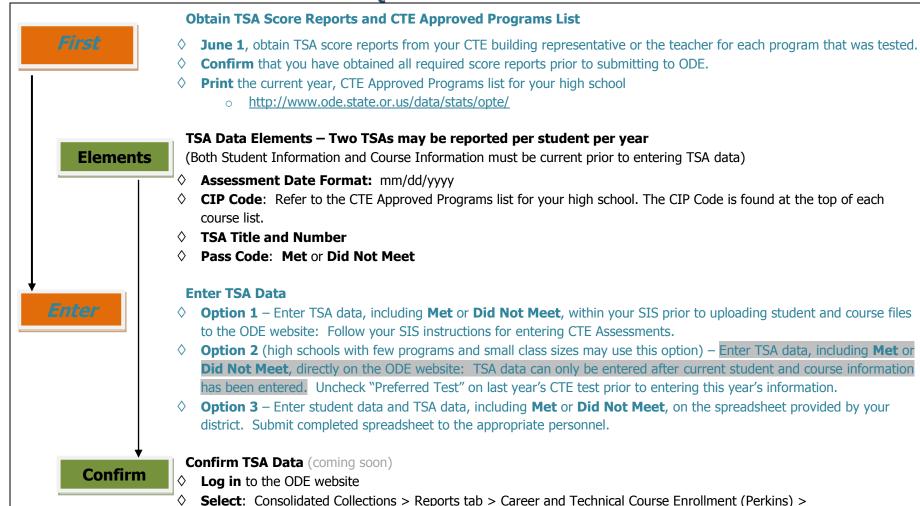
## CTE Data Submission Technical Skills Assessment (TSA) Entry Quick Reference Guide



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



Oregon Department of Education 255 Capitol Street NE Salem, OR 97310-0203

SpringPTECourse15-16 (or most current year) > Combined PTE Collection Summary PDF

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

(503) 947-5600 | Fax: (503) 378-5156 General ODE Questions: ode.frontdesk@ode.state.or.us

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

EVI	EW 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 SchoolMaster
CREATE records for students who have completed CTE assessments	
	Select a student from your first TSA score report
	Open the SchoolMaster <b>Assessments</b> screen
	Select Add Assessment
	Select <b>OR CTE Assessment</b> from the list
	Select <b>OK</b>
	Enter <b>Test Date</b>
	Confirm Grade Level
	Select <b>OK</b>
	From the drop down menu next to <b>CTE Strand</b> , select the appropriate program (i.e. Business and Management)
	From the drop down menu next to CTE Pass/Fail Indicator, select Met or Did Not Meet
	Enter the appropriate <b>CIP Code</b> (from CTE Approved Programs list)
	From the drop down menu next to <b>CTE TSA Title and Number</b> , make the appropriate selection
	Select the appropriate <b>STAFF</b> from the drop down menu  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)
$I_{\Box}$	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
UES	STIONS / 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: <a href="http://www.ode.state.or.us/search/page/?id=887">http://www.ode.state.or.us/search/page/?id=887</a>
	ODE Helpdesk: ODE.Helpdesk@ode.state.or.us