

# Introduction to: Admin Career Pathways Creating, & Assigning to Tasks Students and printing Certificates

**September 25, 2018**

**STUDENT INFORMATION** | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

# Creating & Assigning Career Pathways

- Entering Career Pathways
- Assigning Career Pathways to students
  - **For required PIMS Program Completion reporting**
- Assigning Career Pathways to duties/tasks
- Establish Minimum Grade Criteria
- Monitoring Pathway Progress
- Career Pathway Certificates

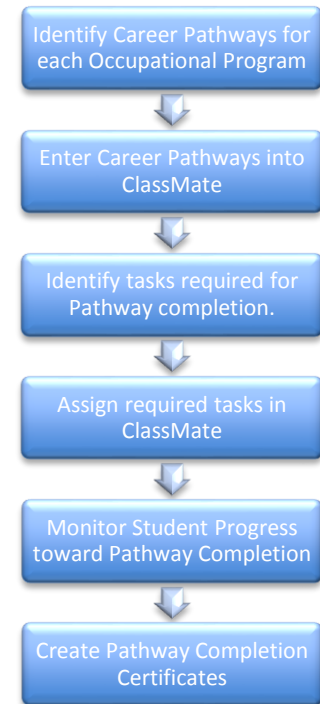


# Creating & Assigning Career Pathways

## 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.



## Overview of SOC, ONET and CIP Codes

### SOC

- Stands for Standard Occupational Classification
- 6 digit code (less granular than ONET)
- Comes from DOL
- Within DOL, it comes from Bureau of Labor Statistics (BLS)
- Provides **Labor Market Information** (LMI):
  - o Employment Projections,
  - o Wage Information, and
  - o Education Required.
- Full occupation list: [http://www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm)

### O\*NET

- Stands for Occupational Information Network
- 8 digit code (SOC plus 2 extra digits)
  - o ONET Example: **Patient Representatives 43-4051.03**: <http://online.onetcenter.org/link/summary/43-4051.03>
  - o SOC Example (upon which the above is based): **Customer Service Representatives 43-4051**: <http://www.bls.gov/oes/current/oes434051.htm>
  - o You may have already guessed that, yes, the occupation **data** for an ONET occ may be a little off in that it “inherits” the data from the less granular SOC occupation. There is nothing we can do about this.
- Like SOC, ONET comes from DOL
- Within DOL, it comes from the Employment and Training Administration (ETA <http://www.doleta.gov/programs/onet/>) – different than SOC, which is from the BLS.
- ONET’s goal is to provide detailed information on **what it’s like to work in a given occupation**, whereas SOC is more about occupation data
- Health sciences occupations list: <http://online.onetcenter.org/find/career?c=8&g=Go>

### CIP

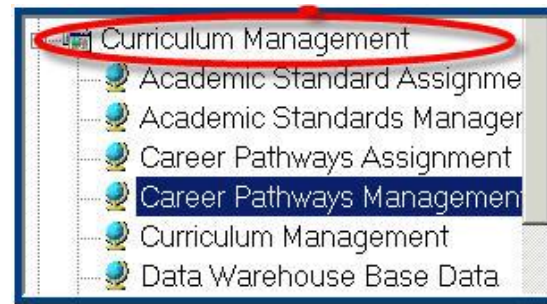
- Stands for Classification of Instructional Programs
- 6 digit code, completely unrelated to SOC/ONET
- Comes from Dept of Ed
- Schools are required to submit their programs using the CIP code system
- The IPEDS (Integrated Postsecondary Education Data System) database contains the CIP/Program information
- The entity that handles this is the National Center for Education Statistics (NCES)
- <http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>
  - o Note the text in red on the right side – indicates when they’re going to required to submit programs using CIP 2010



# Creating & Assigning Career Pathways

## 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



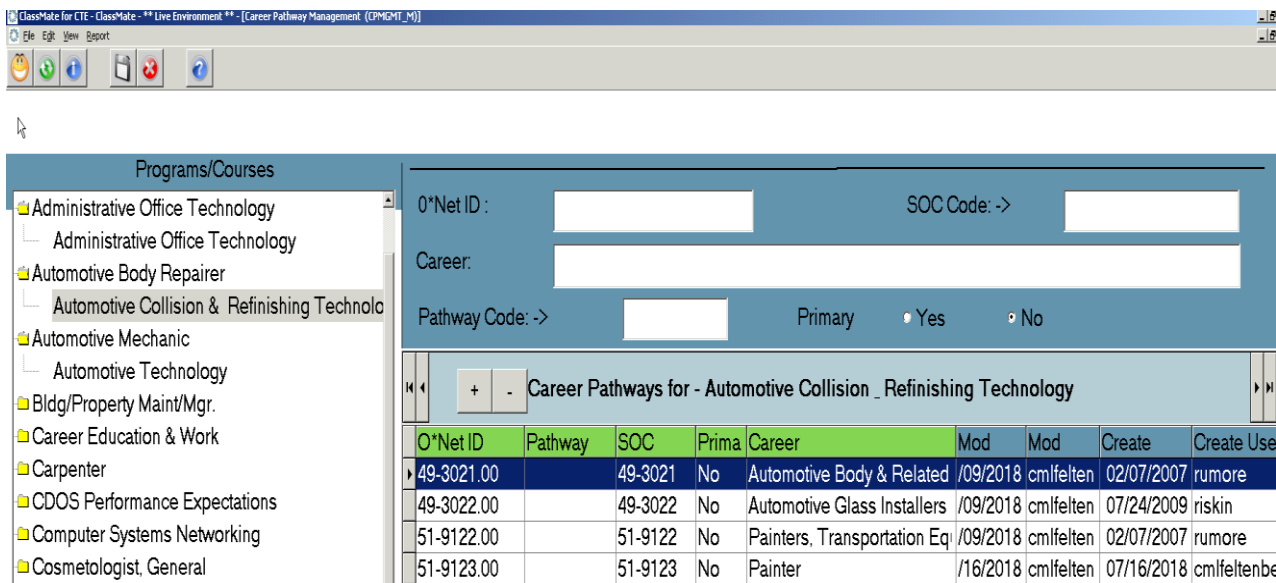
# Creating & Assigning Career Pathways

## Creating a Career Pathway

When entering a new Career Pathway the following fields display:

- **O\*NET ID – (Key field)** Enter the O\*NET ID that corresponds to the Career Description on the O\*NET Website <http://online.onetcenter.org>
- **Pathway – (CA Clients Only)** Enter the Pathway ID
- **SOC – (Required - this is what prints on the PDE-408 Career Objective)** - Enter the SOC ID that corresponds to the Occupation on the Department of Labor Website [https://www.bls.gov/oes/current/oes\\_stru.htm](https://www.bls.gov/oes/current/oes_stru.htm)
- **Primary** – Identify a Primary Career Pathway
- **Career Description** - Enter the Career Description that corresponds to the O\*NET ID
- Click **“Save”**
- Add up to 12 different Career Pathways per Course

If find you need to “correct” an O\*NET ID number for an existing Career entry please right click on selection and **DELETE** the current and **ADD** the corrected O\*NET ID and necessary information before saving



O*Net ID	Pathway	SOC	Prima	Career	Mod	Mod	Create	Create Use
49-3021.00		49-3021	No	Automotive Body & Related	/09/2018	cmifelten	02/07/2007	rumore
49-3022.00		49-3022	No	Automotive Glass Installers	/09/2018	cmifelten	07/24/2009	riskin
51-9122.00		51-9122	No	Painters, Transportation Eq	/09/2018	cmifelten	02/07/2007	rumore
51-9123.00		51-9123	No	Painter	/16/2018	cmifelten	07/16/2018	cmifeltenbe

New Career Pathways can be added at anytime during the school year

**Automation** – Pathway indicated as \*Yes Primary will auto-populate Student Master > Career Objective tab > Pathway for students enrolled in that CIP. Manually adjust in Student Master if student is following different pathway

# Creating & Assigning Career Pathways

## Assigning Career Pathways to students

Once Career Pathways have been entered into ClassMate they will now appear on the Career Objective Forms by Program/C report or PDE-408 Career Objective Form report located under [Reports > Stating Reporting](#)

Once students complete their Career Objective Form and select a Career Pathway the information can then be entered into the Student Master Information Module located [under Modules > Student Enrollment](#).

Open the Student Master Information Module, click on a student, click on the Career Objective Tab. Then enter the Post Secondary Plan & Career Pathway information. Click the Save button before moving onto the next student.



# Creating & Assigning Career Pathways

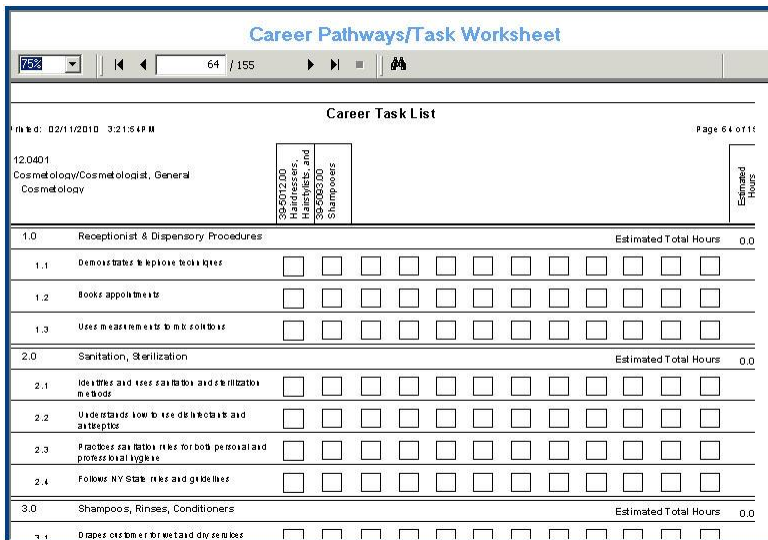
## Assigning Career Pathways

Once the **Career Pathways** have been identified by the instructors & entered into ClassMate, **EACH** task 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.



**Career Pathways/Task Worksheet**

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12.0401  
Cosmetology/Cosmetologist, General  
Cosmetology

Task ID	Task Description	38-5012.00 Hairdressers and Stylists	38-5083.00 Shampooers	Estimated Hours
1.0	Receptionist & Dispensary Procedures			Estimated Total Hours: 0.0
1.1	Demonstrate to prepare tool trays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Books appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Use measurements to mix solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.0	Sanitation, Sterilization			Estimated Total Hours: 0.0
2.1	Identify and use sanitation and sterilization methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Understand how to use disinfectants and antiseptics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Practice sanitation rules for both personal and professional hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Follow NY State rules and guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.0	Shampoos, Rinses, Conditioners			Estimated Total Hours: 0.0
3.1	Drape customer for wet and dry services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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





# Creating & Assigning Career Pathways

## 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.

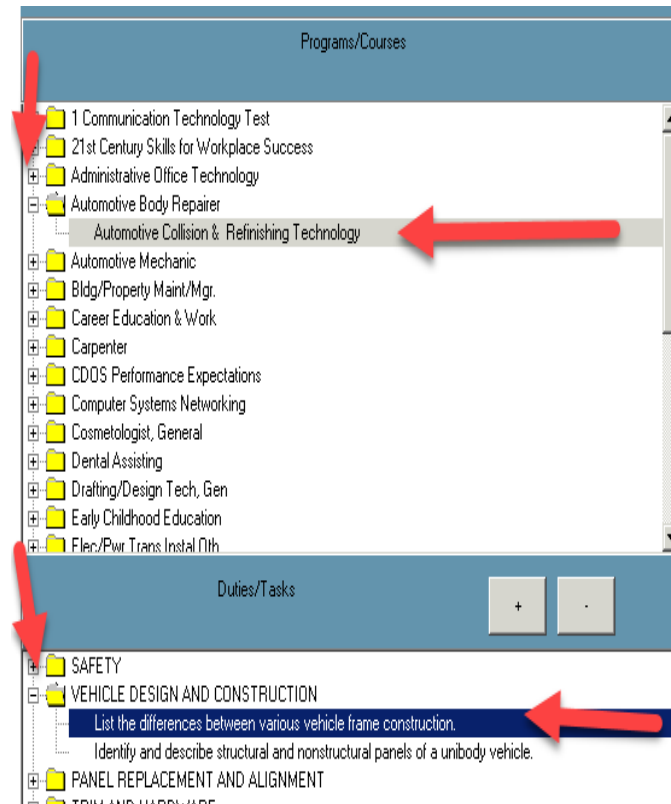
### Option 1: Individual Tasks

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

- Select the **Program /Course**
- Select **Program** by clicking the + sign to the left of program
- 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**
- Select by clicking the + sign to the left of the Duty Folder
- Click on the **Task Name**

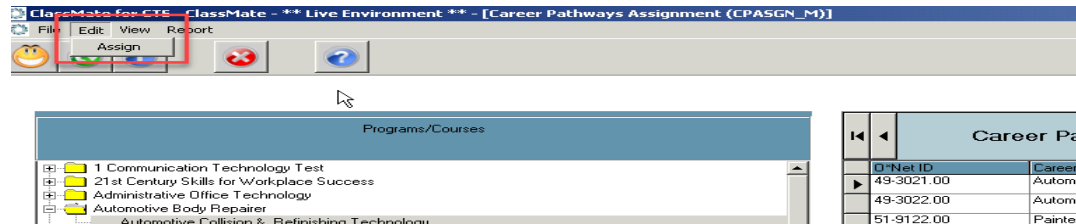


# Creating & Assigning Career Pathways

## Assigning Individual Tasks to Career Pathways

### Assign the Task

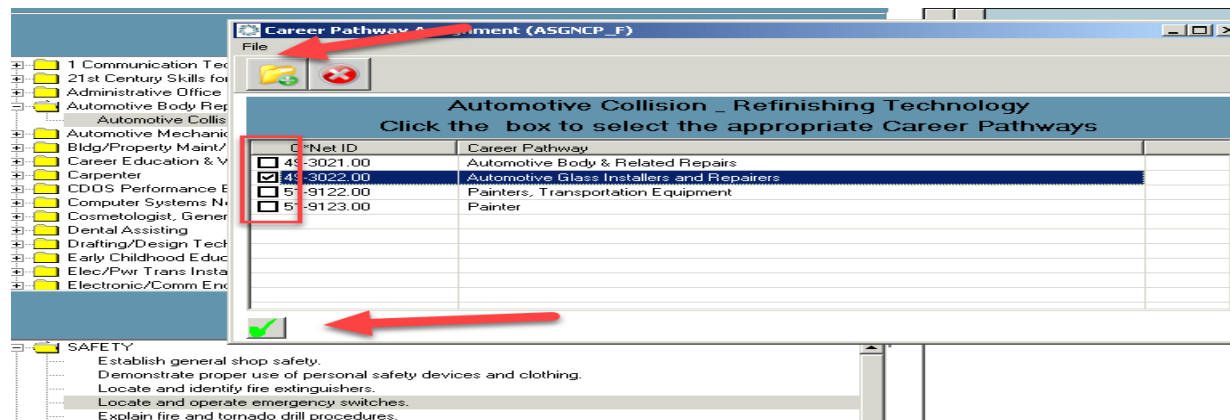
- 5 Click the word **Edit** located along the top of the toolbar . Click **Assign**



### Select the Pathway

- 6 Click the box to the left of the Career Pathway, placing a check mark in the box or you can click the Green Check at the bottom left to select ALL Pathways  
 Select **EACH** Career Pathway that requires this individual task for completion

- 7 Click the **Yellow** Assign Folder

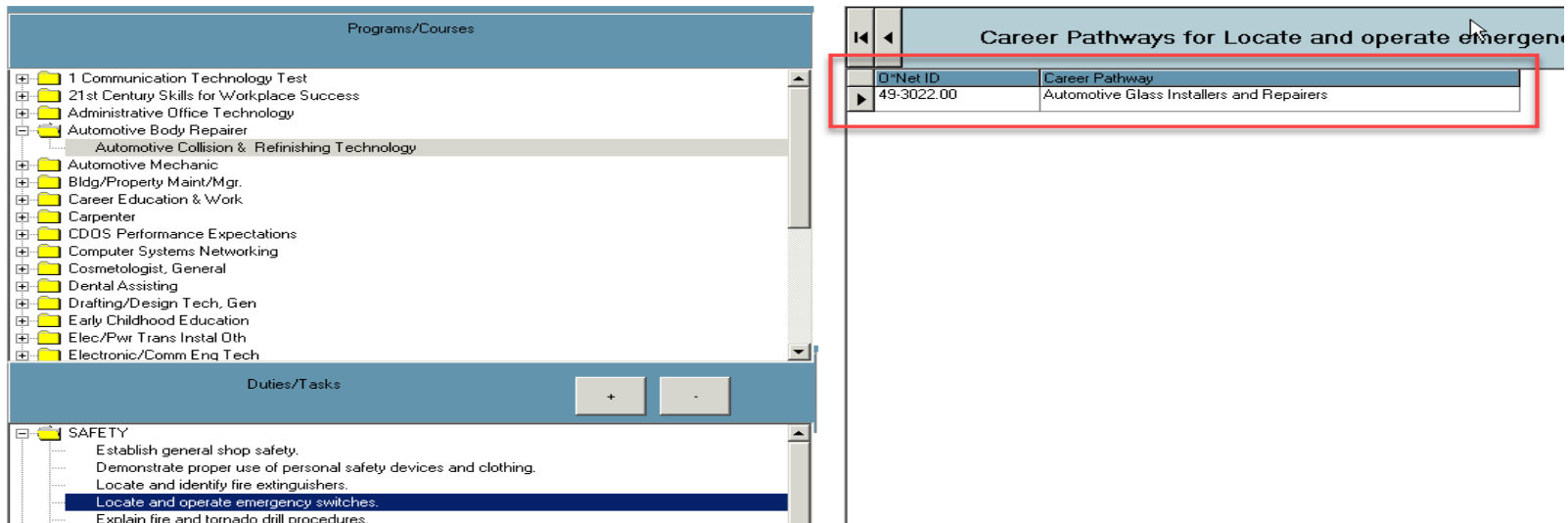


# Creating & Assigning Career Pathways

## Assigning Individual Tasks to Career Pathways

### Assigned Tasks

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



O*Net ID	Career Pathway
49-3022.00	Automotive Glass Installers and Repairers

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.



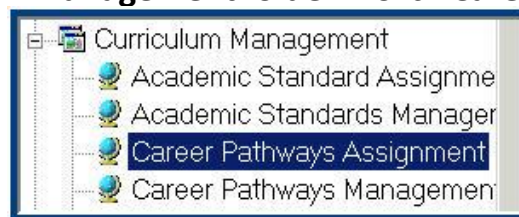
# Creating & Assigning Career Pathways

## 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

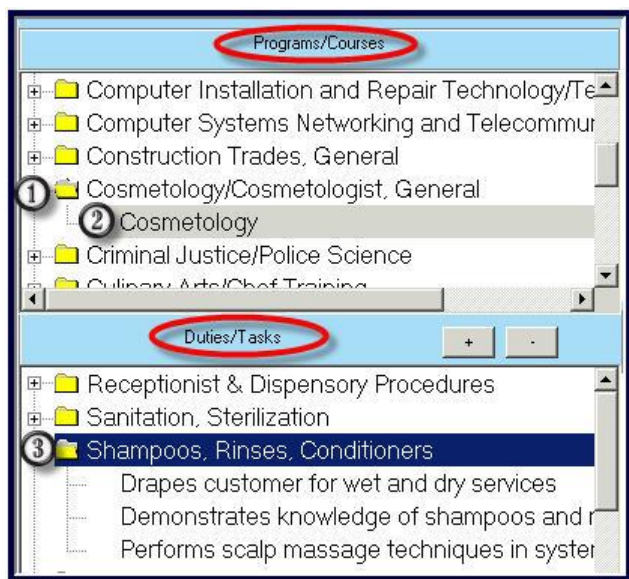
① Select **Program** by clicking the + sign to the left of program

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

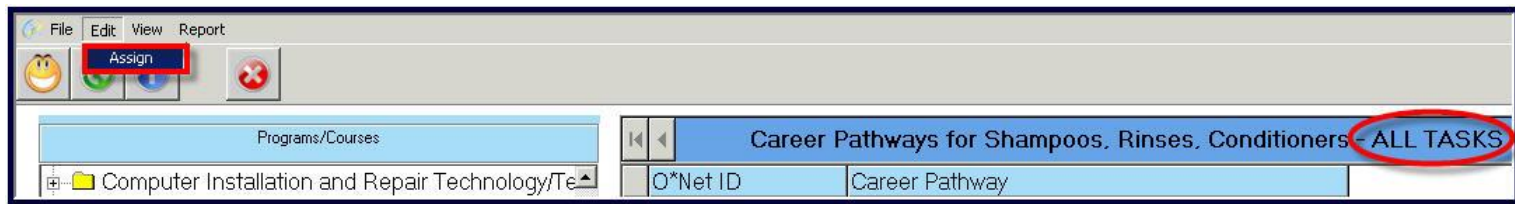


# Creating & Assigning Career Pathways

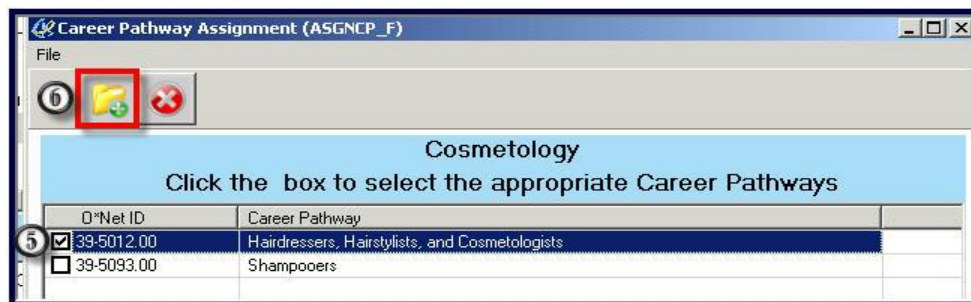
## Assigning entire Duty Folders to Career Pathways

### 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

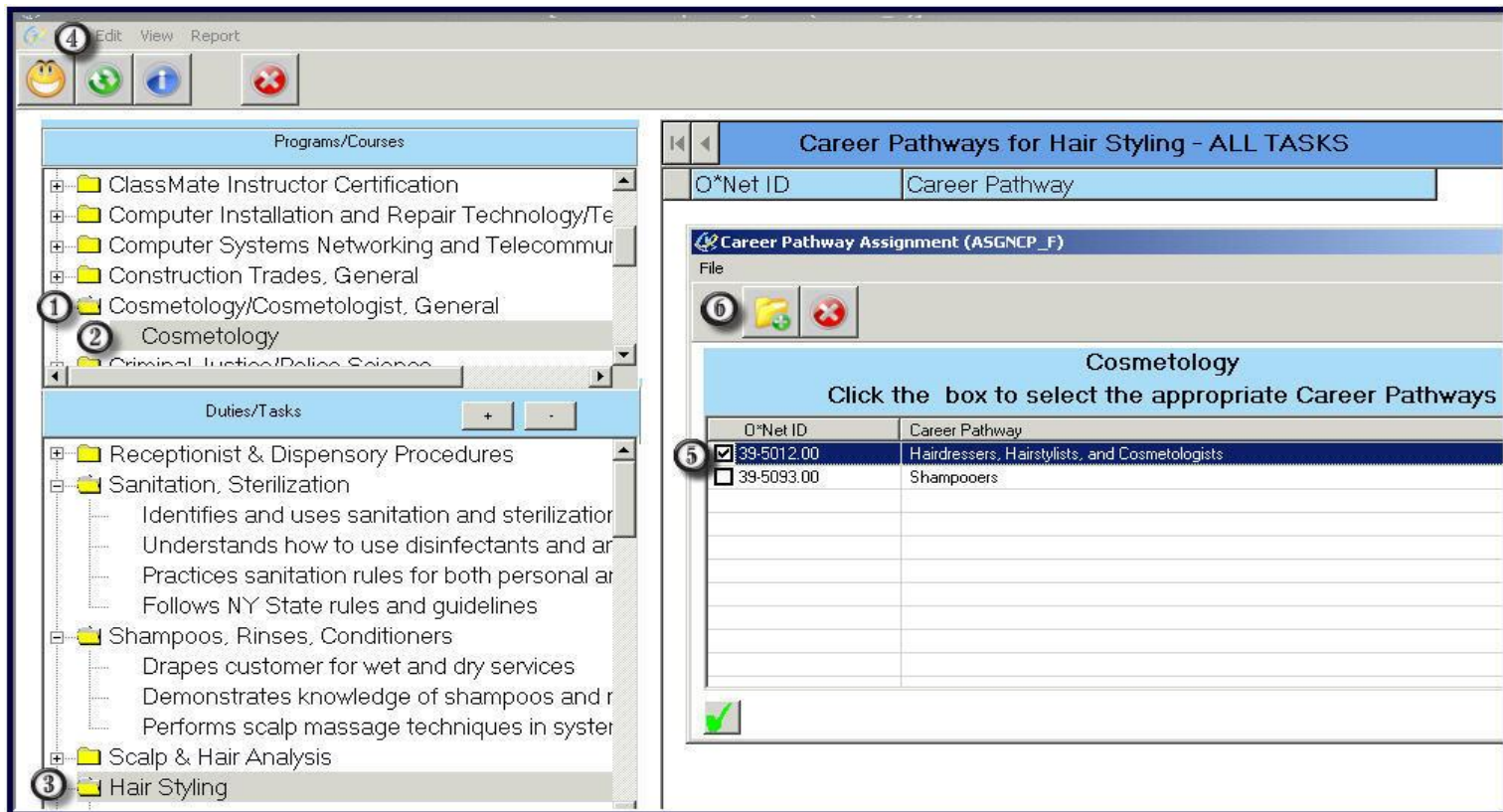


⑥ Click the **Yellow** Assign Folder



# Creating & Assigning Career Pathways

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



The screenshot shows the following components:

- Programs/Courses:** A tree view on the left with 'Cosmetology' selected (marked with a circled 1).
- Duties/Tasks:** A tree view below 'Cosmetology' with 'Hair Styling' selected (marked with a circled 3).
- Career Pathways for Hair Styling - ALL TASKS:** A table on the right with columns 'O\*Net ID' and 'Career Pathway'. It shows a 'Career Pathway Assignment (ASGNCP\_F)' window with a table of tasks:
 

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

# Creating & Assigning Career Pathways

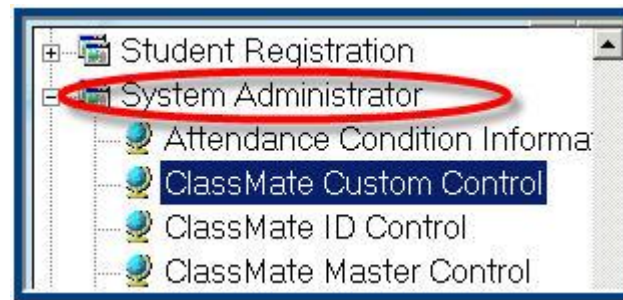
## Minimum Grade Criteria

### 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** > **ClassMate Custom Control** > **Misc Tab**



# Creating & Assigning Career Pathways

## Minimum Grade Criteria

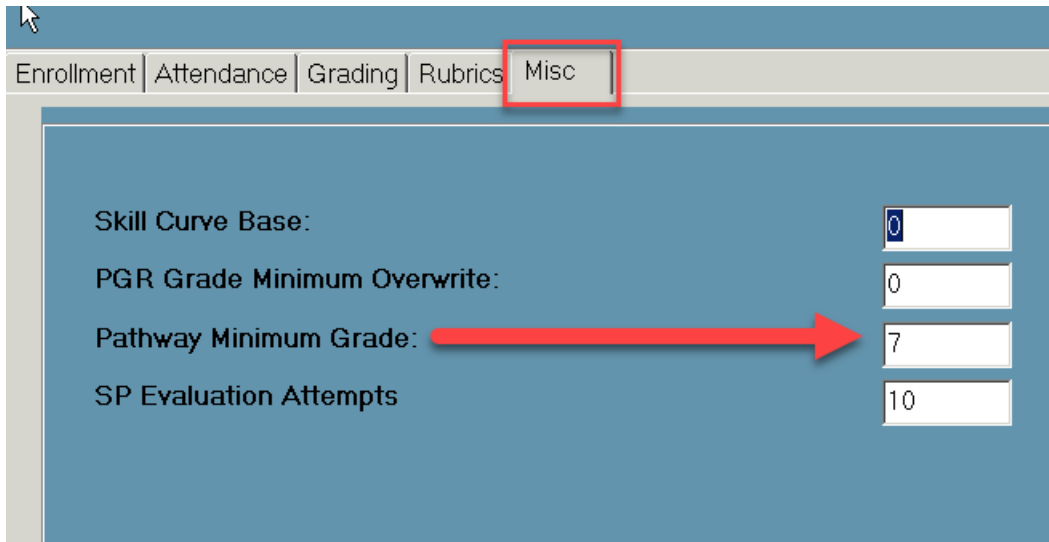
### Minimum Grade

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.



Field	Value
Skill Curve Base:	0
PGR Grade Minimum Overwrite:	0
Pathway Minimum Grade:	7
SP Evaluation Attempts	10





# Creating & Assigning Career Pathways

## 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**



# Creating & Assigning Career Pathways

## Monitoring Pathway Achievement

Matrix Color Key

- Green = Task Complete with Minimum Required Grade
- Orange = Task Complete with Lower than Minimum Grade
- Red = Task Incomplete (Not Graded)
- Blue = Task Not Applicable

Harris Career and Technical Center

Student Search

Alpha

ID

000011504 Curriculum % Complete 35.9%

Abble, Sally N Grade 12

Career Pathways for Cosmetology

Task ID	Grade	Date	Completion Status
100.101	09	01/15/2016	X
100.102	10	05/05/2017	X
100.103	10	08/31/2017	X
200.201	09	09/30/2016	X
200.202	01	09/27/2016	X
200.203	08	10/11/2016	X
200.204	08	10/23/2015	X
200.205	07	10/23/2015	X
300.301	05	10/29/2015	X
300.302	01	10/11/2016	X
300.303			X
300.304	08	10/26/2015	X
400.401	10	01/12/2017	X
400.402	08	05/05/2017	X
400.403			X
400.404	08	10/24/2016	X
400.405	07	12/08/2015	X
400.406			X
500.501	08	02/19/2016	X
500.502	08	03/15/2016	X
500.503	08	03/15/2016	X
500.504	08	03/15/2016	X
500.505	08	05/01/2017	X
500.506	01	03/20/2017	X
500.507	08	04/21/2017	X
500.508	08	04/26/2016	X
500.509	08	09/27/2016	X
500.511	08	04/26/2016	X
500.512			X
500.513			X
500.514	08	05/05/2016	X
500.515			X
500.517	09	03/15/2016	X
500.518			X
500.519	08	05/31/2017	X
500.520			X
500.521			X
500.522			X
500.524			X
500.525			X
500.526			X
500.527	09	05/09/2016	X
500.528	08	03/27/2016	X
600.602	08	05/19/2017	X
600.603	07	02/18/2016	X
600.604	08	02/18/2016	X
600.605	07	05/19/2017	X

% Completed 39.7% n/a 29.9%

- 1 Select the Career Pathways Matrix Tab
- 2 Select the Student Name.
- 3 See Percent Complete by Pathway

Curriculum % Complete will display at top  
The task grade & date graded also display.

See Matrix Color Key for Additional Details

- X = Task Complete w/Min Grade Req
- X= Task Complete w/Lower than Min Grade Req
- X = Task Incomplete (No Graded)
- X = Task Not Applicable (not crossed to that pathway)



# Creating & Assigning Career Pathways

## 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**

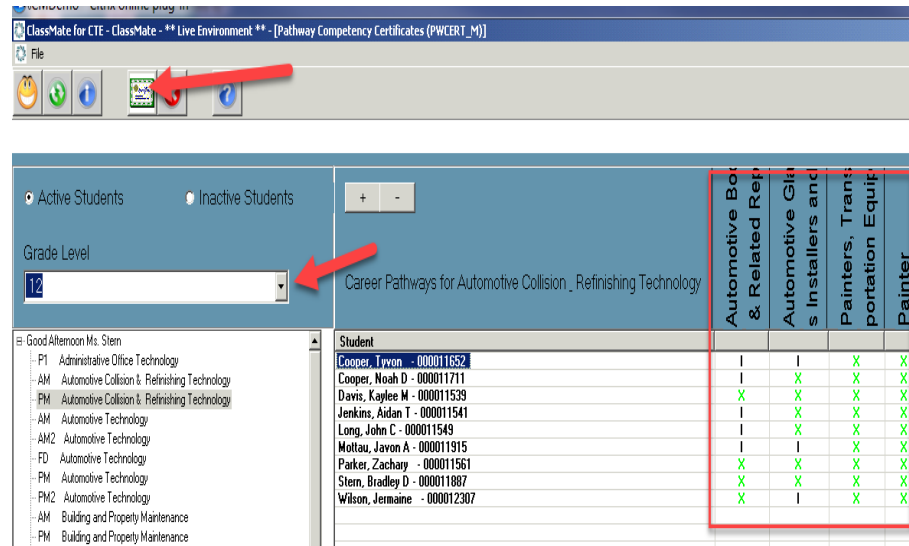


# Creating & Assigning Career Pathways

## 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** depending on class size might take some time to load
- 3 Click on the **Certificate Icon** located on the top of the screen



Student	Automotive Body & Related Repairs	Automotive Glass Installers and Painters, Transportation Equipment	Painter
Cooper, Tyson - 000011852			X
Cooper, Neah D - 000011711		X	X
Davis, Kaylee M - 000011539	X	X	X
Jenkins, Aidan T - 000011541		X	X
Long, John C - 000011549		X	X
Mottau, Javon A - 000011915			X
Parker, Zachary - 000011561	X	X	X
Stem, Bradley D - 000011887	X	X	X
Wilson, Jermaine - 000012307	X		X

Certificates will display for **ALL ELIGIBLE** students and will display Career Pathways indicated by Green **X** in Career Pathway column



# Creating & Assigning Career Pathways

## 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.



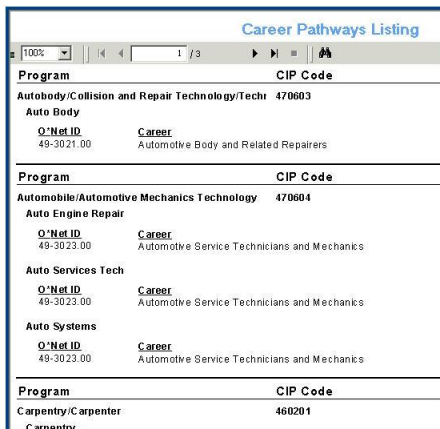
# Creating & Assigning Career Pathways

## Career Pathways Reporting

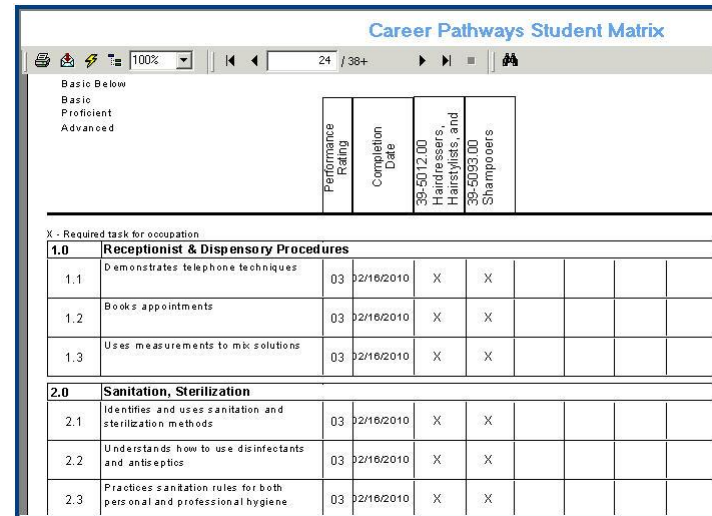
Career Pathway Reports are available from within the modules or the Curriculum Reports Folder.

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



		Performance Rating	Completion Date	39-5012.00 Hairdressers, Hairstylists, and Shampooers	39-5093.00 Shampooers
Basic Below					
Basic					
Proficient					
Advanced					
X - Required task for occupation					
<b>1.0</b>	<b>Receptionist &amp; Dispensary Procedures</b>				
1.1	Demonstrates telephone techniques	03	02/16/2010	X	X
1.2	Books appointments	03	02/16/2010	X	X
1.3	Uses measurements to mix solutions	03	02/16/2010	X	X
<b>2.0</b>	<b>Sanitation, Sterilization</b>				
2.1	Identifies and uses sanitation and sterilization methods	03	02/16/2010	X	X
2.2	Understands how to use disinfectants and antiseptics	03	02/16/2010	X	X
2.3	Practices sanitation rules for both personal and professional hygiene	03	02/16/2010	X	X



# ClassMate

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Suite 500

Bethlehem, PA 18017

Questions? Contact us!

*ClassMate HelpDesk*

*855-984-1228*

*[support.classmate.net](http://support.classmate.net)*

