



## ENTERING CAREER TECH CREDENTIALS/DECLARING PROGRAMS IN POWERSCHOOL

Career tech credentials can be entered from both the PowerSchool Admin Portal and from the PowerTeacher Portal. Directions for both entries can be found below. A quick video walking you through this process can be viewed here [CTE Program & Credential Teacher Video.webm](#)

### Declaring Career Tech Programs and Adding Credentials from the Admin Portal

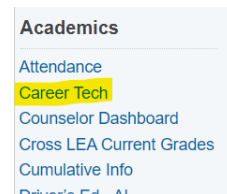
1. Make the student(s) the current selection on the PowerSchool start page.

Current Student Selection (3)

Student	Student Number	Grade Level	Date of Birth	School	Homeroom
Mouse, Mickey Kyle	1964986492	11	4/28/2005	OHS	Howell, Brenda
Mouse, Mike	2001002126	10	2/14/2005	OHS	
Mouse, Molly	2001002134	11	2/14/2004	OHS	

Select By Hand List Students

2. Click into the student record and navigate to the Career Tech student screen located in the left navigation menu.
3. To declare a program, click the 'ADD PROGRAM' button.



Start Page > Career Tech

Blur Students Data:  District Office 21-22 Year

Career Tech

Summary

✓ Career Tech Student ✓ Currently Participating First Year In Career Tech: 2021-2022

Programs

Basic Filter

Clear Apply

Add Program

4. In the fly out window, choose the appropriate program and cluster from the list and click 'SAVE'.

The entry will display on the page as shown here:

Start Page > Career Tech

Blur Students Data:  District Office 21-22 Year

Career Tech

Summary

✓ Career Tech Student ✓ Currently Participating First Year In Career Tech: 2021-2022

Programs

Basic Filter

Clear Apply

1-1 of 1 Items

Program	Cluster	Action
Project Lead The Way - Engineering	Science, Technology, Engineering & Math	

Rows/Page 10

Credentials

Add Program

Cluster Science, Technology, Engineering & Math

Program Project Lead The Way - Engineering

Cancel Save



5. To add a credential to the student, click 'ADD CREDENTIAL' in the credentials area of the screen.

**Credentials**

[Add Credential](#)

No credentials have been added.

6. On the flyout window, enter the appropriate information and click 'SAVE'.

**Add Credential**

Cluster	Business Management & Administrator	*
Program	Business Management & Administrator	*
Credential	Adobe Certified Associate (ACA)	*
Date	4/4/2022	*
Passed	<input checked="" type="checkbox"/>	
Locality	Opelika City	*
Site	Opelika High Sch	*

[Cancel](#)
[Save](#)

7. The entry will display in the credentials area of the page as shown below.

1-1 of 1 items

Credential	Date	Passed	Cluster	Program	Locality	Site	Other Location	Action
Adobe Certified Associate (ACA)	4/4/2022	✔	Business Management & Administration	Business Management & Administration	Opelika City	Opelika High Sch		-

Rows/Page: 10



## To View Historical Credentials Imported from INow

One the Career Tech student screen, scroll to the bottom of the page and click the 'CREDENTIAL HISTORY' link.

The screenshot shows the Career Tech student interface. At the top, there is a search bar with 'Project Lead The Way - Engineering' and a dropdown menu for 'Science, Technology, Engineering & Math'. Below this is a 'Rows/Page' selector set to 10. The main content area is divided into two sections: 'Credentials' and 'Courses'. The 'Credentials' section has a message: 'No credentials have been added.' with an 'Add Credential' button. The 'Courses' section has a 'Basic Filter' input field and 'Clear' and 'Apply' buttons. Below the filter is a table with 4 items:

Course	Number	Credits Earned	Grade	Store Code	Year	Term	School
Computer Integrated Manufacturing - PLTW	21022G1000	0	72	Q2	2021-2022	2021-2022	Opelika High School
Computer Integrated Manufacturing - PLTW	21022G1000	0	100	X1	2021-2022	2021-2022	Opelika High School
Computer Integrated Manufacturing - PLTW	21022G1000	0	75	Q3	2021-2022	2021-2022	Opelika High School
Computer Integrated Manufacturing - PLTW	21022G1000	0	86	Q1	2021-2022	2021-2022	Opelika High School

At the bottom of the page, there is a 'Credential History' link highlighted in yellow, and a 'Career Tech Credential History' link.

## Declaring Career Tech Programs and Adding Credentials from the Teacher Portal

1. On the main PowerTeacher screen, click the "STUDENT INFORMATION" icon for the class that has the students you wish to work with.

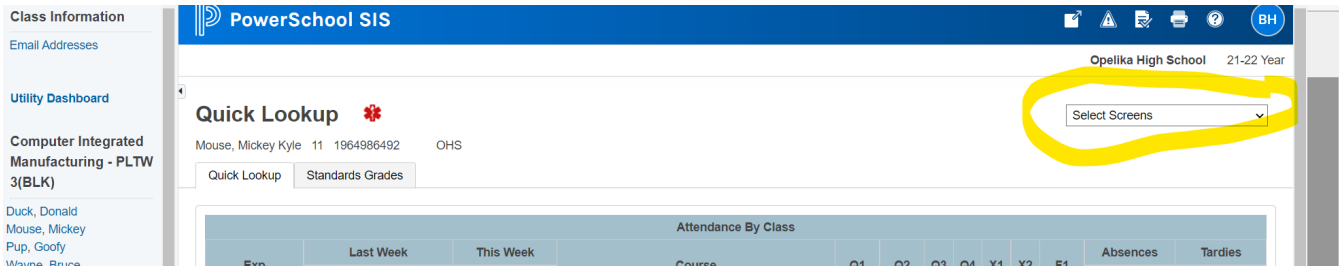
The screenshot shows the PowerSchool SIS 'Current Classes' page. The page has a navigation pane on the left and a main content area. The main content area is titled 'Current Classes' and contains a table with columns: Exp, Course, Attendance Status, Take Attendance, Multi-Day Attendance, Seating Chart, Submit Lunch Counts, Student Information, and Print Class Reports. The table lists several classes, including 'Robotic Systems 1st RED\*', 'Intro to Engineering Design 2nd RED\*', 'Robotic Systems 4th RED\*', 'NIA\*', 'Engineering Design and Development-PLTW', 'Hobbies', 'Intro to Engineering Design 1st BLACK\*', 'Computer Integrated Manufacturing - PLTW 3(BLK)', and 'Robotic Systems 4th BLACK\*'. A red arrow points to the 'Student Information' icon in the 'Computer Integrated Manufacturing - PLTW 3(BLK)' row.

2. Click the name of the student you wish to work with.

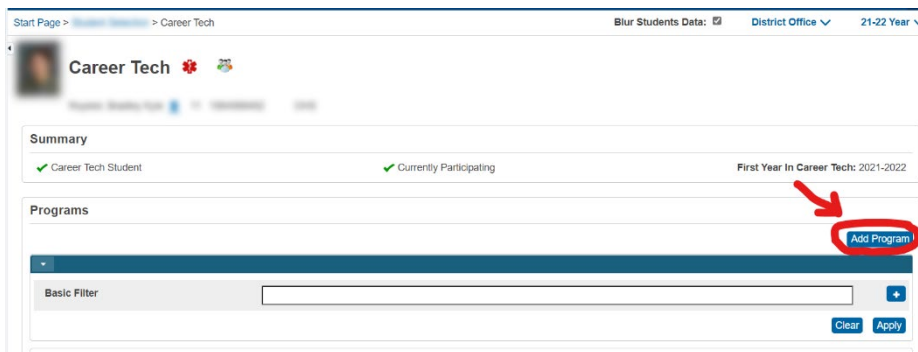
The screenshot shows the PowerSchool SIS 'Student Information' page. The page has a navigation pane on the left and a main content area. The main content area is titled 'Student Information' and contains a list of students. The student 'Moose, Mickey' is highlighted in yellow. The list of students includes: Duck, Donald; Moose, Mickey; Pup, Goofy; Wayne, Bruce. Below the list, there is a 'Change Class:' section with a dropdown menu showing various classes: 1(RED) Introduction to Robotics, 2(RED) Intro to Engineering Design - PLTW, 4(RED) Introduction to Robotics, 4(RED) Principles of Engineering - PLTW, and AO(RED-BLK) Hobbies. At the bottom, there is a 'iWS Reports:' section.



- In the top right corner, click the "SELECT SCREENS" dropdown and select the 'CAREER TECH' screen from the list.

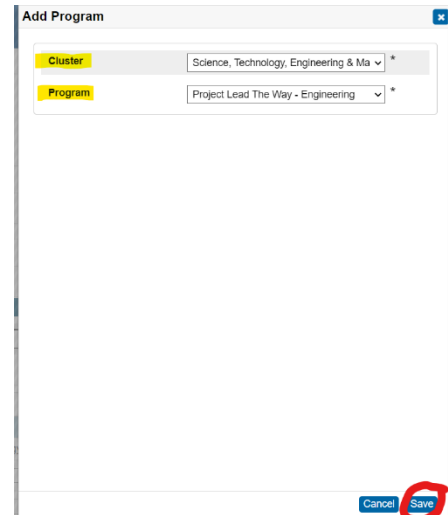
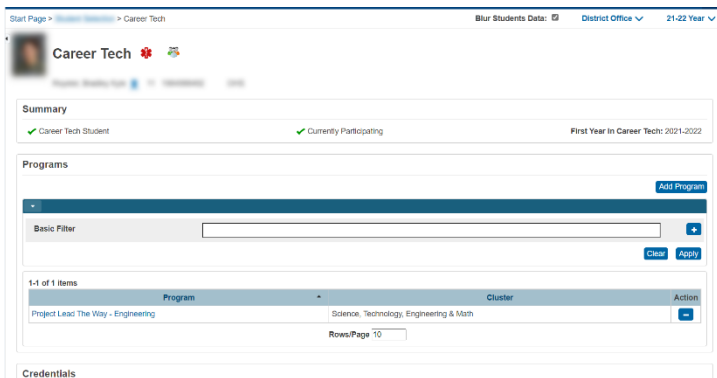


- To declare a program, click the 'ADD PROGRAM' button.



- In the fly out window, choose the appropriate program and cluster from the list and click 'SAVE'.

The entry will display on the page as shown here:



- To add a credential to the student, click 'ADD CREDENTIAL' in the credentials area of the screen.





7. On the flyout window, enter the appropriate information and click 'SAVE'.

✕
**Add Credential**

<b>Cluster</b>	Business Management & Administrator ▾ *
<b>Program</b>	Business Management & Administrator ▾ *
<b>Credential</b>	Adobe Certified Associate (ACA) ▾ *
<b>Date</b>	4/4/2022 <input type="text"/> <input type="button" value="📅"/> *
<b>Passed</b>	<input checked="" type="checkbox"/>
<b>Locality</b>	Opelika City ▾ *
<b>Site</b>	Opelika High Sch ▾ *

8. The entry will display in the credentials area of the page as shown below.

1-1 of 1 items

Credential	Date	Passed	Cluster	Program	Locality	Site	Other Location	Action
Adobe Certified Associate (ACA)	4/4/2022	✓	Business Management & Administration	Business Management & Administration	Opelika City	Opelika High Sch		<input type="button" value="✖"/>

Rows/Page