WDE680A – CTE Post-Secondary 1P1 Follow-up
WDE680B – CTE Post-Secondary Participants
WDE680C – CTE Post-Secondary Concentrators
Guidebook
July 2023
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Introduction

The Carl D. Perkins Vocational and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) is the principal source of federal funding to states for the improvement of secondary and post-secondary career and technical educational programs. States are provided with funds for the distribution to local educational agencies (LEA) and post-secondary institutions for enhancing academic and technical knowledge and skill individuals need to prepare for further education or careers in current or emerging employment sectors.

This guidebook will help the post-secondary institutions submit their Follow-up, Participant, and Concentrator information to the Wyoming Department of Education.

School Districts and colleges are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming’s education system. It is widely agreed upon that quality and timely data is needed to inform the work of stakeholders such as students, teachers, administrators, parents, and policy makers to most appropriately impact the teaching and learning process. The data from post-secondary institutions plays a vital role in the process as well.

Department CTE staff will be able to review and assist post-secondary institutions to provide complete, accurate data before adjudicating these collections. These collections are accessed through the Department forms inventory, downloaded, completed, and uploaded by the post-secondary institution to the Department. The data collected is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and post-secondary employees. It is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within these WDE680(A,B,C) Data Collections.

WDE680(A,B,C) Authority

The authority for the WDE to collect data included in the WDE680(A,B,C) is listed below:

(federal) Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V), SEC. 113(c)(2)
Post-secondary institutions should upload the WDE680(A,B,C) report per their respective reporting cycle timelines unless the Collection Steward has approved a later deadline. However, the data for these collections can be uploaded and validated at any time during the collection window. Due to the submission of Federal Reporting requirements from the Department, all data must be submitted by the due date. Corrections to submitted data (if needed) must be completed by the collection due date in order to ensure the data is error free.
Instructions

This Guidebook will detail how the WDE680B is uploaded and certified through the Data Collection Suite (DCS). However, the process is the same for uploading and certifying all of the WDE680(A,B,C) collections. Please read through each collection’s specific guidance section as there are slight differences between the collections as far as what data is submitted and the Excel workbooks.

Accessing the WDE680(A,B,C) Collections

The WDE680(A,B,C) collections are Excel based collections that can be accessed through the Wyoming Department of Education Data Collection Suite – Forms Inventory web page.

<table>
<thead>
<tr>
<th>Collection Code</th>
<th>Description</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDE680A</td>
<td>CTE Post-Secondary 1P1 Follow-up</td>
<td>Postsecondary</td>
<td>Under Review</td>
</tr>
<tr>
<td>WDE680B</td>
<td>CTE Post-Secondary Participants</td>
<td>Postsecondary</td>
<td>Under Review</td>
</tr>
<tr>
<td>WDE680C</td>
<td>CTE Post-Secondary Concentrators</td>
<td>Postsecondary</td>
<td>Active</td>
</tr>
</tbody>
</table>

Within the Data Collection Suite – Forms Inventory page, scroll down to select the WDE680B – CTE Post-Secondary Participants collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE680B link to open the Excel workbook and then save it to the system using the suggested file name of WDE680B-YourPost-SecondaryInstitutionID.

The WDE680B Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE680B.
WDE680A Guidance

Data Compilation
Data will be entered in the WDE680A worksheet of the Excel workbook. The workbook has one worksheet of data entry and one worksheet of instructions. Please enter College ID – Name, Completed by, Email and Phone of the person uploading the data. Data can be pasted from a source file compiled from the institution’s student information system or other source material. Use the ‘cut and paste special’ function within Excel to minimize data entry errors. Data elements are defined in this document as well as on the Instructions tab of the WDE680A Excel workbook. This data collection is designed to collect student level data for CTE follow-up purposes. Only report students that were actually followed-up with.

WDE680A CTE Post-Secondary 1P1 Follow-up

Student Follow-up Elements
- WISER ID
- First Name
- Middle Name
- Last Name
- Gender
- Ethnic Code
- Race Code
- Program ID
- CIP Code
- Single Parent
- LEP
- ADA
- Economically Disadvantaged
- Displaced Homemaker
- Homeless
- Foster Care
- Active Military Families
- Enrolled
- Employed
- Military
- Apprentice
- Location at time of follow-up
- Related Employment
- Peace Corp
- Qualifying Volunteer Program

Entering data into the WDE680A
Enter data into the Excel form following all instructions to ensure data quality and no error report. Do not leave blank rows between student entries. If elements for the collection are pulled from another data source, the data can be copied into the Excel form using the Paste Special Option within Excel.

WDE680B Guidance

Data Compilation
Data will be entered in the WDE680B worksheet of the Excel workbook. The workbook has one worksheet of data entry and one worksheet of instructions. Please enter College ID – Name, Completed by, Email and Phone of the person uploading the data. Data can be pasted from a source file compiled from the institution’s student information system or other source material. Use the ‘cut and paste special’ function within Excel to minimize data entry errors.
entry errors. Data elements are defined in this document as well as on the Definitions tab of the WDE680B Excel workbook. This data collection is designed to collect student level data for CTE Participants. Due to the large amount of data being reported, the WDE680B worksheet is not protected and does not provide drop down options. The system will begin reading student level data on row 17, column C of the Excel workbook.

**WDE680B CTE Post-Secondary Participant**

**Participant Elements**
- College Name
- WISER ID
- First Name
- Middle Name
- Last Name
- Gender
- Ethnic Code
- Race Code
- SP
- LEP
- ADA
- ED
- DH
- Homeless
- Foster Care
- Active Military Families
- Sec Course
- Sec Name
- CIP
- Enrollment Term
- Term Start Date
- Term End Date
- Credits Completed

**Entering data into the WDE680B**
Enter data into the Excel form following all instructions to ensure data quality and no error report. Do not leave blank rows between student entries. If elements for the collection are pulled from another data source, the data can be copied into the Excel form using the Paste Special Option within Excel.

**WDE680C Guidance**

**Data Compilation**

Data will be entered in the WDE680C worksheet of the Excel workbook. The workbook has one worksheet of data entry and one worksheet of instructions. Please enter College ID – Name, Completed by, Email and Phone of the person uploading the data. Data can be pasted from a source file complied from the institution’s student information system or other source material. Use the 'cut and paste special' function within Excel to minimize data entry errors. Data elements are defined in this document as well as on the Definitions tab of the WDE680C Excel workbook. This data collection is designed to collect student level data for CTE Concentrators. Due to the large amount of data being reported, the WDE680C worksheet is not protected and does not provide drop down options. The system will begin reading the student level data on row 17, column C of the Excel workbook.
WDE680C CTE Post-Secondary Concentrator

Concentrator Elements

- College Name
- WISER ID
- First Name
- Middle Name
- Last Name
- Date of Birth
- Gender
- Ethnic Code
- Race Code
- SP
- LEP
- ADA
- ED
- DH
- Homeless
- Foster Care
- Active Military Families
- Program ID
- Program Title
- CIP
- Fall
- Last Attended
- Status Code
- Status Desc
- Start Date
- End Date
- Degree/CCD
- Degree/CCD Date

Entering data into the WDE680C
Enter data into the Excel form following all instructions to ensure data quality and no error report. Do not leave blank rows between student entries. If elements for the collection are pulled from another data source, the data can be copied into the Excel form using the Paste Special Option within Excel.

Data Submission

When all data has been entered, checked for accuracy, and saved to the system, the file is now ready to be uploaded to the Department. The person uploading the data will select the Data Submission Log In link at the top right corner of the Data Collection – Forms Inventory page.
This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A WyEd user name and password is required along with the WDE680 credentials.

Please be aware that there are multiple steps involved with the data submission and certification process. They include:

- Upload
- Data Validation Checks
- 2nd Level Checks
- Certification

Please refer to all steps outlined in this document to ensure that the data has been submitted and that the process is complete.
Once the Data Submission Log In link is accessed, the user will land on the Support Page of the Data Collection Suite. From there, the user will select the Uploads link and will then be prompted to enter their WyEd user name and password if the system does not already have this information. If the user does not have a WyEd user name and password or is unsure of their WDE680 credentials, please contact Eliabeth Foster at 307.777.7009 or elizabeth.foster@wyo.gov.

Please be aware that the following depictions of what the user will view on the screen are examples only. The user account information that is shown is a testing account and does represent a valid user.
Uploading the WDE680B Collection

Once logged into the secure Data Collection Suite website, the user will have a choice of which collection to upload to (depending on the roles assigned the user) via the Collection Selector drop down. For this example, chose the WDE680B – CTE Post-Secondary Participants option. Once selected, the Collection Due Date will load and the user will be prompted for the Submission Upload information.

Note: Since the WDE680(B,C) collections are open at the same time, these two collections will appear in the Collection Selector drop down. Chose the appropriate collection.

(example of a blank Submission Upload screen)
If this is the first-time data is being submitted then for the Submissions information select ‘Start a New Submission’ \{1\} from the drop-down box. Otherwise, uploading to a previous submission can be selected. For File Role in Submission select ‘Primary Data File’ \{2\} and then enter the primary file that is stored on your system \{3\}. Comments \{4\} may be entered and are optional.

Once all items are complete, click the Upload File button to submit the WDE680B to the Department. Data validation will be performed on the incoming data to create the Validation Report.

This process can take from one minute up to five minutes. Once the data validation is complete, a summary of the results will be reported to the user. When the file is correctly uploaded, the respondent will receive a confirming email regardless if the data file passed validation.
Data did not pass validation

In the following example, the Validation Results Summary states that the submission did not pass the data validation and lists the error count contained in the data file.

To view the errors associated with the file upload, select the Continue button. Clicking on this button will show the summary of the errors found, as the following example depicts:
To view in detail the reported errors, click the arrow on the left to expand the selection. Please contact the Collection Steward or the Data Collection Specialist if there are questions in regards to this Validation Report.

The Validation Report will show the error by displaying the Collection Item (element) that did not pass, why the element did not pass data validation and the field location (actual cell location in the Excel workbook) of the error. Please correct the errors noted and resubmit the file. If the file does not pass data validation, the submission cannot be certified.

NOTE: This validation report may also be viewed under the submission link, Validation Reports tab.
Data passed validation

If the uploaded file did pass data validation, the Validation Results Summary will reflect this. The user will see the following example. Note that there is not an error count being displayed.

Now that the uploaded Excel workbook has passed data validation, the user will be required to initiate the 2nd Level Checks. To initiate these 2nd Level checks, click on the Continue button. The following screen will appear.
Click on the Run 2nd Level menu option to initiate the checks. The following screen will be display.
This screen is showing the progress of the 2nd Level Checks. Depending on the amount of data being check, this process can take up to five minutes.

Data did not pass 2nd Level checks

If the submitted data did not pass the second level business rules checks, the found errors will be displayed as the following screen example depicts.
(Note: Student level data is intentionally blurred)

Please note that the screen is indicating that the Second Level Business Rules have failed. The screen is indicating the error along with the description of the error. The data needs to be corrected in the Excel workbook and resubmitted, repeating the process until all data has passed all checks.

NOTE: The 2nd Level checks only display errors. The Collection Steward may contact respondent in regards to warnings.
Data did pass 2nd Level checks

If the submitted data did pass the second level business rule checks, the following screen is displayed.

Once all data has passed data validation as well as the second level business rules checks, the user will have the ability to continue on to the Certify option. Click the Continue option from the floating menu to view the following screen.
If your WyEd user account is assigned the Certify role, then you will notice there is now a Certify option. If you do not see this option, then your account does not have the Certify role and the WyEd user that does have this role will need to certify this data under the Submissions link.

Click on the Certify option (if available) to view the following summary/certification screens.
Click on the Certify button to certify your submission to the Department and view the following conformation screen. Until the submission is certified, the Department does not actually have the data contained in the submission and the process is not complete.

Once the submission is certified, the persons that have certify rights to this collection along with the Collection Steward will receive a confirming email stating that the submission was certified. This email is confirmation that the process is complete.

**NOTE:** The submission can also be certified under the submission link as well; the process is the same.

**Important Note:** Since these are student level data collections, there cannot be any blank lines (rows) between the student information. The data validation is performed until it comes across a blank line, at
which point it is assumed that there is no more data to process and the validation process is then terminated. Including blank lines between student information will result in the system not having all the information processed and loaded into the system for further analysis.

**Corrections to the Data**

Corrections to the WDE680(A,B,C) data are restricted to a firm timeline. Please contact the Collection Steward: Michelle Aldrich, michelle.aldrich@wyo.gov, (307) 777-3655, if help is needed with the resolution of any error. All errors must be resolved before data is final.

**Re-uploading**

Once the data is uploaded, the user will be able to upload again as needed to correct errors discovered in the previous submission. Please be aware of the collection windows per collection. Remember all errors must be resolved before data is final.

**Definitions to remember:**

**Data Validation:** This is the process of validating the data upon upload. This process makes sure that all required fields have been provided as well as making sure all data is within the specified ranges. That is, if the field can only be a ‘Y’ for yes, or ‘N’ for no, then the system validates this field to make sure these are the only valid options.

**Validation Report:** The Validation Report is generated at the time of upload. This report does data validation and it can be accessed immediately after upload or under the Submissions link in the DCS module.

**2nd Level Checks:** Business Rules or 2nd Level Checks are other data validation rules that the data must pass in order for the data to be error free. An example of a Business Rule is when at least one race has to be marked as a ‘Y’. Another example is the WISER ID must match the student’s name and date of birth. Keep in mind that just because the file passes data validation upon uploading does not mean that the process is complete and that the data is error free. Errors can still reside in the data due to the applying of the Business Rules and must be corrected.
Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE680(A,B,C) CONTENT QUESTIONS?
Michelle Aldrich, (307) 777-3655 or michelle.aldrich@wyo.gov

WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?
Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS OR COLLECTIONS ROLES IN ORDER TO UPLOAD A COLLECTION?
Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?
Susan Williams, (307) 777-6252 or susan.williams@wyo.gov
Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov