



SABES Program Support PD Center - Advising & Digital Literacy

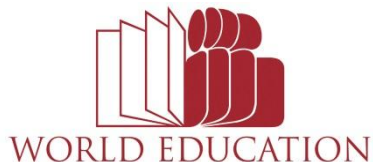
Online Career Planning and Job Search Tools: Supporting Students from a Distance

May 7, 2020

1:00 – 2:30

Diana Satin

dianarsatin@gmail.com



The SABES Program Support PD Center is a project of World Education, Inc., funded by a grant from the Massachusetts Department of Elementary and Secondary Education.





Welcome!

Welcome!



Diana Satin

Digital Literacy Specialist
SABES Digital Literacy PD Center
dianarsatin@gmail.com



Ben Bruno

Tech Support
ben@brunolearning.com

Welcome!



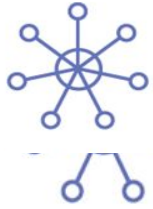
Ebony Vandross

E-Learning and Communications
Associate
World Education



Maegan Morris

Project Associate
SABES Program Support PD Center



Objectives

- Identify a tech tool and apply it to advising and helping students navigate a career planning or job search site from a distance
- Draft an objective and plan for an advising activity using this tool





Agenda

- Updates from the State
- Advising Now
- Leveraging Tech Tools + Advising Sites
- What's Next
- Evaluation

Updates from the State



A Word from ACLS on Assessment and Tracking Student Hours

Wyvonne Stevens-Carter, ACLS Director:

- **Tracking hours:** If it works to track hours, that's fine. Example: same lesson as in class = same # hours. There won't be an inquiry regarding process for counting hours. ACLS will be flexible. Doesn't want to add stress. **Most important is teaching and learning.**
- **Assessments:** There is a hold on NRS assessments (TABE, MAPT, BEST) until further notice. They cannot be administered online. (Click for [ACLS memo](#).)

More guidance is forthcoming from ACLS and may be a topic for Director's Meeting.

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MA to Make Pandemic EBT Available in May

- **For any child in K-12 school eligible for free/reduced lunch:**
 - If already receiving EBT, will get increase of \$5.70/child/day.
 - If not receiving EBT, families will get cards in the mail.
- The Public Charge rule does NOT apply to P-EBT and getting this benefit will NOT affect a child's immigration status.

State information page:

<https://www.mass.gov/info-details/pandemic-ebt-p-ebt>

Leveraging Tech Tools + Advising Sites

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Advising Now: Your Challenges

Poll: Advising from a distance is different in many ways from advising in person at your program. What have been your top two challenges?

1. Helping learners with job search and applications
2. Helping learners continue Education and Career Planning
3. Planning for an uncertain future related to Education and Career Planning
4. Knowing how and when to contact students: what is the right amount?
5. Engaging learners with beginning English levels remotely
6. Engaging learners with beginning digital literacy levels remotely
7. Onboarding students to new platforms remotely
8. Other college and career advising challenges (please describe in chat)

Jenn Grehan

Challenge: Unknown Future for Programs



Bigger Picture Challenges

- Lack of access to technology for a disadvantaged population
- Lack of student engagement
- Psych and socio elements that are interfering with students learning



Advising from a Distance

**Your favorite way to use a tech tool
for career planning and job searching
from a distance?**



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Tips to Keep in Mind

1. Take advantage of skills and tools students are already familiar with, such as cellphones.
2. When possible, choose tech tools that require digital literacy skills that relate to student goals.
3. Plan for building in the digital literacy needed.
4. Include student motivation and retention as your goals.

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The Tools and Sites

- The communication tools:
 - Google Meet
 - Remind
 - Screencast-O-Matic
- The advising tools:
 - O*Net MyNextMove
 - MassHire CIS
 - MassHire JobQuest

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Questions to Keep in Mind

- Ways to address the goal you plan to address?
- Resource / approach you are considering looking into?

Google Meet & O*NET My Next Move



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Google Meet

<https://meet.google.com/>

Video meeting and chat app/website. Can use for phone calls without video. Send text, links, photos, files. All members can share screens.

Free for G Suite. Free for all “in the coming weeks!”

- Google account required to host and *to join
- No download required to use or join on computer; app required for phones
- App integrations - Google Classroom and more
- Record meetings with G Suite version

TIP: Sending invites via your email program may be more reliable than sending from within Meet.

Home Page

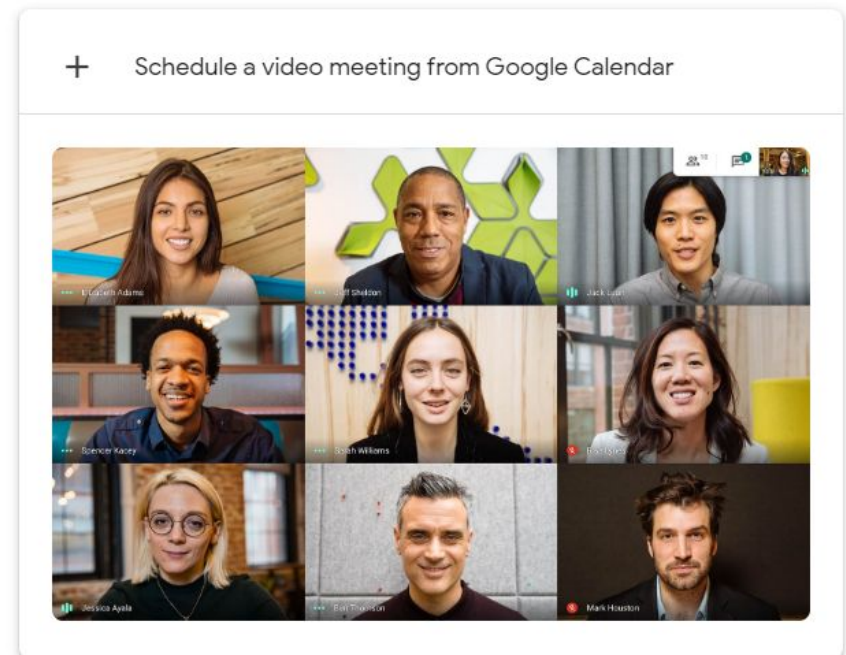


Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

or

[Learn more](#) about Google Meet



In a Meeting



cbourret@
Sw



sabeswebinar

No one else is here

Join now

Present

Other options

Join and use a phone for audio

In a Meeting

Sen Class is presenting

AutoSave Off

ClassNotes Week 4 RI Best.docx

File Home Insert Design Layout References Mailings Review View Help

Clipboard

Font Paragraph Styles

Clipboard

Paste All Clear All

Click an Item to Paste:

2.2.1 Changing View

meet.google.com/bzs-ttiq-yxp

Options

Page 2 of 3 Line: 17 3 of 156 words

People (14) Chat

Add people

Christopher Bourret (You)

Tavares

Tavares

arros

Jha

reja

Quiñonez

Sarkissian

Acheampong

cto Lopez

lass (Presentation)

2.1 Quick Access Toolbar

2.2 Lesson 2

2.2.1 Changing View

2.2.2 Finding and Replacing Items

2.3 Lesson 3

2.3.1 Setting Tabs

2.3.2 Using Format Painter

2.3.3 Using WordArt

2.4 Lesson 4

2.4.1 Page Setup

2.4.2 Working with Columns

2.4.3 Headers and Footers

2.4.4 Working with Document Backgrounds

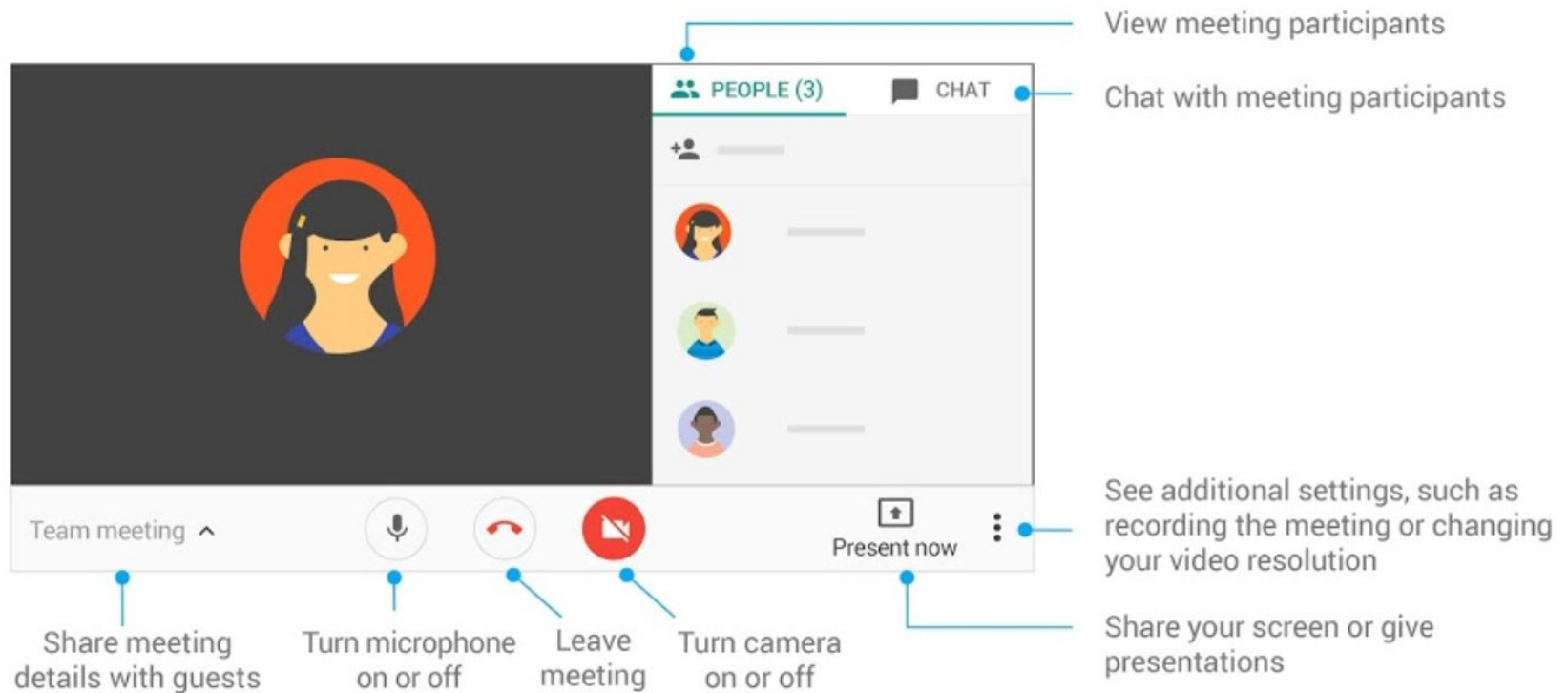
2.5 Lesson 5

2.5.1 Distributing Documents

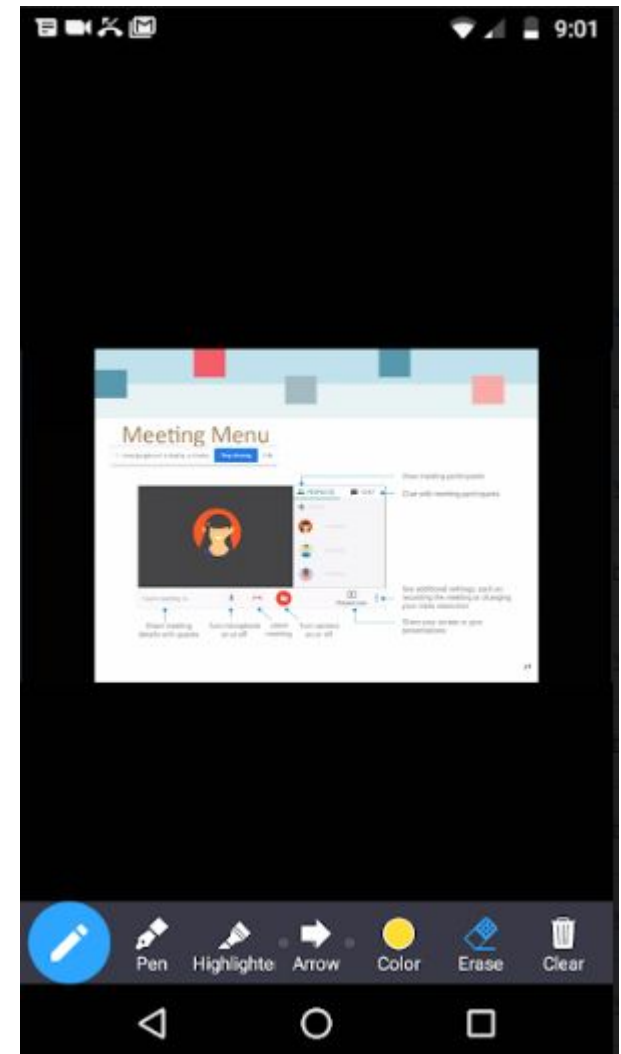
2.6 Lesson 6

2.6.1 Using Tables

Meeting Menu - Computer



Meeting Menu - Phone



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Zoom: A Note

For those using Zoom:

- Evildoers are Zoombombing, so check [Zoom's guidance](#) for how to minimize the likelihood.

O*NET My Next Move Home Page

MY NEXT MOVE **o-net in-it** HOME SEARCH INDUSTRIES INTERESTS

What do you want to do for a living?

"I want to be a ..."

Search careers with key words.

Describe your dream career in a few words:

Examples: doctor, build houses

Search →

"I'll know it when I see it."

Browse careers by industry.

There are over 900 career options for you to look at. Find yours in one of these industries:

Browse →

"I'm not really sure."

Tell us what you like to do.

Answer questions about the type of work you might enjoy. We'll suggest careers that match your interests and training.

Start →

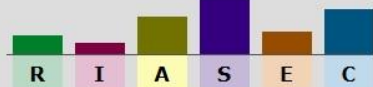
Interest Profiler

MY NEXT MOVE

o-net
in-it



O*NET Interest Profiler



Realistic	5
Investigative	3
Artistic	10
Social	15
Enterprising	6
Conventional	12

Here are your Interest Profiler results!

Think of your interests as work you like to do.

Your interests can help you find careers you might like to explore. The more a career meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest below to learn more. When you're ready, click **Next** to continue.

- [Realistic](#)
- [Investigative](#)
- [Artistic](#)
- [Social](#)
- [Enterprising](#)
- [Conventional](#)

Print

Back

Start

Interests

Results

Job Zones

Careers

Next

Interest Profiler

— MY NEXT MOVE —



HOME



SEARCH



INDUSTRIES



INTERESTS

O*NET Interest Profiler



Interests + Job Zones Careers

To focus your search, think about the following question:

How much education, training, and experience do I need to do the job?

Each O*NET career is in one of five **Job Zones**, which are groups of careers that need the same level of **experience**, **education**, and **training**.

Different careers need different amounts of preparation. You will be asked to pick a Job Zone. Using your Job Zone and your interests, the Interest Profiler will help you identify and explore careers that might be right for you.

Back

Start

Interests

Results

Job Zones

Careers

Next



Interest Profiler

MY NEXT MOVE

o-net
in-it



HOME



SEARCH



INDUSTRIES



INTERESTS

O*NET Interest Profiler

Click to change your Job Zone:

R I A S E C 1 2 3 4 5 Job Zone Two
some job preparation

Careers that fit your interests and preparation level:

Best fit Great fit

- Childcare Workers
- Nannies
- Locker Room, Coatroom, & Dressing Room Attendants
- Nursing Assistants
- Psychiatric Aides
- Costume Attendants

Click on a career to learn what they do.

Print

Back Start Interests Results Job Zones Careers Find More Careers

Job Information



Childcare Workers

Also called: Assistant Teacher, Child Care Worker, Childcare Provider, Toddler Teacher

[Print](#) [Share](#)

[Watch Career Video](#)

What they do:

Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

On the job, you would:

- Maintain a safe play environment.
- Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.

KNOWLEDGE

Business

- customer service

Arts and Humanities

- English language

Education and Training

- teaching and course design

Safety and Government

- public safety and security

SKILLS

Basic Skills

- keeping track of how well people and/or groups are doing in order to make improvements
- listening to others, not interrupting, and asking good questions

Social

- looking for ways to help people
- understanding people's reactions

Problem Solving

- noticing a problem and figuring out the best way to solve it

ABILITIES

Verbal

- listen and understand what people say
- communicate by speaking

Ideas and Logic

- notice when problems happen
- use rules to solve problems

Attention

- do two or more things at the same time
- pay attention to something without being distracted

PERSONALITY

People interested in this work like activities that include **helping people, teaching,** and talking.

They do well at jobs that need:

- **Self Control**
- **Concern for Others**
- **Integrity**
- **Stress Tolerance**
- **Cooperation**
- **Attention to Detail**

TECHNOLOGY

You might use software like this on the job:

Computer based training software

- Educational software

Word processing software

- Microsoft Word

Internet browser software

- Web browser software

EDUCATION



high school diploma/GED or associate's degree usually needed

Get started on your career:

- [Find Training](#)
[Find Certifications](#)
[Find Licenses](#)
[APPRENTICESHIP.GOV](#)

JOB OUTLOOK



New job opportunities are **very likely** in the future.

SALARY:

\$23,240

\$17,750

\$34,430

[Check out my state](#)

[Local Salary Info](#)

[Find Jobs](#)

EXPLORE MORE

- [Concierges](#)
- [Preschool Teachers](#)
- [Residential Advisors](#)
- [Social & Human Service Assistants](#)
- [Tour Guides & Escorts](#)

You might like a career in one of these industries:

- [Health & Counseling](#)
- [Service](#)
- [Education](#)



Sarah Fizer

Education and Career Advisor

YMCA of Greater Boston

International Learning Center

Implementation: Web Meetings
with MassHIRE Career Navigators

Remind
&
MassHire CIS
(Formerly MassCIS)





Shannon O'Connell

*Program Advisor,
Community Action Inc.,
Adult Learning Center*

**Challenge: Abrupt Switch
for Students New to
Learning at a Distance**

Remind



<https://www.remind.com/>

Messaging app/website for any phone and computer to send text, links, photos, files. Using phone app: In addition, take photos and record voice on phone

Free version:

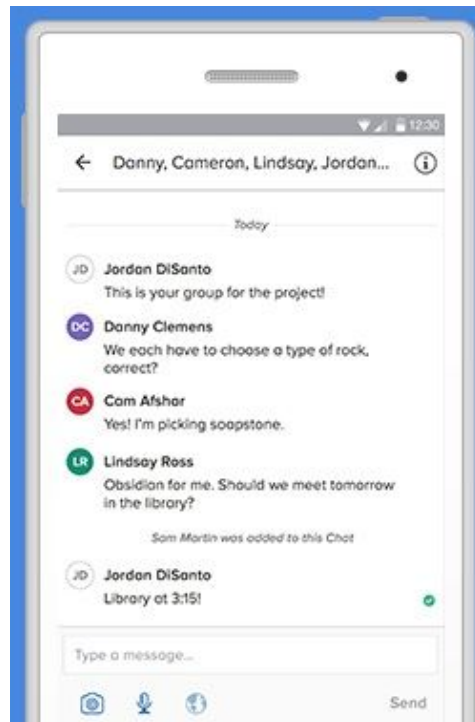
- 140-character messages
- Up to 10 classes with 150 students per class
- Translation into 90+ languages
- App integrations - Google Classroom and more

Why It's Cool



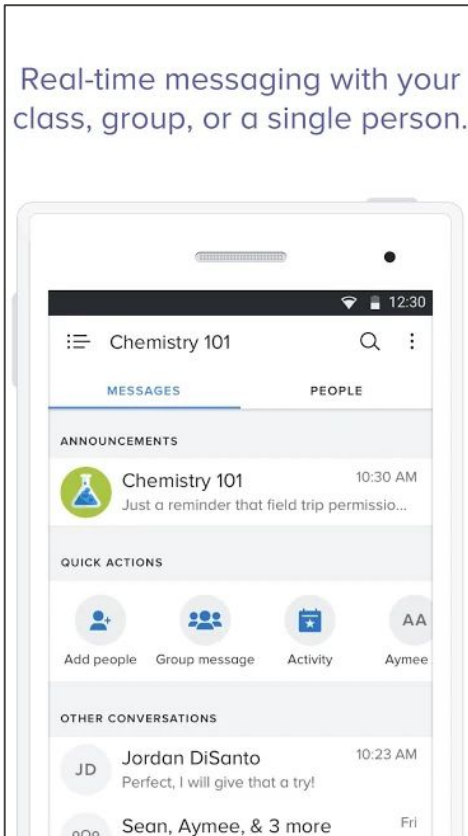
- Familiar format of communication
- Protection of contact information
- Options: one- or two-way communication between class owner and members, students message each other or not
- Multimedia posts

Send to an Individual or Create a Class to Send to a Group

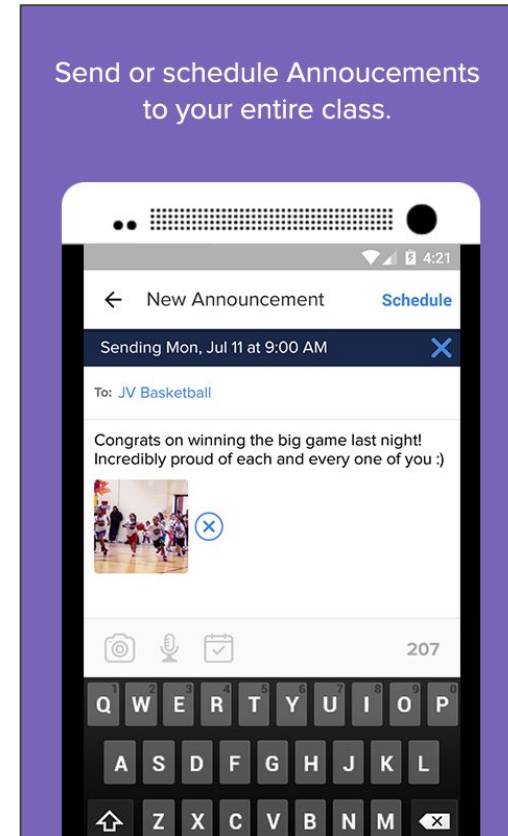


Announcements

Real-time messaging with your class, group, or a single person.



Send or schedule Announcements to your entire class.



Absence

Good morning Sarah, i made an appoitment for today with my doctor. Because i still dont feel good. So am not going in today

Good! I am actually glad to hear you're going to get yourself checked out. I hope you start to feel better... see you tomorrow!

Thank you

THU 10/10/19 AT 11:30 AM

Hi Sarah i went to the doctor and i have bronquitis, they gave me antibiotics. Thats why i didnt go today

Screen Captures or Photos of Work

I will definitely let you know, It was a bit of a challenge but what test isnt, I hope I passed, My comprehensive score report is 40 so far, I'm praying I did well enough to pass this time 🙌😊

SUN 11/3/19 AT 11:50 AM

Yes! All you need is an 8 on the multiple choice and a 2 on your essay!!

TUE 11/5/19 AT 11:45 AM

Your HSET™ Status

Have you taken all five of the HSET™ individual subtests? **Yes**

Did you meet all three of the HSET testing criteria?

- Scored at least 8 out of 20 on all HSET subtests? **Yes**
- Scored at least 2 out of 8 on the Essay? **Yes**
- Achieved a Total Scaled Score on all HSET subtests of at least 45? **Yes**

Did you pass the HSET exam? **Yes**

HSET is a state-wide test. Your scores are reported to you by telephone, mail, or by the HSET website. HSET scores are reported to you by telephone, mail, or by the HSET website.

Your HSET Summary

Subtest	Your Highest Scaled Score	Test Date	Your Status
Mathematics	8	October 28, 2019	You Passed Mathematics with a Scaled score of 8
Science	10	September 27, 2019	You Passed Science with a Scaled score of 10
Social Studies	11	May 14, 2019	You Passed Social Studies with a Scaled score of 11
Language Arts - Reading	10	October 12, 2019	You Passed Reading with a Scaled score of 10
Language Arts - Writing	11	November 02, 2019	You Passed Writing with a Scaled score of 11 and Essay score of 2
Total Scaled Score	51		

Documents and Links such as Websites and Google Files

A simple format for a weekly lesson is a hyperdoc. I've attached a template.



Basic HyperDoc Lesson Plan Template .docx
0

If you prefer, here's the link to the Google Doc version:

<https://docs.google.com/document/d/1I5hNakSEYB8R1uqgX2Gms6xhCjKiaFA7I3xWzMtIF0o/edit>

Delivery Receipt

Message summary

Sent by Essie Haynes to 187 people.

READ

53 people received and saw your message.

✓ 76%

DELIVERED

86 people received your message.

✓ 99%

ERRORS

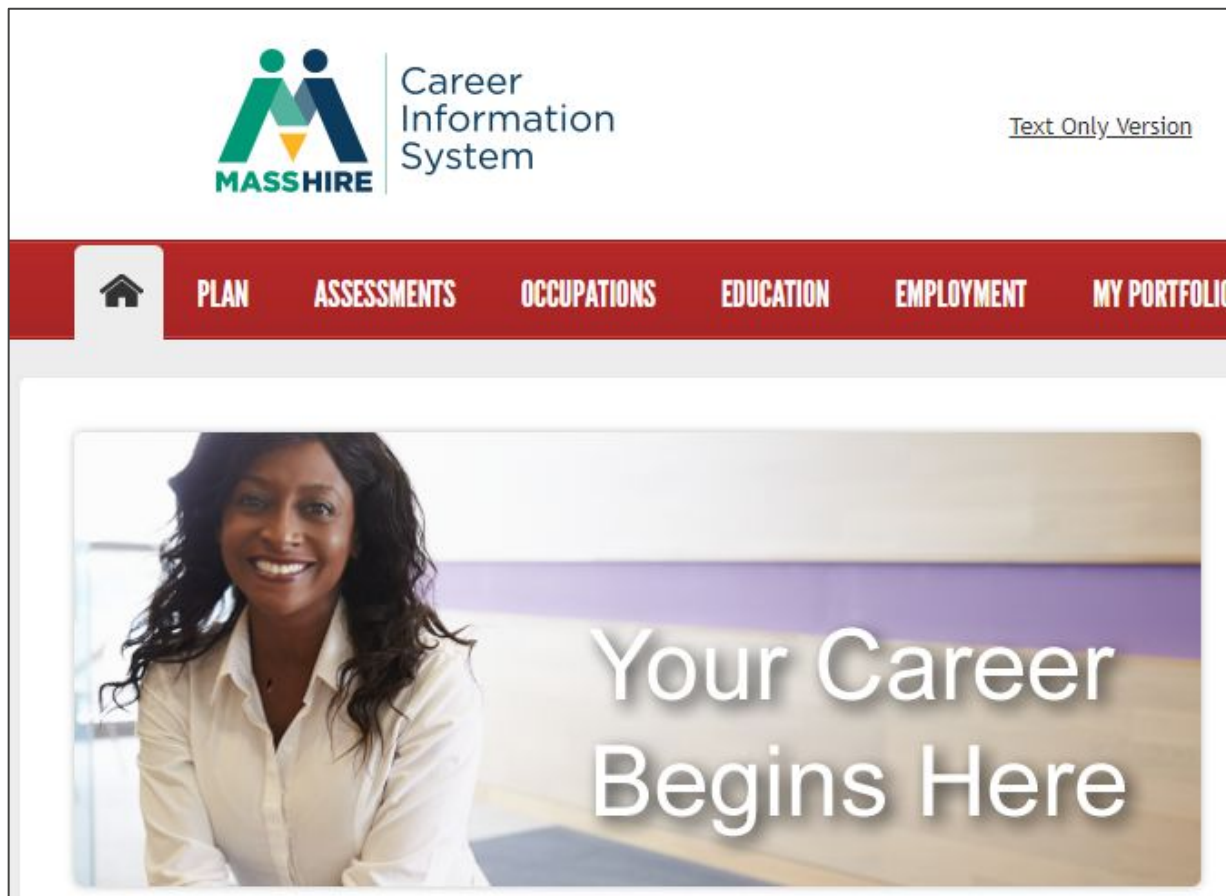
The message could not be delivered to 11 people.

⚠ 1%

NO CONTACT INFORMATION

The message was not sent to 12 people without valid contact information on Remind.


MassHire CIS Home Page



The screenshot displays the MassHire Career Information System (CIS) home page. At the top left is the MassHire logo, which consists of two stylized human figures in green and blue, with a yellow triangle below them, and the text "MASSHIRE" underneath. To the right of the logo is the text "Career Information System". In the top right corner, there is a link for "Text Only Version". Below the header is a red navigation bar with a home icon and the following menu items: "PLAN", "ASSESSMENTS", "OCCUPATIONS", "EDUCATION", "EMPLOYMENT", and "MY PORTFOLIO". The main content area features a large banner image of a smiling woman with dark hair wearing a white shirt. Overlaid on the right side of the banner is the text "Your Career Begins Here" in a large, white, sans-serif font.

Portfolio


SORT AND ASSESSMENT RESULTS



 Privacy Statement

 Print

[Reality Check](#)

Reality Check

 Reality Check

My Saved Reality Check Answers	My Thoughts	Updated	Edit	Delete
Restore Answer Set 1		2/2/2020		

Reality Check

REALITY CHECK

≡ Español

★ Save




☆ Save as New

↺ Start Over

🖨 Print

Adding it All Up

Below are the amounts for the items you have selected. Now that you know how much your expenses are, the next step is to find out which occupations pay you the salary you need to afford your lifestyle.

Your Monthly Expenses	Totals for New Bedford
 Housing	\$775
 Utilities	\$215
 Communications	\$125
 Food	\$470

Print Content

The screenshot displays a web browser window with the URL `masscis.intocareers.org/LandingPage.aspx?Tab=6`. The browser's address bar shows several open tabs, including 'Inbox (19,860) - dianars', 'Google Calendar - Even...', 'Webinar - Google Drive', 'Tech Tools for Advising', and 'MassHire Career Inform'. The website's navigation bar is red and features a home icon, the text 'PLAN ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT MY PORTFOLIO', and a search box. The 'MY PORTFOLIO' section is highlighted in white and contains the following content:

- My Portfolio**
View your MassHire CIS favorites and MassHire CIS assessment results.
Save information for résumés and applications.
Store your files and résumés.
[View My MassHire CIS Portfolio](#)
- Where are the pages and results I've saved?**
 - Favorites
 - Sort and Assessment Results
 - Stored Files and Links
- How do I create a career plan?**
 - Career Plan
- How do I track my school applications?**
 - Application Tracker
- How do I plan my courses?**
 - Course Planner
- How do I create or update my résumé?**
 - Résumé Creator
 - Saved and Uploaded Résumés
- What reports can I run to show my progress?**
 - Combined Report of Assessments

Below the 'My Portfolio' section, there is a heading **How do I create or update my résumé?** with a plus sign icon to its right. The text below reads: 'Keep your résumé up to date with your most current work history and accomplishments.' Below this is a box titled 'Résumé Creator: The Résumé Creator will build a résumé using your personal entries. Quickly and easily customize your résumé for individual applications.' At the bottom right, there is a photograph of a diverse group of four young adults smiling.

https://masscis.intocareers.org/portfolio/portfolio_mainmenu.aspx **és: View your saved and uploaded résumés.**

Curriculum

<https://masscis.intocareers.org/Curriculum/>

CIS ONLINE LEARNING ACTIVITIES

[Print](#)

Home

Curriculum Sort

Career Planning Framework

Framework and Units Explained

Units of Curriculum

Getting Started

Looking Deeper

Next Steps

Support Materials

Lesson Organization

Teaching Career Development

Curriculum Tutorial

National Standards

[\[Back to Sort Results\]](#)

Data, People, Things

Theme and Level

Theme: Know Myself
Level: Getting Started

At a Glance

Students use the *Data, People, Things Checklist* to explore themselves in terms of work environments.
Time: 50 minutes.

Essential Questions

- What work environment tasks do I prefer most?

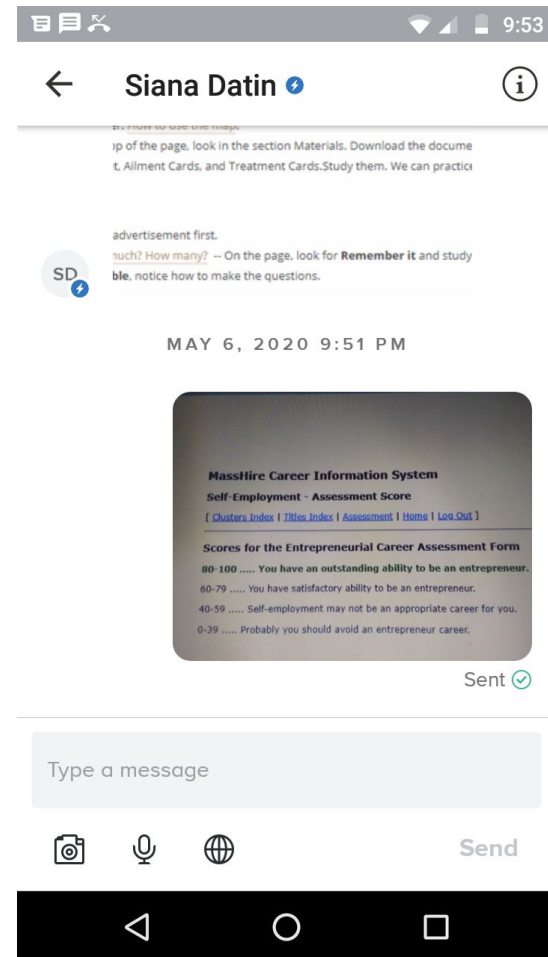
Preparation

- Secure computer lab with overhead projector enabled
- Make copies of the *Data, People, Things Checklist*, one per student
- Print one copy of the picture titled *Group of Teens, DPT Checklist*

Steps

1. Show PowerPoint (PPT) Slide 1. Tell students that the goal of this lesson is to teach them about work environment tasks and help them learn more about which kinds of tasks they enjoy most.
2. Hold up a newspaper or print out from online, a mechanical object, and the picture of teens talking

Assessment Score



Support

Tools for Users

Quick Starts

Tutorials

Support Materials

Tools for Counselors & Teachers

Quick Starts

Tutorials

Other Activities

Guides & Instructional Tools

More Resources

Screencast-O-Matic & MassHire JobQuest

SCREENCAST  MATIC





Phoebe Chen

*Education and Career
Advisor, Immigrant
Learning Center*

**Challenge: Advising
Students with Limited
Language Skills**

ScreenCast-O-Matic

<https://screencast-o-matic.com/>



Record screen and/or camera

- Viewable on virtually any device
- Share via your account, embed on your website, or via social media

Free version:

- 15-minute limit
- Has ads
- [More!](#)

Why It's Cool



- More effective communication than written
- Great for giving group instructions that you can reuse
- Also great for giving individual feedback

Examples



- Website [navigation instructions](#)
- Individual [feedback](#) - on resume, job application

MassHire JobQuest Homepage

<https://www.mass.gov/how-to/find-a-job-with-masshire-jobquest>

The Executive Office of Labor and Workforce Development (EOLWD) Login / Register

MASSHIRE JobQuest

Home Find Jobs Locate Training Search Events My JobQuest Help Employers

Home

Find Jobs

Total Job Openings: 133,389

Keywords

[Search Tips](#)

Job Title

Location

Quick Tip: Use Keywords for Fastest Search

Search
[More Search Options](#)

Job Seeker Login

SSN or Job Seeker ID

Password
 Go

[Forgot Your Password?](#)

First Time User?

Registering with JobQuest lets you post your resume online and save your job search criteria.

Register Now

[JobQuest Guide](#)

Other Helpful Links ...

MassHire Career Centers
Visit a MassHire Career Center for additional Job Search Assistance.

Kickstart your Future at a MassHire Career Center

from Mass.gov

01:13 [kickstart your future at a MassHire Career Center](#)

MassHire BizWorks Featured Employers

The MassHire BizWorks team will periodically highlight Massachusetts businesses to showcase exciting career opportunities throughout the Commonwealth

[more info](#)

[← Previous](#) [Next →](#)

MassHire JobQuest Homepage

Inbox

***** SECURITY ALERT *****
[PLEASE READ](#)

[Review Matched Jobs](#)

Explore the activities and workshops offered by your career center.

New TORQ Tool Available to JobQuest Users
TORQ helps you to find job openings in your current occupation and identifies additional occupations for which you are qualified.

[Learn about TORQ](#) [TORQ Login](#)

Schedule Career Center Seminar

Learn about the wide variety of Career Center services that can help you with your job search by attending a Career Center Seminar (CCS).

You can use the 'Schedule CCS' button to schedule your seminar.

[Schedule CCS](#)

You can also contact a [Career Center](#) near you to schedule.


My JobQuest Profile

[Change Password or Secret Answer](#)

Personal Information

- ✓ [Contact Information](#)
- ✓ [Demographics](#)

Contact Information:
Not viewable to Employers



Career Information

The information in this section is used to build your 'Personal Fact Sheet'. Select 'What Employers See' to see how your information will appear to employers. Your Job Match Status must be Active for employers to see this information.

- ✓ [Career Objective](#)
- ✓ [Work History](#)
- ✗ [Education](#)
- ✓ [Training](#)
- ✓ [License, Certification & Registration](#)

Review your information:

[Personal Fact Sheet](#)

[What Employers See](#)

My Résumé

There are two ways an Employer can view your profile. You can attach a résumé for employers to view or copy and paste your résumé so that Employers can find you, if you match their job requirements.

Attached Résumé [View](#) [Replace](#)

Copy & Paste [View](#) [Edit](#)

Job Match Profile

Complete the Job Match Profile to allow employers to find you and to activate the Match Jobs button.

- ✓ [Job Occupations & Job Titles](#)
- ✓ [Skills Profile](#)
- ✓ [Additional Skills & Preferences](#)
- ✓ [Location](#)

View matched jobs ... [Match Jobs](#)

Job Match Profile Status: Active

If you do not wish to be matched to any future jobs, you may [Inactivate](#) your profile at any time.

A decorative header at the top of the slide features a light blue background with a horizontal line. Above this line, there are five colored squares: a teal square on the far left, a red square, a grey square, another teal square, and a light red square on the far right. Below the line is a light green background.

Reflection

- Ways to address your goal you plan to consider?
- Resource / approach you are considering looking into?

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Tech Tool Resources

Apps for iPhone and Android available for all.

- [Remind](#) - [Help Center](#); a teacher's [video guide](#)
Join my group! via computer: dsati; via phone: @dsati
- [Google Hangouts Meet](#) - [Help Center](#); [cheat sheet](#)
- [Screencast-O-Matic](#) - [Tutorials](#) (scroll down for basics)

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Career Planning/Job Search Sites

- [MassHire CIS - CIS Training Manual](#); Version [descriptions](#); [Portfolio Quick Guide](#)
- [MassHire JobQuest](#)
- [O*NET/My Next Move - Resource Center](#); [materials in various formats](#)



Professional Development from the Program Support PD Center - Digital Literacy

Save the dates! Forthcoming on the SABES calendar:

Follow up to the Directors' Meeting: Optional one hour program support from Luanne Teller and Diana Satin May 27, 28, 29

Ready, Set, Go webinar 6/9 AM & 6/12 PM
Optional one hour program support from Luanne and Diana

Expanding Access Through Distance Learning series - summer



Professional Development from SABES and the EdTech Center @ World Education

- **Program Support PD Center - Cultural Competence:** Maintaining Commitment to Diversity, Equity and Inclusion in Times of Crisis (Webinar) ([Webinar](#)) 5/13
- **Math and Numeracy PD Center**
 - Teaching from a Distance with CK-12 ([Webinar](#)) 5/20
 - Digital Literacy with Desmos ([Webinar](#)) 5/27
- **World Education:** Distance Education Strategy Sessions (World Education) - [Friday webinars](#)

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SABES Digital Literacy PD Center & World Education Support

- [SABES Program Support Center](#)
- [SABES calendar](#) for Math, ELA, ESOL,
 - Digital Literacy, and all PD centers
 - Sign up at the bottom of the page for notifications!
- [Tips for Distance Learning](#) (World Education)
- Remember [math!](#)

Evaluation/Thank You!

By May 21: Post to the discussion forum:
<https://padlet.com/dianarsatin/onlineadvising>

Complete the [evaluation](#).

Thank you!

