

Louisiana Believes

Career and Technical Education (CATE) District and School Access

October 2015

CATE District and School End-User Access

- Welcome
- As you join the session you are being placed in broadcast mode to reduce background noise
- Today's webinar slide deck is available for download from the [webinar library on Louisiana Believes website](#)
- If you have any technical issues, please contact the presenter via the Q&A pod to the right of the screen or email lisa.french@la.gov
- We will begin shortly. Thank you.

Agenda Topics

- CATE Overview, Features and Functionality
- Changes to System Functionality
- 2014-2015 CTE Data Submission
- CATE Simulation
- Next Steps for Data Submission
- Questions & Answers

What is the CATE System?

- The Career and Technical Education (CATE) system
 - Supports CTE data collection, analysis and reporting
 - Is a fully-integrated online system that provides longitudinal CTE information about students, schools, districts, and the state
 - Is used to compile CTE data reports submitted to US Department of Education

CATE Features & Functionality

- Provides a secure environment for collecting and reporting data
- Allows creation of multiple end-user accounts
 - District Security Coordinator assigns roles, access levels, and tracking of user logins
- Integrates data from the Student Information System (SIS) and Student Transcript System (STS) to support data analysis and creation of Core Indicator Reports
- Facilitates use of Student Profiles to analyze CTE program participation
- Provides multiple reporting formats – PDF or Microsoft Excel

CATE End-User Roles

- **District Security Coordinator**

- Responsible for signing and submitting CATE Software Access Agreement
- Authorize account access for district and school end-users

- **District Career and Technical Supervisor/Coordinator**

- Responsible for signing and submitting CATE Software Access Agreement
- Update district listing of schools with grades 6 – 12 configuration
- Able to view end-user (e.g. district and school staff) access roster
- Define and manage Articulated Credit Courses
- Sign-off on the data collection process
- Granted read/write access

CATE End-User Roles

- **District Level User**

- Update district listing of schools with grades 6 – 12 configuration
- Define and manage Articulated Credit Courses
- Manage school roster
- Update Career Options, including program offerings and areas of concentrations, Work-Based Learning, and Individual Graduation Plans
- Update student participation in CTE program offerings
- Granted read/write access or read-only access

- **School Level User**

- Manage school roster
- Update Career Options, including program offerings and areas of concentrations, Work-Based Learning, and Individual Graduation Plans
- Update student participation in CTE program offerings
- Granted read/write access or read-only access

2014-2015 CTE Data Submission and Personally Identifiable Information (PII)

- Act 837 amendments (passed during 2015 Session) allow school districts to complete the 2014-2015 academic year the way it began, which is with the continued use of PII
- For any student graduating with a **Jump Start TOPS Tech Career Diploma**, credentials must be uploaded (by 10/16/15) through STS processes per graduation requirements.
 - For graduates of 2014-15 through 2017-18, acceptable documentation of credentials includes the certificate or documented verification from the vendor.
 - For graduates of 2018-19 and beyond, the only acceptable documentation is the certificate.

2014-2015 CTE Data Submission and Personally Identifiable Information (PII)

- For **Historical Career Diploma, Basic Diploma, or Core 4 Diploma** graduates, credentials not already entered into CATE should be entered into STS
- The Department of Education (LDE) will continue to cross reference CATE to STS to ensure no credentials are overlooked

Changes to System Functionality

- A “NEW” type of Work Related Experience – Jump Start Internship Programs (under School menu)
- Discontinuing the completion and submission of all surveys (student, parent, and community)

Jump Start Internships

- Submission of Jump Start Internship data requires signing a Jump Start Assurance Agreement
- A Jump Start Internship Guideline resource (found in the Documentation menu tab) was developed to highlight
 - The type of internships available
 - The required internship data for submission

Jump Start Internships

- School districts must maintain documentation on file for all internships
 - Student Performance Data – e.g. attendance, engagement, safety
 - Teacher Engagement
 - Employer Engagement
- LDE will generate annual internship enrollment reports from the data submitted

CATE Support Resources

- Support resources to assist new and experienced end-users are located in (2) menu tabs:
 - **Announcements Tab**
 - Webinar PowerPoint
 - Opening/Closing Dates
 - **Documentation Tab**
 - Frequently Asked Questions
 - Getting Started with CATE Software for District / School Level Users
 - School Level Data Collection Forms & Instructions
 - User Manuals for School / District / State Level Users
 - Jump Start Internship Guidelines

CATE Simulation

https://www.cateportal.net/training/index.aspx CATE - Career And Technic... X

CATE

Career And Technical Education

Collect, Track, Analyze, and Manage Student Career and Technical Activities

LOG IN

Username:

Password:

Log In

Forgot Your Password?

Are you a student or a parent? Use the following links to complete the appropriate survey:

- [Student Survey](#)
- [Parent Survey](#)

New to the CATE Software?
Click on links below for information on how to get started:

- [School Users](#)
- [District Users](#)

Meeting All Your Career And Technical Education Needs

The CATE Software version 3.0 is replete with new features and capabilities becoming an indispensable tool for not only school and district administrators but also for school counselors to effectively advise their course planning, selection, and registration process.

- Data Analysis**
Interact with career and technical data using drill-down features and user-defined grouping and sorting capabilities for viewing dynamic detailed and aggregate results.
- Export Functionality**
All career and technical data pertaining to a state, district, school and student can be exported into a fully-formatted PDF and/or Excel document for further analysis.
- Student Profiles**
Generate custom student profiles on-the-fly by selecting from various indicators such as program participation, transcript records, and more.
- User Management**
Each district's security coordinator manages user accounts, including roles and access levels, as well as tracking user logins.
- Real-time Data**
Supervisors can monitor the data entry process through a dashboard containing summary-level student participation for all programs.
- Secure Environment**
The CATE Software uses 128-bit Secure Socket Layer (SSL) encryption to protect sensitive student information.

IMPORTANT NOTICE:

As an authorized user for this software, you must know that sharing Login ID and password as well as any information about this proprietary and copy-protected software, including but not limited to the screens, reports, and documentation, with unauthorized individuals are strictly forbidden, against the law, and against the provisions of the licensing agreement signed by the Department of Education. Furthermore, users of the CATE Software should also be aware of the **Family Educational Rights and Privacy Act (FERPA)** and the school's district security policy concerning the confidentiality of students' scores and various demographic information, which should not be shared with anyone else.

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Next Steps

- ***System Open-Close Dates: October 15 – November 20***
- Log on and verify / update existing user profile
- Affirm District contacts. If changes are needed, contact lisa.french@la.gov
- Sign and submit the CATE Software Access Agreement
- Collect and enter 2014 -2015 required data
- Sign-off to indicate data entry complete, no later than ***November 20***

Questions & Answers

LDE Contact

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