

Introduction to: Curriculum Management



Curriculum Management

- Duties and Tasks (R.E.A.D.)
 - **R**etiring Existing Duties and Tasks
 - **E**ditng existing Duties and Tasks
 - **A**dding new Duties and Tasks
 - **D**eleting Existing Duties and Tasks
- Skill Levels
- Re-sequencing Tasks
- Inserting Curriculum
- Curriculum Reporting
- Best Practices



Curriculum Management

Curriculum Management Key Terms

Duty	Grouping of Tasks that have a common concept
Task	Specific competency being evaluated as a student performs a skill.
Retired Tasks	A Task no available for general use but associated with a student grade
Duty ID	Unique Duty ID number; Maximum 6 digits
Task ID	Unique Task ID number; Maximum 6 digits
Sequence Number	A Number that is used to order the Duty or Task in the list
Level ID	Number assigned to a level for tracking student progress toward level based certificates
Level	Level Title or Level description (For example: Basic Skill Level)
Certification Level	Flags the Level for inclusion in the tracking process.
Sequence #	Indicates the order that the levels fall in the progress sequence.
Description	Detailed description of the Level beyond the Title
Average Skill Grade	Indicates the grade threshold established for eligibility (For example: a level 1 student must have an average equal to or higher than the grade indicated considered eligible)
Average Daily Attendance	Indicates the attendance threshold established for eligibility(For example: a level 1 student must have an average daily attendance equal to higher than the number indicated to be considered eligible)

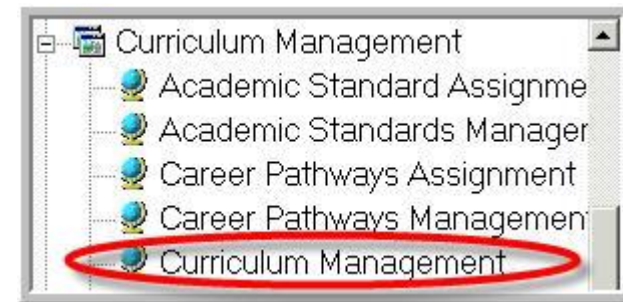
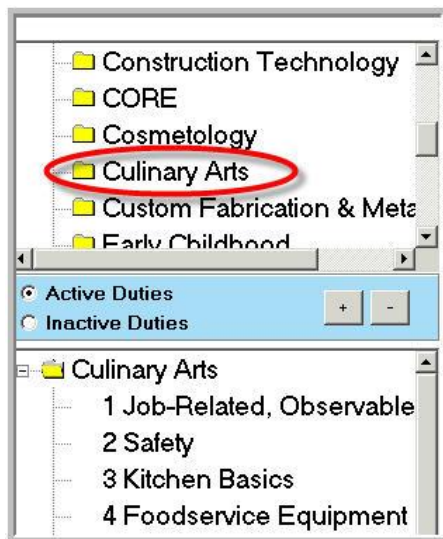


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Curriculum Management

Getting Started

Double Click **My Modules**>Double click **Curriculum Management folder**>Click **Curriculum Management module**



- Select the name of the Course by clicking on the course name located in the upper left hand view.

RE A D

R *Retire*

E *Edit*

A *Add*

D *Delete*



Curriculum Management

Retiring a Task: READ

Each year there are often tasks that become obsolete within your curriculum. These tasks may have students with grades associated . The process to remove the task from the general student curriculum (not allowing this task to be graded for any additional students) while still allowing the task to remain associated with the student is called **Retirement**.

Double Click **My Modules**>Double click **Curriculum Management folder**>Click **Curriculum Management module**

- Click on the Duty folder that contains the task marked for **Retirement**
- Click on the task marked for **Retirement**
- In the **Green SEQ** column of the retired task, Highlight the existing number, type **999**
- The Duties and Tasks sort from smallest to largest. Smallest number at the top.

	999 000001	Rabbit Restraint
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Curriculum Management

Retiring a Task: READ

- Click in any row to save or click “**SAVE**”

The task will fall to the bottom of the task list. When the last active student with a grade record associated with this task graduates, the task will automatically be removed.

- If you would like this task to be removed from “Teacher Viewing” but still count toward students who have taken the task, you can change the Status of this task to an I for INACTIVE.

Animal Health Management Tasks				
	SEQ	TaskID	Task	Level
	30	000006	Animal Health Management Wounds	98 ▾
	35	000007	Animal Health Management Herd Health	98 ▾
	36	402a	hutguhuhohi	98 ▾
	999	000402	Remove and replace sparkplugs	98 ▾



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EditinE Existing Duties: READ

Existing Duty folders may only be edited **AFTER** rollover and **BEFORE** the start of the new year. The Duty **Description** and the **Sequence Number** are the **ONLY** fields that may be edited. **The Duty ID MAY NEVER BE EDITED.**

Double Click **My Modules**>Double click **Curriculum Management folder**>Click **Curriculum Management module**

- Click on the Duty folder you would like to edit
- Highlight the field to be edited: **ONLY SEQUENCE NUMBER** or **DESCRIPTION**. Type the edit into the fields.
- Click in any row to save or click **“SAVE”**

Duty:	000005	Sequence Number:	5
Description: abc	Dairy		



Curriculum Management

Editing Existing Tasks: READ

The Tasks may only be edited **AFTER** rollover and **BEFORE** the start of the new year.

The task **Description** and the **Sequence Number** are the **ONLY** fields that may be edited. **The Task ID MAY NEVER BE EDITED. TASKS WITH GRADES ASSOCIATED CANNOT BE DELETED.**

Important Note: Please remember that curriculum duties & tasks are attached to courses that may be more than 1 skill year. Because of this, you should be careful when editing the names/descriptions of tasks as this can and will impact previous students who are still enrolled in the course.

Double Click **My Modules**>Double click **Curriculum Management folder**>Click **Curriculum Management module**

- Click on the Duty folder that contains the tasks to be edited
- Click on the task to be edited
- Highlight the field to be edited: **ONLY SEQUENCE NUMBER** or **DESCRIPTION**. Type the edit into the fields.
- Click in any row to save or click **“SAVE”**

▶	3 000003	Animal Health Management Drug Types
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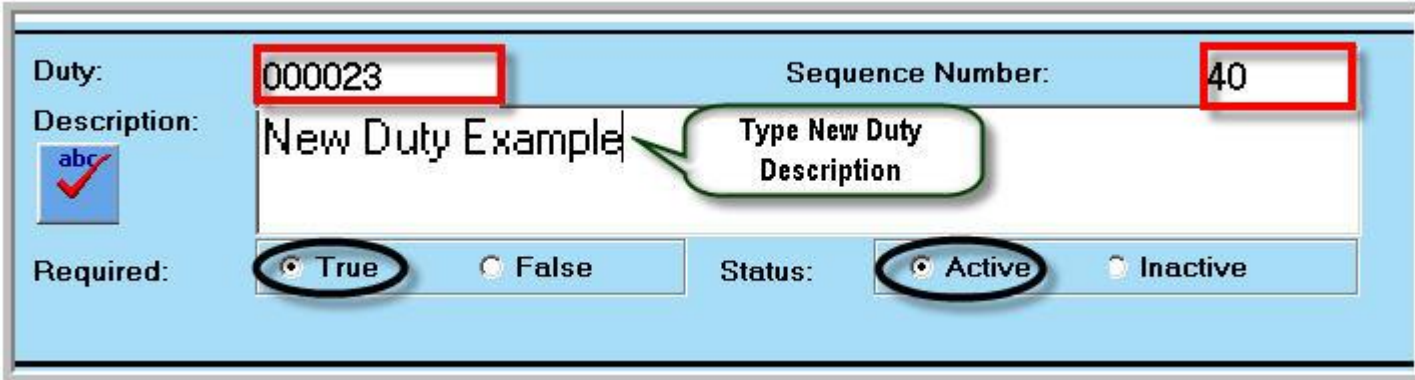
Curriculum Management

Add a New Duty: READ

New Duties can be added at anytime during the school year.

When creating a duty the following fields are required :

- **Duty ID** 6 digit number that must be **UNIQUE**
- **Sequence Number** 2 digit number that drives the order the Duties appear in the list
- **Description** Descriptive Title for the Duty
- **Required :** Equals "True"
- **Status:** Equals "Active"
- Click "**Save**"



Duty: Sequence Number:

Description: Type New Duty Description

Required: True False Status: Active Inactive



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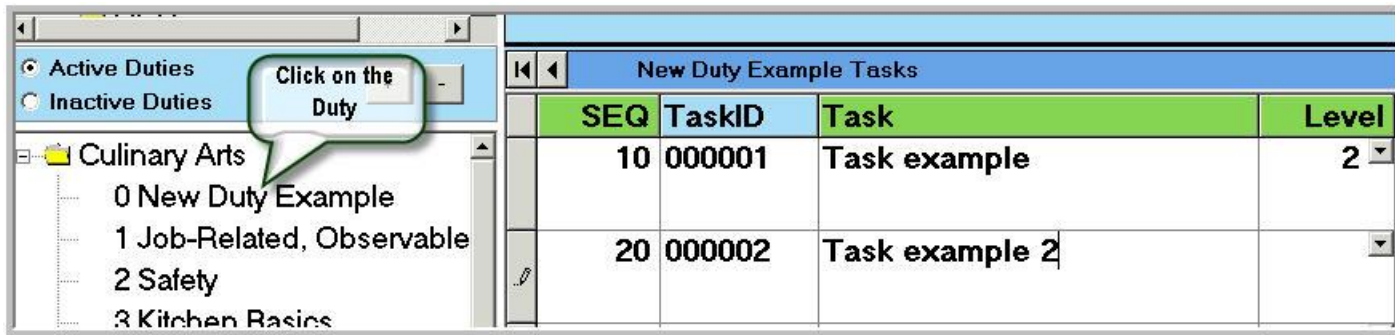
Add a New Task: READ

Tasks can be added in newly created Duty folders or existing Duty folders containing tasks.

New tasks can be added at anytime during the school year.

Double Click **My Modules**>Double click **Curriculum Management folder**>Click **Curriculum Management module**

- Click on the **Course Name**
- Click on the **Duty folder** the new task will reside
- Populate the task fields left to right



SEQ	TaskID	Task	Level
10	000001	Task example	2
20	000002	Task example 2	2



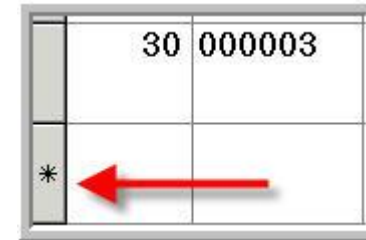
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Add a New Task READ

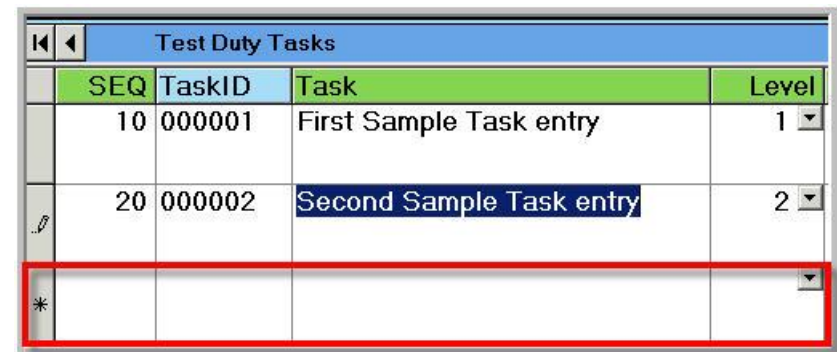
New tasks are entered into the first empty row with an * on the left side in the grey column.

- Enter **SEQ** number in the **Green SEQ** column. The **SEQ** number will drive the order the tasks appear. The tasks sort from smallest to largest. 2 digit maximum.
- Enter **TASKID** number in the **Blue** column. This number must be unique in the Duty folder. 6 digit maximum.
- Enter **TASK** description in the **Green TASK** column. Descriptive name of the task that is clear, concise and easily understood
- Click in any row to save entry or click **“SAVE”**

Note: Sequence ID numbers may be best created in increments. For example: 2, 4, 6, or 3, 6, 9 so additional tasks can be inserted into the list. The space between numbers allow you easily mange the list order.



	30	000003
*		



Test Duty Tasks				
	SEQ	TaskID	Task	Level
	10	000001	First Sample Task entry	1
	20	000002	Second Sample Task entry	2
*				



Curriculum Management

Add a New Task: READ : Value added Fields

- **Hours**
In ClassMate you have the ability to track the number of hours associated with each task. Hours are an instructional estimate, indicating the amount of time the instructor intends to spend covering this task within the approved curriculum.
- Type the number of hours in the space under the **Green Hours** column.

REQ	Status	Hours
T	A	3
T	A	7
T	A	100

Note: Typical 3-year program is 1,080 (or 2 hrs/day x 180 days/year = 360 hrs/year x 3 years). Students should be able to complete the entire curriculum during their enrollment; an instructor should not have so many tasks in their list that it would take 5 years to complete the entire set.

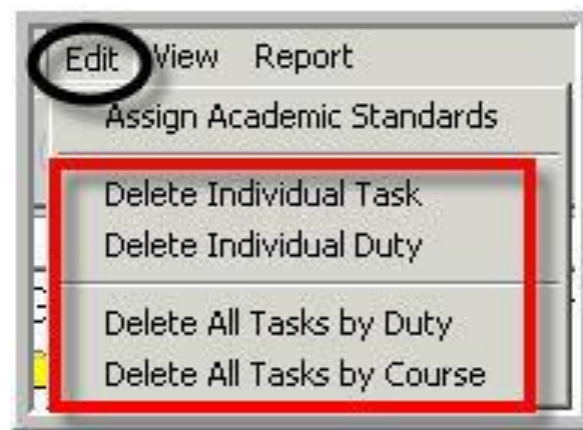


Delete Duty Folders and Individual Tasks: READ

INDIVIDUAL TASKS WITH GRADES ASSOCIATED CANNOT BE DELETED.

Should the need arise to delete Duty Folders or Task lists with **NO ASSOCIATED GRADES**, a quick process exists within ClassMate.

- Click the word **Edit**, located along the top of the screen on the toolbar.
- Click **Delete Individual Task** or **Delete Individual Duty** to delete single items. Click **Delete All Tasks by Duty** or **Delete All Tasks by Course** to delete in bulk.

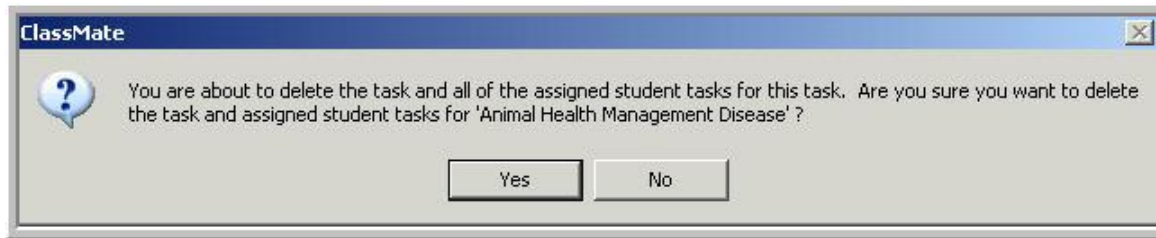


Curriculum Management

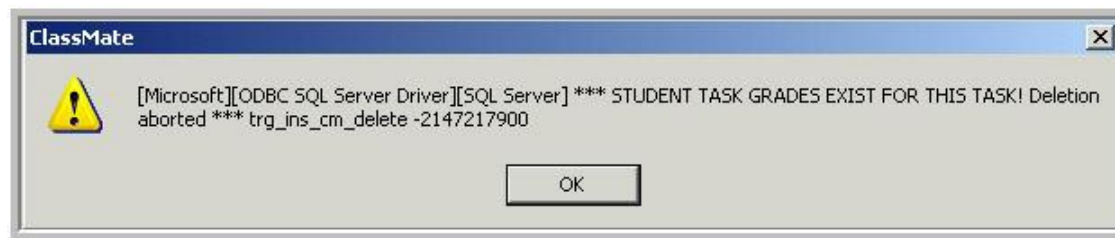
Delete Duty Folders and Tasks: READ

INDIVIDUAL TASKS WITH GRADES ASSOCIATED CANNOT BE DELETED.

- A deletion confirmation message will appear. Read the message.
- Click **OK** to continue deletion or Click **NO** if you do not want to proceed.



- The Duty Folder or task will be removed from the list
- If you erroneously tried to remove a Duty Folder or task will associated student grades, a deletion error message will display, indicating the deletion was not completed.



- Please remember that curriculum duties & tasks are attached to courses that may be more than 1 skill year. Because of this, if you try to delete a task that hasn't been used this current school year and it won't let you, it is because students are still attached to the task from a previous skill year.



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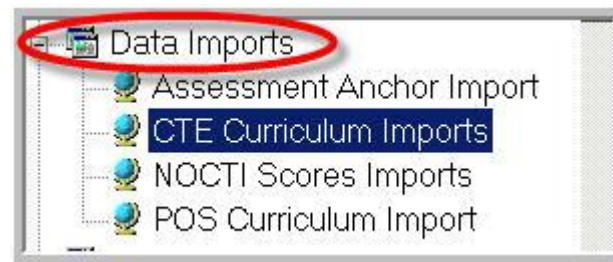
Delete Live Curriculum: READ

You have several change options in ClassMate regarding curriculum. Please keep in mind, the below options should only be used **AFTER** rollover. Deleting Live Curriculum is a global change that should be discussed at length with your administration prior to use.

- **Deleting Curriculum: Completely** remove a curriculum of study. All Duties, Tasks, Grades, Assessment Assignments, Career Pathways Assignments, Learning Guides, etc.

Double Click **My Modules**>Double click **Data Imports**>

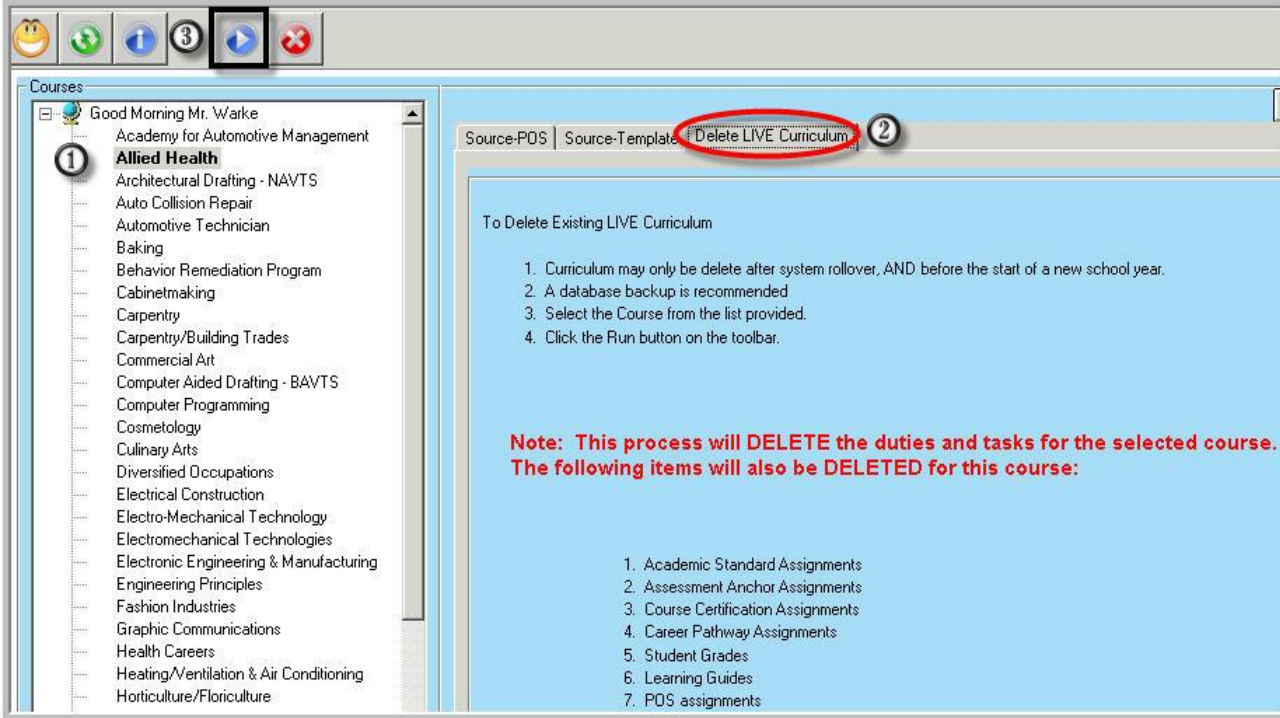
Click **CTE Curriculum Imports**



Curriculum Management

Delete Live Curriculum: READ

- Select **Course**
- Click **Delete Live Curriculum Tab**
- Click **Blue Delete/Import Curriculum Icon**



To Delete Existing LIVE Curriculum

1. Curriculum may only be delete after system rollover, AND before the start of a new school year.
2. A database backup is recommended
3. Select the Course from the list provided.
4. Click the Run button on the toolbar.

Note: This process will DELETE the duties and tasks for the selected course. The following items will also be DELETED for this course:

1. Academic Standard Assignments
2. Assessment Anchor Assignments
3. Course Certification Assignments
4. Career Pathway Assignments
5. Student Grades
6. Learning Guides
7. POS assignments



Curriculum Management

Skill Levels

Creating Levels

Double Click **My Modules**>Double click **Curriculum Options folder**>
Click **Skill Level Management**

The display that appear on the top of the screen will list the default level of 98 and any additional levels that have been created.

ClassMate allows users to create an unlimited number of levels. The default level of **98** is automatically assigned to all tasks and will remain unless a new level is assigned.

Before instructors can see their tasks displaying in different colors based off Skill Level the Skill Levels and Colors must be created.

Level ID	Level	Certification	Sequence	Description	Skill Threshold	Att. Threshold
<input type="checkbox"/> 1	Basic Skill Level	Y	1	First year students should aspi...	3	85
<input type="checkbox"/> 2	Intermediate Skill Level	Y	2	Second year students should ...	4	90
<input type="checkbox"/> 3	Advanced Skill Level	Y	3	Third year students should as...	5	95
<input type="checkbox"/> 98	No Level	N		No Level	0	0



Curriculum Management

Skill Levels

Level ID

Create a numeric number to indicate the skill level for the task (

Level

Create a title or short descriptor of the level. For example: Basic Skill

Certification Level

Type “Y” for yes or “N” for no to indicate this level task is to be included in certificate tracking. If you indicate “Y” **yes** you **MUST** select a sequence number.

Sequence #

Indicates the order in which the levels are to be completed. For example: a student must complete level 1 before they can complete level 2. Typing a **99** in this field will indicate this level operates independently of the other levels.

Description

Detailed description of the level.

Average Skill Grade

This is an eligibility threshold. The student must have an equal to or higher skill grade as indicated in the field to be eligible for this level. Field is optional.

Grade

Average Daily Attendance

This is an eligibility threshold. The student must have an equal to or higher average daily attendance as indicated in the field to be eligible for this level. Field is optional.

Click Save



The screenshot shows a web form titled "Add A New Skill Level" with the following fields and values:

- Level ID:** 4 (Callout 1)
- Level:** Highly Skilled Level (Callout 2)
- Certificate Level (Y/N):** Y (Callout 3)
- Sequence #:** 4 (Callout 4). Note: 99 - Denotes Independent Certificate Level
- Description:** Advanced standing: Surpassess industry standards (Callout 5)
- Eligibility Thresholds:**
 - Average Skill Grade:** 5 (Callout 6)
 - Average Daily Attendance %:** 97 (Callout 7)

A "Save" button with a checkmark icon is visible on the right side of the form.



Curriculum Management

ClassMate Options: Assigning Colors to Skill Levels

Select a Level

Click the check box next to the Level to select



Display Color

Click the “Display Color” button to select a color for a level



Select a Color

Click to select a color from the color palette and click “OK”. Then click “Save”



Task Display Tasks will now display assigned levels and colors

000200	000201	10	201 Develop a resume
000200	000202	20	202 Complete job
000200	000203	30	203 Participate in a job



Curriculum Management

ClassMate Module Options: Level Certificates

- **Tracking Levels**

In ClassMate you have the ability to track tasks based on pre-established levels. (Levels are created in Skill Level Management, which is under Curriculum Mgmt Options.) An Unlimited number of levels may be created, and the software will track student progress toward level-based certificates (i.e. Basic Skills Certificates).

These levels may be used to create skill certificates. In the Green Level column, click the drop down menu and select the level.

		Level	LevelID
Second Sample Task entry	2	Level 1	1
		▶ Level 2	2
		Level 3	3
Third Sample Tast entry	98	No Level	98

- If you follow the READ instructions earlier in this QRG, you may want to retire tasks or edit tasks that have a skill level attached. If this is the case, be sure that you have the appropriate level identified when you are finished making adjustments. You can change the level of a task at any point. REMEMBER that If you change a level it will impact all students who are still connected to the task as well as students in a previous skill year who took that task if they are still enrolled.



Curriculum Management

Re-sequence Duty Folders or Tasks

The Duty Folder and Tasks may be re-sequenced at any time during the school year. That is the **ORDER** of the Duty Folders and Tasks can be changed.

- Click on the Duty folder or task that requires re-sequencing.
- Click on the Duty Sequence number or the task SEQ number
- Highlight the number to be edited: Type the new number into the field. The Duties and Tasks sort from smallest to largest. Smallest number at the top.
- Click in any row to save or click **“SAVE”**

SEQ	TaskID	Task
30	000003	Animal Health Management Drug Types
40	000004	Animal Health Management Drug Administration
50	000005	Animal Health Management Vital Signs
60	000006	Animal Health Management Wounds
70	000007	Animal Health Management Herd Health
99	000001	Animal Health Management Disease

SEQ	TaskID	Task
20	000002	Animal Health Management Sanitation
40	000004	Animal Health Management Drug Administration
42	000006	Animal Health Management Wounds
50	000005	Animal Health Management Vital Signs
55	000003	Animal Health Management Drug Types
70	000007	Animal Health Management Herd Health

Notice the new order of tasks after the SEQ # change

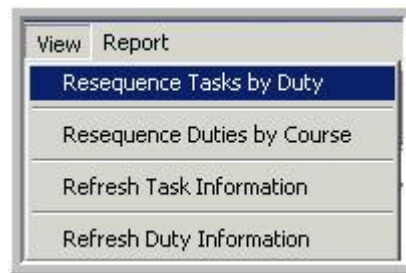


Re-sequence Tasks within Duty Folders

Sequence ID numbers are best created in increments. For example: 2, 4, 6, or 5,10, 15 . This method easily allows additional tasks can be inserted into the list in the desired order.

In ClassMate you can easily Re-Sequence the Duty Folders or task list after the insertion of new items. Within the Curriculum Management Module:

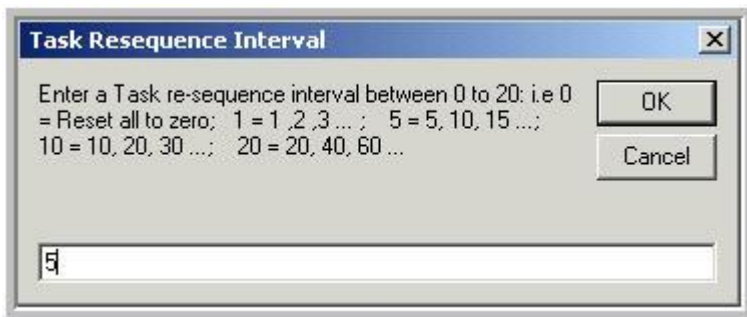
- Click the word **View**, located along the top of the screen on the toolbar.
- Click **Resequence Tasks by Duty**



Re-sequence Tasks within Duty Folders

A Task Interval Sequence dialogue box will appear

- Type the interval number you would like assign the tasks for resequencing. In this example, 5 is used.
- Click **OK**
- The tasks will now have the interval number requested in the **SEQ** column



Task Resequence Interval

Enter a Task re-sequence interval between 0 to 20: i.e 0
= Reset all to zero; 1 = 1, 2, 3 ... ; 5 = 5, 10, 15 ... ;
10 = 10, 20, 30 ... ; 20 = 20, 40, 60 ...

OK

Cancel

5

SEQ	TaskID	Task
5	000001	Animal Health Management Disease
10	000002	Animal Health Management Sanitation
15	000003	Animal Health Management Drug Types
20	000004	Animal Health Management Drug Administration

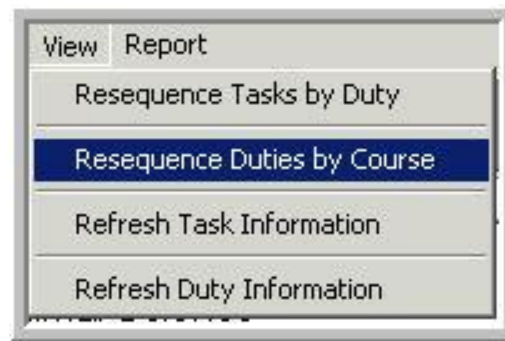


Re-sequence Duty Folders within a Course

Sequence ID numbers are best created in increments. For example: 2, 4, 6, or 5,10, 15 . This method easily allows additional Duty Folders to be inserted into the course curriculum in the desired order.

In ClassMate you can easily Re-Sequence the Duty Folders or task list after the insertion of new items. Within the Curriculum Management Module:

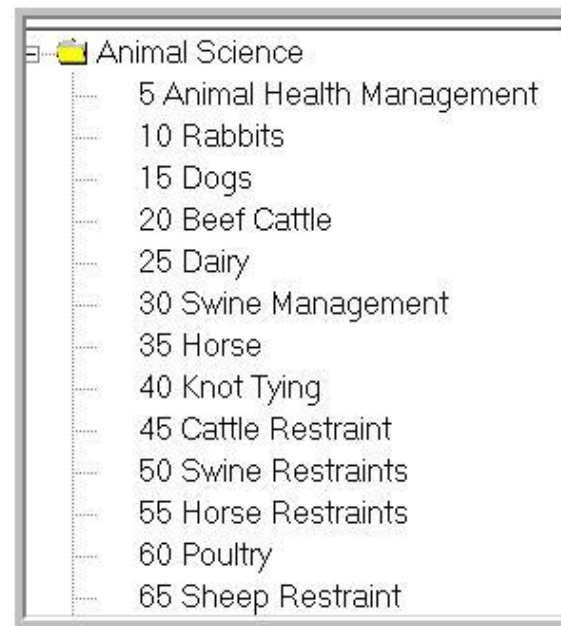
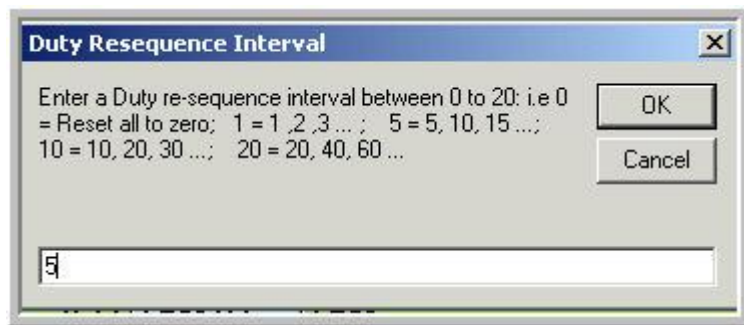
- Click the word **View**, located along the top of the screen on the toolbar.
- Click **Resequence Duties by Course**



Re-sequence Duty Folders within a Course

A Duty Sequence Interval dialogue box will appear

- Type the interval number you would like assign the Duty Folder for resequencing. In this example, 5 is used.
- Click **OK**
- The Duty Folders will now have the interval number requested and appear in that order

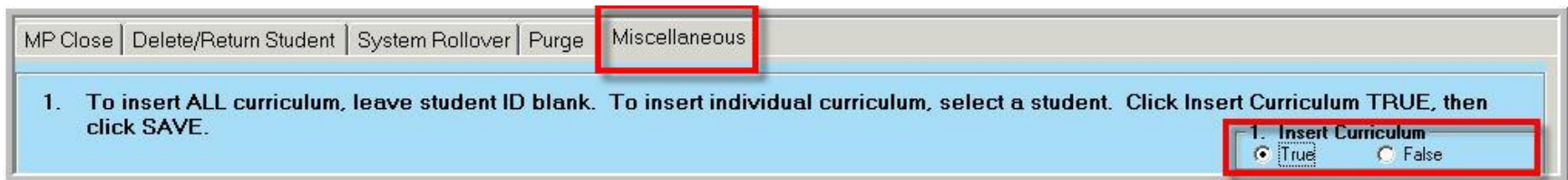


Curriculum Management

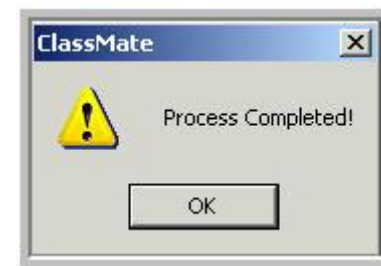
Inserting Curriculum **Mandatory Step**

After making changes to the curriculum, (this would include adding new Duties, new tasks or retiring tasks) you must then insert the curriculum.

Double Click **My Modules**>Double click **System Administrator**>
Click **ClassMate Master Control** >**Misc Tab**



- In the 1. Insert Curriculum box, Click **“T”** for true.
- Click **“SAVE”**
- A process completed message will display
- Click **“OK”**
- Curriculum has now been inserted and is ready for use
- After any curriculum changes this process must be repeated.



Curriculum Reporting

A variety of curriculum reports exist in ClassMate. The reports are accessible from within the Curriculum Management Module and from the Reports folder. Popular curriculum reports include:

- **Duty Report**

Lists individual Duties by Course. Tallies total number of Duties for that course. Displays alphabetically by course.

Program		Duty Report	
Course		Active Status	
Duty			Status
010201	Agriculture Mechanics		
000001	Natural Resources		
1	Employability Skills		A
2	Equipment Maintenance		A
3	Snow Removal		A
4	Chain Saw Safety, Operation & Maintenance		A
5	Measurement, Estimating and Design		A
6	Light Earthmoving Equipment Operations Maintenance & Service		A
7	Truck Operation & Maintenance		A
8	OSHA Site Safety Training		A
Total Duties Per Course:			8



Curriculum Reporting

A variety of curriculum reports exist in ClassMate. The reports are accessible from within the Curriculum Management Module and from the Reports folder. Popular curriculum reports include:

- **Task by Duty Report**

Lists individual tasks by Duty & Course. Tallies total number of task per duty and total number of tasks per course. Displays alphabetically by course.

- **Task by Level Report**

Lists individual tasks by Duty & Course. Tallies total number of task per duty and total number of tasks per course. Displays by task level.

Task By Level Report				Active Status		Page 1
Printed: 06/03/2009 12:02:21PM						
Program	Course	Level	Duty	Task	Status	
10302	Animal Science					
000001	Animal Science					
1		Level 1				
	000023		Test Duty			
	000001			First Sample Task entry	A	
				Total Tasks Per Duty:		1
2		Level 2				
	000001			Animal Health Management	A	
	000002			Animal Health Management Sanitation		
				Total Tasks Per Duty:		1
	000023		Test Duty			
	000002			Second Sample Task entry	A	
				Total Tasks Per Duty:		1
3		Level 3				
	000023		Test Duty			
	000003			Third Sample Task entry	A	
				Total Tasks Per Duty:		1



Best Practices

ClassMate recommends a **YEARLY** evaluation by both instructors and administrators of the current curriculum by program. Identified changes can be made during the summer **AFTER** the annual system rollover and **BEFORE** the first day of the new year.

Skill Levels & associated color coding can be added at any point in the school year.

Career Pathways can be added at any point in the school year however, it is most beneficial to begin the school year with the tasks linked to the pathway to allow tracking.

ClassMate allows for Programs of Studies Import and/or Crosswalk of data. Please contact the Harris SIS Helpdesk for further information.



ClassMate
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Bath, PA 18014

855-984-1228 Help Desk: Option 1
www.classmate.net

