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

ClassMate allows users the ability to produce a variety of awards directly from the system. The awards can 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 pre-requisites. Additionally, ClassMate can manage all scholarship and awards data.

Completion Certificates
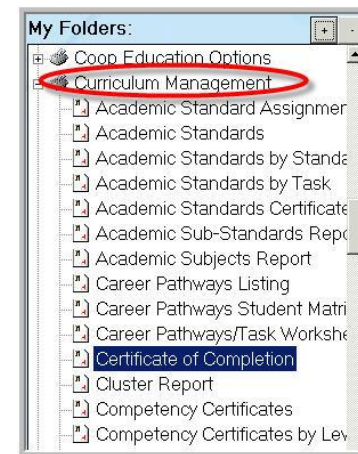
Skill Certificates

Pathways Certificates

Completion Certificates

Skills Certificates

Pathways Certificates
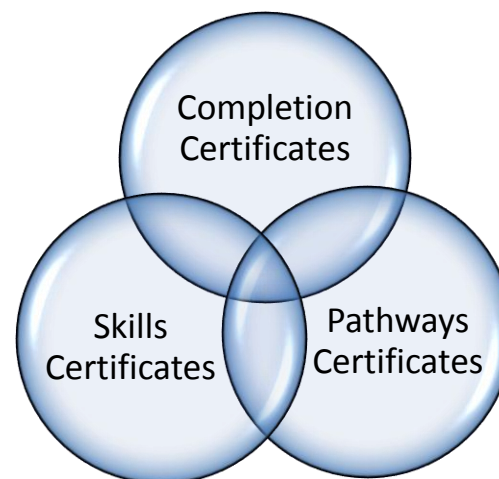
Awards Management:
Completion Certificates

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

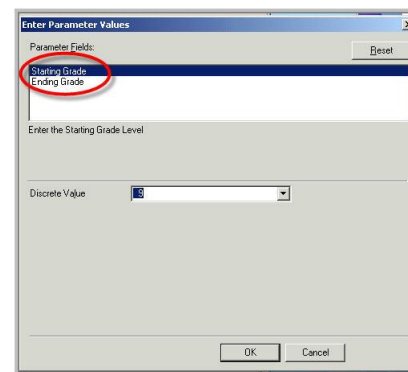**My Reports>Curriculum Management> Certificate of Completion**

Awards Management:
Completion Certificates

Select the **Certificate of Completion** report

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

Click **"OK"**

Certificate of Completion

County Career and Technical Center

This is to Certify that

Brandon L. Akian

has successfully completed the requirements for

Welding

STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

Awards Management:
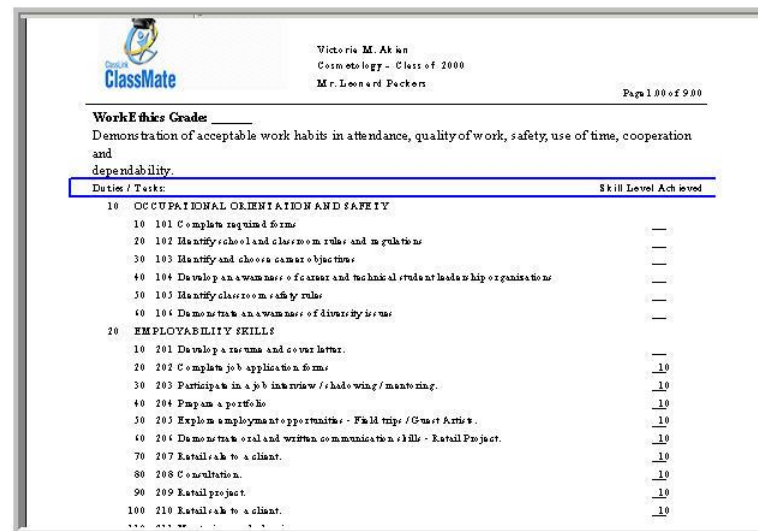### *Competency Certificates*

Getting Started

**My Modules > Curriculum Management >
Competency Certificates**
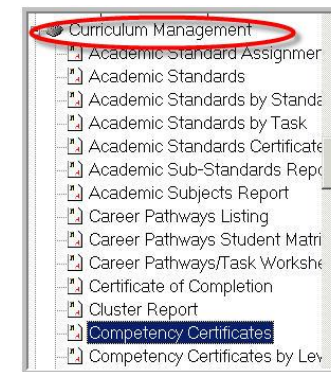
Select the **Competency Certificate** report

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

Click **"OK"**

Awards Management

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  - o Printing Competency Certificates
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  - o Award Creation
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  - o Printing Certificate Awards
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- Pathway Certificates
  - o See the Introduction to Admin Career Pathways Management documentation on our website:
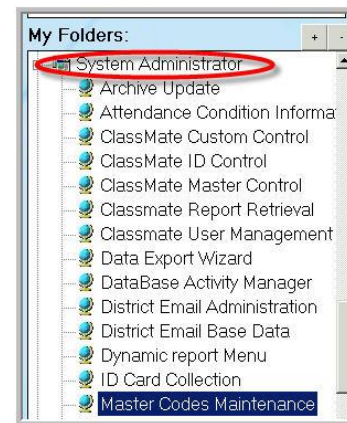 - o http://www.classmate.net/classmate-user-state-documentation/

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*

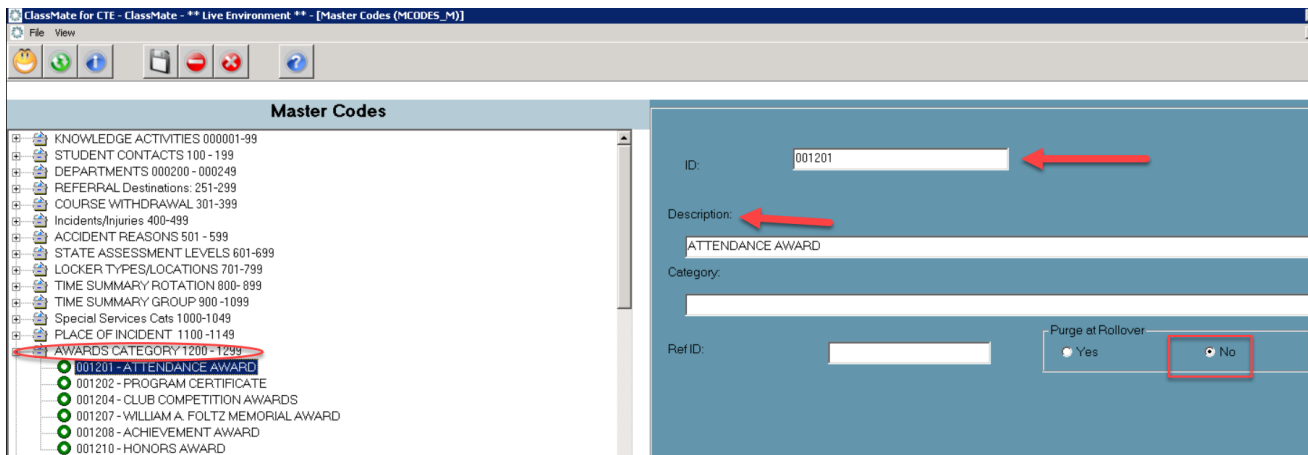|	
Awards	Select the **Awards Category** (001200-001299) Existing are listed.
ID	Enter an ID number. Must be within the code range.
Description	Enter a brief **Description** of the award
Category & Ref ID	Can remain blank
Purge at Rollover	Select *No for Awards Categories to remain year after year
Save	Click **"Save"** to save the award to the category listing.

Awards Management

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  - Award Category Setup
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  - Pre-Requisite Set-up
  - Printing Certificate Awards
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  - See the Introduction to Admin Career Pathways Management documentation on our website:
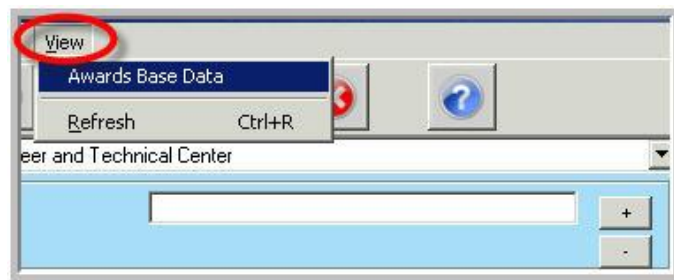 - http://www.classmate.net/classmate-user-state-documentation/

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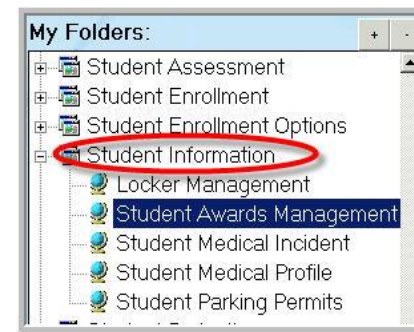
The awards can be setup using the **Awards Management module**. Click the word **View**, located along the top of the screen & select **Awards Base Data**. Once created these awards will be available from a drop down menu in the **Awards Management Module >** *Assign Awards Tab*

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 **Comment**s if desired

Save   Click "**Save**"

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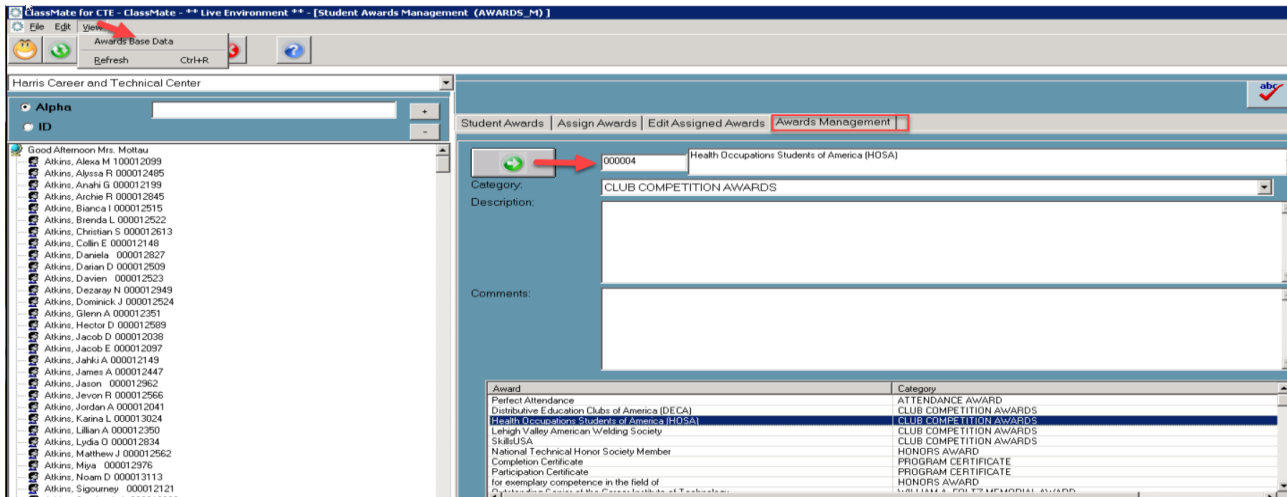 - o See the Introduction to Admin Career Pathways Management documentation on our website:
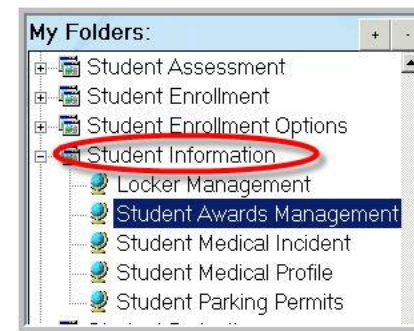 - o http://www.classmate.net/classmate-user-state-documentation/

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

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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

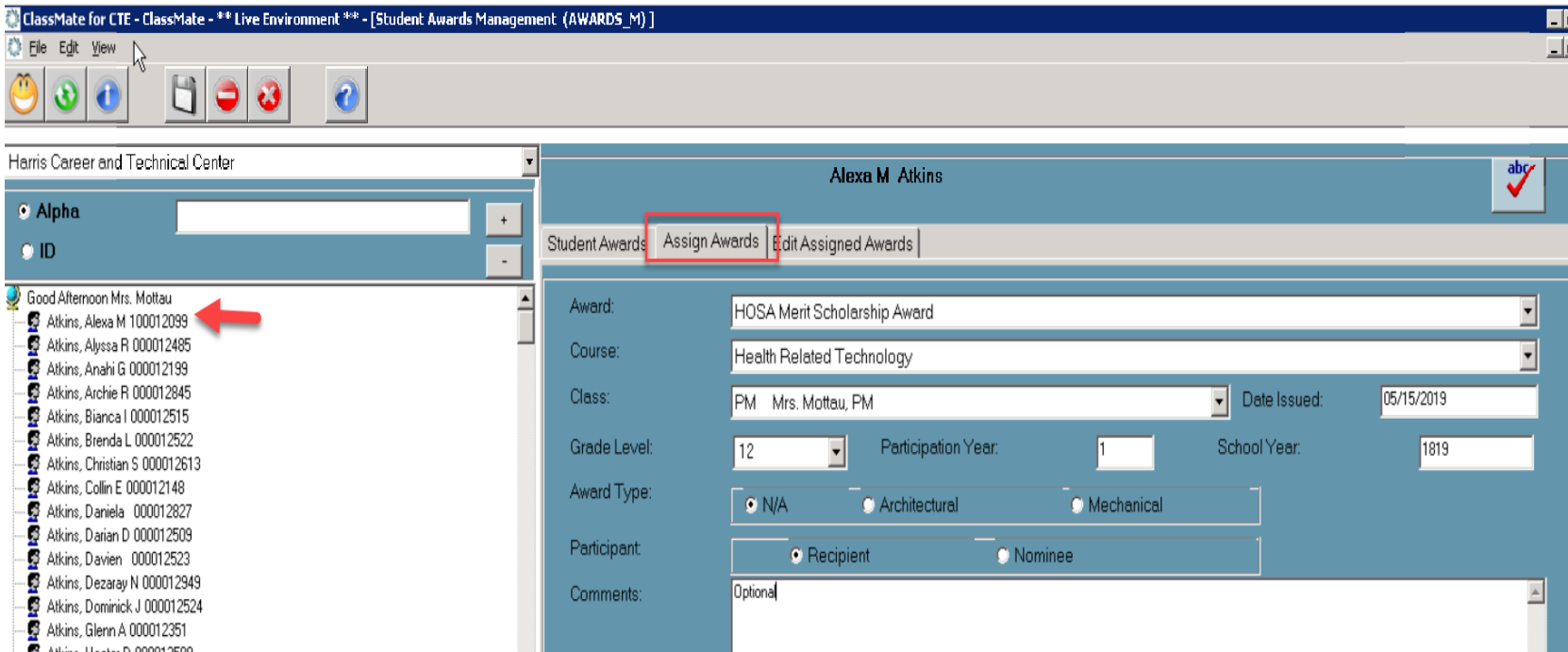Award Type defaults to N/A – adjust if necessary

Participant defaults to Recipient – adjust if necessary

Comments – Entry optional

Click **'SAVE''** at top of module

Awards Management

Awards Management: *Award Assignment*

Awards Management

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
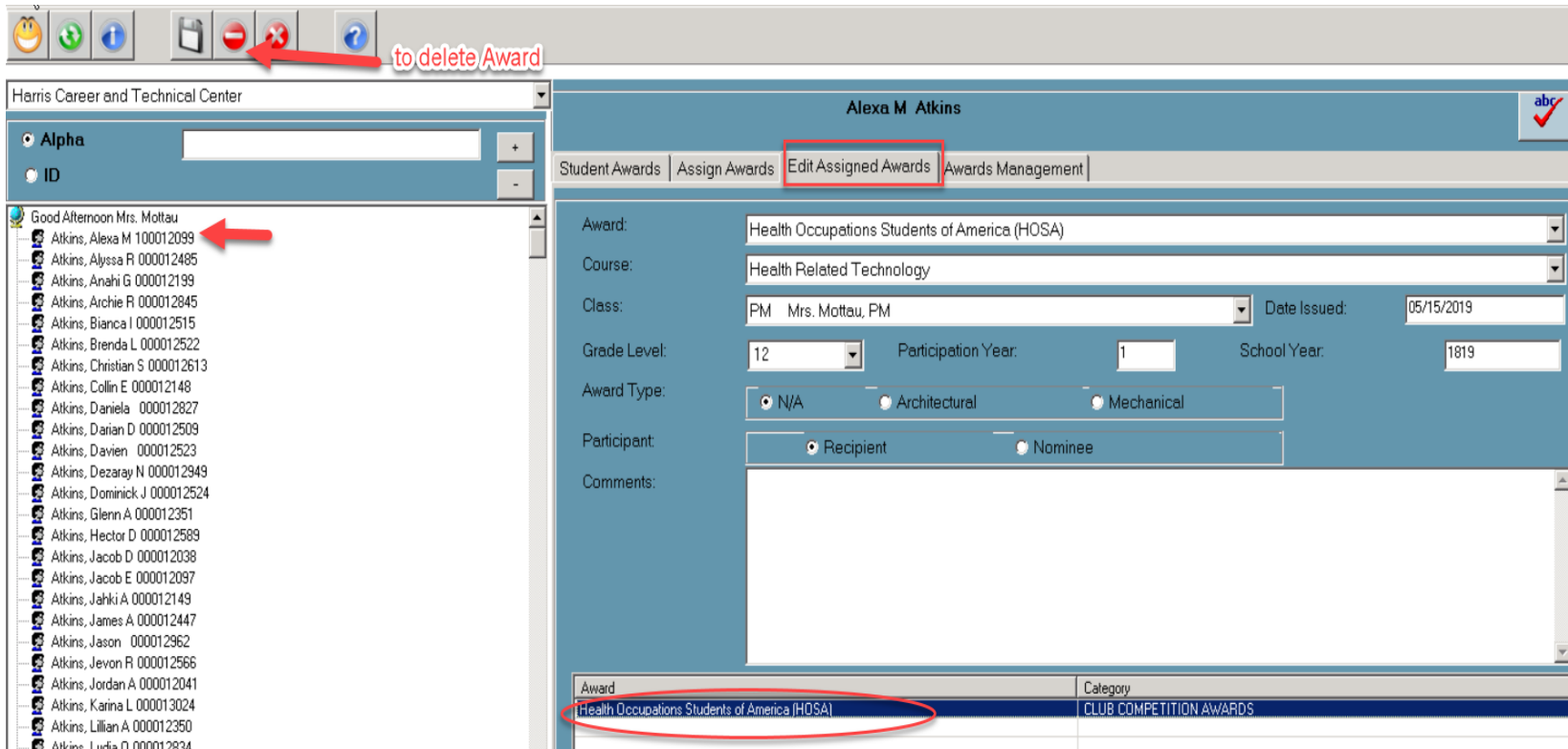
Awards Management

Awards Management: *Edit Assigned Awards*

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- Skill Certificate

  - ## **Skill Level Setup**
  - Printing Certificate Awards
  - Printing Competency Certificates by Skill Level

- Pathway Certificates
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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.**

| Administrative staff creates Skill Levels in ClassMate | → | Teachers manually identify curriculum Skill Levels | → | Skill Levels attached to curriculum in ClassMate | → | Create Skill Level Reports &Certificates |
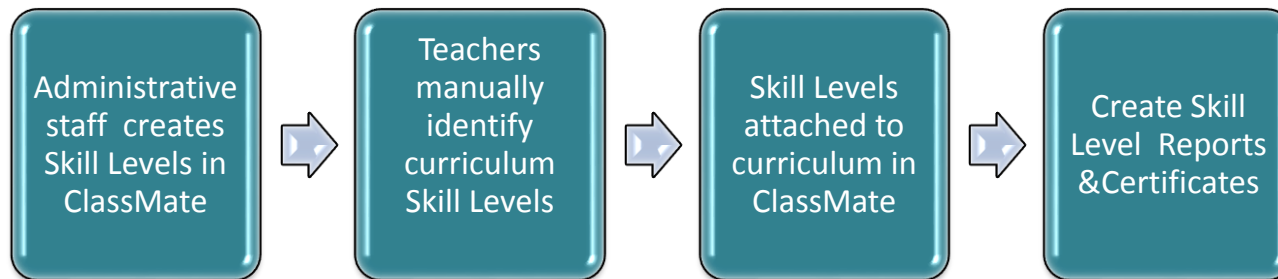
Awards Management: *Skill Certificates*

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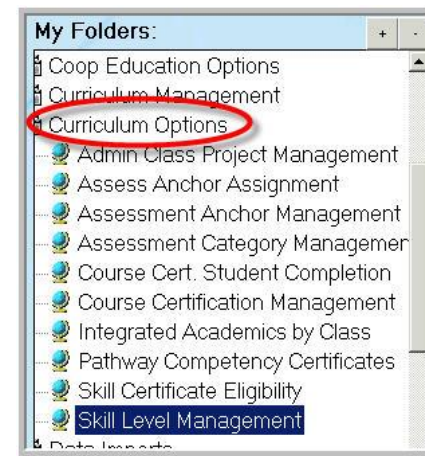
It is a Best Practice to discuss the levels, required sequence , attendance and grade thresholds with the teaching staff prior to setting up the levels to ensure accuracy.

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

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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'

Add A New Skill Level

Level ID ① 4   Level ② Highly Skilled Level

Certificate Level (Y/N) ③ Y   Sequence # ④ 4   99 - Denotes Independent Certificate Level

Description ⑤ Advanced standing: Surpasess industry standards

Eligibility Thresholds

Average Skill Grade ⑥ 5   Average Daily Attendance % ⑦ 97

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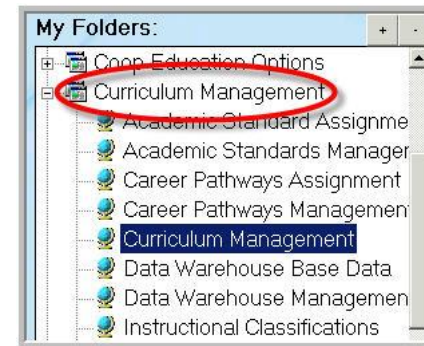
Using the ClassMate report **Task By Duty** Report where the teachers identified the appropriate **Skill Level** by task. Then the corresponding Level in the Skill Level field will be entered.

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

Awards Management

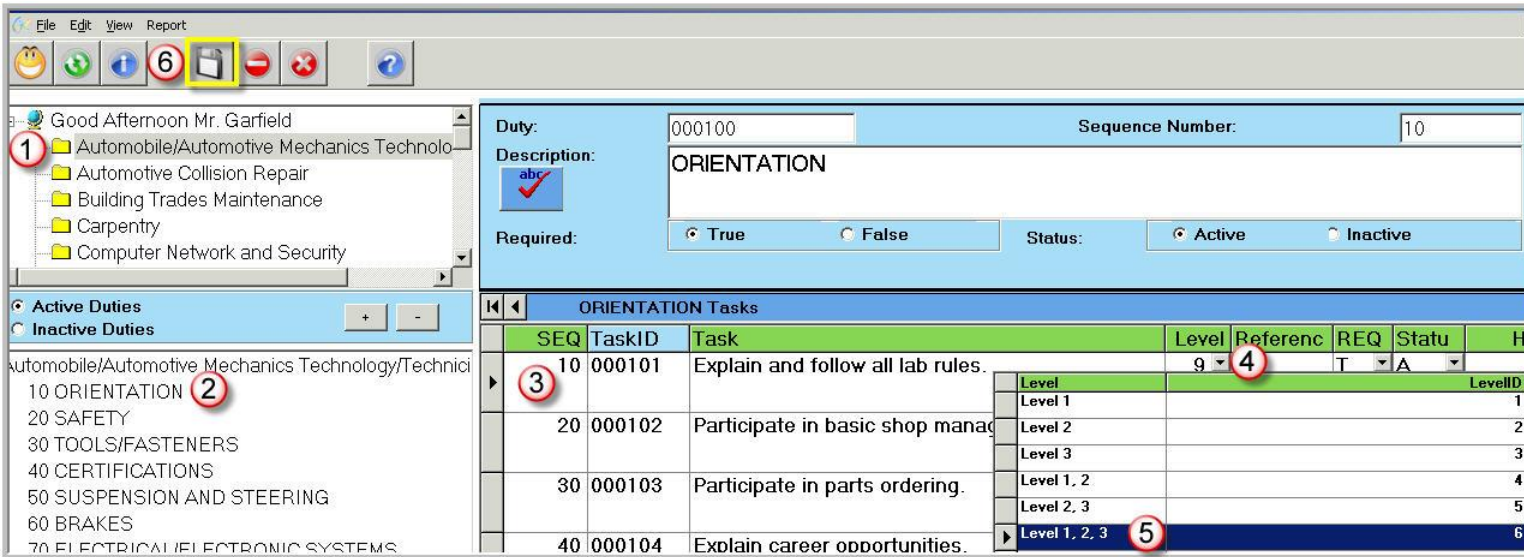## Awards Management: *Skill Certificates*

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**"

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

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.

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Awards Management

HARRIS School Solutions

Awards Management: *Creating & Printing Skill Certificates*

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

Generating the Certificate Eligibility List
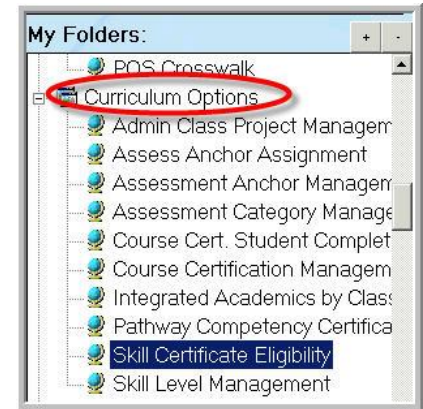
(1) Select the Certification Level . You may generate a list of all award eligible students by skill level . Keep in mind you will want to generate a list for each level every time you print certificates.

(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: *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.

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: *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.
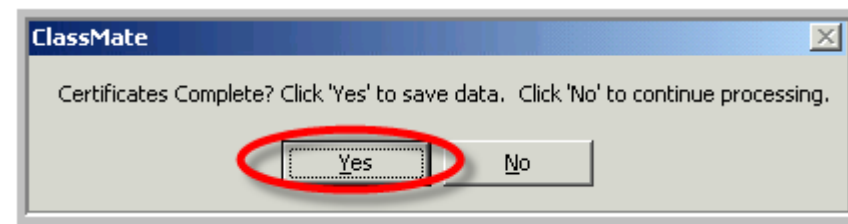
Awards Management

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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 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/

![Harris School Solutions logo]

ClassMate

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Questions? Contact us!
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support.classmate.net