CareerTech Information Management System (CTIMS)

K-12 Follow-Up Guidebook

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CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

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Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you.

If you have forgotten your password, click the Forgot your password? link to reset. For helpful tips, see the CTIMS Helpful Hints section of this document.

- **IMPORTANT:** Please log into CTIMS using Mozilla Firefox, Google Chrome, or Microsoft Edge. Internet Explorer is currently not compatible with CTIMS.

CTIMS Customer Support Contact
Rebecca Thacker
Phone: 405-743-5134
CTIMSSupport@careertech.ok.gov
Logging into CTIMS

Sign in using your school email and CTIMS password at
https://ctims.okcareertech.org/CTBDSWeb

Or,

Go to http://www.okcareertech.org/ and select the CTIMS tab.
On the IMD website, select the green CTIMS Login button.

CTIMS (CareerTech Information Management System)

CTIMS Login and Assistance

- Click here to login to CTIMS:

- Microsoft Edge®, Mozilla Firefox®, or Google Chrome® are currently the only browsers compatible with CTIMS.

- Setting up your CTIMS Account

- For help with CTIMS, contact the Information Management Division via email: CTIMSSupport@careertech.ok.gov

- Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00
Submitting Follow-Up

**Accessing Student Information**

- Verify that you are using the role of **Comprehensive School Teacher**. If not, use the drop-down arrow to select the appropriate role.
- Click the arrow ▶ next to **Follow-Up** on left navigation.

• **Select Comprehensive Follow-Up Collection.**

• On the **Comprehensive School Follow-Up Collection** screen, confirm the **Enrollment Calendar Year** (this should be last year, as you will be entering data for the students you had last year) and the **Current Calendar Year**.

• Select the **Organization** by typing in the first three letters of your school name and selecting your school from the drop-down menu.

• The **Submitter Name** and **PID** should automatically populate. Click **Load Data** to load your student list.
• A list of your 12th grade students from last year will populate in the space below. To choose a student, click on the row with the student’s information to highlight.
• Click Select & Continue. This screen displays the student’s details. Under the Comprehensive School Student Follow-Up Report heading, you will not need to update or change any information.

Under the Student Information section:
• Most of the student’s information will populate. Add the student’s Email Address, if it is not populated.

IMPORTANT: Collecting the student’s email is important. It will be used for verification for a new system where students can access their certifications after completion for employers and potential employers.
If a Student is Deceased

Under the Follow-Up Information Section:

- The “Is Student Deceased?” question is mandatory, but it is defaulted to **No**. Change to **Yes** if the student is deceased. Changing to a Yes, will lock the additional Follow-Up Information questions.

- Even if the student is deceased, you must also answer the question, “Did the student take a certification test?” by selecting **Yes** or **No** from the drop-down menu.

- If they have not completed any certification tests, choose **No**, then click the **Save** button and you are finished with this student.

- If they did complete certification tests, choose **Yes**, then follow the **instructions** for adding certifications.
• Click **Return to Student List** to select another student or go to the first, previous, next, or last student from the navigation at the top and bottom of the screen.

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**Students Who Did Not Take a Certification Test or Work Based Learning**

Under the Follow-Up Information Section:

- Leave the question, *Is Student Deceased?* as **No**.
- Select from the drop-down menu an **Education Status** (See Appendix A for a listing of Education and Employment Status options).
- Select from the drop-down menu an **Employment Status** (See Appendix A).
- Answer the question, *If employed civilian, is the Job related to the coursework in which they were enrolled?* by selecting **Yes** or **No** from the drop-down menu.
- Answer the question, *Is this student self-employed?*, by selecting **Yes** or **No** from the drop-down menu.
- Answer the question, “**Has the student take any certification test?**” by selecting **Yes** or **No** from the drop-down menu. If the answer to this question is **No**, you are finished with this student. Click on the **Save** button.
- Click **No** on the **Work Based Learning** drop-down.
- You can navigate to the next student by clicking on **Return to Student List**, or selecting **Next Student**.
Students Who Have Taken a Certification Test

Under the Follow-Up Information Section:

- Leave the question, Is Student Deceased? as No.
- Select from the drop-down menu an Education Status (See Appendix A for a listing of Education and Employment Status options).
- Select from the drop-down menu an Employment Status (See Appendix A).
- Answer the question, If employed civilian, is the Job related to the coursework in which they were enrolled? by selecting Yes or No from the drop-down menu.
- Answer the question, Is this student self-employed? by selecting Yes or No from the drop-down menu.

Under the Certification Information section:

- If a student has taken a certification test, you will answer Yes on the certification test question.

Click the Add Certification button.
- Select the certification by clicking in the field under the Certification column. Type the first three letters or numbers of the certification test, the list will self-populate, choose the certification from the drop-down menu.
NOTE: Certifications are auto-populated from the Approved Assessment List. If your certification is not available, please refer to the Approved Assessment List on our website: Testing — CareerTech (CT) - okcareertech.org

- Select the Cluster from the drop-down menu by clicking in the field under the Cluster column.
- Mark the certification test the student took as **Test Passed**, **Test Not Passed**, or **Test Not Taken**.

- After you have added all certifications, then click **Yes** in **Work Based Learning** drop-down menu.
- Then click **Next Student** and complete the process for each student. **IMPORTANT:** Make sure you **Save** each student’s information before navigating to another student.
- You can navigate to the next student by clicking on **Next Student**.
When you have completed all of your students certifications, click **Save & Go to WBL** (Work Based Learning).

**Work Based Learning**

1. Select the **Work Based Learning Category** from the dropdown menu. *Mandatory*
2. Write notes and Employer involved.
3. Number of hours in WB Learning.
4. If Work Based Learning Completed, yes or no. *Mandatory*
5. If Work Based Learning was paid, yes or no. If yes, how much per hour. *Mandatory*
6. Did it turn into fulltime employment?
7. If yes, fill out the Company’s information and any comment. When you have finished this student’s Work Based Learning, click **Save & Submit**.
8. Then click **Previous Student** to access the next student, complete Work Based Learning for each student.
A box will appear asking if you would like to update Work Based Learning on just this student or update all students.

*Note - clicking No, Update only this student! is for doing Follow-up or when you are adding information for individual students. The Yes, Update to all students! is for entering information for a class or group of students that have all had the same Work Based Learning event. (i.e. guest speaker, industry visit, field trip, etc.)

9. When you have completed all of your students click Back to Summary.

10. A screen will pop up to make sure you want to close the tab? Click OK.

11. On the Student List page, Refresh the page and the students you have completed will indicate a Yes under the Follow-Up Completion? column.
Reports

Check to make sure you have updated all of your students by going to the **Student List** page and checking the **Follow-Up Completion** column. After all student data is updated, you can run a teacher summary report.

- Click on the **View Report** link at the end of a row. (These are not individual reports for each student, so all links go to the same teacher report).
- You can also export your records to an excel file by clicking on the save icon on the tan bar above the report and choosing Excel from the list. Save the Excel file to your computer or print.

**NOTE:** Because you are saving after each student, you do not have to do an additional submit step. When you complete information for all of your students, you are finished.
Appendix A

Education and Employment Status

Job Details

Educational Status:
- Not attending school
- Attending high school or technology center as a secondary student
- Attending a technology center as an adult student
- Attending a private school as an adult student
- Attending a public collegiate school as an adult student
- Educational status is unknown.

Employment Status:
- Employed full-time civilian (at least 35 hr/week)
- Employed part-time civilian (less than 35 hr/week)
- Employed full-time military
- Unemployed but actively seeking employment
- Not in the labor force and not seeking employment
- Employment status is unknown.

Job Details:
For students that are employed, provide the following information:

If employed civilian, is the job related to the coursework in which they were enrolled? -- Indicate if the student’s current job is related to one or more programs completed last school year. Select Yes or No from the drop-down menu.

Is this student self-employed? – Select Yes or No from the drop-down menu.

Job Title – list the student’s current job title.
Job Duties – provide a brief description of the student’s job duties.
**Tips & Tricks**

- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all of the information on a screen, go to the right or bottom of the screen and use the scroll bar to navigate over to view additional columns and rows.
- You can flip between screens or tabs in CTIMS. Click on any open tab at the top of your screen to toggle between them.

- Many sections in CTIMS can be expanded in order to view more detailed information by clicking on the + (plus) sign or an arrow next to the section or line (row).
- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- Do not use the Print icon to print documentation. Use the save icon to download a pdf or Excel file, then you can save it to your computer or print the document.
- You can only have 10 tabs open at one time. To close tabs, click on the X on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.