



Pathways Application Checklist November 15th-March 15th Submission



This document contains the steps to complete a Career Pathway Program of Study Application or Maintenance. The submission time frame is November 15th to March 15th, annually.

For assistance, contact pathwayshelpdesk@ksde.org or call 785-296-4908.

Gaining Access

- 1. Visit <https://svapp15586.ksde.org/authentication/login.aspx>
- 2. **First time users should register and choose an access level of “School Update” or “District/Org Update”.** Then your access will need approval from your superintendent. District level pathways require District/Org Update.
- 3. **If you need to change your access level from “School Approve” to “School Update”, select Manage My Account.** This access change will need approval from your superintendent as well.
- On the KSDE Web Applications Page, select “Accept” to agree to the Legal Notice and then select the link “Pathways”.

Starting a New Application - proceed to “Opening an Existing Application” for maintenance applications.

- 4. Click on “My CPPSA’s” and then on View/Filter CPPSAs.
- 5. Click on “Create New CPPSA”. Go to step 10.

Opening an Existing Application

- 6. Click on “My CPPSA’s”.
- 7. Select “In Progress” as the status, and select the School Year (for the next school year).
- 8. Click on “View/Filter CPPSA’s”.
- 9. Under Actions, click on “Edit” next to the pathway that will be opened.

Section I: Pathway Selection & Contacts

- 10. For new pathways, select the Pathway title in the “Pathway” dropdown box. If this will be a district level pathway for multiple buildings, select the district office building number. Then, all the other district buildings will display for selection.
- 11. Select the “Responsible Form Completer” for the application. If the correct name is not available, that person must register for an account in the authenticated applications system. Go to Step 1.
- 12. Click “Save”.

Section IIA: Advisory Committee Information

- 13. Click Section IIA in the left hand menu to move to the next section.
- 14. To add a new member, click on “Add Member”.
- 15. Complete the First Name, Last Name, Member Type, Leadership Role, Company, and Occupation.
- 16. Click “Save Member”. **(Must be at least 3 business/industry representative members, one of whom is designated as a chair under leadership role).**
- 17. ***If the company and occupation do not completely show how the person relates to the pathway occupations, click on “Notes/Questions” at the bottom of the screen. Explain why the committee member fits the occupations related to this pathway, and click “Response from KSDE Required” and “Save”.
- 18. To copy an existing committee from your district, click on “Copy Existing Committee”. Then, select which to copy based on the pathway title and chairperson for that committee. **Note: An entire committee cannot serve multiple pathways across clusters, but individual members can serve on multiple pathways. This option will also overwrite members previously added.**
- 19. Click “Save”.

Section IIB: Committee Meetings

- 20. Click on Section IIB in the left hand menu.
- 21. The advisory committee is required to meet twice a year. At each meeting, the committee must review the pathway, course competencies, equipment, and instructional materials. In addition, the committee will review specific pathway data and develop plans within the 3 Year Pathway Improvement Plan.
- 22. **It has been found that typing the text box data into Word first, and then copying and pasting into the Pathways system saves time and Pathways time out issues. The system will time you out, and if you haven’t saved, you will lose everything.**
- 23. The four text boxes are for the 3 Year Pathway Improvement Plan discussed and implemented at the meetings. There are 4,000 characters available in each text box. Your plan should complete the statement: The Advisory Committee reviewed, executed, and updated the following within the Annual Program Improvement Plan for a minimum of years 1, 2, and 3. Listed goals for the improvement plan should be SMART, Specific to the pathway, Measureable, Achievable, Realistic, and Timely. (See guidance in Advisory Committee Handbook - click on the link in Pathways or [http://ksde.org/Portals/0/CSAS/CSAS%20Home/CTE%20Home/Business Industry/Advisory%20Committee%20Handbook%20Nov%202014.pdf](http://ksde.org/Portals/0/CSAS/CSAS%20Home/CTE%20Home/Business_Industry/Advisory%20Committee%20Handbook%20Nov%202014.pdf)).
- The Meeting Assurance questions must be checked and meeting dates entered to Save this section.

- 24. **New applications must have initial goals (1 year) and at least one meeting with an advisory committee. The initial goals and process of developing 3 year SMART goals should be guided by the school, but the development of the 3 yr goals should be done by the advisory committee. The advisory committee should have at least one meeting with purpose of that meeting being to identify the three-year goals for the pathway. Consultants are less interested in the field writing the perfect SMART goal and more interested in actually being supported/guided by their advisory committee.**
- Click on "Save Plan".

Section III: CTE Course Information

- 25. Click on Section III in the left hand menu.
- 26. Select the courses that you wish to add to the pathway by clicking on the box in the "select" column. **The courses that show up in this section have been mapped and approved in KCCMS previously.**
- 27. A pop-up window will appear with the state competencies. Save or print off the competencies. Then, close out that window and select "Yes" or "No" in regards to teaching the state approved competencies for the course.
- 28. Select any Career and Technical Student Organizations that are affiliated with the pathway within your school.
- 29. Click "Save".

Section IV: Programs of Study

- 30. Click on Section IV in the left hand menu.
- 31. Click on "Create Program of Study" or "Edit Program of Study".
- 32. Under the agreements tab, which should be selected, select the Post-Secondary Institution you are articulating with.
- 33. Select a statewide articulation agreement or upload an individual, local articulation agreement.
- 34. Click on "Save Agreements" if you have uploaded an individual, local Articulation agreement.
- 35. Click on the "Course Information" tab at the top of the section.
- 36. Enter in the course data for grades 8-12 for English/Language Arts, Math, Science, and Social Studies and grades 8-13 for Career and Technical Education. Click on "Select grade/year to select the grade." **See #42 below.**
- 37. Click on "select group" to select the group. (English/Language Arts, Math, Science, Social Studies, Career and Technical, or Other Required)
- 38. Click on "select course" to choose the course to include on the program of study. If a course is missing, contact the person responsible for mapping courses in KCCMS for your district.
- 39. Click "Add Course to Program of Study."
- 40. For year 13 Career and Technical Education, enter course information for all CTE courses that the student will take the first year at the articulated school. This is not just the articulated course(s), but all CTE courses the student will take in Year 13 at the post-secondary institution.
- 41. No save is required for this tab because each course saves automatically.
- 42. There is a link that will copy the academic courses from an existing program of study for your district. Make sure all courses match the articulation agreement and pathway design. If they do not match, you can make changes that are needed. **"Copy Courses From Existing Program of Study" will overwrite all the courses that have already been selected.**
- 43. Click on the "Declarations" tab.
- 44. Under Certification Name, the drop down menu will show suggestions from the consultant. You may still enter the certification that you will offer to your concentrators that exit the program if it is not listed. Click "Save Certification".
- 45. In the Assessment Name drop down, select an assessment for your pathway, if one is available. Click "Save Assessment".
- 46. Click "Save and Close Section IV."

Submission

- 47. Click on "Submit/Print" in the left hand menu.
- 48. If there are errors in your application, those will be noted on this page. Correct those errors.
- 49. If there are no errors, click on "Release for District Approval".
- 50. Let your Superintendent know that Pathways will send him/her an email for their approval of the pathway. They must approve it before KSDE will see that it is ready for KSDE Review/Approval.

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