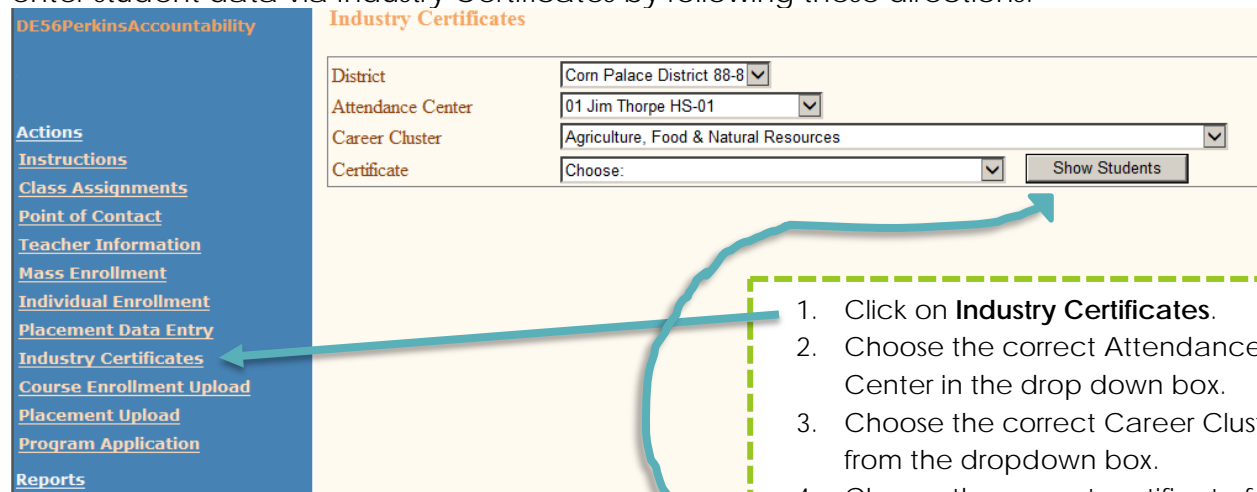


Industry Certifications Entry Directions

The Industry Certifications entry application was created with the purpose to be able to enter all students in a course at one time. Industry certifications are a component of a CTE class and using this application will allow the entry of those certifications in a more efficient way.

Certificate Entry

After logging into the Perkins Data Collection system at <http://doe.sd.gov/octe/data>, enter student data via Industry Certifications by following these directions:



The screenshot shows the 'Industry Certifications' page. On the left is a blue sidebar with the following links: DE56PerkinsAccountability, Actions, Instructions, Class Assignments, Point of Contact, Teacher Information, Mass Enrollment, Individual Enrollment, Placement Data Entry, Industry Certifications (highlighted), Course Enrollment Upload, Placement Upload, Program Application, and Reports. The main content area is titled 'Industry Certifications' and contains a form with the following fields: District (Corn Palace District 88-8), Attendance Center (01 Jim Thorpe HS-01), Career Cluster (Agriculture, Food & Natural Resources), and Certificate (Choose:). A 'Show Students' button is located to the right of the Certificate dropdown.

1. Click on **Industry Certifications**.
2. Choose the correct Attendance Center in the drop down box.
3. Choose the correct Career Cluster from the dropdown box.
4. Choose the correct certificate from the dropdown box.
5. Click on **Show Students**. A list of all students will appear. They are listed alphabetically.

NOTE: Some certifications, like **NCRC** can be found under any of the career clusters. Similar to how courses are entered, the certificates that cross clusters will automatically appear in a student's record and **should not be entered multiple times**.

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

Industry Certificates

District:

 Attendance Center:

 Career Cluster:

 Certificate:

SIMS	Last Name	First Name	Middle Name	Has Certificate
084420576	Adams	Austin	I	<input type="checkbox"/>
040683989	Adams	Dallas	E	<input type="checkbox"/>
032688575	Adams	Evelyn	K	<input type="checkbox"/>
045765449	Adams	Rochelle	I	<input checked="" type="checkbox"/>
064880488	Adams	Trevor	L	<input type="checkbox"/>
021885472	Aden	Duncan	A	<input type="checkbox"/>
080174214	Adhikari	Harry	F	<input type="checkbox"/>
097967854	Adhikari	Joanna	W	<input type="checkbox"/>
048559237	Agena	Kieran	B	<input type="checkbox"/>
055054017	Agular	Kaylee	B	<input type="checkbox"/>
097098764	Aleman	Ian	P	<input type="checkbox"/>
032435776	Alex	Damon	J	<input type="checkbox"/>
047822717	Alex	Trisha	G	<input type="checkbox"/>
031576244	Alexander	Braelyn	D	<input type="checkbox"/>
037202188	Alexander	Chantelle	Y	<input type="checkbox"/>
035745075	Alexander	Nash	C	<input type="checkbox"/>
041324360	Alexander	Sunny	Y	<input type="checkbox"/>
045096160	Allen	Cade	V	<input type="checkbox"/>
037777699	Allen	Chevy	G	<input type="checkbox"/>
050623796	Allen	Jorge	K	<input type="checkbox"/>
076243033	Allen	Kristen	A	<input type="checkbox"/>

6. A list of all students enrolled in the selected attendance center will now appear.
 7. Select the radio button for each student who earned the selected industry certificate.
 8. Click **Save Changes**.
 9. If you need to enter more industry certificates, change the cluster and certificate from the drop down menus.
 10. Click on **Show Students** (this will refresh the screen).
 11. Repeat steps 7 and 8 above.
- For each new certification, repeat steps 2 - 11.**