KANSAS STATE DEPARTMENT OF EDUCATION

Pathways Student Data Management Checklist

May 15th to August 15th Submission Window

This document contains the steps to assign students to pathways and update the student statuses as participants or concentrators for the current school year. In addition, instructions for reporting State Completers are also included.

The upload specifications are at the end of the document.

For assistance, contact pathwayshelpdesk@ksde.gov or call (785) 296-4908.

Beginning Student Data Management

1. Visit https://apps.ksde.org/authentication/login.aspx to get access to Pathways.
2. First time users should register and choose an access level of "School Approve" or "District/Org Update." Your access request will need approval from your superintendent. District access will only be listed after selecting "All Buildings" in the building field drop down menu.
3. If you need to change your access level from School Update to School Approve, select Manage My Account after logging in. This access change will need approval from your superintendent as well.
4. After login on the KSDE Web Applications page, select the link "Pathways."

If needed, The Pathways report Student Career Course Completion will help you gather student data.

Assign Students to Pathways

5. Click on "My CPPSAs" in the left menu.
6. Change the "School Year" to the school year that has ended.
7. Mark the Status box "Approved by KSDE."
8. Click the "View/Filter CPPSAs" button.
9. Under Actions, click on "Assign Students" next to the pathway that needs students assigned.

(Please note that each pathway must be assigned/updated individually)

10. Place a check mark in the box for students that have at least 1 credit in this pathway. All the students that are listed have an KCAN record submitted in the KIDS system. The second column will show the suggested pathway based on courses taken this school year.
11. If a student's name is missing from the Assign Students screen, click on the "Show All Students" link at the top of the page. This should show all CTE students in your school building.
12. Student assignments save automatically. Students can only be assigned to one pathway. Please give first consideration to any Non-Traditional (Gender) pathway. Districts will always have final decision on the Pathway assigned for each student.
13. Repeat steps for all pathways.

Update Current Student Status

14. Click on "Update Students" link at the bottom of the page or repeat steps 1-4, then under the Actions column, click on "Update Current Students" next to the pathway that needs updated.
15. Select the single parent status as yes if the student is pregnant or a parent currently.
16. The student's status from the previous year will roll over. They may need a status updated.

Select the status below for the student.

- Participant: The term "CTE participant" means an individual who completes not less than one course (equivalent to a student who has earned one, but less than two secondary level credits) in a single career and technical education pathway.
- Concentrator: The term "CTE concentrator" means (A) at the secondary school level, a student who has completed at least two (2) courses (equivalent to two (2) or more secondary level credits) in a single career and technical education pathway. Concentrator who Exited: A student who has met the criteria to be considered a concentrator AND has graduated secondary education with their cohort class.
- Concentrator who Exited for Other Reasons: A student who has met the criteria to be considered a concentrator who exited but will not graduate with their cohort class. The reasons for this include but are not limited to the student: transferring out of district, dropping out of high school, or passing away.
- COMPLETER: A student who has completed a minimum of three (3) secondary level credits in a single CTE pathway, with at least two (2) of those credits being a combination of technical and application-level courses. A Completer must also earn or complete at least one or more of the following: Earn an end of pathway assessment/certification for completer status (industry-recognized certification or a passing score on a third-party, end-of-pathway assessment); earn an Excel in CTE Qualifying Recognized Credential aligned to the Pathway; earn nine (9) + college hours leading to completion of a certificate or post-secondary program aligned to the Pathway's Program of Study; and/or complete a high-quality work-based learning career preparation experience, Kansas Work-Based Learning Continuum, in the Pathway defined in Kansas Work-Based Learning: Personalized Learning Plan Guidance Document (ksde.gov).

17. When selecting "concentrator who exited", please indicate the competency percentage achieved or pass/fail for the 3rd party assessment.
18. When selecting "concentrator who exited for other reasons", list the reason in the box.
19. If there are not any concentrators in a pathway, fill out the "No assigned concentrator's comment section."
20. When adding the selection of "completer" in addition to concentrator, choose the reason in the drop-down box.
21. Report the status for all students who qualify in only one pathway per federal law. Click "Submit."

Please submit often if you have a long list of students.

22. Repeat for all approved pathways in the district.

(Optional) Upload Assign/Update File

Any data uploaded in Pathways on the Assign Students Screen must contain proper linking information and can be in the format of Comma-Separated Values (.csv) only. All columns must have a number or space entered. The required length of the CSV file equals 13. The file has 13 indicators, and you must have commas separating them.

1. Click on Browse at the bottom of the Update Students page.
2. Upload the CSV File and click on "Open" in the "Choose File to Upload" screen.

Check data on Update Student screen, if needed.

Position	Field	Format	Required/Optional	Validation
1	State Student Identifier	Integer, 10 digits	Required	Must be 10 digits verified against the same students listed on the Assign Students screen

2	Pathway Student Status	Integer, 1 digit	Required	1 = Participant 2 = Concentrator 3 = Concentrator who exited 4 = Concentrator who exited for other reasons Must be 1, 2, 3, or 4
3	Single Parent Status	Integer, 1 digit	Required	0 = Not a single parent 1 = Single Parent
4	Competency Percent (For Status 3 Only)	Integer, 3 digits	Required	May be an integer from 0-100
5	Reason for Concentrators That Exited for Other Reasons	Alphanumeric 1000 Characters	Optional	Any text, but may not contain commas due to the comma delimited format
6	CIP Code	11.1111	Optional	Must follow the format example of two digits, a period, then four digits. If the format is correct, the data is not saved, but no error returned. If the value matches an existing CIP Code, a name will be displayed.
7	Career Goal 1	Alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
8	Career Goal 2	Alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
9	Career Goal 3	Alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
10	Career Goal 4	Alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
11	Career Goal 5	Alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
12	Pathway Completer Status	Integer, 1 digit	Optional; however, if Pathway Student Status is 1 = Participant or 2 = Concentrator, Pathway Completer Status cannot be marked. ——————— If Pathway Student Status is 3 = Concentrator who exited or 4 = Concentrator who exited for other reasons Completer Status can be marked.	0= Not a Completer 1= Completer

13	Reason for Completer Status	Integer, 1 digit	Required if Completer Status is marked true.	1 = Earn an end of pathway assessment/certification for completer status (industry-recognized certification or a passing score on a third-party, end-of-pathway assessment) 2 = Earn an Excel in CTE Qualifying Recognized Credential aligned to the Pathway 3 = Earn nine (9) + college hours leading to completion of a certificate or post-secondary program aligned to the Pathway's Program of Study 4 = Complete a high-quality work-based learning career preparation experience Must be 1, 2, 3, or 4

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