Using the LaunchBoard California Career Pathways Trust (CCPT) Tab
The LaunchBoard CCPT Tab:

- Is not the official CDE reporting system – data will also need to be reported to CDE
- Is voluntary—grantees are not required to use it
- Is in alignment with CCPT data-reporting requirements
Overview

The LaunchBoard California Career Pathways Trust (CCPT) tab is intended to

• Foster conversations between members and partners regarding pathway programs and activities

• Enable consortia to highlight effective efforts and identify areas for improvement

• Track students from K-12 to community colleges
Using the LaunchBoard CCPT Tab

The LaunchBoard CCPT tab will provide totals for all of the metrics by year, institution, grant consortium, cohort, and pathway:

- Site-level faculty and staff can review outcomes for their grant at any time.
- Data can be used for grantees conversations about student outcomes, including highlighting effective efforts and identifying areas for improvement.
- Figures can be compiled across consortium members for grant reports.
Using the LaunchBoard CCPT Tab

Users will be able to view outcomes by **consortium**, **pathway**, **academic year**, and **cohort**.

California Career Pathways Trust Tab

The California Career Pathways Trust (CCPT) LaunchBoard tab is a tool intended to foster conversations within CCPT grant consortia by bringing together information on grant outcomes and activities in one, easy-to-access location. The CCPT tab of the LaunchBoard is a voluntary tool intended to support local data conversations and intersegmental data matching. It is not the official mechanism to report on grant outcomes to the California Department of Education, the lead agency for CCPT. Information on how to use this tool is available [here](https://example.com). Metrics were established by the California Department of Education (CDE). Click [here](https://example.com) to read the CDE definitions.

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<table>
<thead>
<tr>
<th>Grant Consortia</th>
<th>K-12 CTE Pathway Program</th>
<th>Community College Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(111) ...</td>
<td></td>
</tr>
</tbody>
</table>

**Refresh**
Using the LaunchBoard CCPT Tab

View K-12 and community college outcomes across the entire consortium and drill down to see outcomes of each participating institution.

<table>
<thead>
<tr>
<th>Student Activities and Outcomes (grantee-reported)</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students enrolled in the career pathway program (community college)</td>
<td>650</td>
</tr>
<tr>
<td>College</td>
<td>4</td>
</tr>
<tr>
<td>City College of San Francisco</td>
<td>500</td>
</tr>
<tr>
<td>Shasta College</td>
<td>100</td>
</tr>
<tr>
<td>Sierra College</td>
<td>50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of students in dual enrollment courses aligned with the career pathway program in which they are participating</th>
<th>32</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>4</td>
</tr>
<tr>
<td>City College of San Francisco</td>
<td>6</td>
</tr>
<tr>
<td>Shasta College</td>
<td>23</td>
</tr>
<tr>
<td>Sierra College</td>
<td>3</td>
</tr>
</tbody>
</table>
View **pathway characteristics** for each individual program entered by grantees.
Using the LaunchBoard CCPT Tab

View **non-required outcomes** for students who began in K-12 programs

<table>
<thead>
<tr>
<th>K-12 Metrics</th>
<th>Community College Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Activities and Outcomes (grantee-reported)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Pathways Information (grantee-reported)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>K-12 Cohort Outcomes (not required for CDE grant reporting)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2015-2016</td>
</tr>
<tr>
<td>Number of students who enrolled in community college in any pathway</td>
<td>724</td>
</tr>
<tr>
<td>Number of students who completed one credit-bearing course in the selected pathway</td>
<td>650</td>
</tr>
<tr>
<td>Number of students who completed two credit-bearing courses in the selected pathway</td>
<td>495</td>
</tr>
<tr>
<td>Number of students who received a CTE certificate in the selected career pathway (both Chancellor’s Office approved and non-approved)</td>
<td>57</td>
</tr>
<tr>
<td>Number of students who received an associate degree or certificate in a different pathway</td>
<td>0</td>
</tr>
<tr>
<td>Number of students who received an associate degree in the selected career pathway</td>
<td>0</td>
</tr>
<tr>
<td>Number of students who transferred from community college to a four-year college or university in any pathway</td>
<td>0</td>
</tr>
</tbody>
</table>
GETTING STARTED
To access the LaunchBoard, your organization **must** have an institutional membership with Cal-PASS Plus

- Membership is free and open to all California Community Colleges and K-12 institutions
- To join, direct the appropriate person(s) at your institution to complete the Memorandum of Understanding (MOU) located here: [https://www.calpassplus.org/CalPASS/Join/NewMou.aspx](https://www.calpassplus.org/CalPASS/Join/NewMou.aspx)
There are three types of user roles for the LaunchBoard CCPT tab:

- **Consortium Data Managers**: Person responsible for setting up the LaunchBoard CCPT tab and for coordinating overall consortium data collection.

- **Local Data Managers**: Person responsible for coordinating and submitting locally gathered data for their K-12 district or community college.

- **General Users**: Individual users who may view the CCPT tab, but who are not responsible for data collection or submission.
Logging In


2. Click on the blue Log-In button in the upper right-hand corner of the LaunchBoard homepage
   – Existing LaunchBoard / Cal-PASS Plus users may enter their username and password in the Existing User form
   – First time users who do not have a Cal-PASS Plus account will need to complete the New Users request form to receive log in credentials.

3. When finished, click Log on.

2. Click on the CCPT square and select the CCPT Tab from the list.
Setting Up LaunchBoard for CCPT

Each consortium must perform an initial setup identifying the consortium members before any data may be entered into the LaunchBoard. This should be done once per consortium by the Consortium Data Manager.
To create your consortium record

1. Click the Consortium button at the top of the LaunchBoard CCPT tab and select Create New from the pull-down menu. A fillable form will appear.
2. Follow the prompts in the form to name your consortium and indicate each of your partner institutions.

3. You can also edit consortium members from this button.
UNDERSTANDING THE DATA
Pathway Programs

• All pathway programs must have a corresponding CTE Pathway Code or Taxonomy of Program (TOP) Code

• Additional characteristics include:
  • Courses Offered
  • Student Support Services Available
  • Educator Collaboration and Professional Development

See the Resources slide for links to help finding the right codes for your program
Submitting Pathway Program Characteristics

1. Click the **Pathway Program** button at the top of the LaunchBoard CCPT Tab and select **Create K-12 Program** or **Create College Program** from the pull-down menu. A fillable form will appear. You can also edit pathway program records from this button.
2. Follow the prompts to complete the form with characteristics for your program.

3. A separate pathway should be defined for each academic year in which students entered the pathway program.
# Locally Gathered Metrics

## Student Participants (Cohorts)
Groups of high school students enrolled in a career pathways program within the selected year

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Submission Process</th>
</tr>
</thead>
</table>
| **Student Participants (Cohorts)** | • SSID and/or local student ID  
• last name  
• first name  
• date of birth  
• gender  
• academic year in which data were collected  
• high school CDS code (County, District, School)  
• CTE Pathway Code | Document Upload |

## Local Activity Metrics
Locally gathered metrics vary by institutional type (i.e., K-12 district or community college), but generally include:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Local Activity Metrics**    | • Six types of work based learning and student leadership activities  
• Attainment of a C grade or better in K-12 pathway program courses and academic performance indicators  
• Attainment of state / national certification  
• Dual enrollment and credit-by-exam status  
• Participation in post-college training | Form Submission |

For a complete list, see the [LaunchBoard CCPT User Guide](#) link on the Data Collection Resources slide.
Uploading Student Cohort Data

1. Click the **Upload Student Cohort** button. A dialog box with information about the upload process will appear.

2. Right-click on the link to download the template.

3. Using the template, prepare your student cohort file. When finished, save your cohort file in **.txt format**. The file must be saved in **.txt format prior to uploading**.

4. Follow the prompts to upload your cohort file.
Locally Gathered Metrics

Submitting Local Activity Metrics

1. Click the **Activity Metrics** button at the top of the LaunchBoard CCPT Tab and select **Add K-12 Metrics** or **Add College Metrics**. A fillable form will appear with instructions on submitting locally gathered activity metrics. You can also edit activity metrics records from this button.

For a complete list, see the **LaunchBoard CCPT User Guide** link on the **Data Collection Resources** slide.
2. Follow the prompts to complete the form.
3. You will need to select the appropriate institution, pathway, and starting year for the cohort from the drop down list.
4. Then, select the year for which you are entering information.
Data Norming Resources

• CTE Pathway Codes:
  http://www.cde.ca.gov/ds/sp/cl/documents/codesets20150701.xls

• 6-digit Taxonomy of Program (TOP) Codes:
  http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanu
  al6_2009_09corrected_12.5.13.pdf

• Templates for mapping pathway codes:
  http://doingwhatmatters.cccco.edu/LaunchBoard/CCPT.aspx
Data Collection Resources

http://doingwhatmatters.cccco.edu/LaunchBoard/CCPT.aspx

• LaunchBoard CCPT Tab User Guide
• Detailed tips for setting up a shadow course
• Form for recording course and program codes
• Establishing CCPT data managers