AIM User Guide
End of Year Career & Technical Education (CTE) Collection

This guide explains how to identify the CTE Concentrators and enter the Program of Study. 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 5, 2021 and closes June 30, 2021.

Topics in this Guide include:

- *Identifying CTE Concentrators*
- *Entering 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

2020-2021

AIM User Guide

The End of Year Career and Technical Education (CTE) Collection identifies all grades 9-12 high school students who have completed (or will complete) at least 2 credits, 4 semesters, or more of CTE coursework in an approved Montana Pathway. 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.

Before beginning this process please review these items that are new this year:

1. Which students do I need to enter data for?

Students are identified as CTE Concentrators in the spring for any students in grades 9-12. Students must have completed (or will complete) at least 2 credits, 4 semesters, or more of CTE coursework in an approved Montana Pathway.

2. Is Concentration Area required?

No. Concentration Area has changed to the Montana Career Pathways. ***Starting this year, the field called Area of Concentration is no longer needed. This will be replaced with a new field called MT Career Pathways. All districts will be able to identify the new MT Career Pathways (instead of former areas of concentration) via the new Perkins Spring MT Career Pathways template.***

3. How do I identify MT Career pathways?

After identifying the CTE concentrator students in Infinite Campus, ***all districts*** will need to extract their CTE concentrator data from Infinite Campus and copy it into a new 'Perkins MT Career Pathways' template. All districts will use this template to mark each student's Career Pathway(s). Then all districts will send this completed template (containing their CTE concentrators marked with their career pathways) using the secure MT ePASS system to Ian Beagles at the OPI. The links to the interim CTE user guide for 2019-20 and the new Perkins Spring MT Career Pathways template for all districts are below.

District Edition Users: Direct Entry and Extracting CTE Data

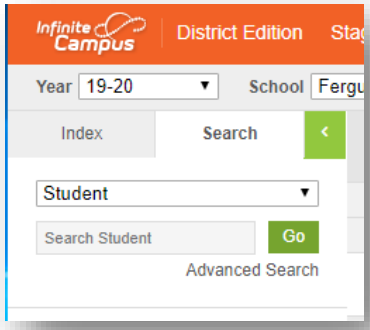
(MT Edition Users, go to page 4)

PART A BELOW DESCRIBES THE PROCESS FOR ENTERING INDIVIDUAL STUDENTS' CTE CONCENTRATOR INFORMATION IN INFINITE CAMPUS. PART B BELOW DESCRIBES THE PROCESS FOR EXTRACTING THIS DATA FROM INFINITE CAMPUS, COPYING IT INTO THE NEW PERKINS MT CAREER PATHWAYS TEMPLATE AND SENDING IT TO THE OPI VIA EPASS.

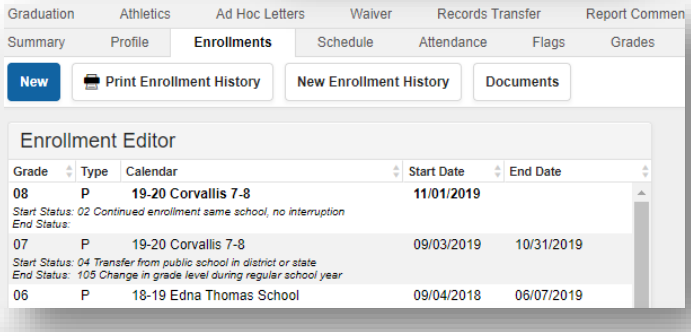
Note: *All students enrolled in the 2020-21 school year that meet the requirements for a CTE Concentrator should have data entered,* ***even if they are no longer actively enrolled (including Early Graduates)***

A.) Enter CTE Data in Infinite Campus

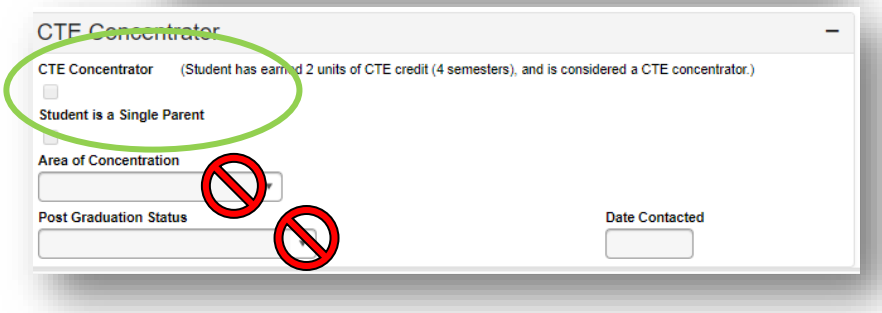
1. Click the **Calendars** button at top right of the page on green banner to view the school years and to select a school. Select current year and a high school.



2. Click the **Search** tab. *Select* **Student** from the pull-down menu. Click **Go.**
3. All students at the selected High School will be entered.
4. Select a concentrator student from the **Search Results** list.
5. Click the **Enrollments** tab.
6. Open the top most recent enrollment record by clicking on it.
7. Scroll down to the **CTE Concentrator** section.
8. Expand the section by clicking on the plus (+) sign.



9. If the student meets the criteria for a ***CTE Concentrator***, check the box. The student's **Area of Concentration** is **not required**.
10. If the student has a child or shares parenting of a child, check the **Student is Single Parent** box.

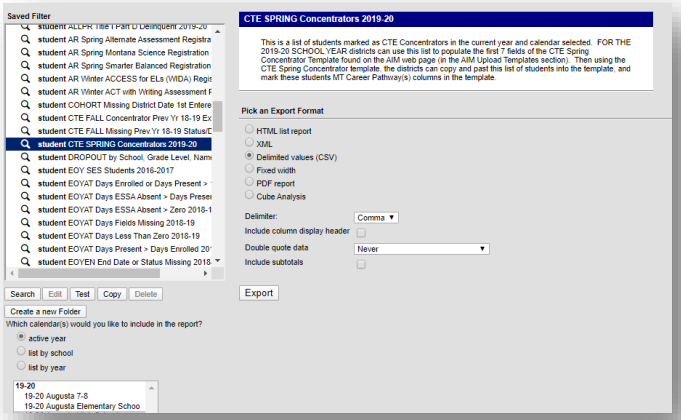


11. Click ***Save***. Repeat *for all High School students* who qualify for CTE Concentrators IN ALL HIGH SCHOOL GRADE LEVELS.
12. Resync Data to the state level of Infinite Campus before proceeding to Part B.

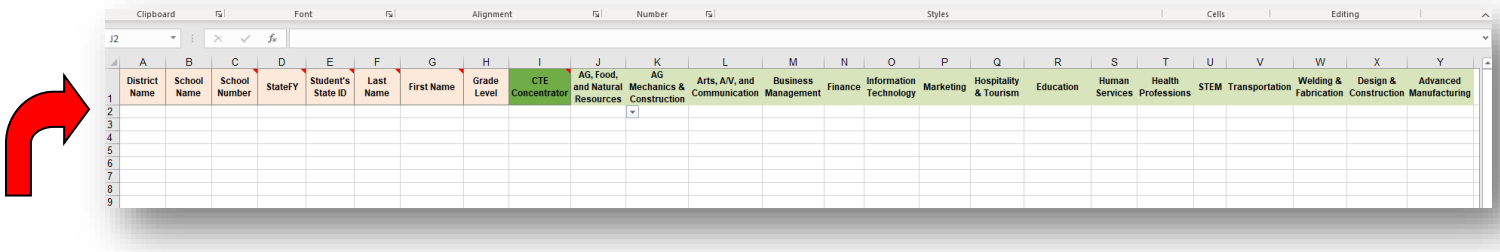
B.) Extract CTE Data into New Perkins MT Career Pathways Template Provided & ePASS it to the OPI

IN INFINITE CAMPUS: PATH: INDEX > AD HOC REPORTING > DATA EXPORTS

1. At the top of the screen, select the **Year** and the **High School**, if your district has more than one.
2. Go to the **Index** tab.
3. Select **Ad Hoc Reporting**.
4. Select **Data Export**.
5. From the **Saved Filter** field, select **State Published.**
6. From the list of ad hoc reports, select **Student CTE Spring Concentrators 2019-20.**
7. From *Pick an Export Format*, select **Delimited Values (CSV).**
8. From *Delimiter field*, select **Comma**.
9. **Uncheck** the *Include Column Display Header.*
10. From *Double quote data* field, select **Never**.
11. Select the school(s) from the list below.
12. Click **Export**.



13. Open the exported file. Select all columns and rows in the report, right click, select **copy**.
14. Open the [New Perkins MT Career Pathways Template.]
15. Click on box **A2** in the template, right click and click **paste**. All fields should populate in the excel sheet.



16. You can now go through every Montana Career Pathway column for each student and select which pathway fields apply to them. The fields will only allow you to select **X** to indicate that the pathway applies.
17. **Important!** Keep the first row which contains the names for all the columns.
18. **Save** the excel file where it can be easily located with your **School Name in the file name**.
19. **For this year only, send the completed template will be sent by the districts via the MT ePASS to Ian Beagles at the OPI. (Ian's last name can be searched for in the ePASS system as an OPI employee.) Do not email through your regular email for security reasons. Please contact the AIM Help Desk or Ian Beagles with any questions on using the ePASS system.**

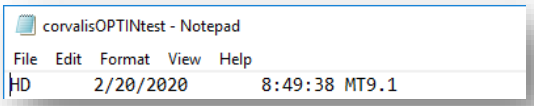
MT Edition Users: Extracting from your Student Information System, Importing into Infinite Campus, and Extracting CTE Data

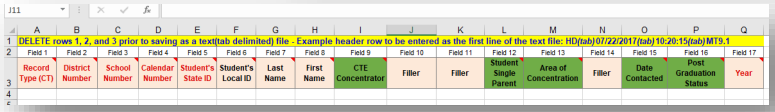
PART A BELOW DESCRIBES THE PROCESS FOR EXTRACTING STUDENTS' INFORMATION FROM YOUR STUDENT INFORMATION SYSTEM AND UPLOADING IT INTO INFINITE CAMPUS.

PART B BELOW DESCRIBES THE PROCESS FOR EXTRACTING THIS DATA FROM INFINITE CAMPUS, COPYING IT INTO THE NEW PERKINS MT CAREER PATHWAYS TEMPLATE AND EMAILING IT TO THE OPI.

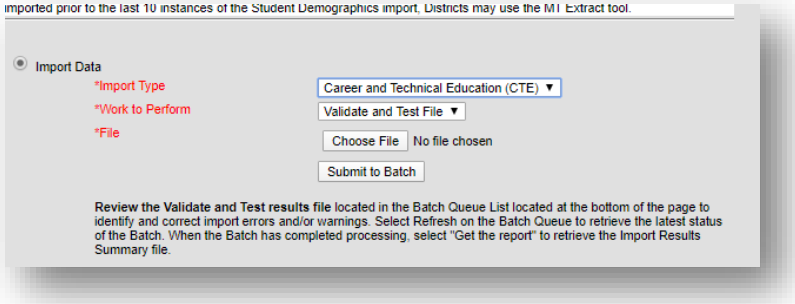
A.) Extracting Data from your Student Information System and Uploading into Infinite Campus

NOTE: CTE Concentration area is not needed in this upload file starting this year, however, the **concentrator box** and the **single parent** box are needed.





1. Create an export file from your Student Information System. **Save** the file in*.tsv format. Make sure the Header appears like the example to the right, with the current date. (Another way to create a file to make sure the spacing and heading is correct is by using the **CTE Career and Technical Education Template** which is available on the OPI AIM Webpage. *This is a different template from the new Perkins MT Career Pathways template, which is used for Part B, below.)*



2. In Infinite Campus, select **Year** and **High School.**
3. Go to the **Index** tab.
4. Select **MT State Reporting**, then **MT Data Upload**.
5. Choose *Import Type* **Career and Technical Education (CTE).**
6. Select *Work to Perform*, ***Validate and Test***.
7. Browse and select the file and click ***Upload.***
8. 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.
9. Correct the errors in your Student Information System and fix the export file. Repeat Steps 5-8 until error-free.
10. Upload the error-free file. Select *Import Type*, **Career and Technical Education (CTE).**
11. Select Work to Perform**, Upload File.**
12. Click **Submit to Batch.**
13. **Resync Data** to the state level of Infinite Campus before proceeding to part B.

B.) Extract CTE Data from Infinite Campus into New MT Career Pathways Perkins Template Provided

IN INFINITE CAMPUS: PATH: INDEX > AD HOC REPORTING > DATA EXPORTS

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2. Go to the **Index** tab.
3. Select **Ad Hoc Reporting**.
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8. From *Delimiter field*, select **Comma**.
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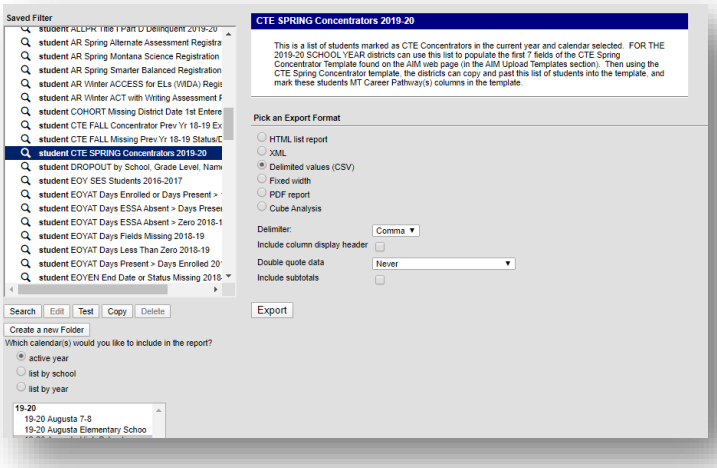
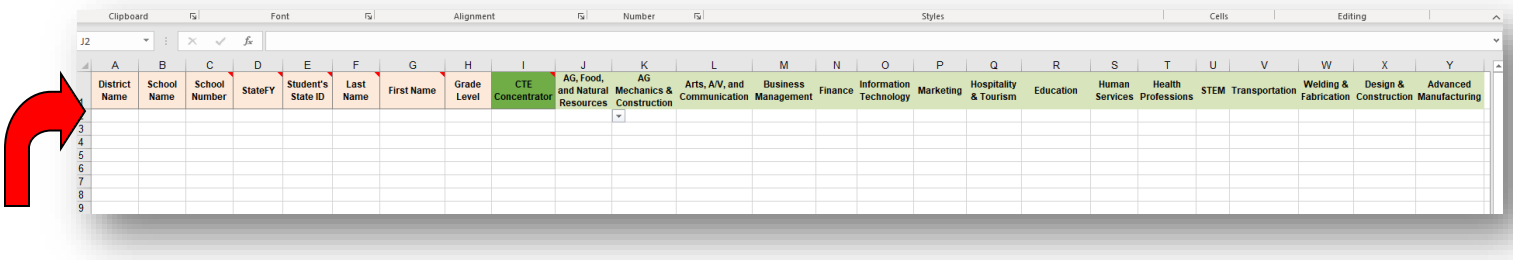


10. **Uncheck** the *Include Column Display Header.*
11. Select the school(s) from the list below.
12. Click **Export**.
13. Open the exported file. Select all columns and rows in the report, right click, select **copy**.
14. Open the [New Perkins MT Career Pathways Template]
15. Click on box **A2** in the template, right click and click **paste**. All fields should populate in the excel sheet.



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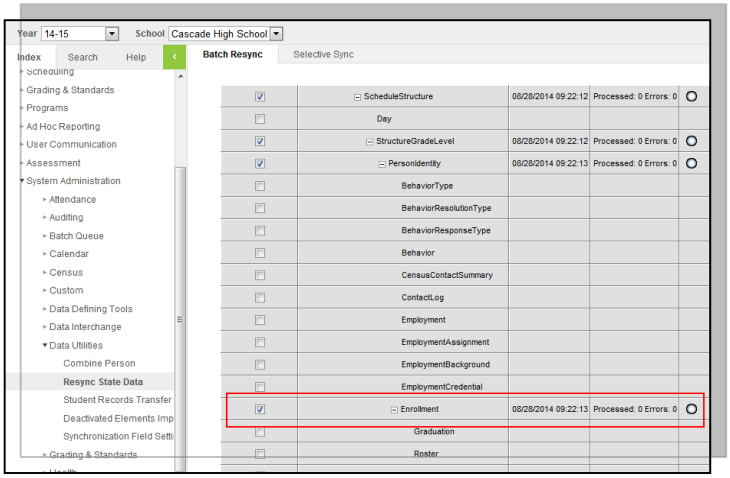
Resyncing State Data

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

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

3. Check the box for **Enrollment (**other fields will automatically populate).

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



For further assistance, contact the AIM Help Desk at opiaimhelp@mt.gov or 1-877-424-6681.

Appendix M:

Montana Career Pathways

Students may be a concentrator in multiple pathways

NAME	DEFINITION
Agriculture Mechanics and Construction	At least two CTE credits were earned in the Agriculture Mechanics and Construction Pathway
Agriculture, Food, and Natural Resources (AFNR)	At least two CTE credits were earned in the AFNR Pathway
Arts, A/V, and Communications	At least two CTE credits were earned in the Arts, A/V, and Communications Pathway
Business Management	At least two CTE credits were earned in the Business Management Pathway
Finance	At least two CTE credits were earned in the Finance Pathway
Information Technology	At least two CTE credits were earned in the Information Technology Pathway
Marketing	At least two CTE credits were earned in the Marketing Pathway
Hospitality & Tourism (Food Service)	At least two CTE credits were earned in the Hospitality & Tourism Pathway
Education	At least two CTE credits were earned in the Education Pathway
Human Services	At least two CTE credits were earned in the Human Services Pathway
Health Professions	At least two CTE credits were earned in the Health Professions Pathway
STEM	At least two CTE credits were earned in the STEM Pathway
Transportation	At least two CTE credits were earned in the Transportation Pathway
Welding & Fabrication	At least two CTE credits were earned in the Welding & Fabrication Pathway
Design & Construction	At least two CTE credits were earned in the Design & Construction Pathway
Advanced Manufacturing	At least two CTE credits were earned in the Advanced Manufacturing Pathway

Reference Links:

Montana Career Pathways Website

CTE Montana Career Pathways Secondary Programs of Study