

CareerTech
Information Management
System
(CTIMS)

Certification Collection
Guidebook
for
Technology Centers

IMD

*career***tech**

February 2020

Table of Contents

Help and Troubleshooting	1
Logging into CTIMS	1
Entering Certifications for All Students.....	1
Checking the Student’s Certification Status.....	6
CTIMS Helpful Hints	7

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.

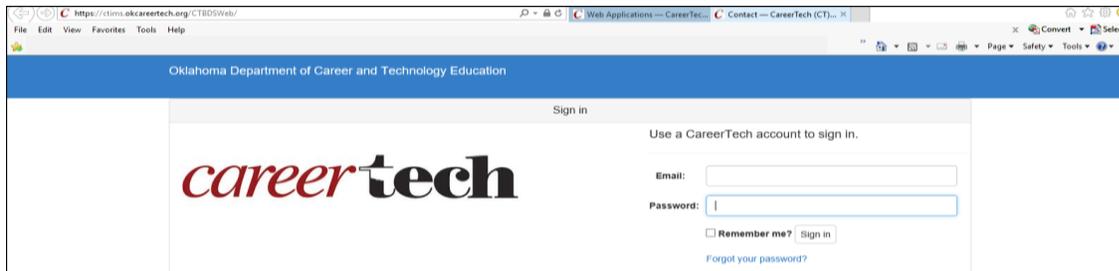
For helpful tips, see the [Helpful Hints](#) section of this document.

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>

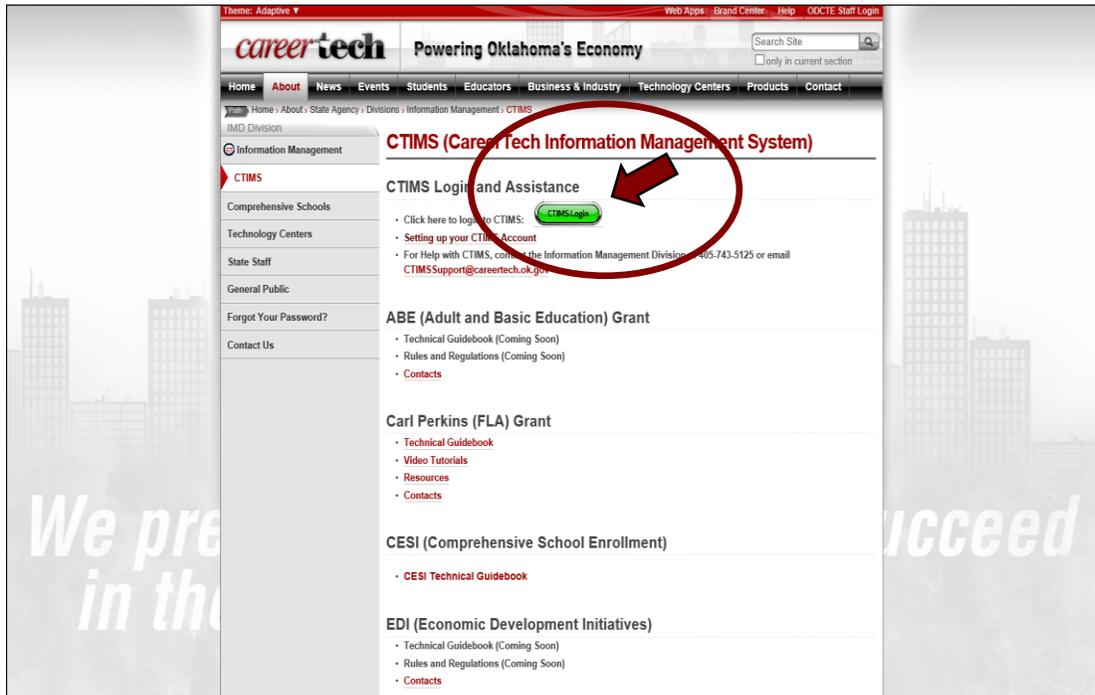


Or,

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. This is not the CTIMS login.



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

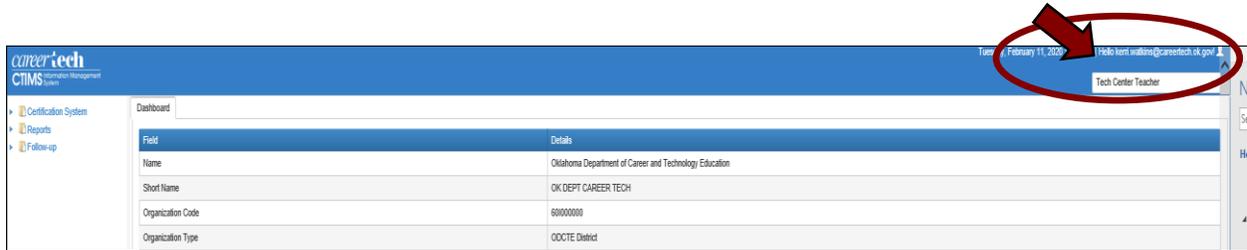


Entering Certifications for All Students

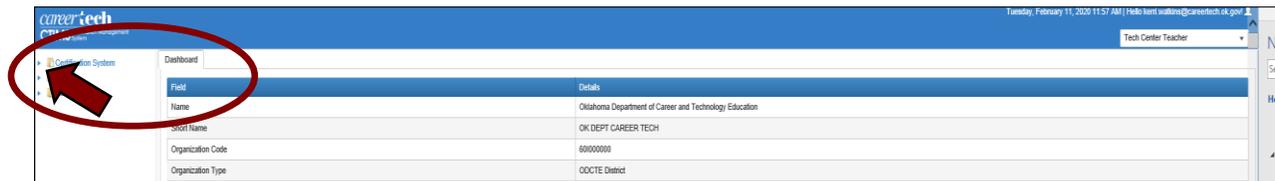
If any of your students take certification tests, you can update their record in CTIMS to indicate that they took the test and document whether they passed or did not pass.

Step 1: Log in using your email and password at <https://ctims.okcareertech.org/CTBDSWeb>.

Step 2: Verify that you are using the role of a **Tech Center Teacher or FT Submitter**. If not, use the drop down arrow to select the appropriate role.



Step 3: Click the arrow | ▶ next to **Certification System** in the left navigation.

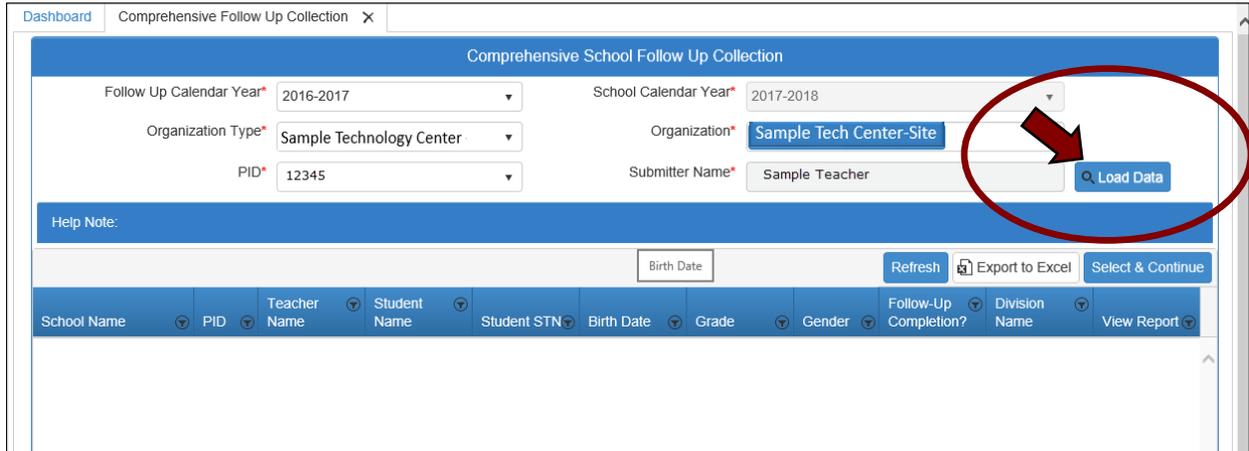


Step 4: Click the arrow | ▶ next to **Tech Center State Program Certificate Collection** in the left navigation.



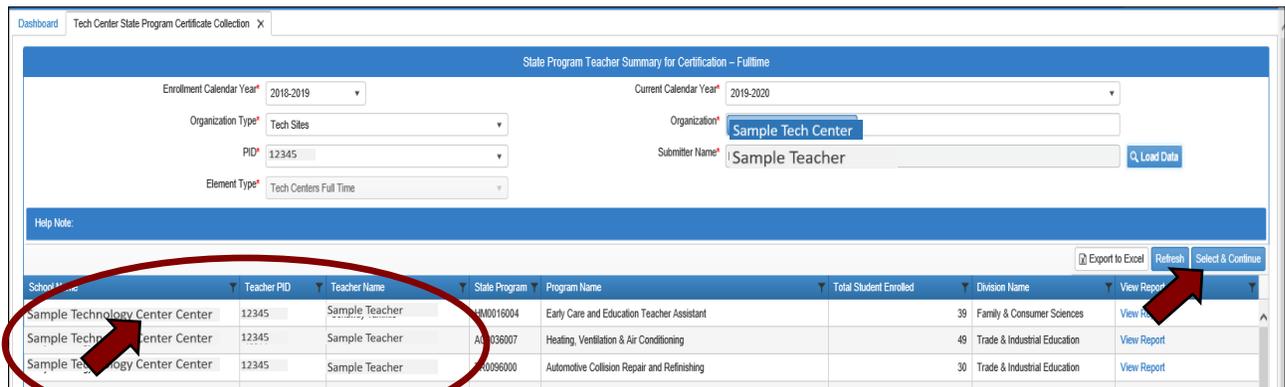
Step 5: Enter

- The **Calendar Year** (this field will auto populate the current school year)
- Your **Organization**. Begin typing in the first 3 letters of your school, then choose your campus from the drop-down menu.
- **Submitter Name** and **PID** should auto populate.
- Click on the **Load Data** to load your student list.
-



Step 6: This will bring up a list of your programs/courses.

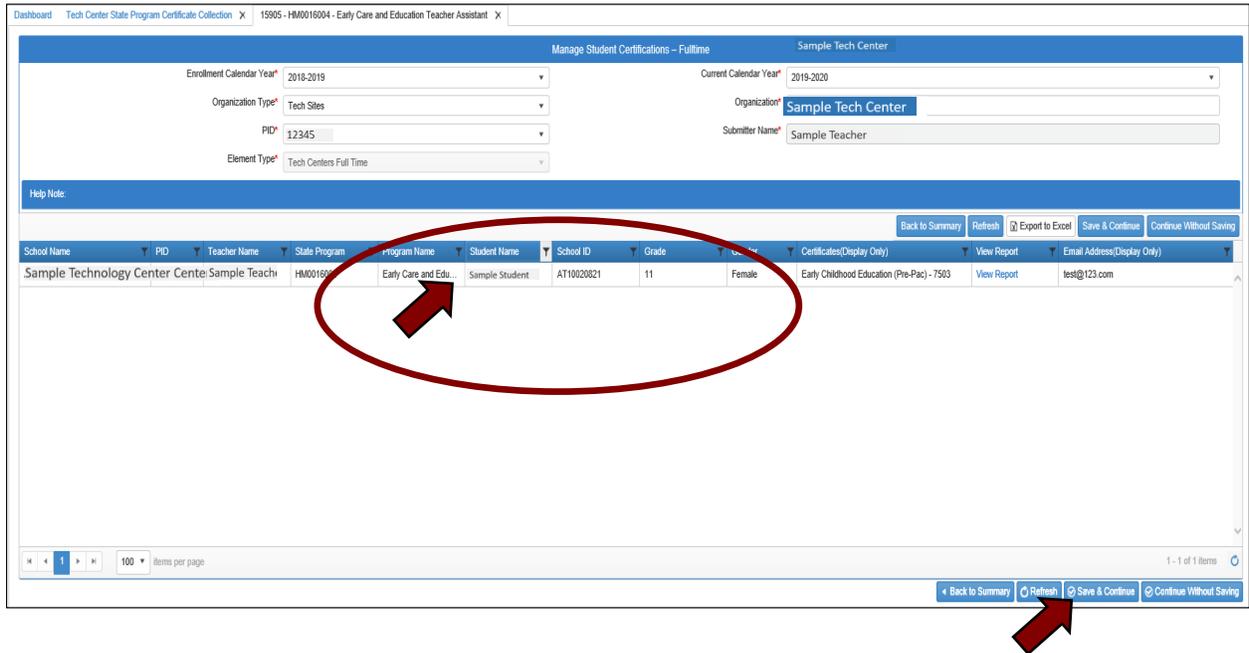
- Click on a field in that row to highlight the row.
- Click **Select & Continue**.



Step 7: This will bring up a list of your students. You do not have to enter data for all students, only those you want to input certifications. You can search by the student using the filter button  in the student name column header.

- When you find the student, click on a field in that row to highlight the row.
- Click **Save & Continue**.

NOTE: Students will not populate until enrollments have been submitted.



Dashboard Tech Center State Program Certificate Collection x 15905 - HM0016004 - Early Care and Education Teacher Assistant x

Manage Student Certifications - Fulltime Sample Tech Center

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

Organization Type* Tech Sites Organization* Sample Tech Center

PID* 12345 Submitter Name* Sample Teacher

Element Type* Tech Centers Full Time

Help Note:

Back to Summary Refresh Export to Excel Save & Continue Continue Without Saving

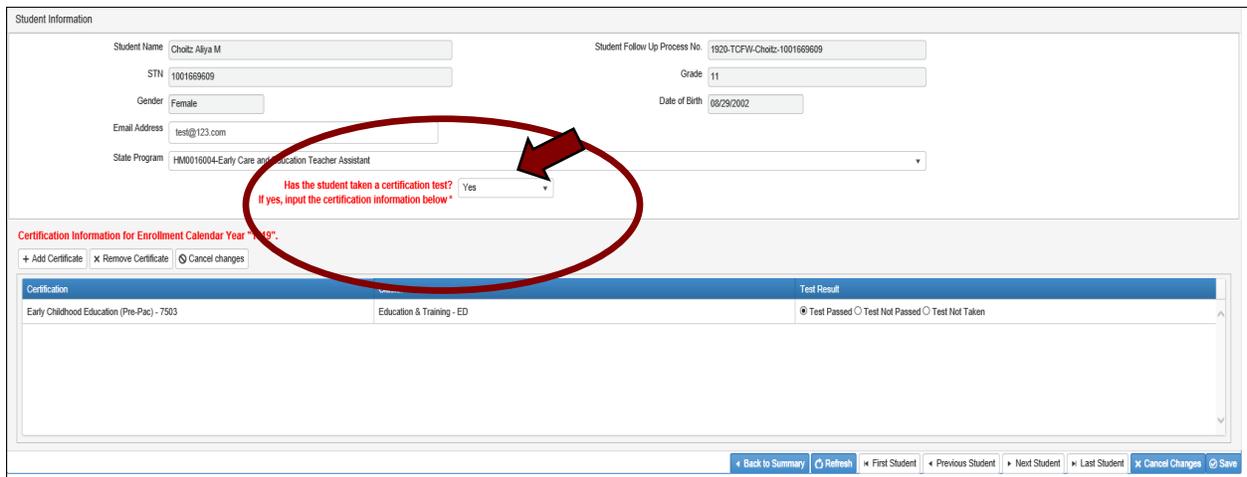
School Name	PID	Teacher Name	State Program	Program Name	Student Name	School ID	Grade	Gender	Certificates (Display Only)	View Report	Email Address (Display Only)
Sample Technology Center Cente: Sample Tech	HM0016004		HM0016004	Early Care and Edu...	Sample Student	AT10020021	11	Female	Early Childhood Education (Pre-Pac) - 7503	View Report	test@123.com

1 - 1 of 1 items

Back to Summary Refresh Save & Continue Continue Without Saving

Step 8: On the student's record, answer the question, **“Has the student taken a certification test?”**

- Select **Yes** from the drop down menu.



Student Information

Student Name: Choitz, Alya M Student Follow Up Process No.: 1920-TCFW-Choitz-1001669609

STN: 1001669609 Grade: 11

Gender: Female Date of Birth: 08/29/2002

Email Address: test@123.com

State Program: HM0016004-Early Care and Education Teacher Assistant

Has the student taken a certification test? Yes

If yes, input the certification information below*

Certification Information for Enrollment Calendar Year *2019*

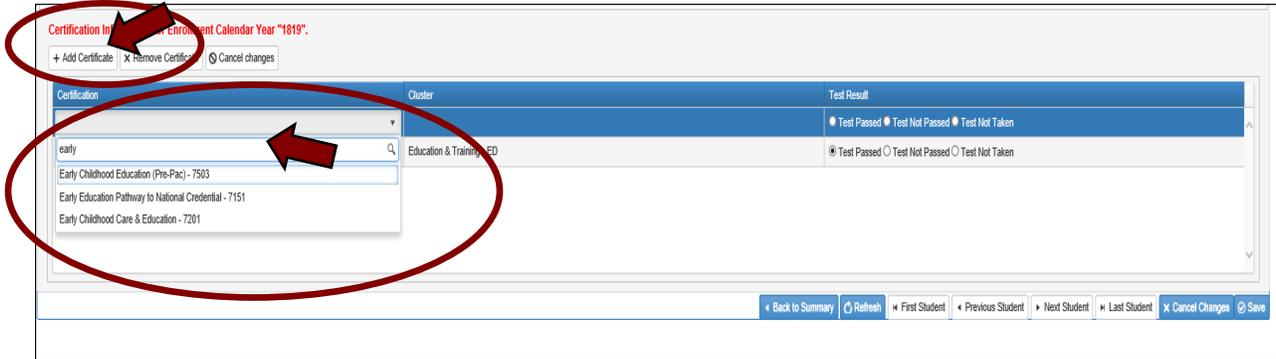
+ Add Certificate x Remove Certificate Cancel changes

Certification	Test Result
Early Childhood Education (Pre-Pac) - 7503 Education & Training - ED	<input checked="" type="radio"/> Test Passed <input type="radio"/> Test Not Passed <input type="radio"/> Test Not Taken

Back to Summary Refresh First Student Previous Student Next Student Last Student Cancel Changes Save

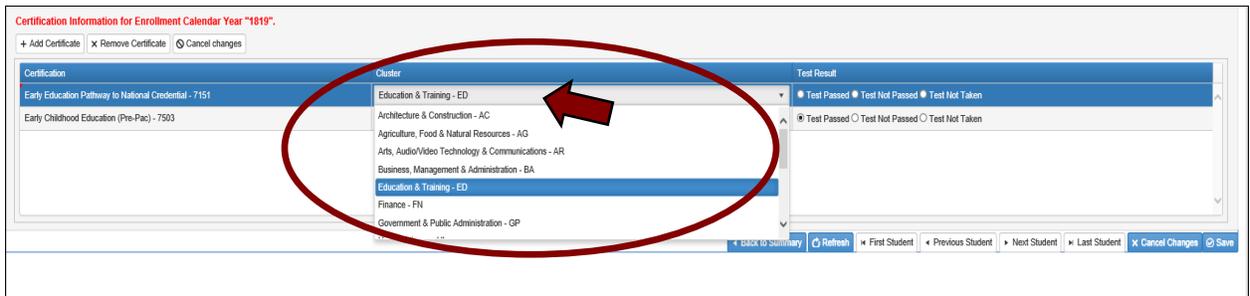
Step 9: Select the certification.

- Click **Add Certification**.
- In the Certification column, type in the first 3 letters of the certification name, or the certification number and choose the certification from the drop-down.

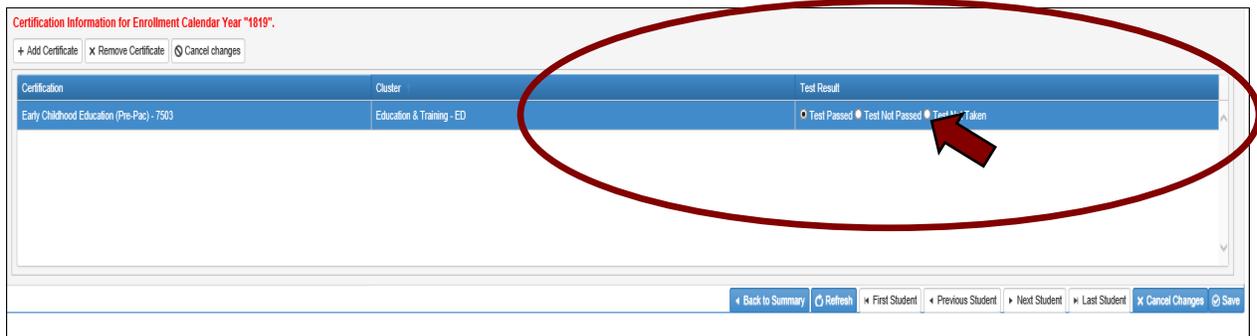


Step 10: Select the cluster.

- In the Cluster column, choose the cluster from the drop-down menu.



Step 11: Mark each certification test the student took as **Test Passed** or **Test Not Passed**.



Step 12: After you have added all certification tests, click **Save**.

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	<input type="radio"/> Test Passed <input type="radio"/> Test Not Passed <input type="radio"/> Test Not Taken

Back to Summary | Refresh | First Student | Previous Student | Next Student | Last Student | Cancel Changes | Save

- You will receive a message that the certification has saved successfully. Click **OK**.



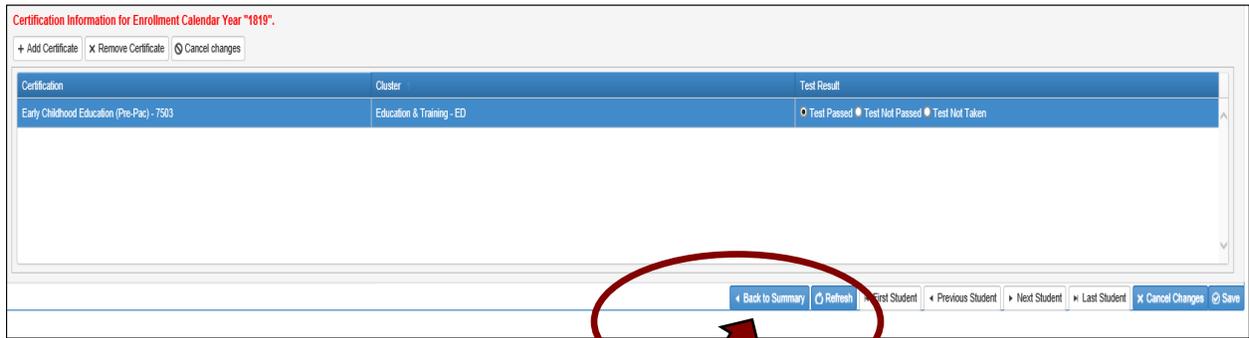
You are now finished with this student. You can use the navigation buttons at the top or bottom of the screen to **Return to Student List**, or go to the **first, previous, next, or last student**.

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

Checking the Student's Certification Status

After you have updated all of the certifications for your students that have taken certification tests:

Step 1: Navigate back to the summary screen by clicking on **Back to Summary**. Then verify that you are sure you want to close the student record tab by clicking **OK**.

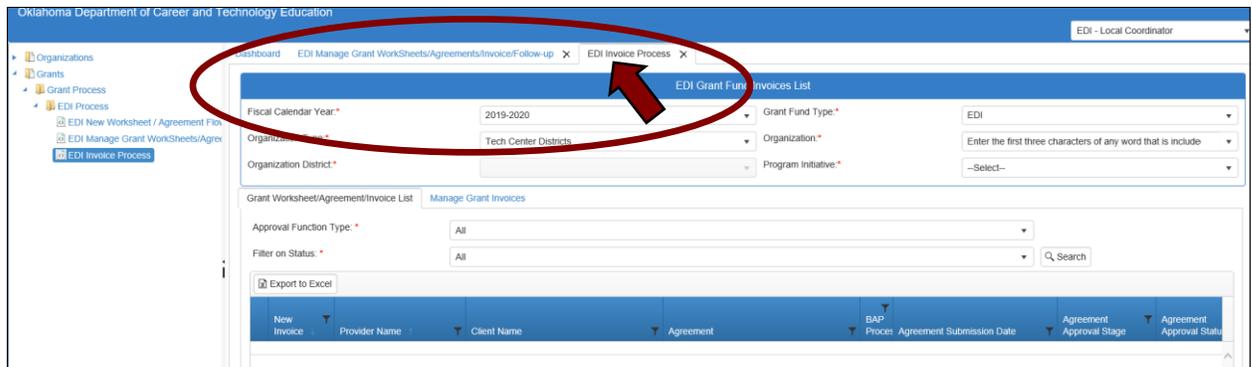


Step 2: Click the **Refresh** button. The students you have completed the certifications for will have the certification names displayed in the **Certificates (Display Only)** column.

The screenshot shows a table with the following columns: School Name, PID, Teacher Name, State Program, Program Name, Student Name, School ID, Grade, Gender, Certificates(Display Only), View Report, and Email Address(Display Only). There are two rows of data. The first row shows "Sample Technology Cert", "12345", "Sample Teach", "HM0016004", "Early Care and Edu...", "Sample Student", "AT10020821", "11", "Female", "Early Childhood Care & Education - 7201, Ear...", "View Report", and "test@123.com". The second row shows "Sample Technology Cert", "12345", "Sample Teach", "HM0016004", "Early Care and Edu...", "Sample Student", "AT10020738", "11", "Female", and "View Report". In the top right corner of the table, there are several buttons: "Back to Summary", "Refresh", "Export to Excel", "Save & Continue", and "Continue Without Saving". The "Refresh" button is circled in red, and a red arrow points to it.

CTIMS Helpful Hints

- 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 tab at the top of your screen to toggle between them.



- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- 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.