

Student Lookup - How to Guide

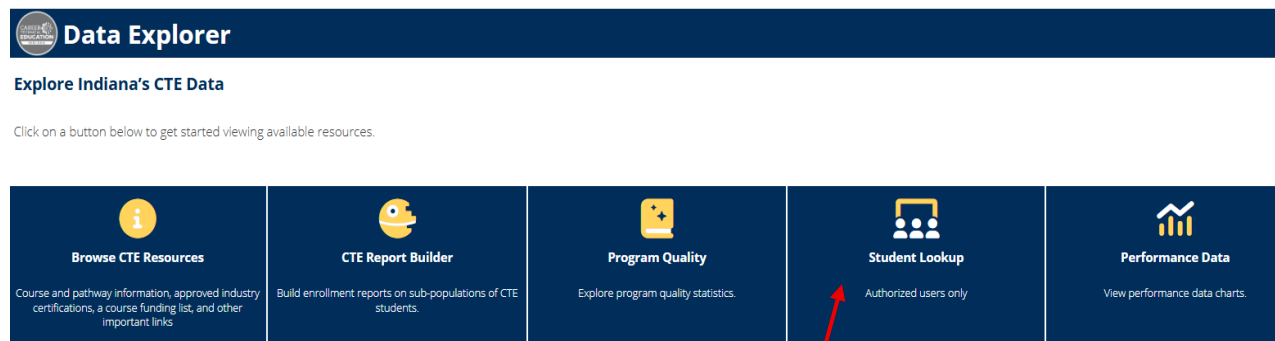
Purpose:

The CTE Data Explorer is a powerful tool created by the CTE team at the Indiana Commission for Higher Education (CHE) that allows educators to track student progress and performance. In addition to supporting Career and Technical Education (CTE) and meeting new diploma requirements, Data Explorer provides access to student profiles, CTE pathways, course descriptions and competencies, and teacher licensing requirements.

Accessing Student Lookup

1. Navigate to the Data Explorer Home page.

a. Website: cte.inters-dwd.com/DataExplorer



3. You will be directed to the “System Access” page.

2. Select Student Lookup.

- You can log in with your **School Login**, or
- Search by entering the **Student’s Last Name** and **STN**

By providing a specific student’s information here, you will be able to access that student’s individual profile.

System Access

Enter student name and STN number to search for records.

Search

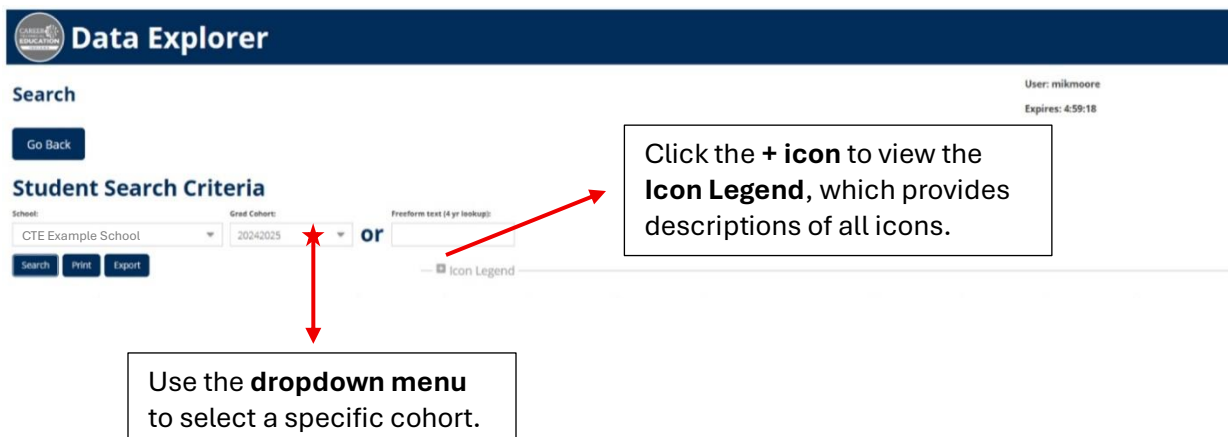
School Login

Login

Select Login to access your Student Profiles.

*If you do not have a school login, contact Jedd Vance for assistance.

4. Once logged in:



Data Explorer

Search

User: mikmoore
Expires: 4:59:18

Go Back

Student Search Criteria

School: CTE Example School Grad Cohort: 20242025 or Freeform text (4 yr lookup):

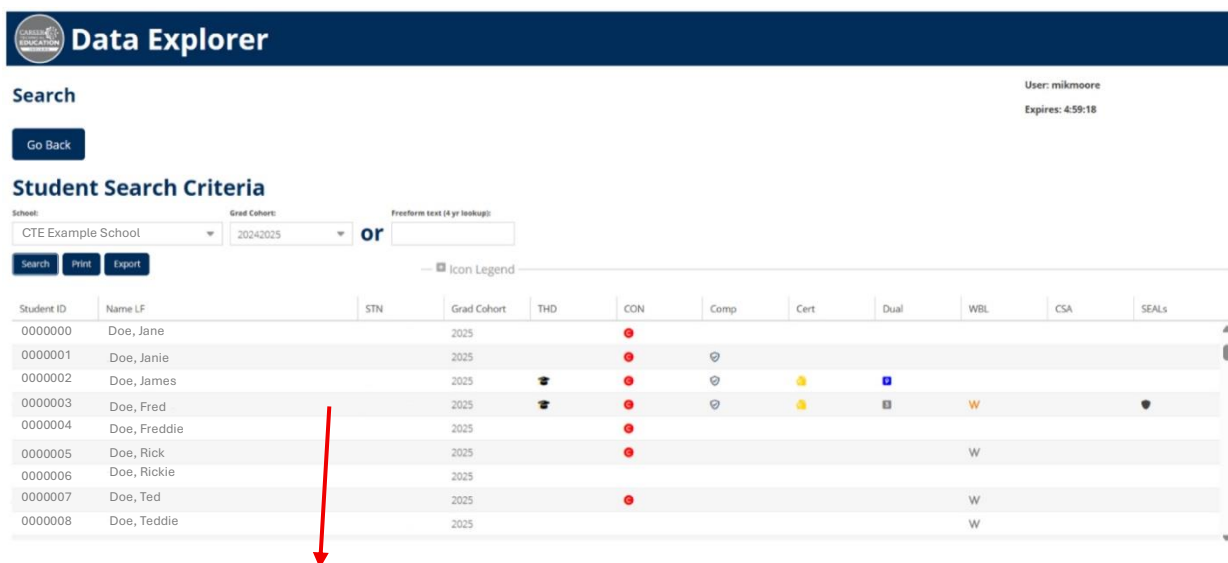
Search Print Export

Icon Legend

Click the **+ icon** to view the **Icon Legend**, which provides descriptions of all icons.

Use the **dropdown menu** to select a specific cohort.

5. A list of students will appear, showing earned icons at a glance.



Data Explorer

Search

User: mikmoore
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Student Search Criteria

School: CTE Example School Grad Cohort: 20242025 or Freeform text (4 yr lookup):

Search Print Export

Icon Legend

Student ID	Name LF	STN	Grad Cohort	THD	CON	Comp	Cert	Dual	WBL	CSA	SEALs
0000000	Doe, Jane		2025		●						
0000001	Doe, Janie		2025		●	●					
0000002	Doe, James		2025	●	●	●	●	●			
0000003	Doe, Fred		2025	●	●	●	●	●	W		●
0000004	Doe, Freddie		2025		●						
0000005	Doe, Rick		2025		●				W		
0000006	Doe, Rickie		2025								
0000007	Doe, Ted		2025		●				W		
0000008	Doe, Teddie		2025						W		

6. Select a student's name to open their **individual profile**.

- Each student profile includes:
 - CTE courses completed
 - Credits Earned in CTE courses
 - CTE Pathways completed (highlighted In Blue)
 - Icons representing requirements met
 - These icons allow educators to quickly identify diploma eligibility, certifications, and CTE achievements.

*Hover over an icon to see description

Data Explorer Is a Completer

Current Credits for Doe, Fred User: mlkmoore Expires: 4/3/46

[Go Back](#) Technical Honors Diploma Eligible Has 3 Dual Credits Has WBL

STN: 4000000 - Grad Cohort: 2025 - SID: 0000003

Icon Legend

Pathways Persons 5 NPS Concentrator

Pathways	Courses	Grad Pathway: approved Certs	GR File Submission History
#	Pathway	Earned Credits	Information
[S]	[ACCOUNT] Accounting (2021)	2	
[N]	[ADMIN] Business Administration	4	
[N]	[BANKING] Finance and Investment	2	
[S]	[BUSINESS] Accounting	4	
[N]	[BUSINESS] Accounting	4	
[N]	[DENTAL] Dental Careers	6	
[N]	[INSURANCE] Insurance	2	
[S]	[INVESTMENT] Finance and Investment w/ Accounting	2	
[N]	[INVESTMENT] Finance and Investment w/ Accounting	4	
[N]	[IT CYBER] IT Operations: Cybersecurity	2	
[N]	[IT OPS] IT Operations: Support	2	

Is a Completer Has 3 Dual Credits Has WBL To Qualify – Complete 150 ACTUAL hours of WBL employment using up to 3 experiences added together

Is a Concentrator Has an Approved Pathway Related Certification Has an Approved Certification

Best Practices for Educators

- Use Student Lookup regularly to monitor student progress
- Check Certifications, WBL and Concentrator status to ensure diploma eligibility
- Document WBL hours consistently to avoid missing credits and ensure accurate graduation requirements.
- Review icons during advising to help students understand their pathway progress.

Support:

For login assistance or questions regarding Data Explorer, please contact:

- Chris Deaton - cdeaton@che.in.gov
- Jedd Vance – jvance@che.in.gov