Kansas State Department of Education

Career and Technical Education Website User's Guide

http://www.ksde.org/Default.aspx?tabid=249

Learning that works for America
CTE™

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1. **KSDE Header-**This header is used on every Kansas State Department of Education page. It includes a direct link to KSDE frequently asked questions, KSDE site map, KSDE calendar, contacting KSDE, KSDE employment, Kansas.gov, parent resources page, student resources page, teacher resources page, administrator resources, KSDE Data, Media and Reporting Portal, a most requested topics drop down, Teams/Divisions dropdown, and a Search KSDE feature. By clicking on the KSDE logo, it will return you to the KSDE home page.
2. **KSDE Menu-**The side menu on the left hand side is a constant on every KDSE page. It allows you to navigate throughout different pages within KSDE.
3. **KSDE Search-**Included in the KSDE header, this allows an individual to search the site using a keyword or keywords. The user must click on the magnified glass image to complete search.
4. **Page Index Module**-A page index is available within every page of the Career and Technical Education web pages. The first page is labeled as Page Index, and others are titled for the web page name. The Page Index has a link to the different CTE modules that are available on each page.
5. **CTE Menu-**The CTE menu, located on the right hand side of the page when Career and Technical Education is selected on the KSDE menu, is a constant on every KSDE CTE page. It will navigate you through different CTE pages, including the CTE Forms and Documents, CTE Mission & Responsibilities, Consultants, Carl D. Perkins Federal Accountability, High Schools that Work, Non-Traditional, CTE Student Organizations, the 16 Career Clusters, VE2 Programs, and Reports and Collections.
6. **CTE Module-**Each page is broken down into modules. On the main CTE page, the Career & Technical Education (CTE) module remains fairly constant over time, with the main CTE pages being linked. New guidance or information may be put here as it becomes available, such as the Career Cluster Guidance Handbook currently is.
7. **Career Clusters Module–** On the main CTE page, this module links users to the 16 career cluster pages. This module stays consistent on the main CTE page.
8. **Changing Modules-**The remaining modules will change as needed from time to time. On the main CTE page, modules will be for recent general CTE information that needs shared with the field. The other pages will change according to each page.
9. **Common Authentication-**a link to the KSDE common authentication. This is where you can log into the Pathways system.
10. **CTE Module #2–** On the main CTE page, this module links users to other important CTE pages. This module stays consistent on the main CTE page.
11. **Contacts–** A contacts section is on every CTE page, and lists the person in charge of the content for the page and the person to contact if there are problems with the web page.