Instructions for Responding to the B Content Standards

Log onto ACOTE Online (<u>https://acote.aota.org</u>) using a browser such as Firefox or Chrome. Follow the instructions below for all of the B content Standards included in the Interim Report or Self-Study Report:

- To be able to complete this section, the user must have the "Add Curriculum Data" button checked in the "Users" tab.
- Complete the Course Summary form in the "CURRICULUM" tab and upload the related syllabi that include course objectives, learning activities, and instructional methods and materials. (NOTE: Level II fieldwork syllabi may <u>not</u> be used to document compliance with a B Standard).
- In each Course Summary, link up to 3 courses that best exhibit coverage of each content Standard. A maximum of 3 courses can be linked to each Standard. Once linked, those courses will automatically populate the "Courses" section under each B Standard.
- In the "Compliance Statement" response box, summarize how the program meets each B Standard.
- In the "Supporting Material" section, upload a specific example to document the assessment measure(s) used to meet the Standard (e.g., sample assignment, test question, project, etc.).

TO ADD COURSES:

1) Click on "CURRICULUM" tab in blue bar.

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Total	176	
Not Started	173	
In Progress	3	
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Ready for Administrative Review	0	
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2) Click on "Add Course".

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3) Complete Course Profile (Course Summary Sheet).

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4) Click on "Upload File" to upload the course syllabi for that course.

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5) Add Course Objectives that relate to the Standard(s) you will be tying the course to. (IMPORTANT NOTE: This field is limited to 7,500 characters).

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6) Select related Standards from "Course Standards Mapping" dropdown menu. Note that each Standard can have a maximum of 3 courses. Once the Standard has 3 courses, that Standard will no longer appear in the dropdown menu.



7) Click the + icon (lower right-hand side of screen) to add additional Standards.

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8) When you have completed the Course Summary Sheet, make sure to hit "SAVE" at the bottom of the page.

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9) NOTE: When one or more Standards are selected, the course title and number will automatically populate the corresponding Standards in the Self-Study tab. If you wish to remove a course from a Standard the Self-Study tab, you must remove the link to that Standard from the Course Summary sheet in the Curriculum tab.

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10) Once you have added courses, you may click on the "STANDARDS AND COURSE SUMMARY" tab under the "CURRICULUM" tab to view the courses you have linked to each Standard.

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Standard B.5.3. Therapeutic Use of Occupation, Exercises, and Activities	OTR 2430 Introduction to Occupational Science	
Standard B.5.4. Group Interventions	OTR3440 Group Dynamics. OTR4230 Psychosocial Occupations 1	
Standard B.5.8. Implement Intervention. Strategies	OTR 4431 Physical Occupations 2 OTR 6033 OT Process: Aging	
Standard B.5.12. Functional Mobility	OTR4432 Assistive Technology 2	
Standard B.5.13. Community Mobility	OTR4432 Assistive Technology 2.	
Standard B.5.14. Feeding, Eating, and Swallowing	OTR4231 Physical Occupations 1	
Standard B.5.15. Superficial Thermal and Mechanical Modalities	OTR6032 OT Process: Adults	
Standard B.5.16. Deep Thermal and Electrotherapeutic Modalities	OTR6032 OT Process: Adults	
Standard B.5.17. Home and Community Programming	OTR4525 Program Development in Health & Wellness OTR 6033 OT Process: Aging	
Standard B.5.18. Health Literacy	OTR 2410 Professional Communication	

To edit saved Course Summary Sheets:

1) From the "Curriculum" tab, click on the Course Summary Sheet you wish to edit.

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2) Click **Edit** button at the top of the Course Summary screen.

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3) If you wish to delete a tie to a Standard for that course, scroll down to "Course-Standards Mapping" and click on the "X" in the delete column to remove that Standard link.

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4) When all desired edits are complete, hit "SAVE" at the bottom.

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Questions? Contact Sue Graves (<u>sgraves@aota.org</u>)