

Updating the Career and Professional Academy Participant Field

You can mass update the Career and Professional Academy Participant field via Advanced Report or Mass Assign Student Info.

Updating via Mass Assign Student Info

1. Click the Students tab.
2. Select Mass Assign Student Info.

Search Criteria

3. Click More Search Options.
4. Select Scheduling > Scheduled into Course(s).
5. Select the desired course(s) from the drop-down.
6. Check Include Inactive.
7. Click Search.

The screenshot shows the 'Mass Assign Student Info' interface. At the top, there's a header with 'Select Student/Staff' and 'Mass Assign Student Info'. Below this is a navigation bar with tabs: Setup, Students, Users, Scheduling, Grades, Assessment, Attendance, Discipline, Forms, Eligibility, Florida Reports, and Reports. The 'Students' tab is selected. Below the navigation bar, there's a 'Search Screen' section with a 'Student Search' input field and a 'More Search Options' button. The 'More Search Options' dropdown menu is open, showing a list of search criteria. The 'Scheduling' category is selected, and the 'Scheduled into Course(s)' option is highlighted. On the left side of the search criteria, there are checkboxes for 'Include Inactive' (checked), 'Previous Years', and 'Use Most Recent Enrollment'. A 'Search' button is visible on the right side of the search criteria list.

8. The **Student Info to Change En Masse** section will display.
9. Expand the **Technical Education** category.
10. Select **Yes** for Career and Professional Academy Participant.

The screenshot shows the 'Student Info to Change En Masse' section. It displays a list of student information categories: 504 Info, FASTER, Fed State, WDIS, Addresses (History), Classified, DOP, Graduation, School Use, Summer School, and Technical Education. The 'Technical Education' category is expanded, showing a form with the following fields: Career Academy Participant (N/A), Career Pathways Participant (N/A), First Career Academy (N/A), Second Career Academy (N/A), and Goldseal (N/A). Below these fields, there are radio buttons for 'No', 'Change', 'Yes', and 'No'. The 'Yes' radio button is selected. At the bottom, there's a label 'Career and Professional Academy Participant' with a radio button next to it.

Updating the Career and Professional Academy Participant Field

11. Scroll to the bottom of the screen to **select the students** whose information will be updated. Note: Select the check boxes listed in the header to select all students.

The screenshot shows the 'Mass Assign Student Info' screen with the 'Students' tab selected. The top navigation bar includes 'Setup', 'Students', 'Users', 'Scheduling', 'Grades', 'Assessment', 'Attendance', 'Discipline', 'Forms', 'Eligibility', 'Florida Reports', and 'Reports'. The 'Students' tab is active, showing a list of 207 students. The 'Career and Professional Academy Participant' field is set to 'No'. The 'Transportation' field is set to 'No'. The 'Record Requests' field is set to 'NOT USED'. The 'Search' button is visible in the top right corner.

12. Click **Save** in the upper right corner to apply changes.

The screenshot shows the 'Mass Assign Student Info' screen with the 'Students' tab selected. The 'Save' button is visible in the upper right corner. The 'Student Info to Change En Masse' section is visible, showing 'Z Registration - Post Secondary' and 'Demographic'.

Once the selected fields have been updated, the following message will display: **The selected students were updated.** The original Mass Assign Student Info screen will display; from here you can begin a new search and update new data as needed.

The screenshot shows the 'Mass Assign Student Info' screen with the 'Students' tab selected. A green checkmark icon and the message 'The selected students were updated.' are displayed. The 'Search' button is visible in the top right corner. The 'Student Search' field is visible, along with the 'More Search Options' button and the 'Search' button.

Updating the Career and Professional Academy Participant Field

Updating via an Advanced Report

1. Click the Students tab.
2. Select Advanced Report.

Search Criteria

3. Click More Search Options.
4. Select Scheduling > Scheduled into Course(s).
5. Select the desired course(s) from the drop-down.

Q Student Search More Search Options Hide Filters ▾

Student Group ▾

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment

Available Fields:
Search Fields

Student Demo
Address
Primary Contact

Search...

- Absences
- Contact Info
- Course History
- Discipline
- Eligibility
- Florida Fields
- Grade Level
- Grades/GPA/Class Rank/Honor Roll
- Name, Student ID, Address, & Schools
- Scheduling**
- Student Fields

- Billed By
- Requested Course(s)
- Requested Grad Subject(s)
- Requested Inclusion Course(s)
- Scheduled into an Inclusion Section Last Year
- Scheduled into at least 1 active Course
- Scheduled into Course(s)**
- Scheduled into Inclusion Course(s)
- Scheduled into Section(s)
- Scheduled into Teacher
- Scheduled with an Out of Field Teacher

6. Select the following fields to include in your report.

Available Fields:
Search Fields

Student Demo
Address
Primary Contact
Secondary Contact
Third Contact
Fourth Contact
District Info
Agreements
Alert Icons
Attendance
Mental Health
MSIX
Positive Referrals (Certificates)
Re-Enrollment Form Data
Rise and Shine

Fields to include in Report:

- Student ID
- Last, First M
- Grade
- Enrollment Start Date
- Career and Professional Academy Participant
- Course Title
- Course Num
- Start Date

7. Click Run Report.
8. Your report will display.

You will now have to filter your schedule records to only include the CTE course the student is scheduled into.

9. Click the filter button.
From left to right, click the first drop-down and select Course Num.
10. Second drop-down, select equal.
11. Third drop-down, enter the desired course number.
12. Click Run Filter.

Updating the Career and Professional Academy Participant Field

12.0.69 **Servicedesk** Select Student/Staff Advanced Report Miriam Asencio (Data ... Palmetto Ridge High School (04...
Admin 2024-2025 Quarter 1

Setup **Students** Users Scheduling Grades Assessment Attendance Discipline Forms Eligibility Florida Reports Reports

Modify Report Save Report Only Display Records with Errors Save

Schedule Effective Date: October 21 2024 ☐ Include Inactive Schedule Records Go

Scheduled into Course(s): 8405110 - EARLY CHILDHOOD ED 1, 8405120 - EARLY CHILDHOOD ED 2, 8405130 - EARLY CHILDHOOD ED 3, 8405140 - EARLY CHILDHOOD ED 4

FILTER RULES

Remove	Course Num	Equal	8405110	OR
Remove	Course Num	Equal	8405120	OR
Remove	Course Num	Equal	8405130	OR
Remove	Course Num	Equal	8405140	OR

Add Rule Clear Rules Run Filter

Mass Update Filter Filters: ON Search

212 Schedule Records

Student ID	Last, First M	Grade	Enrollment Start Date	Career and Professional Academy Participant	Course Title	Course Num	Start Date
438340	Abraham, Madison	14	2024-08-12	NO	EARLY CHILDHOOD ED 1	8405110	08/12/2024

Now you will mass update the Career and Professional Academy Participant field from NO (unchecked) to YES (checked).

13. Click Mass Update button
14. From left to right, click the first drop-down and select Career and Professional Academy Participant.
15. second drop-down, select equal.
16. third drop-down, select the checkbox.
17. Click Run Mass Update

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Add Rule Clear Rules Run Filter

MASS UPDATE

Career and Professional Academy Participant ☒

Run Mass Update

Mass Update Filter Filters: ON Search

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18. Click Save in the upper right corner.