

Career and Technical Education Standards Satchel Access Instructions

How to access and print, save, or export CTE course standards in Satchel.

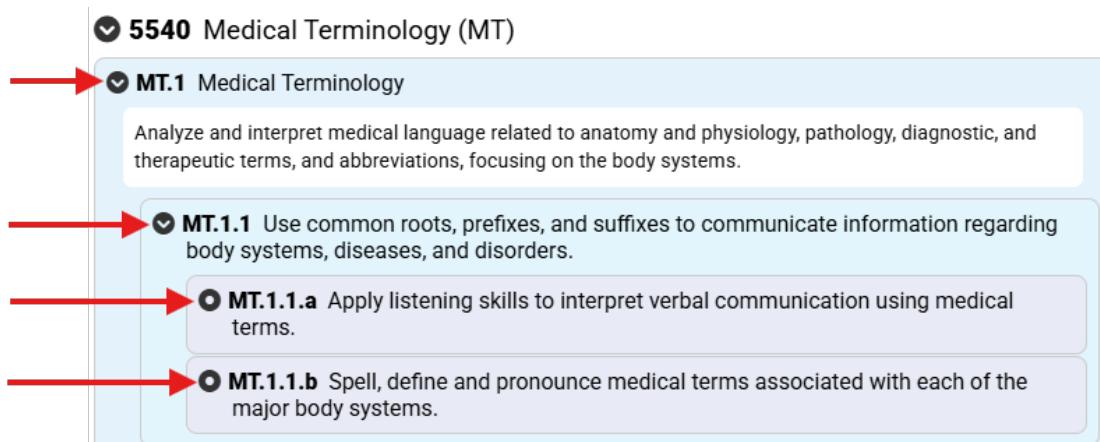
Introduction:

The South Carolina Department of Education has transitioned to [Satchel](#) as the official platform for accessing CTE standards to provide a centralized, searchable, and continuously updated system. In addition to improving access, this transition supports the use of the CASE format, which makes standards not only accessible for educators in the classroom but also usable by digital systems and applications such as PowerSchool. This guide provides step-by-step instructions for locating and navigating standards within Satchel to support planning and instruction.

Standards Structure:

Satchel organizes standards and indicators in a clear hierarchical structure. Each standard represents broad learning expectations and is identified by a human-readable **item code** (e.g. **MT.1**). Within each standard are more specific indicators (e.g. **MT.1.1**), and in many cases, these are further broken down into sub-indicators (e.g. **MT.1.1.a**) that provide additional detail and clarity for instruction.

This layered structure allows educators to move from general expectations to specific skills and content, while the consistent coding system ensures standards can be easily referenced by both educators and digital systems.

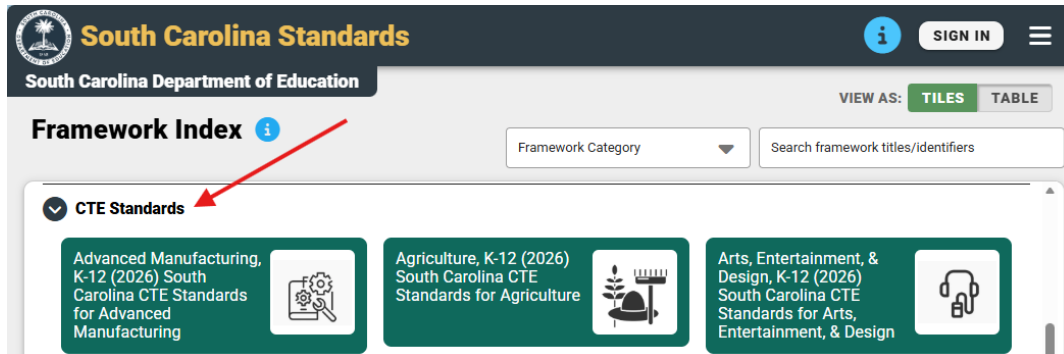


Accessing Satchel:

1. Open your web browser.
2. Navigate to standards.ed.sc.gov.

Finding a Course:

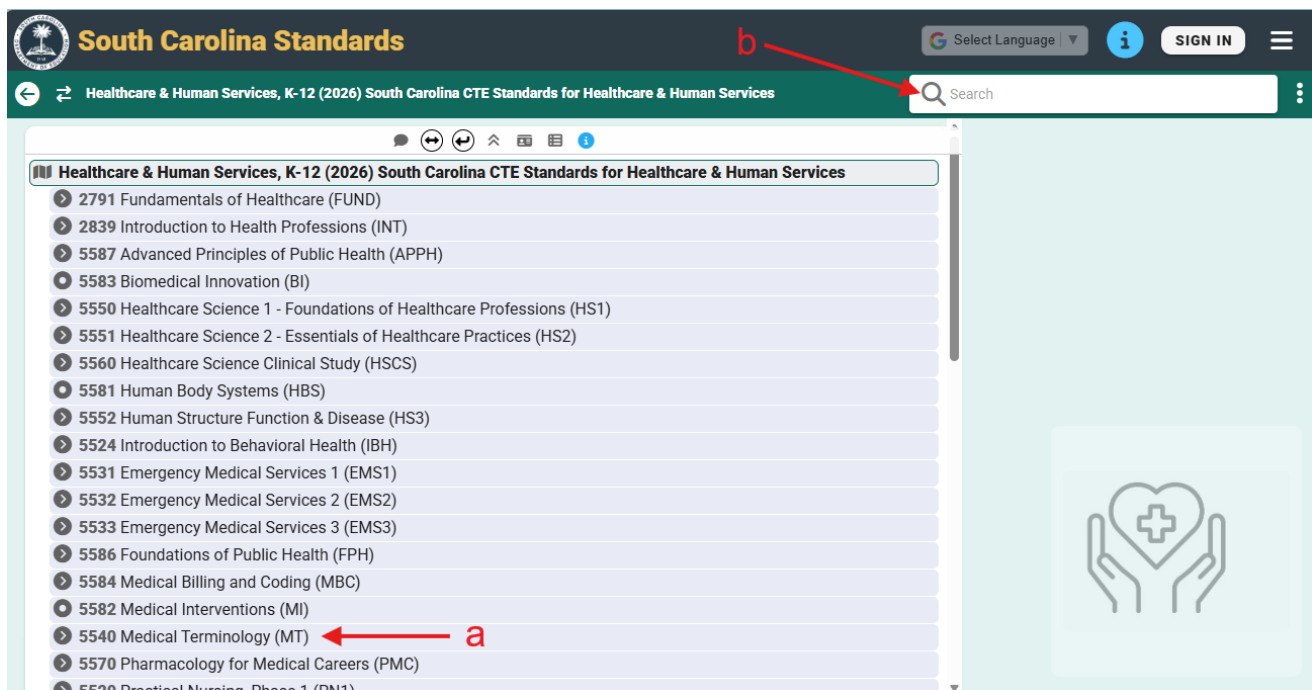
1. Scroll down to the CTE Standards section of the site.



2. Find the Modernized Career Cluster under which your course is categorized. This information can be found in the CTE Course and Program Guide posted on the [SCDE website](#). Click on the Career Cluster to open the framework.

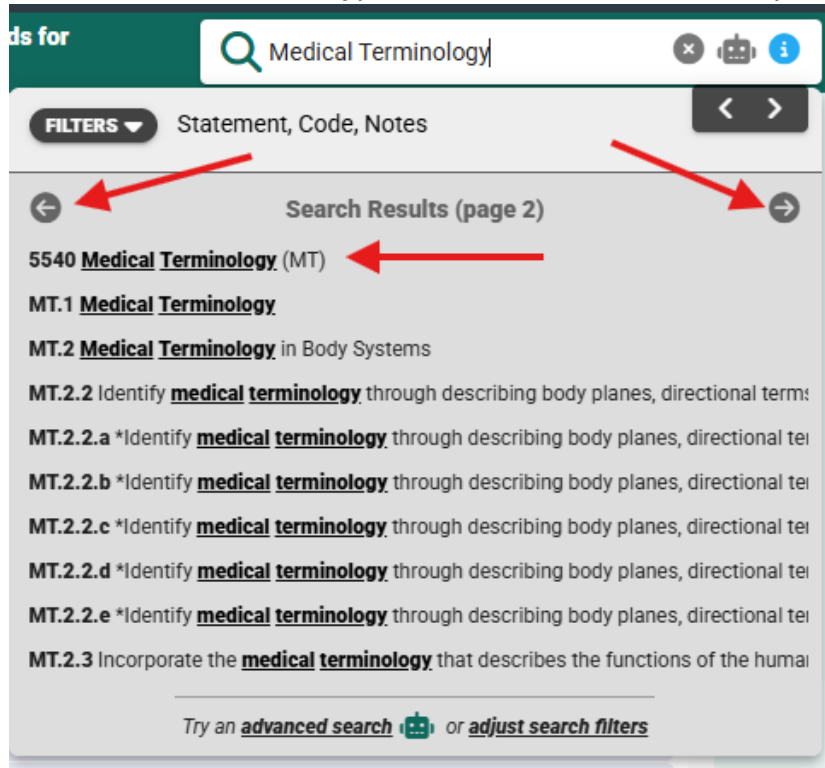
***Note: You cannot search for course standards until the correct Career Cluster framework is opened.**

3. After opening the correct Career Cluster framework, there are two ways to search for courses:
 - a. Scroll through the course list and click on required course title. Courses are listed alphabetically, grouped by common subclusters.



Or

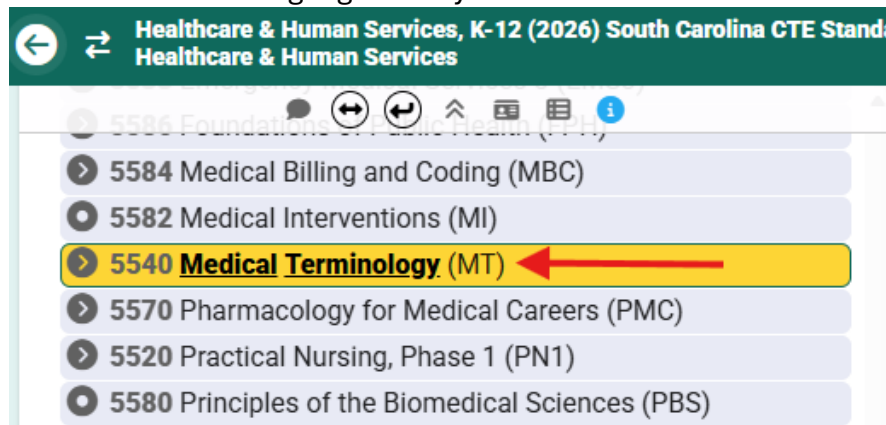
- b. Click on the search bar at the top, right of the screen.
 - i. *Optional* - Click the “FILTERS” button in the results box and then select “Course” in the “Item Types” dropdown.
 - ii. Click in the search bar, type the course name, and then press “Enter”.



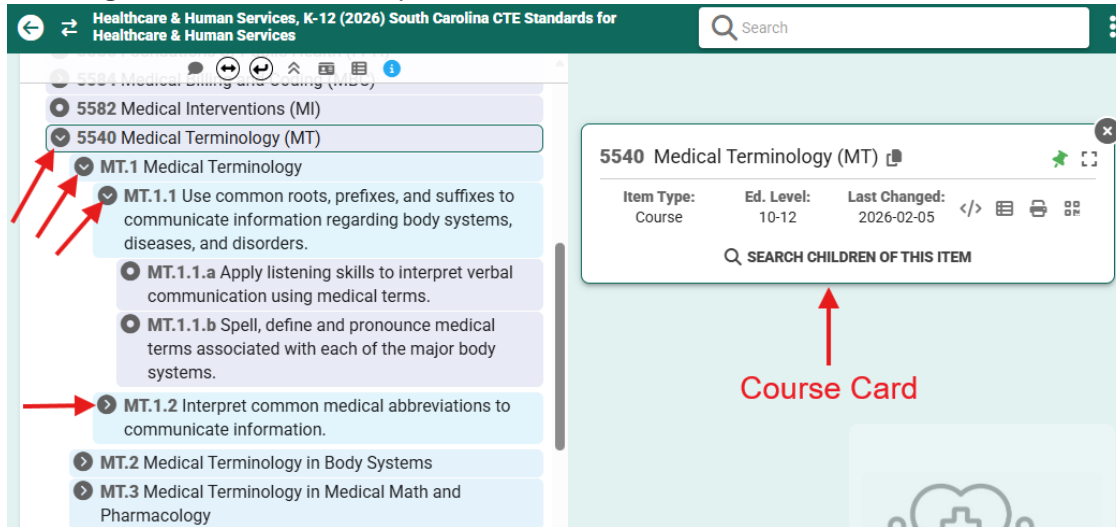
- iii. Scroll through the search results by clicking the arrows in the results box.
- iv. Click on the appropriate course that appears in the search results box.

***Note: Courses will have a four-digit course code in front of the course title.**

- v. The course will be highlighted in yellow in the course list on the left.



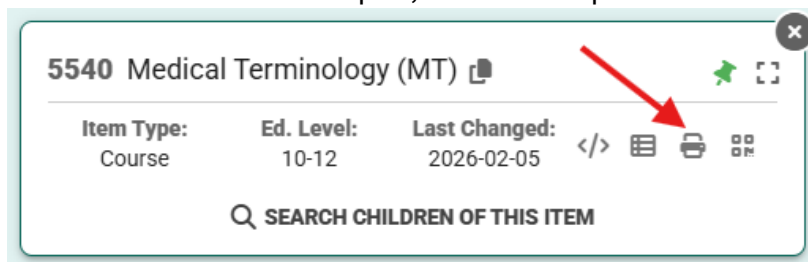
4. Clicking on the course title opens the course card.



5. Click on the arrow (>) next to each standard to expand and view the indicators.

Printing or Saving Standards as a PDF:

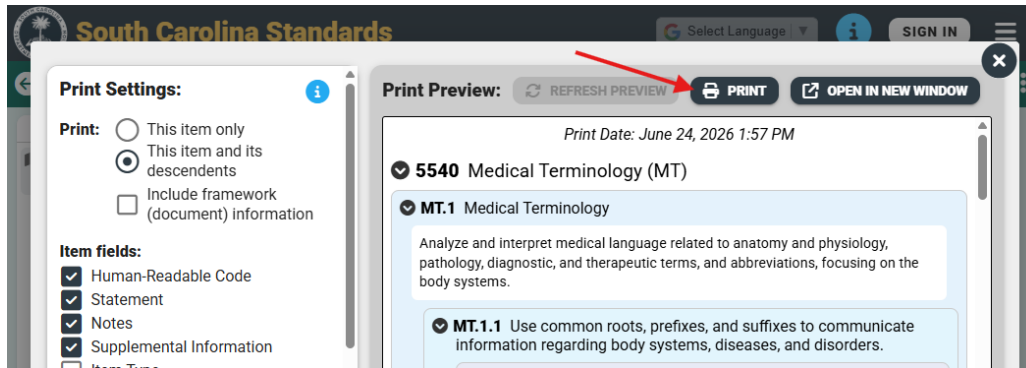
1. Once the course card is open, click on the printer icon.



2. The print preview window will open and default to the following settings:

- "This item and its descendants" (*leave selected*)
- "Human Readable Code"
 - Uncheck this box if course and item codes are not needed.
- "Statement" (*leave checked*)
- "Notes" (*leave checked*)
- "Supplemental Information" (*leave checked*)
- "Implementation Date" (safe to uncheck)
- "Retirement Date" (safe to uncheck)

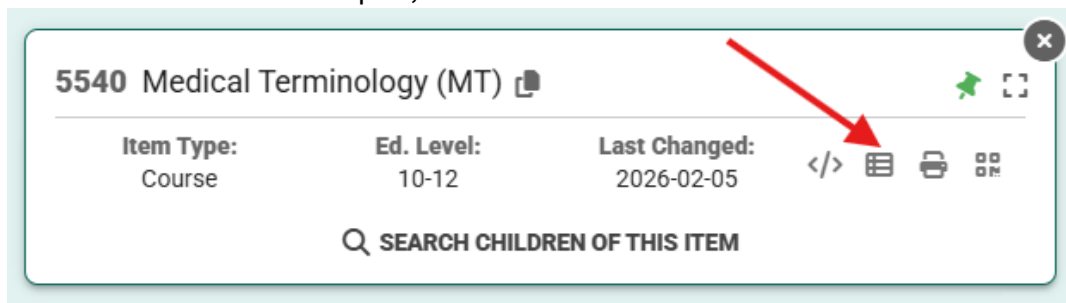
3. If any settings were changed, click the “REFRESH PREVIEW” button at the top of the print preview window. The preview will be updated with the new settings.
4. When the preview appears as desired, click the “PRINT” button at the top of the print preview window.



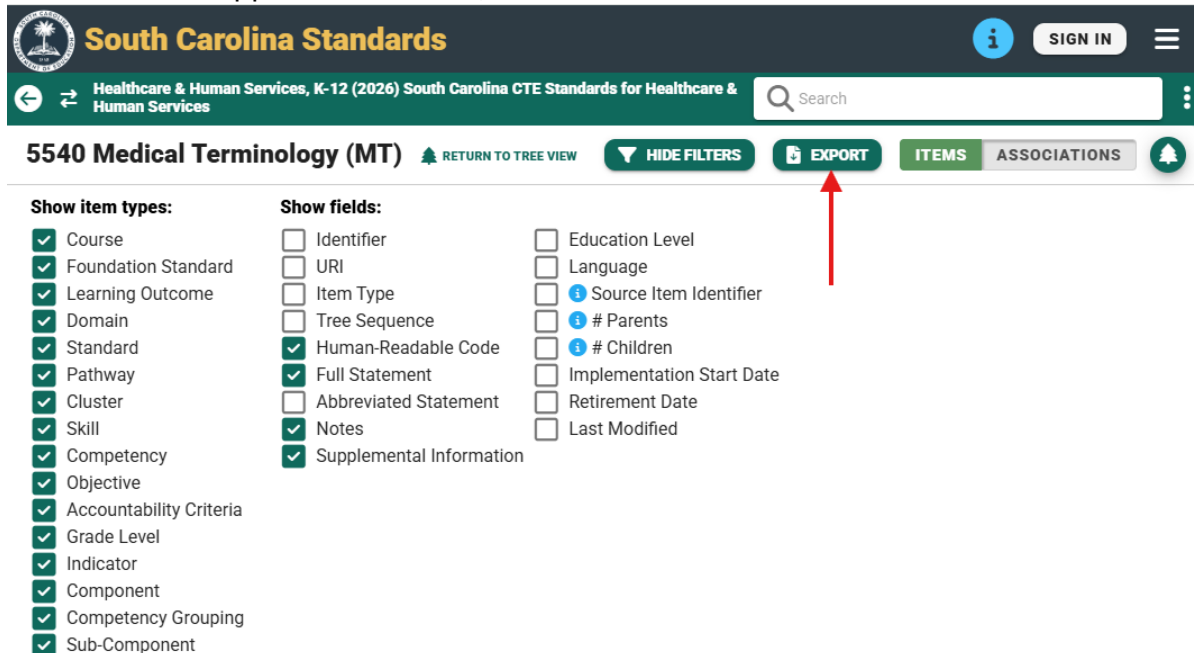
5. The operating system print dialog box will open.
 - a. **To print**, select the appropriate printer and click “Print”.
 - b. **To save**, follow your operating system instructions to save as a PDF:
 - i. **Windows**: Select “Print to PDF” or similar from the printer dropdown, then click “Print”.
 - ii. **MacOS**: Find the “PDF” menu at the bottom of the print dialog box, then select “Save as PDF”.
 - iii. **ChromeOS**: Select “Save as PDF” from the destination dropdown, then click “Save” (or the equivalent button in the print dialog).
6. When prompted, name the file and select the destination directory.

Exporting Standards to CSV

1. Once the course card is open, click on the Table View icon.



2. Click on “SHOW FILTERS” at the top of the screen to change what is included in the export.
3. Under “Show item types,” ensure all boxes are checked.
4. Under “Show Fields,” ensure the following boxes are checked:
 - i. Full Statement
 - ii. Notes
 - iii. Supplemental Information
 - iv. Human-Readable Code (suggested but *optional*)
 - v. All other boxes are safe to uncheck and are optional
5. Once the table appears as desired, click the “EXPORT” button.



South Carolina Standards

Healthcare & Human Services, K-12 (2026) South Carolina CTE Standards for Healthcare & Human Services

5540 Medical Terminology (MT) RETURN TO TREE VIEW HIDE FILTERS **EXPORT** ITEMS ASSOCIATIONS

Show item types:

- ☒ Course
- ☒ Foundation Standard
- ☒ Learning Outcome
- ☒ Domain
- ☒ Standard
- ☒ Pathway
- ☒ Cluster
- ☒ Skill
- ☒ Competency
- ☒ Objective
- ☒ Accountability Criteria
- ☒ Grade Level
- ☒ Indicator
- ☒ Component
- ☒ Competency Grouping
- ☒ Sub-Component

Show fields:

- ☐ Identifier
- ☐ URI
- ☐ Item Type
- ☐ Tree Sequence
- ☒ Human-Readable Code
- ☒ Full Statement
- ☐ Abbreviated Statement
- ☒ Notes
- ☒ Supplemental Information
- ☐ Education Level
- ☐ Language
- ☐ Source Item Identifier
- ☐ # Parents
- ☐ # Children
- ☐ Implementation Start Date
- ☐ Retirement Date
- ☐ Last Modified

1. Click “PROCEED”.
2. The file will download to the browser’s default download folder.
3. Open the file using a spreadsheet app.
4. Click the “RETURN TO TREE VIEW” button to return to the course list.