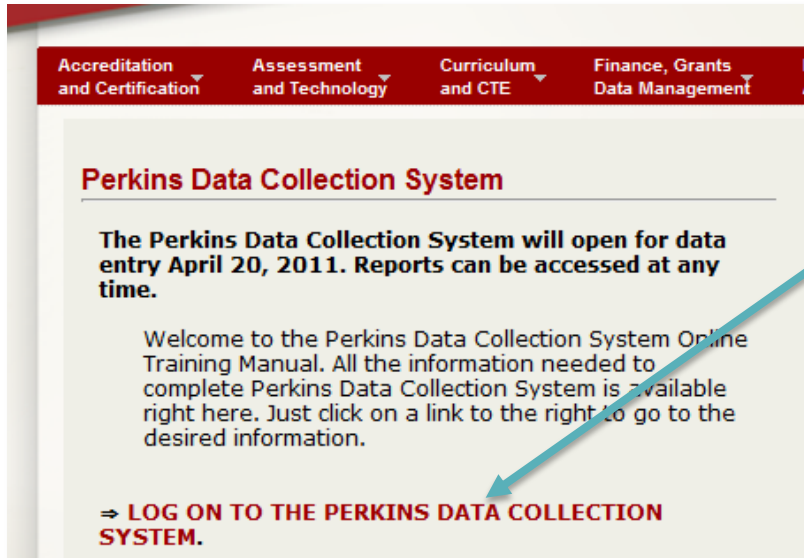


2011-12 Perkins Data Collection General Directions

Logging On:



Accreditation and Certification | Assessment and Technology | Curriculum and CTE | Finance, Grants and Data Management

Perkins Data Collection System

The Perkins Data Collection System will open for data entry April 20, 2011. Reports can be accessed at any time.

Welcome to the Perkins Data Collection System Online Training Manual. All the information needed to complete Perkins Data Collection System is available right here. Just click on a link to the right to go to the desired information.

⇒ LOG ON TO THE PERKINS DATA COLLECTION SYSTEM.

1. Go to <http://doe.sd.gov/octe/data>.

2. Click on “LOG ON TO THE PERKINS DATA COLLECTION SYSTEM.” The Perkins Data system currently does not function in Google Chrome browsers. Please open login to the system through Internet Explorer or another supported browser.

3. Log in to Perkins Data Collection site using your school’s Login Name and Password. Each district has one logon name/password. Please contact the main Perkins contact in your district for this information. If no one has the logon name/password, contact the Office of Learning & Instruction (OLI) at 605.773.3423.



Logon Name:

User Password:

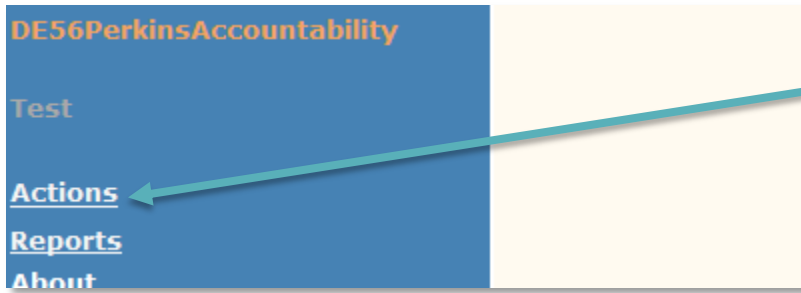
System is to be used by authorized personnel.
Usage is logged.

4. Select the Perkins Accountability link in the center of the page.



South Dakota
Launchpad Applications for State of South Dakota

[Applications](#) | [Test Internet Application DE56PerkinsAccountability](#)

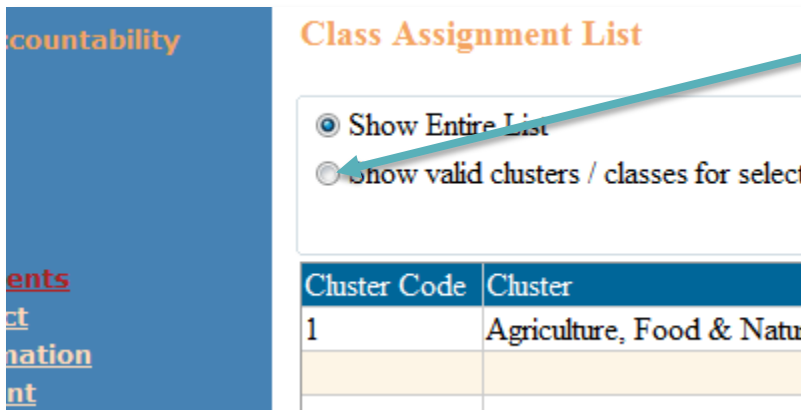


5. Click on **Actions**.



6. Click on **Class Assignments**

Checking Valid Cluster(s) for Your School:

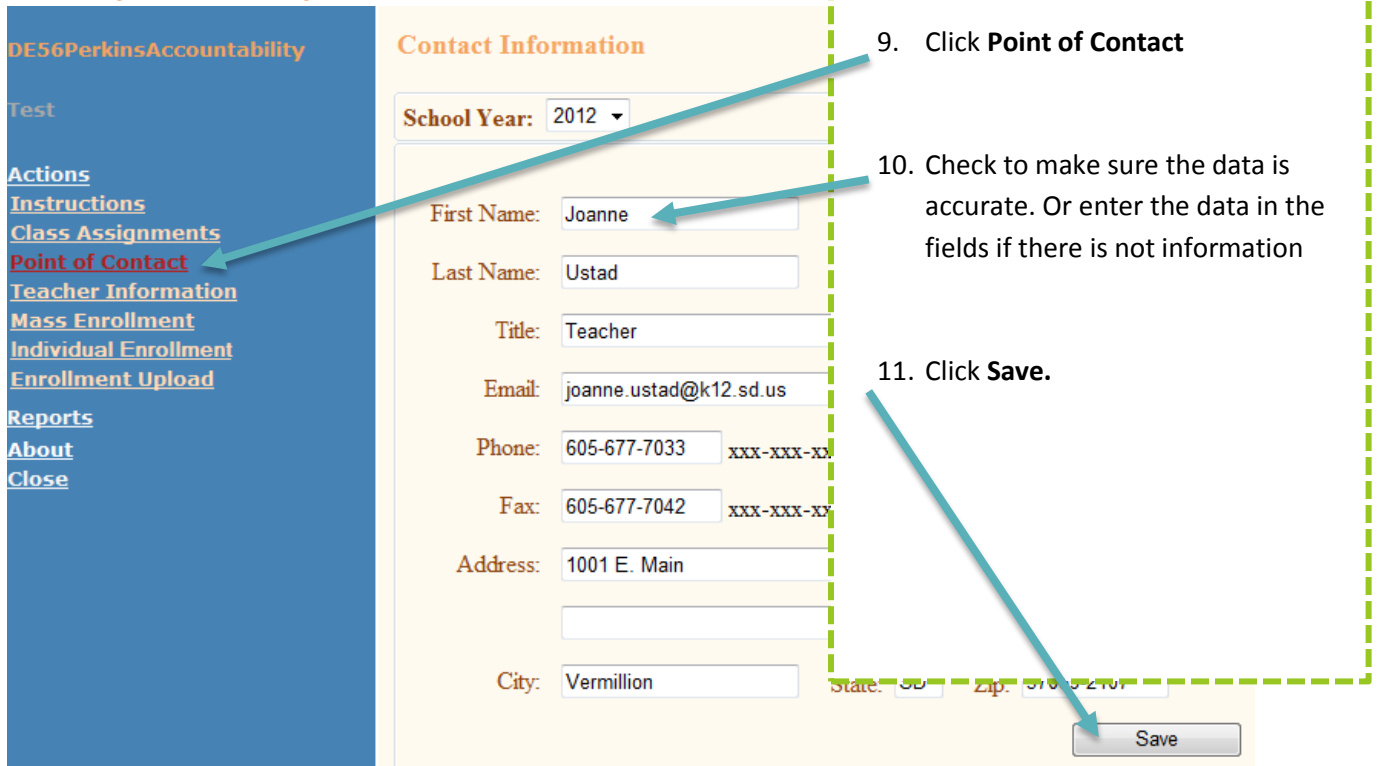


7. Click on **Show valid clusters/classes for selected attendance center**



8. Choose the correct attendance center in the dropdown box. This will show you the valid clusters for your school and *all* assignment codes that are valid for the cluster. If a Cluster is not listed that is valid for your school, contact the OLI at 605.773.3423. The **Show Entire List** button displays all assignment codes for all clusters.

Point of Contact Information:



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Contact Information

School Year: 2012

First Name: Joanne

Last Name: Ustad

Title: Teacher

Email: joanne.ustad@k12.sd.us

Phone: 605-677-7033 xxx-xxx-xx

Fax: 605-677-7042 xxx-xxx-xx

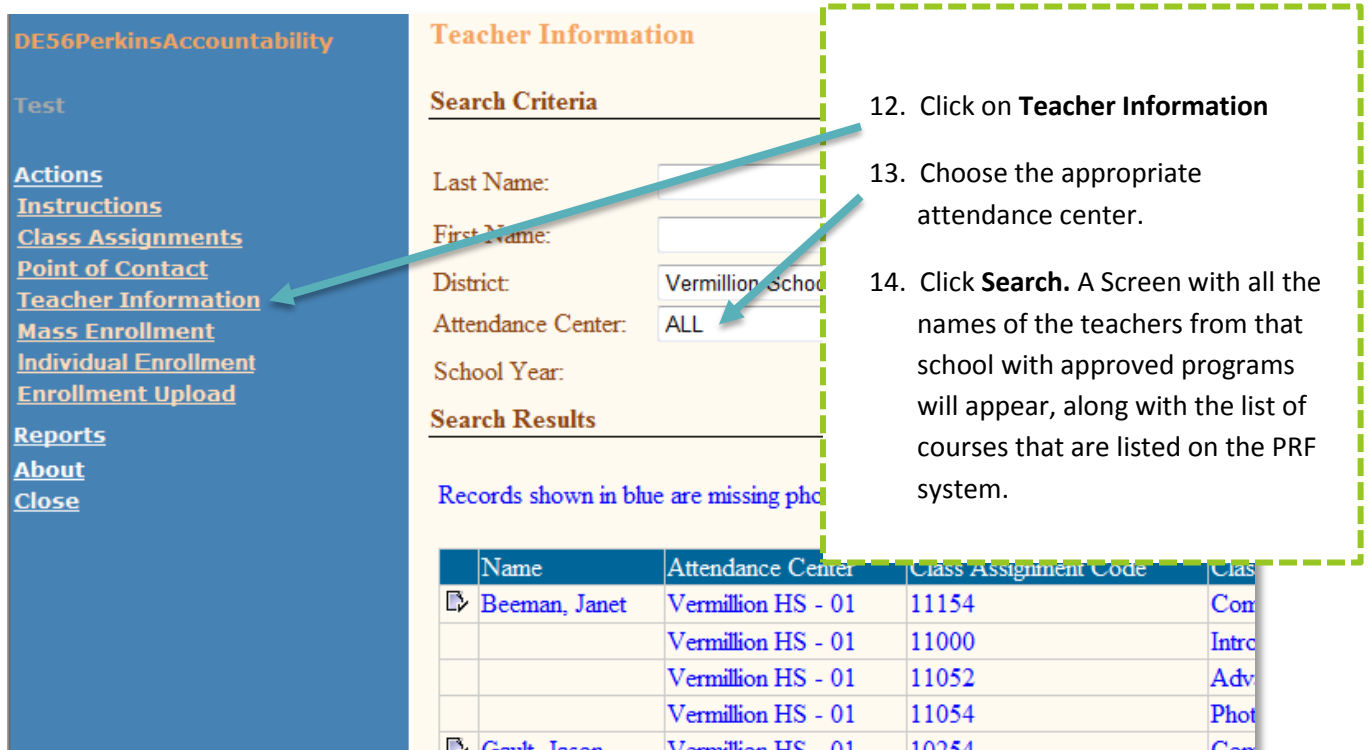
Address: 1001 E. Main

City: Vermillion State: SD Zip: 57207

Save

- Click **Point of Contact**
- Check to make sure the data is accurate. Or enter the data in the fields if there is not information
- Click **Save**.

Teacher Information and Valid Assignment Codes from PRF System:



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Teacher Information

Search Criteria

Last Name:

First Name:

District: Vermillion School

Attendance Center: ALL




School Year:

Search Results

Records shown in blue are missing photo

Name	Attendance Center	Class Assignment Code	Class
Beeman, Janet	Vermillion HS - 01	11154	Com
	Vermillion HS - 01	11000	Intro
	Vermillion HS - 01	11052	Adv
	Vermillion HS - 01	11054	Phot
Gault, Jason	Vermillion HS - 01	10254	Com

- Click on **Teacher Information**
- Choose the appropriate attendance center.
- Click **Search**. A Screen with all the names of the teachers from that school with approved programs will appear, along with the list of courses that are listed on the PRF system.

Name	Attendance Center	Class Assignment Code
 Beeman, Janet	Vermillion HS - 01	11154
	Vermillion HS - 01	11000
	Vermillion HS - 01	11052
	Vermillion HS - 01	11054
 Gault, Jason	Vermillion HS - 01	10254
 Pier, Mark	Vermillion HS - 01	21107

Cert Number Cert Expires

Phone Fax Email

Beeman, Janet

Beeman, Janet

15. Review the Course Titles for each teacher. If the correct course titles are not listed, contact your school's **point of contact for the PRF** system. They can update the Personnel Record Form. Then **contact the Office of Learning & Instruction (OLI) at 605.773.7006** to add the class assignment to the Data Collection system.
16. Click on the **icon** beside the teacher's name.
17. Enter the teacher's phone number fax and e-mail.
18. Click **Save**.
19. Repeat steps 15-18 for each teacher in your district's approved CTE program(s).

IMPORTANT:

You may choose one of the three data entry options. If you choose to enroll student data using the Mass Enrollment directions, you do not need to use the Individual Enrollment or Student Upload instructions and vice versa. Once a student is entered, his or her data can be modified using the Individual Enrollment features.

For detailed instructions on any of the upload methods, see the appropriate instruction documents.

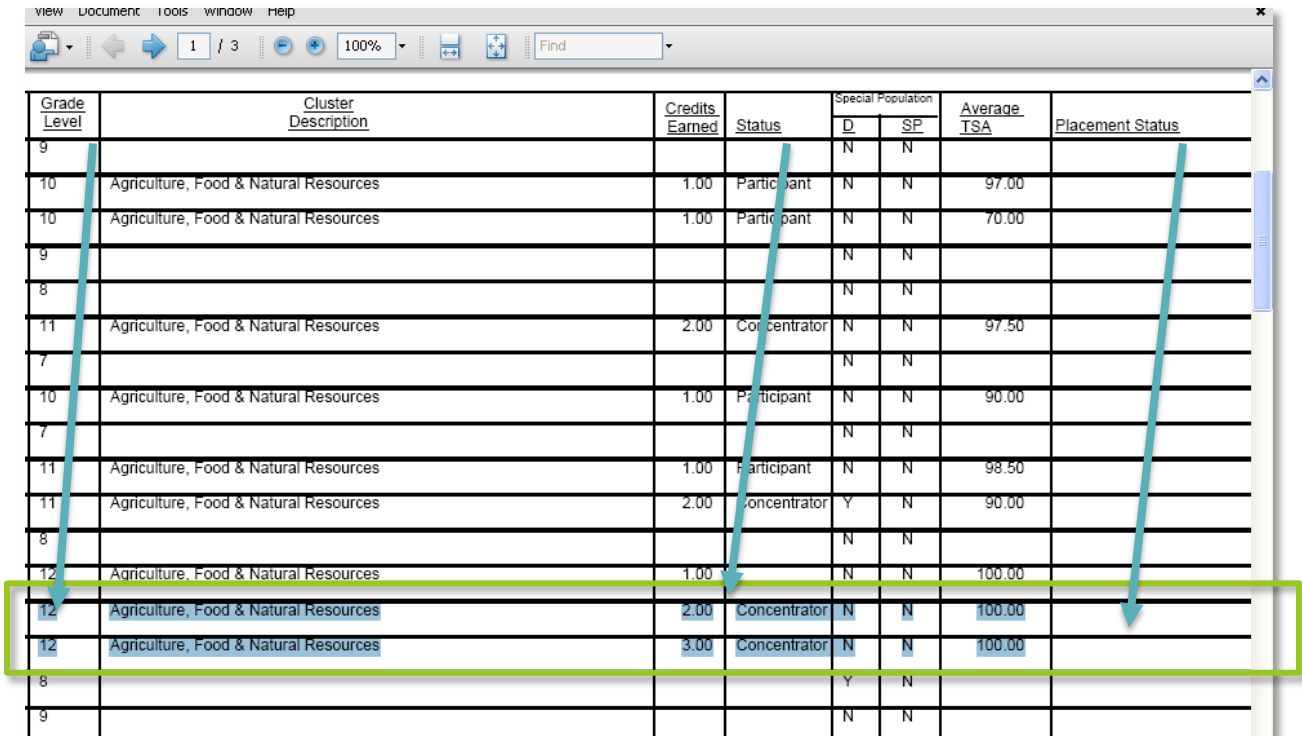
Checking for Data Accuracy:

Once you have entered your data, it is critical to check for accuracy using a variety of methods. Below is a recommended technique. For more information about how to run reports please consult the directions for running reports located at <http://doe.sd.gov/octe/data>.

Run the "Student Summary by Cluster Report." Review for accuracy. This report is a very good tool to recheck the data you've entered and to assure you've accurately input the data.

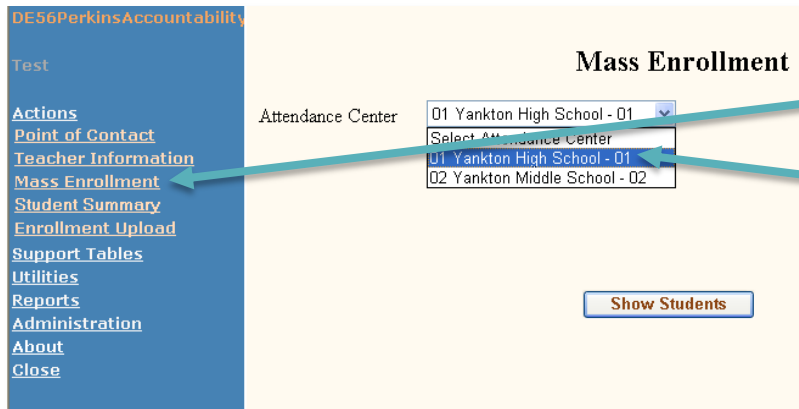
Note the 12 grade student – status marked 'concentrator' and placement information. See an example on the next page.

If any changes need to be made to a student's data, those edits can be made via the Individual Enrollment process.



Grade Level	Cluster Description	Credits Earned	Status	Special Population		Average TSA	Placement Status
				D	SP		
9				N	N		
10	Agriculture, Food & Natural Resources	1.00	Participant	N	N	97.00	
10	Agriculture, Food & Natural Resources	1.00	Participant	N	N	70.00	
9				N	N		
8				N	N		
11	Agriculture, Food & Natural Resources	2.00	Concentrator	N	N	97.50	
7				N	N		
10	Agriculture, Food & Natural Resources	1.00	Participant	N	N	90.00	
7				N	N		
11	Agriculture, Food & Natural Resources	1.00	Participant	N	N	98.50	
11	Agriculture, Food & Natural Resources	2.00	Concentrator	Y	N	90.00	
8				N	N		
12	Agriculture, Food & Natural Resources	1.00		N	N	100.00	
12	Agriculture, Food & Natural Resources	2.00	Concentrator	N	N	100.00	
12	Agriculture, Food & Natural Resources	3.00	Concentrator	N	N	100.00	
8				Y	N		
9				N	N		

Mass Enrollment



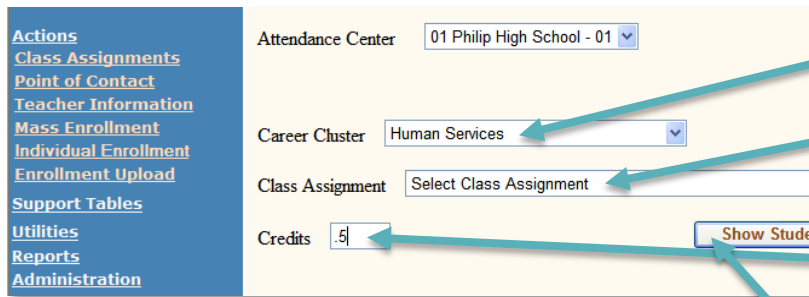
Mass Enrollment

Attendance Center: 01 Yankton High School - 01

01 Yankton High School - 01
 Select Attendance Center
 01 Yankton High School - 01
 02 Yankton Middle School - 02

Show Students

1. Click on **Mass Enrollment**.
2. Choose the correct Attendance Center in the drop down box. A screen will appear with Career Cluster, assignment code dropdown bar.



Attendance Center: 01 Philip High School - 01

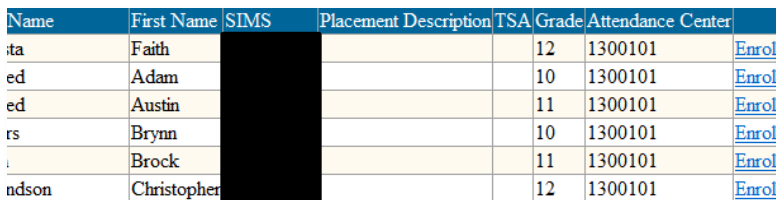
Career Cluster: Human Services

Class Assignment: Select Class Assignment

Credits: .5

Show Students

3. Choose the correct Career Cluster from the dropdown box.
4. Choose the correct assignment code from the dropdown box.
5. Enter in the correct number of credits.



Name	First Name	SIMS	Placement Description	TSA	Grade	Attendance Center	
ta	Faith				12	1300101	Enroll
ed	Adam				10	1300101	Enroll
ed	Austin				11	1300101	Enroll
rs	Brynn				10	1300101	Enroll
	Brock				11	1300101	Enroll
ndson	Christopher				12	1300101	Enroll

6. Click on **Show Students**. A list of all students will appear. They are listed alphabetically.
7. For the students who completed the course you selected in step 4, click on **Enroll** on the right of the screen.

Last Name	First Name	SIMS	Placement	Placement Description	TSA	Grade	Attendance Center	
Acosta	Faith		Select Placement Type			12	1300101	Done Cancel
Ahmed	Adam					10	1300101	Enroll
Ahmed	Austin							
Albers	Brynn							
Allen	Brock							
Amundson	Christopher							

8. Enter the **Technical Skill Attainment (TSA)** the student earned.
9. If the student is in 12th Grade. Enter the student's **placement** information.
10. Click **Done** to save the information.

Repeat steps 7-10 for ALL students enrolled in the course.

Mass enrolling students in a different class:

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Attendance Center

Career Cluster

Class Assignment

Credits

11. Scroll to the top of the page.
12. Choose the correct Career Cluster from the drop down box.
13. Choose the correct assignment code from the drop down menu.
14. Enter in the correct number of credits.
15. Click on **Show Students** (this will refresh the screen).
16. Repeat steps 7-10 from above.

For each new course, repeat steps 11-16.

Enter Special Populations Data* and Certifications (or to Correct Errors)

*Only for students that are single parents or if their disabled status has changed since January 2012.

17. Click on **Individual Enrollment**.
18. Choose the correct Attendance Center Name in the drop down menu.
19. Click **Search**. A list of students will appear, listed alphabetically.
20. Click on the icon beside the student's name you'd like to enter data for or correct an error for.

- Use the small "+" symbols to expand or collapse the individual sections.
- To change special populations and placement data click here.
 - To review prior credit and concentrator status click here.
 - To enter certifications click here.
 - To add prior credits click here.

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Student Summary - Aitken, James Gary

46001 Meade 46-1
01 Brown HS - 01

Student Detail

SIMS: ██████████ SSN: -- Gender: M Race/Ethnicity: White, non Hispanic
 DOB: ██████████ Grade Level: 12 Math: 806 Reading: 749
 Disabled: Single Parent:
 LEP: LEP Dropout: N Graduate: Placement: entering less than 4 year postsecondary

Summary of Credits

Career Cluster
1 Agriculture, Food & Natural Resources
4 Business, Management & Administration
2 Architecture & Construction
11 Information Technology
10 Human Services
13 Manufacturing
16 Transportation, Distribution & Logistics

Industry or State Recognized Certificates

Career Cluster	Certificate
<input type="button" value="Add"/>	

21. If the student is a Single Parent or the disabled status of the student has changed since January 2012, choose **Yes** in the appropriate drop down menu.
22. Click **Save**.
23. To enter student certificates or credentials click **Add**.

Industry or State Recognized Certificates

Career Cluster	Certificate
<input type="button" value="Add"/>	
Career Cluster	Certificate
4 Business, Management & Administration	Select certificate
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

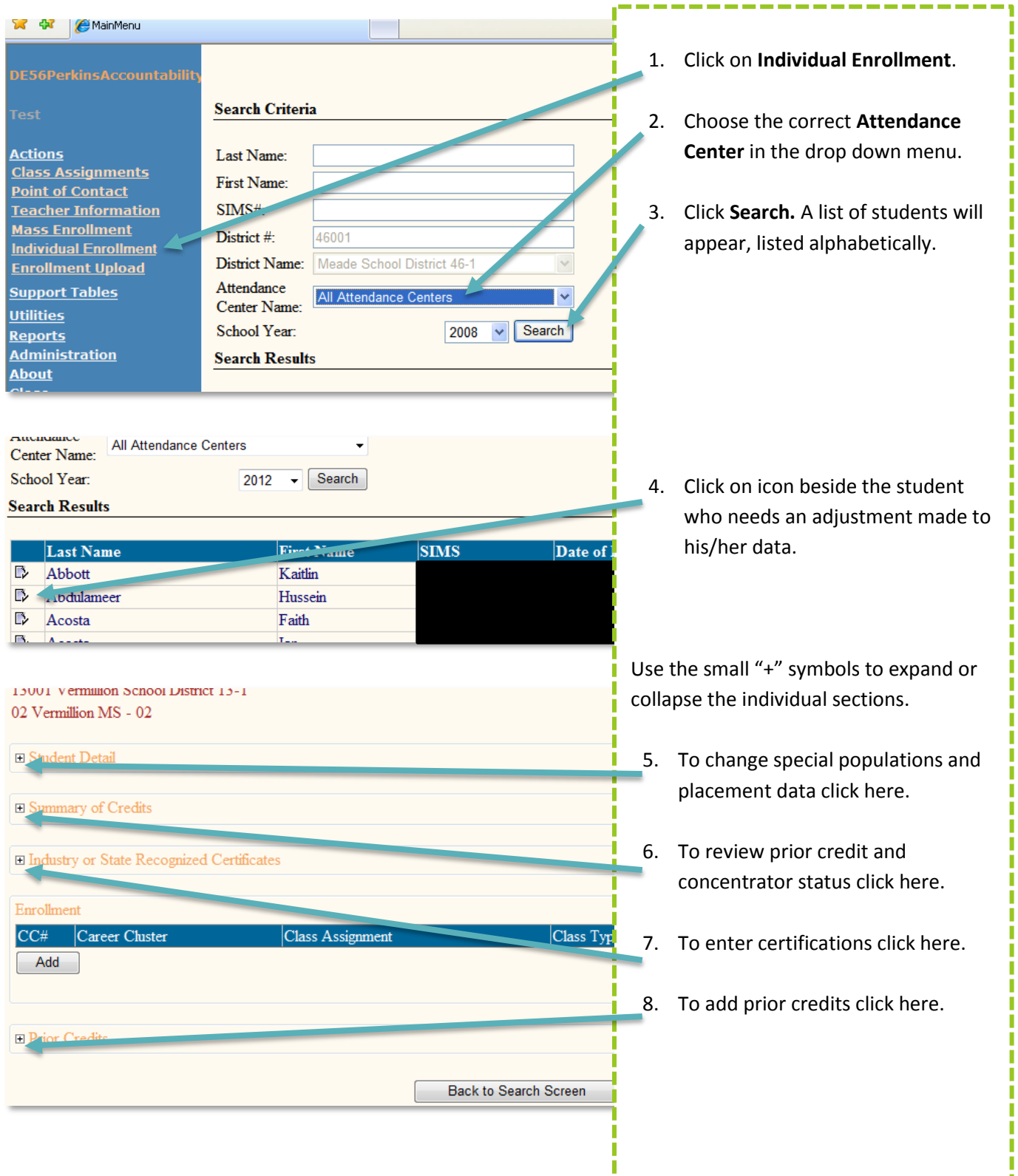
Enrollment

CC#	Career Cluster	Class Assignment
3	Arts, A/V Technology & Communications	Introduction to Arts, Audio-Video Technology and Communications
11	Information Technology	Computer Applications
<input type="button" value="Add"/>		

Prior Credits

25. Select the appropriate Career Cluster from the drop down menu.
 26. Choose the student certification from the drop down box.
 27. Click **Save**.
 28. Click **Back to Search Screen** to enter data for a different student.
 29. Repeat Steps 20-28 for all students' applicable data.
- Errors made in the Mass Enrollment screen can easily be corrected in the Individual Enrollment area.**

Individual Enrollment Directions



1. Click on **Individual Enrollment**.

2. Choose the correct **Attendance Center** in the drop down menu.

3. Click **Search**. A list of students will appear, listed alphabetically.

4. Click on icon beside the student who needs an adjustment made to his/her data.

Use the small "+" symbols to expand or collapse the individual sections.

5. To change special populations and placement data click here.

6. To review prior credit and concentrator status click here.

7. To enter certifications click here.

8. To add prior credits click here.

Student Summary - Aldren, Tyler J

46001 Meade 46-1
01 Brown HS - 01

Student Detail

SIMS: [REDACTED] SSN: -- Gender: M Race/Ethnicity: White
 DOB: [REDACTED] Grade Level: 12 Math: 790 Reading: 762
 Disabled: No Single Parent: No
 LEP: LEP Dropout: N Graduate: Placement: Select Placement Type

9. If the student is a Single Parent or the Disabled status of the student has changed since January 2012, choose **Yes** in the appropriate drop down menu.

10. If the student is a 12th grader with 2 or more credits from CTE courses in his/her middle school and high school experience, choose the correct placement data in the dropdown box.

11. Click **Save**.

To Add Course Credit or Change Awarded Credits via Individual Enrollment:

Enrollment

CC#	Career Cluster	Class Assignment	Class Type	Credits
4	Business, Management & Administration	Computer Applications	Foundational	1.00
13	Manufacturing	Youth Internships	Capstone	0.50
16	Transportation, Distribution & Logistics	Small Engine Repair Occupations	Cluster	0.50
11	Information Technology	Financial Management Personal Finance	Foundational	1.00
13	Manufacturing	Youth Internships	Capstone	0.50
16	Transportation, Distribution & Logistics	Auto Mechanics Occupation	Cluster	0.50

Career Cluster: Select Career Cluster
 Class Assignment: Select Class Assignment
 Credits: 0
 TSA: 0

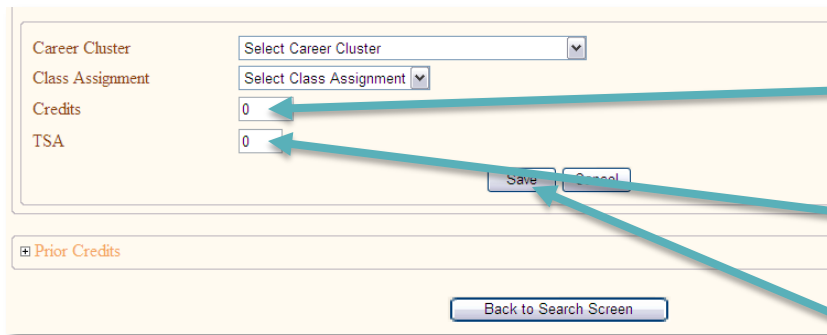
Prior Credits

12. Select the student you wish to modify credits/courses for (see step 4). Click **Add** under the Enrollment heading.

13. Click on the Career Cluster drop down box and choose the appropriate Career Cluster.

14. Click on the Class Assignment drop down box and choose the appropriate course title. These are the course titles that are on the PRF system.

If the class assignment names listed are not the ones you need, the Point of Contact for the PRF system at your school make those changes. Then contact the OLI to add the new assignment code to the Perkins Data Collection System.

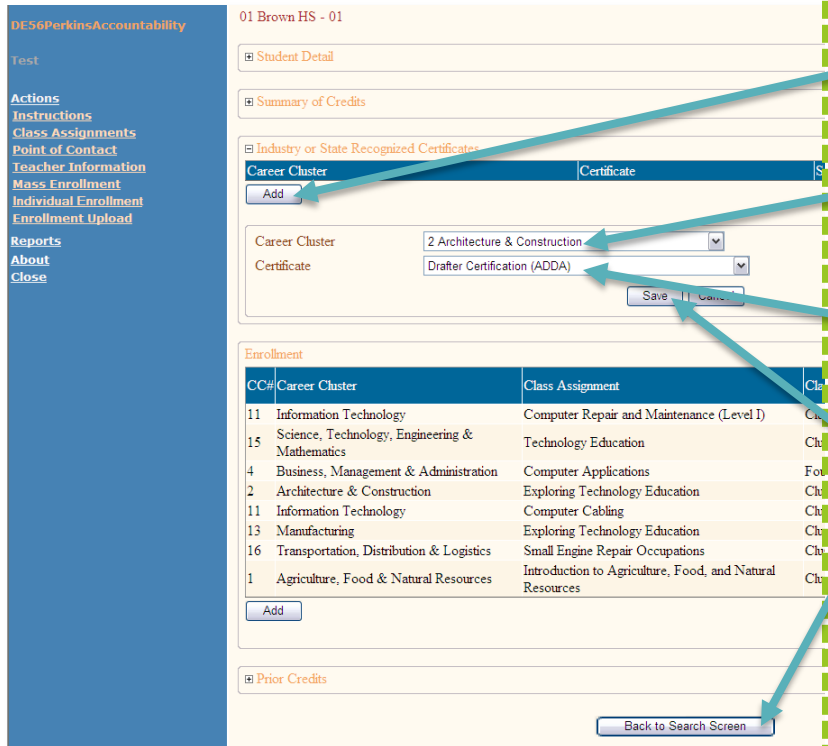


Career Cluster: Select Career Cluster
 Class Assignment: Select Class Assignment
 Credits: 0
 TSA: 0
 Buttons: Save, Cancel, Back to Search Screen

15. Enter the number of credits the student earned (or correct what is already entered).
16. Enter the **Technical Skill Attainment (TSA)** or grade the student earned for the course.
17. Click **Save**.

Repeat steps 12-17 for each course the student is enrolled in.

To Add Student Certification or Credential via Individual Enrollment:



01 Brown HS - 01
 Student Detail
 Summary of Credits
 Industry or State Recognized Certificates
 Add
 Career Cluster: 2 Architecture & Construction
 Certificate: Drafter Certification (ADDA)
 Buttons: Save, Cancel, Back to Search Screen

CC#	Career Cluster	Class Assignment	Class
11	Information Technology	Computer Repair and Maintenance (Level I)	Ch...
15	Science, Technology, Engineering & Mathematics	Technology Education	Ch...
4	Business, Management & Administration	Computer Applications	Ch...
2	Architecture & Construction	Exploring Technology Education	Ch...
11	Information Technology	Computer Cabling	Ch...
13	Manufacturing	Exploring Technology Education	Ch...
16	Transportation, Distribution & Logistics	Small Engine Repair Occupations	Ch...
1	Agriculture, Food & Natural Resources	Introduction to Agriculture, Food, and Natural Resources	Ch...

18. Click **Add** to enter student certification or credential.
19. Select the appropriate Career Cluster from the drop down menu.
20. Choose the student certification from the drop down menu.
21. Click **Save**.
22. Click **Back to Search Screen** to enter data for a different student.