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

May 7, 2020
1:00 – 2:30

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Welcome!
Welcome!

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Welcome!

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Objectives

- Identify a tech tool and apply it to advising and helping students navigate a career planning or job search site from a distance

- Draft an objective and plan for an advising activity using this tool
Agenda

- Updates from the State
- Advising Now
- Leveraging Tech Tools + Advising Sites
- What’s Next
- Evaluation
Updates from the State
A Word from ACLS on Assessment and Tracking Student Hours

Wyvonne Stevens-Carter, ACLS Director:

● **Tracking hours:** If it works to track hours, that’s fine. Example: same lesson as in class = same # hours. There won’t be an inquiry regarding process for counting hours. ACLS will be flexible. Doesn’t want to add stress. **Most important is teaching and learning.**

● **Assessments:** There is a hold on NRS assessments (TABE, MAPT, BEST) until further notice. They cannot be administered online. (Click for [ACLS memo](#).)

More guidance is forthcoming from ACLS and may be a topic for Director’s Meeting.
MA to Make Pandemic EBT Available in May

- **For any child in K-12 school eligible for free/reduced lunch:**
  - If already receiving EBT, will get increase of $5.70/child/day.
  - If not receiving EBT, families will get cards in the mail.

- The Public Charge rule does NOT apply to P-EBT and getting this benefit will NOT affect a child’s immigration status.

**State information page:**
https://www.mass.gov/info-details/pandemic-ebt-p-ebt
Leveraging Tech Tools + Advising Sites
Poll: Advising from a distance is different in many ways from advising in person at your program. What have been your top two challenges?

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

Challenge: Unknown Future for Programs
Bigger Picture Challenges

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

Your favorite way to use a tech tool for career planning and job searching from a distance?
Tips to Keep in Mind

1. Take advantage of skills and tools students are already familiar with, such as cellphones.

2. When possible, choose tech tools that require digital literacy skills that relate to student goals.


4. Include student motivation and retention as your goals.
The Tools and Sites

- The communication tools:
  - Google Meet
  - Remind
  - Screencast-O-Matic

- The advising tools:
  - O*Net MyNextMove
  - MassHire CIS
  - MassHire JobQuest
Questions to Keep in Mind

- Ways to address the goal you plan to address?
- Resource / approach you are considering looking into?
Google Meet
&
O*NET My Next Move
Google Meet

https://meet.google.com/

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

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

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

TIP: Sending invites via your email program may be more reliable than sending from within Meet.
Premium video meetings. Now free for everyone.

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

Learn more about Google Meet
In a Meeting
In a Meeting
Meeting Menu - Computer

- View meeting participants
- Chat with meeting participants
- See additional settings, such as recording the meeting or changing your video resolution
- Share your screen or give presentations

- Share meeting details with guests
- Turn microphone on or off
- Leave meeting
- Turn camera on or off

Team meeting

Present now
Meeting Menu - Phone
Zoom: A Note

For those using Zoom:

- Evildoers are Zoombombing, so check Zoom’s guidance for how to minimize the likelihood.
O*NET My Next Move Home Page

What do you want to do for a living?

“I want to be a …”

Search careers with key words.

Describe your dream career in a few words:

Examples: doctor, build houses

“I’ll know it when I see it.”

Browse careers by industry.

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

Administration & Support Services

“I’m not really sure.”

Tell us what you like to do.

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

Here are your Interest Profiler results!

Think of your interests as work you like to do.

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

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

- Realistic
- Investigative
- Artistic
- Social
- Enterprising
- Conventional
Interest Profiler

To focus your search, think about the following question:

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

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

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

O*NET Interest Profiler

Click to change your Job Zone:

1 2 3 4 5

Job Zone Two
some job preparation

Careers that fit your interests and preparation level:

Best fit Great fit

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

Click on a career to learn what they do.
Job Information

Childcare Workers

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

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

On the job, you would:
• Maintain a safe play environment.
• Observe and monitor children’s play activities.
• Communicate with children’s parents or guardians about daily activities, behaviors, and related issues.

KNOWLEDGE

Business
• customer service

Arts and Humanities
• English language

Education and Training
• teaching and course design

Safety and Government
• public safety and security

SKILLS

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

Social
• looking for ways to help people
• understanding people’s reactions

Problem Solving
• noticing a problem and figuring out the best way to solve it

ABLES

Verbal
• listen and understand what people say
• communicate by speaking

Ideas and Logic
• notice when problems happen
• use rules to solve problems

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

PERSONALITY

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

They do well at jobs that need:
• Self Control
• Concern for Others
• Integrity
• Stress Tolerance
• Cooperation
• Attention to Detail

TECHNOLOGY

You might use software like this on the job:

• Computer based training software
• Educational software
• Microsoft Word
• Internet browser software
• Web browser software

EDUCATION

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

Get started on your career:
• Find Training
• Find Certifications
• Find Licenses
• Apprenticeship.gov

JOB OUTLOOK

New job opportunities are very likely in the future.

SALARY:
$23,240
$17,750
$34,450

EXPLORE MORE

• Counselors
• Preschool Teachers
• Residential Advisors
• Social & Human Service Assistants
• Tour Guides & Escorts

You might like a career in one of these industries:
• Health & Counseling
• Service
• Education
Sarah Fizer

Education and Career Advisor
YMCA of Greater Boston
International Learning Center
Implementation: Web Meetings with MassHIRE Career Navigators
Remind & MassHire CIS (Formerly MassCIS)
Challenge: Abrupt Switch for Students New to Learning at a Distance
Remind

https://www.remind.com/

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

Free version:
- 140-character messages
- Up to 10 classes with 150 students per class
- Translation into 90+ languages
- App integrations - Google Classroom and more
Why It’s Cool

• Familiar format of communication

• Protection of contact information

• Options: one- or two-way communication between class owner and members, students message each other or not

• Multimedia posts
Send to an Individual or Create a Class to Send to a Group
Announcements

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

Send or schedule Announcements to your entire class.

Congrats on winning the big game last night! Incredibly proud of each and every one of you :)

To: JV Basketball
Absence

Good morning Sarah, I made an appointment for today with my doctor. Because I still don’t feel good. So am not going in today.

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

Thank you

THU 10/10/19 AT 11:30 AM

Hi Sarah I went to the doctor and I have bronchitis, they gave me antibiotics. That’s why I didn’t go today.
Screen Captures or Photos of Work

I will definitely let you know. It was a bit of a challenge but what test isn't, I hope I passed. My comprehensive score report is 40 so far. I'm praying I did well enough to pass this time 😊 😊

SUN 11/3/19 AT 11:50 AM

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

TUE 11/5/19 AT 11:45 AM
Documents and Links such as Websites and Google Files

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

Basic HyperDoc Lesson Plan Template .docx

If you prefer, here’s the link to the Google Doc version:
https://docs.google.com/document/d/1l5hNakSEYB8R1uqgX2Gms6xhCjKlqFA7i3xWzMtFQo/edit
Delivery Receipt

Message summary
Sent by Essie Haynes to 187 people.

READ
53 people received and saw your message. 76%

DELIVERED
86 people received your message. 99%

ERRORS
The message could not be delivered to 11 people. 1%

NO CONTACT INFORMATION
The message was not sent to 12 people without valid contact information on Remind.
MassHire CIS Home Page
Portfolio

### Sort and Assessment Results

<table>
<thead>
<tr>
<th>My Saved Reality Check Answers</th>
<th>My Thoughts</th>
<th>Updated</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restore Answer Set 1</td>
<td></td>
<td>2/2/2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reality Check

Adding it All Up

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

<table>
<thead>
<tr>
<th>Your Monthly Expenses</th>
<th>Totals for New Bedford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>$775</td>
</tr>
<tr>
<td>Utilities</td>
<td>$215</td>
</tr>
<tr>
<td>Communications</td>
<td>$125</td>
</tr>
<tr>
<td>Food</td>
<td>$470</td>
</tr>
</tbody>
</table>
Print Content
Curriculum

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

CIS ONLINE LEARNING ACTIVITIES

Data, People, Things

Theme and Level
Theme: Know Myself  
Level: Getting Started

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

Essential Questions
- What work environment tasks do I prefer most?

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

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

Tools for Users
- Quick Starts
- Tutorials
- Support Materials

Tools for Counselors & Teachers
- Quick Starts
- Tutorials
- Other Activities
- Guides & Instructional Tools
- More Resources
Screencast-O-Matic & MassHire JobQuest
Phoebe Chen
*Education and Career Advisor, Immigrant Learning Center*

Challenge: Advising Students with Limited Language Skills
Screencast-O-Matic
https://screencast-o-matic.com/

Record screen and/or camera
• Viewable on virtually any device
• Share via your account, embed on your website, or via social media

Free version:
• 15-minute limit
• Has ads
• More!
Why It’s Cool

• More effective communication than written

• Great for giving group instructions that you can reuse

• Also great for giving individual feedback
Examples

• Website navigation instructions

• Individual feedback - on resume, job application
MassHire JobQuest Homepage

https://www.mass.gov/how-to/find-a-job-with-masshire-jobquest
MassHire JobQuest Homepage
Reflection

• Ways to address your goal you plan to consider?
• Resource / approach you are considering looking into?
Tech Tool Resources

Apps for iPhone and Android available for all.

- **Remind** - [Help Center](#); a teacher’s [video guide](#)
  Join my group! via computer: dsati; via phone: @dsati

- **Google Hangouts Meet** - [Help Center](#); [cheat sheet](#)

- **Screencast-O-Matic** - [Tutorials](#) (scroll down for basics)
Career Planning/Job Search Sites

- MassHire CIS - CIS Training Manual; Version descriptions; Portfolio Quick Guide

- MassHire JobQuest

- O*NET/My Next Move - Resource Center; materials in various formats
Professional Development from the Program Support PD Center - Digital Literacy

Save the dates! Forthcoming on the SABES calendar:

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

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

**Expanding Access Through Distance Learning series** - summer
Professional Development from SABES and the EdTech Center @ World Education

- **Program Support PD Center - Cultural Competence:** Maintaining Commitment to Diversity, Equity and Inclusion in Times of Crisis (Webinar) ([Webinar] 5/13)

- **Math and Numeracy PD Center**
  - Teaching from a Distance with CK-12 ([Webinar] 5/20)
  - Digital Literacy with Desmos ([Webinar] 5/27)

- **World Education:** Distance Education Strategy Sessions (World Education) - [Friday webinars]
SABES Digital Literacy PD Center & World Education Support

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

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

Complete the evaluation.

Thank you!