Department of Education

P. O. BOX 2120

Richmond, Virginia 23218-2120

**CAREER AND TECHNICAL EDUCATION MEMO NO. 190-22**

**DATE:** February 28, 2022

**FROM:** Dr. David S. Eshelman, Director

Office of Career, Technical, and Adult Education

## SUBJECT: Reminder – Career and Technical Education (CTE) Course Transition to Canvas/Virtual Virginia

This memo serves as a reminder of two related events in the publication of career and technical education curricula and resources through the CTE Resource Center in June 2022.

First, the Center will be transitioning to a new website that will replace the Verso and Administrative Planning Guide systems. The web address will remain the same, and educators will be able to view pertinent course information, including, but not limited to, course descriptions, grade levels, class-size requirements, and associated credentials and course sequences. Each course also will display the five-digit School Courses for the Exchange of Data (SCED) code and Virginia extension. You may still search for courses by course code, keyword, or by career cluster.

Second, the Center is migrating its catalog of about 530 courses and their associated competencies and resources to Canvas/Virtual Virginia. Through Canvas/Virtual Virginia, educators will be able to access their course competencies, as well as Student Competency Record (SCR) forms in both Word and Excel formats. For the 2023-2024 school year, the Center will include the SCR as Outcomes in the Canvas/Virtual Virginia system.

Included on the CTE Resource Center website will be a link from each course page to the course competencies and resources in Canvas/Virtual Virginia. In addition, for school divisions that do not use Canvas, a Common Cartridge file (IMSCC) will be available on the CTE Resource Center course page as a downloadable file to import into other learning management systems. The Common Cartridge file contains all of the competencies and resources found in the Canvas course.

The Office of Career, Technical, and Adult Education appreciates your advance preparation and attention to these events.

If you have any questions, please contact the Office of Career, Technical, and Adult Education at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or by telephone at (804) 225-2052.

DSE/aar