**Walk Through ...**  
Creating Your CRLE Plan

**Begin using the CRLE Plan Writer.**

1. Open your browser (Internet Explorer or Netscape).

2. Enter this web address:  
   [http://oregoncis.uoregon.edu/crle/](http://oregoncis.uoregon.edu/crle/)

3. Enter the CIS Online Username and Password provided by your teacher or counselor.

4. The CRLE Plan Writer site will display. Click on **New Account**.

**Set up your personal account.**

5. Complete the new account form. Select a User Name and Password that you will remember.

6. Click on **Submit** button if your information is entered correctly. Click on **Reset** button if you need to reenter your information.

**Create your new plan.**

7. Click on **Create**.

8. Select the type of experience you want to plan. Definitions for each type can be found by clicking on the “type of experience.”

9. Enter the specific information about your work site.

10. When you have entered all of the information you currently have, click on the **Next** button.

**Select the specific learning objectives.**

11. Scroll through the list of available learning objectives. Since this is not an exhaustive list, select the one that is closest to the experience you are planning. Use the Search button if you are having trouble identifying an option that matches.

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**Note:**

You may not know all of these details about your experience when you first create your plan. Include what you do know and then complete the remaining information when you meet with your supervisor at the worksite.
12. If you cannot find a set of learning objectives that matches your experience, ask your instructor to suggest a general one that may work as a beginning point for your plan. Remember, you will be able to edit and add objectives to your plan!

13. Click on the Next button.

**Complete your draft plan.**

14. For your draft plan, skip the next screen unless your instructor has suggested that you make these connections at this time. Click on the Next button.

15. Print your draft plan for review. Click on the Print button.

16. Click on the Log out button to end your first session.

Discuss this draft plan with the worksite supervisor or mentor. Make sure you have all of the information you need to complete the top section of the plan. Look over the Specific Learning Objectives and decide which of these you will be able to cover in your experience. You will be able to delete objectives and add objectives when you edit your draft. You may also list more detail for the objectives you have selected.

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**Note:**

If you are creating a community-, school-, or project-based plan, you will create a draft list of activities to discuss with your supervisor. You will be able to edit this list when you are meeting with your supervisor (just log onto the CRLE Plan Writer) or after you have met and gone over this draft plan.
Walk Through …
Editing Your CRLE Plan

Begin using the CRLE Plan Writer.

1. Open your browser (Internet Explorer or Netscape)

2. Enter this web address:  
   http://oregoncis.uoregon.edu/crle/

3. Enter your User Name and Password.

4. Press the Log in button.

Edit your plan.

5. Click on the Edit button.

6. Choose the plan you want to edit by clicking on the toggle next to the plan.

7. Click on the Edit Experience button.

8. Fill in or correct any information about the experience in the first screen. Click the Next button.

9. The next screen gives you the opportunity to edit the Specific Learning Objectives. If you want to edit them, click Next. If you do not want to edit them, click on the No toggle, and then click Next.

Edit the Specific Learning Objectives.

10. First, delete any objectives that you are not going to pursue by clicking the box next to these objectives, removing the check mark.

11. Scroll to the bottom of this screen.

12. At the question, Do you want to edit the specific Standards 2nd level for this set of Learning Objectives? To add more detail under any of the objectives you have kept on your list, click on the Yes toggle. If you do not want to add detail, click on the No toggle. (This toggle defaults to Yes.)

Note: After reviewing the draft plan with your supervisor, you may decide that you do not need to edit the plan. In that case, skip this section of instructions. Go to Reviewing and Evaluating Your CRLE Plan.

Note: The specific Standards 2nd level creates a very detailed set of learning objectives. For some CRLE’s this level will be appropriate. However, most supervisors will not want to use this level of detail.
13. At the question, **Do you want to add a specific Standard(s) not listed?** To add other learning objectives that are not on your list, click on the **Yes** toggle. If you do not want to add other learning objectives, click on the **No** toggle. (This toggle defaults to **No**.)

14. Click the **Next** button.

15. If you said you wanted to edit the objectives for more detail, the next screen will list 2nd level objectives for all of the learning objectives you chose to keep in your plan. Go through these objectives and select those that you want to add by clicking on the box next to the objective.

16. Click the **Next** button.

17. If you said you wanted to add a specific learning objective not on your list, simply type that objective in the box. Click **Add to My Plan**. You can add as many objectives as you wish by repeating these steps.

18. The program then brings up the edit screens once more to give you the opportunity to correct any errors. If you have entered everything the way you wanted to, scroll to the bottom, click **No** on both toggles and click **Next**.

**Connect plan to school classes and content.**

19. Read the three options on this screen. If you want to add any of this detail into your plan, change the toggle from **No** to **Yes** on that option.

20. Click the **Next** button.

21. If you selected **Yes** on **Academic Content Standards**, a list of broad subject areas will appear. Check the box next to the subject areas you and your supervisor want to link to your plan.

22. If you selected **Yes** on **CAM Endorsement Area Contextual Frameworks**, a list of important concepts (unifying concepts) for that focus area will appear. The CAM Endorsement Area is set by your selection on the first screen of the Plan Writer. Check the box next to the concepts you and your supervisor want to link to your plan.

**Note:** This is an optional part of your CRLE Plan. It is important that both you and your CRLE supervisor think about how your CRLE experience connects what you learn in school with real world issues and problems. The three options in this section provide ways to formalize that connection.
23. Click the **Next** button.

24. If you selected Yes on **Integrated Projects**, two boxes will appear. Type in the class title and a brief description of the project.

25. Click the **Next** button.

**Complete your plan.**

26. Scroll through the plan to make sure you made all of your edits.

27. Print your plan. Click on the **Print** button.

28. Click on the **Log out** button to end your session.

Your plan is ready for final review with the worksite supervisor or mentor. Remember that a plan outlines your objectives – what you are trying to accomplish. During the experience, some of your objectives may change and the plan may need to be modified. A plan is part of a process, so let it change as circumstances change.
Complete the preliminary self-evaluation.

1. Look over the final list of Career-Related Learning Standards and Specific Learning Objectives with your supervisor or mentor.

2. Using the evaluation rating scale described at the top of this list, rate yourself on how well you think you can currently do the tasks or skills. During the course of the CRLE, both you and your supervisor will evaluate your actual work against these objectives.

Gather review signatures.

3. After you have completed and discussed the preliminary self-evaluation, sign and date the plan.

4. Ask your supervisor or mentor to sign and date the plan.

5. Review the plan with your instructor and your parents. Ask them to sign and date the plan.

6. Decide where this signed copy of the plan will be kept. You will use it again to document your mid-point and final evaluations.

Complete evaluations.

7. Depending upon the length of the CRLE, you may have both a mid-point and final evaluation. The ratings should be recorded in the columns provided on the plan.

8. At the end of your CRLE, you and your supervisor should complete the final evaluation, signing Evaluation Completed after you have discussed the experience. You may also complete the Supervisor Comments and Student Comments sections.

9. Share the final evaluation with your instructor and your parents.

10. Turn in the final evaluation as instructed.

Note: Use the mid-point evaluation as a time to find out how you are doing and what you might need to work on. Compare your self-evaluation scores with those of your supervisor. Discuss how you might improve and what support you might need to improve.