

TEDS

TECHNICAL EDUICATION DATA SYSTEM

STEP-BY-STEP BASICS



**KENTUCKY DEPARTMENT OF EDUCATION
OFFICE OF CAREER AND TECHNICAL EDUCATION
DIVISION OF TECHNICAL SCHOOLS AND FEDERAL PROGRAMS**

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This document provides a series of easy-to-use, step-by-step instructions for many of the basic tasks in TEDS.

Each how-to guide starts on a new page to make it easy to print individual instructions if needed.

How to Enter Initial Secondary Student Data in Infinite Campus

- Follow **steps 1-5 if**
 - a. You are entering a student into a **New Career Pathway, OR**
 - b. You are entering a student on the TEDS tab for the first time, **OR**
 - c. You are an ATC/CTC (because you will need to establish the student in IC at your site location)
- **start at step 6 if**
 - a. You are entering information for a student that has been previously enrolled in the pathway on the TEDS tab,

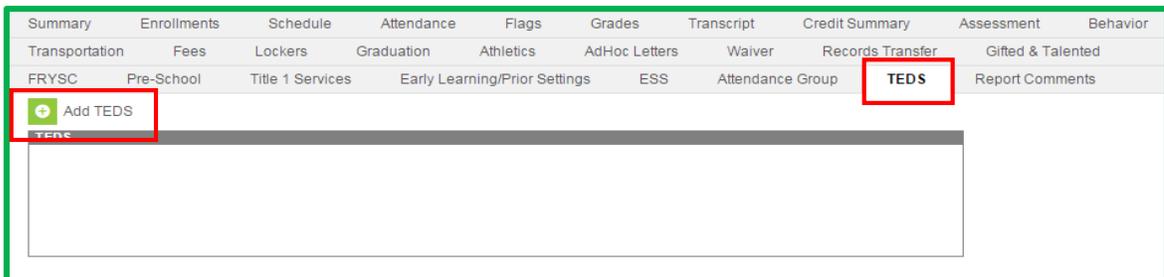
1. Log into Infinite Campus and Click the **“Search”** tab



2. Enter a Student Name, click **Go**. Click on the student name under search results



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



4. Enter data into each of the **RED** highlighted fields below **ONLY**:
 - 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 starts in the **first course** of a Career Pathway. 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** – *NOT IN RED BUT STILL REQUIRED*. 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, which I divide by 60 minutes, which equals 1.83 attend hours in my Term 1 box and zero in Term 2 until I know the student’s schedule for the 2nd semester.
 - f. **Credit Hours** - *NOT IN RED BUT STILL REQUIRED*. Number of earned credits PLUS the number of credits the student is currently enrolled in the pathway.
 - g. **Student Objective** - Every student is **“Exploring”** until they meet the definition for Preparatory. **“Preparatory”** means the student has completed two credits in a career pathway and has enrolled in the third credit for the same pathway.

The screenshot shows the TEDS form interface. At the top, there are buttons for 'Add TEDS', 'Save', and 'Delete'. Below is a large empty box labeled 'TEDS'. The form fields are:

- a.** School: Polk High School(410)
- b.** Start Date: [Empty]
- c.** CIP Code: [Empty]
- d.** Special Populations: [Empty]
- e.** Daily Attendance Hours: Semesters (selected), Trimesters (unselected). Term 1: [Empty], Term 2: [Empty]
- f.** Credit Hours: [Empty]
- g.** Student Objective: [Empty]
- Termination Status: [Empty]
- ATC_CTC: [Empty]

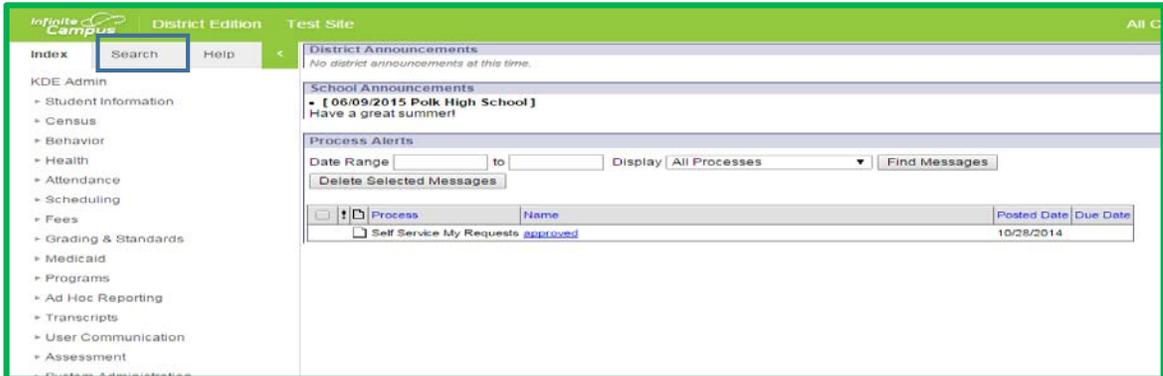
 A yellow box at the bottom right contains the text: **ATTENTION ATCs DO NOT USE THIS DROPDOWN**. An arrow points from this box to the ATC_CTC dropdown menu.

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

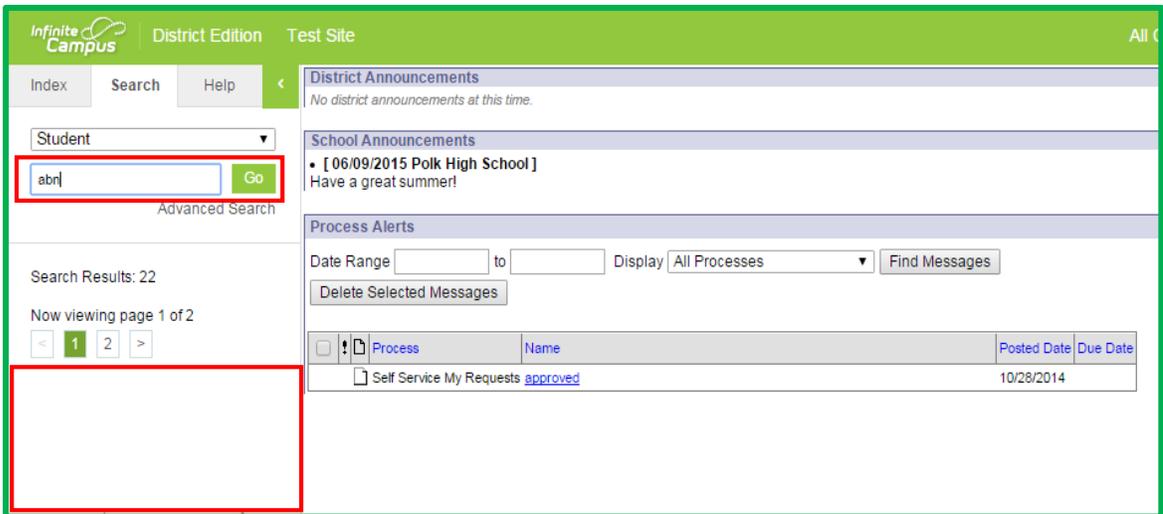
The screenshot shows the top of the TEDS form with the 'Add TEDS', 'Save', and 'Delete' buttons. The 'Save' button is highlighted with a red box.

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

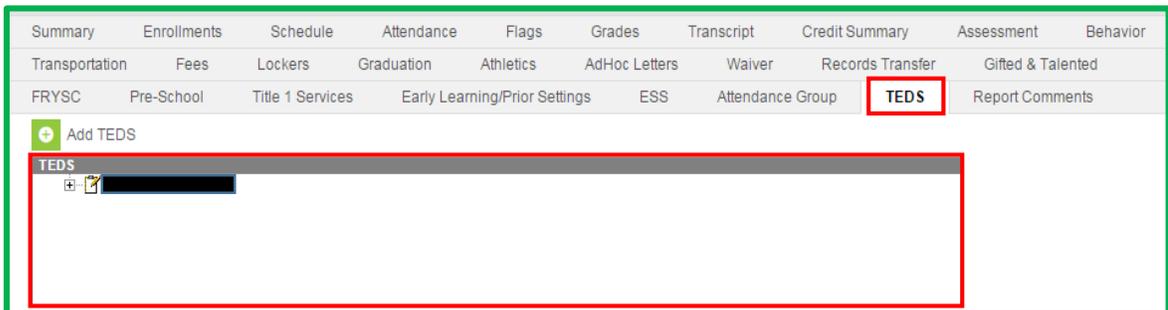
6. Log into Infinite Campus and Click the "Search" tab



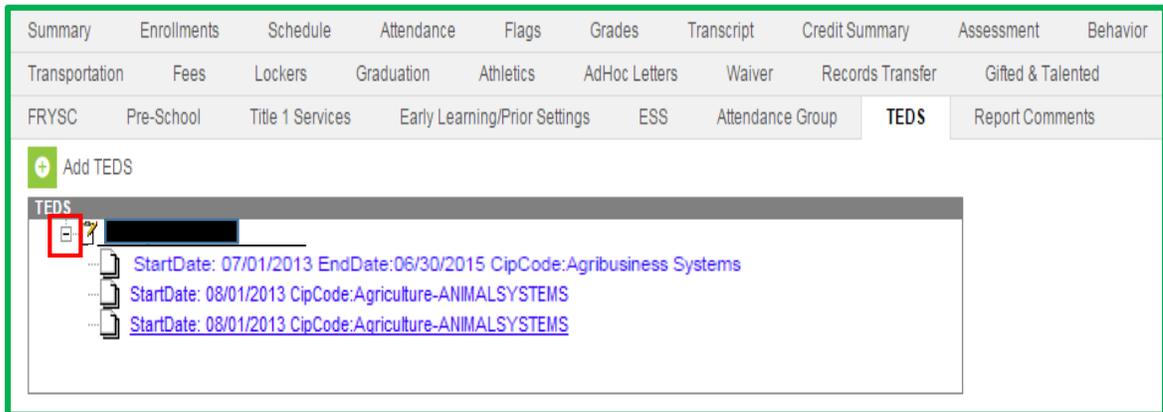
7. Enter a Student Name, click go, and then click on the student name when it shows up under search results



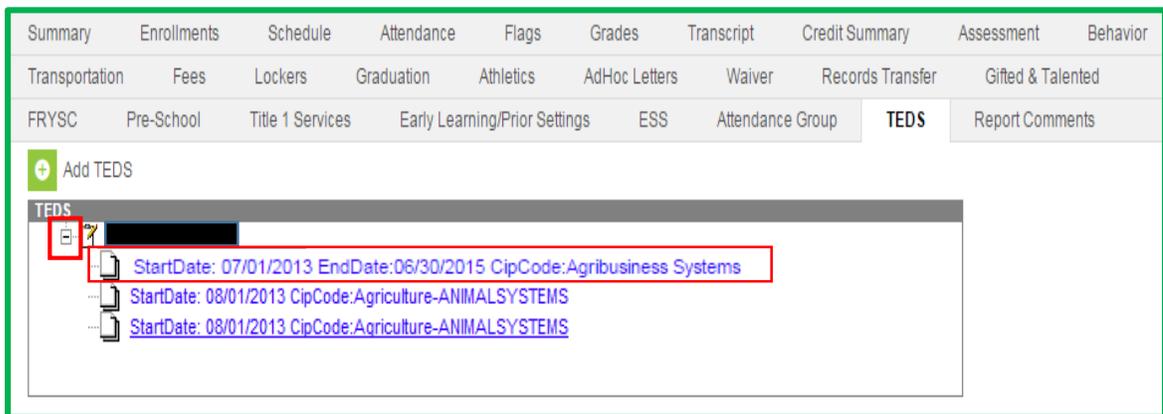
8. Click on the TEDS tab and you will see that a school name is already showing because the student has previously been enrolled in a pathway



9. Click the “+” symbol next to the name of the school to expand the list of pathways for which the student has previously been enrolled. You will notice that one below has an end date and the others do not. Only those that do not show a past year’s end date will export and import to TEDS.



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



11. You will need to update the following fields to make this an active record that will import to TEDS.
 - a. **Daily Attendance Hours** - (see definition in [Step 4e](#)) Attendance Hours should reflect current year time
 - b. **Credit Hours** - Should reflect total credits in the pathway for entire high school career for the student
 - c. **End Date** - Should be blank
 - d. **Student Objective** - If the student now meets the definition for preparatory in [Step 4g](#) above, make the change in this field.
 - e. **Termination Status** - Should be blank

TEDS

*School: Polk High School(410)

*Start Date: 07/01/2013

End Date: 06/30/2015 **C.**

*CIP Code: 01.0101.00: Agribusiness Systems

Special Populations

*Daily Attendance Hours **a.**

Semesters Trimesters

*Term 1: 1.83 *Term 2: 0 *Term 3: 0

Credit Hours: 0 **b.**

*Student Objective: 1: Exploring **d.**

Termination Status: 99: Inactive (not terminated) **e.**

Federal ID

ATC_CTC: Select a Value

**ATTENTION ATCs
DO NOT USE THIS DRODOWN**

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

+ Add TEDS **Save** - Delete

TEDS

REMEMBER:

- DO NOT MARK FEDERAL INDICATORS IN INFINITE CAMPUS
- DO NOT TERMINATE STUDENTS IN INFINITE CAMPUS
- YOU MUST REMOVE END DATE AND TERMINATION STATUS FOR A STUDENT TO BE ACTIVE

How to Enter Initial Postsecondary Student Data in TEDS

NOTE: This option **MAY** be used for **secondary** students at the end of the year and then **ONLY** if it is too late to enter the student on the TEDS tab in IC.

To add a new student manually, it must be done from Program Sections.

- Click on the program in which the student is/will be enrolled
- Click on Class List for the section you wish to add the student(s)

Name ▲		
Accounting	Edit	Class List
Accounting 1	Edit	Class List

Program Sections
Accounting 52.0301.00
Administrative Support 52.0401.00
Allied Health 51.0000.01
Business Management 52.0201.01
Business Multimedia 52.0501.00
Entry Level Collision Repair Painter 47.0603.01
Welder Entry Level 48.0508.01

- Click **“Add New Enrollment”** above the search criteria area.

A screenshot of the 'Class List' interface. At the top, there are two buttons: 'Add New Enrollment' and 'Close Page'. Below them, the text 'Class List' and 'Accounting 52.0301.00 - Accounting' is visible. At the bottom, there is a section titled 'Enrollment Search Criteria'.

- Enter the student’s name in the **“Enrollment Search Criteria”**
- Click **“Search”**

NOTE: Always search for the student’s name in TEDS, even if you are sure that the student was not previously entered into TEDS and has no existing demographic record. This will prevent duplicate demographic records with different SSID or SSN numbers for the same student and keep the TEDS data as clean as possible.

A screenshot of the 'New Enrollment' search criteria form. At the top, there are two buttons: 'New Enrollment' and 'Close Page'. Below them, the text 'Search Student to Enroll' and 'Accounting 52.0301.00 - Accounting' is visible. A blue bar indicates '0 Records Match Your Criteria'. Below this is a section titled 'Search Criteria' with four input fields: 'First Name:', 'Last Name:', 'Last four # of SSN:', and 'SSID:'. At the bottom of the form are 'Search' and 'Clear' buttons. Below the form is a table with columns 'Name' and 'SSN', and a 'New Enrollment | Close Page' link.

- If the student’s name appears in the search results, edit existing demographic or enrollment data as necessary.

If the student’s name **does not** appear in the search results,

- Click **New Enrollment** and enter required information (indicated by an asterisk*)

Required demographic and enrollment information can be found in the TEDS User Guide online at <http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>

[Close Page](#)

New Enrollment

Accounting 52.0301.00 - Accounting

Student Details

First Name: *

Last Name: *

Middle Name:

Date of Birth: *

Gender: *

Race: *

Student SSN: *

Student Id:

Prefix:

Suffix:

Notes:

Student Address

Address Line1: *

Address Line2:

City: *

State: *

ZIP: *

Phone:

Extension:

Email:

Enrollment Information

Enrollment Date: *

Student Objective: *

Education Level: *

Attend Hours Term 1: *

Attend Hours Term 2:

Attend Hours Term 3:

Home High School:

Credit Hours:

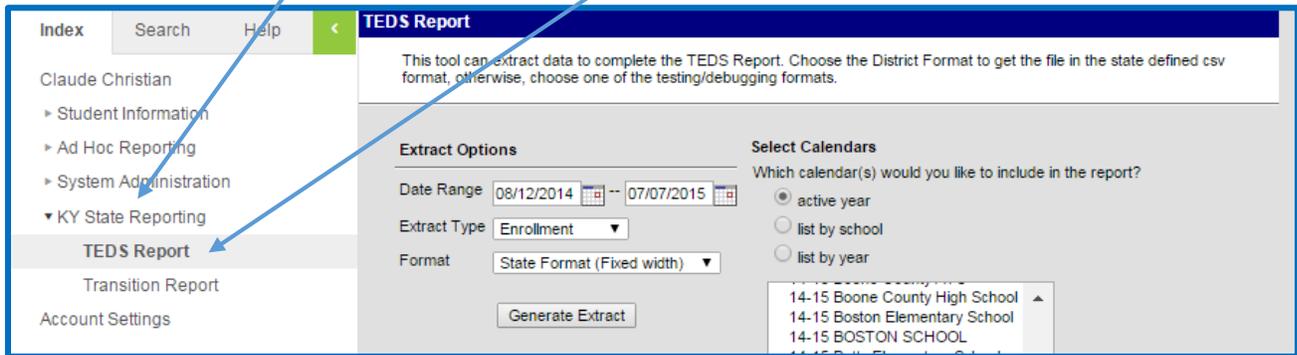
[Close Page](#)

➤ Click **“Save**

IMPORTANT: Imported data will OVERWRITE much of the data in TEDS. Make sure you have completed TEDS data import **BEFORE** you complete other updates in TEDS.

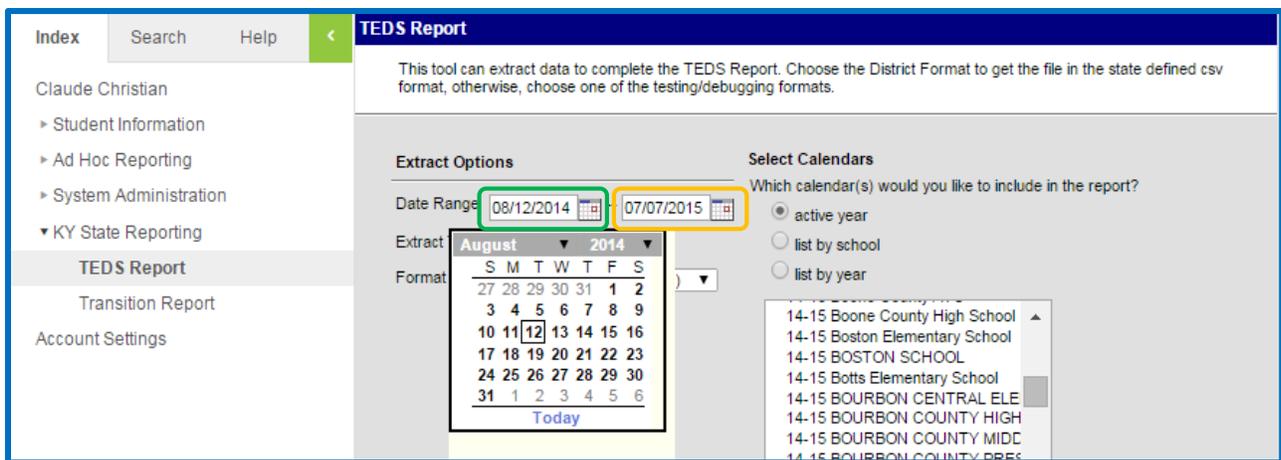
How to Create an Export File in Infinite Campus

Step 1. Click on “KY State Reporting” then select TEDS Report

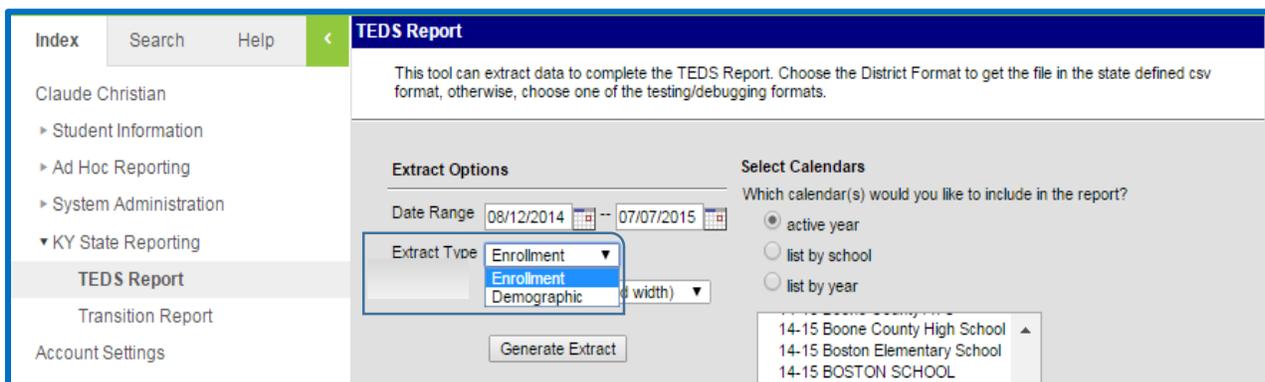


Step 2. Set Date Range – Enter dates in DD/MM/YYYY format **OR** click on picture of calendar next to each date to select date.

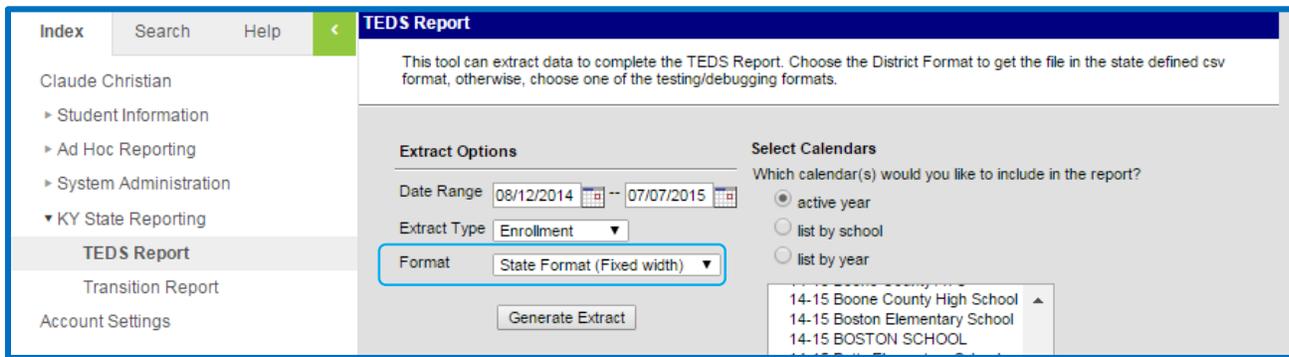
- Enter **Start Date** as July 1 of the current school year (e.g., 07/01/2015).
- Enter **End Date** as June 30 of the current school year (e.g., 06/30/2016)



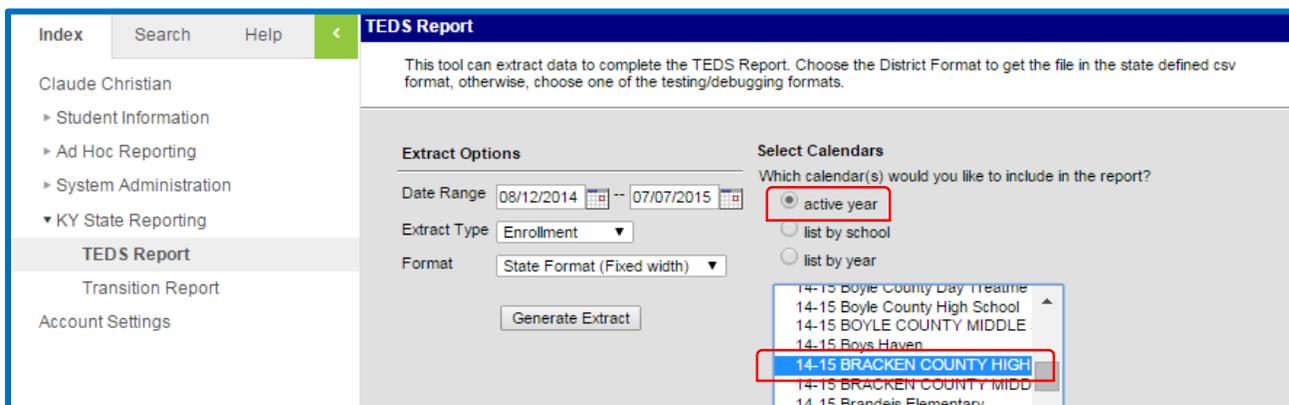
Step 3. Set Extract Type - You will need to do one for Enrollment and one for Demographic. This example will be for **ENROLLMENT**.



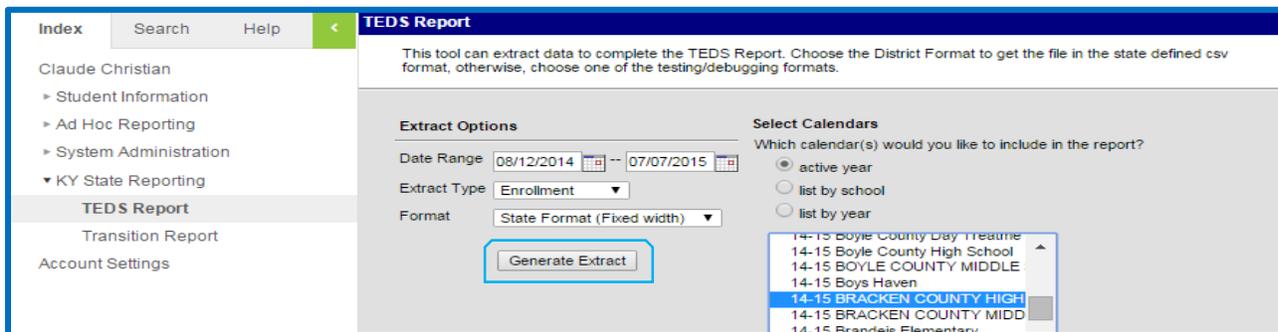
Step 4. Set Format – Format should default to **State Format (fixed width)**, but if not set the format to State Format (fixed width)



Step 5. Select Calendar and School – Defaults to **“active year”**. Select the correct calendar and school.



Step 6. Click “Generate Extract” to create the document in Notepad



Step 7. Once the file has been created, click File > Save As and save the **ENROLLMENT** document as “schoolyearTEDSe” (e.g., “1415TEDSe.txt”). *The “e” at the end identifies the file as enrollment.*

Step 8. For **DEMOGRAPHIC** report, repeat steps, changing Extract Type (Step 3) to DEMOGRAPHIC.

Step 9. Once the file has been created, click File > Save As and save the **DEMOGRAPHIC** document as “schoolyearTEDSd” (e.g., “1415TEDSd.txt”). *The “d” at the end identifies the file as demographic.*

How to Import Infinite Campus Data into TEDS

**BEFORE YOU BEGIN THIS STEP,
REMEMBER TO ADD FIRST SECTION TO ANY NEW PATHWAYS**

ADDING A SECTION

Home (System Messages)
School Administration
Select School
School Wide Enrollments
Student Search
Career Readiness
Program Sections
Accounting 52.0301.00
Administrative Support 52.0401.00
Allied Health 51.0000.01
Business Management 52.0201.01
Business Multimedia 52.0501.00
Entry Level Collision Repair Painter 47.0603.01

New Section | Close Page

Section List

Business Multimedia 52.0501.00

Name
Business Multimedia 52.0501.00

New Section | Close Page

1. Under Program Sections, click on the pathway that needs a new section
2. Click “New Section”

3. Make the section name the same as the pathway
4. Set Program level as Secondary
5. Click Save

New Section

Business Multimedia 52.0501.00

Section Information

Section Name: Business Multimedia

Section Number: 1

Program Level: - Select One
- Select One
SECONDARY
CONTINUING EDUCATION

FTE: [input]

Is Satellite: POST-SECONDARY
APPRENTICESHIP
REGULATORY
UPGRADE

Satellite Locator: [input]

Save Reset

Close Page

Once the two export files from Infinite Campus (demographic and enrollment) are created, the TEDS import process may be completed. Login to TEDS at <http://teds.ky.gov> and import the two files. See file “How to Create an Export file in Infinite Campus” if you have not already exported files from Infinite Campus.

Step 1. Click on Select School

TEDS

Home (System Messages)
School Administration
Select School
Reports
Import
Companies
My Account
Downloads
2014 Summer Program
KDE (Whitaker)
Equity and Civil Rights
Program Assessment (King)
TEDS Documentation
TEDS Forms

Close Page

Year and School Selection

Select School to work with

Select School: - Select One

School Year: - Select One

Select

Close Page

Step 2. Select your “School” and “School Year” and click on the Select button

TEDS

Home (System Messages)
School Administration
Select School
Reports
Import
Companies
My Account
Downloads
2014 Summer Program
KDE (Whitaker)
Equity and Civil Rights
Program Assessment (King)
TEDS Documentation
TEDS Forms

Close Page

Year and School Selection

Select School to work with

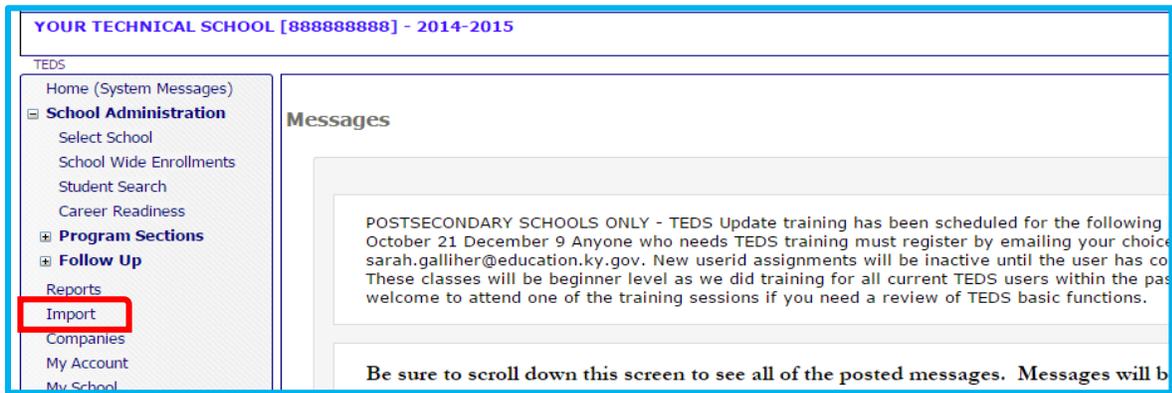
Select School: - Select One

School Year: - Select One

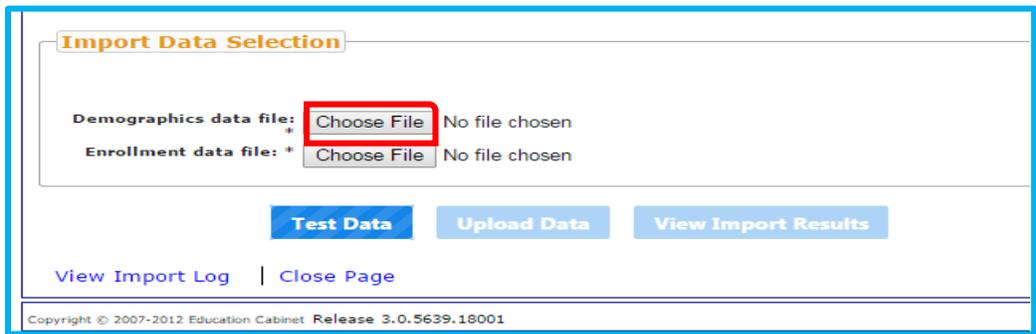
Select

Close Page

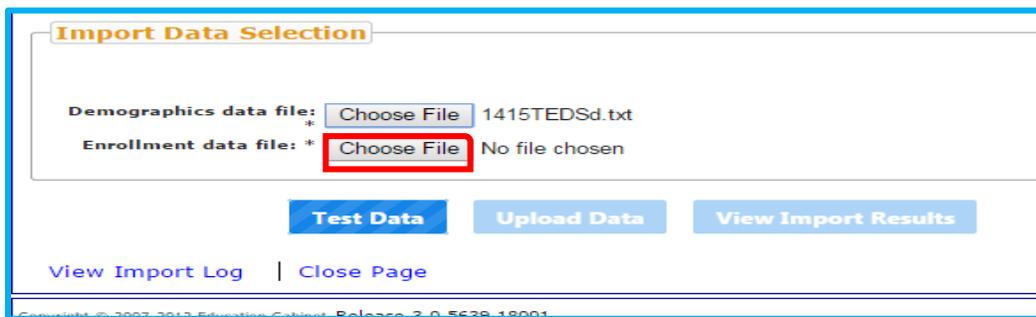
Step 3. Select **“Import”** from the left navigation bar under School Administration



Step 4. Click **“Choose File”** and double click on the **demographic file** (wherever it is located/stored on your computer). This will display the file in the **“Demographic data file”** field.

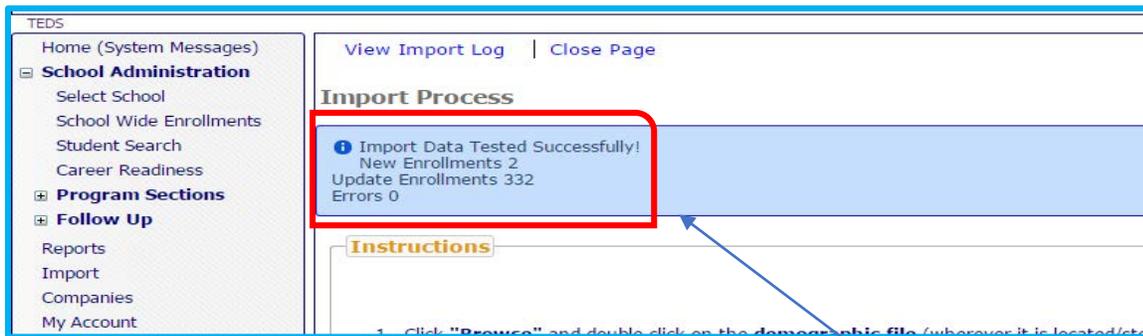


Step 5. Click **“Choose File”** and double click on the **enrollment file** (wherever it is located on your computer). This will display the file in the **“Enrollment data file”** field.



Step 6. Click **“Test Data”**. This takes a few minutes. Once the testing of both files is completed, a message at the top, just below **“Import Process”**, will display stating if the testing was successful or not. Please note the numbers at the top of the screen for your convenience:

- ✓ New Enrollments:
- ✓ Updated Enrollments:
- ✓ Errors:



Step 7. If the testing is successful, a message at the top will appear as shown above... **“Import Data Tested Successfully!”** proceed to Step 8. **If the following message appears at the top of the page, testing was unsuccessful. Skip to step 13.**



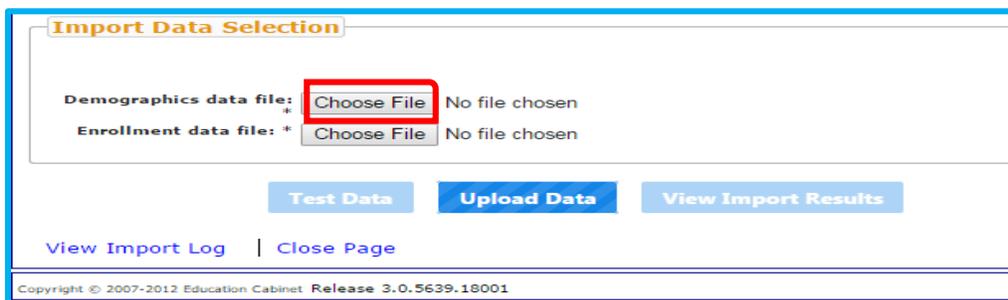
NOTE: If you proceed to Step 8 with the errors, you will have to complete a new import once those records are corrected. This can result in overwriting any changes you make in TEDS between imports. Refer to **“How to Troubleshoot TEDS Import Errors”** for instructions to address error messages

Continuing After Successful Test

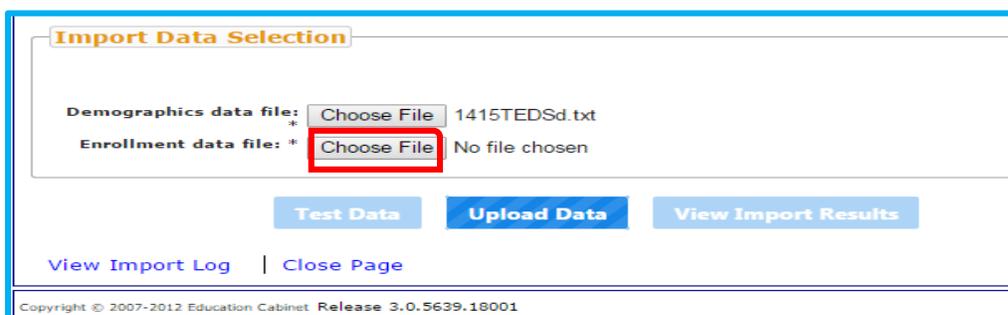
If the first 7 steps happened correctly, the Upload Data button should now be available...



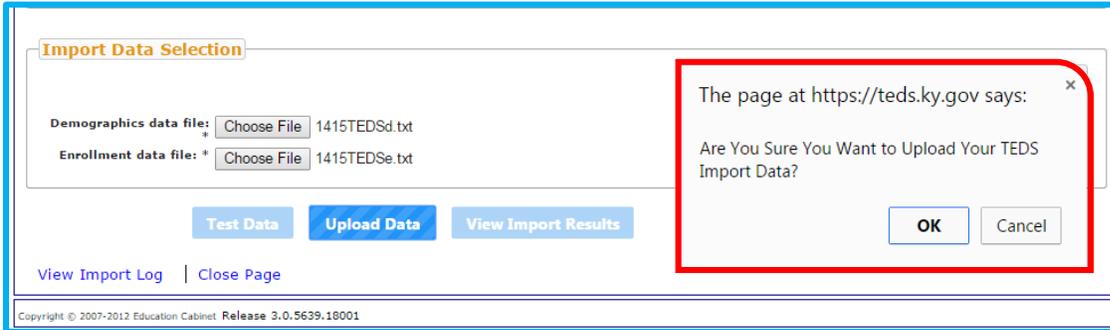
Step 8. Click **“Choose File”** and double click on the **demographic file** (wherever it is located/stored on your computer). This will display the file in the **“Demographic data file”** field.



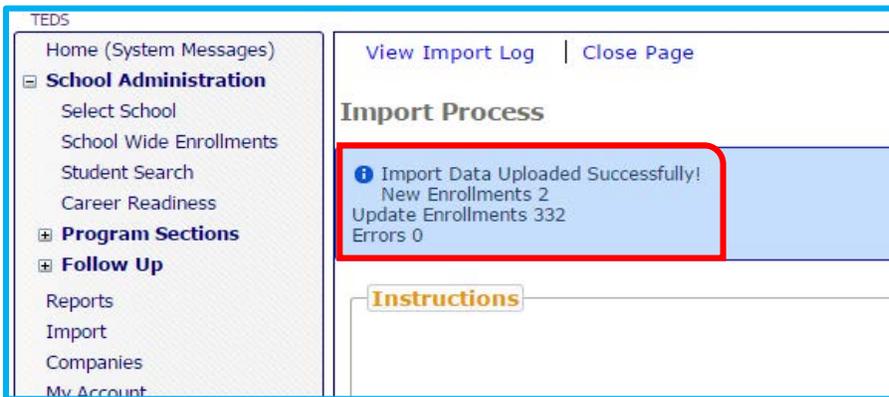
Step 9. Click **“Choose File”** and double click on the **enrollment file** (wherever it is located/stored on your computer). This will display the file in the **“Demographic data file”** field.



Step 10. Click **“Upload Data”**. The message **“Are you sure you want to upload your TEDS Import Data?”** will appear. If you are sure you are ready to complete the import process, click **“OK”**. If you click **“CANCEL”**, the data will not upload and the import is not completed.



Step 11. Once both files are successfully uploaded, a message at the top, will display stating the upload is successful.

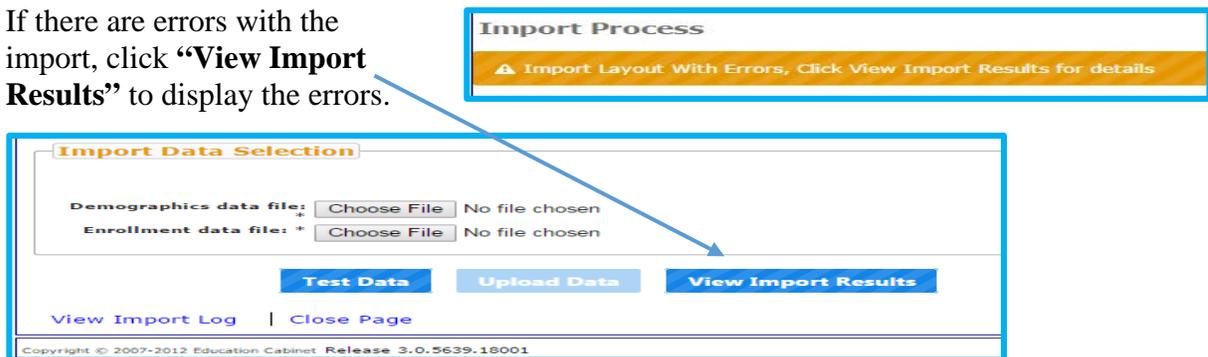


Step 12. Import process is complete.

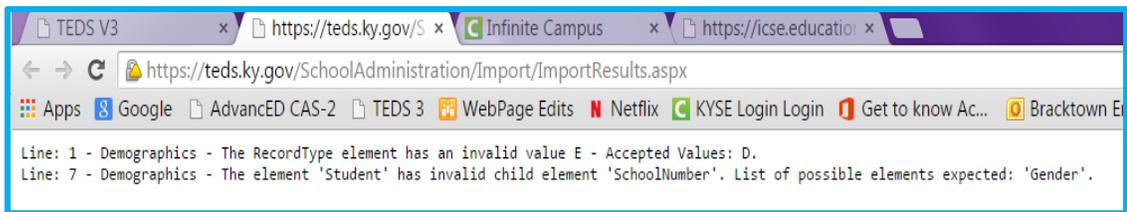
NOTE: You can re-do steps 3 - 6 and run the error report as often as needed to get a clean run against the TEDS data prior to actually completing the import process. If you want to proceed with uploading with the errors, you can proceed to Step 8. However, any records that have the errors will not import into TEDS until they are corrected.

If Your Test Has Errors

Step 13. If there are errors with the import, click **“View Import Results”** to display the errors.



Step 14. SAVE/PRINT the error report. The error report lists **only** the records that had errors during the test run. Try to correct the errors before uploading the data.
Refer to “How to Troubleshoot TEDS Import Errors” for instructions on how to address error messages.



Remember: File imports are completed **OVERNIGHT**. You will not be able to see the data in TEDS until the next day.

How to Troubleshoot TEDS Import Errors

These steps will help you when you encounter errors in your export/import process. The chart shows the potential error messages you may receive when importing data into TEDS.

Below the chart are instructions to help simplify making corrections when errors are found.

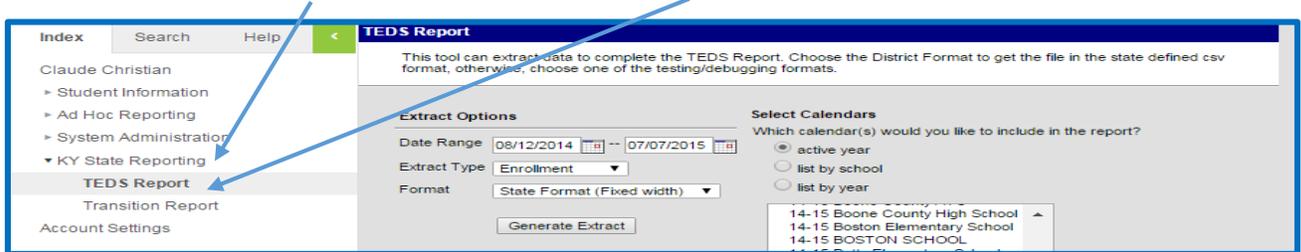
TEDS Import Messages

Import Success Messages	What it Means	You Should...
<p>Import Data Tested Successfully!</p> <p>New Enrollments 65 Update Enrollments 253 Errors 0</p>	Data test was successful	Smile
<p>Import Data Uploaded Successfully!</p> <p>New Enrollments 65 Update Enrollments 253 Errors 0</p>	Data import was successful	Smile. Then verify your enrollments in TEDS
<p>Import Data Tested Successfully!</p> <p>New Enrollments 55 Update Enrollments 250 Errors 7</p> <p>Import Data Tested With Errors, Click View Import Results for details</p>	All your records will import except the ones listed under "Errors".	<ol style="list-style-type: none"> 1. Run an IC Troubleshoot Export (see instructions below) 2. Correct errors 3. Run a new regular IC export
<p>Import Data Uploaded Successfully!</p> <p>New Enrollments 55 Update Enrollments 250 Errors 7</p> <p>Import Data Uploaded With Errors, Click View Import Results for details</p>	You imported a data file that showed errors during the test. All your records imported except the ones listed under "Errors".	<ol style="list-style-type: none"> 1. Run an IC Troubleshoot Export (see instructions below) 2. Correct errors 3. Run a new regular IC export
Import Error Messages	What it Means	You Should...
<p>School does not exist</p>	The TEDS number for the school in IC does not match the one in TEDS.	<ol style="list-style-type: none"> 1. Have your IC administrator Check the County Code Set-up in IC: <ul style="list-style-type: none"> Step 1. <i>Index - System Administration – Resources – District Counties – New – enter your county – Save</i> Step 2. <i>Index – System Administration – Resources – District Information – County field – select your county from the drop-down – Save</i> 2. re-export from IC and re-import into TEDS

Program does not exist	The program is not listed under your school in TEDS	If the program/pathway was requested/approved before the deadline, please contact Claude Christian at Claude.Christian@education.ky.gov to add the program to your TEDS.
Section does not exist	There is no section listed under a specific program/pathway in your school in TEDS	Make sure there is a section listed for that program pathway. If there is no section listed, click New Section, complete the fields in asterisk and save.
Import Layout With Errors, Click View Import Results for details	There are missing required codes in the enrollment or demographic export file	<ol style="list-style-type: none"> 1. Run an IC Troubleshoot Export (see instructions below) 2. Correct errors 3. Run a new regular IC export

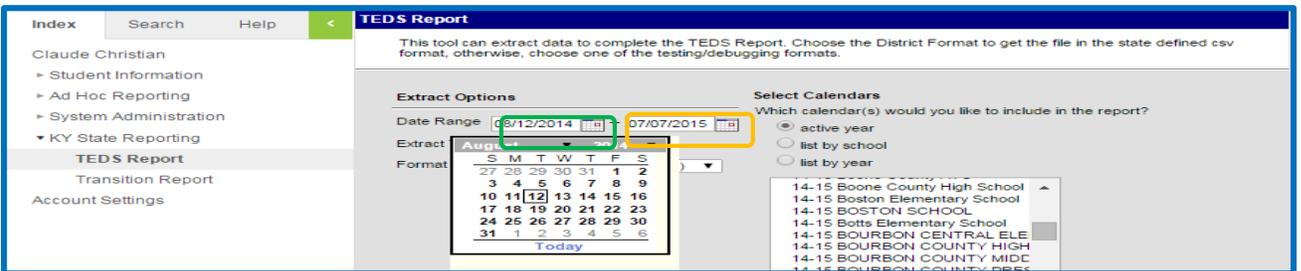
Creating a **Troubleshooting** Export File in IC

Step 1. Click on “KY State Reporting” then select TEDS Report

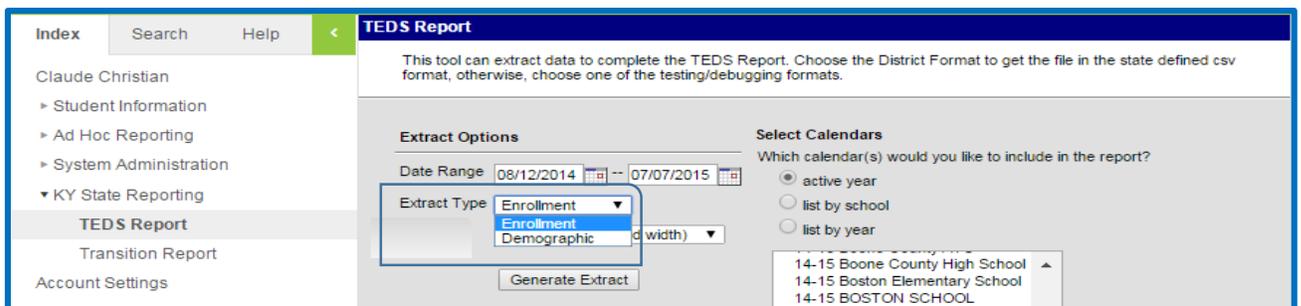


Step 2. **Set Date Range** – Enter dates in DD/MM/YYYY format **OR** click on picture of calendar next to each date to select date.

- o Enter **Start Date** as July 1 of the current school year (e.g., 07/01/2015).
- o Enter **End Date** as June 30 of the current school year (e.g., 06/30/2016)



Step 3. **Set Extract Type** - You will need to do one for Enrollment and one for Demographic. This example will be for **ENROLLMENT**.



Step 4. Set Format – Change the format to HTML,

The screenshot shows the 'TEDS Report' interface. On the left is a navigation menu with options like 'Student Information', 'Ad Hoc Reporting', and 'TEDS Report'. The main area has 'Extract Options' with fields for 'Date Range' (10/05/2015 to 10/05/2015), 'Extract Type' (Enrollment), and 'Format' (HTML). To the right, 'Select Calendars' includes radio buttons for 'active year', 'list by school', and 'list by year', and a list of schools for the 15-16 school year. A blue arrow points to the 'Generate Extract' button.

Step 5. Click “Generate Extract” and you will receive a report that looks like the data report below. This format contains column headings, which help to determine missing data

KY TEDS Report Records:863

recordType	SSID	SSN	lastName	enrollmentDate	institutionNumber	ATC_CTC	schoolYear	programSectionNumber	gradeLev
E	0000000042	000000000		08/06/2008	061301410	N	2010-2011	1	5
E	0000000057	000000000		08/06/2008	061301410	N	2010-2011	1	6
E	0000000064	000000000		08/06/2009	061301410	N	2010-2011	1	4
E	0000000066	000000000		08/08/2007	061301410	N	2010-2011	1	6
E	0000000075	000000000		08/06/2009	061301410	N	2010-2011	1	4
E	0000000075	000000000		11/05/2009	061301410	N	2010-2011	1	4
E	0000000082	000000000		08/06/2008	061301410	N	2010-2011	1	5
E	0000000082	000000000		08/06/2008	061301410	N	2010-2011	1	5
E	0000000086	000000000		08/06/2008	061301410	N	2010-2011	1	5
E	0000000086	000000000		08/06/2008	061301410	N	2010-2011	1	5
E	0000000121	000000000		08/06/2009	061301410	N	2010-2011	1	4
E	0000000121	000000000		08/06/2009	061301410	N	2010-2011	1	4
E	0000000130	000000000		08/06/2008	061301410	N	2010-2011	1	5
E	0000000136	000000000		08/06/2008	061301410	N	2010-2011	1	6
E	0000000164	000000000		08/06/2008	061301410	N	2010-2011	1	6
E	0000000239	000000000		03/22/2010	061301410	N	2010-2011	1	4
E	0000000239	000000000		08/06/2009	061301410	N	2010-2011	1	4
E	0000000239	000000000		11/05/2009	061301410	N	2010-2011	1	4
E	0000000273	000000000		08/06/2008	061301410	N	2010-2011	1	5
E	0000000274	000000000		11/05/2009	061301410	N	2010-2011	1	4
E	0000000274	000000000		03/22/2010	061301410	N	2010-2011	1	4

Step 6. Open a new file in Microsoft Excel

Step 7. Click anywhere in the webpage where the export file loaded

Step 8. Click “CTRL + A” then Click “CTRL + C”.

Step 9. Go to the new excel sheet, click in the first cell (1A) and click “CTRL + V”
 You now have a file with headers and line numbers which will help you identify the specific student and the data that needs to be corrected.

Step 10. Once you have identified the student(s), go back to Infinite Campus make the required corrections on your TEDS tab.

DON'T FORGET TO CLICK SAVE AFTER EACH RECORD IS UPDATED

Step 11. Re-run your export to verify that you have corrected all errors.

- a. Remember to change your format back to State Format (Fixed Width)
- b. Refer to “How to Export from Infinite Campus” for full instructions

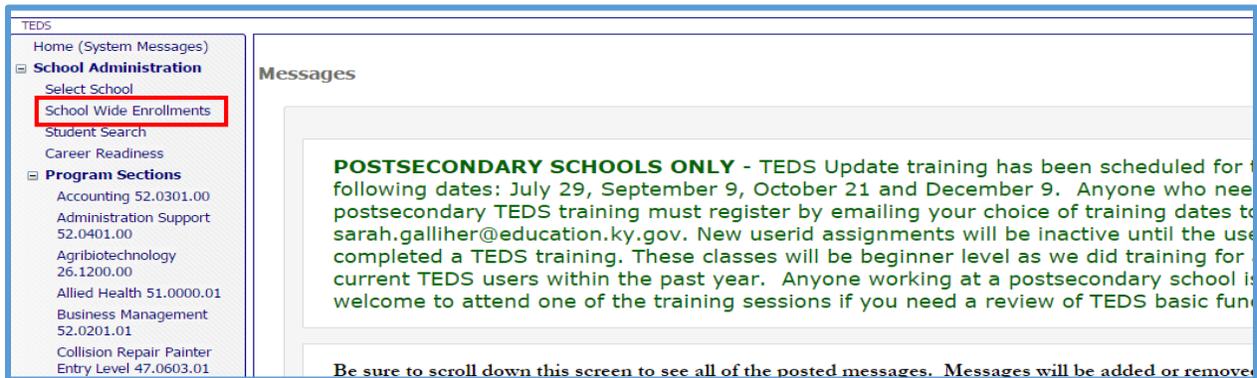
How to Add or Change the Federal Indicator

2015-2016 is a DATA CLEANUP YEAR ** (see next page for details)

REMEMBER

- Every student must have one and only one federal indicator
- If another record is already marked, you must uncheck that enrollment before checking a new enrollment.
- If you do not click save, it never happened
- You cannot run a report to check your changes until the next day

1. Log in to TEDS
2. Select your school and the CURRENT SCHOOL YEAR
3. Click on Schoolwide Enrollments



4. Make any necessary changes to federal indicators by checking the box next to the pathway for which you want the student counted for Federal Reporting.

Name	SSN	SSID	Program				Federal Report	Select All (Delete/Copy)
Whitaker Kiley	404-35-1115	1751456891	Accounting	Demographics	Enrollment	CATS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seider Debbie Ann	999-52-3544		Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>	<input type="checkbox"/>
Whitaker CJ	999-58-7432		Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>	<input type="checkbox"/>
Christian Claude	147-25-8369		Accounting	Demographics	Enrollment	CATS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Whitaker Chloejade	999-22-0564	3195369875	Accounting	Demographics	Enrollment	CATS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seider Debbie Ann	999-52-3544		Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>	<input type="checkbox"/>
Whitaker Chloejade	999-22-0564	3195369875	Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>	<input type="checkbox"/>

5. Click the Save Button before you leave the page

2015-2016 is a DATA CLEANUP YEAR

With the implementation of a new script in TEDS, we are now able to ensure that students enrolled in TEDS will only have one and only one federal indicator. For this change to work properly, we need you to work on data cleanup.

As long as you follow the steps, this will be a onetime effort and you will have accurate data moving forward.

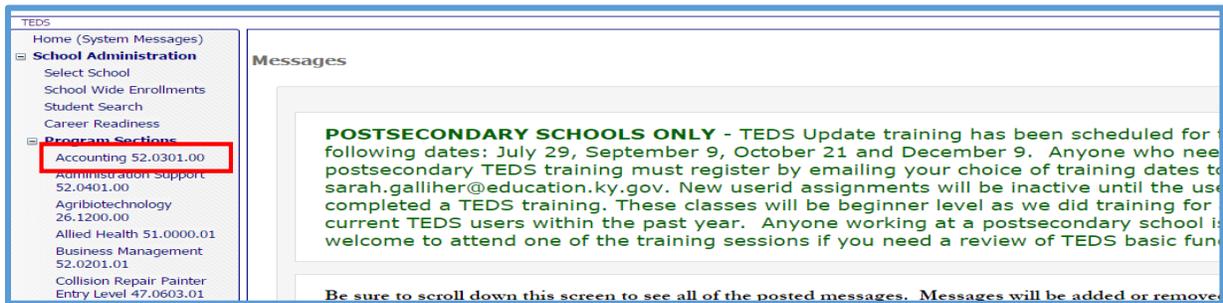
1. Run Report # 5, Duplicate Federal Indicator Report from the [Recommended Reports for Data Validation](#).
2. If your result is not a blank report, print the report and follow the instructions on the previous page.

How to Add Took Program Assessment

STOP!!!
THIS PROCESS SHOULD ONLY BE USED IF THE STUDENT

- a. Has NEVER *taken* a KOSSA (pass or fail), **and**
- b. Has taken but NOT PASSED any Industry Certification

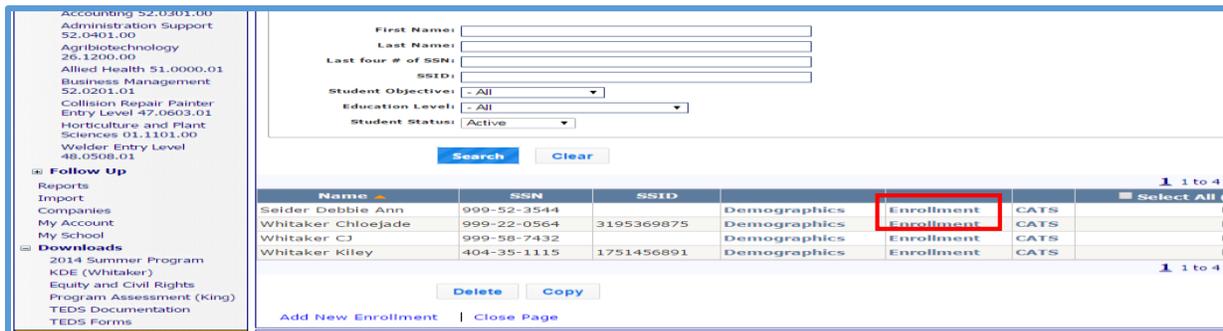
1. Open TEDS and click on the Program Section for which you want to add Federal Indicators



2. Click on the Class List link next to the name of the Program Section



3. Click on Enrollment next to the Student for which you are adding the Took Program Assessment identifier.



4. Check the box titled 'Took Program Assessment' to indicate that this is the enrollment for which the student failed an industry certification. **

Enrollment Details

Student Objective: * PREPARATORY ▾

Education Level: * 12TH GRADE ▾

Attend Hours Term 1: * 0.93

Attend Hours Term 2: 0

Attend Hours Term 3: 0

Home High School: - Select One ▾

Enrollment Date: * 9/25/2012

Credit Hours: 1.00

Disability: - Select One ▾

Disadvantaged Condition: - Select One ▾

Special Pops: - Select One ▾

Dual Credit Hours: - Select One ▾

Dual Credit School: - Select One ▾

Termination Status: COMPLETER AND HS GRADUATE ▾

Termination Date: 6/30/2015

Accumulated GPA: 0.0000

FederalReport:

LEP:

Inactive:

PellGrant:

WIA:

Tech Prep:

IEP:

Plan504:

Took Program Assessment:

Save **Reset**

[Credentials](#) | [Industrial Certificates](#) | [ONET Codes](#) | [WBL](#) | [KOSSA](#) | [Close Page](#)

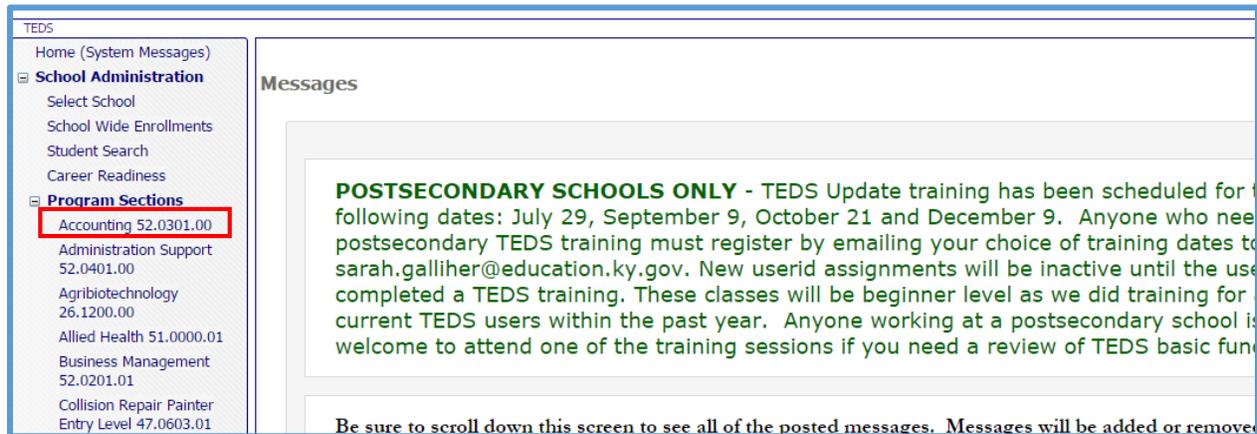
Copyright © 2007-2012 Education Cabinet Release 3.0.5639.18001

5. Click the Save Button at the bottom and you are finished

** if the student passed the industry certification, this box does not need to be checked.

How to Complete Dual Credit Information

1. Log into TEDS for your school and click on the Program Section for which you want to add Dual Credit Information



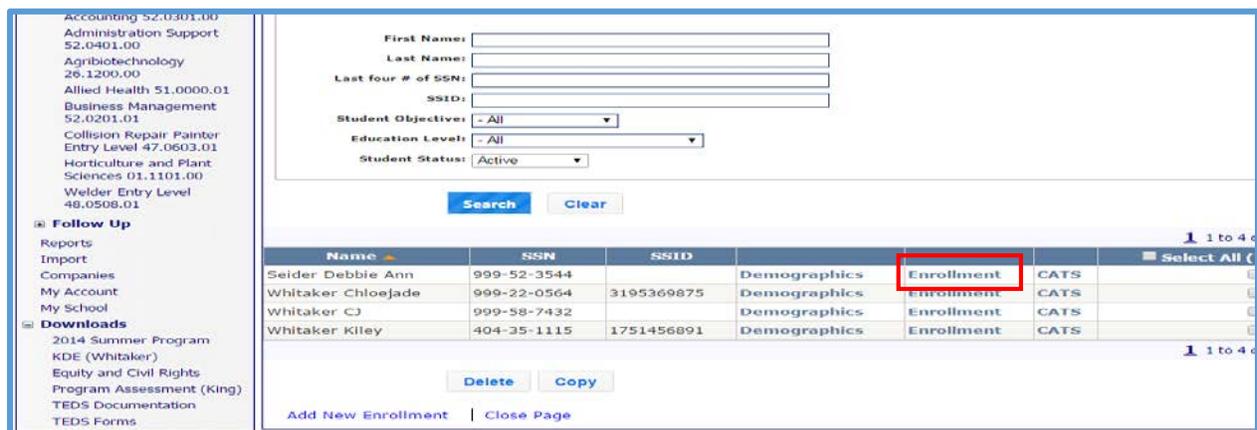
The screenshot shows the TEDS Home page. On the left, there is a navigation menu with 'Program Sections' expanded. The 'Accounting 52.0301.00' link is highlighted with a red box. The main content area displays a message titled 'POSTSECONDARY SCHOOLS ONLY - TEDS Update training has been scheduled for the following dates: July 29, September 9, October 21 and December 9. Anyone who needs postsecondary TEDS training must register by emailing your choice of training dates to sarah.gallier@education.ky.gov. New user assignments will be inactive until the user has completed a TEDS training. These classes will be beginner level as we did training for current TEDS users within the past year. Anyone working at a postsecondary school is welcome to attend one of the training sessions if you need a review of TEDS basic functions. Be sure to scroll down this screen to see all of the posted messages. Messages will be added or removed as needed.'

2. Click on the Class List link next to the name of the Program Section



The screenshot shows the TEDS Section List page for 'Accounting 52.0301.00'. The 'Class List' link is highlighted with a red box. The page includes a 'New Section' and 'Close Page' link at the top. Below the section name, there is a table with columns for Name, Edit, Class List, Termination, and KOSSA Registration. The 'Class List' link is highlighted in red.

3. Click on Enrollment next to the Student that took the KOSSA



The screenshot shows the TEDS Student Enrollment page. The 'Enrollment' link is highlighted with a red box. The page includes a search form with fields for First Name, Last Name, Last four # of SSN, and SSID. Below the search form, there is a table with columns for Name, SSN, SSID, Demographics, Enrollment, and CATS. The 'Enrollment' link is highlighted in red.

4. Scroll down to the Dual Credit Hours and Dual Credit School fields...

Enrollment Details

Student Objective: * PREPARATORY ▼

Education Level: * 12TH GRADE ▼

Attend Hours Term 1: * 0.93

Attend Hours Term 2: 0

Attend Hours Term 3: 0

Home High School: - Select One ▼

Enrollment Date: * 9/25/2012

Credit Hours: 1.00

Disability: - Select One ▼

Disadvantaged Condition: - Select One ▼

Special Pops: - Select One ▼

Dual Credit Hours: - Select One ▼

Dual Credit School: - Select One ▼

Termination Status: COMPLETER AND HS GRADUATE ▼

Termination Date: 6/30/2015

Accumulated GPA: 0.0000

FederalReport:

LEP:

Inactive:

PellGrant:

WIA:

Tech Prep:

IEP:

Plan504:

Took Program Assessment:

[Save](#) [Reset](#)

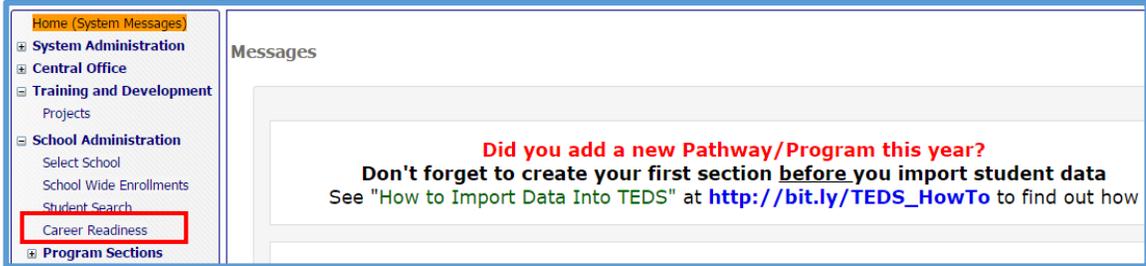
[Credentials](#) | [Industrial Certificates](#) | [ONET Codes](#) | [WBL](#) | [KOSSA](#) | [Close Page](#)

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5. Using the dropdown menus, select the correct number of credit hours earned and the name of the postsecondary school where the dual credit ws earned.
6. Click the Save Button.

How to Verify/Update Career Readiness Data

1. Log in to TEDS
2. Select your school and the CURRENT SCHOOL YEAR
3. Click on Career Readiness and a list of all enrolled students will be displayed.



4. Change Student Status to **All Students** and click Search.

The result should be an alphabetical list of all of your students.

You can use the Search Criteria options to shorten the list if looking at a certain cohort of students, such as preparatory seniors.

Name	SSN	SSID	Program	WorkKeys Certificate Level	ASVAB (AFQT)	Industry Certificates
Christian Claude			Accounting	Gold	87	Industry Certificates
Christian Claude			Administrative Support	Gold	87	Industry Certificates
Christian Claude			Administrative Support	Gold	87	Industry Certificates
Seider Debbie Ann			Accounting	Silver		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum		Industry Certificates

For each student, there is a drop-down box for entering **WorkKeys Certificate Level** and a field for entering **ASVAB (AFQT)** scores. Additionally, a link to **Industry Certificates** data for each student is on the far right of each line.

For WorkKeys, enter a student score in one pathway. It will populate all pathways in which the student is enrolled.

For changes to KOSSA, please contact Mr. Kiley Whitaker @ kiley.whitaker@education.ky.gov

To Enter/Update WorkKeys Certification

For WorkKeys, enter a student score in one pathway. It will populate all pathways in which the student is enrolled.

1. Click on the WorkKeys Certificate Level drop-down box for the appropriate student.
2. Highlight the certificate level earned by the student.
3. Repeat for each student for whom a certificate level is to be recorded.
4. Click Save.

REMINDER: It is not necessary to click Save after keying the score for each individual student. However, you **MUST** click save before changing to another screen.

Name ▲	SSN	SSID	Program	WorkKeys Certificate Level	ASVAB (AFQT)	Industry Certificates
Christian Claude			Accounting	Gold ▼	87	Industry Certificates
Christian Claude			Administrative Support	Gold ▼	87	Industry Certificates
Christian Claude			Administrative Support	Gold ▼	87	Industry Certificates
Seider Debbie Ann			Accounting	Silver ▼		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver ▼		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver ▼		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum ▼		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum ▼		Industry Certificates

To Enter/Update ASVAB (AFQT) Test Results

For ASVAB, enter a student score in one pathway. It will populate all pathways in which the student is enrolled.

1. Click in the ASVAB (AFQT) data field for the appropriate student.
2. Highlight the certificate level earned by the student.
3. Repeat for each student for whom a certificate level is to be recorded.
4. Click Save.

REMINDER: It is not necessary to click Save after keying the score for each individual student. However, you **MUST** click save before changing to another screen.

Name ▲	SSN	SSID	Program	WorkKeys Certificate Level	ASVAB (AFQT)	Industry Certificates
Christian Claude			Accounting	Gold ▼	87	Industry Certificates
Christian Claude			Administrative Support	Gold ▼	87	Industry Certificates
Christian Claude			Administrative Support	Gold ▼	87	Industry Certificates
Seider Debbie Ann			Accounting	Silver ▼		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver ▼		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver ▼		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum ▼		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum ▼		Industry Certificates

For changes to KOSSA, please contact Mr. Kiley Whitaker @ kiley.whitaker@education.ky.gov

To Enter an Industry Certificate

Industry Certificates are pathway specific. They must be entered individually for the pathway in which it was earned

1. Click on the Industry Certificate link across from the appropriate student name.
 2. Select the name of the Industry Certificate. This may be done by scrolling through the list of certificates in the Available Certificates box.
 3. Highlight the name of the appropriate Industry Certificate in the Available Certificates box.
 4. Click Add Certificate to move the selected certificate name to the Awarded Certificates box.
- Repeat the process if multiple certificates are to be recorded for the same student.
5. Once all certificate names for the specified student are shown in the Awarded Certificates box, click Save.
 6. Click Close to return to the Career Readiness screen.
 7. Repeat for each student for whom Industry Certificates are to be entered.

The screenshot displays the 'Career Readiness List' interface for 'YOUR TECHNICAL SCHOOL [888888888] - 2015-2016'. The main content area is titled 'Enrollment Search Criteria' and includes fields for First Name, Last Name, Last four # of SSN, SSID, Student Objective, Education Level, and Student Status. Below these fields are 'Search' and 'Clear' buttons. A modal window titled 'Industry Certificates' is open, showing the student's name 'Christian Claude' and a search bar for certificates. The modal is divided into two sections: 'Available Certificates' and 'Awarded Certificates'. The 'Available Certificates' section lists 'IC3 - Living Online', 'Internet and Computing Core Certification (IC3-3 Exams Required)', 'Microsoft Access', and 'Microsoft Excel'. The 'Awarded Certificates' section lists 'IC3 - Computer Fundamentals' and 'IC3 - Key Applications'. The modal also includes 'Add Certificates' and 'Remove Certificates' buttons. On the right side of the main interface, there is a table with 13 records, each showing a student ID and the text 'Industry Certificates'. The table has a '1 to 13 of 13 Records' indicator and a '100' dropdown. At the bottom of the modal, there are 'Save' and 'Close' buttons. Numbered callouts (1-6) are placed on the screenshot to indicate the steps: 1 points to the table, 2 to the search bar, 3 to the available certificates list, 4 to the 'Add Certificates' button, 5 to the 'Save' button, and 6 to the 'Close' button.

For changes to KOSSA, please contact Mr. Kiley Whitaker @ kiley.whitaker@education.ky.gov

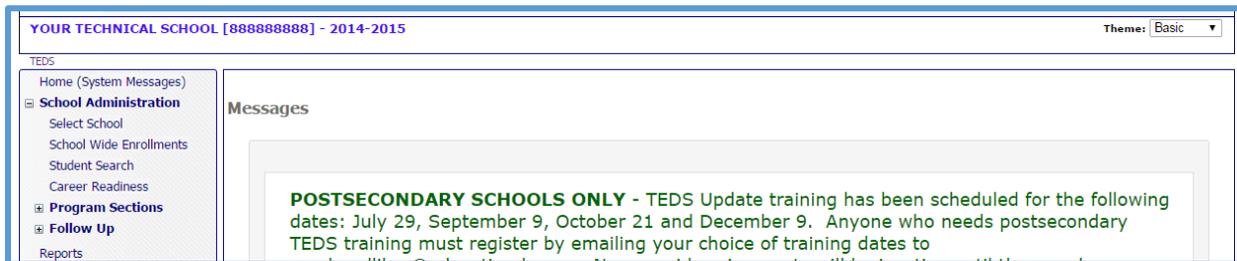
How to Enter Termination Status in TEDS

This screen consists of a list that displays the students by name, SSN and SSID. A termination status **MUST** be entered for ALL senior students in ALL of the student's program enrollments (active and inactive) for the school year.

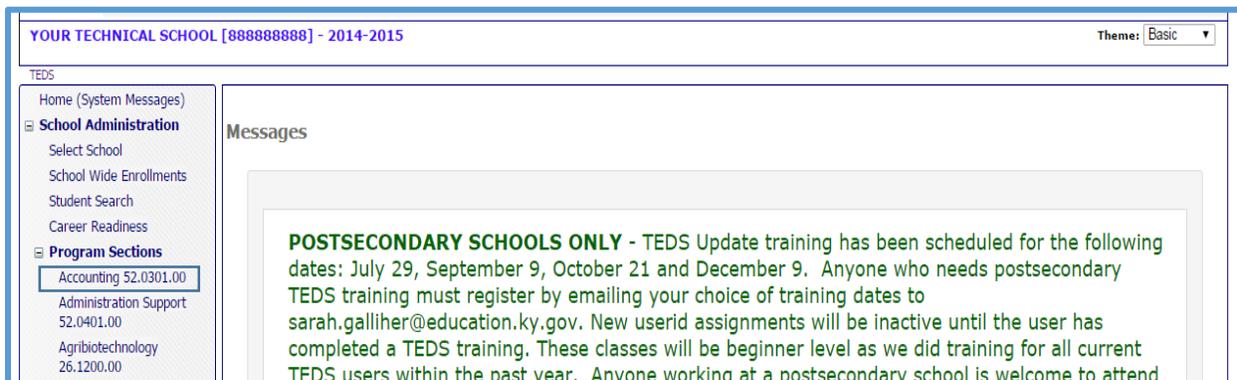
REMINDERS

1. It is best to complete terminations at the end of the school year, after your final TEDS import from Infinite Campus.
2. Schools must terminate underclassmen that drop out or transfer out of their home high school.
3. At the end of each year, a script runs every night. This script terminates 12th Grade Students whose Student Objective is Exploring as Exploratory Exit and puts an end date for the day the script added that status.
4. Schools do not need to terminate students in the ARTS pathways.
5. Do not terminate underclassmen that are returning to their home high school for the next year for any reason. Students are only terminated when they leave their home high school.

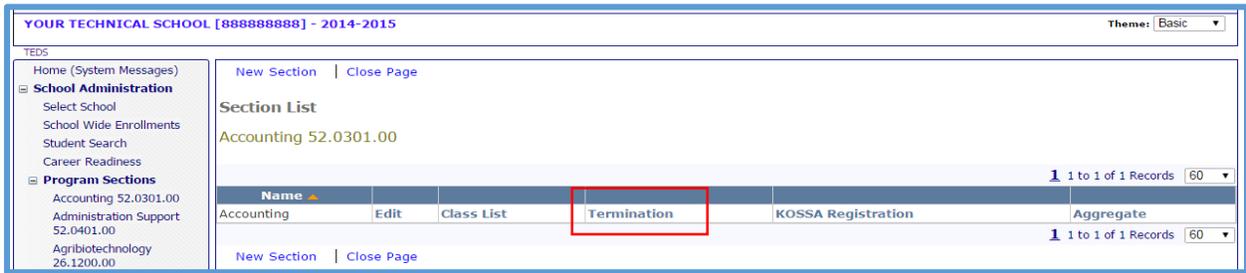
1. Once you have logged into TEDS, make sure you have selected the appropriate school and school year, click on the (+) sign next to Program Sections



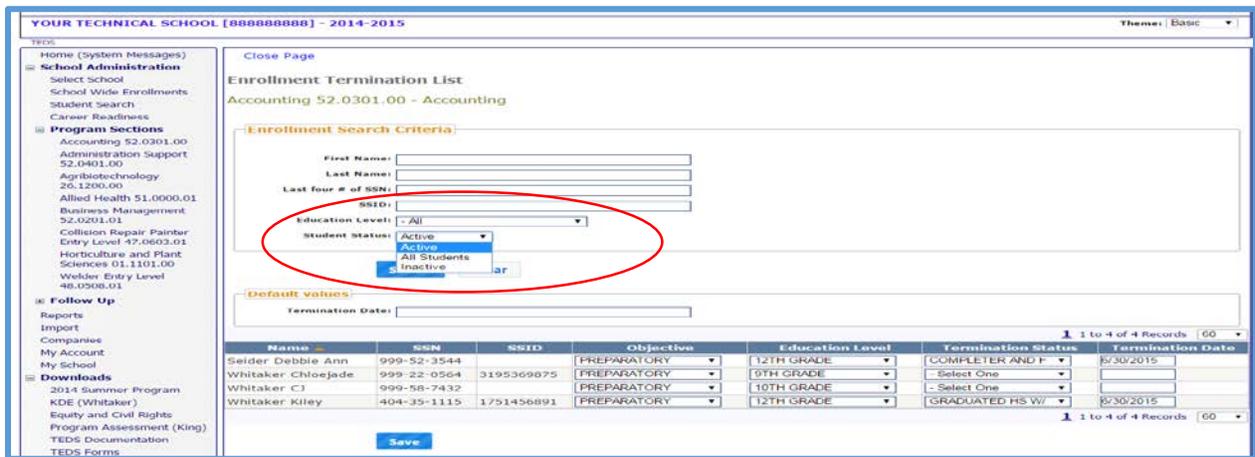
2. Click on the name of the program for which you want to complete terminations



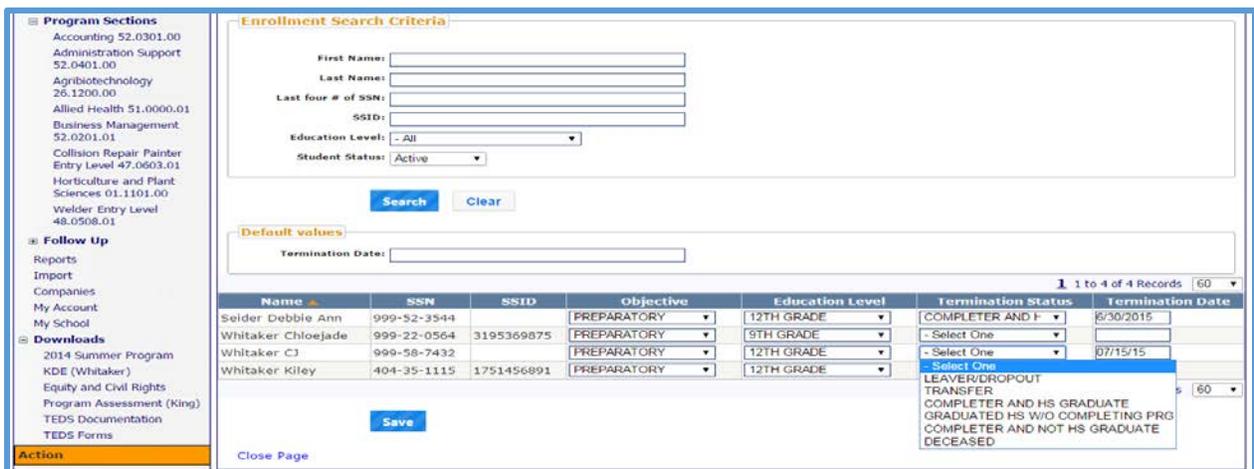
3. Click on the Termination link



4. Change Student Status from Active to All Students and then click Search. If you only need to see your seniors, you can also change Education level to 12th grade.



5. Click on the dropdown for Termination Status and choose the appropriate status, repeat for each student (active and inactive) who graduated, dropped out, transferred or is deceased ONLY.



- Enter a termination date for each student for which you selected a termination status and click **Save**.

If you have several students to terminate with the same date, you can enter a date once in the default values field

Enrollment Search Criteria

First Name:
 Last Name:
 Last four # of SSN:
 SSID:
 Education Level:
 Student Status:

Default values

Termination Date:

Name	SSN	SSID	Objective	Education Level	Termination Status	Termination Date
Seider Debbie Ann	999-52-3544		PREPARATORY	12TH GRADE	COMPLETER AND F	6/30/2015
Whitaker Chloejade	999-22-0564	3195369875	PREPARATORY	9TH GRADE	- Select One	
Whitaker CJ	999-58-7432		PREPARATORY	12TH GRADE	GRADUATED HS W/	07/15/15
Whitaker Kiley	404-35-1115	1751456891	PREPARATORY	12TH GRADE	GRADUATED HS W/	6/30/2015

Save

Make sure you click save before going to another page or you will lose data

- Once you click **Save**, you should receive the green message below.

YOUR TECHNICAL SCHOOL [888888888] - 2014-2015

TEDS

Home (System Messages)

School Administration

- Select School
- School Wide Enrollments
- Student Search
- Career Readiness

Program Sections

- Accounting 52.0301.00
- Administration Support 52.0401.00
- Agribiotechnology 26.1200.00
- Allied Health 51.0000.01
- Business Management 52.0201.01
- Collision Repair Painter Entry Level 47.0603.01
- Horticulture and Plant Sciences 01.1101.00
- Welder Entry Level 48.0508.01

Follow Up

Close Page

Enrollment Termination List

Accounting 52.0301.00 - Accounting

Save Ok!

Enrollment Search Criteria

First Name:
 Last Name:
 Last four # of SSN:
 SSID:
 Education Level:
 Student Status:

Search **Clear**

- Repeat for each pathway to complete terminations.

How to Process Follow-Up Data

Part I: How to Generate Follow-Up Letters

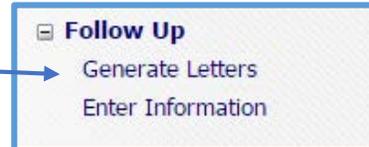
Follow Up data must contain information required for Federal Reporting.

If your school conducts its Follow Up process through another office in your school AND the office can document that the information is complete, accurate and reliable, it is not necessary to contact the student a second time. However, the information MUST be entered in the appropriate Follow Up Response Form in TEDS and must adhere to the TEDS data retention policy.

This process will generate the Follow Up letter(s) and assign a document ID number.

NOTE: The document ID number assigned to student Follow Up letters is created based on the number of letters generated for the specific type of follow up. The result is ID numbers may not match across the different types of follow up letters.

1. Under “Follow Up” in the navigation tree at the left of the screen select “Generate Letters”.

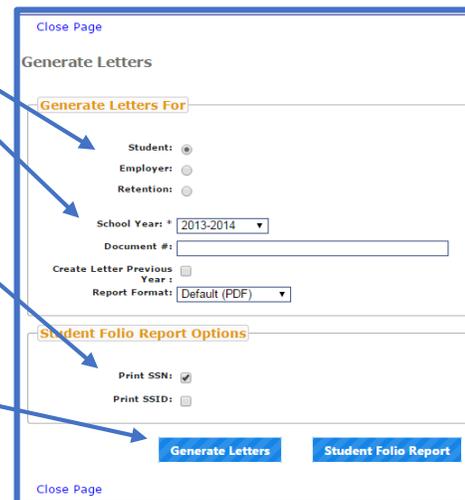


2. Select which letter you want to create (“Student” or “Retention”)
3. Select the school year from the dropdown box

OPTION: you can choose to place the SSID or SSN on the letter by checking either box

4. Click Generate Letters

TEDS will now generate Follow Up forms based on your designation (student or retention). The forms will be displayed on screen.



To Print or Save Letters

**** Printing is not required for TEDS ****

Click the appropriate icon (should appear at the bottom of the webpage)

Save will allow you to save a PDF version of the letters in any location you choose

Print will allow you to print to any location you choose.



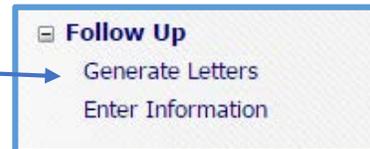
Part II: How to Generate Summary Reports

All Follow Up data must contain information required for Federal Reporting.*

The Summary Report provides pertinent data generated by the letters (including the document ID).

NOTE: The document ID number assigned to student Follow Up letters is created based on the number of letters generated for the specific type of follow up. The result is ID numbers may not match across the different types of follow up letters.

5. Under “Follow Up” in the navigation tree at the left of the screen, select “Generate Letters”.



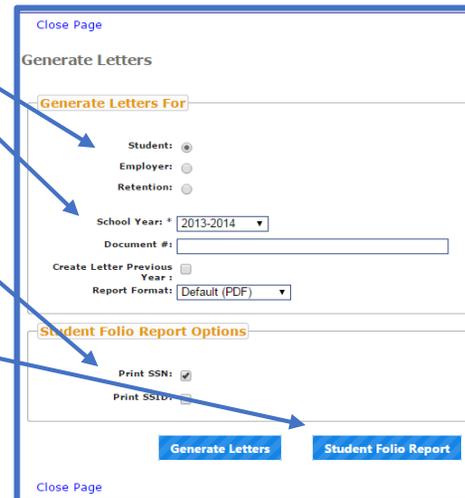
6. Select which letter you want to create (“Student”, or “Retention”)

7. Select the school year from the dropdown box

OPTION: you can choose to place the SSID or SSN on the letter by checking either box

8. Click “Student Folio Report”

TEDS will now generate Follow Up forms based on your designation (student or retention) The forms will be displayed on screen.



To Print or Save Summary

**** It is advisable that you print and/or save the summary, as it is what you will use to verify and enter the follow up data in TEDS. ****

Click the appropriate icon (should appear at the bottom of the webpage)

Save will allow you to save a PDF version of the letters in any location you choose (make sure to provide a name for file)

Print will allow you to print to any printer you choose.



Part III: How to Enter Follow Up Data

Follow Up data must contain information required for Federal Reporting.*

If your school conducts its Follow Up process through another office in your school AND the office can document that the information is complete, accurate and reliable, it is not necessary to contact the student or employer a second time. However, the information MUST be entered in the appropriate Follow Up Response Form in TEDS and must adhere to the TEDS data retention policy.

NOTE: You will need your Follow Up Summary to determine which document ID to use. The document ID number assigned to student Follow Up letters is created based on the number of letters generated for the specific type of follow up. The result is ID numbers may not match across the different types of follow up letters.

9. Under “Follow Up” in the navigation tree at the left of the screen select “Enter Information”.



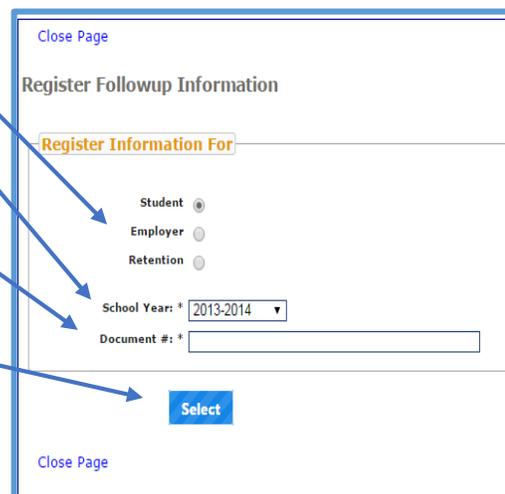
10. Select which letter you want to create (“Student” or “Retention”)

11. Select the school year from the dropdown box

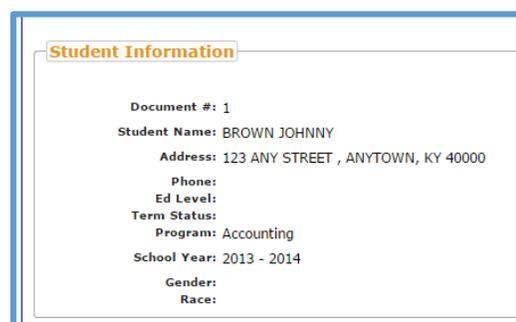
12. Enter the Document ID number (see follow up form for specific number)

13. Click Select

The Appropriate Follow up Information screen is now displayed

A screenshot of a web form titled 'Register Followup Information'. It has a 'Close Page' link at the top left. The form contains three radio buttons for 'Student', 'Employer', and 'Retention', with 'Student' selected. Below them is a 'School Year' dropdown menu set to '2013-2014' and a 'Document #' text input field. A blue 'Select' button is at the bottom right. A 'Close Page' link is at the bottom left. Blue arrows from the text in steps 10, 11, 12, and 13 point to the radio buttons, dropdown, and document ID field respectively.

The Follow up Information page will display information to help confirm you have the correct student (*this cannot be changed on this page*)

A screenshot of a web page titled 'Student Information'. It displays the following details: Document #: 1, Student Name: BROWN JOHNNY, Address: 123 ANY STREET , ANYTOWN, KY 40000, Phone: (blank), Ed Level: (blank), Term Status: (blank), Program: Accounting, School Year: 2013 - 2014, Gender: (blank), Race: (blank).

The following screenshots show what information can be entered for each follow up page. **Remember to click SAVE once entries are completed.**

Student Follow Up (Secondary)

For secondary students, this information should be collected from Infinite Campus. It is presently NOT included in an import.



Employment Status Options (*dropdown menu*):

- Employed in a field related to training
- Employed in a field not related to training
- Emp in Field and Pursuing Addl Ed
- Military
- Pursuing Addl Educ Related to Training
- Pursuing Addl Educ Not Related to Training
- Self-Employed
- Unemployed, Seeking Employment
- Unemployed, Not Seeking Employment-Education

Salary Amount: Not Required

Hours worked/week: Not required

Remember to click SAVE once entries are completed

Student Follow Up (Postsecondary)



Employment Status Options (*dropdown menu*):

- Employed in a field related to training
- Employed in a field not related to training
- Emp in Field and Pursuing Addl Ed
- Military
- Pursuing Addl Educ Related to Training
- Pursuing Addl Educ Not Related to Training
- Self-Employed
- Unemployed, Seeking Employment
- Unemployed, Not Seeking Employment-Education

Salary Amount: Enter reported salary by hour, week, month or year

Hours worked/week: Enter reported weekly hours

Remember to click SAVE once entries are completed

Retention Follow Up (Postsecondary ONLY)

Company Information
Company:
Address:
Phone:
[Select Company](#)

Contact Information
First Name: *
Last Name: *
Phone:
Email:

Employment Status: * - Select One
Salary Amount [\$]: - Select One
Hours worked / week:

[Save](#) [Reset](#)

[Close Page](#)

Select Company

To enter information for company, click “Select Company”

Contact Information

The Contact Information section is for a contact at the Company for a specific student. It is possible to have contact information for multiple people at the same company. Simply enter the appropriate contact data for the selected student in the ‘Contact Information’ box.

Employment Status

Employment Status Options (*dropdown menu*):

- Employed in a field related to training
- Employed in a field not related to training
- Emp in Field and Pursuing Addl Ed
- Military
- Pursuing Addl Educ Related to Training
- Pursuing Addl Educ Not Related to Training
- Self-Employed
- Unemployed, Seeking Employment
- Unemployed, Not Seeking Employment-Education

 **Salary Amount:** Enter reported salary by hour, week, month or year

 **Hours worked/week:** Enter reported weekly hours

Remember to click SAVE once entries are completed.

Recommended Reports for Data Validation

There are many reports that can be run in TEDS. The reports listed below will help you verify your data and ensure all steps have been appropriately completed.

Remember: Select the identified criteria **ONLY**. Leave all other fields in their default status

1	Report	Statistical Report - Termination Status	
	Purpose	To verify that all Terminations are complete	
To Get Started	Click Statistical from the Reports Menu; then Next		
What to Select	<i>Report Criteria</i>	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Program Definition - Preparatory Education Level - 12th Grade Student Status - All Students Report Type - Termination Status	
	<i>Sort Order</i>	Choose School Only	
Click Build Report			
What You Want To See	Check the Termination Status Rate at the bottom. If it reads 100%, you have finished terminating all seniors. If it is anything below 100%, run report 2, Class List Report for Seniors		

2	Report	Class List Report for Seniors		
	Purpose	To find which students have not yet been terminated		
To Get Started	Click Class List from the Reports Menu; then Next			
What to Select	<i>Report Criteria</i>	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Program Definition - Preparatory Education Level - 12th Grade Student Status - All Students		
	<i>Sort Order</i>	Choose Program Only		
	<i>Data To Show</i>	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Termination Status	<input checked="" type="checkbox"/> SSID <input checked="" type="checkbox"/> Termination Date	<input checked="" type="checkbox"/> Student Objective <input checked="" type="checkbox"/> Termination Date
Click Build Report				
What You Want To See	Check the Termination Status column to locate students without terminations. The report will group the students by program so that you can have a list, by program, of those students without terminations.			

Remember: Select the identified criteria ONLY. Leave all other fields in their default status

3	Report	KOSSA Results Report	
	Purpose	To determine if your KOSSA data in TEDS reflects the same information that was on your KOSSA School Report from ESESS	
To Get Started		Click KOSSA Results from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Student Status - All Students	
	Sort Order	Choose Test Name then Program	
Click Build Report			
What You Want To See	Check the Total Taken and Total Passed against the totals from ESESS. If they do not match, run report 4, Class List for KOSSA Identification		
	PLEASE NOTE: (1) If a student took a KOSSA and it counts in two or more pathways for that student, it will show more than once in the report. (2) If you have a student in your TEDS and they take a KOSSA at another location, but it qualifies for your pathway for the student, it will show on the report.		

4	Report	Class List for KOSSA Identification	
	Purpose	To find all students that are listed as having taken KOSSA. If the data is in TEDS, the report will list the students and the name of the KOSSA	
To Get Started		Click Class List from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Education Level - High School (9th-12th) Student Status - All Students Certifications - KOSSA	
	Sort Order	Choose Program Only	
	Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Education Level <input checked="" type="checkbox"/> KOSSA Test Passed	<input checked="" type="checkbox"/> SSID <input checked="" type="checkbox"/> KOSSA Test
Click Build Report			
What You Want To See	The report groups students by program and shows any KOSSA associated with the student. Check to make sure every student that took the KOSSA has the appropriate test connected to them in TEDS.		
	If a student does not have a KOSSA, contact the KOSSA Administrator at OCTE.		
REMEMBER: These scores appear in the school year the test is taken. If you do not see a student's score, first verify what year the KOSSA was taken.			

Remember: Select the identified criteria ONLY. Leave all other fields in their default status

5	Report	Duplicate Federal Indicator Report	
	Purpose	To verify that all students have a Federal Indicator marked for one and only one program	
To Get Started		Click Duplicate Federal Indicator from the Reports Menu; then Next	
What to Select		Report Criteria	School - Your School School Year - Current Year Student Status - All Students
Click Build Report			
What You Want To See		<p>The report groups all of a student's enrollments together. You want to see <u>A BLANK REPORT</u>. This indicates that each student has one and only one indicator. If you have a list of students and</p> <ul style="list-style-type: none"> ❖ two are marked yes, one must be changed ❖ none are marked yes, one needs to be changed to yes ❖ the student is enrolled as exploring in one pathway and preparatory in another, the indicator <u>MUST</u> be on one of the preparatory pathways <p>To change the indicator</p> <ol style="list-style-type: none"> 1. Go to the <u>schoolwide enrollment screen</u> 2. Either check or uncheck the box in the federal report column depending on need 	

6	Report	Employment - Transition Status	
	Purpose	To verify that all prior year completer and high school graduates have follow up data entered for them	
To Get Started		Click Statistical from the Reports Menu; then Next	
What to Select		Report Criteria	School - Your School School Year - Prior Year Dupe/Non-Dupe - Duplicates Program Definition - Preparatory Education Level - 12th Grade Student Status - All Students Report Type - Employment-Transition Status
		Sort Order	Choose Program Only
Click Build Report			
What You Want To See		<p>The report groups students according to the program they completed. Check the Employment-Transition Status Rate.</p> <ul style="list-style-type: none"> ❖ If it reads 100%, then you have followed up on all required students. ❖ If it is anything below 100%, run report 9, Class List for Missing Follow-Up Data <p><i>This report also shows the percentage for each possible follow up status by category and Total Successful Transition Rate.</i></p>	
		<p>Follow up data is due by February 28th Data locks June 30th</p>	

Remember: Select the identified criteria ONLY. Leave all other fields in their default status

7		Report	Enrollment Report for Import Verification	
		Purpose	To verify the total number of active enrollments you have listed in TEDS. <i>Run this report a day AFTER importing data into TEDS</i>	
		To Get Started	Click Enrollment from the Reports Menu; then Next	
		What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates
			Sort Order	Choose Program Only
Click Build Report				
		What You Want To See	<p>The report will show you aggregate numbers of students, by program. It will also give you a grand total at the bottom. The grand total should match very closely the number at the top of the Enrollment data export from Infinite Campus when exported as HTML.</p> <p>If the numbers do not match, then the import from IC to TEDS was not successfully completed.</p> <p>You can run this same report, <i>replacing Duplicates with Non-Dupes</i>, to verify against the demographic data type from Infinite Campus</p>	

8		Report	Class List for College and Career Readiness Data		
		Purpose	to find which students are being reported to the Office of Assessment and Accountability as receiving a KOSSA certificate or an Industry Certificate		
		To Get Started	Click Class List from the Reports Menu; then Next		
		What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Student Objective - Preparatory Education Level – 12 th Grade Student Status - All Students	
			Sort Order	N/A (leave blank)	
			Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> SSID <input checked="" type="checkbox"/> Program <input checked="" type="checkbox"/> Industry Certs <input checked="" type="checkbox"/> KOSSA Test <input checked="" type="checkbox"/> ASVAB Passed <input checked="" type="checkbox"/> KOSSA Test Passed <input checked="" type="checkbox"/> WorkKeys Passed	
Click Build Report					
		What You Want To See	This report will show all students and their associated KOSSA, ASVAB and/or Industry Certificates for the selected school year .		

REMEMBER: Certificates and scores appear in the school year they are taken/earned. If you do not see a student's score or certificate, first verify what year it was taken/earned.

Remember: Select the identified criteria **ONLY**. Leave all other fields in their default status

8A	Report	DISAGGREGATED Class List for College and Career Readiness Data <i>For ATC and CTC use</i>	
	Purpose	To create a list, disaggregated by school, showing which students are being reported to the Office of Assessment and Accountability as receiving a KOSSA certificate or an Industry Certificate	
To Get Started		Click Class List from the Reports Menu; then Next	
What to Select	Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Student Objective - Preparatory Education Level – 12 th Grade Student Status - All Students	
	Sort Order	N/A (leave blank)	
	Report Format	Change to CSV File (can be opened in Excel)	
	Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Program <input checked="" type="checkbox"/> KOSSA Test	<input checked="" type="checkbox"/> SSID <input checked="" type="checkbox"/> Industry Certs <input checked="" type="checkbox"/> KOSSA Test Passed
Click Build Report	<ul style="list-style-type: none">  Save CSV file then open it in Excel  Adjust columns so all information is visible  Click "Sort and Filter" in the menu bar at the top, then click Filter  Using the small arrows at the top of the column labeled Home School, sort or filter as needed 		
What You Want To See	This report will show all students and their associated KOSSA, ASVAB and/or Industry Certificates for the <u>selected school year</u> .		
REMEMBER: Certificates and scores appear in the school year they are taken/earned. If you do not see a student's score or certificate, first verify what year it was taken/earned.			

Remember: Select the identified criteria ONLY. Leave all other fields in their default status

9		Report	Class List for Missing Follow-Up Data	
		Purpose	To find students that do not currently have follow-up data entered and must still be completed	
To Get Started		Click Class List from the Reports Menu; then Next		
What to Select		Report Criteria	School - Your School School Year - Prior Year Dupe/Non-Dupe - Duplicates Program Definition - Preparatory Student Objective - Preparatory Termination Status - Completer and HS Graduate Education Level - 12 th Grade Student Status - All Students	
			Sort Order	N/A (leave blank)
		Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Employment Status <input checked="" type="checkbox"/> Program	
Click Build Report				
What You Want To See		This report shows each student in the group and their follow-up status. If a student on the list does not show an Employment Status, that student must have follow-up entered for him/her. You will need to go back to Follow-up, Generate Letters to find student's document ID #, then follow instructions for How to Enter Follow Up Data .		

10		Report	Class List for Determining Federal Indicator	
		Purpose	To verify that you have the enrollment that you want to count for Perkins Accountability is marked as the federal indicator	
To Get Started		Click Class List from the Reports Menu; then Next		
What to Select		Report Criteria	School - Your School School Year - Current Year Dupe/Non-Dupe - Duplicates Education Level - 12 th Grade Student Status - All Students	
			Sort Order	N/A (leave blank)
		Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Program <input checked="" type="checkbox"/> Student Objective <input checked="" type="checkbox"/> Federal Indicator <input checked="" type="checkbox"/> Termination Status <input checked="" type="checkbox"/> KOSSA Test <input checked="" type="checkbox"/> KOSSA Test Passed <input checked="" type="checkbox"/> Industrial Certificates	
Click Build Report				
What You Want To See		This report will show which program is marked with the federal indicator for each student. If a student is preparatory in at least one program, then the preparatory program MUST be marked as the federal indicator. If a student is exploring in all programs, then it is school choice.		
** If a student is preparatory in more than one program, it is important to consider other factors such as completion (Non-Traditional Completion Report), industry certifications and KOSSA (Technical Skill Attainment Report). Students in non-traditional programs give your school more credit on the Non-Trad participation report.				

Remember: Select the identified criteria ONLY. Leave all other fields in their default status

11		Report	Class List using the Credit Hours Field	
		Purpose	To determine completion status of preparatory seniors and to determine if students have been marked with the correct objective	
To Get Started		Click Class List from the Reports Menu; then Next		
What to Select		Report Criteria	School - Your School	
			School Year - Current Year	
		Dupe/Non-Dupe - Duplicates		
			Education Level - 12 th Grade	
			Student Status - All Students	
		Sort Order	N/A (leave blank)	
		Data To Show	<input checked="" type="checkbox"/> Student Name <input checked="" type="checkbox"/> Program <input checked="" type="checkbox"/> Student Objective <input checked="" type="checkbox"/> Credit Hours <input checked="" type="checkbox"/> Termination Status	
Click Build Report				
What You Want To See		This report shows the student objective and the number of credits earned in the career pathway for each 12th grade student. Based on credits earned, you can determine if the student has the correct objective and, whether he/she received enough credits (4) to be terminated as a Completer.		
NOTE: You can only use this report if you have used the suggested method of data entry, which includes completing the Credit Hours field for all students.				

12		Report	Perkins 4 Performance Measures	
		Purpose	To verify the data that is being reported to the federal government on your Career and Technical Education programs	
To Get Started		Click Perkins 4 Performance Measures from the Reports Menu; then Next		
What to Select		Report Criteria	School - Your School	
			School Year – Current Year or Prior Year	
		Report Scope - Federal		
			Performance Measure - Choose the Measure with an ‘S’ in the title such as 1S1	
		Sort Order	N/A (leave blank)	
Click Build Report				
What You Want To See		<p>This report shows each career pathway at your school and a breakdown of how students in that career pathway are performing on the chosen measure. To be included on this report</p> <ul style="list-style-type: none"> ❖ the enrollment record must be checked as the Federal ID, which means that only one enrollment per student is included ❖ the student must be in 12th grade ❖ the student must be terminated <p>Each report will give the definition of the numerator and denominator at the top. The report also shows the state goal and if each career pathway met or did not meet the goal.</p>		