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/](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
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