



## How to Use This Online Curriculum

This is a straightforward presentation of activities grouped under skill area. It is written for teachers to deliver to their students and not to hand off to students. Teachers therefore are the managers of quality content. We often offer multiple ways to teach the same activity, while focusing on the minimum. We know you do not have a lot of time and our activities are meant to complement your ongoing program to enhance it rather than to replace it.

1. Purchase by credit card through our [shop](#) or by P.O., which will give you a login.
2. [Login](#) on our WRS website.
3. If you do not have a password or have forgotten it, there is a Forgot My Password link at the bottom of the login screen. Click that and use the email with which we signed you up.
4. Successful login will lead to your [profile](#) page. Keep this link handy (bookmarked).
5. Under your picture, which you can change, you will see the title of the curriculum you purchased as you scroll down on your profile page. For some, this will be only one title.
6. Click the title which will take you to the curriculum grid or outline.
7. You can "expand all" in this view of the grid to see the activity titles grouped below each skill area.
8. Click on any activity title to deliver that activity to your students. All information is included on one activity page. Each page includes:
  - Summary
  - Learning Objectives
  - Pre-Activity Process Questions (to prepare students for learning)
  - Icebreaker (opening activity or discussion)
  - Teacher Steps and Background Info
  - Materials Section, which includes
    - a short presentation for the activity as an instructional aid (always)
    - printable handouts and worksheets (when appropriate)
  - Additional Resources
  - An Assignment/Artifact (something students must complete)
  - Post-Activity Process Questions (for reflection and evaluation)
  - Differentiation Methods
  - Vocabulary (linked to Quizlet for online exercises)
  - The ability for you to Mark the Activity as Complete

Please feel free to cut and paste our information into your own classroom learning management system (e.g., Google Classroom), but please do not share with others who did not purchase your license, which would put you in violation of copyright. Grading is on your own.

Activities will be added and refined throughout your subscription year.



## Recommendations

1. Crosswalk your own program competencies to the skill areas in this curriculum. Teach an activity in the context of your curriculum.
2. Use the summaries at top of each activity to quickly view contents of the activities. Look at the learning objectives.
3. Use the **Teacher Presentations** (under Materials tab at the top of each activity page) as a starting place to prepare. Prepare a day or more ahead of teaching.
4. Refer back to the activity page for details and background info, more discussion topics, etc.
5. Focus on the assignment or artifact that students must complete and walk them through it.
6. We typically offer a variety of extensions or other ideas within each activity, if your students need more.
7. Once you finish teaching an activity, you can mark it as complete. This is just an organizational tool.
8. The curriculum is free-form, which means nothing is really the prerequisite for anything else. We have put it in a logical format for delivery.
9. Keep in mind, students do not have logins and so will only be able to see what you choose to show them from your version of the curriculum. Much of this is in standard html or PDF to make it easy for you to download what you need to print and copy or move into your school's learning management system.
10. We only ask that you observe our copyright on content and do not share beyond your classroom. Please also do not post content beyond your subscription year. Simply re-subscribe. The curriculum will grow during each school year.

**Level 1** (perfect for students grades 8-9): Select and teach one activity per each skill, culminating in Career Exploration, then go back through. See the [Level 1 webpage](#) for background and more.

**Level 2** (perfect for students grades 10-12): Use as a test prep for the Workplace Readiness Skills Assessment or the California Career Ready Assessment. Use the Assessment prior to teaching the curriculum to set a benchmark and test students again after instruction to measure growth. Use the assessment reports to guide remediation. The curriculum may also be used for remediation. Once the assessment is passed with a 75% or better, a student is offered a digital badge. See the [Level 2 webpage](#) for background and more.

Lastly, we want to hear your comments, good or bad so that we might improve. To this end, we have posted a short form at the bottom of each activity so that you may easily review and submit directly to us. In addition to comments and reviews, if you find success stories you would like to share, we are hoping to build an archive of success stories that we might share with other states.

If you need direct assistance, please contact me directly at [dmorris@ctecs.org](mailto:dmorris@ctecs.org).

Thank you for teaching,

*Darren Morris, Instructional Designer, CTECS*