

ClassMate *for* Adult Education

Competency Management

October 19, 2018



Competency Management

Competency Management



ClassMate for adult education allows users to track and assess skill based competencies by course. Users can globally select the method by which skills are tracked and/or assessed. These include tracking using a checkbox with no associated assessment, grading using a rubric or grading using a numeric point scale. Schools that also have the ClassMate secondary application can copy existing duties and tasks/skills in the secondary database and pull them into the adult education application as a whole or as selected.

What we'll Learn.....

Pre-Requisites

- Customization Management
- Instructional Course Offerings

Curriculum Management

- Program Management
 - Manual Entry
 - Copying from Secondary
 - Inserting Curriculum
 - Editing:
 - Deleting Non-Graded Items

Student Grading

- Task Completion by Class
- Task Completion by Student

Module & Report Assignments

Modules

- Curriculum Management
- Instructional Course Offerings
- System Administrator

Reports

- Student Competency Task List
- Student Grade Report
- Curriculum List



Competency Management

Pre-Requisites

Prior to using the competency tracking/grading functionality users must establish a global method for use. This selection impacts all courses utilizing the functionality

Getting Started

Double click > **Modules** > Double Click

System Administrator > Click **Customization Management** > **Grading Tab**



Select the Grading Competency Grading Option

Select the radio button to global enable the type of grading.

Options Include:

Checkbox Tracking:

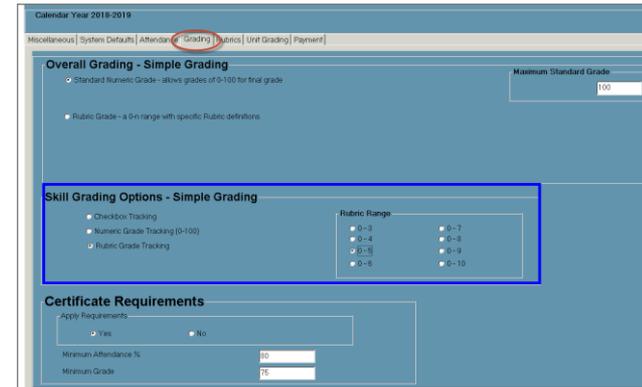
Identifies that the student has completed the skill

Numeric Grade Tracking:

0-100 Point Range

Rubric Grade Tracking:

Rubric ranges vary, one must be selected



Competency Management

Pre-Requisites

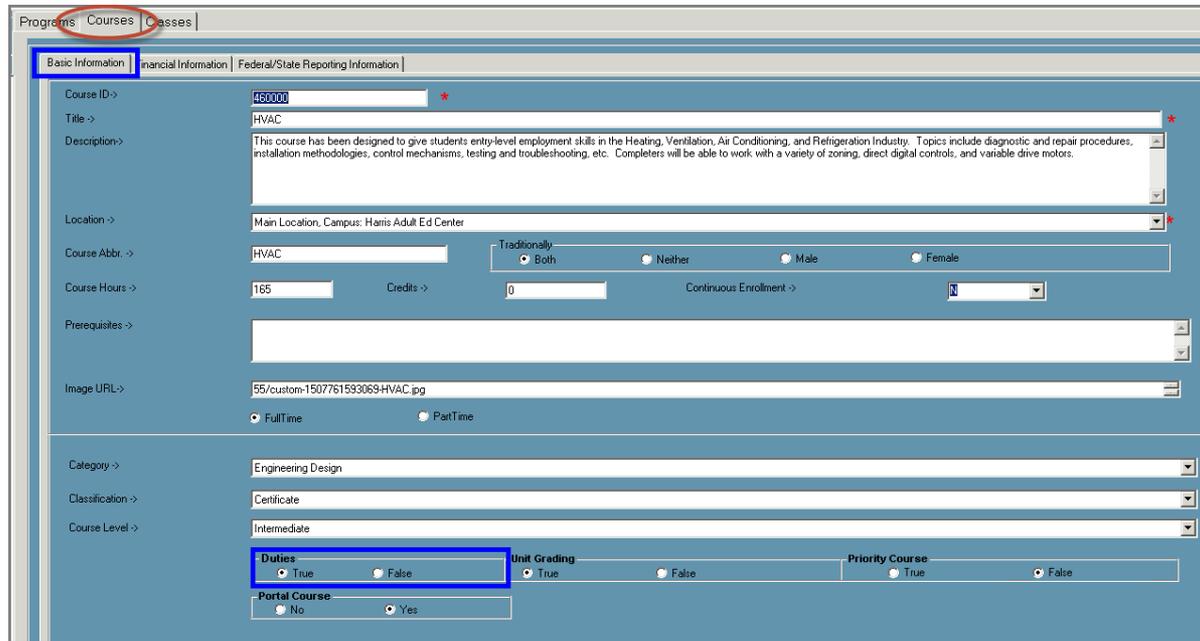
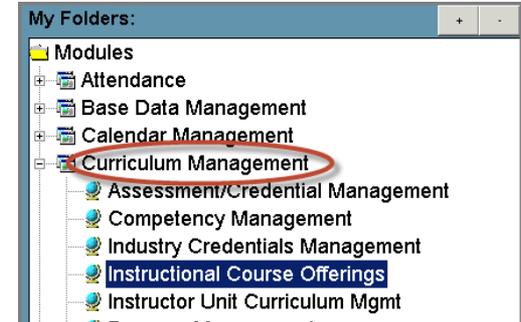
Prior to using the competency tracking/grading functionality users must identify the courses that will be using the competency tracking functionality

Getting Started

Double click > **Modules** > Double Click

Curriculum Management > Click **Instructional Course Offerings**
> **Course Tab** > **Basic Information**

At the course level select the **TRUE** radio in the Duties box.
Save the selection



Programs | **Courses** | Classes

Basic Information | Financial Information | Federal/State Reporting Information

Course ID-> 460000 *

Title-> HVAC *

Description-> This course has been designed to give students entry-level employment skills in the Heating, Ventilation, Air Conditioning, and Refrigeration Industry. Topics include diagnostic and repair procedures, installation methodologies, control mechanisms, testing and troubleshooting, etc. Completers will be able to work with a variety of zoning, direct digital controls, and variable drive motors.

Location-> Main Location, Campus: Harris Adult Ed Center *

Course Abbr. -> HVAC Traditionally: Both Neither Male Female

Course Hours -> 165 Credits -> 0 Continuous Enrollment -> N

Prerequisites ->

Image URL-> 55/custom-1507761593069-HVAC.jpg

FullTime PartTime

Category -> Engineering Design

Classification -> Certificate

Course Level -> Intermediate

Duties True False **Unit Grading** True False **Priority Course** True False

Portal Course No Yes



Competency Management

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Prior to using the competency tracking/grading functionality users must establish a global method for use. This selection impacts all courses utilizing the functionality.

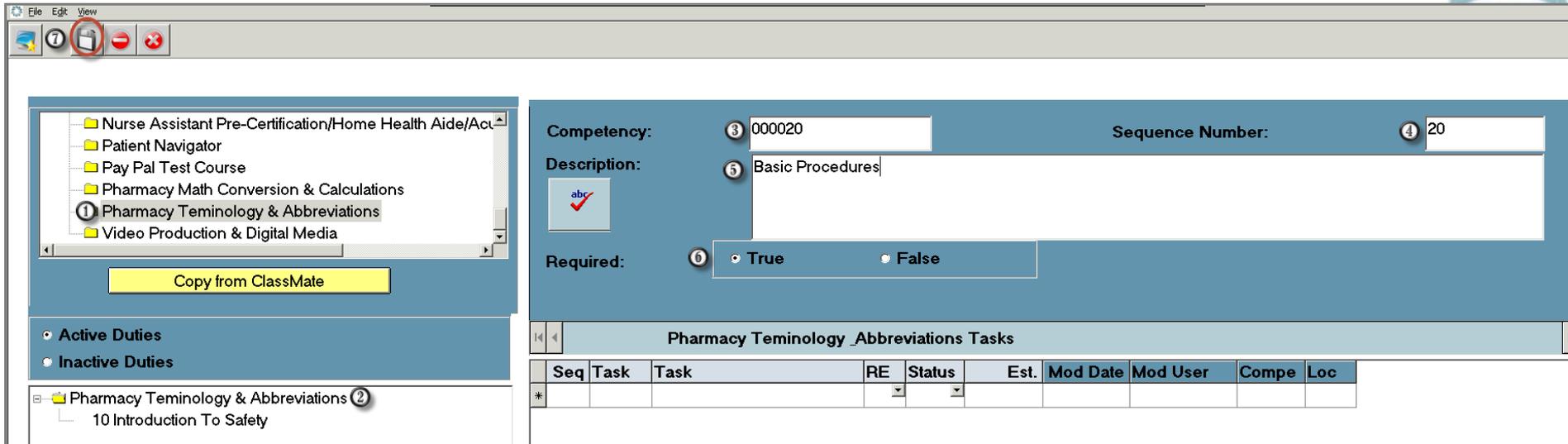
Getting Started

Double click > **Modules** > Double Click

Curriculum Management > Click **Competency Management**

Manually Entering Competencies

For stand alone ClassMate for Adult Education users competencies must be manually added to the system. Users first create a duty folder then add skills/tasks/competencies associated with each duty folder.



The screenshot shows the software interface for entering a competency. On the left, a folder tree shows 'Pharmacy Terminology & Abbreviations' selected. A 'Copy from ClassMate' button is visible. The main form contains the following fields:

- Competency:** 000020
- Sequence Number:** 20
- Description:** Basic Procedures
- Required:** True False

Below the form, a table titled 'Pharmacy Terminology _Abbreviations Tasks' is shown. The table has columns: Seq, Task, Task, RE, Status, Est., Mod Date, Mod User, Compe, and Loc. The first row contains an asterisk in the 'Seq' column.

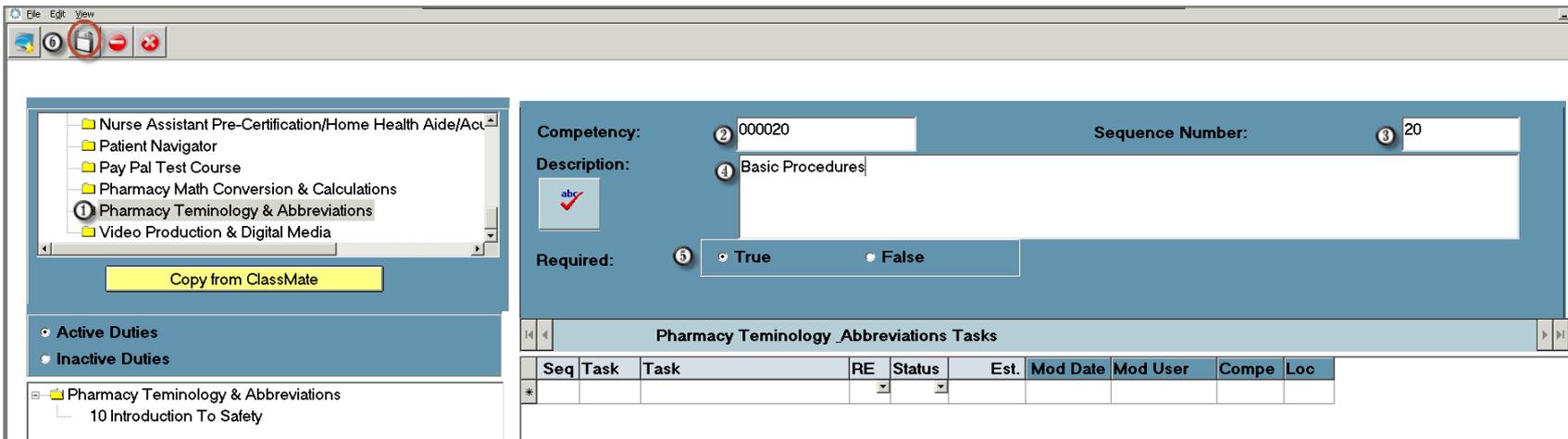
Seq	Task	Task	RE	Status	Est.	Mod Date	Mod User	Compe	Loc
*									

Competency Management

Competency Management Module: Creating a New Duty Folder

Courses must be flagged as using Duties in Instructional Course Offerings prior to using the functionality

- 1 Select the Course
- 2 Enter the **Competency ID** number. Must Be UNIQUE to the course
- 3 Enter the **Sequence** number. This number determine the order users will see the folder
- 4 Enter the **Description** (Name of the Folder)
- 5 Flag the **Folder** as False if it **NOT** a required element for the course
- 6 Save the newly created folder. You will see the folder display under the course on the left side of the screen



The screenshot shows a software interface with a left-hand navigation pane and a main form area. The navigation pane lists several folders, with 'Pharmacy Terminology & Abbreviations' selected and marked with a circled '1'. Below the list is a 'Copy from ClassMate' button. The main form area contains the following fields:

- Competency:** A text box containing '000020' with a circled '2' next to it.
- Sequence Number:** A text box containing '20' with a circled '3' next to it.
- Description:** A text box containing 'Basic Procedures' with a circled '4' next to it.
- Required:** A radio button group with 'True' selected (circled '5') and 'False' unselected.

Below the form is a table titled 'Pharmacy Terminology_Abbreviations Tasks' with the following columns: Seq, Task, RE, Status, Est., Mod Date, Mod User, Compe, and Loc. The table has one row with an asterisk in the 'Seq' column.

Helpful Hint: By default the Competency Management module will default to only Active courses. Users can change the radio button to see "Inactive Duties"

Competency Management

Competency Management Module: Creating New Competencies



After the duty folders have been created the competencies/skills/tasks can be created in the folders

- ① Select the **Course**
- ② Select the **Duty Folder**
- ③ Enter the **Sequence ID** number. This number determine the order users will see the task within the folder
- ④ Enter the **Task ID** number. Must Be **UNIQUE** to the course
- ⑤ Enter the **Task Description** (Name of the task)
- ⑥ Flag the **Task** as False if it **NOT** a required element for the course. All newly crated tasks default to True
- ⑦ The following fields default to selections that make sense for newly created items and normally do not need to be adjusted however certain fields can be edited if needed
 - Defaults to T=True. Flag the **Status** as Inactive if the task is not going to be used for the course
 - Defaults to 0. Enter the **Estimate Hours** the task will take to learn.
 - Informational only defaults to date created. **Mod Date** cannot be edited
 - Mod User** will identify the user that created the competency. Cannot be edited from this field
 - Competency ID** will identify the Duty folder the task resides. Cannot be edited from this field
 - Loc ID** determines the location of the selected course. Cannot be edited from this field

Users can save the competencies as they are created by simply clicking in another field on the grid

Helpful Hint: By default the Competency Management module will default to only Active courses. Users can change the radio button to see "Inactive Duties"



Competency Management

Competency Management Module: Creating New Competencies



After the duty folders have been created the competencies/skills/tasks can be created in the folders

Seq	Task	RE	Status	Est. Hours	Mod Date	Mod User	Competency ID	Loc
5	001005 Hand Washing	T	A	0	0/18/2018	classmate	000010	0000C
10	001010 Properly Cleaning Tools	T	A	0	0/18/2018	classmate	000010	0000C
15	001015 Enter Description Here	T	A	0	0/18/2018	classmate	000010	0000C

Add competencies to all duty folders until the entire curriculum has been entered. Upon data entry completion, the curriculum must be inserted using the **System Administrator > Master Control** module. (See Slide X) This is a mandatory step. Users will NOT see students unless this step is performed.

Professional Services: Users that do not wish to manually enter the curriculum can request import services. Please contact the helpdesk for a quote

Helpful Hint: By default the Competency Management module will default to only Active courses. Users can change the radio button to see "Inactive Duties"

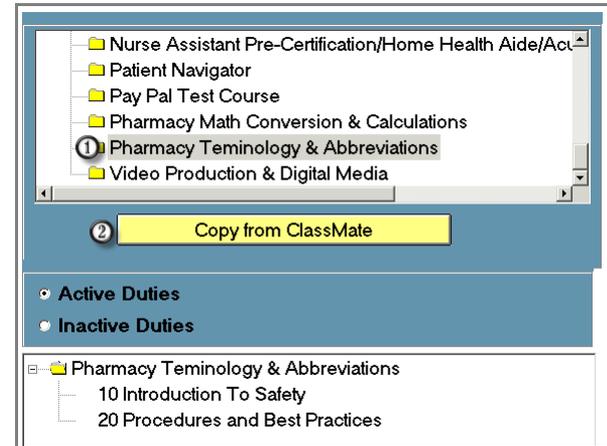


Competency Management

Competency Management Module: Copying Existing Curriculum

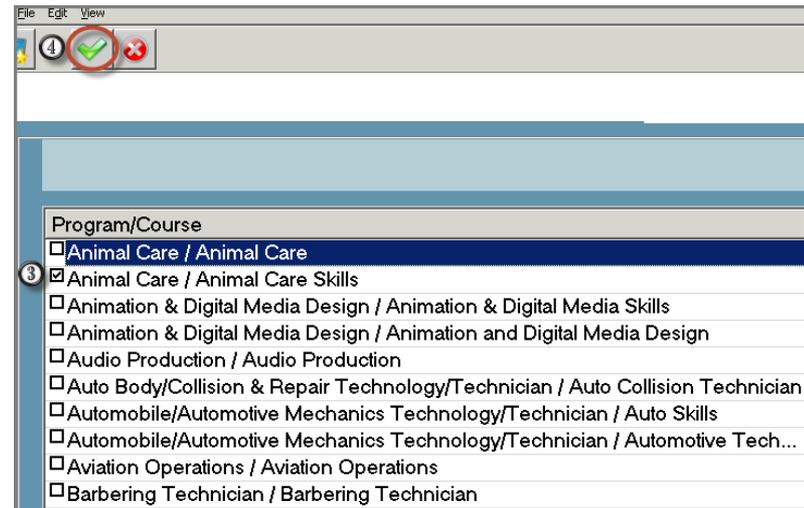
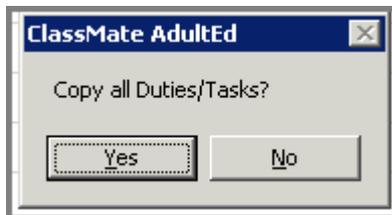
ClassMate adult education users that also have the ClassMate secondary application can simply copy existing competencies from the secondary application by course. Users can choose to copy the entire course curriculum or select specific Duty folder or even a single Task.

After the curriculum has been pulled into the Adult Education application users can edit, add, etc. as needed.



- 1 Select the destination **Course**
- 2 Select the **Copy From ClassMate** **YELLOW** button
- 3 Select the **Program/Course** you would like to select curriculum from
- 4 Select the **GREEN** check mark icon located along the top of the screen.

A message will display asking if you would like to copy all duties and Tasks? If you would like to copy the course curriculum in its entirety, select Yes. If you would like to select portion of the curriculum, select No



Competency Management

Competency Management Module:

Copying Existing Curriculum

The steps below are intended for users wishing to copy the **ENTIRE** program/course curriculum

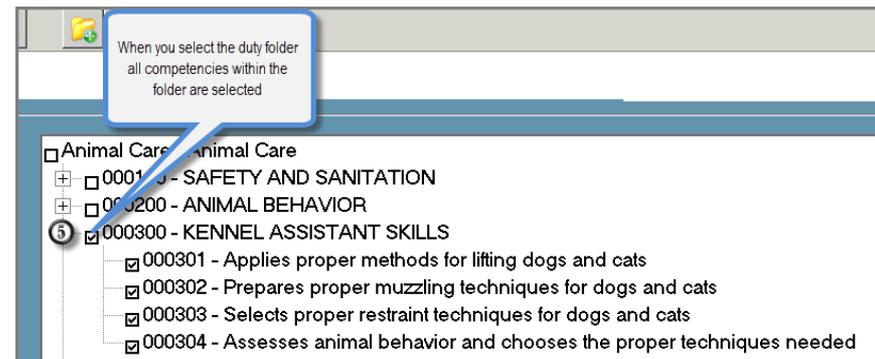
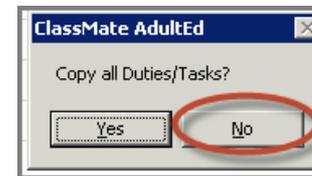
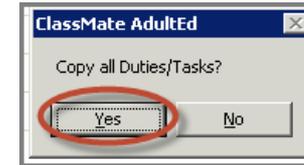
Select **Yes** when the display message appears
A message will display that the competencies have been copied. Users can then access the competencies in the Competency Management Module

The steps below are for users wishing to only copy select folders or competencies

Select **No** when the display message appears.
The curriculum will then display in its entirety

To copy an **ENTIRE** Duty Folder (this will include all competencies listed beneath):

- 5 Select the box to the left of the folder.
Note: all the competencies within the folder are checked



Competency Management

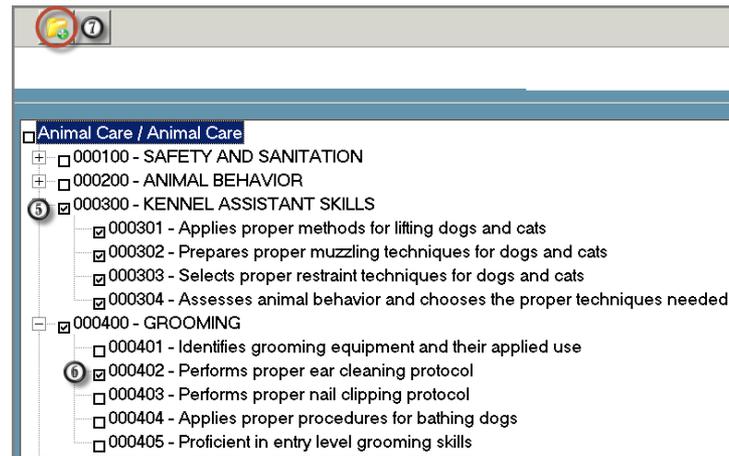
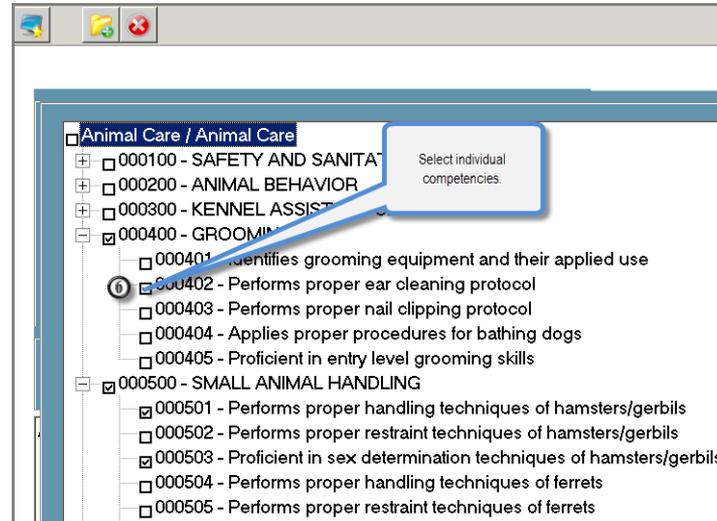
Competency Management Module: Copying Existing Curriculum

To copy **SELECT** items from within a duty folder (only the checked items will be copied to the destination course):

- 6 Select the individual items you want to copy. Note: the duty folder will also be checked

Using either of copy options listed above (entire duty folder or individual competencies) users must then perform the copy function

- 7 Select the **YELLOW** folder icon located along the top of the screen

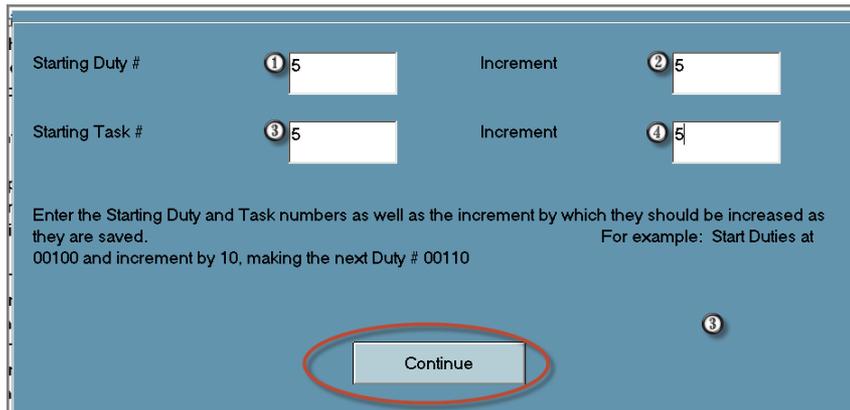


Competency Management

Competency Management Module: ID Selection

After selecting the **YELLOW** folder icon to copy the competencies, a box will display with options for duty and Task ID numbers and Increments. The entry fields allow users to select the Start ID number for the duty folders and the tasks/ competencies. These ID numbers must be unique with the course and cannot be replicated. The Increment fields allow users to determine the increments in which the ID numbers should be created.

Example: As a user I would like to begin the duty ID's with the number 5 (See 1) and then have the system create them in increments of 5 (See 2). Same for Task ID's. (See 3 & 4). Select continue after field entry to continue



KENNEL ASSISTANT SKILLS Tasks									
Seq	Task	Task	RE	Status	Est.	Mod Date	Mod User	Compe	Loc
5	000005	Applies proper methods	T: ▾	A: ▾	0	10/19/2018	classmate	000005	0000C
10	000010	Prepares proper	T: ▾	A: ▾	0	10/19/2018	classmate	000005	0000C
15	000015	Selects proper restraint	T: ▾	A: ▾	0	10/19/2018	classmate	000005	0000C
20	000020	Assesses animal	T: ▾	A: ▾	0	10/19/2018	classmate	000005	0000C
*			▾	▾					



Competency Management

Inserting Curriculum:

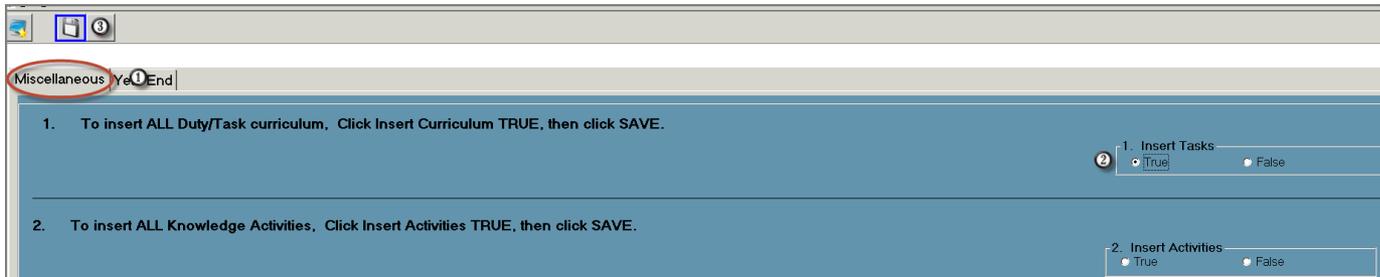
After duty folder and competencies are created, users must then insert the curriculum. This is a mandatory step in the process. If this step is missed, users will see the folders and competencies but will NOT see Students and any type of tracking or assessment will not be possible

Getting Started

Double click > **Modules** > Double Click

System Administrator > Click **Competency Management**

- 1 Select the **Misc. Tab**
- 2 Select **True** for 1. Insert Tasks = To insert ALL DUTY/TASK CURRICULUM
- 3 Select the **Save** icon located along the top of the screen



Curriculum will then be available for use. See the Instructor modules:

Instructor Task by Class

Instructor Task by student

See the Administrator Modules:

Task by Class

Task by Student



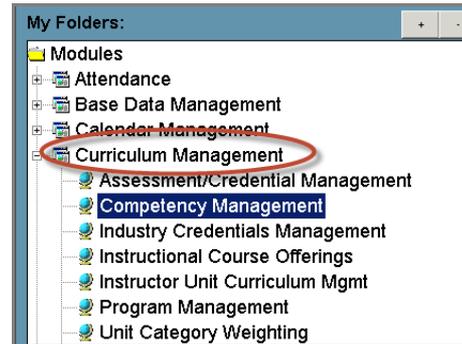
Competency Management

Editing Ungraded Competencies:

After competencies have been entered (either manually or through the copy function) users can delete ungraded unwanted items. Ungraded items can also be edited or adjusted as needed.

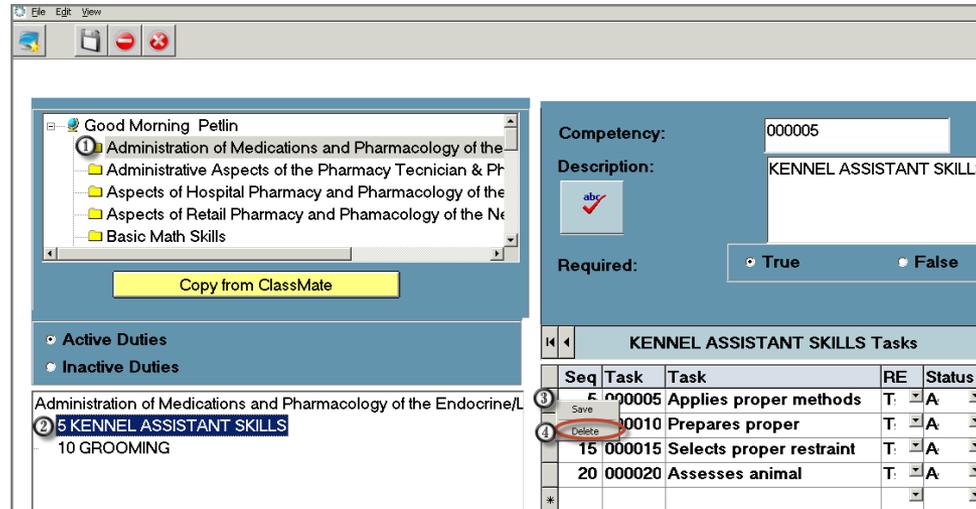
Getting Started

Double click > **Modules** > Double Click
System Administrator >
Click **Competency Management**



Deleting an ungraded competency

- 1 Select the Course
- 2 Select Duty Folder
- 3 Select the Competency/Task
- 4 Right click the Competency /Task and select Delete



Seq	Task	Task	RE	Status
15	000015	Prepares proper restraint	T	A
20	000020	Assesses animal	T	A



Competency Management

Competency Reporting

Helpful Reports:

- Curriculum List
- Student Competency Task List
- Grade Report
- Grades by Student Report

Curriculum List	
Printed on: 10/19/2018	Page 1 of 12
Administration of Medications and Pharmacology of the Endocrine/Lymphat	
000005	KENNEL ASSISTANT SKILLS
000005	Applies proper methods for lifting dogs and cats
000010	Prepares proper muzzling techniques for dogs and cats
000015	Selects proper restraint techniques for dogs and cats
000020	Assesses animal behavior and chooses the proper techniques needed
000010	GROOMING
000005	Performs proper ear cleaning protocol
Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Repoi	
000100	SAFETY AND SANITATION
000101	Demonstrates proper hand washing procedures
000102	Demonstrates proper sweeping protocols
000103	Demonstrates proper mopping protocols
000105	Demonstrates and evaluates proper safety and sanitation procedures
000106	Calculates dilution for disinfection
000107	Identifies safety issues when working with animals
000200	KENNEL ASSISTANT
000204	Properly places and removes dogs/cats from cages/runs
000206	Demonstrates proper sanitation of dirty cages
000207	Demonstrates proper sanitation of litter pans
000208	Performs disinfection of dog runs
000209	Performs disinfection of food and water bowls
000211	Operates washer and dryer
000212	Assesses animal behavior and demonstrates kennel maintenance skills
000213	Sets up and maintains cat cages
000300	BATHER/FLUFFER



ClassMate *for Adult Education*

**1660 Valley Center Parkway
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**Need Assistance? Give us a call.
855-984-1228 Help Desk: Option 1**

www.classmate.net

<http://harrisschoolsolutions.com/>

