Pathways Student Data Management Checklist
May 15th - August 15th Submission Window

This document contains the steps to assign students to pathways and how to update student statuses as participants or concentrators for the current school year. The submission time frame is May 15th- August 15th. For assistance, contact pathwayshelpdesk@ksde.org or call 785-296-4908.

Gaining Access

- Visit **https://svapp15586.ksde.org/authentication/login.aspx**
- **First time users should register and choose an access level of "School Approve" or "District/Org Update"**
- **On the KSDE Web Applications Page, select the link "Pathways".**

Assign Students to Pathways

1. Click on "My CPPSA's"
2. Change the School Year to the current year.
3. Mark the Status as "Approved by KSDE".
4. Click the "View/Filter CPPSA's" button.
5. Under Actions, click on "Assign Students" next to the pathway that needs students assigned. (Please note that each pathway must be assigned at separate times)
6. Place a check mark in the box for students that have at least 1 credit in this pathway. {See screenshot}
7. **Student assignments save automatically. Students can only be assigned to one pathway.**
8. If a student is missing, click on the "Show All Students" link at the top of the page. This will show all students.
9. Repeat steps for all pathways.

Update Current Student Status

10. Click on "Update Students" link at the bottom of the page or repeat steps 1-4, then under actions, click on "Update Current Students" next to the pathway that needs updated.
11. Select the single parent status as yes if the student is pregnant or a parent.
12. Select the status for the student. Definitions are: {See screenshot}

- Participant: A student who has earned one (1) but less than three (3) secondary level credits in a single career and technical education (CTE) pathway
- Concentrator: A student who has earned three (3) or more secondary level credits in a single CTE pathway, with two (2) of those credits being at the technical and application level
- Concentrator who exited: A student who has met the criteria to be considered a concentrator AND has graduated secondary education with their cohort class AND has met at least 80% of their pathway competencies.
- Concentrator who Exited for Other Reasons: A student who has met the criteria to be considered a concentrator who exited but has either 1) not met at least 80% of the competencies by graduation or 2) will not graduate with their cohort class. The reasons for this include but are not limited to the student: transferring out of district, dropping out of high school, or passing away.

13. When selecting "Concentrator who exited", please indicate the competency percentage or pass/fail for the 3rd party assessment. Indicate if a certificate was achieved by the student. {See screenshot }
14. When selecting "Concentrator who exited for other reasons", list the reason in the box. {See screenshot }
15. If there are no Concentrators in a pathway, insert the reason in the "no assigned concentrator's comments section." **Click "Save Students"**. {See Screenshot}
16. Repeat for all students in pathway.
17. Repeat for all pathways.

Upload Assign/Update File

1. The data uploaded in Pathways in the Assign Students Screen must contain proper linking information and can be in the format of Comma-Separated Values (.csv) only.
2. Click on Browse at the bottom of the Update Students page.
3. Upload the CSV File (**Data Specifications on reverse side**) and click on "Open" in the "Choose File to Upload" screen.
4. Upload the CSV File and click on "Open" in the "Choose File to Upload" screen.

Data Specifications for Uploading Students to a Pathway:

Position	Field	Format	Required/ Optional	Validation
1	State Student Identifier	Integer, 10 digits	Required	Must be 10 digits Verified against the same students as listed on the Assign Students screen
2	Pathway Student Status	Integer, 1 digit	Required	1 = Participant 2 = Concentrator 3 = Concentrator who exited 4 = Concentrator who exited for other reasons Must be 1, 2, 3, or 4 Seniors cannot be 1 - Participant
3	Single Parent Status	Integer, 1 digit	Required	0 = Not a single parent 1 = Single Parent
4	Competency Percent (For Status 3 only)	Integer, 3 digits	Required	May be an integer from 0-100
5	Reason for Concentrators that Exited for Other Reasons	Alphanumeric 1000 Char.	Optional	Any text, but may not contain commas due to the comma delimited format
6	CIP Code	11.1111	Optional	Must follow the format example of two digits, a period, then four digits If the format is correct, the data is not saved but no error returned If the value matches an existing CIP Code, a name will be displayed
7	Career Goal 1	alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
8	Career Goal 2	alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
9	Career Goal 3	alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
10	Career Goal 4	alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format
11	Career Goal 5	alphanumeric	Optional	Any text, but may not contain commas due to the comma delimited format

An Equal Employment/Educational Opportunity Agency

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 901 Jackson Ave., Topeka, KS 66612 785-296-3201