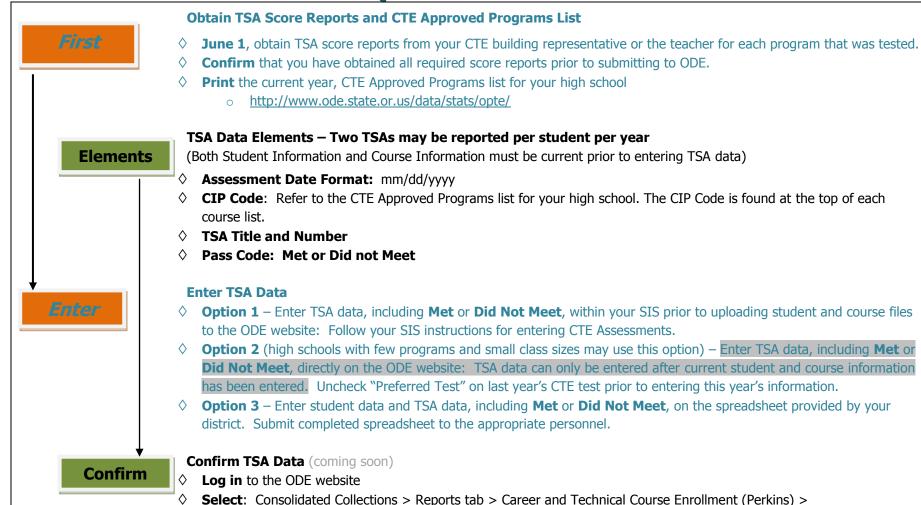
## CTE Data Submission Technical Skills Assessment (TSA) Entry Quick Reference Guide



**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 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 <b>Assessment Date</b>
☐ Enter Pupil Number
☐ Enter <b>Student Last Name</b>
☐ Enter Student First Name
☐ Enter <b>CIP Code</b> (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: <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