

Introduction to: Student Acceptance Criteria

April 2019



Student Acceptance Criteria

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Student Acceptance Criteria

Overview

Managing student registration information in ClassMate is easy and efficient, as it provides access to important records for key administrators, student services and CTE staff.

Student Registration— contains pertinent data on potential students. The data captured will transition into the ClassMate system once the student is actually enrolled. Selecting at least one Occupational program is a required data point in ClassMate registration. Dependent upon the program and/or school, registration criteria may be associated. This acceptance criteria can be entered and tracked in ClassMate. And now, if using Online District Registration, the district counselors have the ability to enter the scores directly when entering in the registration request.

Student Acceptance Criteria— provides the ability to monitor the acceptance criteria and determine if course thresholds are being met. This data is easily viewed and can be quickly evaluated by CTE staff.

Using ClassMate, your school is able to maintain all student registration information in a single, central repository, secure and reliable, with automatic daily back-ups.



Student Acceptance Criteria

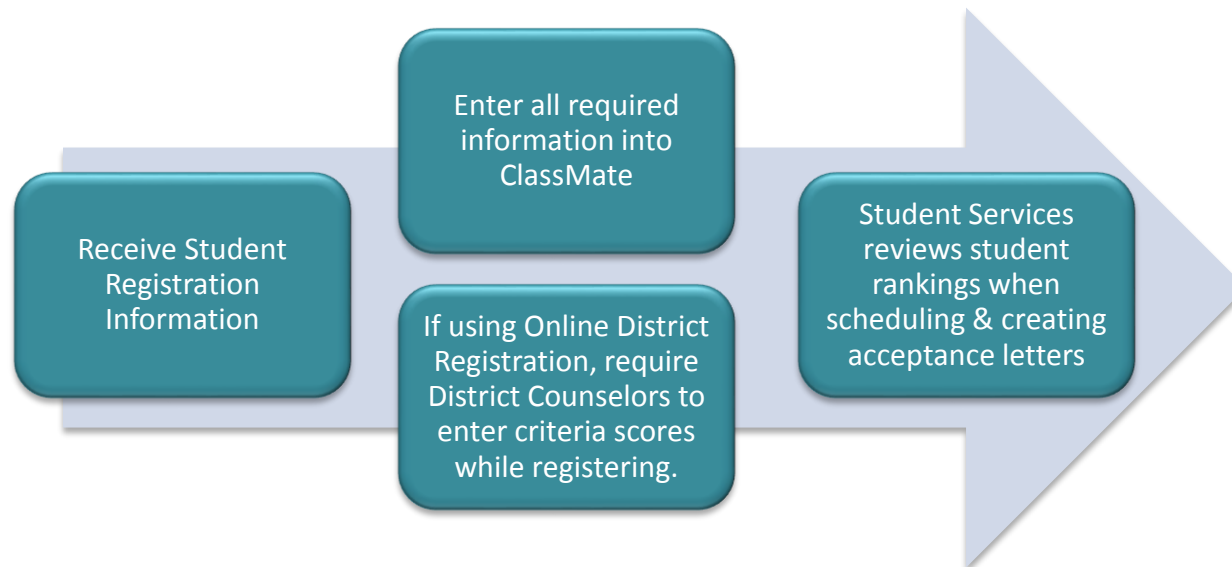
Overview

- Manage Base Data
 - Acceptance Criteria Management
 - Course Level Acceptance Thresholds
 - Acceptance Form Checklist Setup
- Student Criteria Scores
 - Scores Entry
 - Form Checklist
- View Rankings
 - By Course
 - Acceptance Override
 - By Student



Student Acceptance Criteria

Getting Started



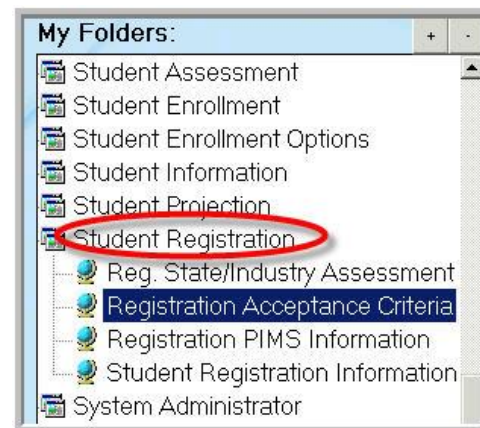
Student Acceptance Criteria

Getting Started

ClassMate student enrollment functionality allows users to enter student contact information. As emergency contact cards are collected or as student contact information changes the data in ClassMate must be updated in a timely fashion.

Getting Started

Double click **Modules > Student Registration >**
Double Click **Registration Acceptance Criteria**



Student Acceptance Criteria

Base Data Set up

Before you can begin to view student rankings in ClassMate, the Acceptance Criteria must be established within the system. Once created, the student scores can be entered and the students will be ranked based on the criteria and thresholds created.

To setup Student Acceptance Criteria & thresholds, Click the word **View** located along the top of the screen.

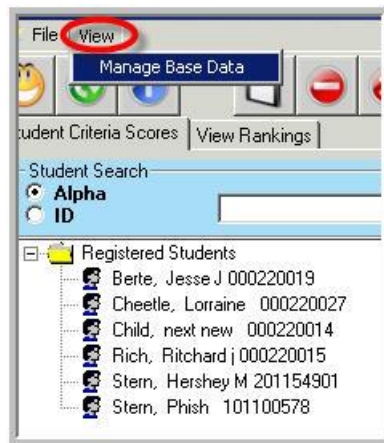
Select **Manage Base Data** by single clicking

Once Manage Base Data is selected, 2 additional Tabs will display:

Course Levels Tab:

Acceptance thresholds established and maintained.

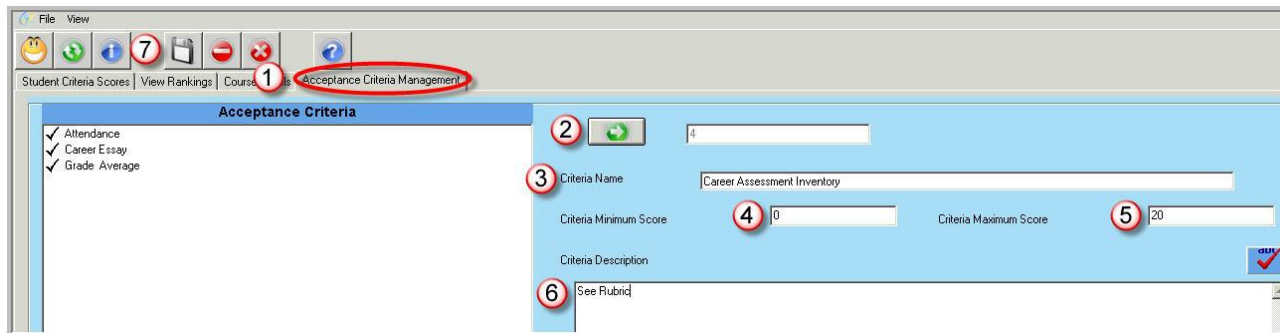
Acceptance Criteria Management: Acceptance criteria & minimum/maximum scores established and maintained.



Student Acceptance Criteria

Base Data Set up – Acceptance Criteria Management

- 1 Ensure you are on the **Acceptance Criteria Management Tab**
- 2 Click the **Green Arrow** button. The next available sequential ID number is created.
- 3 Enter the **Criteria Name**
- 4 Enter the **Criteria Minimum Score**
- 5 Enter the **Criteria Maximum Score**
- 6 Enter the **Criteria Description**
- 7 Click **Save**



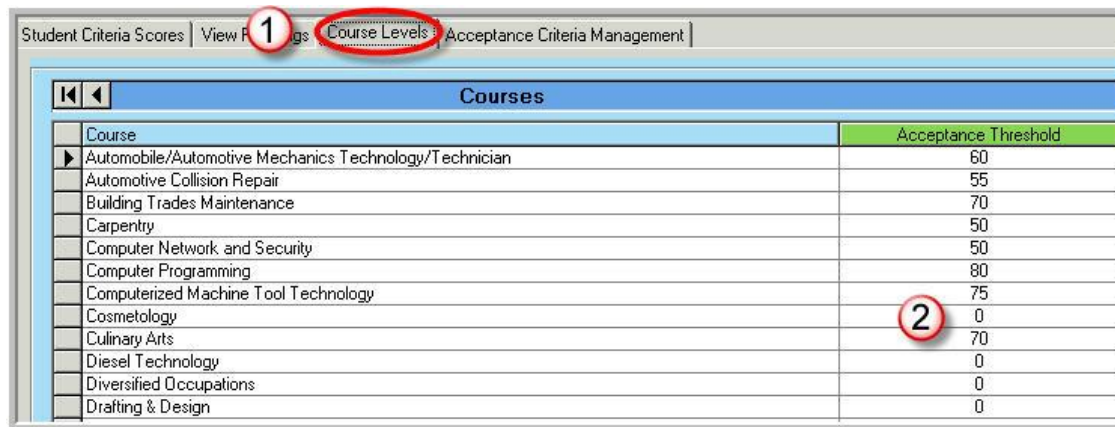
The screenshot shows a software interface for managing acceptance criteria. The window title is "File View". The menu bar includes "File" and "View". The main content area is titled "Acceptance Criteria" and contains a list of criteria on the left and a form on the right. The list includes "Attendance", "Career Essay", and "Grade Average", all with checkmarks. The form fields are: "Criteria Name" (with value "Career Assessment Inventory"), "Criteria Minimum Score" (with value "0"), "Criteria Maximum Score" (with value "20"), and "Criteria Description" (with value "See Rubric"). A "Save" button is visible in the bottom right of the form. Numbered callouts 1-7 are placed over the interface: 1 points to the "Acceptance Criteria Management" tab; 2 points to a green arrow button; 3 points to the "Criteria Name" field; 4 points to the "Criteria Minimum Score" field; 5 points to the "Criteria Maximum Score" field; 6 points to the "Criteria Description" field; and 7 points to a "Save" button in the toolbar.

Repeat the steps above to create additional criteria

Student Acceptance Criteria

Base Data Set up – Course Level Thresholds

- 1 Ensure you are on the **Course Level Tab**
- 2 Click in the **Green Acceptance Threshold** column. Select the course and enter the numeric acceptance minimum score.
- 3 Click **Save**



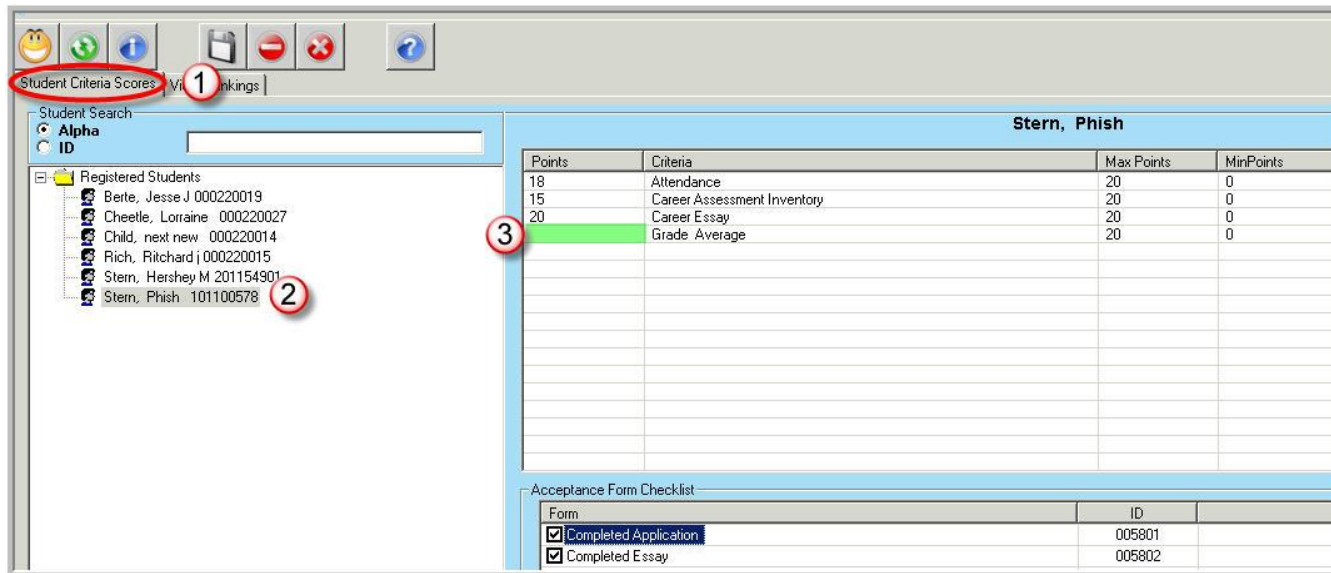
Course	Acceptance Threshold
Automobile/Automotive Mechanics Technology/Technician	60
Automotive Collision Repair	55
Building Trades Maintenance	70
Carpentry	50
Computer Network and Security	50
Computer Programming	80
Computerized Machine Tool Technology	75
Cosmetology	0
Culinary Arts	70
Diesel Technology	0
Diversified Occupations	0
Drafting & Design	0

Repeat the steps above to create additional criteria

Student Acceptance Criteria

Entering Student Scores – CTC Entered

- 1 Ensure you are on the Student Criteria Scores tab
- 2 Select the Student Name
- 3 Click in the Points Column next to the Criteria to enter the student scores . The criteria Maximum & Minimum scores are listed to the right.
- 4 Click Save



Student Criteria Scores | 1 | nkings

Student Search
 Alpha
 ID

Registered Students

- Berte, Jesse J 000220019
- Cheelle, Lorraine 000220027
- Child, next new 000220014
- Rich, Ritchard j 000220015
- Stern, Hershey M 201154901
- Stern, Phish 101100578 2

Stern, Phish

Points	Criteria	Max Points	MinPoints
18	Attendance	20	0
15	Career Assessment Inventory	20	0
20	Career Essay	20	0
	Grade Average	20	0

Acceptance Form Checklist

Form	ID
<input checked="" type="checkbox"/> Completed Application	005801
<input checked="" type="checkbox"/> Completed Essay	005802



Student Acceptance Criteria

Entering Student Scores – District Counselor entered via Online District Registration

- 1 Log into District Portal > Online District Registration > Select School
- 2 Select either Register New Students or Register Returning Students button > Select Student
- 3 On the Registration Application screen, after indicating the Students preferences, fill in the Acceptance Criteria Scores based on the thresholds setup
- 4 Click Save Changes

Note: Once the student is accepted into the CTC, the scores will populate in the Student Acceptance Criteria module.

New Student : Adenike Adeshokan ID#000370899

Registered

Student Information:
 Address: 1660 Valley Center Parkway
 Easton, PA 18042
 Current Grade Level: 10
 Student Email Address:

School Year for Registration
 2019-20

Select the appropriate Location(s) for this student:
 CTE:

CTE Registration

Preference 1:	<input type="text" value="Select a Location..."/>	<input type="text" value="Select a Course..."/>	<input type="text" value="Select a Class..."/>
Preference 2:	<input type="text" value="Select a Location..."/>	<input type="text" value="Select a Course..."/>	<input type="text" value="Select a Class..."/>
Preference 3:	<input type="text" value="Select a Location..."/>	<input type="text" value="Select a Course..."/>	<input type="text" value="Select a Class..."/>

Pullout Preference(s):

<input type="text" value="Select an Academic Course..."/>	<input type="text" value="Select a Class..."/>	Fall Semester Spring Semester Full Year
<input type="text" value="Select an Academic Course..."/>	<input type="text" value="Select a Class..."/>	Fall Semester Spring Semester Full Year
<input type="text" value="Select an Academic Course..."/>	<input type="text" value="Select a Class..."/>	Fall Semester Spring Semester Full Year

Acceptance Criteria:

Attendance (0-50)	<input type="text" value="0"/>	Discipline (0-50)	<input type="text" value="0"/>
Grades (0-50)	<input type="text" value="0"/>	Recommendation (0-5)	<input type="text" value="0"/>

Total Acceptance Points Earned:

Close Save changes Remove Registration

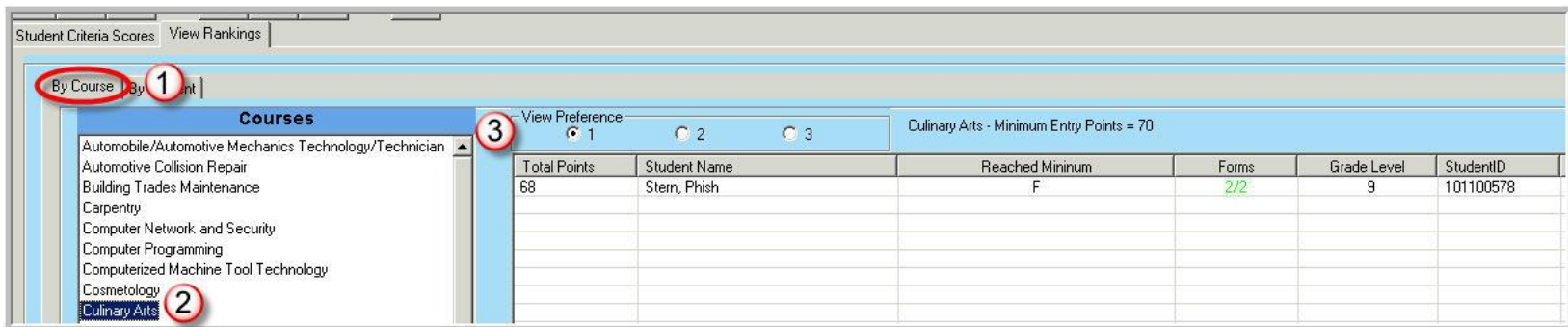


Student Acceptance Criteria

View Rankings by Course

- 1 Ensure you are on the **View Rankings Tab by Course**
- 2 Click on the Course for which you would like to view all the students ranked
- 3 The **View Preference** will default to the first choice. Simply select preference 2 or 3 to review data from other programs

The view is read only.



Student Criteria Scores | View Rankings

By Course | By Point

Courses

- Automobile/Automotive Mechanics Technology/Technician
- Automotive Collision Repair
- Building Trades Maintenance
- Carpentry
- Computer Network and Security
- Computer Programming
- Computerized Machine Tool Technology
- Cosmetology
- Culinary Arts**

View Preference: 1 2 3

Culinary Arts - Minimum Entry Points = 70

Total Points	Student Name	Reached Minimum	Forms	Grade Level	StudentID
68	Stern, Phish	F	2/2	9	101100578



Student Acceptance Criteria

Acceptance Override by Course

Ensure you are on the **View Rankings Tab by Course**

Students that achieve criteria scores that fall **below** the course acceptance threshold can still be accepted. Users should click the check box next to the “Total Points” earned to “Override” a score that falls below the Minimum Points required.

The “Reached Minimum” Status will change from “F” to “O”

The “Override” Status will change from “N” to “Y”

View Preference		CTE Cosmetology - Minimum Entry Points = 60							
<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	Total Points	Student Name	Reached Minimum	Forms	Grade Level	StudentID	Override ...
<input checked="" type="checkbox"/>	56	Thomas, Triniti	F	1/3	5	555501350	N		



Student Acceptance Criteria

View Rankings by Student

- 1 Ensure you are on the **View Rankings Tab by Student**
- 2 Click on the Student for which you would like to view the scores
- 3 The **View Preference** will default to the first choice. Simply select preference 2 or 3 to review data from other programs

Students with criteria scores entered will display in the grid. The following data is provided:

Total points earned

Student Name

Number of returned forms

Preference 1, 2 & 3 with color indicators for criteria thresholds.

Green

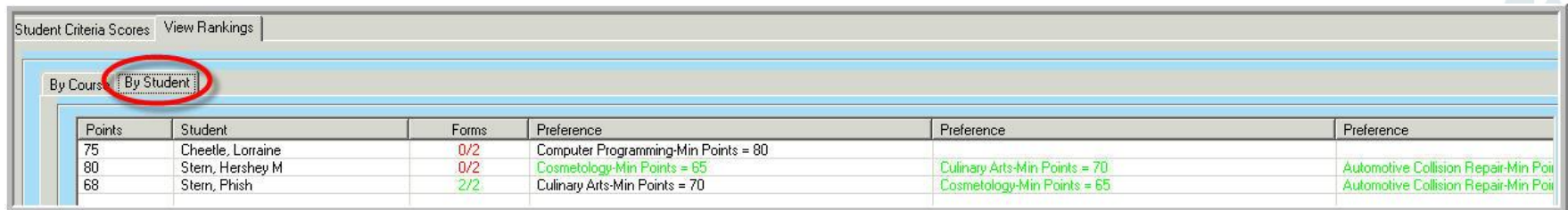
Student has met the minimum threshold for that program

Black

Student has **NOT** met the minimum threshold for that program

Grade Level

Student ID



Points	Student	Forms	Preference	Preference	Preference
75	Cheetle, Lorraine	0/2	Computer Programming-Min Points = 80		
80	Stern, Hershey M	0/2	Cosmetology-Min Points = 65	Culinary Arts-Min Points = 70	Automotive Collision Repair-Min Poi
68	Stern, Phish	2/2	Culinary Arts-Min Points = 70	Cosmetology-Min Points = 65	Automotive Collision Repair-Min Poi

Student Acceptance Criteria

Reports

Reports > Student Projection:
Acceptance Evaluation Form
Course Acceptance List
Student Acceptance List



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