



WDE680–CTE Post-Secondary Reporting Guidebook

September 2015

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Contents

Introduction	4
WDE680 Authority	4
Instructions.....	5
Data Submission.....	6
Uploading the WDE680 Collection	8
Frequently Asked Questions	17

Introduction

The Carl D. Perkins Vocational and Technical Education Act of 2006 (Perkins IV) 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.

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 you need quality and timely data 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 the WDE680 collection. This collection is accessed through the Department forms inventory, downloaded, completed, and uploaded by the post-secondary institution to the Department. The WDE680 data is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and district employees. It is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE680 Data Collection.

WDE680 Authority

The authority for the WDE to collect data included in the WDE680 is listed below:

(federal) Carl D. Perkins Career and Technical Education Act of 2006, SEC. 113(c)(2)

Instructions

Accessing the WDE680 Collection

The WDE680 collection is an Excel based collection that can be accessed through the Wyoming Department of Education Data Collection Suite – Forms Inventory web page. Or follow this link: <https://edu.wyoming.gov/data/dcs/>

Within the Data Collection Suite – Forms Inventory page, scroll down to select the **WDE680 – CTE Post-Secondary Reporting** collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE680 link to open the Excel workbook and then save it to your system using the suggested file name of *WDE680-YourPost-SecondaryInstitutionID*.

The WDE680 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE680.

▶	WDE673	Wyoming State Assessment System Participation Exemption Request	Secondary and Institution	Under Review	05/08/2015
▶	WDE679	College Achievement of Prior Year Wyoming Graduates	Postsecondary	Under Review	07/17/2015
▲	WDE680	CTE Post-Secondary Reporting	Postsecondary	Under Review	11/02/2015

Description	Contact	Documents																		
		<table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>WDE680</td> <td>Excel Workbook</td> <td>Primary data file that contains information on post-secondary concentrators, participants and follow-up students.</td> </tr> <tr> <td>WDE680 Guidebook</td> <td>PDF Document</td> <td>Guidebook for the completion of the WDE680 CTE Post-Secondary Reporting</td> </tr> <tr> <td>Concentrator File Layout</td> <td>PDF Document</td> <td>File layout for the Concentrator CSV File</td> </tr> <tr> <td>Participant File Layout</td> <td>PDF Document</td> <td>File layout for the Participant CSV file</td> </tr> <tr> <td>4P1 Follow-up Layout</td> <td>PDF Document</td> <td>File layout for the 4P1 Follow-up CSV file</td> </tr> </tbody> </table>	Name	Type	Description	WDE680	Excel Workbook	Primary data file that contains information on post-secondary concentrators, participants and follow-up students.	WDE680 Guidebook	PDF Document	Guidebook for the completion of the WDE680 CTE Post-Secondary Reporting	Concentrator File Layout	PDF Document	File layout for the Concentrator CSV File	Participant File Layout	PDF Document	File layout for the Participant CSV file	4P1 Follow-up Layout	PDF Document	File layout for the 4P1 Follow-up CSV file
Name	Type	Description																		
WDE680	Excel Workbook	Primary data file that contains information on post-secondary concentrators, participants and follow-up students.																		
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4P1 Follow-up Layout	PDF Document	File layout for the 4P1 Follow-up CSV file																		

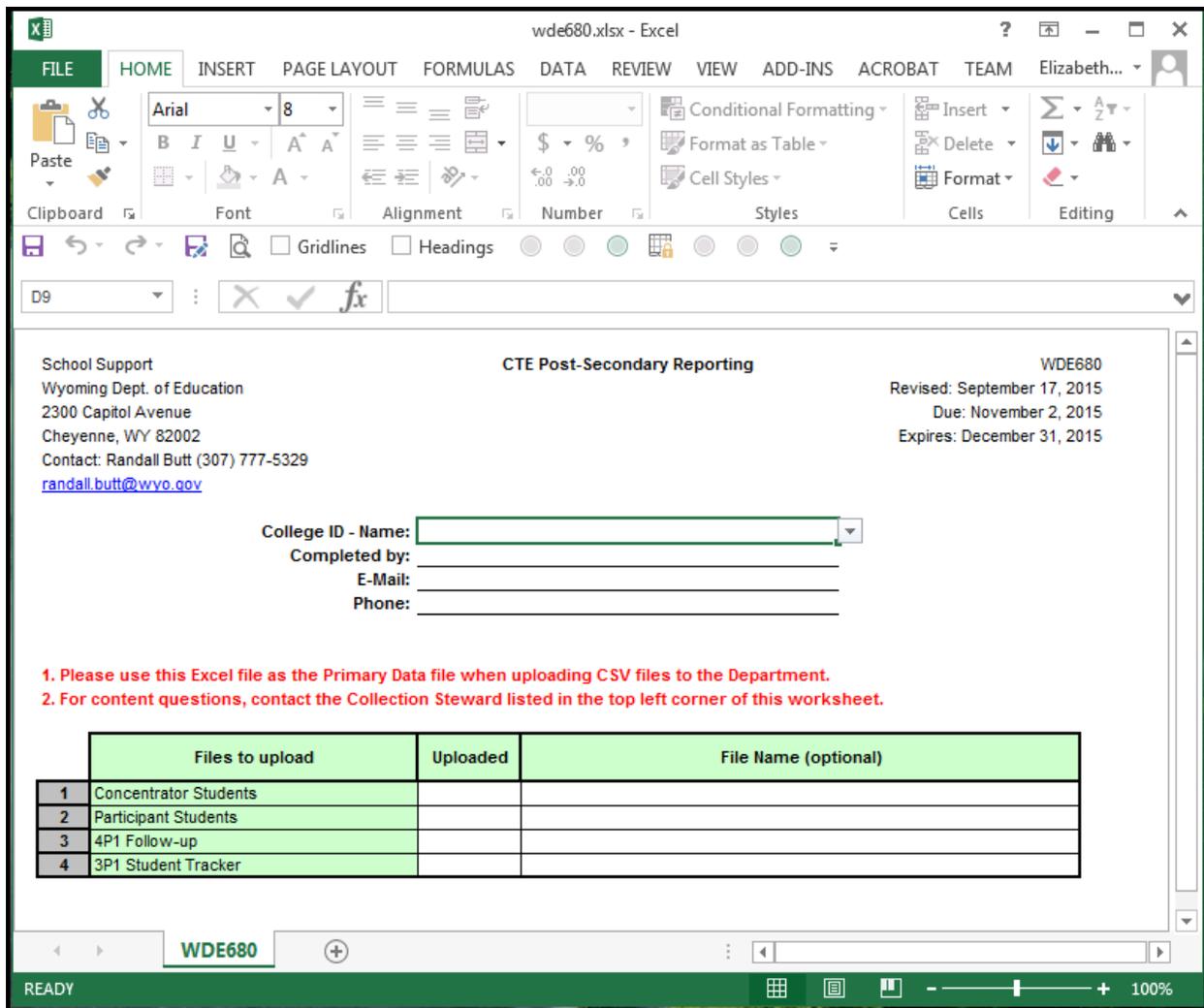
▶	WDE682	School Choice & Supplemental Services Offered	District	Under Review	08/28/2015
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There are also three other PDF documents under the Documents Tab of the Data Collection - Forms Inventory page. They contain information about the file layout of the supporting files. They are for reference only.

Data Compilation

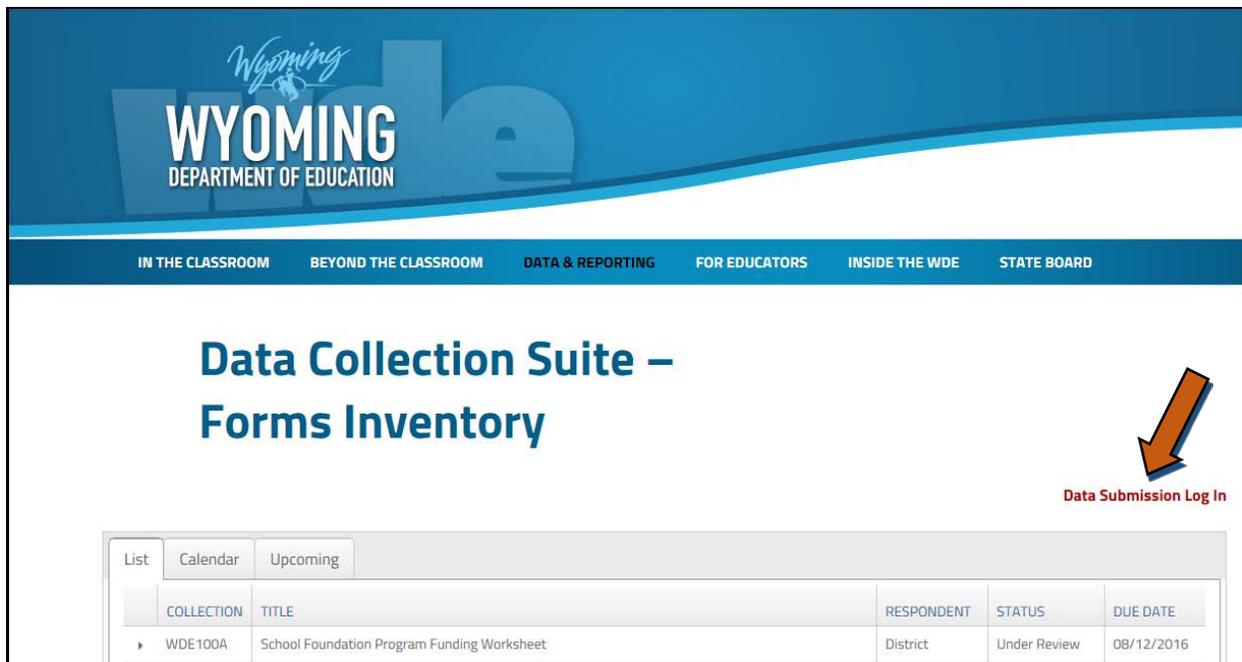
Data will be entered in the WDE680 worksheet of the Excel workbook. Please enter College ID – Name, Completed by, Email and Phone of the person uploading the data. This workbook will serve as a guide to supporting files. The information in this worksheet is optional as no data validation is performed upon uploading of the Excel workbook or supporting files.





Data Submission

Once all data has been collected – the Concentrator file, Participants file, 4P1 Follow-up data, the 3P1 Student Tracker file as well as the completed WDE680 Excel workbook – it is ready to be uploaded to the Department. The person uploading the data will navigate to the Data Collection – Forms Inventory page at <https://edu.wyoming.gov/data/dcs/> and select the Data Submission Log In link located in the top right corner of the page.



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Data Collection Suite – Forms Inventory

[Data Submission Log In](#)

COLLECTION	TITLE	RESPONDENT	STATUS	DUE DATE
▶ WDE100A	School Foundation Program Funding Worksheet	District	Under Review	08/12/2016

Once this link is accessed, the user will land on the Support Page of the Data Collection Suite. From there, the user will select the upload link and will then be prompted to enter their Fusion user name and password. This website is restricted to authorized users conducting official business with the Wyoming Department of Education and requires a Fusion username and password along with the WDE680 credentials. If you do not have a Fusion user name and password or are unsure of your WDE680 credentials, please contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov.

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forms uploads submissions tracking collections admin support

Support

Welcome to the Data Collection Suite Support!

Per [Director's Memorandum No. 2013-080](#), the Collection Tracking System (CTS) has been replaced with Data Collection Suite Release 1 (DCS). To sign in to DCS please use your Fusion username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page. The WDE690 is no longer utilized to manage user credentials for data submission and reporting.

This support page contains valuable links to help solve any technical issues. Please feel free to contact us using any of the following methods.

- The [DCS User Manual](#) can be downloaded via the link on the right.
- The Instructional Video list contains several short how-to videos to help guide users through the data collection submission process.
- In an effort to continuously improve our products and services, please send constructive comments and suggestions to the WDE through the [Provide Feedback](#) tool.
- The [Contact](#) link has telephone and email information for various WDE staff.

We appreciate your time and hope DCS can be a tool that works for everyone.

Sincerely,
The WDE Information Management Division

Support Resources

- [Provide Feedback](#)
- [DCS User Manual](#)
- [Contact Us](#)
- [Current User Profile](#)

Resources

- [Collection Summary](#)
- [DCS - Forms Inventory on WDE Website](#)
- [Home Page of WDE Website](#)
- [Communications on WDE Website](#)
- [WISE Website](#)
- [DCS Support](#)

Instructional Videos

- [Signing into DCS](#)
- [Using the Respondent Selector](#)
- [Uploading and Certifying](#)
- [Retrieving and Resetting Passwords](#)
- [Certifying, Downloading and Decertifying Submissions](#)

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Uploading the WDE680 Collection

Once logged into the secure Data Collection Suite website, the user will be able to see the Collection Selector drop down. Chose the WDE680 – CTE Post-Secondary Reporting option. Once selected, the Collection Due Date will load and the user will prompted for the Submission Upload information.

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Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Submission Upload

Submissions:

[Reset Form](#)

File Role in Submission

File:

Comments:

Current Respondent
You are currently representing:
Laramie County Community College
Organization Code: **1150015** [Change](#)

Previous Submissions
No Previous Submissions

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Submission Upload

Submissions:
 {1} **Upload File** [Reset Form](#)

File Role in Submission
 {2}

File:
 {3}

Comments:

Current Respondent
 You are currently representing:
Laramie County Community College
Organization Code: 1150015 [Change](#)

Previous Submissions

[9/25/2015 1:22 PM - Liz Districts](#)

[9/25/2015 12:59 PM - Liz Districts](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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For the Submission Upload information select 'Start a New Submission' {1} from the drop down box. For File Role in Submission select 'Supporting file' {2} and then enter a secondary file {3}. A secondary file is one of the four csv files that are needing to be uploaded. It does not matter in what order the secondary files are uploaded. Comments may be entered and are optional. Click the Upload File button once all Submission Upload information has been entered. Once the file has uploaded, the user will then be asked to upload another file. Click the Upload Another File button.

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Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Submission Upload

Your file has been uploaded. Would you like to upload another file?

Validation Results Summary

The submission package was not validated. Supporting file received.

Current Respondent

You are currently representing:
Laramie County Community College
Organization Code: 1150015 [Change](#)

Previous Submissions

[9/25/2015 12:59 PM - Liz Districts](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.



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Once the Upload Another File button is selected, the user will be returned to the Submission Upload screen.

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Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Submission Upload

Submissions:
 {1} **Upload File** [Reset Form](#)

File Role in Submission
 {2}

File:
 {3}

Comments:

Current Respondent
 You are currently representing:
Laramie County Community College
Organization Code: 1150015 [Change](#)

Previous Submissions

[9/25/2015 12:59 PM - Liz Districts](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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For this Submission Upload, select the submission that you just uploaded to {1}, enter the File Role as a Supporting File {2} and then select another file {3}. Repeat this process until all supporting (secondary) files have been uploaded. During this upload process, the respondent will receive a confirming email for each file uploaded.

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Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Current Respondent
 You are currently representing:
Laramie County Community College
Organization Code: 1150015 [Change](#)

Previous Submissions

9/25/2015 1:22 PM - Liz Districts
9/25/2015 12:59 PM - Liz Districts

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

Submission Upload

Submissions:
 {1} **Upload File** [Reset Form](#)

File Role in Submission
 {2}

File:
 {3}

Comments:

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The very last file to be uploaded is the WDE680 Excel workbook. This is the Primary Data file. To upload this file, select the submission that you have been uploading to {1}, for this upload the File Role is changed to the Primary Data File {2}, and the file is the WDE680 Excel File {3}. Once all Submission Upload information is enter, click the Upload File button. Since this is the Primary Data file that is being uploaded, the user will now receive an option to view the Validation Report.

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Collection Selector

Collection:
WDE680 - CTE Post-Secondary Reporting

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:
11/2/2015

Submission Upload

Your file has been uploaded. Would you like to upload another file?

Validation Results Summary

The submission package has passed validation. Please review the validation report to certify the submission.

Current Respondent
You are currently representing:
Laramie County Community College
Organization Code: 1150015 [Change](#)

Previous Submissions

- 9/25/2015 1:22 PM - [Liz Districts](#)
- 9/25/2015 12:59 PM - [Liz Districts](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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Click on the Validation Report button to view the follow screen.

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Validation Report:
Loading Results for Submission Package: 9/25/2015 1:22 PM - Liz Districts
Collection:
WDE680-CTE Post-Secondary Reporting
Is the submission valid? **Yes**
Validation Engine Start: **Friday, September 25, 2015 at 1:22:56 PM**
Validation Engine End: **Friday, September 25, 2015 at 1:22:56 PM**
Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
Number of Errors: **0**
Number of Warnings: **0**

Set	Is Valid
No records to display.	

WDE680 - CTE Post-Secondary Reporting

- **This collection cycle is officially open.**
- Due Date: **11/2/2015**
- Window Opening: **10/1/2015**
- Window Closing: **11/2/2015**
- Expected Number Of Respondents: **7**
- Start: **7/1/2014**
- End: **6/30/2015**

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Notice there is a Certify option. Click on this option to view the following summary/certification screen.

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Certify Submission Package

- Collection: **WDE680 - CTE Post-Secondary Reporting**
- Due Date: **11/2/2015**
- Creation Date: **9/25/2015**
- Last Modified: **9/25/2015 1:26 PM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Editing**

File name	Data Submit Date	Modified	Modified By
3P1 Tracker file .csv	9/25/2015 1:22:28 PM	9/25/2015 1:22:00 PM	ldistricts
wde680 .xlsx	9/25/2015 1:25:31 PM	9/25/2015 1:26:00 PM	ldistricts
4P1 Follow up .csv	9/25/2015 1:24:32 PM	9/25/2015 1:25:00 PM	ldistricts
partipants .csv	9/25/2015 1:24:46 PM	9/25/2015 1:25:00 PM	ldistricts
concentrator .csv	9/25/2015 1:25:01 PM	9/25/2015 1:25:00 PM	ldistricts

I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

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Click the Certify button to certify your submission to the Department and view the following screen. Once the submission is certified, the respondent as well as the Collection Steward will receive a confirming email stating the submission was certified.

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Submission Package Certification Confirmed

- Collection: **WDE680 - CTE Post-Secondary Reporting**
- Due Date: **11/2/2015**
- Creation Date: **9/25/2015**
- Last Modified: **9/25/2015 1:26 PM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Certified**

File name	Data Submit Date	Modified	Modified By
3P1 Tracker file .csv	9/25/2015 1:22:28 PM	9/25/2015 1:22:00 PM	ldistricts
wde680 .xlsx	9/25/2015 1:25:31 PM	9/25/2015 1:26:00 PM	ldistricts
4P1 Follow up .csv	9/25/2015 1:24:32 PM	9/25/2015 1:25:00 PM	ldistricts
partipants .csv	9/25/2015 1:24:46 PM	9/25/2015 1:25:00 PM	ldistricts
concentrator .csv	9/25/2015 1:25:01 PM	9/25/2015 1:25:00 PM	ldistricts

You have successfully certified this submission. Confirmation emails have been sent to subscribed users and collection steward(s) at the Wyoming Department of Education.

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Note: The above documented process is the recommended way to submit and certify data to the Department. However, you may upload the files in any order but the Validation Report and Certify options will only be available once the Primary Data file has been upload. The submission can also be certified under the submission link as well.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE680 CONTENT QUESTIONS?

Randall Butt, (307) 777-5329 or randall.butt@wyo.gov

Tonya Gerharter, (307) 777-6808 or tonya.gerharter@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?

Susan Williams, (307) 777-6252 or susan.williams@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