

## **HOW NAVIGATOR WORKS**

Activation process: The process to activate user's starts with the state approved CEPD Administrator. The CEPD Administrator will enter the CTE Directors in their region and activate their access to the NAVIGATOR system. The next step is to have the CTE Directors submit their local building administrators' information. The local building administrator will identify and update the instructors and district curriculum consultant data so they will be able to get in and use the NAVIGATOR system. Only instructor(s) that are teaching in a state approved CTE program will have access to the system. It is critical that the data profiles for all participants be current to assist the state wide efforts for communication and technical assistance to CTE programs and staff.

Levels of users: In NAVIGATOR there are several levels of users at the local level. We have CEPD Administrator, CTE Director, Building Administrator, District Curriculum Consultant and Instructors. Each level has different user capability.

### What is in NAVIGATOR?

- **Schools** – List of schools with addresses and phone numbers that deliver state approved CTE programs in Michigan
- **MI Merit** – Content expectations for Mathematics (Math 7, Math 8, Algebra 1, algebra 2, Geometry, Statistics and Probability and Precalculus), Science (Earth Science, Biology, Chemistry & Physics), and Language Arts as identified by the Michigan Department of Education
- **Programs** – List of CTE programs for the state of Michigan and the capability of listing the programs by **Pathway, Cluster, CIP** and for each CIP a list of the minimum standards (Foundation, Pathway, MI Technical and MI Career and Employability Skills). In this section the teacher has the capability of adding resources that they would use to deliver the standards (images, documents, presentations and lesson plans).
- **Reports** – There are three sets of reports available to be printed or exported into Excel. The reports are by **Curriculum, Segment** and **Academic Alignment**. Each report can be done by state, PSN or program.

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