

Arkansas Department of Career Education

Dept. Home Page – <http://ace.arkansas.gov>



Click on “Career and Technical Education”

Click on “Teacher Information System”

Career and Technical Education

Arkansas Works

Program Areas

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Career and Technical Education

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07/21/2011 - 07/22/2

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Each teacher must create a new account each school year. After the account is created, you may return to it during the year.

Teacher Information System

The Teacher Information System is open until the Friday after Labor Day each year for entering your course information. **Every user is NEW every year.**

INSTRUCTIONS: **Using Internet Explorer as the browser**, click below on the link [Click Here to Create Account](#). The system will ask for the generic username/password. Enter the following:

Generic username: cte
Generic password: teacher

After clicking the BEGIN button, you will be taken to the link for creating your account for the current school year. You must create a unique username/password for your own personal account. The username/password may be used for the current school year only. Please make a note of the username/password that you use - you may log back in after our staff has reviewed your information to read their comments.

[Click Here to Create Account.](#)

[Click Here to Return to Account.](#)

YOU MUST USE INTERNET EXPLORER AS THE BROWSER.

If you have problems or questions regarding your account, please call your program area office. A list of the phone numbers is below.

Section

Phone

The generic Username/Password for new users is given on the previous web page.

Wednesday July 10, 2002

Over the next few pages, you will create an account that you will use each year to submit your teacher information to the Arkansas Department of Workforce Education.

Enter the general UserName and Password you were issued to begin the Teacher Information data collection process:

User Name:

Password:

Begin

Cancel

Create your own account – DO NOT use the generic username and password on this screen

Create Teacher Account

Please enter all fields in the form below for the teacher account you are creating. This access the portal any time and update his/her profile. Annually, when the Teacher Info he/she will access the portal to make necessary changes to his/her teacher profile information enter Occupational Areas, Programs of Study, and Vocational Courses they plan to teach school year.

* Required Fields

* First Name:	<input type="text"/>	(ie, John)
* Last Name:	<input type="text"/>	(ie, Doe)
* User Name:	<input type="text"/>	(ie, jdoe)
* Password:	<input type="password"/>	(passwords must match)
* Verify Password:	<input type="password"/>	(passwords must match)
* Work Email Address:	<input type="text"/>	(ie, jdoe@k12.ar.us)
* District:	--- Select Your District --- <input type="button" value="v"/>	

Enter Account Information

- * Required fields must be completed
- **Important** - Choose a User Name and Password that will be easy for you to remember – the system is not case sensitive and your password may be alpha and/or numeric
- Choose the **District**
 - Once the District is selected, schools within that district will be available to select

Verify your information – if not correct, select “cancel”

Completers Placement Teacher Info Perkins Certifications Reports

VERY IMPORTANT !

Verify the teacher account information is correct.
Click the "**BACK**" button to make any necessary corrections to this information
Once you have clicked the "**Create Account**" button, you will **NOT** be able to come back to this screen to correct mistakes.

Click the "**Cancel**" button to exit and not create this teacher's account.

First Name:	John
Last Name:	Doe
User Name:	jdoe
Password:	smith
Work Email Address:	john.doe@adwe.gov
District:	Alma School District
School:	Alma High School

< Back

Create Account >

ed the "**Create Account**" button, you will **NOT** be able to come back to this screen to correct mistakes.

utton to exit and not create this teacher's account.

First Name:	John
Last Name:	Doe
User Name:	jdoe
Password:	smith
Work Email Address:	john.doe@adwe.gov
District:	Alma School District
School:	Alma High School

< Back

Create Account >

Cancel

Verification Screen

- Review information
- If information is all correct
 - Select **Create Account >**
 - **Pop-up window displays to make final selection**
 - Select **OK >** **account created**



Teacher Profile

Teacher Profile

* Required Fields

User Name:	jdoe
*First Name:	<input type="text" value="John"/>
*Last Name:	<input type="text" value="Doe"/>
Middle Initial:	<input type="text"/>
District/School:	1701000-Alma School District / 1701002-Alma High School
* Job Responsibility:	<input type="checkbox"/> Teacher <input type="checkbox"/> Vocational Administrator
*Primary Email Address:	<input type="text" value="john.doe@adwe.gov"/>
*Work Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> ext. <input type="text"/>
Work Fax Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Best Time to Contact Me:	<input type="text"/>
Teacher Home Contact Information (optional)	
Home Email Address:	<input type="text"/>
Home Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Home Street Address:	<input type="text"/>
Home City/State/ZIP:	<input type="text"/> <input type="text"/> <input type="text"/>

Continue >

Cancel

- Enter Required Information
- Select Job Responsibility
 - Teacher
 - Vocational Administrator (we do not use this)
- Enter work phone number
- Enter the email address that you check regularly for messages – this may or may not be your school email account
- Select

Broad Occupational Areas – select the ones in which you teach

Completers Placement Teacher Info Perkins Certifications Reports Admin System Help

[Teacher Information](#) --> [Teacher Profile](#) --> Occupational Areas

[? HELP](#)

Occupational Areas

Please check all Occupational Areas that you will teaching under during the **2011-12** school year. You are required to check at least one Occupational Area.

Teacher Name: **John Doe**
District/School: **1701000-Alma School District / 1701002-Alma High School**

* Occupational Areas: **Please check all that apply**

- Agriculture, Food, & Natural Resources
- Apprenticeship
- Arts, AV Tech, & Communications
- Business & Finance & Information Technology & Hospitality/Tourism & Marketing
- Career Orientation
- Family and Consumer Sciences, Education & Training, and Cosmetology
- Internship / WP Readiness / WF Tech / Keystone / Senior Seminar
- JAG and STRIVE
- Skilled and Technical Sciences
- STEM and PT/PIC

* Required Fields

< Back Continue > Cancel

Based upon the broad area selected, you will get the list of programs of study

[Teacher Information](#) --> [Update Profile](#) --> [Occupational Areas](#) --> Programs of Study

Programs of Study

Please select all of the Programs of Study you plan to teach during the **2011-12** school year.

Teacher Name: **John Doe**

District/School: **1701000-Alma School District / 1701002-Alma High School**

Occupational Areas

Business & Finance & Information
Technology & Hospitality/Tourism & Marketing

Select Programs of Study

- NONE - Foundation**
- Web Design
- Business Finance
- Lodging Management (Business)
- Hospitality
- Oracle
- Programming
- Management
- Marketing Technology & Research
- Office Administration
- Accounting
- Insurance & Risk Management
- Securities and Investments
- Digital Communications
- Entrepreneurship

< Back

Continue >

Cancel

Select the appropriate term (semester or quarter), then select the courses taught from the dropdown list. If you teach 3 sections of Word Processing, enter Word Processing 3 time by selecting “Word Processing” and clicking the Add Course button.

[HELP](#)

[Teacher Information](#) --> [Teacher Profile](#) --> [Occupational Areas](#) --> [Programs of Study](#) --> [Survey](#) --> Vocational Courses

Vocational Courses

Select the Vocational Courses you plan to teach for the 2005-06 school year. Please select your courses in order of instruction. If you teach a course more than once, please enter it the number of times it is taught.

Teacher Name: M K
District/School: 1701000-Alma School District / 1701002-Alma High School

Semesters Quarters

Vocational Courses 1st Quarter (in order taught) No Classes Entered.	Vocational Courses 2nd Quarter (in order taught) No Classes Entered.
Select Course Add Course	Teacher Information --> Teacher Profile --> Occupational Areas --> Programs of Study --> Survey --> Vocational Courses
Vocational Courses 3rd Quarter (in order taught) No Classes Entered.	Vocational Courses Select the Vocational Courses you plan to teach for the 2005-06 school year. Please select your courses in order of instruction. If you teach a course more than once, please enter it the number of times it is taught.
Select Course Add Course	Teacher Name: M K District/School: 1701000-Alma School District / 1701002-Alma High School
<input type="radio"/> Semesters <input checked="" type="radio"/> Quarters	
Please add any necessary remarks/comments concerning the above selections.	Vocational Courses 1st Semester (in order taught) No Classes Entered.
	Vocational Courses 2nd Semester (in order taught) No Classes Entered.
	Select Course Add Course
	Select Course Add Course
Please add any necessary remarks/comments concerning the above selections. (2,000 chars. max.)	
<input type="text"/>	
<input type="button" value=" < Back"/> <input type="button" value=" Continue > "/> <input type="button" value=" Cancel"/>	

Add the courses – then write any remarks/comments that will assist the program staff in reviewing your information and contacting you as needed.

Vocational Courses

Select the Vocational Courses you plan to teach for the **2005-06** school year. **Please select your courses in order of instruction. If you teach a course more than once, please enter it the number of times it is taught.**

Teacher Name: **M K** Semesters Quarters

District/School: **1701000-Alma School District / 1701002-Alma High School**

Vocational Courses 1st Semester (in order taught)		Delete
492470 - Word Processing I		<input checked="" type="checkbox"/>
492470 - Word Processing I		<input checked="" type="checkbox"/>
492470 - Word Processing I		<input checked="" type="checkbox"/>
399050 - Keyboarding (Grade 7-8)		<input checked="" type="checkbox"/>
399050 - Keyboarding (Grade 7-8)		<input checked="" type="checkbox"/>

----- Select Course -----

Vocational Courses 2nd Semester (in order taught)		Delete
492480 - Word Processing II		<input checked="" type="checkbox"/>
492480 - Word Processing II		<input checked="" type="checkbox"/>
399010 - Information Technology Fundamentals		<input checked="" type="checkbox"/>
399010 - Information Technology Fundamentals		<input checked="" type="checkbox"/>

----- Select Course -----

Please add any necessary remarks/comments concerning the above selections.
(2,000 chars. max.)

I teach Keyboarding and Information Technology Fundamentals at the junior high campus during the afternoons. The best time to contact me is during my prep time 1:25 - 2:00.

If you log in to return to your account to edit your course information prior to the Friday after Labor Day, click on the Teacher Information tab and select “Submit/Update Teacher Information.” You may not change your course information after that date. Contact your program office with any changes.



The screenshot shows a web application interface with a dark blue header. The header contains several navigation tabs: 'Completers', 'Placement', 'Teacher Info', 'Perkins App', 'Reports', 'Admin', 'System', 'Help', and 'Logout'. Below the header, the main content area is titled 'Teacher Information' in large blue font. Under this title, there are two main sections: 'Tasks' and 'Reports'. The 'Tasks' section contains three links: 'Update Teacher Profile', 'Submit/Update Teacher Information', and 'View Teacher Information'. The 'Reports' section contains three links: 'State Summary Reports', 'District Summary Reports', and 'Secondary School Reports'.

Teacher Information

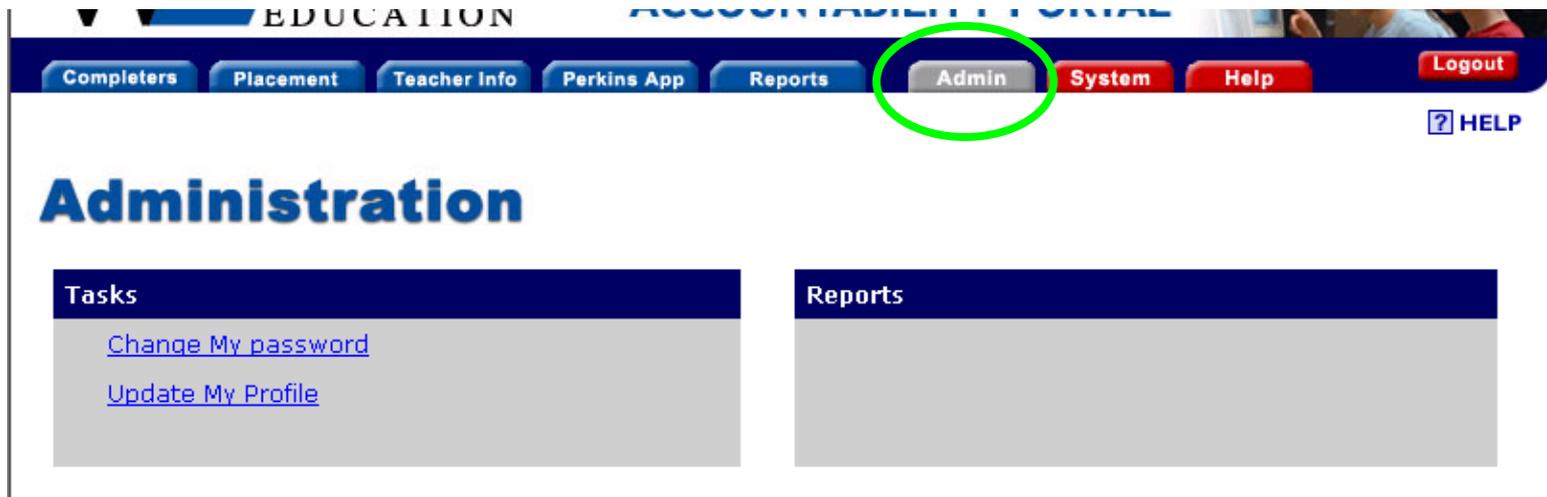
Tasks

- [Update Teacher Profile](#)
- [Submit/Update Teacher Information](#)
- [View Teacher Information](#)

Reports

- [State Summary Reports](#)
- [District Summary Reports](#)
- [Secondary School Reports](#)

You may “Update Teacher Profile” at any time throughout the year to ensure that your email address is current. You may also change your password at any time. Click on the red Admin tab to access these options.



EDUCATION ACCOUNTABILITY FORNIA

Completers Placement Teacher Info Perkins App Reports **Admin** System Help Logout

? HELP

Administration

Tasks	Reports
Change My password Update My Profile	

If you have forgotten your username/password, enter your email address. If your email address has changed, and you did not update your profile, call the appropriate program office for assistance.

ARKANSAS CAREER AND TECHNICAL EDUCATION ACCOUNTABILITY PORTAL



Thursday July 14, 2011
version 1.147

Please enter your User Name
and Password

User Name:

Password:

Sign in

Forget your Password?

Enter your email address to
receive your password.

Arkansas Career and Technical

Education Accountability Portal.

The *primary* modules of the Portal are:

1. Completers: A Completer of a Career & Technical program of study is a student who has (1) successfully completed three units of credit in a program of study including all of the required core courses and (2) who has graduated from high school. The programs of study are in the Secondary Program Policies and Procedures manual. Each program of study includes at least one required core course and several optional courses that may be taken. The Open Period for this activity will be May 1st through September 15th.

2. Placement: The Placement status for the completers identified above is determined 6 months after graduation. The students listed will be all those that were entered during the submittal of completers that haven't been assigned a Placement Status yet. Typically, the Open Period for this activity will be in December 1st through February 15th of the following School year.

Contact for questions/problems

The contact person for any problems associated with the Teacher Information System is your state program office staff. If someone from that office is unable to assist you, they will forward/direct you appropriately.