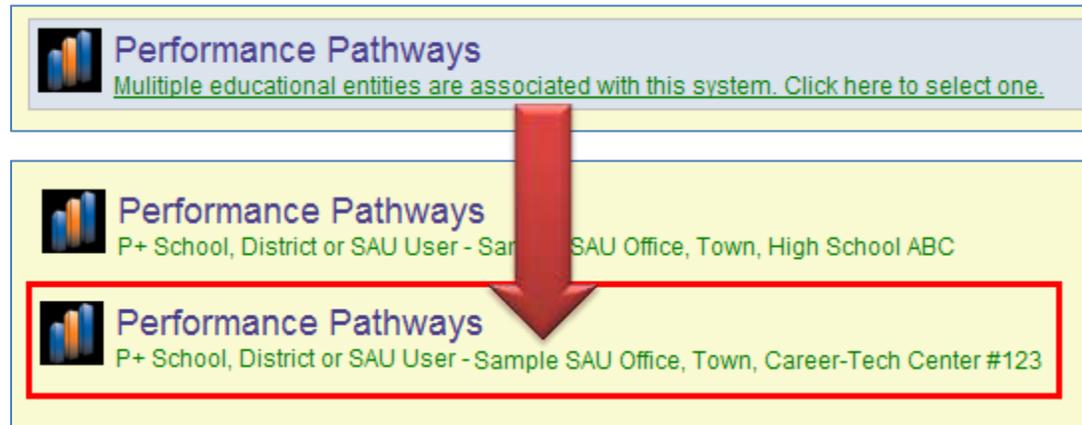


# HOW TO IDENTIFY CTE PROGRAM COMPLETERS IN PerformancePLUS

- 1) Login to PerformancePLUS through the *myNHDOE* single sign-on system (<https://my.doe.nh.gov/>).
  - a. If you have multiple “educational entities” associated with your PerformancePLUS system, be sure you are signing into the CTE center/receiving school, rather than the high school.

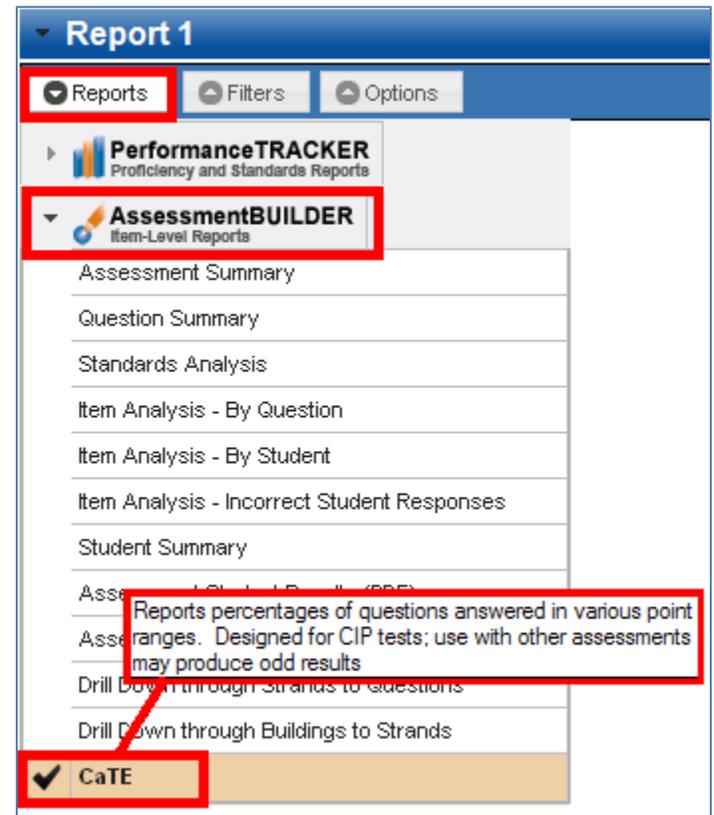
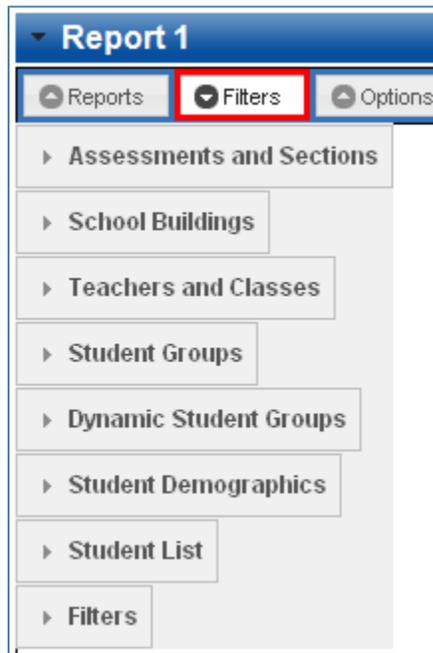


- 2) Once in PerformancePLUS, navigate to the **REPORTS** page by clicking the icon at the top of the screen that looks like a bar graph.



# HOW TO IDENTIFY CTE PROGRAM COMPLETERS IN PerformancePLUS

- 3) In the *Report1* bar, click on the **REPORTS selection menu**, and then click on **AssessmentBUILDER**.
- 4) Select **CaTE**.
- 5) Click on the *Reports* menu header to collapse the menu



- 6) Click on the **FILTERS selection menu** to display the available filter options.
  - a. The filters that will be most important are:
    - i. ASSESSMENTS AND SECTIONS
    - ii. SCHOOL BUILDINGS
    - iii. TEACHERS AND CLASSES

# HOW TO IDENTIFY CTE PROGRAM COMPLETERS IN PerformancePLUS

- 7) Under **ASSESSMENTS AND SECTIONS**
  - a. Make sure the **YEAR** is set to the correct school year
  - b. Make sure the **SUBJECT** is set to “**Career and Technical Education**”
  - c. Make sure the **GRADE LEVEL** is set to “**Twelfth Grade**”
    - i. All CTE competency assessments are stored as twelfth grade assessments, regardless of the grade levels of the students in each class.
  
- 8) Once all these options have been entered, click **SHOW ASSESSMENTS**

- 9) In the list of CTE assessments that appears, **select the radio button** beside the competency document for which you wish to run the *CaTE* report. In this example, I will choose *Health Professions and Related Clinical Sciences, Other CIP: 519999*.
  - a. Once you have selected an assessment, it will appear under the pick list in the box labeled **Selected Assessments and Sections**

<input type="checkbox"/>	Early Childhood Education and Teaching CIP: 131210 Gr12	10/1/2012	12	Career and Technical Education
<input type="checkbox"/>	General Merchandising, Sales and Related Marketing Operations, Other: CIP: 521899 Gr12	10/1/2012	12	Career and Technical Education
<input type="checkbox"/>	Graphic Design CIP: 500409 Gr12	10/1/2012	12	Career and Technical Education
<input checked="" type="checkbox"/>	Health Professions and Related Clinical Sciences, Other CIP: 519999 Gr12	10/1/2012	12	Career and Technical Education
<input type="checkbox"/>	Welding Technology/Welder CIP: 480508 Gr12	10/1/2012	12	Career and Technical Education

Selected Assessments and Sections:	
<input type="checkbox"/>	Health Professions and Related Clinical Sciences, Other CIP: 519999

## HOW TO IDENTIFY CTE PROGRAM COMPLETERS IN PerformancePLUS

- 10) Click on *ASSESSMENTS AND SECTIONS* to collapse that filter menu.
- 11) Click on *SCHOOL BUILDINGS* to display that filter menu's options.

- 12) Under the **SCHOOL BUILDINGS** filter menu:
  - a) Make sure the **DISTRICT** is correct
  - b) Filtering by *Building Type* isn't necessary
  - c) Make sure the **DEFAULT SCHOOL YEAR** matches the school year you selected in the *ASSESSMENTS AND SECTIONS* menu.
  - d) Select the radio button beside the **CAREER TECH CENTER** in the list of available buildings.

- 13) Once you have selected the *CTE CENTER*, it will appear in the box below the filter menu labeled **SELECTED BUILDINGS**.

- 14) You can also double check that the school building you selected was selected for the correct *SCHOOL YEAR* by verifying that the **SCHOOL YEAR drop-down menu** in the *SELECTED BUILDINGS* box matches what you'd chosen in the **DEFAULT SCHOOL YEAR** drop-down, and also in the *ASSESSMENTS AND SECTIONS* filter menu.

▼ School Buildings

Filter by District: Sample

Filter by Building Type: All

Default School Year: 2013-14

Building Type	Default School Year
<input type="checkbox"/> Private School	2013-14
<input type="checkbox"/> Middle School	2012-13
<input checked="" type="checkbox"/> CTE Center	2011-12
<input type="checkbox"/> High School	2010-11
	2009-10
	2008-09
	2007-08
	2006-07
	2005-06

Selected Buildings:

School	School Year
Sample District - CTE Center	2012-13

- 15) Click on *SCHOOL BUILDINGS* to collapse that filter menu.

- If you wish to **further refine your FILTERS** to the teacher and class level, continue to **Step #16**.
- If you would like to **set your additional OPTIONS**, continue to **Step #20**.
- To **run the report as is**, continue to **Step #24**.

# HOW TO IDENTIFY CTE PROGRAM COMPLETERS IN PerformancePLUS

- 16) Click on *TEACHERS AND CLASSES* to display that filter menu's options
- 17) Under the **TEACHERS AND CLASSES** filter menu:
  - a. Make sure the **DISTRICT** is correct
  - b. Make sure the **DEFAULT SCHOOL YEAR** matches the school year you selected in the *ASSESSMENTS AND SECTIONS* menu and the *SCHOOL BUILDINGS* menu.
  - c. Leave **SUBJECT** at *ALL*
  - d. Set **GRADE RANGE** from *Ninth Grade to Twelfth Grade*
  - e. You may **select the appropriate teacher** from the drop-down menu, or leave the menu at **"ALL."**
  - f. Click **SHOW CLASSES.**

- 18) A pick list will appear that lists each teacher's name, with an expand (+) button beside it. Expanding the teacher's record will allow you to select specific courses taught by that instructor. Clicking the radio button beside the teacher's name will automatically select all courses taught by that instructor.

		LastName ▼	FirstName
+	<input type="checkbox"/>	Sample 1	Sample 1
+	<input checked="" type="checkbox"/>	Sample 2	Sample 2
+	<input type="checkbox"/>	Sample 3	Sample 3
+	<input type="checkbox"/>	Sample 4	Sample 4
+	<input type="checkbox"/>	Sample 5	Sample 5

Selected Classes:				
Teacher Name	Class	Desc	Grade	School
Sample 2	2013-Health Science Technologi		11	CTE Center
Sample 2	2013-Health Science Technologi		12	CTE Center

## HOW TO IDENTIFY CTE PROGRAM COMPLETERS IN PerformancePLUS

19) Once you have selected the teachers and classes against which you'd like to run the report, click *TEACHERS AND CLASSES* to close that filter's menu.

20) Click on the *FILTERS* menu header to close the *Filters* menu.

21) Click on the **OPTION selection menu** header to open the *Options* menu.

22) There is not much that needs to be changed on the *Options* menu. However, you will want to make sure of the following:

- Select whether or not you want the **STUDENTS' NAMES** displayed, and if so, in what manner. The report defaults to "**Show Full Student Name.**"
- Make sure to select the radio button beside **SHOW STUDENT CODE** or **SHOW STUDENT STATE CODE**. In NH these are identical.
- Make sure the **SHOW RESULTS AS** drop-down menu is set to "**Summary.**"
- Make sure that the **SHOW COUNTS AS** drop-down menu is set to "**Percentages.**"

23) Once you have set and verified your options, click on the *OPTIONS* menu header to collapse the *Options* menu.

24) Click the **RUN REPORT** button.

Report-Specific Options

Student Information: Show Full Student Name

Show student code

Show student state code

Building: Don't Show Current Building

Grade: Don't Show Current Grade

Teacher / Class: Don't Show Teachers Or Classes

Race: Don't Show Race

Show Results As: Summary

Include mini-graph

Show Counts As: Percentages

Column Headers: Include default characters from the assessment name

Include the assessment date with the name

Student Groups: Don't Show Groups

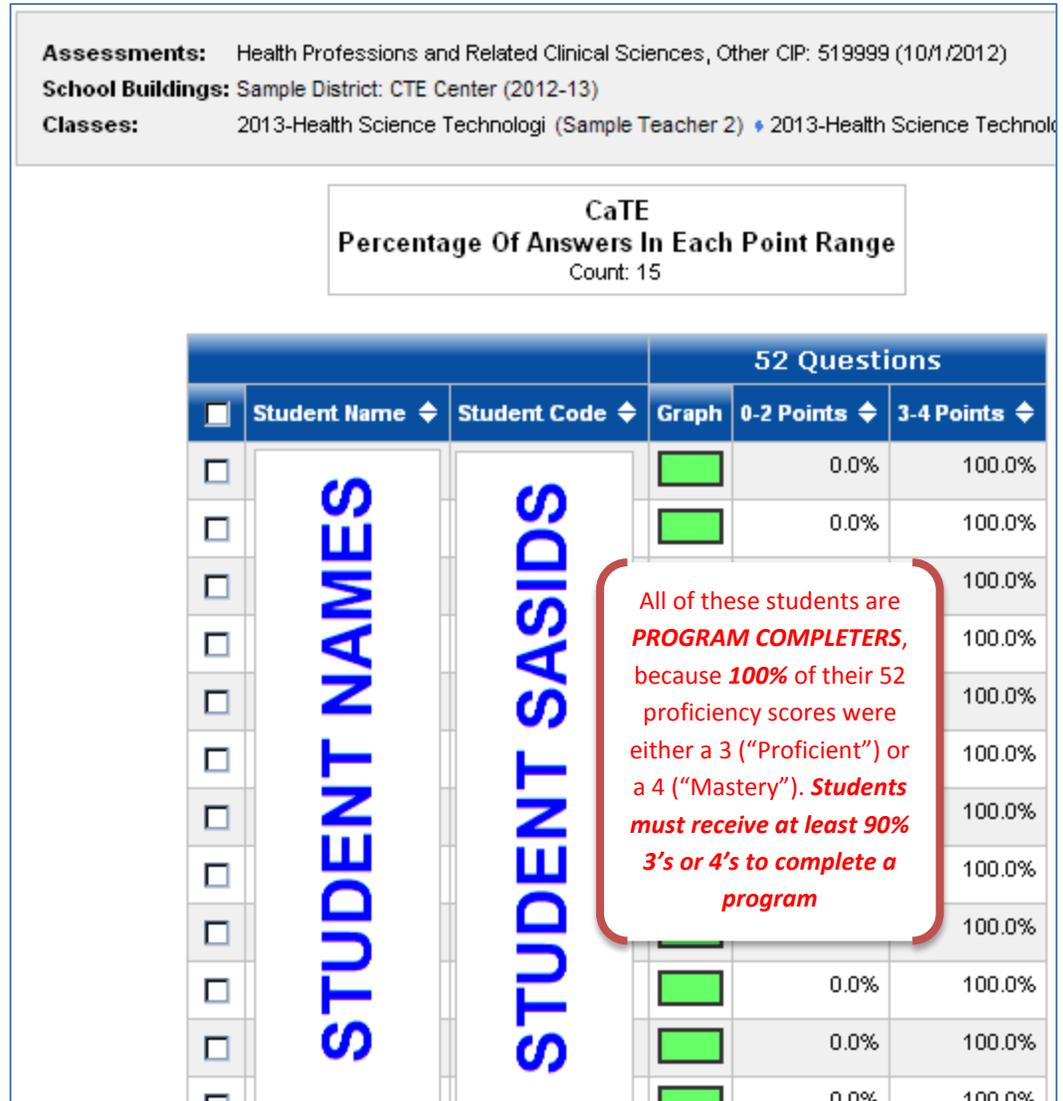
Report 1: CaTE

Reports Filters Options Run Report

# HOW TO IDENTIFY CTE PROGRAM COMPLETERS IN PerformancePLUS

- 25) The resulting **CaTE REPORT** will look similar to this:
- At the top of the screen you will see the **ASSESSMENT AND SECTION, SCHOOL BUILDINGS**, and, if applicable, **TEACHER AND CLASSES** filters you selected from the *Filters* menu.
  - Below these filters you will see the **Report Title** (“CaTE”), **Report description** (“Percentage of Answers in Each Point Range”), and **Count of students** (“Count: 15”).
    - The student count refers to the TOTAL number of students in the report. They may not all be displayed on the first screen.

- 26) The **CaTE REPORT** itself includes the following:
- The **STUDENT NAME**, if you chose to display the students’ names in the *Options* menu.
  - The **STUDENT CODE** (SASID), also selected in the *Options* menu.
  - The **NUMBER OF QUESTIONS** in the competency framework. This is the total number of *knowledge, content and skill items* on which students are scored.
  - A **MINI GRAPH** that displays the percentage split in graphical format.
  - Two columns identifying what **percent of a student’s total NUMBER of scored items** received a proficiency score of:
    - 0-2 → Not covered, No exposure or Novice
    - 3-4 → Proficient or Mastery



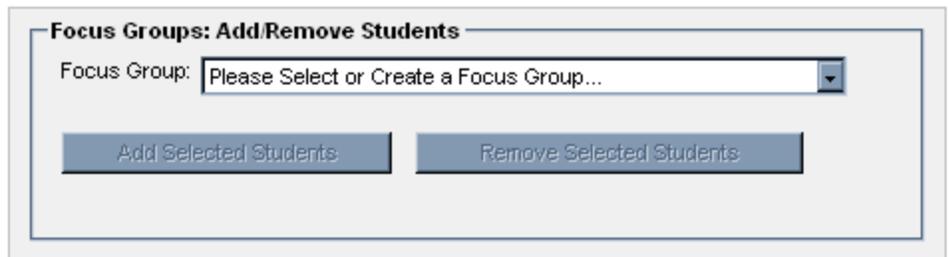
**To be considered a PROGRAM COMPLETER, students must receive SCORES OF 3 OR 4 ON AT LEAST 90% of their knowledge, content and skill items.**

## HOW TO IDENTIFY CTE PROGRAM COMPLETERS IN PerformancePLUS

- 27) Below the report, you will see two shaded boxes. The first is the **DATA EXPORT** box:
- The **DATA EXPORT BOX** offers the options of exporting the entire *CaTE* report to either an **Excel** or **Comma Separated Text (CSV)** file.



- 28) The second shaded box below the report is the **FOCUS GROUPS** box. Since the *CaTE* report deals specifically with students who have finished a CTE program, the *Focus Group* feature may or may not be helpful to users.



- 29) In addition to the **DATA EXPORT** box below the report, at the top of the screen you will find other options for saving, printing or exporting your *CaTE* report:



-  **SAVE YOUR REPORT:** This will allow you to save your report and all associated filters and options so you can run it again at a later time.
-  **EXPORT TO EXCEL:** This is identical to the Excel-export option in the **DATA EXPORT** box, and will export your report to an .XLS file format.
-  **EXPORT TO PDF:** This will export your report to PDF format.
-  **PRINT REPORT:** This will allow you to print your report to a hard copy format.

These options are available for all reports created through PerformancePLUS' new Reporting Engine, but not necessarily for reports created using the *Classic Style* reporting engine.