

# A Guide to Career Ready 101



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## **1. Introduction to Career Ready 101**

Career Ready 101 is a comprehensive, easy-to-use curriculum to help individuals master the work readiness skills they need to be successful in a changing workplace. This internet-based learning system includes courses in career awareness and exploration, career preparation, job search, career success skills, financial awareness, and the foundational work skills measured by the ACT WorkKeys® job skills assessment system. Career Ready 101 incorporates tools and activities for identifying career interests, developing a resume, creating and managing a personal budget and exploring careers through job shadowing and mentoring. The curriculum is organized in four broad units:

### **Introduction to Career Ready 101**

Learners gain an overview of all the courses and lessons in Career Ready 101, an exploration of what it takes to become career-ready, and an introduction to WorkKeys and the National Career Readiness Certificate.

### **Preparing for Your Career**

This unit features lessons on career clusters, defining career interests using tools such as an embedded version of the O\*NET Interest Profiler, researching occupational information and skill requirements, the job search process, job applications, resumes, interviewing skills, financial awareness, and real world experience.

### **ACT KeyTrain**

KeyTrain courses are designed specifically to help individuals improve the work readiness skills measured by the WorkKeys system. The curriculum for each KeyTrain course is based on ACT's *WorkKeys Targets for Instruction* to ensure the skills measured in the WorkKeys assessments are covered in KeyTrain. Each KeyTrain course corresponds to one of the WorkKeys skill areas and includes a pretest, interactive lessons for skill mastery and posttests to document improvement. *Scores on KeyTrain pretests are not actual WorkKeys scores and should not be used for hiring, promotion or other high stakes decisions.* KeyTrain can help learners to achieve higher scores on the WorkKeys assessments and obtain a National Career Readiness Certificate.

### **ACT Soft Skills Suite**

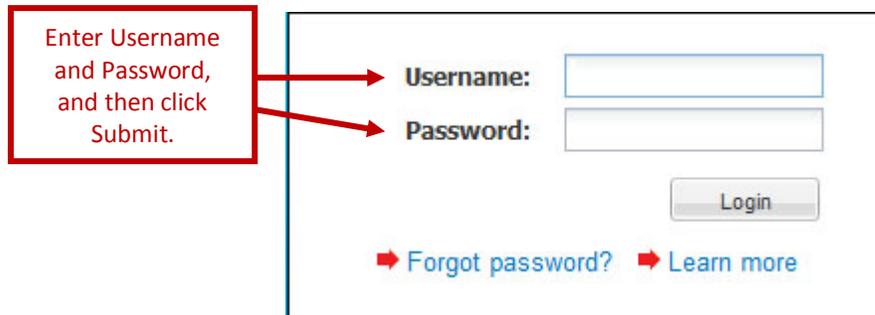
The ACT Soft Skills Suite of courses is a training and development aid for individuals who take the WorkKeys Talent assessment which along with Reading for Information, Applied Math, and Locating Information form the NCRC certification. These courses help learners improve skills critical for job success, including interpersonal and business communication, problem solving and critical thinking, working in teams, customer service, and work discipline. The ACT Soft Skills Suite is not designed to influence scores on the Talent Assessment which is a personality inventory, not a skills assessment. Instead, the courses are a resource for individuals who have taken the Talent Assessment to build on some personality traits and compensate for others by learning behaviors and strategies to apply in the workplace for greater job success.

## 2. Log in to Career Ready 101

To log in to Career Ready 101, open Internet Explorer, Chrome, or another web browser. Type the login address in your browser bar:

**login.careerready101.com**

A login screen similar to the one below will appear. Enter your Administrator or Instructor username and password assigned to you in the login box, then click *Login*. *Usernames and passwords are not case-sensitive.*



**Write the Username and Password for this training class here:**

USERNAME: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

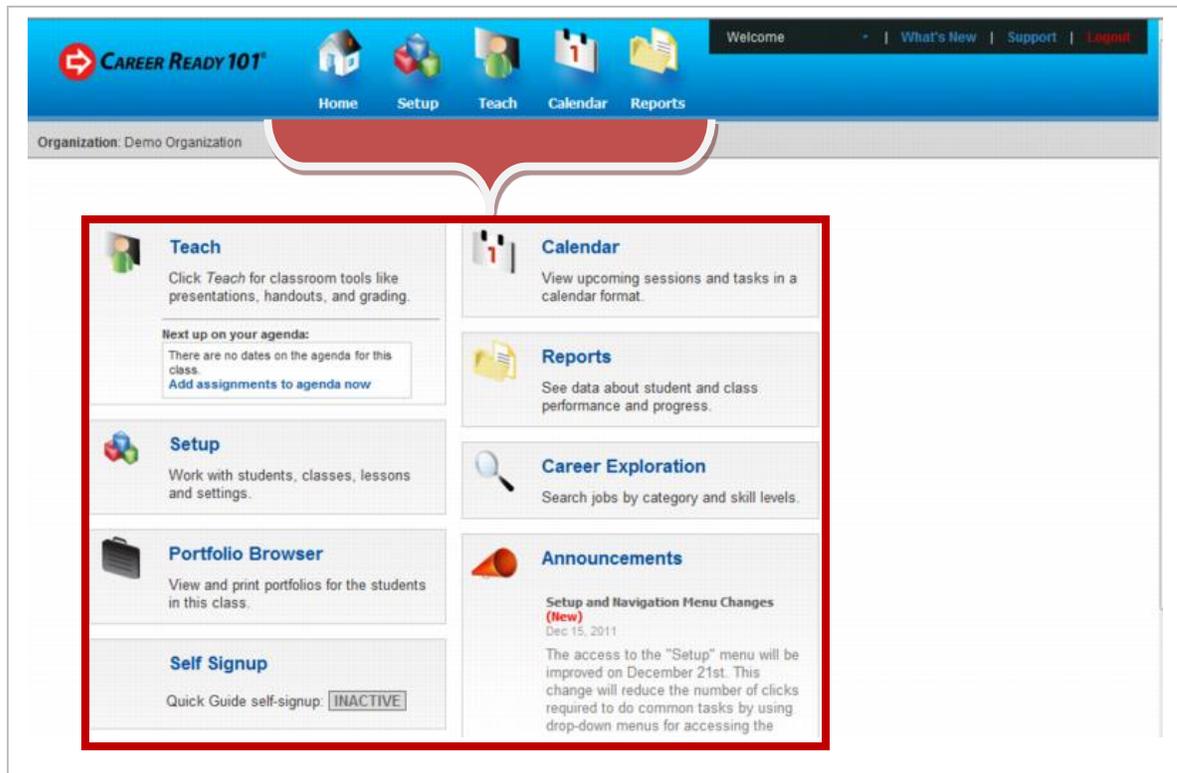
**Tip:** To quickly log-in to Career Ready 101, create a desktop shortcut to the log-in page, bookmark the *login.careerready101.com* page in your web browser, or add it to your browser Favorites.

When you login, the administrator or instructor *Home* menu shown on the next page will appear.

**Note:** the Guide to Career Ready 101, Career Ready 101 course outlines, and other helpful documents are available online for administrators and instructors to view, download, or print. Click on the **Support** link in upper right when you are logged into your Career Ready 101 account to access downloads and technical support documents.

### 3. The Career Ready 101 Dashboard

The icons at the top of the screen and the function boxes on the page form the *dashboard*. The dashboard icons allow you navigate easily between functions and activities. Go to an area by clicking on either the dashboard icon or the function title. *We developed Career Ready 101 to be user-friendly – there are multiple ways to access a feature or function.*



The **Teach** function incorporates instructional activities and resources such as browsing through the curriculum, selecting agenda courses and lessons, launching the interactive Internet-based lessons, acquiring PowerPoint presentations, handouts and exercises to teach an in-class lesson, and documenting attendance and student performance.

The **Setup** drop-down menu gives an administrator or instructor quick and convenient links to create and student accounts, create and manage classes, manage lesson assignments for classes and students, and access to resources and tools such as Answer Keys, Workbooks, and Career Exploration information.

The **Portfolio Browser** allows you to view or print documents from a student's portfolio.

**Self-signup**, when activated, allows students or clients to create their own Career Ready 101 account and take a Quick Guide pretest on a computer workstation set aside for this purpose.

Use the **Calendar** to create and manage teaching schedules or to launch a teaching session.

View and print **Reports** on individual learners, classes, groups or the entire organization.

**Career Exploration** includes WorkKeys occupational profile data, estimated WorkKeys scores for jobs, and O\*NET information in an easy-to-use search tool for administrators and instructors.

**Announcements** keep you informed of software updates, new features, and changes.

Let's go to Setup to look at the features and differences of the Administrator and Instructor accounts.

**Setup** includes a number of tools and resources for administrators and instructors. Notice that Administrators have access to more functions than Instructors, such as *defining organization options* and *creating instructor accounts*. The functions exclusive to administrators are outlined in the sidebar.

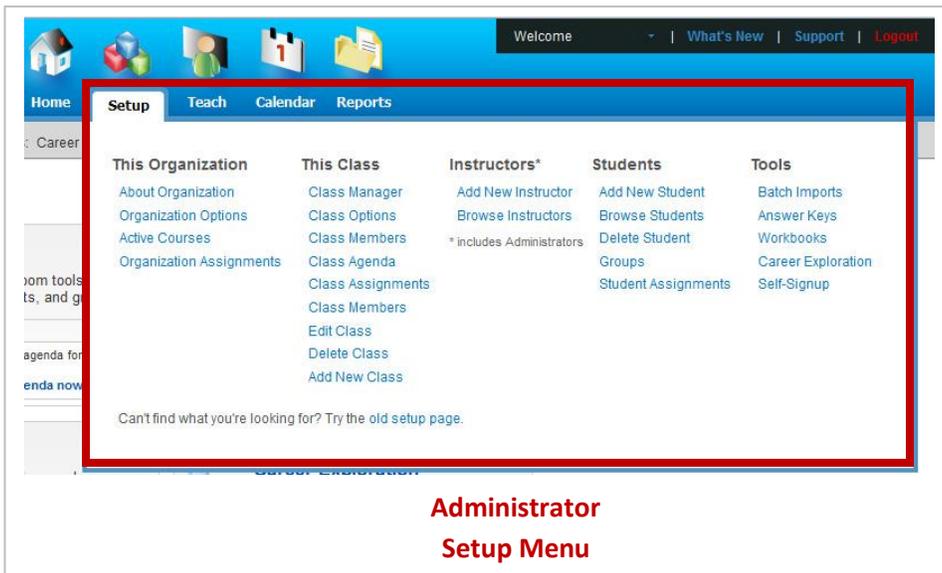
There are **three types of accounts** for Career Ready 101:

**Administrator** – can **create other administrator, instructor, and student accounts**, create classes and assign lessons, take lessons, **set organization options, restrict course access**, view and print reports, export and **import data** and search WorkKeys job profiles and other career information. The administrator account may also restrict certain options for instructors (such as creating student accounts) and students (such as editing their own account).

**Instructor** – can edit their own account information, create student accounts and classes and assign lessons, view and print reports, set class lesson options, take lessons, view and print student and class reports, export data on classes and search WorkKeys job profiles.

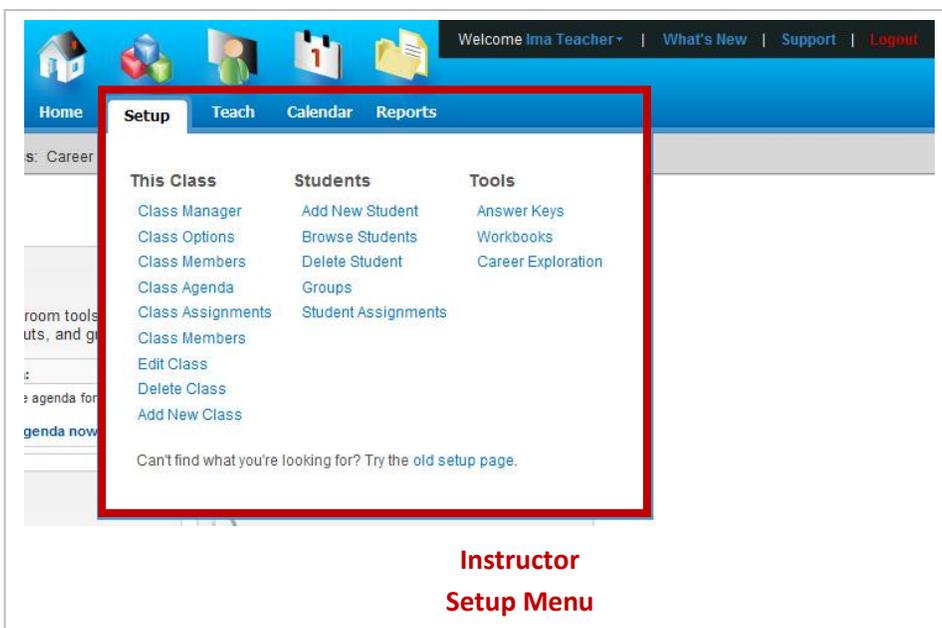
**Instructors cannot create other administrator or instructor accounts, import data, or set the options for the organization.**

**Student** – can take lessons, change their account information (e.g. change their password), view their own progress reports, explore careers, take the O\*NET Interest Profiler, create a resume with the Resume Builder, check their calendar of assignments, open classroom documents and view their portfolio.



The screenshot shows the Administrator Setup Menu. The 'Setup' tab is selected, and the menu is divided into five columns: This Organization, This Class, Instructors\*, Students, and Tools. The 'This Organization' column includes links for About Organization, Organization Options, Active Courses, and Organization Assignments. The 'This Class' column includes Class Manager, Class Options, Class Members, Class Agenda, Class Assignments, Class Members, Edit Class, Delete Class, and Add New Class. The 'Instructors\*' column includes Add New Instructor, Browse Instructors, and Delete Student. The 'Students' column includes Add New Student, Browse Students, Groups, and Student Assignments. The 'Tools' column includes Batch Imports, Answer Keys, Workbooks, Career Exploration, and Self-Signup. A search bar at the bottom suggests 'Try the old setup page.'

**Administrator Setup Menu**



The screenshot shows the Instructor Setup Menu. The 'Setup' tab is selected, and the menu is divided into three columns: This Class, Students, and Tools. The 'This Class' column includes Class Manager, Class Options, Class Members, Class Agenda, Class Assignments, Class Members, Edit Class, Delete Class, and Add New Class. The 'Students' column includes Add New Student, Browse Students, Delete Student, Groups, and Student Assignments. The 'Tools' column includes Answer Keys, Workbooks, and Career Exploration. A search bar at the bottom suggests 'Try the old setup page.'

**Instructor Setup Menu**

## 4. Working with Student Accounts

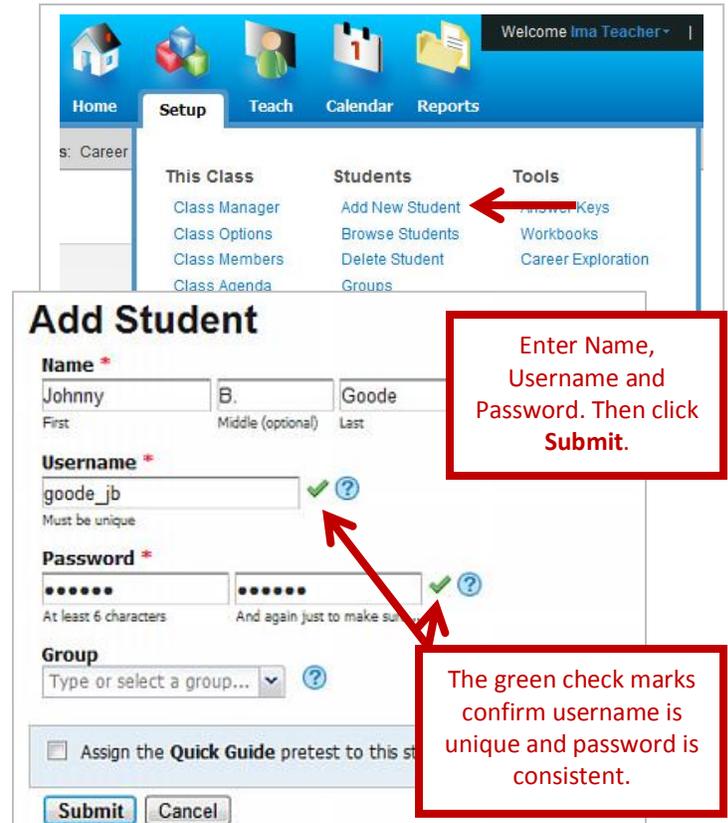
One of the first actions administrators and instructors perform is to *create new student accounts*. Follow this guided activity to learn how by creating a student account for yourself.

### GUIDED ACTIVITY: Create and Edit Student Accounts

**STEP 1:** Go to **Setup**, find the *Student* column and click on *Add New Student* as shown here.

**STEP 2:** When you select *Add New Student*, the *Add Student* screen will appear. Enter **your name** and create a Username and Password for yourself.

**Username** must be unique! Career Ready 101 will prompt you to revise the username if it matches that of another student already in the Career Ready 101 database. To avoid username conflicts, using the initials of your organization in combination with a character and the student name or student ID number (such as *chs-janedoe*). Passwords do not have to be unique. Group is optional. Leave it blank for now and leave the Quick Guide box unchecked. If your username and password is accepted (you will get a green check mark), click the *Submit* button to create your student account.

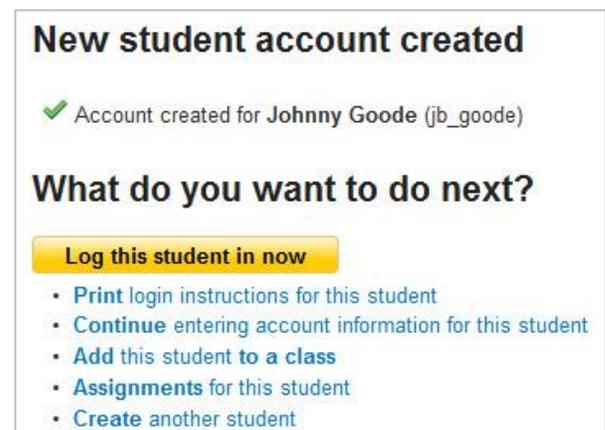


**Before you go to the next page, write the Username and Password for your student account here!**

USERNAME: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

**STEP 3:** The system will confirm that your student account has been created and give you options for what you wish to do next: print login instructions for the student, enter more detailed information on the student, add the student to a class, assign lessons to the student or create another student account.



Next, click on **Continue entering account information for this student** to open the *Edit Student Account* screen shown below. Field names with a **red asterisk** are required, but will already be filled in. You can enter additional student information you want to capture here.

### Edit Student Account

Required fields are marked with an asterisk (\*)

School Name: Career Ready 101 Demo Organization [Transfer]

Username: goodie\_jb

\* Last Name:

\* First Name:

Middle Name:

Group:

Notes:

Student ID:

Optional: Student ID is the way your organization uniquely identifies its students.

Active:

**Shortcuts**

- Log this student in now
- Print login instructions
- Assignments (view/edit/assign)
- Group
- Delete
- Create new student
- Edit another student

**Class Membership** [Edit](#)

Not a member of any classes.

**Reset Password**

New password:

Verify password:

**Demographics**

Ethnicity:

Date of Birth:

Gender:  Male  Female

County of Residence:

County of Employment:

**Contact Info**

Phone:

Email:

Address:

City, State ZIP:

Buttons:

Use these shortcuts to quickly perform other tasks.

Click **Edit** to quickly add the student to an existing class.

If lost or forgotten, you can reset the student's password here.

Enter **demographic data** as needed in this section.

Click **Save & Close** when you finish filling in the form or click **Save & New** to add another student.

Before we go to the next step, let's learn more about the information fields on the *Edit Student Account* screen:

**Groups.** A group makes managing a large number student accounts easier. Grouping is used mainly by high schools with large numbers of students exiting at the same time. For example, students can be assigned to the group "Class of 2011". Once these students graduate, the administrator can *permanently* delete the student records by deleting the group. **Do not confuse groups with classes** – classes are used to manage student assignments and reports. We will discuss classes later in this guide. Instructors normally do not create groups.

**Student ID.** Schools can include their student identification numbers for reporting purposes. A Student ID is *not* the student's Career Ready 101 username.

**Class Membership.** Click **Edit** to add the student to an existing class. Scroll through the list, select the class name from the list, and click **Save**.

**Reset Password.** Use this field to give students who forget their Career Ready 101 password a new one. The student can change their password after logging in to their account. *Usernames may not be changed.*

**Demographics.** Collect optional information on ethnicity, age, gender, county, etc. for reporting purposes.

**Contact Information.** These fields are optional. If the student has an email address, enter it in the *Email* field. If they forget their Career Ready 101 password, they can have it emailed to them by clicking on the “*Forgot password?*” link on the login page and entering their username.

**Shortcuts.** Links in the *Shortcut* box allow you to quickly perform additional tasks such as logging a student into Career Ready 101, printing login instructions for the student, assigning lessons to a student, seeing student groups, deleting the student, creating another student account and editing a different student’s account. Be sure to click the *Save Changes* button under the Shortcuts box to save any changes *before* taking a shortcut. If you forget to, the system will give you the option to save your changes or discard them before moving on.

Shortcuts

- Log this student in now
- Print login instructions
- Assignments (view/edit/assign)
- Group
- Delete

- Create new student
- Edit another student

Save Changes

**STEP 4:** Type your email address in the **Contact Info** section. Then click the *Save & Close* button. Career Ready 101 will confirm your changes have been saved and display a searchable list of all students in your organization as shown in this example.

Account settings have been saved.

**Everyone in Demo Organization**

Select a student to edit by clicking the column on the right.

Add student SEARCH TIP: Use wildcards!

Username	Last	First	Middle	City	State	Student ID	Created	Filter
alaskfan12	alaskafan	Ima					2009-09-22	
bartress	Artress	Beth					2009-09-03	
Carntress	Artress	Robbie					2009-05-29	
alalan	artress	alan					2009-05-20	
astudent	astudent	im					2009-07-29	
auxier295	Auxier	Sarah					2009-07-14	
DCC-BAMAFAN	BAMAFAN	IMA					2009-08-12	
jbeckman	Beckman	Jessica					2009-07-13	
nbratt	Bratt	Nita					2009-07-13	
rkbuilder	Builder	Resume	K				2009-07-31	
ralphburger	Burger	Ralph					2009-04-16	
Susan58	Burleigh	Susan					2009-08-20	
pamelaecole	cole	pamela					2009-07-13	
FT-IMACOWBOY	COWBOY	IMA					2009-06-22	
ceoddannettell	Dannettell	Dory					2009-07-13	
DEMOSTUDENT111	DEMOSTUDENT	IMA					2009-08-10	
tseliot	Eliot	Thomas	S				2009-08-03	
cjenzinger	Enzminger	Chris					2009-07-13	
tfose2079	Fose	Tom					2009-07-13	
roadjake	Foster	Jake					2009-07-13	

1-20 of 71 records    [1] 2 3 4 >>    Show 20 per page

**STEP 5:** Now find the account you created for yourself. Use the search filter to find your account. Type the last name you used for your account in the Last field and click the *Filter* button.

The filter will find all students in the organization with that last name. Select your account by clicking on the red pencil icon at the far right (see below).

Username	Last	First	Middle	City	State	Student ID	Created	Filter
	Name							
your_name	Name	Your					2009-09-29	

1-1 of 1 records    Show 20 per page

Clicking the Pencil icon opens the Edit Student Account screen.

**STEP 6:** The Edit Student Account screen will open. Click the *Save and Close* button at the bottom of the screen. Then click on the *Setup* icon at the top of the screen to go back to the **Setup** menu.

This completes the Guided Activity for working with student accounts! *Now you know how to:*

- create student accounts,
- add or edit account information and
- use the Search Filter to find students in your organization.

## 5. Working with Classes

Classes are essential for working with agendas, managing instruction, documenting outcomes, creating reports and assigning lessons to learners in Career Ready 101. Creating classes is quick and easy. *This Class* options on the **Setup** menu allows you to add, edit, and delete classes, select class members, create agendas, and other tasks. This next activity will show you how.

### GUIDED ACTIVITY: Work with Classes

**STEP 1:** To create a new class, open the **Setup** drop-down menu. In the Class column, click on *Add New Class*.

**STEP 2:** The *Create new class* box will appear. Enter a class name (a required field), location and click the down arrow to select an instructor. You can add notes about the class. Click the *Save* button to create the class.

**Tip:** The class name must be unique within your organization. For example, instead of naming your class “Math 1<sup>st</sup> Period”, add your initials or something that will make your class name unique (*lbh-math1st*). There may be other 1<sup>st</sup> period math classes, so each class name must be unique to differentiate between classes.

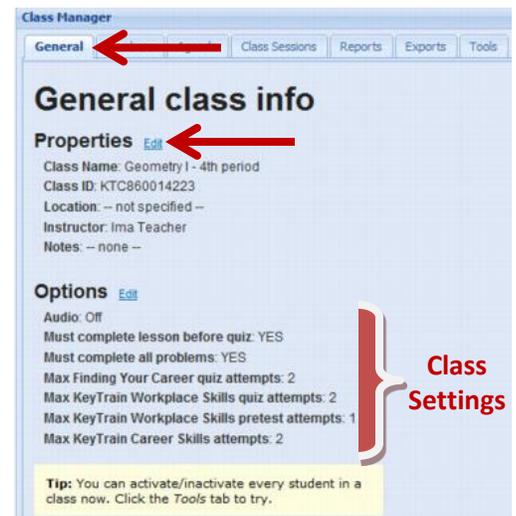
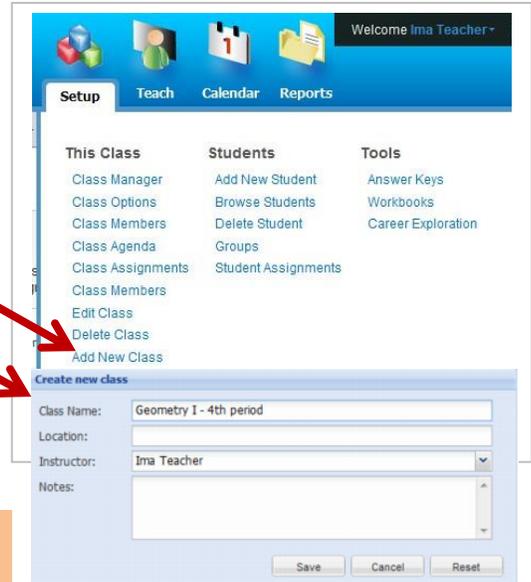
When the class is created, the *Class Manager* will appear.

The tabs in the Class Manager give an instructor ready access to all of the major tools needed to work with classes:

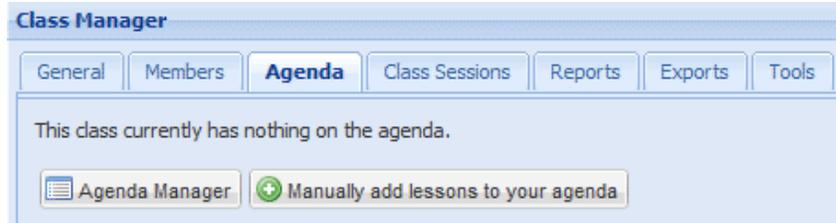
**General** – This tab summarizes the class information. Notice you can edit the class information by clicking the **Edit** link beside **Properties**. Also note that Career Ready 101 has assigned a *Class ID* that uniquely identifies class data for documentation and reporting. Settings for the class are also listed under **Options**. To change the settings, click the Options **Edit** link. *Lesson options* for the class are also set under the General tab. We’ll learn how to edit options later in this exercise.

**Members** – Use the members tab to add or remove students from your classes.

**Tip:** You can also access Class Manager functions from the Class column in the Setup drop-down menu.

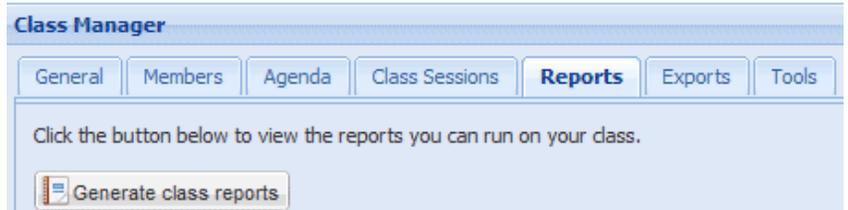


**Agenda** – The Agenda tab allows the instructor to create or edit the learning plan or agenda for a class.



**Class Sessions** – Use this tab to record attendance, scores and duration for *lessons taught directly by the instructor in the classroom*. Note: This information is recorded automatically when students take the online, interactive Career Ready 101 lessons.

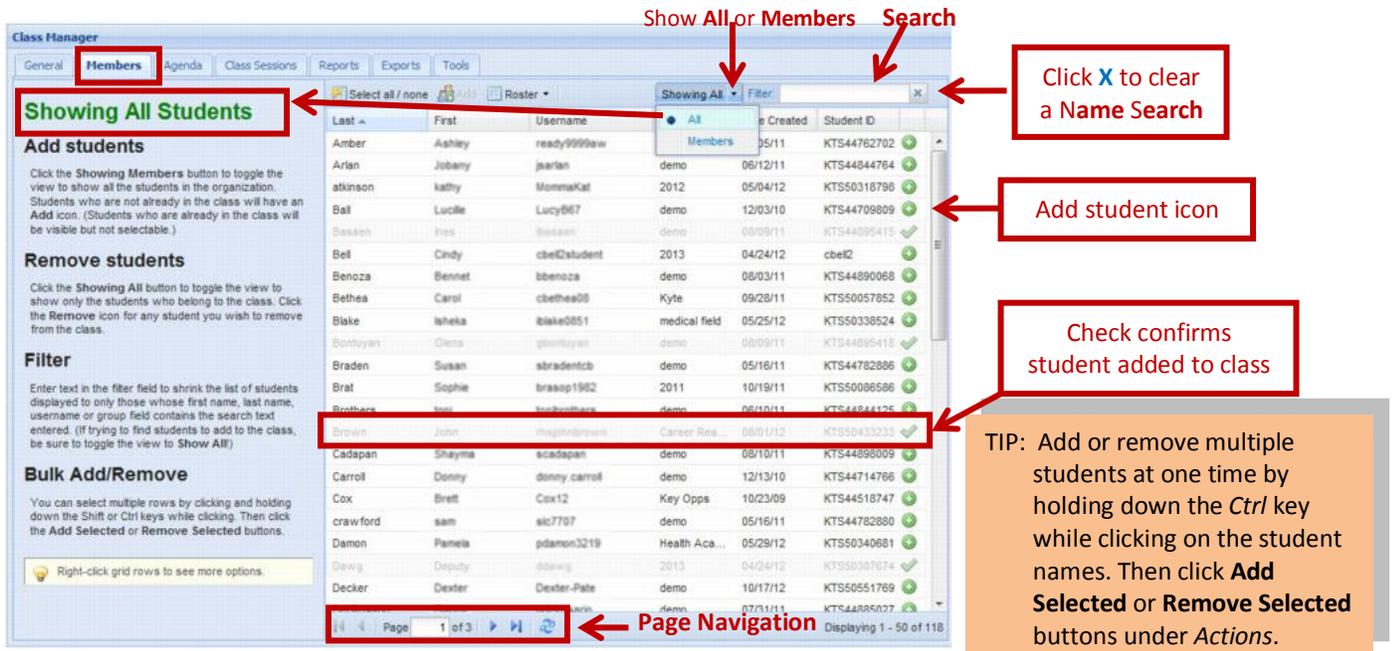
**Reports** – Select and generate class reports with this tab.



**Exports** – Create and export spreadsheets for class Progress Reports, Course Summaries, Lesson Details and Session Details.

**Tools** – Create a new class, delete a class or create a new student using the Tools tab. Note: deleting a class does not delete the records of students that were in the class.

**STEP 3:** Now add the student account you created for yourself to your class. Click on the **Members** tab. The *Showing Members Only* view is empty since no students are in your new class. Click the **All** button to see all students in the organization as shown below. Use the page navigation at the bottom or type part of the name in the **Search** box to locate your student. After using Search to find a student, be sure to click the **X** to clear the search. Students **not** in a class have a green **Add** icon. Class members have a check mark and are grayed-out. Click the **Add** icon to add your student to the class. To delete a student from a class, just click the red **Remove** icon in the *Showing Members Only* view. The student will be moved back to the list of All Students.



**Show All or Members**      **Search**

**Showing All Students**      **Click X to clear a Name Search**

**Add student icon**

**Check confirms student added to class**

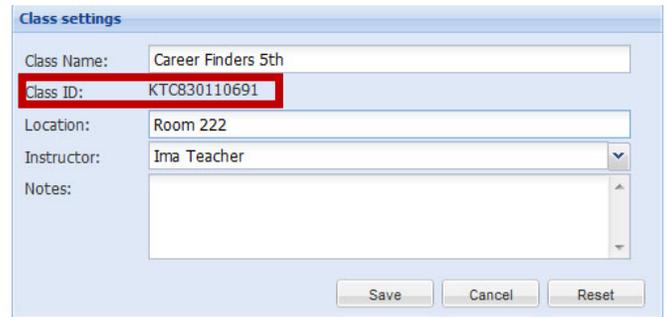
**TIP: Add or remove multiple students at one time by holding down the Ctrl key while clicking on the student names. Then click Add Selected or Remove Selected buttons under Actions.**

**Page Navigation**

Last	First	Username	Created	Student ID	Actions	
Amber	Ashley	ready9999aw	05/11	KTS44782702	+	
Arlan	Jobany	jarlan	demo	06/12/11	KTS44844764	+
atkinson	kathy	MommaKat	2012	05/04/12	KTS50318798	+
Bal	Lucille	Lucy667	demo	12/03/10	KTS44709809	+
Bassan	Iris	ibassan	demo	08/09/11	KTS44895415	+
Bel	Cindy	cbel@student	2013	04/24/12	cbel2	+
Benoza	Bennet	bbenoza	demo	08/03/11	KTS44890068	+
Bethea	Carol	cbethea08	Kyle	09/28/11	KTS50057852	+
Blake	Ishika	iblake0851	medical field	05/25/12	KTS50338524	+
Bontuyan	Diana	dbontuyan	demo	08/09/11	KTS44895418	+
Braden	Susan	sbradentcb	demo	05/16/11	KTS44782886	+
Brat	Sophie	brasap1982	2011	10/19/11	KTS50086586	+
Bronck	Neil	nbronck	demo	06/10/11	KTS44844128	+
Brown	John	jbrownbrown	Career Rea...	06/01/12	KTS50433233	+
Cadapan	Shayma	scadapan	demo	08/10/11	KTS44898009	+
Carroll	Donny	denny carroll	demo	12/13/10	KTS44714786	+
Cox	Brett	Cox12	Key Opps	10/23/09	KTS44518747	+
crawford	sam	sic7767	demo	05/16/11	KTS44782880	+
Damon	Patricia	pdamon3219	Health Aca...	05/29/12	KTS50340681	+
Dawg	Deputy	ddawg	2013	04/24/12	KTS50307074	+
Decker	Dexter	Dexter-Pate	demo	10/17/12	KTS50551789	+

In the next steps we'll learn how to edit information and course settings for a class.

**STEP 4:** Go back to the **General** tab in the Class Manager and click on the **Edit** link beside *Properties*. The *Class Settings* screen will appear. You can change basic information - class name, instructor, location, add notes.



*Notice that the Class ID cannot be changed once it is associated with a class.* The Class ID is the unique identifier Career Ready 101 uses to track information on class students and class sessions.

Let's get a better understanding of how you can edit the **Options** under the **General** tab to manage how your students work independently in the online Career Ready 101 courses and lessons. Click the **Edit** link beside **Options**. The **Class Assignment Options** page will be displayed.

There are four *Lesson Options* defaults:

**Max quiz attempts** - The maximum number of attempts allowed for Pretests, Final Quizzes, Soft Skills, and Other lessons. The default setting is **1** for Pretests and **2** for other quizzes, but the instructor can change this setting to up to **5** attempts for KeyTrain Pretests (no

### Class Assignment Options

Geology1-IT  
Set the default values that will be used in assigning lessons to this class.  
For comparison purposes, a column of organization defaults is shown.

Option	Org Default	Class Default	Description	Apply to All What's this?	
<b>Lesson Options</b>					
Max Attempts	KeyTrain Workplace Skills Pretest	2	2	Limit the number of times a Workplace Skills Pretest can be taken. Assignments and exemptions are only made after the first pretest completion.	<input type="checkbox"/>
	KeyTrain Workplace Skills Final Quiz	2	2	Limit the number of times a Workplace Skills Final Quiz can be taken.	<input type="checkbox"/>
	Other Final Quiz	3	3	Limit the number of times other Final Quizzes can be taken. Includes Finding Your Career and Personal Skills.	<input type="checkbox"/>
Must Complete Problems	Yes	<input checked="" type="checkbox"/>	Prevent students from skipping questions in the practice sections.	<input type="checkbox"/>	
Must Complete Lessons	Yes	<input checked="" type="checkbox"/>	Require students to complete each topic before taking the final quiz.	<input type="checkbox"/>	
Audio	Off	Off	To conserve bandwidth, Off is recommended. Unless set to Disabled, students can still turn it on in the lesson if they need it.	<input type="checkbox"/>	
<b>Course Options</b>					
Complete in Order	Yes	<input checked="" type="checkbox"/>	Prevent students from starting higher level lessons until they have passed each preceding level.	<input type="checkbox"/>	
Let Pretest Assign	Yes	<input checked="" type="checkbox"/>	Let the pretest assign or exempt lessons based on the pretest score.	<input type="checkbox"/>	

more than **2** is recommended) and **10** for Finding Your Career, and KeyTrain final, and Soft Skills quizzes. Click the down arrow to change the number of quiz attempts, then click Save.

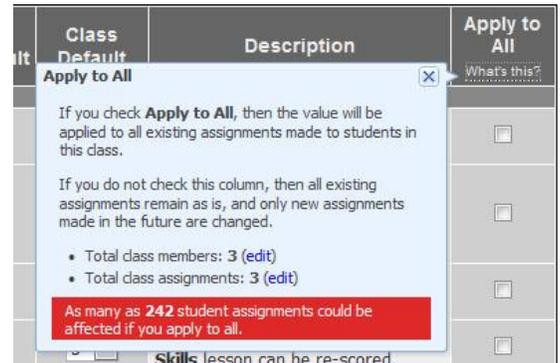
**Must Complete Problems** - When checked (the default setting), students must correctly answer the questions in a topic before they can proceed to the next page. If this option is unchecked, students can go on to the next page without answering practice problems. Keeping default prevents students from just clicking through a topic rather than attempting to learn the content.

**Must Complete Lessons** – When checked (the default setting), learners must complete all topics in a lesson before they can take the Final Quiz for that lesson. If unchecked, students can skip lessons and take the Final Quiz at any time. The default setting helps to ensure students work through each topic in a lesson **before** they take the Final Quiz.

**Audio** - When *Off* is selected (the default setting), the soundtrack for lessons that have sound is off. Learners that want to hear the soundtrack may turn the soundtrack on by clicking on the *Sound* link in the online lesson. If changed to *On*, the sound will play automatically. If the *Disabled* setting is selected, the soundtrack will not be available to learners. Leaving the default *Off* setting will reduce the demand on the Internet bandwidth for your organization.

The audio is a natural voice that reads the text on each screen in a lesson (except for quizzes). The natural voice soundtrack, available on all KeyTrain and other Career Ready 101 lessons, is especially helpful for lower level readers and ESOL students.

Notice that you can make changes in class defaults apply to any assignments already made to a class by checking the *Apply to All* checkboxes. The class defaults also apply to any future assignments made to the class.



There are two *Course Options*:

**Let Pretest Assign** – When the default setting (*Yes*) is selected, the pretests will assign KeyTrain courses for students based on their pretest scores. If unchecked, instructors must manually assign lessons to students in the class.

Course Options			
Let Pretest Assign	Yes	<input checked="" type="checkbox"/>	Let the pretest assign or exempt lessons based on the pretest score.
Complete in Order	No	<input type="checkbox"/>	Prevent students from starting higher level lessons until they have passed each preceding level.

**Complete in Order** – Check this option to prevent students from starting KeyTrain lessons at a higher level until they have passed preceding levels (recommended). For example, students scoring Level 4 on KeyTrain Applied Mathematics would have to complete the Level 4 lesson **before** taking Level 5, 6, or 7 lessons.

**STEP 5:** Uncheck the *Must Complete* boxes for this exercise. When working with actual student accounts, **we recommend keeping the default setting** (both *Must Complete* boxes checked). Now, click on *Save Changes* to return to the Class Manager.

*This completes the Guided Activity for working with classes!*

*Now you know:*

- *how to create a new class,*
- *how to use tabs in the Class Manager for different tasks,*
- *how to use the Class Manager to add students to or remove students from a class,*
- *how to edit class information and*
- *change class assignment defaults to manage student learning in the online lessons.*

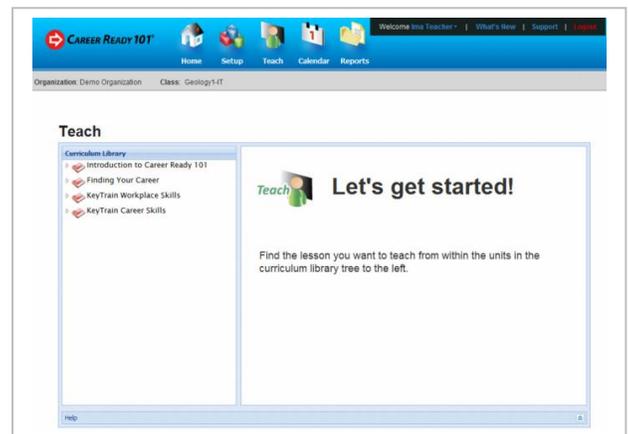
## 6. Teaching Resources

So far we have learned how to create and edit student accounts, create classes, add or remove class members and set class assignment defaults. You created a student account for yourself and added your student to the new class you created. The next logical task is to assign Career Ready 101 courses and lessons to the students in your class. We will use the **Teach** function to:

- get a feel for the scope of Career Ready 101 by browsing the curriculum library,
- explore the self-paced online courses and lessons and
- learn how to use classroom and instructor documents to teach a topic in the classroom.

Instructors use the **Teach** function in Career Ready 101 to:

- browse the curriculum library to see the available instructional resources,
- manage instructional schedules using the Calendar and
- launch on-line or in-class lessons.



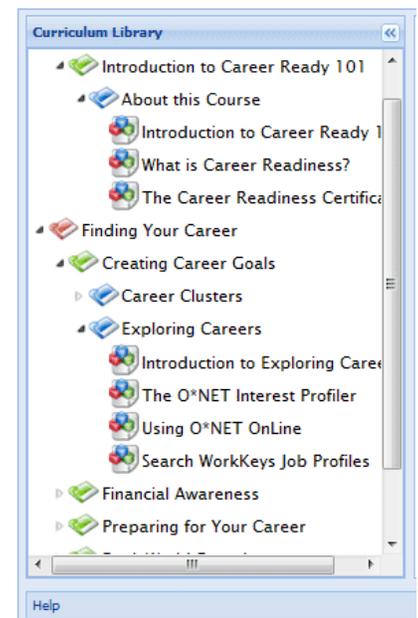
Let's take a quick look at the scope of Career Ready 101 curriculum available to assign to students.

### Browse the Curriculum

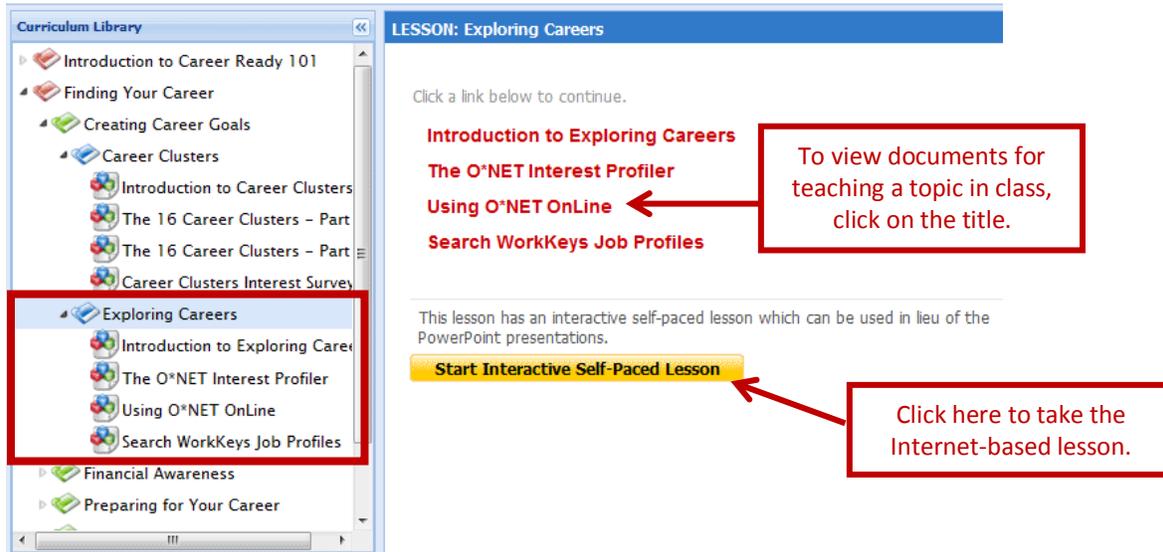
To view a lesson and its teaching documents or take the lesson on-line, click on **Teach** in main menu and then browse the Curriculum Library to explore subjects, lessons and topics. Career Ready 101 has five Units (described earlier in Section 1) – **Introduction to Career Ready 101**, **Finding Your Career**, **KeyTrain Workplace Skills**, and **ACT Skills Suite**.

Click the down arrows to expand the list and begin browsing the curriculum. The curriculum is organized by **Unit**, **Subject**, **Lesson** and **Topic**. In general, a *unit* is comprised of several *subjects* with *lessons* that contain a number of *topics*.

Look at the section outlined in red in the graphic on the next page. This shows an expanded view of the **Unit - Finding Your Career**, the **Subject – Creating Career Goals**, the **Lesson – Exploring Careers** and four **Topics – Introduction to Exploring Careers, The O\*NET Interest Profiler, Using O\*NET Online** and **Search WorkKeys Job Profiles**.



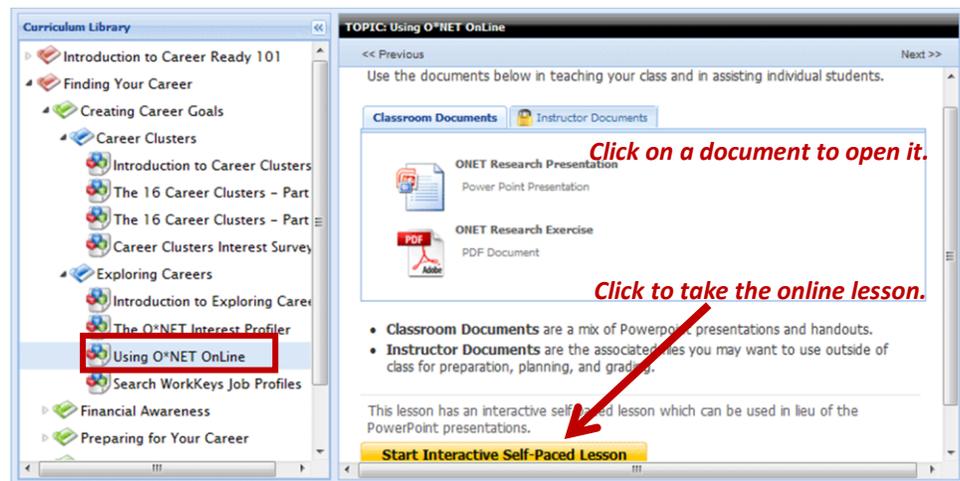
Click on a Lesson title to see the instructional resources for that lesson. In the graphic below, Exploring Careers is selected. The four topics in the lesson are listed on the right side with a link to the on-line interactive lesson.



To review the instructional resources for a lesson topic, click the topic title. In the example below, the topic *Using O\*NET OnLine* is selected.

Notice the two tabs – a *Classroom Documents* tab which shows a PowerPoint presentation and exercise students must complete and an *Instructor Documents* tab.

Instructors would use these documents to *teach the topic in the classroom instead of assigning the online lessons* for students to work through on their own.



Let's look at a couple of classroom documents for the Using O\*NET OnLine topic on the next page.

Click on the *O\*NET Research Presentation* to open the PowerPoint file for the topic. You are given a choice to either **View** the document or **Start a Class Session**. When you start a class, Career Ready 101 will record a class start time and ending time when you close the presentation. This will create a record of the time spent for the class session. The session will also appear as a new entry in the Class Manager under the Sessions tab.



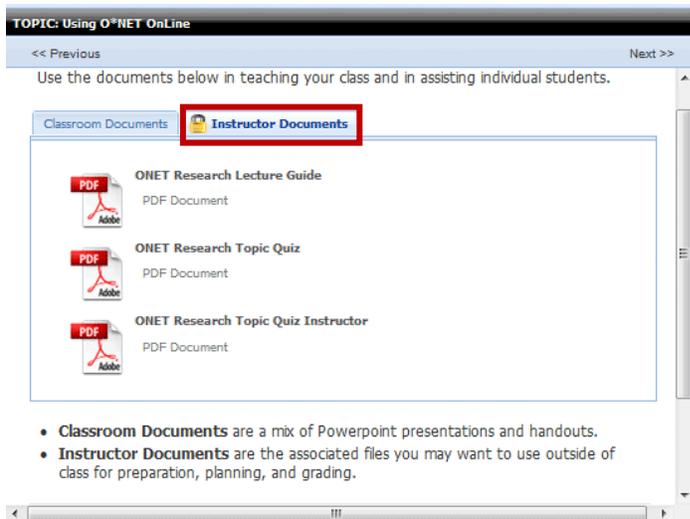
We'll select view to get comfortable with the PowerPoint before actually teaching a class session.

When you click **View**, the PowerPoint file will open, allowing you to review each slide in the presentation, practice giving the presentation, and even download and save a copy of the file.

Instructors may customize presentations by downloading, editing, and saving the PowerPoint. However, be aware that the classroom and instructor documents for a topic are closely coordinated. *Changes made to a PowerPoint may not match the content of the supporting documents.* Changes made to online documents **are not saved** by Career Ready 101.

This topic also includes a student exercise that can be previewed, printed, or downloaded. To open the exercise, go back to the classroom documents window and click on *O\*NET Research Exercise*. Instructors should review and become familiar with exercises and other documents as part of their class preparation.

Instructors may also print copies of exercises, handouts and quizzes that will be used with students before the classroom teaching session.



Click on the *Instructor Documents* tab to browse files that are for teachers only. Instructor files are password protected.

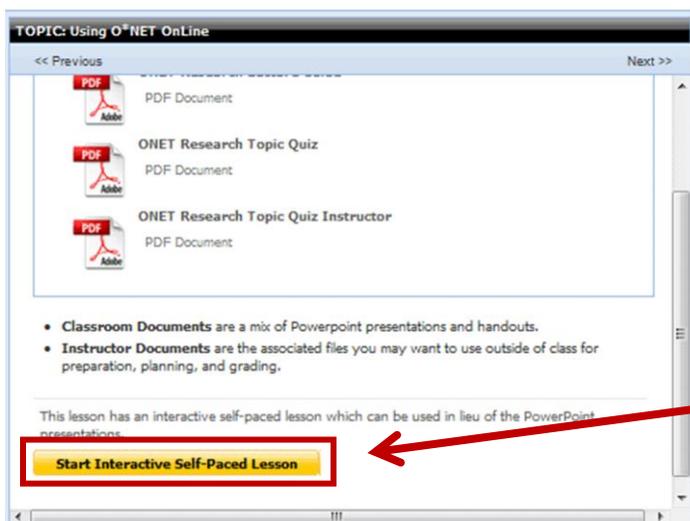
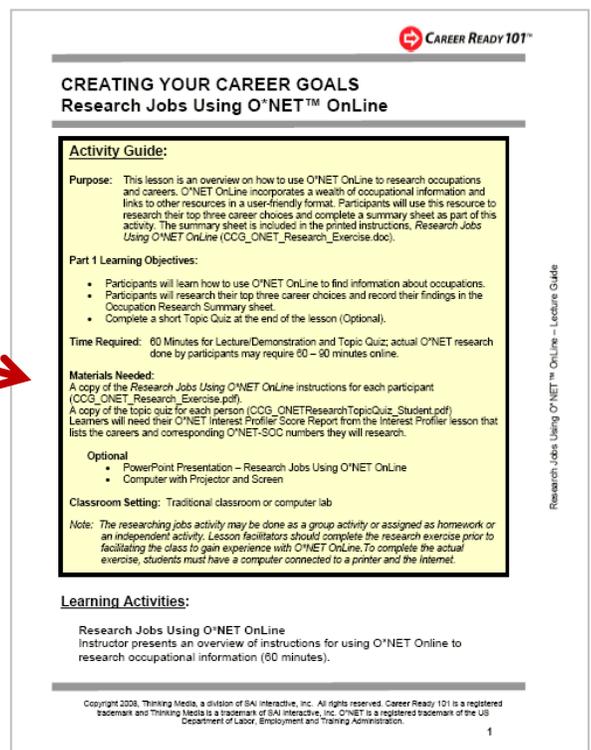


The instructor is prompted to enter his or her instructor account password before opening a document. This helps ensure students

cannot access quizzes and other files while a teacher is logged in to, but away from, the computer. Students can view classroom documents, but cannot access instructor documents from their Career Ready 101 accounts.

Every presentation for teaching a topic in the classroom is accompanied by a *Lecture Guide*, also found under the Instructor Documents tab.

Each Lecture Guide includes an overview of the topic, a list of resources available to teach the class, the estimated duration, slide-by-slide talking points, and instructions for the PowerPoint presentation.



To review the Internet-based lesson for the topic, click on the gold *Start Interactive Self-Paced Lesson* bar in the Curriculum Library.

The Topic Menu for the lesson will appear. To

review a topic, click on the topic title.

Notice the Final Quiz is not available for preview. Since lesson data is not collected from instructor interaction in Career Ready 101, instructors and administrators may not take pretests or final quizzes.

It's always good practice to close a lesson by clicking on the **Save & Exit** button.

Clicking a topic title opens the topic lesson. Lessons are logically organized with a course overview and learning objectives section, learning and/or practice section, and a five-question topic quiz to assess the learner's comprehension of the concepts presented.

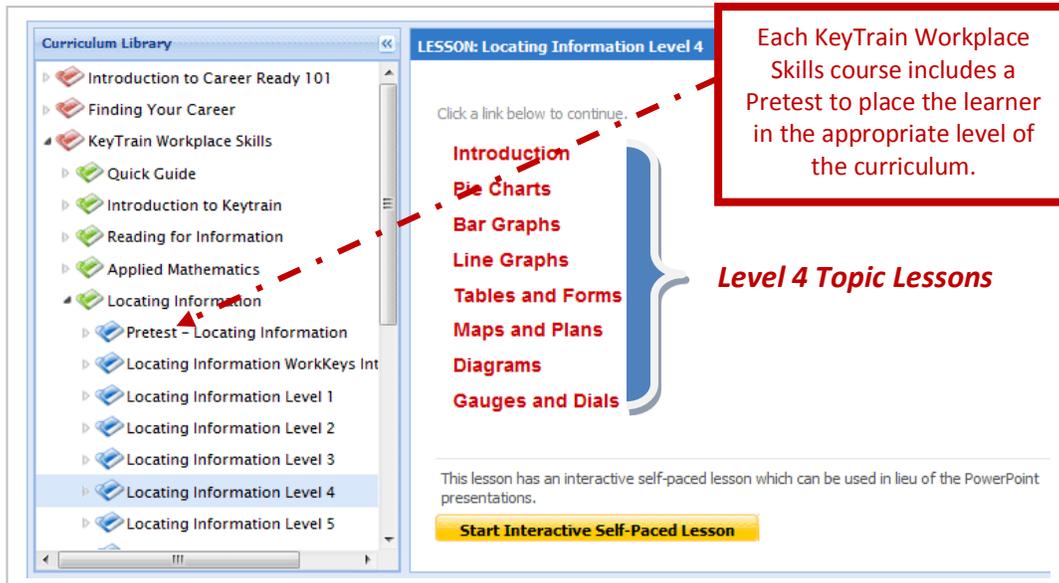
Navigation in a lesson is easy using four buttons: **Menu**, **Reload**, **Previous**, and **Next**.

The **Menu** button returns the learner to the topic menu. **Reload** refreshes the page to replay the soundtrack or repeat the page interaction. The **Next** and **Previous** buttons move the learner from page to page in the topic lesson. To exit a topic, click the **Menu** button to return to the topic menu.

Clicking **Save & Exit** in the topic menu screen ends the online lesson preview and returns the instructor to the previous location in the Curriculum Library. From here, the instructor can browse other portions of the curriculum and preview the online lessons or classroom documents.

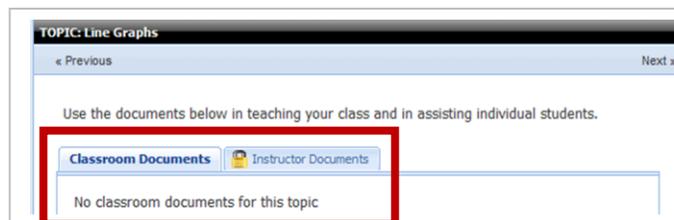
Let's browse the **KeyTrain Workplace Skills** unit in Career Ready 101. Three of the nine main KeyTrain Workplace Skills courses, *Reading for Information*, *Applied Mathematics*, and *Locating Information*, correlate to the three **WorkKeys®** skills that are assessed for the **National Career Readiness Certificate (NCRC)**. We'll look at an example of a lesson from the KeyTrain Locating Information course.

From the Curriculum Library, click on *KeyTrain Workplace Skills*. Select *Locating Information* and click on *Locating Information Level 4* as shown in the graphic. The Level 4 Locating Information lesson has an introduction and seven topics covering the skills people need to find information and solve problems using workplace graphics such as line graphs or diagrams. All KeyTrain courses were developed using the WorkKeys instructional targets published by ACT. These targets outline key concepts and skills that should be taught in a WorkKeys curriculum.



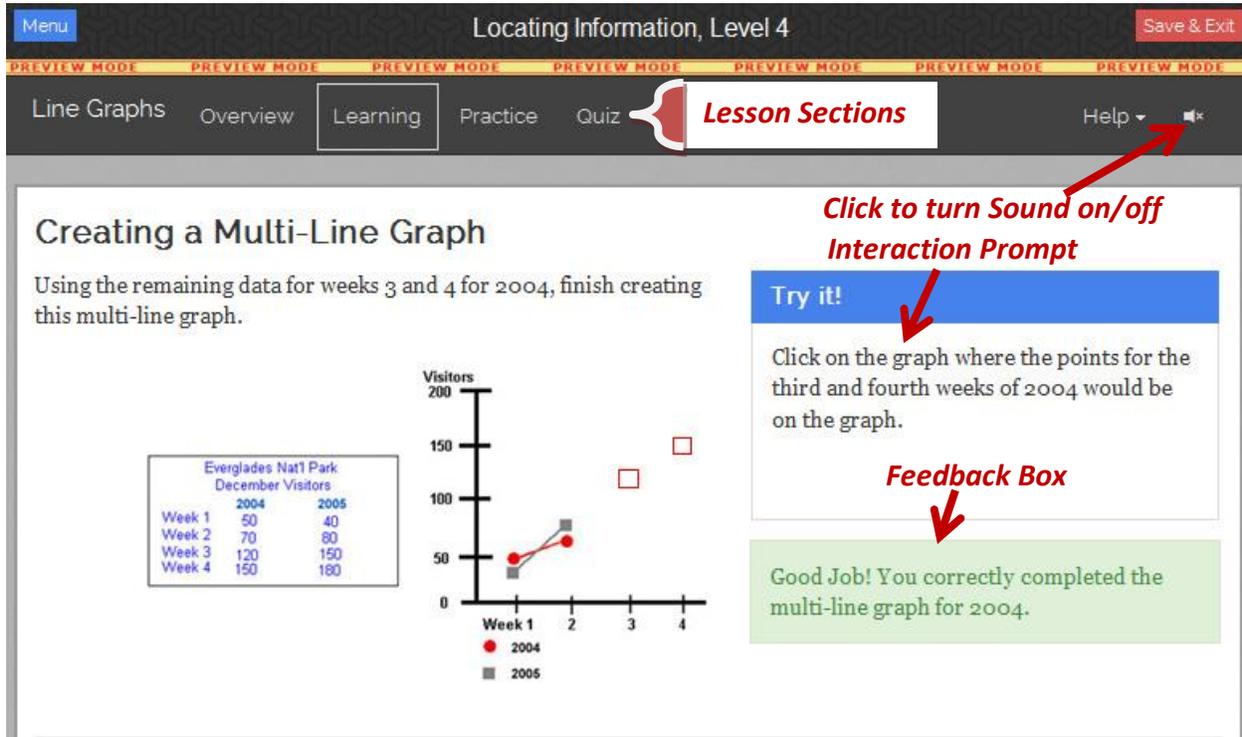
**FYI:** The WorkKeys Locating Information test measures skills that range from Level 3, the lowest, to Level 6, the highest skill level assessed. The KeyTrain Locating Information course includes Level 1 and 2 lessons to help learners who may be below Level 3. In the WorkKeys system, a skill level incorporates previous skill levels, so someone who scores Level 5 on the WorkKeys Locating Information test can perform Level 3, 4, and 5 tasks involving workplace graphics, but not Level 6 tasks.

KeyTrain Workplace Skills lessons do not have classroom or instructor documents like those found in the Introduction to Career Ready 101 and Finding Your Career units. Click on a KeyTrain topic title in the Curriculum Library and a message is displayed stating there are no classroom documents for the topic as shown in the graphic on the previous page.



However, as we'll see later, instructors do have access to KeyTrain workbooks that may be used for classroom instruction.

Instructors can, however, preview the online topic lesson from the Curriculum Library by clicking on the gold **Start Interactive, Self-Paced Lesson** bar. This graphic shows a screen from the Learning section in the Locating Information Level 4 *Line Graphs* topic lesson.



Creating a Multi-Line Graph

Using the remaining data for weeks 3 and 4 for 2004, finish creating this multi-line graph.

Everglades Nat'l Park December Visitors		
	2004	2005
Week 1	50	40
Week 2	70	80
Week 3	120	150
Week 4	150	180

Visitors

Week 1 2 3 4

● 2004  
■ 2005

Try it!

Click on the graph where the points for the third and fourth weeks of 2004 would be on the graph.

Feedback Box

Good Job! You correctly completed the multi-line graph for 2004.

Click to turn Sound on/off Interaction Prompt

Navigation for the KeyTrain Workplace Skills lessons is identical to the Introduction to Career Ready 101 and Finding Your Career units, using the same **Menu**, **Reload**, **Previous**, and **Next** buttons. The lesson sections for Reading for Information, Applied Mathematics and Locating Information differ slightly from those in the Introduction to Career Ready 101, Finding Your Career, and Soft Skills Suite units. In the KeyTrain reading, math and locating information lessons, a **Learning** section covers the topic concepts. A **Practice** section follows in which students solve workplace problems using the skills and concepts taught in the Learning section. These KeyTrain Workplace Skills lessons, like the other Career Ready 101 units, include **Overview** and **Quiz** sections. So the instructional sequence in KeyTrain is:

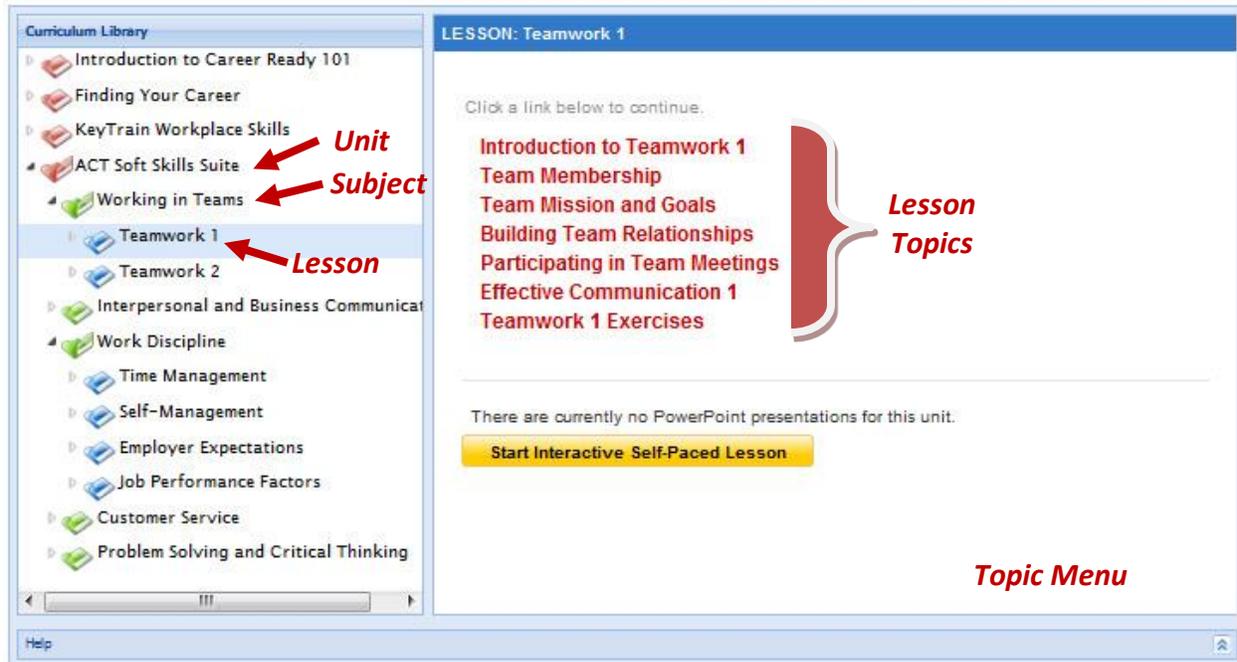
**Overview** → **Learning** → **Practice** → **Quiz**

KeyTrain Workplace Skill lessons include a **Final Quiz** learners take after completing the topic lessons for a course level. For Locating Information Level 4 then, learners should complete the Introduction and seven topic lessons before taking the Final Quiz. Learners who achieve a passing score (80% or above) on the Final Quiz can then move up to the Level 5 topic lessons.

The fourth unit in the Career Ready 101 curriculum, **ACT Soft Skills Suite**, is 70 topic lessons organized in five courses: *Customer Service*, *Interpersonal and Business Communication*, *Problem*

*Solving and Critical Thinking, Work Discipline, and Working in Teams.* A list of all lesson topics is in the Career Ready 101 course outlines at the end of this guide.

To preview a Soft Skills lesson or topic, select ACT Soft Skills Suite in the Curriculum Library menu. Click on a subject and then a lesson to see the lesson topics. In the example shown below, the *Working in Teams* subject and *Teamwork 1* lesson are selected in the Curriculum Library. The lesson topics for Teamwork 1 are listed in the frame on the right.



**Curriculum Library**

- Introduction to Career Ready 101
- Finding Your Career
- KeyTrain Workplace Skills
- ACT Soft Skills Suite **Unit**
- Working in Teams **Subject**
  - Teamwork 1 **Lesson**
  - Teamwork 2
- Interpersonal and Business Communication
- Work Discipline
  - Time Management
  - Self-Management
  - Employer Expectations
  - Job Performance Factors
- Customer Service
- Problem Solving and Critical Thinking

**LESSON: Teamwork 1**

Click a link below to continue.

- Introduction to Teamwork 1
- Team Membership
- Team Mission and Goals
- Building Team Relationships
- Participating in Team Meetings
- Effective Communication 1
- Teamwork 1 Exercises

Lesson Topics

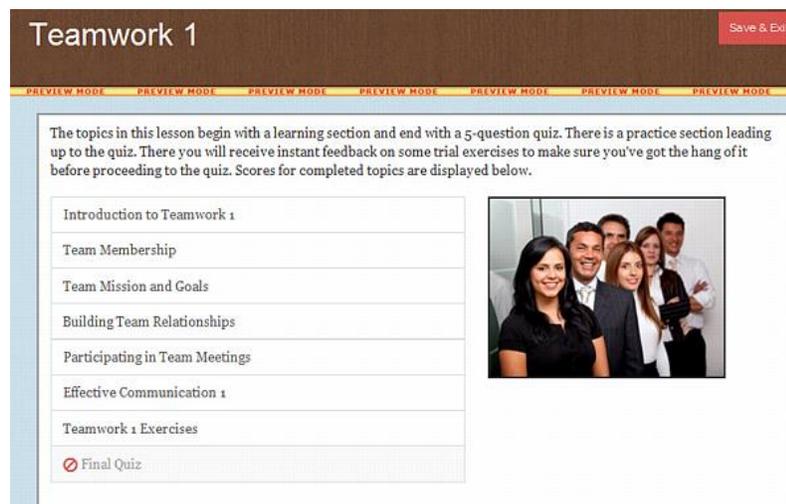
There are currently no PowerPoint presentations for this unit.

**Start Interactive Self-Paced Lesson**

Topic Menu

If we click on a topic title, we'll see that Soft Skills lessons, like the KeyTrain Workplace Skills lessons, do not include classroom or instructor documents.

To preview a Soft Skills topic, click on the *Start Interactive Self-Paced Lesson* bar and follow the prompts to open the lesson. The topic menu screen for *Teamwork 1* will appear. Click on one of the topic titles to open the topic lesson.



**Teamwork 1** Save & Exit

PREVIEW MODE PREVIEW MODE PREVIEW MODE PREVIEW MODE PREVIEW MODE PREVIEW MODE PREVIEW MODE

The topics in this lesson begin with a learning section and end with a 5-question quiz. There is a practice section leading up to the quiz. There you will receive instant feedback on some trial exercises to make sure you've got the hang of it before proceeding to the quiz. Scores for completed topics are displayed below.

- Introduction to Teamwork 1
- Team Membership
- Team Mission and Goals
- Building Team Relationships
- Participating in Team Meetings
- Effective Communication 1
- Teamwork 1 Exercises
- Final Quiz

Team Membership
Overview
Practice
Quiz
Help ▾ 

## What is Team Membership?

What does it mean to be a part of a team? What is expected of team members? Do you just show up and do what you are told, or is there more to it than that?

Many companies today utilize workplace teams to achieve company goals such as solving problems, improving products and processes, and creating new products and services. The idea is that much more can be accomplished by tapping into the talents of a team of people than by individual efforts.

Being a team member means working together with others to achieve a specific goal or set of goals. More than likely, you will be assigned to a team at some point in your career. This is why it is important to understand the fundamentals of team membership and your responsibility as a team member.


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The subject, lesson, and topic are listed at the top of each screen. The navigation buttons in Soft Skills lessons are the same as the other Career Ready 101 units.

Each Soft Skills topic starts with a topic overview, followed by the learning content and a short topic quiz.

**TIP:** For a quick look at the units, subjects, lessons and topics in Career Ready 101, use the **Curriculum Outlines** at the end of this training guide. Find a topic you are interested in previewing, then browse the Curriculum Library to take the interactive online lesson or review classroom and instructor documents if they are available for the lesson. The Curriculum Outlines and this Guide are also available for download or viewing under **Support** when you log in.

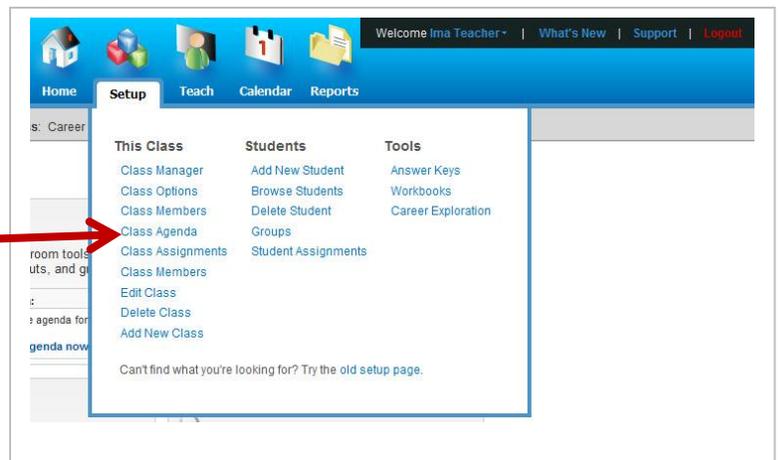
## Working with Class Agendas

Browsing the Curriculum Library is a great way to familiarize yourself with courses and lessons in Career Ready 101 before you make lesson assignments to classes or individual students.

Career Ready 101 uses agendas to make assignments to learners. In this section of Teaching Resources, we'll learn how to:

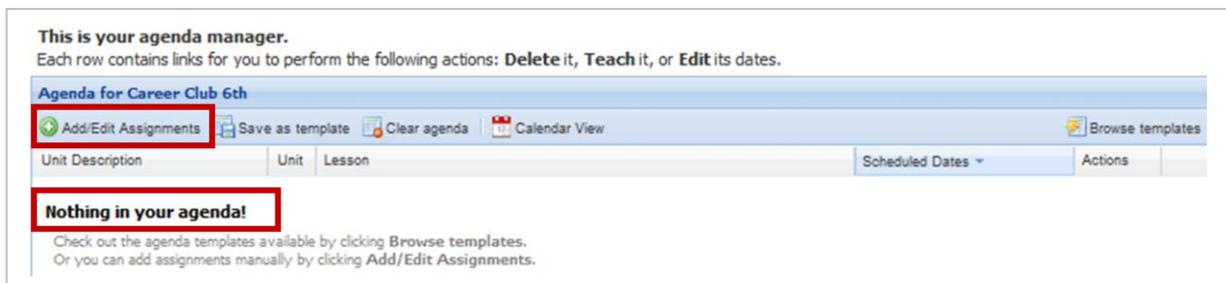
- create and edit agendas,
- add an agenda to the Calendar,
- save an agenda as a template for subsequent classes and
- launch a teaching session from an agenda or calendar.

To create a learning agenda for students, open the Setup drop-down menu and click on *Class Agenda*.



The **Agenda Manager** screen will appear and inform you that there are no lessons in the agenda since we have not assigned any lessons to a class.

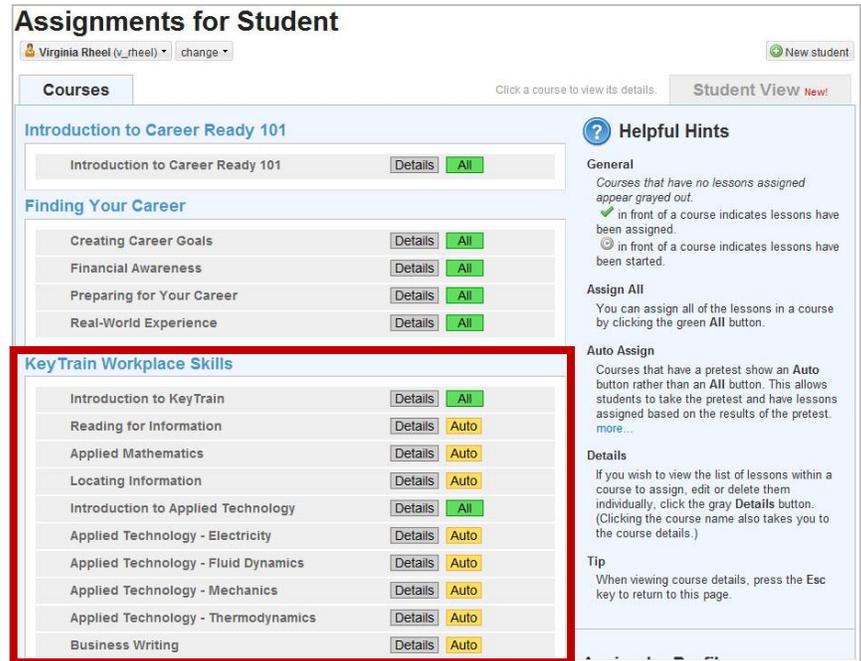
To add an assignment for the class, click on the *Add/Edit Assignments* button.



The **Assignments Page** and *Assignments for Class* menu will appear. All five Career Ready 101 units and courses are conveniently displayed on one page. To go to a different unit to add lessons to the agenda, click on the title for that unit.

Notice the list of KeyTrain Workplace Skills courses. *There are four options for assigning KeyTrain lessons:*

- *Auto Assign*
- *Details (manual assign)*
- *Assign by Profile*
- *Assign by Certificate*



**Auto** is the recommended method. When you click the **Auto** button for a subject such as Reading for Information, KeyTrain assigns the pretest for that subject to the class. The pretest places students in the appropriate course level of a subject based on their pretest score. Since students in a class will be at differing levels of skill, auto-assigning makes the task of selecting lessons for individual students much more simple. Note: *Subjects without Auto buttons do not have pretests.*

If an instructor wants to assign only certain lessons to a class, he or she would click on the **Details** button or course name, such as **Reading for Information** and then pick the course level lessons for students to take. This would be appropriate when assigning KeyTrain courses *to an individual* who has already taken the WorkKeys assessments. Since the actual WorkKeys score is known, the instructor can assign the KeyTrain lessons higher than the person's WorkKeys score to help them build on their current skills. *Manual assignments to a class are not recommended* since learners will be at different levels of skill.

The **Assign by Profile** allows the instructor to assign KeyTrain lessons based on the WorkKeys skills and skill levels defined by a WorkKeys occupational profile. Assigning by a job profile is appropriate for an individual who may be preparing for a specific career, but not for classes of students since they would have differing career goals. The exception could be a class of students who are in an occupational training program such as nursing, welding, computer-aided drafting, etc. and have the same career goal. *Note: assigning by profile will assign all KeyTrain courses for the WorkKeys skills required for a job, not just those needed for a National Career Readiness Certificate.*

**Assign by Profile**

Assignments can also be made based on a job profile selected from our job profiles database.

[Select profile...](#)

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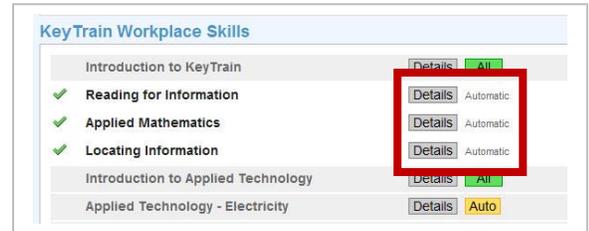
**Assign by Certificate**

Assignments can also be made based on a certificate.

[Select certificate...](#)

The **Assign by Certificate** option assigns the pretests for the KeyTrain courses Applied Mathematics, Locating Information and Reading for Information – the three WorkKeys skills assessed for the National Career Readiness Certificate. Instructors may choose the level of certification (Bronze, Silver, Gold or Platinum) as a goal for students in a class to work towards. *Remember, however, that a single certificate goal may not be appropriate for every student in a class.* For example, ACT reports that only 1% of people tested score high enough for a Platinum Career Readiness Certificate. It would not be realistic to assign a Platinum certificate level to a class of students. Learning goals should be appropriate and achievable for each individual.

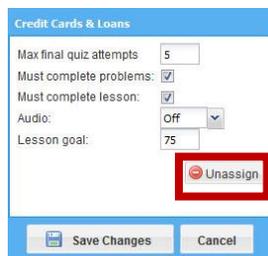
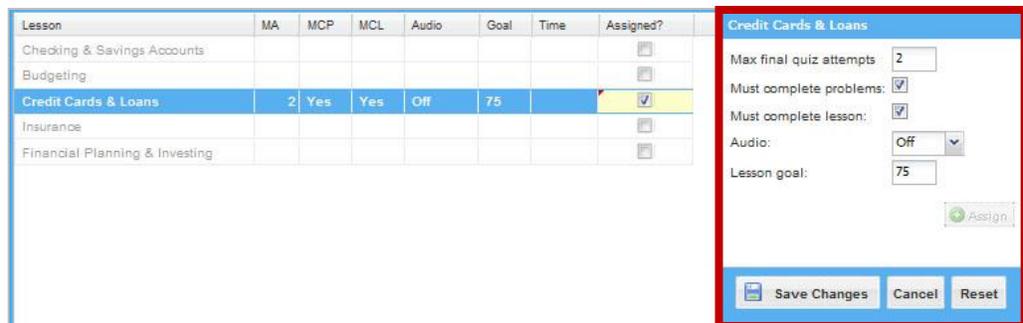
Let's assign the three KeyTrain courses that help prepare students for the National Career Readiness Certificate assessments – Applied Mathematics, Locating Information and Reading for Information - using the **Auto** method. *Click the Auto button for each course.* The green check marks confirm that the pretests for these three courses have been assigned. It doesn't get much easier than that!



Next, let's assign lessons from one of the other curriculum units - Finding Your Career. In the Assignments Page, go to the **Finding Your Career** section. Click on a course title to assign lessons in that course. In this example, **Financial Awareness** is selected.



A list of lessons available in the Financial Awareness subject like the one below is displayed in the Assignments Page. In this example, the lesson on *Credit Cards and Loans* has been chosen with the options that students must complete problems in each topic and complete all lessons before they can take the Final Quiz. To make the assignment, click *Save Changes*.



The Assignments Page will update to show the new assignment.

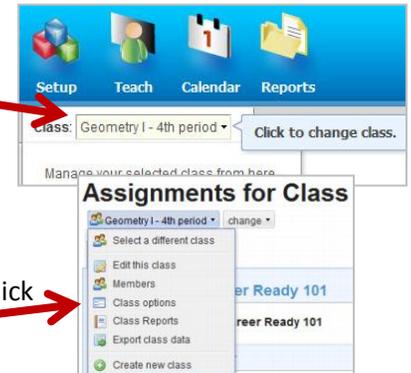
Notice that you now have the option to *Unassign* the lesson.

Now it's your turn! In the next activity, you will select Career Ready 101 lessons to create an agenda for the class you created.

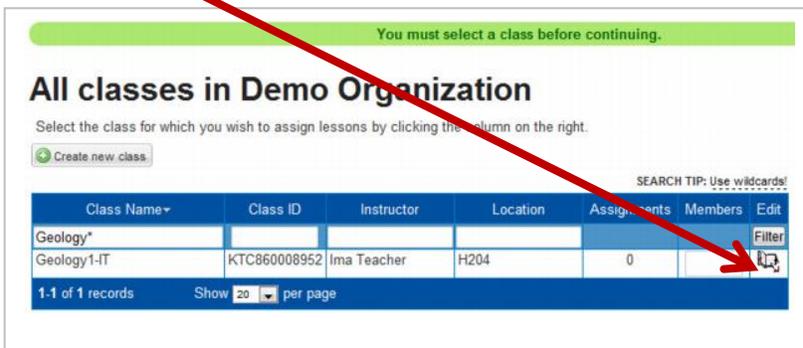
### Guided Activity: Create a Class Agenda

**STEP 1:** Make sure that you have the correct class selected before you make assignments. Most instructors will have several classes whose lesson assignments may need to be different from their other classes. There are a couple of ways to select a class you wish to make assignments for:

- Is the name of the class you want to work with shown as in this example? If not, mouse over the class name and click to change the class. A list of classes in your organization will be displayed. Find and select the class you want to work with.
- Alternatively, open the **Setup** menu and click on *Class Assignments*. Click on the class name and then click *Select a different class*.

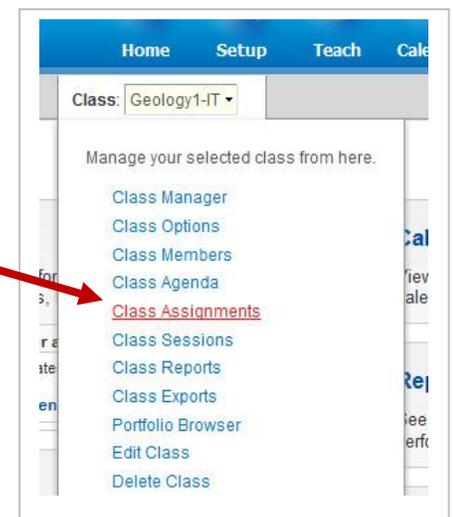


The class list for your organization will appear. Find your class by typing in part or all of the class name and clicking on the **Filter** button. Then click on the **Assign** icon (open book) as shown in the example below.



Clicking the *Assign* icon will open the *Assignments Page*.

- A quicker way to assign lessons to a class is to mouse over the class name to see a list of links to common tasks for working with classes. To assign lessons to your class, click on **Class Assignments** (as shown in this example) to open the Assignments page.



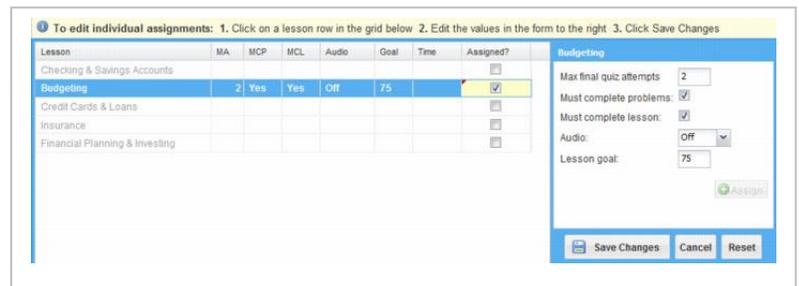
**STEP 2:** The Assignments for Class screen will display the list of courses under each Career Ready 101 Unit. Find the KeyTrain Workplace Skills courses and click the **Auto** button for *Reading for Information*, *Applied Mathematics* and *Locating Information*. The pretest for each course will be assigned to the class.



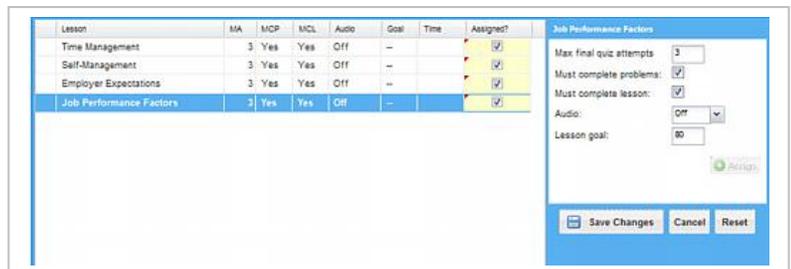
**STEP 3:** Click on the **Introduction to Career Ready 101** unit. Click the **All** button to assign the *About this Course* lesson shown here. Be sure to click on the **Save Changes** button to save the assignment. Your assignment will be confirmed. Notice the **Unassign** button now appears, allowing you to delete the class assignment. Click on the **Courses** tab or press the ESC key to return to the Courses view. To return lesson settings to the default settings, click the **Reset** button.



**STEP 4:** Now go to the **Finding Your Career** unit. Select one of the four subject areas: *Creating Your Career Goals*, *Financial Awareness*, *Preparing for Your Career* or *Real-World Experience* and click on the **Details** or **All** button for the subject. Select a lesson and click on the check box. For this activity, leave the *Must Complete Problems* and *Must Complete Lessons* boxes **checked**. After you make your selection, click *Save Changes*.



**STEP 5:** Go to the **Soft Skills Suite** unit in the Courses view. Select one of the five courses and click **All** to assign all lessons for that course.



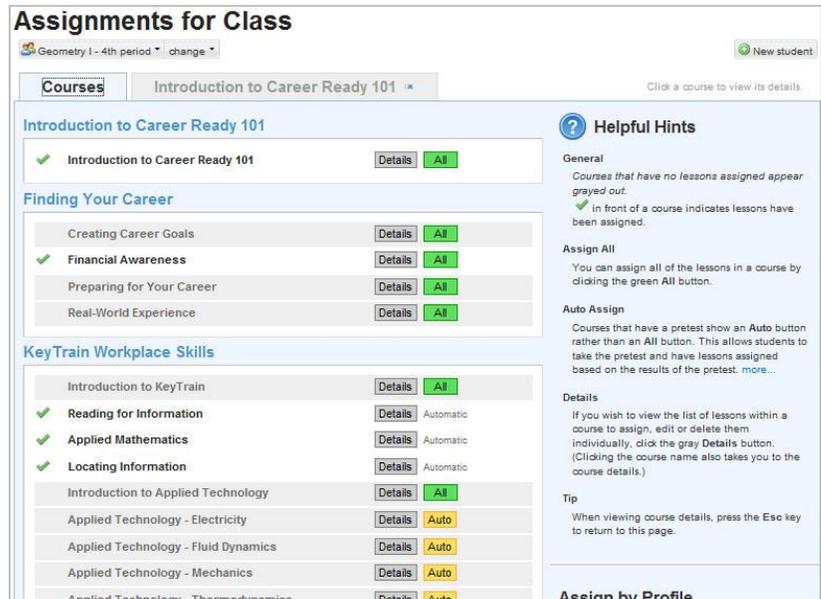
In this example, *Work Discipline* has been selected and the four lessons (Time Management, Self-Management, Employer Expectations, and Job Performance Factors) have been assigned.

**STEP 6:** Click on the **Courses** tab or press the ESC key to return to the Courses view.

The green check marks confirm that our six assignments have been made and saved.

To edit an assignment, click on the course title, but be sure to save any changes you make.

*This concludes the guided activity for creating lesson agendas. Now you know how to use the Assignments page to assign lessons to a class.*



## Working with Calendars

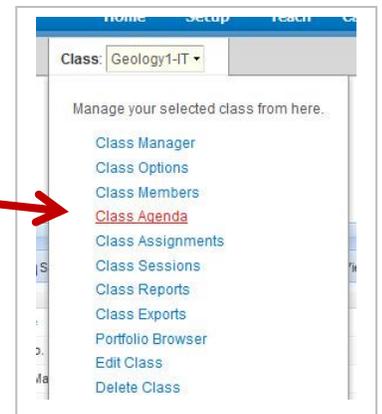
Career Ready 101 teaching resources include an interactive calendar instructors may use to:

- schedule dates for class agenda assignments,
- change the dates for class assignments,
- save an agenda as a calendar template to apply to other classes and
- launch a teaching session directly from the calendar view.

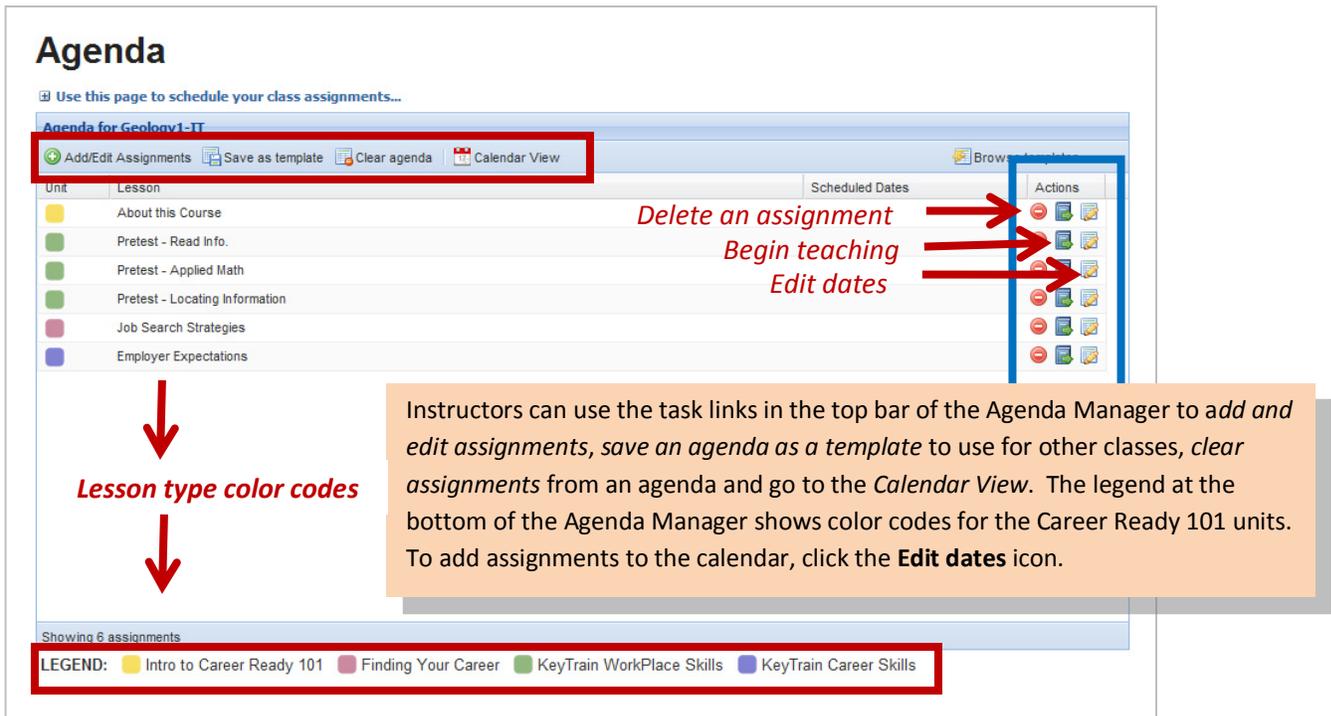
This section of the guide demonstrates how to use calendars to help schedule and manage Career Ready 101 self-paced online assignments and classroom-based instruction.

To add class lesson assignments to the calendar, mouse over the class name and click on **Class Agenda**.

The **Agenda Manager** page will be displayed. In the last activity we assigned lessons from each of the four Career Ready 101 curriculum units to a class. Now we can use the Agenda Manager to add these lessons to the calendar.



Notice the three icons in the **Actions** column of the Agenda Manager. The instructor can *delete an assignment*, *begin a teaching session* or *edit dates* for an assignment.



**Agenda**

Use this page to schedule your class assignments...

Agenda for Geology I-IT

Add/Edit Assignments Save as template Clear agenda Calendar View

Unit	Lesson	Scheduled Dates	Actions
Intro to Career Ready 101	About this Course		[-] [Play] [Calendar]
KeyTrain WorkPlace Skills	Pretest - Read Info.		[-] [Play] [Calendar]
KeyTrain WorkPlace Skills	Pretest - Applied Math		[-] [Play] [Calendar]
KeyTrain WorkPlace Skills	Pretest - Locating Information		[-] [Play] [Calendar]
Finding Your Career	Job Search Strategies		[-] [Play] [Calendar]
KeyTrain Career Skills	Employer Expectations		[-] [Play] [Calendar]

Showing 6 assignments

LEGEND: Intro to Career Ready 101 Finding Your Career KeyTrain WorkPlace Skills KeyTrain Career Skills

*Delete an assignment*

*Begin teaching*

*Edit dates*

*Lesson type color codes*

Instructors can use the task links in the top bar of the Agenda Manager to *add and edit assignments*, *save an agenda as a template* to use for other classes, *clear assignments* from an agenda and go to the *Calendar View*. The legend at the bottom of the Agenda Manager shows color codes for the Career Ready 101 units. To add assignments to the calendar, click the **Edit dates** icon.

Click the *edit dates icon* for a lesson to add it to the Calendar.

A calendar popup will appear similar to this example. The current date has a red box around it. Notice that in this example, Monday, May 30, like the weekend days, is shaded. This is because that day is Veterans Day and classes may not be in session. Major holidays will be similarly shaded to let the instructor know the day may not be available for teaching a lesson.



*Use arrows to go to next or previous months.*

Setting dates

- Scheduled dates are highlighted.
- Click dates to select/unselect them.
- Click Apply to save your changes.

Apply Today Undo Cancel

To select a date for a lesson, click on a date and click the **Apply** button. To teach a lesson on the current date, click the **Today** button. To clear a date selection, click the **Undo** button and then the **Apply** button to save the change. You will be returned to the Agenda Manager and a green popup bar will let you know the date has been saved.

*Be aware that many Career Ready 101 lessons contain separate topics which may take the instructor several days to cover if teaching by classroom instruction. Likewise, students taking lessons online at their own pace will need several hours or more to complete a set of topic lessons. For example, the KeyTrain Applied Mathematics Level 4 lesson has eight topic lessons and a final quiz. The lesson might take students 8 to 15 hours or more to complete.*

**How would I assign multiple dates to a lesson that has several topics?**

The Calendar makes it easy to select a range of dates or a set of separate dates for a lesson assignment to be completed. To select a range of sequential dates, click on a beginning date and hold the **Shift** key down. Then click on the ending date and click the Apply button. This example shows a lesson assignment selection for the week of November 2 – 6.

To assign a lesson to a set of non-sequential dates, click on the beginning date you want, hold the **Control (CTRL)** key down and click on the other dates you want for the lesson. The example to the right shows a selection of November 2, 4 and 6 to teach a lesson. Notice also that hovering over the 26<sup>th</sup> reveals it is Thanksgiving Day.



After you have selected dates for the lessons on the class agenda and applied them, Career Ready 101 will return you to the Agenda Manager view where your agenda items will be listed. The example below for the Personal Finance 3 class has six assignments. Multiple assignments within a lesson will be sorted by date from those occurring sooner to those occurring later in the calendar. Instructors may sort the order view from ascending to descending and vice-versa.

**This is your agenda manager**

Use this page to schedule your class assignments...

**Agenda for IT-Personal Finance 3**

Unit	Lesson	Scheduled Dates	Actions
<span style="color: green;">■</span>	Pretest - Read Info.	6/22/11	<input type="button" value="edit"/> <input type="button" value="delete"/>
<span style="color: green;">■</span>	Pretest - Applied Math	6/8/11	<input type="button" value="edit"/> <input type="button" value="delete"/>
<span style="color: green;">■</span>	Pretest - Locating Information	7/6/11	<input type="button" value="edit"/> <input type="button" value="delete"/>
<span style="color: yellow;">■</span>	About this Course	6/15/11	<input type="button" value="edit"/> <input type="button" value="delete"/>
<span style="color: purple;">■</span>	Writing a Resume	8/3/11	<input type="button" value="edit"/> <input type="button" value="delete"/>
<span style="color: blue;">■</span>	Employer Expectations	8/24/11	<input type="button" value="edit"/> <input type="button" value="delete"/>

Another really nice feature in Career Ready 101 is the ability to **save an agenda as a template**. This is especially helpful when an instructor has several classes that will have the same lesson assignments. Rather than having to repeat the process of creating an agenda for each class, the instructor can save the agenda and apply it to the other classes. If changes need to be made for a class due to holidays, in-service, inclement weather, or other reasons; *instructors can edit an agenda, even if it has been applied from a template.*

To create an agenda template, simply click on the **Save as template** button in the Agenda Manager. A popup will direct you to enter a title for the agenda template as shown in this example.



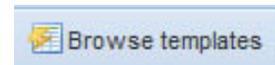
Enter a title you will remember and click **Save**. This instructor has saved a *first semester agenda for her Career Club classes as a template*.

Instructors have the option of including the calendar for an agenda (if they have created one) in the template. If you know your scheduled dates will be different for other classes, you may not want to include the calendar. However, you can always assign a different date range for the template by editing the beginning and ending dates in the Agenda Manager.



To apply an agenda template to another class, click the class name and select an existing class from the class list or create a new class.

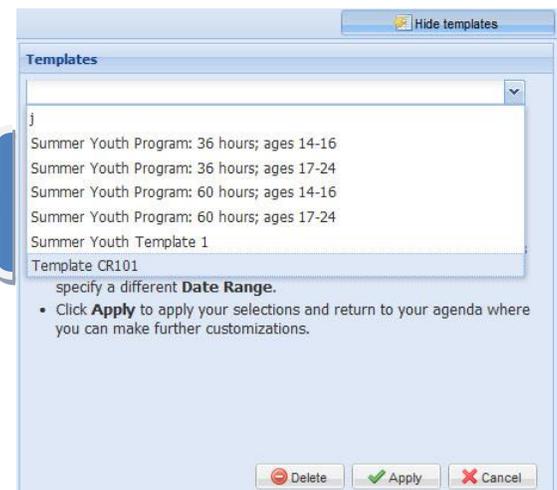
With the new class selected, go to **Setup** and click on *Class Agenda* to bring up the Agenda Manager. Next, click on **Browse templates**.



A box listing your organization's templates will appear.

Select a template from the drop-down list. 

A list of assignments for the agenda will be displayed in the left frame of the Agenda Manager.

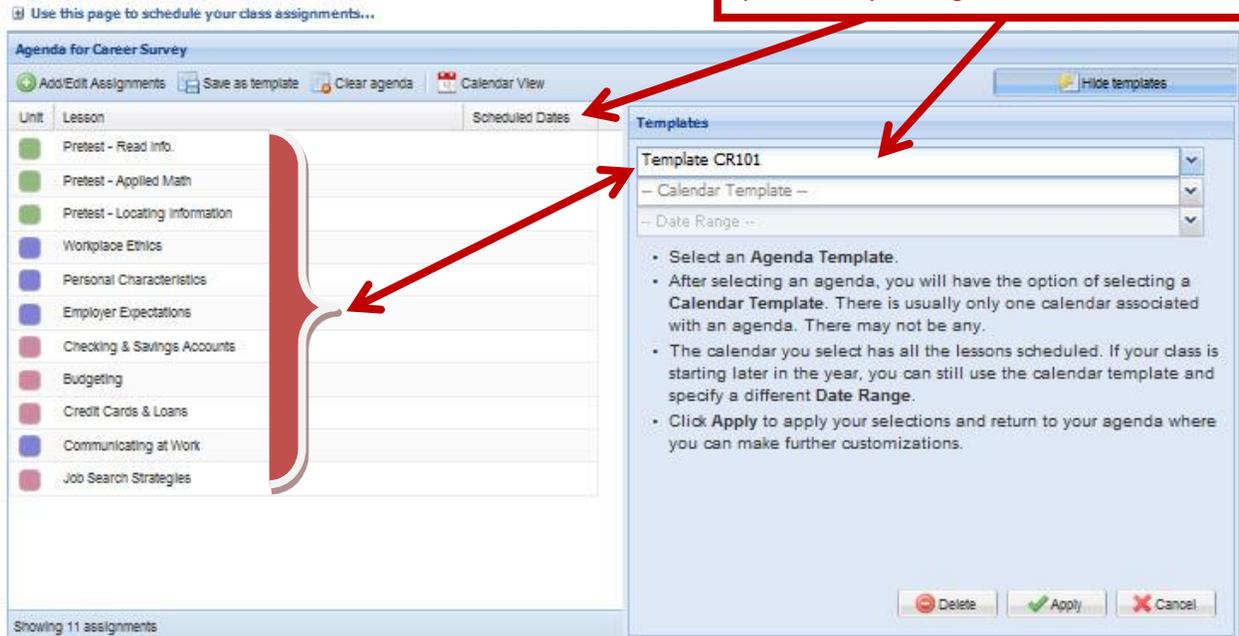


The example on the next page shows the assignments for the *Summer Youth Program: 36 hours; ages 14-16*.

To apply the agenda assignments to the new class, click the **Apply** button. Click on the Calendar Template bar to add schedule dates for the lessons. The Date Range will automatically be added, but can be modified by clicking on the Date Range bar and selecting a different date range.

## Agenda

Use this page to schedule your class assignments...



**Set a *Calendar Template* and *Date Range* for your class by clicking on these bars.**

Agenda for Career Survey

Unit	Lesson	Scheduled Dates
Green	Pretest - Read Info.	
Green	Pretest - Applied Math	
Green	Pretest - Locating Information	
Blue	Workplace Ethics	
Blue	Personal Characteristics	
Blue	Employer Expectations	
Pink	Checking & Savings Accounts	
Pink	Budgeting	
Pink	Credit Cards & Loans	
Blue	Communicating at Work	
Pink	Job Search Strategies	

Showing 11 assignments

**Templates**

Template CR101

-- Calendar Template --

-- Date Range --

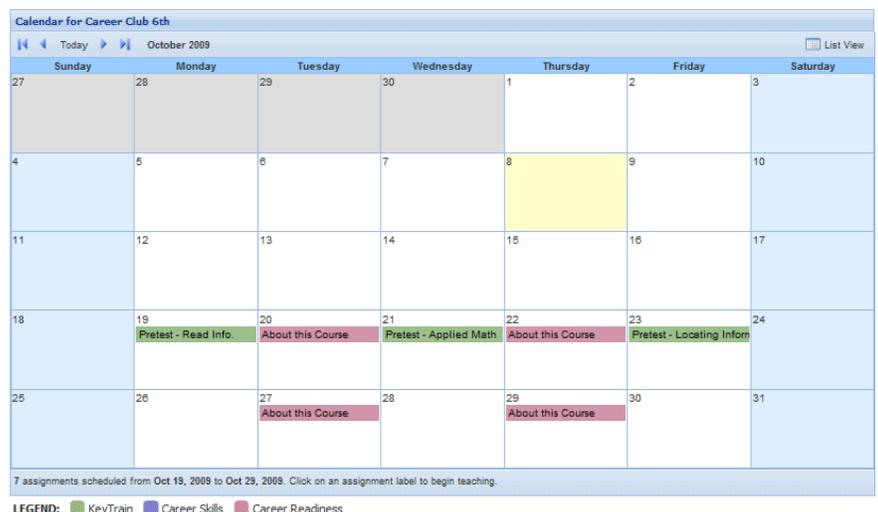
- Select an **Agenda Template**.
- After selecting an agenda, you will have the option of selecting a **Calendar Template**. There is usually only one calendar associated with an agenda. There may not be any.
- The calendar you select has all the lessons scheduled. If your class is starting later in the year, you can still use the calendar template and specify a different **Date Range**.
- Click **Apply** to apply your selections and return to your agenda where you can make further customizations.

To see the calendar for a class agenda, click on the **Calendar View** button in the Agenda Manager. The calendar view will be shown.

This example shows the calendar view for the Career Club 6<sup>th</sup> period class.

For convenience, instructors may launch a classroom teaching session from the calendar view by clicking on the lesson title. A list of topics for the lesson will be displayed.

Click on one of the topics to view the Classroom documents.



Calendar for Career Club 6th

Today | October 2009 | List View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Pretest - Read Info.	20 About this Course	21 Pretest - Applied Math	22 About this Course	23 Pretest - Locating Inform	24
25	26	27 About this Course	28	29 About this Course	30	31

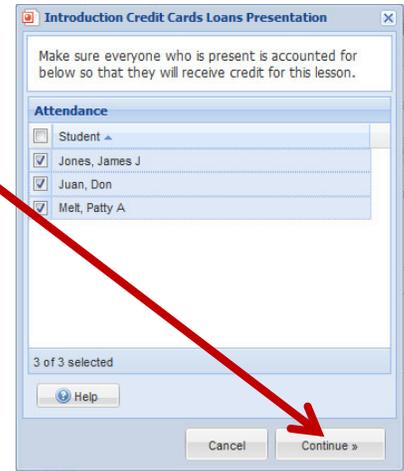
7 assignments scheduled from Oct 19, 2009 to Oct 29, 2009. Click on an assignment label to begin teaching.

LEGEND: ■ KeyTrain ■ Career Skills ■ Career Readiness

To teach an instructor-led classroom lesson, open the PowerPoint presentation and follow the prompts to begin teaching.

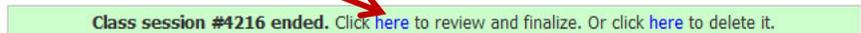
An *Attendance* box will pop up and direct you to check the students in the class who are present for the session. Take attendance and click the **Continue** button to begin the session.

The PowerPoint presentation for the topic will open and instruction may begin. The lesson start time will be recorded automatically.

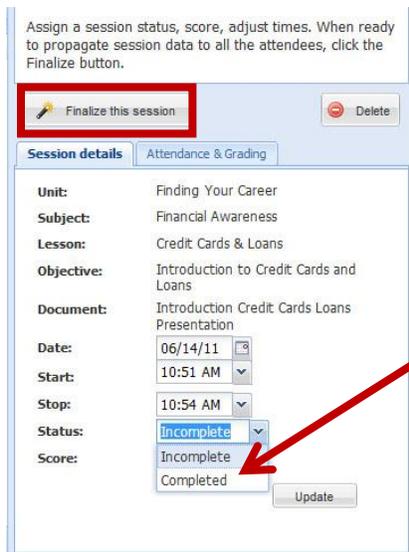
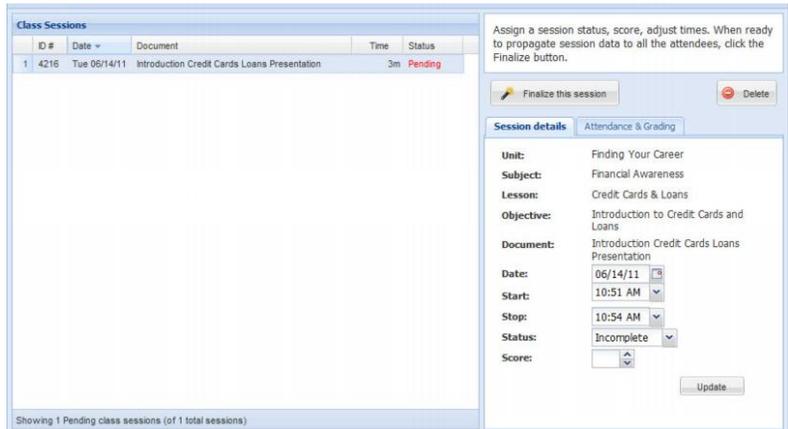


Complete the class session and close the PowerPoint to return to Career Ready 101. A *Class session in progress* box will pop up, prompting you to stop the session when you are finished with the presentation. Clicking **End Class Session** closes the session and stops the lesson timer.

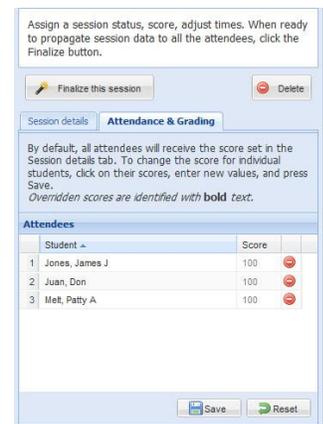
Another popup box will verify that the class session has ended. You will be prompted to *review and finalize* the session or *delete it*. Click the link to review and finalize the session.



The Class Session Manager screen will appear showing the *session details* such as start and end times, date, lesson name, presentation title, etc. as in the example below.



To finalize the session, change the **Status** to **Completed**, adjust the times as needed, assign a score for students in the session and click the **Finalize this session** button to apply session information to attendees' records. Use the **Attendance & Grading** tab to adjust individual student scores as needed before you finalize the session.



Let's see what you have learned about using calendars with class agendas in Career Ready 101. Complete the guided activity below.

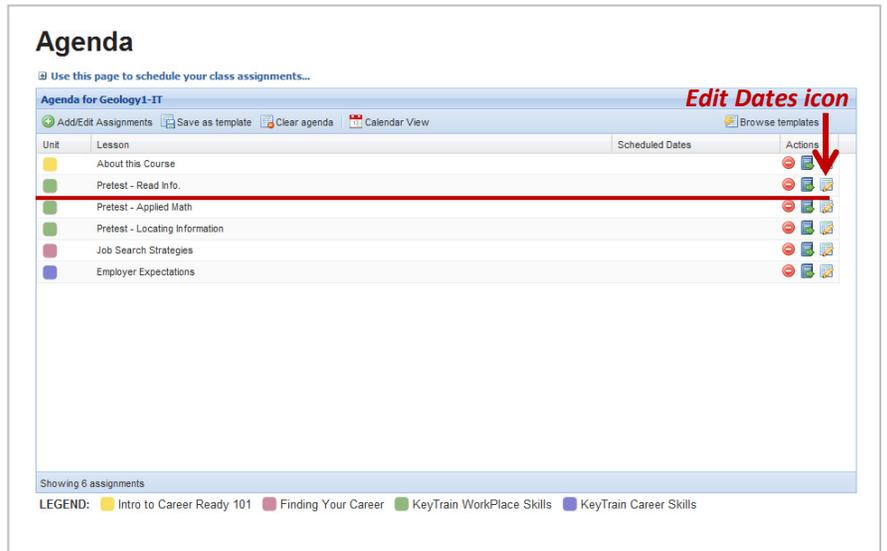
### Guided Activity: Working with Calendars

**STEP 1:** Open the Setup drop-down menu in the dashboard and click on *Class Agenda*.

**STEP 2:** The **Agenda Manager** page will open. Make sure the class name you created earlier is shown. If not, click the class name to select your class from the list of classes in the organization.

**STEP 3:** In the Agenda Manager, click on the **Edit Dates** icon in the *Actions* column for the first KeyTrain Workplace Skills assignment on your agenda. In this example, the **Edit Dates** icon for the *KeyTrain Reading for Information Pretest* agenda item would be selected.

**STEP 4:** A calendar for the current month will open with the current date highlighted. *KeyTrain pretests are only available online, so students would ideally take the pretest on an Internet-enabled computer in the learning center in one session.* If the instructor wanted his or her class to take the pretest on a particular day when they have access to a computer lab, that date could be selected for the assignment.



**Agenda**

Use this page to schedule your class assignments...

Agenda for Geology1-IT Edit Dates icon

[Add/Edit Assignments](#)
[Save as template](#)
[Clear agenda](#)
[Calendar View](#)
[Browse templates](#)

Unit	Lesson	Scheduled Dates	Actions
Intro to Career Ready 101	About this Course		[-] [calendar icon]
KeyTrain WorkPlace Skills	Pretest - Read Info.		[-] [calendar icon] [edit icon]
KeyTrain WorkPlace Skills	Pretest - Applied Math		[-] [calendar icon] [edit icon]
KeyTrain WorkPlace Skills	Pretest - Locating Information		[-] [calendar icon] [edit icon]
Finding Your Career	Job Search Strategies		[-] [calendar icon] [edit icon]
KeyTrain Career Skills	Employer Expectations		[-] [calendar icon] [edit icon]

Showing 6 assignments

LEGEND: ■ Intro to Career Ready 101 ■ Finding Your Career ■ KeyTrain WorkPlace Skills ■ KeyTrain Career Skills

Select a day for the *Pretest-Read Info.* agenda item by clicking on the date. Then click the **Apply** button to save. Career Ready 101 will return you to the Agenda Manager.

Repeat Steps 3 and 4 for the other two KeyTrain Workplace Skills pretests, selecting and saving a date for these agenda items to be completed.

**STEP 5:** Click on the Edit Dates icon corresponding to the *Finding Your Career* lesson you assigned to your class. In the example on the previous page, the *Credit Cards & Loans* lesson was assigned. **Before you add this agenda assignment to your calendar, click on the *Teach* icon and then browse the *Curriculum Library* to get an idea of how lengthy the lesson may be.**

Lessons in the Finding Your Career unit normally are comprised of several topic lessons, each of which could require as much as an hour or more to teach as a classroom presentation. Consider choosing a range of dates for the teaching sessions when selecting dates on the calendar for these lessons.

For example, the Credit Cards & Loans lesson has six separate topic lessons – *Introduction, Credit Basics, Understanding Credit Cards, Understanding Loans, Managing Your Credit* and *Repairing Your Credit*.

There are a total of 15 PowerPoint presentations for teaching these six topics in the classroom. Teaching all six topics would probably require 15 or more in-class sessions, so the instructor should select a date range in which this agenda assignment could reasonably be accomplished.

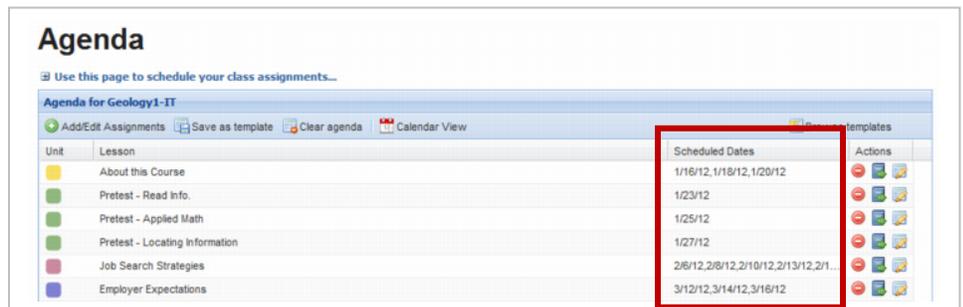
Likewise, instructors should consider the number and length of topic lessons when setting starting and completion dates for classes that will be taking lessons online rather than in a traditional classroom format. In the Credit Cards & Loans example, it could take a student 15 – 20 hours or more online to complete all six topics.

*After you browse the curriculum to determine the approximate number of sessions a lesson will require, select the dates or date range for the Finding Your Career lesson you assigned to your class.*

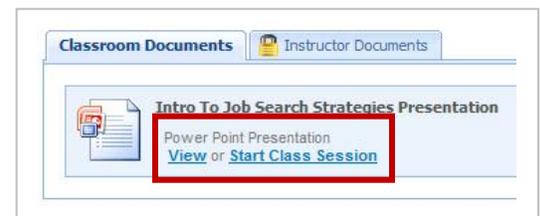
**STEP 6:** Find the row in the Agenda Manager for the *ACT Soft Skills* lesson you selected for your class. Each Soft Skills lesson has several separate topics, and each topic can take 30 - 45 minutes to complete. Learners work independently at their own pace in the online lessons, so completion times will vary from person to person.

*In setting calendar dates for Soft Skills lessons, estimate a reasonable number of days you could expect learners to complete the topics and then set your date range.*

**STEP 7:** Notice that your date selections are shown in the Agenda Manager. Next, click on the **Calendar View** button in the Agenda Manager. The calendar you created for your agenda will be displayed.



**STEP 8:** In the Calendar, find the *Finding Your Career* unit lesson for your class. Click on the Teach icon to view the topics, then click on the topic title to show the Classroom documents. Place your mouse cursor on the PowerPoint presentation. The popup will give you the option to *View* or *Start Class Session*. Click **Start Class Session**.



**STEP 9:** The Class Session Attendance box will open. You should be listed as a student in the class list. Check the box beside your name and click the **Continue** button. A dialog box asking whether you want to open or save the PowerPoint presentation will appear. Click the **Open** button to launch the presentation. Career Ready 101 is now recording the teaching session. Spend a few minutes going through some of the PowerPoint slides for the lesson.

**STEP 10:** Close the PowerPoint. The *Class session in progress* box will be open when you return to Career Ready 101. End the teaching session by clicking on the **End Class Session** button. Next, click the **Finalize this session** button in the Class Session box to finalize your session.

**STEP 11:** The *Class Session Manager* will open. Go to *Session details*. Notice the start and end times of the session are recorded. If needed, change the times to accurately reflect the amount of time spent teaching the session. For session **Status**, click the drop-down and select *Completed*.

**Tip:** If you have to end a session before finishing the topic, keep the *Incomplete* status. When you return to the topic and complete the lesson, the additional time spent in teaching will be recorded.

If you want to assign a common grade to all learners in attendance, click the up and down arrows in the **Score** field to select a numeric grade.

To assign grades to individual learners, click on the *Attendance and Grading* tab. Students who were in the session are listed in the list of attendees. If a student left the class session early, you can remove them from the list of session attendees by clicking the red **Delete Record** button in the row for that student. If the session is interrupted for some reason and you want to delete the entire record for it, you can click the **Delete** button located next to the **Finalize** button.

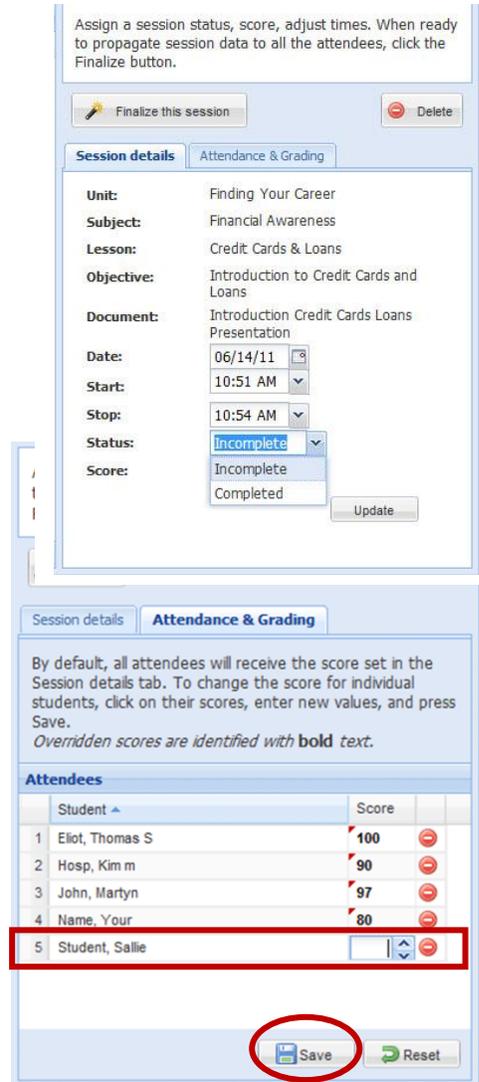
To assign a numeric grade to the student, click in the row underneath the Score column for the student. Use the up and down arrows to select a score or type a score in the space. When you finish assigning grades, click the **Save** button.

Click the **Finalize** button to apply the session details, attendance and grade information to the students in the session. A dialog box will appear to confirm that you want to finalize the session. **When finalized, you may not make any changes to the information.** Click **Yes** to finalize the lesson.

Career Ready 101 will record and save the session information for the class and students who were in attendance.

*This completes the guided activity for working with calendars! You learned to:*

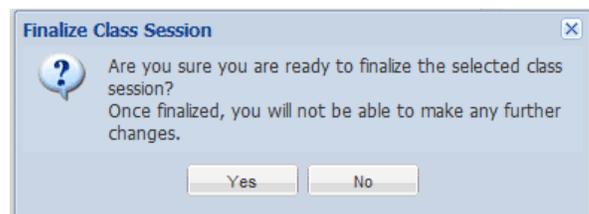
- *add agenda assignments to a class calendar,*
- *use the Calendar to assign dates for teaching and learning activities,*
- *launch a teaching session directly from a class Calendar,*
- *record attendance, session details and grades for class attendees and finalize a teaching session.*



The screenshot shows the 'Class Session Manager' interface. At the top, there's a 'Finalize this session' button and a 'Delete' button. Below that are two tabs: 'Session details' and 'Attendance & Grading'. The 'Session details' tab is active, showing fields for Unit, Subject, Lesson, Objective, Document, Date, Start, Stop, Status, and Score. The Status dropdown is open, showing options: Incomplete, Incomplete, and Completed. The 'Attendance & Grading' tab is also shown, with a note: 'By default, all attendees will receive the score set in the Session details tab. To change the score for individual students, click on their scores, enter new values, and press Save. Overridden scores are identified with bold text.' Below this is a table of attendees:

Student	Score	
1 Eliot, Thomas S	100	⊖
2 Hosp, Kim m	90	⊖
3 John, Martyn	97	⊖
4 Name, Your	80	⊖
5 Student, Sallie		⊖

At the bottom of the 'Attendance & Grading' tab, there are 'Save' and 'Reset' buttons. The 'Save' button is circled in red.



The 'Finalize Class Session' dialog box contains the following text: 'Are you sure you are ready to finalize the selected class session? Once finalized, you will not be able to make any further changes.' There are 'Yes' and 'No' buttons at the bottom.

## 7. The Student Experience

Earlier, you created a Career Ready 101 student account for yourself. Now, you will login to Career Ready 101 using your student username and password so you may experience Career Ready 101 from a learner's perspective. Go to page 7 where you recorded the student account login information if you have forgotten the student username and password you created.

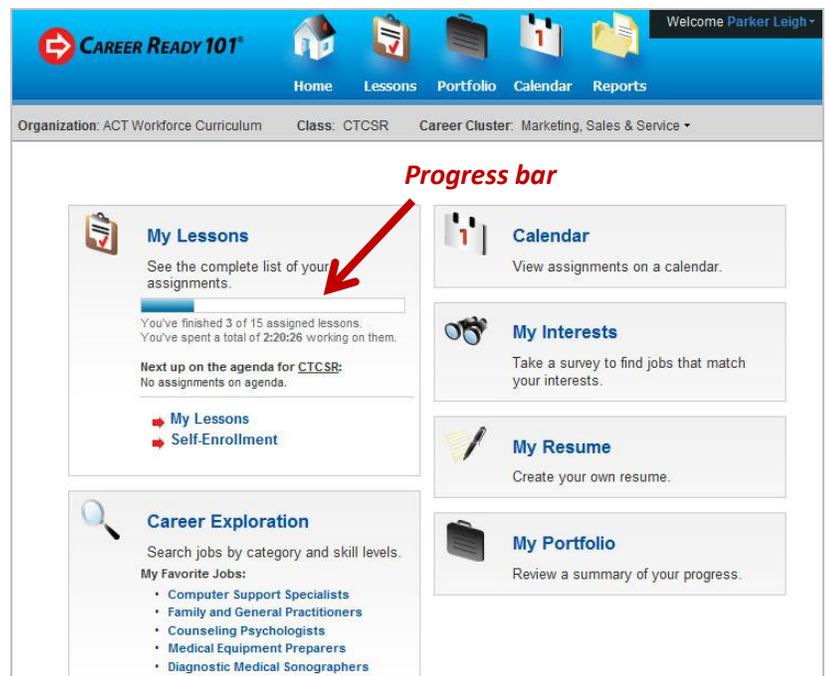
### Guided Activity: The Student Experience – Taking Lessons

**STEP 1:** Log out of your Career Ready 101 instructor account by clicking the **Logout** button and log back in under the



student account you created.

**STEP 2:** You should now be logged in as a student. The Career Ready 101 student home menu is quite different from the instructor or administrator home page. Notice the icons in the navigation dashboard. In addition to the **Home** icon, students have icons for **Lessons**, a **Portfolio**, a **Calendar** view of lesson assignments, and **Reports**. The student menu includes other features and tools for assessing career interests, developing a resume and exploring careers.



A *lesson progress bar* indicates the student's progress in completing assignments. Students can quickly check their lesson status in the *My Lessons* box.

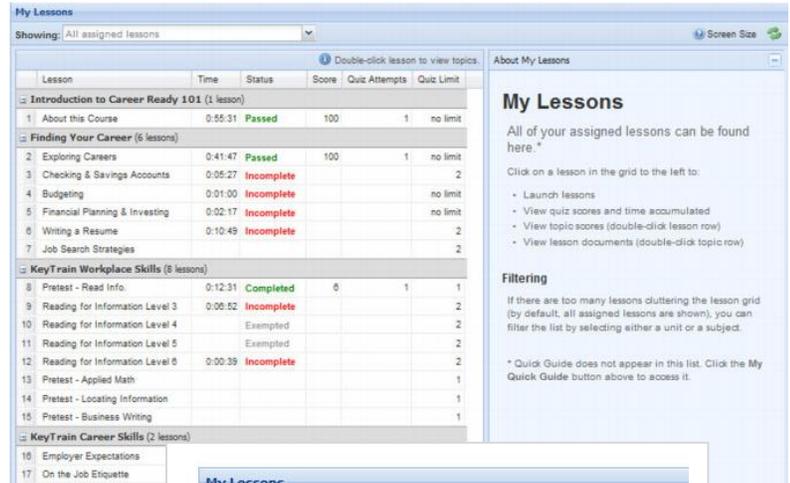
In this example, the student has spent 2 hours and 20 minutes in his or her lessons and finished 3 of 15 assignments.

The *My Lessons* box also reminds the student of what is next on the agenda schedule. Students can go directly to a lesson assignment by clicking on a lesson title or the *My Lessons* link in the *My Lessons* box.

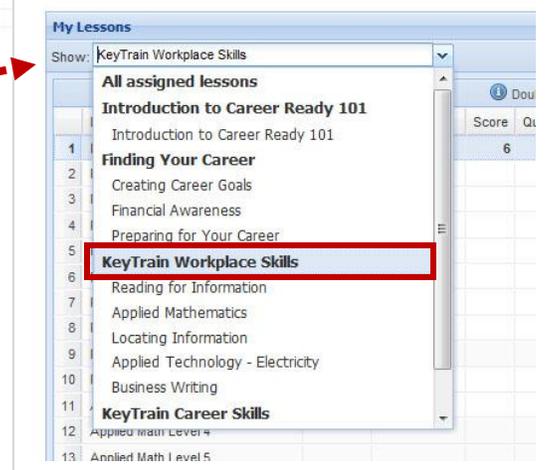
**STEP 3:** Click on *My Lessons* to view lesson assignments.

The **Lesson Browser** appears.

Notice the left side of the screen allows the learner to view assignments for all or any one of the five Career Ready 101 units by clicking the down arrow in the *Showing* field. In this example, **all assigned lessons** for the student are shown. The learner can check the *time spent* in a lesson, the *lesson status*, *score*, the number of *quiz attempts made* and the *quiz limit* set by the instructor.



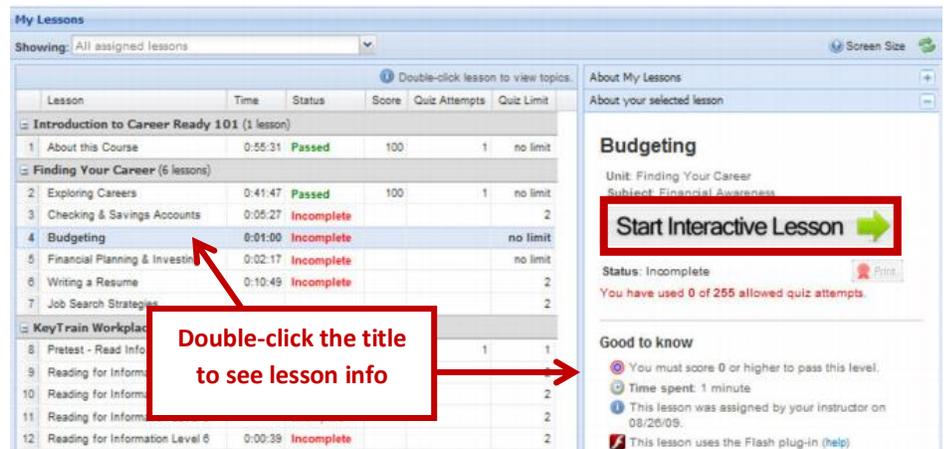
Use the *Showing* field to see only those assignments for a specific curriculum unit by selecting the unit or course name. In the example to the right, assignments for the **KeyTrain Workplace Skills** unit will be displayed in the Lesson Browser.



**STEP 4:** Select **Finding Your Career**

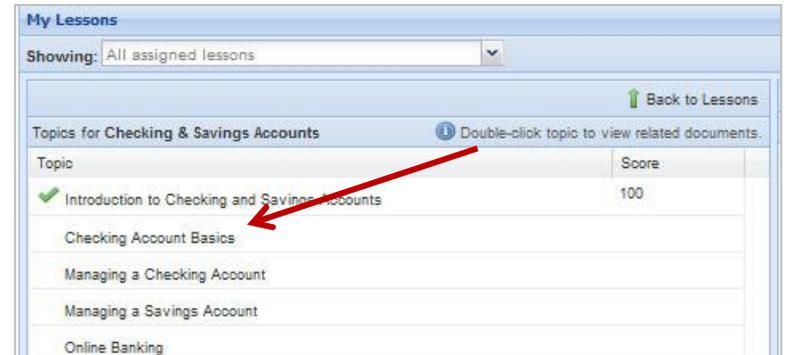
in the *Showing* field to view your student assignments for this unit. Then click on the title for a lesson you want to take. A page similar to this one for *Budgeting* will appear.

The right hand section of the page reminds the learner of the time spent, passing score, number of quiz attempts left, and when the lesson was assigned. Click on the *Start Interactive Lesson* bar to enter the online course.



**STEP 5:** Double-click on a lesson title to see the topics that are covered in the lesson.

In this example, the *Exploring Careers* topics are shown and scores the student may have received are listed in the Score column. Students can view, save or print learning documents for a topic by double-clicking on the topic title (shown below).



**STEP 6:** Double-click a topic title. A screen similar to this will be displayed. For this topic, *Checking Account Basics*, there are four documents: two PowerPoint presentations and two learning exercises. Students can open the documents by double-clicking on them. Topic documents are designed to replicate the online interactive lessons for in-class, instructor-led presentations.

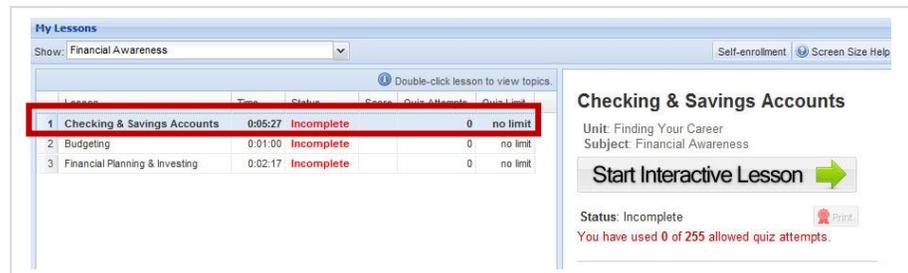


**STEP 7:** Start the interactive lesson by clicking on the **Start Interactive Lesson** bar. Follow the prompts to begin the lesson. When you get to the Topic Menu screen, click on a topic title to begin the topic lesson.



**STEP 8:** Take a few minutes to work through part of or the entire topic. When you exit the topic, you will be returned to the Topic Menu. A red check mark will appear beside completed topics. To close the Topic Menu and leave the lesson, click **Save & Exit**. You will be returned to the My Lessons screen. Career Ready 101 will update the status, time spent and other information. The status remains incomplete until the learner has taken all of the lesson topics and passed the Final Quiz.

*Now you understand how students will use the My Lessons feature to find and take Career Ready 101 lessons.*



**In addition to working with lessons, students can engage in a number of other career readiness activities.**

**Calendar**

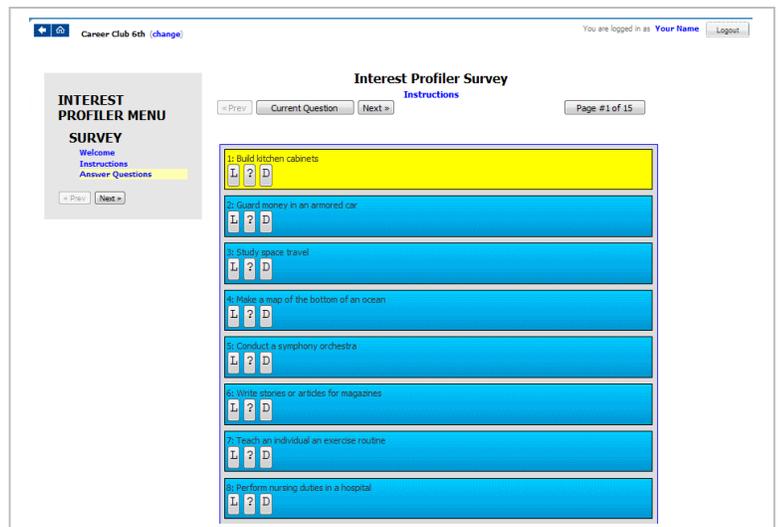
The calendar allows learners to track their schedule of assignments and launch lessons by clicking on a lesson title.



**My Interests**

Career Ready 101 incorporates the **O\*NET Interest Profiler™**, a self-assessment designed to help individuals discover the kind of work activities and occupations they might like. Learners can take the Interest Profiler without leaving their Career Ready 101 account and then explore occupations that best match their interests.

Clicking the *My Interests* link opens the Career Ready 101 version of the Interest Profiler. A **Welcome** page explains the purpose of the interest survey. Learners are given specific **Instructions** on how to complete the Interest Profiler online.



When students go to the **Answer** page, they are presented with 180 work activities which they mark as something they would **like (L)** to do, **dislike (D)** or are **not sure** of (?).

Once completed, Career Ready 101 will report the student's Interest Profiler self-assessment results. Reports include scores for six broad occupational interest categories based on *Holland's Theory of Vocational Personalities*.

This example indicates the learner is most interested in jobs with **Investigative** and **Social** tasks and activities. Click on an interest category title for a description of that vocational personality type and related occupations. The report includes a link to find jobs in the *My Job Results* section that match the student's interests.

**INTEREST PROFILER MENU**

**SURVEY**  
[Welcome](#)  
[Instructions](#)  
[Start Over](#)  
[Review Answers](#)

**RESULTS**  
[My Interest Results](#)  
[About RIASEC Interests](#)

**JOBS**  
[About O\\*Net](#)  
[About Job Zones](#)  
[My Job Results](#)

« Prev   Next »

**Interest Profiler Results**

**You can think about your interests as work activities you like to do.**

Your interests can help you find occupations you might like to explore. The more an occupation meets your interests, the more likely it is to be satisfying and rewarding to you.

**Here are your Interest Profiler Results!**

<b>Realistic</b>	4
<b>Investigative</b>	18
<b>Artistic</b>	3
<b>Social</b>	10
<b>Enterprising</b>	0
<b>Conventional</b>	1

} Holland vocational interest categories

Click the Next button or on the interest names above to learn more about each one.

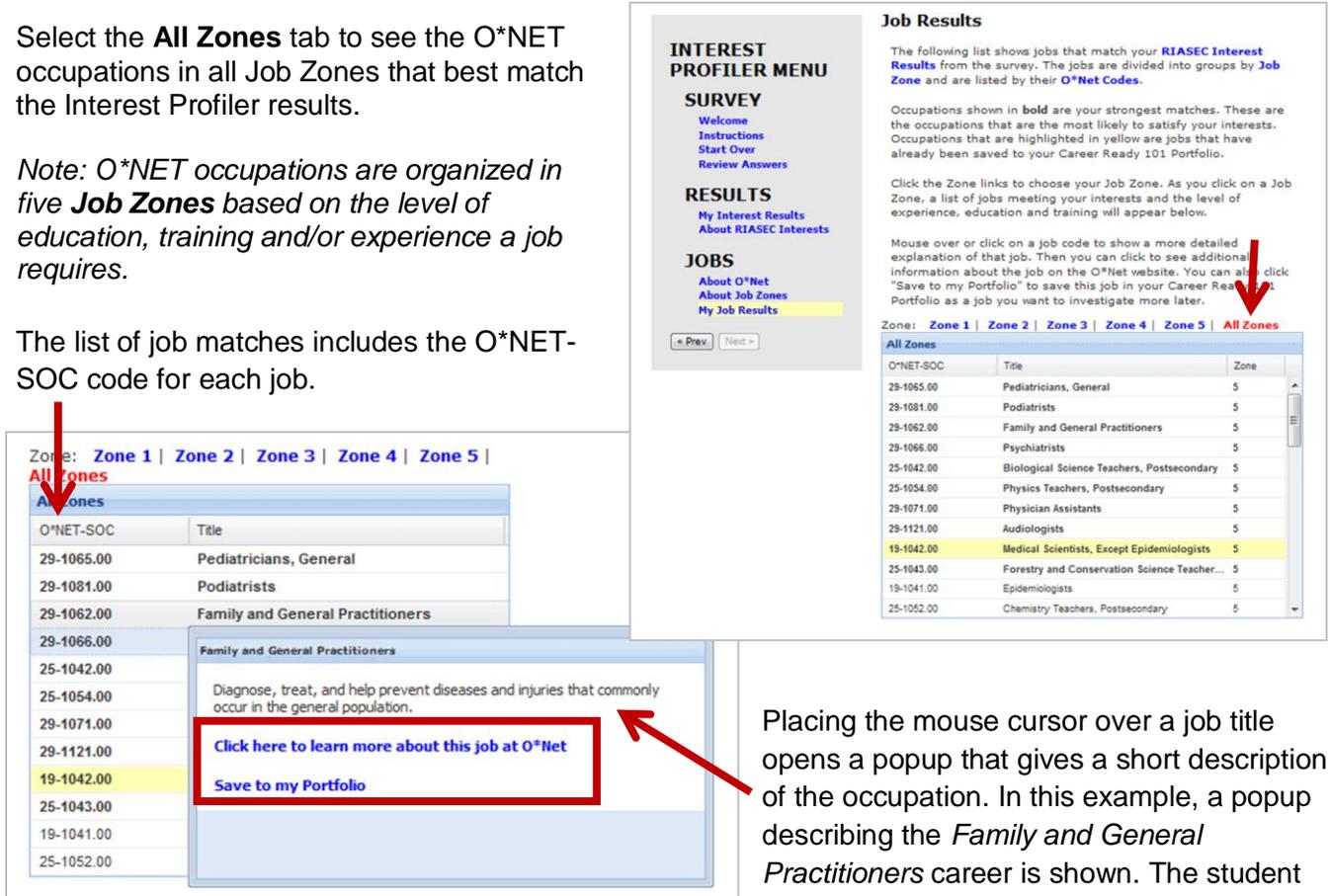
[Click here](#) to find jobs which best match your interests

Clicking the link opens the *My Job Results* section of the report.

Select the **All Zones** tab to see the O\*NET occupations in all Job Zones that best match the Interest Profiler results.

*Note: O\*NET occupations are organized in five Job Zones based on the level of education, training and/or experience a job requires.*

The list of job matches includes the O\*NET-SOC code for each job.



**Job Results**

The following list shows jobs that match your **RIASEC Interest Results** from the survey. The jobs are divided into groups by **Job Zone** and are listed by their **O\*Net Codes**.

Occupations shown in **bold** are your strongest matches. These are the occupations that are the most likely to satisfy your interests. Occupations that are highlighted in yellow are jobs that have already been saved to your Career Ready 101 Portfolio.

Click the Zone links to choose your Job Zone. As you click on a Job Zone, a list of jobs meeting your interests and the level of experience, education and training will appear below.

Mouse over or click on a job code to show a more detailed explanation of that job. Then you can click to see additional information about the job on the O\*Net website. You can also click "Save to my Portfolio" to save this job in your Career Ready 101 Portfolio as a job you want to investigate more later.

Zone: [Zone 1](#) | [Zone 2](#) | [Zone 3](#) | [Zone 4](#) | [Zone 5](#) | [All Zones](#)

O*NET-SOC	Title	Zone
29-1065.00	Pediatricians, General	5
29-1081.00	Podiatrists	5
29-1062.00	Family and General Practitioners	5
29-1066.00	Psychiatrists	5
25-1042.00	Biological Science Teachers, Postsecondary	5
25-1054.00	Physics Teachers, Postsecondary	5
29-1071.00	Physician Assistants	5
29-1121.00	Audiologists	5
19-1042.00	Medical Scientists, Except Epidemiologists	5
25-1043.00	Forestry and Conservation Science Teacher...	5
19-1041.00	Epidemiologists	5
25-1052.00	Chemistry Teachers, Postsecondary	5

Family and General Practitioners

Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population.

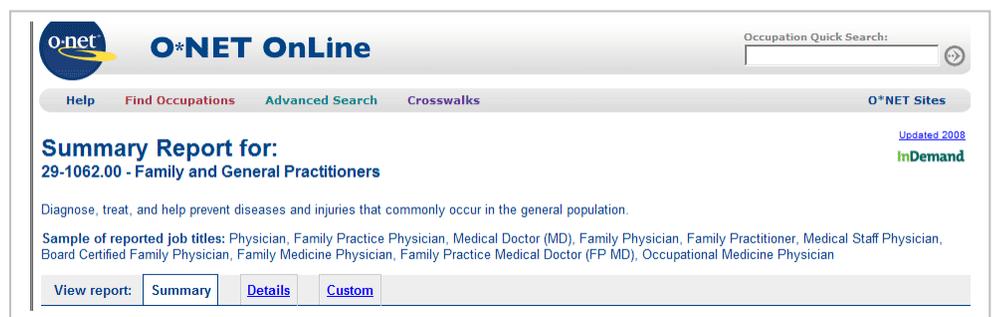
[Click here to learn more about this job at O\\*Net](#)

[Save to my Portfolio](#)

Placing the mouse cursor over a job title opens a popup that gives a short description of the occupation. In this example, a popup describing the *Family and General Practitioners* career is shown. The student can go directly to O\*NET for more

information on the occupation or, if interested in learning more about the job at a later time, **save the job to his or her Portfolio**.

Clicking the O\*NET link takes the learner to the O\*NET OnLine website and the O\*NET Summary Report for Family and General Practitioners.



**O\*NET OnLine**

Occupation Quick Search:

[Help](#) [Find Occupations](#) [Advanced Search](#) [Crosswalks](#) [O\\*NET Sites](#)

**Summary Report for:** [Updated 2008](#)  
29-1062.00 - Family and General Practitioners [InDemand](#)

Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population.

Sample of reported job titles: Physician, Family Practice Physician, Medical Doctor (MD), Family Physician, Family Practitioner, Medical Staff Physician, Board Certified Family Physician, Family Medicine Physician, Family Practice Medical Doctor (FP MD), Occupational Medicine Physician

View report: [Summary](#) [Details](#) [Custom](#)

If the student chooses to *Save to my Portfolio*, Career Ready 101 will save the job to the student's Portfolio. He or she can open the Portfolio at any time to view saved jobs by clicking on the Portfolio icon or link in the student dashboard.

## Portfolio

The Portfolio is the place in Career Ready 101 where the student can access his or her:

- KeyTrain Workplace Skills test results,
- Interest Profiler results,
- list of selected Career Clusters and
- profiles of jobs saved or added to their Favorite careers

## Reports

Students can track their lesson status, topic lesson details, quiz results and other information in the *Reports* section of the student dashboard.

## My Resume

Learners can use the **Resume Builder** in Career Ready 101 to create, arrange and save a basic resume to use in the job search process. The Resume Builder has sections for *Contact Information*, *Career Objective*, *Summary of Qualifications*, *Work Experience* and *Education*. Users can even create custom sections for awards and recognitions, special skills, etc.

### RESUME BUILDER

#### MY RESUME

- Arrange Resume
- Build Resume**
- Contact Information
- Career Objective
- Summary of Qualifications
- Work Experience
- Education
- Custom Section
- Preview Resume
- Print Resume

#### Contact Information

Enter your contact information.

**Full Name:**

**Address 1:**

**Address 2:**

**Address 3:**

**Address 4:**

**Phone:**

**Email Address:**

The resume builder includes instructions for copying a resume and pasting it into Microsoft Word or another word processing program to further edit or format the resume. You can print a copy of your resume from your Career Ready 101 account. The Resume Builder is designed to be used in conjunction with the **Resume Writing** lesson in the *Finding Your Career* unit.

## Career Exploration

Students use the Career Exploration tools to:

- find information about jobs they have saved,
- find the WorkKeys skills and skills levels for jobs and
- read descriptions of each WorkKeys skill and definitions of the skill levels jobs may require.



### Career Exploration

Search jobs by category and skill levels.

**My favorite jobs:**

- [Counseling Psychologists](#)
- [Medical Scientists, Except Epidemiologists](#)
- [Diagnostic Medical Sonographers](#)
- [Medical Equipment Preparers](#)
- [Medical and Clinical Laboratory Technicians](#)

### The Portfolio of Parker Leigh

#### Skills

Skill Symbol	KeyTrain Level

#### Interests

Interest	Score
Realistic	4
Investigative	18
Artistic	3
Social	10
Enterprising	0
Conventional	1

#### Clusters

Cluster	ID	...

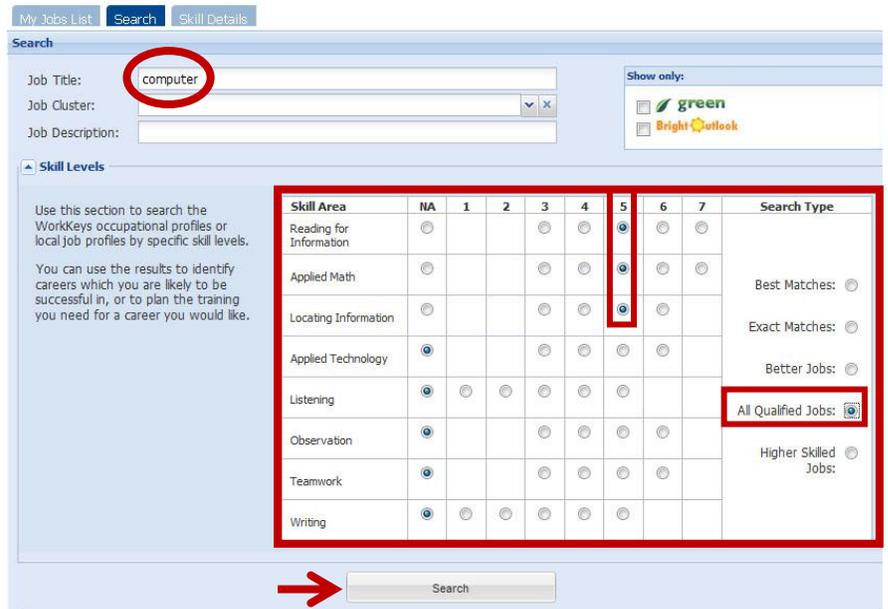
#### Profiles

Profile	ID	...
Family and General P...	365	
Counseling Psycholo...	187	
Medical Scientists, Ex...	170	
Diagnostic Medical S...	389	
Medical Equipment Pr...	420	

Clicking on *Career Exploration* opens the screen below. Notice the three tabs.

The **Search** tab opens a utility students can use to search the database of O\*NET jobs. Students can search by *Job Title*, *Career Cluster*, *Job Description* keywords and/or by WorkKeys skill level.

This example shows a search for jobs with the keyword “computer” in the job title. The student has also entered his or her WorkKeys test scores (level 5) in the *Skill Area* and specified a search for *All Qualified Jobs*. To initiate a search, the student clicks on the **Search** button.



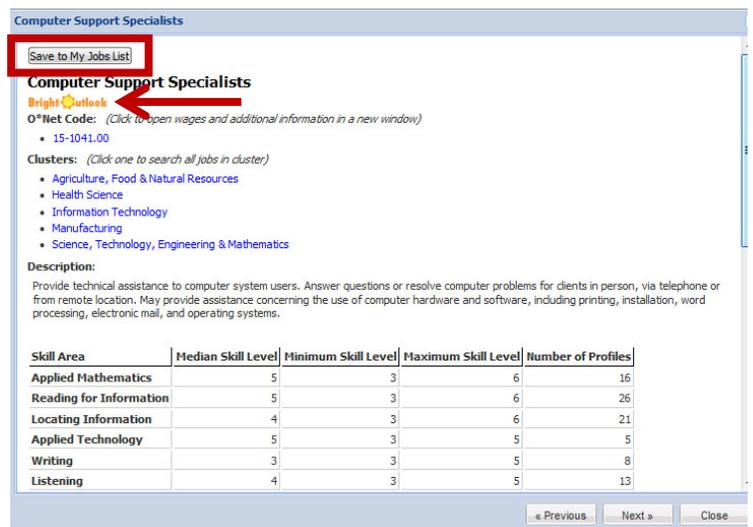
The search generates a list of 6 jobs with the keyword “Computer” in the title that require a Level 5 skill in WorkKeys Reading, Math and Locating Information.

Search Results (6)					
O*Net Code	Title	Clusters	WK Prof	Special	
43-9011.00	Computer Operators	Information Technology	Yes		
15-1021.00	Computer Programmers	Arts / AV Tech / Comm; Bus / Mgmt / Admin; Health Science; Info...	Yes		
15-1032.00	Computer Software Engineers, Systems S...	Arch / Construction; Info Tech	Yes		
15-1041.00	Computer Support Specialists	Ag / Food / Nat Rsrc; Health Science; Info Tech; Manufacturing; S...	Yes		
15-1051.00	Computer Systems Analysts	Information Technology	Yes		
51-4011.00	Computer-Controlled Machine Tool Operat...	Manufacturing	Yes		

To find more information on a job, the student simply clicks on the job title to see the job description, median WorkKeys skills and typical job tasks.

This is the report for *Computer Support Specialists*. The **Bright Outlook** logo indicates that jobs for this occupation are expected to grow.

Learners can save the job as a favorite by clicking on the **Save to My Jobs List** button. The job will be displayed with other favorite occupations in the next tab, **My Jobs List**.



Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level	Number of Profiles
Applied Mathematics	5	3	6	16
Reading for Information	5	3	6	26
Locating Information	4	3	6	21
Applied Technology	5	3	5	5
Writing	3	3	5	8
Listening	4	3	5	13

The **My Jobs List** tab contains all jobs the student has saved or marked as favorites. In this example, the student has clicked on the *star* in the Favorite column to mark *Diagnostic Medical Sonographer* as a favorite career. The student can delete a job from the Saved Jobs list by selecting the red delete button. Clicking on the **View** icon (magnifying glass) opens a popup with the job's O\*NET information. If WorkKeys skill levels are available for the job, they will be displayed.

Code	Title	Zone	View	Delete	Favorite
19-3031.03	Counseling Psychologists	5			
29-1062.00	Family and General Practitioners	5			
31-9093.00	Medical Equipment Preparers	2			
19-1042.00	Medical Scientists, Except Epidemiologists	5			
29-2012.00	Medical and Clinical Laboratory Technicians	2			
29-2032.00	Diagnostic Medical Sonographers	3			
15-1041.00	Computer Support Specialists	3			

This example shows the result for *Medical and Clinical Laboratory Technicians*. The **Median Skill Level** shows the target WorkKeys skills and skill levels needed to perform the job tasks. Below the WorkKeys information is a list of typical job tasks performed by medical and clinical lab technicians. Learners can click on the O\*NET code under the job title to go directly to the O\*NET Summary Report for the occupation.

**Medical and Clinical Laboratory Technicians**  
 O\*Net Code: 29-2012.00  
 Clusters: Health Technicians

Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level	Number of Profiles
Applied Mathematics	5	5	7	6
Reading for Information	5	5	5	5
Locating Information	5	4	5	6
Applied Technology	3	3	5	3
Writing	3	3	4	3
Listening	4	3	5	3
Teamwork	4	4	5	4
Observation	5	4	6	6

**Tasks**  
 Conduct chemical analyses of body fluids, such as blood and urine, using microscope or automatic analyzer to detect abnormalities or diseases, and enter findings into computer.  
 Set up, adjust, maintain and clean medical laboratory equipment.  
 Analyze the results of tests and experiments to ensure conformity to specifications, using special mechanical and electrical devices.

The third tab, **Skill Details**, lists all of the WorkKeys skills.

Clicking on a skill title opens the description of the skill and each skill level the WorkKeys system measures.

**Skill Details**

Click a course title below to read descriptions of the skill requirements at each level.

- Applied Mathematics
- Reading for Information
- Locating Information
- Applied Technology
- Writing
- Listening
- Teamwork
- Observation
- Business Writing

**Applied Mathematics Skills**

The Applied Mathematics skill involves the application of mathematical reasoning to work-related problems. The assessment requires the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace. This assessment is designed to be taken with a calculator. As on the job, the calculator serves as a tool for problem solving. A formula sheet that includes, but is not limited to, all formulas required for the assessment is provided.

**Level 3**

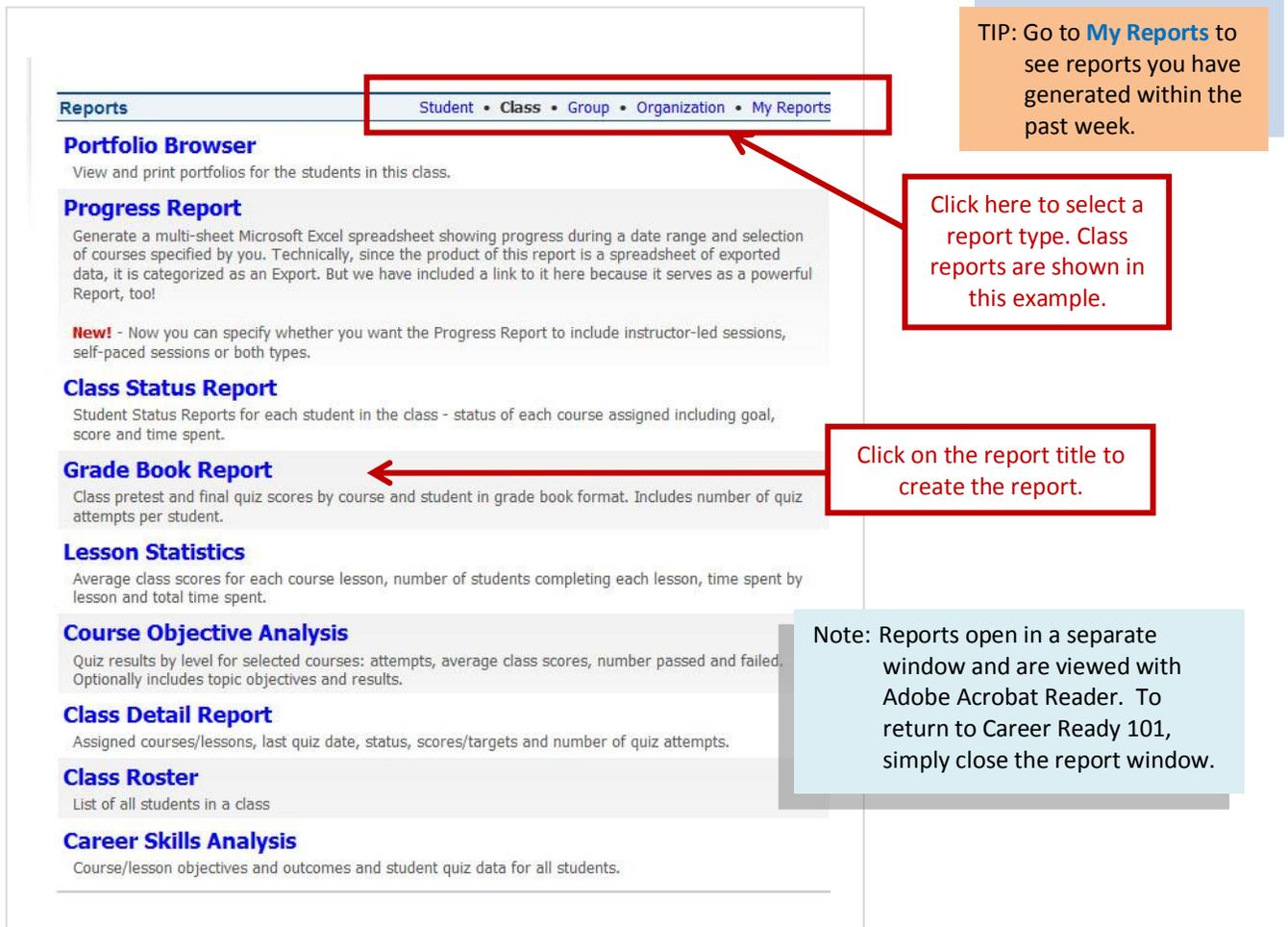
Problems at Level 3 measure the examinee's skill in performing basic mathematics operations (addition, subtraction, multiplication, and division) and conversions from one form to another, using whole numbers, fractions, decimals, or percentages. Solutions to problems at Level 3 are straightforward, involving a single type of mathematics operation. For example, the examinee might be required to add several numbers or to calculate the correct change in a simple financial transaction.

**Level 4**

## 8. Reports

Reports allow administrators, instructors and students to monitor learning activities and evaluate student progress and outcomes. Administrators and instructors can generate reports on individual students, classes, groups or an entire organization. Student access to reports is limited to their own records. Reports are viewed online and may be downloaded or printed.

To access reports, click on **Reports** in the *Home* menu. A drop down menu will appear with options for Student, Class, Group, Organization, System reports or My Reports.



The screenshot shows the 'Reports' menu with a dropdown list containing: Student • **Class** • Group • Organization • My Reports. A red box highlights the dropdown menu, with a callout box stating: 'Click here to select a report type. Class reports are shown in this example.' Another red box points to the 'Class' option with the text: 'Click on the report title to create the report.'

A tip box on the right says: 'TIP: Go to **My Reports** to see reports you have generated within the past week.'

A note box at the bottom right says: 'Note: Reports open in a separate window and are viewed with Adobe Acrobat Reader. To return to Career Ready 101, simply close the report window.'

The main menu items and their descriptions are:

- Portfolio Browser**: View and print portfolios for the students in this class.
- Progress Report**: Generate a multi-sheet Microsoft Excel spreadsheet showing progress during a date range and selection of courses specified by you. Technically, since the product of this report is a spreadsheet of exported data, it is categorized as an Export. But we have included a link to it here because it serves as a powerful Report, too!
 

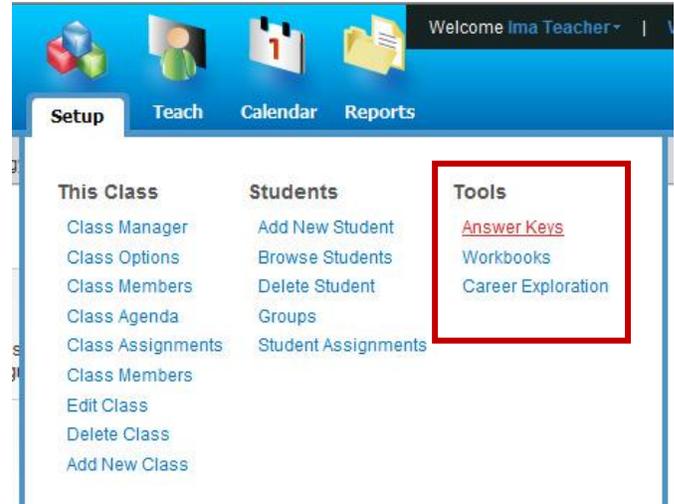
**New!** - Now you can specify whether you want the Progress Report to include instructor-led sessions, self-paced sessions or both types.
- Class Status Report**: Student Status Reports for each student in the class - status of each course assigned including goal, score and time spent.
- Grade Book Report**: Class pretest and final quiz scores by course and student in grade book format. Includes number of quiz attempts per student.
- Lesson Statistics**: Average class scores for each course lesson, number of students completing each lesson, time spent by lesson and total time spent.
- Course Objective Analysis**: Quiz results by level for selected courses: attempts, average class scores, number passed and failed. Optionally includes topic objectives and results.
- Class Detail Report**: Assigned courses/lessons, last quiz date, status, scores/targets and number of quiz attempts.
- Class Roster**: List of all students in a class.
- Career Skills Analysis**: Course/lesson objectives and outcomes and student quiz data for all students.

**Tip:** Since Career Ready 101 Final Quiz questions are *randomly generated*, use the student report, **Quiz Detail**, to find missed questions. Write down the question code for incorrect answers and then locate the question and answer in the **Answer Keys** (see the next section).

## 9. Answer Keys

Instructors can access answer keys to KeyTrain Workplace Skills pretests, final quizzes and topic quizzes. Click on the **Answer Keys** option in the Tools column of the **Setup** drop-down menu.

A screen detailing the conditions instructors must adhere to in using the answer keys will be displayed. Click on the *I Accept* button if you agree to the terms for viewing the answer keys.



A list of answer keys for the KeyTrain Workplace Skills courses will appear. Find the course and click on the answer key you need to work with.

Answer Keys are displayed as Adobe Acrobat PDF files in Acrobat Reader. If your computer does not have Acrobat Reader installed, Career Ready 101 will prompt you to do so. You may view the answer key online, download or print the file; however, *if an answer key is downloaded or printed, it **MUST** be stored in a secured device or location accessible only to instructors or administrators to ensure questions and answers are not available to students.*

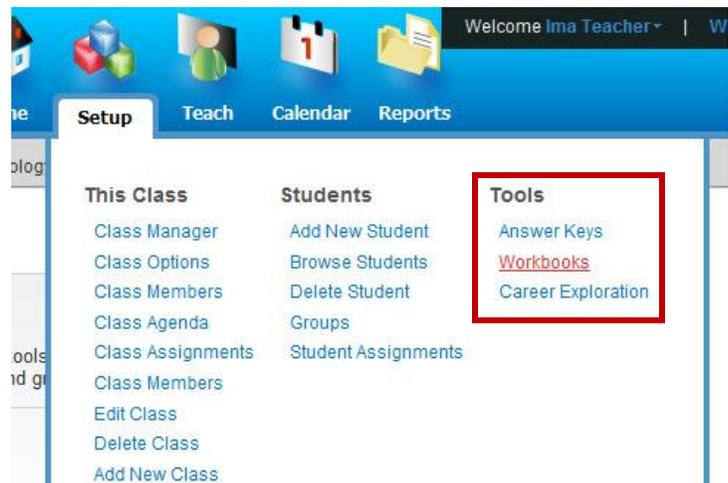
**NOTICE:** Answer Keys are for instructors and administrators only for providing student guidance. **DO NOT DISTRIBUTE THEM TO STUDENTS.** You may not use questions in the Answer Keys in any form other than in the online KeyTrain Workplace Skills lessons. *Doing so is a violation of your Career Ready 101 license and may result in the cancellation of your license in addition to other actions.*

## 10. Workbooks

### KeyTrain Workplace Skills Workbooks

Administrators and instructors can access workbooks for selected KeyTrain courses from the *Setup* menu. Go to Setup and click on the **Workbooks** option under the Tools column. You will be prompted to accept a use agreement for the workbooks. After accepting the terms of use, a menu of available workbooks will be shown.

Workbooks for the KeyTrain Workplace Skills include Applied Math, Reading for Information, Locating Information, Applied Technology, Writing, and Business Writing courses. *Instructor Guides* for using the workbooks may also be viewed or printed. To open a workbook or guide, find the course and click on the lesson level you wish to view, for example Locating Information Level 5. Organizations can add Spanish workbooks for Reading, Math, and Locating Information to their Career Ready 101 license.



Workbooks provide instructors with an additional instructional resource that may be used as supplemental classroom material, homework, extra credit, or study materials for learners that may not have access to a computer or the Internet.

**TIP:** Workbooks also open in Acrobat Reader and may be viewed online, printed or saved. To save a workbook to your computer, right-click on the title and select *Save Target As*. When a workbook file is opened, you can save it by clicking on the Save icon (floppy disk) in Acrobat Reader.

**Note:** Posting Workbooks to a website is **not** permitted.

### Career Ready 101 Instructor Resources

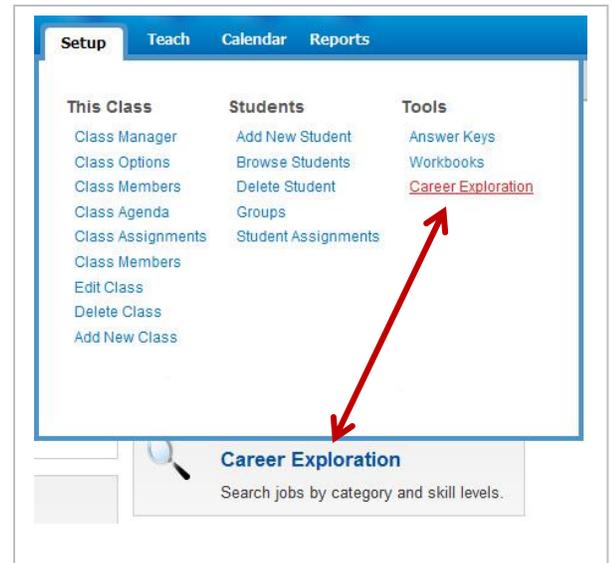
Each lesson topic in the Career Ready 101 *Introduction to Career Ready 101* and *Finding Your Career* units may be delivered as self-paced online instruction and/or as an instructor-facilitated lesson. *The availability of the instructor-led course materials allows sites with limited access to computer resources and the Internet to deliver the same content in a classroom setting that is delivered in the interactive computer-based lessons.*

Use the *Curriculum Library* in the **Teach** menu to preview, download, print or save the classroom and instructor documents for Career Ready 101 lessons.

See Section 6, **Teaching Resources**, in this training guide for more information on instructor resources.

## 11. Career Information and WorkKeys Occupational Profiles

Career Ready 101 features a searchable database of career information and WorkKeys occupational profile data that instructors and administrators may easily access from their Career Ready 101 accounts. This feature has the same functionality as the Career Exploration feature in Career Ready 101 student accounts. ACT compiles the occupational profile information from individual job profiles gathered from companies and organizations across the country. Profile information enables counselors and students to identify the WorkKeys skill requirements of a variety of occupations. Counselors and instructors can show students the real world skills required for jobs and careers they may be interested in. The profile database can help motivate students to work towards higher skill levels and career goals.

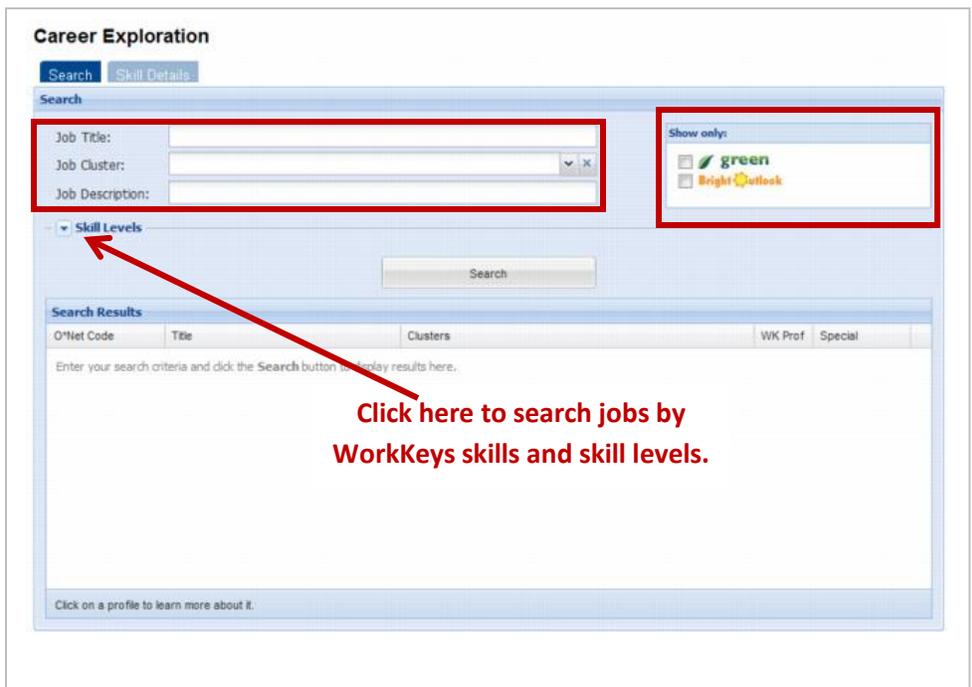


To search career and job profile information, click on the **Career Exploration** link in the *Setup* menu or click on the **Career Exploration** box in the home menu. A blank search screen like the one shown below will appear.

There are a number of search options. You can search occupations by *Job Title*, by *Job Cluster* (one of the 16 DOE Career Clusters), or by *Job Description* using keywords (e.g. *computer*, *assembler*, *manager*, etc.).

Occupations may be filtered to show only “green” jobs or “bright outlook” jobs (occupations with better than average expected growth).

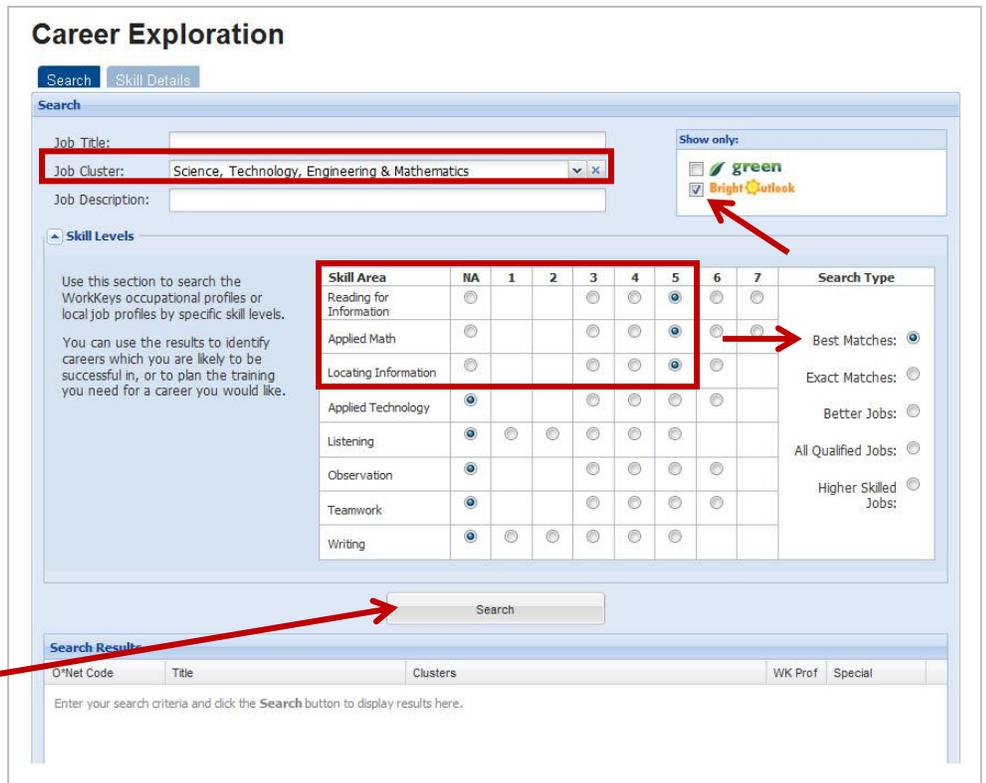
Clicking on the *Skill Levels* down arrow opens up an area where you may select one or more WorkKeys skills and skill levels to further customize a career search.



This example shows an occupation search based on four criteria:

- **STEM** (Science, Technology, Engineering, and Math) career cluster
- A Gold National Career Readiness Certificate (Level 5 skill in **WorkKeys** Reading, Math and Location Information)
- **Bright Outlook**
- **Best Matches** – jobs that best match the select WorkKeys skills and skill levels.

After making your search selections, click on the **Search** bar to generate the search results.



**Career Exploration**

Search | Skill Details

Search

Job Title:

Job Cluster: Science, Technology, Engineering & Mathematics

Job Description:

Skill Levels

Use this section to search the WorkKeys occupational profiles or local job profiles by specific skill levels. You can use the results to identify careers which you are likely to be successful in, or to plan the training you need for a career you would like.

Skill Area	NA	1	2	3	4	5	6	7	Search Type
Reading for Information	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Best Matches: <input checked="" type="radio"/> Exact Matches: <input type="radio"/> Better Jobs: <input type="radio"/> All Qualified Jobs: <input type="radio"/> Higher Skilled Jobs: <input type="radio"/>
Applied Math	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Locating Information	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
Applied Technology	<input checked="" type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Listening	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>						
Observation	<input checked="" type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Teamwork	<input checked="" type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Writing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>						

Search

Search Results

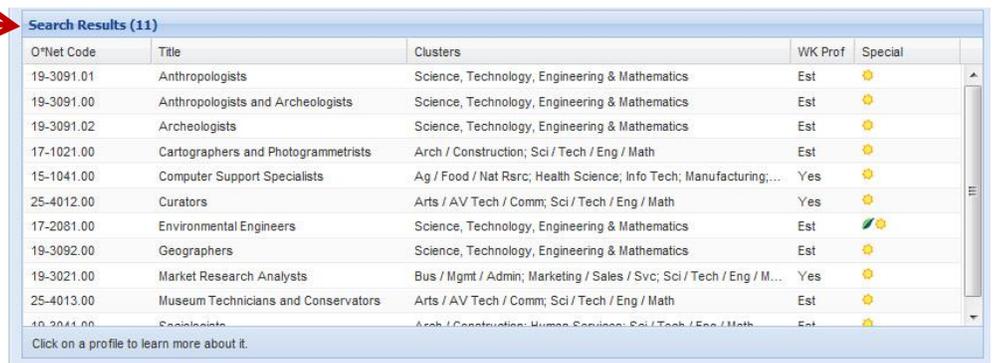
O*Net Code	Title	Clusters	WK Prof	Special
Enter your search criteria and click the Search button to display results here.				

Here are the search results for these criteria:

Eleven occupations were found that met the search criteria.

The first column lists the O\*Net Codes for the occupations, the second shows the job title, and the third lists the career clusters the job can be associated

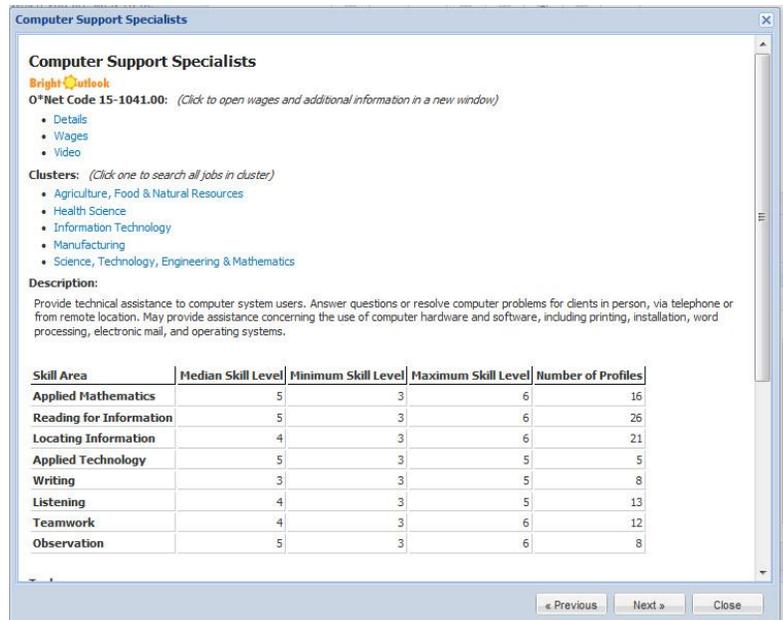
with. The fourth column, labeled *WK Prof*, shows whether the WorkKeys levels for a job are estimated (*Est*) or based on a WorkKeys occupational profile (*Yes*). Estimated WorkKeys scores are based on research done by ACT. Of the eleven occupations in the search results, three have associated WorkKeys job profiles while the remaining eight have estimated WorkKeys scores for Reading, Math, and Locating Information. *Note: estimated profiles include WorkKeys skill levels only for Reading, Math, and Locating Information.* The last column (Special) indicates if an occupation is classified by O\*Net as a *Bright Outlook* or *Green* job by displaying the icon(s) representing the characteristic. In the results above, all are Bright Outlook since that is one of the criteria the search was based on. One occupation, Environmental Engineers, is both a Green and a Bright Outlook career.



O*Net Code	Title	Clusters	WK Prof	Special
19-3091.01	Anthropologists	Science, Technology, Engineering & Mathematics	Est	🌟
19-3091.00	Anthropologists and Archeologists	Science, Technology, Engineering & Mathematics	Est	🌟
19-3091.02	Archeologists	Science, Technology, Engineering & Mathematics	Est	🌟
17-1021.00	Cartographers and Photogrammetrists	Arch / Construction; Sci / Tech / Eng / Math	Est	🌟
15-1041.00	Computer Support Specialists	Ag / Food / Nat Rsrc; Health Science; Info Tech; Manufacturing;...	Yes	🌟
25-4012.00	Curators	Arts / AV Tech / Comm; Sci / Tech / Eng / Math	Yes	🌟
17-2081.00	Environmental Engineers	Science, Technology, Engineering & Mathematics	Est	🌟🌱
19-3092.00	Geographers	Science, Technology, Engineering & Mathematics	Est	🌟
19-3021.00	Market Research Analysts	Bus / Mgmt / Admin; Marketing / Sales / Svc; Sci / Tech / Eng / M...	Yes	🌟
25-4013.00	Museum Technicians and Conservators	Arts / AV Tech / Comm; Sci / Tech / Eng / Math	Est	🌟
19-3044.00	Scientists	Arch / Construction; Human Services; Sci / Tech / Eng / Math	Est	🌟

Click on a profile to learn more about it.

To view the WorkKeys information for a job, click on the job title. Notice the WorkKeys profile information in the lower part of the screen, showing skill levels for eight WorkKeys skills. The screen lists the career clusters the job is associated with and has links to each cluster. A short job description is included, and if you scroll down the page, a list of job tasks is shown. Near the top of the screen are links to O\*Net job details, wage information, and a short video describing the occupation.

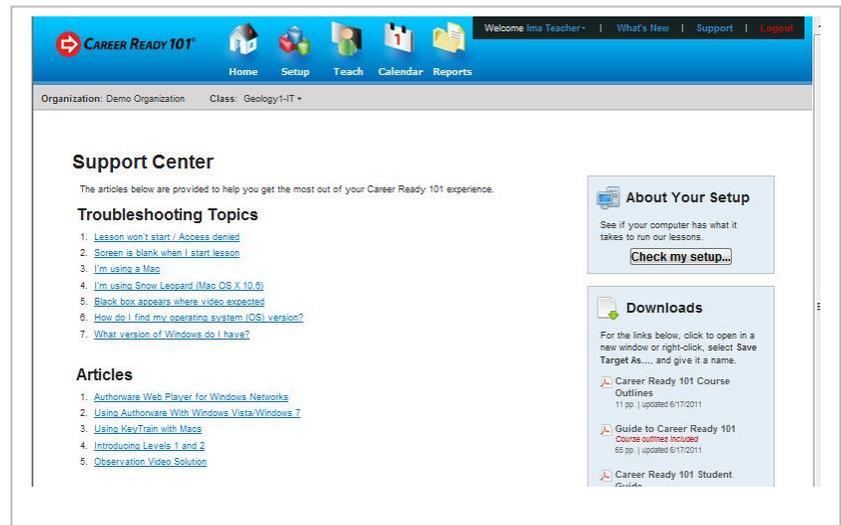


Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level	Number of Profiles
Applied Mathematics	5	3	6	16
Reading for Information	5	3	6	26
Locating Information	4	3	6	21
Applied Technology	5	3	5	5
Writing	3	3	5	8
Listening	4	3	5	13
Teamwork	4	3	6	12
Observation	5	3	6	8

The Career Exploration feature places a great deal of career information at the fingertips of Career Ready 101 administrators, instructors, and students.

## 12. Technical and Program Support

Administrators and instructors can access support and technical documents through the **Support** function. To open the Support Center, click on the *Support* link in the upper right hand portion of the screen. Links to troubleshooting tips, articles, manuals, and other resources will be displayed.



For instructors, the *Downloads* section holds the most valuable resources in the Support page. Instructors can find outlines for all Career Ready 101 courses, this Guide, the Student Guide, and other tools.

If you are not sure your computer is set up to run Career Ready 101, the *Check my setup* utility will check to see if you need to download the Flash web player plug-in or Adobe Reader. Just click the **Check my setup** button and follow the prompts. If you are prompted to install a web player plug-in or Adobe Reader, you may need administrative rights to the computer or network to do so. The technical support staff at your organization can help with downloads and installation.

**Tip:** Support page documents open in the separate browser window in Adobe Acrobat Reader. You can view, download or print support documents. When finished, just close the browser window to return to the Support page.

### 13. Improve Student Performance

Career Ready 101 contains a variety of tools to assist the instructor in analyzing and improving the student's performance. Applying these features and practices can help students master the skills needed for success in further education and training or in the workplace.

Some students may appear to perform poorly in KeyTrain or on standardized tests such as the WorkKeys® assessments. In many of these situations, examination of the student's reports in the KeyTrain Workplace Skills courses can reveal a lack of dedication in using the curriculum or a deliberate attempt to circumvent the KeyTrain system.

To analyze the performance of a student in Career Ready 101, examine the student's Quiz Detail Report and Course Analysis Report. These reports will help instructors and administrators determine if the student has used the curriculum diligently.

In particular, be wary of students who:

- have a high number of attempts at pretests or post-tests,
- have taken only pretests and have not completed a level lesson,
- have low topic quiz scores,
- have low time recorded in the lessons or
- have not completed lesson topics before taking the final quiz.

These conditions suggest that a student is either not making a serious effort, or may have other learning issues or deficits that are not adequately addressed by Career Ready 101.

To improve student performance:

- **Do not allow students to skip the entire KeyTrain Workplace Skills courses based solely on a KeyTrain pretest score.** Pretests are designed to place an individual in the appropriate level of a KeyTrain course and are not detailed enough to determine a student's comprehension of the subject or predict a WorkKeys test score. Require each student to complete at least one level of the curriculum in each skill area of interest. For example, a student who scores Level 6 on the KeyTrain Locating Information pretest should take the Level 6 KeyTrain tutorials to help ensure they will perform at that level on the WorkKeys Locating Information test.
- **Use the *Must complete all problems* and *Must complete lessons before quizzes* options when assigning lessons from any of the Career Ready 101 units to students and classes.** This will ensure students must answer questions or solve problems within a topic and complete all of the topics in a lesson before taking a final quiz. These options reinforce the need for students to make a serious effort in learning tutorial lesson content.
- **Use the Topic Detail report to see how the students are doing on the practice problems and topic quizzes in the curriculum.** The Topic Detail Report shows the percentage of time that a student answers a question in each topic correctly *on the first try*. A percentage score of 60 or higher during a learning activity suggests the student comprehended the lesson content.

Practice problem scores below 50% may indicate the student has not understood the instructional content of the topic. Look for consistency between the practice problem percentages and scores on the topic quiz. Theoretically, a student whose practice problem percentage score is relatively high should score 80% or higher on the topic quiz. *Keep in mind, however, that the topic quiz is only five non-random questions - a score of 80% means the student missed only one topic quiz question.* Students scoring 60% or less on a topic quiz may need to retake the topic or need additional practice or instruction. If all topic scores or topic percentages are low, it may indicate that the student is simply moving through the curriculum without exerting effort.

- **Look for at least 2 hours of activity per KeyTrain Workplace Skills course level to ensure students are investing sufficient learning time to improve skills.**
- **Students should not retake KeyTrain Workplace Skills pretests, even if more than one quiz attempt is allowed.** *If a student retakes a pretest and scores higher than the first attempt, their assignments are based on the original pretest result and will not change.* Pretests are designed as an initial screening in order to place the student at the appropriate level in a KeyTrain Workplace Skills course.
- **If a student must achieve a given score on a WorkKeys assessment (for a Career Readiness Certificate, program requirement, or for hiring or promotion), set the KeyTrain goal in the lesson assignment screen one level higher than the WorkKeys score they need to achieve.** For example, if a learner needs to score a 5 in WorkKeys Reading for Information, set their goal to 6 in the KeyTrain Reading for Information course. The additional instruction and skill development will help ensure they achieve the required WorkKeys score.
- **KeyTrain pretests and final quizzes may not be used in place of WorkKeys assessments.** While quiz items in KeyTrain were developed to mirror WorkKeys test items, KeyTrain quizzes are not the same as actual WorkKeys assessments. *WorkKeys assessments are timed tests; KeyTrain final quizzes are not timed.* Final quizzes in KeyTrain measure an individual's grasp of the course learning objectives and help track their progress in mastering skills. The purpose of KeyTrain is to improve the skills that the WorkKeys assessments measure so students will achieve higher WorkKeys scores. Pre-and-post tests are not intended to replace or even exactly measure a WorkKeys score. However, increasing time in the curriculum will, in most cases, result in more complete concept mastery and higher WorkKeys scores.

# CAREER READY 101

## INTRODUCTION TO ACT CAREER READY 101

Lesson: About this Course

- Introduction to ACT Career Ready 101
- What is Career Readiness?
- The ACT National Career Readiness Certificate™

## PREPARING FOR YOUR CAREER

### ***Creating Career Goals***

Lesson: Career Clusters

- Introduction to Career Clusters
- The 16 Career Clusters Part 1
- The 16 Career Clusters Part 2
- Career Clusters Interest Survey

Lesson: Exploring Careers

- Introduction to Exploring Careers
- The O\*Net Interest Profiler
- Using O\*Net Online
- Search WorkKeys® Job Profiles

### ***Job Search***

Lesson: Job Search Strategies

- Introduction to Job Search
- Planning Your Job Search
- Public/Private Career Resources
- Online Job Search
- Career Networking
- Other Job Search Strategies

Lesson: Writing a Resume

- Introduction to Resumes
- Resume Formats
- Resume Design and Layout
- Resume Sections

Lesson: Applying for a Job

- Introduction to Job Applications
- Application Types
- Application Steps
- Application Sections
- Application Supporting Documents

Lesson: Interviewing Strategies

- Introduction to Interviewing
- Interviewing Types
- Preparing for an Interview
- During an Interview
- After an Interview

- Interviewing Practice

### ***Financial Awareness***

Lesson: Checking and Savings Accounts

- Introduction to Checking and Savings Accounts
- Checking Account Basics
- Managing a Checking Account
- Managing a Savings Account
- Online Banking

Lesson: Budgeting

- Introduction to Budgeting
- Calculating Household Income
- Creating a Budget
- Managing Your Budget
- Spending and Saving

Lesson: Credit Cards and Loans

- Introduction to Credit Cards and Loans
- Credit Basics
- Understanding Credit Cards
- Understanding Loans
- Managing Your Credit
- Repairing Your Credit

Lesson: Insurance

- Introduction to Insurance
- Automobile Insurance
- Homeowner's and Renter's Insurance
- Health Insurance
- Life Insurance

Lesson: Financial Planning and Investing

- Introduction to Financial Planning
- Creating a Financial Plan
- Understanding Savings Accounts
- Investing Basics
- Understanding Investments
- Saving and Investing for Retirement

### ***Real-World Experience***

Lesson: Job Shadowing

- Introduction to Job Shadowing
- Preparing for Job Shadowing
- During Job Shadowing
- After Job Shadowing

Lesson: Mentoring

- Introduction to Mentoring
- Preparing for Mentoring
- The Mentoring Process
- Learning Outcomes

# CAREER READY 101

## Lesson: Guest Speakers

- Introduction
- Benefits of a Guest Speaker
- Characteristics of a Great Speaker
- Preparing for a Guest Speaker
- Learning Outcomes

## Lesson: Career Ladders

- Introduction
- Preparing for a Career Ladder
- Identifying Skill Requirements
- Advancing in a Career Ladder
- Learning Outcomes

# CAREER READY 101

## ACT KEYTRAIN COURSES

### *Reading for Information Outline\**

#### Program Introduction

#### Reading for Information

#### WorkKeys Introduction

#### Pretest

#### Level 1

Introduction  
Recognizing Sound and Words  
Visual Comprehension  
Sequencing Skills  
Alphabetical Ordering  
Spelling  
Vocabulary  
Quiz

#### Level 2

Introduction  
Identifying Sent. Parts – Nouns  
Identifying Sent. Parts – Verbs  
Word Forms  
Following Directions  
Common Abbreviations  
Personal Information  
Text Comprehension  
Quiz

#### Level 3

Introduction  
Word Meanings  
Finding Information & Details  
Following Directions  
Using Headings & Titles  
Making Connections  
Topics & Main Ideas  
Quiz

#### Level 4

Introduction  
Words in Context  
Word Part Clues  
Information in Paragraphs  
Reading for Details  
Making Inferences  
Reading Procedures  
Cause and Effect  
Quiz

#### Level 5

Introduction  
Technical Terms & Jargon  
Interpreting Information  
Understanding Acronyms  
Multiple Word Meanings  
Applying Instructions  
Quiz

#### Level 6

Introduction  
Implied Details  
Understanding Jargon  
Meaning from Context  
Complex Information  
Main Principles  
Author's Reasons  
Quiz

#### Level 7

Introduction  
Word Definitions  
Legal Documents  
Applying Principles  
Drawing Conclusions  
Quiz

\*A Course focused on part of the National Career Readiness Certificate

### *Applied Mathematics Outline\**

#### Program Introduction

#### Applied Mathematics

#### WorkKeys Introduction

#### Calculator Review

#### Pretest

#### Level 1

Introduction  
Counting  
Numbers and Sequences  
Addition  
Subtraction  
Multiplication  
Division  
Quiz

#### Level 2

Introduction  
Word Problems  
Money  
Time  
Measurement  
Fractions & Decimals  
Calculator  
Quiz

#### Level 3

Introduction  
Rounding & Estimating  
Quantity  
Handling Money  
Telling Time  
Measurement  
Fractions, Decimals & Percentages  
Positive & Negative Numbers  
Quiz

# CAREER READY 101

## **Level 4**

Introduction  
Money, Time & Quantity  
Fractions & Decimals  
Percentages  
Measurement  
Averages  
Proportions & Ratios  
Diagrams & Graphics  
Quiz

## **Level 5**

Introduction  
Fractions & Decimals  
Percentages  
Measurement  
Perimeter & Area  
Production Rates  
Best Deals  
Quiz

## **Level 6**

Introduction  
Problem Solving  
Multiple Step Problems  
Fractions & Decimals  
Percentages  
Area & Volume  
Rates  
Best Deals  
Quiz

## **Level 7**

Introduction  
Multiple Steps  
Volume & Area  
Ratios & Proportions  
Best Deals  
Multiple Unknowns  
Troubleshooting  
Nonlinear Functions

\*A Course focused on part of the National Career Readiness Certificate

## ***Locating Information Outline\****

### **Program Introduction**

### **Locating Information**

### **WorkKeys Introduction**

### **Pretest**

### **Level 1**

Introduction  
Graph Words  
Graph Symbols  
Putting Things in Order  
Basic Graphs  
Following Directions

Reading Graphs  
Quiz

## **Level 2**

Introduction  
The Order of Graphs  
Types of Graphs  
Tools Used in Graphs  
Creating Graphs  
Using Different Graphs  
The Purpose of Graphs  
Quiz

## **Level 3**

Introduction  
Pie Charts  
Bar Graphs  
Line Graphs  
Tables & Forms  
Maps & Plans  
Diagrams  
Gauges  
Quiz

## **Level 4**

Introduction  
Pie Charts  
Bar Graphs  
Line Graphs  
Tables & Forms  
Maps & Plans  
Diagrams  
Gauges & Dials  
Quiz

## **Level 5**

Introduction  
Complex Graphics  
Finding Details  
Multiple Documents  
Extracting Data  
Identifying Trends  
Quiz

## **Level 6**

Introduction  
Drawing Conclusions  
Using Criteria  
Data Relationships  
Quiz

\*A Course focused on part of the National Career Readiness Certificate

# CAREER READY 101

## ***Applied Technology Outline -***

### ***Introduction***

#### **Program Introduction**

#### **Applied Technology WorkKeys**

#### **Introduction**

#### **Problem Solving Strategies**

What is Problem Solving?

Problem Solving Methods

Identify the Problem

Gather Data

Make a Plan

Execute the Plan

Evaluate the Results

Compartmentalizing

Common Concepts

Other Problem-Solving Models

## ***Applied Technology Outline –***

### ***Electricity***

#### **Electricity Pretest**

#### **Up to Level 3**

Introduction

Voltage & Current

Resistors

Circuits & Switches

Capacitors

Inductors

Series & Parallel Circuits

Circuit Breakers

Multimeters

Troubleshooting Circuits

Quiz

#### **Level 4**

Introduction

Magnets & Electricity

Alternating & 3 Phase Current

Transformers

Motors & Generators

Ohm's Law

Grounding & GFCI's

Lighting Types

Relays & Solenoids

Troubleshooting Exercises

Quiz

#### **Level 5**

Introduction

Digital Circuits

Computers

Information Storage Devices

Printers

Photocopying

Troubleshooting Exercises

Quiz

#### **Level 6**

Introduction

Thermocouples & Thermostats

Analog / Digital Converters

Electronic Scales

Light Sensors & Emitters

Solar Cells

Troubleshooting Exercises

Quiz

## ***Applied Technology Outline –***

### ***Mechanics***

#### **Mechanics Pretest**

#### **Up to Level 3**

Introduction

Force & Pressure

Friction & Inertia

Planes & Levers

Torque and Gears

Wheels and Pulleys

Springs

Troubleshooting Exercises

Quiz

#### **Level 4**

Introduction

Screws

Acceleration

Rotation

Center of Gravity

Troubleshooting Exercises

Quiz

#### **Level 5**

Introduction

Bearings

Lubrication

Conveyors

Sound and Vibration

Troubleshooting Exercises

Quiz

#### **Level 6**

Introduction

Gas Engines

Alternative Power

Hybrid Engines

Troubleshooting Exercises

Quiz

# CAREER READY 101

## ***Applied Technology Outline – Thermodynamics***

### **Thermodynamics Pretest**

#### **Up to Level 3**

Introduction  
Temperature & Heat  
Conduction  
Thermal Expansion  
Convection  
Radiation  
Troubleshooting Exercises  
Quiz

#### **Level 4**

Introduction  
Melting & Freezing  
Evaporation and Condensation  
Boiling  
Refrigeration  
Troubleshooting Exercises  
Quiz

#### **Level 5**

Introduction  
Heat Exchangers  
Ovens & Furnaces  
Boilers  
Troubleshooting Exercises  
Quiz

#### **Level 6**

Introduction  
Cooling Towers  
Solar Heating Systems  
Troubleshooting Exercises  
Quiz

## ***Applied Technology Outline - Fluids***

### **Fluids Pretest**

#### **Up to Level 3**

Introduction  
Pressure & Flow  
Flotation  
Pipes & Valves  
Pumps  
Troubleshooting Exercises  
Quiz

#### **Level 4**

Introduction  
Gases and Pressure  
Vacuum  
Compression Heating  
Troubleshooting Exercises  
Quiz

#### **Level 5**

Introduction  
Piping Problems

Flow Measurement Devices  
Mixing & Turbulence  
Troubleshooting Exercises  
Quiz

#### **Level 6**

Introduction  
Hydraulic Cylinders  
Piping Systems  
Troubleshooting Exercises  
Quiz

# CAREER READY 101

## ***Listening for Understanding Outline***

### **Program Introduction**

### **Listening for Understanding**

### **WorkKeys Introduction**

### **Pretest**

#### **Level 1**

Introduction

Preparing to Listen

Main Ideas and Details

Following Instructions

Practice Exercises

Quiz

#### **Level 2**

Introduction

Main Ideas and Details

Word Meaning

Following Instructions

Listening for Order and Time

Practice Exercises

Quiz

#### **Level 3**

Introduction

Main Ideas and Details

Word Meaning from Context

Complex Instructions

Sequence & Time Relationships

Practice Exercises

Quiz

#### **Level 4**

Introduction

Following Indirect Instructions

Making Inferences

Understanding Cause & Effect

Timelines and Sequence

Practice Exercises

Quiz

#### **Level 5**

Introduction

Jargon and Word Meaning

Making Inferences

Understanding Reasons & Ideas

Complex Instructions

Practice Exercises

Quiz

## ***Business Writing Outline***

### **Program Introduction**

### **Business Writing WorkKeys**

### **Introduction**

### **Pretest**

#### **Level 1**

Introduction

Sentence Structure

Nouns

Verbs

Punctuation

Spelling

Developing Ideas

Organizing Ideas

Writing Exercises

Practice Problems

Quiz

#### **Level 2**

Introduction

Sentence Structure

Describing Words

Punctuation and Spelling

Organization

Writing Practice

Developing Ideas

Organizing Ideas

Writing Exercises

Practice Problems

Quiz

#### **Level 3**

Introduction

Sentence Structure

Nouns and Verbs

Punctuation

Organization

Developing Ideas

Organizing Ideas

Writing Exercises

Practice Problems

Quiz

#### **Level 4**

Introduction

Grammar and Punctuation

Vocabulary

Organization

Developing Ideas

Organizing Ideas

Writing Style

Writing Exercises

Practice Problems

Quiz

#### **Level 5**

Introduction

Sentence Structure

Parts of Speech

Describing Words

Punctuation

Organization

Proofreading

Persuasive Writing I

Persuasive Writing II

Writing Exercises

Practice Problems

Quiz

# CAREER READY 101

## ***Workplace Observation***

### **Program Introduction**

### **WorkKeys Workplace**

### **Observation Introduction**

#### **PreTest**

#### **Level 1**

Introduction  
Preparing to Observe  
Memory and Visualization  
Recognizing Main Ideas  
Procedure Steps  
Quiz

#### **Level 2**

Introduction  
Paying Attention to Details  
Memory Skills  
Sequencing Skills  
Conditions in Procedures  
Workplace Observation Exercises  
Quiz

#### **Level 3**

Introduction  
Details and Differences  
Multiple Conditions  
Memory Skills  
Workplace Observation Exercises  
Quiz

#### **Level 4**

Introduction  
Underlying Principles  
Cause-Effect Relationships  
Complex Procedures  
Drawing Conclusions  
Workplace Observation Exercises  
Quiz

#### **Level 5**

Introduction  
Details, Differences & Distractions  
Evaluating Processes  
Predicting Outcomes  
Observation Exercises  
Quiz

## ***Teamwork for WorkKeys Outline***

### **Program Introduction**

### **Teamwork WorkKeys**

### **Introduction**

#### **Pretest**

#### **Up to Level 3**

Introduction  
Goal Recognition  
Recognizing Workplace Goals

Team Goals  
Problem Identification  
Perseverance  
Membership  
Positive Attitude  
Trust and Dependability  
Quiz

#### **Level 4**

Introduction  
Prioritization  
Creative Thinking  
Commitment to Quality  
Customer Sensitivity  
Respect  
Appreciate Diversity  
Quiz

#### **Level 5**

Introduction  
Decision Making  
Delegation  
Leadership  
Empowerment  
Initiative  
Assertiveness  
Quiz

#### **Level 6**

Introduction  
Structuring and Planning  
Goal Creation and Revision  
Integration/Synthesis  
Role Flexibility  
Conflict Resolution  
Cohesiveness  
Quiz

# CAREER READY 101

## ACT SOFT SKILLS SUITE

### **Customer Service**

- Customer Service Basics
- Serving Customers in Person
- Serving Customers by Phone
- Serving Customers Online
- Handling and Resolving Complaints
- Dealing with Difficult Customers
- Service Excellence
- Final Quiz

### **Interpersonal & Business Communication**

#### • **Interpersonal**

- The Communication Process
- Communication Barriers
- Presenting Yourself to Others
- Active Listening
- Nonverbal Communication
- Handling Conflict
- Final Quiz – Interpersonal

#### • **Business**

- Effective Business Comm.
- Email and Phone Comm.
- Internet and Social Media
- Participating in Meetings
- Negotiation and Problem Solving
- Making Effective Presentations
- Communicating Across Cultures
- Final Quiz – Business

### **Problem Solving & Critical Thinking**

- What Is Problem Solving?
- Thinking Critically
- The Problem Solving Process
- Problem Solving Strategies
- Negotiating to Solve Problems
- Final Quiz

### **Work Discipline**

#### • **Job Performance Factors**

- Introduction
- Attitude and Job Performance
- Being Responsible and Dependable
- Initiative and Perseverance

- Flexibility and Adaptability
- Learning and Skill Development
- Final Quiz

#### • **Employer Expectations**

- Behavioral Expectations
- Personal Presentation
- Fitting In At Work
- Following Rules and Procedures
- Behaving Ethically
- Counterproductive Behavior
- Final Quiz

#### • **Self-Management**

- Introduction to Self-Management
- Setting and Achieving Goals
- Managing Emotions & Behavior
- Balancing Work & Personal Responsibilities
- Coping with Stress and Change
- Final Quiz

#### • **Time Management**

- Introduction to Time Management
- Organizing and Planning
- Setting and Managing Priorities
- Overcoming Procrastination
- Managing Tasks and Projects
- Final Quiz

### **Working in Teams**

#### • **Teamwork Part 1**

- Introduction to Teamwork 1
- Team Membership
- Team Mission and Goals
- Building Team Relationships
- Participating in Team Meetings
- Effective Communication 1
- Teamwork Exercises
- Final Quiz

#### • **Teamwork Part 2**

- Introduction to Teamwork 2
- Effective Communication 2
- Team Types
- Problem Solving/Decision Making
- Managing Team Conflict
- Teamwork Exercises
- Final Quiz