


All career clusters and pathways are displayed in a tree structure on the standards website. By expanding sections of an industry sector you will be able to create a course with complete competencies, concept & skills and evidence outcomes. You will have the opportunity to add academic alignments evidence outcomes from the Common Core and Colorado Dept. of Education standards, along with CTSO events and programs for that given sector. Follow the instructions below to create a course in any of the Industry Sectors in Colorado.

By creating an account and logging into the standards website, you have the ability to save courses, copy courses that have been created by others, and share courses. Follow the steps below to create and use the login function.

Go to: <http://coctestandards.cccs.edu/>

***Login Options**

- If you do not have an account, click on the click “here to register” link

 Colorado Career and Technical Education

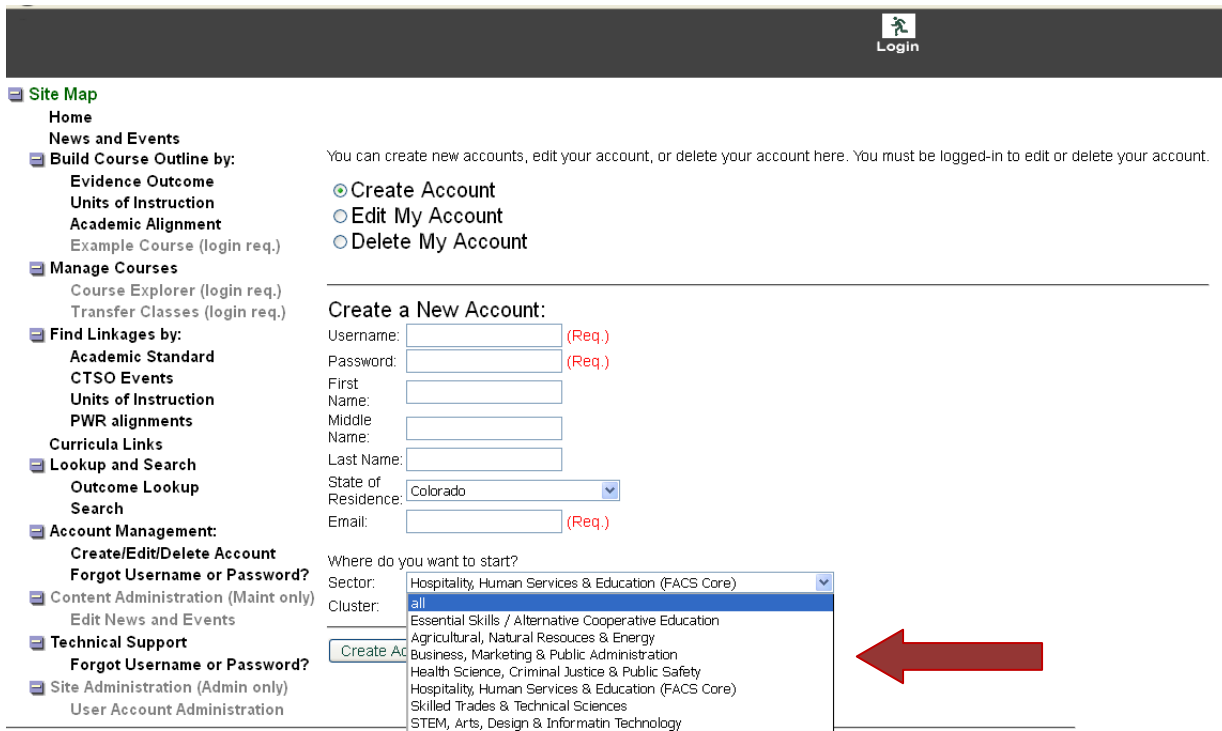


- To get started, login by clicking the Login button.
- If you don't have a login and would like to create one, click [here to register](#).
- Creating an account and logging-in gives you access to more of the features of the site, such as:
 - Creating, viewing, saving, and editing course outlines;
 - Copying other saved courses.
- Next, click one of the industry sectors below to get started.



- Alternative Cooperative Education
- Agricultural, Natural Resources & Energy
- Business, Marketing & Public Administration
- Health Science, Criminal Justice & Public Safety
- Hospitality, Human Services & Education (FACS Core)
- Skilled Trades & Technical Sciences
- STEM, Arts, Design & Information Technology

- Follow the instructions to create a login/account
 - Where do you want to start?
 - Select your designated Industry Sector and Cluster. This will allow you to specify your content area of interest.



- Once you have created your account, click your designated Industry Sector to begin

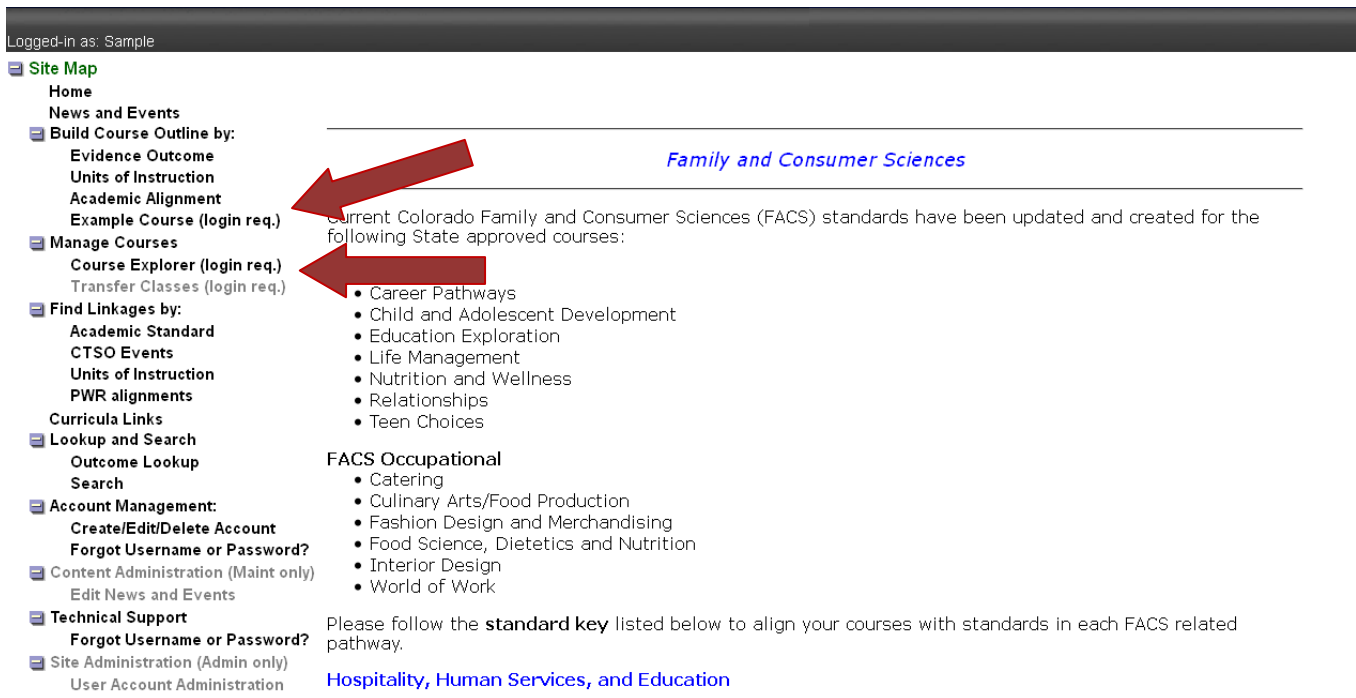


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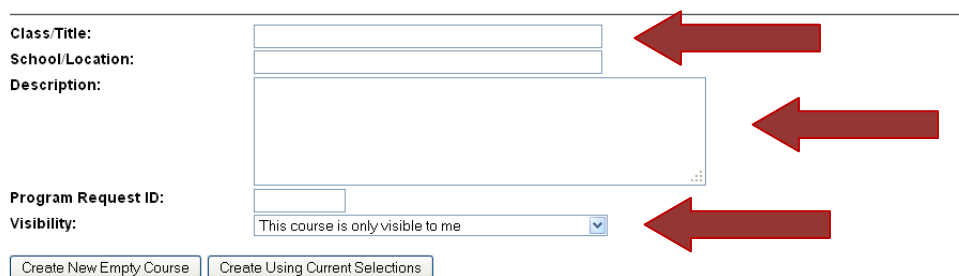


- You will notice on the left hand navigation bar that because you are logged in, you have more options to choose from such as Manage Courses- Course Explorer; and Build Course Outline- Example Course



Build a Course in Course Explorer

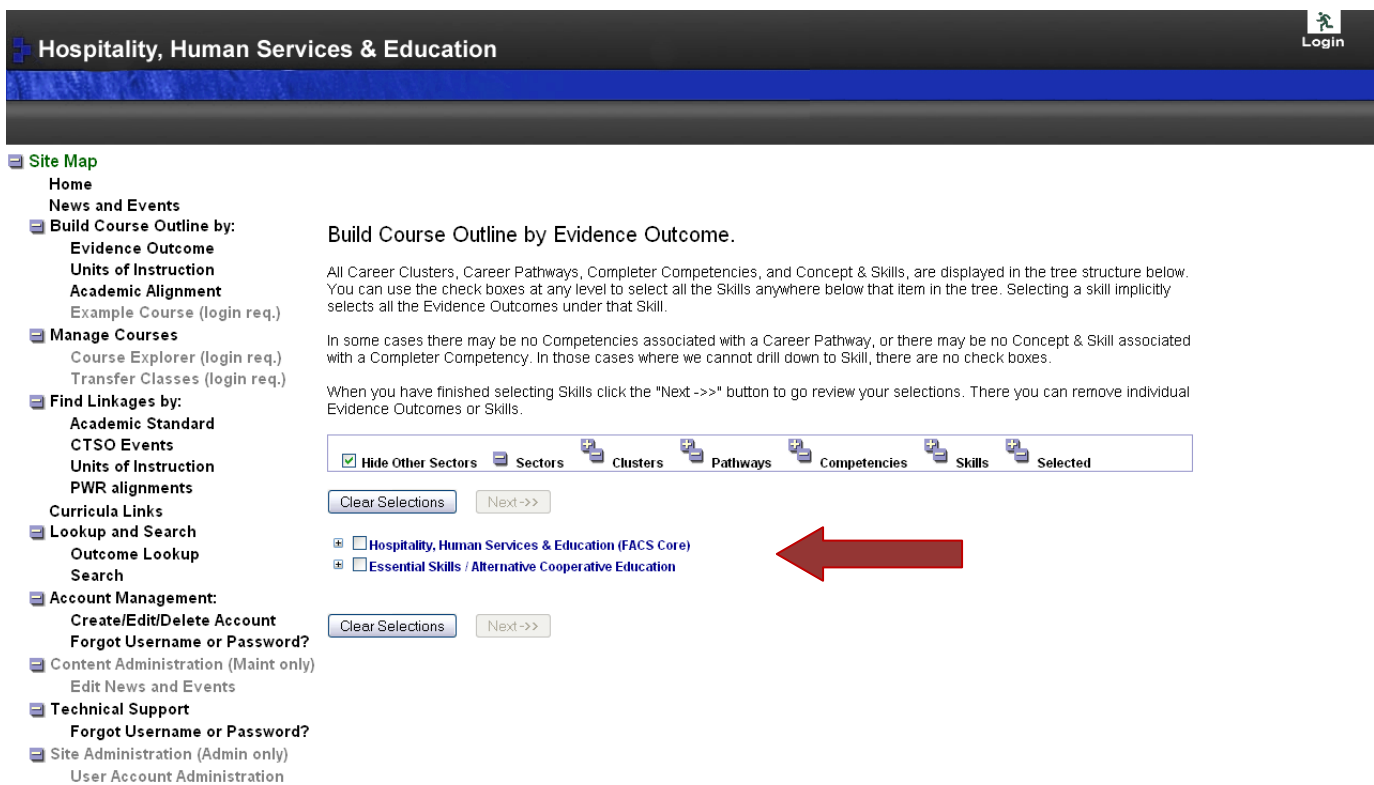
- Course Explorer
 - The Course Explorer allows you to create new course outlines, open and edit any of your course outlines, save an open course, delete an open course, close an open course, or copy a course.
 - In this section, you will be able to view: My courses in this sector, My courses in other sectors, Other courses in this sector, Other publicly visible courses
- Create a new course in Course Explorer
 - Scroll to the bottom of the page and enter in the Course/Title, School/Location, Description, Program ID (4-digit Web ID # from your approved program approval), and Visibility information
 - Click the Create New Empty Course button



- The screen will reset to the top of the page
- Select how you want to build your course
 - Build Course Outline by:
 - Evidence Outcome
 - Units of Instruction
 - ****Only Agriculture, Natural Resources and Energy; Hospitality, Human Services and Education (FACS Core); and STEM, Arts, Design and Information Technology (Fashion Design, and Interior Design) have this option available.**

Build Course by Evidence Outcome

- Click on Evidence Outcome
 - Only your designated Sector and the Essential Skills will appear



Hospitality, Human Services & Education Login

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Build Course Outline by Evidence Outcome.

All Career Clusters, Career Pathways, Completer Competencies, and Concept & Skills, are displayed in the tree structure below. You can use the check boxes at any level to select all the Skills anywhere below that item in the tree. Selecting a skill implicitly selects all the Evidence Outcomes under that Skill.



In some cases there may be no Competencies associated with a Career Pathway, or there may be no Concept & Skill associated with a Completer Competency. In those cases where we cannot drill down to Skill, there are no check boxes.

When you have finished selecting Skills click the "Next ->" button to go review your selections. There you can remove individual Evidence Outcomes or Skills.

Hide Other Sectors
 Sectors Clusters Pathways Competencies Skills Selected

Hospitality, Human Services & Education (FACS Core)

Essential Skills / Alternative Cooperative Education

- Expand a Sector by clicking on the 
- Click the  to expand to the Pathways in a Cluster
 - Only sectors that have current high school standards can be expanded

Hospitality, Human Services & Education Login

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Build Course Outline by Evidence Outcome.

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When you have finished selecting Skills click the "Next ->>" button to go review your selections. There you can remove individual Evidence Outcomes or Skills.

Hide Other Sectors Sectors Clusters Pathways Competencies Skills Selected

Clear Selections Next->>

- Hospitality, Human Services & Education (FACS Core)
 - Education & Training Cluster
 - Hospitality & Tourism Cluster
 - Human Services Cluster
 - Essential Skills / Alternative Cooperative Education

Clear Selections Next->>

- Under each Pathway there will be a list of Completer Competencies
 - Click on the to expand the competencies
 - Use the at the competency level to expand to all concepts & skill statements

- Academic Standards
- CTSO Events
- Units of Instruction
- PWR alignments
- Curricula Links
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Hide Other Sectors Sectors Clusters Pathways Competencies Skills Selected

Clear Selections Next->>

- Hospitality, Human Services & Education (FACS Core)
 - Education & Training Cluster
 - Hospitality & Tourism Cluster
 - Human Services Cluster
 - COSE - Consumer Services Pathway
 - RELA - Counseling & Mental Health Services Pathway
 - CADV - Early Childhood Development Pathway
 - FMCS - Family & Community Services Pathway
 - FMCS.01 - (Teen) Demonstrate respectful and caring relationships in the family, workplace and community.
 - FMCS.02 - (Teen) Demonstrate nutrition and wellness practice that enhance individual and family well-being.
 - FMCS.03 - (Teen) Evaluate the significance of family and its effects on the well being of individuals and society.
 - FMCS.04 - (Teen) Evaluate the effects of parenting roles and responsibilities on strengthening the well being of individuals and families.
 - FMCS.05 - (Teen) Analyze factors that influence human growth & development.
 - FMCS.06 - (Teen) Integrate multiple life roles and responsibilities in family work and community settings.
 - FMCS.07 - (Teen) Evaluate management practices related to human, economic and environmental resources.
 - FMCS.08 - (Teen) Use reasoning processes, individually and collaboratively, to take responsible action in families, workplaces and communities.
 - FMCS.09 - (NUWL) Demonstrate nutrition and wellness practices that enhance individual and family well-being.
 - FMCS.10 - (NUWL) Demonstrate basic knowledge of the digestive tract and its functions, metabolism and energy balance.
 - FMCS.11 - (NUWL) Integrate knowledge, skills, practices required for food science, food technology, dietetics and nutrition.
 - FMCS.12 - (NUWL) Synthesize wellness practices that impact an individual's physical and emotional health, optimal performance, quality of life and longev

- Select the concept & skill statements to include in the course you are building
- Click the Next button at top or bottom of screen to advance to the Final Selection screen
 - On this screen, you can remove any skills or specific competencies that you do not want to include in the course
 - If you remove a skill or competency that you decided you wanted to use, click on the Back button. This will take you to the previous page where you can add the competency again.

Final Selection.

On the previous page you selected all the Skills whose Evidence Outcomes you wanted in your course outline. On this page you can now review and winnow the list of Skills and Evidence Outcomes if you need to. Just uncheck the Skill to remove the Skill and any Evidence Outcomes below it, or uncheck individual Evidence Outcomes.

When you are finished, click the "Next ->" button.

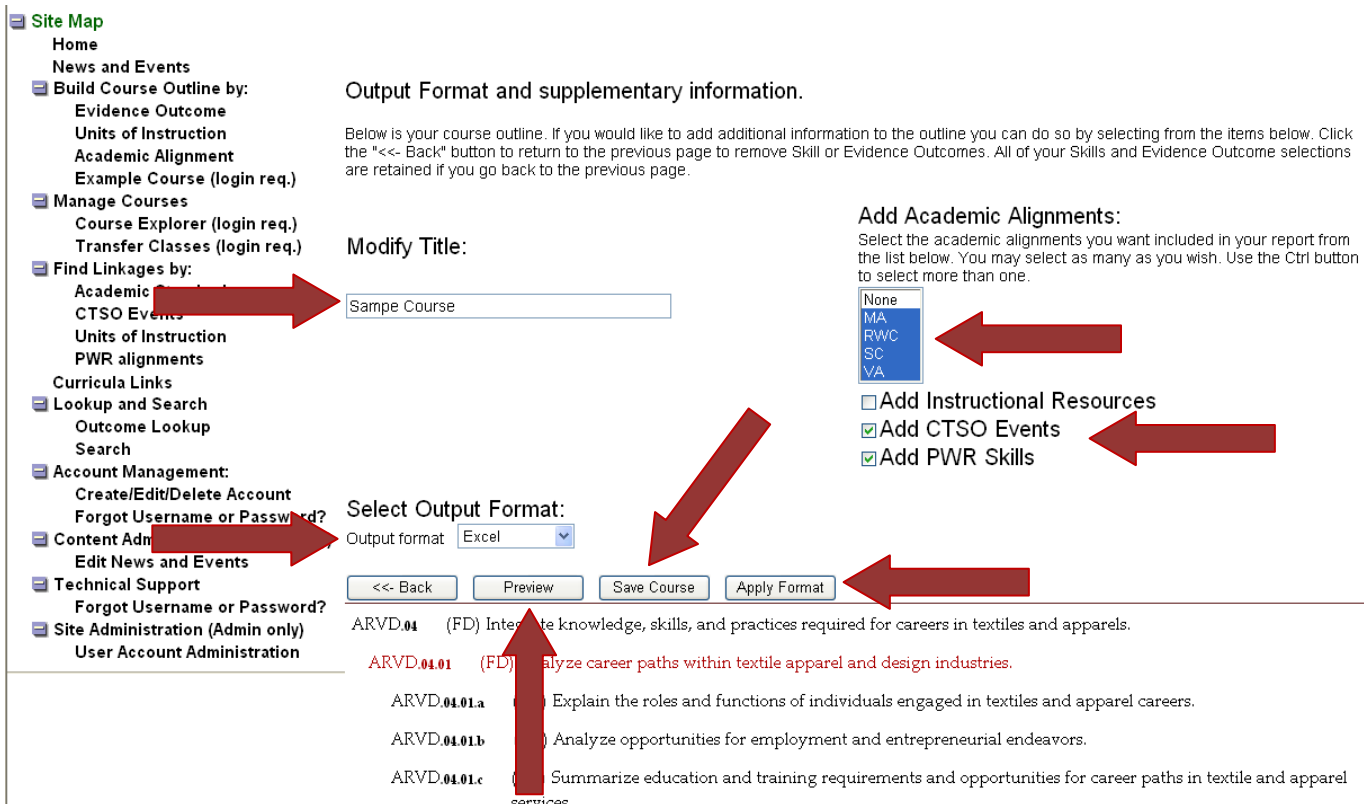
If you click on the "<<- Back" button, you will be taken back to the previous page where you selected your Skills. All of your currently selected Skills will still be selected but modifications to the Evidence Outcomes will be discarded. All the Evidence Outcomes under your selected Skills will be selected when you come back to this page.

<<- Back Next->>

<input checked="" type="checkbox"/>	COSE.01.01	(WOW) Analyze strategies to manage multiple roles and responsibilities (individual, family, career, community, and global).
<input checked="" type="checkbox"/>	COSE.01.01.a	(WOW) Summarize local and global policies, issues, and trends in the workplace and community that affect individuals and families.
<input checked="" type="checkbox"/>	COSE.01.01.b	(WOW) Analyze the effects of social, economic, and technological change on work and family dynamics.
<input checked="" type="checkbox"/>	COSE.01.01.c	(WOW) Analyze ways that individual career goals can affect the family's capacity to meet goals for all family members.
<input checked="" type="checkbox"/>	COSE.01.02	(WOW) Demonstrate transferable and employability skills in school, community and workplace settings.
<input checked="" type="checkbox"/>	COSE.01.02.a	(WOW) Analyze potential career choices to determine the knowledge, skills, and attitudes associated with each career.
<input checked="" type="checkbox"/>	COSE.01.02.b	(WOW) Demonstrate job seeking and job keeping skills.
<input checked="" type="checkbox"/>	COSE.01.02.c	(WOW) Apply communication skills in school, community and workplace settings.
<input checked="" type="checkbox"/>	COSE.01.02.d	(WOW) Demonstrate teamwork skills in school, community and workplace settings.
<input checked="" type="checkbox"/>	COSE.01.02.e	(WOW) Analyze strategies to manage the effects of changing technologies in workplace settings.
<input checked="" type="checkbox"/>	COSE.01.02.f	(WOW) Demonstrate leadership skills and abilities in school, workplace and community settings.
<input checked="" type="checkbox"/>	COSE.01.02.g	(WOW) Analyze factors that contribute to maintaining safe and healthy school, work and community environments.

- When the final edit is completed click the Next button to advance to the Output Format and Supplementary Information page

- On the Output Format and Supplementary Information page you can perform several tasks such as adding a course title, adding academic alignments, CTSO events & programs and creating an output format in which you can use the standards information.
 - Modify Title
 - Modify Course Title if needed
 - Adding Academic alignments (HPE: Health and Physical Education; MA: Math; RWC: Reading, Writing and Communication; SC: Science; SS: Social Studies; VA: Visual Arts)
 - Add academic alignments by using menu to choose academic disciplines to include
 - Only academic areas that align to the selected evidence outcomes will show up in the selection box
 - Use the Ctrl key to select more than one academic area
 - Click the Preview button to see the alignments



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Output Format and supplementary information.

Below is your course outline. If you would like to add additional information to the outline you can do so by selecting from the items below. Click the "<<- Back" button to return to the previous page to remove Skill or Evidence Outcomes. All of your Skills and Evidence Outcome selections are retained if you go back to the previous page.

Modify Title:

Sampe Course

Select Output Format:

Output format: Excel

<<- Back Preview Save Course Apply Format

Add Academic Alignments:

Select the academic alignments you want included in your report from the list below. You may select as many as you wish. Use the Ctrl button to select more than one.

None
MA
RWC
SC
VA

Add Instructional Resources

Add CTSO Events

Add PWR Skills

ARVD.04 (FD) Integrate knowledge, skills, and practices required for careers in textiles and apparels.

ARVD.04.01 (FD) Analyze career paths within textile apparel and design industries.

ARVD.04.01.a Explain the roles and functions of individuals engaged in textiles and apparel careers.

ARVD.04.01.b Analyze opportunities for employment and entrepreneurial endeavors.

ARVD.04.01.c Summarize education and training requirements and opportunities for career paths in textile and apparel services.

- Attach instructional resource if desired by clicking the box
 - Not all Sectors will have this resource available at this time
 - Click Preview to show attached resources (lesson plans, websites, etc.)
 - Attach CTSO alignments to see which CTSO events or programs contain specific outcomes by clicking the box
 - Click Preview to show attached alignments
 - Attach Post-Secondary Workforce Readiness standards by clicking the box
 - Click Preview to show attached alignments
 - Click Save Course to save the report with all current selections
 - The Course report will be saved according to the visibility you selected on the Course Explorer page
 - If you would like to download a copy of your course, select Output Format
 - Select output format from the drop down menu
 - HTML List (Best choice to copy to word document)
 - Excel
 - Table (HTML)
 - Table (Word)
 - Click Apply Format to create output document
- Once the course is saved, return to the Course Explorer section
 - You will be able to see your course in the Visibility section that you originally selected

	Class/Title	Skip to report	School/Location	Description	Sector	Last Modified
<ul style="list-style-type: none"> Search Account Management: <ul style="list-style-type: none"> Create/Edit/Delete Account Forgot Username or Password? Content Administration (Maint only) <ul style="list-style-type: none"> Edit News and Events Technical Support <ul style="list-style-type: none"> Forgot Username or Password? Site Administration <ul style="list-style-type: none"> User Account Administration 	Example courses in this sector					
	Example courses in other sectors					
	My courses in this sector					
	Sample Career Pathways	Report	Colorado	Sample	hospitality	9/7/2012 10:40:04 AM
	My courses in other sectors					
	Other courses in this sector					

- Scroll to the bottom of the page
- The course information for this course will be visible in the dialog boxes
 - You can edit any of this information if desired
 - Click the Save and Close button to view the course Class/Title and/or Report

Class/Title:



School/Location:

Description:

Program Requirements:

Visibility:

Build Course by Units of Instruction

- Begin building your course in Course Explorer
 - Follow the instructions on pages 3-4
- Click on Units of Instruction in the navigation bar
 - Expand a Sector by clicking on the 
 - Click the  to expand to the Pathways in a Cluster
 - Select the concept & skill statements to include in the course you are building
 - Click the Next button at top or bottom of the screen to advance to the Final Selection screen
 - Follow the instructions on pages 6-9 to complete the course

Logged-in as: Sample Course: Sample Career Pathways

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Build Course Outline by Unit of Instruction.

All Sectors, Career Clusters and Units of Instruction are displayed in the tree structure below. You can use the check boxes at any level to select all the Units of Instruction anywhere below that item in the tree. Selecting a Unit of Instruction implicitly selects all the Skills and Evidence Outcomes under that Unit of Instruction.

In some cases there may be no Outcomes associated with a Unit of Instruction. In that case where we cannot drill down to an Evidence Outcome, there are no check boxes.

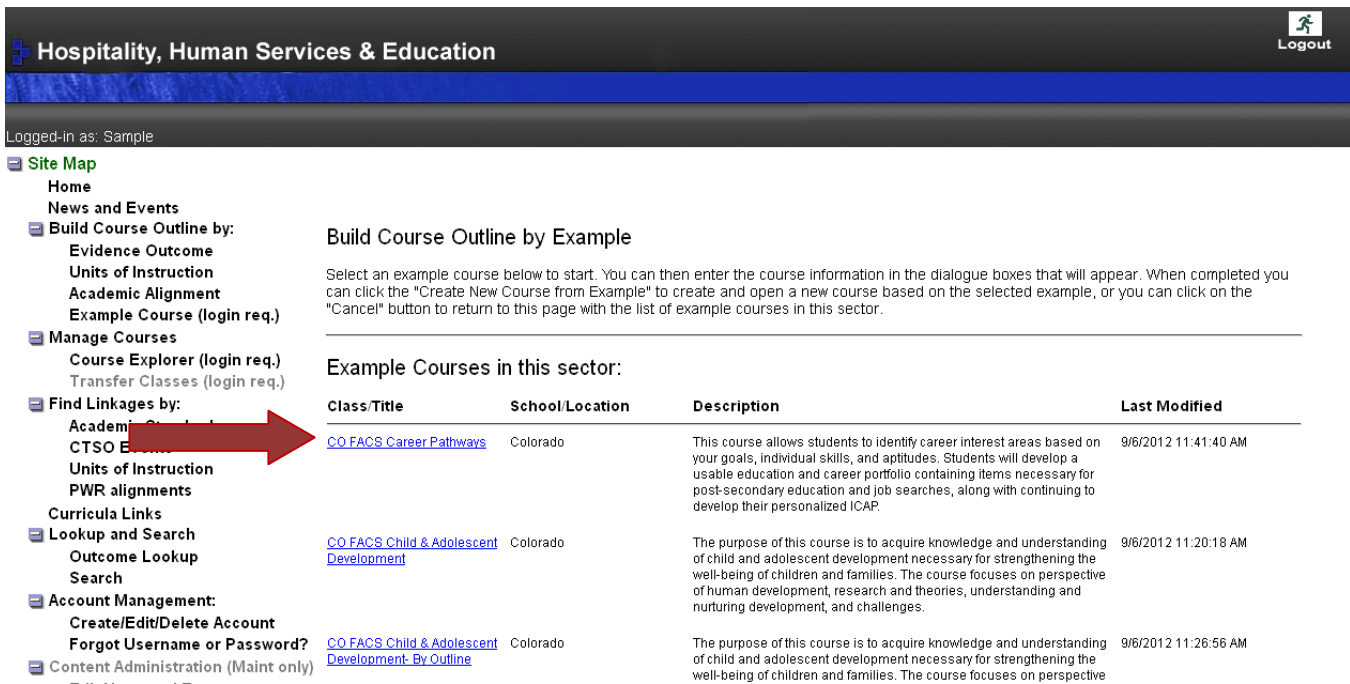
When you have finished selecting Units of Instruction click the "Next ->" button to go review your selections. There you can remove individual Evidence Outcomes, Skills, or Units of Instruction.

Show Other Sectors
 Sectors
 Clusters
 Units of Instruction
 Selected

- Hospitality, Human Services & Education (FACS Core)
 - Education & Training Cluster
 - Hospitality & Tourism Cluster
 - Human Services Cluster
 - CDCD.01 - Health Issues
 - CDCD.02 - Family Conditions
 - CDCD.03 - Economic Impact
 - CDCD.04 - Violence Involving Children
 - CDCD.05 - Responding with Resiliency
 - CDHD.01 - Historical Aspects of Human Development
 - CDHD.02 - International/Cultural Practices
 - CDHD.03 - Historical/Cultural Values

Build a Course by Example Course

- o Click on Example Course
 - This will take you to a new page of example courses that have been created by Program Directors, Teachers, Administrators, etc.



Logged-in as: Sample

Build Course Outline by Example

Select an example course below to start. You can then enter the course information in the dialogue boxes that will appear. When completed you can click the "Create New Course from Example" to create and open a new course based on the selected example, or you can click on the "Cancel" button to return to this page with the list of example courses in this sector.

Class/Title	School/Location	Description	Last Modified
CO FACS Career Pathways	Colorado	This course allows students to identify career interest areas based on your goals, individual skills, and aptitudes. Students will develop a usable education and career portfolio containing items necessary for post-secondary education and job searches, along with continuing to develop their personalized ICAP.	9/6/2012 11:41:40 AM
CO FACS Child & Adolescent Development	Colorado	The purpose of this course is to acquire knowledge and understanding of child and adolescent development necessary for strengthening the well-being of children and families. The course focuses on perspective of human development, research and theories, understanding and nurturing development, and challenges.	9/6/2012 11:20:18 AM
CO FACS Child & Adolescent Development- By Outline	Colorado	The purpose of this course is to acquire knowledge and understanding of child and adolescent development necessary for strengthening the well-being of children and families. The course focuses on perspective	9/6/2012 11:26:56 AM

- If you click on the Class/Title (blue hyperlink) you will be able to create a new course using the course example
 - If needed, edit the Course/Title, School/Location, Description, Program ID (4-digit Web ID # from your approved program approval), and Visibility
 - Once finished, click the Create New Course from Example button
 - If you have made the proper edits, this message will appear: *Your new course has been created from the selected example course and is now open. You can make modifications to the selection via any of the Build Course Outline menu items. You can modify the course information by going to the Course Explorer. Click on any of the menu items on the left to continue.*

Hospitality, Human Services & Education Logout

Logged-in as: Sample

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Select an example course below to start. You can then enter the course information in the dialogue boxes that will appear. When completed you can click the "Create New Course from Example" to create and open a new course based on the selected example, or you can click on the "Cancel" button to return to this page with the list of example courses in this sector.


Class/Title:


School/Location:

Description:

Program Request ID:

Visibility:

- At this time, you need to decide how you want to edit the Example Course. You can select Build Course Outline by: Evidence Outcome, Units of Instruction, etc.
 - Build Course Outline by Evidence Outcome:
 - You will be taken to the list of Completer Competencies
 - The competencies and skill statements that are currently selected in the Example Course will appear
 - Use the  at the competency and skill level to select or deselect those items that you want in the new course

Competency  COSE.21 - (CP) Use reasoning processes, individually and collaboratively, to take responsible action in families, workplaces, and communities.


COSE.21.1 - (CP) Evaluate reasoning for self and others.

COSE.21.2 - (CP) Implement practical reasoning for responsible action in families, workplaces, and communities.

COSE.21.3 - (CP) Analyze practical reasoning components.

COSE.21.4 - (CP) Demonstrate scientific inquiry and reasoning to gain factual knowledge and test theories on which to base judgments for action.

COSE.21.5 - (CP) Analyze recurring and evolving family, workplace, and community concerns.

Skill  COSE.22 - (CP) Integrate multiple life roles and responsibilities in family, work, and community settings.

COSE.22.1 - (CP) Demonstrate transferable and employability skills in school, community and workplace settings.

COSE.22.2 - (CP) Analyze strategies to manage multiple roles and responsibilities (individual, family, career, community, and global).

COSE.23 - (CP) Demonstrate respectful and caring relationships in the family, workplace and community.

- Follow the instructions on pages 6-9 to complete the new course

For Real

Build Course by Copy Course(s)

- In the Course Explorer Section, you have the ability to copy a course that is visible to you
 - By clicking the [Class/Title](#) hyperlink of any course in the Course Explorer, you have the ability to copy the course into your account
 - Once this has taken place, you can edit the course by clicking on the [Report](#) hyperlink
 - Click the Back button on the Output Format screen to modify the course competencies and skills
 - By clicking the [Report](#) hyperlink you will be taken to the Output Format and supplementary information page where you can modify the output of the course
 - Click the Back button to modify the course competencies and skills

	Class/Title	Skip to report	School/Location	Description	Sector	Last Modified
Account Management: Create/Edit/Delete Account Forgot Username or Password?	Example courses in this sector					
Content Administration (Maint only) Edit News and Events	Example courses in other sectors					
Technical Support Forgot Username or Password?	My courses in this sector					
Site Admin User Account Administration	Sample Career Pathways	Report		Sample	hospitality	9/7/2012 11:05:40 AM