This guide explains how to identify the CTE Concentrators or Participants and how to create a Pathway record. The purpose of this data collection is to fulfill part of a district's Carl Perkins *grant and federal reporting requirements.*

The End of Year CTE Collection begins May 8, 2023 and closes June 30, 2023.

Topics in this Guide include:

- *Identifying all CTE Concentrators or Participants*

- *Identifying If Student Is Concentrator and/or If Student is a Single Parent*

- *New Uploading and Extracting Instructions*

- *Appendix M showing Montana Career Pathways Descriptions and Links to Secondary Programs of Study*

End of Year Career & Technical Education (CTE) Collection

2022-2023

AIM User Guide

The End of Year Career and Technical Education (CTE) Collection identifies all grades 9-12 high school students who have completed at least 2 credits, 4 semesters, or more of CTE coursework in an approved Montana Pathway. It also identifies those students who have earned less than 2 credits in a Pathway, qualifying them as a Participant, rather than a Concentrator. This data is collected as part of a district's Carl Perkins grant and federal reporting requirements.

Note: CTE credits may have been earned at another high school in Montana. It may be necessary to review transcripts for prior coursework which can be entered as 'Out of District Credits Earned'.

CTE Concentrator Collection Changes:

- The identification of CTE students who are concentrators or participants is now being collected at the end of the year and is for all students in high school grade levels 9 through 12.

- The CTE End of Year collection replaces the Spring CTE collection that was formerly collected in March.

- The new screen for collecting the end of year CTE data has been re-located from the enrollment tab into its own separate screen under student information – Program Participation – State Programs.

- The Fall CTE post-graduation status follow-up fields will remain on the enrollment tab and continue to be collected in the Fall.

- Historical student data is already entered on students records. Please ensure that, for this collection, current year CTE students and transfer students have data entered.

Table of Contents

FAQ:

1. **Which students do I need to enter data for?** All current 9-12th grade students that have participated in a qualifying CTE Pathway course should have their data entered. Students are identified as CTE Concentrators in this collection for grades 9-12 that have completed at least 2 credits, 4 semesters, or more of CTE coursework in an approved Montana Pathway. To be considered a Concentrator, they must have earned at least 2 credits in an approved Pathway. Any credits earned less than 2 credits qualify them as a Participant.

2. **Is Area of Concentration required?** No. Area of Concentration has changed to the Montana Career Pathways. *Starting this year, the field called Area of Concentration is no longer needed. This was replaced with a new tool located under Index>Student Information>Program Participation>State Programs.*

3. **How do I identify MT Career pathways?** Appendix M in this user guide details Montana Career Pathways descriptions along with abbreviated codes and links to secondary programs of study.

4. **We had a change in the pathways we offer at our school, and we are not sure how to categorize the new programs. Or, we have a new teacher with a certification for teaching a different pathway that was offered, what do we do?** In these cases, it is better to contact Ian Beagles (444-9019) at the OPI to get specific guidance on how to navigate these circumstances.

5. **What is the purpose of the "Student Single Parent" field?** This is a required field and does not indicate that the individual student is residing with a single parent, rather, This field should be marked Yes only if the **student** is a single parent.

District Edition Users: Direct Entry Method
(MT Edition Users, go to page 4)

Note: *All 9-12th grade students enrolled in the 2020-21 school year that meet the requirements as a CTE participant or concentrator should have data entered, **even if they are no longer actively enrolled (including Early Graduates).***
Path: Index>Student Information>Program Participation>State Programs

Direct Entry of CTE Data in Infinite Campus:

1. Click the **Calendars** button at top right of the page on green banner to view the school years and to select a school. Select current year and a high school.
2. Click the **Search** tab. *Select* **Student** from the pull-down menu. Click **Go.**
3. All students at the selected High School will appear in the search results. Select a qualifying CTE student from the **Search Results** list.
4. Click on the **Index.**
5. Click on **Student Information**.
6. Click on **Program Participation**.
7. Select **State Programs**.
8. The new CTE Participant module will appear for the student you selected above. Click on **New**.
9. The CTE Participant Detail editor screen will appear.
    a. Select the appropriate **CTE Pathway** for this student.
    b. Select the 'Y' under **CTE Concentrator** if the student has 2 or more credits earned for this Pathway, this qualifies them as a Concentrator. Select 'N' if the student has less than 2 credits earned in this Pathway. This qualifies them as a Participant, instead of a Concentrator.
    c. Select 'Y' or 'N' under **Student Single Parent**. **This does not indicate the student resides with a single parent, it indicates whether the student is a single parent or not.*
    d. **Start Date** is the date this record was created. It will automatically default to the current date.
    e. **Total Pathway Credits Earned** is *NOT* editable. It is auto calculated when **In District Credits Earned** and **Out of District Credits Earned** are populated.
    f. Enter the number of **In District Credits Earned.** If none, leave as 0.
    g. Enter the number of **Out of District Credits Earned**. If none, leave as 0.
    h. If the student has any **Dual Enrolled Credits** or **Work Based Learning Credits**, they can be entered as well.
    i. Click **Save**. The student now has a record for that specific Pathway.
10. Repeat this process for all Pathways the student has if they have more than one.
11. Repeat this process *for all High School students* who have earned CTE credits IN ALL HIGH SCHOOL GRADE LEVELS.

12. [Resync Data](#) to the state level of Infinite Campus.

MT Edition Users: Extracting from your Student Information System and Importing into Infinite Campus

Note: *All 9-12th grade students enrolled in the 2021-22 school year that meet the requirements as a CTE participant or concentrator should have data entered, **even if they are no longer actively enrolled (including Early Graduates).***

EXTRACT CTE DATA FROM YOUR STUDENT INFORMATION SYSTEM AND ENTER IT INTO THE [END OF YEAR CTE TEMPLATE](#) TO BE IMPORTED INTO INFINITE CAMPUS.

PATH: INDEX>MT STATE REPORTING>MT DATA UPLOAD

Extracting Data from your Student Information System (SIS) and Uploading into Infinite Campus

1. Create an export file from your SIS.

2. *If your extraction* from your SIS *matches* the [EOY CTE Template](#) (pictured right), then save the file in .tsv or .txt format*.* Make sure the Header Row appears like the example to the right, with the current date. *If your extraction* from your SIS *does not* match the EOY CTE Template, populate the EOY CTE Template with your CTE data and save it as a .tsv or .txt file with the Header Row appearing as it does in the example to the right. NOTE: *Detailed information for each field in the upload template can be found by hovering over the small red arrows.*

3. In Infinite Campus, select **Year** and **High School.**
4. Go to the **Index** tab.
5. Select **MT State Reporting**, then **MT Data Upload**.
6. Choose *Import Type* **CTE End of Year.**
7. Select *Work to Perform*, **Validate and Test**.
8. Browse and select the file and click *Upload.*
9. Check the **Import Results Summary** for errors by selecting on **Get the Report** from the Batch Queue List located at the bottom of the screen, hit the refresh button if the report is not reading as Completed.
10. Correct the errors in your Student Information System if necessary and correct the import file. Repeat Steps 6-8 until error-free.
11. Upload the error-free file. Select *Import Type*, **CTE End of Year.**
12. Select Work to Perform**, Upload File.**
13. Click **Submit to Batch.**
14. [**Resync Data**](#) to the state level of Infinite Campus.

Available Ad Hocs

There are currently 3 ad hocs available under the State Published folder designed to help with verifying data accuracy for this collection.

1. In Infinite Campus, set the **Year** to current school year*.*
2. From the **Index**, select **Ad Hoc Reporting**, then **Filter Designer**.
3. Expand the **State Published** folder.
4. The ad hocs for this collection are titled:
   CTE EOY Concentrators and Participants 2021-22
   CTE EOY Incorrect Concentrator Possible 2021-22
   CTE EOY Mixed Single Parent 2021-22
5. Click on the ad hoc you wish to run, then click **Test** or **Select**.

Resyncing Data to the State

6. In Infinite Campus, set the **Year** to current school year*.*

7. From the **Index**, expand **System Administration** and **Data Utilities**. Select *Resync State Data*.

8. Check the box for **CTE Concentrator.** All other necessary boxes will populate.

9. Scroll to bottom of page, Click *Send Resync*.

	DIS Objects	Last Resync	Results
☑	⊟District	11/24/2020 10:58:12	Processed: 1 Errors: 0
☑	⊟School	11/24/2020 10:58:12	Processed: 5 Errors: 2
☑	⊟Calendar	11/24/2020 10:58:12	Processed: 10 Errors: 0
☐	CourseSection		
☑	⊟ScheduleStructure	11/24/2020 10:58:12	Processed: 10 Errors: 0
☐	TermSchedule		
☐	⊟PeriodSchedule		
☐	Day		
☑	⊟StructureGradeLevel	11/24/2020 10:58:12	Processed: 10 Errors: 0
☑	⊟PersonIdentity	11/24/2020 10:58:12	Processed: 2799 Errors: 9
☐	Behavior		
☐	BehaviorResolutionType		
☐	BehaviorResponseType		
☐	BehaviorType		
☐	BIEPSOInterview		
☐	CensusContactSummary		
☐	ContactLog		
☑	CTEConcentrator		
☐	EmploymentAssignment		
☐	EmploymentBackground		

For further assistance, contact the AIM Help Desk at 1-877-424-6681 or [Submit an AIM Help Desk Ticket](#)

NAME	USE
AM: Advanced Manufacturing	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Advanced Manufacturing Pathway
AFN: Agriculture, Food & Natural Resources	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Agriculture, Food & Natural Resources Pathway
AMC: Agriculture, Mechanics & Construction	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Agriculture, Mechanics & Construction Pathway
AAC: Arts, A/V Technology, Communication	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Arts, A/V, and Communications Pathway
BM: Business Management	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Business Management Pathway
DCFC: Design & Construction (FCS)	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Design & Construction Pathway with FCS focus
DCIT: Design & Construction (ITE)	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Design & Construction Pathway with ITTE focus
ED: Education	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Education Pathway
FI: Finance	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Finance Pathway
HP: Health Professions	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Health Professions Pathway
HT: Hospitality & Tourism	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Hospitality & Tourism Pathway
HS: Human Services	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Human Services Pathway
IT: Information Technology	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Information Technology Pathway
MK: Marketing	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Marketing Pathway
STEM: Science, Technology, Engineering & Mathematics	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the STEM Pathway
TDL: Transportation, Distribution, & Logistics	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Transportation Pathway
WF: Welding & Fabrication	CTE Concentrator will be marked No if one CTE Credit was earned or Yes if two CTE credits were earned in the Welding & Fabrication Pathway

Reference Links:

[Montana Career Pathways Website](#)

[CTE Montana Career Pathways Secondary Programs of Study](#)