



STARS CTE School Programs Application Guide

Instructions for SY2014-2015

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Introduction

The Office of Postsecondary Readiness (OPR), in collaboration with the Office of Academic Policy and Systems (OAPS) and the Division of Instructional & Information Technology (DIIT), updated the CTE functionality found in the STARS Admin application launching in the 2014-2015 school year.

The new STARS Admin CTE Program Management functions will enhance the student programming process for students enrolled in CTE programs of study. The updated process will require the creation and submission of a course sequence to the Central CTE Office prior to enrolling students. This step has been added to confirm proposed courses are within the parameters of the program's CIP code. When the sequences are approved, students will be enrolled and will no longer need to be moved from one term to another to progress through the course sequence. As a result of these advancements, new reporting features will replace the existing CTE custom reports and include: Teacher Credentials, CIP Programs Information, Student Progress, Student Enrollment, CIP Endorsement/CTE Courses, Technical Assessment, and a Report of course sequences by CIP code. These new reports will facilitate the tracking of student progress and monitoring of CTE program outcomes.

Disclaimers and Limitations of the Guide

All examples in this guide are meant purely to illustrate the functionality of the new STARS ADMIN CTE Program Management. Any alignment or misalignment of the course codes and course titles suggested for the example CIP code in the guide are completely coincidental. No meaning can be extracted from the random course selections used to fulfill the example CIP code in this guide. Student identification numbers and names have been randomly generated and are not meant to resemble any person.

Some areas in the screenshots included in this guide appear blank, and will in fact appear blank during the launch of the CTE data overhaul for the 2014-2015 school year. Such areas, including the 'Recommended Skills and Competencies' areas for required and optional courses, will appear in upcoming years.

The second version of the STARS CTE Program Management guide was written during the system implementation phase. Accordingly, there may be slight cosmetic differences in the screenshots contained in this guide when compared to what the user sees on their screen when using the new STARS Admin functionality. Major alterations will result in the functionality of future versions of the STARS CTE School Programs Application Guide.

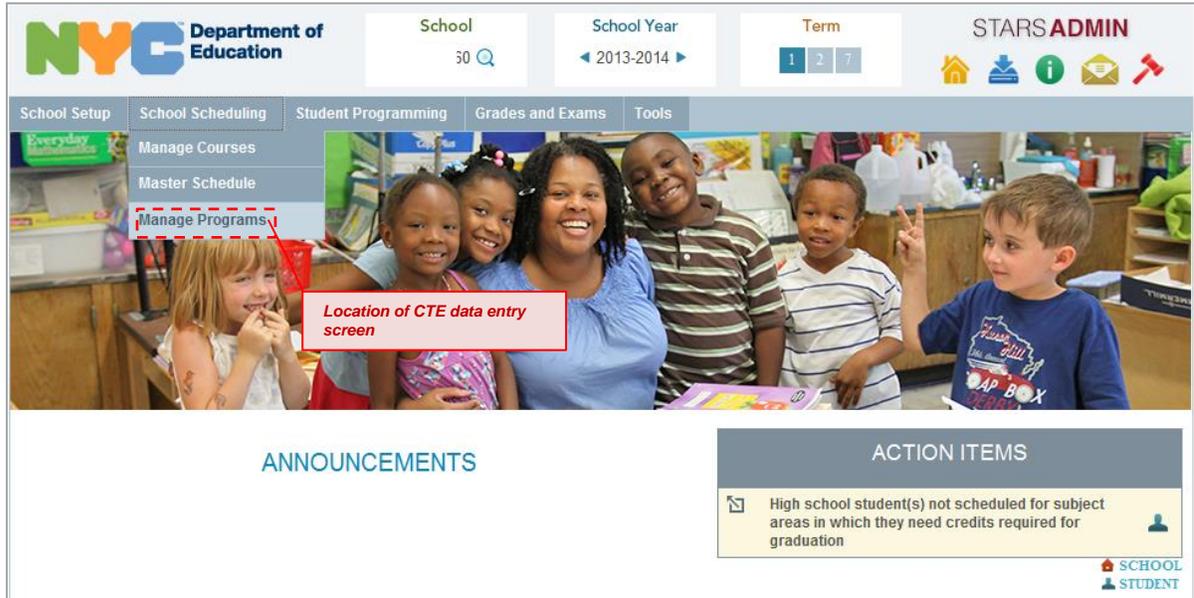
Questions and concerns about the guide or the STARS ADMINCTE Program Management can be sent to CTESTARS@schools.nyc.gov.

Document Version Information

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STARS Admin CTE Program Sequence Management

CTE program sequence Management is accessible by a school's STARS Administrators from the STARS Admin (<https://ats.nycboe.net/stars>) webpages, by navigating the **School Scheduling** tab and selecting **Manage Programs**.



School Programs

The **School Programs** screen contains information for the Perkins (VTEA) funded CTE programs approved for operation at your school. If you do not see any CTE programs listed in this screen, you have not been approved to run or work towards running any CTE programs at your school. If this page is blank in error, please contact the Central CTE Office (CTESTARS@schools.nyc.gov).

Program Name	Code	State Expiration Date	Required Credits	Sequences	Approved Sequences
Computer and Information Sciences, General	110101		7	0	0
Early Childhood Education	131210		7	0	0



The example used for this guide is a fictional school that houses two approved CTE programs: (1) Computer and Information Sciences, and (2) Early Childhood Education. For our example, we will define a sequence for CIP code 110101, *Computer Information and Sciences, General*.

School Programs – Sequence

Define a course sequence for a program by pressing the **Add New Sequence** button under a given program. This will open the **School Programs – Sequence** screen.

The screen is divided into sections **Program Information** defining the school program details and sequence name, **Required Courses** all courses needed for students enrolled in the sequence for graduation, **Optional Courses** all courses the students may take but are not needed to fulfill graduation requirements and **Technical Assessments** needed for the students to successfully complete the program sequence. The first two sections on the screen **must** be completed for a successful CTE program sequence submission: (1) the **Program Information**, and (2) the **Required Courses** sections. Most schools will be required to complete the **Technical Assessment** section. When relevant, complete the **Optional Courses** section.

Save a sequence you are working on at any time during the sequence creation process, this will allow you to make edits, clone and delete a sequence until submission. Once a sequence is ready for review by the CTE office, press **Save and Submit for Approval**. A submitted sequence can no longer be saved or edited during the review process and after approval. Learn more [here](#).

The screenshot shows the 'School Programs - Sequence' interface. At the top, there's a header with 'NYC Department of Education', 'School: 60', 'School Year: 2013-2014', and 'Term: 1 2 7'. Below this is a navigation bar with 'School Setup', 'School Scheduling', 'Student Programming', 'Grades and Exams', and 'Tools'. The main content area is titled 'School Programs - Sequence' and includes a 'Return to the School Programs page' link and a 'Back to Programs' link.

The interface is divided into several sections, each highlighted with a red dashed box and a callout box:

- Program Information section:** Contains fields for Program Name (Computer and Information Sciences, General), Code (110101), Sequence Name (input field), Sequence ID (N/A), and Created on (6/19/2014).
- Required Courses section:** Shows 'Name: Required Core Courses', 'Description: Minimum of 7 credits required', 'Recommended Skills & Competencies', and '7.00 Credits Required / 0.00 Credits Added'. Includes an 'Add Course' button.
- Optional Courses section:** Shows 'Name: Optional Courses added outside CTE', 'Description: This is an optional bucket', 'Recommended Skills & Competencies', and '0.00 Credits Required / 0.00 Credits Added'. Includes an 'Add Course' button.
- Technical Assessments section:** Includes a 'CTE-Suggested List' and 'School Defined Technical Assessments' table. A button 'Add Assessment From State List' is also present.

At the bottom, there are two buttons: 'Save' and 'Save and Submit for Approval', both highlighted with a red dashed box and a callout box labeled 'Save and submission functions'.

Stars Code	Test Number	Test Title	Portion	Provider	Stars Title	Remove
JXPQW	1117	Computer Technology	Written	NOCTI	Computer Technology W	✗
JXPRW	1118	Computer Technology	Practical	NOCTI	Computer Technology P	✗

Completing the Program Information Section

The first step in the process is to name the program sequence. Enter the program name defined by the school for this CTE program. This information is **required** so a sequence can be saved and successfully submitted for review and approval.

i For this example, the NYSED-designated name for CIP code 110101 is Computer and Information Sciences, General, as seen in the **Program** section below. However at our fictional school, we will name the CTE program sequence Computer Support and Repair.

Adding Required Courses

All schools are required to complete the **Required Core Courses** section of the sequence. In some cases, the **Credits Required** section of this section will require a minimum of 7 credits in accordance with the NYSED approval requirements. For some programs the number of **Credits Required** may be less than 7, which is to accommodate schools that are working towards program approval for a CTE program in cooperation with the Central CTE Team. **Regardless of the minimum amount of credits designated in this area, the school user submitting a sequence for a NYSED-approved program must submit a sequence directly aligned to the school's NYSED approval document.** Schools working towards program approval should confer with the Central CTE Team prior to suggesting a proposed initial sequence for a currently non-NYSED-approved program.

The STARS CTE application will accommodate more than 7 credits in the **Required Courses** section for schools that have NYSED-approved programs that exceed the 7 credit minimum requirement. Again, it is important for the proposed CTE sequence to align to the specifications detailed in the approved NYSED program application.

Add courses by pressing the **Add Course** button under **Required Courses**. A popup will display the schools' course code deck for the year and term selected on STARS Admin. Use the edges of the popup box to readjust the box size for an optimized display.

Course Name	Subject	Course Code	Credits	Add
FASHION 1	File Design	AFS61	1.00	+
FASHION 2	File Design	AFS62	1.00	+
Digital Photography	Photography	AJS11TQ	1.00	+
PORTFOLIO ART	Art	ANS41	1.00	+
REQ ART 1	Art	AQS21	1.00	+
IB ART	Art	AQS21B	1.00	+
Personal Finance	Finance	BFS11TQ	1.00	+
COMP APP	Other Business	BQS83QCA	1.00	+
BUSINESS MATH	Other Business	BQS83QMA	1.00	+
COMP APP 2	Other Business	BQS84QCA	1.00	+

Use the filters to either **Search** for courses by course name, part of a course name, course code, or part of a course code using the provided text box. Search courses by department using the **Department** drop-down menu. Once the filters are selected, press the Search button. Navigate the pages of courses by using the **Page** drop-down. Search results are cleared by pressing the **All** button.

Add a course by pressing the **+** button next to the desired course code. Do this for each required course. Press the **Close** button to return to the **School Programs – Sequence** screen. All courses selected will display under the **Required Core Courses** section. If a course has been mistakenly added it can be removed by clicking the corresponding **X** button.

Required Courses

Name: Required Core Courses
Description: Minimum of 7 credits required

Recommended Skills & Competencies:

7.00 Credits Required
7.00 Credits Added

Add Course

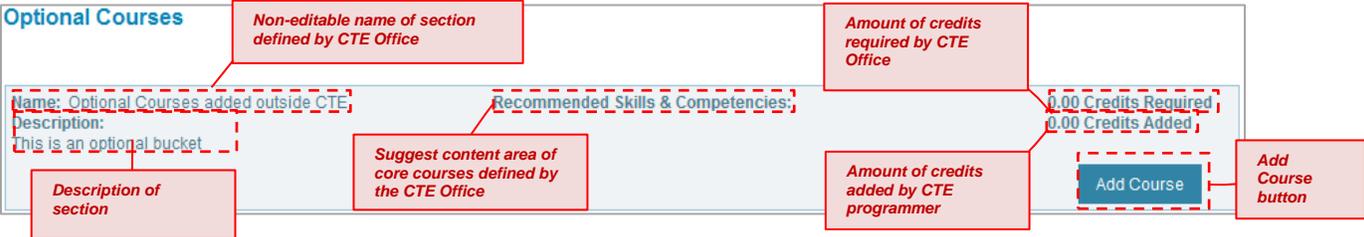
Code	Name	Subject	Credits	Remove
BQS83QCA	COMP APP	Other Business	1	X
BQS84QCA	COMP APP 2	Other Business	1	X
BFS11TQ	Personal Finance	Finance	1	X
BQS83QMA	BUSINESS MATH	Other Business	1	X
BQS85QDP	DESKTOP PUB	Other Business	1	X
TTS61T	COMPUTER PROGRAMMING I	Information Technology	1	X
TTS62T	COMPUTER PROGRAMMING II	Information Technology	1	X
QQS11QTK	COLLEGE READINESS & INTRO TO IT CAREERS	Other	1	X

i For this example, we selected six 1 credit courses, one 1 credit Career and Financial Management course, and one non-credit College and Career Readiness course for our required CTE sequence core. This meets the minimum 7 required credits and, in this fictional example, the requirements for Career and Financial Management.

When **Required Courses** section is accurate and complete, the user may then choose to define courses in the **Optional Courses** section.

Adding Optional Courses

The **Optional Courses** section allows schools to define non-required courses that they would like to associate with the specific CTE program sequence. An example of this is a non-required internship that bears a course code. The STARS CTE Program Sequence requires 0 credits for this section, and any courses and credits added to the section will not be considered required for successful completion of the CTE program. All required courses must go under the **Required Core Courses** bucket, and all other optional courses can be entered in this optional bucket.



Adding **Optional Courses** follows the same process as described above. Click the **Add Course** button, select courses, and verify the results.

Once complete, the user can move on to the **Technical Assessment** section.

Adding Technical Assessments

Technical assessments are not required to submit the Program Sequence but it is required for most schools/ NYSED-approved CTE programs, are required to add one or more appropriate technical assessments to their CTE program sequence before the sequence will be approved by the Central CTE Office. The technical assessments selected for NYSED-approved programs should align with the technical assessments identified in the NYSED program approval document.

Technical Assessment

CTE-Suggested List

Assessments suggested by the CTE office for the given CIP

Quick-addition of suggested technical assessments

Stars Code	Test Number	Test Title	Portion	Provider	Stars Title	Select
JXPQW	1117	Computer Technology	Written	NOCTI	Computer Technology W	<input type="checkbox"/>
JXPRW	1118	Computer Technology	Practical	NOCTI	Computer Technology P	<input type="checkbox"/>

School Defined Technical Assessments

Technical assessments schools wish to use that are not on the CTE-Suggested List

Search and selection tool for assessments that are not on the CTE-Suggested List

Add Assessment From State List

Technical Assessments displays a **CTE-Suggested List** of technical assessment options suggested by the NYC CTE Office. Assessments are added by the NYC CTE office yearly. From this list, check the boxes under the **Select** column to the right of the test description to add any suggested assessment to the program sequence.

To add other technical assessments to the sequence, press the **Add Assessment from State List** button. This will open a pop-up of all technical assessments active in the STARS Admin. A full list of active technical assessments is available using STARS Admin [Custom Report pm.09](#).

Add Technical Assessments to Sequence

computer Search Page: 1

Stars Code	Test Number	Test Title	Portion	Provider	Stars Title	Ad
JXPFW	1009	Computer Maintenance Technology		SkillsUSA	Computer Maintenance Technology	+
JXPGW	1010	Computer Programming		SkillsUSA	Computer Programming	+
JXPKW	1111	Computer Networking Fundamentals	Written	NOCTI	Computer Networking Fundamentals W	+
JXPLW	1112	Computer Networking Fundamentals	Practical	NOCTI	Computer Networking Fundamentals P	+
JXPMW	1113	Computer Programming	Written	NOCTI	Computer Programming W	+
JXPNW	1114	Computer Programming	Practical	NOCTI	Computer Programming P	+
JXPOW	1115	Computer Repair Technology	Written	NOCTI	Computer Repair Technology W	+
JXPPW	1116	Computer Repair Technology	Practical	NOCTI	Computer Repair Technology P	+
JXPQW	1117	Computer Technology	Written	NOCTI	Computer Technology W	+
JXPRW	1118	Computer Technology	Practical	NOCTI	Computer Technology P	+

Close

Navigate the list of assessments by typing in the STARS assessment name, STARS assessment exam code, test number, portion, or provider in the **Search** box. Ten assessments appear on a page at a time, use the **Page** drop-down to page through all available technical assessments.

Add an assessment by pressing the **+** button next to the desired assessment code. Press the **Close** button to return to the **School Programs – Sequence** screen. If an assessment has been mistakenly added it can be removed by clicking the corresponding **X** button.

Saving, reviewing, and working with saved sequences

Save a sequence you are working on at any time during the sequence creation process until submission. To submit a Program Sequence for review and approval by the NYCDOE CTE Office, press **Save and Submit for Approval**. Once a Program Sequence is submitted the specific sequence can no longer be saved or edited.

Users can save progress at any point and resume at a later time

Save

Submits the entire sequence for review. Cannot be undone

Save and Submit for Approval

Reviewing and submitting the sequence proposal

When you are satisfied with the Program Sequence, it is ready for submission. Note, sequences cannot be modified, or deleted after submission. Submitted sequences may be deleted if denied by the NYCDOE CTE Office.

Review the sequence detail such as the selected courses and technical assessments to ensure that all of the required credits are met and that the technical assessments suggested align with the CTE program of study and when applicable, the NYSED program approval document. Make modifications prior to pressing the **Save and Submit for Approval** button.

Once submitted, you will receive a notification that the sequence has been successfully submitted. The sequence is now read-only unless it is to be cloned to create a new sequence.

The screenshot displays the STARS ADMIN web application interface. At the top, there is a navigation bar with the NYC Department of Education logo, search fields for School, School Year (2013-2014), and Term, and a STARS ADMIN header with user icons. Below the navigation bar, a menu includes School Setup, School Scheduling, Student Programming, Grades and Exams, and Tools. The main content area is titled "School Programs - Sequence" and features a green confirmation message: "Sequence is submitted for approval successfully." Below this, the sequence details are shown: Program Name: Computer and Information Sciences, General; Code: 110101; Sequence Name: Computer Support and Repair; Sequence ID: NA; Created on: 6/5/2014 11:59:10 AM. A section for "Required Courses" lists "Required Core Courses" with a description of "Minimum of 7 credits required" and "Recommended Skills & Competencies: 7.00 Credits Required, 7.00 Credits Added". A table below lists the required courses with columns for Code, Name, Subject, and Credits.

The successful submission of the sequence triggers an alert for a NYCDOE CTE Office. The NYCDOE CTE Office will carefully review all areas of the proposed sequence and, when applicable, compare the proposed CTE program sequence to the CTE sequence approved in the NYSED approval document to either approve or deny the proposed sequence for the given CIP code. Review the status of the sequence on the **School Programs** screen.

- If [approved](#), the system will send the submitting school STARS Administrator an automated email indicating the approval of the sequence for the given CIP code, and advise the school STARS Administrator to begin enrolling students in the CTE program
- If [denied](#), the system will send the submitting school STARS Administrator an automated email indicating the denial of the sequence for the given CIP code, and advise the school STARS Administrator to contact the NYCDOE CTE Office to review the sequence suggestions

Regardless of submission status, schools can contact the Central CTE Team at CTESTARS@schools.nyc.gov

Approved CTE Program Sequence

The school STARS Administrator will receive an automated email confirming the approval of a sequence for a specific CTE program CIP code. Approval can also be verified by checking the **Status** column of the sequence on the Manage Programs screen.

Program Name	Code	State Expiration Date	Required Credits	Sequences	Approved Sequences
Computer and Information Sciences, General	110101		7	1	1

Sequence ID	Sequence Name	Creation Date	Status	Enrolled	Action
1	Computer Support and Repair	6/5/2014	Approved	0	--Select-- --Select-- View Clone Enroll Lock Enrollment

[Add New Sequence](#)

There are 4 available actions when working with an approved sequence:

1. **View**: provides read-only access to the approved CTE sequence.
2. **Clone**: allows users to make a copy of the approved sequence.
3. **Enroll**: enroll students in the approved CTE program sequence
4. **Lock/Unlock Enrollment**: disable further enrollment into the approved CTE program sequence

Enrolling Students into a Sequence

Once a Program Sequence is approved, use the **Enroll** action to add students to the Program Sequence. After selecting the **Enroll** action, you will be brought to the **School Programs – Student Enrollment** page. The screen is broken into three selections, **Enrolled Student List** displaying all students enrolled in the Program Sequence, **Search/Add Students** used to add individual students to the list and **Enroll Student Group** used to add students to a Program Sequence using [STARS Admin Student Groups](#).

School Programs - Student Enrollment [Back to Programs](#)

Program Name: Computer and Information Sciences, General Code: 110101
 Sequence Name: Computer Support and Repair Sequence ID: 1 Created on: 6/5/2014 11:59:10 AM

Enrolled Students List 0 Student(s) Enrolled

Student ID	First Name	Last Name	Grade Level	Start Date	Remove
0 Student(s) Enrolled					

[Search/Add Students](#)

[Enroll Student Group](#)

Shows students enrolled in CTE sequence

Search and add students manually by OSIS, grade, or name

Enroll multiple students using Student Groups

Enroll Student List

The **Enrolled Students List** section shows all students currently enrolled in the CTE sequence. If a student does not appear in this list, the student will not show up as a CTE student enrolled in the CTE program sequence.

Use Search/Add Students or Enroll Student Group to add students to the CTE Program Sequence. Pressing the **✖** button [removes](#) any students that were mistakenly added to the sequence.

School Setup		School Scheduling		Student Programming		Grades and Exams		Tools	
Sequence Name: Computer Support and Repair				Sequence ID: 1		Created on: 6/5/2014 11:59:10 AM			
Enrolled Students List								2 Student(s) Enrolled	
Student ID	First Name	Last Name	Grade Level	Start Date	Remove				
X00000000	Andy	ABREU	10	06/19/2014	✖				
X11111111	Alice	GRAY	12	06/19/2014	✖				

Enroll Individual Students

To add individual students, press the **Search/Add Students** section. When the section is expanded, **Search/Add Students** allows the user to search for students by student ID, grade level, first or last name, or part of a first or last name.

Search/Add Students

Grade Level: -- Select --
First/Last Name:
Student ID:
Search

Enroll Student Group

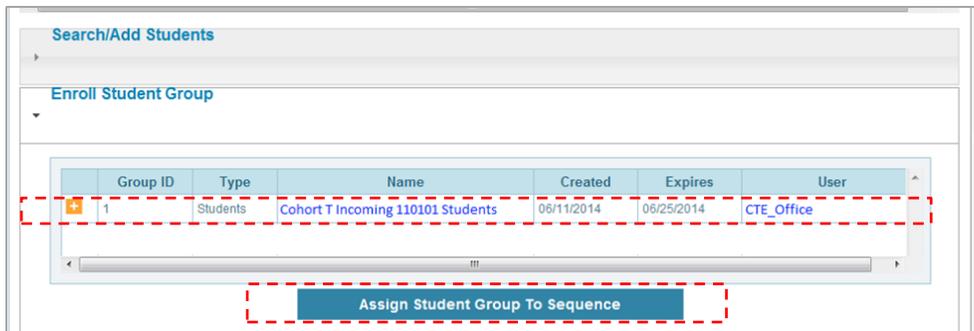
Add students to the CTE program; simply press the **+** button next to the student. All successfully added students will display in the [Enrolled Students List](#) section.

Enroll Student by Student Group

If you wish to upload more than one student at a time, use STARS Admin Student Groups to assign multiple students to the sequence at the same time. First create a group using the [Student Groups](#) function found on STARS Admin under the Student Programming drop-down. Note, when using this option only students are not already assigned to a CIP sequence can be added. A student must be unenrolled from a CTE sequence before being enrolled in a different CTE sequence using this feature.

School Setup		School Scheduling		Student Programming		Grades and Exams		Tools	
Student Groups				Student Groups					
				Student Requests					
				Student Schedules					
ID	Name	Type	Created	Updated	User				
✖ 1	Cohort T Incoming 110101 Students	Students	06/11/2014	06/25/2014	CTE_Office				
Create New Group									

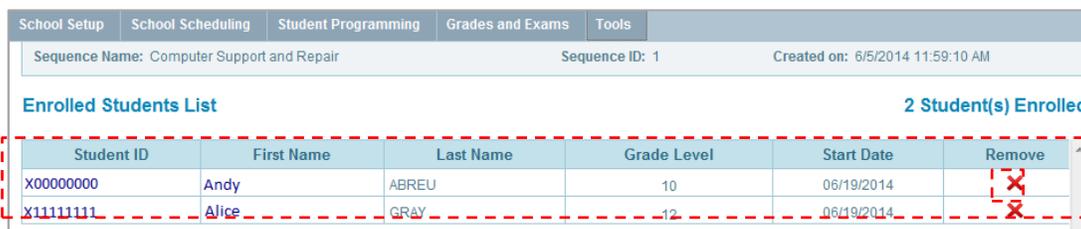
Once the group is created they will display on the **Student Enrollment** under **Enroll Student Group** page. Navigate back to the Student Enrollment page and press **Enroll Student Group**.



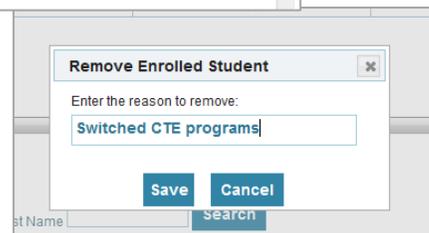
Select a group by pressing the **+** button next to the desired group. When selected, a **✓** symbol will appear next to the group. Press the **Assign Student Group to Sequence** button to add the students. A pop up window will appear and display the students enrolled. The students will also appear under the **Enrolled Student List**. This process is also available STARS Admin [Custom Report pm.08](#).

Removing a Student from the Sequence

If a student needs to be unenrolled from a CTE sequence for any reason, under **Enroll Student List** press the **✗** button next to the student name being unenrolled.

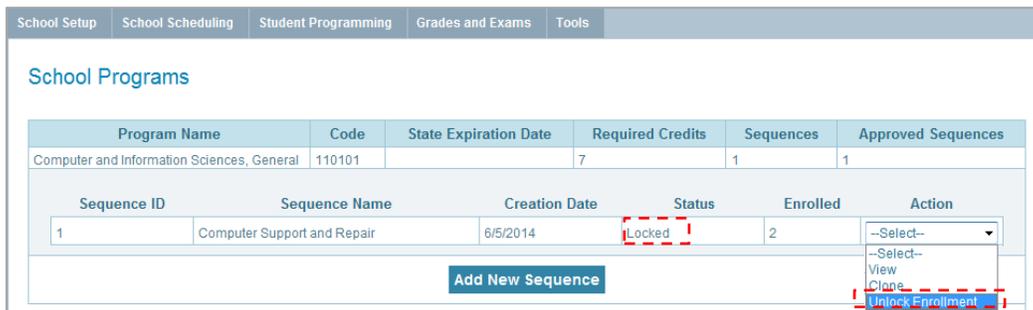


For each student removal you will be asked to document the reason for the removal from the sequence (e.g. entry error, student graduated, student dropped out, student switched CTE programs). A reason must be selected for the student to be successfully removed.



Lock/Unlock Student Enrollment

To lock student enrollment for the Program Sequence from the School Programs page select the **Lock** action for the program sequence. The status of the sequence will turn to Lock. This is useful if further enrollment in a given CTE sequence is blocked for students in the future, such as when schools have more than one approved CTE sequence for a CTE program.



To modify the sequence student list (add/remove students) select the **Unlock Enrollment** action.

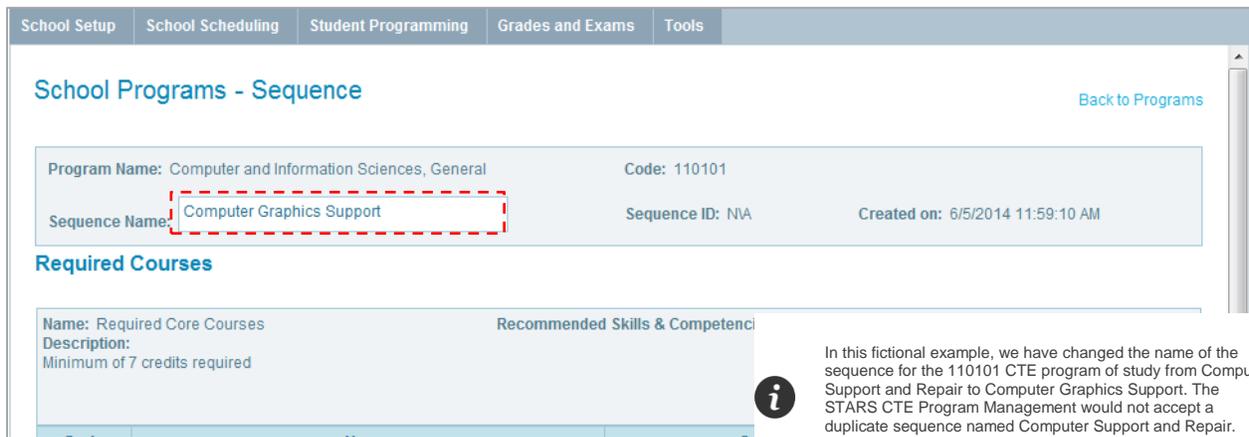
Modifying an Approved Sequence

If courses in an approved sequence must be changed, a new sequence must be created, proposed, reviewed, and approved. The STARS CTE Program Management supports multiple sequences for one approved CTE program of study, though this must be done in consultation with the NYCDOE CTE Office and only under unique circumstances. New sequences that are proposed where approved sequences already exist without previously conferring with the NYCDOE CTE Office will be denied.

There are 2 methods that can be used to propose a new CTE sequence: (1) starting a completely new sequence, or (2) cloning the existing approved sequence and modifying it per the user's new CTE program needs. Regardless of the chosen method, there are certain functional requirements for the submission of a new CTE sequence for a CTE program of study in the STARS ADMINCTE Program Management.

Modifying an Approved Sequence with New Sequence Requirements

A school should contact the NYCDOE CTE Office if they would like to change a fundamental piece of their CTE program of study, such as updating and replacing some or all of the required core courses in the program. Functionally, the STARS CTE Program Management will allow users to submit duplicate sequences, provided the **Sequence Name** has not already been approved for the CTE program of study at the school.



School Programs - Sequence [Back to Programs](#)

Program Name: Computer and Information Sciences, General Code: 110101

Sequence Name: **Computer Graphics Support** Sequence ID: N/A Created on: 6/5/2014 11:59:10 AM

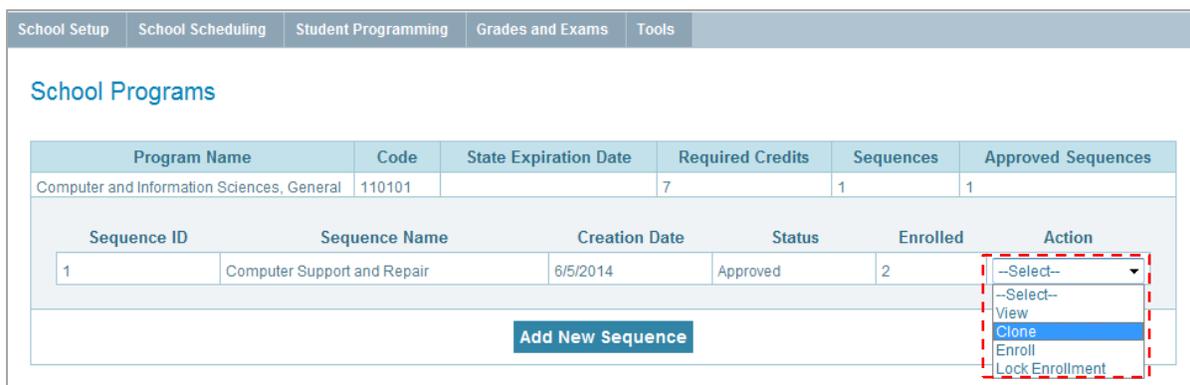
Required Courses

Name: Required Core Courses Recommended Skills & Competenci
 Description: Minimum of 7 credits required

In this fictional example, we have changed the name of the sequence for the 110101 CTE program of study from Computer Support and Repair to Computer Graphics Support. The STARS CTE Program Management would not accept a duplicate sequence named Computer Support and Repair.

Creating a New Sequence Using Clone

If the user wishes to alter or modify the CTE sequence for their CTE program using the original approved CTE sequence as a reference or base sequence, the user can navigate to the specified sequence on the **School Programs** page and select the **Clone** action.



School Programs

Program Name	Code	State Expiration Date	Required Credits	Sequences	Approved Sequences
Computer and Information Sciences, General	110101		7	1	1

Sequence ID	Sequence Name	Creation Date	Status	Enrolled	Action
1	Computer Support and Repair	6/5/2014	Approved	2	--Select-- --Select-- View Clone Enroll Lock Enrollment

[Add New Sequence](#)

After selecting **Clone**, the user will be automatically directed to a modifiable version of the selected sequence. Change the name of the cloned sequence; all sequence names must be unique. Make any modifications needed to courses and assessments. Save the sequence, and when complete re-submit the new sequence for approval.

Working with Multiple Sequences

If the new sequence is approved, you will see two unique sequences below the name and CIP code of the CTE program of study on the **School Programs** page. Since the second sequence in the list is the new sequence for the CTE program of study, students should not be enrolled in the previous sequence. The user can prevent mistaken enrollment into a non-current sequence by selecting the **Lock** action for the given sequence.

School Programs						
Program Name	Code	State Expiration Date	Required Credits	Sequences	Approved Sequences	
Computer and Information Sciences, General	110101		7	2	2	
Sequence ID	Sequence Name	Creation Date	Status	Enrolled	Action	
1	Computer Support and Repair	6/5/2014	Locked	2	--Select--	
25	Computer Graphics Support	6/19/2014	Approved	0	--Select--	

[Add New Sequence](#)

The old, locked sequence will remain active until all students graduate or are unenrolled from the CTE program sequence in the STARS Admin CTE Program Management. Locking the sequence does not have any negative impact on previous sequences or the students enrolled in them. It is used to ensure that students are being enrolled in the current, updated CTE sequence offered for the CTE program of study at the school, but allows students enrolled in previous sequences to complete their previous sequence requirements.

Declined CTE Program Sequence

The school STARS Administrator will receive an automated email confirming the decline of a sequence for a specific CTE program CIP code. Decline can also be verified by checking the **Status** column of the sequence on the Manage Programs screen.

School Programs						
Program Name	Code	State Expiration Date	Required Credits	Sequences	Approved Sequences	
Computer and Information Sciences, General	110101		7	1	0	
Sequence ID	Sequence Name	Creation Date	Status	Enrolled	Action	
23	Computer Support and Repair...	6/19/2014	Declined	0	--Select--	

[Add New Sequence](#)

If a sequence is denied, a member of the NYCDOE CTE Office will review the denied sequence with the user and provide guidance on constructing a new CTE sequence for submission.

Denied sequences can be

1. **View**: provides read-only access to the denied CTE sequence. The user has the option to view the denied sequence as a read-only webpage.
2. **Edit**: allows users to edit the sequence, add, and delete courses and assessments. The user has the option to edit the denied sequence for resubmission.
3. **Clone**: allows users to make a copy of a saved sequence. The user has the option to clone the denied sequence. This generates the same screen as using the **Edit** function. There is no difference between the two actions in the context of altering a declined sequence for resubmission.
4. **Delete**: deletes the entire saved sequence and leaves no record. The user has the option to delete the denied CTE sequence. The declined sequence is entirely erased from the School Programs screen.

Appendix:

Reports

The following CTE reports are available under [Custom Reports](#) on the STARS Admin webpages.

Custom Report	Report Name	Report Parameters	User Roles	Description	Export Type
pm.01	Teacher Credentials Report		Role:All Principals HS, Role:All Program Chairs HS	List of teachers with their State licenses, CTE license indicator, CTE courses the teacher is teaching along with school year, term and CIP code.	HTML, Excel
pm.02	CIP Programs Information Report		Role:All Principals HS, Role:All Program Chairs HS	List of all CTE programs with year, term and course details.	HTML, Excel
pm.03	Student Progress Report		Role:All Principals HS, Role:All Program Chairs HS	List of all students enrolled in CTE programs with progress details for the courses taken detailing the year, term, marks, pass/fail, final and exam indicators.	HTML, Excel
pm.04	Student Enrollment Report		Role:All Principals HS, Role:All Program Chairs HS	List of students enrolled in CIP programs with year enrolled, program status and school DBN.	HTML, Excel
pm.05	CIP Endorsement / CTE Courses Report		Role:All Principals HS, Role:All Program Chairs HS	Displays total number of students enrolled in a CTE program along with individual student details: OSIS number, program completion flag, student progress, technical assessment, discharge code, program status, enrollment year, school dbn and sequence name.	HTML, Excel
pm.06	Technical Assessment Report		Role:All Principals HS, Role:All Program Chairs HS	List of all students enrolled in CTE Program with their technical assessments along with course sequence details and progress.	HTML, Excel
pm.07	Report of course sequences by CIP code and School		Role:All Principals HS, Role:All Program Chairs HS	List of all course sequences in schools filter by CTE programs and school.	HTML, Excel
pm.08	Assign Student Group To Sequence	GroupID, SequenceID	Role:All Principals HS, Role:All Program Chairs HS	Assign Student Group To Sequence. 1. GroupID (students group type only) 2. SequenceID (once approved)	HTML, Excel
pm.09	Technical Assessment List		Role:All Principals HS, Role:All Program Chairs HS	List of Technical Assessments.	HTML, Excel

CTE data policies for NYSED-approved programs

Policies on course coding and CTE program sequence creation

The new CTE data system requires a cohort approach to CTE programming. Schools should:

- Propose courses in a sequence for a CTE program of study that align with the NYSED approved course sequence submitted during the application process for NYSED approval for the program. The Central CTE Team will review submitted sequences to verify program implementation in alignment with the diploma requirements for issuing technical endorsements.
- Use course codes that represent the subject and content of the course (versus subject-area of instructor) when using or creating course codes for the CTE program sequence
- Use course codes that will not change for the duration of the entire CTE program sequence at the time of the original sequence proposal
- Offer the courses which comprise an approved CTE program sequence until all students are unenrolled from the CTE program sequence or are discharged from the school
- Use the same course codes for common prerequisite courses required in multiple CTE programs (e.g. schools offering a Career and Financial Management [CFM] course and multiple CTE programs should code CFM the same regardless of program; a school using 'Engineering 1' in both Construction Engineering and Civil Engineering should code 'Engineering 1' the same)

Policies on changing or altering an approved sequence

NYSED-approved programs are expected to remain the same in terms of operation, program content, and technical assessments for the period of NYSED-program approval

- If a school believes they need to alter their NYSED-approved CTE program of study, the school must contact the Central CTE Office at CTESTARS@schools.nyc.gov. Possible reasons for altering an approved CTE program sequence include a school's need to:
- Enroll students at a different grade level than specified in the NYSED program approval application form
- Add courses to an approved CTE program of study
- Remove courses from an approved CTE program of study
- Add technical assessments to an approved CTE program of study
- Remove technical assessments to an approved CTE program of study
- Alteration or editing of an approved sequence requires the submission of a new sequence proposal for Central approval (in addition to NYSED approval, when applicable)
- New CTE sequences created in the STARS CTE application must have unique sequence names (e.g. the first sequence for Computer Repair can be Computer Repair, and subsequent sequences can be named Computer Repair version 2, Computer Repair version 3, and so forth)
- When schools have multiple sequences, new CTE students must be enrolled in the latest CTE sequence for an approved CTE program of study

Policies on student enrollment

- A student can only be enrolled in one approved CTE program of study at any time
- A student will not be enrolled in a CTE program until the student is placed in a specific CTE program of study with the intent of completing the specific program of study
- A student that switches CTE programs must be unenrolled in the old CTE program before being enrolled in the new CTE program using the STARS CTE application
- Once enrolled in a CTE program of study, a student is considered a CTE student. This will not change from term-to-term or year-to-year. The student will remain enrolled in the program until they are discharged from the school or are unenrolled in the CTE program of study using the STARS CTE application
- Student progress in a CTE program of study will only be documented when a student enrolled in a program sequence of study completes courses in the sequence for the approved CTE program

How to seek assistance

Schools in need of support should first contact the Data and Application Support specialist in their Network. This information can be found using the [NYCBOE intranet](#). Schools wishing to alter their approved CTE program sequence or those experiencing technical issues with the site should contact the Central CTE Office at CTESTARS@schools.nyc.gov.

CTE data policies for non-NYSED-approved programs

The CTE application for non-NYSED-approved programs

The new STARS CTE application was originally designed for NYSED-approved programs and NYSED-aligned programs that require a minimum of 7 credits for each CTE program offered. However, the STARS CTE application has since been modified to allow schools working towards NYSED program approval¹ to use the tool, even if they have substantially less than the NYSED-required 7 credits.

After enrolling students into an approved sequence, schools will be able to track enrollment in their CTE programs on the student-level. However, some of the new STARS Custom Reports available will not be directly applicable to these programs, such as the Student Progress Report (pm.03).

Planning the non-NYSED-approved CTE sequence in the STARS CTE application

The minimum amount of Required Courses for the CTE program of study for non-NYSED-approved programs will be set to 0 in the STARS CTE application, though schools are encouraged to confer with the Central CTE Team prior to coding their CTE courses and creating a sequence in the application.

While a program may not have yet attained NYSED program approval, it is important to thoughtfully plan the core curriculum with the future in mind. Schools that are building their CTE sequences will often have frequent additions and modifications to their core curriculum, so it is important to code courses in a standard way that will not change year over year. Some schools may initially offer few CTE courses (such as new schools or schools building a new program). These schools should enter only CTE courses they are planning on offering in the near future, versus forecasting courses years in advance.

Policies on course coding and CTE sequence creation for non-NYSED-approved programs

The new CTE data system requires a cohort approach to CTE programming. Schools should:

- Propose essential core courses in a sequence so that the school can 'build out' their curriculum in the STARS CTE application as it begins to mature
- Create codes for only courses that will be offered in the near future, versus estimates of courses that may be offered in the distant future (a piecemeal approach to sequence creation)
- Use course codes that represent the subject and content of the course (versus subject-area of instructor) when using or creating course codes for the CTE program sequence
- Use the same course codes for common prerequisite courses required in multiple CTE programs (e.g. schools offering a Career and Financial Management [CFM] course and multiple CTE programs should code CFM the same regardless of program; a school using 'Engineering 1' in both Construction Engineering and Civil Engineering should code 'Engineering 1' the same)
- Use course codes that will not change for the duration of the entire CTE program sequence at the time of the original sequence proposal
- Offer the courses which comprise an approved CTE program sequence until all students are unenrolled from the CTE program sequence or are discharged from the school

Policies on changing or altering a sequence

Non-NYSED-approved programs will likely create multiple sequence versions of the same program

- Alteration or editing of an approved sequence requires the submission of a new sequence proposal for review and approval by the CTE Central Team
- New CTE sequences created in the STARS CTE application must have unique sequence names (e.g. the first sequence for Computer Repair can be Computer Repair, and subsequent sequences can be named Computer Repair version 2, Computer Repair version 3, and so forth)
- When schools have multiple sequences, new CTE students should be enrolled in the latest CTE sequence for an approved CTE program of study

¹ The NYSED program approval process is managed by the Central CTE Office of the Office of Postsecondary Readiness. Only schools that are seeking NYSED program approval in cooperation with the Central CTE Team are eligible to use this system. For questions or support, please contact CTESTARS@schools.nyc.gov

Policies on student enrollment

- A student can only be enrolled in one approved CTE program of study at any time
- A student that switches CTE programs must be unenrolled in the old CTE program before being enrolled in the new CTE program using the STARS CTE application
- Once enrolled in a CTE program of study, a student is considered a CTE student. This will not change from term-to-term or year-to-year. The student will remain enrolled in the program until they are discharged from the school or are unenrolled in the CTE program of study using the STARS CTE application

How to seek assistance

Schools in need of support should first contact the Data and Application Support specialist in their Network. This information can be found using the [NYCBOE intranet](#). Schools wishing to alter their approved CTE program sequence or those experiencing technical issues with the site should contact the Central CTE Office at CTESTARS@schools.nyc.gov.

Diagram of the cohort approach to CTE programming

