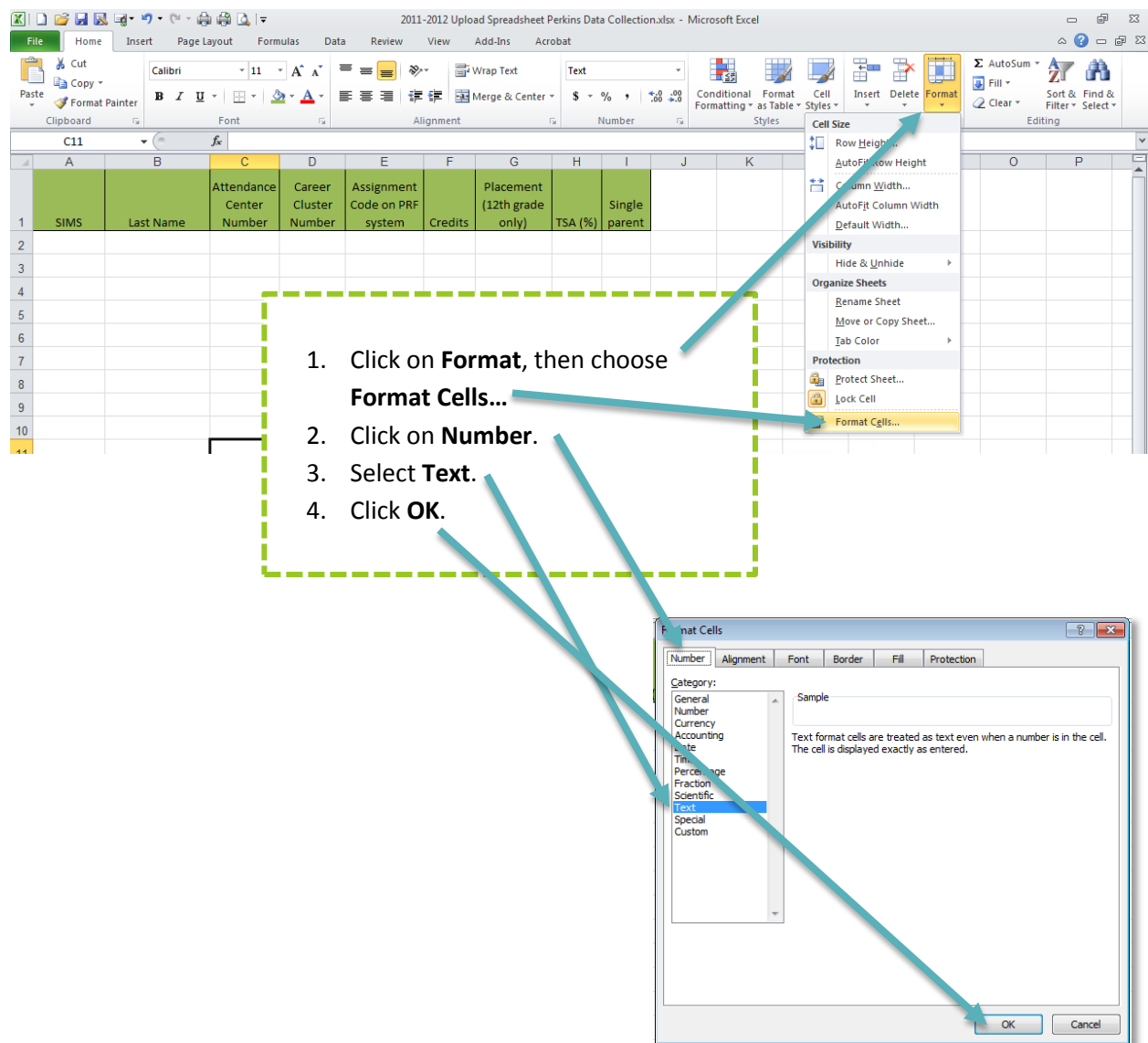


Uploading Instructions

Complete the excel document titled **2011-2012 Upload Spreadsheet Perkins Data Collection** located at <http://doe.sd.gov/octe/data>.

It is highly recommended that you **complete a separate document for each approved CTE program** and upload one program/document at a time.

To make sure that the 0's are not dropped off the SIMS # and Attendance Center #:



2011-2012 Upload Spreadsheet Perkins Data Collection.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat

Clipboard Font Alignment Number Styles

Cell Size
Row Height...
AutoFit Row Height
Column Width...
AutoFit Column Width
Default Width...
Visibility
Hide & Unhide
Organize Sheets
Rename Sheet
Move or Copy Sheet...
Tab Color
Protection
Protect Sheet...
Lock Cell
Format Cells...

	A	B	C	D	E	F	G	H	I	J	K
1	SIMS	Last Name	Attendance Center Number	Career Cluster Number	Assignment Code on PRF system	Credits	Placement (12th grade only)	TSA (%)	Single parent		
2											
3											
4											
5											
6											
7											
8											
9											
10											

1. Click on **Format**, then choose **Format Cells...**
2. Click on **Number**.
3. Select **Text**.
4. Click **OK**.

Format Cells

Number Alignment Font Border Fill Protection

Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom

Sample

Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.

OK Cancel

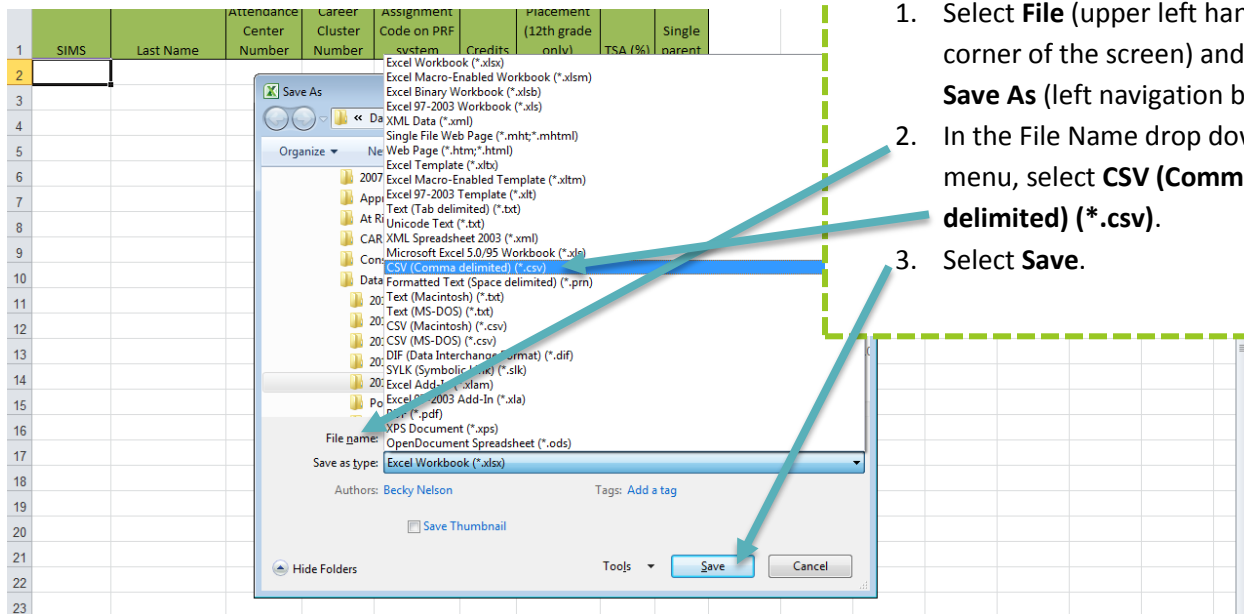
Below are the fields for the Upload Spreadsheet and the number of digits required for each column:

Column Heading	Number of Positions	Notes
SIMS	9 positions	9-digit student state ID number
Last Name	30 positions, maximum	
Attendance Center	2 positions	The last 2-digits of your School ID (ex. 01, 02, 03...)
Career Cluster Identification	2 positions, maximum	1 – Agriculture, Food & Natural Resources 2 - Architecture & Construction 3 - Arts, A/V Technology & Communications 4 - Business Management & Administration 5 - Education & Training 6 - Finance 7 - Government & Public Administration 8 - Health Science 9 - Hospitality & Tourism 10 - Human Services 11 - Information Technology 12 - Law, Public Safety, & Security 13 - Manufacturing 14 - Marketing, Sales & Service 15 - Science, Technology, Engineering and Mathematics (STEM) 16 - Transportation, Distribution & Logistics
Class Assignment Code	5 positions	Common Course codes for all CTE, academic and capstone courses can be found at doe.sd.gov
Credits	6 total positions, maximum	2 decimal places, maximum
Placement	1 position	1 – Employment 2 – Military 3 – Less than 4-year postsecondary 4 – 4-year postsecondary 5 – Advanced training
Technical Skill Attainment (TSA)	6 total positions, maximum	2 decimal places, maximum
Single Parent	1 position	Y – Yes N – No

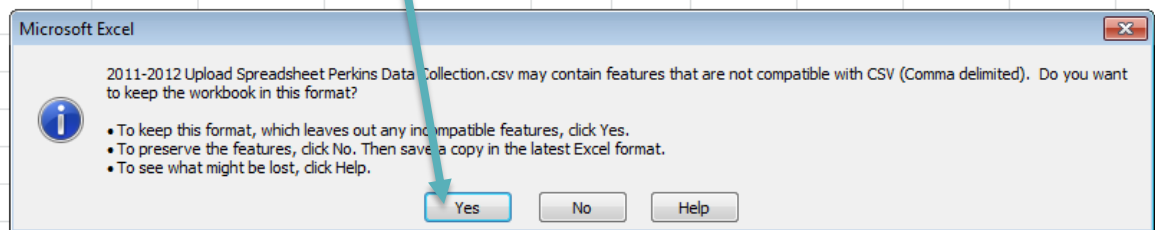
Saving the file(s):

Ensure all data is complete and accurate before going to the next step. **Do not go on until your spreadsheets are ready to upload.**

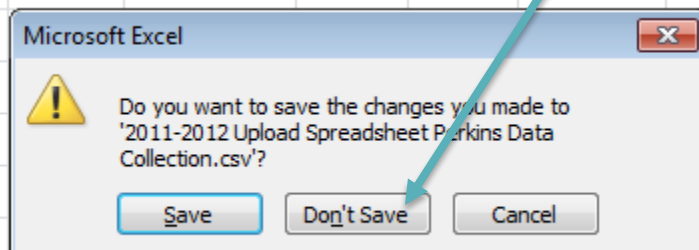
1. Leave the header (Row 1) in the Excel document.
2. Save the file as a comma delimited file (.CSV).



3. A screen like this will appear. Click **Yes**.



4. Close the file. A screen like this will appear. Click **Don't Save**.



Logging On to the Perkins Data Collection Site:

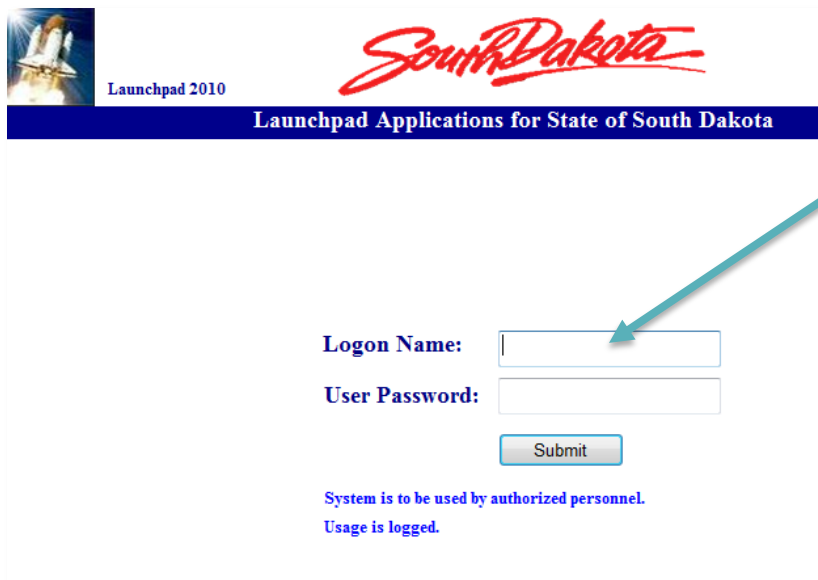
Perkins Data Collection System

The Perkins Data Collection System will open for data entry April 19, 2012. 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.



Launchpad 2010

South Dakota

Launchpad Applications for State of South Dakota

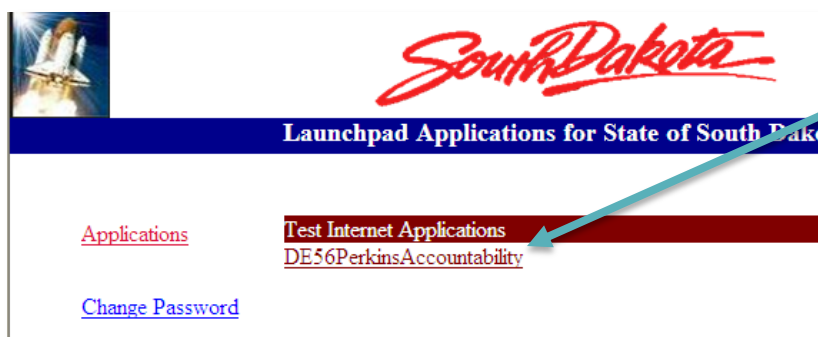
Logon Name:

User Password:

Submit

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

3. Log in to Perkins Data Collection site using your school's Logon 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.



South Dakota

Launchpad Applications for State of South Dakota

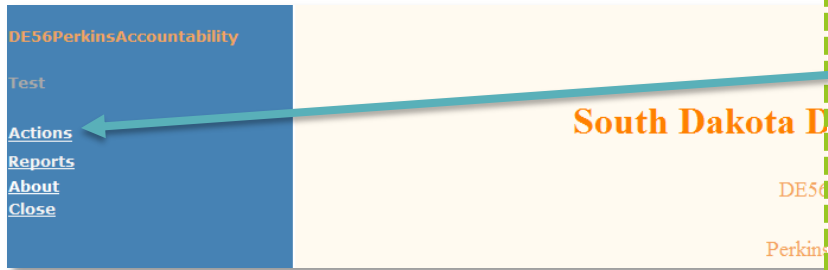
[Applications](#)

[Test Internet Applications](#)

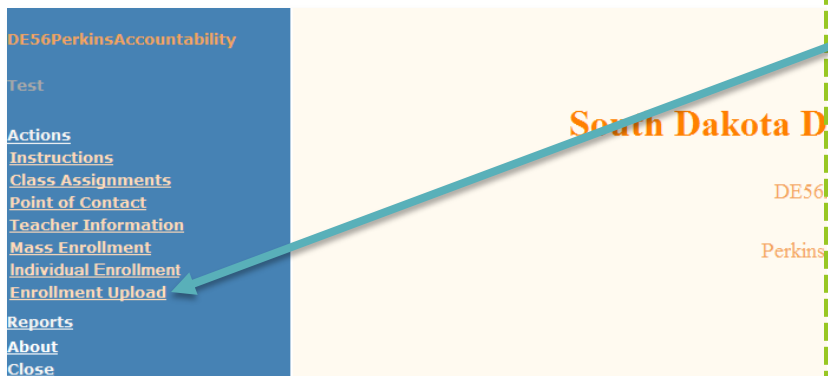
[DE56PerkinsAccountability](#)

[Change Password](#)

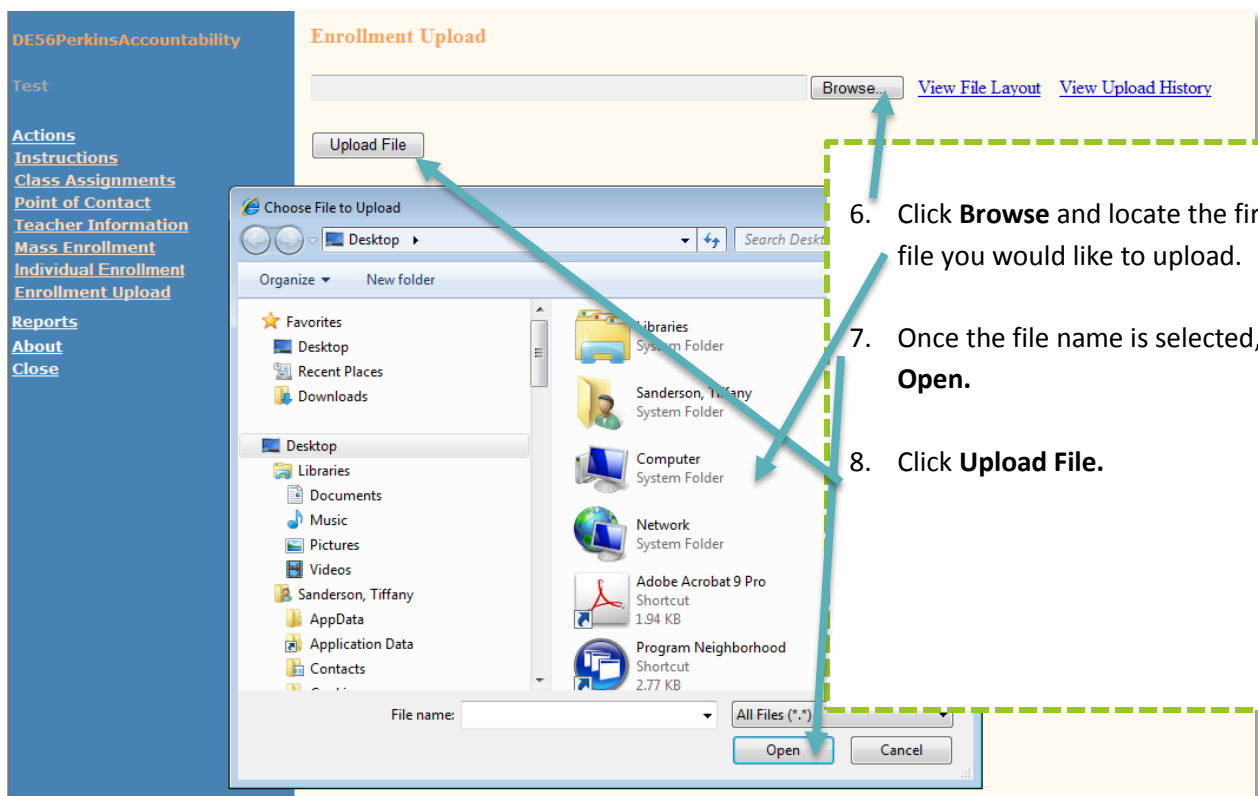
4. Select the Perkins Accountability link in the center of the page.



4. Click on **Actions**.



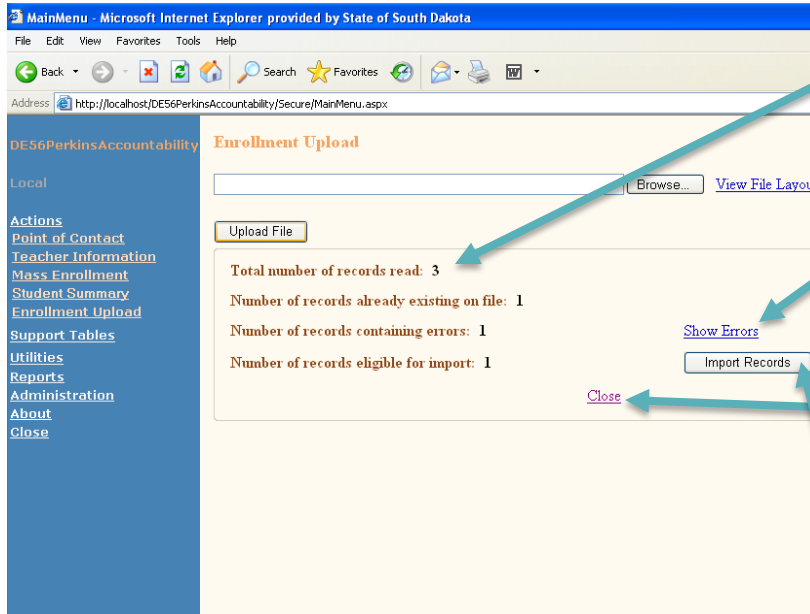
5. Click on **Enrollment Upload**.



6. Click **Browse** and locate the first CSV file you would like to upload.

7. Once the file name is selected, click **Open**.

8. Click **Upload File**.

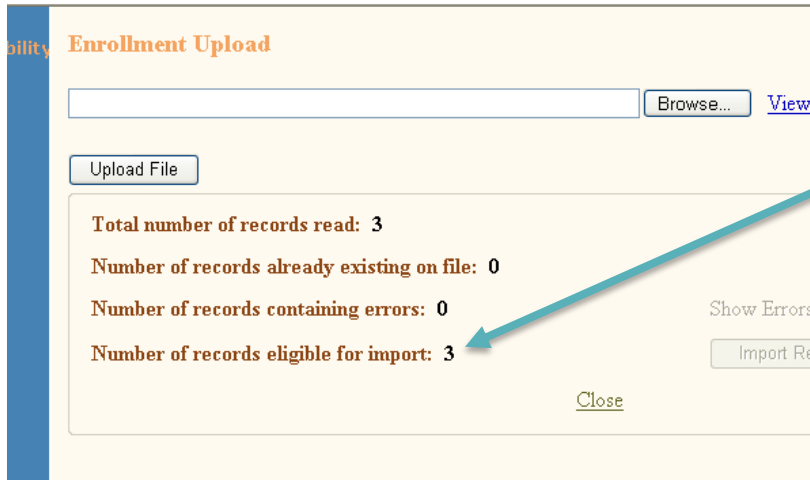


9. **Review the information** to see how many files can be uploaded or if there are errors with some files.

If there are errors, you can click on 'Show errors' button

At this point you can upload or click close and clean up the errors first.

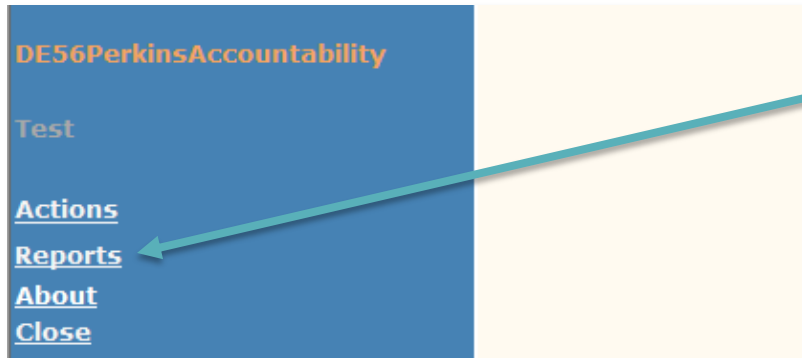
10. To upload the data, click **Import Records**.



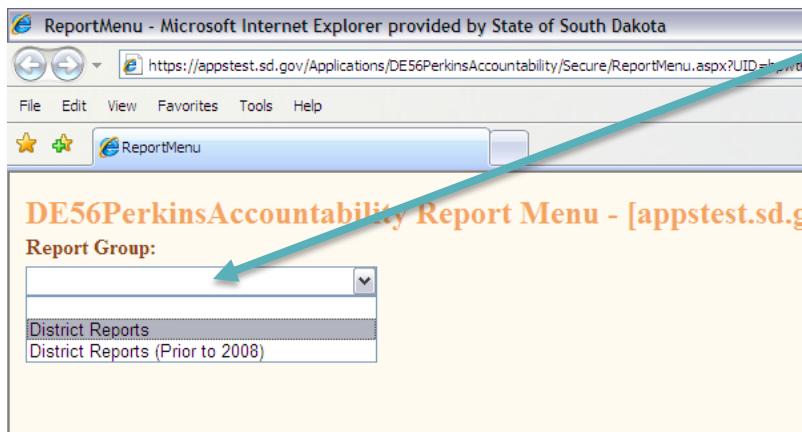
If the Import is successful, it will say **Import complete**. The last line tells you how many records have imported.

Entering Placement Data for 12th grade students with 2 credits in a program, but not enrolled in a CTE course in the current school year:

Run the **Student Summary Report by Cluster** and review it for accuracy. This report is a good tool to recheck the data you've entered and to assure you've accurately inputted data.



1. Click on **Reports**.



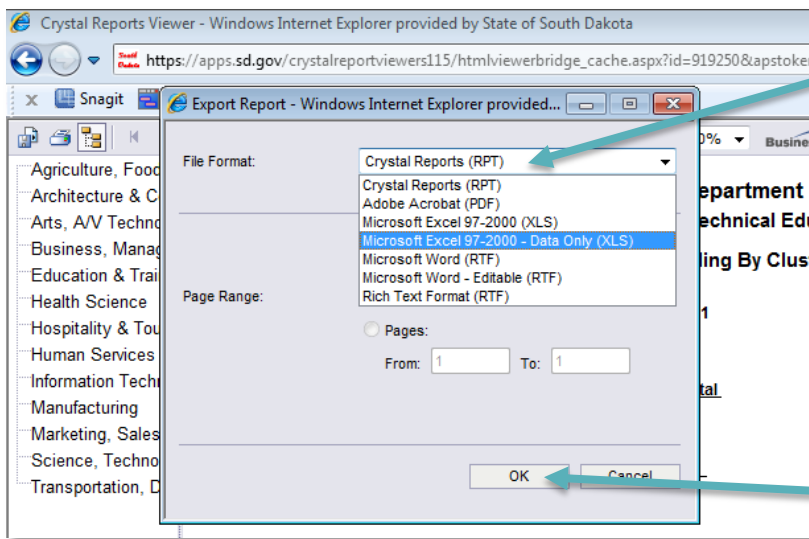
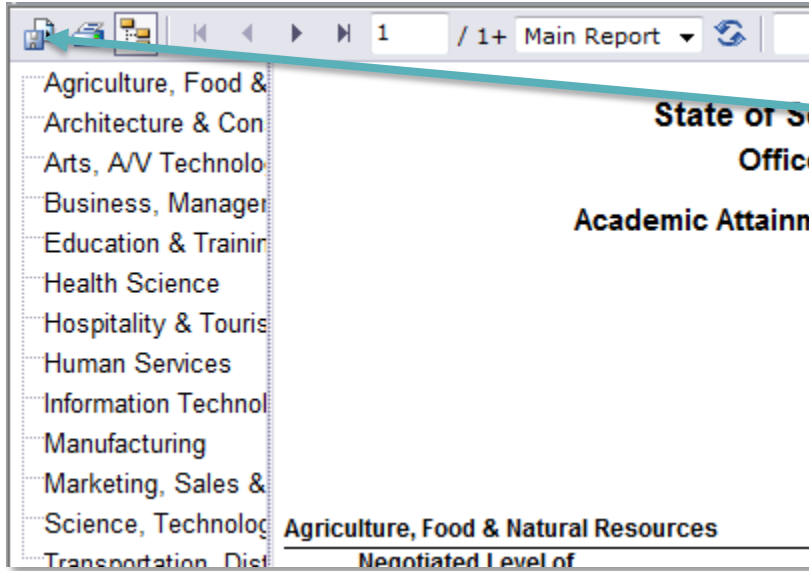
2. In the drop down menu, choose **District Reports**. A menu of reports will appear.

ViewName	Description
1S1: Attainment of Academic Skills - Reading / Language Arts	Report measures attainment in Reading / Language Arts from the Dakota State EP test.
1S2: Attainment of Academic Skills - Mathematics	Report measures attainment in Mathematics from the Dakota State EP test.
2S1: Technical Skills Attainment	Report measures the number of concentrators who attain the agreed upon number of concentrators in the program.
3S1 & 4S1: School Completion and Student Graduation Rates	Report compares the number of concentrators who earned a regular secondary education during the regular year.
5S1: Placement	Report displays the relative percentage of students placed in the following postsecondary, military, employment, or advanced training.
6S1: Nontraditional Participation	Report displays the rate of nontraditional participants to all participants who has enrolled in any career and technical education program.
6S2: Nontraditional Completion	Report displays the rate of nontraditional concentrators to all concentrators in grades 9-12 who has earned two (2) credits in a single CTE Career Cluster.
Concentrators By Cluster	Report displays all students in grades 9-12 who have earned two (2) credits in a single CTE Career Cluster not individual student.
Participants by Cluster	Report displays all secondary students who have enrolled in any career and technical education program.
Student Summary Report by Class Assignment	Report provides an overview of all information entered for students by cluster for accuracy of data entered.
Student Summary Report by Cluster	Report provides an overview of all information entered for students by cluster for accuracy of data entered.
Teacher Information	Provides a summary of CTE class assignment by teacher.

3. Click on icon beside the **Student Summary Report by Cluster**.

Enter Report Criteria

Select district from listbox: Select a District
Please select a school year: 2012 OK Cancel



4. Select your District in the drop down menu.
5. Double check the year 2012 appears in bottom drop down menu.
6. Click **OK**. The report will generate; this may take a few moments.

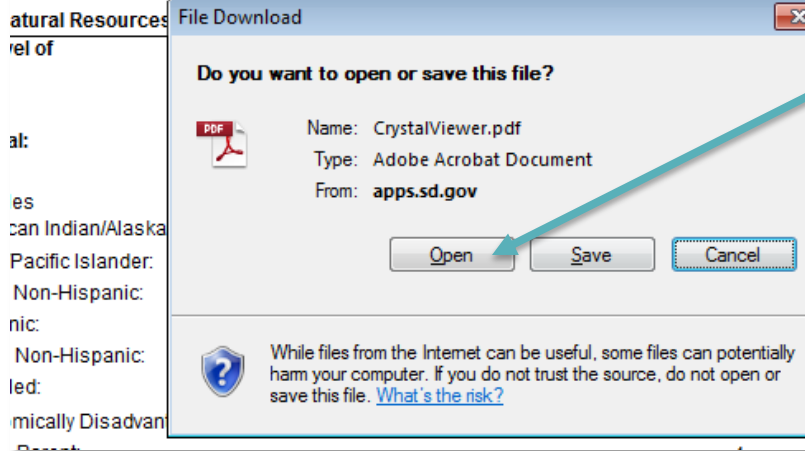
8. While looking at a Perkins data report, click the icon in the upper left corner of the screen (export icon).

If the Export Report screen does not appear, hold down the Control button while following the next step. Most errors at this point are caused by local security settings; contact your local technology administrator for more information.

9. Click on the file format drop-down menu. Choose Adobe Acrobat (PDF) (or any other format you would like).

If you are comfortable with Excel, exporting to Microsoft Excel 97-2000 – Data Only (XLS) is very helpful because of your ability to manipulate the file.

10. Click **OK**.



11. Click **Open**.
12. Review the report to make sure all 12th grade students with 2 credits have placement data (either view via a printed copy or on-screen).

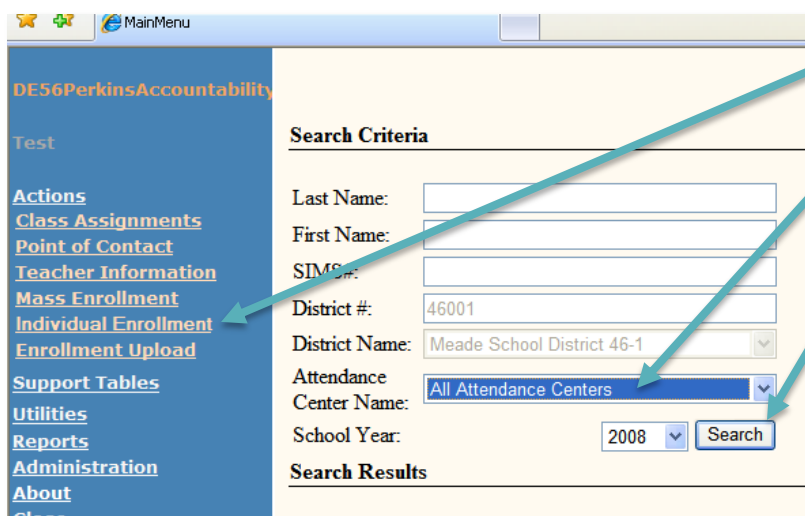
Note the 12th grade students' status marked **concentrator** and their placement information. See an example on the next page. **If any changes need to be made to a student's data, those edits can be made via the Individual Enrollment process.**

Level	Description	Earned	Status	D	SP	TSA	Placement Status
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		

Adding Placement Data for the 12th graders labeled concentrators without placement data on the Student Summary Report by Cluster:



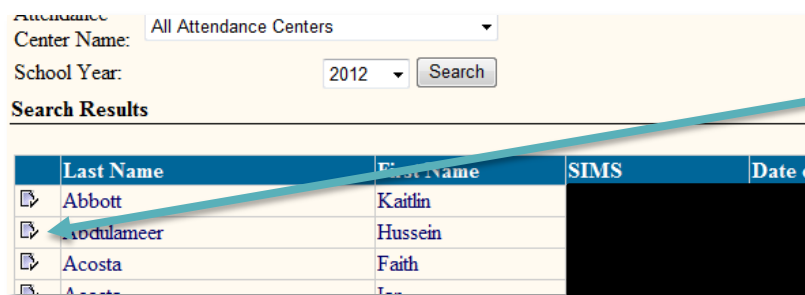
13. Click **Actions**.



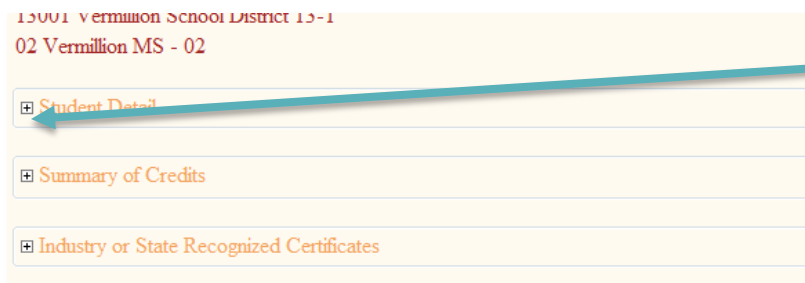
14. Click on **Individual Enrollment**.

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

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



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



18. Use the small "+" symbols to expand or collapse the individual sections. To add placement data click here.

15001 Vermillion School District 15-1
01 Vermillion HS - 01

Student Detail

SIMS: [Redacted] SSN: -- Gender: F Race/Ethnicity: Hispanic
 DOB: [Redacted] Grade Level: 12 Math: 712 Reading: 618
 Disabled: No Single Parent: No
 LEP: N Dropout: N Graduate: Placement: Select Placement Type

Save

19. Add placement data.
20. Click **Save**.

Adding Industry Certification:

Refer to the Certifications listed by Cluster on the Definitions document (available at doe.sd.gov/octe/data) for more information.

15001 Vermillion School District 15-1
02 Vermillion MS - 02

Student Detail

Summary of Credits

Industry or State Recognized Certificates

Summary of Credits

Industry or State Recognized Certificates

Career Cluster	Certificate
Add	
Career Cluster	Select Career Cluster
Certificate	▼

Save

In the same area of Individual Enrollment (as when adding Placement data), use the small “+” symbols to expand or collapse the individual sections for students (see steps 13-17).

22. To add industry or state certification data (for any grade level) click here.

23. Click **Add**.

24. Select the Career Cluster and Certification.

25. Click **Save**.