

Career Ready 101 and Key Train

username _____ password _____

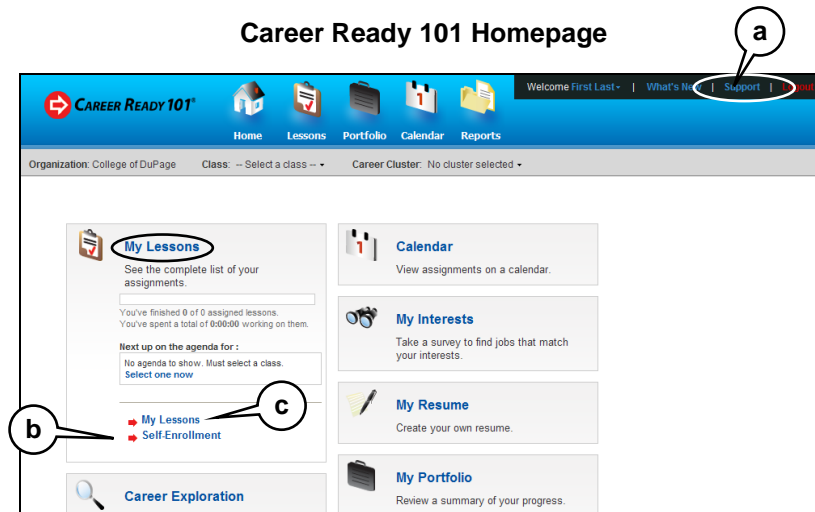
I. LOG IN

- Go to <http://www.careerready101.com> or access via links on the Library website.
- Log in with the username and password given above.

II. SET UP COMPUTER

Before beginning, the computer needs to have software installed - Flash player and Authorware player. They may be downloaded free from Career Ready 101.

- On the Home page, click on the **(a) Support** button in the upper right.
- Run "Check my setup". Download applications as needed. When finished, click Continue or Home button.



III. TURN ON LESSONS

- To set up lessons, under My Lessons, select **(b) Self-Enrollment**

- Choose your Unit

UNIT: ■ Intro to Career Ready 101 ■ Finding Your Career ■ KeyTrain Workplace Skills ■ KeyTrain Career Skills

- Assign lessons by clicking View/Edit Assignments.

Courses	Status	Assign Individual Lessons
Creating Career Goals		View/Edit Assignments
Financial Awareness		View/Edit Assignments
Preparing for Your Career		View/Edit Assignments
Real-World Experience		View/Edit Assignments

- Check in box and click Save Changes to assign lesson.

Self Enrollment
Course: Introduction to Career Ready 101 [change]

Lesson	Max Quiz Attempts	Goal	Assigned
About this Course			<input type="checkbox"/>

Reset Done Save Changes

IV. DO LESSONS

- To access a lesson, select from list in **(c) My Lessons** (via Homepage or on Menu bar).

The first screenshot shows the 'My Lessons' page with a table of lessons. An arrow points to the 'About this Course' row.

Lesson	Time	Status	Score	Quiz Attempts	Quiz Limit
1 About this Course				0	2
2 Career Clusters				0	2

The second screenshot shows the 'About this Course' details page. A star highlights the 'Start Interactive Lesson' button.

About this Course
 Unit: Introduction to Career Ready 101
 Subject: Introduction to Career Ready 101

Start Interactive Lesson →

Status: Not Attempted Print
 You have used 0 of 2 allowed quiz attempts.

Good to know

- You must score 75 or higher to pass this level.
- This lesson was self-assigned on 02/04/12.
- This lesson uses the Flash plug-in (help)

Lesson Topics
 Double-click the lesson row to view the topics that appear in this lesson.

V. CHECK PROGRESS

- Choose your Unit

UNIT: Intro to Career Ready 101 Finding Your Career KeyTrain Workplace Skills KeyTrain Career Skills

- Check status by clicking View Status.

The first screenshot shows a table with columns: Courses, Status, Assign Individual Lessons. A row for 'Introduction to Career Ready 101' has a 'View Status' link circled.

The second screenshot shows the 'Self Enrollment' page for 'Introduction to Career Ready 101'. An arrow points to the 'Passed' status in the 'About this Course' section.

Self Enrollment
 Course: Introduction to Career Ready 101 [change]

Course Settings: Must Complete In Order: **OFF**

Status	PrintGoal	HighestQuiz Score	Total Attempts	Time	What the student sees
Passed		75	75	1 (of 2)	0:19:41

Self-assigned on 1/31/2012 Start



For assistance, contact C.O.D. Library Reference –
 630-942-2386, 630-942-3364 or
 email - codlibrary@gmail.com