Synergy – CTE Credit Bearing Manual Entry Guide

- This guide explains how to manually enter CTE credit bearing data into Synergy. The data is entered on the Student CTE screen and users must first have their focus at the school level (see below)

- Students must have a concurrent enrollment at a CTE school AND CTE program data entered before Credit Bearing data can be entered. The enrollment can either be created manually or through the Student Enrollment upload.

1. In the top right, click the school year or school/district name and the Change Focus box appears. Select the following in the Change Focus box and click **Save**:

   **Year**: Select the current school year (the example picture shows 2020-2021)
   Organization: Choose your CTE school (the example picture shows Capital Area Tech Center)
   Show Students: Show Active and Inactive

2. Click the PAD Tree to open the navigation menu.
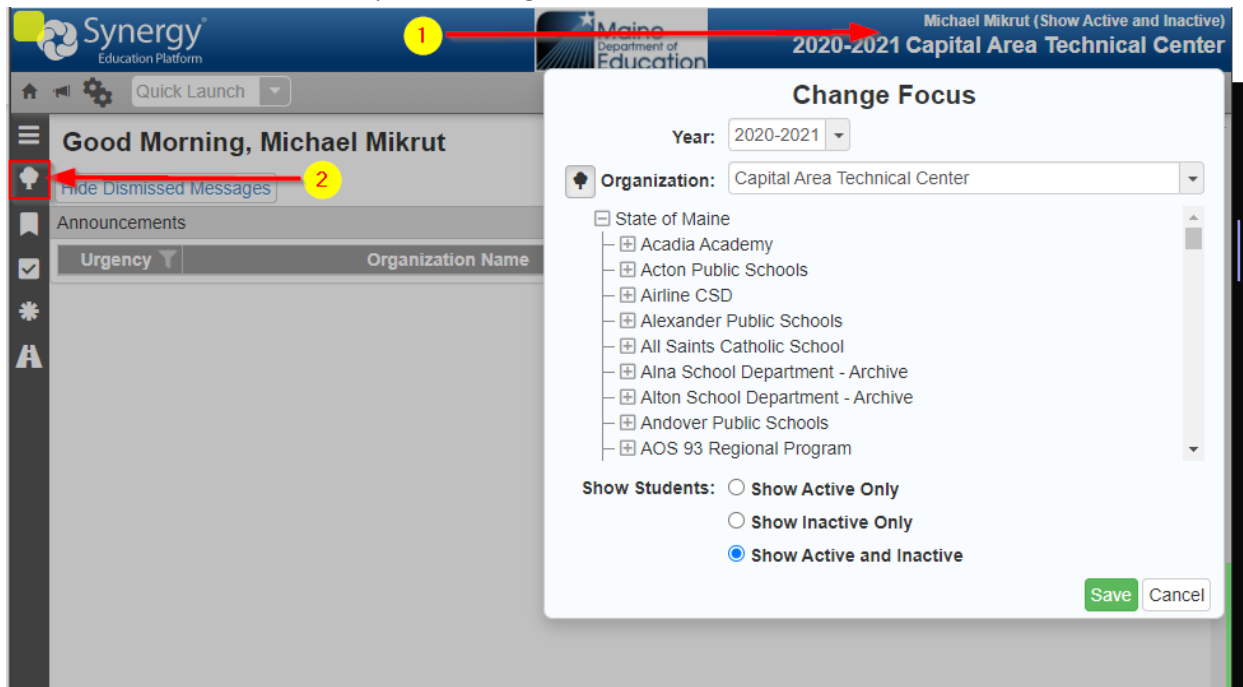
3. In the PAD Tree, Click **Student CTE** to navigate to the Student CTE screen.
   (You may need to click the arrows next to Synergy SIS and Course History to expand).
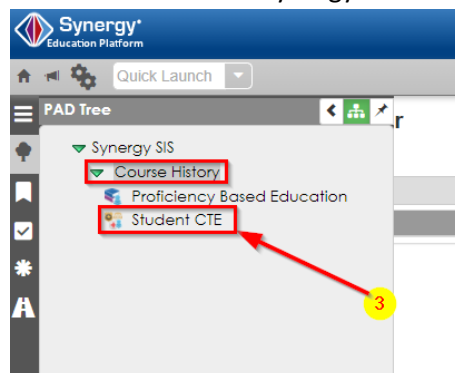
Entering CTE Credit Bearing data:

1. Type in the student's Last Name and First Name or State ID.
2. Click **Find**.

3. Click 'Open Details' for the CTE program you wish to add the credit bearing data. (If they do not have a program already, you will need to add their CTE Program first):

4. In the program detail window that appears, you can now click 'Add' under the Credit Bearing section to insert a record.
5. Choose the **Institution Name** for which they are receiving credit, the **Credit Amount**, and **CourseID**.
    a. Credit Amounts must be at least 0.5 and no greater than 20.0.
    b. CourseID will be alpha-numeric only, no punctuation, maximum of 10 characters.
        i. Ex: ENG101 , PSY20001, AUTO100
6. Save