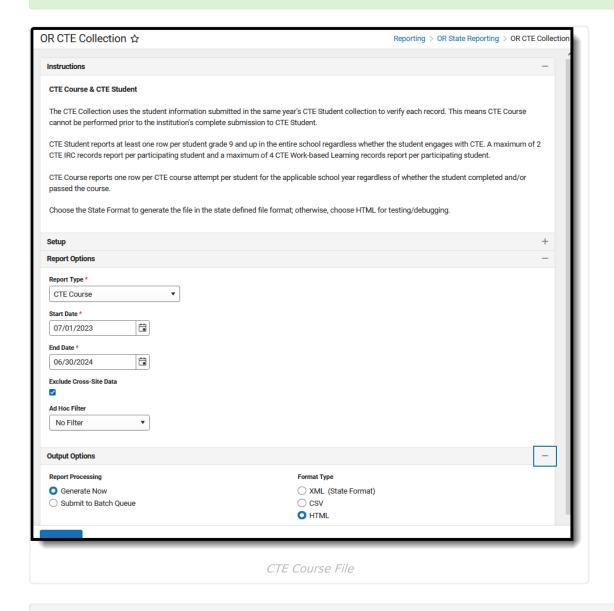# CTE Course File (Oregon)

Last Modified on 05/03/2024 9:03 am CDT

Report Logic | Report Editor | Generate the Report | Report Layout

Tool Search: OR CTE Collection

The CTE Course File reports one record per unique section per student for the applicable school year, regardless of whether the student completed and/or passed the course.

> The CTE Course File uses the student information submitted from the same year in the CTE Student File to verify each record. Therefore, the CTE Course File cannot be completed until AFTER the submission of the Student File.

CTE Course File

Read - View, select options, and generate the OR CTE Collection files.

Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see the Tool Rights article.

This report might look different from some of the other available Oregon reports. Organization-wide initiatives are being made to improve technology and accessibility.

Report Logic

When one or more grades for the CTE course are posted to the transcript, only one record reports, returning the mapped State Score based on the most recent posted grade earned. The credits attempted field reports the total credits attempted from ALL transcript records with the reporting scoreID.

When an earned grade is NOT posted to the transcript, only one record reports, returning the most recent Grading Task marked as State Reported, captured in the last active Term Mask active during the class based on the Section Schedule Placement. The Credits Attempted field reports the total credits entered on the Grading Task marked as State Reported multiplied by the Credits Earned by the number of Term Masks that are active during the class based on the Section Schedule Placement.

A student does NOT report when:

- The Calendar of Enrollment is marked as State Exclude.
- The Enrollment record is marked as State Exclude or No Show.
- The Grade Level of Enrollment is marked as State Exclude.

A student DOES report when:

- They are assigned a **Student State Identifier (ID).** (Demographics > Person Identifiers > Student State ID)
- They are **scheduled into at least one reportable section** on at least one date on or between the Start Date and End Date selected on the report editor. (Student Schedule; Section Roster > Active Students)
- They are enrolled in a grade level mapped to a **state grade level code of 09-12.** (Enrollments > General Enrollment Information > Grade)

A course reports when:

- The course is marked **Active**. (Course Information > Active)
- A **CIP Code** is assigned to the course. (Course Information > CIP COde)
- The section of the course has the **CTE Course checkbox marked**. (Course Information > CTE Course)
- The course is NOT marked as **Exclude from State Reporting**. (Course Information > Exclude from State Reporting)

A section reports when:

- The student is scheduled into the class (section) on at least one date in the reporting range. (Section Roster > Active Students)

Report Editor

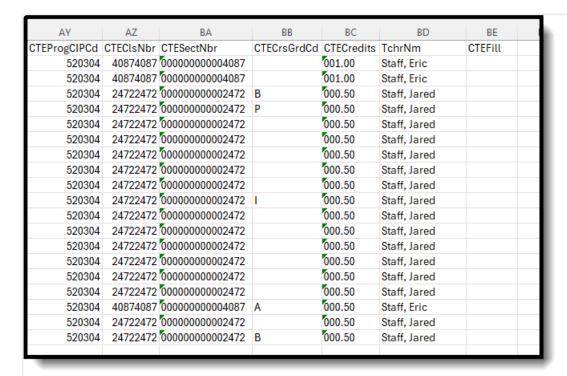| Data Element	Description
Setup	
Search Calendars	Search field to narrow the list of calendars to select. Use the Expand All/Collapse All. Place a checkbox next to the desired school and calendars.
Show Active Year Only	When set to ON, only those calendars for the current school year are available for selection. When set to OFF, all calendars from all school years are available for selection.
Report Options	
Report Type	Determines which report generates - CTE Course or CTE Student.
Start Date	The entered date reflects the start of the reporting range in which data was reported. This field defaults to July 01 of the school start year.
End Date	The entered date reflects the end of the reporting range in which data was reported. This field defaults to June 30 of the school end year.
Exclude Cross-Site Data	When marked, the report does not include information from Cross-Site Enrollment courses.
Ad hoc Filter	Select which students to include in the extract by choosing a filter that was created in the Filter Designer. Only those students included in the filter are included in the report.
Output Options	
Report Processing	Select **Generate Now** to generate the report immediately. Select **Submit to Batch** to choose when the report generates. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the Batch Queue article for more information.
Format Type	Determines in which format the report generates - CSV, HTML, or XML.

Generate the Report

1. Search for and select the desired **Calendars**.
2. Select **CTE Course** from the **Report Type** field.
3. Enter the correct **Start Date** and **End Date**.
4. Choose an **Ad hoc Filter** to return just the course and staff information included in the selected filter.

5. Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
6. Select the desired **Format Type**.
7. Click **Generate**. The report displays in the selected format.

ll	CTEProgCIPCd	CTEClsNbr	CTESectNbr	CTECrsGrdCd	CTECredits	TchrNm	CTEFill	CourseNameCourseNumberSectionNumber
	520304	40874087	000000000004087		001.00	Staff Eric		CTE Accounting II ACCT2 1
	520304	40874087	000000000004087		001.00	Staff Eric		CTE Accounting II ACCT2 1
	520304	24722472	000000000002472	B	000.50	Staff Jared		CTE Accounting I ACCT1 1
	520304	24722472	000000000002472	P	000.50	Staff Jared		CTE Accounting I ACCT1 1
	520304	24722472	000000000002472		000.50	Staff Jared		CTE Accounting I ACCT1 1
	520304	24722472	000000000002472		000.50	Staff Jared		CTE Accounting I ACCT1 1
	520304	24722472	000000000002472		000.50	Staff Jared		CTE Accounting I ACCT1 1
	520304	24722472	000000000002472		000.50	Staff Jared		CTE Accounting I ACCT1 1
	520304	24722472	000000000002472		000.50	Staff Jared		CTE Accounting I ACCT1 1

CTE Course File - HTML Format

	AY	AZ	BA	BB	BC	BD	BE	
	CTEProgCIPCd	CTEClsNbr	CTESectNbr	CTECrsGrdCd	CTECredits	TchrNm	CTEFill	
	520304	40874087	000000000004087		001.00	Staff, Eric		
	520304	40874087	000000000004087		001.00	Staff, Eric		
	520304	24722472	000000000002472	B	000.50	Staff, Jared		
	520304	24722472	000000000002472	P	000.50	Staff, Jared		
	520304	24722472	000000000002472		000.50	Staff, Jared		
	520304	24722472	000000000002472		000.50	Staff, Jared		
	520304	24722472	000000000002472		000.50	Staff, Jared		
	520304	24722472	000000000002472		000.50	Staff, Jared		
	520304	24722472	000000000002472	I	000.50	Staff, Jared		
	520304	24722472	000000000002472		000.50	Staff, Jared		
	520304	24722472	000000000002472		000.50	Staff, Jared		
	520304	24722472	000000000002472		000.50	Staff, Jared		
	520304	24722472	000000000002472		000.50	Staff, Jared		
	520304	24722472	000000000002472		000.50	Staff, Jared		
	520304	24722472	000000000002472		000.50	Staff, Jared		
	520304	40874087	000000000004087	A	000.50	Staff, Eric		
	520304	24722472	000000000002472		000.50	Staff, Jared		
	520304	24722472	000000000002472	B	000.50	Staff, Jared		

CTE Course File - CSV Format

Report Layout

The following fields are the same on many Oregon state reports. Click the **Click to expand** link to view these fields.

▶ Click here to expand...

The following fields are unique to the CTE Course File Report.

Data Element	Description	Location
CTE Program CIP Code	Reports the CIP Code selected on the Course. The code indicates the career and program area for the course taken by the student. *Numeric, 6 digits*	Course Information > CIP Code Course.cipCode
CTE Class Number	Reports the number assigned to the instructional unit/course enrolled in by the student. Each instructional unit/course has a number assigned to it by the school that identifies the specific curriculum. *Numeric, 17 digits*	Section Information > Instructional Unit ID Section.stateCode
CTE Section Number	Reports the section number of the course the student took. *Numeric, 15 digits*	Section Information > Section Number Section.number

CTE Course Grade Code	Indicates the grade (score) the student received in the instructional unit or course taken during the reporting period.
	
	This reports a record per course attempt (student/section ID).
	• When the student has **only one** grade posted to their transcript for the Section of record, the mapped **State Score** reports, based on the last (most recent) grade posted.
	• When the student has **multiple grades** posted to their transcript for the SAME section:
	  ○ The record reports from the Transcript record that is posted from the Grading Task marked as State Reported.
	    ■ When no grading tasks are marked as state reported,
		Grading Task Setup > Grading Task > State Reported
		
		GradingTask.stateReported

Data Element	Description	Location

	the mapped State Score reports**,** based on the last (most recent) grade posted.
	
	  ■ When the Grading Task marked as State Reported has just one or multiple grades posted to the transcript for the same section:
	     ■ The mapped State Score reports based on the last (most recent) grade posted.
	• When the grade earned is **NOT mapped to a STATE SCORE**, reports the grade earned.
	
	When a grade earned has NOT been posted for the student/section of record, the student's mapped State Score reports based on the Grade Earned from the Grading Task marked as State Reported from the last active mask that is active during that section's Section Schedule Placement.
	• When the grade earned is NOT mapped to a State Score, the Grade Earned reports.
	  ○ When there is more than one Grading Task marked as State Reported for the student/section of record AND they all have the same last term mask that is active during the classes Section Schedule Placement, the grade reports based on the Term, then the Modified Date, then the Score ID. **It is recommended that only one Grading Task per section be marked as State Reported.**
	
	Otherwise, reports a blank value.
	
	Numeric, 1 digit	

CTE Credits	Reports the number of credits the student received for the section or course, rounded to the nearest hundredth.	Transcripts > Credit Earned TranscriptCredit.creditsEarned

Data Element	Description	Location
	When the student has **only one** grade posted to transcript for the Section of record, the total of all **Credits Attempted** entered on that Transcript record report. When the student has **multiple grades** posted to the transcript for the SAME section: - The TOTAL of all **Credits Attempted** from the Transcript record that is posted from the Grading Task marked as State Reported report. - When no Grading Tasks are marked as state-reported, the TOTAL of all Credits Attempted from the last (most recent) posted grade reports. When a grade earned has NOT been posted for the student/section of record: - The TOTAL of the Credits Attempted based on the Grading Task marked as State Reported AND the Term Masks that are active during that section's Section Schedule Placement report. For example: - When the grading task marked as state reported has term masks 1,2,3, and 4 marked as active and the section schedule placement has the section active for only Terms 1 and 2, minutes the total credits attempted = (credits marked on the grading task) x 2 active masks. - When the grading task marked state reported has term masks 2 and 4 marked as active and the section schedule placement has the section active for only Term 1 minus the total credits attempted = (credits marked on the grading task) x 1 active mask. When there is more than one Grading Task marked as State Reported for the	Grading Tasks > Credits GradingTaskCredit.credit

Data Element	Description	Location
	student/section of record, the TOTAL credits from all grading tasks/term masks minus the ones that are active during the classes' Section Schedule Placement report. **It is recommended that only one Grading Task per section be marked as State Reported.** When there are no credits associated with the section, reports as zero (0). *Numeric, 6 digits*	
Teacher Name	Reports the teacher assigned to the Section Last Name First Name Middle Initial Format (e.g., Smith John L). When there are multiple active teachers assigned to the section: • When the student dropped, reports the Teacher who was active on the roster end date. • When the class has ended during the reporting range, reports the Teacher who was active on the last scheduled instructional date of the class. • Otherwise, reports the Teacher who was active on the selected extract editor end date. When no Teacher is assigned **or** there are no active teachers, or the **selected** Roles NSR (Not state reported), reports a blank value. Teaching Role hierarchy: • *TOR - Teacher of Record* • *(Last entered)TMT - Team Teacher* • *COL - College Instructor/Professor* • *LTS - Long Term Substitute* • *STS - Short Term Substitute* • *STU - Student Teacher* *Alphanumeric, 40 characters*	Section Information > Teacher Display Name Section.teacherDisplay
CTE Filler	N/A	N/A

Data Element	Description	Location
Course Name Course Number Section Number	**This field reports only in the HTML Format.** Reports a concatenated value of the Course Name plus the Course Number plus the Section Number (e.g., English 1234 5)	Course Information > Name, Number Course.name Course.number Section Information > Number Section.number