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
Synergy 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 Synergy

CREATE records for students who have completed CTE assessments
Please note: Instructions may vary by district. ❑ Select a student from your first TSA score report ❑ Open the Excel document provided by your IT Department ❑ Enter **Assessment Date** ❑ Enter **Pupil Number** ❑ Enter **Student Last Name** ❑ Enter **Student First Name** ❑ Enter **CIP Code** (from CTE Approved Programs list) ❑ Enter **TSA Title and Number** ❑ Enter **% correct** ❑ Enter **Pass Code**, select **Met** or **Did Not Meet** ❑ 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 ❑ Submit the Excel document to your Data Specialist (Data Specialist will submit to ODE)

QUESTIONS / TECHNICAL ASSISTANCE: Who should I contact?
❑ Your own 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