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1. Introduction

Purpose of this Document

This User Reference Manual has been designed to provide a detailed overview of the functionality and features of the CTAE / AWE Data Reporting System Enhancement Project: Part III Phase A and enhancements/functionalities added to the System in Part III Phase B. The information contained in this manual will be of value to both district and ODE level users. The manual has been organized into sections based on functionality/features with each section containing the following information:

- Recap of Enhancements/Changes made in Part III Phase B
- Recap of Enhancements made in Part III Phase A
- Functionality Overview
- Business Rules
- Screen Shots

In 2002, the entire AWE System and database were reviewed and/or redesigned by:

Dedicated Technologies, Inc.
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(614) 460-3200
www.dedicatedtech.com

In 2005, Dedicated Technologies, Inc. implemented enhancements and new functionalities to the system in Phase III B.

Application Enhancements in Part III Phase B

The following a recap of the major enhancements implemented during the Part III Phase B of the redesign:

1. Integration of ODE SAFE authentication/authorization capabilities.
3. Conversion of the following existing reports into Crystal reports: Student Recap by Course Type, Student Recap by Program Area, Student Recap by Subject Code, Instructor Recap, FTE Recap, and FTE Trend reports.
4. Provide the ability to access all standard reports by fiscal year (rather than just for the current year) by selecting the desired fiscal year.
5. Provide users the ability to view reports in DHTML format and export the reports into Portable Document Format (PDF) and Excel format.
6. The addition of a new user role “District Consultative Staff” which has access to Consultative Tracking functionalities and Performance Reports.
7. Provide the Superintendent and Treasurer with an online, annual legal disclaimer process (replaces the original paper disclaimer signature process).
8. Ability for the ODE AWE Consultant to approve or reject course records that are in the “District Approved” status from their inbox pages by: (1) selecting the record from the summary screen; or (2) selecting the record from the record details screen.
9. Ability for the District Staff and Attestors to review all performance data for a particular course from the previous fiscal year.
10. Display a confirmation message when VE-23 data has been successfully saved.
11. Provide ODE AWE Consultant and ODE AWE Administrator with read and write access to Technical Administrator files; provide ODE Staff with read-only access to the Technical Administrator files.
12. Provide the ODE AWE Consultant and ODE AWE Administrator with the ability to void course records which are in a “District Approved” status.
13. Provide users with the ability to print the entire screenshot by selecting a “Print View” link.
14. Provide the ability to edit uploaded student data from the screen.

Application Enhancements in Part III Phase A
The following list provides a recap of major application enhancements implemented during the Part III Phase A redesign:
1. Instructor Certification Validation process to ensure that the system flags all invalid instructor certificates with appropriate warnings and accepts all valid certificates.
2. The addition of a table to establish a relationship between subject codes and ASTD (American Society for Training and Development) categories.
3. The addition of a table to establish a relationship between counties and Ohio’s economic development regions (EDR).
5. Ability for the user to change his/her own password.
6. E-mail notification that a course is about to change to “Past Deadline” status.
7. To capture customer satisfaction data and submit CE courses similar to CD courses.
8. Provide ODE staff read-only access to select district level screens.
9. Allow the user to login with the “Enter” key.
10. Ability for ODE AWE Consultant to change course reimbursement status.
11. Override, Void, and Reimbursement change functionality for ODE Administrators is now accessed via the List Courses screen.
12. Process for identifying and correcting invalid e-mail addresses.
13. Ability to simulate the VE-23 and Past Deadline processes on the training application.
14. Prohibit a user from saving a student record without a Work Keys assessment. Give a warning for CD courses with zero students taking the Technical Assessment.
15. Provide additional levels of reporting for district and ODE staff.
16. Display the status the course was in prior to moving to “Past Deadline” status.
17. Removal of duplicate ODE link information on the bottom of the screens.
18. Automate the End of Fiscal Year process to allow dual fiscal year processing. Ability to update existing course records 30 days beyond the Fiscal Year Close Date.
19. Ability to capture Customer Satisfaction information for CE courses.
20. Updated verbiage from “OCAP” to “Technical Assessment.”
21. Additional security – FERPA regulations. Must have a signed release on file in order to share information on a student.
22. Miscellaneous database clean up.
23. Views to the OEDS-R database.

This document draws from the Detail Design Document, Version 1.2, which was created for Part I on January 17, 2001, and the User Reference Manual, created for Part II, to provide the data on existing functionality.
2. User Roles

The AWE application provides users with access to data and functionality based on their user role. The system restricts district level users to view or input data only for their specific district, while ODE level users have access to view information for all districts.

Recap of Enhancements made in Part III Phase B
A new user role, District Consultative Staff, has been added in this release.

The following section provides a list of all the user roles and the functionalities that each role can access.

The District Staff user role will have the ability to:
- Add or modify course, enrollment, or customer satisfaction data
- Use the Course Wizard to add course
- Use Course Info to add course
- Review courses that have been created for their district
- Review transfer courses from the previous fiscal year that have been created for their district
- Modify transfer records to report performance data
- Submit courses for attesting
- Add or modify student VE23 data
- View Real Time CTPD Performance Report
- View Performance Report - CTPD
- View Performance Report – CTPD without targets
- View Performance Report - Consortia
- View the Student Recap by Course Type Report, district and building level
- View the Student Recap by Program Area Report, district and building level
- View the Student Recap by Subject Code Report, district and building level
- View Consultative Tracking records

The District Consultative Staff user role will have the ability to:
- Add, update, or delete Consultative Tracking records
- View Performance Report - CTPD
- View Performance Report - CTPD without targets
- View Performance Report – Consortia
- View Consultative Tracking records

The Attestor user role will have the ability to:
- Add or modify course, enrollment, or customer satisfaction data
- Use the Course Wizard to add course
- Use Course Info to add course
- Review courses that have been created for their district
- Review transfer courses from the previous fiscal year that have been created for their district
- Modify transfer records to report Performance Data
- Submit courses for attesting
- Receive e-mail notification for courses that are ready to attest
- Ability to attest to course information validity
- Manage Inbox
- Receive e-mail notification of courses that have been rejected by either the superintendent, treasurer, or ODE
- Add or modify student VE23 data
- Download student level data for their district
- View Performance Report - CTPD
- View Performance Report - CTPD without targets
- View Performance Report - Consortia
- View the Student Recap by Course Type Report, district and building level
- View the Student Recap by Program Area Report, district and building level
- View the Student Recap by Subject Code Report, district and building level
- View the Instructor/Consultant Recap, district and building level
- View the FTE Recap, district and building level
- View the District Trend Report, district and building level
- View Consultative Tracking records

The Superintendent and Treasurer roles will have the ability to:
- Ability to confirm agreement to the annual legal disclaimer through an online process
- Manage Inbox
- Review courses that have been created for their district
- Receive e-mail notification for courses that are ready for approval
- Ability to approve or reject a course for their district
- View Performance Report for CTPD
- View Performance Report for CTPD without Targets
- View Performance Reports for Consortia
- View the Student Recap by Course Type Report, district and building level
- View the Student Recap by Program Area Report, district and building level
- View the Student Recap by Subject Code Report, district and building level
- View the Instructor/Consultant Recap, district and building level
- View the FTE Recap, district and building level
- View the District Trend Report, district and building level
- View Consultative Tracking records

The District General user role will have the ability to:
- Review courses that have been created for their district
- View Performance Report for CTPD
- View Performance Report for CTPD without Targets
- View Performance Report for Consortia
- View Consultative Tracking records

The ODE CTAE Staff user role will have the ability to:
- Review courses that have been created for any district
- Receive e-mail notification of courses that are ready for approval based on a course type and subject code
- Ability to approve, reject, or submit for consultative review of a course
- Manage Inbox
- View Course Master Table
- View Subject Code Certification/Crosswalk Table
- View Consultative Tracking records
- View Performance Targets for CTPDs
- View Performance Targets for Consortia
- View Performance Targets for Fed
- View CD Totals by Subject Code
- View CE Totals for Fiscal Year 2005
- View CE Totals for Fiscal Year 2004
- View CD and CE Enrollment and FTE
- View CD Industry Credential Report by CTPD
- View Real Time CTPD Performance Report
- View Performance Report for CTPD
- View Performance Report for CTPD without Targets
- View Performance Reports for Consortia
- View Performance Report for State – 2005
- View Approved Consultative Hours by District
- View Report of Consultative Hours and Courses Resulting from Consultative Contacts
- View the Aging Report
- View the Student Recap by Program Area Report for state, CTPD, district, and building level
- View the Student Recap by Subject Code Report for state, CTPD, district, and building level
- View Consultative Tracking records
- View district level screens

The **ODE AWE Consultant** user role will have the ability to:
- Review courses that have been created for any district
- Receive e-mail notification of courses that are ready for approval based on the request for consultative review
- Ability to approve or reject a course
- Ability to approve or reject course records that are in the “District Approved” status from their inbox pages by: (1) selecting the record from the summary screen; or (2) selecting the record from the record details screen
- Manage Inbox
- Manage Subject Code Certification/Crosswalk Table
- Manage Course Master
- View the Aging Report
- View Real Time CTPD Performance Report
- View Performance Report - CTPD
- View Performance Report - CTPD without targets
- View Performance Report - Consortia

Dedicated Technologies, Inc. Proprietary and Confidential
- View CD Totals by Subject Code
- View CE Totals for Fiscal Year 2005
- View CE Totals for Fiscal Year 2004
- View CD and CE Enrollment and FTE
- View CD Industry Credential Report by CTPD
- View Performance Report for State – 2005
- View Approved Consultative Hours by District
- View Report of Consultative Hours and Courses Resulting from Consultative Contacts
- View the Student Recap by Course Type Report for state, CTPD, district, and building level
- View the Student Recap by Program Area Report for state, CTPD, district, and building level
- View the Student Recap by Subject Code Report for state, CTPD, district, and building level
- View the Instructor/Consultant Recap for state, CTPD, district, and building level
- View the FTE Recap for state, CTPD, district, and building level
- View the FTE Trend Report for state, CTPD, district, and building level
- View Consultative Tracking records
- View District Level Screens
- Ability to change course reimbursement status

The **ODE AWE Administrator** user role will have the ability to:
- Review courses that have been created for any district
- Ability to override District Approved and Consultative Review status courses
- Ability to void ODE approved and overridden courses
- Ability to modify reimbursement information on ODE approved and overridden courses
- View the Aging Report
- View Real Time CTPD Performance Report
- View Performance Report for CTPD
- View Performance Report for CTPD without targets
- View Performance Report for Consortia
- View CD Totals by Subject Code
- View CE Totals for Fiscal Year 2005
- View CE Totals for Fiscal Year 2004
- View CD and CE Enrollment and FTE
- View CD Industry Credential Report by CTPD
- View Performance Report for State – 2005
- View Approved Consultative Hours by District
- View Report of Consultative Hours and Courses Resulting from Consultative Contacts
- View the Student Recap by Course Type Report for state, CTPD, district, and building level
- View the Student Recap by Program Area Report for state, CTPD, district, and building level
- View the Student Recap by Subject Code Report for state, CTPD, district, and building level
• View the Instructor/Consultant Recap for state, CTPD, district, and building level
• View the FTE Recap for state, CTPD, district, and building level
• View the FTE Trend Report for state, CTPD, district, and building level
• View consultative tracking records
• View district level screens
• Manage Course Master
• Manage Subject Code Certification/Crosswalk Table

The **ODE AWE Technical Administrator** user role will have the ability to:
• Ability to create, modify, or delete any user within the system
• Create payment files for Oracle Financials
• Ability to research and correct invalid e-mail addresses
• Manage Course Master
• Manage Subject Code Certification/Crosswalk Table
• View the Aging Report
• View Performance Targets Report for CTPD
• View Performance Report for CTPD without targets
• View Performance Report for Consortia
• View CD Totals by Subject Code
• View CE Totals for Fiscal Year 2005
• View CE Totals for Fiscal Year 2004
• View CD and CE Enrollment and FTE
• View CD Industry Credential Report by CTPD
• View Performance Report for State - 2005
• View Approved Consultative Hours by District
• View Consultative Hours and Courses from Consultative Contacts
• Review courses that have been created for any district
• View consultative tracking records
• Training Application – Simulate the VE-23 and Past Deadline processes
3. **SAFE Login**

**Recap of Enhancements made in Part III Phase B**
This is a new feature. This feature implements AWE’s security by integrating the AWE Data Reporting Application with ODE’s Security Application for Enterprise (“SAFE”) application. The implementation of this feature allows the user to log into the AWE Data Reporting Application through the SAFE portal rather than by using the Welcome Page/Login functionality of the previous release.

**SAFE Overview**
An ODE SAFE account provides a user with one “portable” user name and password to access a variety of web applications that they are authorized to use with one account, rather than by using separate accounts for different applications. It also provides users with more security because it limits access to web applications via the secure web portal to only authorized users.

The AWE Data System is a secure web application and access to this application is allowed only through ODE’s SAFE portal. In order to use the AWE Data Reporting System, users must log in through the SAFE portal with their SAFE user ID and password.

**Getting a SAFE Account**
The SAFE account sign-up may be performed online by going to the following URL:
https://webapp2.ode.state.oh.us/portal/help/

**Getting User Roles**
To use the AWE Data Reporting System, a user must have a “user role.” User roles are assigned in two ways: (1) OEDS Organization Administrator roles and State-level user roles are granted by the SAFE administrator and (2) district-level roles are assigned by the OEDS Organization Administrator for the district. The OEDS Organization Administrator role has already been assigned to all Superintendents and Treasurers.

To get State-level user roles, contact the ODE Security Administrator at safe.admin@ode.state.oh.us. For all district level user roles, contact your District Superintendent/Treasurer. The roles can be assigned only for those users who already have a SAFE account.

Once the user gets a SAFE account and has been assigned a user role, they will be able to access and use AWE by logging in through the SAFE portal and selecting the AWE application.
Business Rules
The following Business Rules apply to the SAFE Login screen:

- To gain access, the user will enter the URL for ODE - http://www.ode.state.oh.us
- The user will enter their SAFE login ID and password, and click the “SIGN IN” button.
- The user’s account name and password must exist in the SAFE database for them to be able to successfully log into the web site. If the login was unsuccessful, an error message will be displayed indicating that the account name and password don’t match.
- A successful login will take the user to the Account Maintenance page with links to all of the ODE applications to which the user has access. One of these links will be to the AWE application.
Screen Shots
Upon entering the URL to ODE’s web site, the user will be taken to ODE’s home page:

(Screen 1 – ODE Home Page Screen)

Upon clicking “Sign In,” the user is taken to the following screen:

(Screen 2A – SAFE Login Screen)
Upon entering their SAFE Account Name and Password (which will identify the user’s user role and permissions), the user is taken to the following screen:

![SAFE Account Maintenance Screen](image)

**Screen 2B – SAFE Account Maintenance Screen**

Upon clicking the “AWE” link, the user is taken to the AWE Data Reporting page displaying links to all functionalities that the user has permission to access.
4. Welcome Page/Login

Recap of Enhancements made in Part III Phase B
The following change has been made to the system:

- All logins to the AWE Data Reporting system occur through the SAFE portal.
- The user is redirected to the SAFE portal when they enter the following URL for the AWE web-site: https://awe-data.ode.state.oh.us
5. Online Annual Legal Disclaimer Process

Recap of Enhancements made in Part III Phase B
This is a new process for user roles District Superintendent and Treasurer.

Functionality Overview
District Superintendents and Treasurers will be provided with an Online signature process to sign the annual legal disclaimer. This process replaces the paper signature process. The user will not be able to log into the AWE Data Reporting System without signing the annual legal disclaimer.

Upon completion of the signature process, the following information is stored in the database: user ID of the user who signed the disclaimer and the date and time-stamp of the sign-in process.

Once the user signs the legal disclaimer, they will not be prompted with the disclaimer until the beginning of the next fiscal year.

Business Rules
• This functionality is only available to user roles Superintendent and Treasurer
• The process is available in either of the following two circumstances:
  o When a new user logs into the AWE Data Reporting System for the very first time with this user role
  o When a user logs into the AWE Data Reporting System for the first time in a fiscal year
• The user is presented with a legal disclaimer screen and an “I Agree” button
• Once the user reads the legal disclaimer, they can complete the signing process by clicking the “I Agree” button
• Upon completion of the signing, the user can successfully log in to the AWE Data Reporting System
Screen Shots
The users will see the following Legal Disclaimer screen when they attempt to log in to the AWE Data Reporting System for the first time with the user role Superintendent or Treasurer or for the first time in a new fiscal year.

**Legal Disclaimer**

The information and data submitted by my district through the Adult Workforce Education (AWE) Data System constitutes an accurate and complete report for adult workforce courses conducted by this school district. I understand that all data will be processed by the Ohio Department of Education and used to determine state reimbursement funding and calculate federal and state performance reports for the current fiscal year.

When the user clicks the “I Agree” button, they can successfully log into the AWE Data Reporting System.
6. **Main Menu**

**Recap of Enhancements made in Part III Phase B**
The following changes have been made to the system.

- The “Change User Password” functionality is no longer available from the AWE Data Reporting application, and is now available in SAFE.
- Addition of an “FAQ” button to the screen.
- Addition of a “Reports” link that takes user to a Reports Menu page.
- Removal of links to individual reports from the Main Menu.
- All “Student Recap” links moved to “Reports” menu.
- Removal of “User ID Management” functionality for user roles Attestor and ODE Technical Administrator. User ID Management is now a functionality in SAFE.

**Recap of Enhancements made in Part III Phase A**
The following features and functionality have been added to the system. Access will be determined by user role and permissions.

- Users have the functionality to change their password after they have successfully logged into the application.
- ODE staff has read-only access to select district level screens.
- Remove the inbox link from the ODE Administrator

**Functionality Overview**
Once the user has successfully logged into the system, they will be taken to the Main Menu screen. The Main Menu provides the user with access to the system functionality based on their user role and permissions.

**Business Rules**
The following Business Rules apply to the Main Menu screen:

- This page is titled with the district name and user role for the “signed on” user.
- The table of contents is populated with the functionality links that are appropriate for the user’s role.

The system supports the following user roles.

- DS – District Staff
- CO – District Consultative Staff
- AT – Attestor
- TR – Treasurer
- SU – Superintendent
- DG – District General
- OS – ODE CTAE Staff
- OC – ODE AWE Consultant
- OA – ODE AWE Administrator
- TA – ODE AWE Technical Administrator
Note: Abbreviations are for the user role permissions table and the reports permission table.

The following table provides a list of all user roles along with the functionality accessible to each role marked by an “X”.

Note: * indicates that user role has read-only access for those specific functionalities.

<table>
<thead>
<tr>
<th>User Role</th>
<th>Functionality</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Reader</td>
<td></td>
<td>*</td>
</tr>
</tbody>
</table>

Dedicated Technologies, Inc. Proprietary and Confidential
<table>
<thead>
<tr>
<th>Role/Task</th>
<th>DS</th>
<th>CO</th>
<th>AT</th>
<th>TR</th>
<th>SU</th>
<th>DG</th>
<th>OS</th>
<th>OC</th>
<th>OA</th>
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<tr>
<td>List Courses</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<td>List Consultative Tracking Records</td>
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<td>Inbox Management</td>
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<tr>
<td>Add Course Using Wizard</td>
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<td>Add Course Using Course Info</td>
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<td>Download District Level Data</td>
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<td>Payment Data File Create – Oracle Financials</td>
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<td>Subject Code Certification Crosswalk Table</td>
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<td>Student Recap by Course Type</td>
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<td>Student Recap by Subject Code</td>
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<tr>
<td>FTE Recap</td>
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<td>X</td>
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<td>X</td>
</tr>
<tr>
<td>FTE Trend Report</td>
<td>X</td>
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(Table 1 - User Roles and Permissions)
Screen Shots
District Staff

The following is the Main Menu screen for user role District Staff.

(Screen 4 – Main Menu – District Staff)

District Consultative Staff

The following is the Main Menu screen for user role District Consultative Staff.

(Screen 5 – Main Menu – District Consultative Staff)
Attestor

The following screen is the Main Menu for user role Attestor.

(Screen 6 – Main Menu – Attestor)

Treasurer

The following is the Main Menu screen for user role Treasurer.

(Screen 7 – Main Menu – Treasurer)
Superintendent

The following is the Main Menu screen for user role Superintendent:

![Screen 8 – Main Menu - Superintendent]

District General

The following is the Main Menu screen for user role District General:

![Screen 9 – Main Menu – District General]
ODE CTAE Staff

The following is the Main Menu screen for user role ODE CTAE Staff. The following functionality has been added:

- View district level screens

(Screen 10 – Main Menu – ODE CTAE Staff)

ODE AWE Consultant

The following is the Main Menu screen for user role ODE AWE Consultant. The following functionality has been added:

- View district level screens

(Screen 11 – Main Menu – ODE AWE Consultant)
ODE AWE Administrator

The following is the Main Menu screen for user role ODE AWE Administrator. The following functionalities have been added/removed:

- View district level screens
- Inbox link removed, functionality now accessed through the Historical Review screen

(Screen 12 – Main Menu – ODE AWE Administrator)

ODE AWE Technical Administrator

The following is the Main Menu screen for user role ODE AWE Technical Administrator. The following functionality has been added:

- Training VE-23 and past deadline

(Screen 13 – Main Menu – ODE AWE Technical Administrator)
7. Online User Guide

Recap of Enhancements made in Part III Phase B
The entire User’s Guide can be accessed from a link on every page of the AWE web site.

Recap of Enhancements made in Part III Phase A
Access to the User’s Guide from the Welcome Page/Login screen has been limited to the Introduction page. The entire User’s Guide is available upon successful login.

The following sections have been added to the table of contents:
- Release 3 Phase B Enhancements
- Release 3 Enhancements
- Instructor Certification
- Bad E-mail Process
- ODE Read-only Access for District Level
- New Levels for Reporting
- End of Fiscal Year Process

Functionality Overview
This page will provide guidance on how the Adult Education Course and Enrollment information should be completed. The guide will explain the various pages and fields, with instructions on how the data should be calculated and entered. The guide will be a web-based version of the existing document, “Career-Technical Education VE-21 Opening Report for Adult Programs” for Fiscal Year 2000, with modifications to support the changes necessary to support web-based data entry. The Online Guide button will open a new browser window displaying specific information explaining various fields.

Business Rules
- This is a read-only document.
- This page is entered after the user selects the “User Guide” button.
- After the explanation of each topic, there is a link to return to the Table of Contents.
- At the bottom of very large pages, there is a link to return to the top of the page.
- Selecting the “Table of Contents” button will take the user back to the user guide Table of Contents page.
- Selecting the “Cancel” button will take the user to the Main Menu.
- Selecting the “Print” button will print the user guide.
- Information is limited when user selects the link from the login screen.
Screen Shots
When a user logs in through the SAFE portal and accesses the AWE Data System, they see a “User Guide” button.
When the user clicks on the “User Guide” button, the Online Guide is displayed in a new window. Each heading in the Table of Contents links to the content information, which resides on another page.
8. Course Type Wizard

Recap of Enhancements made in Part III Phase B
There are no enhancements to this section.

Recap of Enhancements made in Part III Phase A
ODE level users have read-only access to all Course Wizard screens.

Functionality Overview
When creating a new course, the user may select the “Add Course Using Wizard” button from the Main Menu. The Wizard has been designed to help the user determine the following course information:

- Program Area
- Course Type
- Subject Code

After the successful completion of the Wizard, the user will then be taken to the Course Information page.

Business Rules
- The course types have been changed to abbreviations: (CD = Career Development, CE = Career Enhancement, CO = Consultative).
- Selecting the “Cancel” button on any of the Course Wizard screens will return the user to the Main Menu.
- The Wizard is comprised of three screens, which assist the user in determining the following course information:
  - Program Area
  - Course Type
  - Subject Code
- The first screen of the Course Wizard Program Area, displays a pre-filled list box, containing all program areas. After selecting a program area, the user can select the “Next Wizard Page” button to continue using the wizard to enter course information. A more experienced user can select the “Course Information” button or directly enter the course information data.
- The second screen in the Course Wizard is the Course Type screen. The user must choose one of the following: CD, CE, or CO. After selecting a Course Type, the user can select the “Next Wizard Page” to continue using the wizard to enter course information.
- The last screen of the Course Wizard is the Course Name and Number. The list box is populated with the courses currently available in the system which match the Program Area and Course Type. The courses are listed in alpha order.
- After the Course Name and Number have been selected, the user selects the “Finish” button, which opens the Course Information screen for data entry. The Course ID, Course Type and Program Area will be pre-populated based on the information selected in the Course Wizard.
- ODE level users have read-only access to all Course Wizard screens.
Screen Shots
Upon selecting the Course Wizard link from the Main Menu, the user is taken to the following page to select the “Program Area.”

(Screen 16 – First Wizard Page)

The user then selects the “Next Wizard Page” button and is taken to the following page to select the Course Type.

(Screen 17 – Second Wizard Page)
Dedicated Technologies, Inc. Proprietary and Confidential
The user then selects a course type from the drop down list and clicks on the “Next Wizard Page” button and is taken to the following page to select the Course Name and Number. It is populated with courses associated with the Program Area and Course Type previously selected. After selecting the desired course number, the user selects the “Finish” button and is taken to the Course Information page.

(Screen 18 – Third Wizard Page)
9. Course Information Screen

Recap of Enhancements made in Part III Phase B
There are no enhancements to this section.

Recap of Enhancements made in Part III Phase A
The following data requirements have been added to this section:
- Revised instructor certification process and warnings.
- Split screen and additional row of buttons to reduce user scroll down.
- Additional question for CE courses “Was this course created to report enrollment for students not taking the Work Keys assessment in a CD course?” and corresponding CD course Reference Number.

Functionality Overview
The Course Information screen provides the user with the ability to add new course information or to update existing course information. The screen sections are as follows:
- District Information
- Reference Information
- Course Information
- Instructor/Consultant Information
- Comments

This screen is accessible to data entry users only, namely those users with user roles of District Staff and Attestor.

There are three methods to access this screen:
- Using the Course Wizard
- Selecting the “Add Course Using Course Information” link from the Main Menu
- Selecting either the “Replicate Course” or “Update Course” button from the List Courses screen

Course Wizard
When a course is added using the Course Wizard, the following fields are populated:
- Program Area
- Course Type
- Subject Code

Course Information
When a course is added using the “Add Course Using Course Information” link, the user must enter all course information.

Replicate Course
When a course is added using the “Replicate Course” button, the following fields are populated:
- All Reference Information
• Program Area
• Course Type
• Subject Code

When updating a course, all course information previously entered is displayed.

Initially, when adding a new course, saving the course creates a new row in the database for the newly entered course information. If the user is updating an existing course, saving the course updates the information already stored in the database for that course. At the same time, the course information is validated against a series of rules (see Business Rules section below) to determine whether or not this information could be successfully submitted. Any errors that would prevent the course from being successfully submitted are displayed on the screen, though the course information is still saved and the system assigns a course reference number.

As mentioned above, course information is validated whenever the course is saved or submitted for review. One validation of note is that of the instructor certificate numbers. Instructor certificate numbers are validated against a table of information in the database. This table includes the instructor’s first name, last name, and SSN. Therefore, if the entered certificate number is found, it can be used to determine the instructor’s name and SSN. By default, this information cannot be entered directly. If the entered certificate number is not found, the user will be prompted to enter the instructor/consultant name and SSN directly, resulting in slight functionality differences in the screen.

Business Rules
The following business rules have been broken down by page section:

District Information Section – Contains the following data:
• District IRN – is a non-editable field and is derived from the login information.
• District Name – is a non-editable field that is derived from the login information.
• CTPD – is a non-editable field that is derived from the login information.
• Building IRN – is a required field. It will be validated against the SchoolDistrict Table. If the course is held in a building that is not defined, the user must define this field as the District IRN. When the system does not find the value in the SchoolDistrict Table, the system will perform a second validation against the SchoolDistrict Table. The Building Name will be defaulted to the District IRN Name in this instance.
• Building Name – is a non-editable field that is derived from the provided Building IRN field.

Reference Information Section – Contains the following data:
• Reference First Name – is a required twenty-character field. Leading and trailing blanks will be eliminated.
• Reference Last Name – is a required thirty-character field. Leading and trailing blanks will be eliminated.
• Reference E-mail – is a required field. This is a seventy-character field with the full length displayed.
• Phone Area Code – is a required field and must be a three-digit number.
• Phone Number – is a required field and must be a seven-digit number.
• Phone Extension – is limited to five digits and is not a required field.
Phone Number and Area Code will be masked as: (999) 999-9999.

**General Course Information Section** – Contains the following data:

- **Reference Number** – is a system-generated field. This will be the primary key for accessing the Course Table. The number will be displayed highlighted as bolded and/or bigger font.
- **Program Area** – is a required field. The user may select from values listed in the drop down list. The drop down list will be populated dynamically from values stored in the Program Area Table.
- **Course Type** – is a required field. User may select from values listed in a drop down list. The drop down list will be populated dynamically from values stored in the CourseType Table. Current values are: CD, CE, and CO.
- **Subject Code** – is a required field and must be six digits. It will be masked as 99.9999. It will be validated against the CourseMaster Table.
- **Course Name** – is a required field being seventy characters with full length displayed.
- **Course Start Date** – is a required field and must be greater than or equal to the current Fiscal Year Begin Date. Format will be mm/dd/yyyy mask.
- **Course End Date** – is a required field and must be less than or equal to the current Fiscal Year End Date and greater than or equal to the current Fiscal Year Start Date. In addition, the course end date must be greater than or equal to the course start date. Format will be mm/dd/yyyy mask.
- **Course Hours** – is a required field and may contain up to 4 digits. Course Hours must be equal or greater than the minimum required hours stated in the CourseMaster Table for the Subject Code and Course Type entered. Course Hours must be less than or equal to the maximum hours stated in the CourseMaster Table for the Subject Code and Course Type entered. The maximum hours in this table indicates the maximum of hours ODE will reimburse for that particular course. The minimum hours indicate the minimum number of hours the course may be. When the maximum is not defined, the number used is 1650. When the minimum is not defined, the number used is “1.”
- **Total Course Enrollment** – is a required field containing up to three digits and is for **CD courses only**. This data is used to validate course enrollment.
- **Profile Level - LI** – is a required field for **CD courses only**. User selects from a drop down box, values range from 3 to 6. This number indicates the passing score and is used to determine if the student achieved the benchmark.
- **Profile Level - AM** – is a required field for **CD courses only**. User selects from a drop down box, values range from 3 to 7. This number indicates the passing score and is used to determine if the student achieved the benchmark.
- **Course Status** – is a system-generated field. This field will be defaulted to “Draft” for new courses being entered or updated. This is a non-editable field at all times.

**Indicators Information Section** – Contains the following questions:

- **District’s New Course Indicator** – is a required field for all course types. Possible values are “Yes” or “No.” System will default to “No.”
- **Submit For Reimbursement Indicator** – is a required field for all course types. Possible values are “Yes” or “No.” System will default to “Yes.”
- **Does Course Cross a Fiscal Year Indicator** – is a required field for all course types. Possible values are “Yes” or “No.” System will default to “No.”
• Apprenticeship Course Indicator – is a required field for CD and CE course types. System
defaults to “No.” When the value is “Yes,” the Course Hours must be 144 or more.
• Course Customization Indicator – is a required field for CD and CE course types. Possible
values are “Yes” or “No.” System will default to “No.”
• Was this Course Created to Report Enrollment for Students not taking the Work Keys
Assessment in a CD Course – is a required field for CE course types Possible values are
“Yes” or “No.” When the value is “Yes,” the course Reference Number is a required field.
• Result of a Consultative Contact Indicator – is a required field for CD and CE course types.
Possible values are “Yes” or “No.” System will default to “No.” When the value is “Yes,”
the Consultant’s First and Last Name fields are required.
• Consultant First Name is a twenty-character field.
• Consultant Last Name is a thirty-character field.

Instructor / Consultant Information Section - Contains the following data:
• Lead Instructor/Coordinator SSN or Certificate Number – is a required field and must be
seven or nine characters. The SSN or Certificate Number is validated against the certificate
number and social security number fields on the InstructorCertificate table. If the instructor is
found, the system will populate the SSN, First Name, and Last Name. Because this is an
editable field, if the user enters the SSN in this location it will not be masked.
• Lead Instructors SSN – is a required nine-digit field. When a Certificate Number is validated
successfully against the database, the system will populate this field automatically with the
database value with the leading five digits masked. In this case, the field will be non-editable.
The field becomes an editable required field when the Instructor’s Certificate Number is not
found in the database. For Consultative Course Type, this field hosts the consultant’s SSN.
Because this is an editable field, if the user enters the SSN in this location it will not be
masked.
• Lead Instructor’s First Name – is a required twenty-character field. When a Certificate
Number is validated successfully against the database, the system will populate this field
automatically with the database value. In this case, the field will be non-editable. The field
becomes an editable required field when the Instructor’s Certificate Number is not found in
the database. For Consultative Course Type, this field hosts the consultant’s first name.
• Lead Instructor’s Last Name – is a required thirty-character field. When Certificate Number
is validated successfully against the database, the system will populate this field automatically
with the database value. In this case, the field will be non-editable. The field becomes an
editable required field when the Instructor’s Certificate Number is not found in the database.
For Consultative Course Type, this field hosts the consultant’s last name.
• Lead Instructor Hours – is a required numeric field. Partial hours are not allowed. If a
student to instructor ratio is defined for a Course Type and Subject Code, the Lead
Instructor’s hours must equal the Course Hours. Otherwise, the sum of the Lead Instructor
hours and any additional hours must equal Course Hours. For Consultative Course Type, this
field hosts the Consultative hours.
• Additional Instructors – not required unless the Student/Instructor Ratio requires additional
instructors. Student/Instructor Ratio is an attribute of the Subject Code Table.
° When a course is required not to exceed a Student/Instructor Ratio, the system will
calculate a Student/Instructor Ratio based on data entered. The calculated
Student/Instructor Ratio must be less than or equal to the ratio defined in the table.
When courses are classified as Consultative, they must not have any Additional Instructors. Additional Instructor Certificate Number, Additional Instructor First Name, Additional Instructor Last Name, and Additional Instructor Hours are not required fields.

- There will be a maximum of five additional instructors and their corresponding hours.
- **Additional Instructor SSN or Certificate Number** – is a seven or nine-digit field. The requirement rules are stated above in the Additional Instructor bullet points.
- The Additional Instructor’s SSN or Certificate will be validated against values in the database. The SSN or Certificate Number is validated against the Certificate Number and Social Security Number fields on the InstructorCertificate Table. If the instructor is found, the system will populate the SSN, First Name, and Last Name. The system has been modified to check all certification entries in the Certification Table. If there is no match for the Certification Number, the user must enter the Additional Instructors SSN, First Name, and Last Name.
- **Additional Instructor First Name** – is a twenty-character field. Requirement rules are stated above in the additional instructor bullet points. When a Certificate Number is validated successfully against the database, the system will populate this field automatically with the database value. In this case, the field will be non-editable. The field becomes an editable required field when the Instructor’s Certificate Number is not found in the database.
- **Additional Instructor’s Last Name** – is a required thirty-character field. Requirement rules are stated above in the additional instructor bullet point. When Certificate Number is validated successfully against the database, the system will populate this field automatically with the database value. In this case, the field will be non-editable. The field becomes an editable required field when the Instructor’s Certificate Number is not found in the database.
- **Additional Instructor’s Hours** – is a numeric field. Partial hours are not allowed. Requirements rules are stated above in the Additional Instructor bullet points.

When Additional Instructor Hours are specified on the CourseMaster Table, the Additional Instructor’s Hours must be equal or less than the Additional Instructor Hours.

**Validation Logic Order**
The following validations are performed when a course is saved:

**Step 1** – Determine if Instructor Certificate is in the InstructorCertification Table.

1. Enter Certificate or SSN and select the Save Course button.
   a. If “Yes,” then populate Social Security Number, First Name, Last Name and go to Step 2
   b. If “No,” user receives the following fatal error: “No Instructor Exists with Certificate Number XXXXXXXX in the database. Please enter the first and last name of the instructor, as well as the instructor’s Social Security Number.”

2. User enters Social Security Number, First Name, Last Name and selects the “Save Course” button. The following warning is displayed “NO certificate on file for Coordinator.” Note: Instructor CD, CE Coordinator for CO.

   Note: The system will check for multiple entries in the Certification Table.

**Step 2** - Check to see if the certificate has expired

1. If certificate = P, then skip to next (Permanent = No Expiration date)
2. If certificate does not equal P, then validate:
   a. If current date is < expiration date, then next step
   b. If current date is > or = to expiration date, then warning “Lead Instructor XXXXXXXX Certificate expired” (Additional Instructor n) in the warning section

**Step 3** - Check if the instructor is valid for the district.
1. If certificate = 4, 8, or P, then OK (valid statewide).
2. If certificate = any other value, then validate (valid district-specific).
   a. If District IRN = “000000,” then skip to next (valid statewide).
   b. If user District IRN = District IRN associated with the Instructor Certificate, then skip to next step (Note: Must check for multiple entries).
   c. If user District IRN does not equal District IRN associated with the Instructor Certificate, then warning “Lead Instructor XXXXXXXX Certificate not valid for district XXXXXX” (Additional Instructor n) in the warning section (Note: Must check for multiple entries).

**Step 4** - Check if the instructor is valid for the subject code
1. If course subject code = a valid subject code for certificate, then validated (Note: Must check for multiple entries and in columns 1 to 6).
2. If course subject code does not equal a valid subject code for certificate, then warning “Lead Instructor XXXXXXXX Certificate not valid for subject code XXXXXX” (Additional Instructor n) in the warning section (Note: Must check for multiple entries and columns 1 to 6).
3. If all after checking all entries for the instructor, all have “null” values for subject code, then warning “Lead Instructor XXXXXXXX Certificate contains Null value for subject code in the database” (Additional Instructor n) in the warning section.
4. Note: The application will perform a check of the Subject Code Crosswalk Table.

**Step 5** – Determine if the instructor/consultant has exceed the 1650 hour limitation for the fiscal year.
1. If “No” – pass validation
2. If “Yes” – the following warning is displayed “Instructor XXXXXXXX is over 1650 hours for the current fiscal year”
   - Certificate type P are permanent and don’t have an expiration date
   - Certificate type 4, 8, or P are valid statewide
   - Certificated with a district IRN of ‘000000’ are valid statewide

Comments Box – is a non-mandatory variable character field that will hold up to 500 characters.

**User Actions**
- The “Save Course” button triggers the validation of all fields based on the business rules defined above. The course information will be stored in the database regardless of the outcome of the validation as long as a Program Area, Course Type, and Subject Code has been specified. Without these three fields, the course cannot be saved. The user will be notified of the validation errors at the top of this screen. The user, at this point, can choose to modify the data and save it again or leave the screen without fixing the data. The “Save Course” button is available when creating a new course and when modifying a course.
- The “Cancel” button will disregard any data that may have been entered in the screen since the last save and will take the user to the Main Menu. Everything entered is not saved to the database. Information that was previously saved is not affected.
- The “Update Enrollment Information” button (CD and CE courses only) will take the user to the Enrollment Information screen. Note: The course must have been successfully saved before the user can go to the Enrollment Information screen. If there has been modification to the data, the system will ask the user if they want to save the information. When the user selects the “OK” option, the Course Information data will be saved and validation will be performed as when selecting the “Save Course” option. When the user selects the “Cancel” option, any changes will be disregarded.

The following tables provide the data elements required for the District Information section of the Course Information screen. The table is broken down by course type and includes data format information.

### District Information

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<tr>
<th>Field</th>
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<th>CD</th>
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<td>Reference Phone</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>3, 3, 4, 5-digit numeric fields</td>
</tr>
</tbody>
</table>

*(Table 2A – District Information Requirements)*

The following table provides the data elements required for the Course Information section of the Course Information screen. The table is broken down by course type and includes data format information.

### Course Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Mandatory?</th>
<th>CD</th>
<th>CE</th>
<th>CO</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Area</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Select Box</td>
</tr>
<tr>
<td>Course Type</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Select Box</td>
</tr>
<tr>
<td>Subject Code</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Seven-digit numeric field</td>
</tr>
<tr>
<td>Course Name</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Alpha field</td>
</tr>
<tr>
<td>Start Date</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>nm/dd/yyyy</td>
</tr>
<tr>
<td>End Date</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>nm/dd/yyyy</td>
</tr>
<tr>
<td>Field</td>
<td>Mandatory?</td>
<td>CD</td>
<td>CE</td>
<td>CO</td>
<td>Format</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Course Hours</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Three-digit numeric field</td>
</tr>
<tr>
<td># Students Taking Course</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Three-digit numeric field</td>
</tr>
<tr>
<td>Profile Level – LI</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Select Box</td>
</tr>
<tr>
<td>Profile Level – AM</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Select Box</td>
</tr>
<tr>
<td>Q1 – Is this a new course for the district?</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Yes / No radio button – default to No</td>
</tr>
<tr>
<td>Q2 – Is this course being submitted for reimbursement?</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Yes / No radio button – default to Yes</td>
</tr>
<tr>
<td>Q3 – Does this course cross fiscal years?</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Yes / No radio button – default to No</td>
</tr>
<tr>
<td>Q4 – Is this course an apprenticeship?</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Yes / No radio button – default to No</td>
</tr>
<tr>
<td>Q5 – Was this course customized for a specific company?</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Yes / No radio button – default to No</td>
</tr>
<tr>
<td>Q6 – Was this course created to report enrollment for students not taking the Work Keys assessment in a CD course?</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Yes / No radio button. If yes, enter course number.</td>
</tr>
<tr>
<td>Course Reference Number</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Enter if Q6 = Yes, numeric field</td>
</tr>
<tr>
<td>Q7 – Is this course a result of a consultative contact?</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Yes / No radio button – default to No</td>
</tr>
<tr>
<td>Consultant First Name</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Enter if Q7 = Yes, numeric field</td>
</tr>
<tr>
<td>Consultant Last Name</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Enter if Q7 = Yes, numeric field</td>
</tr>
</tbody>
</table>

*(Table 2B – Course Information Requirements)*

The following table provides the data elements required for the Instructor/Consultant Information section of the Course Information screen. The table is broken down by course type alone and includes data format information.
### Instructor/Consultant Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Mandatory?</th>
<th>CD</th>
<th>CE</th>
<th>CO</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Instructor SSN or Certificate #</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>7 or 9-digit alpha numeric field</td>
</tr>
<tr>
<td>Lead Instructor SSN</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Mandatory if no match on instructor SSN/certificate. Populated if match when course is saved.</td>
</tr>
<tr>
<td>Lead Instructor First Name</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Mandatory if no match on instructor SSN/certificate. Populated if match when course is saved.</td>
</tr>
<tr>
<td>Lead Instructor Last Name</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Mandatory if no match on instructor SSN/certificate. Populated if match when course is saved.</td>
</tr>
<tr>
<td>Lead Instructor Teaching Hours</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Four digit numeric field Note: Total Instructor hours must equal course hours.</td>
</tr>
<tr>
<td>Additional Instructor SSN or Certificate # (Up to 5)</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>7 or 9 digit alpha numeric field</td>
</tr>
<tr>
<td>Additional Instructor SSN (Up to 5)</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Mandatory if no match on instructor SSN/certificate. Populated if match when course is saved.</td>
</tr>
<tr>
<td>Field</td>
<td>Mandatory?</td>
<td>CD</td>
<td>CE</td>
<td>CO</td>
<td>Format</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>------------</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Additional Instructor First Name (Up to 5)</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Mandatory if no match on Instructor SSN/Certificate. Populated if match when course is saved.</td>
</tr>
<tr>
<td>Additional Instructor Last Name (Up to 5)</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Mandatory if no match on instructor SSN/certificate. Populated if match when course is saved.</td>
</tr>
<tr>
<td>Additional Instructor Teaching Hours (Up to 5)</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Four digit numeric field. Note: Total Instructor Hours must equal Course Hours.</td>
</tr>
</tbody>
</table>

*(Table 2C – Instructor/Consultant Information Requirements)*

**Screen Shots**
This screen demonstrates the District Information required for all course types.

![Screen 19 – District Information](image-url)
This page demonstrates the Course Information required for CD courses.

(Screen 20 – Course Information, CD Course)
This page demonstrates the Course Information required for CE courses.

(Screen 21 – Course Information, CE Course)
This page demonstrates the Course Information required for CO courses.

(Screen 22 – Course Information, CO Course)
This page demonstrates the Instructor Information required for both CD and CE courses.

![Instructor Information](Image)

*Screen 23 – Instructor Information, CD and CE Courses*
This page demonstrates the Instructor Information required for CO courses.

**Consultant Information**

- Coordinator SSN or Certificate #: 
- Coordinator Social Security #: 
- Coordinator First Name: 
- Coordinator Last Name: 
- Number of Consultative Hours: 

Enter any additional comments below.

*(Screen 24 - Instructor Information, CO Course)*
10. Course Management – List Courses Screen

Recap of Enhancements made in Part III Phase B
The following items have been added to the List Courses screen:

- A “Print Version” button has been added to this screen to display the contents of the screen in a printer-friendly format.
- Additional link is provided for District Staff and Attestors to copy transfer records for CD courses from the previous fiscal year to the current fiscal year.
- A “Void Approval” button is provided to ODE AWE Consultant and ODE AWE Administrator roles to void course records that are at least in the “District Approved” status.
- The ODE AWE Consultant can approve course records that are in “District Approved” status from both the summary screen and by selecting the course and adding a comment.
- The ability to retain sort in the original screen when user selects a record to approve it and then returns to the record.

Recap of Enhancements made in Part III Phase A
The following items have been added to the List Courses screen:

- The years 2001 and 2002 have been added to the Fiscal Year Table.
- Ability to update existing course records 30 days beyond the Fiscal Year Close Date.

Functionality Overview
The purpose of this page is to provide the data entry users with the ability to create and modify courses and provides all users with the ability to view historical information about previously entered courses. It also provides the District Staff and the Attestor with an automated process to copy transfer records of CD courses from the previous fiscal year; the ODE AWE Staff and ODE AWE Consultant with the ability to void course records that are at least in the “District Approved” status; and the ODE AWE Consultant with the ability to approve course records that are in the “District Approved” state from both the summary screen and by selecting the course and adding a comment.

This screen provides data entry users (District Staff, Attestor) with the following functionality:

- Add new courses from scratch
- Add new courses from copies of existing courses (replicate)
- Modify existing courses
- Delete existing courses
- Submit courses for approval
- Review previously entered course information
- Copy transfer records from the previous fiscal year

This screen provides the ODE AWE Consultant with the ability to review course information and approve course records that are in the “District Approved” status from both the summary screen and by selecting the course and adding a comment.

All other users have only the ability to review course information.
By default, the contents of the course listing are initially left blank – the user must select the “Search” button to execute a search and retrieve a list of courses with records to display. To aid in the management of this large volume of data, the screen provides users with the ability to narrow the search criteria used to define the set of courses displayed. Through the use of these search criteria, users can narrow the scope of the search. The specific search options available to the users differ slightly based on user role. All users can search on Course Reference Number, Course Subject Code, Building IRN, Fiscal Year, End Date Range, Course Type and Course Status. ODE level users also have the ability to search on District IRN and CTPD. District level users can search only for courses within their own district, thus these values are fixed.

Data entry users, consisting of user roles of District Staff and Attestor, have the ability to create, modify, delete, and submit courses, in addition to reviewing course data. These users can also search for specific courses within their own district.

The District Staff and Attestor have the added capability to copy records of transfer courses from the previous fiscal year to the current fiscal year and then view/update these transfer course records.

The remaining district level users, consisting of Superintendent, Treasurer, and District General, can view only courses defined within their district. As a result, these users cannot create or modify course information, and cannot search on either District IRN or CTPD number – these values are fixed based on the district for which the user was created.

ODE CTAE Staff, ODE AWE Consultant, and ODE CTAE Administrator have the ability to look at any course in the system, but like Superintendents and Treasurers, they cannot create or modify courses. As a result, these users have the ability to search on District IRN and CTPD number.

ODE AWE Consultant has the ability to look at any course and approve course records that are in the “District Approved” status from both the summary screen and by selecting the course and adding a comment.

**Business Rules**

**Filter Information**

The user may limit their search by using the following filters:

- **Reference Number** – is a unique course identifier. It is a system generated numeric field.
- **District IRN** – is derived from the login information and is a non-editable field for all roles at the district level. For roles at the ODE level, the field is editable. It is a non-required field.
- **CTPD** – is derived from login information and is a non-editable field for all roles at the district level. For all roles at the ODE level, the field is editable. It is a non-required field.
- **Building IRN** – is not a required field in this context.
- **Program Area** – is not a required field in this context. The user may select from values listed in a drop down box. The drop down box will be populated dynamically from values stored in the Program Area Table.
- **Course Type** – is not a required field in this context. The user may select from values listed in a drop down box. The drop down box will be populated dynamically from values stored in the Course Type Table. Current values are: CD, CE, and CO. The default value is “All.”
- **Subject Code** – must be a six-digit code. This is not a required field in this context.
• **Fiscal Year** – is a required field. It will always be defaulted to the current fiscal year. The user may be able to change to previous fiscal years. There will be a drop down list where the user may choose the fiscal year.

• **Min End Date** – is not a required field. It will default to blank. It is masked indicating day, month, and year. If fiscal year is specified, then this date must occur in this fiscal year.

• **Max End Date** – is not a required field. It will default to blank. It is masked indicating day, month, and year. This date must be greater than or equal to the Min End Date. If fiscal year is specified, then this date must occur in this fiscal year.

• **Status** – is not a required field in this context. The user may select from values listed in a drop down list. The drop down list will be populated dynamically from values stored in the Course Status Table according to the user’s role. Default value is “All.”

• **Instructor Last Name** – is not a required field in this context. The user will type in the last name of the instructor.

After the search criterion has been determined, the user will select the “Search Button.” The courses will be displayed in end date ascending order.

**Course Selection**

• Course Selection Indicator – is not selected for default. When the user wants to work with a course, they must select the record prior to choosing one of the available actions. This is not true when selecting the “Search” and/or “Add Course” actions.

• When the screen is displayed for the first time, no records will be displayed. The user needs to select the “Search” action in order to display records in this screen.

**User Action**

The user may take the following actions from this screen. Permissions are based on user role:

• The “Add Course” button will take the user to the Course Information screen.

• The “Replicate Course” button will take the user to the Course Information screen and will populate the following fields:
  o Reference First and Last Name
  o Reference E-mail
  o Reference Area Code, Phone Number, and Extension
  o Program Area
  o Course Type
  o Subject Code
  o Course Name

This action will not create a new course. The course will be created once the user selects the “Save Course” option in the Course Information screen.

• The “Update Course” button is available only for courses that are in “Draft” status. This action will take the user to the Course Information screen. The selected course information will be displayed allowing the user to modify the information. Courses can only be updated in the current fiscal year. There is a window after the end of the fiscal year to update existing courses. Window duration is set by a database parameter.

• The “Delete Course” button is available only for courses that are in “Draft” status and have not previously been submitted for approval. If the course is in Draft status because a user has rejected it, an error message will be displayed, indicating that a course cannot be deleted. When the user selects this option, they will be asked to confirm the deletion, after which, the selected course will be removed from the system. Courses can only be deleted in the current fiscal year unless the end of fiscal year window is open.
• The “Submit Course” button will validate all course data including the General Course, Instructor Information, Enrollment, and Customer Satisfaction data. When validation fails, the user will be presented with a comprehensive list of all errors and warning messages. When a course passes all validation criteria, the course status is set to “Review.” An e-mail is sent to the corresponding Attestor for that district indicating that there is a new course in their inbox.

• The “Review Course” button will take the user to the Historical Review screen which displays all information for the selected course. This functionality is available to all users.

• The “Search” button will perform a search in the database on the filter criteria provided and will display a new list that meets the criteria. When no records are found that meet the criteria, the system will display a message indicating so.

• The “Transfer Records from the Previous Year Above” button will copy records of transfer courses from the previous fiscal year to the current fiscal year.

Course Information Displayed
The system will display the following course information:
• Reference Number
• CTPD
• District IRN
• Building IRN
• Course Name
• Subject Code
• Course Type
• End Date
• Fiscal Year
• Total Enrollment
• Hours
• Reimbursed (Y/N)
• Status
• Warnings (Y/N)

Screen Shots
The users will see this screen when first accessing the List Courses screen from the Main Menu. Functionality available is based on user role.
## List Courses

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Subject Code</th>
<th>Program Area</th>
<th>District IRN</th>
<th>CTPD</th>
<th>Building IRN</th>
<th>Fiscal Year</th>
<th>Minimum End Date (mm/dd/yyyy)</th>
<th>Maximum End Date (mm/dd/yyyy)</th>
<th>Course Type</th>
<th>Status</th>
<th>Instructor Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>All</td>
<td></td>
<td></td>
<td></td>
<td>2005</td>
<td></td>
<td></td>
<td>All</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### (Screen 25 – List Courses – Initial View)
After setting the filters and selecting the “Search” button, the system displays a list of courses meeting the search criteria.

The District Staff and Attestor can copy transfer CD course records from the previous fiscal year by performing the following steps:

- Select the appropriate fiscal year from the “Fiscal Year” drop down list,
- Select “CD” from the “Course Type” drop down list, and
- Click the “Transfer Records from the Fiscal Year Above” button.

This will complete the copy of the course records. Note that this function can only be performed one time.
The user can view the copied records by performing the following steps:

- Select the current fiscal year from the “Fiscal Year” drop down list,
- Select “CD” from the “Course Type” drop down list, and
- Clicking the “Search” button.

This will display all the CD courses for the current fiscal year with the copied transfer course records highlighted.
### List Courses

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Subject Code</th>
<th>Program Area</th>
<th>District IRN</th>
<th>CTPD</th>
<th>Building IRN</th>
<th>Minimum End Date (mm/dd/yyyy)</th>
<th>Maximum End Date (mm/dd/yyyy)</th>
<th>Instructor Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>051532</td>
<td>011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Type**
- [CD](#) - [Status](#) - [All](#)

<table>
<thead>
<tr>
<th>Ref Num</th>
<th>CTPD</th>
<th>District IRN</th>
<th>Building IRN</th>
<th>Course Name</th>
<th>Subject Code</th>
<th>Course Type</th>
<th>End Date</th>
<th>Fiscal Year</th>
<th>Total Enroll</th>
<th>Reimb</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3102</td>
<td>011</td>
<td>051532</td>
<td>035518</td>
<td>Medical Office Specialist</td>
<td>140000</td>
<td>CD</td>
<td>8/30/2004</td>
<td>2005</td>
<td>0</td>
<td>300</td>
<td>Y</td>
</tr>
<tr>
<td>32588</td>
<td>011</td>
<td>051532</td>
<td></td>
<td></td>
<td>999913</td>
<td>CD</td>
<td>2/5/2005</td>
<td>2005</td>
<td>5</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>32587</td>
<td>011</td>
<td>051532</td>
<td></td>
<td></td>
<td>090012</td>
<td>CD</td>
<td>1/1/2005</td>
<td>2005</td>
<td>5</td>
<td>20</td>
<td>Y</td>
</tr>
<tr>
<td>32568</td>
<td>011</td>
<td>051532</td>
<td>035518</td>
<td>Medical Office Specialist Office Admin</td>
<td>140000</td>
<td>CD</td>
<td>3/15/2005</td>
<td>2005</td>
<td>6</td>
<td>40</td>
<td>Y</td>
</tr>
<tr>
<td>32569</td>
<td>011</td>
<td>051532</td>
<td>035518</td>
<td>Medical Office Specialist Office Admin</td>
<td>140000</td>
<td>CD</td>
<td>3/15/2005</td>
<td>2005</td>
<td>1</td>
<td>8</td>
<td>Y</td>
</tr>
<tr>
<td>32727</td>
<td>011</td>
<td>051532</td>
<td></td>
<td></td>
<td>000012</td>
<td>CD</td>
<td>6/10/2005</td>
<td>2005</td>
<td></td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>32730</td>
<td>011</td>
<td>051532</td>
<td></td>
<td></td>
<td></td>
<td>CD</td>
<td>2005</td>
<td>10</td>
<td>600</td>
<td>N</td>
<td>Draft</td>
</tr>
<tr>
<td>32731</td>
<td>011</td>
<td>051532</td>
<td>035519</td>
<td>Medical Office Specialist</td>
<td>140000</td>
<td>CD</td>
<td>2005</td>
<td>12</td>
<td>300</td>
<td>N</td>
<td>Draft</td>
</tr>
</tbody>
</table>

Highlighted courses are transfers

(Screen 27 – View Transfer CD Courses)
11. Historical Course Review

Recap of Enhancements made in Part III Phase B
The following change has been made to this screen:
- A “Print Version” button is provided on the Course Review page to allow the user to view a printer-friendly version of the screen displaying the course information.

Recap of Enhancements made in Part III Phase A
The following changes have been made to this screen:
- Ability to review records from previous fiscal years.
- Ability for ODE AWE Consultants to change course reimbursement status.
- ODE Administrator functionality, Override, Void, and Reimbursement Change is now accessed via the Historical Course Review screen.
- Additional functionality to record current course status when moved to the “Past Deadline” status.
- Updated terminology from “OCAP” to “Technical Assessment.”
- Address FERPA regulations to indicate a signed consent form is on file to share information on a student.
- Screen split with the “Cancel” button on top to minimize user scroll down.

Functionality Overview
The user will access this screen from the List Courses screen by selecting the “Review Course” button.

Business Rules
The following course information is displayed:

Course Warning Section – Same for all course types:
- Any warnings associated with a course are displayed here.

District Information Section – Same for all course types:
- District IRN
- District name
- CTPD
- Building IRN
- Building Name

Reference: Information Section – Same for all course types:
- First Name
- Last Name
- E-mail
- Phone
**Course Information Section** – Varies based on course type:

<table>
<thead>
<tr>
<th>Data</th>
<th>CD</th>
<th>CE</th>
<th>CO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Number</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Program Area</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Course Type</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Subject Code</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Course Name</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Start Date</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>End Date</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Course Hours</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Number of Students</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Profile LI</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Profile AM</td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>FTE Calculation</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Status (if Past Deadline, the previous course status is in red)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Is this a new course for the district?</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Is this course being submitted for reimbursement?</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Does this course cross fiscal years?</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Is this course an apprenticeship?</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Was this course created to report enrollment for students not taking the Work Keys assessment in a CD course? Enter the CD Course Reference Number, if “Yes.”</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Was this course customized for a specific company?</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Is this course the result of a consultative contact?</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Enter the Consultant Name, if “Yes” to consultative contact question.</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

*(Table 3 – Course Information)*
Instructor/Consultant Information – Varies based on course type.

<table>
<thead>
<tr>
<th>Data</th>
<th>CD</th>
<th>CE</th>
<th>CO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Instructor/Consultant Certificate #</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Lead Instructor/Consultant First Name</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Lead Instructor/Consultant Last Name</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Lead Instructor Hours</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Additional Instructor Certificate # (1 to 5)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Additional Instructor Valid?</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Additional Instructor First Name</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Additional Instructor Last Name</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Additional Instructor Instructional Hours</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Additional Comments</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

(Table 4 – Instructor/Consultant Information)

Enrollment Information - Varies based on course type.

Totals by Ethnicity

<table>
<thead>
<tr>
<th>Data</th>
<th>CD</th>
<th>CE</th>
<th>CO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian or Pacific Islander – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Black, Non-Hispanic – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Hispanic – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Multiracial – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Native American – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>White, Non-Hispanic – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Total by Gender – M, F</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Overall Total</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

(Table 5A – Enrollment Information – Totals by Ethnicity)
Totals by Special Population

<table>
<thead>
<tr>
<th>Data</th>
<th>CD</th>
<th>CE</th>
<th>CO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabilities – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Disadvantaged – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Displaced Homemaker – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Limited English Proficiency – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Non-Traditional Training and Employment – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Single Parent – M, F (C, L, T – CD only)</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

*(Table 5B – Enrollment Information – Totals by Special Population)*

**Customer Satisfaction** – (CD and CE Only)
- Number of Individuals Surveyed
- Total Customer Satisfaction Rating

**Performance Totals** – (CD Only)
Provides a recap for Work Keys – LI and AM, Technical Assessment, and Industry Credential
- Number of Individuals Assessed
- Total Meeting Benchmark Level/Passed

Breakdown by Gender – (# meeting benchmark/passed)
- Male
- Female

Breakdown by Ethnicity – (# meeting benchmark/passed)
- Asian or Pacific Islander
- Black, Non-Hispanic
- Hispanic
- Multiracial
- Native American
- White, Non-Hispanic

Breakdown by Special Population – (# meeting benchmark/passed)
- Disabled
- Disadvantaged
- Displaced Homemaker
- Limited English Proficiency
- Non-Traditional Training and Employment
- Single Parent

**Students Enrolled** – (CD Only)
Provides a recap of all student level data entered for the course and Performance Indicator calculations.
General Information:
- Name
- Gender
- Race
- Hours
- Result
- WIA Voucher
- WIA State/Region
- Is there a consent form on file?

Special Population Information:
- Disabled?
- Disadvantaged?
- Displaced Homemaker?
- Limited English Proficiency?
- Non-Traditional Training and Employment?
- Single Parent?

Performance Indicators Information:
- ACT Work Keys LI – Taken?
- ACT Work Keys LI – Score
- ACT Work Keys LI – Met Level
- ACT Work Keys AM – Taken?
- ACT Work Keys AM – Score
- ACT Work Keys AM – Met Level
- Technical Assessment – Taken?
- Technical Assessment – Score
- Technical Assessment – Met Level
- Industry Credential Status
- Industry Credential Code

Approval Information – (All Course Types)
- User Role
- User ID
- Date
- Comments

Reject Information – (All Course Types)
- User Role
- User ID
- Date
- Reason
- Comments
Reimbursement Changes – (All Course Types)

- User Role
- User ID
- Date
- Comments

Screen Shots

CD Courses

Multiple Screen Shots are required in order to display the entire contents of the Historical Review page for CD courses. This screen depicts the Course Warnings, District, and Reference Information sections.

(Screen 28A – Historical Course Review – CD)
CD Courses – Continued

This screen displays the Course Information section.

![Course Information Screen]

<table>
<thead>
<tr>
<th>Course Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Number:</td>
<td>103</td>
</tr>
<tr>
<td>Program Area:</td>
<td>Health Careers</td>
</tr>
<tr>
<td>Course Type:</td>
<td>Career Development</td>
</tr>
<tr>
<td>Subject Code:</td>
<td>07.00.02</td>
</tr>
<tr>
<td>Course Name:</td>
<td>Licensed Practical Nursing</td>
</tr>
<tr>
<td>Start Date:</td>
<td>7/1/2002</td>
</tr>
<tr>
<td>End Date:</td>
<td>5/31/2002</td>
</tr>
<tr>
<td>Course Hours:</td>
<td>400</td>
</tr>
<tr>
<td>Number of Students:</td>
<td>10</td>
</tr>
<tr>
<td>Profile LI:</td>
<td>4</td>
</tr>
<tr>
<td>Profile AM:</td>
<td>7</td>
</tr>
<tr>
<td>FTE:</td>
<td>0.60</td>
</tr>
<tr>
<td>Status:</td>
<td>ODE Approved</td>
</tr>
</tbody>
</table>

Is this a new course for the district? No

(Screen 28B – Historical Course Review – CD)
CD Courses – Continued

This page is a continuation of the Course Information section.

(Screen 28C – Historical Course Review – CD)

This screen displays the Instructor Information section.

(Screen 28D – Historical Course Review – CD)
CD Courses – Continued

This screen displays the Enrollment Totals by Ethnicity section.

<table>
<thead>
<tr>
<th>Totals by Ethnicity</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete</td>
<td>Leave</td>
</tr>
<tr>
<td></td>
<td>Complete</td>
<td>Leave</td>
</tr>
<tr>
<td>Asian or Pacific Islander</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Black, Non-Hispanic</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Multiracial</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Native American</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>White, Non-Hispanic</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total by Gender</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overall Total</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

(Screen 28E – Historical Course Review – CD)

This screen displays the Enrollment Totals by Special Population and Customer Satisfaction sections.

<table>
<thead>
<tr>
<th>Totals by Special Population</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete</td>
<td>Leave</td>
</tr>
<tr>
<td></td>
<td>Complete</td>
<td>Leave</td>
</tr>
<tr>
<td>Disabled</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disadvantaged</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Displaced Homemaker</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Limited English Proficiency</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Traditional Training and Employment</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Single Parent</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(Screen 28F – Historical Course Review – CD)
CD Courses – Continued

This screen displays the Performance Totals for Work Keys LI and AM, Technical Assessment, and Industry Credentials.

**Performance Totals**

<table>
<thead>
<tr>
<th></th>
<th>Work Keys</th>
<th>Work Keys</th>
<th>Technical</th>
<th>Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LI</td>
<td>AM</td>
<td>Assessment</td>
<td>Credential</td>
</tr>
<tr>
<td>Number of Individuals Assessed</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Meeting Benchmark Level or Passed</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Breakdown by Gender**

- Male: 0 0 0 0
- Female: 0 0 0 0

**Breakdown by Ethnicity**

- Asian or Pacific Islander: 0 0 0 0
- Black, non-Hispanic: 0 0 0 0
- Hispanic: 0 0 0 0
- Multiracial: 0 0 0 0
- Native American: 0 0 0 0
- White, non-Hispanic: 0 0 0 0

(Screen 28G – Historical Course Review – CD)

This screen continues to display the Performance Totals section.

**Breakdown by Special Population**

- Disabled: 0 0 0 0
- Disadvantaged: 0 0 0 0
- Displaced Homemaker: 0 0 0 0
- Limited English Proficiency: 0 0 0 0

(Screen 28H – Historical Course Review – CD)
CD Courses – Continued

This screen displays the Student Enrollment Information section.

(Screen 28I – Historical Course Review – CD)

This screen displays the Approval and Rejection Information sections.

(Screen 28J – Historical Course Review – CD)
CD Courses – Continued

This screen displays the Reimbursement Changes section.

(Screen 28K – Historical Course Review – CD)
CE Courses

Multiple screen shots are required in order to display the entire contents of the Historical Review page for CE courses. This screen depicts the Course Warnings, District, and Reference Information sections.

(Screen 29A – Historical Course Review – CE)

This screen displays the Course Information section.

(Screen 29B – Historical Course Review – CE)
CE Courses – Continued

This screen displays the Course Information and Instructor Information sections.

(Screen 29C – Historical Course Review – CE)

This screen displays the Instructor Information and Enrollment Information sections.

(Screen 29D – Historical Course Review – CE)
CE Courses – Continued

This screen displays the Enrollment Information Totals by Ethnicity and Special Population sections.

(Screen 29E – Historical Course Review – CE)

This screen displays the Customer Satisfaction and Information Approval section.

(Screen 29F – Historical Course Review – CE)
CE Courses – Continued

This screen displays the Rejection Information and Reimbursement Changes section.

(Screen 29G – Historical Course Review – CE)
CO Courses

Multiple screen shots are required in order to display the entire contents of the Historical Review page for CO courses. This screen depicts the Course Warnings, District, and Reference Information sections.

(Screen 30A – Historical Course Review – CO)

This page displays Reference and Course Information sections.

(Screen 30B – Historical Course Review – CO)
CO Courses – Continued

This screen displays the Course, Consultant, and Approval Information sections.

### Consultant Information
- **Certificate #:** 11111111
- **First Name:** ipolig
- **Last Name:** ganeippie
- **Number of Consultative Hours:** 10

### Approval Information

<table>
<thead>
<tr>
<th>User Role</th>
<th>User ID</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Attactor</td>
<td>xattiexecO1</td>
<td>6/5/2003</td>
<td></td>
</tr>
<tr>
<td>Superintendent</td>
<td>xsuperO1</td>
<td>6/5/2003</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>xtreasurerO1</td>
<td>6/5/2003</td>
<td></td>
</tr>
</tbody>
</table>

### Rejection Information

<table>
<thead>
<tr>
<th>User Role</th>
<th>User ID</th>
<th>Date</th>
<th>Reason</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>xsuperinfoO1</td>
<td>6/6/2003</td>
<td>Teaching hours do not match total course hours</td>
<td>test</td>
</tr>
</tbody>
</table>

(Screen 30C – Historical Course Review – CO)

This screen displays the Approval and Rejection Information sections.

(Screen 30D – Historical Course Review – CO)
CO Courses – Continued

This screen displays the Reimbursement Changes section.

(Screen 30E – Historical Course Review – CO)
12. Course Enrollment – Career Development

Recap of Enhancements made in Part III Phase B
The following enhancement has been added:

- The user can upload partially correct course enrollment data, can make corrections to the data from the student data upload interface, and complete the upload after making the corrections. The user no longer has to make changes to the original file in order to make corrections to the uploaded data.

Recap of Enhancements made in Part III Phase A
The following functionality has been added:

- Functionality which prohibits a user from saving a student record for a student not taking the Work Keys assessments, LI and AM.
- Provide a warning when submitting a course with zero students taking the Technical Assessment. (Only when there is a Technical Assessment associated with the course.)
- Updated terminology from “OCAP” to “Technical Assessment.”
- Additional security - FERPA regulations.
- Provide a drop down list of all Industry Credentials associated with the Course Subject Code.
- Page has been split to provide functionality buttons on both top and bottom of the screen to minimize user scroll down.

Functionality Overview
Course Enrollment is comprised of student and customer satisfaction data. The Enrollment Management screen allows the user to enter new or update existing enrollment data. Because enrollment information cannot exist independently of a course, this screen is accessible only from the Course Information page and is accessible only to user types of Staff and Attestor.

Once the course has been saved for the first time, the user will be able to select the Update Enrollment Data button. The user will be taken to the Enrollment Management screen.

There are two methods available to enter student enrollment data for CD courses:

- Manual Process
- File Upload Process

Manual Entry
Functionality is accessed from the Enrollment Management screen by selecting the “Add Student” button. The user is first taken to the Enter SSN screen, then to the Student Enrollment Information screen. Individual student records are added to the course one at a time. After each student record is entered and saved, the system will validate the data. If the system detects any fatal errors, the user will be prompted with an error message to correct the data. After correcting the data, the user may re-save the student record. When the course is submitted for approval, the enrollment information is validated to determine whether or not this course could be successfully submitted. Any errors that would prevent the course from being successfully submitted are displayed on the screen, though the enrollment information is still saved.
Canceling the changes discards any changes made to the enrollment information and returns the user to the Course Information screen from which the Enrollment Information screen was initially accessed.

**File Upload**
The File Upload functionality will allow a user to import student data into the application from a formatted file. Functionality is accessed from the Enrollment Information screen. After selecting the “Upload Student Data” button, the user will be taken to a Browse screen to select the desired file. After selecting the file, the user will select the “Upload” button. The system will validate the file data and take the user to a Data Preview screen. The user will see one of the following results:

- If there are no data errors, the user will be able to verify that the data looks correct, if it is, they will select the “Yes, Add These Students to the Course” button. The system will re-validate the data and the student data will be saved. If the data looks incorrect, the user will select the “No, Don’t Add These Students to the Course” button, which will remove the data from the screen. The user may correct the data in the file and repeat the process.
- If the file contained errors, the user will receive an error message and will be required to fix the file and repeat the process. (This is to ensure data is correct before saving to the database.)

Note: After submitting records, the user may modify student data records through the Modify screen. The user can upload partially correct course enrollment data, make corrections to the data from the student data upload interface, and complete the upload after making the corrections. The user no longer has to make changes to the original file in order to make corrections to the uploaded data.

**Customer Satisfaction**
The Customer Satisfaction data is still captured at the course level. The Customer Satisfaction Input screen is accessed from the Course Management screen by selecting the “Next – Customer Satisfaction” button.

**Business Rules**
- Course Enrollment Information cannot exist without an associated course. This means that before entering enrollment information, a course must be created.
- Enrollment Information is captured at the student level.
- Customer Satisfaction Information is captured at the course level.
- The user can choose to manually enter the student data or upload the student data from a file. Note: The user may enter students through a combination of Manual Entry and File Upload.
- The system displays the number of student records entered from the Course Management page to the enrollment total entered on the Course Information page. The two numbers must match before the course can be submitted for review.

**Manual Entry**
- Functionality is accessed by selecting the Add Student button from the Course Management screen.
- The course must be in “Draft” status to add student records.
• If when entering SSN there is no reported SSN for the student, the user may leave the field blank and select the **Next** button. The system will assign a unique internal tracking number to the record.
• The user will input student data one at a time during manual entry. The system will validate each student record and any errors must be corrected by the user before proceeding to another record. Data format is outlined in Table 6A.
• The system will not permit performance data to be input for students with the result of “Transfer.”
• The system will not permit the user to enter more students than entered on the Course Information screen.
• If the number of students entered is less than the number entered on the Course Information screen, the user will receive an error when attempting to submit the course for review.
• A student may not have more hours than entered on the Course Information page.
• If, after entering student information, the user reduces the Course Hours on the Course Information screen, the user will receive a fatal error when attempting to save the course.
• If, after entering student information, the user reduces the Total Course Enrollment on the Course Information screen, the user will receive a fatal error when attempting to submit the course for review.
• The system will calculate course FTE based on the following equation: Sum of Student Hours/450 = FTE
• The system will determine if a student met the Profile Level for Work Keys LI and AM, by comparing the score entered on the Student Enrollment Information screen to the profile level entered on the Course Information screen.
• The system will determine if a student met the Technical Assessment benchmark level by comparing the score entered on the Student Enrollment Information screen to course benchmark located in the Technical Assessment Crosswalk Table.
• The system will not allow the user to enter Technical Assessment data if there isn’t a test associated with the course based on the Crosswalk Table.
• If WIA Voucher = Yes, user must select a WIA State from the drop down box. Note: If user types “O” the box will display Ohio.
• A user may be in multiple Special Population categories, choose “Yes” for all that apply.
• The system will display a warning if a course is submitted where no students took the Technical Assessment and one is available.
• The system will not allow the user to input a score for Work Keys LI, AM or Technical Assessment if Taken = “No.”
• If user selects option 1, 2, or 3 for Industry Credential Status, a corresponding Industry Credential Code must be selected. The system will not permit the user to enter an Industry Credential Code if Industry Credential Status = 4.
• All available Industry Credentials for the course will be displayed in a drop down box in alpha order.

**File Upload**

• Functionality is accessed by selecting the “Upload Student Data” button from the Course Management screen.
• The course must be in “Draft” status to add student records.
• The upload file must be in comma-delimited format. Data must be entered in the format outlined in Table 6A.
• The system will validate the file based on the same business rules set for the Manual Entry process.
• Validation errors will be displayed on the Student Data Review screen and must be corrected by the user before attempting another upload.
• If data errors are present, the system will not give the user the option to add the records. The file must be corrected first.
• The system will perform a second validation once the Yes, Add these Students to this Course button is selected from the Student Data Preview screen.
• If the file contains more students than entered on the Course Information page, the user will receive a fatal error when attempting to submit the course for review.

Modify Student
• Functionality is accessed by selecting a student record and the Modify Student button from the Course Management screen.
• The course must be in “Draft” status to modify student information.
• The user is taken to the Student Enrollment Information screen with all information for the selected student record pre-populated.
• The system will encrypt student Social Security Numbers. When displaying student information for modification, only the last 4 digits of the Social Security Number will be displayed to the user.
• The user may modify any field with the same business rules as outlined in the Manual Entry section applying. If the changes violate the business rules the user will receive an error message on what to fix.
• Student data is validated against course parameters set in the Course Information page.

Delete Student
• Functionality is accessed by selecting a student record and the “Delete Student” button from the Course Management screen.
• The course must be in “Draft” status to delete student information.
• The system will prompt the user to confirm that they wish to delete this student from the course.

Customer Satisfaction
• This screen is accessed by selecting the Next – Customer Satisfaction button from the Course Management screen.
• System will not allow the user to enter a number in the Number of Students Surveyed field that is greater than the course enrollment. However, this number may be less than the enrollment total.
• The Total Customer Satisfaction Rating must be a number between 0 and 100.
• The user must select the Save Customer Satisfaction Info for Course button before leaving this screen. If not, the data will not be saved.
• System will prompt user if they have saved their information when leaving this screen.

Customer Satisfaction Calculator
• Functionality is accessed by selecting the Customer Satisfaction Calculator button from the Customer Satisfaction Input screen.
• The user must first enter the Number of Students Surveyed before selecting the Customer Satisfaction button. The calculator will contain the same number of rows as students surveyed.
• Score values range from 1 to 10.
• If the student did not answer one of the questions, the user should leave that space blank.
• After the score has been calculated, the user may copy and paste the result into the Total Customer Satisfaction field.
• The system does not store the calculator data. It is removed when the calculator is closed.

The following table provides a list of the data elements required for the Student Information section as well as the format required for the Upload File.

### Section 1 – General Information

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required?</th>
<th>Description</th>
<th>Upload File Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
<td>N</td>
<td>Nine digit numeric field. Enter students nine-digit SSN, if none leave blank and the application will assign a unique number in the following format. AWEXXX</td>
<td>XXXXXXXXXX or Leave Blank</td>
</tr>
<tr>
<td>Student First Name</td>
<td>Y</td>
<td>Twenty-digit alpha field.</td>
<td>Name up to 20 digits</td>
</tr>
<tr>
<td>Student Last Name</td>
<td>Y</td>
<td>Thirty-digit alpha field.</td>
<td>Name up to 30 digits</td>
</tr>
<tr>
<td>Gender</td>
<td>Y</td>
<td>Select box, choices are “Male” and “Female.”</td>
<td>“M” = Male “F” = Female</td>
</tr>
<tr>
<td>Race</td>
<td>Y</td>
<td>Select box, choices are: “Black” = Black, Non-Hispanic “Hispanic” = Hispanic “Asian” = Asian or Pacific Islander “Native” = Native American “White” = White, Non-Hispanic “Multi” = Multiracial</td>
<td>Enter one of the following race code: B = Black, Non-Hispanic H = Hispanic A = Asian or Pacific Islander N = Native American W = White, Non-Hispanic M = Multiracial</td>
</tr>
<tr>
<td>Student Hours</td>
<td>Y</td>
<td>Four-digit numeric field; enter the number of hours the student earned for course.</td>
<td>Example - 1234</td>
</tr>
<tr>
<td>Status</td>
<td>Y</td>
<td>Select box, choices are: “Completer,” “Leaver,” “Transfer”</td>
<td>Enter one of the following status code: C = Completer L = Leaver</td>
</tr>
<tr>
<td>Field Name</td>
<td>Required?</td>
<td>Description</td>
<td>Upload File Format</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>WIA Voucher</td>
<td>Y</td>
<td>Select box, choices are “Yes,” “No.” The default is “No.”</td>
<td>Enter one of the following codes: Y = Yes, N = No</td>
</tr>
<tr>
<td>Is there a consent form on file?</td>
<td>Y</td>
<td>Select box, choices are “Yes,” “No.” The default is “No.”</td>
<td>Enter one of the following codes: Y = Yes, N = No</td>
</tr>
</tbody>
</table>

*(Table 6A – Student Enrollment Information)*
The following table provides a list of the data elements required for the Special Populations section as well as the format required for the Upload File.

### Section 2 – Special Population Information

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required?</th>
<th>Description</th>
<th>Upload File Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled</td>
<td>Y</td>
<td>Select box, choices are “Yes,” “No.” The default is “No.” Select “Yes” if the student falls into the category. A student may be in more than one Special Population category.</td>
<td>Enter one of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Y = Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N = No</td>
</tr>
<tr>
<td>Disadvantaged Displaced Homemaker</td>
<td>Y</td>
<td>Select box, choices are “Yes,” “No.” The default is “No.” Select “Yes” if the student falls into the category. A student may be in more than one Special Population category.</td>
<td>Enter one of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Y = Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N = No</td>
</tr>
<tr>
<td>Limited English Proficiency</td>
<td>Y</td>
<td>Select box, choices are “Yes,” “No.” The default is “No.” Select “Yes” if the student falls into the category. A student may be in more than one Special Population category.</td>
<td>Enter one of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Y = Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N = No</td>
</tr>
<tr>
<td>Non-Traditional Training and</td>
<td>Y</td>
<td>Select box, choices are “Yes,” “No.” The default is “No.” Select “Yes” if the student falls into the category. A student may be in more than one Special Population category.</td>
<td>Enter one of the following:</td>
</tr>
<tr>
<td>Employment</td>
<td></td>
<td></td>
<td>Y = Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N = No</td>
</tr>
<tr>
<td>Single Parent</td>
<td>Y</td>
<td>Select box, choices are “Yes,” “No.” The default is “No.” Select “Yes” if the student falls into the category. A student may be in more than one Special Population category.</td>
<td>Enter one of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Y = Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N = No</td>
</tr>
</tbody>
</table>

*(Table 6B – Student Enrollment Information)*
The following table provides a list of the data elements required for the Performance Indicators section as well as the format required for the Upload File.

### Section 3 – Performance Indicators

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required?</th>
<th>Description</th>
<th>Upload File Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT/Work Keys – LI - Took?</td>
<td>Y</td>
<td>Select box, choices are “Yes,” “No.” The default is “No.” The system will not allow the user to save a student that did not take the assessment.</td>
<td>Enter one of the following: Y = Yes N = No</td>
</tr>
<tr>
<td>ACT/Work Keys – LI - Score</td>
<td>Y</td>
<td>If took? = “Yes,” then mandatory. Select box, choices are 3, 4, 5 &amp; 6. If took = “No,” application will not allow the user to enter a score.</td>
<td>Took = Y, then enter one of the following: 3, 4, 5 or 6. Took = N, leave blank</td>
</tr>
<tr>
<td>ACT/Work Keys – AM - Took?</td>
<td>Y</td>
<td>Select box, choices are “Yes,” “No.” The default is “No.” The system will not allow the user to save a student that did not take the assessment.</td>
<td>Enter one of the following: Y = Yes N = No</td>
</tr>
<tr>
<td>ACT/Work Keys – AM - Score</td>
<td>Y</td>
<td>If took? = “Yes,” then mandatory. Select box, choices are 3, 4, 5, 6 &amp; 7. If took = “No,” application will not allow the user to enter a score.</td>
<td>Took = Y, then enter one of the following: 3, 4, 5, 6 or 7. Took = N, leave blank</td>
</tr>
<tr>
<td>Technical Assessment - Took?</td>
<td>Y</td>
<td>Select box, choices are “Yes,” “No.” If no Technical Assessment Test associated with course, application will state &quot;NO Technical Assessment Test for this Course.&quot; Field is non-editable. The system provides a warning if no one took the Technical Assessment and one is available.</td>
<td>Enter one of the following: Y = Yes N = No</td>
</tr>
<tr>
<td>Technical Assessment - Score</td>
<td>Y</td>
<td>If took? = “Yes,” then mandatory three-digit numeric box, will accept values between 0 and 100. If took = “No,” application will not allow the user to enter a score.</td>
<td>Took = Y, enter value from 0 to 100. Took = N, leave blank</td>
</tr>
<tr>
<td>Industry Credential Status</td>
<td>Y</td>
<td>Select box, choices are: 1-Passed, 2-Failed to Pass, 3-In Process, 4-Not Taken. The application defaults to 4-Not Taken.</td>
<td>Enter one of the following Industry Credential status codes: 1 = Passed 2 = Failed to Pass 3 = In Process 4 = Not Taken</td>
</tr>
<tr>
<td>Industry Credential Code</td>
<td>Y</td>
<td>If status = 1, 2, or 3, then mandatory. Select box with list of ODE approved codes and descriptions. If status = 4, leave blank</td>
<td>If status = 1, 2, or 3, enter the ODE approved code (watch for spaces) If status = 4, leave blank</td>
</tr>
</tbody>
</table>

(Table 6C – Student Enrollment Information)
**User Actions**

**Course Management Screen:**
- The “Add Student” button will take the user to the Student SSN input screen. This is the manual data entry process.
- The “Modify Student” button allows the user to change the Student Enrollment Information for the selected record. The user may modify student records entered through the Manual or File Upload process.
- The “Delete Student” button allows the user to remove the student record from the course.
- The “Upload Student Data” button takes the user to the Upload Student Data file Browse screen.
- The “Previous – Course Information” button takes the user back to the Course Information screen.
- The “Next – Customer Satisfaction” button takes the user to the Customer Satisfaction input screen.

**Enter Student SSN Screen:**
This screen is accessed by selecting the “Add Student” button from the Course Management screen.
- User enters student SSN or leaves blank (system will assign an internal number).
- The “Next Step” button takes the user to the Student Enrollment Information screen.
- The “Cancel” button disregards any entered data and returns the user to the Course Management screen.
- If there is a SSN match, the following information will be pre-populated on the Student Enrollment Information screen:
  - SSN – Last 4 digits only
  - First Name
  - Last Name
  - Gender
  - Race

**Student Enrollment Information Screen:**
This screen is accessed by selecting the “Next” button from the SSN input screen.
- User inputs all required data, see table.
- The “Save Student” button validates the data entered and saves the record. User is taken back to the Course Management screen with the student record added to the course.
- The “Cancel” button disregards any entered data and returns the user to the Course Management screen.

**Upload Student Data Screen:**
This screen is accessed by selecting the “Upload Student Data” button from the Course Management screen.
- The “Browse” button assists the user in selecting the desired file to upload.
- The “Upload” button initiates the process, the data is validated and the user is taken to the Student Data Preview screen.
- The “Cancel” button disregards any entered data and returns the user to the Course Management screen.
Student Data Preview Screen:
This screen is accessed by selecting the “Upload” button from the Upload Student Data screen and allows the user to visually review the data.

- The “Yes, Add These Students to this Course” button revalidates the data and the user is taken to the Course Management screen with the student records added to the course.
- The No, Don’t add These Students to this Course” button discards the data and takes the user back to the Course Management screen.

Customer Satisfaction Input Screen:
This screen is accessed by selecting the “Next – Customer Satisfaction” button from the Course Management screen.

- The “Customer Satisfaction Calculator” button opens the Customer Service Calculator in a new window with the number of rows equal to the Number of Students Surveyed.
- The “Save Customer Satisfaction Info for Course” button saves the course Customer Satisfaction data.
- The “Previous: Enrollment Management” button takes the user back to the Enrollment Management page.
- The “Submit Course” button allows the user to submit the course for review. This can also be done from the List Courses screen.

Customer Satisfaction Calculator Screen:
- Once all data has been entered, the user selects the “Calculate Customer Satisfaction” button and the result is displayed.
- The “Clear” button removes all entered data.
- The “Close Calculator” button closes the window.
Screen Shots

The user will see this screen when initially selecting the “Update Enrollment Data” button from the Course Information screen. The user is presented with the following options: “Add Student,” “Modify Student,” “Delete Student” or “Upload Student Data.” If no student records have been entered, the screen will not be populated. If student records have been previously entered, they will be displayed on the screen.

(Screen 31 – Enrollment Management – No Student Records)
By selecting the “Add Student” button, the user will be taken to the following screen to enter the student’s Social Security Number. Note: If there is no SSN information for the student, this field may be left blank.

(Screen 32 – Enter Student SSN)

After entering the student’s SSN, the user is then taken to the Student Enrollment Information screen. If there was a match to the Social Security Number, the following information will be populated: Last four digits of SS#, Student Name, Race, and Gender. If there was no match, the user will be required to enter all data.

(Screen 33A – Student Enrollment Information)
After all student data has been entered, the user selects the “Save Student” button. The user is taken to the Enrollment Management Screen with the student record added to the course.
This screen displays the Enrollment Management with Student Records section.

(Screen 34B - Enrollment Management with Student Records)

**File Upload**

The user selects the “Upload Student Data” button from the Enrollment Management screen and is taken to the following Browse screen.

(Screen 35 – Upload File Select)

---

**File Upload**

The user selects the “Upload Student Data” button from the Enrollment Management screen and is taken to the following Browse screen.

(Screen 35 – Upload File Select)
File Upload – Continued
After locating the desired file, the user selects the “Upload” button. The system validates the data and the user will be able to visually inspect the data on the following screen.

Student Data Preview for Course #5859

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>M</td>
<td>B</td>
<td>30</td>
<td>C</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>N</td>
<td>5</td>
<td>N</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>270765888</td>
<td>John Smith</td>
<td>M</td>
<td>W</td>
<td>60</td>
<td>C</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>N</td>
<td>5</td>
<td>N</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>276374777</td>
<td>Jane Doe</td>
<td>F</td>
<td>W</td>
<td>30</td>
<td>Y</td>
<td>OH</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Does this information look correct?

(Screen 36 – Student Data Preview)
If the system detects data errors, the Student Data Preview screen will display the file records and errors which need correction. The user can correct the errors on the screen and continue with the upload.

Student Data Preview for Course #5859

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>M</td>
<td>B</td>
<td>120</td>
<td>C</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>Y</td>
<td>5</td>
<td>N</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>270765888</td>
<td>John Smith</td>
<td>M</td>
<td>W</td>
<td>60</td>
<td>C</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>Y</td>
<td>Y</td>
<td>n</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Screen 37A – Student Data Preview – With Errors)
File Upload – Continued
This screen displays the Student Data Preview with Errors section.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2707688888</td>
<td>John Doe</td>
<td>M</td>
<td>120</td>
<td>C</td>
<td>N</td>
<td>H</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>5</td>
<td>5</td>
<td>M</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2707877777</td>
<td>John Smith</td>
<td>M</td>
<td>60</td>
<td>C</td>
<td>N</td>
<td>H</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>3</td>
<td>Y</td>
<td>7</td>
<td>n</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2708777777</td>
<td>Jane Doe</td>
<td>F</td>
<td>30</td>
<td>T</td>
<td>Y</td>
<td>O</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There was an ERROR on Line 2 of your file! The student hours must not exceed the number of hours for the course. Please make corrections to the file and try again.

Because there are errors, you cannot continue. Make the necessary changes to the file and upload again.

Return to Enrollment page

(Screen 37B – Student Data Preview – With Errors)
File Upload – Continued
If the file passes validation, the user may select the “Yes, Add These Students to this Course” button. The system will revalidate the data and the user will be taken to the Enrollment Management screen with the student records added to the course.

Enrollment Management

Course Information
Reference Number: 0940
Teacher Name: unknown
Program Area: Adult Workforce Education
Building Name: Albert B Hart Middle Sch
Course Type: Career Development
Course Name: Test
Subject Code: 173911

(Screen 38A – Uploaded Students Added to Course)

You have entered 3 of the 10 students required

(Screen 38B – Uploaded Students Added to Course)

Customer Satisfaction Input
After all student records have been added to the course, the user will select the “Next – Customer Satisfaction” button from the Enrollment Management screen. The user will be taken to the following screen to enter the course Customer Satisfaction rating.

(Screen 39 – Customer Satisfaction Input)
**Customer Satisfaction Calculator**

After entering the number of students surveyed, the user may select the “Customer Satisfaction Calculator” button and the following screen will be displayed:

```
Customer Satisfaction Calculator

Please enter a number 1 through 10 for each of the three questions. If the student did not enter a number for one of the questions, leave it blank.

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Question 2</th>
<th>Question 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Calculate Customer Satisfaction**

Total Customer Satisfaction Rating:    

Copy the Total Customer Satisfaction Rating from this page onto the form.

**Close Calculator**
```

*(Screen 40 – Customer Satisfaction Calculator)*
13. Enrollment Information – Career Enhancement

Recap of Enhancements made in Part III Phase B
There are no enhancements in this section.

Recap of Enhancements made in Part III Phase A
The following changes have been made:
- Ability to capture Customer Satisfaction information for CE courses.
- Ability to submit CE courses from the Customer Satisfaction page.
- The page has been split to provide functionality buttons on both top and bottom of the screen to minimize user scroll down.

Functionality Overview
The Enrollment Information page allows the user to enter new or update existing enrollment data. Because enrollment information cannot exist independent of a course, this screen is only accessible from the Course Information page after a course is saved for the first time. As a result, this screen is accessible only to data entry users, namely those users with user roles of Staff and Attestor.

For CE courses, only aggregate student information is added to the course. After all data is entered, the user will select the “Save” button. At this point all data is saved to the database and the system performs a check for errors and warnings. Any errors that would prevent the course from being successfully submitted are displayed on the screen, though the enrollment information is still saved.

Canceling the changes discards any changes made to the enrollment information, and returns the user to the Course Information screen from which the Enrollment Information screen was initially accessed.

Business Rules
- Course Enrollment Information cannot exist without an associated course. The enrollment information screen cannot be accessed until a course has been successfully saved for the first time.
- Enrollment and Customer Satisfaction Information is captured at the course level.
- Once all data has been entered, user selects the “Save Course” button.
- Enrollment data must be entered and saved before the user can go to the Customer Satisfaction screen.
- The application will perform checks for fatal errors and warnings.
Totals by Gender and Ethnicity
- Ethnicity Calculation Totals – are required fields. All fields are defaulted to zero. The system calculates the Gender Totals and Ethnicity Overall Total based on the numbers entered by the user. The latter must be greater than zero and less than ten thousand. This total is the total students enrolled in the course.
- Ethnic Groups are consistent across all course types. These are Black Non-Hispanic, Hispanic, Pacific Islander, Native American, White Non-Hispanic and Multiracial.
- Totals are tracked by gender and ethnicity.

Totals by Gender and Special Population
- Special Population Totals – are required fields. All fields are defaulted to zero. The system calculates the Gender Totals and Special Population Overall Totals based on the numbers entered by the user.
- For each special population field, it must be less than or equal to the Ethnicity Overall Total. In addition, each Special Population cannot exceed the total for its gender and student status.
- For Career Enhancement, totals are tracked by gender and special population group.

User Actions
Enrollment Management screen:
- “Save Course” button triggers the validation of all fields based on the business rules defined above. The course enrollment information will be stored in the database regardless of the outcome of the validation. The user will be notified of the validation errors at the top of this screen. The user at this point can choose to modify the data and save it again or leave the screen without fixing the data.
- “Previous: Course Information” button will take the user back to the Course Information screen.
- “Next: Customer Satisfaction” button will take the user to the Customer Satisfaction screen. This screen can be accessed only after the course enrollment information has been entered and saved.
- “Cancel Changes” button will disregard any data that may have been entered in the screen and will take the user to the screen from where they came from.

Customer Satisfaction Input Screen:
This screen is accessed by selecting the “Next – Customer Satisfaction” button from the Enrollment Management screen.
- The “Customer Satisfaction Calculator” button opens the Customer Service Calculator in a new window with the number of rows equal to the Number of Students Surveyed.
- The “Save Customer Satisfaction Info for Course” button saves the course Customer Satisfaction data.
- The “Previous: Enrollment Management” button takes the user back to the Enrollment Management page.
- The “Submit Course” button allows the user to submit the course for review. This can also be done from the List Courses screen.
Customer Satisfaction Calculator Screen:
- The Customer Satisfaction Calculator is accessed from the Customer Satisfaction screen.
- Once all data has been entered, the user selects the “Calculate Customer Satisfaction” button and the result is displayed.
- The “Clear” button removes all entered data.
- The “Close Calculator” button closes the window.

Screen Shots
This screen depicts what the user will see on the Enrollment Management screen. The process is initiated from the Course Information screen. The first section displays Course Information.

Enrollment Information

Course Information
Reference Number: 8623
Program Area: Business Education
Teacher Name: LAWRENCE MASSEY
Course Type: Career Enhancement
Course Name: ueducuscu
Subject Code: 14.0130

Enrollment Totals by Ethnicity and Gender

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black or African American</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(Screen 41A – Enrollment Information)
This screen displays the Enrollment Totals by Ethnicity and Gender.

### Enrollment Totals by Ethnicity and Gender

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black or African American</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>American Indian and Alaska Native</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>White</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Some other race</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*(Screen 41B – Enrollment Information)*

This screen displays the Enrollment Totals by Special Population and Gender.

### Enrollment Totals by Special Population and Gender

<table>
<thead>
<tr>
<th>Special Population</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disadvantaged</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Traditional Training and Employment</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Single Parent</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Displaced Homemaker</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Limited English Proficiency</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*(Screen 41C – Enrollment Information)*
Customer Satisfaction Input

After all enrollment information has been added to the course, the user will select the “Next – Customer Satisfaction” button from the Enrollment Management screen. The user will be taken to the following screen to enter the course Customer Satisfaction rating.

(Screen 42 – Customer Satisfaction Input)
**Customer Satisfaction Calculator**

After entering the number of students surveyed, the user may select the “Customer Satisfaction Calculator” button and the following screen will be displayed:

```
Customer Satisfaction Calculator

Please enter a number 1 through 10 for each of the three questions. If the student did not enter a number for one of the questions, leave it blank.

<table>
<thead>
<tr>
<th></th>
<th>Question 1</th>
<th>Question 2</th>
<th>Question 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Calculate Customer Satisfaction  Clear

Total Customer Satisfaction Rating:  

Copy the Total Customer Satisfaction Rating from this page onto the form.

Close Calculator
```

(Screen 43 – Customer Satisfaction Calculator)
14. Inbox

Recap of Enhancements made in Part III Phase B
There are no enhancements in this section.

Recap of Enhancements made in Part III Phase A
The following changes have been made to this section:
- The Inbox has been removed from the Main Menu for ODE Administrator; functionality will be accessible from the Historical Review screen.
- Functionality to approve courses during End of Fiscal Year window.
- Addition of a Fiscal Year column.

Functionality Overview
This page will be used to view a list of documents pending their approval/rejection. The user can select a document from this page and navigate to the Review Details page. The document listed in the Inbox will only be those documents for the user to approve or reject.

The user types for this set of pages are Attestor, Superintendent, Treasurer, ODE CTAE Staff, ODE AWE Consultant, and ODE AWE Administrator.

Business Rules
The user may limit their search by using the following filters:
- **Reference Number** – is a unique course identifier. It is a system-generated numeric field.
- **District IRN** – is derived from the login information and is a non-editable field for all roles at the district level. For roles at the ODE level, the field is editable. It is a non-required field.
- **CTPD** – is derived from login information and is a non-editable field for all roles at the district level. For all roles at the ODE level, the field is editable. It is a non-required field.
- **Building IRN** – is not a required field in this context.
- **Program Area** – is not a required field in this context. The user may select from values listed in a drop down box. The drop down box will be populated dynamically from values stored in the Program Area table.
- **Course Type** – is not a required field in this context. The user may select from values listed in a drop down box. The drop down box will be populated dynamically from values stored in the Course Type Table. Current Values are: CD, CE and CO. The default value is “All.”
- **Subject Code** – Must be a six-digit code. This is not a required field in this context.
- **Status** – is not a required field in this context. The user may select from values listed in a drop down list. The drop down list will be populated dynamically from values stored in the Course Status Table according to the user’s role. Default value is “All.”
- **Instructor Last Name** – is not a required field in this context. The user will type in the last name of the instructor.
- After the search criterion has been determined, the user will select the “Search Button” Courses will be displayed in end date ascending order.

The records listed are appropriate to the user role signed on according to the status of the record:
• The Attestor user role will have the ability to view courses entered by the Staff or Attestor personnel in order to attest the data. The course status is “Review.”
• The Superintendent and Treasurer user roles will have the ability to view courses attested by the Attestor. The course status is “Attested.”
• The ODE CTAE Staff User role will have the ability to view courses that were approved by the Superintendent and Treasurer. The course status is “District Approved.”
• The ODE AWE Consultant user role will have the ability to view courses that were sent for consultative review by the ODE CTAE Staff. The course status is “Consultative Review.”

Additional Information
• If there are any warnings associated with a course, it will be marked with a red ‘Y’.
• The user must select the check box for a particular record then select the “Review Details” button to see the detail for a given record. Only one check box can be selected in order for the Review Detail button to work.
• Reviewing details requires that a row has been selected. This action will take the user to the Inbox Review screen which shows the details of the selected row.
• A column has been added to indicate the fiscal year.
• Courses from previous fiscal year may be approved during the End of Fiscal Year processing window.

The “Approve or Attest” button requires that at least one check box be selected. Selecting this button will cause the date and time of the approval and the User ID of the approving user to be stored in the database. The screen is refreshed to show that the records have been submitted. In addition, if the Attestor approves the course then the status should be changed and an e-mail is sent to the Superintendent and Treasurer. If the record is approved by both the Superintendent and Treasurer, then the status is updated to District Approved and an e-mail is sent to the appropriate ODE user based on course type and subject code for the course. If the record is approved by an ODE CTAE Staff or AWE Consultant, then the status is updated to ODE Approved.
Screen Shots
The following screen demonstrates a District Level Inbox.

(Screen 44 – District Level Inbox)

The following screen demonstrates an ODE Level Inbox.

(Screen 45 – ODE Level Inbox)
15. Inbox – Review Course Details

Recap of Enhancements made in Part III Phase B
There are no enhancements in this section.

Recap of Enhancements made in Part III Phase A
This section has the following changes:
- The Inbox has been removed from the Main Menu for ODE Administrator.
- Updated verbiage from “OCAP” to “Technical Assessment.”
- End of Fiscal Year window
- Page has been split to provide functionality buttons on both top and bottom of the screen to minimize user scroll down.

Functionality Overview
This page will display an aggregation of the data entered for a particular course. This page will show all Warnings, Course, and Enrollment information, as well as any Approval Information that has been entered for the course.

This page operates in two basic modes: Historical Review and Inbox Review. In both modes, all course information is displayed in read-only format; no information can be directly modified. In Inbox Review mode, the user is given action buttons that can be used to update the status of the course. The specific actions available depend on user type. To access the screen in Historical Review mode, a user must select a course from the List Courses screen and choose “Review Course.” To access the screen in Inbox Review mode, a user must select a course from the Inbox Review Management screen and choose “Review Details.” All system users have access to the list courses screen, thus all system users can access this screen in Historical Review mode. Only users with user types of Attestor, Superintendent, Treasurer, ODE CTAE Staff, and ODE AWE Consultant have access to the Inbox Review Management screen, so only those users can access this screen in Inbox Review mode.

In addition to screen functionality differing based on mode, the actual information differs based on course type. The method of selecting the course for review is the same for all course types; the system determines what information is to be displayed based on the course type selected.

Business Rules
- This page is accessible in Inbox Review mode to users of type Attestor, Superintendent, Treasurer, ODE CTAE Staff, and ODE AWE Consultant.
- The functionality available to users of this screen in Inbox Review mode differ based on User Type:
  - Attestors can Attest and Reject courses with a status of “Review.”
  - Superintendents and Treasurers can Approve or Reject courses with a status of “Attested.”
  - ODE CTAE Staff can approve for Reimbursement, Approve with No Reimbursement, Submit For Consultative Review, Reject Allowing Updates or Reject Not Allowing Updates for courses with a “District Approved” Status.
ODE AWE Consultants can Approve for Reimbursement, Approve with No Reimbursement, Reject Allowing Updates, or Reject Not Allowing Updates with a status of “Consultant Review.”

- The specific rules by which courses can be displayed by this screen in Inbox Review mode differ based on user type, as do the changes in status that can be affected by this screen. These rules are described based on the button selected below:
  - “Attest” button is only available to Attestors. Attestors can only access courses with status “Review.” Attesting to the course changes the status to “Attested.” The user ID of the Attestor, the date and time of the attestation and any comments are captured.
  - “Reject” button is available to the Attestor, Superintendent, and Treasurer. When rejecting a course, the status is changed to “Draft,” the user ID for the rejecting user, the date and time of the rejection, rejection reason and comments are captured. The course can be modified and re-submitted for approval.
  - “Approve” button is available only to Superintendent or Treasurer. Selecting the “Approve” button causes the user ID of the approver, the date and time of the approval, and any comments to be captured. If both Superintendent and Treasurer approve the course, the status is changed to “District Approved.”
  - “Approve for Reimbursement” button is available only to ODE CTAE Staff or ODE AWE Consultants. Selecting “Approve for Reimbursement” causes the status to change to “ODE Accepted” and the reimbursement indicator is changed to Yes. The user ID of the approver, the date and time of the approval and any comments will be captured.
  - “Approved, No Reimbursement” button is available to ODE CTAE Staff or ODE AWE Consultants. Selecting “Approved, No Reimbursement” button indicates that ODE accepts the course information for planning and budgeting purposes, but will not fund the course. The course status will be changed to “ODE Accepted,” the reimbursement indicator will be set to “N” and the user ID of the approver, the date and time of approval, and any comments to be captured. The course cannot be modified within this system. If the district wishes to contest the reimbursement of the course, they will need to contact ODE and request an override.
  - “Reject, Allow Updates” button is available only to ODE CTAE Staff or ODE AWE Consultants. Selecting the “Reject, No Updates” button indicates the ODE has rejected the course and will not accept modifications to the course to get approval. The status is changed to “ODE Rejected,” the user ID for the rejecting user, the date and time of the rejection, rejection reason, and comments are captured. Also, the Attestor gets an e-mail indicating that the course has been rejected. The course cannot be modified within this system. If the district wishes to contest the rejection of the course, they will need to contact ODE and request an override.

- The bulk approval functionality allows the user to select multiple courses and then select, based on user role, “Attest,” “Approve,” or “Approve for Reimbursement.” The following users will have bulk approval functionality – Attestor, Superintendent, Treasurer.
Screen Shots
The following screen shots display the Inbox Review Mode for the different user roles with access to the screen. All user role-specific differences are located at the bottom of the page, thus the following screen shots will show only the bottom of the screen – the top of the screen is identical to that of the Historical Course Review mode.

User Role Attestor

This screen is accessed from the Inbox by selecting the desired course and the “Review Details” button. Note: This screen is displaying only the bottom half in order to demonstrate actions available to the user. The Attestor may “Attest” or “Reject” a course.

(Screen 46 – Attestor – Inbox Review)
User Role **Treasurer**

This screen is accessed from the Inbox by selecting the desired course and the “Review Details” button. Note: This screen is only displaying the bottom half in order to demonstrate actions available to the user. The Treasurer may “Approve” or “Reject” a course.

---

**Reimbursement Changes**

None.

If course is rejected, specify reason:

---

Enter any additional comments below:

---

(Screen 47 – Treasurer – Inbox Review)
User Role **Superintendent**

This screen is accessed from the Inbox by selecting the desired course and the “Review Details” button. Note: This screen is displaying only the bottom half in order to demonstrate actions available to the user. The Superintendent may “Approve” or “Reject” a course.

**Reimbursement Changes**

Note.

If course is rejected, specify reason:

--- Select One ---

Enter any additional comments below:

---

(Approve, Reject, Cancel)

(Screen 48 – Superintendent – Inbox Review)
User Role **ODE CTAE Staff**

This screen is accessed from the Inbox by selecting the desired course and the “Review Details” button. Note: This screen is displaying only the bottom half in order to demonstrate actions available to the user. The ODE Staff have the following functionality:

- Approve for Reimbursement
- Approve, No Reimbursement
- Submit for Consultative Review
- Reject, Allow Updates
- Reject, No Updates

![Screen 49 – ODE CTAE Staff – Inbox Review]
User Role **ODE AWE Consultant**

This screen is accessed from the Inbox by selecting the desired course and the “Review Details” button. Note: This screen is displaying only the bottom half in order to demonstrate actions available to the user. The ODE AWE Consultants have the following functionality:

- Approve for Reimbursement
- Approve, No Reimbursement
- Reject, Allow Updates
- Reject, No Updates

---

**Reimbursement Changes**

<table>
<thead>
<tr>
<th>User Role</th>
<th>User ID</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODE AWE Admin</td>
<td>wdead1n</td>
<td>6/9/03</td>
<td>test</td>
</tr>
</tbody>
</table>

If course is rejected, specify reason:

- Select One -

Enter any additional comments below:

---

**Screen 50 – ODE AWE Consultant – Inbox Review**
16. ODE Aging Report

Recap of Enhancements made in Part III Phase B
The following change has been made to this section:

- The link to this report has been moved from the Main Menu to the Reports Menu.

Recap of Enhancements made in Part III Phase A
There are no enhancements to this section.

Functionality Overview
This screen will display information about ODE users with the ability to approve and reject courses. Specifically, for each primary contact for a course type and subject code, it will show the total number of courses accepted and rejected for the current fiscal year, along with information about the current status of the user’s inbox. The rejection information will be broken down into two categories: those courses that have been returned to the district for corrections (“Draft” status), and those courses that have been rejected without the chance of correcting (“Void” or “ODE Rejected” status). The inbox status information lists the total number of courses in the user’s inbox, and then further breaks this information into categories of duration.

Business Rules

- This screen is accessible only to ODE level users.
- The users listed in this report are the primary ODE users responsible for the course. The primary user is listed in the User1 field of the CourseMaster table. This is done to prevent duplicate counting on this report.
- The different columns are calculated as follows:
  - The “Approved” column includes total count of all fiscal year courses stored in the database with a status of Approved or Override (whether or not approved for reimbursement), which were approved by the corresponding user.
  - The “Rejected – Returned” column indicates the total count of all current fiscal year courses stored in the database with the status of Draft and having an ODE entered comment. This indicates that the courses were rejected by the corresponding user (note that the course status is reset to Draft upon being returned to the district for corrections).
  - The “Rejected – Final” column includes a total count of all current fiscal year courses stored in the database a status of “ODE Rejected” or “Void,” which were rejected by the corresponding user.
  - The inbox column includes a total count of all current fiscal year records stored in the database with a status of “District Approved” or “Consultant Review,” for which the corresponding user is responsible for approval. Note that a given course may appear in more than one user’s Inbox if more than one user has the ability to approve that course. This occurs when a course is in “Consultative Review” status.
The Inbox categorizations include a total count of the inbox courses that have been in the user’s inbox for the indicated amount of time. The sum of courses in each of the categories for a given user should always equal the total number of courses in the inbox for that user.

- The “Total in Pipeline” value displayed at the bottom of the screen is calculated by adding the total number of courses in “Draft,” “Review,” and “Attested” status. This value gives an indication of the number of courses yet to be submitted to ODE.
- The “Total Auto Approved” value displayed at the bottom of the screen provides a summary of the number of courses Auto Approved by the system. In order to be Auto Approved, the following conditions must be met:
  - Only CE courses can be auto approved
  - The course could be non-reimbursed with or without warnings
  - The course could be reimbursed without warnings
  - The course number was not in the Never Auto Approve table

**Screen Shot**

The following screen depicts the ODE Aging report.

```
<table>
<thead>
<tr>
<th>User Name</th>
<th>Role</th>
<th>Approved</th>
<th>Rejected</th>
<th>In Inbox Returned</th>
<th>Final</th>
<th>&lt;1</th>
<th>1-2</th>
<th>2-3</th>
<th>3-4</th>
<th>&gt;4</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWE Staff</td>
<td>ODE CTAE Staff</td>
<td>253</td>
<td>16</td>
<td>0</td>
<td>171</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>171</td>
</tr>
<tr>
<td>Barbara Elater</td>
<td>ODE CTAE Staff</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Brad Moffit</td>
<td>ODE CTAE Staff</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Carolyn Gasdroek</td>
<td>ODE AWE Consultant</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Dee Sturgill</td>
<td>ODE CTAE Staff</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Glenn Smith</td>
<td>ODE CTAE Staff</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gloria Cannon</td>
<td>ODE CTAE Staff</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>ODE Consultant1</td>
<td>ODE AWE Consultant</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>ODE StaffTest</td>
<td>ODE CTAE Staff</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ruth Ann Falconer</td>
<td>ODE CTAE Staff</td>
<td>19</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Sara Mazak</td>
<td>ODE CTAE Staff</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Total in Pipeline (Courses under Status Review, Attested and Draft): 1840
Total Auto Approved: 7667

(Screen 51 – ODE Aging Report)
```
17. User ID Management

Recap of Enhancements made in Part III Phase B
This functionality is no longer available. User ID Management is now done through SAFE by the SAFE Administrators.

User roles are assigned in two ways: (1) OEDS Organization Administrator roles and State-level user roles are granted by the SAFE administrator and (2) district-level roles are assigned by the OEDS Organization Administrator for the district. The OEDS Organization Administrator role has already been assigned to all Superintendents and Treasurers.

To get State-level user roles, a user has to contact the ODE Security Administrator at safe.admin@ode.state.oh.us. For all district level user roles, the user has to contact their District Superintendent/Treasurer.

3.2.1 Assigning District-level User Roles
The District Superintendent or Treasurer can assign roles to users within their district. The roles can be assigned only for those users who already have a SAFE account.

The following table lists the AWE Roles and the corresponding User Roles in SAFE / OEDS.

<table>
<thead>
<tr>
<th>AWE Roles</th>
<th>Roles in SAFE / OEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Staff</td>
<td>Staff – Adult Workforce</td>
</tr>
<tr>
<td>District Consultative Staff</td>
<td>Consultative Staff – Adult Workforce</td>
</tr>
<tr>
<td>Attestor</td>
<td>Attestor – Adult Workforce</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td>District General</td>
<td>General – Adult Workforce</td>
</tr>
</tbody>
</table>

Table 7: Account Groups and Corresponding AWE Roles
18. VE23 Process

Recap of Enhancements made in Part III Phase B
This section has the following enhancement:

• The user receives a positive confirmation after the VE23 data has been successfully saved.

Recap of Enhancements made in Part III Phase A
There are no enhancements to this section.

Functionality Overview
The VE23 process has been designed to allow users to input student information that becomes available during the following fiscal year. The user will find this process similar to the regular inbox and enrollment entry process. All Career Development courses that had completers will be required to be updated. The process is scheduled to begin six months after the close of the previous fiscal year. The application will identify districts that had CD courses with completers and add a link to the VE23 Inbox for the user roles of Staff and Attestor. The user will have six weeks to enter the VE23 data, after which the process will be closed out, the link removed from the user’s Main Menu and students not updated will be set to “Unknown” status. The user may modify or delete any VE23 records entered during the six week process window.

Business Rules

• Process will be automated to start six months after the start of the new fiscal year and last for six weeks.
• Functionality will be available to the district user roles of Staff and Attestor.
• A link to the user’s VE23 Inbox will be placed in the Main Menu when the process begins and removed when the process has been completed.
• The application will send out the following e-mail notifications:
  o Initial message to all district and ODE staff announcing the process has begun.
  o At three weeks, a reminder e-mail will be sent to all district users with incomplete records and ODE staff.
  o At five weeks, a second e-mail reminder will be sent to all district users with incomplete records and ODE staff.
  o At six weeks, the process will be closed-out, ODE staff will receive an e-mail message.
• The system will select all CD courses that have completers and populate the special VE23 Inbox.
• The user will select the “Review Details” button of the course they wish to update, taking the user to the Student List screen.
• All student records will be displayed.
• Last four digits of Social Security Number.
  o User will not be able to modify existing data from previous fiscal year.
• The user will select the “Update VE23 Info” button next to the student they wish to update, taking the user to the VE23 Data Entry screen.
• The user will be taken to the Data Entry screen and prompted for the following:
  o Surveyed Status (Select Box 1) (Mandatory)
  o Credential – Enter Y/N
  o Credential Type – Enter Name of Credential
• Once all data has been entered for the student, select the “Update Record” button.
• The system will check for mandatory data. If “Yes” – Enter next student, if “No” – Correct the record.
• Perform this task for all students.
• Once the VE23 data has been successfully entered, the user will see a “Data Successfully Saved” message at the top of the screen.
• The status will be changed to “Updated” on the Inbox record.
• Process will include Add/Modify/Delete functionality as described in the student record section.
• After five weeks, the system will check for records that haven’t been updated and send an e-mail message stating that one week remains to all District Staff that have open records. The system also sends an e-mail to notify all ODE staff that there are open records.
• At six weeks, the system will close out the process:
  o All course information will be removed from the VE23 in-box.
  o All student records not updated will be set to a status of “Unknown.”
• ODE will have the functionality to specify the duration after end of fiscal year to begin the process and the duration for how long data may be entered by the districts.
• If a district did not have and courses requiring VE23 data, their inbox would be empty.
• Once the VE23 data has been entered, users may modify or delete the data at anytime during the six week period that the process is open.
• ODE will have the functionality to specify the duration after the end of the fiscal year to begin the process and the duration for how long data may be entered by the districts.
Screen Shots
After the user selects the VE23 Inbox link from the Main Menu, they are taken to the following screen. A list of all courses requiring data entry is presented to the user. Note: Update status indicates whether the data for all student records has been entered. If “Yes,” the status will change to a green “Complete.”
The user selects the “Review Details” button next to the desired course and is taken to the Student List screen. A list of all students requiring data entry is presented to the user. Note: Update status indicates whether the data for the student has been entered. If “Yes,” the status will change to a green “Complete.”

### Student List For Course 3206

<table>
<thead>
<tr>
<th>Name</th>
<th>Completed Status Code</th>
<th>Credential Status Code</th>
<th>Credential Status Code</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josephine Aikin</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Incomplete!</td>
</tr>
<tr>
<td>Crystal Bush</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Incomplete!</td>
</tr>
<tr>
<td>Jeanine Hill-Harris</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Incomplete!</td>
</tr>
<tr>
<td>Loretta McCarter</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Incomplete!</td>
</tr>
<tr>
<td>Vanessa Seymour</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Incomplete!</td>
</tr>
<tr>
<td>Aisha Taylor</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Incomplete!</td>
</tr>
</tbody>
</table>

*(Screen 53 – VE23 Student List)*
To add student data, the user selects the “Update VE23 Info” button next to the desired student record. The user is then taken to the VE23 Data Entry page.

**Screen 54 – VE23 Data Entry**

After the user enters valid data and clicks on the “Save” button, they see the “Data Successfully Saved” message at the top of the screen.

**Screen 55 – VE23 Successful Data Entry Confirmation Message**
19. Uploading Performance Targets for CTPDs, Consortiums, and Fed

Recap of Enhancements made in Part III Phase B
This is a new functionality.

Functionality Overview
Data for CTPD, Consortiums, and Federal/State Performance Targets is uploaded into the AWE system by ODE CTAE Staff. The user will access this functionality from the “Performance Targets for CTPDs,” “Performance Targets for Consortiums,” and the “Performance Targets for Fed” links in the Main Menu.

Business Rules
- This functionality is available to the ODE CTAE Staff only.
- The data uploaded through this process is used for Performance reports.

Uploading Performance Targets for CTPDs – This functionality allows the user to upload performance target values for CTPDs. This data is used for reporting purposes.
- The user will select the “Performance Targets for CTPDs” link from the Main Menu.
- The table will display rows of existing data, if any, that have already been uploaded. Duplicate records for the same fiscal year, if any, will be displayed in red.
- The user can delete a row by selecting the checkbox and clicking the “Delete CTPD Performance Targets” button.
- To upload data, the user will click the “Upload CTPD Performance Targets” button.
- The user can download a sample template for the data file by clicking on “Click here to download a sample template.”
- The user must populate the template with new data and save the file to their desktop.
- The user can upload the file by clicking on “Browse,” locating the saved file on their desktop, and clicking “Upload.”
- The user will verify the data uploaded. Erroneous data can be deleted by selecting the specific row and clicking on “Delete CTPD Performance Targets.”
- Data is verified; then the user can click “Yes, add these CTPD Targets” to complete the upload process.

Uploading Performance Targets for Consortiums – This functionality allows the user to upload performance target values for Consortiums. This data is used for reporting purposes.
- The user will select the “Performance Targets for Consortiums” link from the Main Menu.
- The table will display rows of existing data, if any, that have already been uploaded. Duplicate records for the same fiscal year, if any, will be displayed in red.
- The user can delete a row by selecting the checkbox and clicking the “Delete Selected Consortia Performance Targets” button.
- To upload data, the user will click the “Upload Consortia Performance Targets” button.
- The user can download a sample template for the data file by clicking on “Click here to download a sample template.”
- The user must populate the template with new data and save the file to their desktop.
The user can upload the file by clicking on “Browse,” locating the saved file on their desktop, and clicking “Upload.”

The user will verify the data uploaded. Erroneous data can be deleted by selecting the specific row and clicking on “Delete Selected Consortia Performance Targets.”

Data is verified; then the user can click “Yes, add these Consortia Targets” to complete the upload process.

**Uploading Performance Targets for FED** – This functionality allows the user to upload Federal performance target values. This data is used for reporting purposes.

- The user will select the “Performance Targets for FED” link from the Main Menu.
- The table will display rows of existing data, if any, that have already been uploaded. Duplicate records for the same fiscal year, if any, will be displayed in red.
- The user can delete a row by selecting the checkbox and clicking the “Delete Selected FED Performance Targets” button.
- To upload data, the user will click the “Upload FED Performance Targets” button.
- The user can download a sample template for the data file by clicking on “Click here to download a sample template.”
- The user must populate the template with new data, and save the file to their desktop.
- The user can upload the file by clicking on “Browse,” locating the saved file on their desktop, and clicking “Upload.”
- The user will verify the data uploaded. Erroneous data can be deleted by selecting the specific row and clicking on “Delete Selected FED Performance Targets.”
- Data is verified. The user can click “Yes, add these FED Targets” to complete the upload process.
Screen Shots
When the user selects the “Performance Targets for CTPDs” link from the Main Menu, they are taken to the following screen.

![Screen 56 – Performance Targets Menu Screen]

When the user clicks on “Upload CTPD Performance Targets,” they are taken to the following screen.

![Screen 57 – Upload CTPD Performance Targets Upload Screen]

Duplicate records have CTPD and Fiscal Year in Red.

- Akron City SD (Adult) 096
  - 50.6
  - 97
  - 70
  - 82.9
  - 90
  - 31
  - 49.8
  - 8.5

- Apollo JVSD (Adult) 001
  - 65
  - 97
  - 65
  - 90
  - 90
  - 31
  - 60
  - 8.5

- Akron City SD 096
  - 40
  - 91
  - 70
  - 85.6
  - 90.6
  - 22.8
  - 65.4
  - 8.5

- Apollo JVSD 001
  - 65
  - 95
  - 70
  - 90
  - 90
  - 31
  - 80
  - 8.5

Upload CTPD Performance Targets

Please enter the path of the file you wish to upload, or click the "Browse" button to select the appropriate file.

![Upload CTPD Performance Targets]

Click here to download a sample template.
When the user selects the “Performance Targets for Consortia” link from the Main Menu, they are taken to the following screen.

![Screen 58A – Upload Performance Targets for Consortia Screen]

When the user clicks “Upload Consortia Performance Targets” they are taken to the following screen.

![Screen 58B – Upload Performance Targets for Consortia Screen]
When the user selects the “Performance Targets for Fed” link from the Main Menu, they are taken to the following screen.

![Screen 59A – Upload Performance Targets for Feds Screen](image)

When the user selects “Upload Fed Performance Targets,” they see the following screen.

![Screen 59B – Upload Performance Targets for Feds Screen](image)
20. Reporting

Recap of Enhancements made in Part III Phase B

This section has the following changes:

- Addition of a “Reports” link in the Main Menu to access all reports that the user has permission to view.
- Addition of a drop down menu on the “Reports” menu page to select the type of Student Recap report: by Course Type, Program Area, or Subject Code.
- Addition of a drop down menu on the “Reports” menu page to select the type of Instructor/FTE Recap report: Instructor, FTE Recap, or FTE Trend report.
- Ability to access all standard reports by fiscal year. This replaces the capability of viewing reports for the current fiscal year only.
- User has the option to view reports in any of the following three formats: dhtml, Microsoft Excel, and Portable Document Format.
- User has the capability to print reports by exporting them into any of the following formats: Crystal report, Microsoft Word, Microsoft Excel, Rich Text Format, and Portable Document Format.
- Conversion of the following existing reports into Crystal reports:
  - Student Recap by Course Type
  - Student Recap by Program Area
  - Student Recap by Subject Code
  - Real-time CTPD Performance
  - Instructor Recap
  - FTE Recap
  - FTE Trend
- Additional reports (all are Crystal reports):
  - CD Totals by Subject Code
  - Career Enhancement Totals for 2005
  - Career Enhancement Totals for 2004
  - CD and CE Enrollment and FTE
  - (Fiscal Year) CD Industry Credential Report by CPTD
  - Performance Report – CTPD
  - Performance Report – CTPD – Without Targets
  - Performance Report - Consortia
  - Performance Report – State – 2005
  - Approved Consultative Hours by District
  - Report of Consultative Hours and Courses Resulting from Consultative Contacts
  - Consultative Tracking
Recap of Enhancements made in Part III Phase A
This section has the following changes:

- Additional reporting levels: State, CTPD, Building IRN
- The addition of a screen to specify report level
- Select state level reports run off hours and stored in database

Functionality Overview
Reports are generated at the district level with specified district users limited to viewing reports for their district. ODE level staff have the ability to specify which district they wish to view. The user will access the reports from the “Reports” link in the Main Menu.

Business Rules

- Courses must be in “ODE Approved” or “Overridden” status to be included in the reports.
- User can view reports by fiscal year.
- State level reports are available only to ODE level staff.
- CTPD level reports are available only to ODE level staff.
- District level reports are available to both ODE and district level staff.
- Building level reports are available to both ODE and district level staff.
- The following state level reports are scheduled to run off hours:
  - Student Recap by Course Type
  - Student Recap by Subject Code
  - Student Recap by Program Area
  - FTE Recap
- Reports run off hours have the “Date Last Run” listed.
- The following state level reports are run on demand:
  - Instructor/Consultant Recap
  - FTE Trend Report
- Once the user selects the “Reports” link from the Main Menu, they are taken to a screen displaying links to all reports that the user role is allowed to view.

The following screen is an example of what the user will see when they click on the “Reports” link from the Main Menu.
Reports

User must select the desired report from the Reports menu.

For those reports with several levels (State, CTPD, District, and Building), the user must select the desired level of reporting.

User may select only one report level at a time.

State level reports are available only to ODE level users.

CTPD level reports are available only to ODE level users. User must enter the three digit CTPD number.

District level reports are available to both ODE and district level users. District level users only have a “Select” box because they are limited to viewing information specific to their district. ODE level users must specify the desired district IRN.

Building level reports are available to both ODE and district level users. Users must specify the desired building IRN.
If the user receives the following error message while trying to view a report, “Max processing time /Max records limit reached,” they should contact the AWE technical support and request for changing the report from on-demand to scheduled.

The table on the next page provides a recap of reports and user roles that have access to view the reports. The abbreviations used in the table for user roles are as follows:

- DS – District Staff
- CO – District Consultative Staff
- AT – Attestor
- TR – Treasurer
- SU – Superintendent
- DG – District General
- OS – ODE CTAE Staff
- OC – ODE AWE Consultant
- OA – ODE AWE Administrator
- TA – ODE AWE Technical Administrator
<table>
<thead>
<tr>
<th>Report</th>
<th>DS</th>
<th>CO</th>
<th>AT</th>
<th>SU</th>
<th>TR</th>
<th>DG</th>
<th>OS</th>
<th>OC</th>
<th>TA</th>
<th>OA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging Report</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Recap by Course Type</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Recap by Program Area</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Recap by Subject Code</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Instructor Consultant Recap</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>FTE Recap</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>FTE Trend</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CD Totals by Subject Code</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Career Enhancements Totals - 2005</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Career Enhancements Totals - 2004</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CD &amp; CE Enroll and FTE</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CD Industrial Credential Report by CTPD</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Real Time CTPD Performance Report</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Performance Report - CTPD</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Performance Report – CTPD - Without Targets</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Performance Report - Consortia</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Performance Report – State 2005</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Approved Consult. Hrs by Dist.</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Cons. Hrs &amp; Courses from Consult. Contacts</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Consult. Tracking</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*(Table 8 – Report Permissions)*
**Student Recap by Course Type Report** – This Crystal report provides the following data summarized by Course Type (CD, CE):

**General Information Section:**
- Total Students – Enrollment totals for CD and CE courses and overall total.
- Totals by Gender – Enrollment totals broken down by gender for each course type and overall total.
- Totals by Race – Enrollment totals broken down by race for each course type and overall total.

**Special Populations Section:**
- Special Population Totals – Enrollment totals broken down by the six Special Population categories for each course type and overall total. The categories are as follows:
  - Disabled
  - Disadvantaged
  - Displaced Homemaker
  - Limited English Proficiency
  - Non-Traditional Training and Employment
  - Single Parent
- A student may be in multiple or zero categories.

**Performance Indicators Section: (CD Courses Only)**
- # Took LI – The number of students that took the Work Keys – LI assessment.
- # Met LI Benchmark – The number of students with scores meeting the LI profile level entered in the Course Information screen.
- Average LI Score – An average score of all students taking the assessment. (Note: Not included in Total Section)
- # Took AM – The number of students that took the Work Keys – AM assessment.
- # Met AM Benchmark – The number of students with scores meeting the AM profile level entered in the Course Information screen.
- Average AM Score – An average score of all students taking the assessment. (Note: Not included in Total Section)
- # Took Tech. Assessment – The number of students who took the Technical Assessment.
- # Met Tech. Asst. Benchmark – The number of students with scores meeting the Technical Assessment benchmark level derived from the Technical Assessment Crosswalk table.
- Avg. Tech. Assessment Score – An average score of all students taking the assessment. (Note: Not included in Total Section)
- # Passed Ind. Cred. – The number of students who passed their Industry Credential Assessment.
- # Failed Ind. Cred. – The number of students who failed their Industry Credential Assessment.
- # In Process Ind. Cred. – The number of students who are In Process of taking their Industry Credential Assessment.
• # Not Taken Ind. Cred. – The number of students who did not take an Industry Credential Assessment.
• Avg. Customer Sat. – The average Customer Satisfaction score. (Note: Not included in Total Section)
• The report will only include CD and CE courses that are in “ODE Approved” and “Overridden” status.
• The columns which contain averages are not totaled.

The following screen displays a partial view of what the user will see when accessing the Student Recap by Course Type report.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>General Information</th>
<th>Special Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE</td>
<td>2441</td>
<td>835</td>
</tr>
<tr>
<td>Total</td>
<td>2681</td>
<td>1636</td>
</tr>
</tbody>
</table>

(Screen 61 – Student Recap by Course Type Report)

Student Recap by Program Area Report – This Crystal report provides data summarized by the following Program Areas:

- Adult Workforce Education
- Agricultural Education
- Business Education
- Family & Consumer Science
- Health Careers
- Industrial & Engineering
- Marketing Education
- Public Safety Services

General Information Section:

- Total Students – Enrollment totals for each program area and overall total.
- Totals by Gender – Enrollment totals broken down by gender for each program area and overall total.
- Totals by Race – Enrollment totals broken down by race for each program area and overall total.
Special Populations Section:

- Special Population Totals – Enrollment totals broken down by the six Special Population categories for each program area and overall total. The categories are as follows:
  - Disabled
  - Disadvantaged
  - Displaced Homemaker
  - Limited English Proficiency
  - Non-Traditional Training and Employment
  - Single Parent
- A student may be in multiple or zero categories.

Performance Indicators Section: (CD Courses Only)

- # Took LI – The number of students that took the Work Keys – LI assessment for each program area and overall total.
- # Met LI Benchmark - The number of students with scores meeting the LI profile level entered in the Course Information screen for each program area and overall total.
- Average LI Score – An average score of all students taking the assessment for each program area. (Note: Not included in Total Section)
- # Took AM – The number of students that took the Work Keys – AM assessment for each program area and overall total.
- # Met AM Benchmark – The number of students with scores meeting the AM profile level entered in the Course Information screen for each program area and overall total.
- Average AM Score – An average score of all students taking the assessment for each program area. (Note: Not included in Total Section)
- # Took Tech. Assessment – The number of students who took the Technical Assessment for each program area and overall total.
- # Met Tech. Asst. Bench. – The number of students with scores meeting the Technical Assessment benchmark level derived from the Technical Assessment Crosswalk Table for each program area and overall total.
- Avg. Tech. Assessment Score – An average score of all students taking the assessment for each program area. (Note: Not included in Total Section)
- # Passed Ind. Cred. – The number of students who Passed their Industry Credential Assessment for each program area and overall total.
- # Failed Ind. Cred. – The number of students who Failed their Industry Credential Assessment for each program area and overall total.
- # In Process Ind. Cred. – The number of students who are In Process of taking their Industry Credential Assessment for each program area and overall total.
- # Not Taken Ind. Cred. – The number of students who did not take an Industry Credential Assessment for each program area and overall total.
- Avg. Customer Sat. – The average Customer Satisfaction score for each program area. (Note: Not included in Total Section)
- The report will only include CD and CE courses that are in ODE Approved and Overridden status.
- The columns which contain averages are not totaled.
The following screen displays a partial view of what the user will see when accessing the Student Recap by Program Area report.

**Adult Workforce Education**

**Student Recap by Program Area for Apollo JVSD CTPD (001) (001) for 2005**

<table>
<thead>
<tr>
<th>Program Area</th>
<th>General Information</th>
<th>Special Population</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Males</td>
<td>Females</td>
</tr>
<tr>
<td>Adult Workforce Education</td>
<td>317</td>
<td>164</td>
</tr>
<tr>
<td>Business Education</td>
<td>154</td>
<td>35</td>
</tr>
<tr>
<td>Family &amp; Consumer Science</td>
<td>312</td>
<td>32</td>
</tr>
<tr>
<td>Health Careers</td>
<td>210</td>
<td>21</td>
</tr>
</tbody>
</table>

(Screen 62 – Student Recap by Program Area Report)

**Student Recap by Subject Code Report** – This Crystal report provides data summarized by all subject codes taught by districts:

**General Information Section:**
- Total Students – Enrollment totals for each subject code and overall total.
- Totals by Gender – Enrollment totals broken down by gender for each subject code and overall total.
- Totals by Race – Enrollment totals broken down by race for each subject code and overall total.

**Special Populations Section:**
- Special Population Totals – Enrollment totals broken down by the six Special Population categories for each subject code and overall total. The categories are as follows:
  - Disabled
  - Disadvantaged
  - Displaced Homemaker
  - Limited English Proficiency
  - Non-Traditional Training and Employment
  - Single Parent
- A student may be in multiple or zero categories.

**Performance Indicators Section:** (CD Courses Only)
- # Took LI – The number of students that took the Work Keys – LI assessment for each subject code and overall total.
- # Met LI Benchmark – The number of students with scores meeting the LI profile level entered in the Course Information screen for each subject code and overall total.
- Average LI Score – An average score of all students taking the assessment for each subject code. (Note: Not included in Total Section)
- # Took AM – The number of students that took the Work Keys – AM assessment for each subject code and overall total.
- # Met AM Benchmark – The number of students with scores meeting the AM profile level entered in the Course Information screen for each subject code and overall total.
- Average AM Score – An average score of all students taking the assessment for each subject code. (Note: Not included in Total Section)
- # Took Tech. Assessment – The number of students who took the Technical Assessment for each subject code and overall total.
- # Met Tech. Asst. Bench. – The number of students with scores meeting the Technical Assessment benchmark level derived from the Technical Assessment Crosswalk table for each subject code and overall total.
- Average Tech. Assessment Score – An average score of all students taking the assessment for each subject code. (Note: Not included in Total Section)
- # Passed Ind. Cred. – The number of students who passed their Industry Credential Assessment for each subject code and overall total.
- # Failed Ind. Cred. – The number of students who failed their Industry Credential Assessment for each subject code and overall total.
- # In Process Ind. Cred. – The number of students who are In Process of taking their Industry Credential Assessment for each subject code and overall total.
- # Not Taken Ind. Cred. – The number of students who did not take an Industry Credential Assessment for each subject code and overall total.
- Avg. Customer Sat. – The average Customer Satisfaction score for each subject code. (Note: Not included in Total Section)
- The report will only include CD and CE courses that are in “ODE Approved” and “Overridden” status.
- The columns which contain averages are not totaled.

The following screen displays a partial view of what the user will see when accessing the Student Recap by Subject Code report.
Instructor Recap Report

- This is a Crystal report.
- Report is for a specific Instructor or Consultant; user has to enter the CTPD number (to view the CTPD level report), District IRN number (to view the district level report) or the Building IRN number (to view the building level report).
- State level reports are run on demand.
- Report data is for fiscal year selected and ODE Approved and Overridden courses.
- All courses are displayed along with the following data:
  - Course Reference Number
  - Course Type
  - Course Name
  - Subject Code
  - Role
  - Hours
  - Customer Satisfaction Score (CD and CE courses)
- The report also provides the total number of hours taught for the courses listed on the report.
- If there are no ODE Approved or Overridden courses for the instructor, the application will give the user a message.

The following screen displays a partial view of what the user will see when accessing the Instructor/Consultant Recap report.
FTE Recap Report – This Crystal report presents FTE information for CD and CE courses, and Hours information for CO courses.

- The report captures YTD information on the # of courses and FTE for the following:
  - CD Non-Reimbursed
  - CD Reimbursed
  - CE Non-Reimbursed
  - CE Reimbursed
- A recap is then given for:
  - Reimbursed
  - Non-Reimbursed
- The number of courses and hours are also given for CO courses.

The following screen shows what the user will see when accessing the FTE Recap report.
**FTE Trend Report** – This Crystal report presents FTE information for CD and CE courses, and hours information for CO courses over multiple fiscal years.

- The user must first select the desired starting fiscal year then the “Display Report” button.
- State level reports are run on demand.
- The report captures YTD information on the FTE for the following:
  - CD Non-Reimbursed
  - CD Reimbursed
  - CE Non-Reimbursed
  - CE Reimbursed
- A recap is then given for:
  - Reimbursed
  - Non-Reimbursed
- The number of courses and hours are also given for CO courses.

The following screen displays what the user will see when accessing the FTE Trend Report.

![FTE Trend Report](image)

**Screen 66 – FTE Trend Report**

**Real-time CTPD Performance Report** – This Crystal report presents the Career Development Performance information, without any information about targets, for the selected year. This report can be viewed by all user roles.

- The user must click on the “Reports” link from the Main Menu, and then click on the “Real-time CTPD Performance Report” link. Then the user must enter the fiscal year in the “Pm- Fiscal Year” field and the CTPD number in the “Pm-VEPD” field.
- This state level report is run on demand with real-time data.
- The report captures the performance measures information about the selected CTPD for the selected fiscal year.
- The report captures the following information
CTPD number and description
- Total Career Development Enrollment, Completers, Leavers, and Transfers
- Program Completion federal performance measures information
- Post Program Placement information:
  - Positive Program Placement federal performance measures information
  - Related Employment and Educational Experiences information
  - Status Known information
  - Program Retention federal performance measures information
- Academic and Occupational Competency federal performance measures information
  - Work Keys federal performance measures information
  - Occupational Skill Attainment federal performance measures information
- Participation in Non-traditional programs federal performance measures information
- Completion of Non-traditional programs federal performance measures information

The following screen displays a partial view of what the user will see when accessing the Real-Time CTPD Performance Report.
CD Totals by Subject Code Report – This Crystal report presents Career Development course totals for the selected fiscal year, and can be viewed by users with the following ODE level user roles: ODE Staff, ODE AWE Consultant, ODE Admin, and ODE Tech Admin.

- The user must click on the “Reports” link from the Main Menu, and then click on the “CD Totals by Subject Code” link. Then the user must enter the fiscal year for which they want to view the report.
- This State level report is run on demand.
- The report captures information on the Career Development courses for the selected year for the following:
  - Subject Code
  - Subject Description
  - # Completers – The number of students that completed each subject and overall total
  - # Leavers – The number of students that left each subject and overall total
  - # Transfers – The number of students that transferred each subject and overall total
  - Total Enrolled (per subject) – The total number of students enrolled in each subject and overall total
- Total Enrolled (Completers + Leavers) – The total number of students who completed + total number of students who left and overall total
- # Passed AM – The number of students who passed the Work Keys – AM for each subject code and overall total
- # Passed LI – The number of students that passed the Work Keys – LI for each subject code and overall total
- # Passed both – The total number of students that passed both the Work Keys – AM and LI for each subject code and overall total
- Total Student FTEs per Subject – The total number of students enrolled full-time per subject and overall total
- Industry Number Tested – The number of students that have tested the Industry Credential
- # Industry Credential in Process – The number of students who are in process of taking their Industry Credential Assessment for each subject and overall total
- # Industry Credential Passed – The number of students who passed their Industry Credential Assessment for each subject code and overall total
- # Failed Industry Credential – The number of students who failed their Industry Credential Assessment for each subject code and overall total
- # IC Did Not Take – The number of students who did not take an Industry Credential Assessment for each subject code and overall total
- # OCTCA Tested – The number of students that tested the Ohio Career Technical Competency Assessment Test and overall total
- # OCTCA Passed – The number of students that passed the Ohio Career Technical Competency Assessment Test and overall total
- # OCTCA Failed – The number of students that failed the Ohio Career Technical Competency Assessment Test and overall total
- # Took Both OCTCA and IC
- # Passed Both OCTCA and IC

The following screen displays a partial view of what the user will see when accessing the CD Totals by Subject Code Report.

### Adult Workforce Education (2005) Career Development Totals by Subject Code Report

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Description</th>
<th>Completers</th>
<th>Leavers</th>
<th>Transfers</th>
<th>Total (Per Subj)</th>
<th>Total Enroll Complet / Leavers</th>
<th>Work Keys</th>
<th># Passed AM</th>
<th># Passed LI</th>
<th>Passed Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>070333</td>
<td>NURSE ASSIST</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td></td>
<td>3</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>070907</td>
<td>BTM BASIC</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>7</td>
<td></td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>140330</td>
<td>ADMIN/OFF TECH</td>
<td>40</td>
<td>4</td>
<td>3</td>
<td>47</td>
<td>44</td>
<td></td>
<td>42</td>
<td>42</td>
<td>39</td>
</tr>
<tr>
<td>170401</td>
<td>AIRCRAFT MAINT</td>
<td>21</td>
<td>4</td>
<td>0</td>
<td>25</td>
<td>25</td>
<td></td>
<td>24</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>172814</td>
<td>TRUCK DRIVER</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>9</td>
<td></td>
<td>9</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

**Totals:**

<table>
<thead>
<tr>
<th>Total Completers</th>
<th>Total Leavers</th>
<th>Total Transfers</th>
<th>Total Enrollment</th>
<th>Total Enroll Complet / Leavers</th>
<th>Work Keys</th>
<th># Passed AM</th>
<th># Passed LI</th>
<th>Passed Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>84</td>
<td>8</td>
<td>3</td>
<td>91</td>
<td>88</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Screen 68 – CD Totals by Subject Code Report**
Career Enhancement Totals 2005 Report – This Crystal report presents Career Enhancement course totals for fiscal year 2005, and can be viewed by users with the following user roles: ODE Staff, ODE AWE Consultant, ODE Admin, and ODE Tech Admin.

- The user must click on the “Reports” link from the Main Menu, and then select 2005 from the drop down list under “Career Enhancement Totals”
- This state level report is run on demand
- The report captures information on the Career Enhancement courses for 2005 and 2004, and groups the information by CTPD and by districts within each CTPD
- The report captures the following information on the Career Enhancement courses:
  - Total Number of Career Enhancement Students for 2005 – The total number of students that took the CE courses in each district within each CTPD and overall total for fiscal year 2005
  - Total Number of Career Enhancement Students for 2004 – The total number of students that took the CE courses in each district within each CTPD and overall total for fiscal year 2004
  - # Difference – The difference between the total number of students that took the CE courses in fiscal years 2005 and 2004 and overall total difference

The following screen displays a partial view of what the user will see when accessing the Career Enhancement Totals 2005 Report.

<table>
<thead>
<tr>
<th>CTPD</th>
<th>District IRN</th>
<th>Name</th>
<th>FY(2005) Total Number of Enhancement Students</th>
<th>FY(2004) Total Number of Enhancement Students</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apollo JVS CTPD (001)</td>
<td>041982</td>
<td>Wapakoneta City</td>
<td>0</td>
<td>215</td>
<td>-21</td>
</tr>
<tr>
<td>Apollo JVS CTPD (001)</td>
<td>050773</td>
<td>Apollo</td>
<td></td>
<td>2,304</td>
<td>-2,30</td>
</tr>
<tr>
<td>Ashland CoWest Holmes JVS CTPD (003)</td>
<td>052040</td>
<td>Ashland County-West Holmes</td>
<td>103</td>
<td>341</td>
<td>-21</td>
</tr>
<tr>
<td>Ashland County JVS CTPD (004)</td>
<td>050815</td>
<td>Ashland County</td>
<td></td>
<td>249</td>
<td>-24</td>
</tr>
<tr>
<td>Tri-County JVS CTPD (005)</td>
<td>051607</td>
<td>Tri-County</td>
<td>275</td>
<td>1,044</td>
<td>-76</td>
</tr>
<tr>
<td>Southern Hills JVS CTPD (007)</td>
<td>050799</td>
<td>Southern Hills</td>
<td>147</td>
<td>1,084</td>
<td>-93</td>
</tr>
</tbody>
</table>

(Career Enhancement Totals 2004 Report)

Career Enhancement Totals 2004 Report – This Crystal report presents Career Enhancement course totals for fiscal years 2003 and 2004, and can be viewed by users with the following user roles: ODE Staff, ODE AWE Consultant, ODE Admin, and ODE Tech Admin.

- The user must click on the “Reports” link from the Main Menu, and then select 2004 from the drop down list under “Career Enhancement Totals.”
- The report captures information on the Career Enhancement courses for fiscal years 2004 and 2003, and groups the information by CTPD and by districts within each CTPD.

- The report captures the following information on the CE courses:
  - Total Number of Enhancement Students for Fiscal Year 2004 – The total number of students that took the CE courses in each district within each CTPD and overall total for fiscal year 2004.
  - Total Number of Enhancement Students for Fiscal Year 2003 – The total number of students that took the CE courses in each district within each CTPD and overall total for fiscal year 2003.
  - # Difference – The difference between the total number of students that took the CE courses in fiscal years 2004 and 2003 and the overall total difference.

The following screen displays a partial view of what the user will see when accessing the Career Enhancements Totals – 2004 Report.

<table>
<thead>
<tr>
<th>CTPD</th>
<th>District Name</th>
<th>FY(2004) Total Number of Enhancement Students</th>
<th>FY(2003) Total Number of Enhancement Students</th>
<th>DIFF(%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apollo J/VSCTPD (001)</td>
<td>Warsaw, Waukanaota City</td>
<td>216</td>
<td>152</td>
<td>0</td>
</tr>
<tr>
<td>Apollo J/VSCTPD (001)</td>
<td>Apollo</td>
<td>2,304</td>
<td>2,094</td>
<td>-5</td>
</tr>
<tr>
<td>Lima City CTPD (002)</td>
<td>Lima</td>
<td>0</td>
<td>22</td>
<td>-5</td>
</tr>
<tr>
<td>Lima City CTPD (002)</td>
<td>Ashland County-West Holmes J/VSCTPD (003)</td>
<td>341</td>
<td>92</td>
<td>2</td>
</tr>
<tr>
<td>Ashland County J/VSCTPD (004)</td>
<td>Ashland County-West Holmes</td>
<td>240</td>
<td>367</td>
<td>-1</td>
</tr>
</tbody>
</table>

(Screen 70 – Career Enhancement Totals - 2004 Report)

**CD and CE Enrollment and FTE Report** – This Crystal report presents information about total enrollment for Career Development and Career Enhancement courses and full time enrollment for Career Development courses. The following user roles have access to this report: ODE Staff, ODE AWE Consultant, ODE Admin, and ODE Tech Admin.

- The user must click on the “Reports” link from the Main Menu, and then click on the “CD and CE Enrollment and FTE Report” link. Then the user must enter the fiscal year for which they want to view the report.

- This state level report is run on demand.

- The report captures information on the CD and CE courses and FTE students for the selected fiscal year.

- The report is formatted as follows: the CD Report is presented first followed by the CE Report. The user must use the right arrow at the top of the page to view successive pages.

- The CD Enrollment and FTE report captures the following information about CD courses for the selected fiscal year:
- Subject Code
- Subject Description
- # Completers – The number of students that completed each subject and overall total
- # Leavers – The number of students that left each subject and overall total
- # Transfers – The number of students that transferred each subject and overall total
- Total Enrolled (per subject) – The total number of students enrolled in each subject and overall total
- Total Students FTEs per Subject – The total number of students enrolled full-time for each subject

- The CE Enrollment and FTE report captures the following information about the CE courses for the selected fiscal year:
  - Total Enrollment – The total number of students enrolled in each subject and overall total

The following two screens display what the user will see when accessing the CD and CE Enrollment and FTE Report.

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Description</th>
<th>Completers</th>
<th>Leavers</th>
<th>Transfers</th>
<th>Total Enrollment</th>
<th>Total Students FTEs (Per Sub)</th>
</tr>
</thead>
<tbody>
<tr>
<td>170303</td>
<td>NURSE ASST</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0.53</td>
</tr>
<tr>
<td>170907</td>
<td>EMT BASIC</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>2.02</td>
</tr>
<tr>
<td>140300</td>
<td>ADMIN/OFF TECH</td>
<td>40</td>
<td>4</td>
<td>3</td>
<td>47</td>
<td>23.87</td>
</tr>
<tr>
<td>170401</td>
<td>AIRCRAFT MAINT</td>
<td>21</td>
<td>4</td>
<td>0</td>
<td>25</td>
<td>12.87</td>
</tr>
<tr>
<td>172914</td>
<td>TRUCK DRIVER</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>2.24</td>
</tr>
</tbody>
</table>

**Totals:**

<table>
<thead>
<tr>
<th>Total Completers</th>
<th>Total Leavers</th>
<th>Total Transfers</th>
<th>Total Enrollment</th>
<th>Total Students FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>0</td>
<td>0</td>
<td>91</td>
<td>41.54</td>
</tr>
</tbody>
</table>

(Screen 71 – CD Enrollment Report)
(Fiscal Year) CD Industry Credential Report by CTPD – This Crystal report presents information about Industry Credential courses by CTPD. The following user roles have access to this report: ODE Staff, ODE AWE Consultant, ODE Admin, and ODE Tech Admin.

- The user must click on the “Reports” link from the Main Menu, and then click on the “(Fiscal Year) CD Industry Credential Report by CTPD” link. Next, the user must enter the fiscal year for which they want to view the report.
- This state level report is run on demand.
- The report captures information on the CD Industry Credential courses for the selected fiscal year.
- The information is grouped by CTPD and districts within each CTPD.
- The report captures the following information about Industry Credential courses for the selected fiscal year:
  - CTPD Number and CTPD Name
  - District IRN
  - Subject Code
  - Subject Description
  - # Industry Credential Tested – The number of students that tested the Industry Credential Assessment for each subject and overall total
  - # Industry Credential Passed – The number of students that passed their Industry Credential Assessment for each subject code and overall total
  - Industry Percent Passed – The percentage of students that passed the Industry Credential Assessment for each subject code and overall percentage
  - # Completers – The number of students that completed each subject and overall total

 totals:

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Description</th>
<th>Completers</th>
<th>Leavers</th>
<th>Transfers</th>
<th>Total Enrollment</th>
<th>Tot Stud FTEs (Fri-Sub)</th>
</tr>
</thead>
<tbody>
<tr>
<td>010281</td>
<td>AGRI &amp; IND BUDGET</td>
<td></td>
<td></td>
<td></td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>010381</td>
<td>Agribus &amp; Post Sci</td>
<td></td>
<td>2,045</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>010581</td>
<td>Agriculture Tech</td>
<td>275</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>010701</td>
<td>Nat Resources Mgmt</td>
<td>263</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>010881</td>
<td>Animal Science Mgmt</td>
<td>133</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>040215</td>
<td>ENTERTAIN MGT</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>040501</td>
<td>SMALL BUS MGMT</td>
<td>159</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>040603</td>
<td>HUMAN RES DEV</td>
<td>2,959</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>040910</td>
<td>MARKET MGMT</td>
<td>81</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals: | Total Completers | Total Leavers | Total Transfers | Total Enrollment | Total Stud FTEs |
|--------|------------------|--------------|----------------|------------------|-----------------|

(Screen 72 – CE Enrollment Report)
- **# Leavers** – The number of students that left each subject and overall total
- **# Transfers** – The number of students that transferred each subject and overall total

The following screen displays a partial view of what the user will see when accessing the CD Industry Credential by CTPD Report.

<table>
<thead>
<tr>
<th>CTPD ID</th>
<th>District</th>
<th>Subject Code</th>
<th>Subject</th>
<th>Industry Credential</th>
</tr>
</thead>
<tbody>
<tr>
<td>005</td>
<td>Tri-County JYSD</td>
<td>140300</td>
<td>ADMIN/TECH</td>
<td>Microsoft Office Specialist (MOS)</td>
</tr>
<tr>
<td>005</td>
<td>Tri-County JYSD</td>
<td>172014</td>
<td>TRUCK DRIVER</td>
<td>CDL - Truck Driver Endorsement</td>
</tr>
<tr>
<td>011</td>
<td>Springfield-Clark County JYSD</td>
<td>140300</td>
<td>ADMIN/TECH</td>
<td>Certified Professional Secretary</td>
</tr>
<tr>
<td>032</td>
<td>EHOME JYSD</td>
<td>140300</td>
<td>ADMIN/TECH</td>
<td>Microsoft Office Specialist (MOS)</td>
</tr>
<tr>
<td>044</td>
<td>Great Oaks Institute of Technology</td>
<td>140300</td>
<td>ADMIN/TECH</td>
<td>Microsoft Office Specialist (MOS)</td>
</tr>
</tbody>
</table>

(Screen 73 – CD Industry Credential by CTPD Report)
**Performance Report – CTPD** – This Crystal report presents the Career Development Performance information against targets for the selected year. This report can be viewed by all user roles.

- The user must click on the “Reports” link from the Main Menu, and then select “CTPD” from the drop down list under “Performance Reports.” Then the user must enter the fiscal year and CTPD number for which they want to view the report.
- This state level report is run on demand.
- The report captures the performance measures information about the selected CTPD for the selected fiscal year.
- The report consists of two parts: Performance Report and Target Estimate Worksheet.

**Performance Measures Section:** This part of the Performance Report captures the following information:

- CTPD Number and CTPD Name
- Program Completion federal performance measures information:
  - Percentage Program Completion for the previous fiscal year – Percentage of students that completed the CD courses during the previous fiscal year.
  - Percentage Program Completion for selected fiscal year – Percentage of students that completed the CD courses for the selected fiscal year.
  - CTPD Targets for selected Fiscal Year – The CTPD target set for the selected fiscal year.
  - CTPD Targets Met for selected Fiscal Year – A Yes or No entry for whether or not the CTPD target for the selected fiscal year was met.
- Post Program Placement information:
  - Percentage Positive Program Placement for the previous fiscal year – Percentage of students that were successfully placed during the previous fiscal year.
  - Percentage Positive Program Placement for selected fiscal year – Percentage of students that were successfully placed for the selected fiscal year.
  - Selected Fiscal Year CTPD Targets for Positive Program Placement – The CTPD target set for the selected fiscal year.
  - Selected Fiscal Year CTPD Targets Met for Positive Program Placement – A Yes or No entry for whether or not the CTPD target for the selected fiscal year was met.
- Related Employment and Educational Experiences information:
  - Percentage Related Employment and Educational Experiences for the previous fiscal year – Percentage of students that had related employment and educational experiences during the previous fiscal year.
  - Percentage Related Employment and Educational Experiences for selected Fiscal Year – Percentage of students that had related employment and educational experiences during the selected fiscal year.
  - Selected Fiscal Year CTPD Targets for Positive Program Placement – The CTPD target set for the selected fiscal year.
iv. Selected Fiscal Year CTPD Targets Met for Positive Program Placement – A Yes or No entry for whether or not the CTPD target for the selected fiscal year was met.

c. Status Known information:
   i. Percentage Status Known for the previous Fiscal Year – Percentage of students whose status is known for the previous fiscal year.
   ii. Percentage Status Known for selected Fiscal Year – Percentage of students whose status is known for the selected fiscal year.
   iii. Selected Fiscal Year CTPD Targets for Status Known – The CTPD target set for the selected fiscal year.
   iv. Selected Fiscal Year CTPD Targets Met for Status Known – A Yes or No entry for whether or not the CTPD target for the selected fiscal year was met.

d. Program Retention federal performance measures information:
   i. Percentage Program Retention for the previous Fiscal Year – Percentage of students who were retained in the program during the previous fiscal year.
   ii. Percentage Program Retention for selected Fiscal Year – Percentage of students who were retained in the program for the selected fiscal year.
   iii. Selected Fiscal Year CTPD Targets for Program Retention – The CTPD target set for the selected fiscal year.
   iv. Selected Fiscal Year CTPD Targets Met for Program Retention – A Yes or No entry for whether or not the CTPD target for the selected fiscal year was met.

○ Academic and Occupational Competency federal performance measures information:
   a. Work Keys federal performance measures information
      i. Percentage Academic and Occupational Competency for the previous Fiscal Year – Percentage academic and occupational competency in Work Keys for the previous fiscal year.
      ii. Percentage Program Completion for selected Fiscal Year – Percentage academic and occupational competency in Work Keys for the selected fiscal year.
      iii. CTPD Targets for selected Fiscal Year – The CTPD target set for the selected fiscal year.
      iv. CTPD Targets Met for selected Fiscal Year – A Yes or No entry for whether or not the CTPD target for the selected fiscal year was met.
   b. Occupational Skill Attainment federal performance measures information
      i. Percentage Occupational Skill for the previous Fiscal Year – Percentage academic and occupational competency in Occupational Skill Attainment for the previous fiscal year.
      ii. Percentage Program Completion for selected Fiscal Year – Percentage academic and occupational competency in Occupational Skill Attainment for the selected fiscal year.
      iii. CTPD Targets for selected Fiscal Year – The CTPD target set for the selected fiscal year.
      iv. CTPD Targets Met for selected Fiscal Year – A Yes or No entry for whether or not the CTPD target for the selected fiscal year was met.
- Participation in non-traditional programs federal performance measures information:
  a. Percentage Participation for the previous Fiscal Year – Percentage of participation in non-traditional programs in the previous fiscal year.
  b. Percentage Participation for selected Fiscal Year – Percentage of participation in non-traditional programs in the selected fiscal year.
  c. CTPD Targets for selected Fiscal Year – The CTPD target set for the selected fiscal year.
  d. CTPD Targets Met for selected Fiscal Year – A Yes or No entry for whether or not the CTPD target for the selected fiscal year was met.

- Completion of non-traditional programs federal performance measures information:
  a. Percentage Completion for the previous Fiscal Year – Percentage of completion of non-traditional programs in the previous fiscal year.
  b. Percentage Completion of selected Fiscal Year – Percentage of completion non-traditional programs in the selected fiscal year.
  c. CTPD Targets for selected Fiscal Year – The CTPD target set for the selected fiscal year.
  d. CTPD Targets Met for selected Fiscal Year – A Yes or No entry for whether or not the CTPD target for the selected fiscal year was met.

- Traditional Career Passport Rate information:
  a. Percentage Traditional Career Passport Rate for the previous Fiscal Year.
  b. Percentage Traditional Career Passport Rate for the selected Fiscal Year.
  c. CTPD Targets for selected Fiscal Year – The CTPD target set for the selected fiscal year.
  d. CTPD Targets Met for selected Fiscal Year – A Yes or No entry for whether or not the CTPD target for the selected fiscal year was met.

- Customer Satisfaction information:
  a. Percentage Customer Satisfaction for the previous Fiscal Year.
  b. Percentage Customer Satisfaction for the selected Fiscal Year.
  c. CTPD Targets for selected Fiscal Year – The CTPD target set for the selected fiscal year.
  d. CTPD Targets Met for selected Fiscal Year – A Yes or No entry for whether or not the CTPD target for the selected fiscal year was met.

**HPT Calculations Section:** This part of the Performance Report captures the following information about Expected Distance from High Performance Targets:
- Federal Target for the selected Fiscal Year.
- Federal Actual for the selected Fiscal Year.
- Federal Target Met or Not for the selected Fiscal Year.
- Federal and State Target for the selected Fiscal Year.
- Federal and State Actual for the selected Fiscal Year.
- Federal and State Target Met or Not for the selected Fiscal Year.

**Statistics Section:** This part of the Performance Report captures the following information:
- Total Adult CD Enrollment information:
  a. Total Adult CD Completers
  b. Total Adult CD Leavers
  c. Total Adult CD Transfers
Post Program Placement information:
  a. Percentage Civilian Employment
  b. Percentage Higher Education
  c. Percentage Related Employment

Total CD Adults taking Work Keys
Total CD Adults taking OCTCA Test
Total number of Customer Satisfaction Responses

Target Estimate Worksheet Performance Measures Section: This part of the Target Estimate Worksheet captures the following information:

CTPD Number and CTPD Name

Program Completion federal performance measures information:
  a. Percentage Program Completion for the selected Fiscal Year – Percentage of students that completed the CD courses during the selected fiscal year.
  b. Percentage Local Targets for the Selected Fiscal Year – Percentage of local target set for selected fiscal year.
  c. Local Targets Met for selected Fiscal Year – Whether or not the local targets set for the selected fiscal year were met.
  d. Percentage USDE Performance Levels/HPTs for the selected Fiscal Year.
  e. Local Projected Targets for the Next Fiscal Year.

Post Program Placement information:
  a. Positive Program Placement federal performance measures information:
    i. Percentage Positive Post Program Placement for the selected Fiscal Year – Percentage students that were successfully placed during the selected fiscal year.
    ii. Percentage Local Targets for Positive Post Program Placement for selected Fiscal Year.
    iii. Local Targets Met for selected Fiscal Year – Whether or not the local targets set for the selected fiscal year were met.
    iv. Percentage USDE Performance Levels/HPTs for the selected Fiscal Year.
    v. Local Projected Targets for the Next Fiscal Year.
  b. Related Employment and Educational Experiences information:
    i. Percentage Related Employment and Educational Experiences for the selected Fiscal Year – Percentage of students that had related employment and educational experiences during the selected fiscal year.
    ii. Percentage Local Targets for Related Employment and Education Experience for selected Fiscal Year.
    iii. Local Targets Met for selected Fiscal Year – Whether or not the local targets set for the selected fiscal year were met.
    iv. Percentage USDE Performance Levels/HPTs for selected Fiscal Year.
    v. Local Projected Targets for the Next Fiscal Year.
  c. Status Known information:
    i. Percentage Status Known for the selected Fiscal Year – Percentage of students whose status is known for the selected fiscal year.
    ii. Percentage Local Targets for Status Known for the selected Fiscal Year.
    iii. Local Targets Met for selected Fiscal Year – Whether or not the local targets set for the selected fiscal year were met.
    iv. Percentage USDE Performance Levels/HPTs for the selected Fiscal Year.
    v. Local Projected Targets for the Next Fiscal Year.
d. Program Retention federal performance measures information:
   i. Percentage Program Retention for the selected Fiscal Year – Percentage of students that were retained in the program for the selected fiscal year
   ii. Percentage Local Targets for Program Retention for the selected Fiscal Year
   iii. Local Targets Met for selected Fiscal Year – Whether or not the local targets set for the selected fiscal year were met
   iv. Percentage USDE Performance Levels/HPTs for selected Fiscal Year
   v. Local Projected Targets for the Next Fiscal Year

   o Academic and Occupational Competency federal performance measures information:
     a. Work Keys federal performance measures information
        i. Percentage Work Keys Performance Measures for the selected Fiscal Year
        ii. Percentage Local Targets for Work Keys for the selected Fiscal Year
        iii. Local Targets Met for selected Fiscal Year – Whether or not the local targets set for the selected fiscal year were met
        iv. Percentage USDE Performance Levels/HPTs for selected Fiscal Year.
        v. Local Projected Targets for the Next Fiscal Year

     b. Occupational Skill Attainment federal performance measures information
        i. Percentage Occupational Skill Attainment for the selected Fiscal Year
        ii. Percentage Local Targets for Occupational Skill Attainment for the selected Fiscal Year
        iii. Local Targets Met for selected Fiscal Year – Whether or not the local targets set for the selected fiscal year were met
        iv. Percentage USDE Performance Levels/HPTs for selected Fiscal Year.
        v. Local Projected Targets for the Next Fiscal Year

   o Participation in Non-traditional programs federal performance measures information:
     a. Percentage Participation in Non-Traditional Programs for the selected Fiscal Year
     b. Percentage Local Targets for Participation in Non-Traditional Programs for the selected Fiscal Year
     c. Local Targets Met for selected Fiscal Year – Whether or not the local targets set for the selected fiscal year were met
     d. Percentage USDE Performance Levels/HPTs for selected Fiscal Year.
     e. Local Projected Targets for the Next Fiscal Year

   o Completion of Non-traditional programs federal performance measures information:
     a. Percentage Completion in Non-Traditional Programs for the selected Fiscal Year
     b. Percentage Local Targets for Completion in Non-Traditional Programs for the selected Fiscal Year
     c. Local Targets Met for selected Fiscal Year – Whether or not the local targets set for the selected fiscal year were met
     d. Percentage USDE Performance Levels/HPTs for selected Fiscal Year.
     e. Local Projected Targets for the Next Fiscal Year

   o Traditional Career Passport Rate information:
     a. Percentage Traditional Career Passport Rate for the selected Fiscal Year
b. Percentage Traditional Career Passport Rate for the selected Fiscal Year
c. Local Targets Met for selected Fiscal Year – Whether or not the local targets set for the selected fiscal year were met
d. Percentage USDE Performance Levels/HPTs for the selected Fiscal Year
e. Local Projected Targets for the Next Fiscal Year

Customer Satisfaction information:
- Percentage Customer Satisfaction for the selected Fiscal Year
- Percentage Local Targets for Customer satisfaction for the selected Fiscal Year
- Local Targets Met for selected Fiscal Year – Whether or not the local targets set for the selected fiscal year were met
- Percentage USDE Performance Levels/HPTs for selected Fiscal Year
- Local Projected Targets for the Next Fiscal Year

Targets Estimates Worksheet HPT Section: This part of the Target Estimate Worksheet captures the following information about Expected Distance from High Performance Targets:
- Total Distance from High Performance Federal Target for the selected Fiscal Year
- Total Distance from High Performance Federal and State Target for the selected Fiscal Year
- 8% Expected Increase in Federal Performance for next Fiscal Year from the selected Fiscal Year
- 8% Expected Increase in Federal and State Performance for the next Fiscal Year from the selected Fiscal Year.
- Expected Distance between next Fiscal Year Performance and selected Fiscal Year Federal HPT.
- Expected Distance between next Fiscal Year Performance from selected Fiscal Year Federal and State HPT.

The following screen displays what the user will see when accessing the CTPD Performance Report with targets.
Performance Report – CTPD - Without Targets – This Crystal report presents the Career Development Performance information, without any information about targets, for the selected year. This report can be viewed by all user roles.

- The user must click on the “Reports” link from the Main Menu, and then select “CTPD (without targets)” from the drop down list under “Performance Reports.” The user next must enter the fiscal year and CTPD number for the report they want to view.
- This state level report is run on demand.
- The report captures the performance measures information about the selected CTPD for the selected fiscal year.
- The report consists of two parts: Performance Measures and Statistics.

*Performance Measures Section:* This part of the Performance Report captures the following information

- Program Completion federal performance measures information
  - Final Percentage Program Completion for the previous Fiscal Year – Percentage of students that completed the CD courses during the previous fiscal year.
  - Percentage Program Completion for selected Fiscal Year – Percentage students that completed the CD courses for the selected fiscal year.
  - Trend Indicator – Indicates the increasing or decreasing trend in program completion from the previous to selected fiscal year.

- Post Program Placement information
  - Final Percentage Program Placement for the previous Fiscal Year – Percentage students that completed the CD courses during the previous fiscal year.
  - Percentage Program Placement for selected Fiscal Year – Percentage students that completed the CD courses for the selected fiscal year.
  - Trend Indicator – Indicates the increasing or decreasing trend in program placement from the previous to selected fiscal year.

- Related Employment and Educational Experiences information
  - Final Percentage Related Employment and Educational Experience for the previous Fiscal Year.
  - Percentage Related Employment and Educational Experience for selected Fiscal Year.
  - Trend Indicator – Indicates the increasing or decreasing trend in related employment and educational experience from the previous to selected fiscal year.

- Status Known information
  - Final Percentage Status Known for the previous Fiscal Year.
  - Percentage Status Known for selected Fiscal Year.
  - Trend Indicator – Indicates the increasing or decreasing trend in status known from the previous to selected fiscal year.

- Program Retention federal performance measures information
  - Final Percentage Program Retention for the previous Fiscal Year.
  - Percentage Program Retention for selected Fiscal Year.
  - Trend Indicator – Indicates the increasing or decreasing trend in program retention from the previous to selected fiscal year.
o Academic and Occupational Competency federal performance measures information
   a. Work Keys federal performance measures information
      i. Final Percentage Work Keys performance for the previous Fiscal Year.
      ii. Percentage Work Keys performance for selected Fiscal Year.
      iii. Trend Indicator – Indicates the increasing or decreasing trend in program retention from the previous to selected fiscal year.
   b. Occupational Skill Attainment federal performance measures information
      i. Final Percentage Occupational Skill Attainment for the previous Fiscal Year.
      ii. Percentage Occupational Skill Attainment for selected Fiscal Year.
      iii. Trend Indicator – Indicates the increasing or decreasing trend in program retention from the previous to selected fiscal year.

o Participation in non-traditional programs federal performance measures information
   a. Final Percentage of Participation in non-traditional programs for the previous Fiscal Year.
   b. Percentage Participation in non-traditional programs for selected Fiscal Year.
   c. Trend Indicator – Indicates the increasing or decreasing trend in non-traditional program participation from the previous to the selected fiscal year.

o Completion of non-traditional programs federal performance measures information
   a. Final Percentage Completion of non-traditional programs for the previous Fiscal Year.
   b. Percentage Completion of non-traditional programs for the selected Fiscal Year.
   c. Trend Indicator – Indicates the increasing or decreasing trend in non-traditional program participation from the previous to the selected fiscal year.

o Traditional Career Passport Rate information
   a. Final Percentage Traditional Career Passport for the previous Fiscal Year.
   b. Percentage Traditional Career Passport for selected Fiscal Year.
   c. Trend Indicator – Indicates the increasing or decreasing trend in Traditional Career Passport from the previous to the selected fiscal year.

o Customer Satisfaction information
   a. Final Percentage Customer Satisfaction for previous Fiscal Year
   b. Percentage Customer Satisfaction for selected Fiscal Year
   c. Trend Indicator – Indicates the increasing or decreasing trend in Customer Satisfaction from the previous to selected fiscal year

Statistics Section: This part of the Performance Report captures the following information
  o Total Adult CD Enrollment information
     a. Total Adult CD Completers
     b. Total Adult CD Leavers
     c. Total Adult CD Transfers
  o Post Program Placement information
     a. Percentage Civilian Employment
     b. Percentage Higher Education
     c. Percentage Related Employment
The following screen displays a partial view of what the user will see when accessing the CTPD Performance Report without Targets.

<table>
<thead>
<tr>
<th>Ohio Career-Technical and Adult Education</th>
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</thead>
<tbody>
<tr>
<td>Fiscal Year: (2005) Adult Workforce Education Performance Report</td>
</tr>
<tr>
<td>ADULT WORKFORCE CAREER DEVELOPMENT (CD) PERFORMANCE REPORT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CTPD: 001 Apollo JYSD CTPD (001)</th>
<th>Final FY 2004</th>
<th>FY 2005</th>
<th>Trend Indicator FY 2004 to 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Program Completion</td>
<td>97.4 %</td>
<td>96.8 %</td>
<td>DECREASE</td>
</tr>
<tr>
<td>2 Post Program Placement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Positive Post Program Placement</td>
<td>97.8 %</td>
<td>84.2 %</td>
<td>DECREASE</td>
</tr>
<tr>
<td>B. Related Employment &amp; Educational Experiences</td>
<td>77.5 %</td>
<td>61.0 %</td>
<td>DECREASE</td>
</tr>
<tr>
<td>C. Status Known</td>
<td>96.1 %</td>
<td>59.6 %</td>
<td>DECREASE</td>
</tr>
<tr>
<td>D. Program Retention*</td>
<td>97.8 %</td>
<td>84.2 %</td>
<td>DECREASE</td>
</tr>
<tr>
<td>3 Academic and Occupational Competency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. WorkKeys</td>
<td>83.3 %</td>
<td>90.1 %</td>
<td>INCREASE</td>
</tr>
<tr>
<td>B. Occupational Skill Attainment</td>
<td>94.5 %</td>
<td>90.5 %</td>
<td>DECREASE</td>
</tr>
</tbody>
</table>

Screen 75 – Performance Report - CTPD Without Targets

Performance Report – Consortia – This Crystal report presents the selected consortium’s Career Development performance information for the selected year. This report can be viewed by all user roles.

- The user must click on the “Reports” link from the Main Menu, and then click on the “Performance Report – Consortia” link
- The user must enter the Consortium number and the fiscal year for which they want to view the report
- This State level report is run on demand
- The report consists of four sections: Performance Measures, HPT Calculations, Statistics, and Target Estimates Worksheet

Performance Measures section: This part of the report captures the following information

- Consortium Number
- Consortium Name
- Program Completion federal performance measures information
  - Final Percentage Program Completion for the previous Fiscal Year
  - Percentage Program Completion for selected Fiscal Year
  - Percentage Consortium Targets for the selected Fiscal Year
  - Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met
- Post Program Placement information
  - Positive Program Placement performance measures information
    - Final Percentage Post Program Placement for the previous Fiscal Year
ii. Percentage Post Program Placement for selected Fiscal Year
iii. Percentage Consortium Targets for the selected Fiscal Year
iv. Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met

b. Related Employment and Educational Experiences information
   i. Final Percentage Related Employment and Educational Experiences for the previous Fiscal Year
   ii. Percentage Related Employment and Educational Experiences for selected Fiscal Year
   iii. Percentage Consortium Targets for the selected Fiscal Year
   iv. Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met

c. Status Known information
   i. Final Percentage Status Known for the previous Fiscal Year
   ii. Percentage Status Known for selected Fiscal Year
   iii. Percentage Consortium Targets for the selected Fiscal Year
   iv. Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met

d. Program Retention federal performance measures information
   i. Final Percentage Program Retention for the previous Fiscal Year
   ii. Percentage Program Retention for selected Fiscal Year
   iii. Percentage Consortium Targets for the selected Fiscal Year
   iv. Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met

   o Academic and Occupational Competency federal performance measures information
      a. Work Keys federal performance measures information
         i. Final Percentage Work Keys performance for the previous Fiscal Year
         ii. Percentage Work Keys performance for selected Fiscal Year
         iii. Percentage Consortium Targets for the selected Fiscal Year
         iv. Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met

      b. Occupational Skill Attainment federal performance measures information
         i. Final percentage Occupational Skill Attainment for previous Fiscal Year
         ii. Percentage Occupational Skill Attainment for selected Fiscal Year
         iii. Percentage Consortium Targets for the selected Fiscal Year
         iv. Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met

      o Participation in Non-traditional programs federal performance measures information
         a. Final Percentage Participation in Non-traditional Programs for the previous Fiscal Year
         b. Percentage Participation in Non-traditional Programs for selected Fiscal Year
         c. Percentage Consortium Targets for the selected Fiscal Year
         d. Targets Met for selected Fiscal Year – Indicates whether or not the participation targets were met

      o Completion of Non-traditional Programs federal performance measures information
a. Final percentage completion of Non-traditional Programs for previous Fiscal Year
b. Percentage completion of Non-traditional Programs for selected Fiscal Year
c. Percentage Consortium Targets for the selected Fiscal Year
d. Targets Met for selected Fiscal Year – Indicates whether or not the participation targets were met

- Traditional Career Passport Rate information
  a. Final percentage Career Passport Rate for previous Fiscal Year
  b. Percentage Career Passport Rate for selected Fiscal Year
  c. Percentage Consortium Targets for the selected Fiscal Year
  d. Targets Met for selected Fiscal Year – Indicates whether or not the passport targets were met

- Customer Satisfaction information
  a. Final percentage Customer Satisfaction for previous Fiscal Year
  b. Percentage Customer Satisfaction for selected Fiscal Year
  c. Percentage Consortium Targets for the selected Fiscal Year
  d. Targets Met for selected Fiscal Year – Indicates whether or not the customer satisfaction targets were met

**HPT Calculations Section:** This part of the Target Estimate Worksheet captures the following information about Expected Distance from High Performance Targets

- Federal Target for the selected Fiscal Year
- Federal Actual for the selected Fiscal Year
- Federal Target Met or Not for the selected Fiscal Year
- Federal and State Target for the selected Fiscal Year
- Federal and State Actual for the selected Fiscal Year
- Federal and State Target Met or Not for the selected Fiscal Year

**Statistics Section:** This part of the Performance Report captures the following information for the selected year

- Total Adult CD Enrollment information
  a. Total Adult CD Completers
  b. Total Adult CD Leavers
  c. Total Adult CD Transfers

- Post Program Placement information
  a. Percentage Civilian Employment
  b. Percentage Higher Education
  c. Percentage Related Employment

- Total CD Adults taking Work Keys
- Total CD Adults taking OCTCA Test
- Total number of Customer Satisfaction Respondents

**Target Estimates Worksheet Section:** This part of the report captures the following information

- Program Completion federal performance measures information
  a. Final Percentage Program Completion for the selected Fiscal Year
  b. Percentage Program Completion Local Targets for selected Fiscal Year
  c. Local Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met
  d. USDE Performance Levels/HPTs for the next Fiscal Year
  e. Local Projected Targets for the next Fiscal Year
Post Program Placement information
  a. Positive Program Placement performance measures information
     i. Final Percentage Post Program Placement for the selected Fiscal Year
     ii. Percentage Post Program Placement Local Targets for selected Fiscal Year
     iii. Local Targets Met for selected Fiscal Year – Indicates whether or not the Post Program Placement targets were met
     iv. USDE Performance Levels/HPTs for the next Fiscal Year
     v. Local Projected Targets for the next Fiscal Year
  b. Related Employment and Educational Experiences information
     i. Final Percentage Related Employment and Educational Experiences for the selected Fiscal Year
     ii. Percentage Related Employment and Educational Experiences Local Targets for selected Fiscal Year
     iii. Local Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met
     iv. USDE Performance Levels/HPTs for the next Fiscal Year
     v. Local Projected Targets for the next Fiscal Year
  c. Status Known information
     i. Final Percentage Status Known for the selected Fiscal Year
     ii. Percentage Status Known Local Targets for selected Fiscal Year
     iii. Local Targets Met for selected Fiscal Year – Indicates whether or not the StatusKnown targets were met
     iv. USDE Performance Levels/HPTs for the next Fiscal Year
     v. Local Projected Targets for the next Fiscal Year
  d. Program Retention federal performance measures information
     i. Final Percentage Program Retention for the selected Fiscal Year
     ii. Percentage Program Retention Local Targets for selected Fiscal Year
     iii. Local Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met
     iv. USDE Performance Levels/HPTs for the next Fiscal Year
     v. Local Projected Targets for the next Fiscal Year

Academic and Occupational Competency federal performance measures information
  a. Work Keys federal performance measures information
     i. Final Percentage Work Keys performance for the selected Fiscal Year
     ii. Percentage Work Keys Local Performance Targets for selected Fiscal Year
     iii. Local Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met
     iv. USDE Performance Levels/HPTs for the next Fiscal Year
v. Local Projected Targets for the next Fiscal Year
b. Occupational Skill Attainment federal performance measures information
   i. Final percentage Occupational Skill Attainment for selected Fiscal Year
   ii. Percentage Occupational Skill Attainment Local Targets for selected Fiscal Year
   iii. Local Targets Met for selected Fiscal Year – Indicates whether or not the Program Completion targets were met
   iv. USDE Performance Levels/HPTs for the next Fiscal Year
   v. Local Projected Targets for the next Fiscal Year

   o Participation in Non-traditional programs federal performance measures information
     a. Final Percentage Participation in Non-traditional Programs for the selected Fiscal Year
     b. Percentage Participation in Non-traditional Programs Local Targets for selected Fiscal Year
     c. Local Targets Met for selected Fiscal Year – Indicates whether or not the participation targets were met
     d. USDE Performance Levels/HPTs for the next Fiscal Year
     e. Local Projected Targets for the next Fiscal Year

   o Completion of Non-traditional Programs federal performance measures information
     a. Final percentage completion of Non-traditional Programs for selected Fiscal Year
     b. Percentage completion of Non-traditional Programs Local Targets for selected Fiscal Year
     c. Local Targets Met for selected Fiscal Year – Indicates whether or not the participation targets were met
     d. USDE Performance Levels/HPTs for the next Fiscal Year
     e. Local Projected Targets for the next Fiscal Year

   o Traditional Career Passport Rate information
     a. Final percentage Career Passport Rate for selected Fiscal Year
     b. Percentage Career Passport Rate for selected Fiscal Year
     c. Targets Met for selected Fiscal Year – Indicates whether or not the passport targets were met
     d. USDE Performance Levels/HPTs for the next Fiscal Year
     e. Local Projected Targets for the next Fiscal Year

   o Customer Satisfaction information
     a. Final percentage Customer Satisfaction for selected Fiscal Year
     b. Percentage Customer Satisfaction Local Targets for selected Fiscal Year
     c. Local Targets Met for selected Fiscal Year – Indicates whether or not the customer satisfaction targets were met
     d. USDE Performance Levels/HPTs for the next Fiscal Year
     e. Local Projected Targets for the next Fiscal Year.
The following screen displays a partial view of what the user will see when accessing the Performance Report - Consortia.

<table>
<thead>
<tr>
<th>Ohio Career-Technical and Adult Education</th>
<th>Fiscal Year: (2005) Adult Workforce Education Performance Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;br&gt;ADULT WORKFORCE CAREER DEVELOPMENT (CD) PERFORMANCE REPORT</td>
<td></td>
</tr>
<tr>
<td>1 Program Completion</td>
<td>96.5%</td>
</tr>
<tr>
<td>2 Post Program Placement</td>
<td>95.2%</td>
</tr>
<tr>
<td>A. Positive Post Program Placement</td>
<td></td>
</tr>
<tr>
<td>B. Related Employment &amp; Educational Experiences</td>
<td>67.5%</td>
</tr>
<tr>
<td>C. Status Known</td>
<td>84.3%</td>
</tr>
<tr>
<td>D. Program Retention</td>
<td>95.2%</td>
</tr>
<tr>
<td>3 Academic and Occupational Competency</td>
<td></td>
</tr>
<tr>
<td>A. Work Keys</td>
<td>75.3%</td>
</tr>
<tr>
<td>B. Occupational Skill Attainment</td>
<td>92.4%</td>
</tr>
<tr>
<td>4 Participation in Non-traditional Programs</td>
<td>6.7%</td>
</tr>
<tr>
<td>5 Completion of Non-traditional Programs</td>
<td>6.4%</td>
</tr>
</tbody>
</table>

(Screen 76 – Performance Report - Consortia)

Performance Report – State – 2005 – This Crystal report presents performance information for the entire state for the year 2005. The report can be viewed by the following user roles: ODE Staff, ODE AWE Consultant, ODE Admin, and ODE Tech Admin.

- The user must click on the “Reports” link from the Main Menu, and then select “State – 2005” from the drop down list under “Performance Reports”
- This State level report is run on demand
- The report consists of two parts: Performance Measures and Statistics

Performance Measures section: This part of the report captures the following information

- Program Completion federal performance measures information
  - Final Percentage Program Completion for Fiscal Year 2004
  - Percentage Program Completion for Fiscal Year 2005
  - FY 2005 Statewide Targets Met – Indicates whether or not the Statewide Program Completion targets were met

- Post Program Placement information
  - Final Positive Post Program Placement for Fiscal Year 2004
  - Percentage Positive Post Program Placement for Fiscal Year 2005
  - FY 2005 Statewide Targets Met – Indicates whether or not the Statewide Program Completion targets were met

- Related Employment and Educational Experiences information
  - Final Related Employment and Educational Experience for Fiscal Year 2004
ii. Percentage Related Employment and Educational Experience for Fiscal Year 2005
iii. FY 2005 USDE Performance Levels/HPTs – Percentage U.S. Department of Education Performance Levels/High Performance Targets for 2005
iv. FY 2005 Statewide Targets Met – Indicates whether or not the Statewide Program Completion targets were met
c. Status Known information
   i. Final percentage Status Known for Fiscal Year 2004
   ii. Percentage Status Known for Fiscal Year 2005
   iii. FY 2005 USDE Performance Levels/HPTs – Percentage U.S. Department of Education Performance Levels/High Performance Targets for 2005
   iv. FY 2004 Statewide Targets Met – Indicates whether or not the Statewide Program Completion targets were met
d. Program Retention federal performance measures information
   i. Final percentage Program Retention for Fiscal Year 2004
   ii. Percentage Program Retention for Fiscal Year 2005
   iii. FY 2005 USDE Performance Levels/HPTs – Percentage U.S. Department of Education Performance Levels/High Performance Targets for 2005
   iv. FY 2005 Statewide Targets Met – Indicates whether or not the Statewide Program Completion targets were met
   o Academic and Occupational Competency federal performance measures information
      a. Work Keys federal performance measures information
         i. Final percentage Work Keys Performance for Fiscal Year 2004
         ii. Percentage Work Keys Performance for Fiscal Year 2005
         iii. FY 2005 USDE Performance Levels/HPTs – Percentage U.S. Department of Education Performance Levels/High Performance Targets for 2005
         iv. FY 2005 Statewide Targets Met – Indicates whether or not the Statewide Program Completion targets were met
      b. Occupational Skill Attainment federal performance measures information
         i. Final percentage Occupational Skill Attainment for Fiscal Year 2004
         ii. Percentage Occupational Skill Attainment for Fiscal Year 2005
         iii. FY 2005 USDE Performance Levels/HPTs – Percentage U.S. Department of Education Performance Levels/High Performance Targets for 2005
         iv. FY 2005 Statewide Targets Met – Indicates whether or not the Statewide Program Completion targets were met
      o Participation in Non-traditional programs federal performance measures information
         a. Final percentage Non-traditional programs performance for Fiscal Year 2004
         b. Percentage Non-traditional programs for Fiscal Year 2005
         c. FY 2005 USDE Performance Levels/HPTs – Percentage U.S. Department of Education Performance Levels/High Performance Targets for 2005
         d. FY 2005 Statewide Targets Met – Indicates whether or not the Statewide Program Completion targets were met
      o Completion of Non-traditional programs federal performance measures information
         a. Final percentage completion of Non-traditional programs for Fiscal Year 2004
         b. Percentage completion of Non-traditional programs for Fiscal Year 2005
c. FY 2005 USDE Performance Levels/HPTs – Percentage U.S. Department of Education Performance Levels/High Performance Targets for 2005
d. FY 2005 Statewide Targets Met – Indicates whether or not the Statewide Program Completion targets were met
   o Traditional Career Passport Rate information
      a. Final percentage Career Passport Rate for Fiscal Year 2004
      b. Percentage Career Passport Rate for Fiscal Year 2005
      c. FY 2005 USDE Performance Levels/HPTs – Percentage U.S. Department of Education Performance Levels/High Performance Targets for 2005
d. FY 2005 Statewide Targets Met – Indicates whether or not the Statewide Program Completion targets were met
   o Customer Satisfaction information
      a. Final percentage Customer Satisfaction for Fiscal Year 2004
      b. Percentage Customer Satisfaction for Fiscal Year 2005
      c. FY 2005 USDE Performance Levels/HPTs – Percentage U.S. Department of Education Performance Levels/High Performance Targets for 2005
d. FY 2005 Statewide Targets Met – Indicates whether or not the Statewide Program Completion targets were met

Statistics Section: This part of the Performance Report captures the following information
   o Total Adult CD Enrollment information
      a. Total Adult CD Completers
      b. Total Adult CD Leavers
      c. Total Adult CD Transfers
   o Post Program Placement information
      a. Percentage Civilian Employment
      b. Percentage Higher Education
      c. Percentage Related Employment
      d. Total CD Adults taking Work Keys
      e. Total CD Adults taking OCTCA Test
      f. Total number of Customer Satisfaction Respondents
The following screen displays a partial view of what the user will see when accessing the Performance Report – State 2005.

### Approved Consultative Hours by District Report

This Crystal report presents information about approved consultative hours for the selected year. The report can be viewed by the following user roles: ODE Staff, ODE AWE Consultant, ODE Admin, and ODE Tech Admin.

- The user must click on the “Reports” link from the Main Menu, and then click on the “Approved Consultative Hours by District” link.
- This State level report is run on demand.
- The report displays information by District.
- The report captures the following information:
  - CTPD Number
  - District IRN
  - District Description
  - Reference Person Phone Number
  - Course ID
  - Reference Person Name
  - Subject Code
  - Subject Description
  - Consultant Name
  - # Consultative Hours
  - Course Type

(Screen 78 – Performance Report – State 2005)
The following screen displays a partial view of what the user will see when accessing the Approved Consultative Hours by District Report.

<table>
<thead>
<tr>
<th>CTPD</th>
<th>District IRN</th>
<th>District Description</th>
<th>Reference Phone</th>
<th>Course ID</th>
<th>Reference Person</th>
<th>Subject Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>050773</td>
<td>Apollo</td>
<td>419 9962997</td>
<td>18650</td>
<td>Mary Ann Langhals</td>
<td>17171</td>
</tr>
<tr>
<td>001</td>
<td>050773</td>
<td>Apollo</td>
<td>419 9962997</td>
<td>19380</td>
<td>Mary Ann Langhals</td>
<td>9903</td>
</tr>
<tr>
<td>001</td>
<td>050773</td>
<td>Apollo</td>
<td>419 9962997</td>
<td>25159</td>
<td>Mary Ann Langhals</td>
<td>17171</td>
</tr>
<tr>
<td>001</td>
<td>050773</td>
<td>Apollo</td>
<td>419 9962997</td>
<td>25160</td>
<td>Mary Ann Langhals</td>
<td>04084</td>
</tr>
<tr>
<td>001</td>
<td>050773</td>
<td>Apollo</td>
<td>419 9962997</td>
<td>27242</td>
<td>Mary Ann Langhals</td>
<td>14994</td>
</tr>
</tbody>
</table>

(Screen 79 – Approved Consultative Hours by District Report)

Report of Consultative Hours and Courses Resulting from Consultative Contacts – This Crystal report presents information about consultative hours and courses. This report can be viewed by the following user roles: ODE Staff, ODE AWE Consultant, ODE Admin, and ODE Tech Admin.

- The user must click on the “Reports” link from the Main Menu, and then click on the “Report of Consultative Hours and Courses Resulting from Consultative Contacts” link
- This State level report is run on demand
- The report displays information by District
- The report captures the following information
  - CTPD Number
  - District IRN
  - Course ID
  - Course Hours
  - Approval Status of course – Approval Status is indicated by a number value; 4 indicates ODE Approved status and 8 indicates Overridden Status
  - Reimburse Flag – Reimbursement status is indicated by Yes/No flag; Yes indicates that the course is eligible for reimbursement
  - Customized Training – Indicated by Y/N; Y indicates customized training
  - Consultative Contact
  - Consultant Last Name
  - Consultant First Name
  - Course Type – Indicated by number values; 1 indicates CD course, 2 indicates CE course, and 3 indicates CO course
  - Subject Code
  - Instructor Last Name
  - Instructor First Name
  - # Instructor Hours
The following screen displays a partial view of what the user will see when accessing the Consultative Hours and Courses Resulting from Consultative Contacts Report.

### Consultative Tracking Report
- This Crystal report can be viewed by all user roles. It tracks information about consultants’ hours and service that will be reimbursed by the system.
  - The user must click on the “Reports” link from the Main Menu, and then click on the “Consultative Tracking Report” link
  - This State level report is run on demand
  - The report displays information by District
  - The report captures the following information
    - CTPD Number
    - District IRN
    - Program Area
    - Consultant Name
    - Consultant Company/Agency
    - Company Contact Person Name
    - Type of Service
    - Date of Service
    - In AWE System – indicates whether the service provided resulted in a CE Course and is reported on a CE record; Y indicates the service resulted in a CE Course and has been reported; N indicates the service did not result in a CE Course.
    - # Served (face to face Contact) – The number of people impacted by face-to-face service provided by the consultant
    - # Impacted (not face to face but directly) – The number of people impacted by direct service provided by the consultant
    - Total served/impacted
    - Type of Industry (NAICS) – The type of industry that the service belongs
The following screen displays a partial view of what the user will see when accessing the Consultative Tracking Report.

<table>
<thead>
<tr>
<th>CTPD</th>
<th>District RN</th>
<th>Type (Program Area)</th>
<th>Consultant</th>
<th>Company/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>062042</td>
<td>Adult Workforce Education</td>
<td>ATKINS TAMMY</td>
<td>Ohio Dept. Job Fam. Serv.</td>
</tr>
<tr>
<td>03</td>
<td>062042</td>
<td>Adult Workforce Education</td>
<td>ATKINS TAMMY</td>
<td>Ohio Job and Family Services</td>
</tr>
<tr>
<td>03</td>
<td>062042</td>
<td>Adult Workforce Education</td>
<td>ATKINS TAMMY</td>
<td>Ohio Job and Family Services</td>
</tr>
<tr>
<td>03</td>
<td>062042</td>
<td>Adult Workforce Education</td>
<td>ATKINS TAMMY</td>
<td>Pentair Corp.</td>
</tr>
<tr>
<td>03</td>
<td>062042</td>
<td>Adult Workforce Education</td>
<td>ATKINS TAMMY</td>
<td>Pentair Corporation</td>
</tr>
<tr>
<td>03</td>
<td>062042</td>
<td>Adult Workforce Education</td>
<td>ATKINS TAMMY</td>
<td>Ohio Job and Family Serv.</td>
</tr>
<tr>
<td>03</td>
<td>062042</td>
<td>Adult Workforce Education</td>
<td>OLENIC CAROLYN</td>
<td>Ohio Job and Family Services</td>
</tr>
<tr>
<td>03</td>
<td>062042</td>
<td>Adult Workforce Education</td>
<td>OLENIC CAROLYN</td>
<td>Ohio Job and Family Services</td>
</tr>
<tr>
<td>03</td>
<td>062042</td>
<td>Adult Workforce Education</td>
<td>OLENIC CAROLYN</td>
<td>Ohio Job and Family Services</td>
</tr>
<tr>
<td>03</td>
<td>062042</td>
<td>Health Careers</td>
<td>HALE CAROL</td>
<td>Headland Home</td>
</tr>
</tbody>
</table>

(Screen 81 – Consultative Tracking Report)

Crystal Report Viewer

All reports available on the AWE Data Reporting System are Crystal reports and are displayed with Crystal Report Viewer. When a user clicks on a link for an individual report from the “Reports” menu and selects the required filters, the Report Viewer displays the report in a new web browser window.

The following is a brief description of the options displayed across the top of the Crystal Report Viewer:

- The “Export” icon will export the report, for saving or printing, to one of several types including PDF, Excel, Word.
- The “Toggle Group Tree” toggles the group tree structure on the left side of the screen on or off. Toggle the tree off to see more of the report on the screen.
- Page through document displays current page and allows navigation through document.
- The “Search Text” icon searches the document for a specific text entry.
- NOTE: Sometimes the Crystal Viewer opens without scroll bars. If the report being viewed requires scrolling and the scroll bars are not visible, click the maximize button (square) at the top right hand corner of your page to change the view of the report viewer. This should cause the scroll bars to become visible.
- The “Close” (X) button at the top right corner closes the report viewer.
21. Formatting Reports

Recap of Enhancements made in Part III Phase B
This is a new functionality.

Functionality Overview
This functionality allows the user to export the Crystal reports into MS Excel format, sort the data in the reports, format the reports as desired, and print the reports.

Business Rules
- In order to format the report, the user will first export the report into Excel by using the following steps:
  - Click the icon “Export report for saving or printing.”
  - Select “Microsoft Excel 7.0 (XLS)” from the drop down box of the pop-up window.
  - Click on “Click here to start download of exported report” button.
  - Select the “Save” option from the pop-up window, and save the report to the desktop.
  - Select the “Save” option and save the report to the desktop. The report will be saved as an xls document.
- The user will perform a general clean-up of the file by performing the following steps:
  - Open the saved XLS document.
  - Select the entire worksheet, and select Edit ->Clear -> Formats.
  - Delete blank rows that have no data: the rows under the header and the repeat header rows. If the report has sub-reports, be careful not to delete the header that separates the sub-reports.
- The user will clean up the headers by performing the following steps:
  - Select the rows that contain the column headers.
  - Select Format -> Cells -> Alignment tab, check “Wrap Text” option, and click “OK.”
  - Increase or decrease the header rows as needed. If header data is across multiple rows, copy to single header row and delete header rows no longer needed.
  - Align the column headers with the corresponding data. Delete columns that are not needed.
- The user will sort the data by performing the following steps:
  - Highlight all the rows of the data to be sorted.
  - Select Data -> Sort.
  - In the pop-up window, select “Header Row” and select sort criteria from the drop down menu.
  - If desired, select additional sort criteria from “Then by” drop down menu.
  - Select “OK.”
  - The sorting will automatically create, at the bottom of the report, empty lines and/or rows of data that are not needed.
The user will format the report by performing the following steps:

- Delete empty rows and rows of data at the bottom of the report that are not relevant.
- If there is too much data across to fit on one page, some options to consider are under File -> Page setup -> Page:
  - Delete redundant or blank columns
  - Increase the margins by selecting Margins and moving them out further.
  - Select Landscape
  - Select Paper size of Legal or 11 x 17
  - Select “Fit to 1 page wide” by x tall – where x is number of pages needed to view the report.
  - Highlight only the cells of data that you want to show up on the report and select File -> Print area -> Set Print Area.
- To add gridlines, highlight only the cells that have data that you want to see on the report and select the desired borders.
22. District Data Download

Recap of Enhancements made in Part III Phase B
There have been no enhancements to this section.

Recap of Enhancements made in Part III Phase A
The following changes have been made to this section:

- Updated verbiage from “OCAP” to “Technical Assessment.”
- Additional data collected to address FERPA regulations.

Functionality Overview
This functionality allows the user to create a file containing student level data which has been entered for their district. The user will be able to specify the fiscal year to download. The application will create a comma-delimited file which can then be opened in a spreadsheet application. The file will contain all student data input by the district (excluding SSN) and will include a Y/N indicator for meeting Work keys LI and AM and Technical Assessment benchmarks. Note: File will contain only courses that are in “ODE Approved” and “Overridden” status and are specific to the user’s district.

The ability to download district data will be restricted to the user role of Attestor. This function will be accessible from the Main Menu.

Business Rules
- The user will be restricted to access data only from their district.
- The data will be all student level information entered by the district. Social Security number will be displayed as the last 4 digits.
- The user will access this functionality from the Main Menu.
- The filter will be fiscal year.
- The user will select the “Create File” button, or “Cancel” button. The “Cancel” button will take the user to the Main Menu.
- The user must click on the file link provided to continue the download save file process.
- The file format will be comma delimited, so the user may import the data into a spreadsheet.
- A “Save” box will prompt the user where to save the file.
- The file name will contain the fiscal year, current date and a generated number to identify the file. StudentsFY2002_mm_dd_yyyy_nnnnnnnn
- The file will contain the following data:
  - **Course Information**
    - Course Reference Number
    - Course Name
    - Subject Code
    - Course Type
    - End Date
○ **Student Information**
  - First Name
  - Last Name
  - Gender – M or F
  - Race – (B)lack, Non-Hispanic, (H)ispanic, (A)sian, Pacific Islander, (N)ative American, (W)hite, (M)ultiracial
  - Student Hours
  - Result – (C)ompleter, (L)eaver, (T)ransfer
  - WIA Voucher – Y/N
  - WIA State (Postal Abbreviation)
  - Is there a consent form on file? – Y/N

○ **Special Population Information**
  - Special Population – Disabled – Y/N
  - Special Population – Disadvantaged – Y/N
  - Special Population – Non-Traditional Training and Employment – Y/N
  - Special Population – Single Parent – Y/N
  - Special Population – Displaced Homemaker – Y/N
  - Special Population – Limited English Proficiency – Y/N

○ **Performance Indicators Information**
  - ACT/Work Keys – NI
    - Took?
    - Score
    - Met Profile Level
  - ACT/Work Keys – AM
    - Took?
    - Score
    - Met Profile Level
  - Technical Assessment
    - Took?
    - Score
    - Met Profile Level
  - Industry Credential Status
  - Industry Credential Code/Description

○ **User Actions**
  - “Select Fiscal Year” – The user must specify using the drop down box which fiscal year they wish to download.
  - The “Create File” button initiates the download process.
  - The “Cancel” button returns the user to the Main Menu.
  - “The “Save” button will prompt the user for the location to save the file.
Screen Shots
After selecting the link from the Main Menu, the user will be presented with the following screen to select the desired fiscal year.

(Screen 82 – District Download – Select Fiscal Year)

After selecting the fiscal year, the user will then select the “Create File” button.

(Screen 83 – District Download – Create File)
The user will be presented the following screen with a link displayed for the created file.

(Screen 84 – District Download – File Link)

The user will then click on the file link which will then open a “Save As” box as shown below.

(Screen 85 – District Download – Save File)
23. Course Master Table Maintenance

Recap of Enhancements made in Part III Phase B
The following enhancements have been made to this section

- The user roles ODE AWE Administrator and ODE AWE Consultant have read and write access to this functionality
- The user role ODE Staff has read-only access to this functionality

Recap of Enhancements made in Part III Phase A
There have been no enhancements to this section.

Functionality Overview
This functionality will be given to the user role of ODE Technical Administrator, ODE AWE Consultant, and the ODE AWE Administrator, and will be accessed through the Main Menu. The user will have the ability to add, modify, or delete records in the Course Master Table through a web interface. The ODE Staff will have read-only access to this table.

Business Rules
- Permissions will be given only to the ODE AWE Technical Administrator, ODE AWE Administrator, and AWE Consultant roles.
- User will be able to add, modify, or delete table records.

Course Master Table Management
- When the user initially accesses the screen all courses in the table are displayed.
- The user may narrow their search for a specific course by using the Course Type and Program Area filters. These filters are defaulted to “All.”
- The Course Master Management screen displays the following information:
  - Course Master ID – A system generated number which identifies the entry
  - Course Type
  - Program Area
  - Subject Code
  - Minimum Hours
  - Maximum Hours
  - Additional Hours
  - Ratio – Instructor to Students
  - ODE User – The ODE Staff member that is responsible for the course.

User Actions
- The “Add Course Master” button takes the user to the Course Master Information screen to enter course information.
- The “Modify Course Master” button takes the user to the Course Master Information screen where the fields are populated with course information of the selected record.
- The “Delete Course Master” button removes the selected record from the table.
Course Master Information Screen

- This page is accessed from the Course Master Management screen by selecting either the “Add Course Master” or “Modify Course Master” button.
- When adding or modifying a record, the following information is required:
  - Course Type – A select box containing all Course Types. Field is mandatory and defaulted to “Select One.”
  - Program Area – A select box containing all Program Areas. Field is mandatory and defaulted to “Select One.”
  - Subject Code – A mandatory six-digit, numeric field
  - Short Name – A mandatory 20-digit, field
  - Long Name – A mandatory 50-digit field
  - Min. Hours – A four-digit numeric field; if none for course, leave blank. Constraint for minimum course hours.
  - Max. Hours – A four-digit numeric field; if none for course, leave blank. Constraint for maximum course hours.
  - Add. Hours – A four-digit numeric field; if none for course, leave blank. Constraint for additional course hours.
  - Ratio – A four-digit numeric field; if none for course, leave blank. Constraint for teachers to students.
  - ODE User Responsible for Review – A select box containing all ODE level staff; Field is mandatory and defaulted to “Select One.”

User Actions

- The “Save Master Management” validates the data entered and saves the record. If adding a new record, the system will assign a Course Master ID.
- The “Cancel” button takes the user back to the Course Master Management screen.
Screen Shots
This screen shot depicts the Course Master Management screen which is what the user will see after selecting the “Course Master Management” link on the Main Menu.

(Screen 86 – Course Master Management)

The following screen is displayed when the user selects the “Add Course Master” button. All information must be completed by user. Note: Course Master ID is not generated until the “Save Course Master” button is selected.

(Screen 87 – Course Master Information – Add)
The following screen displays what the user will see when selecting the “Modify Course Master” button. All information previously entered is displayed.

(Screen 88 – Course Master Information – Modify)
24. **Subject Code Certification Crosswalk Table Maintenance**

**Recap of Enhancements made in Part III Phase B**
The following enhancements have been made to this section
- The user roles ODE AWE Administrator and ODE AWE Consultant have read and write access to this functionality
- The user role ODE Staff has read-only access to this functionality

**Recap of Enhancements made in Part III Phase A**
No changes to this section.

**Functionality Overview**
This functionality will be given to the user roles of ODE AWE Technical Administrator, ODE AWE Administrator, and ODE AWE Consultant and will be accessed through the Main Menu. The user will have the ability to add, modify, or delete records in the Course Master Table through a web interface. The ODE Staff will have read-only access to these records, and will not have the capability to add, modify, or delete any records.

**Business Rules**
- Permissions will be given only to the ODE AWE Technical Administrator, ODE AWE Administrator, and ODE AWE Consultant roles.
- User will be able to add, modify, or delete table records.

**Subject Code Management Screen**
- When the user initially accesses the screen all contents in the table are displayed.
- The user may narrow their search for a specific course by using the “Subject Code” and “Certificate Code” filters.
- The Subject Codes Management screen displays the following information:
  - Valid Certificate ID - A system generated number which identifies the entry
  - Subject Code
  - Certificate Code
- If a subject code has multiple certificate codes, the user will create a record for each additional valid certificate code

**User Actions**
- The “Add Record” button takes the user to the Subject Codes Information page to enter a subject code record.
- The “Modify Record” button takes the user to the Subject Codes Information page where the fields are populated with course information of the selected record.
- The “Delete Record” button removes the selected record from the table.
Subject Codes Information Screen

- This page is accessed from the Course Master Management screen by selecting either the “Add Course Master” or “Modify Course Master” button.
- When adding or modifying a record, the following information is required:
  - Certificate Subject Code
  - Additional Subject Code

User Actions

- The “Save Subject Codes Records” button validates the entry and saves the record. The user is returned to the Subject Codes Management screen.
- The “Cancel” button discards the entry and returns the user to the Subject Codes Management screen.

Screen Shots

This screen shot depict the Subject Codes Management screen which is what the user will see after selecting the “Subject Code Certification Crosswalk Table Management” link on the Main Menu.

Subject Code Management

<table>
<thead>
<tr>
<th>Subject Code:</th>
<th>Certificate Code:</th>
<th>Search</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Valid Certificate ID</th>
<th>Subject Code</th>
<th>Certificate Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>010201</td>
<td>010000</td>
</tr>
<tr>
<td>2</td>
<td>010201</td>
<td>010100</td>
</tr>
<tr>
<td>3</td>
<td>010201</td>
<td>010104</td>
</tr>
<tr>
<td>4</td>
<td>010201</td>
<td>010300</td>
</tr>
<tr>
<td>5</td>
<td>010301</td>
<td>010000</td>
</tr>
<tr>
<td>6</td>
<td>010301</td>
<td>010100</td>
</tr>
<tr>
<td>7</td>
<td>010001</td>
<td>010104</td>
</tr>
<tr>
<td>8</td>
<td>010001</td>
<td>010200</td>
</tr>
</tbody>
</table>

(Screen 89 – Subject Codes Management)
The following screen is displayed when the user selects the “Add Record” button. All information must be completed by user. Note: Valid Certificate ID is not generated until the “Save Subject Codes Record” button is selected.

(Screen 90 – Subject Codes Information - Add)

The following screen displays what the user will see when selecting the “Modify Record” button. All information previously entered is displayed.

(Screen 91 – Subject Codes Information - Modify)
25. Payment File Create – Oracle Financials

Recap of Enhancements made in Part III Phase A
There are no enhancements in this section.

Recap of Enhancements made in Part III Phase A
The following changes have been made to this section:
- New functionality for End of Fiscal Year process allows user to select current or previous fiscal year.

Functionality Overview
This process is designed to automate the collection of district payment information by creating a formatted file compatible with the State’s Oracle Financials application. When the process is run, the application pulls data for all courses flagged for reimbursements which are in “ODE Approved” and “Overridden” status.

The process is accessed from the ODE Technical Administrators Main Menu by selecting the “Oracle Financials” link. The user is then taken to a screen where they select the “Create File” button. A warning will be displayed informing the user that once the available data has been collected into the file, the same data will not be collected if the job is run again. The user selects the “OK” button and a file is created along with information on the number of rows collected. The file may then be saved to the user’s desktop or network.

This job is typically run once at the end of a fiscal year, however the application has been designed with the flexibility to allow the job to be run multiple times. The application will flag the course once it has been collected into a file.

Business Rules
- Functionality will be limited to user role of ODE AWE Technical Administrator.
- The process was designed so it could be run once or multiple times in a fiscal year.
- Courses must meet the following criteria:
  - Status = “ODE Approved” and “Overridden”
  - Reimbursement Flag set to “Y”
  - Not flagged as previously collected
- System will create a fixed-length ASCII file which will include the following data:
  - Course ID – 6-digit number with leading zeroes filled
  - District IRN – 6-digit number
  - Course Hours – 4-digit number with leading zeroes filled
  - Course Status – 1-digit number 4 = ODE Approved, 9 = Overridden
  - Reimbursed Flag – 1-character – (should be Y)
  - Delete Flag – 1-character (should be blank)
  - Course Type ID – 1 = CD, 2 = CE, 3 = CO
  - Subject Code – 6-digit number with leading zeroes filled
  - Enrollment Total – Length = largest number used
The file name includes the date and a unique number. The format is as follows:
OracleFinancials_ddmmyyyy_nnnnnnn

- The system will verify that the number of records in the file equals the number of records collected in the system.
- Records that have been collected will be flagged by the system.
- System will collect only records for current or prior fiscal year.
- User will be prompted by the system with a “Browse” box to save the file.

As an example, the following file has been generated for this course:

027210,888888,0200,9,Y,,1,010300,5

Where:
- Course ID – 27210
- District IRN – 888888
- Course Hours – 200
- Course Status – Overridden (9)
- Reimbursement Flag – Yes
- Delete Flag
- Course Type ID – Career Development (1)
- Subject Code – 10300
- Enrollment Total – 5

**User Actions**
- The user selects the “Payment Datafile Create – Oracle Financials” link from the Main Menu.
- User is then taken to a screen to select the desired fiscal year.
- The “Create File” button is then selected to initiates the process.
- The user will be presented with a Y / N box which will prompt them if they wish to continue the process.
- A file link will be displayed on the screen, when the user selects the link. A “Save” box will open to assist the user in determining where they would like to save the file.
Screen Shots

The following screen shot demonstrates what the user will see after selecting the “Payment Datafile Create – Oracle Financials” link from the Main Menu.

(Screen 92A – Select Payment Datafile Create)

After selecting the “Create File” button, the user will see the following screen.

(Screen 92B – Payment Datafile Create)
26. Bad E-mail Flag Process

Recap of Enhancements made in Part III Phase B
This functionality is no longer supported in the AWE application because of the SAFE integration.
27. Read-Only Access for ODE Staff

Recap of Enhancements made in Part III Phase B
The following feature has been added to the system
- ODE level staff has read-only access to two more functionalities: Course Master Management and Subject Code Certification, Crosswalk Table Management.

Recap of Enhancements made in Part III Phase A
This is a new process for ODE level staff.

Functionality Overview
- User will access the functionality for read-only access to district level screens via the “View District Level Screens” link on the Main Menu
- User will be taken to a new screen to select the desired functionality to view
  - Add Course Using Wizard
  - Add Course Using Course Information
  - Course Information
- To access the functionality for read-only access to Course Master Management and Subject Code, Certification Crosswalk Table Management the user will click on the following links from the Main Menu
  - Course Master Management
  - Subject Code, Certification Crosswalk Table Management
- Links on the pages will allow the user to navigate the complete functionality

Business Rules
District Level Screens
- The user is restricted to read-only access to district level screens. The user will not have access to the “Save” button.
- The user can access this functionality from the “View District Level Screens” link on the Main Menu.
- User will be taken to a screen to select the desired functionality to view:
  - Add Course Using Wizard
  - Add Course Using Course Information
  - Course Information
- The user retains access to the course until he/she selects another course, exits the functionality, or logs off the application.
- The district data is not viewable until it is saved. The ODE staff must refresh his/her screen to view the updated data.
- Pages can be opened in a new window which allows the user to minimize the page and open multiple pages.
Course Master Management
- The user is restricted to read-only access to this screen. The user will not have access to the “Add,” “Modify,” or “Delete” buttons.
- The user can access this functionality from the “Course Master Management” link on the Main Menu.

Subject Code, Certification Crosswalk Table Management
- The user is restricted to read-only access to this screen. The user will not have access to the “Add,” “Modify,” or “Delete” buttons.
- The user can access this functionality from the “Subject Code, Certification Crosswalk Table Management” link on the Main Menu.

User Actions
Add Course Using Wizard
- The user will be taken through three screens to select the following course criteria
  - Program Area
  - Course Type
  - Course Name and Number
- Once complete, the user will be taken to the Course Information screen with the selected information populated
- Selecting the “Return” button will take the user back to the Functionality Select screen.

Add Course Using Course Information
- The user is taken to the Course Information Screen. No information is pre-populated.
- Selecting the “Return” button will take the user back to the Functionality Select screen.

Course Information
- The user is taken to a screen to enter the desired course Reference Number.
- The course must be in “Draft” status and in the current fiscal year.
- The user is taken to the Course Information screen. The user may navigate to additional screens based on course type.

CD Courses – screens available
- Course Information – The available buttons are “View Enrollment Data” and “Return.”
- Enrollment Information – The available buttons are “Add Student,” “Modify Student,” “Upload Student Data,” “Previous Course Information,” “Next Customer Satisfaction.”
- Add Student Process
  - Enter SNN – The available buttons are “Next Step” and “Cancel.”
  - Student Enrollment Information – The available button is “Return.”
- Modify Student – The available button is “Return.”
- Upload Student Data, Student Data Preview – The available button is “Cancel.”
- Customer Satisfaction – The available buttons are “Customer Satisfaction Calculator,” “Previous Enrollment Management,” and “Return.”
• Customer Satisfaction Calculator – The available buttons are “Calculate Customer Satisfaction,” “Clear,” and “Close Calculator.”

CE Courses – screens available:
• Course Information – The available buttons are “View Enrollment Data” and “Return.”
• Enrollment Information – The available buttons are “Previous Course Information,” “Next Customer Satisfaction,” and “Return.”
• Customer Satisfaction – The available buttons are “Customer Satisfaction Calculator,” “Previous Enrollment Management,” and “Return.”
• Customer Satisfaction Calculator – The available buttons are “Calculate Customer Satisfaction,” “Clear,” and “Close Calculator.”

CO Courses – screen available:
• Course Information – “Return”

Course Master Management
• The user is taken to a screen to select the desired Course Type and Program Area
• The user is taken to the Course Master Management screen. The user may navigate to additional screens based on course type

Subject Code, Certification Crosswalk Table Management
• The user is taken to a screen to select the desired Course Type and Program Area.
• The user is taken to the Subject Code Management screen. The user may navigate to additional screens based on course type.

Screen Shots
The following screen displays what the user will see when accessing View District Level Screens.

(Screen 93 – District Level Screens – Read Only)
The following screen displays the remainder of the Course Information screen.

(Screen 94 – Add Course Using Course Information – Read-Only)

The following screen displays what the user will see when getting read-only access to the Course Master Management functionality.

(Screen 95 – Course Management Info – Read-Only)
The following screen displays what the user will see when getting read-only access to the Subject Code, Certification Crosswalk Table Management functionality.

![Subject Code Management](image)

<table>
<thead>
<tr>
<th>Certificate ID</th>
<th>Subject Code</th>
<th>Certificate Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>477</td>
<td>040810</td>
<td>040810</td>
</tr>
<tr>
<td>483</td>
<td>040820</td>
<td>040820</td>
</tr>
</tbody>
</table>

(Screen 96 – Subject Code, Certification Crosswalk Table Management – Read-Only)
28. End of Fiscal Year Process

Recap of Enhancements made in Part III Phase B
There are no enhancements in this section.

Recap of Enhancements made in Part III Phase A
This is a new process for ODE level staff.

Functionality Overview
At the end of the fiscal year the system will automatically begin the next fiscal year. Users will be given a variable-driven window to update and approve courses from the previous fiscal year.

Business Rules
- At the start of the new fiscal year, the system will automatically create an entry for the new fiscal year in the FiscalYear table.
- System will provide a window, parameter will be set as a variable, for users to update and approve courses for both the previous and current fiscal years.
- After the window has closed, the users will be unable to modify or approve previous year courses.
- When the window closes, any previous year courses in “Draft,” “Review,” “Attested,” “District Approved,” or “Consultative Review” status will be changed to “Past Deadline” status.
- Courses that are in “ODE Approved,” “Overridden,” “Voided,” and “Past Deadline” will be unaffected by the process.
- Users will be able to add, update, and approve courses for the new fiscal year.
- The end of fiscal year window process will supercede the variable for moving courses to past deadline status.
- No “Approaching Past Deadline” e-mails will be sent during the window.
- The window parameter may be updated during the window. (During the window both current and previous year are updated, out of the window only current year is affected)

Screen Shots
None
29. E-mail Recap

This section provides a recap of all scenarios where the system generates an e-mail notification.

<table>
<thead>
<tr>
<th>Process</th>
<th>Action</th>
<th>Recipient(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval</td>
<td>Staff/Attestor submits a course for review</td>
<td>Attestor</td>
<td>Status - Draft to Review</td>
</tr>
<tr>
<td>Approval</td>
<td>Attestor approves a course</td>
<td>Superintendent and Treasurer</td>
<td>Status - Review to Attested</td>
</tr>
<tr>
<td>Approval</td>
<td>Both Superintendent and Treasurer approve the course</td>
<td>ODE Staff</td>
<td>Status - Attested to District Approved. E-mail sent to ODE Staff on record for the subject code</td>
</tr>
<tr>
<td>Approval</td>
<td>ODE Staff submits course for consultative review</td>
<td>ODE AWE Consultant</td>
<td>Status - District Approved to Consultative Review</td>
</tr>
<tr>
<td>Rejected</td>
<td>Course is rejected by any role</td>
<td>Attestor</td>
<td>Status - Back to Draft E-mail provides which role rejected the course along with the reason and comments</td>
</tr>
<tr>
<td>Voided</td>
<td>Course is voided by the ODE Administrator</td>
<td>Attestor</td>
<td>Status – Back to Voided</td>
</tr>
<tr>
<td>Approaching Past Deadline</td>
<td>Course is 15 days away from moving to Past Deadline status</td>
<td>All district staff, ODE Staff on record for subject code, ODE AWE Consultant if course type is CE</td>
<td>E-mail not sent during end of fiscal year window</td>
</tr>
<tr>
<td>VE-23</td>
<td>VE-23 process has initiated</td>
<td>All district staff that had students in CD courses with completers, All ODE staff</td>
<td>Sent six months after start of new fiscal year</td>
</tr>
<tr>
<td>VE-23</td>
<td>VE-23 First reminder</td>
<td>All district staff that still have open records, all ODE staff</td>
<td>Sent three weeks after process initiated</td>
</tr>
<tr>
<td>VE-23</td>
<td>VE-23 Final Reminder</td>
<td>All district staff that still have open records, all ODE staff</td>
<td>Sent five weeks after process initiated</td>
</tr>
<tr>
<td>VE-23</td>
<td>Process Close</td>
<td>All ODE Staff</td>
<td>Sent when process is closed</td>
</tr>
</tbody>
</table>

*Table 9: Scenarios for E-mail generation*
30. Logging Off

Recap of Enhancements made in Part III Phase B
The following enhancements have been made in this phase:
- The “Log Off” button has been removed from the application
- The user is provided with two different ways of logging off

Functionality Overview
The user can log out of the application at any point from any screen. By logging out of the application, the user is taken back to the ODE application menu.

Business Rules
- The user can log out of the AWE application by using either of the two methods:
  - By clicking on “SIGN OUT” button at the top left of any screen; or
  - By clicking on the user role link at the top of the screen.
- Upon clicking on either of these, the user will be taken back to the SAFE portal.

Screen Shots
The following screen is an example displaying the “SIGN OUT” button and the user role link that the user will see on any screen of the AWE application:

Screen 97: Screen displaying “SIGN OUT” button
Upon clicking either the “SIGN OUT” button or the user role link, the user is logged out of the AWE application and taken back to the following SAFE portal:

Screen 98: SAFE Portal