



CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE



CALIFORNIA COMMUNITY COLLEGES

Doing What MATTERS™

FOR JOBS AND THE ECONOMY

California Career Pathways Trust Reporting

March 23, 2015



Training Outcomes

Understand:

- Purpose and use of the California Career Pathways Reporting Tool
- Reporting features of the Career Pathways Reporting Tool
- Data collected, submission processes, and related timeframes
- Resources to support data collection, uploads, and usage



Overview

The LaunchBoard California Career Pathways Trust (CCPT) Reporting Tool is intended to

- Improve transparency between site-level faculty and staff across consortia institutions
- Foster conversations between members and partners regarding pathway programs and activities
- Enable consortia to highlight effective efforts and identify areas for improvement
- Inform California Career Pathways Trust grant reporting



Using LaunchBoard for CCPT Reporting

Once populated with data provided by grantee institutions, users will be able to view outcomes for each of the institutions within the grant consortium, by **pathway** and **academic year**

The California Career Pathways Trust (CCPT) Reporting Tool is intended to foster conversations within CCPT grant consortia by bringing together information on grant outcomes and activities in one, easy-to-access location. Information on how to use this tool is available at [here](#). Detailed information on each data point is available in the [CCPT Data Element Dictionary](#).

CREATE A CONSORTIUM

CREATE A PATHWAY PROGRAM

ENTER ACTIVITY METRICS

UPLOAD STUDENT COHORT

Grant Consortia

Academic Year

K-12 CTE Pathway

Community College Program

Show TOP 6

Consortia 1

2012-2013

Agricultural Business

Accounting (050200)

Refresh

PRINT VISIBLE

EXPORT REPORT



Using LaunchBoard for CCPT Reporting

View data summaries by **institutional type** and **consortium organization** for each metric identified

K-12 Metrics		Community College Metrics
Cohort		
	Current Year	
▶ Number of students enrolled in the career pathways program (K-12)	Explain Methodology	3,952
Student Outcomes (CalPADS)		
	Current Year	
▶ Student academic performance indicators of students enrolled in the career pathway program	Explain Methodology	1,180
	Current Year	
▶ Number of students in the career pathways program who received a high school diploma	Explain Methodology	384
Student Activities and Outcomes (grantee-reported)		
	Current Year	
▶ Number of students who have successfully completed a career pathways program with a "C" grade or better in all pathways courses	Explain Methodology	2,717
K-12 Public		
District 277		914
District 492		1,316
District 1133		492
	Current Year	
▶ Number of students participating in job shadowing opportunities aligned with the career pathway program in which they are participating.	Explain Methodology	1,921
	Current Year	
▶ Number of students participating in mentoring opportunities aligned with the career pathway program in which they are participating	Explain Methodology	1,125

Drill down by **cohort** and **data source**



Using LaunchBoard for CCPT Reporting

and view **pathway characteristics** for each individual program entered by grantees

K-12 Metrics | Community College Metrics

Cohort

- ▶ Number of students enrolled in the career pathways program (K-12) [Explain Methodology](#)

Student Outcomes (CalPADS)

- ▶ Student academic performance indicators of students enrolled in the career pathway program [Explain Methodology](#)
- ▶ Number of students in the career pathways program who received a high school diploma [Explain Methodology](#)

Student Activities and Outcomes (grantee-reported)

- ▶ Number of students who have successfully completed a career pathways program with a "C" grade or better in all pathways courses [Explain Methodology](#)
 - ▶ K-12 Public
 - District 277
 - District 492
 - District 1133

Student Activities and Outcomes (grantee-reported)

▶ N in all [TitleDetailsTemplate] : The following characteristics are used:
 Characteristic 1
 Characteristic 2
 Characteristic 3

- District 277
- District 492
- District 1133

▶ Number of students participating in job shadowing opportunities aligned with the career pathway program in which they are participating.

914
1,316
492
Current Year
1,921
Current Year
1,125



Using LaunchBoard for CCPT Reporting

Data descriptions are available through pop-up links on each metric

Student Activities and Outcomes (grantee-reported)

	Current Year
▶ Number of students who have successfully completed a career pathways program with a "C" grade or better in all pathways courses	
Explain Methodology	
▶ Number of students participating in job shadowing opportunities aligned with the career pathway program in which they are participating.	
Explain Methodology	

Number of students who have successfully completed a career ... ×
High school students who enrolled in a course that is part of the CCPT career pathways program who received a grade of C or better in all CCPT career pathways classes in the selected year and completed the program.

and through the **Data Element Dictionary** accessible right from the CCPT Tab

The California Career Pathways Trust (CCPT) together information on grant outcomes and at [here](#). Detailed information on each data p

[CREATE A CONSORTIUM](#) [CREATE A](#)

Grant Consortia Academic Year K-1

Consortia 1 2012-2013 Ag

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Using LaunchBoard for CCPT Reporting

- Using a combination of locally-collected and automatically-calculated metrics, the LaunchBoard will provide totals for all of the metrics, by year, institution, grant consortium, and pathway
 - Site-level faculty and staff can review outcomes for their grant at any time
 - Data can be used for grantee conversations about student outcomes, including highlighting effective efforts and identifying areas for improvement
 - Figures can be put directly into grant reports



GETTING STARTED



LaunchBoard Access



To access the LaunchBoard, your organization **must** have an institutional membership with Cal-PASS Plus

- Membership is free and open to all California Community Colleges and K-12 institutions
- To join, direct the appropriate person(s) at your institution to complete the Memorandum of Understanding (MOU) located here:
<https://www.calpassplus.org/CalPASS/Join/NewMou.aspx>
- All K-12 institutions must upload their CALPADS file to Cal-PASS Plus



LaunchBoard Access

In general, there are three types of **user roles** for the LaunchBoard:

- **Consortium Data Managers:** Person(s) responsible for setting up the LaunchBoard Reporting Tool and for coordinating overall consortium data collection
- **Local Data Managers:** Person(s) responsible for coordinating and submitting **locally gathered data** for their institution(s)
- **General Users:** Individual users who may view and create reports, but who are not necessarily responsible for data collection or submission



LaunchBoard Access

Each grant consortium is responsible for identifying an overall **Consortium Data Manager** as well as **Local Data Managers** for at each participating K-12 institution and community college. Responsibilities for these individuals include:

- **LaunchBoard Training**: the consortium data manager and local data managers participate in training on how to collect and upload data (note: information is also available at <http://doingwhatmatters.cccco.edu/LaunchBoard/CCPT.aspx>)
- **Create Consortium Record Set**: the consortium data manager creates information on which institutions are part of the grant consortium
- **Submit Pathway Program Information**: the local data managers upload information about pathway programs for each institution, including the CTE Pathway Code and program characteristics
- **Submit Pathway Program Participants (Cohorts)**: the local data managers upload a file with information on pathway program participants, plus fill out a survey that provides total participation numbers for some participant activities and milestones



Logging In

- Open your web browser to <http://www.calpassplus.org/launchboard/Home.aspx>
- Click on the blue **Log-In** button in the upper right-hand corner of the LaunchBoard homepage
 - Existing LaunchBoard / Cal-PASS Plus users may enter their username and password in the **Existing User** form
 - First time users **who do not** have a Cal-PASS Plus account will need to complete the **New Users** request form to receive log in credentials.
- When finished, click **Log on.**



Accessing the CCPT Demo

- Open your web browser to <http://www.calpassplus.org/launchboard/Home.aspx>
- Click on the CCPT square and select the Demo from the list

The LaunchBoard includes several tools to support collecting and viewing information on student outcomes in CTE.

Program Snapshot

The Program Snapshot section includes program information and student outcomes that are grouped into categories such as enrollments, milestones, credentials, employment, and alignment with regional labor market demand.

Common Metrics

The Common Metrics section enables colleges to upload and view information on 34 indicators used to track progress on the California Community College Chancellor's Office's Doing What Matters framework

CCPT Reporting Tool

The California Career Pathways Trust (CCPT) Reporting Tool is intended to foster conversations within CCPT grant consortia by bringing together information on grant outcomes and activities in one, easy-to-access location.

[CCPT Demo](#)

CTE Outcomes Survey Tool

The CTEOS Reporting Tool is intended to make Career and Technical Education Outcomes Survey (CTEOS) responses more broadly available to faculty and administrators.

Contract Ed Tool

Program Review



Setting Up LaunchBoard for CCPT Reporting

- ⚠ Each consortium must perform an initial setup of the Reporting Tool before any data may be entered into the LaunchBoard
- This should be done **once per consortium** by the **Consortium Data Manager**



Setting Up LaunchBoard for CCPT Reporting

To create your consortium record set

1. Click the **Create a Consortium** button at the top of the CCPT Reporting Tab. A fillable form will appear.
2. Follow the prompts to complete the form. This form will allow you to record the name of your grant consortium and all of the institutions that are associated with your consortium.

The California Career Pathway Consortium (CCPT) Reporting Tool is intended to foster conversations within CCPT grant consortia by bringing together information on outcomes and activities in one, easy-to-access location. Information on how to use this tool is available at [here](#). Detailed information on each data point is available in the [CCPT Data Element Dictionary](#).

CREATE A CONSORTIUM **CREATE A PATHWAY PROGRAM** **ENTER ACTIVITY METRICS** **UPLOAD STUDENT COHORT**

Grant Consortia Academic Year K-12 CTE Pathway Community College Program

Show TOP 6

Consortia 1 2012-2013 Agricultural Business Accounting (050200) **Refresh**

PRINT VISIBLE **EXPORT REPORT**



Setting Up LaunchBoard for CCPT Reporting

3. Follow the prompts in the dialog box to name and update your consortium record set with information for each of your partner institutions

Home Snapshot Common Metrics CCPT CTEOS Contract Ed Help Log-Out

The California Career Pathways Trust (CCPT) Reporting Tool is intended to foster conversations within CCPT grant consortia by bringing together information on grant outcomes and activities in one, easy-to-access location. Information on how to use this tool is available at h

Create A Consortium

This form will allow you to record the name of your grant consortium and all of the institutions that are associated with your consortium.

Indicate the name of your consortium:

Select participating K-12 districts:

- ABC Unified
- Acalanes Union High
- Ackerman Charter
- Acton-Agua Dulce Unified
- Adelanto Elementary
- Airport Community College
- Alameda Unified
- Alameda County Office of Education
- Albany City Unified
- Alemany Community Educati

Select college partners:

- Allan Hancock
- American River College
- Antelope Valley College
- Bakersfield College
- Barstow College
- Berkeley City College
- Butte College
- Cabrillo College
- Canada College
- Cerritos College

Save Cancel



UNDERSTANDING THE DATA



Understanding the Data

The LaunchBoard brings together data from many different sources

- Some data are **automatically** populated from Cal-PASS Plus or the Chancellor's Office MIS system
- Other data must be **gathered locally** and submitted by each consortium institution



Understanding the Data

- To leverage LaunchBoard's **automated** features, consortium **K-12 partners** must upload their institution's CalPADS data to **Cal-PASS Plus**
- To ensure **locally gathered** data submitted are as comprehensive and accurate as possible, it is recommended that grantees coordinate with their participating institutions to **plan their data collection strategies accordingly**



Locally Gathered Data

Locally gathered data include:

- Pathway Program Characteristics
- Locally Gathered Metrics
 - Student Participants (Cohorts)
 - Local Activity Metrics



Pathway Program Characteristics

- All pathway programs identified must have a corresponding **CTE Pathway Code** and **Taxonomy of Program (TOP) Code**
- Additional characteristics include:
 - Courses Offered
 - Student Support Services Available
 - Work-Based Learning Opportunities
 - Educator Collaboration and Professional Development



See the **Resources** slide for links to help finding the right codes for your program



Pathway Program Characteristics

Submitting Pathway Program Characteristics

1. Click the **Create a Pathway Program** button at the top of the CCPT Reporting Tab. A fillable form will appear.

The California Career Pathways Trust (CCPT) Reporting Tool is designed to foster conversations within CCPT grant consortia by bringing together information on grant outcomes and activities in a secure, easy-to-access location. Information on how to use this tool is available at [here](#). Detailed information on each data point is available in the [CCPT Data Element Dictionary](#).

CREATE A CONSORTIUM **CREATE A PATHWAY PROGRAM** **ENTER ACTIVITY METRICS** **UPLOAD STUDENT COHORT**

Grant Consortia Academic Year K-12 CTE Pathway Community College Program

Show TOP 6

Consortia 1 2012-2013 Agricultural Business Accounting (050200) **Refresh**

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Pathway Program Characteristics

2. Follow the prompts to complete the form with characteristics for your program.

Create A Pathway Program

This form will allow you to enter information on specific pathway programs associated with your grant and the characteristics of these programs at each participating K-12 district. Please note a single CTE Pathway code should be used for pathways across participating sites within the consortium. For example, if the grant is building pathways in alternative energy, all partners should use the code for Energy and Power Technology (143).

Please select the district:

Please select the starting year for the cohort you will be tracking:
2012-2013

Please select the CTE Pathway associated with the Pathway Program:
Agricultural Business (100)

Please define the characteristics of the pathway program at your district from the following list (select all that apply)

Courses:

- One or two CTE classes in high school aligned with regional post-secondary programs
- Sequence of three or more CTE classes in high school aligned with regional post-secondary programs
- Sequence of academic classes aligned with the pathway theme
- Cross-disciplinary content for academics and CTE
- Cohort scheduling that includes both CTE and academic classes
- Senior capstone course
- CTE courses qualify for a-g credit
- Dual enrollment course(s) that award both high school and community college credit
- Courses lead to external credentials that are recognized by industry, the state, or colleges

Work-Based Learning:

- Career awareness and exploration activities (speakers, tours, job shadowing)
- Career preparation and training activities (mentoring, work experience, internship, pre-apprenticeship apprenticeship, student leadership organization)

Save Cancel



Locally Gathered Metrics

Name	Description	Submission Process
<p><u>Student Participants (Cohorts)</u> Groups of high school students enrolled in a career pathways program within the selected year</p>	<ul style="list-style-type: none"> • SSID and/or local student ID • last name • first name • date of birth • gender • academic year in which data were collected • high school CDS code (County, District, School) • CTE Pathway Code 	<p>Document Upload</p>
<p><u>Local Activity Metrics</u> Locally gathered metrics vary by institutional type (i.e., K-12 or Community College), but generally include:</p>	<ul style="list-style-type: none"> • Six types of work based learning and student leadership activities • Attainment of a C grade or better in K-12 pathway program courses and LCAP academic performance indicators • Attainment of state / national certification • Dual enrollment and credit-by-exam status • Participation in post-college training 	<p>Form Submission</p>



For a complete list, see the **Data Element Dictionary** link on the **Resources** slide.



Locally Gathered Metrics

Uploading Student Cohort Data

1. Click the **Upload Student Cohort** button. A dialog box with information about the upload process will appear.

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CREATE A CONSORTIUM **CREATE A PATHWAY PROGRAM** **ENTER ACTIVITY METRICS** **UPLOAD STUDENT COHORT**

Grant Consortia Academic Year K-12 CTE Pathway Community College Program

Consortia 1 2012-2013 Agricultural Business Accounting (050200) Show TOP 6 Refresh

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2. Right-click on the link to download the template.
3. Using the template, prepare your student cohort file. When finished, save your cohort file in **.txt format**. **The file must be saved in .txt format prior to uploading.**
4. Follow the prompts to upload your cohort file.



Locally Gathered Metrics

Submitting Local Activity Metrics

1. Click the **Enter Activity Metrics** button at the top of the CCPT Reporting Tab. A fillable form will appear with instructions on submitting locally gathered activity metrics

The California Career Pathways Trust (CCPT) Reporting Tool is intended to foster conversation among CCPT grant consortia by bringing together information on grant outcomes and activities in one, easy-to-access location. Information on how to use this tool is available at [here](#). Detailed information on each data point is available in the [CCPT Data Element Dictionary](#).


CREATE A CONSORTIUM **CREATE A PATHWAY PROGRAM** **ENTER ACTIVITY METRICS** **UPLOAD STUDENT COHORT**

Grant Consortia Academic Year K-12 CTE Pathway Community College Program

Show TOP 6

Consortia 1 2012-2013 Agricultural Business Accounting (050200) Refresh

PRINT VISIBLE **EXPORT REPORT**



For a complete list of locally tracked activity metrics, see the **Data Element Dictionary** link from the **Resources** slide.



Locally Gathered Metrics

2. Follow the prompts to complete the form.

Enter Activity Metrics

This form will allow you to enter the total number of students who participated in various activities and who attained specific milestones within a pathways program. These metrics must be collected locally because they are not tracked in statewide data systems. For more information on how to collect these metrics and how each metric is defined, visit: <http://doingwhatmatters.cccco.edu/LaunchBoard/CCPT.aspx>

First, select the appropriate student cohort based on your consortium, district, and the year in which students began this pathway. Then select the year for which you are entering data. For example, if students began the pathway program as high school juniors in 2012-13, but did not participate in a dual enrollment until their senior year, dual enrollment totals should be entered for the 2012-13 cohort, in the academic year 2013-14.

Please select College/Pathway Program/Cohort Year:
Foothills Consortia (Placer-Nevada) - Sierra College - Farming Pathway - 2012-2013

Please enter the academic year for which you are entering the activity data:
2012-2013

Please specify the total number of students who did the following for this pathway program:

received dual enrollment credit:	<input type="text"/>
received credit-by-exam:	<input type="text"/>
participated in job shadowing opportunities:	<input type="text"/>
participated in mentoring opportunities:	<input type="text"/>
participated in mentoring opportunities aligned with the career pathway program in which they are participating:	<input type="text"/>
participated in internships aligned with the career pathway program in the selected year:	<input type="text"/>
participated in in work experience opportunities aligned with the career pathway program in which they are participating:	<input type="text"/>
participated in a preapprenticeship program:	<input type="text"/>
participated in an apprenticeship program:	<input type="text"/>
participated in a student leadership organization:	<input type="text"/>
entered into employment aligned with the career pathway:	<input type="text"/>



Timeline & Next Steps

Date	Activities
April 30, 2015	<ul style="list-style-type: none">Local Data Managers Identified
May 1, 2015	<ul style="list-style-type: none">CCPT Training Conducted
June 2015	<ul style="list-style-type: none">Pathway Program Characteristics uploaded by local data managers
July 2015	<ul style="list-style-type: none">CALPADS data uploaded to LaunchBoardPathway Program Participants (Cohorts) UploadedLocally Gathered Activity Metrics Submitted
August 2015	<ul style="list-style-type: none">Use the LaunchBoard to fill out grant reports and inform conversations on grant outcomes



Resources

- CTE Pathway Codes:
<http://www.cde.ca.gov/ds/sp/cl/documents/codesets20140728.xls>
- 6-digit Taxonomy of Program (TOP) Codes:
https://misweb.cccco.edu/webproginv/prod/topcodelist_n.cfm
- Data Element Dictionary:
https://staging.calpass.org/MediaLibrary/calpassplus/launchboard/Documents/CCPT_DED.pdf
- CCPT Demo:
<https://www.calpassplus.org/LaunchBoard/Home.aspx>
- Resource Guide:
<http://doingwhatmatters.cccco.edu/LaunchBoard/CCPT.aspx>



QUESTIONS?