

CTEIS Notations SPRING 2010

4483D Changes

UPDATES

- Changes to the AUTOMOTIVE TECH program: Segments 8-12 now require you to identify a Course Type.
- You now have the ability to search active courses only in MANAGE COURSES.
- Modifying COURSE SECTION CODES is now possible.
- COPY COURSE SECTION records copies the Segment and Teacher info.
- ENROLL STUDENTS list now has the Grade Level column.
- 4483D Report with Students now includes Subsections and Segments.

Complete Instructions and more detailed information about these changes are found in the 4483D Manual available for download.

Go to:

www.ptdtechnology.com/CTEIS and click on the link that says: [4483D Instruction Manual](#)

Hey, he's not still a 9th grader!

The Grade Level for students has been updated and you should now see up-to-date levels for your students. However, as always, please review your data to ensure accuracy.

Webinar Training

How does that work?

Go to the website and register just like you would for any other class.

- www.ptdtechnology.com
- CTEIS menu item
- Schedule-Register for Training from the dropdown.
- Click on the link of the class/webinar you'd like to attend.
- Look at the details and if you want to register for the class, click the link [Register for this class](#).
- Fill out the form.
- Click the button

Submit Registration Form

- You'll get a message on the website.
- In your email, within a couple days you'll get an email. It will be from your host with instructions on how to set your computer up for the webinar. This will also serve as your confirmation.

What you need to set up:

Microphone would be nice. If you don't have one setup, you can use the Chat box to communicate.

Speakers will be necessary. Or headphones or ear buds will work too. Either way, you need to be able to hear.

Watching the Webinars require your browser to have the correct plugins. To check whether you have your browser configured properly, go to: <https://cteis.webex.com/cteis/system/diagnosis.php>. Don't hesitate to call us if you have questions or problems.

New Training Video Released!

The latest version of the 4483D Training Video has been uploaded and is now available for viewing. Go to the ptdtechnology.com site. The CTEIS dropdown menu will have "Online Training" and in the fly out menu you'll see all the video opportunities.

The video covers Managing Courses, Teachers, Students and Enrollment. It will walk you thru the process of imports, validating and reporting and also the special case of the Automotive Technician Program. Bookmarks allow you to skip right to the chapter you're interested in if you're not ready to watch the whole video in one session.

So grab some popcorn and your headphones and go to training without leaving the comfort of your office.



Computer Tips are available on our Blog!

- Learn the 10 Commandments of Computer Security so you can keep your family safe Online.
- Learn how to use Online forums to get your questions answered.
- As the Technology Times blog is updated frequently, check it often for more helpful hints and tips.



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Report Due Dates

4483D	CEPD Administrator Approval	April 23, 2010
	Final Submission to OCTE	April 30, 2010
Follow Up	CEPD Administrator Approval	April 30, 2010
	Final Submission to OCTE	April 30, 2010
Spring CEPD Options		May 7, 2010
4301 Year End	CEPD Administrator Approval	June 23, 2010
	Final Submission to OCTE	June 30, 2010

Training Schedule for 4301 Year End Report

This schedule is also available on www.ptdtechnology.com/ctejs. The website contains the most UP-TO-DATE training schedule.

Date	Type of Training	Report
5/13/2010	Webinar	4301
5/18/2010	Webinar	4301
End of May	Video	4301

Important Reminder:
You need to do all your add/drops prior to submitting the 4483D. Remember that enrollment is closed after that. You'll only be able to add/update grades when reporting for the 4301.

Those pesky errors...

ErrType	UnitName	Identifier	ErrorDesc
ERROR	Seg1C1	PTD Technical Center	6113504113 (Smith, John) - Invalid/Wrong Race Ethnic:

"6113504113 (Smith, John) - Invalid/Wrong Race Ethnic: 6113504113 (Smith, John) - Invalid/Wrong School Grade:"

If this error is haunting your otherwise perfect report, and after checking the validness of your data and you still deem it as a "huh?!", you may need to wait 24 hours. This error may be the result of a new record and it's lack of an SDS update, which happens nightly. So if you created this student on the same day you tried to validate this student, you may need to wait till tomorrow to validate without error.

And just when you thought it was over...

ErrType	UnitName	Identifier	ErrorDesc
WARNING	Seg1C1	PTD Technical Center	SDSWarning - 8590734997 (Smith, John) - SDS match out of date; please verify student data:

"SDSWarning - 8590734997 (Smith, John) - SDS match out of date; please verify student data:"

Now what? Simply verify that the grade and exit status of the students record is correct. Note that this is only a warning and will not stop you from submitting the report. However, if you have inaccuracies in grade or exit status, contact us or OCTE. Otherwise, this will be fixed during the next SDS update. You may also want to mention to your SDS Resolver that this student is awaiting the SDS update.

Get over the idea that only children should spend their time in study. Be a student so long as you still have something to learn, and this will mean all your life. ~Henry L. Doherty

