

# K-12 Schools Follow-Up

Technical Guidebooks are located on our website under *K-12 Schools > Student Completion/Follow-Up Report: [CTIMS \(CareerTech Information Management System\) — CareerTech \(CT\) - okcareertech.org](https://www.okcareertech.org/CTIMS)*



**OKLAHOMA**  
**CareerTech**

Completion Period:

October 1 – November 30

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# Information Needed Before Starting Follow-Up

- > Student Employment & Education Status
- > If student is deceased or not
- > If student took certifications or not
  - What type of certification was taken
    - ✓ Did the student pass or fail
- > If the student participated in Work Based Learning (WBL)
  - Work Based Learning information
    - ✓ List of WBL questions [here](#)



# WBL Questions

Work Based Learning Category (**Mandatory**)

Work Based Learning Note / Employer Involvement

Number of Hours in WBL

Work Based Learning Completed (**Mandatory**)

Work Based Learning Paid (**Mandatory**)

If yes, average paid amount per hour

Did it turn into full-time employment

If yes, what is employer's name and contact details

Company Name, Address, City & State



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# Follow-Up: Screen 1

- Verify the information is accurate.
- Click on Load Data.

OKLAHOMA CareerTech CTIMS | Hello Comprehensive School Teacher

Dashboard Comprehensive Follow Up Collection

### Comprehensive School Follow Up Collection

Enrollment Calendar Year\* 2020-2021 Current Calendar Year\* 2021-2022

Organization Type\* Comprehensive Schools Organization\* High School X

PID\* Submitter Name\*

Element Type\* Comprehensive School

Help Note:

Refresh Export to Excel Select & Continue

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Student Participated WBL?	WBL Collection Completed?	Follow-Up Completed?	Division Name
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# Follow-Up: Screen 2

- Enrollment Calendar Year should be last year.
- Current Calendar Year is the current year.
- Click on **Load Data**.
- A list of your 12<sup>th</sup> grade students (from last year) will appear.
- Highlight the row by clicking on the student's name.
- Select & Continue.

OKLAHOMA CareerTech CTIMS | Hello Comprehensive School Teacher

Dashboard Comprehensive Follow Up Collection

### Comprehensive School Follow Up Collection

Enrollment Calendar Year\* 2020-2021 Current Calendar Year\* 2021-2022

Organization Type\* Comprehensive Schools Organization\* High School X

PID\* Submitter Name\*

Element Type\* Comprehensive School

Help Note:

Refresh Export to Excel Select & Continue

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Student Participated WBL?	WBL Collection Completed?	Follow-Up Completed?	Division Name
High School						12					
High School						12					

# Follow-Up: Screen 3

● Add the student's email address, if it is not populated. ● Answer if student is deceased – this is mandatory but it defaults to No. ● If they are not deceased, make sure you answer the Education & Employment questions. See [Appendix A](#) for a listing of Education & Employment definitions. ● If the student is deceased, change the answer to Yes, the additional follow-up information questions will be locked except the certification test question. ● If they did not take a certification test, choose No. ● Save. ● Click Next Student. ● If they did take a certification test, follow the instructions for adding certifications [here](#). (Screenshot on next slide.) Work Based Learning (WBL) instructions [here](#).





# Follow-Up: Screen 3 (Screenshot)

Dashboard Comprehensive Follow Up Collection x Comprehensive Student Follow Up Collection x

◀ Return To Student List Refresh ◀ First Student Previous Student ▶ Next Student ▶ Last Student x Cancel Changes Save

### Comprehensive School Student Follow Up Report

Enrollment Calendar Year\* 2020-2021 Current Calendar Year 2021-2022  
Organization Type Comprehensive Schools School Name\* High School

### Student Information

Student Name \_\_\_\_\_ Student Follow Up Process No. 2021-CESI-  
STN \_\_\_\_\_ Grade 12  
Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Email Address \_\_\_\_\_

### Follow Up Information - Answer the following questions

Is Student Deceased?  Yes  No  
Education Status\* --Select-- Employment Status\* --Select--  
If employed civilian, is the Job related to the coursework in which they were enrolled? \_\_\_\_\_  
Is this student self employed?? No  
Job Category \_\_\_\_\_ Job Duties \_\_\_\_\_

Has the student taken a certification test?  Work Based Learning ?\*

Certification	Cluster	Test Result
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◀ Return To Student List Refresh ◀ First Student Previous Student ▶ Next Student ▶ Last Student x Cancel Changes Save Save & Go to WBL Go to WBL Without Saving

# Follow-Up: Screen 3 (Certification Info)

- If Yes, click **+Add Certificate**.
- Under the Certification & Cluster columns, click on the drop-down arrow.
- Type the first few letters of the certification name – it will populate for you. If you know the certification number, you can type it instead.
- Click the drop-down arrow for the cluster and choose the correct cluster.
- Choose **Test Passed**, **Test Not Passed** or **Test Not Taken**, under the Test Result Column.
- Click **Save**.
- Click **Ok**.
- Navigate to the next student by clicking **Next Student** or **Back to Summary**.

*\*\*IMPORTANT: The certifications in the list are pulled from the approved assessment list kept and updated by our Testing division. For this list, visit the website [here](#).*

Has the student taken a certification test?  Yes

Work Based Learning ?\*  Yes

**Certification Information for Enrollment Calendar Year " " .**

+ Add Certificate x Remove Certificate Cancel changes

Certification	Cluster	Test Result
Weld	Architecture & Construction - AC	<input type="radio"/> Test Passed <input type="radio"/> Test Not Passed <input type="radio"/> Test Not Taken
Shielded Metal Arc Welder - 4301	Agriculture, Food & Natural Resources - AG	
Gas Metal Arc Welder - 4302	Arts, Audio/Video Technology & Communications - AR	
Flux Cored Arc Welder - 4303	Business, Management & Administration - BA	
Gas Tungsten Arc Welder - 4304	Education & Training - ED	
Certified Welder - 4401	Energy & Power - EP	
Certified Associate Welding Inspector - 4402	Finance - FN	
Welding - Level 1 - 4403	Government & Public Administration - GP	
Oklahoma Welder Certification - 4404	Health Science - HS	

Return to Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save Save & Go to WBL Go to WBL Without Saving

# Follow-Up: Screen 3 (WBL Info)

- Select Yes or No on if the student did or did not participate in Work Based Learning (WBL).
- Click **Save**.
- Click **Next Student**.
- Once you have completed all of your student's information and certifications.
- Click **Save & Go to WBL**.

Dashboard Comprehensive Follow Up Collection x Comprehensive Student Follow Up Collection x

Comprehensive School Student Follow Up Report

Enrollment Calendar Year\* 2020-2021 Current Calendar Year 2021-2022  
Organization Type Comprehensive Schools School Name\* High School

Student Information

Student Name STN Gender Email Address  
Student Follow Up Process No. 2021-CESI- Grade 12 Date of Birth

Follow Up Information - Answer the following questions

Is Student Deceased?  Yes  No  
Education Status\* --Select-- Employment Status\* --Select--  
If employed civilian, is the Job related to the coursework in which they were enrolled?  
Is this student self employed?? No  
Job Category Job Duties

Has the student taken a certification test? If yes, input the certification information below \*  
Work Based Learning ?\*

Certification	Cluster	Test Result
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Return To Student List Refresh First Student Previous Student Next Student Last Student Cancel Changes Save Save & Go to WBL Go to WBL Without Saving

# Follow-Up: Screen 4 (WBL Info)

- Fill out all fields for WBL.
- Click **Save & Submit**.
- Click **PREVIOUS STUDENT** to access the next student.

**\*\*** A box will appear asking if you would like to update Work Based Learning on just this student or update all students. If all students had the same WBL – click Update all students. If they had different WBL, update just this student.

The screenshot shows a web application interface for entering Work Based Learning (WBL) information. At the top, there are browser tabs and a navigation bar with buttons for 'Back to Summary', 'Refresh', 'First Student', 'Previous Student', 'Next Student', and 'Last Student'. Below this is a header for 'Student Work Based Learnings – Comprehensive Schools - Programs' with a 'Work Based Learning?' dropdown set to 'Yes'. The main form area is titled 'Work Based Learning Information 1' and contains several fields:

- 1. Work Based Learning Category (dropdown)
- 2. Work Based Learning Note / Employer Involved (text area)
- 3. Number of hours in WB Learning (spinner)
- 4. Work Based Learning Completed? (dropdown)
- 5. Work Based Learning Paid? (dropdown)
- 6. If, Yes Average Paid Amount per hour (spinner)
- 7. Did it turn into fulltime employment? (dropdown)

Below these are fields for 'If, Yes Employer Name and Contact Details', including Company Name, Company Address, City, and State. A 'Work Based Learning Comments' text area is also present. At the bottom of the form, there is a checkbox for 'Do you want to Delete the above saved WBL record? If, Yes then set the value to "Yes" then click on "Save and Submit" Button' (currently set to 'No'). Two orange arrows point to the 'Previous Student' and 'Save & Submit' buttons in the bottom navigation bar.

# Summary Page

- Click **Refresh** when on the summary page. \*\*If the row is highlighted dark gray, that means the student's follow-up is complete. If the row is white, that means the student's follow-up is not complete.

Dashboard Comprehensive Follow Up Collection X

### Comprehensive School Follow Up Collection

Enrollment Calendar Year\* 2020-2021 Current Calendar Year\* 2021-2022  
Organization Type\* Comprehensive Schools Organization\* High School X  
PID\* 53507 Submitter Name\* Andra Beyer [Load Data](#)  
Element Type\* Comprehensive School

Help Note:

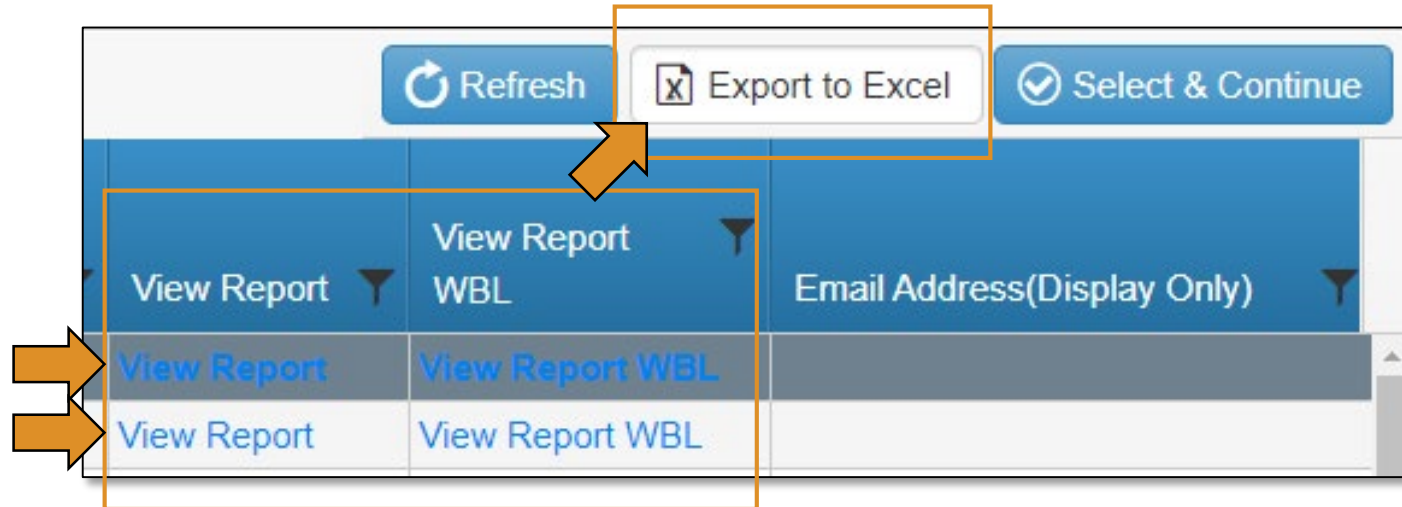
[Refresh](#) [Export to Excel](#) [Select & Continue](#)

School Name	PID	Teacher Name	Student Name	Student STN	Birth Date	Grade	Gender	Student Participated WBL?	WBL Collection Completed?	Follow-Up Completed?	Division Name
High School						12		Yes		Yes	
High School						12				No	



# View Report Links & Export to Excel

- This is not a report for each individual student – it is a teacher summary report.
- You can export to excel if you want to save the file on your computer.



# Certifications

- You do not have to enter data for student's 11<sup>th</sup> grade and lower, but you can enter certification information on any student.
- Use the filter button in the Student Name column to find the student you want to enter a certification for – once you find that student, click on the row to highlight it then click **Select & Continue**.
- Enter certification information.

