

CTE First Semester Enrollment Collection Instructions (SY 2014-2015)

Beginning on January 12, 2014, and continuing through January 21, 2014, the CTE First Semester Enrollment application in WVEIS on the Web (WOW) will be open for submission and certification. The CTE First Semester Enrollment Collection can be found in the WOW menu item **CTE.CERT** under the **WVR/WVRCTE Career Technical Education** menu. It requires review and submission by CTE Principals and Secondary Principals at the school level. Then, certification is required by the county CTE Director once all schools have submitted.

In this Document

- CTE and Secondary Principal’s Role 1
- County CTE Director’s Role 2
- Step-by-Step Instructions for CTE and Secondary Principals..... 2
 - Finding the Application: 2
 - Welcome Screen: 2
 - Reviewing the Information: 3
 - Submitting the Information: 5
- Step-by-Step Instructions for County CTE Directors..... 5
 - Finding the Application: 5
 - Welcome Screen: 6
 - Reviewing the Information: 6
 - Submitting the Information: 9

CTE and Secondary Principal’s Role

CTE and Secondary Principals should review the enrollment summary, unduplicated count of enrollment by location, and course contact hours summary tables in the enrollment application to determine the accuracy of enrollment information for CTE courses. If the information in any of these tables is incorrect, CTE and Secondary Principals will be responsible for ensuring the data is correct before submission. Principals will need to make any needed changes to ensure that all students are enrolled in CTE courses and have schedules. Once the changes have been made in the source files, principals should contact Malinda Shanklin at mshankli@k12.wv.us with a request to update the information in the application.

Once the CTE or Secondary Principal determines the source data is correct, he/she should “Submit” the information. This will allow the County CTE Director to review and certify the information. CTE and Secondary Principals should submit their school’s information for certification by **January 16, 2015**.

County CTE Director's Role

This application requires certification of the enrollment summary, unduplicated count of enrollment by location, and course contact hours summary tables in the enrollment application by the County CTE Director. County CTE Directors will be able to certify data in this application until **January 21, 2015**.

County CTE Directors will not be able to certify CTE enrollment data in this application until all CTE and Secondary Principals have submitted the information for their school. Once all schools have submitted their enrollment information, County CTE Directors should review the data submitted for accuracy. If the CTE Director identifies any inaccuracies for a school, he/she should notify the school's principal to make the appropriate changes. Once the information is determined to be correct, the County CTE Director should certify the data.

Step-by-Step Instructions for CTE and Secondary Principals

Finding the Application:

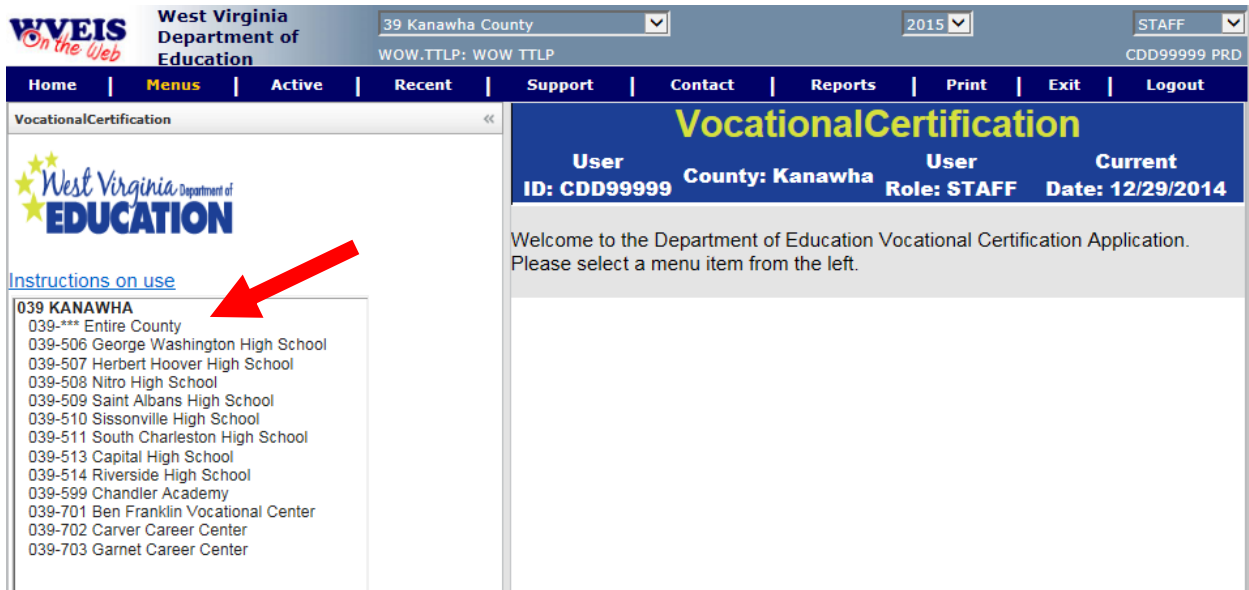
1. Log into WVEIS on the Web (WOW)
 - a. *Note: If you are serving as both a CTE Principal and County CTE Director, you must login to WOW using your Principal role in order to submit information for your school. Once you have submitted your school's data to certify the county's information, you will need to logout of your principal role and sign back in as the County CTE Director.*
2. Select **Menus**



3. Find **WVR West Virginia State Reporting**
 * WVR West Virginia State Reporting
4. Find **WVRCTE Career Technical Education**
5. Select **CTE.CERT**

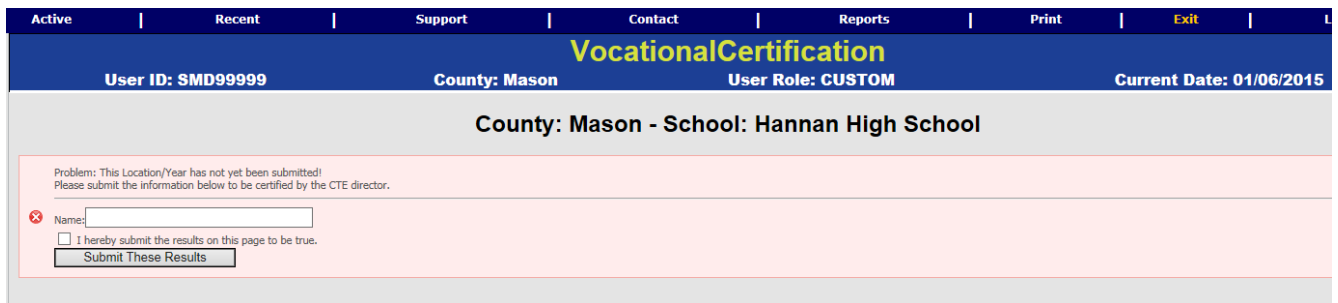
Welcome Screen:

6. Once you have entered the CTE.CERT application, a welcome screen will appear. Select your school from the list on the left side of the screen to view detailed reports for your school.

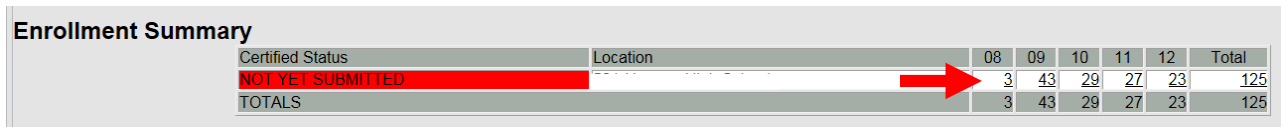


Reviewing the Information:

- Once you click on your school, you will be directed to a set of detailed reports. You will find the submit status located at the top of the report. A red box denotes results have not been submitted, while a green box denotes results have been submitted. *(The image below depicts what a non-submitted school will look like.)* **You will NOT complete this section until you have reviewed all the tables and determined they are correct.**



- The Enrollment Summary report will show if you've submitted data for your school and the counts of students for your school by grade level.
- Clicking on any number in the table will open a detailed enrollment/course report for review.



Certified Status	Location	08	09	10	11	12	Total
NOT YET SUBMITTED		3	43	29	27	23	125
TOTALS		3	43	29	27	23	125

- Each line in the enrollment/course report identifies the individual students that were included in the Enrollment Summary Count. You can use this list to determine who is missing from your count, or who was added to the list in error.

- Click on the “Link to download to Excel” option located at the top of the screen to save this list to your computer or print it.

Vocational Certification

User ID: SMD99999 County: Mason User Role: CUSTOM Current Date: 01/06/2015

County: Mason - School: Hannan High School

[Link to download to Excel](#)

Report as of TODAY (06-Jan-15, 03:23 PM)

	District ID	Home school ID	District name	Voc District	Voc School ID	Voc School name	Term number	Student ID
1.	049	501	MASON COUNTY SCHOOLS	049	501	HANNAN HIGH SCHOOL	4	
2.	049	501	MASON COUNTY SCHOOLS	049	501	HANNAN HIGH SCHOOL	4	
3.	049	501	MASON COUNTY SCHOOLS	049	501	HANNAN HIGH SCHOOL	4	

- The Unduplicated Count of Enrollment by Location report will show the unduplicated count within each school by the gender and ethnicity. As with all tables in this application, any underlined number is a clickable count that opens the detailed enrollment/course report.

Unduplicated Count of Enrollment by Location

	Gender			Ethnicity							Totals	
	Male	Female	Total	W	B	A	H	I	P	M		
County Unduplicated Count	<u>66</u>	<u>59</u>	125	125	0	0	0	0	0	0	0	125

- The Course Contact Hours Summary report shows the counts of student and contact hours across each course offered for your school. As with all tables in this application, any underlined number is a clickable count that opens the detailed enrollment/course report.
 - Note: If a FTE calculation, based on contact hours, for a student is greater than 1 FTE, the calculation is invalid. A student can only equal 1 FTE.*

Course Contact Hours Summary

Course	Title	Total Students	Cont Hrs Secondary	Cont Hrs Class 13	Cont Hrs Class 14
<u>0101</u>	INTRO TO AG	32	<u>4,288</u>	0	0
<u>0102</u>	SCI. OF AG	9	<u>1,206</u>	0	0
<u>0112</u>	FND AGMECH	5	<u>670</u>	0	0
<u>0114</u>	AG EQUIP REP	12	<u>1,608</u>	0	0
<u>1035</u>	AG & NAT III	16	<u>2,144</u>	0	0
<u>1401</u>	ACCT PRIN I	1	<u>134</u>	0	0
<u>1411</u>	BCA I	48	<u>6,432</u>	0	0
<u>1413</u>	BUS CMPTR II	5	<u>670</u>	0	0
<u>1429</u>	DESKTOP PUB	7	<u>938</u>	0	0
<u>1431</u>	DGTLIMG/MLTI	15	<u>2,010</u>	0	0
<u>1439</u>	BUS&MKTG ESS	3	<u>402</u>	0	0
<u>1455</u>	WEB PAGE PUB	2	<u>268</u>	0	0
TOTALS		155	20,770	0	0
FTE calculation (contact hours/1080)					0.00

- While in the Course Contact Hours Summary report, please make sure to verify the contact hours for grade 14, Adult Secondary programs.

Submitting the Information:

15. If all of the information contained in the Enrollment Summary, Unduplicated Count of Enrollment by Location, and Course Contact Hours Summary reports is correct, submit the enrollment information for this school. (Go to Step #17)
16. It is your responsibility to correct the source data if any of the numbers in the Enrollment Summary, Unduplicated Count of Enrollment by Location, and Course Contact Hours Summary reports are incorrect. To do this, verify that all students are enrolled in the correct courses and have schedules.
 - a. Once you have completed the changes, contact Malinda Shanklin at mshankli@k12.wv.us to request the WOW application be updated with the new information. The application WILL NOT automatically update after you make changes to source data.
17. Submit your school's enrollment data by completing the submit status information at the top of the screen. To do so, fill your name in the text box, click the "I hereby submit the results on this page to be true" checkbox, and click the "Submit These Results" button.

County: Mason - School: Hannan High School

Problem: This Location/Year has not yet been submitted!
Please submit the information below to be certified by the CTE director.

✘ Name:

I hereby submit the results on this page to be true.

Step-by-Step Instructions for County CTE Directors

Finding the Application:

1. Log into WVEIS on the Web (WOW)
 - a. *Note: If you are serving as both a CTE Principal and County CTE Director, you must login to WOW using your County CTE Director role in order to certify information for your district.*
2. Select **Menus**



3. Find **WVR West Virginia State Reporting**
 * WVR West Virginia State Reporting
4. Find **WVRCTE Career Technical Education**
5. Select **CTE.CERT**

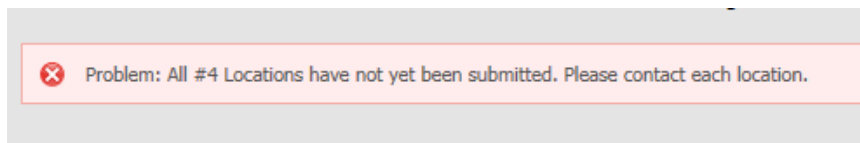
Welcome Screen:

- Once you have entered the CTE.CERT application, a welcome screen will appear. Select the “***Entire County” option in order to see and certify district level information.

The screenshot shows the Vocational Certification application interface. At the top, there is a header with the WVDE logo, the text 'West Virginia Department of Education', and navigation options for '39 Kanawha County', '2015', and 'STAFF'. Below the header is a menu bar with options: Home, Menus, Active, Recent, Support, Contact, Reports, Print, Exit, and Logout. The main content area is titled 'Vocational Certification' and includes a user information box: 'User ID: CDD99999', 'County: Kanawha', 'User Role: STAFF', and 'Current Date: 12/29/2014'. A welcome message reads: 'Welcome to the Department of Education Vocational Certification Application. Please select a menu item from the left.' On the left side, there is a list of schools under the heading '039 KANAWHA', including '039-*** Entire County' and various high schools and career centers. A link for 'Instructions on use' is also present.

Reviewing the Information:

- Once you click on the “***Entire County” option, you will be directed to a set of detailed reports. You will find the submit status located at the top of the report.
 - A “Problem” warning indicator denotes that results have not been submitted from all of the schools in your county. You will not be able to certify results for your county until every school submits their information.



- A red box denotes results have not been certified, while a green box denotes results have been certified. (*The image below depicts what a non-certified county will look like.*) You will **NOT** complete this section until you have reviewed all the tables and determined they are correct.

The screenshot shows the Vocational Certification application interface for Kanawha - Entire County. The header includes 'Vocational Certification', 'User ID: CDD99999', 'County: Kanawha', 'User Role: STAFF', and 'Current Date: 12/29/2014'. The main content area is titled 'County: Kanawha - Entire County'. A red error box with a white 'x' icon in the top left corner contains the following text: 'Problem: This Location/Year has not yet been certified! Please submit the information below and click 'Certify These Results''. Below the error message is a form with a 'Name:' label and an empty input field. There is a checkbox labeled 'I hereby certify the results on this page to be true.' and a 'Certify These Results' button.

8. The Enrollment Summary report will show if each school has submitted their information and the counts of students for each school by grade level.
9. Clicking on any number in the table will open a detailed enrollment/course report for review.

Enrollment Summary

Certified Status	Location	08	09	10	11	12	Total
NOT YET SUBMITTED	501-Hannan High School	<u>3</u>	<u>43</u>	<u>29</u>	<u>27</u>	<u>23</u>	<u>125</u>
NOT YET SUBMITTED	502-Point Pleasant Junior/Senior High School	<u>1</u>	<u>6</u>	<u>15</u>	<u>11</u>	<u>16</u>	<u>49</u>
NOT YET SUBMITTED	503-Wahama High School	0	14	19	5	5	43
NOT YET SUBMITTED	701-Mason County Career Center	<u>1</u>	<u>123</u>	<u>130</u>	<u>159</u>	<u>198</u>	<u>611</u>
TOTALS		5	186	193	202	242	828

10. Each line in the enrollment/course report identifies the individual students that were included in the Enrollment Summary Count. You can use this list to determine who is missing from the count, or who was added to the list in error.
11. Click on the “Link to download to Excel” option located at the top of the screen to save this list to your computer or print it.

Vocational Certification

User ID: SMD99999
County: Mason
User Role: CUSTOM
Current Date: 01/06/2015

County: Mason - School: Hannan High School

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Report as of TODAY (06-Jan-15, 03:23 PM)

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2.	049	501	MASON COUNTY SCHOOLS	049	501	HANNAN HIGH SCHOOL	4	
3.	049	501	MASON COUNTY SCHOOLS	049	501	HANNAN HIGH SCHOOL	4	

12. The Unduplicated Count of Enrollment by Location report will show the unduplicated count within each school by the gender and ethnicity. As with all tables in this application, any underlined number is a clickable count that opens the detailed enrollment/course report.

Unduplicated Count of Enrollment by Location

	Gender			Ethnicity							Totals
	Male	Female	Total	W	B	A	H	I	P	M	
506-George Washington High School	<u>151</u>	<u>138</u>	<u>289</u>	<u>241</u>	<u>35</u>	<u>11</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>289</u>
507-Herbert Hoover High School	<u>137</u>	<u>106</u>	<u>243</u>	<u>237</u>	<u>4</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>243</u>
508-Nitro High School	<u>267</u>	<u>238</u>	<u>505</u>	<u>457</u>	<u>27</u>	<u>2</u>	<u>11</u>	<u>1</u>	<u>0</u>	<u>7</u>	<u>505</u>
509-Saint Albans High School	<u>279</u>	<u>292</u>	<u>571</u>	<u>519</u>	<u>40</u>	<u>5</u>	<u>2</u>	<u>1</u>	<u>0</u>	<u>4</u>	<u>571</u>
510-Sissonville High School	<u>113</u>	<u>140</u>	<u>253</u>	<u>250</u>	<u>2</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>253</u>
511-South Charleston High School	<u>234</u>	<u>201</u>	<u>435</u>	<u>309</u>	<u>116</u>	<u>8</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>435</u>
513-Capital High School	<u>283</u>	<u>313</u>	<u>596</u>	<u>361</u>	<u>217</u>	<u>7</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>3</u>	<u>596</u>
514-Riverside High School	<u>170</u>	<u>161</u>	<u>331</u>	<u>306</u>	<u>20</u>	<u>0</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>331</u>
599-Chandler Academy	<u>0</u>	<u>18</u>	<u>18</u>	<u>10</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>18</u>
701-Ben Franklin Vocational Center	<u>277</u>	<u>132</u>	<u>409</u>	<u>375</u>	<u>32</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>409</u>
702-Carver Career Center	<u>294</u>	<u>300</u>	<u>594</u>	<u>541</u>	<u>41</u>	<u>4</u>	<u>5</u>	<u>1</u>	<u>0</u>	<u>2</u>	<u>594</u>
703-Garnet Career Center	<u>31</u>	<u>102</u>	<u>133</u>	<u>119</u>	<u>13</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>133</u>
County Unduplicated Count	2,221	2,131	4,352	3,703	552	39	38	3	0	17	4,352

13. The Course Contact Hours Summary report shows the counts of student and contact hours across each course offered for your county. As with all tables in this application, any underlined number is a clickable count that opens the detailed enrollment/course report.

- a. *Note: If a FTE calculation, based on contact hours, for a student is greater than 1 FTE, the calculation is invalid. A student can only equal 1 FTE.*

Course Contact Hours Summary

Course	Title	Total Students	Cont Hrs Secondary	Cont Hrs Class 13	Cont Hrs Class 14
<u>0101</u>	INTRAGFD&NAT	13	<u>1,988</u>	0	0
<u>0120</u>	VET TECH I	14	0	<u>13,230</u>	0
<u>0121</u>	VET TECH II	14	0	<u>13,230</u>	0
<u>0124</u>	VET TECH V	6	0	<u>2,832</u>	0
<u>0125</u>	VET TECH VI	6	0	<u>3,240</u>	0
<u>0126</u>	VET TECH VII	6	0	<u>3,240</u>	0
<u>0134</u>	AGEXPER-PRG	12	<u>1,550</u>	0	<u>472</u>
<u>0137</u>	LARGEANMLSCI	12	<u>1,550</u>	0	<u>472</u>
<u>0138</u>	SMALLANMLSCI	12	<u>1,550</u>	0	<u>472</u>
<u>0140</u>	ANMLPROMGMT	13	<u>1,988</u>	0	0
<u>0141</u>	AQUACULTURE	13	<u>1,988</u>	0	0
<u>0149</u>	COMP ANMLCAR	13	<u>1,988</u>	0	0
<u>0422</u>	MRKPRIN	58	<u>4,757</u>	0	0
<u>0425</u>	MRKTAPP	1	<u>134</u>	0	0
<u>0428</u>	MRKWRKEXP	1	<u>134</u>	0	0
<u>0434</u>	MRK-SPRT-REC	80	<u>8,576</u>	0	0
<u>0511</u>	CARWRKSKILLI	2	<u>775</u>	0	0
<u>0512</u>	CARWRKSKILLI	2	<u>775</u>	0	0
<u>0513</u>	CWSTWRKEXP I	2	<u>775</u>	0	0
<u>0514</u>	CWSTWRKEXP II	2	<u>775</u>	0	0
<u>0615</u>	CERTNURSASST	9	<u>1,653</u>	0	0

14. While in the Course Contact Hours Summary report, please make sure to verify the contact hours for grade 14, Adult Secondary programs.

Submitting the Information:

15. If all of the information contained in the Enrollment Summary, Unduplicated Count of Enrollment by Location, and Course Contact Hours Summary reports is correct, certify the enrollment information for your county. (Go to Step #17)
16. If you find any inconsistencies in the information submitted by a school, you will need to unlock that school for editing and notify the principal to make needed changes. After the principal changes and resubmits the information, and you have verified it is now correct, certify the information for your county.
17. Certify your county’s enrollment data by completing the certify status information at the top of the screen. To do so, fill your name in the text box, click the “I hereby certify the results on this page to be true” checkbox, and click the “Certify These Results” button.

The screenshot shows the 'Vocational Certification' interface. At the top, a blue header contains the text 'Vocational Certification' in yellow, and below it, 'User ID: CDD99999', 'County: Kanawha', 'User Role: STAFF', and 'Current Date: 12/29/2014'. Below the header, the text 'County: Kanawha - Entire County' is displayed. A pink error box contains the message: 'Problem: This Location/Year has not yet been certified! Please submit the information below and click 'Certify These Results''. Below the error message is a form with a red 'x' icon, a 'Name:' label, an empty text input field, a checkbox labeled 'I hereby certify the results on this page to be true.', and a 'Certify These Results' button.

18. Once you have certified the CTE First Semester Enrollment data for your county, a notification will appear indicating the information has been certified. *See the example notification below.*

The screenshot shows the 'Vocational Certification' interface after successful certification. At the top, a blue header contains the text 'Vocational Certification' in yellow, and below it, 'User ID: CDD99999', 'County: Kanawha', 'User Role: STAFF', and 'Current Date: 12/29/2014'. Below the header, the text 'County: Kanawha - Entire County' is displayed. A green success box contains the message: 'Certified: This Location/Year has been certified.'. Below the success message is a 'Details:' section with a green checkmark icon and the following information: 'District ID: 039', 'Location ID: 000', 'School Year: 2015', 'User ID: CDD99999', 'User Name: Curtis Darst', and 'Certified Date/Time: 12/29/2014 8:26 AM'.