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 completer 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 and 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/](http://coctestandards.cccs.edu/)

*Login Options*

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

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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.

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
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:
    o Evidence Outcome
    o 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

Build Course Outline by Evidence Outcome.
All Career Clusters, Career Pathways, Competitor 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 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.

- 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
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
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.

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
      o 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
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
Standards Website Log In Procedure

For Real

- 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

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

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 you 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.
Build a Course by Example Course

- 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.

- 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.*
Standards Website Log In Procedure

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 checkbox at the competency and skill level to select or deselect those items that you want in the new course

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