Understanding the LaunchBoard
California Career Pathways Trust Tab

The CTE LaunchBoard is a web-based, user-friendly data dashboard that brings education, employment, and labor market data together to inform decision making and planning for career and technical education (CTE) programs. Supported by the California Community Colleges Chancellor’s Office and hosted by Cal-PASS Plus, the LaunchBoard is designed to foster conversations across sectors, regions, and grants by bringing together information on CTE programs in one, easy-to-access location.

The LaunchBoard includes a tab for California Career Pathways Trust (CCPT) grantees, which can be used by K-12 and community college practitioners free of charge. The CCPT tab of the LaunchBoard is a voluntary tool intended to help grantees aggregate required reporting data across sites and to support local data conversations. It is not the official mechanism to report on grant outcomes to the California Department of Education (CDE), the lead agency for CCPT. For more information on CCPT, visit: [www.cde.ca.gov/ci/ct/pt](http://www.cde.ca.gov/ci/ct/pt)

What are the benefits of using the LaunchBoard for CCPT?

The LaunchBoard:
- compiles required reporting items across sites
- allows users to see results for their own institution, other institutions within their consortium, and their consortium as a whole
- track community college outcomes for students who began in a K-12 pathway

What do I need to do to access the LaunchBoard CCPT tab?

Request access on the Cal-PASS Plus website at https://www.calpassplus.org/User/Login.aspx:
- You will need to provide your name, job title, institutional affiliation, grant consortium, and an email address that is associated with your institution
- You will receive a user name and password within 48 hours
- You will only be able to see information for CTE programs in your grant consortium
- Access will only be provided to individuals associated with institutions that have a current MOU with Cal-PASS Plus
What is Cal-PASS Plus?

Cal-PASS Plus is an actionable and free K-16 system of data that is managed by Educational Results Partnership in tandem with San Joaquin Delta College. The system of data offers longitudinal data charts, detailed analysis of K-16 transition processes and college readiness, information and artifacts on success factors, and comparisons among like colleges, school systems, schools, grade levels and subjects. Cal-PASS Plus is funded through the Community College Chancellor’s Office and the Board of Governors.

If my consortium elects to use the tab, what do I need to do?

1) **Ensure all K-12 and four-year partners are members of Cal-PASS Plus** Visit [https://www.calpassplus.org/calpass/join/members](https://www.calpassplus.org/calpass/join/members) to see the status of partner institutions (community colleges are already members of Cal-PASS Plus).
   - **Not yet a member?** Complete an online MOU or download the MOU for signature and submission: [https://www.calpassplus.org/CalPASS/Join/NewMou.aspx](https://www.calpassplus.org/CalPASS/Join/NewMou.aspx)
   - **What is your data status?** Ensure that data have been uploaded to Cal-PASS Plus each year
   - **What is your data sharing status?** Does your MOU allow other institutions to see your information? Update your data sharing status if needed.

2) **Select data managers**
   To set appropriate data permissions, each grant consortium needs to identify a consortium data manager for overall data coordination, plus a local data manager at each participating K-12 institution and community college.

   Once the consortium data manager and local data managers are identified, consortia should submit a list with the following information to help@calpassplus.org: name, job title, educational institution, and email address. **Please use “CCPT Data Managers” in the subject line of the email.**

   You can download a sample form to collect this information and a one-pager that can be shared with grant partners to assist with identifying the consortium data manager and local data managers at [http://doingwhatmatters.cccco.edu/LaunchBoard/CCPT.aspx](http://doingwhatmatters.cccco.edu/LaunchBoard/CCPT.aspx).
3) **Upload information on which institutions are part of the grant consortium**

To set up the CCPT Tab, the consortium data manager will need to establish which institutions are part of their grant, using a simple web survey form on the LaunchBoard tab. This step must be done first, before other information can be entered into the LaunchBoard CCPT Tab.

4) **Document characteristics of pathway programs**

To set up pathway programs in the LaunchBoard CCPT tab, K-12 partners will need to document the CTE Pathway code for each pathway program, as well as specific characteristics of the program (identified as “Additional Pathway Information” in the CDE CCPT Momentum Points). These characteristics include the number and structure of courses, student supports, and teacher resources, and can be documented using a simple web survey form on the LaunchBoard tab.

Similarly, community college partners will need to select the program Taxonomy of Programs (TOP) codes associated with their pathways and document their pathway program characteristics.

This step must be done second, before other information can be entered into the LaunchBoard CCPT Tab. A complete list of program codes is included in the user guide available here: [http://doingwhatmatters.cccco.edu/LaunchBoard/CCPT.aspx](http://doingwhatmatters.cccco.edu/LaunchBoard/CCPT.aspx).

5) **Upload K-12 program participants and momentum points to the LaunchBoard**

To enable the tracking of K-12 students into community college, grantees will need to collect all of the following data points for K-12 students who are part of CCPT pathway programs and upload this information to the LaunchBoard CCPT tab:

- Last Name
- First Name
- Date of Birth
- Gender
- Local Student ID
- Statewide Student ID (SSID)
- High School CDS Code (County, District, School)
- CTE Pathway Code
- Student year (first year, second year, third year, fourth year)

In addition, grantees will need to upload information on the CCPT Momentum Points. These metrics will be reported as aggregate numbers that are input using a simple web survey tool.
6) **Use the LaunchBoard to fill out grant reports and inform conversations on grant outcomes**

Once K-12 and college information is entered, the LaunchBoard will provide totals for all of the required grant metrics, by year, institution, grant consortium, and pathway.

- Grantees can then put these figures into the official CDE reporting mechanism
- Data can be used for grantee conversations about student outcomes, including highlighting effective efforts and identifying areas for improvement
- Once data are uploaded, site-level faculty and staff can review outcomes for their grant at any time

**What does the LaunchBoard CCPT tab look like?**

The tab includes each of the metrics required for CCPT grant reporting. After selecting their consortium and pathway, users will be able to see consortium outcomes on each metric, both in total as well as for each participating institution. In addition, users can mouse over participating institutions to see characteristics of the pathway program. Users are only able to see data for the consortia in which they are members.

**Where can I get additional information?**

Email questions about using the CCPT tab to launchboard@cccco.edu. Email questions about data definitions and grant requirements to the California Department of Education (CareerPathways@cde.ca.gov).