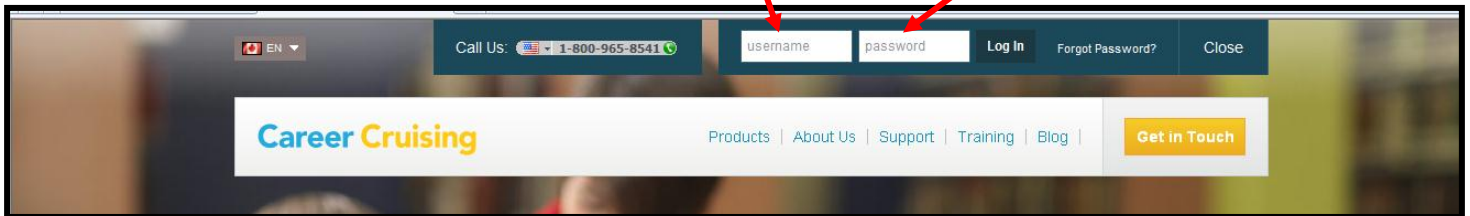


# Career Cruising Module

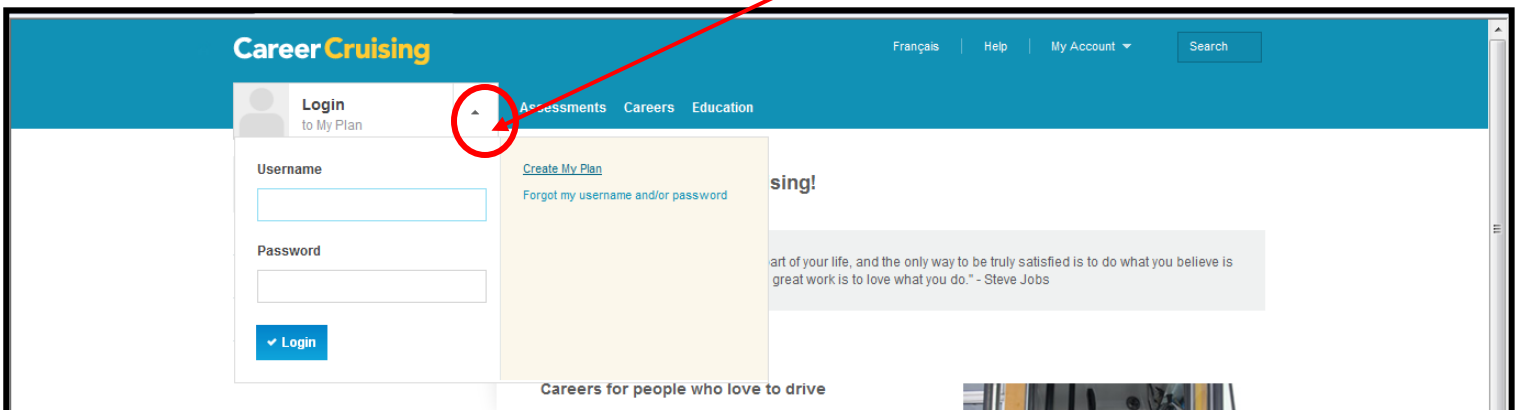
## Grade 9 BBT

### PART A:

1. Log into Career Cruising by going to [www.careercruising.com](http://www.careercruising.com)
2. Login using the username leo and the password hayes



3. Create your own account by clicking on the arrow on the Login menu and selecting "Create My Plan"



4. **Fill in the boxes** using your *name, school email address* and *computer login password*. If you do not know your school email address ask your teacher.

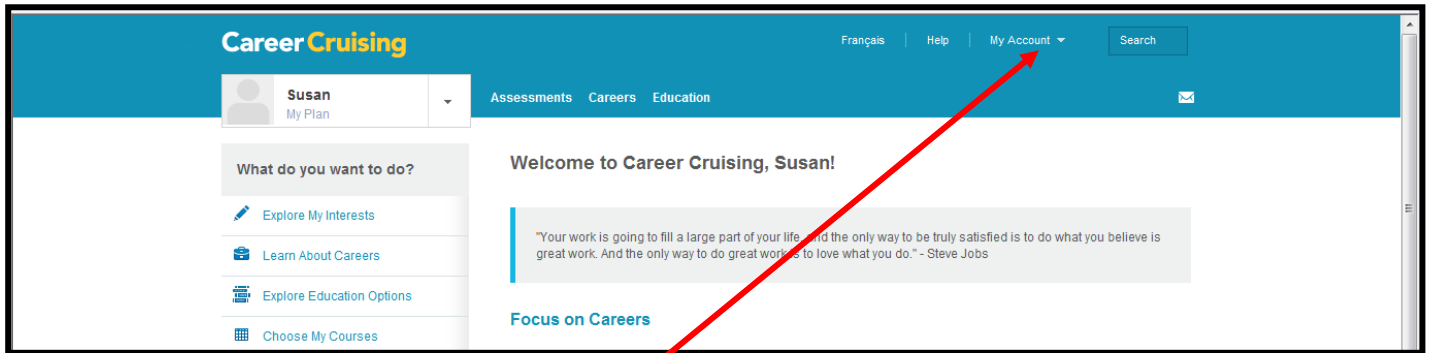
The screenshot shows a registration form titled "My Information" on the CareerCruising website. On the left, a sidebar titled "What is My Plan?" explains the account's purpose and lists features like "Take Matchmaker & My Skills" and "Find your Learning Style". The main form area contains several input fields: "First Name" (with "First" as a placeholder), "Last Name" (with "Last" as a placeholder), "Grade/Level of Education" (a dropdown menu showing "Grade 9"), "Gender" (radio buttons for "Male" and "Female"), "Email Address" (with the placeholder "Enter your email address"), and "Confirm Email Address" (with the placeholder "Enter your email address again"). Below these is a "Choose Your Login" section with "Username" (placeholder "name.name"), "Password" (placeholder "\*\*\*\*\*"), and "Confirm Password" (placeholder "\*\*\*\*\*"). A "Check availability" link is next to the username field. At the bottom of the form is a blue button labeled "Create My Plan".

5. When all boxes are complete **click "Create My Plan"**

6. **Check off** *I have read and agree to the End User Agreement* and **click submit**

The screenshot shows the "Terms & Conditions" page on the CareerCruising website. The page has a blue header with the "CareerCruising" logo. Below the header, the title "Terms & Conditions" is displayed. A section titled "Terms & Conditions" contains a scrollable text box with the following text: "IMPORTANT – PLEASE READ CAREFULLY: This Portfolio End User Agreement (hereinafter, the 'Agreement') is a legal and binding agreement between you, a Portfolio End User (hereinafter to be referred to as 'you' and 'your') who is at a subscribing institution (hereinafter, the 'Subscriber') and Anaca Technologies Ltd. ('Service Provider'). The Service Provider has entered into a Terms of Use Agreement with the Subscriber to provide you with access to this website which shall be used by you for career and education planning. A copy of the Terms of Use Agreement is posted at Service Provider's Internet website (go to <http://www.careercruising.com> and click on the...". Below the text box, there is a checked checkbox with the text "I have read and agree to the End User Agreement." and a blue button labeled "Submit".

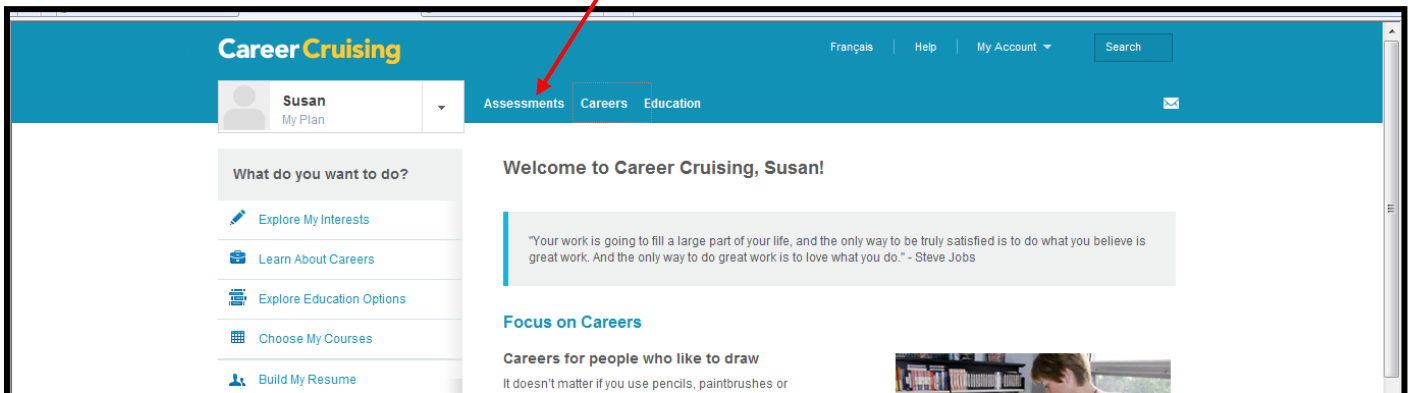
## 7. Your screen should look similar to this:



## 8. Log out of Career Cruising from the *My Account tab*.

### PART B:

1. Log into Career Cruising using your own username and password that you have just created.
2. Click on the Assessments tab and under *Matchmaker & My Skills* click Start Matchmaker.



3. The following screen should appear. You will complete 39 questions and Matchmaker will look for careers that suit your answers. Enter today's date in the Label box and click "Start Now", answer the questions honestly.

**Matchmaker**

**Introduction**

In this section you will be asked 39 questions. Read each question carefully.  
Once you have finished answering the questions, Career Matchmaker will look for careers that suit your answers.

For each question there are five answers to choose from:

Dislike very much	Dislike	Does not matter	Like	Like Very Much

**Matchmaker Label**

Please enter a name for your session. Your results will be saved automatically after the first round of questions.

[▶ Start Now](#)

4. Your results for the first 39 Matchmaker questions should appear on your screen. Check them out!

**Community College or Technical Training** ☒ **University** ☒

[Update My Results](#)

**Improve My Results**

39/116 Questions Answered

[Answer More Questions](#)

[Review My Answers](#)

**My Skills**

0/45 Questions Answered

**1. Municipal Clerk**  
Municipal clerks manage and maintain all official records and carry out other administrative tasks for towns and cities.

**4. Career Counsellor**  
Career counsellors help clients set and work towards career goals that best reflect their situation and personal qualities.

**5. Human Resources Specialist**  
Human resources specialists hire, fire, and train personnel, and manage other aspects related to company workforces.

**6. Special Education Teacher**  
Special education teachers teach students with special needs, including those with physical or learning disabilities.

**7. Educational Assistant**  
Educational assistants help teachers by supervising, assisting, and supporting students.

**8. School Superintendent**  
School superintendents are in charge of the operational activities of entire school boards.

**9. Middle School Teacher**  
Middle school teachers instruct junior high school students, who generally range from grades 6 to 8.

**10. High School Teacher**  
High school teachers instruct secondary school students in one or two subjects.

5. Now let's complete more of the Matchmaker questions to improve your results. Click on the link to "Answer More Questions".

The screenshot shows a web interface for a career assessment. On the left, there's a sidebar with a 'Level of Education' section containing checkboxes for 'High School', 'Community College or Technical Training', and 'University'. Below this is an 'Update My Results' button. Further down is the 'Improve My Results' section, which shows '39/116 Questions Answered' with a progress bar and a red circle around the 'Answer More Questions' button. At the bottom of the sidebar is the 'My Skills' section, showing '0/45 Questions Answered'. The main content area on the right lists various career options with descriptions:

- 3. **Municipal Clerk**  
Municipal clerks manage and maintain all official records and carry out other administrative tasks for towns and cities.
- 4. **Career Counsellor**  
Career counsellors help clients set and work towards career goals that best reflect their situation and personal qualities.
- 5. **Human Resources Specialist**  
Human resources specialists hire, fire, and train personnel, and manage other aspects related to company workforces.
- 6. **Special Education Teacher**  
Special education teachers teach students with special needs, including those with physical or learning disabilities.
- 7. **Educational Assistant**  
Educational assistants help teachers by supervising, assisting, and supporting students.
- 8. **School Superintendent**  
School superintendents are in charge of the operational activities of entire school boards.
- 9. **Middle School Teacher**  
Middle school teachers instruct junior high school students, who generally range from grades 6 to 8.
- 10. **High School Teacher**  
High school teachers instruct secondary school students in one or two subjects.

6. Your new results will be similar but possibly ranked differently now. Check them out! Click the link "Answer More Questions" again to improve your results even more!

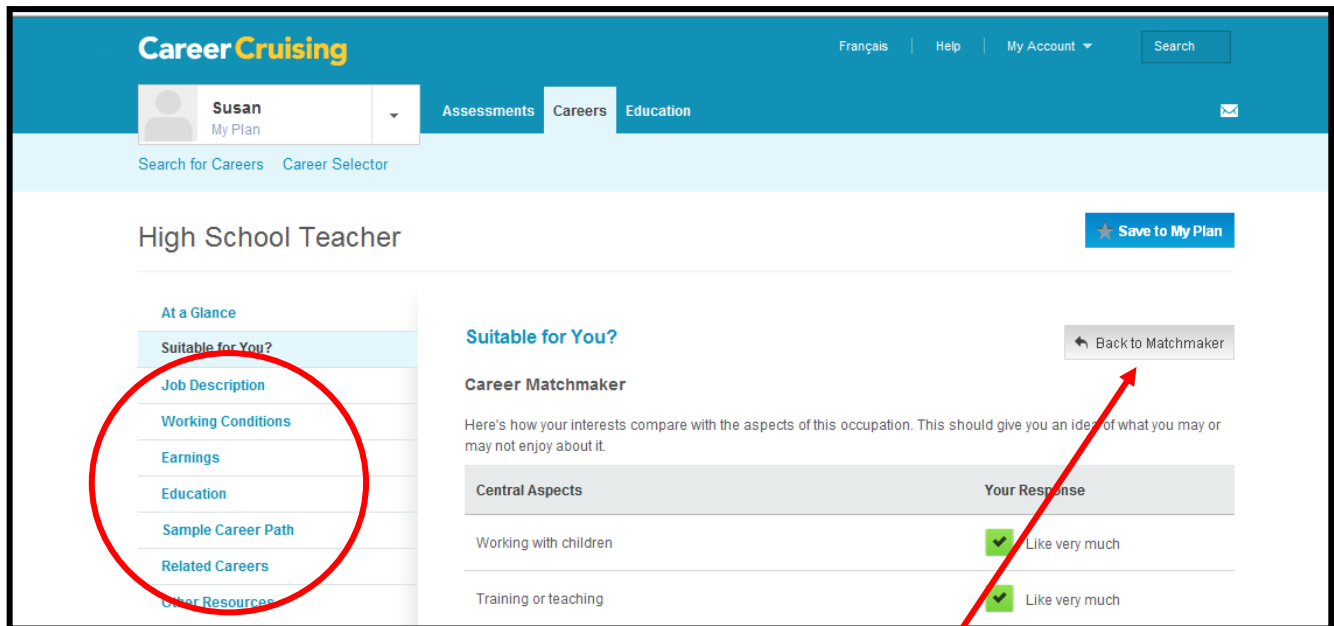
This screenshot shows the same Matchmaker results page as the previous one, but with different career options listed. The sidebar on the left is identical, showing the 'Level of Education' section and the 'Improve My Results' section with '91/116 Questions Answered' and a red circle around the 'Answer More Questions' button. The main content area on the right lists the following career options:

- 2. **Municipal Clerk**  
Municipal clerks manage and maintain all official records and carry out other administrative tasks for towns and cities.
- 3. **Career Counsellor**  
Career counsellors help clients set and work towards career goals that best reflect their situation and personal qualities.
- 4. **High School Teacher**  
High school teachers instruct secondary school students in one or two subjects.
- 5. **Middle School Teacher**  
Middle school teachers instruct junior high school students, who generally range from grades 6 to 8.
- 6. **Principal**  
Principals manage the staff, budget, and day-to-day activities of schools.
- 7. **Librarian**  
Librarians organize and manage collections of information resources, including books, newspapers, and online databases.

7. Your results will possibly be ranked differently again, check them out!

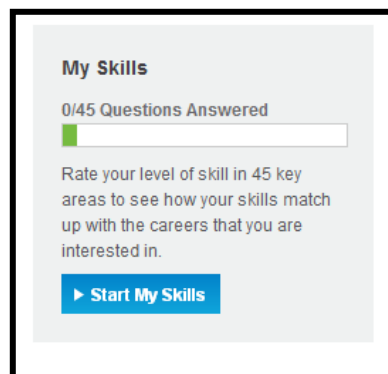
8. From the results screen, select one career that you feel is most suitable to your interests and click on its link.

9. You can research Job Description, Working Conditions, Earnings, and Education for this career. Your screen should be similar to this after you have selected a career:



10. Click on the link to go back to your Matchmaker results:

11. Now let's do the Skills questions to improve your results even more! Look for this box on your results screen and "Start My Skills". Answer the 45 questions.



12. Notice the color coding in your results now...the boxes to the right of your career suggestions indicate how well your skills match the requirements of that job.

**My Skills**

Review My Answers

- A** Very Good Match
- B** Good Match
- C** Fair Match
- D** Questionable Match
- E** Poor Match

**Other Careers**

See how other careers match up with my answers.

Find Other Careers

and teach them to use library databases and catalogues.

9. <b>Career Coach</b>	Career coaches provide advice and support to people looking to start, change, or advance in their careers.	<b>A</b>
10. <b>Database Developer</b>	Database developers design, install, update, and maintain the computer systems that collect and organize data.	<b>A</b>
11. <b>Administrative Assistant</b>	Administrative assistants carry out the tasks required to keep organizations running smoothly.	<b>A</b>
12. <b>Computer Programmer</b>	Computer programmers write, test, develop, and maintain computer software programs.	<b>B</b>
13. <b>Child and Youth Worker</b>	Child and youth workers provide support and guidance to children and teens with emotional, behavioural, and developmental problems.	<b>B</b>
14. <b>Mediator</b>	Mediators help people resolve disputes through discussion and negotiation.	<b>A</b>
15. <b>Office Manager</b>	Office managers oversee and coordinate the day-to-day operations of large offices in all types of organizations.	<b>B</b>

13. Click on a few of the links to explore careers that do interest you. Click “Back to Matchmaker” to return to your full list of careers when you are done exploring a career.

14. To explore a career use the tabs on the left side of the screen:

High School Teacher

Save to My Plan

Back to Matchmaker

**Suitable for You?**

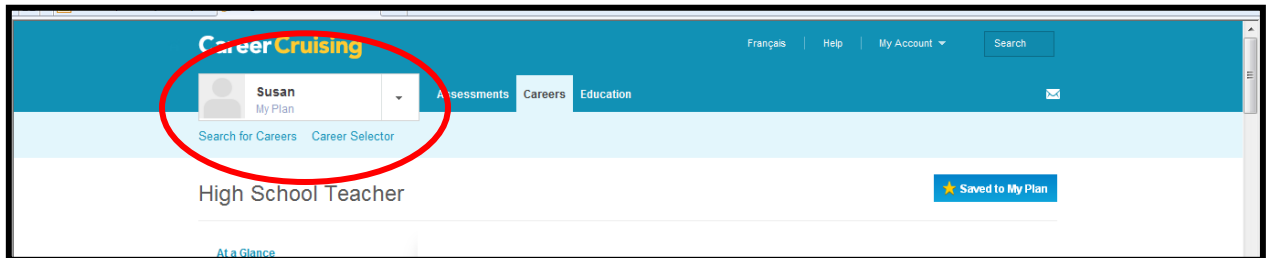
**Career Matchmaker**

Here's how your interests compare with the aspects of this occupation. This should give you an idea of what you may or may not enjoy about it.

Central Aspects	Your Response
Working with children	<input checked="" type="checkbox"/> Like very much
Training or teaching	<input checked="" type="checkbox"/> Like very much

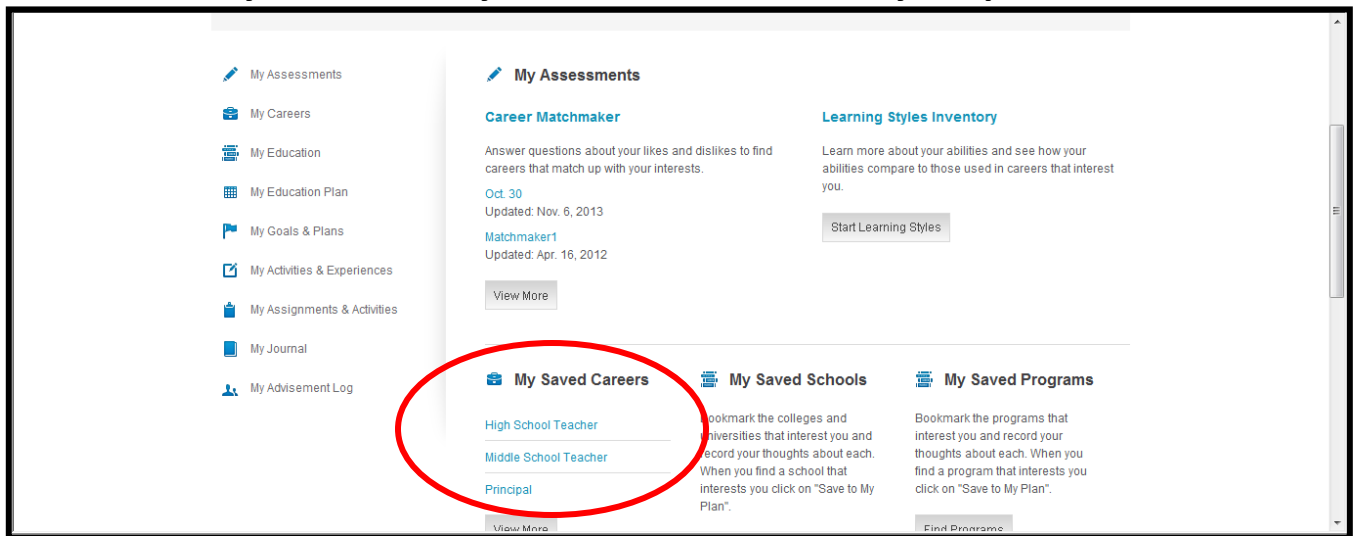
15. Save 3 careers that do interest you to your plan.

16. Now let's go back to "My Plan" to see your 3 saved careers.  
Click on the link below your name (top left corner of your screen).



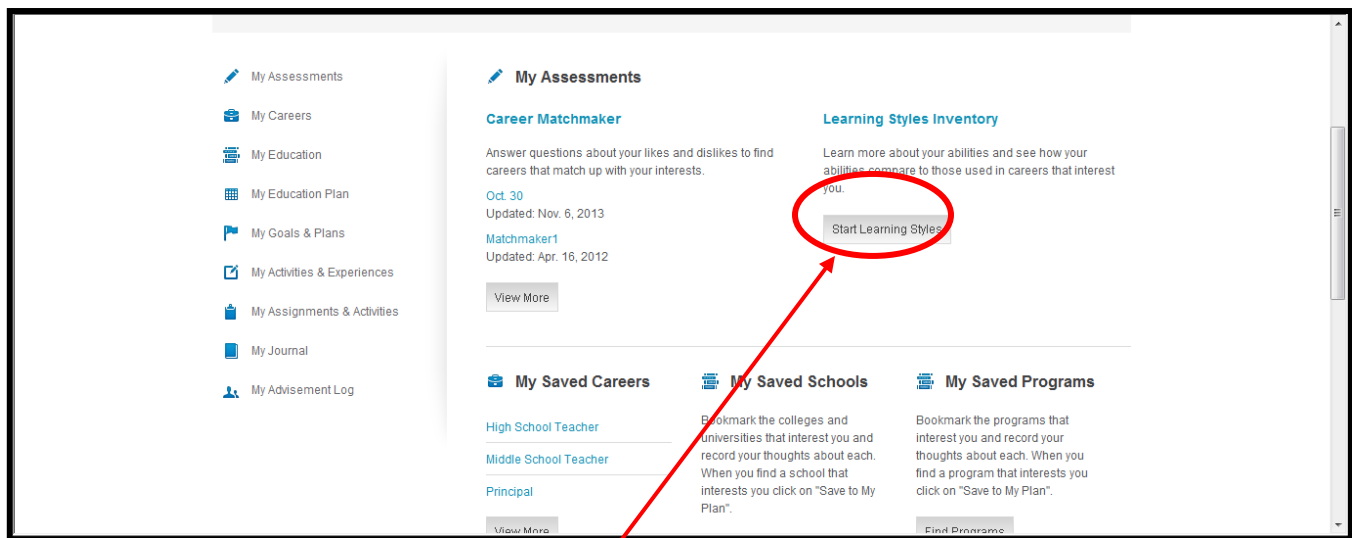
17. Scroll to the middle of your page, your screen should be similar to this, listing your 3 saved careers:

18. Show your teacher your 3 saved careers in your plan.

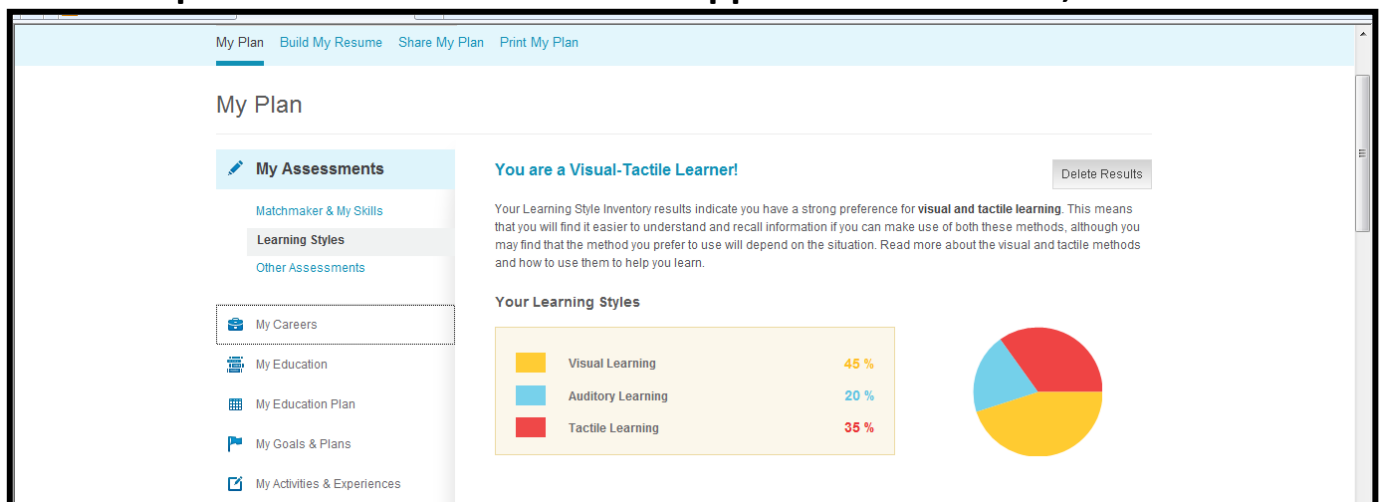


19. Now you can access each career to further research job description, earnings, working conditions, etc. Simply click on the link to find out more for each career.

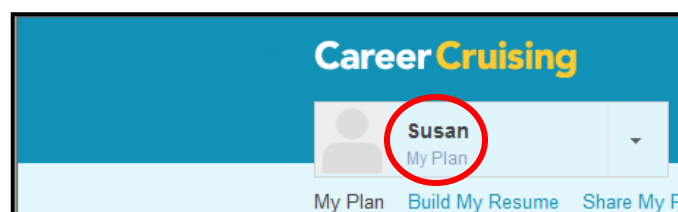




20. Let's do 1 more assessment on your learning styles. This will compare your abilities with the careers that interest you. Click on the box "Start Learning Styles" and complete the 20 question quiz. Your results screen will appear similar to this, check it out:



21. Click "My Plan" to return to your main screen.



**22. Notice your saved careers and learning styles inventory are saved to your plan.**

**23. Now you can move on to Part C of this module.**

## **PART C:**

**1. Choose 1 of your final top 3 career matches and research the career using the Career Cruising website or any other website that will give you information related to this career.**

**2. Prepare a PowerPoint presentation using your research information to explain the following:**

- Name of career
  - Tasks involved in the career (Job Description)
  - Education/training required for this career
  - Where this education is available (What schools you can attend)
  - Cost of education or training
  - Job prospects (are there many jobs in this career area?)
- Here is a website you can use to check available jobs in Canada:

○ <http://www.workingincanada.gc.ca/home-eng.do?lang=eng>

- Starting salaries
- Why you are interested in this career

**3. Your PowerPoint presentation should be 9 slides including a Reference slide.**

**4. Present your project to the class on presentation day.**