CAREER READY 101®

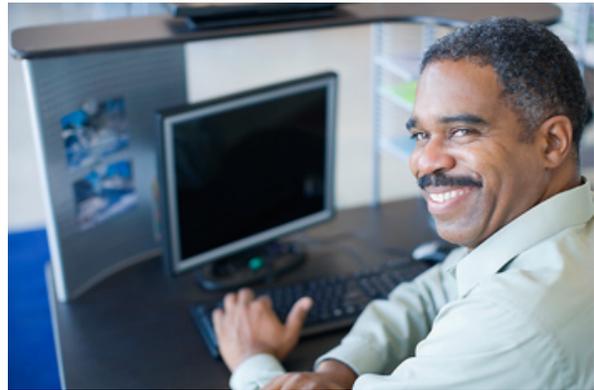# Student Guide to Career Ready 101

WorkKeys®

ACT™

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

The introduction gives you 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 the WorkKeys job skills assessment system and the National Career Readiness Certificate. This certificate, issued by ACT (publisher of the WorkKeys assessments and the ACT college entrance test), is used by individuals to provide proof of their work readiness to potential employers.

Finding Your Career

Explore the 16 career clusters, take a self-assessment to find your career interests and search occupational information and skill requirements for your favorite careers. Other activities include lessons on the job search process, job applications, writing resumes, interviewing skills, financial awareness and real world career experience.

KeyTrain Workplace Skills

KeyTrain courses are designed specifically to help individuals improve the work readiness skills measured by the WorkKeys system. Each KeyTrain course corresponds to one of the WorkKeys skill areas and includes a pretest, interactive lessons to help you build your skills and posttests to document your success. *Scores on KeyTrain pretests are not actual WorkKeys,* but KeyTrain can help you achieve higher scores on the WorkKeys assessments and obtain a National Career Readiness Certificate.

KeyTrain Career Skills

Career Skills is 200 interactive lessons in Work Habits, Business Etiquette, Job Search, Communication Skills and Workplace Effectiveness. These are the personal and behavioral skills you'll need to succeed in your career.

Let's get started!

Career Ready 101 topics present tips for succeeding in a job. Each topic finishes with a short quiz to measure how well you understood the topic. If you pass the quiz, you can print a certificate to document your progress.

2. Log In to Your Account

Make sure you are using a computer that is connected to the Internet and follow these steps to begin using Career Ready 101.

1. Open your web browser and go to www.careerready101.com.

2. Look for the **Login Box** in the upper left hand corner of the screen and enter the *Username* and *Password* that were given to you.

3. Career Ready 101 Dashboard

When you log in, you will be in the **Home** menu.

First, check out the Career Ready 101 *dashboard*. Like a car dashboard, the dashboard is the control panel you use to navigate in Career Ready 101, open programs and perform actions.
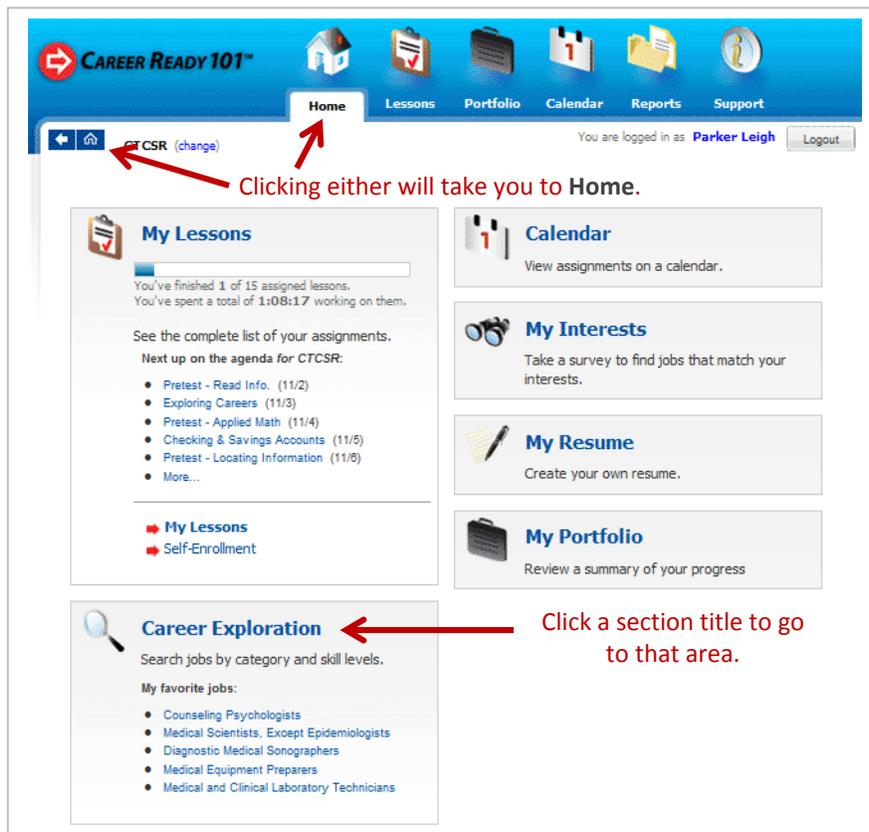
There are two basic ways to navigate around Career Ready 101:

- Click on the **icons** at the top of the screen or
- Click on a **section title** in one of the boxes.

Three of the boxes do not have corresponding icons – **My Interests**, **My Resume** and **Career Exploration**. To use these career tools, click on the section title.

There are **seven** basic areas to navigate to from Home:

- **My Lessons** – view or take Career Ready 101 assignments,
- **Calendar** – view or launch lesson assignments from your calendar,
- **My Interests** – take the O*NET Interest Profiler, an interest inventory, and begin to explore your career interests,
- **Career Exploration** – use this search engine to find information on careers and occupations,
- **My Resume** – create your own resume with the Resume Builder,
- **My Reports** – view reports on your progress and activities in Career Ready 101 and
- **My Portfolio** – view your Interest Profiler results, your favorite careers and other information.

Return to **Home** at any time by clicking on the *Home* icon or the *house icon* next to the *Back* arrow.

4. My Lessons

Before you click on the **Lessons** icon or **My Lessons** title, select the class you need to complete an assignment for. Click on the *Which class will you be working with today?* link as shown in the graphic.
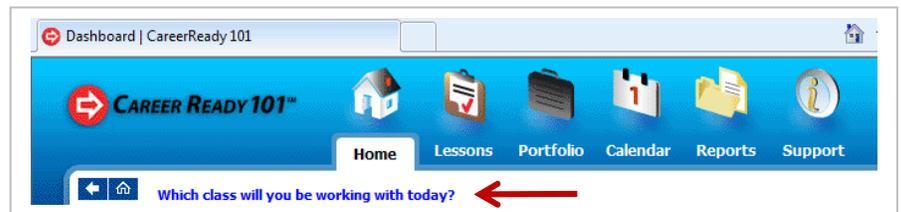
Find the class you need to take lessons for in the list and click *Select*. Career Ready 101 will return you to the Home menu. The assignments for the class you selected now appear in the **My Lessons** box.

Check your lesson status here.

Your class assignments and due dates

You can see how many lessons are assigned for the class, your progress in completing them and how much time you've spent working on them. You can also see which lessons are coming up on the class agenda. To find a lesson, click on the assignment title in the list or on the **My Lessons** link.

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The lesson search menu will appear as shown below. Use the filter to find lessons for the four curriculum units in Career Ready 101 – **Introduction to Career Ready 101**, **Finding Your Career**, **KeyTrain Workplace Skills** and **KeyTrain Career Skills**. In this example, **KeyTrain Career Skills** is selected and the assigned lessons for that unit are listed. To find assignments for the other units, click on the unit title.

To preview or launch a lesson, click on the lesson title. A screen similar to the one to the right will appear. Click on **Start Interactive Lesson** to launch the online lesson. Notice that you can print a certificate of completion when you finish the lesson.

If you want to see a list of the topics for a lesson, double-click on the lesson row.

If a topic includes lesson documents, they will be listed when you click on the topic name. To open a lesson document, simply double-click on the document title.

CAREER READY 101®

When you click on **Start Interactive Lesson**, the following screen appears. Read the information in the *Ready to start!* box. **Read the caution about exiting a lesson correctly.** Next, click the blue box to go to the lesson topic menu.

How to exit a lesson correctly

Ready to start!
- Your lesson will be opened in a new window. The current window will be minimized and/or sent to the background while you take your lesson. *Do not close it.*
- When you are ready to end your lesson session, click the EXIT button on the Menu. The lesson window will close and you will be returned to this window.
- Lesson automatically exits if a period of inactivity is detected.

Click to open the lesson topic menu.

click here to Begin Your Lesson

TIP: When you are in a lesson, **DO NOT CLOSE THE WINDOW OR THE WEB BROWSER** to exit the lesson. **If you do, your lesson data may be lost.** Always leave a Career Ready 101 lesson by clicking the EXIT link.

WORK HABITS - WORKPLACE ETHICS

Click a topic to take that lesson.

WELCOME TO WORK HABITS - WORKPLACE ETHICS

Click on a topic below to begin this lesson.

Demonstrating Good Work Ethic
Behaving Appropriately
Showing Honesty
Playing Fair
Using Ethical Language
Showing Responsibility
Harassment and Intimidation
Respecting Diversity
Developing Habit of Truthfulness
Leaving a Job Ethically

A lesson topic menu like the one shown here will appear.

Click on a topic title to begin that topic lesson.

Click EXIT to leave the Workplace Ethics lesson.

EXIT

KeyTrain® Career Skills

WORK HABITS - WORKPLACE ETHICS - DEMONSTRATING GOOD WORK ETHIC

OVERVIEW   LEARNING   PRACTICE   HELP | SOUND

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DEMONSTRATING GOOD WORK ETHIC

This lesson will give you several tips that will help you to demonstrate good work ethic.

What is "good work ethic?" When you show good work ethic, you are demonstrating that you do your work according to a set of principles. These principles should show that you know right from wrong. If you show good ethic, then you do what is right for your employer, your customers and yourself.

This is one of the things that is most valued by employers. Employers want to see that you know what is right, and that you are willing to do what is right. If you show good work ethic, then your employer will value and reward you for the good work that you do.

Click MENU to end the topic lesson.

MENU | REPEAT | PREVIOUS | NEXT

KeyTrain® Career Skills

Work through the lesson sections, answering any questions you may be given. Answers you give will be saved.

Navigation in a lesson is easy. Use the four buttons at the bottom right of the screen: **Menu**, **Repeat**, **Previous** and **Next**. *Repeat* refreshes the page sound and interaction. Use *Previous* and *Next* to move backward or forward in the topic.

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Are you sure you wish to leave this section?

YES   NO
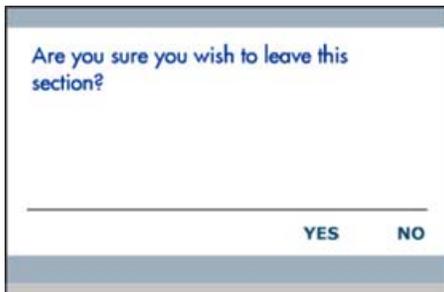
When you finish a lesson, click on the **Menu** button. You will be asked if you are sure you want to leave the lesson. Click **Yes** to return to the lesson Topic Menu. You can take another topic lesson by clicking on another title. To close the *Workplace Ethics* lesson, click **EXIT** in the Topic Menu. You'll be returned to your *My Lessons* page.

5. Using the Calendar

Use your **Calendar** to:

- keep up with your class assignments,
- preview lesson documents if available (not all lessons have documents) or
- launch a lesson.

> TIP: Always check to see that you have the correct class selected before going to the Calendar.

Click on the *Calendar icon* or box *title* to open your calendar. A calendar screen like this will appear. Notice that the lesson types are color-coded (KeyTrain, Career Skills and Career Readiness). There is a legend at the bottom of the calendar.

Position your mouse cursor on a lesson title to see more information about the lesson. In this example a popup shows the full identity of the *Checking & Savings Accounts* lesson. The lesson is in the *Finding Your Career unit* and *Financial Awareness subject*.
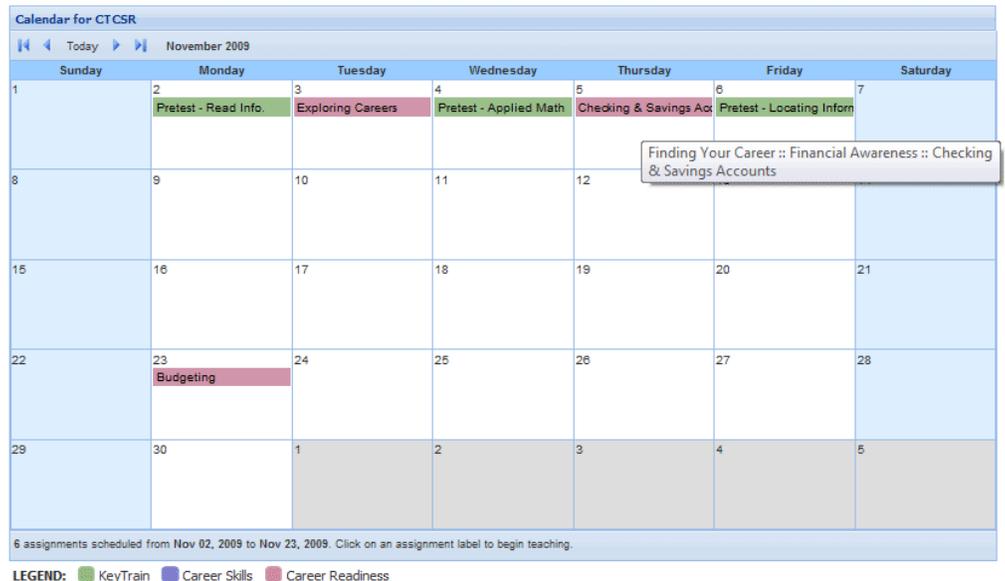
To preview or take a lesson, click on the lesson title for a selected date. Career Ready 101 will open the My Lessons screen. Completed topics will have a green check mark. Notice that the score for the completed lesson is also shown.

The five topics in the Checking & Savings Accounts lesson are listed. Double-click on the **Checking Account Basics** topic row to see the documents for the topic. Review the topic documents or start the online lesson by clicking on **Start Interactive Lesson**.

When you exit a lesson, you will be returned to the *My Lessons* screen. Career Ready 101 will show the time you spent in the lesson and your lesson status (Not Attempted, Incomplete, Passed or Failed). You can find another lesson to take by clicking on a Unit, Subject or Topic title. To return to your calendar, click on the Calendar icon in your dashboard.

6.   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. You can take the Interest Profiler without leaving your Career Ready 101 account and then explore occupations that best match your interests.

Click the *My Interests* link to open the Career Ready 101 version of the Interest Profiler. A **Welcome** page explains the purpose of the interest survey. Read the **Instructions** on how to complete the Interest Profiler online. Keep in mind that *the Interest Profiler is **not** a test – there is no right or wrong answer* to the questions.

The **Answer Questions** section will present you with 180 work activities. You will mark each activity as something you would **like (L)** to do, **dislike (D)** or are **not sure** of **(?)**.

Answer all of the questions. Current questions are yellow. Answered questions are green and those yet to be answered are blue.
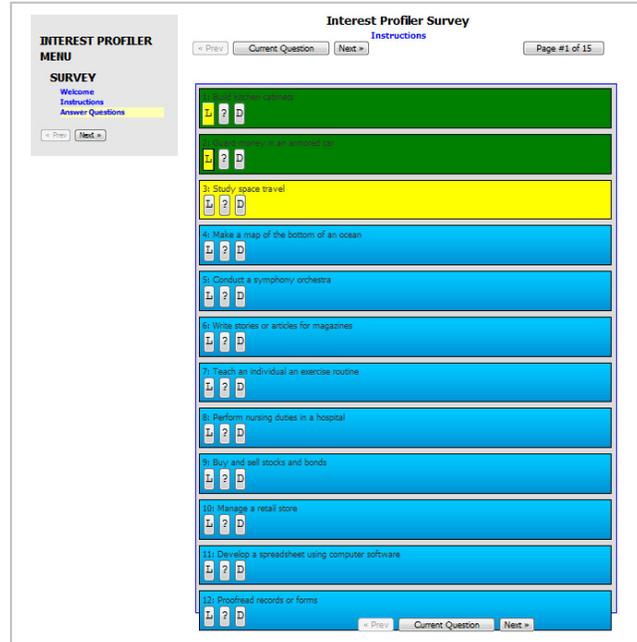
Once completed, Career Ready 101 will record your Interest Profiler self-assessment results. The Interest Profiler results include scores for six broad occupational interest categories based on Holland's Theory of Vocational Personalities (*Realistic*, *Investigative*, *Artistic*, *Social*, *Enterprising* and *Conventional*).

This example indicates the student is most interested in jobs with **Investigative** and **Social** tasks and activities (the highest scores).

Click on an interest category title for a description of that vocational personality type and related occupations.

The report will include a link to find jobs in the *My Job Results* section that match your interests.

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

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

*Note: O*NET occupations are organized in five **Job Zones** based on the level of education, training and/or experience you will need to have for a job.*

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

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. You can **go directly to O*NET** for more information on the occupation or **save the job to your Portfolio**.

Clicking the O*NET link will take you to the O*NET OnLine website and the O*NET Summary Report for Family and General Practitioners. Summary reports include detailed information on job tasks; the skills, knowledge and abilities needed; tools and technologies used and other factors that can help you decide if the career is right for you.

If you choose to *Save to my Portfolio*, Career Ready 101 will save the job to your **Portfolio**. Open the Portfolio at any time to view your saved jobs by clicking on the Portfolio icon or link in the dashboard.

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![Career Ready 101 logo]

7. Career Exploration Tools

Use the Career Exploration tools to:

- find information about jobs you have saved,
- find the WorkKeys skills and skills levels recommended for jobs and
- read descriptions of each WorkKeys skill and definitions of the skill levels jobs you are interested in may require.

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

The **Search** tab opens a utility you can use to search the database of O*NET jobs.
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, click 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.
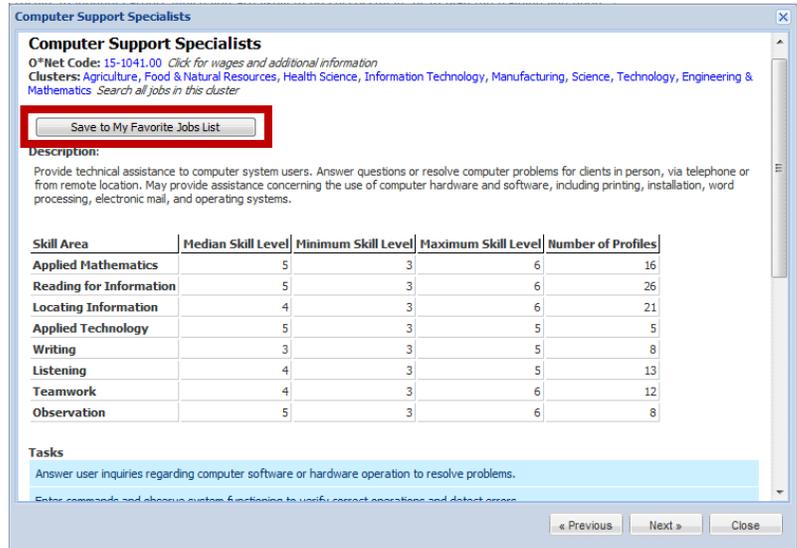
To find more information on a job, click on the job title to see the job description, median WorkKeys skills and typical job tasks.

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This is the report for Computer Support Specialists.

Learners can save the job as a favorite by clicking on the **Save to My Favorite Jobs List** button.

The job will be displayed with other favorite occupations in the next tab, **Saved and Favorites**.

The **Saved and Favorites** tab lists jobs 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. Designate a job as your *current* favorite by clicking the radio buttons in the Current column. Delete a job from the Saved Jobs list by selecting the red delete button.
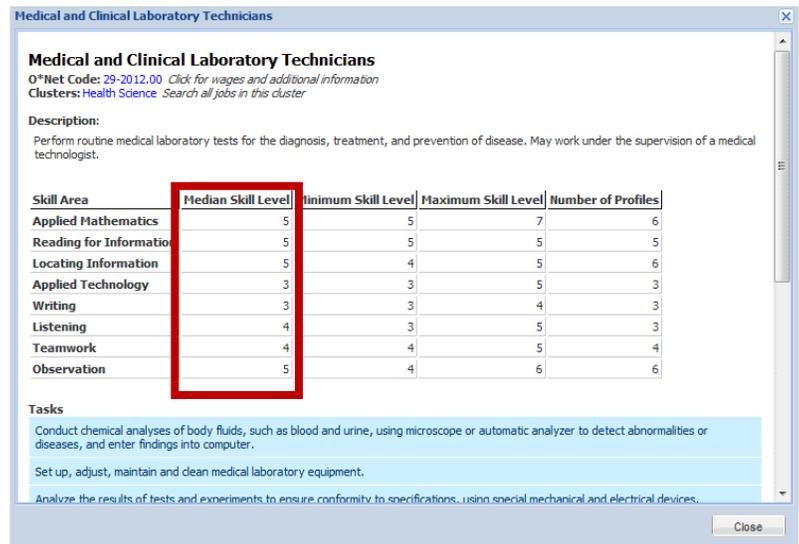
Clicking on a job title opens a popup with the job's O*NET information. If WorkKeys skill levels are available for the job, they will be displayed. This example shows the result for *Medical and Clinical Laboratory Technicians*.

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 MLTs. Click on the *O*NET code* under the job title to go directly to the O*NET Summary Report for the occupation.
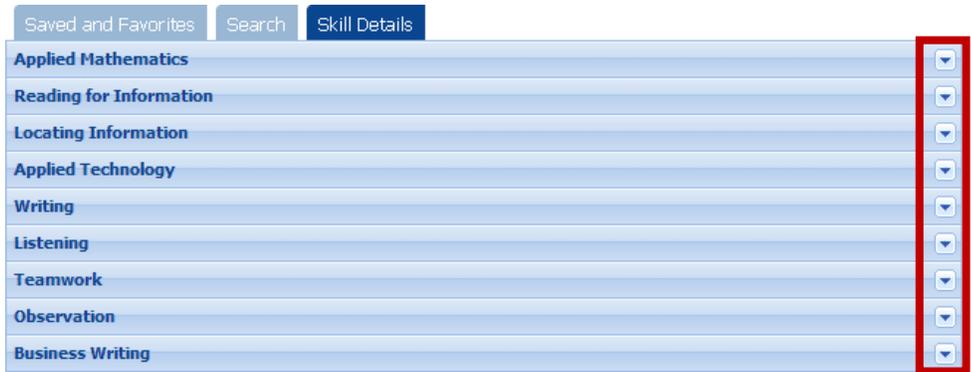

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The third tab, **Skill Details**, lists all nine of the WorkKeys skills. Clicking on the down arrow for a skill title opens the description of the skill and each skill level the WorkKeys system measures.

8. My Resume

The **Resume Builder** in Career Ready 101 helps you create, arrange and save a basic resume you can use in the job search process.

The Resume Builder has sections for *Contact Information*, *Career Objective*, *Summary of Qualifications*, *Work Experience* and *Education*. You can even create custom sections for awards and recognitions, special skills, etc.
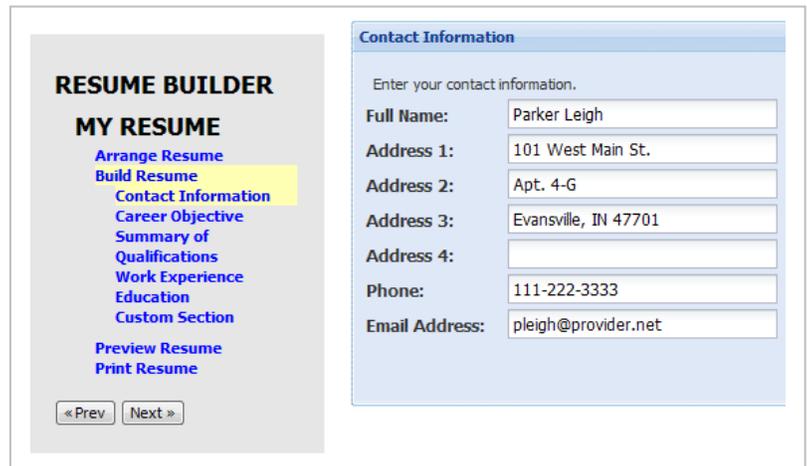
Complete a resume section by typing your information into the blank space. The builder includes some text editing tools such as font, bold, italic and underline. When you are satisfied with your entry, go to the next section. If you are not sure what to include in a section, review the Career Ready 101 *Resume Sections* topic in the **Writing a Resume** lesson. The *Resume Formats* and *Resume Sections* topics have examples you can model your resume on.

The Resume Builder allows you to delete or rearrange sections of your resume. Click on the **Arrange Resume** link in the Resume Builder box. A screen like the one on the next page will appear.

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To change the order of the resume sections, click on a section title and drag it up or down the section list. To delete a section, click the **Delete** link.

If you need to create a custom section, click on the **Create New Section** button. Be sure to give your custom section a title. When you are finished arranging your resume, remember to click the **Save** button to keep your changes.

When you finish writing, editing and arranging your resume, preview your resume. Click the **Preview Resume** link in the Resume Builder box to check your resume before printing it.

You can copy your resume and paste it into Microsoft Word or another word processing program to edit the text or format. Instructions for doing so are outlined in the **Help** box.

If you are satisfied with your resume, you can print copies. Clicking the Print Resume link opens a print dialog box. Select your printer and settings, then click the *Print* button.

9.   My Portfolio

The Portfolio gives you quick access to your KeyTrain Workplace Skills levels, Interest Profiler results, favorite career clusters and saved and favorite jobs. Click on **My Portfolio** to open your portfolio.

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10.   Viewing Reports

Check your progress in the Career Ready 101 lessons by using the **Reports** function. To view the reports you can create, click on the *Reports icon* in the dashboard to show your report options.

You can generate five reports:

- Status – shows your current status in completing assignments.
- Topic Detail – shows your activity in specific lesson topics including quiz scores.
- Career Skills – shows your progress in completing career skills lessons.
- Detail – shows assigned courses and lessons with quiz attempts and results and other scores.
- Quiz Detail – shows which questions you answered correctly and incorrectly in pretests, topic quizzes and final quizzes
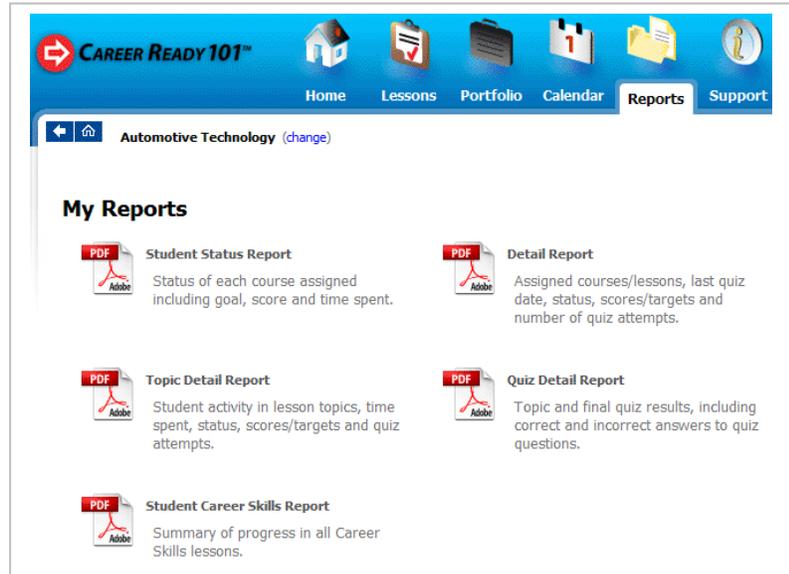
In this example of the *Quiz Detail Report*, the student's answers to the pretest questions for Reading for Information are shown. The answer letter and whether or not it is correct is listed for each question. The question code specifies which question the student was given. Your instructor can show you questions you missed using the answer code.

Career Ready 101 lets you print or save your reports.

11.   My Account

Career Ready 101 allows you to change some of the information in your user account. *Note: Some organizations may restrict students from editing their accounts.* To edit your user account, place your mouse pointer over your name when you are logged in as shown in this example. A pop-up will appear with an option for *My account*.
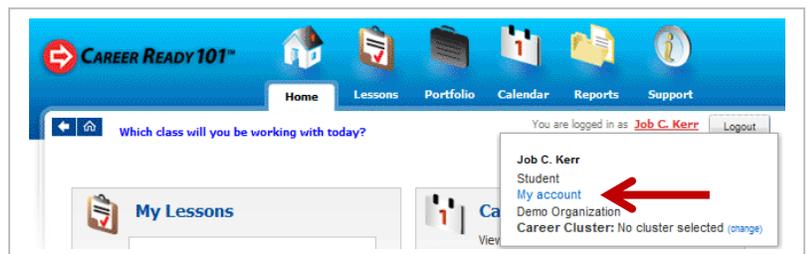
Click on *My account* to open the screen for editing your account information.

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In the **My Account** screen, you can reset your password from the one you were originally given. Just enter a new password and verify it. Make sure it's one you will remember or write it down. *If you forget it, you will not be able to log in to Career Ready 101.*

You can also enter your contact information. It's a good idea to include your email address if you have one. If you forget your password, Career Ready 101 can email it to you when you try to log in.

When you finish editing your account information, click *Save & Close.* You will see a message that your account settings have been saved.

12.   Choosing Career Clusters

You can choose a career cluster to contextualize the KeyTrain pretests in Reading for Information, Applied Mathematics and Locating Information. Let's say you are interested in computer technology. If you select the Information Technology career cluster, the questions you will answer in the KeyTrain pretests will be related to computers and information systems.

To choose a career cluster, place your mouse cursor over your name when you are logged in, just like you did to edit your account information above. An option for Career Cluster will appear under your organization's name. Click the **change** link and select a cluster from the list.

Career Ready 101 will remember the career cluster you chose. Your cluster will be listed in your Portfolio and your KeyTrain pretest questions will be related to that career.

13.   Getting Support

You can check to see if your computer is ready to run Career Ready 101 lessons, find lesson information and other documents and get troubleshooting tips by going to the Support section. Click on the **Support** icon in the dashboard to open the support page.

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To check your computer's setup, click on the **Check my setup** button. Career Ready 101 will automatically check your computer and let you know if it is ready to run lessons. If not, follow the instructions to make any necessary changes. If you are checking the setup of a computer at a school or other organization and are prompted to download and install software, you will need someone with administrative access to do the installation. Ask your instructor or counselor for assistance.

About Your Setup

Your machine needs certain plugins in order to run lessons.

Check my setup...

Troubleshooting

Troubleshooting Tips
Observation Video Solution

Manuals

Career Ready 101 Course Outlines
Career Skills Instructions
Career Skills Checksheet
Career Ready 101 Student Guide
Career Ready 101 Instructor-Led Document Outline

Additional Information

System Requirements
Career Ready 101 with Windows Vista
Career Ready 101 with Macs
Levels 1 and 2
Authorware Web Player Installers

About your system settings...

Flash Player	🚩	10.0.22	You have the version needed, but you can click here to update it anyway.
Authorware Player	🚩	Installed	You have the version needed, but you can click here to update it anyway.
Operating System	🚩	Windows	Career Ready 101 is compatible with Windows 98/2000/XP/2003 and with Mac OS X. Click here for special instructions for Vista users.
JavaScript	🚩	Enabled	
Cookies	🚩	Enabled	
Browser	🚩	Explorer 7	

If your setup checks out, Career Ready 101 will give you green flags and you should be ready to get started.

TIP: If you forget your login username and/or password, ask your instructor or the person who set up your account for your username and have them reset your password. When you log in, you can change your password to one you will remember.

That about does it!

You can open this guide when you are logged in to your Career Ready 101 account. Just click on **Support** *and find the link for* **Career Ready 101 Student Guide***.*