
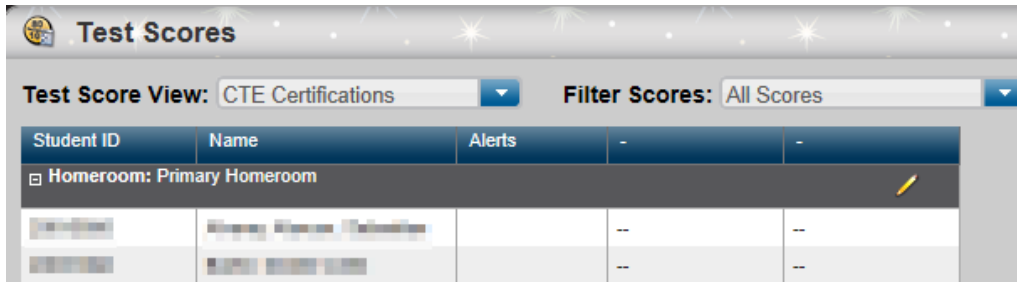


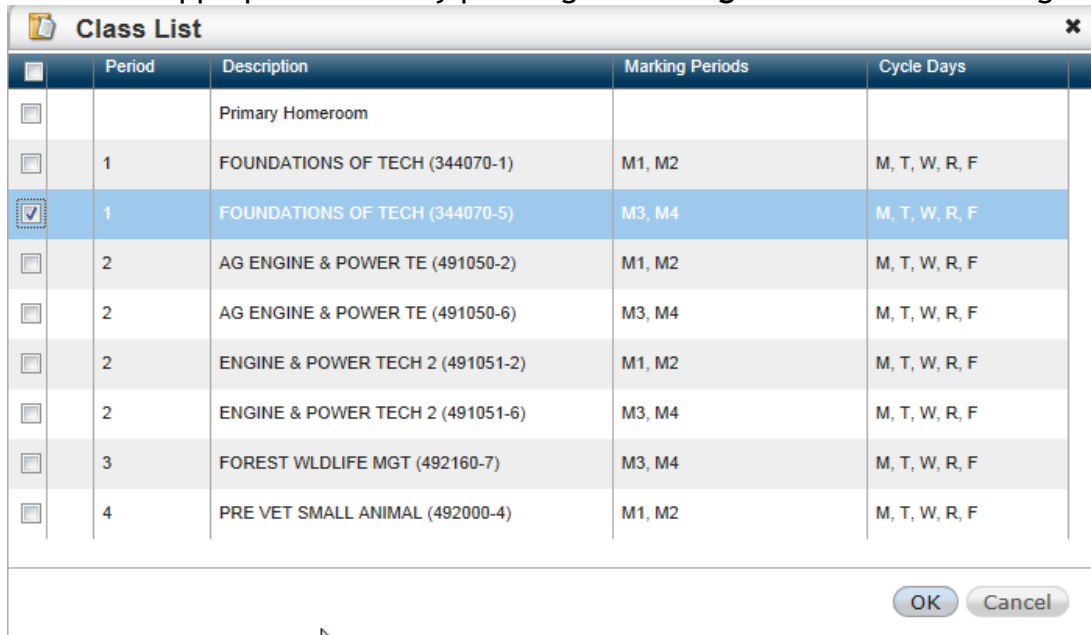
Entering CTE Certification Data


Entering CTE Certification(s) Taken

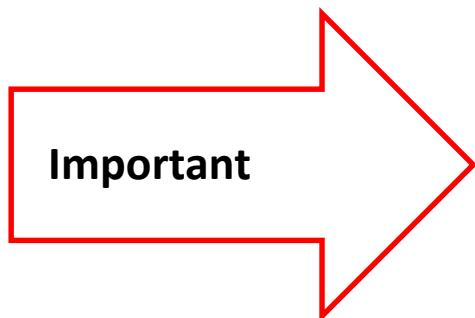
- In TAC, click on **Performance** from menu bar on home page.  Performance
- Choose **CTE Certification(s)** from the **Test Score view** drop down box.




- Select the appropriate class by pressing the **Change** button and choosing class.





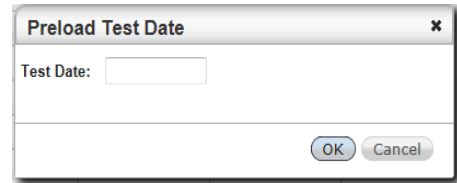
- Click OK.
- Click on the edit icon  to enter scores.



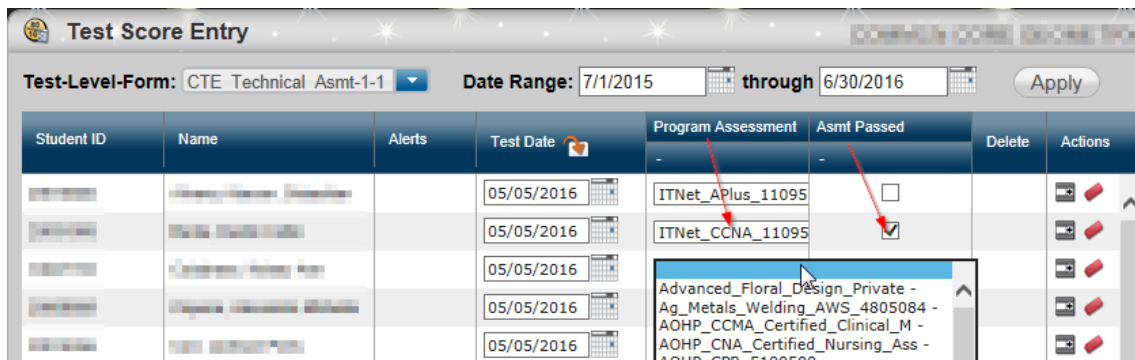
DO NOT change any existing CTE Technical Assessment data that you see listed for any of your students. Use the  button to create a new line and enter a different date than the existing record.

- Enter a date for each student who took an assessment. If there no existing records for a student you can use the Preload Test Date button to enter a default date for all blank records.

- Click on the Preload Test Button. 
- Enter Date and OK.
- Click the Save  button to save all of the dates.



- For each student who took an assessment, select the assessment and check the Asmt Passed checkbox for each student who successfully passed the assessment as appropriate (see examples below).



- Click Save. It's a good idea to click Save periodically as you work.
- **Note:** To delete a saved date or entire record just put a check mark in the Delete column for that line and click the Save button. 