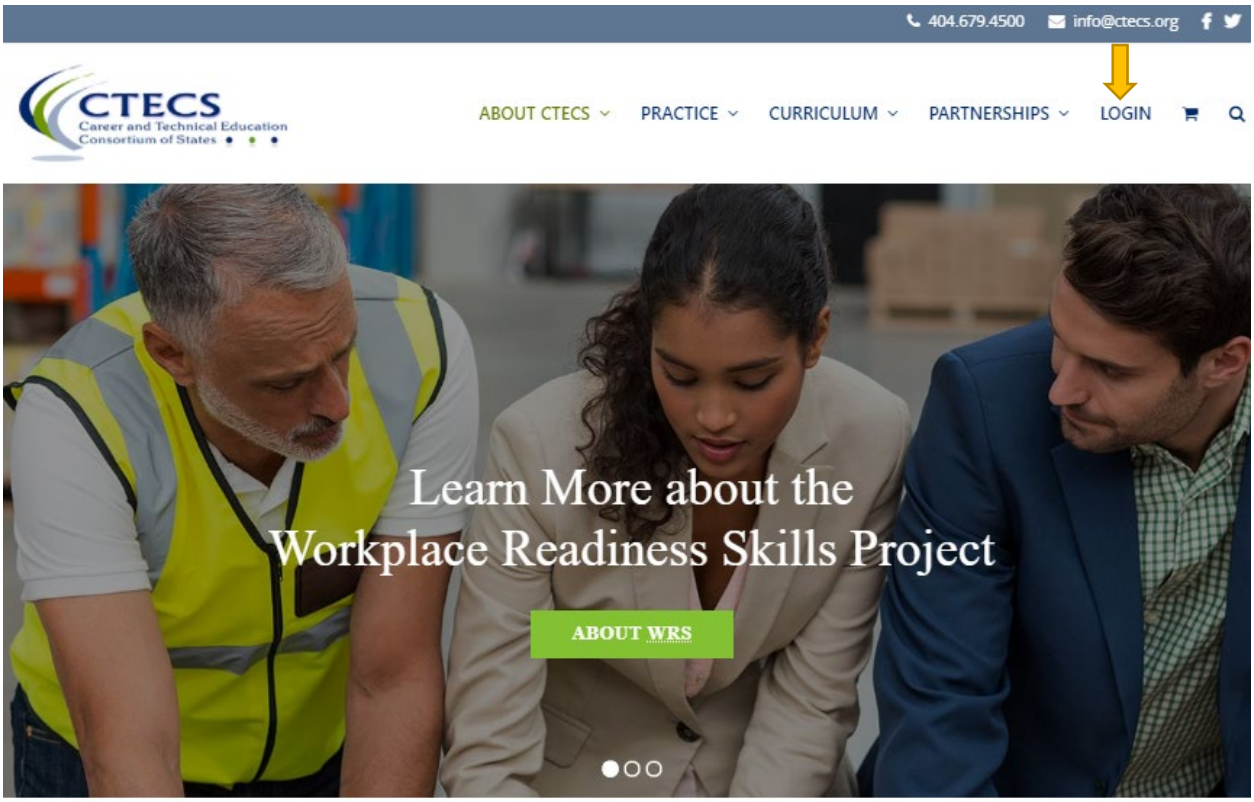
Quick Start Guide

Teaching the CTECS Online Curricula

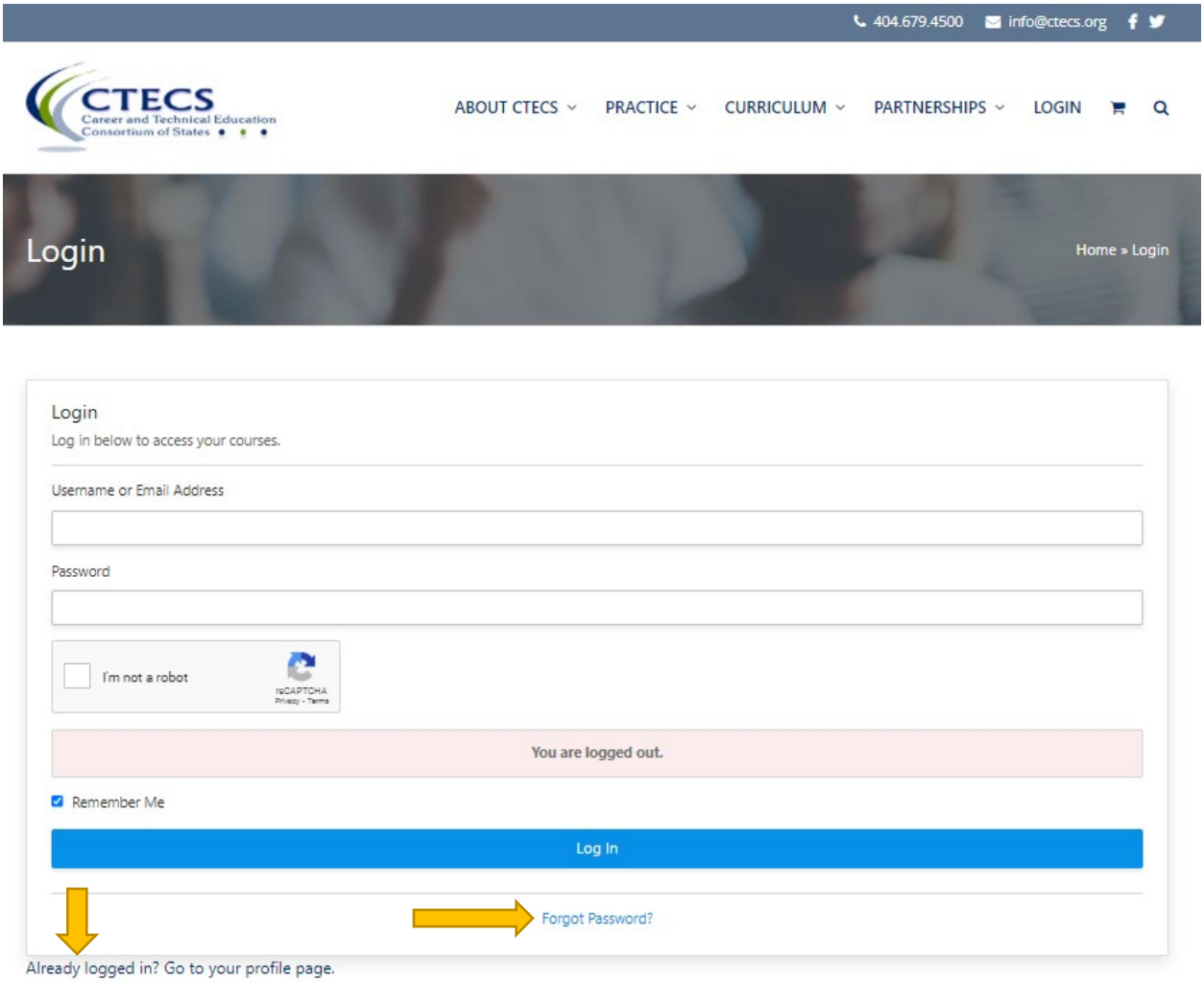
Login: Most likely, you were given a link in an email to login to your course. If not, you can still login by going to the WRS/CTECS webpage and clicking on login: https://wrs.ctecs.org/



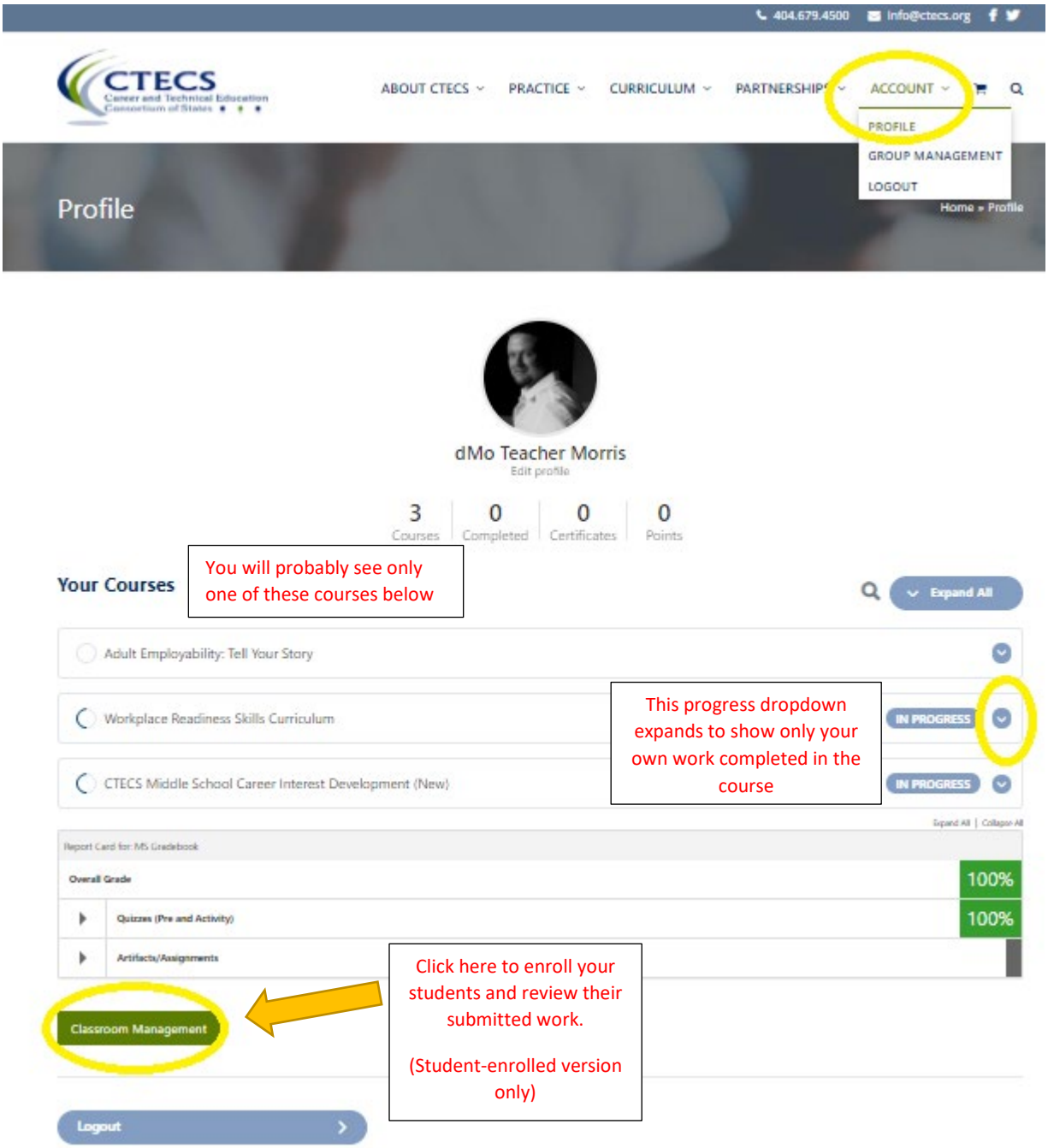
You may need to whitelist our website with your IT department. School security filtering can interfere with delivering this course and communicating with your students.

Key bookmarks include:
Site: https://wrs.ctecs.org/
Login: https://wrs.ctecs.org/login/
Profile: https://wrs.ctecs.org/profile/
Classroom Management: https://wrs.ctecs.org/group-management/ (only for student-enrolled version)
Forgot Password?: https://wrs.ctecs.org/login/?action=lostpassword

Login and Forgot Password: Use the full email addressed you used to purchase the course, or with which you were invited to the school license and the password you were sent in an email when you were enrolled. Didn't get the email? No problem, use the *Forgot Password?* link near the bottom to get yourself a new password.



Once logged in, you will go to **your profile page**. If you go to the Account page instead, simply click on the Profile link in the top menu dropdown. Bookmark your profile page and limit your logins.



Click on Classroom Management to begin enrolling your students in your class. Pay no attention to the front-end gradebook feature for now. Keep scrolling…

CTECS Career and Technical Education Consortium of States

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Classroom Management

Home » Classroom Management

This page is for teachers to "grade" and review student submissions through the system AND to allow teachers to enroll students in their classes.

Go back to your profile page.

The easiest way to see anything submitted, be it quiz (short-answer essays) or assignment is to click on the "Export All Gradebook Grades" button immediately following this initial front-end class table below. That will give you a csv file of this information by student and type of item submitted. Click on a student's name within the table to see only that student's information. This view is somewhat limited for quizzes, but you can review and comment on submitted assignments or artifacts only in this view. That's why, following this initial table, we are supplying you with two additional views to filter details (typically by student) and easily comment or approve:

- 1. Submitted short-answer essays or quizzes report
- 2. The assignments report.

Gradebook:
MS Gradebook

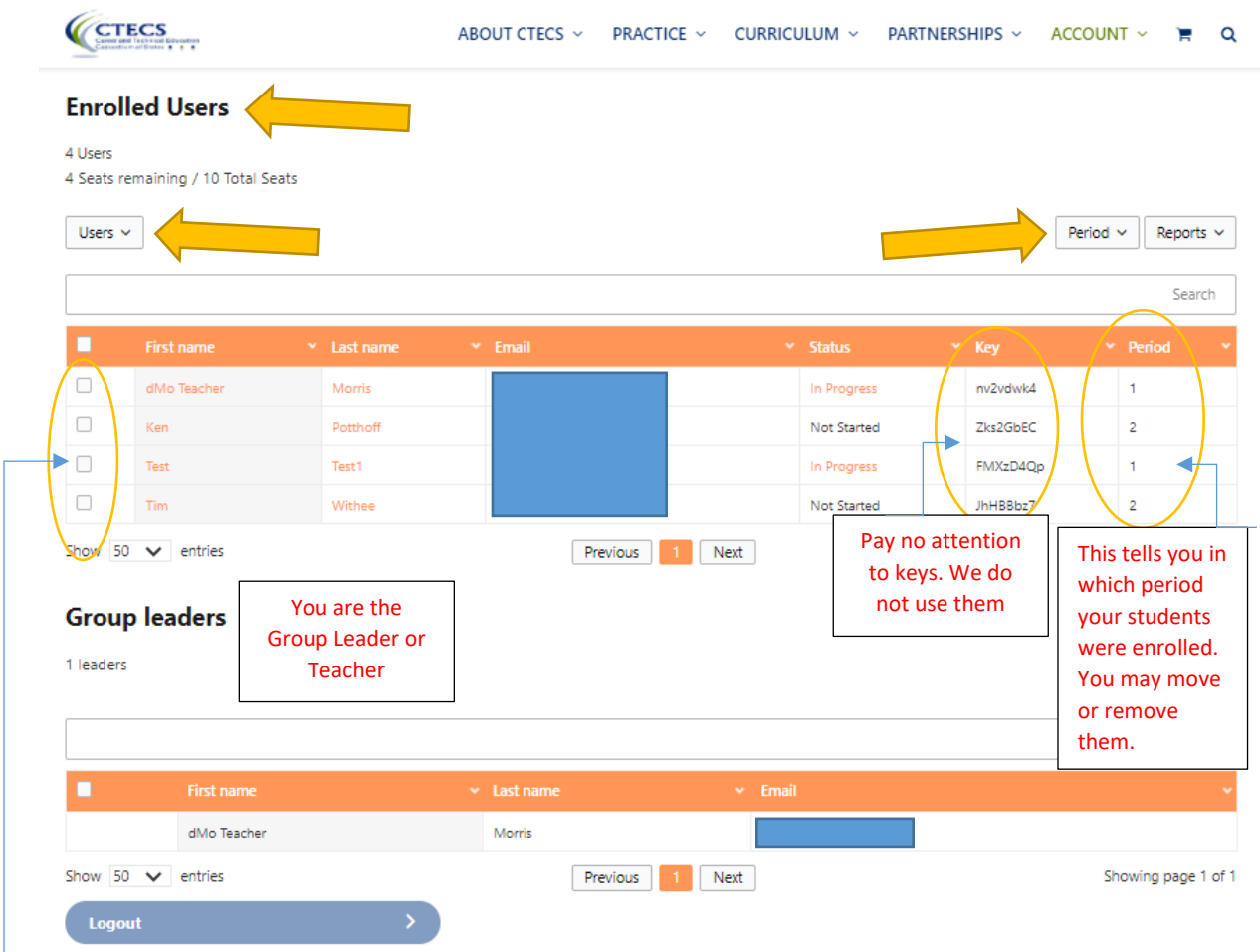
Showing Gradebook for:
Test Group Morris

Search Users...

This is the front-end gradebook. Scroll past this for now.

Display Name	First Name	Last Name	Email Address	Overall Grade	Quizzes (Pre and Activity)	Artifacts/Assignments
dMo Teacher Morris	dMo Teacher	Morris	[redacted]	100%	100%	
Test Test1	Test	Test1	[redacted]	67%	88%	45%

Eventually you will scroll to Enrolled Users. Click the "Users" dropdown to enroll your students. Don't forget that you can enroll them into periods by selecting the "Period" drop-down.



If you have forgotten to enroll students into the correct periods or bells, you may move them by clicking on the empty box next to the student name in the roster. Once the box is checked, three additional options will appear above the roster: "Remove User(s)" | "Send Password Reset" | "Change Periods."

Please note that teachers are also enrolled in the course, so that you can complete the work your students will.

Teaching Recommendations

1. Enrolling your students will make your life easier and keep the curriculum organized in a gradebook. Once you do that, they login the same way you do, using their email addresses. **You are ready to teach**.
2. Instructional delivery of any activity could be completed in under 20 minutes or it can be much more elaborate. We built the curriculum to be a complement to your regular courses without requiring much time being taken away from that teaching.
3. Before you begin teaching the curriculum, find connections between the main skill areas and your courses. Teach in context of those areas in your course.
4. Begin anywhere and proceed wherever you want. There are no completion requirements and few pre-requisites. However, students can download a completion certificate for every activity they finish.
5. Any time a student submits a quiz or artifact (assignment), you will get an email notification and the system will note it. Assignments submitted and the final reflection quizzes are accounted for in the system and require teacher approval.
6. This curriculum was built as blended learning, which means the teacher should shepherd the process, introduce the activities, perhaps engage in classroom discussions and more, all of which is included in the Activity Guide for every activity. Students can also access these. Use in-class or face-to-face time with students effectively so that students can complete most of the activity requirements on their own.
7. Students submit completed work (artifacts) through the Assignment Upload or the window in which they can submit a link to their work in the Cloud.
8. At top of the Activity Guide, there is a tab called "Materials." This contains your teacher summary presentation for each activity. Materials may also include links to other things such as worksheets, which you may download, complete, save, and have students upload.
9. Complete each activity yourself before you teach it. Your work is recorded for you, so that you can compare your work to what your students submit. It will prepare you for what the students will do. It will also tell you which activities you have taught.
10. Use class (face) time to guide students through the activity and how to complete their artifacts and remind them how to upload completed files. See number 7 above.
11. Assign the Quizlet vocabulary for each activity separately. We also include the full list near the bottom of each activity page.
12. Provide feedback to CTECS by submitting the short form at the end of every activity and improve the curriculum. Please feel free to share success stories here as well as criticism. We would like to build a portfolio of student success and will share work shared with us, protecting privacy of course.