# 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](CTIMS (CareerTech Information Management System) — CareerTech (CT) - okcareertech.org)

**OKLAHOMA CareerTech**

Completion Period:

October 1 – November 30

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# Information Needed <u>Before</u> 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](here)

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# WBL Questions

Work Based Learning Category (<span style="color:red">Mandatory</span>)

Work Based Learning Note / Employer Involvement

Number of Hours in WBL

Work Based Learning Completed (<span style="color:red">Mandatory</span>)

Work Based Learning Paid (<span style="color:red">Mandatory</span>)

 If yes, average paid amount per hour

Did it turn into full-time employment

 If yes, what is employer's name and contact details
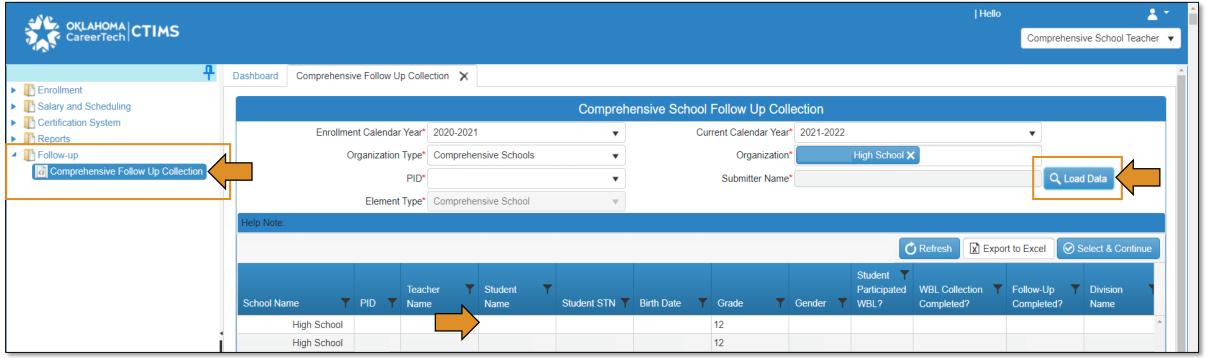
  Company Name, Address, City & State

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# Follow-Up: Screen 1

• Verify the information is accurate. • Click on **Load Data**.

# 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 12th grade students (from last year) will appear. ●Highlight the row by clicking on the student's name. ●Select & Continue.
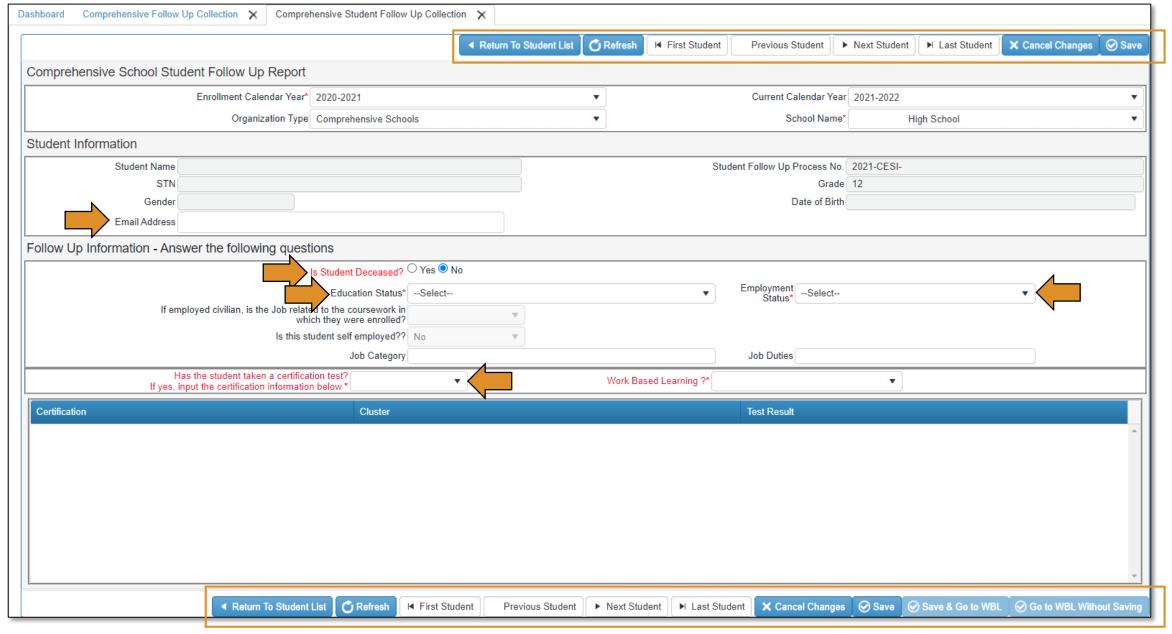
# Follow-Up: Screen 3

●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.*
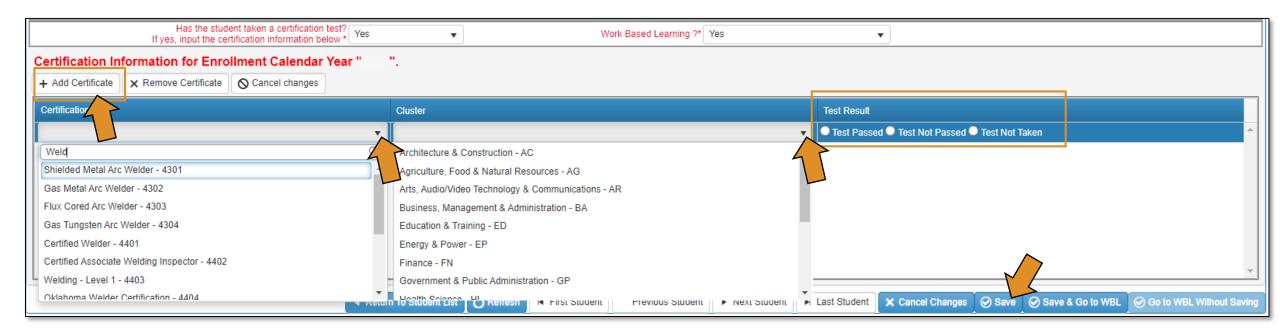
# Follow-Up: Screen 3 (Screenshot)
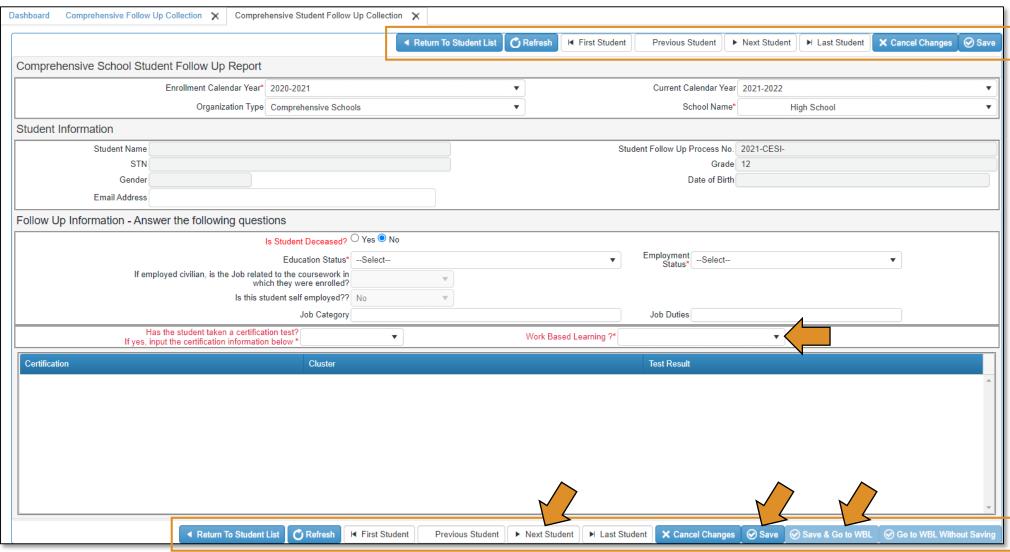
# Follow-Up: Screen 3 (Certification Info)

●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](here).*
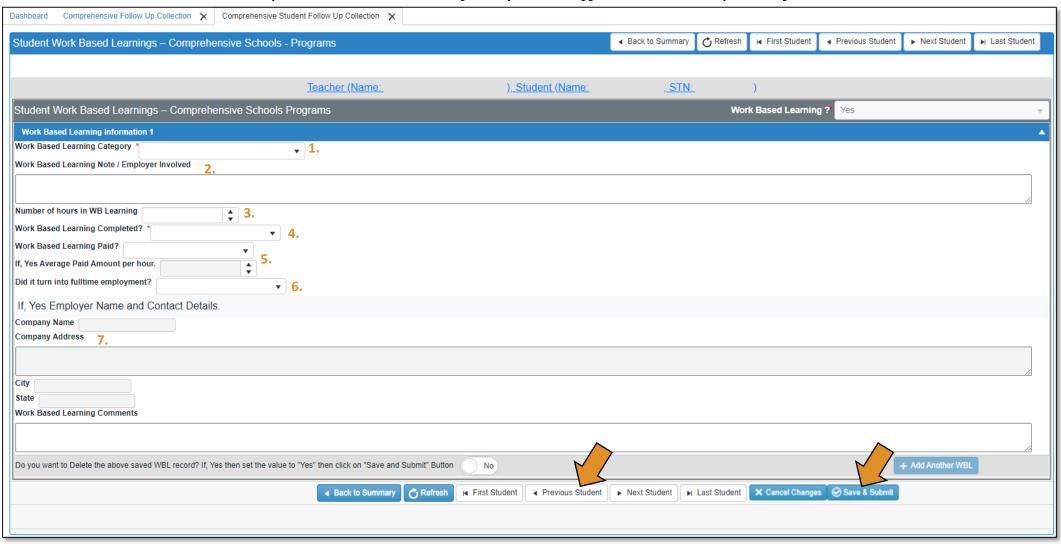
# Follow-Up: Screen 3 (WBL Info)

●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**.

# 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.*
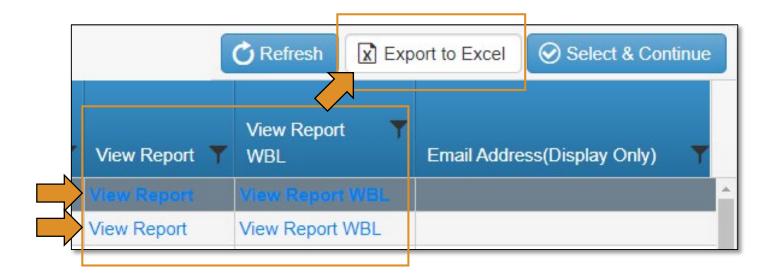
# Summary Page

● 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.

# View Report Links & Export to Excel

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

# Certifications

●You do <u>not</u> have to enter data for student's 11ᵗʰ 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.