

ClassLink ClassMate

Introduction to:

Career Pathways Certificates

An Administrators Guide



Career Pathway Certificates

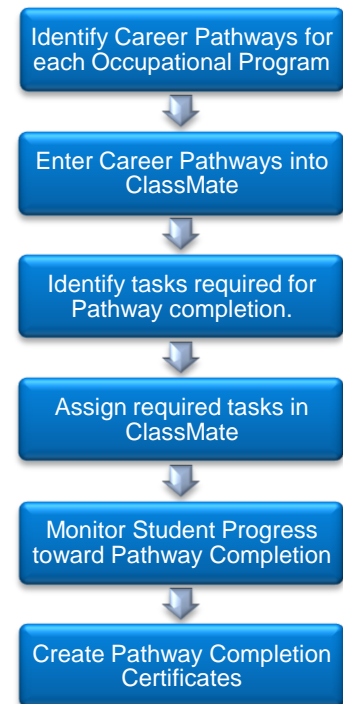
- Entering Career Pathways
- Assigning Career Pathways
- Establish Minimum Grade Criteria
- Monitoring Pathway Progress
- Career Pathway Certificates



Career Pathways Overview

CTE courses are geared toward preparing students for a variety of career pathways, based on both entry level and advanced skill sets. ClassMate provides the ability to identify which skills, or competencies, are required for which career pathways, so that students can identify their progress toward preparing themselves to meet their career goals. As teachers evaluate students on these competencies, completion of multiple career pathways can be achieved.

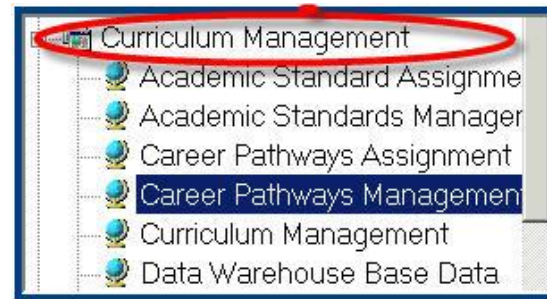
Using the Career Pathways option in ClassMate, CTE educators may identify and monitor student achievement of various career pathways. For those students who successfully complete all competencies required for a career pathway at an acceptable performance level, schools have the ability to provide special recognition of this accomplishment by presenting students with a personalized career pathway certificate of achievement.



Career Pathway Certificates

Getting Started

Double Click **My Modules**>Double click **Curriculum Management Folder**>Click **Career Pathways Management**

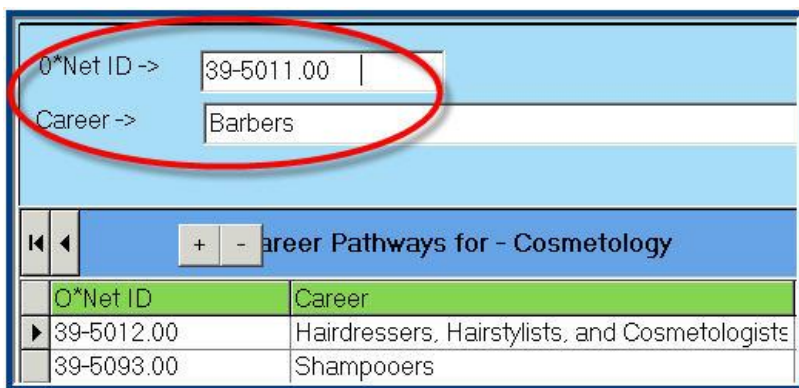


- Select the **Program Folder**.
- Click the **+** to left to expand and display the courses
- Select Course by single clicking

Creating a Career Pathway

When entering a new career pathway the following fields are required :

- **ONET ID**
Enter the ONET ID that corresponds to the Career Description on the ONET Website
- **Career Description**
Enter the Career Description that corresponds to the ID
- Click **“Save”**
- Add up to 12 different Career Pathways per Course
New Career Pathways can be added at anytime during the school year



O*Net ID	Career
▶ 39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
39-5093.00	Shampooers

Note: visit the **ONET Website** for assistance with **ONET ID's**.

<http://online.onetcenter.org>

Career Pathway Certificates

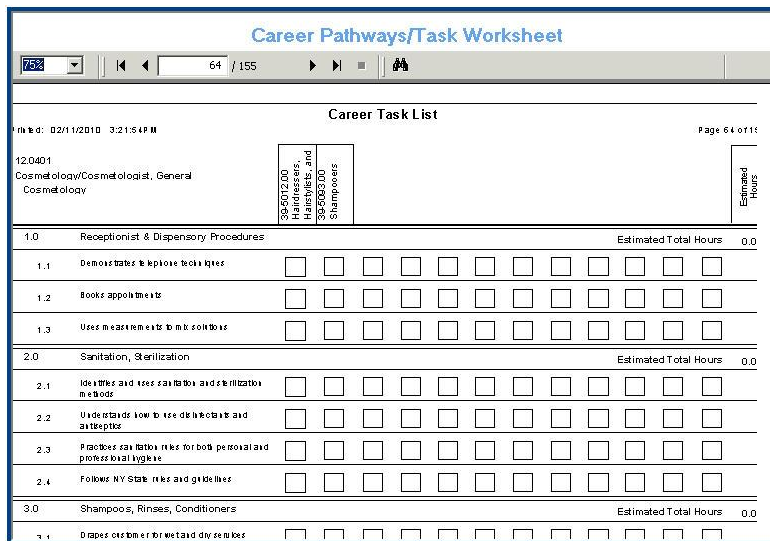
Assigning Career Pathways

Once the **Career Pathways** have been identified by the instructors & entered into ClassMate, **EACH** tasks must then be flagged as being required for the individual pathways.

ClassMate recommends printing the following report for instructors:

Career Pathways/Task Worksheet. The report can be found in the **Curriculum Management Reports folder.**

Distribute the worksheet to instructors and request that they identify each task required for the Pathway by manually placing an X in the box that corresponds to the task/pathway.



The screenshot shows a 'Career Task List' for the program 'Cosmetology/Cosmetologist, General'. The report includes a table with task descriptions and checkboxes for assignment. The tasks are grouped into three main categories: Receptionist & Dispensary Procedures, Sanitation, Sterilization, and Shampoos, Rinses, Conditioners.

Task ID	Task Description	Estimated Total Hours
1.0	Receptionist & Dispensary Procedures	0.0
1.1	Demonstrates & explains techniques	
1.2	Books appointments	
1.3	Uses measurements to mix solutions	
2.0	Sanitation, Sterilization	0.0
2.1	Identifies and uses sanitation and sterilization methods	
2.2	Understands how to use disinfectants and antiseptics	
2.3	Practices sanitation rules for both personal and professional hygiene	
2.4	Follows NY State rules and guidelines	
3.0	Shampoos, Rinses, Conditioners	0.0
3.1	Drapes customer's hair and divides hair	

After completing the worksheet, the tasks can be assigned or linked to the Pathways in ClassMate.

Report Parameter: Use the Program CIP for the Program ID when filtering the report

Career Pathway Certificates

Assigning Duties & Tasks to Career Pathways

The ClassMate Career Pathways assignment module allows users the choice of assigning or linking tasks individually or by duty folder.

Option 1: Individual Tasks

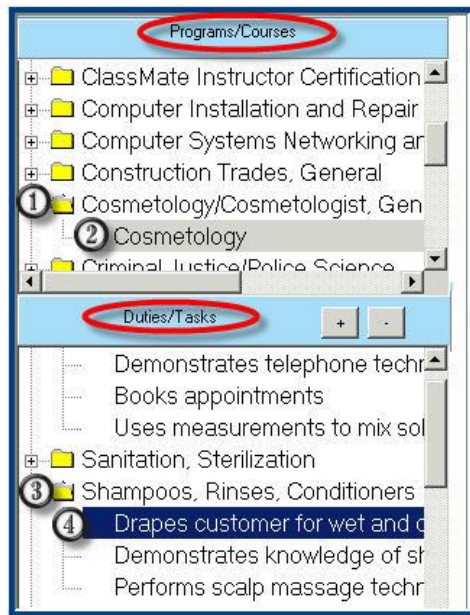
Getting Started

Double Click **My Modules**>Double click **Curriculum Management folder**>Click **Career Pathways Assignment**



Career Pathway Certificates

Assigning Individual Tasks to Career Pathways



Select the Program /Course

- 1 Select Program by clicking the + sign to the left of program
- 2 Click on the Course Name
The Duty folders along with the corresponding task list will display once a course is selected.

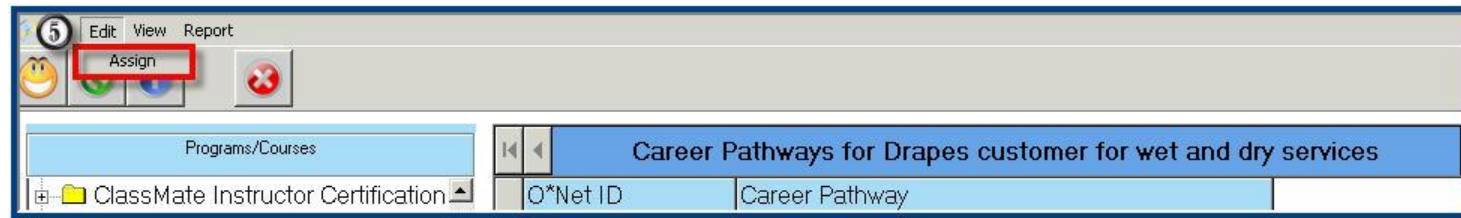
Select the Duty/Task

- 3 Select by clicking the + sign to the left of the Duty Folder
- 4 Click on the Task Name

Assigning Individual Tasks to Career Pathways

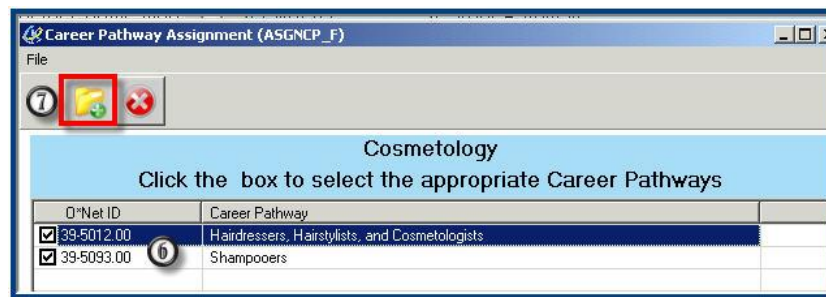
Assign the Task

- Click the word **Edit** located along the top of the toolbar . Click **Assign**



Select the Pathway

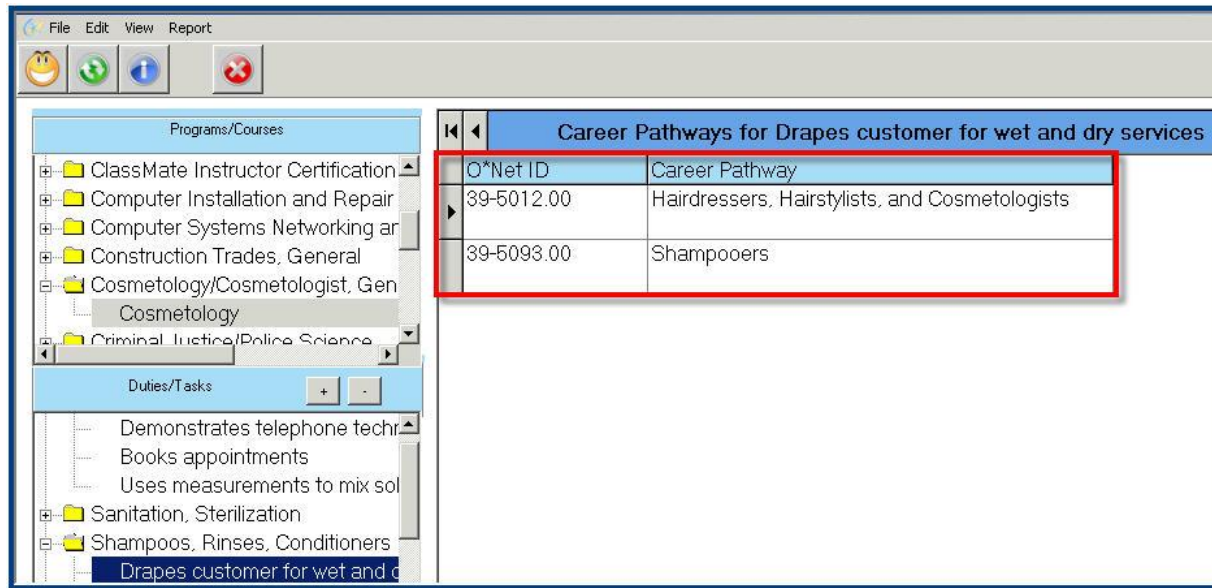
- Click the box to the left of the Career Pathway, placing a check mark in the box
- Select **EACH** Career Pathway that requires this individual task for completion
- Click the **Yellow** Assign Folder



Assigning Individual Tasks to Career Pathways

Assigned Tasks

Once assigned the selected Career Pathways will display under the task name.



Career Pathways are assigned at the **TASK** Level using this option.

You must **REPEAT** this step for **EACH** task associated with a pathway.

Remember to use the **Career Pathways/Task Worksheet** as your source document.

Career Pathway Certificates

Assigning entire Duty Folders to Career Pathways

Option 2: Duty Folders

Getting Started

Double Click **My Modules**>Double click **Curriculum Management folder**>Click **Career Pathways Assignment**

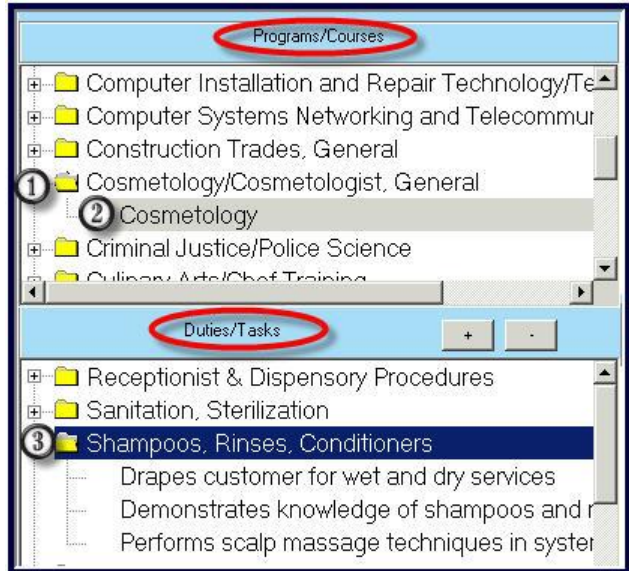


Select the Program /Course

- ① Select **Program** by clicking the + sign to the left of program
- ② Click on the **Course Name**
The **Duty folders along with the corresponding task list will display once a course is selected.**

Select the Duty Folder

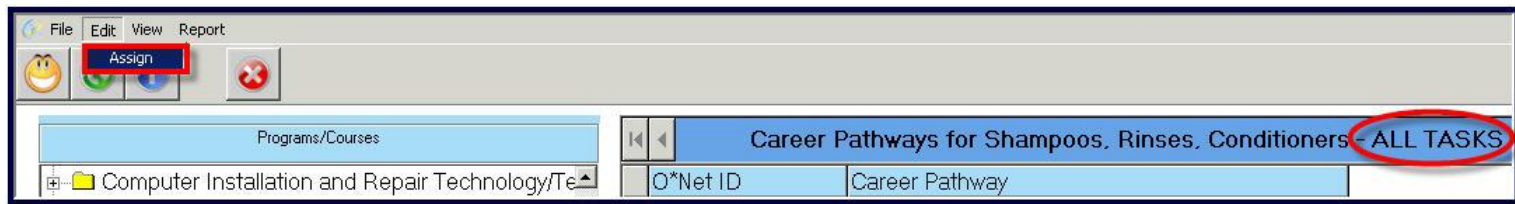
- ③ Select **Duty Folder** by clicking .Folder may be expanded by clicking on the + sign to the left of the folder



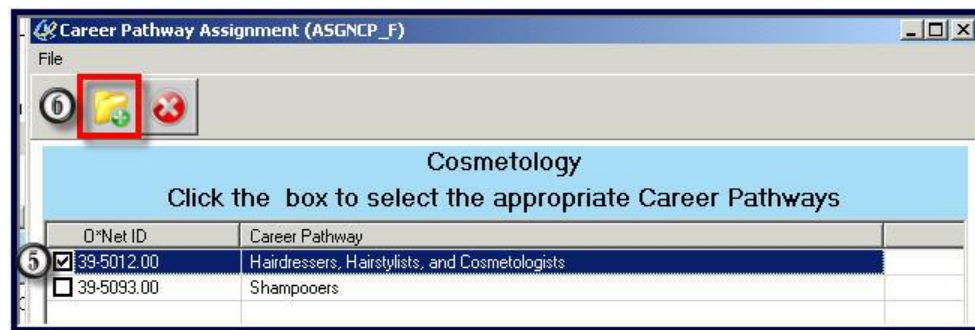
Assigning entire Duty Folders to Career Pathways

Option 2: Duty Folders

④ Click the word **Assign** located along the top of the toolbar



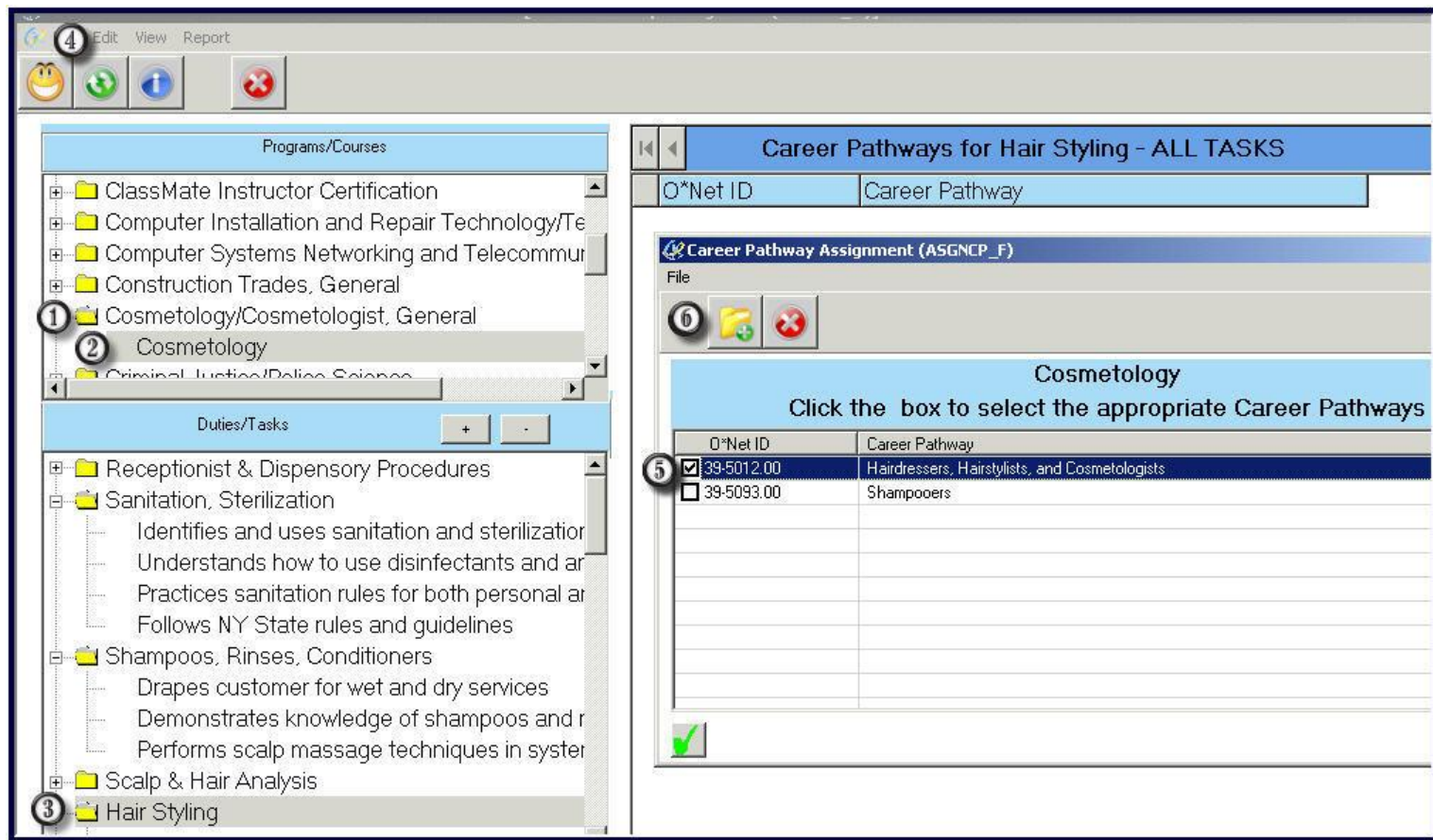
⑤ Click the box to the left of the Career Pathway. This will place a check mark in the box. Select **EACH** Career Pathway that requires the entire **Duty Folder** and **ALL** tasks within for completion



⑥ Click the **Yellow** Assign Folder

Career Pathway Certificates

Assigning **ALL** Tasks in a Duty folder to a Career Pathway



The screenshot shows the ClassLink interface with the following components:

- Programs/Courses:** A tree view on the left showing folders for various programs. 'Cosmetology/Cosmetologist, General' is selected, and 'Cosmetology' is highlighted with a circled '2'.
- Duties/Tasks:** A tree view on the left showing sub-tasks under 'Cosmetology'. 'Hair Styling' is selected and highlighted with a circled '3'.
- Assignment Window:** A window titled 'Career Pathways for Hair Styling - ALL TASKS' is open. It contains a table for assigning tasks to career pathways. A circled '4' is in the top menu bar, and a circled '5' is next to the first row in the table.

O*Net ID	Career Pathway
<input checked="" type="checkbox"/> 39-5012.00	Hairdressers, Hairstylists, and Cosmetologists
<input type="checkbox"/> 39-5093.00	Shampooers

Note: This process is be used only when **ALL** the tasks contained within a Duty Folder are required for Pathway completion

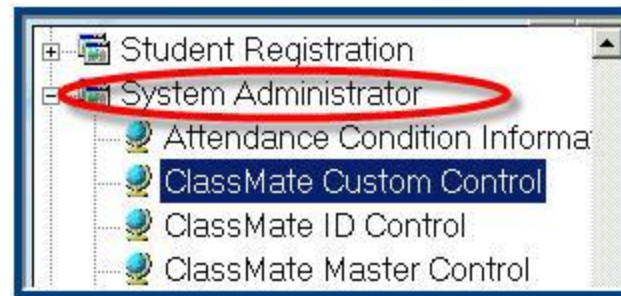
Minimum Grade Criteria

Minimum Grade

ClassMate allows users to establish a grade threshold. The grade minimum established will differentiate tasks that were successfully completed versus those that did not meet the requirements. The tasks that do not meet the minimum grade requirement **DO NOT COUNT TOWARD PATHWAY COMPLETION.**

Getting Started

Double Click **My Modules**>Double click
System Administrator>Click
ClassMate Custom Control



Minimum Grade Criteria

Minimum Grade

In the **Pathway Minimum Grade** Field

Type the desired grade. Keep in mind the grade must fall within your established Skill Rubric.

Click **“Save”**

A message will display indicating the process was completed successfully.



2009-10 School Year				
Enrollment	Attendance	Grading	Rubrics	Misc
Skill Curve Base:				50
Default Grade Minimum:				999
Pathway Minimum Grade:				3

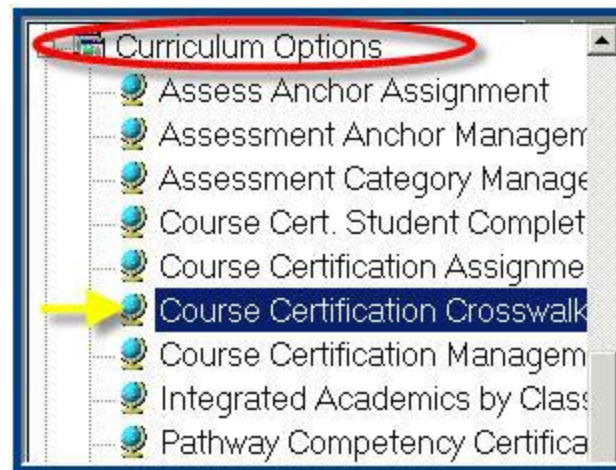
Career Pathway Certificates

Monitoring Pathway Achievement

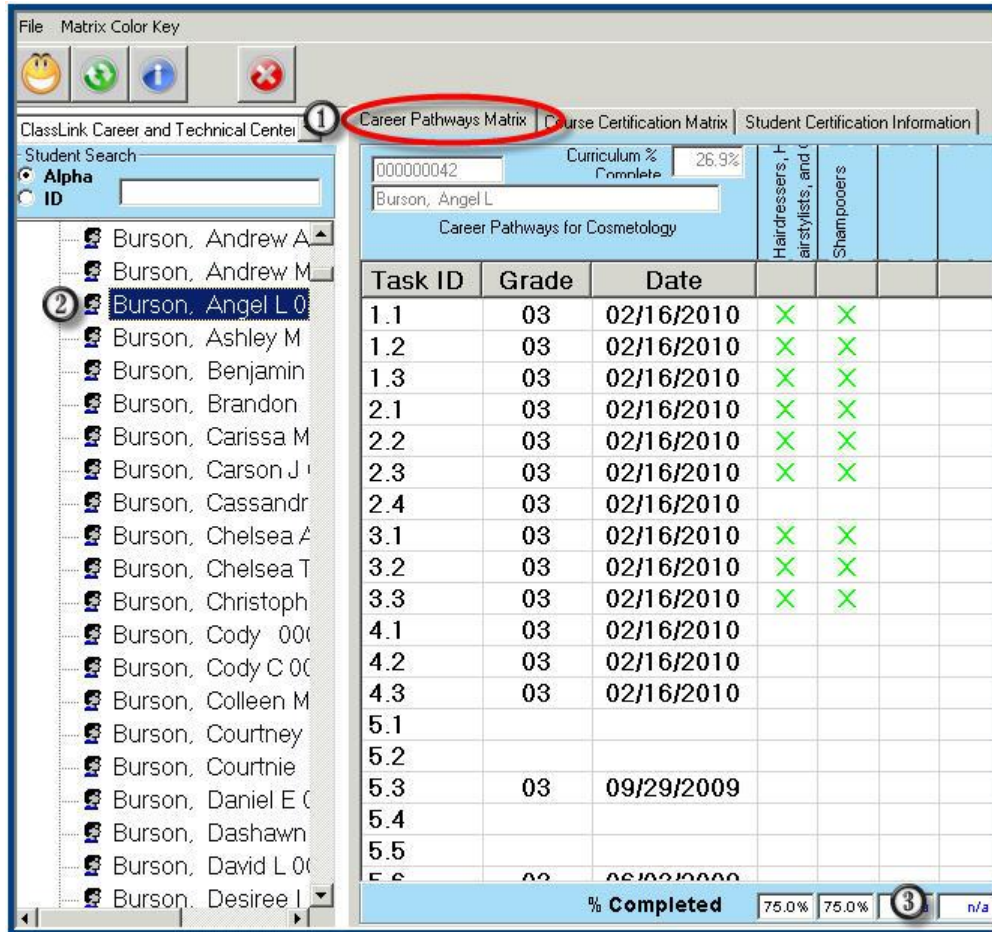
Once the Career Pathway tasks have been appropriately assigned in EACH program & course, teachers and administrators can easily monitor the progress of their students. Using the **Career Pathways Matrix Tab** the students progress in overall curriculum completion & career pathway completion can viewed by percentage. The Matrix also indicates which tasks have been completed and which are outstanding.

Getting Started

Double Click **My Modules**>Double click **Curriculum Options** folder>Click **Course Certification Crosswalk**



Monitoring Pathway Achievement



Task ID	Grade	Date	Completion Status
1.1	03	02/16/2010	Completed (Green X)
1.2	03	02/16/2010	Completed (Green X)
1.3	03	02/16/2010	Completed (Green X)
2.1	03	02/16/2010	Completed (Green X)
2.2	03	02/16/2010	Completed (Green X)
2.3	03	02/16/2010	Completed (Green X)
2.4	03	02/16/2010	Completed (Green X)
3.1	03	02/16/2010	Completed (Green X)
3.2	03	02/16/2010	Completed (Green X)
3.3	03	02/16/2010	Completed (Green X)
4.1	03	02/16/2010	Incomplete (Red X)
4.2	03	02/16/2010	Incomplete (Red X)
4.3	03	02/16/2010	Incomplete (Red X)
5.1			
5.2			
5.3	03	09/29/2009	Incomplete (Red X)
5.4			
5.5			
5.6	03	08/02/2009	Incomplete (Red X)

① Select the **Career Pathways Matrix** Tab

② Select the **Student Name**.

③ See Percent Complete by **Pathway**

The task grade & date graded also display.

X = Completed and counts toward Pathway Completion

X = Task Incomplete or ungraded

X = Task completed with a grade below the minimum pathway grade

See **Matrix Color Key** for Additional Details

Career Pathway Certificates

The Pathways Certificates can only be produced when a student has met all the established eligibility requirements. This includes 100% completion of the identified tasks & has met the established minimum grade requirement. ClassMate Career Pathway Certificates can include up to 12 different pathways per student.

Getting Started

Double Click **My Modules**>Double click **Curriculum Options** folder>Click **Pathway Competency Certificate**

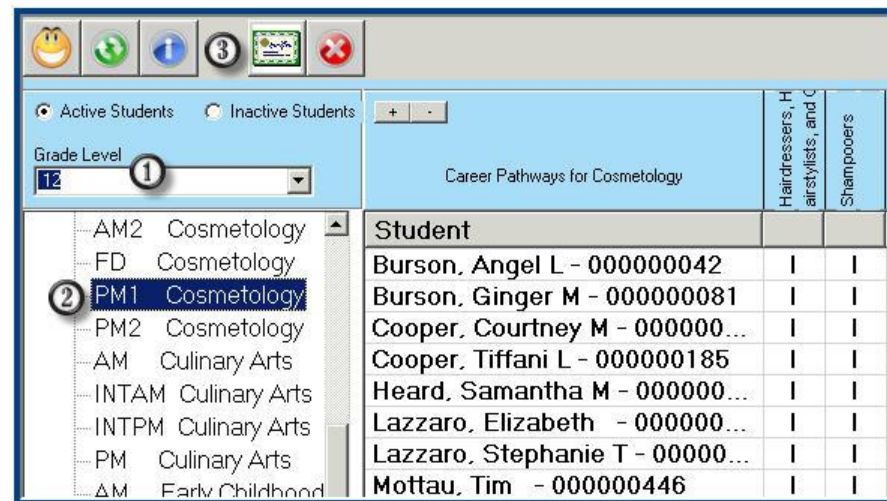


Career Pathway Certificates

The Pathways Certificates can only be produced when a student has met all the established eligibility requirements. This includes 100% completion of the identified tasks & has met the established minimum grade requirement. ClassMate Career Pathway Certificates can include up to 12 different pathways per student.

- ① Select **Grade Level** from the drop down menu
- ② Select **Course & Class**
- ③ Click on the **Certificate Icon** located on the top of the screen

Certificates will display for **ALL ELIGIBLE** students



Student	Hairdressers, Hair Stylists, and Cosmetologists	Shampooers
Burson, Angel L - 000000042		
Burson, Ginger M - 000000081		
Cooper, Courtney M - 000000...		
Cooper, Tiffani L - 000000185		
Heard, Samantha M - 000000...		
Lazzaro, Elizabeth - 000000...		
Lazzaro, Stephanie T - 00000...		
Mottau, Tim - 000000446		

Career Pathway Certificates

The Pathways Certificates will list the following:

- Student Name
- Program Name
- Completed Career Pathway (s)

Career Pathways Certificates should be printed on a heavy grade paper containing the school Logo or Letterhead.

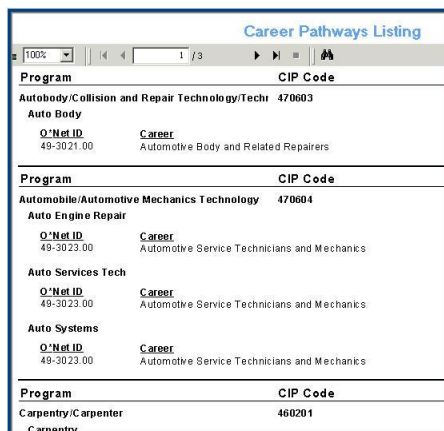


Career Pathways Reporting

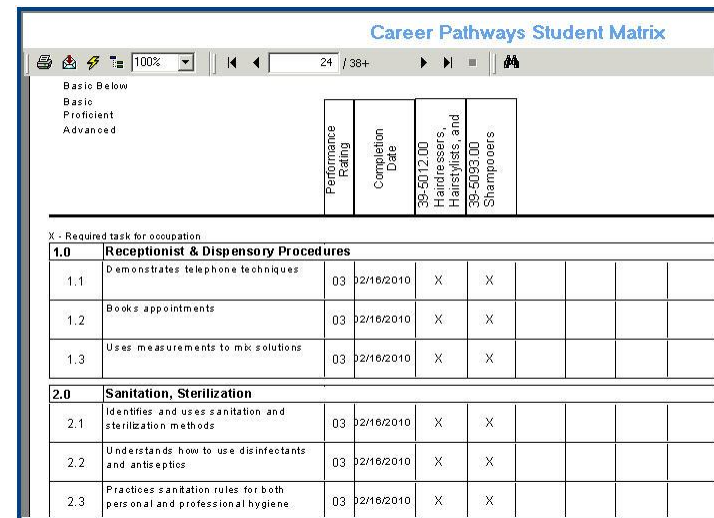
Career Pathway Reports are available from within the modules or the Curriculum Reports Folder.

The following reports are commonly used:

- Career Pathways Student Matrix
- Career Pathways/Task Worksheet
- Career Pathways Listing
- Career Pathways Completion



Program	CIP Code
Autobody/Collision and Repair Technology/Tech Auto Body	470603
O*Net ID 49-3021.00	Career Automotive Body and Related Repairs
Program	CIP Code
Automobile/Automotive Mechanics Technology Auto Engine Repair	470604
O*Net ID 49-3023.00	Career Automotive Service Technicians and Mechanics
Auto Services Tech	
O*Net ID 49-3023.00	Career Automotive Service Technicians and Mechanics
Auto Systems	
O*Net ID 49-3023.00	Career Automotive Service Technicians and Mechanics
Program	CIP Code
Carpentry/Carpenter Carpentry	460201



	Performance Rating	Completion Date	39-5012.00 Hairdressers, Hairstylists, and Shampooers	39-5093.00 Shampooers
X - Required task for occupation				
1.0	Receptionist & Dispensary Procedures			
1.1	Demonstrates telephone techniques	03/2/16/2010	X	X
1.2	Books appointments	03/2/16/2010	X	X
1.3	Uses measurements to mix solutions	03/2/16/2010	X	X
2.0	Sanitation, Sterilization			
2.1	Identifies and uses sanitation and sterilization methods	03/2/16/2010	X	X
2.2	Understands how to use disinfectants and antiseptics	03/2/16/2010	X	X
2.3	Practices sanitation rules for both personal and professional hygiene	03/2/16/2010	X	X

ClassLink ClassMate

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