

# Skills Center Student Information System Guidebook



**OKLAHOMA**  
**CareerTech**

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**IMD**

Information Management Division

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## Table of Contents

Skills Center Student Information System .....	2
CTIMS Support.....	3
Help and Troubleshooting .....	4
Logging in to the Skills Center Student Information System .....	5
Creating a Potential Student .....	7
<b>View or Find a Potential Student</b> .....	10
Placing a student on waiting list .....	11
<b>Uploading Documents</b> .....	13
Enrolling a student in a class .....	14
Updating Student Information .....	16
Adding / Updating Student Daily Hours.....	18
Checking Student Monthly Hours.....	20
Life Success Plan.....	21
Move Student from Short Term to Long Term Program .....	22
Dropping a Student from the Course .....	24
Completing the Exit plan/Interview.....	27
Graduating a Student .....	31
Manage Post Release – Employment .....	34
Manage Post Release – Follow-up.....	35

## Skills Center Student Information System

Welcome to the Oklahoma Department of Career and Technology Education's Skills Center Student Information System. This system was designed to assist you in keeping track of your students from their initial assessment through their post-release into the community. The sections in this guidebook will take you from start to finish on how to handle a student's record.

It is crucial that you enter accurate student information to follow the Oklahoma Department of CareerTech rules regarding the Student Accounting System. Implementation of submitting accurate data, guarantees consistency and integrity of our student data system. It also allows all data to withstand audit scrutiny.

## CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at [CTIMSSupport@careertech.ok.gov](mailto: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](mailto:CTIMSSupport@careertech.ok.gov). Send a message describing your problem. Include your skills center name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

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.

### **CTIMS Customer Support Contact**

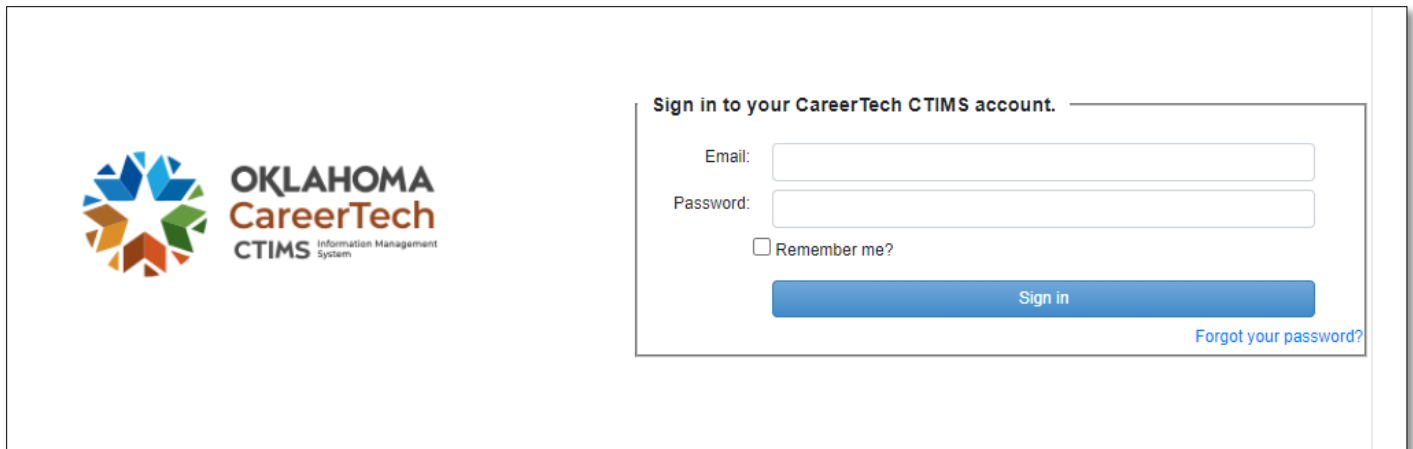
Rebecca Saxon

Office: (405) 743-5134

Email: [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)

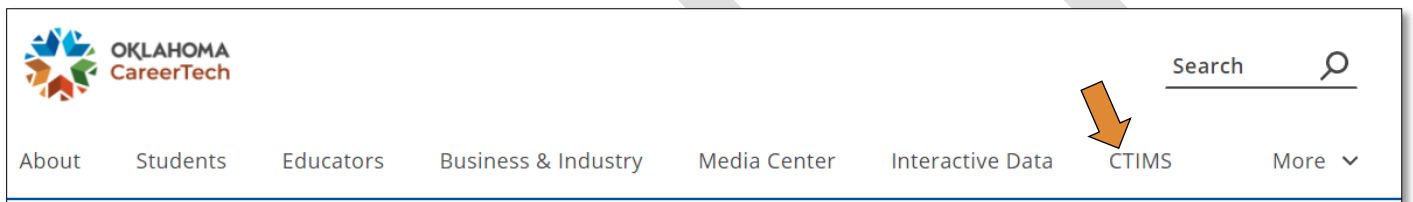
## Logging in to the Skills Center Student Information System

Sign in using your work email and CTIMS password at [CTIMS \(CareerTech Information Management System\) \(oklahoma.gov\)](https://ctims.oklahoma.gov).

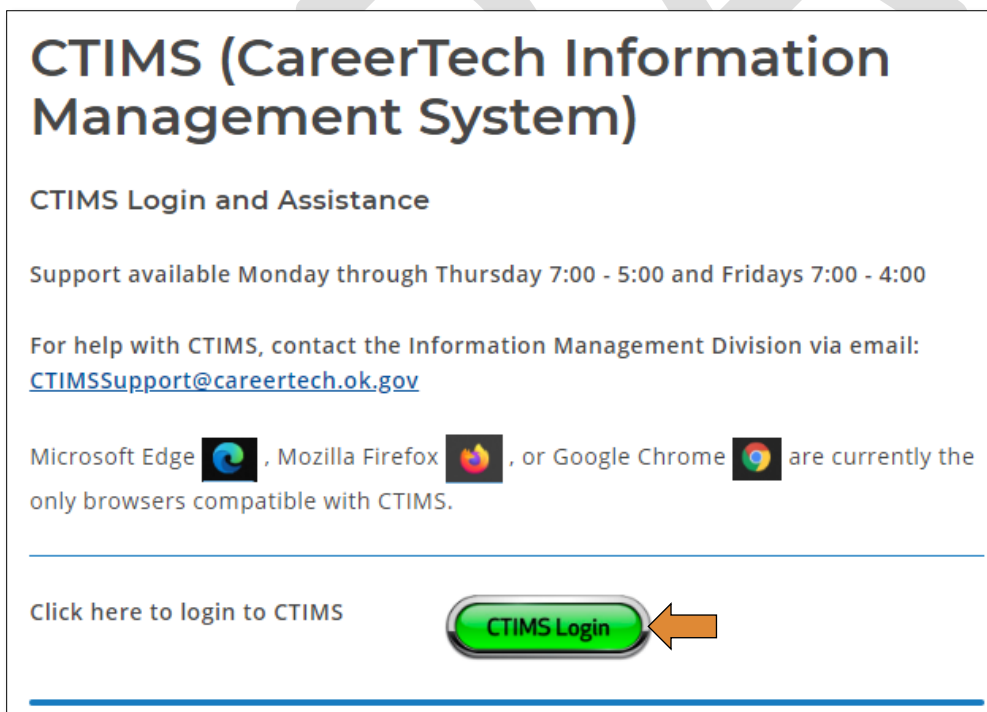


The screenshot shows the login interface for the CareerTech CTIMS account. On the left is the Oklahoma CareerTech CTIMS logo. On the right, there is a sign-in box with the heading "Sign in to your CareerTech CTIMS account." Inside the box, there are input fields for "Email:" and "Password:", a checkbox for "Remember me?", and a blue "Sign in" button. A link for "Forgot your password?" is located at the bottom right of the sign-in box.

Or, go to [CareerTech \(oklahoma.gov\)](https://careertech.oklahoma.gov) and click on the CTIMS tab.

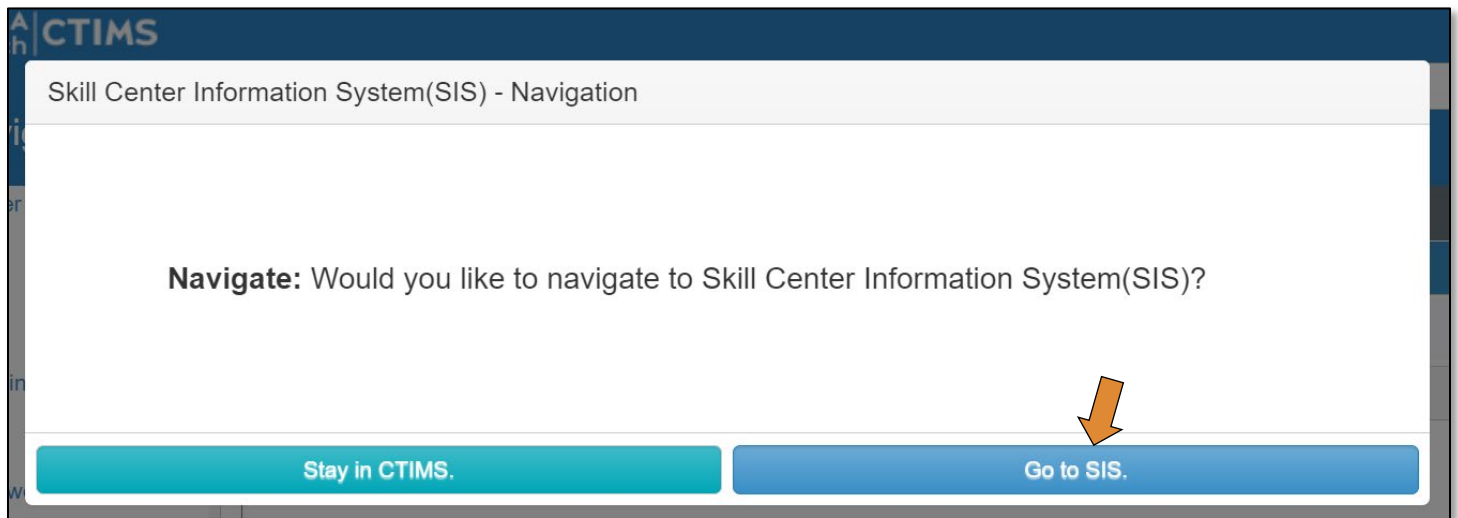


On the CTIMS website, select the green CTIMS Login button.



The screenshot shows the main content area of the CTIMS website. At the top is the heading "CTIMS (CareerTech Information Management System)". Below it is the subheading "CTIMS Login and Assistance". The text states: "Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00". It then says: "For help with CTIMS, contact the Information Management Division via email: [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)". Below this, it lists compatible browsers: "Microsoft Edge", "Mozilla Firefox", and "Google Chrome", each with its respective logo. At the bottom, there is a link "Click here to login to CTIMS" and a green "CTIMS Login" button with a 3D effect. An orange arrow points to the "CTIMS Login" button.

Once you log in, you will see a pop-up box asking if you would like to navigate to Skill Center Information System (SIS)? You will click on the 'Go to SIS.' button on the right.



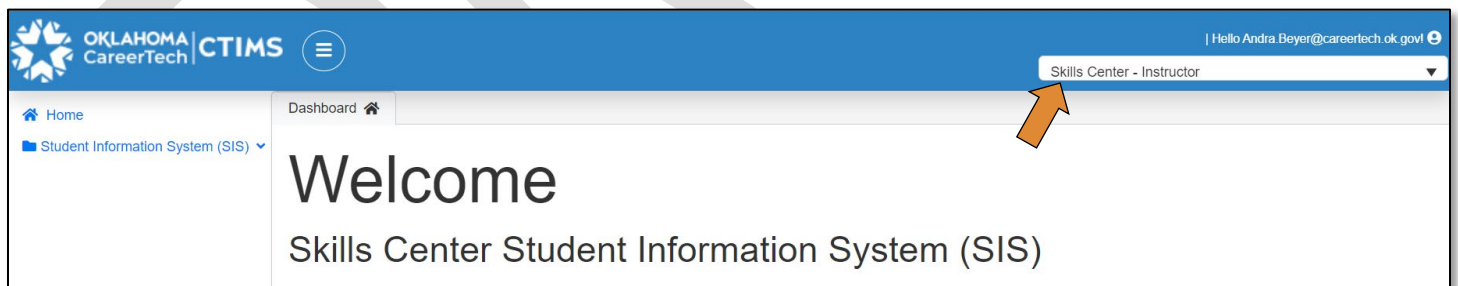
Or,

[Click to Navigate: Skills Center Information System \(SIS\).](#)



If you have more than one role in SIS make sure you have the correct role selected. Verify that you are signed in with the role of **Skills Center – Instructor** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **Skills Center – Instructor**, contact [CTIMSSupport@careertech.ok.gov](mailto:CTIMSSupport@careertech.ok.gov)



## Creating a Potential Student

*Potential Students* are students who meet the criteria for placement into a skills center class or who have expressed an interest in participating in the class. Entering a student as a potential student will not enroll them into the class or place them on the waiting list. It only puts the student's information into the system.

- Click on the down arrow next to (SIS) v
- **Student New Registration** link on the left side menu.

Home | Dashboard | New Student Registration

Student Information System (SIS) v

New Student Registration

Manage Potential Students

Manage Waiting List

Manage Program Enrollments

Life Success Plan

Manage Graduated Students

Manage Dropped Programs

Manage Post Release - Follow-up

Attendance: Daily Hours

Attendance: Monthly Hours

Calendar Year\* 2022-2023

Organization Type\* Skill Centers

Element Type\* Skills Center Fulltime

Organization Name\*

DOC # \*

First Name \*

Middle Name

Last Name \*

Suffix Select

Date of Birth\* [Calendar Icon]

Gender\* Select

Marital Status\* Select

Student Email name@example.com

- Some information will auto-populate.
- **Organization Name**, select your facility by typing in the first 3 characters and select it.

New Student Registration

Calendar Year\* 2022-2023

Organization Type\* Skill Centers

Element Type\* Skills Center Fulltime

Organization Name\*

DOC # \*

First Name \*

Middle Name

Last Name \*

Suffix

Date of Birth\* [Calendar Icon]

Gender\* Select

Marital Status\* Select

Student Email

Student Testing Number (STN)

Social Security Number (SSN)

Last 4 SSN

Registration Date\* 05-24-2023 13:37:45 [Calendar Icon] [Clock Icon]

Status\* ACTIVE [Toggle]

Program Enroll Status\* YES [Toggle]

Alva Skills Center

Ardmore Skills Center

Boley Skills Center

Butler Skills Center

Eddie Warrior Skills Center

Elk City Skills Center

Enid Skills Center



- Fill out the student information in the form. Categories with a red asterisk\* are required categories.
- If the student has already been entered into the system, a window will pop-up stating what facility that student is already registered to.

New Student Registration

Calendar Year\*

2022-2023

Organization Type\*

Skill Centers

Element Type\*

Skills Center Fulltime

Organization Name\*

DOC # \*

First Name \*

Middle Name

Last Name \*

Suffix

Select

Date of Birth\*

Gender\*

Select

Marital Status\*

Select

Student Email

name@example.com

Student Testing Number (STN)

Social Security Number (SSN)

Last 4 SSN

Registration Date\*

Status\*

ACTIVE

Program Enroll Status\*

YES

- **Other Information**, select those categories that apply to the student. If you do not know, leave them blank.
  - If the student has a disability, choose the *type of disability* they have.
  - You can start typing in the *select search bar* to narrow down your search.

Other Information

☐ Out Of Work
 ☐ Single Parent
 ☐ Limited English
 ☐ Academically Disadvantaged
 ☐ Economically Disadvantaged
 ☐ Migrant
 ☐ Homeless Individuals
 ☐ Individuals in Foster Care
 ☐ Military
 ☐ Disability

Disability Type

Select

- **Race\***, select the race of the student. You can choose multiple races.
  - If American Indian is chosen, you will need to choose the student's tribe under the Native American Affiliation Tribes drop-down menu. There will be a five-digit code before each of the tribal name. Oklahoma tribes will start with "OK" followed by 3 numbers.
  - You can start typing in the *select search bar* to narrow down your search.
- Click **Save Changes**.
  - The student is now in the system as a potential student.

**Race\***

☐ American Indian
 ☐ Asian
 ☐ Black
 ☐ Hispanic
 ☐ Native Hawaiian or Pacific Islander
 ☐ White
 ☐ Unknown

Native American Affiliation Tribes

Select

Save Changes Cancel Changes

- You will be directed to a page that has multiple sections to enter additional student information, for example: •Upload the Ability to Benefit, •IHAP, or •upload other documents. Each category below (i.e., Student: Address and Contacts, Student: Education, etc.) can be expanded by clicking on the down arrow.
- Once you have entered information, always click **Save Changes** before going to the next page.
- Close the tab at the top by clicking on the **x** when you are finished entering all information.

Dashboard Student New Registration x

Student Name: - DOC#: 123456, Facility: Skills Center.

Organization Information -

Calendar Year\*

Organization Name\* Skill Centers

Element Type\* Skills Center Career Majors

Organization Name\* Skills Center

Student : Basic Information - New / Edit -

Student : Address and Contacts -

Student : Education -

Student : Health and Medical -

Student : Work Keys -

Student : Assessment -

Student : Pre-release Contact -

Employment History -

Manage Comments -

## View or Find a Potential Student

- Click on **Manage Potential Students** in the panel on the left.

\*Some sections will auto-populate.

- Organization Name\***, start typing the first 3 letters of your facility, select your facility.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.

Home | Dashboard | Manage Potential Students

**Manage Student Information**

☐ All / Calendar Year \* Select Calendar

Organization Type\* Skill Centers

☐ All / Element Type \* Skills Center Fulltime

☐ All / Organization Name \*

Search Option ALL

Search By

**Search**

☒ Export to Excel Search...

Drag a column header and drop it here to group by that column

- Find the student by filtering any column, by clicking on the black funnel.
- On the left side of their row, you will see **New Enroll** or **Manage** in blue. Click on that link to bring up the student's information page.

	Manage Student	Calendar Y...	DOC #	Organization Name	Short Name
▶	<a href="#">New Enroll</a>	2223	10142022	Granite Skills Center	Granite SC
▶	<a href="#">Manage</a>	2223	6544646	Granite Skills Center	Granite SC
▶	<a href="#">New Enroll</a>	2223	3423	Granite Skills Center	Granite SC

## Placing a student on waiting list

Once the student is listed as a potential student, you can now place that student on the waiting list for your class, if they are at your facility. It doesn't matter who places the student in the system as a potential student, all instructors will have access to the potential student list.

- Click on **Manage Waiting List** on the left menu.

\*Some sections will auto-populate like All / Calendar Year, All / Organization Name & All / Element Type.

- Organization Name\***, start typing the first 3 letters of your facility, select your facility.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.

Home | Dashboard | Manage Waiting List

Student Information System (SIS) ▾

- New Student Registration
- Manage Potential Students
- Manage Waiting List**
- Manage Program Enrollments
- Life Success Plan
- Manage Graduated Students
- Manage Dropped Programs
- Manage Post Release - Follow-up
- Attendance: Daily Hours
- Attendance: Monthly Hours

### Manage Student Information

☐ All / Calendar Year \* Select Calendar

Organization Type\* Skill Centers ▾

☐ All / Element Type \* Skills Center Fulltime ▾

☐ All / Organization Name \*

Search Option ALL ▾

Search By

**Search**

☒ Export to Excel Search...

Drag a column header and drop it here to group by that column

- Find the student by filtering any column, by clicking on the black funnel.
- On the left side of their row, you will see **New Enroll** in blue. Click on that link to bring up the student's information page.

☒ Export to Excel Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name	First Name
<a href="#">New Enroll</a>	2223	123456	Alva Skills Center	Alva SC	Andra

- Click on **Student: New/Edit Enroll Program(s) – Request**.

Dashboard Place on Waiting List -65465456

Student Name: - DOC#: , Facility: Skills Center.

- ✓ Organization Information -
- ✓ Student : Basic Information – New / Edit -
- ✓ Student : New/Edit Enroll Program(s) - Request -
- ✓ Student : Address and Contacts -
- ✓ Student : Education -
- ✓ Student : Health and Medical -
- ✓ Student : Work Keys -
- ✓ Student : Assessment -
- ✓ Student : Pre-release Contact -
- ✓ Employment History -
- ^ Manage Comments -

\*Some sections will auto-populate.

- If you need to change the **Allocated Facility Name**, choose the facility by clicking the down arrow and clicking on the facility name.
- Under **Program Type**, choose whatever options applies to this student.
- Under **Full-Time / Short Term Program**, choose the program that applies to this student.
- Ensure the correct Instructor is chosen under **PID (Instructor)**.
- Under **This Program Request is the Latest (Current)?**, select *Yes*.
- Under **Program Requested Date**, put the date that the student is being placed on the waiting list.
- Under **Program Enroll Status**, choose *Place on Waiting List*.
  - If you are not placing the student on a waiting list, but are enrolling them directly into the program, you can choose *Enrolled in Program*. This will open the grayed-out boxes below.
    - See the section on enrolling the student for more information on completing those.
- If the student has participated in a CareerTech skills center program within the past 5 years, you will need approval from the Superintendent for the student to be enrolled. Please select *Yes* if you have received the approval email from the superintendent.
  - Upload a copy of this email in the [attachments](#) section.
- Click **Save Changes**. The student has now been placed on the waiting list.



## Enrolling a student in a class

Once the student's time is up on the waiting list, you can enroll the student into the class.

- Click on **Manage Program Enrollments** on the left menu

\*Some sections will auto-populate like All / Calendar Year, All / Organization Name & All / Element Type.

- Organization Name\***, start typing the first 3 letters of your facility, select your facility.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.

Home | Dashboard | Manage Program Enrollments

Student Information System (SIS) ▾

- New Student Registration
- Manage Potential Students
- Manage Waiting List
- Manage Program Enrollments**
- Life Success Plan
- Manage Graduated Students
- Manage Dropped Programs
- Manage Post Release - Follow-up
- Attendance: Daily Hours
- Attendance: Monthly Hours

### Manage Student Information

☐ All / Calendar Year \*

Organization Type\*

☐ All / Element Type \*

☐ All / Organization Name \*

Search Option

Search By

☒ Export to Excel Search...

Drag a column header and drop it here to group by that column

- Find the student by filtering any column, by clicking on the black funnel.
- On the left side of their row, you will see **Manage** in blue. Click on that link to bring up the student's information page.

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name	First Name
<a href="#">Manage</a>	2223	365478	Alva Skills Center	Alva SC	

- Change **Program Enroll Status** to *Enrolled in Program*. This will open the gray boxes below for editing.
- Change **Program Start Date** to the date the student will start the program.
- Add any other information to this section you may have, such as Student Projected Release/Discharge Date, comments, or upload a document.
- Click on **Save Changes**.
  - The student is now enrolled in the program.
- Put in any comments or open another section below (i.e., Student: Address and Contact, Student: Education, Student: Health and Medical, etc.) to add more information if you choose to do so.

- When finished, always click on **Save Changes** before navigating to a different page.

Student Name: \_\_\_\_\_ - DOC#: \_\_\_\_\_ , Facility: Alva Skills Center.

Organization Information -

Student : Basic Information – New / Edit -

Student : New/Edit Enroll Program(s) - Request -

Program Request Numbers

Program Request Number\*

Calendar Year\*

Allocated Facility Name\*

DOC #\*

Student Name\*

Date of Birth

Program Type\*

Full-Time / Short Term Program\*

PID (Instructor)\*

This Program Request is Latest(Current)? ☒ Yes ☐ No

Program Requested Date\*

**Program Enroll Status\***

Needs Approval from Superintendent, Do you have Approval Email? ☐ Yes ☒ No

Program Completion Status

**Program Start Date**

Program Graduation Date

Last Suspension Begins Date

Last Suspension End Date

Student projected release/discharge Date

Last Date Student Attended Date

Last Date Student Attended Date Hours

Drop Code Select

Browse Select files...

Attachment Note

☒ Active/Inactive Status ☐ Cancel changes

Attachment Status	File Name	Attachment Note	Uploaded By	Uploaded Date	Updated By	Updated Date	Action
Add Comments							
Format B I U ↶ ↷ ☰ ☱ ☲ 🔍 🗑️ ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ 🔗 🔁 🖼️ 📊							

+ Enroll in New Program Save Changes Cancel Changes



## Updating Student Information

As the instructor, you can edit student information as needed.

- Click on **Manage Program Enrollments** on the left menu

\*Some sections will auto-populate like All / Calendar Year, All / Organization Name & All / Element Type.

- Organization Name\***, start typing the first 3 letters of your facility, select your facility.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.

Home | Dashboard | Manage Program Enrollments

Student Information System (SIS)

- New Student Registration
- Manage Potential Students
- Manage Waiting List
- Manage Program Enrollments**
- Life Success Plan
- Manage Graduated Students
- Manage Dropped Programs
- Manage Post Release - Follow-up
- Attendance: Daily Hours
- Attendance: Monthly Hours

**Manage Student Information**

☐ All / Calendar Year \* Select Calendar

Organization Type \* Skill Centers

☐ All / Element Type \* Skills Center Fulltime

☐ All / Organization Name \*

Search Option ALL

Search By

Search

Export to Excel Search...

Drag a column header and drop it here to group by that column















- Find the student by filtering any column, by clicking on the black funnel.
- On the left side of their row, you will see **Manage** in blue. Click on that link to bring up the student's information page.

Export to Excel Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name	First Name
Manage	2223	365478	Alva Skills Center	Alva SC	

- Choose the section that you need to update (i.e., Student: Address and Contacts, Student: Education, Student: Health and Medical, etc.).
- When finished, always click on **Save Changes** before navigating to a different tab.

Student Name:		- DOC#: 365478, Facility:	Skills Center.
▼	Organization Information -		
▼	Student : Basic Information – New / Edit -		
▼	Student : New/Edit Enroll Program(s) - Request -		
▼	Student : Address and Contacts -		
▼	Student : Education -		
▼	Student : Health and Medical -		
▼	Student : Work Keys -		
▼	Student : Assessment -		
▼	Student : Life Success Plan -		
▼	Student : Pre-release Contact -		
▼	Student : Manage Relocation -		
▼	Employment History -		
▼	Manage Comments -		
▲	Student Hours -		

## Adding / Updating Student Daily Hours

Student hours can be updated as a group to save time. For the sake of record keeping, student hours should be entered each day they attend. This can be done daily, weekly, or monthly. The SIS is designed to make this task more efficient.

\*Some sections will auto-populate.

- Click on **Attendance: Daily Hours** on the left menu.
- **Organization Name\***, make sure your facility/skills center is selected.
- Choose the **Program Type**, **Program Name**, and **Instructor Name**.
- Choose the **Attendance Collection Date\***.
  - This is the date of the day you are entering the hours for, you cannot enter future dates, but you can go back and enter past dates.
- Click **Search Students**.
  - This will bring up a list of students who were participating in your class on that date.
- Put the number of hours the students were in the class in **Daily Hours\***.
  - For example, if your students normally attend 6 hours a day, put 6 in the Daily Hours box.

Home | Dashboard | Attendance: Daily Hours

Student Information System (SIS) ▾

- New Student Registration
- Manage Potential Students
- Manage Waiting List
- Manage Program Enrollments
- Life Success Plan
- Manage Graduated Students
- Manage Dropped Programs
- Manage Post Release - Follow-up
- Attendance: Daily Hours**
- Attendance: Monthly Hours

### Manage Skill Center Student Hours - Filters

Organization Type\* Skill Centers ▾

Element Type\* Skills Center Fulltime ▾

Organization Name\* Alva Skills Center ▾

School Calendar Year\* 2023-2024 ▾

Program Type\* Select ▾

Program Name\* Select ▾

Instructor Name\* Select ▾

☐ Search between Attendance Collection Dates

Attendance Collection Date\*

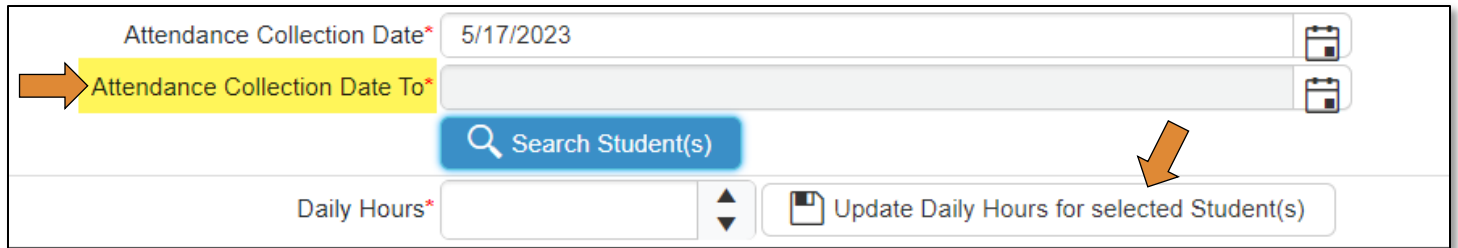
Attendance Collection Date To\*

Daily Hours\*

- Click on the checkboxes next to the line with each student who was there for that amount of time. If you click the checkbox on the top blue line, it will *select all* the students. Make sure any students that had a different number of hours are unchecked. If the student was absent, then under the **Attendance** column, change the selection from *Present* to *Absent*.
- Click **Save changes**.

	Attendance...	DOC #	Student Name	Student Status	Program Start ...	Month	Attn. Entry On	Daily Hours
<input checked="" type="checkbox"/>	Present	3258410	Stephen Doug	Enrolled in Program	09-05-2022 00:00:00	December	12-01-2022 00:00:00	0.00

- Click **Update Daily Hours** for selected Students.



Attendance Collection Date\* 5/17/2023

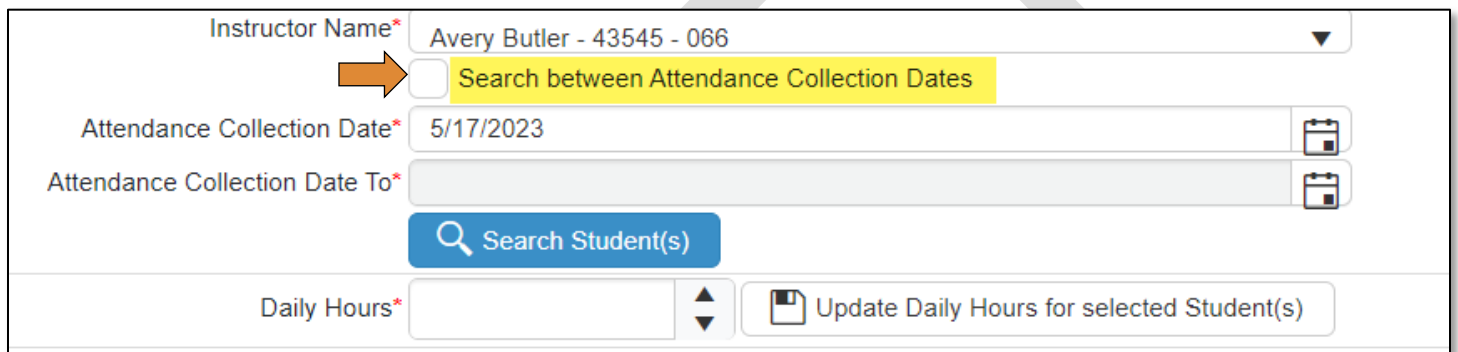
Attendance Collection Date To\*

Search Student(s)

Daily Hours\*

Update Daily Hours for selected Student(s)

- Repeat Steps 6 through 8 until all students' hours are entered for that day. If you need to do another day, change the date on **Attendance Collection Date**.
- If you want to enter records a week or more at a time, click the checkbox beside Search Between Attendance Collection Dates. This will pull up the records for the students for each date. You can then do steps 6-8 above to save hours to those records.



Instructor Name\* Avery Butler - 43545 - 066

Search between Attendance Collection Dates

Attendance Collection Date\* 5/17/2023

Attendance Collection Date To\*

Search Student(s)

Daily Hours\*

Update Daily Hours for selected Student(s)

## Checking Student Monthly Hours

Hours can be checked by month or by year to get a total of how many hours a student has completed. It uses the daily hours you entered into the system, to calculate the totals.

- Click on **Student Monthly Attendance Hours** on the left side menu.
- **Organization Name\***, make sure your facility/skills center is selected.
- Choose the **Instructor PID**, **Program Type** and **Program Name**.
- **Student Project Start Date from Month\***, Choose a start month and an end month (**To Month\***).
- Click **Load Students**.
- This will bring up a list of students who were participating in your class on that date. Select the appropriate calendar year in **Attendance Collection School Calendar Year**.

Manage Skill Center Student Monthly Hours - Filters

Career Tech. Current School Calendar Year\* 2022-2023

Organization Name\* Skill Centers

Element Type\* Skills Center Fulltime

Organization Name\* Alva Skills Center

Instructor PID\* - 89121 - 066 (Active)

Program Type\* Short-term Program

Program Name\* Career Readiness - CR0000001

Student Project Start Date From Month\* January-2022

To Month\* December-2022

Attendance Collection School Calendar Year\* 2022-2023

Load Students

Note:

Save changes Cancel changes Export to PDF Update selected Student(s) hrs. from the Sum of Daily Attendance View Filters block

	DOC #	Student Name	Student Status	Program Start ...	Attn. Year	2022 - July	2022 - August	2022 - September	2022 - October
<input type="checkbox"/>	446193	James	Enrolled in Program	10-17-2022 00:00:00	2022-2023	0.00	0.00	0.00	0.00
<input type="checkbox"/>	204508	Joey	Enrolled in Program	10-17-2022 00:00:00	2022-2023	0.00	0.00	0.00	0.00

- The report will initially pull up with all 0's in the months. Select the students you want to update their monthly hours by clicking the checkbox on their line and clicking on **Update selected Student(s) hrs from the Sum of Daily Attendance**.
- Check the checkbox next to the month you want to sum the hours in. Then click **OK**.
- The hours for that student(s) are now updated for that month. If you need a paper copy of those hours, you can click on **Export to PDF** to save it to your computer.

Save changes Cancel changes Export to PDF Update selected Student(s) hrs. from the Sum of Daily Attendance View Filters block

	DOC #	Student Name	Student Status	Program Start ...	Attn. Year	2022 - July	2022 - August	2022 - September	2022 - October
<input checked="" type="checkbox"/>	446193	James	Enrolled in Program	10-17-2022 00:00:00	2022-2023	0.00	0.00	0.00	0.00
<input type="checkbox"/>	204508	Joey	Enrolled in Program	10-17-2022 00:00:00	2022-2023	0.00	0.00	0.00	0.00

## Life Success Plan

- Click on **Life Success Plan** on the left menu

\*Some sections will auto-populate.

- All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.

The screenshot shows the 'Life Success Plan' interface. On the left sidebar, 'Life Success Plan' is highlighted with an orange box and an orange arrow. The main area is titled 'Manage Student Information'. It contains several search filters: 'All / Calendar Year\*' with a 'Select Calendar' dropdown, 'Organization Type\*' with a dropdown showing 'Skill Centers', 'All / Element Type\*' with a dropdown showing 'Skills Center Fulltime', and 'All / Organization Name\*' with a text input field. Below these is a 'Search Option' dropdown set to 'ALL' and a 'Search By' text input field. An orange arrow points to the 'Search' button. At the bottom, there is an 'Export to Excel' button and a search bar. A note at the bottom says 'Drag a column header and drop it here to group by that column'.

- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

The screenshot shows the search results table. The table has columns: 'Manage Student', 'Calendar Y...', 'DOC #', 'Organization Name', and 'Short Name'. The first row contains the following data: 'Manage' (with an orange arrow pointing to it), '2223', '700007', 'Jess Dunn Skills Center', and 'Jess Dunn SC'.

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name
<a href="#">Manage</a>	2223	700007	Jess Dunn Skills Center	Jess Dunn SC

- Fill out the form.
  - Every question must be answered either yes or no. If you choose Yes in the drop down, there must be a comment in the text box.
- Enter any comments in the comment section at the bottom.
- Click **Save Changes** (at the top or bottom of the page).

## Move Student from Short Term to Long Term Program

This is for when a student is participating in the short-term Career Readiness program and will be moving onto one of the long-term programs.

- Click on **Manage Program Enrollments** on the left menu

\*Some sections will auto-populate.

- All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.
- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

Home | Dashboard | Manage Program Enrollments

Student Information System (SIS)

- New Student Registration
- Manage Potential Students
- Manage Waiting List
- Manage Program Enrollments**
- Life Success Plan
- Manage Graduated Students
- Manage Dropped Programs
- Manage Post Release - Follow-up
- Attendance: Daily Hours
- Attendance: Monthly Hours

Manage Student Information

☐ All / Calendar Year\* 2022-2023

Organization Type\* Skill Centers

☐ All / Element Type\* Skills Center Fulltime

☒ All / Organization Name\*

Search Option ALL

Search By

Search

Export to Excel Search...

Drag a column header and drop it here to group by that column

M...	Registratio...	Program Y...	DOC #	Organization Name	Short Name	First Name
2022-2023	2022-2023			Jess Dunn Skills Center	Jess Dunn SC	

- Click on the **+Enroll in New Program** button.
  - After clicking this button, you will see 'New request' in the **Program Request Number** box.

Student Name: - DOC#: 405619, Facility: Jess Dunn Skills Center.

Organization Information -

Student : Basic Information - New / Edit -

Student : New/Edit Enroll Program(s) - Request -

+ Enroll in New Program Save Changes Cancel Changes

Program Request Number\* New request

Is student currently enrolled in selected program request number? ☐ Yes ☒ No

Calendar Year\* 2022-2023


Allocated Facility Name\* Jess Dunn Skills Center (Active)

DOC #\* 405619


Student Name\*

- +

Enroll in New Program



Save Changes



Cancel Changes

Program Request Number\*

New request

Is student currently enrolled in selected program request number?

☐ Yes
 ☒ No

Calendar Year\*

2022-2023

Allocated Facility Name\*

Jess Dunn Skills Center (Active)

DOC # \*

405619

Student Name \*

Date of Birth

Program Type\*

FTP - Full-time Program

Full-Time / Short Term Program\*

Construction Welding - AC0036014

PID (Instructor)\*

James Ferguson, Jr. - 45329 - 066 (Active)

Program Requested Date\*

04-11-2023 00:00:00

Program Enroll Status\*

Place on Waiting List

Do you have approval email from Superintendent?

☐ Yes
 ☒ No

Program Completion Status

Program in Progress

Program Start Date

Program Graduation Date

- Browse

Select files...

Attachment Note

✓ Active/Inactive Status

⊘ Cancel changes

Attachment Status	File Name	Attachment Note*	Uploaded By	Uploaded Date	Updated By	Updated Date	Action
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- Click **Save Changes**.
- Click **+ Enroll in New Program**.

The screenshot shows the 'Add Comments' interface. At the top is a blue header bar with the text 'Add Comments'. Below this is a toolbar with various icons for text formatting (bold, italic, underline, bullet points, numbered list, indent, outdent, link, unlink, image, table) and a 'Format' dropdown menu. The main area is a large white text input field. At the bottom, there are three blue buttons: '+ Enroll in New Program', 'Save Changes', and 'Cancel Changes'. Two orange arrows point to the '+ Enroll in New Program' and 'Save Changes' buttons.

### Dropping a Student from the Course

- Click on **Manage Drop Programs** on the left side menu.

\*Some sections will auto-populate.

- **All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.
- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

Home

Student Information System (SIS)

Student New Registration

Potential Student

Place on Waiting List

Enrolled in Program

Life Success Plan

Graduated Program

Manage Exit Plan (Release) and Interview

Manage Drop Programs

Student Daily Attendance Hours

Student Monthly Attendance Hours

Dashboard

Manage Drop Programs

Manage Student Information

All / Calendar Year\*2022-2023

All / Organization Name\*Skill Centers

All / Element Type\*Skills Center Fulltime

All / Organization Name\*

Search OptionALL

Search By

Search

Export to Excel

Search...

Drag a column header and drop it here to group by that column

	Manage Student	Calendar Y...	DOC #	Organization Name	Short Name
▶	Manage	2223	700007	Jess Dunn Skills Center	Jess Dunn SC

DRAFT

- Change **Last Student Enroll Status\*** to *Drop from Program*.
- Select the reason from the **Drop Enroll Type\*** drop-down menu.
- Ensure your name is listed as the **Interviewer\***.
- Change the **Date of Interview\*** to the date this information is being entered.
- Ensure that **Student Request Drop Transfer Date** and **Student Drop Date** contain what date the student was dropped. Make sure **Last Student Attend Date** has the date the student last attended class. And ensure **Student Attend Hours** has the hours attended on that last date.
- Enter any pertinent information into the **Add Comments** section.
- Click **Save Changes**.

Student Name:

- DOC#: 700007, Facility: Jess Dunn Skills Center.

Drop Transfer Facility -

+ New Drop Transfer Facility Request

Save Changes

Cancel Changes

DOC #

700007

Student Name

Select Existing Program Request Number(s)

Select

Select Existing Drop Request Number(s)

Select

Release Request Number \*

Calendar Year\*

2022-2023

Last Student Enroll Status\*

Drop from Program

Drop Enroll Type\*

Student Transfer to Another Facility

Interviewer\*

David Steele - 45329 - 066

Date of Interview\*

12-13-2022 00:00:00

Student Request Drop Transfer Date

Student Drop Date

Last Student Attend Date

Student Attend Hours

0.00

Last Suspension Begins Date

Last Suspension End Date

Browse

Select files...

Attachment Note

Active/Inactive Status

Cancel changes

Attachment Status

File Name

Attachment Note\*

Uploaded By

Uploaded Date

Updated By

Updated Date

Action

Add Comments



- Click the *Yes* radio button under **Release Latest Request**.
- Select the interviewer's name and date of interview.
- On **Exit Interview Type\***, choose *Release*.
  - This will open all the questions below the **Student Program Summary\*** section.
- Select the appropriate **Release or Discharge or Transfer type** and **Student Release or Transfer date**.
- Select *Yes* or *No* if the student will reside in Oklahoma after release, in the **If Within Oklahoma** drop-down menu.
- Under **Post Release City of Residence Current (if within Oklahoma) County**, select the county the student will discharge to.
- In the **City** text box, type in the city the student will be residing in after discharge.
- Under **Student Program Summary\*** section:
  - **Current Enroll Status** column to *Release*.
  - **Program Completion Status** column to *Program Completed*.
  - Enter the dates under, **Confirm Graduation Date\*** column, **Discharge Date\*** column, and **LDA\*** (*Last Date Attended*). Then put in the hours completed on the **LDA Hrs\*** column (*Last Date Attended*).
- In the section beneath **Student Program Summary\***, ensure all information is correct and/or updated, enter any necessary comments or upload documents.
- Click **Save Changes**.

Student Name: \_\_\_\_\_ - DOC#: 9696, Facility: McLeod Skills Center.

Student : Release Or Discharge or Transfer - 🏠

+ New Exit or Release or Discharge or Transfer Request
 Save Changes
Cancel Changes

DOC # 9696  
 Student Name \_\_\_\_\_  
 Calendar Year\* 2022-2023  
 Release Request Numbers Select  
 Release Request Number \* New request  
 Release Latest Request ☒ Yes ☐ No  
 Interviewer\* Select  
 Date of Interview \_\_\_\_\_  
 Exit Interview Type\* Select  
 Release or Discharge or Transfer Type \_\_\_\_\_  
 Student Release or Transfer Date\* \_\_\_\_\_  
 If within Oklahoma ? Yes  
 Post Release City of Residence Current (If within Oklahoma) County Select  
 City \_\_\_\_\_

**Student Program Summary\***

Export to Excel
 ☒ Save changes
 ☐ Cancel changes
 Search...

DOC #	Program Request Nu...	State Prog...	Organizati...	Last Stude...	Current Enroll Status	Program Completion Status*	Confirm Graduation Date*
9696	2223-03I000800-MN0070038-...	WELDING FABRI...	McLeod Skills Center	Enrolled in Program			08/29/2023 00:00:00

Cancel changes	Search						
Discharge Date*	LDA*	LDA Hrs*	Status	Program Requ...	Program Start ...	Projected Grad...	
			Active	09/05/2022 00:00:00	09/20/2022 00:00:00	08/29/2023 00:00:00	

Photo ID Issued ?	Select	▼
County	Select	▼
City		
Medical Needs?	Select	▼
If yes, describe.		
Mental Medical Needs ?	Select	▼
If yes, describe.		
Cloths Needs ?	Select	▼
If yes, describe.		
Has Student Ever Been Convicted of	Select	▼
If yes, describe.		
Convicted Type	Select	▼
Has Portfolio ?	Select	▼
If yes, describe.		
Required DUI School ?	Select	▼
If yes, describe.		
Required Alcohol School ?	Select	▼
If yes, describe.		
Social Security Card	Select	▼
If yes, describe.		
Birth Certificate	Select	▼
If yes, describe.		
CDIB & Tribal Membership Card(s)	Select	▼
If yes, describe.		
Selective Service Registration	Select	▼
If yes, describe.		

Department of Public Safety Report	Select
If yes, describe.	
HS Diploma/GED Documentation	Select
If yes, describe.	
Veteran ?	Select
If yes with General or Honorable Discharge	
Has DD214 or NGB ?	Select
If yes, describe.	
Child Support ?	Select
If yes, describe.	
If yes, has DHS been contacted	Select
If yes, describe.	
Has legal custody of any/children after release ?	Select
If yes, describe.	
If yes, Daycare Assistance needed?	Select
If yes, describe.	
Has student defaulted on student loan ?	Select
If yes, describe.	
Browse	Select files...
Attachment Note	

☒ Active/Inactive Status
 ☐ Cancel changes

Attachment Status	File Name	Attachment Note*	Uploaded By	Uploaded Date	Updated By	Updated Date	Action
Add Comments							
<div>           Format           <b>B</b> <i>I</i> <u>U</u>           ↶ ↷           ☰ ☷ ☹           🖋️ 🗑️           ☰ ☰ ☰           ☰ ☰ ☰           ☰ ☰ ☰           ☰ ☰ ☰           🔗 🔗           🖼️           📄         </div>							
<div> <input type="button" value="+ New Exit or Release or Discharge or Transfer Request"/> <input type="button" value="Save Changes"/> <input type="button" value="Cancel Changes"/> </div>							

## Graduating a Student

This is for those students who will be completing the program. For any student who will be remaining in DOC, such as those students who attended a CareerTech program to work for DOC maintenance, this will be their final step.

- Click on **Graduated Program** on the left side menu.

\*Some sections will auto-populate.

- All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.
- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

Home

Student Information System (SIS)

- Student New Registration
- Potential Student
- Place on Waiting List
- Enrolled in Program
- Life Success Plan
- Graduated Program**
- Manage Exit Plan (Release) and Interview
- Manage Drop Programs
- Student Daily Attendance Hours
- Student Monthly Attendance Hours

Dashboard

Graduated Program

### Manage Student Information

☐ All / Calendar Year\* 2022-2023

☐ All / Organization Name\* Skill Centers

☐ All / Element Type\* Skills Center Fulltime

☒ All / Organization Name\*

Search Option ALL

Search By

Search

Export to Excel Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name
<a href="#">Manage</a>	2223	700007	Jess Dunn Skills Center	Jess Dunn SC



- Change **Program Enroll Status** to *Graduated Program*
- Change **Program Completion Status** to *Program Graduated*.
- Enter correct dates on **Program Graduation Date** and **Last Date Student Attended Date**.
- Enter the hours on the **Last Date Student Attended Date Hours**.
- Enter any necessary information on comments.
- Click **Save Changes**.

Student Name: James A Bond - DOC#: 700007, Facility: Jess Dunn Skills Center.

Student : New/Edit Enroll Program(s) - Request -

+ Enroll in New Program

Save Changes

Cancel Changes

Program Request Numbers

2223-51I217800-AC0036014-700007-FTP-8F79F5CE8EF9

Program Request Number \*

2223-51I217800-AC0036014-700007-FTP-8F79F5CE8EF9

Calendar Year\*

2022-2023

Allocated Facility Name\*

Jess Dunn Skills Center (Active)

DOC # \*

700007

Student Name \*

James A Bond

Date of Birth

Program Type\*

FTP - Full-time Program

Full-Time / Short Term Program\*

Construction Welding - AC0036014

PID (Instructor)\*

55318 - 066 (Active)

This Program Request is Latest(Current)?

☒ Yes ☐ No

Program Requested Date\*

09-05-2022 00:00:00

Program Enroll Status\*

Select

Needs Approval from Superintendent, Do you have Approval Email?

☐ Yes ☒ No

Program Completion Status

Select

Program Start Date

09-12-2022 00:00:00

Program Graduation Date

09-29-2023 00:00:00

Last Suspension Begins Date

Last Suspension End Date

Student projected release/discharge Date

10-10-2023 00:00:00

Last Date Student Attended Date

Last Date Student Attended Date Hours

Drop Code

Student Transfer to Another Facility

Browse

Select files...

Attachment Note

✓ Active/Inactive Status

⊘ Cancel changes

Attachment Status	File Name	Attachment Note*	Uploaded By	Uploaded Date	Updated By	Updated Date
Active	Export (4).xlsx	Test Save	kumarendra.mishra@omes.ok.gov	09/22/2022 13:11:17		
Active	RelocationData.pdf	Test Save Attachment	kumarendra.mishra@omes.ok.gov	09/22/2022 12:27:29		
Active	TransitionDetailsData (1).xlsx		kumarendra.mishra@omes.ok.gov	09/21/2022 21:19:36		
Active	TransitionDetailsData (2).xlsx	Test Note	kumarendra.mishra@omes.ok.gov	09/21/2022 21:15:52		

Add Comments

Format

**B**

*I*

U



+ Enroll in New Program

Save Changes

⊘ Cancel Changes

## Manage Post Release – Employment

- Click on **Manage Post Release – Employment** on the left side menu.

\*Some sections will auto-populate.

- All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.
- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

Home

Student Information System (SIS)

- Student New Registration
- Potential Student
- Place on Waiting List
- Enrolled in Program
- Life Success Plan
- Graduated Program
- Manage Exit Plan (Release) and Interview
- Manage Drop Programs
- Manage Post Release - Employment**
- Manage Post Release - Follow-up
- Student Daily Attendance Hours
- Student Monthly Attendance Hours

Dashboard Manage Post Release - Employment

### Manage Student Information

☐ All / Calendar Year\* 2022-2023

☐ All / Organization Name\* Skill Centers

☐ All / Element Type\* Skills Center Fulltime

☒ All / Organization Name\*

Search Option ALL

Search By

Search

Export to Excel Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name	First Name
<a href="#">Manage</a>	2223	700007	Jess Dunn Skills Center	Jess Dunn SC	

[Enter verbiage and screenshots of this screen].

## Manage Post Release – Follow-up

- Click on **Manage Post Release – Follow-up** on the left side menu.

\*Some sections will auto-populate.

- All / Organization Name\***, start typing the first 3 letters of your facility, select your facility or select the checkbox for **All**.
- You can leave **Search Option** as All, or if you are searching for a specific student, you can search by First Name, Last Name, or DOC Number. If you choose to search by one of those options, put the name or DOC number in the Search By box.
- Click **Search**. The search results will populate in a grid below.
- Find your student in the results. Click on the **Manage** blue link to the left of the search results.

Dashboard Manage Post Release - Follow-up

### Manage Student Information

☐ All / Calendar Year\* 2022-2023

☐ All / Organization Name\* Skill Centers

☐ All / Element Type\* Skills Center Fulltime

☒ All / Organization Name\*

Search Option ALL

Search By

Search

Export to Excel Search...

Drag a column header and drop it here to group by that column

Manage Student	Calendar Y...	DOC #	Organization Name	Short Name	First Name
<a href="#">Manage</a>	2223	700007	Jess Dunn Skills Center	Jess Dunn SC	

[Enter verbiage and screenshots of this screen].