

SECONDARY CTE REPORTING APPLICATION DIRECTIONS

Iowa Department of Education
 Division of Community College and Workforce Preparation
 Bureau of Career and Technical Education
 Contact: cte@iowa.gov ; 515-242-5034



Have you submitted your SRI File? If you have not done so, please stop and:

1. Begin collection in Cedar Connect
2. Fix all errors in Cedar Connect
3. Click submit to move the data over to SRI

Log in to the Department of Education A&A Account (i.e. Portal)

Access to the Secondary CTE Reporting Application (SCTERA) is through the Iowa Education Portal: <https://portal.ed.iowa.gov>.

Under AAA Account select Sign In. Enter your email and the password on the sign in screen.

IOWA
Department of Education

Home A&A Account ▶ EdLinks ▶

Sign-In
Create Account
Forgot Password
Forgot ID

**** Welcome to the Iowa Education Portal ****

**** Important Information about Email Addresses, A&A accounts, and Organizations! ****

1. Please keep your email address associated with your A&A account up to date!
Click on the "Sign In" tab found under the "A&A Account". Enter your Account ID and password, click on "Sign In". Enter the email and confirm email, verify both emails match. Save and continue on to the Portal. Failure to keep this information current may result in an inability to access your applications.
2. Please note that you **DO NOT** need to create additional A&A accounts if you are changing schools or districts. Update your A&A information, change your administrative organization, and request application access.

Note:

You can reset your password by clicking the Forgot Password button at the top of the page on the log in page.

If you do not have an A&A account, click on Create an Account at the top. Your A&A Administrator at your district will need to give you permission to the CTE portion.



Account Id Examples

Public User Account Format:

firstname.lastname@iowaid

State Employee Account Format:

firstname.lastname@iowa.gov

*If you do not have an @iowa.gov account use your State of Iowa employee email address.

Open the Secondary CTE Reporting Application

Click on EdInfo, then choose **Secondary CTE Reporting Application**.

Viewing the Program Screen

If a district has changed their name, when you first enter the system, you will be taken to the Program screen. You may receive a pop-up warning to enter a district contacts if none have been entered.

Please note that you will not be able to continue until you enter at least one district contact.

If you have been in the system previously, please update your contact. Click on the DISTRICT CONTACTS link at the top right side of the page. **Review and UPDATE all contact information.**

Shared Courses Reports Consultant Reports Perkins Reports District Contacts
DE Contacts

There are fewer than 4 programs selected as Chapter 12 programs, please review.
Programs show 0% coded Program of Study, requirement is 75%

+Add Program

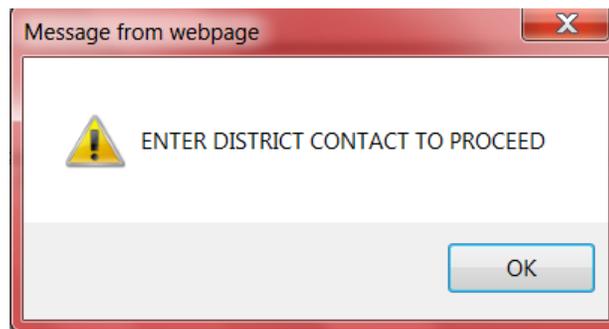
Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/IPLTW	0.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
<input type="checkbox"/>	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	

Last SRI Collection Date: 1/29/2016 12:15:42 PM
System Due Dates

<u>Courses in a program</u>	<u>Student Data</u>	<u>Program updates</u>	<u>Program of Study</u>
Jan 31	July 31	June 15	June 15

Grey = Not available
Green = Needs District Action
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Blue = Completed

If you receive the error message, click on OK to close the message box. Click the DISTRICT CONTACTS link and enter in the contact information.



Entering District Contacts

On the District Contact screen click Add/UPDATE District Contact.

Year: 2015 District:

District:

District Contacts

Information

Programs > Contacts

For more local district information please contact below address

Email Address	Name	Phone Number
Add/Update District Contact		

Enter your contact information in the Contact Profile then click on the appropriate access areas in the Application Selection List. Be sure the e-mail is correct so system e-mails are received. Click on Save and it will take you back to the contact listing. You should now see the contact added. (Refresh the screen if not listed) Repeat this process to add, delete or modify additional contacts. **Note: All contacts listed will receive system e-mails**

Add Application Contact

Email address search

Application Section List

Program of Study

Courses

Students

all

Contact Profile

First Name

Last Name

Email

Phone

Title

Click on Programs to return to the Program Screen.

Programs > Contacts

For more local district information please contact below address

Email Address	Name	Phone Number
<input type="button" value="x"/> pat.thieben@iowa.gov	Pat Thieben	515-281-4707

[Add/Update District Contact](#)

Viewing the Program Screen

The Program screen is the starting page for all actions. It provides links to other screens, shows ICONs indicating system status and other CTE system information.

To access a list of DE Contacts by program area, click on DE Contacts in the upper right hand corner.

Due Dates are listed at the bottom of each screen as well as the last Student Reporting in Iowa (SRI) submission date. (Note that the Winter SRI file must be submitted before Courses in a Program can be entered.)

Shared Courses Reports Perkins Reports District Contacts istrict Contacts
DE Contacts

There are fewer than 4 programs selected as Chapter 12 programs, please review.
 Programs show 0% coded Program of Study, requirement is 75%

[+Add Program](#)

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
<input type="checkbox"/>	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	

Last SRI Collection Date: 1/29/2016 12:15:42 PM

System Due Dates

<u>Courses in a program</u>	<u>Student Data</u>	<u>Program updates</u>	<u>Program of Study</u>
Jan 31	July 31	June 15	June 15

Grey = Not available
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 Blue = Completed

The Program screen shows all active programs (operational, anticipated and discontinued) with associated ICONs on the right. A DE consultant will change anticipated programs to operational, and move discontinued programs to non-operational to remove them from the list prior to SCTERA reporting in January. For questions about programs needing to be changed, please contact a DE consultant. Each ICON represents a process step or task and changes colors as actions are taken and coded in the system.

[Shared Courses](#) [Reports](#) [Consultant Reports](#) [Perkins Reports](#) [District Contacts](#)
[DE Contacts](#)

There are fewer than 4 programs selected as Chapter 12 programs, please review.
 Programs show 0% coded Program of Study, requirement is 75%

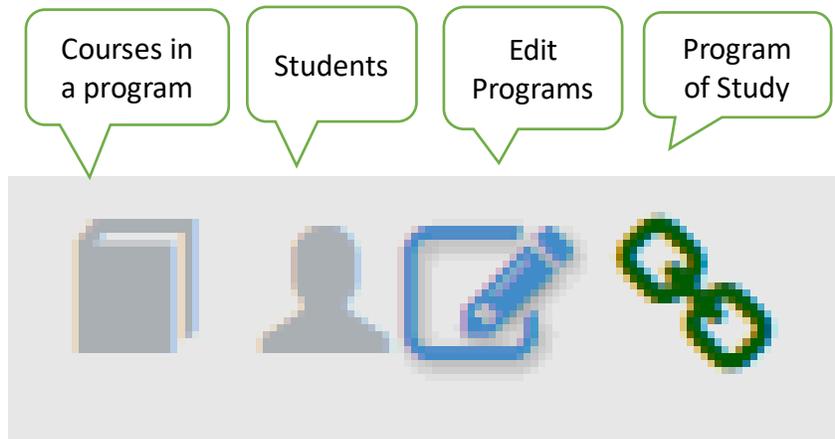
[+Add Program](#)

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	   
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	   
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	   
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	   
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	   
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	   
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	   
<input type="checkbox"/>	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	   

Last SRI Collection Date: 1/29/2016 12:15:42 PM
System Due Dates
Courses in a program Student Data Program updates Program of Study
 Jan 31 July 31 June 15 June 15
 Grey = Not available
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A color status index is shown on the bottom of the program screen for easy reference. **GREY** indicates they are not available, **GREEN** indicates district action is needed, **YELLOW** indicates the DE Consultant action is needed and **BLUE** indicates the action is complete.

If needed the DE Consultant can reset the process for each step.



Program Screen - Completing Chapter 12 Requirements

At the top left side of the Program screen, – you may find two **RED** warning statements. The first statement regarding Chapter 12, will require coding before you can proceed. The second warning is regarding coding the Program of Study which can be updated at any time.

**There are fewer than 4 programs selected as Chapter 12 programs, please review.
Programs show 0% coded Program of Study, requirement is 75%**

You must indicate the four programs that are meeting your CTE Offer and Teach requirements by checking the box under Chap 12. Once the Chap 12 boxes are checked, the warning disappears and the book icon changes from GREY to **Green** allowing you to enter courses. **CHECK NO MORE THAN FOUR.** If you need to see what programs were checked the previous year, change the year in the upper right hand corner to 2019.

Make sure when you enter courses for this year, you are back in 2020.

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input checked="" type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	469900000	CONSTRUCTION TRADES	4.26	
<input checked="" type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	1506130000	Manufacturing Engineering Technology/Technician.	4.42	
<input checked="" type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	6.00	
<input checked="" type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706050000	Diesel Mechanics Technology/Technician.	3.00	
<input checked="" type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5201010000	Business/Commerce, General.	13.26	
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	4.44	
<input type="checkbox"/>	Human Services	Hospitality and Tourism	1205030000	Culinary Arts/Chef Training.	3.99	
<input checked="" type="checkbox"/>	Human Services	Human Services	1907070000	Family and Community Services	3.00	
<input type="checkbox"/>	Human Services	Human Services	4301070000	Criminal Justice/Police Science.	3.27	
<input checked="" type="checkbox"/>	Information Solutions.	Information Technology	1107010000	Computer Science	8.35	

Last SRI Collection Date: 1/1/0001 12:00:00 AM
System Due Dates

Courses in a program	Student Data	Program updates	Program of Study
Jan 31	June 15	June 15	June 15

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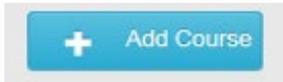
Any programs over the four required are eligible for Supplemental Weighting. Districts must offer four programs out of the six service areas: Agriculture, Food and Natural Resources; Arts, Communication and Information Systems; Applied Science, Technology, Engineering, and Manufacturing; Health Science; Human Services; and Business, Finance, Marketing and Management. In the designated Offer and Teach Programs, **any courses over the 3 units required are also eligible for Supplemental Weighting.**

Click on the **Green** book ICON to add courses for a specific program.

<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	

Adding Courses in a Program

The Courses in a Program Screen will not show any courses. You will need click on Add Course at the bottom of the page and use the drop-down menu to add courses that came from your current year SRI file. Only courses that have students in them for the current year are available for selection. Add all courses that are a part of this program of study (you may need to check with the educator and/or drawing board to be sure all of the courses are accurate). Reminder, 1 full unit may be shared across service areas. There is a minimum of 3 units in a program, but not a maximum number. You will want to count all students that are taking CTE coursework, so do not just enter 3 units and stop.



Once a course has been added, click on save. The course will disappear from the program's drop down list, but will be available for selection in other programs.

If an active course is not shown in the drop-down list, verify that it has been correctly coded in the SRI file. All CTE courses should have an accreditation code of 19, if a course is incorrectly coded, you will need to correct that before continuing and re-submit the SRI. If a course is not currently active in SRI (because of no students) and is required to meet Offer and Teach you must manually add it, contact the SCTERA Consultant to assist you. Courses without enrollment can only be added in rare occasions.

Programs > Program Courses > Add Course DE Contacts

Agricultural Business and Management.

Course: - Select -

District Course Number: Intro to Brick-100

District Course Title: Intro Carpentry-102

Carnegie Units: Carpentry Tech.-103

Comments: Intro to HBI-104

HBI Tech.-105

Careers 1-1-64

Computer App's-82

Intro Bus Tech-86

Comp. Apps 1-1-91

Intro Nursing-96

First Aid/CPR-97

Nursing Tech.-98

Food Fundamentals-HS300

Foods & Nutrition II-HS301

Housing & Int Desig-HS302

Child Development I-HS304

Child Development II-HS305

Intro to Indust Tech-HS450

Power & Energy-HS451

Electricity Fund.-HS452

Woods-HS454

World of Construct.-HS455

Car/Home Maintenance-HS458

Data Proc. MS Office-HS102

General Business-HS104

Accounting I-HS105A

Accounting I-HS105B

Intro. to Criminal Justice-HS1060

Accounting II-HS106A

Collection Date: 2/18/2015 3:24:17 PM

System Due Dates

State Fiscal Assignment	Program updates	Program of Study
July 31	June 15	June 15

Grey = Not available

Yellow = Needs District Action

Red = Needs DE Consultant Action

Blue = Completed

Cancel
Save

Once added, ICONS at the right of each course allow deletions or edits to add comments regarding a course.

Each course shows the units provided, the number of students enrolled and the location. Each course has an associated ICON to indicate if the course is offered in a district  or, shared with another district  or at a community college.  Hovering over the icon shows the course location.

Completing Courses in a Program

If the Program was coded as Chapter 12, a red warning will show at the top of the Courses in a Program screen and boxes by each course will be available to indicate the 3 required Offer and Teach units. (If not Chapter 12, no warning and the boxes are not available)

[Programs](#) > Courses in a Program

Need 3 Program units selected to meet offer and teach

CIP: 0101000000

Title: Agricultural Business and Management.

Select 3 Units	Course Number	Course Title	Units	Comments	Location	Students Enrolled	Action
<input type="checkbox"/>	HS400A	Agri. Science I	0.5			36	 
<input type="checkbox"/>	HS400B	Agri. Science I	0.5			41	 
<input type="checkbox"/>	HS401A	Agri. Science II	0.5			26	 
<input type="checkbox"/>	HS401B	Agri. Science II	0.5			25	 
<input type="checkbox"/>	HS402A	Agri. Science III	0.5			22	 
<input type="checkbox"/>	HS402B	Agri. Science III	0.5			22	 
<input type="checkbox"/>	HS403A	Agri. Science IV	0.5			24	 
<input type="checkbox"/>	HS403B	Agri. Science IV	0.5			23	 
		Unit total	4.5				

[+ Add Course](#)

Last SRI Collection Date: 2/18/2015 3:24:17 PM

System Due Dates

Courses in a program	Student Data	State Fiscal Assignment	Program updates	Program of Study
Jan 31	June 15	July 31	June 15	June 15

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After all courses are added, and if this program is designated as one of the offer and teach programs, check the associated box for all that make up the three unit requirement. The **RED** warning will disappear. Note: If supplemental weighted courses are checked for the offer and teach requirement, the supplemental weighting is lost. Try to check local courses if possible. You will not be able to mark courses in programs not marked for Offer and Teach. A reminder that if the program is not marked for Offer and Teach, all Community Courses in that program are eligible for supplemental weighting. If you need to mark Community College courses to meet your offer and teach requirements, choose those with the lowest enrollment.

Any course(s) not marked as meeting the Offer and Teach Requirement is/are eligible for Supplemental Weighting.

A warning will generate if more than 3 units are selected. Click OK to proceed.

The page at <https://edinfo-staging.ed.iowa.gov> says:

You have selected more than the required 3 units as offer and teach. Make sure you have this coded correctly

Click on Program at the top to return to the Program page.

As courses are entered, the total units for the program shows on the Program screen. Once the Courses in the Program has been completed the student ICON will turn **Green** allowing you to view student information for that program.

Click on the Student ICON which will open to a pop-up window showing the Program Student Breakdown.

[Shared Courses](#) [Reports](#) [Consultant Reports](#) [Perkins Reports](#) [District Contacts](#)
[DE Contacts](#)

There are fewer than 4 programs selected as Chapter 12 programs, please review.
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Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
<input type="checkbox"/>	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	

Last SRI Collection Date: 1/29/2016 12:15:42 PM

System Due Dates

<u>Courses in a program</u>	<u>Student Data</u>	<u>Program updates</u>	<u>Program of Study</u>
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To open the full student listing, click on the Enrolled **number**. To just view the list of student Concentrators or Completers, select those numbers.

Program Student Breakdown ✕

Program Name	CIP Code	Enrolled	Concentrator	Single Parent
Business, Management and Administration	5201010000	20	5	0

[Return](#)

The Program Enrolled Student List screen shows all students enrolled in the courses selected for this program. Use this **view-only** screen to verify no students or courses are missing or added to this program incorrectly. You may want to download an excel sheet and have your educators review this for accuracy.

(Another hint to help you with the last reporting step in June could be to print this off and give it to your CTE teachers to review and comment to turn in when checking out at the end of the school year so you have all of the information for the Program Updates due in June.)

Click on the Return button in the upper right hand corner to return to the Student Breakdown screen.

Program Enrolled Student List ✕

Student Data to Excel [Return](#)

Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent	
null null		1.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		1.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		0.50	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		1.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		0.50	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		1.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Units

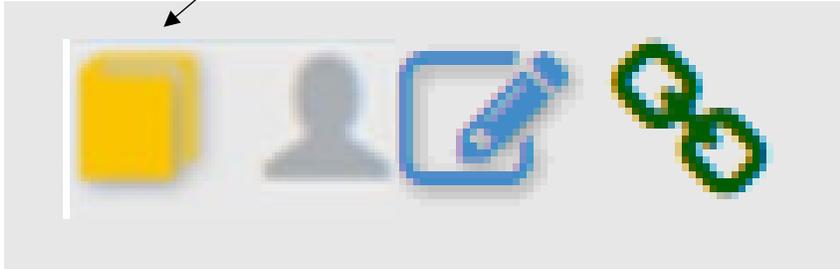
Program Name	CIP Code	Enrolled	Concentrator	Single Parent
Human Services	1901000000	0	0	0

Request Course Review

Return

Once students are reviewed, select the Request Course Review button to submit the courses to the DE for review. The review button will change to **Yellow** and indicate under DE Review.

Program screen where the book ICON is now also **Yellow**.



Shared Courses

Once all programs are completed, click on the “Shared Courses” link at the top of the Program screen.

[Shared Courses](#) [Reports](#) [Consultant Reports](#) [Perkins Reports](#) [District Contacts](#)
[DE Contacts](#)

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+ Add Program

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
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<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
<input type="checkbox"/>	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	

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Shared courses are courses that are offered in more than one program or across service areas. A total of one unit may be shared across service areas.

Use this screen to identify course(s) to be included in a particular program by checking the “include” box. Including a course in a program identifies participants, and concentrators, within that program. Courses not identified as included in a program will require students to take an additional course in that program so they can be counted as participants or concentrators.

If the shared course is eligible for supplemental weighting in any program make sure this is reflected in all programs that have this course.

[Programs](#) > [Shared Courses](#) [DE Contact](#)

Shared courses are courses offered in more than one service area or in more than one program within the same service area. Courses shared across service areas are limited to one (1) unit, while courses shared across programs within the same service area do not have unit limits. If a districts shares more than one unit within a service area, they are encouraged to review the course offerings for expected content or consider combining their programs

Course Number	Carnegie Units	Course Name	Service Area	Program Title	Include
125	1	Accounting I	Family & Consumer Sciences	FAMILY AND CONSUMER SCIENCES	<input type="checkbox"/>
125	1	Accounting I	Business	Business/Commerce, General.	<input type="checkbox"/>
11	0.5	General Business	Industrial Technology	CONSTRUCTION TRADES	<input type="checkbox"/>
11	0.5	General Business	Family & Consumer Sciences	FAMILY AND CONSUMER SCIENCES	<input type="checkbox"/>

Completing Courses in a Program

When the DE completes the program review, the book ICON will change to **BLUE** and generates an email to the District. If the review is conditional with no further action needed, a **BLUE** comment ICON will appear. If District action is required, the comment ICON will be **GREEN**. The district should communicate with the designated DE consultant to resolve any identified issues. Once resolved, the DE will change the comment ICON to **BLUE**. Any comment changes generates a district email notification.

To see the comments regarding conditional review, click on the Comment ICON which opens the Program Review Comment pop up box.

Please note that comments that were entered in last year will remain for review to make sure changes can be made to this year's programs.

Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management	4.00	   
Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	4699000000	CONSTRUCTION TRADES	4.00	   
Business, Finance, Marketing and Management	Business, Management and Administration	5201010000	Business/Commerce, General	3.50	   
Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.50	   

To see the comments regarding conditional review, click on the comment "ICON" which opens the Program Review Comments pop up box.

Program Review Comments ✕

Previous Comments: 

Add Comments Here

[Return](#)

Completing Student Data – Due June 15

Once the DE has approved a program, the student data for that program can be entered by clicking on the **GREEN** student ICON. You do not need to have all programs approved before updating the student information. Reminder, the deadline to enter student information is June 15 after you have compiled all student information.



Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management	4.00	
Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	4699000000	CONSTRUCTION TRADES	4.00	
Business, Finance, Marketing and Management	Business, Management and Administration	5201010000	Business/Commerce, General	3.50	
Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.50	

The Program Student Breakdown screen will open showing the student totals for the selected program. Click on the Enrolled number to see all students and to record Single Parents.

Program Student Breakdown ×

Program Name	CIP Code	Enrolled	Concentrator	Single Parent
Business, Management and Administration	5201010000	0	0	0

[Complete](#)

[Return](#)

The Program Enrollment Student List screen shows only students who took courses during the current year. Please note that the list is downloadable to Excel. **Please note that it will not download using Safari. Chrome, Firefox, or using a PC will facilitate printing the list for your instructors.**

Indicate that the student is a single parent by clicking in the appropriate check box. When completed, click on the red [Return](#) box at the top or bottom of the screen. If you have an extended list, a scroll bar will show on the right.

Program Enrolled Student List x

[Student Data to Excel](#)
[Return](#)

Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent	
null null		1.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		1.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		0.50	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		1.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		0.50	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		1.00	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
null null		2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Units

After all student updates (single parent reporting) are completed, click on the green **Submit Student Data** button

Program Student Breakdown ×

Submit Student Data

Program Name	CIP Code	Enrolled	Concentrator	Single Parent
Agriculture, Food and Natural Resources	0101000000	0	0	0

Return

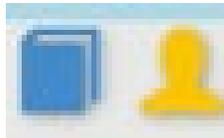
The submit button will turn yellow indicating the students are submitted and under final review by the DE Consultant. An e-mail will be sent to the district contact with this information. Click on red **Return** to get back to the Program screen. The Student ICON on the Program screen will also turn yellow.

Program Student Breakdown ×

Under Final Review

Program Name	CIP Code	Enrolled	Concentrator	Single Parent
Agriculture, Food and Natural Resources	0101000000	0	0	0

Return



Once the DE Consultant reviews the Student Data, the Student ICON will turn blue. If there are questions, the DE consultant will contact the district either by phone or e-mail.



Completing Program of Study/Linkage Information

This must be completed for all programs regardless if a Program of Study has been completed. The Program Screen shows a red warning as long as less than 75% of the programs are not coded for POS. As POS screens are updated, the warning percentage will change. Perkins V and the program approval process now requires 100% of the programs to be programs of study.

Click the Chain Link ICON on the Program screen to open the Program of Study screen. This screen needs to be completed for all programs and can be completed at any time. If completed previously, please review for accuracy.



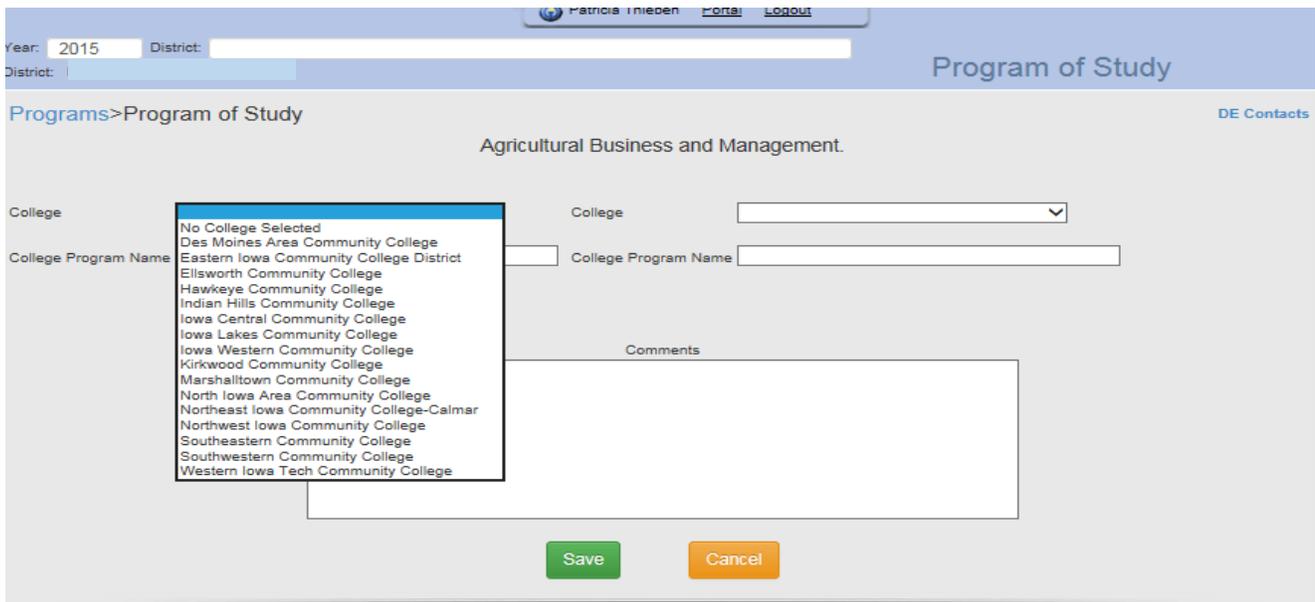
Shared Courses Reports District Contacts DE Contacts

Programs show 0% coded Program of Study, requirement is 75%

+ Add Program

Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	010100000	Agricultural Business and Management.	4.00	
Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	469900000	CONSTRUCTION TRADES	4.00	
Business, Finance, Marketing and Management	Business, Management and Administration	5201010000	Business/Commerce, General.	3.50	
Human Services	Human Services	190100000	FAMILY AND CONSUMER SCIENCES	3.50	

Select the college(s) that the program is linked to and enter the college program name (not the department, but the PROGRAM) that the district program is linked to. If none, choose “No College Selected.” The district can also enter in any comments regarding the POS. Click the green “Save” button when completed. Programs of Study (POS) are reviewed during the Perkins Monitoring Process and through the Perkins Grant.



Patricia Nieben Home Logout

Year: 2015 District:

District:

Program of Study

Programs>Program of Study DE Contacts

Agricultural Business and Management.

College

College Program Name

College Program Name

Comments

- No College Selected
- Des Moines Area Community College
- Eastern Iowa Community College District
- Ellsworth Community College
- Hawkeye Community College
- Indian Hills Community College
- Iowa Central Community College
- Iowa Lakes Community College
- Iowa Western Community College
- Kirkwood Community College
- Marshalltown Community College
- North Iowa Area Community College
- Northeast Iowa Community College-Calmar
- Northwest Iowa Community College
- Southeastern Community College
- Southwestern Community College
- Western Iowa Tech Community College

Deleting Programs for the next Fiscal Year

Select the **BLUE** pencil ICON on the Program screen to open the Program Update screen. The District can use this screen to indicate a current program that is going to be discontinued.



Only the DE Consultant can make a program operational or non-operational. Once a program is made non-operational, it is no longer shown on the Program screen.

The Program Approval Status field indicates the current system status for the program and student process. (See status description at the bottom of the screen.)

Patricia Thieben [Portal](#) [Logout](#)

Year: District:
Program Add/Update

Programs > Program Add/Update
DE Contacts

CIP Number:

Operational Status:

Program Approval Status:

Title: Agricultural Business and Management.

State Assistance Eligible

Current Year

Program Open Year

Program Close Year
(Ignore 9999)

Comments:

Program Approval Status

Status	Action Needed
District Enters and Submits Courses	District needs to enter and submit courses for review
Program courses under DE review	DE Consultant needs to review program courses
DE Completed Review unconditional	Program courses completed, district need to submit students data
DE Completed review conditional	Program courses completed, district need to submit students data
District submitted student data	District submitted students, E Consultant needs to review
Courses and students data completed	No action needed for course or students

Adding Programs for the Next Fiscal Year

To add the new program to the system, select the green “Add Program” link at the top of the Program screen.

[Shared Courses](#) [Reports](#) [Consultant Reports](#) [Perkins Reports](#) [District Contacts](#)
[DE Contacts](#)

There are fewer than 4 programs selected as Chapter 12 programs, please review.
 Programs show 0% coded Program of Study, requirement is 75%

+Add Program

Chap 12	Service Area	Career Cluster	CIP Number	CIP Title	Program Units	Actions
<input type="checkbox"/>	Agriculture, Food and Natural Resources	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	5.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Architecture and Construction	1501010000	Architectural Engineering Technology/Technician.	4.70	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Manufacturing	4805080000	Welding Technology/Welder.	3.72	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Science, Technology, Engineering and Mathematics	1515000000	ENGINEERING RELATED/PLTW	0.00	
<input type="checkbox"/>	Applied Sciences, Technology, Engineering, and Manufacturing	Transportation, Distribution and Logistics	4706040000	Automobile/Automotive Mechanics Technology/Technician.	5.73	
<input type="checkbox"/>	Business, Finance, Marketing and Management	Business, Management and Administration	5203020000	Accounting Technology/Technician and Bookkeeping.	5.35	
<input type="checkbox"/>	Health Sciences	Health Science	5100000000	HEALTH SERVICES/ALLIED HEALTH/HEALTH SCIENCES, GENERAL	3.50	
<input type="checkbox"/>	Human Services	Human Services	1901000000	FAMILY AND CONSUMER SCIENCES	3.00	

Last SRI Collection Date: 1/29/2016 12:15:42 PM
 System Due Dates

<u>Courses in a program</u>	<u>Student Data</u>	<u>Program updates</u>	<u>Program of Study</u>
Jan 31	July 31	June 15	June 15

Grey = Not available
 Green = Needs District Action
 Yellow = Needs DE Consultant Action
 Blue = Completed

When adding a new program, the district should work with the appropriate subject area DE Consultant to get the correct CIP Code (Classification of Instructional Programs).

On the Program Add/Edit screen, enter the appropriate CIP. Anticipated should be the default entry in the Operational Status field. Indicate the beginning year of the Program in the Program Open Year field.

Programs > Program Add/Update

CIP Number:

Operational Status:

Title:

Assistance Eligibility Year:

Program Open Year:

Program Close Year:

Comments:

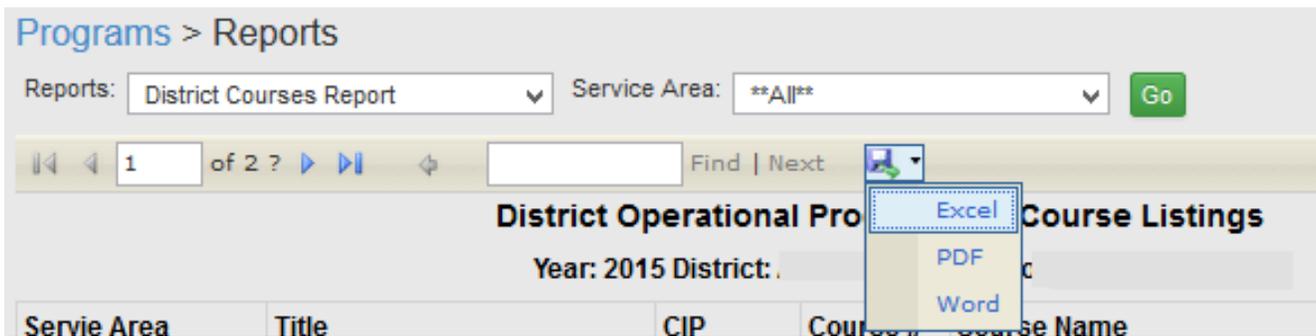
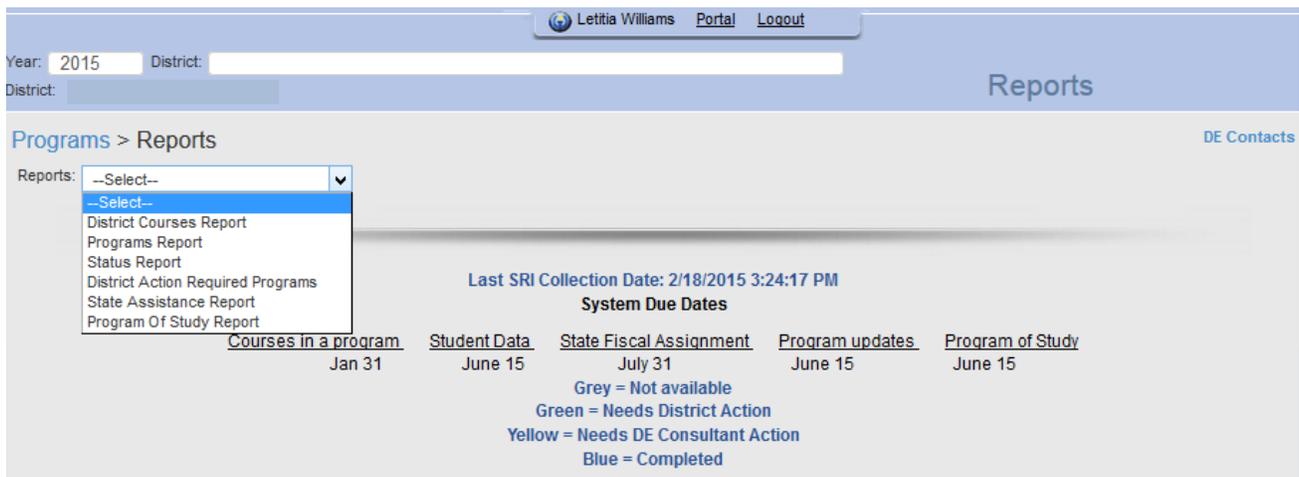
REPORTS

To view system reports, click on the REPORT link at the top right of the Program screen. Once on the Reports screen, use the Reports dropdown field to select the desired report.

After the specific report loads, select available parameters if needed (i.e. Service Area), then click on  to generate the report.

Note there are navigation buttons to move from page to page if the report has multiple pages.

You may also export the displayed report to Excel, PDF or Word using the export selection.



Reports – DISTRICT COURSE REPORT

DISTRICT COURSE REPORT provides a listing of all district courses in operational programs by Service Area.

The Service Area selection defaults to “ALL” but can be changed to a specific service area or to select “Unknown”

Use the “Unknown” Service Area selection to check for current programs note tied to a service area.

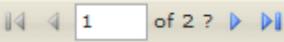
Remember to click on  to generate the report.

Year: 2015 District:

District:

Programs > Reports

Reports: Service Area: 

1 of 2 ?  Find | Next 

District Operational Program CTE Course Listings
Year: 2015 District:

Service Area	Title	CIP	Course #	Course Name
Agriculture	Agricultural Business and Management.	0101000000	64A	IOWA AGRIC
			64B	IOWA AGRIC
			56A	WDWKG 1
			67	WELDING 1
			56B	WDWKG 1
			82B	INTERACTIVE MEDIA-IND STUDY
			58B	CARPENTRY/CONST
Industrial Technology	Cinematography and Film/Video Production.	5006020200	92	COMPUTER APPLIC
			90	TECH ESSENTIALS
			85	INTRO BUSINESS
			84	DIGITAL MEDIA
			12A	YEARBOOK
			12B	YEARBOOK
			82A	INTERACTIVE MEDIA-IND STUDY
			82B	INTERACTIVE MEDIA-IND STUDY
Industrial Technology	Commercial and Advertising Art.	5004020200	12B	YEARBOOK
			92	COMPUTER APPLIC
			103	NURSES AIDE
			84	DIGITAL MEDIA
			70	ELECTRY
			66	AG SALES & MKTG
			1254	test
82B	INTERACTIVE MEDIA-IND STUDY			

Reports – PROGRAM REPORT

PROGRAM REPORT provides a listing of all programs per service area for the identified district.

The report defaults to “operational” programs, however non-operation, anticipated or discontinued programs can also be selected and viewed.

Use the Service Area selection to view Programs in a specific service area

Remember to click on  to generate the report.

Programs > Reports DE Contacts

Reports: Programs Report Service Area: **All** Operational Status: Operational 

1 of 2 ? Find | Next 

Year: 2015 District: All Districts
Service Area: **All** Operational Status: Operational
Status: **All**

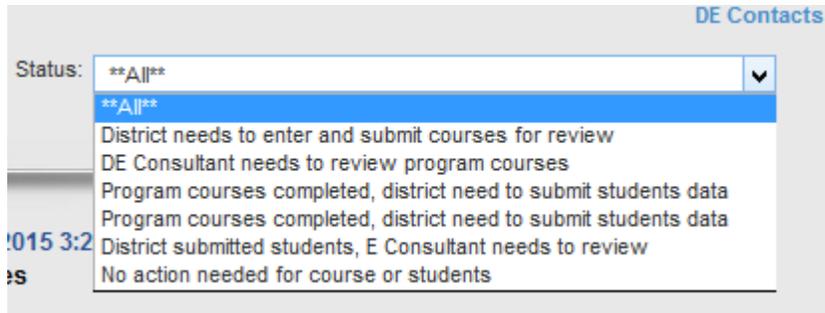
District	Service Area	CIP	Title	Program Start Year	Program End Year	State Assistance Eligible Year	Comment
District X	Agriculture	0100000200	Agriculture, General.	2015	9999	2015	
		0101050000	Agricultural/Farm Supplies Retailing and Wholesaling.	2015	9999	2015	
		0109030100	Animal Health.	2015	9999	2015	
	Industrial Technology	0909020000	Public Relations/Image Management.	2015	9999	2015	

Reports – STATUS REPORT

STATUS REPORT provides a listing of operational programs sortable by their current status in the program courses and student process. This listing will assist districts and Consultants ensure all steps to add courses to the program and updated student CTE indicators are processed in a timely manner.

Filters include selection by specific process status or all status for a service area.

Remember to click on  to generate the report.



Programs > Reports DE C

Reports: Service Area: Status:

Operational Status:

1 of 1 Find | Next

Year: 2015 District:
 Service Area: **All** Operational Status: Operational
 Status: District needs to enter and submit courses for review

District	Service Area	CIP	Title	Program Start Year	Program End Year	State Assistance Eligible Year	Comment
	Business	5299990200	Business, Management, Marketing, and Related Support Services, Other.	2015	9999		cc
		1109010200	Computer Systems Networking and Telecommunications.	2015	9999		
	Industrial Technology	1001010000	COMMUNICATION SUPPORT SERVS (DELE. 06)	2015	2020		

Reports – DISTRICT ACTION REQUIRED PROGRAMS

DISTRICT ACTION REQUIRED PROGRAMS reports shows any conditionally approved program that requires further action by the District. (The DE Consultant checked the box District Action Required” when approving the program.

The report provide a tool for tracking needed information and allows for comments for better communication.

Once the action is taken and the box is unchecked, the program will no longer show on this report.

Program Review Comments ×

District Action Required 

Previous Comments:

Comments for District Action needed LW 11/12/15

Year: 2015 District:

Reports

Programs > Reports

Reports: District Action Required Programs Service Area: **All** Go

1 of 1 Find | Next 

Year: 2015 District:
Service Area: **All**

District	CIP	CIP Title	consultant Comment	Dist Action Required
	1109010200	Computer Systems Networking and Telecommunications.	Comments for District Action needed LW 11/12/15	YES

Reports – PROGRAM OF STUDY

PROGRAM OF STUDY REPORT provides a listing of all operational programs and the linked Institution name coded on the Program of Study (POS) screen.

If the Institution Name field shows blank, the District still need to update the POS screen.

Any blanks in the Institution Name field requires District action to update the POS Screen.

Remember to click on  to generate the report.

Programs > Reports DE Contacts

Reports: Service Area: Operational Status: Region:

1 of 1 Page Width Find | Next

District: Denison Comm School District,1701
Service Area: **All** Operational Status: Operational

District	Service Area	CIP	Title	Name	Institution Name
	Agriculture, Food and Natural Resources	0101000000	Agricultural Business and Management.	Ag Management	Western Iowa Tech Community College
	Architecture and Construction	4699000000	CONSTRUCTION TRADES	Construction	Western Iowa Tech Community College
	Business, Management and Administration	5201010000	Business/Commerce, General.	Business Administration	Western Iowa Tech Community College
		5203010000	Accounting.	Accounting	Western Iowa Tech Community College
	Marketing, Sales and Service	5214010000	Marketing/Marketing Management, General.		No College Selected
	Transportation, Distribution and Logistics	4706030000	Autobody/Collision and Repair Technology/Technician.	Automotive Technology	Western Iowa Tech Community College

Reports – PERKINS

Choose the “Perkins Report” Link to see your consortium-wide and individual district Perkins reports. Be aware that the report takes some time to upload.

