

# Introduction to: Awards Management

April 2019



# Awards Management

- Completion Certificates
  - Printing Certificate Awards
  - Printing Competency Certificates
- Awards Management
  - Award Category Setup
  - Award Creation
  - Award Assignment
- Skill Certificate
  - Pre-Requisite Set-up
  - Printing Certificate Awards
  - Printing Competency Certificates by Skill Level
- Pathway Certificates
  - See the Introduction to Admin Career Pathways Management documentation on our website:
  - <http://www.classmate.net/classmate-user-state-documentation/>



# Awards Management

## Awards Management

ClassMate allows users the ability to produce a variety of awards directly from the system. The awards can be by continuing student achievement.

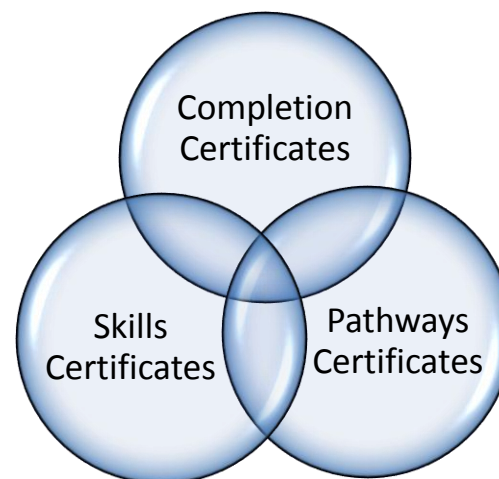
The award type ClassMate can produce is dependent upon how your school utilizes different functionality with the system.

ClassMate can produce different award types, each with its own purpose and prerequisites. Additionally, ClassMate can manage all scholarship and awards data.

**Completion Certificates**

**Skill Certificates**

**Pathways Certificates**



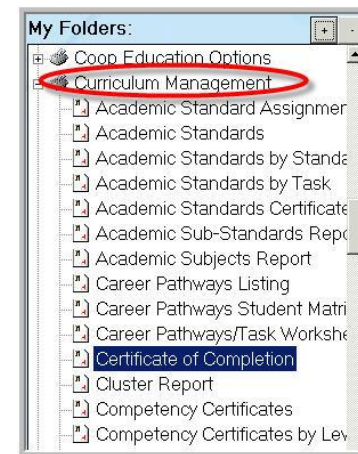
## Awards Management

### Awards Management: Completion Certificates

The ClassMate awards functionality allows users the ability to create simple **Certificates of Completion**. This award indicates the student has successfully completed the specified program and displays the school logo & name .

The **Completion Certificate** does **NOT** have any threshold or criteria associated within ClassMate. This enables users to print the certificate for any student at any time during the school year. Additionally, there is no setup required for use with this certificate.

Often the **Certificate of Completion** is awarded during Sr. Ceremonies and is accompanied by a Competency Certificate.



### Getting Started

**My Reports>Curriculum Management>  
Certificate of Completion**



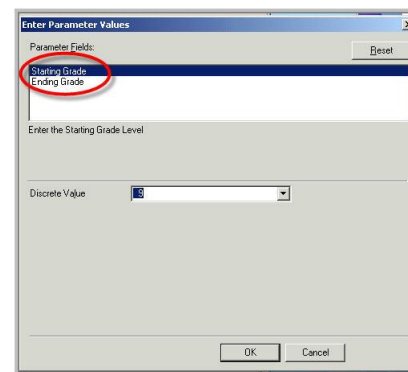
## Awards Management

### Awards Management: Completion Certificates

Select the **Certificate of Completion** report

Select the desired **Grade Level** from the drop down menu in the report parameters.

Click “**OK**”



Enter Parameter Values

Parameter Fields: Reset

Starting Grade  
Ending Grade

Enter the Starting Grade Level

Discrete Value: 10

OK Cancel

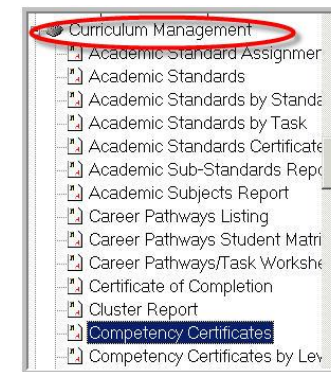


# Awards Management

## Awards Management: Competency Certificates

### Getting Started

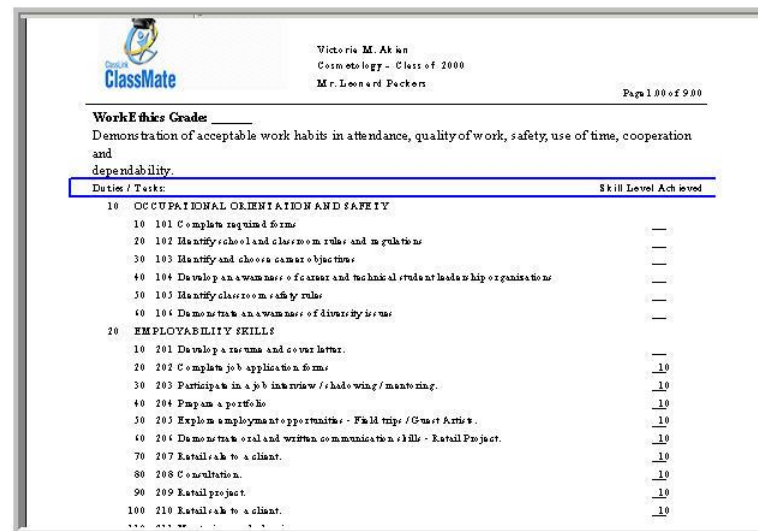
My Modules > Curriculum Management >  
Competency Certificates



Select the **Competency Certificate** report

Select the desired **students** from the drop down menu in the report parameters.

Click “OK”



Victoria M. Akin  
Cosmetology - Class of 2000  
Mr. Leonard Packard

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**Work Ethics Grade:** \_\_\_\_\_  
Demonstration of acceptable work habits in attendance, quality of work, safety, use of time, cooperation and dependability.

Duties / Tasks	Skill Level Achieved
10 OCCUPATIONAL ORIENTATION AND SAFETY	
10 101 Complete required forms	—
20 102 Identify school and classroom rules and regulations	—
30 103 Identify and choose career objectives	—
40 104 Develop an awareness of career and technical student leadership organizations	—
50 103 Identify classroom safety rules	—
60 104 Demonstrate an awareness of diversity issues	—
20 EMPLOYABILITY SKILLS	
10 201 Develop a resume and cover letter	—
20 202 Complete job application forms	10
30 203 Participate in a job interview / shadowing / mentoring	10
40 204 Prepare a portfolio	10
50 203 Explore employment opportunities - Field trips / Guest Artists	10
60 204 Demonstrate oral and written communication skills - Retail Project	10
70 207 Retail work to a client	10
80 208 Consultation	10
90 209 Retail project	10
100 210 Retail work to a client	10



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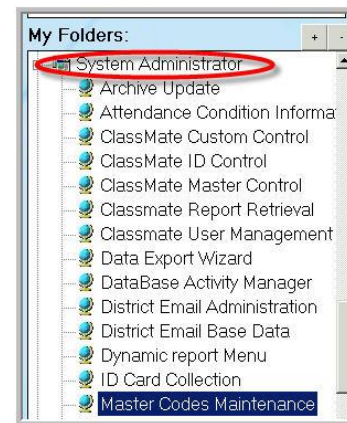
# Awards Management

## Awards Management: Award Category Setup

To begin using the Awards Management functionality an administrative user must setup the desired award Categories.

### Getting Started

**My Modules > System Administrator >  
Master Codes Maintenance**



The award categories must be setup using the Mast Codes Maintenance module. The creation of the award categories will aid in reporting.





## Awards Management: Award Category Setup

# Awards Management

**Awards** Select the **Awards Category** (001200-001299) Existing are listed.

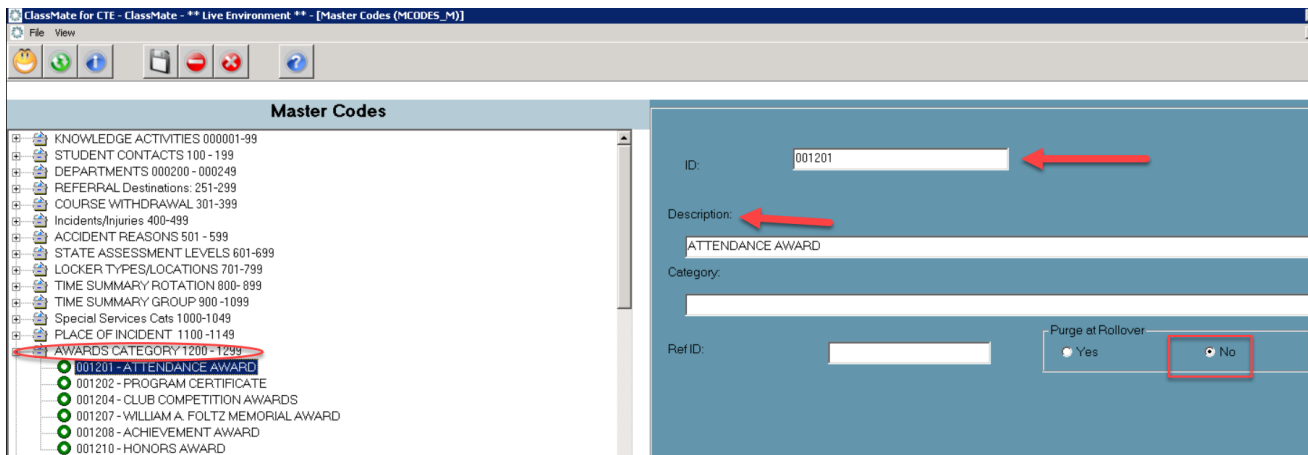
**ID** Enter an **ID** number. Must be within the code range.

**Description** Enter a brief **Description** of the award

**Category & Ref ID** Can remain blank

**Purge at Rollover** Select \*No for Awards Categories to remain year after year

**Save** Click **“Save”** to save the award to the category listing.



The screenshot shows the 'ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [Master Codes (MCODES\_M)]' window. On the left, a tree view of 'Master Codes' is shown, with 'AWARDS CATEGORY 1200 - 1299' selected and highlighted in red. Below it, a list of award categories is visible, with '001201 - ATTENDANCE AWARD' selected. On the right, the 'Award Category Setup' form is displayed. The 'ID' field contains '001201' and is pointed to by a red arrow. The 'Description' field contains 'ATTENDANCE AWARD' and is also pointed to by a red arrow. The 'Purge at Rollover' section has radio buttons for 'Yes' and 'No', with 'No' selected and highlighted by a red box. Other fields like 'Category' and 'Ref ID' are empty.



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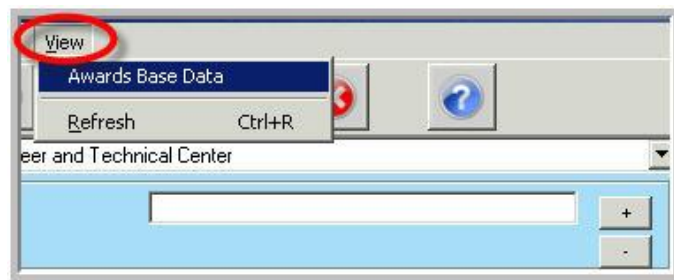
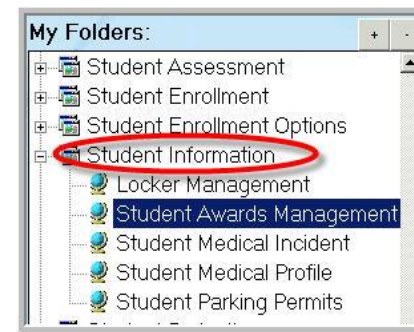
# Awards Management

## Awards Management: Award Creation

To begin using the Awards Management functionality an administrative user must setup the desired awards.

### Getting Started

**My Modules > Student Information > Awards Management**



The awards can be setup using the **Awards Management** module. Click the word **View**, located along the top of the screen & select **Awards Base Data**. Once created these awards will be available from a drop down menu in the **Awards Management Module > Assign Awards Tab**



# Curriculum Management

## Awards Management: Award Creation

Awards Management Tab Click Awards Management Tab

ID Button Click the **Green Arrow** button to create the next available ID.

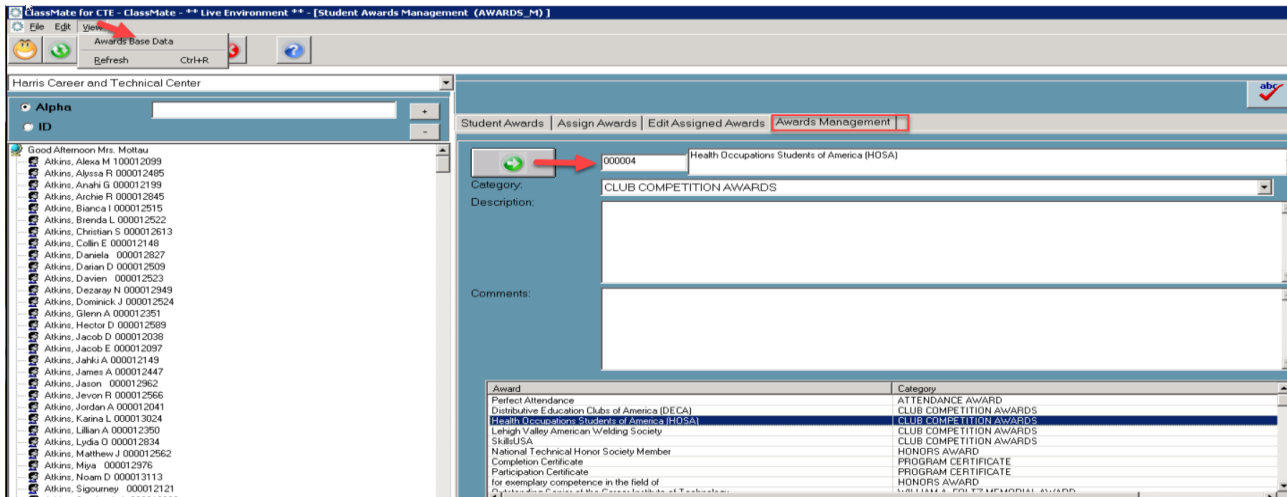
Description Enter a brief **Description** of the award

Category Select a **Category** from the drop down menu.

Description Enter a brief **Description** if desired

Comments Enter **Comments** if desired

Save Click **“Save”**



Award	Category
Perfect Attendance	ATTENDANCE AWARD
Distributive Education Clubs of America (DECA)	CLUB COMPETITION AWARDS
Health Occupations Students of America (HOSA)	CLUB COMPETITION AWARDS
Lefgh Valley American Welding Society	CLUB COMPETITION AWARDS
SkillsUSA	CLUB COMPETITION AWARDS
National Technical Honor Society Member	HONORS AWARD
Completion Certificate	PROGRAM CERTIFICATE
Participation Certificate	PROGRAM CERTIFICATE
for overplay competence in the field of	HONORS AWARD
for outstanding performance in the field of	HONORS AWARD



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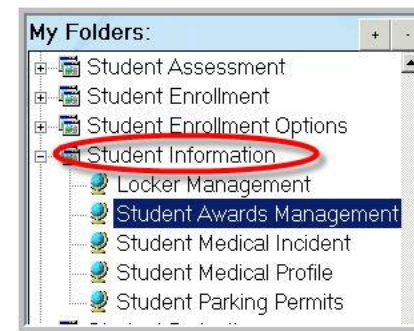
# Awards Management

## Awards Management: *Award Assignment*

Prior to Assigning Awards to the student, both the **Award Categories & Awards** themselves must be created in the system.

### Getting Started

**My Modules > Student Information >  
Awards Management**



Once the awards have been setup in **Master Codes Maintenance**, they are now available from a drop down menu in the **Awards Management Module**. To assign awards to individual students, select the student name, select the award (s), select any participation, enter desired date, etc. After all awards are assigned a variety of reports are available. These reports often aid in the creation of the Sr. Ceremony awards listing.



## Awards Management: *Award Assignment*

Select the Student

Click **Assign Awards Tab**

Select the Award from dropdown – selections available from Award Base Data setup

Select the **Course** from the menu – displays Courses student Enrolled in

Select the **Class** from the menu – displays Classes student Enrolled in

Enter Date Issued

Grade Level and School Year will auto populate

Enter Participation Year

Award Type defaults to N/A – adjust if necessary

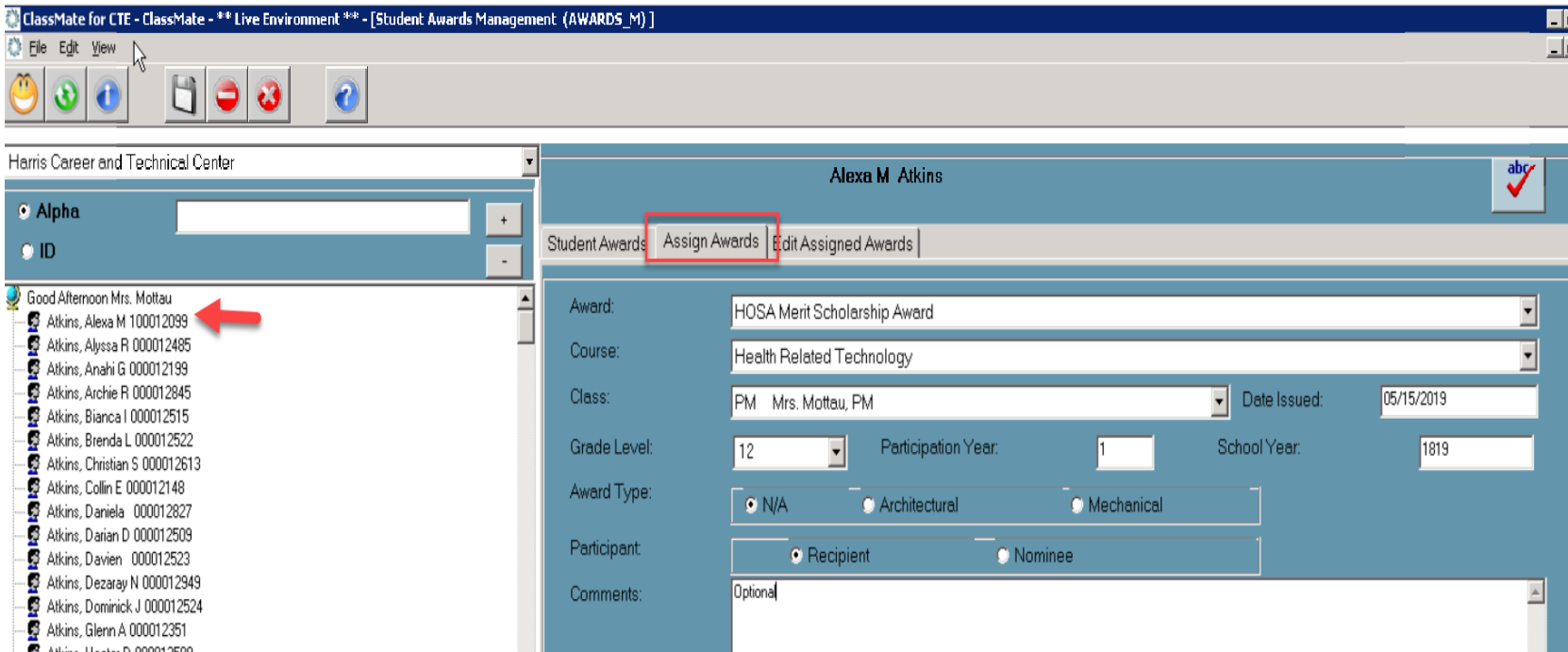
Participant defaults to Recipient – adjust if necessary

Comments – Entry optional

Click **‘SAVE’** at top of module



## Awards Management: Award Assignment



ClassMate for CTE - ClassMate - \*\* Live Environment \*\* - [Student Awards Management (AWARDS\_M)]

Harris Career and Technical Center

Alpha

ID

Good Afternoon Mrs. Mottau

Atkins, Alexa M 100012099

Atkins, Alyssa R 000012485

Atkins, Anahi G 000012199

Atkins, Archie R 000012845

Atkins, Bianca I 000012515

Atkins, Brenda L 000012522

Atkins, Christian S 000012613

Atkins, Collin E 000012148

Atkins, Daniela 000012827

Atkins, Darian D 000012509

Atkins, Davien 000012523

Atkins, Dezaray N 000012949

Atkins, Dominick J 000012524

Atkins, Glenn A 000012351

Atkins, Heather D 000012500

Alexa M Atkins

Student Awards Assign Awards Edit Assigned Awards

Award: HOSA Merit Scholarship Award

Course: Health Related Technology

Class: PM Mrs. Mottau, PM Date Issued: 05/15/2019

Grade Level: 12 Participation Year: 1 School Year: 1819

Award Type:  N/A  Architectural  Mechanical

Participant:  Recipient  Nominee

Comments: Optional





## Awards Management: *Award Editing*

Should have the need to remove or edit an existing award

Select the Student

Click **Edit Assign Awards Tab**

Select the Award from bottom grid

Click the **Red** – at the top of the module to Delete Award

**OR** if you want to make changes select adjustments

Click **‘SAVE’** at top of module

## **ClassMate Reports Available:**

My Reports > Student Information

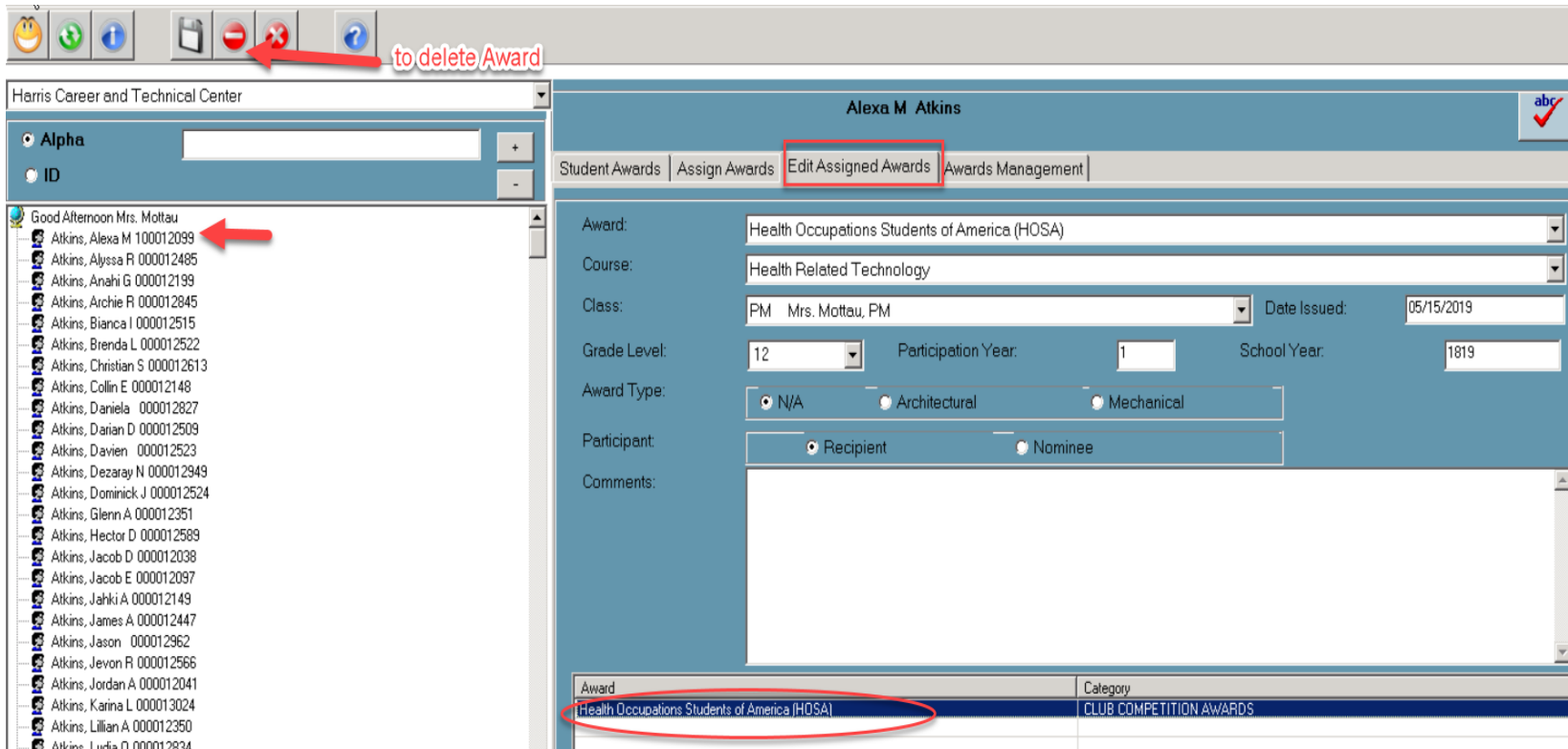
Alpha Student Awards

&

Student Awards by Awards



## Awards Management: *Edit Assigned Awards*



Harris Career and Technical Center

Alpha

ID

Good Afternoon Mrs. Mottau

Atkins, Alexa M 100012099

Atkins, Alyssa R 000012485

Atkins, Anahi G 000012199

Atkins, Archie R 000012845

Atkins, Bianca I 000012515

Atkins, Brenda L 000012522

Atkins, Christian S 000012613

Atkins, Collin E 000012148

Atkins, Daniela 000012827

Atkins, Darian D 000012509

Atkins, Davien 000012523

Atkins, Dezaray N 000012949

Atkins, Dominick J 000012524

Atkins, Glenn A 000012351

Atkins, Hector D 000012589

Atkins, Jacob D 000012038

Atkins, Jacob E 000012097

Atkins, Jahki A 000012149

Atkins, James A 000012447

Atkins, Jason 000012962

Atkins, Jevon R 000012566

Atkins, Jordan A 000012041

Atkins, Karina L 000013024

Atkins, Lillian A 000012350

Atkins, Lydia N 000012834

Alexa M Atkins

Student Awards | Assign Awards | **Edit Assigned Awards** | Awards Management

Award: Health Occupations Students of America (HOSA)

Course: Health Related Technology

Class: PM Mrs. Mottau, PM Date Issued: 05/15/2019

Grade Level: 12 Participation Year: 1 School Year: 1819

Award Type:  N/A  Architectural  Mechanical

Participant:  Recipient  Nominee

Comments:

Award	Category
Health Occupations Students of America (HOSA)	CLUB COMPETITION AWARDS

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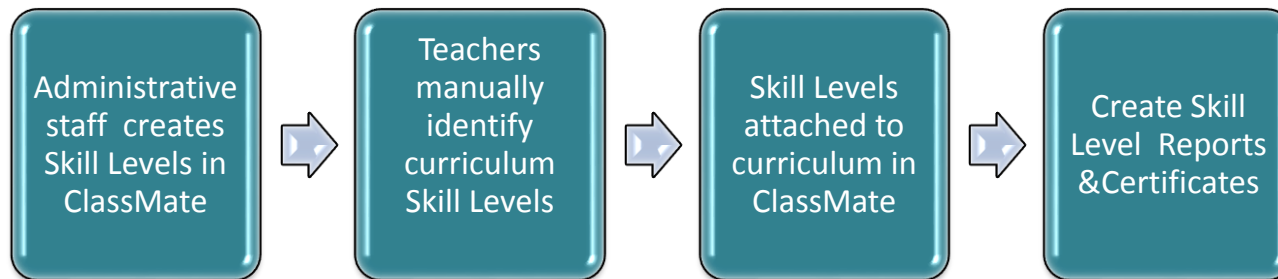


# Awards Management

## Awards Management: *Skill Certificates*

ClassMate has the ability to create an unlimited number customized skill levels, associate the levels to specific tasks within the program curriculum and report on them. Schools with Skill Levels in place can create ***Skill Certificates*** that correspond to the criteria established. These certificates can be used throughout the school year to highlight continuous student achievement or created at the end of the school year to be awarded at ceremonies.

To begin using the **Skill Level** Functionality an administrative user must setup the desired **Skill Levels**.



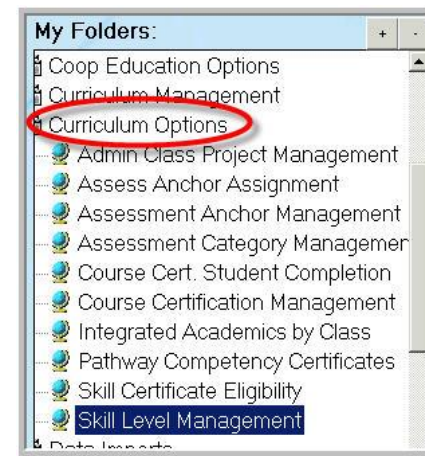
# Awards Management

## Awards Management: *Skill Certificates*

To begin using the **Skill Level** functionality an administrative user must setup the desired skill levels.

### Getting Started

**My Modules > Curriculum Options >  
Skill Level Management**



It is a Best Practice to discuss the levels, required sequence , attendance and grade thresholds with the teaching staff prior to setting up the levels to ensure accuracy.

Once the levels have been setup the teachers will then need to identify a skill level for each task. **Run Task By Duty** to easily allow the teachers to manually enter the associated skill level for each task with the curriculum.



# Awards Management



## Awards Management: Skill Certificates

- 1 Level ID** Create a numeric number to indicate the skill level for the task
- 2 Level** Create a title or short descriptor of the level. For example: Basic Skill
- 3 Certification Level** Type “N” for no to indicate this level task is to be included in certificate tracking. If you indicate “Y” **yes** you **MUST** select a sequence number and enter Eligibility Thresholds. Only “Y” will produce a certificate.
- 4 Sequence #** Indicates the order in which the levels are to be completed. For example a student must complete level 1 before they can complete level 2. Typing a **99** in this field indicates this level operates independently of other levels.
- 5 Description** Detailed description of the level.
- 6 Average Skill** This is an eligibility threshold. The student must have an equal to or higher skill grade as **Grade** indicated in the field to be eligible for this level. Field is required if Certification Level = ‘Y’
- 7 Average Daily** This is an eligibility threshold. The student must have an equal to or higher average daily **Attendance** as indicated in the field to be eligible for this level. Field is required if Certification Level = ‘Y’

The screenshot shows a form titled "Add A New Skill Level" with the following fields and callouts:

- 1** Level ID: Input field containing "4".
- 2** Level: Input field containing "Highly Skilled Level".
- 3** Certification Level (Y/N): Input field containing "Y".
- 4** Sequence #: Input field containing "4". A note next to it says "99 - Denotes Independent Certificate Level".
- 5** Description: Text area containing "Advanced standing: Surpassess industry standards".
- 6** Average Skill Grade: Input field containing "5".
- 7** Average Daily Attendance %: Input field containing "97".

There is also a small "abc" icon and a "check" icon in the top right of the form area.



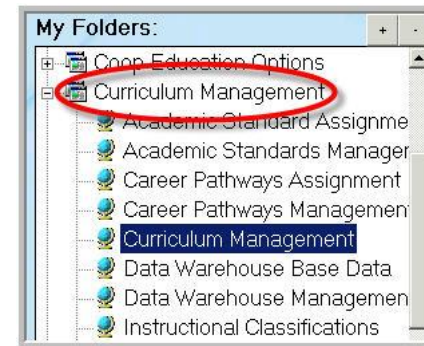
# Awards Management

## Awards Management: *Skill Certificates*

After creating Skill Levels in ClassMate & Identifying **Skill Levels** by task, a ClassMate administrative user must assign the **Skill Level** to the task.

### Getting Started

**My Modules > Curriculum Management > Curriculum Management**



Using the ClassMate report **Task By Duty** Report where the teachers identified the appropriate **Skill Level** by task. Then the corresponding Level in the Skill Level field will be entered.

The Skill Level functionality cannot be fully utilized until all tasks in each program have been setup, identified and assigned.

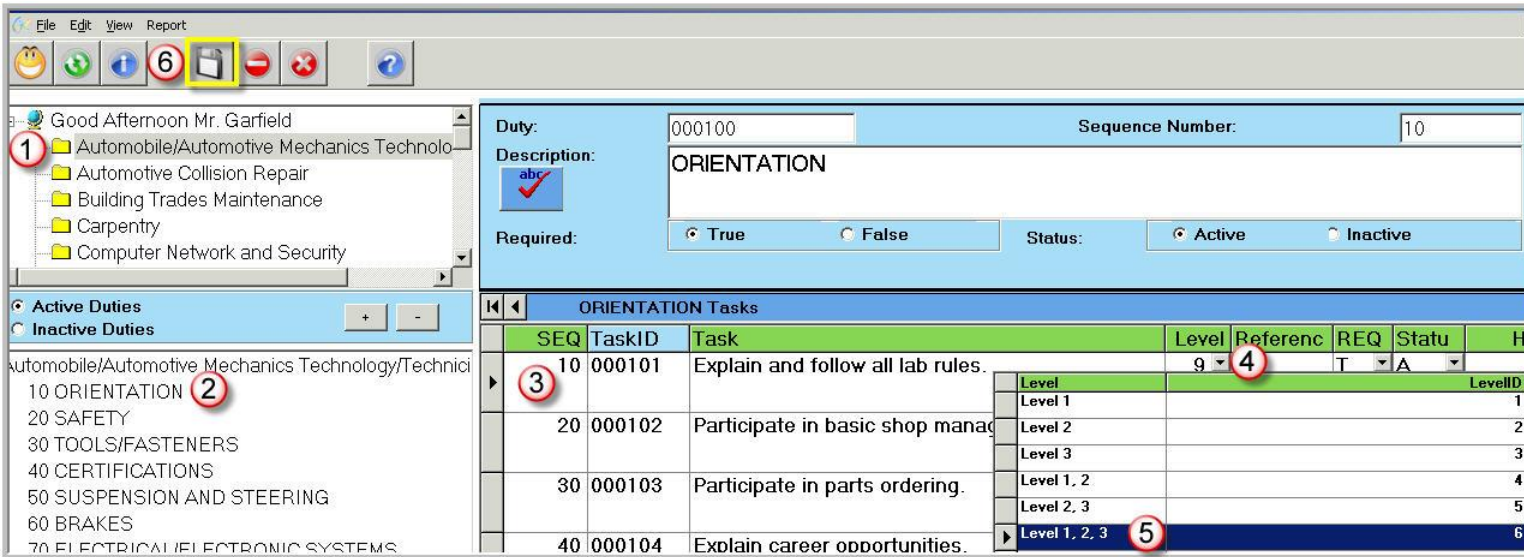


# Awards Management

## Awards Management: Skill Certificates

### Assigning Levels

- 1 Select the Program
- 2 Select the Duty Folder
- 3 Select the Task
- 4 Click the **Black** arrow in the gray box
- 5 Click t the **Skill Level** for the task
- 6 Click 'SAVE"



The screenshot shows the software interface for managing awards. On the left, a tree view shows the hierarchy: Good Afternoon Mr. Garfield > Automobile/Automotive Mechanics Technology > Automobile Collision Repair > Building Trades Maintenance > Carpentry > Computer Network and Security. The 'Active Duties' section is expanded to show '10 ORIENTATION'. The main area displays the details for 'ORIENTATION' (Duty: 000100, Sequence Number: 10, Description: ORIENTATION, Required: True, Status: Active). Below this is a table of tasks for 'ORIENTATION Tasks'.

SEQ	TaskID	Task	Level	Referenc	REQ	Statu	H
10	000101	Explain and follow all lab rules.	9		T	A	
20	000102	Participate in basic shop manag					
30	000103	Participate in parts ordering.					
40	000104	Explain career opportunities.					

Below the task table is a 'Level' selection menu with options: Level 1, Level 2, Level 3, Level 1. 2, Level 2. 3, and Level 1, 2, 3. The 'Level 1, 2, 3' option is selected.





# Awards Management

## Awards Management: *Skill Certificates*

### Assigning Levels

These levels will be used to create skill certificates. Repeat the assignment process for all programs that would like to use the Skill Level & Skill Certificate functionality

		Level	LevelID
		Level 1	1
Second Sample Task entry	2	Level 2	2
		Level 3	3
Third Sample Tast entry	98	No Level	98

### Creating & Printing Certificates

Prior to printing skill certificates you must first produce a list of eligible students. This list will provide the data in detail in comparison to the established criteria. The eligibility list can be manually overwritten to allow a student to receive a certificate even if they did not meet the criteria.

It is important to know in advance how you will be generating the **Skill Level Certificates** to ensure you are correctly generating the data.



# Awards Management



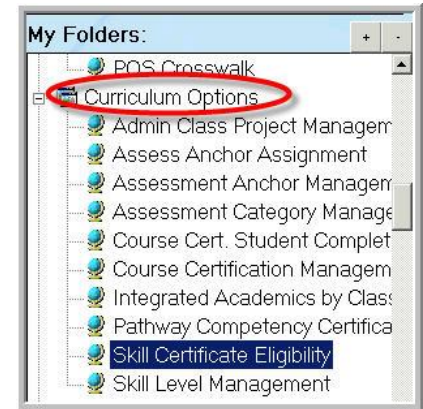
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## Awards Management: *Creating & Printing Skill Certificates*

**Getting Started**      **My Modules > Curriculum Options > Skill Level Eligibility**

### Generating the Certificate Eligibility List



1

Select the **Certification Level** . You may generate a list of all award eligible students by skill level . Keep in mind you will want to generate a list for each level every time you print certificates.



2

Enter the **Start Date** for which you would like to analyze the grade & Attendance data against the established criteria. For example; **Start Date** could be beginning of Marking Period 2.



3

Enter the **End Date** for which you would like to analyze the grade & Attendance data against the established criteria. For example; **End Date** could be end of Marking Period 2.



# Awards Management

## Awards Management: *Creating & Printing Skill Certificates*

### Generating the Certificate Eligibility List

- 4** Click the Green check Mark to begin the data analysis.



- 5** Once the eligibility has been determined a dialogue box will display. It reads as follows: *Eligibility verification complete! Please review the list, make any adjustment and print certificates.*

Click **OK**

Review the eligible students  
 Manually edit the eligibility if needed. To edit, Right click the Y or N in the required skills column. Select the desired outcome.

Student ID	Name	Required Skills	Avg. Skill Gr.
091000117	Burson, Gabrielle M	N	0
091000201	Burson, Theresa M	N	0
101100248	Danke, Allyson M	MMP	0
101100462	Danke, Amber	N	0
101100372	Heard, Krista M	N	0
101100363	Heard, Laura J	N	0
002071321	Heard, Rebecca A	N	0
091000022	Heard, Yvonne A	N	0
101100087	Jarvis, Anninka N	N	0
002070825	Jarvis, Brittany M	N	0
101100455	Jarvis, Monique R	N	0



# Awards Management

## Awards Management: *Creating & Printing Skill Certificates*

### Generating the Certificate Eligibility List

- Click the Certificate Icon to generate certificates for eligible students.

Certificates will only be generated for those students that have met the criteria or have a “Y” in the

Print the certificates and close the report session.

A grey dialogue box will display.



# Awards Management

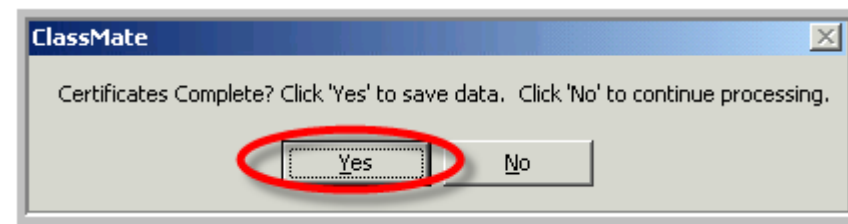
## Awards Management: *Skill Certificates*

### Assigning Levels

After previewing or printing the desired certificates, a grey dialogue box will display.

If you have printed the Skill Certificates and they are complete, Click “Yes” to Save the data.

If you would like to make any additional edits or return later to continue working on the Skill Certificates, click “No” and the data can be processed with no change in results at a later time.



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## Awards Management: *Competency Certificates*

In addition to the **Skill Level Certificates**, CTE's often include a Competency Certificate. This certificate can be used by students to show potential employers the curriculum they have learned.

### Getting Started

**My Reports > Curriculum Management >**

Any of the following reports can be used. Please preview the reports to determine which best meets your particular needs.

- **Competency Certificate**
- **Competency Certificate by Skill Level**
- **Senior Competency Certificate**





## Career Pathways Certificates

### Career Pathways

The Career Pathways certificate functionality involves a series of pre-requisite setup steps . To begin, all Career Pathways must be entered into ClassMate by program. Then, each task must be identified and flagged in the system. As student progress through the curriculum, an easy to use monitoring tool is available for both administrator & teachers. Once the Career Pathway curriculum is 100% complete, a certificate listing all completed pathways can be printed to present to the student.

Please visit our website to access our Quick Reference Guide on setup for this functionality - Introduction to Admin Career Pathways Management

<http://www.classmate.net/classmate-user-state-documentation/>



# ClassMate

1660 Valley Central Parkway

Suite 500

Bethlehem, PA 18017

Questions? Contact us!

*ClassMate HelpDesk*

*855-984-1228*

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

