Introduction to:
Co-op Education & Employment
An Administrator's Guide

Updated: 10/24/18

Cooperative Education

Before We Begin

The Cooperative Education module in ClassMate requires base data setup prior to training. Please ensure you have the following items available:

- Student Handbook
- Co-op Employer List
- Job Descriptions & Pay Rate
- Coop Student Roster
- Current Training Agreement *
- Current Training Plan *
- Current Employer Evaluation

* State Required

Cooperative Education

Base Data Setup

(Mandatory Steps)

System Administrators

- Employers Cities
- Master Codes (OAC types/categories)
- Assign Proper Modules (Coop Education Options)
- Equipment List
- Attitudes List
- Affiliations types

Coop Education Instructor and System Administrators

- Identify Student as a COOP Student
- Create Coop Sessions
- Assign Students to Coop Sessions

Cooperative Education

Cooperative Education Checklist

Coop Education Instructor and System Administrators
- Document Post Secondary Plan, Student Career Objectives, Career Pathway & Counselor
- Set up Employers
- Setup Business Contacts
- Identify Job Titles
- Assign students employers, work schedules and create training plan

Coop Education Instructor and Occupational Instructors
- Daily Attendance
  - Editing Daily Attendance
- Daily Work Ethic Grade
- MP Grading Policy

Cooperative Education

Using Navigator

ClassMate Navigation Key

- Displays a help screen to clarify login messages displayed on the top toolbar on login
- Open the system navigator main menu
- Closes the Application
- Allows the user to adjust their application defaults
- Allows the user to apply new application defaults
- Or Allows the user to refresh the folder or favorites lists
- Displays information about the ClassMate application and version

Allows the user to add a folder to 'My Favorites'

Allows the user to refresh the folder or favorites lists

Allows the user to erase the activities listed in the Recent Activity list

Allows the user to search the list of folders

Cooperative Education

1 Module & Report Window

2 Favorites Window: Create and organize modules & reports

3 Recent Activity Window: Easily locate a recently used modules or reports

4 Search function: Search modules & Reports for key words

5 Create a new folder function in favorites

6 Refresh favorites function

7 Clears recent activity window

Cooperative Education

Using Navigator

My Folders

- Double click on the Module folder or Report folder
- Double click the name of the module/report you would like to access or click on the + next to the module/report to expand
- Click the specific module or report
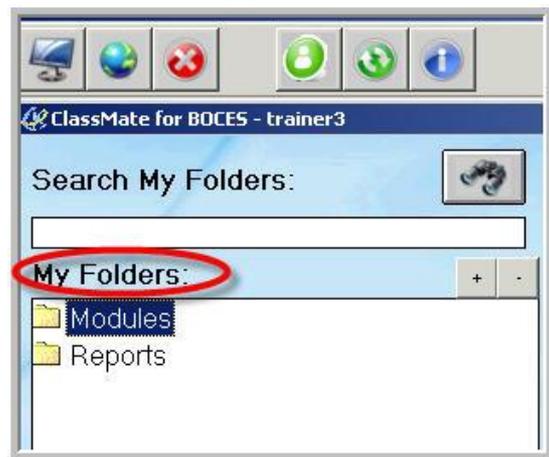
My Favorites: (Optional)

- Create New Category Folder(s) in **My Favorites** by selecting the yellow "**Add a Favorites Folder"** button.
- Drag the specific module/report from **My Folders** & drop into **My Favorites** or into the newly created folder
- Double click the Module or Report to open

Cooperative Education

Using Navigator

My Recent Modules

- The mostly recently used module or report is first on the list
- Double Click specific module or report to open
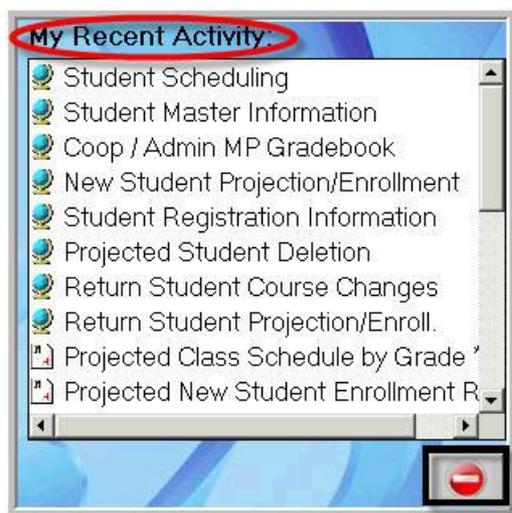
Search My Modules

- Type one or more search words into the search field
- Click search
- Modules or reports containing that word will appear in **BOLD** font

Cooperative Education

Identify Student as a COOP

Identify the student in ClassMate system as a Cooperative Education participant

Double click **My Modules>**Double Click **Student Enrollment**> Click **Student Master Information** OR My Modules>Double Click **Student Enrollment Options** Click **SL Student Master Information**

- Click the appropriate student name from the left hand column
- Click on the **Student Information tab**
- Change Coop to **"T"** for true OR WBL to **"T"** for true
- Click **"Save"**
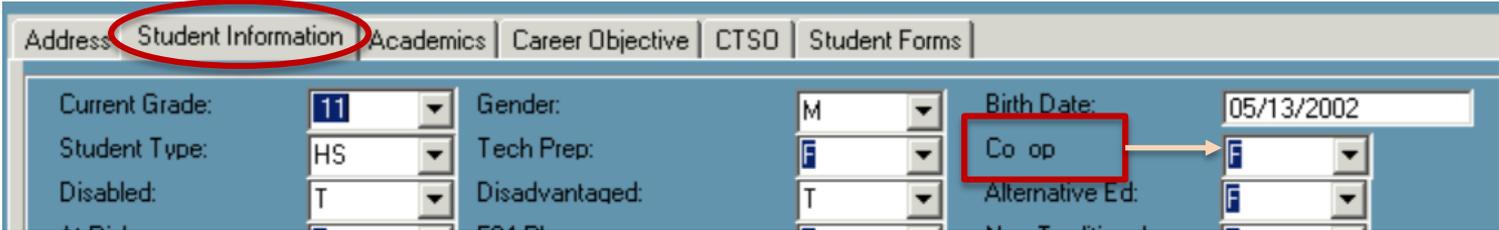
| Address | Student Information | Academics | Career Objective | CTSO | Student Forms |

Current Grade:	11	Gender:	M
Student Type:	HS	Tech Prep:	F
Disabled:	T	Disadvantaged:	T

Birth Date: 05/13/2002
Co op → F
Alternative Ed: F
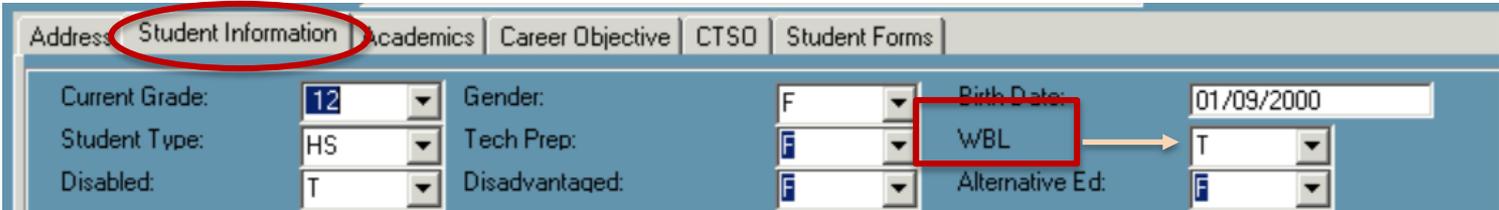
| Address | Student Information | Academics | Career Objective | CTSO | Student Forms |

Current Grade:	12	Gender:	F
Student Type:	HS	Tech Prep:	F
Disabled:	T	Disadvantaged:	F

Birth Date: 01/09/2000
WBL → T
Alternative Ed: F

Cooperative Education

Document Student Career Plans

Ensure student Post Secondary Plans, Career Objectives, Career Pathway & Counselor are assigned.

Double click **My Modules>**Double Click **Student Enrollment**> Click **Student Master Information**

Populate all fields

- ① Click the appropriate student name from the left hand column
- ② Click on the **"Career Objective Tab"**
- ③ Select the student's **Post Secondary Plan** from the checklist
  - Optional: Enter in the Post Secondary Institute
- ④ Select the student's **Career Objective** from the drop down list
- ⑤ Select the student's **Career Pathway** from the drop down list
- ⑥ Select the student's **Counselor** from the drop down list
- ⑦ Click **"Save"**

Note: Career Objective and Career Pathways are mandatory fields for the state of PA.
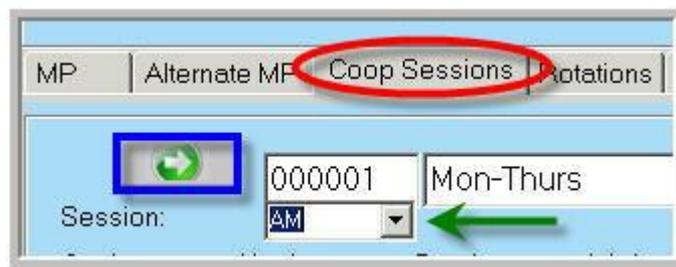
Cooperative Education

Creating Coop Sessions

Identify the CTE session in which the student will not be present due to COOP participation.

Double click **My Modules>**Double Click **School Calendar Information**> Click **Calendar Session Management**

- Click on the **Coop Sessions Tab**
- Click the **Coop ID** green button to assign the next sequential number
- Tab to the next field and enter the **Session Description** (For example: Mon-Thurs PM)
- **Session**: Use the pull-down to select the session
- Click **"True"** each day of the week the student will be excused from school due to COOP participation
- Click **"Save"**
- **Repeat** for all **UNIQUE** coop sessions

DO NOT modify an existing session if assigned to a student. If needed, a session can be created for just one student.

Cooperative Education

Assign a Student to a COOP Session

Scenario: Assigning a Coop session to a student that has been out on Coop since the First Day of School

Double click **My Modules**>Double Click **Student Enrollment**>
Click **Student Scheduling**

To an existing schedule where date range is a coop period

1. Click the appropriate student name from the left hand column
2. Click on the **"Change existing Tab"**
3. Click on the student's **Active** Occupational Program
4. Select the appropriate coop session from the drop down list
5. Click **"Save"**

Cooperative Education

Assign a Student to a Coop Session

Scenario: NEW - Assigning a Coop session to a student that has never been out on Coop - Part A

Double click **My Modules**>Double Click **Student Enrollment**>
Click **Student Scheduling**

To Schedule a student that has never been on Coop before, complete both Part A & B in order.

1. Click the appropriate **student name** from the left hand column
2. Click on the **Change existing Tab**
3. Click on the student's **Active Occupational Program**
4. Enter an end date (MM/DD/YYYY)
5. Select Program status – Click "**Changed coop status**"
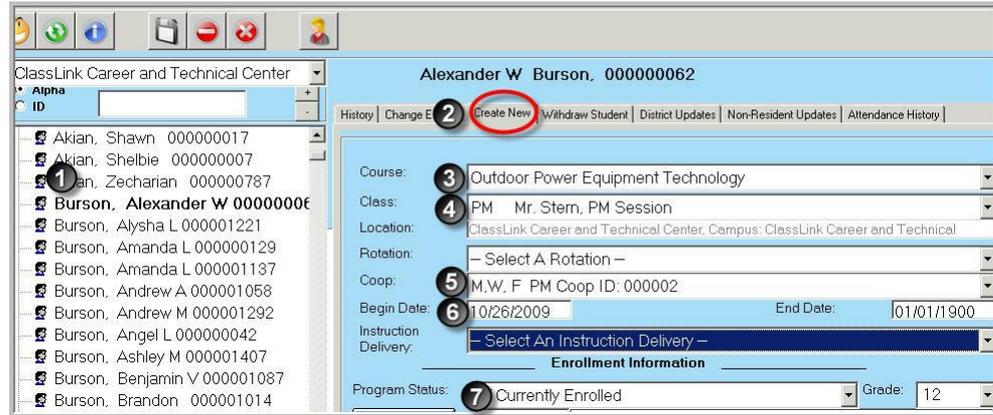6. Click "**Save**"

Cooperative Education

Assign a Student to a Coop Session

Scenario: NEW - Assigning a Coop session to a student that has never been out on Coop - **Part B**

Double click **My Modules**>Double Click **Student Enrollment**>
Click **Student Scheduling**

To Schedule a student that has never been on Coop before, complete both Part A & B in order.

1. Click Create **New tab**
2. Select **Enrolled Course**
3. Select **Enrolled Class**
4. Enter **Begin Date** (the date student started coop) end date 01/01/1900
5. Select the appropriate coop session from the drop down list
6. Select **Currently Enrolled** for program status
7. Click **"Save"**
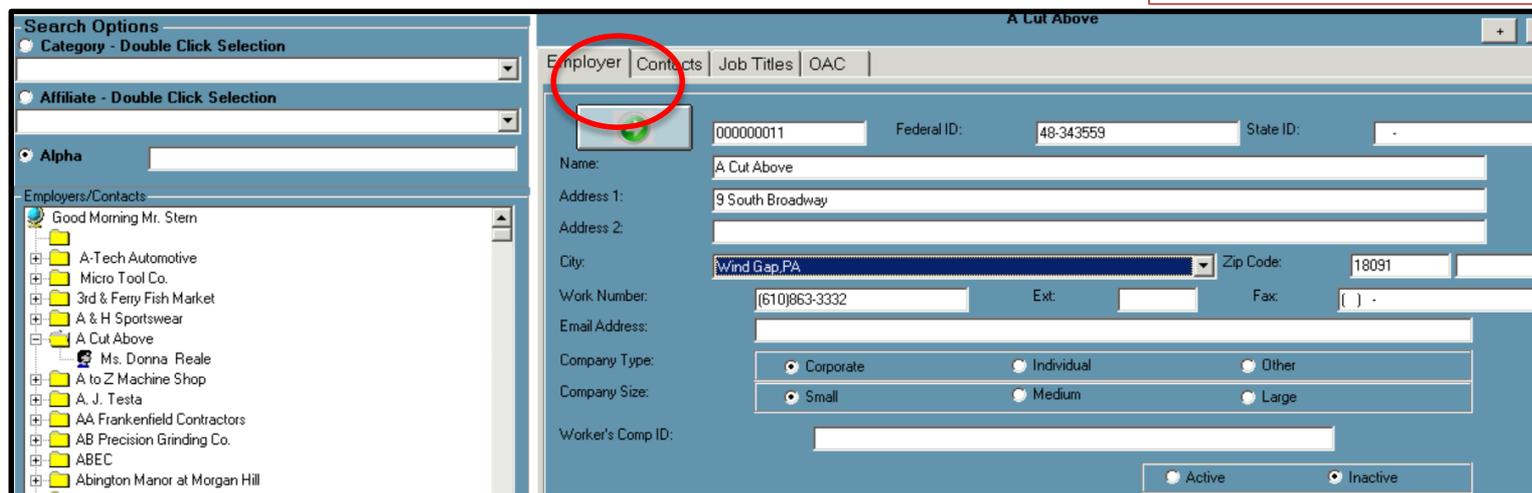
Cooperative Education

Set Up Employers

Establish Employers in ClassMate

Double click **My Modules>**Double Click **Coop Education Options**> Click **Employer Management**

Create New Employers

- Click on **Employer Tab**
- Click on **Green Arrow** Button to assign next sequential **Company ID** number
- Enter all company Information available. Populate as many fields as possible.
- Click **"Save"**
- Repeat for each new Employer

Note: Established Employers are listed on the left

Cooperative Education

Set Up Contacts

Establish Business Contacts in ClassMate

Double click **My Modules>**Double Click **Coop Education Options**> Click
Employer Management

Create New Contacts for Employers

- Click on **Contacts Tab**
- Click on **Green Arrow** Button to assign next sequential **Contact ID** number
- Enter all contact Information available
- Click **"Save"**

Note: Established contacts are listed on the left under the employer name
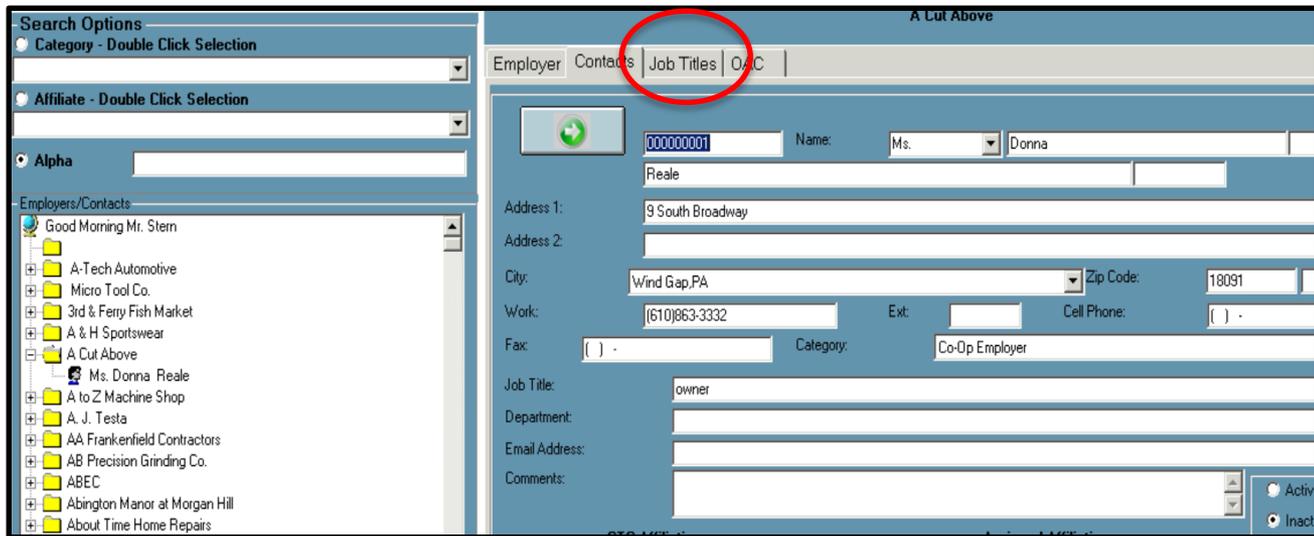
Cooperative Education

Set Up Contacts

Establish Business Contacts in ClassMate

Double click **My Modules>**Double Click **Coop Education Options**> Click **Employer Management**

Create New Contacts for Employers (optional Fields)

- Click the **Category** drop down arrow and select the appropriate program of **OAC Affiliation**
- Under the **CTC Affiliations**, click the box to the left of the appropriate affiliation
- Click **>>** to add the selection to assigned affiliations.
- Click the **"Save"** button
- Repeat for each new contact within the company.

Cooperative Education

Set Up Job Titles

Establish Job Titles in ClassMate

Double click **My Modules**>Double Click **Coop Education Options**> Click **Employer Management**

Create New Job Titles for each Employer, these are all the jobs available to the student at this employer.

- Click on **Job Titles** Tab
- Click on **Green Arrow** Button to assign next sequential **Job ID** number
- Enter starting **Rate of Pay, Job Title, and Job Description**
- Click **"Save"**
- Repeat for each **Job** within the company.

Note: Existing Job Titles appear in the window along the bottom of the screen
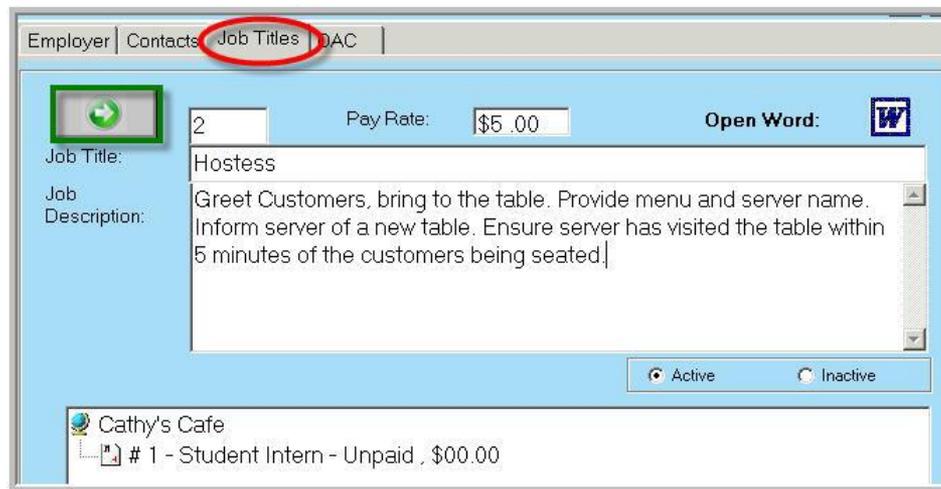
Employer | Contacts | Job Titles | DAC

2   Pay Rate: $5 .00   Open Word:

Job Title: Hostess

Job Description: Greet Customers, bring to the table. Provide menu and server name. Inform server of a new table. Ensure server has visited the table within 5 minutes of the customers being seated.

○ Active   ○ Inactive

Cathy's Cafe
1 - Student Intern - Unpaid , $00.00

Cooperative Education
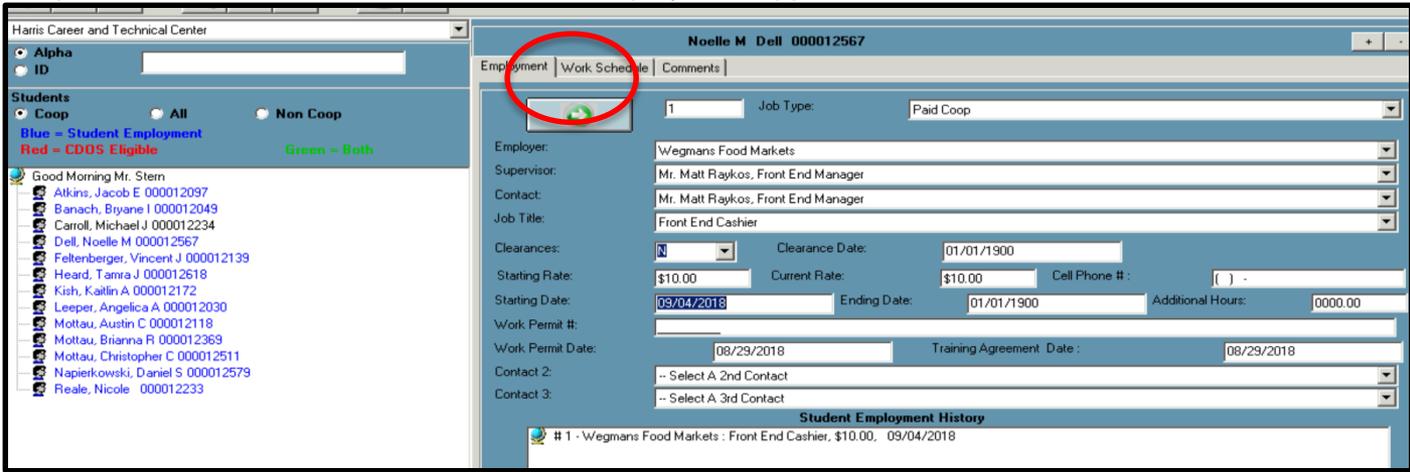

HARRIS School Solutions

Assign Students to Employers

Tracks student employment history, current rate of pay, work schedule and training Plan.

Double click **My Modules>**Double Click **Coop Education Options**> Click **Student Employment**

Adding Employment

- Click on the **Student Name**
- Click on **Green Arrow** Button to assign next sequential **Job ID** number
- Select the **Employer, Contact, Supervisor** and **Job Title** from the drop down menus
- Enter Clearances and Clearance Date (if applicable)
- Enter Pay Rates (the Current Rate can be updated later if the rate changes)
- Enter Starting Date & Ending Date (leave at 01/01/1900 if still active job experience)
- Enter Working permit # and Date
- Click **"Save"** and repeat for each student and each students employment opportunities
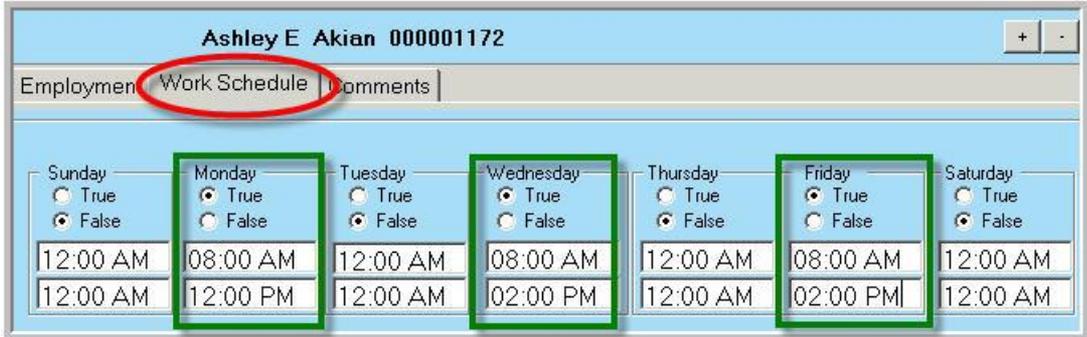-

Cooperative Education

Assign Work Schedules

Tracks student employment history, current rate of pay, work schedule and training Plan.

Double click **My Modules>**Double Click **Coop Education Options**> Click **Student Employment**

Adding Work Schedules

- Click on the **Student Name**
- Click on the **Work Schedule Tab**
- Click **"True"** each day of the week the student will be expected to report to work. Indicate start and end times.
- Click **"Save"**
- Repeat for each student.

Cooperative Education

Using Additional Hours field

Tracks students additional hours that they work outside of the set work schedule.

Double click **My Modules>**Double Click **Coop Education Options**> Click **Student Employment**

Adding Hours to Additional Hours field

- Click on the **Student Name**
- Click on the **Employment Tab**
- Update the **Additional Hours** field (this number is self maintained)
- Click **"Save"**
- Repeat for each student.

Note: Use the Comments tab to indicate the individual days that additional hours were worked. Keep the comments as a running tab.

Cooperative Education

Creating Training Plans

Tracks students associated tasks, attitudes and equipment for each employment.

Double click **My Modules>**Double Click **Coop Education Options**> Click **Coop Training Plan**

Creating a **Training Plan** for a Job Title

1 • Click on the **Student Name**
2 • Click on the **Job Title** for which you are creating the training plan
3 • Click on **Green Arrow** Button to assign next sequential **Training Plan ID** number
4 • Enter the **Starting Date** (The date will default to the date you are creating the plan)
5 • Click **"Save"**

Note: If a task does not appear as a choice in the list you may can add additional tasks by course, cluster, All school wide tasks or you can type a new task into the system

Cooperative Education
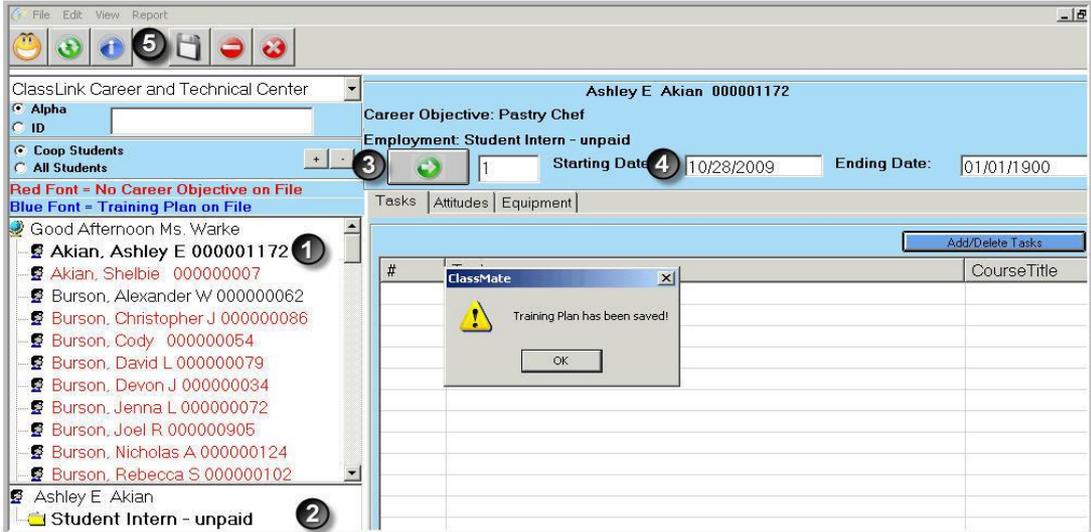
Creating Training Plans
Tracks students associated tasks, attitudes and equipment for each employment.

Double click **My Modules>**Double Click **Coop Education Options**> Click **Coop Training Plan**

Adding **Tasks** to the Training Plan
Within the plan created

- Click on the **Blue Add/Delete Tasks** button
- Click on the box next to the **Duty ID** number to select
- Select all tasks appropriate for the training plan (you may select all at once by clicking the **Green** check mark)
- Click **"Save"**
- Repeat for each student.

Note: In the Select to View Tasks box, Click the radio button to expand your task choices.

STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

ClassMate

Cooperative Education

Creating Training Plans

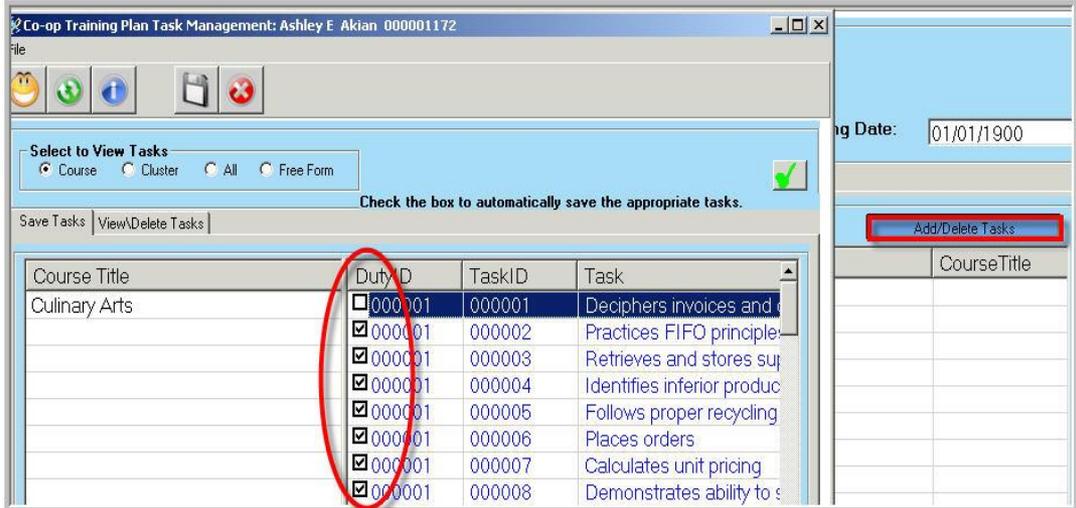**Tracks students associated tasks, attitudes and equipment for each employment.**

Double click **My Modules>**Double Click **Coop Education Options**> Click **Coop Training Plan**

Adding **Attitudes** to the Training Plan
Within the plan created

- Click on the **Attitudes Tab**
- Click on the box next to the **Attitude** to select
- Select all Attitudes appropriate for the training plan
- Click **"Save"**
- Repeat for each student.

Note: If an attitude does not appear as a choice in the list you can add additional attitudes in the **Training Plan Base Data Module**

Cooperative Education

Creating Training Plans

Tracks students associated tasks, attitudes and equipment for each employment.
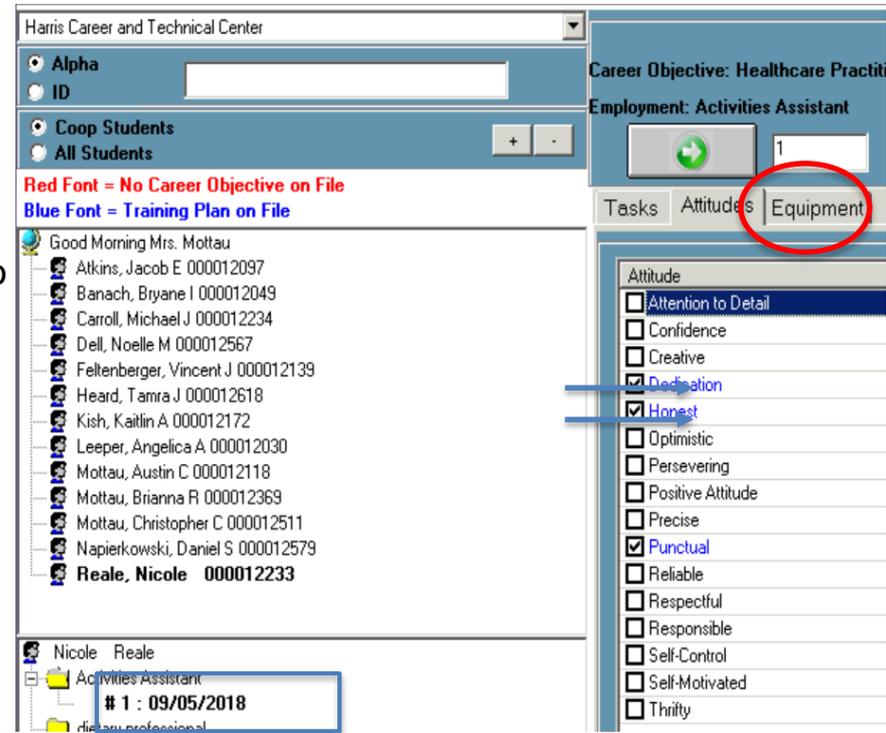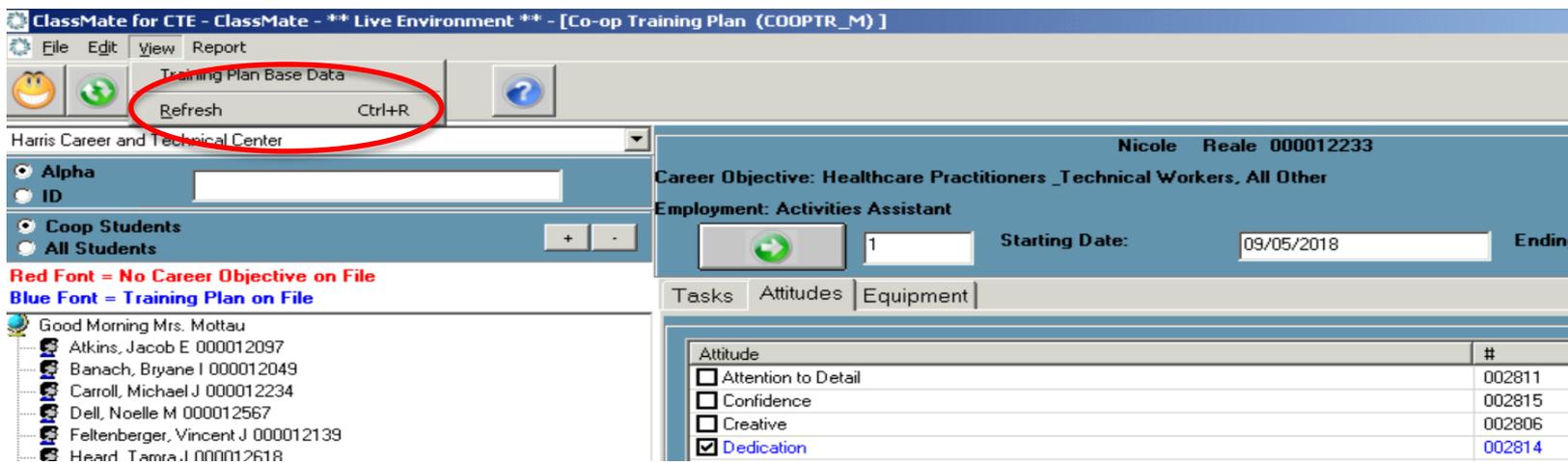
Double click **My Modules>**Double Click **Coop Education Options**> Click **Training Plan Base Data**

Editing Attitudes in the Training Plan
If an attitude needs to be added to the selection list:

- Click on the **View** button located along the top of the screen
- Click on **Training Plan Base Data.** You will jump to the module.

Cooperative Education

Creating Training Plans

Double click **My Modules>**Double Click **Coop Education Options**> Click **Training Plan Base Data**

Editing Attitudes in the Training Plan

If an attitude needs to be added to the selection list, within the Training Plan Base Data Module

1. Click on the **Attitudes Tab**
2. Click on **Green Arrow** Button to assign next sequential **Attitude ID** number
3. Type the **Attitude Description** in the **Name Field**
4. Click **"Save"**

Cooperative Education

Creating Training Plans

Double click **My Modules>**Double Click **Coop Education Options**> Click **Coop Training Plan**

Adding **Equipment/Machinery** to the Training Plan
Within the plan created

1. Click on the **Equipment Tab** button
2. Click on the **Blue** **Add/Delete** Equipment Button
3. Click on the box next to the **Equipment** to select
4. Click the red **X** to **exit the module**

Repeat for each student.

Note: In the Select to View Tasks box, Click the radio button to expand you task choices.

Cooperative Education

Creating Training Plans

Tracks students associated tasks, attitudes and equipment for each employment.

Double click **My Modules>**Double Click **Coop Education Options**> Click **Training Plan Base Data**

Editing Equipment in the Training Plan
If equipment needs to be added to the selection list:

- Click on the **View** button located along the top of the screen
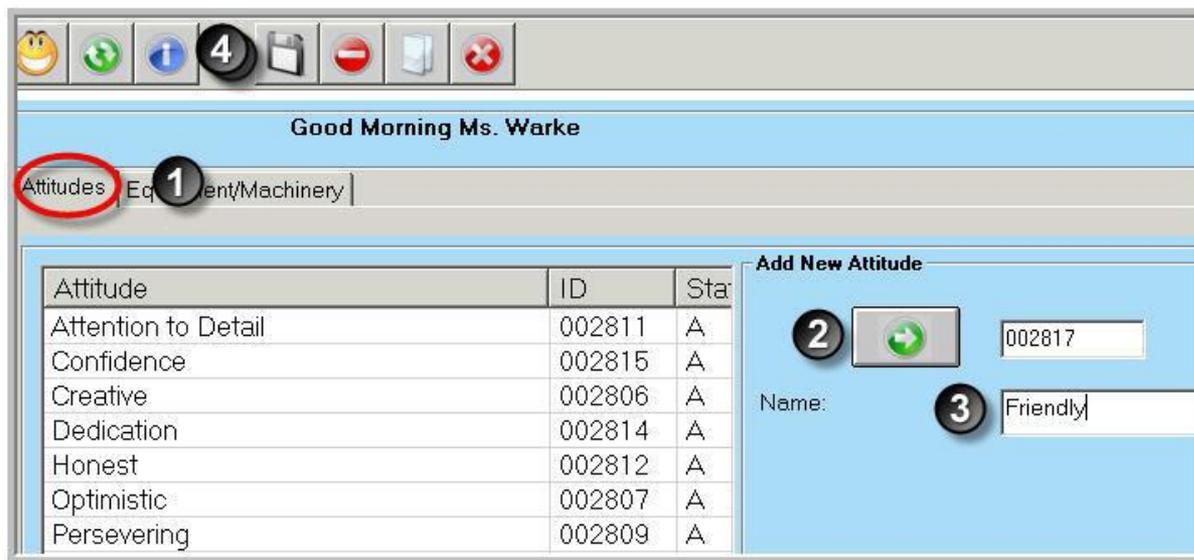- Click on **Training Plan Base Data.** You will jump to the module.

Cooperative Education

Creating Training Plans
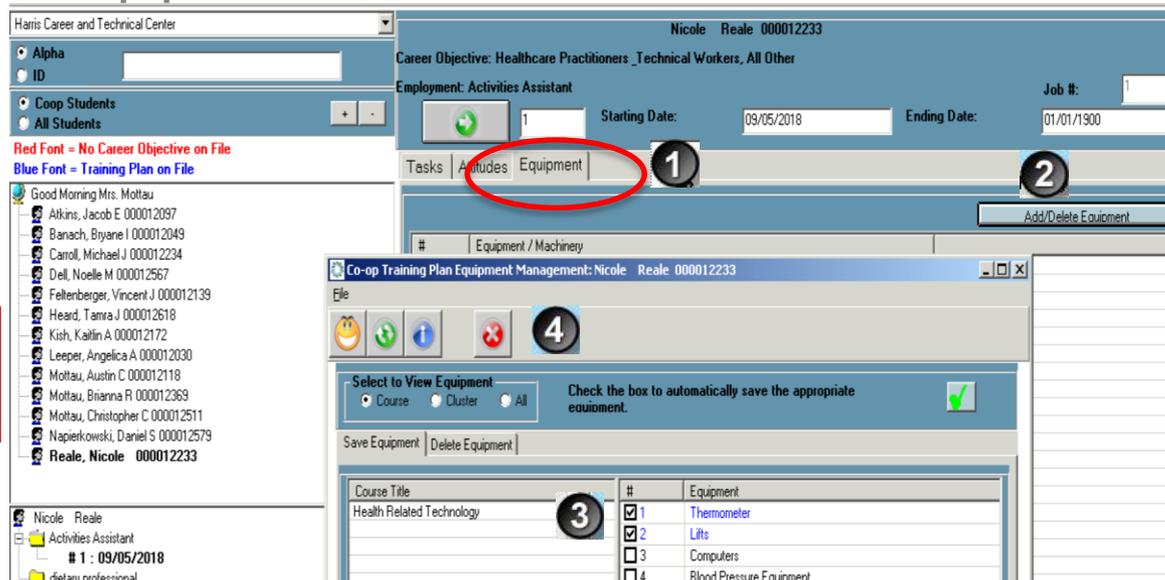
Double click **My Modules>**Double Click **Coop Education Options**> Click **Training Plan Base Data**

Editing Equipment in the Training Plan
If an attitude needs to be added to the selection list, within the Training Plan Base Data Module

1. Click on the **Equipment Tab**
2. Click on **Green Arrow** Button to assign next sequential **Equipment ID** number
3. Type the **Equipment Description** in the **Name Field**
4. Click **"Save"**
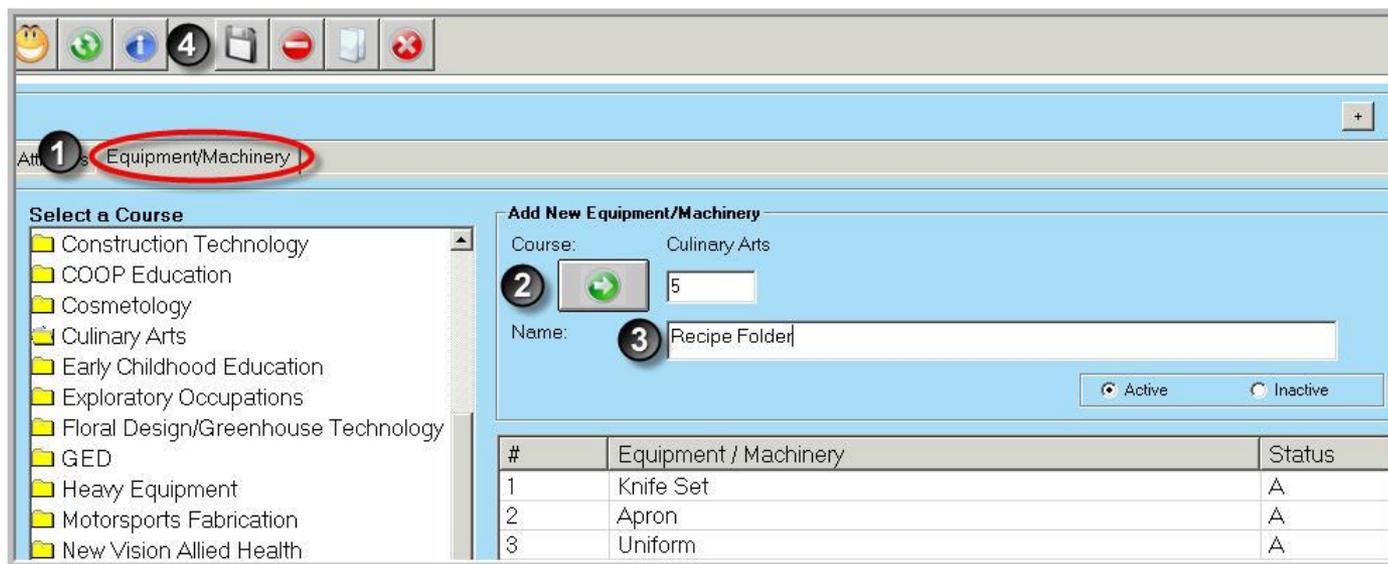
Cooperative Education

Training Plan Best Practices

Double click **My Modules>**Double Click **Coop Education Options**> Click **Coop Training Plan**

Helpful Hints

- **Equipment Lists** can be copied from one course to another
- Student **Training Plans** can be copied from one job title to another
- You may select several choices at once by clicking the **Green** check mark box
- Training plans need to be created for **EACH** student individually
- You can select task by course, cluster, all tasks in all programs or enter a free form task.

Cooperative Education

Daily Attendance

Allows Coop Instructor to take daily attendance for students participating in the Coop program.

Double click **My Modules>**Double Click **Coop Education Options**> Click **Student Daily Attendance**

Daily Attendance

ClassMate can help reduce the amount of time and effort required to track Coop student attendance. You have the ability to pre-populate attendance for the days the student is scheduled to be at work.

- Click on the **Student Name**
- **Verify the Schedule** appears in display
- Click the desired **Start Date**
- Click the desired **End Date**
- Click **"Present"**
- The attendance will display for the selected time period. Note the attendance condition applied.
- Repeat for each student

Hint: If nothing happens when you perform the steps above, verify the students **schedule has a coop session assigned** in Student Scheduling module. Also verify the schedule dates align with the dates you are entering in the Start/End date fields of the attendance module.

Note: You can pre-populated attendance for a week, a month or the entire marking period.

Cooperative Education

Daily Attendance

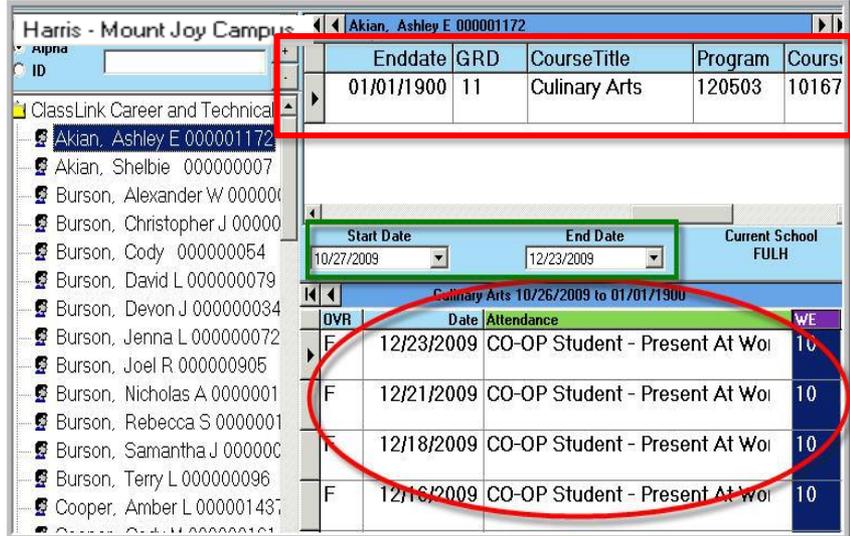**Allow Coop Instructor to take daily attendance for students participating in the Coop program.**

Double click **My Modules>**Double Click **Coop Education Options**> Click **Student Daily Attendance**

Editing Daily Attendance
To edit a pre-populated attendance day

- Click on the **Student Name**
- Scroll to desired **Date** in the grid
- Click to the right of the attendance condition
- A grey box with a black arrow will display
- Click the grey box and select the new attendance condition from the drop down menu
- Repeat as needed for each date and student.

Note: Editing attendance conditions should be in line with your school attendance policy.

	Start Date		End Date		Current School FULH
	10/27/2009		12/23/2009		

		Culinary Arts 10/26/2009 to 01/01/1900	
OVR	**Date**	**Attendance**	**WE**
F	12/23/2009	School Testing	10
F	12/21/2009	CO-OP Student - Present At Wor	10

Cooperative Education

Daily Work Ethics Grade and Comments

A daily work ethic grade is assigned to each student based on their attendance condition.

Double click **My Modules>**Double Click **Coop Education Options**> Click **Coop Work Ethic Comments**

Editing A Work Ethic Grade

Coop Instructors have the ability to edit default Work Ethic grades and enter comments into ClassMate. The grade edits can be based on either observations while in the field or from feedback provided by the employer.

To Edit a Work Ethic Grade:
- Click on the **Coop Tab**
- Highlight the **Work Ethic Grade** to be edited
- Type the **New Work Ethic Grade**
- Click **"Save"**
- Repeat for each student

ClassMate

Cooperative Education

Daily Work Ethics Grade & Comments

Work ethic comments can be applied to each student based on their co-op performance
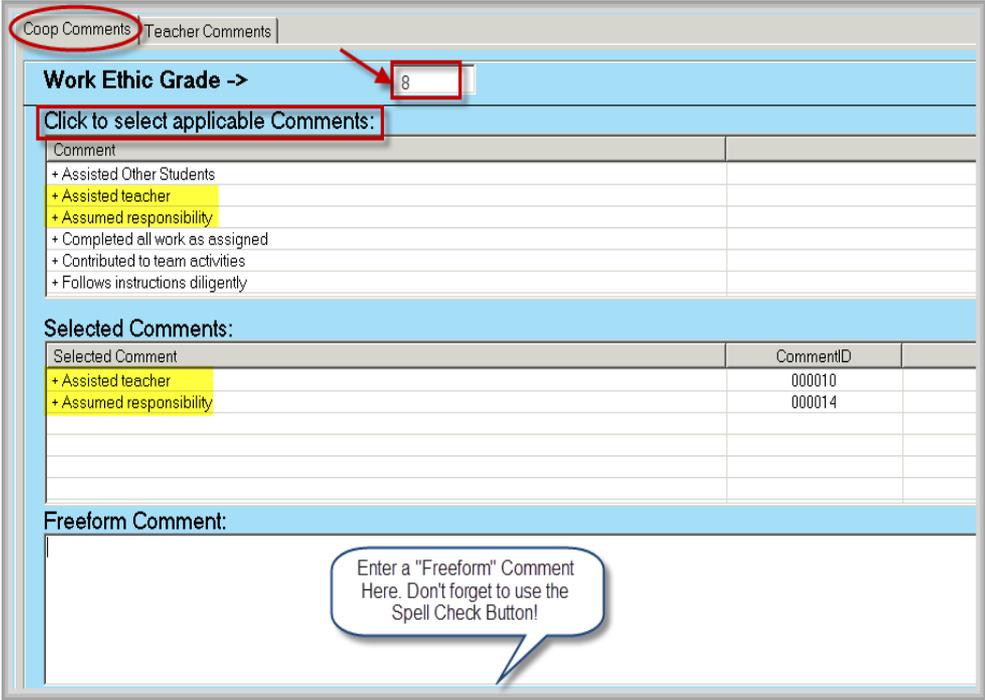
Double click **My Modules>**Double Click **Coop Education Options**> Click **Coop Work Ethic Comments**

Entering Work Ethic Comments

Coop Instructors have the ability to enter Work Ethic comments into ClassMate. The comments can be selected from a pre-determined list or added as a Free-form comment

To Enter Work Ethic Comments:

- Click on the **Coop Comments Tab**
- Click to select applicable comment(s) **AND/OR**
- Type the **freeform comment** in the field provided
- Click **"Save"**
- Repeat for each student

Cooperative Education

Coop Grading

Entering Skill/PDP, Work Ethic & Knowledge Grades

Coop Instructors have the ability to enter skill, knowledge and work ethic grades into ClassMate from one module. The grade edits can be based on observations while in the field or from feedback provided by the employer. The process for entering grades should be established by the administration prior to entering anything into the system.

Double click **My Modules>**Double Click **Coop Education Options**> Click **Coop/Admin MP Gradebook**

- Click on the **Course Name**
- Click on the **Class**
- Click on the **Student Name**
- The Student Name, Grading Formula, Skill & Work Ethic Rubric will display.
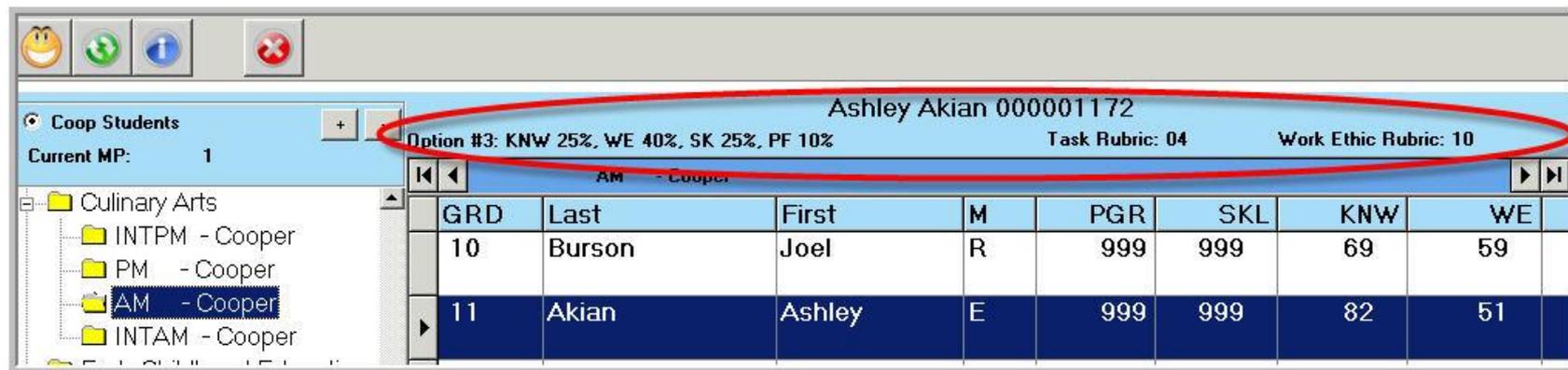
Cooperative Education

Coop Grading

Entering Skill/PDP, Work Ethic & Knowledge Grades

Within each grading component a Coop instructor has the ability to drop down a list of all the associated activities, skills or default work ethic grades associated with the student. These drop down lists can be entered, updated or edited from this screen. The overall PGR or period grade is automatically calculated as the grading components are populated.

Double click **My Modules>**Double Click **Coop Education Options**> Click **Coop/Admin MP Gradebook**

- Click to the right of the **Grading Component Name**
- A grey box will display
- Click the **Black** arrow and a drop list will appear
- Select the Skill, Knowledge Activity or Work Ethic Grade you would like to enter or adjust.
- Enter the grade
- Click outside the box and the grade has been entered.
- The date will default to the **current date**. The date may be changed to reflect the actual date a grade
- Repeat for each student

| 11 | Akian | Ashley | E | 999 | 100 |

Note: Individual Grading Component Modules are available for Coop Instructors

	PTS	Task	EndDate	REQ	Duty
	00	Deciphers invoices and check	01/01/1900	T	0000
	00	Practices FIFO principles	01/01/1900	T	0000
	04	Retrieves and stores supplies	10/29/2009	T	0000
	00	Identifies inferior products	01/01/1900	T	0000

Student Task Grades

Cooperative Education

Grading Coop Students

Coop Instructors with the proper permission can add knowledge activities to occupational instructors knowledge banks. This eliminates the need for the occupational instructor to enter all the Coop grading information. The process for entering grades should be established by the administration prior to entering anything into the system.

Double click **My Modules>**Double Click **Admin Grading** > Click **Admin Knowledge Bank**

Adding Knowledge Activities to a Teacher's Knowledge Bank

*   Select the **Course**
*   Click on the **Class**
*   Enter the Knowledge Activity using the established process (See Additional Resources at the end of the guide)
*   A pre-defined sequence number should be used so the Coop Activities are grouped together and away from the Occupational Activities. For example, all Coop activities should have a SEQ ID of 000888. Occupational Instructors **MUST** be notified that additional activities will appear in the knowledge bank and will be graded by the Coop Instructor.
*   Click **"Save"**
*   Repeat for each course/class.

Cooperative Education

Helpful Reports

Double click **My Reports >**Double Click **Coop Education Options** > Click **Cooperative Education Training Plan**

Give this report to Employers to use while evaluating students at the job site.

Cooperative Education

Helpful Reports

Double click **My Reports >**Double Click **Coop Education Options** > Click
Business Contacts Labels

Use this report to send out mailings to all employers.

Business Contact Labels

1 / 1+

Bob Reale
Arby's
General Manager
1660 Valley Center Parkway
Bethlehem, PA 18017

Kathy Kish
Arby's
Assistant Manager
1660 Valley Center Parkway
Bethlehem, PA 18017

Andy Dell
Devery's
owner
1660 Valley Center Parkway
Bethlehem, PA 18017

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ClassMate

Cooperative Education

Helpful Reports

Double click **My Reports >**Double Click **Coop Education** > Click
Alpha Student Coop Roster

Use this report to get a
listing of all students
schedule for a coop for
the roster date
selected.

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