



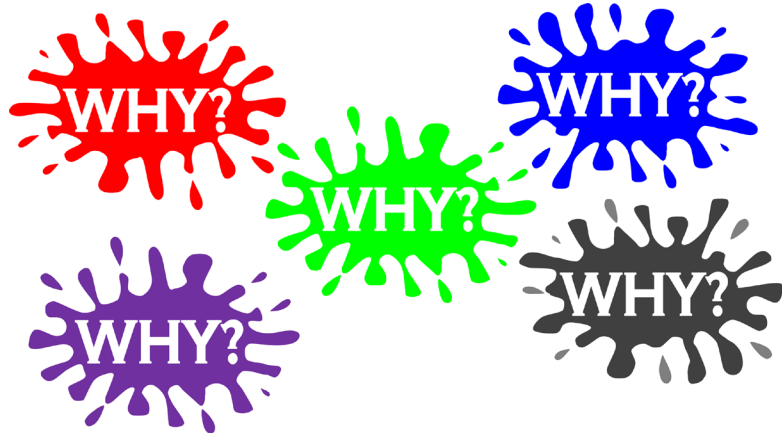
Welcome to the Educator Data Collection System (EDCS) “Entering Career and Technical Education (CTE) Assignments” District Training!!

Objectives of this training:



- Revisit the purpose of EDCS
- Revisit the EDCS timeline
- Discuss the relationship between systems
- Point out the preliminary work necessary for entering CTE data
- Discuss the connection between EDCS codes and the Kansas Career Codes Management System (KCCMS)
- Get step-by-step instructions for adding CTE data
- Address common problems with entering CTE data
- Share additional EDCS District Training Module topics
- Share KSDE contact information for additional questions



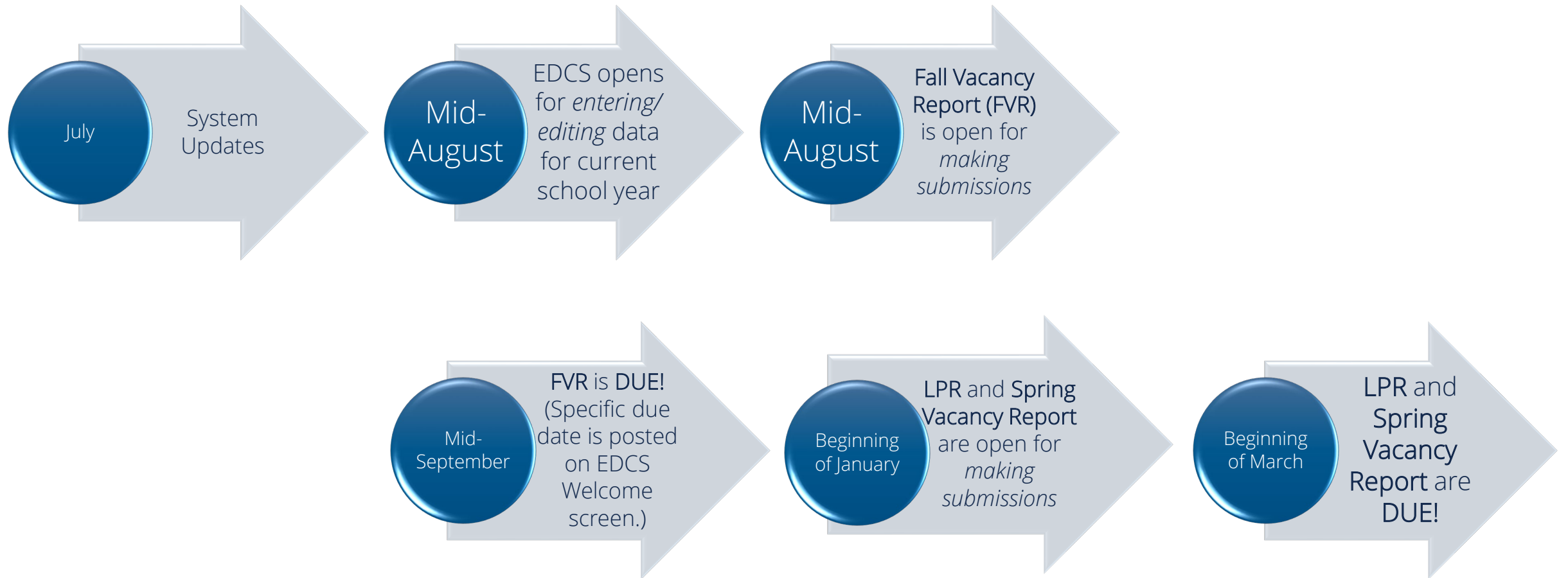


Purpose of EDCS:

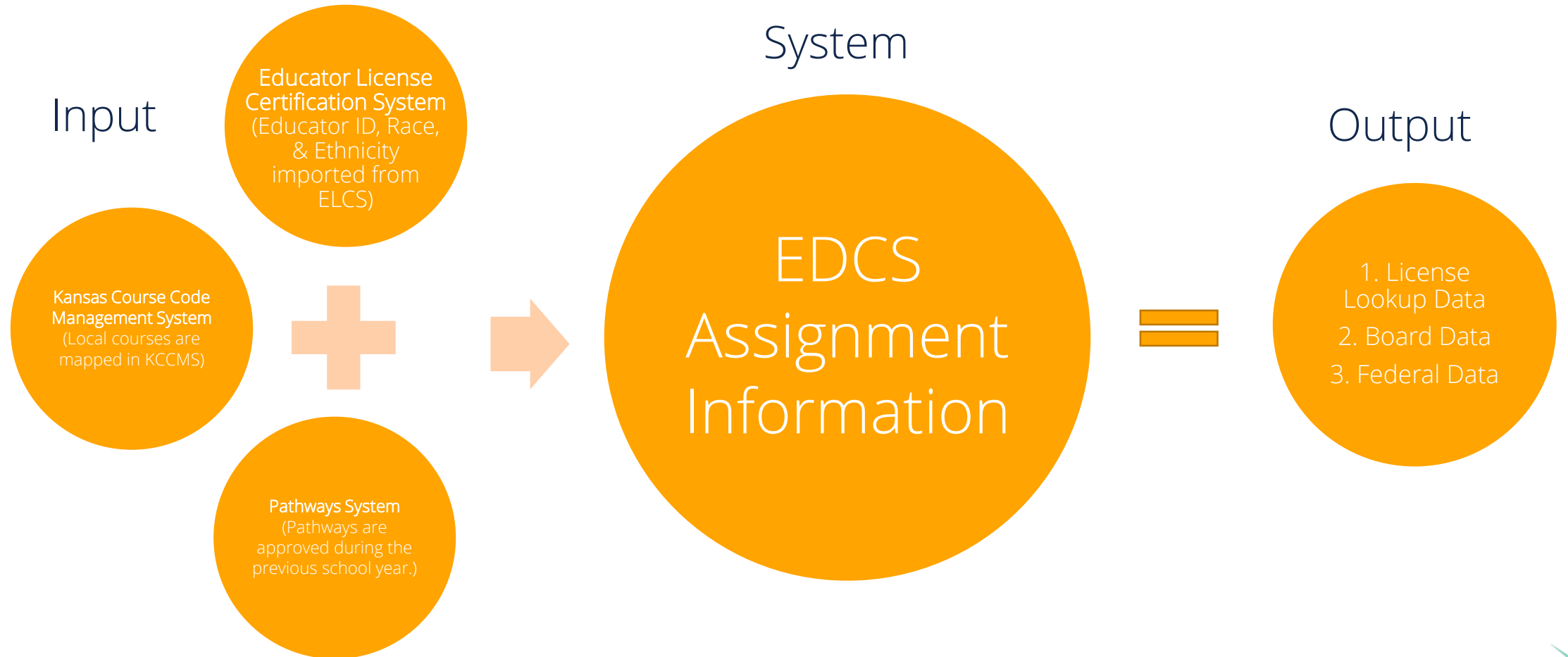
- To collect professional and demographic information about all district staff across the state of Kansas
- This data is used by:
 - The Kansas State Board of Education
 - The US Department of Education
 - School Districts
 - Educational Researchers



EDCS Timeline:



System Relationship:



CTE Preliminary Work:

Before entering Career and Technical Education (CTE) assignments, you must:

1. Have had your Pathways approved. Pathways are approved during the *prior* school year. For example, the Pathways for the 18-19 school year were approved during the 17-18 school year.
2. Map your district's local courses to state courses, in the Kansas Course Code Management System (KCCMS).



More Information about Approved Pathways:



Approved Funded Pathways

- a) must be approved by KSDE CTE representatives in the Pathways System.
- b) must be submitted and approved in KCCMS.
- c) are only available in High School buildings.
- d) must be reported in the High School building if a Middle School teacher is teaching an eighth grade funded pathway course.



How will I find my district's courses in EDCS?

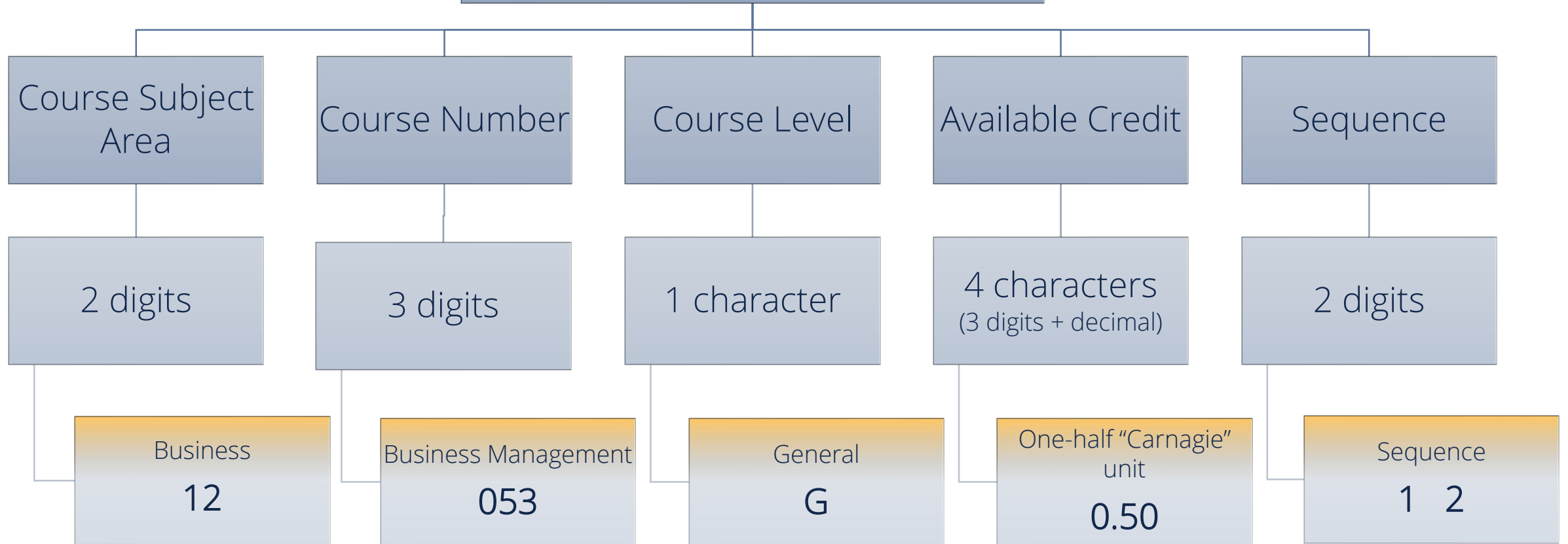
Your district has its own local course codes.

You map/connect your local course codes to the Kansas Course Codes through KCCMS.

Those courses are then available to your district in EDCS, which uses only the first FIVE digits of the state course code.



State Course Code



KCC Identifier: 12053G0.5012 15GGF



In our example: 12053G0.5012

... is “from the Business subject area, a Business Management course, that is a General education class, worth one-half credit, that is the first class in a one-out-of-two sequence.

EDCS uses *only the first five digits* of the Kansas Course Code, so you will select

12053

when you assign the Business Management course to an educator in the assignment section of EDCS.



Entering CTE Assignments:

After getting into EDCS,

1. Expand Staff Data.
2. Select Find/Update Staff.
3. Use Search fields to find any staff members for which you need to add CTE assignments.

The screenshot shows the EDCS interface. On the left is a navigation menu with 'Staff Data' expanded and 'Find/Update Staff' selected. The main area contains search fields for District, Building, Educator ID, DOR, Email, First Name, Middle Name, and Last Name. A 'Search' button and a 'Clear Form' button are at the bottom right. Red arrows and numbers 1, 2, and 3 point to the 'Find/Update Staff' menu item, the search fields, and the 'Search' button respectively.

You can either search for an individual staff member by entering any of the fields before clicking on Search, or . . .

3. Search **Clear Form**

. . . or, you can leave the fields blank and click on Search to select from all staff members.



4. Select the  (view icon) left of the staff member's name.

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District
Staff Data Find/Update Staff




























District: D0259 - Wichita Building: None Selected

Educator ID: DOB (MM/DD/YYYY): Email:

First Name: Middle Name: Last Name:


Search Clear Form

Hide Search Results

	Building	FTE		Last Name	First Name	Middle Name	DOB	Educator ID	
				Flower	Kelley	One	1/1/1992		
	1614	0.00		Griffith	Andy		1/1/1965		
	1618	0.00		Griffith	Andy		1/1/1965		
	1804	0.00		Griffith	Andy		1/1/1965		
				Griffith	Andy		6/18/1976	7815245889	
				Johnson	John	Shane	6/24/1997		
				Mercury	Freddy		11/24/1997	3357941759	
				Shmoe	Joe		1/1/1966		
				Test	Bea		1/7/1970		



5. Scroll down to FTE-Assignments.
6. Click on New Assignment.


⊗ Hide FTE-Assignments  5.

USD # D0259 BLD # 1614 Freddy, Mercury, 2462

FTE: ⓘ [Save FTE](#)

Assignments ⓘ

No Assignments

[New Assignment](#)  6.

Co-Teacher Assignments

No Co-Teacher Assignments



7. Scroll down to the New Assignment Entry section.
8. From the Educator Type drop-down options, select “Career and Technical Education”.
9. Select the appropriate Pathway, Subject Area, and Course from each of the drop-down options.

Hide FTE-Assignments
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FTE: 1.00 Save FTE

Assignments

	Teacher Type	Subject Area	State Course	Building	
	Secondary Teacher	05: Fine and Performing Arts (secondary)	112: Individual Technique—Vocal Music	Adams Elem	

New Assignment

Co-Teacher Assignments

No Co-Teacher Assignments

New Assignment Entry

Educator Type: Career and Technical Education

Pathway: None Selected

Subject Area: None Selected

Course: None Selected

JAG Course

Number of Classes: None Selected

PreK K 1 2 3
 4 5 6 7 8
 9 10 11 12

CoTeacher CoTeacher with: _____

Save Assignment Clear Assignment Data



10. The JAG Course check box is *not* applicable for CTE Courses.
11. Enter the Number of Classes taught by the teacher for the selected assignment
Note: That is the maximum number of times the teacher teaches that class on any given day during the current school year.
12. Check the appropriate grade levels for the selected assignment. You can check all grade levels that apply.
13. If the course involves a co-teacher, check the box and enter the CoTeacher's educator ID.

Hide FTE-Assignments
USD # D0259 BLD # 1614 Freddy, Mercury, 2462

FTE: Save FTE

Assignments +

No Assignments

New Assignment

Co-Teacher Assignments

No Co-Teacher Assignments

New Assignment Entry

Educator Type:

Subject Area:

Course:

JAG Course

Number of Classes:

PreK K 1 2 3
 4 5 6 7 8
 9 10 11 12

CoTeacher CoTeacher with:

Save Assignment Clear Assignment Data



14. Click the Save Assignment button at the bottom of the screen.

The screenshot displays the 'appst.ksde.org' interface. At the top, a confirmation dialog box titled 'appst.ksde.org says' is open, containing the text 'Assignment saved.' and an 'OK' button. A red arrow points from the text 'You will get a confirmation from KSDE that this CTE assignment was successfully saved!' to the 'OK' button. Below the dialog, the 'Save FTE' button is visible. The main interface shows a 'New Assignment Entry' section with dropdown menus for 'Educator Type' (Secondary Teacher), 'Subject Area' (05: Fine and Performing Arts (secondary)), and 'Course' (112: Individual Technique—Vocal Music). There are also checkboxes for 'JAG Course', 'CoTeacher', and a grid of checkboxes for grade levels from PreK to 12. At the bottom right, the 'Save Assignment' button is highlighted with a red arrow and the number '14.', indicating the step to be performed.



FAQ: What if I can't find the CTE Course in the Assignment Section of EDCS?

1. Check the course mapping in KCCMS.
2. Check to ensure the Pathway was approved for the *current* school year (it would have been approved the *previous* year).
3. Check to see if the course is found under Educator Type "Secondary Teacher" (Type 3) rather than "CTE Teacher" (Type 5).
4. If the course is not found in EDCS, you have a mapping problem. You *must* contact the KCCMS helpdesk or the Pathways helpdesk:


Kansas Course Code Management
System (KCCMS) Help Desk
Kansas Course Codes Information
kccms@ksde.org

CTE/Pathways Pathways Help Desk
(785) 296-4908
pathwayshelpdesk@ksde.org
[Career Clusters / Pathways Resource](#)




Updating an existing CTE assignment:

If you need to update the Number of Classes, Grade Level, or CoTeacher info:

1. Under the FTE-Assignment section, click the  (view icon).
2. This will generate Assignment Details at the bottom of the screen.
3. Only the Number of Classes, Grade Levels, and CoTeacher fields are available for editing.
4. Click the Save Assignment button at the bottom of the screen.

Hide FTE Assignments
USD # D0259 BLD # 1614 Freddy, Mercury, 2462

FTE:

1. 

Teacher Type	Subject Area	State Course	Building
Secondary Teacher	05: Fine and Performing Arts (secondary)	112: Individual Technique—Vocal Music	Adams Elem

Co-Teacher Assignments

No Co-Teacher Assignments

2. **Assignment Details**

Course:

Subject Area:

Building:

Teacher ID:

JAG Course

Number of Classes:

PreK K 1 2 3
 4 5 6 7 8
 9 10 11 12

CoTeacher
CoTeacher with:


3. These fields are now available for editing.

4.



Updating an existing CTE assignment:

If you need to update the Educator Type, Subject Area, or Course info:

1. Under the FTE-Assignment section, click on  to delete the assignment.
2. Start over with the “Entering CTE Assignments” instructions to add this teacher with the *correct* Educator Type, Subject Area, and Course information.

Hide FTE-Assignments

USD # D0259 BLD # 1614 Freddy, Mercury, 2462

FTE: ⓘ

1.00

Save FTE

Assignments ⓘ

	Teacher Type	Subject Area	State Course	Building	ⓘ
	Secondary Teacher	05: Fine and Performing Arts (secondary)	112: Individual Technique—Vocal Music	Adams Elem	

1.



New Assignment

Co-Teacher Assignments

No Co-Teacher Assignments



CTE Reporting Review:

1. Approved Funded Pathways
 - a) Must be approved by KSDE CTE representatives in the Pathways System
 - b) Must be submitted and approved in KCCMS
 - c) Are only available in High School buildings
 - d) Middle School teachers must be reported in the High School building if teaching an eighth grade funded pathway course.
2. Educator Type 5/CTE must be used in EDCS to select CTE. (Similar course may be found when using Educator Type 3/Secondary).
3. Pathways are approved one year ahead of EDCS reporting, so make sure you are looking for the correct Pathway assignments for the *current* school year.
4. If you cannot find a Pathway assignment in EDCS, contact CTE staff to ensure the course was approved, and then contact KCCMS staff to ensure the course was mapped and approved.



Next “Training Modules” in the EDCS District Training series:

- 1. KSDE.org and EDCS Basics
- 2. Entering Staff Data (Parts A,B,C)
- 3. Submitting the Fall Vacancy Report (FVR)
- 4. Entering CTE assignments
- 5. Entering SPED/ESOL assignments
- 6. Entering Shared Staff data
- 7. Submitting the Spring Vacancy Report and Licensed Personnel Report (LPR)
- 8. Wrap-Up, Troubleshooting, Questions



Contact information:

If you have any questions, please contact:



Shane Carter

Assistant Director Teacher Licensure

scarter@ksde.org

(785) 296-2289

OR

Leslie Bruton

Coordinator Teacher Licensure

lbruton@ksde.org

(785) 296-8011

