Careertech
Information Management System (CTIMS)

Technology Center
Follow-Up
Guidebook

IMD
careertechn

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# Table of Contents

Help and Troubleshooting .................................................................................................................. 1

Logging into CTIMS .......................................................................................................................... 2

Submitting Follow-up ......................................................................................................................... 4
  - Follow-Up Information Collection ............................................................................................... 4
  - Accessing Student Records ......................................................................................................... 4
  - Entering Student Information ..................................................................................................... 6

Reports ............................................................................................................................................ 17
  - Technology Center Follow-up Summary Data for Individual Teacher ...................................... 17
  - Accessing Available Reports ...................................................................................................... 18

Appendix A ....................................................................................................................................... 23

Appendix B ....................................................................................................................................... 24

Appendix C - STUDENT COMPLETION/FOLLOW-UP WORKSHEET .............................................. 25

Tips & Tricks ...................................................................................................................................... 26
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

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. Staff Login is not the CTIMS login.
On the CTIMS website, select the green **CTIMS Login** button.

Sign in using your school email and CTIMS password.
Submitting Follow-up

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.

Accessing Student Records

- Verify that you are using the role of **Follow-Up Submitter or Tech Center Teacher**. If not, use the drop-down arrow to select the appropriate role.

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

- Select **Manage Tech Center School Follow-Up**.
• On the **Tech Center-Fulltime Student Follow Up State Program Summary** 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**

• Choose your **Organization** by typing in the first 3 letters of your school name, then choose from the drop-down menu.

• The **Submitter Name** and **PID** should automatically populate.

• Click **Load Data** to load your programs list.

• Highlight the program by clicking on the line with your **program name**.

• Click **Select & Continue**.

**NOTE:** Do not click on the View Report button until after you input your data. This report is not a report for a single student, but gives a summary by teacher.
Entering Student Information

The **Tech Center Full-Time Student Follow-Up Summary** screen will populate a list of students in the selected program.

- Click inside the blank box under the **Completion Desc** column to select the appropriate completion description from the drop-down menu.

**NOTE:** If you select the Completion Code of **Student is Deceased**, no other information will be required for the student.

*See **Appendix A** for definitions for the **Completion Codes**.*

- Use the scroll bar on the right side of the box to scroll down and see all the options.

- Make your selection, then click **Save & Continue**.

**NOTE:** If you are not able to complete the completion description information for all students, you can click **Save & Continue** and come back to the list at a later time to complete additional students’ information.
• CTIMS will display the appropriate screen depending on the Completion Code selected. You can see the **Completion Code** for the selected student at the top of the page.

• 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.

• If the Completion Code is **Continuing**, **Changed Program**, **Transferred to Another School**, **Dropped No Longer in School**, or **Course Enrollee Only**, you must answer the red question that appears below the **State Program** box. Select **Yes** or **No** from the drop-down menu in the box.

• If the answer to the question is **No** click the **Save** button; then either click **Next Student** or **Back to Summary** to choose another student.
• If you answer **Yes**, a new section will open to allow you to add the certification(s).

• **Click Add Certificate.**

• Under the Certification column, click on the down arrow.

**IMPORTANT:** The certifications in the list are pulled from the approved assessment list. For a list of approved assessments visit our website: https://www.okcareertech.org/educators/assessments-and-testing/testing/ApprovedAssessmentsList_11132019.xlsx
- Type in the first few letters of the certification name. The certifications available will populate the drop-down menu. If you know the certification number you can type it instead.

- Under the **Cluster** column, click the arrow and select the cluster from the drop-down menu.
- Under the **Test Result** column, choose **Test Passed**, **Test Not Passed**, or **Test Not Taken**.
- Then, click the **Save** button at the bottom of the screen.

You will receive a notification that the certification(s) was saved successfully. Click **OK**.

To go to the next student, or to go back to the summary screen, click the **Next Student** or **Back to Summary** button at the top of the screen.
If a student is a Program Completer or Course Concentrator, you will complete additional information.

- Under the Student Information section, choose the Education Status from the drop-down menu.

- Then, choose the Employment Status from the drop-down menu.
• 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.

• Under the **Job Details** section, add the job information: **Job Title, Company Name, Job Duties, Company Address, Current Salary, City, State, Zip Code, Hours Worked, Is this student self-employed?, Is the job related to the program completed?, Is the job related to the Career Cluster?, and Does this student have another job?**

• Click *Save*. 
- Click the **Update Certifications** button to update the student’s certifications.

- Choose **Yes** or **No** from the drop-down menu to answer if the student has taken a certification test.

- If the answer to the question is **No** click the **Save** button; then either click **Next Student** or **Back to Summary** to choose another student.
- If you answer Yes, a new section will open to allow you to add the certification(s).
- Click Add Certificate.

Under the Certification column, click on the down arrow.

Type in the first few letters of the certification name. The certifications available will populate the drop-down menu. If you know the certification number you can type it instead.
- Under the **Cluster** column, click the arrow and select the cluster from the drop-down menu.

![Cluster dropdown](image1.png)

- Under the **Test Result** column, choose **Test Passed**, **Test Not Passed**, or **Test Not Taken**.
- Then, click the **Save** button at the bottom of the screen.

![Test Result selection](image2.png)
• You will receive a notification that the certification(s) was saved successfully. Click OK.

• To go to the next student, or to go back to the summary screen, click the Next Student or Back to Summary button at the top of the screen.
Reports

Technology Center Follow-up Summary Data for Individual Teacher

After all student follow-up information is updated, you can run a teacher summary report.

- On the **Tech Center Full-Time Student Follow-Up Summary** screen, 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).

  ![Tech Center Full-Time Student Follow-Up Summary](image)

- You can export your records to an Excel file. In the tan bar above the report, click on the **save icon**.

  ![Save Icon](image)

  Choose **Excel** from the drop-down list. Open or save the file to your computer.

![Export to Excel](image)
Available Reports

Other follow-up reports are available in CTIMS:

<table>
<thead>
<tr>
<th>User Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion/Follow-up Student Detail List</td>
<td>Detailed student list</td>
</tr>
<tr>
<td>Completion/Follow-up Summary Data</td>
<td>Summary report of follow-up for technology center</td>
</tr>
<tr>
<td>Completion Summary by Program</td>
<td>Summary report by state program</td>
</tr>
<tr>
<td>Gold Star School Report</td>
<td>Report by Technology Center</td>
</tr>
<tr>
<td>Placement Summary by Program</td>
<td>Summary report with placement by state program</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Reports</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion/Follow-up Summary Data</td>
<td>Summary report for technology</td>
</tr>
<tr>
<td>Completion Summary by Program</td>
<td>Summary of completions by program</td>
</tr>
<tr>
<td>Enrollment/FTE Summary by Cluster</td>
<td>Summary of enrollment &amp; FTE by cluster</td>
</tr>
<tr>
<td>Gold Star School Report</td>
<td>Report by Technology Center</td>
</tr>
<tr>
<td>Placement Summary by Program</td>
<td>Summary report with placement by state program</td>
</tr>
</tbody>
</table>

Accessing Available Reports

**User Reports**

To view the user reports, you must use the Follow-up Submitter role.

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

- Click the arrow ▶ next to **Follow-up Reports** on left navigation.
• Click the arrow ▶ next to Enrollment Follow-up on left navigation.

• Select Follow-Up Technology Center User Reports on the left navigation.

• On the Report Generation screen, choose your school by typing in the first three letters of your school name in the Organization field, then choose your school from the drop-down menu.

• Select the Follow-Up Calendar Year from the drop-down.
Choose the **Report Name** from the drop-down and click **View Report**.

Your report will appear below. You can export the report to Excel to save to your computer or print. Click the save icon on the tan bar above the report.

Choose Excel from the drop-down menu and save to your computer.

**Public Reports**

- Click the arrow next to **Reports** on left navigation.

- Click the arrow next to **Public Reports** on left navigation.
• Click the arrow ▶ next to Enrollment on left navigation.

• Select TC FullTime on the left navigation.

• On the Report Generation screen, choose your school by typing in the first three letters of your school name in the Organization field and select your school from the drop-down menu.

• Select the Follow-Up Calendar Year from the drop-down.

• Choose the Report Name from the drop-down and click View Report.
• Your report will appear below. You can export the report to Excel to save to your computer or print. Click the save icon on the tan bar above the report.
• Choose Excel from the drop-down menu and save to your computer.
Appendix A

Follow-Up Completion Code Definitions

**Continuing** -- Student is continuing in the program this school year and enrollment has been submitted for the current school year in this program.

**Student Is Deceased** – Student is deceased at the time this report is completed.

**Changed Program** – Student did not complete the program but transferred to another program at your school.

**Transferred to Another School** – Student did not complete the program and transferred to another school.

**Course Concentrator** * – Student did not complete the entire program but did complete 360 or more hours of the program and is no longer enrolled in this program.

**Dropped, No Longer in School** – Student did not complete the program, is not a course concentrator, is not a skill enhancement enrollee, is not a transfer, did not change programs and is no longer attending a comprehensive school or a technology center.

**Program Completer** -- Student completed the program last school year. This student will not be submitted as an enrollment in this program for the current school year. Completion is defined as completing all requirements set forth by the school for the program approved for that school.

**Skill Enhancement Enrollee** – Adult student enrolled in the program for a specific set of knowledge and skills and did not intend to complete the entire program or even an entire course – but did complete the intended course work. Student is no longer enrolled for this school year. This category will only pertain to adult students.

**Course Enrollee Only** – Student is enrolled in a course at the K-12 site or the tech center and is not enrolled in a program.

*Secondary students who are on an IEP with the full participation of either a technology center representative or a career and technology education instructor as a member of the student’s IEP team and who have met the goals for the career and technology education program as stated in their IEP are considered concentrators. Adult students on 504 Accommodation Plans have individualized accommodations that are to be used in the classroom, lab and shop to provide equal access for them to the program curriculum. The development of the 504 Plan should consider the future employment of the student and the effects of the student’s disability when writing the 504 Plan. If adjustments to the program are made in the 504 Plan but the core competencies are met the student is considered a concentrator.
Appendix B

Education and Employment Status
Job Details

For students that completed one or more programs during the past school year, or was a Course Concentrator, indicate their current Education Status and Employment Status. Choices are:

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.

- **Job Title** – list the student’s current job title
- **Job Duties** – provide a brief description of the student’s job duties
- **Current Salary** – provide the student’s current salary and whether it is per hour, per week, per month or per year. If the student will not share this information, leave the field blank.
- **Per** – provide whether the salary is hourly, daily, weekly, bi-weekly, monthly, annually.
- **Hours Worked Per Week** – provide the number of hours that the student works per week. Do not count overtime.
- **Is this Student Self-Employed?** – Select Yes or No from the Drop Down menu.
- **Is the Job Related to the Program(s) Completed?** – Indicate if the student’s current job is related to one or more programs completed last school year.
- **If the Job is not Related to the Program(s), is it Related to the Career Cluster?** – If the student’s current job is not related to the program, indicate if the job is related to the Career Cluster.
Appendix C - STUDENT COMPLETION/FOLLOW-UP WORKSHEET

STUDENT'S NAME: _____________________________________________

If this student is deceased, please check here. No additional information is required.  

## Indicate the student’s status for each of the programs they were enrolled in last school year.

<table>
<thead>
<tr>
<th>Program</th>
<th>Continuing</th>
<th>Changed Program</th>
<th>Transferred to Another School</th>
<th>Course Concentrator</th>
<th>Dropped, No Longer in School</th>
<th>Program Completer</th>
<th>Skill Enhancement Enrollee</th>
<th>Course Enrollee Only</th>
</tr>
</thead>
</table>

If student completed one or more Programs or is a Course Concentrator, indicate their current education status and employment status.

<table>
<thead>
<tr>
<th>Education Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not attending school</td>
</tr>
<tr>
<td>Attending high school or technology center as a secondary student</td>
</tr>
<tr>
<td>Attending a technology center as an adult student</td>
</tr>
<tr>
<td>Attending a private school as an adult student</td>
</tr>
<tr>
<td>Attending a public collegiate school as an adult student</td>
</tr>
<tr>
<td>Educational status is unknown.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed full-time civilian (at least 35 hr/week)</td>
</tr>
<tr>
<td>Employed part-time civilian (less than 35 hr/week)</td>
</tr>
<tr>
<td>Employed full-time Military</td>
</tr>
<tr>
<td>Unemployed but actively seeking employment</td>
</tr>
<tr>
<td>Not in the labor force and not seeking employment</td>
</tr>
<tr>
<td>Employment status is unknown.</td>
</tr>
</tbody>
</table>

If the student is employed full-time or part-time, provide the following information.

| Job Title: ____________________________________________________________ |
| Job Duties: __________________________________________________________ |
| Is Job related to the Program(s) completed?   ____ Yes   ____ No |
| If the Job is not Related to the Program(s), is it Related to the Career Cluster? ____ Yes   ____ No |

If the job is related to the Program(s) or the Career Cluster, provide the following information.

| Current Salary: ___________________________________________ per ___ Hour___Day___Week___Bi-Weekly___Month___Year |
| Hours worked per week: ______________________________________ |
| Is the student self-employed?   ____ No   ____ Yes |

If the student is not self-employed, provide the following information. All fields must be completed.

| Company Name: ____________________________________________________ |
| Company Address__________________________________ City _____________________ State _____ Zip _____ |

List Certifications Passed or Attempted/Did Not Pass Last School Year.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Tested/Passed</th>
<th>Tested/Did Not Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
**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.

![CTIMS Screen with Scroll Bars and Tabs]

- 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.