

Version 2

Updated October 6, 2011

Pathways Maintenance

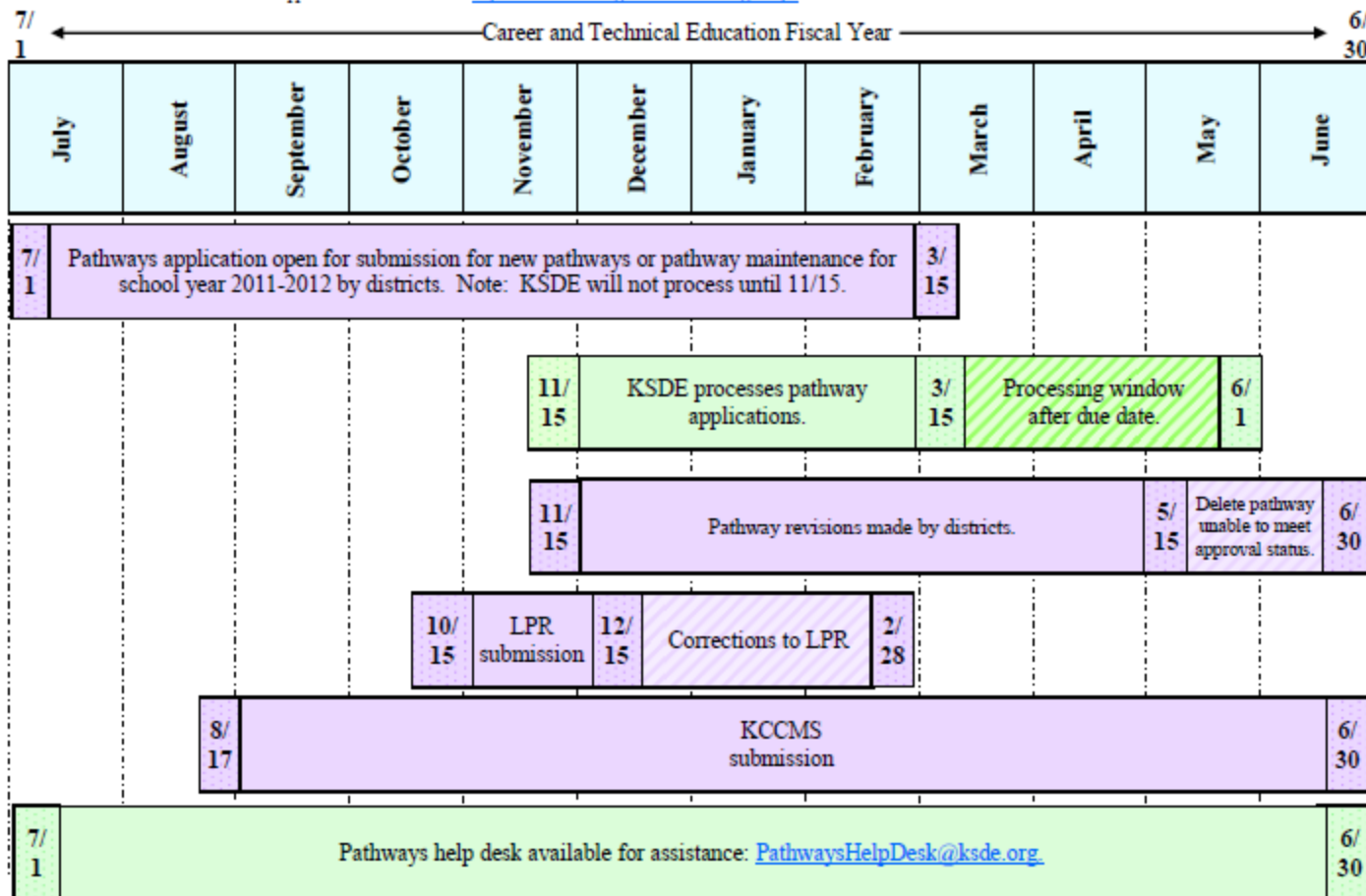
Career Pathways Program of Study Application (CPPSA)



Timelines for Kansas State Department of Education web applications affecting the Career Pathway Program of Study Application (CPPSA) submission.



Note: The Career Pathway Program of Study Application (Pathways) data is reliant on the Kansas Course Code Management System (KCCMS) and the License Personnel Report (LPR). It is important to share your pathway cluster designs <http://www.ksde.org/Default.aspx?tabid=249> with KCCMS and LPR data-entry individuals. The KSDE web applications are available at <https://online.ksde.org/authentication/login.aspx>.



-KSDE time frame

-District time frame

Gaining Access through Common authentication

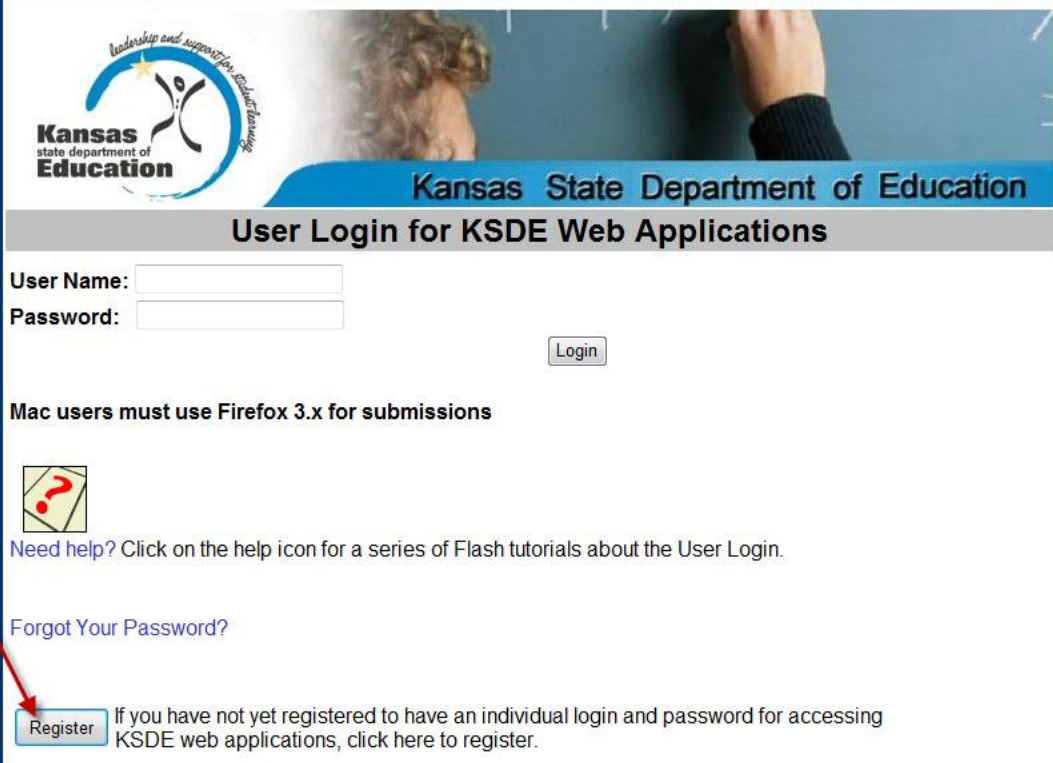
The screenshot displays the Kansas State Board of Education website. On the left is a vertical navigation menu with links such as 'Board of Education', 'Career and Technical Education', and 'Special Education'. The main content area features a 'County, District and School Reports' section with a colorful data visualization. Below this are two columns of news articles under 'Announcements' and 'Press Releases'. On the right, a vertical sidebar contains links to 'Act Information', 'H1N1 Resources for Kansas Schools', 'Kansas Education Commission', 'Kansas Education Resource Center', 'Teaching in Kansas', 'Teacher of the Year', 'Authenticated Applications', and 'Kansas Board of Regents'. A yellow arrow points from the 'Authenticated Applications' link down to the 'Kansas Board of Regents' link.

Register for user access through KSDE Common Authentication:

<https://online.ksde.org/authentication/login.aspx>



Gaining Access through Common authentication



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Education

Leadership and support for each learner

Kansas State Department of Education


User Login for KSDE Web Applications

User Name:

Password:

Login

Mac users must use Firefox 3.x for submissions



[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

[Forgot Your Password?](#)

[Register](#) If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.



Gaining Access through Common authentication



The screenshot shows a web browser window displaying the 'KSDE User Registration Form'. The page header features the Kansas State Department of Education logo on the left, which includes the text 'Kansas state department of Education' and 'Leadership and support for each and every learner'. To the right of the logo is a photograph of a person's hand writing on a chalkboard with the equation $= -24 +$. Below the header, the title 'KSDE User Registration Form' is centered. The form contains several sections: a 'Back to Login Page' link, a note that an asterisk indicates a required field, a section for business contact information with fields for First Name, Last Name, Phone #, and Email Address, a section for organization and building selection with dropdown menus, and a final section for user name and password with corresponding input fields.

 **Kansas**
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Education

Leadership and support for each and every learner

Kansas State Department of Education

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your business contact information:

First Name:* Last Name:*

Phone #:* Email Address:*

Please select the organization and building that you belong to:*

Organization: **** Please select an organization **** Building: **** Please select a building ****

Please enter a user name and password.

User Name:* Password:*

Gaining Access through Common authentication

School Approve	
<input type="checkbox"/> Kan-Dis 2010	School Data Entry School Administrator
<input type="checkbox"/> KCC Management System	School Read-Only
<input type="checkbox"/> KIDS Assignment System	School
<input type="checkbox"/> KIDS Collection 2011	School Read-Only School Write
<input type="checkbox"/> Licensed Personnel Report	Building
<input type="checkbox"/> Online Data Tool	SchoolWrite
<input type="checkbox"/> Pathways	School Read-Only School Data Entry
<input type="checkbox"/> Principal's Building Report	School
<input type="checkbox"/> QPA Quality Criteria Collection	School
<input type="checkbox"/> School Counseling Standard/Program of Excellence Award	School
<input type="checkbox"/> System for the Education Enterprise in Kansas (SEEK)	Building aggregate Building details

Please enter a user name and password.

User Name:*

Password:*

Please reenter your password:*

Gaining Access through Common Authentication

- ▶ **Once registered:**
 - ▶ Inform superintendent of registration
 - ▶ Ask superintendent to confirm registration (should receive an email)
 - ▶ Then, you should have access to Pathways
 - ▶ Go back into Authenticated Applications



Gaining Access through Common authentication




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KSDE Web Applications

Click a link below.

1. [Pathways](#)

[Manage My Account](#)
[Logoff](#)

© 2005 Kansas State Department of Education, All Rights Reserved.
Help Desk: (785) 296-7935
Front Desk: (785) 296-3201
FAX: (785) 296-7933
120 SE 10th Avenue
Topeka, KS 66612-1182

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the

Pathway Maintenance

▶ **Required Annual Maintenance**

- ▶ -Inputting Advisory Committee Meeting Data
- Uploading Current Articulation Agreement with Current Signatures

▶ **As Needed Annual Maintenance**

- ▶ -Change advisory committee members
 - Change lead instructor
 - Add and/or delete courses
 - Adjust Program of Study/Add additional POS
 - Change CTSO
 - Declare Assessment
 - Declare Certifications
-



District: Building: 0000

Access Level: DistrictDataEntry

My CPPSAs

[Help](#)

My CPPSAs

District:
D0259

Building:

...

Status:

- In Progress In Review
 Released Approved by KSDE
 Approved by District Declined by KSDE
 Declined by District Canceled/Deleted

KSDE Response Requested:

- Yes No

School Year:

2011-2012

[View/Filter CPPSAs](#)

[Reset to Default Filters](#)

CPPSAs: 0 record(s) found [Create New CPPSA](#)

No CPPSAs found...

District: D0259(Wichita) Building: 0000

Access Level: DistrictDataEnt

My CPPSAs

Help

My CPPSAs

District:
D0259

Building:

...

Status:

- In Progress
- In Review
- Released
- Approved by KSDE
- Approved by District
- Declined by KSDE
- Declined by District
- Canceled/Deleted

KSDE Response Requested:

- Yes
- No

School Year:

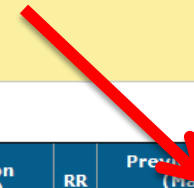
2011-2012

View/Filter CPPSAs

[Reset to Default Filters](#)

CPPSAs: 4 record(s) found [Create New CPPSA](#)

Actions	USD	Bldg	Pathway	CIP Code	School Year	Status	Duration (days)	RR	Previously Approved (Maintenance Application)
...	D0259	1844	Teaching/Training	13.0101	2012	In Progress (1/19/2011 1:55:43 PM)	12	<input type="checkbox"/>	No
...	D0259	1844	Finance	52.0801	2012	In Progress (1/14/2011 11:42:13 AM)	17	<input type="checkbox"/>	No
...	D0259	1844	Network Systems	11.0901	2012	In Progress (1/14/2011 11:30:31 AM)	17	<input type="checkbox"/>	No
...	D0259	1844	Consumer Services	19.0401	2012	Approved by KSDE (1/28/2011 11:30:02 AM)	3	<input type="checkbox"/>	No



School Year: *

2012-2013

Building: *

West High

Pathway: *

11.1004 - Web & Digital Communications - UAT

VE2 CIP Code(s) being Replaced:

10.0105

Responsible Form Completer

Kim Mitchell

Phone: (785) 296-3907

Email: kmittchell@ksde.org

If information is incorrect, return to Authenticated Applications, select manage account, and correct phone number and email.

Save

[Exit this CPPSA](#)

Notes/Questions



PATHWAYS

Program of Study Application Tracking and Management



state department of
Education

District: Building: 0000 Access Level: DistrictDataEntry

- Logout
- Applications List
- Pathways**
- Home
- PPSAs
- Create/Edit CPPSA
- Section I
- Section IIa
- Section IIb
- Section III
- Section IV
- Commit/Print
- W-Up

Create/Edit CPPSA » Section IIa

[Help](#)

Section IIa: Advisory Committee Information

Pathway (CIP Code): Teaching/Training (13.0101)

Cluster Area: Education & Training

District:

Building:

Status: In Progress

Status Date: 1/19/2011 1:55:43 PM

Advisory Committee Requirements

- There must be one (and only one) member designated as the Chair.
- There must be at least 3 Business/Industry Rep members.

Committee Members: 3 record(s) found

[Add Member](#)
[Copy Existing Committee](#)
[Delete ALL Committee Members](#)

	First Name	Last Name	Member Type	Role	Occupation	Company	
Edit Member	Buster	Buster	Business/Industry Rep		Franchisee	dust busters	Delete Member
Edit Member	someone	Else	Student Rep		Data Entry Clerk	kdfjlafrskdfjskjd	Delete Member
Edit Member	Carl	Smith	Business/Industry Rep		Construction Engineer	Construction	Delete Member

[Exit this CPPSA](#)

Notes/Questions





District: [input] Building: 0000

Access Level: DistrictDataEntry

[Help](#)

Create/Edit CPPSA » Section IIb

Section IIb: Committee Meetings

Pathway (CIP Code): Teaching/Training (13.0101)

Cluster Area: Education & Training

District: [input]

Building: [input]

Status: In Progress

Status Date: 1/19/2011 1:55:43 PM


- Advisory Committee Meeting Data is required for Pathway Maintenance Applications.
- Advisory committees must meet at least twice a year.
- A quorum must be present.

Click on 'Add Meeting' to add a new advisory committee meeting that had a quorum present.

 [Add Meeting](#)

No meetings have been held...

[Exit this CPPSA](#)

 **Notes/Questions**



Add/Edit Committee Meeting

Meeting ID: - NEW -

* indicates required information

Meeting Date: *

Advisory Committee Meeting

I agree that Pathways, course competencies, equipment, and instructional materials were addressed at the advisory committee meeting.*

Agenda - The committee planned to address the following items during this meeting (e.g., New pathway – justification of selected pathway and expectation of CTE programs to meet local area demands; Maintenance pathway – Review the specific data of pathway participants and concentrators from the previous year, addressing Annual Program Improvement Plan.)*

Meeting Activities: Advisory Committee reviewed, executed, and updated the following within the Annual Program Improvement Plan for a minimum of years 1, 2, and 3. Listed goals for the improvement plan should be measurable and specific to the pathway. (See guidance in Advisory on the KSDE Career and Technical Education Website under Forms and Documents):*

Save Meeting

[Cancel](#)

- Advisory Committee Meeting Data is required for Pathway Maintenance Applications.



- Advisory Committee Meeting Data is required for Pathway Maintenance Applications.
- Advisory committees must meet at least twice a year.
- A quorum must be present.

Click on 'Add Meeting' to add a new advisory committee meeting that had a quorum present.

 [Add Meeting](#)

	Meeting Date	Reviewed Data	Improvement Plan	
Edit Meeting	09/26/2011	The Agriculture Science Pathway was reviewed. It was decided to look into adding a course in the veterinary science area, as several students have asked about this career area recently. In addition, it was recommended to remove the Food Science course from the Pathway, as only three students had enrolled in the course for the past four years. The state approved competencies were reviewed, and it was suggested to have the competencies available for all courses that we do not teach in this pathway available for the next meeting to review and possibly implement. The equipment was discussed. It was decided to try and get the school to purchase new lab tables. The advisor will speak with school administration on this. Instructional materials were reviewed, and it was decided to look into replacing all textbooks for the pathway. The non-traditional participation was low for the pathway, and the advisory committee decided to form a special committee to come up with a recruitment plan to increase the non-traditional participation. It was reported that there were four concentrators who exited in the pathway and 56 participants (earning one to three credits). Of the four concentrators, all have enrolled in postsecondary education for agriculture science.	Year One: Professional Development-Have teacher attend all KAAE professional development and one additional professional development in a specific agriculture science area. Facilities/Equipment-Look into purchasing new tables for lab; maintain the greenhouse tables so they will last longer. Teaching Resources-look into purchasing new books for all courses; look into grants for ipads for classroom. Course Addition/Deletion-Remove Food Science and look into adding a veterinary science class. Year two: Teacher Professional Development-attend KAAE Professional Development and one additional agriculture science professional development. Share how last years professional development was implemented into classroom. Facilities/Equipment-Look into purchasing a new watering system for greenhouse. Teaching Resources-look into ipad app's to utilize in classroom. Course Additions-review numbers and determine if any courses need to change. Possibly look at adding an additional Plant Science course. Year three: Teacher PD-Share how previous year's pd was implemented into classroom. Attend a National PD in Agriscience. Facilities-Purchase new lab aids materials. Purchase equipment for vet science course, if implemented. Teaching Resources-purchase books for plant science and vet science courses. Course Additions-review courses that were added. Do student survey to see if Food Science was a good choice to remove. Other: Look into adding an additional instructor.	Delete Meeting

[Exit this CPPSA](#)

* indicates required information

Please correct the following errors:

- There needs to be an 'Application Level' course selected.
- Funding for course code does not match pathway level. - Kansas Course Code Sequences ending with an "E", "L" or "X" are non-funded CTE courses. Code sequences ending with "C" and "F" are funded CTE courses. Please review the codes for the following course(s), [18001] Introduction to Agriculture and Natural Resources make the appropriate changes in KCCMS, and resubmit courses to KSDE for corrections

PATHWAY COURSE SEQUENCE

Pathway Design

Save

[Exit this CPPSA](#)

1: [18001] Introduction to Agriculture and Natural Resources *

Introductory Level

[Link to competency profile](#)

This competency link should work.

Select	Description	Credits	Grade	Kansas Course Code Sequence [?]	Pathway Funding Status
<input checked="" type="checkbox"/>	Introduction to Agriculture courses survey a wide array of topics within the agricultural industry, exposing students to the many and varied types of agriculture and livestock career opportunities and to those in related fields (such as natural resources). These courses serve to introduce students to the agricultural field, providing them an opportunity to identify an area for continued study or to determine that their interest lies elsewhere. They often focus on developing communication skills, business principles, and leadership skills.	3.00	9	18001G3.001114GGF	non-Funded

2: [18101] Animal Production/Science

Technical Level

[Link to competency profile](#)

Select	Description	Credits	Grade	Kansas Course Code Sequence [?]	Pathway Funding Status
<input checked="" type="checkbox"/>	Agriculture	0.50	11	18101G0.501116GGF	Funded

No local courses found...

CTSOs

Affiliated Career and Technical Student Organization (CTSO)s:

- BPA: Business Professionals of America
- DECA: Association of Marketing Students
- FBPA: Future Business Leaders of America
- FCCLA: Family, Career and Community Leaders of America
- FEA: Future Educators of America
- FFA: Agriculture Education
- HOSA: Health Occupation Students of America
- SkillsUSA: SkillsUSA Kansas
- TSA: Kansas Technology Student Association

Save

[Exit this CPPSA](#)

Notes/Questions

Rules for adding a certification:

- Industry-recognized certification or credentialing exam(s)
- Licensing exam(s)
- Nationally recognized examination(s)

Certification Name:

Add Certification

[Cancel](#)

3RD PARTY ASSESSMENT DECLARATION

Rules for adding a 3rd party assessment:

- Industry-recognized certification or credentialing exam(s)
- Licensing exam(s)
- Nationally recognized examination(s)

Assessment Name:

-
- Agriculture Science, assessment - 1
- Agriculture Science, assessment - 2

Save Program of Study

[Cancel](#)

Programs of Study: 1 record(s) found

 [Create Program of Study](#)

COURSE INFORMATION FOR GRADE/YEAR *



Course Selection/Information:

- select grade/year - ▾

- select group - ▾

Add Course to Program of Study

Existing Courses: 31 record(s) found [Delete ALL Courses](#) [Copy Courses from Existing Program of Study](#)

Year	Group	Course Data	
8	English/Language Arts	English Language Arts (Middle)(1 of 1)	X Delete Course
8	Math	General Math(1 of 1)	X Delete Course
8	Science	Science (Middle)(1 of 1)	X Delete Course
8	Social Studies/Sciences	History Comprehensive (Middle)(1 of 1)	X Delete Course
9	English/Language Arts	English/Language Arts I (9th grade)(1 of 1)	X Delete Course
9	Math	General Math(1 of 1)	X Delete Course
9	Science	Genetics(1 of 1)	X Delete Course
9	Social Studies/Sciences	World Geography(1 of 1)	X Delete Course
10	English/Language Arts	English/Language Arts I (9th grade)(1 of 1)	X Delete Course
10	Math	General Math(1 of 1)	X Delete Course
10	Science	Genetics(1 of 1)	X Delete Course
10	Social Studies/Sciences	World Geography(1 of 1)	X Delete Course
10	Social Studies/Sciences	World Geography(1 of 1)	X Delete Course
10	Career and Technical Courses and/or Degree Major Courses for Pathway	Computing Systems(1 of 3)	X Delete Course
11	English/Language Arts	English/Language Arts I (9th grade)(1 of 1)	X Delete Course
11	English/Language Arts	English/Language Arts I (9th grade)(1 of 1)	X Delete Course



Applications List

Pathways

Home

CPPSAs

Create/Edit CPPSA

Section I

Section IIa

Section IIb

Section III

Section IV

Submit/Print

Student Follow-Up

Identify Students

Identifications

Assign Students

Update Students

Track Student Follow-

Section IV: Programs of Study

Pathway (CIP Code): Agriculture Science Pathway

District: D0259 (Wichita)

Status: In Progress

WARNING: Section III is not yet complete

Create/Edit Program of Study

Program of Study Id: - NEW -

* indicates required information

POST-SECONDARY INSTITUTION: *

ARTICULATION AGREEMENT: *

Attached Articulation Agreements:

No Attached Articulation Agreements

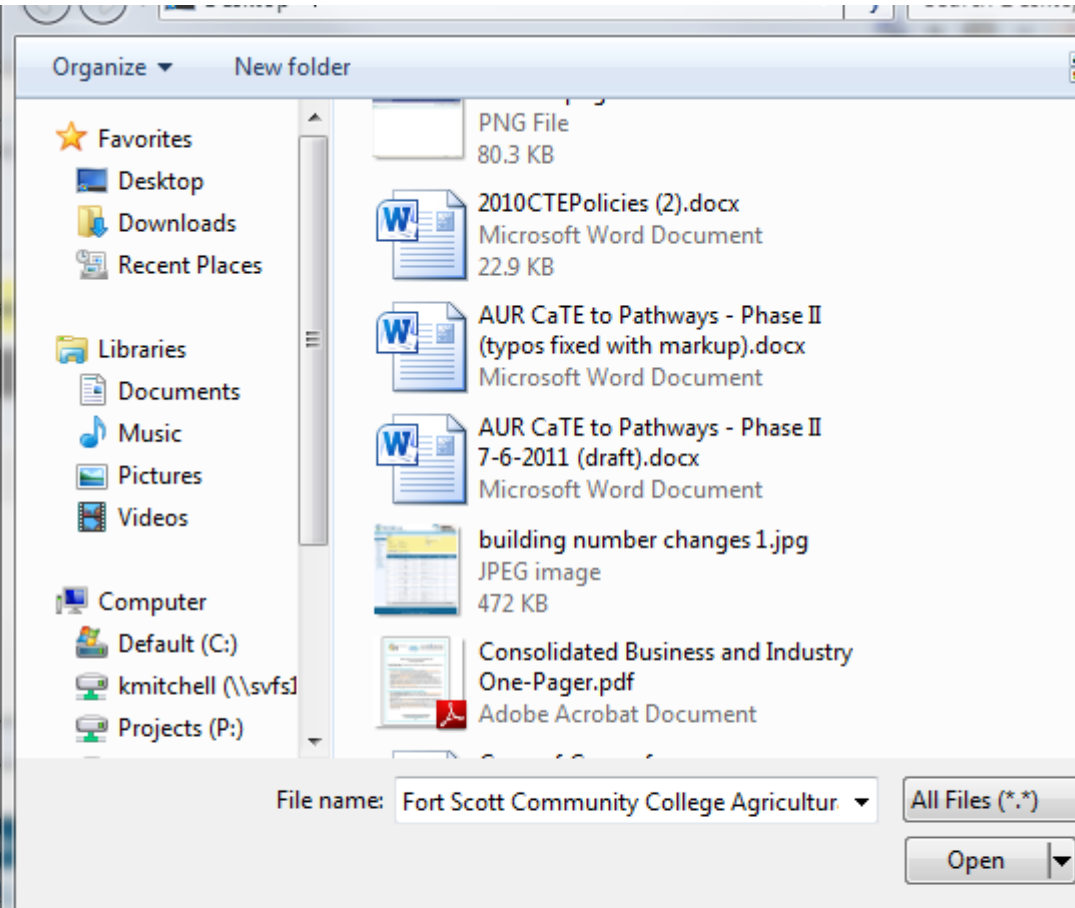
	Click to Add	Available
	Select	Fort Scott
	Select	State wide articulation agreement.docx

Add A New Articulation Agreement:

C:\Users\kmitchell\Desktop

(NOTE: maximum file size is 4MB)

[Cancel](#)





PATHWAYS

Program of Study Application Tracking and Management



Kansas state department of Education

schell **District:** D0259(Wichita) **Building:** 0000

Access Level: DistrictDataEntry

Logout

[Create/Edit CPPSA](#) » [Submit/Print](#)

[Help](#)

Submission

Applications List

Pathway (CIP Code): Consumer Services (19.0401)

Cluster Area: Human Services

District: D0259 (Wichita)

Building: 1844 (West High)

Status: In Progress

Status Date: 2/3/2011 9:59:34 AM

Pathways

The CPPSA has been validated and there are no errors that can be detected by the system.

Home

PPSAs

REMINDER: The district authority (superintendent) will receive an email notification that a pathway is waiting for approval, if the district authority has an account in Pathways. It is recommended that you notify the district authority to log into his/her CPPSA account and review the pathway. The CPPSA will not be submitted to KSDE until it is approved and released by the District Authority.

Create/Edit CPPSA

NOTE: Edits have been made that require reapproval by the KSDE.

Submission I

[View/Print](#)

[Exit this CPPSA](#)

Submission IIa

Submission IIb

Notes/Questions



Submission III

Submission IV

Submit/Print

Work-Up





Career & Technical Education

PATHWAYS

Program of Study Application Tracking and Management



Kansas state department of Education

mittchell District: D0259(Wichita) Building: 0000

Access Level: DistrictDataEntry

Logout

Applications List

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CPPSAs

reate/Edit CPPSA

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ection IIa

ection IIb

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ection IV

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ow-Up

TE

Create/Edit CPPSA » Submit/Print

Submission

[Help](#)

Pathway (CIP Code): Consumer Services (19.0401)

Cluster Area: Human Services

District: D0259 (Wichita)

Building: 1844 (West High)

Status: In Progress


Status Date: 2/3/2011 10:00:59 AM

The CPPSA cannot be submitted. The following sections are incomplete or have errors:

- Section IIa

 [View/Print](#)

[Exit this CPPSA](#)

 **Notes/Questions**



Questions???

Kim Mitchell

Education Program Consultant

Career, Standards, & Assessment Services

Kansas State Department of Education

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