

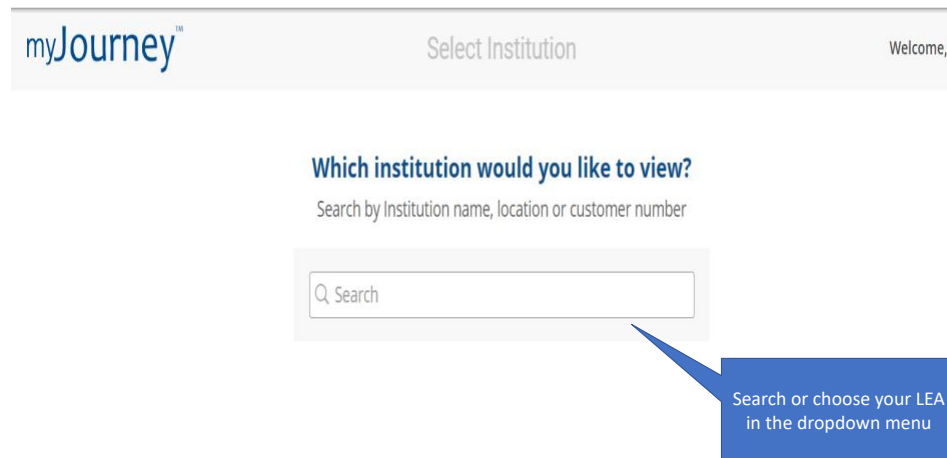


Accessing the Program Improvement Plan (PIP)

1. Using a Chrome browser (highly recommended), go to <https://myjourney.cognia.org/>. Enter your email address as username and password. (Click Forgot Password, if needed, and follow those directions).



2. Search or choose your district in the dropdown menu





3. Click Go to Workspace

Institution Update

myJourney™

Administrations Workspaces

All (7) 2023-24 SY (6)

	Workspaces
Elementary Schools	0
Middle Schools	0
High Schools	0
District	7
Total:	7

e|Prove workspace

Go to workspace

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4. Enter the name of our School District (Make sure it is spelled the same way as it is for the TAPE Diagnostics)

Which workspace would you like to view?

Filter by All [Search Box] X

23 workspaces found

Name	Institution	Location	Dates	Created By	Status
ALSDE #11 Perkins V CLNA Board of Education 2022-2023	Alabama Department of Education (ALSDE)	Alabama			Active
Board of Education 214796 AER	Alabama Department of Education (ALSDE)	Alabama	Start: Jul 1, 2023 End: Jun 30, 2024		Active
Board of Education 214796 Candidacy Review	Alabama Department of Education (ALSDE)	Alabama	Start: Apr 27, 2023 End: Apr 27, 2023		Active
Perkins V Comprehensive Local Needs Assessment 2023-2024	Alabama Department of Education (ALSDE)	Alabama	Start: Mar 25, 2024 End: Jul 1, 2025		Active
Alabama Gifted Program Evidence of Success 2023-2024	Alabama Department of Education (ALSDE)	Alabama	Start: Sep 27, 2023 End: Jul 31, 2024		Active
Perkins V Comprehensive Local Needs Assessment 2023-2024	Alabama Department of Education (ALSDE)	Alabama	Start: Sep 22, 2023 End: Jul 31, 2024		Active



5. Locate your school district, click the three dots on the right-hand side, and click open
Which workspace would you like to view?

Filter by: All | Clay County | 23 workspaces found

Name	Institution	Location	Dates	Created By	Status	
ALSDE CTE Perkins V CNA Board of Education 2022-2023	Alabama Department of Education (ALSDE)	Alabama 214796			Active	⋮
Board of Education 214796 AER	Alabama Department of Education (ALSDE)	Alabama 214796	Start: Jul 1, 2023 End: Jun 30, 2024		Active	⋮
Board of Education 214796 Candidacy Review	Alabama Department of Education (ALSDE)	Alabama 214796	Start: Apr 27, 2023 End: Apr 27, 2023		Active	⋮
Perkins V Comprehensive Local Needs Assessment 2023-2024 Board of Education	Alabama Department of Education (ALSDE)	Alabama 214796	Start: Mar 25, 2024 End: Jul 1, 2025		Active	⋮
Alabama Gifted Program Evidence of Success 2023-2024 Board of Education	Alabama Department of Education (ALSDE)	Alabama 214796	Start: Sep 27, 2023 End: Jul 31, 2024		Active	⋮
Perkins V Comprehensive Local Needs Assessment 2023-2024 Board of Education	Alabama Department of Education (ALSDE)	Alabama 214796	Start: Sep 22, 2023 End: Jul 31, 2024		Active	⋮
CTE Tool for Assessing Program Effectiveness	Alabama Department of Education (ALSDE)	Alabama 214796			Active	⋮
ALSDE Compliance Monitoring 2023-	Alabama	Alabama	Start: Sep 28, 2023			⋮

⋮ View
⋮ Open
⋮ Edit

6. Click the 3 lines in the upper left corner to open the menu, click Manage Resources

Workspace

Logged in as [redacted] Logout

CTE Tool for Assessing Program Effectiveness (TAPE) 2023-2024 [redacted] Board of Education Ashland, Alabama

- Activities
- Manage Resources
- Manage Users

Activities Review Mode

Current Review

Name	Status
Envt. Wellness and Dietetics - Student Organization (CTSOs)- [redacted]	Complete
Cosmetology - Student Organization (CTSOs)- [redacted]	Complete
Project Lead the Way (PLTW) Engineering - Student Organization (CTSOs)- [redacted]	Complete



7. Click the right arrow next to the Shared Folder (your school district's name is indicated with this Shared Folder), the arrow will then point down
 - Click the right arrow next to the folder named CTE Tool for Assessing Program Effectiveness (TAPE 2023-2024)

The screenshot shows the Cognia Workspace interface. On the left, there is a sidebar with a user profile, login information, and navigation options: Activities, Manage Resources, and Manage Users. The main area is titled 'Resources' and contains a search bar and a table of folders and files. The table has columns for Name, Created By, Added On, File Size, and Functions. The folder structure is as follows:

Name	Created By	Added On	File Size	Functions
Team Only Folder				⋮
Shared Folder with [redacted] Board of Education				⋮
CTE Tool for Assessing Program Effectiveness (TAP...)		Apr 8, 2024		⋮
00PIPCentral of [redacted]	Theresa Long	Apr 8, 2024	26 Kb	⋮

8. Click the 3 dots on the right of the 'PIP' file and Download

This screenshot is similar to the previous one but shows a context menu open over the file '00PIPCentral of [redacted]'. The menu options are View, Remove, Rename, and Download. The table data is as follows:

Name	Created By	Added On	File Size	Functions
Team Only Folder				⋮
Shared Folder with [redacted] Board of Education				⋮
CTE Tool for Assessing Program Effectiveness (TAP...)		Apr 8, 2024		⋮
00PIPCentral of [redacted]	[redacted]	Apr 8, 2024	26 Kb	⋮
Skills USA Program of Work 23-24	[redacted]	Mar 11, 2024	62	⋮
B Taylor Schedule 22-23	[redacted]	Mar 11, 2024	13	⋮
Barbicide_Student2	[redacted]	Mar 11, 2024	20	⋮



TAPE Support Resources

Teacher Schoology Group:

Link <https://alsde.schoology.com/group/6018657959>
Access Code FMKH-S6QJ-5VR47
Logging on to the ALSDE Teaching and Learning Platform is required

CTE Director Schoology:

To request to be added to the course, contact:
Email Dana Stringer, dstringer@alsde.edu
Education Specialist II
Career & Technical Education Workforce Development request to be added to the course.

Technical Assistance Request:



Diagnostics and Workspace Support:

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