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

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/](http://www.ode.state.or.us/data/stats/opte/)

**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 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 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

### PowerSchool 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 PowerSchool.

**CREATE** records for students who have completed CTE assessments

Please note: Instructions may vary according to how PowerSchool has been customized for each district.

- Select a student from your first TSA score report
- Select the function **State/Province-Oregon**
- Select **CTE-Student Data Information**
- Enter the **Assessment 1 Administration Date**
- Enter **Assessment 1 CIP Code** (from CTE Approved Programs list)
- Enter **Assessment 1 TSA Title and Number**
- Enter **Assessment 1 Pass Indicator Flag**, select **Met** or **Did Not Meet**
- If a student has completed a second CTE assessment, repeat the steps listed above using the **Assessment 2** fields (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](http://www.ode.state.or.us/search/page/?id=887)
- ODE Helpdesk: ODE.Helpdesk@ode.state.or.us