



**CTE MANAGER**  
www.ctemanager.com  
info@ctemanager.com  
(979) 446-7398

# CAREER TECH MANAGEMENT MADE EASY

## About CTE MANAGER

CTE MANAGER is an online system created for schools and districts to track student engagement in professional development, classroom/lab instruction, and experiential learning projects. CTE MANAGER provides teachers and district administrators with valuable reports for assessing student learning, promoting their program(s), and garnering community support for career and technical education. For students, CTE MANAGER offers helpful tools such as a professional portfolio, resume builder and standards-based journaling to make documenting their successes and planning their future easier.

## Students

### Professionalism

- Student Organizations (CTSOs)
- Volunteer Activities
- Achievements/Certifications
- References
- Photos
- Generate Resume Report

### Classroom/Lab Instruction

- CTE & Non-CTE Courses
- Track Activities (Journal Entries)
- Share and Receive Class Files
- Photos

### Experiential Learning Projects

- Create and Track Outside-of-Class Projects (Foundational, Job Experience, Entrepreneurship, Research)
- Develop Project Plan
- Maintain Activity Log of Time and Money
- Photos

## Teachers

### Course Management

- Assign National or State Standards
- Share Files with Students
- Reporting
- Unlimited Photo/ Document Storage

### Directory

- School-Wide Student Roster
- Project Supervisors
- Employers

### Student Evaluation

- Project Assessments by Teacher and/or by Designated Project Supervisor(s)
- Impersonate Student Accounts

### Calendar

- Manage Important Program Events

### Help

- Online PDF and Video resources

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# SUBSCRIBE TODAY FOR THE 2018-19 SCHOOL YEAR

## Step 1: Generate a Custom Price Quote

Visit [CTEMANAGER.com/Quote](http://CTEMANAGER.com/Quote) to build a custom price quote for your school district. Complete the required fields, then add Schools and/or add Work-Based Learning Coordinators.

### AT-A-GLANCE DISTRICT PRICING

\$100 per National Career Cluster per School;  
\$500 per Work-Based Learning Coordinator

## Step 2: Submit Your Perkins Grant Request

## Step 3: Accept Your Quote to Begin Subscription & Generate Invoice

Click the link in your email, or navigate to the URL on your PDF price quote to accept and begin your subscription.

## Step 4: Log In & Get Started!

### Log Into CTE MANAGER & Get Started

#### For CTE Administrators:

##### 1) Setup ALL Schools In Your District

Complete all fields, including contact info and career clusters/programs offered.

##### 2) Create User Accounts

Add teacher accounts, and assign Account Roles to their profile. If applicable, designate additional CTE Director and Assistant accounts on the "District Admins" screen.

##### 3) Encourage District-Wide Use and Generate Reports

CTE MANAGER features and reports are most valuable to District Admins and Educators when ALL CTE Programs (career clusters) at ALL schools regularly interact with and keep records in the system.

If you have any questions about generating specific datasets from CTE Manager, contact us at [Info@CTEManager.com](mailto:Info@CTEManager.com)

#### For CTE Teachers:

##### 1) Setup Your CTE Courses

Create CTE courses you teach and add curriculum standards to your course.

##### 2) Add Students

Complete the required fields under "Directory > Set Access Code." CTE Manager will auto-generate login instructions that will guide students through the setup process.

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