

# Teacher Guide



## Technical Information

**(Click on any topic)**

- **Topic:** [Student Log in](#)
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# Alignment with the Common Core State Standards (Click on any topic)

## Anchor Standards for:

- Reading
- Writing
- Mathematical Practice

## Job Search (Click on any Topic)

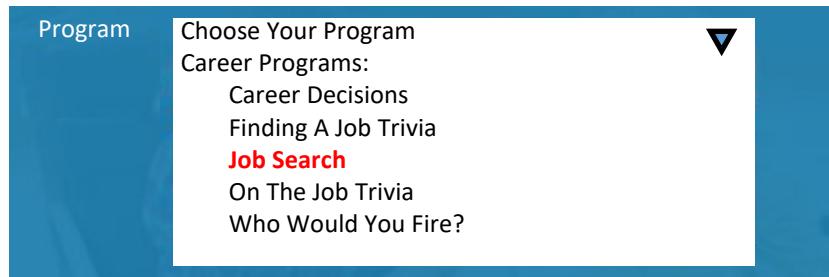
- [Overview of Job Search / Learn More](#)
- [The Resume and the Cover Letter](#)
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## Student Login: How your students will access On Your Own Coast-to-Coast

- 1) Go to [www.cwpubonline.com](http://www.cwpubonline.com)
- 2) Click **STUDENT LOGIN** on the home page.
  
- 3) LOG IN :
  - **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.

- 4) Select Job Search from the Careers Program menu.
- 5) Click the **BEGIN** button.



**TIP:** If you want to run Job Search just as your students do, log in to your Teacher account and choose “Access the Programs”.

## The Programs Work Best in Full Screen Mode

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

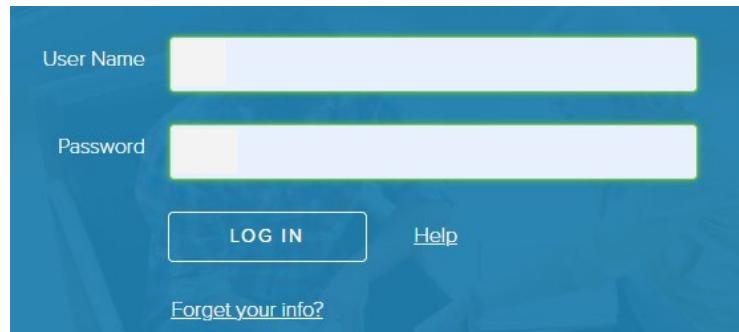
- Windows: F11
- Mac: Command + Shift + F
- Chromebook: Full Screen key

## Teacher/Admin Log in

To log in to the system as a teacher or admin, you will click the **TEACHER/ADMIN LOGIN** at the top right of the cwpubonline.com homepage.

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

If you cannot remember your user name or password, click the “Forget your info?” link under the **LOG IN** 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.

**TIP: If you want to run Job Search just as your students do, log in to your Teacher account and choose “Access the Programs”.**

## Minimum System Requirements

Reliable Broadband Internet Connection

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

Microsoft Windows: Windows 7 / Windows 8 / Windows 10 / Windows 11

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

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

### 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

- 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.

**Reports for Demo 2 - Demo School**

**Select Report:**

**On Your Own**      **On The Job**

Summary       Personnel File

Spending       Budget

August

**Select Student:**

Student504, Demo

Get Report    Cancel



## Limiting Program Availability to Students

By default, all students in your class(es) have access to all programs available within the cwpubonline portal. If you wish to limit your student(s) to certain programs 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 programs you do not want your student to access
- 7) Click the “Update” button

### LIMITING YOUR ENTIRE CLASS TO ONE OR MORE PROGRAMS:

- 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 programs 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,

# 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.

## Learn More

At any time during the program, students can learn more about a topic by selecting the **Learn More** button. There are 6 topics to choose from:

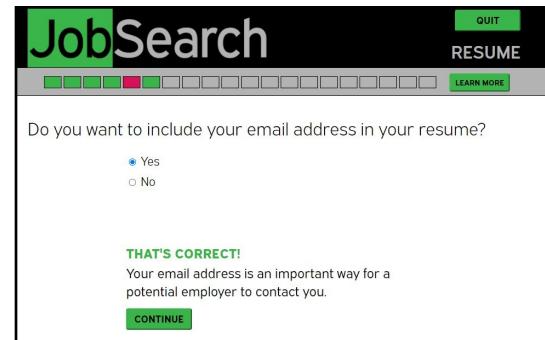
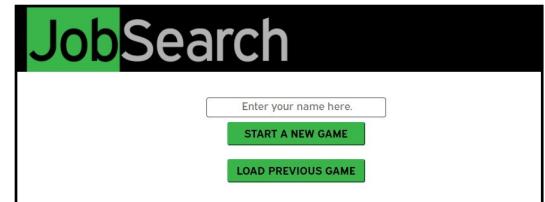
- Choosing A Career
- Education and Training
- Applications
- Resumes
- Cover Letters
- Interviewing

## 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.



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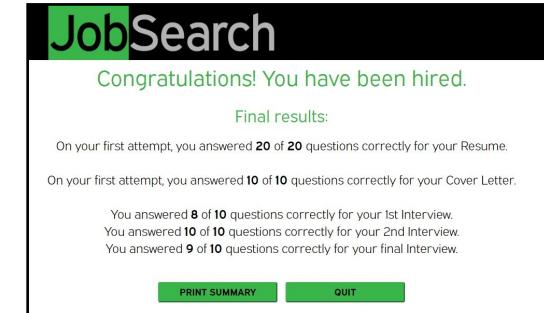
## Step 3: The Three Interviews

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.

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

**PRINT SUMMARY** **CLOSE PAGE**

## 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.

# 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 Literacy in History/Social Studies, Science and Technical Subjects

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.