

Getting Around in CTE Online

Welcome!

This quick guide is designed to help you make the most of the CTE Online Website. Once you've set up your account, you can explore the ways in which CTE Online provides a whole new way to connect with the resources and relationships that can enrich your teaching experience.



Your Home Page

When you log in, you will be directed to your personal **Home Page**. From here, you can view featured projects and CTE Online News and Updates, as well as easily see any "stuff" you've created and any groups of which you are a member.

Did you know?

You can always get back to home by clicking on the words "CTE Online" at the top of any page.

Select the envelope to access the **Message Center** to send and receive CTE Online messages.

Your Dashboard

Click on your **name** at the top of your CTE Online page and your **Dashboard** opens, allowing you to manage all of your content.



Edit your **Profile**, change your **Password** and update your **email settings**

Create new Lesson Plans, Projects, Resources and even Groups

View all of your **Favorites** and **Collections**

Finding and Saving Stuff

Finding Curriculum

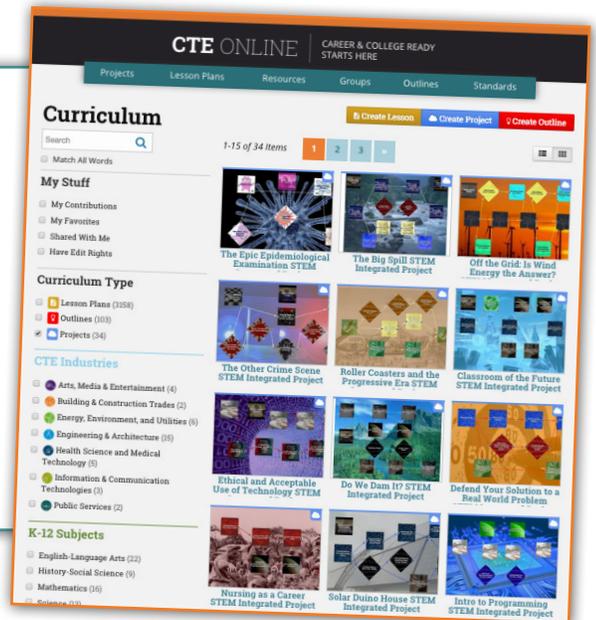
To start looking for amazing, teacher-created curriculum, select a tab for all **Curriculum**, or choose directly from **Projects**, **Lesson Plans** or **Outlines**. You can even search by **Standards**!

Search

You can search for keywords by typing a **search term** into the **Search** box and clicking the magnifying lens to refilter.

You can also narrow your search by filtering by the following:

- **Curriculum Type** (lesson plans, outlines, or projects)
- **CTE Industries**
- **K-12 Subjects**



Saving your Stuff in CTE Online

What do you do with lessons, projects and resources in CTE Online that you'd like to "save for later"? Use the multicolored **Edit Bar** for lots of options!

You can save what you find as a **Favorite**, add it to a **Collection**, **Copy** it to make it "yours" or even download it as a Word doc or PDF!

Remember: You can access all of your collections, favorited items, copied curriculum and resources from your Home Page under "My Stuff."

Have questions?

- Email the CTE Online Technical Team at webmaster@cteonline.org
- Give us a call during regular business hours at **530-636-2356**