

**Pathful
Knowledge Library
Knowledge Base
PDF**

**Created on: 03/24/2026
1:57 pm EDT**

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Add a Signature to My Assignment

Last Modified on 07/25/2023 2:08 pm EDT

When a signature is required for an assignment, follow these steps:

1. From the **Please sign the signature pad** assignment screen, select the desired method: **Delivery by Email** or **Copy URL**.

The screenshot shows the 'Please sign the signature pad' interface. On the left is a sidebar with a 'Back To My Assignments' link and a 'PROGRESS' section containing three items: 'Introduction', 'Please sign the signature pad' (which is selected with a blue dot), and 'Submit Assignment'. The main content area has a blue header 'Please sign the signature pad'. Below this is an 'Instructor Message' box containing the text: 'The first step in this new project is to obtain a signature.' Below the message is a paragraph: 'Please get a signature by sharing the link below. You can copy the link or send it to an email. How would you like to send the signature link?' Below this paragraph is a dropdown menu with the following options: '-Choose Method-', '-Choose Method-', 'Delivery By Email', and 'Copy URL'. At the bottom of the main area are two buttons: 'Previous' on the left and 'Save & Next' on the right.

- a. **Delivery By Email** will send an email to the person from whom you need a signature. To do this, enter the person's email address and click **Send**.

This screenshot shows the same 'Please sign the signature pad' interface as the previous one, but with the 'Delivery By Email' option selected in the dropdown menu. The dropdown menu is now closed. Below the dropdown is an input field with the placeholder text 'Enter email...' and a green 'Send' button to its right. Below the input field is the text 'Sent 0 of 4 emails.' The 'Previous' and 'Save & Next' buttons remain at the bottom of the screen.

- b. **Copy URL** will give you a link that can be pasted in an email or other communication tool. To do this, click **Copy to clipboard**.

← Back To My Assignments

Please sign the signature pad

PROGRESS:

- Introduction
- Please sign the signature pad
- Submit Assignment


Instructor Message:
The first step in this new project is to obtain a signature.

Please get a signature by sharing the link below. You can copy the link or send it to an email.
How would you like to send the signature link?

Copy URL

Previous

2. Once the desired person has completed and submitted the signature, click **Save & Next**.
3. Click **Submit Assignment** to complete.



You will need to revisit the assignment later once the designated person has signed and submitted his/her signature.

View your Grades and Comments on Completed Assignments

Last Modified on 09/19/2023 2:50 pm EDT

Once you have submitted an assignment, the assignment is locked; your teacher can then grade it and add comments.

You can view your grade and any comments and download your completed work after the assignment has been graded.

To View Your Grades and Comments:

1. From the **FlexCurriculum** drop-down menu, select **Assignments**.
2. Select **Completed**.
3. Click **View Results** next to any Completed Assignment.

Welcome To My Assignments

Complete your VirtualJobShadow.com assignments and position yourself for 21st century success.

To-Do **Completed** All

Date Assigned Due Date

Spring 2021, 1st Period-CTE
Completed 5 of 5
Assigned by: Mrs. Ray
Submitted: 03/28/2021
Assigned On: 03/28/2021
Due Date: 04/15/2021 **VIEW RESULTS**

My Plan Outline - VJS Lesson
Completed 8 of 8
Assigned by: Alex Adams
Submitted: 02/03/2021
Assigned On: 02/02/2021
Due Date: 02/16/2021 **VIEW RESULTS**

The STEM Career Cluster - VJS Lesson
Completed 11 of 11
Assigned by: Alex Adams
Submitted: 02/03/2021
Assigned On: 02/02/2021
Due Date: 02/16/2021 **VIEW RESULTS**

4. Your Final Grade and any Comments are displayed at the upper left of the screen.
5. **Download** to generate a PDF of your completed assignment with your Final Grade and Comments.

Complete a Postsecondary Plan

Assigned by: Ms. B. Carlisle

Final Grade: 100

Comments:
Good work!

Download

ASSIGNMENT ACTIVITIES

Introduction
Complete a Postsecondary Plan
Submit Assignment

PROGRESS

Complete
Complete
Complete

Clone a FlexLesson

Last Modified on 09/26/2023 8:58 am EDT

This functionality is used for the following scenarios:

- To create an editable copy of a published lesson.
- To create an editable copy of a lesson that's been shared with you.
- To create an editable copy of a pre-built lesson.

When you clone an unpublished lesson, you create a duplicate of that lesson that is also unpublished.

When you clone a published lesson, you create a duplicate of that lesson that is also unpublished.

The Clone functionality is especially helpful because although you cannot directly edit published lessons, you can edit their clones.

To Clone a FlexLesson:

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Lessons** or **Drafts** to locate the lesson you want to clone.
3. Click the vertical ellipses at the bottom right of the FlexLesson card.
4. Select **Clone**.
5. In the Please Confirm pop-out, click **Yes**.

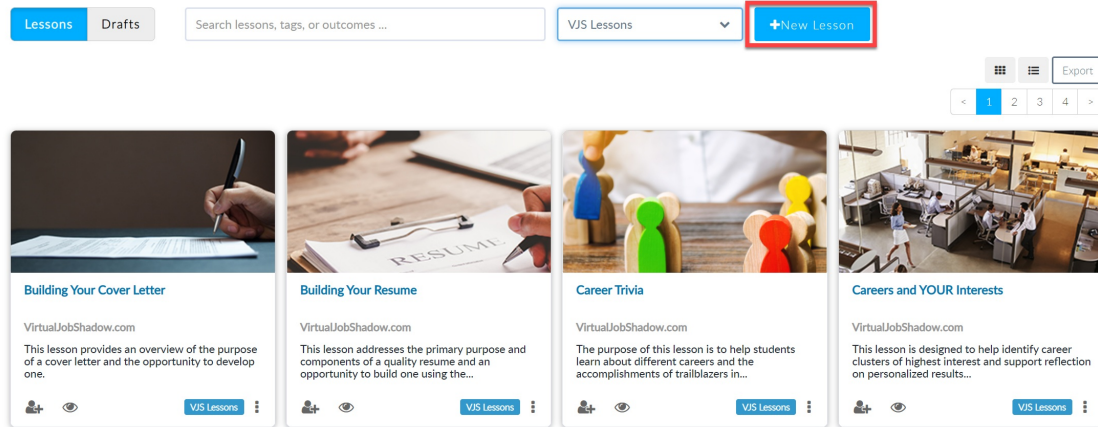
You now have a duplicate of this FlexLesson in Drafts. To edit the new FlexLesson, refer to Edit Assignment Settings in a FlexLesson and Edit a Published FlexLesson.

The screenshot shows the FlexLessons interface. At the top, there are tabs for 'Lessons' and 'Drafts', with a '2' in a blue circle next to 'Lessons'. Below the tabs is a search bar and a dropdown menu for 'Built-in Lessons'. A '+ New Lesson' button is on the right. The main area displays a grid of lesson cards. The 'Citizenship' card is highlighted with a '3' in a blue circle, and a red box highlights the 'Clone' option in the menu. The 'Creative Thinking' card is highlighted with a red box. Other cards include 'Careers and YOUR Interests', 'Collaboration', 'Communication', 'Goal Setting', and 'Initiative'. Each card has a 'Built-in Lessons' button at the bottom right.

Create a New FlexLesson

Last Modified on 08/24/2023 11:51 am EDT

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Select **New Lesson**.



3. Enter a required **Lesson Title**.
 - a. Add a **Description**, **Estimated Time**, **Relevant Grade Levels**, and **Keywords**.
 - b. Select **Create Lesson**.

CREATE LESSON ✕

The information entered in any of the fields can be changed at any time, even after you publish the lesson.

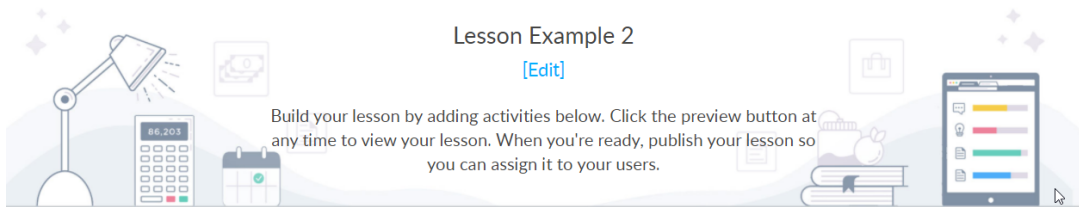
Lesson Title * 👁

Description 👁

Estimated Time 👁 **Relevant Grade Levels** 👁

Keywords 👁

4. To add **Lesson Activities**, click on the **Add Activity** tile.



Lesson Activities:

Lesson Introduction
Introduce users to your lesson.

+ Add Activity

Lesson Completion
Write a closing message to your users.

5. Select the desired Activity.

Edit Lesson

Lesson Introduction
Introduce users to your lesson.

Lesson Completion
Write a closing message to your users.

Activities

+ Add Activity

VirtualJobShadow.com Activities

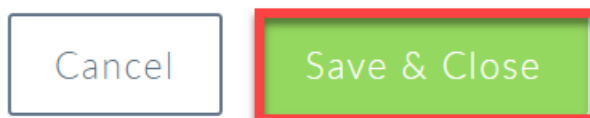
Career Profile	Career Journal	Assessment	My Careers
Postsecondary Plan	Videos	Resume Builder	My Colleges
My Scholarships	My Jobs	Goal Setting	Cover Letter Builder
Career Pop Quiz			

Other Activities

Reading	Written Response	YouTube/Vimeo Video
Custom Quiz	Custom Survey	External Link
Task Checkbox	Signature Verification	

6. Complete the appropriate steps and select **Save & Preview** to preview how the activity will look from a user's perspective. Select **Exit Preview**.

7. Select **Save & Close** to finalize adding the activity to the lesson.



8. Select the **Add Activity** tile again to continue adding additional activities. Follow the

steps listed above to add and save additional activities.

Lesson Activities:

The screenshot shows a vertical list of lesson activities. At the top is 'Lesson Introduction' with an information icon and a description 'Introduce users to your lesson.' Below it is 'Watch Videos' with a play icon and a description 'Users will watch a video or a video playlist.' In the center is a grey button with a plus sign and the text 'Add Activity', which is highlighted with a red border. At the bottom is 'Lesson Completion' with a document icon and a description 'Write a closing message to your users.'

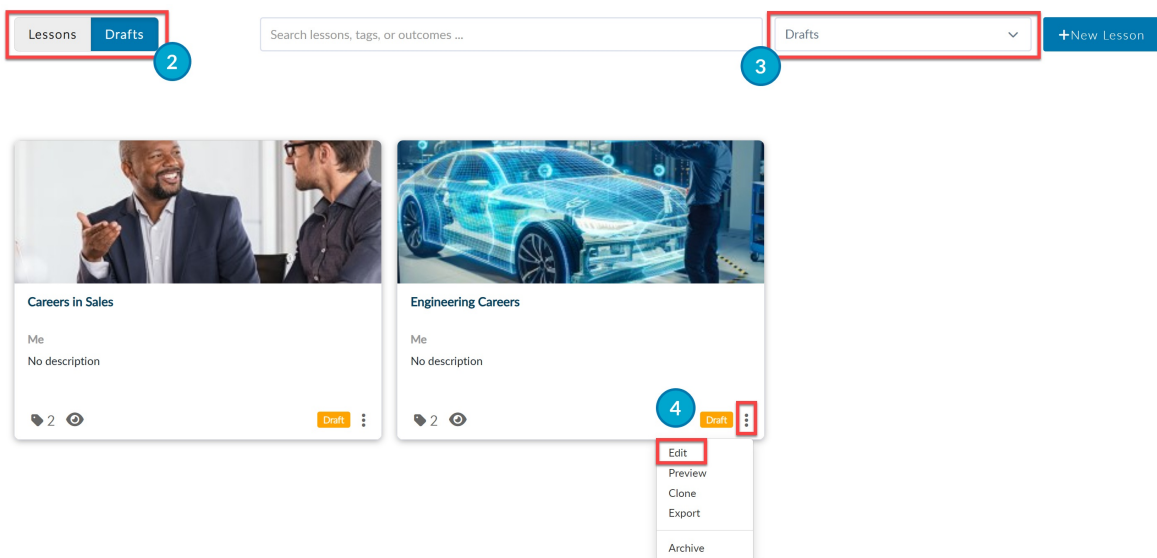
9. **Save & Quit** allows you to save your work and return to it later.
10. **Preview** allows you to see the lesson from the user's perspective. Preview the lesson and click **Exit Preview** when you are done.
11. When you are ready to publish the lesson, select **Publish**.
 - a. In the **Please Confirm** pop-out, select **Yes** to confirm publication.

This screenshot shows the same Lesson Activities panel as above, but with three buttons at the bottom: 'Save & Quit' (blue), 'Preview' (yellow), and 'Publish Lesson' (green). The 'Add Activity' button is now dashed, indicating it is disabled or in a different state.

Edit a FlexLesson

Last Modified on 09/26/2023 1:10 pm EDT

1. From the **FlexCurriculum** dropdown menu, select **FlexLessons**.
(*NOTE: Only unpublished lessons can be edited. To edit a published FlexLesson you must first clone the lesson. Refer to the article Edit a Published FlexLesson.*)
2. Sort Lessons by **Drafts**.
3. Choose **All**, **Drafts**, or **Archived** from the drop-down menu.
4. Select the vertical ellipses and select **Edit**.



5. From this screen, you can edit several items:
 - a. Select **Edit Settings** to edit the Lesson Title and other assignment settings. For additional help, refer to [Edit Assignment Settings in a FlexLesson](#).
 - b. Click the vertical ellipses next to the Lesson Introduction and select **Edit**.
 - c. To edit an existing activity, click the vertical ellipses to the right on the **Lesson Activities** tile and select **Edit**.

You can add additional activities by clicking **(+) Add Activity**.

Once you have made the necessary changes, click **Save & Quit**, **Preview**, or **Publish Lesson**.



Engineering Careers

Build your lesson by adding activities below. Click the preview button at any time to view your lesson. When you're ready, publish your lesson so you can assign it to your users.

Estimated Time: NA

Grades:

Keywords:

[Edit Settings](#)

Edit Lesson

Lesson Introduction
Introduce users to your lesson. ⋮

Lesson Completion
Write a closing message to your users. ⋮

Activities

Explore a Career
Users will explore specific career profiles. ⋮

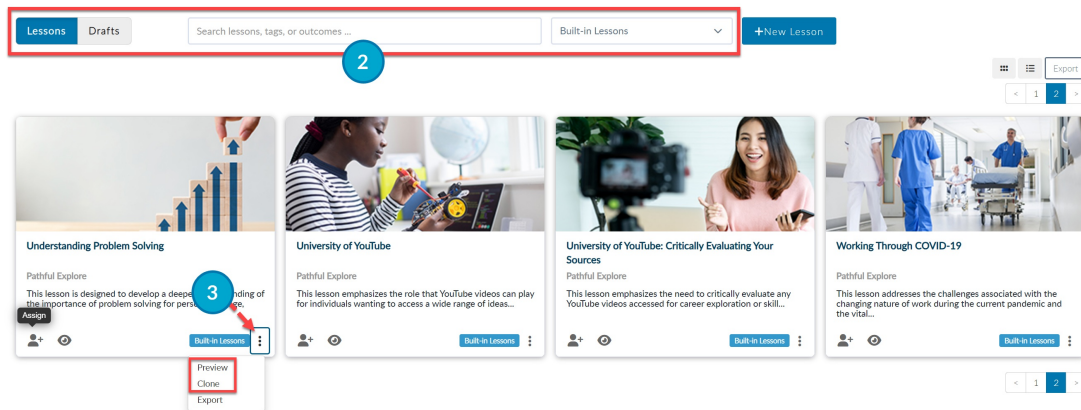
[+ Add Activity](#)

[Save & Quit](#) [Preview](#) [Publish Lesson](#)

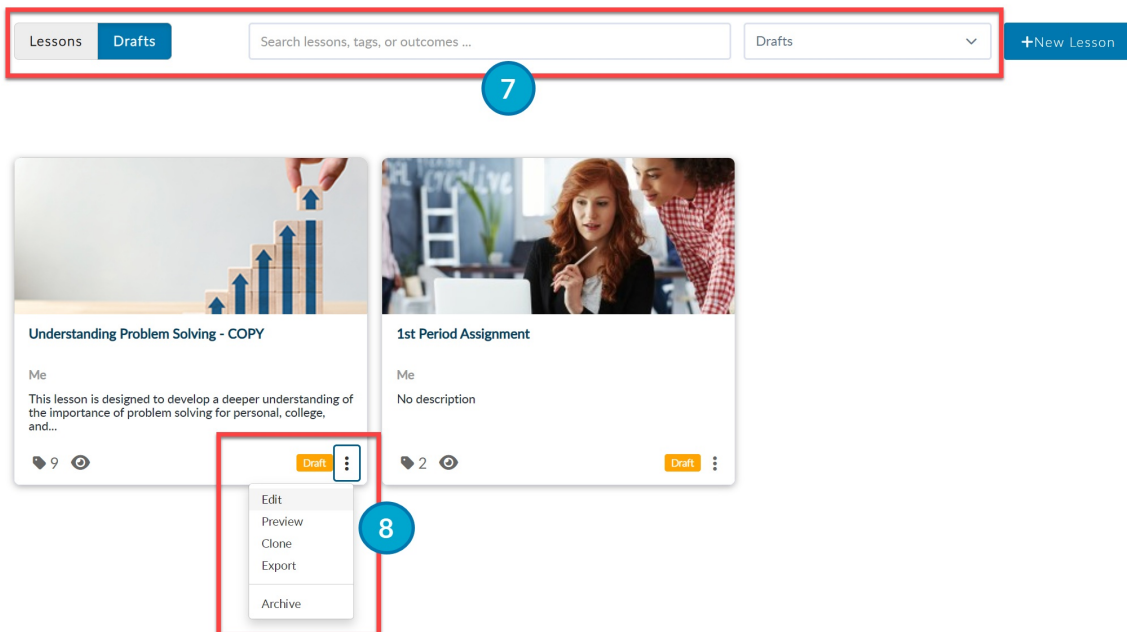
Edit a Built-In FlexLesson

Last Modified on 09/07/2023 2:40 pm EDT

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Lessons** > **Built-in Lessons**.
3. On the card of the desired lesson, click the vertical ellipses in the bottom right corner.
4. Select **Preview** to view the lesson and decide if it is what you want to use.
5. Select **Clone** to copy the lesson.
 - a. Refer to Clone a FlexLesson for additional instructions.



6. Select **Yes** in the Please Confirm pop-out window.
7. Sort by **Drafts** > **Drafts** to find the copy of the cloned Lesson.
8. Click the vertical ellipses and select **Edit**.



9. At the top of the next screen, select **Edit Settings** to change the lesson title.
10. You can now Edit the lesson as desired:
 - a. Add or Remove Activities by clicking the plus sign (+)
 - b. Change the order of Activities. *(To do this, put your cursor on the up and down arrows at the end of any given row. A hand will pop up. Left-click your mouse, and drag and drop your activities where you want them.)*
11. Click **Preview** at the bottom of the screen to preview the lesson anytime.

12. When you have completed editing the lesson:

- a. Click **Save & Quit** to save your work and come back later.
- b. Click **Publish Lesson** to publish the lesson. *Once the lesson is published, it can be assigned to users. Refer to Assign a FlexLesson.*

The screenshot shows the lesson editing interface for "Understanding Problem Solving - COPY". At the top left is a thumbnail image of a hand placing a block on a bar chart. To the right of the thumbnail, the lesson title "Understanding Problem Solving - COPY" is displayed, followed by a description: "Build your lesson by adding activities below. Click the preview button at any time to view your lesson. When you're ready, publish your lesson so you can assign it to your users." Below this are fields for "Estimated Time: NA", "Grades: NA", and "Keywords: NA". A red box highlights the "Edit Settings" button.

The main editing area is titled "Edit Lesson" and contains two sections: "Lesson Introduction" (with a sub-description "Introduce users to your lesson.") and "Lesson Completion" (with a sub-description "Write a closing message to your users."). Below these is the "Activities" section, which lists three activities:

- How to Solve a Problem**: Users will read a body of text.
- Thinking About My Problems!**: Users will write a response to a prompt.
- Fashion Problem-Solving: What would you do?**: Users will write a response to a prompt.

Each activity row has a red box highlighting the right-side controls, which include up/down arrows and a vertical ellipsis menu. Below the activities is a dashed box containing an "Add Activity" button.

At the bottom right of the interface, a red box highlights three buttons: "Save & Quit" (blue), "Preview" (yellow), and "Publish Lesson" (green).

Edit a Published FlexLesson

Last Modified on 09/26/2023 1:12 pm EDT

Although published FlexLessons cannot be edited directly, you can do the following:

1. Clone the FlexLesson; refer to [Clone a Flex Lesson](#).
 2. Make the necessary changes to the cloned FlexLesson; refer to [Edit a FlexLesson](#).
 3. Save and/or publish the new FlexLesson; refer to [Publish a FlexLesson](#).
 4. If desired, you can delete the original FlexLesson after you have cloned it; refer to [Delete a FlexLesson](#).
 5. The original FlexLesson can also be Archived; refer to [Archive a FlexLesson](#).
-

Keywords and Tags

Last Modified on 09/19/2023 3:01 pm EDT

Keywords are a powerful tool within FlexLessons when used appropriately.

- Keywords make it easier to search and find your past Lessons.
- Staff can use keywords to make it easier for others to find shared Lessons.
- The more descriptive the Title, the easier it is to search and find both the creator of the Lesson and others on the same license.
- Keywords do not have to be part of the Lesson Title. When you search for a Lesson, the Lesson Title and Keywords are searched to populate the results.
- Keywords can be used to note when a teacher or department assigns a Lesson (i.e., Fall 2021 or Spring 2022). This is especially helpful if multiple teachers are creating and sharing lessons.
- Staff can use their name as a keyword. For example, if Mrs. Z always creates dynamic Lessons, she can use her name as a keyword, and other staff can easily find and clone her Lessons.
- Staff can also use a time reference as a keyword. For example, using the keyword "30 minutes" allows you to search for Lessons about 30 minutes in length.

There are two ways to add keywords to a FlexLesson.

1. Add keywords when you create a **New Lesson**.

The screenshot shows a 'CREATE LESSON' modal window. At the top is a blue header with the text 'CREATE LESSON' and a close button 'x'. Below the header is a note: 'The information entered in any of the fields can be changed at any time, even after you publish the lesson.' The form contains several fields: 'Lesson Title *' with a required field indicator, 'Description', 'Estimated Time' (with a placeholder 'Ex. 45 minutes'), and 'Relevant Grade Levels' (with a dropdown menu 'Choose relevant grade levels'). The 'Keywords' field is highlighted with a red box; it has a required field indicator and a placeholder 'New Tag...'. At the bottom right are 'Cancel' and 'Create Lesson' buttons.

2. Add additional keywords from the **Edit** screen.

Lessons Drafts

Search lessons, tags, or outcomes ...

Drafts

+New Lesson

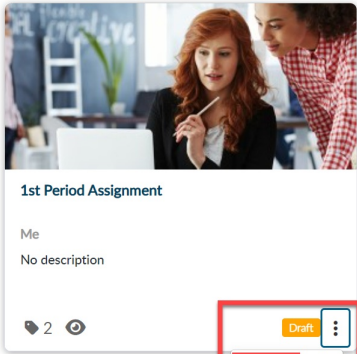


Understanding Problem Solving - COPY

Me

This lesson is designed to develop a deeper understanding of the importance of problem solving for personal, college, and...



5  Draft 



1st Period Assignment

Me

No description

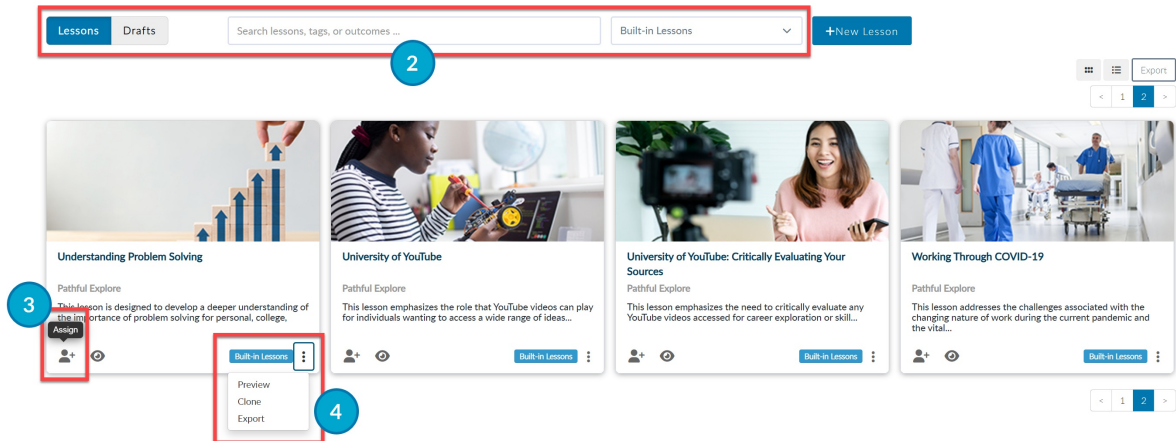
2  Draft 

- Edit
- Preview
- Clone
- Export
- Archive

Locate Pre-Built FlexLessons

Last Modified on 09/07/2023 2:29 pm EDT

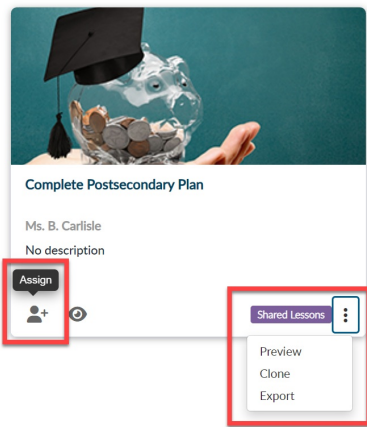
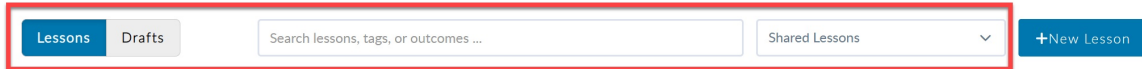
1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Lessons** and select **Built-in Lessons**.
3. Select the **Assign** button at the bottom left of the card to assign the lesson.
4. You can also **Preview, Clone, and Export** pre-built Lessons by clicking the vertical ellipses.



Locate a Shared FlexLesson

Last Modified on 09/07/2023 2:46 pm EDT

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Within the **Lesson Builder**, click on the **Shared** tab.
3. Use the **Search** bar if you know the name of the desired lesson, or browse the table if preferred.
4. You can Assign the lesson by clicking the **Assign** icon on the bottom left of the card.
5. You can **Clone**, **Preview**, or **Export** the lesson by clicking on the vertical ellipses at the bottom right of the card.



Preview a FlexLesson

Last Modified on 09/18/2023 1:50 pm EDT

1. From the **FlexCurriculum** dropdown menu, select **FlexLessons**.
2. Filter by **Lessons** and then select one of the following: **All Lessons**, **My Lessons**, **Shared Lessons**, or **Built-In Lessons**.

The screenshot displays the FlexLessons interface. At the top, there is a navigation bar with a 'Lessons' button (highlighted with a red box), a 'Drafts' button, a search bar labeled 'Search lessons, tags, or outcomes ...', a dropdown menu (highlighted with a red box) showing 'Built-in Lessons' selected, and a '+New Lesson' button. To the right of the search bar are icons for grid/list view, an 'Export' button, and a pagination control showing '1' and '2'. Below the navigation bar is a grid of six lesson cards. Each card features a header image, a title, a 'Pathful Explore' label, a brief description, and a 'Built-in Lessons' button at the bottom right. The cards are: 1. 'Careers and YOUR Interests' with a kitchen scene; 2. 'Citizenship' with a group of people; 3. 'Collaboration' with two women at a laptop; 4. 'Communication' with two women on a couch; 5. 'Creative Thinking' with a lightbulb; 6. 'Critical Thinking' with hands on a table.

3. Locate the desired Lesson and select **Preview** from the three ellipses.

Lessons Drafts Search lessons, tags, or outcomes ... Built-in Lessons +New Lesson

Export

< 1 2 >

Careers and YOUR Interests
Pathful Explore
This lesson is designed to help identify career clusters of highest interest and support reflection on personalized results...

Citizenship
Pathful Explore
This lesson provides information and activities about the importance of good citizenship for college, career, and personal...

Collaboration
Pathful Explore
This lesson addresses the importance of effective collaboration skills for college, career and personal success.

Communication
Pathful Explore
The focus of this lesson is on effective communication skills.

Creative Thinking
Pathful Explore
This lesson emphasizes the need for creative thinking to identify and solve problems in any career.

Critical Thinking
Pathful Explore
This lesson highlights the importance of being a detail oriented problem-solver.

4. Use the **Save & Next** button to move through the FlexLesson or click on the segment you want to preview under the Progress menu on the left.

5. Select **Exit Preview** when you are done.

Previewing student/user view Exit Preview Pathful explore

Progress:

- Introduction
- Key Term
- Watch a Video
- Take a Quiz
- Reading
- Take a Quiz
- Take the Career Clusters Interest Survey ö (CCIS)
- Write a Response
- Write a Response
- Write a Response
- Submit Assignment

Introduction
Welcome to your Pathful Explore assignment!

Introduction:
What do interests have to do with careers? As it turns out, a lot! Knowing what you are interested in can help you choose a career path that's engaging, rewarding, and...fun! This lesson is designed to help you figure out which Career Clusters would be good fits, based on what you love to do.

Learning Objective:
After finishing this lesson, you should be able to:

1. Identify 1-3 Career Clusters that align with your interests.

Lesson Activities:
In order to accomplish your lesson objective, you will:

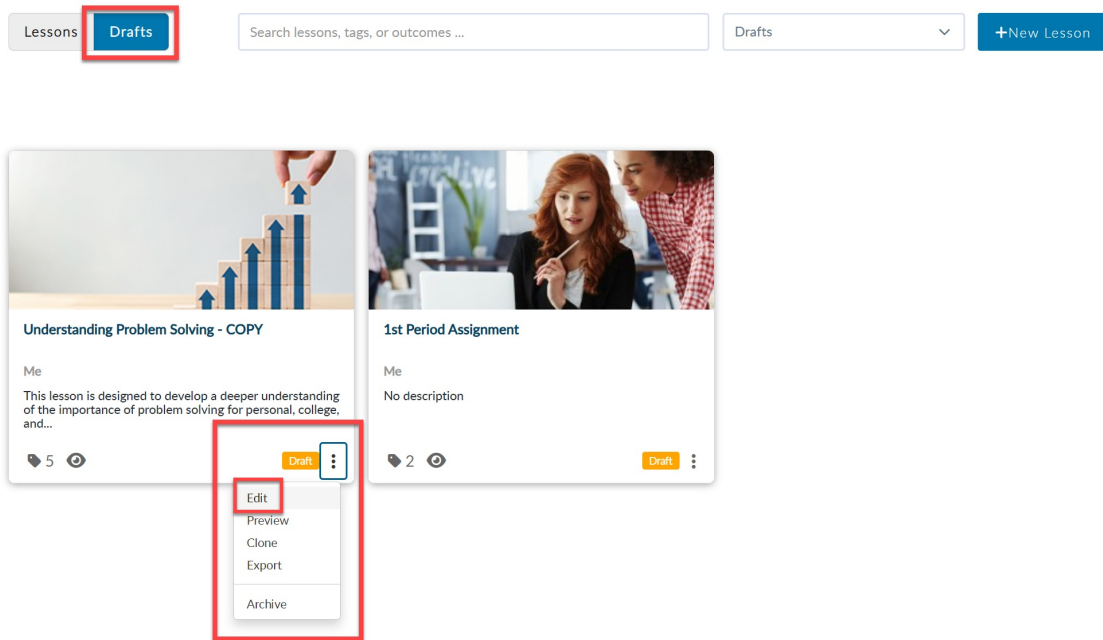
1. Watch a video.
2. Read a short article.
3. Take an interest assessment.
4. Reflect on your assessment results.

Exit Preview Save & Next

Publish a FlexLesson

Last Modified on 09/18/2023 2:01 pm EDT

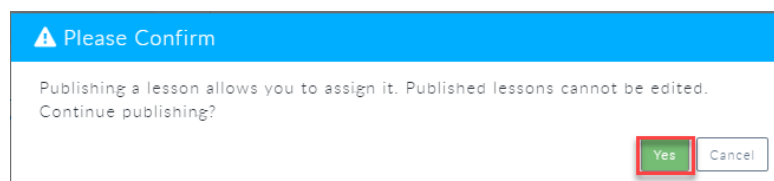
1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort Lessons by **Drafts** to locate the desired unpublished lesson.
3. On the card for the desired lesson, click the vertical ellipses and select **Edit**.



4. Review the Lesson and click **Publish Lesson** at the bottom right when you are sure you are ready to publish.



5. In the **Please Confirm** pop-out, click **Yes** to publish this lesson.



Search for a FlexLesson

Last Modified on 09/18/2023 2:00 pm EDT

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Lessons** or **Drafts**.
3. Use the drop-down to further filter within Lessons or Drafts.
4. Type the Lesson Name or keywords in the **Search Bar**.

The screenshot displays the FlexLessons search interface. At the top, there are tabs for 'Lessons' and 'Drafts', a search bar with the placeholder text 'Search lessons, tags, or outcomes ...', and a dropdown menu currently set to 'Built-in Lessons'. The dropdown menu options are 'All Lessons', 'My Lessons', 'Shared Lessons', and 'Built-in Lessons'. To the right of the search bar is a '+New Lesson' button. Further right, there are icons for a grid view, a list view, and an 'Export' button. Below the search bar, there are six lesson cards arranged in a 2x3 grid. Each card features a header image, a title, a subtitle 'Pathful Explore', a brief description, and a 'Built-in Lessons' button with a three-dot menu icon. The lesson cards are: 1. 'Careers and YOUR Interests' with a photo of a classroom; 2. 'Citizenship' with a photo of three people looking at a book; 3. 'Collaboration' with a photo of two women looking at a laptop; 4. 'Communication' with a photo of two women talking; 5. 'Creative Thinking' with a photo of light bulbs; 6. 'Critical Thinking' with a photo of hands pointing at a diagram.

The Difference between a Lesson and an Assignment

Last Modified on 06/26/2023 9:49 pm EDT

Lessons and **Assignments** are directly related, however, there is a distinct difference within FlexLessons.

A published **Lesson** is a group of Activities that an Admin has compiled with the intention of *assigning* it to Users.

An **Assignment** is created when an Admin assigns a **Lesson** to Users.

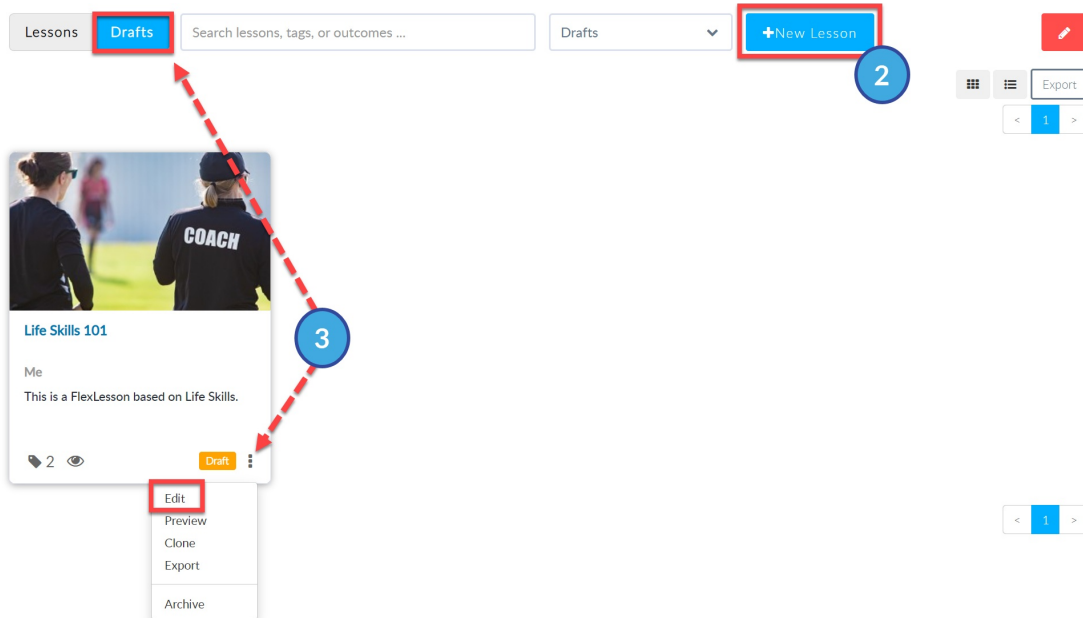
Refer to these articles for assistance in creating Lessons and Assignments:

- [Create a New FlexLesson](#)
 - [Assign a FlexLesson](#)
 - [Edit Assignment Settings in a FlexLesson](#)
 - [Add Users to a FlexLesson Assignment](#)
-

Add a Life Skills Video to a FlexLesson

Last Modified on 09/18/2023 2:22 pm EDT

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Select **New Lesson** to start creating a New FlexLesson or
3. Sort by **Drafts** and select **Edit** if you have already started a new FlexLesson.

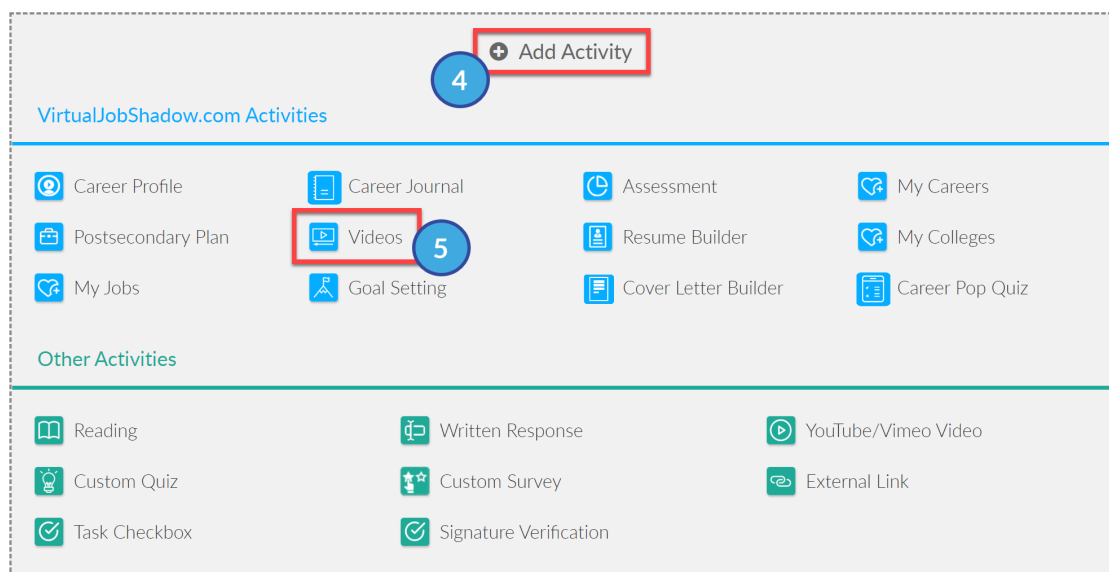


4. Select **Add Activity**
5. Select **Videos**

Edit Lesson



Activities



6. Complete steps 1-6 on the Watch Video Activity Setup page.

7. For step 3, select the **Life Skills Videos** tab.
8. For step 4, select the "+" icon to add a Life Skills video or videos to your FlexLesson.
9. **Save & Preview** as needed.
10. Select **Save & Close** when you are done.

Step 3: Select one or more videos to add to your playlist. 7

Job Shadowing Videos Cluster Overviews Videos Life Skills Videos Q&A Videos

Search...

Filter by Topic... ▼

Step 4: Click on the + icons to add videos to your playlist.

Step 4: Click on the + icons to add videos to your playlist.

Change Your Body ... Change Your Life 👁️ +

Choosing the Right Fuel for Health and Fitness 👁️ +

Collaboration at Work 👁️ +

Communicating Effectively While Working From Home 👁️ +

Playlist Contents

Citizenship Extends Outside the Workplace ⬆️ ⬆️ ×

Step 5: Decide whether users must watch ALL of the videos in your playlist. Please note: users cannot fast forward through videos.

Require users to watch ALL videos. 🗑️

Step 6: Click "Save & Preview" to see the student/user view of this activity.

Save & Preview ↗️
9

Cancel

10

Save & Close

11. Select **Publish Lesson** when you have completed the FlexLesson and made all the necessary edits.

Life Skills 101

Build your lesson by adding activities below. Click the preview button at any time to view your lesson. When you're ready, publish your lesson so you can assign it to your users.

Estimated Time: NA
Grades: NA
Keywords: NA

[Edit Settings](#)

Edit Lesson

i **Lesson Introduction**
Introduce users to your lesson. ⋮

📄 **Lesson Completion**
Write a closing message to your users. ⋮

Activities

▶ **Watch Videos**
Users will watch a video or a video playlist. ⬆️ ⋮

+ Add Activity

Save & Quit

Preview

11
 Publish Lesson

Add an Image to a FlexLesson Card

Last Modified on 09/26/2023 1:15 pm EDT

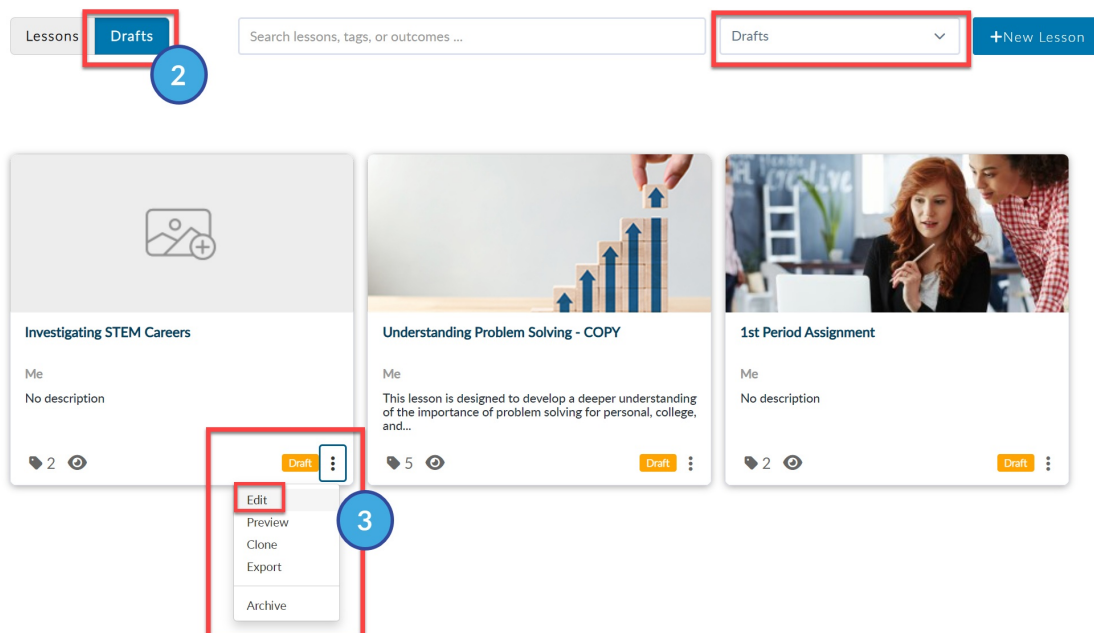
Images can be added to FlexLesson cards, giving each card a unique, visually appealing look.

Pathful Explore comes with 200 images to choose from when selecting an image for your FlexLesson.

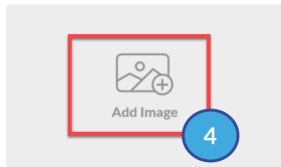
Images can be added or changed to both Published and Draft FlexLessons that you own. Pathful Explore FlexLessons images can not be directly edited. Refer to [Edit a Built-In FlexLesson](#) or [Clone a FlexLesson](#) for additional help personalizing a Built-in FlexLesson.

Add Images to a FlexLesson Draft

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Drafts > Drafts**
3. Click the vertical ellipses and select **Edit**.



4. Click on the **Add Image** button in the image box.



Investigating STEM Careers

Build your lesson by adding activities below. Click the preview button at any time to view your lesson. When you're ready, publish your lesson so you can assign it to your users.

Estimated Time: NA
Grades:
Keywords:

[Edit Settings](#)

Edit Lesson

Lesson Introduction
Introduce users to your lesson.

Lesson Completion
Write a closing message to your users.

Activities

+ Add Activity

Save & Quit Preview Publish Lesson

5. In the **Select Lesson Image** pop-out window, type a search term. (Examples: STEM, Resume, Education, etc.)
6. Click the circle in the upper left corner of the desired image.
7. Click **Update Lesson** to save the image or **Cancel** to go back to the Edit screen.

SELECT LESSON IMAGE ✕

STEM **5**

6

7

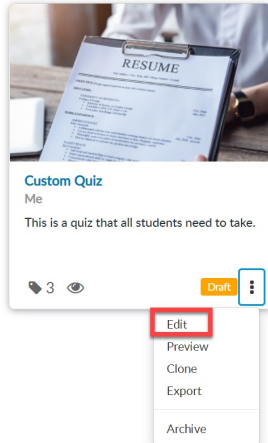
Cancel Update Lesson

The image shows a 'SELECT LESSON IMAGE' pop-up window. At the top is a blue header with the title and a close button. Below is a search bar containing the text 'STEM', with a blue circle containing the number '5' next to it. The search results are a grid of four images. The top-right image, showing a woman in a green hijab using a microscope, has a blue circle with the number '6' next to its selection radio button. At the bottom right of the window, there are two buttons: 'Cancel' and 'Update Lesson'. A blue circle with the number '7' is positioned above the 'Update Lesson' button.

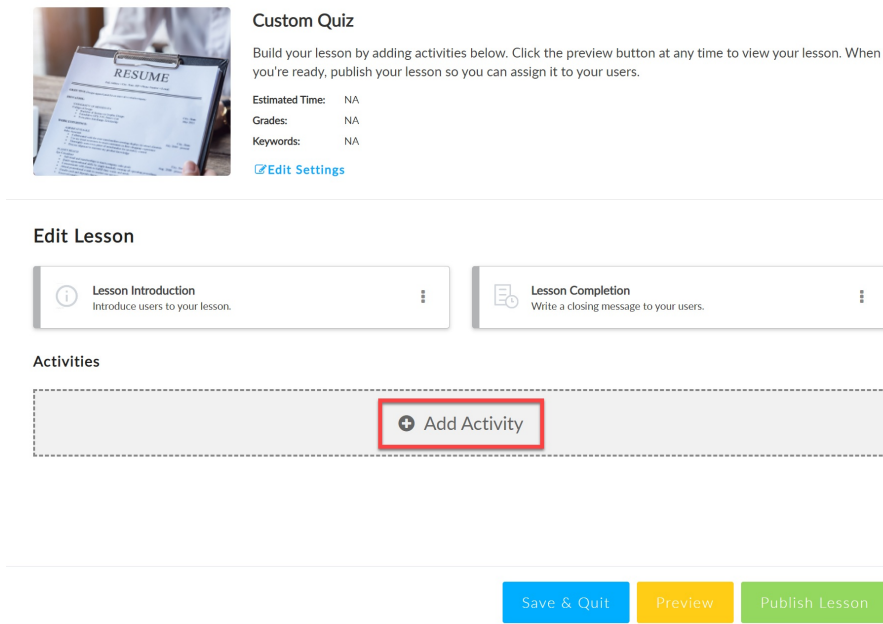
Add Career Journal Activity

Last Modified on 09/18/2023 2:31 pm EDT

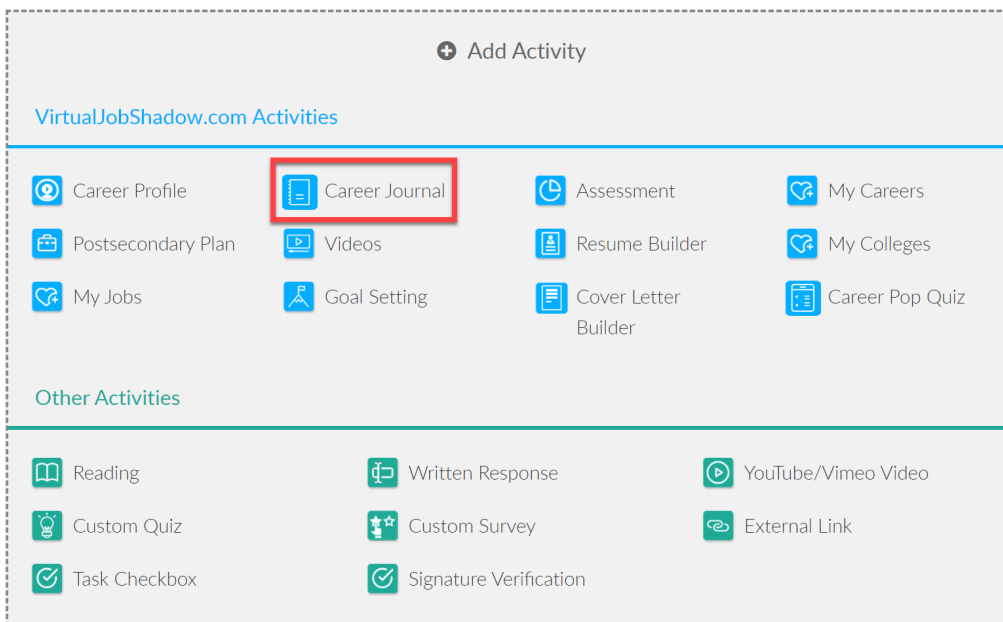
1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Select **New Lesson** or **Edit** an existing draft Lesson. (See Create a New FlexLesson or Edit a FlexLesson).



3. From the **Edit Lesson** screen, select **Add Activity**.

A screenshot of the 'Edit Lesson' screen for a 'Custom Quiz'. The top section shows the quiz title 'Custom Quiz' and a description: 'Build your lesson by adding activities below. Click the preview button at any time to view your lesson. When you're ready, publish your lesson so you can assign it to your users.' Below this, there are fields for 'Estimated Time: NA', 'Grades: NA', and 'Keywords: NA', along with an 'Edit Settings' link. The main area is titled 'Edit Lesson' and contains two activity slots: 'Lesson Introduction' (Introduce users to your lesson) and 'Lesson Completion' (Write a closing message to your users). Below these slots is an 'Activities' section with a dashed border and a central button labeled '+ Add Activity' highlighted with a red rectangular box. At the bottom of the screen, there are three buttons: 'Save & Quit' (blue), 'Preview' (yellow), and 'Publish Lesson' (green).

4. Under **Add Activity**, select **Career Journal**.



5. Complete the required steps:

- a. Step 1: Add a Title
- b. Step 2: Add a message to users.
- c. Step 3: Choose a Career Profile video for students to watch.
- d. Step 5: **Save & Preview**

Career Journal

Admin Actions

- Select a career for your users to complete a career journal.

User Actions

- Users will complete a career journal.

Step 1: Give your activity a title. The default title is provided.

Complete your Career Journal

Step 2: (OPTIONAL) Add a message for users. Note: They will already have instructions.

Complete your Career Journal

Step 3: Choose a Career Profile video for students to watch.

Select Career

None selected

Step 4: Click "Save & Preview" to see the student/user view of this activity.

Save & Preview

Cancel

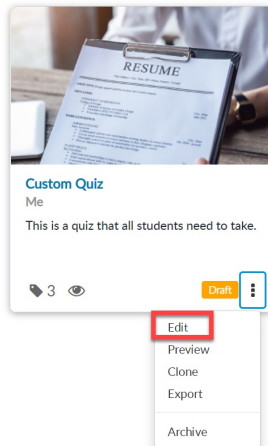
Save & Close

6. Select **Save & Close** when you are finished editing the quiz.
7. Add any additional activities as needed.
8. After making all your edits, you can Publish the FlexLesson and Assign it to users.

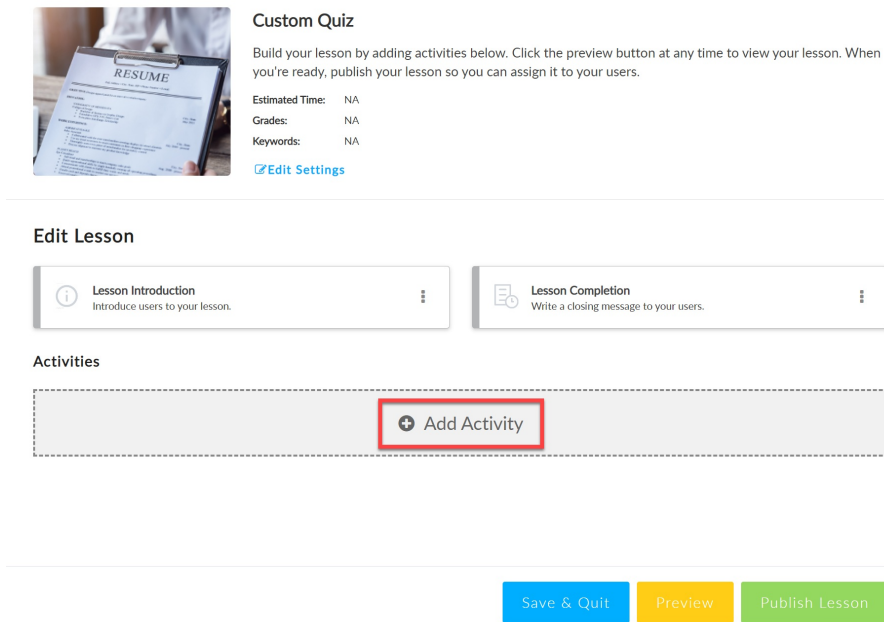
Add a Custom Quiz

Last Modified on 09/18/2023 2:32 pm EDT

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Select **New Lesson** or **Edit** an existing draft Lesson. (See Create a New FlexLesson or Edit a FlexLesson).



3. From the **Edit Lesson** screen, select **Add Activity**.



4. Under **Other Activities**, select **Custom Quiz**.

Edit Lesson

Lesson Introduction
Introduce users to your lesson.

Lesson Completion
Write a closing message to your users.

Activities

+ Add Activity

VirtualJobShadow.com Activities

- Career Profile
- Assessment
- My Careers
- Postsecondary Plan
- Videos
- Resume Builder
- My Colleges
- My Jobs
- Goal Setting
- Cover Letter Builder

Other Activities

- Reading
- Written Response
- YouTube/Vimeo Video
- Custom Quiz**
- Custom Survey
- External Link
- Task Checkbox
- Signature Verification

5. Complete the required steps:

- Step 1: Add a Title
- Step 2: Add a message to users.
- Step 3: Select the **Show Answers** checkbox if desired. This allows users to see the correct answers after they have completed and submitted the quiz.
- Step 4: Create your questions.
 - You can add multiple-choice, short answer, true/false, yes/no, and list ordering questions. These are mix and match; you can add as many questions as needed.
- Step 5: **Save & Preview**

Custom Quiz

Admin Actions

- Build a quiz for your users to take with any combination of multiple choice, true/false, yes/no, ordering, or short answer questions.

User Actions

- Users will take a quiz that you have built.

Step 1: Give your activity a title. The default title is provided.

Take a Quiz

Step 2: (OPTIONAL) Add a message for users. Note: They will already have instructions.

This quiz will help you determine whether or not you've met this lesson's objectives.

Step 3: Indicate whether you would like users to see correct answers after completion.

Show Answers?

Step 4: Create questions for your users.

+ Add Question

- Multiple Choice
- Short Answer
- T/F True/False
- Y/N Yes/No
- List Ordering

Step 5: Click "Save & Preview" to see the student/user view of this activity.

Save & Preview

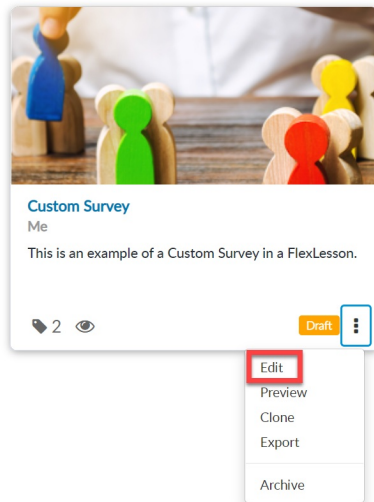
Back Save & Close

6. Select **Save & Close** when you are finished editing the quiz.
 7. Add any additional activities as needed.
 8. After making all of your edits, you can Publish the FlexLesson and Assign it to users.
-

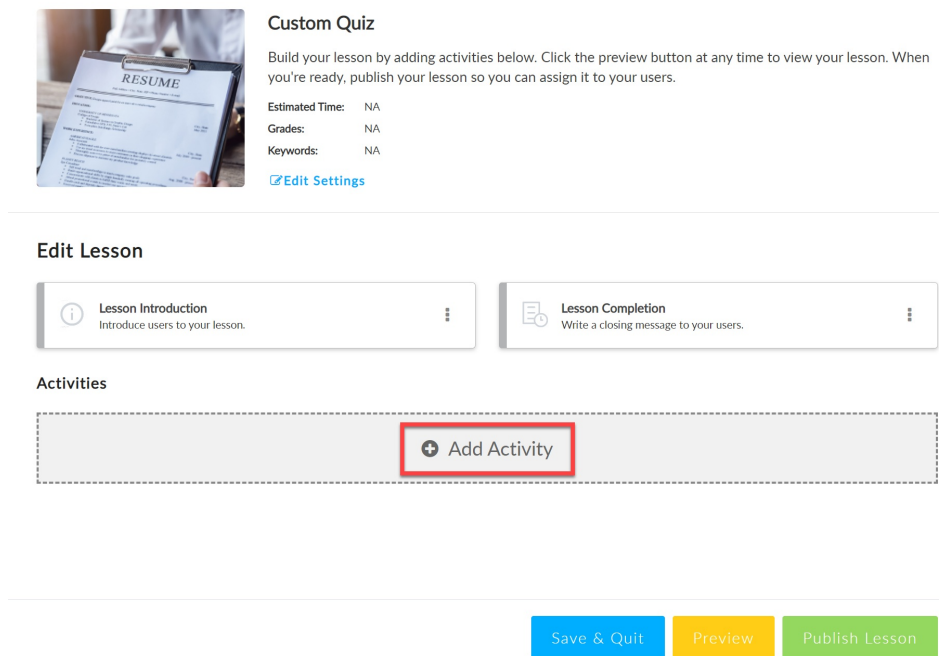
Add a Custom Survey

Last Modified on 09/18/2023 2:33 pm EDT

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Select **New Lesson** or **Edit** an existing draft Lesson. (See Create a New FlexLesson or Edit a FlexLesson).



3. From the Edit Lesson screen, select **Add Activity**.



4. Under Other Activities, select **Custom Survey**.

Edit Lesson

Lesson Introduction
Introduce users to your lesson.

Lesson Completion
Write a closing message to your users.

Activities

+ Add Activity

VirtualJobShadow.com Activities

Career Profile	Assessment	My Careers	Postsecondary Plan
Videos	Resume Builder	My Colleges	My Jobs
Goal Setting	Cover Letter Builder		

Other Activities

Reading	Written Response	YouTube/Vimeo Video
Custom Quiz	Custom Survey	External Link
Task Checkbox	Signature Verification	

5. Complete the required steps:

- Step 1: Add a Title
- Step 2: Add a message to users.
- Step 3: Select the **Prevent Changing Answers** checkbox if desired.
If checked, users may not edit their survey answers. If you want users to be allowed to change their responses, do not check this box.
- Step 4: Create your questions.
 - You can add multiple-choice, short answer, true/false, yes/no, long answer, single choice, and listing questions. These are mix and match; you can add as many questions as needed.
- Step 5: **Save & Preview**

Custom Survey

Admin Actions

- ✔ Build a survey for your users to take, using any combination of 8 question types.
- ✔ Users can edit survey responses until the assignment closes.

User Actions

- ✔ Users will take a survey you have created.

Step 1: Give your activity a title. The default title is provided.

Take a Survey

Step 2: (OPTIONAL) Add a message for users. Note: They will already have instructions.

← → **B** *I* U | ☰ ▾ | ☰ ▾


Example: There are no wrong answers.


Step 3: Indicate whether you would like to allow users to change their answers after completion.


Prevent Changing Answers? ⓘ


Step 4: Create questions for your users.


+ Add Question

 Multiple Choice

 True/False


 Yes/No

 Short Answer


 Long Answer

 Listing

 Sorting

 Single Choice

Step 4: Click "Save & Preview" to see the student/user view of this activity.

Save & Preview 

6. Select **Save & Close** when you are finished editing the quiz.
7. Add any additional activities as needed.
8. After making all of your edits, you can **Publish the FlexLesson and Assign it to users.**

Add a Signature Verification

Last Modified on 09/18/2023 2:38 pm EDT

Admins and Staff can now include **Signature Verification** as a **FlexLesson Activity**.

- The **Signature Verification** requires users to obtain a signature before moving on with an assignment.
- When **Signature Verification** is part of a lesson, a student cannot move forward in the lesson until the required signature has been received. For this reason, it is a best practice to make **Signature Verification** the last activity in an assignment or make it a stand-alone assignment.
- Once assigned a **Signature Verification** activity, students can choose to copy the URL into a browser or send the request via email.
- Users may not send more than four "Signature Request" emails.

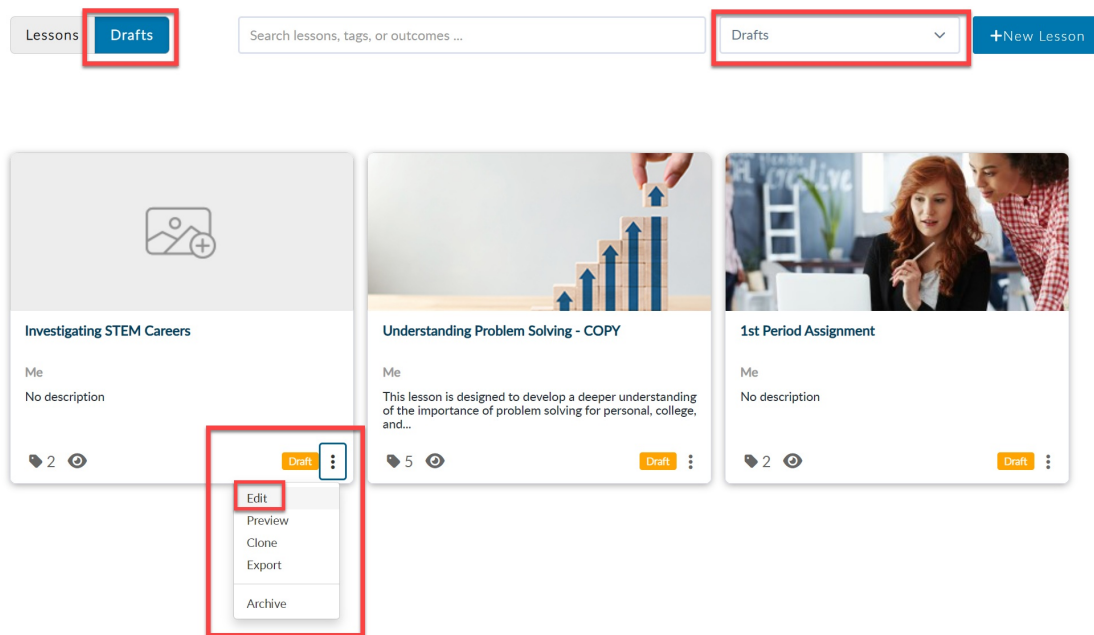
Lesson Activities:

The screenshot displays the 'Lesson Activities' configuration screen. At the top, there are two activity cards: 'Lesson Introduction' (introduce users to your lesson) and 'Please sign the signature pad' (users are able to sign using the mouse or touch pad). Below these is a dashed box containing an 'Add Activity' button. Underneath the button are two sections of activity options. The first section, 'VirtualJobShadow.com Activities', includes icons and labels for Career Profile, Assessment, My Careers, Postsecondary Plan, Videos, Resume Builder, My Colleges, My Jobs, Goal Setting, and Cover Letter Builder. The second section, 'Other Activities', includes icons and labels for Reading, Written Response, YouTube/Vimeo Video, Custom Quiz, Custom Survey, External Link, Task Checkbox, and Signature Verification. The 'Signature Verification' activity is highlighted with a red rectangular box. At the bottom of the dashed box is the 'Lesson Completion' activity card (write a closing message to your users).

Add a Signature Verification Activity

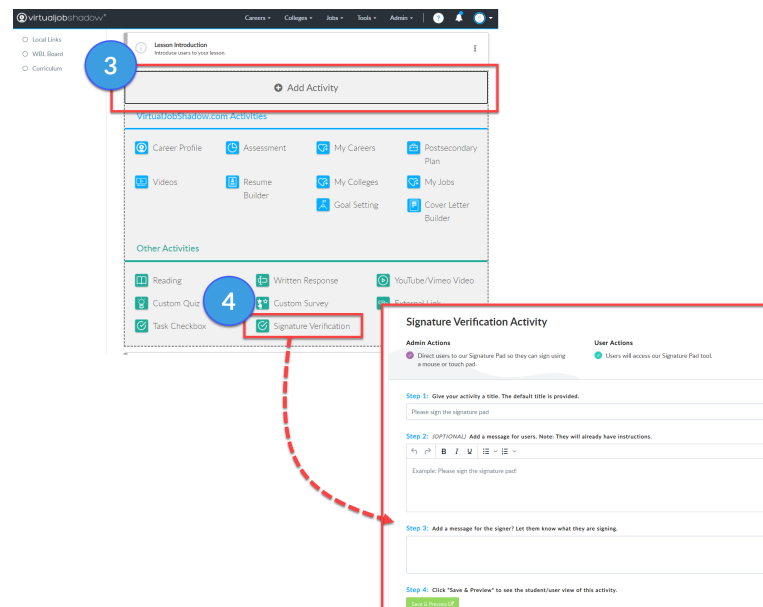
1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Drafts**.

3. Select **Edit** for an existing, unpublished FLELesson.



4. From the Lesson Activities screen, select **Add Activity**.

5. From the **Other Activities** pane, select the **Signature Verification** activity.



6. Complete the Signature Verification Activity.

- Step One:** Title (Please sign the signature pad is the default title)
- Step Two:** (optional) Add a message to users.
- Step Three:** (required) Add a message for the signer.

7. Click **Save & Preview** or **Save & Close**.

View Submitted Signature

To view and download Signature details:

- Within FlexLessons, navigate to **Assignments**.
- Click **Manage** to the right of the desired assignment.
- Click **View** to the right of the desired user.

4. Click **View** to the right of **Please sign the signature pad** activity.

ASSIGNMENT ACTIVITIES		PROGRESS
Introduction		Complete
Please sign the signature pad	View	Complete
Assignment Submission		Complete

Admins and staff can view and download the following details:

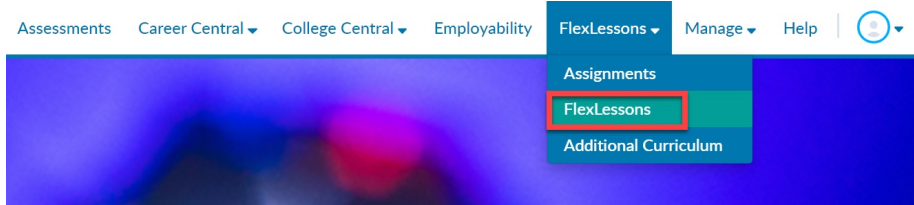
- The delivery method of the signature request
 - Email address used to provide the signature
 - The name entered by the signer
 - Date and timestamp of the signature
 - Image of the signature
-

Add Documents to a FlexLesson

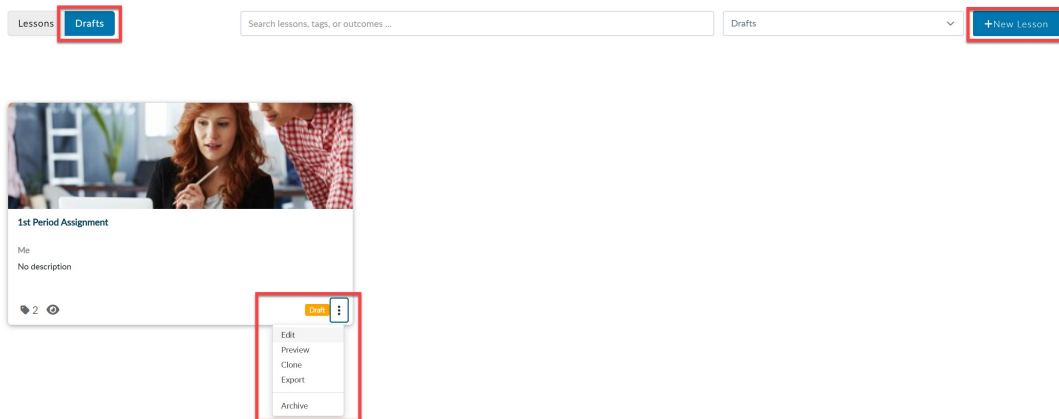
Last Modified on 07/31/2023 1:53 pm EDT

You can add a document to a FlexLesson for students to download. Follow the steps below.

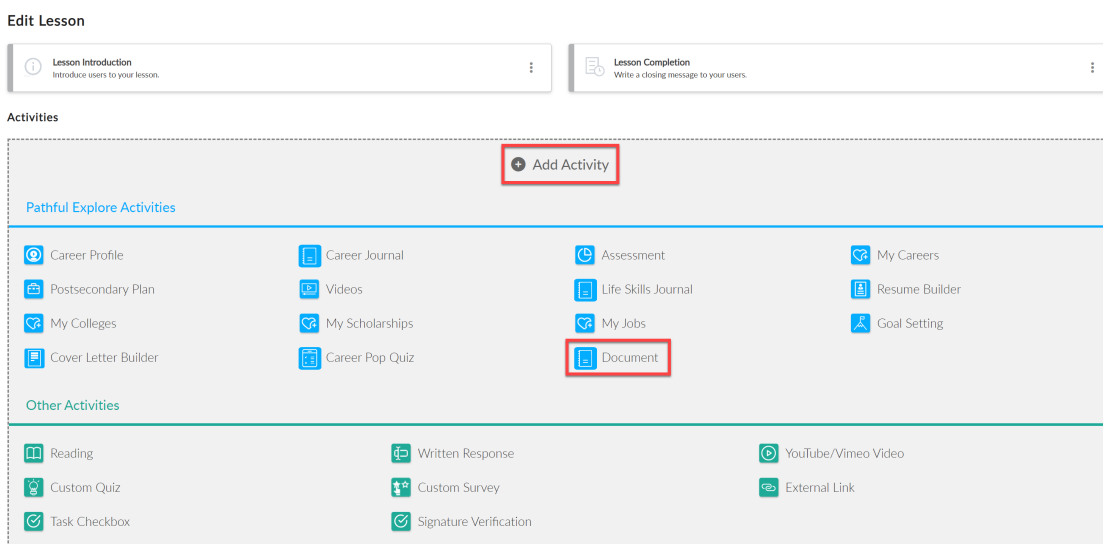
1. From the **FlexLessons** drop-down menu, select **FlexLessons**.



2. Select **New Lesson** or select the draft of a FlexLesson that is in progress.
3. Select **Edit** (if this is a Draft Lesson).



4. Select **Add Activity**.
5. Select **Document**.



6. Complete **Steps 1-4**.
7. Select **Save & Close**.

Document

Admin Actions

- Select one of the Lesson Documents.

User Actions

- Users will download a document.

Step 1: Give your activity a title. The default title is provided.

Download a document

Step 2: (OPTIONAL) Add a message for users. Note: They will already have instructions.

↶ ↷ **B** *I* U ☰ ☰ ☰

Download a document.

Step 3: Choose a document for students.

Select Document:

None selected

Step 4: Click "Save & Preview" to see the student/user view of this activity.

Save & Preview

Cancel

Save & Close

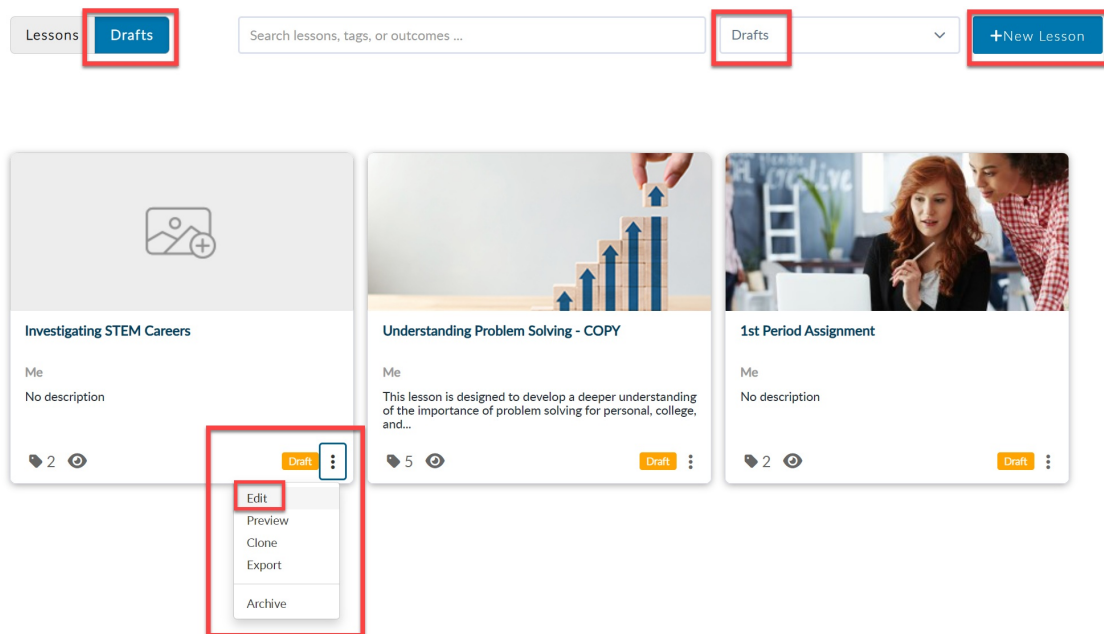
Add Videos to FlexLessons

Last Modified on 09/18/2023 2:43 pm EDT

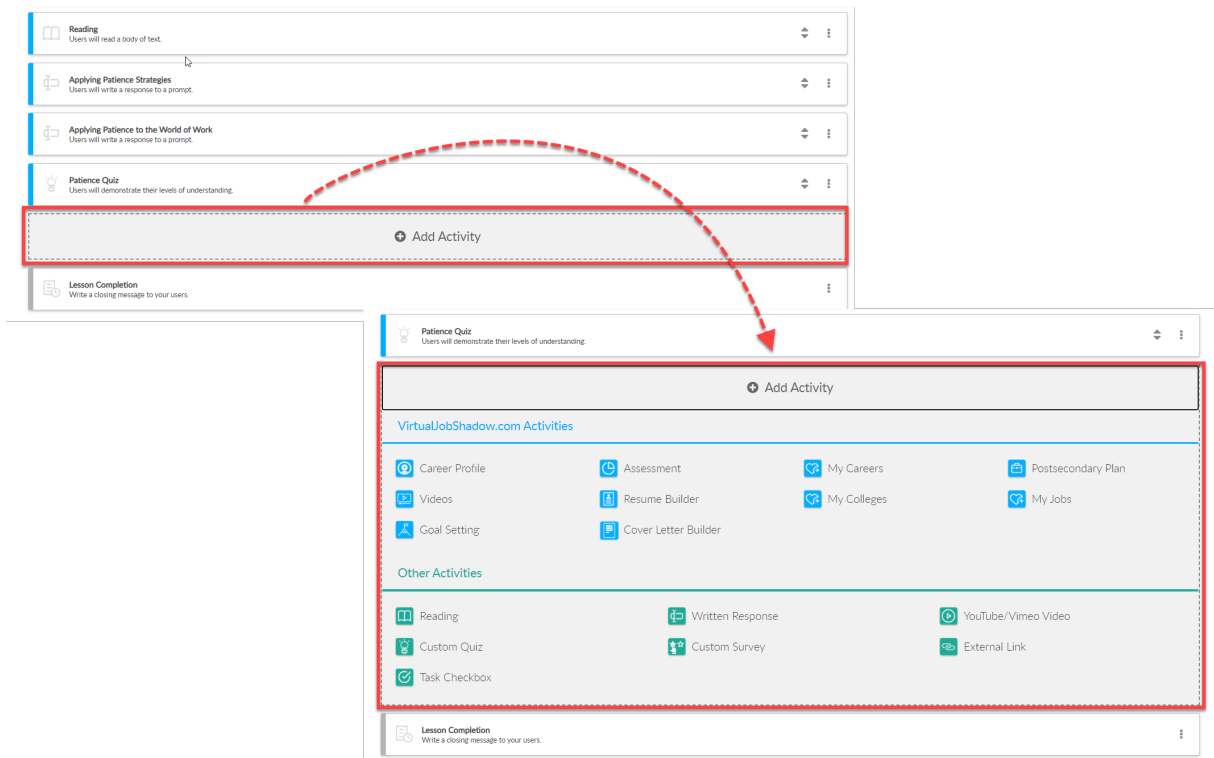
You can add videos from our platform (such as our Job Shadowing Videos, Life Skills Videos, Cluster Overview Videos, and Q&A Videos from Career Central) to your FlexLessons, from YouTube/Vimeo, or any external website link.

To add Pathful Explore videos to a FlexLesson:

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Select **New Lesson** or sort lessons by **Draft > Draft**. Click the vertical ellipses on the desired Lesson card and select **Edit**.



3. Select **Add Activity** to see all of your options.



4. Select **Videos** and follow the steps below to assign any of the Job Shadowing, Cluster Overviews, Life Skills, and Q&A videos.
 - a. Step 1: Name the Activity. A default title is provided.
 - b. Step 2: Add a Message for your users (optional).

NOTE: Users will already have instructions.
 - c. Step 3: Select one or more videos to add to your playlist.
 - i. Use the tabs and search box to easily locate the desired videos: Job Shadowing, Cluster Overviews, Life Skills, and Q&A Videos.
 - d. Step 4: Add the desired video(s) to your playlist.
 - i. Optionally, check the box to Require users to watch ALL Videos.

NOTE: When requiring users to watch all videos, they cannot fast forward.
 - e. Step 5: **Save & Preview**. This allows you to see the video from the user's perspective.
 - f. Step 6: **Save & Close**

+ Add Activity

VirtualJobShadow.com Activities

Career Profile
 Assessment
 My Careers
 Postsecondary Plan
 Videos
 Resume Builder
 My Colleges
 My Jobs
 Goal Set

4a Step 1: Give your activity a title. The default title is provided.
 Watch Videos

4b Step 2: (OPTIONAL) Add a message for users. Note: They will already have instructions.
 Example: These videos are great examples of exciting STEM careers that don't require a bachelor's degree.

4c Step 3: Select one or more videos to add to your playlist.

[Job Shadowing Videos](#)
[Cluster Overviews Videos](#)
[Life Skills Videos](#)
[Q&A Videos](#)

Search...

Filter by education required or Career Cluster...

4d Step 4: Click on the + icons to add videos to your playlist.

Video Preview	Video Title	Visibility Icon	Add Icon
	Actor		
	Advertising Director		
	Aerospace Engineer		
	Animal Trainer		

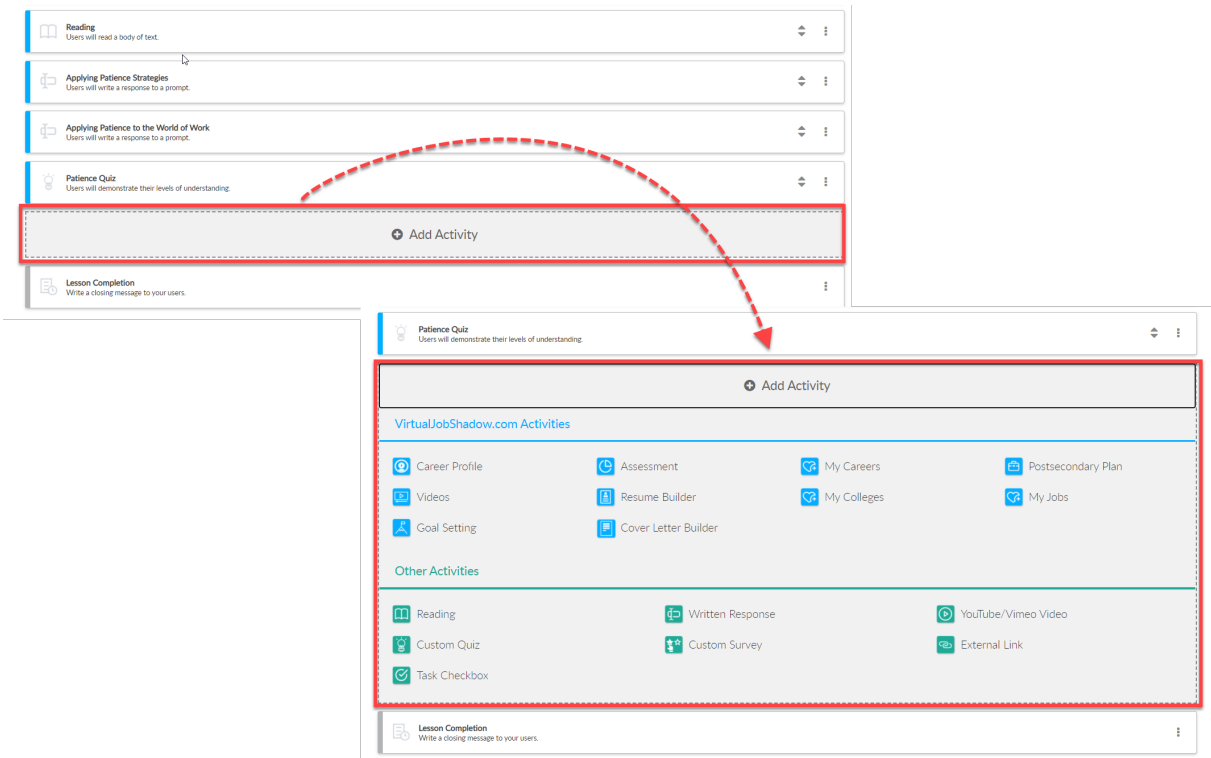
Playlist Contents

4e Step 5: Decide whether users must watch ALL of the videos in your playlist. Please note: users cannot fast forward through videos.
 Require users to watch ALL videos.

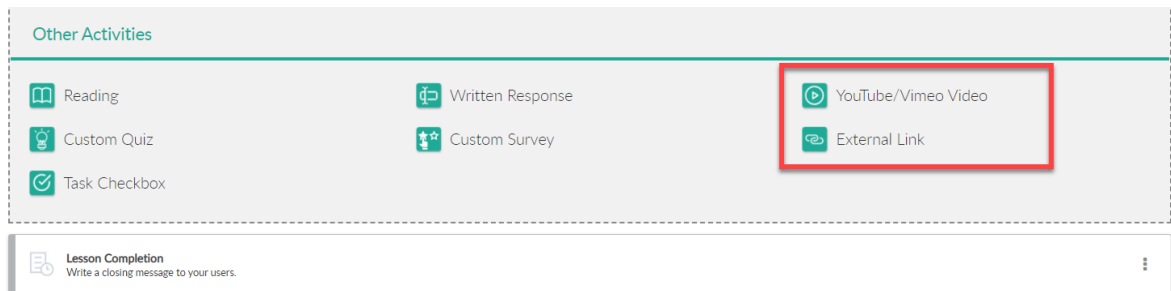
4f Step 6: Click "Save & Preview" to see the student/user view of this activity.
[Save & Preview](#)

To add external videos to a FlexLesson:

1. Follow steps 1-3 listed above.
2. Click **Add Activity** and see the options under **Other Activities**.



3. Select **External Link** or **YouTube/Vimeo Video** to add the link to the video you want to assign.



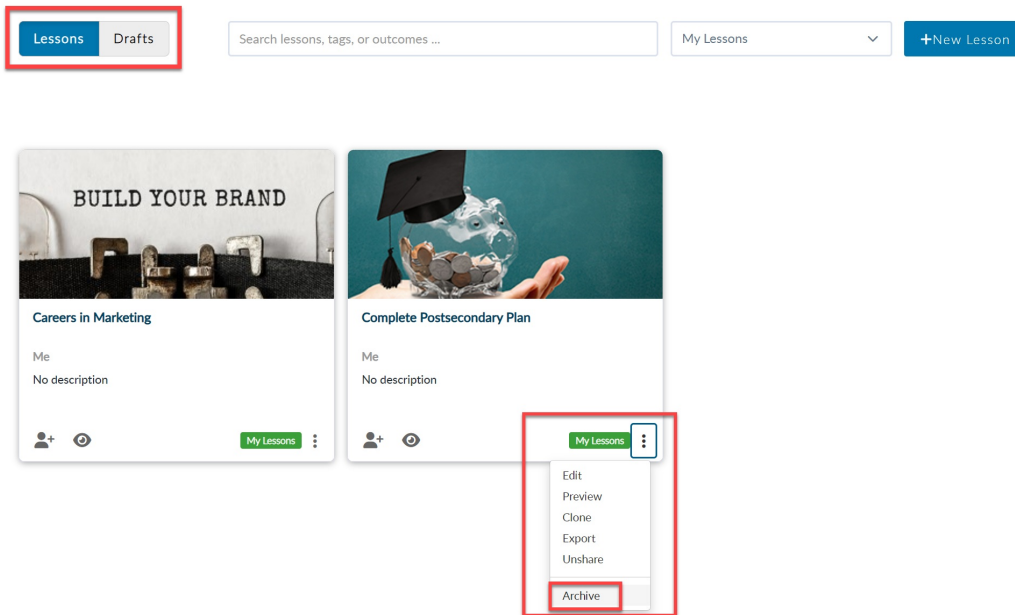
Archive a FlexLesson

Last Modified on 09/19/2023 1:41 pm EDT

You can **Archive** a single FlexLesson or **Bulk Archive** to archive multiple FlexLessons.

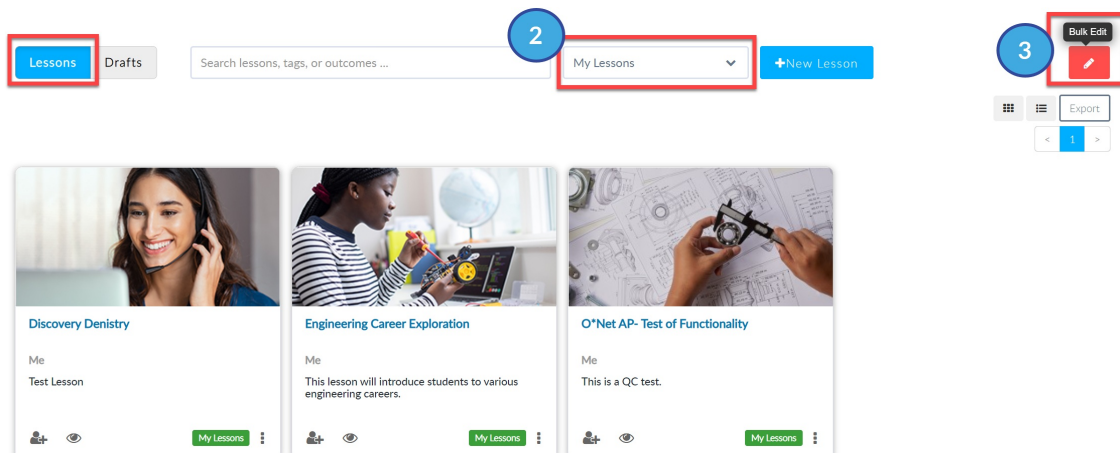
Archive a Single FlexLesson

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Lessons** or **Drafts**.
3. On the card of the desired lesson, select the three dots and choose **Archive**.
4. Click **Yes** to confirm that you would like to move this to **Archived**.

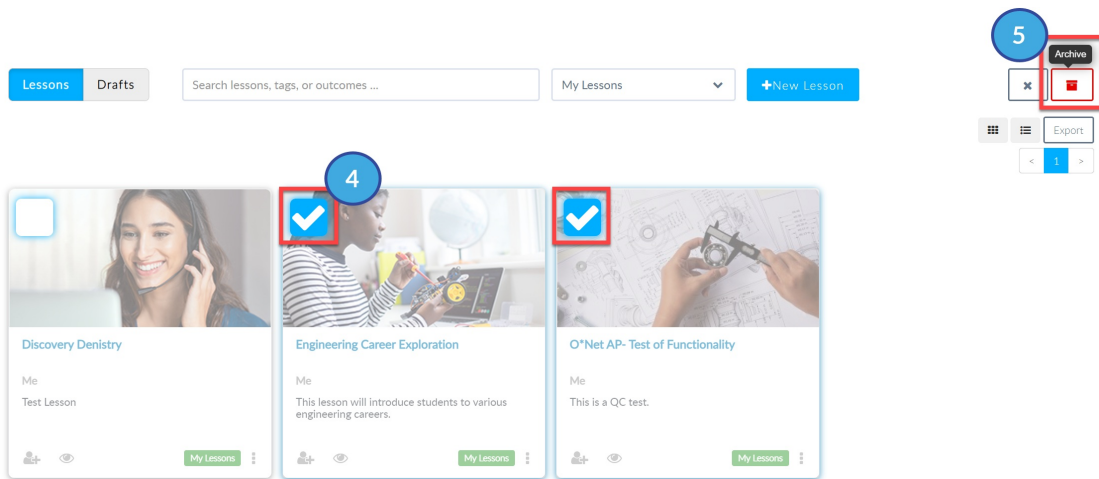


Bulk Archive FlexLessons

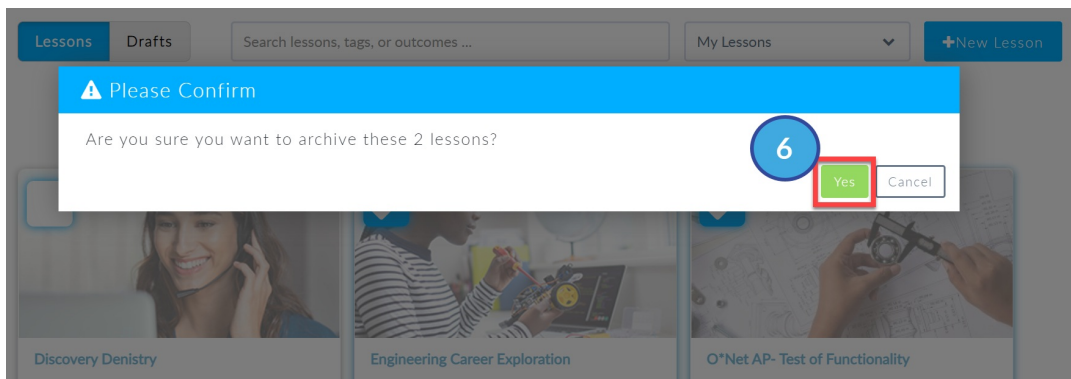
1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Lessons** -> **My Lessons**
3. Select the pencil icon (Bulk Edit) in the upper right corner.



4. Select the FlexLessons you wish to archive.
5. Select the Archive button in the upper right corner.



6. In the **Please Confirm** popout window, select **Yes**.



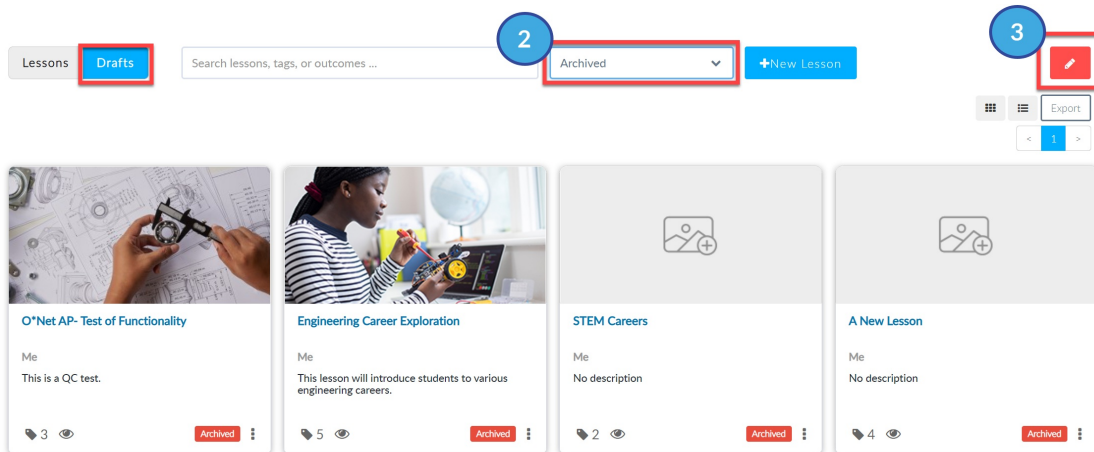
Bulk Delete Archived FlexLessons

Last Modified on 09/19/2023 1:44 pm EDT

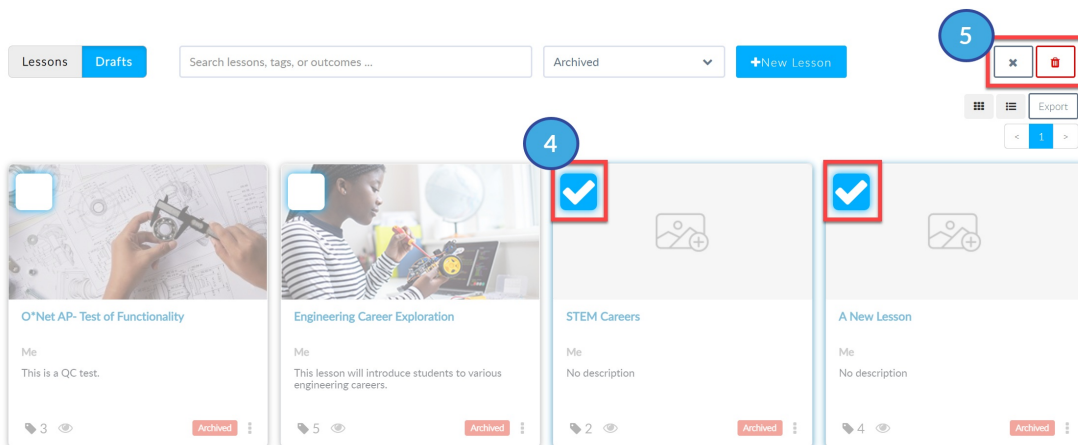
Deleting FlexLessons:

- FlexLesson deletion is permanent.
- Use the **Delete** function only when you are sure the selected FlexLesson will no longer be needed or referenced.
- You must **Archive** a FlexLesson prior to deleting it.
- The **Archive** function moves a FlexLesson into your Archived tab, where it can be accessed at any time.
 - Refer to Archive a FlexLesson

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Drafts** -> **Archived**
3. Select the pencil icon (Bulk Edit) in the upper right corner.

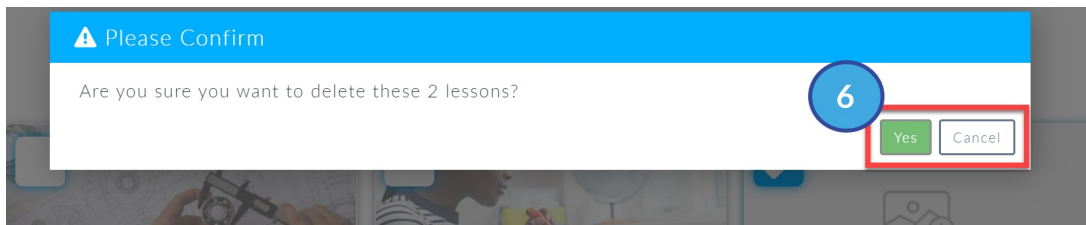


4. Select the FlexLessons you wish to delete.
5. Select the Delete button (trash icon) or the Cancel button ("x") in the upper right corner.



6. In the **Please Confirm** pop-out window, select **Yes** to delete or **Cancel** to return to the FlexLesson selection screen.

Reminder: *Once you delete a FlexLesson, it is permanently removed.*



Delete a FlexLesson

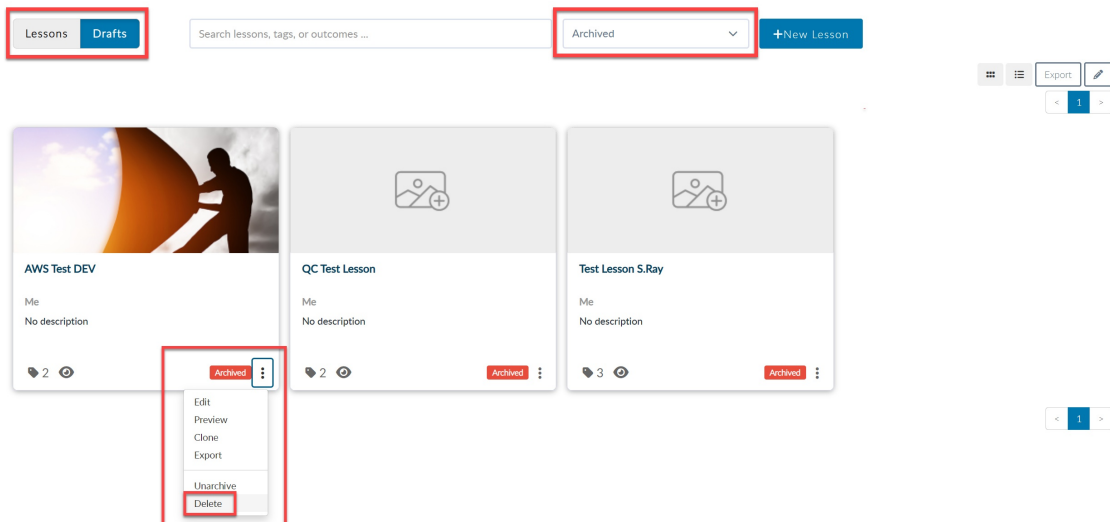
Last Modified on 09/19/2023 1:50 pm EDT

Deleting FlexLessons:

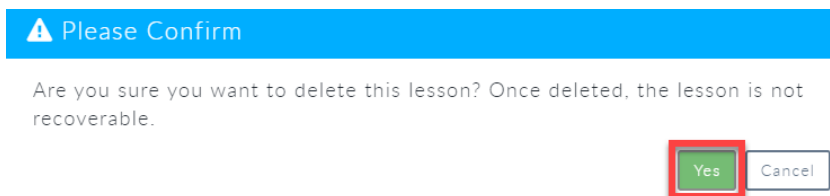
- FlexLesson deletion is permanent.
- Use the **Delete** function only when you are sure the selected FlexLesson will no longer be needed or referenced.
- You must **Archive** a FlexLesson prior to deleting it.
- The **Archive** function moves a FlexLesson into your Archived tab, which can be accessed anytime.
 - Refer to Archive a FlexLesson

Delete a FlexLesson

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Select **Drafts** and sort by **Archived**.
3. Click the vertical ellipses at the bottom right of the desired card and select **Delete**.



4. In the **Please Confirm** pop-out, click **Yes** if you are sure you want to delete or **Cancel** to go back.

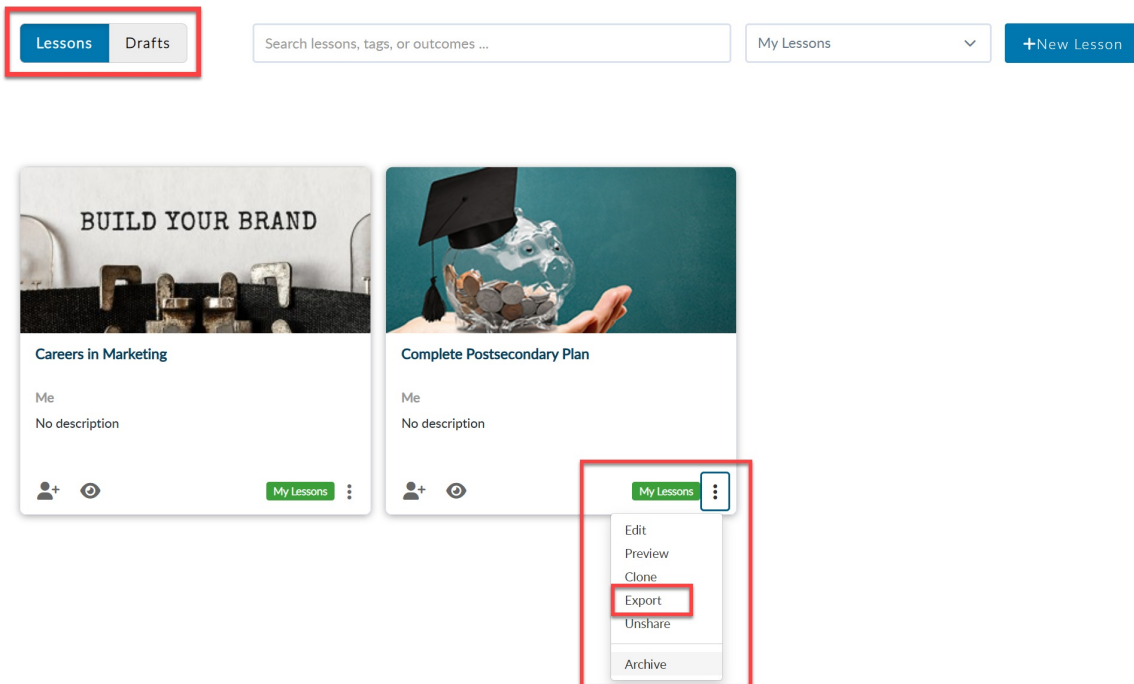


Export a FlexLesson

Last Modified on 09/19/2023 3:14 pm EDT

Exporting a FlexLesson lets you print the lesson and have a tangible copy.

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Lessons** or **Drafts**.
3. Click the vertical ellipses and choose **Export**. This will open a PDF version of the lesson, which can be downloaded or printed.



Mini Lessons

Last Modified on 09/19/2023 2:13 pm EDT

Overview

Mini Lessons are a series of short, instructor-led lessons on critical topics for postsecondary education and career preparation.

Mini Lessons are organized into the following categories:

- Self-Discovery
- Employability Soft Skills
- Time management
- Team building
- College & Career Research
- Land the Job

Each Mini Lesson is aligned to Common Core Standards and available in PDF format, with conveniently attached handouts.

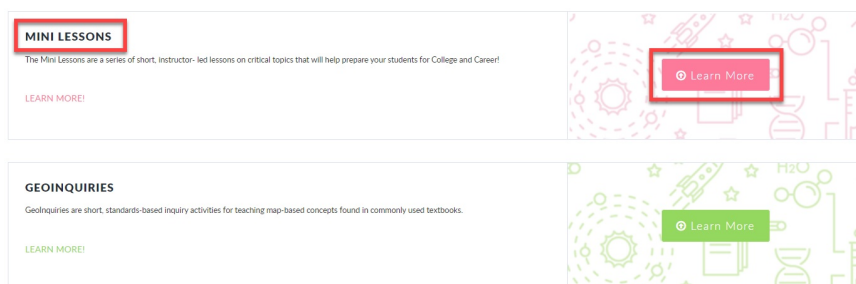
Mini Lessons are designed to be used in person with your students or users.



NOTE: Materials from Mini Lessons can be used in a FlexLesson. To do this, copy and paste any desired Mini Lesson content into your FlexLesson.

Access Mini Lessons

1. From the **FlexCurriculum** drop-down menu, select **Additional Curriculum**.
2. Select **Mini Lessons** or **Learn More**.

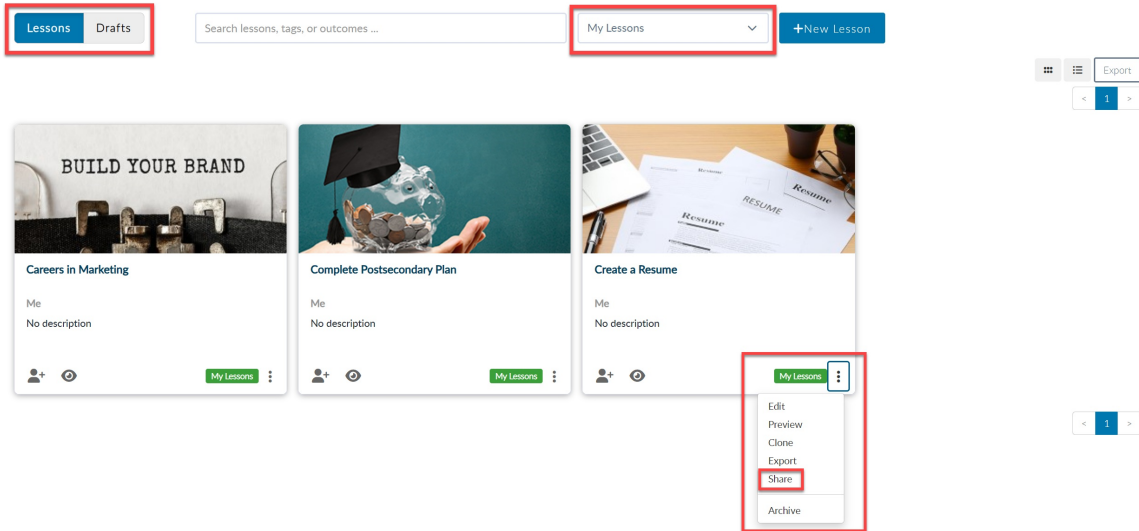


3. Select any lesson to access the downloadable documents for that lesson.

Share a FlexLesson

Last Modified on 09/19/2023 2:21 pm EDT

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Lessons** and choose **My Lessons** from the drop-down menu.
3. Click the vertical ellipses at the bottom right of the desired lesson card. Choose **Share**.
(NOTE: This will share the lesson with all other staff and admins on your license. Only published lessons can be shared.)



Share FlexLessons across District Licenses

Last Modified on 09/19/2023 2:30 pm EDT

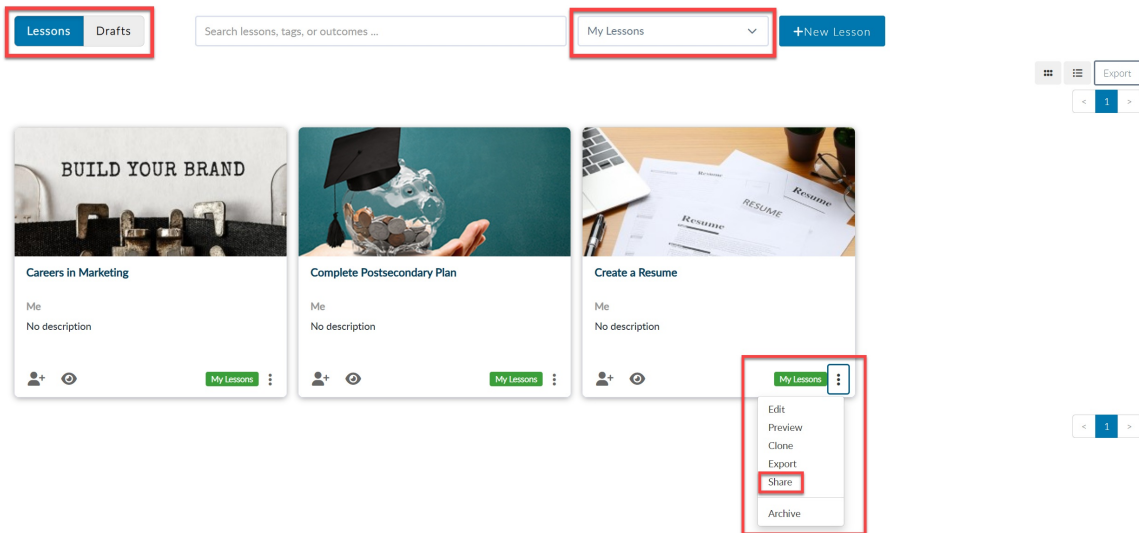
A FlexLesson built by a Staff-level user under a specific license can be shared with staff across an entire district via a Super Administrator.

To share a FlexLesson across a district requires actions by both the Staff member who created the lesson and a Super Administrator. A Super Administrator is the highest permission level in Pathful Explore.

Staff User Steps

1. As the Staff user, from the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. **Sort by Lessons > My Lessons** to find the lesson you wish to share.
3. Click the vertical ellipses and select **Share**.

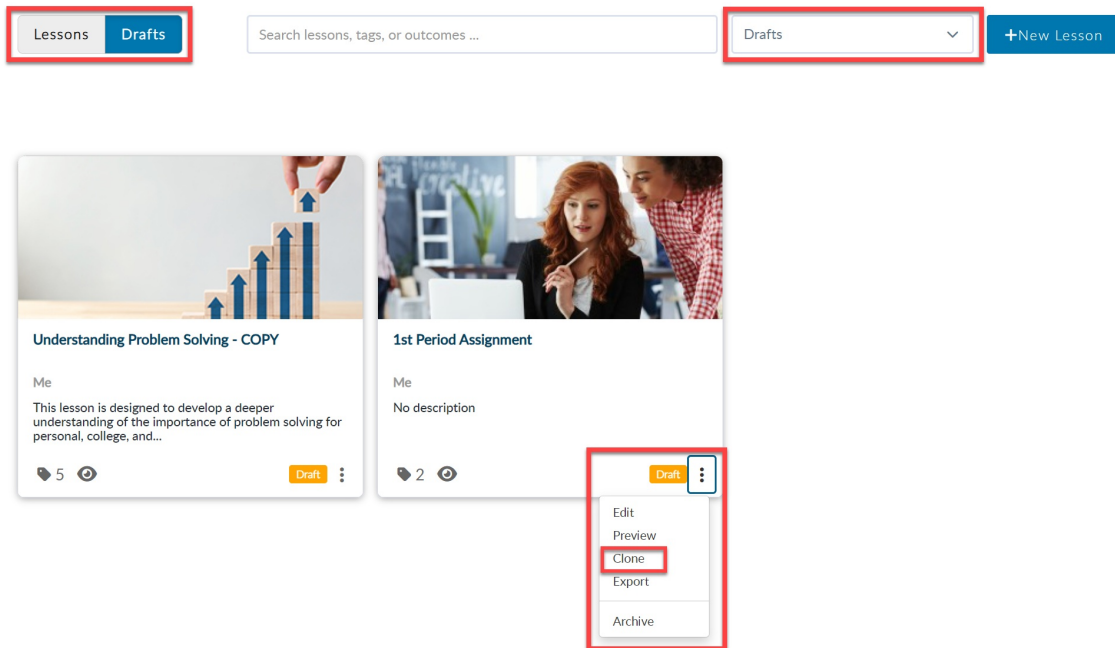
*If you accidentally share the wrong lesson, you can click **Unshare**.*



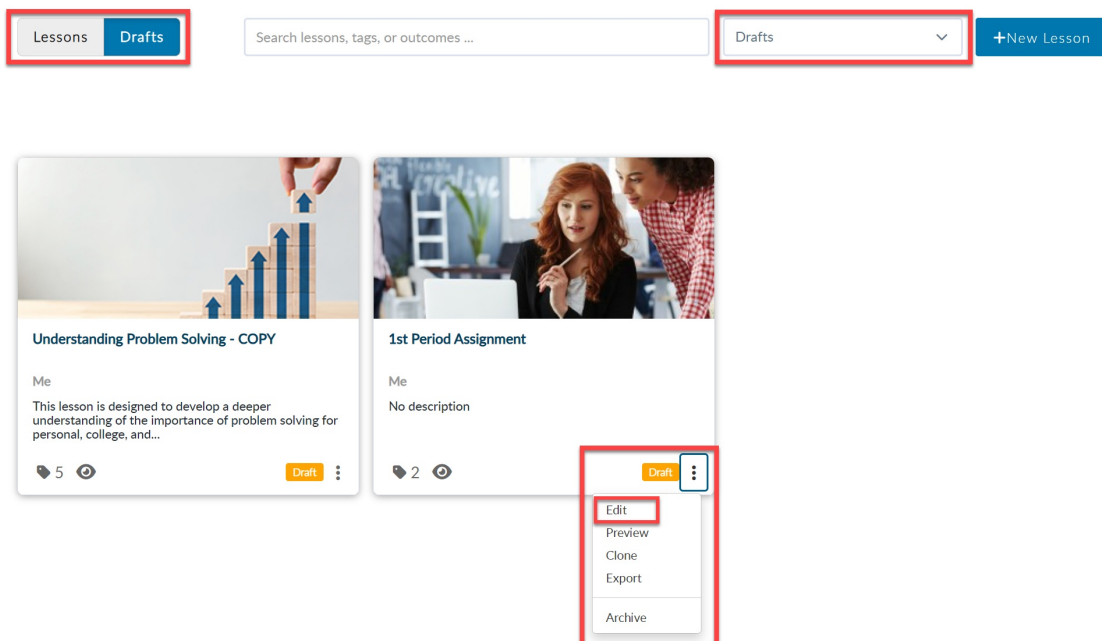
4. Now that the lesson is shared, a Super Administrator in the district can log in and access the lesson.

Super Administrator Steps

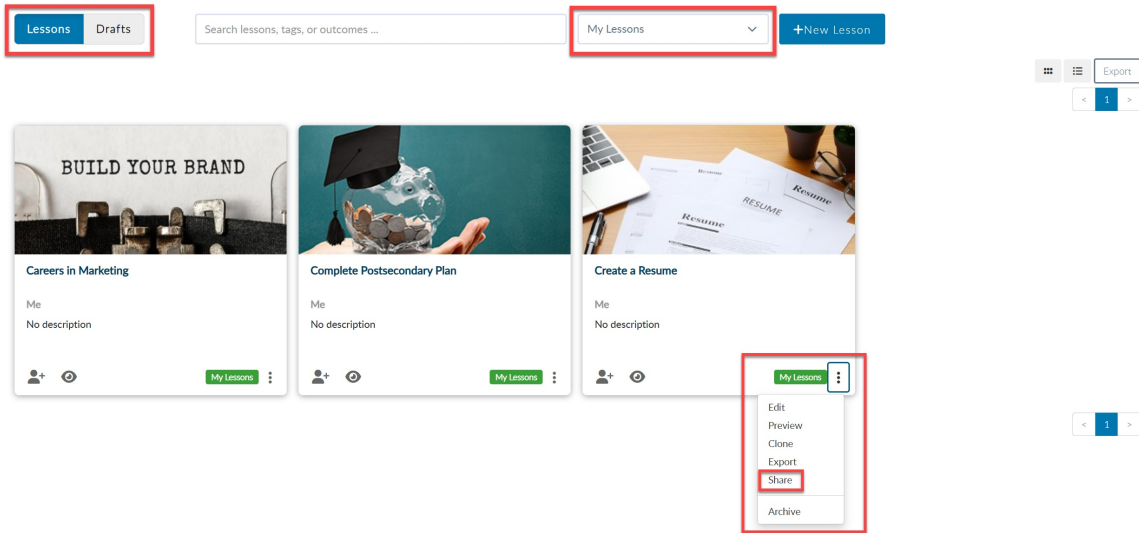
1. Log in following Step 1 above.
2. Sort by **Drafts > Drafts**.
3. On the card for the desired lesson, click the vertical ellipses and select **Clone**.



4. In the **Please Confirm** pop-up, click **Yes**.
5. Sort by **Drafts > Drafts**. You will see a copy of the cloned lesson.
6. Click the vertical ellipses and select **Edit** to rename the lesson. *(To rename the lesson, click the vertical ellipses and select **Edit**. Refer to **Edit Assignment Settings in a FlexLesson**).*



7. Once you have renamed the lesson or chosen to leave the name as COPY, select **Publish Lesson**.
8. In the **Please Confirm** pop-up, select **Yes**.
9. Now that the originally shared lesson has been cloned and edited navigate to **Lessons > My Lessons**.
10. On the card of the newly cloned and renamed lesson, click the vertical ellipses and select **Share** to share with others across your license.

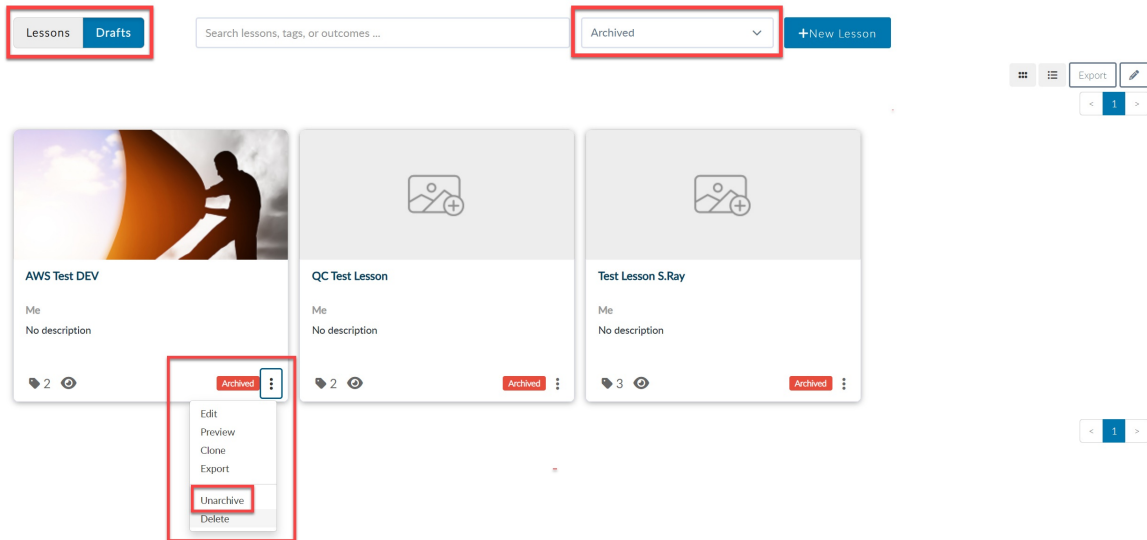


Once the lesson is shared with the district, staff-level users can clone and rename the lesson to use as needed.

Unarchive a FlexLesson

Last Modified on 09/19/2023 2:33 pm EDT

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Drafts > Archived**.
3. Find the desired lesson card and click on the vertical ellipses.
4. Select **Unarchive**.
5. Select **Yes** from the **Please Confirm** pop-out. This will move the lesson back to the **My Lessons** tab.



Add an Additional Manager to an Assignment

Last Modified on 10/12/2023 4:10 pm EDT

Additional managers (i.e., Staff or Admin users) of an assignment can do the following:

- Add or remove students or managers from the assignment
- View a student's progress
- Add a comment for a student
- Lock and unlock the assignment
- Grade the assignment
- Edit the assignment settings

You can add a Staff or Admin user to an assignment in two ways:

1. When you create the assignment
2. After you create the assignment (i.e., at a later time when it becomes necessary to add someone to help you manage the assignment).

Create a New Assignment that includes Staff or Admin Users

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Choose a Built-in FlexLesson or create a new FlexLesson.
(See Publish a FlexLesson or Create a New FlexLesson for additional help).
3. Select the **Assign** button.

The screenshot displays the FlexCurriculum interface. At the top, there is a search bar with the text "Search lessons, tags, or outcomes ...". To the right of the search bar is a dropdown menu labeled "Built-in Lessons" with a blue circle containing the number "2" next to it. The dropdown menu is open, showing options: "All Lessons", "My Lessons", "Shared Lessons", and "Built-in Lessons". To the right of the dropdown is a "+ New Lesson" button. Below the search bar and dropdown is a grid of lesson cards. Each card has a title, a "Pathful Explore" label, a description, and a "Built-in Lessons" button. A red box highlights the "Built-in Lessons" button on the "Citizenship" card, with a blue circle containing the number "3" next to it. The "Citizenship" card also has a red box around its "Assign" button (represented by a person icon with a plus sign).

4. Complete the Assignment Settings.
(See Assign a FlexLesson for additional help).
5. Add users to the Assignment either as individuals or part of a Group.

(See Create a Group for additional help).

NOTE: if there are Staff or Admin users in the Group you select, they will be displayed in the list of assignees on the right under the Staff/Admin tab. They are NOT assigned the Lesson to complete but can serve as an additional manager of the assignment.

6. Select the **Staff/Admin** tab.
7. Add the desired person by clicking the checkbox. This user will be visibly added under the **Staff/Admin** tab on the right, where all assignees are listed.
8. Select **Create Assignment**.
Any Staff or Admin users added to the Assignment, either as an individual or part of a group, can now manage this assignment.

You can add groups of users or individuals to assignments here. Select groups or individuals by clicking on the boxes next to their names. Review your selections in the right-hand field, then click, "Add Users" to give them an assignment.

9. Once you make the assignment, you will be redirected to the Assignment page, where you can see the number of assignment managers listed in the table.

Add Staff or an Admin to an Existing Assignment

1. From the **FlexCurriculum** drop-down menu, select **Assignments**.
2. To the right of the desired assignment, under the **Actions** column, select **Manage**.

Monitor your assigned lessons here. Click "Manage" to review data reflecting individuals' progress, download reports detailing users' work, add users to assignments, and more. Click "Grade" to view and grade users' submissions where applicable.

Create New Assignment

Choose License: All Licenses

Assignment Type: My Assignments | Status: Open | Filter by Lesson: Filter by Lesson | Filter by Course: Filter by Course | Filter

Search

ASSIGNMENT NAME	STATUS	LESSON NAME	USER COUNT	MANAGERS	COMPLETED	COURSE NAME	UNIT NAME	ASSIGNMENT START DATE	ASSIGNMENT DUE DATE	ACTIONS
New Test Assignment	Open	Collaboration	2	1	0 of 2	-	-	July 24, 2023	July 27, 2023	Close Manage Grade
Test Prep 7068A	Open	Test Prep 7068	2	2	0 of 2	-	-	N/A	March 31, 2023	Close Manage Grade
Test Assignment	Open	Test Lesson 6878	1	1	0 of 1	-	-	February 22, 2023	February 28, 2023	Close Manage Grade
Collaboration- 6182	Open	Collaboration	9	4	2 of 9	-	-	January 30, 2023	February 28, 2023	Close Manage Grade

3. Select the **Actions** drop-down menu on the right.
4. Choose **Add User**.

Collaboration- 6182

Close Assignment Delete Assignment

- ✓ Require users to complete activities in order?
 - ✓ Allow Late Submissions?
 - ✓ Enable Grading?
- [\[Edit Settings\]](#)

Due Date: February 28, 2023
Managers: 4

Choose Score Status Search

LAST NAME	FIRST NAME	USERNAME	LICENSE	GRADE	PROGRESS (%)	SCORE STATUS	DATE COMPLETED	ACTIONS		
Beans	Christopher	TestStudentC	Striven Testing License 2	Grade 10	Not Started	-	-	View	Grade	Delete
Bradly	Tom	TestStudentE	Striven Testing License 1	Grade 9	Not Started	-	-	View	Grade	Delete
Cappa	Frank	TestStudentF	Striven Testing License 2	-	Not Started	-	-	View	Grade	Delete
Ford	Henry	TestStudentH	Striven Testing License 3	Grade 9	Not Started	-	-	View	Grade	Delete
Kopek	Athena	TestStudentA	Striven Testing License 1	Grade 12	Not Started	-	-	View	Grade	Delete
Poise	Jamie	TestStudentJ	Striven Testing License 3	Grade 11	Not Started	-	-	View	Grade	Delete
Tickle	Georgia	TestStudentG	Striven Testing License 3	Grade 10	Not Started	-	-	View	Grade	Delete
Beige	Bobbie	TestStudentB	Striven Testing License 1	Grade 11	Complete	Needs Grading	01/30/2023	View	Grade	Delete
Duma	David	TestStudentD	Striven Testing License 3	Grade 12	Complete	Needs Grading	01/30/2023	View	Grade	Delete

5. Select the **Staff/Admin** tab.
6. Add the desired person by clicking the checkbox. This user will be visibly added under the **Staff/Admin** tab on the right, where all assignees are listed.
7. Select **Save Users**. This new user can now manage this assignment.

Collaboration- 6182

Choose Licenses
Striven Testing License 1

Back Save Users

Groups Users **Staff/Admin**

Search

LAST NAME	FIRST NAME	USERNAME	MAIN LICENSE	GRADE	
<input type="checkbox"/>	Admin	Test	testadmin	Striven Testing License 1	Administrator/Teacher
<input type="checkbox"/>	AdminA	Test	TestAdminA	Striven Testing License 1	Administrator/Teacher
<input type="checkbox"/>	Alkiswani	Samer	salkiswani	Striven Testing License 1	Administrator/Teacher
<input type="checkbox"/>	Alverson	Michael	malverson@striven.com	Striven Testing License 1	Administrator/Teacher
<input type="checkbox"/>	Austin	Alex	aaustin@striven.com	Striven Testing License 1	Administrator/Teacher
<input checked="" type="checkbox"/>	Brannon	Dorothy	Dot.Brannon	Striven Testing License 1	Administrator/Teacher
<input type="checkbox"/>	Carlisle	Ms. B.	TestStaffB	Striven Testing License 1	Administrator/Teacher

Users **Staff/Admin**

Selected Admins (4) Clear All

- Brannon Dorothy | Dot.Brannon
- Pope Christine | TestStaffC
- Smith Mr.T. | TestStaffA
- Walker Edward | TestStaffE

Add Users to a FlexLesson Assignment

Last Modified on 09/27/2023 1:04 pm EDT

1. From the **FlexCurriculum** drop-down menu, select **Assignments**.
2. To the right of the desired assignment, under the **Actions** column, select **Manage**.

Create New Assignment

Monitor your assigned lessons here. Click "Manage" to review data reflecting individuals' progress, download reports detailing users' work, add users to assignments, and more. Click "Grade" to view and grade users' submissions where applicable.

Choose License: All Licenses

Assignment Type: My Assignments

Status: Open

Filter by Lesson: Filter by Lesson

Filter by Course: Filter by Course

Filter

Search

ASSIGNMENT NAME	STATUS	LESSON NAME	USER COUNT	MANAGERS	COMPLETED	COURSE NAME	UNIT NAME	ASSIGNMENT START DATE	ASSIGNMENT DUE DATE	ACTIONS
New Test Assignment	Open	Collaboration	2	1	0 of 2	-	-	July 24, 2023	July 27, 2023	Close Manage Grade
Test Prep 7068A	Open	Test Prep 7068	2	2	0 of 2	-	-	N/A	March 31, 2023	Close Manage Grade
Test Assignment	Open	Test Lesson 6878	1	1	0 of 1	-	-	February 22, 2023	February 28, 2023	Close Manage Grade
Collaboration- 6182	Open	Collaboration	9	4	2 of 9	-	-	January 30, 2023	February 28, 2023	Close Manage Grade

3. Select the **Actions** drop-down menu on the right.
4. Select **Add Users**.

Collaboration- 6182

Close Assignment Delete Assignment

Due Date: February 28, 2023

Managers: 4

- ✓ Require users to complete activities in order?
- ✓ Allow Late Submissions?
- ✓ Enable Grading?

[\[Edit Settings\]](#)

Choose Score Status Search

LAST NAME	FIRST NAME	USERNAME	LICENSE	GRADE	PROGRESS (%)	SCORE STATUS	DATE COMPLETED	ACTIONS
Beans	Christopher	TestStudentC	Striven Testing License 2	Grade 10	Not Started	-	-	View Grade Delete Add Users Grade Assignments Export Custom Export Bulk Actions Close Assignments Open Assignments Remove Users Comment Close
Bradly	Tom	TestStudentE	Striven Testing License 1	Grade 9	Not Started	-	-	View Grade Delete
Cappa	Frank	TestStudentF	Striven Testing License 2	-	Not Started	-	-	View Grade Delete
Ford	Henry	TestStudentH	Striven Testing License 3	Grade 9	Not Started	-	-	View Grade Delete
Kopek	Athena	TestStudentA	Striven Testing License 1	Grade 12	Not Started	-	-	View Grade Delete
Posie	Jamie	TestStudentJ	Striven Testing License 3	Grade 11	Not Started	-	-	View Grade Delete
Tickle	Georgla	TestStudentG	Striven Testing License 3	Grade 10	Not Started	-	-	View Grade Delete Comment Close
Beige	Bobbie	TestStudentB	Striven Testing License 1	Grade 11	Complete	Needs Grading	01/30/2023	View Grade Delete Comment Open
Dama	David	TestStudentD	Striven Testing License 3	Grade 12	Complete	Needs Grading	01/30/2023	View Grade Delete Comment Open

5. Select the desired tab: **Groups**, **Users**, or **Staff/Admin**.
6. Add the desired **Groups** or **Individuals**.
7. Select **Save Users** to complete.

Collaboration- 6182

Choose Licenses: Striven Testing License 1

Back Save Users

Groups Users **Staff/Admin**

Search

LAST NAME	FIRST NAME	USERNAME	MAIN LICENSE	GRADE
Admin	Test	testadmin	Striven Testing License 1	Administrator/Teacher
AdminA	Test	TestAdminA	Striven Testing License 1	Administrator/Teacher
Alkiswani	Samer	salkiswani	Striven Testing License 1	Administrator/Teacher
Alverson	Michael	malverson@striven.com	Striven Testing License 1	Administrator/Teacher
Austin	Alex	aaustin@striven.com	Striven Testing License 1	Administrator/Teacher
Brannon	Dorothy	Dot.Brannon	Striven Testing License 1	Administrator/Teacher
Carlisle	Ms. B.	TestStaffB	Striven Testing License 1	Administrator/Teacher

Users **Staff/Admin**

Selected Admins (4) Clear All

- Brannon Dorothy | Dot.Brannon
- Pope Christine | TestStaffC
- Smith Mr.T. | TestStaffA
- Walker Edward | TestStaffE

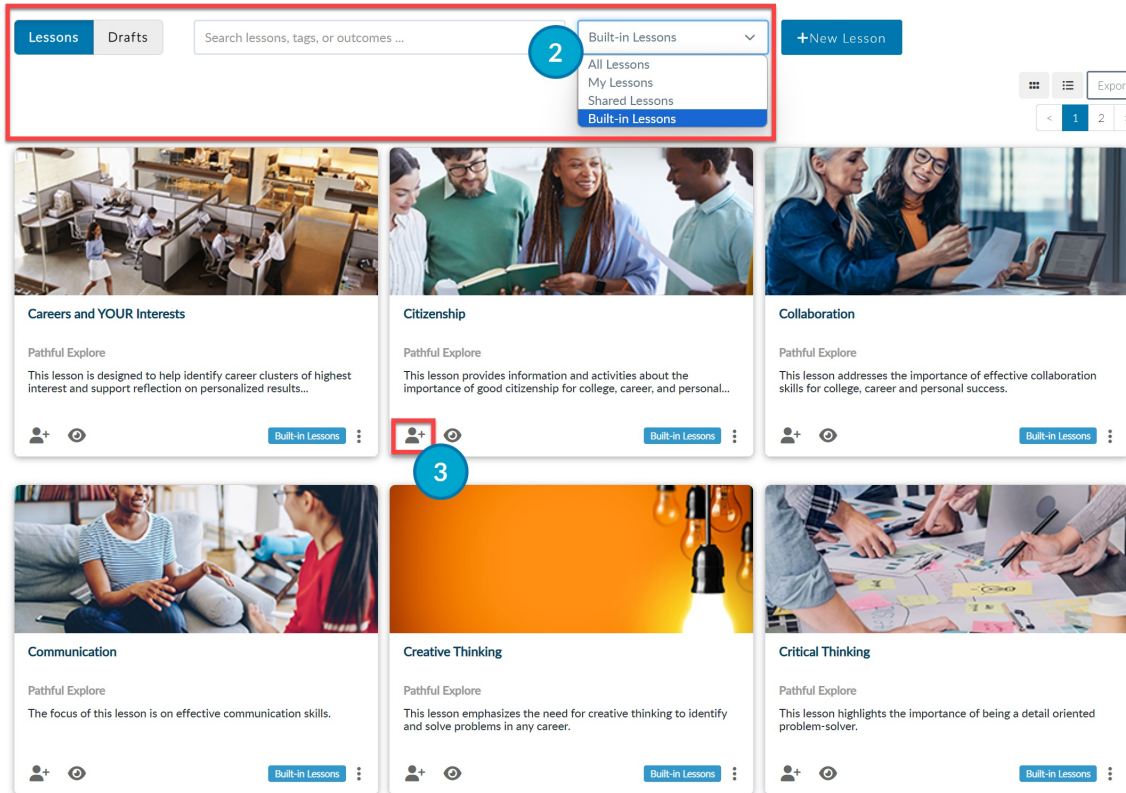


- *You can only assign a FlexLesson to a user with whom you share a license.*
 - *If you choose a Shared Group and there are group members with whom you do NOT share a license, those members will NOT be assigned the lesson.*
 - *If there are any Staff or Admin users in the Group you select:*
 - *They CAN NOT be assigned a lesson*
 - *They CAN manage the assignment*
-

Assign a FlexLesson

Last Modified on 09/27/2023 1:00 pm EDT

1. From the **FlexCurriculum** drop-down menu, select **FlexLessons**.
2. Sort by **Lessons**. Select **All Lessons**, **My Lessons**, **Shared Lessons**, or **Built-In Lessons**.
3. Select **Assign**.



4. Input the **Displayed Assignment Title**.
5. Input **Displayed Staff/Administrator Name**.
Inputting Staff/Admin name would be used if your students know you by something other than your user name. For example, if students do not use your first name, but your first name is part of your account.
6. Enter the **Assignment Start Date**. (This is the date you want the assignment to be available to students).
7. Enter the **Assignment Due Date**. (The date by which students must complete the assignment).
8. Select or deselect the options in the tick boxes.
9. Select the desired license(s) from the **Choose License** drop-down menu.
10. Choose from the **Groups**, **Users**, or **Staff/Admin** tabs to add users.
11. Select **Create Assignment**.

Displayed Assignment Title * (Created from lesson - *Citizenship*) 4

Example: 1st Period: Citizenship

Displayed Staff/Administrator Name 5

Currently: Mr.T. Smith

Assignment Start Date 6

Assignment Due Date * 7

Require users to complete activities in order? 8

Allow late submissions? 8

Enable grading? 8

Choose Licenses 9

Strivven Testing License 1

Groups Users Staff/Admin 10

Search + Create New Group

	GROUP NAME	OWNER	USER COUNT	TYPE
<input type="checkbox"/>	TestStaffAGroup1	Mr.T. Smith	5	My Group
<input checked="" type="checkbox"/>	S.Ray Test Group D	Mr.T. Smith	3	My Group
<input type="checkbox"/>	TestAdminAGroup2	Test AdminA	5	Shared Group

Users Staff/Admin

Selected Users (3) Clear All

- Beige Bobbie | TestStudentB x
- Bradly Tom | TestStudentE x
- Kopek Athena | TestStudentA x

Create Assignment 11



- You can only assign a FlexLesson to a user with whom you share a license.
 - If you choose a Shared Group and there are group members with whom you do NOT share a license, those members will NOT be assigned the lesson.
- If there are any Staff or Admin users in the Group you select:
 - They CAN NOT be assigned a lesson.
 - They CAN manage the assignment.

Close a FlexLesson Assignment

Last Modified on 09/27/2023 1:13 pm EDT

Closing an assignment prevents Users from submitting further changes. When you close an assignment, you can no longer edit it nor add Users unless you use the **Open Assignment** feature.

Refer to [Open a FlexLesson Assignment](#) for additional information.

1. From the **FlexCurriculum** drop-down menu, select **Assignments**.
2. From the **ACTIONS** column, select **Close** next to the assignment you want to close.

Create New Assignment

Monitor your assigned lessons here. Click "Manage" to review data reflecting individuals' progress, download reports detailing users' work, add users to assignments, and more. Click "Grade" to view and grade users' submissions where applicable.

Choose License:
All Licenses

Assignment Type *
My Assignments

Status *
Open

Filter by Lesson
Filter by Lesson

Filter by Course
Filter by Course

Filter

Search

Export

ASSIGNMENT NAME	STATUS	LESSON NAME	USER COUNT	MANAGERS	COMPLETED	COURSE NAME	UNIT NAME	ASSIGNMENT START DATE	ASSIGNMENT DUE DATE	ACTIONS
test pop quiz	Open	pop quiz test	1	1	0 of 1	-	-	September 6, 2023	September 30, 2023	Close Manage Grade
test video playlist	Open	test videos 1312	1	1	0 of 1	-	-	June 7, 2023	June 30, 2023	Close Manage Grade
Pop quiz	Open	Testing Pop Quizzes	1	1	0 of 1	-	-	March 28, 2023	March 31, 2023	Close Manage Grade

3. Select the **Close Assignment** button at the top right of the screen.
4. In the **Please Confirm** pop-out, click **Yes** to confirm you want to close the assignment.



NOTE: If you have enabled grading for that assignment, you can still grade the User's work even after you have closed the assignment.

Close an Assignment for a Specific User

Last Modified on 09/27/2023 1:16 pm EDT

You can Close an assignment for individual users as needed. This can be done by the assignment owner or a co-manager (as long as the co-manager shares a license with the user).

1. From the **FlexCurriculum** drop-down menu, select **Assignments**.
2. To the right of the desired assignment, under the **Actions** column, select **Manage**.

Create New Assignment

Monitor your assigned lessons here. Click "Manage" to review data reflecting individuals' progress, download reports detailing users' work, add users to assignments, and more. Click "Grade" to view and grade users' submissions where applicable.

Choose License:

All Licenses
▼

Assignment Type * **Status *** **Filter by Lesson** Export

My Assignments
▼

Open
▼

Filter by Lesson
▼

Search

ASSIGNMENT NAME	STATUS	USER COUNT	MANAGERS	COMPLETED	ASSIGNMENT START DATE	ASSIGNMENT DUE DATE	ACTIONS
Test Prep 7068A	Open	2	2	0 of 2	N/A	March 31, 2023	Close Manage Grade
Test Assignment	Open	1	1	0 of 1	February 22, 2023	February 28, 2023	Close Manage Grade
Collaboration- 6182	Open	9	4	2 of 9	January 30, 2023	February 28, 2023	Close Manage Grade

3. Locate the student on the table and select **Close**. (The assignment can be reopened later if desired).

Collaboration- 6182

Close Assignment

Delete Assignment

- Require users to complete activities in order?
- Allow Late Submissions?
- Enable Grading?

[\[Edit Settings\]](#)

Due Date: February 28, 2023

Managers: 4 👤

Choose Grade Status
▼

📄
Actions

LAST NAME	FIRST NAME	USERNAME	PROGRESS (%)	GRADE STATUS	DATE COMPLETED	FINAL GRADE	ACTIONS
Beans	Christopher	TestStudentC	Not Started	-	-	-	View Grade Delete Comment Close
Bradly	Tom	TestStudentE	Not Started	-	-	-	View Grade Delete Comment Close
Cappa	Frank	TestStudentF	Not Started	-	-	-	View Grade Delete Comment Close
Ford	Henry	TestStudentH	Not Started	-	-	-	View Grade Delete Comment Close
Kopek	Athena	TestStudentA	Not Started	-	-	-	View Grade Delete Comment Close
Posie	Jamie	TestStudentJ	Not Started	-	-	-	View Grade Delete Comment Close
Tickle	Georgia	TestStudentG	Not Started	-	-	-	View Grade Delete Comment Close
Beige	Bobby	TestStudentB	Complete	🔒	01/30/2023	-	View Grade Delete Comment Open
Duma	David	TestStudentD	Complete	🔒	01/30/2023	-	View Grade Delete Comment Open

Delete a FlexLesson Assignment

Last Modified on 09/27/2023 1:22 pm EDT

You can delete an entire assignment from Explore. Please note when you delete an assignment, it is permanently removed, and any work students have completed is lost.

Refer to Close a FlexLesson Assignment for additional information.

1. From the **FlexCurriculum** drop-down menu, select **Assignments**.
2. From the **ACTIONS** column, select **Manage** next to the assignment you want to close.

Monitor your assigned lessons here. Click "Manage" to review data reflecting individuals' progress, download reports detailing users' work, add users to assignments, and more. Click "Grade" to view and grade users' submissions where applicable.

Choose License: All Licenses

Assignment Type * My Assignments Status * Open Filter by Lesson Filter by Course Filter

Search Export

ASSIGNMENT NAME	STATUS	LESSON NAME	USER COUNT	MANAGERS	COMPLETED	COURSE NAME	UNIT NAME	ASSIGNMENT START DATE	ASSIGNMENT DUE DATE	ACTIONS
test pop quiz	Open	pop quiz test	1	1	0 of 1	-	-	September 6, 2023	September 30, 2023	Close Manage Grade
test video playlist	Open	test videos 1312	1	1	0 of 1	-	-	June 7, 2023	June 30, 2023	Close Manage Grade
Pop quiz	Open	Testing Pop Quizzes	1	1	0 of 1	-	-	March 28, 2023	March 31, 2023	Close Manage Grade

3. Select the **Delete Assignment** button at the top right.

TestAdminAAssignment1A

- ✓ Require users to complete activities in order?
- ✓ Allow Late Submissions?
- ✓ Enable Grading? [\[Edit Settings\]](#)

Close Assignment Delete Assignment Due Date: April 30, 2021 Managers: 1

Choose Score Status Search Actions

LAST NAME	FIRST NAME	USERNAME	LICENSE	GRADE	PROGRESS (%)	SCORE STATUS	DATE COMPLETED	ACTIONS
Beige	Bobbie	TestStudentB	Strivven Testing License 1	Grade 11	Not Started	-	-	View Grade Delete Comment Close
Bradly	Tom	TestStudentE	Strivven Testing License 1	Grade 9	Not Started	-	-	View Grade Delete Comment Close
Kopek	Athena	TestStudentA	Strivven Testing License 1	Grade 12	Not Started	-	-	View Grade Delete Comment Close
Posie	Jamie	TestStudentJ	Strivven Testing License 3	Grade 11	Not Started	-	-	View Grade Delete Comment Close

4. Select **Yes** in the Confirmation pop-up window.

Delete a User from a FlexLesson Assignment

Last Modified on 09/27/2023 1:36 pm EDT

1. From the **FlexCurriculum** drop-down menu, select **Assignments**.
2. Under the **Actions** column, select **Manage** next to the assignment from which you want to delete users.

Create New Assignment

Monitor your assigned lessons here. Click "Manage" to review data reflecting individuals' progress, download reports detailing users' work, add users to assignments, and more. Click "Grade" to view and grade users' submissions where applicable.

Choose License:
All Licenses

Assignment Type * My Assignments Status * Open Filter by Lesson Filter by Course Filter

Search Export

ASSIGNMENT NAME	STATUS	LESSON NAME	USER COUNT	MANAGERS	COMPLETED	COURSE NAME	UNIT NAME	ASSIGNMENT START DATE	ASSIGNMENT DUE DATE	ACTIONS
test pop quiz	Open	pop quiz test	1	1	0 of 1	-	-	September 6, 2023	September 30, 2023	Close Manage Grade
test video playlist	Open	test videos 1312	1	1	0 of 1	-	-	June 7, 2023	June 30, 2023	Close Manage Grade
Pop quiz	Open	Testing Pop Quizzes	1	1	0 of 1	-	-	March 28, 2023	March 31, 2023	Close Manage Grade

3. Select **Delete** next to the name of the user you want to delete from the assignment.

TestAdminAAssignment1A

Close Assignment Delete Assignment

✓ Require users to complete activities in order?
✓ Allow Late Submissions?
✓ Enable Grading?
[Edit Settings]

Due Date: April 30, 2021
Managers: 1

Choose Score Status Search Actions

LAST NAME	FIRST NAME	USERNAME	LICENSE	GRADE	PROGRESS (%)	SCORE STATUS	DATE COMPLETED	ACTIONS
Beige	Bobbie	TestStudentB	Strivven Testing License 1	Grade 11	Not Started	-	-	View Grade Delete Comment Close
Bradly	Tom	TestStudentE	Strivven Testing License 1	Grade 9	Not Started	-	-	View Grade Delete Comment Close
Kopek	Athena	TestStudentA	Strivven Testing License 1	Grade 12	Not Started	-	-	View Grade Delete Comment Close
Posie	Jamie	TestStudentJ	Strivven Testing License 3	Grade 11	Not Started	-	-	View Grade Delete Comment Close

4. From the **Please Confirm** pop-out, select **Yes** to confirm you want to delete the selected user from the assignment.

Please Confirm

If you delete this assignment, Wioming Dakota will no longer see it and their progress will be erased. Are you sure you want to delete this assignment?

Yes Cancel

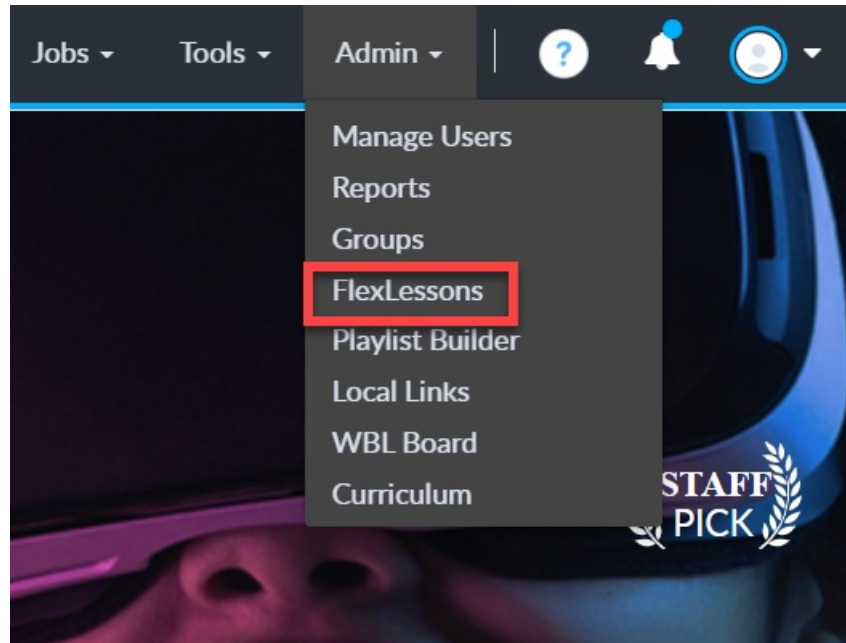


NOTE: If you delete an assignment from a User's interface, all of that User's progress will be erased.

Edit Assignment Settings in a Flex Lesson

Last Modified on 06/27/2023 8:04 am EDT

1. From the menu bar, on the top of your screen, select **Admin > FlexLessons**.
 - a. When editing an assignment, you can change the assignment's title, displayed Staff or Administrator name, due date, or other settings



2. Click on **Assignments** from the menu on the left side of the screen to locate your list of assignments.
3. Click on the **Manage** button under **ACTIONS**.

A screenshot of the 'ADMIN' section, specifically the 'Assignments' page. The left sidebar has 'Assignments' selected and circled with a blue '2'. The main content area has a 'Create New Assignment' button and a table of assignments. The 'Manage' button in the 'ACTIONS' column of the table is circled with a blue '3'.

ADMIN

- Manage Users
- Reports
- Groups
- FlexLessons
- Assignments 2
- Playlist Builder
- Local Links
- WBL Board
- Curriculum

Create New Assignment

Monitor your assigned lessons here. Click "Manage" to review data reflecting individuals' progress, download reports detailing users' work, add users to assignments, and more. Click "Grade" to view and grade users' submissions where applicable.

Assignment Type * Filter by Lesson

My Assignments Filter by Lesson Search

ASSIGNMENT NAME	STATUS	LESSON NAME	USER COUNT	COMPLETED	DUE DATE	ACTIONS
Test Lesson- S.Ray	Open	Test Lesson 1	2	0 of 2	March 31, 2021	Manage Grade 3

4. Within this page, click on **Edit Settings** which appears on the upper left-hand side of the page; a pop-up will appear with fields that you can change.

A screenshot of the 'Test Lesson' assignment page. The 'Edit Settings' button is highlighted with a red box. The page shows assignment details and a table of student progress.

ADMIN

- Manage Users
- Reports
- Groups
- FlexLessons
- Assignments
- Playlist Builder
- Local Links
- WBL Board
- Curriculum

Test Lesson

Close Assignment Delete Assignment

Due Date: March 31, 2021
Admin Display Name: G. Washington

✓ Require users to complete activities in order?
✓ Allow Late Submissions?
✗ Enable Grading?
(Edit Settings)

Search

LAST NAME	FIRST NAME	USERNAME	PROGRESS (%)	DATE COMPLETED	ACTIONS
Howard	Wiomng	TestStudentB	Not Started	-	View Delete Comment Lock
White	Samantha	TestStudentA	Not Started	-	View Delete Comment Lock

5. Click **Update** when you have made your desired edits.

ADMIN

- Manage Users
- Reports
- Groups
- FlexLessons
- Assignments
- Playlist Builder
- Local Links
- WBL Board
- Curriculum

Welcome to a brand new way to create, edit, share and assign FlexLessons! Click [HERE](#) to view the user guide or [HERE](#) to watch the video.

Lessons Drafts

Search lessons, tags, or outcomes ...

All Lessons

+ New Lesson



Careers and YOUR Interests
VirtualJobShadow.com
This lesson is designed to help identify career clusters of highest interest and support reflection on personalized results...

Users View V/S Lessons



Careers and YOUR Interests - Mr. T. Smith
Mr. T Smith
This lesson is designed to help identify career clusters of highest interest and support reflection on personalized results...

Users View Shared Lessons



Citizenship
VirtualJobShadow.com
This lesson provides information and activities about the importance of good citizenship for college, career, and personal...

Users View V/S Lessons



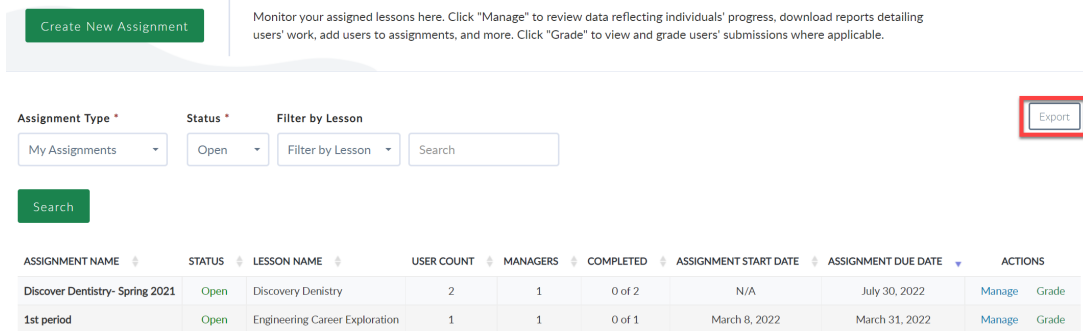
Collaboration
VirtualJobShadow.com
This lesson addresses the importance of effective collaboration skills for college, career and personal success.

Users View V/S Lessons

Export Assignment Data from a FlexLesson

Last Modified on 09/28/2023 9:33 am EDT

1. From the **FlexCurriculum** drop-down menu, select **Assignments**.
2. Select **Export** to export the Assignments table to an Excel spreadsheet.



Monitor your assigned lessons here. Click "Manage" to review data reflecting individuals' progress, download reports detailing users' work, add users to assignments, and more. Click "Grade" to view and grade users' submissions where applicable.

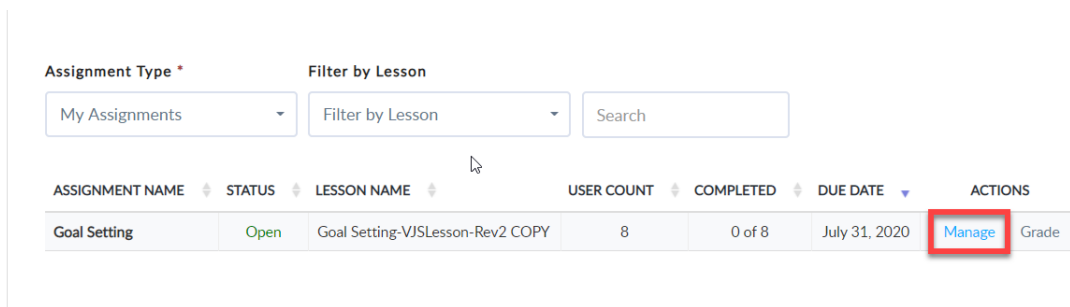
Assignment Type * Status * Filter by Lesson

My Assignments Open Filter by Lesson Search

Search

ASSIGNMENT NAME	STATUS	LESSON NAME	USER COUNT	MANAGERS	COMPLETED	ASSIGNMENT START DATE	ASSIGNMENT DUE DATE	ACTIONS
Discover Dentistry- Spring 2021	Open	Discovery Denistry	2	1	0 of 2	N/A	July 30, 2022	Manage Grade
1st period	Open	Engineering Career Exploration	1	1	0 of 1	March 8, 2022	March 31, 2022	Manage Grade

3. Under the **ACTIONS** column, select **Manage** next to the assignment you want to export assignment-specific data.



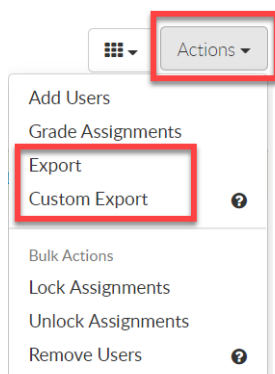
Assignment Type * Filter by Lesson

My Assignments Filter by Lesson Search

ASSIGNMENT NAME STATUS LESSON NAME USER COUNT COMPLETED DUE DATE ACTIONS

Goal Setting	Open	Goal Setting-VJSLesson-Rev2 COPY	8	0 of 8	July 31, 2020	Manage Grade
--------------	------	----------------------------------	---	--------	---------------	--------------

4. Click the **Actions** drop-down on the right and select **Export** or **Custom Export**, depending on the type of data you want to include in your export.
 - a. If you choose **Export**, the displayed Assignment table data will be downloaded to a spreadsheet.
 - b. If you choose **Custom Export**, you can choose what to include to download and display on the spreadsheet.



Actions

- Add Users
- Grade Assignments
- Export
- Custom Export
- Bulk Actions
- Lock Assignments
- Unlock Assignments
- Remove Users

5. From the **CUSTOM EXPORT** pop-out, click the items you want to include in your export from the All Available Columns table. These items will populate in the **Selected Columns for Summary Tab** table on the right.

Note: only completed items will be available to you for adding to the export. In other words, if the student has not completed something (i.e., a Career Journal entry), that activity will not be available for export.

6. Click **Export** at the bottom of the screen when you are done.

CUSTOM EXPORT ✕

Instructions
Select from the available columns on the left in order to customize the summary tab of your export.

All Available Columns

Summary	▼
Student ID	+
Last Name	✓
First Name	✓
Username	+
Progress (%)	✓
Date Completed	✓
Final Grade	✓
Comment	+
Date Last Access	+
Write a Response	>

Selected Columns for Summary Tab

Summary	▼
Last Name	✕
First Name	✕
Progress (%)	✕
Date Completed	✕
Final Grade	✕

Cancel Export

Grade a FlexLesson Assignment

Last Modified on 09/28/2023 9:50 am EDT

To grade a FlexLesson Assignment, follow these steps:

1. From the **FlexCurriculum** drop-down menu, select **Assignments**.
2. Select **Grade** for the desired assignment.

[Create New Assignment](#)

Monitor your assigned lessons here. Click "Manage" to review data reflecting individuals' progress, download reports detailing users' work, add users to assignments, and more. Click "Grade" to view and grade users' submissions where applicable.

Choose License:
All Licenses

Assignment Type *
My Assignments

Status *
Open

Filter by Lesson
Filter by Lesson

Filter by Course
Filter by Course

[Filter](#)

Search [Export](#)

ASSIGNMENT NAME	STATUS	LESSON NAME	USER COUNT	MANAGERS	COMPLETED	COURSE NAME	UNIT NAME	ASSIGNMENT START DATE	ASSIGNMENT DUE DATE	ACTIONS
test pop quiz	Open	pop quiz test	1	1	0 of 1	-	-	September 6, 2023	September 30, 2023	Close Manage Grade
test video playlist	Open	test videos 1312	1	1	0 of 1	-	-	June 7, 2023	June 30, 2023	Close Manage Grade
Pop quiz	Open	Testing Pop Quizzes	1	1	0 of 1	-	-	March 28, 2023	March 31, 2023	Close Manage Grade

3. Select a User from the list.
4. Enter a **Comment** if desired.
5. Enter a **Final Grade** (*this must be a number value between 0 and 100*).
6. Select **Save**. You will get a confirmation.
7. Use the arrows to move to the next student on the assignment or select another student from the list on the left.

Collaboration- 6182

User	Grade
Beans, Christopher	
Beige, Bobbie	-
Bradly, Tom	
Cappa, Frank	
Duma, David	-
Ford, Henry	
Kopek, Athena	
Posie, Jamie	
Tickle, Georgia	



Duma, David



ASSIGNMENT ACTIVITIES

ASSIGNMENT ACTIVITIES	PROGRESS
Introduction	Complete
Quick Question	View Complete
Reading	Complete
Watch a Video	Complete
Written Reflection #1 - Collaboration Video	View Complete
Reading About Collaboration	Complete
Watch a Video	Complete
Written Reflection #2 - Thinking about the Video	View Complete
Partner Activity	View Complete
Are these good examples of collaboration?	View Complete
Assignment Submission	Complete



Comments:

Great Work!



Final Grade:



Save

Late Assignment Submissions

Last Modified on 09/28/2023 10:28 am EDT

The assignment's due date applies to all users assigned the Lesson.

Although the due date cannot be edited on a student-by-student basis, you can **Allow late submissions**.

1. From the **FlexCurriculum** drop-down menu, select **Assignments**.
2. Select **Manage** next to the desired assignment.
3. Select **Edit Settings**.

Collaboration- 6182 Close Assignment Delete Assignment

Require users to complete activities in order?
 Allow Late Submissions?
 Enable Grading?
[Edit Settings]

Due Date: February 28, 2023
Managers: 4

Choose Score Status Search Actions

LAST NAME	FIRST NAME	USERNAME	LICENSE	GRADE	PROGRESS (%)	SCORE STATUS	DATE COMPLETED	ACTIONS				
Beans	Christopher	TestStudentC	Striven Testing License 2	Grade 10	Not Started	-	-	View	Grade	Delete	Comment	Close
Brady	Tom	TestStudentE	Striven Testing License 1	Grade 9	Not Started	-	-	View	Grade	Delete	Comment	Close
Cappa	Frank	TestStudentF	Striven Testing License 2	-	Not Started	-	-	View	Grade	Delete	Comment	Close
Ford	Henry	TestStudentH	Striven Testing License 3	Grade 9	Not Started	-	-	View	Grade	Delete	Comment	Close
Kopek	Athena	TestStudentA	Striven Testing License 1	Grade 12	Not Started	-	-	View	Grade	Delete	Comment	Close
Posie	Jamie	TestStudentJ	Striven Testing License 3	Grade 11	Not Started	-	-	View	Grade	Delete	Comment	Close
Tickle	Georgia	TestStudentG	Striven Testing License 3	Grade 10	Not Started	-	-	View	Grade	Delete	Comment	Close
Beige	Bobbie	TestStudentB	Striven Testing License 1	Grade 11	Complete	Needs Grading	01/30/2023	View	Grade	Delete	Comment	Open
Duma	David	TestStudentD	Striven Testing License 3	Grade 12	Complete	Graded	01/30/2023	View	Grade	Delete	Comment	Open

4. Select the **Allow late submissions** checkbox.
5. Select **Update**.

UPDATE ASSIGNMENT SETTINGS ✕

Assignment Title *
Collaboration- 6182

Displayed Staff/Administrator Name

Assignment Start Date ? **Assignment Due Date ***
01/30/2023 02/28/2023

Require users to complete activities in order? ?
 Allow late submissions? ?
 Enable Grading? ?

Open a FlexLesson Assignment

Last Modified on 09/28/2023 10:46 am EDT

If you close a FlexLesson assignment, it is possible to reopen the assignment if students need access.

It is important to note that when you reopen a closed assignment, any submitted assignments become un-submitted.

Refer to Close a FlexLesson Assignment for additional information.

1. From the **FlexCurriculum** drop-down, select **Assignments**.
2. Use the filters to select the **Assignment Type** and **Status**. In this case, be sure to check **Closed**.
3. From the **ACTIONS** column, select **Manage** next to the assignment you want to open.

Monitor your assigned lessons here. Click "Manage" to review data reflecting individuals' progress, download reports detailing users' work, add users to assignments, and more. Click "Grade" to view and grade users' submissions where applicable.

Create New Assignment

Choose License: All Licenses

Assignment Type: My Assignments

Status: Open

Filter by Lesson: Filter by Lesson

Filter by Course: Filter by Course

Filter

Search

Export

ASSIGNMENT NAME	STATUS	LESSON NAME	USER COUNT	MANAGERS	COMPLETED	COURSE NAME	UNIT NAME	ASSIGNMENT START DATE	ASSIGNMENT DUE DATE	ACTIONS
test pop quiz	Open	pop quiz test	1	1	0 of 1	-	-	September 6, 2023	September 30, 2023	Close Manage Grade
test video playlist	Open	test videos 1312	1	1	0 of 1	-	-	June 7, 2023	June 30, 2023	Close Manage Grade
Pop quiz	Open	Testing Pop Quizes	1	1	0 of 1	-	-	March 28, 2023	March 31, 2023	Close Manage Grade

4. From the Assignment page, select **Open Assignment** in the upper right corner.

Collaboration- 6182

Open Assignment

Require users to complete activities in order?

Allow Late Submissions?

Enable Grading?

Due Date: February 28, 2023

Managers: 4

Choose Score Status

Search

Actions

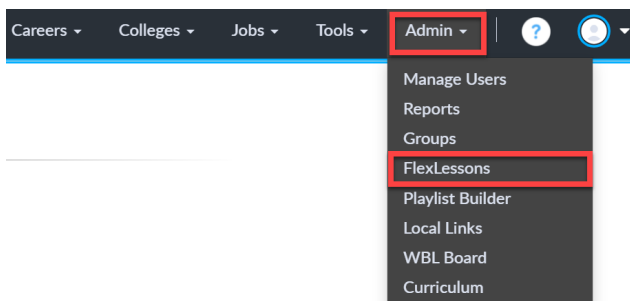
LAST NAME	FIRST NAME	USERNAME	LICENSE	GRADE	PROGRESS (%)	SCORE STATUS	DATE COMPLETED	ACTIONS
Beans	Christopher	TestStudentC	Striven Testing License 2	Grade 10	Not Started	Needs Grading	-	View Grade Delete Comment
Brady	Tom	TestStudentE	Striven Testing License 1	Grade 9	Not Started	Needs Grading	-	View Grade Delete Comment
Cappa	Frank	TestStudentF	Striven Testing License 2	-	Not Started	Needs Grading	-	View Grade Delete Comment
Ford	Henry	TestStudentH	Striven Testing License 3	Grade 9	Not Started	Needs Grading	-	View Grade Delete Comment
Kopek	Athena	TestStudentA	Striven Testing License 1	Grade 12	Not Started	Needs Grading	-	View Grade Delete Comment
Posie	Jamie	TestStudentJ	Striven Testing License 3	Grade 11	Not Started	Needs Grading	-	View Grade Delete Comment
Tickle	Georgia	TestStudentG	Striven Testing License 3	Grade 10	Not Started	Needs Grading	-	View Grade Delete Comment
Beige	Bobbie	TestStudentB	Striven Testing License 1	Grade 11	Complete	Needs Grading	01/30/2023	View Grade Delete Comment
Duma	David	TestStudentD	Striven Testing License 3	Grade 12	Complete	Graded	01/30/2023	View Grade Delete Comment

5. In the **Please Confirm** pop-out window, select **Yes** to Open the Assignment or **Cancel** to go back.

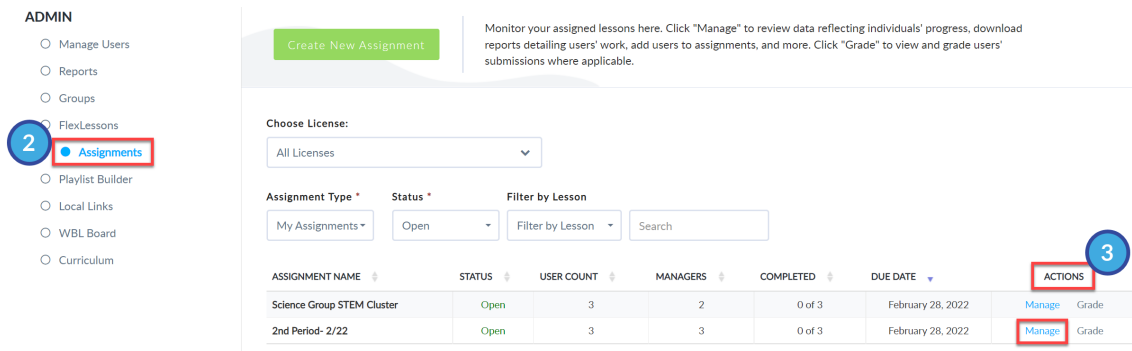
Remove a Co-Manager from an Assignment

Last Modified on 06/27/2023 8:07 am EDT

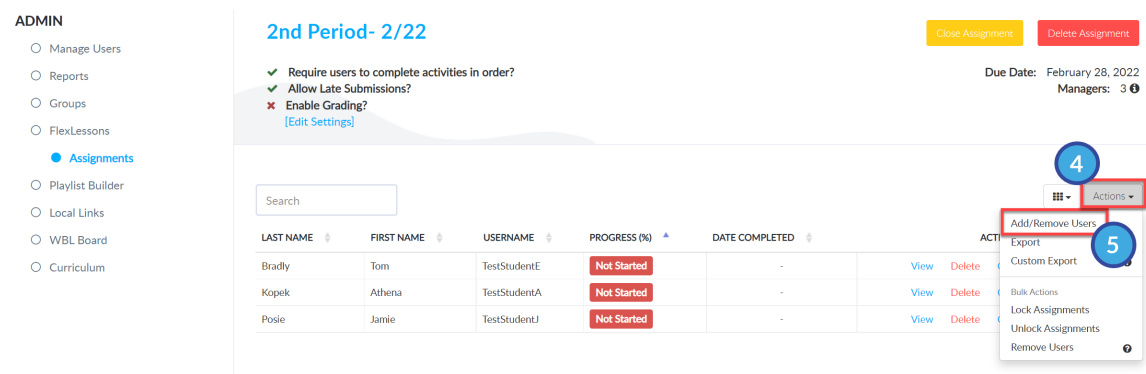
1. From the **Admin** drop-down menu, select **FlexLessons**.



2. Select **Assignments**.
3. To the right of the desired assignment, under the **Actions** column, select **Manage**.



4. Select the **Actions** drop-down menu on the right.
5. Choose **Add/Remove Users**.



6. Select the **Staff/Admin** tab from the assignee list on the right.
7. Click the "x" to the right of the staff or admin you wish to remove.
8. Click the **Save Users** button to save your changes.

ADMIN

- Manage Users
- Reports
- Groups
- FlexLessons
- Assignments**
- Playlist Builder
- Local Links
- WBL Board
- Curriculum

You can add groups of users or individuals to assignments here. Select groups or individuals by clicking on the boxes next to their names. Review your selections in the right-hand field, then click, "Save Users" to give them an assignment.

2nd Period- 2/22

[Groups](#) [Users](#) [Staff/Admin](#) [+ Create New Group](#)

GROUP NAME	USER COUNT	TYPE
<input type="checkbox"/> Science Group	5	My Group

[Back](#) [Save Users](#)

[Users](#) [Staff/Admin](#)

Selected Admins (2) [Clear All](#)

- Smith Mr. T. | TestStaffA
- Wally Principal | TestAdminB

Review a User's Submitted FlexLesson

Last Modified on 09/28/2023 11:17 am EDT

1. From the **FlexCurriculum** drop-down menu, select **Assignments**.
2. Use the filters to locate the assignment and select **Manage**.

[Create New Assignment](#)

Monitor your assigned lessons here. Click "Manage" to review data reflecting individuals' progress, download reports detailing users' work, add users to assignments, and more. Click "Grade" to view and grade users' submissions where applicable.

Choose License:
All Licenses

Assignment Type *
My Assignments

Status *
Open

Filter by Lesson
Filter by Lesson

Filter by Course
Filter by Course

[Filter](#)

Search [Export](#)

ASSIGNMENT NAME	STATUS	LESSON NAME	USER COUNT	MANAGERS	COMPLETED	COURSE NAME	UNIT NAME	ASSIGNMENT START DATE	ASSIGNMENT DUE DATE	ACTIONS
test pop quiz	Open	pop quiz test	1	1	0 of 1	-	-	September 6, 2023	September 30, 2023	Close Manage Grade
test video playlist	Open	test videos 1312	1	1	0 of 1	-	-	June 7, 2023	June 30, 2023	Close Manage Grade
Pop quiz	Open	Testing Pop Quizzes	1	1	0 of 1	-	-	March 28, 2023	March 31, 2023	Close Manage Grade

3. Locate the student's name and select **View**.

DEV Tertiary Citizenship [Close Assignment](#) [Delete Assignment](#)

Require users to complete activities in order?
 Allow Late Submissions?
 Enable Grading?
[\[Edit Settings\]](#)

Due Date: February 17, 2023
Managers: 3

Choose Score Status Search [Actions](#)

LAST NAME	FIRST NAME	USERNAME	LICENSE	GRADE	PROGRESS (%)	SCORE STATUS	DATE COMPLETED	ACTIONS
Beans	Christopher	TestStudentC	Striven Testing License 2	Grade 10	Not Started	-	-	View Grade Delete Comment Close
Bradly	Tom	TestStudentE	Striven Testing License 1	Grade 9	Not Started	-	-	View Grade Delete Comment Close
Cappa	Frank	TestStudentF	Striven Testing License 2	-	Not Started	-	-	View Grade Delete Comment Close
Tickle	Georgia	TestStudentG	Striven Testing License 3	Grade 10	Not Started	-	-	View Grade Delete Comment Close
Kopek	Athena	TestStudentA	Striven Testing License 1	Grade 12	Completed 1 of 11	-	-	View Grade Delete Comment Close

4. Leave a **Comment** for the student or **Download** the assignment results to a PDF.

ASSIGNMENT ACTIVITIES	PROGRESS
Introduction	Complete
Quick Question	Incomplete
Reading	Incomplete
Watch a Video	Incomplete
Written Reflection #1 - Citizenship Video	Incomplete
Reading About Citizenship	Incomplete
Watch a Video	Incomplete
Written Reflection #2 - Thinking About the Video	Incomplete
Presentation Activity	Incomplete
Are these good examples of citizenship?	Incomplete
Assignment Submission	Incomplete

Comment ?

Save Comment

Create an Assignment in FlexCurriculum

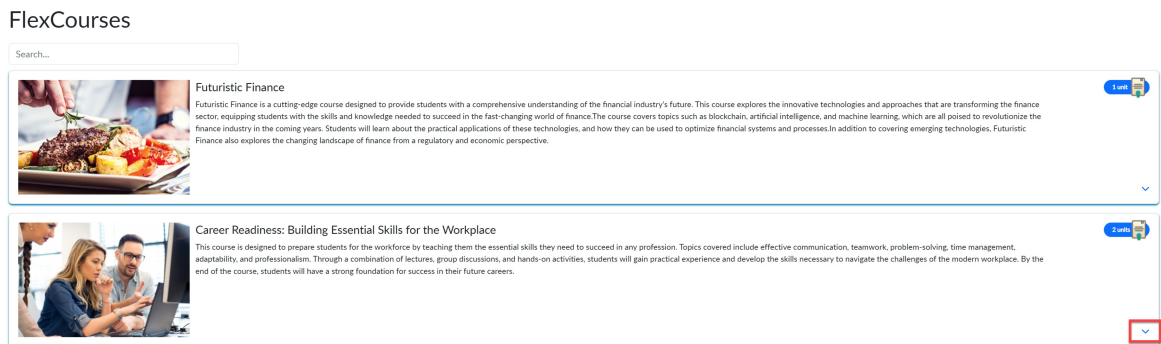
Last Modified on 07/27/2023 11:18 am EDT

In FlexCurriculum, you can assign a Unit or individual Lessons within a Unit. You cannot assign an entire Course.

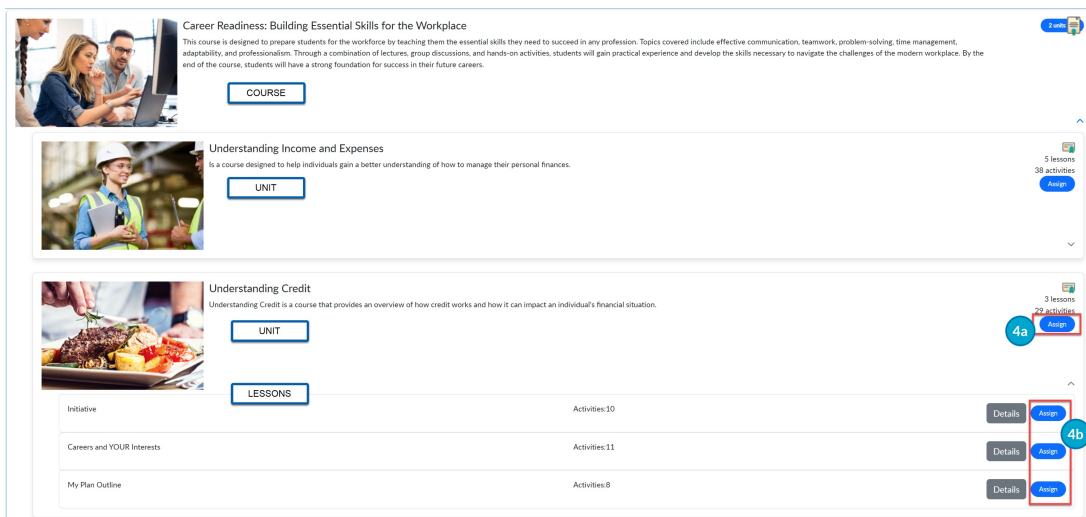
1. From the **FlexCurriculum** drop-down menu, select **FlexCourses**.



2. Scroll or type in the Search box to find the desired Course.
3. Select the down arrow in the right corner of the desired Course.



4. Choose what you want to assign:
 - a. Select the **Assign** button to assign all of the Lessons within the Unit.
 - b. Select the **Assign** button for any Lesson to assign that Lesson individually.



5. Once you have selected Assign, the Assignment window will open. Complete all of the necessary fields:
 - a. Assignment Title
 - b. Staff Name
 - c. Lessons Section
 - i. The Start and End dates for each Lesson (if you are assigning all of the Lessons)

within a Unit). You can have different Start and End dates for each Lesson or set a single default for all Lessons to start and end.

- d. Options (checkboxes- select if desired)
 - i. Require users to complete activities in order (i.e., activities within a Lesson)
 - ii. Allow late submissions?
 - iii. Enable grading? (Select if you want to grade this assignment).
 - iv. Exclude students who have completed this Lesson? (Some students may have completed the Lesson or Unit independently or as part of a different class).
 - v. Exclude students with an open assignment for this Lesson. (Some students may have started this Lesson or Unit independently or as part of a different assignment). NOTE: if you select this option, students who have already started will NOT be notified about this assignment or its deadline.
- e. Choose a License (if you have access to more than one license).
- f. Select Groups, Users, and Staff/Admins for the assignment.
- g. Select **Submit** once you are ready to create the assignment.

ASSIGN FLEXUNIT
 UNDERSTANDING CREDIT

Displayed Assignment Title * Max length:174 5a

Displayed Staff/Administrator Name * Max length:174 5b

Lessons

Default Dates Value	Due Date
Jul 26, 2023	Due Date
Jul 26, 2023	Due Date
Jul 26, 2023	Due Date
Jul 26, 2023	Due Date

5c

Options 5d

Require users to complete activities in order?
 Allow late submissions?
 Enable grading?

Exclude student who have completed this lesson?
 Exclude student with an open assignment for this lesson?

Choose License 5e

Striven Testing License 1 x

Groups Users Staff/Admin 5f

Search...

Action	Last Name	First Name	Username	Main License	Grade
<input checked="" type="checkbox"/>	Zane	Zorro	TestStudentZ	Striven Testing License 1	Grade 11
<input checked="" type="checkbox"/>	Bradly	Tom	TestStudentE	Striven Testing License 1	Grade 9
<input type="checkbox"/>	User	Test	testuser	Striven Testing License 1	Grade 9
<input type="checkbox"/>	Singh	Samantha	Sam.Singh	Striven Testing License 1	Grade 10
<input checked="" type="checkbox"/>	Parker	Paula	TestStudentP	Striven Testing License 1	Grade 10
<input checked="" type="checkbox"/>	Sterling	Mary	TestStudentY	Striven Testing License 1	Grade 10
<input checked="" type="checkbox"/>	Moser	Maddie	TestStudentM	Striven Testing License 1	Grade 11
<input type="checkbox"/>	Langley	Lori	Lori.Langley	Striven Testing License 2	Grade 10
<input type="checkbox"/>	Lawford	Logan	Logan.Lawford	Striven Testing License 2	Grade 10
<input type="checkbox"/>	Posie	Jamie	TestStudentJ	Striven Testing License 3	Grade 11

Users (5) Staff/Admin (1)
 Clear All

Remove	Last Name	First Name	Username	Main License	Grade
<input checked="" type="checkbox"/>	Bradly	Tom	TestStudentE	Striven Testing License 1	
<input checked="" type="checkbox"/>	Zane	Zorro	TestStudentZ	Striven Testing License 1	
<input checked="" type="checkbox"/>	Moser	Maddie	TestStudentM	Striven Testing License 1	
<input checked="" type="checkbox"/>	Parker	Paula	TestStudentP	Striven Testing License 1	
<input checked="" type="checkbox"/>	Sterling	Mary	TestStudentY	Striven Testing License 1	

Close
Submit
5g

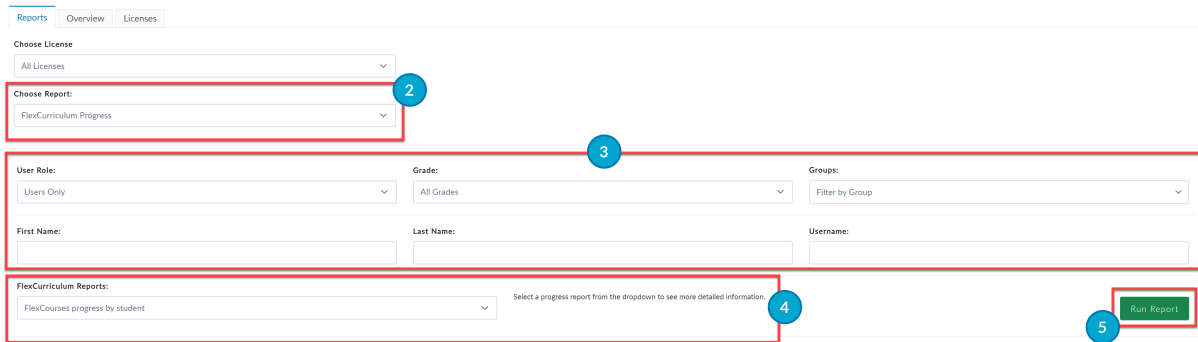
FlexCurriculum Progress Report

Last Modified on 07/27/2023 11:19 am EDT

1. From the **Manage** drop-down menu, select **Reports**.



2. From the **Choose Report** drop-down filter, select **FlexCurriculum Progress**.
3. Apply any additional filters as desired.
4. Filter your report by Courses or Units.
5. Select **Run Report**.

A screenshot of the FlexCurriculum Reports interface. The interface includes several sections: 'Choose License' (All Licenses), 'Choose Report' (FlexCurriculum Progress, highlighted with a red box and a blue circle '2'), 'User Role' (Users Only), 'Grade' (All Grades), 'Groups' (Filter by Group), 'First Name', 'Last Name', and 'Username' fields. Below these is a 'FlexCurriculum Reports' section with a dropdown menu (FlexCourses progress by student, highlighted with a red box and a blue circle '4') and a 'Run Report' button (highlighted with a red box and a blue circle '5'). A blue circle '3' is placed over the filter fields.

6. After you run the report, select **Export** to export the report to a spreadsheet.

Overview of FlexCurriculum

Last Modified on 07/27/2023 11:20 am EDT

FlexCurriculum is a collection of Courses that students can complete to earn a Credential. These credentials can be included on a resume or given to future employers.

Things to know about FlexCurriculum:

- Courses are made up of Units.
 - Units are made up of one or more Lessons.
 - Courses and Units can have Credentials.
 - Teachers can assign Units as a whole or individual Lessons within a Unit. Teachers cannot assign an entire Course. You must assign the Units within a Course. Refer to [Create an Assignment in FlexCurriculum](#).
 - Students can self-assign Units and Lessons within Units to complete Units and Courses independently.
 - Teachers can view Reports to see student progress by Course or Unit. Refer to [FlexCurriculum Progress Report](#).
-

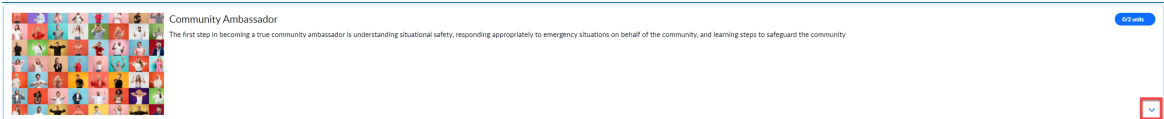
Self-Assign a FlexUnit

Last Modified on 07/27/2023 11:21 am EDT

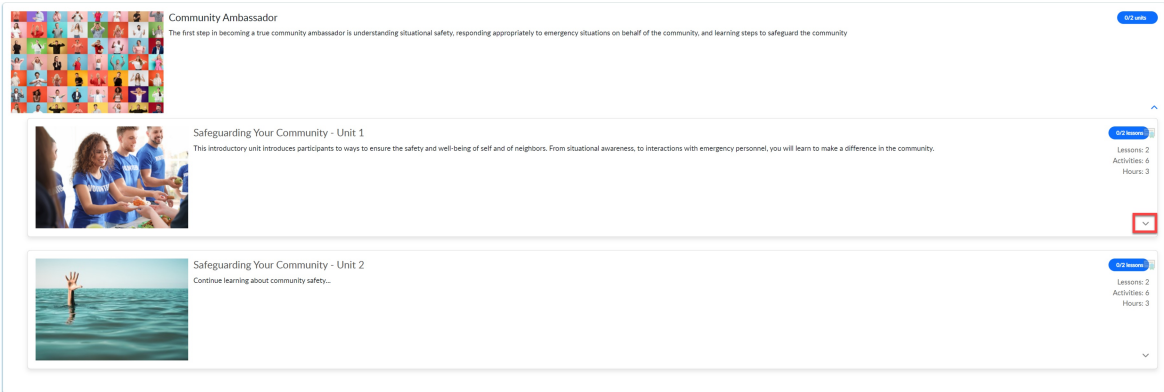
1. From the **FlexCurriculum** drop-down, select **FlexCourses**.



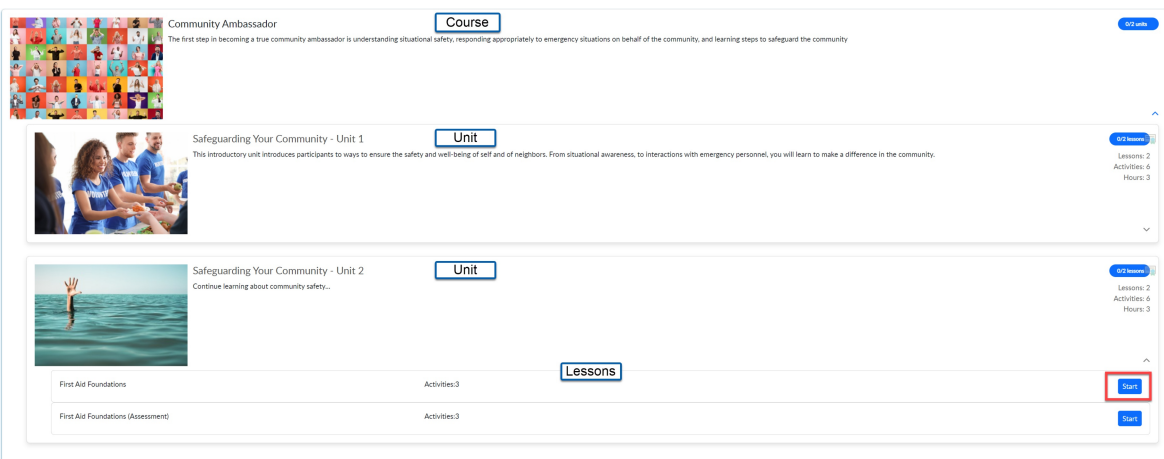
2. Find the desired Course by scrolling or using the Search box.
3. Select the down arrow on the right of the Course selection box.



4. Select the down arrow to the right of the desired Unit.



5. Select **Start** to begin the Lesson or **Continue** if you are returning to a Lesson you previously started.



View a Unit Assignment

Last Modified on 07/27/2023 11:23 am EDT

1. From the **FlexCurriculum** drop-down, select **Assignments**.



2. Apply the desired filters and select **Filter**.
3. From the results table, you can **Close**, **Manage**, and **Grade** assignments. Refer to the Assignments section of the knowledge base for more details.

The screenshot shows a filter interface with a red box around the filter options and a red arrow pointing to the 'Filter' button. Below the filter is a table with columns: ASSIGNMENT NAME, STATUS, LESSON NAME, USER COUNT, MANAGERS, COMPLETED, COURSE NAME, UNIT NAME, ASSIGNMENT START DATE, ASSIGNMENT DUE DATE, and ACTIONS. The table contains three rows of assignment data.

ASSIGNMENT NAME	STATUS	LESSON NAME	USER COUNT	MANAGERS	COMPLETED	COURSE NAME	UNIT NAME	ASSIGNMENT START DATE	ASSIGNMENT DUE DATE	ACTIONS
Initiative - 1st Period Assignment	Open	Initiative	5	2	0 of 5	Career Readiness: Building Essential Skills for the Workplace	Understanding Credit	July 26, 2023	July 31, 2023	Close Manage Grade
Careers and YOUR Interests - 1st Period Assignment	Open	Careers and YOUR Interests	5	2	0 of 5	Career Readiness: Building Essential Skills for the Workplace	Understanding Credit	July 26, 2023	July 31, 2023	Close Manage Grade
My Plan Outline - 1st Period Assignment	Open	My Plan Outline	5	2	0 of 5	Career Readiness: Building Essential Skills for the Workplace	Understanding Credit	July 26, 2023	July 31, 2023	Close Manage Grade

View All FlexCourses

Last Modified on 07/27/2023 11:23 am EDT

1. From the **FlexCurriculum** drop-down menu, select **FlexCourses**.



2. Filter the page if desired. You can filter by the following:
 - a. Not Started
 - b. In Progress
 - c. Completed
 - d. All
3. Courses with a certificate icon lead to a credential.
4. You can self-assign Units and Lessons within Courses as desired. Refer to **Self-Assign a FlexUnit** for more details.
5. You can also view and print your certificates. Refer to **View My Credentials** for more details.

FlexCourses

A screenshot of the 'FlexCourses' page. At the top, there is a search bar with the text 'Filter courses...' and a dropdown menu showing filter options: 'Filter courses.', 'Not Started', 'In Progress', 'Completed', and 'All'. Below the search bar, there are three course listings. Each listing includes a thumbnail image, a title, a description, and a 'Self-Assign' button. The 'Self-Assign' button for the second course, 'Career Readiness: Building Essential Skills for the Workplace', is highlighted with a red box and labeled 'Course Certificate icon' with a callout line. The 'Self-Assign' button for the third course, 'Career Launchpad: Empowering Students for the Workforce', is also highlighted with a red box.

View My Credentials

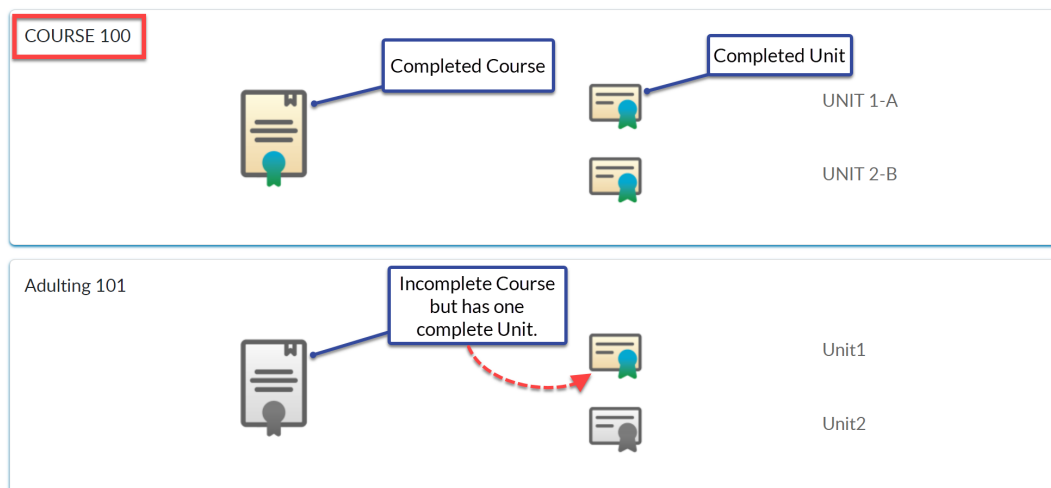
Last Modified on 07/27/2023 11:24 am EDT

1. From the **Portfolio** drop-down menu, select **Credentials**.



2. Each Course in which you have earned at least one certificate is shown.
 - a. Large, bold certificate icons represent completed Courses.
 - b. Smaller, bold icons represent completed Units.
 - c. Greyed-out icons represent incomplete Courses or Units.

Credentials



3. Select any bold icon to download or view that Certificate of Completion.

Certificate of Completion



This certifies that

Bobby Beige

Has successfully completed

COURSE 100

Earning this micro-credential by

- Completing 2 hours of instruction
- Demonstrating competency mastery through completion of 4 lessons
- Earning a score of % or greater on the micro-credential Final Assessment

Pathful explore

Issued on July 12, 2023

Career Clusters Interest Survey (CCIS)

Last Modified on 09/19/2023 2:53 pm EDT

The **Career Clusters Interest Survey (CCIS)** is an interest inventory that matches your interests to career clusters based on activities you most enjoy.

- The CCIS has 102 statements. You rate each statement based on how much you might enjoy a particular activity.
- There are no right or wrong answers.
- The results will guide you to careers that you are likely to enjoy based on the answers you provided.
- This is NOT a timed survey.
- You can stop and restart at any time. Most people take about 15-30 minutes to complete this survey.
- Spanish translation is available.
- You can download a PDF of your results. Results will remain on the Assessments page for future reference.

Take the CCIS

1. Select **Assessments** from the top navigation.
2. Select **Start New** to the right of the CCIS header.

CAREER CLUSTERS INTEREST SURVEY (CCIS)

This Survey matches a person's interests to career clusters based on the activities they most enjoy.

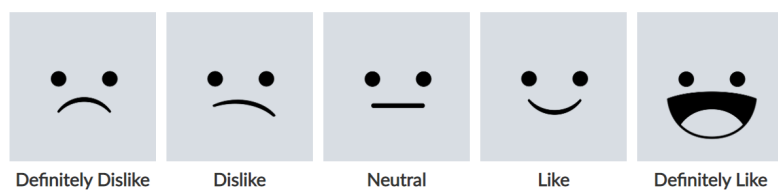


NOTE: If necessary, you can access Spanish translations for all surveys from the Spanish Translations box at the top of the Assessments page.

CCIS Instructions

- You will read and respond to 102 questions.
- Read each statement carefully and then rate it based on how much you might enjoy doing that activity.
- To answer each question, you can do one of the following:
 - Click the face block that corresponds to how you most feel (shown below).
 - Rate the activity from 1 to 5 using the keyboard where "1" is definitely dislike and "5" is definitely like.

Learning how things grow and stay alive.



- You must answer all of the questions before you can submit them.
- Your answers will be saved automatically.
- You may leave and return to the survey by selecting **Save & Quit**.
- Your results will be available immediately after you select **Submit**.

View your Results


1. From the **Assessments** page, select **Results** to the right of the completed assessment.



2. Your results will load.
3. Select **Back** to return to the Assessments page.
4. Select **Download** to produce a printable PDF of your results.

Follow the links below to explore careers in that Career Cluster.

Agriculture, Food and Natural Resources	26	▶
Energy	16	▶
Manufacturing	14	▶
Health Science	13	▶
Human Services	12	▶
Architecture and Construction	10	▶
Business, Management and Administration	10	▶
Education and Training	8	▶
Transportation, Distribution and Logistics	8	▶
Science, Technology, Engineering and Mathematics	6	▶
Law, Public Safety and Security	5	▶
Finance	4	▶
Government and Public Administration	4	▶
Hospitality and Tourism	3	▶
Information Technology	3	▶
Arts, A/V Technology and Communications	0	▶
Marketing, Sales and Service	0	▶

Back  Download

Career Cluster Interest Survey EZ (CCIS-EZ)

Last Modified on 09/19/2023 2:55 pm EDT

The **Career Cluster Interest Survey EZ (CCIS-EZ)** is an abbreviated version of the Career Cluster Interest Survey (CCIS). This survey matches your interests to Career Clusters.

- The CCIS EZ has 85 statements. You rate each statement based on how much you enjoy an activity.
- There are no right or wrong answers.
- The results will guide you to careers that you are likely to enjoy based on the answers you provide.
- This is NOT a timed survey.
- You can stop and restart at any time. Most people take about 15-30 minutes to complete this survey.
- Spanish translation is available.
- You can download a PDF of your results. Your results will remain on the Assessments page for future reference.

Take the CCIS-EZ

1. Select **Assessments** from the top navigation.
2. Select **Start New** to the right of the CCIS-EZ header.

CAREER CLUSTER INTEREST SURVEY EZ (CCIS-EZ)

This abbreviated version of the Career Cluster Interest Survey matches your interests to Career Clusters based on the activities you most enjoy.

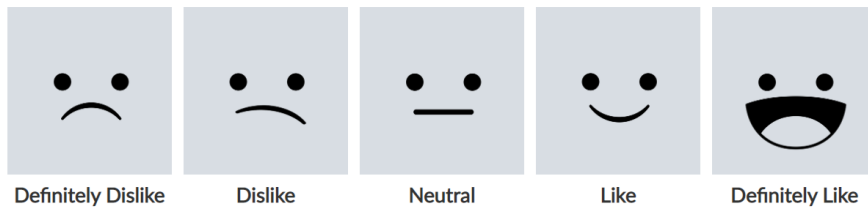


NOTE: If necessary, you can access Spanish translations for all surveys from the Spanish Translations box at the top of the Assessments page.

CCIS-EZ Instructions

- You will read and respond to 85 questions.
- Read each statement carefully and then rate it based on how much you might enjoy doing that activity.
- To answer each question, you can do one of the following:
 - Select the face block that corresponds to how you most feel (shown below).
 - Rate the activity from 1 to 5 using the keyboard where "1" is definitely dislike and "5" is definitely like.

Learning how things grow and stay alive.



- You must answer all of the questions before you can submit the survey.
- You may leave and return to the survey by selecting **Save & Quit**.
- Your answers will be saved automatically.
- Your results will be available immediately after you select **Submit Survey**.

View your Results

1. From the **Assessments** page, select **Results** to the right of the completed assessment.

CAREER CLUSTERS INTEREST SURVEY EZ (CCIS-EZ)
This abbreviated version of the Career Clusters Interest Survey matches your interests to Career Clusters based on the activities you most enjoy.

START NEW

Career Clusters Interest Survey EZ (CCIS-EZ)	Nov 10, 2021	100%	Download	Results	Delete
--	--------------	------	----------	---------	--------

2. Your results will load.
3. Select **Back** to return to the Assessments page.
4. Select **Download** to produce a printable PDF of your results.

Follow the links below to explore careers in that Career Cluster.

Agriculture, Food and Natural Resources	21	▶
Manufacturing	17	▶
Energy	11	▶
Human Services	11	▶
Business, Management and Administration	8	▶
Health Science	8	▶
Architecture and Construction	6	▶
Science, Technology, Engineering and Mathematics	6	▶
Transportation, Distribution and Logistics	6	▶
Education and Training	3	▶
Finance	3	▶
Hospitality and Tourism	3	▶
Marketing, Sales and Service	3	▶
Government and Public Administration	2	▶
Law, Public Safety and Security	2	▶
Arts, A/V Technology and Communications	0	▶
Information Technology	0	▶

[Back](#)

[Download](#)

O*Net Ability Profiler

Last Modified on 09/28/2023 11:27 am EDT

The O*Net Ability Profiler is a series of tests designed to match your abilities with potential careers.

O*Net Ability Profiler results provide useful information that helps you identify your strengths. The results also help you identify training needs and occupations you may wish to explore further.

You must be 16 years old to complete this test accurately.

Students can complete the O*Net Ability Profiler as part of an assignment or independently.

It is recommended that you not take this test more than once every 6 months. However, you can take the O*Net Ability Profiler more frequently.

The total time needed to complete the O*Net Ability Profiler is 53 minutes.

There are 6 sections in the O*Net Ability Profiler, and each has its own time limit:

Section	Duration
Arithmetic Reasoning	20 minutes
Vocabulary	8 minutes
Three-Dimensional Space	8 minutes
Computation	6 minutes
Name Comparison	6 minutes
Object Matching	5 minutes

Each section has its own instructions. It is important to read all of the instructions carefully.

The instructions will also help you decide how fast you should work and when it is best to guess.

Before you begin each part, you'll have to complete a few practice questions.

Take the O*Net Ability Profiler

1. Select **Assessments** from the top navigation bar.
2. Select **Start New** next to O*Net Ability Profiler.

Aptitude Assessments

This assessment evaluates your abilities. The results help you find careers that align with your abilities.

O*NET ABILITY PROFILER

The O*NET Ability Profiler (AP) is a career exploration tool that helps you plan your life's work by identifying occupations that fit your strengths.

[Start New](#)

3. Follow the directions within the O*Net Ability Profiler to complete the assessment.

View your Results

1. From the **Assessments** page, select **Results** to the right of the completed assessment.
2. Select **Go To Results**.

Ability Profiler

O*Net Ability Profiler results provide useful information that individuals can use to identify their strengths. They can use results to identify training needs and occupations they may wish to further explore. Individuals are strongly encouraged to use additional information about themselves when making career decisions.

- This test contains six separate parts. Each part has its own instructions and time limit. Read carefully all of the instructions.
- The instructions will also help you decide how fast you should work and when it is best to guess.
- Before you begin each part, you'll have a chance to work on a few practice questions.
- The total time for this test is 53 minutes.
- You must be at least 16 years old to accurately complete this test.

Section Name	Duration	Completed	Action
Arithmetic Reasoning	20 minutes	Nov 11, 2021 1:07 PM	
Vocabulary	8 minutes	Nov 11, 2021 1:09 PM	
Three-dimensional Space	8 minutes	Nov 11, 2021 1:10 PM	
Computation	6 minutes	Nov 11, 2021 1:12 PM	
Name Comparison	6 minutes	Nov 11, 2021 1:15 PM	
Object Matching	5 minutes	Nov 11, 2021 1:19 PM	

100% Complete



3. Select any **Job Zone** for a drop-down list of related careers.
 - a. Under the **Explore related careers** column, you can click a career to view the Career Profile.

Results

To help you identify occupations that can use your pattern of abilities, your Ability Profile was compared to the ability profiles of occupations. Your Ability Profile is linked to a set of occupations that has been grouped into five Job Zones. Each Job Zone contains occupations that require the same amount of education, experience, and training. Knowing your Job Zone can help you focus your career exploration.

The will receive a minimum of 10 occupations for each job zone, organized by the strongest match. You may not have a strong match in every job zone. The "Match Strength" column indicates how strong of a match you have with each occupation, using a scale of **Very Strong - Strong - Good - Fair - Weak**

This score report provides five occupational lists based on your Ability Profile. There is one list for each of the five Job Zones. **Click the info button on each Job Zone to learn more about it.**

[Download Results PDF](#)

Job Zone 1 : Little or No Preparation Needed		
Job Zone 2 : Some Preparation Needed		
Title	Match strength	Explore related careers
Medical Records and Health Information Technicians	Very Strong	
Word Processors and Typists	Very Strong	
Licensing Examiners and Inspectors	Very Strong	
Interviewers, Except Eligibility and Loan	Very Strong	
Medical Secretaries	Very Strong	Hospital Admissions Representative
Dispatchers, Except Police, Fire, and Ambulance	Very Strong	Truck Dispatcher
Personal Care Aides	Very Strong	

4. Select **Download Results PDF** to produce a printable PDF of your results.

Results

To help you identify occupations that can use your pattern of abilities, your Ability Profile was compared to the ability profiles of occupations. Your Ability Profile is linked to a set of occupations that has been grouped into five Job Zones. Each Job Zone contains occupations that require the same amount of education, experience, and training. Knowing your Job Zone can help you focus your career exploration.

You will receive a minimum of 10 occupations for each job zone, organized by the strongest match. You may not have a strong match in every job zone. The "Match Strength" column indicates how strong of a match you have with each occupation, using a scale of **Very Strong - Strong - Good - Fair - Weak**

This score report provides five occupational lists based on your Ability Profile. There is one list for each of the five Job Zones. **Click the info button on each Job Zone to learn more about it.**

[Download Results PDF](#)

Job Zone 1 : Little or No Preparation Needed



Job Zone 2 : Some Preparation Needed



Job Zone 3 : Medium Preparation Needed



Job Zone 4 : Considerable Preparation Needed



Job Zone 5 : Extensive Preparation Needed



O*Net Ability Profiler with Testing Accommodations

Last Modified on 09/28/2023 11:35 am EDT

The O*Net Ability Profiler does allow for extra time for users who have testing accommodations.

There are six sections in the O*Net Ability Profiler, each with its own time limit.

The first three sections can be modified, as shown below, for users who have testing accommodations:

Section	Duration	Extended Duration
Arithmetic Reasoning	20 minutes	40 minutes
Vocabulary	8 minutes	16 minutes
Three-Dimensional Space	8 minutes	16 minutes
Computation	6 minutes	No Change
Name Comparison	6 minutes	No Change
Object Matching	5 minutes	No Change

To add the additional time accommodations to the O*Net Ability Profiler, follow these steps:

1. From the **FlexCurriculum** dropdown menu, select **FlexLessons**.
2. Select **New Lesson**.
3. Enter the appropriate data and select **Create Lesson**.

CREATE LESSON



The information entered in any of the fields can be changed at any time, even after you publish the lesson.

Lesson Title *

Description

Estimated Time

Ex. 45 minutes

Relevant Grade Levels

Choose relevant grade levels

Keywords

New Tag...

Cancel

Create Lesson

4. Select **Add Activity**.
5. Select **Assessment**.



O*Net Ability Profiler

Build your lesson by adding activities below. Click the preview button at any time to view your lesson. When you're ready, publish your lesson so you can assign it to your users.

Estimated Time: NA

Grades:

Keywords:

[Edit Settings](#)

Edit Lesson
















 **Lesson Introduction**
Introduce users to your lesson. 

 **Lesson Completion**
Write a closing message to your users. 

Activities

[+ Add Activity](#)

Pathful Explore Activities

 Career Profile	 Career Journal	 Assessment
 My Careers	 Postsecondary Plan	 Videos
 Life Skills Journal	 Resume Builder	 My Colleges
 My Scholarships	 My Jobs	 Goal Setting
 Cover Letter Builder	 Career Pop Quiz	 Document

6. Select the **O*Net Ability Profiler**.
7. Select the checkbox **Allow Special Accommodations For Time Limits for Examinees with Special Needs**.
8. Select **Save & Close**.

Career Assessment Activity

Admin Actions

- ✔ Select an assessment for your users to take.

User Actions

- ✔ Users will discover how their interests or priorities relate to careers by taking the assessment you assigned to them.

Step 1: Give your activity a title. The default title is provided.

Submit a O*NET Ability Profiler

Step 2: (OPTIONAL) Add a message for users. Note: They will already have instructions.

↶ ↷ **B** *I* U ☰ ▾ ☰ ▾

Example: This is NOT for a grade; answer honestly.

Step 3: Select an assessment to assign.

O*NET Ability Profiler ▾

- Allow Special Accommodations For Time Limits For Examinees With Special Needs ⓘ

Step 4: Click "Save & Preview" to see the student/user view of this activity.

Save & Preview ↗

Cancel

Save & Close

9. Once you Publish this FlexLesson, you can assign it to the appropriate users. See Assign a FlexLesson for additional help.

O*Net Interest Profiler (O*Net IP)

Last Modified on 09/28/2023 11:41 am EDT

The **O*Net Interest Profiler (O*Net IP)** is a survey that helps you identify what your interests are and how they relate to the world of work.

- You will answer 60 questions that represent interest areas:
 - Realistic
 - Investigative
 - Artistic
 - Social
 - Enterprising
 - Conventional
- There are no right or wrong answers.
- Your scores will help you identify your strongest work-related interests. Knowing your work interests can help you decide what kinds of jobs and careers you want to explore.
- This is NOT a timed survey.
- You can stop and restart at any time. Most people take about 10-30 minutes to complete this survey.
- Spanish translation is available.
- You can download a PDF of your results. Your results will remain on the Assessments page for future reference.

Take the O*Net IP

1. Select **Assessments** from the top navigation bar.
2. Select **Start New** next to O*Net Interest Profiler in the Values Assessments section.

Values Assessments

These assessments help you find potential careers based on your values and what you consider important in life.

O*NET WORK IMPORTANCE LOCATOR™ (O*NET WIL) The Work Importance Locator™ helps you learn more about your work values and can help you decide what is important to you in a job.	Start New
O*NET INTEREST PROFILER™ (O*NET IP) This survey helps you find out what your interests are and how they relate to the world of work.	Start New

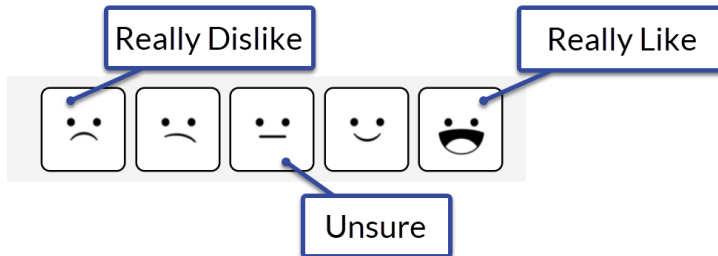


NOTE: If necessary, you can access Spanish translations for all surveys from the Spanish Translations box at the top of the Assessments page.

O*Net IP Instructions

- Read each question carefully and decide whether or not you would like to do the activity.

- For each question, click one of the five boxes as shown below.
 - If you think you would REALLY LIKE the activity, click the box containing the really like icon.
 - If you think you would REALLY DISLIKE the activity, click the box containing the really dislike icon.
 -

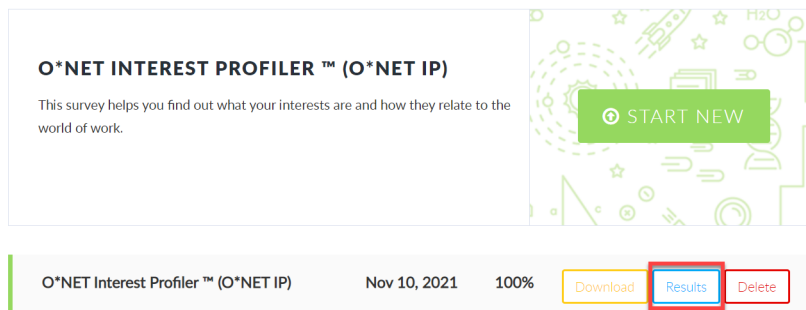


If you are UNSURE whether you would like the activity, click the box with the unsure icon.

- As you respond to each activity, don't consider whether you have the education or training needed or the income level of the career. Simply respond based on whether or not you might like or dislike the activity.
- You must answer all of the questions before you can submit them.
- Your answers will be saved automatically.
- You may leave and return to the survey by clicking **Save & Quit**.
- Your results will be available immediately after you click **Submit Survey**.

View your Results

1. From the **Assessments** page, select **Results** to the right of the completed assessment.



2. Your results will load.
3. Select **Back** to return to the Assessments page.
4. Select **Download** to produce a printable PDF of your results.

Click on any of the six interest areas to discover job titles related to that interest area.

<p>Realistic - People with Realistic interests like work activities that include practical, hands-on problems and solutions. They enjoy dealing with plants, animals, and real-world materials, like wood, tools, and machinery. They enjoy outside work. Often people with Realistic interests do not like occupations that mainly involve doing paperwork or working closely with others.</p>	27
<p>Conventional - People with Conventional interests like work activities that follow set procedures and routines. They prefer working with data and detail more than with ideas. They prefer work in which there are precise standards rather than work in which you have to judge things by yourself. These people like working where the lines of authority are clear.</p>	15
<p>Investigative - People with Investigative interests like work activities that have to do with ideas and thinking more than with physical activity. They like to search for facts and figure out problems mentally rather than to persuade or lead people.</p>	15
<p>Social - People with Social interests like work activities that assist others and promote learning and personal development. They prefer to communicate more than to work with objects, machines, or data. They like to teach, to give advice, to help, or otherwise be of service to people.</p>	12
<p>Enterprising - People with Enterprising interests like work activities that have to do with starting up and carrying out projects, especially business ventures. They like persuading and learning people and making decisions. They like taking risks for profit. These people prefer action rather than thought.</p>	6
<p>Artistic - People with Artistic interests like work activities that deal with the artistic side of things, such as forms, designs, and patterns. They like self-expression in their work. They prefer settings where work can be done without following a clear set of rules.</p>	2

[Back](#) [Download](#)

O*Net Work Importance Locator (O*Net WIL)

Last Modified on 09/28/2023 11:45 am EDT

The **O*Net Work Importance Locator (O*Net WIL)** is a survey that helps you learn more about your work values and can help you decide what is important to you in a job. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore.

- This survey contains 20 questions.
- There are no right or wrong answers.
- You will rank different aspects of work that represent six important work values.:
 - Achievement
 - Independence
 - Recognition
 - Relationships
 - Support
 - Working Conditions
- You will get scores for each of the six work values. These scores show how important each of the work values is to you. You will also be able to explore careers that are linked to your work values. The more a job agrees with your work values, the more likely you are to be satisfied with that job.
- This is NOT a timed survey.
- You can stop and restart at any time. Most people take about 20 minutes to complete this survey.
- Spanish translation is available.
- You can download a PDF of your results. Your results will remain on the Assessments page for future reference.

Take the O*Net WIL

1. Select **Assessments** from the top navigation.
2. Select **Start New** to the right of the O*Net Work Importance Locator in the Values Assessments section.

Values Assessments
These assessments help you find potential careers based on your values and what you consider important in life.

O*NET WORK IMPORTANCE LOCATOR™ (O*NET WIL) The Work Importance Locator™ helps you learn more about your work values and can help you decide what is important to you in a job.	Start New
O*NET INTEREST PROFILER™ (O*NET IP) This survey helps you find out what your interests are and how they relate to the world of work.	Start New



NOTE: If necessary, you can access Spanish translations for all surveys from the Spanish Translations box at the top of the Assessments page.

O*Net WIL Instructions

- There are 20 Work Value Cards. These cards contain statements about different aspects of work.
- Drag and drop the cards into groups based on how important the statement on each card is to you about your ideal job (i.e., the kind of job you would most like to have).
- The Work Value Cards are on the right side of the screen.
 - Scroll down to read all of them.
 - Read each one carefully and think about how important it would be for you to have a job like the one described on each card.
- The grid for placing cards on the Work Importance Chart is on the left side of the screen.
 - There are five rows on the chart ranging from the **Most Important** (5) at the top to the **Least Important** (1) at the bottom.
 - Drag and drop each card into the row that best matches how important it is for you to have a job like the one described on the card.
 - You may move the cards around into different rows until you feel ready to submit.
 - When you are done, the four most important statements should be in Row 5, the four next most important should be in Row 4, and so on. The four least important statements should be in Row 1.

Work Value Cards: 20 Remaining

On my ideal job, it is important that...

Work Value Cards

Work Importance Chart

SUBMIT Save & Quit

- You must answer all of the questions before you can submit them.
- Your answers will be saved automatically.
- You may leave and return to the survey by clicking **Save & Quit**.
- Your results will be available immediately after you click **Submit**.

View your Results

1. From the **Assessments** page, select **Results** to the right of the completed assessment.

O*NET WORK IMPORTANCE LOCATOR™ (O*NET WIL)

The Work Importance Locator™ helps you learn more about your work values and can help you decide what is important to you in a job.

[START NEW](#)

O*NET Work Importance Locator™ (O*NET WIL) Nov 10, 2021 100% [Download](#) [Results](#) [Delete](#)

2. Your results will load.
3. Select **Back** to return to the Assessments page.
4. Select **Download** to produce a printable PDF of your results.

Results

At the very least, please read the definitions for your two highest work values to get a better understanding of these work values for exploring jobs. **Click on any of the six work importance areas to discover jobs that are linked with your work values.**

Independence - Look for jobs where they let you do things on your own initiative. Explore work where you can make decisions on your own.	28
Achievement - Look for jobs that let you use your best abilities. Look for work where you can see the results of your efforts. Explore jobs where you can get the feeling of accomplishment.	27
Working Conditions - Consider pay, job security, and good working conditions when looking at jobs. Look for work that suits your work style. Some people like to be busy all the time, or work alone, or have many different things to do. Explore jobs where you can take best advantage of your particular work style.	20
Relationships - Look for jobs where your co-workers are friendly. Look for work that lets you be of service to others. Explore jobs that do not make you do anything that goes against your sense of right and wrong.	16
Recognition - Explore jobs with good possibilities for advancement. Look for work with prestige or with the potential for leadership.	10
Support - Look for jobs where the company stands behind its workers and where the workers are comfortable with management's style of supervision. Explore work in companies with a reputation for competent, considerate, and fair management.	8

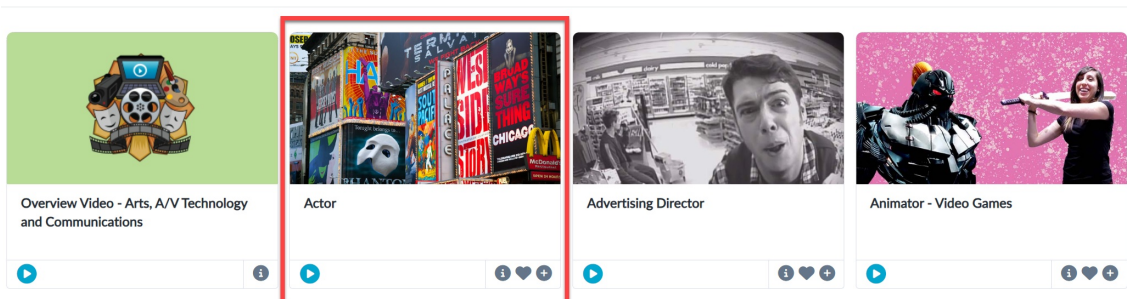
[Back](#) [Download](#)

Access a Pop Quiz

Last Modified on 10/04/2023 1:42 pm EDT

1. From the **Career Central** drop-down menu, select **Career Profiles**.
2. Select a Career.

Career Central > Cluster > Arts, A/V Technology And Communications



3. Select **Take Pop Quiz**.

ACTOR

Arts, A/V Technology and Communications

JANET METZ, FIDDLER ON THE ROOF

♥ Add to My Careers

+ Add to My Playlist

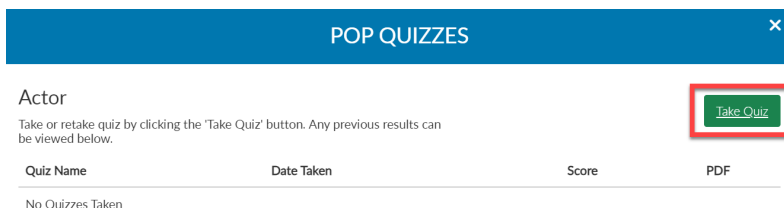
📄 Take Pop Quiz

📅 Career Journal



Español English

4. In the popout window, select **Take Quiz**.





Note: There will not be a pop quiz if there is not a job shadowing video.

Career Central Overview

Last Modified on 10/04/2023 1:43 pm EDT

Career Central is the heart and soul of Pathful Explore and is where you can find hundreds of Career Profiles with Job Shadowing videos. All video content is produced in-house and is exclusive to Pathful Explore. Our video production team travels all over the country to film a wide variety of professionals, and each Career Profile has an average of ten minutes of video content.

Explore Career Central

1. From the **Career Central** drop-down menu, select **Career Profiles**.
2. The Career Central page always starts with the **Featured** filter selected and leads you to the newest career videos and interviews.
3. Select any filter to narrow down your search.
4. You can type a keyword into the Search box to search all Careers that have any association with that keyword.

The screenshot displays the Career Central interface. At the top, there is a 'Filter By:' section with tabs for 'Featured', 'Cluster', 'Education', 'Industry', 'Interest', 'WIL', 'Newest', and 'My Careers'. A search box with the text 'Search Careers...' and a 'Search' button is located to the right. Below the filters, a blue arrow labeled 'Filters' points to the 'Featured' tab. The main content area shows a grid of featured career profiles, each with a video thumbnail, a title, and a play button. The profiles are: Veterinary Technician, CEO - Entrepreneur, Urban Farmer, Artist - Glass Blower, Commercial Pilot, and Kayak Manufacturer. On the left side, there is a 'Welcome to Career Central!' message with instructions on how to use the filters and search box.

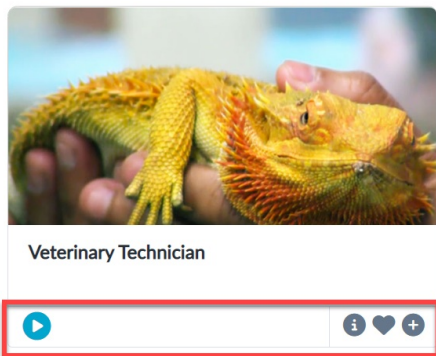
Career Central Cards

Last Modified on 06/27/2023 2:49 pm EDT

Each Career Profile has a card displayed within Career Central that includes an image and the name of the career.

Each card will have the following controls:

- Play button
- An info icon ("i")
- A favorite icon (heart)
- Add to My Playlist icon ("+")



Career Central Filters

Last Modified on 06/27/2023 2:50 pm EDT

Understanding the Pathful Explore **Career Central** filters is key to managing and navigating the platform. As users find careers they are interested in, they can select the heart icon to add the career to the **My Careers** tab. This is a great way to keep all of their favorite careers in one area for quick access.

- **Featured:** showcases some of our most popular Career Profiles.
- **Cluster:** presents a library of Cluster Overview Videos and Career Profiles segmented into each of the 17 Career Clusters.
- **Education:** allows users to browse Career Profiles based on the required education necessary to succeed in that career.
- **Industry:** allows users to browse Career Profiles based on specific industries.
- **Interest:** the Interest filter is linked to the results of your O*Net Interest Profiler assessment and allows users to browse Career Profiles based on Holland's RAISEC personality traits:
 - Realistic
 - Investigative
 - Artistic
 - Social
 - Enterprising
 - Conventional
- **WIL:** the WIL (Work Importance Locator) filter is linked to the results of your O*Net Work Importance Locator assessment and will allow users to browse Career Profiles based on their work values.
- **First Jobs:** shows jobs that users often start as first-time workers.
- **Newest:** allows users to browse our newest Career Profiles.
- **My Careers:** allows users to access Career Profiles that have been added to the **My Careers List**.
- **Search Library:** You can search for a **Career Profile** on Career Central based on keywords using the **Search Library** tool.

Filter By:

Featured

Cluster

Education

Industry

Interest

WIL

Newest

My Careers

Search Careers...

Search

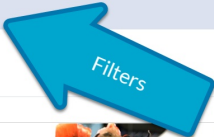
Welcome to Career Central!

Find your inspiration--explore careers from a range of industries and fields.

Use the filter tabs or search box above to narrow down your career search.

Start exploring today!

Career Central > Featured



Veterinary Technician



CEO - Entrepreneur



Urban Farmer



Artist - Glass Blower



Commercial Pilot



Kayak Manufacturer



Career Journals

Last Modified on 10/04/2023 1:50 pm EDT

The Career Journal is a place for users to take notes on careers they learn about in Career Central.

Users can record any of the following information in the Career Journal:

- Rate Your Interest in the selected career
- Career Description
- Skills Required
- Education Required
- Salary & Benefits
- Local Regional Demand
- Pros
- Cons
- Other

Career Journal entries can be edited at any time.

To Add an Entry to the Career Journal:

1. From the **Career Central** drop-down menu, select **Career Profiles**.
2. Select a Job Shadowing video of your choice.
3. Select the **Career Journal** icon at the top right of the video.

ACTOR

Arts, A/V Technology and Communications

JANET METZ, FIDDLER ON THE ROOF

♥ Add to My Careers

+ Add to My Playlist

📄 Take Pop Quiz

📖 Career Journal



Español English

4. Complete the desired information. Select **Save** when you are done. (The system also auto-saves as you are entering notes).

CAREER JOURNAL
✕

Rate your interest level of this career. Use the spaces below to take personal notes. You must click 'SAVE' to store results.

Save

Rate Your Interest:

1

2

3

4

5

6

7

8

9

10

Career Description:

Skills Required:

Education Required:

Salary & Benefits:

Local Regional Demand:

Pros:

Cons:

Other:

To View Career Journal Entries:

1. Select the **Profile** icon (User Drop-down) in the upper right of the screen.
2. Select **Activity** from the drop-down menu.
3. Select the **Career Journals** tab.
4. Under the **Results** column, select **PDF** to view the desired Career Journal entry.

Your activity is below.

Career Journals

Assessments

Goals

More ▾

CAREER NAME	INTEREST	DATE LAST MODIFIED	RESULTS
Actor	6	10/04/2023	PDF







NOTE: If users need to access the Career Journal and the Explore video at the same time, the best practice is to open two tabs- one for the video and one for the Career Journal.

Career Profile Introduction and Tools


Last Modified on 06/27/2023 2:54 pm EDT





At the top of every **CAREER PROFILE**, you will see the career name, the name of the professional highlighted in this profile, and the name of the business where they work. There is a row of four items directly under the headings listed above:


-  Click the **heart** icon next to **Add to My Careers** to favorite this career, and add it to your **My Careers** page.
-  Click the **plus sign** icon next to **Add to My Playlist** to add this Career Profile's Job Shadowing Video to your **My Playlist** page where you can watch a series of Job Shadowing Videos in sequence.
-  Select the **Take Pop Quiz** button to take a five-question multiple-choice quiz testing you on the content covered in the Job Shadowing Video. When you submit a completed quiz the system will automatically grade them and display your score. Quizzes can be taken multiple times.
-  Select the **Career Journal** button to open this tool. The **Career Journal** will allow you to rate your interest in this **Career Profile** from 1 to 10 and includes a short writing exercise where you can document what you learned. Select the green **Save** button at the top of the **Career Journal** to save your answers. Select the red **PDF** button at the top of the page to download your **Career Journal** in a PDF document.

BASKETBALL TRAINER

ANDRE SMITH, ASAP BASKETBALL



 Add to My Careers  Add to My Playlist  Take Pop Quiz  Career Journal



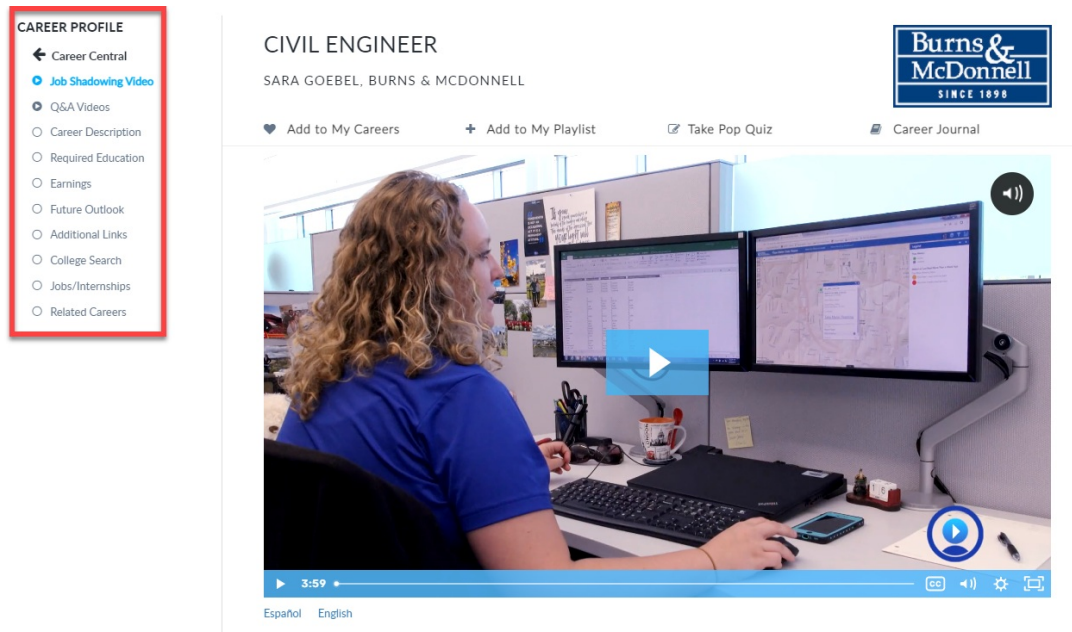
Career Profile Menu

Last Modified on 10/04/2023 2:12 pm EDT

The **Career Profile** provides detailed information about a particular career. This section is subdivided into useful categories filled with current data related to the career.

To view a Career Profile:

1. From the **Career Central** drop-down menu, select **Career Profiles**.
2. Select the **Career Video** of your choice.
3. The **Career Profile** menu is on the left.



The **Career Profile** is made up of the following links:

Job Shadowing Video

Each **Job Shadowing Video** is an average of three to five minutes long and will walk you through a day in the life of this professional at his/her workplace. Each professional will talk about his/her work, how they entered this profession, what it takes to be successful in this career, and why he/she loves this job. **Job Shadowing Videos** have closed captions available in both English and Spanish. You can also access English and Spanish transcripts below the bottom left corner of the **Job Shadowing Video**.

Q&A Videos

The **Q&A Videos** are located directly below the **Job Shadowing Video** and will play in sequence. They are short-form videos where the featured professional talks more about his/her career in an interview format. Closed captions are available in both English and Spanish.

Career Description

The **Career Description** summarizes the duties of this professional, provides statistics about

the size of the industry, highlights injuries or illnesses associated with this profession, and describes the career's most common work schedule. *This information is sourced from the Bureau of Labor Statistics.*

Required Education

The **Required Education** section highlights the education and experience required to enter this profession. It also discusses important qualities anyone will need to succeed in this career and describes any required or recommended licenses or certifications. *This information is sourced from the Bureau of Labor Statistics.*

Earnings

The **Earnings** section provides an overview of the income associated with this career and compares state averages and median wages to national averages and median wages. The graphs show annual or hourly wages. The default state will be set based on your location, though you can select any state within the U.S. using the **Choose a State** drop-down menu. The **Earnings** section of some, but not all, **Career Profiles** include information on benefits and union membership. *This information is sourced from the Bureau of Labor Statistics.*

Future Outlook

The **Future Outlook** section is a projection of the job prospects for this career over the next decade. *This information is sourced from the Bureau of Labor Statistics' Occupational Outlook Handbook.*

Additional Links

The **Additional Links** section provides other sources of information related to this career. They are links to websites for various organizations, unions, job boards, and educational institutions related to this field of work.

College Search

The **College Search tool lists** all the schools in a given state that have programs specific to this profession. Your location will determine the default state, but you can select any state within the U.S. using the **Choose a State** drop-down menu. *This information is sourced from the Integrated Postsecondary Education Data System.*

Jobs/Internships

The Jobs/Internships tool allows you to search for job and internship opportunities in your local area that are related to this career. *This tool is linked to Indeed.com's live job listings.*

Related Careers

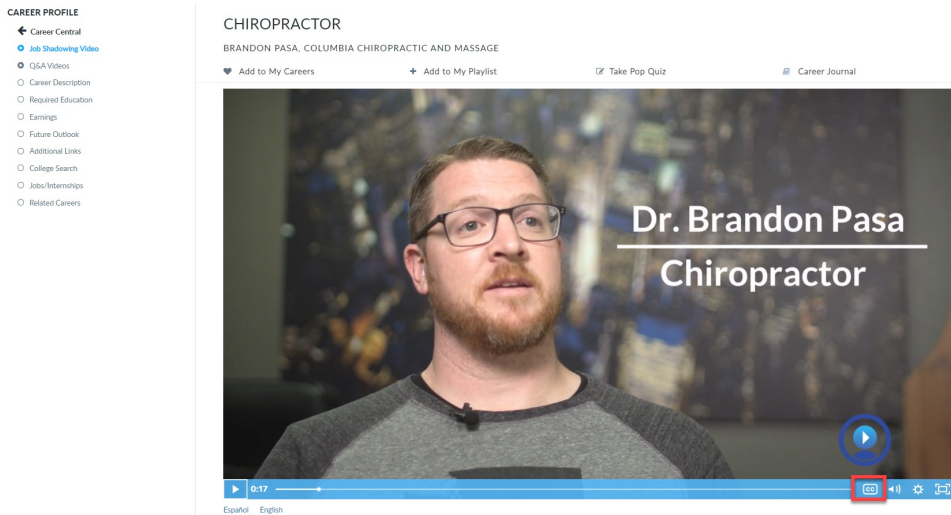
The Related Careers section highlights other **Career Profiles** in **Career Central** that are similar to the one currently being viewed. This is a useful way to expose Users to a variety of additional professions based on their interest in this particular **Career Profile**.

Closed Captions

Last Modified on 06/27/2023 2:56 pm EDT

Closed Captioning is available for Job Shadowing Videos and Life Skills videos.

- The Job Shadowing videos in **Career Central** have closed captioning available in the bottom right of the video.



- **Life Skill Videos** have closed captioning available in the bottom right of the video.



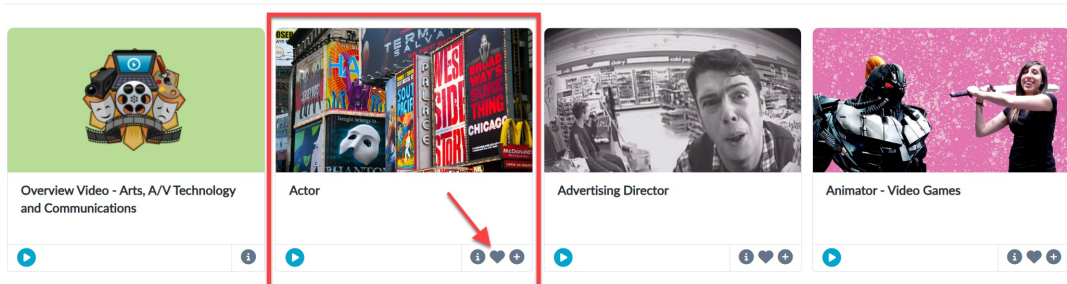
My Favorite Careers

Last Modified on 10/04/2023 2:28 pm EDT

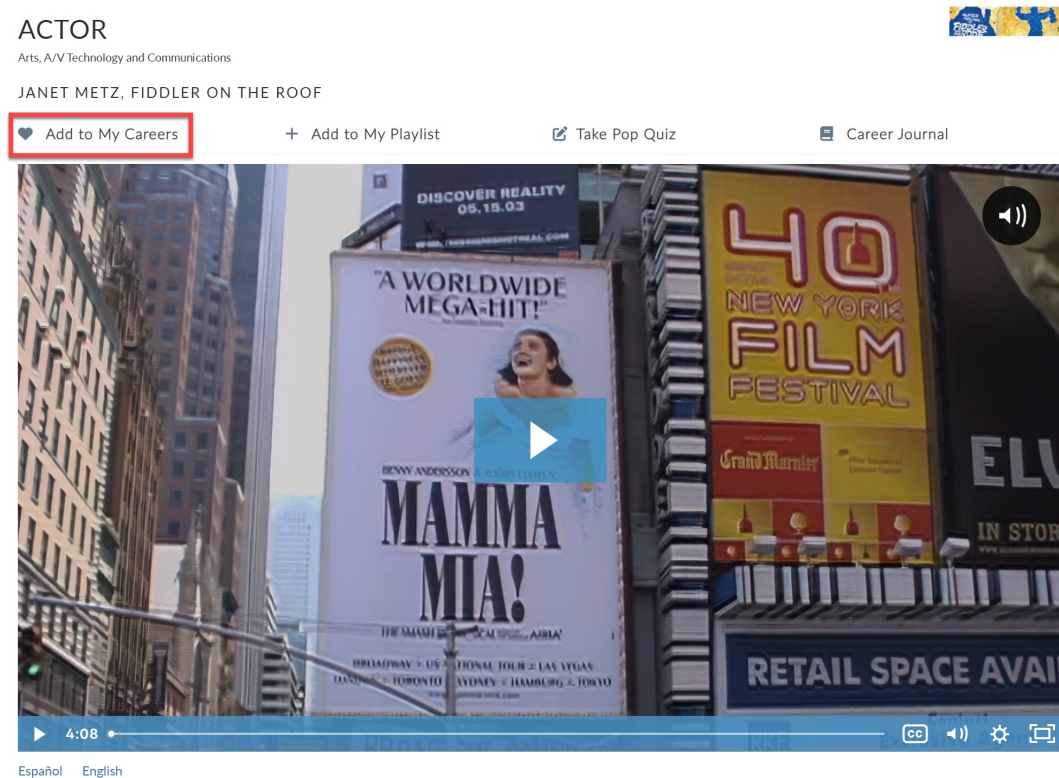
1. There are two ways to favorite a career:

a. Select the **heart icon** on the career card on the Career Profiles page.

Career Central > Cluster > Arts, A/V Technology And Communications



b. Select **Add to My Careers** on the job shadow video.



2. To see a list of your favorite careers:

a. Select Favorites from the Profile drop-down menu in the top navigation.

b. From your Favorites page, you can Add a Career, Watch the Video, or Remove the Career.

c. Use the filters on the left to select additional Favorites.

- Favorites**
- All Favorites
 - Careers
 - Employability
 - Colleges
 - Scholarships
 - Job Postings

Favorite Careers

Add a Career



MARINE MAMMALOGIST



Sea lions! Seals! Otters! If you dream about a career protecting beautiful marine mammals, here's your chance to see what it looks like up close. Brittany Blades is your guide.

Watch Video



PUBLIC RELATIONS COORDINATOR



She's in front of the camera and behind it, the writer and the written about. As the spokeswoman of the aquarium, Sally is outspoken about its message: conserve the Oregon Coast's precious wildlife!

Watch Video



SHEET METAL WORKER



Roberto Fernandez guides us on his construction site to show how to hammer sheet metal, build ducts, and make money!

Watch Video

Load More Of My Careers


My Video Playlist

Last Modified on 10/04/2023 2:48 pm EDT

The **Video Playlist** page displays any Job Shadow Videos or Employability videos you have selected using the **Add to My Favorites** button.


1. From the Profile drop-down menu, select **Video Playlist**.
2. From this page, you can Add additional videos, watch the saved videos, or remove any you no longer want.


My Playlist



BASKETBALL COACH


The best coaches are also teachers. Not only do they help players sharpen their skills, they help them develop integrity, discipline and good sportsmanship.

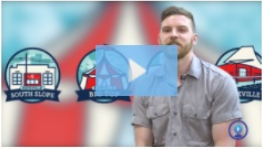




AUTHOR


As a child, Ronnie was diagnosed with a learning disability. Did that stop him? Of course not! He is now a social worker and published author, sharing his childhood story to overcome his struggles in an engaging graphic novel.






GRAPHIC DESIGNER


Are you compelled to buy your favorite soft drink because of that awesome logo on the bottle? Graphic designers like Jacob try really hard to influence consumer purchasing decisions. If you're interested in applying your artistic talent to commercial applications, check out this career today!





ANIMATOR - VIDEO GAMES

Ever wonder who's behind the life-like motions in the video games you play? The 3D animator, of course! Go behind the scenes at Iron Galaxy with Laura and watch the motion magic happen!



Save Favorite Jobs

Last Modified on 10/12/2023 10:15 am EDT

1. From the **Career Central** drop-down menu, select **Job & Internship Search**.
2. Use the **Search for a Job** box to search based on keywords.
3. Use the **Location** box to narrow your search by location.
4. If you are only interested in searching for an internship, select the **Internships Only** checkbox.
5. The **Advanced Search** allows you to apply additional filters.
6. Select **Search**.
7. Select the heart icon to Favorite any jobs you want to save.

The screenshot shows a search interface with two input boxes: "Search for a Job" containing "Mechanical Engineer" and "Location" containing "Raleigh, NC". A green "Search" button is to the right, with a red "Advanced Search" link below it. A checkbox for "Internships Only" is checked. Below the search bar is a pagination control showing page 1 of 12. Two job listings are displayed, each with a heart icon in a red box:

- ENTRY LEVEL MECHANICAL ENGINEER** at Dewberry, Raleigh, NC. Only recipients of an offer of employment from Dewberry will be required to submit to a background screening which may include, but is not limited to, ... 30+ days ago.
- MECHANICAL ENGINEER** at Solara Automation, Morrisville, NC. Interface with clients and peers to develop concepts, define project requirements and develop SOW/RFQ specifications for proposals and project management. 7 days ago.

8. To view a list of your favorite jobs, select the **Portfolio** drop-down menu from the top navigation and select **Favorites**.
9. Use the navigation on the left to see **All Favorites** or select **Job Postings**.

The screenshot shows the "Favorites" page. On the left is a navigation menu with "Job Postings" selected. The main content area has an "Add A Job" button and a message: "As you explore jobs or internships, click the heart icon to add the job posting to your list of favorites." Below this is a list of three favorite jobs, each with a close button (X):

- MECHANICAL ENGINEER** at Lenovo, Morrisville, NC. Work closely with electrical engineers to collaborate on the mechanical layout of circuit cards. This, along with evolving technologies, make mechanical...
- MECHANICAL DESIGN ENGINEER** at Siemens, Wendell, NC. Siemens is growing and we are excited to welcome new experienced mechanical engineers to the Systems Engineering team! You will make a difference by...
- ENTRY LEVEL MECHANICAL ENGINEER** at Dewberry, Raleigh, NC. Only recipients of an offer of employment from Dewberry will be required to submit to a background screening which may include, but is not limited to, ...

Spanish Translation

Last Modified on 10/12/2023 10:40 am EDT

Spanish translations are available for all of the Job Shadowing videos located in Career Central, as well as all of our Assessments.

Spanish Translation in Assessments

1. Select **Assessments** from the top navigation.
2. In the Spanish Translations for Assessments statement, select **CLICK HERE**.

Discover the careers and explore the possibilities that match best to your interests, values, and abilities! Each assessment provides you with more insight into yourself to help guide the career exploration process. Retake an assessment anytime to compare how your interests, values, and abilities may change as you learn more in life.

Spanish Translation is available for most of the assessments. [CLICK HERE](#) to change your Language Preference.

Assessment Name	Date	Progress	Actions
Career Clusters Interest Survey (CCIS)	Feb 15, 2023	8%	Continue Delete
Career Clusters Interest Survey (CCIS)	Oct 12, 2023	0%	Start Delete

3. Select **Preferred Language** from the drop-down menu (English or Spanish).
4. Select **Change Language**.

CHANGE LANGUAGE PREFERENCE

Select Preferred Language:

[Change Language](#)

Spanish Translation in Career Central

1. Locate the Career Profile video of your choice. Refer to [View a Job Shadowing Video](#) for additional help.
2. Select Espanol in the lower left.

PASTRY CHEF

Hospitality and Tourism



HEATHER MCNALLY-GONZALEZ, BILTMORE

♥ Add to My Careers

+ Add to My Playlist

📄 Take Pop Quiz

📅 Career Journal

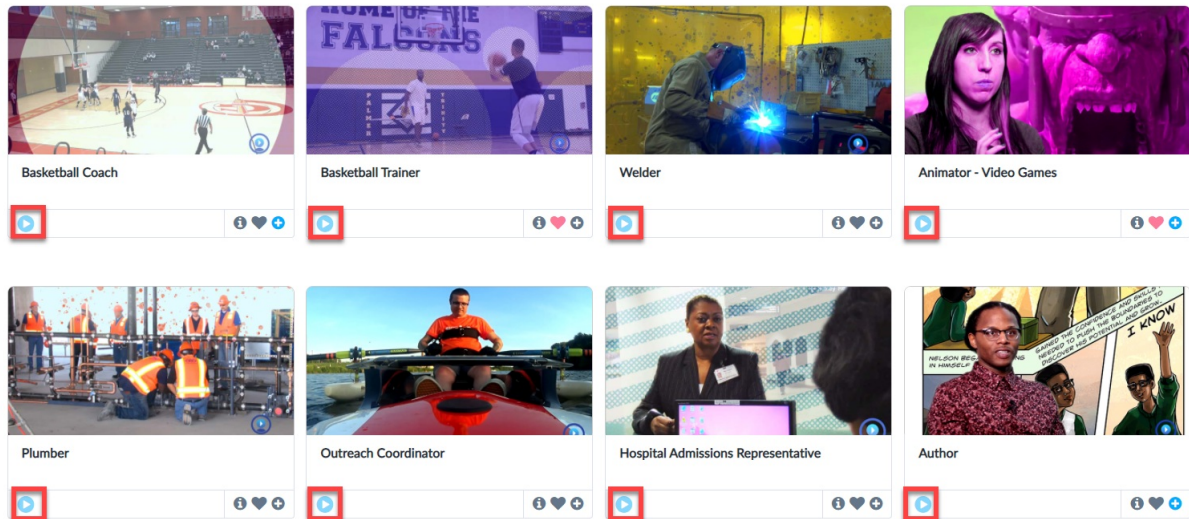


Español English

View a Job Shadowing Video

Last Modified on 10/12/2023 10:39 am EDT

1. From the **Career Central** drop-down menu, select **Career Profiles**.
2. Select any career profile that has a blue arrow at the bottom left of the profile card to access the job shadowing video.



3. Select the play button in the center of the video or at the bottom of the screen to start the video.

PASTRY CHEF

Hospitality and Tourism



HEATHER MCNALLY-GONZALEZ, BILTMORE

♥ Add to My Careers

+ Add to My Playlist

📄 Take Pop Quiz

📅 Career Journal



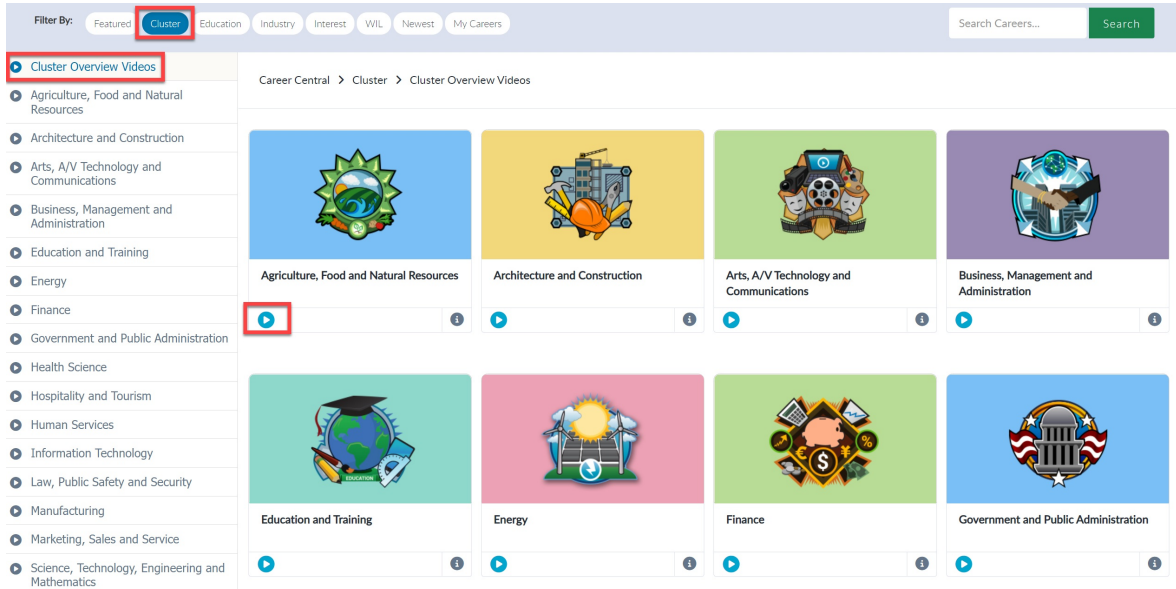


Note: Job shadowing videos have closed captioning and written transcripts in English and Spanish. Refer to Spanish Translation for more help.

View Career Cluster Videos

Last Modified on 10/12/2023 10:42 am EDT

1. From the **Career Central** drop-down menu, select **Career Profiles**.
2. Sort by the **Cluster** filter.
3. Choose any Cluster to see an overview video of jobs related to that cluster.



Cluster Overview Videos

These videos give a description of each cluster

Agriculture, Food and Natural Resources

Careers in this cluster are dedicated to producing, processing, and distributing agricultural products.

Energy

Careers in this cluster are dedicated to producing and distributing the power that people need for their devices, appliances, machines, and vehicles.

Finance

Careers in this cluster are dedicated to managing, investing, and advising others on how to manage or invest money.

Information Technology

Careers in this cluster are dedicated to developing programs and technologies that store, retrieve, and communicate information.

Law, Public Safety and Security

Careers in this cluster are dedicated to enforcing laws and regulations, protecting communities and individuals from danger, and defending people's rights.

Architecture and Construction

Careers in this cluster are dedicated to designing, building, and sustaining structures.

Government and Public Administration

Careers in this cluster are dedicated to serving the public by creating, revising, and enacting laws, policies, and regulations.

Manufacturing

Careers in this cluster are dedicated to making materials and products.

Arts, A/V technology and Communications

Careers in this cluster involve creating or performing art, designing garments, interior spaces or multimedia products, producing audio-visual material, and conveying information through a variety of platforms.

Health Science

Careers in this cluster are dedicated to providing health care services to patients.

marketing, Sales and Service

Careers in this cluster are dedicated to promoting, advertising, and branding products. They also assess consumer needs and determine what sorts of products would generate a profit based on these assessments.

Business, Management and Administration

Careers in this cluster are dedicated to performing leadership roles in small businesses or corporations.

Hospitality and Tourism

Careers in this cluster are dedicated to entertaining, educating, and serving guests or visitors.

Science, Technology, Engineering and Mathematics

Careers in this cluster involve the application of scientific and mathematical principles to a wide variety of tasks for a wide variety of purposes.

Education and Training

Careers in this cluster are dedicated to teaching skills, content, and life lessons to students and clients of all ages.

Human Services

Careers in this cluster are dedicated to serving the public's basic mental and physical health needs.

Transportation, Distribution, and Logistics

Careers in this cluster are dedicated to planning and facilitating? (making possible) the travel of people and goods.

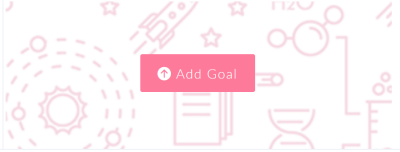
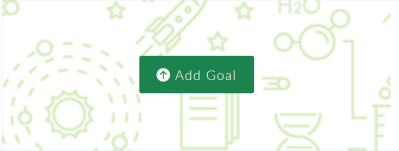
Create Goals

Last Modified on 10/12/2023 10:45 am EDT

The Goals function allows users to create Short-Term and Long-Term Goals. Goals can be edited and changed as needed.

1. From the **Portfolio** drop-down menu, select **Goal Setting**.
2. To create goals, select the **Add Goal** button next to either **Short-Term Goals** or **Long-Term Goals**.
3. Once you have created your goals, you can view, edit, or delete them as needed.

Get a clear picture of your road to success by setting short and long-term goals. Forming the habit of goal-setting will lay the groundwork for future achievements.

<p>SHORT-TERM GOALS</p> <p>A short-term goal can be a goal you hope to accomplish within three to twelve months in the future; use a short-term goal or a series of short-term goals to progress towards realizing larger long-term goals. To set a short-term goal click the "Add Goal" button to begin.</p>	 A graphic for Short-Term Goals featuring pink icons of a rocket, stars, a lightbulb, a document, a DNA helix, and a scale. A pink button with a plus sign and the text "Add Goal" is overlaid on the right side.
<p>LONG-TERM GOALS</p> <p>Long-term goals require time, planning, and are often several years in the making. A long-term goal can be a goal you work towards for your future—for example, graduating from college or earning a black belt in karate. To set a long-term goal click the "Add Goal" button to begin.</p>	 A graphic for Long-Term Goals featuring green icons of a rocket, stars, a lightbulb, a document, a DNA helix, and a scale. A green button with a plus sign and the text "Add Goal" is overlaid on the right side.

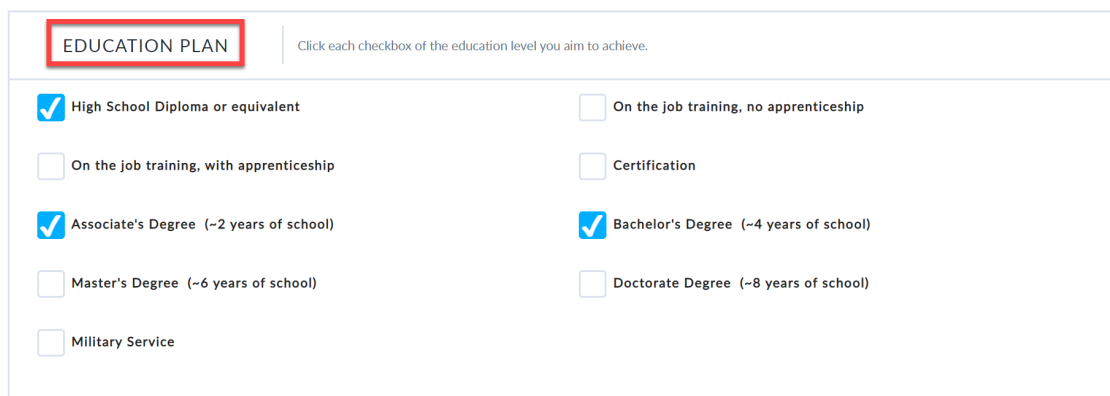
Make a Postsecondary Plan

Last Modified on 10/12/2023 10:49 am EDT

The **Postsecondary Plan** helps users create an education and career plan.

The Postsecondary Plan can be changed and updated as needed.

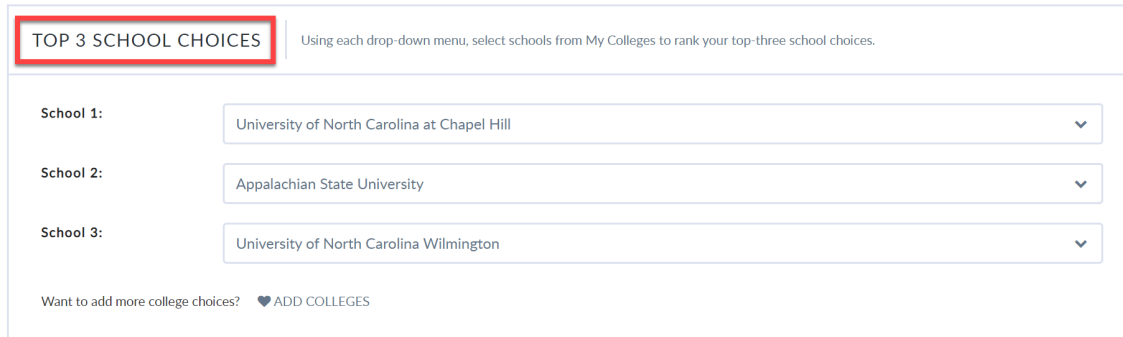
1. From the **Portfolio** drop-down menu, select **Postsecondary Plan**.
2. Under **Education Plan**, select the level of education or certification you wish to achieve.



EDUCATION PLAN | Click each checkbox of the education level you aim to achieve.

<input checked="" type="checkbox"/> High School Diploma or equivalent	<input type="checkbox"/> On the job training, no apprenticeship
<input type="checkbox"/> On the job training, with apprenticeship	<input type="checkbox"/> Certification
<input checked="" type="checkbox"/> Associate's Degree (~2 years of school)	<input checked="" type="checkbox"/> Bachelor's Degree (~4 years of school)
<input type="checkbox"/> Master's Degree (~6 years of school)	<input type="checkbox"/> Doctorate Degree (~8 years of school)
<input type="checkbox"/> Military Service	

3. Select your **Top 3 School Choices** by using the drop-down menu. This menu is populated based on your favorites from the Colleges tab. (*NOTE: if no schools have been favorited, this drop-down menu will be empty.*)



TOP 3 SCHOOL CHOICES | Using each drop-down menu, select schools from My Colleges to rank your top-three school choices.

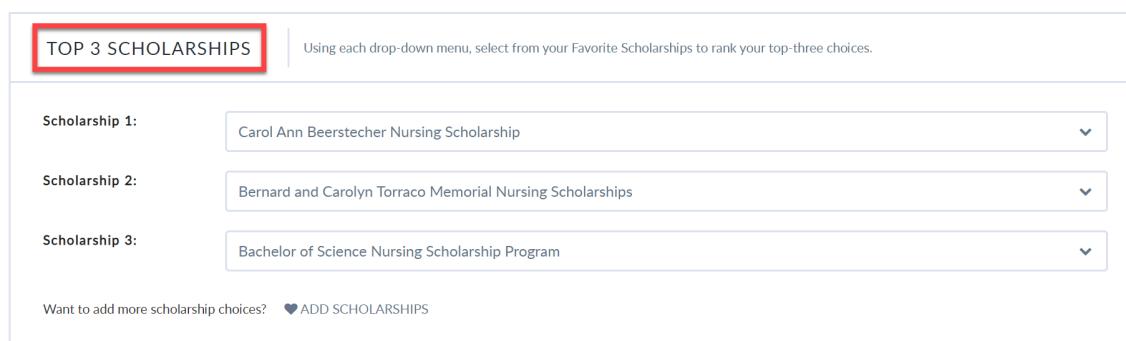
School 1: University of North Carolina at Chapel Hill

School 2: Appalachian State University

School 3: University of North Carolina Wilmington

Want to add more college choices? ❤️ ADD COLLEGES

4. Select your **Top 3 Scholarships** using the drop-down menu. This menu is populated based on your favorite scholarships on the Scholarship Search page. (*NOTE: if no scholarships have been favorited, this drop-down menu will be empty.*)



TOP 3 SCHOLARSHIPS | Using each drop-down menu, select from your Favorite Scholarships to rank your top-three choices.

Scholarship 1: Carol Ann Beerstecher Nursing Scholarship

Scholarship 2: Bernard and Carolyn Torracco Memorial Nursing Scholarships

Scholarship 3: Bachelor of Science Nursing Scholarship Program

Want to add more scholarship choices? ❤️ ADD SCHOLARSHIPS

5. Select your **Top 3 Career Choices** using the drop-down menu. This menu is populated

based on your favorites from the My Careers tab. (NOTE: if no career profiles have been favorited, this drop-down menu will be empty).

TOP 3 CAREER CHOICES | Using each drop-down menu, select careers from My Careers to rank your top-three career choices.

Career 1:

Career 2:

Career 3:

Want to add more career choices? [♥ ADD CAREERS](#)

6. Select **Save Plan** (located at the top and bottom of your screen) to save your Postsecondary Plan. This plan can be edited at any time. It is best practice to Save your Postsecondary Plan after completing each section and before you navigate away from this page.

Cancel a Transcript Request

Last Modified on 10/12/2023 10:52 am EDT

1. From the **College Central** drop-down menu, select **College Documents**.
2. Select **Cancel** next to the school where you no longer want to send a transcript.

SCHOOL ▾	SCHOOL STATE ▾	DOCUMENT TYPE ▾	REQUEST DATE ▾	SENT DATE ▾	RECEIVED DATE ▾	STATUS ▾	SENT BY ▾	ACTIONS
Davidson College	North Carolina	Transcript	7/26/2022	7/26/2022	N/A	Canceled	Rene Gomez	View School
University of North Carolina at Chapel Hill	North Carolina	Transcript	7/26/2022	7/26/2022	N/A	Received	Hollis Holland	View School
University of North Carolina at Charlotte	North Carolina	Transcript	7/27/2022	N/A	N/A	Requested	N/A	View School Cancel
Brevard College	North Carolina	Transcript	7/26/2022	7/26/2022	N/A	Canceled	Hollis Holland	View School
North Carolina State University	North Carolina	Transcript	7/26/2022	N/A	N/A	Requested	N/A	View School Cancel

3. In the **Cancel Transcript Request** window, select **Yes**.

CANCEL TRANSCRIPT REQUEST ✕

Are you sure you want to cancel this request?

[Yes](#) [No](#)

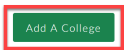
Compare Colleges

Last Modified on 10/12/2023 11:10 am EDT

The **College Comparison** tool allows you to compare your top school choices. The comparison list is based on your previously favored schools.

Refer to Search for a College if you need help with how to favorite schools. If you have not favored any schools, the comparison tool will not work.

1. From the **College Central** drop-down menu, select **College Comparison**.
2. Use the **Choose Colleges** drop-down menu to select the two schools you want to compare.
3. You can also select **Add A College** to find and favorite additional schools.



It's easy to compare schools side-by-side. Use the dropdown menus to choose schools from My Colleges. Be sure to add schools by clicking the ♥ while researching colleges.

Choose Colleges:		
	University of California-Santa Cruz	UEI College-Santa Cruz
Type	Public, 4-year or above	Private for-profit, less than 2-year
Website	Main Website	Main Website
Religious Affiliation	Not applicable	Not applicable
Location	Santa Cruz, CA 95064-1011	Santa Cruz, CA 95065
Address	1156 High St	3050 Paul Sweet Road
Telephone	(831)459-0111	(949)272-7200
Open Administration Policy	No	Yes
POPULATION		
Total Students	19,912	67
Student to Faculty Ratio	19	30
Total Men	9,950	55
Total Women	9,962	12

Definitions of Transcript Request Statuses

Last Modified on 10/12/2023 11:37 am EDT

Once you request a transcript be sent to a college or university, you can track the request's status on your **College Documents** page.

The statuses are as follows:

- **Requested:** the student has requested a transcript be sent to a specific school
- **Canceled:** the student or counselor has canceled the transcript request
- **Sent:** the transcript has been sent by the counselor to the desired school
- **Received:** the desired school has received your transcript

Below is a list of documents you have requested to be sent to colleges or universities.

- The **Status** column shows the current status of your request. Statuses include:
 - **Requested** (by the student)
 - **Canceled** (by the student or counselor)
 - **Sent** (by your current school)
 - **Received** (at the desired college or university)
- To request that documents be sent, do the following:
 - Click the **Search Colleges** button to the left.
 - Find the desired college or university.
 - Click the **Application Documents** button IF that feature is available in the College Summary section.

[Search Colleges](#)

Requested → Sent → Received

SCHOOL	SCHOOL STATE	DOCUMENT TYPE	REQUEST DATE	SENT DATE	RECEIVED DATE	STATUS	SENT BY	ACTIONS
University of North Carolina at Charlotte	North Carolina	Transcript	7/27/2022	N/A	N/A	Requested	N/A	View School Cancel
North Carolina State University	North Carolina	Transcript	7/26/2022	N/A	N/A	Requested	N/A	View School Cancel
University of North Carolina at Chapel Hill	North Carolina	Transcript	7/26/2022	7/26/2022	N/A	Received	Hollis Holland	View School
Davidson College	North Carolina	Transcript	7/26/2022	7/26/2022	N/A	Canceled	Rene Gomez	View School
Brevard College	North Carolina	Transcript	7/26/2022	7/26/2022	N/A	Canceled	Hollis Holland	View School

<First 1 >Last Show 10

Favorite a College

Last Modified on 10/12/2023 11:22 am EDT

1. From the **College Central** drop-down menu, select **College Search**.
2. Use the filters on the left to narrow your search.
3. Once you have a list of schools, select the heart icon to favorite the school.

FILTER YOUR RESULTS
Refine your search by using our filters for customized results

2

Location
Majors
School Type
Degree Type
Test Scores
Average Tuition
HBCU

FILTERS Clear All

School Type
4-Year Colleges or More

Degree Type
Bachelors

State
North Carolina

Majors
Psychology

DISCOVER COLLEGES
From four-year universities to community colleges, find a variety of postsecondary options using our integrated College Search tool.

Search College Name or Location Search

3

Appalachian State University
Boone, North Carolina
Type: 4
Tuition: \$4,242
ACT Scores: 23
Student/Teacher Ratio: 16:1
Enrollment: 19,974
[Compare my favorites](#)

Barton College
Wilson, North Carolina
Type: 4
Tuition: \$27,536
ACT Scores: 18
Student/Teacher Ratio: 10:1
Enrollment: 1,148
[Compare my favorites](#)

Belmont Abbey College
Belmont, North Carolina
Type: 4
Tuition: \$18,500
ACT Scores: 18
Student/Teacher Ratio: 16:1
Enrollment: 1,633
[Compare my favorites](#)

Bennett College
Greensboro, North Carolina
Type: 4
Tuition: \$15,964
ACT Scores: 14
Student/Teacher Ratio: 10:1
Enrollment: 531
[Compare my favorites](#)

Brevard College
Brevard, North Carolina
Type: 4
Tuition: \$28,400
ACT Scores: N/A
Student/Teacher Ratio: 9:1
Enrollment: 741
[Compare my favorites](#)

Campbell University
Bues Creek, North Carolina
Type: 4
Tuition: \$29,900
ACT Scores: 20
Student/Teacher Ratio: 15:1
Enrollment: 7,902
[Compare my favorites](#)

4. Once you have favorited several schools, from the **Portfolio** drop-down in the top navigation, select **Favorites**.
5. Use the navigation on the left to show **All Favorites** or **Colleges**.

Favorites

- All Favorites
- Careers
- Employability
- Colleges
- Scholarships
- Job Postings

Add A College

As you explore schools, click the heart icon to add the college to your list of favorites.

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH
Raleigh, North Carolina, 27695-7001

TYPE: Public, 4-year or above
TUITION: \$6535 ACT 25TH PERCENTILE: 26 STUDENT/TEACHER RATIO: 13 to 1 ENROLLMENT: 38431

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Chapel Hill, North Carolina, 27599

TYPE: Public, 4-year or above
TUITION: \$7019 ACT 25TH PERCENTILE: 28 STUDENT/TEACHER RATIO: 13 to 1 ENROLLMENT: 31720

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
Charlotte, North Carolina, 28223-0001

TYPE: Public, 4-year or above
TUITION: \$3812 ACT 25TH PERCENTILE: 22 STUDENT/TEACHER RATIO: 19 to 1 ENROLLMENT: 33351

UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS
Winston-Salem, North Carolina, 27127-2738

TYPE: Public, 4-year or above
TUITION: \$6497 ACT 25TH PERCENTILE: 22 STUDENT/TEACHER RATIO: 6 to 1 ENROLLMENT: 1070

Favorite a Scholarship

Last Modified on 10/12/2023 11:36 am EDT

1. From the **College Central** drop-down, select **Scholarship Search**.
2. Apply filters as desired. See [Search for a Scholarship](#) for more details on applying filters.
3. Once you find a scholarship you want to favorite, click the heart icon on the lower right. This will add the scholarship to your **My Scholarships** list.


Scholarship

Alpha Phi Alpha African-American Male Scholarship

Triangle Community Foundation

The Alpha Phi Alpha African American Male Scholarship was created by the Beta Theta Lambda Chapter of the Alpha Phi Alpha Fraternity as a scholarship endowment that would encourage young African American men to excel academically and pursue a four-year college degree. Applications are available to African American males living in Durham County, North Carolina. To obtain an application, contact a guidance counselor at a Durham or Orange County high school.

Deadline: Continuous
Award Min: 1000
Sponsor Website: <https://trianglecf.org/>
Program Website: [Click to visit](#)
Application Website: <https://trianglecf.org/>



View Scholarship Favorites List

1. From the **Profile** drop-down in the top navigation, select **Favorites**.
2. Use the left navigation to show **All Favorites** or select **Scholarships**.

Favorites

- All Favorites
- Careers
- Employability
- Colleges
- Scholarships
- Job Postings

Favorite Scholarships

Scholarship

American Legion Auxiliary Department of South Dakota Scholarship for Colleges / Universities/Technical

American Legion Auxiliary Department of South Dakota

South Dakota American Legion Auxiliary shall award annually two \$500 scholarships for a college/university and two \$500 scholarships for technical institutions, in order to further education beyond high school level. The applicant shall be a. the child or grandchild of a veteran, or the child or grandchild of a member of the American Legion Auxiliary, b. not under sixteen (16) nor over twenty two (22) years of age, c. financially unable to attend a university or technical institute after graduation from high school, d. a resident of South Dakota, e. a first time winner of this award; an applicant who has previously been awarded this scholarship is ineligible. The applicant shall submit a. Original article of not more than 500 words on "Why I want to attend a College/University" or "Why I want to attend a Technical Institute," b. Copy of high school or current college/ university/technical institute grades, c. Completed application, stating actual need of financial assistance, d. All required documents to Department Education Chairman, postmarked by March 1, e. Letters of Recommendations as listed below. Letters of Recommendation: The applicant shall submit three (3) letters of recommendation; a. one letter from a member of the local American Legion Auxiliary, b. one letter from a school administrator from school he/she will graduate or currently attends, or clergy of the church he/she attends, c. one letter from a business person or representative citizen who knows him/her in community/home life. Letters of recommendation shall include statements of: a. Character – giving standards of conduct, strength of character, adherence to truth and conscience, devotion to church and daily duties, b. Americanism – fine ideals, love of country, c. Activities – describing activities of church, school, organizations or community leadership ability, work history and personal magnetism. Application forms a. May be secured from the Department Education Chairman or Department Headquarters, b. Are mailed to Department Education Chairman on or before March 1.

Award Min: 500
Contact Phone: 605-695-9695
Sponsor Website: <http://sdllegionsaux.org/>
Program Website: [Click to visit](#)

Scholarship

Advanced Technical Solutions Scholarship

Greater Kanawha Valley Foundation

The Greater Kanawha Valley Foundation offers the Advanced Technical Solutions scholarship to assist students pursuing a post-secondary education. Specific preferences: Students seeking a degree in Computer Science, Management, Networking, Information systems, Programming and Security. Must maintain a 3.0 GPA.

Contact Phone: 304-346-3620
Contact Email: showner@tksvf.org
Sponsor Website: <https://tksvf.org/>
Program Website: [Click to visit](#)
Application Website: [Click to visit](#)

My College Documents

Last Modified on 10/12/2023 11:39 am EDT

You can view your requested college documents on the **College Documents** page.

1. From the **College Central** drop-down menu, select **College Documents**.
2. The upper portion of this page provides an overview of request statuses and instructions for how to request documents be sent to a school.
3. The table shows the following:
 - a. **School**
 - b. **School State**
 - c. **Document Type**
 - d. **Request Date**
 - e. **Sent Date:** (N/A means the document has not yet been sent).
 - f. **Received Date:** (N/A means the document has not yet been received by the requested school).
 - g. **Status**
 - h. **Sent By:** (N/a means there is no sender information as the document has not yet been sent).
 - i. **Actions**
 - i. **View School:** select this button to view this school's page.
 - ii. **Cancel:** select this button to Cancel your transcript request.

Below is a list of documents you have requested to be sent to colleges or universities.

- The **Status** column shows the current status of your request. Statuses include:
 - **Requested** (by the student)
 - **Canceled** (by the student or counselor)
 - **Sent** (by your current school)
 - **Received** (at the desired college or university)
- To request that documents be sent, do the following:
 - Click the **Search Colleges** button to the left.
 - Find the desired college or university.
 - Click the **Application Documents** button IF that feature is available in the College Summary section.

Search Colleges

Requested Sent Received

SCHOOL	SCHOOL STATE	DOCUMENT TYPE	REQUEST DATE	SENT DATE	RECEIVED DATE	STATUS	SENT BY	ACTIONS
University of North Carolina at Charlotte	North Carolina	Transcript	7/27/2022	N/A	N/A	Requested	N/A	View School Cancel
North Carolina State University	North Carolina	Transcript	7/26/2022	N/A	N/A	Requested	N/A	View School Cancel
University of North Carolina at Chapel Hill	North Carolina	Transcript	7/26/2022	7/26/2022	N/A	Received	Hollis Holland	View School
Davidson College	North Carolina	Transcript	7/26/2022	7/26/2022	N/A	Canceled	Rene Gomez	View School
Brevard College	North Carolina	Transcript	7/26/2022	7/26/2022	N/A	Canceled	Hollis Holland	View School

<First 1 >Last Show 10

Request a Transcript Submission

Last Modified on 10/12/2023 11:43 am EDT

Some postsecondary schools allow you to send your transcript and other documents digitally. If this is available, you can request your high school transcript be sent to a college or university via the College Search tool.

1. From the **College Central** drop-down menu, select **College Search**.
(NOTE: If you have already favorited a school, go to the **Profile** menu and select **Favorites**).
2. Search for the desired school.
3. Once you have located the desired school, select **Application Documents**. *Not all schools will have this option.*
4. Select **Request** to notify your Counselor that you want your high school transcript to be sent to this school.

The screenshot shows the profile page for the University of North Carolina at Charlotte. On the left, there are statistics: Public, 4-year or above; Tuition: \$3,812; ACT scores: 22; Student/Teacher Ratio: 19 : 1; Enrollment: 33,351. Below this are links for Population, Ethnicity, Undergraduates Admissions Stats, Tuition & Fees, Room and Board, Financial Aid Stats, ACT Averages, and SAT Averages. On the right, the school's name and address are listed: University of North Carolina at Charlotte, Charlotte, NC 28223-0001, 9201 University City Blvd, (704)687-2000. There are links for Main Website, Financial Aid, Admissions Information, Mission Statement, Majors, and Undergraduate Application Requirements. The 'Application Documents' link is highlighted with a red box and a blue circle with the number 3. Below it, a 'Request' button is highlighted with a red box and a blue circle with the number 4. A confirmation message reads: 'Request documents to be sent to University of North Carolina at Charlotte.'

5. Once you have selected **Request**, you will have a confirmation and can see the request on your My College Documents page.

This screenshot shows the same profile page for the University of North Carolina at Charlotte. The 'Application Documents' link is highlighted with a red box. Below it, a success message is displayed in a white box with a red border: 'Success! Your request has been sent, you will get a confirmation once your request is processed.'

Search for a College

Last Modified on 10/12/2023 12:00 pm EDT

1. From the **College Central** drop-down menu, select **College Search**.
2. You can use the **Search** bar to search for a specific school.
3. Use the **filters** on the left to narrow your search criteria and see a list of schools.
4. Once you have a list of results, select the school name to get more detailed information about that school.

The screenshot displays the 'DISCOVER COLLEGES' search interface. On the left, a 'FILTER YOUR RESULTS' sidebar contains various filter categories: Location, Majors, School Type, Degree Type, Test Scores, Average Tuition, and HBCU. Below these is a 'FILTERS' section with a 'Clear All' button and selected filters for School Type (4-Year Colleges or More), Degree Type (Bachelors), State (North Carolina), and Majors (Psychology). The main search area features a search bar with the placeholder text 'Search College Name or Location' and a 'Search' button. Below the search bar is a grid of college results, each with a heart icon, the college name, location, and key statistics like Type, Tuition, ACT Scores, Student/Teacher Ratio, and Enrollment. A red box highlights the search bar and button, and another red box highlights the 'Brevard College' result card. Blue circles with numbers 2, 3, and 4 are overlaid on the search bar, the filter sidebar, and the Brevard College card respectively.

FILTER YOUR RESULTS
Refine your search by using our filters for customized results.

DISCOVER COLLEGES
From four-year universities to community colleges, find a variety of postsecondary options using our integrated College Search tool.

Search College Name or Location Search

3

2

4

Appalachian State University	Barton College	Belmont Abbey College
Boone, North Carolina	Wilson, North Carolina	Belmont, North Carolina
Type: 4 Tuition: \$4,242 ACT Scores: 23 Student/Teacher Ratio: 16:1 Enrollment: 19,974	Type: 4 Tuition: \$27,536 ACT Scores: 18 Student/Teacher Ratio: 10:1 Enrollment: 1,148	Type: 4 Tuition: \$18,500 ACT Scores: 18 Student/Teacher Ratio: 16:1 Enrollment: 1,633
Compare my favorites	Compare my favorites	Compare my favorites

Bennett College	Brevard College	Campbell University
Greensboro, North Carolina	Brevard, North Carolina	Buies Creek, North Carolina
Type: 4 Tuition: \$15,964 ACT Scores: 14 Student/Teacher Ratio: 10:1 Enrollment: 531	Type: 4 Tuition: \$28,400 ACT Scores: N/A Student/Teacher Ratio: 9:1 Enrollment: 741	Type: 4 Tuition: \$29,900 ACT Scores: 20 Student/Teacher Ratio: 15:1 Enrollment: 7,902
Compare my favorites	Compare my favorites	Compare my favorites

5. Refer to Favorite a College and Compare Colleges for additional information.

Search for a Scholarship

Last Modified on 10/12/2023 12:03 pm EDT

1. From the **College Central** drop-down menu, select **Scholarship Search**.
2. Use the filters on the left to refine your search.
3. You can also type directly into the search box.

The screenshot displays the 'SCHOLARSHIP SEARCH' interface. On the left, a list of filters is shown, each with a dropdown arrow: Student Type, State of Residence, State of School, Ethnicity/Nationality, Gender, School Type, Award Amount, Area of Study, and Study Type. A red box highlights this entire filter list. On the right, a blue header contains the text 'Find Scholarships' and 'Scholarship name'. Below this is a search input field with a magnifying glass icon, the placeholder text 'Search Scholarship Name', and a blue 'Search' button. A red box highlights the search input field and the 'Search' button. At the bottom left of the filter list, the word 'FILTERS' is displayed, and at the bottom right, there is a 'Clear All' link.

4. Apply and remove filters as needed by selecting **Clear All** or clicking the "x" beside the filter you want to remove.

SCHOLARSHIP SEARCH

Refine your search by using our filters for customized results

Student Type ▾

State of Residence ▾

State of School ▾

Ethnicity ▾

Gender ▾

School Type ▾

Award Amount ▾

Area of Study ▾

Study Type ▾

FILTERS

Clear All

Student Type

Undergraduate

School Type

2-Year Colleges

State of School

CO

UT

5. Once you have results, the upper left corner of each scholarship card indicates if it is a scholarship, grant, fellowship, or forgivable loan.
6. You can also see the following information on each scholarship card:
 - a. the description of the scholarship
 - b. the deadline for applying
 - c. the award amount
 - d. the related website(s) for more information and/or how to apply
7. Click the heart icon in the lower right of the scholarship card to favorite the scholarship. This will add the scholarship to your Favorites. See Favorite a Scholarship for more information on how to favorite and review saved scholarships.

Scholarship

Alpha Phi Alpha African-American Male Scholarship

Triangle Community Foundation

The Alpha Phi Alpha African American Male Scholarship was created by the Beta Theta Lambda Chapter of the Alpha Phi Alpha Fraternity as a scholarship endowment that would to encourage young African American men to excel academically and pursue a four-year college degree. Applications are available to African American males living in Durham County, North Carolina. To obtain an application, contact a guidance counselor at a Durham or Orange County high school.

Deadline: Continuous

Award Min: 1000

Sponsor Website: <https://trianglecf.org/>

Program Website: [Click to visit](#)

Application Website: <https://trianglecf.org/>



The data results from the Scholarship Search are based on private scholarships only. The results show scholarships, grants, fellowships, and forgivable loans.

Add Colleges to Common App from Explore

Last Modified on 07/20/2023 1:47 pm EDT

Once you have linked your Common App account to Pathful Explore, you can add colleges to your Common App account directly from Explore.

Any colleges you add while in Common App will also populate your Common App dashboard in Explore.

1. After you have linked your Explore and Common App accounts, any colleges you have favorited within Explore will appear on your dashboard.
2. Select the **Add to Common App** button to add that school to your Common App dashboard.
3. You can also select **Visit Common App to Add More Colleges** if you want to search for colleges within Common App.

My Favorited Colleges

1

University of North Carolina at Charlotte
Added In Common App

University of North Carolina at Greensboro
Add to Common App 2

My Details

Applicant ID: 30406268
FERPA Status: Waived
FERPA Date: June 28, 2023

Invite Counselor

Rene Alva
Clear Selection

Colleges & Secondary Schools

3

Visit Common app to add more colleges

College Name	Deadline	Application Submitted	Writing Supplement Submitted	Actions
University of Michigan	10/1/2023	Not Submitted	Not Submitted	Details→
University of North Carolina at Chapel Hill	10/15/2023	Not Submitted	Not Submitted	Details→
North Carolina State University	11/1/2023	Not Submitted	Not Submitted	Details→
University of North Carolina at Charlotte	11/1/2023	Not Submitted	Not Submitted	Details→

Your account has been connected. Powered by common app

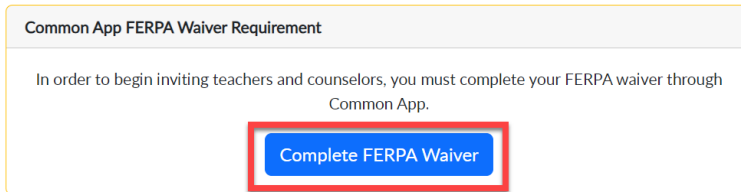
Need to use a different account? Click [here](#) to disconnect this account.

Complete the FERPA Waiver

Last Modified on 10/19/2023 10:40 am EDT

You must complete the FERPA Waiver within Common App before you can proceed with Common App in Pathful Explore.

1. From the **College Central** drop-down menu, select **Common App**.
2. From the Common App Dashboard, select Complete FERPA Waiver.



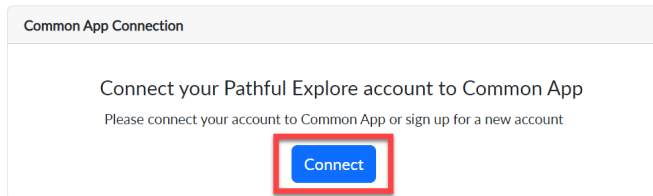
3. Follow the necessary steps within Common App.
 4. Once you complete the FERPA Waiver, you will be redirected back to Pathful Explore.
 5. You are now ready to Invite Counselors and Teachers and add colleges to your dashboard.
-

Connect to Common App

Last Modified on 10/19/2023 10:34 am EDT

Before you can access Common App via Pathful Explore, you must link your accounts. You only need to do this once.

1. From the **College Central** drop-down menu, select **Common App**.
2. This will take you to your Common App Dashboard. Select **Connect** in the Common App Connection window.



3. Follow the prompts on the Common App site to either sign in to an existing account or create a new account.
 4. Once you have signed in to Common App, you will be redirected back to Pathful Explore.
 5. The next thing you must do is to Complete Your FERPA Waiver.
-

Invite a Counselor

Last Modified on 10/19/2023 11:11 am EDT

Once you have completed the FERPA Waiver and added schools to your Common App Dashboard, you can invite your Counselor or Teachers to assist with the Common App process. This is done within Pathful Explore.

1. From the **College Central** drop-down, select **Common App**.
2. On the Common App Dashboard, select Invite Counselor. A list of staff members at your school will appear in the drop-down. You can type directly into the text box for a quicker search.
3. Once you select the appropriate Counselor, you will see a confirmation that says, "Counselor set."
4. Your Counselor will be notified automatically.

My Details

Applicant ID: 30407361
FERPA Status: Waived
FERPA Date: October 13, 2023
School Code: 123499

Colleges & Secondary Schools

[Visit Common app to add more colleges](#)

College Name	Deadline	Application Submitted	Writing Supplement Submitted	Actions
University of North Carolina Asheville	Not Submitted	Not Submitted	Not Submitted	Details→
University of North Carolina at Chapel Hill	Not Submitted	Not Submitted	Not Submitted	Details→
North Carolina State University	Not Submitted	Not Submitted	Not Submitted	Details→

Your account has been connected.

Need to use a different account? [Click here](#) to disconnect this account.

Invite a Teacher

Last Modified on 10/19/2023 11:15 am EDT

Once you have completed the FERPA Waiver and added schools to your Common App Dashboard, you can invite your Counselor or Teachers to assist with the Common App process. This is done within Pathful Explore.

1. From the **College Central** drop-down, select **Common App**.
2. Select Details to the right of the school for which you need a teacher recommendation. You will need to add a teacher to each school individually.

The screenshot shows the 'My Details' section on the left with the following information:

- Applicant ID: 30407361
- FERPA Status: Waived
- FERPA Date: October 13, 2023
- School Code: 123499

The 'Colleges & Secondary Schools' section on the right contains a table with the following data:

College Name	Deadline	Application Submitted	Writing Supplement Submitted	Actions
University of North Carolina Asheville	Not Submitted	Not Submitted	Not Submitted	Details→
University of North Carolina at Chapel Hill	Not Submitted	Not Submitted	Not Submitted	Details→
North Carolina State University	Not Submitted	Not Submitted	Not Submitted	Details→

At the top right, there is an 'Invite Counselor' section with a dropdown menu showing 'Professor McGonagall' and a 'Clear Selection' button.

3. Select a teacher from the drop-down menu.
4. Select the subject taught by the teacher.
5. Select **Assign Teacher**.
6. If you make a mistake or need to change the teacher selected, use the Remove button.

COMMON APP

- Dashboard

The screenshot shows the 'Recommendations' section for the University of Michigan. It includes a 'Back' button, the university name, address (1220 SAB, 515 E JEFFERSON, Ann Arbor MI, 48109-1316 USA), and a 'School Website' link. Below this are 'Application details' (Application Submitted: No, Writing Supplement Submitted: No) and 'Application Deadlines' (Fall 2024- Early Action: Wed Nov 01 2023, Fall 2024- Regular Decision: Thu Feb 01 2024, Winter 2024- Regular Decision: Sun Oct 01 2023, Summer 2024- Regular Decision: Thu Feb 01 2024).

The 'Recommendations' section is highlighted with a red box and contains the following elements:

- 3. A dropdown menu with 'Keiko Blake' selected.
- 4. A dropdown menu with 'Math' selected.
- 5. An 'Assign Teacher' button.
- 6. A 'Remove' button next to the teacher's name in the table.

First Name	Last Name	Email	Actions
Keiko	Blake	keiko@pathful.com	Remove



Link a Different Common App Account

Last Modified on 07/20/2023 1:58 pm EDT

If you accidentally link the wrong Common App account to your Pathful Explore account, you can change it.

Please note you will lose existing data, and you will need to start from the beginning by completing FERPA and inviting counselors and teachers to the correct account. Refer to [Set Up Common App in Explore](#) for additional help.

1. From your dashboard, select the button at the bottom that allows you to disconnect your account.

The screenshot shows the 'My Favored Colleges' section with two college cards: 'University of North Carolina at Charlotte' (labeled 'Added In Common App') and 'University of North Carolina at Greensboro' (labeled 'Add to Common App'). Below this is the 'My Details' section with fields for Applicant ID (30406268), FERPA Status (Waived), and FERPA Date (June 28, 2023). To the right is the 'Invite Counselor' section with a dropdown menu showing 'Rene Alva' and a 'Clear Selection' button. The main section is 'Colleges & Secondary Schools', which contains a table with columns for College Name, Deadline, Application Submitted, Writing Supplement Submitted, and Actions. The table lists four colleges: University of Michigan, University of North Carolina at Chapel Hill, North Carolina State University, and University of North Carolina at Charlotte. At the bottom of the dashboard, a message states 'Your account has been connected.' and a red box highlights a link that says 'Need to use a different account? Click [here](#) to disconnect this account.'

2. In the pop-up window, select **Disconnect My Common App Account** only if you are sure this is what you want to do.

Continuing will disconnect this Common App account from your Pathful Explore account. Any data associated with the disconnected Common App account will be removed from our system. If you wish to delete your Common App account, you will need to visit commonapp.org.

3. Once you disconnect your account, you can start over to connect the correct Common App account to Explore.

My Common App Dashboard

Last Modified on 10/19/2023 11:35 am EDT

Your Common App Dashboard displays all your Common App information within Pathful Explore.

1. From the **College Central** drop-down menu, select **Common App**.
2. Your Dashboard shows the following information:
 - a. Favorited Colleges
 - b. Your Common App details (ID, FERPA status, FERPA completion date)
 - c. Your chosen Counselor.
 - d. Colleges you have added to your Common App Dashboard.
 - e. Verification your Pathful Explore Account and Common App account have been connected.

The screenshot shows the 'My Common App Dashboard' interface. At the top, under 'My Favorited Colleges', there are two cards for 'University of North Carolina at Charlotte' and 'University of North Carolina at Greensboro', each with an 'Add to Common App' button. Below this, the 'My Details' section shows 'Applicant ID: 30406268', 'FERPA Status: Waived', and 'FERPA Date: June 28, 2023'. The 'Invite Counselor' section shows 'Rene Alva' as the selected counselor with a 'Clear Selection' button. The 'Colleges & Secondary Schools' section contains a table with columns for College Name, Deadline, Application Submitted, Writing Supplement Submitted, and Actions. The bottom of the dashboard features a 'Your account has been connected.' message and a 'Powered by: common app' logo.

College Name	Deadline	Application Submitted	Writing Supplement Submitted	Actions
University of Michigan	2/1/2024	Not Submitted	Not Submitted	Details→
University of North Carolina at Chapel Hill	10/15/2023	Not Submitted	Not Submitted	Details→
North Carolina State University	11/1/2023	Not Submitted	Not Submitted	Details→
University of North Carolina at Charlotte	11/1/2023	Not Submitted	Not Submitted	Details→

Set Up Common App in Explore

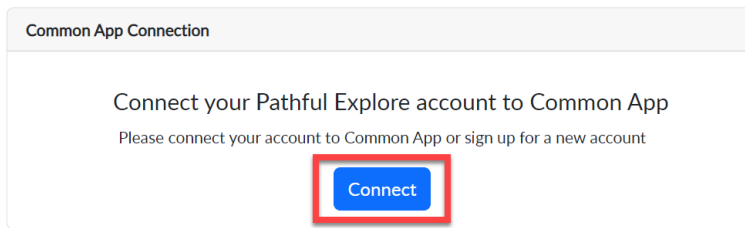
Last Modified on 10/19/2023 11:39 am EDT

You can link your Common App account and Pathful Explore, so you have all of your college and career data in one convenient place.

Follow the steps below to link your Explore and Common App accounts. These steps must be completed in the order listed.

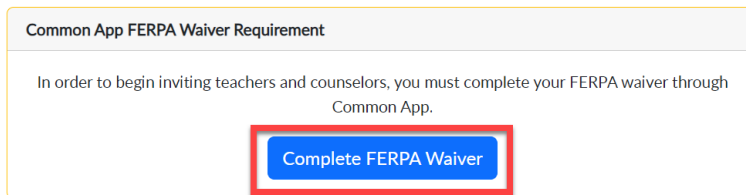
1. Connect to Common App.

- a. This step allows you to link your Common App and Explore accounts so you can move seamlessly between the two.



2. Complete the FERPA waiver via Explore.

- a. You must complete this step before you can proceed with using Common App within Explore.



3. Add Colleges to your Explore Dashboard.

- a. If you have already added colleges to your dashboard in Common App, they will appear on your Explore dashboard.
- b. If you need to add colleges, select the Visit Common App to add more colleges link on your Explore dashboard.

4. Invite Counselors and Teachers to serve as recommenders.

5. As you complete required tasks within Common App, your Explore dashboard will reflect the deadlines met.

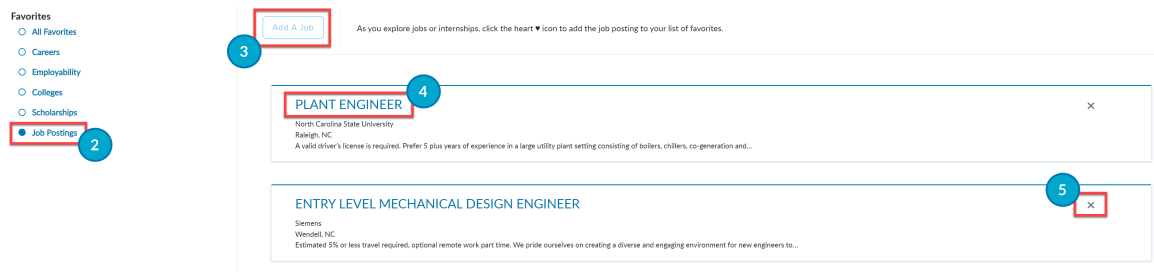
Favorites- My Jobs List

Last Modified on 02/29/2024 10:12 am EST

1. From the **Portfolio** drop-down menu, select **Favorites**.



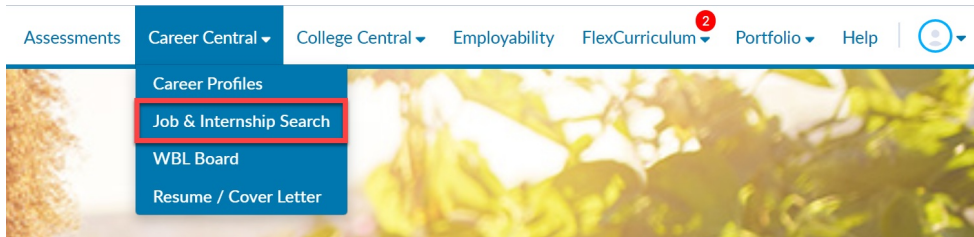
2. Select **Job Postings** on the left to jump to your list of saved jobs.
3. Select the **Add a Job** button to search for additional jobs.
4. Click on the title of any saved job from your list to go to the listing for that job.
5. Select the "x" to remove the job from your saved list.



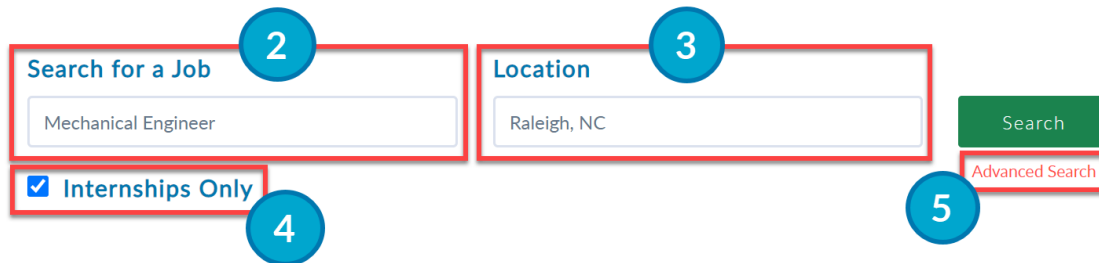
Search for a Job or Internship

Last Modified on 02/29/2024 10:12 am EST

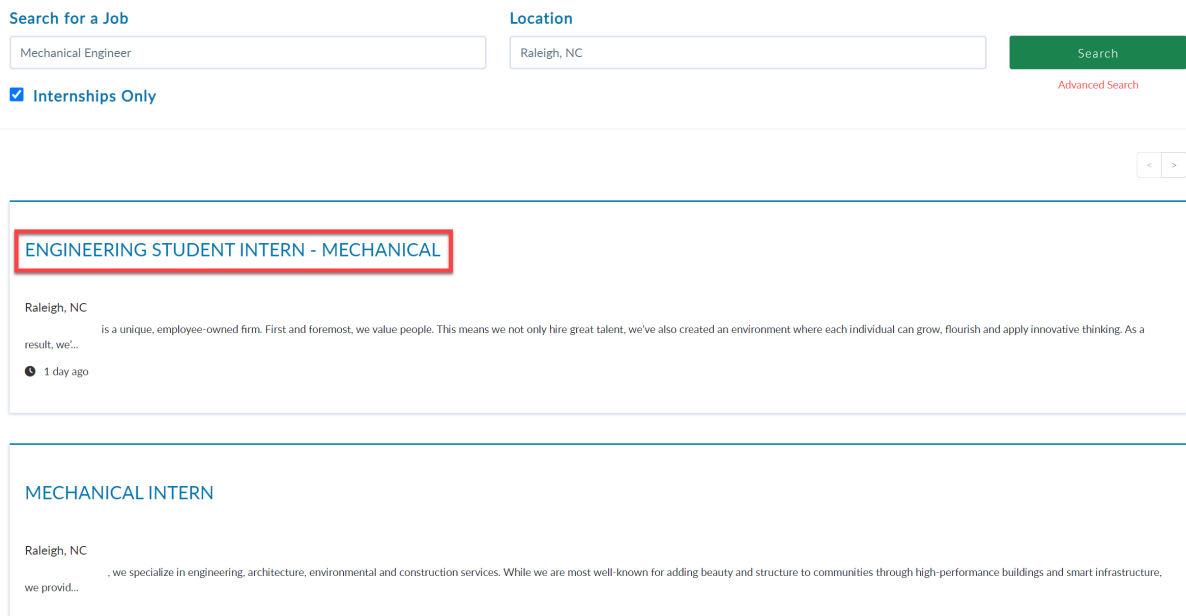
1. From the **Career Central** drop-down menu, select **Job & Internship Search**.



2. Enter the title or keywords in the **Search for a Job** box.
3. Enter the **Location** where you are searching.
4. Select the **Internships Only** checkbox if you only want to search for internships.
5. Select **Advanced Search** to add more filters to your search.



6. Once you have a list of jobs or internships that interest you, select a specific job to open the details page in a pop-out window.



7. Select the heart icon to favorite. These will automatically be added to your **Favorites** list.

The screenshot shows a web interface for 'Pathful explore'. At the top, there are navigation links for 'Assessments', 'Career Central', and 'College Central'. A search bar is visible on the left. The main content area displays a job listing for 'Intern - Mechanical Engineer'. The job title is highlighted with a red box. Below the title, there are several 'Apply on' buttons for different platforms: LinkedIn, ZillowRecruiter, Indeed, Simply, Jobs, Talent, and Jobize. The job details include the date '8 days ago', the type 'Full-time and Internship', and a 'Job highlights' section. The 'Job highlights' section is divided into 'Qualifications' and 'Responsibilities'. The 'Qualifications' section lists two bullet points: 'Student working toward a Bachelor's degree in Mechanical Engineering for entire duration of internship' and 'Some offers of employment are contingent upon successfully passing a drug screen and upon completion of a confidentiality agreement'. The 'Responsibilities' section lists five bullet points: 'Perform challenging and diverse product development efforts, providing mechanical engineering design services and support throughout all stages of the product development life cycle', 'Develop mechanical components and system concepts that satisfy the customer's requirements', 'Architect and design mechanical solutions by analyzing the performance and feasibility of alternative concepts using theory, simulations, and mathematical models. Implement and verify the mechanical design by using...', 'Deliver prototype units to customers by selecting components, procuring or fabricating models and supervising assembly', and 'Develop and execute mechanical design verification test plans per requirements specifications to ensure prototypes meet design requirements'. The 'Support the development and assembly of prototypes by providing documentation and assistance to ensure high-quality prototypes are built in a timely manner'.

8. Scroll to the bottom of the window and select **Close** to close the pop-out window and return to your search.

Employability Videos

Last Modified on 10/12/2023 12:25 pm EDT

Employability videos are short videos exploring various life and workplace skills.

Employability videos can be watched at your convenience, favorited, added to your playlist, and have journal entries.

Most Employability videos are from one to three minutes in length.

1. Select **Employability Skills** from the top navigation.
2. You can sort the videos by selecting the topics on the left menu.
3. Select a video by clicking on the title or the play button.
4. Select the "i" information button to read a video summary.
5. Select the heart icon to favorite the video.
6. Select the + button to add the video to your Playlist.

The screenshot displays the 'Employability Videos' interface. On the left, a sidebar lists various topics with their respective counts, such as 'All Topics (470)', 'Academics/Majors (24)', and 'Workplace Intelligence (53)'. The main area shows a grid of video thumbnails. Each thumbnail includes a play button, a title, a featured speaker, and icons for information, favorite, and playlist. The video 'A Well-Designed Resume Helps You Stand Out' is highlighted with a red box, and its title and featured speaker 'Reggie Tidwell' are also highlighted. Other visible titles include 'A Job Application Is Not The Same As Your Resume', 'Advice For Starting A Business', 'Become a Self Advocate', 'Changing Careers May Be Easier Than You Think', 'Create a Resume That Gets You an Interview', 'Customize Your Resume To Fit The Job You're Applying For', and 'Difference Between a Cover Letter and a Resume'.

7. Once you have selected a video, you can do the following:
 - a. Watch the video by selecting the Play button.
 - b. Favorite by selecting **Add to Employability Favorites**.
 - c. **Add to Playlist** for viewing later.
 - d. Create a **Journal Entry** about the video.

A DISABILITY CAN ACTUALLY BE AN ADVANTAGE

MEDIA PRODUCER GREG OTTERHOLT DISCUSSES HOW HIS PHYSICAL DISABILITY HAS FORCED HIM TO BECOME ADAPTABLE, SELF-MOTIVATED, A PROBLEM SOLVER, AND ULTIMATELY MORE MARKETABLE TO EMPLOYERS.

♥ Add to Employability Favorites

+ Add to Playlist

Journal



Employability Favorites

Last Modified on 10/12/2023 12:34 pm EDT

Once you Favorite an Employability Video, it will be part of your **Favorites** list.


Refer to Employability Videos for how to Favorite.

To access your Favorite Employability Videos, do the following:

1. From the **Portfolio** drop-down menu, select **Favorites**.
2. Use the left navigation to select **All Favorites** or **Employability**.




[Add An Employability](#) As you explore employability videos, click the heart icon to add the video to your list of favorites.




CREATE A RESUME THAT GETS YOU AN INTERVIEW ×

● Watch Video



DISCLOSING YOUR DISABILITY IS UP TO YOU ×

● Watch Video



ADAPTABILITY IS A NECESSARY SKILL FOR SUCCESS ×

● Watch Video

Create a Cover Letter

Last Modified on 10/19/2023 10:10 am EDT

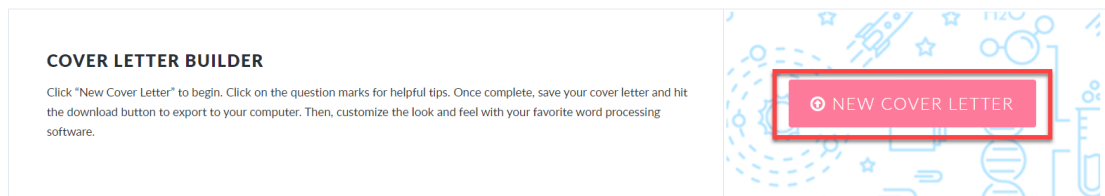
The Cover Letter Builder helps users create a professional cover letter.

Cover Letters created in Pathful Explore:

- Can be edited as many times as needed.
- Can be downloaded as a PDF or Word Document.

Access the Cover Letter Builder

1. From the **Career Central** drop-down menu, select **Resume / Cover Letter**.
2. Select **New Cover Letter**.



3. Complete each section of the Cover Letter Builder.
4. Select **Save and Close** when you are done. You can return to edit and make changes at any time.

TOOLS

- Assessments
- Resume / Cover Letter
- Postsecondary Plan
- Goal Setting

A well-written cover letter will help you position yourself as a leading candidate to get the job you want.
The Help Center has several examples of completed Cover Letters and Resumes for you to review. [Click here to see them.](#) Samples

1. GENERAL INFORMATION

Cover Letter Name: *

2. RECIPIENT INFORMATION

Name: Position:

Company:

Address 1: City:

State: Zip: Date:

3. MESSAGE


Salutation:

Save and Close Back

5. You can also **Edit** and **Delete** a Cover Letter as needed.

COVER LETTER BUILDER

Click "New Cover Letter" to begin. Click on the question marks for helpful tips. Once complete, save your cover letter and hit the download button to export to your computer. Then, customize the look and feel with your favorite word processing software.




Jordan A. (7th) Cover Letter February 23, 2021	Created 1 month ago	Edit Download Delete
Ryley B. (9th) Cover Letter February 23, 2021	Created 1 month ago	Edit Download Delete

Download a Cover Letter

1. From the **Career Central** drop-down menu, select **Resume / Cover Letter**.
2. Select the **Download** drop-down and choose **Word** or **PDF**. (*Word Documents can be edited*).

COVER LETTER BUILDER

Click "New Cover Letter" to begin. Click on the question marks for helpful tips. Once complete, save your cover letter and hit the download button to export to your computer. Then, customize the look and feel with your favorite word processing software.



Jordan A. (7th) Cover Letter February 23, 2021	Created 1 month ago	Edit Download Delete
Ryley B. (9th) Cover Letter February 23, 2021	Created 1 month ago	Edit Download Delete

Useful Tips and Information

- Pathful Explore will automatically provide a document name; however, you can change this.
- You are not required to complete every field in the Cover Letter Builder.
- The Cover Letter Builder will autosave, so your work will not be lost if you accidentally click out of the window.
- The Cover Letter Builder will auto-populate the demographic information based on the latest Resume created. This information can be edited as needed.

Examples

Examples are available at [Example Resumes and Cover Letters](#).

Create a Resume

Last Modified on 10/19/2023 10:15 am EDT

The Resume Builder helps users create a professional resume.

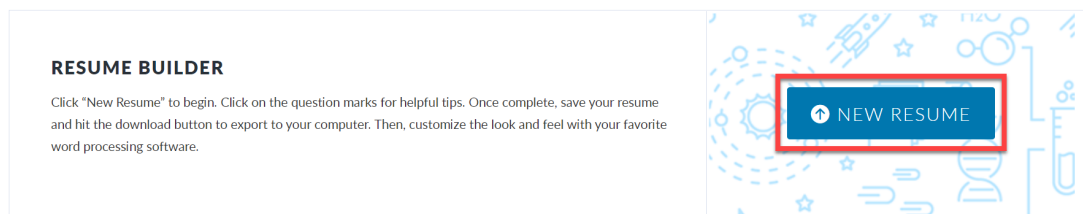
Resumes created in Pathful Explore:

- Can be edited as many times as needed.
- Can be downloaded as a PDF or Word Document.

Access the Resume Builder

1. From the **Career Central** drop-down menu, select **Resume / Cover Letter**.
2. Select **New Resume**.

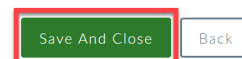
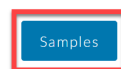
A well-done resume will successfully communicate your education, experience, and skill-sets to potential employers. Use the Resume Builder to create your resume.



3. Complete each section of the Resume Builder.
4. Select **Samples** to see Example Resumes.
5. Select **Save and Close** when you are done. You can return to edit and make changes at any time.

A well-done resume will successfully communicate your education, experience, and skill-sets to potential employers. Use the Resume Builder to create your resume.

The Help Center has several examples of completed Cover Letters and Resumes for you to review. Click [here](#) to see them.



1. GENERAL INFORMATION

Resume Name: * ⓘ
Jordan A. (7th) Resume ⓘ

First Name: * ⓘ Jordan
Last Name: * ⓘ Acosta
Middle Name: ⓘ A.

Address 1: ⓘ 123 Main Street
Address 2: ⓘ

City: ⓘ Great City
State: ⓘ California
Zip: ⓘ 12345

Home Phone: ⓘ 5555555555
Cell Phone: ⓘ
Email: ⓘ jordan@email.com

6. You can also **Edit**, **Delete**, and **Download** a Resume as needed.

A well-done resume will successfully communicate your education, experience, and skill-sets to potential employers. Use the Resume Builder to create your resume.

RESUME BUILDER

Click "New Resume" to begin. Click on the question marks for helpful tips. Once complete, save your resume and hit the download button to export to your computer. Then, customize the look and feel with your favorite word processing software.

NEW RESUME

Jordan A. (7th) Resume	Created 1 year ago	Edit	Download	Delete
Ryley B. (9th) Resume	Created 1 year ago	Edit	Download	Delete
Julian C. (11th) Resume	Created 1 year ago	Edit	Download	Delete

Download a Resume

1. From the **Career Central** drop-down menu, select **Resume / Cover Letter**.
2. Select the **Download** drop-down and choose **Word** or **PDF**. (*Word documents can be edited*).

A well-done resume will successfully communicate your education, experience, and skill-sets to potential employers. Use the Resume Builder to create your resume.

RESUME BUILDER

Click "New Resume" to begin. Click on the question marks for helpful tips. Once complete, save your resume and hit the download button to export to your computer. Then, customize the look and feel with your favorite word processing software.

NEW RESUME

Jordan A. (7th) Resume	Created 1 year ago	Edit	Download	Delete	
Ryley B. (9th) Resume	Created 1 year ago		Word	PDF	Delete
Julian C. (11th) Resume	Created 1 year ago	Edit	Download	Delete	

Useful Tips and Information

- Pathful Explore will automatically provide a document name; however, you can change this.
- You are not required to complete every field in the Resume Builder.
- The Resume Builder will autosave, so your work will not be lost if you accidentally click out of the window.

Examples

Examples are available at [Example Resumes and Cover Letters](#).

Example Resumes and Cover Letters

Last Modified on 06/30/2023 2:20 pm EDT

Student Examples

7th Grade

Resume

Cover Letter

Job Application

Thank You Letter

9th Grade

Resume

Cover Letter

Job Application

Thank You Letter

11th Grade

Resume

Cover Letter

Job Application

Thank You Letter

12th Grade- STEM- Scholarship

Resume

Cover Letter

Thank You Letter

12th Grade- CTE

Resume

Cover Letter

Job Application

Thank You Letter

Adult Examples

Vocational Rehabilitation

Resume

Cover Letter

Job Application

Thank You Letter

General Workforce with Military Experience

Resume

Cover Letter

Job Application

Thank You Letter

2-year Degree

Resume

Cover Letter

Job Application

Thank You Letter

College Student- Internship

Resume

Cover Letter

Job Application

Thank You Letter

College Graduate

Resume

Cover Letter

Job Application

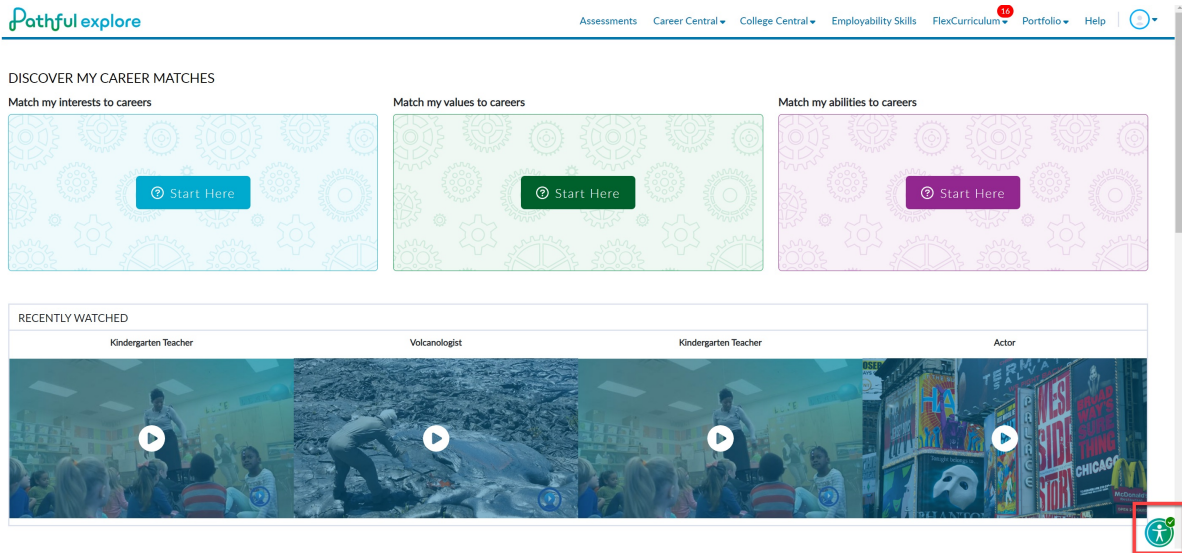
Thank You Letter

UserWay Accessibility Tools

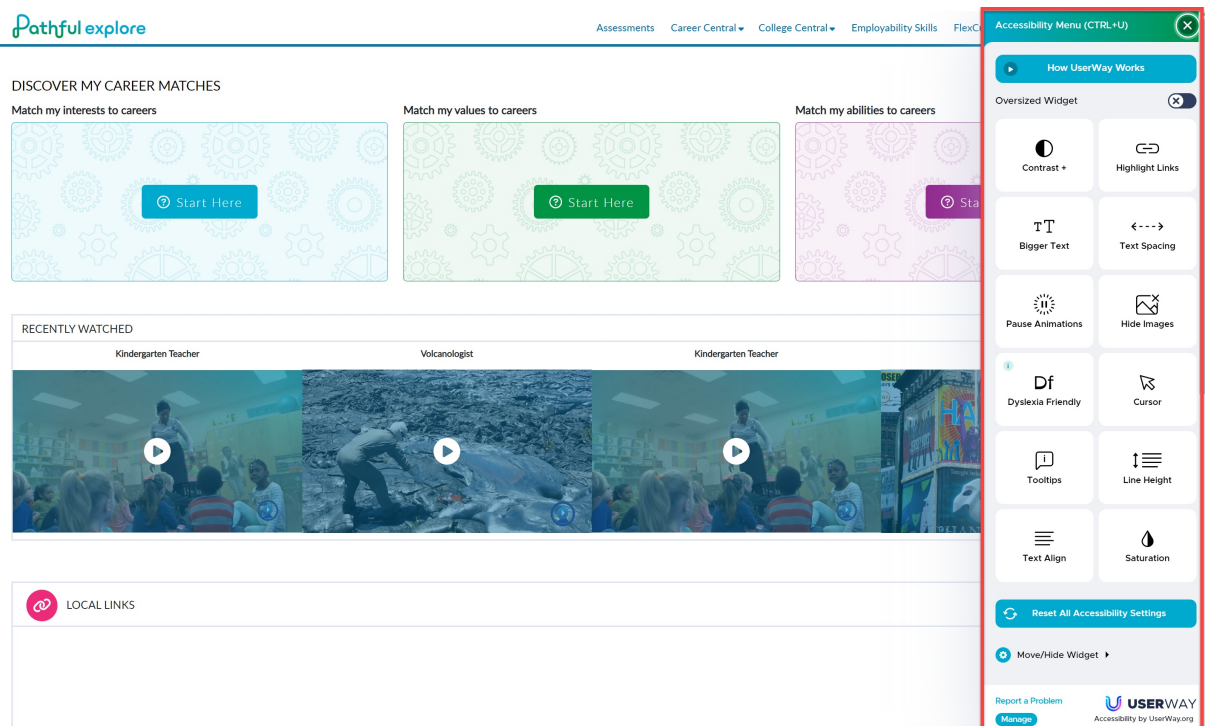
Last Modified on 11/17/2023 10:05 am EST

UserWay is an accessibility tool that is easy to use and available in Pathful Explore. All users can access UserWay.

1. Prior to logging in or after, select the **UserWay icon** at the bottom right of your screen.



2. The UserWay widget will open on the right side of your screen.



3. Select the **Oversized Widget** toggle to make it bigger.
4. Choose an **Accessibility Profile** or any of the individual options.
5. Accessibility Profiles include the following:
 - a. Motor Impaired
 - b. Blind
 - c. Color Blind

















- d. Dyslexia
 - e. Visually Impaired
 - f. Cognitive & Learning
 - g. Seizure & Epileptic
 - h. ADHD
6. Other options include the following:
- a. **Contrast**
 - i. Invert Colors
 - ii. Dark Contrast
 - iii. Light Contrast
 - b. **Highlight Links**
 - c. **Bigger Text**- 4 size options
 - d. **Text Spacing**- 3 spacing options
 - e. **Pause Animations**
 - f. **Hide Images**
 - g. **Dyslexia Friendly**- 2 font options
 - h. **Cursor**
 - i. Enlarge
 - ii. Add a Reading Mask
 - iii. Add a Reading Guide
 - i. **Tooltips**
 - j. **Line Height**- 3 options
 - k. **Text Align**- 4 align options
 - l. **Saturation**
 - i. Low
 - ii. High
 - iii. Desaturate
7. Select **Reset All Accessibility Settings** to remove any options and start over.

Accessibility Menu (CTRL+U) ✕

US English (USA) ▾

♿ Accessibility Profiles ▾ i

XL Oversized Widget ✕

i  Screen Reader	 Contrast +	 Smart Contrast
 Highlight Links	 Bigger Text	 Text Spacing
 Pause Animations	 Hide Images	i  Df Dyslexia Friendly
 Cursor	 Tooltips	 Page Structure
 Line Height	 Text Align	i  Dictionary
 Saturation		

↻ Reset All Accessibility Settings

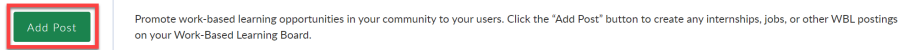
⚙️ Move/Hide Widget ▾

Add Posts to the Work-Based Learning Board

Last Modified on 10/25/2023 10:07 am EDT

The Work-Based Learning Board allows administrators and staff to add work-based learning opportunities for users.

1. From the **Career Central** drop-down menu, select **WBL Board**.
2. Select **Add Post**.



JOB NAME	COMPANY NAME	DESCRIPTION	AUTHOR	ACTIONS
Student Internship	Pathful	Please stop by the Counseling office to discuss this opportunity.	Test AdminA	Edit Delete

3. In the **Work-Based Learning Post** pop-out window, complete all of the required fields.
 - a. **Choose licenses** if you have access to more than one.
 - b. Enter the **WBL Name**.
 - c. Enter the **Company Name**.
 - d. Provide a **link** if applicable.
 - e. Write a **WBL Description** and provide **Contact Information**.
 - f. Enter the **Date Range**. This allows the post to expire at the correct time without you having to remove it manually.
4. Select **WBL Post** to save your post to the WBL page.

NOTE: You can only edit or delete posts you have personally created.

WORK-BASED LEARNING POST

Instructions

In order to choose multiple Licenses, hold **CTRL** + click (or **COMMAND** + click for Mac) on the desired selections. If you would like the WBL post to run indefinitely, simply leave the date range fields empty.

Choose Licenses *

Strivven Media Training Academy

WBL Name *

Company Name *

WBL Link

WBL Description / Contact Info *

Post Date Range *

Add WBL Post



Create and Manage Local Links

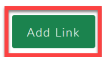
Last Modified on 10/25/2023 10:08 am EDT

Local Links on the Explore Dashboard are customizable and a good way to provide information to your users.

Any staff user can add a local link to the Explore Dashboard, but they can only manage links they create.

Admins can create, edit, or remove any link.

1. From the **Manage** drop-down menu, select **Local Links**.
2. Select **Add Link**.



Do you have an event, announcement, or useful website to share with your users? Click the "Add Link" button to post a Local Link on the users' dashboard. This is a great way to customize the site with a few clicks!

SITE NAME	SITE URL	DESCRIPTION	AUTHOR	ACTIONS
Local Career Fair	Website Link	This is a link to a local career fair that students may find helpful.	Robin	Edit Delete
College Night	Website Link	Local community college to host a college night.	Robin	Edit Delete

3. In the pop-out window, complete all of the fields:
 - a. Choose Schools
 - b. Link Name
 - c. Link URL
 - d. Link Description
 - e. Provide a Date Range if desired. You can choose to leave this blank, and the link will remain on the Dashboard until you remove it.
 - f. Select **Add Local Link**.

ADD/UPDATE LOCAL LINKS ×

Instruction
In order to choose multiple schools, hold **CTRL** + click on the desired schools.
If you would like the Local Link to run indefinitely, just leave the date range fields empty.

Choose Schools

Strivven Testing License 1

Strivven Testing License 2

Strivven Testing License 3

Link Name

Link URL

Link Description

Date Ranges

Add Local Link

4. On the Local Links management page, under the Actions column, you can **Edit** and **Delete** links as needed.

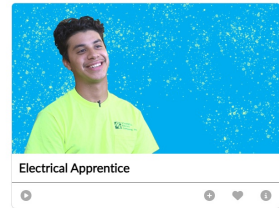
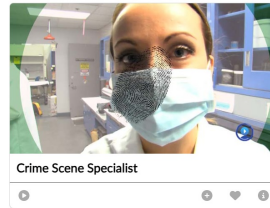
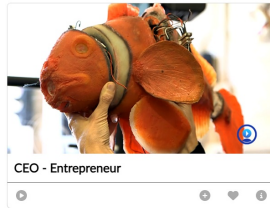
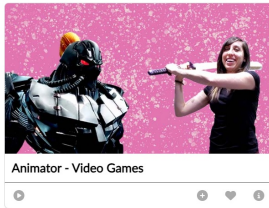
Add Link

Do you have an event, announcement, or useful website to share with your users? Click the "Add Link" button to post a Local Link on the users' dashboard. This is a great way to customize the site with a few clicks!

SITE NAME	SITE URL	DESCRIPTION	AUTHOR	ACTIONS
Local Career Fair	Website Link	This is a link to a local career fair that students may find helpful.	Robin	Edit Delete
College Night	Website Link	Local community college to host a college night.	Robin	Edit Delete

5. You can also add Local Links by selecting the New button in the Local Links section on the Dashboard.

MOST WATCHED CAREER PROFILES



LOCAL LINKS

[Local Career Fair](#)
This is a link to a local career fair that students may find helpful.

[College Night](#)
Local community college to host a college night.

Create a new Local Link for your school: [New](#)

Download My Work or Activity

Last Modified on 10/25/2023 10:11 am EDT

You can download any of your work or a list of your specific activities within Pathful Explore.

1. Go to the **Portfolio** drop-down menu at the top.
2. Select **Activity**.
3. Select the relevant tab for the work you want to view.
4. You may need to select the **More** tab to see all activities.
5. From the **Results** column, select **PDF**.

The screenshot shows the Pathful Explore user interface. At the top, there is a navigation bar with the Pathful Explore logo and several menu items: Careers, Life Skills, Colleges, Jobs, Tools, My Assignments (with a red notification dot), and Help. On the left, a 'PROFILE' sidebar has three options: Profile, Messages, and Activity (which is selected). The main content area shows a user profile icon and the text 'Your activity is below.' Below this, there are four tabs: Assessments, Assignments, Career Journals, and Goals. The 'Assessments' tab is active. A 'More' dropdown menu is open, showing a list of categories: My Careers, My Life Skills, My Colleges, Pop Quiz, Resumes, Cover Letters, Career Profiles, Life Skills, and Life Skills Journals. Below the tabs, there is a table with columns for 'ASSESSMENT NAME', 'DATE', 'COMPLETION %', and 'RESULTS'. Two rows are visible in the table. The first row is for 'O*NET Work Importance Locator™ (O*NET WIL)' with a date of 10/26/2022 and 100% completion. The second row is for 'Career Clusters Interest Survey EZ (CCIS-EZ)' with a date of 10/26/2022 and 100% completion. In the 'RESULTS' column for both rows, there is a 'PDF' button. Red boxes and blue circles with numbers 3, 4, and 5 highlight the 'Assessments' tab, the 'More' dropdown menu, and the 'PDF' buttons respectively.

ASSESSMENT NAME	DATE	COMPLETION %	RESULTS
O*NET Work Importance Locator™ (O*NET WIL)	10/26/2022	100	PDF
Career Clusters Interest Survey EZ (CCIS-EZ)	10/26/2022	100	PDF

6. Open the downloaded document and save the file to your computer.

Edit Dashboard Slides

Last Modified on 08/03/2023 11:35 am EDT

Carousel slides can be customized for your district.

Only district-level admins can change the Carousel slides. If you do not edit the Carousel slides, your users will see the default slides scheduled by Pathful.

You can have multiple Carousels at a time.

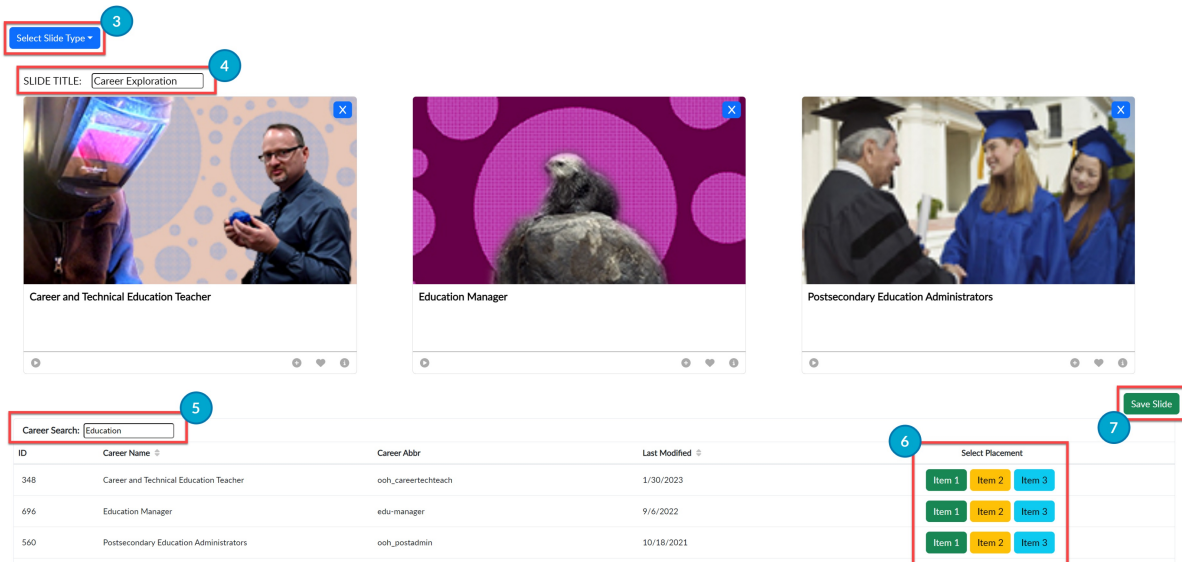
1. From the **Manage** drop-down menu, select **Edit Dashboard Slides**.



2. Select **New Slide**.



3. Select a **Slide Type**- Careers or Employability.
4. Provide a **Title** for the Carousel.
5. Type in the **Search** box or scroll to find the desired careers.
6. Select the **Placement** of the career slide within the Carousel.
7. Once you have made your choices, select **Save Slide**.



8. From the MyDistrict's Slides page, you can do the following:
 - a. **Delete**- remove the Carousel
 - b. **Edit**- change the slides or slide placement
 - c. **Schedule**- schedule when Carousels are displayed.
9. Select **Schedule**.

My District's Slides

Title	Show Videos	Scheduled	Created Date	Updated At	Actions
Career Exploration		No	8/3/2023	8/3/2023	Delete Edit Schedule

Your district does not have any scheduled slides.

10. In the Schedule Slide pop-up window, complete the following:
 - a. **Slide Purpose**- this is an internal note to remind you why you selected these slides.
 - b. **Start Date**
 - c. **End Date**
 - d. Select **Cancel** to exit and **Schedule Slide** to Save.

SCHEDULE SLIDE
✕

Slide Purpose

Start Date:

End Date:

Schedule Slide
Cancel

11. You will be notified that your slides have been scheduled, and the My District's Slides page will be updated.
12. To Delete schedule slides, select **Delete**.

My District's Slides

Title	Show Videos	Scheduled	Created Date	Updated At	Actions
Career Exploration		Yes	8/3/2023	8/3/2023	Delete Edit Schedule
Employability		Yes	8/3/2023	8/3/2023	Delete Edit Schedule

Scheduled Slides

Purpose	Slide Title	Type	Start Date	End Date	Actions
National Educator's Week	Career Exploration	Career	8/4/2023	8/11/2023	Delete
	Career Exploration	Career	8/17/2023	8/25/2023	Delete

View My Activity

Last Modified on 10/25/2023 10:26 am EDT

You can view all of your activity within Pathful Explore.

1. From the **Portfolio** drop-down menu, select **Activity**.
2. Choose the Activity tab for which you want to view your activity.



Your activity is below.

CAREER NAME	INTEREST	DATE LAST MODIFIED	RESULTS
CEO- Entrepreneur	5	04/15/2021	PDF
Kindergarten Teacher	6	05/12/2023	PDF

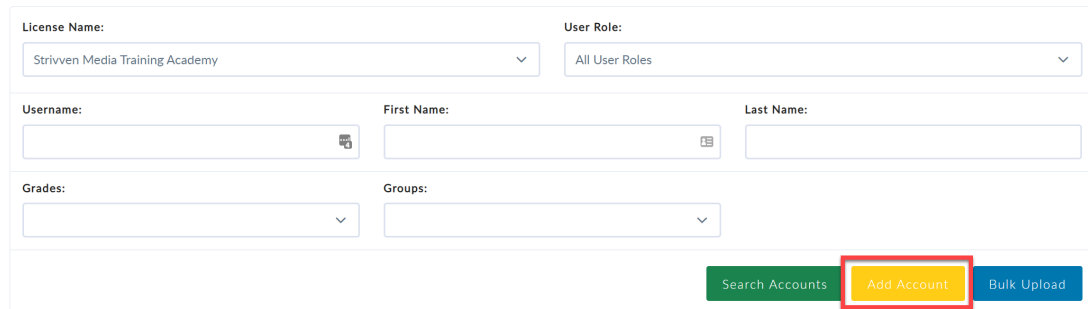
3. Refer to [Download My Work or Activity](#) for how to download a PDF of your activity.

Add a User

Last Modified on 10/25/2023 10:29 am EDT

1. From the **Manage** drop-down menu, select **Groups & Users**.
2. From the **Manage Users** tab, select **Add Account**.

Utilize the User Accounts search engine to locate and edit established accounts, add individual accounts, and delete accounts. Click the blue "Bulk Upload" button to access instructions for adding multiple users quickly.



The form contains the following fields and buttons:

- License Name:** Strivven Media Training Academy
- User Role:** All User Roles
- Username:** [Empty field]
- First Name:** [Empty field]
- Last Name:** [Empty field]
- Grades:** [Empty dropdown]
- Groups:** [Empty dropdown]
- Buttons:** Search Accounts, Add Account (highlighted), Bulk Upload

3. Complete all of the required fields.
4. Select **Create Account**.

Create individual user accounts. Enter the relevant information for each account, and click the green "Create Account" button to finish.



First Name *

Last Name *

Email

Send Login Information?
Verify the email before choosing this option

Username *

Password *   Show Password

Confirm Password *

Main License *

User Role *
[What are the different roles?](#)

All Licenses
Click to select the licenses.

LICENSE NAME ▲
 Striven Media Training Academy

Grade *

City

State

Create Account Cancel

5. If you have more than a few students to add, there is also an option to upload a larger group of users, **Bulk Upload**.

6. From the **Manage Users** screen, select **Bulk Upload**.

Utilize the User Accounts search engine to locate and edit established accounts, add individual accounts, and delete accounts. Click the blue "Bulk Upload" button to access instructions for adding multiple users quickly.

License Name: Striven Media Training Academy

User Role: All User Roles

Username: First Name: Last Name:

Grades: Groups:

Search Accounts Add Account Bulk Upload

7. A popup will appear with instructions to send a spreadsheet with the required information, including a link to download a Spreadsheet Template to the Pathful Explore

customer service team.

BULK UPLOAD INSTRUCTIONS

Step 1: Download Excel Spreadsheet Template

NOTE: This spreadsheet must be saved in Excel format.

[CLICK HERE](#) to download the spreadsheet template.

Step 2: Add Users to Spreadsheet

Important Note:

Excel File should contain the following column headers:

- License
- Last Name
- First Name
- Username
- Password
- Role
- Email - Staff & Administrator roles require email addresses
- Grade (optional)
- Unique ID (optional)
- Group (optional)

Step 3: Send Spreadsheet to Customer Service

Send completed spreadsheet to customerservice@virtualjobshadow.com, or contact us if you have any questions.

All bulk uploads will be added within one business day.

8. Excel Files being sent for bulk upload should contain the following column headers:

- Last Name
- First Name
- Username
- Password
- Grade (optional)
- Unique ID (optional)
- Role (optional)
 - Any 'Teacher,' 'Staff' or 'Administrator' role requires the 'Email' column to be populated.
- Email (optional)
- Group (optional)



Password Policy

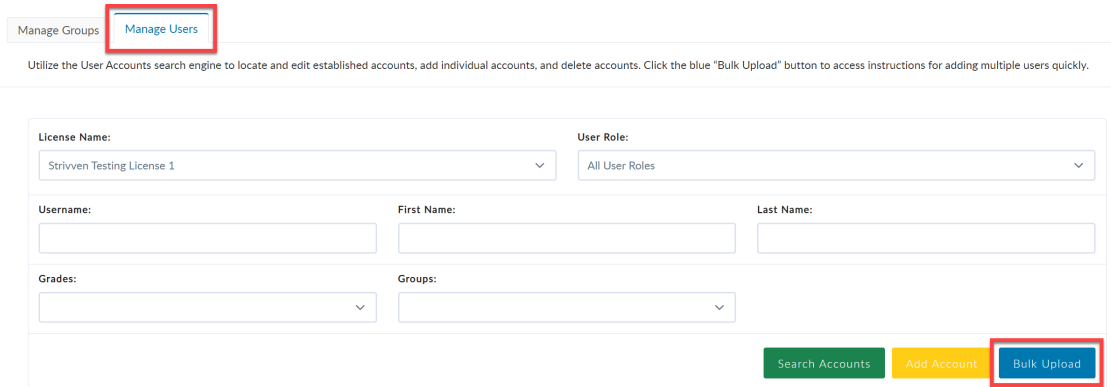
Passwords can be 4-12 characters in length and range in complexity from Numbers and Letters only to Numbers, Letters, and special characters. Your Customer Success Manager sets the complexity of your password requirements based on your request.

Add Users with Bulk Upload

Last Modified on 10/25/2023 10:32 am EDT

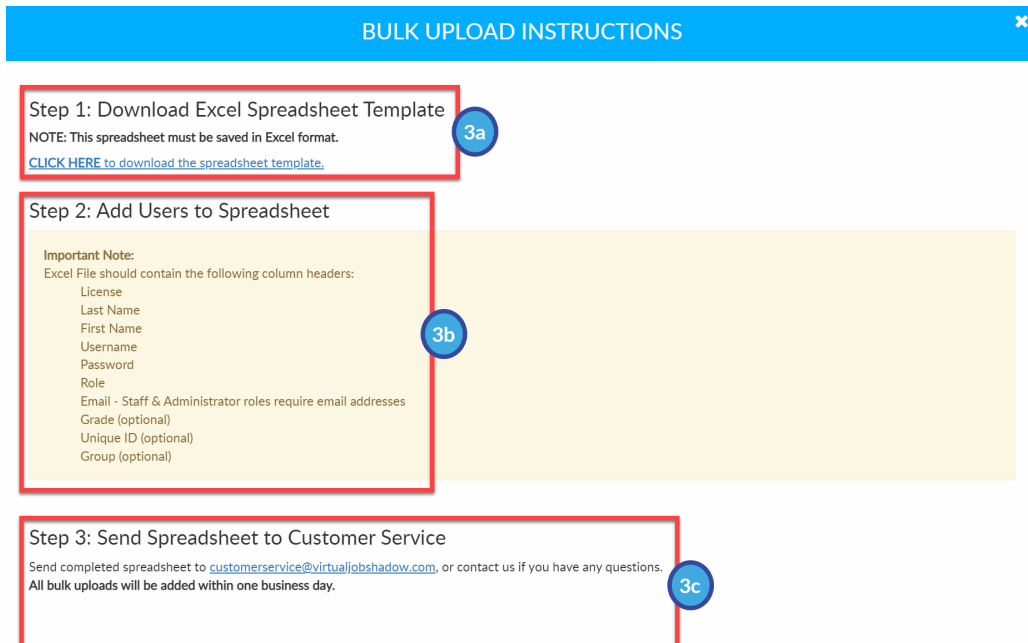
Bulk Upload allows you to send a list of users to Pathful Explore for a quick upload. Once you send the spreadsheet, your users should be uploaded within 24 hours.

1. From the **Manage** dropdown menu, select **Groups & Users**.
2. From the **Manage Users** tab, select **Bulk Upload**.



The screenshot shows the 'Manage Users' interface. At the top, there are two tabs: 'Manage Groups' and 'Manage Users', with 'Manage Users' selected. Below the tabs is a sub-header: 'Utilize the User Accounts search engine to locate and edit established accounts, add individual accounts, and delete accounts. Click the blue "Bulk Upload" button to access instructions for adding multiple users quickly.' The main form contains several fields: 'License Name' (dropdown menu with 'Strivven Testing License 1'), 'User Role' (dropdown menu with 'All User Roles'), 'Username', 'First Name', and 'Last Name' (text input fields), and 'Grades' and 'Groups' (dropdown menus). At the bottom right of the form, there are three buttons: 'Search Accounts' (green), 'Add Account' (yellow), and 'Bulk Upload' (blue), with the 'Bulk Upload' button highlighted by a red box.

3. Follow the instructions listed on the popout window.
 - a. Download the spreadsheet template.
 - b. Add users to the spreadsheet.
 - c. Send the spreadsheet to Customer Service.



The screenshot shows a blue popout window titled 'BULK UPLOAD INSTRUCTIONS'. It contains three steps, each with a red box and a blue circle containing a number:

- Step 1: Download Excel Spreadsheet Template** (3a)
NOTE: This spreadsheet must be saved in Excel format.
[CLICK HERE to download the spreadsheet template.](#)
- Step 2: Add Users to Spreadsheet** (3b)
Important Note:
Excel File should contain the following column headers:
 - License
 - Last Name
 - First Name
 - Username
 - Password
 - Role
 - Email - Staff & Administrator roles require email addresses
 - Grade (optional)
 - Unique ID (optional)
 - Group (optional)
- Step 3: Send Spreadsheet to Customer Service** (3c)
Send completed spreadsheet to customerservice@virtualjobshadow.com, or contact us if you have any questions.
All bulk uploads will be added within one business day.

Change a Username

Last Modified on 10/25/2023 10:40 am EDT

1. From the **Manage** drop-down menu, select **Groups & Users**.
2. Select the **Manage Users** tab.
3. Use the filters to narrow your search for a particular user.
4. Select **Search Accounts**.
5. Select **Edit** to the right of the desired user's name.

The screenshot shows the 'Manage Users' interface. At the top, there are tabs for 'Manage Groups' and 'Manage Users' (highlighted with a red box and a blue circle '2'). Below the tabs is a search engine instruction. A large red box highlights the search filters, including 'License Name' (set to 'Strivven Testing License 1'), 'User Role' (set to 'All User Roles'), 'Username' (set to 'Test'), 'First Name', 'Last Name', 'Grades', and 'Groups' (highlighted with a blue circle '3'). Below the filters are buttons for 'Search Accounts' (highlighted with a blue circle '4'), 'Add Account', and 'Bulk Upload'. At the bottom, there is an 'Export' button and 'Bulk Change Password' and 'Bulk Delete' buttons. A table lists users with columns: FIRST NAME, LAST NAME, MAIN LICENSE, USERNAME, USER ROLE, GRADE, HAS LOGGED IN?, LAST ACTIVITY DATE, EDIT, PASSWORD, and DATE CREATED. The user 'Tom' is highlighted, and the 'Edit' button next to it is highlighted with a blue circle '5'.

FIRST NAME	LAST NAME	MAIN LICENSE	USERNAME	USER ROLE	GRADE	HAS LOGGED IN?	LAST ACTIVITY DATE	EDIT	PASSWORD	DATE CREATED
Test	Admin	Strivven Testing License 1	testadmin	Super Administrator	Administrator/Teacher	✓	05/09/2023	🔒	🔒	03/09/2021
Test	AdminA	Strivven Testing License 1	TestAdminA	Administrator	Administrator/Teacher	✓	10/25/2023	Edit	Change	11/10/2020
Bobbie	Beige	Strivven Testing License 1	TestStudentB	User	Grade 11	✓	09/29/2023	🔒	🔒	11/10/2020
Tom	Bradly	Strivven Testing License 1	TestStudentE	User	Grade 9	✓	07/13/2023	Edit	Change	03/22/2021
Ms. B.	Carlisle	Strivven Testing License 1	TestStaffB	Staff	Administrator/Teacher	✓	10/06/2023	Edit	Change	11/10/2020
Athena	Kopek	Strivven Testing License 1	TestStudentA	User	Grade 12	✓	10/25/2023	Edit	Change	09/09/2020

6. Make the necessary changes.
7. Select **Update Account** to save the changes.
 - a. **Delete** will remove the user.
 - b. **Cancel** allows you to go back to your original search. No changes will be saved if you select **Cancel**.

The screenshot shows the 'Update Account' form for user 'Tom'. At the top, there are tabs for 'Manage Users' and 'Manage Groups'. Below the tabs is a note: 'To edit User Account information, utilize the text fields below. For privacy reason, while a password cannot be viewed, it can be changed.' At the top right, there are buttons for 'Update Account' (highlighted with a red box), 'Delete', and 'Cancel'. The form fields are: 'First Name' (Tom), 'Last Name' (Bradly), 'Email' (empty), 'Username' (TestStudentE), 'Password' (masked with dots), 'Main License' (Strivven Testing License 1), and 'User Role' (User). At the bottom, there is a section for 'All Licenses' with a list of licenses: 'Strivven Testing License 1' (checked), 'Strivven Testing License 2', and 'Strivven Testing License 3'.

Change a User's Grade Level

Last Modified on 10/25/2023 10:51 am EDT

1. From the **Manage** drop-down menu, select **Groups & Users**.
2. Select the **Manage Users** tab.
3. Use the filters to narrow your search for the desired user.
4. Select **Search Accounts**.
5. Select **Edit** to the right of the desired user's name.

The screenshot shows the 'Manage Users' interface. At the top, there are tabs for 'Manage Groups' and 'Manage Users' (highlighted with a red box and a blue circle '2'). Below the tabs is a search engine instruction. A large red box highlights the search filters, including 'License Name' (Striven Testing License 1), 'User Role' (All User Roles), 'Username' (Test), 'First Name', 'Last Name', 'Grades', and 'Groups' (highlighted with a blue circle '3'). Below the filters are buttons for 'Search Accounts' (highlighted with a blue circle '4'), 'Add Account', and 'Bulk Upload'. Below the buttons is an 'Export' button and 'Bulk Change Password' and 'Bulk Delete' buttons. A table lists users with columns: FIRST NAME, LAST NAME, MAIN LICENSE, USERNAME, USER ROLE, GRADE, HAS LOGGED IN?, LAST ACTIVITY DATE, EDIT, PASSWORD, and DATE CREATED. The 'Edit' button for the user 'Bobbie' is highlighted with a red box and a blue circle '5'.

FIRST NAME	LAST NAME	MAIN LICENSE	USERNAME	USER ROLE	GRADE	HAS LOGGED IN?	LAST ACTIVITY DATE	EDIT	PASSWORD	DATE CREATED
Test	Admin	Striven Testing License 1	testadmin	Super Administrator	Administrator/Teacher	✓	05/09/2023	🔒	🔒	03/09/2021
Test	AdminA	Striven Testing License 1	TestAdminA	Administrator	Administrator/Teacher	✓	10/25/2023	Edit	Change	11/10/2020
Bobbie	Beige	Striven Testing License 1	TestStudentB	User	Grade 11	✓	09/29/2023	🔒	🔒	11/10/2020
Tom	Bradly	Striven Testing License 1	TestStudentE	User	Grade 9	✓	07/13/2023	Edit	Change	03/22/2021
Ms. B.	Carlisle	Striven Testing License 1	TestStaffB	Staff	Administrator/Teacher	✓	10/06/2023	Edit	Change	11/10/2020
Athena	Kopek	Striven Testing License 1	TestStudentA	User	Grade 12	✓	10/25/2023	Edit	Change	09/09/2020

6. Scroll to the bottom of the page and use the drop-down window to the right of the **Grade** to change the user's grade level.

The screenshot shows a user profile form. The 'Grade' field is highlighted with a red box and contains a dropdown menu with 'Grade 11' selected. Below it are fields for 'City' (Asheville) and 'State' (North Carolina).

7. Make any other necessary changes if desired.
8. Select **Update Account** at the top of the page to save the changes.
 - a. **Delete** will remove the user.
 - b. **Cancel** allows you to go back to your original search. No changes will be saved if you select **Cancel**.

To edit User Account information, utilize the text fields below. For privacy reason, while a password cannot be viewed, it can be changed.

First Name *

Last Name *

Email

Username *

Password *

Main License *

User Role *
What are the different roles?

All Licenses
Click to select the licenses.

- LICENSE NAME ▲
- Striven Testing License 1
- Striven Testing License 2
- Striven Testing License 3

Change a User's Password

Last Modified on 10/25/2023 10:54 am EDT

1. From the **Manage** drop-down menu, select **Groups & Users**.
2. Select the **Manage Users** tab.
3. Use the filters to locate the correct user.
4. Select the **Search Accounts** button.
5. Under the Password column, select **Change**.

The screenshot shows the 'Manage Users' interface. At the top, there are tabs for 'Manage Groups' and 'Manage Users' (callout 2). Below the tabs is a search engine instruction. A large red box (callout 3) encloses the filter section, which includes 'License Name' (Strivven Testing License 1), 'User Role' (All User Roles), 'Username' (Test), 'First Name', 'Last Name', 'Grades', and 'Groups'. Below the filters are buttons for 'Search Accounts' (callout 4), 'Add Account', and 'Bulk Upload'. Below these buttons is an 'Export' button and 'Bulk Change Password' and 'Bulk Delete' buttons. A table lists users with columns: FIRST NAME, LAST NAME, MAIN LICENSE, USERNAME, USER ROLE, GRADE, HAS LOGGED IN?, LAST ACTIVITY DATE, EDIT, PASSWORD, and DATE CREATED. The 'Test' user row has a 'Change' link in the 'PASSWORD' column (callout 5).

FIRST NAME	LAST NAME	MAIN LICENSE	USERNAME	USER ROLE	GRADE	HAS LOGGED IN?	LAST ACTIVITY DATE	EDIT	PASSWORD	DATE CREATED
Test	Admin	Strivven Testing License 1	testadmin	Super Administrator	Administrator/Teacher	✓	05/09/2023	🔒	🔒	03/09/2021
Test	AdminA	Strivven Testing License 1	TestAdminA	Administrator	Administrator/Teacher	✓	10/25/2023	Edit	Change	11/10/2020
Bobbie	Beige	Strivven Testing License 1	TestStudentB	User	Grade 11	✓	09/29/2023	🔒	🔒	11/10/2020
Tom	Bradly	Strivven Testing License 1	TestStudentE	User	Grade 9	✓	07/13/2023	Edit	Change	03/22/2021
Ms. B.	Carlisle	Strivven Testing License 1	TestStaffB	Staff	Administrator/Teacher	✓	10/06/2023	Edit	Change	11/10/2020
Athena	Kopek	Strivven Testing License 1	TestStudentA	User	Grade 12	✓	10/25/2023	Edit	Change	09/09/2020

6. Enter the new password information and select **Change Password**.

CHANGE PASSWORD

Enter New Password:

Minimum Length: X
Letters: X
Numbers: X
Special Characters: X

Confirm Password:

Match: X

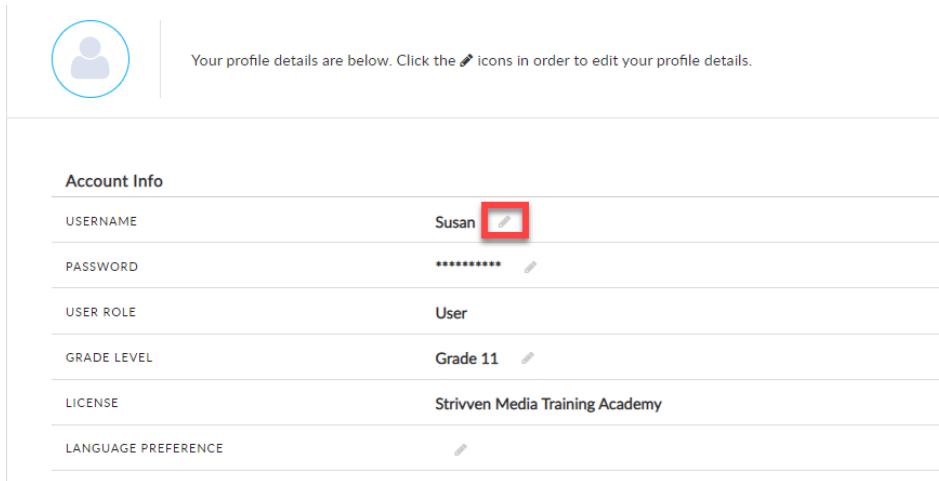
Change Password


Change My Username or Password





Last Modified on 10/25/2023 10:57 am EDT

Change Username:

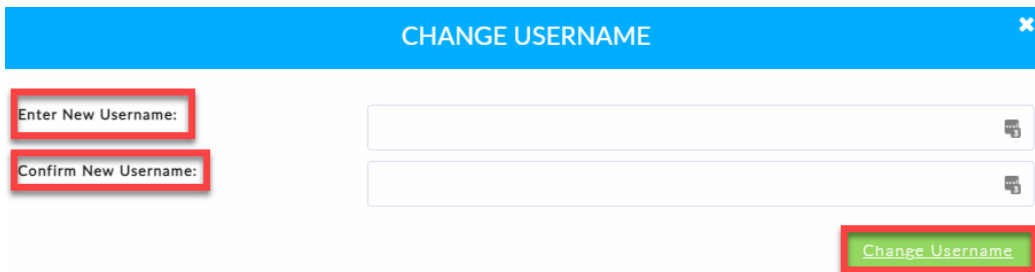
1. From the user icon drop-down menu in the top navigation, select **Profile**.
2. Select the pencil icon next to your username.




Your profile details are below. Click the  icons in order to edit your profile details.

Account Info	
USERNAME	Susan 
PASSWORD	***** 
USER ROLE	User
GRADE LEVEL	Grade 11 
LICENSE	Striven Media Training Academy
LANGUAGE PREFERENCE	

3. In the Change Username pop-out window, complete the **Enter New Username** box and **Confirm New Username** box.
4. Select **Change Username**.



CHANGE USERNAME 

Enter New Username:

Confirm New Username:

Change Username





Change Password:

1. Follow steps 1-2 above.
2. Select the pencil icon next to Password.



Your profile details are below. Click the  icons in order to edit your profile details.

Account Info

USERNAME	Susan 
PASSWORD 
USER ROLE	User
GRADE LEVEL	Grade 11 
LICENSE	Strivven Media Training Academy
LANGUAGE PREFERENCE	

3. Complete the **Enter New Password** box and **Confirm New Password** Box.
4. Select **Change Password**.

CHANGE PASSWORD

Enter New Password:

Confirm New Password:

[Change Password](#)

Delete an Account/User

Last Modified on 10/25/2023 11:03 am EDT

1. From the **Manage** drop-down menu, select **Groups & Users**.
2. Select the **Manage Users** tab.
3. Use the search filters to locate the correct user(s).
4. **Select** the **Search Accounts** button.
5. Select **Bulk Delete**.

The screenshot shows the 'Manage Users' interface. At the top, there are tabs for 'Manage Groups' and 'Manage Users' (highlighted with a red box and a blue circle '2'). Below the tabs is a search engine instruction. A large red box highlights the search filters (highlighted with a blue circle '3'), which include 'License Name' (set to 'Strivven Testing License 1'), 'User Role' (set to 'All User Roles'), 'Username' (set to 'Test'), 'First Name', 'Last Name', 'Grades', and 'Groups'. Below the filters are buttons for 'Search Accounts' (highlighted with a red box and a blue circle '4'), 'Add Account', and 'Bulk Upload'. At the bottom right, there are buttons for 'Bulk Change Password' and 'Bulk Delete' (highlighted with a red box and a blue circle '5'). Below these buttons is a table of users with columns: FIRST NAME, LAST NAME, MAIN LICENSE, USERNAME, USER ROLE, GRADE, HAS LOGGED IN?, LAST ACTIVITY DATE, EDIT, PASSWORD, and DATE CREATED.

FIRST NAME	LAST NAME	MAIN LICENSE	USERNAME	USER ROLE	GRADE	HAS LOGGED IN?	LAST ACTIVITY DATE	EDIT	PASSWORD	DATE CREATED
Test	Admin	Strivven Testing License 1	testadmin	Super Administrator	Administrator/Teacher	✓	05/09/2023	🔒	🔒	03/09/2021
Test	AdminA	Strivven Testing License 1	TestAdminA	Administrator	Administrator/Teacher	✓	10/25/2023	Edit	Change	11/10/2020
Bobbie	Beige	Strivven Testing License 1	TestStudentB	User	Grade 11	✓	09/29/2023	🔒	🔒	11/10/2020
Tom	Bradly	Strivven Testing License 1	TestStudentE	User	Grade 9	✓	07/13/2023	Edit	Change	03/22/2021
Ms. B.	Carlisle	Strivven Testing License 1	TestStaffB	Staff	Administrator/Teacher	✓	10/06/2023	Edit	Change	11/10/2020
Athena	Kopek	Strivven Testing License 1	TestStudentA	User	Grade 12	✓	10/25/2023	Edit	Change	09/09/2020

6. Select the account/users to be deleted.
7. Select **Delete**.

The screenshot shows the user table from the previous screenshot. A red box highlights the checkboxes in the first column (highlighted with a blue circle '6'). At the top right, there is a 'Delete' button (highlighted with a red box and a blue circle '7') and a 'Cancel' button.

<input type="checkbox"/>	FIRST NAME	LAST NAME	MAIN LICENSE	USERNAME	USER ROLE	GRADE	HAS LOGGED IN?	LAST ACTIVITY DATE	DATE CREATED
<input type="checkbox"/>	Test	Admin	Strivven Testing License 1	testadmin	Super Administrator	Administrator/Teacher	✓	05/09/2023	03/09/2021
<input type="checkbox"/>	Test	AdminA	Strivven Testing License 1	TestAdminA	Administrator	Administrator/Teacher	✓	10/25/2023	11/10/2020
<input type="checkbox"/>	testy	mcignore	Strivven Testing License 1	testyMcignore	User	Grade 10	✓	08/09/2023	05/25/2023
<input type="checkbox"/>	Test	Staff	Strivven Testing License 1	teststaff	Staff	Administrator/Teacher	✓	11/14/2022	03/09/2021
<input type="checkbox"/>	Test	User	Strivven Testing License 1	testuser	User	Grade 9	✗	-	03/09/2021

Edit an Existing Account

Last Modified on 10/25/2023 11:08 am EDT

1. From the **Manage** drop-down menu, select **Groups & Users**.
2. Select the **Manage Users** tab.
3. Use the search filters to locate the correct user(s).
4. Select the **Search Accounts** button.
5. Under the **Edit** column, select **Edit** to the right of the desired account.

The screenshot shows the 'Manage Users' interface. At the top, there are tabs for 'Manage Groups' and 'Manage Users' (highlighted with a red box and a blue circle '2'). Below the tabs is a search engine instruction. A large red box highlights the search filters (highlighted with a blue circle '3'), which include 'License Name' (set to 'Strivven Testing License 1'), 'User Role' (set to 'All User Roles'), 'Username' (set to 'Test'), 'First Name', 'Last Name', 'Grades', and 'Groups'. Below the filters are buttons for 'Search Accounts' (highlighted with a red box and a blue circle '4'), 'Add Account', and 'Bulk Upload'. Below the buttons are 'Export', 'Bulk Change Password', and 'Bulk Delete' buttons. A table lists users with columns: FIRST NAME, LAST NAME, MAIN LICENSE, USERNAME, USER ROLE, GRADE, HAS LOGGED IN?, LAST ACTIVITY DATE, EDIT, PASSWORD, and DATE CREATED. The 'EDIT' column for the user 'Tom' is highlighted with a red box and a blue circle '5'.

FIRST NAME	LAST NAME	MAIN LICENSE	USERNAME	USER ROLE	GRADE	HAS LOGGED IN?	LAST ACTIVITY DATE	EDIT	PASSWORD	DATE CREATED
Test	Admin	Strivven Testing License 1	testadmin	Super Administrator	Administrator/Teacher	✓	05/09/2023	🔒	🔒	03/09/2021
Test	AdminA	Strivven Testing License 1	TestAdminA	Administrator	Administrator/Teacher	✓	10/25/2023	Edit	Change	11/10/2020
Bobbie	Beige	Strivven Testing License 1	TestStudentB	User	Grade 11	✓	09/29/2023	🔒	🔒	11/10/2020
Tom	Bradly	Strivven Testing License 1	TestStudentE	User	Grade 9	✓	07/13/2023	Edit	Change	03/22/2021
Ms. B.	Carlisle	Strivven Testing License 1	TestStaffB	Staff	Administrator/Teacher	✓	10/06/2023	Edit	Change	11/10/2020
Athena	Kopek	Strivven Testing License 1	TestStudentA	User	Grade 12	✓	10/25/2023	Edit	Change	09/09/2020

6. Make the necessary changes.
 - a. Select **Update Account** to save the changes.
 - b. **Delete** will remove the user.
 - c. **Cancel** allows you to go back to your original search. No changes will be saved if you select **Cancel**.

To edit User Account information, utilize the text fields below. For privacy reason, while a password cannot be viewed, it can be changed.

First Name *

Last Name *

Email

Username *

Password *

Main License *

User Role *
What are the different roles?

All Licenses
Click to select the licenses.


- LICENSE NAME
- Striven Testing License 1
- Striven Testing License 2
- Striven Testing License 3

Log In with a Google Account




Last Modified on 10/25/2023 11:11 am EDT


In order to link a Google account to Pathful Explore, you must first confirm you are not already integrated with a separate SSO (Single-Sign-On) system, such as Clever. Once that's confirmed, log in normally with your username and password and follow the steps below:

1. Select the user icon in the upper right corner and select **Profile**.
2. Scroll down to **Other Details** and select **Connect with Google**.

Your profile details are below. Click the  icons in order to edit your profile details.

Account Info

USERNAME	TestStaffB 
PASSWORD	***** 
USER ROLE	Staff
LICENSE	Strivven Testing License 1
LANGUAGE PREFERENCE	


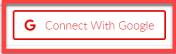
Personal Info 

FIRST NAME	Ms. B.
LAST NAME	Carlisle
CITY	Whitakers
STATE	NC
ZIP	

Contact Info

EMAIL	+ Add Email
-------	-----------------------------

Other Details

CONNECT ACCOUNT WITH GOOGLE 	
---	---

3. Your Gmail and Pathful Explore accounts are now linked. You must be logged into your Gmail account on the same browser as Pathful Explore.
4. The next time you log in to Pathful Explore, select the **Sign in with Google** option on the right side of the page.


Pathful explore


Products Customers Career Exploration Resources Contact Schedule Demo Login

VirtualJobShadow.com

Strivven Media Training Academy
Not your school or organization?

Administrator Login

Username 

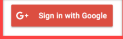
Password 

Submit

Forgot Username / Password?

GOOGLE ACCOUNT?

In order to log in to Pathful Explore with your Google account, you must first link your Google account on your profile page.



Student/User Login

5. To disconnect, repeat steps 1- 2 and select **Disconnect with Google**.

Rostering

Last Modified on 06/27/2023 10:58 pm EDT

Rostering is sharing user data between two systems, ensuring that the data from the school's internal roster is automatically kept in sync with the user list in Pathful Explore.

With Rostering, user accounts will be added to the system immediately, without students having to click to log in first, as opposed to Single Sign-On.

Benefits of Rostering:

- No need for bulk uploads
 - Data is synced daily
 - Group and License associations are shared
 - OneRoster offers the ability to sync passwords
 - User accounts for outgoing students are automatically deleted.
-

Single Sign-On

Last Modified on 06/27/2023 10:58 pm EDT

Customers have multiple ways of managing user accounts, and sometimes it is easier to "self-manage" accounts by using the user-management tools provided within Pathful Explore.

Single Sign-On is the ability to log into multiple websites or systems without having to remember passwords for each website or system.

Schools with many platforms find Single Sign-On especially helpful as it is easier to have one unified portal for login versus logging into each separate platform every time. Once logged in, users can choose from a variety of apps within that portal.

To facilitate the process, our IT team works with school IT teams to add Pathful Explore as one of the clickable apps from within their portal.



Note: With SSO "as is" (without Rostering), user accounts will officially be created by Pathful Explore only after the initial user login.

The portal to SSO will look different in every system. Look for the Pathful Explore icon (shown above).

Validate My Email Address

Last Modified on 10/25/2023 11:14 am EDT


To validate your email address, please use the steps below:

1. From the user icon drop-down, select **Profile**.
2. Under **Contact Info**, find your email address. If the field is empty, provide your email address.
3. Next to your email address are three icons. Select the first icon to send a validation link to your email.
4. Click the link in the email (you may need to check your spam folder) to successfully validate your email address.

NOTE: the validation email expires after 24 hours.

Your profile details are below. Click the  icons in order to edit your profile details.





Account Info

USERNAME	TestStudentB
PASSWORD	*****
USER ROLE	User
GRADE LEVEL	Grade 11
LICENSE	Strivven Testing License 1
LANGUAGE PREFERENCE	English 

Personal Info

FIRST NAME	Bobby
MIDDLE INITIAL	
LAST NAME	Beige
PHONE	
CITY	Whitakers
STATE	NC
ZIP	

Contact Info

EMAIL	bobbyb@pathful.com   
Your validation link has been sent to bobbyb@pathful.com  expires within 24hrs.	

Colleges Applied to Report

Last Modified on 10/26/2023 9:07 am EDT

There are two Common App reports in Pathful Explore:

- Colleges Applied To
- Common App Form Statuses

Colleges Applied To Report

This report provides a list of colleges a student has applied to. It shows the date their application was submitted (if the student has submitted the application) and the date of the next deadline.

1. From the **Manage** drop-down menu, select **Reports**.



2. Select the **Reports** tab.

3. From the **Choose Report** drop-down, select **Colleges Applied To**.

A screenshot of the Reports page in Pathful Explore. The Reports tab is selected and highlighted with a red box. Below the navigation tabs, there is a 'Choose Report:' dropdown menu with 'Colleges Applied To' selected and highlighted with a red box. To the right of the dropdown is a 'Select Dates:' dropdown menu set to 'Last 30 days'. Below these are two dropdown menus for 'Grade:' (set to 'All Grades') and 'Groups:' (set to 'All Groups'). At the bottom, there are input fields for 'Last Name:' and 'Username:', and a green 'Run Report' button.

4. Apply the desired filters.
5. Select **Run Report**.

Choose Report:

Colleges Applied To

Select Dates:

Last 30 days

User Role:

Users Only

Grade:

All Grades

Groups:

All Groups

First Name:

Charlie

Last Name:

Username:

Run Report

Export

USER	DATE SUBMITTED	COLLEGE NAME	NEXT DEADLINE
Charlie Tores	-	Barry University	1/8/2024
Charlie Tores	-	Florida Gulf Coast University	11/1/2023
Charlie Tores	-	Florida Atlantic University	4/15/2024
Charlie Tores	-	University of Florida	11/1/2023
Charlie Connor	-	University of Alabama at Birmingham (UAB)	5/15/2024
Charlie Connor	-	Florida Atlantic University	4/15/2024
Charlie Connor	-	The University of Alabama	1/17/2024

Common App Form Statuses Report

Last Modified on 10/26/2023 9:07 am EDT

There are two Common App reports in Pathful Explore:

- Colleges Applied To
- Common App Form Statuses

Common App Form Statuses Report

This report provides an overview of the Form Statuses for each student in your Common App caseload.

1. From the **Manage** drop-down menu, select **Reports**.



2. Select the **Reports** tab.
3. From the **Choose Report** drop-down, select **Common App Form Statuses**.

A screenshot of the Reports tab interface. The 'Reports' tab is selected and highlighted with a red box. Below the tabs, there is a 'Choose Report:' dropdown menu with a red box around it. The dropdown menu is open, showing a list of reports, with 'Common App Form Statuses' highlighted in blue. To the right of the dropdown is a 'Select Dates:' dropdown menu set to 'Last 30 days'. Below these are filters for 'Grade:' (set to 'All Grades') and 'Groups:' (set to 'All Groups'). There are also input fields for 'Last Name:' and 'Username:'. A green 'Run Report' button is located at the bottom right of the form.

4. Apply the desired filters. You can filter by form title if desired.
5. Select **Run Report**.
6. The report shows each of the forms.
 - a. A green checkmark indicates the form has been submitted.
 - b. A red "x" indicates the form has not been submitted.
 - c. If a form is not required, the table indicates "Not Required."

Choose Report:
 Common App Form Statuses

Select Dates:
 Last 30 days

User Role: Users Only **Grade:** All Grades **Groups:** All Groups

First Name: Sallie **Last Name:** **Username:**

Common App Form:
 All Form Statuses

Select a report from the dropdown to see more detailed information.

Run Report

Search

Export

FIRST NAME	LAST NAME	COUNSELOR	COLLEGE NAME	SCHOOL REPORT	MIDYEAR REPORT	FINAL REPORT	TEACHER EVALUATION	COUNSELOR RECOMMENDATION
Sallie	Sensor	Rene Alva	University of Virginia	✓	✗	✓	0/1	Not Required
Sallie	Sensor	Rene Alva	Virginia Commonwealth University	✓	Not Required	-	Not Required	Not Required
Sallie	Sensor	Rene Alva	The University of Virginia's College at Wise	✓	✗	-	Not Required	Not Required
Sallie	Sensor	Rene Alva	Virginia Tech	✓	Not Required	-	Not Required	Not Required

Counselor or Teacher Recommendation Form

Last Modified on 10/26/2023 9:09 am EDT

Teachers and Counselors are often required to complete Recommendation forms for students. You only need to complete the Recommendation form once, and Common App will route it to the correct schools.

1. From the **College Central** drop-down menu, select **Common App**.
2. From your dashboard, select **Form Statuses** to the right of the desired student's name.

[My Profile](#) [School Profile](#)

Upcoming Deadlines

There are no upcoming deadlines for your applicants.

My Assigned Applicants

Name	Email	Actions
Kerry Kris	kerry@pathful.com	Form Statuses

3. Select the pencil icon under the Actions column.

Form statuses

Form Name	Submitted Date	Actions
School Report	7/19/2023	PDF Unsubmit
Optional Report	Not Submitted	✎
Mid Year Report	Not Submitted	✎
Final Report	Not Submitted	✎
Counselor Recommendation	Not Submitted	✎

Your account is ready for invites. Powered by common app

4. Complete the form. The form does not save progress. If you navigate away or time out, you must start over.
 - a. This form has several open-ended questions.
 - b. You must either upload a recommendation letter or type it directly into the text box.
 - c. You can also choose not to send an evaluation for this student by checking the appropriate box on the form.
5. Select **Submit** when you are done.
6. You can generate a **PDF** for yourself or the student if desired.
7. You can **Unsubmit** the form up until the school has downloaded it from Common App. After that, you must complete an Optional Report to make changes or submit new data.

Edit your Profile

Last Modified on 10/26/2023 9:10 am EDT

Teachers and Counselors must update their Profile at the start of each school year. Your Profile can be updated as needed anytime during the school year.

It is a 2-step process to Edit your Profile:

- **Step 1:** This is done at the beginning of the school year, typically in August. This step allows students to invite you to their Common App. This must be completed *before* a student can invite a counselor or teacher to Common App.
- **Step 2:** Once a student has invited you to their Common App, you must complete the second part of the Profile and submit it to Common App. You are now ready to assist students with Forms and Recommendations.

1. From the **College Central** drop-down, select **Common App**.
2. The first time in the new school year you choose to use Common App in Pathful Explore, select Complete Profile on your dashboard. You will do this twice, as noted above- once at the start of the school year and once after a student has invited you to their Common App.

Common App Profile	
You are ready to receive invites from students. Once you have been invited, return here to complete your profile and submit it to Common App. After submission, you will be able to fill out reports for students that have invited you.	
Complete Profile	
My Assigned Applicants	
Name	Email
Kerry Kis	kerry@pathful.com

Your account is ready for invites.

Powered by: common app

3. Complete all of the required fields or make any necessary changes.
4. Select **Submit** at the bottom of the form.
5. If you are doing this as part of Step 1, you will see a message indicating your account is ready for invites. If you are in Step 2, you will see a confirmation message that your Profile has been submitted to Common App.
6. If you need to make any changes to your Profile after it has been submitted to Common App, select My Profile on your dashboard.

[My Profile](#)[School Profile](#)

Upcoming Deadlines

Name	College	Deadline Date	Decision Type	Term	Actions
Kerry Kris	University of North Carolina at Chapel Hill	October 15, 2023	Early Action	Fall 2024	Form Statuses
Kerry Kris	North Carolina State University	November 1, 2023	Early Action	Fall 2024	Form Statuses
Kerry Kris	University of North Carolina at Charlotte	November 1, 2023	Early Action	Fall 2024	Form Statuses
Kerry Kris	University of Michigan	February 1, 2024	Regular Decision	Fall 2024	Form Statuses

My Assigned Applicants

Name	Email	Actions
Kerry Kris	kerry@pathful.com	Form Statuses
Sallie Sensor	sallies@pathful.com	Form Statuses

Edit your School Profile

Last Modified on 10/26/2023 9:14 am EDT

1. From the **College Central** drop-down, select **Common App**.
2. From your Common App Dashboard, select **School Profile**.

My Profile **School Profile**

Name	College	Deadline Date	Decision Type	Term	Actions
Kerry Kris	University of North Carolina at Chapel Hill	October 15, 2023	Early Action	Fall 2024	Form Statuses
Kerry Kris	North Carolina State University	November 1, 2023	Early Action	Fall 2024	Form Statuses
Kerry Kris	University of North Carolina at Charlotte	November 1, 2023	Early Action	Fall 2024	Form Statuses
Kerry Kris	University of Michigan	February 1, 2024	Regular Decision	Fall 2024	Form Statuses

Name	Email	Actions
Kerry Kris	kerry@pathful.com	Form Statuses
Sallie Sensor	sallies@pathful.com	Form Statuses

3. Select **Update School Profile**.

[Back](#) Please provide comprehensive and accurate details about your school. Below are the crucial elements needed, according to college representatives and high school counselors. Be sure to update your profile annually.

Update School Profile

Details

Website	Counselor Community Disruption				
N/A	N/A				

School Setting	Class Size	Block Schedule	Counselor Academic Ratings	International School	Use AP Curriculum
Rural	150	No	Yes	No	N/A

Demographics

US Citizen %	Non US Citizen %	Free Lunch %	Financial Aid %
0	0	0	0

4. Make any necessary changes.
5. Select Update School Profile at the top or bottom of the form once you have made your changes.

NOTES ABOUT THE SCHOOL PROFILE:

- The School Profile must be completed and re-submitted to Common App at the start of each school year, typically in August. You can make changes as needed anytime during the school year.
- The School Profile only has to be completed by one person for the entire school. Each individual users does NOT need to complete a School Profile. Pathful suggests you designate one person in your organization be responsible for completing and maintaining the School Profile.

Final Report

Last Modified on 10/26/2023 9:15 am EDT

1. From the **College Central** drop-down, select **Common App**.
2. On your dashboard, select **Form Statuses** to the right of the desired student's name.

[My Profile](#) [School Profile](#)

Upcoming Deadlines		
There are no upcoming deadlines for your applicants.		

My Assigned Applicants		
Name	Email	Actions
Kerry Kris	kerry@pathful.com	Form Statuses

3. Select the pencil icon under the Actions column.

Form statuses		
Form Name	Submitted Date	Actions
School Report	7/19/2023	PDF Unsubmit
Optional Report	Not Submitted	
Mid Year Report	Not Submitted	
Final Report	Not Submitted	
Counselor Recommendation	Not Submitted	

Your account is ready for invites. Powered by:

4. Complete the form. The form does not save progress. If you navigate away or time out, you must start over.
 - a. This form covers the same information as the School Report with additional end-of-year questions.
 - b. You can submit this form to more than one school if needed.
5. Select **Submit** when you are done.
6. You can generate a **PDF** for yourself or the student if desired.
7. You can **Unsubmit** the form up until the school has downloaded it from Common App. After that, you must complete an Optional Report to make changes or submit new data.

Form statuses		
Form Name	Submitted Date	Actions
School Report	7/19/2023	PDF Unsubmit
Final Report	7/19/2023	PDF Unsubmit
Counselor Recommendation	Not Submitted	

Your account is ready for invites. Powered by:

Overview of Common App Forms

Last Modified on 07/20/2023 2:20 pm EDT

There are numerous forms a counselor must complete for each student and submit to Common App.

These forms are found on your Explore dashboard to the right of each student's name.

[My Profile](#) [School Profile](#)

Upcoming Deadlines

There are no upcoming deadlines for your applicants.

My Assigned Applicants

Name	Email	Actions
Kerry Kris	kerry@pathful.com	Form Statuses

Below is a list of forms. Every student may not have each of the forms listed below, and not all forms are required.

- **School Report:** This form is completed for each student individually.
- **Optional Report:** Use this form if you need to change anything on other reports or submit additional information. You may submit up to two Optional Reports.
- **Mid-Year Report:** Required by some schools. You can submit this for a student, and Common App will route it to the schools that require it.
- **Final Report:** Required by most schools. This form can be submitted to one or more schools.
- **Fee Waiver:** This is completed if a student is eligible for a college application fee waiver.
- **Early Decision:** This is required if a student is applying Early Decision to a school.
- **Counselor Recommendation:** Required by some schools. Once submitted, Common App will route it to the appropriate schools.
- **Teacher Recommendation:** Required by some schools. Once submitted, Common App will route it to the appropriate schools.

All Forms can be Unsubmitted up until the point a school has downloaded the report. After that, you must submit an Optional Report.

You can create a PDF for all forms you submit.

You can view your Report activity within Explore for all students by going to the Common App Form Statuses Report.

[Back](#)

Sallie Sensor Details

User Name: CAStudent15
Email: sallies@pathful.com
Phone:
FERPA Waiver Status: Waived

Applicant Interested Colleges

College Name	Phone	Contact Email
University of Virginia	(434) 982-3200	undergradadmission@virginia.edu
Virginia Commonwealth University	(800) 841-3638	ugrad@vcu.edu
The University of Virginia's College at Wise	(888) 282-9324	admissions@cwvise.edu
Virginia Tech	(540) 231-6267	admissions@vt.edu

Form statuses

Form Name	Submitted Date	Actions
School Report	7/7/2023	PDF Unsubmit
Optional Report	Not Submitted	📄
Mid Year Report	Not Submitted	📄
Final Report	Not Submitted	📄
Counselor Recommendation	Not Submitted	📄

Your account is ready for invites.

Powered by  common app

School Report

Last Modified on 10/26/2023 9:17 am EDT

1. From the **College Central** drop-down, select **Common App**.
2. On your dashboard, select **Form Statuses** to the right of the desired student's name.

[My Profile](#) [School Profile](#)

Upcoming Deadlines

There are no upcoming deadlines for your applicants.

My Assigned Applicants

Name	Email	Actions
Kerry Kris	kerry@pathful.com	Form Statuses

3. Select the pencil icon under the Actions column.

[Back](#)

Sallie Sensor Details


User Name: CASTudent15
Email: sallies@pathful.com
Phone:
FERPA Waiver Status: Waived

Applicant Interested Colleges

College Name	Phone	Contact Email
University of Virginia	(434) 982-3200	undergradadmission@virginia.edu
Virginia Commonwealth University	(800) 841-3638	ugrad@vcu.edu
The University of Virginia's College at Wise	(888) 282-9324	admissions@uvawise.edu
Virginia Tech	(540) 231-6267	admissions@vt.edu

Form statuses


Form Name	Submitted Date	Actions
School Report	Not Submitted	✎
Counselor Recommendation	Not Submitted	✎

Your account is ready for invites. Powered by: 

4. Complete the form. The form does not save progress. If you navigate away or time out, you must start over.
 - a. This form covers the following:
 - i. Class Rank
 - ii. GPA
 - iii. Curriculum
 - iv. Ratings for the student
 - v. Transcript submission
 - vi. Recommendation statement
5. Select **Submit** when you are done.
6. You can generate a **PDF** for yourself or the student if desired.
7. You can **Unsubmit** the form up until the school has downloaded it from Common App. After that, you must complete an **Optional Report** to make changes or submit new data.

Form statuses		
Form Name	Submitted Date	Actions
School Report	7/19/2023	PDF Unsubmit
Optional Report	Not Submitted	✎
Mid Year Report	Not Submitted	✎
Final Report	Not Submitted	✎
Counselor Recommendation	Not Submitted	✎

Your account is ready for invites.

Powered by 

Cancel a Transcript Request- Counselor

Last Modified on 10/26/2023 8:45 am EDT

1. From the **College Central** drop-down menu, select **E-Transcript Exchange**.
2. On the ETX page, select the **Upload Requests** tab.
3. Scroll or filter to find the appropriate student.
4. Select **Cancel**.

Send Transcripts View Confirmations **Upload Requests**

Uploaded Transcripts

First Name Last Name Username Status

First Name Last Name Username All

Refresh Export

FIRST NAME	LAST NAME	USERNAME	SCHOOL	SCHOOL STATE	REQUEST DATE	SENT DATE	RECEIVED DATE	STATUS	SENT BY	ACTIONS
Etz	User	etx_user	Alabama Agricultural and Mechanical University	Alabama	7/14/2022	7/21/2022	N/A	Received	etx admin	
Etz	User	etx_user	Coastal Alabama Community College	Alabama	7/25/2022	7/25/2022	N/A	Received	etx admin	
Rene	Gomez	ReneG	University of North Carolina at Chapel Hill	North Carolina	7/26/2022	7/26/2022	N/A	Received	Hollis Holland	
Etz	User	etx_user	University of Alabama	Alabama	7/25/2022	7/25/2022	N/A	Received	etx admin	
Alex	Amsel	AlexAmsel	Alabama Agricultural and Mechanical University	Alabama	7/26/2022	7/26/2022	N/A	Received	Frank Sappa	
Etz	User	etx_user	North Carolina Agricultural and Technical State University	North Carolina	7/26/2022	7/26/2022	N/A	Received	etx admin	
Alex	Amsel	AlexAmsel	Concordia University Texas	Texas	7/26/2022	N/A	N/A	Requested		Upload Cancel
Rene	Gomez	ReneG	University of North Carolina at Charlotte	North Carolina	7/27/2022	N/A	N/A	Requested		Upload Cancel
Etz	User	etx_user	Appalachian State University	North Carolina	7/28/2022	N/A	N/A	Requested		Upload Cancel
Rene	Gomez	ReneG	North Carolina State University	North Carolina	7/26/2022	N/A	N/A	Requested		Upload Cancel

+First 1 2 +Last Show 10

5. In the **Cancel Transcript Request** window, select **Yes**.

CANCEL TRANSCRIPT REQUEST X

Are you sure you want to cancel this request?

Yes No

See all Transcript Requests

Last Modified on 10/26/2023 8:49 am EDT

1. From the **College Central** drop-down menu, select **E-Transcript Exchange**.
2. On the ETX page, select the **Upload Requests** tab. You can see the number of active requests on the tab.
3. Sort the table by using the arrows in the desired column. The screenshot below is sorted by **Status** to see all of the "requested" grouped together.
4. Locate the desired student. Select **Upload** to start the upload process or **Cancel** to cancel the request.
5. Select **Refresh** to update the Requests table.
6. Select **Export** to send the information on the Upload Request table to a spreadsheet.

FIRST NAME	LAST NAME	USERNAME	SCHOOL	SCHOOL STATE	REQUEST DATE	SENT DATE	RECEIVED DATE	STATUS	SENT BY	ACTIONS
Etx	User	etx_user	Alabama Agricultural and Mechanical University	Alabama	7/14/2022	7/21/2022	N/A	Received	etx admin	
Etx	User	etx_user	Coastal Alabama Community College	Alabama	7/25/2022	7/25/2022	N/A	Received	etx admin	
Alex	Amsel	AlexAmsel	Central Texas College	Texas	7/26/2022	7/26/2022	N/A	Canceled	Hollis Holland	
Alex	Amsel	AlexAmsel	College of the Mainland	Texas	7/26/2022	7/26/2022	N/A	Canceled	Frank Sappa	
Alex	Amsel	AlexAmsel	Concordia University Texas	Texas	7/26/2022	7/28/2022	N/A	Sent	Hollis Holland	
Rene	Gomez	ReneG	Davidson College	North Carolina	7/26/2022	7/26/2022	N/A	Canceled	Rene Gomez	
Rene	Gomez	ReneG	University of North Carolina at Chapel Hill	North Carolina	7/26/2022	7/26/2022	N/A	Received	Hollis Holland	
Rene	Gomez	ReneG	University of North Carolina at Charlotte	North Carolina	7/27/2022	N/A	N/A	Requested		Upload Cancel
Etx	User	etx_user	Appalachian State University	North Carolina	7/28/2022	N/A	N/A	Requested		Upload Cancel
Etx	User	etx_user	University of Alabama	Alabama	7/25/2022	7/25/2022	N/A	Received	etx admin	

Send a Transcript

Last Modified on 10/26/2023 8:58 am EDT

There are two ways to send a transcript based on how the student submits their request.

Digital Requests

Use this method when a student makes a digital request via Pathful Explore.

1. From the **College Central** drop-down menu, select **E-Transcript Exchange**.
2. From the ETX page, select the **Upload Requests** tab.
3. Find the specific student's request by sorting the table or using the search filters.
4. Select the **Upload** button to the right of the student's name.

FIRST NAME	LAST NAME	USERNAME	SCHOOL	SCHOOL STATE	REQUEST DATE	SENT DATE	RECEIVED DATE	STATUS	SENT BY	ACTIONS
EtX	User	etx_user	Alabama Agricultural and Mechanical University	Alabama	7/14/2022	7/21/2022	N/A	Received	etx admin	
EtX	User	etx_user	Coastal Alabama Community College	Alabama	7/25/2022	7/25/2022	N/A	Received	etx admin	
Rene	Gomez	ReneG	University of North Carolina at Chapel Hill	North Carolina	7/26/2022	7/26/2022	N/A	Received	Hollis Holland	
EtX	User	etx_user	University of Alabama	Alabama	7/25/2022	7/25/2022	N/A	Received	etx admin	
Alex	Amsel	AlexAmsel	Alabama Agricultural and Mechanical University	Alabama	7/26/2022	7/26/2022	N/A	Received	Frank Sappa	
EtX	User	etx_user	North Carolina Agricultural and Technical State University	North Carolina	7/26/2022	7/26/2022	N/A	Received	etx admin	
Alex	Amsel	AlexAmsel	Concordia University Texas	Texas	7/26/2022	N/A	N/A	Requested		<button>Upload</button> <button>Cancel</button>
Rene	Gomez	ReneG	University of North Carolina at Charlotte	North Carolina	7/27/2022	N/A	N/A	Requested		<button>Upload</button> <button>Cancel</button>
EtX	User	etx_user	Appalachian State University	North Carolina	7/28/2022	N/A	N/A	Requested		<button>Upload</button> <button>Cancel</button>
Rene	Gomez	ReneG	North Carolina State University	North Carolina	7/26/2022	N/A	N/A	Requested		<button>Upload</button> <button>Cancel</button>

5. Complete the **Upload Student Transcript** window by selecting **Choose File**.
6. Once the file is visible in the Upload file box, select **Submit Document**.

UPLOAD STUDENT TRANSCRIPT X

Search For a School

School Name
Concordia University Texas

Search For a Student

Search for a Student or Enter a Name
Alex Amsel

Attach a transcript

Upload File
Choose File Test Transcript- ETX.docx

Submit Document

- The ETX table is immediately updated with the **Sent status, Sent Date, and Sent By**. Submissions can take up to 15 minutes before they are received by E-Transcript Exchange.

Send Transcripts View Confirmations Upload Requests 3

Uploaded Transcripts

First Name Last Name Username Status

First Name Last Name Username All

Refresh Export

FIRST NAME	LAST NAME	USERNAME	SCHOOL	SCHOOL STATE	REQUEST DATE	SENT DATE	RECEIVED DATE	STATUS	SENT BY	ACTIONS
Etx	User	etx_user	Alabama Agricultural and Mechanical University	Alabama	7/14/2022	7/21/2022	N/A	Received	etx admin	
Etx	User	etx_user	Coastal Alabama Community College	Alabama	7/25/2022	7/25/2022	N/A	Received	etx admin	
Alex	Amsel	AlexAmsel	Central Texas College	Texas	7/26/2022	7/26/2022	N/A	Canceled	Hollis Holland	
Alex	Amsel	AlexAmsel	College of the Mainland	Texas	7/26/2022	7/26/2022	N/A	Canceled	Frank Sappa	
Alex	Amsel	AlexAmsel	Concordia University Texas	Texas	7/26/2022	7/28/2022	N/A	Sent	Hollis Holland	
Rene	Gomez	ReneG	Davidson College	North Carolina	7/26/2022	7/26/2022	N/A	Canceled	Rene Gomez	
Rene	Gomez	ReneG	University of North Carolina at Chapel Hill	North Carolina	7/26/2022	7/26/2022	N/A	Received	Hollis Holland	
Rene	Gomez	ReneG	University of North Carolina at Charlotte	North Carolina	7/27/2022	N/A	N/A	Requested		Upload Cancel
Etx	User	etx_user	Appalachian State University	North Carolina	7/28/2022	N/A	N/A	Requested		Upload Cancel
Etx	User	etx_user	University of Alabama	Alabama	7/25/2022	7/25/2022	N/A	Received	etx admin	

+First 1 2 +Last Show 10

Verbal or Written Requests

Use this method when a student makes a verbal transcript request or uses a request process specific to your school setting.

- From the **College Central** drop-down menu, select **E-Transcript Exchange**.
- This window defaults to the **Send Transcripts** tab.
- Enter a **School Name**.
- Enter the **Student Name**.
- Attach the Transcript by selecting **Choose File**.
- Once you have the appropriate transcript attached, select **Submit Document**.
- You will receive a Confirmation popup.

2 Send Transcripts View Confirmations Upload Requests 3

3 Search For a School

School Name

University of Tennessee

4 Search For a Student

Search for a Student or Enter a Name

Alex Amsel (No Email)

5 Attach a transcript

Upload File

Choose File Test Transcript- ETX.docx


6 Submit Document




Verify a Transcript Submission

Last Modified on 10/26/2023 9:00 am EDT

1. From the **College Central** drop-down menu, select **E-Transcript Exchange**.
2. On the ETX page, select the **View Confirmations** tab.
3. The table shows a list of all transcripts that have been sent and includes the following information:
 - a. **First & Last Name** of the Student
 - b. Student's **Username**
 - c. **File**: name of the file that was uploaded
 - d. **Date Uploaded**
 - e. **Date Received**
4. Select the **Refresh** button above the table to refresh and see any recent transmissions.

Send Transcripts | **View Confirmations** | Upload Requests 

Uploaded Transcripts

First Name: | Last Name: | Username: 

FIRST NAME	LAST NAME	USERNAME	FILE	DATE UPLOADED	DATE RECEIVED
Etx	User	etx_user	TRANSCRIPT_TO-undefined_20220721_11.pdf	7/21/2022	7/31/2022
Etx	User	etx_user	TRANSCRIPT_TO-ETXTESTING_20220721_12.pdf	7/21/2022	7/28/2022
Etx	User	etx_user	TRANSCRIPT_TO-00106000_20220725_13.pdf	7/25/2022	7/28/2022
Etx	User	etx_user	TRANSCRIPT_TO-ETXTESTING_20220725_14.pdf	7/25/2022	7/28/2022
Etx	User	etx_user	TRANSCRIPT_TO-ETXTESTING_20220726_15.pdf	7/26/2022	7/28/2022
Alex	Amsel	AlexAmsel	TRANSCRIPT_TO-ETXTESTING_20220726_16.pdf	7/26/2022	7/26/2022
Bobby	Beige	BobbyBeige	TRANSCRIPT_TO-ETXTESTING_20220726_17.pdf	7/26/2022	N/A
Rene	Gomez	ReneG	TRANSCRIPT_TO-ETXTESTING_20220726_18.docx	7/26/2022	7/26/2022
Rene	Gomez	ReneG	TRANSCRIPT_TO-ETXTESTING_20220726_19.docx	7/26/2022	N/A
Rene	Gomez	ReneG	TRANSCRIPT_TO-ETXTESTING_20220726_20.docx	7/26/2022	N/A

Add a Shared Group to a Report

Last Modified on 10/25/2023 11:18 am EDT

It is possible to include Shared Groups in your reports.

1. From the **Manage** drop-down, select **Groups & Users**.
2. On the Manage Groups page, select the **Shared Groups** tab.
3. From the **Choose License** drop-down, select the appropriate license(s).
4. Under the **Add to Reports / Lessons** column, click the checkbox to the right of the desired group.

The screenshot shows the 'Manage Groups' interface. At the top, there are two tabs: 'Manage Groups' (selected) and 'Manage Users'. Below the tabs is a descriptive text: 'Organizing user accounts into groups provides a way to run reports, view charts, or send messages to specific classes or smaller collections of users. Create a new group from the established user accounts by clicking the green "Create Group" button or edit an existing group below.' Below this text are two tabs: 'My Groups' and 'Shared Groups' (selected). Below the tabs is a 'Choose License' dropdown menu with 'All Licenses' selected. Below the dropdown is a search bar. Below the search bar is a table with the following columns: 'GROUP NAME', 'OWNER', 'USERS', 'EASY CODE', 'ADD TO REPORTS / LESSONS', and 'ACTIONS'. The table contains four rows of data. The 'ADD TO REPORTS / LESSONS' column has checkboxes for each row. A red box highlights the checkbox for the 'Brannon/Whaley Co-op Group' row, with a red arrow pointing to it from a blue circle with the number '4'. The 'ACTIONS' column has 'View/Export' links for each row.

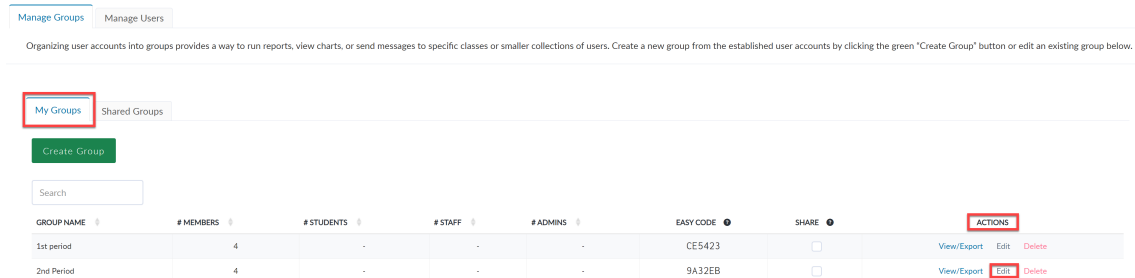
GROUP NAME	OWNER	USERS	EASY CODE	ADD TO REPORTS / LESSONS	ACTIONS
2nd Big group	Alex	2	51DB89	<input type="checkbox"/>	View/Export
Barrett/Brannon Co-op	Elizabeth Barrett	5	10ADD8	<input type="checkbox"/>	View/Export
Brannon/Whaley Co-op Group	Dorothy Brannon	5	F74E79	<input type="checkbox"/>	View/Export
BTS 23 Group	Ms. B. Carlisle	6	E8D4BA	<input type="checkbox"/>	View/Export
Cox - First Period Creative Writing	Janice Cox	6	53897E	<input type="checkbox"/>	View/Export

5. You will get a confirmation pop-up.
6. Navigate to **Reports**.
7. This newly added group will now appear in the **Groups** drop-down menu on the Reports page.

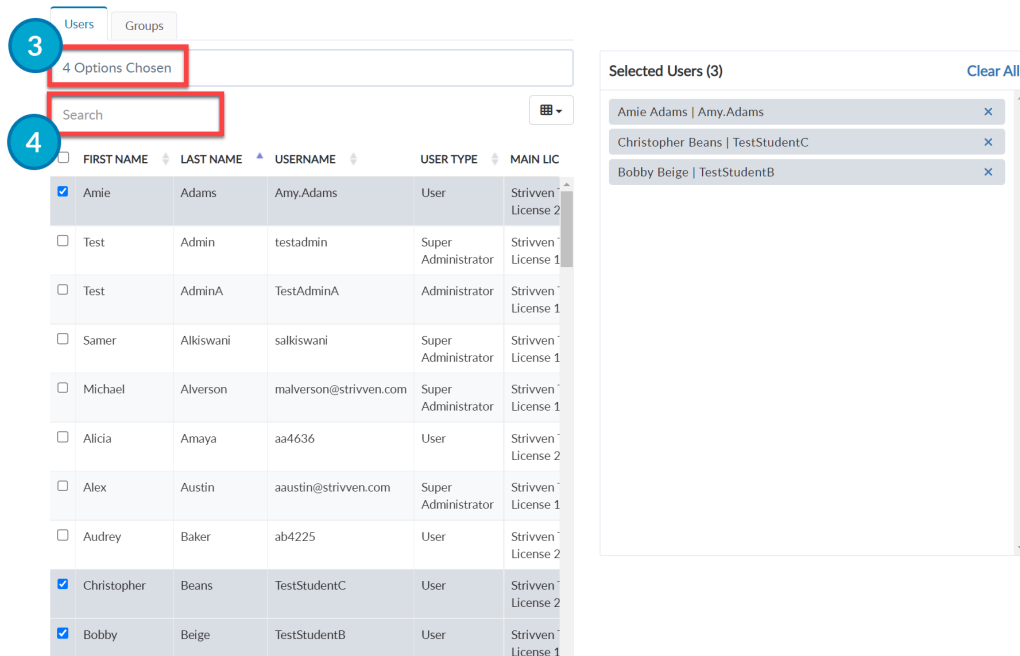
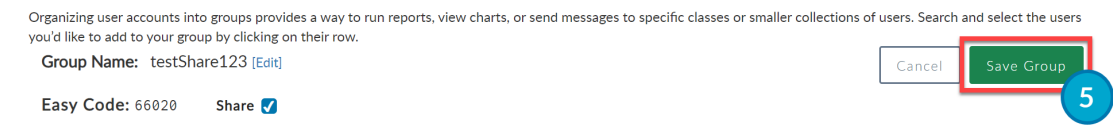
Add a User to a Group

Last Modified on 10/25/2023 11:18 am EDT

1. From the **Manage** drop-down menu, select **Groups & Users**.
2. Within the **My Groups** tab, locate the **ACTIONS** column and select **Edit** beside the **Group** to which you wish to add a User.



3. Choose a **License** from the drop-down menu.
4. Use the **Search** box to locate and then select the Users you wish to add.
 - a. You may also browse the table to select your Users.
 - b. Select users by clicking the checkbox to the left of the user's name.
 - c. You can only add users with whom you share a license.
 - d. Staff and Admin level users can be part of a group, but they cannot be given an assignment.
5. Select the **Save Group** button at the upper right when you are ready to save.



6. When you have saved the Group, you will see a table with the current group members. You can make any further edits to the group from this screen (i.e., **Edit**, **Remove**, or **Export Users**).

Edit Export Users Delete

Group Name: testShare123 Easy Code: 66020

Group Owner: Ms. B. Carlisle (TestStaffB)

Search Select License

FIRST NAME	LAST NAME	USERNAME	MAIN LICENSE	USER TYPE	EMAIL	ACTIONS
Amie	Adams	Amy.Adams	Strivven Testing License 2	User	-	Remove
Christopher	Beans	TestStudentC	Strivven Testing License 2	User	-	Remove
Bobby	Beige	TestStudentB	Strivven Testing License 1	User	-	Remove

Change Group Ownership

Last Modified on 10/25/2023 11:19 am EDT

Group Ownership can only be changed by an Admin-level user.

1. From the **Manage** drop-down menu, choose **Groups & Users**.
2. Find the desired Group from either the **My Groups** tab or the **Shared Groups** tab. You can also type the name of the group into the **Search** box.
3. Under the **Actions** column, select **Change Owner**.

The screenshot shows the 'My Groups' tab selected. There is a 'Create Group' button and a search box. Below is a table with columns: GROUP NAME, USERS, EASY CODE, SHARE, and ACTIONS. The 'ACTIONS' column contains 'View/Export', 'Edit', 'Delete', and 'Change Owner'. The 'Change Owner' button for the 'TestGroup- AdminA (#2)' row is highlighted with a red box and a blue circle with the number 3.

GROUP NAME	USERS	EASY CODE	SHARE	ACTIONS
MDA Test	0	026FF4	<input type="checkbox"/>	View/Export Edit Delete Change Owner
TestGroup- AdminA (#2)	4	A86FA9	<input checked="" type="checkbox"/>	View/Export Edit Delete Change Owner

4. From the **Change Group Owner** pop-up, choose the new owner by clicking to the left of the person's name or using the **Search** box.
5. Click **Change Owner**.

The screenshot shows the 'CHANGE GROUP OWNER' pop-up dialog. It has a search box and a table with columns: FIRST NAME, LAST NAME, USERNAME, ROLE, and EMAIL. The table lists several users. The user 'Ms. B.' with the role 'Staff' is selected, indicated by a radio button and a red box with a blue circle containing the number 4. At the bottom of the dialog, there are 'Cancel' and 'Change Owner' buttons. The 'Change Owner' button is highlighted with a red box and a blue circle containing the number 5.

	FIRST NAME	LAST NAME	USERNAME	ROLE	EMAIL
<input type="radio"/>	Test	Admin	testadmin	Super Administrator	
<input type="radio"/>	Test	AdminA	TestAdminA	Administrator	-
<input type="radio"/>	Michael	Alverson		Super Administrator	
<input type="radio"/>	Alex	Austin		Super Administrator	-
<input type="radio"/>	Bart	Bartholomu	BartBartholomu	Staff	-
<input checked="" type="radio"/>	Ms. B.	Carlisle	TestStaffB	Staff	-
<input type="radio"/>	Captain	Curious	CaptainCurious	Administrator	-
<input type="radio"/>	Dr.	Daniel	TestStaffD	Staff	
<input type="radio"/>	Dr.	Francis	TestAdminD	Administrator	
<input type="radio"/>	Fred	Freewill	FredFreewill	Staff	-

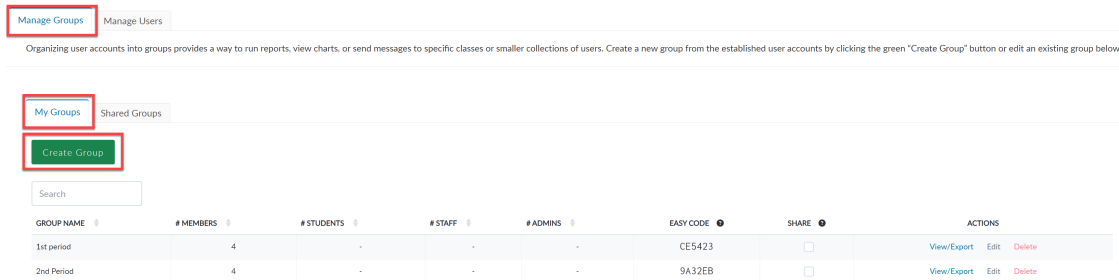
Showing 1 to 23 of 23 rows

Cancel Change Owner

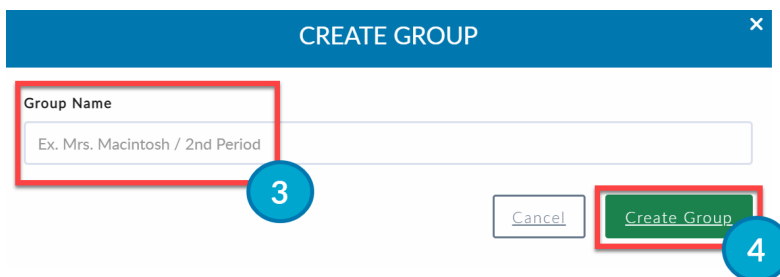
Create a Group

Last Modified on 10/25/2023 11:19 am EDT

1. From the **Manage** drop-down menu, select **Groups & Users**.
2. From the **Manage Groups** -> **My Groups** tabbed screen, select the **Create Group** button.



3. Within the **CREATE GROUP** pop-up, enter the **Group Name**.
4. Select **Create Group**.



5. Choose your License(s).
6. Add Users
 - a. **Users Tab:** add individual users
 - b. **Groups Tab:** add users from previously created Groups or shared Groups. *This table can be sorted by Owned or Shared Groups.*
7. Select **Save Group**.

Organizing user accounts into groups provides a way to run reports, view charts, or send messages to specific classes or smaller collections of users. Search and select the users you'd like to add to your group by clicking on their row.

Group Name: New Test Group [\[Edit\]](#)

Cancel **Save Group**

Easy Code: 9EC290 Share

7

Users Groups

Striven Media Training Academy **5**

All licenses selected
 Striven Media Training Academy

<input type="checkbox"/>	FIRST NAME	LAST NAME	USERNAME	USER TYPE
<input checked="" type="checkbox"/>	CW	24832	24832	User
<input checked="" type="checkbox"/>	Alex	Adams	alexadams	User
<input type="checkbox"/>	Alex	Adams	aadams@striven.com	User
<input type="checkbox"/>	Alex	Adams	alexadmin	Administrator
<input type="checkbox"/>	Alex	Adams	adamsstaff	Staff
<input checked="" type="checkbox"/>	Justin	Admin	JustinP	Super Administrator

6

Selected Users (4) [Clear All](#)

- CW 24832 | 24832 ×
- Alex Adams | alexadams ×
- Justin Admin | JustinP ×
- Alex Alex | test11 ×

Create Group Specific Reports

Last Modified on 10/25/2023 11:20 am EDT

Creating Reports Specific to Groups

1. From the **Manage** drop-down menu, select **Reports**.
2. From the Reports page, choose the desired tab: **Reports, Overview, or Licenses**. (*Most reports will be run from the Reports tab*).
3. From the **Choose License** drop-down, select the desired license(s).
4. From the **Choose Report** drop-down, select the desired report. (Report options range from overview to very specific tasks).
5. From the **Select Dates** drop-down, select the desired date range.
6. Add any additional filters as needed:
 - a. **User Role**
 - i. All Accounts
 - ii. Users Only
 - iii. Staff / Administrators Only
 - b. **Grade**
 - c. **Groups**
 - i. All Groups
 - ii. Any number of specific groups that you own or shared groups you have added for reporting purposes.
 - iii. You can Add a Shared Group to a Report.
 - d. **First Name**
 - e. **Last Name**
 - f. **User Name**
7. Once you have set your desired filters, click **Run Report**.

The screenshot shows the 'Reports' page interface. At the top, there are three tabs: 'Reports' (selected), 'Overview', and 'Licenses'. Below the tabs, there are several dropdown menus and a 'Run Report' button. The interface is annotated with numbered callouts (2-7) and a red box highlighting the filter section. A blue arrow labeled 'Filters' points to the filter section.

2. Reports | Overview | Licenses

3. Choose License: All Licenses

4. Choose Report: *This report does not include activity from today.* User Overview

5. Select Dates: Last 12 Months

6. Filters (highlighted in red box):

- User Role: Users Only
- Grade: All Grades
- Groups: All Groups
- First Name: [Text Input]
- Last Name: [Text Input]
- Username: [Text Input]

7. Run Report

8. Your report will display at the bottom of the page.
9. Click the dotted cube drop-down to select the filters visible on the report chart.
10. Click **Export** to export the report data to an Excel file.

☰ Export

FIRST NAME	LAST NAME	LICENSE NAME	TIME SPENT (HRS:MIN)	CAREER PROFILES	VIDEOS WATCHED	EXPORT
Bobbie	Beige	Strivven Testing License 1	2:43	2	7	My Plan
Tom	Bradly	Strivven Testing License 1	0:00	0	0	My Plan
Athena	Kopek	Strivven Testing License 1	0:19	0	0	My Plan
Jamie	Posie	Strivven Testing License 3	0:00	0	0	My Plan

Delete a User from a Group

Last Modified on 10/25/2023 11:20 am EDT

1. From the **Manage** drop-down menu, select **Groups & Users**.
2. Within the **My Groups** screen, under the **ACTIONS** column, click **Edit** next to the group from which you wish to delete a user.
 - a. *You can only edit groups that you own, not Shared Groups.*
3. Under **Selected Users**, click the **X** beside the user's name you wish to delete.
 - a. *You can only delete users with whom you share a license and who are part of a group that you own.*
4. Select **Save Group**.

The screenshot displays the 'My Groups' interface. At the top, there are tabs for 'My Groups' and 'Shared Groups', and a 'Create Group' button. Below is a search bar and a table of groups. The table has columns for 'GROUP NAME', 'LICENSE NAME', 'USERS', 'EASY CODE', 'SHARE', and 'ACTIONS'. The 'Mrs. Hoot 2nd Period Class' group is selected, and the 'Edit' action is highlighted with a red box and a blue circle labeled '2'. A modal window is open, showing the 'Group Name: Mrs. Hoot 2nd Period Class [Edit]' and 'License: Striven Media' information. Below this is a search bar and a table of users. The 'Selected Users (9)' list is visible, and the 'X' icon next to a user name is highlighted with a red box and a blue circle labeled '3'. The 'Save Group' button is highlighted with a red box and a blue circle labeled '4'.

GROUP NAME	LICENSE NAME	USERS	EASY CODE	SHARE	ACTIONS
Mrs. Hoot 2nd Period Class	Striven Media	10	DDB6FE	<input type="checkbox"/>	View/Export Edit Delete Change Owner

FIRST NAME	LAST NAME	USERNAME	MAIN LICENSE
<input type="checkbox"/>		E54E4FCD-2EED-4661-840B-6AE95417B358	Striven Media
<input checked="" type="checkbox"/>	Denaë	040B05B2-F736-4343-B4CF-39EFAE5E765	Striven Media
<input type="checkbox"/>	107785136555400676532	672F80C7-6CE7-40FD-B41B-E090DC0E1D6A	Striven Media
<input checked="" type="checkbox"/>	synireese	15B4BEC4-B449-4AEB-B04D-25EDD41B1611	Striven Media
<input type="checkbox"/>		C80D8FBF-5C35-4837-B2EE-D026B0610937	Striven Media
<input type="checkbox"/>	108341704788898100824	AFD99D5C-BB55-4364-8866-9A558D6A2A88	Striven Media

Selected Users (9)	Clear All
Clara 5C28C05-694A-40DE-8...	<input type="checkbox"/>
Triyanna E658ADA7-1FD0-49F7-A...	<input checked="" type="checkbox"/>
Nia 167D7A29-B43A-4205-B...	<input type="checkbox"/>
Merri D628C57A-A286-4448-8...	<input type="checkbox"/>
Keon CD398521-CFBD-4F74-9...	<input type="checkbox"/>
synireese 15B4BEC4-B449-4AEB-B...	<input type="checkbox"/>
Denaë 040B05B2-F736-4343-B...	<input type="checkbox"/>
Ella Abernathy 00000002	<input type="checkbox"/>
John Abernathy 00000003	<input type="checkbox"/>

Easy Group Code

Last Modified on 10/25/2023 11:20 am EDT

1. From the **Manage** drop-down menu, select **Groups & Users**.
2. To access the six-digit alphanumeric code for a Group, locate your Group and the corresponding **EASY CODE** column within the **My Groups** screen.

Organizing user accounts into groups provides a way to run reports, view charts, or send messages to specific classes or smaller collections of users. Create a new group from the established user accounts by clicking the green "Create Group" button or edit an existing group below.

My Groups Shared Groups

Choose License
All Licenses

Search

GROUP NAME	OWNER	USERS	EASY CODE	ADD TO REPORTS / LESSONS	ACTIONS
2nd Big group	Alex	2	510B99	<input type="checkbox"/>	View/Export
Barrett/Brannon Co-op	Elizabeth Barrett	5	10ADDB	<input type="checkbox"/>	View/Export
Brannon/Whaley Co-op Group	Dorothy Brannon	5	F74E79	<input type="checkbox"/>	View/Export
BTS 23 Group	Ms. B. Carlisle	6	E8D48A	<input type="checkbox"/>	View/Export
Cox - First Period Creative Writing	Janice Cox	6	53897E	<input type="checkbox"/>	View/Export

3. Relay the relevant **Easy Code** to your Users.
4. Users will log into Pathful Explore and scroll to the **Easy Group Code** section at the bottom of their Dashboard.
5. Users will select **Click Here to Enter Easy Group Code**, input the six-digit alphanumeric code, and click **Save Code**. Users will receive instant confirmation.

HELP CENTER | Consult our online knowledge base for articles on Pathful Explore features. Get all of your questions answered with easy to find and understand articles.

- Check out the many Resumes, Cover Letters, Job Applications examples.
- Learn more about how to search for and favorite your top college choices.
- Check out the video tutorials under On Demand Workshops.

Get Started

EASY GROUP CODE

Click Here To Enter Easy Group Code

EASY GROUP CODE

Easily add yourself to groups created by administrators.

Enter Group Code:

Cancel Save Code

Overview of Groups Management

Last Modified on 06/27/2023 11:10 pm EDT

Important Facts about Creating Groups

- Groups can be created and shared across multiple licenses. A license is generally defined as a location (i.e., a school, a district, or an agency). Examples of shared Groups:
 - A teacher teaches in more than one location and may have access to more than one license.
 - A student learns in more than one location and may be given assignments across multiple licenses (i.e., from multiple teachers).
 - Team teaching occurs across different licenses, such as across a school district.
- A district can build Groups across licenses and then generate reports specific to that Group (i.e., ESL students across a district).
- Group ownership can be changed by an Admin level user. See [Change Group Ownership](#) for instructions on how to do this.
- In a multi-license, shared Group:
 - You can see a list of all of the members in that Group.
 - Group members with whom you do *not* share a license will be grayed out.
 - You can only edit, remove, and assign FlexLessons to the Group members with whom you share a license.
 - When assigning a FlexLesson to a Group, only *Student Users* will receive the assignment, not staff nor admin group members.
- **Example 1 - Logged in as TestStaffE**
 - **ABC High School is a Shared Group**
 - owned by TestAdminA
 - TestStaffE can view.

ADMIN

- Manage Users
- Reports
- **Groups**
- FlexLessons
- Playlist Builder
- Local Links
- WBL Board
- Curriculum

Organizing user accounts into groups provides a way to run reports, view charts, or send messages to specific classes or smaller collections of users. Create a new group from the established user accounts by clicking the green "Create Group" button or edit an existing group below.

My Groups **Shared Groups**

Search

GROUP NAME	CREATOR	LICENSE NAME	USERS	EASY CODE	ADD TO REPORTS / LESSONS	ACTIONS
ABC High School	Test AdminA	-	9	699F74	<input type="checkbox"/>	View/Export
DGBU	Captain Curious	-	7	2DEE9F	<input type="checkbox"/>	View/Export

ABC High School is a Shared Group that this staff user can view. This staff member is not the owner of this group.

- Notice there are Group members that this staff member can see, but they are grayed out. This staff member does not share a common license with these students. There is also a different staff member that is part of this group (TestStaffD).

- Reports
- Groups
- FlexLessons
- Playlist Builder
- Local Links
- WBL Board
- Curriculum

< MY GROUPS Export Users

Group Name: ABC High School **Easy Code:** 699F74

Group Owner: Test AdminA (TestAdminA)

Search Select License

FIRST NAME	LAST NAME	USERNAME	MAIN LICENSE	EMAIL
Christopher	Beans	TestStudentC	Strivven Testing License 2	-
Bobbie	Beige	TestStudentB	Strivven Testing License 1	-
Tom	Bradly	TestStudentE	Strivven Testing License 1	-
Frank	Cappa	TestStudentF	Strivven Testing License 2	-
Ms. B.	Carlisle	TestStaffB	Strivven Testing License 1	-
Captain	Curious	CaptainCurious	Strivven Testing	-
Dave	Danger	DaveDanger	Strivven Testing	-
Dr.	Daniel	TestStaffD	Strivven Testing License 3	-
David	Duma	TestStudentD	Strivven Testing License 3	-

Users are grayed out. This staff user does not share a common license with these students.

Staff group member who will not receive an assignment.

- When this staff user (TestStaffE) assigns a FlexLesson to this Group, only the student members with whom this teacher shares a license will receive the assignment.

- Groups
- FlexLessons
- Assignments
- Playlist Builder
- Local Links
- WBL Board
- Curriculum

Displayed Assignment Title * (Created from lesson - Job Seeking Skills: Resumes)

Resume Skills- 1st Period (ABC High School) Create Assignment

Displayed Staff/Administrator Name

Currently: Edward Walker

Due Date *

9/30/2021

Require users to complete activities in order? **?**

Allow late submissions? **?**

Enable grading? **?**

Choose License

Strivven Testing License 3

Groups **Users**

+ Create New Group

GROUP NAME	USER COUNT	TYPE
<input type="checkbox"/> Test Group 4- S.Ray	4	My Group
<input type="checkbox"/> TestStaffEGroup3	4	My Group
<input checked="" type="checkbox"/> ABC High School	3	Shared Group

Selected Users (3) Clear All

- Beans Christopher | TestStudentC
- Beige Bobbie | TestStudentB
- Duma David | TestStudentD

The Lesson is only assigned to the students with whom this staff user shares a license. The staff member is who part of this Group does not receive the assignment.

● **Example 2**

- When you select a Group for an assignment, sometimes multiple groups will be checked.
 - When an additional group appears selected, it indicates all *members of that additional group* are part of the *selected group*.
 - As shown below, Group **DGBU** includes 4 students, and two of them make up the **Group for TestStaffD**, causing the secondary group to show that all of the

secondary group users are within the *selected* group.

If you select the smaller group, the DGBU group would not select.

- When using Groups to assign lessons, the lessons are assigned directly to the users within the group; not to the group, but to the users. This is why any group that can be contained within a primary selection will also illuminate.

The screenshot shows the 'Assignments' section of a software interface. On the left is a sidebar with navigation options: Reports, Groups, FlexLessons, Assignments (selected), Playlist Builder, Local Links, WBL Board, and Curriculum. The main area contains form fields for 'Displayed Assignment Title' (Communication- 1st Period), 'Displayed Staff/Administrator Name' (Currently: Edward Walker), and 'Due Date' (9/30/2021). There are checkboxes for 'Require users to complete activities in order?' (checked), 'Allow late submissions?' (checked), and 'Enable grading?' (unchecked). A 'Choose License' dropdown is set to 'Strivven Testing License 3'. Below these are tabs for 'Groups' and 'Users'. A table lists groups with columns for 'GROUP NAME', 'USER COUNT', and 'TYPE'. The 'DGBU' group is selected. A red box highlights the 'Group for TestStaffD - Licenses 3 and 2' group. A 'Selected Users (4)' list on the right shows four users: Beige Bobbie | TestStudentB, Ford Henry | TestStudentH, Kopek Athena | TestStudentA, and Posie Jamie | TestStudentJ. Annotations include a blue arrow pointing to 'DGBU' labeled 'Desired Group', a red arrow pointing from 'DGBU' to the 'Selected Users' list, and two blue callout boxes: one pointing to the 'Selected Users' list with the text 'Students who will be given the assignment.', and another pointing to the 'Group for TestStaffD...' with the text 'Additional Group that was auto-selected due to an overlap in group membership.'

○ Reports
○ Groups
○ FlexLessons
● Assignments
○ Playlist Builder
○ Local Links
○ WBL Board
○ Curriculum

Displayed Assignment Title * (Created from lesson - Communication)
Communication- 1st Period

Displayed Staff/Administrator Name
Currently: Edward Walker

Due Date *
9/30/2021

Require users to complete activities in order?
 Allow late submissions?
 Enable grading?

Choose License
Strivven Testing License 3

Groups Users

GROUP NAME	USER COUNT	TYPE
<input type="checkbox"/> Test Group 4- S.Ray	4	My Group
<input type="checkbox"/> TestStaffEGroup3	4	My Group
<input type="checkbox"/> ABC High School	3	Shared Group
<input checked="" type="checkbox"/> DGBU	4	Shared Group
<input type="checkbox"/> EpicDGBU	5	Shared Group
<input checked="" type="checkbox"/> Group for TestStaffD - Licenses 3 and 2	2	Shared Group

Selected Users (4) Clear All

- Beige Bobbie | TestStudentB
- Ford Henry | TestStudentH
- Kopek Athena | TestStudentA
- Posie Jamie | TestStudentJ

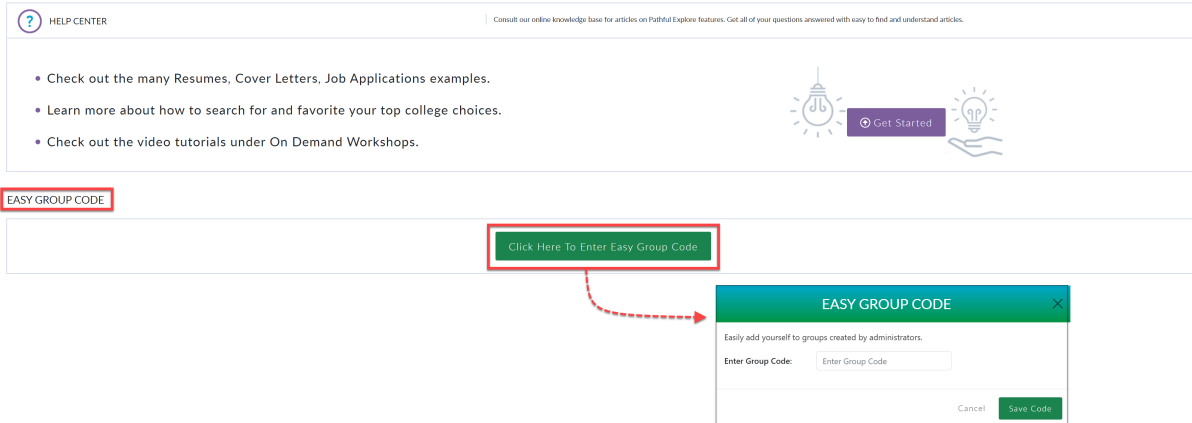
Students who will be given the assignment.

Additional Group that was auto-selected due to an overlap in group membership.

Student Easy Group Code

Last Modified on 07/31/2023 11:27 am EDT

1. Log into Patful Explore, and scroll to the **Easy Group Code** section located at the bottom of your dashboard.
2. Select **Click Here to Enter Easy Group Code**.
3. Input the six-digit alphanumeric code and click **Save Code**. You will receive instant confirmation.



Build and Export Custom Reports

Last Modified on 10/25/2023 11:22 am EDT

1. From the **Manage** drop-down menu, select **Reports**.
2. From the **Choose Report** drop-down menu, select the desired report.

Reports Overview Licenses

Choose Report:

Total Usage ▼

Assessments

Career Journal

Goals

FlexLessons

Pop Quiz

Resume

Cover Letters

Total Usage

User Overview

Videos Watched - Careers

Videos Watched - Life Skills

3. Filter your selections from any of the drop-down options.
 - a. **Note:** When selecting a custom date range, the initial date always falls into last year.

Choose Report: Total Usage ▼

Select Dates: Last 12 Months ▼

User Role: Users Only ▼

Grade: Grade 10 ▼

Groups: All Groups ▼

First Name:

Last Name:

Username:

Run Report

4. Select **Run Report**.

Choose Report: Total Usage ▼

Select Dates: Last 12 Months ▼

User Role: Users Only ▼

Grade: Grade 10 ▼

Groups: All Groups ▼

First Name:

Last Name:

Username:

Run Report

5. To the left of the **Export** button, select the drop-down box to choose additional fields to be added or removed from the report results.

USER NAME	LAST NAME	FIRST NAME	TIME SPENT (HRS:MIN)
esther.adams	Adams	Esther	
LowCountryAHEC	AHEC	LowCountry	
dashia.andrews	Andrews	Dashia	
jeanie.bandy	Bandy	Jeanie	
batchelor.jen	Batchelor	Jen	
rashonda.beasley	Beasley	Rashonda	0:11
cryrop	Becerra	Alex	1:41
fairfax	Bechtel	Matthew	0:36
Berhow Kim	Berhow	Kim	0:00
jbleak	Bleak	Jessica	0:00
keith.bourkney	Bourkney	Keith	1:19
bowen.jennifer	Bowen	Jennifer	0:02
Bowers.Ivy	Bowers	Ivy	0:07

Showing 1 to 109 of 109 rows rows per page

☰
Export

- SIS ID
- User Name
- Last Name
- First Name
- License Name
- Time Spent (HRS:MIN)

CCIS Results Overview Report

Last Modified on 10/25/2023 11:24 am EDT

You can produce an overall report of CCIS results for your users. This data identifies the career clusters with the highest results across users on your license.

1. From the **Manage** drop-down menu, select **Reports**.
2. From the **Reports** page, select the **Overview** tab.
3. Select the **CCIS Results Report**.
4. Select the **Date Range**.
5. Select **Download**.
 - a. The report will appear at the bottom of the page.
 - b. Your report will also open in a new window or download directly to your PC, depending on your browser settings.
6. Notice you can hover over a color block to see more detailed information about that category.

In this example, 12 students had the Human Services Career Cluster as their second-best match.



Create a Report

Last Modified on 10/25/2023 11:28 am EDT

1. From the **Manage** drop-down menu, select **Reports**.
2. From the Reports tab, apply any desired filters.
3. Select **Run Report**.

The screenshot shows a web interface for creating a report. At the top, there are three tabs: 'Reports' (highlighted with a red box), 'Overview', and 'Licenses'. Below the tabs is a large form area (also highlighted with a red box) containing several filter options:

- Choose License:** A dropdown menu with 'All Licenses' selected.
- Choose Report:** A dropdown menu with 'User Overview' selected. Below it is a red warning message: *This report does not include activity from today.*
- Select Dates:** A dropdown menu with 'Last 30 days' selected.
- User Role:** A dropdown menu with 'Users Only' selected.
- Grade:** A dropdown menu with 'All Grades' selected.
- Groups:** A text input field with the placeholder 'Search for group(s)'.
- First Name:** An empty text input field.
- Last Name:** An empty text input field.
- Username:** An empty text input field.

At the bottom right of the form area, there is a green button labeled 'Run Report' (highlighted with a red box).

Download a User's Work

Last Modified on 10/25/2023 12:04 pm EDT

To download the work of any user, follow the steps below:

1. From the **Manage** drop-down menu, select **Reports**.
2. Select the **User Overview** Report.
3. Complete the desired fields to narrow your search (i.e., **First Name, Last Name, Group,** etc.).
4. Select **Run Report**.
5. Select the user's name to see a list of his/her work.

The screenshot shows the 'Reports' section of a software interface. It includes a 'Choose License' dropdown set to 'All Licenses', a 'Choose Report' dropdown set to 'User Overview', and a 'Select Dates' dropdown set to 'Last 30 days'. Below these are fields for 'User Role' (Users Only), 'Grade' (All Grades), and 'Groups' (Search for group(s)). There are also input fields for 'First Name', 'Last Name', and 'Username'. A 'Run Report' button is highlighted with a red box. Below the form is a table with columns: FIRST NAME, LAST NAME, LICENSE NAME, ROLE, TIME SPENT (HRS:MIN), SITE VISITS, CAREER PROFILES, VIDEOS WATCHED, MAIN VIDEOS WATCHED, QA VIDEOS WATCHED, EMPLOYABILITY VIDEOS WATCHED, and ASSESSMENTS COMPLETED. The table contains three rows of data for users Amie Adams, Alicia Amaya, and Audrey Baker.

FIRST NAME	LAST NAME	LICENSE NAME	ROLE	TIME SPENT (HRS:MIN)	SITE VISITS	CAREER PROFILES	VIDEOS WATCHED	MAIN VIDEOS WATCHED	QA VIDEOS WATCHED	EMPLOYABILITY VIDEOS WATCHED	ASSESSMENTS COMPLETED
Amie	Adams	Strivren Testing License 2	User	0:00	0	0	0	0	0	0	0
Alicia	Amaya	Strivren Testing License 2	User	0:00	0	0	0	0	0	0	0
Audrey	Baker	Strivren Testing License 2	User	0:00	0	0	0	0	0	0	0

6. Use the drop-down menu under **Choose User Activity** to select what you want to view: Assessments, Assignments, Career Journal, Cover Letters, Goals, Pop Quiz, Resumes, Videos Watched, or Videos Watched- Life Skills.
 - a. Some results will give you the option to download it as a PDF. To do this, click **PDF** in the **Results** column.
 - b. In the PDF view, click the **Download** or **Print icon**, which is located in the upper right corner of the screen, to download, print, or save the PDF.

Adams, Amie

[Edit Account](#)

The screenshot shows the 'Choose User Activity' dropdown set to 'Assessments'. Below it is a table with columns: ASSESSMENT NAME, DATE TAKEN, COMPLETION %, and RESULTS. The table contains five rows of assessment data for Amie Adams. The 'RESULTS' column contains 'PDF' links for each row, which are highlighted with a red box.

ASSESSMENT NAME	DATE TAKEN	COMPLETION %	RESULTS
O*NET Work Importance Locator™ (O*NET WIL)	04/14/2022	100	PDF
O*NET Interest Profiler™ (O*NET IIP)	04/14/2022	33	-
Career Clusters Interest Survey EZ (CCIS-EZ)	04/14/2022	100	PDF
Career Clusters Interest Survey (CCIS)	04/14/2022	100	PDF
O*NET Interest Profiler™ (O*NET IIP)	04/14/2022	100	PDF
O*NET Ability Profiler	03/24/2022	-	-

FlexLesson Report

Last Modified on 10/25/2023 12:05 pm EDT

1. From the **Manage** drop-down menu, select **Reports**.
2. From the **Choose Report** drop-down, select **Flex Lessons**.
3. Add filters as needed. You must select an assignment from the **Choose Assignment** filter.

Choose Report: FlexLessons

User Role: Users Only Grade: All Grades Groups: All Groups

First Name: Last Name: Username:

Choose an Assignment: **REQUIRED**
Click here to search and select an assignment.

Run Report

4. Select the desired assignment(s) from the **Choose an Assignment** pop-out window and select **Select Assignments**.

CHOOSE AN ASSIGNMENT					
My Assignments	Open	Search			
<input type="checkbox"/>	ASSIGNMENT NAME	LESSON NAME	USER COUNT	ASSIGNMENT DUE DATE	DATE CLOSED
<input type="checkbox"/>	1st period	Engineering Career Exploration	1	March 31, 2022	N/A
<input type="checkbox"/>	Discover Dentistry-Spring 2021	Discovery Denistry	2	July 30, 2022	N/A
<input checked="" type="checkbox"/>	Spring 2021, 1st Period-CTE	Engineering Career Exploration	1	April 15, 2021	N/A

Showing 1 to 3 of 3 rows

Select Assignments

5. Select **Run Report**.
6. The report will appear at the bottom of the window. You can add or remove columns by selecting the grid icon.
7. Select **Export** to send the report to Excel.

Reports Overview Licenses

Choose Report:
FlexLessons

User Role: Users Only Grade: All Grades Groups: All Groups

First Name: Last Name: Username:

Choose an Assignment: **REQUIRED**
Discover Dentistry- Spring 2021

5 Run Report

6

7 Export

USER NAME	FIRST NAME	LAST NAME	TITLE	PROGRESS %	DATE COMPLETED	FINAL GRADE	GRADE STATUS	EXPORT
alexadams	Alex	Adams	Discover Dentistry- Spring 2021	0	-	-	-	PDF
Susan	Susan	R	Discover Dentistry- Spring 2021	0	-	-	-	PDF

Generate a Report for Student's My Plan or Portfolio

Last Modified on 10/25/2023 12:13 pm EDT

1. From the **Manage** drop-down menu, select **Reports**.
2. Apply the desired filters.
3. From the **Choose Report** drop-down, select **Postsecondary Plan**.
4. Enter the **First Name**, **Last Name**, or **Username** of the student you are searching for OR click the green button entitled **Run Report**.

The screenshot shows a web interface for generating reports. At the top, there are three tabs: 'Reports' (selected), 'Overview', and 'Licenses'. Below the tabs, there are two main sections. The first section is for report selection, with a 'Choose Report:' dropdown set to 'User Overview' and a 'Select Dates:' dropdown set to 'Last 12 Months'. A red warning message states 'This report does not include activity from today.' The second section contains three filter dropdowns: 'User Role:' set to 'Users Only', 'Grade:' set to 'All Grades', and 'Groups:' set to 'All Groups'. Below these filters are three search input fields: 'First Name:' containing 'Mike', 'Last Name:' containing 'Dee', and 'Username:' which is empty. A green 'Run Report' button is located at the bottom right of the form area.

5. Select the **Export** button to export the data to a spreadsheet.

Reports: Employability Skills

Last Modified on 10/25/2023 12:21 pm EDT

There are several Employability Reports you can generate:

- Employability Journals
- Videos Watched- Employability
- Favorite Employability Videos

To access these reports, follow the steps below:

1. From the **Manage** drop-down, select **Reports**.
2. From the **Choose Report** drop-down, select the desired report.
 - a. Employability Journals
 - b. Videos Watched- Employability
 - c. Favorite Employability Videos

The screenshot shows the 'Reports' tab selected in the top navigation. Below it, there are three tabs: 'Reports', 'Overview', and 'Licenses'. The 'Choose License' dropdown is set to 'All Licenses'. The 'Choose Report:' dropdown is open, showing a list of reports. 'Employability Journals' is highlighted in blue, and a red box is drawn around it. Other reports in the list include 'User Overview', 'Cover Letters', 'Goals', 'Postsecondary Plans', 'FlexLessons', 'FlexLesson Access', 'FlexCurriculum Progress', 'Career Reports', 'Career Journal', 'Pop Quiz', 'Favorite Careers', 'Videos Watched - Careers', 'Employability Reports', 'Favorite Employability Videos', 'Videos Watched - Employability', 'College Reports', 'Favorite Colleges', 'Favorite Scholarships', 'Job Reports', and 'Favorite Jobs'. To the right of the dropdown, there are 'Select Dates:' fields with a 'Custom dates' dropdown and two date input fields (10/25/2017 and 10/24/2023). Below that are 'Grade:' (All Grades), 'Groups:' (Search for group(s)), 'Last Name:', and 'Username:' fields. A green 'Run Report' button is at the bottom right.

3. Apply the desired filters as needed.
4. Select **Run Report**.

The screenshot shows the 'Reports' tab selected. The 'Choose Report:' dropdown is set to 'Videos Watched - Life Skills'. The 'Select Dates:' dropdown is set to 'Last 14 days'. Below that are 'User Role:' (Users Only), 'Grade:' (All Grades), and 'Groups:' (All Groups) dropdowns. There are also 'First Name:', 'Last Name:', and 'Username:' input fields. A blue arrow labeled 'Filters' points to the 'User Role:' dropdown, and a blue circle with the number '3' is next to it. A green 'Run Report' button is highlighted with a red box, and a blue circle with the number '4' is next to it.

5. Select **Export** to open the report in a spreadsheet.

Choose Report:

Videos Watched - Life Skills

Select Dates:

Last 14 days

User Role: Users Only

Grade: All Grades

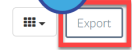
Groups: All Groups

First Name:

Last Name:

Username:

[Run Report](#)



FIRST NAME	LAST NAME	VIDEO NAME	DATE WATCHED
Christopher	Beans	A Well-Designed Resume Helps You Stand Out	07/18/2022
Christopher	Beans	You Now Have Lots of Options for Alternative Education	07/18/2022
Christopher	Beans	A Well-Designed Resume Helps You Stand Out	07/18/2022
Christopher	Beans	Communicating Effectively While Working From Home	07/18/2022
Christopher	Beans	A Well-Designed Resume Helps You Stand Out	07/21/2022

See the Videos My Users Are Watching

Last Modified on 10/25/2023 12:26 pm EDT

You can view or download a list of Career Profile Videos watched by your students.

1. From the **Manage** drop-down menu, select **Reports**.
2. Select the Reports tab.
3. Select the desired license (if you have access to more than one) from the **Choose License** drop-down.
4. In the **Choose Report** drop-down menu, select any of the following:
 - a. **User Overview** (note this report does not contain data from today)
 - b. **Videos Watched - Careers**
 - c. **Videos Watched - LifeSkills**.
5. Add any additional filters as desired.
6. Select **Run Report**.
7. Select a student's name to open a new window that shows all activities for that student.

The screenshot shows the 'Reports' tab selected. Under 'Choose License', 'All Licenses' is selected. Under 'Choose Report', 'Videos Watched - Careers' is selected. 'Select Dates' is set to 'Custom dates' with dates 10/25/2017 and 10/24/2023. Filters include 'User Role' (Users Only), 'Grade' (All Grades), and 'Groups' (Search for group(s)). There are input fields for 'First Name', 'Last Name', and 'Username'. A 'Run Report' button is highlighted. Below the filters is a table with columns: FIRST NAME, LAST NAME, LICENSE NAME, CAREER NAME, DATE VIEWED, IS Q&A, and IS FAVORITE. The table contains two rows of data.

FIRST NAME	LAST NAME	LICENSE NAME	CAREER NAME	DATE VIEWED	IS Q&A	IS FAVORITE
Janice	Cox	Striven Testing License 1	Assistant Superintendent	08/09/2023	-	-
Athena	Kopiek	Striven Testing License 1	Kindergarten Teacher	05/12/2023	✓	-

8. From the new window, under the **Choose User Activity** drop-down, select **Videos Watched** or **Videos Watched - Employability**.
9. Select the **Export** button to send the results to an Excel spreadsheet. Use the table icon to the left of the Export button to add/remove fields from your report.

Cox, Janice

[Edit Account](#)

The screenshot shows the user activity window for Janice Cox. The 'Choose User Activity' dropdown is set to 'Videos Watched'. An 'Export' button is highlighted. Below the dropdown is a table with columns: CAREER NAME, DATE WATCHED, IS Q&A VIDEO?, and IS FAVORITE. The table contains one row of data.

CAREER NAME	DATE WATCHED	IS Q&A VIDEO?	IS FAVORITE
Assistant Superintendent	08/09/2023	-	-

View Assessment Results

Last Modified on 10/25/2023 12:27 pm EDT

1. From the **Manage** drop-down menu, select **Reports**.
2. **Choose a license.**
3. From the **Choose Report** drop-down menu, select **Assessments**.
 - a. You may choose to filter by **Grade, Groups, or Names, and Select Dates.**
Note: When selecting a custom date range, the initial date always falls into last year.
 - b. You may choose to select a specific assessment using the **Assessments** drop-down menu.
4. Select **Run Report**.
5. You may download a user's results by clicking **Results** in the **Export** column.

The screenshot shows the 'View Assessment Results' interface. At the top, there are tabs for 'Reports', 'Overview', and 'Licenses'. Below the tabs are two dropdown menus: 'Choose License' (set to 'All Licenses') and 'Choose Report' (set to 'Assessments'). To the right of these is a 'Select Dates' dropdown set to 'Last 30 days'. Below these are three dropdowns for 'User Role' (set to 'Users Only'), 'Grade' (set to 'All Grades'), and 'Groups' (set to 'All Groups'). There are also input fields for 'First Name', 'Last Name', and 'Username'. Below these is an 'Assessments' dropdown set to 'All Assessments' with a note: 'Select an assessment from the dropdown to see more detailed information.' To the right of this is a green 'Run Report' button. Below the form is a table with columns: 'FIRST NAME', 'LAST NAME', 'LICENSE NAME', 'ASSESSMENT NAME', 'DATE TAKEN', 'TOP RESULT', 'TOP RESULT 2', 'TOP RESULT 3', and 'EXPORT'. The 'EXPORT' column contains 'Results' links. A blue arrow labeled 'Filters' points to the 'User Role', 'Grade', and 'Groups' dropdowns. A red box highlights the 'Run Report' button and the 'Results' links in the 'EXPORT' column.

FIRST NAME	LAST NAME	LICENSE NAME	ASSESSMENT NAME	DATE TAKEN	TOP RESULT	TOP RESULT 2	TOP RESULT 3	EXPORT
Christopher	Beans	Striven Testing License 2	O*NET Work Importance Locator™ (O*NET WIL)	10/20/2022	Working Conditions	Recognition	Relationships	Results
Henry	Ford	Striven Testing License 3	Career Clusters Interest Survey EZ (CCIS-EZ)	10/26/2022	Health Science	Education and Training	Government and Public Administration	Results
Henry	Ford	Striven Testing License 3	O*NET Work Importance Locator™ (O*NET WIL)	10/26/2022	Relationships	Support	Working Conditions	Results

View a User's Career Journal

Last Modified on 10/25/2023 12:28 pm EDT

1. From the **Manage** drop-down menu, select **Reports**.
2. **Choose a license.**
3. From the **Choose Report** drop-down menu, select **Career Journal**.
4. You may choose to filter by **Grade, Group, or Name.**
5. It is a good idea to **Select Dates** to limit your results.
6. Select **Run Report**.
7. You may download all reports by selecting **Export** or download a selected user's results by clicking **Results** in the **Export** column.

The screenshot shows the 'Reports' tab in a software interface. At the top, there are three tabs: 'Reports', 'Overview', and 'Licenses'. Below the tabs are three dropdown menus: 'Choose License' (set to 'All Licenses'), 'Choose Report' (set to 'Career Journal'), and 'Select Dates' (set to 'Last 30 days'). A large blue arrow labeled 'Filters' points to a section containing three more dropdown menus: 'User Role' (set to 'Users Only'), 'Grade' (set to 'All Grades'), and 'Groups' (set to 'All Groups'). Below these are three text input fields for 'First Name', 'Last Name', and 'Username'. A green 'Run Report' button is located at the bottom right of the filter section. At the bottom of the page, there is a table with columns: 'FIRST NAME', 'LAST NAME', 'LICENSE NAME', 'CAREER NAME', 'INTEREST', 'LAST MODIFIED', and 'EXPORT'. The first row of data shows 'Bobby', 'Beige', 'Striven Testing License 1', 'Plumber', '1', and '10/26/2022'. The 'EXPORT' column for this row has a 'Results' link. Numbered callouts 1-7 are placed over the interface to correspond to the steps in the list above.

View Pop Quiz Results

Last Modified on 10/25/2023 12:29 pm EDT

1. From the **Manage** drop-down menu, select **Reports**.
2. **Choose a license.**
3. From the **Choose Report** drop-down menu, select **Pop Quiz**.
4. You may choose to filter by **Grade, Group, or Name** and **Select Dates**.
5. It is a good idea to **Select Dates** to limit your results.
6. Select **Run Report**.
7. You may download a user's results by clicking **Results** in the **Export** column.

The screenshot shows the 'Reports' interface with the following elements:

- 2**: 'Choose License' dropdown menu with 'All Licenses' selected.
- 3**: 'Choose Report:' dropdown menu with 'Pop Quiz' selected.
- 4**: A blue arrow labeled 'Filters' pointing to the filter section.
- 5**: 'Select Dates:' dropdown menu with 'Last 12 Months' selected.
- 6**: 'Run Report' button.
- 7**: 'EXPORT' column header with 'Results' link highlighted.

The filter section includes:

- User Role:** Users Only
- Grade:** All Grades
- Groups:** All Groups
- First Name:** [Text input]
- Last Name:** [Text input]
- Username:** [Text input]

The table below shows the results for the user Amie Adams:

FIRST NAME	LAST NAME	LICENSE NAME	CAREER NAME	SCORE	DATE TAKEN	EXPORT
Amie	Adams	Striven Testing License 2	Media Relations Specialist	40	03/25/2022	Results

Activity Sequence Flow Chart

Last Modified on 06/27/2023 11:33 pm EDT

This document shows a recommended activity sequence for your users in Pathful Explore. Students start with an assessment, explore careers based on their assessment results, and then search for jobs and colleges. The activity flow chart can be repeated, completing new assessments and exploring more careers, jobs, and colleges.

High School Roadmap

Last Modified on 06/27/2023 11:34 pm EDT

This document shows how to effectively utilize the different features and content of Pathful Explore throughout the High School years. With the options completely flexible and near limitless, the High School Roadmap is a high-level example of just one framework that can be created. Your Account Manager can assist you with how you can create a more customized Roadmap specific to your school's needs.

Middle School Roadmap

Last Modified on 06/27/2023 11:34 pm EDT

This document shows how to effectively utilize the different features and content of Pathful Explore throughout the Middle School years. With the options completely flexible and near limitless, the Middle School Roadmap is a high-level example of just one framework that can be created. Your Account Manager can assist you with how you can create a more customized Roadmap specific to your school's needs.

Pre-ETS Roadmap

Last Modified on 06/27/2023 11:35 pm EDT

Pathful Explore's Roadmap for Pre-Employment Transition Services (Pre-ETS) provides tools and resources aligned with the WIOA to support each individual's successful transition to adulthood through ongoing career exploration. Use this customizable roadmap to provide the learning experiences individuals need to make informed decisions about their future.

Special Education Roadmap

Last Modified on 06/27/2023 11:35 pm EDT

This document shows how to effectively utilize the different features and content of Pathful Explore for students with IEPs. With the options completely flexible and near limitless; the Students with IEPs Roadmap is a high-level example of just one framework that can be created. Your Account Manager can assist you with how you can create a more customized Roadmap specific to your needs.

Trio Roadmap

Last Modified on 06/27/2023 11:36 pm EDT

This document shows how to effectively utilize the different features and content of Pathful Explore for TRIO Programs. The Roadmap is a high-level example of just one framework that can be created. With the options completely flexible and near limitless, your Account Manager can assist you with how you can create a more customized Roadmap specific to your program needs.

CategoryType1Test

Last Modified on 10/21/2021 2:26 pm EDT

Can we sort by URL Level? or by starting the level with a number, because we cannot use a slash?

2-category type 2 test

Last Modified on 02/23/2021 7:48 am EST

Google - How to Setup Google API Service Account with Google G-Suite

There are 2 steps for setting up a Google API Service account with your Google G-Suite system.

Security Information: Setting up a service account is Google's preferred method for allowing 3rd party applications to have access to your systems data. The security of this setup can be broken down into 2 main points:

1. User Account Created in Google G-Suite System - You will be creating a user account in your Google G-Suite system that we can impersonate with API calls. You should not share the password with us. We do not need to login to the Google G-Suite system. We are only using the API to access information, and should never need to login.

2. API Scopes - In later steps in the instructions you will be adding API scopes to the system. These scopes tell the Google G-Suite system we can only read basic user information and read your list of org units. The scopes are read only. They do not give us access to creating, updating, or deleting any information in your system.

The combination of these 2 items means we can only access your system through API, and our API access is limited to read only.

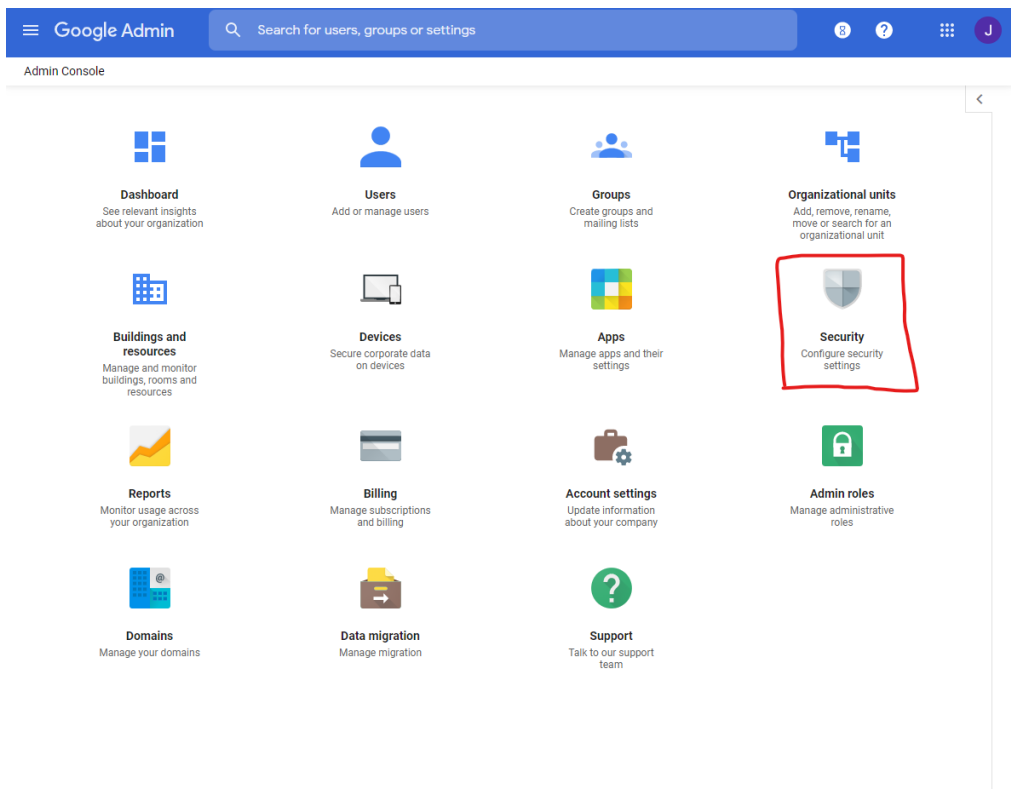
Please let the Pathful representative know if you have any questions regarding the security of the setup.

Step 1: Create a user in Google G-Suite with the **User Management Admin** role level.

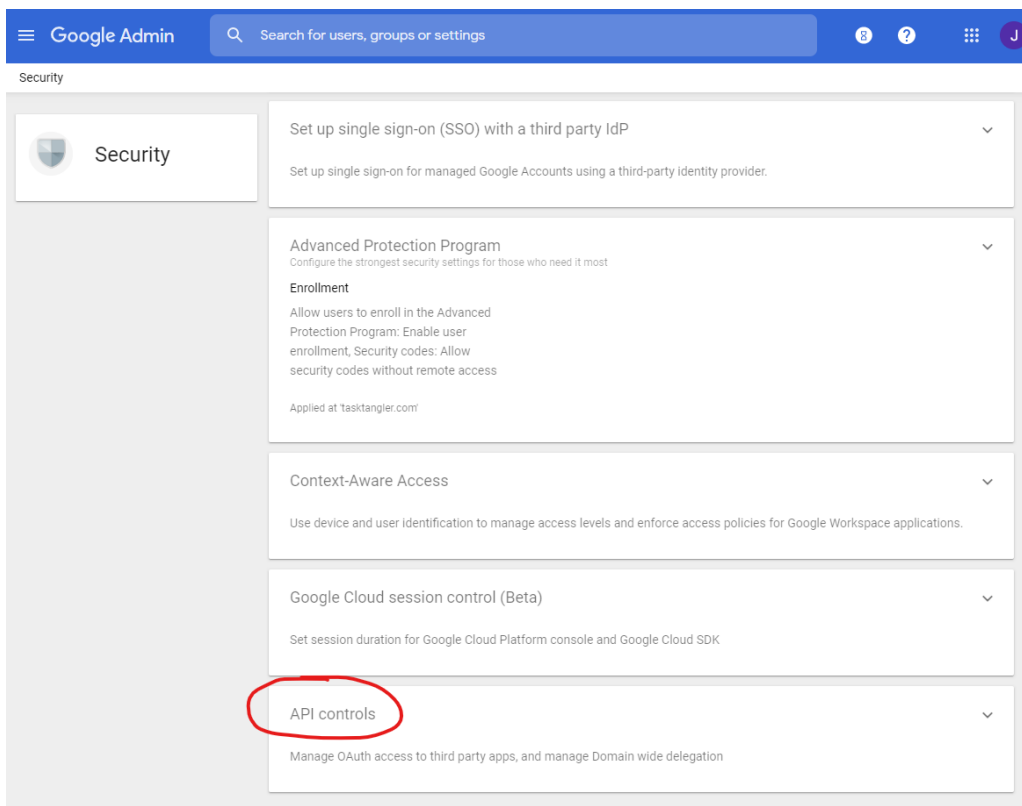
- We recommend creating a user vjs-admin@yourdomain.com
- Let the VirtualJobShadow.com/VjsJunior.com developer know what username you have chosen.

Step 2: Add Service Account client ID to the your Google G-Suite system.

- In your Google G-Suite **Admin Console** go to **Security** section.



- While in **Security** section, scroll down to the bottom of the page and click **API Controls**.



- In **API Controls** section, click **Manage Domain Wide Delegation** at the bottom of the page.

Google Admin Search for users, groups or settings

Security > API Controls

API controls

Use these controls to enable or restrict access to G Suite APIs for customer-owned and third-party applications and service accounts. Reduce the risk associated with third-party access to G Suite APIs by limiting access to only trusted apps.

App access control

Manage app access to your Google services. Ensure that users can give access only to apps that your organisation trusts. [Learn more](#)

Overview

0 restricted Google services	0 third-party apps configured
15 unrestricted Google services	
MANAGE GOOGLE SERVICES	MANAGE THIRD-PARTY APP ACCESS

Settings

Show this message if a user tries to use an app that can't access restricted Google services

Message (300 characters limit)

Trust internal, domain-owned apps

Apps you trust on the [G Suite Marketplace](#), [Android](#), or [iOS](#) whitelist are automatically trusted on your App access control list.

CANCEL SAVE

Domain wide delegation

Developers can register their web applications and other API clients with Google to enable access to data in Google services like Gmail. You can authorize these registered clients to access your user data without your users having to individually give consent or their passwords. [Learn more](#)

[MANAGE DOMAIN WIDE DELEGATION](#)

- Click **Add New** in the API Clients section.

Google Admin Search for users, groups or settings

Security > API Controls > Domain-wide Delegation

Developers can register their web applications and other API clients with Google to enable access to data in Google services like Gmail. You can authorize these registered clients to access your user data without your users having to individually give consent or their passwords. [GOT IT](#)

API clients [Add new](#)

+ Add a filter

Name	Client ID	Scopes
VirtualJobShad...	11737237396723...	.../auth/admin.directory.user.readonly .../auth/admin.directory.orgunit.readonly

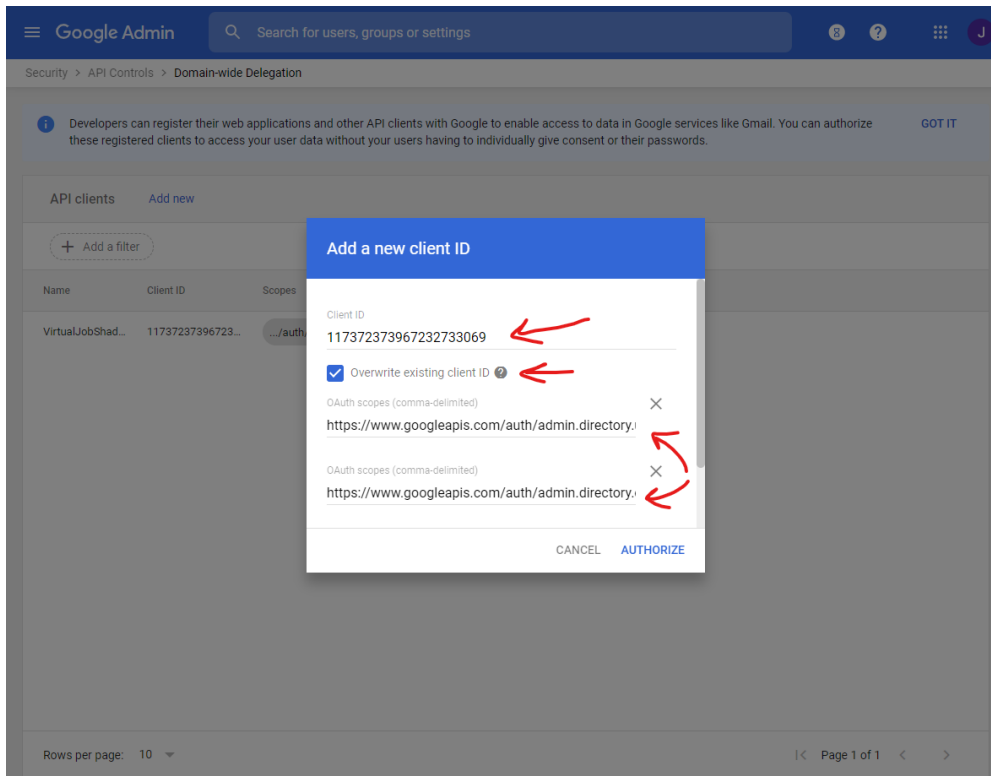
Rows per page: 10

Page 1 of 1

- Add the **Client ID**, check **Overwrite existing Client ID**, and add both of the **OAuth Scopes**

and click **Authorize**.

- o Client ID : **117372373967232733069**
- o Oauth Scope 1: **https://www.googleapis.com/auth/admin.directory.user.readonly**
- o Oauth Scope 2: **https://www.googleapis.com/auth/admin.directory.orgunit.readonly**

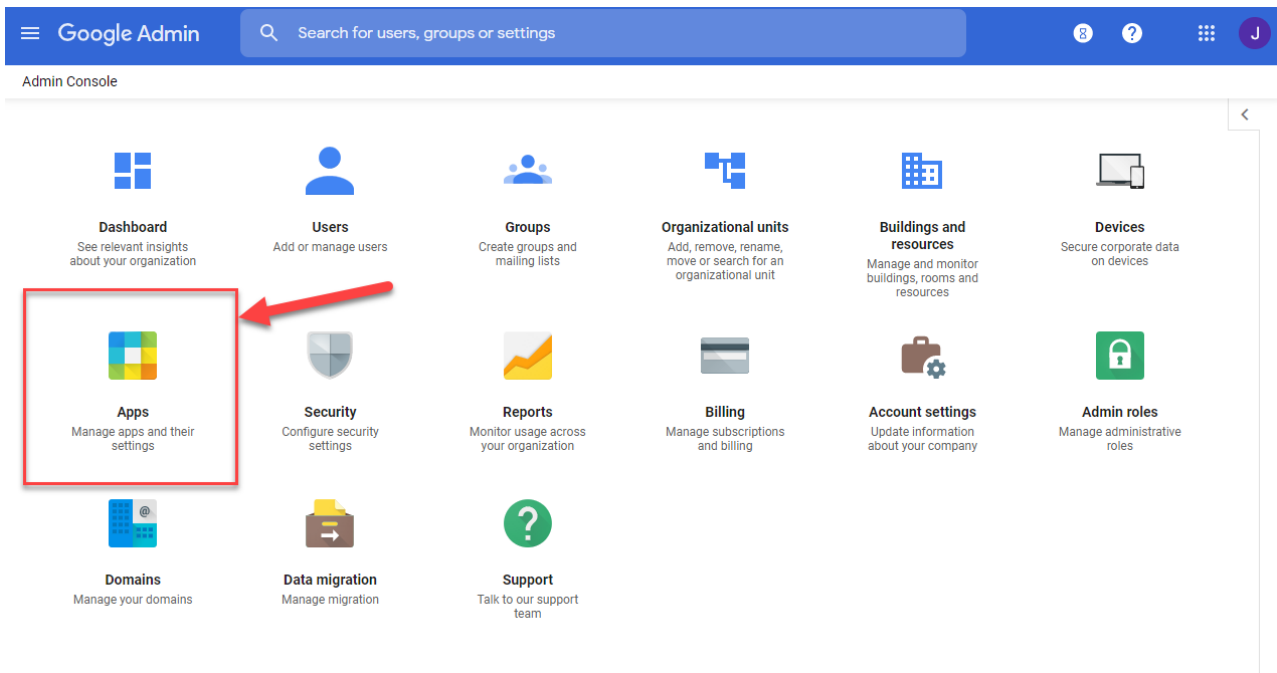


- You are all done!

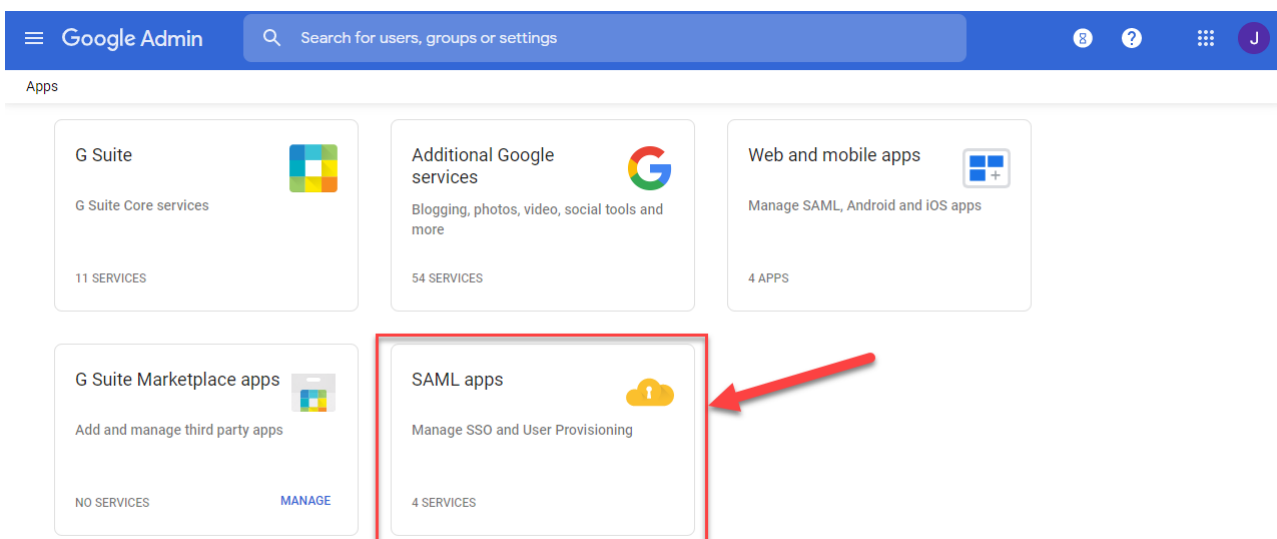
Google - How to Setup a Google Custom SAML Application

These are the steps for setting up your Google custom SAML application.

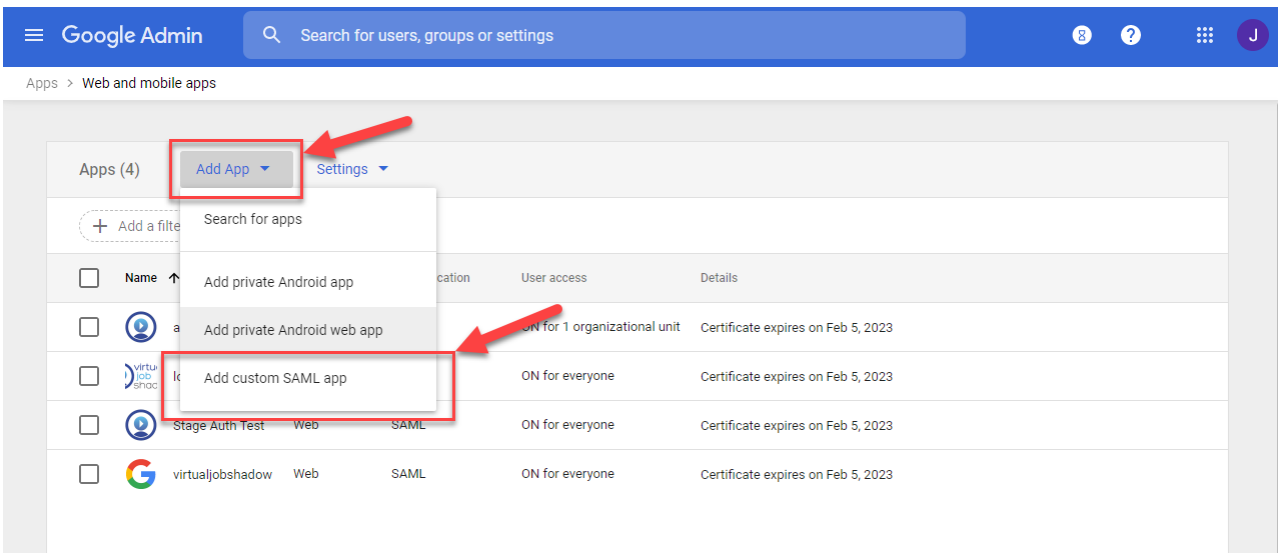
Step 1: Login to your **G-Suite admin console**, and go to **Apps** section.



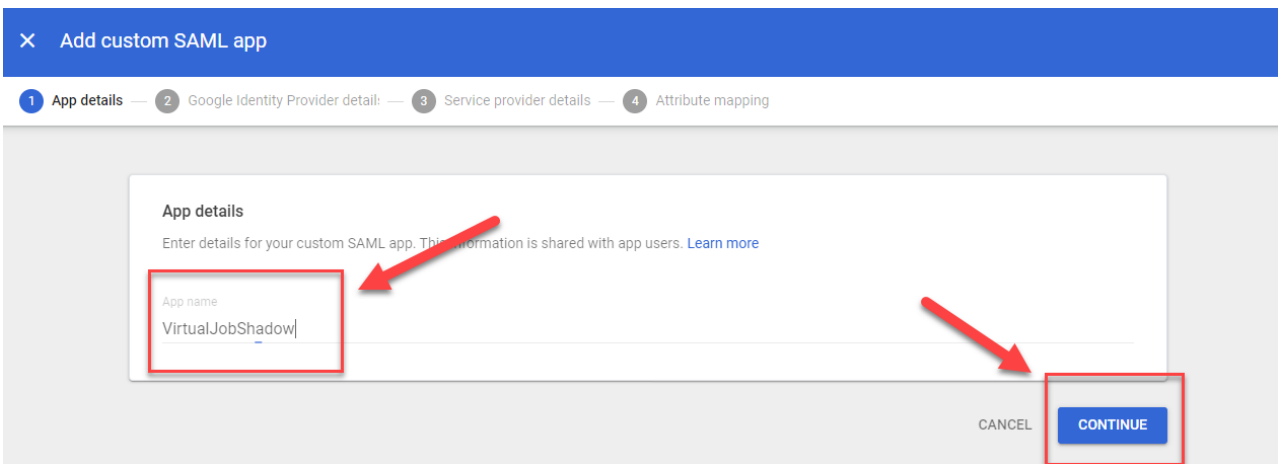
Step 2: Go to **SAML Apps** section.



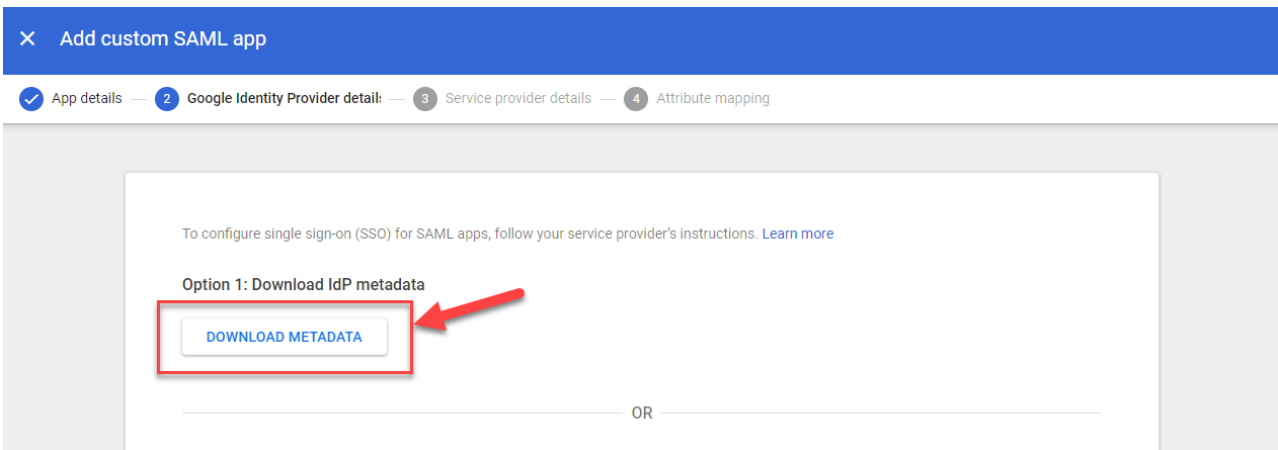
Step 3: Click **Add App** dropdown and choose **Add custom SAML app**.



Step 4: Enter the **App name**, then click **Continue**.



Step 5: You'll be given 2 options, use option 1 and **download the metadata file**. *Send this file to the Pathful representative you are working with.* Then click Continue.

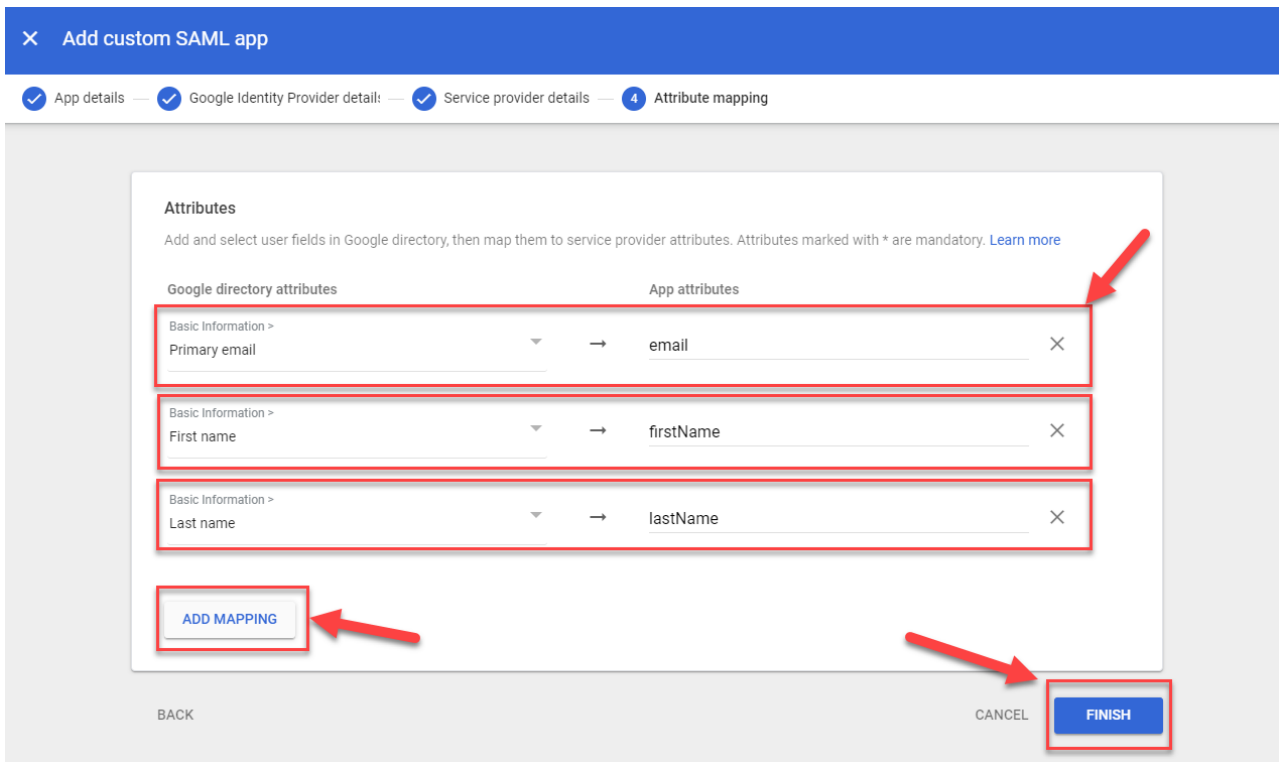


Step 6: Enter the credentials provided by the Pathful representative.

- ACS URL: *provided by rep.*
- Entity ID: *provided by rep.*
- Start URL: *provided by rep.*
- Signed Response: *checked*
- Name ID Format: *UNSPECIFIED*
- Name ID: *Basic Information > Primary Email*

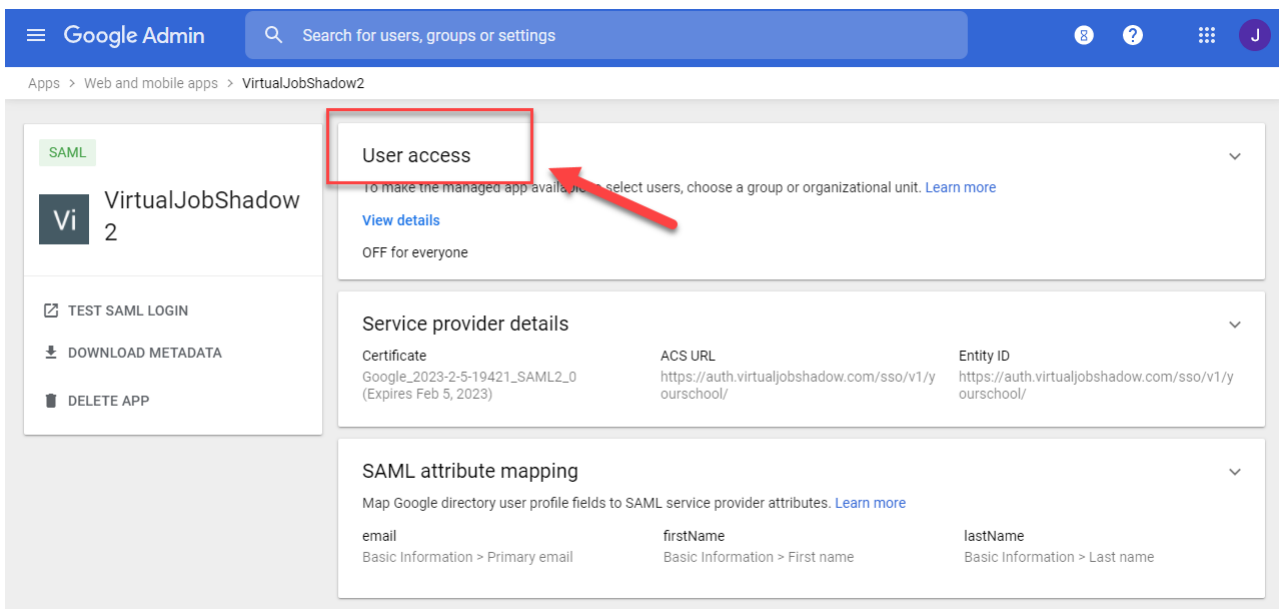
Step 7: Click **Add Mapping** button in order to add user information. Then click **Finish**.

- **Basic Information > Primary Email** >>mapped to>> **email**
- **Basic Information > First Name** >>mapped to>> **firstName**
- **Basic Information > Last Name** >>mapped to>> **lastName**



Step 8: The application is done, now you just need to assign the application to users. You will do this through sharing the application with everyone or just specific org units.

- Click on User Access from the SAML application screen.



- Change settings to share with everyone or share with particular org units on the left.

Google Admin Search for users, groups or settings

Apps > Web and mobile apps > VirtualJobShadow2 > Service Status

VirtualJobShadow2

All users in this account

Groups

Organizational Units

Search for organizational units

- tasktangler.com
 - Testing middle school
 - 2025
 - administrator
 - grade 6
 - iss
 - teacher
 - Testing School
 - Testing School 2

Showing settings for users in all organizational units

Service status

Service status

ON for everyone

OFF for everyone

Changes may take up to 24 hours to propagate to all users.

CANCEL SAVE

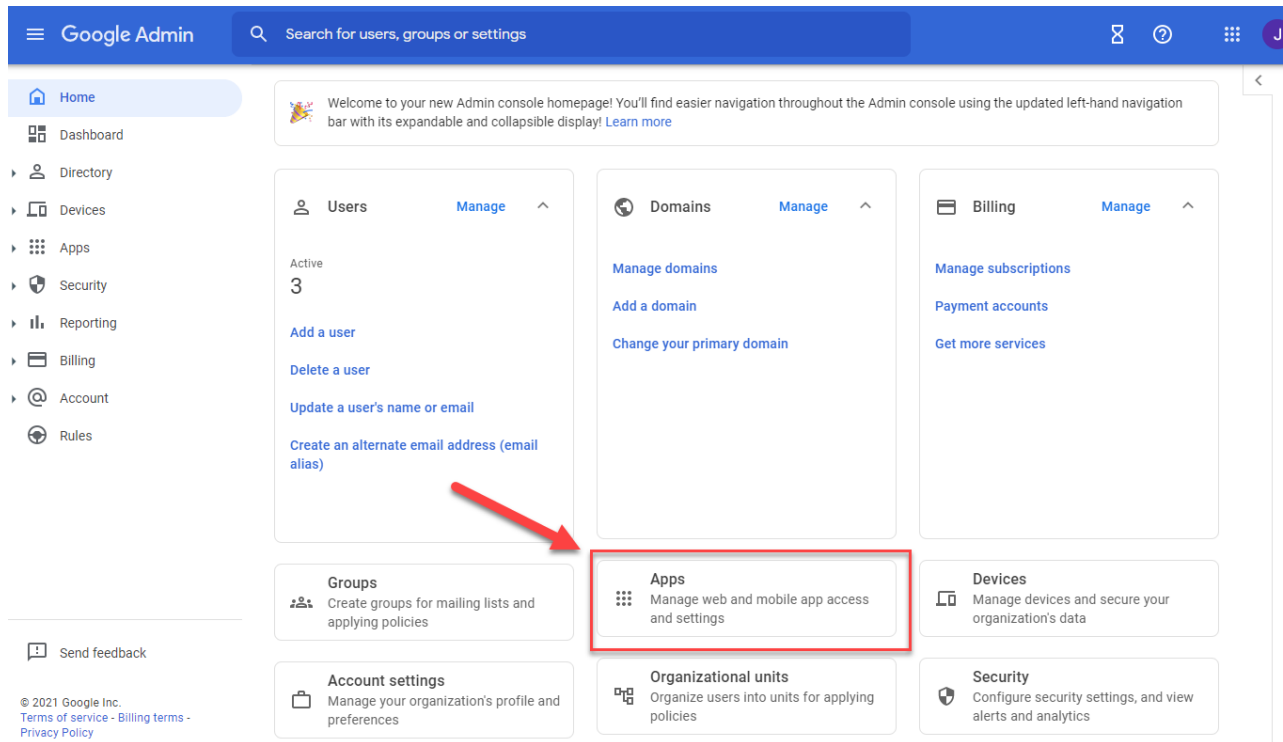
Step 9: You're all done! You may have to wait up to 24 hours before the application propagates through the Google G-Suite system.

Google - How to download metadata XML

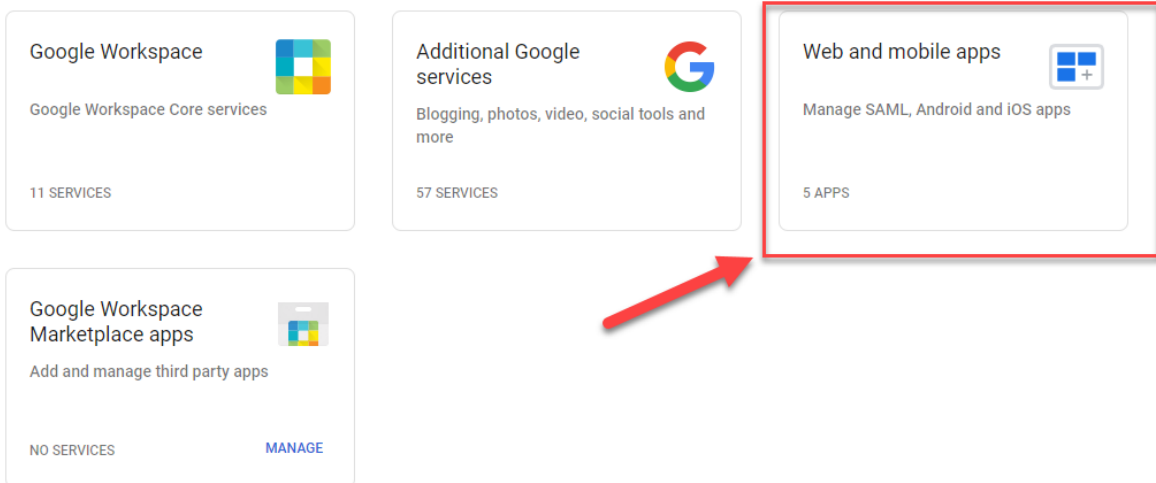
This article will describe how to download the metadata XML file from your Google Workspace (G-Suite) system.

Step 1: Go to **Google Workspace (G-Suite)** and **Login**. <https://workspace.google.com/>

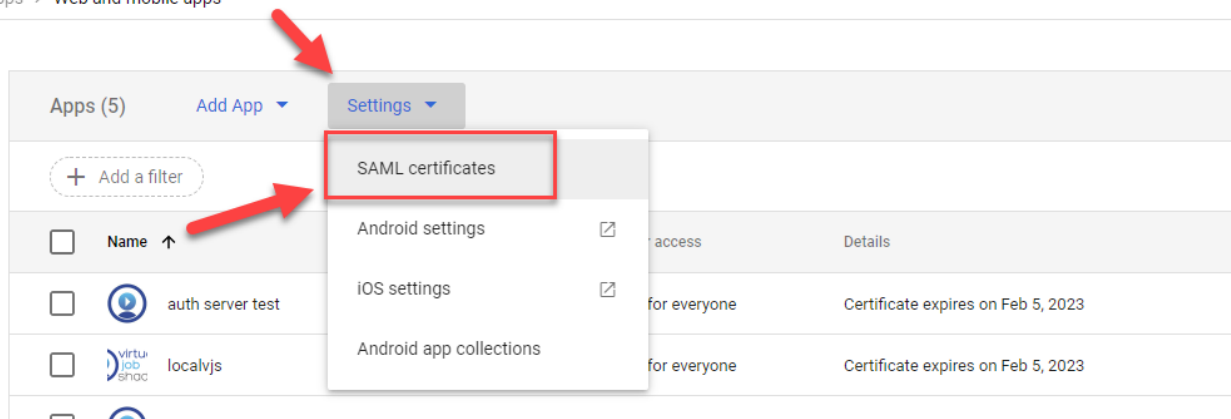
Step 2: Navigate to **Apps**, on the dashboard.



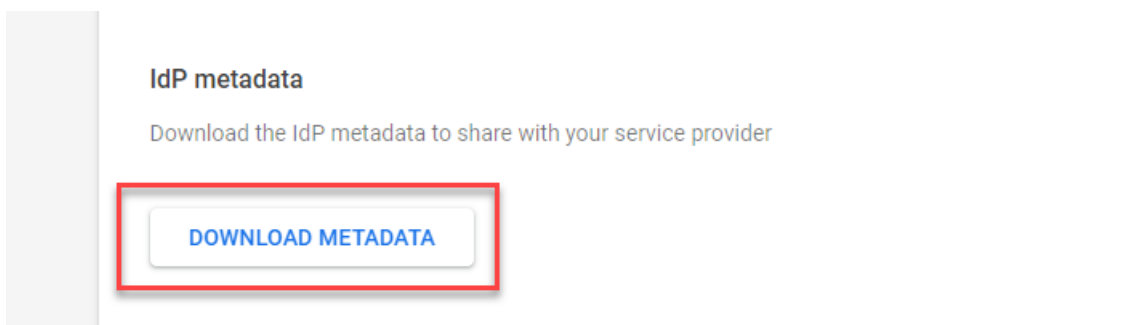
Step 3: Navigate to **Web and Mobile Apps**. (If using the old system, it would say *Custom SAML Apps*)



Step 4: Click on **Settings** dropdown and choose **SAML Certificates**.



Step 5: Scroll to the bottom of the page, and click **Download Metadata**.



Step 6: Save the metadata XML file, and send to the Pathful representative.

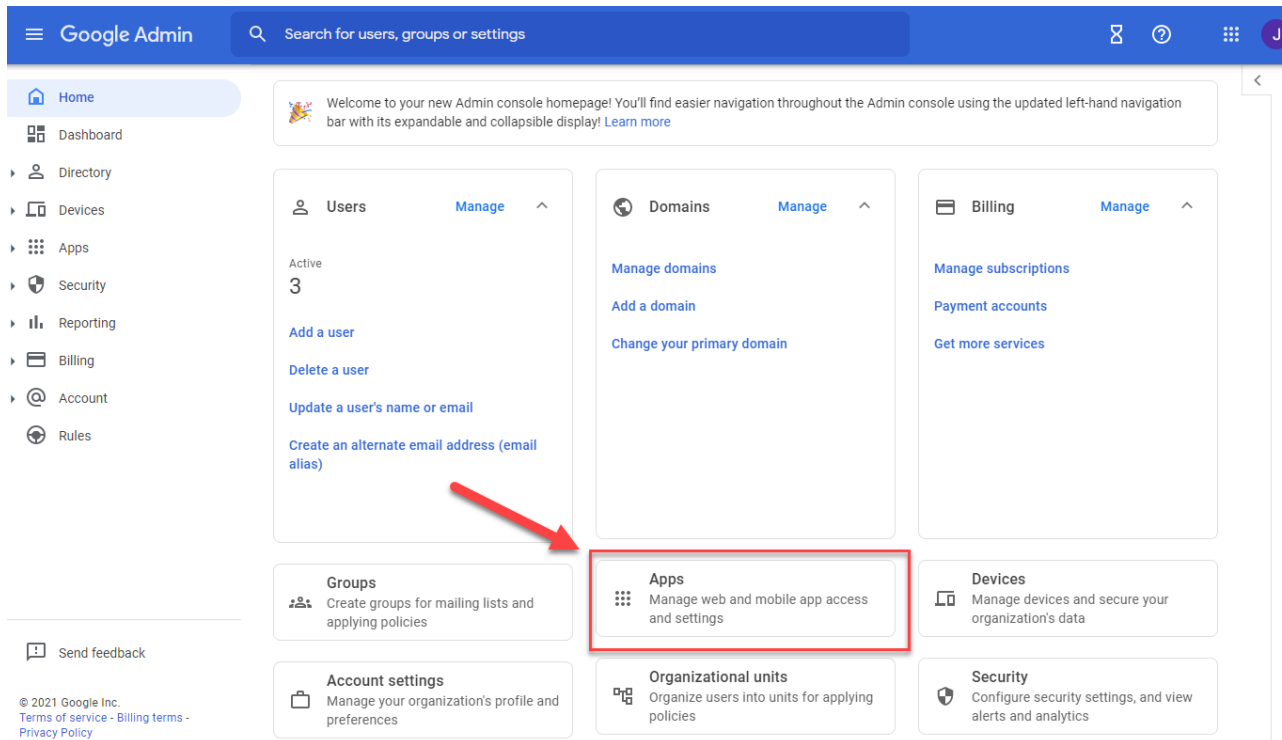


Google - How to Verify Application Settings

This article will describe how to navigate to the VirtualJobShadow.com application, and verify the settings.

Step 1: Go to **Google Workspace (G-Suite)** and **Login**. <https://workspace.google.com/>

Step 2: Navigate to **Apps**, on the dashboard.



Step 3: Navigate to **Web and Mobile Apps**. (If using the old system, it would say *Custom SAML Apps*)

Google Workspace
Google Workspace Core services
11 SERVICES

Additional Google services
Blogging, photos, video, social tools and more
57 SERVICES

Web and mobile apps
Manage SAML, Android and iOS apps
5 APPS

Google Workspace Marketplace apps
Add and manage third party apps
NO SERVICES [MANAGE](#)

Step 4: Find the **VirtualJobShadow.com** application in the list, and **click** on the application.

Apps (1) [Add App](#) [Settings](#)

+ Add a filter

<input type="checkbox"/>	Name ↑	Platform	Authentication	User access	Details
<input type="checkbox"/>	virtualjobshadow	Web	SAML	ON for 1 organizational unit	Certificate expires on Feb 5, 2023

Step 5: Click on **Service Provider Details**.

SAML

virtualjobshadow

TEST SAML LOGIN

DOWNLOAD METADATA

DELETE APP

User access

To make the managed app available to select users, choose a group or organizational unit. [Learn more](#)

[View details](#)

ON for 1 organizational unit
Testing middle school

Service provider details

Certificate Google_2023-2-5-19421_SAML2_0 (Expires Feb 5, 2023)	ACS URL https://auth.virtualjobshadow.com/simplesaml/module.php/saml/sp/saml2-acis.php/auth-server-test	Entity ID https://auth.virtualjobshadow.com/sso/v1/auth-server-test
--	---	---

SAML attribute mapping

Map Google directory user profile fields to SAML service provider attributes. [Learn more](#)

email Basic Information > Primary email	firstName Basic Information > First name	lastName Basic Information > Last name
---	--	--

Step 6: Verify the **SSO Configuration** settings are correct. Here are some **common issues** to

look for.

1. URL's have spaces at the end, beginning or in the middle. If the Entity ID, ACS URL, or Start URL have rogue spaces or extra characters, it will fail to recognize the application.
2. The **Signed response checkbox** is unchecked. Our end of the application is expecting the response to be signed. If unchecked, it could cause issues with signing in.
3. The ACS URL and the Entity ID have been switched. The **Entity ID** and the **Start URL** should be the same, and the **ACS URL** is the longer of the URL's.

SSO configuration

ACS URL and entity ID are required

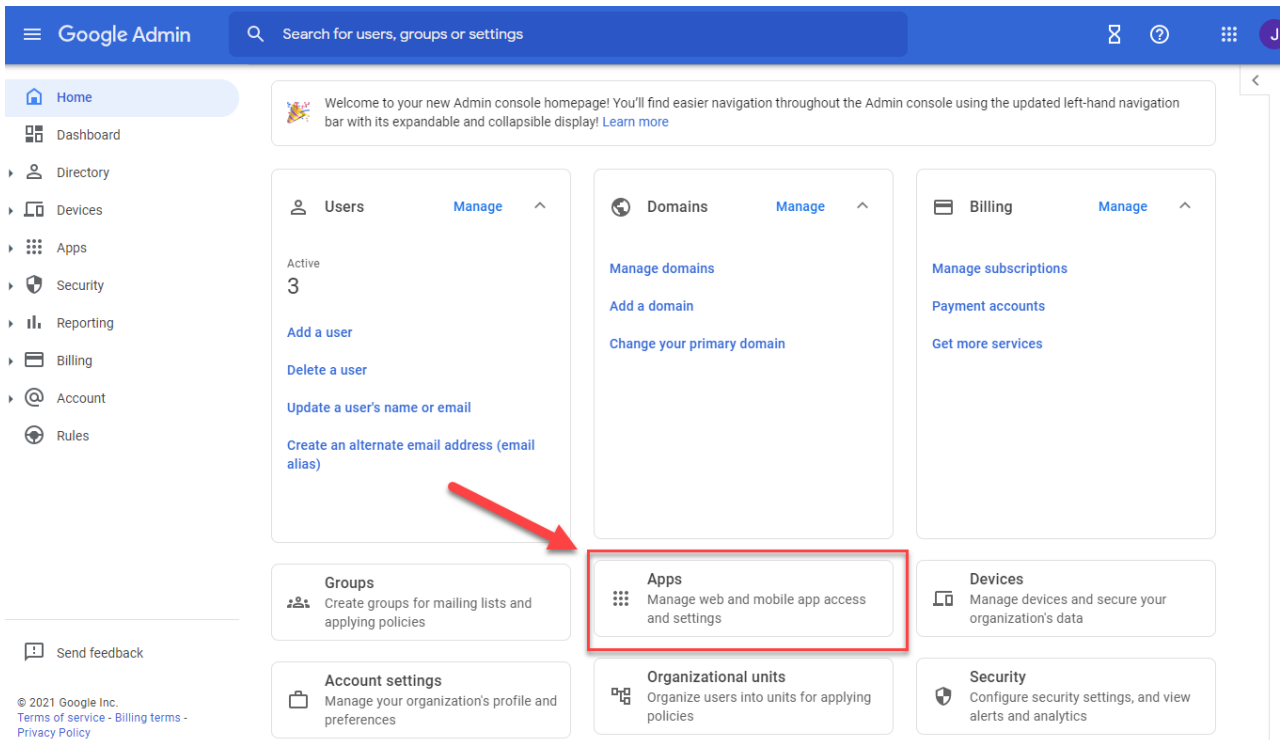
ACS URL *	<code>https://auth.virtualjobshadow.com/simplesaml/module.php/saml/sp/saml2-accs.php/auth-server-test</code>
Entity ID *	<code>https://auth.virtualjobshadow.com/sso/v1/auth-server-test</code>
Start URL	<code>https://auth.virtualjobshadow.com/sso/v1/auth-server-test</code>
<input checked="" type="checkbox"/> Signed response	

Google - How to Manage Access

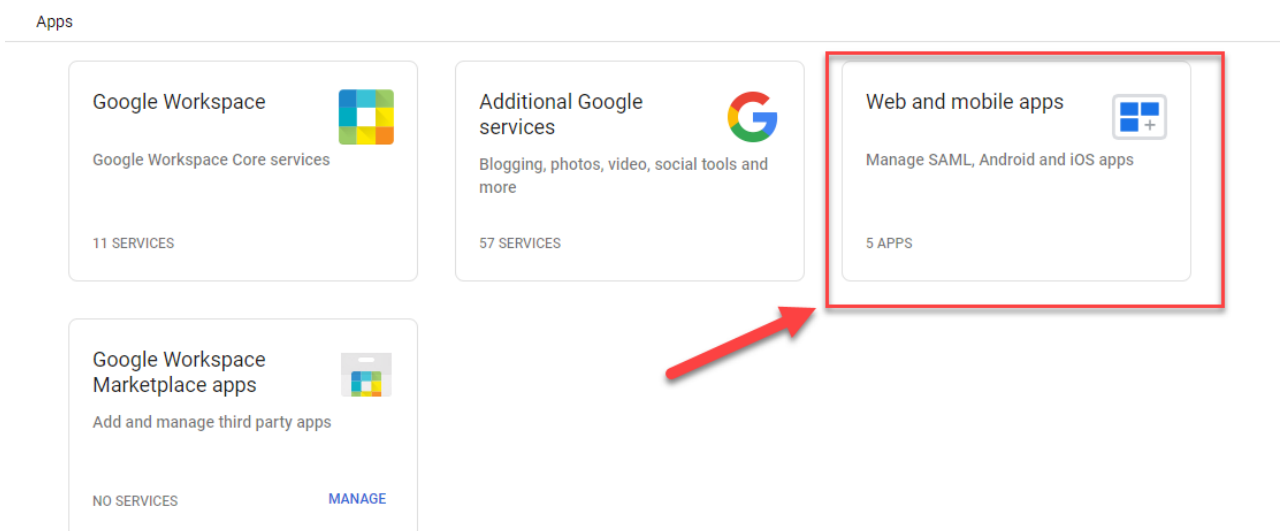
This article will describe how to manage access to the SAML application.

Step 1: Go to **Google Workspace** (G-Suite) and **Login**. <https://workspace.google.com/>

Step 2: Navigate to **Apps**, on the dashboard.

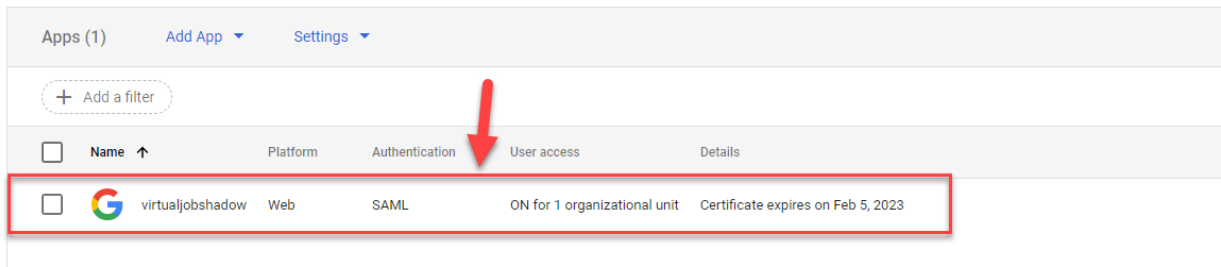


Step 3: Navigate to **Web and Mobile Apps**. (If using the old system, it would say *Custom SAML Apps*)



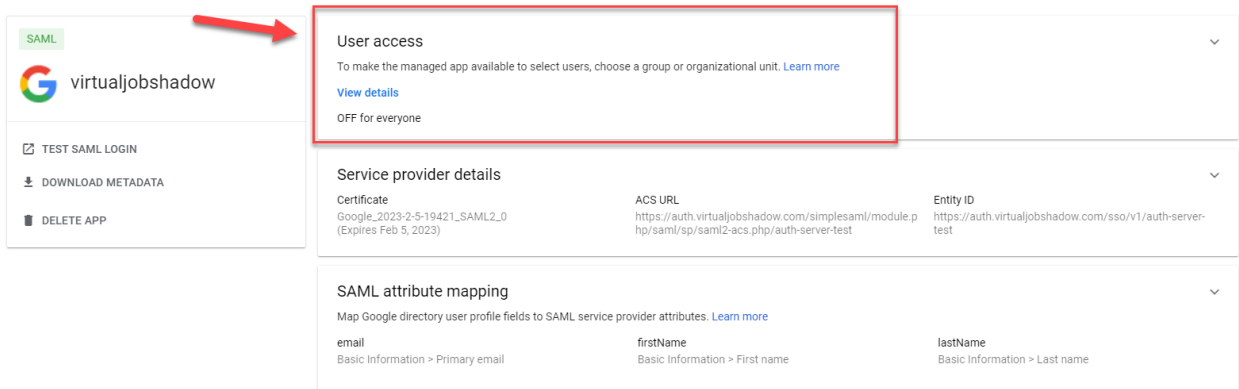
Step 4: Find the VirtualJobShadow.com application in the list, and click on the application.

Apps > Web and mobile apps



Step 5: Click on User Access.

Apps > Web and mobile apps > virtualjobshadow



Step 6: Add Access to the appropriate Organizational Units.

1. Click on **organizational unit** that need access.
2. Select **ON** for the **Service Status**.
3. Click **SAVE** to update the org unit status.

The screenshot displays the Google Admin console interface for the 'virtualjobshadow' app. On the left, the 'Organizational Units' menu is expanded, showing a tree structure under 'tasktangler.com' including 'Testing middle school' (with sub-items '2025 administrator', 'grade 6', 'iss', 'teacher'), 'Testing School' (with sub-item 'Grade 9'), and 'Testing School 2' (with sub-item 'Grade 6 Student'). The main content area shows the 'Service status' for users in 'tasktangler.com', with the 'ON' radio button selected. A message below the radio buttons states: 'Changes may take up to 24 hours to propagate to all users.' At the bottom right, there is a 'SAVE' button. Red annotations include: '1' pointing to the 'Organizational Units' menu item, '2' pointing to the 'Service status' section header, and '3' pointing to the 'SAVE' button.

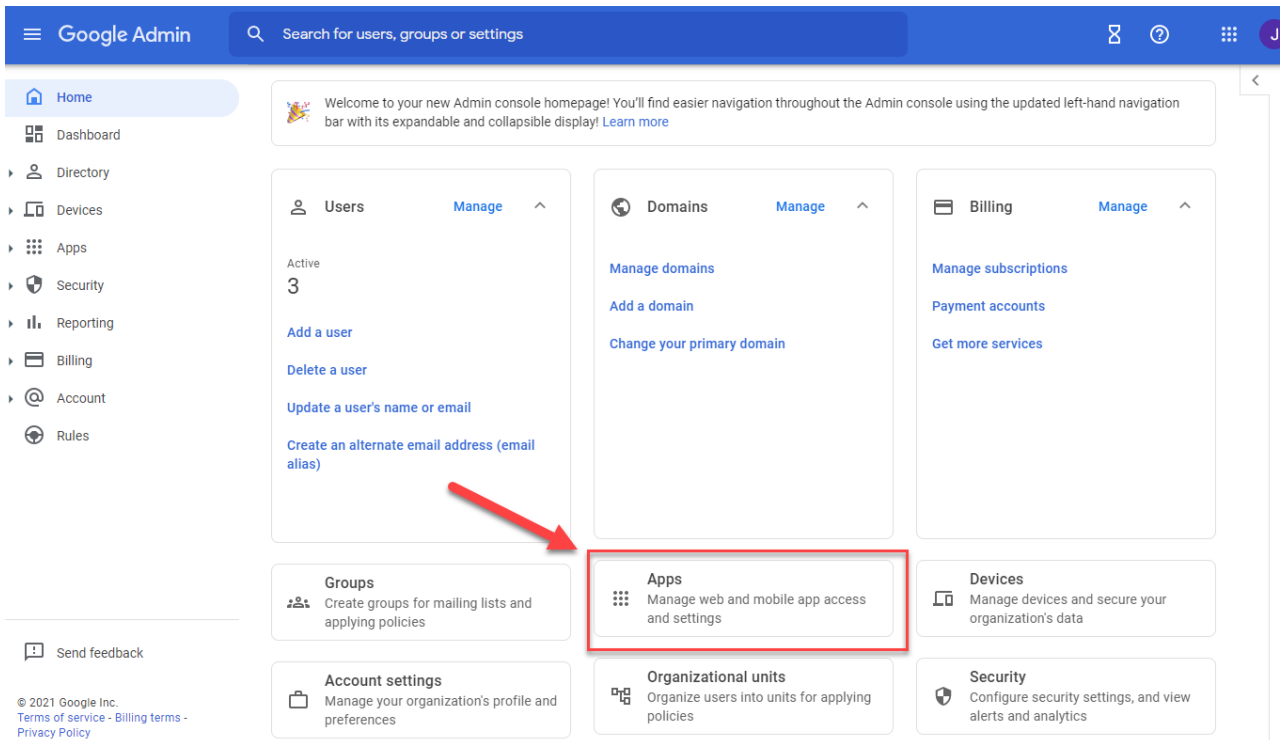
Step 7: Repeat **Step 6** for every **org unit** or **parent org unit** that needs access.

Google - How to Update Certificate

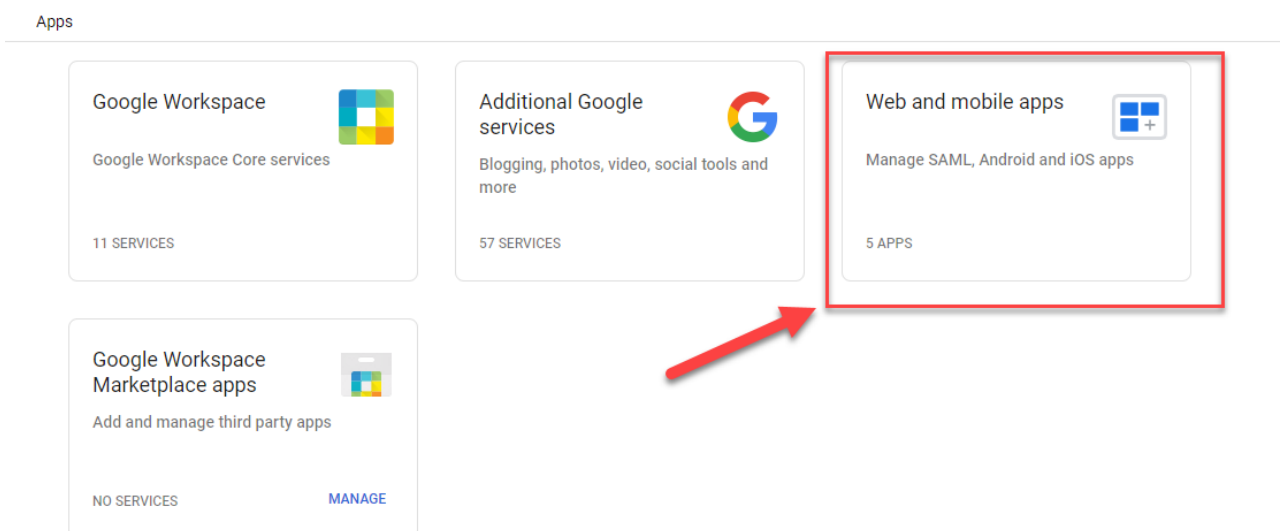
This article will describe how to update/verify your SAML Certificates.

Step 1: Go to **Google Workspace** (G-Suite) and **Login**. <https://workspace.google.com/>

Step 2: Navigate to **Apps**, on the dashboard.

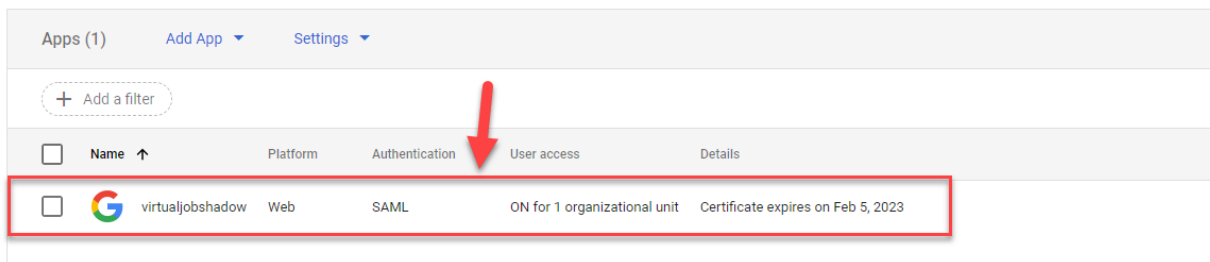



Step 3: Navigate to **Web and Mobile Apps**. (If using the old system, it would say *Custom SAML Apps*)



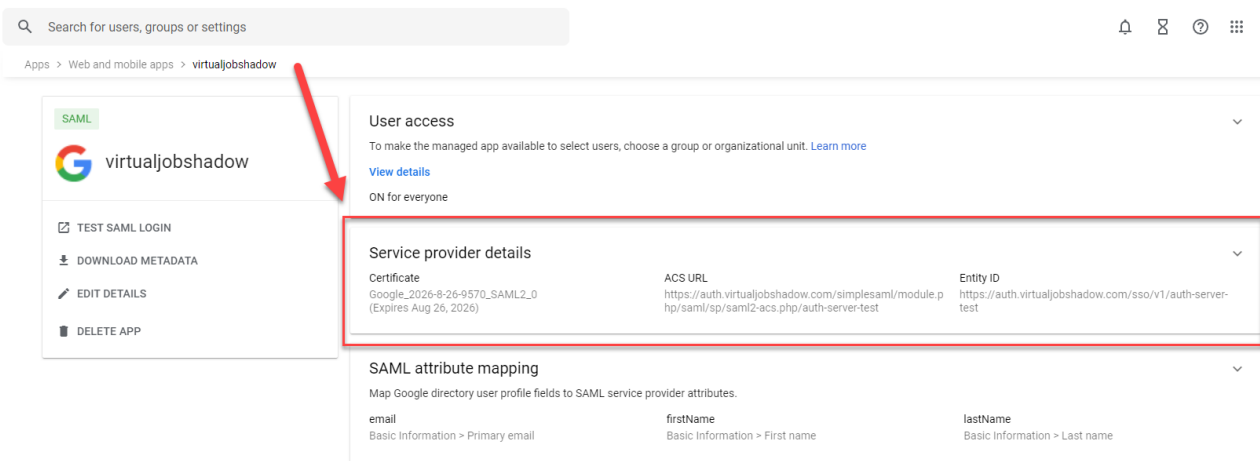
Step 4: Find the **VirtualJobShadow.com** application in the list, and **click** on the application.

Apps > Web and mobile apps




<input type="checkbox"/>	Name ↑	Platform	Authentication	User access	Details
<input type="checkbox"/>	 virtualjobshadow	Web	SAML	ON for 1 organizational unit	Certificate expires on Feb 5, 2023

Step 5: Click on **Service Provider Details**.



Search for users, groups or settings

Apps > Web and mobile apps > virtualjobshadow

SAML
 virtualjobshadow

- TEST SAML LOGIN
- DOWNLOAD METADATA
- EDIT DETAILS
- DELETE APP

User access
To make the managed app available to select users, choose a group or organizational unit. [Learn more](#)
[View details](#)
ON for everyone

Service provider details

Certificate	ACS URL	Entity ID
Google_2026-8-26-9570_SAML2_0 (Expires Aug 26, 2026)	https://auth.virtualjobshadow.com/simplesaml/module.php/saml/sp/saml2-acs.php/auth-server-test	https://auth.virtualjobshadow.com/sso/v1/auth-server-test

SAML attribute mapping
Map Google directory user profile fields to SAML service provider attributes.

email	firstName	lastName
Basic Information > Primary email	Basic Information > First name	Basic Information > Last name

Step 6: Scroll down to the **Certificates** section, and verify the expiration of your current certificate. If expired, please choose an unexpired certificate from the dropdown and move to **Step 8**. If there is only one certificate and/or all the certificates are expired, move to **Step 7**.

Service provider details

Settings

SSO configuration
ACS URL and entity ID are required

ACS URL *
<https://auth.virtualjobshadow.com/simplesaml/module.php/saml/sp/saml2-acs.php/auth-server-test>

Entity ID *
<https://auth.virtualjobshadow.com/sso/v1/auth-server-test>

Start URL
<https://auth.virtualjobshadow.com/sso/v1/auth-server-test>

Signed response

Certificate
Select a certificate for this app

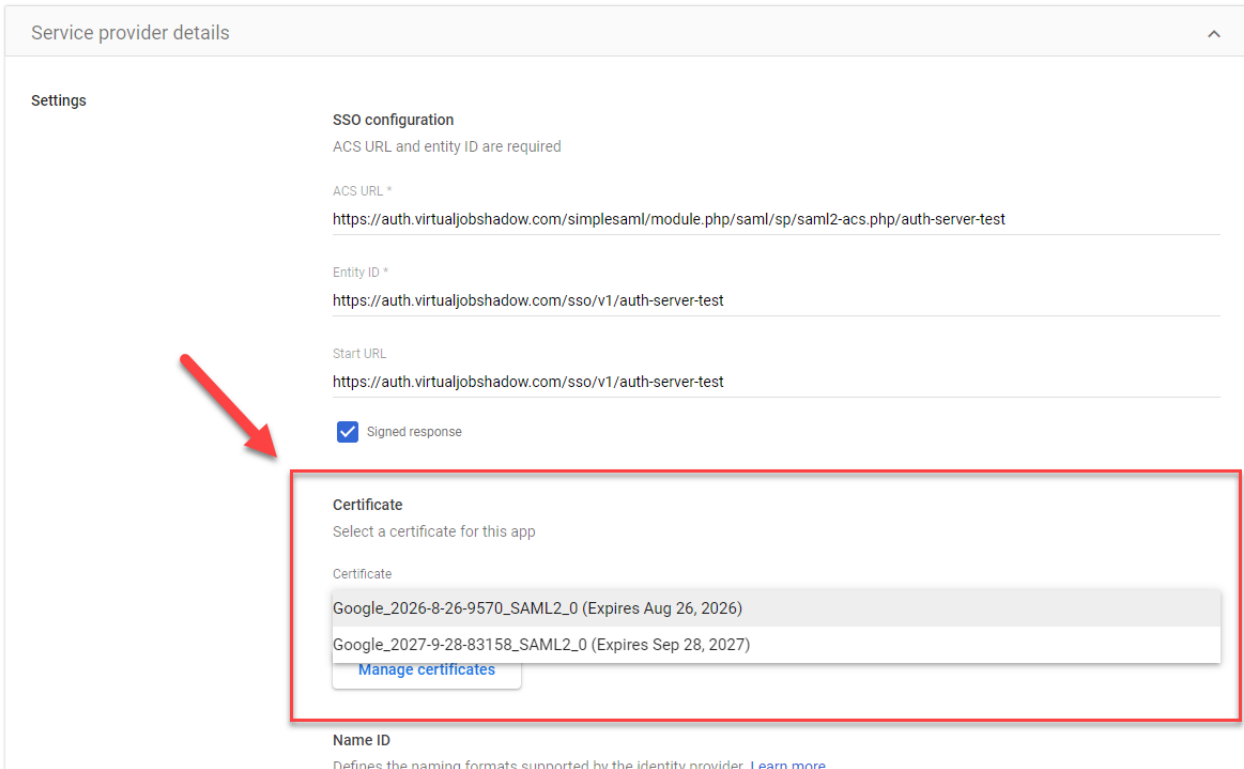
Certificate

Google_2026-8-26-9570_SAML2_0 (Expires Aug 26, 2026)

Google_2027-9-28-83158_SAML2_0 (Expires Sep 28, 2027)

[Manage certificates](#)

Name ID
Defines the naming formats supported by the identity provider. [Learn more](#)



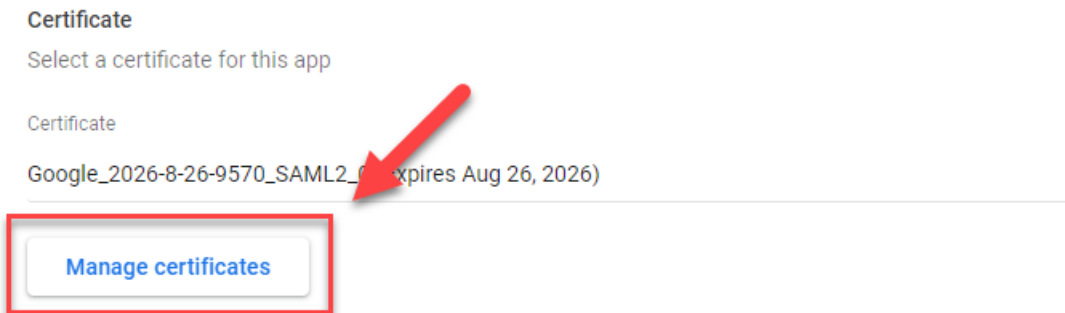
Step 7: Click on Manage Certificates. On the manage certificates page, you can delete old certificates and add new certificates. There is a max of 2 certificates. If there are already 2 certificates, you must delete a certificate before a new one can be created. Once a valid certificate is created, go back to **Step 6** to update the application.

Certificate
Select a certificate for this app

Certificate

Google_2026-8-26-9570_SAML2_0 (Expires Aug 26, 2026)

[Manage certificates](#)



Google Identity Provider details

To configure single sign-on (SSO) using SAML, follow your service provider's instructions. [Learn more](#)

SSO URL

https://accounts.google.com/o/saml2/idp?idpid=C01burv3j



Entity ID

https://accounts.google.com/o/saml2?idpid=C01burv3j



Certificates

Use certificates to confirm the authenticity and integrity of messages shared between the identity and service providers. [Learn more](#)

Certificate 1

Google_2026-8-26-9570_SAML2_0

Expires Aug 26, 2026



-----BEGIN CERTIFICATE-----

```
MIIDdDCCAlYgAwIBAgIwGAXulixtYMA0GCSqGSIb3DQEBCwUAMHsxFDASBgNVBAoTC0d2b2dsZSBJbmMuMRYwFAYDVQQHEw1Nb3VudGFpbWV3MQ8wDQYDVQQDEwZHb29nbGUxGDAWBgNVBAAsTD0dvb2dsZSBJb3VudGFpbWV3MQ8wDQYDVQQAQjEwODI3
```

SHA-256 fingerprint


4B:2D:51:DF:3E:DF:71:43:12:E2:A0:FD:72:5A:6F:5B:60:BF:88:1D:EF:CB:03:8D:38:23:28:1C:40:24:D0:B0





ADD CERTIFICATE


Step 8: Download and send the new metadata.xml file to the Pathful team member.


SAML

 virtualjobshadow

 TEST SAML LOGIN

 **DOWNLOAD METADATA**

 EDIT DETAILS

 DELETE APP



User access

To make the managed app available to select users, choose a group or organizational unit. [Learn more](#)

[View details](#)

ON for everyone

Service provider details

Certificate Google_2026-8-26-9570_SAML2_0 (Expires Aug 26, 2026)	ACS URL https://auth.virtualjobshadow.com/simplesaml/module.php/saml/sp/saml2-acs.php/auth-server-test	Entity ID https://auth.virtualjobtest
---	--	---

SAML attribute mapping

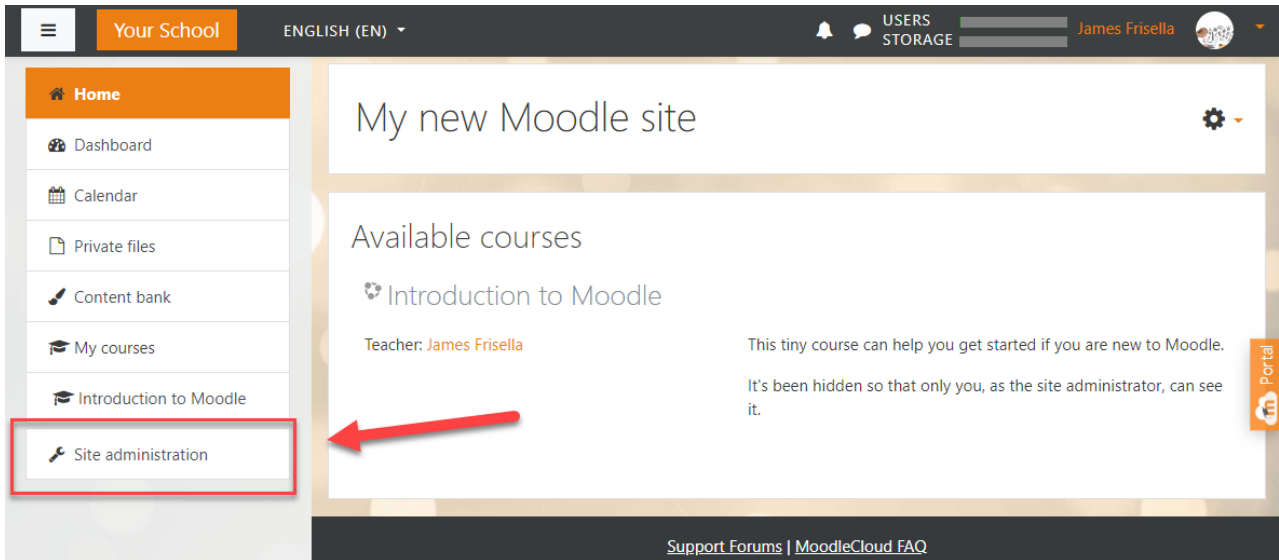
Map Google directory user profile fields to SAML service provider attributes.

email Basic Information > Primary email	firstName Basic Information > First name	lastName Basic Information > I
---	--	--

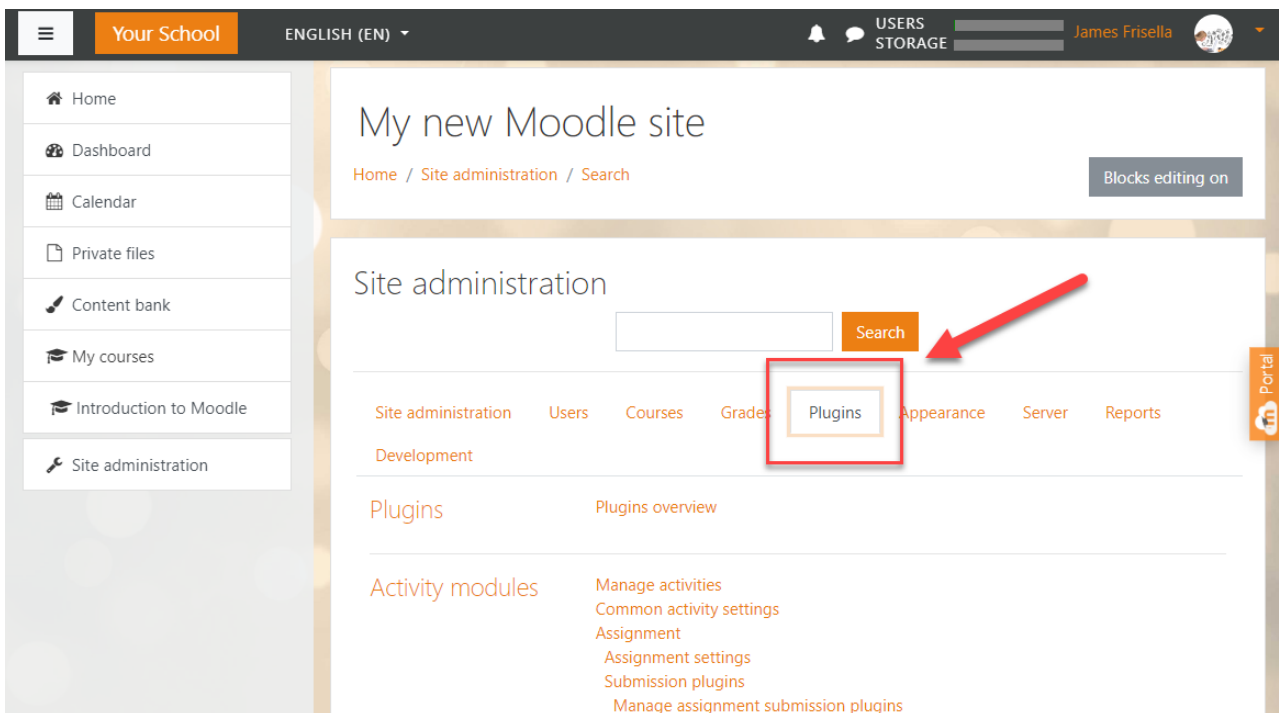
Moodle - Setting up LTI External Tool

Below are the steps for setting up an LTI External tool, which can be used for creating links to login to our application.

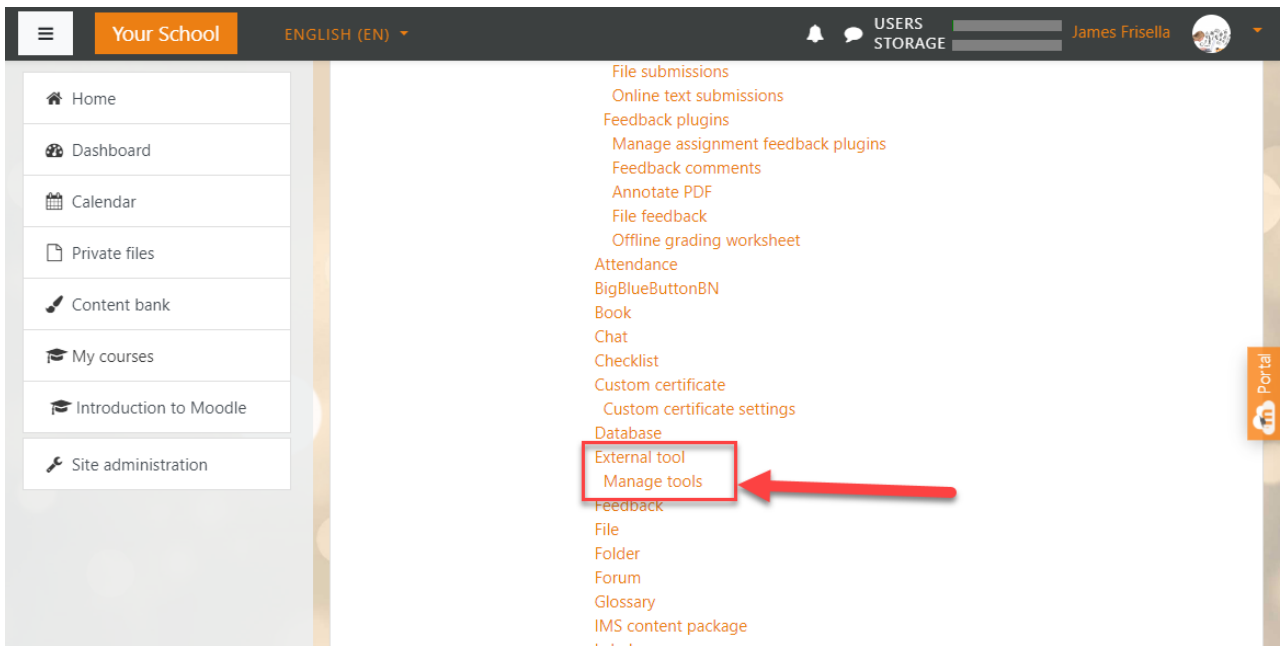
Step 1: Go To **Site Administration** in your Moodle platform.



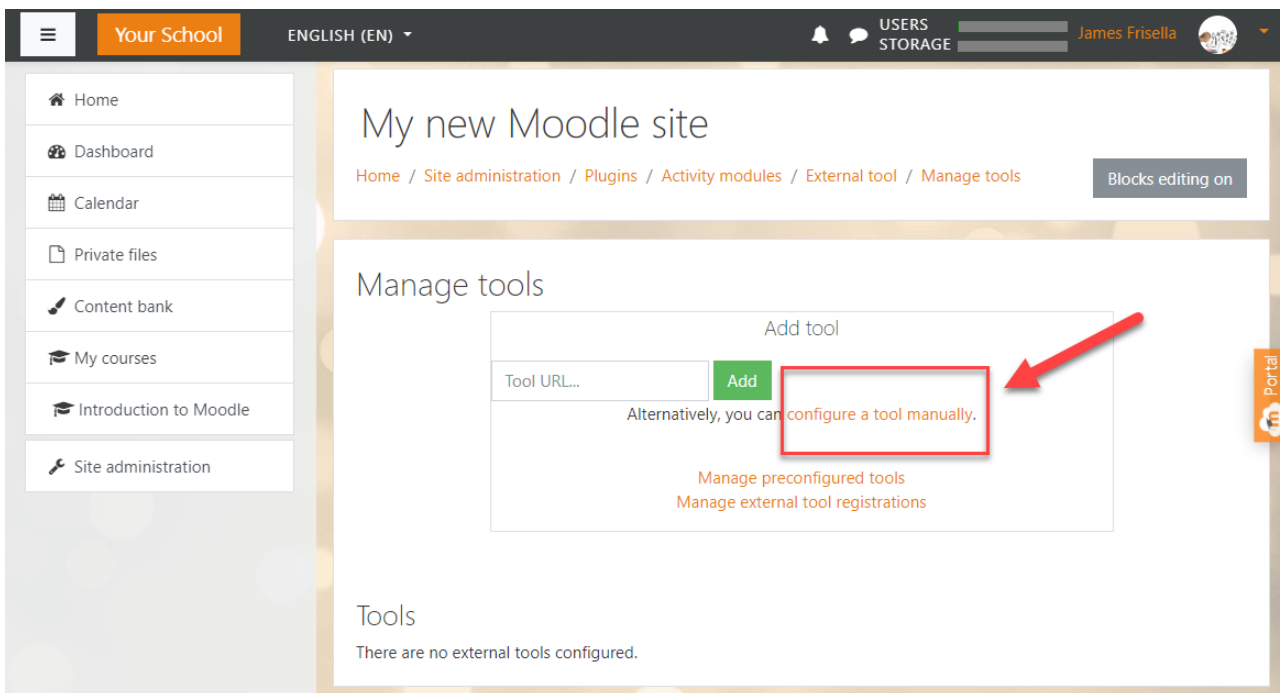
Step 2: Choose **Plugins** from the available tabs.



Step 3: Scroll down to **External Tool >> Manage Tools**. Click on **Manage Tools**.



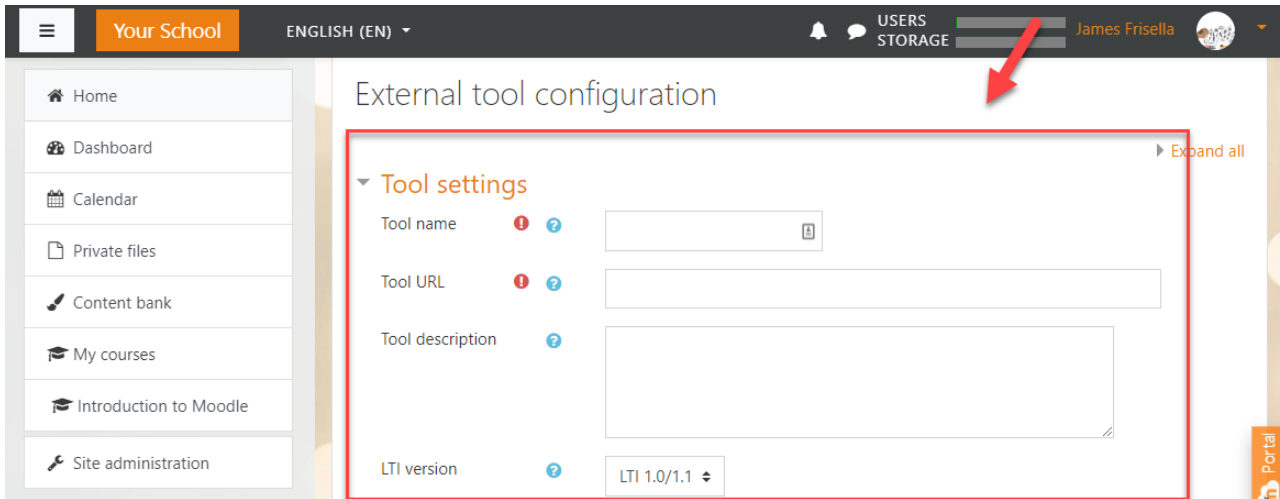
Step 4: Click on **Configure a tool manually**.



Step 5: Fill out the fields for the External Tool. The important settings and their values are listed below.

- Tool Settings
 - Tool Name = VirtualJobShadow.com
 - Tool URL = *Provided by representative*
 - LTI version = LTI 1.0/1.1
 - Consumer Key = *Provided by representative*
 - Shared Secret = *Provided by representative*

- Default Launch container = New window
- Tool Settings - see more
 - Icon URL = <https://virtualjobshadow.s3.amazonaws.com/vjs-logo-nbg.png>
 - Secure Icon URL = <https://virtualjobshadow.s3.amazonaws.com/vjs-logo-nbg.png>
- Privacy
 - Share launcher's name with tool = always
 - Share launcher's email with tool = always



You are finished setting up an external tool.

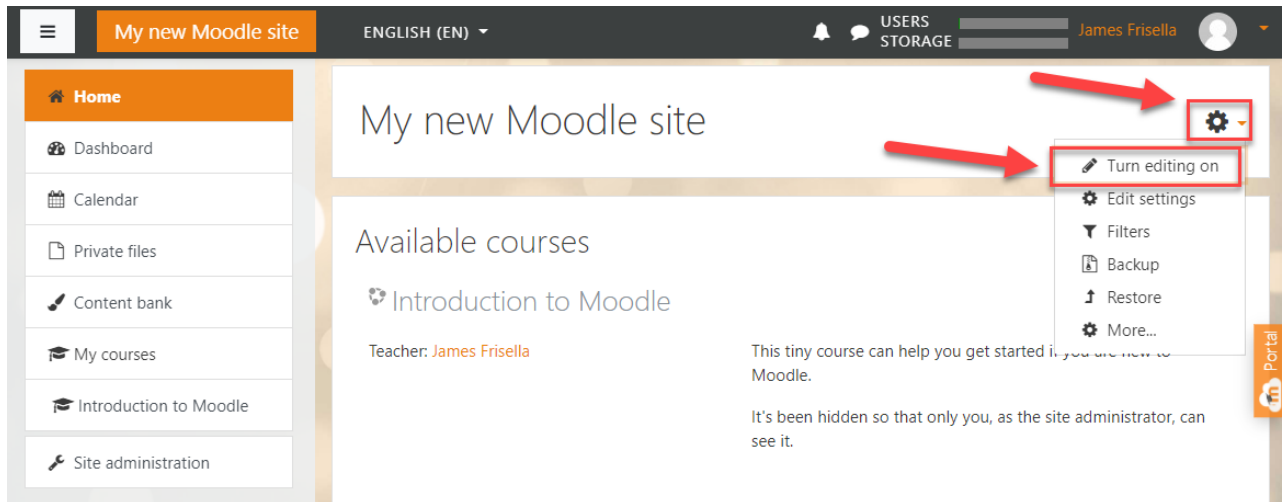
[CLICK HERE](#) are instructions on adding a link to your Moodle instance.

Moodle - Adding External Tool Link to a Course

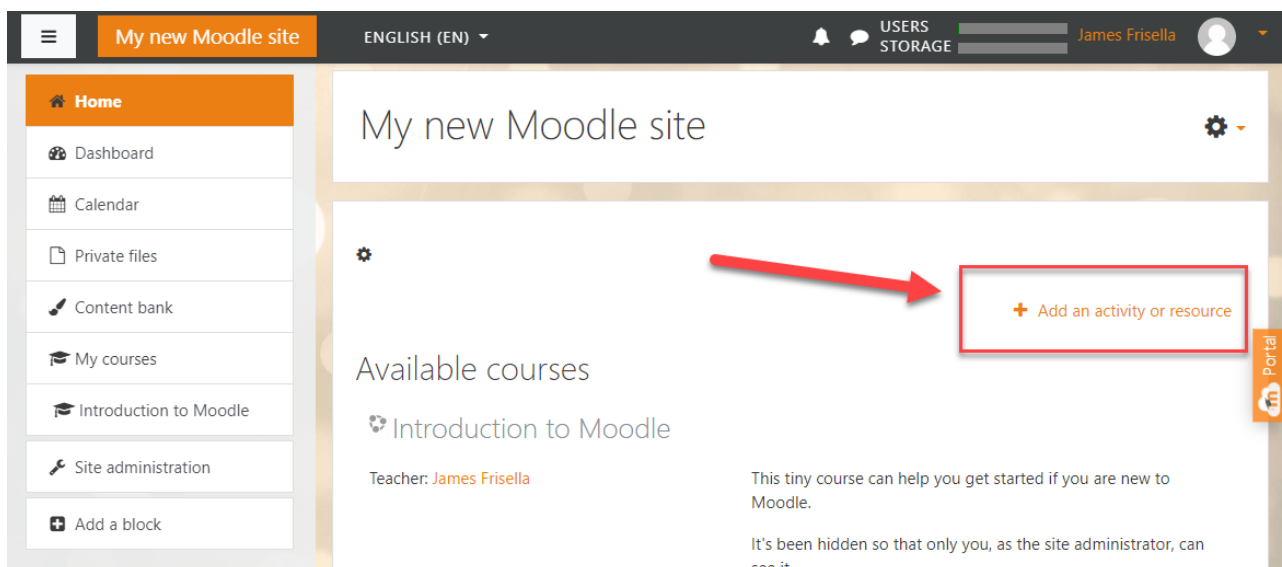
Below are the instructions for setting up an external tool link to a course.

If you have not setup an external tool in Moodle, please follow THESE INSTRUCTIONS.

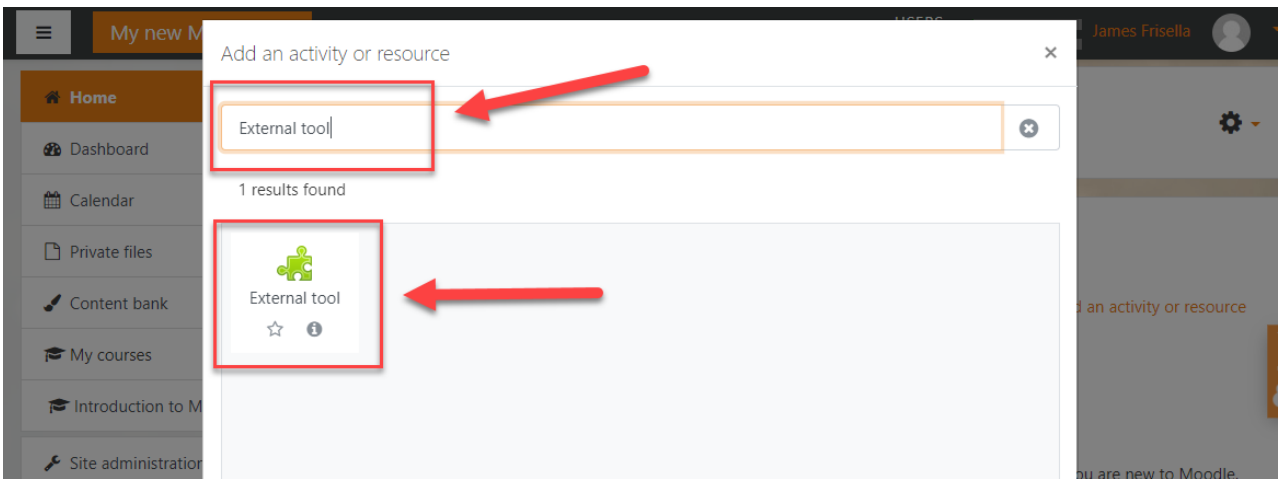
Step 1: Go to the course where you would like the link, and Turn On Editing.



Step 2: Click **Add an activity or resource**.

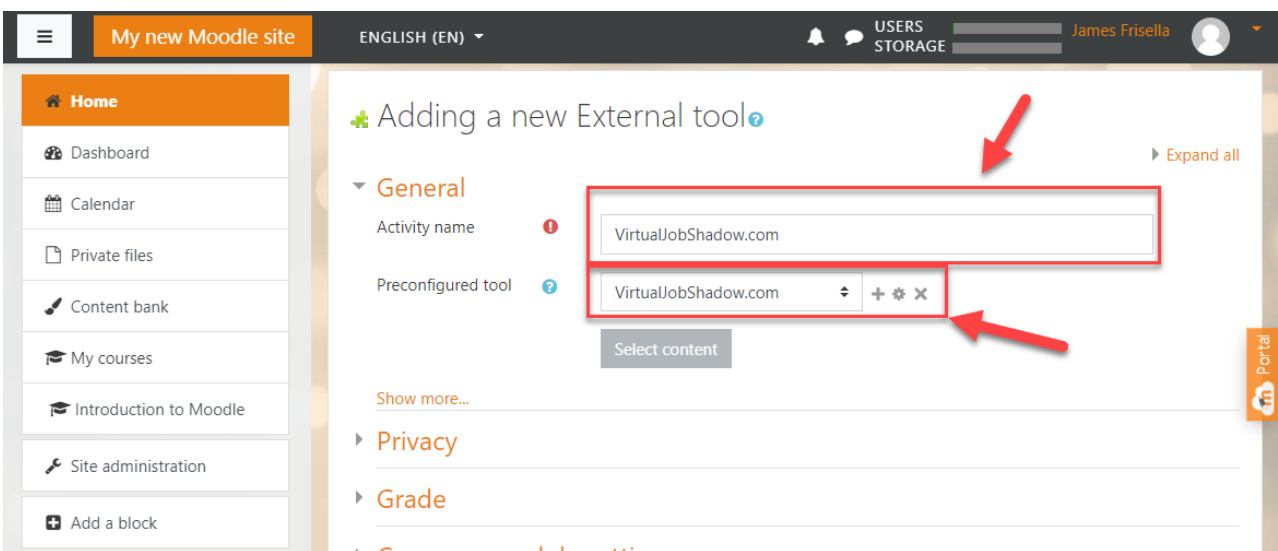


Step 3: Search for **External Tool** in the popup, and click on the **External Tool** activity in the list.



Step 4: Give the activity a name and choose **VirtualJobShadow.com** external tool from the **Preconfigured tool** dropdown. Then Save.

- Activity Name = VirtualJobShadow.com
- Preconfigured tool = VirtualJobShadow.com



You should have completed add a link to a course in Moodle.

Blackboard - Setting up LTI External Tool

Below are the steps for setting up an LTI External tool, which can be used for creating links to login to our application.

Step 1: Pathful representative will provide you with LTI credentials through email. Below is an example of the information provided.

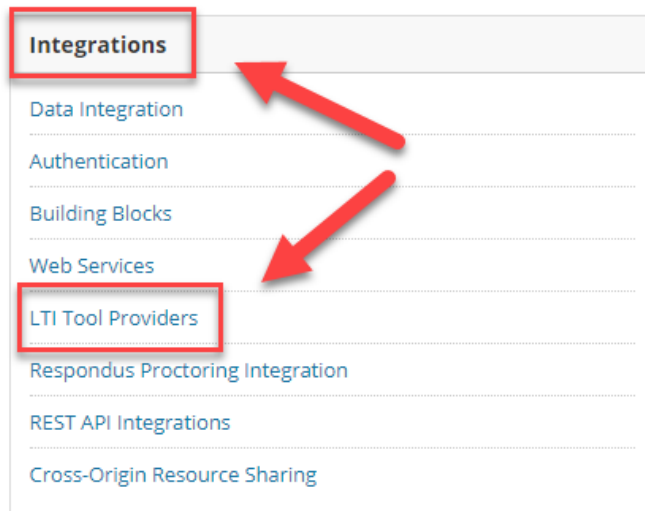
Example LTI Credentials

- Tool Provider Key: 2E12A0C6-755E-495B-A98D-93474A50BF61
- Tool Provider Secret: 423E3331-4994-4C6D-ADB2-4F9C132CC7D9
- Tool Provider URL: <https://auth.virtualjobshadow.com/sso/v1/example-school/>

Step 2: Login to **Blackboard** with an administrator account.

Step 3: Navigate to **System Admin** section in the top navigation.

Step 4: Click on **LTI Tool Providers** under the **Integrations** sections.




Step 5: Click on **Register LTI 1.1 Provider**.

LTI Tool Providers

This report is available to show all provider domains in use in the system, including the status. Domains can be approved, excluded, and deleted. Use the Register Pr

Manage Global Properties **Register LTI 1.1 Provider** Register LTI 1.3/Advantage Tool

<input type="checkbox"/>	TOOL/PROVIDER 	TOOL TYPE	STATUS	CREDENTIALS	SENDS USER DATA	USER
<input type="checkbox"/>	developer.blackboard.com	LTI 1.1 Tool	Approved	Per Link	No	No

Step 6: Fill out the **LTI Tool provider** form with the credentials below, and **Submit**.

- Provider Domain: auth.virtualjobshadow.com
- Default Configuration: Set Globally
- Tool Provider Key: { PROVIDED BY PATHFUL REPRESENTATIVE }
- Tool Provider Secret: { PROVIDED BY PATHFUL REPRESENTATIVE }
- Tool Provider Custom Parameters: *copy each item below on its own line in the textbox.*
 - vjs_user_id=@X@user.id@X@
 - vjs_course_id=@X@course.pk_string@X@
- Send User Data: Send user data only over SSL
- User Fields to Send: Check all boxes
 - Role in course
 - name
 - Email address

Step 7: From the **Tool Providers** list, hover over the new provider you just created, it will be named **auth.virtualjobshadow.com**. Click the down arrow button, and click on **Manage Placements**.

Success: Provider Domain Registered: auth.virtualjobshadow.com.

LTI Tool Providers

This report is available to show all provider domains in use in the system, including the status. Domains can be approved, excluded, and d

Manage Global Properties Edit Register LTI 1.3/Advantage Tool

Manage Placements Usage Report

Approve Exclude Approve Exclude Delete

TOOL/PROVIDER	STATUS	CREDENTIALS	SENDS USER DATA	
<input checked="" type="checkbox"/> auth.virtualjobshadow.com	LTI 1.1 Tool	Approved	Site	Role, Name, Email
<input type="checkbox"/> developer.blackboard.com	LTI 1.1 Tool	Approved	Per Link	No

Approve Exclude Delete

Step 8: Click **Create Placement**.

Administrator Panel LTI Tool Providers Manage Placements: auth.virtualjobshadow.com

Manage Placements: auth.virtualjobshadow.com

Create, Edit, or Delete a Tool Provider Placement. Deleting a Tool Provider Placement will not delete any content associated with it. Links to the pla


Create Placement

Step 9: Fill out the **Create Placement** form with the credentials below, and **Submit**.


You can create 2 types of Placements; **Course Content Tool** or **Course Tool**. One or both types can be created at the same time, depending on your schools particular needs.

Course Content Tool Form

- Label: VirtualJobShadow.com
- Handle: vjs-lti-course-content-tool
- Type: Course Content Tool.

- Launch in New Window: checked
- Icon: below is an image to use. Right click link and choose **Save link as...**
 - vjs-icon-50x50.png 
- Tool Provider URL: { PROVIDED BY PATHFUL REPRESENTATIVE }

Course Tool Form

- Label: VirtualJobShadow.com
- Handle: vjs-lti-course-tool
- Type: Course Tool.
 - Check **Allow Student Access**, if you would like the tool to be available for students.
- Launch in New Window: checked
- Icon: below is an image to use. Right click link and choose **Save link as...**
 - vjs-icon-50x50.png 
- Tool Provider URL: { PROVIDED BY PATHFUL REPRESENTATIVE }

You are finished setting up an external tool.

[CLICK HERE](#) for instructions on adding a link to your Blackboard course.

Blackboard - Adding External Tool Link to Course

Below are the instructions for setting up an external tool link in a course.

If you have not setup an external tool in Blackboard, please follow THESE INSTRUCTIONS.

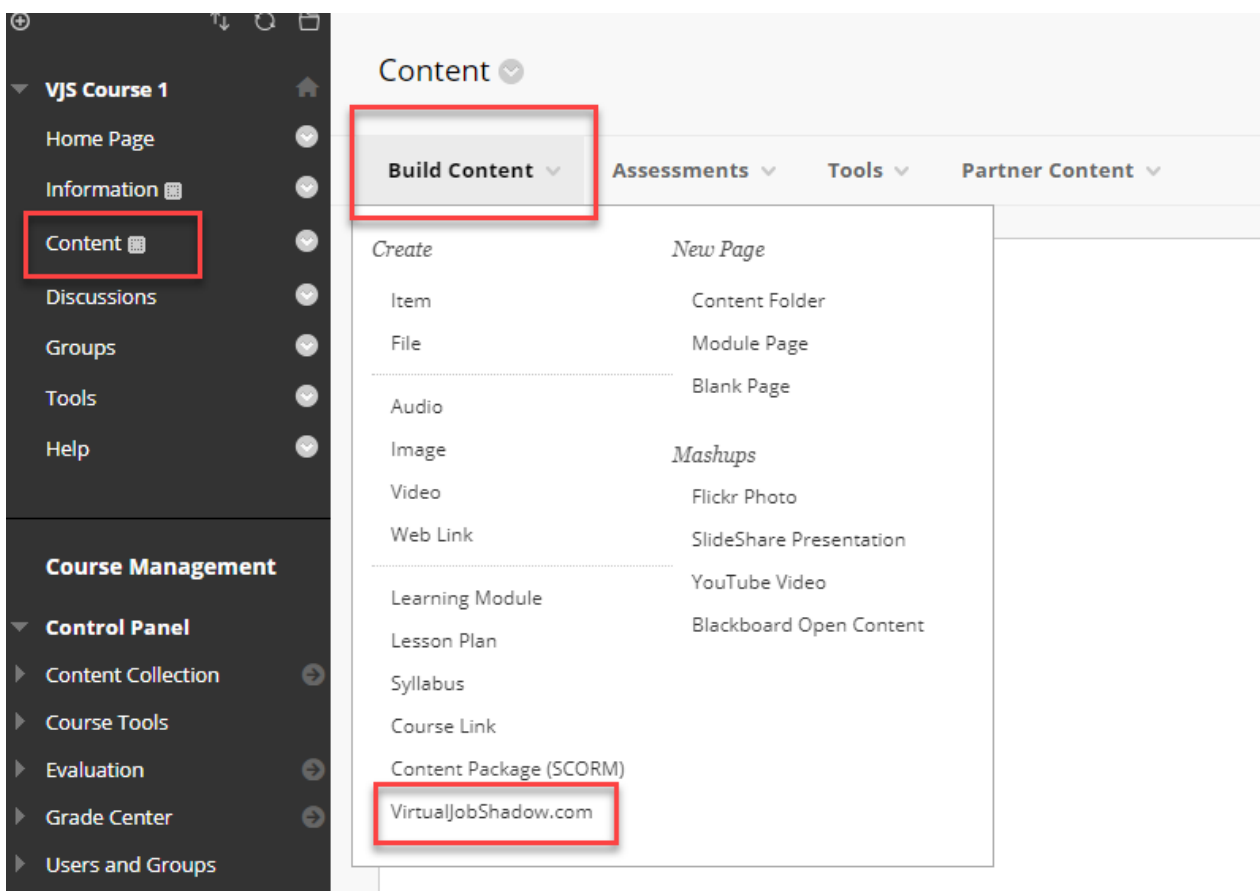
In the previous instructions, a placement was created for your external tool. There are 2 types of placements; **Course Content Tool** or **Course Tool**. Below are the instructions for adding both placements into a course.

Adding Course Content Tool Placement

Step 1: Login to **Blackboard** with an account with admin access to the course.

Step 2: Navigate to the **Course** you would like to edit.

Step 3: Navigate To **Content** section in the left navigation. Choose **Build Content** and click on **VirtualJobShadow.com**



Step 4: Fill out the VirtualJobShadow.com content form with credentials below, then submit.

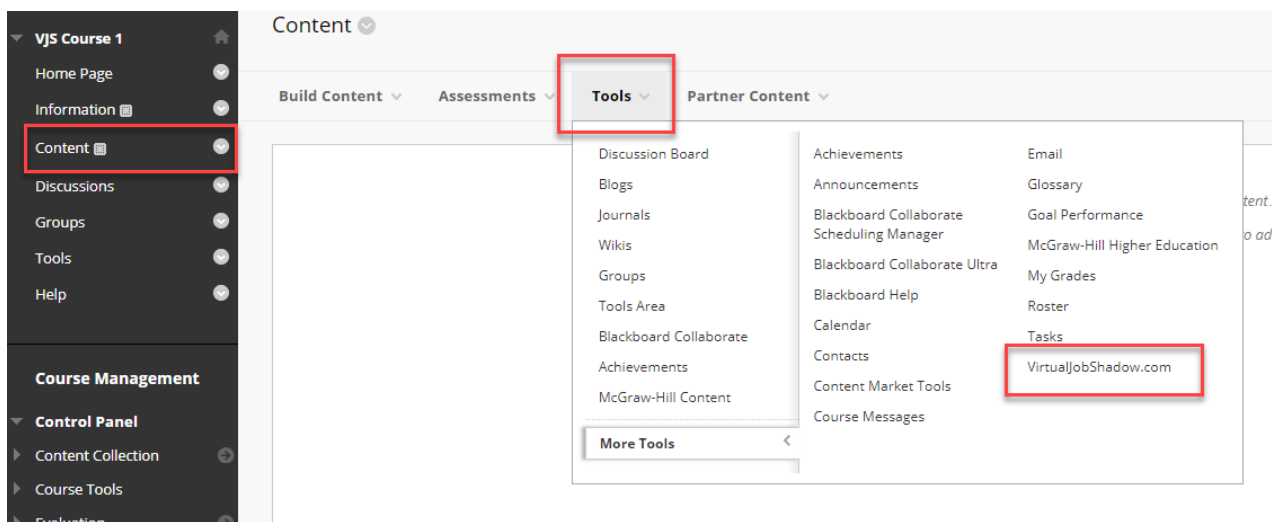
- Name : VirtualJobShadow.com

Adding Course Tool Placement

Step 1: Login to **Blackboard** with an account with admin access to the course.

Step 2: Navigate to the **Course** you would like to edit.

Step 3: Navigate To **Content** section in the left navigation. Choose **Tools -> More Tools**, then click on **VirtualJobShadow.com**



Step 4: Fill out the VirtualJobShadow.com tool form with credentials below, then submit.

- Name : VirtualJobShadow.com

You have successfully added a link to VirtualJobShadow.com in Blackboard.

OneRoster Specifications

Table of Contents

- How does the OneRoster sync work for Pathful?
- Setup Instructions
- File requirements

How does the OneRoster sync work for Pathful?

Every application utilizes the OneRoster data, from your school, a little differently. Below is a list explaining the unique ways we apply the data to our system and other common questions.

- We filter the sync process down to the school level. So only the schools we have mapped in our system, will be rostered.
- Only users with access to the mapped schools, will be rostered into our system.
- We cannot filter out users in a particular school, so all users will be rostered if they are part of a mapped school. In order to achieve this, you must filter the users out before sending the OneRoster file.
- While you are a customer in our system, we will not delete users. The users are only archived, and will not lose their work.
- We do not have classes or courses in our system, we have groups. Groups are created based on the classes.csv file, and students in those groups come from the enrollments.csv file.
- Only courses connected to mapped schools are rostered.
- Only 1 teacher can be associated with a group. We take the first teacher provided in the OneRoster files.
- We can customize what fields are used as usernames in our system. So please let the Pathful representative know if you have any preference.
- Groups created through rostering are mostly not editable. We provide a custom title field, in case teachers would like the groups displayed name to be different.
- Teachers can create custom groups in the applications. These will not be affected by the rostering system.

Setup Instructions

These are the basic instructions for setting up OneRoster with our applications. Because there are multiple systems for sending OneRoster files, these instructions may vary.

Step 1: Review the File Requirements below.

Step 2: We will send you SFTP credentials for sending over the OneRoster files.

Step 3: You will use the credentials to send over the zipped OneRoster folder.

Step 4: You should create a daily sending schedule for the files. Let the Pathful representative know the scheduled time of day when the files will be sent. We recommend between 12am - 6am EST.

Step 5: We will review the OneRoster files, and report back any issues.

Step 6: We will map any existing users in our system, to users in the OneRoster files. Does not apply to new customers.

Step 7: We will run the initial sync, and report any issues.

Step 8: We will initialize the scheduled sync. At this point, our system will consume the OneRoster files daily at the scheduled time provided in Step 4.

File Requirements

- The files must be sent as a zip file.
- There are NO requirements for the name of the zip file.
- The OneRoster files in the zipped folder, do have name requirements. Those details are listed below.
- Here is a sample zip file: `VjsCreateRoster.zip` []

We do not require all the files for utilizing OneRoster. Here is a list of the required files.

- manifest.csv
- orgs.csv
- users.csv
- classes.csv
- enrollments.csv

Within each file, there are required columns/data. Here is a list of the columns and whether they are required. If a column is [optional] it will be surrounded with brackets.

manifest.csv

- propertyName
- value

orgs.csv

- sourcedId
- [status]
- [dateLastModified]
- name
- type
- [identifier]
- [parentSourcedId]

users.csv

- sourcedId
- [status]
- [dateLastModified]
- enabledUser
- orgSourcedIds
- role

- username
- [userIds]
- givenName
- familyName
- [middleName]
- [identifier]
- [email]
- [sms]
- [phone]
- [agentSourcedIds]
- [grades]
- [password]

classes.csv

- sourcedId
- [status]
- [dateLastModified]
- title
- [grades]
- courseSourcedId
- [classCode]
- classType
- [location]
- schoolSourcedId
- termSourcedIds
- [subjects]
- [subjectCodes]
- [periods]

enrollments.csv

- sourcedId
 - [status]
 - [dateLastModified]
 - classSourcedId
 - schoolSourcedId
 - userSourcedId
 - role
 - [primary]
 - [beginDate]
 - [endDate]
-

Canvas - Adding Course Navigation LTI External Tool

Below are the steps for setting up an LTI External tool to your course navigation in Canvas.

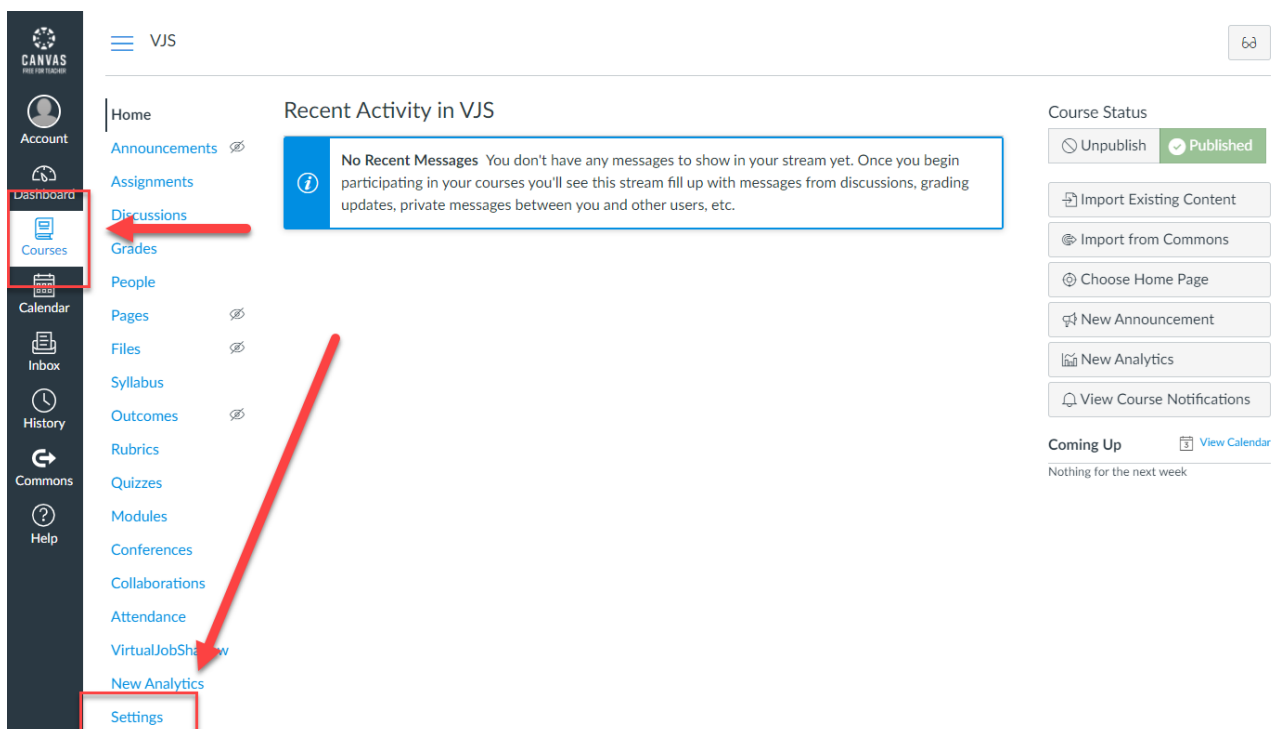
Step 1: Pathful representative will provide you with LTI credentials through email. Below is an example of the information provided.

Example LTI Credentials

- Configuration Type: By URL
- Name: VirtualJobShadow
- Consumer Key: 2E12A0C6-755E-495B-A98D-93474A50BF61
- Shared Secret: 423E3331-4994-4C6D-ADB2-4F9C132CC7D9
- Config URL: <https://auth.virtualjobshadow.com/sso/v1/example-school/lti.xml>

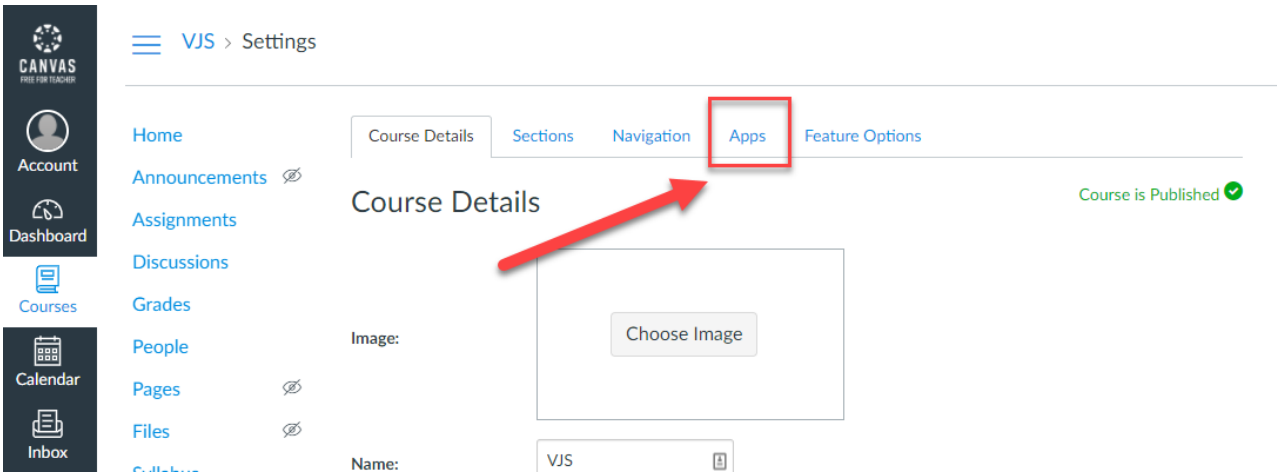
Step 2: Login to Canvas and navigate to the course you would like to add the course navigation.

Step 3: When on the course, navigate to the **Settings** section.

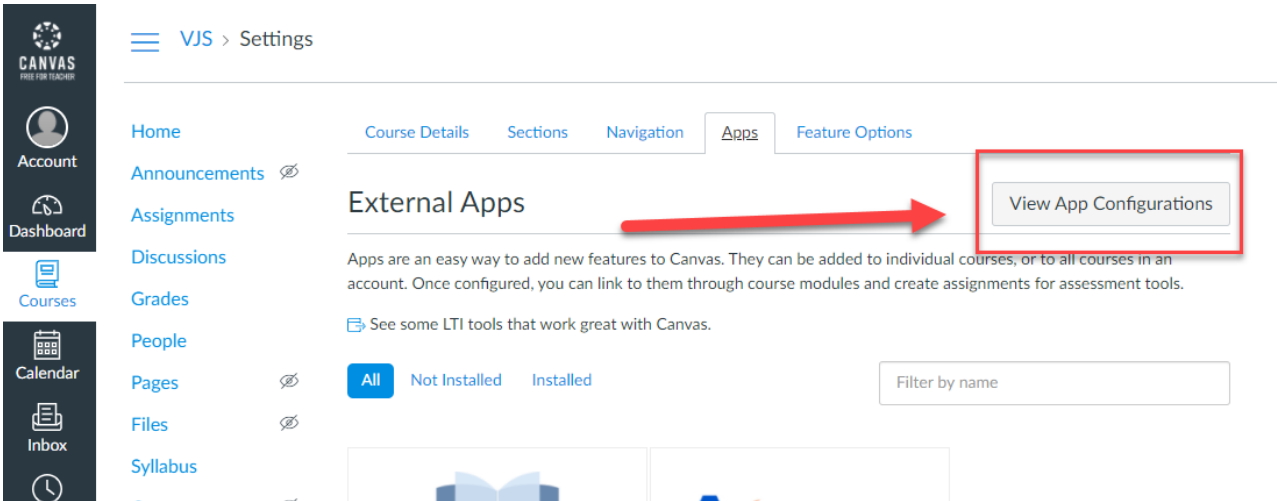


The screenshot shows the Canvas LMS interface. On the left is a dark navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The 'Courses' icon is highlighted with a red box. In the main content area, a vertical list of navigation items is shown: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Conferences, Collaborations, Attendance, VirtualJobShadow, New Analytics, and Settings. The 'Settings' item at the bottom of this list is highlighted with a red box. A red arrow points from the 'Settings' item in the sidebar to the 'Settings' item in the main list. Another red arrow points from the 'Discussions' item in the main list to a blue notification box that says 'No Recent Messages'. On the right side of the interface, there is a 'Course Status' section with 'Unpublish' and 'Published' buttons, and a 'Coming Up' section with a 'View Calendar' link.

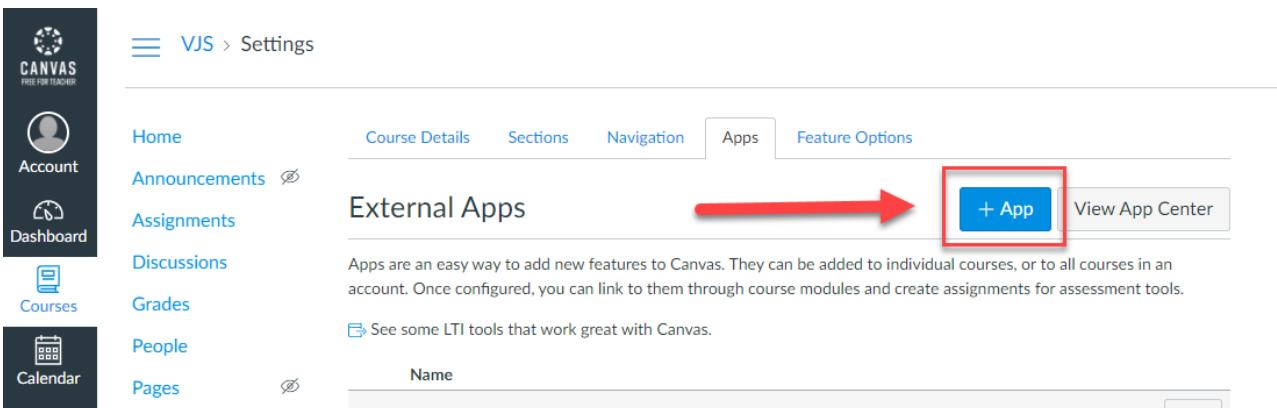
Step 4: Navigate to the **Apps** tab.



Step 5: Click on **View App Configurations**.



Step 6: Click on **+ App**, in order to add a new app.



Step 7: Fill in the app form using the credentials provided by the Pathful representative.

External Apps

+ App View App Center

63 Student View

Add App

Configuration Type
By URL

Name
VirtualJobShadow

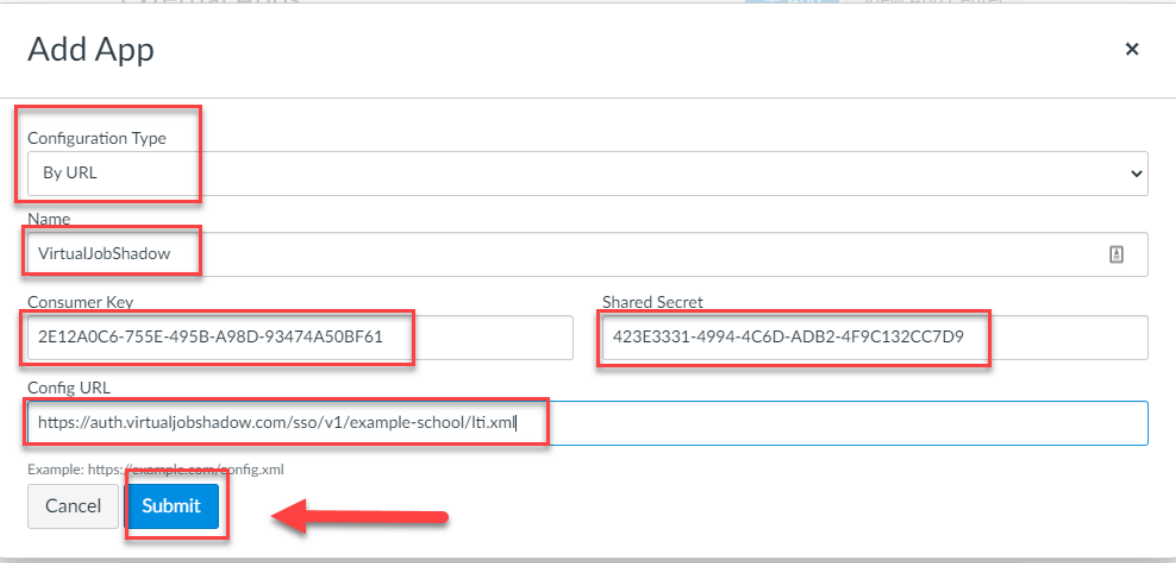
Consumer Key
2E12A0C6-755E-495B-A98D-93474A50BF61

Shared Secret
423E3331-4994-4C6D-ADB2-4F9C132CC7D9

Config URL
https://auth.virtualjobshadow.com/sso/v1/example-school/lti.xml

Example: https://example.com/config.xml

Cancel Submit



Step 8: After adding the app, the VirtualJobShadow navigation link should be visible on the course.

CANVAS
FREE FOR TEACHER

Account

Dashboard

Courses

Calendar

Inbox


History

Commons

Help

VJS

Home


Announcements 


Assignments

Discussions


Grades

People

Pages 

Files 

Syllabus

Outcomes 

Rubrics

Quizzes

Modules

Conferences

Collaborations


Attendance

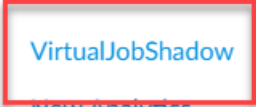

VirtualJobShadow

New Analytics

Settings

Recent Activity

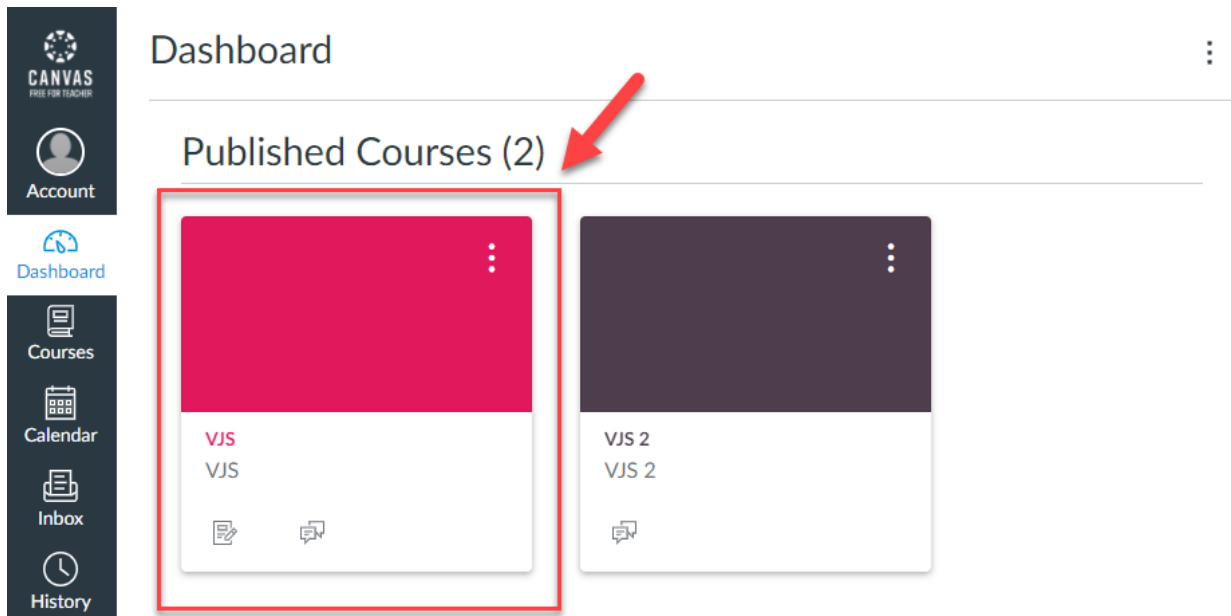
 No Recent participant updates,



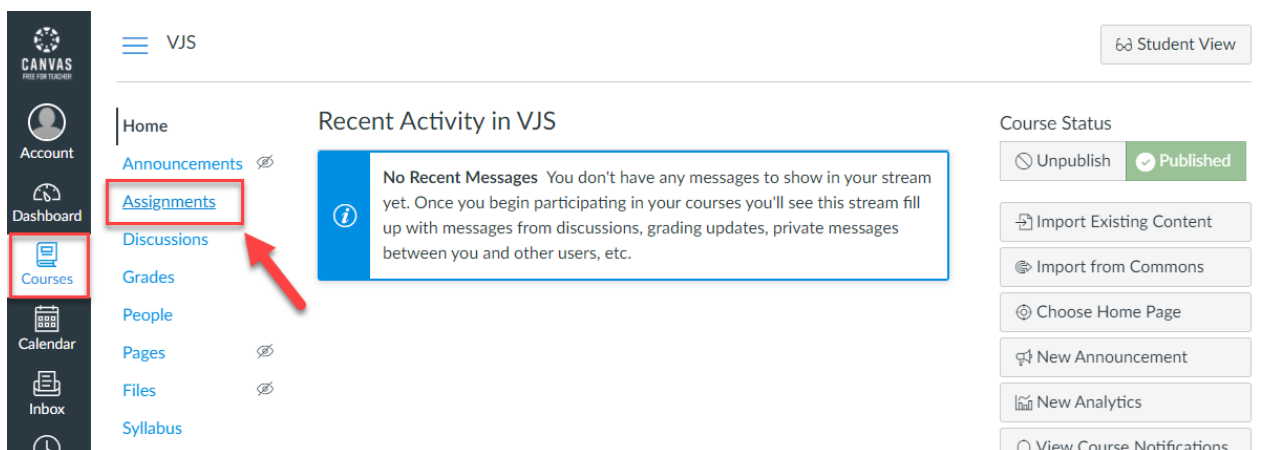
Canvas - Adding LTI External Tool to an Assignment

Below are the steps for adding an LTI external tool to an assignment in Canvas.

Step 1: Navigate to the Course where you need to create an assignment.



Step 2: Click **Assignments** from the left navigation.



Step 3: Click on **+ Assignment** in the top right corner of the page.

VJS > Assignments

63 Student View

Home

Search for Assignment

+ Group + Assignment

Assignments

- Testing Login to VirtualJobShadow.com
- My Math Assignment
- My Science Assignment

Step 4: Fill in the basic details of the Assignment.

- Assignment Name
- Description

VJS > Assignments > Create new

Not Published

VirtualJobShadow.com

Edit View Insert Format Tools Table

12pt Paragraph B I U A T²

This is an optional description for the students.

Step 5: Scroll down to **Submission Type** and choose **External Tool**.

Submission Type

External Tool

External Tool Options

Enter or find an External Tool URL

<http://www.example.com/launch> Find

Load This Tool In A New Tab

Step 6: Under **Submission Type** click the **Find** button.

Submission Type

External Tool

External Tool Options

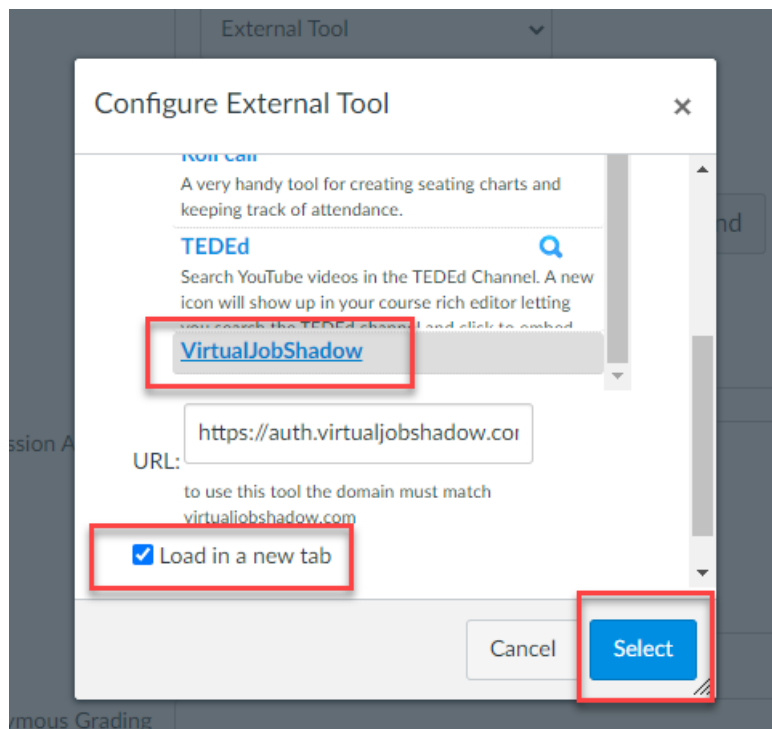
Enter or find an External Tool URL

<http://www.example.com/launch> Find

Load This Tool In A New Tab

Step 7: In the **Configure External Tool** popup, locate and click the **VirtualJobShadow** tool, select the **Load in a new tab** checkbox, and click **Select**.

IMPORTANT: You MUST select the "Load in a new tab" checkbox or the application will not work.



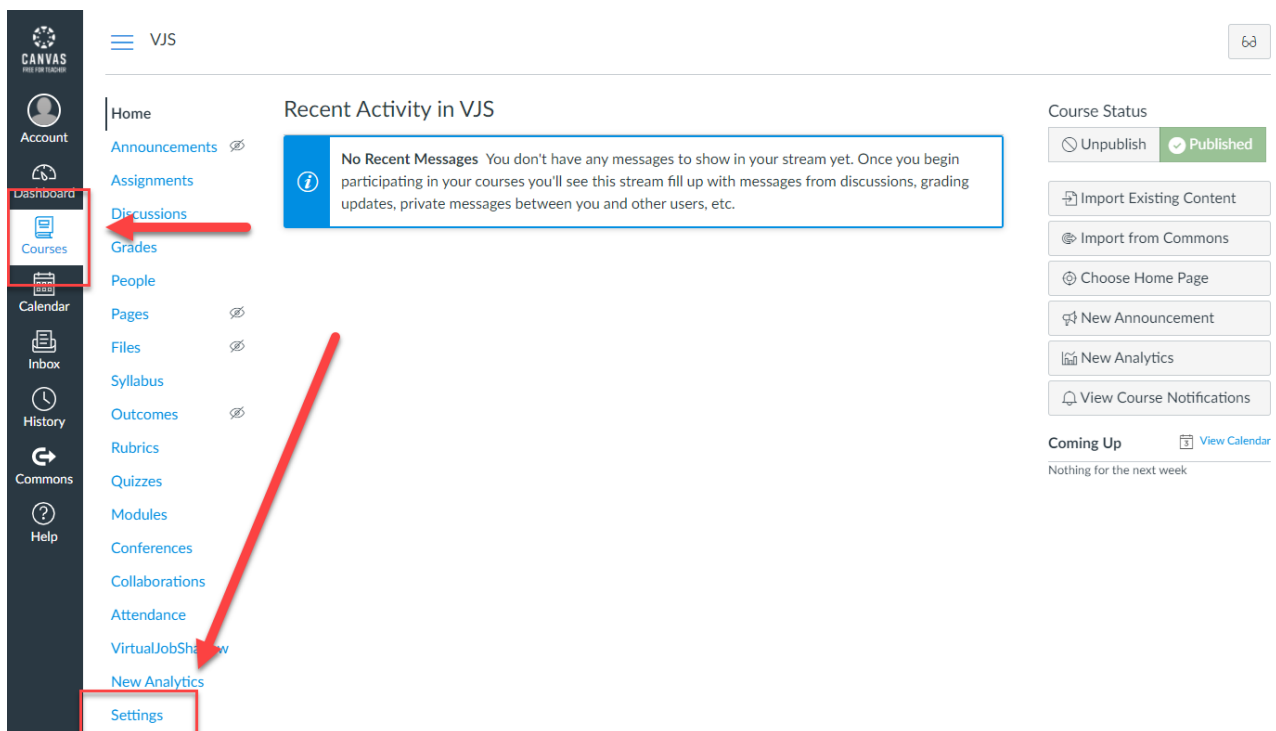
Step 8: **Save & Publish** the assignment as needed. The assignment will work as a login mechanism for students into VirtualJobShadow.com.

Canvas - Disabling Course Navigation Placement

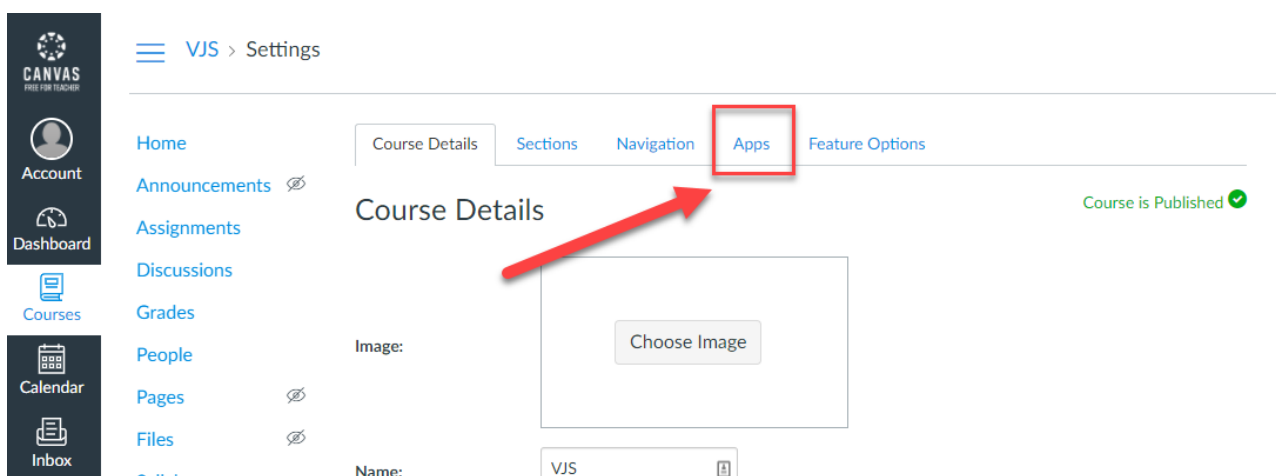
Below are the steps for disabling the course navigation placement.

Step 1: Login to Canvas and navigate to the course you would like to edit the placement.

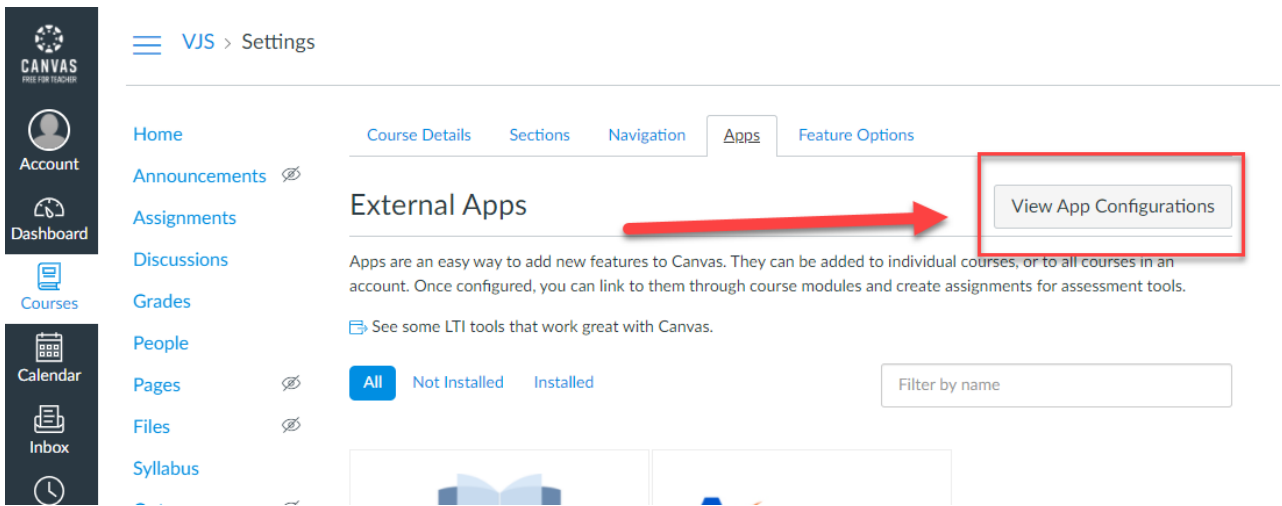
Step 2: When on the course, navigate to the **Settings** section.



Step 3: Navigate to the **Apps** tab.



Step 4: Click on **View App Configurations**.



Step 5: Scroll down to the **VirtualJobShadow** application, click the **gear icon** on the right, and choose **Placements**.



Step 6: Click on the **Course Navigation checkmark** to change the navigation from **Active** to **Inactive**.

through course modules and create assignments for assessment tools.

at w

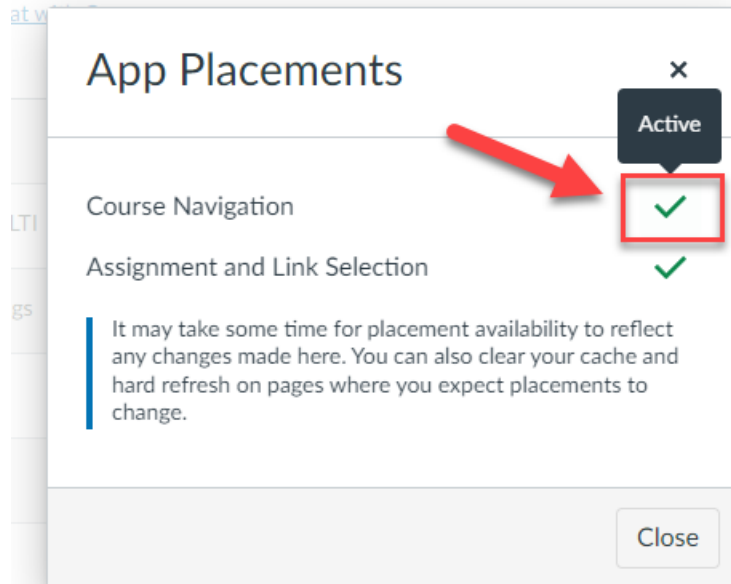
App Placements

Course Navigation

Assignment and Link Selection

It may take some time for placement availability to reflect any changes made here. You can also clear your cache and hard refresh on pages where you expect placements to change.

Close

A screenshot of a dialog box titled "App Placements". The dialog has a close button (an 'x' in a dark square) in the top right corner. Below the title, there are two sections: "Course Navigation" and "Assignment and Link Selection". To the right of "Course Navigation" is a dark grey button with the word "Active" in white, and below it is a green checkmark. A red arrow points from the "Active" button to the "Course Navigation" text. To the right of "Assignment and Link Selection" is another green checkmark. At the bottom right of the dialog is a "Close" button.

through course modules and create assignments for assessment tools.

at w

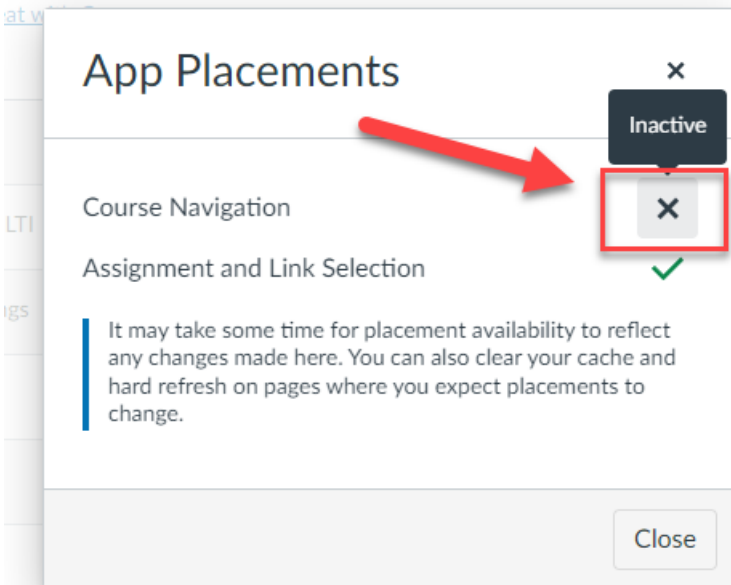
App Placements

Course Navigation

Assignment and Link Selection

It may take some time for placement availability to reflect any changes made here. You can also clear your cache and hard refresh on pages where you expect placements to change.

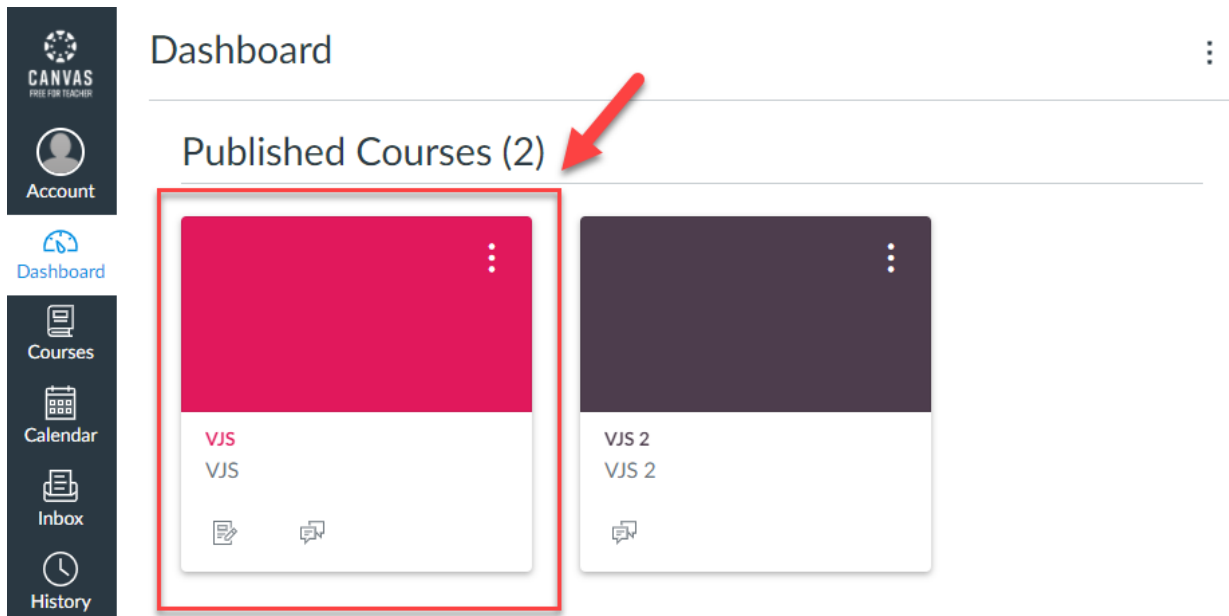
Close

A screenshot of a dialog box titled "App Placements". The dialog has a close button (an 'x' in a dark square) in the top right corner. Below the title, there are two sections: "Course Navigation" and "Assignment and Link Selection". To the right of "Course Navigation" is a dark grey button with the word "Inactive" in white, and below it is a grey square with a white 'x'. A red arrow points from the "Inactive" button to the "Course Navigation" text. To the right of "Assignment and Link Selection" is a green checkmark. At the bottom right of the dialog is a "Close" button.

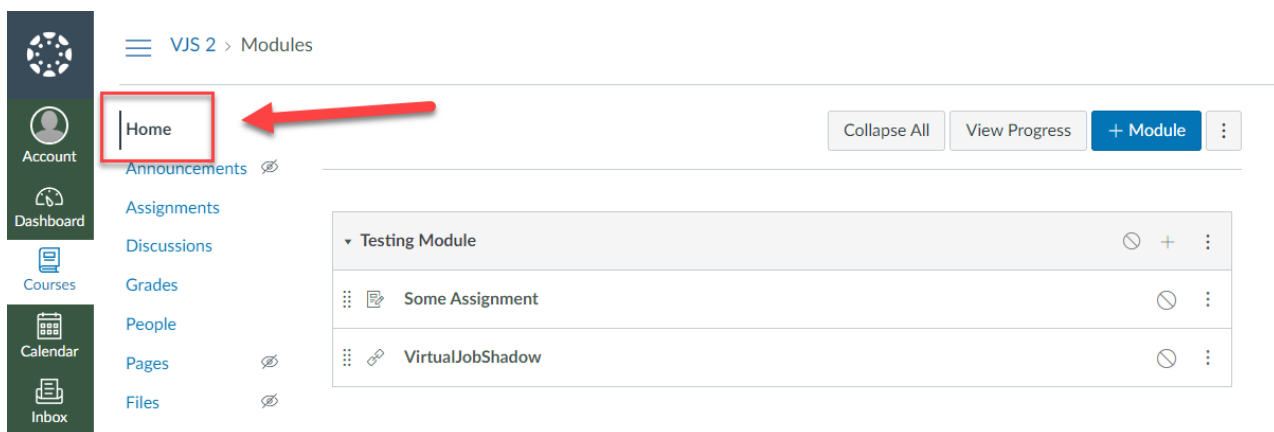
Canvas - Adding LTI External Tool to a Module

Below are the steps for adding an LTI external tool to a module.

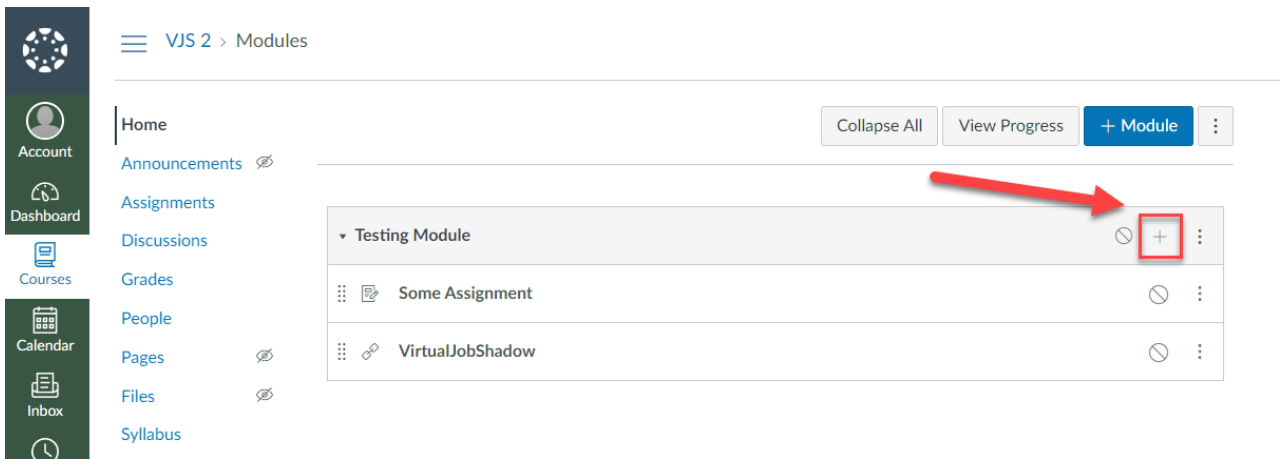
Step 1: Navigate to the Course where you need to add the module item.



Step 2: Click **Home** from the left navigation.

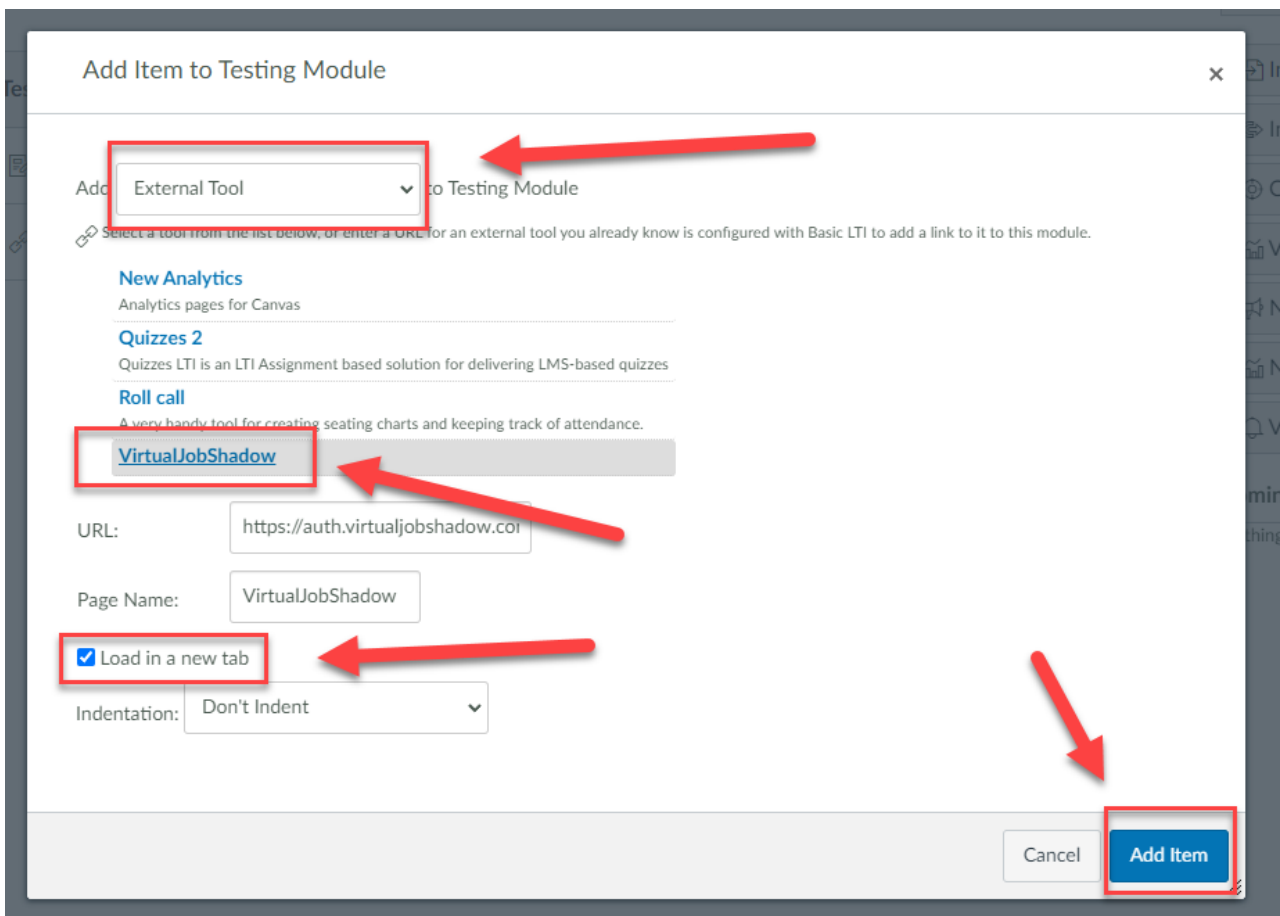


Step 3: Click on **+ Icon** on the Module to add the **VirtualJobShadow External Tool**.



Step 4: Fill in the details for the Item.

- Choose **External Tool** from the dropdown.
- Choose **VirtualJobShadow** from the list of tools.
- **IMPORTANT:** Choose **Load in new tab**.
- Click **Add Item**.



Step 5: **VirtualJobShadow** should be available as a link under the **Module**.

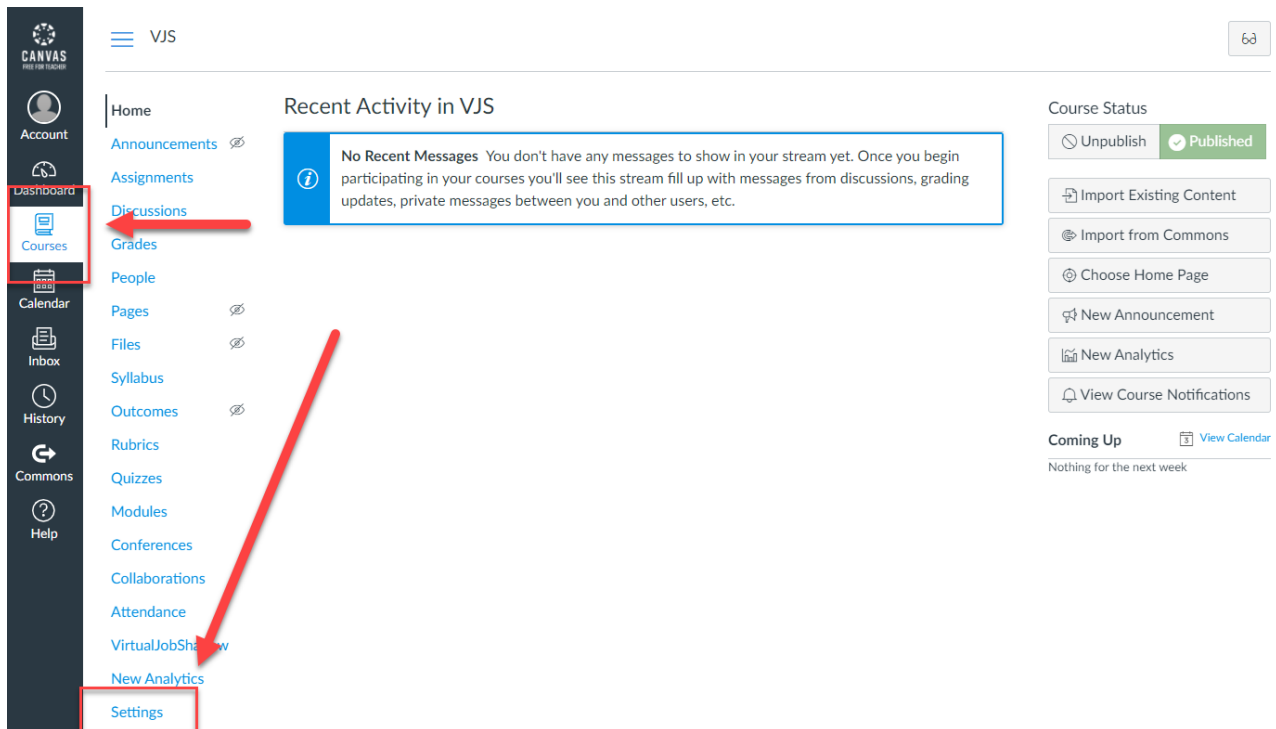
The screenshot shows a user interface for a learning management system. On the left is a dark green sidebar with icons for Account, Dashboard, Courses, Calendar, and Inbox. The main content area is titled 'VJS 2 > Modules'. At the top right of the main area are buttons for 'Collapse All', 'View Progress', '+ Module', and a vertical ellipsis. Below these are navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, and Syllabus. The main content area displays a list of items under a 'Testing Module' header. The items are 'Some Assignment' and 'VirtualJobShadow'. The 'VirtualJobShadow' item is highlighted with a red rectangular box. Each item has a vertical ellipsis icon to its right.

Canvas - Uninstalling Application

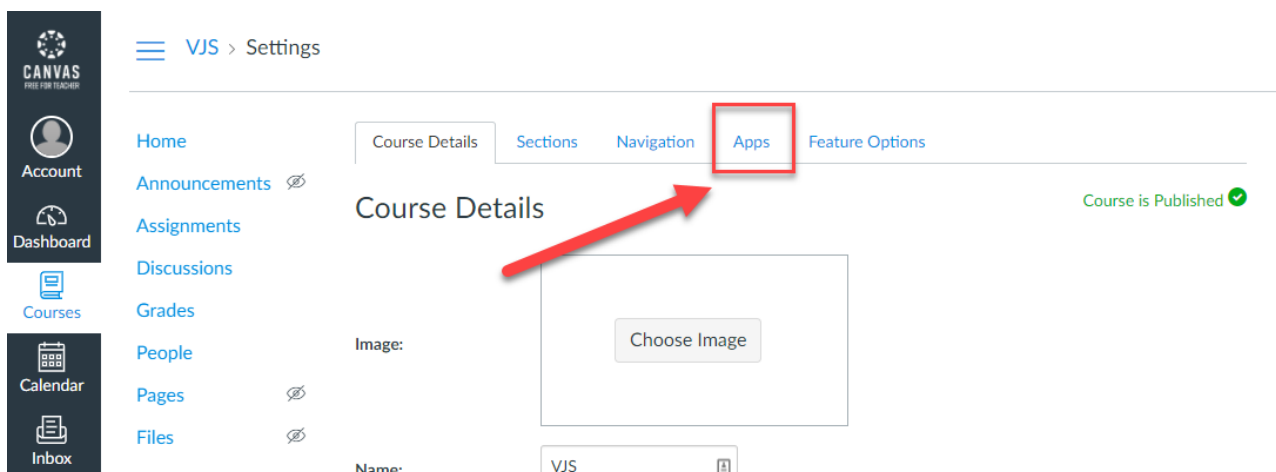
Below are the steps for uninstalling the VirtualJobShadow.com application from Canvas.

Step 1: Login to Canvas and navigate to the course where the application is installed, or to the global settings page.

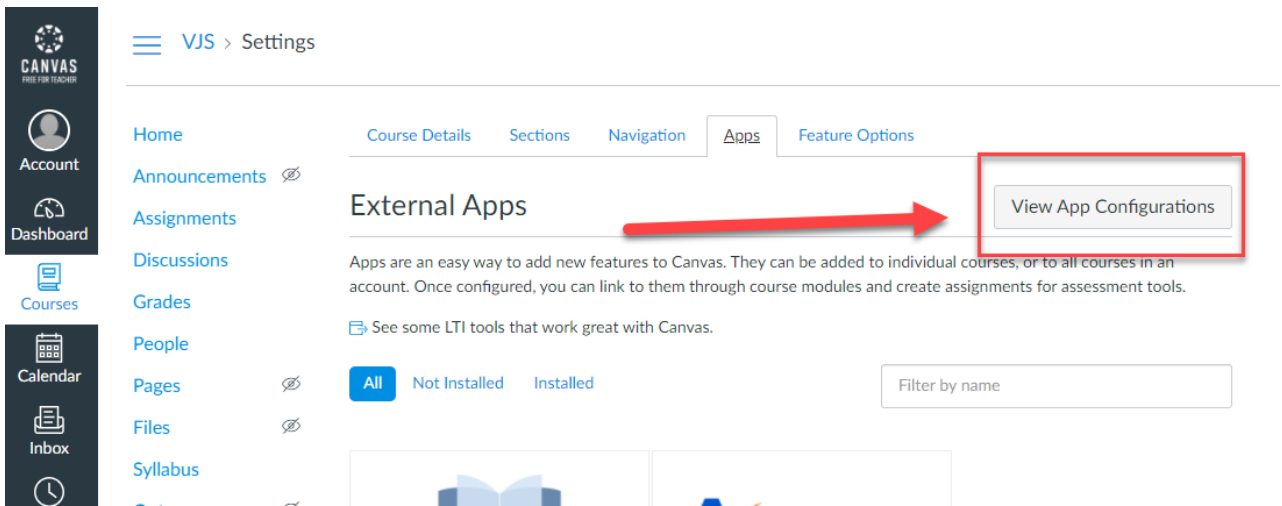
Step 2: When on the course, navigate to the **Settings** section.



Step 3: Navigate to the **Apps** tab.

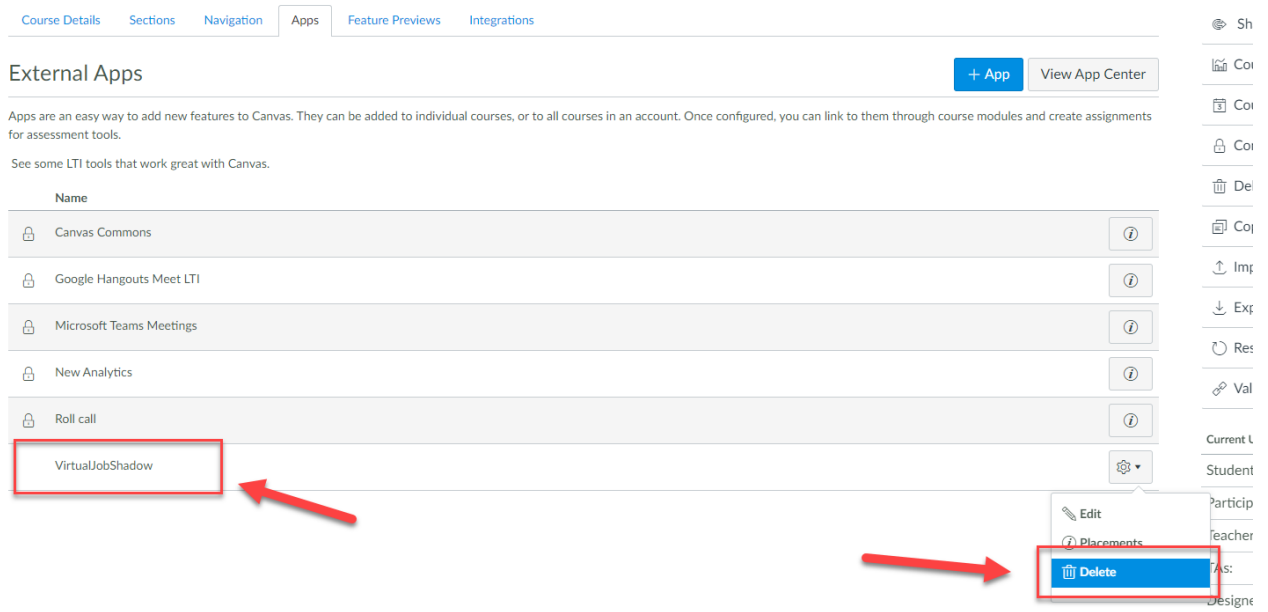


Step 4: Click on **View App Configurations**.



Step 5: The applications should be displayed in a list below. Find the **VirtualJobShadow** application.

Step 6: Click on the **dropdown on the right** of the application row and choose **delete**, then confirm the **delete**.



Step 7: After removing the application, the **VirtualJobShadow navigation link** should not be visible on the course.

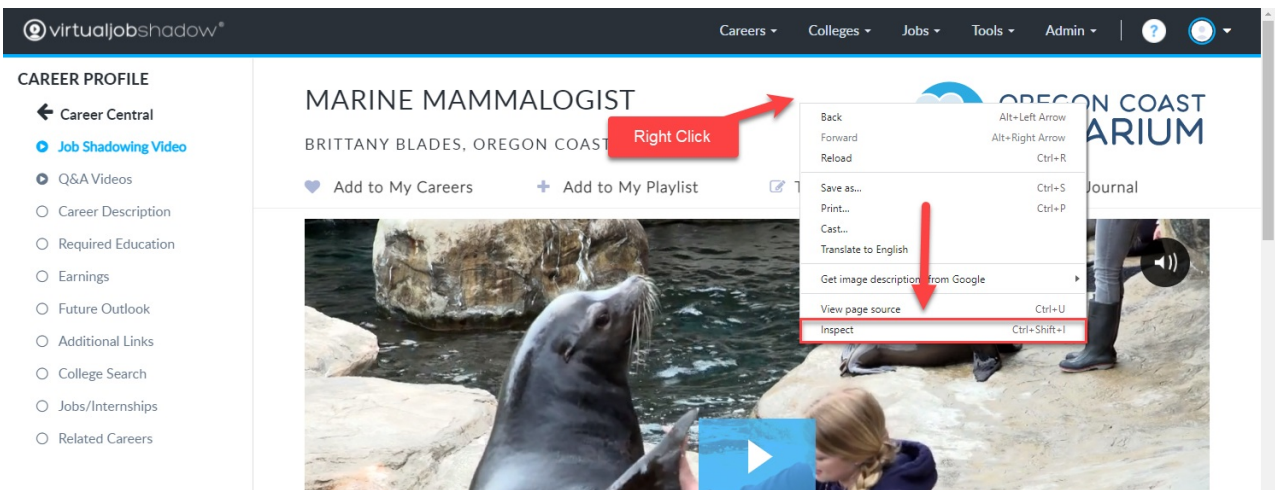
How to Download Google Chrome Logs

This article will describe how to download console data from the Google Chrome browser. This data is used to help solve possible issues with our applications and Google Chrome.

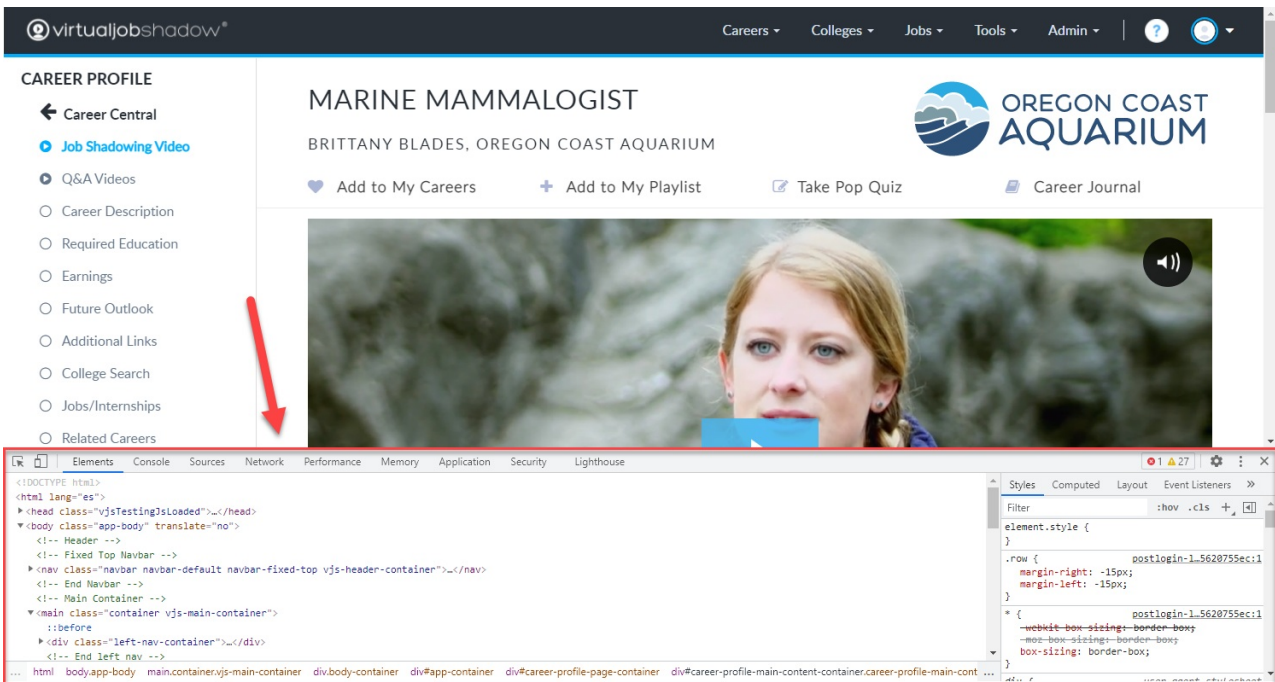
Step 1: Open Google Chrome.

Step 2: Go to the web page causing the issue.

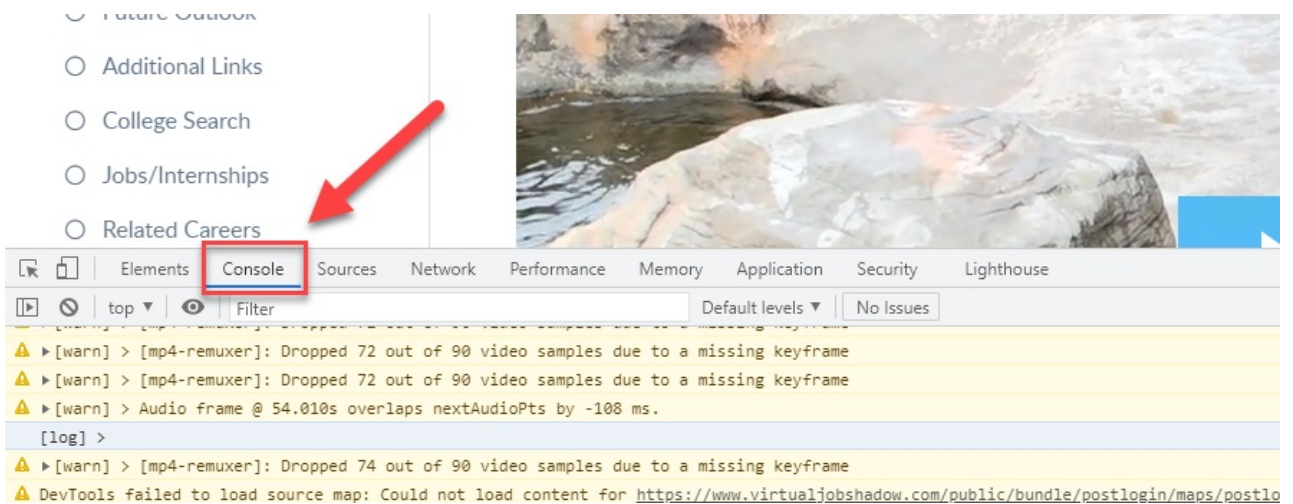
Step 3: Right click on the page, and then choose Inspect. *(side note: do not right click directly on the video)*



Step 4: A section will appear at the bottom of the browser.



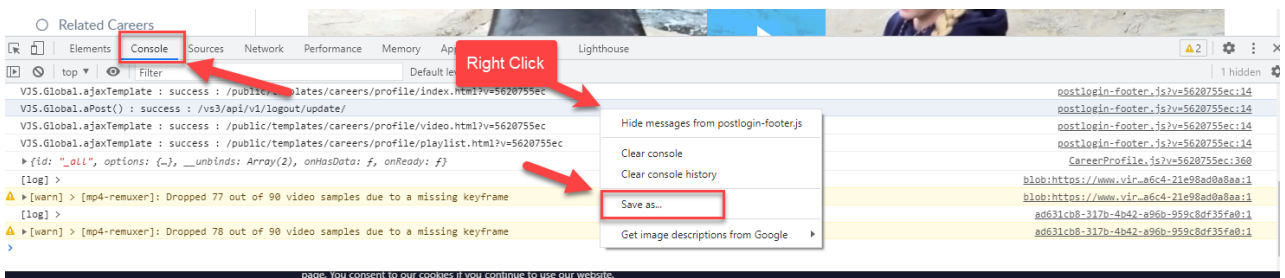
Step 5: Click on the Console tab in the box at the bottom of the screen.



Step 6: Refresh the page, and take the action that causes the issue on the page.

Step 7: With the **Console** tab selected, right click in the bottom section, and choose **Save as**

...



Step 8: Save the **.log** file, and send to the Pathful representative.

Presenter Tips and Examples

Last Modified on 07/16/2024 3:27 pm EDT

Here are some ways to engage learners during your session, just click on any of the videos to see them in action! You can also click [here](#) to schedule a quick brainstorming call to discuss ideas for your particular session.

Tip #1: Professionalism

- **Respect:** Treat students with respect and courtesy, using appropriate language and tone.
- **Attire:** Dress for your role.
- **Professional Setting:** Be conscious of your background and the setting you are in for your live presentation. If for some reason you are not in a professional setting, such as a vehicle, be sure to use a **Zoom background**
- **Refrain from:** Vaping, Smoking or use of tobacco products during your live session.
- **Language:** Avoid using any inappropriate language and remember to keep your words at the age and grade level you are interacting with.
- **Boundaries:** Avoid sharing personal information and inappropriate conversations.
- **Role Modeling:** Remember, when speaking with students, you are a role model of behavior and values.
- **Student cameras:** Do not be offended if students are logging in and do not turn their camera on. They may not want their classmates to see their surroundings.

Tip #2: Structure Your Time

It typically works well to break down your 30-45 minute session into these 3 parts:

- **1-2 Minutes:** Introduce yourself & your work
- **5-15 Minutes:** Explore the session topic
- **5-10 Minutes:** Q&A



Tip #3: Speak on Students' Level

Be mindful that students' knowledge and vocabularies will vary by age.

- **Provide Context/Examples:** Share background info, experiences, pop culture references, etc.
- **Connect Learning to the Real World:** Highlight how classroom learning ties into real careers.
- **Simplify Language:** Consider students' vocabulary levels and background knowledge
- **Keep it Short:** Share small chunks of info at a time, and for younger students brevity is best.



Speak on Students' Level

Tip #4: Use Visuals

- **Introduce Your Environment:** Share tools, equipment, etc. or even walk around.
- **Demonstrate a Process:** Let students see step-by-step how you do something.
- **Share Your Screen:** Show websites, photos, slides, memes, or use the Zoom whiteboard to draw.



Use Visuals

Tip #5: Explore Diversity, Equity, and Inclusion

- **Inspire Feelings of Belonging:** Use inclusive language and encourage students to utilize their own cultural capital as a tool while pursuing areas of interest and joining/influencing work environments
- **Consider diversity:** Think about representation on any slides, etc. you share so that when possible, students see adults representing the diversity they may see in their classrooms.
- **Talk About Your Background:** Share some ways it may have influenced your trajectory. Has your pathway seemed typical (or not) in its direction?.
- **Be Mindful of Accessibility:** Since learning needs differ, be mindful of your rate of speech, lighting, visuals, etc. to support all participants' experiences during the session.
- **Reach out to the Educator(s):** Especially if you'll be speaking with students from a different region of the country, consider messaging the teacher(s) to see if there's anything to keep in mind when speaking with their class(es).



Explore Diversity, Equity and Inclusion Topics

Tip #6: Engage Students While in Live-Stream Mode

- **Mix it Up:** - Every 2-5 minutes use a new sound effect, video clip, question/poll, visual, etc.
- **Be extra visual:** Keep students' attention with lots to look at - holding up tools, exploring your work environment, sharing screen to do a mini-demo of a task, etc.
- **Be Relatable:** Help students connect with you by sharing your mindset and photos of yourself from along your career journey.
- **Use the Live Q&A Feature:** Keep asking questions and discussing responses - yes/no, multiple choice, short answer (depending on ages), etc. Use emojis for responses too!
- **Share Your Passion:** Students can tell when you're excited about what you're sharing and enthusiasm can be contagious!



Engage Students In Live Stream Mode

Employability Skills Tutorial

Last Modified on 10/10/2023 1:47 pm EDT

Watch the video tutorial to learn about the Employability Skills Library. These are short, accessible videos with a wide range of employability topics such as social and emotional skills, career clusters, or leadership. You may filter them or use a keyword search to discover over one hundred topics. From the video card, find interactions such as Add to your favorites, a playlist, or discover more videos featuring a certain professional. You may watch the videos in English and Spanish. Find a journal attached to each video to help students reflect and think more critically.

Your browser does not support HTML5 video.

Scholarship Tutorial

Last Modified on 10/10/2023 1:51 pm EDT

Watch the video tutorial to learn more about the Scholarship Search tool in Pathful Explore under the College Central feature. The results are from Peterson's database. Search through a keyword or a filter and favorite opportunities for later. This is a great way to start planning and preparing for a future in higher education!

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Assessments Tutorial- Values Surveys

Last Modified on 10/10/2023 1:48 pm EDT

Watch the video tutorial to learn more about the Values Assessments in Pathful Explore. These assessments help you find potential careers based on your values and what you consider important in life. The results are linked to the interest filter within the Career Central feature. These are based on Holland's RIASEC personality traits. The first survey is called the O* Net Interest Profiler (O* NET IP), which helps users find out what their interests are and how they relate it to the world of work. The next one is the O* Net Work Importance Locator (O*NET WIL) to help users learn more about their work values and help them decide what is important to them in a job. There are no right or wrong answers, you can download the results or retake an assessment anytime to compare how a user's interests, values, and abilities may change within an industry. These can be taken in English and Spanish.

Your browser does not support HTML5 video.

Serving Pre-ETS Students with Disabilities

Last Modified on 06/27/2023 11:28 pm EDT

Join Steven Dahl, Director of Learning Solutions, and Transition Specialist Brian McClay to learn various ways Pathful Explore can help you design and deliver personalized transition planning.

Special Education Professionals Serving K-12

Last Modified on 06/27/2023 11:29 pm EDT

Join Steven Dahl, Director of Learning Solutions, to learn various ways Pathful Explore and Pathful Junior can help you deliver career exploration for students with disabilities across K-12 settings.

Pathful Explore Meets the Needs of Vocational Rehabilitation and Pre-ETS Individuals

Last Modified on 06/27/2023 11:29 pm EDT

Join Nick Harris (MA, CRC), Regional Transitions Consultant - DSHS WA, and Kyle Jones (MA, CRC), Vocational Rehabilitation Counselor - DSHS WA, to learn how VirtualJobShadow.com is a vital tool for meeting the challenges of providing Pre-ETS (ages 14-21) and adult vocational counseling services. Learn practical strategies for personalizing the career exploration process for individuals with disabilities in this session facilitated by Steven Dahl, Director of Learning Solutions. The process of using Pathful Explore to locate specific content, customize FlexLessons, create custom surveys, and strategies for supporting IEP and IPE implementation will be demonstrated.

Trio Customer Overview

Last Modified on 06/27/2023 11:31 pm EDT

TRIO specialist Brandy Blakeley highlights some of the most helpful features on Pathful Explore to generate skills and the motivation needed for post-secondary success.

Career Exploration through Covid 19

Last Modified on 06/27/2023 11:31 pm EDT

Join Steven Dahl and Patrick Brothwell as they provide useful Pathful Explore tips to empower students with career exploration regardless of remote, in-person, or hybrid location.
