Welcome to the Educator Data Collection System (EDCS) “Entering Career and Technical Education (CTE) Assignments” District Training!!
Objectives of this training:

• Revisit the purpose of EDCS
• Revisit the EDCS timeline
• Discuss the relationship between systems
• Point out the preliminary work necessary for entering CTE data
• Discuss the connection between EDCS codes and the Kansas Career Codes Management System (KCCMS)
• Get step-by-step instructions for adding CTE data
• Address common problems with entering CTE data
• Share additional EDCS District Training Module topics
• Share KSDE contact information for additional questions
Purpose of EDCS:

- To collect professional and demographic information about all district staff across the state of Kansas
- This data is used by: The Kansas State Board of Education
  The US Department of Education
  School Districts
  Educational Researchers
EDCS Timeline:

- **July**: System Updates
- **Mid-August**: EDCS opens for entering/editing data for current school year
- **Mid-August**: Fall Vacancy Report (FVR) is open for making submissions
- **Mid-September**: FVR is DUE! (Specific due date is posted on EDCS Welcome screen.)
- **Beginning of January**: LPR and Spring Vacancy Report are open for making submissions
- **Beginning of March**: LPR and Spring Vacancy Report are DUE!
System Relationship:

**Input**
- Kansas Course Code Management System (Local courses are mapped in KCCMS)
- Pathways System (Pathways are approved during the previous school year)
- Educator License Certification System (Educator ID, Race, & Ethnicity imported from ELCS)

**System**
- EDACS Assignment Information

**Output**
- 1. License Lookup Data
- 2. Board Data
- 3. Federal Data
CTE Preliminary Work:

Before entering Career and Technical Education (CTE) assignments, you must:

1. Have had your Pathways approved. Pathways are approved during the prior school year. For example, the Pathways for the 18-19 school year were approved during the 17-18 school year.

2. Map your district’s local courses to state courses, in the Kansas Course Code Management System (KCCMS).
More Information about Approved Pathways:

Approved Funded Pathways
a) must be approved by KSDE CTE representatives in the Pathways System.
b) must be submitted and approved in KCCMS.
c) are only available in High School buildings.
d) must be reported in the High School building if a Middle School teacher is teaching an eighth grade funded pathway course.
How will I find my district’s courses in EDCS?

1. Your district has its own local course codes.
2. You map/connect your local course codes to the Kansas Course Codes through KCCMS.
3. Those courses are then available to your district in EDCS, which uses only the first FIVE digits of the state course code.
State Course Code

Course Subject Area: Business 12
Course Number: Business Management 053
Course Level: General G
Available Credit: One-half “Carnegie” unit 0.50
Sequence: 12

KCC Identifier: 12053G0.5012 15GGF
In our example: 12053G0.5012

. . . is “from the Business subject area, a Business Management course, that is a General education class, worth one-half credit, that is the first class in a one-out-of-two sequence.

EDCS uses *only the first five digits* of the Kansas Course Code, so you will select

12053

when you assign the Business Management course to an educator in the assignment section of EDCS.
Entering CTE Assignments:

After getting into EDCS,
1. Expand Staff Data.
2. Select Find/Update Staff.
3. Use Search fields to find any staff members for which you need to add CTE assignments.

You can either search for an individual staff member by entering any of the fields before clicking on Search, or...

...or, you can leave the fields blank and click on Search to select from all staff members.
4. Select the 🔄 (view icon) left of the staff member’s name.
5. Scroll down to FTE-Assignments.
6. Click on New Assignment.
7. Scroll down to the New Assignment Entry section.
8. From the Educator Type drop-down options, select “Career and Technical Education”.
9. Select the appropriate Pathway, Subject Area, and Course from each of the drop-down options.
10. The JAG Course check box is *not* applicable for CTE Courses.
11. Enter the Number of Classes taught by the teacher for the selected assignment
   **Note: That is the maximum number of times the teacher teaches that class on any
given day during the current school year.**
12. Check the appropriate grade levels for the selected assignment. You can check all
grade levels that apply.
13. If the course involves a co-teacher, check the box and enter the CoTeacher’s educator ID.
14. Click the Save Assignment button at the bottom of the screen.
FAQ: What if I can’t find the CTE Course in the Assignment Section of EDCS?

1. Check the course mapping in KCCMS.
2. Check to ensure the Pathway was approved for the current school year (it would have been approved the previous year).
3. Check to see if the course is found under Educator Type “Secondary Teacher” (Type 3) rather than “CTE Teacher” (Type 5).
4. If the course is not found in EDCS, you have a mapping problem. You must contact the KCCMS helpdesk or the Pathways helpdesk:

Kansas Course Code Management System (KCCMS) Help Desk
Kansas Course Codes Information
kccms@ksde.org

CTE/Pathways Pathways Help Desk
(785) 296-4908
pathwayshelpdesk@ksde.org
Career Clusters / Pathways Resource
Updating an existing CTE assignment:

If you need to update the **Number of Classes, Grade Level, or CoTeacher** info:
1. Under the FTE-Assignment section, click the (view icon).
2. This will generate Assignment Details at the bottom of the screen.
3. Only the Number of Classes, Grade Levels, and CoTeacher fields are available for editing.
4. Click the Save Assignment button at the bottom of the screen.
Updating an existing CTE assignment:

If you need to update the *Educator Type, Subject Area, or Course* info:

1. Under the FTE-Assignment section, click on 🗑️ to delete the assignment.
2. Start over with the “Entering CTE Assignments” instructions to add this teacher with the *correct* Educator Type, Subject Area, and Course information.
CTE Reporting Review:

1. Approved Funded Pathways
   a) Must be approved by KSDE CTE representatives in the Pathways System
   b) Must be submitted and approved in KCCMS
   c) Are only available in High School buildings
   d) Middle School teachers must be reported in the High School building if teaching an eighth grade funded pathway course.

2. Educator Type 5/CTE must be used in EDCS to select CTE. (Similar course may be found when using Educator Type 3/Secondary).

3. Pathways are approved one year ahead of EDCS reporting, so make sure you are looking for the correct Pathway assignments for the *current* school year.

4. If you cannot find a Pathway assignment in EDCS, contact CTE staff to ensure the course was approved, and then contact KCCMS staff to ensure the course was mapped and approved.
Next “Training Modules” in the EDCS District Training series:

1. KSDE.org and EDCS Basics
2. Entering Staff Data (Parts A,B,C)
3. Submitting the Fall Vacancy Report (FVR)
4. Entering CTE assignments
5. Entering SPED/ESOL assignments
6. Entering Shared Staff data
7. Submitting the Spring Vacancy Report and Licensed Personnel Report (LPR)
8. Wrap-Up, Troubleshooting, Questions
If you have any questions, please contact:

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