



WyCTE Collection Guidebook



2022-24 EDITION

Wyoming Department of Education

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Table of Contents

| | |
|---|----|
| Introduction | 1 |
| Important Definitions | 2 |
| Core Indicators of Performance | 4 |
| WYCTE Collection Schedules | 6 |
| Access and Roles | 7 |
| Instructions – Data Entry | 9 |
| Step 1: Import Schools..... | 9 |
| Step 2: Edit Schools..... | 10 |
| Instructions – Program of Study Review Process | 13 |
| Step 3: Import School Courses..... | 13 |
| Step 4: Course Review..... | 14 |
| Instructions – Concurrent Courses | 17 |
| Step 5: Concurrent Enrollment..... | 17 |
| Instructions – Mapping CIP Codes | 22 |
| Step 6: Select CIP Codes..... | 22 |
| Instructions – Validate and Certify School | 18 |
| Step 7: Validate/Certify..... | 18 |
| Instructions – Student Information | 19 |
| Step 8: Students..... | 19 |
| Step 9: Edit Student Information..... | 19 |
| Step 10: Review and Create Students..... | 20 |
| Step 11: Edit Individual Students..... | 21 |
| Step 12: Edit Student Career..... | 22 |
| Step 13: Edit Student Certification or Credential..... | 23 |
| Step 14: Final Submission of Student Data..... | 24 |

| | |
|--|----|
| Instructions – Follow-Up Data Entry | 25 |
| Step 15: Navigate Schools | 25 |
| Step 16: Enter Follow-Up Data..... | 25 |
| Step 17: Certify Student Data Follow-Up..... | 25 |
| Instructions – ASVAB | 26 |
| Step 18: Import ASVAB Students..... | 26 |
| CTE Course WDE Additional 29% State Funding | 30 |
| Frequently Asked Questions | 30 |

Introduction

The WyCTE Collection is a software platform to provide local performance indicator targets and data reporting for districts that received Carl D. Perkins funds. The data collection portion requires reporting of data at the individual student level. This data will satisfy state and federal requirements for reporting on Carl D. Perkins Career and Technical Education (CTE) Local Performance Indicators 1S1, 2S1, 2S2, 2S3, 3S1, 4S1 and 5S1. These indicators are defined and explained in more detail in this document. The local performance indicator target portion of this platform requires review and discussion of local performance indicator targets between the Local Education Agency (LEA) personnel and Wyoming Department of Education (WDE) personnel.

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education is critical and essential to the continual growth of Wyoming's educational system. It is widely agreed upon that quality and timely data is needed to inform the work of stakeholders such as students, teachers, administrators, parents, and policymakers that most appropriately impact the teaching and learning process.

The WDE-CTE Team is available to assist districts to provide complete, accurate data before certifying their schools, courses, and students on the WyCTE Collection platform. This collection is accessed through WDE forms inventory, downloaded, completed, and uploaded by the district to WDE. The WyCTE Collection data is meant to be used by the WDE for state and federal reporting requirements, Wyoming Legislature, and district employees. It is not accessible to the general public.

This guidebook serves as the definitive instruction set for data reporting, review, and discussion of local performance indicator targets within the WyCTE Collection platform.¹

¹ Carl D. Perkins Career and Technical Education Act of 2006 as Amended by the Strengthening CTE for the 21st Century Act (Perkins V), Section 113(3)(C)(ii)

Important Definitions

CIP Code: The Classification of Instructional Programs provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study. These codes are assigned to CTE programs in order to determine whether or not a program would be considered nontraditional for either gender.

Concentrator: At the secondary level, a CTE concentrator is defined as a secondary student who has completed at least two (2) courses in a single CTE program or program of study. Carl D. Perkins Career and Technical Education Act of 2006 as Amended by the Strengthening CTE for the 21st Century Act (Perkins V), Section 3(12)(A).

Concentrator Course (also known as “C” course): The two courses in a program of study that represent the courses a student would need to be enrolled in to be identified as a concentrator. The industry recognized credential (IRC) will be given to the students during their second “C” course enrollment.

Participant: At the secondary level, a CTE participant is defined as an individual who completes not less than one (1) course of a CTE program or program of study of an eligible recipient. Carl D. Perkins Career and Technical Education Act of 2006 as Amended by the Strengthening CTE for the 21st Century Act (Perkins V), Section 3(13).

WyCTE Collection: The software platform used to facilitate Perkins local performance target indicators and data reporting. The WDE software development team has built the system to fit the needs of users.

Wyoming Course ID (formerly known as SCED code): Wyoming Course ID’s are based on SCED Codes (School Courses for the Exchange of Data) which is a voluntary, common classification system for secondary school courses. Classification is based on a five-digit Course Code that provides a basic structure for classifying course content. Additional elements and attributes provide descriptive information about each course. These must be submitted to the WDE each year in the 638 Collection, and are required for the additional 29% state CTE funding model. CTE courses eligible for the 29% funding model are found in subject areas 9-21. SCEDFINDER can be found at <https://nces.ed.gov/scedfinder/Home/Search>.

Wyoming Course ID breakdown

- The first two numbers in the Wyoming Course ID refers to the subject area. CTE courses are typically found in 9-21.
- The next three numbers describe the course. Refer to the [SCED Version 8.0](#) resource for guidance.
- The letter identifies course level or rigor. The levels include: Basic, General, Honors, Enriched, College and No specified rigor.
- The next three numbers are credit unit: 1.00 or 0.500
- The last two numbers identify courses that are either:
 - o yearlong
 - (11)
 - o semester
 - (21) 1st semester
 - (12) 2nd semester
 - o trimester
 - (31) 1st trimester
 - (32) 2nd trimester
 - (33) 3rd trimester

o quarter

- (14) 1st quarter
 - (24) 2nd quarter
 - (34) 3rd quarter
 - (44) 4th quarter
- It is important for this data collection system that no two Wyoming State IDs are identical.

Core Indicators of Performance

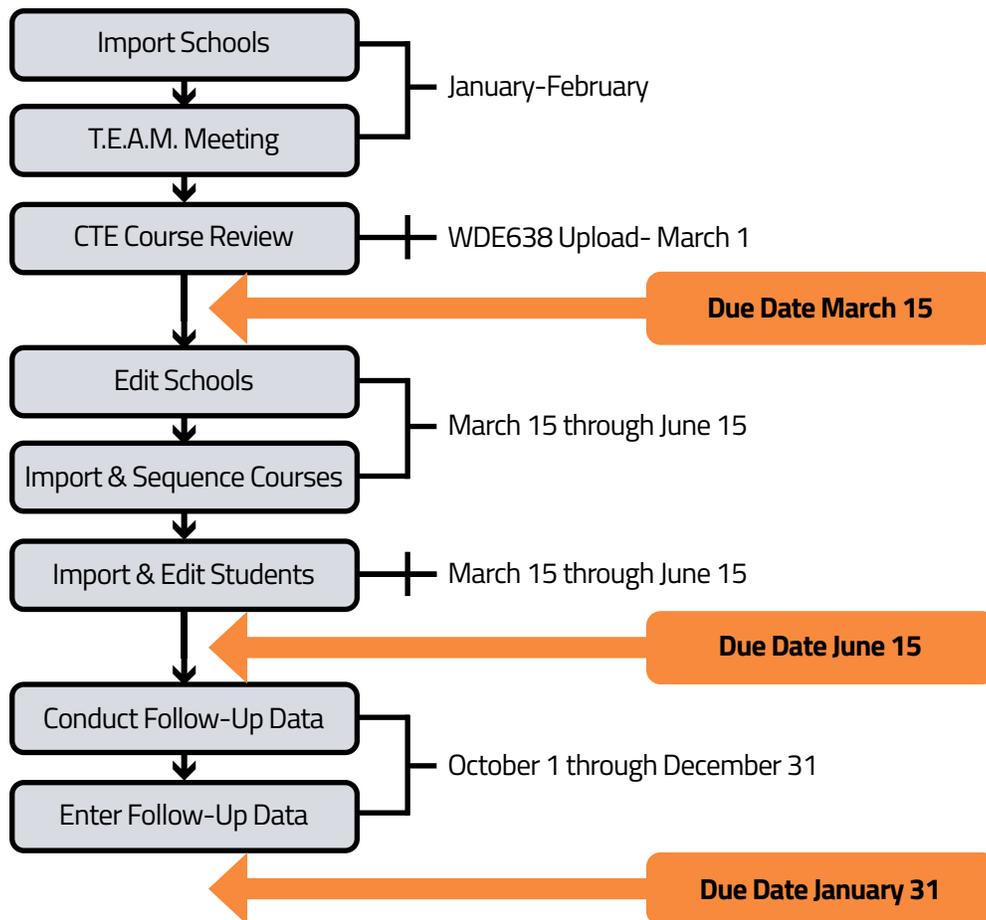
Definitions and Calculations

| Code | Indicator | Cohort | Numerator | Denominator |
|------|--|------------------|---|--|
| 1S1 | 4 year Grad. Cohort rate | Exited Students | The number of CTE concentrators who graduated from high school in the year prior to the reporting year, as measured by the four-year adjusted graduation rate (defined in section 8101 of the Elementary and Secondary Education Act of 1965). | Number of CTE concentrators who, in the year prior to the reporting year, were included in the State's computation of its graduation rate as defined in the State's Consolidated Accountability Plan pursuant to Section 1111(b)(2) of ESSA. |
| 2S1 | Academic Proficiency in Reading/ Language Arts | Active/ Enrolled | Number of students who were CTE concentrators in the reporting year and who have achieved reading/language arts proficiency in the challenging State academic standards adopted by the State under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965, as measured by the academic assessments described in section 1111(b)(2) of such Act. | Number of students who were CTE concentrators in the reporting year and who have been assessed on reading/ language arts on the challenging State academic standards adopted by the State under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965, as measured by the academic assessments described in section 1111(b)(2) of such Act. |
| 2S2 | Academic Proficiency in Math | Active/ Enrolled | Number of students who were CTE concentrators in the reporting year and who have achieved math proficiency in the challenging State academic standards adopted by the State under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965, as measured by the academic assessments described in section 1111(b)(2) of such Act. | Number of students who were CTE concentrators in the reporting year and who have been assessed on math on the challenging State academic standards adopted by the State under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965, as measured by the academic assessments described in section 1111(b)(2) of such Act. |

| Code | Indicator | Cohort | Numerator | Denominator |
|-------------|---------------------------------------|------------------|--|---|
| 2S3 | Academic Proficiency in Science | Active/ Enrolled | Number of students who were CTE concentrators in the reporting year and who have achieved science proficiency in the challenging State academic standards adopted by the State under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965, as measured by the academic assessments described in section 1111(b)(2) of such Act. | Number of students who were CTE concentrators in the reporting year and who have been assessed on science on the challenging State academic standards adopted by the State under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965, as measured by the academic assessments described in section 1111(b)(2) of such Act. |
| 3S1 | Post-Program Placement | Exiting Students | The number of CTE concentrators who, in the second quarter after exiting from secondary education, are in postsecondary education, advanced training, military service, a service program that receives assistance under title 1 of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.), are volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a)), or are employed. | The number of CTE concentrators who left secondary education during the prior reporting year and completed a follow-up survey. |
| 4S1 | Non-traditional Program Concentration | Active/ Enrolled | Number of CTE concentrators, during the reporting year, from underrepresented gender groups, in career and technical education programs and programs of study that lead to non-traditional fields. | Number of CTE concentrators in a CTE program or program of study that leads to non-traditional fields, during the reporting year. |
| 5S1 | Recognized Post-secondary Credential | Exited Students | Number of CTE concentrators who graduated from high school having attained an industry recognized credential by graduation. Lagged one year from the current reporting year. | Number of CTE concentrators who graduated from high school. Lagged one year from the current reporting year. |

WyCTE Collection Schedules

Local review and discussion of performance indicator targets will occur in late winter and will end upon final certification by the district superintendent. The data collection timeline will occur as follows: 1) Import Schools prior to T.E.A.M. Meeting; 2) Edit Schools; 3) Import & Sequence Courses; 4) Import & Edit Students; 5) Conduct Follow-Up; and 6) Enter Follow-Up Data. All of the steps are dependent upon completion of the prior step. For example, the user may not edit schools until he/she has imported schools. Data entry must be completed and certified by mid-June. Please refer to the perpetual calendar on the WDE website for deadlines.



Note: Timeline based on federal reporting schedule set forth by the Carl D. Perkins Career and Technical Education Act of 2006 as Amended by the Strengthening CTE for the 21st Century Act (Perkins V), SEC. 113(C)(ii).

Access and Roles

The WyCTE Collections platform home page can be accessed through the following link:

<https://portals.edu.wyoming.gov/cte/home/index>

Career Technical Education (CTE)

WyCTE Collection is a web-based application that allows the Wyoming Department of Education, Wyoming School Districts, and Wyoming Community Colleges to manage information related to CTE in Wyoming.

[Learn more about CTE on the WDE Website](#)

Performance Indicator Target Review

Starting in January of each school year indicator targets are reviewed between the State and local districts. This module will allow users to review with the state targets for each indicator.

To look at the disaggregated report for your district, please click the link.

School Information

Every January the CTE application is loaded with schools and students enrolled in CTE reviewed classes and programs of study. This import requires verification by the district before course information can be entered.

[Go To Schools >](#)

Follow-up

A follow-up survey is conducted each year by Districts to collect information about graduates' post-secondary participation.

[Submit Follow-Up >](#)

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Sign-in with your **WyEd** username and password. To receive or reset your **WyEd** username and password contact the **WyEd** administrator at your school district for assistance, or contact Susan Williams at susan.williams@wyo.gov. Each user will need to be assigned by the school district. The District Users do not need to be different people, however having multiple District Users for access to different responsibilities within the WyCTE Collection is acceptable and encouraged.

District User Responsibilities:

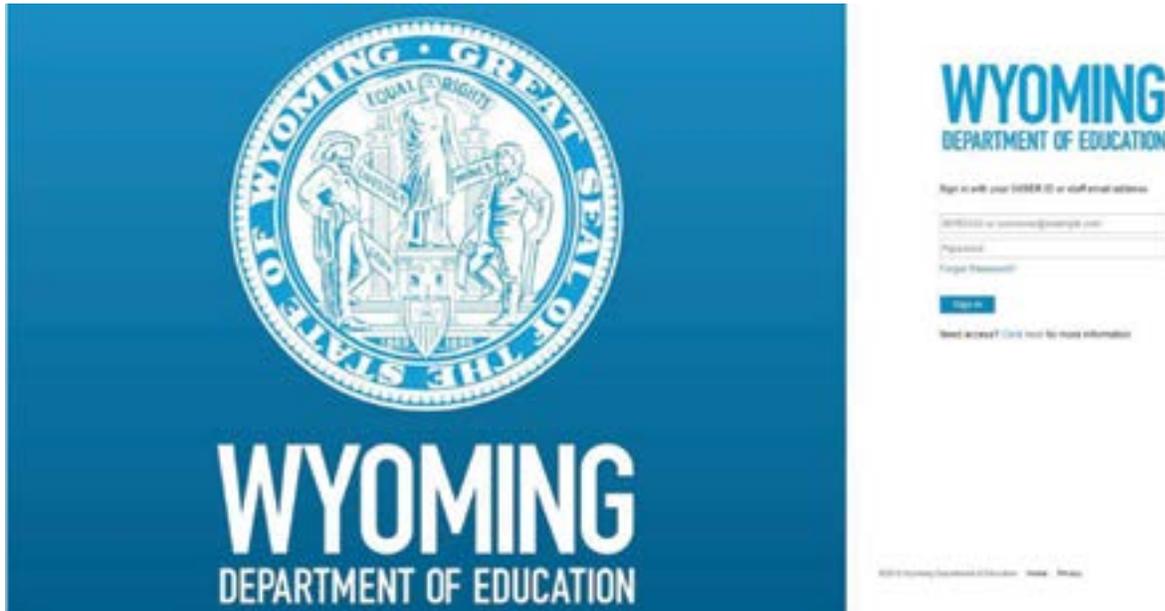
- Review and Discussion
 - o WyCTE Collection District User is the person(s) who will be entering local performance indicator targets with WDE during the review and discussion process.
 - o WyCTE Collection District User is the person, either the Superintendent or at the direction of the Superintendent will review and accept the local performance indicator targets.
- Data Reporting
 - o WyCTE Collection User is the person(s) who will be doing the bulk of the data entry, including student and enrollment information, career cluster programs of study alignment, etc.

User Name and Password

- Select Sign-in in the upper right hand corner of the homepage.



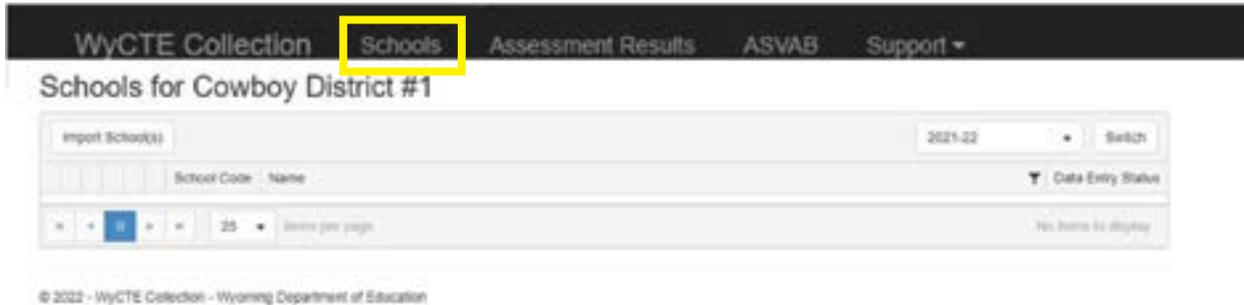
- Enter *WyEd* username and password.



Instructions – Data Entry

Step 1: Import Schools

- After sign-in is complete, select *Schools* at the top of the page.



- Confirm that the *current school year* is displayed



- Select *Import Schools*.



- If there are multiple schools in your school district, select the checkbox for **each** school that has CTE programs of study. The screen will display all schools that were selected.



- Select **View** next to the school where the data is being edited.

Schools for Cowboy District #1

| Import School(s) | | 2021-22 | Switch |
|-------------------|----|-------------|--------------------|
| View | 38 | School Code | Name |
| | | 9999056 | Cowboy High School |
| | | | Data Entry Status |
| | | | In Progress |
| 25 Items per page | | | 1 - 1 of 1 items |

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- The View screen will display the status of the different school information categories. Items highlighted in green are items that are complete, while those highlighted in red are incomplete. **For a returning user, this page will reflect the data that was rolled over and entered the previous year.** Each category will turn from red to green as they are completed.

9999056 - Cowboy High School for 2021-2022

← Back to Schools **Edit**
School Information CTE Status: Not Started

Alert: Some of the information below was populated from last year's collection. Please update any information that is not current.

CIP Code to Program of Study Mappings

↑ Career Cluster x
↑ Program of Study x

| Career Cluster | Program of Study | CIP Code | Title | Non-Traditional |
|----------------|------------------|----------|-------|-----------------|
| | | | | |

CTE Courses (0)

↑ Career Cluster x
↑ Program of Study x

| Career Cluster | Program of Study | Course Title | Type | Course Id | Scsd Code |
|----------------|------------------|--------------|------|-----------|-----------|
| | | | | | |

Step 2: Edit Schools

- To proceed with editing school, select **Edit** at the top of the screen.

9999056 - Cowboy High School for 2021-2022

← Back to Schools **Edit**
School Information CTE Status: Not Started

Alert: Some of the information below was populated from last year's collection. Please update any information that is not current.

- The Edit screen looks like the screenshot below. The information for the school may now be edited. During the editing process select **Edit** to return to any screen at any time.

9999056 - Cowboy High School for 2021-2022

Please Note: For schools that were imported/edited last year, the information will be automatically populated from last year's collection, if the same Local Course ID number is used. Please verify the information is correct, select **Save and Validate**.

- **Follow-Up Methods/Process Description:** Identify how the district plans to contact the previous year's senior concentrators for follow-up. There may be more than one follow-up method selected.
- **Articulation:** Select YES or NO.
 - o If YES, select the college(s) that you have an agreement with.
- **School Size:** The enrollment number for the entire school.
- **Dual/Concurrent Students:** The total number of CTE concentrators enrolled in CTE courses offered for dual or concurrent credit during the entire school year. This number can reflect duplicate CTE students if they are in multiple courses. This should be the total count of CTE concentrators enrolled in a class that is offered for dual or concurrent enrollment - **not** just those who are enrolled to earn college credit.
- **Integrated and Coordinated Instruction:** In these two fields, write brief descriptions of how secondary/post-secondary are linked and how CTE and academic core instruction are integrated within the school.

Instructions – Program of Study Review Process

Step 3: Import School's Courses

Continuing with editing school, by selecting **Edit** at the top of the screen.

The courses that are imported into the WyCTE Collection are extracted from the WDE638.

- Select Import School Courses

9999056 - Cowboy High School for 2021-2022

← Back to School **Import School's Courses** New Save Validate Cancel School Information CTE Status: Not Started

Follow up information on graduates or program completers from previous school years will be collected on an individual basis. Please enter school wide methodology and timing information about the follow up process.

Follow up Methods

WDE Survey Email No follow up performed Written Survey
 Telephone Other Specify

Follow up Process Description

Does your school have an articulation agreement in place with any community college? Yes No

Northwest College Northern Wyoming Community College District Central Wyoming College Casper College Eastern Wyoming College Western Wyoming College

All CTE courses submitted on the WDE638 will be automatically populated in the WyCTE Data Collection. WDE will review your district/school programs of study. Districts/schools will have the opportunity to make edits and ask questions regarding programs of study for the upcoming year prior to the window closing on October 1.

Step 4: Course Review

Please Note: To work with the CTE Course list, the user will need CTE Course Review Access. The WyEd Administrator at the user's district will need to grant that permission.

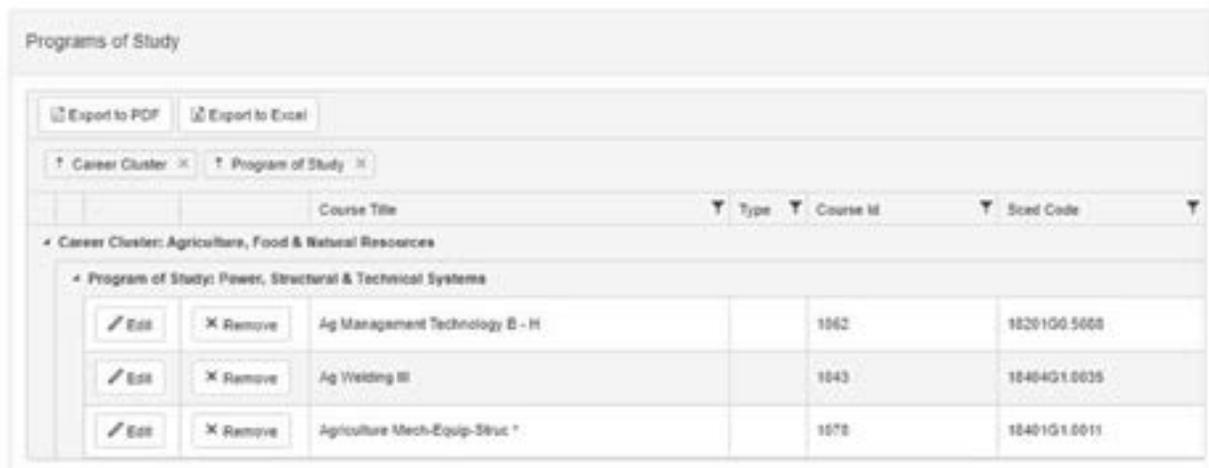
- If the user has access to the WDE638 in WyEd, they will automatically have rights to the CTE Course Review process in the WyCTE Data Collection.

Getting Started:

- The User will login to the WyCTE Data Collection site (<https://portals.edu.wyoming.gov/cte/>) using their WyEd Username and Password.
- Select the school to be edited.
- If multiple schools need to be edited, select the code in front of the school to be edited first.

Review Program of Study:

All courses that were organized under a cluster/program of study the previous year will be rolled over within the same cluster/program of study framework.



The screenshot shows the 'Programs of Study' interface. At the top, there are buttons for 'Export to PDF' and 'Export to Excel'. Below these are dropdown menus for 'Career Cluster' and 'Program of Study'. The main table has columns for 'Course Title', 'Type', 'Course Id', and 'Seat Code'. The table is filtered to show 'Career Cluster: Agriculture, Food & Natural Resources' and 'Program of Study: Power, Structural & Technical Systems'. Three courses are listed:

| | Course Title | Type | Course Id | Seat Code |
|---|--------------------------------|------|-----------|--------------|
| <input type="checkbox"/> Edit <input type="checkbox"/> Remove | Ag Management Technology B - H | | 1062 | 182010015008 |
| <input type="checkbox"/> Edit <input type="checkbox"/> Remove | Ag Welding III | | 1043 | 18404010035 |
| <input type="checkbox"/> Edit <input type="checkbox"/> Remove | Agriculture Mech-Equip-Struc * | | 1078 | 18401010011 |

Course Review:

- The courses that are visible in the program of study are those courses that are on this year's WDE638.
- Courses that are not on the WDE638 this year, but were reviewed last year will appear in pink. The courses should remain displayed in the program of study if they are going to be taught again (i.e. if they are on a rotation schedule). If the course is no longer in that program of study it may be removed however, please be aware that there will need to have three courses to be considered a program of study. When removing a course it will not appear in the front-facing screen. Although it is not showing, the information connected to that course is not deleted.



The screenshot shows the 'Programs of Study' interface for 'Career Cluster: Information Technology' and 'Program of Study: Information Support & Services (P)'. Three courses are listed:

| | | | | |
|---|----------------------------|---|--|--------------|
| <input type="checkbox"/> Edit <input type="checkbox"/> Remove | Information Technology I | C | | 18011010011 |
| <input type="checkbox"/> Edit <input type="checkbox"/> Remove | Information Technology II | C | | 182510015023 |
| <input type="checkbox"/> Edit <input type="checkbox"/> Remove | Information Technology III | | | 18182010033 |

Please Note: Each time you re-submit the WDE638, the WDE638 will be reloaded into the WyCTE Data Collection after you select **Import Courses**.

Remember...If you accidentally delete a course that is currently on the WDE638, the information is not deleted and it can be reattached to the program of study.

Add Program of Study

- **Select a Career Cluster** from the first drop down menu (e.g. Marketing).
- **Select a Program of Study** from the second drop down menu (e.g. Marketing Management).
- If it is a Perkins V funded program of study pursuant to your biennial application mark the

The screenshot shows the 'Add Program of Study' form. At the top, there are two dropdown menus: the first is labeled '--Select a Career Cluster--' and the second is labeled '--Select a Program of Study--'. To the right of these menus is a checkbox labeled 'Is Perkins' and a blue 'Add' button. Below the dropdowns are two buttons: 'Export to PDF' and 'Export to Excel'. The main part of the form is a table with the following columns: 'Program of Study', 'Is Perkins', and 'Course Count'. There are two rows of data in the table:

| Program of Study | Is Perkins | Course Count |
|----------------------|--------------------------|--------------|
| Animal Systems | <input type="checkbox"/> | 4 |
| Marketing Management | <input type="checkbox"/> | 3 |

- If the program of study is Perkins V funded pursuant to your biennial application it will be indicated by a "P"

This screenshot is identical to the previous one, but with a yellow box highlighting the 'Is Perkins' checkbox in the 'Animal Systems' row of the table.

o And will also be reflected in the list below...

The screenshot shows a list of programs of study. The list is organized into a table with columns for 'Course Title', 'Type', 'Course Id', and 'Seed Code'. The first row is a header row. The second row is a collapsed section titled 'Career Cluster: Agriculture, Food & Natural Resources'. Underneath this section, there is one item: 'Program of Study: Animal Systems (P)', which is highlighted with a yellow box.

| Course Title | Type | Course Id | Seed Code |
|---|------|-----------|-----------|
| Career Cluster: Agriculture, Food & Natural Resources | | | |
| Program of Study: Animal Systems (P) | | | |

Add Courses to Program of Study

- **Select a Program of Study** from the 1ST drop down menu (e.g. Agriculture, Food & Natural Resources).
- **Select a Course** from the 2ND drop down menu (e.g. Agriculture, Food & Natural Resources).
- If it is a "C" course mark the .

The screenshot shows the 'Add Course' form at the top, which includes two dropdown menus for selecting a program of study and a course, and a checkbox labeled 'Is ConcentratorCourse'. Below this is a table titled 'Programs of Study' with columns for Course Title, Type, Course Id, and Seat Code. The table lists several courses under the 'Program of Study: Animal Systems (P)' category.

| Course Title | Type | Course Id | Seat Code |
|--------------------|------|-----------|--------------|
| ~Ag Mechanics - CC | | | WELD 1710 |
| ~Animal Science | C | | 18003G1.0023 |
| ~Intro Ag/FFA | C | | 18001G1.0013 |
| ~Range Science | | | 18002G1.0033 |

If the course is listed as a concentrator course it will be indicated by a "C".

- Select the **Edit** box

This screenshot shows a close-up of the 'Programs of Study' table. The 'Edit' button for the first row is highlighted with a yellow box.

| Course Title | Type | Course Id | Seat Code |
|--------------------|------|-----------|--------------|
| ~Ag Mechanics - CC | | | WELD 1710 |
| ~Animal Science | C | | 18003G1.0023 |
| ~Intro Ag/FFA | C | | 18001G1.0013 |
| ~Range Science | | | 18002G1.0033 |

The screenshot shows the 'Assign Program of Study' dialog box. It displays the course '18003G1.0023 - ~Animal Science' and a dropdown menu for the program of study, which is currently set to 'Animal Systems'. A checkbox labeled 'Is ConcentratorCourse' is checked, and the 'Update' button is highlighted with a yellow box.

| Career Cluster: Agriculture, Food & Natural Resources | | | | | |
|---|---|--------------------|---|--|--------------|
| Program of Study: Animal Systems (P) | | | | | |
|  |  | ~Ag Mechanics - CC | | | WELD 1710 |
|  |  | ~Animal Science | C | | 1800301.0023 |
|  |  | ~Intro AgFFA | C | | 1800101.0013 |
|  |  | ~Range Science | | | 1800201.0033 |

Remember, you must have two "C" courses in each program of study.

- To delete a course, Select Delete to the left of the course title.
- Repeat for each program of study.

Instructions – Concurrent Enrollment CTE Courses

Step 5: Concurrent Enrollment

After the Programs of Study section, courses that are concurrent enrollment for CTE will need to be entered. These are the courses that have been reported by the district as being contained in the Memorandum of Agreement with a post-secondary institution as concurrent enrollment courses. These courses will populate in this section. This list may be incorrect/incomplete. Please edit to include all concurrent courses that are being offered during the current school year.

Instructions – Map Program of Study to CIP Codes

Step 6: Select CIP Codes

CIP codes must be attached to all programs of study. CIP codes determine which programs of study are considered nontraditional for males or females. ***All programs of study that previously contained CIP code mapping will roll over from the preceding year.***

- Select a **Career Cluster** from the 1ST drop down menu (e.g. Architecture & Construction).
- Select the appropriate, pre-populated corresponding **Program of Study** in the 2ND drop-down box.
- Select the desired **CIP Code** course description from the 3RD drop-down box.

Program of Study to CIP Code Mappings - Perkins IV Crosswalks

General Notes

Note 1

Note 2

—Select a Career Cluster— | —Select a Program of Study— | —Select a CIP Code— | Add

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

| | Career Cluster | Program of Study | CIP Code | Title | Non-Traditional |
|----------|---------------------------------------|---------------------------------|----------|---|-----------------|
| X Delete | Agriculture, Food & Natural Resources | Animal Systems | 01.0901 | Animal Sciences, General | F |
| X Delete | Architecture & Construction | Architectural Drafting | 15.1303 | Architectural Drafting and Architectural CAD/CADD | F |
| X Delete | Business Management & Administration | Business Information Management | 52.1201 | Management Information Systems, General | M |

- Select **Save** to complete the selection.

Instructions – Validate and Certify School

Step 7: Validate/Certify

- Select *Validate*. Certify button will activate.
- Select *Certify*.

9999056 - Cowboy High School for 2021-2022

← Back to Schools Import School's Courses View Save **Validate** **Certify** School Information CTE Status: Not Started

Follow up information on graduates or program completers from previous school years will be collected on an individual basis. Please enter school wide methodology and timing information about the follow up process.

| | |
|---|---|
| Follow up Methods <input type="radio"/> WDE Survey <input type="radio"/> Email <input type="radio"/> No follow up performed <input type="radio"/> Written Survey <input type="radio"/> Telephone <input type="radio"/> Other Specify <input type="text"/> | Follow up Process Description <input type="text"/> |
| Does your school have an articulation agreement in place with any community college? <input type="radio"/> Yes <input type="radio"/> No | |
| <input type="checkbox"/> Northwest College <input type="checkbox"/> Northern Wyoming Community College District <input type="checkbox"/> Central Wyoming College <input type="checkbox"/> Casper College <input type="checkbox"/> Eastern Wyoming College <input type="checkbox"/> Western Wyoming Community College <input type="checkbox"/> Laramie County Community College <input type="checkbox"/> University of Wyoming <input type="checkbox"/> Out of State Institution | |
| Describe any ways in which you coordinate instruction and/or CTE course offerings with postsecondary instruction <input type="text"/> | Total number of CTE concentrators enrolled in a CTE course(s) offered for dual or concurrent credit during the entire 2021-2022 school year? <input type="text"/> |
| Describe the ways your school and/or teachers integrate career & technical education with academics <input type="text"/> | Enter the total count of CTE concentrators enrolled in a class that is offered for dual or concurrent enrollment, not just the CTE concentrators who are enrolled to earn college credit. |

Please Note: If the page is unable to validate, an error message will be displayed including a list of tasks to complete for successful validation. Make the changes suggested in the error message. Changes **MUST** be saved to validate the updated information.

Once a school selects *Certify* at the top of the page, certification is complete. **This page will not be able to be edited** without administrative permission from WDE.

Programs of study must be certified by close of business on March 1.

Instructions – Student Information

Step 8: Students

- **Import Students**

9999056 - Cowboy High School for 2020-2021

← Back to Schools **Import Students** School Information CTE Status: Certified

Alert: Some of the information below was populated from last year's collection. Please update any information that is not current.

CIP Code to Program of Study Mappings

1 Career Cluster x 1 Program of Study x

| Career Cluster | Program of Study | CIP Code | Title | Non-Traditional |
|---|------------------|----------|-------|-----------------|
| + Career Cluster: Agriculture, Food & Natural Resources | | | | |

- **Students** function will appear only after March 15th.
- **Students** function will appear and activate only after the schools' programs of study are certified.

Schools for Cowboy District #1

Import Schools() 2020-21 Switch

| View | Edit | Students | School Code | Name | Data Entry Status |
|------|------|----------|-------------|--------------------|-------------------|
| | | | 9999056 | Cowboy High School | Certified |

Items per page: 25 1 - 1 of 1 items

Please Note: The **Students** function is available until June 15.

Remember: Once schools have imported student information you will no longer have the ability to edit the school information

Step 9: Edit Student Information

- Select **Students** to edit. Note: If there are students returning from the previous year (concentrators and/or participants), they will be rolled over and displayed here. The best way to see which students are returning and which students are new, is to sort by **Type**. The students who are rolled over will automatically be populated as Concentrators or Participants.
 - o To sort by "**Type**" click and hold **Type** button, then drag and drop into the sort bar. This will sort by type on the front facing table, however while in the individual student information the next student button will direct you to the next student in the database not the table.
 - o All information entered for returning students from the previous year will be pre-populated for the current year. Update any student information that has changed.

← Back to Schools **Import Students()** **Create Student**

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

| Wiser Id | First | Last | Gender | Grade | Birth Date | Type | Status | Student Info | Career | Assessment |
|----------|-------|---------|--------|-------|------------|--------------|-----------|--------------|--------|------------|
| 25629612 | Lance | Russo | M | 10 | 4/24/2004 | Concentrator | Validated | Information | Career | Assessment |
| 30041217 | Mary | Fischer | F | 11 | 11/21/2000 | Unknown | Enrolled | Information | | |

Step 10: Review and Create Students

- Compare the generated list of CTE students from the Student Information System (SIS) (i.e. PowerSchool) with the list that populates in the WyCTE Data Collection. This list of students is generated based on student enrollment in CTE courses. There is an option to add students if they are not displayed on the list.
- Select *Create Student*.

Students at Cowboy High School for 2020-2021

0 of 8 students have been classified as NonPartners or Deleted.
0 of 8 NonPartners students are Completed.
0 students deleted.

< Back to School **Create Student** [Verify](#) Student list CTE Status: In Progress

[Export to Excel](#)

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

| Wiser id | First | Last | Gender | Grade | Birth Date | Status | Student Info | Credential |
|----------|---------|------------|--------|-------|------------|----------|-----------------------------|------------|
| 88990292 | Trace | Avila | F | 12 | 8/24/2002 | Enrolled | Information | |
| 88990826 | Jed | Cira | M | 09 | 12/09/2004 | Enrolled | Information | |
| 51733847 | Brendan | Livingston | M | 11 | 8/20/2002 | Enrolled | Information | |
| 82278254 | Aaron | Mc Intyre | M | 11 | 10/6/2002 | Enrolled | Information | |
| 32685138 | Diego | Nash | M | 10 | 12/02/2003 | Enrolled | Information | |
| 94290340 | Ja | Sherman | F | 12 | 12/17/2001 | Enrolled | Information | |

1 - 8 of 8 items

- Follow the prompts to enter students if they are not displayed on the list.
 - o You will need:
 - Wiser ID
- The student name, date of birth and gender will appear.

Create Student

Use this form to look up students from the Wiser Id Registration System. Only use this form if the student is new and they are not represented in the WDESS4.

Look up Student Record from Wiser Id Registration System [Back to Students](#)

Wiser ID:

| Wiser Id | First Name | Middle Name | Last Name | Date Of Birth | Gender |
|----------|------------|-------------|-----------|---------------|--------|
| 35489323 | Grace | E | Skeller | 10/27/2002 | Female |

Step 11: Edit Individual Students

- Select the WISER ID in front of the student name to display the student information summary page.

| Wiser ID | First Name | Middle Name | Last Name | Date Of Birth | Gender |
|----------|------------|-------------|-----------|---------------|--------|
| 35469323 | Grace | E | Shaffer | 10/27/2002 | Female |

- Certain information is pre-populated from the WDE684. Returning student information should be pre-populated based on the information entered last year. The pre-populated information will appear in the green boxes. Review the pre-populated information for accuracy.
- Enter the missing information in the red boxes.

Grace Shaffer - Wiser ID: 35469323 - DOB: 10/27/2002

← Back to Students
Previous Student
Edit
Next Student
Student Information CTE Status: In Progress

General Student Information

Grade: no grade provided.
Gender: Female
CTE Type: Unknown

CTE Courses

↑ Career Cluster × ↑ Program of Study ×

| Course Title | Seed Code | Section | Type | School Year |
|--------------|-----------|---------|------|-------------|
| | | | | |

CIP Codes

↑ Career Cluster × ↑ Program of Study ×

| CIP Code | Title | Primary Program of Study | CTE Type |
|----------|-------|--------------------------|----------|
| | | | |

- Select **Edit** at the top of the page. The courses the student is enrolled in will be pre-populated. To add additional courses to a student, visit the Student Enrollment section of the WyCTE Data Collection.
 - o **General Student Information:** The information will pre-populate. Select the correct CTE type (participant, concentrator). The collection cannot be submitted until a CTE type has been selected.
 - o **Race and Ethnicity:** The information will pre-populate.
 - o **Eligibility Categories:** Check all categories that apply.
 - o **Concurrent Enrollment:** This information is based on individual student enrollment. Did the student take concurrent courses in CTE? If so, how many and for how many college credits? If he/she has taken concurrent CTE courses, add the course in the Concurrent Enrollment field.
 - o **Career Programs of Study through Student Enrollment:** Student enrollment will pre-populate. Courses that are not listed should be added on this screen. Note: The enrollment records for students who return from the previous year will be displayed.

- o **Career Program of study to CIP Code:** Attach a CIP code to the student based on their primary program of study. If the student takes courses in multiple programs of study, select the primary/default program of study when the CIP code is assigned.
- Select **Set Default**. The row containing the identified default program of study is highlighted in green.

| | Career Cluster | Career Pathway | CIP Code | Title | Default Pathway | CTE Type |
|----------|---------------------------------------|---------------------------------------|----------|--|-----------------|----------|
| X Delete | Agriculture, Food & Natural Resources | Power, Structural & Technical Systems | 01.0205 | Agriculture Mechanics and Equipment/Machine Technology | false | Unknown |

- The default program of study for returning students is pre-populated. This should be modified only if the program of study has changed.
- **Save and Validate.** Successful validation will display **Student Information CTE Status: Validated** in the right hand corner of the blue box. If the page is unable to validate, an error message will be displayed including a list of tasks to complete for successful validation. Make the changes suggested in the error message. Changes **MUST** be saved to validate the updated information.
- Select **Next Student** or **Previous Student** to continue through the student list.
- Select **Back to Students** to view the completion status of the student list.
 - o In the screenshot below, the **Information** box is highlighted green to indicate the section is complete. The student information is still editable by clicking on the **Information** box.
 - o Once a student has been identified as a concentrator, the words Career and Assessment will appear and the student's information becomes editable. These links are available on the Student Edit screen (for concentrators) and the student list screen.
 - o If the student is a participant, the box will display green and the words **Career** and **Assessment** will not be available for use to edit the student's information.

Step 12: Edit Student Career

Select **Career** or click the **Career** box. Note: The career information of the students who return from the previous year will be pre-populated.

If necessary, make changes, then **Save** and **Validate**.

- Education Status: There are four (4) options in this drop-down menu:
 - o **Returning next year**
 - o **Transferred or moved**
 - o **Graduated this year**
 - o **Dropped out of secondary education**

- Select the option that best describes the student for each category box.
 - **Career Plan:** Does the student have a plan to pursue post-secondary education/training and/or a career after leaving secondary education?
 - **Did this student participate in any Career and Technical Student Organizations (CTSO)? (i.e. DECA, FBLA, FCCLA, FFA and SkillsUSA)**
 - Select "Yes" or "No,"
 - If "Yes" select all CTSOs that apply.
 - **Work-Based Learning Experiences:** Did the student participate in any work-based experiences? Select all that apply.
- Select **Save** and then **Assessment**.

Step 13: Edit Student Certification or Credential

This section can be completed at any time between March 15th and June 15th as students earn WDE approved industry recognized credentials or certifications (IRC)

A screen will appear prompting a series of questions.

After answering the questions please be sure to provide the documentation for individual scores to the WDE Perkins Manager.

- If "NO" is chosen to answer the first question, please provide a reason. Options will include:
 - **Student has already earned an IRC in this program of study.**
 - **Student has not completed the concentrator "C" courses in a program of study and is not prepared to take the IRC.**
 - **Other**
 - If "**Other**" is selected, a reason must be entered in the text box. This does not include refusal to test by student or failure to test by the teacher.
 - If "**YES**" is selected there will be a series of questions. Each answer will determine the next question. For example, if a student is in an automotive program of study, the question asked will be about the ASE.
- If "**YES**" is chosen to answer the first question, the system will prompt a list of IRCs related to the student's primary program of study. If the test that the student took is not in the drop down menu, contact Ilaine Brown at WDE (ilaine.brown1@wyo.gov).
- For purposes of state accountability, you are required to upload documentation reflecting the student's IRC. Documentation must be in PDF format and can include:
 - Copy of student certification or credential or official dated document (i.e. invoice) with student's name and passing score from the assessment vendor.
- If a student attempted an IRC, the drop-down menu that appears will only list the IRCs related to that student's primary program of study. Please select the specific certificate or credential.
- Once the assessment page is complete, select **Save**.

Tracie Avila - Wiser ID: 58990292 - DOB: 8/24/2002

< Back to Students Save Next Student

Information

Did this student earn any WDE approved industry recognized credential or certificate related to their primary program of study this year? Yes No

Has the student attempted to pass an industry certified exam? Yes No

Did the student pass the industry certified exam? Yes No

Which industry certified exam did the student take: AMSA Culinary Meat Selection & Cookery Certification (ICEV)

Attach proof of credential

Select files...

credential.jpg 14 KB

The following are the options available:

- **Next Student**
- **Previous Student**
- **Information**
- **Career**
- **Back to School**

To check a student's overall status, or the status of the student list, select **Back to Students**

The student's entire row will be shaded in green, indicating that the student is complete. The option to go back and edit is still available.

At the top of the Students page a running count will be displayed. Prior to exiting the student section be sure:

- Each student should be listed as either a participant or a concentrator.
- Each student must have all data entered (every row shaded green).

When both of the above are completed, the **Certify** button will activate.

Step 14: Final Submission of Student Data

Please note: Student information must be completed by June 15th

Data must be certified upon entry and completion of the student information.

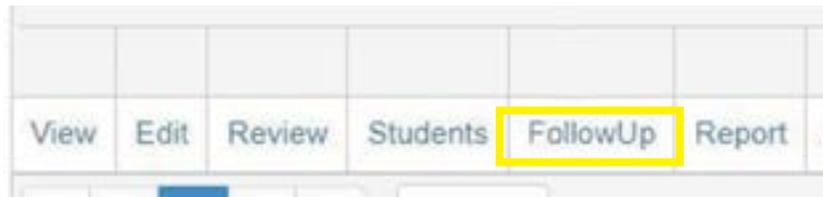
Select **Certify** at the top of the page. TIPS:

- Confirm that all students are shaded in green.
- Verify all concentrators career and assessment pages are complete.
 - o The Student list CTE Status will read **Certified**.

Instructions – Follow-up Data Entry

Step15: Navigate to Schools

- Follow-up data can be entered for students who left secondary education during the previous program year starting on October 1st – December 31st of each program year. These are typically the students who were senior concentrators and are no longer enrolled (contact student(s) by email, phone, etc.). Follow-up data is certified by WDE in January.
- To edit the follow-up data select Follow-up next to the school to be edited.



Step16: Enter Follow-up Data

- A list of all CTE concentrators from the previous year that will not return are pre-populated.
 - Select **Export to Excel** to export the follow-up list to Excel.
 - Select the student's Wiser ID# to begin entering data.
 - The follow-up screen will display all of the information needed.
 - Check all boxes that apply to the student's status at the time of follow-up.
 - The following are considered "Advanced Placement:"
 - Enrolled in Community College
 - Enrolled in 4yr College or University
 - Advance Training/Tech School
 - Military
 - Related Employment
 - The rest are not considered "Advanced Placement:"
 - If none of the options apply, check "**Other**." A dialogue box will appear for additional information and/or notes (i.e. Gap Year, religious mission).
 - Select the student's location at the time of follow-up. The location will always be defaulted to Wyoming, but should be changed to reflect the student's actual location.
 - Select "**Yes**" or "**No**" to indicate whether or not the student was followed-up with during the collection window. If "No," is selected, that student will not be included in the calculation for the follow-up performance indicator (5S1).
 - When all information for the student has been entered, select Save. .
- To continue through the student list, select **Next Student** or **Previous Student**.
- When done, or to check the progress at any time, select **Back to Students**.
 - Students who are complete will be highlighted in green.

Step 17: Certify Student Follow-up Data

- Select **Certify** to certify student follow-up data.

Instructions – ASVAB

Evidence of military readiness is based upon completion of a college preparatory curriculum (e.g., *Hathaway Opportunity curriculum*) or a CTE pathway and a military-readiness score on the ASVAB (e.g., **AFQT** score of 45 or higher).

- Schools can request a spreadsheet of their students' AFQT scores by contacting an Education Services Specialist (ESS) at the Department of Defense (DOD) at 800-323-0513 or their local ESS at the Denver MEPS Center at (720) 462-4222. The accountability model only counts proficient scores. There is no incentive nor penalty to report students who are not proficient. A district should report **ALL** students (not just CTE students) that took the ASVAB test **AND** scored **PROFICIENT**.

Step 18: Import ASVAB Students

In the black bar across the top of the WyCTE Collection, select **ASVAB**.

The screenshot shows the top navigation bar of the WyCTE Collection. The 'ASVAB' menu item is highlighted with a yellow box. Below the navigation bar is a large banner for 'Career Technical Education (CTE)' with a description and a button to 'Learn more about CTE on the WDE Website'. Below the banner are three main sections: 'Negotiations', 'School Information', and 'Follow-up', each with a brief description and a button.

A list of the schools will appear.

- Select the school ID number to the left of the school name.

Schools for Cowboy County District #1

| ID | Name | Certified | ASVAB Count | Results needing to be reviewed | Misalignments |
|--------|--------------------|-----------|-------------|--------------------------------|---------------|
| 000000 | Crosby High School | | 0 | 0 | 0 |
| 000000 | Osbo High School | | 0 | 0 | 0 |

- Select **Import Students** (even if students already appear as the list may not be complete)

The screenshot shows a table with columns: Wiser ID, First Name, Last Name, Score, Decision, Download, Note, and an action column. Two rows are visible: one for Stephanie Barber (Wiser ID 45078056) and one for Rene Chan (Wiser ID 50328531). The 'Import Students' button in the top right corner is highlighted with a yellow box.

| Wiser ID | First Name | Last Name | Score | Decision | Download | Note | |
|----------|------------|-----------|-------|----------|----------|------|------|
| 45078056 | Stephanie | Barber | | | | | Edit |
| 50328531 | Rene | Chan | | | | | Edit |

- The students will appear on the screen.
- To search for students use the filter funnel

The screenshot shows a table with columns: Wiser ID, First Name, Last Name, Score, Decision, Download, Note, and an action column. Seven rows are visible, including Stephanie Barber, Rene Chan, Nathaniel Gray, Quade Hope, Kelly Meje, Russel Porter, and Thad Wash. A filter funnel icon is highlighted in a yellow box next to the 'Last Name' header.

| Wiser ID | First Name | Last Name | Score | Decision | Download | Note | |
|----------|------------|-----------|-------|----------|----------|------|------|
| 45078056 | Stephanie | Barber | | | | | Edit |
| 50328531 | Rene | Chan | | | | | Edit |
| 81487670 | Nathaniel | Gray | | | | | Edit |
| 62759679 | Quade Hope | Hopkins | | | | | Edit |
| 81817304 | Kelly | Meje | | | | | Edit |
| 61710002 | Russel | Porter | | | | | Edit |
| 68166800 | Thad | Wash | | | | | Edit |

- To filter students alphabetically click the arrow next to **Last Name**

The screenshot shows the same table as the previous one, but with a dropdown arrow next to the 'Last Name' header highlighted in a yellow box, indicating that the list is being filtered alphabetically.

| Wiser ID | First Name | Last Name | Score | Decision | Download | Note | |
|----------|------------|-----------|-------|----------|----------|------|------|
| 45078056 | Stephanie | Barber | | | | | Edit |
| 50328531 | Rene | Chan | | | | | Edit |
| 81487670 | Nathaniel | Gray | | | | | Edit |

If a student does not appear in the list, please confirm that the student is enrolled in the school you are working on.

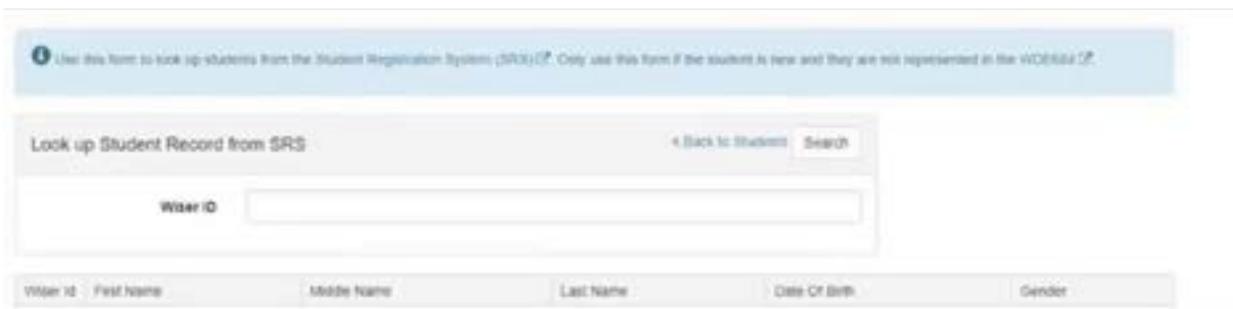
- If they are a student in that school click on **Add Student**.



The screenshot shows a table with columns: Wiser ID, First Name, Last Name, Score, Decision, Download, Note, and an action column. The 'Add Student' button in the top right corner is highlighted with a yellow box. The table contains three rows of student data.

| Wiser ID | First Name | Last Name | Score | Decision | Download | Note | |
|----------|------------|-----------|-------|----------|----------|------|------|
| 45678006 | Stephanie | Barber | | | | | Edit |
| 50328531 | Rene | Chan | | | | | Edit |
| 81487670 | Nathaniel | Gray | | | | | Edit |

- You will then be able to search the student by the Wiser ID.



The screenshot shows a form titled 'Look up Student Record from SRS'. It includes a search input field for 'Wiser ID' and a 'Search' button. A blue informational banner at the top states: 'Use this form to look up students from the Student Registration System (SRS). Only use this form if the student is new and they are not represented in the WCESIS.' Below the form is a table header with columns: Wiser ID, First Name, Middle Name, Last Name, Date Of Birth, and Gender.

- To report scores select **Edit**.

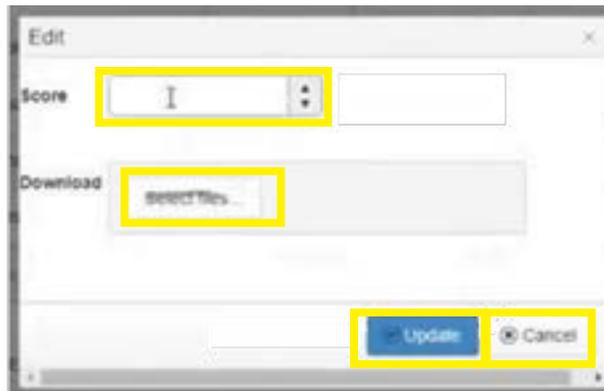


The screenshot shows the same student list table as before, but now the 'Edit' button for the first student (Stephanie Barber) is highlighted with a yellow box. The 'Add Student' button is also visible in the top right corner.

| Wiser ID | First Name | Last Name | Score | Decision | Download | Note | |
|----------|------------|-----------|-------|----------|----------|------|------|
| 45678006 | Stephanie | Barber | | | | | Edit |
| 50328531 | Rene | Chan | | | | | Edit |
| 81487670 | Nathaniel | Gray | | | | | Edit |
| 62756679 | Guadalupe | Hopkins | | | | | Edit |

- Enter the ASVAB Score.(only scores of 45 or higher)
- Click **Select files**. Locate the saved score sheet.

- Upload a copy of the score sheet. Select **Update**.



- Select **Back to School**.

| Back to Schools | | | | | | | | Add Student | Certify |
|-----------------|------------|-----------|-------|----------|----------|------|--|-------------|---------|
| Wiser ID | First Name | Last Name | Score | Decision | Download | Note | | | |
| 45478056 | Stephanie | Barber | | | | | | Edit | |
| 50328531 | Rene | Chan | | | | | | Edit | |
| 81487670 | Nathaniel | Gray | | | | | | Edit | |
| 62758679 | Guadalupe | Hopkins | | | | | | Edit | |

- You will see an overview of the results

Schools for Cowboy County District #1

| Switch | | | | | |
|---------------------------|-----------|-------------|--------------------------------|---------------|--|
| Name | Certified | ASVAB Count | Results needing to be reviewed | Misalignments | |
| 999008 Crosby High School | | 2 | 2 | 0 | |
| 999009 Gebro High School | | 0 | 0 | 0 | |

WDE CTE team will review the submitted information for accuracy and provide you with any feedback.

If no feedback is needed a zero will appear next to the school under the heading **Results needed to be reviewed and will turn green once WDE validates the scores.**

Any discrepancies will be reflected under the heading **Misalignments and will be in pink.**

CTE Course WDE Additional 29% State Funding

The CTE course WDE additional 29% state funding process is determined by the criteria under the education resource block grant model pursuant to W.S 21-9-101(b)(i)(I) and W.S 21-13-309(D)(III). In order for courses to be approved for additional funding, they must meet the following criteria:

- Have a CTE teacher certified by PTSB instructing the course in that curricular content area;
- Have a sequence of three or more courses in a program of study;
- One of the three courses may be a related non-CTE course. Note: this must be an intentional integration of academic core with CTE. Federal regulations require that no more than one academic course be included in a single CTE program of study;
- Courses must be taught in grades 9-12 and within the local junior and/or high school;
- Only concurrent enrollment courses may be included in a program of study; and
- Courses must be in a reviewed CTE program of study.

Note: Users will NOT be able to import their school's courses until the course review process is complete. The CTE program of study must be finalized before any further steps can be completed in the WyCTE Collection.

Frequently Asked Questions

Whom do I contact regarding WyCTE collection content questions?

Ilaine Brown, 307-777-3549 or ilaine.brown1@wyo.gov

Whom do I contact regarding system errors or problems?

Joel Stretesky, 307-777-2880 or joel.stretesky@wyo.gov

John Paul, 307-777-8771 or john.paul@wyo.gov

Whom do I contact regarding Username and Passwords in WYED in order to enter data?

Susan Williams, 307-777-6252 or susan.williams@wyo.gov

Whom do I contact regarding the WDE638?

April Strong, 307-777-6951 or april.strong@wyo.gov

Whom do I contact regarding the Wyoming Department of Education data collection efforts as a whole?

Susan Williams, 307-777-6252 or susan.williams@wyo.gov