Spring Inters Instructions

**Instructions:**

1. Do not change any columns or alter the format of the spreadsheet in anyway.  It will not upload into INTERS correctly for me if the formatting is changed.
2. You can HIDE columns that you are not using. I HIDE as many columns as I can so that I can focus on the columns that I am working on. UNHIDE the columns before sending the spreadsheet back to me.
3. I will complete all information for any shared CTE program. You only need to complete the information for 1 hour classes.
4. I will also fill in the pathway for each student. Do not fill in column AB
5. I personally feel that the easiest way to complete this spreadsheet is to have the instructors fill in their student information. All that you are reporting is earned credits, dual credit, and assessment information. The instructors probably already know who is going to pass the class. Most of our area CTE districts have their instructors complete the information on the spring report. I have asked all of my SHARED instructors to complete the information for the traveling programs. I have already received a couple back. I take time each day to work on the INTERS report to fill in information for each of our traveling programs.

You only need to fill out the following columns

1. **Column AD** will have the total number of credits the student could have earned in that class for the year.  If the student earned all the credits listed in that column then **Column AZ** should have a Y in it.  If the student did not earn all the credits listed in **column AD** then put the number of credits they did earn for the year in **Column AZ** instead of the Y (do not change AC).
2. If the student earned dual credit for the class then put the total number of college credits they earned in **column AS**.  This will most than likely be a 3.  If they did not earn dual credit then just leave it blank.
3. **Column AV**- (Assessment) Look at the Indiana Approved Assessment guide (see attachment). List the abbreviation for any test that the student PASSED. DO NOT LIST A TEST IF THE STUDENT DID NOT PASS. If the student took a Dual credit ECA and PASSED the test. List “dual” as the test. Once again, only fill in this column for your local 1 hour classes. I will take care of all programs where students travel. You may not have any 1 hour classes that take an assessment. We only have a few programs in our cooperative that do this.
4. **Column AW**-(Assessment Passed) Once again put a “1” if yes the student passed and nothing if they didn’t.

Hopefully you will find this much easier and less intense than last year’s Spring report. I would like to have this information as soon as you can get it to me.

As always email or call if you have questions.