



## Steps for to Complete 21<sup>st</sup> Century Skills Implementation System

1. **Distributing Standards within Program Area:** Using the **21<sup>st</sup> Century Skills Program Area Standards Chart Template**, create your Program Area's **21<sup>st</sup> Century Skills Program Area Standards Chart**. Follow these easy steps:
  - a. Open file **21<sup>st</sup> Century Skills Program Area Standards Chart Template**
  - b. Enter each course name, included in your program area, as a heading for each column
  - c. For each standard that the course meets, place an X in the corresponding square. Complete this step for each standard and all courses
  - d. Next, looking at each standard, determine which of the courses that the standard is taught in (many standards will be taught in multiple courses) that you will include as a standard to assess in. Remember that you can assess each standard in as many or as few courses you wish, as long as each standard is assessed at least once in a program area. The purpose of this, is that a student who completes a program area at your school, would then in essence have an opportunity to learn and be assessed on each of the 21<sup>st</sup> Century Skills standards. This step should take approximately 1.5-2 hours per program area (depending on number of courses offered)
2. **Create a 21<sup>st</sup> Century Skills document for each course in your Program Area:** Complete the **21<sup>st</sup> Century Skills Program Template**. Follow these easy steps:
  - a. Open your program's 21<sup>st</sup> Century Skills template. It is named: **21<sup>st</sup> Century Skills Template – PROGRAM NAME (CTSO NAME)**. For example: **21<sup>st</sup> Century Skills Template – Business (FBLA)**
  - b. You will create a document for EACH course in your program area, by saving a document with each courses name replacing the *Template* in the title.
  - c. Make sure to create one for EACH class and save the file as: **21<sup>st</sup> Century Skills - COURSE NAME** (example: 21<sup>st</sup> Century Skills – Accounting II) .
  - d. Using the chart in the document, delete the Standards not included in the particular course, per the selections made in the **21<sup>st</sup> Century Skills Program Area Standards Chart**. For example, in the course Accounting II, standard 4.1 is

not being assessed (per the conversion chart), you will then delete standard 4.1 in the document **21<sup>st</sup> Century Skills – Accounting II**. Complete this step for EACH standard not covered in EACH course in your Program Area.

This step should take approximately 15 minutes per course.

3. **Deleting OSPI Suggested Resources/Activities:** With the remaining standards, and using the chart in the document: **21<sup>st</sup> Century Skills – COURSE NAME** you just created, delete any of the OSPI Resources/Activities that you will not be using to assess your students. Remember that you do NOT have to have a CTSO chapter to use the resources and activities offered. For example, you can use the FBLA American Enterprise Project in your Accounting II during class time. This step should take approximately 15-30 minutes per course.
4. **Adding Resources/Activities:** With the remaining standards, and using the chart in the document: **21<sup>st</sup> Century Skills – COURSE NAME** you just created, add resources/activities you currently use that can assess the standard listed. For example, in Accounting II you currently have the students complete a business simulation. If several of the standards you have listed for the course can be assessed during this simulation, you will want to add the name of the simulation to the chart. You will add the simulation name for EACH of the standards you wish to assess using the simulation. This step should take approximately a 1/2 hour per course.
5. **Adding OSPI Resources/Activities (not CTSO specific):** You may also use the suggested activities provided by OSPI that are not CTSO specific. These can be found in the **21<sup>st</sup> Century Skills in CTE Resource Manual** document. They are provided in a separate document so that teachers can determine if AND where they could best be utilized. The amount of time this step will take will vary, as some teachers will utilize and some will not, as well as how much the resources are utilized.
6. **Adding Resources/Activities Descriptions:** To finish the **21<sup>st</sup> Century Skills – COURSE NAME** document, you will need to add the Activity Descriptions. The purpose of adding the descriptions is to explain to your multiple audiences what will be used to assess students for the particular standard. Multiple audiences include, administrators, parents and students. The descriptions for the OSPI Recommended Resources/Activities that are CTSO specific have been completed when possible. For some program areas, you will need to complete this process for the OSPI recommended *and* your added resources and activities. The amount of time this step will take will vary on multiple factors (how many OSPI recommended are used, how many new are added, etc..).

7. **Creating a 21<sup>st</sup> Century Skills Assessment Tool**: You may choose to assess your students in a variety of ways. The **21<sup>st</sup> Century Skills Student Assessment Form** is one possibility. The form is completed by the students immediately following an assessment that the teacher has listed in the **21<sup>st</sup> Century Skills – COURSE NAME** document as an approved activity for the standard. The student submits the sheet WITH **21<sup>st</sup> Century Skills Tracking Chart** to the teacher. The teacher provides feedback and a final score for the submitted **21<sup>st</sup> Century Skills Student Assessment Form**, as well as the final score on the **21<sup>st</sup> Century Skills Tracking Chart**. The tracking form allows the student to easily see what standards they have and have not met. The tracking form is turned into the teacher at the end of the semester. A **21<sup>st</sup> Century Skills Tracking Chart** must be completed for each individual course. Using the **21<sup>st</sup> Century Skills – COURSE NAME** document for the course, create a tracking chart with the same COURSE NAME and enter the assessments in the left column. Next, delete the columns for standards not being assessed in the course. Lastly, shade the cells that the assessment does not assess a given standard. For example, if the FBLA American Enterprise Project is an assessment in your Accounting II course and you have listed ten standards, this assessment may assess four of the ten. For the remaining six standards on the row for FBLA American Enterprise Project you will shade these cells. Students will then know that the FBLA American Enterprise Project will only be eligible for assessing the four standards that the cells are not shaded, and will require a score for. This step will take approximately 15-30 minutes per course.