

## CTEERS Data Sheet

### Utilizing the CTEERS Basic Facts Sheet

To compare your Career and Technical Education Enrollment Reporting System (CTEERS) statistics for your individual district against state averages or against the averages for another district, you can utilize the CTEERS Basic Facts Sheets, created by the WI Department of Public.

**The Basic Facts Sheets contain spreadsheets that allow you to do the following things:**

- See the current statewide data as well as the previous year's data. (Each tab is set as you begin)
- Compare one district to state wide data by year.
- Compare one district to another to see a data comparison by year.
- Compare one high school to another high school within or outside of a school district by year.

To find these sheets, simply go to: <https://dpi.wi.gov/cte/data/cteers/basic-facts>

Click on the Data for the latest year which is titled **20\_\_ CTEERS Basic Facts - Comparison Spreadsheet**.

Once you pull up the spreadsheet, you will see three **tabs on the bottom** of the Excel Document:



**To compare your district to statewide data, complete the following steps:**

1. Click on the bottom tab, **Basic Facts(1)**.
2. Select the year you wish to view from the **dropdown box in line three**.
3. If you have a large district with multiple schools, you can **change the drop down box in line four** from **District Total** to **School Total**. This allows you to see specific high schools in a large district, or see the district numbers as a whole. If your district has just one high school, keep it as **District Total**.
4. Directly below that drop box, in line five, is the cell **State: Wisconsin Total**. This cell contains another drop box which is hidden until you click the cell. (There is also a cream colored box which can be dragged out of view to help make this easier.) This drop box allows you to select a specific district or change to a new one if you are looking to compare data. If you have selected **School Total** view in line four, it also shows you specific high schools in a district.
  - a. Example: If Green Bay is your school district and you click the drop box in line four from District Total to School Total and then click on the drop box in line five, all the High Schools in the Green Bay district will be there for you to choose from.
5. To compare a district to the state average, go to line 5, **District and/or Selection** and in the box next to it click on **State: Wisconsin Total**. (once you click on the cell, a drop box will appear)
6. Click on the drop down arrow and select your school district.
7. That page will now show the data for your school district.
8. To see the comparison to statewide data, go to the first tab titled **Basic Facts Comparison**.
9. This sheet will illustrate the differences in every cell between the state and your district.
10. Your school district data will appear in the column marked “**% of total (1)**” from the **Basic Facts(1)** tab and the state data will appear in “**% of total (2)**” from the **Basic Facts(2)** tab.
11. Please note that differences greater than 3% will be bolded, highlighting areas where major deviations from the state average are occurring.

**If you want to compare your school/district data with that of another district or school, you must complete the following:**

1. Change line 5 of each of the **Basic Facts(1)** and **Basic Facts(2)** to the districts you would like to compare. **Basic Facts(1)** will now show data for one school, and **Basic Facts(2)** will show the data for the other.
2. The first table, **Basic Facts Comparison** will now show the difference between the two districts.
3. When opening the **Basic Facts Comparison** tab, note that the **first district** being compared is titled “**% of total (1)**” from Basic Facts(1) and the **second district** being compared is titled “**% of total (2)**” from the Basic Facts(2) tab.
4. It is also possible to compare two schools in a district to see how CTE differs from school to school in the same community.
5. Again, differences of great than 3% will be bolded, indicating where districts may differ in reported data.