



Pedagogical Guideline for CTECS DIRECT 5

1. Define and Explain key navigational features, functions, and definitions:

A. File

B. Edit

C. Views

- Specialty
- Cluster
- Class
- Collection
- Test Engine

D. List

- Academic Skills
- Job Codes

E. Reports

- Duty/Task List
- Elements
- Equipment List
- MetaData
- Overview By Occupation/Class
- Cluster/Collection Data
- Unduplicated Academic Skills List

F. Custom Reports

- Overview By Task
- Unduplicated Academic Skills List

G. Tools

- System Maintenance
 - Manage users levels
 - Edit System Settings
- Database Maintenance
 - Import, Export, and Purge Records

H. Help

2. Determine trainee interest in using DIRECT.

In nearly all cases, please remember that DIRECT was designed for those interested and involved in the development or revision of curricula in some way. So, no matter how you slice it and how big a piece, DIRECT is a curriculum pie! As well, DIRECT was designed to manage data—this is a database system.

Some potential generic trainee interest includes:

- Curriculum development
 - Curriculum revision
 - Curriculum articulation
 - Assessment
 - Career Cluster management
 - Related academic skills management
 - Job Classification coding
3. Gauge your approach to training around your trainee interest. If you have a good mix, you'll have to show several approaches and balance as much as you can. If you have a group; for instance, who are mainly concerned with the correlation of related academic skills or classifying job codes with skills standards, then spend a good chunk of time on these areas.
 4. Begin formal approaches to using DIRECT.