



**ENROLLMENT & ACTIVE TEACHER
REPORTING 2025-26**

1

AGENDA

- CTE Dates 2025-26
- Enrollment Reporting General
- File Preparation
- Manual vs File Uploads
- Checking Data
- Active Teachers
- Contact Clean up
- Live Demo
- Help



2


2025-26 Reporting Checklist

Spring/Summer 2026

- May 11th** - 25/26 **CTE Student Enrollment** opens.
- May 15th** - Deadline for **Revisions, Renewals, and Responses** to "Information Needed" requests due for 25/26 programs.
- May 31st** - Recommended initial **review of Enrollment by teachers** and collect **Student Email and Phone contact** information for later Follow-up.
- July 31st** - Deadline for **Middle and Secondary Enrollment** data for 25/26.
- August 31st** - Deadline for **Active Teachers** data for 25/26.
- August 31st** - Deadline for **Post-Secondary (Non-System) Enrollment** data for 25/26.
- August 31st** - **Clean up District Contact** Information. Inactivate out-of-date contacts.

3

3



CTE ENROLLMENT REPORTING

ENROLLMENT
--Captures whether students are participants, concentrators, or completers in programs and if they participated in WBL.

DEMOGRAPHICS
--Captures students' personal information including race, gender, and other required information.

4

4

CTE ENROLLMENT REPORTING

The Why

- To calculate federal Perkins funding allocations
- To generate the annual statewide and institution level Perkins performance metrics
- To generate the 5-year trend reports used in the program approval process
- To generate the legislative Career and Technical Act Annual Report
- To determine Civil Rights monitoring visits

Note: Enrollment Reporting also determines which students you will need to collect Follow-up information from six months after their program completion. (Employment, continuing ed, military, etc.)

5

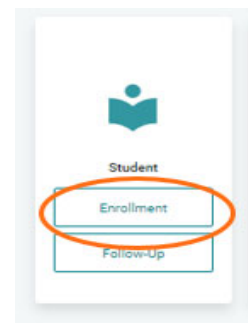
ACCESSING THE GATEWAY

Your district's designated power user controls who has access and permissions to various sites of the Gateway. They can assign the "DC - Student Record" and/or "DC - Teacher" permission to access the site, as well as assign the "DC - Submission Approver" permission which is the final enrollment sign-off.

ONLY ONE person per district or college should have the Submission Approver permission to certify that all enrollment is correct and complete. You do not need to submit a ticket to CCCS for this access.

Rather, contact your institution's power user.

(Note: If you have issues logging in or using MFA, please put in a ticket at cte@cccs.edu or contact Cynthia.Hoepfner@cccs.edu)



6

ANNUAL FERPA AGREEMENT

After selecting Data Collection, you will need to read and agree to the annual FERPA agreement. This will appear only one time.

Family Educational Rights and Privacy Act: 2023

DATA COLLECTIONS

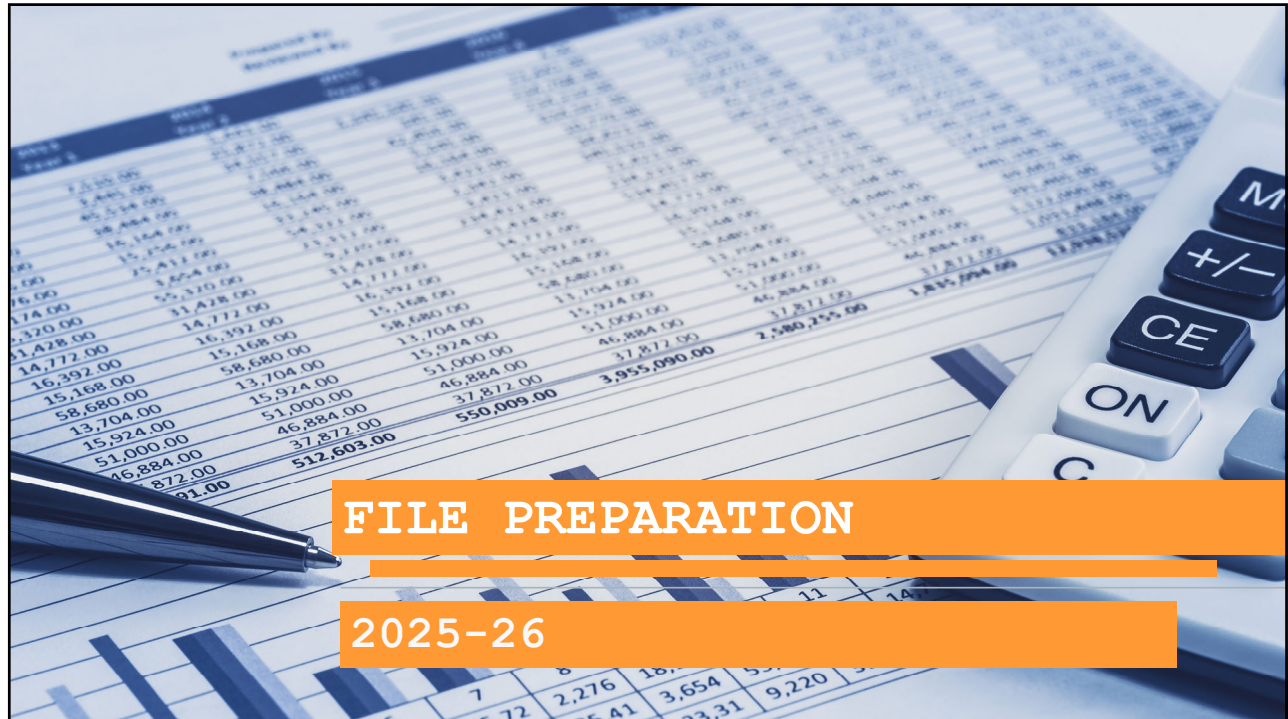
By clicking Agree and Continue, you agree to the following:

1. It is expected that reporting institutions will make reasonable efforts to ensure that data reported on this site are complete, accurate and on time, and that they will actively pursue opportunities to review data submissions and make corrections before data reporting deadlines.
2. Student-level data made available from this website are intended for internal audiences only. These data should not be provided to external audiences without the prior approval of the institution's official Data Contact. Such reports do not constitute official institution data and should not be represented as such or distributed outside the institution.
3. You are required to comply with the Family Educational Rights and Privacy Act (FERPA) when accessing student information. You are acknowledging your acceptance and recognition of this federal law and agree to not release student information to a third party without following proper administrative procedure.

Decline

Agree And Continue

7



8

GUIDANCE AND LAYOUTS

To start, download the new student file layouts and guidance documents for middle, secondary, post-secondary, and active teachers. They are available in the Gateway under Data/Enrollment and Data/Active Teachers, and on our website, Data Collection - Colorado CTE (CTEInColorado.org)



9

GUIDANCE AND LAYOUTS

Learning that works for Colorado

 Programs View New	 Grants View	 Data Collection View
 Student Enrollment Follow-Up	 Active Teachers View	 Admin Management Rollover

10

GUIDANCE AND LAYOUTS

Student Enrollment Academic Year: 2025 - 2026

Instructions

You are required to report student enrollment data for the indicated academic year, which opens on May 1st for all education levels and closes on July 31st ones. Once all enrollment data is entered, users with approval permission may certify that their data is complete for their site.

Once all enrollment data is entered, the person who has the "Local - DC Submission Approver" permission should access the [Reporting Dashboard](#) and run t

Active Teachers Academic Year: 2025 - 2026

Instructions

You are required to report information on CTE instructors who will be actively teaching during the period September 15th through September 1st of the given a

Upload Student Enrollment

Instructions

Use this section to enter individual student enrollment data for programs offered at your site. When you are ready to begin, click the 'Upload Student Enrollment' buttons to access documents with detailed instructions on how to enter your enrollment data.

When you have completed entering your student enrollment data save the file to your computer. Click on the 'Upload Student Enrollment' buttons to access documents with detailed instructions on how to enter your enrollment data.

- If the validation process is successful, you will receive onscreen and an email notification that your upload is complete.
- If the validation process uncovers errors, you will be provided a detailed list of errors onscreen and in an email. You must fix a

Note: Due to a high volume of data, your upload will appear the following day.

Guidance

View Secondary Guidance
View Postsecondary Guidance
View Middle School Guidance

Templates

Download Secondary Template
Download Postsecondary Template
Download Middle School Template

Uploading Active Teachers

Instructions

Use this section to enter records for active teachers. Click the 'Download the Template' button to download an Excel file containing the names of teachers for

When you have completed entering your teacher record data save the file to your computer. Click on the 'Upload Active Teacher File' button and follow the inst

Note: Due to a high volume of data, your upload will appear the following day.

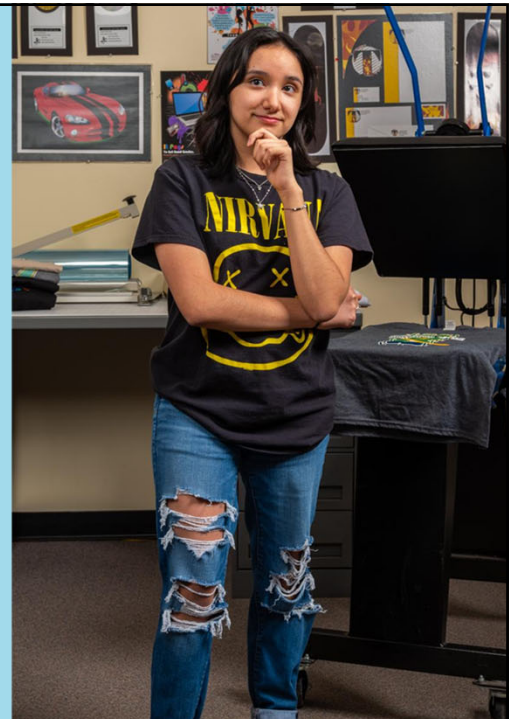
11

11

TIPS FOR STARTING ENROLLMENT

- **READ the guidance document BEFORE** starting to collect information and/or populate the spreadsheet. It will save you time.
- Decide whether you want to create **one single file with all programs and students, one file per program or school,** or **enter manually** by student record.

Note: For institutions with a small number of students to enter, it may be easier to enter the data manually.



12

File Preparation

- If you're going to build a spreadsheet, **note the data entered MUST match the header and be entered in the same order as the header.** Don't rearrange or remove columns even if empty. Don't add highlights or do any other formatting.
- If you have the data, report it.** (Note: For post-secondary SSN is listed as optional, but it is essential for data matching and will have an impact on your Perkins Award if not supplied.)
- Pay attention to coding and special rules that apply to fields.**

File Layout

Required fields will error if blank or if columns are missing or moved

Column Header (Row 1 of your Excel file. Must match exactly)	Is Data Required or Optional ?	Field Coding	Field Length (Number of characters)
ProgramLevel	Required	The level of the approved program Secondary=1	1
SchoolYear	Required	The school year is the last two digits of the spring year of the school year. SchoolYear = 25 for a student in the 2024-2025 school year.	2
HomeCDE_ID	Required	The 4-digit CDE school code for the student's primary school of academic enrollment . This may be the same school where the CTE program is approved or it may be a different school. The next field below, CDE ID, is the school where the CTE program is approved.	4
CDE_ID	Required	The 4-digit CDE school code , for the school where the CTE program is approved. Every CTE program is officially approved for a specific school. This school code is shown in your program list on the Data Collection/Enrollment page of ColoradoCTE.com	4
CIP	Required	6-digit CIP code . No dots or dashes. This is shown in your program list on the Enrollment page of ColoradoCTE.com	6
ProgramID	Required	5-digit Program Base ID (NOT Program Instance ID) This is shown in your program list on the Enrollment page of ColoradoCTE.com	5

13

13

File Preparation

- Duplicate students are allowed for the same school if they are enrolled in multiple programs at that school.** You will need to enter a separate record for that student for each program.
- You must use the current CCCS (not CDHE) assigned CTE **CIP code** and **five-digit program Base ID (not Instance ID)** for your secondary level CTE programs.
- You **must complete the "Hispanic" field for all records** (refer to the codes for a yes or no). In addition, **you must also report a non-zero code for at least one (you may pick more than one) Race, including "Hispanic".** If you aren't certain, select "White".

14

14

File Preparation

- Duplicate students are allowed for the same school if they are enrolled in multiple programs at that school. You will need to enter a separate record for that student for each program.
- You must use the current CCCS (not CDHE) assigned CTE **CIP code** and **five-digit program Base ID (not Instance ID)** for your secondary level CTE programs.
- You **must complete the "Hispanic" field for all records** (refer to the codes for a yes or no). In addition, **you must also report a non-zero code for at least one (you may pick more than one) Race, including "Hispanic"**. If you aren't certain, select "White".

15

15

File Preparation

- You should use the same first name, middle name, last name, and date of birth in this enrollment file that you report to CDE. Note that there should be no punctuation included in the data such as hyphens or apostrophes. This will greatly facilitate the mandated data matching processes
- **SASID is Mandatory.**
- You should report only **one record per student per program per school. We do not collect data at the course level.** Instead, course level data should be rolled up into credit hours and reported as participant, concentrator, and completer.

16

16

MIDDLE SCHOOL

For middle school, we only collect enrollment information. **Include any student enrolled in a CTE program for 25-26 who completed at least one CTE course.**



17

SECONDARY

For secondary, you should include all secondary students who have completed **transcriptable credit** in courses listed in your CTE program approval regardless of length. Then flag each student as a participant, concentrator, and completer per Perkins definitions.



18

Calculating Secondary Enrollment

Participant: Student has completed **1** or more **year long** courses = 2 or more semester long courses = 1 or more Carnegie Units = 120 or more contact hours within one program.

Concentrator: Student has completed **2** or more **year long** courses = 4 or more semester long courses = 2 or more Carnegie Units = 240 or more contact hours within one program.

Note: **Courses are cumulative** and should be added across years. For example, if a student took one semester as a sophomore, then a second semester as a junior, they would be considered a participant their junior year.

Secondary Enrollment at a Glance

Completer: A secondary student who has **completed the required minimum courses** within a pathway in the program approval (not necessarily graduated, but completed the pathway)

Animal Science				
Total Contact Hours: 480				
Level 1: 120 Level 2: 60 Level 3: 120 Level 4: 180				
Course Name	Custom Course	Contact Hours	Course Level	
Introduction to Agriculture - A	<input type="radio"/>	60	1	
Introduction to Agriculture - B	<input type="radio"/>	60	1	
Principles of Animal and Veterinary Science A	<input type="radio"/>	60	2	
Intermediate Veterinary Science A	<input type="radio"/>	60	3	
Intermediate Veterinary Science B	<input type="radio"/>	60	3	
Ag Leadership	<input type="radio"/>	60	4	
Agriculture Capstone	<input type="radio"/>	60	4	
WBL in Agriculture	<input type="radio"/>	60	4	

Susie Smith is enrolled in Agriculture and completes Intro to Ag A and B her freshman year, Principles of Animal and Vet Science and Intermediate Vet Science A and B her sophomore year, Ag Leadership and Capstone her junior year, and WBL her senior year. **Susie is not a completer until her senior year when she has completed the entire Animal Science pathway.**

Secondary Enrollment at a Glance

An example of what Secondary Enrollment should look like. A funnel from Enrolled to Completion.

CIPCode	Program	Enrolled	Participants	Concentrators	Completers
460000	Construction Trades	66	65	61	20
529999	Business, Management, Marketing	1418	952	383	164
130101	Education	241	101	34	2
140101	Engineering	263	225	118	64
519999	Health Science	261	205	144	77
513902	Nurse Aide - NA	187	185	180	45
190599	Hospitality and Food Production	910	412	146	27
511599	Behavioral Technician	77	75	73	19
110101	Computer & Digital Technologies	435	230	107	24

21

21

POSTSECONDARY

For post-secondary programs, include any student who has completed at least **1 CTE course** in the 25-26 school year. This includes:

- CTE Major Completers
- CTE Major Non-completers
- CTE Major Participants
- Academic Major Participants
- Undeclared Major Participants
- AGS Major Full-Time CTE



22

Calculating Postsecondary Enrollment

- **Enrolled/Participant:** Student has completed at least **1 CTE course** within the reporting year.
- **Concentrator:** Student has earned at least **12 CTE credits** within a single CTE program OR **completed** such a program if the program is 12 or fewer credits within the reporting year.
- **Completer:** A student has completed the minimum credit hours required within a CTE program in order to be awarded a **CTE certificate or degree**.
- **Full-time CTE:** A student taking **6 or more CTE credits averaged** over the terms attended in the reporting year (not the same as part-time or full-time general attendance at your institution. ** See guidance for calculation instructions.)

23

23

Postsecondary Enrollment at a Glance

An example of what Postsecondary Enrollment should look like. A funnel from Enrolled/Participant to Completion.

CIP_Code	Program Name	Enrolled	Participant	Concentrator	Completer
-1	Non-CTE Program	2234	2234	129	0
460412	Building/Construction Site Management/Manag	107	107	47	30
520204	BUSINESS	390	390	95	86
510716	Medical Administrative/Executive Assistant And	11	11	2	2
520201	UNKNOWN	94	94	3	2
131210	EARLY CHILDHOOD EDUCATION	223	223	53	46
160103	Translation and Interpretation	115	115	13	12
520302	Accounting	33	33	11	10
520803	Financial Services	71	71	3	2
510904	EMERGENCY MEDICAL SERVICES	200	200	100	53
513902	NURSE AIDE - NA	294	294	35	29
511009	PHLEBOTOMY	25	25	15	15

24

24



25

Updating Enrollment Manually

- Navigate to the View & Edit Program Enrollment area in enrollment and select the program you wish to update.

View & Edit Program Enrollment

Instructions
Listed below are details on the active and conditionally-active programs offered within your site(s) during the current academic year, as entered in the Program Approvals module. Each row corresponds to a specific program offered within a site. Rows highlighted in green show completed records and rows highlighted in red show records that have been closed. Use the search bar to search within any column of the table. Click on a program's row to view program summary and trend data or to update the information provided, including adding students to the enrollment information.

Search Student Enrollment

School

Enrollments	Participants	Concentrators	Completers	School Name	CDE ID	Program	CIP	Base ID	Program Instance ID	Program State	Expiration
0	0	0	0	Douglas County High School	2230	Business Management Marketing	529999	11138	14388	Active (Option to Revise)	09/08/2024

26

Updating Enrollment Manually

Once a program is selected, you will see the prior year's reported students highlighted in red. Do **NOT** select "Edit" for the 2025 record and try to update for the new year. These records are locked down for the prior year.

To update a student previously enrolled for the new year, enter his/her first and last name in the "Add an Individual Student", then select that student. That will bring up the student and their previous info with the NEW school year.

Add an Individual Student

Instructions

Enter a student's name or SASID in the search bar to

Search bar: Curtis E

Full Name: Curtis Esquibel

Showing 1 out of 32612

Student Record: Curtis Esquibel

Instructions
Enter information for the student you wish to add to this program. Note that fields will automatically populate for students found within the database. Please verify that these data are accurate before proceeding. If a match is not made, you will need to manually enter this information. Input boxes highlighted in blue will pre-populate and are not editable. When you have entered all information click on the "Save" button to return to the Student Enrollment overview.

Personal Information

First Name	Middle Name	Last Name	Date of Birth
Curtis	Joseph	Esquibel	[Redacted]
SASID	Phone Number (Optional)	Email (Optional)	
[Redacted]	[Redacted]	[Redacted]@dcisd.k12.org	

Program Information

Program Name	School Name	
Business, Management, Marketing	Douglas County High School	
Program Level	Program ID	School Year
Secondary	11138	2026

27

27

Updating Enrollment Manually

- Now you can make changes to the student record reflecting his/her status for the active enrollment year and select "Save". If you refresh the page, you will now see that student's record in the student list for the 2026 year. If you need to edit this record after saving, you can use the "Edit" pencil.

Name	SASID	Participant	Concentrator	Completer	Year	Edit	Delete
Curtis Esquibel	1011047287	●	○	○	2026	✎	🗑️
[Redacted]	[Redacted]	●	●	●	2025	✎	🗑️
Curtis Esquibel	1011047287	○	○	○	2025	✎	🗑️

28

28

Updating Enrollment Manually

To **add a new student** not previously enrolled in a program, select the "New Student" button, enter all the student's information, and select "Save". To make additional changes, select the "Edit" pencil.

Add an Individual Student

Instructions

Enter a student's name or SASID in the search bar to access information previously entered on an existing student and add them to this program. You may also click on the "New Student" button to add information on a new student that does not exist in the database

Student Record:

Instructions

Enter information for the student you wish to add to this program. Note that fields will automatically populate for students found within the database. Please verify that these data are accurate before proceeding. If a match is not made, you will need to manually enter this information. Input boxes highlighted in blue will pre-populate and are not editable. When you have entered all information click on the "Save" button to return to the Student Enrollment overview.

New Student

Personal Information

First Name	Middle Name	Last Name	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="05/13/2026"/>
SASID	Phone Number (Optional)	Email (Optional)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

29

29

Uploading Spreadsheets

If you have multiple programs and several students, you will want to use the "Upload File" feature in the gateway. You may enter one single file with all your programs and students, or a single file per program.

Upload Student Enrollment

Instructions

Use this section to enter individual student enrollment data for programs offered at your site. When you are ready to begin, click the 'Download Template' button corresponding to the educational level you wish to report. Use the file to enter student data at the school and program levels. Click on the 'View Guidance' buttons to access documents with detailed instructions on how to enter your enrollment data.

When you have completed entering your student enrollment data save the file to your computer. Click on the 'Upload Student Enrollment File' button and follow the instructions provided. Note that all uploads are validated to ensure that data are correctly formatted and include all required fields.

- If the validation process is successful, you will receive onscreen and an email notification that your upload is complete.
- If the validation process uncovers errors, you will be provided a detailed list of errors onscreen and in an email. You must fix all identified errors and resubmit your file.

Note: Due to a high volume of data, your upload will appear the following day.

Guidance	Templates	Upload
<input type="button" value="View Secondary Guidance"/>	<input type="button" value="Download Secondary Template"/>	<input type="button" value="+ Upload Student Enrollment File"/>
<input type="button" value="View Postsecondary Guidance"/>	<input type="button" value="Download Postsecondary Template"/>	
<input type="button" value="View Middle School Guidance"/>	<input type="button" value="Download Middle School Template"/>	

30

30

Uploading Tips

- A few things to know if you are uploading files:
- A subsequent file upload will overwrite/update any existing student record if that record is in the file upload.
- Removing a student from a file will **NOT** remove/delete the student if they were in a previous upload. **To remove/delete a student, you must go into the student record and select "Delete"**.
- If you need to make several changes to previously uploaded records, a new upload is best. If you need to change a student here and there, it's best to use the manual edit feature so you don't risk overwriting good data.

31

31

Correcting Errors

For manual entry, you will get error notifications immediately or upon selecting "Save". For uploads, if there are errors in your file, you will receive a notice explaining the first ten errors in your file. If you see a pattern, assume the issue exists throughout the file and not just the ten records and correct the entire file before re-uploading, not just the ten records.

File Upload Encountered Errors

The following errors were encountered during file upload:

There are too many errors to process, please thoroughly review your excel document before attempting to upload it again. The first 10 errors are displayed below.

Error: , at row 2: When WBL is "0", WBL Type should be "0"

Error: , at row 2: When WBL is "1", Registered Apprenticeship should be "1"

Error: Completer, at row 4: If Completer is marked as 1, Participant and Concentrator must also be marked as 1

Error: , at row 5: When WBL is "1", WBL Type should be not be "0"

Error: , at row 6: When WBL is "1", WBL Type should be not be "0"

Error: Concentrator, at row 10: If Concentrator is marked as 1, Participant must also be marked as 1

Error: Completer, at row 10: If Completer is marked as 1, Participant and Concentrator must also be marked as 1

Error: , at row 10: When WBL is "0", WBL Type should be "0"

Error: Concentrator, at row 11: If Concentrator is marked as 1, Participant must also be marked as 1

Error: Completer, at row 11: If Completer is marked as 1, Participant and Concentrator must also be marked as 1

Close Error Window

32

32

Common Errors

- Common errors include cip code and programid not matching, invalid values, missing required values, and special validation rules surrounding participant, concentrator, and completer, and WBL. See the Guidance docs for common errors and how to correct them.

File Upload Encountered Errors

The following errors were encountered during file upload:

There are too many errors to process, please thoroughly review your excel document before attempting to upload it again. The first 10 errors are displayed below.

Error: , at row 2: When WBL is "0", WBL Type should be "0"

Error: , at row 2: When WBL is "1", Registered Apprenticeship should be "1"

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Error: , at row 5: When WBL is "1", WBL Type should be not be "0"

Error: , at row 6: When WBL is "1", WBL Type should be not be "0"

Error: Concentrator, at row 10: If Concentrator is marked as 1, Participant must also be marked as 1

Error: Completer, at row 10: If Completer is marked as 1, Participant and Concentrator must also be marked as 1

Error: , at row 10: When WBL is "0", WBL Type should be "0"

Error: Concentrator, at row 11: If Concentrator is marked as 1, Participant must also be marked as 1

Error: Completer, at row 11: If Completer is marked as 1, Participant and Concentrator must also be marked as 1

Close Error Window

33

33

Successful Upload

- This error process will repeat until all errors are corrected in the file. Only then will the file be accepted and uploaded into the Gateway. When you see "**Enrollment records uploaded successfully**" in the bottom right-hand corner, you know your upload was accepted. **You may or may not get an additional email from the Gateway.**
- Note: Wait 24 hours for the data to process in the Gateway. Do **NOT** hit the SAVE button under Enrollment Status until you have waited 24 hours and thoroughly checked your data. **Selecting the SAVE button will lock all data for the ENTIRE DISTRICT.**

✓ Enrollment records uploaded successfully.

34

34

Reports for Checking Your Data

24 hours after you've finished uploading your data, you need to go in and check the counts to verify they are correct before hitting SAVE, which certifies the data is accurate and complete for your district. There are a number of reports to help you, including



- **Enrollment Data by Secondary (or Post Secondary) School Report**
- **Enrollment Summary Secondary (or Post Secondary) Report.** The 5 Year Enrollment Trend report is also helpful to see if your data is consistent across years.

Reports for Checking Your Data

You may also go to the Enrollment page per high school and verify there that the number of enrolled, participants, concentrators, and completers are accurate and complete.

Enrollments	Participants	Concentrators	Completers	School Name	CDE ID	Program	CIP	Base ID	Program Instance ID	Program State	Expiration
1	1	1	1	Douglas County High School	2230	Business, Management, Marketing	529999	11138	14388	Active (Option to Revise)	09/08/2024
1	1	1	0	Douglas County High School	2230	Interior/Fashion Design	190999	11143	17637	Active	03/11/2026

Completing Enrollment

Once you have completed uploading, correcting, reviewing, and verifying your student enrollment, you may certify that the enrollment is complete by selecting the certify button and save.

Note that once you hit save here, the data is locked for the ENTIRE DISTRICT/COLLEGE and cannot be changed.

Enrollment Status (Final Step)

Instructions

As your final step, the person who has the "Local - DC Submission Approver" permission in Universal Contacts should access the Reporting Dashboard and filter by "DC - Review" to double check all data that has been entered. Once the data has been confirmed as correct, this person will need to certify below that all student records are complete for their district or institution, then press save. This action cannot be undone.

The data submission for my associated district/college is complete.

Save

37

37



38

Active Teachers

Active Teachers for 25-26 must be updated by August 31. If you are planning to submit CTA expenses, every program must have reported enrollment and a credentialed CTE teacher for that program. **Target July 31.**

Like enrollment, you may update your active teachers either **manually or via upload.**

There are a few different ways to update active teacher information, but it is recommended that the district power user first review and update all teacher information in **universal contacts** before new teacher associations and deletions are made in active teachers.



39

39



Active Teachers: Edit Existing

Manual Updates

Under Active Teachers, select the school you want to update active teachers for in the dropdown.

- **To update an existing teacher,** select the edit pencil to the right. Then select "Edit Contact Information". Note that only district power users can update contact information like credentials, expiration dates, etc.

Personal Information

First Name	Middle Name	Last Name	Date of Birth
Sunny	—	Arbogast	01 / 01 / 1900  
Credential Number	Credential Expiration Date	Work Phone	Work Email
346622	05/12/2023	(303) 387 - 1000	sunny.arbogast@dcsdk12.org
Credential Areas			
CTE Agriculture, Food and Natural Resources			
Teaching Postsecondary			
<input type="checkbox"/> Postsecondary		Edit Contact Information	

Only users with Universal Contacts Poweruser permissions can edit Universal Contacts

40

40

Active Teachers: Add New

Manual Updates

- To add a new teacher affiliation who already exists in universal contacts, type the name of the teacher in the contact box until they show up in the list below and select. That will bring up their contact information. Select school, program, and time and save.

Add a New Program Affiliation

Instructions
If you do not see the correct instructor-program combination in the Active Teachers / I like to create an affiliation. Click on their name and follow the instructions on the pop-up. If you cannot find the instructor using the search bar you will need to create a new record.

Name of the Contact

Program Information

Instructions
If your teacher is teaching multiple programs you will have to add them per program.

Select a School

Search for a Program

Instructional Time
 Part Time Full Time

41

41

Active Teachers: Add New

Manual Updates

- To add a new teacher affiliation who doesn't exist in universal contacts, select the "New Contact" box. That will bring up an empty contact form. Input the information and select Save. **Note: Once you save, then you will need to go into program affiliation, enter the teacher's name and affiliate him/her with the correct program in active teachers.**

Add a New Program Affiliation

Instructions
If you do not see the correct instructor-program combination in the Active Teachers / Faculty list below, you can affiliate an instructor with a program here. To do so, use the search bar to find the name of the instructor for whom you would like to create an affiliation. Click on their name and follow the instructions on the pop-up screen to make and save your affiliation. If you cannot find the instructor using the search bar you will need to create a new record in the Universal Contacts. To do so, click on the 'New Contact' button and complete and save the information requested.

Universal Contact
Create or Edit a Universal Contact

Login Credentials
 This user requires a login.

Credentials

Teacher
 CTE Director
 CTE Specialist
 Work Based Learning

Credential Number

Credential Expiration Date

Credential Area

42

42

Active Teachers: Deleting

- To delete a teacher who is no longer with the district and didn't teach a class for the 25-26 year, select the trash can to the right. Note: if the teacher has just resigned but taught for 25-26, you will want to keep them active for the year and delete them in 26-27. **Deleting a teacher will NOT remove them from prior year associations. It will also NOT inactive them in universal contacts. Your district's power user must do that separately.**

School

Douglas County High School x

Name	CIP	Level	Program Name	School Name	CDE ID	Program Base ID	Program Instance ID	State	Edit	Delete
Sunny Arbogast	019999	S	Agriculture, Food & Natural Resources	Douglas County High School	2230	11763	16298	Active		

43

43

Active Teachers: Uploads

Uploading Files

- If you have several teachers for your district and you want to update them all at once, the best method to use is the upload process. First go to your active teachers page and download a file of all your existing active teachers.

Viewing Active Teachers

Instructions

Use the 'Active Teacher Contact List' button to review information on active teachers and their programs in which they teach currently in the system and the 'Download Active Teachers to Excel' button to download an Excel file listing all currently active teachers.

- You may add new records and update any existing records or affiliations in the spreadsheet, then re-upload the spreadsheet and work through any errors the same as enrollment. You will be notified when the file saves successfully.
- Removing teachers from the spreadsheet will NOT remove them from your active teachers! To delete inactive teachers, you must go into the high school and delete the individual record.**

44

44

Universal Contact Clean Up

It's highly recommended that as part of enrollment and active teacher reporting, each district's power user also do an annual check of all district contacts and do any maintenance or clean-up needed. **CCCS is unable to change permissions or inactivate contacts. This is something that only the power user can do.** L

Leaving inactive teachers or former employees with permissions to login is a data risk to your institution. **Go to your main universal contact page and review all names affiliated with your district.** In addition to updating any credentials, expiration dates, or information associated with active contacts, please toggle **off "This is an active user account"** and **remove all permissions** for inactive employees and teachers. Do NOT remove the district or institution association with the contact.

45

45

Live Demo



Learning that works for Colorado



Data Collection

View



Universal Contacts

View



Reports

View

46

46

Help is Available

Enrollment Help Sessions are scheduled every other Wednesday from 2-4 p.m. beginning May 27th.

Helpdesk Link: <https://cccs-edu.zoom.us/j/85906392099>

Signup Genius: <https://www.signupgenius.com/go/60B0D4DAAAB28A7FD0-60418235-enrollment>

Wednesday, May 27 2-4 p.m.

Wednesday, June 10 2-4 p.m.

Wednesday, June 24 2-4 p.m.

Wednesday, July 9 2-4 p.m.

Wednesday, July 15 2-4 p.m.

Wednesday, July 29 2-4 p.m.

Friday, July 31 (Drop-in 9-4 p.m.)

Wednesday, August 12 2-4 p.m.

Wednesday, August 19 2-4 p.m.

Wednesday, August 26 2-4 p.m.

Monday, August 31 (Drop-in 9-4 p.m.)

47

47

Personal Contacts

Contact Colorado CTE at the Colorado Community College System.

CTE Data Specialist

Lori.Lacefield@cccs.edu

303-815-3757

CTE Gateway Support Specialist

Cynthia.Hoepfner@cccs.edu

720-550-2113

CTE Operations Manager

Sara.Butler@cccs.edu

720-326-6554



48