

## Synergy – CTE Credit Bearing Manual Entry Guide

- This guide explains how to manually enter CTE credit bearing data into Synergy. The data is entered on the Student CTE screen and users must first have their focus at the school level (see below)
- Students must have a concurrent enrollment at a CTE school AND CTE program data entered before Credit Bearing data can be entered. The enrollment can either be created manually or through the Student Enrollment upload.

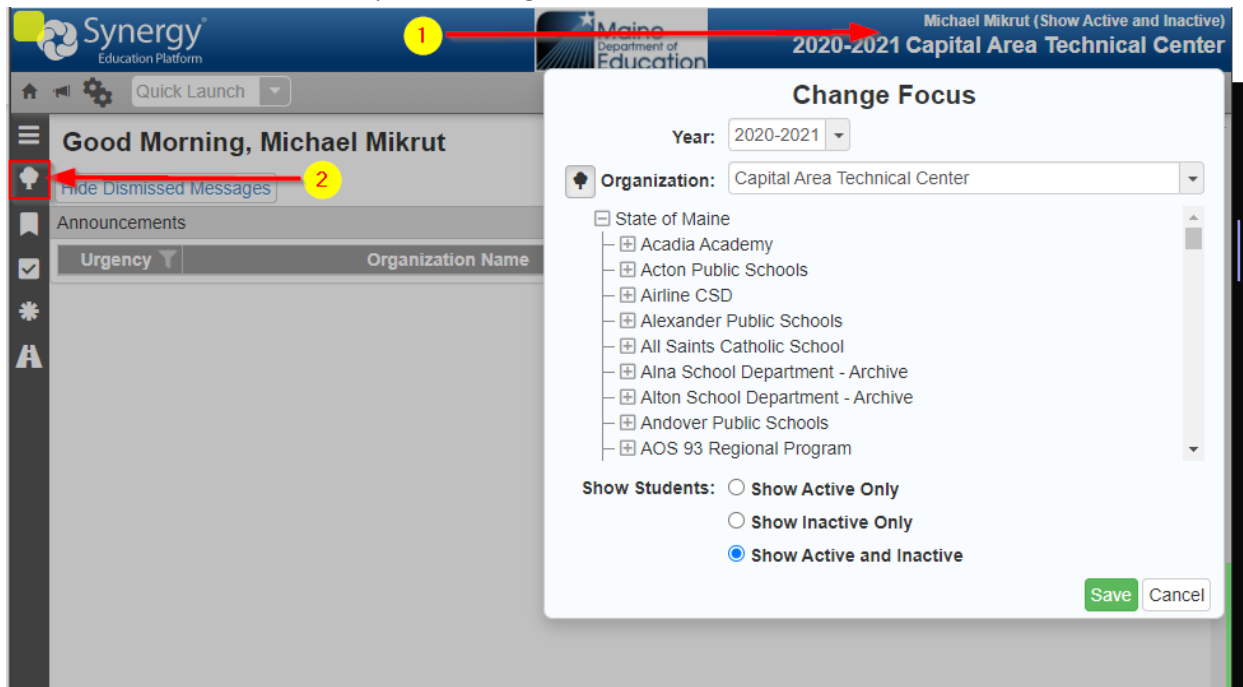
1. In the top right, click the school year or school/district name and the Change Focus box appears. Select the following in the Change Focus box and click **Save**:

**Year:** Select the current school year (the example picture shows 2020-2021)

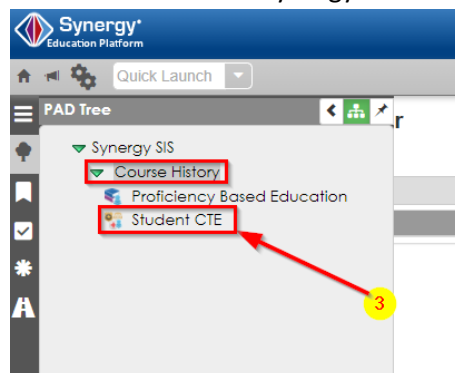
**Organization:** Choose your CTE school (the example picture shows Capital Area Tech Center)

**Show Students:** Show Active and Inactive

2. Click the PAD Tree to open the navigation menu.



3. In the PAD Tree, Click **Student CTE** to navigate to the Student CTE screen. (You may need to click the arrows next to Synergy SIS and Course History to expand).



## Entering CTE Credit Bearing data:

1. Type in the student's Last Name and First Name or State ID.
2. Click **Find**.

**Student CTE**

Menu

Student Name: School:

Current CTE CTE History **\*\* DOE ONLY \*\***

Last Name First Name Middle Name Suffix State Student ID Grade State ID

Test Student 150073663

CTE Programs

Line	Title	Code	Completed	Completed Date	Competent	Competency %	Concentrator	Assessment Taken	Industry Certified
			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Click 'Open Details' for the CTE program you wish to add the credit bearing data. (If they do not have a program already, you will need to add their CTE Program first):

**Student CTE**

Menu

Student Name: **Student, Test** School: **Capital Area Technical Center**

Current CTE CTE History **\*\* DOE ONLY \*\***

Last Name First Name Middle Name Suffix State Student ID Grade State ID

Student Test 150073663 10

CTE Programs

Line	Title	Code	Completed	Completed Date	Competent	Competency %	Concentrator	Assessment Taken	Industry Certified	CTE Program Details
<input type="checkbox"/> 1	Fire Science/Fire-fighting	43.0203	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Open Details"/>

4. In the program detail window that appears, you can now click 'Add' under the Credit Bearing section to insert a record.
5. Choose the **Institution Name** for which they are receiving credit, the **Credit Amount**, and **CourseID**.
  - a. Credit Amounts must be at least 0.5 and no greater than 20.0.
  - b. CourseID will be alpha-numeric only, no punctuation, maximum of 10 characters.
    - i. Ex: ENG101 , PSY20001, AUTO100
6. Save

Student CTE Program Detail

Menu  Save  Undo  Cancel

Student Name:

CTE Program Title: **Autobody/Collision and Repair Technology/Technician** CTE Program Code: **47.0603**

Details

Start Date: 09/01/2021 End Date:  Exit Status:

CTE Attributes

Out-of-Work Individual  Registered MDOE Pre-Apprenticeship  Met 700 Inst Hrs Yr  
 Single Parent  MDOE CTE Mentorship  Satellite Program

Early College Data

Early College LD 1412

Credit Bearing Data

Line	Institution Name	Credit Type	Credit Amount	Course ID
1	University of Maine-Orono		3.000	AUTO101

Industry Recognized Assessment/Credential

Line	Assessment/Credential	Taken	Pass

Stackable Credential

Line	Credential Code	Taken	Pass