eTiger Data Entry
Quick Reference Guide

Teacher Responsibilities

1. Enter **credits earned** for CTE courses.
   - This must match EIS.
2. Mark student as a **concentrator** if the student took two CTE courses in a sequence in an approved program of study.
3. Complete dual credit and/or dual enrollment sections.
   - **Dual Credit:** Select one of the following from the dropdown box under Dual Credit.
     - Select "Pass", if the student took a dual credit course and passed.
     - Select "Fail", if the student took a dual credit course but did not pass.
     - Select "Yes", if this student took a dual credit course but did not take the post secondary required course assessment at the end of this class.
     - Select "No" or leave the Dual Credit column as "no" if this student did not take this class as dual credit course.
   - **Dual Enrollment:**
     - Select the postsecondary institution from the drop-down list for the Dual Enrollment course.
     - Enter the credits or credit hours earned for this dual enrollment course for the select ed student.
     - Change to "Yes" for this student after the "Extract" process has completed.
4. Wait 24 hours. There is a full 24 hour process window.
   - Rows will be pink as eTiger data is processing.
5. After the 24 hour process window, **click attest and save data**.

CTE Director Responsibilities

1. **Attest system** if above is complete and correct.
2. **Approve whole district** as final approved.
   a. Go to utilities, click on district approval, attest classes as correct.