Introduction to: Learning Guides

January 2019

HARRIS School Solutions

- **Learning Guide Base Data**

  o Customizing Learning Guides

- **Creating Learning Guides**

  o General Tab

  o Knowledge Tab

  o Guided Practice Tab

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- **Viewing Learning Guides**

- **Learning Guide Reports**

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Learning Guide Key Terms

- **Purpose** Objective; Explain reason for and relevance of task
- **Exit Outcomes** Used to rate students' task performance
- **Support Objectives** Include Knowledge, Academic Concept, Anchors, and Skill Objectives
- **Knowledge** Assignments that assess students' understanding of concepts related to the task
- **Academic Concept** Standards and Anchors used for task instruction
- **Hands On Practice** Skill; Performance of the task and skills required
- **Special Materials** Resources and equipment required for task completion
- **Safety Factors** Practices and resources required to uphold safety standards
- **Learning Activities** Student assignments designed to enable students to master the task
- **Evaluation Criteria** Criteria used to rate student performance of the task
- **Academic Standards** Industry standards tied to the task
- **Academic Anchors** Clarify standards and focus on essential skills and knowledge required to meet academic standards
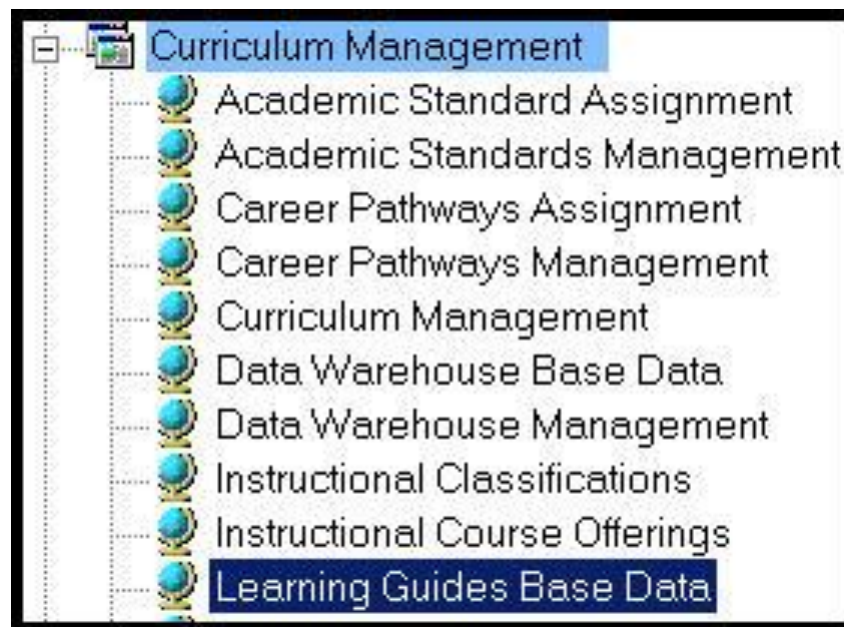
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- Learning Guide Key Terms

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Getting Started

Double Click **My Modules >** Double click **Curriculum Management folder >** Click **Learning Guides Base Data** Module

Base Data

Customizing Learning Guides

ClassMate allows users to customize the **Learning Guides.** Users can select which default fields they would like to include or exclude in the Learning Guide. Additionally, users can create their own categories to maintain a consistency with currently used terminology . Learning Guide Base Data Module is where the Learning Guide categories are established. Please keep in mind that as the learning guides are customized to reflect your preferences, the fields you see here may be different than what you have created.

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Learning Guides
Base Data

Base Data

- Customize the **Learning Guide** using the Learning Guide Base Data Module

- Categories include:
    - **Purpose**
    - **Exit Outcomes**
    - **Support Objectives**
    - **Knowledge**
    - **Academic Concept**
    - **Hands On Practice**
    - **Special Materials**
    - **Safety Factors**
    - **Learning Activities**
    - **Evaluation Criteria**
    - **Academic Standards**
    - **Academic Anchors**
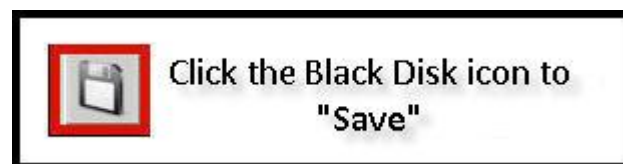
Learning Guides
Base Data

Customizing Learning Guides

- Click in the field directly Below the existing Header

- Highlight the existing Title

- Enter the New Header

- ClassMate will automatically include the Header in the Learning Guide by defaulting to "**Yes**".
- Click **"No"** to omit the Header from the Learning Guides

Note: If you choose **Yes** to <u>include</u> **Academic Standards** and/or **Anchors** on your Learning Guide, the following modules allow you to **assign** and **manage Standards** and **Anchors**

Customizing Learning Guides

Standards

My Modules > Double click **Curriculum Management folder >**
Click **Academic Standard Assignment** Module

My Modules > Double click **Curriculum Management folder >**
Click **Academic Standards Manager** Module

Anchors

My Modules > Double click **Curriculum Options folder >**
Click **Assess Anchor Assignment** Module

My Modules > Double click **Curriculum Options folder >**
Click **Assessment Anchor Management** Module

Learning Guide Creation

Complete the Learning Guide Base Data prior to this step.

Getting Started

Double Click **My Modules >** Double click **Curriculum Management folder>**Click
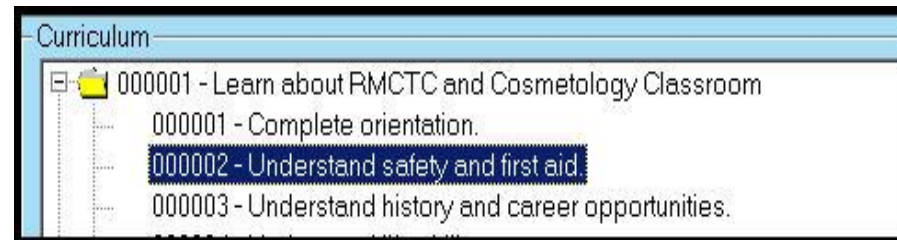**Learning Guide Management module**

Step 1:

• **Click** a **Course Folder** from the Course
List to select

Step 2:

• **Click** to **Open** a **Curriculum Folder.**
Then **Click** on a **Task Description** to
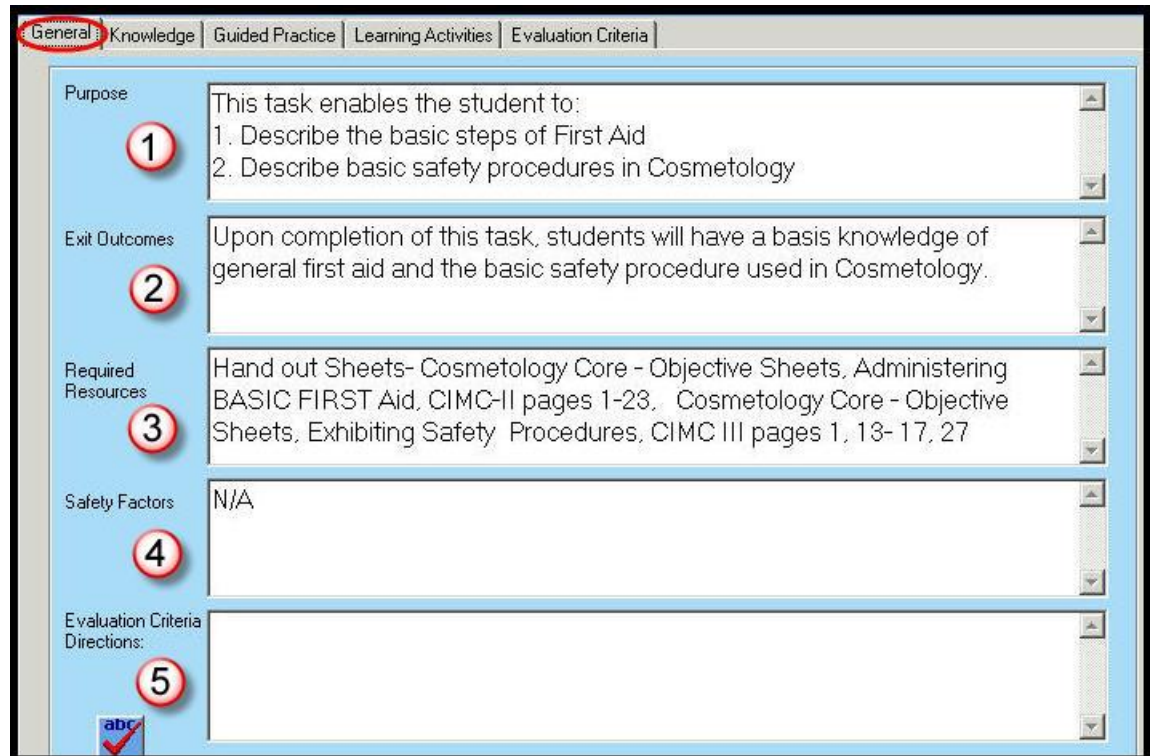select a **Task**

Learning Guide Creation

Step 3:

Click on the **General Tab**

Enter information for the following categories (if applicable)

• **Purpose**

• **Exit Outcomes**

• **Required Resources**

• **Safety Factors**

• **Evaluation Criteria**

Note: The categories listed above are the defaults. Your guide will reflect any customizations .

Learning Guide Creation

1 **Purpose:** Enter the **description** of the **purpose** or **objective** for the task in the field provided.

> Purpose
>
> 1
>
> This task enables the student to:
> 1. Describe the basic steps of First Aid
> 2. Describe basic safety procedures in Cosmetology

2 **Exit Outcomes:** Enter the **description** of the **expected outcomes** for the completed task assignment in the field provided

> Exit Outcomes
>
> 2
>
> Upon completion of this task, students will have a basis knowledge of general first aid and the basic safety procedure used in Cosmetology.

3 **Required Resources:** List any necessary **resources** in the field provided.

> Required Resources
>
> 3
>
> Hand out Sheets- Cosmetology Core - Objective Sheets, Administering BASIC FIRST Aid, CIMC-II pages 1-23, Cosmetology Core - Objective Sheets, Exhibiting Safety Procedures, CIMC III pages 1, 13- 17, 27

4 **Safety Factors:** List any **Safety Factors** in the field provided.

> Safety Factors
>
> 4
>
> N/A

5 **Evaluation Criteria:** Enter the **description** and **task criteria** in the field provided.

> Evaluation Criteria Directions:
>
> 5
>
> abc
>
> Task will be graded using a Rubric based on several criteria...

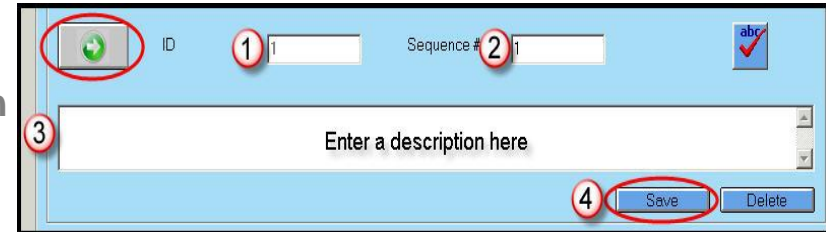> Click the Black Disk icon to "Save"
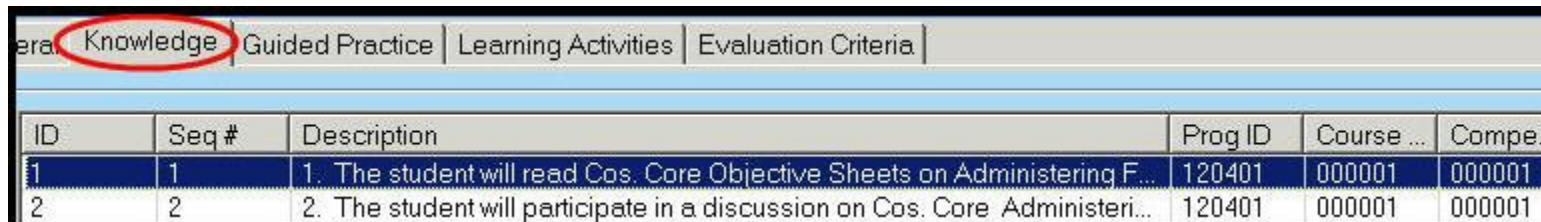
Learning Guide Creation

Step 4:

Click on the **Knowledge Tab**

(1) •**Click** on the **Green Arrow Button** to auto-generate an **ID Number**

(2) •**Type** in a **Sequence Number.**

(3) •**Type** in a **Knowledge Activity description**

(4) •**Click Save**

Click the Black Disk icon to "Save"

Note: Repeat the steps above to enter all necessary knowledge activities

Saved **Knowledge Activities** will appear in List Form under the **Knowledge Tab**

ID	Seq #	Description	Prog ID	Course ...	Compe.
1	1	1. The student will read Cos. Core Objective Sheets on Administering F...	120401	000001	000001
2	2	2. The student will participate in a discussion on Cos. Core Administeri...	120401	000001	000001

Learning Guide Creation

Step 5: Click on the **Guided Practice Tab**

1. •**Click** on the **Green Arrow Button** to auto-generate an **ID number**

2. •**Type** in a **Sequence Number**

3. •**Type** in a **Knowledge Activity description**

4. •**Click Save**

Click the Black Disk icon to "Save"
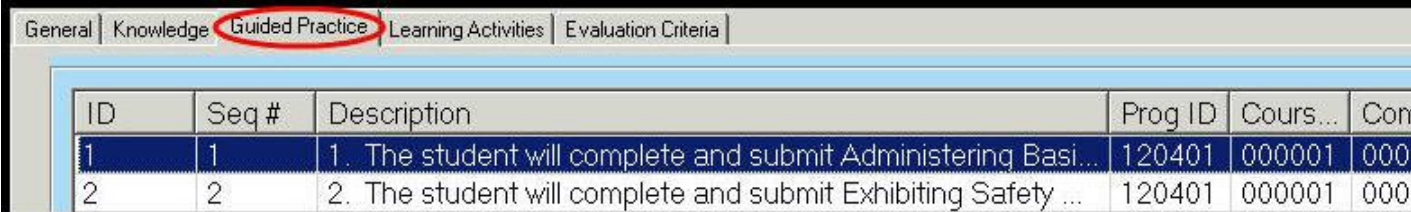
Note: Repeat the steps above to enter all necessary Guided Practice Activities

Saved **Guided Practice Activities** will appear in List Form under the **Guided Practice Tab**

ID	Seq #	Description	Prog ID	Cours...	Com
1	1	1. The student will complete and submit Administering Basi...	120401	000001	0000
2	2	2. The student will complete and submit Exhibiting Safety ...	120401	000001	0000

Learning Guide Creation

Step 6: Click on the **Learning Activities Tab**
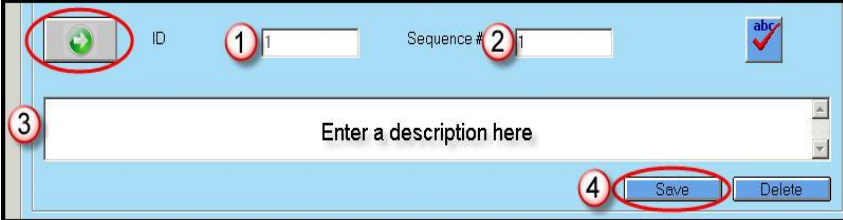

① •**Click** on the **Green Arrow Button** to auto-generate an **ID number**
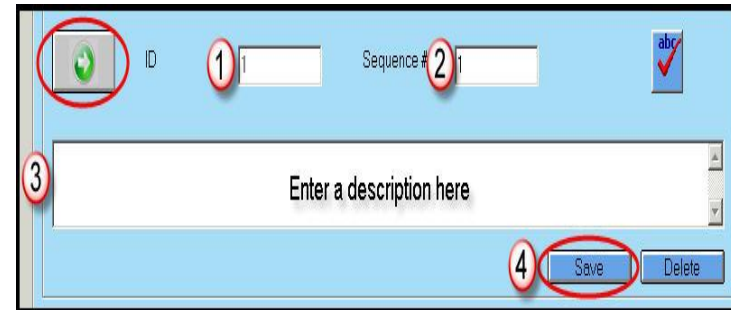
② •**Type** in a **Sequence Number**

③ •**Type** in a **Knowledge Activity description**

④ •**Click Save**

Click the Black Disk icon to "Save"

Note: Repeat the steps above to enter all necessary Learning Activities

Saved **Learning Activities** will appear in List Form under the **Learning Activities Tab**

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Learning Guide Creation

Step 7:

Click on the **Evaluation Criteria Tab**

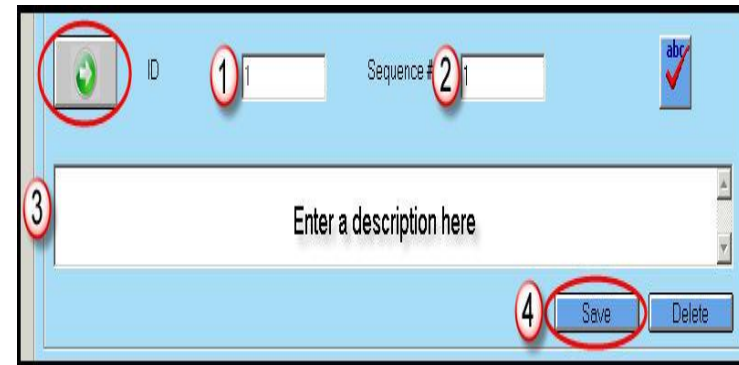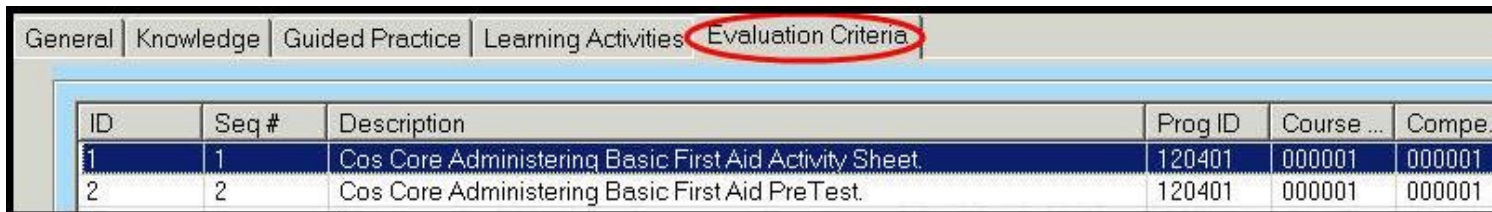**1** •**Click** on the **Green Arrow Button** to auto-generate an **ID number**

2 •**Type** in a **Sequence Number**

3 •**Type** in a **Knowledge Activity description**

4 •**Click Save**

Click the Black Disk icon to "Save"

Enter a description here

Note: Repeat the steps above to enter all necessary Evaluation Criteria Activities

Saved **Evaluation Criteria** will appear in List Form under the **Evaluation Criteria Tab**

General	Knowledge	Guided Practice	Learning Activities	Evaluation Criteria			
ID	Seq #	Description			Prog ID	Course ...	Compe.
1	1	Cos Core Administering Basic First Aid Activity Sheet.			120401	000001	000001
2	2	Cos Core Administering Basic First Aid PreTest.			120401	000001	000001

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Viewing Learning Guides (Read-only):

Double Click **My Modules >** Double click
Curriculum Management folder > Click
Learning Guides View Module

Note: This module only allows the user to **view** the Learning Guide. The user
CANNOT MAKE CHANGES to the Learning Guide in this module.

Learning Guide Reports

Getting Started

Double Click **My Reports >** Double click **Curriculum Management Folder >** Click desired Report

Commonly used reports include:

- **Learning Guides Report**

- **Learning Guides Base Data Listing**

- **Learning Guides Edit List**

Learning Guide Reports

Learning Guide Report

Double Click **My Reports >** Double click **Curriculum Management folder > Click Learning Guides** report

Learning Guide

Course:	Cosmetology
Task:	1.1
Hours:	5.00
Date:	02/24/2010

Task: Complete orientation.

Purpose

This task enables the student to:
A. Understand and participate in a discussion about school rules and regulations
B. Understand and participate in a discussion about shop rules and regulations.
C. Understand and return all required paperwork, along with the required signatures by the required dates.

Exit Outcomes

Upon completion of the task, the students will be able to describe the rules and regulations of the COS shop and those of RMCTC. The student will demonstrate responsibility by returning all required forms by the due date.

Support Objectives

Knowledge

1. The student will participate in a discussion about student responsibilities, conduct, and dress code in the school and shop and how grades are based.
2. The student will participate in a discussion about the course requirements and expectations

Guided Practice

1. The student will sign required handbook papers, have them signed by a parent, and return.
2. Student will complete all COS paperwork
3. The student will obtain a locker and student kit which is to be checked according to the kit list. Kit list is also to be signed by parent and returned by due date.

Required Resources

Student Handbook, Cos classroom Rules and Regulations, Medical Form, Student ID. form, Student I. D. card

Safety Factors

N/A

Learning Guide Reports

Learning Guides Base Data Listing Report

Double Click **My Reports >** Double click **Curriculum Management folder >** Click **Learning Guides Base Data Listing** report

Learning Guides Base Data Listing		
Printed on:02/24/2011		Page 1 of 1
ClassMate	**User Category**	**On**
Purpose	Purpose	Y
Exit Outcome	Exit Outcomes	Y
Support Objectives	Support Objectives	Y
Support Objectives - Knowledge	Knowledge	Y
Support Objectives - Academic Concept	Academic Concept	N
Support Objectives - Guided Practice	Guided Practice	Y
Required Resources	Required Resources	Y
Safety Factors	Safety Factors	Y
Learning Objectives	Learning Activities	Y
Performance Criteria	Evaluation Criteria	Y
Academic Standards	Academic Standards	Y
Assessment Anchors	Assessment Anchors	Y

Learning Guide Reports

Learning Guides Edit List Report

Double Click **My Reports >** Double click **Curriculum Management folder >** Click **Learning Guides Edit List** report

Learning Guide Edit List

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Cosmetology

Purpose
This tasks enables the student to:
A. Perform a client consultation
B. Demonstrate cornrow braiding technique

Exit Outcomes
Upon completion of this task, the students will be able to perform cornrow braiding technique.

Support Objectives
Knowledge
Seq #   ID   Item

Guided Practice
Seq #   ID   Item

Required Resources
Milady Standard Textbook of Cosmetology - Chapter 16 - pages 388 - 389
Styling cape, sanek or towel, elastic or plastic bands, rattail comb
Optional - clips, brush or combs of choice

Safety Factors
N/A

Learning Activities
Seq #   ID   Item

Evaluation Criteria
Seq #   ID   Item

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Questions? Contact us!

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