

Instructors: Pam Dorwin & Karen Ward

Date: August 10,11,13 9:00 am-12:15 pm

Target Audience: Academic and Vocational Technical Teachers

The Career Essentials Suite is an e-learning system that includes: (1) curricula for teaching students the career readiness skills outlined in the SkillsUSA Framework, as well as (2) a variety of assessments for career and technical education. The summer trainings will consist of two courses designed to introduce participants to the process for acquiring and accessing the Career Essentials materials, as well as the strategies for incorporating the curriculum into classroom instruction. Each participant will receive the Career Essentials Teacher Curriculum License and all related materials.

Monday, August 10, 2020 - Basic Training — Career Essentials Fundamentals Curriculum | 2.5-3.0 hours (Includes Teacher Guide)

- Introduction to Career Essentials
 - Assessments
 - Experiences courses
 - Competencies
 - Credentials earned
- Getting started
 - Preview instructor materials (guides, resources)
 - Setting: classroom vs. remote
 - Accessing the website
 - Obtaining materials (purchasing licenses)
 - Options and prices
 - Purchasing process
 - Enrollment keys
- Navigating the Learning Management System—instructor perspective
 - Accessing the courses
 - Visual tour of the platform
 - Monitoring student progress
- Navigating the Learning Management System—student perspective
 - Enrollment keys
 - Creating student accounts
 - Progressing through the course
 - Uploading assignments
 - Taking post-assessments
- Questions & Answers

Tuesday, August 11, 2020 - Advanced Training — Career Essentials Fundamentals & Advanced Curriculum | 2.5 - 3 hours (Includes Teacher Guide and Career Essentials Teacher License for Fundamentals Course)

- In-depth, hands-on look at the Instructor Version of the Fundamental Experiences course
 - Instructor version vs. Student version of course
 - Accessing Instructor Guides
 - Accessing Instructor Resources
- Process of completing coursework (hands-on practice with Unit 1 of course)
 - Completing the Pre-test
 - Viewing E-modules
 - Uploading assignments
 - Completing the Post-test
- Teaching strategies
 - Traditional vs. Online or Remote learning
 - Modifying assignments to meet teacher/student needs
 - Assessing student work
 - Approval of assignments vs Grading of assignments
- The Learning Management System Admin view
 - Monitoring student progress
 - Approving student assignments
 - Generating reports
 - Utilizing the Filter option
- Questions & Answers

Thursday, August 13, 2020 - Advanced Training Part 2 — Career Essentials Classroom Launch | 2.5 - 3 hours (Includes participant lesson plan presentations, instructor feedback)

In-depth, hands-on look at the participant developed lessons for the Fundamental Experiences course

- Participant lead presentations of student version of course
 - Student learning activities
 - Use of Instructor Resources
 - Plan of completing coursework (hands-on presentation with Unit 1 of course)
 - Pre-test
 - E-module overview
 - Uploading assignments
 - Post-test
 - Teaching strategies
 - Online or Remote learning
 - Modifying assignments to meet teacher/student needs
 - Assessing student work
 - Approval of assignments vs Grading of assignments
 - Questions & Answers
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