



Virginia's Online Competency-Tracking System

<http://cando.cterresource.org>

Introduction

- Web-based data system developed by Arlington County Schools—in association with SchoolTool—and built on open-source software.
- Uses Virginia's state-approved task/competency lists
- Educators easily track students' progress
- Administrators have access to real-time scores and reports
- Can be installed and implemented for a school division, a department, a school, or a group of teachers
- Teachers see only their own sections

Features

- **FREE open source software**—The software is provided to you at no charge. The only cost is the time it may take to learn the system.
- **Simplified competency tracking**—Teachers can rate an entire class on one or more competencies as soon as the competency is taught. The rating can be updated as the students become more proficient.
- **One-button reporting**—Teacher reports provide information by class and individual student. Administrator reports provide information by instructor or by program area.
- **Assignment rating**—Teachers can create assignments that incorporate several competencies, and then rate all of the competencies at one time by rating the assignment.
- **SCR archiving**—Teachers can create and save individual PDF files for each student with one easy click.
- **Simplified software setup**—Configuration time is minimal with batch import of all data (i.e., students, teachers, courses, sections) using spreadsheets.
- **Demographics tracker**—Administrators can capture complete demographics to satisfy state or federal requirements.
- **IEP tracking**—Teachers can identify and rate students based on individual education plans and maintain **all** student records in one system.
- **Student access**—Students may view and print a personal SCR, and may communicate directly with their teacher or with other students in their class.

To Begin

1. Open the Firefox browser.
2. Type the url for your CanDo instance.
3. When using your school's site for the first time on each computer, you may have to accept the certificate. (This step is unnecessary if using the demo site.)
 1. A window will display noting that this is an untrusted certificate.
 2. Select the button to accept, I understand the risks, or continue.
 3. Select the button to *Add exception*.
 4. Select the button to *Get certificate*.
 5. Select the button to *Confirm Security Exception*.
4. The opening screen will be a calendar. Select Log In located on the far right of the top red bar.
5. Your login is: `firstname_lastname`
Your password is: `teacher`

Important Notes:

- Teachers can access only their own sections.
- Teachers may be given the rights to change their default password, but there is NO reminder system. If you change your password, then forget it, you will have to contact the site administrator to reset it.
- Teachers can add students to their sections (classes) only after a site administrator has added them to the database.
- Competencies display as required (black), optional (green) or additional (blue).
- Teachers can produce SCRs individually or by section.
- Assignments can be created to encompass several competencies, and all included competencies can be rated through the assignment.

Primary Teacher Screens

[Home](#) [Calendar](#) [2011-2012 Demo](#) [CanDo](#)

SchoolTool – free administration software for Your School

Logged in as:

[Sections](#) [Summary](#) [Setup](#)

What would you like to do?

[View Sections](#)

Can see only your own section. Entry point for most teacher functions.
Same view as *Sections* tab above.

[Manage Competencies](#)

Choose “section-level” to View or Associate competencies

[Access Assignments](#)

Create assignments by “section-level” using multiple competencies

[See My CanDo Summary](#)

Display links to all activity during current session. Same view as
Summary tab above.

[Change My Password](#)

Teachers may change their own password after initial setup by the site
administrator. This is not recommended.

Please select a section that you would like to work with.

Filter

[Programming \(2\)](#)

Course(s): Programming
Instructor(s): Lewis, Glennie

[Finance 6120 \(3\)](#)

Course(s): Finance 6120
Instructor(s): Lewis, Glennie

Section: Programming (2)

Course(s): Programming

Instructor(s): Glennie Lewis

What do you want to do with this section?

[Evaluate student skills](#)

[Grade assignments](#)

[Work with messages](#)

[View competencies](#)

[Manage student enrollment](#)

Using the main [CanDo](#) link as home base each time –

Add a student to a section

1. Select [View Sections](#).
2. Choose a section by clicking on the underlined section name.
3. Select [Manage student enrollment](#).
4. In the “Available Students” window (below “Current Students” window if students have been added), enter the student’s first name or last name in the search box (it is not case sensitive), and select the “Find Now” button or press enter. Select the check box next to the correct student’s name and select the “Add” button. This student will now appear under the “Current Students” list in the top window and will disappear from the “Available Students” window. Students must be added one at a time.

Rate one or more competencies for all students (uses “Fill-Down” feature)

1. Select [View Sections](#).
2. Choose a section by clicking on the underlined section name.
3. Select [Evaluate student skills](#).
4. Select a set of skills from the drop-down menu labeled “Competency Group” (Duty Area). The competency numbers will appear across the top of each column for each student in your gradebook.
5. When the cursor is placed over the color-coded competency number, the competency text will appear in a box above the “Competency Group” menu.
6. If the same rating applies to each student in the section, enter a valid numerical rating (based on the CanDo rating scale) under the appropriate competency number column in the row labeled “Fill-Down Inputs.” (Valid numbers shade the cell **green**, invalid numbers shade the cell **orange**.)
7. Select the down arrow that appears under the “Fill-Down Inputs” row and the same rating will be applied to all students for that competency. Individual ratings can be entered or changed directly in the appropriate cell.
8. Select the “Save” button at the bottom of the Gradebook to complete the transaction and save your work. It WILL be lost if you leave the screen without saving.

Rate multiple competencies for one student

1. Select [View Sections](#).
2. Choose a section by clicking on the underlined section name.
3. Select [Evaluate student skills](#).
4. Select a student’s name in the gradebook. The student’s individual gradebook will be shown. (*Student Competency Records* are run from this view.)
5. Record a valid numerical rating in the “Evaluation” column next to each competency by highlighting the dash, if no rating has been entered, or to change the current rating.
6. Select the “Submit Changes” button at the top or bottom of the student’s gradebook to complete the transaction and save your work. It **will be lost** if you leave the screen without saving.

Create a standard SCR

1. Select View Sections.
2. Select the appropriate section and click on the underlined section title.
3. Select Evaluate student skills.
4. Select a student's name in the gradebook.
5. Select the "Student Competency Record" tab, html to view, pdf to print.
6. Report displays, and may be printed.

Create a Validated Résumé (Groups competencies according to the rating. Displays both the numeric score and the descriptive text, i.e., "A level of Can teach others, or score of 4, in the following.)

1. Select View Sections.
2. Select the appropriate section and click on the underlined section title.
3. Select Evaluate student skills.
4. Select a student's name in the gradebook.
5. Select the "Validated Résumé (PDF)" tab.
6. Report displays, and may be printed.

Produce a class report

1. Select View Sections.
2. Select the appropriate section and click on the underlined section title.
3. Place the cursor over the "Actions Menu" tab to see the drop-down choices and choose "VA Section Report." (This report may also be accessed from the gradebook view.)
4. Report displays, and may be printed.

Associate Competencies (in addition to the core competencies established by the Site Administrator)

1. Select Manage Competencies.
2. Select Manage section-level competencies. (Only administrators can associate competencies at course-level as the competencies will appear for ALL sections of a course.)
3. Select a course or section from the list, or use the search box to filter your choices.
4. Place the cursor over the "Actions Menu" tab to see the drop-down choices.
5. Select "Associate Competencies."
6. Choose a program area and click the "Select Area" button.
7. Choose the course that contains the competency to be associated.
8. To associate specific competencies from a course, click the "Select from Course" button.
9. Choose a group (Duty Area) and click "Select from Group," choose one or more competencies, and select the "Add Selected Competencies" button.
10. The competencies to be associated will be displayed. To complete the association and save your work, select the "Done" button.
11. To associate all competencies from one course, click the "Select all course competencies" button.
12. The competencies to be associated will be displayed. To complete the association and save your work, select the "Done" button.

Create an assignment

1. Select Access Assignments.
2. Choose Section-level Assignments. (Only administrators can add Course-level assignments as the assignment will appear for ALL sections of a course.)
3. Select a course title.
4. Select the “Add Section Assignment” tab.
5. Enter a title for the assignment and include a description if desired. Select the “Add” button to save your work.
6. Click on the assignment title to associate appropriate competencies.
7. Place the cursor over the “Actions Menu” tab to see the drop-down choices and choose “Associate Competencies.” Any competencies previously associated with this course may be associated with this assignment.
8. Follow the procedures listed under Associate competencies.
9. To view the associated competencies, delete associated competencies, or to edit the assignment, follow steps 1 through 3, then select the “Competencies” tab.

Grade an assignment

1. Select View Sections.
2. Select a section and click on the section title.
3. Select Grade assignments.
4. Click on an assignment title.
5. Rate competencies.

Communicate with all students in a particular section

1. Select View Sections.
2. Select a section and click on the section title.
3. Select Work with messages.
4. Select Section Forum.
5. Select the “New Message” tab.
6. Enter a title for the message, enter text into the message body, and select the “Add” button to complete the message and save your work.

Communicate with one student in a particular section

1. Select View Sections.
2. Select a section and click on the section title.
3. Select Work with messages.
4. Select Student Messages.
5. Select a student’s name.
6. Select the “New Message” tab.
7. Enter a title for the message, enter text into the message body, and select the “Add” button to complete the message and save your work.



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Student Competency Record
Economics and Personal Finance (36) 26120

Jayma Mays (jayma_mays)
Student
 Your School
School

2011-2012 Demo
School Year
 Glenda Lewis
Teacher(s)

Traditional letter or numerical grades do not provide adequate documentation of student achievement in competency-based education; therefore, the Virginia Standards for CBE require a recording system to provide information about competencies achieved to employer, student-employee, and teacher. The Student Competency Record provides a means for keeping track of student progress. Ratings are assigned by the teacher for classroom competency achievement and by the teacher-coordinator in conjunction with the training sponsor when competence is evaluated on the job.

Tasks/competencies designated "Required" are considered essential statewide and are required of all students. In some courses, all tasks/competencies have been identified as required. Tasks/competencies marked "Optional" are considered optional; they and/or additional tasks/competencies may be taught at the discretion of the school division. Tasks/competencies marked with an asterisk (*) are considered sensitive, and teachers should obtain approval by the school division before teaching them.

Note: Students with an Individualized Education Plan (IEP) or an Individualized Student Alternative Education Plan (ISAEP) will be rated, using the following scale, only on the competencies identified in their IEP or ISAEP.

Students will be expected to achieve a **satisfactory rating** (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.

...RATING SCALE...

- 4 - Can teach others**
3 - Perform without supervision
2 - Perform with limited supervision
1 - Perform with supervision
0 - Cannot perform

6120	CEN-2, 40462, P3, S2		Date	Rating
TASKS/COMPETENCIES				
Economics and Personal Finance - 6120 - 36 weeks - Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills				
001	Required	Demonstrate positive work ethic.	2011-08-26	Perform with limited supervision
002	Required	Demonstrate integrity.	2011-08-26	Perform with limited supervision
003	Required	Demonstrate teamwork skills.	2011-08-26	Perform with supervision
004	Required	Demonstrate self-representation skills.	2011-08-26	Perform with supervision
005	Required	Demonstrate diversity awareness.	2011-08-26	-
006	Required	Demonstrate conflict-resolution skills.	2011-08-26	Perform without supervision
007	Required	Demonstrate creativity and resourcefulness.	2011-08-26	Perform without supervision
Economics and Personal Finance - 6120 - 36 weeks - Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills				
008	Required	Demonstrate effective speaking and listening skills.	2011-08-26	Perform with limited supervision

009	Required	Demonstrate effective reading and writing skills.	2011-08-26	Perform with supervision
010	Required	Demonstrate critical-thinking and problem-solving skills.	2011-08-26	-
011	Required	Demonstrate healthy behaviors and safety skills.	2011-08-26	Perform with limited supervision
012	Required	Demonstrate an understanding of workplace organizations, systems, and climates.	2011-08-26	Perform with supervision
013	Required	Demonstrate lifelong-learning skills.	2011-08-26	-
014	Required	Demonstrate job-acquisition and advancement skills.	2011-08-26	Perform with limited supervision
015	Required	Demonstrate time-, task-, and resource-management skills.	2011-08-26	Perform with supervision
016	Required	Demonstrate job-specific mathematics skills.	2011-08-26	Perform with supervision
017	Required	Demonstrate customer-service skills.	2011-08-26	Perform without supervision
Economics and Personal Finance - 6120 - 36 weeks - Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills				
018	Required	Demonstrate proficiency with technologies common to a specific occupation.	2011-08-26	-
019	Required	Demonstrate information technology skills.	2011-08-26	-
020	Required	Demonstrate an understanding of Internet use and security issues.	2011-08-26	-
021	Required	Demonstrate telecommunications skills.	2011-08-26	-
Economics and Personal Finance - 6120 - 36 weeks - Examining All Aspects of an Industry				
022	Required	Examine aspects of planning within an industry/organization.	2011-08-26	-
023	Required	Examine aspects of management within an industry/organization.	2011-08-26	-
024	Required	Examine aspects of financial responsibility within an industry/organization.	2011-08-26	-
025	Required	Examine technical and production skills required of workers within an industry/organization.	2011-08-26	-
026	Required	Examine principles of technology that underlie an industry/organization.	2011-08-26	-
027	Required	Examine labor issues related to an industry/organization.	2011-08-26	-
028	Required	Examine community issues related to an industry/organization.	2011-08-26	-
029	Required	Examine health, safety, and environmental issues related to an industry/organization.	2011-08-26	-
Economics and Personal Finance - 6120 - 36 weeks - Addressing Elements of Student Life				
030	Required	Identify the purposes and goals of the student organization.	2011-08-26	-
031	Required	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.	2011-08-26	-
032	Required	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.	2011-08-26	-
033	Required	Identify Internet safety issues and procedures for complying with acceptable use standards.	2011-08-26	-
Economics and Personal Finance - 6120 - 36 weeks - Developing Economic Skills and Knowledge				
034	Required	Demonstrate knowledge of basic economic concepts and structures.	2011-08-26	-
035	Required	Demonstrate knowledge of the role of producers and consumers in a market economy.	2011-08-26	-
036	Required	Demonstrate knowledge of the price system.	2011-08-26	-
037	Required	Demonstrate knowledge that many factors affect income.	2011-08-26	-

This Certificate of Competency is awarded to

Jayma Mays

who has completed the course

Economics and Personal Finance (36)

and has achieved the following competencies

A level of Perform without supervision, or score of 3, in the following:

Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills

- Demonstrate conflict-resolution skills.
- Demonstrate creativity and resourcefulness.

Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills

- Demonstrate customer-service skills.

A level of Perform with limited supervision, or score of 2, in the following:

Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills

- Demonstrate integrity.
- Demonstrate positive work ethic.

Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills

- Demonstrate effective speaking and listening skills.
- Demonstrate healthy behaviors and safety skills.
- Demonstrate job-acquisition and advancement skills.

Instructor: _____

Signature: _____ Date: _____

Virginia Section Report for CEN-2, 40462, P3, S2

Economics and Personal Finance (36)/6120: Econ-Finance/26120

Instructor(s): Glenda Lewis

Students will be expected to achieve a satisfactory rating (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.

Students (alphabetized by last name)	Student ID #	Required Competencies					All Competencies			
		Total	Evaluated	Rated 2/3/4	Rating (Rated/Evaluated)	% Completed (Rated/Total)	Total	Evaluated	Rated 2/3/4	Rating (Rated/Evaluated)
Mays, Jayma	1979111222	95	11	8	73%	8%	136	14	8	57%
Smith, Mary	1234567899	98	90	85	94%	87%	136	103	97	94%
Walsh, Kate	1234566555	101	8	7	88%	7%	136	8	7	88%

Competency Attainment	# Students	% of all students
90-100%	0	0.00%
80-89%	1	33.33%
70-79%	0	0.00%
60-69%	0	0.00%
<= 59%	2	66.67%

Competency Attainment	# Students	% of all students
80% or above	1	33.33%
Below 80%	2	66.67%