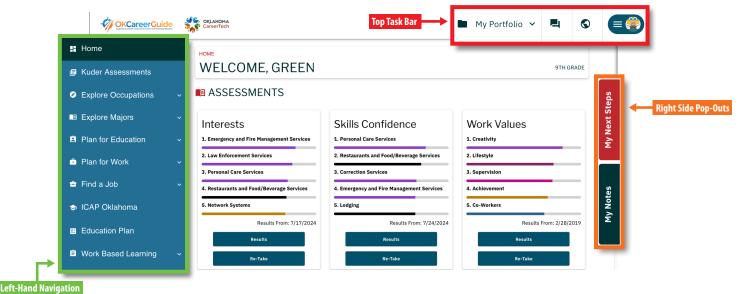


Activity 1

If this is the first time in OKCareerGuide, it is recommended that you use <u>Grade 6, Activity 2</u> to create an account.

The student version (Navigator) will open. If you used OKCareerGuide in middle school it will look a little different with more options.



- 1. The Home page has several sections that will be used through out the curriculum.
 - a. On the left side is the **Left Hand Navigation Bar**, which now consists of:
 - Take assessments
 - Explore Occupations
 - Explore Majors
 - Plan for Work
 - Find a Job
 - ICAP Oklahoma
 - Education Plan
 - Work Based Learning
- 2. The *Top Task Bars* on the left has My Portfolio, Messages S Languages Profile settings
- 3. On the *Right Side Pop-Outs* of the page are My Next Steps My Next Steps, My Notes My Notes
- 4. In the middle of the page after your assessments are:
 - o 😄 Quick Links
 - o Recommended Resources
 - o Messages
 - o = Notes







Activity 1 continued

Take assessments. 📔 囯

- 1. Take or retake Interests Assessment and Skill Confidence Assessment.
- 2. Take the Work Values Inventory Assessment. Take your time and assess your values of work.

Check your ICAP Oklahoma progress.

- 1. Locate ICAP Oklahoma in the *left-hand navigation bar* and click to open. You will see at least five cards: **Before Graduation, Grade 9, Grade 10, Grade 11, Grade 12.**
- 2. You should notice some items checked off, especially in the **Before Graduation** card. When you have completed tasks within OKCareerGuide, it will check them off on the cards. When the card is filled, it will turn green.
- 3. You will be prompted each year to check your progress.

Explore occupations in the top five pathways from your assessments.

- In the *left-hand navigation bar* menu select Explore Occupations then choose Occupations
 Suggested By Assessment Results. Take time to look at all of them and star ★ any that you might like.
 Take note of any occupations that have 2 or more green ✓ checks.
- 2. Locate the Key we button under the Filter Options at the top of the page. The Key symbols will show up on several of the jobs, read what they represent and require.
 - National Bright Outlook
 - National Green Economy
 - Non-Traditional Gender Opportunity







Activity 2

Explore career clusters and identify pathways.

1. On the same page at the top in the center is Assessments.

		Click the Results button under the Interests assessn Use the Interest Assessment to complete the questions below					
2.	List the Top Career Pathways.						
	a	d					
	b	e					
	C						
3.	Click on view by National Career Cluster Ranking and list the top five clusters.						
	a	d					
	b	e					
	C						
	a						
	b						
	b c d						
5.	b c d e		ve values				
5.	b		ve values				
5.	b c d e Returning to Assessments a	Results look at your Work Values Results and list the top fi	ve values				
5.	b	Results look at your Work Values and list the top fi	ve values				
5.	b c d e Returning to Assessment: a b c	Results look at your Work Values and list the top fi	ve values				







Activity 3

Make a tentative selection of the pathway(s) from your highest interest. ■

1.	Look at the	Results	of the three assessments. To t	the left of each result is a star ★. Take some time and
				wo or more of the pathways, clusters, work values and
	occupations	. List yo	ur star 🛨 choices below.	

a	interests
b	interests
C	
d	Skills
e	Skills
f	Skills
g	Work Values
h	Work Values
i	Work Values
j	Occupations

Review sample plans of study. My Next Steps

Following your teacher's direction open as many of the **plans of study** that you want and either print or save after sharing with your teacher.





Activity 4

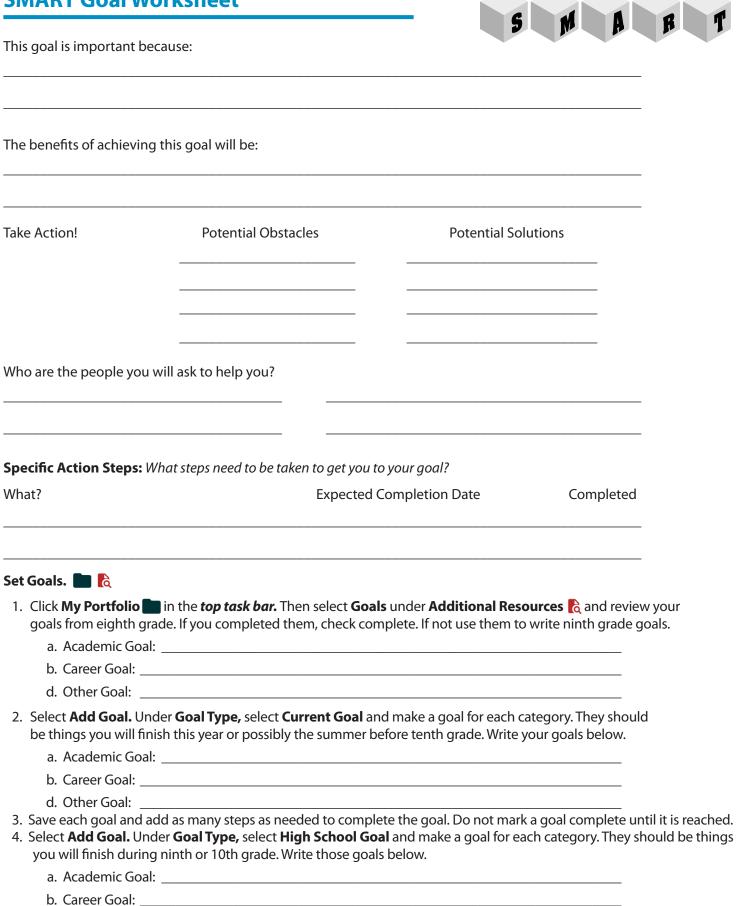


SMART Goal Worksheet

Today's Date:	Target Date:	Start Date:	
Date Achieved:			
Goal:			
Verify that your goal is SI			
Specific: What exactly will	you accomplish?		
	know when you have reached this		
	his goal realistic with effort and cor to achieve this goal? If not, how wi		
Relevant: Why is this goal	significant to your life?		
Timely: When will you ach	ieve this goal?		



SMART Goal Worksheet



5. Save each goal and add as many steps as needed to complete the goal. Do not mark complete until the goal is reached.

d. Other Goal:







Activity 4 continued

Review your options after high school.

١.	On the <i>left-hand navigation bar</i> under Plan for Education you will find My Plans After High School. There will be five options. Click on the blueprint after each option to look at options based on your assessments.
2.	Which option had the most occupations?
3.	Which option had the least occupations?
1.	Which option did you select?
5.	Why?
5.	How many of the options already had occupations starred?

Review high school graduation, college entrance and Oklahoma Promise requirements.

High School Graduation Resources

https://sde.ok.gov/achieving-classroom-excellence-resources

College Requirements

https://www.okcollegestart.org/College Planning/Prepare for College/grades to make.aspx

Oklahoma Promise Requirements

https://www.okhighered.org/okpromise/application-requirements.shtml

Start completing your written postsecondary and workforce goals along with your intentional sequence of courses. [**E** Education Plan]

- 1. Under Education Plan in the *left-hand navigation bar*, click on College Prep/Work Ready and Core Curriculum and review or print to use with your plan.
- 2. Start your new plan by clicking on +Add a New Plan . After filling out the basic information start selecting your classes. If your school has not uploaded its course information, get a list of classes offered. Start with the classes you are taking this year, then go to 10th, 11th and 12th grades. Proceed as directed by your teacher. When you are finished make sure that you save your work and submit it for approval.
- 3. If directed, print your plan. Before doing so, preview your plan and look for any holes that remain and compare it to the plans of study you printed or saved earlier.
- 4. Scroll down to the bottom and make sure you click save. If you have a complete schedule for tenth grade, click on submit For Approval. You will not be able to edit this plan unless it is disapproved. however, next year you can change any classes that changed during the year.







Activity 5

Home Work Assignment

Mapping Out a Plan.

- 1. Have your instructor get you the "High School Mapping Sheet". (shown below)
- 2. Take this home and spend some time discussing with parents the information that will be collected at the bottom of the sheet.

NAME		DATE
	GRADE GRADE GRADE	

How Do I Prepare for My Career?

Mapping Out a Plan - Goals in Navigator If you take a road trip, you probably program a GPS to help map the route you will take to reach your destination. An Individual Career Academic Plan, or ICAP, serves the same purpose. You program the courses or steps you need to take to meet your career goals.

What happens if you change your mind? No problem. Just like the GPS system, you can recalculate the courses and steps you need to get you on track for your new career choice.

Individual Career Academic Plan		
Academic Goal:	√	
Steps:		
Career Goal:	✓	
Steps:		
Other Goal:	✓	
Steps:		

- Career Exploration and planning in OKCareerGuide is as simple as Take an Assessment, Explore Occupations, Explore Majors, Plan for Education. This leads to looking at future employment with Plan for Work, Find a Job, Work Based Learning.
- > Finally, you can prepare for getting employed using Resumes, Cover Letters and My References found in Job Search Tools.
- The information in Documents will automatically show up in E-Profile.
- Visit OKCareerGuide.org to start creating a portfolio.

The information below will help you in your academic and career planning and help you complete your ICAP before graduation.

Clubs, Organizations, Volunteer Work, Hobbies – In and Out of School	Year(s) of Participation Start – End	•	Advanced Placement (AP) Concurrent Enrollment Assessment scores	•	International Baccalaureate (IB) CareerTech Certifications and Endorsements	Service Learning and/or Work History	Employment Period Start – End







Activity 5 continued

Home Work Assignment

Start a resume.

- 1. Click on My Portfolio, then under 2 Job Search Tools, select Resumes
- 2. Using the "High School Mapping Sheet" information to complete your resume.
- 3. At the bottom of the page select + Create a New Resume
- 4. Starting with a chronological format and a basic style, fill in the basic info, and then add as many sections as you can. Within the sections you can tell about things you have documented in your documents. Your can also list jobs/chores along with clubs/organizations and how long you have been involved with them.
- 5. When finished, save the different sections and then save the entire resume and select preview at the top of the page.
- 6. You will update your resume each year.
- 7. You have a copy of the ICAP WBL Timeline and Definitions handout. Have you finished any of the activities on the timeline that match the occupation you have starred ★? If so, make sure you have uploaded

Create your portfolio. [E-Profile] [Documents]

- 1. Open My Portfolio in the *top task bar* and under ADDITIONAL RESOURCES at at the bottom select **Documents.** Upload any document that shows your skills or work toward your goal, including pictures, video and audio.
- Start your E-Profile by selecting it at the same location as Documents. Fill it out, adding
 information about your favorites and assessment results. Include your resume and add to your
 portfolio any additional certifications or awards that showcase your skills or educational progress
 toward your goals.
- 3. Save your work.
- 4. Make sure to preview before you publish.
- 5. Update your portfolio each year.







Activity 6

Complete enrollment for Technology Center and sophomore year.

- If you are taking advantage of the STEM programs at the Technology Center you can check your progress or even start your enrollment at a Technology Center go to the following web site: https://www.okcareertech.org/technology-centers.
- 2. On the left hand menu locate your local Technology Center or use the map to locate the Technology Center and click on the one that serves you.
- 3. Follow the web link to the Technology Center to get contact information and registration deadlines.

Update your Education Plans and E-Profile based on enrollment for next year. 🗉 🖿 🍖

- 1. Open **Education Plans** in the *left-hand navigation bar*. At the top, find College Prep/Work Ready and Core Curriculum. You should have printed or saved both documents last year. If you did not, do so now and keep them handy to complete this assignment.
- 2. Find your 8th grade plan, then to the right locate the Actions column. Locate the Copy 2 symbol. Change the plan to 9th Grade, then click Copy Plan this will open a plan for the ninth grade that still has every thing your did last year. Your may also choose to start a new plan by clicking on and start from scratch.
- 3. You can still print a copy of your plan to discuss with your ICAP advisor.
- 4. Click on the + by 9th Grade and 10th Grade and make any changes to make sure it is up to date. You will need your sample education plans and your plan of study along with your tenth grade enrollment form.
- 5. Using all of these documents fill out as much of your high school courses that you can, including any postsecondary courses that are listed on your plan of study.
- 6. Scroll down to the bottom and make sure you click Save. If you have a complete schedule for ninth grade, click on Submitter Approved. You will not be able to edit this plan unless it is disapproved.
- 7. Under My Portfolio go to the ADDITIONAL RESOURCES and open E-Profile and upload any projects that you did during your Freshman year whether they were in school or out of school, whether they were sports or academics. You can even upload documentation of interests or hobbies.
- 8. Remember to document anything you do during the summer including any part-time jobs.







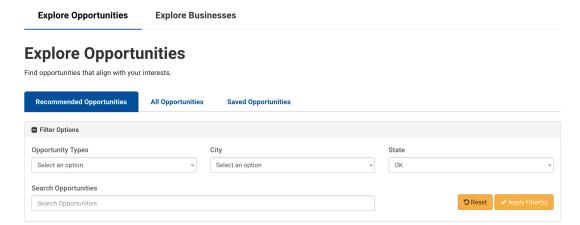
Activity 7

Work-Based Learning



Work Based Learning Opportunity

- 1. Navigate to the *left-hand navigation bar* and find **Work Based Learning.**
- 2. Click the WBL menu item and it will open up and reveal four items. Choose Explore Opportunities.
- 3. The following Page will open for you to see.



- 4. It will open up in **Explore Opportunities.** The first tab **Recommended Opportunities** will be selected. Look at the Opportunity's and star \uparrow any of them that you are interested in.
- 5. Next at the top click on Explore Businesses.
- 6. It will open up in **Explore Opportunities.** The first tab, **Recommended Opportunities** will be selected. Look at the Opportunities and star 🚖 any of them that you are interested in
- 7. Next at the top click on **Explore Businesses.** In the **Filter Options**, select Industry and use your National Cluster results from Activity 2 to select an industry.
- 8. At the bottom of the page you will see Business Names. Click on the business and look at profiles of several then star \uparrow any that are close to you or that you are interested in.
- 9. Based on the profiles and the business that you starred, Write a short summary [250 words] why you might like to do a work-based learning activity with this business or someday work there.





Name:		Date:
	Work-Based Learning Essay	







Activity 7 continued

Explore the continuum of WBL.

- 1. Using the handout **ICAP WBL Definitions and Recommendations**, read through the different levels of work-based learning.
- If you have or plan to do industry tours/fieldtrips, guest speakers/informational interviews or career fair to become aware of career opportunities, request **Guides for WBL** from your instructor to document your experience.
- Look at the Guides for WBL considered what should be done before, during and after so that you
 may get the most out of your experience and properly document events in your E-Profile and
 My Documents.

Invite your parents or guardians to create an account.

- 1. In the top task bar upper right corner of the screen, click on next to your avatar. You will find and select Profile settings. At the bottom of the page for account settings you will find My Parent Account(s). Click on the pencil at the right and fill out the information.
- Write your parent code here: ______

Update your grade level at the end of school year.

- 1. In the same location, locate your grade level and change if needed to your new grade level at the end of the year.
- 2. If you have not been happy with the cluster or pathways that you are seeing, go under **My School Information** and change **My Expected Level of Education** to a two- or four-year degree.



