

# TEDS Monthly Notes

CTE Technical Education Database System Updates

February 2017



In the spirit of Valentines Day, and because there is so much important information, we're going to change things up a bit. This month, we will play "Twenty Questions".... You remember the game, don't you?



## Read on and don't skip anything...

1. When can I see my actual list of students who have KOSSA and TRACK test tickets?

All KOSSA and TRACK test tickets have been processed. You (or your identified KOSSA Coordinator) can now go to E-SESS and pull a full list of all students who have test tickets.

2. E-SESS has more names than the KOSSA test ticket report in TEDS. What's that all about?

The final test ticket report was pulled from TEDS the morning of January 16, 2017. This official list of test tickets can only be found in E-SESS. **REMEMBER:** Student records updated in IC and imported to TEDS will reflect those changes but will not change the KOSSA and TRACK test tickets in E-SESS.



3. Is the new 2017-2018 Preview to Pathways document ready?

Yes. Yes it is. It can be found on any TEDS webpage in the right hand menu. (<http://education.ky.gov/CTE/teds/Pages/default.aspx>). It can also be found on the CTE Program Areas website (<http://education.ky.gov/CTE/ctepa/Pages/default.aspx>).

4. But wait, why can't I find the pathways I had last year?

The Preview to Pathways document has been updated to reflect the valid pathways for 2017-2018. Some pathways have been added. Some courses in some pathways have been removed and/or added. Some pathways have been merged or phased out.

5. Phased Out? What's going to happen to my students and their Industry Certificates and KOSSA scores in these pathways?

After discussion with industry and postsecondary partners and careful consideration, some pathways are being phased out. There is a document on any TEDS webpage in the right hand menu. (<http://education.ky.gov/CTE/teds/Pages/default.aspx>). This document, "2017-2018 Pathway Crosswalk and Phase-out Guidance" provides the list of pathways being phased out and the pathways that are suggested as replacements for each.

6. Will TEDS automatically change my students to the new pathway?

No. Students will not be automatically moved to the suggested pathway.

7. So, do I have to use the new pathway?

Not yet. You have two choices:

- a. Keep current sophomores and juniors in the pathway that is being phased out. You have two years to get them graduated and out of the pathway. **NOTE:** You cannot add any new students to a pathway that is being phased out. You will have to enroll any new students (incoming freshmen, etc.) in the suggested replacement pathway.
- b. Enroll all students in the suggested replacement pathway. Students will not lose any credits. If you choose this option, you will need to notify Kiley Whitaker (<mailto:kiley.whitaker@education.ky.gov>) by August 1, 2017 to ensure KOSSA scores and Industry Certificates will follow the student.





## AN IMPORTANT NOTE ABOUT THE DIFFERENCE BETWEEN INFINITE CAMPUS AND TEDS

The TEDS tab in Infinite Campus is essentially a “holding cell”. It will allow you to add students to a pathway being phased out. **BUT...** When you do your import, *TEDS will not recognize new enrollments in the phased out pathway and your students WILL NOT be enrolled in TEDS.*



### 8. What about new pathways? How do I add those for 2017-2018?

If you want to add new pathways to your TEDS to begin in 2017-2018, you should refer to the 2017-2018 Career Pathway Request Guidance ([http://education.ky.gov/CTE/ctepa/Documents/Career\\_Pathways\\_Guidance.pdf](http://education.ky.gov/CTE/ctepa/Documents/Career_Pathways_Guidance.pdf)). This provides instructions on exactly what to do to add a new pathway. **Read carefully.** If the request is not submitted correctly, the pathway will not be added.



### 9. If a student earned credits before I enrolled them in a pathway, can I count the credits?

Students can count credits earned before enrolling in a pathway if:

- a. The student earned credits on the high school transcript, **and**
- b. The course was valid in the pathway when the student earned the credit.

*For example, if a student took Digital Literacy in 14-15 and it was valid for the pathway, that credit would count for that student until they graduate. However, if Digital Literacy is no longer valid for the pathway and a student takes it now, regardless of the year they started their pathway, it will not count.*



### 10. How do I find out whether the course was valid when my student earned the credit?

Review the Program of Studies by Program Area on the CTE website (<http://education.ky.gov/CTE/ctepa/Pages/CTE-POS.aspx>). Here the programs of study are available from 2013-

2014 to the present. Remember, it does not matter whether the student was enrolled in the pathway when the course was taken/ credit was earned. It only matters that the credit can only be counted if the course was valid for the pathway the year the credit was earned.

### 11. This has been all about next year. What do I have to do to get ready for the end of THIS year?

You should refer to the posted Secondary Schools Timeline/Checklist found here: <http://education.ky.gov/CTE/teds/Pages/default.aspx>. It is important that you follow the timeline and get things done on schedule. Processes have changed for TEDS data collection. To make sure you get everything done correctly, refer to the Step-by-Step Directions web page (<http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>). Pay close attention to the Cheat Sheet.

### 12. Cheat Sheet? What cheat sheet?



The “cheat sheet” is an important document that has been available for a few years. The current version is a chart that shows what should be done in IC and what should be done in TEDS to ensure all data remains accurate as you complete required imports.



**13. So what happens if I didn't follow the cheat sheet?**

If you do not follow the cheat sheet, you run the very real risk of overwriting data you update in TEDS every time you do an import.

Some of you have experienced this before:

*You update a student from exploring to preparatory in TEDS to make sure he gets a KOSSA test ticket. Later, you complete your next import from infinite campus and, suddenly, your student are exploring again...*

This is because you did not follow the cheat sheet and you no longer have clean data.

**14. What do you mean when you say "clean data"?**

If you follow the cheat sheet, you have a much greater chance of having clean data. Clean data means all students are properly enrolled in IC and TEDS. Federal indicators, Student Status (exploring/preparatory), SSID, credit hours, terminations are all correct and up to date. The newest reason for clean data is that

**16. Awesome! Do I still have to do my terminations?**

Yes, you still have to do your terminations. We are running the pilot process to see if everything is accurate and to determine if any other problems exist. If our pilot runs the way we anticipate, we will be able to automate the termination process.

**17. What happens if my data isn't "clean"?**

If your data isn't clean, the termination process won't work for your school. You will have to continue doing terminations manually.

**18. This is overwhelming. How do I get help with this?**

I'm glad you asked. We have created a set of best practices for managing TEDS data. Here is a basic overview:

- a. Too many cooks... Limit local access to TEDS to ensure clear communication.



if your data is clean, you may never have to do terminations again!

**15. I think there was a bit of crazy in my ear. Did you just say that clean data means we may never have to do terminations again?**

Well... there may be a little crazy in your ear, but you did hear/read correctly. This year we are going to run a statewide pilot on terminations.

What we have found in our early tests is that it will only work if the data is clean. This includes the correct credit hours, student status and SSID. If these things are not accurate, that means you no longer have clean data.



OCTE will not be responsible for errors due to lags in local communication.

- b. Identify at least two people (no more than five for larger schools) at each school and each district office) to have access and ability to make changes in TEDS. You can have additional users with READ ONLY access to run reports in TEDS.
- c. Ensure that the people who have been granted access to TEDS are following the Secondary Schools Timeline/Checklist ([http://education.ky.gov/CTE/teds/Documents/TEDS\\_Time-Check.pdf](http://education.ky.gov/CTE/teds/Documents/TEDS_Time-Check.pdf))
- d. Refer to the TEDS website frequently. It is your friend.



19. So, what's next for me in TEDS?

Continue to read the monthly newsletters. We will update you with any changes or improvements we make in TEDS. We will also provide reminders about what's on the horizon. Here is a sneak peek at some upcoming deadlines.

<b>February 1—March 31</b>	Testing Window for KOSSA and TRACK
<b>February 28</b>	2015-16 Completers Follow up Data completed in TEDS
<b>March 31</b>	2nd Semester Enrollment Data completed in TEDS
<b>June 15</b>	<p>TEDS End of Year Data entered and completed in TEDS  <i>(Remember to check ALL students, not just active)</i></p> <ul style="list-style-type: none"> <li>- Semester Data (credits, student objectives, etc.)</li> <li>- Termination Status</li> <li>- Termination Dates</li> </ul> <p>** Best if completed BEFORE IC End of Year Script</p>
<b>June 30</b>	<p>15-16 Follow Up Data Locks</p> <p>Career Readiness Data will be entered by KDE where possible</p>



20. I have more questions. Who do I call?

Well, definitely not ghostbusters. If you have questions or concerns, we have answers. Here is a list of who to call for help.

<b>Contact Us</b>	
<b>OCTE website</b>	<b>Phone</b>
<a href="http://education.ky.gov/Pages/default.aspx">http://education.ky.gov/Pages/default.aspx</a>	(502) 564-4286
<b>Career Readiness</b>	<b>Perkins</b>
<b>Kiley Whitaker</b>	<b>Karla Tipton</b>
<a href="mailto:kiley.whitaker@education.ky.gov">kiley.whitaker@education.ky.gov</a>	<a href="mailto:karla.tipton@education.ky.gov">karla.tipton@education.ky.gov</a>
<b>Infinite Campus</b>	<b>TEDS</b>
<b>Tanya Fluke</b>	<b>Claude Christian</b>
<a href="mailto:tanya.fluke@education.ky.gov">tanya.fluke@education.ky.gov</a>	<a href="mailto:claudio.christian@education.ky.gov">claudio.christian@education.ky.gov</a>