CareerTech Information Management System (CTIMS)

K-12 Follow-Up Guidebook

OKLAHOMA CareerTech

IMD Information Management Division

June 2023

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CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

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Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful tips, see the CTIMS Helpful Hints section of this document.
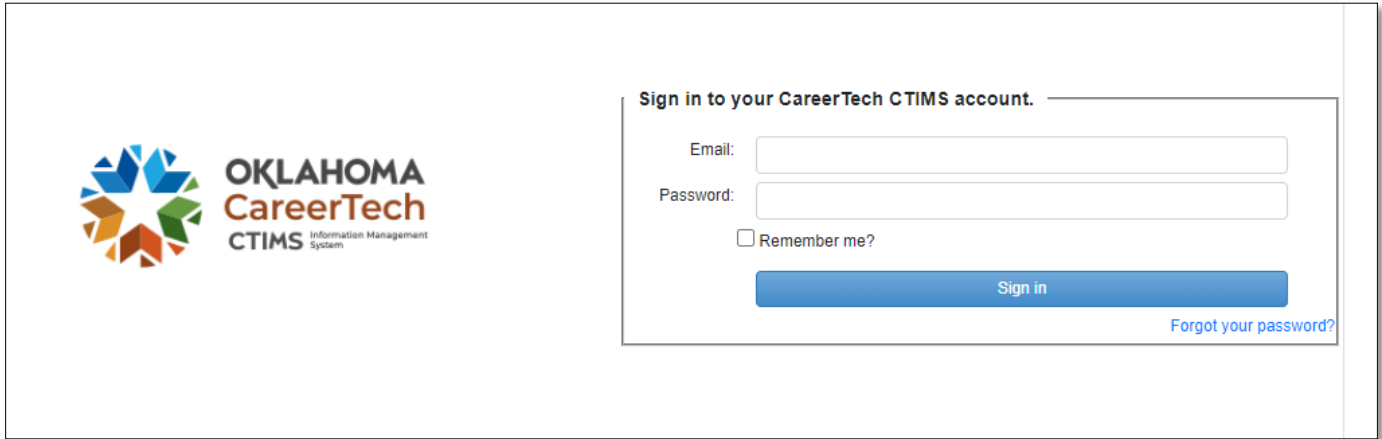

CTIMS Customer Support Contact
Elizabeth Richardson
Office: (405) 743-5134
Email: CTIMSsupport@careertech.ok.gov

Logging into CTIMS

Sign in using your school email and CTIMS password at https://ctims.okcareertech.org/CTBDSWeb

Or go to CTIMS (CareerTech Information Management System) (oklahoma.gov)and select the green **CTIMS Login** button.

Follow-up Completion

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **K-12 School Teacher** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.
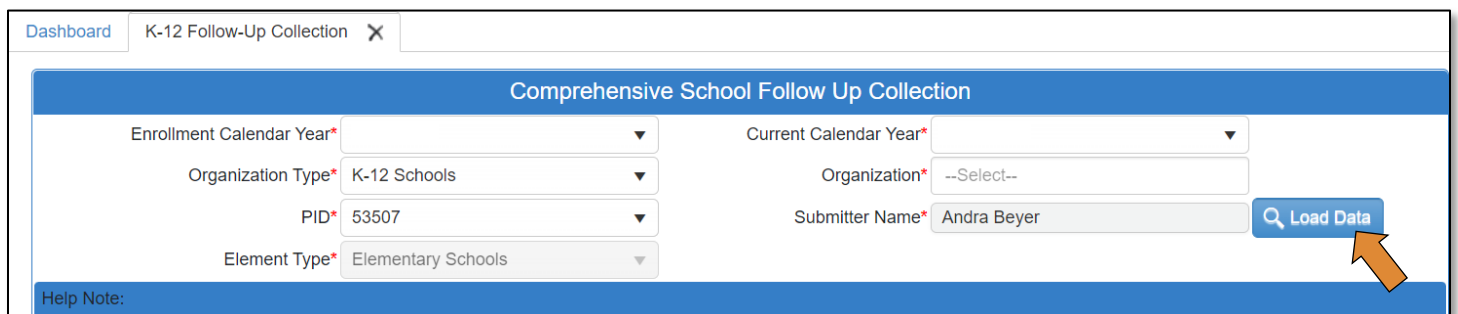
If you do not see **K-12 School Teacher**, contact CTIMSSupport@careertech.ok.gov.

- Click the arrows next to **Follow-up**.
- Click on the **K-12 Follow-Up Collection** link.
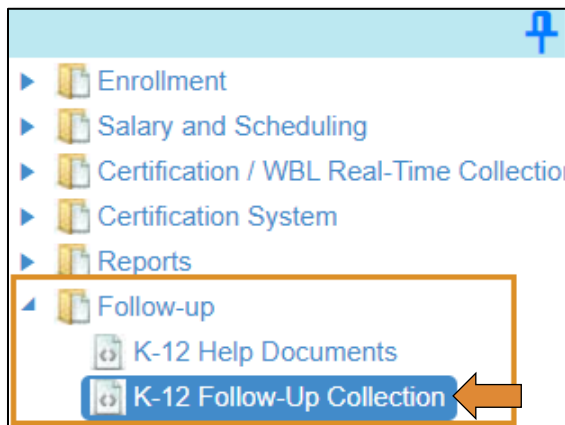
- The **Enrollment Calendar Year*** should default to the previous school year.
- The **Current Calendar Year*** should default to the current school year.
- Your **Organization*** (School) name, **Submitter Name*** and **PID*** should default when you login.
- Click on the **Load Data** button to load your student list.

- A list of your 12th grade students from last year will populate in the space below.
- Highlight the student you need to complete follow-up on by clicking anywhere on the row.
  - **Do not click on the *View Report* link until after you input your data. This report gives a summary by teacher.
- Click on **Select & Continue**.

Under the **Student Information** section:
- Most of the student's information will populate. Add the student's **Email Address**, if it is not populated.

IMPORTANT: Collecting the student's email is important. It will be used for verification for a new system where students can access their certifications after completion for employers and potential employers.

If a Student is Deceased

Under the Follow-Up Information Section:

- The "Is Student Deceased?" question is mandatory, but it is defaulted to **No**. Change to **Yes** if the student is deceased. <u>Changing to a Yes, will lock the additional Follow-Up Information questions.</u>

- Even if the student is deceased, you must also answer the question, "Has the student take a certification test?" by selecting **Yes** or **No** from the drop-down menu.
- If they have not completed any certification tests, choose **No**, then click the **Save** button and you are finished with this student.
- If they did complete certification tests, choose **Yes**, then follow the instructions for adding certifications.
- Click **Return to Student List** to select another student or go to the **first, previous, next, or last student** from the navigation at the top and bottom of the screen.

Students Who Did Not Take a Certification Test or Work Based Learning

Under the Follow-Up Information Section:

- Leave the question, Is Student Deceased? as **No**.
- Select an **Education Status** from the drop-down menu (See Appendix A for options).
- Select an **Employment Status** from the drop-down menu (See Appendix A for options).
- Answer the question, **If employed civilian, is the Job related to the coursework in which they were enrolled?** by selecting **Yes** or **No** from the drop-down menu.
- Answer the question, **Is this student self-employed?**, by selecting **Yes** or **No** from the drop-down menu.
- Answer the question, **Has the student take any certification test?** by selecting **Yes** or **No** from the drop-down menu.
  - If the answer to this question is No, you are finished with this student.
  - Click on the **Save** button.
- Click **No** on the **Work Based Learning** drop-down.
- You can navigate to the next student by clicking on **Return to Student List**, or selecting **Next Student**.
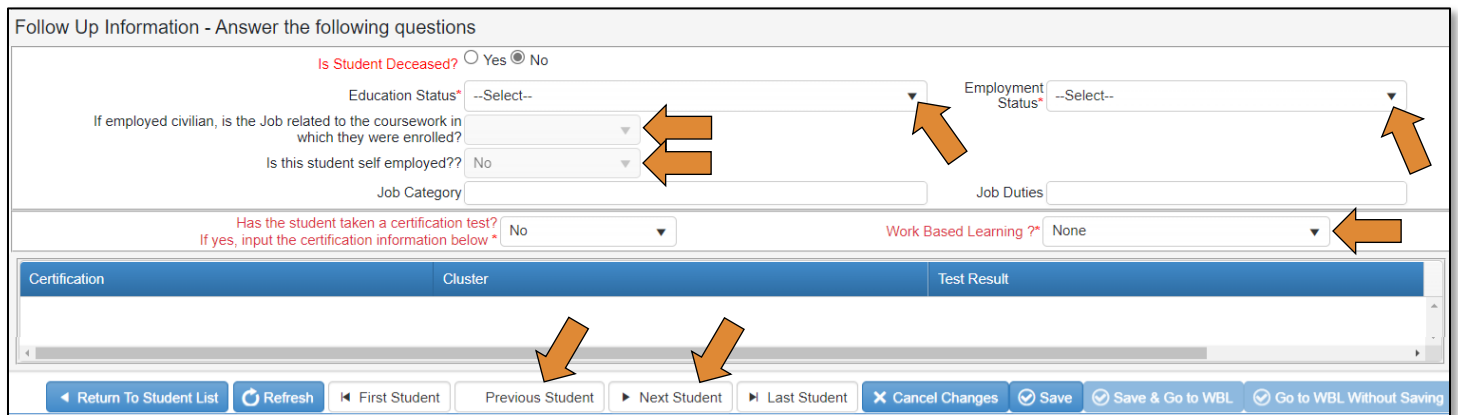
Students Who Have Taken a Certification Test

Under the Certification Information section:

- If a student has taken a certification test, you will answer **Yes** on the certification test question.
- Click the **+Add Certification** button.
- **Select** the certification by typing the first three letters or numbers of the certification test, the list will self-populate, choose the certification from the drop-down menu.

**NOTE: Certifications are auto-populated from the Approved Assessment List. If your certification is not available, please refer to the Approved Assessment List on our website.

- Select the Cluster from the drop-down menu by clicking in the field under the Cluster column.
- Mark the certification test the student took as **Test Passed**, **Test Not Passed**, or **Test Not Taken**.

- After you have added all certifications, then click **Yes** to **Work Based Learning?** drop-down menu.
- Then click **Next Student** and complete the process for each student.

IMPORTANT: Make sure you **Save** each student's information before navigating to another student.

- You can navigate to the next student by clicking on **Next Student**.
- When you have completed all of your students certifications, click **Save & Go to WBL** (Work Based Learning).

Work Based Learning

1. Select the **Work Based Learning Category*** from the dropdown menu. Mandatory
2. Write notes and Employer involved.
3. Number of hours in WB Learning.
4. If Work Based Learning Completed, yes or no. *Mandatory
5. If Work Based Learning was paid, yes or no. If yes, how much per hour. *Mandatory
6. Did it turn into fulltime employment?
7. If yes, fill out the Company's information and any comment. When you have finished this student's Work Based Learning, click **Save & Submit.**
8. Then click Previous Student to access the next student, complete **Work Based Learning** for each student.


A box will appear asking if you would like to update Work Based Learning on just this student or update all students.

*Note - clicking **No, Update only this student!** is for doing Follow-up or when you are adding information for individual students. The **Yes, Update to all students!** is for entering information for a class or group of students that have all had the same Work Based Learning event. (i.e. guest speaker, industry visit, field trip, etc.)

- When you have completed all of your students click **Back to Summary.**

- A screen will pop up to make sure you want to close the tab? Click **OK.**
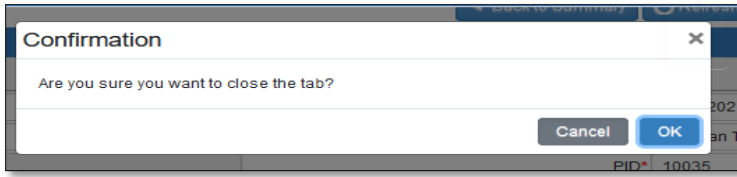
- On the Student List page, Refresh the page and the students you have completed will indicate a Yes under the **Follow-Up Completed?** column.
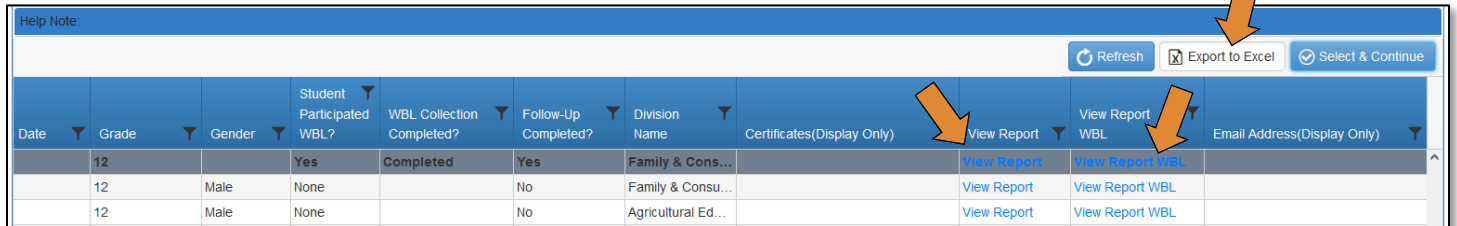
NOTE: Because you are saving after each student, you do not have to do an additional submit step. When you complete information for all of your students, you are finished.

Reports

- Check to make sure you have updated all of your students by going to the **Student List** page and checking the **Follow-Up Completion** column. After all student data is updated, you can run a teacher summary report.
- Click on the **View Report** link at the end of a row. (These are not individual reports for each student, so all links go to the same teacher report).
- You can export your records to an excel file by clicking on the Export to Excel button at the top of the summary grid. Save the Excel file to your computer or print.
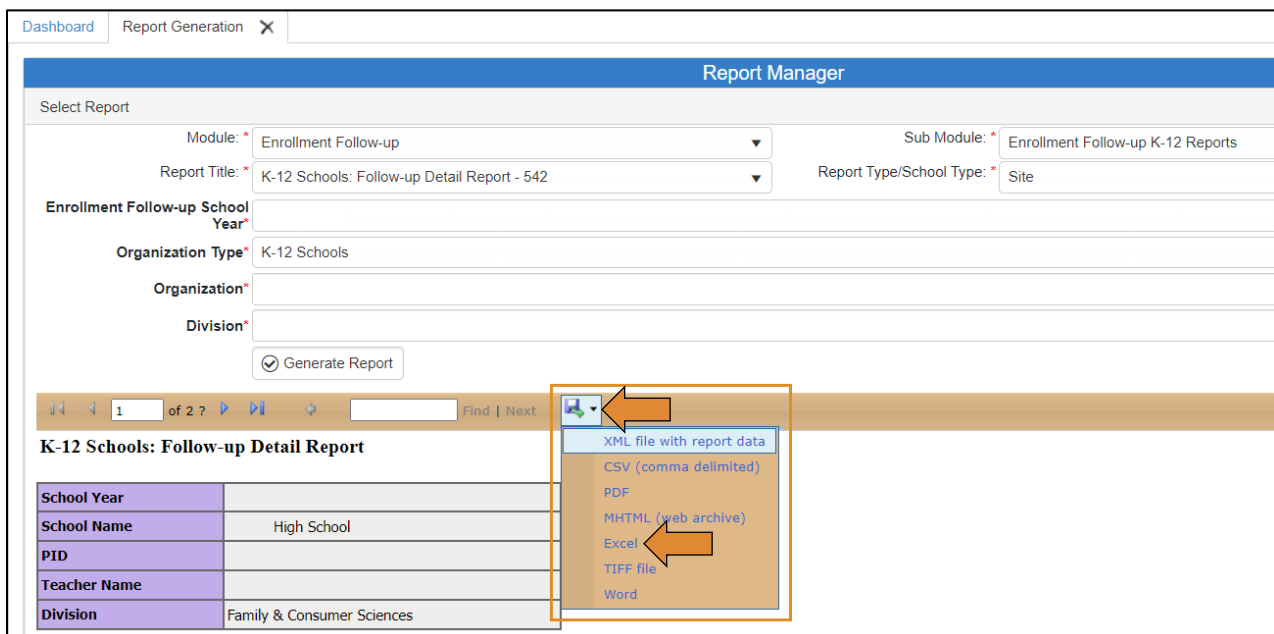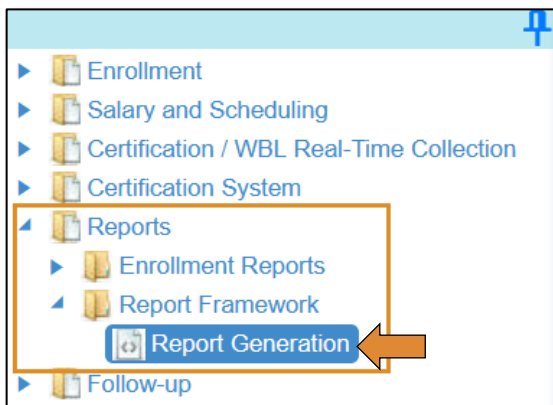

Report Framework

- Click the arrows next to **Reports & Report Framework**.
- Click on the **K-12 Follow-Up Collection** link.

Education and Employment Status & Job Details

Educational Status:

Not attending school

Attending high school or technology center as a secondary student

Attending a technology center as an adult student

Attending a private school as an adult student

Attending a public collegiate school as an adult student

Educational status is unknown.

Employment Status:

Employed full-time civilian (at least 35 hr/week)

Employed part-time civilian (less than 35 hr/week)

Employed full-time military

Unemployed but actively seeking employment

Not in the labor force and not seeking employment

Employment status is unknown.

Job Details:

For students that are employed, provide the following information:

If employed civilian, is the job related to the coursework in which they were enrolled? -- Indicate if the student's current job is related to one or more programs completed last school year. Select Yes or No from the drop-down menu.

Is this student self-employed? – Select **Yes** or **No** from the drop-down menu.

Job Title – list the student's current job title.

Job Duties – provide a brief description of the student's job duties.