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**CATE Backend Help**

**NHDOE**

Doc-To-Help Standard Manual

**New Hampshire Department of Education**

**August 2013**



**Career and Technical  
Education (CATE)**

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# **CATE NH Department of Education Student Information Web Application**

Welcome to the NH DOE CATE Web Application Help System. This help system is intended to provide quick and easy access to each aspect of the CATE application. Navigation through the help topics is made easy with a tree content structure and index.

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## Application Overview

The CATE Student Information System accepts data submissions relating to Career and Technical Education (CTE) programs and student enrollment information in CTE programs from New Hampshire CTE Centers. This system provides a mechanism for data collection and reporting on student performance and also produces tuition and transportation reimbursement forms for schools that send students to NH Career and Technical Education Centers.

### Basic Functions

There are three functions for the data delivery to the CATE system. The first is to retrieve information from CTE centers and school districts with a minimum of effort for all involved. With this in mind, the CATE Web Application is designed to utilize information that already exists on a school or district's student information system. Regardless of the system that is managing the individual school's data, CATE will accept that information in a comma separated values (CSV) file format.

In addition to receiving information in this format which will be submitted in a batch through the CATE i4see Frontend, the CATE system also provides a format for entering data online. Nearly all student information can be input, modified, or deleted using the online web application. Information pertaining to CTE programs and courses can also be modified in the same manner.

The third mechanism for delivering information to the CATE system involves retrieving information that already resides on the NH Department of Education databases. Much of the required information of the past is eliminated, replaced instead with the student's State assigned identification number which allows retrieval of information from other student information systems within the Department of Education.

### Entity and Scope

The CATE Web Application is designed to utilize information from a school or district's student information system and to retrieve information that is already available within the Department of Education. In designing CATE, every effort was made to eliminate requests for redundant information from schools and districts.

The CATE student information system is comprised of three basic entities which require three data submissions at least twice a year. Three files with varying formats will be uploaded to the Department of Education's CATE workbench in separate batches. File formats and descriptions of elements (fields) can be found on the Department's website under [Data Dictionary](#). The following files will appear on the list of data submissions in the Data Dictionary. To see the element (field) descriptions of any of the files, click on the submission name; i.e. "CATE BOY."

<a href="#">CATE BOY</a>	Beginning of Year Student File
<a href="#">CATE MOY</a>	Middle of Year Student File
<a href="#">CATE EOY</a>	End of Year Student File
<a href="#">CATE Course</a>	CTE School Course offerings
<a href="#">CATE Student Course</a>	Student link to CTE Courses

**Prior to uploading any submissions to the CATE workbench, each CTE center must populate their "School Year Data" under the Admin tab in the CATE backend.** CATE will use this data to ensure that course begin and end dates, program entry and exit dates, and course entry and exit dates fall within the appropriate time period. **This data entry must be completed at the beginning of every school year.**

The first submission in a new school year should be the [CATE Course](#). All errors in the CATE Course batch should be corrected before submitting any additional information. The file (batch) of CATE Course records will include basic information about each CTE course that is related to a CTE program for an individual CTE Center. This information need only be submitted once a year, at the time of the BOY submission. The record structure can be viewed by clicking on the text link above labeled "CATE Course."

Secondly, a student information record for each CTE student must be entered into the CATE system via the [CATE BOY](#) (Beginning of Year), [MOY](#) (Middle of Year) and [EOY](#) (End of Year) batch submissions, also referred to as the BME-OY submission(s). The BME-OY submissions are used to populate student program enrollment information. This information will be submitted at least three times in a school year, but may be submitted more often if a center wishes to make updates throughout the school year. The BME-OY batches should include **one record for each program in which a student has enrolled in the current school year** (e.g., a student enrolled in one program would have one record; a student enrolled in two programs would have two records).

Finally, the student and course information is uploaded with the third submission, the **CATE Student Course**. This file links the student program information submitted via the CATE BME-OY submission(s) with the CTE course information submitted via the CATE Course submission. **There may be more records in the CATE Student Course than in the CATE BME-OY, due to students who enroll in multiple courses per program.**

The CATE Student Course must be submitted at the same time as the CATE BOY, MOY, and EOY.

- The CATE Student Course submitted with the MOY should exit students from their first semester courses, or exit students from courses that they dropped during the first semester.
- The CATE Student Course submitted with the EOY should exit students from their second semester or full year courses.

The scope for which these three entities exist is to provide student performance data reports by school and by CTE program which may be used by schools to improve programs and provide accountability for Federal Perkins funds which each CTE center receives. A secondary function of the CATE system is to produce a tuition and transportation reimbursement report (AV-1) that will be used by CTE centers and their Sending Schools to submit to the State for reimbursement.

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## Log In

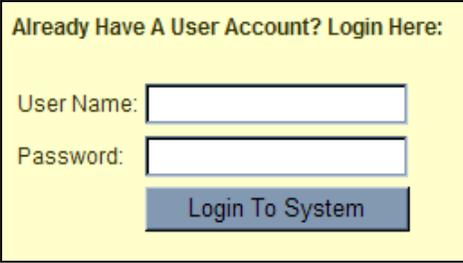
All CATE application users must be authenticated by the system. This requires a valid username and password. User credentials are assigned by their district's web administrator or i4see coordinator. Once a user has created a myNHDOE account and has been assigned appropriate access to CATE, he/she may log into the application.

### Login Screen

CATE is accessed through the Department of Education's single sign-on (SSO) portal, [myNHDOE](#). myNHDOE allows users to access multiple Department of Education databases using only one username and password. Access to these systems is assigned at the district level.

The *Login Screen* offers multiple options for new and returning users:

- ***Returning Users*** may access their list of available state data systems by entering their login information into the appropriate fields in the upper left quadrant of the screen.



Already Have A User Account? Login Here:

User Name:

Password:

Login To System

- ***New Users*** may create an account by clicking the **“Create New User Account”** button in the upper right quadrant of the screen. Anyone may create a myNHDOE account, but will not be able to access any state systems until access has been granted by the user's district. The NH Department of Education does not assign access to data systems for local users.



New User? Create User Account Here:

Click the Create New User Account button to create a myNHDOE User Account.

Create New User Account

- **Returning Users who have forgotten their password or whose account has been deactivated due to inactivity** may go through the **“Forgot Login Information?”** process in the lower left quadrant of the screen.



If users are still unable to access their account after going through this process, the user should contact myNHDOE support using the **“Contact Support”** link under the **“Help”** menu in the left sidebar of the myNHDOE login screen.

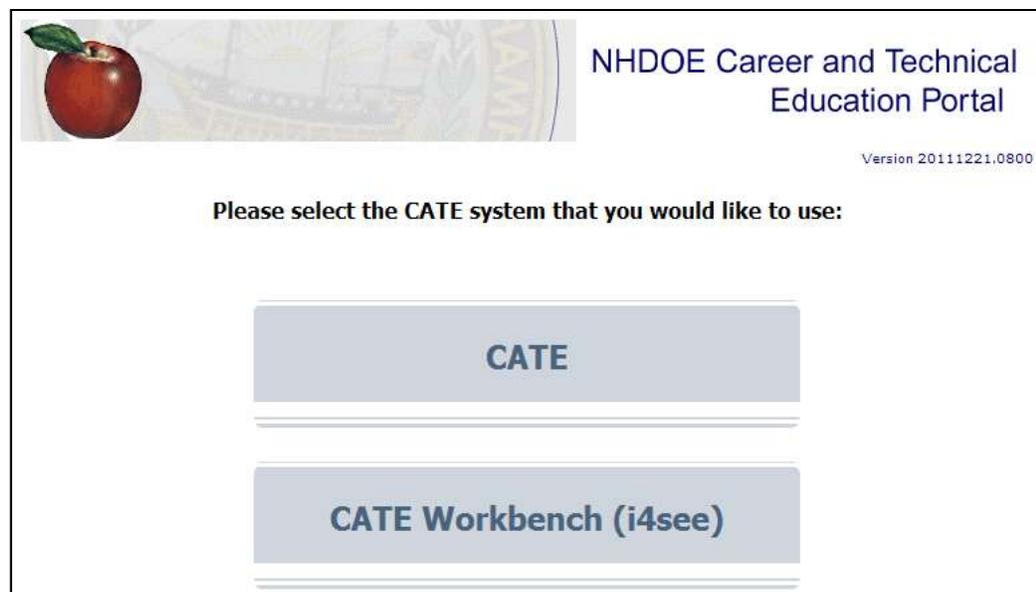


Once logged into their myNHDOE account, the user should see a list of state data systems to which his or her district has granted them access. To access CATE, the user should click on **“Career and Technical Education.”** If *Career and Technical Education* is not in this list, the user should contact their district’s i4see coordinator for appropriate access.



After logging into CATE, users will view a screen from which there are two choices. If **CATE Workbench (i4see)** is selected, users will be directed to the area of CATE where batch submissions are made and verified. This is also referred to as the *frontend*. The focus of this user's guide, however, will be the functions of **CATE**, which may also be referred to as the *backend*.

By selecting **CATE**, users will be able to perform several activities, including the review of information about schools and CTE Centers. Users may also be able to modify or delete information that has already been submitted to the State, enter new information, and print reports as they become available.



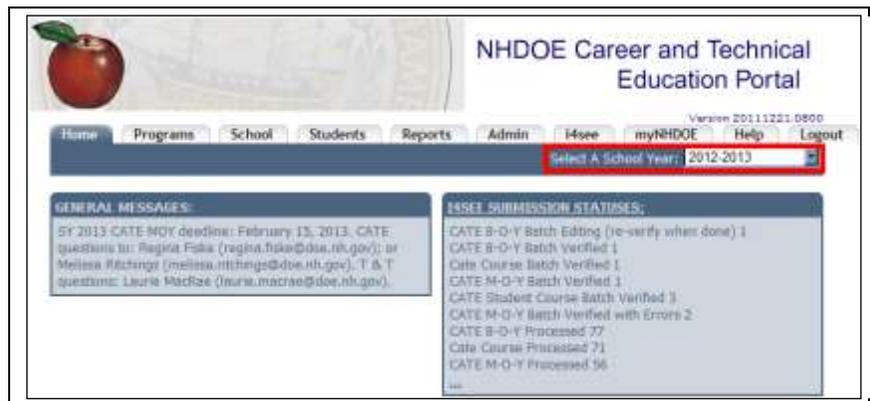
After the selection of CATE has been made, users will be directed to the CATE **“Home Page.”**

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## Home Page

The Home page in CATE allows users to view general messages to users, and may display individual messages to a particular CTE Center. It also displays the statuses of CATE batch submissions for the center that is logged into the session. From the Home page, the user may also navigate to other areas of the CATE system.

### Home Tab



An important first step for accessing any center's data is the selection of the correct school year. CATE will default to the current school year each time a user accesses the system.

CATE is designed to start a new school year with new data files and to store the previous year's data so it is easily accessible as historical files. While previous years' data will be available to view and reports are available to print, modifications to the data will not be allowed except during prescribed periods designated for the correction of anomalous data identified by the NHDOE. Other than these times, changes to CATE data can be performed only for the current school year.

The Home Page includes ten tabs for navigating and accessing information stored in CATE, including information that may be pre-populated by the State, such as school information and CTE center and program information. By "hovering" the mouse cursor over each tab, a preview will appear which describes what activities may be performed by selecting the tab. Sometimes a drop-down list of activities may appear.

## Data Input Tabs

Three of the ten tabs on the CATE homepage provide a means for users to view data, or to input data by adding a record, changing a record, or deleting a record. These tabs include the *Programs*, *Students*, and *Admin* tabs.

### **Programs Tab**

Provides a format for users to view their CTE center's current list of approved program, and also to add, delete or modify courses attached to each program.

### **Students Tab**

Student records may be added, changed, or deleted through this tab. Users may search for individual students via this tab as well.

### **Admin Tab**

A drop down list provides the user with options to enter basic school information, process CATE submissions, enter new courses, view basic Sending and Receiving School information, and view user information. **“School Year Data” must be entered via this tab at the beginning of each school year prior to any batch submissions.**

## Non-interactive Tabs

Five tabs provide access to view information or to move from one section of CATE to another section. These tabs include *School*, *Reports*, *I4See*, *Help*, and, of course, *Home*. The remaining two tabs, *myNHDOE* and *Logout* can be used to exit the CATE system

### **Home**

The Home tab takes the user to the CATE Home page.

### **School**

The School tab allows the user to view school information that pertains to CTE sending and receiving schools.

### **Reports**

Currently, the user may view and print the AV-1 Tuition and Transportation reimbursement statement and the AV-2 Tuition Differential Report. Additional reports will be available in the future.

### ***i4see***

This tab will allow the user to move between ***CATE Workbench (i4See)*** (“the workbench”) and the CATE backend.

### ***Help***

By clicking on Help and selecting one of the items on the tree structure, the user will find information pertaining to any topic that is selected.

### ***myNHDOE***

Selecting the myNHDOE tab allows users to exit CATE without logging out of the single sign-on system. The user will be returned to the myNHDOE system menu, where he or she may select another state data system or may choose to return to CATE.

### ***Logout***

Selecting the Logout tab will exit users from both CATE and the myNHDOE single sign-on system. Users may log back in at a later time or allow a different user to login to myNHDOE.

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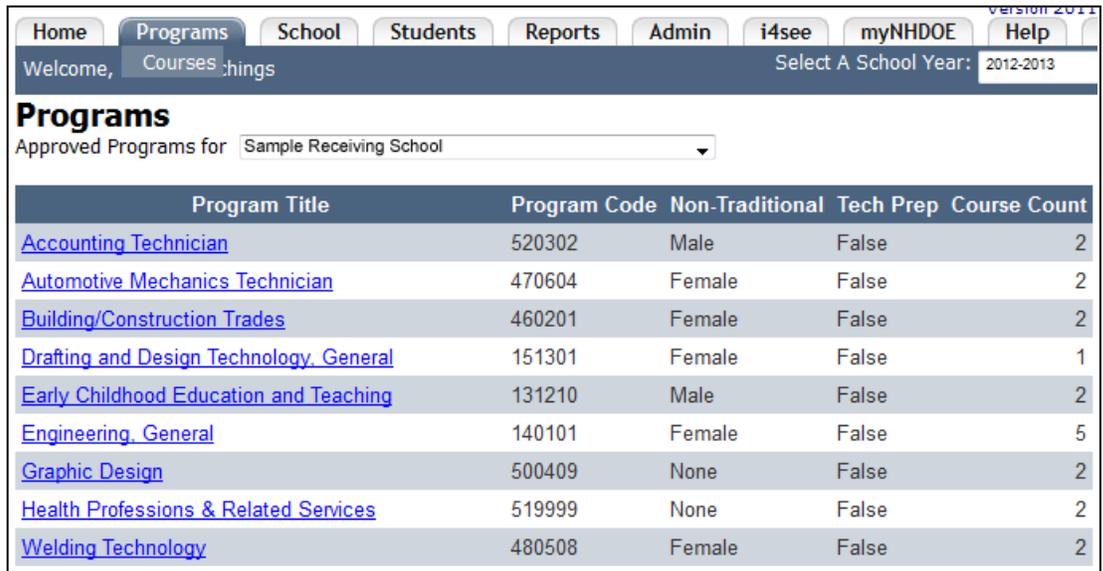
# Programs and Courses

## Programs Tab

The *Programs* screen lists the approved programs for the user's CTE center. Each Center is able to view only those programs that are approved for that specific center. Approved CTE programs are assigned to each Center on an annual basis by the State. The State Master Program table will be updated annually prior to a new school year. Newly approved programs for a center will be updated at the same time.

## Programs Screen

The *Programs* screen displays a center's approved programs in alphabetical order by Program Title, along with the Program Code (CIP), the nontraditional status of the program, and the number of courses that exist for each program in the selected school year.



Program Title	Program Code	Non-Traditional	Tech Prep	Course Count
<a href="#">Accounting Technician</a>	520302	Male	False	2
<a href="#">Automotive Mechanics Technician</a>	470604	Female	False	2
<a href="#">Building/Construction Trades</a>	460201	Female	False	2
<a href="#">Drafting and Design Technology, General</a>	151301	Female	False	1
<a href="#">Early Childhood Education and Teaching</a>	131210	Male	False	2
<a href="#">Engineering, General</a>	140101	Female	False	5
<a href="#">Graphic Design</a>	500409	None	False	2
<a href="#">Health Professions &amp; Related Services</a>	519999	None	False	2
<a href="#">Welding Technology</a>	480508	Female	False	2

## Program Profile and Course List

### Program Profile & Course List

Sample Receiving School

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**Graphic Design**  
Program Code: 500409  
Non-Traditional:None  
Career Cluster: Arts, Audio Visual Technology & Communications  
Tech Prep: False  
[Add Course](#)

Local Class Code	Local Class Name	State Course Name	Begin Date	End Date	Room #	Students Enrolled
GA01	<a href="#">Graphic Arts 1</a>	None Provided	08/29/2012	06/12/2013	514	8
GA02	<a href="#">Graphic Arts 2</a>	None Provided	08/29/2012	06/12/2013	514	10

By clicking on any program name on the Programs screen, users will be able to view a profile of the program and a list of the courses that are attached to the program. The upper left of the *Program Profile & Course List* screen provides information pertinent to the program, including nontraditional status, program CIP code, and the [Career Cluster](#) under which the program is grouped.

### Program Profile & Course List

Sample Receiving School

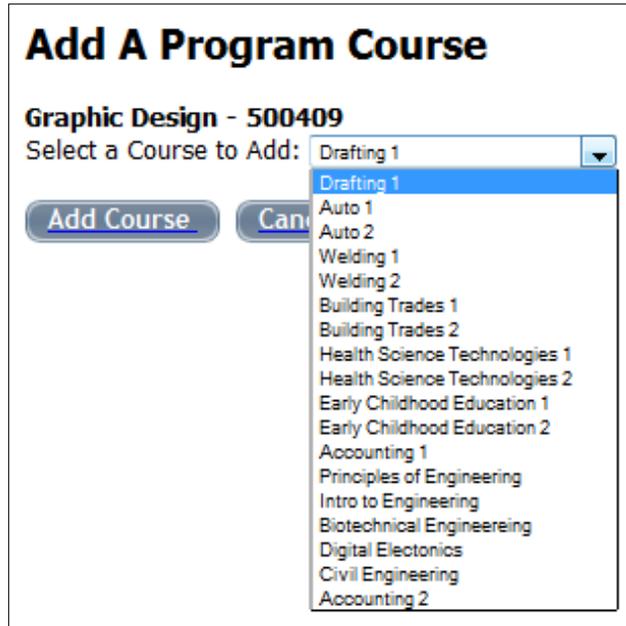
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**Graphic Design**  
Program Code: 500409  
Non-Traditional:None  
Career Cluster: Arts, Audio Visual Technology & Communications  
Tech Prep: False  
[Add Course](#)

The “[Add Course](#)” button located directly below the Program Profile provides users with the capability to append courses to the selected program.

### ***Append a Course to a Program***

By selecting a course from the drop-down list of courses and pressing the “**Add Course**” button, the course will be linked to the selected program. Sometimes it may be desirable to link a single course to more than one program. There is no restriction on doing this.



The screenshot shows a web interface titled "Add A Program Course". Below the title, it displays "Graphic Design - 500409". There is a label "Select a Course to Add:" followed by a dropdown menu. The dropdown menu is open, showing a list of course options: Drafting 1 (highlighted), Auto 1, Auto 2, Welding 1, Welding 2, Building Trades 1, Building Trades 2, Health Science Technologies 1, Health Science Technologies 2, Early Childhood Education 1, Early Childhood Education 2, Accounting 1, Principles of Engineering, Intro to Engineering, Biotechnical Engineering, Digital Electronics, Civil Engineering, and Accounting 2. Below the dropdown menu, there are two buttons: "Add Course" and "Cancel".

Once a course is linked to a program, the Program Profile screen will reappear and the newly attached course will be listed.

## Program Profile and Course List – A Closer Look

**Program Profile & Course List**  
Sample Receiving School

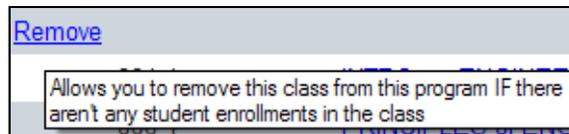
**Building/Construction Trades**  
Program Code: 460201  
Non-Traditional:Female  
Career Cluster: Architecture & Construction  
Tech Prep: False  
[Add Course](#)

	Local Class Code	Local Class Name	State Course Name	Begin Date	End Date	Room #	Students Enrolled
<a href="#">Remove</a>	1858	<a href="#">Building Trades 1</a>	None Provided	08/30/2012	06/07/2013	105	0

**Delete a Course** (indicated by a red arrow pointing to the Remove link)

**No Students Enrolled** (indicated by a red arrow pointing to the 0 in the Students Enrolled column)

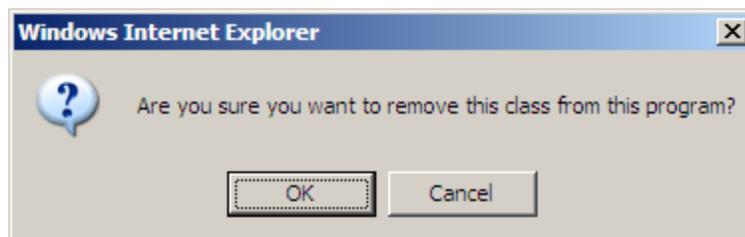
Courses may be removed (deleted) from a program, but only if the course has no enrollments. As an example, since the course in the above screen shot does not have any enrollments, it can be removed by selecting the “**Remove**” text link at the left of the course row. If the cursor is held over the “**Remove**” button, the following message (tip) will appear.



[Remove](#)

Allows you to remove this class from this program IF there aren't any student enrollments in the class

Before a course is removed from a program, a popup dialog box will appear and request confirmation that the user wishes to delete the course. The “**Cancel**” button will cancel the deletion. By clicking the “**OK**” button, the course will be deleted from the program.



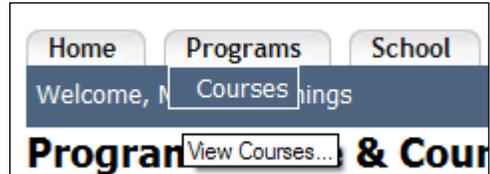
Windows Internet Explorer

Are you sure you want to remove this class from this program?

OK Cancel

## Courses

From the Program Profile screen, the user can enter the *Courses* screen by clicking on the appropriate Course Name text link. Another way to reach this screen is to hover the mouse cursor over the Programs tab and select “**Courses**” from the drop down menu that appears. Either option will present the user with a list of all courses available at the CTE center for the selected school year.



## Courses Screen

By selecting any one of the courses in the *Course List* window, information about that course will be presented on the right half of the screen. Selecting the *Enrollments* tab will display a list of students who are enrolled in the course. Selecting the *Educators* tab will display a list of educators attached to the course.

**Courses**

Course Listing for

Course List:

- 1855 - Auto 1
- 1857 - Auto II
- 1858 - Building Trades 1
- 1861 - Firefighter Academy I

**Course** | **Enrollments** | **Educators**

Course Info:

Local Class Name: **Auto 1**

Local Class Code: 1855

Course Name: None Provided

Section ID:

Begin Date: 08/29/2012

End Date: 06/07/2013

Term ID: 30

Credits: 2.00

Room #: 109

Length In Minutes: 88

# Meetings S1: 85

# Meetings S2: 86

[Edit](#) [Delete](#) [New](#)

After a course is selected, the user may “**Edit**”, “**Delete**” (remove), or create a “**New**” course by selecting any of the text links at the bottom of the *Course Info* description:

[Edit](#) [Delete](#) [New](#)

## Adding a New Course

Clicking on “New” at the bottom of the Courses screen will give the user the opportunity to create a new course. Once all the information has been entered, the user should click the “Insert” link at the bottom of the screen.

**Courses**  
Course Listing for

**Course** **Enrollments**

Course Info:

Local Class Name:

Local Class Code:

Course Name:

Section ID:

Begin Date:

End Date:

Term ID:

Credits:

Room #:

Length In Minutes:

# Meetings S1:

# Meetings S2:

[Insert](#) [Cancel](#)

Text boxes or fields that have incorrect entries or that have been left blank will cause the “Insert” action to halt. Invalid fields will be highlighted in pink and have a red asterisk at the end of the field. Hovering the mouse cursor over the asterisk will display a tip on how the invalid information can be corrected.

**Courses**  
Course Listing for

**Course** **Enrollments**

Course Info:

Local Class Name:  \*

Local Class Code:  \*

Course Name:

Section ID:

Begin Date:  Date is required

End Date:  Date is required

Term ID:  \*

Credits:  \*

Room #:  \*

Length In Minutes:  \*

# Meetings S1:  \*

# Meetings S2:  \*

[Insert](#) [Cancel](#)

The data entry requirements to create a course in the backend are:

- **Local Class Name:** The name that is given to a course by the school or center where it is offered.
- **Local Class Code:** The unique class code by which the course can be identified. Each offering of a particular course must have a unique local class code. For instance, there may be several sections of a class named Networking 101, but they may be offered at different times during the day or different times during the year, or may have different instructors. To ensure that students are enrolled in the correct section of each course, the Center should assign each section a unique local class code.

For example, Networking 101 offered in the morning may be identified as NET-AM, and Networking 101 offered in the afternoon may be identified as NET-PM. Multiple morning or afternoon offerings may be further disaggregated: NET-AM1, NET-AM2, NET-PM1, NET-PM2.

There is no required format that a Center must follow when assigning local class codes, though it is recommended that a Center use the same format for every course to avoid confusion (NET-AM, NET-PM, COOK-AM, COOK-PM, AUTO-AM, AUTO-PM, etc).

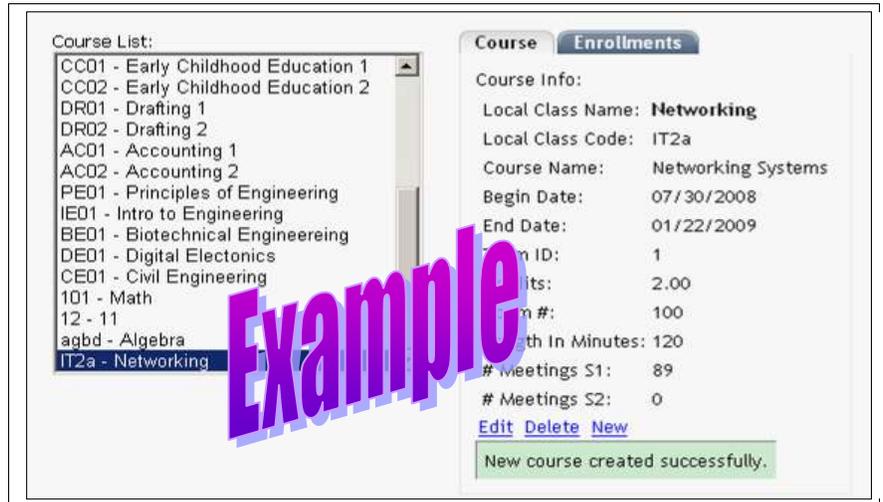
- **Course Name:** The Course name is selected from a large list of course titles that are available for all NH courses. When creating a course via CATE\_Course batch submission, this field is identified as “CourseID,” and is optional. When creating a course in CATE, however, it is required.
- **Begin Date:** The first day that the course is offered in a school year.
- **End Date:** The last day a course is offered for a given school year.
- **Term ID:** CATE accepts only three term IDs:
  - **1** for courses that take place in the 1<sup>st</sup> half of the school year;
  - **2** for courses that take place in the 2<sup>nd</sup> half of the school year;
  - **30** for courses that take place across an entire school year.

Any other term ID entry will be considered invalid. *If a school is running trimesters or quarters, enter the term ID for the semester in which the course starts.*

- **Credits:** Enter the number of credits that can be attained from completing the course. Partial credit may be entered for courses that do not offer full credits.

- **Room #:** Enter the room number where the class is offered.
- **Length in Minutes:** Enter the number of minutes each course is offered.
- **# of Meetings S1:** Enter the total number of days each course is in session for Semester 1. If the course is not in session in the first semester, enter 0 (zero).
- **# of Meetings S2:** Enter the total number of days each course is in session for Semester 2. If the course is not in session in the second semester, enter 0 (zero).

When all of the above entries have been completed, the user may select the **“Insert”** button to save the new course. The **“Cancel”** button will cancel this operation. The following screen shows the successful entry of a new course.



## Editing a Course

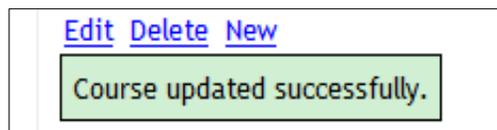
In addition to adding new courses, existing course records can also be modified on the Courses screen.

Select a course in the Course List. When the course information is displayed, the user should click the **“Edit”** button at the bottom of the course info description.

### Edit Course Screen

The screenshot shows the 'Courses' interface. At the top, it says 'Course Listing for' followed by a dropdown menu set to 'Sample Receiving School'. Below this is a 'Course List' on the left with four items: '1855 - Auto 1' (highlighted), '1857 - Auto II', '1858 - Building Trades 1', and '1861 - Firefighter Academy I'. To the right is a 'Course Info' form with the following fields: 'Local Class Name' (Auto 1), 'Local Class Code' (1855), 'Course Name' (None Provided), 'Section ID' (empty), 'Begin Date' (08/29/2012), 'End Date' (06/07/2013), 'Term ID' (30), 'Credits' (2.00), 'Room #' (109), 'Length In Minutes' (88), '# Meetings S1' (85), and '# Meetings S2' (86). At the bottom of the form are two buttons: 'Update' (highlighted with a red box) and 'Cancel'.

After the user has edited the course record, selecting **“Update”** will save the changes that have been made on the current course and will display the course information with the updates. **“Cancel”** leaves the updates unsaved and returns the user to the Courses screen.



## Deleting a Course

Existing courses can be deleted by clicking on the “Delete” button while course information is displayed on the screen.

Before the course is removed from the system, the user will be presented with a pop-up dialogue box requesting confirmation. Pressing the “OK” button will continue the delete operation, while pressing “Cancel” will cancel the operation.



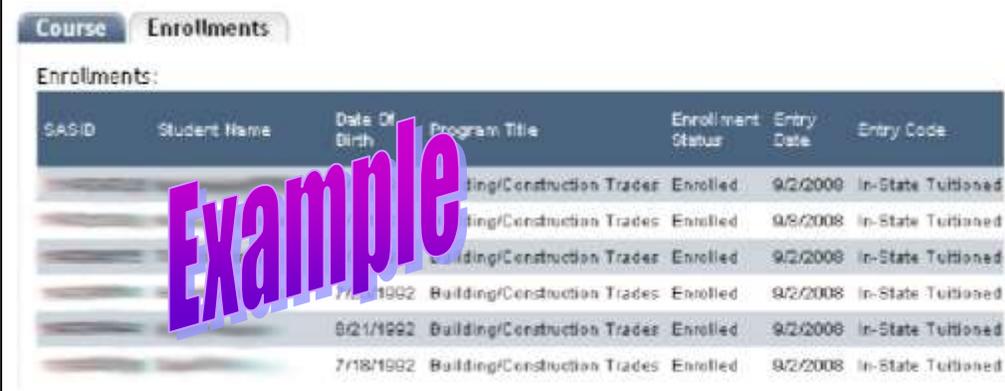
When a deletion has been performed, the user will be returned to the Courses screen and a message confirming the action will display at the bottom of the course information pane.



## Enrollments Tab

Selecting the *Enrollments* tab on the Courses screen will cause the system to display students who are enrolled in the selected course. Information includes each student's SASID, name, date of birth, program title, enrollment status, entry date, and entry code. If the student has been exited from the course, the student's exit date and exit code will also be displayed.

**A student's SASID, name and date of birth information should never be shared at the same time outside of the district.** When communicating with the NHDOE about a particular student, a CATE user should identify the student by his or her SASID only.



SASID	Student Name	Date Of Birth	Program Title	Enrollment Status	Entry Date	Entry Code
			ing/Construction Trades	Enrolled	9/2/2008	In-State Tuitioned
			ing/Construction Trades	Enrolled	9/8/2008	In-State Tuitioned
			ing/Construction Trades	Enrolled	9/2/2008	In-State Tuitioned
		7/18/1992	Building/Construction Trades	Enrolled	9/2/2008	In-State Tuitioned
		9/21/1992	Building/Construction Trades	Enrolled	9/2/2008	In-State Tuitioned
		7/18/1992	Building/Construction Trades	Enrolled	9/2/2008	In-State Tuitioned

## Educators Tab

Course Enrollments **Educators**

Educators:

	Program	Educator ID	Name
<a href="#">Remove</a>	470604 - Automotive Mechanics Technician	54321	Sample Teacher

Add Educator:

Program:

[Add Educator](#)

Must be numeric educator id or  
SSO user id prefixed with 'SSO\_'

Clicking on the *Educators* tab on the Courses screen will display a list of instructors attached to that particular section of that particular course. In general each course will have only one instructor. However, if a course employs “team teaching” or some other collaborative teaching process, there may be multiple educators attached to one course.

The Educators tab displays the program to which the course is attached, the educator’s ID number (EIN), and the educator’s name.

### **Removing an Educator from a Course**

To remove an educator from a course, first select the appropriate course in the *Course List* and click the *Educators* tab. Then click the blue **“Remove”** text link beside the educator you’d like to remove.

### **Adding an Educator to a Course**

To add an educator to a course, first select the appropriate course in the *Course List* window and click the *Educators* tab. Select a program from the “Program” dropdown list, then type the educator’s EIN or single sign-on ID number (**prefixed by “SSO\_”; e.g. “SSO\_12345”**) into the blank text box and click the blue **“Add Educator”** text link.

Please note that the only programs available in the “Program” dropdown list will be those programs to which the course is attached. In the sample above, the only program that will be available in the dropdown list is “Automotive Mechanics.”

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# Schools

## Schools Tab

The *Schools* tab allows the user to view information from the State's database for both sending and receiving schools.

### Receiving School:

Receiving schools offer regional CTE programs which may be accessed by students of other high schools or CTE Centers within the region.

### Sending School:

A sending school is any high school or CTE Center that sends its students to a CTE Center, including out-of-state students.

### Out-of-State Schools:

Although students from out of state are not eligible for tuition or transportation reimbursement from the State, all students who access NH CTE programs must be reported. To assist with this, out-of-state schools are listed on the State's school database as "Out-of-state – Maine," "Out-of-state-Vermont," etc.

## School Information

The *School Information* screen allows the user to view either sending or receiving school information. By default the screen will display sending school information. To display receiving school information, the user should click on the *Receiving Schools* tab.

## Sending Schools Tab

The heading of this screen identifies the Sending School that is selected. Other sending schools may be selected using the drop down menu.

**School Information**

Sending Schools Receiving Schools

**Sending School Information**

Sample Sending School

There are three sections of information below the heading, which are numbered in the screen shot below for the informational purposes of this guide.

**Sample Sending School**

**1**

ID	Name
School: 20202	Sample Sending School
District: 000	Sample Sending District
SAU: 00	Sample Sending District

**2**

Mailing Address:

Contact Information:  
Phone:  
Fax:  
E-mail:  
Web:

**3**

Rates & Miles

Receiving School	Transportation Mode	Transportation Rate	Miles	Tuition
Receiving CTE Center #1	Standard Rate	\$.10/mi 0.1	11	\$14,930.03
Receiving CTE Center #2	Standard Rate	\$.10/mi 0.1	21	\$13,692.04

**Section 1** includes the sending school's ID number, name, the school's district number, district name, and the SAU or RA number and name.

**Section 2** includes mailing and contact information. This information resides on the State's Common Database and is updated annually.

**Section 3** pertains to rates and miles, which are used when calculating tuition and transportation reimbursement. The information listed here includes the name of the receiving school(s) (CTE Center), the transportation mode, transportation rate, number of miles from the sending school to the receiving school, and the sending school's tuition.

## Receiving Schools Tab

The School Information screen for *Receiving Schools* appears much the same as that for the Sending Schools. The heading of this screen identifies the selected receiving school.



As with the Sending Schools tab, there are three sections of information below the school heading, which are numbered below for the informational purposes of this guide.

The screenshot displays the "Sample Receiving CTE Center" information screen. It is divided into three numbered sections:

- 1**: A table with columns "ID" and "Name".

School:	20202	Sample Receiving School
District:	000	Sample Receiving District
SAU:	00	Sample Receiving SAU
- 2**: Two boxes for "Mailing Address:" and "Contact Information:". The "Contact Information:" box includes fields for Phone, Fax, E-mail, and Web.
- 3**: A table titled "Rates & Miles".

Sending School	Transportation Mode	Transportation Rate	Miles	Tuition
Sending School #1	Standard Rate	\$.10/mi 0.1	52	\$14,896.46
Sending School #2	Standard Rate	\$.10/mi 0.1	42	\$14,896.46

**Section 1** includes the receiving school's ID number, name, the school's district number, district name, and the SAU or RA number and name. Even though in many cases a CTE center may be part of an existing high school, all CTE centers have their own unique school ID number that distinguishes them from the main high school.

**Section 2** of the Receiving School Information screen displays information about the CTE Center. This information is populated from the State's Common Database.

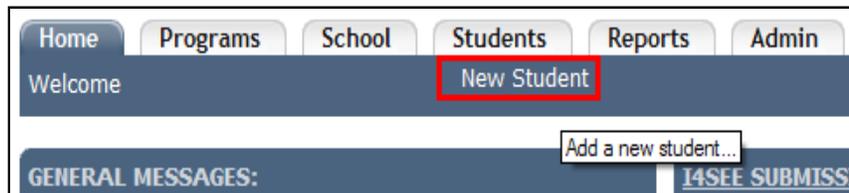
**Section 3** of the Receiving School Information screen displays tuition and transportation information about all of the sending schools that send students to the CTE Center. This includes the transportation mode, transportation rate, the number of miles from the sending school to the receiving school, and the tuition rate that is charged to every sending school by the receiving school.

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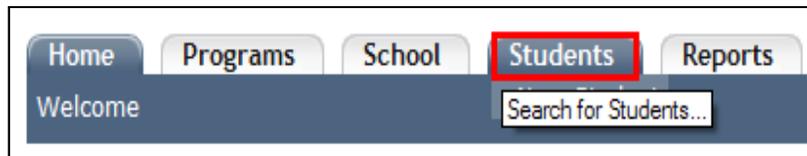
# Students

## Students Tab

From the *Students* tab, the user may search for a student by name or SASID, edit or change a student's information, and enter a new student into the CATE system. Programs and courses can be appended or removed from a student's record through this tab.



When the mouse cursor is hovered over the *Students* tab, a drop-down menu will appear. The user should click on **“New Student”** to add a student to CATE.



Clicking directly on the *Students* tab will take the user to the *Student Search* screen.

## Student Search

### Student Search

Sending School:

Receiving School:

Program:

SASID:

First Name:

Last Name:

Searches for a student can be performed in a variety of ways. The following are some examples of searches that can be performed to locate specific students or groups of students. These search options can be mixed and matched as needed.

- **All students:** Leave all of the detail fields at their default settings to generate a list of students enrolled in the CTE center from any sending schools and in any program.
- **A single sending school:** – To list the students from a single sending school, select the sending school from the drop down list labeled “Sending School.”
- **Students by All Programs:** – Leave the default selection “All Programs” in the Program dropdown box to display all students enrolled in any program in the CTE center.
- **Students by No Programs:** – Change the dropdown box selection from “All Programs” to “No Programs.” This will display a list of all students in the CTE center who are not attached to a specific program. This is generally the result of a student being manually added to CATE, or students who were enrolled in a program at one point in the year but chose to drop it prior to attending any courses.
- **Students by a single program:**– Select a specific program from the dropdown list to search for all students in that program at the CTE center.
- **Student by SASID:** Enter a student’s SASID. This is the most efficient way to search for a specific student.
- **Student by first name:** – Enter first name in the “First Name” field. All students with that first name will be listed.

Please note that spelling of the name will affect the search results. A student whose SASID identifies him as “Robert” will not be listed under a search for “Rob” or “Bobby.”

You may use a wildcard search to search for students whose name begins with a certain group of letters. For example, to find “Robert,” you may search for “Rob\*”. The asterisk (\*) indicates that you wish to find all students whose first name begins with the letters “Rob.” This will generate a list of all students who meet that condition (Robby, Robert, Robin...).

- **Student by last name:** Enter the last name of a student. All students with that last name will be listed.

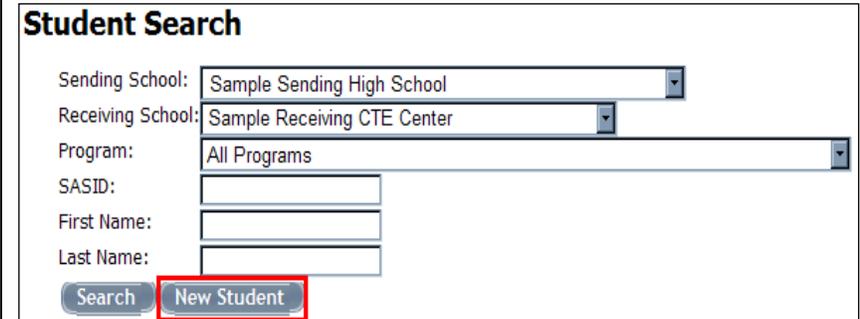
As with the first name, spelling is important. A student whose SASID lists his last name as “Thompson” will not be displayed under a search for students with the last name “Thomson.”

You may use a wildcard search to search for students whose last name begins with a certain combination of letters. For example, to find all students with the last name “Thompson,” you may search for “Thom\*”. This will generate a list of all students who meet that condition (Thomas, Thompson, Thomson...).

Any combination of the above search options will produce results based on the criteria entered by the user. If no matches are found using a particular set of search criteria, reducing the number of search criteria may help. For example, a search of all Automotive Mechanics students named Emily Johnson that yields no results may benefit from removing the first name. After all, perhaps Emily has been spelled incorrectly. Should it be “Emilie?” Or maybe her SASID uses her full name, “Emilia.”

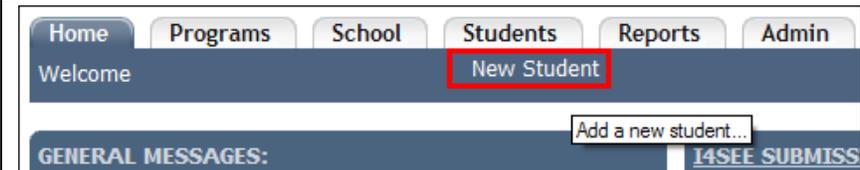
## Adding New Students

There are several places within the CATE system where a user may enter a new student into the backend. For example, to add a student from the *Student Search* screen, click the button beneath the search criteria labeled **“New Student.”**



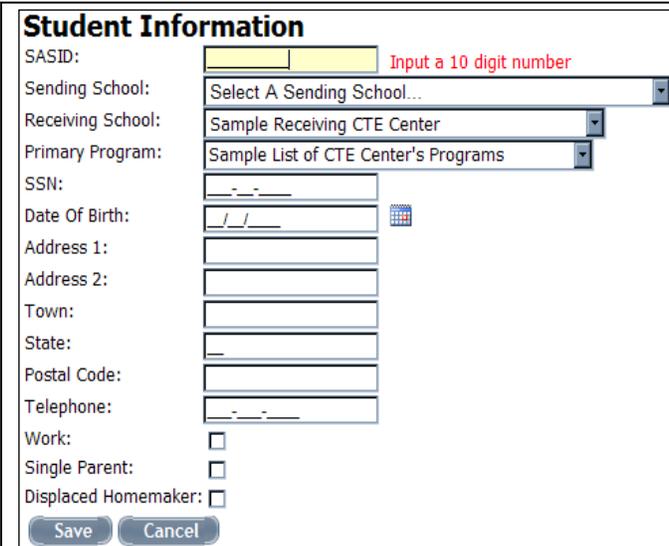
The screenshot shows the 'Student Search' form. It includes dropdown menus for 'Sending School' (Sample Sending High School), 'Receiving School' (Sample Receiving CTE Center), and 'Program' (All Programs). There are also input fields for 'SASID', 'First Name', and 'Last Name'. At the bottom, there are two buttons: 'Search' and 'New Student', with the latter highlighted by a red box.

The quickest and simplest way to add a student is to hover the mouse over the *Students* tab and select **“New Student”** from the drop down menu.



The screenshot shows the navigation menu with tabs for 'Home', 'Programs', 'School', 'Students', 'Reports', and 'Admin'. The 'Students' tab is active, and a dropdown menu is open, showing 'New Student' highlighted with a red box. Below the menu, there is a 'GENERAL MESSAGES:' section with a '14SEE SUBMISS' button.

## New Student screen



The screenshot shows the 'Student Information' form. It includes input fields for 'SASID' (with a red error message 'Input a 10 digit number'), 'Sending School' (Select A Sending School...), 'Receiving School' (Sample Receiving CTE Center), 'Primary Program' (Sample List of CTE Center's Programs), 'SSN', 'Date Of Birth' (with a calendar icon), 'Address 1', 'Address 2', 'Town', 'State', 'Postal Code', and 'Telephone'. There are also checkboxes for 'Work', 'Single Parent', and 'Displaced Homemaker'. At the bottom, there are 'Save' and 'Cancel' buttons.

**All of the information on the *New Student* screen is required, with the exception of **Address 2**.** The user will be prompted to enter any missing information before the record is saved.

- **SASID**: This is a unique ten digit State Assigned Student Identification number.
- **Sending School**: Sending school is for the school number of the high school that is located in the district that is financially responsible for the student.
- **Receiving School**: Receiving school number is the number of the center where the student is receiving Career and Technical Education instruction.
- **Primary Program**: The primary program is the CIP number for the primary program in which the student will be enrolled. Additional programs may be added to the student's record at a later point.
- **SSN**: Due to state legislation, this field is no longer used. **Enter 999-99-9999 in this field. *Do not* enter the student's actual social security number.**
- **Date of Birth**: Date of birth may be selected from the calendar icon at the right of the "Date of Birth" field, or it may be entered in the formatted text box.
- **Address 1**: Street address of the student. *Address 2 is optional.*
- **Town**: Town or city where the student resides.
- **State**: State in which the student resides.
- **Postal Code**: Student's ZIP code.
- **Telephone**: Telephone number where the student or parent may be reached.
- **Work**: If the student is in a work study program (Co-op) and is receiving credit for the work as part of the course, enter the appropriate code.

Clicking on the **"Save"** button at the bottom of the screen will save the student record. **"Cancel"** returns the user to the previous screen without saving any modifications.

**Note:** When a new student is entered into CATE, there is no connection between the new student and a course. Any courses the student may be taking in their primary program or any additional programs must be appended to the student record in a separate activity. (See [Adding a Program](#) to a student and [Adding a Course](#) to a student in other sections of this guide.)

## Student Information

Home Programs School **Students** Reports Admin I4see myNHDOE Help Logout  
Select A School Year: 2012-2013

### Student Search

Sending School: Sample Sending High School  
Receiving School: Sample Receiving CTE Center  
Program: All Programs  
SASID:   
First Name:   
Last Name:

Search New Student

Found 26 students...

SASID	Name	Town	State	Primary Program	Programs
1234567890		Lancaster	NH	2013 - Teacher Education, Multiple Levels	<a href="#">Programs</a>
		Mason	NH	2013 - Business/Commerce, General	<a href="#">Programs</a>
		Durham	NH	2013 - Accounting Technician	<a href="#">Programs</a>

After conducting a student search, the user will have the option of clicking on a text link of a student's SASID or a text link to view the student's *Programs* for the selected school year. Clicking on a student's SASID in the search results will bring up the *Student Information* screen for that student. This screen offers a summary of the selected student's record as it currently exists in CATE.

## Student Information Screen

### Student Information

Quick SASID Search:  Search

**STUDENT NAME**

SASID: 1234567890  
 Sending School: Example Sending High School  
 Receiving School: Example Receiving CTE Center #1  
 Example Receiving CTE Center #2  
 SSN: 999999999  
 Date Of Birth: 01/01/1901  
 Address 1: 123 Example St  
 Address 2:  
 Town: Lancaster  
 State: NH  
 Postal Code: 03584  
 Telephone: 603-555-1234  
 Work:

**Special Population:**  
 Migrant: No  
 SPED: Yes  
 F&R: Yes  
 LEP: No  
 Single Parent: No  
 Displaced Homemaker: No

Edit New

Student Programs Student Courses Student Transportation

## Editing Student Records

Existing student records can be edited by clicking the **'Edit'** button on the Student Information screen.

**Student Information**

Quick SASID Search:

<b>STUDENT NAME</b>		<b>Special Population:</b>
SASID:	1234567890	Migrant: No
Sending School:	Example Sending High School	SPED: Yes
Receiving School:	Example Receiving CTE Center #1 Example Receiving CTE Center #2	F&R: Yes
SSN:	999999999	LEP: No
Date Of Birth:	01/01/1901	Single Parent: No
Address 1:	123 Example St	Displaced Homemaker: No
Address 2:		
Town:	Lancaster	
State:	NH	
Postal Code:		
Telephone:	603-555-1234	
Work:	<input type="checkbox"/>	

When an existing student record is edited, the Student Information screen opens most of the student information fields for data entry. Certain fields (e.g., SASID and date of birth) cannot be edited. All editable text fields, with the exception of Address 2, are required. Click **"Save"** to save any changes or **"Cancel"** to cancel the changes.

### Edit Student Information screen

**Student Information**

**STUDENT NAME**

SASID: 1234567890

Sending School:

SSN:

Date Of Birth:

Address 1:

Address 2:

Town:

State:

Postal Code:

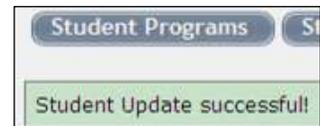
Telephone:

Work:

Single Parent:

Displaced Homemaker:

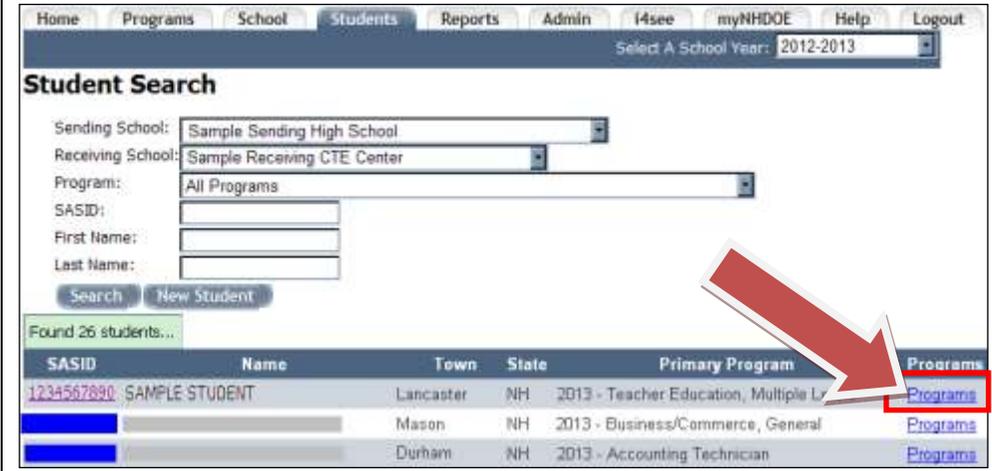
Clicking **"Save"** directs the user back to the Student Information screen where a successful update will be noted in green at the bottom of the screen. Cancellation of an activity does not generate a message. **If no message appears indicating a successful update, the update was not saved.**



## Student Programs

### Add a Program to a Student

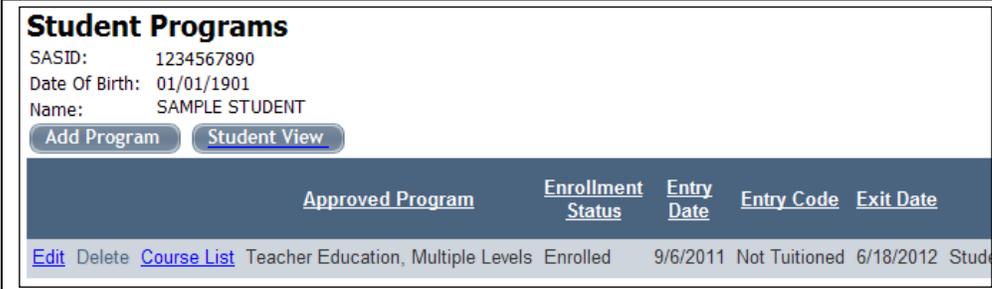
Select the “**Programs**” link on the Student Search screen.



The screenshot shows the 'Student Search' interface. At the top, there is a navigation menu with 'Home', 'Programs', 'School', 'Students', 'Reports', 'Admin', '14see', 'myNHDOE', 'Help', and 'Logout'. Below the menu is a dropdown for 'Select A School Year: 2012-2013'. The main search area includes fields for 'Sending School: Sample Sending High School', 'Receiving School: Sample Receiving CTE Center', 'Program: All Programs', 'SASID:', 'First Name:', and 'Last Name:'. There are 'Search' and 'New Student' buttons. Below the search area, it says 'Found 26 students...'. A table lists student records with columns: SASID, Name, Town, State, Primary Program, and Programs. A red arrow points to the 'Programs' link in the first row of the table.

SASID	Name	Town	State	Primary Program	Programs
1234567890	SAMPLE STUDENT	Lancaster	NH	2013 - Teacher Education, Multiple L	<a href="#">Programs</a>
		Mason	NH	2013 - Business/Commerce, General	<a href="#">Programs</a>
		Durham	NH	2013 - Accounting Technician	<a href="#">Programs</a>

This will lead the user to the *Student Programs* screen. This screen displays information about programs in which the student is enrolled. Additional programs and courses may be added, changed and deleted from the student’s record through the Student Programs screen.



The screenshot shows the 'Student Programs' screen. At the top, it displays student information: 'SASID: 1234567890', 'Date Of Birth: 01/01/1901', and 'Name: SAMPLE STUDENT'. Below this are 'Add Program' and 'Student View' buttons. A table lists enrolled programs with columns: Approved Program, Enrollment Status, Entry Date, Entry Code, and Exit Date. The first row shows 'Teacher Education, Multiple Levels' with an enrollment status of 'Enrolled', entry date of '9/6/2011', entry code of 'Not Tuitioned', and exit date of '6/18/2012'. There are links for 'Edit', 'Delete', and 'Course List' for each program.

Approved Program	Enrollment Status	Entry Date	Entry Code	Exit Date
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Course List</a> Teacher Education, Multiple Levels	Enrolled	9/6/2011	Not Tuitioned	6/18/2012

The following fields are visible on the Student Programs screen.

- Approved Program
- Enrollment Status
- Entry Date
- Entry Code
- Exit Date
- Exit Code
- Primary Program flag
- Program Completer flag
- Concentrator flag
- Tech Skills Assessment flag
- Days in Attendance S1
- Days in Attendance S2
- Total Competencies Completed

From the Student Programs screen shown above, the user can select from these two buttons beneath the student's information in the upper left quadrant of the screen.



Clicking on “**Student View**” will take the user to the student’s Student Information Screen, discussed earlier in this guide. Clicking on “**Add Program**” will allow the user to add additional programs to the student’s record.

### Add A Student Program

Please provide a SASID, Date of Birth, select an Approved Program and Entry Code, provide an entry date and indicate whether this program is the students primary program for this school year:

SASID:

Date Of Birth:

Receiving School:

Approved Program:

Entry Date:

Entry Code:

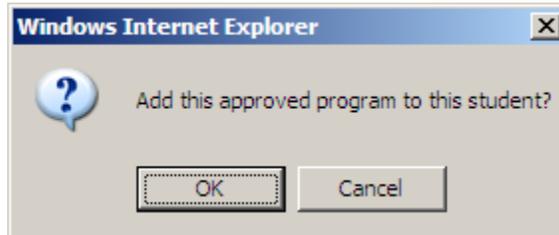
Primary Program:

Tech Skill Assessment:  Passed  Did Not Pass  N/A

- **Approved Program** Select program from program list.
- **Entry Date** Date the student enrolled in the program in the selected school year.
- **Entry Code** Tuitioned/Non-Tuitioned Status.
- **Primary Program** Check this box if this is the student’s primary program.
- **Tech Skill Assessment** If the student took a technical skill assessment for this program in the selected school year, did the student pass or not pass the assessment? If the student has not taken a TSA for this program in the school year, select “N/A.”

When all of the information is entered, select the “**Add Program**” button.

Confirmation will be requested prior to adding the new program to the student record. Selecting “**OK**” will continue the process while selecting “**Cancel**” will void the action and no program will be added to the student record. Once confirmation is completed, the action will return the user to the Student Programs screen where the new program will be listed.



### ***Editing Student Program Information***

From the Student Programs screen, identify the program that needs to be modified and click the “**Edit**” button to the far left of that program’s row. When the program record is selected for editing, the entire program record will be highlighted in yellow and items that can be modified will become editable text boxes or drop down menus (see next page).

## Editing Student Program: Left side of screen

**Student Programs**  
 SASID: 1234567890  
 Date Of Birth: 01/01/1901  
 Name: SAMPLE STUDENT

[Add Program](#) [Student View](#)

Approved Program	Enrollment Status	Entry Date	Entry Code	Exit Date	Exit Code
<a href="#">Update</a> <a href="#">Cancel</a> Banking and Financial Support Services	Enrolled	08/29/2012	Not Tuitioned		Not Exited

## Editing Student Program: Right side of screen

Exit Code	Primary Program	Program Completer	Concentrator	Tech Skills Assessment	Days In Attendance S1	Days In Attendance S2	Total Competencies Completed
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/> Passed <input type="radio"/> Did Not Pass <input checked="" type="radio"/> N/A	90	90	0.00

**Each student may have ONLY ONE Primary Program.** In the event that a student attends multiple CTE centers, the centers must decide between themselves which program shall be counted as the student’s primary program. The primary program is populated through the BOY/MOY/EOY submission.

If an incorrect program is identified as primary and the user is unable to correct the error, the user should contact the Bureau of Career Development to request assistance.

After the user has completed all modifications to the program information, click the **“Update”** button to the left of the program row.

**Student Programs**  
SASID: 1234567890  
Date Of Birth: 01/01/1901  
Name: SAMPLE STUDENT

[Add Program](#) [Student View](#)

Approved Program	Enrollment Status	Entry Date
<a href="#">Update</a> <a href="#">Cancel</a> Banking and Financial Support Services	Enrolled	08/29/2012

**“Update”** will save all of the changes that were made to the student’s program record. **“Cancel”** will exit from the change screen without saving any changes that were made. A successful update will be noted with the following message.

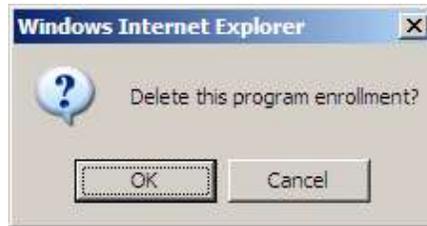
Student Program Update successful

Approved Program	Enr
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Course List</a> Teacher Education, Multiple Levels	Enr

## **Delete Student Program**

A program can be removed from a student record if the student is not enrolled in any courses for that program, and if the program is not identified as the student's primary program.

Before removing the program, the user will be asked to verify that the deletion should take place. Selecting “**OK**” will delete the program from the student, while “**Cancel**” will leave the action without completing it.



**Note:** *If a student is enrolled in a course in the program that the user wishes to delete, the course in which the student is enrolled will have to be deleted first from their program enrollment's “Course List.”*

*Deleting a program while it maintains Primary Program status is not permitted, and the “Delete” text link will be grayed out. Another program must be designated as the Primary Program before deleting the current Primary Program. If the user is unable to remove the Primary Program flag from the program they wish to delete, the user should contact the Bureau of Career Development for assistance.*

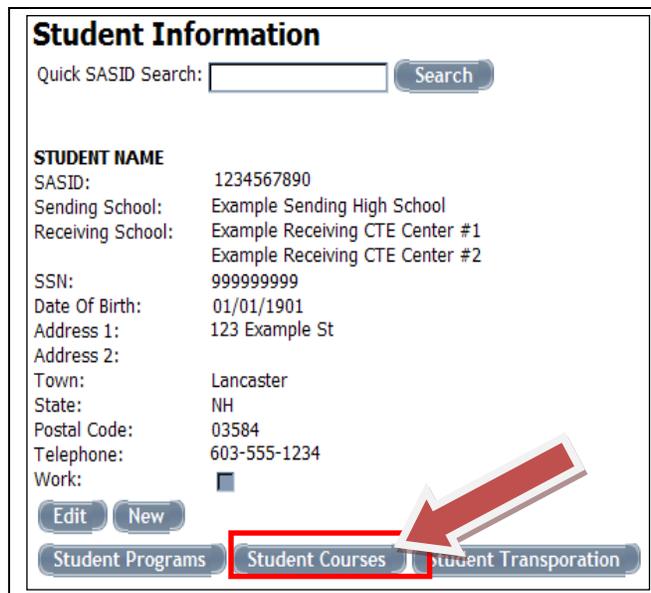
## Student Courses

### Add a Course to a Student

Adding a course to a student's record can be accomplished via the Student Information or Student Programs screens.

#### From the Student Information screen:

Click on the button labeled **“Student Courses.”** This option will display *all courses in which the student is enrolled* in the selected school year, *regardless of program.*

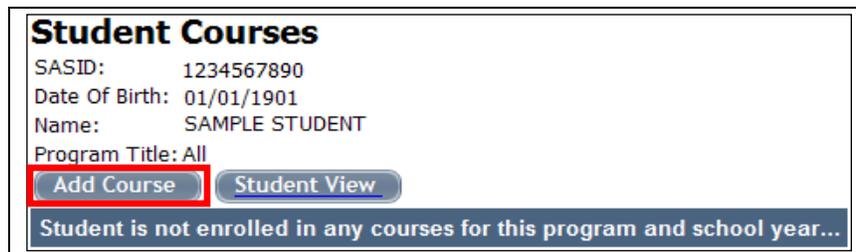


**Student Information**

Quick SASID Search:

**STUDENT NAME**  
SASID: 1234567890  
Sending School: Example Sending High School  
Receiving School: Example Receiving CTE Center #1  
Example Receiving CTE Center #2  
SSN: 999999999  
Date Of Birth: 01/01/1901  
Address 1: 123 Example St  
Address 2:  
Town: Lancaster  
State: NH  
Postal Code: 03584  
Telephone: 603-555-1234  
Work:

If the student is enrolled in no courses in the selected school year, a message will indicate this.



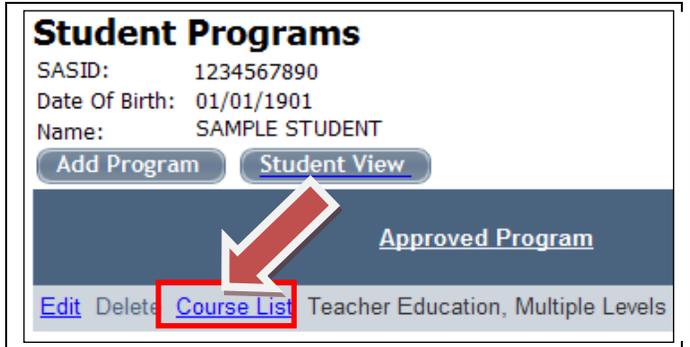
**Student Courses**

SASID: 1234567890  
Date Of Birth: 01/01/1901  
Name: SAMPLE STUDENT  
Program Title: All

Student is not enrolled in any courses for this program and school year...

**From the Student Programs screen:**

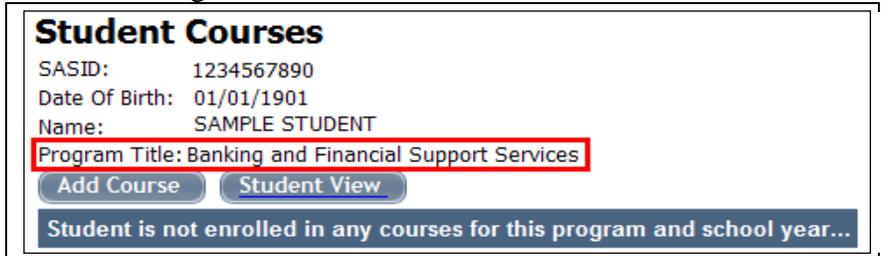
Click on the text link labeled **“Course List”** to the left of the row of the program in question.



Clicking on **“Course List”** from the Student Programs screen will take the user to the list of courses in which that student is enrolled *in that particular program*. Other courses in other programs in which the student is enrolled will not be visible.



If the student is not enrolled in any courses in the particular program, an error message will indicate this.



Either the Student Information or Student Programs screen will take the user to the *Student Courses* screen. From here, clicking on the **“Student View”** button will return the user to the Student Information screen. Clicking **“Add Course”** will allow the user to add a course to the student’s record.

After clicking on **“Add Course,”** the *Add a Student Course* screen will appear. (See below.) The student’s SASID and Date of Birth will be pre-populated. If the user reached the Student Courses screen via the Student Programs screen, the “Approved Program” field will also be pre-populated. The remaining fields must be completed.

- **Approved Program** Drop down displays a list of State approved programs for the selected CTE Center.
- **Course** Drop down displays a list of all courses offered at the selected CTE Center for the selected program.
- **Entry date** The day the student entered the **COURSE**. This date must fall on or after the date the student entered the program.
- **Entry Code** Tuitioned/Not Tuitioned status.

After all information has been entered, select the **“Add Course”** button at the bottom of the screen. Selecting **“OK”** will allow the course to be added to the student’s record. **“Cancel”** halts the **“Add Course”** action. When a course has been added to a student’s record, the user will be returned to the Student Courses screen, where the new course information will be displayed.



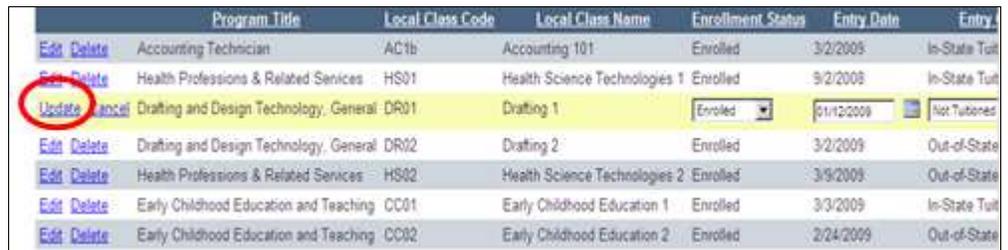
## Edit and Update Student Courses

To modify information on the Student Courses screen, select the **“Edit”** button to the left of the course that will be modified.



	Program Title	Local Class Code	Local Class Name	Enrollment Status
<a href="#">Edit</a> <a href="#">Delete</a>	Accounting Technician	AC1b	Accounting 101	Enrolled
<a href="#">Edit</a> <a href="#">Delete</a>	Health Professions & Related Services	HS01	Health Science Technologies 1	Enrolled
<a href="#">Edit</a> <a href="#">Delete</a>	Drafting and Design Technology, General	DR01	Drafting 1	Enrolled

Clicking **“Edit”** will cause certain fields related to the course to become editable. Changes can be made in any of these open fields.

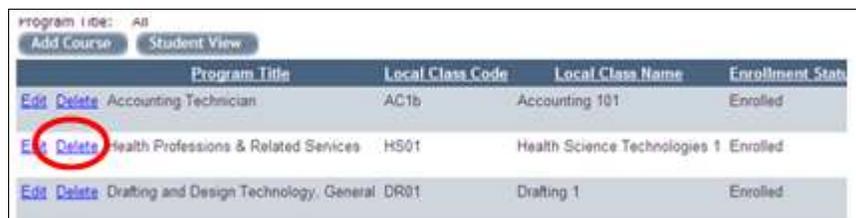


	Program Title	Local Class Code	Local Class Name	Enrollment Status	Entry Date	Entry
<a href="#">Edit</a> <a href="#">Delete</a>	Accounting Technician	AC1b	Accounting 101	Enrolled	3/2/2005	In-State Tuition
<a href="#">Edit</a> <a href="#">Delete</a>	Health Professions & Related Services	HS01	Health Science Technologies 1	Enrolled	9/2/2008	In-State Tuition
<a href="#">Update</a> <a href="#">Cancel</a>	Drafting and Design Technology, General	DR01	Drafting 1	Enrolled	01/12/2009	Not Tuitioned
<a href="#">Edit</a> <a href="#">Delete</a>	Drafting and Design Technology, General	DR02	Drafting 2	Enrolled	3/2/2009	Out-of-State
<a href="#">Edit</a> <a href="#">Delete</a>	Health Professions & Related Services	HS02	Health Science Technologies 2	Enrolled	3/9/2009	Out-of-State
<a href="#">Edit</a> <a href="#">Delete</a>	Early Childhood Education and Teaching	CC01	Early Childhood Education 1	Enrolled	3/3/2009	In-State Tuition
<a href="#">Edit</a> <a href="#">Delete</a>	Early Childhood Education and Teaching	CC02	Early Childhood Education 2	Enrolled	2/24/2009	Out-of-State

After making the necessary changes, click the **“Update”** text link to the left of the selected course. **“Update”** will cause the changes to be saved and will return the user to the Student Courses screen. **“Cancel”** causes the action to terminate and no edits will be saved.

## Delete Student Courses

Deleting a course from a student record can be accomplished by clicking the **“Delete”** text link to the left of the course the user wishes to delete.



	Program Title	Local Class Code	Local Class Name	Enrollment Status
<a href="#">Edit</a> <a href="#">Delete</a>	Accounting Technician	AC1b	Accounting 101	Enrolled
<a href="#">Edit</a> <a href="#">Delete</a>	Health Professions & Related Services	HS01	Health Science Technologies 1	Enrolled
<a href="#">Edit</a> <a href="#">Delete</a>	Drafting and Design Technology, General	DR01	Drafting 1	Enrolled

The user will be asked to confirm the deletion. Selecting **“OK”** will confirm the Delete process, and **“Cancel”** halts the deletion process.



## Student Self Transport

Back at the Student Information screen, the last button on the bottom of the screen is “[Student Transportation](#)”.

### Student Information

Quick SASID Search:

<p><b>STUDENT NAME</b></p> <p>SASID: 1234567890</p> <p>Sending School: Example Sending High School</p> <p>Receiving School: Example Receiving CTE Center #1 Example Receiving CTE Center #2</p> <p>SSN: 999999999</p> <p>Date Of Birth: 01/01/1901</p> <p>Address 1: 123 Example St</p> <p>Address 2:</p> <p>Town: Lancaster</p> <p>State: NH</p> <p>Postal Code: 03584</p> <p>Telephone: 603-555-1234</p> <p>Work: <input type="checkbox"/></p>	<p><b>Special Population:</b></p> <p>Migrant: No</p> <p>SPED: Yes</p> <p>F&amp;R: Yes</p> <p>LEP: No</p> <p>Single Parent: No</p> <p>Displaced Homemaker: No</p>
--	--

Clicking the Student Transportation button will bring up the *Student Self Transport* screen. Most students will have no information on this screen, since most students are transported by the sending school.

### Student Self Transport

SASID: 1234567890

Date Of Birth: 01/01/1901

Name: Sample Student Name

No individual student transportation rates or miles exist for this student in the selected school year. Click [HERE](#) to add this student's self transport record.

The only time there will be transportation information included on this screen is in the case of a student who has requested the option to drive themselves to their CTE programming.

### Student Self Transport

SASID:

Date Of Birth: 9/10/1992

Name:

Sending School	Receiving School	Transportation Mode	Number Miles	Transportation Rate
Berlin Senior High School	Berlin Vocational Center	Student self transport	6	0.585

The Student Self Transport screen is an informational screen only. Data entry on this screen is restricted to Career Development Bureau users with Administrative privileges.

Students wishing to travel using their own vehicle must be approved by a school administrator and by the State before this information is entered into CATE. The school administrator must contact the Career Development Bureau in writing to request approval for students who plan to drive themselves. Once approval has been granted by the State Director of Career and Technical Education, a member of the Bureau staff will enter the appropriate self-transport rates and miles to the approved students.

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## Reports

The AV-1 and AV-2 Reports are currently available under the Reports Tab. Additional reports will be available in the future.

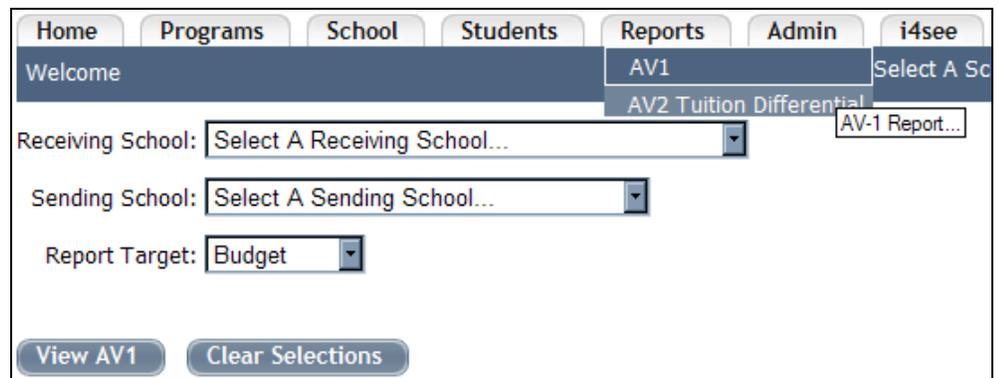
### AV-1 Report

The AV-1 report is a tuition and transportation reimbursement form for those students who attend a Career and Technical Education (CTE) center outside of their high school's district. These students are referred to as "sending school students."

AV-1 forms are submitted to the State three times a year. The following dates are important as they pertain to Tuition and Transportation Reimbursement and the AV-1 reports.

- *Budget Estimate* AV-1 is due to the State on **October 15<sup>th</sup>**
- *First Semester* AV-1 is due to the State on **February 15<sup>th</sup>**
- *Second Semester* AV-1 is due to the State on **June 30<sup>th</sup>**
- **September 30<sup>th</sup>** is the last day that AV-1s can be submitted to the State for the prior school year and expect to receive reimbursement.
- State checks for reimbursement are cut and distributed no later than **December 1<sup>st</sup>** of each year.

The AV-1 report can be selected from the *Reports* tab.



The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, Programs, School, Students, Reports, Admin, and i4see. The Reports tab is active, and a dropdown menu is open showing options for AV1, AV2 Tuition Differential, and AV-1 Report... The AV1 option is selected. Below the navigation bar, there are three dropdown menus: Receiving School (with a placeholder 'Select A Receiving School...'), Sending School (with a placeholder 'Select A Sending School...'), and Report Target (with 'Budget' selected). At the bottom of the form, there are two buttons: 'View AV1' and 'Clear Selections'.

Users should select a sending school and report target from the associated drop down lists. If a sending school is not listed in the receiving school's "**Sending School**" list, the user should contact the Bureau of Career Development for assistance.

Available "**Report Targets**" are *Budget*, *Semester 1*, *Semester 2*, or *Full Year*.

Once a sending school and report target have been selected, the user should click the “[View AV-1](#)” button. This will generate the AV-1, an example of which is displayed below.

### AV-1 Report screen

NEW HAMPSHIRE DEPARTMENT OF EDUCATION  
Bureau of Career Development  
21 South Fruit St., Suite 20, Concord NH 03301

**REPORT OF PUPILS ELIGIBLE FOR CAREER AND TECHNICAL  
EDUCATION TUITION AND TRANSPORTATION (CTE)**

Receiving School: Berlin Vocational Center School Year: 2004-2005

Total Receiving District High School Tuition Rate:

Budget Estimate for School Year - Due Oct  
 1st H&Y: Reimbursement Req. - Due Feb  
 2nd H&Y: Reimbursement Req. - Due July

State Session District  
 1 Copy 1 Copy  
 1 Copy 1 Copy  
 1 Copy 1 Copy

PUPIL INFORMATION			TUITION				TRANSPORTATION				
A	B	C	D	E	F	G	H	I	J	K	
Name	Grade	Course	Tuition Charge	Enrollment Start	Enrollment End	District Charge	State Charge	Date of Attendance	Rate	Transportation Charge	
1 Kennedy L. Brown	11	133010	\$3,049.24	02/27/2004	04/30/2005	\$144.91	\$1,744.15	180	0.00	\$0.00	
								Bus Contract Transportation Charge		15.58	
						Total State Tuition Requested **		\$1,758.73	Total Transportation Requested **		\$15.58

Under penalty of perjury, I declare that the tuition requested is a legitimate charge for the student enrolled and that transportation requested here on will be paid for the student for the period indicated.

\* Make check payable to \_\_\_\_\_  
 Date \_\_\_\_\_  
 Superintendent of Schools - RECEIVING DISTRICT

\*\* Make check payable to \_\_\_\_\_  
 Date \_\_\_\_\_  
 Superintendent of Schools - SENDING DISTRICT

### AV-2 Report

The AV-2 report is very similar to the AV-1, but the AV-2 need only be submitted by centers that charge a tuition differential. For an explanation of tuition differential, refer to [NH RSA 188-E:7](#).

AV-2's will charge the differential only against a student's primary program. If a student who should be on the AV-2 report is not appearing, the cause is most likely that their primary program has not been selected or is located at another CTE center.

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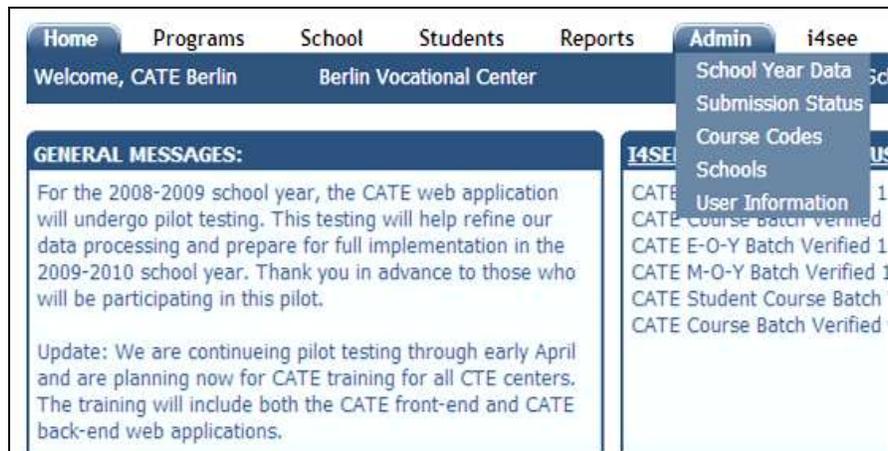
# Admin

## About Admin Users

An Admin user is assigned to each CTE center that has CATE access. The Admin has permissions to perform functions that help the system to run smoothly for all users at a particular center. The following section describes the functions that are available exclusively to CATE Admin users.

## Admin Tab

The *Admin Tab* provides the center's Admin user with the opportunity to enter school information for the CTE center, view the submission status for the various batch submissions made throughout the school year, search the list of State supplied course codes, view school information that is reported on the State's school database, and review user information.



## School Year Data

**At the beginning of each school year each center must enter new information pertaining to the school's calendar and tuition differential (if applicable).** This must be entered into the following entry form.

### School Year Data Screen

School Year Data	
<b>Semester 1</b>	
Start Date:	<input type="text" value="09/02/2008"/> 
End Date:	<input type="text" value="01/23/2009"/> 
Number of School Days:	<input type="text" value="90"/>
<b>Semester 2</b>	
Start Date:	<input type="text" value="01/26/2009"/> 
End Date:	<input type="text" value="06/17/2009"/> 
Number of School Days:	<input type="text" value="90"/>
<b>Total Minutes Per Day Instructional:</b>	
	<input type="text" value="360"/>
<b>Tuition Differential:</b>	
	<input type="text" value="175.00"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Each semester's start date and end date should be entered, as well as the number of days in each semester. Also necessary on this form are the number of minutes in the instructional day and the tuition differential if one exists.

Instructional minutes do not include passing time between classes, lunch, or other times when students are not receiving instruction.

If the user's CTE center does not have a tuition differential, the user should enter "0.00" in the "Tuition Differential" field.

## Submission Status

When batches are submitted through the *CATE Workbench (i4see)* (“the workbench”), they are validated by the i4see system, which reviews data in each of the CATE records and determines if the records are correct based on data that already exist in i4see (e.g., SASID and date of birth information) and in CATE (e.g., School Year Data).

When a CATE batch submission has passed all of these workbench validations, the batch will receive an i4see status of “Batch Verified.” **Once a submission has reached “Batch Verified” status, it must be processed into the CATE backend in order for data to be accessible through the CATE system.** Processing checks the workbench validated data against data previously processed into CATE to ensure internal consistency among submissions.

CATE submissions are processed through the *Submission Status* screen.

## Full Screen view of the Submission Status screen

Batch ID	Submission Type	Submission Year	Submitted	Batch Status	Total Records Updated	Records Created	Records Updated	Batch Comment	CTE Process Status	Process Message	Process Start Time	Process End Time
2644	CATE Course	2008	9/4/2008 9:30:29 AM	Batch Verified with Errors	21			Copied from batch 27007 by DDerwax				
<a href="#">Process</a>	2645	CATE Student Course	2008	9/22/2008 9:28:18 AM	Batch Verified	180						
<a href="#">Process</a>	2677	CATE S.O.V	2008	2/18/2009 9:06:49 AM	Batch Verified	180		Copied from batch 28272 by DDerwax				
<a href="#">Process</a>	2678	CATE M.O.V	2008	2/18/2009 11:12:47 AM	Batch Verified	180		Copied from batch 27790 by DDerwax				
<a href="#">Process</a>	2776	CATE S.O.V	2008	10/22/2008 11:38:15 AM	Batch Verified	180						
<a href="#">Process</a>	2778	CATE Student Course	2008	10/22/2008 11:33:21 AM	Batch Verified	180						
<a href="#">Process</a>	2787	CATE Course	2008	10/14/2008 1:02:28 PM	Batch Verified	21						

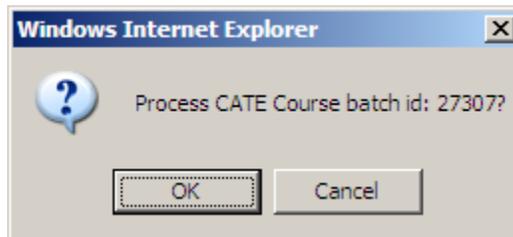
**NOTE:** At the beginning of the year, the CATE Student Course should always be processed ***LAST***, after the CATE Course and CATE BOY have been **successfully processed**. The CATE BOY populates CATE with student and program information; the CATE Course with CTE course information. Without this information pre-populated in the system, the CATE Student Course will fail during processing.

## Left half of Submission Status Screen

	Batch Id	Submission Type	Submission Year	Submitted	i4see Status	Total Records Uploaded
	29464	CATE Course	2009	3/4/2009 9:30:09 AM	Batch Verified with Errors	21
<a href="#">Process</a>	29430	CATE Student Course	2009	3/2/2009 9:28:18 AM	Batch Verified	193
<a href="#">Process</a>	29277	CATE E-O-Y	2009	2/19/2009 9:06:49 AM	Batch Verified	193
<a href="#">Process</a>	29272	CATE M-O-Y	2009	2/18/2009 11:12:47 AM	Batch Verified	182

*Only CATE submissions that have reached “Batch Verified” status on the workbench (“i4see Status”) will offer the user the option to process the batch.*

Clicking a “**Process**” text link on the Submission Status screen allows the associated batch to be verified and then loaded into the CATE system. When the “**Process**” link is selected, a popup dialog box will request confirmation from the user to process the selected batch. Clicking “**OK**” will complete the action, while selecting “**Cancel**” will terminate the action.



Depending on the number of records in the batch and the number of users simultaneously processing batches at other centers, the processing may take several minutes to complete. *Do not click “Process” again during this time.* Doing so will re-start the processing from the beginning.

If processing times out, it is probably due to the number of records included in the batch. It is recommended that no batch be larger than 600 records. Batches that exceed this number of records may be split into multiple submissions prior to uploading and verification.

When the batch has been processed and has loaded successfully into the CATE system, a message will confirm the action completed successfully and will display the number of records that were processed.

### Successful Processing Results



Once a submission has been processed, the records included in the processed file will either populate or update the data fields in the CATE backend.

- If the data did not exist in CATE prior to the file processing (e.g., a new student program enrollment), the processing will populate these data fields in the backend.
- If the data already existed in the system prior to the processing, the processing will overwrite and/or update the data. For example, a CATE Student Course uploaded at the MOY should include exit information for a student's first semester courses. This exit information (date and exit code) will overwrite the blank course exit information already in CATE from the beginning of the year Student Course submission.

If processing ***DOES NOT*** complete successfully, the “**Processing Results...**” dialog box will indicate that processing has failed and will display a list of errors. Unsuccessfully processed records will need to be corrected before the processing can be completed.

### Unsuccessful Processing Results

**Submission Status**

Use this screen to process CATE Submissions for the current year. The processing will transform and

Batch Id	Submission Type	Submission	Total	Records	Record
29464	CATE Course	2009			
<a href="#">Process</a>	29430	CATE Student Course	2009		
<a href="#">Process</a>	29277	CATE E-O-Y	2009		
<a href="#">Process</a>	29272	CATE M-O-Y	2009		
<a href="#">Process</a>	27790	CATE B-O-Y	2009	10/22/2008 11:36:15 AM	Batch Verified 182
<a href="#">Process</a>	27789	CATE	2009	10/22/2008 11:33:01 AM	Batch 182

**Processing Results:**

Processing has failed...

3/8/2009 5:24:51 PM

SASID Failed: 1121215131 SqlDateTime overflow. Must be between 1/1/1753 12:00:00 AM and 12/31/9999 11:59:59 PM.

SASID Failed: 1148249728 SqlDateTime overflow. Must be between 1/1/1753 12:00:00 AM and 12/31/9999 11:59:59 PM.

SASID Failed: 1243258787 SqlDateTime overflow. Must be between 1/1/1753 12:00:00 AM and 12/31/9999 11:59:59 PM.

SASID Failed: 1147247848 SqlDateTime overflow. Must be between 1/1/1753 12:00:00 AM and 12/31/9999 11:59:59 PM.

SASID Failed: 1147244823 SqlDateTime overflow. Must be between 1/1/1753 12:00:00 AM and 12/31/9999 11:59:59 PM.

SASID Failed: 1147247860 SqlDateTime overflow. Must be

It's recommended that the user select the full list of errors in the dialog box and copy/paste those errors into a blank text document before closing the dialog box. For disk space reasons, these error messages are not saved and cannot be retrieved once the dialog box has been closed. To redisplay the processing results, the user must reprocess the submission.

If the user is unable to correct the processing errors, they should contact the Career Development Bureau's CATE support staff for assistance.

## Right half of Submission Status Screen

Records Created	Records Updated	Issue Comment	CTE Process Status	Process Message	Process Start Time	Process End Time
		Copied from batch: 27790 by CateBerlin				
		Copied from batch: 27307 by cateadmin				
181	0		Failed - Error	Student SASID: 1147247826 d...	3/8/2009 6:05:57 PM	3/8/2009 6:06:09 PM
190	3	Copied from batch: 29272 by DDemera1	Failed - Error	SASID Failed: 1121215131 Sq...	3/8/2009 5:24:44 PM	3/8/2009 5:24:51 PM
		Copied from batch: 27790 by DDemera1				
179	3		Completed - OK	Processed 182 BOY records s...	3/8/2009 5:33:29 PM	3/8/2009 5:33:37 PM
0	0		Failed - Error	Conversion from string "" L...	3/8/2009 6:18:39 PM	3/8/2009 6:18:46 PM

The right half of the Submission Status screen provides the following information:

- The number of records created during the most recent processing attempt. This number indicates the number of records that did not exist in the CATE system prior to processing.
- The number of records updated during the most recent processing attempt. This number indicates the number of records that existed in CATE prior to processing, but which have had their data updated due to processing.
- Processing status (completed or failed).
- Processing messages, which provide a snapshot of the error messages that prevented a batch from processing successfully.
- The date and time of the most recent processing attempt for each batch.

At the end of the school year, the data tables populated via CATE processing will be saved to a secure location on a Department of Education server for historical purposes with other data for the school year. New tables will be populated by users at the beginning of each new school year.

## Course Codes

The Course listing that is available to CATE users can be searched via three options:

- Course Code
- Course Name
- Course Description

Entering any part of a Course Code, Course Name, or Course Description will display all courses that match any part of the field. For example, the search below for a course name containing the word “Net” in it resulted in 17 matches. Some of the Course Names start with “Net” but others had “Net” somewhere in the Course Name other than at the beginning. Similarly, if a course code of “10” were entered as a search criterion, any Course Code with “10” embedded in it will be listed.

### Course Codes

Search found 17 matching records.

View

Edit an existing course code record:

Page Size: [10](#) [25](#) [50](#) [100](#)

Search By => Code:  Name:  Description:

Course Code	Course Name	Course Description
10101	Network Technology	Network Technology
10102	Networking Systems	Networking Systems
10103	Area Network Design and Protocols	Area Network Design and Protocols
10105	NetWare Routing	NetWare Routing
10106	Wide Area Telecommunications and Networking	Wide Area Telecommunications and Networking
10107	Wireless Networks	Wireless Networks
10108	Network Security	Network Security
10109	Essentials of Network Operating Systems	Essentials of Network Operating Systems
10111	Particular Topics in Networking Systems	Particular Topics in Networking Systems

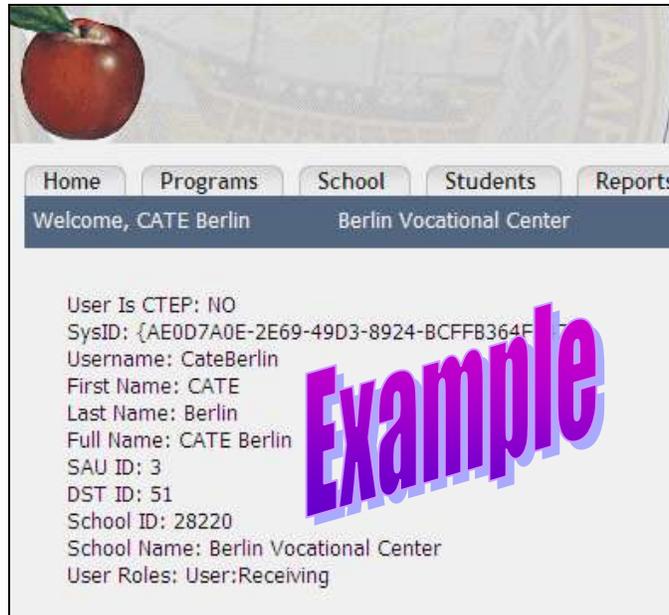
As of school year 2012-2013, course codes are not required for CTE courses. Should this change in the future, users will be notified and provided with technical assistance where needed.

## Schools

See “**Schools**” under the *School* tab earlier in this guide.

## User Information

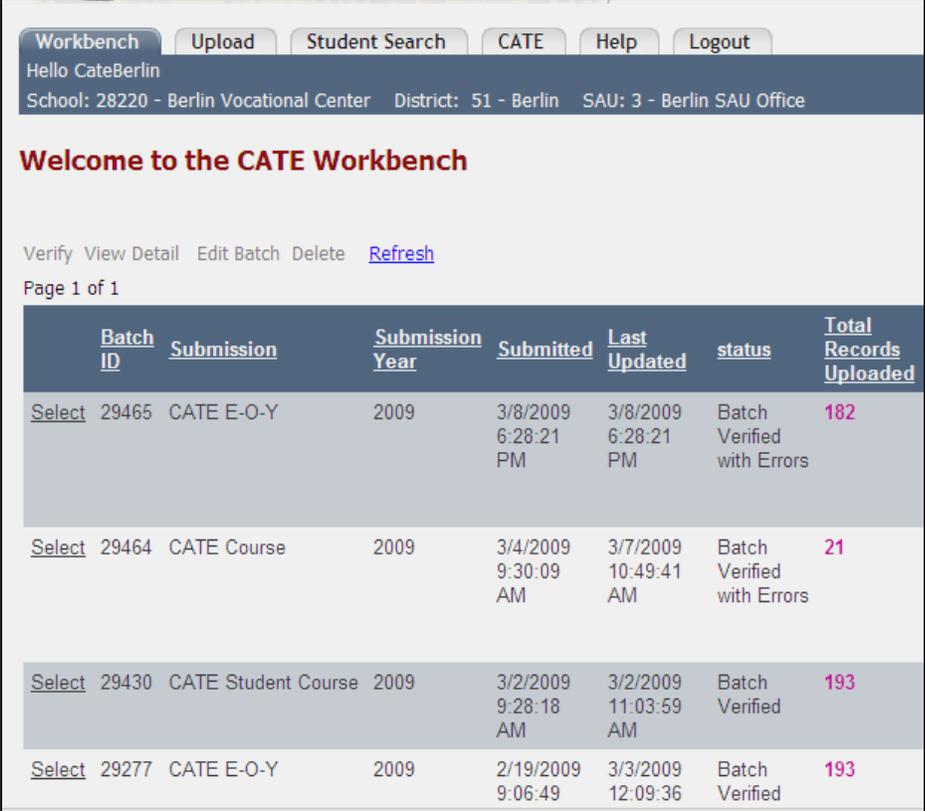
User information is provided on the Admin User Information screen. The following pieces of information appear.



- **User is CTEP** Is the user NHDOE CTE Personnel?
- **SysID** System ID
- **Username** User’s myNHDOE login name
- **First Name** User’s first name
- **Last Name** User’s last name
- **Full Name** User’s first and last name
- **SAU ID** SAU number
- **DIST ID** District number
- **School ID** School or CTE number
- **School Name** School or CTE Center name
- **User Roles** User’s role as a CATE user

## i4see Tab

The “**i4see**” tab provides a means for users to transfer from the CATE system to the CATE i4see workbench. The CATE workbench is modeled after the State’s i4see workbench, which provides a tool for individual student data submissions from all public schools in New Hampshire. The CATE workbench is designed specifically to accept CTE submissions.



The screenshot shows the CATE Workbench interface. At the top, there are navigation tabs: Workbench (selected), Upload, Student Search, CATE, Help, and Logout. Below the tabs, the user is logged in as 'Hello CateBerlin'. The school information is 'School: 28220 - Berlin Vocational Center', 'District: 51 - Berlin', and 'SAU: 3 - Berlin SAU Office'. A red heading reads 'Welcome to the CATE Workbench'. Below this, there are links for 'Verify', 'View Detail', 'Edit Batch', 'Delete', and 'Refresh'. The page is labeled 'Page 1 of 1'. The main content is a table with the following columns: Batch ID, Submission, Submission Year, Submitted, Last Updated, status, and Total Records Uploaded. The table contains four rows of data.

	<u>Batch ID</u>	<u>Submission</u>	<u>Submission Year</u>	<u>Submitted</u>	<u>Last Updated</u>	<u>status</u>	<u>Total Records Uploaded</u>
<a href="#">Select</a>	29465	CATE E-O-Y	2009	3/8/2009 6:28:21 PM	3/8/2009 6:28:21 PM	Batch Verified with Errors	182
<a href="#">Select</a>	29464	CATE Course	2009	3/4/2009 9:30:09 AM	3/7/2009 10:49:41 AM	Batch Verified with Errors	21
<a href="#">Select</a>	29430	CATE Student Course	2009	3/2/2009 9:28:18 AM	3/2/2009 11:03:59 AM	Batch Verified	193
<a href="#">Select</a>	29277	CATE E-O-Y	2009	2/19/2009 9:06:49	3/3/2009 12:09:36	Batch Verified	193

Users can view activities that have occurred on their data submissions and determine if their batches are ready to be processed into the CATE student information system. A user may also select a batch, view the details of the batch by individual records, and make changes and updates to individual records. Batches may also be deleted or re-verified, except in the case of processed batches. **Batches that have already been processed CANNOT be modified or deleted.** Processed batches may be **copied** for the purposes of viewing or editing their contents, but this copied batch will not affect the data already processed into the CATE system until it, too, is processed. (See “Copying a Batch” later in this guide.)

## Uploading a Batch

### CATE i4see workbench upload screen

The screenshot shows the 'Upload' tab selected in the CATE i4see workbench. The interface includes a navigation bar with 'Workbench', 'Upload', 'Student Search', 'CATE', 'Help', 'myNHDOE', and 'Logout'. Below the navigation bar, the user is logged in as 'Sample User'. The main form area contains a 'Please select submission type' dropdown menu with the following options: 'Select Submission Type', 'CATE BOY', 'CATE MOY', 'CATE EOY', 'CATE Course', and 'CATE Student Course'. There is a checkbox labeled 'Remove Headers - Will Rem'. A 'File:' field is present with a 'Browse...' button. A 'Comments:' field is required before submitting data. An 'Email:' field with the value 'Sample.User@sample.edu' is also required before submitting data. At the bottom of the form are 'Preview File' and 'Cancel and Return' buttons.

From the CATE workbench, users submit the three CTE data submissions (CATE BME-OY, CATE Course, and CATE Student Course) by clicking on the “**Upload**” tab.

It's very important that the user select the correct submission type from the “**Submission Type**” drop down menu prior to attempting an upload. Trying to upload a file under the incorrect submission type will cause the upload to fail and the batch will not reach the CATE workbench.

The CATE BOY, CATE MOY, and CATE EOY, despite utilizing an identical file format, are considered different submission types and are subject to different validation rules when they reach the workbench. For example, the CATE EOY requires program exit information for all students; this is not required on the BOY or MOY. Failure to select the correct BME-OY submission when uploading the batch could lead to incorrect or incomplete data ultimately being processed into CATE.

**NOTE:** CATE submissions must be saved as CSV (comma separated value) files prior to uploading. Extraneous commas included in the body of the file will lead CATE to believe that there are additional columns in the file, which will cause the upload to fail.

To avoid upload failure, **users should make sure that all commas are removed from the submission prior to uploading.** Commas are most commonly found in student Address fields in the BME-OY, or in Local Class Names in the CATE Course.

## Copying a Batch

Users may choose to “Copy” a batch. Copying a batch allows the user to view, edit, add or delete records without affecting the original batch.

### Copying is the only way to view or modify the contents of a processed batch.

A copied batch functions exactly the same as an uploaded batch. Any changes made to the copied batch will require re-verification on the workbench, and the data in the copied batch will not appear in the CATE Student Information System until the batch has been processed through the CATE Submission Screen.

To copy a batch, click the “Select” text link to the left of the batch the user wishes to copy. This will highlight the row in a different color and cause the “Copy To...” text link to become visible.

**CATE i4see Workbench**

Select A School:

[Verify](#) [View Detail](#) [Edit Batch](#) [Delete](#) [Refresh](#)

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	Batch ID	Submission	Submission Year	Submitted	Last Updated	status	Total Records Uploaded
<a href="#">Select</a>	12345	CATE Student Course	2013	1/28/2013 1:18:27 PM	1/28/2013 1:36:01 PM	Processed	178

Select A School:

[Verify](#) [View Detail](#) [Edit Batch](#) [Delete](#) [Copy To...](#) [Refresh](#)

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	Batch ID	Submission	Submission Year	Submitted	Last Updated	status	Total Records Uploaded
<a href="#">Select</a>	12345	CATE Student Course	2013	1/28/2013 1:18:27 PM	1/28/2013 1:36:01 PM	Processed	178

Hovering the mouse over the “Copy To...” link will cause an option menu to appear, from which the user may choose the type of submission into which they would like to copy the selected batch. CATE Student Course and CATE Course batches can only be copied into their specific submission type. CATE BME-OY batches, however, may be copied into any of the three BME-OY submissions. For example, a CATE MOY may be copied into a CATE EOY.

Select the type of submission that you would like to copy to:

STUDENT COURSE

Select the type of submission that you would like to copy to:

COURSE

Select the type of submission that you would like to copy to:

BOY  
 MOY  
 EOY

Once the submission type has been chosen, click **“Copy.”** A copy of the batch **with a new batch ID** will appear on the workbench and proceed through the **“Verifying...”** process. Click **“Refresh”** after several minutes to determine if verification has completed.

**CATE i4see Workbench**

Select A School:

Verify View Detail Edit Batch Delete

Copied 178 record(s) from Batch: 12345 to Batch:23456

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	Batch ID	Submission	Submission Year	Submitted	Last Updated	status	Total Records Uploaded
Select	23456	CATE Student Course	2013	3/25/2013 9:44:04 AM	3/25/2013 9:44:04 AM	Verifying...	178

When verification has completed, the user will be able to select the batch to view or edit the batch’s records. Changes made to the copied batch will not affect its source batch.

The copied batch’s **“Comment”** field will include a note indicating the source batch from which the batch was copied and the username of the user who made the copy.

User	Comment
SampleUser	Copied from batch: 12345 by SampleUser

## Deleting a Batch

Extraneous batches should be deleted from the workbench if they are not going to be processed into the CATE Student Information System. Removing these unnecessary batches will cut down on confusion, and will also conserve space on the workbench's server. Superfluous batches may be deleted at any time during the school year. **By the end of the school year all unprocessed batches should be deleted.**

To delete a batch, click the **"Select"** text link to the left of the batch's row. This will cause the **"Delete"** link to become active.



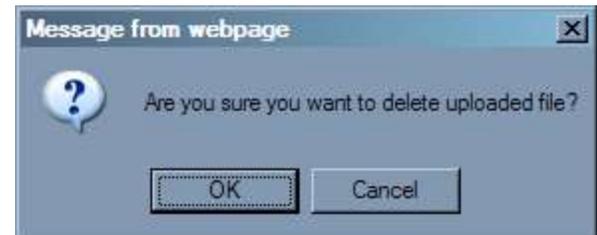
Select A School:

[Verify](#) [View Detail](#) [Edit Batch](#) [Delete](#) [Copy To...](#) [Refresh](#)

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	Batch ID	Submission	Submission Year	Submitted	Last Updated	status	Total Records Uploaded
<a href="#">Select</a>	23456	CATE Student Course	2013	3/25/2013 9:44:04 AM	3/25/2013 9:44:04 AM	Batch Verified	178

After clicking on **"Delete,"** a dialog box will appear asking the user to confirm the deletion. Clicking **"OK"** will delete the batch. **"Cancel"** will terminate the deletion process and the batch will remain on the workbench. Deleted batches cannot be recovered.



**NOTE: Processed batches cannot be deleted.**

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Once the user has completed their work on the *i4see* tab, click the *CATE* tab to return to the CATE student information system.



Workbench Upload Student Search **CATE** Help myNHDO

Hello Sample User

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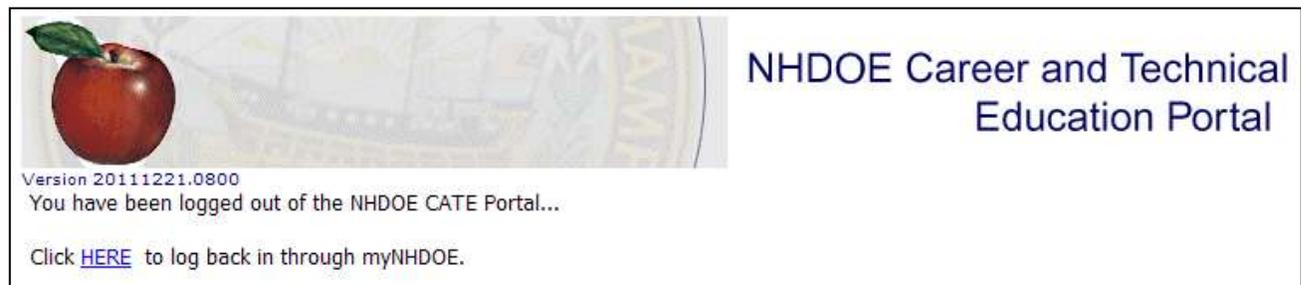
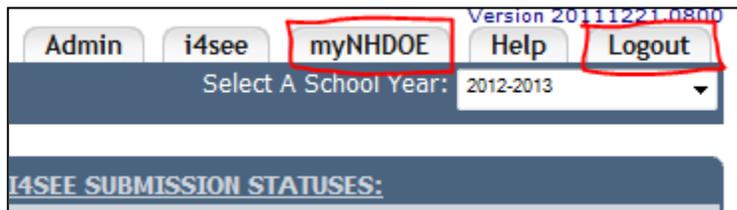
## myNHDOE and Logout

### myNHDOE and Logout Tabs

Users may log out of CATE at any time and log back in whenever they wish.

The “**myNHDOE**” tab will end the user's CATE session and return them to the myNHDOE system menu. The user can choose to return to CATE from the menu or select another data system.

The “**Logout**” tab will end the user's CATE session and log them out of the myNHDOE single sign-on system. The user will need to re-login to the myNHDOE system to access CATE or another system.



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## Definitions

### Career Clusters

A Career Cluster is a grouping of occupations and broad industries based on commonalities. The 16 Career Clusters organize academic and occupational knowledge and skills into a coherent course sequence and identify pathways from secondary schools to two- and four-year colleges, graduate schools, and the workplace. All CTE programs fall under one of the [16 Career Clusters](#).

### CIP Code – Classification of Instructional Programs

The CIP is the accepted federal government statistical standard on instruction program classifications and is used in a variety of education information surveys and databases. The CIP book was first published in 1980 by NCES (National Center for Education Statistics) and has been revised several times, most recently in 2000. The CIP is a taxonomic coding scheme of instructional programs that consists of six characters which are broken down into three categories, each one providing more detailed descriptions of a program, or program area.

### i4see

Piloted in 2004, the *Initiative for School Empowerment and Excellence* (i4see) system has changed the way the department collects and leverages student and school data. Central to the effort is an overarching principle that data collection should not be only for reporting needs, but that it should add value to the data being collected and provide information back to schools to empower teachers, administrators, policy makers, and parents to increase student achievement - enabling schools to follow every child and to analyze groups of students over time.

## Nontraditional

Nontraditional programs are those for which individuals from one gender comprise less than 25 percent of those employed in such occupation or field of work.

New Hampshire uses as its guide the Non-traditional occupations for each gender as it is published by The National Alliance for Partnerships in Equity (NAPE) <http://www.napequity.org>.

## Receiving School

Receiving schools offer regional CTE programs which may be accessed by students from other high schools or CTE Centers. A sending school is responsible for 25 percent of a student's tuition to a CTE Center. The State pays the remaining 75 percent to the CTE Center that is acting as the receiving school. For more information regarding tuition and transportation, refer to the following Technical Advisory:

[http://www.education.nh.gov/standards/documents/alt\\_ed.pdf](http://www.education.nh.gov/standards/documents/alt_ed.pdf).

## Sending School

A sending school is any high school or CTE Center that sends its students to a CTE Center. Sending schools located outside of the CTE Center's school district are responsible for 25 percent of the tuition to the CTE Center, and are eligible to receive transportation reimbursement from the State. For more information regarding tuition and transportation, refer to the following Technical Advisory:

[http://www.education.nh.gov/standards/documents/alt\\_ed.pdf](http://www.education.nh.gov/standards/documents/alt_ed.pdf).

## SASID

State Assigned Student Identifier (SASID). The SASID is a ten-digit random number assigned to a student by the school district when a student enters the public school system. Each student has a SASID which will remain with him/her throughout the student's education in New Hampshire. Only one SASID is assigned to a student, regardless of how many different school systems the student may enter.

## Text Box

Text boxes, or fields, are data entry boxes on a form in a computer program where information may be entered. Generally, information entered in a text box will be used by the program application, or it may serve as a container to store information that will be saved and used at a later date.

## Tree Structure

A tree structure groups items under one heading while hiding all of the items listed under the heading. Each heading can be expanded by clicking on the heading. Sometimes, headings may be expanded several times, thus giving the appearance of branches of a tree. An example of a tree structure is the index of help topics in any program application.

## Tuition Differential

A receiving district may charge a student from a sending district a differential career and technical education rate. The receiving district shall deposit that differential into its capital reserve account to be used for vocational centers and equipment. *RSA 188-E:7*

## Tuition and Transportation Funds

The state shall pay the receiving district for the portion of the tuition charge upon receipt by the Department of Education of forms showing the charges as requested. Payment of transportation shall be made to the sending district by the Department of Education upon certification of payment or liability of payment of transportation charges on forms prescribed by the department. School districts shall report actual tuition and transportation costs for reimbursement by the state to the department by September 30 of each year. Reimbursement of tuition and transportation costs shall be made annually and shall be calculated based upon the previous year's actual tuition and transportation costs for each school district. Funds shall be distributed to school districts on or before December 1. Reference *RSA 188-E:9*. For more information regarding tuition and transportation, refer to the following Technical Advisory:

[http://www.education.nh.gov/standards/documents/alt\\_ed.pdf](http://www.education.nh.gov/standards/documents/alt_ed.pdf).

## User Roles

Users perform various duties in CATE. Not all users need all of the functions in CATE. For example, a Center's Admin responsibilities are very different from a sending school's Business Administrator. See the next page for some of the functions performed by each of the user roles.

<b>User Role Access</b>			
CTE Center Users	Read-Only Access to the following:		
	Home Page		
	Programs		
	Courses		
	Schools - Receiving and Sending		
	Students		
	Reports - AV-1/AV-2		
	Help		
CTE Center Admin	Access to the following:		
	Home Page		
	Programs		
	Courses		
	Schools - Receiving and Sending		
	Students		
	Reports - AV-1/AV-2		
	Admin		
	School Year Data		
	Submission Status		
	Course Codes		
	Schools		
	User Information		
	Help		
Sending School Users	Access to the following:		
	Home Page		
	Programs		
	Courses		
	Schools - Receiving and Sending		
	Students		
	Reports - AV-1/AV-2		
	Help		
State Admin	Access to the following:		
	State Program Master File		
	Transportation Rates		
	Tuition Rates		
	School Common Database		
	Enrollment Files		
	Batch Submissions		

**End of CATE Backend Help document**