

Revolution

Managing the CTE Lifecycle

Introduction

1. Web-based data system developed by Multiverse Software, LLC.
2. Uses Virginia's state-approved curriculum modules
3. Educator's easily track students' progress
4. Administrators have access to real-time scores and reports
5. Teachers can only see their own sections

Features

Simplified competency tracking—Teachers can rate an entire class on one or more competencies as soon as the competency is taught. The rating can be updated as the students become more proficient, and the system tracks their progress.

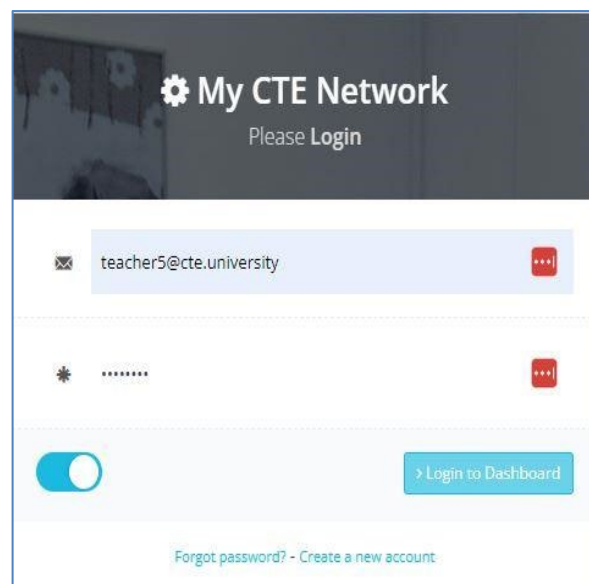
Modify your gradebook—Adjust tabbing options to score students your preferred way. Scores are automatically saved, and you can change the view to hide or display students removed from your section.

Section Progress—Dashboard displays percentages of student's progress for each section in an easy-to-read color-coded view.

Navigation—Easily move between your Dashboard, Gradebooks (sections), and Reports.

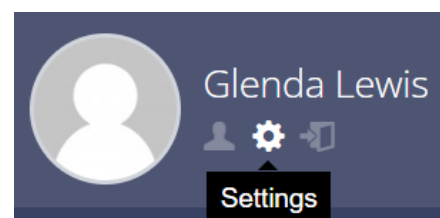
To Begin

1. Open any browser.
2. Type the url for your Revolution instance.
3. Type in your login information provided to you by your Site Manager and click *Login to Dashboard*.
4. Click on *Applications* on the left under your name.
5. Click on the Revolution Icon to display your Revolution dashboard



Change Your Password

1. You should change your initial password to something unique to you.
2. Click on the *Settings* icon beneath your name to display the dialog box shown below.
3. Confirm your email is correctly displayed.
4. *Email Notifications* should be turned on to display system notifications and password reset emails.
5. Create a new password, confirm it, then click **Save Changes**.



 A light blue settings dialog box with a pencil icon and the title "Settings". It is divided into sections: "Info" showing the username "glenda_lewis@multiverse.software", "Email Notifications" with a toggle switch turned on, and "Password Update" with two input fields. The first field is labeled "New Password" and contains the placeholder text "Please choose a complex one..". The second field is labeled "Confirm New Password" and contains the placeholder text "..and confirm it!". At the bottom right are two buttons: "Close" and "Save Changes".

If you ever forget your password, use this link at the bottom of the Network login page. You will receive a password reset email.

[Forgot password? - Create a new account](#)

 A login page for "My CTE Network". The header has a gear icon and the text "My CTE Network" and "Reset Password". Below is a form with an email input field labeled "Email". A blue button labeled "> Reset Password" is to the right of the input field. At the bottom, there is a link: "Did you remember your password? [Login](#)".

Revolution Dashboard

Revolution

Managing the CTE Lifecycle

[Dashboard](#) > [Applications](#) > [Revolution](#)

Navigation

- Dashboard
- Gradebooks -----
- Vision Care Technician I, RHS, Fall, P1
- Master Barber I, RHS, Fall, P1
- Technology of Robotic Design (18 weeks), UMS, Spring, PF
- Reports -----
- Student Competency Record
- Section Report (FUTURE)
- All Sections (FUTURE)

My Dashboard

Section Progress

Vision Care Technician I, RHS, Fall, P1

97%

2

Master Barber I, RHS, Fall, P1

95.8%

4

Technology of Robotic Design (18 weeks), UMS, Spring, PF

84%

15.9%

What's New

The Rating Scale

As a reminder, the rating scale for scoring students is:

- 4 - Expert; Can teach others
- 3 - Competent; Can perform without supervision
- 2 - Practicing; Can perform with limited or some supervision
- 1 - Beginning; Cannot perform
- 0 - Uninformed

Your **Gradebooks** and reports are displayed under **Navigation**, giving you links to display details. Selecting a **Gradebook** link will display the skills for each student.

The **Dashboard** displays the scoring progress for each section, based on the skills that have been scored, those that have not been scored (in blue), and skills that are labeled optional/not required (in purple). Hover your cursor over each colored section to display the scoring.

Begin Scoring

Select a section name link under Gradebooks or select a section name link under Section Progress to begin scoring your class. The names of all students in your class will be displayed in the Gradebook where you can score skills throughout various skillsets.

Set Gradebook Options

Medical Assistant I, UMS, Year, PE

- Use the **gear icon** to the right of the section title to open the *Gradebook Settings* menu.
 - Choose to score one student by tabbing horizontally through the skill set.
 - Choose to score multiple students on one skill with different scores.
 - Choose to hide inactive students. (Inactive students are automatically moved to the bottom of the list unless this toggle is checked.)
 - You can also use the arrow keys to move around the gradebook.

Gradebook Settings

Auto tabbing ☐

Vertical tabbing ☐

Hide inactive ☐

Select *auto tabbing* to score **a single** student across all skills without tabbing.

Add *vertical tabbing* after selecting *auto tabbing* to score **all students** on one skill.

Select *Hide inactive* to hide students **withdrawn** or **added in error**.

Click **Save** to change scoring options.

Save

Cancel

Rate competencies

Medical Assistant I, UMS, Fall, PF 01: Demonstrating Personal Qualities and Abilities

SCR	ID	Last Name	First Name	Skill Points	001	002	003	004	005
	799085	Student02	Sample02		-	-	-	-	-
	809672	Student03	Sample03						
	830846	Student05	Sample05						
	968477	Student18	Sample18						
	989651	Student20	Sample20						

01: Demonstrating Personal Qualities and Abilities

02: Demonstrating Interpersonal Skills

03: Demonstrating Professional Competencies

04: Examining All Aspects of an Industry

- Select the down arrow at the top right (above the skill numbers) to open the selection box for all *Skill Sets*.
- Choose a *Skill Set* by clicking on the title.

Medical Assistant I, UMS, Fall, PF 09: Managing Financial Transactions

SCR	ID	Last Name	First Name	Skill Points	057	058	059	060	061	062	063
	799085	Student02	Sample02		-	-	-	-	-	-	-
	809672	Student03	Sample03		-	-	-	-	-	-	-
	830846	Student05	Sample05		-	-	-	-	-	-	-
	968477	Student18	Sample18		-	-	-	-	-	-	-
	989651	Student20	Sample20		-	-	-	-	-	-	-

- The gradebook will display the selected *Skill Set*, showing the *Skill Set* text and skill numbers. Hover over the skill number to display the skill's text above the gradebook. Optional skills will show the skill number highlighted in blue.
- Students are listed alphabetically by Last Name, then First Name.
- Click on a skill number to see options to score **multiple students on one skill** using *Fill Down* or *Reset Column*. Fill down scores all students on one skill with the same score. *Fill Down* only applies to empty cells. This will not overwrite any scores already entered. *Reset column* removes **all** scores from one skill.

001: Demonstrate creativity and innovation.

Fill down

Reset column

Fill empty cells

001: Demonstrate creativity and innovation.

Score

Cancel Submit

Add students to a section

- Click the **pencil icon** next to the gear icon.
- To add a student to your section, enter the student's first name, last name, or email address in the *New Student* search box. Select the student from the drop-down list, then click *Add Student*.

 Medical Assistant I, UMS, Year, PE 

Add Student

New Student

Add Student

Student

Sample01 Student01 (student1@cte.university)

Sample02 Student02 (student2@cte.university)

Sample03 Student03 (student3@cte.university)

Sample04 Student04 (student4@cte.university)

Sample05 Student05 (student5@cte.university)

Sample06 Student06 (student6@cte.university)

Sample07 Student07 (student7@cte.university)

Sample08 Student08 (student8@cte.university)

Add Student

New Student

Add Student

- Added students are now displayed in the Gradebook.

- Depending on the administrative setting, teachers may see this section edit view, but will not be able to access it.

Economics and Personal Finance Details 

Course ID:

Title:

Description:

Start Term:

End Term:

Update

Add Instructor

New Instructor

Add instructor

Instructors: 1

Sample08 Teacher08 (teacher8@cte.university) 

SCR	ID	Last Name	First Name
	799085	Student02	Sample02
	809672	Student03	Sample03
	830846	Student05	Sample05
	852020	Student07	Sample07

Remove students from a section

1. Click the pencil icon. 
2. Click the red **X** next to the student's name.
3. The *Remove Student* window will display, giving you the options for removal: *Added in error* or *Withdrawn*. Select the reason for removing the student and click *Remove* to confirm.
4. The removed student's name is now moved to the bottom of the list and displays a *View* (eye) icon rather than an *Edit* (pencil) icon, and a (w) for withdrawn or an (e) for added in error in front of the student's name. This indicates that the student's scores remain but can no longer be edited.

Students: 6

Student02, Sample02 (student2@cte.university)	X
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 Remove Student

Why do you want to remove this student?

Reason: Withdrawn

Added in error

Withdrawn

Cancel Remove

 Medical Assistant I, UMS, Fall, PF  

SCR	ID	Last Name	First Name
	809672	Student03	Sample03
	830846	Student05	Sample05
	852020	Student07	Sample07
	968477	Student18	Sample18
	989651	Student20	Sample20
	799085	(w) Student02	Sample02

Gradebook Settings

Auto tabbing ☐

Vertical tabbing ☐

Hide inactive ☒

Save Cancel

 Medical Assistant I, UMS, Fall, PF  

SCR	ID	Last Name	First Name
	809672	Student03	Sample03
	830846	Student05	Sample05
	852020	Student07	Sample07
	968477	Student18	Sample18
	989651	Student20	Sample20

5. To hide the inactive student from the gradebook, click the gear icon to display the *Gradebook Settings* window. Select *Hide inactive* and click **Save**.
6. The removed student's name is no longer displayed

View and Print Student Competency Record (SCR)

Use the Student Competency Record Link

1. Use the *Student Competency Record* link under **Reports** in the **Navigation** Menu next to **My Dashboard**. Choose a section to display all competencies for that section, then select a student to display the scores entered for that student for the entire competency list.

Please pick a section

Select a section ▼

Total Skills Rated	47
Required Skills Rated	47
Required Skills Pass	47
Required Skills Pass %	100%
Course Completion %	100%

Sample10 Student10's SCR for Digital Input / Word Processing (18), RMS, Spring, P3				
Required Skill			Date	Rating
01: Demonstrating Personal Qualities and Abilities				100%
001	Yes	Demonstrate creativity and innovation.	Jul 12 2023	3
002	Yes	Demonstrate critical thinking and problem solving.	Jul 12 2023	3
003	Yes	Demonstrate initiative and self-direction.	Jul 12 2023	3
004	Yes	Demonstrate integrity.	Jul 12 2023	3
005	Yes	Demonstrate work ethic.	Jul 12 2023	3

2. Scores may be entered or changed in this view and each section will display the competency rating percent with a total at the bottom of the screen for the entire competency list.

3. Use the *Actions* button to the left of the Student's Name to **Print** the SCR to a PDF or physical printer or use the *Fill down* feature to enter the same score for all competencies that have not been scored. Options include scoring optional skills (not required) and the ability to overwrite any existing scores previously entered. Choose your options and click **Submit**.

Actions Student10, Sample10 ▼

Print

Fill down

Fill empty cells

Fill empty competencies?

Score

Options

Include Optional Skills? ☐

Overwrite Existing? ☐

Cancel Submit

Use the SCR Link for One Student

1. Use the *Pencil Icon* link to the left of the student's ID.
2. The same window as shown above will be displayed, and you can use the *Actions* button as before.

SCR ID	Last Name
 883781	Student10

Actions Student10, Sample10				
Sample10 Student10's SCR for Digital Input / Word Processing (18), RMS, Spring, P3				
	Required	Skill	Date	Rating
01: Demonstrating Personal Qualities and Abilities				
001	Yes	Demonstrate creativity and innovation.	Jul 12 2023	3
002	Yes	Demonstrate critical thinking and problem solving.	Jul 12 2023	3
003	Yes	Demonstrate initiative and self-direction.	Jul 12 2023	3
004	Yes	Demonstrate integrity.	Jul 12 2023	3
005	Yes	Demonstrate work ethic.	Jul 12 2023	3

Actions Student10, Sample10	
	Print
	Fill down

Total Skills Rated	47
Required Skills Rated	47
Required Skills Pass	47
Required Skills Pass %	100%
Course Completion %	100%

Fill empty cells

Fill empty competencies?

Score

Options

Include Optional Skills? ☐

Overwrite Existing? ☐