

GRADE

6

Pre-ICAP Assignments Activity 1

Complete the Holland Code assessment for sixth grade.

Holland Code Assessment

Step 1. For each theme, check those items that describe you. Then total the checks in the bar at the top.

Realistic

R Total =

ARE YOU:

- Practical
- Athletic
- Straightforward
- Mechanically inclined
- A nature lover
- Good with tools and machinery

CAN YOU:

- Fix electrical things
- Solve mechanical problems
- Pitch a tent
- Play a sport
- Read a blueprint
- Work on cars

LIKE TO:

- Tinker with mechanics
- Work outdoors
- Be physically active
- Use your hands
- Build things

Investigative

I Total =

ARE YOU:

- Inquisitive
- Analytical
- Scientific
- Observant
- Precise
- Good with tools and machinery

CAN YOU:

- Think abstractly
- Solve math problems
- Understand physical theories
- Do complex calculations
- Use a microscope
- Work on cars
- Analyze data

LIKE TO:

- Explore ideas
- Use computers
- Work independently
- Perform lab experiments
- Read scientific or technical magazines

Artistic

A Total =

ARE YOU:

- Creative
- Intuitive
- Imaginative
- An individualist

CAN YOU:

- Sketch, draw, paint
- Play a musical instrument
- Write stories, poetry or music, sing, act, dance
- Design fashions or interiors

LIKE TO:

- Attend concerts, theaters, art exhibits
- Read fiction, plays, poetry
- Work on crafts
- Take photos
- Express yourself creatively

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Pre-ICAP Assignments (continued)

Holland Code Assessment

Step 1. For each theme, check those items that describe you. Then total the checks in the bar at the top.

Social

S Total =

ARE YOU:

- Friendly
- Helpful
- Idealistic
- Insightful
- Outgoing
- Understanding

CAN YOU:

- Teach/train others
- Express yourself clearly
- Lead a group discussion
- Mediate disputes
- Plan and supervise an activity
- Cooperate well with others

LIKE TO:

- Work in groups
- Help people with problems
- Participate in meetings
- Do volunteer service
- Work with young people
- Play team sports

Enterprising

E Total =

ARE YOU:

- Self-confident
- Assertive
- Sociable
- Persuasive
- Enthusiastic
- Energetic

CAN YOU:

- Initiate projects
- Convince people to do things your way
- Give talks or speeches
- Organize activities and events
- Lead a group

LIKE TO:

- Make decisions
- Be elected to office
- Win a leadership or sales award
- Start your own political campaign
- Meet important people

Conventional

C Total =

ARE YOU:

- Well-groomed
- Accurate
- Numerically inclined
- Methodical
- Conscientious
- Efficient

CAN YOU:

- Work well within a system
- Do a lot of paperwork in a short time
- Keep accurate records
- Use a computer terminal
- Write effective business letters

LIKE TO:

- Follow clearly defined procedures
- Use data processing equipment
- Work with numbers
- Type or take shorthand
- Be responsible for details

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Pre-ICAP Assignments (continued)

Holland Code Assessment

Step 2: Total the items checked for each theme/category. Identify the top three categories/themes that create the most accurate picture of you.

My top 3 categories/themes are _____

Step 3: Read the descriptions of your top three categories listed below and describe below how accurately you believe your three top themes describe your personality and interests.

Realistic People are characterized by competitive/assertive behavior and by interest in activities that require motor coordination, skill and physical strength. People oriented toward this role prefer situations involving action solutions rather than tasks involving verbal or interpersonal skills. They like to take concrete approaches to problem-solving rather than relying on abstract theory. They tend to be interested in scientific or mechanical rather than cultural and aesthetic areas.

Investigative People prefer to think rather than to act, to organize and understand rather than to persuade. They are not apt to be very people-oriented.

Artistic People value self-expression and relationships with others through artistic expression. They dislike structure, prefer tasks involving personal or physical skills and are more prone to expression of emotion than other people are. They are similar to investigative people, but are more interested in the cultural-aesthetic than the scientific.

Social People have high interest in other people and are sensitive to the needs of others. They perceive themselves as liking to help others, understanding others and having teaching abilities. Social people value social activities, social problems and interpersonal relationships. They use their verbal and social skills to change other people's behavior. They are generally cheerful, scholarly and verbally oriented.

Enterprising People are verbally skilled and use this skill in persuasion rather than in support of others. They also value prestige and status and are more apt to pursue it than conventional people.

Conventional People don't mind rules and regulations and emphasize self-control. They prefer structure and order to ambiguity in work and interpersonal situations. They place value on prestige or status.

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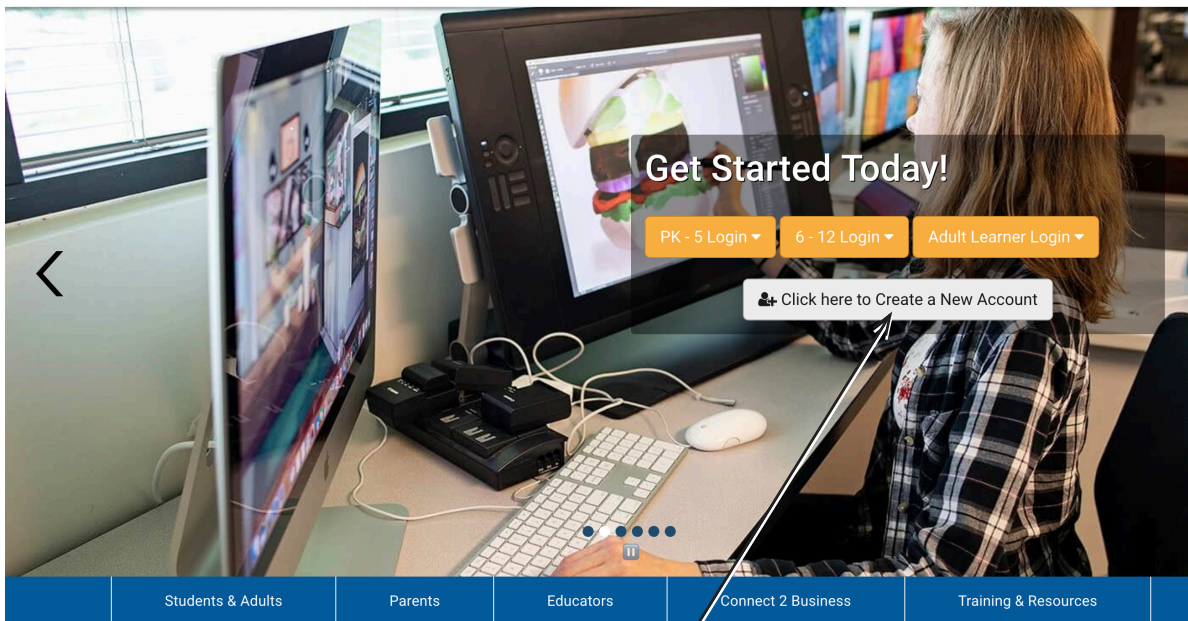
Create an Account Activity 2

Create an account on  **OKCareerGuide**

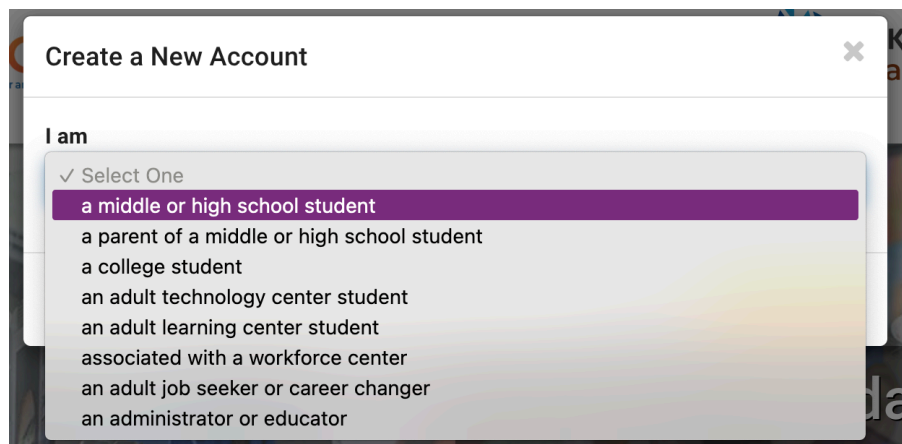
1. Follow the link above or just type in okcareerguide.org and it will take you to the page below.



English (US) ▾



2. Go to the middle of the screen and create an account.
3. First select the "Create an Account" button. You will see the following window come up. Select "a middle or high school student." Once you select middle or high school student, you can start creating an account.



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Create an Account (continued)

4. Select your grade level (sixth). Select a graduation year.



I am a student



I am a parent/guardian

To create an account, all fields below are required.

Step
1
of 4

Current Grade Level:

✓ Select One

6th
7th
8th
9th
10th
11th
12th

5. Start typing in your school (it should start populating after three letters). If you do not find your school, check with your instructor.

6. Click the dark yellow **Next Step >>** button at the bottom, and the page will get longer to reveal the next step.

Current Grade Level:

6th

High School Graduation Year:

2031

School, Center, Org or Oklahoma Resident: ?

ODCTE Training MS

✕ Cancel

Next Step >>

7. Provide an email or cell phone number in case you forget your user name or password. If you do not have either, ask your instructor for the best way to store your user name and password. **(NOTE: Make sure that you check the box allowing your school to send messages.)**

8. Click the dark yellow **Next Step >>** button.

Step
2
of 4

First Name:

Your First Name

Last Name:

Your Last Name

Your ZIP Code:

XXXXX

Birth Date:

MM/DD/YYYY

Gender:

Male

Female

I prefer not to answer

Occasionally, we may need to contact you regarding your account password or other important system updates.

Please contact me by:

Email

Text Message

Neither

Email Address:

youremail@provider.com

Administrators can send me messages ?

✕ Cancel

Next Step >>

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Create an Account (continued)

- Use the same user name and password that you use for the school network. If that one is taken ask your instructor for the best solution. Make sure you write down your user name and password.
- Select a security question and type in the answer.

Step 3 of 4

Create a New Username Use My Email Address

Desired Username: ?

Password: ?

Confirm Password:

Security Question:

Security Answer:

- Click the dark yellow button.
- Fill out step four as you wish. Be sure to check the box agreeing to the terms and conditions and click the dark yellow box.

Step 4 of 4

Are you Hispanic or Latino?

What is your race? (Check one or more)

American Indian or Alaska Native White
 Asian I prefer not to answer
 Black or African American
 Native Hawaiian or Other Pacific Islander

I have read and agree to the terms and conditions of use.

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Create an Account (continued)

13. The student version (Navigator) will open. It will look like the page below for a sixth grader and will have more options as you advance to higher grade levels.


The screenshot displays the student interface for a 6th grader. At the top left, there are logos for OK Career Guide and OKLAHOMA CareerTech. The main header area includes a 'Top Task Bar' with icons for 'My Portfolio', 'Messages', 'Languages', and 'Profile settings'. Below this, a 'Left-Hand Navigation Bar' provides access to various features. The main content area shows a 'WELCOME, GREEN' message for '6TH GRADE' and an 'ASSESSMENTS' section. Under 'Interests', five categories are listed with progress bars: 1. Emergency and Fire Management Services, 2. Law Enforcement Services, 3. Personal Care Services, 4. Restaurants and Food/Beverage Services, and 5. Network Systems. Below the interests, there are 'Results' and 'Re-Take' buttons. On the right side, there are 'Right Side Pop-Outs' for 'My Next Steps' and 'My Notes'.

14. The Home page has several sections that will be used through out the curriculum.
- The left side is the **Left Hand Navigation Bar**
 - The **Top Task Bars** on the right has My Portfolio, Messages Languages Profile settings
 - On the **Right Side Pop-Outs** of the page are My Next Steps **My Next Steps** , My Notes **My Notes** .
 - In the middle of the page after your assessments are:
 - o Quick Links
 - o Recommended Resources
 - o Messages
 - o Notes

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Pre-ICAP Assignments Activity 3

Import documents into your "My Portfolio"

1. After logging into OK Career Guide, navigate to the **Top Task Bar** and click on **My Portfolio**, under **ADDITIONAL RESOURCES**  click on **Documents**.
2. If you had a Galaxy account in Elementary continue to follow the following steps. If you did not have a Galaxy account skip to step 5.

 Attach My Galaxy Portfolio

 Add New Files

3. Locate the button  Attach My Galaxy Portfolio in the center section of the page on the lower left. First you will need to make sure you know your Galaxy email and password. Using your Galaxy email and password click the button and enter them into the blanks. Then click  Submit .

My Documents

Show entries

Type	Name	Category	Uploaded	Actions
*	Blue Astronaut.png	I Statements	05/05/2021	Actions
*	Builder.png	I Statements	05/05/2021	Actions
*	Driving schedule.xlsx	I Statements	05/05/2021	Actions
*	Grade 4 planet S Lesson Plan Template.docx	I Statements	05/05/2021	Actions
*	Galaxy Portfolio Report for I Statements	I Statements	09/25/2024	Print
*	minion.jpg	I Statements	05/05/2021	Actions
*	MIRACLE COBBLER.docx	I Statements	05/05/2021	Actions
*	Pharrell Williams - Happy.mp3	I Statements	05/05/2021	Actions
*	RIASEC Poster.pdf	I Statements	05/05/2021	Actions
*	thinking.png	I Statements	05/05/2021	Actions

4. At this time, you should keep all the items until your career plans have become more solidified. All items that were uploaded during your elementary experience should have been downloaded along with all answers you gave typed into your **I Statements**.

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Activity 3 (continued)

5. If you did not have an elementary Galaxy account, this is where you will upload documents that represent your skills and knowledge gained. This will also be the place to document your work experiences and awards. Locating the [+ Add New Files](#) button.

[Attach My Galaxy Portfolio](#)

[+ Add New Files](#)

6. Clicking the button reveals that you will need digital documents and physical item scan be made digital by taking a picture of them. The following screen shot shows the types of files it will take and the categories you can use to sort and store.

The screenshot shows a document upload form with the following elements:

- File:** A text input field with a [Browse](#) button next to it.
- Document Name:*** A text input field labeled "Document Name".
- Document Category:*** A dropdown menu labeled "Select a Category".
- Document Type:*** A dropdown menu labeled "Select One".
- Document Description:** A text input field labeled "Document Description".
- File Restrictions:** Text below the File field: "Maximum File Size: 5MB with a limit of 20 files. Approved file extensions include zip, jpg, png, gif, bmp, svg, doc, docx, rtf, xls,xlsx, csv, txt, xml, html, pdf, xps, mp4, ppt, pptx and wmv."
- Buttons:** [Reset](#) and [Upload](#) buttons at the bottom right.

7. Now is a good time to start showing a work history by finding a way to document any work you may have done over the summer. This could include jobs and chores that you were not paid. Your goal at this age is to start a work history. Use your imagination and find a way to document what you have done.

8. Brainstorm with your parents or teacher to find things to document and ways to document. List items to document below:





Jobs / Chores	How to document	Date completed

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Pre-ICAP Assignments Activity 4

Record your Holland scores in “External Assessments Scores.”


1. After logging into OK Career Guide you will see the three main sections. The center is the display of information and work area. The **Left Hand Navigation Bar** and the **Top Task Bar** is **My Portfolio** items. The **Right Side Pop-Outs** is **My Next Steps**, a quick guide of things to do at your grade level.
2. Click on  **My Portfolio**. You will see two options once it opens under  **Assessments: Assessment Results** and **External Assessment Results**.
3. Select **External Assessment Scores**.
4. In the center section you will see six areas to record assessments. Click on the first one, **Self-Directed Search**.
5. Fill in a score for each box based on your scores for each area of the **Holland Code Assessment**.
6. Enter the date you took the Holland Assessment.
7. Click the  button.
8. Either close and reopen the **Self-Directed Search** area or click on **My External Assessment Scores** on the left to reload the screen and see your results. You will see a new button , along with national clusters, pathways and occupations.
9. Record two of the **National Clusters** you found.
 - a. _____
 - b. _____
10. Record the **Pathways** that go along with the clusters.
 - a. _____
 - b. _____
11. Click on **Occupations**. List two occupations below.
 - a. _____
 - b. _____
12. To the left of each cluster, pathway and occupation is a star ★ . If you like any of the clusters, pathways or occupations, click the star, and it will turn yellow so you can find it later.

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Pre-ICAP Assignments Activity 5

Take the interests assessment. 

1. Find the **Interests Assessment** in the center of your page or go to the **Left Hand Navigation Bar** and find it under **Take an Assessment**. 
2. Start the assessment and remember to answer based on your interest in what the question is talking about.

Explore career clusters and identify pathways.


1. When you are finished it will list your top five **Career Pathways**. List them below.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. List any pathways that were starred in your Holland Assessment.

3. Click on the View by National Career Cluster Ranking button and list the top five national clusters.


- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

4. If you like any of the clusters, pathways or occupations, click the star , and it will turn yellow so you can find it later.

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Pre-ICAP Assignments Activity 6

Work-Based Learning

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.

Explore Opportunities

Find opportunities that align with your interests.

Recommended Opportunities

All Opportunities

Saved Opportunities

4. Select the **Explore Businesses** tab and the following screen will appear.



Explore Businesses


Explore businesses and their details.

All Businesses

Saved Businesses

Filter Options

Industry	Location	Search Businesses
Select an option 	Select an option 	<input type="text" value="Search Businesses"/>
		<input type="button" value="Reset"/> <input type="button" value="Apply Filter(s)"/>

5. There will be a filter options that opens, use the National Career Cluster information from activity 5 and put in the top cluster under **Industry** box.
6. The next box to filter is **Location**, pull down and select your city or one that is close to where you live.
7. Click the apply  filter button to reveal your results.
8. List some of the business that you found that match below.

9. If you like any of the businesses, click the star , and it will turn yellow so you can find it later.

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Pre-ICAP Assignments Activity 7

Goals



Setting goals can be a great way to challenge yourself to make healthy lifestyle changes. Set yourself up for success by making your goals SMART!

SPECIFIC

What is your goal?

MEASURABLE

How will you keep track of your progress?

ATTAINABLE

How will you achieve your goal?
Make a plan!

RELEVANT

How will this goal help you?

TIMELY

When will you achieve this goal?



My goal is: _____

e.g. To drink more water! I will aim for 6 cups per day



I will track my progress by: _____

e.g. I will track my progress by logging how many glasses I drink each day in my phone or planner



I will achieve this goal by doing the following: _____

e.g. 1. Keep a clear bottle with me so I can tell how much I've had 2. Set an alarm to remind myself to drink every 2 hours



This goal helps me because: _____

e.g. This goal will help me to be healthier, have more energy, and help my skin



I will complete this goal by (date): _____

e.g. I will achieve my goal by February 15th

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Pre-ICAP Assignments Activity 7 Continued

Goals



SMART GOAL

Academic Goal:	How I will achieve my goal:
Career Goal:	
Other Goal:	I will achieve my goal by:




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Pre-ICAP Assignments Activity 7 Continued

Goals

Set Goals.

1. In the **Top Task Bar** click on **My Portfolio** , Locate **Additional Resources** , and select **Goals**.
2. Find the Add Goal  on the right and select.
3. Using the information that you did on the Goal work sheet create your goals
4. First give your goal a descriptive name.
5. Second under **Goal Type:** choose **Current Goals**. [you will not need to make High School Goals yet]
6. Third under **Goal Category** choose **Academic Goals** and make sure it is a short term goal for 6th grade.
Finish the goal with steps needed and deadline for finish.
7. Repeat the process for **Career Goals** and **Other/Personal Goals**.
8. Write the goals you made below.
 - a. Academic Goal: _____
 - b. Career Goal: _____
 - c. Personal Goal: _____
 - d. Other Goal: _____
9. Save each goal and add as many steps as needed to complete the goal. Do not mark complete until the goal is reached.

Review your Options After High School.


1. On the **Left Hand Navigation Bar** under **Plan for Education**, you will find **Options After High School**. There will be five options. Click on the **blueprint** after each option to look at the options based on your assessments.
2. Which option had the most occupations? _____
3. Which option had the least occupations? _____
4. Which option did you select? _____
5. Why? _____

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Pre-ICAP Assignments Activity 8


Invite your parents or guardians to create an account. Profile

1. In the Top Task Bar, click on  Profile to change account settings. At the bottom of that page you will find **My Parent Account(s)**. Click on the pencil at the right and fill out information.
2. Write your parent code here: _____

Check your Pre ICAP.

1. In the left hand menu locate **Pre-ICAP** , click on this area and open, all the cards for Middle school will open up revealing the items that need to be completed each year and by the time you graduate middle school.
2. The next thing to notice is the items that are complete will be shown by a green check . Take the time to look at your Grade 6 card and Before Graduation card to see what needs to be completed. If an item is unchecked take the time to finish that task or ask your instructor what needs to be done.

Update your grade level at the end of school year. Profile

1. In the **Top Task Bar**, under  Profile, locate your grade level and change it to your new grade level at the end of year.
2. If you have not been happy with the cluster or pathways that you are seeing click on **My School Information** and change **My Expected Level of Education** to a two- or four-year degree.