



Job Search Teacher Guide

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Student Login

1) Click/touch the **STUDENT LOGIN** in the upper right of the cwpubonline.com homepage.

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

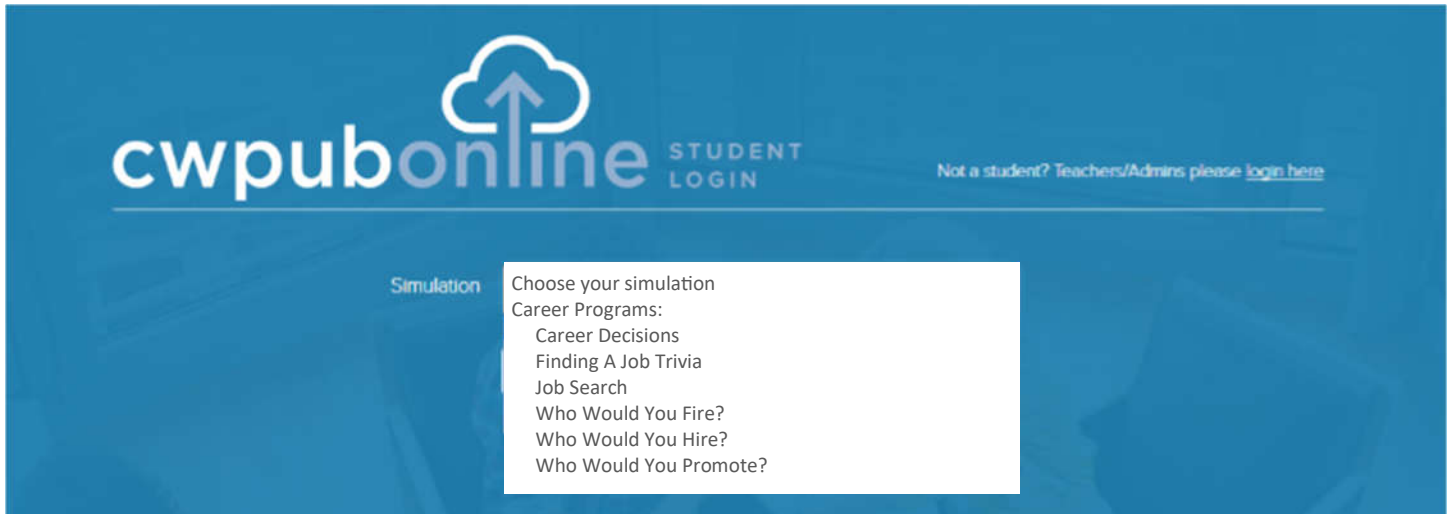
- **State:** First, use the drop down menu to select your state.
- **District:** Next, use the drop down menu to select your district.
- **School:** Finally, use the drop down menu to select your school.
- **User Name:** Enter your user name.
- **Password:** Enter your password.

3) Click/touch the **LOGIN** button.

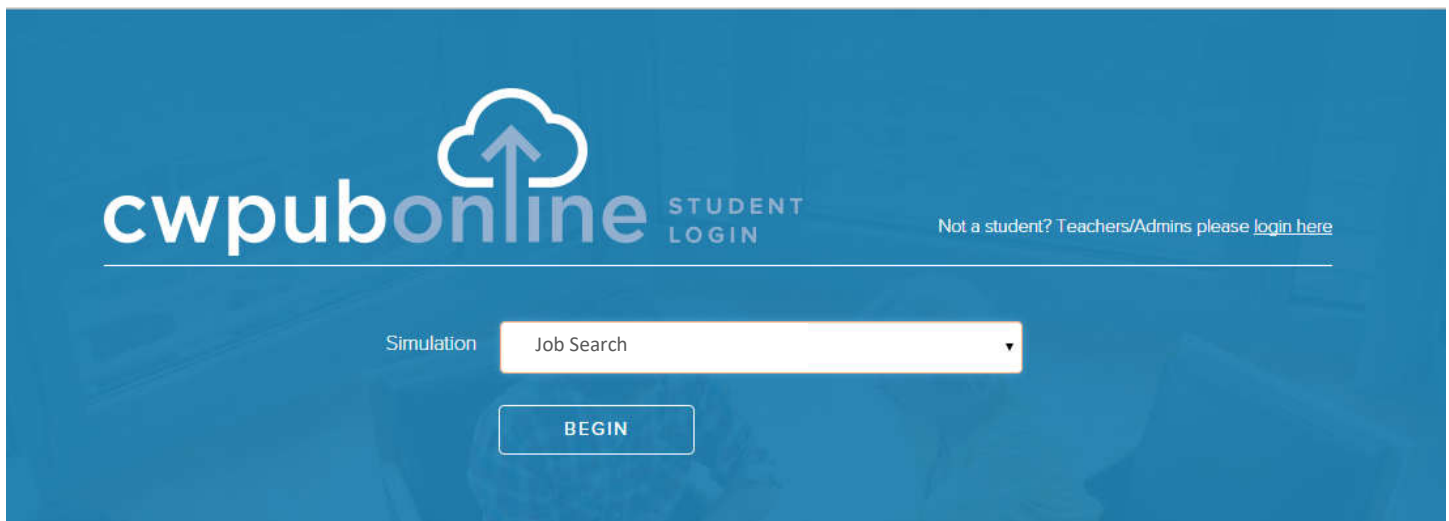
Tip: If you check the box next to Remember my school, you will not need to fill in the drop down boxes on your next visit.

A screenshot of the Student Login page on cwpubonline.com. The page has a blue background with a faint image of a person reading. 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 horizontal line. The main form area contains 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 logged into the cwpubonline portal, you will be asked to choose the simulation you wish to run. Use the drop down menu to select the simulation.



Once you have selected the simulation you wish to run, click/touch 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

Teacher/Admin Login

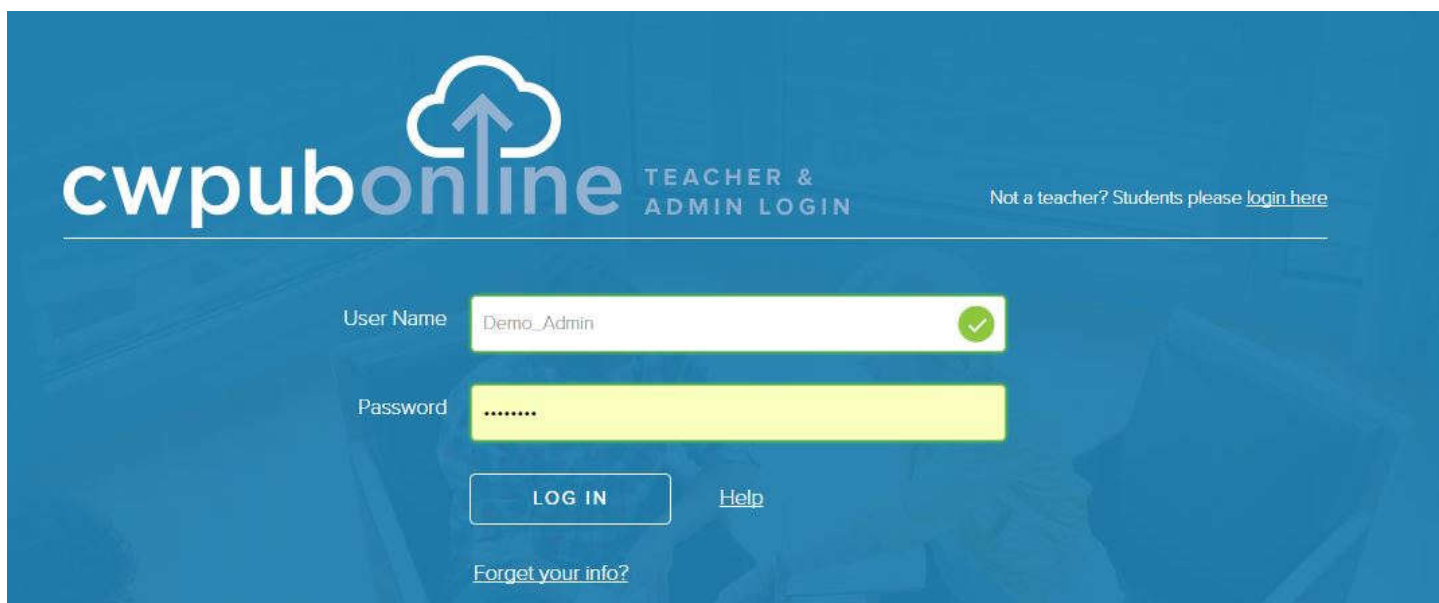
To log in to the system as a teacher or admin:

1) Click/touch the **TEACHER/ADMIN LOGIN** button in the upper right of the cwpubonline.com homepage.

2) Enter your user name and password and then click/touch the **LOGIN** button.

If you cannot remember your user name or password, click/touch the “Forget your info?” link under the **LOGIN** button and enter your email on the next screen and click/touch 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.



The screenshot shows the login interface for cwpubonline. At the top left is the cwpubonline logo. To its right, the text 'TEACHER & ADMIN LOGIN' is displayed. Further right, there is a link: 'Not a teacher? Students please [login here](#)'. Below this is a login form with two input fields: 'User Name' containing 'Demo_Admin' with a green checkmark icon, and 'Password' containing '.....'. Below the fields are two buttons: 'LOG IN' and 'Help'. At the bottom of the form area is a link: 'Forget your info?'.

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 or call 815.441.4308

Generating Student Reports

You can view/print your student reports by following these steps.

- 1) Go to www.cwpubonline.com
- 2) Click/touch TEACHER/ADMIN LOGIN in the upper right corner of the HOME screen.
- 3) Log in with your User Name and Password.
- 4) Select Classes under the RECORDS MANAGEMENT menu on the left of the screen.
- 5) Select the green reports icon  next to the class you wish to view.
- 6) On the reports screen, click/touch the radio button next to the report you want to view/print.
- 7) From the Select Student drop down menu, select ALL STUDENTS or an individual student.
- 8) Click/touch the Get Report button.

The report will be present on the screen. If you wish to print the report, click/touch the PRINT REPORTS button and a printable version of the report will be created.

NOTE: You are only able to generate reports of the most current results of a simulation. For example, when a student is completing On Your Own, reports for the simulation can be viewed or printed at any time. However, if that student begins On Your Own a second time, the reports from the first attempt are no longer available. Be sure to view or print a student's results before a new simulation is started.

Select Report:

<p>On Your Own</p> <p><input checked="" type="radio"/> Summary</p> <p><input type="radio"/> Spending</p> <p><input type="radio"/> Budget</p> <p><input type="radio"/> Assessment</p>	<p><input type="radio"/> <i>Budget Decisions</i></p> <p><input type="radio"/> <i>Career Decisions</i></p> <p><input type="radio"/> <i>Credit Decisions</i></p> <p><input type="radio"/> <i>Finding A Job Trivia</i></p> <p><input type="radio"/> <i>Get Rich With Math</i></p> <p><input type="radio"/> <i>Job Search</i></p> <p><input type="radio"/> <i>Personal Finance Decisions</i></p> <p><input type="radio"/> <i>Personal Finance Trivia</i></p> <p><input type="radio"/> <i>Who Would You Fire?</i></p> <p><input type="radio"/> <i>Who Would You Hire?</i></p> <p><input type="radio"/> <i>Who Would You Promote?</i></p>
---	---


Select Student:

--- SELECT STUDENT --- ▾


Limiting Program Availability to Students

When you create a class, all students in the class have access to all the programs available within the portal until you make a program unavailable. If you want to limit your students to certain programs, this can be accomplished through the Admin Portal.

Limiting the Programs Available to Your Entire Class:

- 1) Go to www.cwpubonline.com
- 2) Select TEACHER/ADMIN LOGIN in the upper right corner of the HOME screen.
- 3) Log in with your User Name and Password.
- 4) Select Classes under the RECORDS MANAGEMENT menu on the left of the screen.
- 5) Select the pencil icon  (Edit Class) next to the class you want to limit.
- 6) Click/touch the box next to **Select simulations available to students in this class.**
- 7) Remove the check marks next to the programs you do not want your students to access.
- 8) Click/touch the Update button. You will see a warning box stating that setting limits for a class will override individual student selections. Click/touch the OK button.

Limiting the Programs Available to Individual Students:

- 1) Go to www.cwpubonline.com
- 2) Select TEACHER/ADMIN LOGIN in the upper right corner of the HOME screen.
- 3) Log in with your User Name and Password.
- 4) Select Students under the RECORDS MANAGEMENT menu on the left of the screen.
- 5) 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 want to limit.
- 6) Select the pencil icon  next to the student you want to limit.
- 7) Click/touch the box next to **Customize access to simulations for this student (overrides current class setting).**
- 8) Remove the check marks next to the programs you do not want your student to access.
- 9) Click/touch the Update button.



Overview of Job Search

In this program, your students will be searching for their first full-time job. To make their job search successful, they will need an outstanding resume and cover letter that gets the employer's attention. And if they get an interview, they will have to convince the employer that they are the right person for the job.

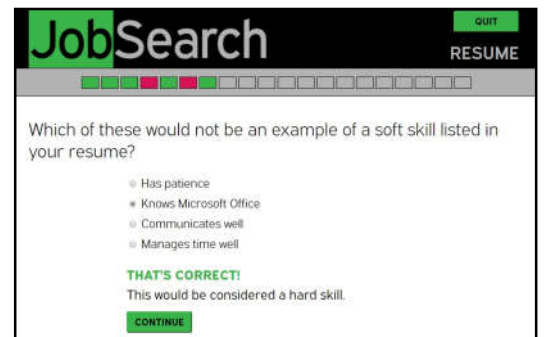
To begin the program, students should enter their name and choose Start A New Game.

To continue a saved game, students should choose Load Previous Game.



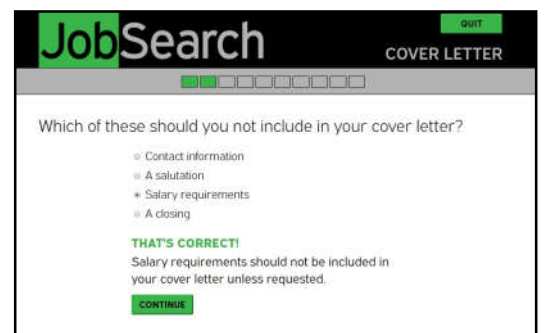
Step 1: The Resume

Your students will be asked 20 questions concerning the structure, style and use of their resume. As they answer each question, they will be given a response explaining why their answer was correct or incorrect. If they answer 16 or more questions correctly, they will move on to their cover letter. If not, they will be given two more opportunities to get their resume right. If they fail on all three resume attempts their Job Search will be over.



Step 2: The Cover Letter

Your students will be asked 10 questions concerning the elements, structure and use of their cover letter that will determine if their resume is read. As they answer each question, they will be given a response explaining why their answer was correct or incorrect. If they answer 8 or more questions correctly, they will be offered an interview. If not, they will be given two more opportunities to get their cover letter right. If they fail on all three cover letter attempts their Job Search will be over.

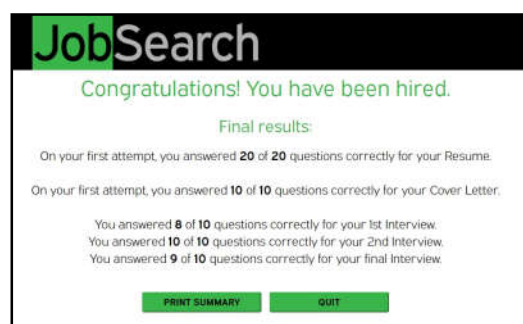


Step 3: The Three Interviews

Students must go through a series of three interviews in order to be hired. During each interview, they will be asked 10 questions by the interviewer. As they answer each question, they will be given a response explaining why their answer was appropriate or not. If they answer 6 or more questions appropriately in the first round, they will be invited to the second round. If they answer 8 or more questions appropriately in the second round, they will be invited to the final round.

If students answer 8 or more questions appropriately in the final interview, they will be hired.

If students fail to answer enough questions appropriately in any interview round, their job search will end.



The Summary

Students can view and/or print their results at any time by choosing Summary.



Resume			Cover Letter			Interview		
	CORRECT	INCORRECT		CORRECT	INCORRECT		CORRECT	INCORRECT
Attempt 1	20	0	Attempt 1	10	0	1st Interview	8	2
Attempt 2	N/A	N/A	Attempt 2	N/A	N/A	2nd Interview	10	0
Attempt 3	N/A	N/A	Attempt 3	N/A	N/A	Final Interview	9	1

Save and Quit

Student work is saved automatically as they move through the program, but students may also save manually by choosing Save. A student can leave the program at any time by choosing 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:

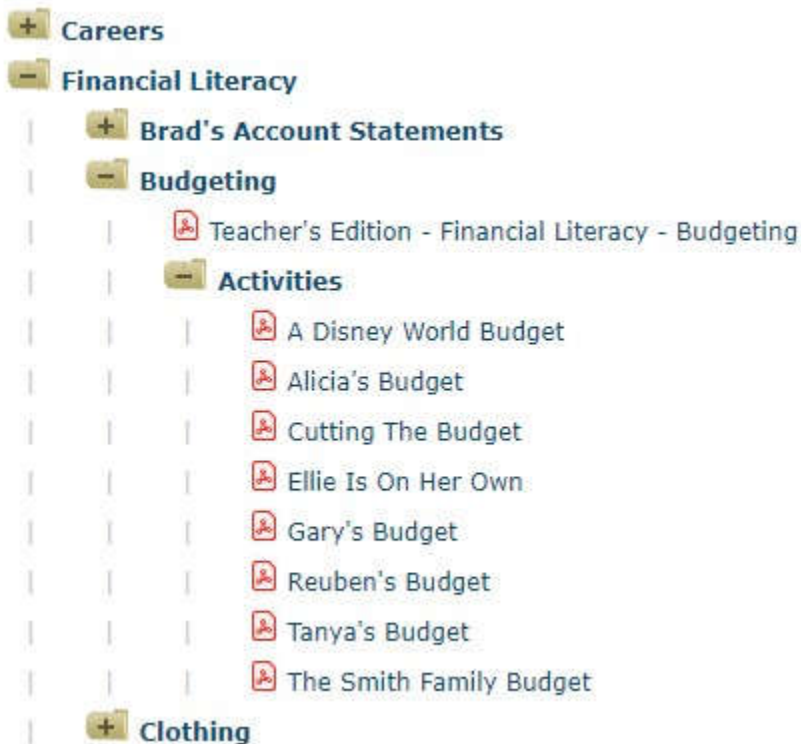
- 1) Go to www.cwpubonline.com.
- 2) Select Teachers/Admin Login and log in with your cwpubonline user name and password.
- 3) Select Current Curriculum Library from the menu bar.



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.