Standards Website Step by Step

- Log into website http://coctestandards.cccs.edu/
- Register to create account
  - Select primary cluster
- Building a course
  - Select Build Course By

    # Outcome
    - Takes you to the course explorer to input course information
    - Return to Build Course By Outcome
    - Select "hide other sectors"
    - Open Sector
    - Select Cluster to expand
    - Select pathway/s to expand
      - Use selector box at cluster level to expand all pathways
    - Select competencies to expand
      - Use selector box at competency level to expand all
    - Select skills to include in the class
    - Click Next button at bottom or top of screen to advance to the edit screen
    - On the final selection screen you can remove any skills or specific competencies that you do not want to include in the course.
    - When the final edit is completed use the next button to advance to format / alignment attachment page

    # Unit of Instruction
    - Select Cluster
    - Select units to include in the course --- Next
    - Edit outcomes selected ----- Next
  - Attaching alignments
    - Attach academic alignments by using selector button to choose academic disciplines to include
      - Use shift key to select more than one discipline
      - List shows only disciplines that are aligned to selected CTE outcomes
    - Select instructional resource if desired (not available for all clusters)
    - Select CTSO alignments to see which CTSO events contain specific outcomes
    - Click preview to show attached alignments
  - Output document to files
    - Select output format
      - Excel
      - HTML List (Best choice to copy to word document)
      - HTML Table
      - Word Table
    - Click apply format to create output document
  - Ending course building
    - Click Save Course