

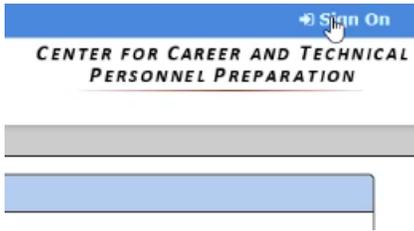


Center for Career and Technical  
Personnel Preparation

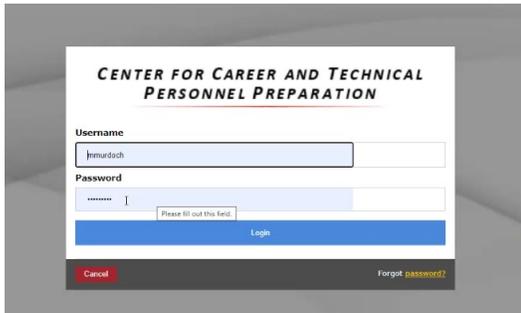
**Student Locker Overview  
and  
Locating Assignments/Tasks**

<https://www.cte.iup.edu/cte/>

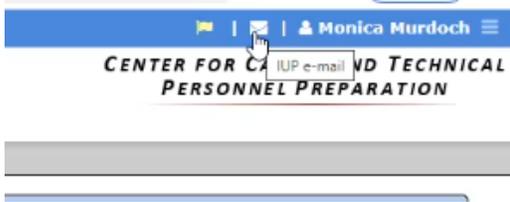
1. Go to the Student Locker website. <https://www.cte.iup.edu/cte/>
2. Click "Sign On" in the upper right corner of the website.



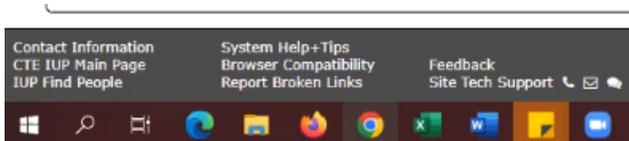
3. Sign in using your Username and password from the blue laminated card.



4. Once logged in, you will see your name in the upper right-hand corner along with the envelope to access your IUP email account and flag that will show the system requirements.

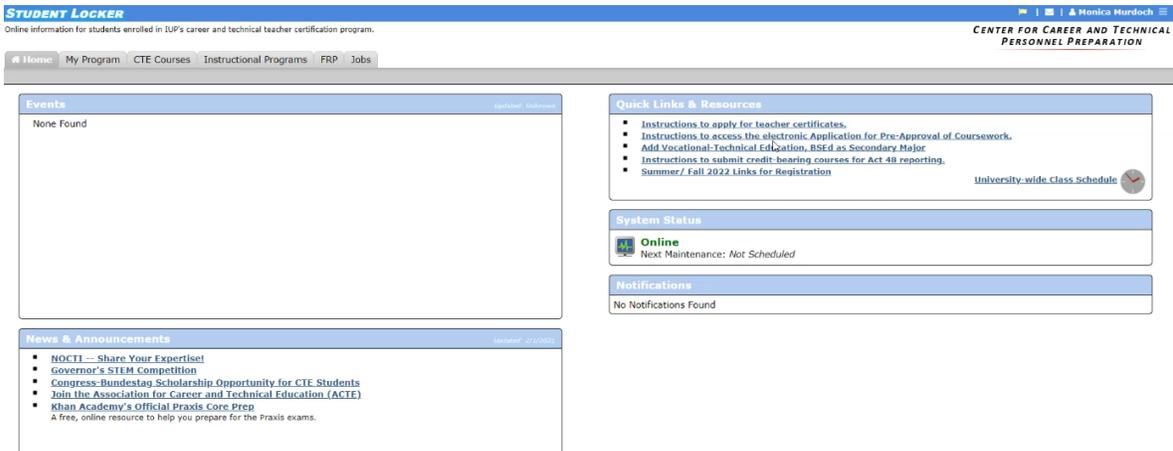


5. In the bottom left-hand corner, you will find a link to the Center contact information, feedback, and Site Tech Support (Scott Bender, [sbender@iup.edu](mailto:sbender@iup.edu)).

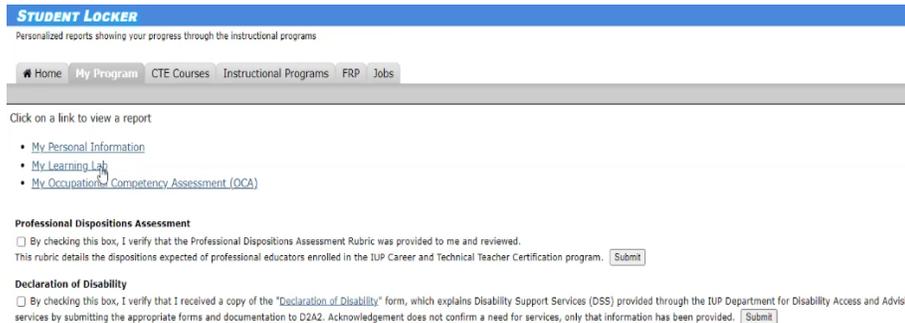


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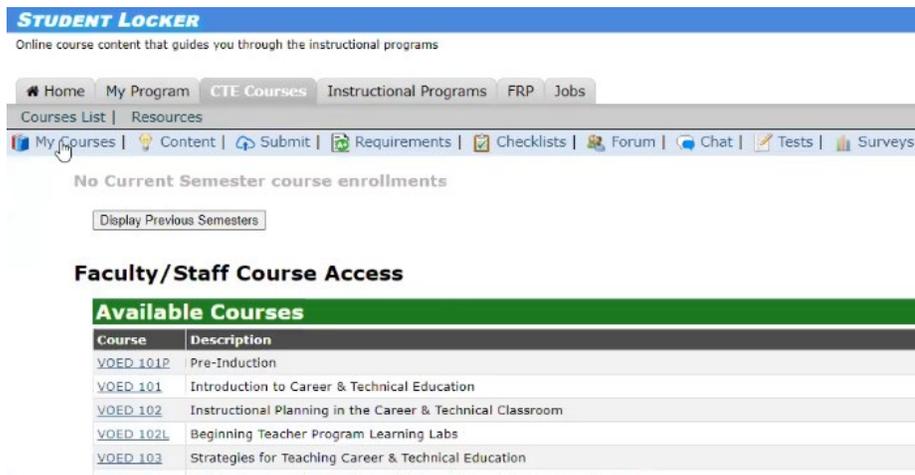
6. The Home page gets updated with Events, Quick Links & Resources, and News & Announcements.



7. The “My Program” tab information should be reviewed each semester for accuracy of your personal information and updates to Learning Lab information. Other features on this screen are still under development and are not accessible.



8. You can access the “CTE Courses” tab and the “My Courses” Button to see your courses.



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9. Click on the Course Name to access the course.

### Faculty/Staff Course Access

| Available Courses         |  |
|---------------------------|--|
| Course                    | Description  |
| <a href="#">VOED 101P</a> | Pre-Induction  |
| <a href="#">VOED 101</a>  | Introduction to Career & Technical Education                     |
| <a href="#">VOED 102</a>  | Instructional Planning in the Career & Technical Classroom       |
| <a href="#">VOED 102L</a> | Beginning Teacher Program Learning Labs                          |
| <a href="#">VOED 103</a>  | Strategies for Teaching Career & Technical Education             |
| <a href="#">VOED 201</a>  | Making Accommodations for Students with Special Needs in the C&T |
| <a href="#">VOED 202</a>  | Industry Linkages for Career & Technical Programs                |

10. Once you access the course, you will see buttons on the left-hand side of the screen that include an Overview of the course, Syllabus, and Table of Contents/Assignments.

Home My Program CTE Courses Instructional Programs LRP Instructors Jobs

Courses List | Resources

My Courses | Content | Submit | Requirements | Checklists | Forum |

## VOED 101

- Overview
- Syllabus
- Schedule

### Table of Contents

- Introduction
- Online Orientation / Instructional Session
- Job Shadow Visit
- Assignment #1
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- Assignment #5
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- Assignment #7
- Assignment #8
- Assignment #9
- Assignment #9
- Assignment #10
- Assignment #11
- Professional Disposition Assessment

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- Click on each Assignment button for more information. Each assignment has readings, links to more resources and an area that is either identified as a “Task” (nothing is submitted, but a task is completed) or “Submit” (an assignment document is submitted for grading and is linked to the area where you submit the assignment).



Task Icon



Submit Icon

- If an item is to be submitted, click on the Green Compass to see the Scoring Guide for the Assignment.

### Assignment #5: Daily Procedures and Routines

- Click on each link and read the text.
  - [Daily Procedures and Routines](#)
- Complete the following form.
  - [Daily Procedures and Routines](#)
- Submit the completed **Daily Procedures and Routines** form to your instructor by the due date on your semester syllabus.

- The Scoring Guide shows the rubric for the Assignment. It helps you to understand the expectations for the Assignment. You can close the tab to return to the Assignment page.

**Scoring Guide** VOED101 Assignment #5

The scoring guide provides expectations that will help you complete your assignment(s). They should be well organized and have no spelling or grammar errors. Points will be deducted for work that does not meet those standards.

|                                    | Distinguished   | Proficient   | Basic   | Not Acceptable  | Points    |
|------------------------------------|---|--|---|---|-----------|
| Daily Procedures and Routines Form | Form is thoroughly complete. Student answered each question thoughtfully, demonstrating and incorporating understanding of newly learned information. | Form is complete. All questions are answered, however some answers are vague and/or demonstrates or incorporates varying degrees of newly learned information. | Form is complete with vague answers with only some demonstration or incorporation of newly learned information. | Form is mostly complete. Answers are vague and/or little to no demonstration or incorporation of newly learned information is conveyed. | 20        |
| <b>Total Possible Points:</b>      |   |  |   |   | <b>20</b> |

- When you are ready to submit, you can click on the upload cloud in the Submit box.

### Assignment #5: Daily Procedures and Routines

- Click on each link and read the text.
  - [Daily Procedures and Routines](#)
- Complete the following form.
  - [Daily Procedures and Routines](#)
- Submit the completed **Daily Procedures and Routines** form to your instructor by the due date on your semester syllabus.

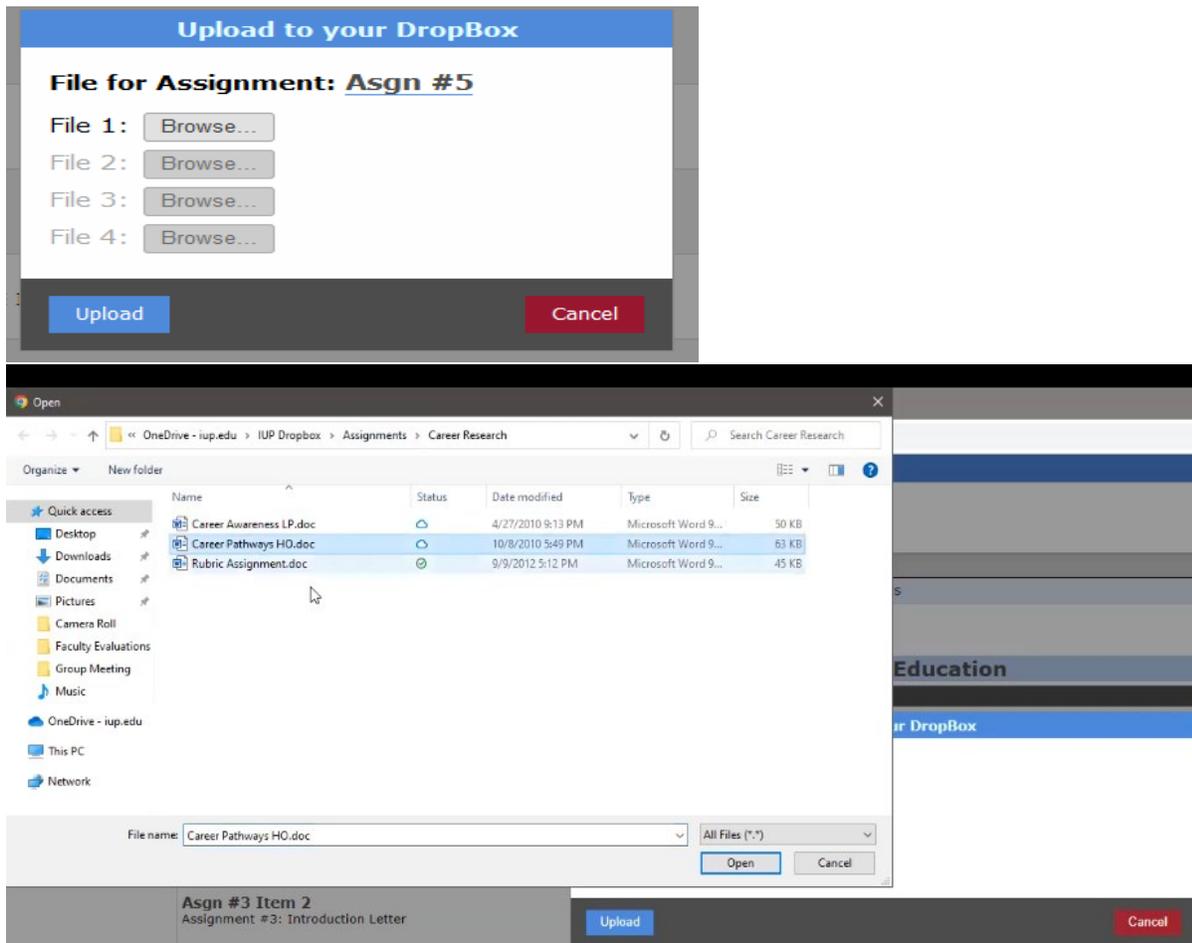
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On the DropBox screen, you will click on the Submit cloud on the right-hand side of the page.

### DropBox Submit Items (Shell Listing)

| No Semester - VOED 101: Introduction to Career & Technical Education |                      |   |
|--|----------------------|---|
| Submit Item  | Dates                | Status  |
| <b>Asgn #2</b><br>Assignment #2: Classroom Management Scenarios      | Due Submitted Graded | <br>Submit |
| <b>Asgn #5</b><br>Assignment #5: Daily Procedures and Routines Form  | Due Submitted Graded | <br>Submit |
| <b>Asgn #6 Item 1</b><br>Assignment #6: Get-to-Know Form             | Due Submitted Graded | <br>Submit |

15. The “Upload to your DropBox” screen will appear. Click on Browse to find the document in your computer files. The File Box will open. Choose your file to submit and click “Open.”



The File Name will appear in the box, then you click Upload. You will see your Submitted date listed.

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16. The “Requirements” tab shows the course requirements/Assignments and Help Sessions for the course.

**Course Requirements (Shell Listing)**

| No Semester - VOED 101: Introduction to Career & Technical Education   |                          |            |         |        |  |
|--|--------------------------|------------|---------|--------|--|
| Course Requirements  | Dates                    | Points     | Scoring | Status |  |
| <b>Online Orientation</b><br>Certification Requirements (Nearpod)<br><i>Task</i>                                 | Due Completed            | 20         |         |        |  |
| <b>Instructional Session 1</b><br>Online Orientation / Instructional Session<br><i>Group Activity</i>            | Scheduled Attended       | 50         |         |        |  |
| <b>Registration</b><br>Registration Process<br><i>Task</i>   | Due Completed            | 10         |         |        |  |
| <b>Personal Information</b><br>Personal Information Verification<br><i>Task</i>                                  | Due Completed            | 5          |         |        |  |
| <b>Professional Dispositions</b><br>'Professional Dispositions Assessment'<br><i>Task</i>                        | Due Completed            | 5          |         |        |  |
| <b>Declaration Disability</b><br>'Declaration of Disability' Acknowledgement<br><i>Task</i>                      | Due Completed            | 5          |         |        |  |
| <b>Lab Verify</b><br>Learning Lab Verification<br><i>Task</i>  | Due Completed            | 5          |         |        |  |
| <b>Self-Placement Survey</b><br>Self-Placement Survey<br><i>Task</i>   | Due Completed            | 5          |         |        |  |
| <b>Instructional Session 2</b><br>In-person Instructional Session<br><i>Group Activity</i>                       | Scheduled Attended       | 100        |         |        |  |
| <b>Assignment #2</b><br>Assignment #2: Classroom Management Scenarios<br><i>Submitted Assignment</i>             | Due Submitted Graded     | 50         |         |        |  |
| <b>Assignment #3</b><br>Assignment #3: Nearpod Responses<br><i>Task</i>  | Due Completed Graded     | 25         |         |        |  |
| <b>Assignment #4</b><br>Assignment #4: Nearpod Responses<br><i>Task</i>  | Due Completed Graded     | 25         |         |        |  |
| <b>Assignment #5</b><br>Assignment #5: Daily Procedures and Routines Form<br><i>Submitted Assignment</i>         | Due Submitted Graded     | 20         |         |        |  |
| <b>Assignment #6</b>   |                          |            |         |        |  |
| Asgn #6 Item 1 Assignment #6: Get-to-Know Form   | Submit Asgn Submitted: - | Due Graded |         |        |  |
| Asgn #6 Item 2 Assignment #6: Introduction Letter  | Submit Asgn Submitted: - |            |         |        |  |
| <b>Assignment #7</b>   |                          |            |         |        |  |
| Asgn #7 Item 1 Assignment #7: CIP Code/Description   | Submit Asgn Submitted: - | Due Graded |         |        |  |
| Asgn #7 Item 2 Assignment #7: Task List  | Submit Asgn Submitted: - |            |         |        |  |
| Asgn #7 Item 3 Assignment #7: Crosswalk to Academics   | Submit Asgn Submitted: - |            |         |        |  |
| <b>Assignment #8</b><br>Assignment #8: Reflection - Principles of CTE Instruction<br><i>Submitted Assignment</i> | Due Submitted Graded     | 75         |         |        |  |
| <b>Assignment #9</b> <b>VOED 101</b><br>Assignment #9: Accommodations Grid<br><i>Submitted Assignment</i>        | Due Submitted Graded     | 30         |         |        |  |
| <b>Assignment #9</b> <b>VOED 101 (SCT)</b><br>Assignment #9: Accommodations Grid<br><i>Submitted Assignment</i>  | Due Submitted Graded     | 30         |         |        |  |
| <b>Assignment #10</b><br>Assignment #10: Grading Policy<br><i>Submitted Assignment</i>                           | Due Submitted Graded     | 50         |         |        |  |
| <b>Assignment #11</b><br>Assignment #11: Job Shadowing Summary<br><i>Submitted Assignment</i>                    | Due Submitted Graded     | 125        |         |        |  |
| <b>Help Session 1</b> <b>VOED 101</b><br>Session 1: Teacher Certification<br><i>Helping Session</i>              | Scheduled Completed      |            |         |        |  |

17. The “Instructional Programs” tab includes information about the certificate, bachelors, graduate courses, and related information.

18. The “Jobs” tab has current listings for job openings in CTE in Pennsylvania.

\*\*\*If you have questions about Student Locker, please contact your FRP (Field Resource Person/Instructor). For technical assistance, contact Scott Bender.

## To access the Pre-Induction Assignments

1. Go to [www.cte.iup.edu/cte](http://www.cte.iup.edu/cte).
2. Click "Sign On" (top right corner) and enter your Username and Password that are printed on the **blue card**. **This is your login information for the Student Locker** where all your VOED coursework is stored.
3. Click the "CTE Courses" tab.
4. Click "My Courses" in the blue bar.
5. Click "VOED 101" in the Available Courses list.
6. Refer to the diagram below to complete the Pre-Induction tasks.

My Courses | Content | Submit | Requirements | Checklists | Forum | Chat | Tests | Sur

### VOED 101

Overview  
Syllabus  
Schedule

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Assignment #10  
Assignment #11  
Professional Disposition Assessment  
Helping Session Resources

### Assignment #1: IUP-Related Websites

**Instructions:**

1. Click [here](#) to review the materials that were introduced during Instructional Session.
2. Registration
  - Follow the instructions on the "Registering for Classes" handout to register for and/or VOED 102.
3. Click on the link for each website. It is strongly suggested that you take time to review these sites:
  - [MyIUP](#): This site is an online portal providing access to IUP applications, information, and event listings. It is where you will register for classes, pay semester bills, and view term and final grades. This is an individualized, password-protected site.
  - [IUP Center for Career and Technical Personnel Preparation](#): This site details a variety of information including programs of study and contact information.
  - [Student Locker](#): This individualized, password-protected site contains all career and technical program content (courses listed as VOED) as well as other Center information.
4. The form below can be used to help you keep track of usernames and passwords for these sites:
  - [IUP Websites, Login and Contact Information](#)
5. Student Locker: Complete the steps below by the due date on the semester syllabus.

**Task**  
VOED 101  
Registration Process 10 pts

**Step 1 - Click on the Assignment**

**Step 2 - Read the instructions for each task and complete.**