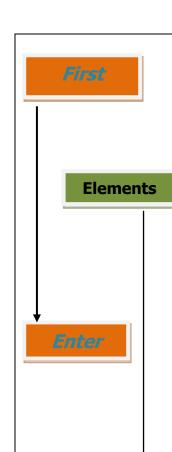# CTE Data Submission
Technical Skills Assessment (TSA) Entry
Quick Reference Guide

First

Obtain TSA Score Reports and CTE Approved Programs List

◇ **June 1**, obtain TSA score reports from your CTE building representative or the teacher for each program that was tested.

◇ **Confirm** that you have obtained all required score reports prior to submitting to ODE.

◇ **Print** the current year, CTE Approved Programs list for your high school
  o http://www.ode.state.or.us/data/stats/opte/

Elements

TSA Data Elements – Two TSAs may be reported per student per year
(Both Student Information and Course Information must be current prior to entering TSA data)

◇ **Assessment Date Format:** mm/dd/yyyy

◇ **CIP Code**: Refer to the CTE Approved Programs list for your high school. The CIP Code is found at the top of each course list.

◇ **TSA Title and Number**

◇ **Pass Code**: **Met** or **Did Not Meet**

Enter

Enter TSA Data

◇ **Option 1** – Enter TSA data, including **Met** or **Did Not Meet**, within your SIS prior to uploading student and course files to the ODE website: Follow your SIS instructions for entering CTE Assessments.

◇ **Option 2** (high schools with few programs and small class sizes may use this option) – Enter TSA data, including **Met** or **Did Not Meet**, directly on the ODE website: TSA data can only be entered after current student and course information has been entered. Uncheck "Preferred Test" on last year's CTE test prior to entering this year's information.

◇ **Option 3** – Enter student data and TSA data, including **Met** or **Did Not Meet**, on the spreadsheet provided by your district. Submit completed spreadsheet to the appropriate personnel.

Confirm

Confirm TSA Data (coming soon)

◇ **Log in** to the ODE website

◇ **Select**: Consolidated Collections > Reports tab > Career and Technical Course Enrollment (Perkins) > SpringPTECourse15-16 (or most current year)> Combined PTE Collection Summary PDF

◇ **Review** and confirm that all data is correct. Correct any errors.

◇ **Keep** a copy of the correct report for your records and **E-mail** a copy to your Regional Coordinator

CTE Technical Skills Assessment (TSA) Data Entry
Linn Benton Lincoln Quick Reference

REVIEW the CTE Data Submission Technical Skills Assessment Entry Quick Reference Guide

❑ Obtain TSA score reports and print your high school's CTE Approved Programs list prior to beginning TSA entry in Linn Benton Lincoln

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CREATE records for students who have completed CTE Assessments

❑ Select a student from your first TSA score report
❑ Select **Other Assessments** from the menu tabs
❑ Next to **Assessment**, select CTE
❑ Enter Test **Date** and **Grade Level**
❑ Enter the appropriate **CIP** Code (from CTE Approved Programs list)
❑ Enter **TSA Title and Number**
❑ Enter **% Correct**
❑ Enter **Student Score**
❑ Enter **Total Possible**
❑ Enter **Pass Code (M/D): Met** or **Did Not Meet**
❑ Select **Save**
❑ If a student has completed a second CTE assessment, repeat the steps listed above (You may enter a maximum of two CTE Assessments per student per year)
❑ Repeat the steps listed above for every student on each TSA score report
❑ Once all TSA data and other required CTE data has been entered, generate Student and Course files
❑ Follow ODE Data Submission instructions

QUESTIONS / TECHNICAL ASSISTANCE: Who should I contact?

❑ Your school district Data Specialist and/or SIS technical department, if the issue is with your SIS.
❑ CTE Regional Coordinator: http://www.ode.state.or.us/search/page/?id=887
❑ ODE Helpdesk: ODE.Helpdesk@ode.state.or.us