



## How to Create a Program Deck

Individuals who are registered and have an Accreditation Data System (ADS) account MUST be assigned with a permission (Institution Staff, Security Delegate or Program Delegate) to create program decks, enter data, as well as, save, print and submit program reports to the Unit Head. The institution Unit Head and Security Delegate may assign individuals with user permissions.

For detailed information about ADS users, please refer to the “ADS Users” on the Accreditation Data System webpage.

**If you have created an ADS account but do not see your institution, contact your institution’s Unit Head or Security Delegate. The Unit Head or Security Delegate must add you as a contact and assign you a permission before you can start creating program decks.**

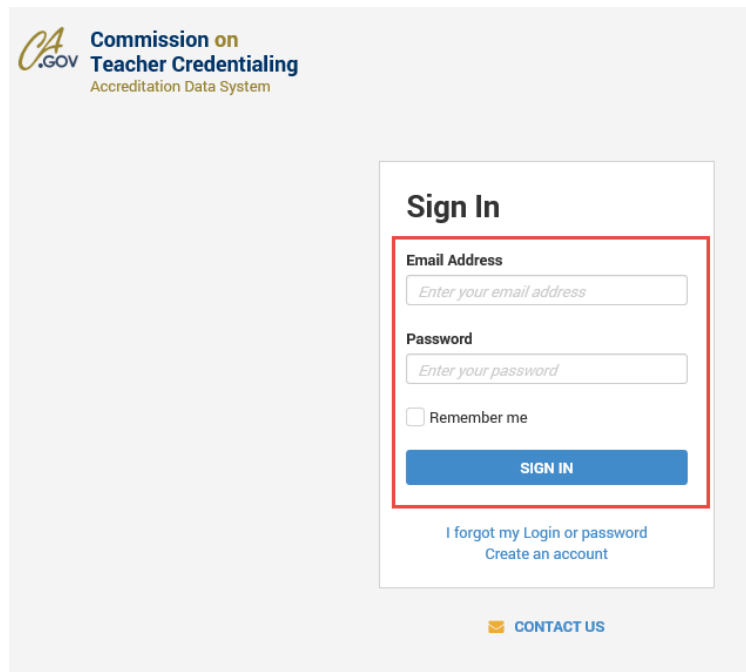
**Proceed** with this user guide if you have been assigned with a permission.

**STOP** if you do not see your instituton listed or have not been assigned with a permission.

**1)** Navigate to

<https://edprepdata.ctc.ca.gov>

From the sign in screen, enter your email address and password, and click **SIGN IN**.





2) Click the institution name (hyperlinked in the **NAME** column).

CA.GOV Commission on Teacher Credentialing

ABOUT CONTACT US REPORTING MESSAGES PROFILE LOGOUT

WELCOME, SAMPLE

Show All Institutions

Search:

NAME	SEGMENT	ROLE	COHORT
California Sample Institution	Private	Institution Staff	

3) Programs requiring annual data reporting are listed on the institution page below the **Required Reporting** tab. Click the **REPORT SET** button to create the required annual data reports.

You may also click on the individual program link below the REPORT STATUS column.

CALIFORNIA SAMPLE INSTITUTION

INSTITUTION CONTACT: Unit Head | ACADEMIC YEAR: 2018-19 | COHORT: Violet

MANAGE CONTACTS EDIT INSTITUTION ACCREDITATION REPORTS

ASSIGN COHORT VIEW BIR TEAMS

Report Set Status: In Progress **REPORT SET**

Required Reporting Active Programs Not Active Programs ADD PROGRAM

CREDENTIAL PROGRAM	PROGRAM STATUS	REPORT STATUS	ACTION
Bilingual Authorization	Active	No Reports Created	<a href="#">✎</a> <a href="#">✎</a>
Multiple Subject Teaching Credential Preliminary	Active	In Progress	<a href="#">✎</a> <a href="#">✎</a>
Single Subject Teaching Credential Preliminary	Active	No Reports Created	<a href="#">✎</a> <a href="#">✎</a>

Back to List

4) On the REPORT SET page, click the **ADD REPORT** to create a new program report.

REPORT SET

This screen plots your completion of required annual reporting SET DUE DATE

California Sample Institution

INSTITUTION CONTACT: Unit Head | ACADEMIC YEAR: 2018-19 | DUE DATE: 8/15/2019

COHORT: Violet **ADD REPORT**

0 Total Reports

- 0 In Progress
- 0 Submitted to Unit Head
- 0 Submitted to CTC
- 0 Late

Search:

PROGRAM NAME	TYPE	CONTENT SUBJECT AREA	LEVEL	PATHWAY	DELIVERY	ACTION
No data available in table						

BACK SUBMIT Submit all reports



5) On the Add Report pop up window, select the Program, Level, Pathway and Delivery Method. Then click **Add Report**.

**Add Report**

Academic Year: 2018-19

1 **Program**  
Multiple Subject Teaching Credential Preliminary

2 **Level**  
Postgraduate

3 **Pathway**  
Student Teaching: Co-teaching

4 **Delivery Method**  
Face to Face

5 **Add Report**

Cancel

6) The program deck will be listed on the REPORT SET page.  
Continue to build program decks by repeating #4 and #5.

### REPORT SET

This screen plots your completion of required annual reporting

SET DUE DATE

#### California Sample Institution

INSTITUTION CONTACT: Unit Head  
 ACADEMIC YEAR: 2018-19  
 DUE DATE: 8/15/2019

COHORT: Violet

ADD REPORT

1 Total Reports

- 1 In Progress
- 0 Submitted to Unit Head
- 0 Submitted to CTC
- 0 Late

Search:

PROGRAM NAME	TYPE	CONTENT SUBJECT AREA	LEVEL	PATHWAY	DELIVERY	ACTION
Multiple Subject Teaching Credential	Preliminary		Postgraduate	Student Teaching: Co-teaching	Face to Face	

BACK SUBMIT Submit all reports