

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
 - <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



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CTE Technical Skills Assessment (TSA) Data Entry SchoolMaster 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 SchoolMaster

CREATE records for students who have completed CTE assessments

- Select a student from your first TSA score report
- Open the SchoolMaster **Assessments** screen
- Select **Add Assessment**
- Select **OR CTE Assessment** from the list
- Select **OK**
- Enter **Test Date**
- Confirm **Grade Level**
- Select **OK**
- From the drop down menu next to **CTE Strand**, 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 **CIP Code** (from CTE Approved Programs list)
- From the drop down menu next to **CTE TSA Title and Number**, make the appropriate selection
- Select the appropriate **STAFF** 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)
- 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