
Teachers Guide

A Guide to What iCEV is and How to Use it

Introduction

Whether you're new to iCEV or looking to maximize your subscription, you may feel lost about the best ways to implement iCEV in your courses. After all, the robust, flexible resources provide you with many options, but where do you begin?

We're here to help you feel confident and comfortable implementing iCEV in ways that will offer your students engaging and impactful learning experiences.

In this guide, you'll explore an overview of the iCEV curriculum and how to customize the platform to meet your students' unique needs. Along the way, we'll cover topics including:

- The types of teaching resources and materials iCEV provides
- Optimizing course settings to fit student needs and instructional goals
- The best way to use certain resources within the curriculum

By the end of this guide, you'll better understand the kinds of resources found within iCEV and what strategies you can use to provide the best learning experiences for your students.



As you read through each section, look for **“Pro Tips”** from iCEV users to learn valuable tips and strategies from educators successfully using the iCEV curriculum and resources.

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What Resources Are Available Within iCEV?

Overview: As an iCEV customer, you have access to thousands of flexible teaching resources and materials. In this section, you'll explore iCEV's comprehensive course materials and resources, including detailed lesson plans, projects, activities, assessments and more.

Planning Resources

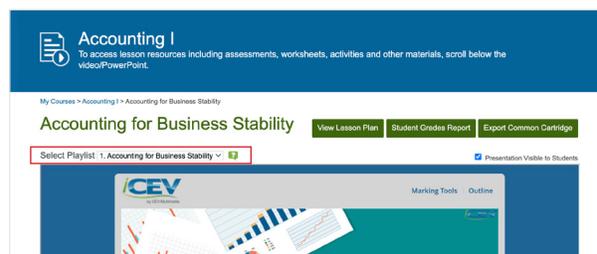
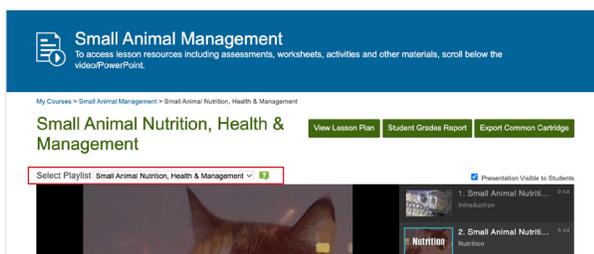
Planning Resources are documents designed to save you time and ease the planning process when preparing for class. These documents help you structure your class, meet course standards, and spend less time planning and more time engaging with students. **These documents include:**

- **Pre-built Lesson Plans** are your roadmap to follow when using iCEV lesson materials. These step-by-step documents are well structured enough to use as-is but are also flexible if you wish to shift materials around to personalize your course
- **Standards Alignments** to show the state, national, and industry standards your iCEV materials align with
- **Pacing Guides** help illustrate the scope and sequence of the course
- **Special Population Strategies Guide** can ease the challenge of meeting the needs of every student by equipping you with strategies and tactics to help all students succeed
- **Social-Emotional Learning (SEL) Toolkit** explores methods to help students develop self-awareness, self-management, social awareness, and responsible decision-making skills. Explore ways to infuse SEL into your students' everyday learning

Multimedia Lesson Components

Every lesson is composed of engaging multimedia designed to remove the physical barriers of the classroom and introduce students to valuable concepts and skills. **Multimedia components of an iCEV lesson include:**

- **Videos** bring the real-world into your classroom by demonstrating knowledge and skills through industry leader and expert insight
- **PowerPoints** present lesson content in easy to understand bullet points to provide your students with the information needed to master introductory to technical concepts



What Resources Are Available Within iCEV?

Instructional Materials and Interactive Assignments

Instructional Materials are resources you use during class to introduce and engage students with course content. **Interactive Assignments** are student-facing resources you use during class to allow students to apply what they've learned and be graded on their performance.

These instructional resources and assignments include:

- **Vocabulary Handouts** help students identify and define terms essential to the comprehension and understanding of the lesson
- **Key Concepts** present the main ideas of a lesson in a modified Cornell note taking method to ensure students can identify the main concepts of a lesson, answer the Essential Questions, and have a blueprint for how to take good notes
- **Student Handouts** are used to support topics covered in the video/PowerPoint in more detail to give students a deeper look at what they've learned
- **Activities** encompass a wide variety of short-term assignments, from filling out graphic organizers to full lab experiments. This assignment type offers opportunities for hands-on learning and can often be gamified
- **Career Connections** are video interviews with industry professionals designed to provide students with a closer look at the career opportunities related to concepts learned in the lesson
- **Projects** are more long-term, rigorous assignments focused on students applying and utilizing the concepts learned in a lesson to prove understanding



Each activity and project is accompanied by accommodations, modifications, and extensions to help differentiate your instruction. These materials also allow educators to print and have a copy for students who need a printed version for IEP or 504 plans.

What Resources Are Available Within iCEV?

Assessments

Assessments evaluate student comprehension of lesson materials. **The different types of assessments on the iCEV platform include:**

- **Checks for Understanding** are five-question reviews of the main content presented in a lesson to ensure student comprehension of key points presented in the segment
- **Final Assessments** are cumulative to the lesson and consist of 20 questions. Questions in this assessment type are more rigorous and require students to analyze, apply and synthesize the information presented in a lesson
- **Custom Assessment Generator** allows you to select lessons you wish to include in an assessment. You can then use the search bar to filter through keywords to create a fully customized assessment for your course

To learn more about the interactive questions you can use in activities and assessments, explore the [Interactive Question Types & Grading Features Tutorial](#).

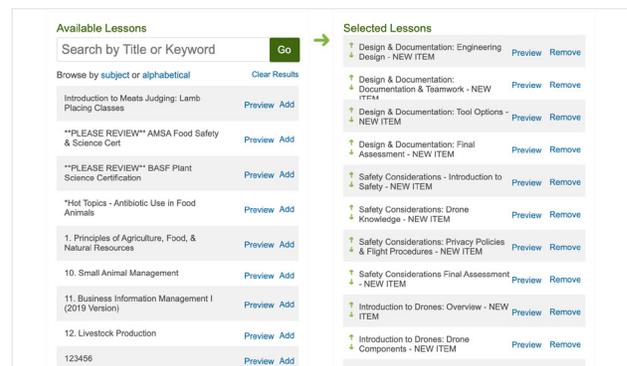
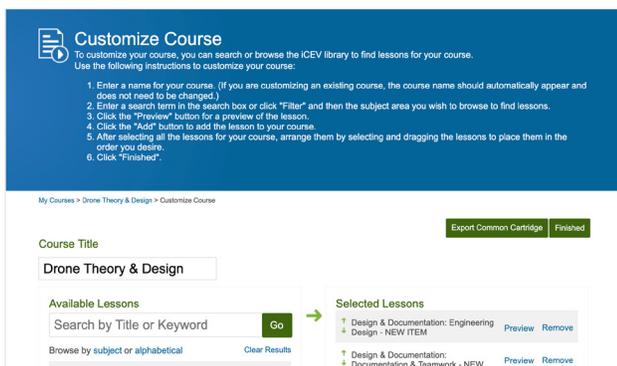
How to Optimize Course Settings in iCEV

Overview: In this section, you'll learn how to optimize your iCEV course settings to create learning experiences that meet students' needs and your instructional goals.

Customizing a Course

Teaching is as much an art as a science. Successful educators know that courses are all different. Even two sections of the same course in the same semester may differ based on student needs.

iCEV's fully customizable courses let you Add/Remove lessons and change the order of lessons to present materials in a way that supports student learning within your unique classroom.



How to Optimize Course Settings in iCEV

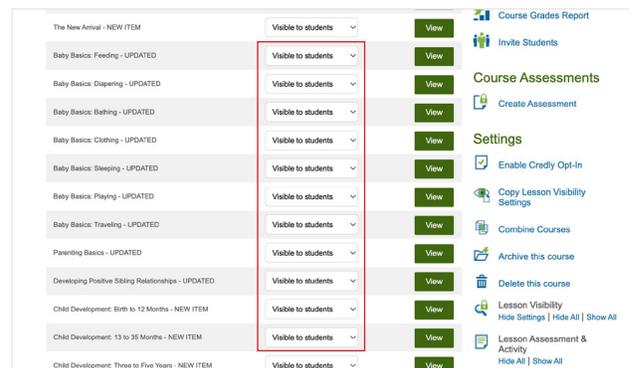
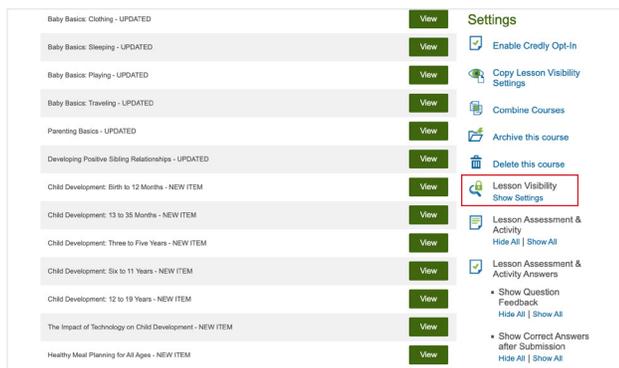
With iCEV's course customization features, you can gain benefits such as:

- Better student comprehension
- Improved learning outcomes
- Improved instructor communication
- Increased course accessibility

For step-by-step instructions on customizing your course, explore iCEV's [Customizing a Course Tutorial](#).

Visibility Settings

Changing visibility settings for coursework on the iCEV platform allows you to hide individual assignments, activities, or lessons from your student's perspective of the platform. Doing this will enable you to better pace students as they work through content to ensure they understand what they are learning before moving on.



Learn how to adjust visibility settings for coursework and materials through iCEV's [Lesson Activity & Visibility Settings Tutorial](#).



A favorite setting of iCEV customers is the ability to have student coursework open or close automatically on a determined date as a way to assign deadlines!

How to Optimize Course Settings in iCEV

Assessment Settings

Assessments are an essential part of your course. They allow you to gather valuable information about student learning while checking for understanding and challenging their knowledge and skills. There are many options to customize assessments to fit your instructional goals and students' unique learning needs.

Within a lesson you can customize assessments by:

- Assigning a deadline
- Changing visibility to students
- Adjusting the number of assessment attempt

Receiving constructive feedback after taking an exam is one of the best ways to improve student performance. **Considering that, iCEV offers various options to provide students with instant assessment feedback.** The options you can select to incorporate into your assessment include:

- Show only the score
- Show the score and missed questions
- Show the correct answers to missed questions

To learn how to adjust assessment settings, explore our [Show Details Options Tutorial](#).

Managing Students in Your Roster

Once you have your course organized and structured, the next priority is adding students to your roster so they can access the interactive materials and resources. **In four easy steps, learn how to invite and register students for your course through our [Adding Students to a Course Tutorial](#).**



You can download or print instructions for registering students to streamline the process once you have completed Step 2.

After each semester or throughout the year, you may need to remove students from your course roster to open enrollment slots for new or next semester's students. **Learn how to remove students from your roster by exploring the [Roster Management Tutorial](#).**

Connect Your Learning Management System (LMS) with iCEV

iCEV integrates with Google Classroom, Schoology, Canvas, Blackboard, Moodle, and more. As a **certified Learning Tools Interoperability (LTI) product**, you can integrate iCEV into any Learning Management System (LMS) that utilizes LTI 1.0, LTI 1.1, or LTI Outcomes Service 1.X.

Learn how to seamlessly integrate iCEV with your preferred LMS through the videos and tutorials below:

- [Blackboard Integration Tutorial](#)
- [Canvas Integration Tutorial](#)
- [Google Classroom Integration Tutorial](#)
- [Schoology Integration Tutorial](#)
- [Moodle Integration Tutorial](#)

Ensuring your LMS is connected properly saves you time, provides easy access to data, and more effectively manages student learning experiences in your classroom. **Learn more about iCEV's LMS integrations and stay up-to-date on the latest iCEV integration features.**

How to Export Grades From the iCEV Platform

The ability to easily access grades and report on student achievement is paramount as you prepare your students to enter post-secondary education or the workforce after graduating.

Within the iCEV platform, you can view student grades at the course level or lesson level in three easy steps.

Learn how to view student grades and generate downloadable reports through the [Lesson & Course Grade Reports Tutorial](#).



Remember to adjust the “Start Date” filtering option to the beginning of the semester you wish to view lesson or course grades from.

What Accommodations, Modifications and Extensions Are Available for iCEV Resources?

Overview: In this section, you'll learn how iCEV's lesson plan materials allow you to easily implement accommodations, modifications, and extensions, as well as other resources designed to help you better meet student needs.

Accommodations, Modifications and Extensions Within iCEV Lesson Plans

For many teachers, the difficult part of teaching isn't developing content; it's differentiation. In the past, classrooms were teacher-centered, focusing primarily on completing coursework. As education has evolved, teachers now implement a variety of teaching strategies into each lesson, and those with special populations students must develop teaching strategies to ensure all students' educational needs are met.

You can find accommodations, modifications, and extensions for activities and projects in the Activity and Project descriptions in the Lesson Plan. These adaptations change how instruction or coursework are carried out to allow learners equal opportunity to demonstrate mastery of concepts and achieve the desired learning outcomes.

Activity

Tip Sheet ⓘ
Students will create a tip sheet to provide encouragement to teenagers as they move through the developmental stages of adolescence.

Accommodations:
Provide an example tip sheet to students and a list of resources to help with their research.

Modifications:
Reduce the amount of information required as appropriate for individual students.

Extension:
Have students transpose their tip sheets into small posters or flyers and hand them in strategic places around the school.

Projects

Developmental Group Activity ⓘ
Students will plan an activity to address one or more areas of adolescent development.

Accommodations:
Provide students additional time to work on their activity plan.

Modifications:
Allow students to orally explain their project rather than gathering the materials and presenting the activity to the class.

Extension:
Have students schedule a visit to another class or program and present the activity.

Guide: Teaching Strategies for Special Populations

In addition to adaptations found in iCEV lesson plans, educators can use the **Teaching Strategies for Special Populations Guide** to discover even more strategies and ideas for differentiating coursework.

Every student learns in unique ways, and having a wide range of instructional strategies and coursework options is key to ensuring equal opportunity for all students to learn and grow in your classroom.

How to Use iCEV for In-Person Instruction

Conduct in-person classes with ease using iCEV's extensive library of lesson content. Lessons are delivered in video and PowerPoint presentations and are accompanied by premade lesson plans, activities, projects, assessments and everything else you need for in-person instruction.

As a digital curriculum solution, you may wonder how to keep students engaged when implementing iCEV's digital curriculum solution in person. With well-structured, flexible course materials, differentiating how students engage with content in your classroom has never been easier.

Reinforcing Hands-on Learning When Using Digital Curriculum

Whether a curriculum is digital or print, reinforcing the hands-on learning components that make CTE impactful can be challenging.

When students experience online instruction, the best way to keep your students on their educational toes is by incorporating hands-on learning to amplify the learning experience.

Four ideas to reinforce hands-on learning and allow students to apply what they learned include:

1. Have students demonstrate the skill, process, or concept covered in the video or PowerPoint component of the lesson
2. Find field trip opportunities where students are exposed to the concepts learned in class
3. Games are a great way to make learning fun and interactive. Incorporate games into your lessons to further enhance student understanding of the material
4. Giving students a choice is a great way to make learning more hands-on. When students have a say in their learning, they're more likely to be engaged and motivated. To give students a choice, try to create options for each activity or project

Read the full article to learn how you can create an engaging, impactful learning experience: [4 Tips to Better Engage Students When Using iCEV](#)

How to Use iCEV for Remote Learning

Remote, or distance learning, is where the student and educator are not physically present in a traditional classroom environment. Remote learning can occur synchronously with real-time peer-to-peer interaction and collaboration or asynchronously with self-paced learning activities that take place independently of the instructor.

How to Use iCEV for Remote Learning

Leverage Your LMS Integration

When implementing iCEV for remote instruction, your Learning Management System (LMS) becomes invaluable as it serves as your students' digital classroom environment. From your LMS, you can assign coursework, record student grades, create engaging learning experiences, and other features dependent on your chosen LMS. Learn how to [integrate iCEV with your preferred LMS](#).

Use Distance Learning Resources

iCEV offers a Distance Learning Guide designed to address the most prominent challenges remote instructors face when implementing iCEV. In this comprehensive guide, you'll explore solutions for remote learning challenges, including:

- How to check for comprehension
- Best practices for submitting assignments
- Facilitating class discussions
- Conducting group projects
- Providing feedback

After reading this guide, you'll be equipped with strategies and tactics to ensure your remote course engages students in high-quality learning experiences to prepare them for their futures.

Reduce and Prevent Cheating on Assignments

With advancements in educational technology continuously changing the educational landscape, the issue of cheating on online curriculum has been on the rise. To learn how to identify cheating in your course and strategies to combat this issue, explore our blog on [How to Prevent Cheating On Online Curriculum](#).

How to Use iCEV for Hybrid Learning

Whether your school regularly implements hybrid learning or changes unexpectedly, iCEV allows you to effectively engage students in high-quality learning experiences that equip them with valuable knowledge and skills.

As a digital curriculum solution, iCEV is designed to fit any learning environment, including hybrid modality. Hybrid, or blended learning, combines traditional face-to-face classroom instruction with online learning.

iCEV makes hybrid learning easy for both synchronous and asynchronous instruction.

Combining classic teaching techniques like presentations and lectures with engaging educational technology gives students new and exciting ways to learn. On top of that, you're better able to fit the unique needs of all your students regardless of their learning environment.

How to Incorporate An Industry Certification

Overview: In this section, you'll discover how to add an industry certification to your "My Courses" Page, plus strategies for successfully implementing an industry certification alongside your course.

Incorporating an Industry Certification Into A Course

Industry certifications hosted on the **iCEV Testing Platform** bring industry-established standards into your classroom to bridge the gap between education and the workforce. Industry certifications validate knowledge and skills, foster career development, boost employability, and increase workplace productivity.

Current industry certifications hosted on the iCEV platform include:



American Meat Science Association
Culinary Meat Selection & Cookery



Elanco
Veterinary Medical Applications



American Meat Science Association
Food Safety & Science



Equipment & Engine Training Council
Principles of Small Engine Technology



American Meat Science Association
Meat Science



Express Employment Professionals
Business Office Technology



BASF
Plant Science



Express Employment Professionals
Career Preparedness



Benz School of Floral Design
Principles of Floral Design



Home Builders Association of Alabama
Residential Construction Skills



Center for Financial Responsibility
Personal Financial Literacy



National Collegiate Livestock Coaches' Association
Principles of Livestock Selection & Evaluation



Ducks Unlimited
Ecology Conservation & Management



National Horse Judging Team Coaches' Association
Equine Management & Evaluation



Elanco
Fundamentals of Animal Science



Southwest Airlines
Professional Communications

How to Add a Certification to Your Course

Incorporating an industry certification alongside your course is an easy process. Learn how to add the industry certification of your choice through the **Adding a Certification to Your "My Course" Page Tutorial**.

How to Incorporate An Industry Certification

iCEV Testing Platform Features

iCEV offers numerous platform features to ensure you have the support and resources to help students navigate the certification process successfully. **Industry certification platform features include:**

- **Certification Pre-Tests** for students to take before they engage with certification preparation content. The pre-test assesses a student's current knowledge and allows additional reporting options, such as student or class growth. Explore the value of and how to enable pre-testing through the [Certification Pre-Test Tutorial](#).
- **Student Certification Reports** allow educators to access data on student achievement and areas for growth to best prepare students for the certification exam. Learn more in the [Viewing Student Certification Reports Tutorial](#).
- **Proctoring** your student's certification exam ensures they honestly challenge their knowledge and skills to provide credibility to their earned certification. However, some states do not allow teachers to proctor a certification exam. If this is the case in your state, you can assign a proctor to the exam your students will take. Discover how to add an external exam proctor in the [Adding a Certification Exam Proctor Tutorial](#).
- **Accommodations** are available for certification candidates with current 504 Plans and/or Individualized Education Plans (IEPs). To explore other certification accommodations or request special accommodations for a testing candidate, visit our [Testing Platform Certification Accommodations Page](#).

Certification Preparation Content

iCEV also offers **certification preparation content** designed to expose students to the industry standards tested for in the certification exam. Organized into a course playlist, the multimedia presentations and interactive coursework will effectively prepare students to be successful on the certification exam.

In addition, iCEV offers **two practice exams** students can take before taking the final certification exam. The practice exams expose students to the rigorous question types and variety of information covered in the final exam.

Where Can I Get Additional Guidance?

Overview: In this section, you'll find additional resources and ways to get help when implementing the iCEV curriculum.

Where to Learn More

Knowing where to start when adapting iCEV to fit your unique classroom and students' needs can be challenging. After all, there's a lot to consider and a wide array of options and features available to create the best learning experience for your students.

In this guide, you've discovered more about iCEV, including the kinds of resources available and the best ways to use those resources. If you use these tips and strategies, you'll set your students and yourself up for success.

For more guidance and ideas, visit these resources:

- **iCEV Blog** - Subscribe to the iCEV blog to stay up-to-date on the latest ideas, tips, strategies, and trends for CTE teachers and administrators
- **iCEV Professional Development Webinars** - As an educator, actively pursuing professional development ensures your knowledge and skills stay up-to-date with the latest trends. iCEV hosts FREE professional development webinars each month to provide you with valuable information and strategies for your classroom
- **One-on-One Training** - Our short online professional development sessions provide one-on-one advice from our curriculum experts to help you maximize your iCEV subscription. We'll answer your questions and show you how to best integrate iCEV into your program
- **iCEV Tutorials & Guides** - Explore iCEV's comprehensive, step-by-step tutorials and guides to learn valuable implementation strategies, how to use iCEV's platform features, and more

Your iCEV Customer Support Team is available to answer questions and help you make the most of the curriculum in your classes. You can reach us at 806-745-8820, customersupport@icevonline.com, or by visiting our **Contact Us** page.