***Documentation Packet [ 36 25 05 23 ] May 25th, 23***

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| Student Name: |  |
| Goals:  1. Complete OSHA 10 | Events:  1. No School Friday 2. Pog Audit, Thursday |
| Included Documentation  1. Complete OSHA 10 2. Personal Project Progress 3. Company Project Wrap Up 4. Lifetrack Survey [S] 5. Email Changes [S] 6. CTE 360 Documents | Required Documentation:  1. Complete OSHA 10 2. Company Project Wrap Up 3. Lifetrack Survey [S] 4. CTE 360 Documents 5. Reflection |
| Changes/Notes: ***DOCPACS ARE DUE WEDNESDAY OF THIS WEEK!*** | |

# Complete OSHA 10

If you have not already completed this assignment

1. Receive a voucher and link from the instructor for OSHA 10
2. Sign in using your school account
3. Complete the OSHA 10 Certification
4. Upload the Certification PDF to CTE 360

# IT Fundamentals Testout

1. On Thursday, we will conduct an ITF exam on Testout
2. Use your Voucher to take the IT Fundamentals test
3. If you pass the test, download the Certificate PDF. Save this PDF as “FirstnameLastname.pdf” in the “Lifetrack” folder in this DocPac. If this directory does not exist, create it.

# Personal Project Progress

Maintain a GitHub Repo for a personal project that you or you and several classmates work on. Maintain issues, documentation and Project boards in this repo. Write in the box below what progress was made on this project this week. Prove this work with issue tracking, commits, and PRs. Write your evidence in the box below.

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# Company Project Wrap Up

1. Complete any and all documentation required to allow the next class to continue working on your project next year.
2. Add a link to this documentation in the README.MD of the Github Repo for this project
3. Include any source files required to develop the project in the MAIN branch of the Github repo

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| Github Repo |
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# CTE 360 Documents

1. Go to <https://ytech.cte-360.com/>
2. Log in with your school username and password (or Microsoft account)
3. In the “Student Progress -> Industry Certifications”, upload proof of your OSHA 10 completion and IT Fundamentals completion (certification PDFs)
4. In the “Careers -> Portfolio”, upload proof of your Career Tree assignments (there will be three PDFs in this DocPac that will need completed first)
5. In the Media Center, scan in your Guest Speaker Form to USB drive. Upload to “Careers -> Portfolio”
6. ***Your academic teachers are supposed to instruct you to upload all other documents.*** There have been instructions not to have you upload these in this class.
7. When you are finished, screenshot the “Careers -> Portfolio” screen. Save this screenshot as “FirstnameLastname.png” in the “CTE360” folder in this DocPac. If this directory does not exist, create it.

# Lifetrack Survey [S]

1. Navigate to this address: <https://www.takemyschoolsurvey.com/exit/PA_YorkCounty2023_doorway.asp?path=/exit/>
   1. The required password is your student ID number.
2. Complete the survey
   1. Questions 2 and 3 are critical for the school records. Please fill them out as accurately as you can.
3. When the survey is complete, screenshot the “Complete” screen. Save this screenshot as “FirstnameLastname.png” in the “Lifetrack” folder in this DocPac. If this directory does not exist, create it.

# Email Changes [S]

1. Log in to CTE 360 (see above).
2. Click the banner that asks you to change your credentials.
   1. Input your personal email (not your current school email)
3. Log in to the NOCTI website to view your NOCTI Badges
   1. Change your email address to your personal address
4. Log in to GitHub
   1. Change your email address to your personal address

# Reflection

**What is one technique you learned in your coding this week, and what kinds of things can you use it for (the more specifics the better) ?**

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**What was a challenge to your time management this week, and what can you do to avoid it in the future (specific plan) ?**

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**What opportunities did you not take advantage of this week, and how would it helped you if you had? *OR* … What opportunity did you take advantage of this week, and what has it changed for you?**

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| 10 | You went above and beyond expectations. You applied knowledge that was not taught in this class in addition to what was taught. | * All assignments start at 9/10 possible points * 1 point is deducted per infraction   + Lateness   + Mistakes   + Unprofessionalism   + Not following instructions   + Etc. * Outstanding submission increase by 1 point and yield a pog. |
| 9 | You performed as well as can be expected for this class. You show a complete understanding and made no mistakes. You have mastered the subject. |
| 8 | Assignment is complete. You show a good understanding of the subject, but there are mistakes or minor incorrect details. You are ready to move to new subjects. |
| 7 | You show and understanding of the subject, but there are serious errors, or there are pieces you can practically use without understanding them. Remediation needed. |
| 6 | Assignment is incomplete but/or you showed that you understand at least the fundamentals of the subject. Assignment is low effort. Serious need of remediation. |
| 5 | You show minimum effort, assignment is incomplete, or have serious mistakes. You did not demonstrate that you understand the content or purpose of the submission. |
| 0 | The work was not submitted, damaged, seriously incorrect, or unprofessional. The submission is rejected. |

# Complete OSHA 10

# Company Project Wrap Up

# CTE 360 Documents

# Lifetrack Survey [S]

# Reflection