

Section 6 - Data Management Tools And Reports On The Web

There are several reports and management tools accessible from our Internet homepage that will assist the technology centers in verifying their data as well as reviewing summary reports. We will be adding additional reports as requested. For reports that display summary data, you will be asked to enter your school password. For reports that display specific data on students, you will be asked to enter your data password. Check with your data contact for the passwords. To access these reports, go to the following address:

<http://www.okcareertech.org/about/state-agency/divisions/imd>

Technology Center Career Majors: Select this option to find everything you need regarding your career major offerings. Under this option you will see options such as **Data Requirements, Reporting Due Dates, Data Submission, Reports, and Guidebooks.**

Data Requirements: Under this category you will find the following options:

- **Career Major Enrollment Student Record Layout:** This option provides updates regarding record layouts.
- **Career Major Student Record Layout Definitions:** This option provides the definitions regarding the record layouts.
- **Career Major Codes:** This option provides the ODCTE official Career Major list for the current year and years back to FY0809.
- **Career Pathway Codes:** This option provides the ODCTE official Career Pathway Codes list for the current year and years back to FY0809.
- **Technology Center Course Codes:** This option provides the ODCTE official Course Codes list for the current year and years back to FY0809.
- **Technology Center School Codes:** This option provides a listing of all technology center school codes by site.
- **State Department of Education School Codes:** This option provides a listing of all comprehensive school codes by site.
- **Business Master Codes:** At this option, you can search business codes by partial name in order to determine if a business code has been assigned.
- **Request a New Business Code:** This option will redirect you to the Impact site in order to request a new business code.

Reporting Due Dates: This option will provide you with a listing of all due dates for Career Majors.

Data Submission: Select this option to submit data to IMD. Options under this category are:

- **Academic Report:** This allows you to update any academic activities your school offers.
- **Assign Teachers to Career Majors:** This allows you to match teachers to Career Majors offered at your technology center.
- **Non-Instructional Framework Student Enrollment Report:** This allows you to report/represent activities, courses, or programs conducted by your technology center that is **not** presently being reported to ODCTE by other reporting venues.
- **Request Career Majors (CTIS):** This option will redirect you to the CTIS site in order to request new Career Majors for your school.
- **Student Completion/Follow-up Report:** This allows teachers to enter their completion and follow-up information for their students.
- **Tech Prep Student Update:** This allows you to update the tech prep students from your school.

- **Update Personnel Data:** This allows you to update the personnel data at your school.
- **Validate and Upload Enrollment/Class Data:** This allows you to check your enrollment and/or class data for errors and to submit to the ODCTE.

Reports: Select this option to create reports that is in the IMD database. Options under this category are:

- **Academic Outcomes:** This allows you to view a report on annual academic outcomes for 12th grade CTE students attending higher education in Oklahoma as related to your school.
- **Career Major Approval Sheets:** This allows you to view what Career Majors have been approved for your technology center.
- **Certification List for Follow-Up:** This allows you to view certifications by occupational division approved by the ODCTE to be used when completing follow-up reports.
- **Enrollment/FTE by Pathway:** This allows you to create an enrollment/FTE report by pathway for past years.
- **Enrollment/FTE Summary Report:** This allows you to create an enrollment/FTE report by **program** for past years. You may view program data for FY08 and earlier or Career Major data from FY09 to present.
- **Follow-up Detailed Student Information:** This allows you to create an excel file containing student completion/follow-up data.
- **Gold Star Summary Data:** This report is an analysis of the completion/follow-up data by technology center to be used with the Gold Star School application.
- **High School Graduation:** Provides summary listing by school and by district of the technology center's partner schools.
- **PID List – Instructors:** List of PIDs, Instructors, funding, and division.
- **Program Funding Sheets:** This allows you to view the program funding sheets for your school.
- **Secondary Enrollment Service Report – 10 Yr Trend**
- **Secondary Enrollment Service Report (school year 0708 and earlier):** This report allows you to view the secondary enrollment service report for your school from FY0708 and earlier.
- **Secondary Enrollment Service Report (school year 0809 and beyond):** These links allow you to view the secondary enrollment service reports for your school by technology center site, in-district school, and by county for schools not in technology centers districts.
- **Verify Enrollment in Full-Time Offerings:** This allow you to create a report of the enrollment data presently on file by Pathway for your school.
- **Verify Enrollment in Full-Time Offerings By Career Major:** This allows you to create a report of the enrollment data currently on file by Career Major for your school.

Guidebook: Allows you to view or print any guidebooks IMD produces. The guidebooks are: *Instructions for Providing Enrollment and BIS Class Data, Non-Instructional Framework/Worksheet, Technology Center Completion/Follow-Up, and IPEDS.*

Technology Center BIS: Select this option to find everything you need regarding your Business and Industry Services classes. Under this option you will see options such as **Data Requirements, Reporting Due Dates, Data Submission, Reports, and Guidebooks.**

Data Requirements: Under this category you will find the following links:

- **Student Enrollment Record Layout:** This option provides updates regarding student record layouts.
- **Record Layout for Course Data:** This option provides updates regarding the record layout for BIS course data.

- **Student Enrollment Record Layout Definitions:** This option provides the definitions regarding the record layouts on BIS student data.
- **NAICS Codes (Alphabetical):** This is an alphabetical listing of NAICS codes classifications that can be used when requesting business codes.
- **NAICS Codes (Numerical):** This is a listing of NAICS codes classifications sorted in numerical order that can be used when requesting business codes.
- **Request a New Business Code:** This option will redirect you to the Impact site in order to request a new business code.
- **Business Master Codes:** At this option, you can search business codes by partial name in order to determine if a business code has been assigned.
- **Request Additional BIS Contract Numbers for Current Fiscal Year:** Use this option when you need to request additional contract numbers for the current year.

Reporting Due Dates: This option will provide you with a listing of all due dates for BIS classes.

Data Submission: Select this option to submit data to IMD. Options under this category are:

- **Validate and Upload Enrollment/Class Data:** This allows you to check your enrollment and/or class data for errors and to submit to the ODCTE.
- **Business and Entrepreneurial Services Login:** This allows the BES coordinators to update their client's activity for the current year.

Reports: Select this option to create reports that is in the IMD database. Options under this category are:

- **BIS 5-Year Trend Data:** This report shows trend data for your school by program type over the last five years.
- **BIS Enrollment by NAICS:** This report shows enrollments served by NAICS classification.
- **BIS Industry Trend Data:** This report shows a comparison of industries served by program type over the last two years.
- **BIS Quarterly Report:** This allows you to create a report of BIS data we presently have on file either in summary or detail format by quarter. You have the ability to retrieve the last two years of data in order to do comparisons. In order to print the report, you will need to either save it in an excel spreadsheet or adjust your print settings under *file* and *page setup*.
- **BIS Summary Report:** This allows you to create a summary report of BIS data for the current year as well as past years.
- **BIS Year to Date Report:** This allows you to create a report of BIS data we presently have on file. You have the ability to retrieve the last two years of data. In order to print the report, you will need to either save it in an excel spreadsheet or adjust your print settings under **file** and **page setup**.
- **Printing BIS PEF's:** This allows you to print an enrollment report to use when processing BIS invoices as related to the Impact System.
- **Printing Multiple BIS PEF's:** This allows you to print an enrollment report for multiple PEFs when processing BIS invoices as related to the Impact System.
- **Review BIS Contract Numbers Used for Current Fiscal Year:** This allows you to review the contract numbers that have been submitted to ODCTE. You will have the option to also review class information in detail or student data in detail.

Guidebook: Allows you to view or print any guidebooks IMD produces. The guidebooks are: *Instructions for Providing Enrollment and BIS Class Data, Non-Instructional Framework/Worksheet, Technology Center Completion/Follow-Up, and IPEDS.*