TEDS Monthly Notes

CTE Technical Education Database System

This month, we give songs a rest. It is a time of graduations, promotions and vacations. Some will turn to the sage advice of Rudyard Kipling to prepare a beloved son or daughter for their next steps. So, with that in mind, we will Let Mr. Kipling lead the way with his poem "If"...

"If you can keep your head when all about you
Are losing theirs and blaming it on you,
If you can trust yourself when all men doubt you,
But make allowance for their doubting too;"

"If" is a powerful word. It is the word of dreams and nightmares. Let's end this year on a dream. Blow by, "If I had just…" and "If only…" and jump straight to the dreamy part. "If we can get one more student career ready" and "If I can finish with TEDS faster so I can squeeze one more day out of summer…" In all of our "If", let's keep our heads while everyone seems to be losing theirs. Our kids are depending on it.

SUMMER TRAINING DATES

"If you can wait and not be tired by waiting,
Or being lied about, don't deal in lies,
Or being hated, don't give way to hating,
And yet don't look too good, nor talk too wise:"

Many have asked about summer training and I hope that you did not get tired by waiting for the answer. Training dates are officially posted! Get in before they start to fill up. Two sessions have already filled up and three more are almost full. Don't hate the quick-fingered… jump in before it's too late.

If you are not sure if you are due for training, check your last training date when you log into TEDS. It is in the upper right hand corner of the TEDS screen under your name. A word to the wise… If you can't log into TEDS, you might need to attend a training session.

In This Issue

New Process to ADD and/or REMOVE PATHWAYS

"If you can dream—and not make dreams your master;
If you can think—and not make thoughts your aim;
If you can meet with Triumph and Disaster
And treat those two impostors just the same;"

TEDS is moving up. We all dreamed of a better TEDS and we are getting closer every day. One of the newest tools is the add and remove pathways feature. High Schools, ATCs and CTCs no longer have to send emails to get pathways added or removed in TEDS. Anyone with Secondary Administrator-Full rights can now make the request directly in TEDS (no imposters allowed). Make sure to review the instructions for how to "Request to ADD or REMOVE a Pathway" on the TEDS Step-by-Step website (https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx).

Clean Data Matters...

"If you can bear to hear the truth you've spoken
Twisted by knaves to make a trap for fools,"

To make sure the truth of the courses our students have taken don't become traps, the data in Infinite Campus has to be clean.

◊ When students are enrolled in pathways, the correct credit hours must be posted.

◊ They must also be changed when anything about the student record changes. This includes if the student drops a class, fails a class or transfers out of their home high school.

These monthly notes may seem a distraction to some, but they are our effort to help the truth of TEDS be understood. No traps, no fools, no kerfuffle.

Accurate Data Matters...

"Or watch the things you gave your life to, broken,
And stoop and build 'em up with worn-out tools:"

The tools aren't exactly worn out, but some may seem a bit rusty (lack of use and all that).

Currently, based on students identified as preparatory in a pathway and eligible for a termination status, accuracy between data input in IC during registration and data input in TEDS for termination of graduate records is **only 68.3%**.

This is primarily due to inaccurate credit hours and/or student objective. We need your help to stoop and build up the data. Please review and follow all instructions on the TEDS Step-by-Step web page. Make sure to review the instructions for how to "Enter Secondary Student Data in Infinite Campus" and "Import Infinite Campus Data into TEDS". Lastly, don't forget the "***TEDS vs IC (Data Update Cheat Sheet)***". This one will help to make sure you don't overwrite your work. Don't let these things become broken. Instructions can all be found on the TEDS Step-by-Step website. (https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx).

All Schools Must Do Their Own Terminations

"If you can make one heap of all your winnings
And risk it on one turn of pitch-and-toss,
And lose, and start again at your beginnings
And never breathe a word about your loss;"

I know I'm repeating, but our termination status accuracy is **only 68.3%.** We have to reduce the risks we take. We have to have better data.

Anyone who has been around for a little while has taken a risk. For example, forgetting about terminations or accidentally overwriting data in TEDS (**TEDS vs IC** Cheat sheet can help with this one). It was a learning moment: A time to start over and move forward. To help prevent future games of pitch-and-toss, we provide reminders and updates. Some of you may even get email reminders about lurking deadlines. We have to address it (preferably before it's too late), but even if the risk wins this time, we will move forward… and never breathe a word about the loss.

State Course Codes Matter

"If you can force your heart and nerve and sinew
To serve your turn long after they are gone,
And so hold on when there is nothing in you
Except the Will which says to them: 'Hold on!'"

We are almost at the end of the year. You may be so far past your last nerve that you had to borrow one just to keep going. That is OK. We don't have much further to go. Just one last thing…

Colleges and universities use the state course codes provided by the state departments of education to determine whether a student has already taken a required course while they were in high school. This includes granting dual and articulated credits. However, if there are no state course codes on the transcript, there is no college credit.

If you are not the person responsible for what shows on the student transcripts, make sure to show this to the person(s) who make those decisions. Don't stress your heart, nerve or sinew more than you have to. State course codes matter. Pass it on! Then HOLD ON! We've got this!

How to Award a TRACK Certificate

Students must meet the following criteria in order to earn a TRACK Industry Certification:

1. Take a pre-selected 4-course sequence for the pathway

2. Complete 8 safety training modules

3. Pass the corresponding end of program assessment *if available* (must be enrolled in or have already passed the 4th course to be eligible to take assessment)

The school then completes and submits a Skilled Trades Completion form to the KY Labor Cabinet.

Once the KY Labor Cabinet approves the form, it will issue an industry certificate to the school.

The school then enters the certificate under the industry certificates tab in TEDS

Contact Us

"If you can talk with crowds and keep your virtue,
Or walk with Kings—nor lose the common touch,
If neither foes nor loving friends can hurt you,
If all men count with you, but none too much;"

We at OCTE aren't exactly a crowd… or royalty. Some of us may occasionally claim King or Queen status, but none of us has lost the common touch of reaching out to help CTE move forward. We won't hurt you. You can count on us for most, but not all of your concerns. If you need us, give us a call or send an email.

OCTE website http://education.ky.gov/Pages/default.aspx	**Phone** (502) 564-4286
Career Readiness **Kiley Whitaker** kiley.whitaker@education.ky.gov	**Perkins** **Karla Tipton** karla.tipton@education.ky.gov
Infinite Campus **Tanya Fluke** tanya.fluke@education.ky.gov	**TEDS** **Claude Christian** claude.christian@education.ky.gov

Coming Soon to a Calendar Near You

"If you can fill the unforgiving minute
With sixty seconds' worth of distance run,
Yours is the Earth and everything that's in it,
And—which is more—you'll be a Man, my son!"

How much easier is it to plan for that unforgiving minute if you know it's coming? This wonderful chart can give you a heads up so you can get there and claim your piece of the earth and everything that's in it. I won't guarantee you'll be a man, woman or even an adult, but you will definitely be better prepared.

June 15	TEDS End of Year Data entered and completed in TEDS *(Remember to check **ALL** students, not just active)*
June 30	*Career Readiness Data Entered Where Possible*
July	*Career Readiness data pulled for the Office of Assessment and Accountability*
August	*Follow IC Timeline to begin entering 18-19 Student data on IC-TEDS tab*
September 1	*17-18 TEDS Data locked* *Deadline for requesting the addition of new pathways for 2018-2019* *Deadline for requesting pathway modifications for 2018-2019*