

**CAREERTECH
INFORMATION
MANAGEMENT
SYSTEM
(CTIMS)**

**TECH CENTER
FULL-TIME
ENROLLMENT
GUIDEBOOK**

IMD

*career***tech**

August 15, 2017

Due Dates and Guidelines

	Quarter Dates	Submission Due Date
1 st Quarter	July 1 – September 30	October 15
2 nd Quarter	October 1 – December 31	January 15
3 rd Quarter	January 1 – March 31	April 15
4 th Quarter	April 1 – June 30	July 15
All Corrections Made		August 15

FULL TIME ENROLLMENT

All enrollments will be submitted to the ODCTE at the State Program level. The enrollment file should be a **quarterly** file for each submission to include all students who were enrolled regardless of number of hours enrolled during each quarter. For the purposes of reporting clock hours, use the 'enroll date' and 'end date/drop date' as the basis for calculating hours. Do not subtract hours due to 'attendance'. Students that enroll late during the quarter or exit early should have clock hours adjusted accordingly.

Enrollments will be submitted 4 times per year as indicated by the due dates above. Submit one record for each course for actively enrolled students during the quarter that the data is being submitted:

- a) Clock hours will represent hours for the quarter that the student is eligible to attend.
- b) Records will only represent students actively enrolled during that quarter.
- c) PID listed will be the primary teacher of record for the program.
- d) Instructor's teaching number can be left blank if they are only teaching adult students.

Clock hours will need to be divided out if a student is concurrently enrolled in 2 or more programs.

NOTE: A secondary student missing 10 consecutive class periods within a semester should be dropped from the class for reporting purposes. The student's clock hours need to be adjusted if the student does return to class.

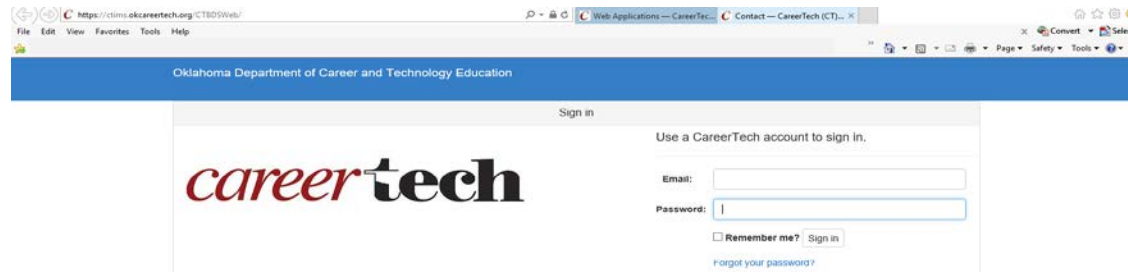
All technology centers should have an attendance policy in place for post-secondary students.

Technology Center Full-Time Enrollment Student Data

The original source document must be maintained such as intake forms, an enrollment form that is completed by the student or a combination of data sources. A computer-generated report will not suffice for documentation purposes unless the student enrolled on-line. Clock hours reported will be based on the enroll date and end/drop date of the student. Transcripts must be maintained on a permanent basis.

Signing in to CTIMS

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



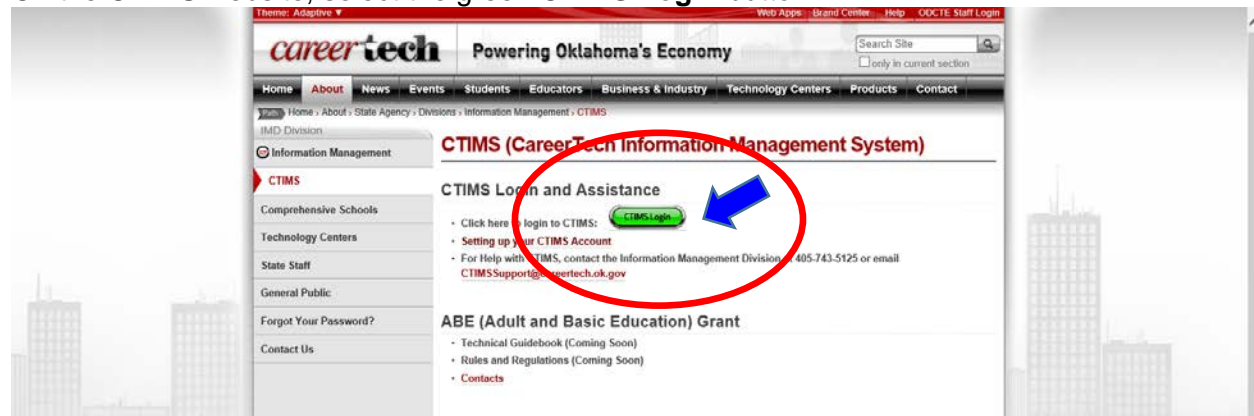
Or,

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.



Note: Please log in using Microsoft Internet Explorer version 11 or higher. CTIMS is currently not compatible with other browsers.

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



Help and Troubleshooting

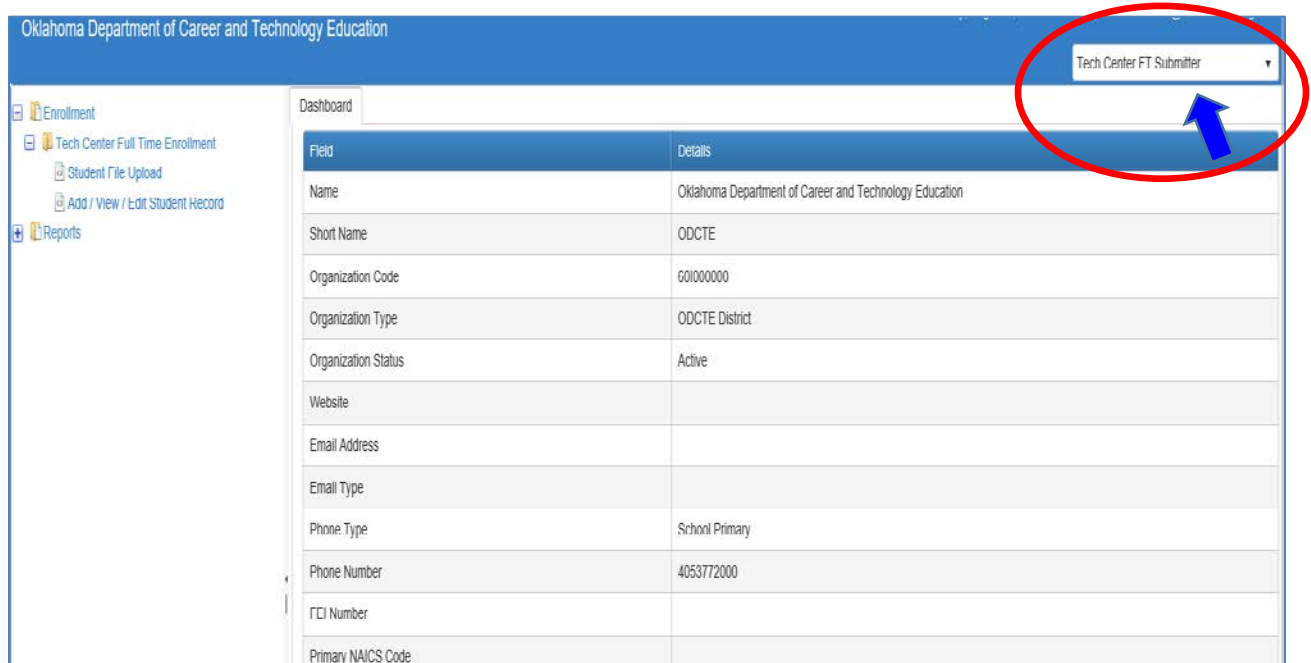
If you don't have an account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov and send a message describing your problem. Include your school name and your telephone number and we will contact you.

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

Role: Tech Center FT Submitter

Below is an example of your Landing screen and displays summary information used to set up your account. The navigation bar is on the left and displays which folders are accessible based on your role.

Note: In the example below, the role is shown as Tech Center FT Submitter. If you have more than one role, you can select the appropriate role by using the drop down menu in that box



Oklahoma Department of Career and Technology Education

Tech Center FT Submitter

Enrollment

- Tech Center Full Time Enrollment
 - Student File Upload
 - Add / View / Edit Student Record
- Reports

Dashboard

Field	Details
Name	Oklahoma Department of Career and Technology Education
Short Name	ODCTE
Organization Code	601000000
Organization Type	ODCTE District
Organization Status	Active
Website	
Email Address	
Email Type	
Phone Type	School Primary
Phone Number	4053772000
FCI Number	
Primary NAICS Code	

Submitting Full Time Student Data

Navigation

On the left side of the screen expand: **Enrollment** > **Tech Center Full Time Enrollment** > **Student File Upload**.

The screenshot shows the 'Tech Centers Full Time Student File Upload' interface. On the left, a navigation menu is visible with 'Enrollment' expanded, and 'Student File Upload' highlighted by a blue arrow. The main form area contains several dropdown menus for selection: 'Element Type' (Tech Centers Full Time), 'Organization Type' (Tech Sites), 'School Name' (AUTRY TECHNOLOGY CENTER-ENID), 'Calendar Year' (2017-2018), 'Session' (Quarter 1), and 'Validation' (Validate Only). Below these is a 'File Format' dropdown menu (set to '---Select---') and a 'Browse...' button. At the bottom right, there are three buttons: 'Load File...', 'Submit', and 'Reset'.

Step 1: Select **School Name**, if needed, using the drop down menu.

Step 2: Select **Calendar Year**.

Step 3: Select **Session (Quarter)**.

Step 4: Select **Validation** drop down menu.

Option 1: To check your data for errors without loading into CTIMS select **Validate Only**.

Or

Option 2: To check your data for errors and load into CTIMS select **Validate and Upload**.

Step 5: Select **File Format**. The choices for the files are: TXT(Fixed Format), XLS, XLSX or CSV.

Make sure the file you upload has one of these extensions on the file and that you are using the record layout in Appendix A.

Note: If you select Fixed Format, your file must have a ".TXT" extension on the file name. If it doesn't, you will need to rename your file.

Step 6: Click the **Browse** button which allows you to select your state report from your computer.

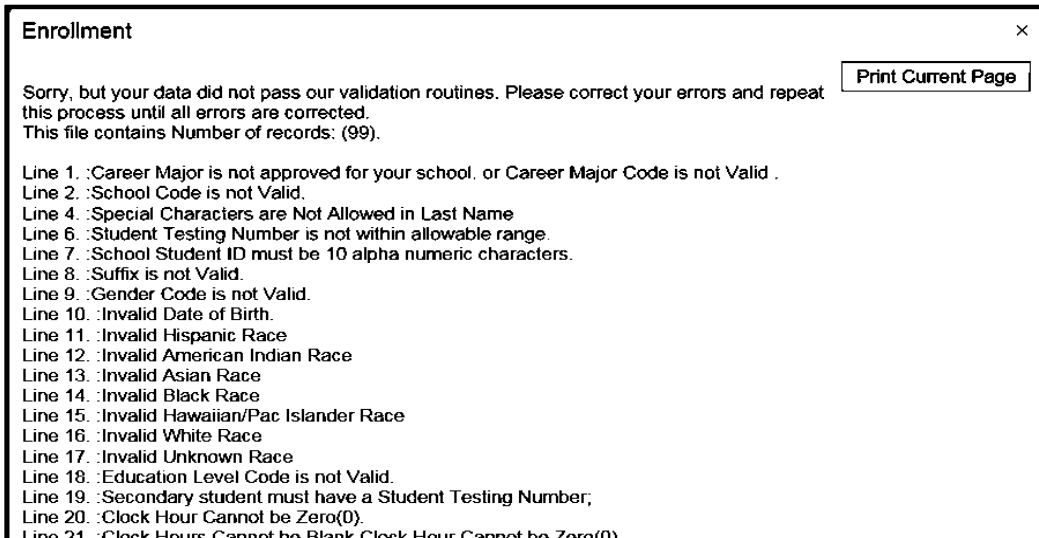
Step 7: Click **Load File** button. Your student data populates in this screen.

Step 8: Click **Submit** button and your data will **Validate Only** or **Validate and Upload** depending on your Validation selection.

At this point, your file is being checked for errors. Please be patient because this step may take several minutes.

If Your File Has Errors:

If errors are detected, a popup screen appears identifying the records by line number with error descriptions. Correct the errors in your system and recreate the file to upload again following the Steps 1-8 above.

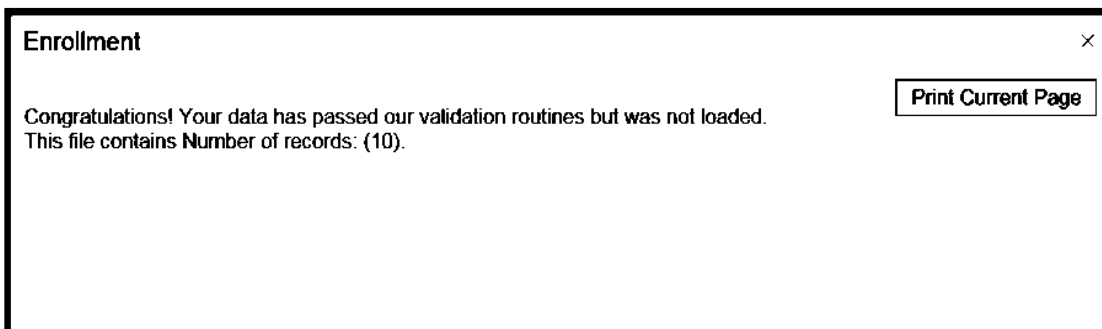


Click on the **Print Current Page** button to print your error message list if needed.

If Your File Does NOT have Errors:

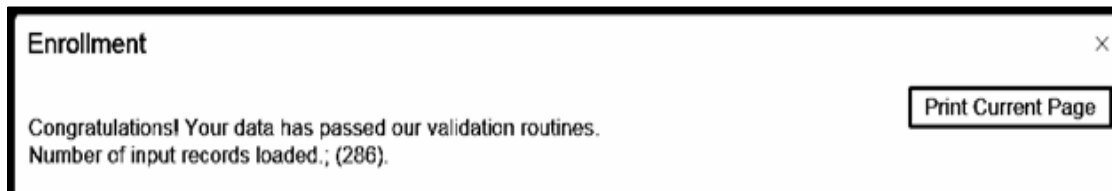
If your file does not have errors and you selected **Validate Only**, you will see the following popup screen. **VERIFY THAT THE NUMBER OF RECORDS IN THIS MESSAGE IS THE SAME AS THE NUMBER OF RECORDS IN THE FILE YOU SUBMITTED.**

You will need to go back to the **Student File Upload tab** and go through steps 1-8 above and select **Validate and Upload** under **Validation** before your records will be loaded into CTIMS.



If your file does not have errors and you selected **Validate and Load**, you will see the following screen.

VERIFY THAT THE NUMBER OF RECORDS IN THIS MESSAGE IS THE SAME AS THE NUMBER OF RECORDS IN THE FILE YOU SUBMITTED.

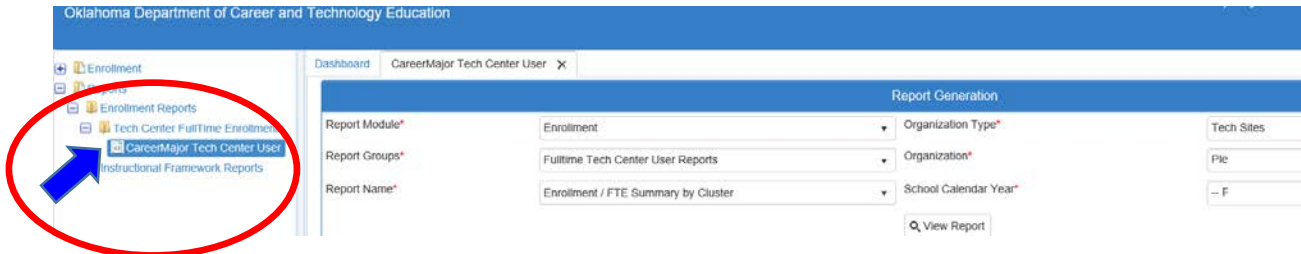


Click on the **Print Current Page** button to print your successful validation and upload, if needed, for your records.

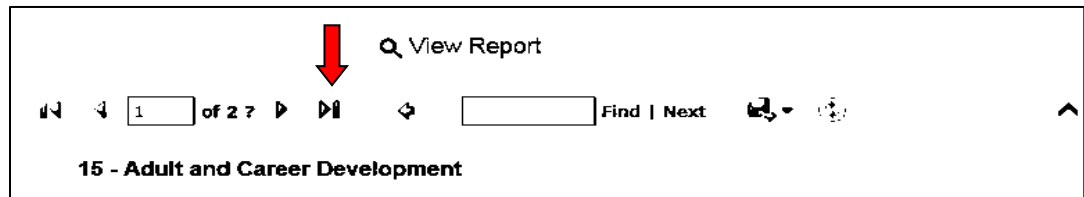
Generate Enrollment Reports

Navigation

In the left navigation panel go to **Reports > Enrollments Reports > Tech Center Full Time Enrollments > CareerMajor Tech Center User Report**.



- Step 1:** Select **Report Name**. There are several reports you can select from.
- Step 2:** Select Your *School name*, if needed, under **Organization** by typing in first three letters of your school name.
- Step 3:** Select **Calendar Year**.
- Step 4:** Click **View Report** button.
- Step 5:** After the report loads, click the **last page** button to display the total number of pages in the report.



For all reports, you will have the option to export the report by clicking on the blue diskette button.

Before the deadline of each quarter, please run the **Discrepancy Report**. The error will be highlighted in blue indicating that there is something in the record that may be an issue. Yes will appear in red in the field that there may be a discrepancy. For example, the student at the bottom of the picture has been recorded under more than one PID.

School Id	Firstname	Last Name	#>1 Suffix	#>1 Career Major Code	#>1 Education Level Code	#>1 PID	#>1 STN	#>1 Gender	#>1 Race	#>1 Feeder School Code	#>1 Business Code	#>1 Disability	#>1 Hon
AT00110202	S	Al	No	No	No	No	No	No	No	No	No	No	No
AT00110290	D	Ag	No	No	No	No	No	No	No	No	No	No	No
AT00111303	S	Al	No	No	No	No	No	No	No	No	No	No	No
AT00102610	M	Al	No	No	No	No	No	No	No	No	No	No	No
AT00110126	P	A	No	No	No	No	No	No	No	No	No	No	No
AT00104102	L	AL	No	No	No	No	No	No	No	No	No	No	No
AT00110292	Ar	Ar	No	No	No	No	No	No	No	No	No	No	No
AT00105221	Cl	Al	No	No	No	Yes	No	No	No	No	No	No	No



Add/View/Edit Student Records

If the discrepancy report shows an incident that is correct, you will not have to do anything to the student record. If the discrepancy report shows an incident that is not correct or an error, you will need to correct the student record.

To correct a student record, go to **Enrollment > Tech Center Full Time Enrollment > Add/View/Edit Student Records** in the left navigation panel.

Step 1: Select **School Name**, if needed, using the drop down menu.

Step 2: Select **Calendar Year** using the drop down menu.

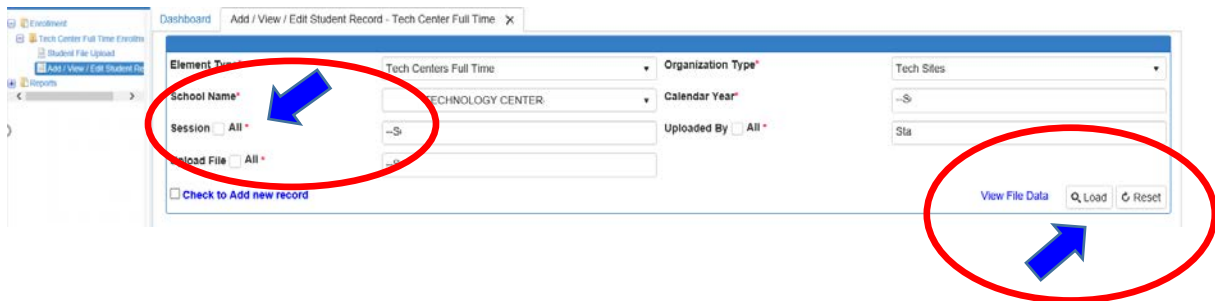
Step 3: Select **Session (Quarter)**. You can select more than one quarter at a time if you are not sure what quarter the student or students were uploaded, or you can click the **All** box to select all sessions.

Step 4: **Uploaded by:** Type in the first letter of the the person's name who uploaded the file and select the correct upload date. You can select more than one if you are not sure of the date, or you can click the **All** box to select all upload dates.

Step 5: Click in box to bring up dropdown of file name. Select one or more of the file names, or you can click the **All** box to select all the uploaded files.

Step 6: Click **Load**. This will bring up a listing of all the student records. You can filter any column to find the record you need to change.

Do not use the **Check to Add New Record** box for Student Records. Add new student records using the upload method, or email CTIMSSupport@careertech.ok.gov for assistance.



This will bring up a listing of all the student records. You can filter any column to find the record you need to change by clicking the filter symbol (v) in the column heading. To correct a record, click in the field that needs to be changed. After making changes, click **Save Changes**.

Dashboard Add / View / Edit Student Record X

Tech Center FT Submitter

Element Type: Tech Centers Full Time Organization Type: Tech Sites

School Name: TECHNOLOGY CENTER-ENID Calendar Year: 2016-2017

Session: Quarter 1 Quarter 2 Quarter 3 Quarter 4 Uploaded By: Jan/10 -Apr/21 Jul/11 -Dec/12

Upload File: State Report FY17 First Quarter.bt State Report FY17 Second Quarter.bt FY17 Quarter 3 State Report (S).xlsx FY17 Quarter 4.xlsx

Sample Student LN

Check to Add new record

Drag a column header and drop it here to group by that column

Career Major Code	Status	Session Name	First Name	Middle Name	Last Name	Suffix	Student Test
	InActive <input type="radio"/> Active <input type="radio"/>						
Carpentry	<input checked="" type="checkbox"/>	Quarter 1	Sample Student FN	A	Sample Student LN		
Carpentry	<input checked="" type="checkbox"/>	Quarter 1	Sample Student FN	R	Sample Student LN		

Appendix A Record Layout For Full Time Student Enrollment

The following record layout should be used for enrollments in Full Time Programs at technology centers.

FIELD	TYPE	LENGTH	COLUMNS	FORMAT
State Program Code	Alpha/Num	9	1-9	
School Code	Alpha/Num	9	10-18	
First Name	Alpha/Num	20	19-38	
Middle Initial	Alpha	1	39	
Last Name	Alpha/Num	20	40-59	
Suffix	Alpha/Num	3	60-62	
Social Security Number	Num	9	63-71	
*Student Testing Number	Num	10	72-81	
School ID	Alpha/Num	10	82-91	
Gender	Alpha	1	92	
Date of Birth	Num	8	93-100	yyyymmdd
Race – Hispanic	Num	1	101	
Race – American Indian	Num	1	102	
Race – Asian	Num	1	103	
Race – Black	Num	1	104	
Race – Hawaiian/Pac Islander	Num	1	105	
Race – White	Num	1	106	
Race – Unknown	Num	1	107	
Education Level	Num	2	108-109	
Clock Hours	Num	7	110-116	xxxx.xx
Business Code	Num	5	117-121	
Disability	Num	1	122	
Displaced Homemaker	Num	1	123	
Single Parent	Num	1	124	
Limited English	Num	1	125	
Academically Disadvantaged	Num	1	126	
Economically Disadvantaged	Num	1	127	
Migrant	Num	1	128	
Feeder School Code	Alpha/Num	9	129-137	
PID	Num	5	138-142	
Teacher # (for PID listed)	Num	6	143-148	

*All secondary students must be submitted with a 10-digit numeric Student Testing Number. The only exception is students attending a private school, home school or from out of state. Adult students may be submitted without a Student Testing Number.

All students must be submitted with a unique alpha/numeric school assigned number.

The PID number is now a mandatory field. The PID should reflect the instructor who is primarily responsible for the student in the Program being submitted

Appendix B

Student Full Time State Program Record Layout

Field: 1
Name: State Program Code
Column(s): 1-9
Length: 9
Type: Alpha/Numeric
Mandatory: Yes
Description: 9 digit alpha/numeric code to identify the State Program the student is enrolled for the school year in which data is submitted.

Field: 2
Name: School Code
Column(s): 10-18
Length: 9
Type: Alpha/Numeric
Mandatory: Yes
Description: 9-digit school code to identify the technology school site, for which enrollment is being submitted. A complete list can be obtained from the IMD Web Site.

Field: 3
Name: First Name
Column(s): 19-38
Length: 20
Type: Alpha/Numeric
Mandatory: Yes
Description: Student's first name. Do not include hyphens, apostrophes, commas or special characters.

Field: 4
Name: Middle Initial
Column(s): 39
Length: 1
Type: Alpha
Mandatory: Yes
Description: Student's Middle Initial. Do not include hyphens, apostrophes, commas or special characters.

Field: 5
Name: Last Name
Column(s): 40-59
Length: 20
Type: Alpha/Numeric
Mandatory: Yes
Description: Student's last name. Do not include hyphens, apostrophes, commas or special characters.

Field: 6
Name: Suffix
Column(s): 60-62
Length: 3
Type: Alpha/Numeric
Mandatory: No
Description: Student's name suffix, if applicable. (e.g., Jr, Sr, III). Do not include periods.

Field: 7
Name: Social Security Number
Column(s): 63-71
Length: 9
Type: Numeric
Mandatory: No
Description: Enter the student's entire 9-digit social security number. If not available, leave blank.

Field: 8
Name: Student Testing Number (STN)
Column(s): 72-81
Length: 10
Type: Numeric
Mandatory: Yes
Description: For secondary students, provide the 10-digit numeric Student Testing Number (STN). The STN has been assigned to all secondary students in Oklahoma by the State Department of Education and is available from the student's home school. All secondary students will be required to have this number with the exception of those attending private schools, home schooled or those from out-of-state.

Adult students can be submitted with a STN if they were assigned a STN while attending as a secondary student. Otherwise, leave this field blank.

Field: 9
Name: School ID
Column(s): 82-91
Length: 10
Type: Alpha/Numeric
Mandatory: Yes
Description: Provide the unique alpha/numeric ID assigned to each student by your school.

Field: 10
Name: Gender
Column(s): 92
Length: 1
Type: Alpha
Mandatory: Yes
Description: M=Male, F=Female, U=Unknown

Field: 11
Name: Date of Birth
Column(s): 93-100
Length: 8
Type: Numeric
Mandatory: No
Description: If not available, leave blank. Format must be Y Y Y Y M M D D.

Field: 12
Name: Race - Hispanic
Column(s): 101
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Hispanic; 1 = Hispanic

Field: 13
Name: Race – American Indian
Column(s): 102
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not American Indian; 1 = American Indian

Field: 14
Name: Race – Asian
Column(s): 103
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Asian; 1 = Asian

Field: 15
Name: Race – Black
Column(s): 104
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Black; 1 = Black

Field: 16
Name: Race – Hawaiian/Pacific Islander
Column(s): 105
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Hawaiian/Pacific Islander; 1 = Hawaiian/Pacific Islander

Field: 17
Name: Race – White
Column(s): 106
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not White; 1 = White

Field: 18
Name: Race – Unknown
Column(s): 107
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 = Not Unknown; 1 = Unknown

Field: 19
Name: Education Level
Column(s): 108-109
Length: 2
Type: Numeric
Mandatory: Yes
Description: Provide the education level of the student. For secondary students (those currently enrolled in a comprehensive school) use the following:

07 – Seventh Grade	08 – Eighth Grade
09 – Ninth Grade	10 – Tenth Grade
11 – Eleventh Grade	12 – Twelfth Grade

For adult students, or secondary students no longer enrolled in a comprehensive school, use the following:

30 – Less than a High School Degree	31 – High School Graduate
32 – Some College, No Degree	33 – Technical Diploma
34 – Associate Degree	35 – Bachelor Degree
36 – Master’s Degree	37 – Doctorate Degree
38 – GED	99 – Unknown

Field: 20
Name: Clock Hours
Column(s): 110-116
Length: 7
Type: Numeric
Mandatory: Yes
Description: Provide the number of hours the student is enrolled in the program for the reporting year based on their beginning and ending dates. The clock hours should be adjusted to accurately reflect the clock hours when reporting fourth-quarter data. Pad with leading zeros.
Format: X X X X . X X

Field: 21
Name: Business Code
Column(s): 117-121
Length: 5
Type: Numeric
Mandatory: Yes
Description: Provide the name of the company/employer if the student is “sponsored” by the industry or place of employment. Sponsored is defined as paying or reimbursing tuition, or, allowing time off from work to attend work-related instruction. **The student must be employed by the business being reported on their enrollment record.** This does not include other entities paying for tuition such as Veterans Administration. This does not include individuals who, on their own, are upgrading their skills for work-related reasons. A complete list can be obtained from the IMD Web Site. The default code for this field should be “99999”.

Field: 22
Name: Disability
Column(s): 122
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not Disabled, 1 – Yes, Student has a Disability

Field: 23
Name: Displaced Homemaker
Column(s): 123
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not a Displaced Homemaker; 1 – Yes, Student is a Displaced Homemaker

Field: 24
Name: Single Parent
Column(s): 124
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not a Single Parent; 1 – Yes, Student is a Single Parent

Field: 25
Name: Limited-English Proficient (LEP)
Column(s): 125
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not LEP; 1 – Yes, Student is LEP

Field: 26
Name: Academically Disadvantaged
Column(s): 126
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not Academically Disadvantaged; 1 – Yes, Student is Academically Disadvantaged

Field: 27
Name: Economically Disadvantaged
Column(s): 127
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not Economically Disadvantaged; 1 – Yes, Student is Economically Disadvantaged

Field: 28
Name: Migrant
Column(s): 128
Length: 1
Type: Numeric
Mandatory: Yes
Description: 0 – Not a Migrant; 1 – Yes, Student is a Migrant

Field: 29
Name: Feeder School Code
Column(s): 129-137
Length: 9
Type: Alpha/Numeric
Mandatory: Yes
Description: For secondary students, use the State Department of Education's school site code that represents the feeder school in which the student is enrolled.

The following codes should be used for students not attending a comprehensive school:

00X999999 Adult Student
00P000002 Home Schooled Student

99I999999 Out of State Student
80P000xxx Private School Student (xxx = use your own unique code)
00I000888 Charter School Student

Field: 30
Name: PID
Column(s): 138-142
Length: 5
Type: Numeric
Mandatory: Yes
Description: A PID for each enrollment record must be submitted to identify the instructor responsible for the enrollment in this State Program.

Field: 31
Name: Teacher #
Column(s): 143-148
Length: 6
Type: Numeric
Mandatory: Yes (if submitting for secondary enrollment)
Description: The teacher number that is on the teaching certificate for the PID being submitted.
