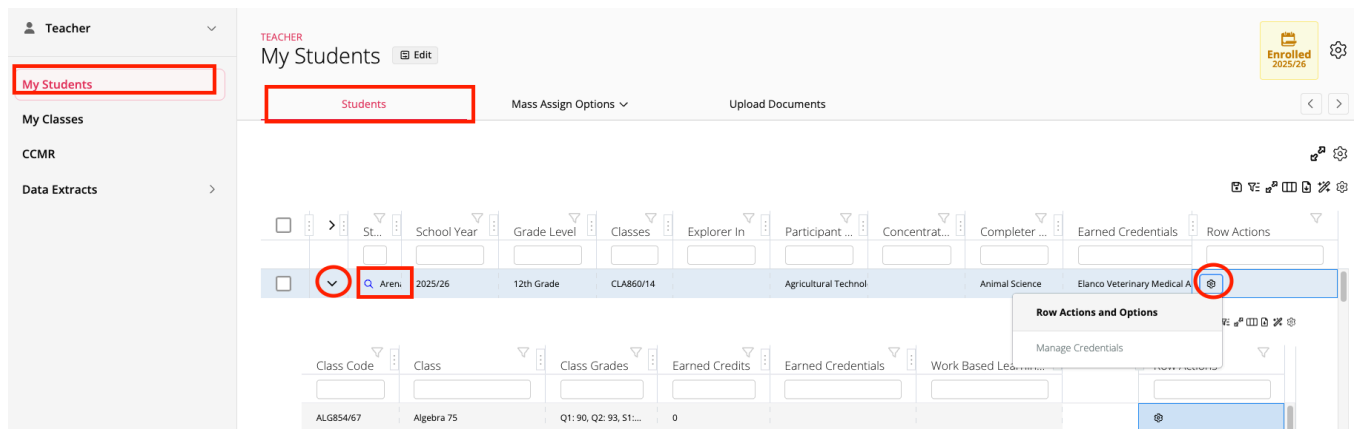


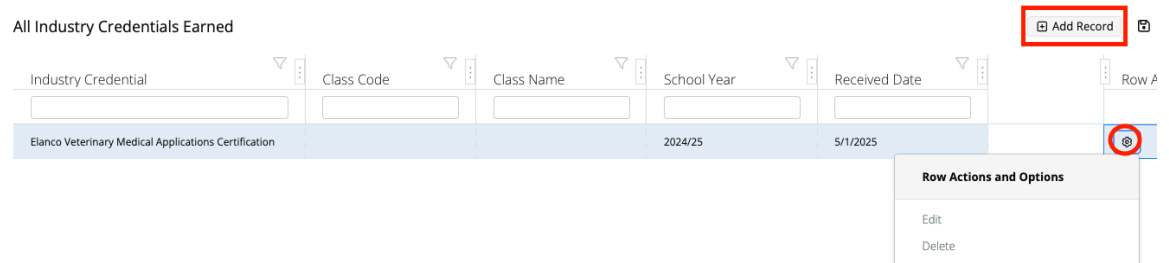
CTE Teacher: Adding Industry Credentials (Connect)

Here, you will learn how to manage your students by adding Industry Credentials.

1. Start under **My Students** in the left navigation menu.
2. You will see a data table with various subpages (tabs) across the top of the page.



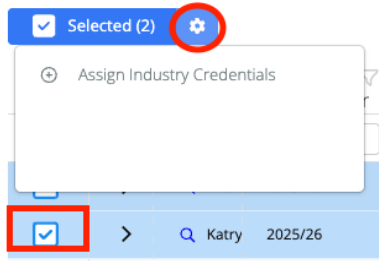
3. In the **Students Tab**:
 - a. Click the left **arrow** to view the student's classes.
 - b. Click the **magnifying glass** next to the student's name to view CTE Concentrations, Enrollments, Programs of Study, Credits Earned, and Industry Credentials.
 - c. Click the **Row Actions Gear** to the far right and choose **Manage Credentials** to assign Industry Credentials.
 - i. Click the **Add Record** button in the top right.



1. Click the **magnifying glass** in the **Industry Credential** field, click one or more checkboxes to the left, and click **Accept**.
2. Select **Courses** similarly.
3. Select the **Received Date**.
4. Click **Save**.

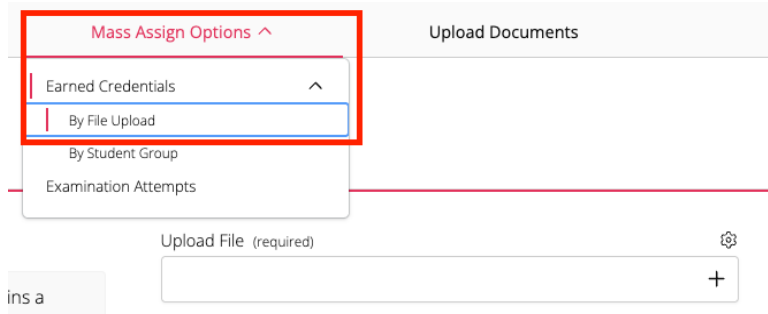


- ii. Click the **Row Actions Gear** to the far right of the chosen credential to **Edit** or **Delete**.
- d. To add Industry Credentials en masse, click one or more **checkboxes** to the far left of the students of choice, click the **Selected Gear** in the top left, and choose **Assign Industry Credentials**.



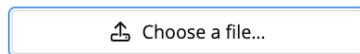
i. Select the **Industry Credential, Courses, and Received Date** as above.

4. Click the **Mass Assign Options** tab, select **Earned Credentials**, then **By File Upload**.



a. Click the **“+”** icon in the **Upload File** field.

i. Click **Choose a file** and 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, then click **Accept**.



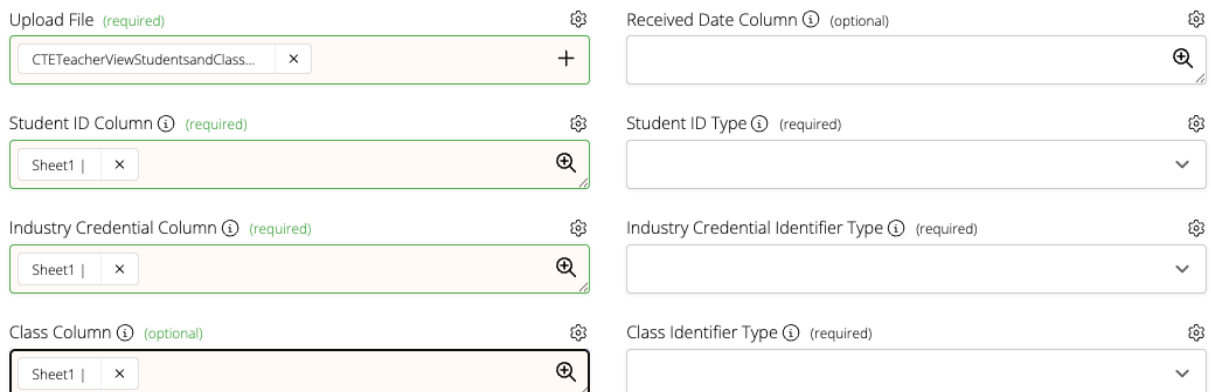
CTETeacherViewStudentsandClasses.xlsx

b. Click the **magnifying glass** in the **Received Date Column** and click the checkbox to the left.

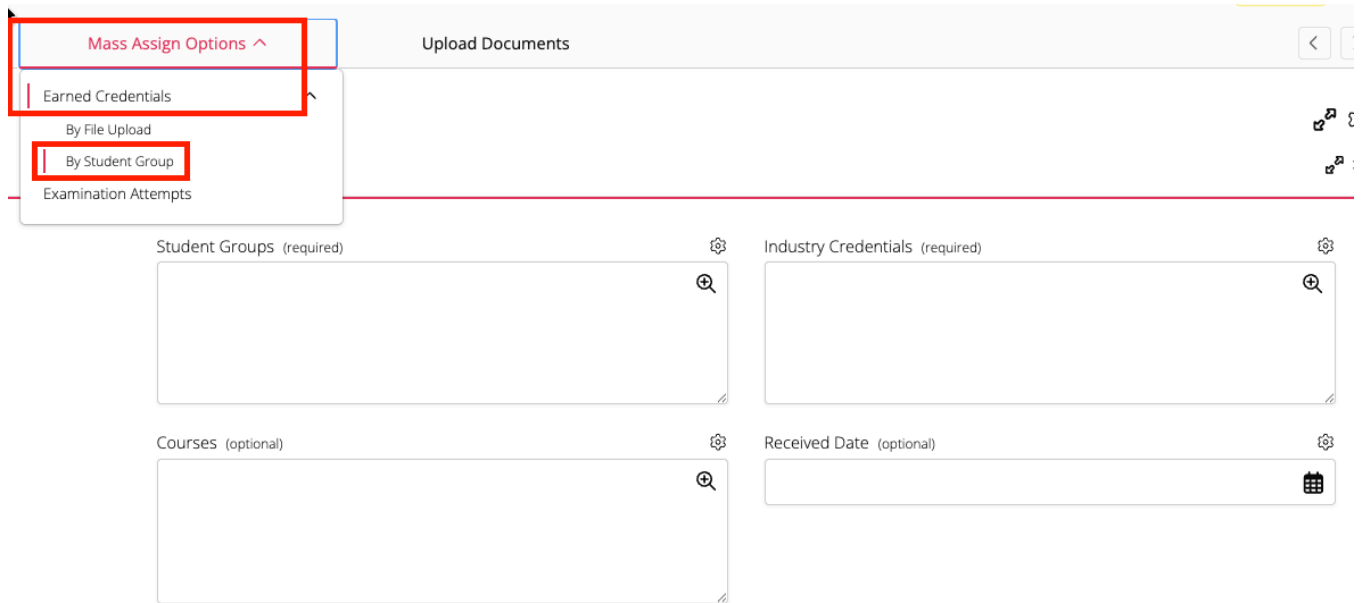
c. Select the **Student ID Column, Industry Credential Column, and Class Column** fields similarly.

d. Select the **Student ID Type, Industry Credential Identifier Type, and Class Identifier Type** from the dropdown menus.

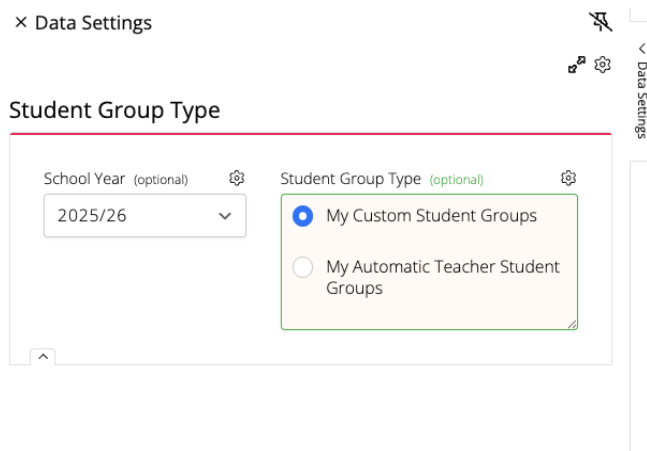
e. Click **Save**.



5. Click the **Mass Assign Options** tab, select **Earned Credentials**, then **By Student Group**.



- a. Click the **magnifying glass** in the **Student Groups** field.
 - i. On the left in the **Data Settings Drawer**, select the **School Year** from the dropdown menu.
 - ii. Click the **Student Group Type** radio button and add additional filters as needed.



- iii. On the right in the Student Group data table, click the **checkbox** to the left for the chosen student group name and click **Accept**.

<input type="checkbox"/>	Scienc...	Period 6 - Science 630, All Year (25/26)
<input type="checkbox"/>	Scienc...	Period 8 - Science 631, All Year (25/26)
<input type="checkbox"/>	Class ...	Periods 5, 6 - Class 748, All Year (25/26)

- b. Click the **magnifying glass** in the **Industry Credentials** field, click one or more **checkboxes** to the left, and click **Accept**.
- c. Select **Courses** similarly.
- d. Select the **Received Date**.

e. Click **Save**.

6. Click the **Upload Documents Tab**. The uploaded files should have names that match the selected Student Identifier for each student. This process will ignore any file that fails to be mapped to a student.

Mass Assign Options ▾ Upload Documents <


Student Identifier (required) ⚙

SSID
 External Application Id
 Other Id
 Skyward Alternate-Id

Student Document Files (required) ⚙

+

- a. Click the **Student Identifier radio button**. (SSID, External Application ID, Other ID, Skyward Alternate ID)
- b. Click the **“+” icon** in the **Student Document Files** field.
 - i. Click **Choose a file** and 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, then click **Accept**.

 Choose Files ...

No File Chosen

- ii. Fill in the **Student Document Label** and **Student Document Description**.
- iii. Click **Save**.

Student Identifier (required) ⚙

SSID
 External Application Id
 Other Id
 Skyward Alternate-Id

Student Document Files (required) ⚙

CTETeacherViewStudentsandClass... x +

Student Document Label ⓘ (optional) ⚙

Aa

Student Document Description (optional) ⚙

Aa