
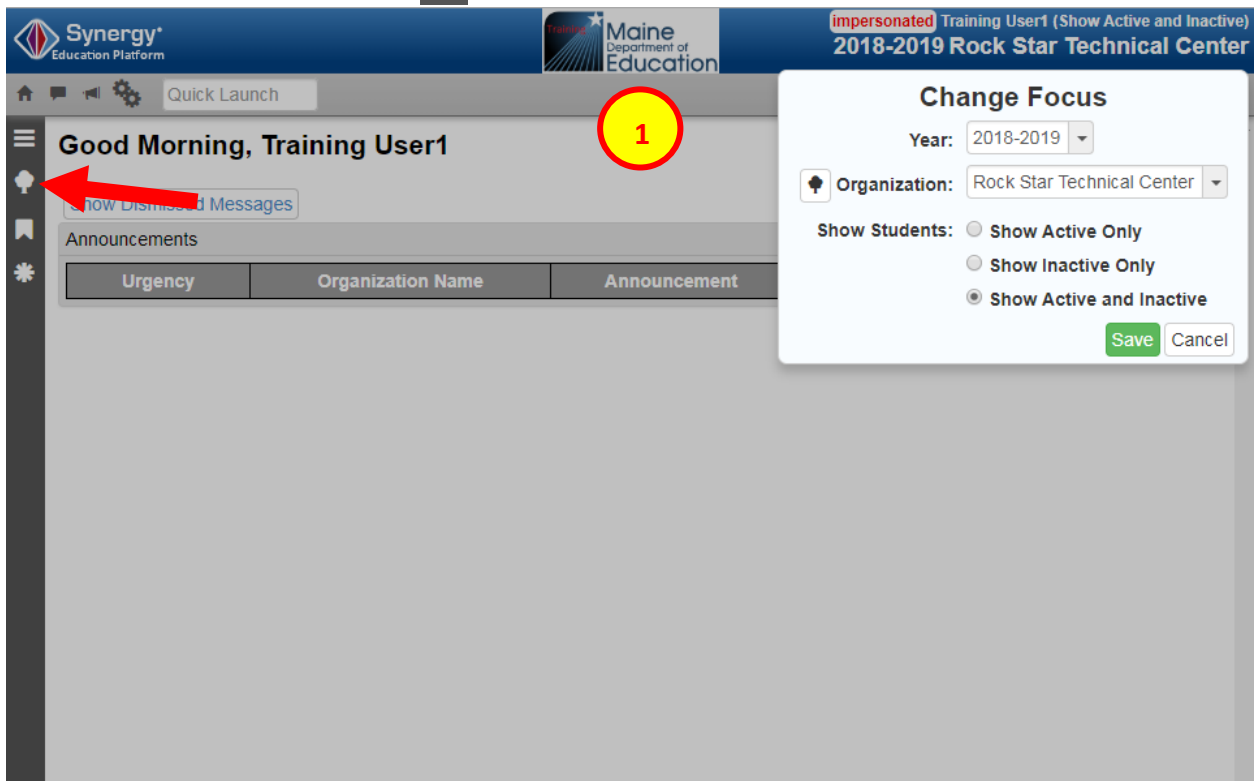


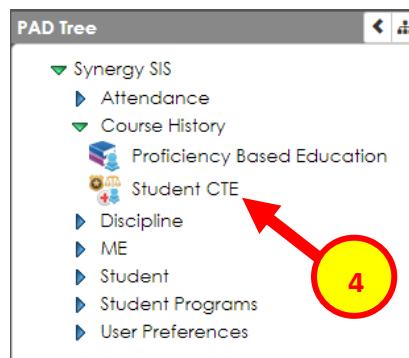
Synergy – CTE Program Manual Entry Guide

- This guide explains how to manually enter CTE program data into Synergy. The data is entered on the Student CTE screen and users must first have their focus at the school level (see below)
- Students must have a concurrent enrollment at a CTE school before the CTE program data can be entered. The enrollment can either be created manually or through the Student Enrollment upload.

1. In the top right, click the school year or school/district name and the Change Focus box appears.
2. Select the following in the Change Focus box and click **Save**:
Year: Select the current school year (the example picture shows 2018-2019)
Organization: Choose your CTE school (the example picture shows Rock Star Technical Center)
Show Students: Show Active and Inactive
3. Click on the PAD Tree icon. 

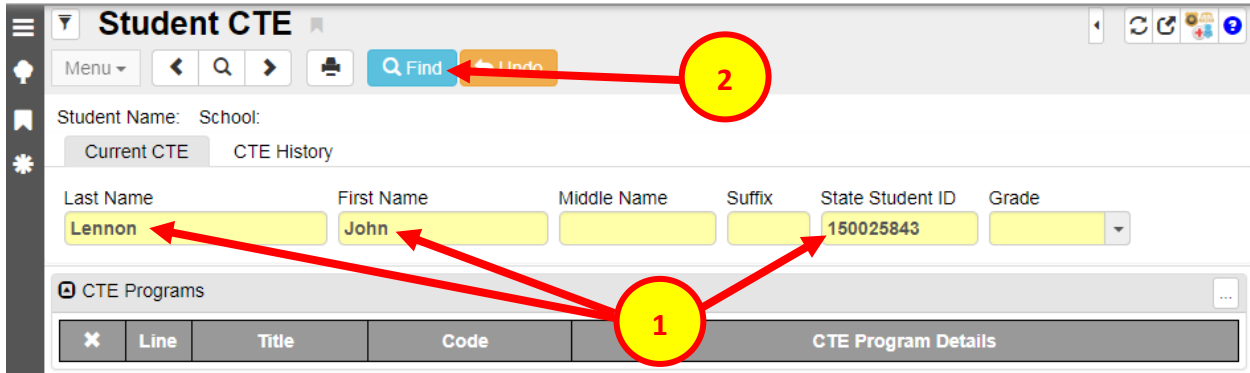


4. In the PAD Tree, Click **Student CTE** to navigate to the Student CTE screen.
(You may need to click the arrows next to Synergy SIS and Course History to expand).



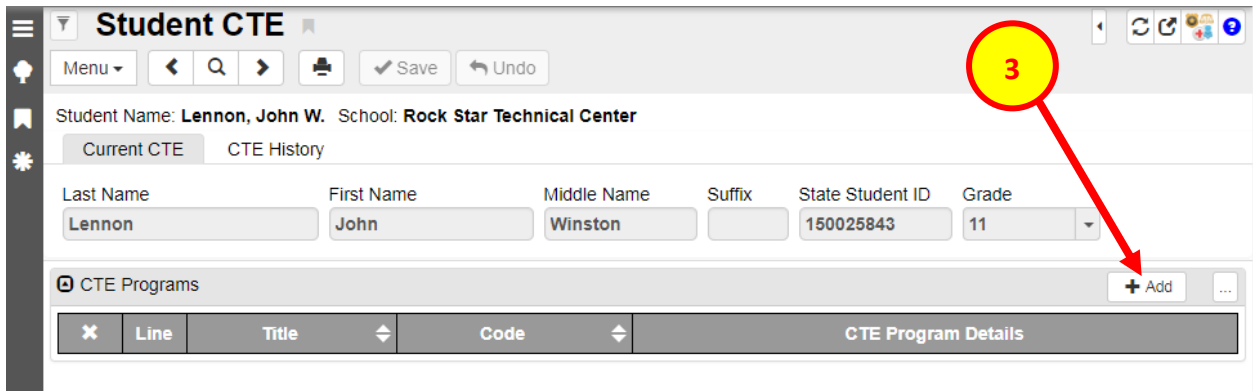
Entering CTE Program data:

1. Type in the student's Last Name and First Name or State ID.
2. Click **Find**.



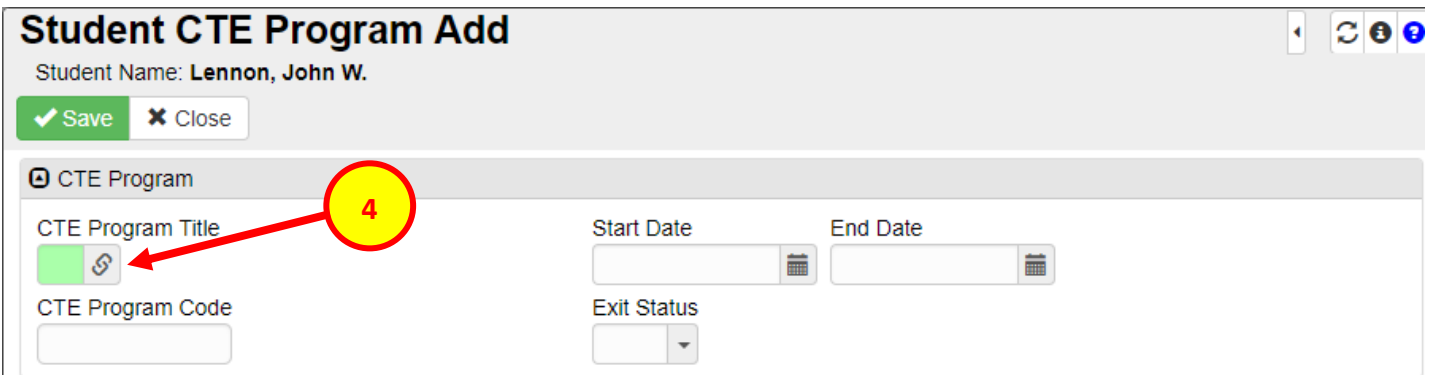
The screenshot shows the 'Student CTE' interface. At the top, there is a 'Find' button with a magnifying glass icon, circled in red with the number '2'. Below it, the 'Student Name' and 'School' fields are empty. The 'Current CTE' tab is selected. The form contains fields for 'Last Name' (Lennon), 'First Name' (John), 'Middle Name', 'Suffix', 'State Student ID' (150025843), and 'Grade'. Below this is a table for 'CTE Programs' with columns for 'Line', 'Title', 'Code', and 'CTE Program Details'. A red arrow points from the 'Find' button to the 'Last Name' field, and another red arrow points from the 'Find' button to the 'State Student ID' field. A red circle with the number '1' is placed over the 'CTE Programs' table header.

3. Click **Add** which will open the Student CTE Program Add screen.



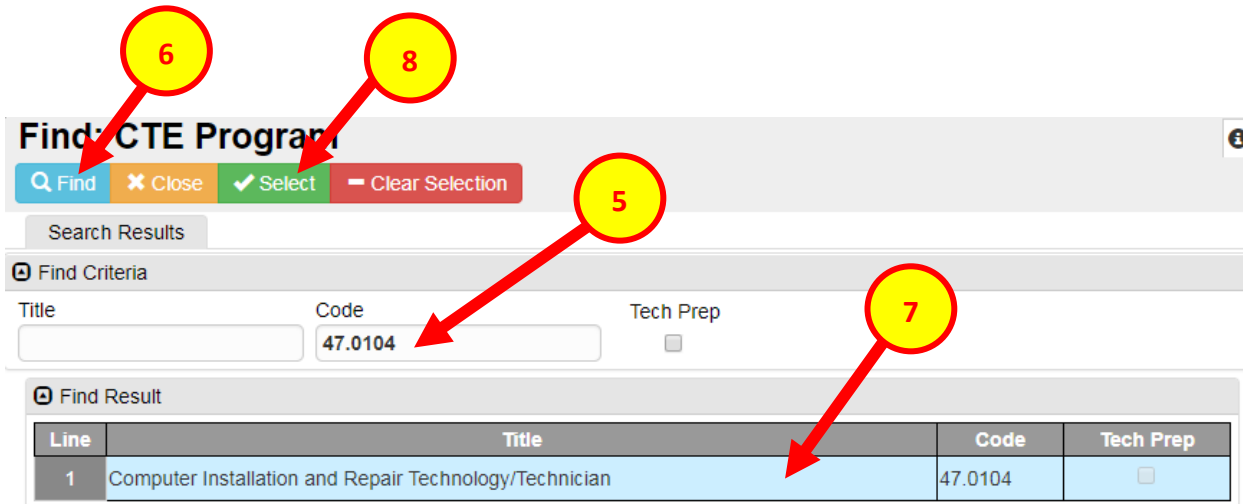
The screenshot shows the 'Student CTE' interface after the search. The 'Student Name' is now 'Lennon, John W.' and the 'School' is 'Rock Star Technical Center'. The 'Current CTE' tab is selected. The form contains fields for 'Last Name' (Lennon), 'First Name' (John), 'Middle Name' (Winston), 'Suffix', 'State Student ID' (150025843), and 'Grade' (11). Below this is a table for 'CTE Programs' with columns for 'Line', 'Title', 'Code', and 'CTE Program Details'. A red arrow points from a red circle with the number '3' to the '+ Add' button in the top right corner of the 'CTE Programs' section.

4. Click on the  icon under CTE Program Title to open the Find: CTE Program screen.



The screenshot shows the 'Student CTE Program Add' screen. At the top, there is a 'Save' button with a checkmark and a 'Close' button with an 'X'. Below this is the 'CTE Program' section. The 'CTE Program Title' field has a green background and a link icon (a chain link) next to it, circled in red with the number '4'. The 'CTE Program Code' field is empty. The 'Start Date' and 'End Date' fields are empty with calendar icons. The 'Exit Status' field is empty with a dropdown arrow.

5. To search for the CTE Program, type in the program code into the Code field.
6. Click **Find**.
7. In the Find Result section, click on the row with the program to select the program.
8. Click **Select**.



Find CTE Program

Find Close Select Clear Selection

Search Results

Find Criteria

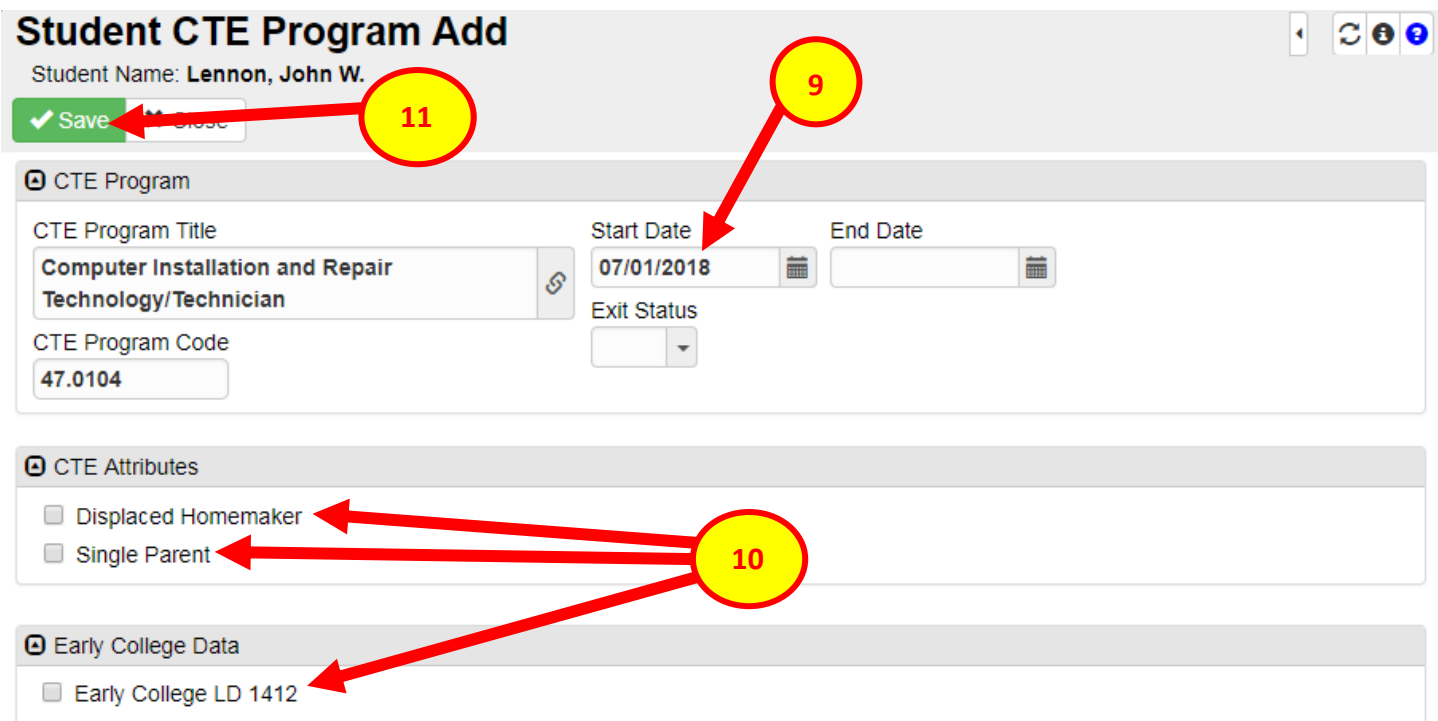
Title Code Tech Prep

47.0104

Find Result

Line	Title	Code	Tech Prep
1	Computer Installation and Repair Technology/Technician	47.0104	<input type="checkbox"/>

9. Type in the Start Date.
10. Click the Displaced Homemaker, Single Parent, and/or Early College LD 1412 boxes, if applicable.
11. Click **Save**.



Student CTE Program Add

Student Name: Lennon, John W.

Save Close

CTE Program

CTE Program Title Start Date End Date

Computer Installation and Repair Technology/Technician 07/01/2018

CTE Program Code Exit Status

47.0104

CTE Attributes

Displaced Homemaker

Single Parent

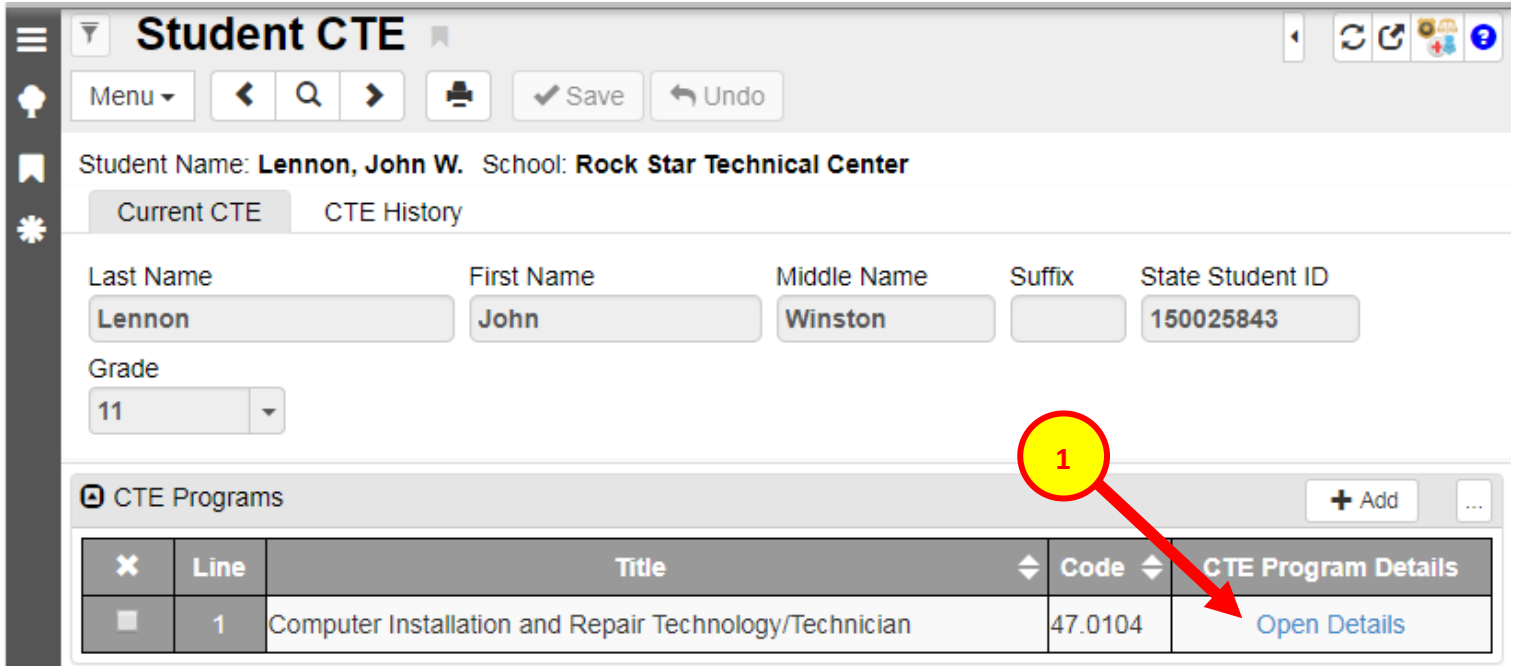
Early College Data

Early College LD 1412

Exiting CTE Program data:

The CTE program data should be exited when the program ends or at the end of the school year.

1. Click **Open Details**.



Student CTE

Menu

Student Name: **Lennon, John W.** School: **Rock Star Technical Center**

Current CTE CTE History

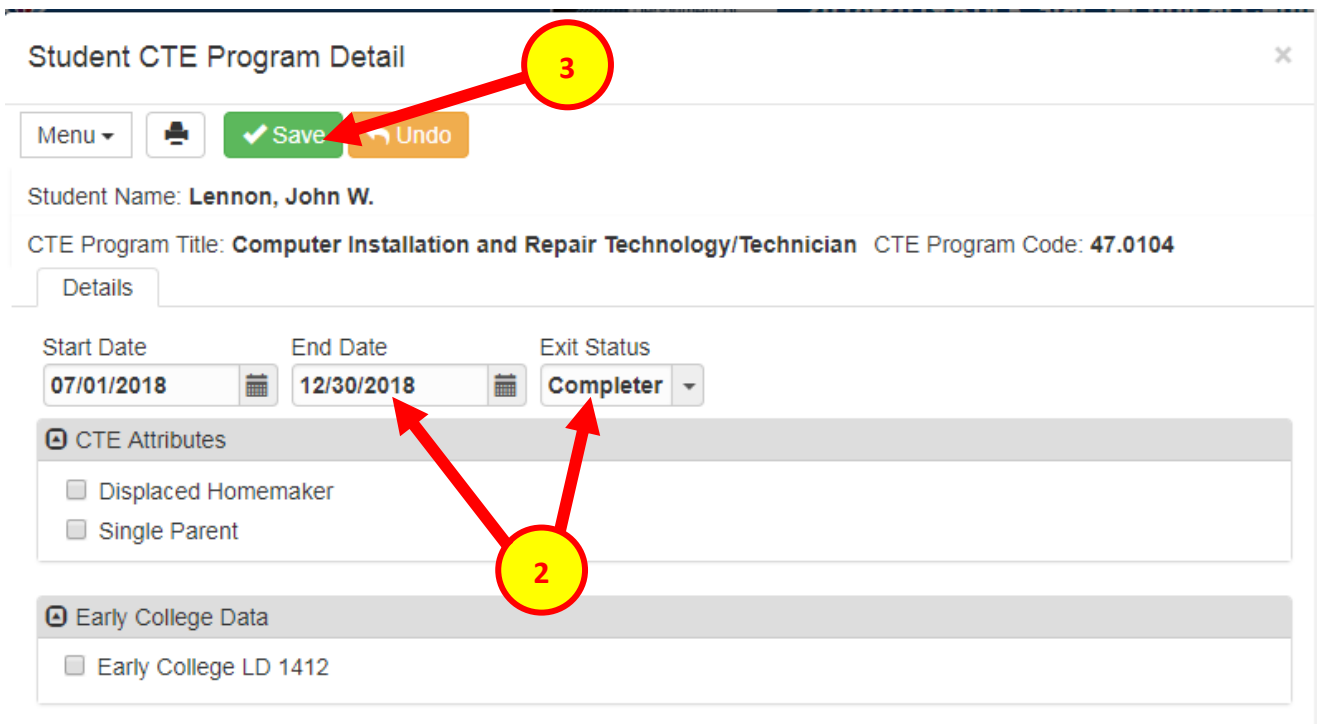
Last Name: **Lennon** First Name: **John** Middle Name: **Winston** Suffix: State Student ID: **150025843**

Grade: **11**

CTE Programs

×	Line	Title	Code	CTE Program Details
■	1	Computer Installation and Repair Technology/Technician	47.0104	Open Details

2. Type in the End Date and select an Exit Status.
3. Click **Save**.



Student CTE Program Detail

Menu

Student Name: **Lennon, John W.**

CTE Program Title: **Computer Installation and Repair Technology/Technician** CTE Program Code: **47.0104**

Details

Start Date: **07/01/2018** End Date: **12/30/2018** Exit Status: **Completer**

CTE Attributes

Displaced Homemaker

Single Parent

Early College Data

Early College LD 1412