


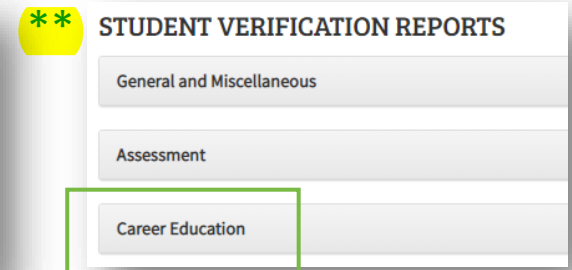


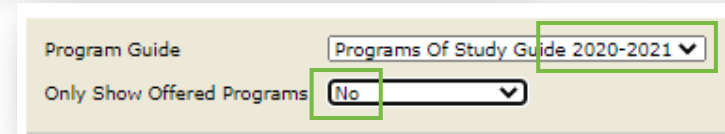
1. Login to NDE Portal: portal.education.ne.gov
2. Click on blue tab: Student and Staff (NSSRS) to open the site.*
3. Click on the blue link: ADVISER Validation
4. Change School Year and click Select
5. From menu on left, under Verification Reports, choose "Students"
6. Click on gray Career Education bar**
7. Click on the blue link: "Programs of Study Courses." This opens the Programs of Study Report Site and report choices.
8. In the Program Guide drop-down menus, the selected Program of Study Guide should match the Program year selected in Step 4.
9. Choose "Yes" or "No" in the "Only Show Offered Programs" dropdown (see description to the right).
10. Click on the View Report button in the upper right of the menu.

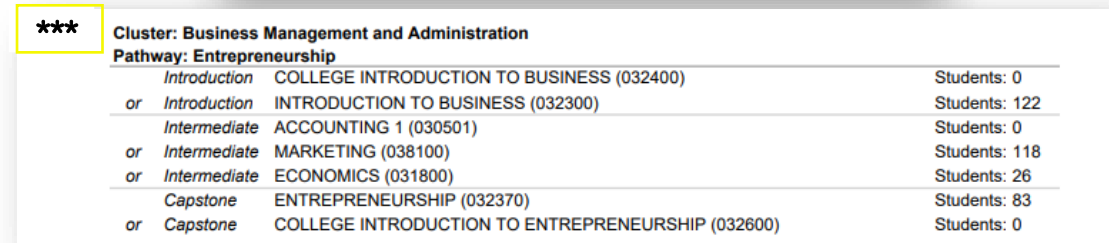
The report now shows programs of study offered by district based on the selection criteria. To view, click on the left or right navigation arrows or download the report to review data using the "save as"  button and selecting an Adobe PDF file.

Contact the NDE Helpdesk: ADVISERHelp@NebraskaCloud.org

*  The screenshot shows the top navigation bar of the NDE Portal. The 'Student & Staff (NSSRS)' tab is highlighted with a green box. Below the navigation bar, there are 'Related Links' and 'Collection Announcements' sections.

**  The screenshot shows the 'STUDENT VERIFICATION REPORTS' menu. The 'Career Education' option is highlighted with a green box.

 The screenshot shows a dropdown menu for 'Program Guide' with 'Programs Of Study Guide 2020-2021' selected. Below it, the 'Only Show Offered Programs' dropdown is set to 'No'.

***  The screenshot shows a table of Program of Study courses. The first row is highlighted with a green box and contains three asterisks (***) in the left column.

Cluster: Business Management and Administration		
Pathway: Entrepreneurship		
Introduction	COLLEGE INTRODUCTION TO BUSINESS (032400)	Students: 0
or Introduction	INTRODUCTION TO BUSINESS (032300)	Students: 122
Intermediate	ACCOUNTING 1 (030501)	Students: 0
or Intermediate	MARKETING (038100)	Students: 118
or Intermediate	ECONOMICS (031800)	Students: 26
Capstone	ENTREPRENEURSHIP (032370)	Students: 83
or Capstone	COLLEGE INTRODUCTION TO ENTREPRENEURSHIP (032600)	Students: 0

"Only Show Offered Programs" Yes or no?

- "No" Displays all possible combinations for all Programs of Study in each of the six career fields. Student enrollment is shown for courses offered at the high school. If a Program of Study has *** (3 asterisks) in the left column, it is recognized as being "offered."
- "Yes" Only displays Programs of Study "offered" for the reporting year at the high school. Student enrollment is shown for courses offered.

NOTE: Courses with 0 students cannot be counted within a Program of Study. If you know that at least one student took a specific course but 0 students are showing as enrolled, a variety of issues may exist. Review the information with your Data Steward.



“NOT ALL OR NONE OF THE PROGRAMS OF STUDY EXPECTED SHOW UP ON THE STUDENT VERIFICATION REPORT FOR CAREER EDUCATION – PROGRAMS OF STUDY.”

Year-long courses include all the accounting and Project Lead the Way (PLTW) courses (based on a traditional 7- or 8-period day). Report these courses with semester “S1” **AND** semester “S2” **OR** Semester “YL” to ensure appropriate credit for the course.

- 030302 College Principles of Accounting
- 100164 PLTW Aerospace Engineering
- 100165 PLTW Biotechnical Engineering
- 100162 PLTW Civil Engineering and Architecture
- 101901 PLTW Computer Integrated Manufacturing
- 100403 PLTW Digital Electronics
- 100163 PLTW Engineering Design and Development
- 100161 PLTW Introduction to Engineering Design
- 100160 PLTW Principles of Engineering

CHECK FOR POSSIBLE CAUSES	POSSIBLE SOLUTIONS
Were CTE teachers input into Staff reporting AND were they included in ADVISER Course Sections/Grades?	<ul style="list-style-type: none"> ✓ All district teachers need to be entered into ADVISER showing all courses they teach both 1st and second 2nd semester. ✓ Online, distance learning, dual credit and/or career academy courses must be entered into ADVISER showing the instructor (who may not be a district employee) and the course code for the course delivered.
Were all CTE courses included in ADVISER Course Sections/Grades? Were CTE courses reported under Teacher Courses in ADVISER?	<ul style="list-style-type: none"> ✓ All high school courses should be entered into ADVISER. Make sure the right course codes were used for reporting CTE courses.
Were any CTE courses coded as “ other ” when course titles didn’t match those found in the Course Codes and Clearing Endorsements?	<ul style="list-style-type: none"> ✓ Teachers should align their courses to state CTE course standards (at least 90% of the standards should be addressed) ✓ Any courses coded as “other” will not be pulled into a program of study.
Were any CTE courses coded incorrectly?	<ul style="list-style-type: none"> ✓ Data entry errors ✓ Errors made during uploading process. Check the CTE course codes for the appropriate year at: http://cestandards.education.ne.gov
Does the school follow Block Scheduling ? Note: The ADVISER Course Sections/Grades Verification Report COURSES will list reported courses by semester. It is possible one semester Course Sections/Grades was reported and the other not, resulting in only half the credit for a course.	<ul style="list-style-type: none"> ✓ Districts using block scheduling may have some courses that do not show up as year-long courses. For courses where this is needed, please report the course as a Block Scheduling through its Section Characteristics in ADVISER in order for it to be reflected. DO NOT code block schedule courses as year-long courses unless they are offered year-long. ✓ All of the CTE courses are defined by NE CTE course standards for one semester based on a 7-8 period day. The only exceptions are College Accounting, and any of the PLTW courses annotated in this document.
Does the high school offer full-year courses?	<ul style="list-style-type: none"> ✓ Some schools offer only year-long courses. Follow the steps identified directly above to properly identify content taught each semester. ✓ Biennial Courses: If schools offer courses on an alternating year schedule, the biennial courses form must be submitted annually. Alternating courses may not exceed one course per career field. See www.education.ne.gov/apac/reports-and-forms/ for guidance (Rule 10, 004.04C4).
Is the course a high school course?	<ul style="list-style-type: none"> ✓ The only middle level course that can count for a program of study is Computer Applications. This course may be delivered at high school level or at 8th grade level. In either case Course Code 033422 must be a continuous 18-week course that addresses at least 90% of the course standards.