

CAREER PLANNER

SANDBOX GUIDE

Career Planner was designed to help students learn about themselves in order to better plan for their future. Career Planner appears almost identical whether the user is an Educator or Student. As an Educator, viewing the Career Planner application allows the user to understand what the student is viewing and trying to accomplish. Career Planner is also a great place for Educators to have students store their documents and find assignments.

LOGIN INSTRUCTIONS:

URL: <https://sandbox.schooldata.net/v2/high-school-and-beyond/#/educator>

Username: `highschool.principal`

Password: `highschool.principal.password`



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Introduction

Career Planner was designed to help students learn about themselves in order to better plan for their future. Career Planner appears almost identical whether the user is an Educator or Student. As an Educator, viewing the Career Planner application allows the user to understand what the student is viewing and trying to accomplish. Career Planner is also a great place for Educators to have students store their documents and find assignments.

Login instructions

URL: <https://sandbox.schooldata.net/v2/high-school-and-beyond/#/educator>

Username: highschool.principal

Password: highschool.principal.password

Features

The following will walk you through the various features that can be found in the application.

Some of these include the ability to do assessments, assemble your portfolio, create education and career goals. For students, they can view assessments, assemble their portfolio, create education and career goals as well as create a resume.

Assessments

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/learn-about-myself/self-assessments>

OSPI requires students to complete three assessments: Preferences, Interests, and Skills. These assessments allow students to discover more about themselves and based on these results, suggest careers that align with their interests.

LEARN ABOUT MYSELF
Self Assessments

These questionnaires are a good place to begin your career exploration, especially if you are unsure about your future career goals. Based on information you provide, these questionnaires will suggest careers for further exploration.

Preferences

You will see 66 pairs of activities. For each pair choose the one activity you would rather do. Your preferences will be matched to careers that share your preferences.

Attempt 4/16/20 14%

Attempt 5/31/21 ✓

Attempt 0%

Attempt 0%

Interests

Rate your interest in 60 activities. Don't think about your current ability to perform the activity, simply state your like or dislike for the activity based on your interest in the activity.

Attempt 11/18/19 ✓

Attempt 4/16/20 10%

Attempt 0%

Attempt 0%

Skills

Rate your skills by thinking about the skills you like to use the most. The skills you like to use will be matched to careers using similar skills.

Attempt 5/31/21 ✓

Attempt 0%

Attempt 0%

Attempt 0%

Assemble My Portfolio

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio>

Here is where users/students can view what they have accomplished as they navigate through the application. This includes the completion of surveys and items they have favorited. Another OSPI requirement includes students favoriting at least one Career and one Career Cluster. The Files section is also where students can upload and save important documents.

MY PORTFOLIO Overview

Overview Resumes Compositions Goals Assignments/Worksheets

SELF ASSESSMENTS

Preferences	14%	100%	0%	0%
Interests	100%	10%	0%	0%
Skills	100%	0%	0%	0%

CAREERS

- Accountants and Audit...
- Acupuncturists
- Aerospace Engineers
- Archivists
- Bailiffs
- Budget Analysts
- Photographers

CAREER CLUSTERS

- Architecture and Constru...

PROGRAMS

- Business Management an...

SCHOOLS

- Pacific Lutheran University

EXPERIENCES

- Work
- Volunteering
- Education
- Activities

RECOGNITIONS

- Honors
- Awards
- Scholarships
- Other

COMPOSITIONS

- Letters
- Essays
- Resumes

GOALS

- Educational (1)
- Career (1)
- Community
- Personal

FILES

You have not uploaded any files, or they are all assigned to sections. [Click here to upload a file](#)

LINKS

You have not added any links, or they are all assigned to sections. [Click here to add a link](#)

Creating Education and Career Goals

Two of OSPI's requirements include students creating an Educational and Career Goal. Students can create their goals in their Portfolios. Students will enter what their goal is and any additional information to help achieve their goals.

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio>

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio/education-goals>

Title	Goal	Comment	Last Edited Date	Grade Level
College	Go to a 4 year College		2021-06-01	10th Grade

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio/career-goals>

Title	Goal	Comment	Last Edited Date	Grade Level
Finance	Work for a Firm		2021-06-01	10th Grade

Assignments/Worksheets

Educators can post assignments to be completed by students. The Assignments/Worksheets is especially helpful as Educators can post assignments to specific classes or groups of students.

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio>

The screenshot displays the 'MY PORTFOLIO Overview' page in the Career Planner interface. The left sidebar contains a navigation menu with 'Assemble My Portfolio' highlighted. The main content area features a navigation bar with tabs for 'Overview', 'Resumes', 'Compositions', 'Goals', and 'Assignments/Worksheets'. Below this, the 'SELF ASSESSMENTS' section shows progress bars for 'Preferences' (14%), 'Interests' (100%), and 'Skills' (100%). To the right, the 'CAREERS' section lists various professions such as Accountants and Auditors, Acupuncturists, Aerospace Engineers, Archivists, Bailiffs, Budget Analysts, and Photographers. Other sections like 'EXPERIENCES' and 'RECOGNITIONS' are partially visible at the bottom.

Career Planner Student

Login Information

High School Student

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/student>

Username: highschool.student

Password: highschool.student.password

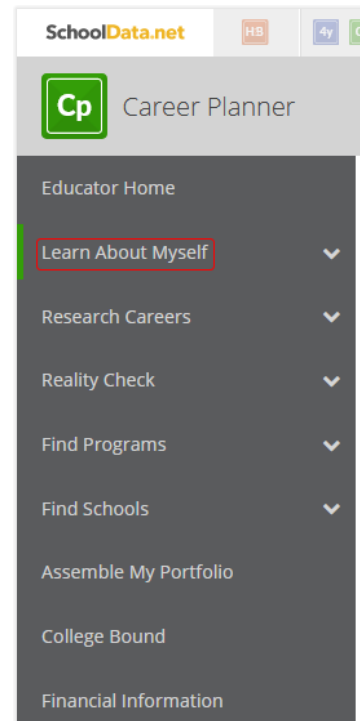
Career Planner was designed to help students learn about themselves to help them better plan for their future. Career Planner also is where students can meet multiple of OSPI's requirements such as: taking assessments, favoring a career and career cluster, creating goals and building a Resume.

Features

The following will walk you through the various features that can be found in the application.

Assessments

OSPI requires students to complete three assessments: Preferences, Interests, and Skills. These assessments allow students to learn more about themselves and, based on these results; help suggests what future careers align with their interests.

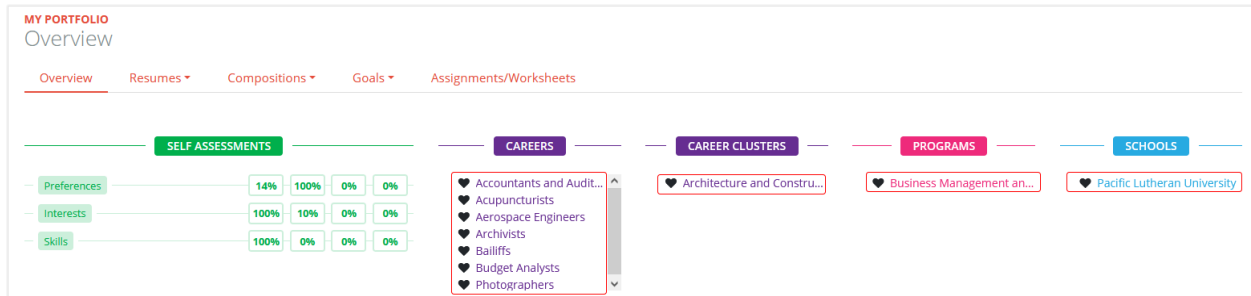


<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/learn-about-myself/self-assessments>

Assemble My Portfolio

Here is where users/students can view what they have accomplished as they navigate through the application. This includes the surveys and items they have favorited. Students may also upload necessary documents under the Files section or create documents such as an Educational Goal, Career Goal, and a Resume.

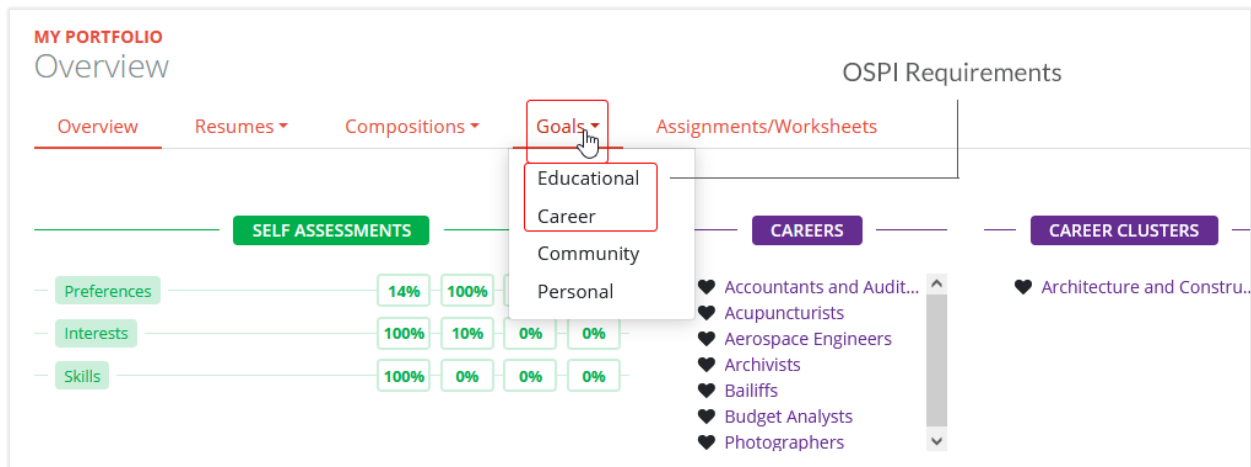
<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio>



Creating an Education and Career Goal

As required by OSPI, students must create an Educational Goal and Career Goal. Within the 'Assemble My Portfolio', students can create their goals and include additional information to help achieve their goals.

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio>



<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio/educational-goals>

MY PORTFOLIO
Educational Goals

Overview Resumes Compositions **Goals** Assignments/Worksheets

Educational Goals allows you to track and organize your educational goals.

Career Plan Educational Goals (1 records)

Add Educational Goal

Title	Goal	Comment	Last Edited Date	Grade Level
College	Go to a 4 year College		2021-06-01	10th Grade

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio/career-goals>

MY PORTFOLIO
Career Goals

Overview Resumes Compositions **Goals** Assignments/Worksheets

Career Goals allows you to track and organize your career goals.

Career Plan Career Goals (1 records)

Add Career Goal

Title	Goal	Comment	Last Edited Date	Grade Level
Finance	Work for a Firm		2021-06-01	10th Grade

Creating a Resume

By a student's 12th grade year, OSPI requires students to create a Resume. Our Resume Builder allows them to create this document while providing instructions to help guide them through each section of their Resume. Students are able to select a template to download their Resume or they can upload one they have already created.

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio>

The screenshot shows the 'MY PORTFOLIO Overview' page. On the left is a navigation menu with 'Assemble My Portfolio' highlighted. The main content area has tabs for 'Overview', 'Resumes', 'Compositions', 'Goals', and 'Assignments/Worksheets'. The 'Resumes' dropdown menu is open, showing 'Build Resume' and 'Print Resume'. Below this is a progress bar for 'INTERESTS' with three categories: Preferences (14%), Interests (100%), and Skills (100%). To the right is a 'CAREERS' section with a list of professions including Accountants and Auditors, Acupuncturists, Aerospace Engineers, Archivists, Bailiffs, Budget Analysts, and Photographers.

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio/resumes/build>

The screenshot shows the 'Build Resumes' form. It has a header 'MY PORTFOLIO Build Resumes' and navigation tabs for 'Overview', 'Resumes', 'Compositions', 'Goals', and 'Assignments/Worksheets'. The form is titled 'Personal Details' and includes the following fields:

- First Name (required): Brandon
- Middle Name (optional): Errol
- Last Name (required): Jensen
- Address Line 1 (optional): No Address on file
- Address Line 2 (optional):
- City (optional):
- State (optional):
- Zip Code (optional):
- Email Address (required): amartin@schooldata.net
- Personal Website (optional): No Personal Websites added yet
- Home Phone (optional): No Home Phone Numbe
- Cell Phone (optional): No Cell Phone Numbe

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio/resumes/print>

MY PORTFOLIO
Resumes

Overview Resumes ▾ Compositions ▾ Goals ▾ Assignments/Worksheets

Select a template below to start the generation of your report.

Preview Resume Template #1

The screenshot shows a user interface for selecting a resume template. At the top, there's a header 'MY PORTFOLIO Resumes' and a navigation menu with 'Overview', 'Resumes', 'Compositions', 'Goals', and 'Assignments/Worksheets'. Below the menu, a message says 'Select a template below to start the generation of your report.' There are seven template thumbnails. The first one is highlighted with a red box, and a tooltip above it says 'Preview Resume Template #1'. The tooltip contains icons for a document, a magnifying glass, and a hand cursor.

<https://sandbox.schooldata.net/v2/high-school-and-beyond/#/career-planner/portfolio/resumes/print>

MY PORTFOLIO
Resumes

Overview Resumes ▾ Compositions ▾ Goals ▾ Assignments/Worksheets

Select a template below to start the generation of your report.

Add Resume Files ^

You have not uploaded any Files to this section. [Click here to upload a file](#)

The screenshot shows the same user interface as the previous one, but with a different focus. The 'Add Resume Files' button is visible, and a red circle highlights a link that says 'Click here to upload a file'. The message below the button says 'You have not uploaded any Files to this section.' The navigation menu and template thumbnails are also visible.