

Using the Skills Library Database

SIGNING IN:

Go to <http://skillslibrary.com> and look for the link in the lower right corner.

Click to go to the SAFETY CHECKLIST or COMPETENCY CHECKLIST

Sign in with your username and password. Your username is your BPS email address. If you don't remember your password, you can use the RETRIEVE PASSWORD button to retrieve it. If you would like to change your password, you can use the CHANGE PASSWORD button to change it.

What screens and how often?

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| <p>Curriculum Map</p> <p>What is it: The curriculum map is a chart that shows which grades (or classes) study which competencies. This is a planning document, completed for each Chapter 74 or Perkins program.</p> <p>How Often: This screen is completed once when a program is first approved. Teachers may want to revisit or update the curriculum map if the curriculum is updated. Teachers can view the curriculum map when starting to teach in a new program.</p> <p>What screens: Look for the "Curriculum Map" screen on the navigation bar along the top of the screen.</p> | <p>Competency Checklist</p> <p>What it is: This is the heart of this database – the standards and competencies from your program's CVTE Frameworks, for each student enrolled in your program.</p> <p>How Often: The competency checklist should be completed periodically for students enrolled in CVTE programs., after major lesson plans, units or projects are completed, or on a regular schedule monthly or quarterly. This checklist should be visited often enough to show student progress as skills and competencies are introduced and mastered, and often enough to show the range of study across the various strands and topics in the CVTE frameworks. At the end of each year (and periodically during the year) you can print the list on paper or as PDF for each student's portfolio.</p> <p>What screens: From the home page, choose a strand and a version the checklist; then a set of students and other details:</p> <ul style="list-style-type: none">- Checklist 1C – the "grid" view shows all competencies in a strand or topic for a class of students.- Checklist 1C – Custom -- A "custom grid" view allows you to select a set of competencies based on a lesson plan or project.- Checklist 1A shows all competencies for one student- Checklist 1B shows all students for one competency. |
| <p>Safety Checklist</p> <p>How Often: The safety checklist is completed quarterly. You can also sign in and view summary reports and lists anytime. The reporting options let you see any concerns that were highlighted in previous quarters, along with any comments that were written about those concerns.</p> <p>What screens: Sign in with the same username/password at http://skillslibrary.com/safetychecklist</p> | <p>Industry-Related Credentials</p> <p>What it is: As students earn industry-related credentials, such as OSHA certification, First Aid, CPR, ServSafe, various Microsoft or Adobe certificates, etc., you will enter these into the competency checklist. Note that if a credential is not already listed in your screens, we can add it. (Teachers can add credentials via the curriculum map screens or teachers may email Jennifer Leonard to add credentials to their list.)</p> <p>What screens: Open the Competency Checklist and choose "Strand C" for Competencies.</p> |