

Career and Technical Education Rosters Web Application

Overview and Purpose of the Rosters Web application

Your local STI database is the "official" data for student enrollments and grades

We extract information from your replicated data and build a picture of the Career Tech specific enrollment information

All data in the Rosters application comes from your local STI database

The Rosters web application allows you an opportunity to verify that our picture of your enrollment data is accurate

If the enrollment data is incorrect in the Rosters application, then our picture is incorrect and we will not count your data correctly

All corrections or changes to data in the Rosters application must be made in your local STI database

Timeline for Data Appearing in the Rosters Web Application

A change is made locally

The data is uploaded from your local database to the district level database

The district data is uploaded up to a holding area at the SDE where it is cleaned and processed

The data is moved from the holding area to the STI Accumulator database

Procedures are run to copy enrollment data from the STI Accumulator database to the Rosters database

The data is available for you to view in the Rosters Web application

The whole process can take up to several days

Career and Technical Education Rosters Web Application

LEA Select Page

ALABAMA
DEPARTMENT OF EDUCATION

T. Phaturos
2008-2009

Select School Year
2008-2009

Select LEA

- Al Inst Deaf And Blind
- Alexander City
- Andalusia City
- Arab City
- Athens City
- Auburn City
- Autauga Co
- Baldwin Co
- Bibb Co
- Birmingham City
- Blount Co
- Boaz City
- Brewton City
- Bullock Co
- Butler Co

Select LEA

Use this page to designate the School Year and the LEA with which you want to work.

Only those LEAs that are attached to your User Profile will be available in this list.

Most people will see a single LEA listed.

There are some people that work with multiple LEAs, and for those people, all of the LEAs associated with their User Profile will be available for selection.

Career and Technical Education Rosters Web Application

Rosters List Page

T. Phatuos
Randolph Co (056)
2008-2009

Rosters Rows to Display: 100

	Reporting School	STI Course Name	Subject Code	SDE Subject Description	Teacher
<input type="button" value="Roster"/>	Randolph Co High Sch	AGIMETAL FABRICATION	010533	AgriMetal Fabrication	Stitcher, Toby Ray
<input type="button" value="Roster"/>	Randolph Co High Sch	AGRICONSTRUCTION	010531	AgriConstruction	Stitcher, Toby Ray
<input type="button" value="Roster"/>	Randolph Co High Sch	AGRICONSTRUCTION FIN	010532	AgriConstruction Finishing	Stitcher, Toby Ray
<input type="button" value="Roster"/>	Randolph Co High Sch	AGRISCIENCE	010510	Agriscience	Stitcher, Toby Ray
<input type="button" value="Roster"/>	Randolph Co High Sch	AGRISCIENCE EXPLOR	010507	Agriscience Exploration (70 clock hour course)	Stitcher, Toby Ray
<input type="button" value="Roster"/>	Randolph Co High Sch	AQUACULTURE SCIENCE	010543	Aquaculture Science	Wilson, C W
<input type="button" value="Roster"/>	Randolph Co High Sch	BRAKES2/SUSP/STEERIN	470303	Brakes II/Suspension and Steering	Goode, Kenneth
<input type="button" value="Roster"/>	Randolph Co High Sch	COLORIMETRY (HC&L)	440103	Colorimetry (Hair Coloring and Lightening)	Cross, Wanda
<input type="button" value="Roster"/>	Randolph Co High Sch	CREATIVE FOODS	200642	Creative Foods	Monroe, Carolyn Simmons
<input type="button" value="Roster"/>	Randolph Co High Sch	DRUGS IN SOCIETY	510122	Drugs in Society	Arrington, Marla
<input type="button" value="Roster"/>	Randolph Co High Sch	DYNAMICS OF DIAG	510113	Dynamics of Diagnostics	Arrington, Marla
<input type="button" value="Roster"/>	Randolph Co High Sch	ENGINE PERFORMANCE 2	470305	Engine Performance II	Goode, Kenneth
<input type="button" value="Roster"/>	Randolph Co High Sch	FASHION DESIGN	200622	Fashion Design (Family Life)	Monroe, Carolyn Simmons
<input type="button" value="Roster"/>	Randolph Co High Sch	FORESTRY	010563	Forestry	Wilson, C W
<input type="button" value="Roster"/>	Randolph Co High Sch	HEALTH SPEAK	510121	Health Speak	Arrington, Marla
<input type="button" value="Roster"/>	Randolph Co High Sch	HEALTHSCIENCECONTINU	510130	Health Science Continuum (Internship)	Arrington, Marla
<input type="button" value="Roster"/>	Randolph Co High Sch	HEATING&AIRCONDITION	470308	Heating and Air Conditioning	Goode, Kenneth

Once a school year and an LEA have been selected the Rosters List Page will be presented.

The Rosters List Page shows a list of all the Rosters in the LEA.

Allows access to the Rosters List Report

Allows access to Course Roster Page

Career and Technical Education Rosters Web Application

Course Roster Page

ALABAMA
DEPARTMENT OF EDUCATION

T. Phaturos
Randolph Co (056)
2008-2009

School: **Randolph Co High Sch (0020)**
 Teacher: **Stitcher, Toby Ray**
 STI Course Name: **AGRISCIENCE**
 SDE Subject Description: **Agriscience (010510)**

Course Roster

Rows to Display

[Print Course Roster](#)

STI Course #	Last 4 SSN	Student	Student Grade	Final Grade	Status	CUs
10510.01	1000	Stitcher, Toby Ray	9	96.00	Passed	1.00
10510.03	1000	Stitcher, Toby Ray	9	95.00	Passed	1.00
10510.02	1000	Stitcher, Toby Ray	9	97.00	Passed	1.00
10510.01	1000	Stitcher, Toby Ray	9	93.00	Passed	1.00
10510.01	1000	Stitcher, Toby Ray	9	91.00	Passed	1.00
10510.02	1000	Stitcher, Toby Ray	9	96.00	Passed	1.00
10510.03	1000	Stitcher, Toby Ray	9	95.00	Passed	1.00
10510.02	1000	Stitcher, Toby Ray	9	90.00	Passed	1.00
10510.02	1000	Stitcher, Toby Ray	9	93.00	Passed	1.00
10510.03	1000	Stitcher, Toby Ray	9	92.00	Passed	1.00
10510.02	1000	Stitcher, Toby Ray	9	98.00	Passed	1.00
10510.03	1000	Stitcher, Toby Ray	9	96.00	Passed	1.00
10510.01	1000	Stitcher, Toby Ray	10	97.00	Passed	1.00
10510.03	1000	Stitcher, Toby Ray	9	94.00	Passed	1.00
10510.02	1000	Stitcher, Toby Ray	9	91.00	Passed	1.00
10510.03	1000	Stitcher, Toby Ray	9	94.00	Passed	1.00

Displays a list of all the students enrolled in a subject for a teacher at a school along with the student's final grade and status

Allows access to the Course Roster Report

Career and Technical Education Rosters Web Application

Invalid Teachers Page

ALABAMA

DEPARTMENT OF EDUCATION

T. Phaturus

Randolph Co (056)

2008-2009

Invalid Teachers List Rows to Display:

School	Teacher	Teacher Not In STI	Invalid SSN	Invalid C/TE User Profile
Woodland High Sch	Butler, Sheila	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Randolph Co High Sch	Coleman, Laura Russell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Randolph Co High Sch	Cullen, Sandy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wadley High Sch	Haynie, Eric C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Woodland High Sch	Hill, Dorothy Duke	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This page displays a list of teachers that are Invalid.

Teacher Not In STI

When a class record is created in STI, a Teacher is designated for the class. Sometimes, especially early in a school year, the Teacher that is designated does not exist or can't be found in the STI Teacher table.

Invalid SSN

Some entered SSNs violate the rules of how an SSN may be built. Examples of invalid SSNs are "000-00-0000" and "123-45-6789".

Invalid C/TE User Profile

The most common reason that a teacher is invalid is because of an "Invalid CTE User Profile". To match Teacher data in STI to Teacher data in the Career Tech database, the Rosters web application uses the Teacher SSN. This information is already entered in STI, but Teachers need to ensure that they have a valid User Profile in the Career Tech database. (Details for creating User Profiles are contained in the Login Tutorial on the Login Page). Whenever there is an STI Teacher record which cannot be matched to a Teacher record in the Career Tech database, it will be designated as invalid. This means that either there is no User Profile for this Teacher in the Career Tech database or the User Profile in the Career Tech database has a different SSN.

Career and Technical Education Rosters Web Application

Classes List Page

**T. Phaturus
Randolph Co (056)
2008-2009**

Classes List

Rows to Display: 100 [Print Classes](#)

Records to Show:
 CTE Error Academic [Refresh Classes List](#)

	Home School	Reporting LEA	Reporting School	Course #	STL Course Name	Subject Code	SDE Subject Description	Teacher	Errors
	Lawrence Co/Lawrence Co High Sch	Randolph Co	Randolph Co High Sch	500726.01	ART HISTORY, AP / DL	500726	Art History, Advanced Placement	Mccarley, Gina H	
Roster	Randolph Co High Sch	Randolph Co	Randolph Co High Sch	10510.01	AGRISCIENCE	010510	Agriscience	Stitcher, Toby Ray	
Roster	Randolph Co High Sch	Randolph Co	Randolph Co High Sch	10510.02	AGRISCIENCE	010510	Agriscience	Stitcher, Toby Ray	
Roster	Randolph Co High Sch	Randolph Co	Randolph Co High Sch	10510.03	AGRISCIENCE	010510	Agriscience	Stitcher, Toby Ray	
Roster	Randolph Co High Sch	Randolph Co	Randolph Co High Sch	10531.02	AGRICONSTRUCTION	010531	AgriConstruction	Stitcher, Toby Ray	
Roster	Randolph Co High Sch	Randolph Co	Randolph Co High Sch	10531.03	AGRICONSTRUCTION	010531	AgriConstruction	Stitcher, Toby Ray	
Roster	Randolph Co High Sch	Randolph Co	Randolph Co High Sch	10532.01	AGRICONSTRUCTION FIN	010532	AgriConstruction Finishing	Stitcher, Toby Ray	
Roster	Randolph Co High Sch	Randolph Co	Randolph Co High Sch	10533.01	AGIMETAL FABRICATION	010533	AgriMetal Fabrication	Stitcher, Toby Ray	
Roster	Randolph Co High Sch	Randolph Co	Randolph Co High Sch	10533.02	AGIMETAL FABRICATION	010533	AgriMetal Fabrication	Stitcher, Toby Ray	
Roster	Randolph Co High Sch	Randolph Co	Randolph Co High Sch	10533.03	AGIMETAL FABRICATION	010533	AgriMetal Fabrication	Stitcher, Toby Ray	
	Randolph Co				AQUACULTURE		Aquaculture Science		

This page lists classes that have students in the 6th grade or higher.

You may filter the view of classes that are displayed by checking the CTE, Error and/or Academic checkboxes.

Allows access to the Classes List Report

Allows access to Class Roster Page

Career and Technical Education Rosters Web Application

Class Roster Page

ALABAMA

T. Phaturos
Randolph Co (056)
2008-2009

School: **Randolph Co High Sch (0020)**
 Teacher: **Stitcher, Toby Ray**
 STI Course Name: **AGRISCIENCE**
 SDE Subject Description: **Agriscience (010510)**

Class Roster

Rows to Display 200

[Print Class Roster](#)

STI Course #	Last 4 SSN	Student	Student Grade	Final Grade	Status	CUs
10510.01	888	Alexander, Christopher	9	96.00	Passed	1.00
10510.01	878	Bell, Nathan	9	93.00	Passed	1.00
10510.01	877	Bell, Nathan	9	91.00	Passed	1.00
10510.01	876	Bell, Nathan	10	97.00	Passed	1.00
10510.01	875	Bell, Nathan	9	96.00	Passed	1.00
10510.01	874	Bell, Nathan	9	96.00	Passed	1.00
10510.01	873	Bell, Nathan	9	96.00	Passed	1.00
10510.01	872	Bell, Nathan	9	91.00	Passed	1.00
10510.01	871	Bell, Nathan	9	96.00	Passed	1.00
10510.01	870	Bell, Nathan	9	0.00	No Grade Record	0.00
10510.01	869	Bell, Nathan	9	95.00	Passed	1.00
10510.01	868	Bell, Nathan	9	0.00	No Grade Record	0.00
10510.01	867	Bell, Nathan	9	95.00	Passed	1.00
10510.01	866	Bell, Nathan	9	94.00	Passed	1.00
10510.01	865	Bell, Nathan	9	96.00	Passed	1.00
10510.01	864	Bell, Nathan	9	96.00	Passed	1.00

This page lists all of the students enrolled in this class and when available, the students final grade and status.

Teachers should verify the accuracy of the student list as well as the final grade and status information for each student.

Career and Technical Education Rosters Web Application

Teacher Schedule Page

Before report generation

After clicking the View Schedule button to generate the report.

**T. Phaturus
Randolph Co (056)
2008-2009**

Please select a School, Term and Teacher below:

School: Randolph Co High Sch
Term: 1 - Aug 06, 2008 - Oct 30, 2008
Teacher: Monroe, Carolyn Simmons
[View Schedule](#)

Career Tech Teacher Schedule

LEA: Randolph Co (056) Teacher: Monroe, Carolyn Simmons
School: Randolph Co High Sch (0020) SSN: XXX-XX-0205
School Phone: 256-357-4751
Term: 1 - Aug 06, 2008 - Oct 30, 2008

Monday

Period	Subject Description	Enrollment Per Grade											
		5	6	7	8	9	10	11	12	M	F	D	T
1	Creative Foods (200642)	0	0	0	0	0	25	0	1	9	17		26
2	Creative Foods (200642)	0	0	0	0	5	26	0	0	16	15		31
3	Teen Living (semester course) (200605)	0	0	26	0	0	0	0	0	11	15		26
5	Creative Foods (200642)	0	0	0	0	3	17	1	1	13	9		22

Tuesday

Period	Subject Description	Enrollment Per Grade											
		5	6	7	8	9	10	11	12	M	F	D	T
1	Creative Foods (200642)	0	0	0	0	0	25	0	1	9	17		26
2	Creative Foods (200642)	0	0	0	0	5	26	0	0	16	15		31
3	Teen Living (semester course) (200605)	0	0	26	0	0	0	0	0	11	15		26
5	Creative Foods (200642)	0	0	0	0	3	17	1	1	13	9		22

Career and Technical Education Rosters Web Application

Reports Page

The screenshot shows the user interface of the Rosters Web Application. At the top, there is a blue header with the Alabama Department of Education logo and the text "ALABAMA DEPARTMENT OF EDUCATION". Below the header, on the left side, there is a vertical navigation menu with buttons for "Home", "ALSDE Home", "Edit Profile", "Change LEA", "Roster(s)", "Classes", "Invalid Teachers", and "Schedule(s)". The main content area displays the user's name "T. Phaturos", their location "Randolph Co (056)", and the school year "2008-2009". Below this, there is a prompt "Select Report From List" followed by two links: "Classes With Errors Report" and "CTE Class Rosters".

This page lists reports available in the application that are not already accessible from another location.

Currently two reports are listed here.

Classes With Errors Report

This report lists the classes in the LEA grouped by school and teacher and indicates any existing error conditions. Additionally, enrollment count, count of students with grades, and percent graded are listed.

CTE Classes Report

This report lists the Class Roster for all classes in the LEA. There are class totals for enrollment and for student status.

Career and Technical Education Rosters Web Application

Ensuring Accuracy of the Rosters Data

Overview for Administrators

Step 1

Review the Invalid Teachers Page and make corrections as necessary. Ensure that all Career and Technical Education Teachers have a valid User Profile in the Career Tech database (detailed instructions are available in the Login tutorial on the Login Page). You should continue corrections until no Teachers appear on this page. Detailed instructions for correcting Invalid Teacher errors are contained later in this document.

Step 2

Review the Classes Page. Verify that classes for all Career and Technical Education Teachers appear and that the listed classes contain the correct State Subject Codes. Check that non-Career Tech teachers have not been assigned to teach Career and Technical Education classes. Ensure that the reporting school assigned to each Career and Technical Education class is correct. Assign teachers as necessary for classes taking place at locations other than the students' home school. Initiate corrective actions in STI for classes identified as having errors. Detailed instructions for correcting Classes errors are contained later in this document.

Step 3

Review the Rosters Page. Verify that all Career and Technical Education Rosters appear with their subjects listed correctly, that where appropriate classes have been correctly consolidated into Rosters and that correct reporting schools and correct state subject codes are assigned to all rosters.

Step 4

Instruct your teachers to check their Class Rosters for accuracy and completeness. Teachers should check that the correct students appear on the class roster and that the student's final grade and status are listed properly.

Career and Technical Education Rosters Web Application

Ensuring Accuracy of the Rosters Data

Invalid Teachers Page

Are any teachers listed that are not part of Career and Technical Education?

In STI the class has been assigned a Career and Technical Education state subject code. This is incorrect. Contact your local STI personnel to have the state subject code changed to a non Career Tech selection.

Are any teachers listed as "Teacher Not in STI"?

In STI, the teacher assigned to this class does not have a record in the STI teacher table. Contact your local STI personnel to have a valid teacher assigned to the class record in STI.

Are any teachers listed as having an "Invalid SSN"?

In the STI teacher record at the specific school listed, the SSN violates the Social Security Administration rules for how an SSN may be formed.

Contact your local STI personnel to have the STI teacher record updated with a validly formed SSN.

Special Note - It is possible for a teacher to have more than one teacher record in STI (if they serve multiple schools). All records for the teacher should have the same SSN.

As necessary, the User Profile in the CareerTech database should be modified to match the SSN in the STI teacher record.

Are any teachers listed as "Invalid C/TE User Profile"?

The Rosters web application, using the STI teacher record SSN, is unable to find a matching User Profile in the CareerTech database.

Either the teacher doesn't have a User Profile in the CareerTech database or the User Profile has a different SSN than the STI teacher record.

Change the SSN in either the User Profile or in the STI teacher record so that they match.

Career and Technical Education Rosters Web Application

Ensuring Accuracy of the Rosters Data

Classes Page

The Classes Page displays a list of all of the classes in an LEA and allows the user to filter the list to show any combination of CTE, Errors and/or Academic classes. It will also identify those classes with known errors.

Do all Career and Technical Education teachers appear in the list?

Click the "Teacher" column header to sort the classes according to teacher name.

Scan the list

Do you see all of the Career and Technical Education teachers listed?

If not, contact your local STI person and inquire about the teacher and their classes.

Do you have any "extra" teachers?

Uncheck "Academic" so that only "CTE" and "Error" are checked.

Click the Refresh button.

Scan the list.

Do you see teachers that are not part of Career and Technical Education?

If yes, in STI the class has been assigned a Career and Technical Education state subject code. This is incorrect. Contact your local STI person to have the state subject code changed to a non Career Tech selection.

Are there classes listed that contain errors?

The far right column on this page identifies any errors for the class. The error text is displayed in red. You may have to scroll to the right to see this column depending on your monitor's resolution.

The errors are:

Invalid State subject Code

The Subject Code entered is not valid. It is not valid for any subject. The State Subject Code will need to be corrected in STI. Contact your local STI person for correction.

Teacher - No User Profile found

See description under Invalid Teachers - Invalid C/TE User Profile

Teacher - Invalid SSN

See description under Invalid Teachers

Invalid Reporting LEA and/or School in STI

In STI the Reporting LEA and/or School in the class master record is invalid (meaning that LEA Code/School Code combination is not found in the schools table). In STI the Reporting School field needs to be corrected.

Career and Technical Education Rosters Web Application

Do all classes have the correct State Subject Code assigned?

Scan the list of teachers and classes.

In particular look at the "Subject Code" and "SDE Subject Description" columns.

Are all the listed classes assigned the correct subjects? Contact your local STI person to make any necessary changes.

Do all classes have the correct Reporting School assigned?

Very important for Rosters, tracking Student status (participant, concentrator, completer) and for Follow-Up

Scan the list of teachers and classes.

In particular look at the "Reporting School" column.

Are all the listed classes assigned the correct physical location? If not contact your local STI person to make necessary changes.

Are there any missing classes for a teacher?

Scan the list to ensure that no classes are missing for a teacher

If anything is missing contact your local STI person so that they can add the class.

Career and Technical Education Rosters Web Application

Ensuring Accuracy of the Rosters Data

Rosters List Page

The Rosters List page displays a list of all of the Rosters in an LEA. Rosters are created only for classes with Career and Technical Education state subject codes.

If you have followed the instructions and made corrections on the Invalid Teachers page and on the Classes page, there should be nothing that will need to be corrected on the rosters page.

Do all Career and Technical Education teachers appear in the list?

Click the "Teacher" column header to sort the classes according to teacher name.

Scan the list

Do you see all of the Career and Technical Education teachers listed?

If not, return to the Invalid Teachers and Classes checklists to determine the corrective action to take.

Do you have any "extra" teachers?

Click the "Teacher" column header to sort the classes according to teacher name.

Scan the list.

Do you see teachers that are not part of Career and Technical Education?

If yes, in STI the class has been assigned a Career and Technical Education state subject code. Again, this is incorrect. Return to the Classes checklist to determine the corrective action to take.

Do all Rosters have the correct State Subject Code assigned?

Scan the list of teachers and Rosters.

In particular look at the "Subject Code" and "SDE Subject Description" columns.

Are all the listed rosters assigned the correct subjects?

If not, corrections will need to be made to individual Classes. Return to the Classes checklist to determine the corrective action to take.

Do all classes have the correct Reporting School assigned?

Very important for Rosters, tracking Student status (participant, concentrator, completer) and for Follow-Up

Scan the list of teachers and Rosters.

In particular look at the "Reporting School" column.

Are all the listed classes assigned the correct physical location?

If not, corrections will need to be made to individual Classes. Return to the Classes checklist to determine the corrective action to take.

Are there any missing Rosters for a teacher?

Scan the list to ensure that no classes are missing for a teacher

If a teacher is missing a Roster corrections will need to be made to individual Classes. Return to the Classes checklist to determine the corrective action to take.

Career and Technical Education Rosters Web Application

Ensuring Accuracy of the Rosters Data

Class/Course Rosters

The Class/Course Rosters page will display a list of the enrolled student for the class/course along with the student's final grade and final status.

When viewing a class roster the list contains students for a specific teacher/school/subject/class.

When viewing a course roster the list contains all students for a teacher/school/subject.

Any problems or errors found on class or course rosters must be changed in STI.

Do all of the students listed belong in this class/course?

Contact your local STI personnel to have the extra student(s) withdrawn from a specific class.

Special Note – In certain cases the Rosters web application may not be able to detect that a student has been removed from a class/course in STI, only that at one time they were enrolled. These students may appear on your class/course roster with a final grade of zero and a status of “No Grade Record”. If this is the case, you do not need to do anything. These records will be discarded before we process end of school year numbers for your LEA. We are working with STI to resolve this issue.

Are there any students missing from the list that are enrolled in this class/course?

Contact your local STI personnel to have the missing student(s) enrolled in a specific class.

Is the final grade for each student correct?

Once final grades for a class have been entered into STI, they should appear in the class/course roster.

If you find that a student has an incorrect final grade, the correction should be made in STI.

Is the status for each student correct?

Once status information for a class has been entered into STI, the updated status information should appear in the class/course roster.

If you find that a student has an incorrect status, the correction should be made in STI.