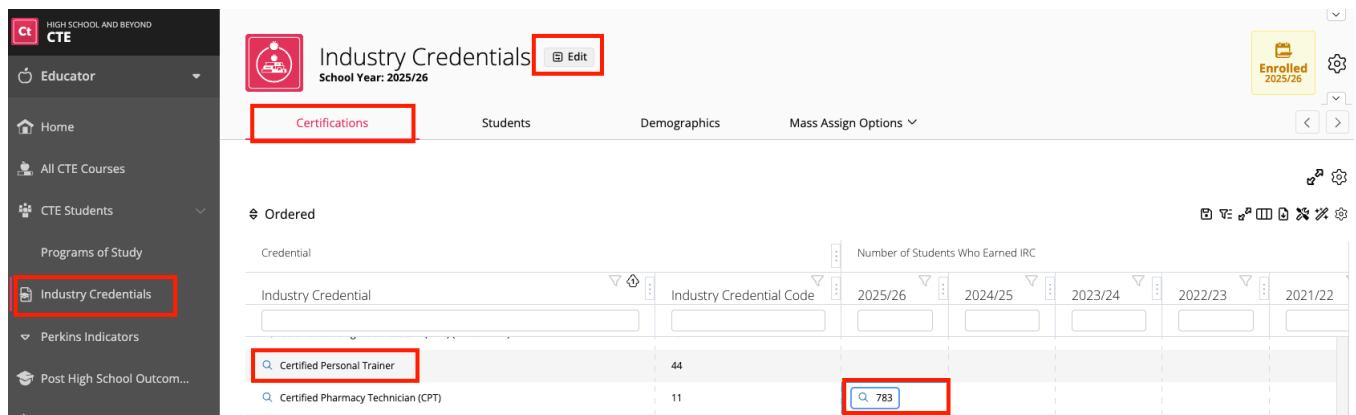


Manage Industry Credentials

Here, you will learn how to configure information about Industry Credentials.

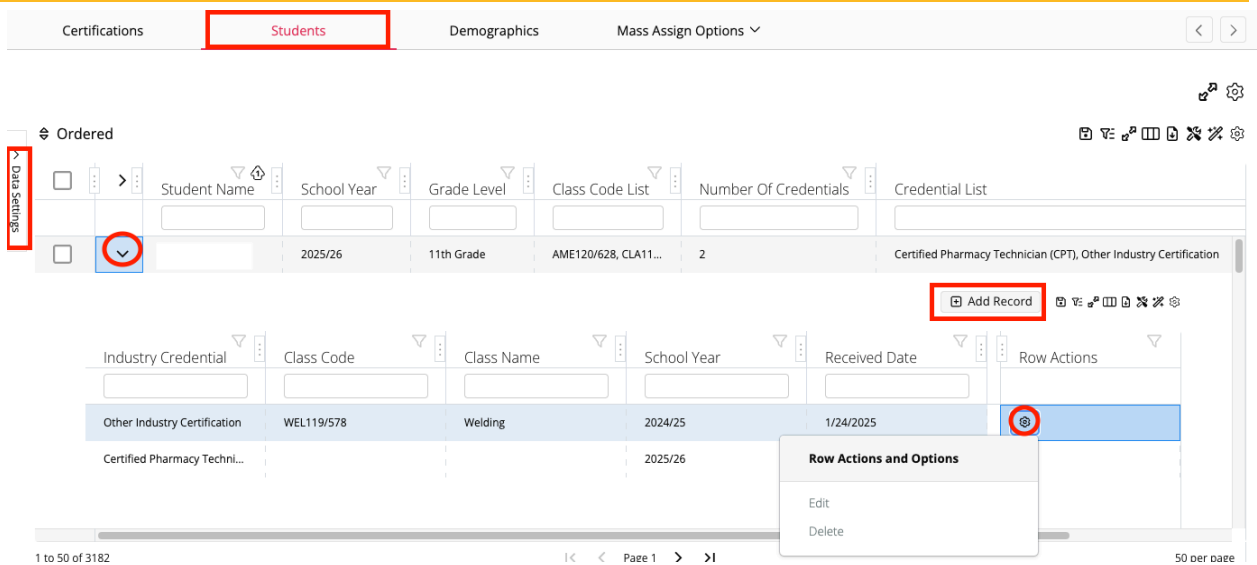
Multiple Roles: Educator, Data Administrator

1. Start under **Industry Credentials** in the left navigation menu.
2. Use the **Edit Page Data Settings** button to the right of the page title.
3. You will see various subpages (tabs) across the top of the page.



Industry Credential	Industry Credential Code	2025/26	2024/25	2023/24	2022/23	2021/22
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

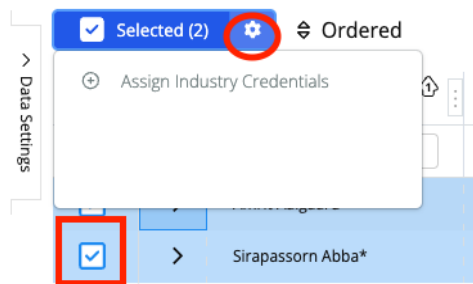
- a. **Credentials Tab:** This tab displays a data table showing Industry Credentials, Codes, and the Number of Students Who Earned the Credential across various school years.
 - i. Use the **Data Settings** drawer to the left to select the **School Year** if needed.
 - ii. Click the **magnifying glass** in the **Industry Credential** column to view the IC Details, Students, and Demographics (Educator only).
 - iii. Click the **magnifying glass** in the **Number of Students Who Earned the Credential** column to view a list of included students.
 1. Click the **magnifying glass** next to the student's name to view further details, CTE information, and Documents about the student.
- b. **Students Tab:** This lists the students, school year, grade level, class code list, number of credentials, and the credential list.



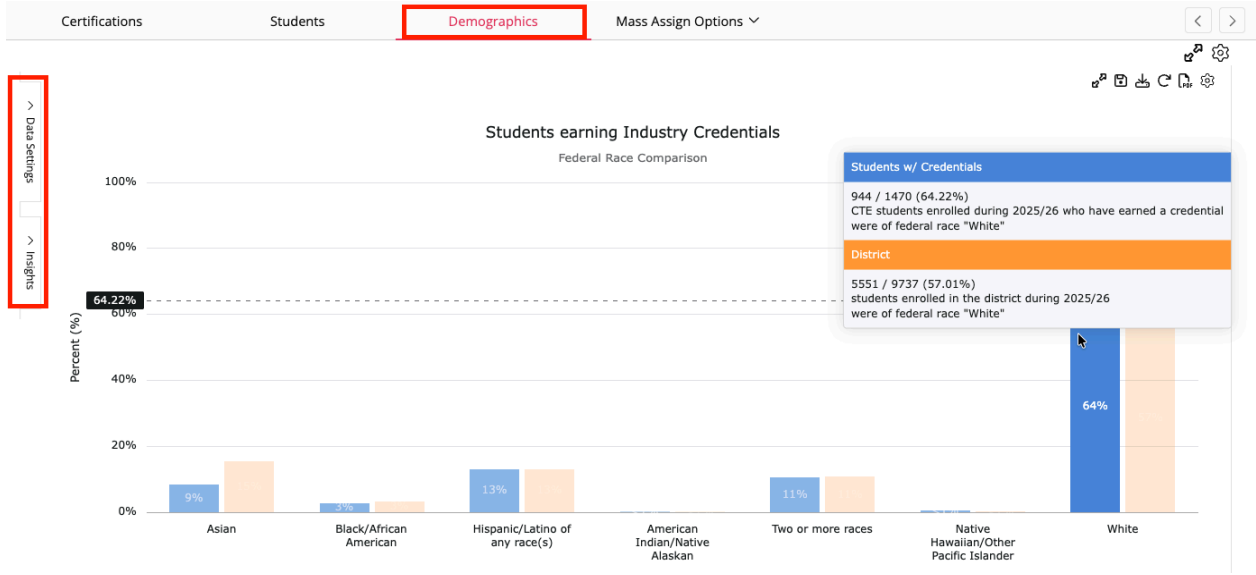
- i. Click the **arrow** to the far left of the student to show embedded Industry credential details (Class Code, Class Name, School Year, Received Date).
 1. Click the **Add Record** button in the top right.
 - a. Click the **magnifying glass** in the **Industry Certificate** field and click the **checkbox** to the left.
 - b. Select the **Received Date**.
 - c. Click the **magnifying glass** in the **Class** field and click the **checkbox** to the left.
 - d. Click **Save**.



2. To assign Industry Credentials en masse, click one or more **checkboxes** to the far left, click the **Selected Gear** in the top left, and choose **Assign Industry Credentials**.
 - a. Select the **Industry Certificate**, **Received Date**, and **Class** as above.



3. Click the **Row Actions Gear** to the far right to **Edit or Delete**.
- c. **Demographics Tab (Educator Role only):** Here you can view Federal Race Comparison or Distributions of Students earning Industry Credentials.

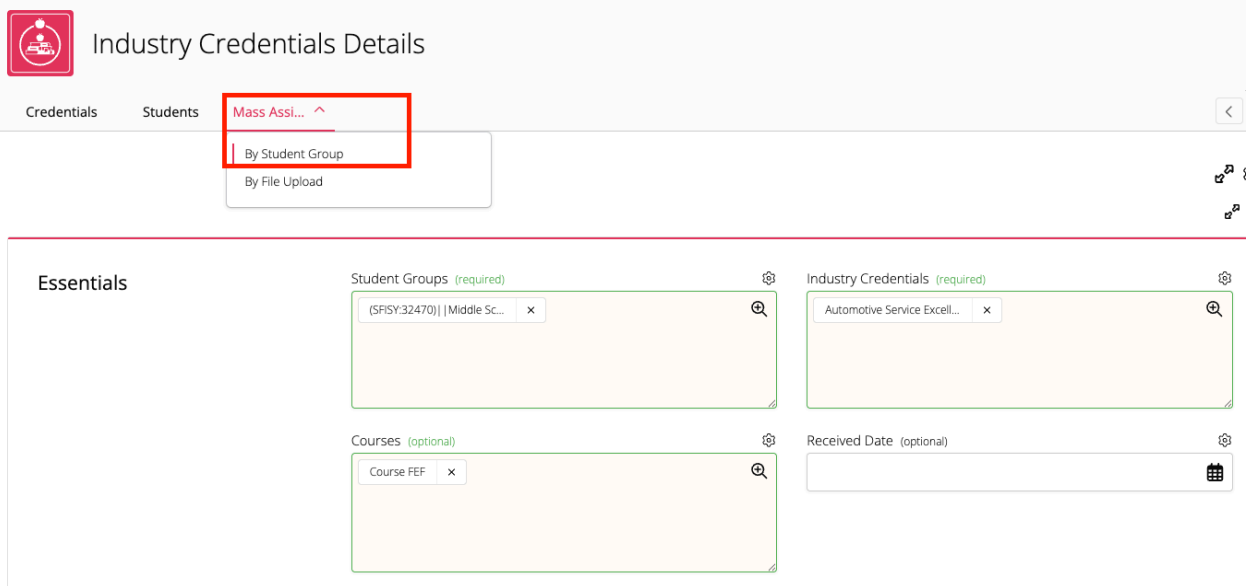


- i. Use the **Data Settings drawer** to the left to set distribution or comparison settings.
- ii. Use the **AI Insights drawer** to the left to delve deeper.
- iii. Hover over any bar for further information.
- iv. Click the bar to view included students.
 1. Click the magnifying glass next to the student's name to view the Student Dashboard.
 2. Click one or more **checkboxes** to the far left, click the **Selected Gear** in the top left, and choose **Add Students to Student Group**.

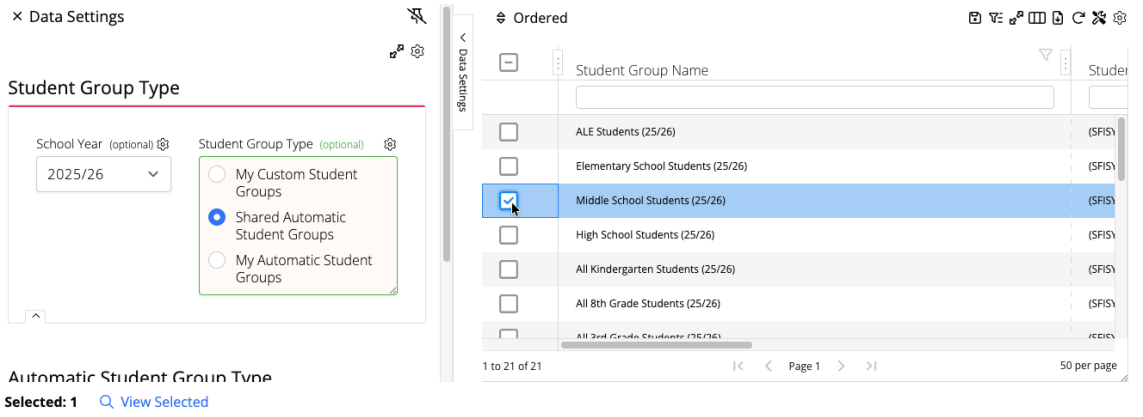
Selected	Gen...	Federal Race	Currently Enrolled	GPA	Cre...	Last K...	La...	Last Known Grade L...
<input checked="" type="checkbox"/>	Vijay	Hispanic/Latino of any rac...	Yes	2.73	22.9	2025/26	Rav...	11th Grade
<input checked="" type="checkbox"/>	Aydir	Hispanic/Latino of any rac...	Yes	3.27	21.7	2025/26	Rav...	11th Grade
<input type="checkbox"/>	Nishu	Hispanic/Latino of any rac...	Yes	3.76	26	2025/26	Rav...	11th Grade
<input type="checkbox"/>	Indic	Hispanic/Latino of any rac...	Yes	3.4	23	2025/26	Rav...	11th Grade
<input type="checkbox"/>	Riggi	Hispanic/Latino of any rac...	Yes	1.8	8.5	2025/26	Rav...	9th Grade
<input type="checkbox"/>	Shey	Hispanic/Latino of any rac...	Yes	3.85	27.7	2025/26	Rav...	11th Grade
<input type="checkbox"/>	Bayk	Hispanic/Latino of any rac...	Yes	3.49	26	2025/26	Rav...	11th Grade
<input type="checkbox"/>	Jader	Hispanic/Latino of any rac...	Yes	3.5	17.4	2025/26	Rav...	10th Grade

- a. Click the **New or Existing Group radio button** and complete the additional requirements as needed.

d. Mass Assign Options Tab > By Student Group:



- i. Click the **magnifying glass** in the **Student Groups** field.
 1. To the left, select the **Data Settings Drawer** and select the **school year** from the dropdown menu.
 2. Click the **Student Group Type radio button** and select any additional filters as needed. (My Custom Student Groups, Shared Automatic Student Groups, or My Automatic Student Groups)
 3. To the right, click one or more **checkboxes** next to the chosen student group names, then click **Accept**.

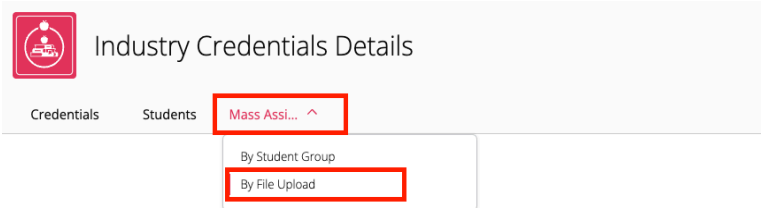


Student Group Name	Student
<input type="checkbox"/> ALE Students (25/26)	(SFIS)
<input type="checkbox"/> Elementary School Students (25/26)	(SFIS)
<input checked="" type="checkbox"/> Middle School Students (25/26)	(SFIS)
<input type="checkbox"/> High School Students (25/26)	(SFIS)
<input type="checkbox"/> All Kindergarten Students (25/26)	(SFIS)
<input type="checkbox"/> All 8th Grade Students (25/26)	(SFIS)
<input type="checkbox"/> All 9th Grade Students (25/26)	(SFIS)


Automatic Student Group Type
Selected: 1 [View Selected](#)

- ii. Click the **magnifying glass** in the **Industry Credentials** field, choose one or more **checkboxes** to the left, and click **Accept**.
- iii. Select the **Courses** field similarly.
- iv. Select the **Received Date**.

- v. Click **Save**.
- e. **Mass Assign Tab > By File Upload:** Here you can select a CSV or xlsx file that contains a Student Identifier, the name or code of an Industry Certificate, the date the certificate was received, and optionally a column to indicate the class in which the certificate was earned.



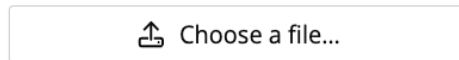
Essentials

Upload File (required) 

Select a csv or xlsx file that contains a

+

- i. Click the “+” icon in the **Upload File** field, click the **Choose a File** button, select the file, and click **Accept**.

























CTE Help Articles Log.xlsx 

- ii. Optionally, click the **magnifying glass** in the **Received Date Column** field and click the **checkmark** to the left.
- iii. Click the **magnifying glass** in the **Student ID Column** field, then click the **checkmark** to the left, and select the **Student ID Type** from the dropdown menu that appears.
- iv. Select the **Industry Credential** and **Class Column/Type** fields in the same way.
- v. Click **Save**.

Essentials

Select a csv or xlsx file that contains a Student Identifier, the name or code of an Industry Certificate, the date the certificate was receiving, and optionally a column to indicate the class in which the certificate was earned.

Upload File (required)  <input type="text" value="CTE Help Articles Log.xlsx"/>  	Received Date Column (optional)  <input type="text" value="Internal HELP DESK ARTICLE"/>  
Student ID Column (required)  <input type="text" value="Internal HELP DESK ARTICLE"/>  	Student ID Type (required)  <input type="text" value="SSID"/> 
Industry Credential Column (required)  <input type="text" value="Internal GUIDE DOC LINK"/>  	Industry Credential Identifier Type (required)  <input type="text" value="Certificate Name"/> 
Class Column (optional)  <input type="text" value="Internal UPDATES NEEDED?"/>  	Class Identifier Type (required)  <input type="text" value="Class Code"/> 

 **Save**