

AIM User Guide  
**Spring Career &  
Technical Education  
(CTE) Collection**

*This guide explains how to identify the 2019-20 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 Spring CTE Collection begins **March 2, 2020** and closes **April 30, 2020**.*

*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*

# Spring Career & Technical Education (CTE) Collection

## For 2019-2020 School Year Only

***This is a guide for the 2019-2020 school year only. This process will change in the future once Infinite Campus has been updated for Perkins V.***

The Spring 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)

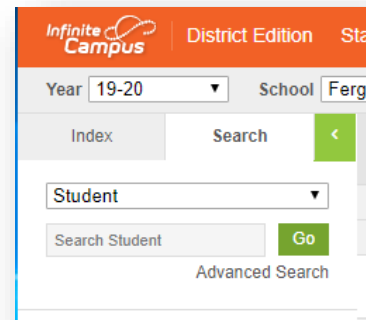
**PART A** BELOW DESCRIBES THE PROCESS FOR ENTERING INDIVIDUAL STUDENTS' CTE CONCENTRATOR INFORMATION IN INFINITE CAMPUS.

**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 2019-20 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** tab at top right of the page on green banner to view the school years and to select a school. Select **Year 19-20** 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.



Graduation	Athletics	Ad Hoc Letters	Waiver	Records Transfer	Report Commen
Summary	Profile	Enrollments	Schedule	Attendance	Flags
New	Print Enrollment History	New Enrollment History	Documents		
Enrollment Editor					
Grade	Type	Calendar	Start Date	End Date	
08	P	19-20 Corvallis 7-8	11/01/2019		
Start Status: 02 Continued enrollment same school, no interruption					
End Status:					
07	P	19-20 Corvallis 7-8	09/03/2019	10/31/2019	
Start Status: 04 Transfer from public school in district or state					
End Status: 105 Change in grade level during regular school year					
06	P	18-19 Edna Thomas School	09/04/2018	06/07/2019	

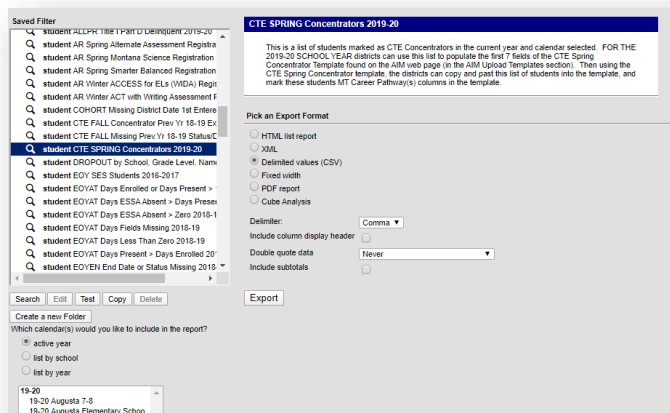

**CTE Concentrator**
  
 CTE Concentrator (Student has earned 2 units of CTE credit (4 semesters), and is considered a CTE concentrator.)
   
☐ Student is a Single Parent
   
 Area of Concentration 
  
 Post Graduation Status 
  
 Date Contacted

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

- At the top of the screen, select the **Year** and the **High School**, if your district has more than one.
- Go to the **Index** tab.
- Select **Ad Hoc Reporting**.
- Select **Data Export**.
- From the **Saved Filter** field, select **State Published**.
- From the list of ad hoc reports, select **Student CTE Spring Concentrators 2019-20**.
- From *Pick an Export Format*, select **Delimited Values (CSV)**.
- From *Delimiter field*, select **Comma**.
- Uncheck** the *Include Column Display Header*.
- From *Double quote data* field, select **Never**.
- Select the school(s) from the list below.
- Click **Export**.
- Open the exported file. Select all columns and rows in the report, right click, select **copy**.
- Open the [New Perkins MT Career Pathways Template](#).
- Click on box **A2** in the template, right click and click **paste**. All fields should populate in the excel sheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
	District Name	School Name	School Number	State/FY	Student's State ID	Last Name	First Name	Grade Level	CTE Concentrator	AG, Food, and Natural Resources	AG, Mechanics & Construction	Arts, AV, and Communication	Business Management	Finance	Information Technology	Marketing	Hospitality & Tourism	Education	Human Services	Health Professions	STEM	Transportation	Welding & Fabrication	Design & Construction	Advanced Manufacturing
1																									
2																									
3																									
4																									
5																									
6																									
7																									
8																									
9																									

- 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.
- Important!** Keep the first row which contains the names for all the columns.
- Save** the excel file where it can be easily located with your **School Name in the file name**.
- For this year only (2019/2020), 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

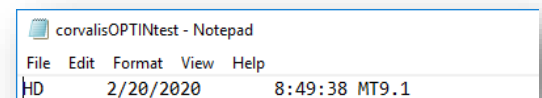
**NOTE:** CTE Concentration area is not needed in this upload file starting this year, however, the **concentrator box** and the **single parent** box are needed.

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.

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.



Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16	Field 17
Record Type (CT)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	CTE Concentrator	Filler	Filler	Student Single Parent	Area of Concentration	Filler	Data Contacted	Post Graduation Status	Year

Imported prior to the last 10 instances of the Student Demographics import. Districts may use the M1 Extract tool.

Import Data

\*Import Type: Career and Technical Education (CTE) ▼

\*Work to Perform: Validate and Test File ▼

\*File: Choose File No file chosen

Submit to Batch

Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

## 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

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. From **Double quote data** field, select **Never**.
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.

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 field 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 (2019/2020), 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.

## Resyncing State Data

1. In Infinite Campus, set the **Year** to 19-20.
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**.

Year	School	Batch Resync	Selective Sync	Processed	Errors	0
14-15	Cascade High School	<input checked="" type="checkbox"/>	<input type="checkbox"/> ScheduleStructure	08/28/2014 09:22:12	Processed: 0 Errors: 0	<input type="radio"/>
		<input type="checkbox"/>	Day			
		<input checked="" type="checkbox"/>	<input type="checkbox"/> StructureGradeLevel	08/28/2014 09:22:12	Processed: 0 Errors: 0	<input type="radio"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/> PersonIdentify	08/28/2014 09:22:13	Processed: 0 Errors: 0	<input type="radio"/>
		<input type="checkbox"/>	BehaviorType			
		<input type="checkbox"/>	BehaviorResolutionType			
		<input type="checkbox"/>	BehaviorResponseType			
		<input type="checkbox"/>	Behavior			
		<input type="checkbox"/>	CensusContactSummary			
		<input type="checkbox"/>	ContactLog			
		<input type="checkbox"/>	Employment			
		<input type="checkbox"/>	EmploymentAssignment			
		<input type="checkbox"/>	EmploymentBackground			
		<input type="checkbox"/>	EmploymentCredential			
		<input checked="" type="checkbox"/>	<input type="checkbox"/> Enrollment	08/28/2014 09:22:13	Processed: 0 Errors: 0	<input type="radio"/>
		<input type="checkbox"/>	Graduation			
		<input type="checkbox"/>	Roster			

For further assistance, contact the AIM Help Desk at [opiaimhelp@mt.gov](mailto: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](#)