

# Course Data Validation


The Student Summary Report by Class Assignment is a report that produces a list of all the students who participated in courses that are part of an approved CTE program in the reporting year. The report is a great tool for data validation as well.

- This report works with all courses entered into the Perkins Data Collection through all methods of data entry into the Perkins Data System (i.e. Mass Enrollment, Individual Enrollment, Course upload, and import from SD STARS).

For courses that are imported from Infinite Campus via SD STARS, *Student Summary Report by Class Assignment* should be used to complement the *Kicked Back Courses* report.

- **Kicked Back Courses** report will indicate the student course records that did not import into the Perkins System
- **Student Summary Report By Class Assignment** report will list all classes in the Perkins System for each student in the reporting year.

## Where is the Student Summary Report by Class Assignment?



**South Dakota Department of Education**

DE56PerkinsAccountability

Perkins Accountability System

Actions

Reports

About

Close

1. After logging into the Perkins Data Collection System, click on DE56PerkinsAccountability link.
2. Go to the **Reports** menu.

**DE56PerkinsAccountability Report Menu**

**Actions**  
[Reports](#)  
[About](#)  
[Close](#)

**Report Group:**  
 District Reports (2008 - 2012)  
 District Reports (2013 - 2017)  
 District Reports (Prior to 2008)

3. Select District Reports.

1S1: Attainment of Academic Skills - Reading / Language Arts	Reading/Lan that attained concentrator
1S2: Attainment of Academic Skills - Mathematics	Report meas from their 11 advanced sta

**DE56PerkinsAccountability Report Menu - [appstest.sd.gov]**

**Report Group:**  
 District Reports

View	Name	Description
	1S1: Attainment of Academic Skills - Reading / Language Arts	
	1S2: Attainment of Academic Skills - Mathematics	
	2S1: Technical Skills Attainment	Cluster program out of the total number of concentrators in the program.
	3S1: Student Completion Rates	Report compares the number of concentrators who are completers to the number of concentrators who left secondary education during the regular year. *Report not available until Fall semester after data is entered.
	4S1: Student Graduation Rates	Report compares the number of concentrators who earned a regular secondary school diploma to the number of concentrators who left secondary education during the regular year. *Report not available until Fall semester after data is entered.
	5S1: Placement – Exiting Students	Report displays the percentage of exiting concentrators placed in the following categories: four year postsecondary, two year postsecondary, military, employment or advanced training (compared to all exiting concentrators).
	6S1: Nontraditional Participation	Report displays the rate of nontraditional participants to all participants in those Career Clusters considered nontraditional (females in AFNR, A/C, IT, Manufacturing, STEM and Transportation; males in Human Services and Health Science).
	6S2: Nontraditional Completion	Report displays the rate of nontraditional concentrators to all concentrators in those Career Clusters considered nontraditional (females in AFNR, A/C, IT, Manufacturing, STEM and Transportation; males in Human Services and Health Science).
	Concentrators By Cluster	Report displays all students in grades 9-12 who have earned two (2) credits in a single CTE Career Cluster program area. Reports display totals by Career Cluster not individual student.
	Kicked Back Courses	
	Participants by Cluster	Report displays all secondary students who have enrolled in any career and technical education program.
	Student Completion Rate 3S1 By District And Cluster	Student Completion Rate 3S1 By District And Cluster
	Student Graduation Rate 4S1 By District And Cluster	Student Graduation Rate 4S1 By District And Cluster
	Student Summary Report by Class Assignment	Report provides an overview of all information entered for students by individual class assignment code in the current year. Useful for checking the accuracy of data entered.
	Student Summary Report by Cluster	Report provides an overview of all information entered for students by Career Cluster. Useful for checking the accuracy of data entered.

4. Click on the page icon next to **Student Summary Report by Class Assignment**.

## Enter Report Criteria

Select district from listbox:

Please select a school year:

Crystal  PDF

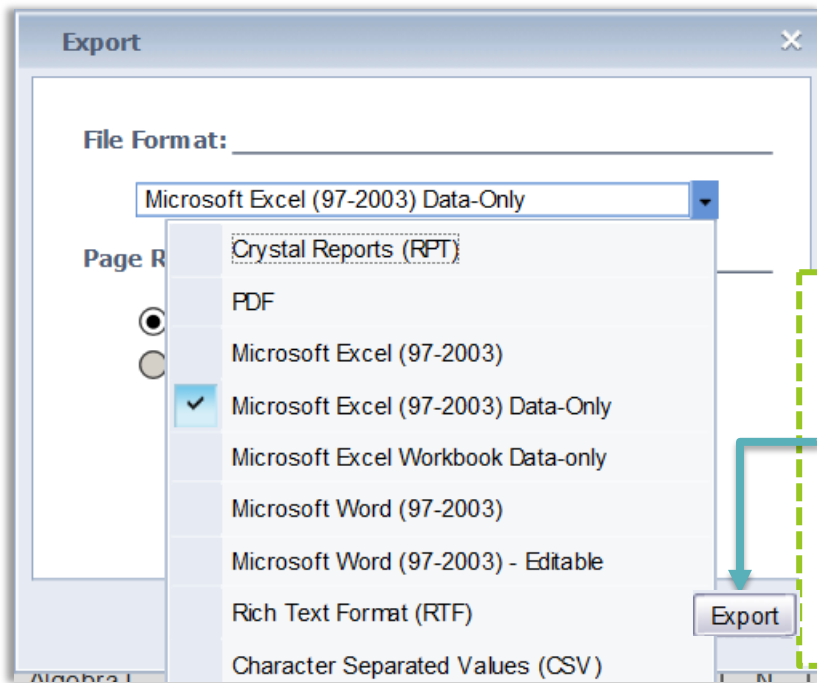
- Select the current reporting year.  
 Note: In the Perkins Data Collection System, the year is the last year in the school year (i.e. School Year 2017-18 would show as 2018 in the Perkins system).
- Click **Crystal** to produce a report that is in a format that can be exported.

**\*\*Student data contained in screenshot are fictitious\*\***

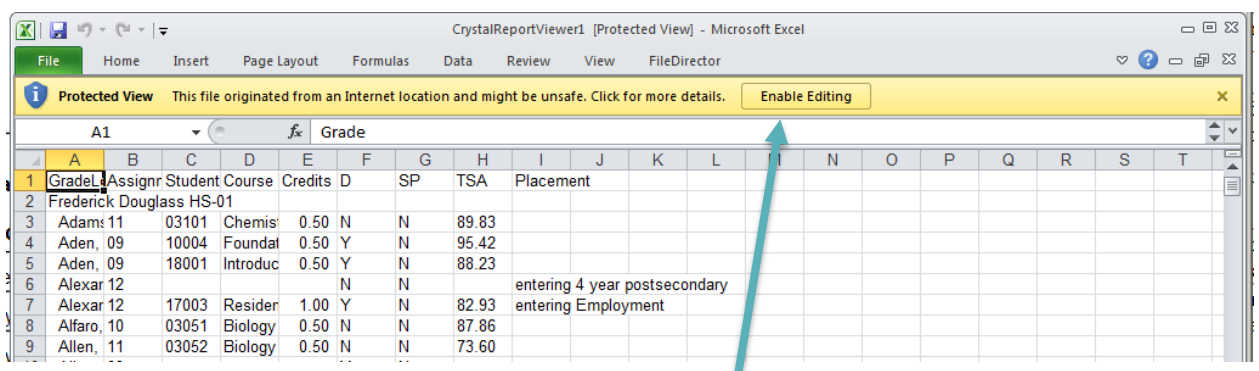
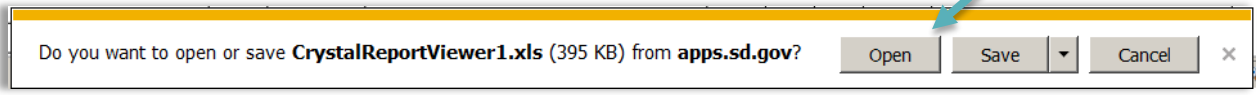
**South Dakota - Office of Career & Technical Education**  
**Student Summary Report**  
 School Year: 2018  
 Badlands District 99-9

Student Name	Grade Level	Assignment Code	Course Title	Credits	Special Population D	Special Population SP	TSA	Placement
<b>Frederick Douglass HS-01</b>								
Adams, Emersyn	11	03101	Chemistry	0.50	N	N	89.83	
Allen, Marvin	10	03101	Chemistry	0.50	N	N	92.61	
								entering 4 year postsec
				1.00	Y	N	82.93	entering Employment
				0.50	N	N	87.86	
				0.50	N	N	73.60	
					Y	N		
				0.50	N	N	93.50	
				0.50	N	N	95.23	

7. This is a very long report and the best way to view its contents is to export it as an Excel spreadsheet.  
 Click the icon.



- 8. When the export dialogue box appears, click **Microsoft Excel (97-2003) Data-Only**.
- 9. Click on **Export**.
- 10. Another dialogue box will appear at the bottom of the screen asking if the file should be opened or saved, click **Open**.



**\*\*Student data contained in screenshot are fictitious\*\***

- 11. A yellow ribbon will appear at the top of the screen, click **Enable Editing**.

**\*\* Student data contained in screenshot are fictitious\*\***

12. Click on **Row 1** so that it is highlighted

13. Click on the **Sort & Filter** in the tool bar, a dropdown menu will appear.

14. Click **Filter**.

Grade	Assignr	Student	Course	Credits	D	SP	TSA	Placement
Frederick	Douglas	HS-01						
Adams	11	03101	Chemis	0.50				
Aden	09	10004	Foundat	0.50				
Aden	09	18001	Introduc	0.50				
Alexar	12							
Alexar	12	17003	Resider	1.00				
Alfaro	10	03051	Biology	0.50				
Allen	11	03052	Biology	0.50				

**\*\* Student data contained in screenshot are fictitious\*\***

15. Click on any dropdowns associated with a column to filter. To check data by a class, click on the **filter for Course Title**.

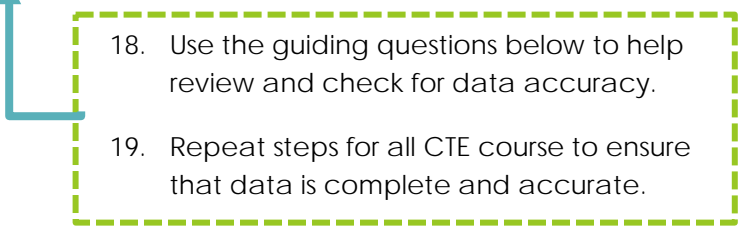
16. Click **(Select All)** to deselect all the courses in the list.

17. Click the box next to the course name that you want to review. Click **OK**.

Grade	Assig	Stude	Course Title	Cred	D	SP	TSA	Plac	ent
N			Advanced Welding Technology						
N			Ag Business Sales and Marketing						
N			Agriculture Biotechnology						
N			Algebra I						
N			AP Biology						
N			Biology						
N			Biology Advanced Studies						
N			Cabinet Making						
N			Career Exploration						
N			Chemistry						
N			Employability						
N			Foundations of Technology						
N			Fundamental Ag Mechanics						

**\*\* Student data contained in screenshot are fictitious\*\***

	A	B	C	D	E	F	G	H	I	J
1	GradeLevel	Assi	Studer	Course Title	Cred	D	SP	TSA	Plac	ent
19	Andersen, Nathaniel	10	17007	Cabinet Making	0.50	N	N	100.00		
74	Bauman, Anderson	10	17007	Cabinet Making	0.50	N	N	91.12		
177	Brown, Dillion	12	17007	Cabinet Making	0.50	Y	N	90.08		
233	Chapman, Nathaniel	12	17007	Cabinet Making	0.50	N	N	100.00		
449	Flute, Cesar	12	17007	Cabinet Making	0.50	N	N	100.00		
485	Garrett, Carlos	10	17007	Cabinet Making	0.50	N	N	100.00		
676	Jacobs, Conner	12	17007	Cabinet Making	0.50	N	N	100.00		
781	LaCroix, Trae	10	17007	Cabinet Making	0.50	N	N	100.00		
992	Novak, Makayla	11	17007	Cabinet Making	0.50	N	N	100.00		
1034	Patton, Lynn	12	17007	Cabinet Making	0.50	N	N	100.00		
1063	Phillips, Brooks	10	17007	Cabinet Making	0.50	N	N	93.06		
1469	Whiting, Ismael	09	17007	Cabinet Making	0.50	N	N	84.39		
2086										

- 
18. Use the guiding questions below to help review and check for data accuracy.
  19. Repeat steps for all CTE course to ensure that data is complete and accurate.

Go through the following guiding questions. Look for the following things:

- 1) Are the percent scores showing correctly?
  - a. If no:
    - i. Courses that originate from Infinite Campus and are imported into Perkins must be corrected in Infinite Campus. Course record will update the following morning.
    - ii. Courses entered directly into the Perkins Data Collection system via the Mass Enrollment, Individual Enrollment, or Course Enrollment Upload need to be corrected in the Perkins Data System using the Individual Enrollment menu option. See Individual Enrollment guide for further directions.
  - b. If course percent's are showing correctly, proceed.
- 2) Are the credits earned showing correctly?
  - a. If no:
    - i. Courses that originate from Infinite Campus and are imported into Perkins must be corrected in Infinite Campus. Course record will update the following morning.
    - ii. Courses entered directly into the Perkins Data Collection system via the Mass Enrollment, Individual Enrollment, or Course Enrollment Upload need to be corrected in the Perkins Data System using the

Individual Enrollment menu option. See Individual Enrollment guide for further directions.

- b. If course credits earned are showing correctly, proceed.
- 3) Are all students accounted for by class? If not, who is missing?
- a. If no:
    - i. Check the record in Infinite Campus to make sure there is not an error in the student record for the missing student.
    - ii. Check the student's enrollment status. Make any needed corrections in Infinite Campus if there is an issue with the enrollment.
    - iii. If the data was manually entered directly into the Perkins Data Collection System, go to the Individual Enrollment action and enroll the student in the course. See Individual Enrollment directions for more information.
    - iv. If a student is missing from the Perkins Data Collection System, complete the Missing Student Report found on the Perkins Web Portal page under the Data Collection Forms.
  - b. If all students are listed for the course, proceed.
- 4) Are all courses offered by the district listed?
- a. If no:
    - i. Check the records in Infinite Campus to make sure there is not an error in the course code.
    - ii. Check the Program Application in the Perkins Data Collection system to see if the associated cluster was approved for the reporting period.
    - iii. If the data was manually entered directly into the Perkins Data Collection System, go to the Mass Enrollment action and enroll the participating students in the course. See Mass Enrollment directions for more information.
  - b. If all courses are listed, proceed.

If **No** was the answer for any of these questions, you will need to check to determine why the student or courses are not appearing in the Student Summary Report by Class Assignment report.