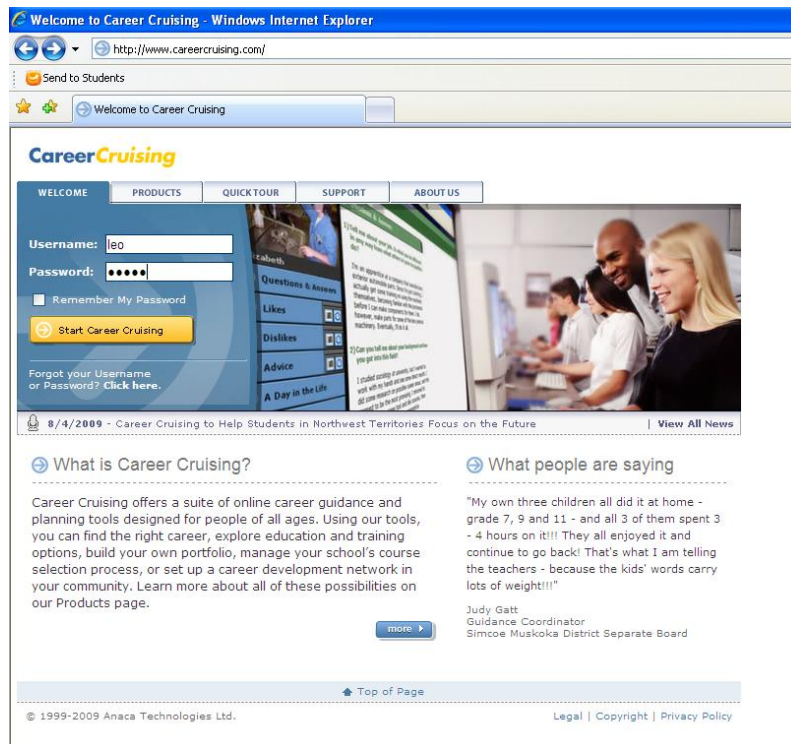


# Career Cruising Module

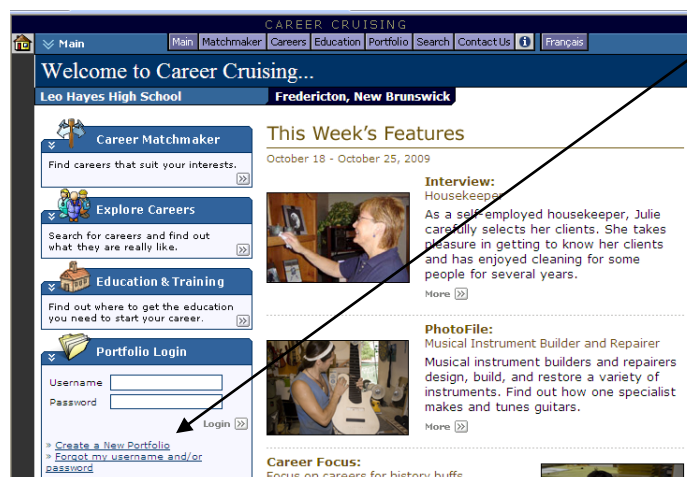
## Grade 9 BBT

### 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 a portfolio by clicking on the “Create a New Portfolio” link:



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.

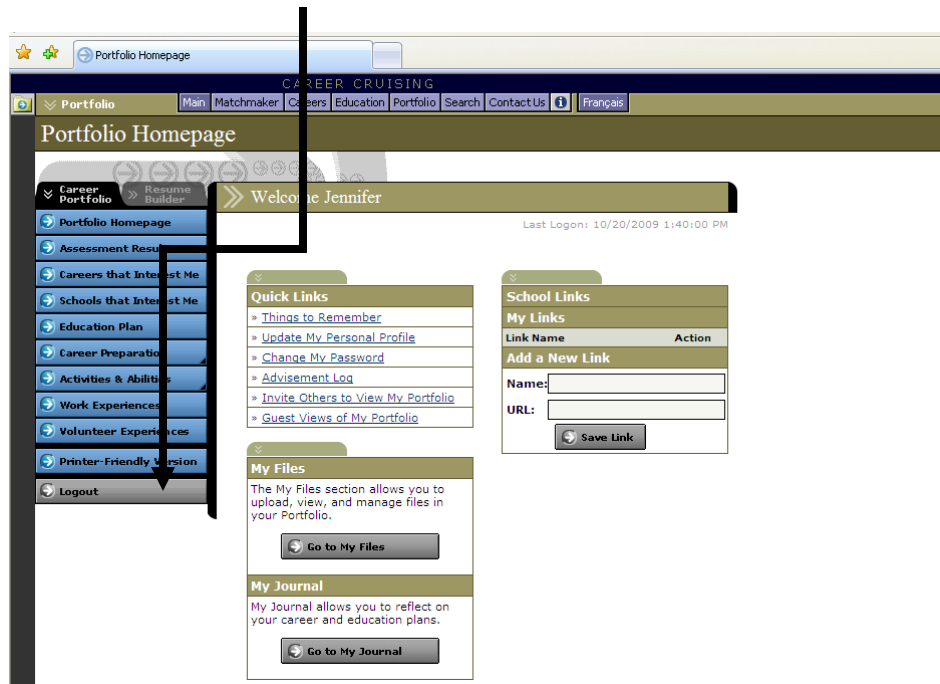
The screenshot shows the 'Create a New Portfolio' form. At the top is a navigation bar with 'CAREER CRUISING' and links for Main, Matchmaker, Careers, Education, Portfolio, Search, Contact Us, and Français. Below this is a header 'Create a New Portfolio'. The main form area is titled 'Enter the following information to create your portfolio'. It contains two sections: 'My Information' and 'Select a Portfolio Username & Password'. In 'My Information', there are input fields for First Name (Jennifer), Last Name (Stokes), Grade (Grade 9), Gender (Female), and Email Address (jest00000@student.nbed.nb.ca). The 'Select a Portfolio Username & Password' section has fields for Enter Portfolio Username (jennifer.stokes), Enter Portfolio Password (masked with dots), and Confirm Portfolio Password (masked with dots). A 'Create Portfolio' button is at the bottom. A callout box with an arrow points to the password fields, containing the text: 'Use your computer username and password here!'. A small disclaimer at the bottom states: '\*By clicking on the Create Portfolio button, you are indicating that you agree to the End User License Agreement and Privacy Policy.'

5. When all boxes are complete click “Create Portfolio”.

6. Your screen should look similar to this:

The screenshot shows the 'Portfolio Homepage' for a user named Jennifer. The top navigation bar is the same as in the previous screenshot. Below it is a header 'Portfolio Homepage'. A left sidebar contains a 'Career Portfolio' menu with options like Portfolio Homepage, Assessment Results, Careers that Interest Me, Schools that Interest Me, Education Plan, Career Preparation, Activities & Abilities, Work Experiences, Volunteer Experiences, Printer-Friendly Version, and Logout. The main content area is titled 'Welcome Jennifer' and shows 'Last Logon: 10/20/2009 10:49:00 AM'. It features three main sections: 'Quick Links' with links like 'Things to Remember', 'Update My Personal Profile', 'Change My Password', 'Advisement Log', 'Invite Others to View My Portfolio', and 'Guest Views of My Portfolio'; 'My Files' with a description and a 'Go to My Files' button; and 'My Journal' with a description and a 'Go to My Journal' button. On the right, there is a 'School Links' section with a table for 'My Links' and a form to 'Add a New Link' with fields for Name and URL, and a 'Save Link' button.

## 7. Log out of Career Cruising.

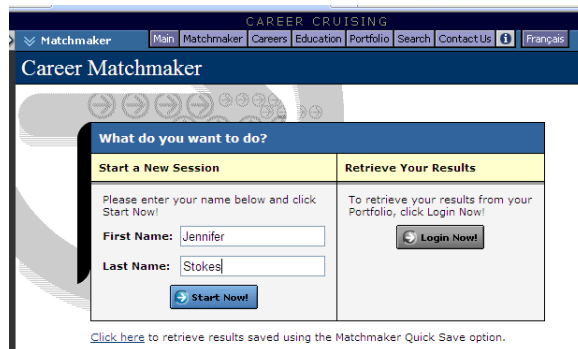


## 8. Log back into Career Cruising using your own username and password that you have now created.

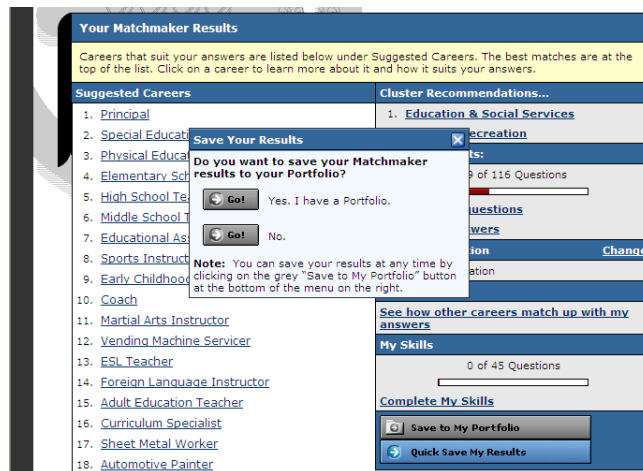


## PART B:

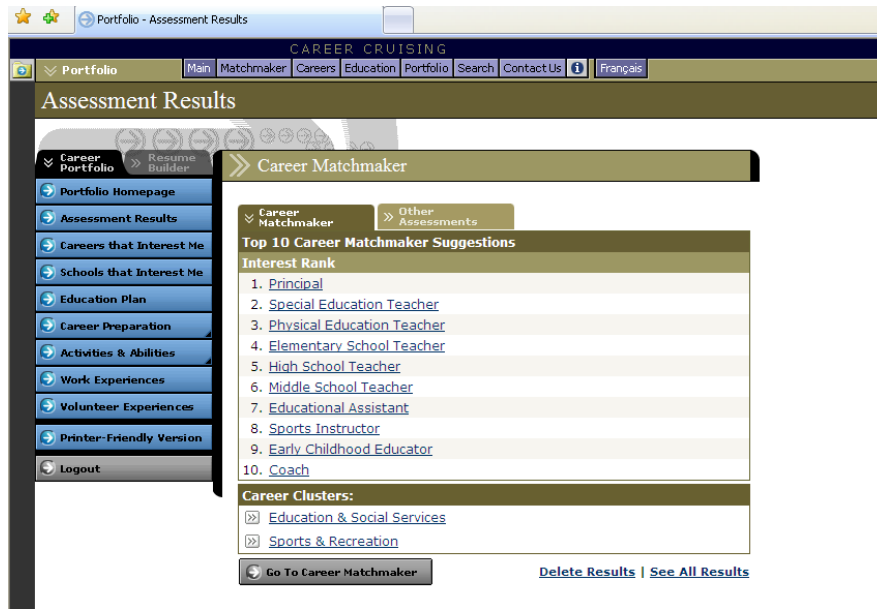
1. Complete the matchmaker questions by clicking on the Matchmaker button and completing the Start Now boxes. Answer the 39 questions.



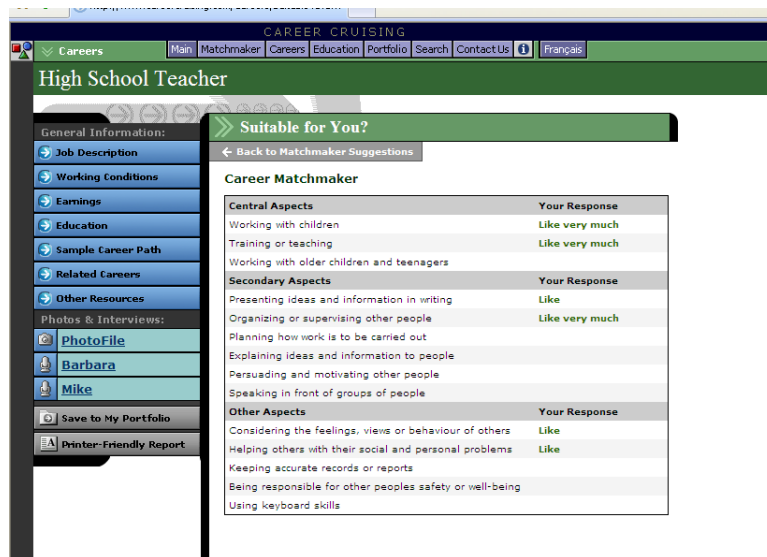
2. Click “Yes I have a Portfolio” Button.



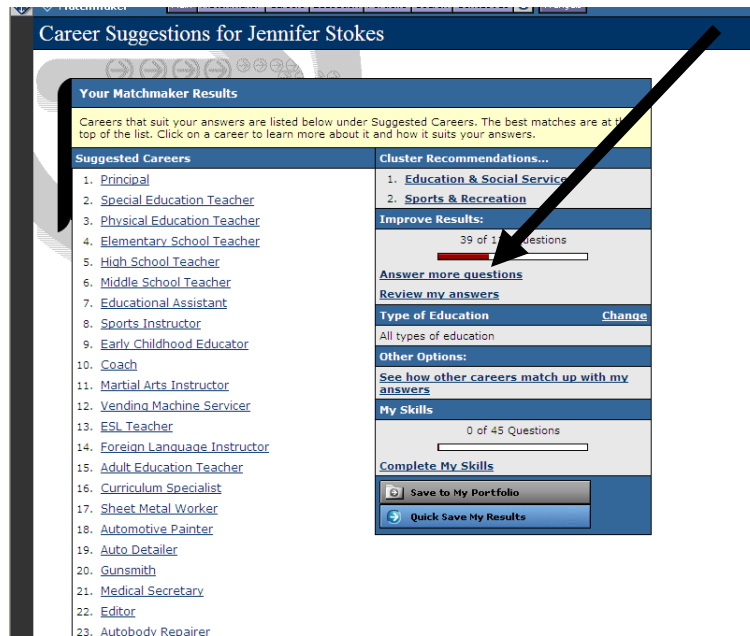
3. This should take you to your portfolio screen. If not, click on the portfolio button and then the “Assessment Results” button to see your results.



4. From the 10 results, select one that you feel is most suitable to your interests. Now check out this career by exploring the buttons on the left such as Job Description, Working Conditions, Earnings, and Education. Also, check out the Photos & Interviews.



5. Once you have explored a couple of careers, click on the Matchmaker button and “answer more questions. Answer the 57 questions.



6. Click “Yes I have a Portfolio” Button.
7. Click “answer more questions” and answer the remaining 20 questions to narrow down your career matches.
8. Click “Yes I have a Portfolio” Button.
9. Now click the Portfolio button to return to your portfolio and check your “assessment results” again.
10. Your results should be narrowed down to more specific careers best matched with your interests.
11. Go back to Matchmaker by clicking on the Matchmaker button at the top of your screen.
12. Click on the “Complete My Skills” link and answer the 45 questions.
13. Click “Yes I have a Portfolio” Button.

14. Notice the color coding. The boxes to the right of your Career Suggestions indicate how well your skills match the requirements of a particular career.

The screenshot shows the 'Career Suggestions for Jennifer Stokes' page. It features a navigation bar with 'Matchmaker' selected. The main content area is titled 'Your Matchmaker Results' and includes a list of 18 suggested careers with corresponding skills scores. A sidebar on the right provides additional options like 'Improve Results', 'Review my answers', and 'My Skills'.

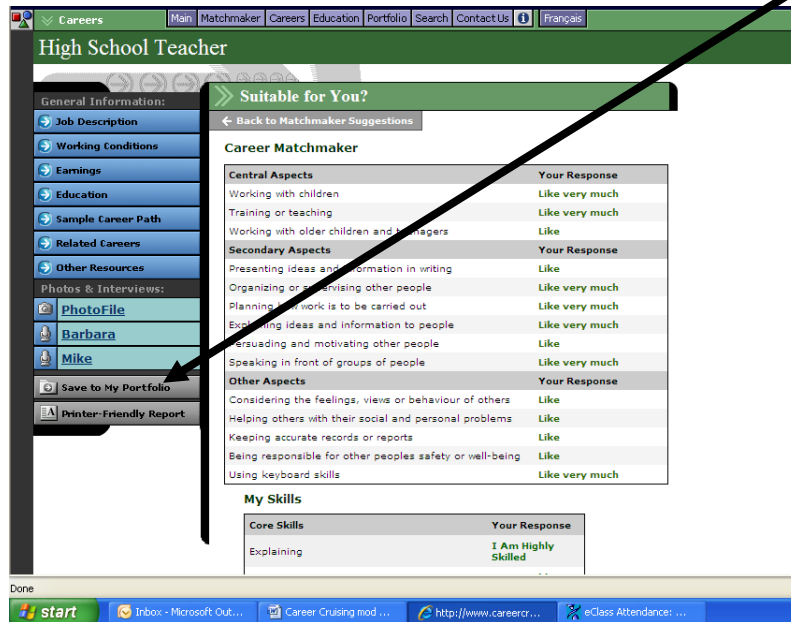
Suggested Careers	Skills Score
1. <a href="#">Principal</a>	A
2. <a href="#">High School Teacher</a>	B
3. <a href="#">Middle School Teacher</a>	A
4. <a href="#">Educational Assistant</a>	A
5. <a href="#">Elementary School Teacher</a>	B
6. <a href="#">Computer Trainer</a>	A
7. <a href="#">Early Childhood Educator</a>	A
8. <a href="#">Health Records Professional</a>	B
9. <a href="#">Database Developer</a>	B
10. <a href="#">Professor</a>	A
11. <a href="#">Business Systems Analyst</a>	B
12. <a href="#">Mediator</a>	B
13. <a href="#">Computer Programmer</a>	B
14. <a href="#">Office Manager</a>	C
15. <a href="#">Administrative Assistant</a>	A
16. <a href="#">Data Entry Clerk</a>	A
17. <a href="#">Bookkeeper</a>	B
18. <a href="#">School Counsellor</a>	A
19. <a href="#">Association Manager</a>	A

15. Use the Portfolio button to return to your portfolio. Click on the “Assessment Results” button again to see how well your skills match the requirements for your short list of career suggestions.

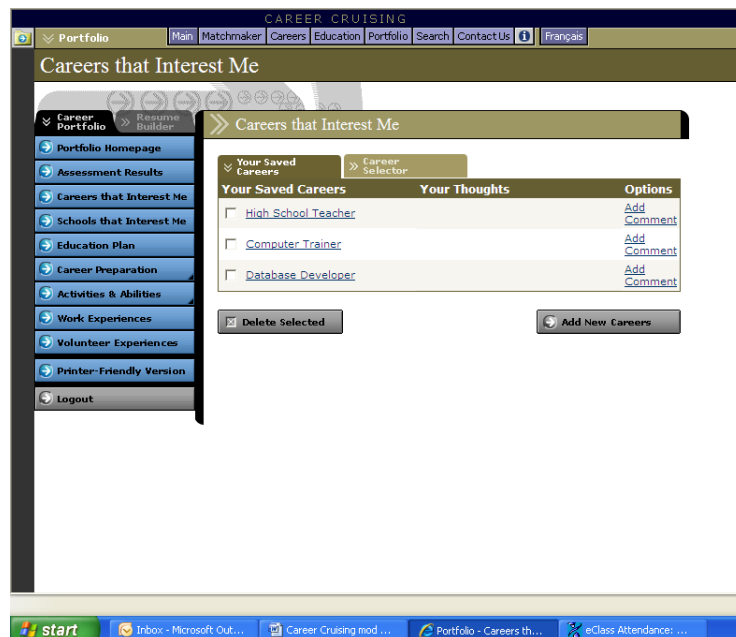
The screenshot shows the 'Assessment Results' page. It features a navigation bar with 'Portfolio' selected. The main content area is titled 'Assessment Results' and includes a list of 10 top career matchmaker suggestions with corresponding skills scores. A sidebar on the left provides navigation options like 'Portfolio Homepage', 'Assessment Results', and 'Logout'.

Top 10 Career Matchmaker Suggestions	Skills Score
1. <a href="#">Principal</a>	A
2. <a href="#">High School Teacher</a>	B
3. <a href="#">Middle School Teacher</a>	A
4. <a href="#">Educational Assistant</a>	A
5. <a href="#">Elementary School Teacher</a>	B
6. <a href="#">Computer Trainer</a>	A
7. <a href="#">Early Childhood Educator</a>	A
8. <a href="#">Health Records Professional</a>	B
9. <a href="#">Database Developer</a>	B
10. <a href="#">Professor</a>	A

16. Select 3 careers in the top 10 list of your “assessment results” and save them to your portfolio.



17. Click on the button “Careers that Interest Me” and the 3 you selected should appear in this list. Use the buttons at the left of your screen to search these 3 careers.





## **PART C: FINAL PROJECT**

1. Choose 1 of your final top career matches and research the career using the Career Cruising website or any other website that will give you information related to this career. Check this site out for researching your career:

<http://www.gnb.ca/0003/index-e.asp>

- click the VRL Tab at the top of the page and go to the Education links

2. Prepare a Power Point presentation using your research information to explain the following:

**Job Description**  
**Education**  
**Earnings**  
**Working Conditions**  
**Topics of Interest for this Job**

**These are suggestions for your presentation:**

- a. Name of Career
  - b. Tasks involved in this career
  - c. Education/training required
  - d. Where this education is available (Post Secondary Schools)
  - e. Cost of education or training
  - f. Job Prospects
  - g. Starting salaries
3. Present your project to the class on presentation day.