



### Overview: Introduction to ClassLink ClassMate

#### Course Description:

ClassLink ClassMate provides CTC teachers and administrators with the ability to track attendance, grades, student progress and monitor disciplinary actions electronically and efficiently. Administrators can then use this information to retrieve student data, report back to the state and to use during parent meetings if needed. Developed in partnership with career and technical administrators, teachers, and counselors, ClassMate features a wide array of functionality to help your staff to establish standardized policies and procedures within your organization. ClassMate provides the tool for CTE schools to organize and analyze student performance, assessment, and curriculum mapping data like never before.

#### Course Goals/Objectives:

- Learn how to have access to ClassMate
- Review the robust features available to administrators and faculty
  - Share school-wide access to up-to-date student information
  - Produce timely, customized, easy-to-read reports
  - Customize a wide variety of student scheduling needs
  - Document student infractions including suspension letters
  - Record student attendance and absence conditions, including by student, by class, or by sending school district
  - Assign grading formulas to track Knowledge, Work Ethic and Skill grades
  - Track certification hours to follow career pathways
  - Update and revise curriculum easily and efficiently
  - And much more...
- Hands on experience to explore each feature

#### Materials:

To participate in this course, you will need the following:

- ClassMate-installed computer
- ClassMate username and password

