

# ROP Teacher Instructions for Revised Follow-up Survey

NEW – click here if you want to fill in your whole class at the same time. Screen will turn GREEN.

If you want to do each student's data individually, click on boxes in the BLUE screen.

**Instructions:** Fill in the Class Completion/Student Follow-up for each student. Click the "Submit" button when finished.

[->Update All Active Students<<](#)

**Follow-Up Status (All Students)**

- Status Unknown
- Military Service
- Pursuing Add'l Education
- Other Reasons
- Employed-Nonrelated Field
- Employed-Field Related
- Unemployed-Seeking Employ

**Learner Results (Graduating Seniors & Adult Students)**

- Completed High School
- Completed GED
- Obtained Full-Time Employment
- Current Employment-Promoted
- Current Employment-Upgraded Skills
- Enrolled in Community College
- Enrolled in 4-Year College University
- Advanced Training-Not College University
- Entered Apprenticeship Program

**Participated Work Based Activity (All Students)**

- Internship
- Job Shadow
- Guest Speaker
- Field Trip
- Mentoring
- Summer Camp
- Competitions
- Individual Projects/Jobs for Business/Community
- School-Based Business
- Mock Interviews
- Service Learning
- Work Place Learning
- Work Experience
- Apprenticeships
- Portfolio Creation
- Bridge Visits from HS to CC
- Job Specific Report Projects
- Career Fairs
- Job Site Visits
- Industry Spotlight Day
- Creation of Resume/Cover Letter
- Other

**Completer/Leaver (All Students)**

C - Student gained **at least one job skill** while in your class.  
 L - Student dropped **and** did not meet any of the course objectives.

Student	C/L	Earned ROP Certificate	Follow-Up	Learner Results	CTSO Member	Received Industry-Recognized Certification	Participated in a Work-Based Learning Activity	
1. Aguilar, Emilio Entry: 08/24/15 Exit:	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/> Other: <input type="text"/>	<input type="button" value="v"/> Other: <input type="text"/>	<input type="checkbox"/> 1	<input type="checkbox"/> 12
							<input type="checkbox"/> 2	<input type="checkbox"/> 13
							<input type="checkbox"/> 3	<input type="checkbox"/> 14
							<input type="checkbox"/> 4	<input type="checkbox"/> 15
							<input type="checkbox"/> 5	<input type="checkbox"/> 16
							<input type="checkbox"/> 6	<input type="checkbox"/> 17
							<input type="checkbox"/> 7	<input type="checkbox"/> 18
							<input type="checkbox"/> 8	<input type="checkbox"/> 19
							<input type="checkbox"/> 9	<input type="checkbox"/> 20
							<input type="checkbox"/> 10	<input type="checkbox"/> 21
							<input type="checkbox"/> 11	<input type="checkbox"/> 22
							Other: <input type="text"/>	
2. Amirr, Batish Entry: 08/24/15 Exit:	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/> Other: <input type="text"/>	<input type="button" value="v"/> Other: <input type="text"/>	<input type="checkbox"/> 1	<input type="checkbox"/> 12
							<input type="checkbox"/> 2	<input type="checkbox"/> 13

**Cancel** **Submit**

When filling in whole class at the same time, screen turns GREEN.

Determine which categories you need to complete – *All Students* or *Graduating Seniors and Adult Students*

Teachers of adult-only classes will have 2 additional *Adult Students* categories.

**STEP 1: Set Up Followup Fields**

Back to Main Log Out

**Law Enforcement Careers Class Completion/Student Follow-Up Input**

Instructions: Fill in the Class Completion/Student Follow-up for all active students. Click the "Continue To Step 2" button when finished.

**Follow-Up Status (All Students)**

- 1 - Status Unknown
- 2 - Military Service
- 3 - Pursuing Add'l Education
- 4 - Other Reasons
- 5 - Employed-Nonrelated Field
- 6 - Employed-Field Related
- 7 - Unemployed-Seeking Employ

**Participated Work Based Activity (All Students)**

- 1 - Internship
- 2 - Job Shadow
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- 6 - Summer Camp
- 7 - Competitions
- 8 - Individual Projects/Jobs for Business/Community
- 9 - School-Based Business
- 10 - Mock Interviews
- 11 - Service Learning
- 12 - Work Place Learning
- 13 - Work Experience
- 14 - Apprenticeships
- 15 - Portfolio Creation
- 16 - Bridge Visits from HS to CC
- 17 - Job Specific Report Projects
- 18 - Career Fairs
- 19 - Job Site Visits
- 20 - Industry Spotlight Day
- 21 - Creation of Resume/Cover Letter
- 22 - Other

**Learner Results (Graduating Seniors & Adult Students)**

- 1 - Completed High School
- 2 - Completed GED
- 3 - Obtained Full-Time Employment
- 4 - Current Employment-Promoted
- 5 - Current Employment-Upgraded Skills
- 6 - Enrolled in Community College
- 7 - Enrolled in 4-Year College University
- 8 - Advanced Training-Not College University
- 9 - Entered Apprentices Program

**Completer/Leaver (All Students)**

- C - Student gained **at least one job skill** while in your class.
- L - Student dropped **and** did not meet any of the course objectives.

Student	C/L	Earned ROP Certificate	Follow-Up	Learner Results	CTSO Member	Received Industry-Recognized Certification	Participated in a Work-Based Learning Activity
All Active Students	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/> Other: <input type="text"/>	<input type="button" value="v"/> Other: <input type="text"/>	<input type="checkbox"/> 1 <input type="checkbox"/> 12 <input type="checkbox"/> 2 <input type="checkbox"/> 13 <input type="checkbox"/> 3 <input type="checkbox"/> 14 <input type="checkbox"/> 4 <input type="checkbox"/> 15 <input type="checkbox"/> 5 <input type="checkbox"/> 16 <input type="checkbox"/> 6 <input type="checkbox"/> 17 <input type="checkbox"/> 7 <input type="checkbox"/> 18 <input type="checkbox"/> 8 <input type="checkbox"/> 19 <input type="checkbox"/> 9 <input type="checkbox"/> 20 <input type="checkbox"/> 10 <input type="checkbox"/> 21 <input type="checkbox"/> 11 <input type="checkbox"/> 22 Other: <input type="text"/>

Cancel Continue To Step 2

Use the key to select the appropriate choices.

Class Completion/St... x

p.pccoe.net/ROP/pages/followup\_all\_input.php?staff=ST128&class=CL209

**STEP 1: Set Up Followup Fields**

Back to Main Log Out

**Law Enforcement Careers Class Completion/Student Follow-Up Input**

Instructions: Fill in the Class Completion/Student Follow-up for all active students. Click the "Continue To Step 2" button when finished.

**Follow-Up Status (All Students)**

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**Completer/Leaver (All Students)**

- C - Student gained **at least one job skill** while in your class.
- L - Student dropped **and** did not meet any of the course objectives.

Student	C/L	Earned ROP Certificate	Follow-Up	Learner Results	CTSO Member	Received Industry-Recognized Certification	Participated in a Work-Based Learning Activity
All Active Students	<input type="button" value="C"/>	<input type="button" value="Y"/>	<input type="button" value="3"/>	<input type="button" value="6"/>	Skills USA <input type="button" value="v"/> Other: <input type="text"/>	<input type="button" value="v"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 12 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 13 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 14 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 15 <input type="checkbox"/> 5 <input type="checkbox"/> 16 <input type="checkbox"/> 6 <input type="checkbox"/> 17 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 18 <input type="checkbox"/> 8 <input type="checkbox"/> 19 <input type="checkbox"/> 9 <input type="checkbox"/> 20 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> 21 <input type="checkbox"/> 11 <input type="checkbox"/> 22 Other: <input type="text"/>

Cancel Continue To Step 2

When done filling in choices that fit for all (or most) students in your class, click Continue to Step 2.

**STEP 2: Adjust Individual Student's Followup**

Back to Main
Log Out

**Law Enforcement Careers Class Completion/Student Follow-Up Input**

**Instructions:** Fill in the Class Completion/Student Follow-up for each student. Click the "Submit" button when finished.

**Follow-Up Status (All Students)**

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- 5 - Current Employment-Upgraded Skills
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- 7 - Enrolled in 4-Year College/University
- 8 - Advanced Training/Not College/University
- 9 - Entered Apprenticeship Program

**Participated Work Based Activity (All Students)**

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- 4 - Field Trip
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- 7 - Competitions
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- 9 - School-Based Business
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- 11 - Service Learning

**Completer/Leaver (All Students)**

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- 12 - Work Place Learning
- 13 - Work Experience
- 14 - Apprenticeships
- 15 - Portfolio Creation
- 16 - Bridge Visits from HS to CC
- 17 - Job Specific Report Projects
- 18 - Career Fairs
- 19 - Job Site Visits
- 20 - Industry Spotlight Day
- 21 - Creation of Resume/Cover Letter
- 22 - Other

Student	C/L	Earned ROP Certificate	Follow-Up	Learner Results	CTSO Member	Received Industry-Recognized Certification	Participated in a Work-Based Learning Activity
1. Aguilar, Emilio Entry: 08/24/15 Exit:	C ▾	Y ▾	3 ▾	6 ▾	Skills USA ▾ Other: <input type="text"/>	<input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11	<input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input checked="" type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input checked="" type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input checked="" type="checkbox"/> 21 <input type="checkbox"/> 22 Other: <input type="text"/>
2. Amirr, Batish Entry: 08/24/15 Exit:	C ▾	N ▾	3 ▾	6 ▾	Other: <input type="text"/>	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14

Screen stays GREEN, but now you can scroll through each individual student and DELETE or CHANGE. If, for example, some students did *not* receive an ROP certificate or participate in SkillsUSA, or were absent for a Guest Speaker; or maybe only a couple students *did* Job Shadowing.

When data is accurate for the whole class, click Submit. That's it!