

Navigating the On-Line CR Lesson Plan Library Curriculum Revitalization Project

Purpose:

To become familiar with the navigating features to access the resources associated with the on-line CTE Lesson Plan Library—<http://www.ilcte.org>.

Getting Familiar with the Links after Logging In:

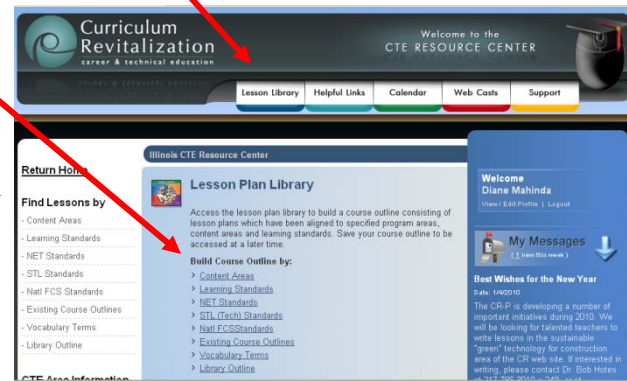


Return Home— Left Side Bar:

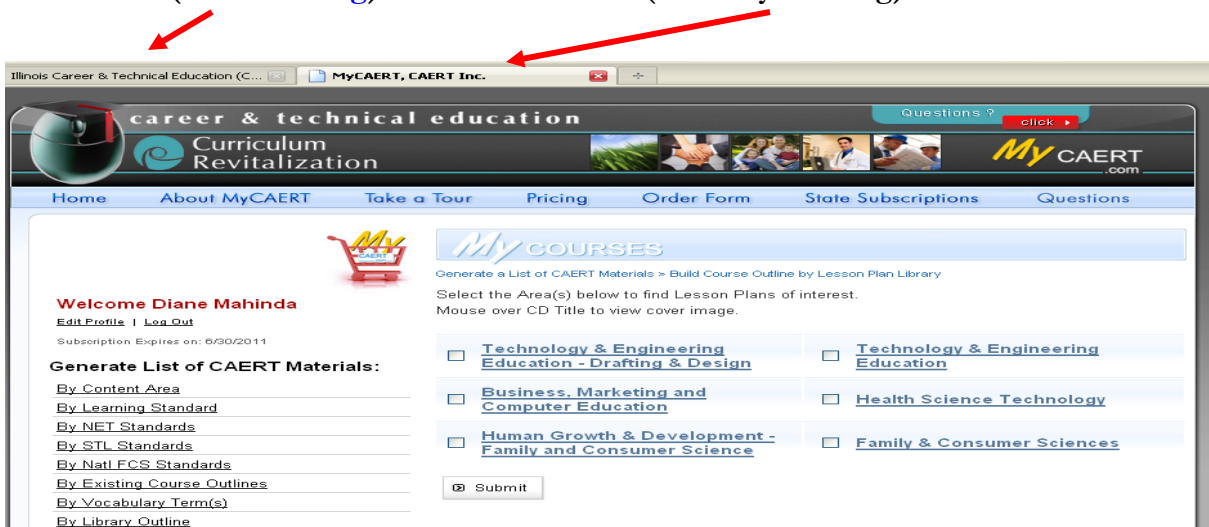
- Goes to the original web page, which looks similar to the pre-login page.
- To return back to the “After Login” page, choose the “**Lesson Library**” tab.

“Find Lessons by” and “Building Course Outlines by” (Transports to MyCaert.com for Lesson Libraries pertaining to selection)

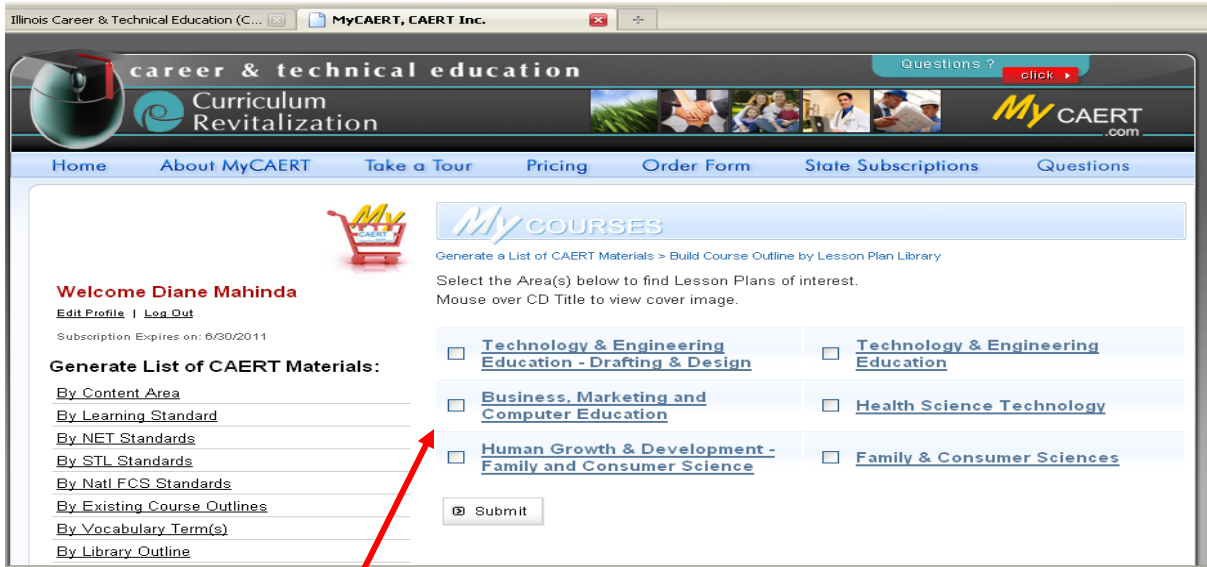
- Content Areas
- Learning Standards
- NET Standards
- STL Standards
- Nat'l FCS Standards
- Existing Course Outlines
- Vocabulary Terms
- Library Outline



Note: Two Browser Windows are now open. Navigate back and forth between the two browsers windows by clicking on either of the tabs—**Illinois Career & Technical Education (www.ilcte.org)** or **MyCAERT, CAERT Inc. (www.mycart.org)**



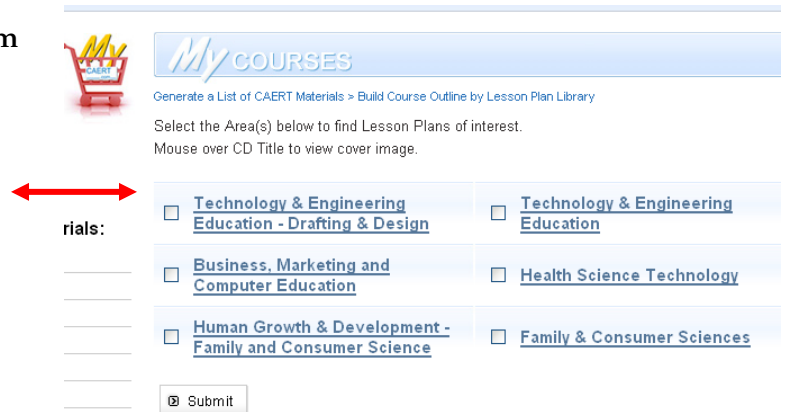
MyCAERT--



CTE Area Information—

Links to the six CTE program libraries—

- Can look at lessons by CTE Content Area
- Can build new course outlines from lesson libraries

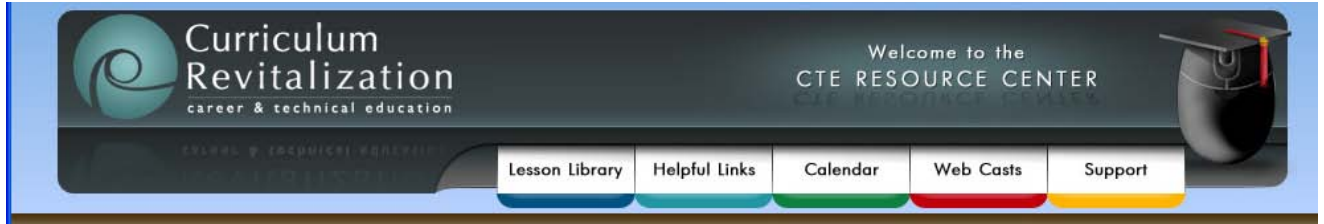


CTE in Illinois

- **Problem-Based Learning**—Give information about PBL with sample documents for workshop ideas
- **CTE System Map**—Lists the Education for Employment System directors around the State of Illinois and their contact information



Click the **Lesson Library** tab—(Must be signed in to see the following options)

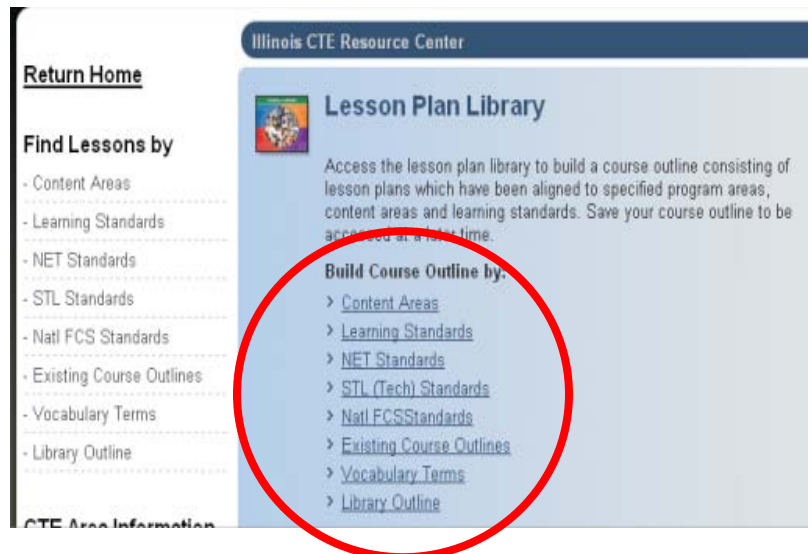


Building Course Outline By

- ✓ **Content Areas** (Link to CTE program area lessons)
- ✓ **Learning Standards** (Link to Lessons grouped by Illinois Learning Standards)
- ✓ **Any of the other choices**

This section allows the teachers to do two important tasks:

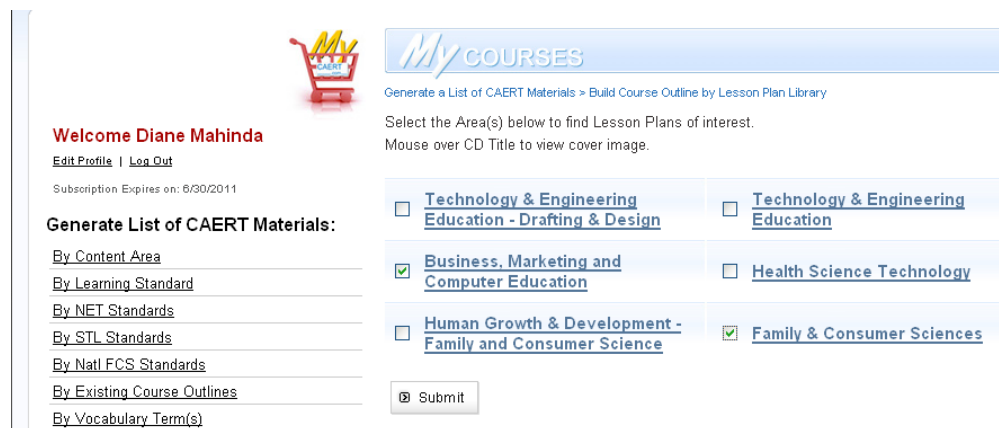
1. Find **individual lessons** along with the **associated PowerPoints**.
2. **Build course outlines** from lessons in all the CTE program areas.



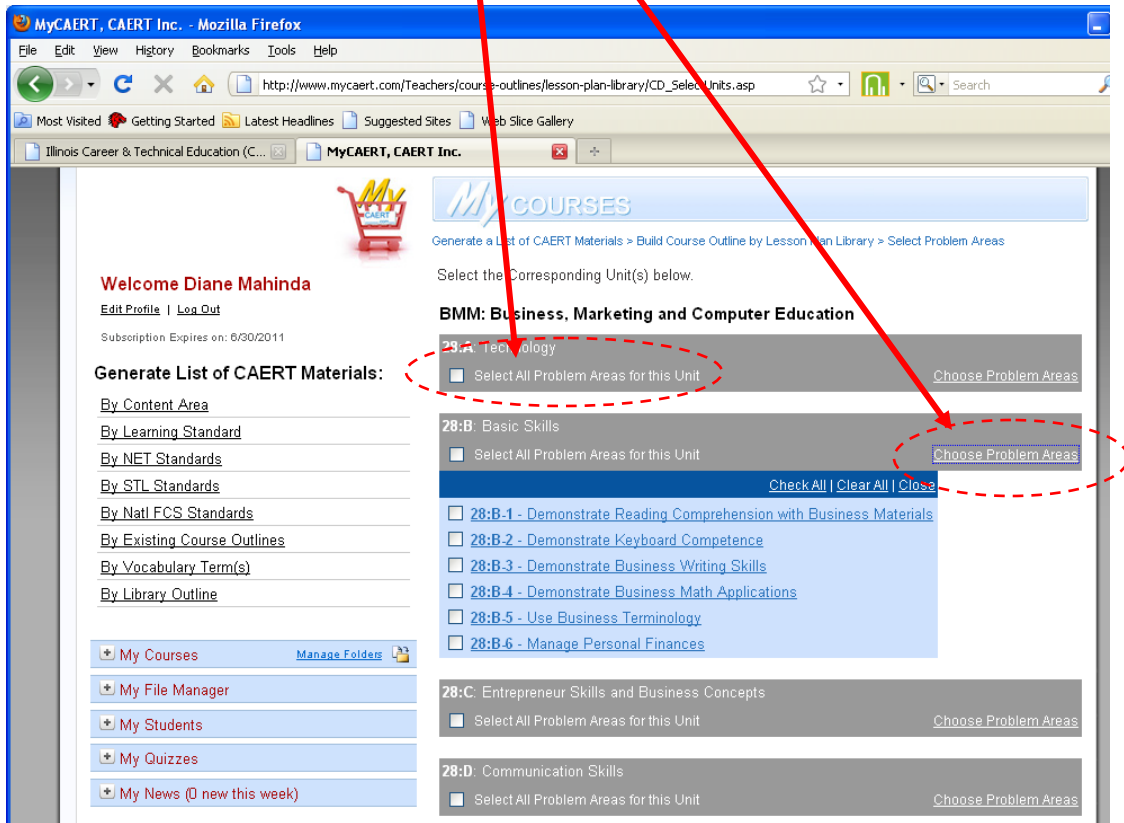
NOTE: Any Selection in this Section will link to the MyCAERT.com website for building course outlines.

Building Course Outline By Content Areas:

1. Select **“Content Area”**
--Check the boxes of the content areas to find lessons and click “Submit”



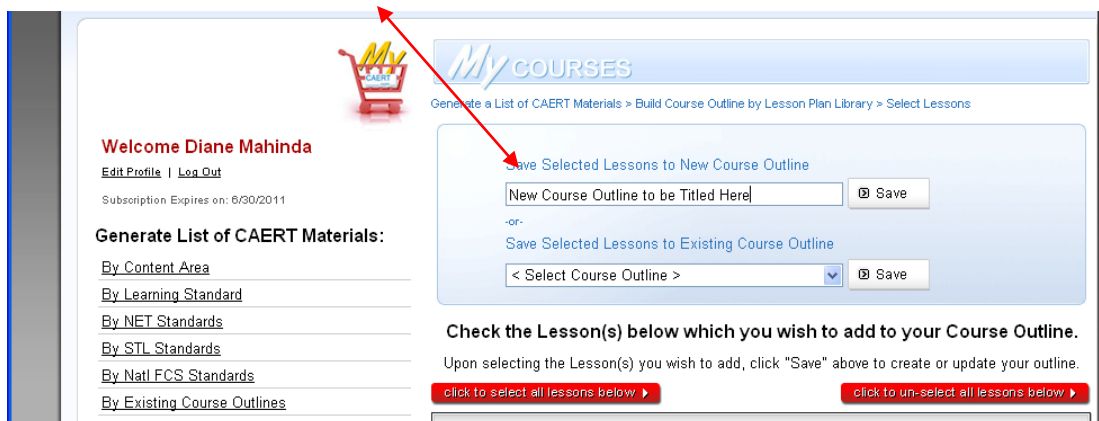
2. Select “Units”
 - a. Check “**Select All Problem Areas for this Unit**” link to choose all problem area topics
 - b. Or, Check the “**Choose Problem Areas**” box to be able to “pick and choose” from the appropriate Problem Areas.



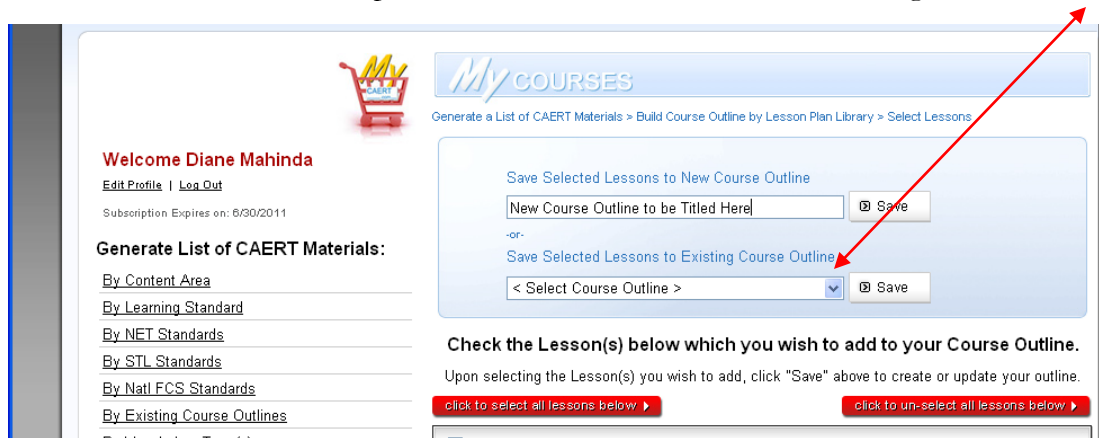
3. Scroll down and click “**SUBMIT**”
4. **Lessons, PowerPoints, and some E-Units** are available to download for viewing.

To Build a New Course Outline:

1. Mark all the boxes of lessons to include in the course.
2. Click in the white bar under the “**Save Selected Lessons to New Course Outline.**”
3. Type an appropriate name for the course outline



4. Click the “**SAVE**” button.
5. The outline’s name will appear on the left side bar in the “**+My Courses**” section for any editing and customizing.
6. **Note:** The order of the lessons in an outline may be changed by switching the numbers in the boxes left of the lesson titles.
7. Lessons may be deleted from the outline by clicking the “**delete**” word in red under a lesson
8. Other lessons may be added to an outline by checking the lesson box and choosing the white bar at the top labeled “Save Selected Lessons to Existing Course Outline.”



Share and Print a Course Outline:

9. After saving a course outline, they then can be emailed to a colleague who has a profile on the ilcte.org web site, Shared with **all** web site users, and/or deleted

Print a Course Outline:

10. Outlines may be printed with or without Illinois Learning Standards by choosing the **Print Outline** bar

Building Course Outlines by Standards:

- ✓ Follow the same procedures as building a course outline by content areas **EXCEPT choose an academic learning standard** instead of CTE content area to find lessons with specific academic alignments.

To Schedule a Professional Development Workshop, Contact:

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