



## Quick Start Guide

*Note: The Administrator manual and Table of Contents follow this page.*

### To get started with Career Ready 101™:

- 1. Login the organization administrator username and password given to you.**
  - Go to <http://login.careerready101.com>, enter your username and password and click "Submit".
  - Install or update the Adobe Flash Player if prompted. KeyTrain Reading for Information, Applied Mathematics, Locating Information and Career Skills require the Flash Player (see #4 below)
  - Install or update the Authorware Web Player if prompted. KeyTrain Applied Technology, Listening, Observation, Teamwork, Writing and Business Writing courses require the web player (see #4 below).
- 2. Browse the Curriculum**

To review the curriculum, after logging in click "Teach" and then "Browse Curriculum". You can then expand the curriculum outline on the left to browse through "Finding Your Career" (new readiness curriculum), "KeyTrain Workplace Skills" (WorkKeys® Skills), and "KeyTrain Career Skills" (soft skills). The "Finding Your Career" section offers both online self-paced lessons and classroom instructor documents (both cover the same objectives).
- 3. Set up a Student Account.**
  - From the Home Page, click on "Setup", then "My Students", and finally "Add New Student".
  - Fill in the student's name and provide the username and password you wish to assign to that student. Include a group designation if the student is part of a group that you later want to remove, such as a graduating class (use the class year, such as "2012"). This is the minimum information needed to create a student account.
  - Career Ready 101 will check to see if the username entered is available. If not, you will be asked for a different one. A Career Ready 101 username is the unique identifier giving thousands of individuals access to their Career Ready 101 account. A username of "johnsmith" is not a good choice, because it has likely been taken by another John Smith somewhere else in the country. Using a school's numeric student ID is *generally* more likely to be unique, but even then, you run a relatively high risk of there being another student already in the system with the username "065123". A *combination* such as "johnsmith065123" would be much more likely to be unique.
  - If accepted, the student account is created and Career Ready 101 gives you the choice to continue completing additional student information, add the student to a class, assign lessons to the student, or add another student.

- Include an email address in the additional student information if you want KeyTrain to email their password to students when they forget it. Otherwise, you will need to provide or reset forgotten passwords.
4. **Assign a Lesson.**
    - If you did not assign lessons to the student or add the student to a class in the previous step, you may do so from the Setup Page. Click on “Assign Lessons” and then “Assign to Student”.
    - Click on the notebook icon in the right column next to the student’s name.
    - The list of courses available will appear. Note that there are two methods to assign lessons: *Auto* and *Manual*. Select *Auto* to assign the pretest for a desired course. Lessons assignments will be determined by the student’s pretest score. Click *Manual* to assign specific course levels or make other assignment options.
    - If you select *Manual*, make sure you click on “Save Changes” then “Done” after making your assignment selections. Select other courses using the same procedure.
    - Click on the “Home” icon in the top left corner to return to the main menu after completing course assignments.
  5. **If you have a classroom or computer lab** where you will be running a Career Ready 101 class, confirm that each workstation has the necessary web players installed. To confirm this, log onto the workstation with an unrestricted administrative account with permission to install software and log into Career Ready 101. If either web player needs to be installed or updated, you will be redirected to a screen with instructions on how to proceed with the installation. If the web players are not installed when the students try to access Career Ready 101, they will be redirected to the same screen, but because student accounts generally prohibit installation of software, they will be unsuccessful in any attempt to follow the instructions for installing the web players. To ensure Career Ready 101 lessons run correctly, click on *Take Lessons* in the main menu and select *KeyTrain*. Choose a course and click on the *Launch* button. If your settings are correct, the lesson should load and run.
  6. **Read the Administrator manual** to learn how to set up **instructor accounts**, group students into **classes**, **assign lessons** to classes, get **reports** on student progress and other tasks and features. The Administrator Manual can be viewed or downloaded online. To view, download or print the Administrator Manual, login to your administrator account and click the Support link in the upper right hand of the main menu screen.