

# EMPLOYABILITY SKILLS ONLINE



## GETTING STARTED

**EMPLOYABILITY**  
**SKILLS ONLINE**  
Workforce Education & Life Skills Training

© 2002, 2003 Achievement Technologies, Inc.  
*All Rights Reserved.*

## LOG-IN INFORMATION

You will use the following information to log in to *Employability Skills Online*:

Administrator User Name:	<b>admin</b>
Initial Administrator Password:	
Site Identifier:	

For all reports, the following site name is used:

The following is your current subscription length:

<b>Subscription Start Date</b>	<b>Subscription End Date</b>

# TABLE OF CONTENTS

---

## Introduction

About the Product .....	i
About the Documentation .....	i

## Getting Started

1. Requirements	
Installation of Flash Player and Adobe Acrobat Reader .....	1-2
Requesting Technical Assistance .....	1-2
Technical Assistance Fax Form .....	1-4
2. Getting Started for the Administrator	
The System Administrator .....	2-1
About Getting Started for the Administrator .....	2-1
Steps for Getting Started .....	2-2
<i>Step I: Log In</i> .....	2-2
<i>Step II: Enter the Teacher Roster</i> .....	2-3
<i>Step III: Enter the Student Roster</i> .....	2-5
<i>Step IV: Print the Teacher and Student Rosters</i> .....	2-7
<i>Step V: Log Out</i> .....	2-7
Preparing the Getting Started for Teachers .....	2-7
3. Getting Started for Teachers	
Introduction .....	3-1
About Getting Started for Teachers .....	3-1
Requirements .....	3-2
Log-In Information.....	3-2
Steps for Getting Started .....	3-3
<i>Step I: Log In</i> .....	3-3
<i>Step II: Viewing the Product Guide</i> .....	3-4
<i>Step III: Create a Class</i> .....	3-5
<i>Step IV: Enroll Students in Your Class</i> .....	3-5
<i>Step V: Create Assignment(s)</i> .....	3-7
<i>Step VI: Give Assignment(s)</i> .....	3-9
<i>Step VII: Log Out</i> .....	3-9
Preparing the Student QuickStart.....	3-10
Quick Reference Sheet for Students.....	3-11

# INTRODUCTION

---

## **About the Product**

The 134 lessons in *Employability Skills Online* provide training that is critical to the process of selecting, obtaining, and maintaining employment. There are two types of lessons: Skills Lessons and Exercise Lessons. Skills Lessons are designed to develop the skills of people with adult interests, but whose reading skills may be limited. Exercise lessons allow students to practice skills they will need throughout their working life (e.g., Writing Job Search Letters).

*Employability Skills Online* is divided into four content areas: Career Decision Making, Job Seeking Skills, Work Maturity Skills, and Worker Effectiveness Skills.

In addition to its rich content, *Employability Skills Online* provides several additional important features:

- Tests students' skills, providing both pretests and posttests to make initial assessments and gauge student progress
- Prescribes activities based on students' pretest results
- Monitors student scores and completion of activities
- Produces reports for individual students and classes

## **About the Documentation**

This User Guide provides a quick overview of the features necessary to get started using the product (sections 1 through 3), an extensive description of all features available in the product (sections 4 through 6), and a list of sample reports (section 7). Throughout this User Guide you will find various Tips and Important Notes to help you use *Employability Skills Online* most efficiently and effectively.

In addition to this User Guide, a Product Guide is available for *Employability Skills Online*. The Product Guide can be found online by logging in as either the Program Administrator or a teacher. The Product Guide outlines the content and activities for *Employability Skills Online* and includes the following:

- descriptions of features specific to the module being addressed
- skills lesson summaries
- exercise lesson summaries
- assignment sheets

# GETTING STARTED

## 1. REQUIREMENTS

The following table lists the requirements for the successful operation of *Employability Skills Online*. All of these requirements have been fully tested for proper execution and acceptable performance.

**!** **Important:** Individual system performance can be significantly impacted by conditions outside of the requirements listed in the table. The following conditions may affect performance:

- Local network traffic
- Bandwidth of the connection to your Internet Service Provider (ISP)
- Contention with other network users

Your hardware configuration and operating system **MUST** meet the requirements specified for the browser you are using:

	<b>WINDOWS (95, 98, 2000, NT, ME, XP)</b>	<b>MACINTOSH (OS 8.x or 9.x)</b>	<b>MACINTOSH (OS X)</b>
<b>Internet Browsers Supported</b>	<i>Internet Explorer</i> Versions 5.5 SP2 or higher <i>Netscape Navigator</i> Versions 4.08, 4.51, 4.61, 4.75 or 4.76 only <i>America Online</i> Version 6 or higher	<i>Internet Explorer</i> Version 5.1.5 <i>Netscape Navigator</i> Versions 4.08, 4.51, 4.61, 4.75 or 4.76 only <i>America Online</i> Version 5 or higher	<i>Internet Explorer</i> Versions 5.1.4 or 5.2.1 <i>Netscape Navigator</i> Versions 4.08, 4.51, 4.61, 4.75 or 4.76 only <i>America Online</i> Version 5 or higher
<b>Macromedia Flash Player</b>	Version 5 or higher	Version 5 or higher	Version 5 or higher
<b>Adobe Acrobat Reader</b>	Version 5 or higher	Version 5 or higher	Version 5 or higher
<b>Browser Settings</b>	<ul style="list-style-type: none"> <li>• Javascript enabled</li> <li>• SSL 1 and 2 enabled</li> <li>• Access to secure pages</li> <li>• Access to Temporary Internet Files</li> </ul>	<ul style="list-style-type: none"> <li>• Javascript enabled</li> <li>• SSL 1 and 2 enabled</li> <li>• Access to secure pages</li> <li>• Access to Temporary Internet Files</li> </ul>	<ul style="list-style-type: none"> <li>• Javascript enabled</li> <li>• SSL 1 and 2 enabled</li> <li>• Access to secure pages</li> <li>• Access to Temporary Internet Files</li> </ul>
<b>No Pop-up window managers</b>			
<b>Connection Speed</b>	Minimum 56Kbps	Minimum 56Kbps	Minimum 56Kbps
<b>Display Settings</b>	<ul style="list-style-type: none"> <li>• Minimum 800 x 600</li> <li>• (1024 x 768 recommended)</li> <li>• 256 Colors</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 800 x 600</li> <li>• (1024 x 768 recommended)</li> <li>• 256 Colors</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 800 x 600</li> <li>• (1024 x 768 recommended)</li> <li>• 256 Colors</li> </ul>

### Installation of Flash Player and Adobe Acrobat Reader

In order to be able to access all features and functionality of *Employability Skills Online*, your computers must have Macromedia Flash Player and Adobe Acrobat Reader installed. If your computer does NOT have these applications, both applications can be downloaded at <http://www.achievementtech.com/go/esosupport>.

- Macromedia Flash Player is necessary for accessing the program's activities. The player can be downloaded from our support page by clicking on the following graphic:



- Adobe Acrobat Reader is necessary for operating the program's management system and viewing additional online documentation. The reader can be downloaded from our support page by clicking on the following graphic:



### Requesting Technical Assistance

To ensure the quickest problem resolution, we request that all of the questions from students and teachers first be directed to the designated Program Administrator for your organization.

It is our experience that many problems that occur while using Internet-based products are due to customer-specific configuration issues with the Internet Service Provider (ISP) software, desktop protection systems, firewalls, Internet site filtering software, and local area networks.



**Tip:** Our Technical Support staff is not permitted to disperse log-in information to any teacher, student or administrator without the express written consent—on letterhead—of your organization's *Employability Skills Online* administrator.

If a problem cannot be resolved locally, please contact our Technical Support center:

**Phone (toll free): 1.888.764.2446**  
**Fax (toll free): 1.888.391.3244**  
**Email: [support@AchievementTech.com](mailto:support@AchievementTech.com)**

Non-Technical questions can be directed to our Customer Service department at:

**Phone (toll free): 1.800.230.3571**  
**Fax (toll free): 1.888.391.3244**  
**Email: [valuedcustomer@AchievementTech.com](mailto:valuedcustomer@AchievementTech.com)**

Representatives are available to assist you between the hours of 8:30 AM and 5:00 PM EST, Monday through Friday.

In order to expeditiously respond to your problem, please provide the following information when contacting the Technical Support representative:

**Your Name/Title** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Site identifier – the ID used to log in to *Employability Skills Online*** \_\_\_\_\_

\_\_\_\_\_

**Phone number** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**A good time to reach you** \_\_\_\_\_

If you are experiencing a technical problem, we will also require the following information:

**Computer platform** \_\_\_\_\_

**Operating system, including the version being used** \_\_\_\_\_

**Internet browser/Version** \_\_\_\_\_

**Desktop protection system (if applicable)** \_\_\_\_\_

**Internet content filtering software (if applicable)** \_\_\_\_\_

If your problem relates to a specific lesson, please indicate the exact lesson (*e.g.*, Interviewing for a Job — Interview Dress and Appearance)

We also request a description of the problem. The more specific the description, the more quickly we will be able to identify a solution.

# Technical Assistance Fax Form

If making a request by fax, please provide all of the following information.  
When completed, fax this form to **1.888.391.3244**.

**Name** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Site Identifier** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

## *Part 1 - General System Information*

**Operating System & Version** \_\_\_\_\_

**Internet Browser/Version** \_\_\_\_\_

**Desktop Protection Software** \_\_\_\_\_

**Internet Content Filtering Software** \_\_\_\_\_

## *Part 2 - Description of the Problem*

Does your problem pertain to a specific lesson?

If YES, please identify the lesson.

\_\_\_\_\_

Please describe the problem and include all of actions/steps that you completed up to the point where the problem occurred. List any/all error messages verbatim. The more specificity, the more readily a solution can be found.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Continue on another page if more room is needed. THANK YOU.**

## 2. GETTING STARTED FOR THE ADMINISTRATOR

### The System Administrator

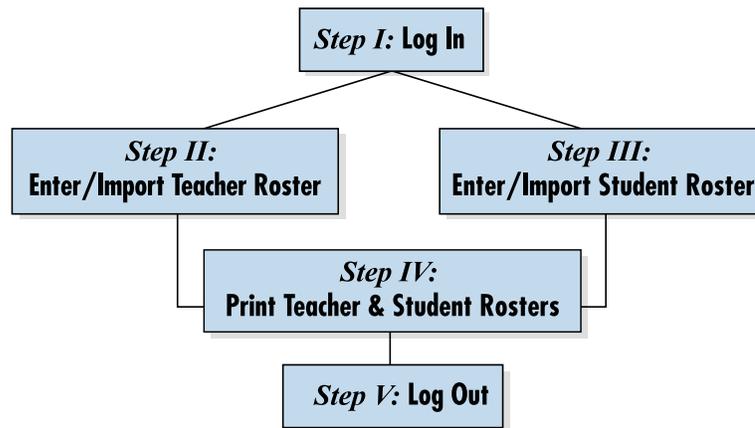
*Employability Skills Online* is a comprehensive resource for diagnosing and meeting the needs of those who use the product. It gives students a guided review of skills that are critical to the process of selecting, obtaining, and maintaining employment. There are two types of lessons: skills lessons and exercise lessons. Skills lessons are designed to develop the skills of people with adult interests, but whose reading skills may be limited. Exercise lessons allow students to practice skills they will need throughout their working life (e.g., Writing Job Search Letters).

The System Administrator is responsible for the maintenance functions of the program. You must be logged in as the System Administrator to obtain access to these functions.

### About Getting Started for the Administrator

The information on subsequent pages of this section is organized according to the process defined in the diagram shown below:

#### Process Flow – Getting Started with *Employability Skills Online*

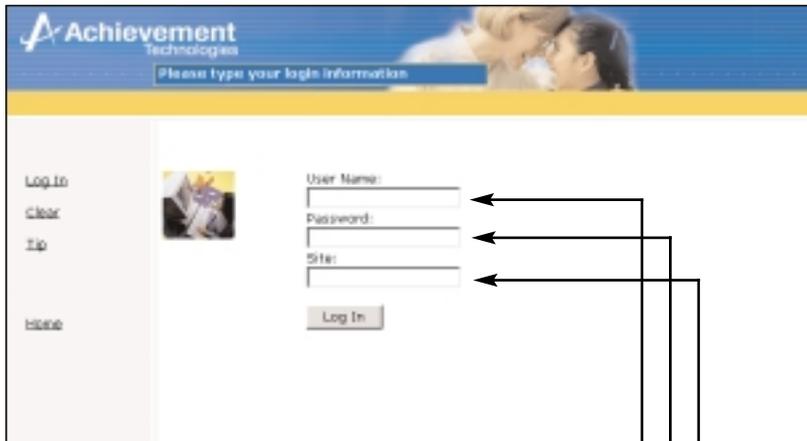


We recommend that you go through each of the steps identified in this process to successfully get started with your use of *Employability Skills Online*. Beyond the options identified in the process flow diagram, page 4-1 of this User Guide contains a diagram of all of the options available within the *Employability Skills Online* administrator program. For a full description of these features refer to Section 4, Reference for Administrators.

### Steps for Getting Started

#### Step I: Log In

1. Open your Web Browser.
2. Go to [www.MyEmployabilitySkills.com](http://www.MyEmployabilitySkills.com).



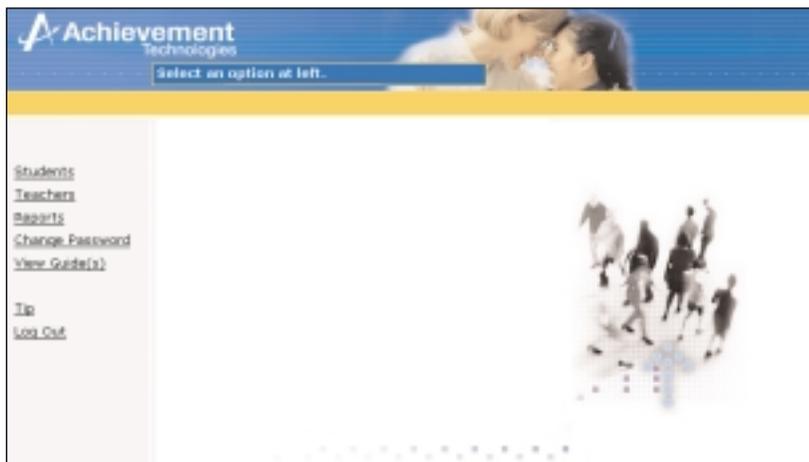
3. Type your:
  - user name in the field labeled User Name.
  - password in the field labeled Password.
  - site identifier in the field labeled Site.

---

**!** **Important:** Please refer to the **front page** of this User Guide for your administrator user name, password and site identifier.

---

4. Click **Log In**. The Main *Employability Skills Online* screen displays.



*Step II: Enter the Teacher Roster*

You have two options for entering teachers into *Employability Skills Online*: Importing a file containing the organization's teacher roster and/or manual data entry.

**Option 1: Importing a file**

If you are entering a large number of teachers at one time, the importing process can be an easy way to accomplish this.

1. Create a file from which the information can be imported into the program.

**!** **Important:** The file to be imported must be a tab (\*.txt) or comma (\*.csv) delimited text file. The file must contain all of the following data in this order: 1) Last Name, 2) First Name, 3) Title, 4) User Name

If you are getting your roster from another source, you may find it helpful to export it into an Excel file so it can be arranged in the proper format.

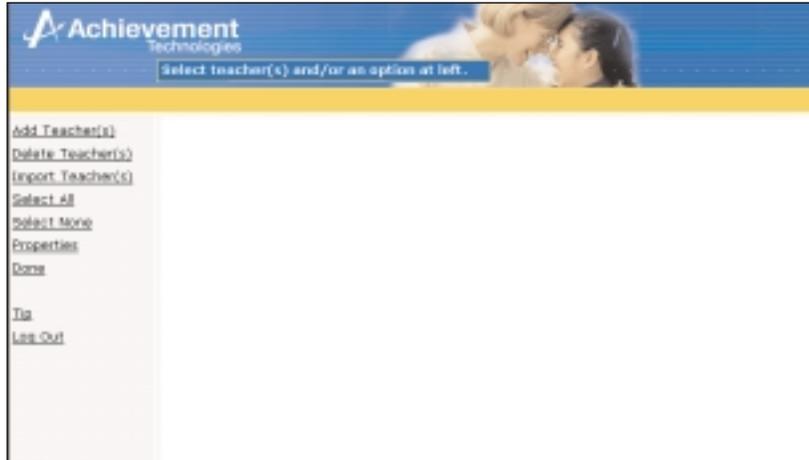
See the example Excel Spreadsheet below, left. Your completed importing file will look like the example below, right.

1	Anderson	Mary	Ms.	anderson	teach1	
2	Adams	Jon	Mr.	adams	teach2	
3	Bartel	James	Mr.	bartel	teach3	
4	Carr	Deborah	Mrs.	carr	teach4	
5	Grant	Cary	Mr.	grant	teach5	
6	Lombard	Carol	Ms.	lombard	teach6	
7	Mann	Howard	Dr.	Mann	teach7	
8	Nelson	Fritz	Mr.	nelson	teach8	
9	Ogden	David	Dr.	odgen	teach9	
10	Pilates	Sandra	Mrs.	pilates	teach10	
11						
12						
13						
14						
15						
16						Password
17						User Name
18						
19						
20						Social Title
21						
22						First Name
23						
24						
25						Last Name
26						
27						

teacher roster - Notepad					
File Edit Format Help					
Anderson	Mary	Ms.	anderson		
teach1					
Adams	Jon	Mr.	adams	teach2	
Bartel	James	Mr.	bartel	teach3	
Carr	Deborah	Mrs.	carr	teach4	
Grant	Cary	Mr.	grant	teach5	
Lombard	Carol	Ms.	lombard	teach6	
Mann	Howard	Dr.	Mann	teach7	
Nelson	Fritz	Mr.	nelson	teach8	
ogden	david	Dr.	odgen	teach9	
Pilates	Sandra	Mrs.	pilates	teach10	

**!** **Important:** Refer to page 4-12 for additional information regarding the importing process for teachers.

2. To complete the import process, click Teachers from the Main *Employability Skills Online* screen.
3. Click Import Teacher(s).
4. Type the name of the file or use **browse** to locate the file containing the teacher roster. Then click Import. The list of teachers to import will appear for you to check for accuracy.



5. Click Add these teachers to complete the import process.
6. Click Done.

### Option 2: Manual entry

1. From the Main *Employability Skills Online* screen, click Teachers.
2. Click Add Teacher(s).
  - Type the teacher's social title (*e.g.*, Dr., Ms., Mr.) first and last name, user name, and password.

---

**!** **Important:** A password **MUST** be entered in order to add a teacher.

---

3. Click Add this teacher.

Repeat steps 2 and 3 until all teachers have been entered.

4. Click Done.

*Step III: Enter the Student Roster*

You have two options for entering students into *Employability Skills Online*: Importing a file containing the organization's student roster and/or manual data entry.

**Option 1: Importing a file**

If you are entering a large number of students at one time, the importing process can be an easy way to accomplish this.

1. Create a file from which the information can be imported into the program.

**!** **Important:** The file to be imported must be a tab (\*.txt) or comma (\*.csv) delimited text file. The file must contain all of the following data in this order: 1) Last Name, 2) First Name, 3) Title, 4) User Name

If you are getting your roster from another source, you may find it helpful to export it into an Excel file so it can be arranged in the proper format.

See the example Excel Spreadsheet below, left. Depending on the information you choose to include in the file, your completed importing file will look like the example below, right.

	A	B	C	D	E	F	G
1	Anders	Mary	anders				
2	Adams	Darcy	adams				
3	Brown	Karn	brown				
4	Carrey	James	carrey				
5	Grant	Ulysses	grant				
6	Grey	Carol	grey				
7	Mandel	Howard	mandel				
8	Nelson	Timothy	nelson				
9	Osborne	David	osborne				
10	Pace	Sandra	Pace				
11	Pryne	John	pryce				
12	Richland	Thom	richland				
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

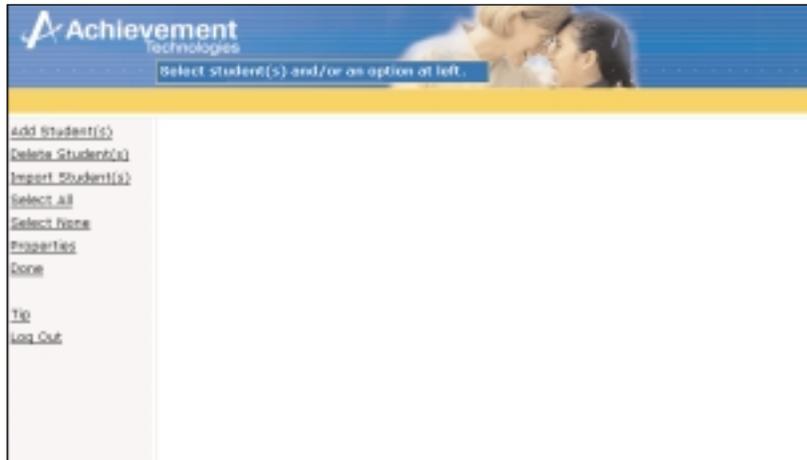
Annotations:

- Arrows point from the text boxes to the 'User Name' column (Column D).
- Text box 1: "User names do not have to be manually entered. If user name is not entered, the program will automatically create a user name of their combined first and last name. Ex: John Smith will have the user name 'johnsmith' The student will then create their password when they log in for the first time."
- Text box 2: "If the user name is imported but the password is left blank, the student will enter a password the first time they log in."

student roster - Notepad			
File	Edit	Format	Help
Anders	Mary	anders	
Adams	Darcy	adams	
Brown	Karn	brown	
Carrey	James	carrey	
Grant	ulysses	grant	
Grey	Carol	grey	
Mandel	Howard	mandel	
Nelson	Timothy	nelson	
Osborne	david	osborne	
Pace	Sandra	Pace	
Pryne	John	pryce	
Richland	Thom	richland	

**!** **Important:** Refer to page 4-6 for additional information regarding the importing process for students.

2. To complete the importing process, click Students from the Main *Employability Skills Online* screen.
3. Click Import Students(s).
4. Type the name of or use **browse** to locate the file containing the student roster. Then click Import. The list of students to import will appear for you to check for accuracy.



5. Click Add these students to complete the import process.
6. Click Done.

### Option 2: Manual entry

1. From the Main *Employability Skills Online* screen, click Students.
2. Click Add Student(s).
3. Type the student's first and last name and user name. (Password is optional. If it is not assigned, the student will create one the first time s/he logs in).
4. Click Add this student.  
Repeat steps 2 through 4 until all students have been entered.
5. Click Done.

*Step IV: Print the Teacher and Student Rosters*

It is advisable that the administrator of *Employability Skills Online* has a hard copy of the access information for their teachers and students.

1. From the Main *Employability Skills Online* screen, click Reports.
2. To print the Teacher Roster report:
  - Click Teacher Roster.
  - Select *Print* from the File menu.
  - To return to the Reports menu, click the  in the far upper right corner of the Adobe Acrobat [Embedded File] window.
3. To print the Student Roster report:
  - Click Student Roster.
  - Select *Print* from the File menu.
  - To return to the Reports menu, click the  in the far upper right corner of the Adobe Acrobat [Embedded File] window.
4. From the Reports menu screen, click Done.

*Step V: Log Out*

From the Main *Employability Skills Online* screen, click Log Out.

**Preparing the Getting Started for Teachers**

Now that you have completed the 5 steps for getting started, it is a good idea to customize and distribute the Getting Started for Teachers section of this Guide beginning on the following page. To do so:

1. Make photocopies of Section 3, Getting Started for Teachers. Make as many copies as you have teachers in your teacher roster.
2. If you have not already printed the Teacher Roster, refer to “Student and Teacher Roster Reports” on page 4-18.
3. On page 3-2 of each Getting Started for Teachers, enter the log-in information for each teacher from the Teacher Roster Printout.
4. Distribute Getting Started for Teachers section to each teacher as appropriate.



### 3. GETTING STARTED FOR TEACHERS

#### Introduction

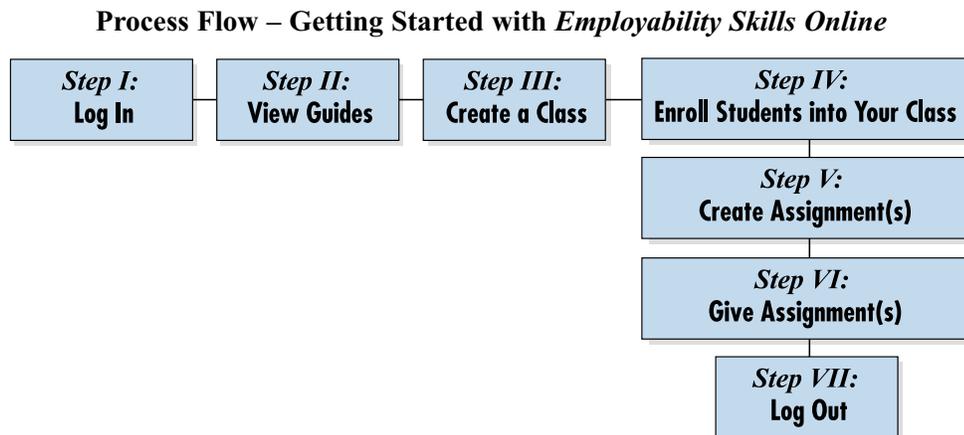
*Employability Skills Online* is a comprehensive resource for diagnosing and meeting the needs of those who use the product. It gives students a guided review of skills that are critical to the process of selecting, obtaining, and maintaining employment. There are two types of lessons: skills lessons and exercise lessons. Skills lessons are designed to develop the skills of people with adult interests, but whose reading skills may be limited. Exercise lessons allow students to practice skills they will need throughout their working life (e.g., Writing Job Search Letters).

The three principal activities in the teacher program are setting up classes, creating assignments, and viewing/printing reports. This document provides a quick overview of these activities to help you get started. A Product Guide is also provided, which is accessible online, and includes:

- Summaries of each of the skills lessons organized by topic area
- Summaries of each of the exercise lessons organized by topic area
- Assignment sheets

#### About Getting Started for Teachers

The information on subsequent pages of this section is organized according to the process defined in the diagram shown below:



We recommend that you go through each of the steps identified in this process to successfully get started with *Employability Skills Online*.

### Requirements

In order to be able to access *Employability Skills Online*, your computer must have Flash Player and Adobe Acrobat Reader installed. If your computer does NOT have these applications, you may:

- Proceed and you will be guided through the installation of both of these applications.
- Contact your organization's technical representative to have these applications installed and then proceed with the steps described on the next page.
- Go to System Requirements at [www.AchievementTech.com/esosysreq](http://www.AchievementTech.com/esosysreq)

### Log-In Information

You should receive your user name, password and site identifier from your organization's designated *Employability Skills Online* administrator. You will need this information in order to use *Employability Skills Online*. If you do not have it, please obtain this information from your administrator before proceeding.

**User Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Site Identifier:** \_\_\_\_\_

## Steps for Getting Started

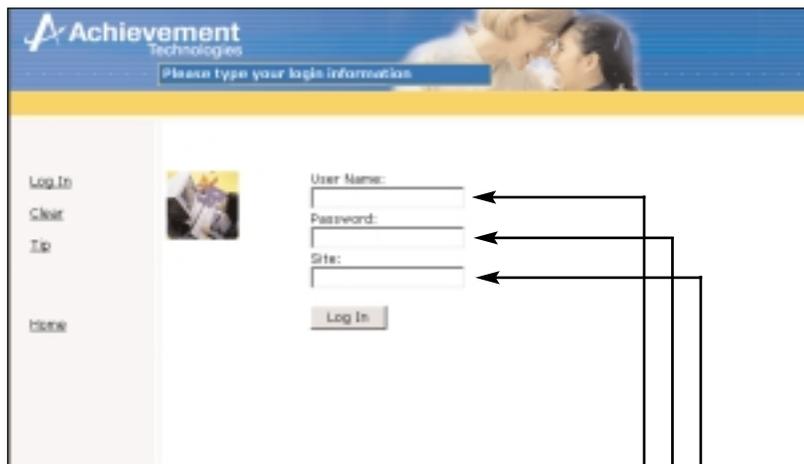
### Step I: Log In

1. Open your Web Browser.
2. Go to [www.MyEmployabilitySkills.com](http://www.MyEmployabilitySkills.com).

---

**!** **Important:** If you do not have Flash player installed, you will be prompted to install it. The instructions for downloading and installing Flash Player for your particular browser and operating system can be found in Frequently Asked Questions located at <http://www.achievementtech.com/go/esosupport>.

---



3. Type your:
  - user name in the field labeled User Name.
  - password in the field labeled Password.
  - site identifier in the field labeled Site.

- Click **Log In**. The Main *Employability Skills Online* screen displays.



### Step II: Viewing the Product Guide

- From the Main *Employability Skills Online* screen, click View Guide(s).

---

**!** **Important:** If you do not have Adobe Acrobat Reader installed, you will be prompted to install it. The instructions for downloading and installing Adobe Acrobat Reader for your particular browser and operating system can be found in Frequently Asked Questions located at <http://www.achievementtech.com/go/esosupport>.

---

- Click View User Guide.
- When you are finished viewing the guide online, click the  located in the far upper right corner to close the “Adobe Acrobat – [Embedded File]” window.
- Click the  located in the far upper right corner to close the “Product Guide” window.

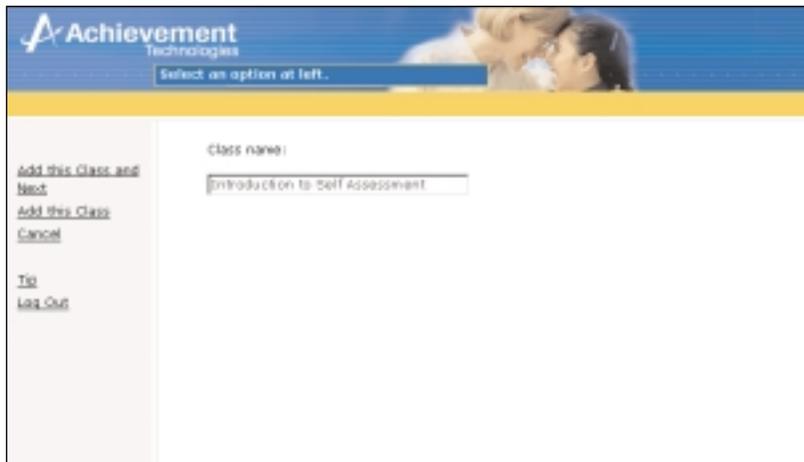


**Tip:** The Product Guide outlines the content and activities for *Employability Skills Online*.

---

*Step III: Create a Class*

1. From the Main *Employability Skills Online* screen, click [Classes](#).
2. Click [Add Class\(es\)](#).
3. Type a name in the blank space.



4. Click [Add this Class](#) to return to the Classes screen.

*Step IV: Enroll Students in Your Class*

1. Select a class with which to work and click [Class Properties](#). Then, click [Students](#).
2. Click [Enrollment](#).





**Tip:** If your *Employability Skills Online* System Administrator has imported your organization's student roster, an alphabetized list of student names will display on the right. Enrolling a student in your class may involve both selecting student names from the list as well as adding students whose names do not appear on the list. Both techniques for enrolling students are addressed in steps 3 and 4 below.

3. Adding a student to the list:

- Click Add New Student(s).
- Type the student's first and last name and user name. (Password is optional. If it is not assigned, the student will create one the first time s/he logs in).
- Click **Next** or Add this Student and Next if more than one (1) student must be added to the list. Continue until the last new student's information has been added

**OR**

Add this Student if this is the only student's name to be added to the list.



**Tip:** If you accidentally click **Next** or Add this Student and next, but have no additional students to add, click Cancel.

4. Enrolling student(s) from the list of students:

- Scroll through the list of student names and click the check box next to each student to enroll in your class.

Enroll Selected Student(s)	
<input type="checkbox"/>	Adams, Nancy [adams]
<input type="checkbox"/>	Anders, Mary [anders]
<input checked="" type="checkbox"/>	Anshu, Bhatnagar [anshu]
<input type="checkbox"/>	Bennett, Anthony [bennett]
<input checked="" type="checkbox"/>	Brian, Fitzpatrick [brian]
<input checked="" type="checkbox"/>	Brown, Fern [brown]
<input type="checkbox"/>	Bryce, Baker [bryce]
<input type="checkbox"/>	Carlann, Anders [carlann]
<input type="checkbox"/>	Carey, James [carey]
<input checked="" type="checkbox"/>	Cecelia, Clark [cece]
<input type="checkbox"/>	Denis, Baldwin [denis]
<input checked="" type="checkbox"/>	Diaz, Julia [jdiaz]
<input type="checkbox"/>	Grant, Ulysses [grant]
<input type="checkbox"/>	Grey, Carol [grey]
<input type="checkbox"/>	James, Anderson [james]
<input type="checkbox"/>	Jay, Davis [jay]



**Important:** All of the names with a  will be enrolled in your class.

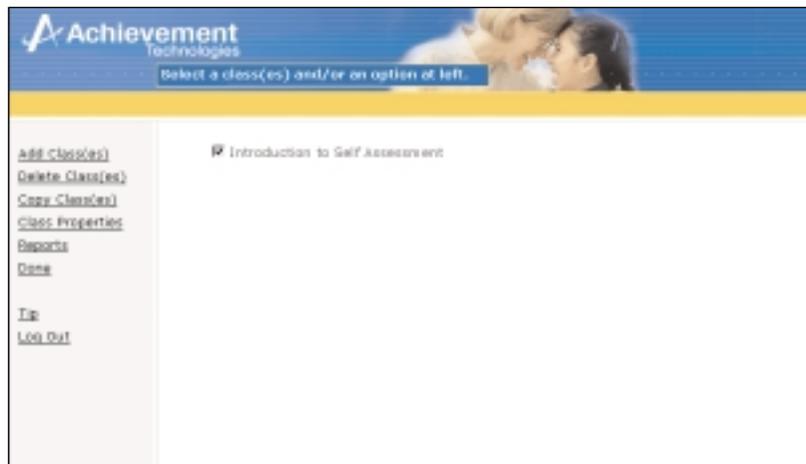
5. Click Enroll Selected Student(s).

6. Click Done.

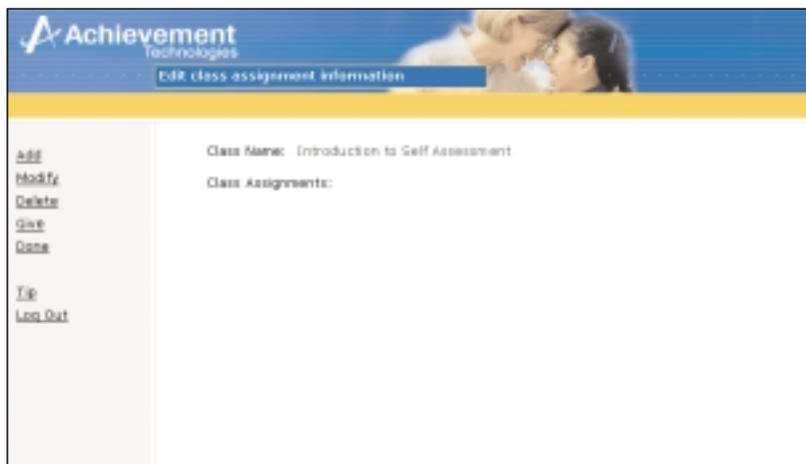
*Step V: Create Assignment(s)*

Assignments can be created for individuals or an entire class. Both options are demonstrated.

1. From the Classes screen, click the check box beside the class for which you want to create an assignment.



2. Click Class Properties.
3. Click Assignment.



4. Click Add.
5. Enter an assignment name. Optional:
  - a. Type a note. (This is what students will see when they log in.)
  - b. Enter the Mastery % (if the default of 80% is not appropriate).

6. Click a subject from the list on the left.



**Tip:** You may choose to only assign the PRETEST for a subject. Upon completion of the pretest, activities (*i.e.*, lessons) will be prescribed based on the Mastery % that is defined.

7. Scroll through the list of activities on the right associated with the selected subject displayed on the left. Click the check box(es) for the activity(ies) you want to assign to all students in the class.



**Tip:** If ALL activities in a specific topic area are to be assigned (*e.g.* Financial Responsibility), click the topic name itself.

8. Once the desired activities have been selected, click Done to proceed to the Give Assignment screen.

*Step VI: Give Assignment(s)*

Once the assignment is created, you will be directed to a screen titled, “Give assignment to students.” Assignments can be given to the entire class or to individual students.

	Assessment assignment	Job Factors assignment	Search assignment	Interview assignment
Anshu, Bhatnagar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brian, Fitzpatrick	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brown, Kam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cecelia, Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diaz, Julia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joseph, Finlen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mandel, Howard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary, Aogee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nelson, Timothy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Osborne, David	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- To give an assignment to an entire class, click on the assignment name. All students in the class will be given the assignment.
- To give an assignment to individuals, click on the check box under the assignment you want to give and across from the student you wish to complete it.

**!** **Important:** Every time a new student is enrolled, they will also have to be given an assignment. If they are not given an assignment by a teacher, the program will assign all the default pretests.

1. Click Done to save.
2. Click Done on the next three screens to return to the Main *Employability Skills Online* screen.

*Step VII: Log Out*

From the Main *Employability Skills Online* screen, click Log Out.

**Preparing the Student QuickStart**

On page 3-11 is a Quick Reference Sheet for Students. If you are ready for your class to begin using *Employability Skills Online*, you may want to use this Quick Reference Sheet to distribute log-in information and instructions. To do so,

1. Make photocopies of the Quick Reference Sheet for Students (pages 3-11 and 3-12). Make as many copies as you have students in your roster.
2. In the fields provided at the top of the Quick Reference Sheet for Students, enter the log-in information for each student from the Student Roster Printout.
3. Distribute the Quick Reference Sheet for Students to each student as appropriate.

## QUICK REFERENCE SHEET FOR STUDENTS

The following step-by-step instructions provide a quick and easy way to get you started with *Employability Skills Online*. If you need additional assistance using the program, please contact the teacher who provided you with access to the program.

### Logging In

Listed below is the information that you need to log in to *Employability Skills Online*:

**User Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Site:** \_\_\_\_\_

1. Open your Web browser.
2. Go to [www.MyEmployabilitySkills.com](http://www.MyEmployabilitySkills.com).



3. Type your user name, password and site.

**!** **Important:** If no password has been given to you, leave it blank. You will be required to create a password later.

4. Click **Log In**.
  - a. If you entered a password at the log-in screen, the Main *Employability Skills Online* screen displays. Proceed to “Taking An Assignment” on the back of this page.
  - b. If you did NOT enter a password, click Yes, it is my name. Then:
    - Type a password in the *New Password*: blank space.
    - Type this same password again in the *New Password (Repeat)*: blank space.
    - Click Done. If a SECURITY ALERT window displays, click the **Yes** button.
    - The Main *Employability Skills Online* screen displays.

### Taking an Assignment

Your teacher has assigned activities for you to complete. There may be one activity or several activities. To access your assignments follow these steps:

1. From the Main *Employability Skills Online* screen, click Take Assignment.
2. Click an assignment under the class name on which you wish to work.



**Tip:** If you have been enrolled in only ONE class with ONE assignment, you will go immediately to the subject screen.



3. Click a subject to select it.
4. Click the activity listed in the **Your next recommended activity is** box at the top of the screen.
5. Complete the activity following the directions on each screen.



**Tip:** When audio is available, your cursor will change to a hand. You can then click in the activity window to hear the audio support.

6. When you have completed the activity, click **Go On**.



**Important:** Do NOT click the  in the upper right corner of the window. If you do, you will not get credit for the work you just completed.

Once you have completed an activity, you will be returned to the list of activities available to you in your selected subject. You may choose one of the following options:

- Click on the next recommended activity.
- Click the **Back** button once and select a different subject.
- Click the **Back** button twice to choose a different class.
- Click Log Out to exit from *Employability Skills Online*.



**Important:** If you are accessing the program outside of your organization, please make sure the computer you are using meets the system requirements. These requirements can be found at [www.achievementtech.com/go/esosysreq](http://www.achievementtech.com/go/esosysreq).

5. Enter an assignment name (*e.g.*, Math-Fractions). Optional:
  - a. Type a note for your students. (This is what students will see when they log in.)
  - b. Enter the Mastery % (if the default of 80% is not appropriate).
6. Click a subject (*e.g.*, LM Math 2) from the list on the left.



**Tip:** You may choose to only assign the PRETEST for a subject. Upon completion of the pretest, activities (*i.e.*, lessons) will be prescribed based on the Mastery % that is defined.

7. Scroll through the list of activities on the right associated with the selected subject displayed on the left. Click the check box(es) for the activity(ies) you want to assign to all students in the class.



**Tip:** If ALL activities in a specific topic area (*e.g.*, Vocabulary Building) are to be assigned, click the topic name itself.

8. Once the desired activities have been selected, click Done to proceed to the Give Assignments screen.

*Step VI: Give Assignment(s)*

Once the assignment is created, you will be directed to a screen titled, “Give assignment to students.” Assignments can be given to the entire class or to individual students.

	Math Assignment	Writing Assignment	Reading Assignment	Science Assignment
Anshu, Bhatnagar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brian, Fitzpatrick	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brown, Kam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ceceka, Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diaz, Julia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joseph, Finken	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mandel, Howard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary, Acque	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nelson, Timothy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Osborne, David	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- To give an assignment to an entire class, click on the assignment name. All students in the class will be given the assignment.
- To give an assignment to individuals, click on the check box under the assignment you want to give and across from the student you wish to complete it.

**!** **Important:** Every time a new student is enrolled into a class, they will also have to be given an assignment. If they are not given an assignment by a teacher, the program will assign all the default pretests.

1. Click Done to save.
2. Click Done on the next three screens to return to the Main *SkillsTutor/Learning MileStones* screen.

*Step VII: Log Out*

From the Main *SkillsTutor/Learning MileStones* screen, click Log Out.

**Preparing the Student QuickStart**

On page 3-11 is a Quick Reference Sheet for Students. If you are ready for your students to begin using *SkillsTutor/Learning MileStones*, you may want to use this Quick Reference Sheet to distribute log-in information and instructions. To do so,

1. Make photocopies of the Quick Reference Sheet for Students (pages 3-11 and 3-12). Make as many copies as you have students in your class roster.
2. If you have not already printed the Class Roster, refer to the online user guide. (See page 3-4 if you are unsure of how to view online guides.)
3. In the fields provided at the top of the Quick Reference Sheet for Students, enter the log-in information for each student from the Class Roster Printout.
4. Distribute the Quick Reference Sheet for Students to each student as appropriate.

## QUICK REFERENCE SHEET FOR STUDENTS

The following step-by-step instructions provide a quick and easy way to get you started with SkillsTutor and Learning MileStones™. If you need additional assistance using the program, please contact the instructor who provided you with access to the program.

### Logging In

Listed below is the information that you need to log in to *SkillsTutor/Learning MileStones*:

**User Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Site:** \_\_\_\_\_

1. Open your Web browser.
2. Go to [www.MySkillsTutor.com](http://www.MySkillsTutor.com).



3. Type your user name, password and site.

**!** **Important:** If no password has been given to you, leave it blank. You will be required to create a password later.

4. Click **Log In**.
  - a. If you entered a password at the log-in screen, the Main *SkillsTutor/Learning MileStones* screen displays. Proceed to “Taking An Assignment” on the back of this page.
  - b. If you did NOT enter a password, click Yes, it is my name. Then:
    - Type a password in the *New Password*: blank space.
    - Type this same password again in the *New Password (Repeat)*: blank space.
    - Click Done. If a SECURITY ALERT window displays, click the **Yes** button.
    - The Main *SkillsTutor/Learning MileStones* screen displays.

### Taking an Assignment

Your instructor has assigned activities for you to complete. There may be one activity or several activities. To access your assignments follow these steps:

1. From the Main *SkillsTutor/Learning MileStones* screen, click Take Assignment.
2. Click an assignment under the class name on which you wish to work.



**Tip:** If you have been enrolled in only ONE class with ONE assignment, you will go immediately to the subject screen.



3. Click a subject to select it.
4. Click the activity listed in the **Your next recommended activity is** box at the top of the screen.
5. Complete the activity following the directions on each screen.



**Tip:** When audio is available, your cursor will change to a hand. You can then click in the activity window to hear the audio support.

6. When you have completed the activity, click **Go On**.



**Important:** Do NOT click the  in the upper right corner of the window. If you do, you will not get credit for the work you just completed.

Once you have completed an activity, you will be returned to the list of activities available to you in your selected subject. You may choose one of the following options:

- Click on the next recommended activity.
- Click the **Back** button once and select a different subject.
- Click the **Back** button twice to choose a different assignment.
- Click Log Out to exit from *SkillsTutor/Learning MileStones*.



**Important:** If you are accessing the program outside of your school or educational organization, please make sure the computer you are using meets the system requirements. These requirements can be found at [www.achievementtech.com/go/stsysreq](http://www.achievementtech.com/go/stsysreq)