



# Getting Started with VTCTS: Teachers

**W**elcome to VTCTS. Your role as a teacher is to use the system to track the competency attainment of your students. Teacher activities include creating and managing project plans and units, and managing students sets for the courses you teach. Competency tracking worksheet allow you to record, update, and save your students' competency attainments by objective or by student. When combined, project planning and competency tracking allow easy tracking of your students' progress, as well as the ability to generate useful progress reports.

## Project Plans

Project Plans are basic project outlines that list the objectives to be covered as part of a project or a lesson. Project plans allow teachers to easily create competency tracking worksheets and update student competency attainment after the project is completed or the lesson is taught. Project plans can also be shared with other teachers.

### Quick Steps:

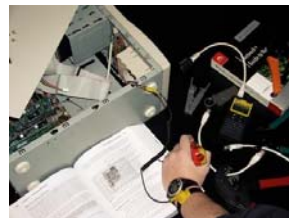
1. Select home page link to **Create and Manage Project Plans**.
2. Click the **Add** button to create a project plan.
3. Enter a name and description for the plan.
4. Add project plan to an existing unit (optional).
5. Add objectives to the project plan by clicking on **Add Objectives**. Search for the appropriate objectives to be associated with the project plan, highlight the objectives in the left box titled **Search Results** and move them to the right box by clicking the ">" button. When done selecting objectives, click the **Add These Objectives** button.
6. Click the **Save** button.

## Project Units

Project Units allow teachers to group multiple associated project plans together into a single unit. Units make it simple to organize, search, and track competencies for related project plans.

### Quick Steps:

1. Select home page link to **Create and Manage Project Plans**.
2. Click the **Manage Project Plan Units** button.
3. Type the name of the new unit in the text box and then click the **Add Project Plan Unit** button.
4. Search for a project plan you wish to add to the newly created unit, and click the **Edit** button. Select the unit from the dropdown menu and click the **Save** button.



## Tracking Worksheets

To update student competency, teachers can generate a tracking worksheet by selecting objectives and students. Teachers can also create tracking worksheets based on project plans that they have created. Tracking worksheets can be used to update student competency, view the data, and view a history of student attainment. Worksheets may also be printed to track classroom activities.

### Quick Steps:

1. Select the home page link to **Track Student Competency**.
- 2a. On the Search Objectives screen, search and select the appropriate objectives, then click **Next**, or; 2b. Select a project plan, then click **Next**.
3. Select the students to track and click **Go**.

## Competency Tracking

### Update Competency by Objective

This function allows teachers to update competency attainment levels for the students.

#### Quick Steps:

1. Click **Track by Objective**.
2. Select the button in the appropriate column.
3. Click **Save** to save the changes.
4. Move to the next objective by selecting another objective from the left of the screen and clicking **Go**.

### Update Competency by Student

Teachers can also update competency by student. Click on the **Track by Student** button and follow steps 2-4 under Update by Objective.

### Updating Multiple Students or Objectives

To update multiple students or objectives at the same time, select them in the left hand box holding the CTRL key and click **Go**.

## Reporting

### Student Attainment Profile

This report summarizes all performance data about a student for his/her assigned occupational program.

### Student Progress Report

This report generates official progress reports to be sent home with students. It enables generation of report card- style output for large groups of students with a single click. Data can also be exported as a ".csv" file for analysis and formatting in Microsoft Excel.

## 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

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## Quick Start Guide



# Vocational-Technical Competency Tracking System (VTCTS)

## Quick Start Guide For Teachers



{ [www.doe.mass.edu](http://www.doe.mass.edu) }

Teachers