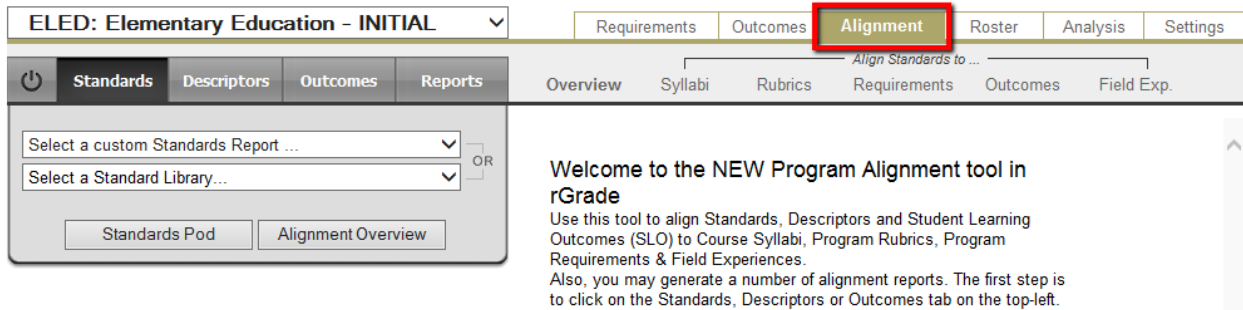


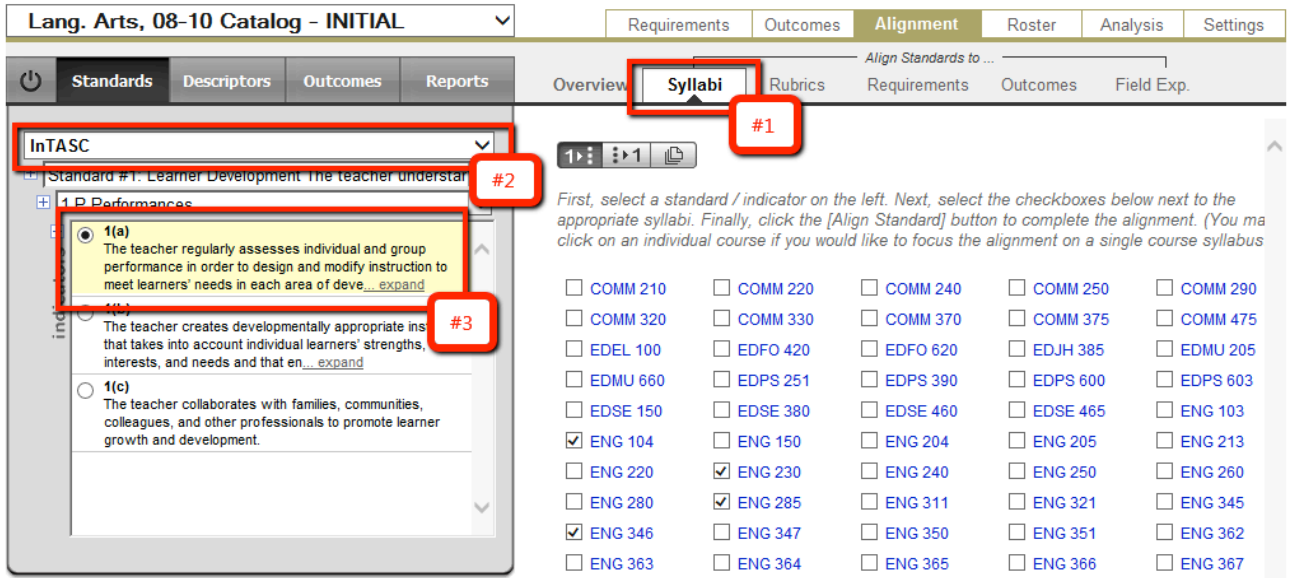
How to align Program Courses to Academic Standards

This tutorial provides step-by-step instructions for aligning program courses to academic standards/indicators (eg. InTASC, CAEP, REPA, etc.)

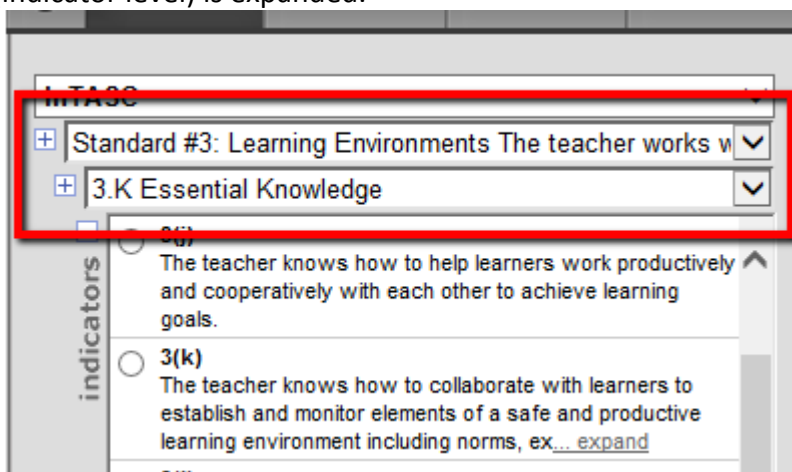
Step 1: Click on the “Alignment” tab for your program.



Step 2: Next, click the “Syllabi” sub-tab (#1). Upon refresh, select the appropriate standards library (eg. “InTASC”) from the dropdown list on the left (#2). Select the appropriate standard/indicator radio button on the left (#3).



NOTE: You may navigate the standard/indicator levels by selecting an item from the cascading drop-down lists. Also you may click the plus [+] icon to expand a different level. By default, the lowest level (indicator level) is expanded.



Step 3: Select the appropriate course syllabi checkbox(es) and click the [Align / Save Changes] button.

The screenshot shows the 'Syllabi' tab in the rGrade interface. On the left, the 'Standards' dropdown is set to 'InTASC', and 'Standard #1: Learner Development The teacher understands...' is selected. Underneath, '1.P Performances' is expanded, and indicator '1(a)' is selected. The main area displays a grid of course checkboxes. A red box highlights the following courses: ENG 104, ENG 230, ENG 285, and ENG 346. A red arrow points to the 'Align / Save Changes' button at the bottom of the grid.

Step 4: Repeat step 3 for all applicable syllabi and standards / indicators. You may align multiple standards libraries to your courses. To display a different standards library, select an item from the bolded drop-down list on the left.

Step 5: To display an overview of your alignment work, click the “Alignment” tab (#1), select the “Standards” tab on the left (#2). Select the appropriate standards library in the drop-down list (#3) and click the [Alignment Overview] button (#4). Review the “Master Syllabus” column.

(NOTE: if you click on any of the blue [ALIGN](#) hyperlinks, rGrade will automatically navigate to the appropriate alignment screen detailed in Step 3 above.)

The number that appears below the ALIGN link (if applicable) is the number of column items (syllabi, rubric-rows, program requirements) aligned to each corresponding standard/indicator.

The screenshot shows the 'Alignment Overview' screen. The 'Alignment' tab is selected at the top (#1). On the left, the 'Standards' tab is active (#2), and 'InTASC' is selected in the dropdown menu (#3). The 'Alignment Overview' button is highlighted (#4). The main area displays a table with the following columns: 'Master Syllabus', 'Rubric Rows', 'Program Requirements', and 'Learning Outcomes'. The 'Master Syllabus' column shows 'ALIGN 3' for the selected standard.

| Standard | Master Syllabus | Rubric Rows | Program Requirements | Learning Outcomes |
|---|-----------------|-------------|----------------------|-------------------|
| Standard #1: Learner Development The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the c... expand | ALIGN 3 | ALIGN | ALIGN | ALIGN |
| 1.P Performances | ALIGN | ALIGN | ALIGN | ALIGN |
| 1(a) The teacher regularly assesses individual and group performance in order to design and modify instruction to meet learners' needs in each area of deve... expand | ALIGN | ALIGN | ALIGN | ALIGN |