

Career Ready 101 Quick Start Guide



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1. Log in to Career Ready 101

Let's get started!

To log in to Career Ready 101, open Internet Explorer or another web browser and type ***run.careerready101.com*** in the address bar. A login screen similar to the one below will appear. Enter your Administrator or Instructor username and password exactly as assigned to you in the login box, then click **Login**. *Usernames and passwords are not case-sensitive.*



The login screen features the Career Ready 101 logo at the top. Below it, the text "Welcome! Please log in." is displayed. There are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field. At the bottom, there are two links: "Forgot password?" and "Learn more". A red-bordered box on the left contains the text "Enter Username and Password, and then click Login." with two red arrows pointing to the Username and Password fields.

When you login, the administrator or instructor Career Ready 101 page will open.

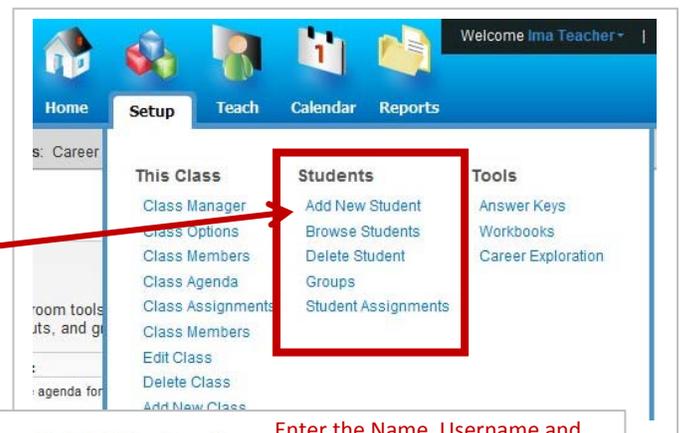
2. Create a New Student Account

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

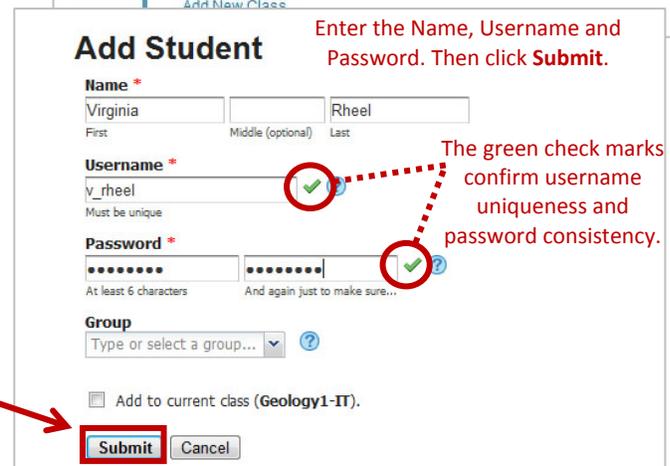
STEP 2: Enter the student's name and create a Username and Password for the student. **Usernames**

must be unique! To avoid username conflicts, try using the initials of your organization in combination with a character and the student name (such as *chs-janedoe*).

Leave *Group* blank and the *Quick Guide* box unchecked. Click the *Submit* button to create the student account.



The dashboard shows a navigation menu with "Home", "Setup", "Teach", "Calendar", and "Reports". The "Setup" menu is expanded, showing "This Class" and "Students" columns. The "Students" column is highlighted with a red box and contains "Add New Student", "Browse Students", "Delete Student", "Groups", and "Student Assignments". A red arrow points from the "Add New Student" link to the "Add Student" form below.



The "Add Student" form has the following fields: "Name" (First: Virginia, Middle (optional):, Last: Rheel), "Username" (v_rheel), "Password" (At least 6 characters, And again just to make sure...), and "Group" (Type or select a group...). There are checkboxes for "Add to current class (Geology1-IT)". A "Submit" button and a "Cancel" button are at the bottom. A red-bordered box contains the text "Enter the Name, Username and Password. Then click Submit." with a red arrow pointing to the "Submit" button. Two green checkmarks are placed over the Username and Password fields, with a red dashed line and text pointing to them: "The green check marks confirm username uniqueness and password consistency."

STEP 3: The system will confirm that your student account has been created.

New student account created

What do you want to do next?

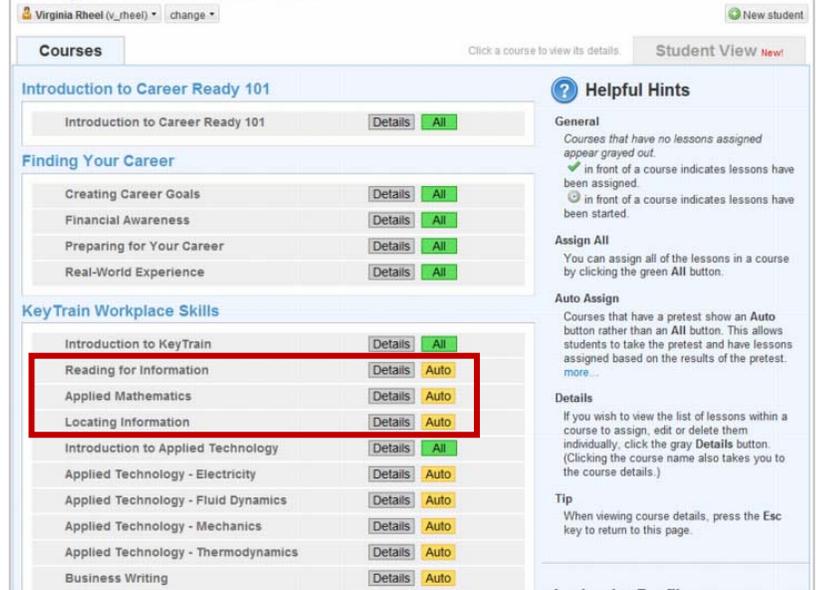
Log this student in now

- [Print login instructions for this student](#)
- [Continue entering account information for this student](#)
- [Add this student to a class](#)
- [Assignments for this student](#)
- [Create another student](#)

3. Assign Lessons to a Student

STEP 1: Click on *Assignments for this student* as shown here after creating the student account.

Assignments for Student



Virginia Rheel (v_rheel) change

Courses

Introduction to Career Ready 101 [Details] [All]

Finding Your Career

Creating Career Goals [Details] [All]

Financial Awareness [Details] [All]

Preparing for Your Career [Details] [All]

Real-World Experience [Details] [All]

KeyTrain Workplace Skills

Introduction to KeyTrain [Details] [All]

Reading for Information [Details] **Auto**

Applied Mathematics [Details] **Auto**

Locating Information [Details] **Auto**

Introduction to Applied Technology [Details] [All]

Applied Technology - Electricity [Details] **Auto**

Applied Technology - Fluid Dynamics [Details] **Auto**

Applied Technology - Mechanics [Details] **Auto**

Applied Technology - Thermodynamics [Details] **Auto**

Business Writing [Details] **Auto**

Helpful Hints

General

Courses that have no lessons assigned appear grayed out.

✓ in front of a course indicates lessons have been assigned.

⊙ in front of a course indicates lessons have been started.

Assign All

You can assign all of the lessons in a course by clicking the green All button.

Auto Assign

Courses that have a pretest show an Auto button rather than an All button. This allows students to take the pretest and have lessons assigned based on the results of the pretest. more...

Details

If you wish to view the list of lessons within a course to assign, edit or delete them individually, click the gray Details button. (Clicking the course name also takes you to the course details.)

Tip

When viewing course details, press the Esc key to return to this page.

STEP 2: The **Assignments for Student** page will appear. Courses for all five Career Ready 101 units are displayed. To assign the courses for a **National Career Readiness Certificate**, click on the **Auto** buttons for *Reading for Information*, *Applied Mathematics*, and *Locating Information*.

Selecting **Auto** assigns the KeyTrain[®] pretest for each course to the student. Additional assignments are automatically made based on how the student scores on the pretest. Using Auto ensures students will begin a course at the point that is appropriate for them based on their current level of skill.

4. Create a Class in Career Ready 101

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



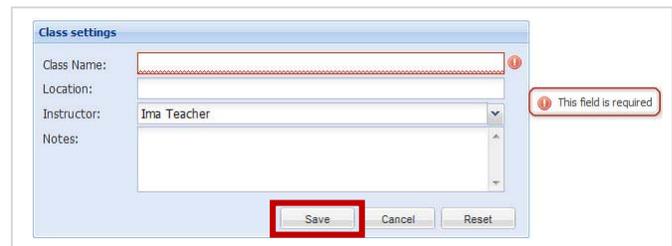
Welcome Ima Teacher

Setup Teach Calendar Reports

This Class	Students	Tools
Class Manager	Add New Student	Answer Keys
Class Options	Browse Students	Workbooks
Class Members	Delete Student	Career Exploration
Class Agenda	Groups	
Class Assignments	Student Assignments	
Class Members		
Edit Class		
Delete Class		
Add New Class		

STEP 2: The *Class Settings* box will appear. Enter a class name (a required field), location, and click the down arrow to select an instructor.

Click the *Save* button to create the class. You're done! It's that easy.



Class settings

Class Name:

Location:

Instructor: Ima Teacher

Notes:

Save Cancel Reset

This field is required

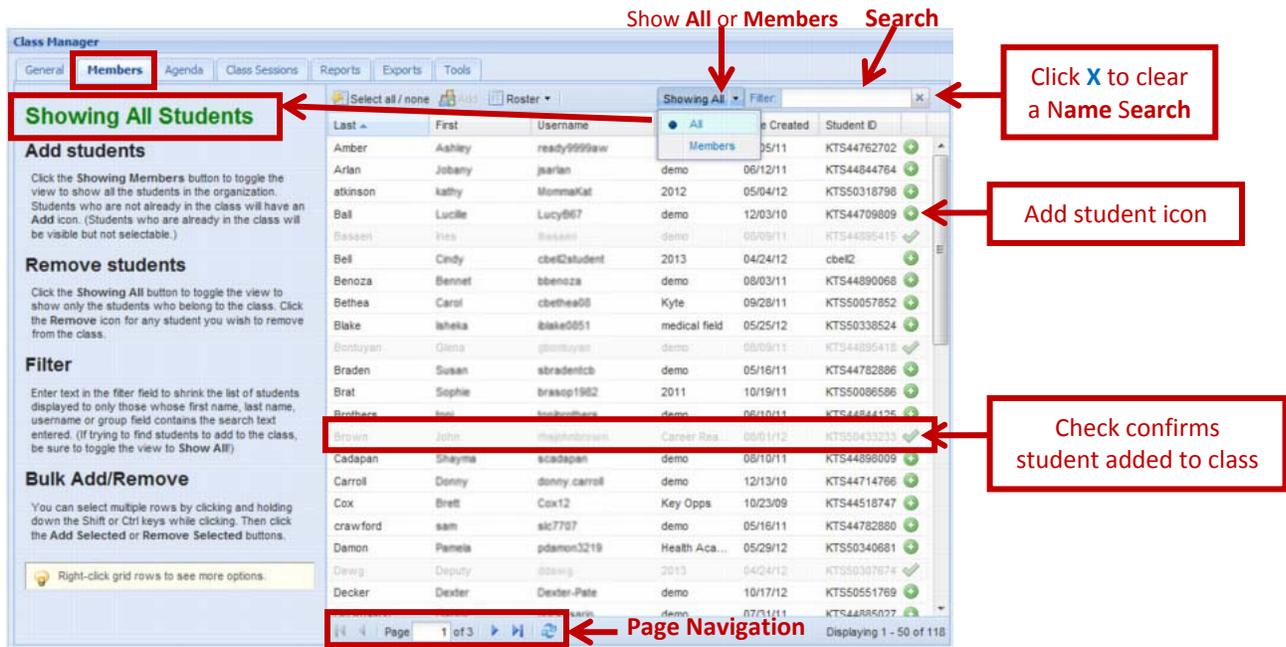
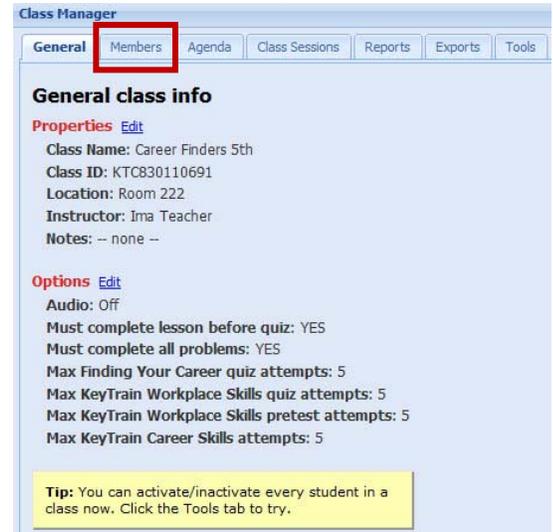
Tip: The class name must be **unique within your organization**. For example, instead of naming your class "Math 1st Period", add your initials or something that will make your class name unique (*Ibh-math1st*). There may be other 1st period math classes, so each class name must be different.

5. Add Students to a Class

When the class is created, the *Class Manager* will appear. Use the **Members** tab to add or remove students from your classes.

STEP 1: Click on the **Members** tab. Click the **Showing** arrow and select **All** to see all students in the organization as shown below. To see only current class members, select **Members**.

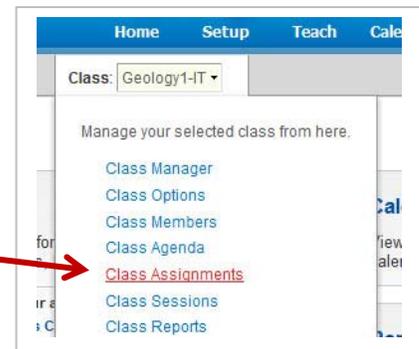
STEP 2: Use the page navigation at the bottom or type part of the name in the **Search** box to locate your student. Students **not** in a class have a green **Add** icon. Class members have a check mark and are grayed-out. Click the green **Add** icon to add a student to the class.



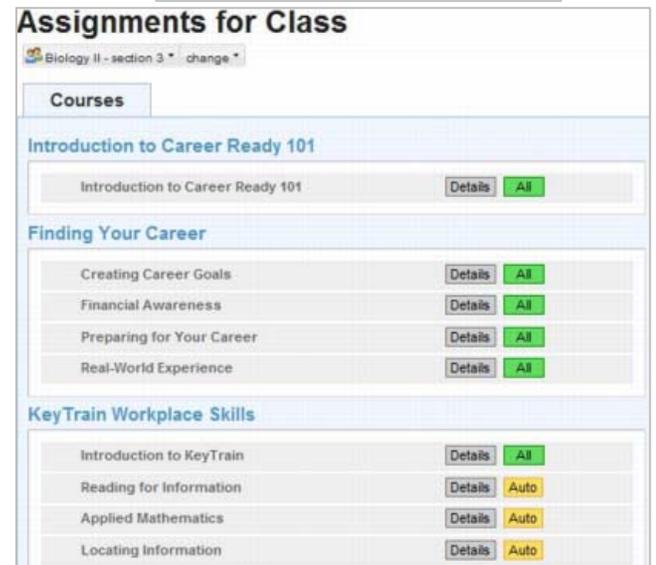
TIP: Add or remove multiple students at one time by holding down the *Ctrl* key while clicking on the student names. Then click **Add Selected** or **Remove Selected** buttons under *Actions*.

6. Assign Lessons to a Class

STEP 1: The class name appears under the Home and Setup icons. Move your mouse cursor over the class name. A drop-down menu will open. Click on *Class Assignments*.



STEP 2: The **Assignments for Class** screen will be displayed. Select the courses you want to assign. To assign a KeyTrain Pretest to the class click on the **Auto** button. To manually assign individual KeyTrain lessons, click on **Details**. To assign all lessons for a course (for example, Financial Awareness), click the **All** button.



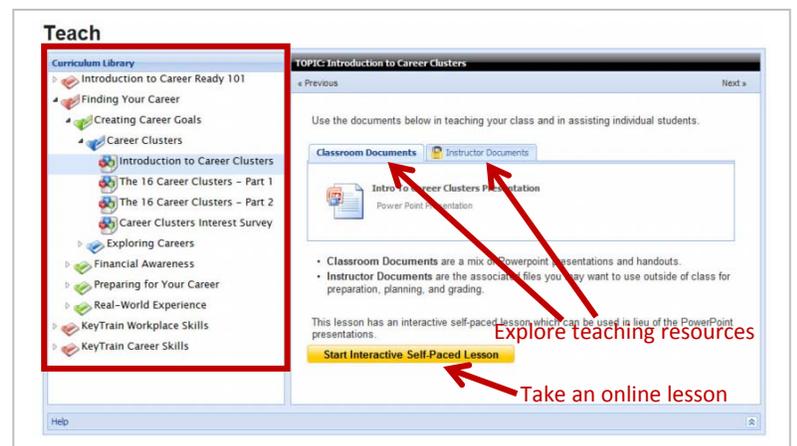
Class assignments work the same way as individual student assignments, but *they apply to all students who are members of the class or who are added to the class.*

7. Browse the Curriculum Library

Explore and view Career Ready 101 courses and lessons by browsing the Curriculum Library.

STEP 1: Click on the **Teach** icon to open the curriculum library menu.

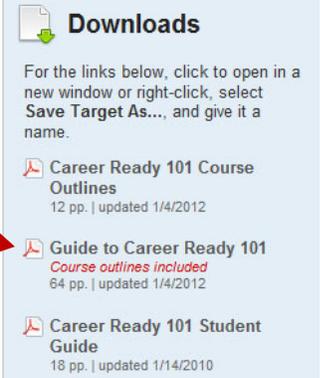
STEP 2: Expand the curriculum outline on the left of the screen using the down arrows beside each of the five curriculum units: *Introduction to Career Ready 101*, *Finding Your Career* (career readiness curriculum), *KeyTrain Workplace Skills* (lessons for WorkKeys® skills), *KeyTrain Career Skills* (soft skills), and *Personal Skills* (training related to the WorkKeys Personality assessment). The Introduction to Career Ready 101 and Finding Your Career units include both online, self-paced Internet based lessons and classroom instruction documents for teaching lessons in a traditional classroom setting. To view a document, move your cursor to the document title and click **View**.



STEP 3: To preview an online lesson, click on the yellow **Start Interactive Self-Paced Lesson** button and select a topic when the Topic Menu is displayed.

For more detailed information and guided exercises for these and other Career Ready 101 tools:

1. Click on the **Support** link in the upper right of screen.
2. Find the **Guide to Career Ready 101** in the **Downloads** box.
3. Click to open a PDF of the document and view it online, download it, or print a copy.



Downloads

For the links below, click to open in a new window or right-click, select **Save Target As...**, and give it a name.

-  **Career Ready 101 Course Outlines**
12 pp. | updated 1/4/2012
-  **Guide to Career Ready 101**
Course outlines included
64 pp. | updated 1/4/2012
-  **Career Ready 101 Student Guide**
18 pp. | updated 1/14/2010