

# Career and Technical Education

Information System

February, 2015

Completer
Assessment Report
and Completer
Assessment
Summary Report

#### WELCOME TO



#### **SUPPORT**

PTD Technology provides technical support to districts operating Career and Technical Education (CTE) programs.

The PTD Help Desk is staffed by experienced PTD training specialists, consultants, and dedicated support staff. Due to rapidly changing software versions and new releases, we may require additional time consulting with other professional staff.

When using this service, please be sure to provide your contact information including your name, school district, phone number, and/or email address. For CTEIS reporting, please also provide the name of the report you are preparing.

#### **Technical Help:**

cteis.help@PTDtechnology.com (800) 203-0614 or (517) 333-9363 Extension 128

#### **Reporting Policy Help:**

#### General -

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#### **OCTE** website:

http://www.michigan.gov/octe

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### 1 Overview

This document explains how the Completer Assessment and the Completer Assessment Summary Reports can be used.

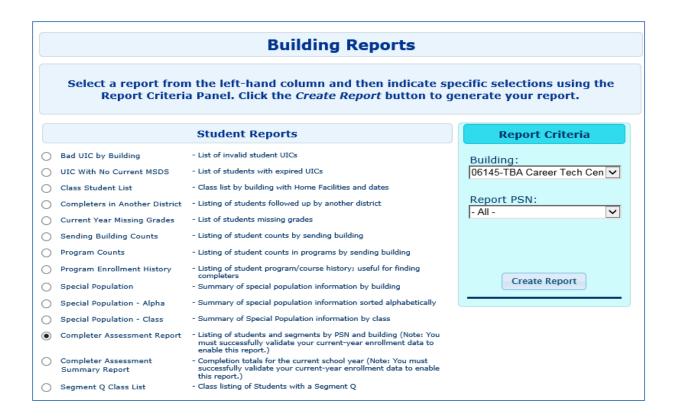
The Completer Assessment and the Completer Assessment Summary Reports can be used to determine who your end of the year completers/concentrators are going to be (without the results of the assessment).

These two reports are expanded from the reports available following the Enrollment validation process. They are useful in assessing the number and status of students in programs and the students segment record, assessment status, and potential eligibility to be assessed and complete their program. The completer Assessment report is considered to be a replacement for the PEAS (Potentially eligible for Assessment Report) as it will only contain students currently enrolled. Both these reports are only valid for the current year.

**Note:** You must validate your current-year data to enable both the Completer Assessment and the Completer Assessment Summary Report. The reports should be run after the Enrollment validation is processed. The validation does not need to be error-free.

### **2 Access Completer Assessment Reports**

- 1. Log into CTEIS at www.cteis.com using your MEIS Username and Password.
- 2. From the main Menu, select **Reports**.
- 3. From the **Reports** Menu, select **Building Reports**. The Building Reports page is displayed.
- 4. Select the Completer Assessment or the Completer Assessment Summary report.
- 5. Enter the Report Criteria and click the **Create Report** button. The Completer Assessment/Completer Assessment Summary report is displayed.

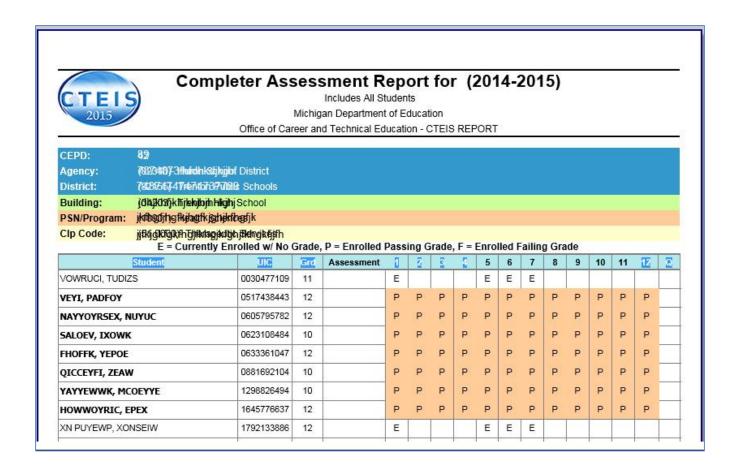


## **3 The Completer Assessment Report**

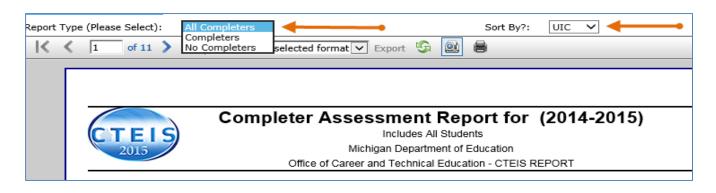
The Completer Assessment report is similar to the Comp A report. The Completer Assessment report shows, by program, the Students taking the program along with the segments that they are enrolled in, indicating which ones they are passing (Grade of 2.0 or better), which ones they have, or are failing.

The following indicators are used in the report:

- Grade indicators:
  - Pass (2.0 or greater)
  - Enrolled currently enrolled but no grade on record
  - Fail less than 2.0 or dropped
  - Blank No enrollment on record.
- Bold: Students who are potentially eligible for assessment based on achieving a greater than 6 segment and not already a completer.
- Assessment year: indicates that a student has already taken the assessment and gives the year of assessment.



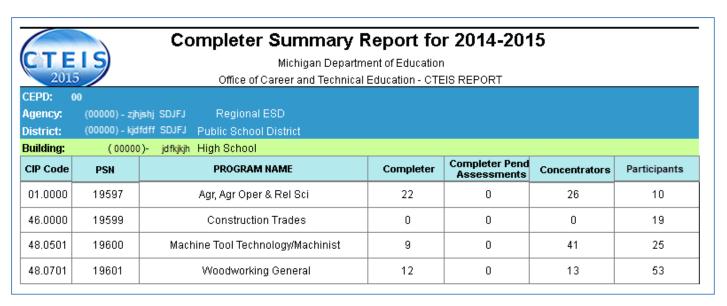
**Note:** This report is filterable by completion status (Comp, Noncomp, or All) and you can also sort the report by UIC or Name.



## **4 The Completer Assessment Summary Report**

This report is similar to the page prior to the Comp A report you received following running your validations.

The Completer Assessment Summary can be used by districts to get a Program by Program total of enrolled students, Potential completers (all 12 segments w/grades but no assessment results entered for the student), completers (all 12 segments w/ grades), concentrators (>7 segments with grades) and participants (segments taken but unknown grades). This information is based on the most recent Enrollment Validation.



### **5 Further Assistance**

Updates, newsletters, due dates, and links to important documentation can be found at <a href="https://www.PTDtechnology.com/cteis">www.PTDtechnology.com/cteis</a>. You may also view these items by visiting <a href="https://www.cteis.com">www.cteis.com</a>.

Contact the CTEIS help desk at cteis.help@ptdtechnology.com or 1-800-203-0614 x128