



Getting Started with VTCTS: Administrators

Welcome to VTCTS. Your role as a VTCTS administrator is to prepare the system for use by teachers. Administrators must assign each teacher the authority to track competency for appropriate subject matters. Next, administrators must assign an occupational program to each student. Lastly, the administrator will need to create the relationships between students and teachers so that teachers have access to only those students that they are teaching.



Maintain Teacher Subject Matter

In order for a teacher to build a project plan or track competency, he or she must be given access to appropriate frameworks via subject matter assignment by the administrator. Teachers can be assigned as many subject matters as the administrator wants. If a teacher teaches classes that include content from multiple occupations, he or she can be assigned multiple subject matters.

Quick Steps:

1. Select home page link to **Maintain Teacher Subject Matter**.
2. From the drop down menu that lists all teachers in your school, select a teacher and click **Search**.
3. Subject matters can be added by highlighting them on the left and clicking the ">" button or removed by selecting them on the right and clicking the "<" button.

Administer Teachers' Student Rosters

Teachers are able to update information only for students to whom they are currently providing educational services. VTCTS uses student sets to maintain the list of students that a teacher is able to access.

Quick Steps:

1. Select **Administer Teachers' Student Rosters**.
2. Click **Create** on the manage student set screen.
3. Add a name and description for the student set.
- 4a. Click **Add** to search for students to add to the student set by their CIP Code, occupation, SASID, LASID, grade, first name, or last name. Use an '*' to search on partial student names.
- 4b. Select student(s) to assign by placing a check mark next to the name(s) and then click **Assign Students**. When finished, click **Save**.
- 5a. Click **Add** to search for teachers to assign to the student set by any combination of first or last name and teacher subject matter. These teachers will have access to this roster. Click **Search**.
- 5b. Select teacher(s) and click **Assign Teacher**.
6. Click **Save**.

Manage Objective Groups

In addition to the general objective groups available for teacher subject matter assignment, you may create or edit custom objective groups. Custom groups allow assigned subject matter to be matched closely to a teacher's work, and also to span multiple occupational frameworks.

Quick Steps:

1. Select **Manage Objective Groups** on home page.
2. Select the appropriate information for the group you wish to edit from the fields at the top of the page and click **Search**.
3. Click **Edit** for the desired objective group that appears in the table of results to edit the name, description, or associated objectives.
4. Click **Save**.

Manage Student Occupation Assignments

Each student in a vocational technical school is assigned to an occupational program in VTCTS so that the system knows which framework to use when generating progress reports and when users view the student's profile. To assign a program, administrators may search and retrieve all students assigned to a particular program based on data from the last SIMS data collection. Administrators can also assign students to a concentration.

Quick Steps:

1. Select home page link to **Manage Student Occupation Assignment**.
2. Search for students to assign.
3. Select the occupation to assign, and click **Assign Occupation**.

The Data Upload feature allows student occupation information to be loaded into VTCTS from *.csv or *.txt files formatted according to defined standards.

Administrative Reporting

The reporting module of VCTCS enables users to view reports containing information about system usage and students' competency attainment.

Student Attainment Monitoring and Trends

These reports allow administrators to view and analyze current student competency attainment levels and examine longitudinal trends in attainment. Data can also be exported as a ".csv" file for analysis and formatting in Microsoft Excel.

System Usage and Monitoring

These reports provide administrators with information about VTCTS usage by faculty and staff.

VTCTS Functional Overview

The Vocational-Technical Competency Tracking System (VTCTS) enables administrators, schools, and teachers to track student competency against the Commonwealth of Massachusetts VTE curriculum frameworks and to manage curricula by linking project planning to statewide standards.



Through consistent use of frameworks, student skills become more relevant in the wider job market, and students are able to plan and assess their accomplishments against tangible measures.

VTCTS Highlights

- Linked with SIMS for easy input of student data
- Maintains full history of student attainment
- Student records are portable throughout the state
- Allows common standards to transfer if a student changes occupation
- Five different methods of competency entry allow flexibility in tracking methods
- Project plans can be printed to demonstrate alignment of curriculum and standards
- Project plans can be shared with other teachers
- Future integration with national program standards allows reduced tracking effort
- All current Massachusetts VTE frameworks are loaded onto the system

Our Mission:
To improve the quality of the public education system so that students are adequately prepared for higher education, rewarding employment, continued education, and responsible citizenship.

For more information, please refer to the VTCTS Training Guides or contact:

VTCTS Technical Support Resources & VTCTS Help Desk

350 Main Street
Malden, MA 02148-5023

Help Desk: (781) 338-3675
E-mail: vtcts@doe.mass.edu



Quick Start Guide



Vocational-Technical Competency Tracking System (VTCTS)

Quick Start Guide For Administrators



{ www.doe.mass.edu }

Administrators