

# CAREER TECHNICAL EDUCATION DATA COLLECTION

## Graduate Follow Up Web Site TUTORIAL

This brief tutorial walks you through the screens you will see when logging on and entering your Graduate Follow Up information.

A list of students has been prepared for you to select and update. These students were in grade 12 during the 2004-2005 school year and became Career Tech Program CONCENTRATORS and/or COMPLETERS at some point in their high school career. This information is based on 40-Day Attendance files for the school year as well as the Career Tech Student Profile data maintained at the state department. The Student Profile is a database of cumulative information that is updated each year using the Career Tech Enrollment data collection. It is maintained in order to identify program participants, concentrators and completers. The data is used to report to the federal government for Perkins funding requirements, and to analyze trends in placement.

There are a few things to consider:

1. Students included in this report were seniors in the 2004-2005 school year. They may not have taken a Career Tech class in their senior year, but did qualify as they became program Concentrators or Completers in a previous year and became seniors in this reporting year.
2. This data collection limits the students to only those who are Concentrators (have at least 2 CUs) or Completers in Programs. Please note that Students taking subjects in ONLY Service Area 06, Family Consumer Science Education, are NOT included in this data collection because this is not a "completer" program.
3. The students are listed by "reporting" system (where they took the class), not their home school system. Some students have two reporting systems when they take classes at their home school and also commute to a tech center in another system. In these cases, we have attempted to select the last system reporting.

**If a teacher believes a qualifying graduate is missing, based on the above criteria, he/she should do the following:**

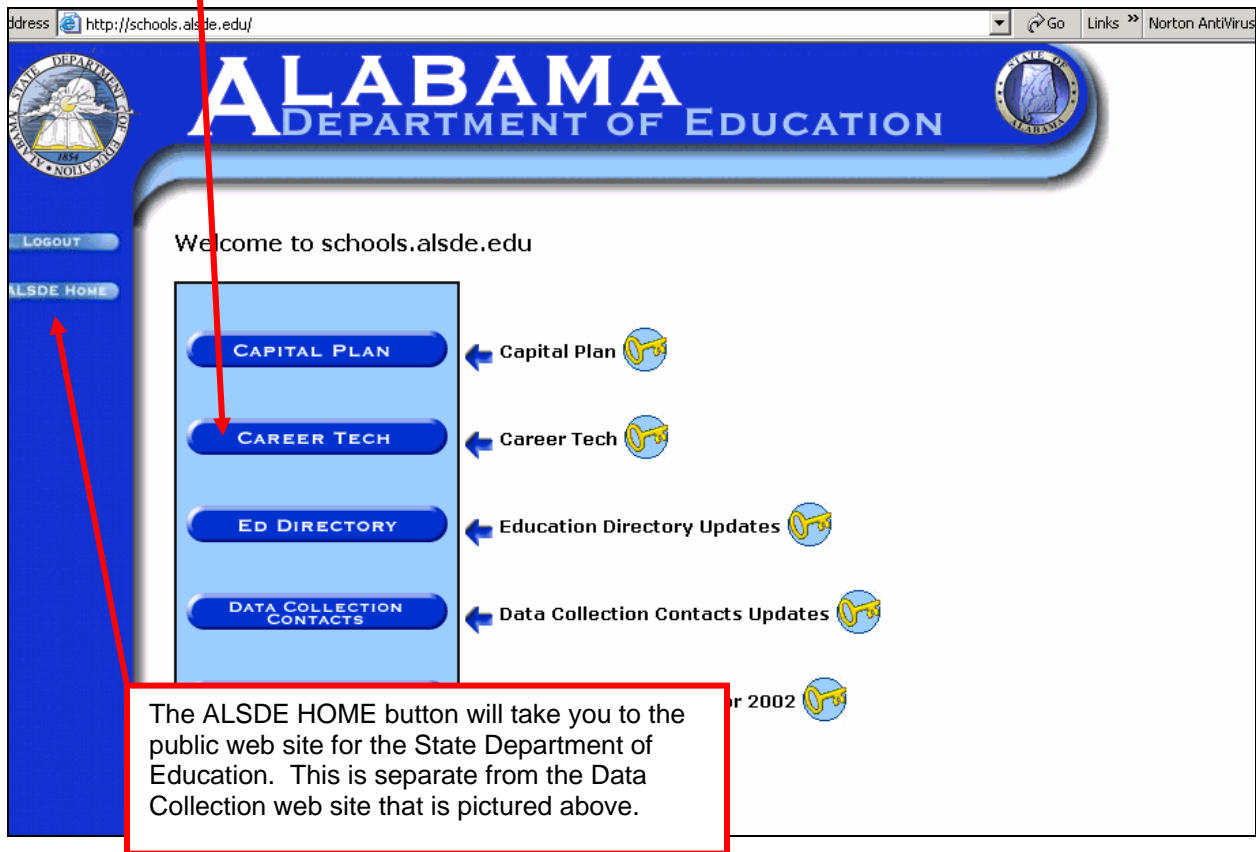
First, Log In and EDIT his/her personal PROFILE to include the HOME school of the student. (Please see the **Login Tutorial** on the Login page of the Career Tech website for a detailed explanation of Adding Schools to your profile).

Second, select that school to see if the student is listed there. If so, update the graduate's status to the best of his/her ability.

Third, if the student cannot be located, and the teacher knows the graduate qualifies, add the student and update his/her status.

If you have any **questions:**  
Contact **Russell Phatuos** by email at  
[russellp@alsde.edu](mailto:russellp@alsde.edu).

The data collection “Main Menu” includes more than just the Career Tech data collections. Notice that each has a key icon next to it, indicating that it is password protected.



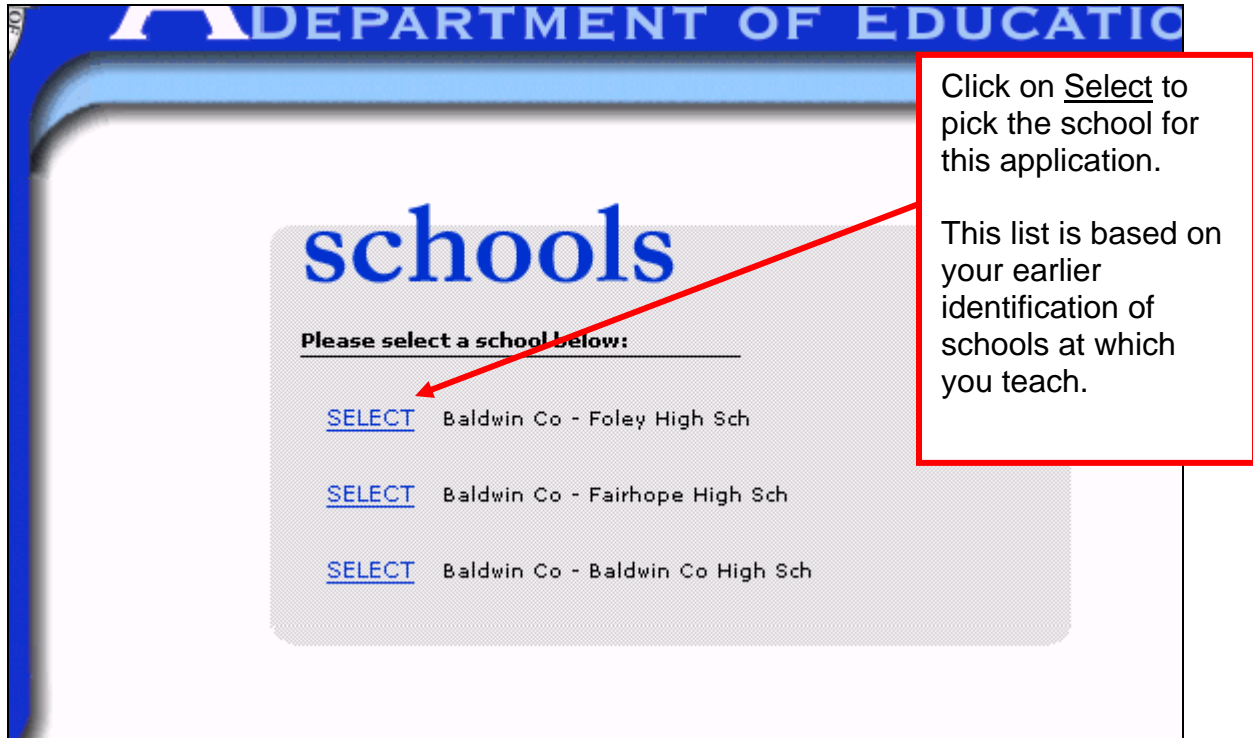
The screenshot shows the website interface for the Alabama Department of Education. At the top, there is a blue header with the text "ALABAMA DEPARTMENT OF EDUCATION" and the state seal on the right. Below the header, a navigation bar contains "LOGOUT" and "ALSDE HOME" buttons. The main content area displays a "Welcome to schools.alsde.edu" message and a central menu with four blue buttons: "CAPITAL PLAN", "CAREER TECH", "ED DIRECTORY", and "DATA COLLECTION CONTACTS". To the right of each button is a blue arrow pointing left and a yellow key icon, indicating that these links are password-protected. A red box highlights the "ALSDE HOME" button and the text below it, which explains that this button leads to the public website for the State Department of Education, distinct from the password-protected data collection website.

The ALSDE HOME button will take you to the public web site for the State Department of Education. This is separate from the Data Collection web site that is pictured above.

When you click on the Career Tech button, you will be asked to enter your username and password. If you do not have a username and password you will need to establish your user account. Please review the **Login Tutorial** (available on the Login page) for a detailed explanation of this process.

## UPDATING GRADUATE'S FOLLOW UP STATUS INFORMATION

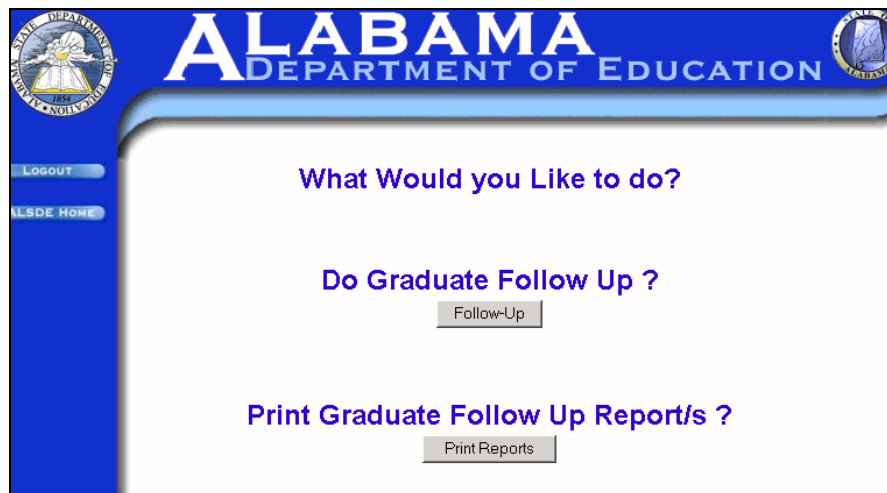
Once you have successfully signed on, you select the school for your schedule...



Click on Select to pick the school for this application.

This list is based on your earlier identification of schools at which you teach.

(If you are a COORDINATOR, you will first see the screen below with your additional option to run reports. Teachers will go directly to the screen above.)



What Would you Like to do?

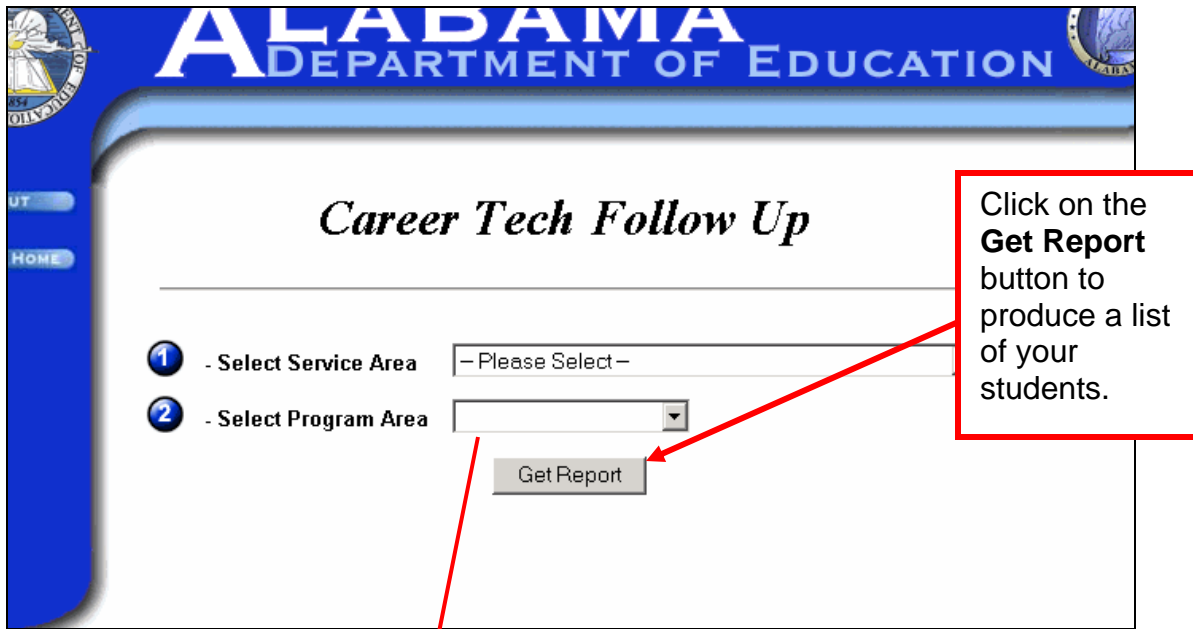
Do Graduate Follow Up ?

Follow-Up

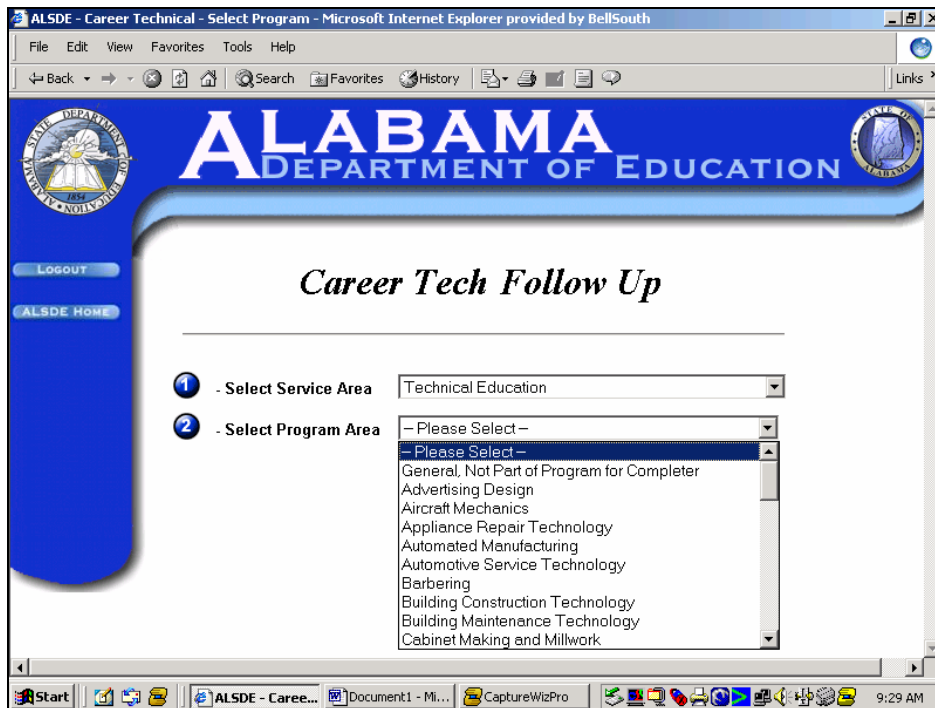
Print Graduate Follow Up Report/s ?

Print Reports

Select the Service Area, then the Program for your students...



The example below displays the drop-down lists from which you select...



**Montgomery County**  
**Service Area: Business Education**  
**Program: Business Management**

[Add a Student](#) [Print Grad](#)

Click on **Edit** in front of the student you wish to update.

	Last Name	First Name	SSAN-Last 4	CUs	Last Reported Home School	Updated	*
<a href="#">EDIT</a>	ADAMS	STEVEN L	0561		Jefferson Davis High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Anderson	A'chandra	1029	2	Lee High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	ANDERSON	NAKITA B	1888		Lanier Senior High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Arnold	Leslie-ann	1657	4	Jefferson Davis High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Baldwin	Christopher	1615	2	Lee High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Barnes	Kelly	8984	2	Lee High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Barnes	Jackie	9734	2	Lee High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Belser	Ja'darrel	3464	4	Jefferson Davis High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Billups	Laquanda	1263	2	Carver Senior High Sch		<a href="#">DELETE</a>

Clicking on **Delete** will permanently remove the student from your list!

<a href="#">EDIT</a>	WARE	VICTORIA	2208		h Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	WARREN	JOWANDA	3535		h Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Watkins	Ashley	4024		gh Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Wells	Alana	8676				<a href="#">DELETE</a>
<a href="#">EDIT</a>	Williams	Amber	0614				<a href="#">DELETE</a>
<a href="#">EDIT</a>	Williams	John	3733	3	Lanier Senior High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	WILLIAMS	ALLEN	2142		Carver Senior High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Williams	Vertrice	1631	2	Carver Senior High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	WILLIAMS	SHENIKEA	7888		Lanier Senior High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Williams	Candice	9575	3	Lanier Senior High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Wymblye	Marquita	2282	4	Carver Senior High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Zolczynski	Natalya	5641	5	Lee High Sch		<a href="#">DELETE</a>

\* By clicking DELETE next to the student's record, the student will be permanently removed from the database.\*

[Go Back](#)

Montgomery County  
Service Area: Business Education  
Program: Business Management

[Add a Student](#) [Print Graduate Report](#)

	Last Name	First Name	SSAN-Last 4	CU's	Last Reported Home School	Updated	*
<a href="#">EDIT</a>	ADAMS	STEVEN L	0681	2	Jefferson Davis High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Anderson	A'chandra	1029	2	Lee High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	ANDERSON	NAKITA B	1868		Lanier Senior High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Arnold	Leslie-ann	1857	4	Jefferson Davis High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Baldwin	Christopher	1615	2	Lee High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Barnes	Kelly	8984	2	Lee High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Barnes	Jadkie	9734	2	Lee High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Belsler	Ja'damel	3464	4	Jefferson Davis High Sch		<a href="#">DELETE</a>
<a href="#">EDIT</a>	Billups	Laquanda	1263	2	Carver Senior High Sch		<a href="#">DELETE</a>

If a **student is missing** from your list, **FIRST**, check the HOME school of the student if it is not your school. Otherwise, click on **Add a Student** on your student list to proceed to the Add Graduate screen...

## ADDING A STUDENT

**Career Technical Education**  
**Add Graduate To Follow U**

Reporting System: Montgomery Co  
Reporting School:   
Home System: Montgomery Co  
Home School:   
Service Area: Business Education  
Program: Business Management

SSAN:  First Name:  Last Name:  MI:  CU's \*:

\* CU's - Denotes Carnegie Units

Select reporting and home school and fill in all required information.

Don't forget to save your information!

**Career Technical Education**  
**Graduate Follow Up**

**Graduate Added Successfully!!**

Once saved, click **OK** on this message screen to return to your student list.

Your addition will now display in the student list, so you can then select the student to update his/her graduate information.

## UPDATING THE STUDENT

After clicking on **Edit** on the student list, this screen is displayed for the student you selected...

# Career Technical Education Graduate Follow Up

Reporting System: Auburn City  
Reporting School: Auburn High Sch  
Service Area: Business Education  
Program: Accounting And Finance

SSAN 2585	Last Name ALLEN	First Name SHAMETTA E.	MI	CUs * 2
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Is Auburn High Sch The Graduate's Home School? Yes ▾

Current Graduate Status	Graduate Status	Diploma Detail	Employment Detail	Educational Status
No Status	- Start Here - ▾	-Select Diploma- ▾	-Select Detail- ▾	-Education Level- ▾
No Status				
No Status				
No Status				

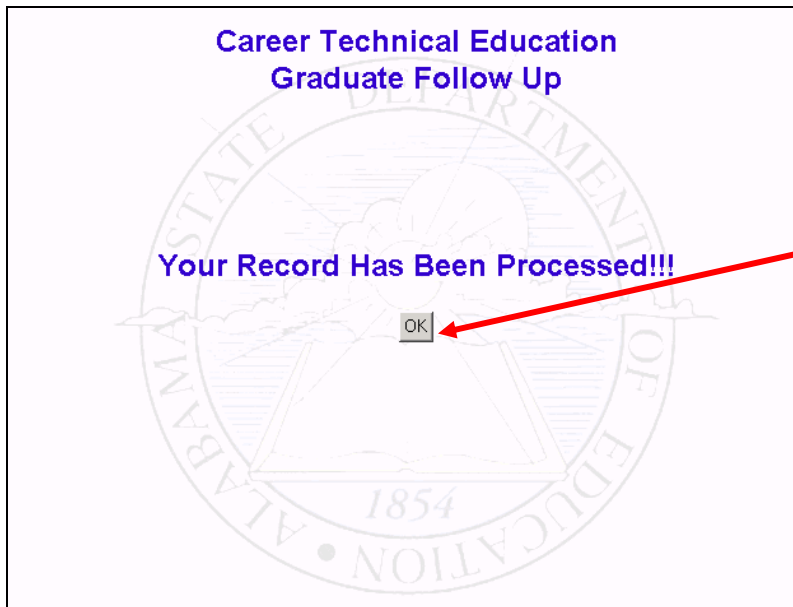
The basic information we have on file for this student.

Updated information will display in this column after saving changes.

We need to know **home** schools if at all possible.

Don't forget to **save** your changes!

To update the student, **start from the top of this column** and work down. Some selections control the options available in other categories below it.



Once you've saved, you receive this message. Click **OK** to return to your student list.

What options are there in each category to update??

schools.alsde.edu - Career Tech - Microsoft Internet Explorer provided by BellSouth

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Links

Reporting System: Montgomery Co  
Reporting School: Jefferson Davis High Sch  
Service Area: Business Education  
Program: Business Management

MI CUs\* 0

Graduate's Home School? Yes

**Graduate Status**

If your selection is "Graduate Not in This Program", "Not in This School", "Did Not Graduate", "No Information Known", or "Deceased", then the rest of the selections are blocked.

**Note:** Select "Employed" for any graduate who is in the military.

Graduate Status

- Start Here -
- Start Here -
- Employed
- Not Employed
- Don't Know If Employed
- Graduate Is Not In This Program
- Graduate Is Not In This School
- Graduate Did Not Graduate
- No Information Known On This Graduate
- Graduate Deceased

Full-Time Military

-Military Status-

SAVE Changes Exit/No Save

Start schools.alsde.edu - Ca... CaptureWizPro 9:19 AM

schools.alsde.edu - Career Tech - Microsoft Internet Explorer provided by BellSouth

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Links

Reporting System: Montgomery Co  
 Reporting School: Jefferson Davis High Sch  
 Service Area: Business Education  
 Program: Business Management

SSAN 0561	Last Name ADAMS	First Name STEVEN L	MI	CU's * 0
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Is Jefferson Davis High Sch The Graduate's Home School? Yes

Graduate Status  
 Don't Know If Employed

Diploma Detail

- Select Diploma-
- Select Diploma-
- Regular HS Diploma
- HS Diploma With Advanced Academic Endorsement
- Alternate Adult HS Diploma
- Occupational Diploma (Spec Ed)
- HS Diploma With Advanced Career Tech Endorsement
- HS Diploma With Career Tech Endorsement
- Graduation Certificate

\* CU's - Denotes Carnegie Units

SAVE Changes Exit/No Save

Start schools.alsde... CaptureWizPro Document1 - Mi... 9:20 AM

**Diploma Detail**

This option includes *regular* options plus the two types of Career Tech diplomas that are available to Career Tech students who meet the requirements.

Back Forward Stop Home Search Favorites History Links

Reporting System: Montgomery Co  
 Reporting School: Jefferson Davis High Sch  
 Service Area: Business Education  
 Program: Business Management

SSAN 0561	Last Name ADAMS	First Name STEVEN L	MI	CU's * 0
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Is Jefferson Davis High Sch The Graduate's Home School? Yes

Graduate Status  
 Employed

Diploma Detail

- Select Diploma-

Employment Detail

- Select Detail-
- Select Detail-
- Employed In Field
- Employed In Related Field
- Employed In Unrelated Field

Military Status

Exit/No Save

Start schools.alsde... CaptureWizPro Document1 - Mi... 9:21 AM

**Employment Detail**

If the Graduate Status is "Employed", then one of the detail options needs to be selected. This is for full and part-time employment.

Anyone in the military is considered "Employed In Field." (Military Status is no longer collected separately.)

The screenshot shows a web browser window titled "schools.alsde.edu - Career Tech - Microsoft Internet Explorer provided by BellSouth". The page displays a form for a student named STEVEN L. ADAMS. The form includes fields for SSAN (0561), Last Name (ADAMS), First Name (STEVEN L.), MI, and CUs (0). A red box highlights the "Educational Status" dropdown menu, which is open and shows options: "4-Yr College", "2-Yr College", "Technical School", "Not In School", and "Cannot Answer". A red arrow points from the text box to the "Educational Status" dropdown. Another red arrow points from the text box to the "SAVE Changes" button. The text box contains the following text:

**Educational Status**

If the Graduate Status is "Employed", "Not Employed", or "Not Know If Employed", you will be able to select from the education category.

SAVE Changes      Exit/No Save

Again, don't forget to **save** your changes!

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We hope this tutorial assists you in understanding the screens and the process. Please try to assist each other where possible.

If you have any **questions:**  
Contact **Russell Phaturos** by email at  
[russellp@alsde.edu](mailto:russellp@alsde.edu).

**Please do not call the Help Line number. They are not able to offer support for the Graduate Follow Up web site. Thank you!**