

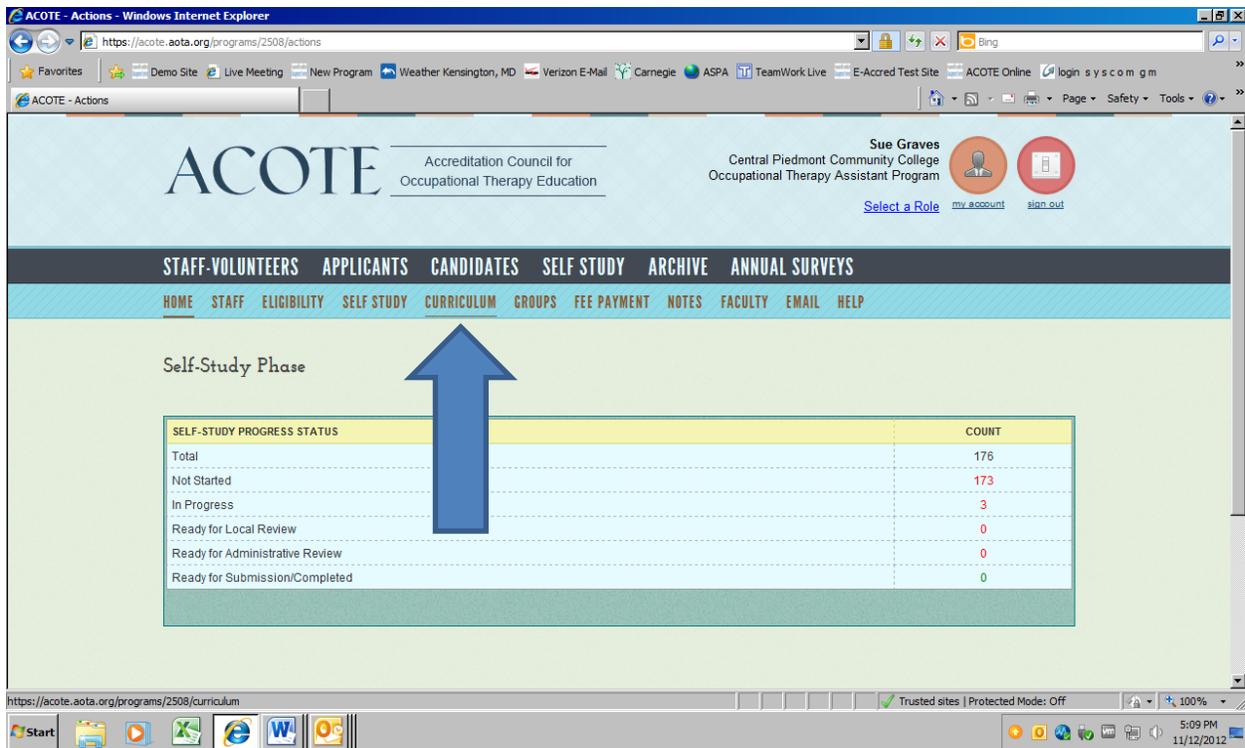
Instructions for Responding to the B Content Standards

Log onto ACOTE Online (<https://acote.aota.org>) 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 not 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.



The screenshot shows the ACOTE Online interface. The navigation bar at the top includes tabs for STAFF-VOLUNTEERS, APPLICANTS, CANDIDATES, SELF STUDY, ARCHIVE, and ANNUAL SURVEYS. Below this, a secondary navigation bar highlights the CURRICULUM tab. A blue arrow points to the CURRICULUM tab. Below the navigation bar, a table titled "Self-Study Phase" shows the progress status of programs. The table has two columns: "SELF-STUDY PROGRESS STATUS" and "COUNT".

SELF-STUDY PROGRESS STATUS	COUNT
Total	176
Not Started	173
In Progress	3
Ready for Local Review	0
Ready for Administrative Review	0
Ready for Submission/Completed	0

2) Click on "Add Course".

ACOTE - Course List - Windows Internet Explorer

https://acote.aota.org/programs/2508/curriculum/course/list/0

ACOTE Accreditation Council for Occupational Therapy Education

Sue Graves
Central Piedmont Community College
Occupational Therapy Assistant Program

Select a Role my account sign out

STAFF-VOLUNTEERS APPLICANTS CANDIDATES SELF STUDY ARCHIVE ANNUAL SURVEYS

HOME STAFF ELIGIBILITY SELF STUDY CURRICULUM GROUPS FEE PAYMENT NOTES FACULTY EMAIL HELP

COURSE DESCRIPTION

Required Courses

Click on Course # to modify a Course's profile.

NO	COURSE #	COURSE NAME	DELETE
No Courses have been added.			

Add Course

5:09 PM 11/12/2012

3) Complete Course Profile (Course Summary Sheet).

ACOTE - Create a New Course - Windows Internet Explorer

https://acote.aota.org/programs/2508/curriculum/course/0

ACOTE - Create a New Course

Select a Role my account sign out

STAFF-VOLUNTEERS APPLICANTS CANDIDATES SELF STUDY ARCHIVE ANNUAL SURVEYS

HOME STAFF ELIGIBILITY SELF STUDY CURRICULUM GROUPS FEE PAYMENT NOTES FACULTY EMAIL HELP

COURSE DESCRIPTION

Course Profile

For each course that is offered in the program, please provide the following information:

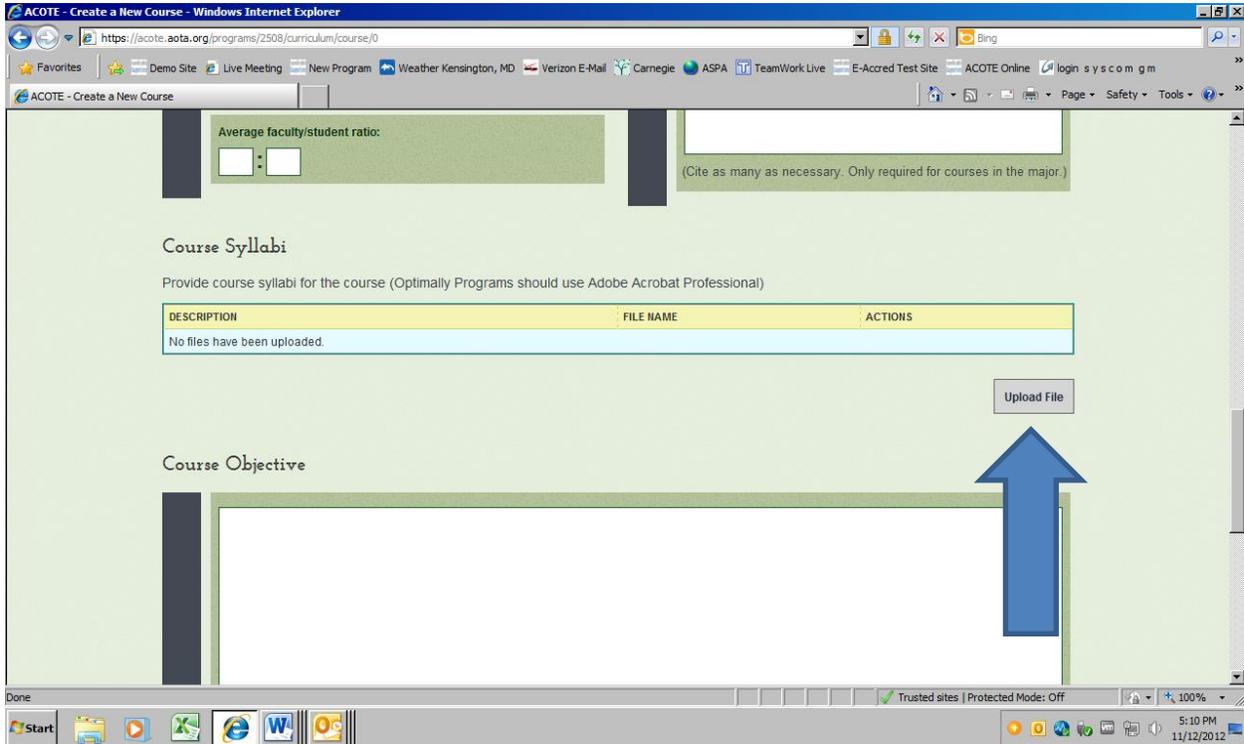
Course Summary

Course Title	<input type="text"/>	Delivery model:	<input type="checkbox"/> Classroom
Course Number	<input type="text"/>		<input type="checkbox"/> Online
Assigned Credits	<input type="text"/>		<input type="checkbox"/> Blended
OT Course Level	<input type="text"/>	Comments	<input type="text"/>
		Session	<input type="checkbox"/> Winter

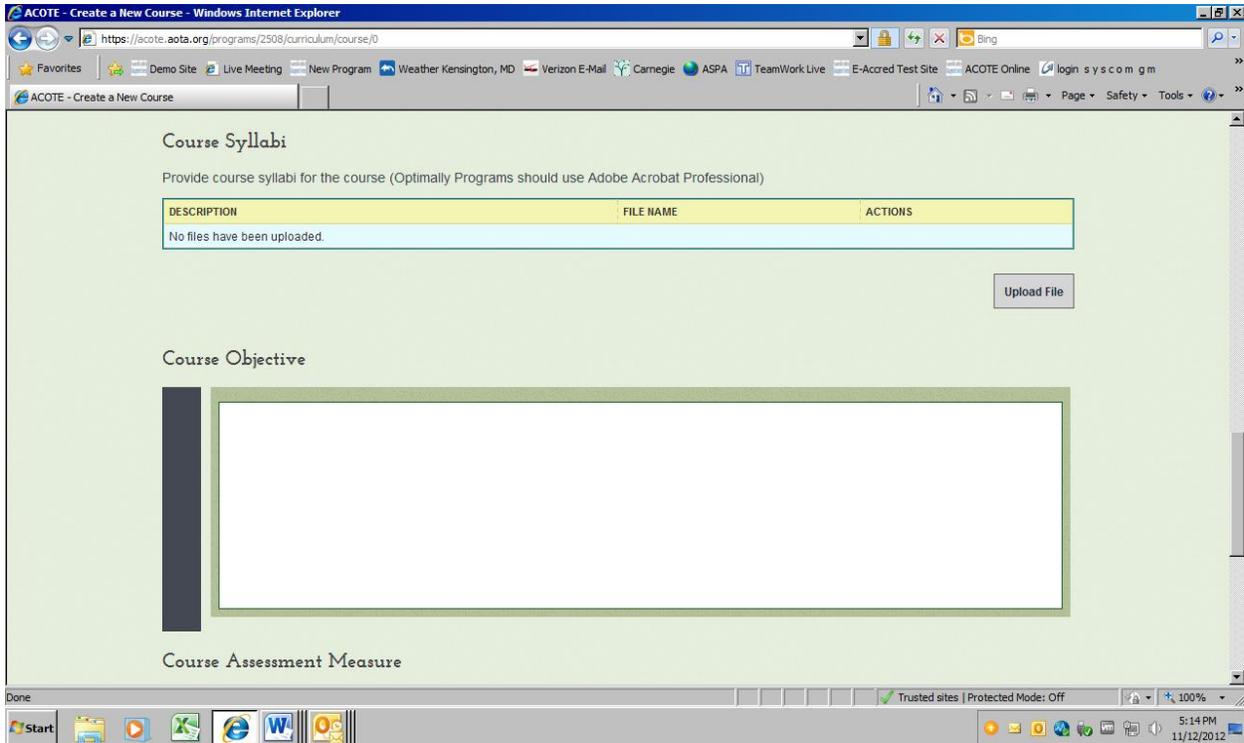
Done

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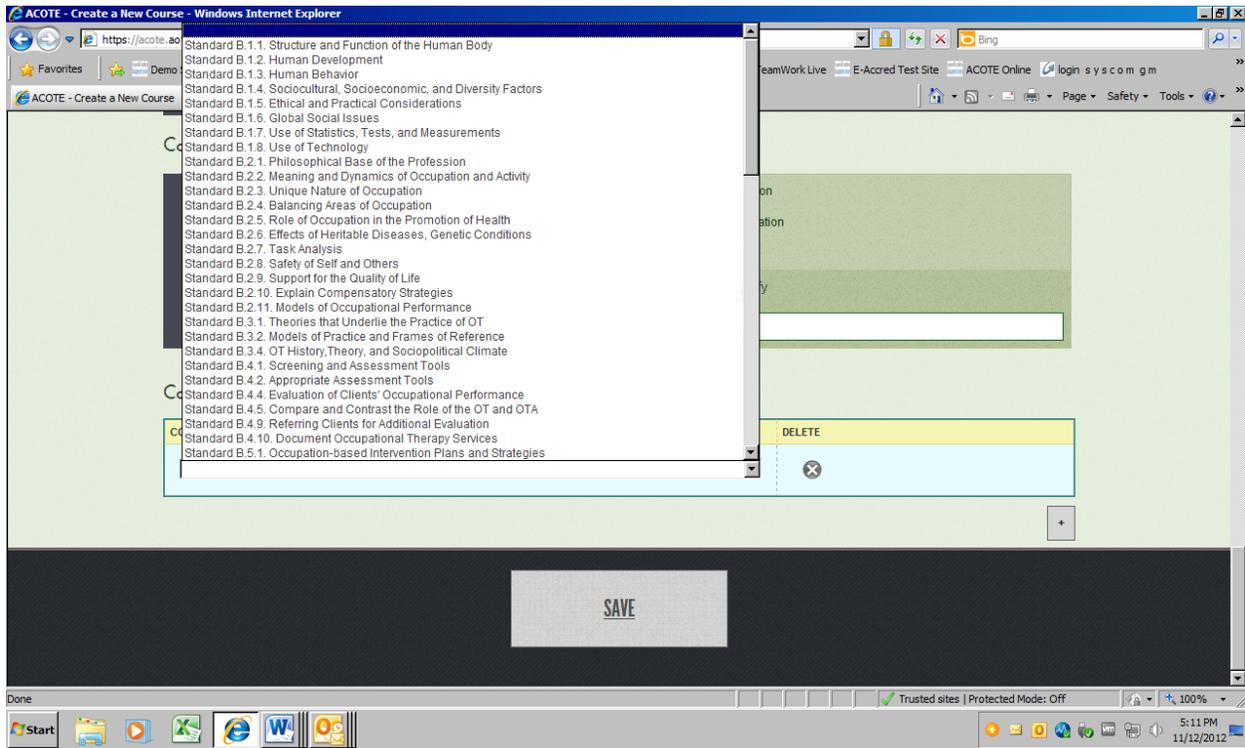
- 4) Click on "Upload File" to upload the course syllabi for that course.



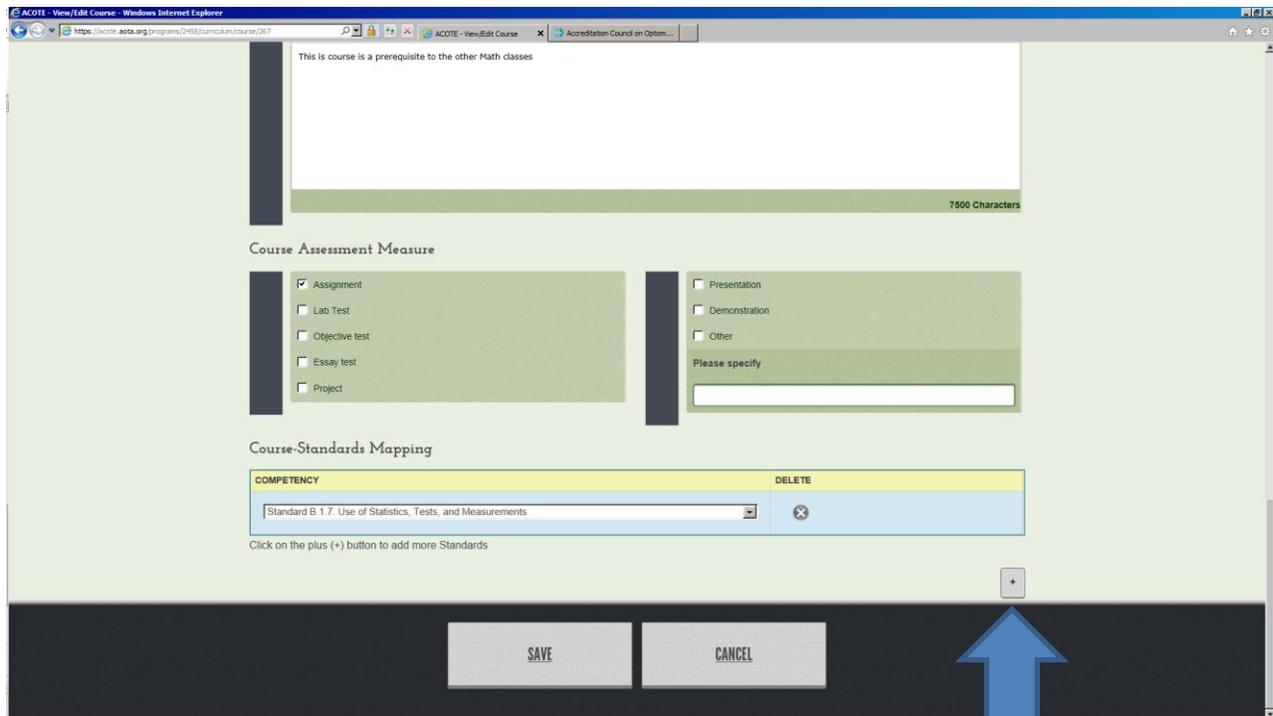
- 5) Add Course Objectives that relate to the Standard(s) you will be tying the course to. (IMPORTANT NOTE: This field is limited to 7,500 characters).



- 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.



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

7500 Characters

Course Assessment Measure

Assignment
 Lab Test
 Objective test
 Essay test
 Project

Presentation
 Demonstration
 Other
Please specify

Course-Standards Mapping

COMPETENCY	DELETE
Standard B.1.7. Use of Statistics, Tests, and Measurements	✕
Standard B.1.4. Sociocultural, Socioeconomic, and Diversity Factors	✕

Click on the plus (+) button to add more Standards

SAVE CANCEL

- 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.

Show: Program Notes

No program notes New notes Read notes

38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
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Question 76. Standard B.1.7. Use of Statistics, Tests, and Measurements

Standard

Compliance Statement (Optional)

Supporting Material

Courses

COURSE	NUMBER
Math Beginners	MA 101

Indicator

Please see status of your progress below.

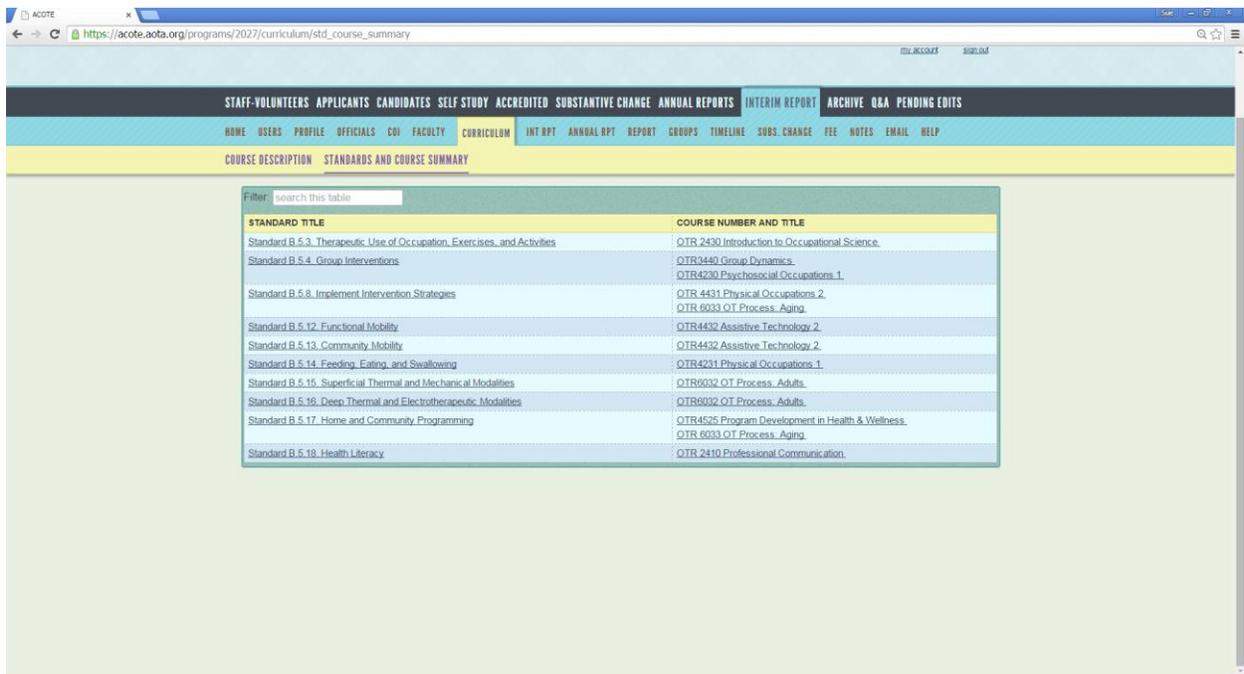
Progress: Ready for Submission

Alerts

No alerts.

- ACOTE Q&A
- Program Notes
- Private Notes

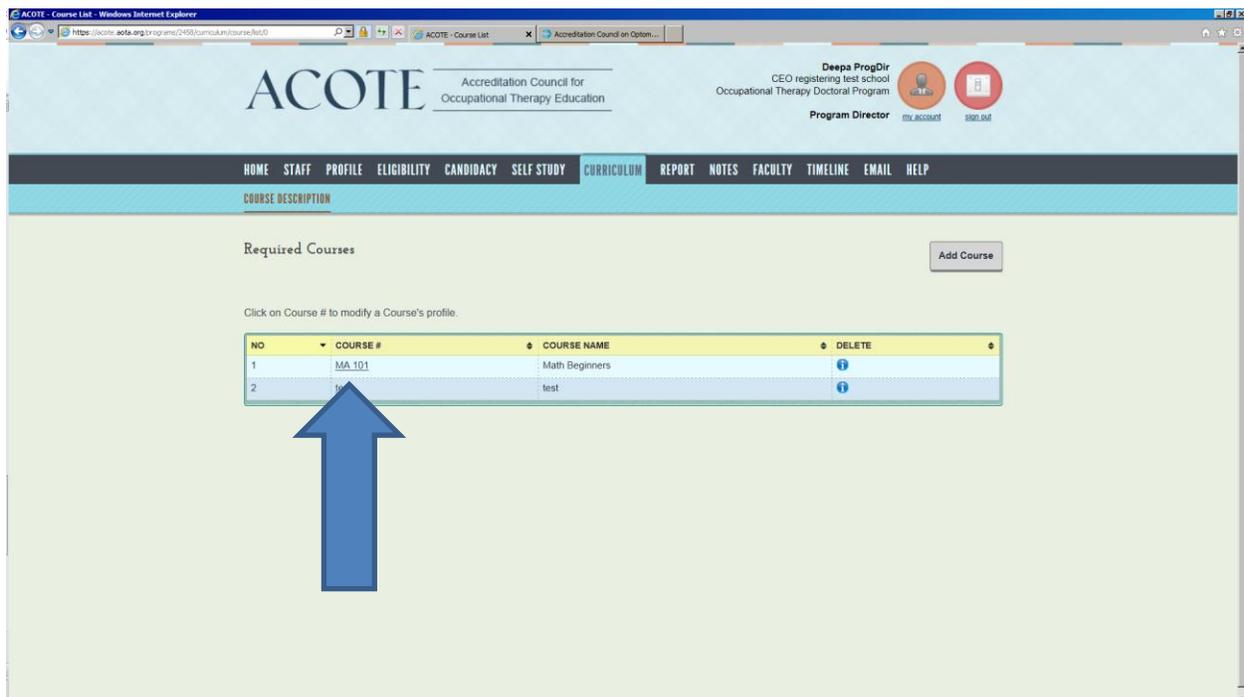
- Once you have added courses, you may click on the “STANDARDS AND COURSE SUMMARY” tab under the “CURRICULUM” tab to view the courses you have linked to each Standard.



STANDARD TITLE	COURSE NUMBER AND TITLE
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

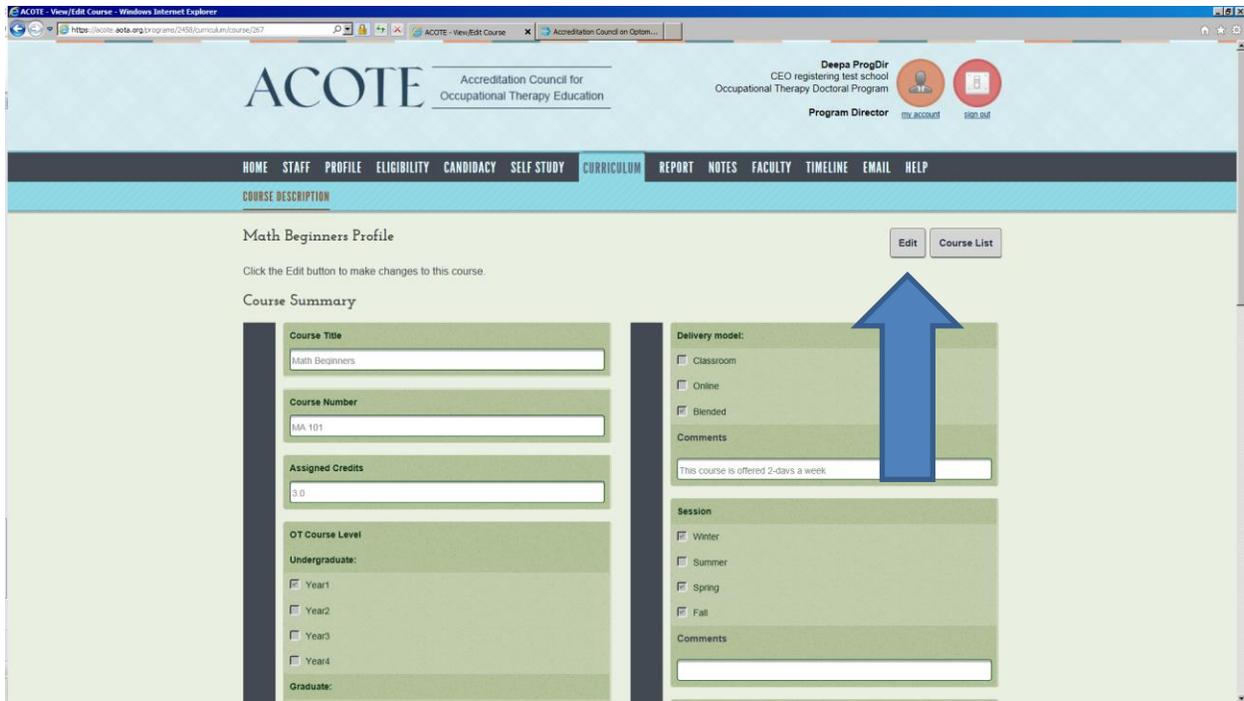
To edit saved Course Summary Sheets:

- From the “Curriculum” tab, click on the Course Summary Sheet you wish to edit.

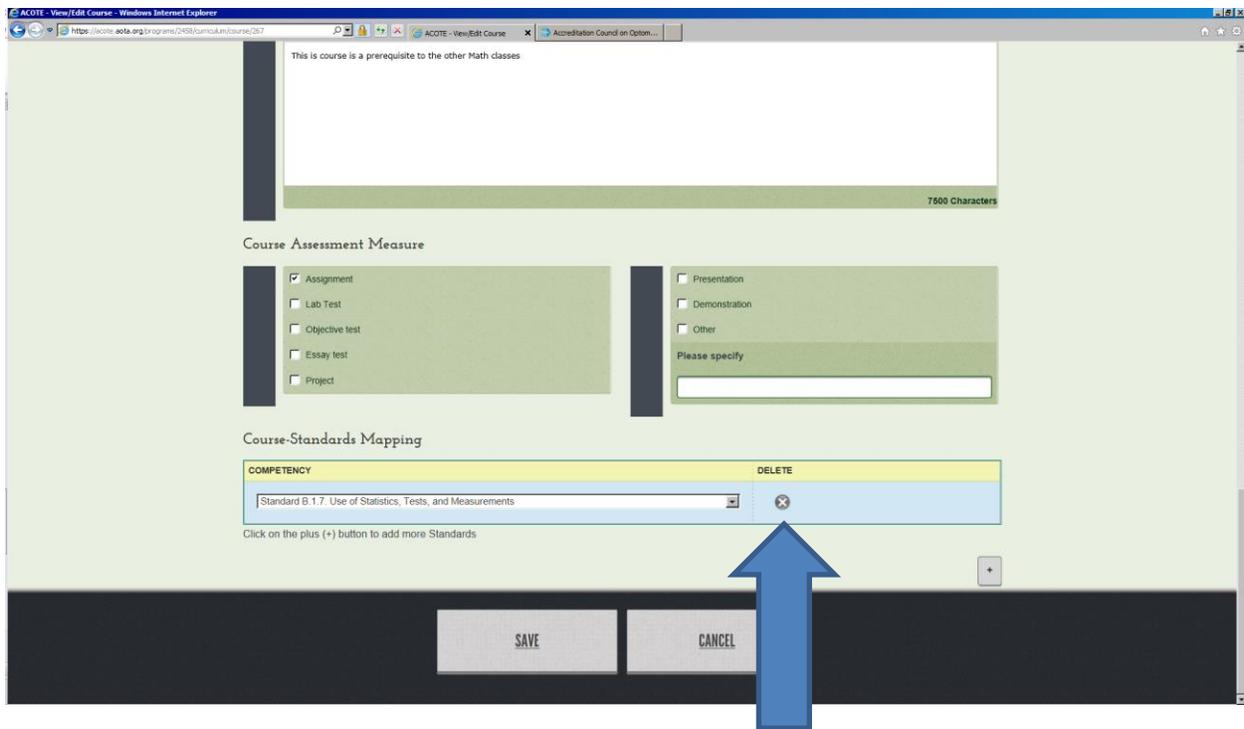


NO	COURSE #	COURSE NAME	DELETE
1	MA 101	Math Beginners	
2	test	test	

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



- 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.



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

The screenshot shows a web browser window titled "ACOTE - View/Edit Course - Windows Internet Explorer". The address bar shows the URL "https://acote.aota.org/programs/2455/course/267". The main content area is divided into several sections:

- A text box at the top containing the text "This is course is a prerequisite to the other Math classes" and a character count of "7500 Characters".
- A section titled "Course Assessment Measure" with two columns of checkboxes:
 - Left column: Assignment, Lab Test, Objective test, Essay test, Project.
 - Right column: Presentation, Demonstration, Other.Below these is a text input field labeled "Please specify".
- A section titled "Course-Standards Mapping" with a table-like structure:

COMPETENCY	DELETE
Standard B.1.7. Use of Statistics, Tests, and Measurements	X

Click on the plus (+) button to add more Standards

+

At the bottom of the page, there are two buttons: "SAVE" and "CANCEL". A large blue arrow points directly to the "SAVE" button.

Questions? Contact Sue Graves (sgraves@aota.org)