



## Career Decisions Teacher Guide

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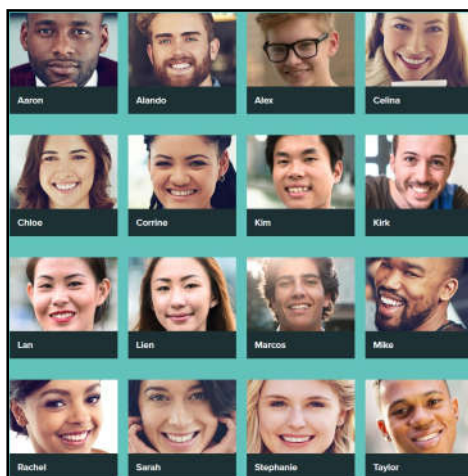
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## Student Login

Click the **STUDENTS** button under Existing Subscribers on the top right of the cwpubonline.com homepage.

On the next page that loads, populate the following items:

**State:** First, use the drop down menu to select your state.

**District:** Next, use the drop down menu to select your district.

**School:** Finally, use the drop down menu to select your school.

**User Name:** Enter your user name.

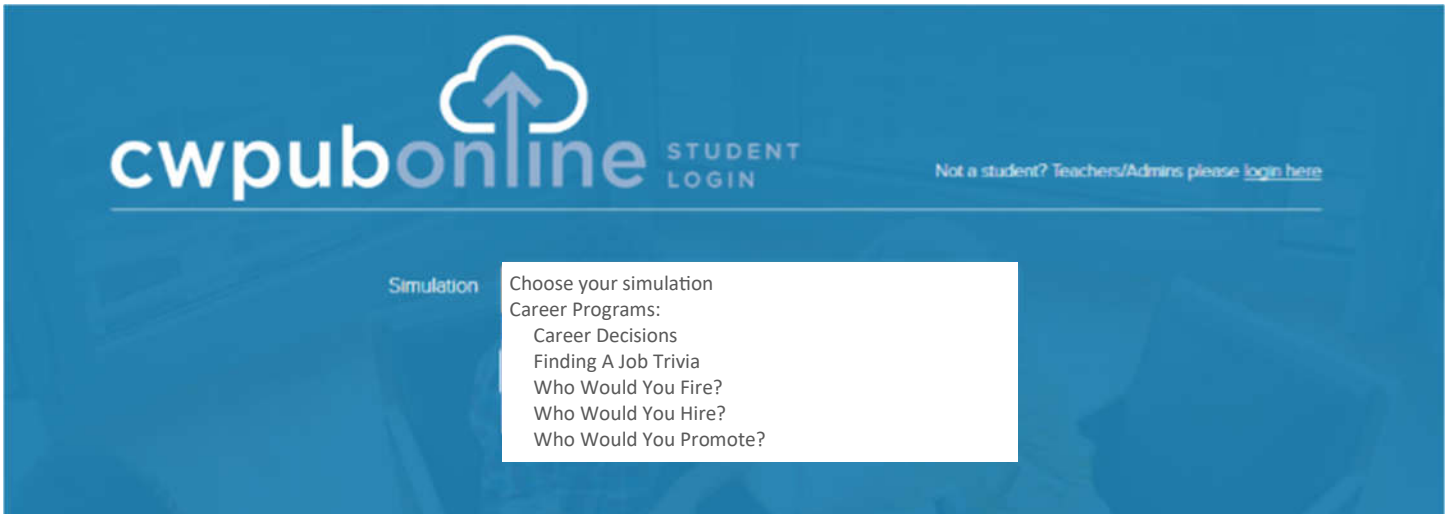
**Password:** Enter your password.

**Log in:** Click the **LOGIN** button.

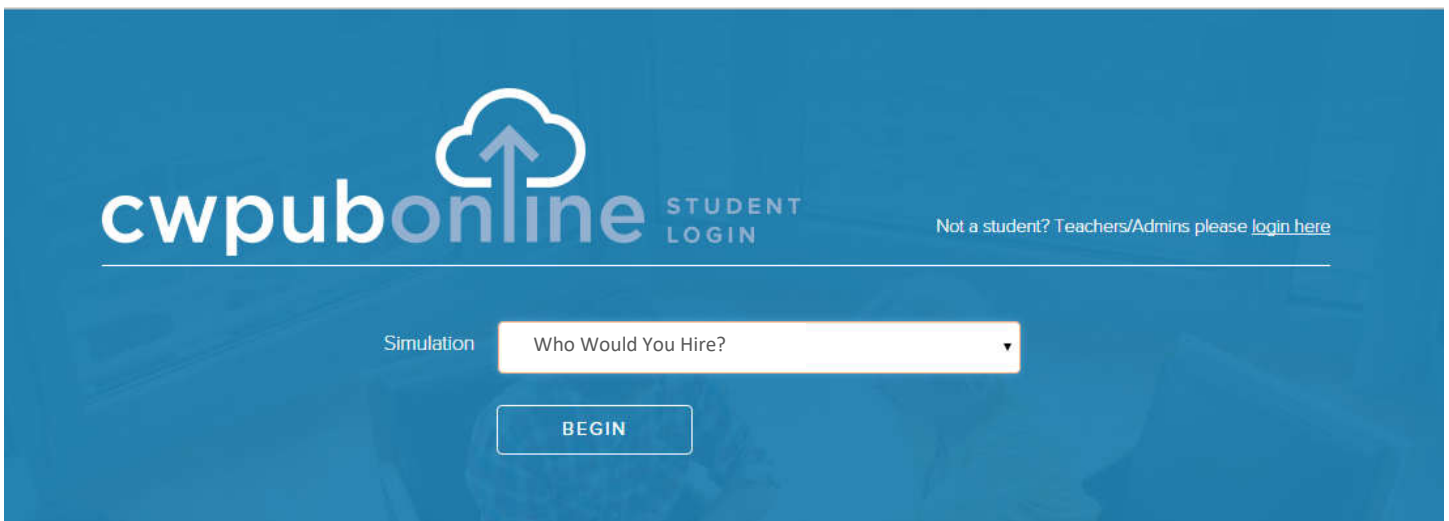
**Tip:** If you check the box next to Remember my school, you will not need to fill in the drop down boxes on your next visit.

A screenshot of the Student Login page on cwpubonline.com. The page has a blue background with a faint image of a person's face. At the top left is the cwpubonline logo. To its right, the text "STUDENT LOGIN" is displayed. Further right, there is a link: "Not a student? Teachers/Admins please [login here](#)". Below this is a form with several input fields: "State" (dropdown menu showing "Illinois"), "District" (dropdown menu showing "Demo District"), "School" (dropdown menu showing "Demo School"), a checkbox labeled "Remember my school" which is checked, "User Name" (text input field with placeholder "your user name"), and "Password" (text input field with placeholder "your password"). At the bottom of the form is a "LOG IN" button and a "Help" link.

After you have signed into the cwpubonline portal, you will be asked to choose the simulation you wish to run. Use the dropdown menu to select the simulation.



Once you have selected the simulation you wish to run, press the **BEGIN** button.



## The Simulations Work Best in Full Screen Mode

To work in full screen mode, use the following commands based on your type of device:

Windows: F11

Mac: Command + Shift + F

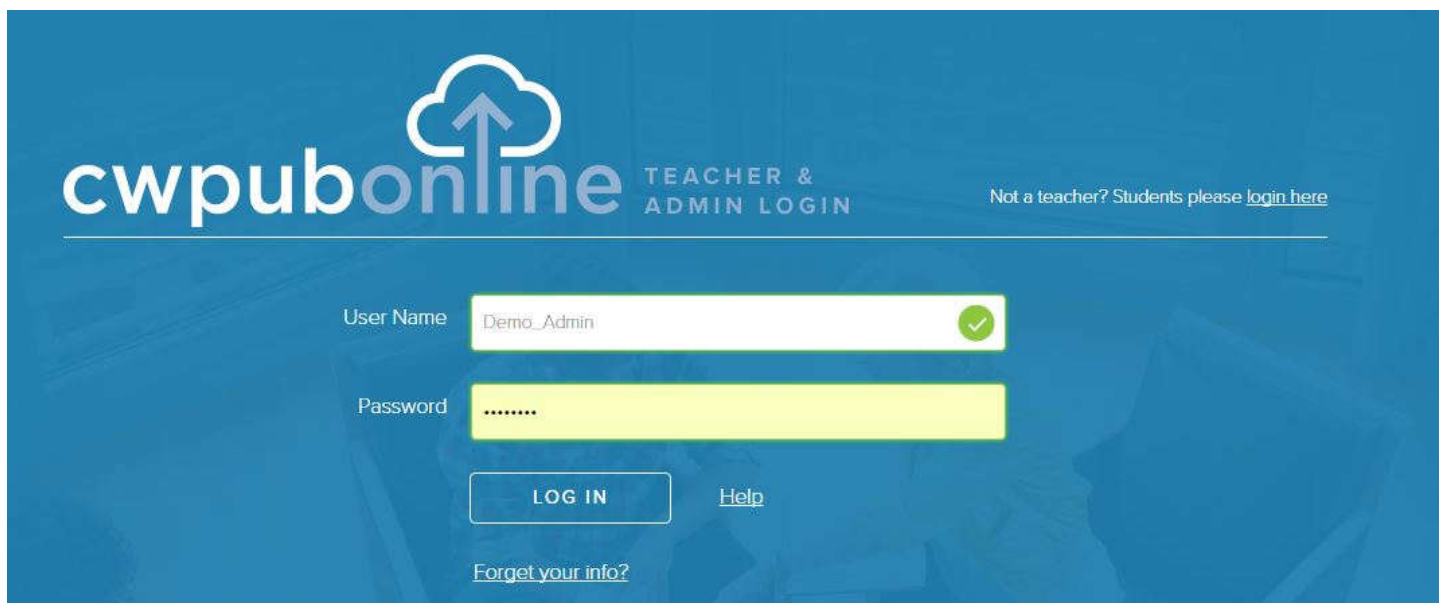
Chromebook: Full Screen key

## Teachers/Admin Login

To log in to the system as a teacher or admin, you will click the **TEACHERS/ADMIN** button under Existing Subscriber Log in at the top right of the cwpubonline.com homepage.

Enter your User Name and password and then click the **LOGIN** button.

If you cannot remember your user name or password, click the “Forget your info?” link under the **LOGIN** button and enter your email on the next screen and click the submit button. Your credentials will be emailed to your address.



Note: Teacher and Admin accounts can only log into the admin portion of the portal. If you wish to run the simulation, you will need to create a student account for yourself.

## Minimum System Requirements

### Reliable Broadband Internet Connection

A web browser that supports HTML5. C.W. Publications recommends Google Chrome.

Microsoft Windows 7 / Windows 8 / Windows 10

Mac OS X 10.6 or higher

Chrome OS

### Monitor

A Color Monitor with minimum resolution of 1024 x 768 is required.

### Sound Capability

The sound is optional and may be turned off by clicking on the Audio Icon located in Program Utilities.

**For technical support email [support@cwpub.com](mailto:support@cwpub.com) or call 815.441.4308**

## Generating Student Reports

When you are logged into the cwpubonline portal as a teacher, you have the ability to generate the reports available in each simulation.

To create the reports for one or more students:

1. Click the "Classes" link on the left side of the page
2. Click the green reports icon next to the class containing the student(s) for which you want to generate the report(s)

### Classes

School	First Name	Last Name	Class	# of Students current/max	Expiration Date	Student Management
Demo School	Demo	Teacher	Demo 3	10/50	1/17/2016	
Demo School	Demo	Teacher	Demo 2	4/100	1/23/2016	
Demo School	Demo	Teacher	Demo 1	1/50	1/5/2016	

Most Recent < >

3. On the Reports screen that opens, click the radio button next to the report you wish to print. If you are choosing to print a budget or a spending report, you will also need to choose the month from the drop down box
4. Select the Student Name, or choose the All Students option if you want to print your entire class, from the drop down menu
5. Press the **Get Report** button

### Reports for Demo 2 - Demo School

Select Report:

**On Your Own**      **On The Job**

Summary       Personnel File

Spending     

Budget

Select Student:

Student504, Demo

Get Report    Cancel

6. The report for the student will be present on the screen. If you wish to print the report, click the **Print Report** button and a printable version of the report will be created.

Note: You are only able to generate reports for the current or finished simulation for students. If a student starts a new simulation the report data will reset.

## Limiting Simulation Availability to Students

By default, all students in your class(es) have access to all simulations available within the cwpubonline portal. If you wish to limit your student(s) to certain simulations this can be accomplished through the Admin Portal.

### Limiting Individual Students:

1. Log into the Admin Portal
2. Click the "Students" link on the left hand side of the screen
3. You can scroll through the list of students on the bottom section of the screen or you can use the search box at the top of the screen to quickly find the student you wish to limit
4. Click the "Pencil Icon" next to the student
5. Click the check box next to "Customize access to simulations for this student (overrides current class setting)"
6. Remove the check marks next to the simulations you do not want your student to access
7. Click the "Update" button

### Limiting Your Entire Class to One or More Simulations:

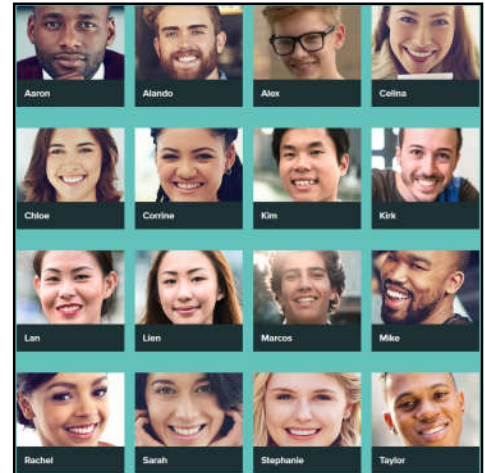
1. Log into the Admin Portal
2. Click on the "Classes" link on the left hand side of the page
3. Click the "Pencil Icon" next to the class in which you to set the limits
4. Check the box next to "Select simulations available to students in the class"
5. Remove the check marks next to the simulations you do not want your students to access
6. Click the "Update" button at the bottom of the screen
7. You will see a warning box state that setting limits for a class will override individual student selections, click "OK"

## Overview of Career Decisions

In this program, your students will meet sixteen young people who are facing critical career decisions that will have a serious impact on their lives. Your students will evaluate six different career decisions each one of them must make.

They will meet:

- **Aaron** who wants to begin a career in politics by working on the campaign staff of a congressional candidate.
- **Alando** who is ready to trade his dead-end job for a career in sports management.
- **Alex** who is searching for a job in the wind technology industry.
- **Celina** who has found herself in the internship from hell.
- **Chloe** who wants a career in nursing.
- **Corrine** who has been working as a secretary since graduating from high school.
- **Kim** who is searching for his first full-time job in the competitive world of architecture.
- **Kirk** who has had two jobs since high school and been fired from both.
- **Lan** who is torn between a career in education or health care.
- **Lien** who wants a career in urban planning.
- **Marcos** who didn't have the talent to play professional baseball but now hopes to be a professional umpire.
- **Mike** who is leaving his auto sales job for a career in marketing.
- **Rachel** who has been out of high school for two year and has had five different jobs.
- **Sarah** who is a single mother working on a factory production line and needs to earn more money.
- **Stephanie** who dreams of becoming a CNN anchor person.
- **Taylor** who skipped college to try and be a full-time actor.



As your students meet each of these people, read about their career situations and evaluate their decisions, they will gain valuable knowledge that will help them make smart career decisions for themselves. When your students complete the entire program, they will have evaluated ninety-six decisions related to all aspects of starting a career and having success on the job.

## How Career Decisions Works

To begin Career Decisions, students click on any of the sixteen portraits such as Aaron.

They will be shown the first decision the person must make. For example:

Aaron has been running for office since he was in the 7th grade. He is one of those rare people who seemed to always know exactly what he wanted to do and did it. What he really wants is to be president (why think small),

He will be graduating next month with a degree in political science and had planned to go to graduate school, but he has decided to apply for a position on the campaign of Cheryl London, a full-time candidate running for Congress from the 13th district.

If he is hired by her campaign manager, it will mean putting off graduate school for at least two years.

Do you think this is a good career choice for Aaron? YES NO

After reading the situation, students must decide if they agree or disagree with the decision by choosing **Yes** or **No**. After they make their choice, they will be given an explanation of why the decision was right or wrong.

What could be better experience than actually working in a campaign. It certainly beats talking about campaigns in a graduate class. He always has the option of going back to school and, who knows, this may be the start of a long political career.

If they are correct, \$100 will be added to their score shown below the portrait. If they are incorrect, they will receive nothing.

To move on to the next decision, select **Continue**.

When they have completed all six decisions for a person, they will be returned to the main screen so they can choose another person and learn about their particular career situation. As they complete the decisions for each person, that portrait will be checked and become inactive.

Your students will have completed the program when they have evaluated the decisions of all sixteen young people.

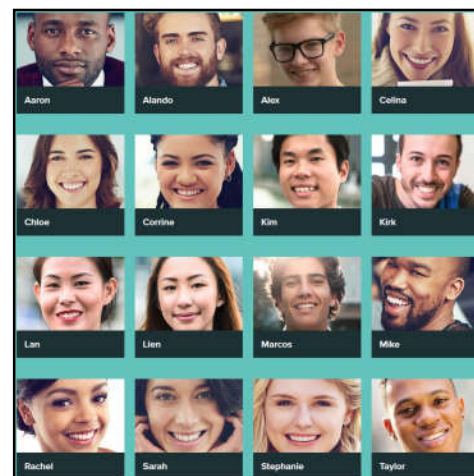
## Program Utilities

Students work is saved automatically during the program.

Students can view their score at any time by selecting View Scores.

Students can read instructions for using the program by selecting Help.

Students can quit the program at any time by selecting Quit.





## The Current Curriculum Library

Current Curriculum is a library of real world activities in PDF format. The library is divided into the following categories:

- 1) Careers
- 2) Financial Literacy
- 3) Real World Math

Each category includes hundreds of pages of activities that you can download to print or use electronically.

To access the library, follow these steps:

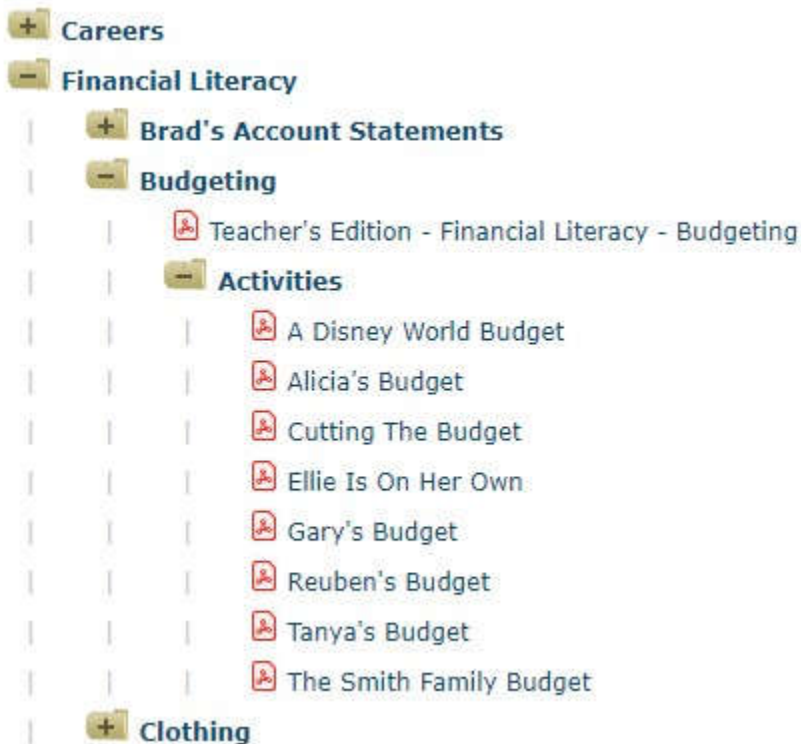
- 1) Go to [www.cwpubonline.com](http://www.cwpubonline.com).
- 2) Select Teachers/Admin Login and log in with your cwpubonline user name and password.
- 3) Select Current Curriculum Library from the menu bar.



4) Select any of the three categories.



- 5) Select any activity topic. (i.e. Budgeting)
- 6) Select any activity or the Teacher's Edition to download. (i.e. Alicia's Budget)






## Common Core State Standards for Literacy in History/Social Studies, Science and Technical Subjects



Each of the following anchor standards for reading which is aligned with *cwpubonline* has been marked with a **red arrow**.

### College and Career Readiness Anchor Standards for Reading


#### Key Ideas and Details

-  1. Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text.
-  2. Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas.
-  3. Analyze how and why individuals, events, or ideas develop and interact over the course of a text.


#### Craft and Structure

-  4. Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone.
-  5. Analyze the structure of texts, including how specific sentences, paragraphs, and larger portions of the text (e.g., a section, chapter, scene, or stanza) relate to each other and the whole.
- 6. Assess how point of view or purpose shapes the content and style of a text.

#### Integration of Knowledge and Ideas

- 7. Integrate and evaluate content presented in diverse formats and media, including visually and quantitatively, as well as in words.
-  8. Delineate and evaluate the argument and specific claims in a text, including the validity of the reasoning as well as the relevance and sufficiency of the evidence.
- 9. Analyze how two or more texts address similar themes or topics in order to build knowledge or to compare the approaches the authors take.

#### Range of Reading and Level of Text Complexity




-  10. Read and comprehend complex literary and informational texts independently and proficiently.

## Common Core State Standards for Literacy in History/Social Studies, Science and Technical Subjects



Each of the following anchor standards for writing which is aligned with *cwpubonline* has been marked with a **red arrow**.

### College and Career Readiness Anchor Standards for Writing


#### Text Types and Purposes

-  1. Write arguments to support claims in an analysis of substantive topics or texts using valid reasoning and relevant and sufficient evidence.
-  2. Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.
-  3. Write narratives to develop real or imagined experiences or events using effective technique, well-chosen details and well-structured event sequences.


#### Production and Distribution of Writing

-  4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
-  5. Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.
- 6. Use technology, including the Internet, to produce and publish writing and to interact and collaborate with others.

#### Research to Build and Present Knowledge

- 7. Conduct short as well as more sustained research projects based on focused questions, demonstrating understanding of the subject under investigation.
- 8. Gather relevant information from multiple print and digital sources, assess the credibility and accuracy of each source, and integrate the information while avoiding plagiarism.
-  9. Draw evidence from literary or **informational** texts to support analysis, reflection, and research.

#### Range of Writing

-  10. Write routinely over extended time frames (time for research, reflection, and revision) and **shorter time frames** (a single sitting or a day or two) for a range of tasks, purposes, and audiences.

## Common Core State Standards For Mathematics

Each of the following anchor standards for math which is aligned with *cwpubonline* has been marked with a red arrow.

### Standards for Mathematical Practice

- ▶ 1. Make sense of problems and persevere in solving them.
- ▶ 2. Reason abstractly and quantitatively.
- ▶ 3. Construct viable arguments and critique the reasoning of others.
- ▶ 4. Model with mathematics.
- ▶ 5. Use appropriate tools strategically.
- ▶ 6. Attend to precision.
- ▶ 7. Look for and make use of structure.
- ▶ 8. Look for and express regularity in repeated reasoning.