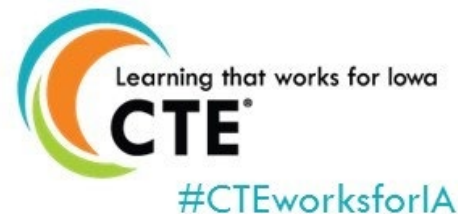


Secondary CTE Reporting Application (SCTERA) – *2022 Spring Collection*

Dr. Jeffrey Fletcher

Consultant: IowaGrants, Perkins Accountability, Monitoring, & Reporting

Iowa Department of Education



SRI is used for... Secondary CTE Reporting Application (SCTERA)

- The SRI system is the basis for extracting CTE data into the Secondary CTE Reporting Application (SCTERA) system
 - A EdInfo Application within the Iowa Education Portal
- The data from SCTERA is used for ensuring that school districts comply with state and federal career and technical education requirements
- SCTERA is also used to develop the data required for the annual consolidated annual report (CAR) and reporting performance on the Federal Perkins accountability performance indicators

**Student Reporting
in Iowa (SRI) –
Course & student
upload from
district's SIS**

**One-way Data
Connection**

**Secondary CTE
Reporting
Application –
Courses &
students from the
district SIS upload
tagged with a '9'**

Secondary CTE Reporting Application (SCTERA)

Important Spring Collection Dates

- April 1 – Spring Collection began; Program Student Breakdown Screen
- June 15 – Student lists submission due in SCTERA
- June 15 – CTE Program updates due in SCTERA
- June 15 – Program of Study due in SCTERA

Secondary CTE Reporting Application (SCTERA)

Access to the Secondary CTE Reporting Application (SCTERA) is through the Iowa Education Portal:

<https://portal.ed.iowa.gov>.

Under A&A Account, select “Sign-In” - Enter your e-mail and the password on the sign-in screen

A screenshot of the Iowa Department of Education website's user account interface. The header features the Iowa Department of Education logo and the text "IOWA Department of Education". Below the header is a navigation bar with "Home", "A&A Account", and "EdLinks". A dropdown menu is open under "A&A Account", with "Sign-In" highlighted in a red box. Other options in the menu include "Create Account", "Forgot Password", and "Forgot ID". Below the menu, there is a green heading "to the Iowa Education Portal" and a section titled "**** Important Information about Email Addresses, A&A accounts, and Organizations! ****" containing two numbered instructions for users to keep their account information current and to update their information when changing schools or districts.

Secondary CTE Reporting Application (SCTERA)

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 district A&A Administrator will give you permission to the CTE application.

Enterprise A&A

Sign In Create An Account Forgot Password Forgot Id

IOWA
Department of Education
Leadership, Innovation and Service for IOWA.

Enter your Account Id and Password and press sign in to continue.

Account ID:
pat.thieben@iowa.gov

Password:
.....

Sign In

Account Details

What is A&A?
Help
Report Issue to State Service Desk

Account Id Examples

Public User Account Format:
firstname.lastname@iowaaid

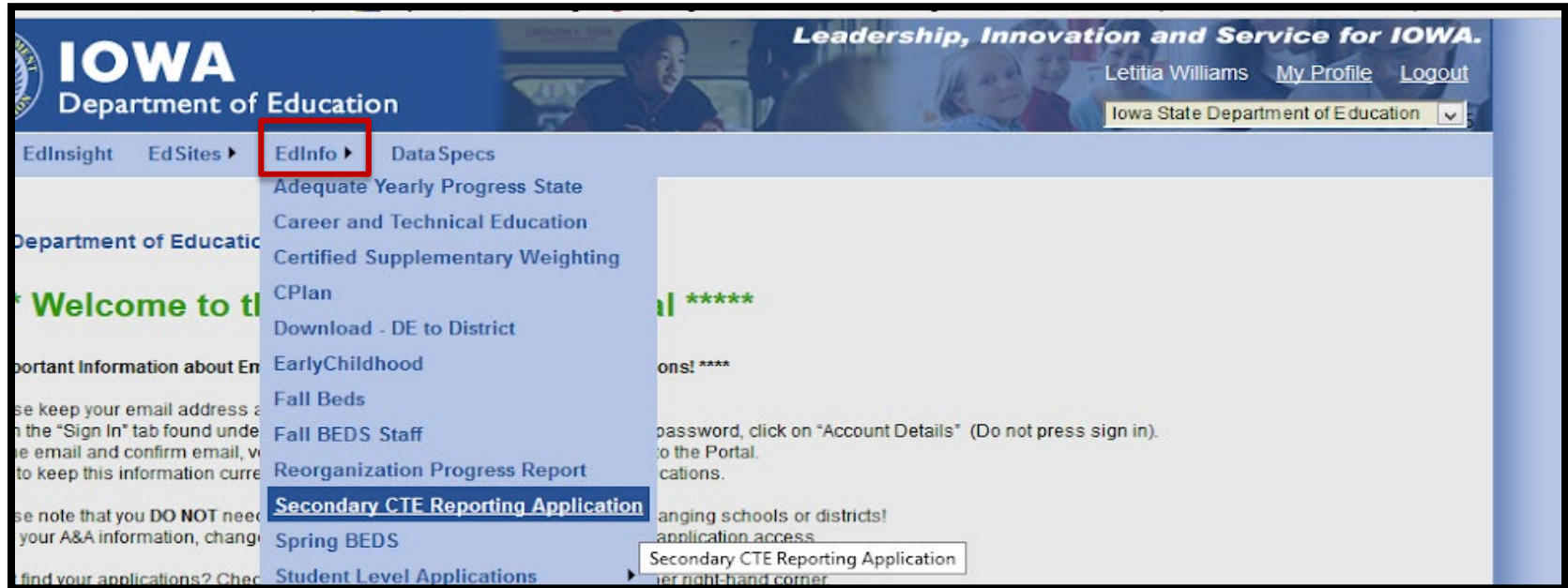
State Employee Account Format:
firstname.lastname@iowa.gov

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

Secondary CTE Reporting Application (SCTERA)

Open the Secondary CTE Reporting Application

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





















The screenshot shows the Iowa Department of Education website. The header includes the IOWA Department of Education logo and the tagline "Leadership, Innovation and Service for IOWA." The user is logged in as Letitia Williams, with links for "My Profile" and "Logout". A dropdown menu for "Iowa State Department of Education" is visible. The main navigation bar contains "EdInsight", "EdSites", "EdInfo", and "DataSpecs". The "EdInfo" menu is open, showing a list of options: "Adequate Yearly Progress State", "Career and Technical Education", "Certified Supplementary Weighting", "CPlan", "Download - DE to District", "EarlyChildhood", "Fall Beds", "Fall BEDS Staff", "Reorganization Progress Report", "Secondary CTE Reporting Application", "Spring BEDS", and "Student Level Applications". The "Secondary CTE Reporting Application" option is highlighted with a blue bar. A tooltip box is visible over this option, containing the text "Secondary CTE Reporting Application" and "per right-hand corner".

Secondary CTE Reporting Application (SCTERA)

Completing Student Data – SPRING COLLECTION - Due June 15

Work to be completed April 1 – June 15 annually

After the DE has approved a program (“blue” book icon), the student data for that program can be entered by clicking on the **GREEN** student ICON.

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	   

Secondary CTE Reporting Application (SCTERA)

The “Program Student Breakdown” screen will open.

Program Student Breakdown ✕

Single Parent Column = Student is themselves a single parent or is pregnant
Concentrator Column = Student has accumulated 2.0 Carnegie units in a CIP/CTE Program
WBL Column = If a student is currently enrolled and participating in a course that offers embedded workplace experience but is not part of a work-based learning class using one of these [Sced Codes](#) , check this box. Examples include and are limited to: Registered Apprenticeships, Pre-Apprenticeship, Health Science CNA, Early Childhood Education CDA, Agriculture SAE*(120 Hours), and ProStart.

Enrolled	Concentrator	Single Parent	WBL	Action
71	0	1	0	<input type="button" value="Submit Student Data"/>

Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent	WBL
					<input type="button" value="Edit Units"/>

Secondary CTE Reporting Application (SCTERA)

The list is downloadable to Excel. **Please note that it will not download if using Safari. Must use Chrome or Firefox and must use a PC, not Apple, to print student list(s) for your instructors.**

Concentrator (Column) = Student has accumulated >2.0 units in a CIP/CTE Program.

- This column is programmed to calculate accumulated units within a CIP/CTE program based coursework enrollment (CareerED and SRI Databases).

Single parent (Column) = Student is a single-parent or is pregnant, ***not*** that they live in a single-parent household.

- Indicate that the student is a single parent by clicking on the appropriate check box (**District Deports**).

Secondary CTE Reporting Application (SCTERA)

The list is downloadable to Excel. **Please note that it will not download if using Safari. Must use Chrome or Firefox and must use a PC, not Apple, to print student list(s) for your instructors.**

WBL (Column) = If a student is currently enrolled and participating in a course that offers **embedded** workplace experience **but is not part of a work-based learning class using one of these SCED Codes**, check this box. *Examples include and are limited to: Registered Apprenticeships, Pre-Apprenticeship, Health Science CNA, Early Childhood Education CDA, Agriculture SAE* (120 hours) and ProStart. (District Reports).*

Perkins V Secondary Performance Indicator: Work-Based Learning

Perkins V Work-Based Learning Defined from Sec. 3 [20 U.S.C. 2302] 55: Sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.

[Perkins V Work-Based Learning Indicator](#)

[SCED Codes for Perkins V: Work-Based Learning](#)

Secondary CTE Reporting Application (SCTERA)

The “Program Student Breakdown” screen will open, showing the student totals for the selected program. Review “**Student is Single Parent Column**” Column and “**WBL**” Column student lists for each CIP/Program. Checking/selecting a box in either column (orange box) will update the totals in the red-box.

If still unsure on whether or not any students need to be selected in the WBL column within a program please reach out to Kristy Volesky (kristy.volesky@iowa.gov) - examples are provided in the WBL column definition at top of the screen.

Program Student Breakdown

Single Parent Column = Student is themself a single parent or is pregnant
Concentrator Column = Student has accumulated 2.0 Carnegie units in a CIP/CTE Program
WBL Column = If a student is currently enrolled and participating in a course that offers embedded workplace experience but is not part of a work-based learning class using one of these [Sced Codes](#) , check this box. Examples include and are limited to: Registered Apprenticeships, Pre-Apprenticeship, Health Science CNA, Early Childhood Education CDA, Agriculture SAE*(120 Hours), and ProStart.

Enrolled	Concentrator	Single Parent	WBL	Action
71	0	1	0	Submit Student Data

Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent	WBL	
[REDACTED]	[REDACTED]	0.5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit Units
[REDACTED]	[REDACTED]	0.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit Units

Secondary CTE Reporting Application (SCTERA)

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

Program Student Breakdown ✕

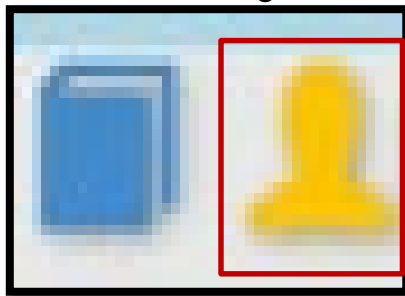
Single Parent Column = Student is themselves a single parent or is pregnant
Concentrator Column = Student has accumulated 2.0 Carnegie units in a CIP/CTE Program
WBL Column = If a student is currently enrolled and participating in a course that offers embedded workplace experience but is not part of a work-based learning class using one of these [Sced Codes](#) , check this box. Examples include and are limited to: Registered Apprenticeships, Pre-Apprenticeship, Health Science CNA, Early Childhood Education CDA, Agriculture SAE*(120 Hours), and ProStart.

Enrolled	Concentrator	Single Parent	WBL	Action
71	0	1	0	Submit Student Data

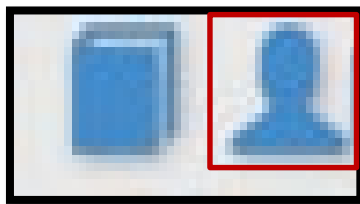
Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent	WBL
Edit Units					

Secondary CTE Reporting Application (SCTERA)

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.



















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.



Secondary CTE Reporting Application (SCTERA)

Double-checking/Completing the Program of Study/Linkage Information

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 from January 1 – to June 15. If completed previously, please review it for accuracy or updates.

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	   

Secondary CTE Reporting Application (SCTERA)

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 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.

The screenshot shows the 'Program of Study' form in the SCTERA application. At the top, the user is logged in as 'Patricia Thieden' with 'Portal' and 'Logout' links. The form includes fields for 'Year' (set to 2015) and 'District'. The title of the form is 'Program of Study' and the specific program is 'Agricultural Business and Management'. A breadcrumb trail shows 'Programs > Program of Study'. A 'DE Contacts' link is visible in the top right. The main form area contains a 'College' dropdown menu, a 'College Program Name' text input, and a 'Comments' text area. A red box highlights the 'College' dropdown and the 'College Program Name' field. The dropdown menu is open, showing a list of colleges including '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', and 'Western Iowa Tech Community College'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Secondary CTE Reporting Application (SCTERA)

Secondary CTE Reporting Application (SCTERA) Resources

[Secondary CTE Reporting Application Handbook](#) – Spring collection starts on p. 15.

[SCTERA Webinar Recording](#)

[FY22 SRI and SCTERA Connections Training Presentation](#)

[SCTERA Webinar FAQs](#)

[SCTERA Short Takes Video: Shared Courses and "INCLUDE"](#) (3:59)

[SCTERA Short Takes Video: Courses NOT Tied to a Program](#) (5:37)

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Division of Community Colleges and Workforce Preparation
Iowa Department of Education



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