

Careertech
Information Management System
(CTIMS)

Comprehensive Schools
Follow-Up
&
Certification Update
Guidebook

IMD

*career***tech**

Revised January 6, 2020

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Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you.

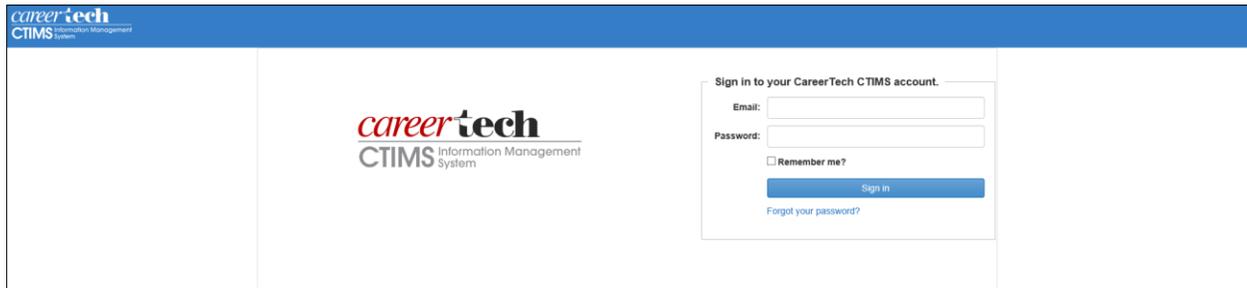
If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful CTIMS tips, see the **Tips and Tricks** section of this document.

IMPORTANT: Please log into CTIMS using Internet Explorer  **version 11 or higher**. CTIMS is currently not compatible with other browsers.

Logging into CTIMS

Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>



The screenshot shows the login interface for the CareerTech CTIMS system. At the top left, the logo reads "career tech CTIMS Information Management System". In the center is a larger version of the "career tech CTIMS Information Management System" logo. On the right side, there is a sign-in form titled "Sign in to your CareerTech CTIMS account." containing the following elements:

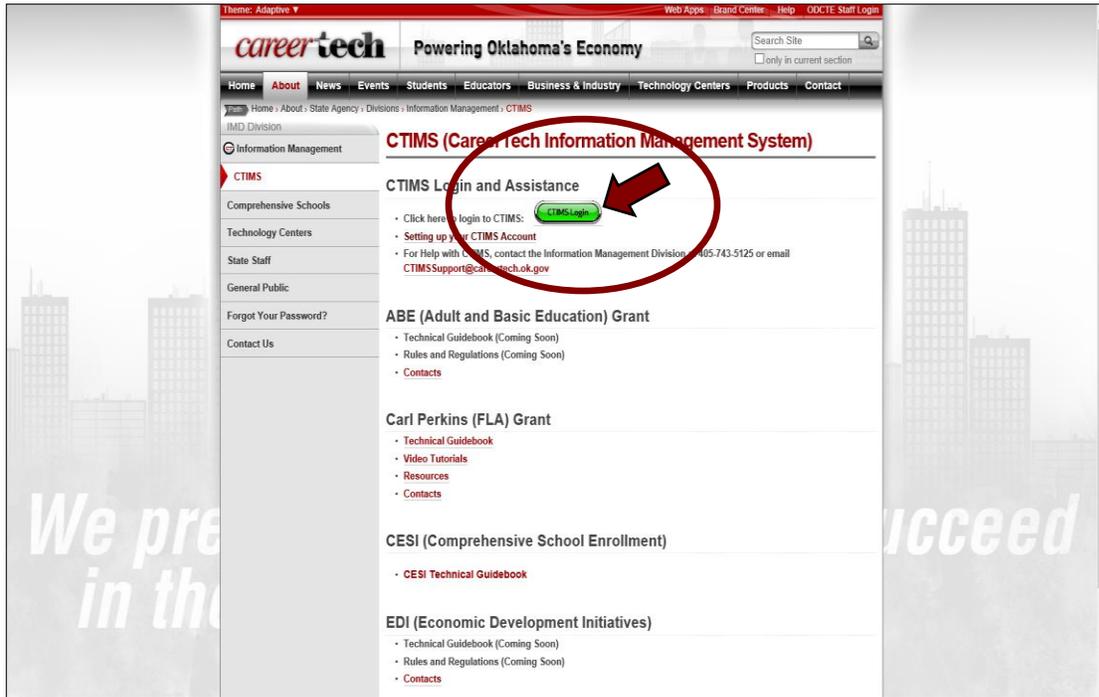
- Email:
- Password:
- Remember me?
-
- [Forgot your password?](#)

Or,

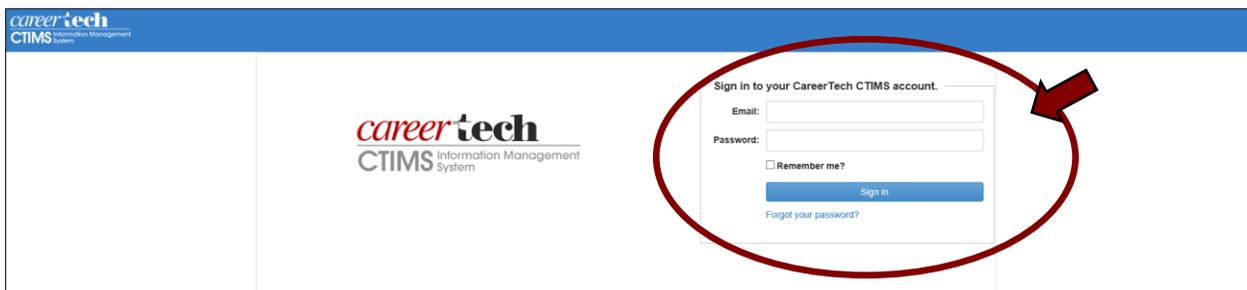
Go to <http://www.okcareertech.org/> and select **CTIMS** in the red bar at the top of the page. Do not select the ODCTE Staff Login selection in the red bar. The Staff Login link is not the CTIMS login.



On the CTIMS website, select the green **CTIMS Login** button.



Sign in using your school email and CTIMS password.



Follow-Up Information Collection

School districts may adopt their own policy for obtaining student data in order to complete the follow-up requirement. School counselors, social media or student surveys are commonly used resources.

Submitting Follow-Up

Accessing Student Information

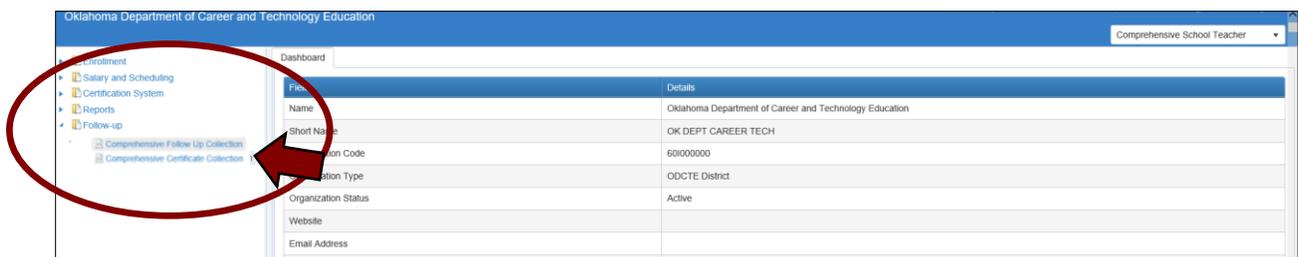
- Verify that you are using the role of **Comprehensive School Teacher**. If not, use the drop-down arrow to select the appropriate role.



- Click the arrow next to **Follow-Up** on left navigation.

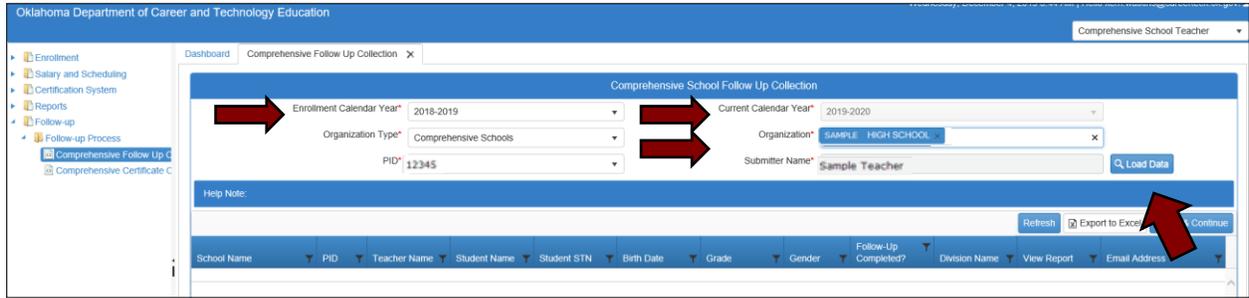


- Select **Comprehensive Follow-Up Collection**.

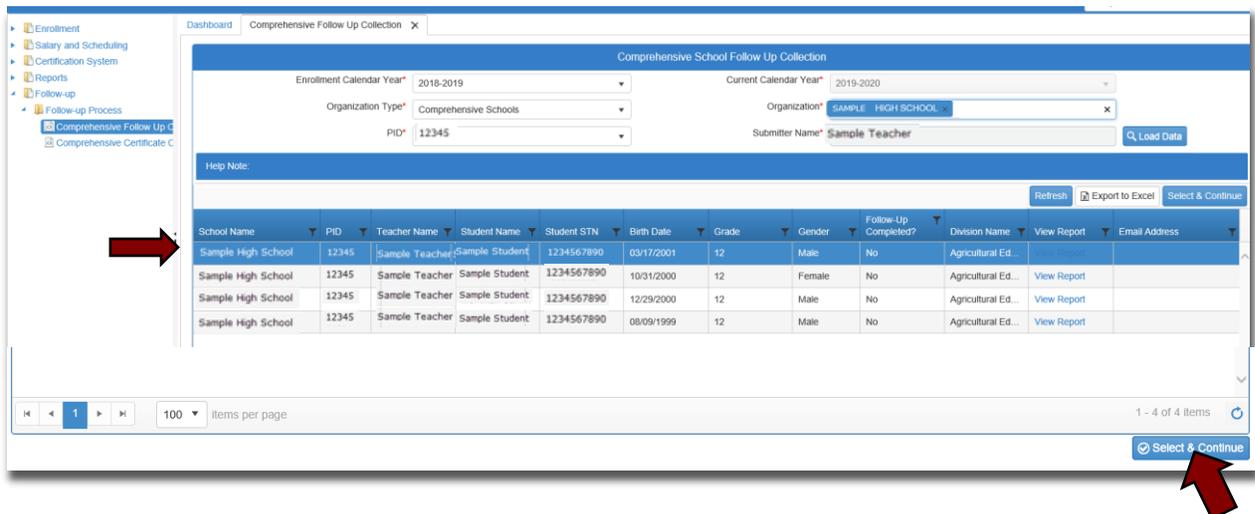


- On the **Comprehensive School Follow-Up Collection** screen, choose the **Enrollment Calendar Year** (this should be last year, as you will be entering data for the students you had last year). Then, select the **Current Calendar Year**.
- Select the **Organization** by typing in the first three letters of your school name and selecting your school from the drop-down menu.

- The **Submitter Name** and **PID** should automatically populate. Click **Load Data** to load your student list.



- A listing of your 12th grade students from last year will populate in the space below. To choose a student, click on the row with the student's information to highlight.
- Click **Select & Continue**.



This screen displays the student's details. Under the **Comprehensive School Student Follow-Up Report** heading, you will not need to update or change any information.

Under the **Student Information** section:

- Most of the student's information will populate. Add the student's **Email Address**, if it is not populated.

IMPORTANT: Collecting the student's email is important. It will be used for verification for a new system where students can access their certifications after completion for employers and potential employers.

Dashboard Comprehensive Follow Up Collection x Comprehensive Student Follow Up Collection x

Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save

Comprehensive School Student Follow Up Report

Enrollment Calendar Year: 2018-2019 Current Calendar Year: 2019-2020
Organization Type: Comprehensive Schools School Name: Sample High School

Student Information

Student Name: Sample Student Student Follow Up Process No.: SampleProcessNumber-0123456
STN: 1234567890 Grade: 12
Gender: Male Date of Birth: 03/17/2001
Email Address:

Follow Up Information - Answer the following questions

If a Student is Deceased

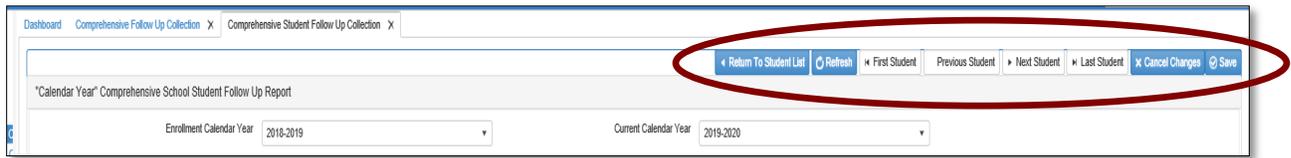
Under the Follow-Up Information Section:

- The **“Is Student Deceased?”** question is mandatory, but it is defaulted to **No**. Change to **Yes** if the student is deceased. Changing to a Yes, will lock the additional Follow-Up Information questions.

- Even if the student is deceased, you must also answer the question, **“Did the student take a certification test?”** by selecting **Yes** or **No** from the drop-down menu.

- If they have not completed any certification tests, choose **No**, then click the **Save** button and you are finished with this student.
- If they did complete certification tests, choose **Yes**, then follow the instructions for adding certifications on page 9 of this document.

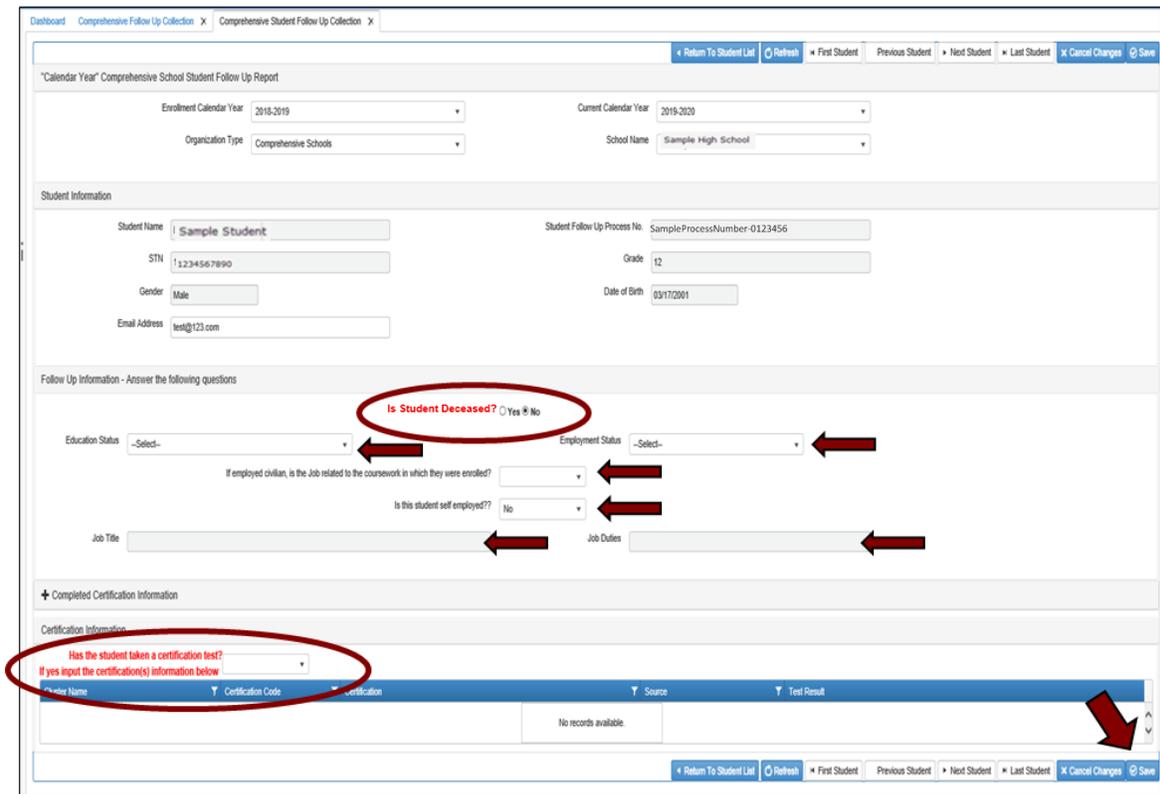
- Click **Return to Student List** to select another student or go to the **first, previous, next, or last student** from the navigation at the top and bottom of the screen.



Students Who Did Not Take a Certification Test

Under the Follow-Up Information Section:

- Leave the question, **Is Student Deceased?** as **No**.
- Select from the drop-down menu an **Education Status** (See Appendix A for a listing of Education and Employment Status options).
- Select from the drop-down menu an **Employment Status** (See Appendix A).
- Answer the question, **If employed civilian, is the Job related to the coursework in which they were enrolled?**, by selecting **Yes** or **No** from the drop-down menu.
- Answer the question, **Is this student self-employed?**, by selecting **Yes** or **No** from the drop-down menu.
- Answer the question, **“Did the student take any certification test?”**, by selecting **Yes** or **No** from the drop-down menu. If the answer to this question is No, you are finished with this student. Click on the **Save** button.



- You can navigate to the next student by clicking on **Return to Student List**, or selecting **Next Student**.

Students Who Have Taken a Certification Test

Under the Follow-Up Information Section:

- Leave the question, **Is Student Deceased?** as **No**.
- Select from the drop-down menu an **Education Status** (See Appendix A for a listing of Education and Employment Status options).
- Select from the drop-down menu an **Employment Status** (See Appendix A).
- Answer the question, **If employed civilian, is the Job related to the coursework in which they were enrolled?**, by selecting **Yes** or **No** from the drop-down menu.
- Answer the question, **Is this student self-employed?**, by selecting **Yes** or **No** from the drop-down menu.

Dashboard Comprehensive Follow Up Collection x Comprehensive Student Follow Up Collection x

Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save

"Calendar Year" Comprehensive School Student Follow Up Report

Enrolment Calendar Year: 2018-2019 Current Calendar Year: 2019-2020

Organization Type: Comprehensive Schools School Name: Sample High School

Student Information

Student Name: Sample Student Student Follow Up Process No: SampleProcessNumber 0123456

STN: 1234567890 Grade: 12

Gender: Male Date of Birth: 03/17/2001

Email Address: test@123.com

Follow Up Information - Answer the following questions

Is Student Deceased? Yes No

Education Status: --Select-- Employment Status: --Select--

If employed civilian, is the Job related to the coursework in which they were enrolled? --Select--

Is this student self-employed?? No

Job Title: Job Duties:

Under the Certification Information section:

- If a student has taken a certification test, you will answer **Yes** on the certification test question.
- Click the **Add Certification** button.
- Select the certification by clicking in the field under the Certification column. Begin typing the name of the certification test or the certification number, then choose the certification from the drop-down menu.

NOTE: Certifications are auto-populated from the Approved Assessment List. If your certification is not available, please refer to the Approved Assessment List on our website: https://www.okcareertech.org/educators/assessments-and-testing/testing/ApprovedAssessmentsList_11132019.xlsx

Is Student Deceased? Yes No

Education Status* Employment Status*

If employed civilian, is the Job related to the coursework in which they were enrolled?

Is this student self employed??

Job Title Job Duties

Has the student taken a certification test?
Yes, input the certification information below*

Certification Information for Enrollment Calendar Year "1819".

+ Add Certificate ✕ Remove Certificate ⌂ Cancel changes

Certification	Cluster	Test Result
educ		<input checked="" type="radio"/> Test Passed <input type="radio"/> Test Not Passed <input type="radio"/> Test Not Taken
Early Childhood Education (Pre-Pac) - 7503		
Education Fundamentals (Pre-Pac) - 7504		
Early Education Pathway to National Credential - 7151		
Early Childhood Care & Education - 7201		

Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save

- Select the Cluster from the drop-down menu by clicking in the field under the Cluster column.

Certification Information for Enrollment Calendar Year "1819".

+ Add Certificate ✕ Remove Certificate ⌂ Cancel changes

Certification	Cluster	Test Result
Early Childhood Education (Pre-Pac) - 7503	Architecture & Construction - AC Agriculture, Food & Natural Resources - AG Arts, Audio/Video Technology & Communications - AR Business, Management & Administration - BA Education & Training - ED	<input checked="" type="radio"/> Test Passed <input type="radio"/> Test Not Passed <input type="radio"/> Test Not Taken

- Mark the certification test the student took as **Test Passed**, **Test Not Passed**, or **Test Not Taken**.
- After you have added all certifications, click the **Save** button.

Has the student taken a certification test? Yes

If yes, input the certification information below

Certification Information for Enrollment Calendar Year "1819".

+ Add Certificate | X Remove Certificate | Cancel changes

Certification	Cluster	Test Result
Early Childhood Care & Education - 7201	Education & Training - ED	<input type="radio"/> Test Passed <input type="radio"/> Test Not Passed <input type="radio"/> Test Not Taken

Return To Student List | Refresh | First Student | Previous Student | Next Student | Last Student | Cancel Changes | Save

IMPORTANT: Make sure you **Save** each student's information before navigating to another student.

- You can navigate to the next student by clicking on **Return to Student List**, or selecting **Next Student** or **Last Student**.

Dashboard | Comprehensive Follow Up Collection | Comprehensive Student Follow Up Collection

Return To Student List | Refresh | First Student | Previous Student | Next Student | Last Student | Cancel Changes | Save

Comprehensive School Student Follow Up Report

Enrollment Calendar Year* 2018-2019 | Current Calendar Year 2019-2020

- If you go back to the **Student List** page, **Refresh** the page and the students you have completed will indicate a **Yes** under the **Follow-Up Completion?** column.
- Click on the next line to highlight the next student and click **Select & Continue**. Go through the same steps as above to complete the follow-up for each student.

Dashboard Comprehensive Follow Up Collection x Comprehensive Student Follow Up Collection x

Comprehensive School Follow Up Collection

Follow Up Calendar Year* 2016-2017 School Calendar Year* 2017-2018

Organization Type* Comprehensive Schools Organization* SAMPLE HIGH SCHOOL x

PID* 12345 Submitter Name* Sample Teacher Load Data

Help Note:

Refresh Export to Excel Select & Continue

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Follow-Up Completion?	Division Name	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	03/24/1998	12	Female	No	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	06/19/1998	12	Female	Yes	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	02/05/1999	12	Female	Yes	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	02/10/1999	12	Male	No	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	12/27/1998	12	Female	No	Business An...	View Report

1 100 items per page 1 - 27 of 27 items Select & Continue

Entering Certifications for All Students

You are only required to do follow-up on the seniors you had last year. However, you can update all student records in CTIMS to indicate that they took certification tests and document whether they passed or did not pass.

To enter certification information:

- Click the arrow ▶ next to **Follow-Up** on left navigation.



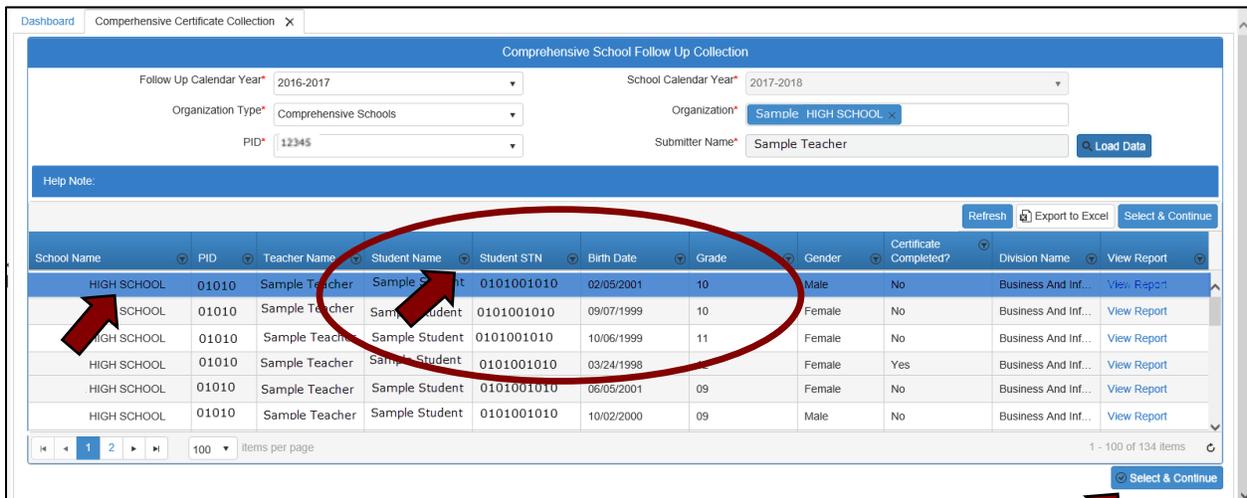
- Click **Comprehensive Certificate Collection**.



- On the **Comprehensive School Follow-Up Collection** screen, choose the **Enrollment Calendar Year** (this should be last year, as you will be entering data for the students you had last year). Select the **Current Calendar Year** and **Organization**. The **Submitter Name** and **PID** should automatically populate. Click **Load Data** to load your student list.



- You do not have to enter data for all students, only the ones you want to input certifications. Search by student using the filter button  next to student name or STN.
- When you find the student, click on the row with the student's information to highlight. Click **Select & Continue**.



Under the **Student Information** section:

- Most of the student’s information will populate. Add the student’s email address, if it is not populated.

IMPORTANT: Collecting the student’s email is important. It will be used for verification for a new system where students can access their certifications after completion for employers and potential employers.

"Calendar Year" Comprehensive School Student Follow Up Report

Enrollment Calendar Year: 2018-2019 | Current Calendar Year: 2019-2020

Organization Type: Comprehensive Schools | School Name: Sample School

Student Information

Student Name: Sample Student | Student Follow Up Process No.: 1 SampleProcessNumber-0123456

STN: 0123456789 | Grade: 12

Gender: Male | Date of Birth: 03/17/2001

Email Address:

Follow Up Information - Answer the following questions

Under the **Certification Information** section:

- Answer **Yes** on the certification test question.
- Click the **Add Certificate** button.

Student Information

Student Name: Sample Student | Student Follow Up Process No.: SampleProcessNumber-0123456

STN: 0123456789 | Grade: 09

Gender: Male | Date of Birth: 12/11/2003

Email Address: test@123.com

Has the student taken a certification test? Yes

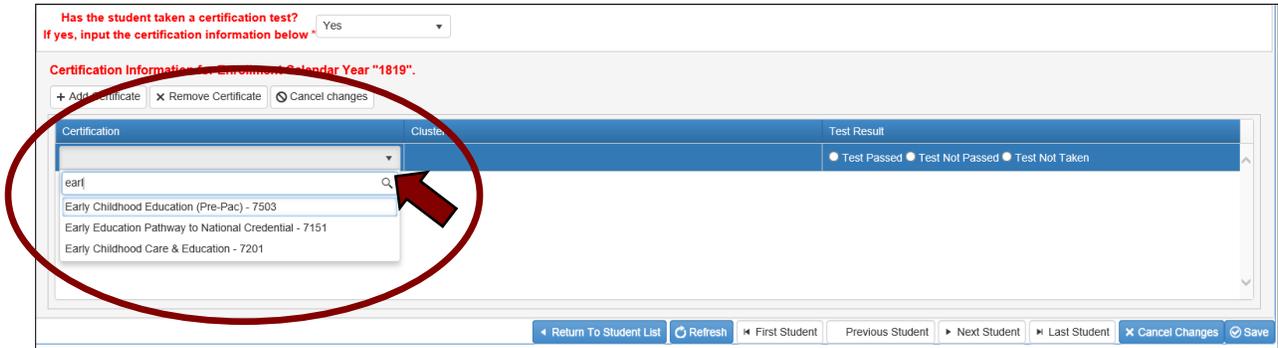
If yes, input the certification information below

Certification Information for Enrollment Calendar Year "1819".

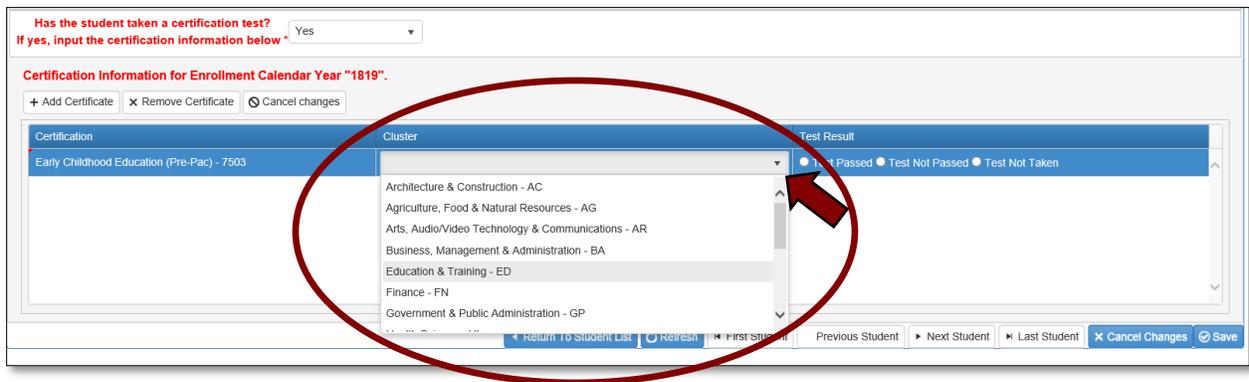
+ Add Certificate | x Remove Certificate | Cancel changes

Certification	Cluster	Test Result
---------------	---------	-------------

- Select the certification by clicking on the down arrow under the Certification column and typing the first few letters of the certification name or certification number. The certifications available will populate the drop-down menu.



- Select the cluster by clicking on the down arrow under the Cluster column and choosing the cluster from the drop-down menu.



- Mark each certification test the student took as **Test Passed**, **Test Not Passed** or **Test Not Taken**.

Has the student taken a certification test? Yes

If yes, input the certification information below

Certification Information for Enrollment Calendar Year "1819".

+ Add Certificate x Remove Certificate Cancel changes

Certification	Cluster	Test Result
Early Childhood Education (Pre-Pac) - 7503	Education & Training - ED	● Test Passed ● Test Not Passed ● Test Not Taken

Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save

- After you have marked all the certifications tests the student has completed, click the **Save** button.

Has the student taken a certification test? Yes

If yes, input the certification information below

Certification Information for Enrollment Calendar Year "1819".

+ Add Certificate x Remove Certificate Cancel changes

Certification	Cluster	Test Result
Early Childhood Education (Pre-Pac) - 7503	Education & Training - ED	● Test Passed ● Test Not Passed ● Test Not Taken

Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save

- You can use the navigation buttons at the top or bottom of the screen to **Return to Student List**, or go to the **first**, **previous**, **next**, or **last student**.

Has the student taken a certification test? Yes

If yes, input the certification information below

Certification Information for Enrollment Calendar Year "1819".

+ Add Certificate x Remove Certificate Cancel changes

Certification	Cluster	Test Result
Early Childhood Education (Pre-Pac) - 7503	Education & Training - ED	● Test Passed ● Test Not Passed ● Test Not Taken

Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save

IMPORTANT: Make sure you **Save** each student's information before navigating to another student.

- After you have updated all the certifications for your students that have taken certification tests, you can navigate back to the summary screen by clicking on **Return to Student List**.
- Click the **Refresh** button. The students you have completed the certifications for will populate a **Yes** in the **Certificate Complete** column.

Organization Type* Comprehensive Schools

Organization* SAMPLE HIGH SCHOOL

PID* 12345

Submitter Name* Sample Teacher

Load Data

Help Note:

Refresh Export to Excel Select & Continue

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Follow-Up Completion?	Division Name	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	03/24/1998	12	Female	Yes	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	06/19/1998	12	Female	Yes	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	02/05/1999	12	Female	Yes	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	02/10/1999	12	Male	No	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	12/27/1998	12	Female	No	Business An...	View Report

100 items per page

1 - 27 of 27 items

Select & Continue

Reports

Check to make sure you have updated all of your students by going to the **Student List** page and checking the **Follow-Up Completion** column. After all student data is updated, you can run a teacher summary report.

- Click on the **View Report** link at the end of a row. (These are not individual reports for each student, so all links go to the same teacher report).

Comprehensive School Follow Up Collection

Follow Up Calendar Year* 2016-2017 School Calendar Year* 2017-2018

Organization Type* Comprehensive Schools Organization SAMPLE HIGH SCHOOL x

PID* 12345 Submitter Name* Sample Teacher Load Data

Help Note:

Refresh Export to Excel Select & Continue

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Follow-Up Completion?	Division Name	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	03/24/1998	12	Female	Yes	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	06/19/1998	12	Female	Yes	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	02/05/1999	12	Female	Yes	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	02/10/1999	12	Male	No	Business An...	View Report
Sample HIGH SCH...	12345	SampleTeacher	Sample Student	1234567890	12/27/1998	12	Female	No	Business An...	View Report

100 items per page 1 - 27 of 27 items Select & Continue

- You can also export your records to an excel file by clicking on the save icon  on the tan bar above the report and choosing Excel from the list. Save the Excel file to your computer or print.

NOTE: Because you are saving after each student, you do not have to do an additional submit step. When you complete information for all of your students, you are finished.

Appendix A

Education and Employment Status Job Details

Educational Status:

- Not attending school
- Attending high school or technology center as a secondary student
- Attending a technology center as an adult student
- Attending a private school as an adult student
- Attending a public collegiate school as an adult student
- Educational status is unknown.

Employment Status:

- Employed full-time civilian (at least 35 hr/week)
- Employed part-time civilian (less than 35 hr/week)
- Employed full-time military
- Unemployed but actively seeking employment
- Not in the labor force and not seeking employment
- Employment status is unknown.

Job Details:

For students that are employed, provide the following information:

If employed civilian, is the job related to the coursework in which they were enrolled? -- Indicate if the student's current job is related to one or more programs completed last school year. Select Yes or No from the drop-down menu.

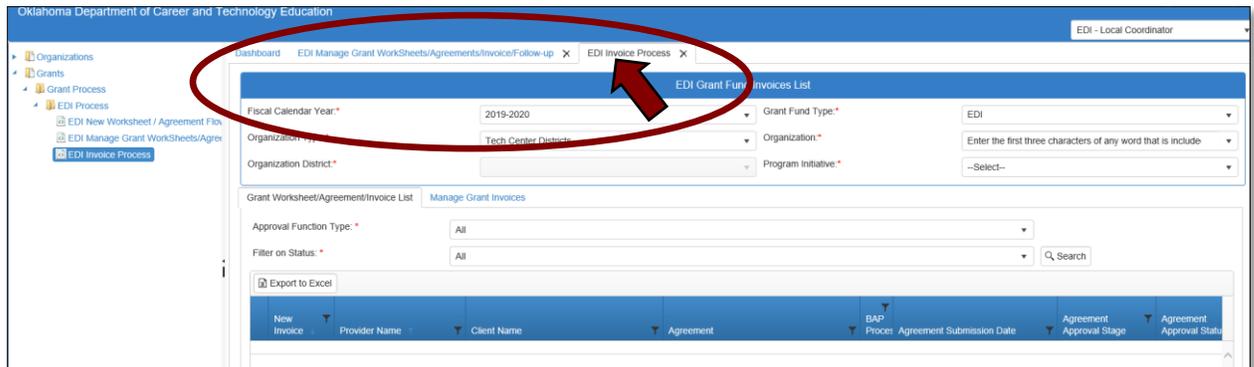
Is this student self-employed? – Select **Yes** or **No** from the drop-down menu.

Job Title – list the student's current job title

Job Duties – provide a brief description of the student's job duties

Tips & Tricks

- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to navigate over to view additional columns and rows.
- You can flip between screens or tabs in CTIMS. Click on any open tab at the top of your screen to toggle between them.



- Many sections in CTIMS can be expanded in order to view more detailed information by clicking on the +(plus) sign or an arrow ► next to the section or line (row).
- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- Do not use the Print icon  to print documentation. Use the save icon  to download a pdf or Excel file, then you can save it to your computer or print the document.
- You can only have 10 tabs open at one time. To close tabs, click on the ✕ on the right side of the tab you wish to close, then confirm that you would like to close by clicking **OK** on the confirmation screen.