The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in its programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and ADA may be referred to Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Ave., Cheyenne, WY, 82002-0050 or 307-777-7673, or the Office of Civil Rights, Region VIII, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582, or 303-844-5695 or TDD 303-844-3417. This information will be provided in an alternative format upon request.
Introduction

The Wyoming State Department of Education uses the Vocational Education Worksheets to review courses for additional funding under the education resource block grant model pursuant to W.S 21-9-101(b)(i)(J) and W.S 21-13-309(D)(III). Local course titles will be posted, along with the course title associated with specific SCED code submitted for each course. In order for courses to be approved for additional funding, they must meet the following criteria:

1. Have a CTE teacher certified by PTSB for the vocational area instructing the course;
2. Have a sequence of three or more courses within an occupational area or career cluster;
3. Courses must be taught in grades 9-12 and within the local junior and/or high school.

School Districts 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 policymakers to most appropriately impact the teaching and learning process.

Department CTE staff will be available to assist districts to provide complete, accurate data which aligns with statitorial regulations. The CTE course approval collection is accessed through the Department forms inventory, downloaded, completed, and uploaded by the district to the Department. The CTE Course approval is meant to be used by the WDE and the districts for the caree-vocational education 29% additional funding computation within the education resource block grant. The CTE Course list is also utilized within the WyCTE Collection for Carl D. Perkins data collection and reporting.

This guidebook serves as the definitive instruction set for data reporting and negotiating CTE courses prior to approval and posting on fusion. This guidebook can also be found in its entirety in the WyCTE Collection guidebook beginning on page 45.

IMPORTANT NOTE: CTE course approval must be finalized before users will be able to import their school’s courses into the WyCTE Collection.
WDE638 Collection

The WDE Collections and Guidebook for the WDE638 and WDE100B that aligns with CTE 29% additional funding can be found in fusion at the link shown below.

http://fusion.edu.wyoming.gov/MySites/Data_Collection/data_collection_forms_inventory.aspx

CTE Course Approval Timeline

All CTE courses, submitted on the WDE638, will be sorted and extracted on February 1. CTE courses listed by SCED code subjects 10 - 21 will be imported at that time into the WyCTE Data Collection. The WDE will review your district/school course list for course approval. Districts/schools will receive an email notification between February 5-10. You will then have the opportunity to make edits, ask questions and negotiate the approved list(s). Districts will certify the approved list by March 9. Once the CTE Course approved list is certified, the list will be posted on Fusion and there will be no other opportunity to change CTE courses.

Access and Roles

The WyCTE Collection platform can be accessed by either of the following methods:

❖ On the WDE Career and Technical Education page, under the menu titled CTE Pages, you will see a link titled WyCTE Collection. This link will take to the home page shown below. (http://edu.wyoming.gov/in-the-classroom/career-tech-ed/)
❖ This link will take you directly to the WyCTE Collection home page, shown below. https://portals.edu.wyoming.gov/cte/

The screenshot below will be your Home screen. Before you can sign-in, you will need to have a fusion username and password. Contact the Fusion administrator at your district for assistance, or contact Susan Williams at susan.williams@wyo.gov. You will also need to have the appropriate roles assigned.

USER ROLES:
❖ CTE Course Approver
   ➢ CTE Course Approver: this is the person(s) who will be in charge the editing, negotiation and approval of the CTE Course list.
❖ Data Reporting
   ➢ WyCTE Collection Users: This is the person(s) who will be doing the bulk of the data entry, including student and enrollment information, career pathway alignment, course approval, and etc.
Keep in mind, the district can decide who has which roles. The roles do not need to be different people, however each role provides slightly different access.

To login to the WyCTE Collection site, you will:

1. Type https://portals.edu.wyoming.gov/cte/ into your internet browser (we recommend you save it as a favorite).
2. Click Sign In in the upper right hand corner of the homepage.

❖ The page below will be where you sign in.
CTE Course Approval Process

STEP 1: Beginning the Process
❖ Anyone working with the CTE Course list will need CTE Course Approval Access. The Fusion Administrator at your district will need to grant that permission. If you are already listed as a WyCTE Data Collection User, you are already assigned the appropriate role for CTE Course Approval.
➢ If you have access to the WDE638 in Fusion, you will automatically have rights to the CTE Course Approval process in WyCTE Data Collection.
❖ The person identified at the district in charge of CTE course approvals and listed in the collection as such, will receive an email when WDE has completed initial review of the school/district course listing. At this time the user may:
➢ Make any suggested edits;
➢ Inquire as to why a course has/has not been approved; or
➢ Approve the list as it is.

STEP 2: CTE Course Approval
❖ Log into the WyCTE Data Collection site (https://portals.edu.wyoming.gov/cte/) using your Fusion Username and Password.
❖ Click on Course Approval.
Click the code in front of the district you will be editing.
Your screen will look like the screenshot below. You are able to filter the course list by dragging and dropping the tabs shown by the arrow.
It is recommended that for the initial negotiations, you filter only by school. (Drag and drop status to the status tab below).

Your screen will now look like the shot below and will list all CTE Courses in ascending numerical order.
STEP 3: Edits and Negotiation
❖ The courses that are highlighted in green are those courses that are on the current year’s WDE638 AND the previous year’s CTE approved course list. This does NOT mean that they will automatically be approved this year. (ie: the district dropped courses and there are no longer three courses in the subject area.)
❖ If the course is listed as approved, the WDE has approved this course for CTE funding.
❖ If the course is listed as conditional, a note will be attached as to suggestions for possible approval.

STEP 4: Editing the CTE Course
❖ Select the arrow in front of the course listed conditional.
❖ The expanded box will instruct you of suggested changes to the SCED code or Course name to make the course possible for approval.
❖ See the image below, the note suggests that the SCED code for this course should end in .5011.
❖ The course has its own unique SCED code, is still in sequence with the pathway, should not read .5013.
❖ You have the option to make the changes.
STEP 4a: Editing the CTE Course

❖ If you choose to make the edit, simply click on the SCED code. You will get a pop-up window in which you are able to edit with the suggested changes.
❖ Then click Save Changes.
❖ Once you have saved changes, you will see that the course status will then be changed to reclassified.
❖ You will continue this process until you have reclassified all of the conditional courses.
STEP 4b: Negotiating the CTE Course

❖ If the course is listed as Rejected, you have the option of asking the WDE the following: 1. Why is this course not approved? 2. What can I do to get this course approved? or 3. Make additional notes.
❖ Click on the Status box.
❖ You will get a pop-up window labeled “NOTES.” You are then able to type your question.
❖ Continue this process until all questions you have are addressed.
❖ Click Save Changes.
STEP 5: First Edit Complete
❖ Once you have edited the courses and/or asked all the questions for any rejected courses, you will email the WDE.
❖ Click “Email.” You will get a pop-up window that you can type in or simply send. This will alert us that your list is ready for review.

STEP 6: WDE Response to Edit
❖ Once the WDE has gone through your edits and questions. We will either approve or reject the courses.
❖ You will receive an email from the WDE stating that your CTE Course list is ready for review.
❖ The courses that were approved with changes will display highlighted in yellow.
❖ The course edit/negotiation can continue until all changes are complete from both parties.
STEP 7: Updating your WDE638

❖ Once you are satisfied with the approved course list, you will need to make all necessary changes on your WDE638. The courses that are highlighted in yellow will need to be changed on the WDE638.

❖ Export your approved list to an Excel document, the courses that need to changed will be highlighted in yellow.

❖ Make the changes on your ORIGINAL WDE638 and resubmit the WDE638.
STEP 8: Validating your CTE Course list.

- Once you have re-submitted the WDE638, the WDE638 will be reloaded into the WyCTE Data Collection. The update process will take 24 hours- wait until the next day before moving to the next step.
- Log in, click course approval, then click VALIDATE.
- When all of the courses that were submitted on the new WDE638 are the same as the CTE Approved Course list, all courses will be highlighted in green.
- If a course on the list is not highlighted in green, you will need to make the correction on the WDE638, resubmit and validate again.
- You will continue this process until ALL courses are highlighted in green.

<table>
<thead>
<tr>
<th>Course Id</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1121</td>
<td>Approved</td>
</tr>
<tr>
<td>1122</td>
<td>Approved</td>
</tr>
<tr>
<td>1039</td>
<td>Approved</td>
</tr>
<tr>
<td>1041</td>
<td>Approved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Id</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1055</td>
<td>Approved</td>
</tr>
<tr>
<td>1032</td>
<td>Approved</td>
</tr>
<tr>
<td>1068</td>
<td>Approved</td>
</tr>
<tr>
<td>1069</td>
<td>Approved</td>
</tr>
<tr>
<td>1030</td>
<td>Approved</td>
</tr>
<tr>
<td>1029</td>
<td>Approved</td>
</tr>
<tr>
<td>1024</td>
<td>Approved</td>
</tr>
</tbody>
</table>
STEP 9: Certifying your CTE Course list.
❖ After validation and when ALL courses are highlighted in green, you will click CERTIFY. Clicking certify assures that you are in agreement with the approved course list, all the courses have been updated on the WDE638 and you are ready for them to be uploaded to the Fusion website.
❖ CTE Approved course list must be certified by close of business on March 1.
❖ Please wait 2-3 days before checking Fusion for the complete list.

STEP 10: Questions
❖ You may contact Lauren Easom @ lauren.easom@wyo.gov or 307-777-3549 if you have any questions.
Familiarizing Yourself with the System

HOME SCREEN VIEWS

Click on Request Access. Use this form to request access to this application. Your request will be sent and evaluated by a Fusion Administrator based on the district you select from the list below. You should receive an email confirming your account registration and access to the application.

User Access Request

Use this form to request access to this application. Your request will be sent and evaluated by a Fusion Administrator based on the district you select from the list below. You should receive an email confirming your account registration and access to the application.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Phone</th>
<th>District</th>
<th>Other Organization</th>
<th>Notes</th>
</tr>
</thead>
</table>

Create
❖ **Click on Current User Profile.** This is the user profile currently signed in. This list shows the user information and role memberships. Sometimes WDE support personnel will ask you to print or take a screenshot of this screen.

User Profile

- Username: lsdistrict
- Display name: Lorayln District
- First name: Lorayln
- Last name: District
- Phone: 307-777-7777
- Email: lorayln.ekief@wyo.gov

<table>
<thead>
<tr>
<th>Role</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCS R1 CTE Edition Negotiation Approver</td>
<td>Weston County School District #7</td>
</tr>
<tr>
<td>DCS R1 CTE Edition Negotiators</td>
<td>Weston County School District #7</td>
</tr>
<tr>
<td>DCS R1 CTE Edition Users</td>
<td>Weston County School District #7</td>
</tr>
</tbody>
</table>

❖ **Click on Data Collection Suite.** This will take you to the Learn More section for all DCS for the Department of Education.

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**Support**

Welcome to the Data Collection Suite Support!

Prior to Director's Memorandum No. 2017-001, 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 WDE/EDS 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
❖ **Wyoming Education Portal.** This will take you to the Fusion page for the WDE.

❖ **Call Us.** Of course, at any time you can call the WDE front desk and talk to a person immediately regarding any topic the WDE administers or supports.
Frequently Asked Questions

WHOM DO I CONTACT REGARDING WYCTE COLLECTION AND CTE COURSE APPROVAL QUESTIONS?
  Randall Butt, (307) 777-5329 or randall.butt@wyo.gov
  Tonya Gerharter, (307) 777-6808 or tonya.gerharter@wyo.gov
  Lauren Easom, (307) 777-3549 or lauren.easom@wyo.gov

WHOM DO I CONTACT REGARDING SYSTEM ERRORS OR PROBLEMS?
  Joel Stretesky, (307) 777-2880 or joel.stretesky@wyo.gov
  John Paul, (307) 777-8771 or john.paul@wyo.gov

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS OR COLLECTIONS ROLES IN ORDER TO ACCESS CTE COURSE APPROVAL?
  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

WHOM DO I CONTACT REGARDING THE WDE638?
  Brian Wuerth, (307) 777-6748 or brian.wuerth@wyo.gov