

Introduction to: Programs of Study (POS) An Administrators Guide



Programs of Study Agenda

An Administrators Guide

Module Assignment

- The following modules should be assigned to the appropriate personnel:

Administrators

- Curriculum Imports (CURIMP_M) located under Data Imports
- POS Curriculum Import (POSIMP_M) located under Data Imports
- POS Curriculum Crosswalk (POSCRS_M) located under Curriculum Management
- Admin Task Grade by Class or Admin Task Grade by Student located under Admin Grading
- Career Pathways Assignment located under Curriculum Management
- Course Certification Assignment located under Curriculum Options
- Learning Guides located under Curriculum Management
- Curriculum Management located under Curriculum Management



Teachers

- POS Curriculum Crosswalk (POSTCR_M) located under Teacher Options
- Task Grade by Class or Task Grade by Student located under Teacher Grading

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- **Report Assignment**
- The following reports should be assigned to the appropriate personnel:

Administrators

- POS Curriculum Crosswalk Report (POSCRS_R) located under State Reporting
- POS Curriculum Hours Report (POSHRS_R) located under State Reporting
- POS Competency List Report (CERPOS_R) located under State Reporting
- CTE Value-Added Curriculum Report (CTEVAL_R) located under Curriculum Management
- Career Pathways/Task Worksheet located under Curriculum Management
- Learning Guides located under Curriculum Management
- Task by Duty Report located under Curriculum Management
- Admin Task Grade by Task Report and Admin Completed Tasks by Student Report located under Admin Grading

Teachers

- POS Curriculum Crosswalk Report (POSTCR_R) located under Teacher Curriculum



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- Module Assignments
 - Programs of Study Templates
 - Download Templates
 - Import Templates
 - Data Crosswalk
 - Current Duties and Tasks
 - State POS Duties & Tasks
 - Putting it All Together: Crosswalk Current Duties & Tasks with State POS Curriculum
 - Reporting
- * DELETING LIVE CURRICIULUM



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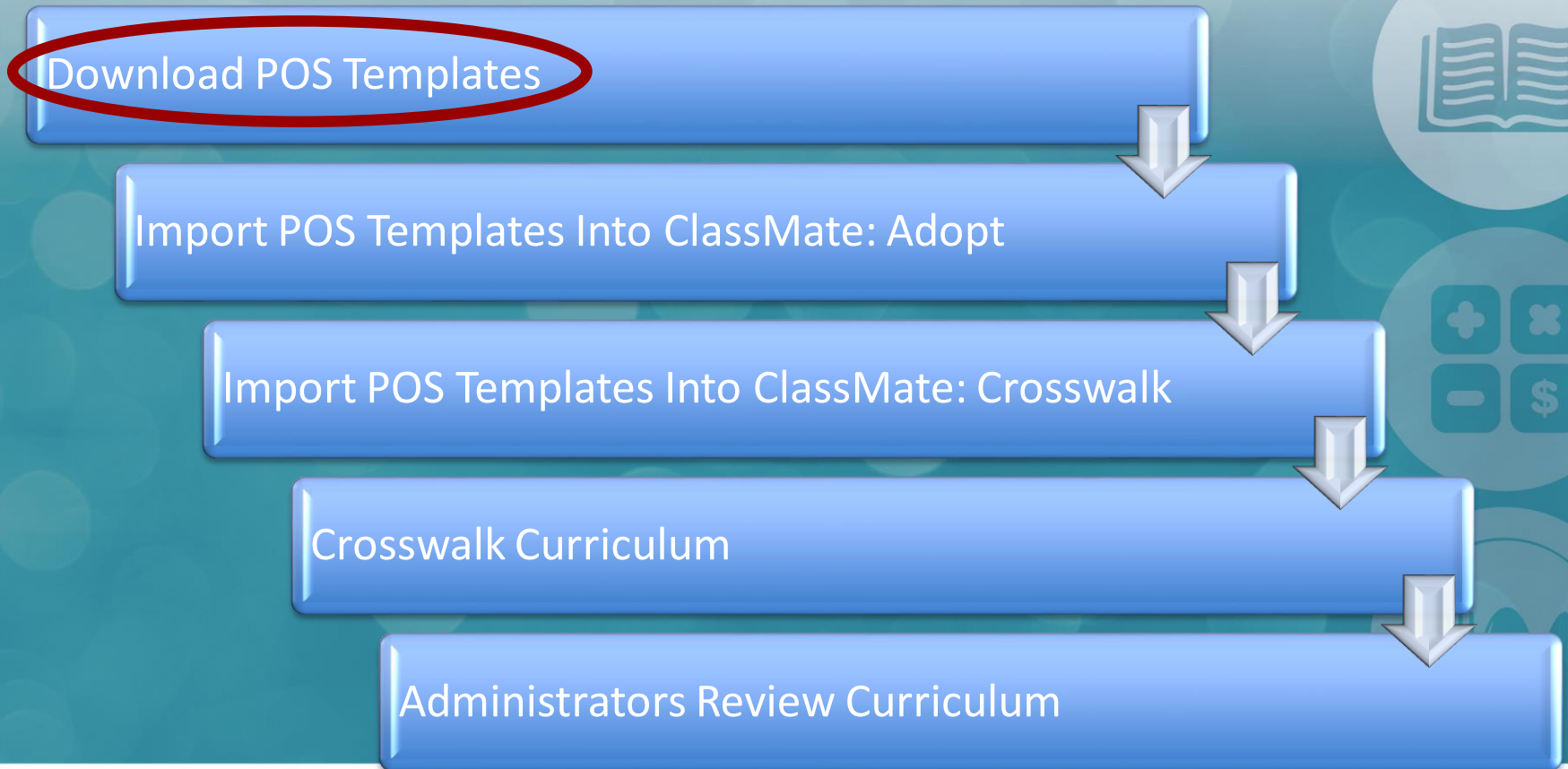


The goal of the Pennsylvania Department of Education to standardize curriculum across the state has created the need to crosswalk existing duties and tasks with the new Programs of Study (POS) curriculum. The ClassMate Program of Studies module allows users to easily import the ClassMate compatible state POS curriculum templates from our website. Crosswalking or linking the curriculum is simple for both teachers and/or administrators. The reporting tool can quickly and efficiently assist in identifying any gaps or areas in need of attention.



Programs of Study Agenda An Administrators Guide

POS Import Process



Programs of Study Agenda An Administrators Guide

Getting Started

POS Templates

To begin, you must Download the ClassMate compatible **Program of Study Template (s)**.

These templates can be found by typing the following address into your internet browser:

<http://www.classmate.net/classmate-user-state-documentation/>

From this site you can locate and download the **POS templates** you will be using. Please only use the template from this site. The POS templates are ClassMate compatible and can easily be imported into the system. If you use any other POS template from any other source, the import will fail.

Save the templates to a folder on your computer.



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Download Templates

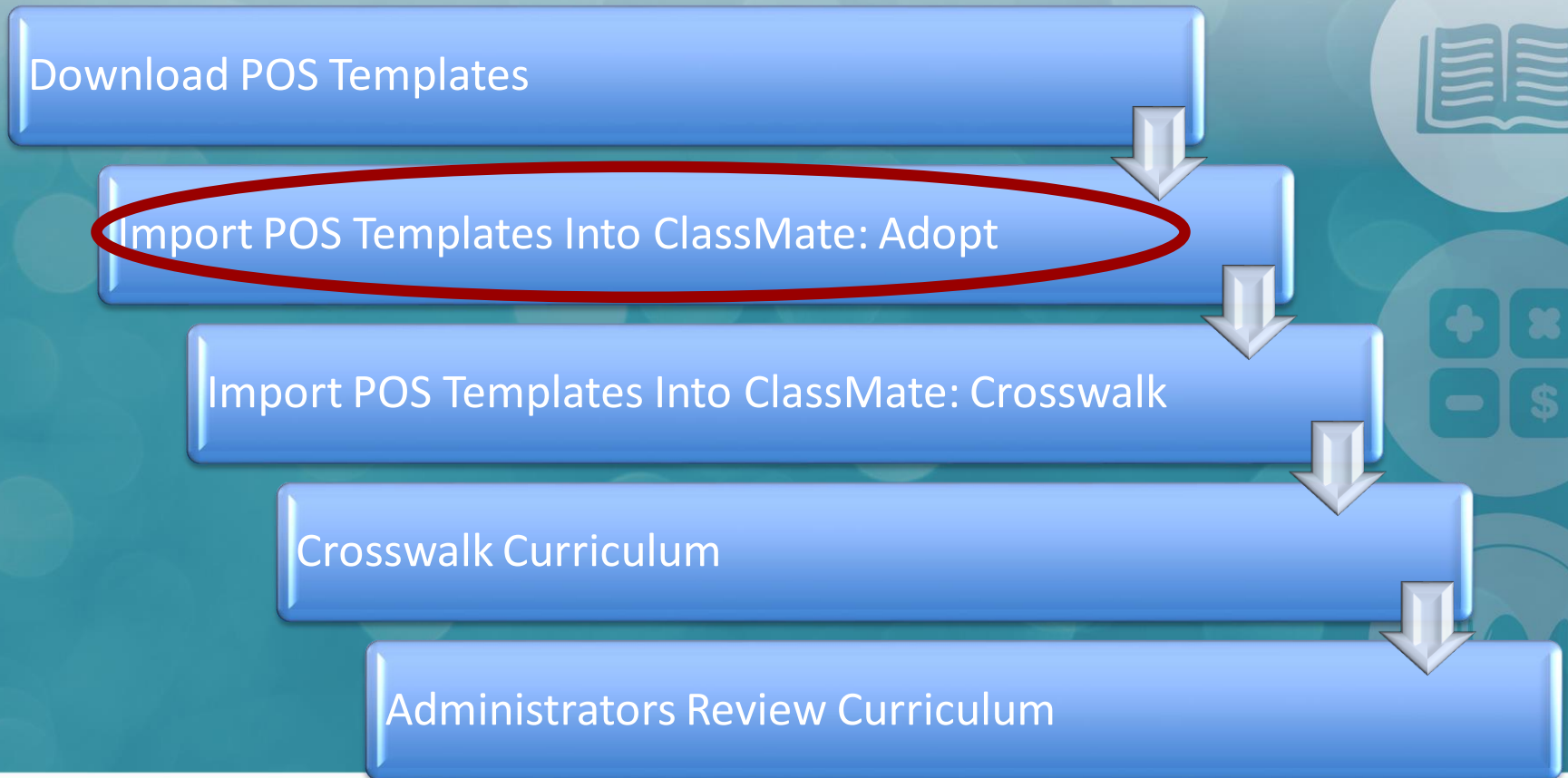
- * Select the appropriate **CIP Code** from the list by clicking on the number
- * You will be asked if you would like to “**Save**” or “**Open**” the POS Template
- * Click “**Save**”
- * Browse to select the file location for the template download
- * Click “**Save**”
- * When the download is complete, Click “**Close**”

Repeat the download process for each template.



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POS Import Process



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Getting Started

POS Decisions

Before you begin the POS import process you must first decide how you will be using the POS curriculum. The POS curriculum can be used in two ways.

- **Adopt** the entire POS curriculum in its entirety
- **Crosswalk** your existing curriculum with the POS curriculum

The decision to **Adopt** or **Crosswalk** the curriculum can be made on a Program by program basis. That is, Carpentry can “Adopt “ the entire POS curriculum while Culinary “Crosswalks”

Deciding which Import process you will be using will determine what module you will be choosing to do the import.

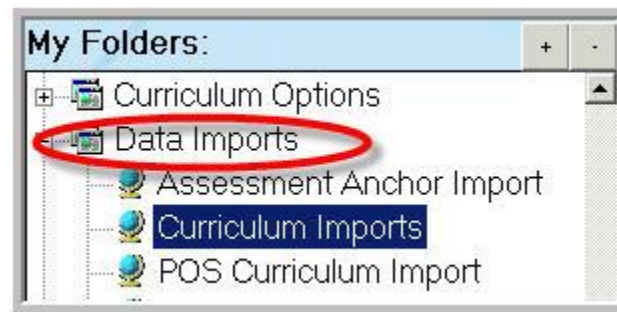


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Import POS Templates

Adopting the POS Curriculum in its entirety

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



You will only be choosing the **Curriculum Imports Module** if you are Importing the POS Curriculum in its **ENTIRETY**.

***** If you have existing curriculum and skill grades in your ClassMate System, please see **Appendix A** before proceeding. *****



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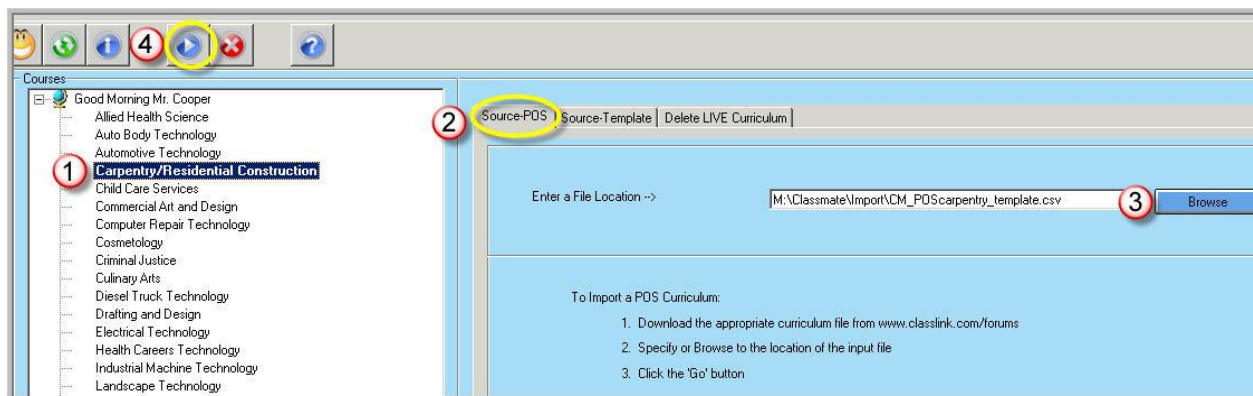
Import POS Templates

Adopting the POS Curriculum in its entirety

- 1 Select the Program name that corresponds to the template you would like to import
- 2 Click the **Source-POS** Tab
- 3 Click the **Blue Browse** button to select the **POS Template** from its saved location
Once selected the file location path will display in the **Enter a File Location** field
- 4 Click the **Blue Arrow** icon located on the toolbar along the top of the screen
An import complete message will appear

Click “OK”

This step should be repeated for each program & template



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Import POS Templates

Adding “Value Added” Tasks to the POS Curriculum

In many cases additional Duties & Tasks are taught above and beyond the state POS Curriculum. Should you need to add these “**Value Added**” Duties & Tasks simply create them in the Curriculum Management module.

These tasks will have an “F” in the POS column to identify as a non-POS task and therefore “Value Added”

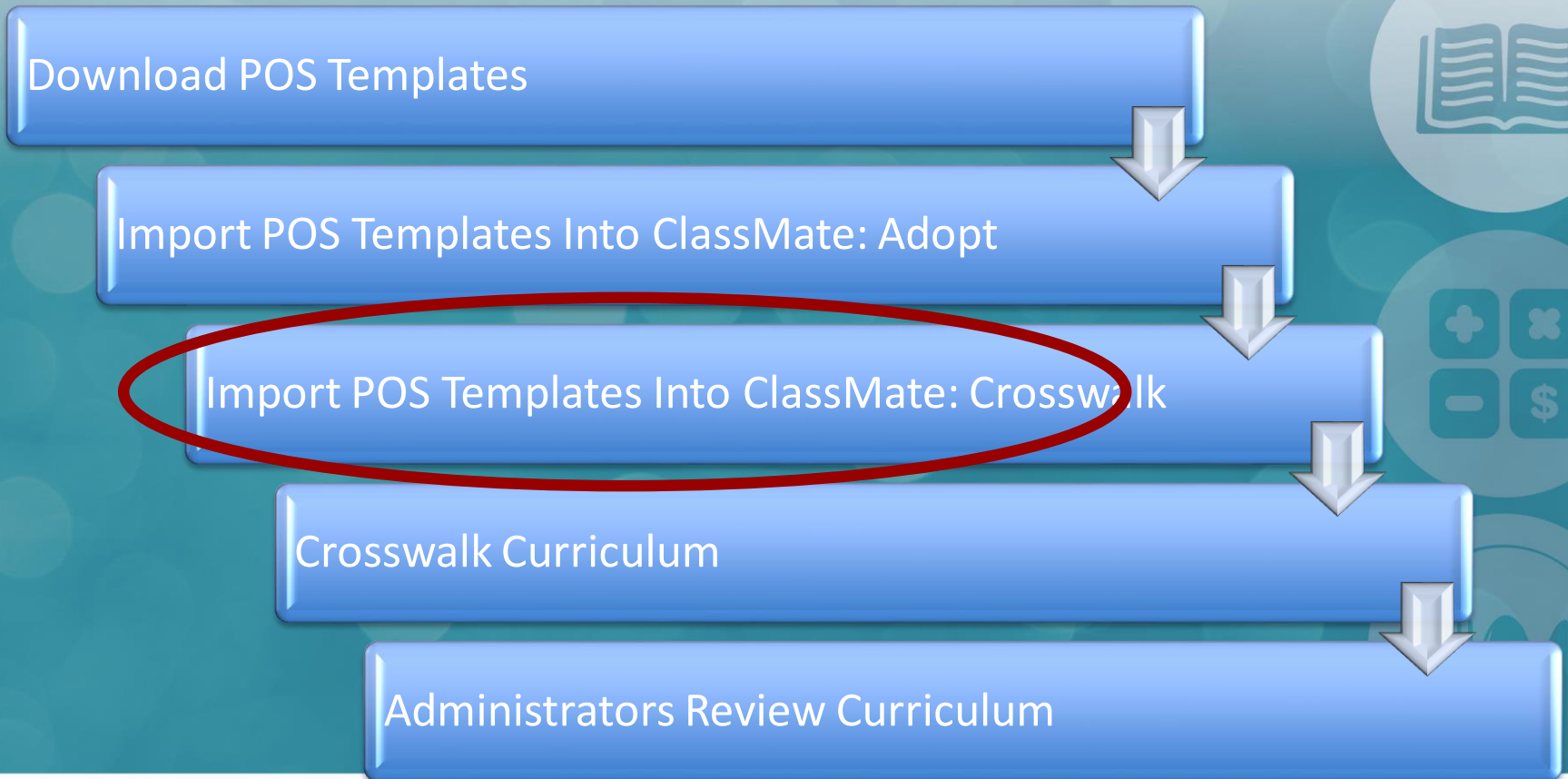
Any “RESERVED” PDE POS tasks will import as POS “F”

PANEL REPLACEMENT AND ALIGNMENT Tasks									
SEQ	TaskID	Task	Level	Reference	REQ	Status	Hours	POS	
10	000301	Install panels using various alignment methods (weld bolt).	98		T	A	0	T	
20	000302	Remove reinstall and align bolt on panels.	98		T	A	0	T	
30	000303	Remove and reinstall wheel assembly.	98		T	A	0	T	
40	000304	Aim headlights using mechanical aiming equipment.	98		T	A	0	T	
50	000305	Replace wheels/tires.	98		T	A	0	T	
60	000306	test POS flag	98		T	A	0	F	
*									



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POS Import Process

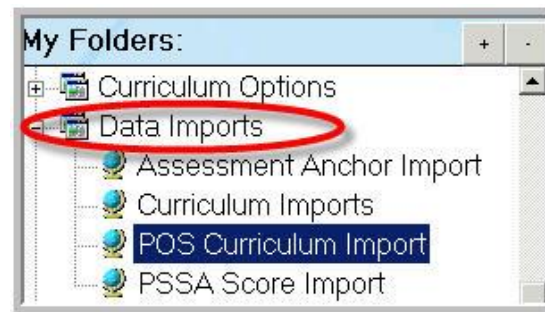


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Import POS Templates

Cross Walking the State POS Curriculum with existing curriculum

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



You will only be choosing the **POS Curriculum Imports Module** if you are **CROSS WALKING** existing curriculum with the state POS Curriculum.



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Import POS Templates

Cross Walking the State POS Curriculum with existing curriculum

- 1 Click the **Blue Browse** button to select the **POS Template** from its saved location
Once selected the file location path will display in the **Enter a File Location** field
- 2 Click the **Blue Arrow** icon located on the toolbar along the top of the screen
An import complete message will appear

Click “OK”

This step should be repeated for each program & template to be cross walked

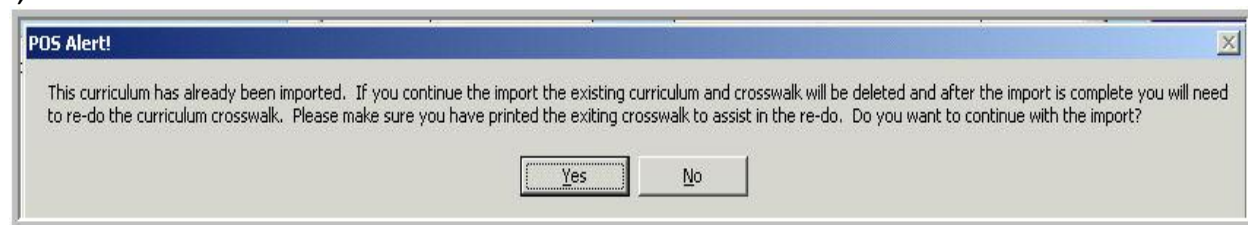
If Curriculum already existing for the POS Template CIP Code, ClassMate will ensure you want to continue.

If you continue the current POS curriculum will be deleted along with any crosswalk previously created.

If you choose “Yes”, please ensure you have printed the existing crosswalk report prior.

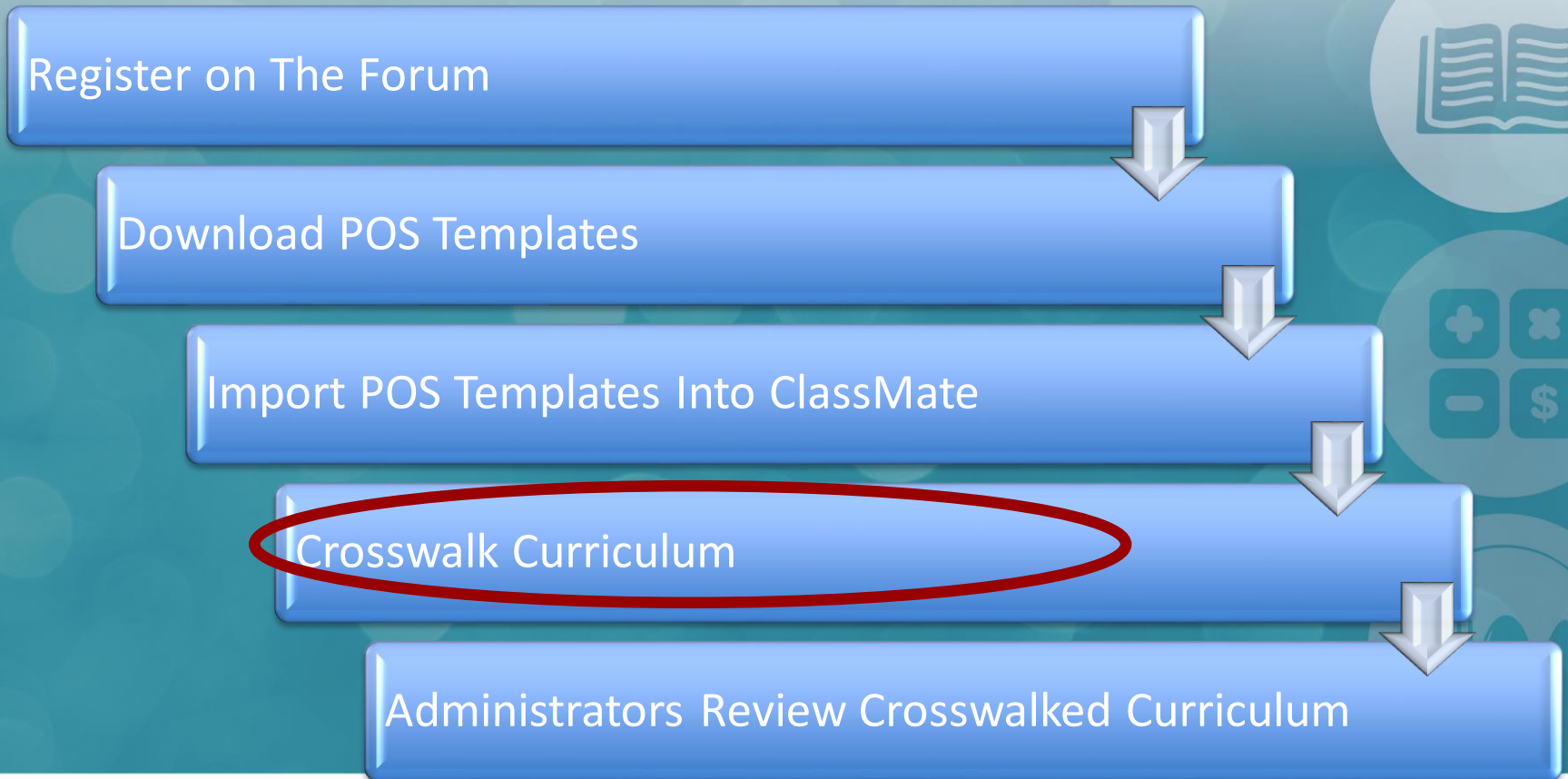
If you choose “NO” , the curriculum will not be altered.

Click “OK”



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Programs of Study Crosswalk Process



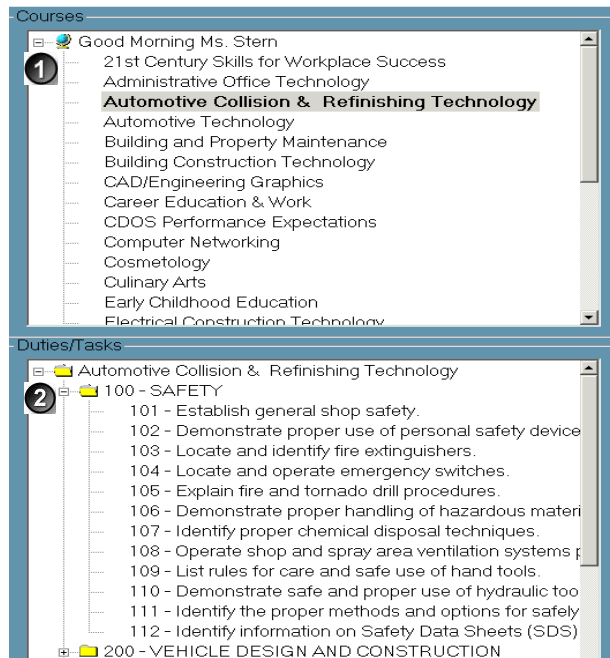
Programs of Study Agenda An Administrators Guide

Curriculum Crosswalk

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

Click **POS Curriculum Crosswalk**

- 1 All available Programs. As the administrator you have ability to see **ALL** courses.
- 2 All existing Duties & Tasks for a selected Program.
- 3 New POS Curriculum Duties & Tasks

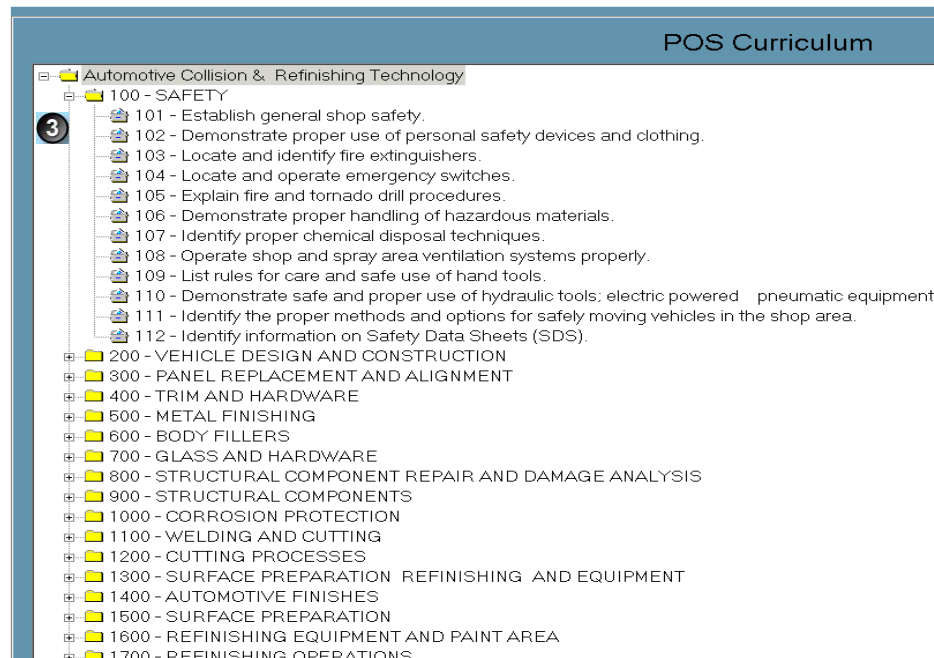


Courses

- Good Morning Ms. Stern
- 21st Century Skills for Workplace Success
- Administrative Office Technology
- Automotive Collision & Refinishing Technology**
- Automotive Technology
- Building and Property Maintenance
- Building Construction Technology
- CAD/Engineering Graphics
- Career Education & Work
- CDOS Performance Expectations
- Computer Networking
- Cosmetology
- Culinary Arts
- Early Childhood Education
- Electrical Construction Technology

Duties/Tasks

- Automotive Collision & Refinishing Technology
 - 100 - SAFETY
 - 101 - Establish general shop safety.
 - 102 - Demonstrate proper use of personal safety device
 - 103 - Locate and identify fire extinguishers.
 - 104 - Locate and operate emergency switches.
 - 105 - Explain fire and tornado drill procedures.
 - 106 - Demonstrate proper handling of hazardous materi
 - 107 - Identify proper chemical disposal techniques.
 - 108 - Operate shop and spray area ventilation systems p
 - 109 - List rules for care and safe use of hand tools.
 - 110 - Demonstrate safe and proper use of hydraulic too
 - 111 - Identify the proper methods and options for safety
 - 112 - Identify information on Safety Data Sheets (SDS)
 - 200 - VEHICLE DESIGN AND CONSTRUCTION



POS Curriculum

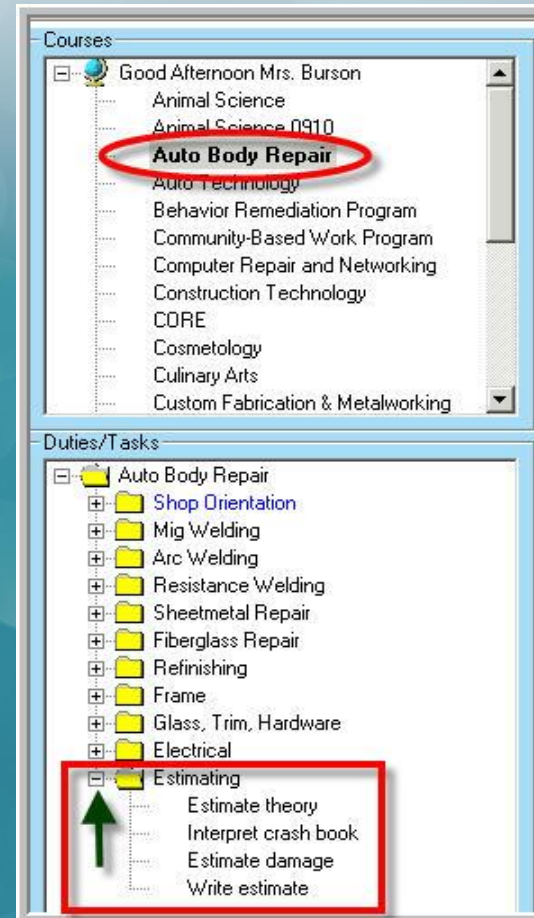
- Automotive Collision & Refinishing Technology
 - 100 - SAFETY
 - 101 - Establish general shop safety.
 - 102 - Demonstrate proper use of personal safety devices and clothing.
 - 103 - Locate and identify fire extinguishers.
 - 104 - Locate and operate emergency switches.
 - 105 - Explain fire and tornado drill procedures.
 - 106 - Demonstrate proper handling of hazardous materials.
 - 107 - Identify proper chemical disposal techniques.
 - 108 - Operate shop and spray area ventilation systems properly.
 - 109 - List rules for care and safe use of hand tools.
 - 110 - Demonstrate safe and proper use of hydraulic tools; electric powered pneumatic equipment
 - 111 - Identify the proper methods and options for safely moving vehicles in the shop area.
 - 112 - Identify information on Safety Data Sheets (SDS).
 - 200 - VEHICLE DESIGN AND CONSTRUCTION
 - 300 - PANEL REPLACEMENT AND ALIGNMENT
 - 400 - TRIM AND HARDWARE
 - 500 - METAL FINISHING
 - 600 - BODY FILLERS
 - 700 - GLASS AND HARDWARE
 - 800 - STRUCTURAL COMPONENT REPAIR AND DAMAGE ANALYSIS
 - 900 - STRUCTURAL COMPONENTS
 - 1000 - CORROSION PROTECTION
 - 1100 - WELDING AND CUTTING
 - 1200 - CUTTING PROCESSES
 - 1300 - SURFACE PREPARATION REFINISHING AND EQUIPMENT
 - 1400 - AUTOMOTIVE FINISHES
 - 1500 - SURFACE PREPARATION
 - 1600 - REFINISHING EQUIPMENT AND PAINT AREA
 - 1700 - REFINISHING OPERATIONS



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Crosswalk Data

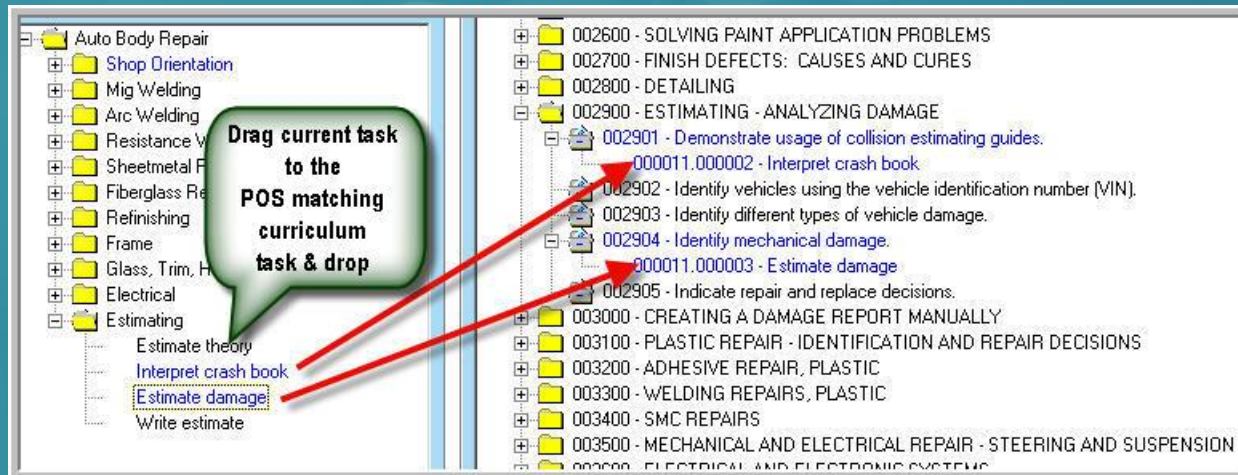
- Locate the **Program** from Program list in upper left hand view of the screen.
- Click on the name of the **Program**
- Expand the Duty folder in Duty/Task list located in lower left hand view of the screen. To expand the folder click on the plus sign (+) to the left of the folder.



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Crosswalk Data

- Expand the corresponding folder in the **POS Curriculum** located in the middle of the Screen
- Click on the plus sign (+) to the left of the folder to expand
- Drag** the **current task** from the left hand view and **Drop** the current task onto the POS task that most closely matches
- Repeat the process for **EACH** current task listed



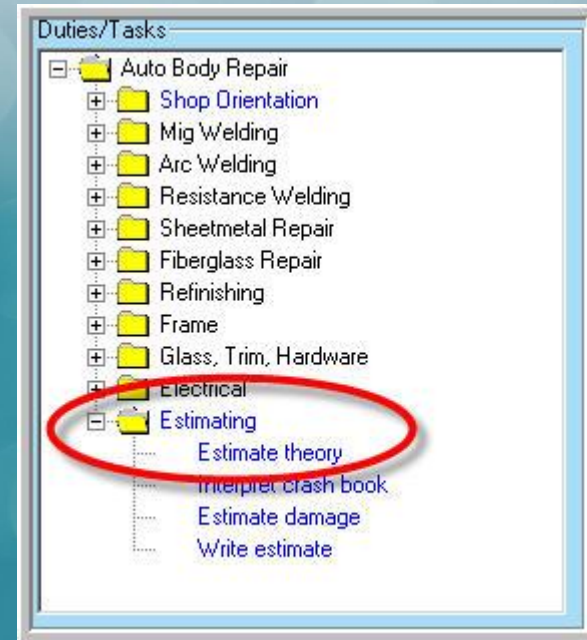
You are linking current task to the new POS tasks

STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

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Helpful Hints for Crosswalked Data

- As **EACH** task is cross walked or linked with the new POS curriculum, the task will turn **BLUE**. (In both current curriculum and new POS curriculum)
- When **ALL** tasks in the duty folder have been cross walked or linked, the **ENTIRE** duty folder will turn **BLUE** in both the current curriculum and new POS curriculum.

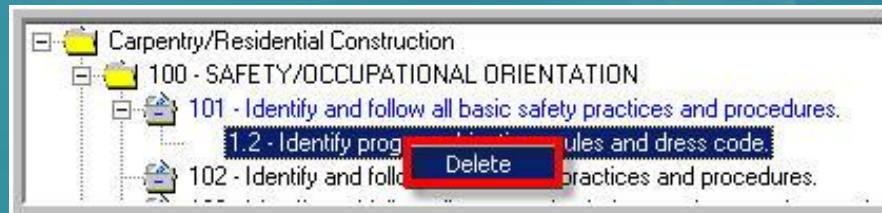


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Helpful Hints for Crosswalked Data

Deleting a current task cross walked to a POS folder and task

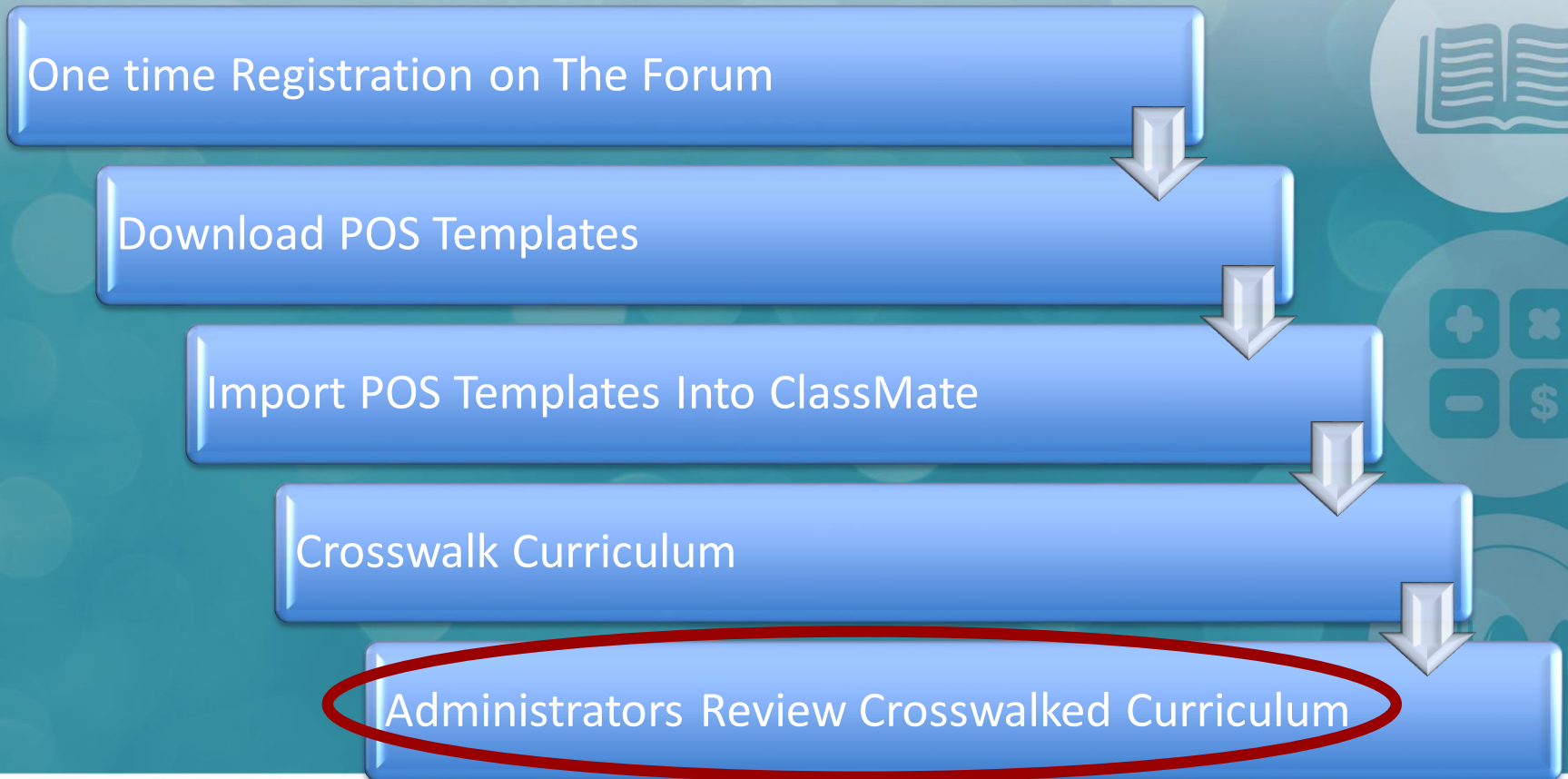
- Click on the **BLUE** ClassMate task to wrongly linked that is to be removed (this task does **NOT** have an icon and is listed **BELOW** the POS task.
- Right Click
- Click the word “**DELETE**”



NOTE: The task will be removed from the POS duty folder.
The task will revert to black in the current duty/task list

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Programs of Study Crosswalk Process



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Helpful Hints for Crosswalked Data

Upon completion of the crosswalk, there may be unmatched tasks in both curriculums.

Remaining POS curriculum tasks: Create the new POS task in your ClassMate Curriculum Management module and save. Return to the POS Crosswalk module and cross walk the newly created task to the new POS as done in the previous steps.

Remaining existing curriculum tasks: Any remaining tasks from the current curriculum can be identified in a **“Value Added”** report generated by ClassMate. The idea is to list all the tasks being taught that go above and beyond what is required, producing additional value within the program. Administration can generate this report.

As an administrator it is a ClassMate best practice to verify **ALL** crosswalked data. Verify accuracy and identify any gaps or areas in need of attention. This may be done by using the Crosswalk module or the **POS Curriculum Crosswalk Report located under Reports > State Reporting.**



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Putting it All Together: Reporting

Double click > **My Reports** > Double Click **State Reporting**>

Click **POS Curriculum Crosswalk**

This report will list all programs by CIP code and name, display the POS curriculum and the crosswalked or linked tasks currently associated. This report is useful in identifying unmatched tasks in either curriculum.



POS Curriculum Crosswalk		
powered by crystal		
CIP Code: 470603		
000100	ORIENTATION	
000101	Identify opportunities in the auto body field.	000001.000005
000102	Identify basic auto body construction.	000001.000004
000103	Identify program rules and policies.	000001.000001
000104	Identify government agencies regulating the auto collision industry.	000001.000006
000200	SAFETY	
000201	Establish general shop safety.	
000202	Demonstrate proper use of personal safety devices and clothing.	



Programs of Study Agenda An Administrators Guide

Putting it All Together: Reporting

Double click > **My Reports** > Double Click **Curriculum Management** >

Click **CTE Value-Added Task Report**

This report will list all programs by CIP code, display the POS curriculum currently crosswalked next to the value added tasks. This report is useful in identifying tasks that go above and beyond the required curriculum adding value to the program.

CTE Value-Added Task Report			
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Course: Auto Body Repair			
ID	Description	Cross Walked	Value Added
000001	Shop Orientation		
000001.000001	Shop Safety/Personal Safety	X	
000001.000002	Tool Identification	X	
000001.000003	Hand Tool Safety	X	
000001.000004	Fire Safety	X	
000001.000005	Hazardous Materials	X	
000001.000006	Government Agencies	X	
000001.000007	Consumer Right to Know Laws	X	
000002	Mig Welding		
000002.000001	Set up mig welder	X	
000002.000002	Operates equipment safely		X

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POS Import Process

Appendix A



- **Overview:**

As the Pennsylvania Department of Education updates the Program of Studies, ClassMate provides the ability to delete the existing Program of Study (**AFTER** System Rollover), import the new Program of Study, and link the tasks to Career Pathways, Skill levels, and Hours.

Delete LIVE Curriculum:

Please keep in mind, the below 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.



Curriculum Management

Delete LIVE Curriculum:

We strongly recommend performing a Database Backup prior to deleting curriculum
System Administrator > DataBase Activity Manager > ClassMate Backup

Additionally you want to review and PRINT out any of the below Assignments or Guides currently associated with the curriculum **BEFORE** deleting.

All assignments and guides will be lost and will have to be re-done in ClassMate.

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



1. Print all of the below reports related to Program of Study:

- **Report Name:** Career Pathways/Task Worksheet **Location:** Reports > Curriculum Management
o Description: Print this report if your site has linked Program of Study Tasks to Career Pathways
- **Report Name:** CTE Value Added Curriculum **Location:** Reports > Curriculum Management
o Description: Print this report if your site has added Value-Added/Site specific Duties/Tasks linked to the Program of Study
- **Report Name:** Learning Guides **Location:** Reports > Curriculum Management
o Description: Print this report if your site has created Learning Guides and linked them to Program of Study Duties/Tasks
- **Report Name:** Task by Duty Report **Location:** Reports > Curriculum Management
o Description: Print this report to display the Program of Study Duties & Tasks, along with the Skill Levels and Hours assigned to the tasks
- **Report Name:** Admin Cumulative Task Grade Report **Location:** Reports > Curriculum Management
o Description: Print this report to obtain all task grades that the students have previously been graded on.

*****This report needs to be printed before the existing Program of Study is deleted*****

This report will be used to re-enter the skill grades once the new Program of Study has been imported.

o If running this report AFTER your site has had its System Rollover performed for the Roster Date parameter, you will need to use the first day of school for the upcoming school year for students to appear.



Curriculum Management

- Delete LIVE Curriculum:

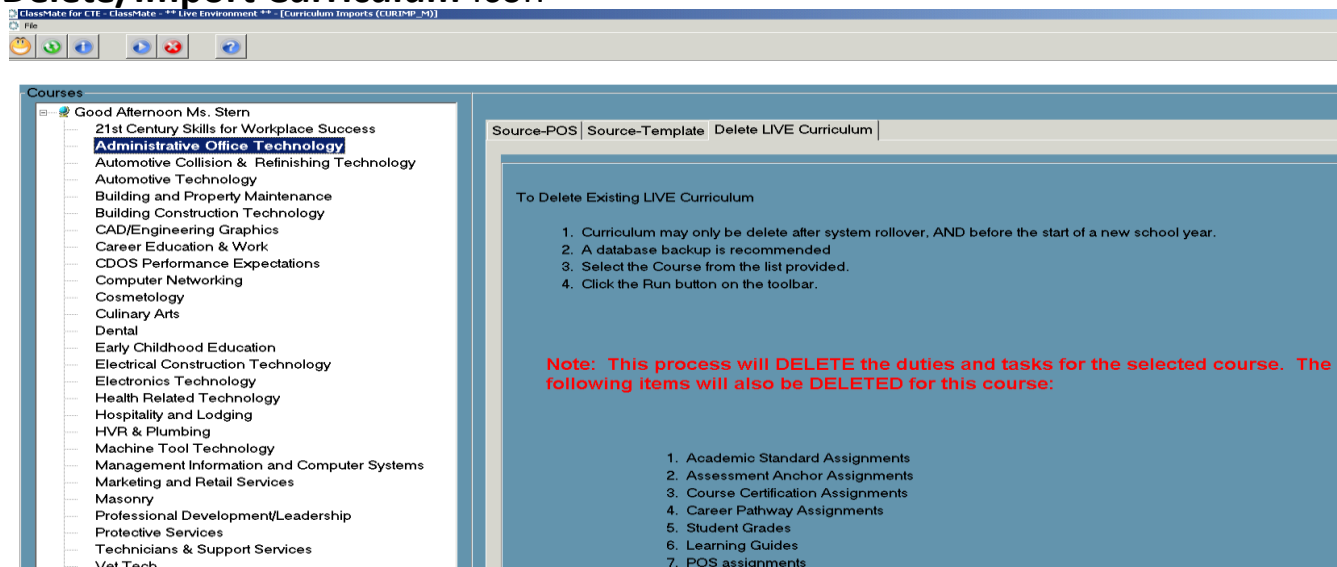
Deleting Curriculum: **Completely** removed a curriculum.

All Duties, Tasks, Skill Grades, Assessment Assignments, Career Pathways Assignments, Learning Guides, etc.

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

Click **Curriculum Imports**

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



2. Delete the existing Program of Study

a. ****This is VERY Important****

DO NOT perform the deletion of the existing curriculum until **AFTER** System Rollover occurs

b. Go to Modules > Data Imports > Curriculum Imports

c. Click the Course whose Program of Study you need to delete > Click the Delete LIVE Curriculum tab > click the Play button (Import/Delete Curriculum)

3. Go to ClassMate Documentation Website

a. <http://www.classmate.net/classmate-user-state-documentation/>

b. Click under State Specific Documentation > Pennsylvania State Documentation > Scroll down to POS Templates and download the templates from the site

4. In ClassMate, import the new Program of Study

a. Go to Modules > Data Imports > Curriculum Imports

b. Click the Course whose Program of Study you need to import, Click the Source – POS tab > click the Browse button > select your downloaded POS template file > click the Play button (Import/Delete Curriculum)



5. Then, either an Administrator or a teacher can use the Cumulative Task Grade report to re-enter the grades for the tasks the students previously completed & still exist on the Program of Study (POS).

Please make sure that the end date that appears on the report is entered into ClassMate.

ClassMate will auto default the end date to today's date and this will impact grading.

a. Teachers would re-enter skill grades using: Module > Teacher Grading > Task Grade by Class or Task Grade by Student

b. Admin would re-enter skill grades using: Module > Admin Grading > Admin Task Grades by Class or Admin Task Grades by Student

6. Re-link Program of Study tasks to Career Pathways as applicable for your site

a. Location: Modules > Curriculum Management > Career Pathways Assignment

i. Use to link tasks to Career Pathways

7. Re-link Program of Study tasks to Course Certifications as applicable for your site

a. Location: Modules > Curriculum Management > Course Certification Assignment

i. Use to link tasks to Course Certifications

8. Re-create Learning Guides

a. Location: Modules > Curriculum Management > Learning Guides Management

i. Use to re-create Learning Guides if your site is utilizing the Learning Guides functionality

9. Re-select Skill levels and re-enter hours for each Program of Study task

a. Location: Modules > Curriculum Management > Curriculum Management



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Questions? Contact us!

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