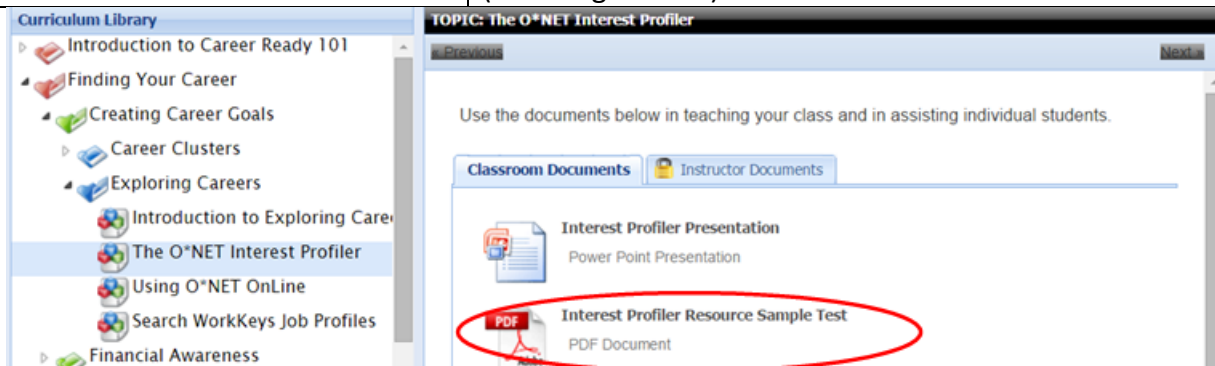


## Career Ready 101 Orientation Topics and Available Resources

(12/17/15)

### 1. Career Exploration and connecting CR 101 to participant goals. There are two options for career interest self-assessment within the system

Career Cluster survey	Printable hard copy can be accessed by student or instructor in <i>Creating Career Goals: Career Clusters</i> Lesson.
O*NET Interest Profiler	Online version embedded in <i>Creating Career Goals: Exploring Careers</i> Lesson.  Printable hard copy accessed via <i>Teach/Curriculum Library</i> (see image below).



Career Exploration Search Tool	<p>Participants who have already identified a career goal (e.g. using Mass CIS) or who want to explore occupations based on required skill levels can locate occupational profiles using the SOC, career cluster, job title, job description, or skill levels.</p> <p>Instructions for using the Search Tool are included in the Lesson - <i>Creating Career Goals: Exploring Careers: Search WorkKeys Job Profiles</i>.</p> <p>Career Exploration search tool can also be accessed directly from the student or instructor Dashboard.</p>
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### 2. Introduction to CR 101: Overview of content and navigation features, such as: logging in ▪ structure and content of dashboard ▪ lesson structure (menu, overview, learning, practice quiz) ▪ save and exit ▪ using portfolio, etc.

<i>About This Course: Intro to Career Ready 101</i> (Lesson)	Instructor Powerpoint available <i>Teach/Curriculum Library</i>
Student Guide	<p>Located under <i>Support</i>.</p> <p>Following the steps outlined in the guide, coaches can demonstrate navigation on projected screen logged in as a</p>

	student, while participants follow along at computer stations.
Printout of Student Login Info	Instructor Guide located under <i>Support</i> . To set-up student accounts, use Instructor Guide and follow instructions for printing student login.  Printout of Login accessed via <i>Set Up /Add Student</i>
CR 101 Orientation Review	Handout created World Education (attached). Can be used to review and reinforce CR 101 navigation.

### 3. Making the Case: Explaining the purpose, goals, benefits of CR 101 and connecting the CR 101 lesson content and skill building to student goals.

Career Exploration Search Tool	Occupational profiles can be searched using the SOC, career cluster, job title, job description, or skill levels.  Instructions for using the Search Tool are included in the Lesson - <i>Creating Career Goals: Exploring Careers: Search WorkKeys Job Profiles</i> .  Career Exploration search tool can also be accessed directly from the student or instructor Dashboard.
Student Testimonies	An example can be found in video interviews with students at Notre Dame Education Center – Lawrence. Scroll down to video titled <i>Computer Assisted Instruction: Learners and Coaches</i> . <a href="http://www.mass.gov/massworkforce/careerready/learning-resources/">http://www.mass.gov/massworkforce/careerready/learning-resources/</a>

### 4. Key Train Workplace Skills (Reading, Locating Info, Applied Math) Pre-testing, establish baselines, progress goals, and completion criteria (e.g. time on tasks, lessons completed, levels gained).

<i>Keytrain Workplace Skills: Intro to Key Train Lesson</i>	Student lesson, no Instructor Led materials for this lesson.
Step-by-Step Instructions for Pre-Tests	Powerpoint developed by Career Point (attached)
Career Exploration Search Tool	Use to identify skills levels for targeted occupations. Accessed from the student or instructor Dashboard.

5. Preparing for Online Learning: assessing technology skills; discussion of expectations, challenges, and benefits of online learning.

Online learning and assessment resources	Scroll down to the bottom of this webpage for handout and slides from <i>Characteristics of Effective Online Learners and Learning Coaches</i> <a href="http://www.mass.gov/massworkforce/careerready/learning-resources/">http://www.mass.gov/massworkforce/careerready/learning-resources/</a>
Access to technology	<a href="http://www.everyoneon.org/welcome">http://www.everyoneon.org/welcome</a>
Logistics, lab and class hours, etc.	Develop a handout for participants with details about how and when computer stations are available for independent study of CR 101.