE: When in doubt, refer to the "TEDS vs IC (Data Update Cheat Sheet)".

| T | EDS Data Element | s | |
|---|--|--|--|
| | TED | S vs. IC | |
| | Only Do This in Infinite Campus | Only Do This in TEDS | |
| • | Select Career Pathways & CIP Codes | • Enter Industry Certification Results | |
| · | Enter Pathway Start Date | Check End of Program Assessment Enrollment | |
| ŀ | Identify Special Populations | Check End of Program Assessment Scores | |
| · | SSID and SSN | | |
| · | Enter Calculated Attend Hours | | |
| • | Identify Student Objective | | |
| | (Concentrator vs Exploring) | | |
| Ľ | Enter Accurate Credit Hours for Pathway | | |

This can be found on the TEDS website, here: https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx