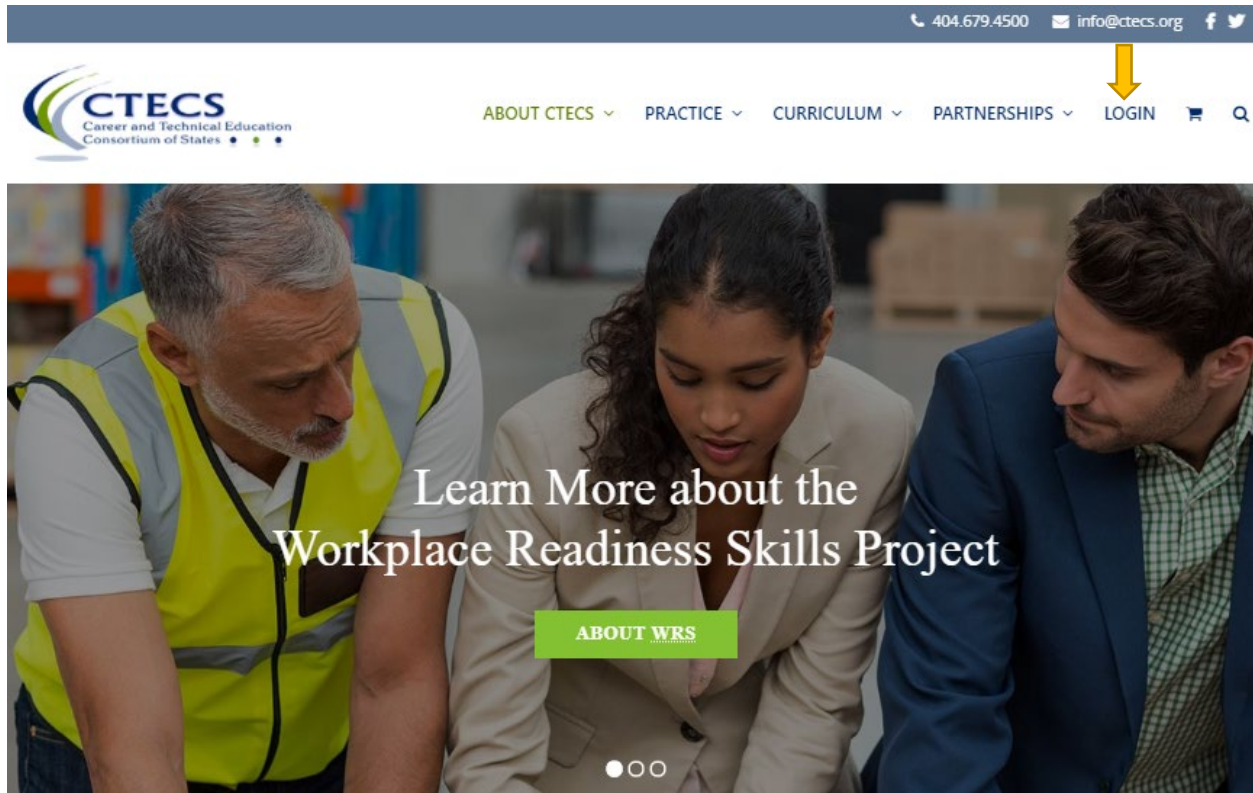


Quick Start Guide

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/>

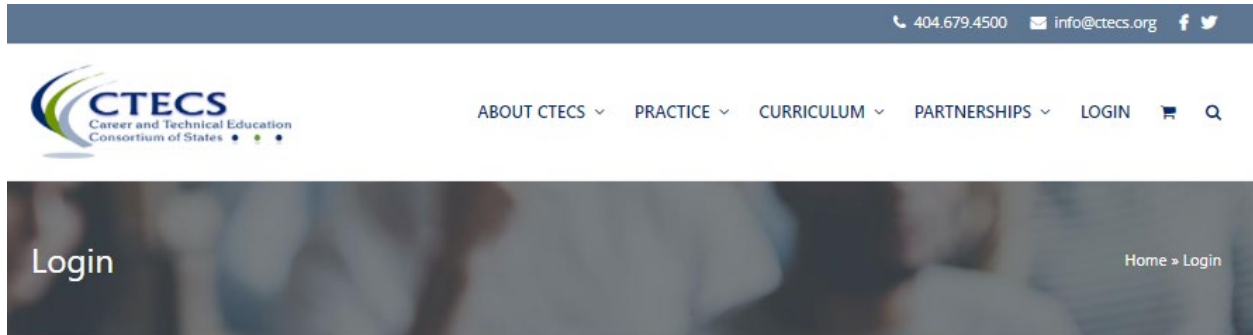
Login: <https://wrs.ctecs.org/login/>

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 address 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.



Login
Log in below to access your courses.

Username or Email Address

Password

I'm not a robot  [Privacy](#) [Terms](#)

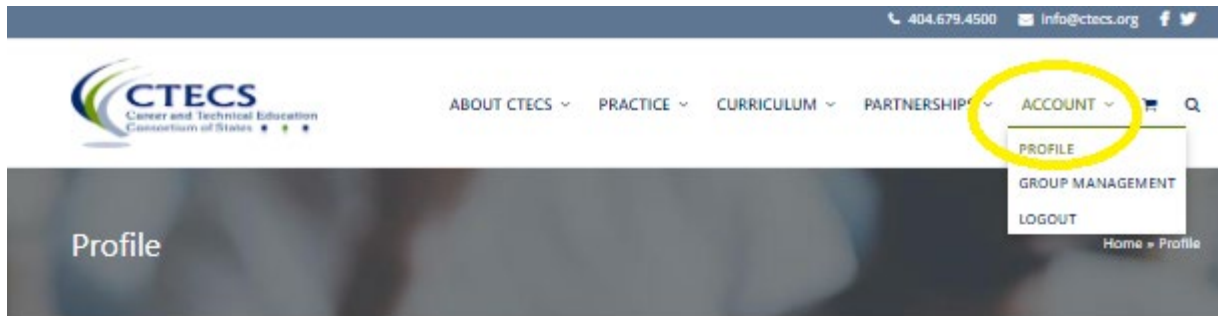
You are logged out.

Remember Me

[Forgot Password?](#)

↓
Already logged in? Go to your profile page.

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.



The screenshot displays the user profile page for "dMo Teacher Morris". At the top, there is a circular profile picture and the name "dMo Teacher Morris" with an "Edit profile" link. Below this, statistics are shown: 3 Courses, 0 Completed, 0 Certificates, and 0 Points. The "Your Courses" section lists three courses: "Adult Employability: Tell Your Story", "Workplace Readiness Skills Curriculum", and "CTECS Middle School Career Interest Development (New)". The "Workplace Readiness Skills Curriculum" course has a progress dropdown menu set to "IN PROGRESS", which is highlighted with a yellow circle. A text box explains that this dropdown expands to show only the user's own work completed in the course. Below the courses is a "Report Card for: MS Gradebook" showing an "Overall Grade" of 100%. Underneath the report card, there are two expandable sections: "Quizzes (Pre and Activity)" and "Artifacts/Assignments", both showing 100% completion. A "Classroom Management" button is highlighted with a yellow circle and pointed to by a yellow arrow. A text box explains that clicking here allows the user to enroll students and review their submitted work, noting that this is a student-enrolled version only. At the bottom, there is a "Logout" button.

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...



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.


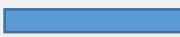
Gradebook

MS Gradebook ▾

Showing Gradebook for

Test Group Morris ▾

Search Users...

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

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

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.



Enrolled Users

4 Users
4 Seats remaining / 10 Total Seats

Users ▾

Period ▾

Reports ▾

Search

	First name	Last name	Email	Status	Key	Period
<input type="checkbox"/>	dMo Teacher	Morris		In Progress	nv2vdwk4	1
<input type="checkbox"/>	Ken	Potthoff		Not Started	Zks2GbEC	2
<input type="checkbox"/>	Test	Test1		In Progress	FMXzD4Qp	1
<input type="checkbox"/>	Tim	Withee		Not Started	JhH8Bbz7	2

Show 50 entries

Previous 1 Next

Group leaders

1 leaders

First name	Last name	Email
dMo Teacher	Morris	

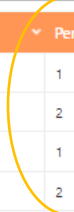
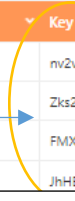
Show 50 entries

Previous 1 Next

Showing page 1 of 1

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.



You are the Group Leader or Teacher

Pay no attention to keys. We do not use them

This tells you in which period your students were enrolled. You may move or remove them.

Logout

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.