

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

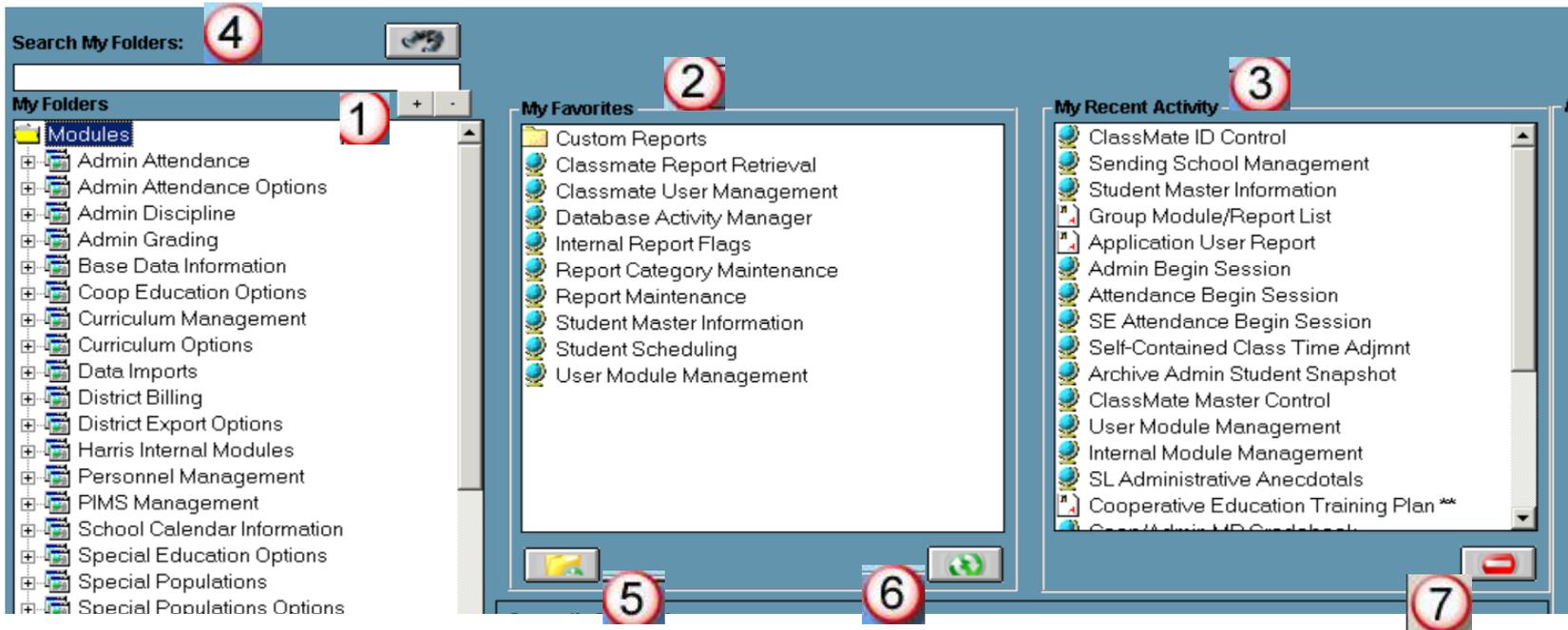


Allows the user to search the list of folders



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



The screenshot displays the software interface with three main panels:

- My Folders (1):** A tree view containing various modules such as Admin Attendance, Admin Discipline, Base Data Information, and Curriculum Management.
- My Favorites (2):** A list of frequently used reports and modules, including Custom Reports, Classmate Report Retrieval, and Database Activity Manager.
- My Recent Activity (3):** A list of recently accessed reports, such as Classmate ID Control, Sending School Management, and Student Master Information.
- Search My Folders (4):** A search bar at the top left for finding specific modules or reports.
- 5:** A plus icon in the 'My Favorites' panel for creating a new folder.
- 6:** A circular refresh icon in the 'My Favorites' panel.
- 7:** A minus icon in the 'My Recent Activity' panel for clearing the list.

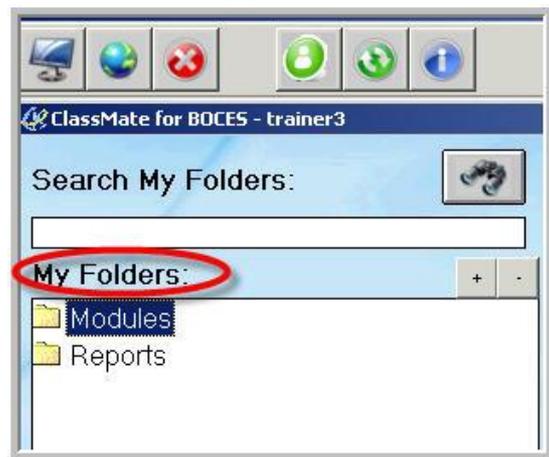


Cooperative Education

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

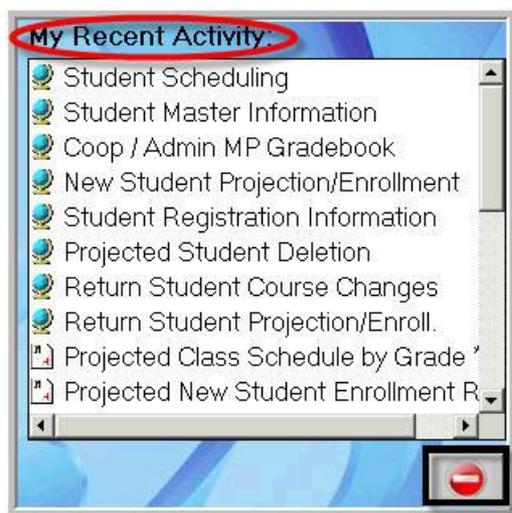


Cooperative Education

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



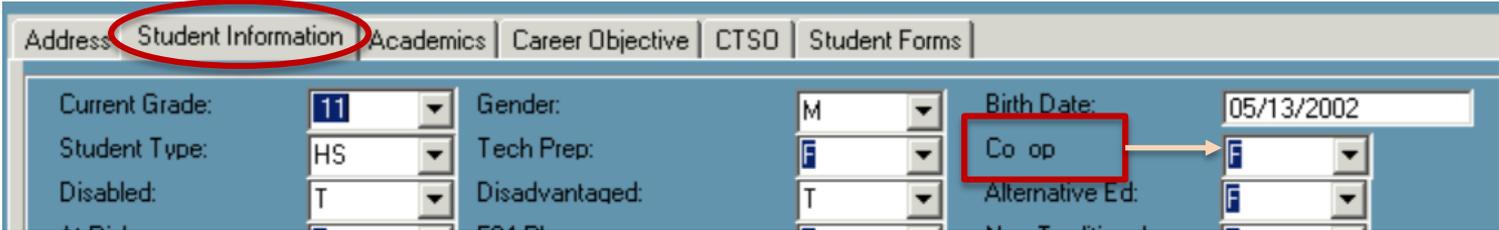
Cooperative Education

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**”

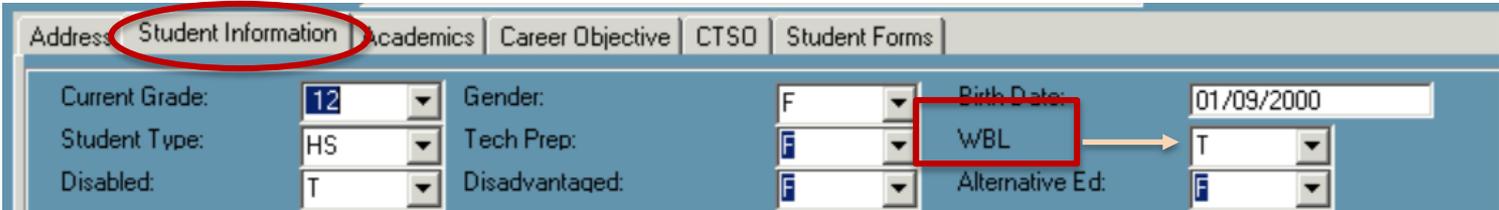


Address **Student Information** | Academics | Career Objective | CTSO | Student Forms

Current Grade: 11 | Gender: M | Birth Date: 05/13/2002

Student Type: HS | Tech Prep: F | **Co op**: F

Disabled: T | Disadvantaged: T | Alternative Ed: F



Address **Student Information** | Academics | Career Objective | CTSO | Student Forms

Current Grade: 12 | Gender: F | Birth Date: 01/09/2000

Student Type: HS | Tech Prep: F | **WBL**: T

Disabled: T | Disadvantaged: F | Alternative Ed: F



Cooperative Education

Document Student Career Plans

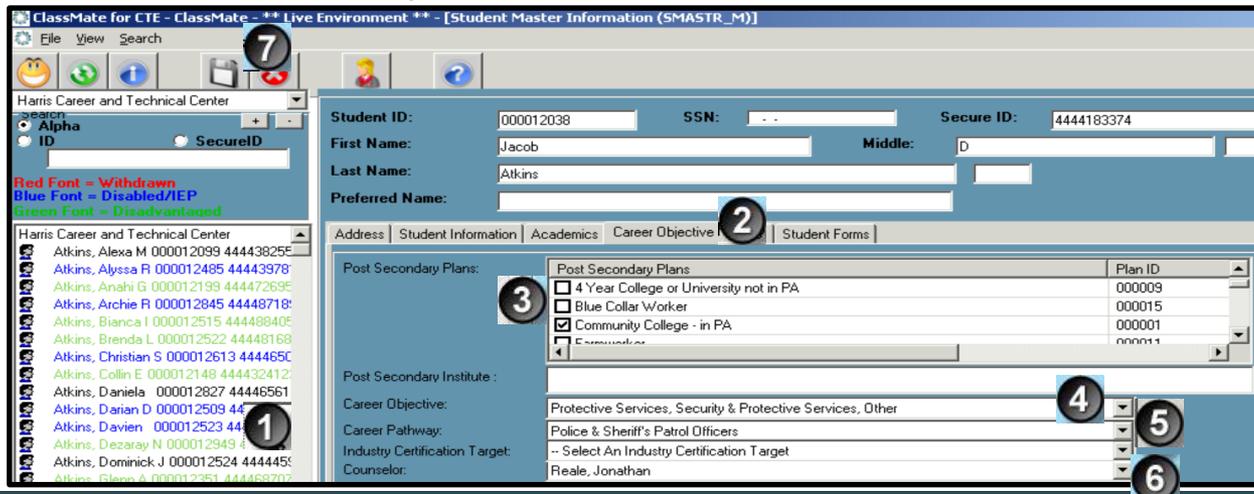
Ensure student Post Secondary Plans, Career Objectives, Career Pathway & Counselor are assigned.

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.



The screenshot shows the 'ClassMate for CTE' software interface. The main window is titled 'ClassMate - ** Live Environment ** - [Student Master Information (SMATR_M)]'. The interface includes a menu bar (File, View, Search) and a toolbar with icons for home, refresh, and help. Below the menu is a search bar and a list of students. The student list on the left includes names like 'Atkins, Alexa M', 'Atkins, Alyssa R', etc. The main form area is divided into tabs: 'Address', 'Student Information', 'Academics', 'Career Objective' (selected), and 'Student Forms'. The 'Career Objective' tab contains several sections: 'Post Secondary Plans' with a checklist of options like '4 Year College or University not in PA', 'Blue Collar Worker', and 'Community College - in PA'; 'Post Secondary Institute' with a text input field; 'Career Objective' with a dropdown menu; 'Career Pathway' with a dropdown menu; 'Industry Certification Target' with a dropdown menu; and 'Counselor' with a dropdown menu. The form also displays student details such as 'Student ID: 000012038', 'SSN: -', 'Secure ID: 4444183374', 'First Name: Jacob', 'Middle: D', and 'Last Name: Atkins'. Numbered callouts (1-7) are placed over the interface to correspond with the instructions: 1 points to a student in the list, 2 points to the 'Career Objective' tab, 3 points to the 'Post Secondary Plans' checklist, 4 points to the 'Career Objective' dropdown, 5 points to the 'Career Pathway' dropdown, 6 points to the 'Counselor' dropdown, and 7 points to the 'Save' button in the toolbar.



Cooperative Education

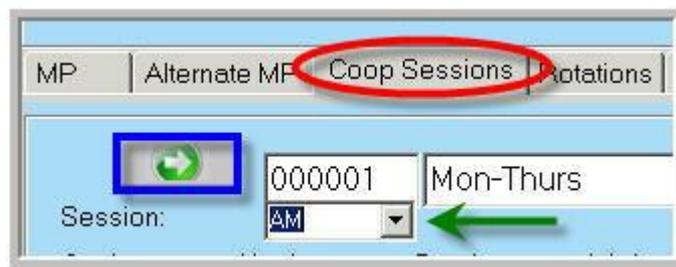
Creating Coop Sessions

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

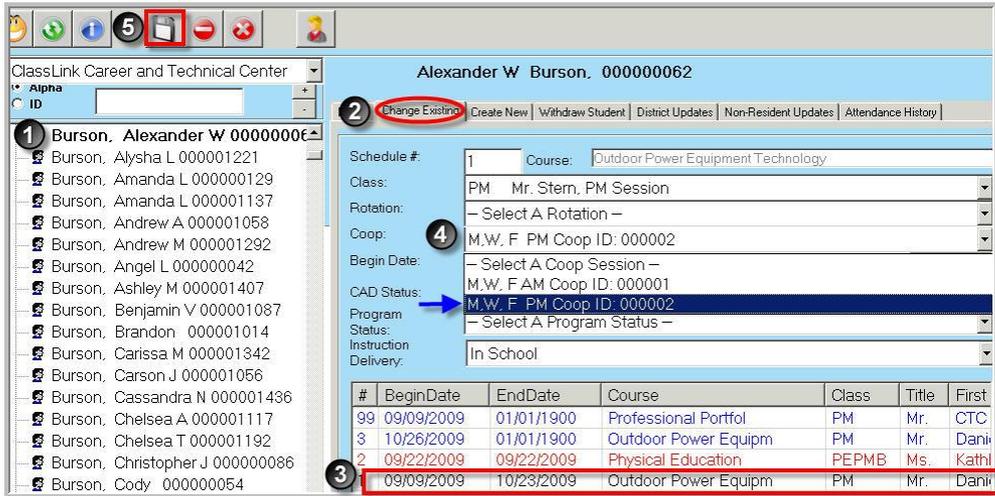
Assign a Student to a COOP Session

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”**



The screenshot shows the 'Alexander W Burson, 00000062' student record in the ClassLink Career and Technical Center. The interface includes a list of students on the left and a detailed enrollment form on the right. The 'Change Existing' tab is selected, and the 'Coop' dropdown menu is open, showing 'M,W, F PM Coop ID: 000002' as the selected option. A table at the bottom lists the student's current and future classes.

#	BeginDate	EndDate	Course	Class	Title	First
99	09/09/2009	01/01/1900	Professional Portfol	PM	Mr.	CTC
3	10/26/2009	01/01/1900	Outdoor Power Equipm	PM	Mr.	Dani
2	09/22/2009	09/22/2009	Physical Education	PEPMB	Ms.	Kathl
	09/09/2009	10/23/2009	Outdoor Power Equipm	PM	Mr.	Dani



Cooperative Education

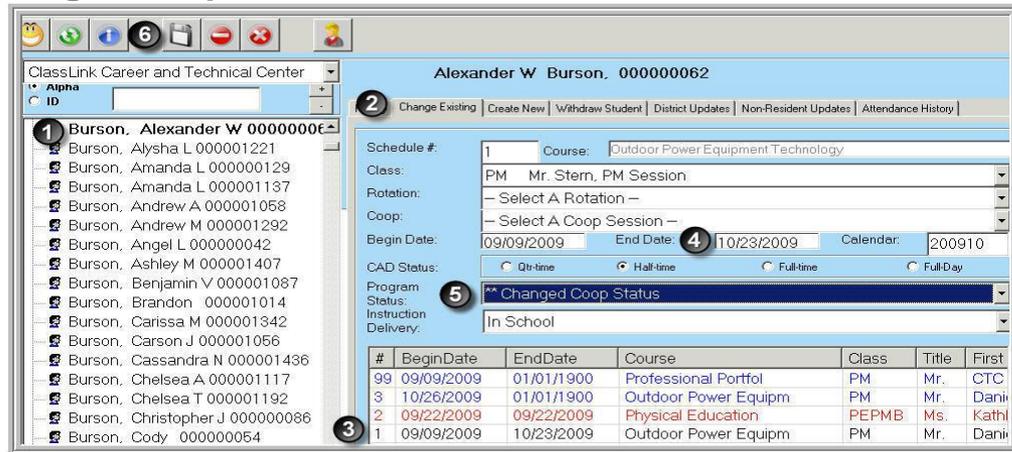
Assign a Student to a Coop Session

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”**



ClassLink Career and Technical Center

Alpha

ID

1 Burson, Alexander W 000000062

Burson, Alysha L 000001221

Burson, Amanda L 000000129

Burson, Amanda L 000001137

Burson, Andrew A 000001058

Burson, Andrew M 000001292

Burson, Angel L 000000042

Burson, Ashley M 000001407

Burson, Benjamin V 000001087

Burson, Brandon 000001014

Burson, Carissa M 000001342

Burson, Carson J 000001056

Burson, Cassandra N 000001436

Burson, Chelsea A 000001117

Burson, Chelsea T 000001192

Burson, Christopher J 000000086

Burson, Cody 000000054

Alexander W Burson, 000000062

Change Existing | Create New | Withdraw Student | District Updates | Non-Resident Updates | Attendance History

Schedule #: 1 Course: Outdoor Power Equipment Technology

Class: PM Mr. Stern, PM Session

Rotation: - Select A Rotation -

Coop: - Select A Coop Session -

Begin Date: 09/09/2009 End Date: 4 10/23/2009 Calendar: 200910

CAD Status: Qtr-time Half-time Full-time Full-Day

Program Status: 5 ** Changed Coop Status

Instruction Delivery: In School

#	BeginDate	EndDate	Course	Class	Title	First
99	09/09/2009	01/01/1900	Professional Portfol	PM	Mr.	CTC
3	10/26/2009	01/01/1900	Outdoor Power Equipm	PM	Mr.	Dani
2	09/22/2009	09/22/2009	Physical Education	PEPMB	Ms.	Kathl
1	09/09/2009	10/23/2009	Outdoor Power Equipm	PM	Mr.	Dani



Cooperative Education

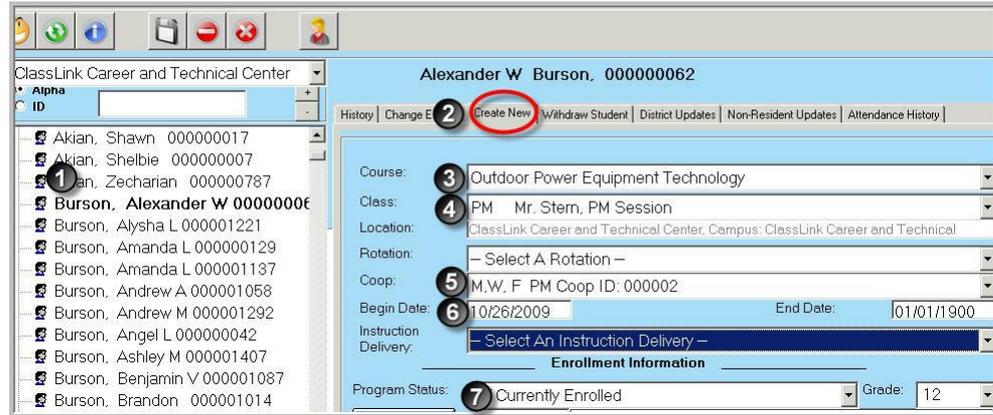
Assign a Student to a Coop Session

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"



The screenshot shows the 'Create New' tab for student Alexander W Burson (ID: 00000062). The interface includes a student list on the left and a form on the right. The form fields are as follows:

- Course: Outdoor Power Equipment Technology (3)
- Class: PM Mr. Stern, PM Session (4)
- Location: ClassLink Career and Technical Center, Campus: ClassLink Career and Technical
- Rotation: - Select A Rotation -
- Coop: M,W, F PM Coop ID: 000002 (5)
- Begin Date: 10/26/2009 (6)
- End Date: 01/01/1900
- Instruction Delivery: - Select An Instruction Delivery -
- Program Status: Currently Enrolled (7)
- Grade: 12



Cooperative Education

Set Up Employers

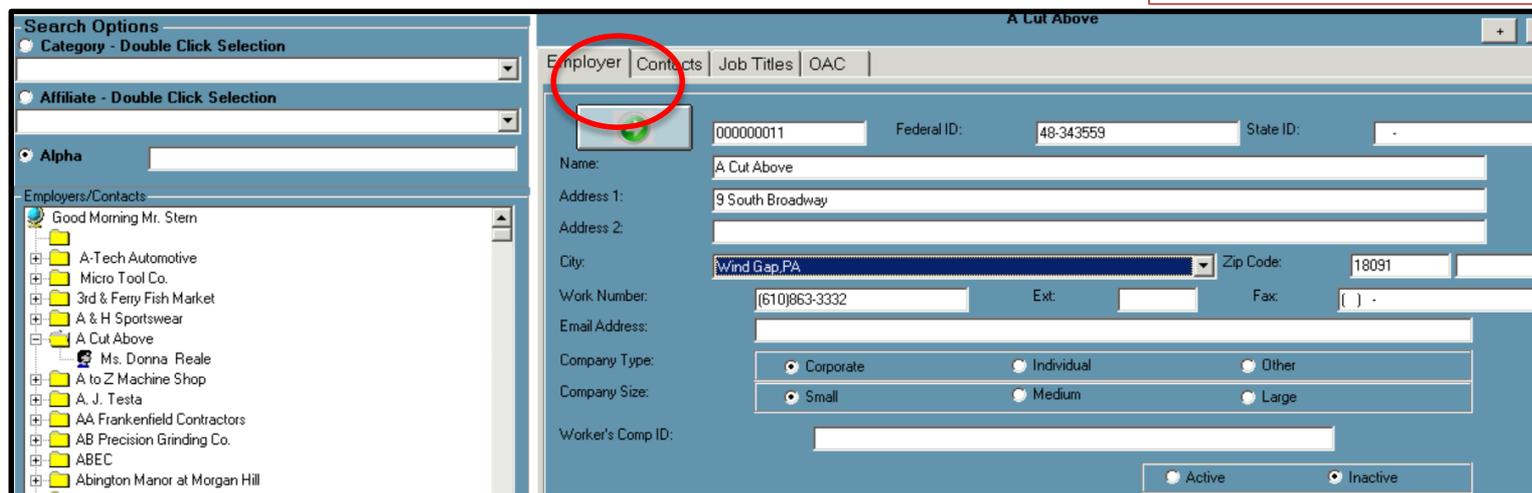
Establish Employers in ClassMate

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



The screenshot shows the 'Employer Management' interface. On the left, there is a list of existing employers under the heading 'Employers/Contacts'. The main area is a form for a new employer named 'A Cut Above'. A green arrow button is circled in red in the top left of the form area. The form fields include:

- Search Options:** Category - Double Click Selection, Affiliate - Double Click Selection, Alpha
- Employer Tab:** Employer | Contacts | Job Titles | OAC
- Form Fields:**
 - Federal ID: 00000011
 - State ID: 48-343559
 - Name: A Cut Above
 - Address 1: 9 South Broadway
 - Address 2:
 - City: Wind Gap, PA
 - Zip Code: 18091
 - Work Number: (610)863-3332
 - Ext:
 - Fax: () -
 - Email Address:
 - Company Type: Corporate (selected), Individual, Other
 - Company Size: Small (selected), Medium, Large
 - Worker's Comp ID:
 - Active/Inactive: Active (selected), Inactive



Cooperative Education

Set Up Contacts

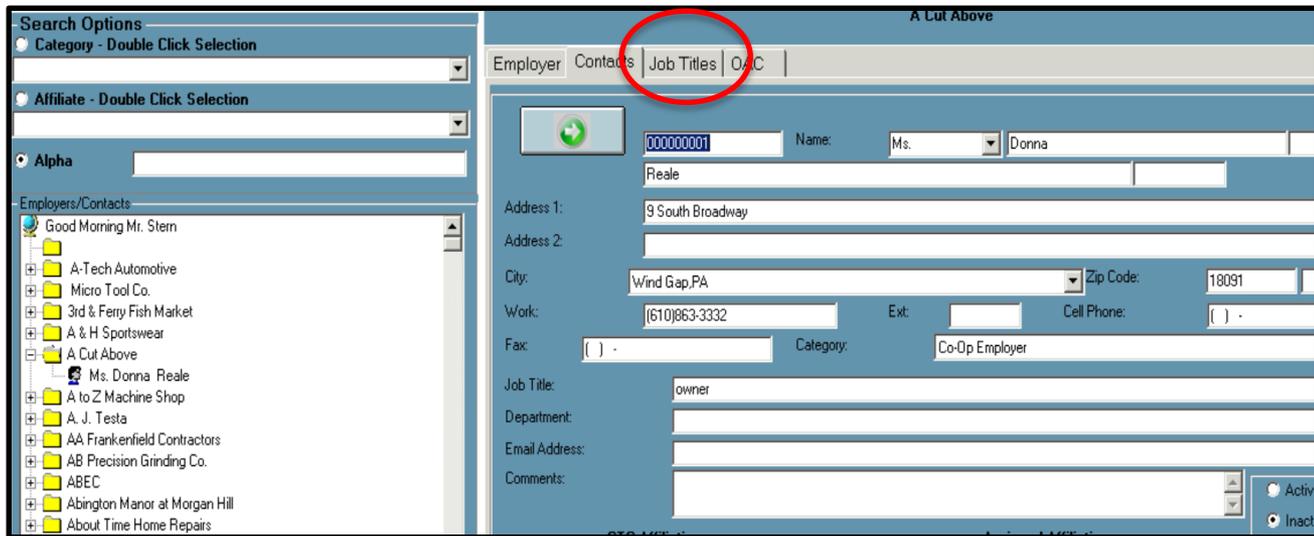
Establish Business Contacts in ClassMate

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



The screenshot shows the 'A Cut Above' contact form in the ClassMate software. The 'Contacts' tab is selected and circled in red. The form includes the following fields and values:

- Contact ID:** 000000001
- Name:** Ms. Donna Reale
- Address 1:** 9 South Broadway
- City:** Wind Gap, PA
- Zip Code:** 18091
- Work:** (610)863-3332
- Category:** Co-Op Employer
- Job Title:** owner

A green arrow button is located next to the Contact ID field. The left sidebar shows a list of employers, with 'A Cut Above' selected.



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.



The screenshot shows a software interface with two main sections: "CTC Affiliations" and "Assigned Affiliations".

CTC Affiliations: A list of checkboxes with corresponding icons and labels:

- Board Member
- Occupational Advisory
- Mentor
- Co-op Employer (highlighted with a red oval)
- Committee Member

Between the two sections are two buttons: a green ">>" button and a grey "<<" button.

Assigned Affiliations: A table with the following data:

	Affiliation	Status	ID	Mod
▶	Co-op Employer	A	00240	10/27/2
*				



Cooperative Education

Set Up Job Titles

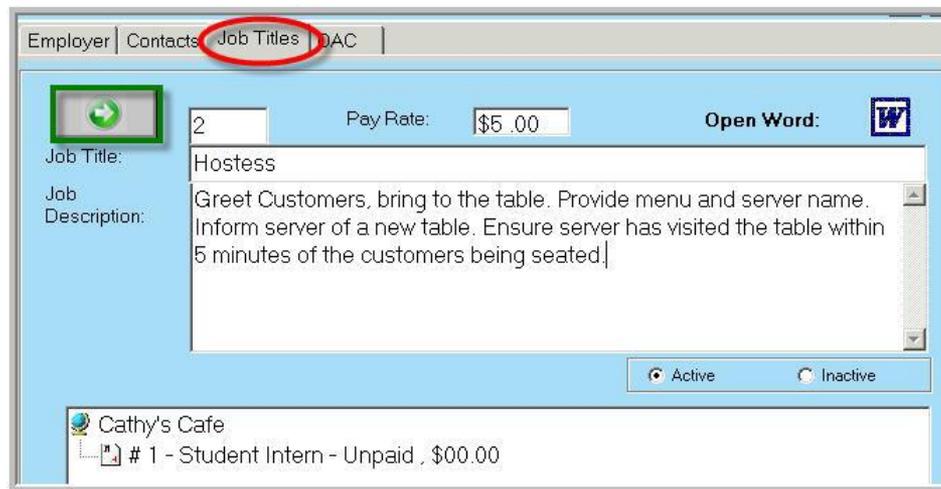
Establish Job Titles in ClassMate

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

Job ID: 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

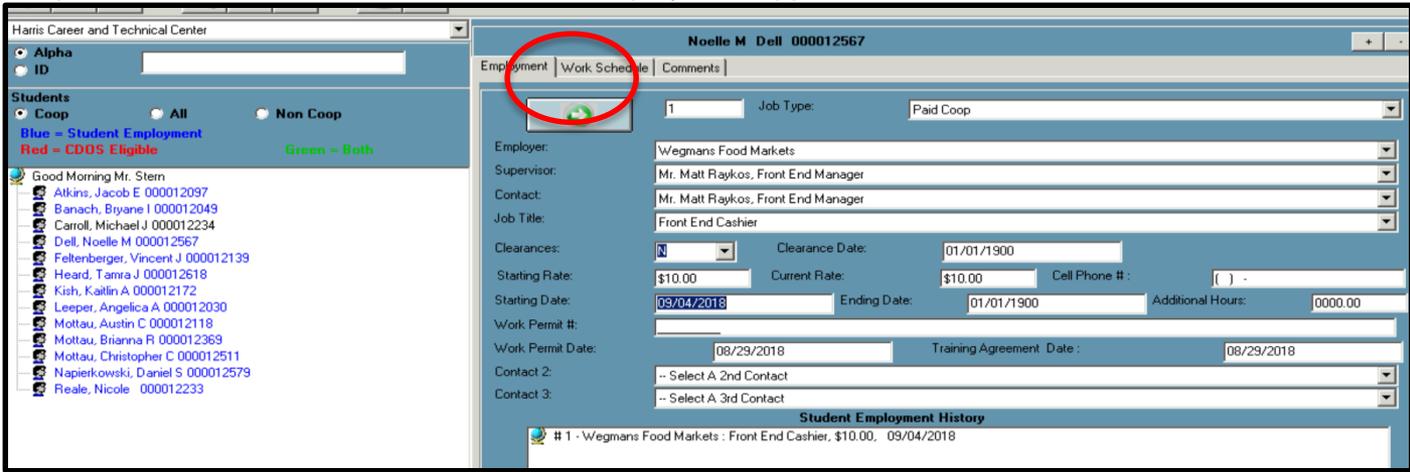
Assign Students to Employers

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



Harris Career and Technical Center

Alpha ID

Students

Coop All Non Coop

Blue = Student Employment
Red = CDOS Eligible Green = Both

Good Morning Mr. Stern
Atkins, Jacob E 000012097
Banach, Bryane I 000012049
Carroll, Michael J 000012234
Dell, Noelle M 000012567
Feltenberger, Vincent J 000012139
Heard, Tamra J 000012618
Kish, Kaitlin A 000012172
Leeper, Angelica A 000012030
Mottau, Austin C 000012118
Mottau, Brianna R 000012369
Mottau, Christopher C 000012511
Napierkowski, Daniel S 000012579
Reale, Nicole 000012233

Noelle M Dell 000012567

Employment Work Schedule Comments

1 Job Type: Paid Coop

Employer: Wegmans Food Markets
Supervisor: Mr. Matt Raykos, Front End Manager
Contact: Mr. Matt Raykos, Front End Manager
Job Title: Front End Cashier

Clearances: [N] Clearance Date: 01/01/1900

Starting Rate: \$10.00 Current Rate: \$10.00 Cell Phone #: () -
Starting Date: 03/04/2018 Ending Date: 01/01/1900 Additional Hours: 0000.00

Work Permit #:
Work Permit Date: 08/29/2018 Training Agreement Date: 08/29/2018

Contact 2: -- Select A 2nd Contact
Contact 3: -- Select A 3rd Contact

Student Employment History

1 - Wegmans Food Markets : Front End Cashier, \$10.00, 03/04/2018



Cooperative Education

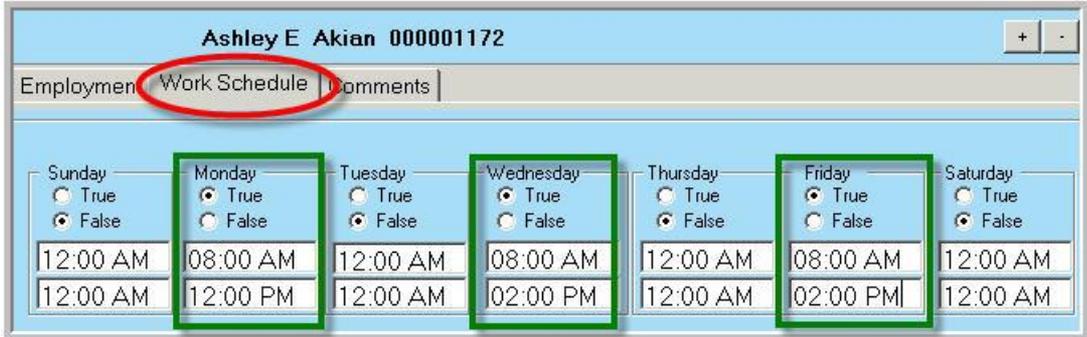
Assign Work Schedules

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.



Ashley E Akian 000001172

Employment **Work Schedule** Comments

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="radio"/> True <input checked="" type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False	<input checked="" type="radio"/> True <input type="radio"/> False	<input type="radio"/> True <input checked="" type="radio"/> False
12:00 AM 12:00 AM	08:00 AM 12:00 PM	12:00 AM 12:00 AM	08:00 AM 02:00 PM	12:00 AM 12:00 AM	08:00 AM 02:00 PM	12:00 AM 12:00 AM



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.

Harris Career and Technical Center

Noelle M Dell 000012567

Alpha ID

Students: All Non Coop

Blue = Student Employment
Red = CDDS Eligible
Green = Both

Good Morning Mr. Stern
Atkins, Jacob E 000012097
Banach, Bryane I 000012049
Carroll, Michael J 000012234
Dell, Noelle M 000012567
Feltenberger, Vincent J 000012139
Heard, Tamra J 000012618
Kish, Kaitlin A 000012172
Leeper, Angelica A 000012030
Mottau, Austin C 000012118
Mottau, Brianna R 000012369
Mottau, Christopher C 000012511
Napierkowski, Daniel S 000012579
Reale, Nicole 000012233

Employment | Work Schedule | Comments

1 Job Type: Paid Coop

Employer: Wegmans Food Markets
Supervisor: Mr. Matt Raykos, Front End Manager
Contact: Mr. Matt Raykos, Front End Manager
Job Title: Front End Cashier

Clearances: [N] Clearance Date: 01/01/1900
Starting Rate: \$10.00 Current Rate: \$10.00 Cell Phone #: []
Starting Date: 09/04/2018 Ending Date: 01/01/1900 Additional Hours: 0000.00
Work Permit #: []
Work Permit Date: 08/29/2018 Training Agreement Date: 08/29/2018
Contact 2: -- Select A 2nd Contact
Contact 3: -- Select A 3rd Contact

Student Employment History
1 - Wegmans Food Markets : Front End Cashier, \$10.00, 09/04/2018



Cooperative Education

Creating Training Plans

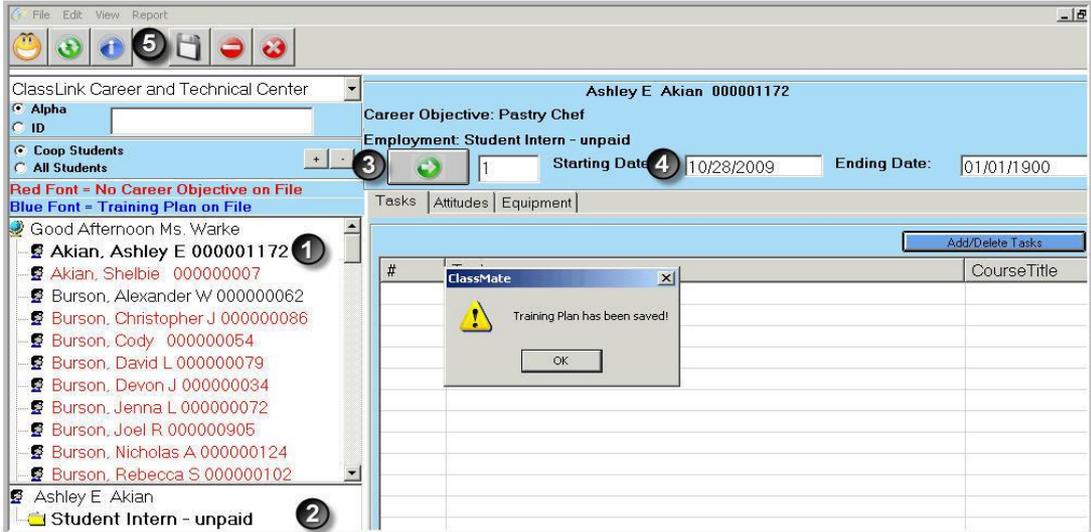
Tracks students associated tasks, attitudes and equipment for each employment.

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.

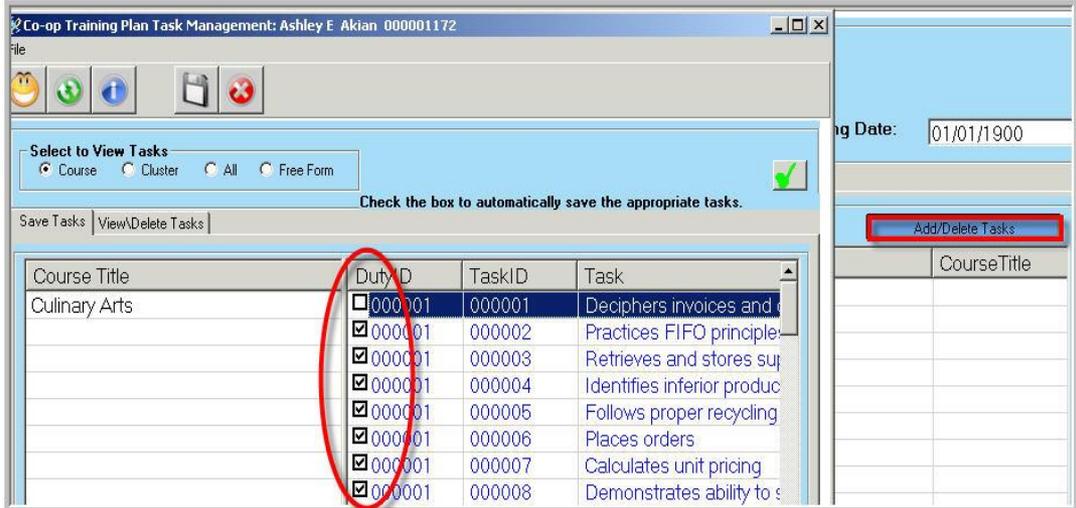
Double click **My Modules**>Double Click **Coop Education Options**> Click **Coop Training Plan**

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.



Course Title	Duty ID	TaskID	Task
Culinary Arts	<input type="checkbox"/> 000001	000001	Deciphers invoices and
	<input checked="" type="checkbox"/> 000001	000002	Practices FIFO principles
	<input checked="" type="checkbox"/> 000001	000003	Retrieves and stores sup
	<input checked="" type="checkbox"/> 000001	000004	Identifies inferior produc
	<input checked="" type="checkbox"/> 000001	000005	Follows proper recycling
	<input checked="" type="checkbox"/> 000001	000006	Places orders
	<input checked="" type="checkbox"/> 000001	000007	Calculates unit pricing
	<input checked="" type="checkbox"/> 000001	000008	Demonstrates ability to s



Cooperative Education

Creating Training Plans

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

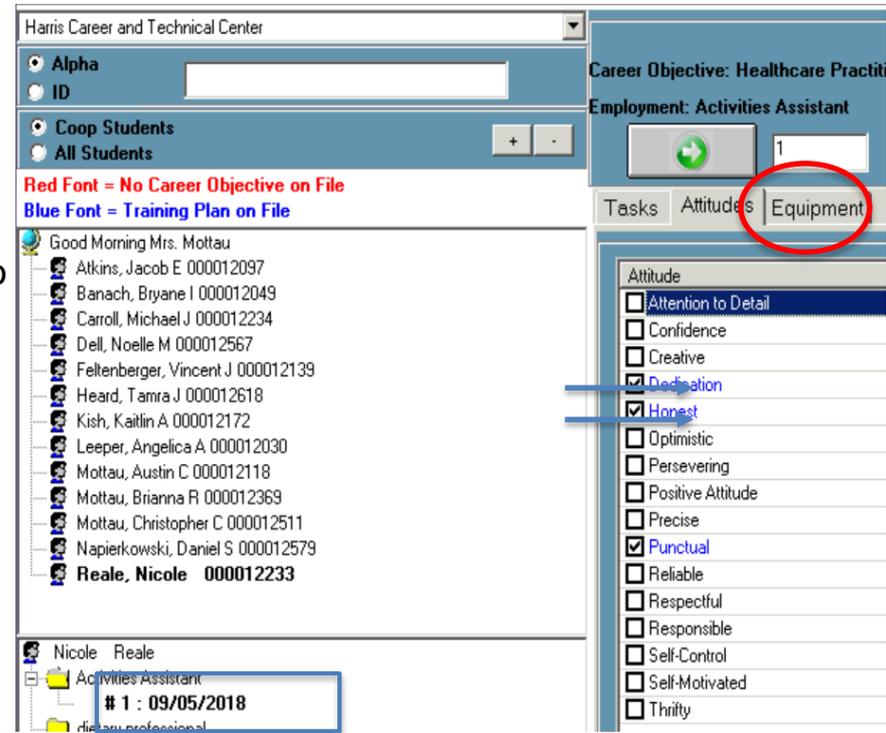
Double click **My Modules**>Double Click **Coop Education Options**> Click **Coop Training Plan**

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**



Harris Career and Technical Center

Alpha [] ID []

Coop Students [+] [-]

All Students

Red Font = No Career Objective on File
 Blue Font = Training Plan on File

Tasks Attitudes **Equipment**

Attitude

- Attention to Detail
- Confidence
- Creative
- Dedication
- Honest
- Optimistic
- Persevering
- Positive Attitude
- Precise
- Punctual
- Reliable
- Respectful
- Responsible
- Self-Control
- Self-Motivated
- Thrifty

Nicole Reale
 Activities Assistant
 # 1 : 09/05/2018



Cooperative Education

Creating Training Plans

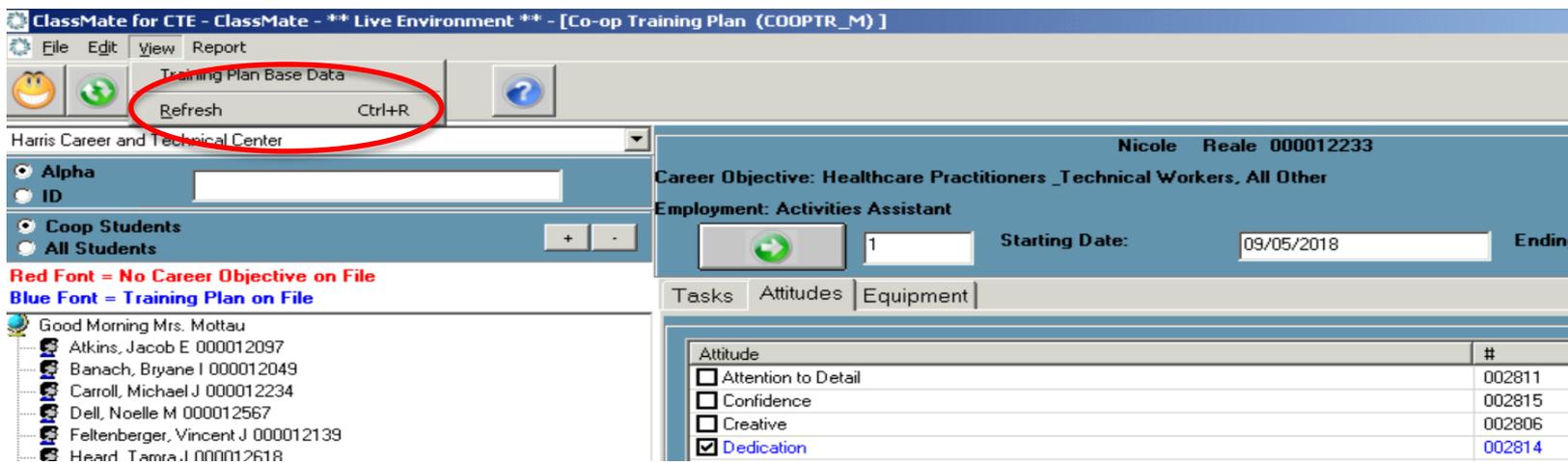
Tracks students associated tasks, attitudes and equipment for each employment.

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.



ClassMate for CTE - ClassMate - ** Live Environment ** - [Co-op Training Plan (COOPTR_M)]

File Edit View Report

Training Plan Base Data

Refresh Ctrl+R

Harris Career and Technical Center

Alpha

ID

Coop Students

All Students

Red Font = No Career Objective on File

Blue Font = Training Plan on File

Good Morning Mrs. Mottau

- Atkins, Jacob E 000012097
- Banach, Bryane I 000012049
- Carroll, Michael J 000012234
- Dell, Noelle M 000012567
- Feltenberger, Vincent J 000012139
- Heard, Tamra J 000012618

Nicole Reale 000012233

Career Objective: Healthcare Practitioners _Technical Workers, All Other

Employment: Activities Assistant

Starting Date: 09/05/2018

Ending

Tasks Attitudes Equipment

Attitude	#
<input type="checkbox"/> Attention to Detail	002811
<input type="checkbox"/> Confidence	002815
<input type="checkbox"/> Creative	002806
<input checked="" type="checkbox"/> Dedication	002814



Cooperative Education

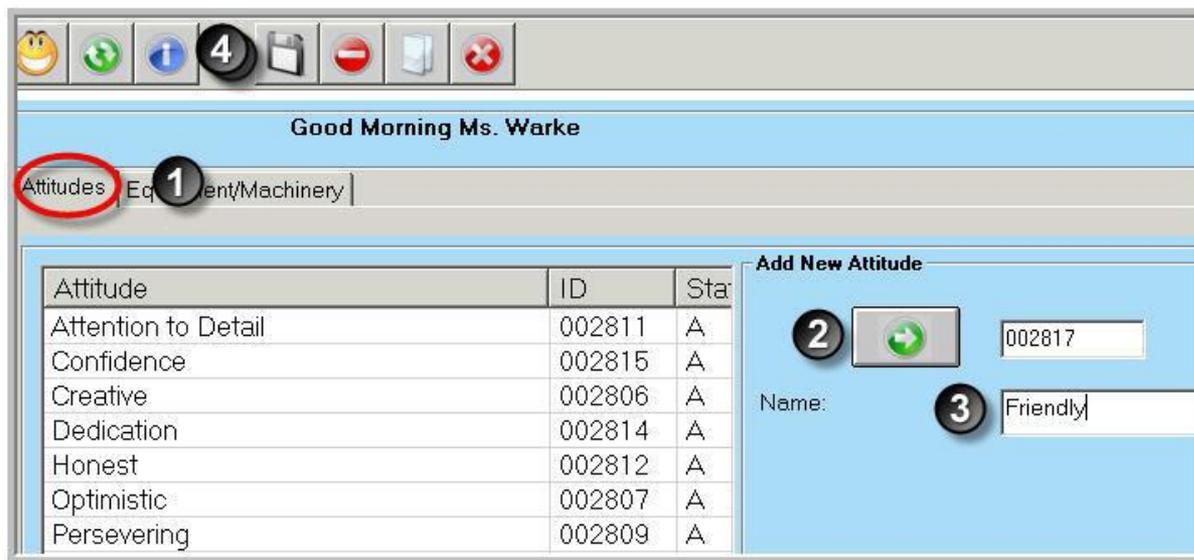
Creating Training Plans

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”**



The screenshot shows the 'Good Morning Ms. Warke' interface. The 'Attitudes' tab is selected and circled in red. A '1' is placed over the 'Equipment/Machinery' text. The 'Add New Attitude' form is visible on the right, with a '2' over the green arrow button, '002817' in the ID field, and '3' over the 'Name' field containing 'Friendly'. The 'Save' button is circled in red and has a '4' over it.

Attitude	ID	Star
Attention to Detail	002811	A
Confidence	002815	A
Creative	002806	A
Dedication	002814	A
Honest	002812	A
Optimistic	002807	A
Persevering	002809	A



Cooperative Education

Creating Training Plans

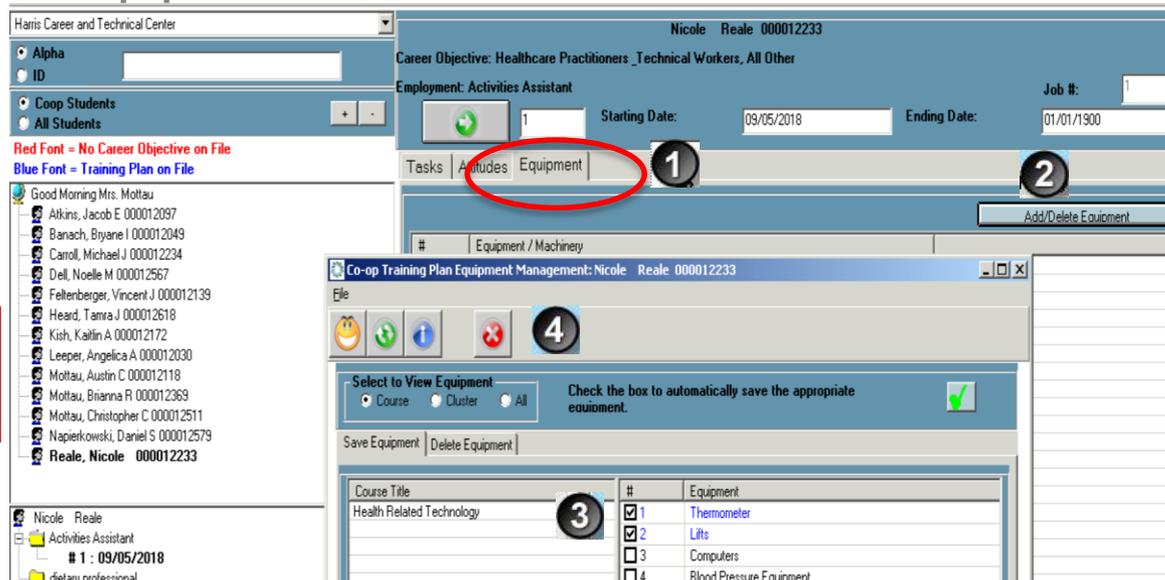
Double click **My Modules**>Double Click **Coop Education Options**> Click **Coop Training Plan**

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.



Red Font = No Career Objective on File
 Blue Font = Training Plan on File

Course Title	#	Equipment
Health Related Technology	<input checked="" type="checkbox"/> 1	Thermometer
	<input checked="" type="checkbox"/> 2	Lifts
	<input type="checkbox"/> 3	Computers
	<input type="checkbox"/> 4	Blood Pressure Equipment



Cooperative Education

Creating Training Plans

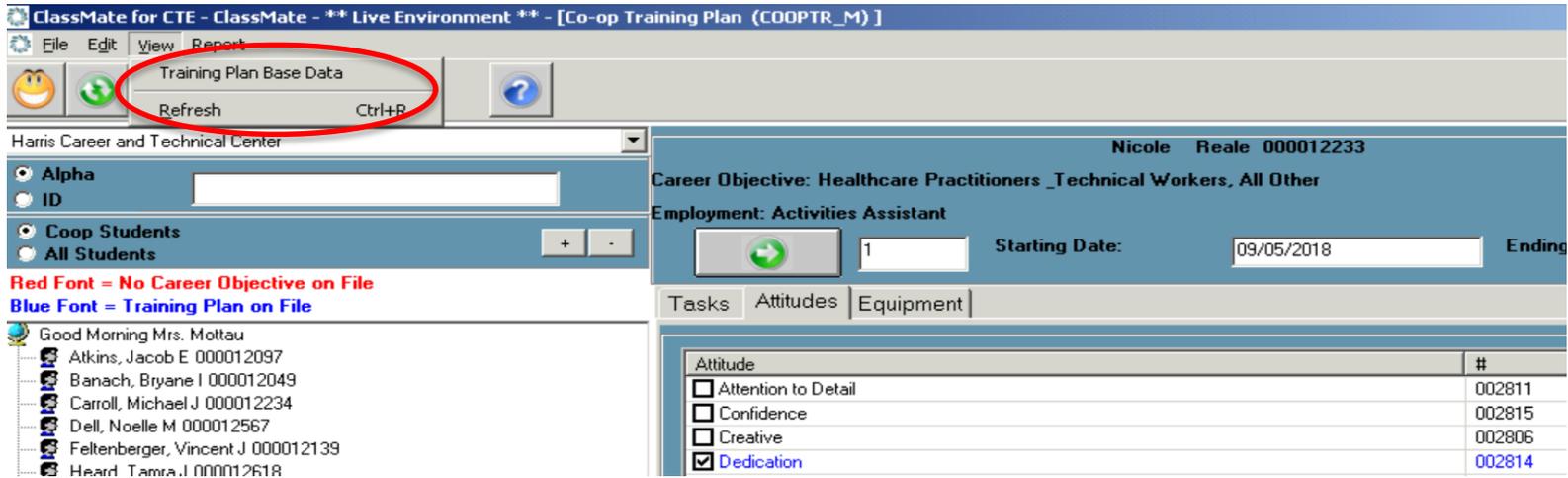
Tracks students associated tasks, attitudes and equipment for each employment.

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.



The screenshot shows the ClassMate for CTE interface. The title bar reads "ClassMate for CTE - ClassMate - ** Live Environment ** - [Co-op Training Plan (COOPTR_M)]". The menu bar includes File, Edit, View, and Report. Below the menu bar, there are several buttons: a smiley face, a green circular arrow, a button labeled "Training Plan Base Data" (circled in red), and a question mark. Below these buttons is a "Refresh" button with the keyboard shortcut "Ctrl+R". The main interface area shows a dropdown menu for "Harris Career and Technical Center" with options for "Alpha", "ID", "Coop Students", and "All Students". To the right, there is a section for "Nicole Reale 000012233" with a "Career Objective: Healthcare Practitioners _Technical Workers, All Other" and "Employment: Activities Assistant". Below this, there are input fields for "Starting Date: 09/05/2018" and "Ending". At the bottom, there is a table with columns "Attitude" and "#". The table contains the following data:

Attitude	#
<input type="checkbox"/> Attention to Detail	002811
<input type="checkbox"/> Confidence	002815
<input type="checkbox"/> Creative	002806
<input checked="" type="checkbox"/> Dedication	002814



Cooperative Education

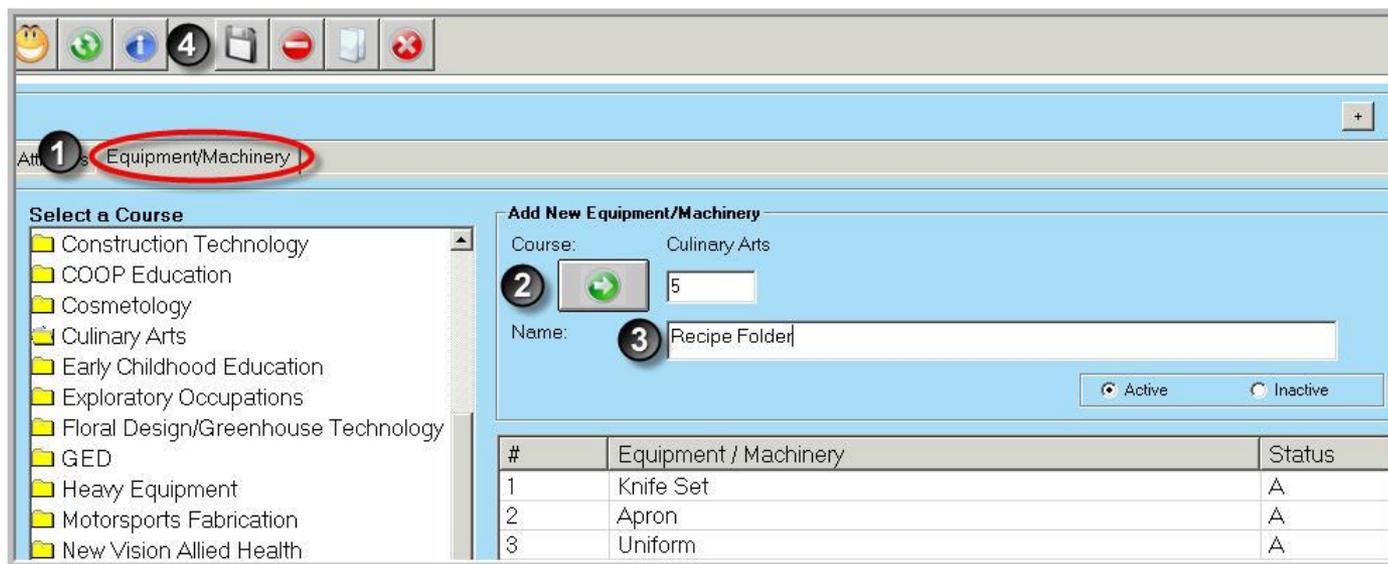
Creating Training Plans

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”**



The screenshot shows the 'Add New Equipment/Machinery' form in the Training Plan Base Data Module. The 'Equipment/Machinery' tab is selected. The 'Course' is set to 'Culinary Arts'. The 'ID' field contains the number '5'. The 'Name' field contains 'Recipe Folder'. The 'Active' radio button is selected. Below the form is a table of existing equipment.

#	Equipment / Machinery	Status
1	Knife Set	A
2	Apron	A
3	Uniform	A



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.

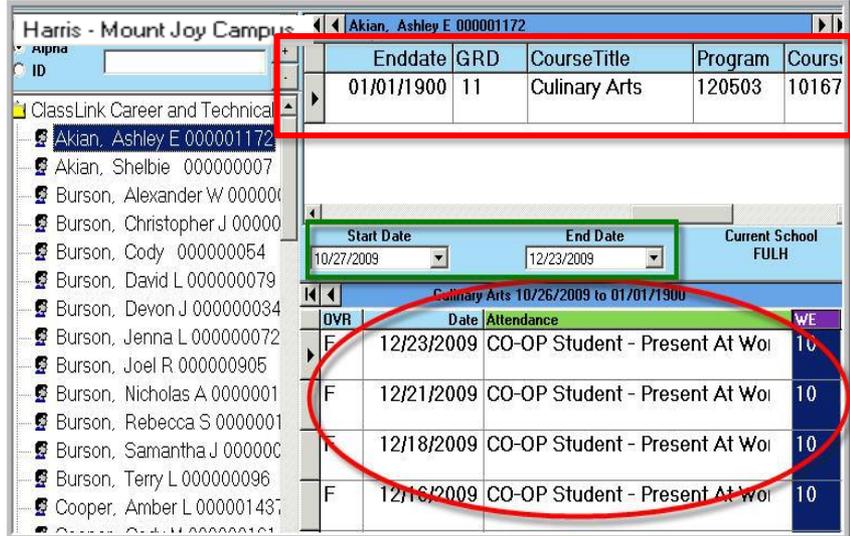
Double click **My Modules**>Double Click **Coop Education Options**> Click **Student Daily Attendance**

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.



Enddate	GRD	CourseTitle	Program	Course
01/01/1900	11	Culinary Arts	120503	10167

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

OVR	Date	Attendance	WE
	12/23/2009	CO-OP Student - Present At Wor	10
F	12/21/2009	CO-OP Student - Present At Wor	10
F	12/18/2009	CO-OP Student - Present At Wor	10
F	12/16/2009	CO-OP Student - Present At wor	10

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	
10/27/2009	12/23/2009	FULH	
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 Wo	10



Cooperative Education

Daily Work Ethics Grade and Comments

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

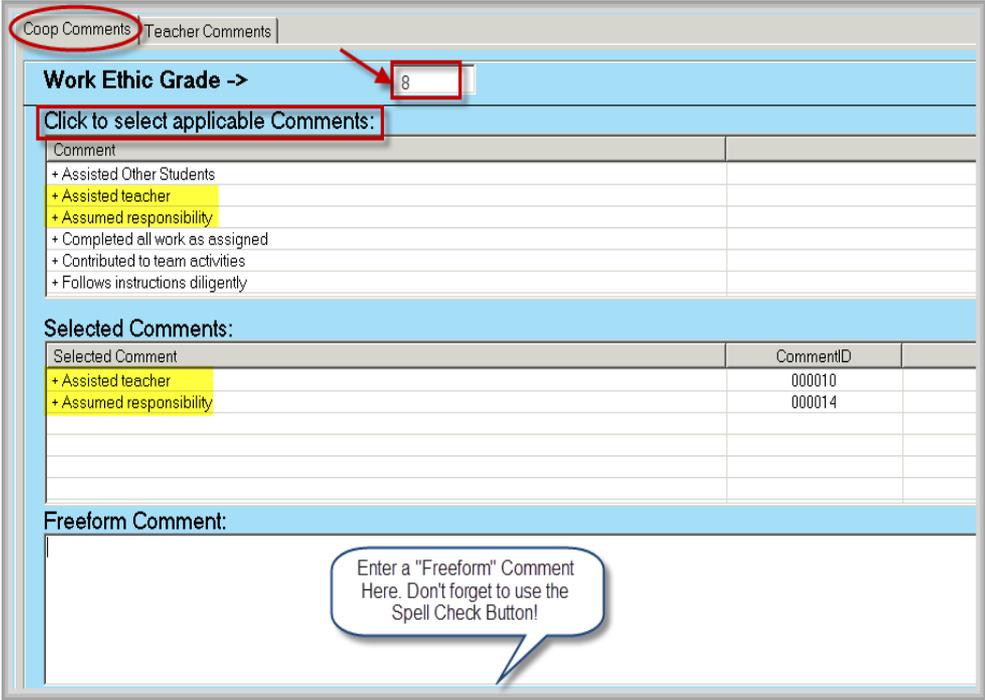
Double click **My Modules**>Double Click **Coop Education Options**> Click **Coop Work Ethic Comments**

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



Coop Comments | Teacher Comments

Work Ethic Grade -> 8

Click to select applicable Comments:

Comment	
+ Assisted Other Students	
+ Assisted teacher	
+ Assumed responsibility	
+ Completed all work as assigned	
+ Contributed to team activities	
+ Follows instructions diligently	

Selected Comments:

Selected Comment	CommentID
+ Assisted teacher	000010
+ Assumed responsibility	000014

Freeform Comment:

Enter a "Freeform" Comment Here. Don't forget to use the Spell Check Button!



Cooperative Education

Daily Work Ethics Grade & Comments

Work ethic comments can be applied to each student based on their co-op performance

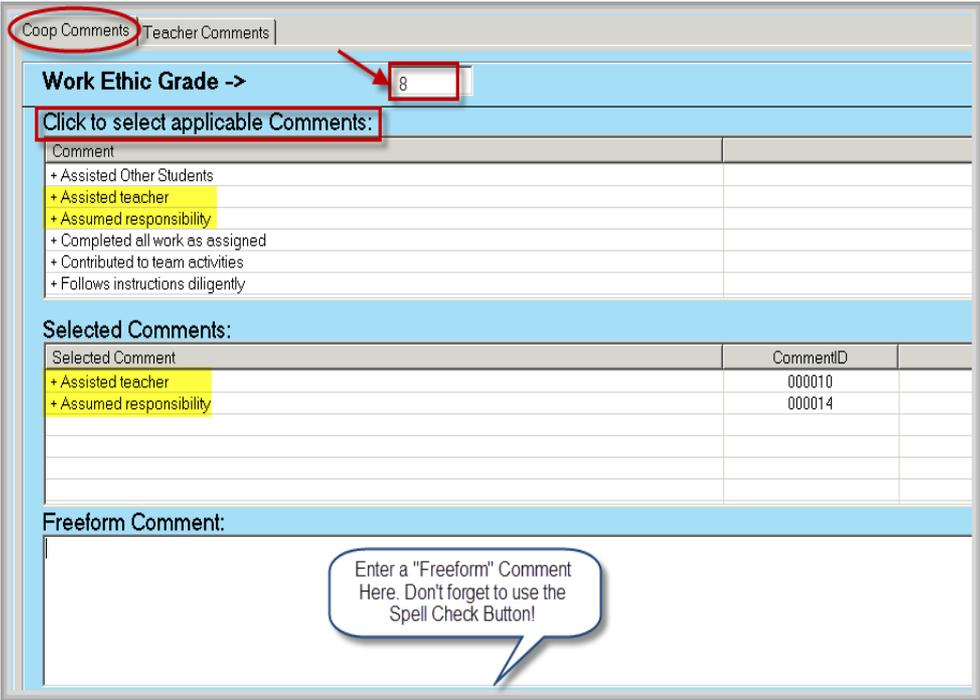
Double click **My Modules**>Double Click **Coop Education Options**> Click **Coop Work Ethic Comments**

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



Coop Comments | Teacher Comments

Work Ethic Grade -> 8

Click to select applicable Comments:

Comment	
+ Assisted Other Students	
+ Assisted teacher	
+ Assumed responsibility	
+ Completed all work as assigned	
+ Contributed to team activities	
+ Follows instructions diligently	

Selected Comments:

Selected Comment	CommentID
+ Assisted teacher	000010
+ Assumed responsibility	000014

Freeform Comment:

Enter a "Freeform" Comment Here. Don't forget to use the Spell Check Button!



Cooperative Education

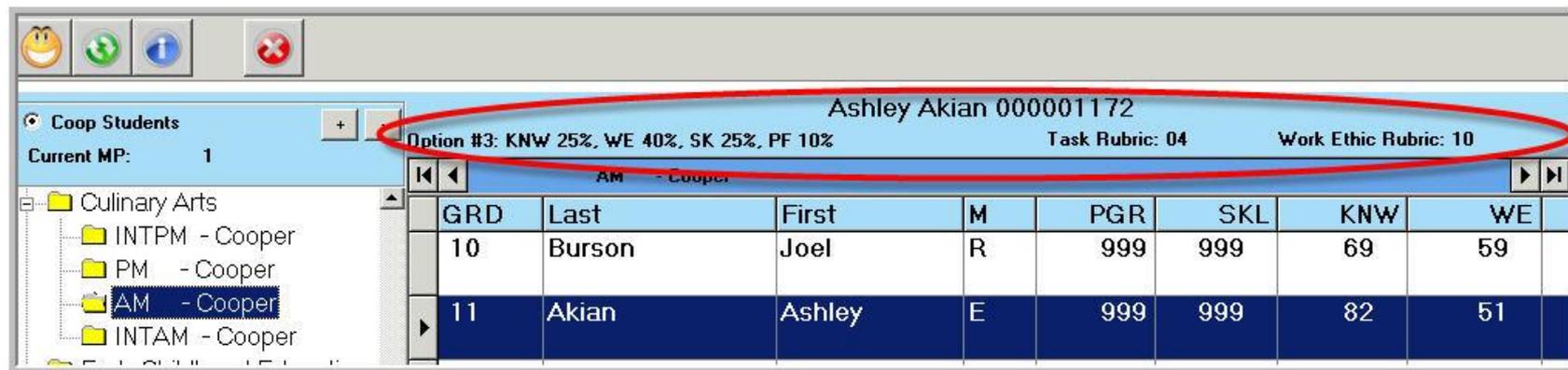
Coop Grading

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.



GRD	Last	First	M	PGR	SKL	KNW	WE
10	Burson	Joel	R	999	999	69	59
11	Akian	Ashley	E	999	999	82	51



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

Student Task Grades				
PTS	Task	EndDate	REQ	Duty
00	Deciphers invoices and check	01/01/1900	T	000
00	Practices FIFO principles	01/01/1900	T	000
04	Retrieves and stores supplies	10/29/2009	T	000
00	Identifies inferior products	01/01/1900	T	000



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 Training Plan

Printed: 11/06/2018 10:17 am Page 1 of 1

Cooperative Education Training Plan

Educational Career Objective: Protective Services		CIP Code: 439999
Student Learner: Jordan Carroll	Phone Number: (999) 573-0905	Email:
Parent / Guardian: Mrs. Jennifer Carroll	Phone Number: (999) 573-0905	
Training Agency: AA Frankensfield Contractors	Phone Number: (908) 995-7685	
Training Supervisor: Mr. Art Felkenberger	Phone Number: (999) 995-7685	
Instructor: Mr. David Atkins	Current Job: construction laborer	
Career Pathway: Fire Fighters		

Training Supervisor	Date	Instructor	Date
Student Learner	Date	Parent / Guardian	Date
Cooperative Education Coordinator	Date		

Attitudes:

Attention to Detail	Positive Attitude	Reliable
---------------------	-------------------	----------

Equipment or Machines to be used:

Airway Management Equipment	Warning Units
-----------------------------	---------------

Major Tasks / Competencies:

Explain the history and role of private security. _____ <input type="checkbox"/>	Practice patrol and fixed posts. _____ <input type="checkbox"/>
Explain physical security and crime prevention. _____ <input type="checkbox"/>	Respond to emergency situations and procedures. _____ <input type="checkbox"/>
Identify threats and mitigating techniques. _____ <input type="checkbox"/>	Explain corrections, probation, and parole. _____ <input type="checkbox"/>



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	
Bob Reale Arby's General Manager 1660 Valley Center Parkway Bethlehem, PA 18017	Bruce Oliveira Quizno's Subs contact 1660 Valley Center Parkway Bethlehem, PA 18017
Kathy Kish Arby's Assistant Manager 1660 Valley Center Parkway Bethlehem, PA 18017	Paul Kish Quizno's Subs contact 1660 Valley Center Parkway Bethlehem, PA 18017
Andy Dell Devery's owner 1660 Valley Center Parkway Bethlehem, PA 18017	Margaret Banach Sodexho - Easton Hospital Contact 1660 Valley Center Parkway Bethlehem, PA 18017
Christine Heard Easton Nursing Center contact 1660 Valley Center Parkway Bethlehem, PA 18017	Amanda Leeper Sodexho Health Care Services HR & Safety Manager 1660 Valley Center Parkway Bethlehem, PA 18017



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.

Alpha Student Coop Roster

1 / 1

Alphabetical Student Coop Roster

Printed: 11/06/2018 10:28:45AM Page 1 of 1

Location
 Type
 Last Name First Name Suffix Intl Grade Student ID Birth Date

Harris Career and Technical Center
 Enrolled High School Students

Atkins	Christian		S	11	000012613	05/13/2002
Atkins	Jacob		E	12	000012097	03/02/2001
Banach	Bryane		I	12	000012049	03/25/2000
Carroll	Jordan			10	000012939	07/26/2003
Carroll	Michael		J	12	000012234	05/12/2001
Dell	Noelle		M	11	000012567	12/17/2001
Feltenberger	Vincent		J	12	000012139	11/20/2000
Heard	Tamra		J	11	000012618	02/02/2002
Kish	Kaitlin		A	12	000012172	01/18/2001
Leeper	Angelica		A	12	000012030	09/01/2000



ClassMate
7599 Beth-Bath Pike
Bath, NY 18014

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



STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION