

6/11/2015

2015 -2016 Training Series for Administrators

Session 1: June 11, 2015 **Transcript**

Navigating the VDOE Website

(00:00)

Good afternoon. My name is Anne Rowe, Coordinator for Curriculum and Instruction in the Office of Career and Technical Education at the Virginia Department of Education. Welcome to the first of 14 video streaming training sessions on career and technical education programs and initiatives for the 2015-2016 school year.

(00:23)

The goals of these training sessions are to provide sustained professional development on the responsibilities of the CTE administrators, to identify resources, and to provide support throughout the year. This information is probably most needed by new CTE administrators, but we welcome and encourage the participation of ALL CTE administrators and others who work with career and technical education.

(00:51)

A message was previously sent to administrators that included the materials needed for today's session and a link to the dates and topics for all 14 sessions for 2015-2016. All sessions will be provided by video streaming from 1:30 to no later than 3 p.m. on the announced dates, and usually the sessions don't even last an hour. All sessions will be recorded and archived for availability on the Virginia Department of Education Office of Career and Technical Education Services Web site. We hope you will use these recorded sessions as a reference and possibly for training locally and/or at regional directors' meetings. We count on you to share this information with all CTE educators.

(01:46)

Today's session on Navigating the Virginia Department of Education Web Site is offered to provide you with an overview of the Virginia Department of Education site and especially the career and technical education resources and services online. An agenda, handouts, and an evaluation link are available on the Web site on the Professional Development Web page where our CTE presentations are archived.

(02:16)

After this presentation, please access the professional development link at the top of the CTE home page to obtain the evaluation link. We would greatly appreciate your input so that we can improve these sessions. The evaluation also will be posted online with the recorded presentation so that you may have access that at any time.

(02:41)

Let's get started. Today's portion on the Department of Education Web site is presented by Julie Grimes, our Communications Manager in the Office of Communications in the Division of Policy and Communications here in the Virginia Department of Education. Julie will navigate you through the department's Web page resources, and I will present major information on the career and technical education section of the site.

(03:11)

Good day. I'm Julie Grimes, Communications Manager in the Office of Communications.

(03:22)

The Virginia Department of Education is proud of its robust website. And while some people think it is too large and has too much information, we take pride in that fact. If you are one of

these people, I hope that you will change your mind after this presentation.

(03:40)

Since most people who have questions or are seeking information about education don't interact one-on-one with someone from the Virginia Department of Education, the VDOE website is the gateway to the information about K-12 public education in the Commonwealth.

(03:59)

We believe that the better someone understands how the VDOE website is designed, the better that person's user experience will be. That said, I would like to spend the next few minutes going over some things that might make the website easier for you to use and I hope will help you more easily navigate VDOE's website.

(04:23)

Here are a few pertinent things to get us started:

- The Virginia Department of Education website is located at doe.virginia.gov.
- VDOE's website has been developed to meet standards for all Commonwealth of Virginia websites.
- These standards require our website to be designed by topics – not by offices.
- AND, the majority of visitors to the VDOE website are people within school divisions ... not the general public.

(05:02)

OK, let's start with the homepage — located at doe.virginia.gov.

(05:12)

You'll see two banners across the top of all VDOE webpages. The top banner – with a black background and white type – shows viewers that they are on an official Commonwealth of Virginia page. From this section, visitors may:

- Explore the Virginia.gov website ...
- Search for particular agencies in Virginia government ...
- Go directly to the Governor of Virginia's website ...
- Or do a keyword search of all Commonwealth of Virginia Websites.

(05:47)

The banner right beneath it has a dark blue background and VDOE logo indicating that the viewer is on the official Virginia Department of Education website.

(06:00)

As you see, this banner provides size options for the display of text on the screen and a box for keyword searches limited to information on the VDOE website. It also includes a navigation tool, which we call the "breadcrumb menu." By looking at the breadcrumbs on any page, the user can trace the topic path that led him or her to the current page.

(06:26)

Since we are on the VDOE homepage, the breadcrumb is "Virginia Department of Education Home."

(06:35)

And now on the far right of the blue VDOE banner is the search box which limits search results to information on the VDOE website.

(06:45)

Below the banners, is the heart of the VDOE website. This portion of every VDOE webpage is divided into three unique columns.

(06:58)

The left narrow column is the TOP-LEVEL/MAIN TOPICS menu. We will talk more about this column later.

(07:08)

The middle — and larger — column is the primary location of information related to Virginia K-12 public school education.

(07:18)

The right narrow column is the SUBTOPICS menu. We'll also talk about this menu in more detail in a few minutes.

(07:27)

Since the majority of information is found in the center column, let's start there.

(07:32)

At the top of the homepage, viewers will find two features. These brief homepage features provide timely information about a variety of things such as teacher recognitions, education awareness, available classroom resources, and the like. Each feature includes an image, logo or photograph, a brief description and links to additional information.

(08:01)

Below the homepage features you will find a blue News and Announcements box. Hyperlinks lead to the specific and complete news releases that were produced by VDOE or the Governor's Office. This blue box also includes a link to current and past news releases. And, there is also an icon leading to the VDOE News Twitter account.

(08:27)

Another section of the center column — located in a lavender box and labeled "Division Innovation" — highlights innovative efforts by school divisions to improve outcomes for students, promote efficiency and support educators. Each month, we feature one innovative idea and include links to more detailed information. That and previous division innovations are archived in a section of the website called Stories From Around the State and you can see that there is a hyperlink to that within the lavender box.

(09:02)

Finally at the bottom of the center column, you will find important information about the VDOE website. Let me read what it says:

The VDOE website is designed to make information easy to find and accessible to all of our online visitors. Visit our User Tips & Hints page for information about our website that will help you find content more quickly, whether you are an educator, parent, student or someone interested in learning more about the department and the commonwealth's public schools.

(09:38)

If you click on the User Tips & Hints link, you will come to a page with resources to help while on the VDOE website.

(09:48)

In addition, there is a link to a glossary of education terms and links to instructions and plug ins for viewing certain documents, files or formats such as PDF and Flash.

(10:00)

The second and third bulleted items on the User Tips & Hints page are a mother lode for information about how the website is designed, the architectural makeup of the website and the site map. If you forget what I'm saying now ... or if you know someone new who needs to

quickly learn how to navigate the VDOE website, I would suggest spending time with these two links and perhaps printing out one or both of the PDFs for quick reference.

(10:29)

The PDF entitled Getting Around the VDOE Website provides information on the site structure, website architecture and logic. In addition to narrative describing the websites logic, there is also a site map. This detailed outline of topics and subtopics can be printed and kept as a quick reference.

(10:54)

The PDF entitled Guide to VDOE Website Design Elements includes screen shots and tips to help users learn to navigate the VDOE website and make the most of the sites many communications features. But let's return to the homepage ...

(11:19)

On each VDOE webpage you will find in the left-hand dark blue column, the TOP-LEVEL/MAIN TOPICS listing — Everything on the VDOE website resides within one of these main topics. This menu is found on every webpage on the site. A click on any of the main topics listed here will take you to that topic section of the website.

(11:45)

For example, if you are interested in finding out more about the members of the Board of Education, the duties of the board, or dates of upcoming meetings, you would click on the "Board of Education" topic in the left column.

(12:00)

If you were interested in what is available related to special education, you would click on the "Special Education" topic button in the main topic column.

(12:11)

Within the Main Topics menu, you will also find links that will allow you to:

- View VDOE's expenses
- See how VDOE is organized
- Look at a map of the state that indicates the school divisions
- OR Go to the state's procurement website

(12:32)

On the VDOE homepage, you will see in the right column a list of some of the most popular or most requested topics. The list of QUICK LINKS — shown in green — is a rotating list of links to high interest content. These Quick Links are only found on the VDOE homepage. The options listed under QUICK LINKS may change depending on the time of year or relevance.

(13:03)

For those of you in school divisions responsible for reporting data, the Quick Links list includes a hyperlink to the Login page for SSWS.

(13:15)

Below the Quick Links menu is a link to TeacherDirect. In years past, communications from the Virginia Department of Education to school divisions were officially conducted through Superintendent's Memoranda that were posted and made available weekly on Fridays. A few years ago, VDOE decided to try something new to provide information directly and more quickly to classroom teachers and administrators. After conducting a survey — which received responses from more than 11,000 educators in less than two weeks — VDOE decided to provide educator-specific information via TeacherDirect.

(14:00)

On the TeacherDirect webpage, you will find a link to sign up to receive weekly email notifications. If you have not already subscribed to receive TeacherDirect email on Wednesdays throughout the school year, I encourage you to do so as soon as we are done. That way you will not miss announcements of the availability of resources – such as newly released SOL test items. This page also provides links to the most recent TeacherDirect News, current Events related to SOLs and a Library of SOL resources. But enough about that ... let's return to the homepage.

(14:42)

At the bottom of the right-hand menu on the homepage, you will find a link to the Virginia Secretary of Education website, as well as addresses and a link to provide maps and driving directions for the Virginia Department of Education offices. There is also a link to contact the webmaster to report technical problems.

(15:07)

And at the very bottom of each VDOE webpage, you will find a menu that includes our copyright information and other links to things such as staff contacts, our statement of non-discrimination and information about Freedom of Information Act requests.

(15:26)

OK, let's assume you are a first-time visitor to our site in search of Career and Technical Education information. Using our state-required standard for navigation, you would hopefully look down the main topic menu on the left and determine that of the topics listed there, the best option would be the "Instruction" button.

(15:50)

When you click on "Instruction," you come to the main instruction page. We call these main topic pages "splash pages." Splash pages provide basic information regarding the topic at hand. On the Instruction splash page in the center column you see introductory copy about instruction in Virginia's public schools, timely news items, announcements and information concerning TeacherDirect.

(16:24)

As on the homepage, you will see the main topic menu on the left. You will also notice that Instruction is now highlighted with a black background to provide a visual navigation context. But if you look on the right, you will see something different from what appears in that position on the homepage. Instead of a menu of "Quick Links," you will find a subtopic menu specifically related to Instruction and the subject areas that are taught in our schools.

(16:57)

The list starts with the four core subjects: English & Reading, Mathematics, Science, History and Social Science. Those are followed by other subjects taught in Virginia public schools. And as you see the first one there is Career and Technical Education.

(17:19)

When you click on the "Career and Technical Education" button ... You land on the Career and Technical Education-specific page. As you see, the left column includes the main topic menu and Instruction is still highlighted with a black background indicating what section of the website you are currently in.

(17:43)

In the center column, in addition to information concerning CTE, you can see items related to news and announcements in a blue box, professional development opportunities in a green box and high level CTE reports and resources.

(17:59)

And now the right menu includes CTE-specific subtopics. Let's take a closer look at the right subtopic menu for CTE. The top section includes the major CTE subject areas. Following that is a list that links to instructional support options. And below the instructional support listing is a section linking to administrative support tools. The beige section includes auxiliary links to items that someone coming to the CTE section might be interested in.

(18:38)

Finally, the right menu provides contact information indicating who "owns" the information on this particular page. It also provides hyperlinks leading to information about the division or office that is responsible for the content of the page and to a list of staff if you need to contact someone with specific questions related to CTE.

(19:03)

Well, that's a quick overview of VDOE's website and how to navigate to CTE sections of the website. I hope you better understand how the VDOE website is set up and that the consistent placement of our menus provides you with tools to more quickly access information. And now, I'm going to turn it over to Anne for detailed information related to navigation within the CTE section.

(19:31)

Good afternoon. Julie just showed you how to get to the CTE Main Page ... NOW BOOKMARK IT! Also, before you leave this site, please click "Home" and bookmark the Main VDOE page as well.

(19:49)

Julie has already highlighted the News and Announcements and the Professional Development sections, so, I want to point out next the Sample Academic and Career Plans of Study that you may access from the main page, but we will go into more detail on that later.

(20:09)

Let's pay special attention to the CTE Performance Trend Flyers at the bottom of the page. Career and Technical Education actively partners with business and industry to design and provide high quality, dynamic programs to meet current, emerging and projected labor market needs. Below are 3 performance trend flyers that are good promotional tools:

- The first flyer is for Virginia's Credentialing Initiative and it provides a snapshot of the number of industry credentials earned by students in career and technical education over the past several years.
- The second is Virginia's Credentialing Performance Trends and it connects the value of earning industry credentials and degrees with fulfilling employer needs in high-wage high-skill, and high-demand jobs.
- And the third flyer — Virginia Career and Technical Education: Program Highlights — summarizes statewide demographics and student performance.

You are encouraged to develop local performance trend flyers similar to the state flyers for local use.

(21:27)

As Julie mentioned, the right navigation bar serves as the Table of Contents for the CTE pages. We will be going down that navigation bar.

(21:43)

The first main section on the right navigation bar provides the CTE instructional program areas. We will go into the first program for today's presentation, but each of the program links will provide the same type of information that you will see in Agricultural Education.

(22:03)

Once you are on the Agricultural Education page, note at the top of the page that News &

Announcements and Professional Development that relate to Agricultural Education are provided.

(22:14)

Career Clusters: Within each cluster, there are multiple career pathways that represent a common set of skills and knowledge necessary to pursue a full range of career opportunities within that pathway. Career Clusters that relate to instruction in agricultural education are shown below. When you click on each of those links you get the description of the cluster and the pathways included in that cluster.

(22:44)

Note the Strategic Review. This report — that is available in PDF format for download — represents a culmination of state and national research and extensive input from stakeholders. It provides recommendations for preparing students for success in the many agriculture-related careers that exist now and in the future which are critical to the economic vitality of the commonwealth.

(23:15)

You will also see Instructional Resources, including:

- Essential Competency List for Agricultural Education and that is available the Virginia CTE Resource Center
- The Administrative Planning Guide for Agricultural Education
- Industry Credentialing and
- An Equipment Resource Guide

Each of those areas will be described in more detail

(23:42)

Also note that there is a video on this page. Throughout the program pages and other sections of this site, you will see either videos or pictures and descriptions of former successful CTE students. You are encouraged to share your success stories with our office so that the students may be highlighted as well.

(24:07)

Continuing on the page you will see Career and Technical Student Organizations, and in this case it will feature the FFA organization. Additional resources are provided, as well as outside resources. Also please look at the note that asks teachers or educators who are not on the Virginia CTE Agricultural Education Listserv. Contact the program specialist to be added. Please do that for all of the program areas. This is the way you will receive information from our office. There is a link on each program area page that takes you to the e-mail address for the specialist.

(24:51)

The second main section of the right navigation bar is titled Instructional Support. We'll briefly glance at each of the links under this section. First is Career Clusters. Career Clusters help students investigate careers and design their courses of study to advance their career goals. A full description of career clusters is provided on the page and the box on the right top side directs you to a sub-navigation bar that takes you to each of the 16 clusters.

(25:25)

Let's take a look at the Information Technology Career Cluster. After related news and announcements and a video, the following information is available for the IT Cluster:

- Employment Projections.
- You also have Career Cluster Planning, available through the Administrative Planning Guide and the Career Planning Guide
- Then you have Academic and Career Plans of Study. This section provides Information and tips for instructional leaders, administrators, counselors and teachers for creating a

career pathway academic and career plan of study. On this page you have Information and tips for instructional leaders, administrators, counselors and teachers to create a career pathway plan of study. You have a checklist for developing career plans of study and you have a sample plan of study.

(26:28)

Now let's go back to the Career Cluster main page and look at the overview. It's a link to a PowerPoint presentation that describes the integration of career clusters into the career exploration and preparation process in Virginia. I think you will find that overview helpful in your planning. You also have a student profile, a data snapshot and resources. A brief description of the resources are the

- R U "College and Career" Ready? Apply Your Learning magazine. This magazine is distributed to all sophomores at Virginia's public schools and can help high school sophomores choose the right option to excel in their chosen career paths. The magazine highlights the 16 clusters by showcasing Virginia students and includes career tips, tools The next resource is "Parents: Help Your Child Develop a Career Plan!" This is a flyer for middle school parents and is a resource designed for parents and guardians engage with their children as they pursue career planning and development.
- The next document is R U "College and Career" Ready or NOT? – A Teaching Companion." This teaching companion to the R U Ready? magazine offers lesson plans for nine articles and the 16 Career Clusters.

(28:07)

- The next resource is Virginia Education Wizard, a comprehensive career and college planning website that provides students with the ability to assess their skills and explore associated career clusters; find specific occupations in demand, and the top employers within their local area and other regions of Virginia; explore public and private colleges and universities throughout Virginia; and finally help to build resumes and prepare for interviews.
- The next document is the "Career Planning Guide." That is a searchable online resource to help students determine the most effective CTE courses of study based on a student's career goals.
- Following that is the Virginia Career VIEW which provides career development resources and activities for Virginia residents from Kindergarten through 8th grade.
- And finally Trailblazers. That is created by staff at the Demographics and Workforce Section of the Weldon Cooper Center for Public Service at the University of Virginia. It is an online resource to help teachers, administrators and school divisions meet the federal Perkins grant mandates in order to qualify for federal Perkins grants. In addition, this site provides useful new employment projections, data and research that is being continuously published.

(29:47)

Below those resources you will find Outside Resources_such as_Know How Virginia and the National Career Clusters Framework.

(30:00)

The next category under Instructional Support is CTE Programs and Initiatives, including the CanDo Project, High Schools That Work, Virginia Automobile Dealers Association – Automotive Youth Education Partnership, as well as Project Lead the Way and Jobs for Virginia Graduates. Click on each link for more details on those initiatives.

(30:28)

The next category in Instruction Support is the CTE Career Resource Center. The next video streaming session will navigate you through this Web page, so I will not take time today to review. This is where you will get all your curriculum competencies, descriptions, frameworks, and more; so, know you can get to that site directly or by clicking on this link from our page.

(31:00)

The Center site is followed by a link to the Career and Technical Student Organizations page. CTSOs enhance Career and Technical Education in Virginia through the co-curricular network of programs, business and community partnerships and leadership experiences at the school, state, and national levels. CTSOs provide Virginia students with opportunities to apply academic, technical, and employability knowledge and skills necessary in today's work force. Over 75,000 Virginia students are served through the organizations of DECA, FBLA, FCCLA, FEA, FFA, HOSA, SkillsUSA, and TSA. The links will take you to the Virginia CTSO organization. At the bottom of the page are national resources.

(32:06)

Next, under instructional support, follow the link to CTE Equipment. On that page, the first two sections define and clarify equipment for CTE laboratories as applicable to funding. The third section contains lists of equipment eligible for funding by program area. Also please note that the first link is applicable to all program areas. For example, computers would be listed on the first link—you will not find them listed over and over again in each program link. If a piece of equipment that is necessary to meet the state course competencies is not listed, you may send a request to purchase that equipment to the appropriate CTE cluster specialist. Save the approval when received. The last items on this page are the reimbursement forms needed to request funding for your purchases.

(33:15)

Moving down the navigation bar under Instructional Support we look at Governor's Health Sciences Academies that are programs designed to expand options for students' health science literacy and other critical knowledge, skills, and credentials that will prepare them for high-demand, high-wage, and high-skills careers in Virginia. Each academy is a partnership among school divisions, postsecondary institutions, and business and industry. There are currently 9 academies, and a map link is available to show the locations. The page provides information on how to establish an academy as well as student requirements, academy goals, and resources.

(34:04)

Following that category will be the Governors Science, Technology, Engineering, and Mathematics (or STEM) Academies As with Governor's Health Sciences Academies, Governor's STEM Academies are programs designed to expand options for the general student population to acquire STEM literacy and other critical skills, knowledge, and credentials that will prepare them for high-demand, high-wage, and high-skill careers in Virginia. Again, as with the health sciences academies, this page provides information on how to establish an academy as well as student requirements, academy goals, and resources. Having been established longer, STEM academies are currently 23 in number, and they are also map-linked as to location. One of the beneficial resources available to STEM academies and all teachers are the monthly STEM briefs that provide information, resources, and a networking vehicle to support the STEM Academies in Virginia.

(35:16)

Next in the Instructional Support will be Industry Credentialing. The Path to Industry Certification: High School Industry Credential program was developed to encourage more students to work toward a selected industry credential or state license while pursuing a high school diploma. This page contains:

- A definition of types of credentials
- A section on information regarding the Board-approved credentials and the recently-Board-approved credential list.
- How Credentials Work for Student-Selected Verified Credits
- CTE Performance Trends which summarizes statewide demographics and student performance—both the data snapshot flyer as well as the data collected from local school divisions through the data collection process and are included on school report

cards.

- And finally, resources for High School Industry Credentialing

(36/24)

Moving on to the Microsoft IT Academy Program link you will find classroom and online learning, hands-on labs and access to hundreds of courses, books and cutting-edge resources are available for Microsoft IT Academy-participating high schools. These resources help prepare students for Microsoft certification that can help them earn college credits and enhance their resume with credentials recognized by employers around the world. The page includes:

- The annual goal of student credentials earned with monthly updates as well as actual data from previous years, beginning with 2012-2013.
- It also contains Advantages for Students and Advantages for Teachers
- We have a “How to Get Started with the Microsoft IT Academy” section
- Next you have valuable resources
- And finally Student Spotlights that are appealing to your students

(37:35)

Going on in the Instructional Support category, we have Work-Based Learning. Work-based learning is a school-coordinated, coherent sequence of on-the-job experiences that are related to students’ career goals and/or interests and are based on instructional preparation. They are also performed in partnership with other businesses, industries, or other organizations in the community. Work-based learning enables students to apply classroom instruction in a real-world business or service-oriented work environment. The page includes two guidance documents:

- The Career and Technical Education Work-Based Learning Guide that is an implementation guide that focuses on the seven types of work-based learning methods of instruction used in Virginia; job shadowing, mentorship, service learning, internship, clinical experience, student apprenticeship, and cooperative education. It includes Virginia regulations and guidelines for the administration of Work-Based Learning and provides training materials for teacher-coordinators. School divisions should use this guide to implement Work-Based Learning offerings locally.
- Then you have a Strategic Review of Work-Based Learning in Virginia, Expanding Opportunities for Students. This is a report that describes an initiative to reassess and revitalize the Work-Based Learning opportunities offered to Virginia’s career and technical education students.
- Then you have a comparison chart to show the seven methods grouped into three categories and how they compare with each other.
- The last on the page will be Resources to help you with Work-Base Learning implementation.

(39:39)

The final category under the Instructional Support area is Workplace Readiness Skills. In Virginia, extensive research was conducted on employer needs (the first in 1997, the second in 2009) that led to all career and technical courses incorporating workplace readiness skills instruction. In response to the research to better prepare students to enter the workforce and be successful in their chosen careers, the updated list of 21 Workplace Readiness Skills was adopted by the Virginia Board of Education in April 2010. Two documents are available for download:

- 21 Workplace Readiness Skills
- And a poster for the 21 Workplace Readiness Skills

The site provides helpful testing and professional development resources for download.

(40:38)

The third main section of the right navigation bar is titled, Administrative Support. We’ll briefly glance at each of the links under this section. The first is Program Administration and Management and this is the one of the major pages for CTE administrators. The page contains Administrative Planning, which is a link takes you to the Administrative Planning Guide that

we've discussed previously. An application for new Courses and Programs-- School divisions can request VDOE approval of new CTE programs and/or courses at any time of the year, but must be approved prior to including any budget items in the Career and Technical Education Local Plan and Budget Application. Below the link to the application are two links that assist administrators in obtaining labor market data that is required in the application.

(41:41)

Next we have CTE Course Listing. This is actually a link provided to all current CTE courses and related information listed by program area. This is the same information available in the appendices of the Career and Technical Education Reporting System manual that will be shown to you shortly. Full course frameworks are available on the CTE Resource Center site.

(42:11)

Following that we have the Carl D. Perkins Career & Technical Education Act. That act was reauthorized in 2006 and provides federal funds to increase focus on the academic achievement of career and technical education students, strengthen connections between secondary and postsecondary education, and improve state and local accountability. Each spring the estimated State Allocations under the Carl D. Perkins Career and Technical Education Act are provided to states

(42:48)

After that we have definitions for special populations and nontraditional fields as they are referenced in the Perkins Act. And then you have the Local Plan & Budget Application that all school divisions must provide. The link for that plan and budget application, the directions, and the current year's deadline are provided.

(43:16)

Requests for Reimbursement. You have a list of forms for reimbursement and you may click on any of those links to get a downloadable form. The next category is Federal Program Monitoring. You have forms and documents for the Six-Year Cyclical Schedule. You have Federal Program Monitoring Review System Self-Assessment Guidance Document and the Federal Program Monitoring Review System Self-Assessment Template .

(43:55)

The next section on the page is the Regulations. The Regulations for Career and Technical Education and they were approved by the Virginia Board of Education in 2011. They became effective December 19, 2012, and implementation of the regulations began on July 1, 2013. You have PDF documents for the regulations and also for the CTE Courses with maximum enrollment of 20 students.

(44:30)

The next section is Data Collection & Reporting. First you have a link for details on CTE data collection. The next item is the link to the Career and Technical Education Reporting System (or CTERS) User's Manual. This is the document that contains the appendices of courses by program areas that was mentioned previously under "course listings." The manual provides instructions for submitting the reports shown below.

(45:04)

And last on the page would be the CTE Administrator Training & Professional Development Presentations. For more information about the 2014-15 Video Training Sessions for Administrators, the video webinar series for Project Lead the Way and the training sessions for Workplace Readiness Skills for the Commonwealth Assessment, and Work-Based Learning, visit the Professional Development Page. You can also find the link in the menu to the right under Administrative Support.

(45:44)

The next category under Administrative Support is Professional Development and the first link the Video Training Series for Administrators. There will always be two years' sessions active. 14 training sessions are planned for the 2015-2016 school year for new and experienced CTE administrators. The goal is to provide sustained professional development on the responsibilities of the CTE administrator, identify resources and provide support throughout the school year. All CTE administrators are strongly encouraged to participate. Many of the sessions, such as this one, are also beneficial to teachers. They may be used for local professional development.

(46:39)

Following that, you'll find Statistics and Reports including CTE Performance Trends which were described on the main page earlier at the beginning of my section of this video. Following that will be Career Clusters or Data Snapshots. The cluster snapshot helps educators, students, and parents see connections between the plans of study and career opportunities in high-skill, high-wage, in-demand fields.

(47:14)

Julie already mentioned the information below the navigation bar, but I do want to point out that you have information for Civil Rights Laws. You also have a link to the page for Economics and Personal Finance. You have a link to graduation seals of achievement, and Know How Virginia. I wanted to bring those to your attention. You also have the Contact Us section and again, — just to make sure you are aware — the Staff Contacts link will get you to all of the CTE staff contact information.

(47:54)

We hope that today's session has been helpful to you. Please look at the handouts that are also linked on the Professional Development page connected to our video session today. Thank you very much.

(48:19)

All video streaming sessions will be archived on the Professional Development section on the CTE Web page. Please access the professional development link for the evaluation that is located on the presentation site. If you are a new administrator and are not receiving listserv message from our Office of Career and Technical Education, please send a message to cte@doe.virginia.gov and provide your contact information. A special thank you to Julie Grimes, Communications Manager at the Virginia Department of Education. A special thank you also goes to Robin Jedlicka, producer for the presentation. Thank you, too, to the Planning team: Lolita Hall, George Willcox, and Sharon Acuff. Sharon is the coordinator for all the video streaming sessions. Please join us on June 18 for the session on Navigating the CTE Resource Center Web Site.