CTE Minutes Calculation Tool (Kansas)
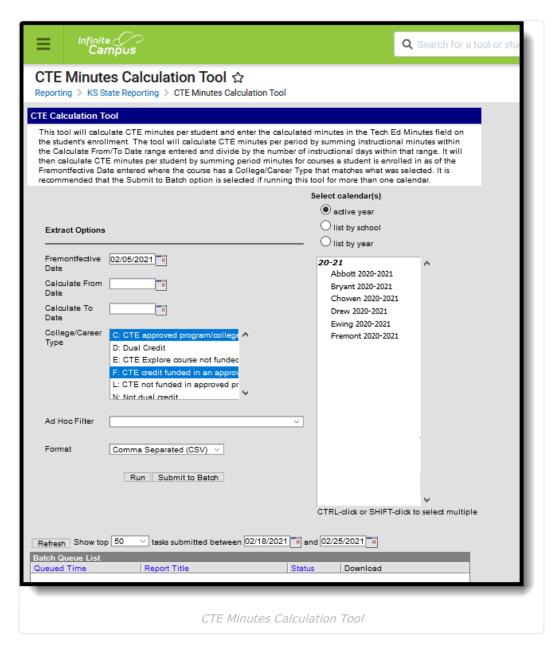
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Classic View: KS State Reporting > CTE Minutes Calculation Tool

Search Term: CTE Minutes Calculation Tool

This tool calculates CTE minutes per student and automatically enters that value in the Tech Ed Minutes field on the student's Enrollment record. The value from the Tech Ed Minutes field reports on the KIDS ENRL and MILT Extracts.

CTE Minutes Calculation Tool

CTE Calculations and Logic

First, the **Average CTE Minutes per Period** is calculated. For each period in each selected calendar, sum the instructional minutes set in the period schedule for each instructional day within the Calculate From/To date range in the extract editor and divide by the number of instructional days within that range.

Then, the **CTE Minutes per Student** is calculated. Using the calculated CTE minutes per period determined in CR1, sum period minutes where a student was rostered into a CTE course. The following restrictions apply:

1. The student must have an active (non-excluded) enrollment within the selected calendar and within the date range entered.
2. The student must be rostered into the course on the effective date entered.
3. The course must not be marked as excluded.
4. The course must have a College/Career Type of one of the values selected

Once that value is found, the calculated minutes is inserted into the Tech Ed Minutes field on the student's enrollment record, following standard rounding rules (any decimal value .5 or greater rounds up to the next whole number; any decimal value less than .5 rounds down the next lowest whole number).
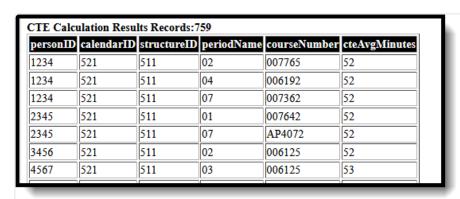
Report Editor

Field	Description
Effective Date	To report, students must have an Enrollment Start Date that is on or before the date selected in this field.
Calculate From Date *Required*	Entered date is used to calculate the CTE minutes starting with this date. Dates are entered in *mmddyy* format or use the calendar icon to select a date.
Calculate To Date *Required*	Entered date is used to calculate the CTE minutes up to this date. Dates are entered in *mmddyy* format or use the calendar icon to select a date.
College/Career Type	CTE Minutes are only calculated for the selected College Career Type, which can be assigned on the Course tool (Scheduling > Courses > Course > Custom Data Elements > College/Career Type).
Ad hoc Filter	Use an Ad hoc filter to limit the search results to only those students included in the selected filter.
Format	The report can be viewed in either CSV or HTML formats.
Select Calendar(s)	The calendar(s) from which data is pulled for the report.

Field	Description
Run/Submit to Batch	Users have the option of submitting the report request to the batch queue by clicking **Submit to Batch** instead of **Run**. This process allows larger reports to be created in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Calculate CTE Minutes

1. Enter the **Effective Date**.
2. Enter the **Calculate From Date** and **Calculate To Date.**
3. Select the desired **College/Career Type.**
4. If desired, select an Ad hoc Filter that includes specific students. CTE Minutes will only be calculated for the students included in that filter.
5. Select the **Calendars** for which to calculate CTE Minutes.
6. Select the format in which the report will be created. Options include HTML and CSV.
7. Click **Run** or **Submit to Batch**. Campus calculates the CTE Minutes for the selected students and calendars, and populates the Tech Ed Minutes field on the enrollment record. A report is also generated to review the calculations.

CTE Calculation Results Records:759

personID	calendarID	structureID	periodName	courseNumber	cteAvgMinutes
1234	521	511	02	007765	52
1234	521	511	04	006192	52
1234	521	511	07	007362	52
2345	521	511	01	007642	52
2345	521	511	07	AP4072	52
3456	521	511	02	006125	52
4567	521	511	03	006125	53

CTE Calculation Results - HTML Format

	A	B	C	D	E	F
1	personID	calendarID	structureID	periodName	courseNumber	cteAvgMinutes
2	1234	521	511	2	7765	52
3	1234	521	511	4	6192	52
4	1234	521	511	7	7362	52
5	2345	521	511	1	7642	52
6	2345	521	511	7	AP4072	52
7	3456	521	511	2	6125	52
8	4567	521	511	3	6125	53
9						
10						
11						

CTE Calculation Results - CSV Format

Report Layout

Data Element	Description	Location
Person ID	Identities the student for whom CTE minutes were calculated. Students can be listed multiple times.	Student Information > General > Summary > Person ID
Calendar ID	Identifies the calendar of enrollment for the student.	System Administration > Calendar > Calendar > Calendar > Calendar ID
Structure ID	Identifies the schedule structure of the calendar.	System Administration > Calendar > Calendar > Schedule Structure > Structure ID
Period Name	Lists the Period Number for the course into which the student is scheduled that received CTE minutes.	System Administration > Calendar > Calendar > Periods > Name
Course Number	Lists the Course Number for the course into which the student is scheduled that received CTE minutes.	Scheduling > Courses > Course > Course Information > Course Number
CTE Average Minutes	Numeric calculation (see the Report Logic section above) the student received. This value populates the Tech Ed Minutes field on the student Enrollment record. If the student is listed multiple times, the CTE Average minutes are summed, and that value populates the Tech Ed Minutes field. For example, a student who is listed in the report three times, each with a CTE Average Minutes value of 52 would have a value of 156 entered in the Tech Ed Minutes field.	Student Information > General > Enrollments > State Reporting Fields > Tech Ed Minutes