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PERSONAL DATA WIZARD TEACHER'S USER GUIDE

INTRODUCTION:

This user guide is used in conjunction with the online Personal Data Wizard (PDW) (www.hrop.org/wizard). It will help teachers become familiar with the PDW features and how the website can assist the students in the future. This user guide will detail how to set up student accounts and detail other management features of the PDW. It will also detail a step-by-step process of all the functions on the PDW. The PDW is continually being developed and modified to assist the students to become as independent as possible as they transition into life after high school. The students will be able to define their job interests and research jobs aligned with those interests. Students will develop their electronic portfolio and create an employment package. This user guide will assist the teacher in helping the student through the job search process. Students will learn how to create a budget and prioritize their expenditures to stay within their income guidelines. In addition, students will be given information about some of the changes to be aware of when they become 18 such as the Selective Service, banking, and buying a used car.

A. LOGGING ONTO THE PERSONAL DATA WIZARD (PDW)

1. Locating your Personal Data Wizard site

- ✓ In the URL address bar, type in www.hrop.org/wizard and hit return.

You will see the following page:



Personal Data Wizard

A Service Provided by Humboldt County Office of Education ROP Transition Services

Group Members Entrance

Group Name ▶

Username ▶ **Password ▶** **Logon to System ▶▶**

Data
Wizard
Information

Click here to Email
Data Wizard Administrator

2. Locating your group name.

Click on the pull down arrow next to: **Group Name ▶** and select your sites account.

3. Using your URL extension.

If you insert your groups URL /extension (E.G. www.hrop.org/wizard/hcoe) it will go right to your group's site.

4. Entering your Username and Password.

Now type in your site manager password and username (case sensitive) and click on **Logon to System ▶▶** or hit enter. You will now see the following page:



Personal Data Wizard

A Service Provided by Humboldt County Office of Education ROP Transition Services



[Logout / Exit](#)

Welcome [jkeele](#) From: [HCOE](#)



Employment Application



Annual Budget



Resume



Cover Letter



Thank You Letter



Letter of Resignation



Interest Assessment

Available Tests ▼

Department of Motor Vehicles Practice Drivers Test

Start Test

Files and Information ▼

- Now that you are 18
- High School Recommendation
- Budget Worksheet
- Buying A Used Car
- Banking and Credit
- Application for Employment
- Selective Service Register online
- Wage Per Hour Projection
- Letter of Recommendation request
- Q&A about Social Security
- The Interview
- Reference request
- SCANS work readiness evaluation
- Learning Style Assessment
- Social Security Card Application
- Job Search Outline and Checklist
- Practice College Placement Tests

My Saved Files

Your Budget(s):

Budgeta

Your Resume(s):

Resume#1

Your Coverletter(s):

CoverletterWinco

Your Resignation
letter(s):

lletterSears

Your Applications(s):

#4

B. Personal Data Wizard Teachers User Guide

The Teachers guide is organized from **Self Assessment to Independent Living**. This sequence is the most effective way to cover it in the classroom

1. Learning Style Assessment.

(California State Education Standards Reading Comprehension 2.0)

- ✓ On the home page Scroll down to the

Files and Information ▼

- ✓ Click on the file [Learning Style Assessment](#).
- ✓ Print and copy the document for each student.
- ✓ For some students it is best to read each question and have the student record their answers on the test.
- ✓ After finishing the test, follow the directions for Scoring.
- ✓ After determining what learning style best reflects the student's style, review the characteristics of their style.
- ✓ Use this information when narrowing down the student's employment interests.
- ✓ File the results in the student's portfolio.

2. Job Interest Profile.

(California State Education Standards Reading Comprehension 2.0)

(California State Education Standards Writing Comprehension 2.0)

The Job Interest Profile is designed to help the student determine the conditions they would like to work in.

- ✓ On the home page scroll down and click on the "Job Search Outline and Checklist".
- ✓ Within the "Job Search Outline and Checklist" is a worksheet called "Job Interest Profile"
- ✓ Look down the columns and circle the working condition that describes what you would really like to work in.
- ✓ Cross out the condition you would never like to work in.
- ✓ Certain working conditions are just OK. Do not circle or cross these out.
- ✓ You'll need to ask yourself what conditions you would work in for a paycheck.
- ✓ Compare different jobs to see if they include conditions you like or don't like.
- ✓ List that characteristics and attributes you circled in the blank space provided.

The following is a partial example of the Job Interest Profile.

	<u>Creative Thinking</u>		<u>Working Environment</u>	<u>Time Management</u>	<u>Dress Code</u>
<u>Physical</u>		<u>Social</u>			
Light/easy	Using Numbers	Working with a lot of People	Getting Dirty	Fast paced	No dress code
Medium	Computers	Working in small groups	Staying Clean	Slow paced	Uniform
Heavy	Reading a lot	Having a lot of Conversation	Loud work place	Medium Paced	Work clothes

Note: Refer to this "Job Interest profile" when narrowing your job choices.

3. SCANS Determining Work Readiness.

(California State Education Standards Reading Comprehension 2.0)

The following evaluation will help determine what skills you have or need to work on for entry level employment. The SCANS (Secretary's Commission on Achieving Necessary Skills) evaluation determines the skills you have that businesses have determined to be what they are looking for in an employee. The skill areas are: Reading, Writing, Speaking, Decision Making, Problem Solving, Learning Process, Reasoning, Time, Negotiate, Self-Management, Responsibility, Sociability, Materials, Team Word, and Honesty. The PDW version has been modified for entry level readiness and entry level employment.

- ✓ On the home page, Scroll down to the:

Files and Information ▼

- ✓ Click on: [SCANS work readiness evaluation](#)
- ✓ Print out two copies for each student.
- ✓ Have the student's rate themselves in each of the areas.
- ✓ Have the teacher rate the student in each area.
- ✓ Compare the two evaluations.

4. High School Staff Recommendation and Evaluation.

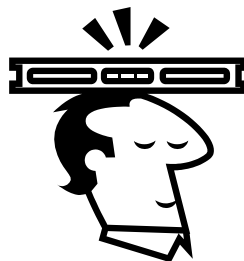
The High School Staff Recommendation and Evaluation will be useful to understand what behaviors and attributes the student demonstrates that are positive or negative.

- ✓ On the PDW home page, scroll down to

Files and Information ▼

- ✓ Click on "[High School Staff Recommendation and Evaluation](#)"

- ✓ Have the students copy this form and distribute to all their teachers and ask if they would evaluate their performance in class.
- ✓ From the completed forms you will know what things you are doing well and things you need do better.
- ✓ Have the students save all the good evaluations and include in their employment package.
- ✓ The evaluations that are not so good, should only be seen by them and used for their improvement.




5. The Personal Data Wizard Interest Assessment.

(California State Education Standards Writing Strategies, Research and Technology 1.8)

The PDW Interest Assessment has over 700 pictures of jobs and activities. Each picture is rated, 1 to 4 on the same basic characteristics as the "Job Interest Profile": Physical, Creative Thinking, Social, Working Environment, Time Management, and Dress Code. Once the student picks 20 pictures, they can review their job interest result list. It is recommended that students pick at least 50 pictures to refine their results. The results are linked to O*Net for a comprehensive job research. O*Net offers a number of research tools such as videos of each job, wage comparisons with each state, and employment trends.



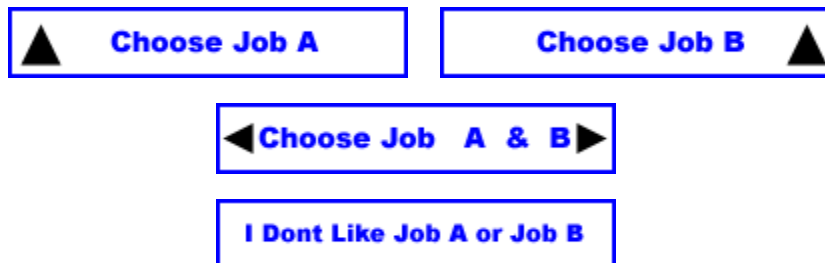
- ✓ Click on  **Interest Assessment** to open the picture interest assessment.
- ✓ If you have taken an interest assessment on the PDW previously the program will ask you if you want to:

Continue with last session of (20) selected jobs on 09-28-2005

Or take a new test.

Begin NEW session


- ✓ When starting a new test, the first screen you see will consist of two pictures showing different work activities. Look at these pictures and determine if you would like to do these activities for pay. You have the option of:



- ✓ You must select a minimum of 20 pictures to get your results. The more pictures you select the better the results will be. Note: some activities could represent a number of different occupations.
- ✓ When you are done selecting 20 or more picture activities, click on the:
- ✓
- ✓ The next screen will show the results of your assessment. The categories that are presented first are grouped according to job clusters that are similar to the activities you picked.

- ✓ Next you will find your results presented within the Holland grouping of occupations. (Holland groupings are jobs with similar environment, physical, and social characteristics.)
- ✓ Below each result presentation, you will find a list of jobs that the students might be interested in. If you wish to see the jobs that fall under a different category, such as Artistic or Conventional etc. select view next to that category.



- ✓ All the job results are linked to . You can research the different occupations that are presented under your job result.
- ✓ When you click on a specific occupation it will link to O*NET and will give you either a summary or detailed description for that occupation which includes:
 - Tasks
 - Knowledge
 - Skills
 - Abilities
 - Work Activities
 - Work Context
 - Job Zone
 - Interest
 - Work Values
 - Related Occupations.
- ✓ Print out your PDW job result summary and the O*Net occupation summary for the jobs you are interested in.

6. Other ways to determine job interest are:

- ✓ Observe workers in different jobs
- ✓ Talk to friends and relatives about different jobs
- ✓ Talk to a job counselor about different jobs (Job Market, EDD)
- ✓ Job Shadow a worker at a business
- ✓ Do volunteer work
- ✓ Talk to employers
- ✓ Job Clubs
- ✓ Job videos
- ✓ Other Internet research

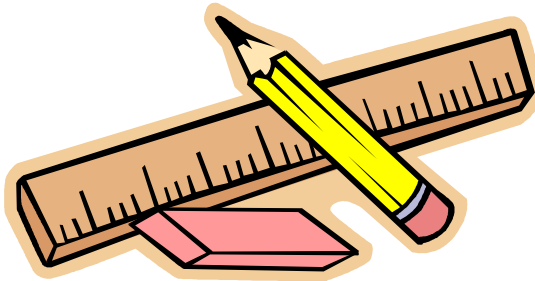


7. Determine Job Related Academic Skills:

(California State Education Standards Reading 2.0)

(California State Education Standards Writing 2.0)

Certain jobs require different academic skills. For example, clerical workers need to know how to alphabetize for filing, carpenters need to know how to measure, and bankers need to know math and money skills and secretaries need to have good reading skills.



7a. The following activities will help students determine what job related academic skills they need to improve on.

Sample Employment Test

Many employers require an applicant to take an employment test to assess their basic academic and reasoning skills. Some businesses that require employment tests are: utility companies, government agencies and some retail stores. A sample test can be taken on the Personal Data Wizard.

- ✓ Click the pull down menu on:

Available Tests ▼

- ✓ Select "**Sample Employment Test**". The system will present a random 15 questions. After answering the questions click on:

I'm Finished Grade My Exam

The program will display the test with your answers and the correct answers. This will give you an idea on how you would do on an employment test and what kind of questions you need to study more.

7b. Armed Services Vocational Aptitude Battery (ASVAB)



The ASVAB is a comprehensive test that is required before enlisting in the military. The better you do on this test the more options you have for training in the service. These questions come from the Army website. It consists of ten short individual tests covering Word Knowledge, Paragraph Comprehension, Arithmetic Reasoning, Mathematics Knowledge, General Science, Auto & Shop Information, Mechanical Comprehension, Electronics Information, Numerical Operations and Coding Speed.

- ✓ On the PDW home page under Available Tests ▼ Click on: Armed Services Vocational Aptitude Battery (ASVAB).
- ✓ The system gives you 15 random questions. Answer each of the questions.
- ✓ When finished click on:

I'm Finished Grade My Exam

Passing this sample test will not guarantee that you will pass the official test.

7c. Department of Motor Vehicles Practice Test



A lot of jobs require having a valid driver's license. The Personal Data Wizard has most of the questions on the California DMV driver's license tests.

- ✓ On the PDW home page under Available Tests ▼
Click on: Department of Motor Vehicles Practice Drivers Test.
Each time you load the test it will give you a random 15 questions.
After answering the questions,
- ✓ Click on:

I'm Finished Grade My Exam

- ✓ The test will reappear with your answers and the correct answers.
- ✓ Print this page and save it for a study test.
- ✓ The more you take the test the better you will be prepared to take the real DMV Drivers test.

8. Job Search Outline and Checklist

(California State Education Standards Reading 2.0,2.1, 2.2 ,2.3, 3.3)

(California State Education Standards Writing 1..0, 1..1, 1.2, 1.3, 1..8 ,1.9, 2.0, 2.5,2.6,)

(California State Education Standards Written and Oral, 1.0, 1.1, 1.2, 1.3)

(California State Education Standards Listening and Speaking, 1.0, 1.4, 1.6, 1.7, 1.8, 1.11, 2.0, 2.1, 2.4)

Under: Files and Information ▼

- ✓ Click on "Job Search Outline and Checklist"

Student's will be able to:

- Develop References, Letters of Recommendation
- Develop a template to fill out applications for employment
- Learn how to start a job search from start to finish
- Complete a job search log
- Learn about newspaper job abbreviations
- Develop a resume
- Develop a cover letter
- Put together an Employment package
- Learn how to conduct a follow-up on job leads.
- Practice different phone scripts
- Learn how to conduct a successful interview
- Develop a Thank You letter
- Learn how to conduct a successful interview
- Develop a Thank You letter

NOTE! To get a clean copy when printing out "Applications", "Resumes", "Cover Letters", "Thank You Letters" and "Letter of Resignations", you have to remove the "Headers" and "Footers".

- ✓ Click on File (top left tool bar)
- ✓ Click on "page setup",
- ✓ Delete the "headers" and "footer" codes. (To restore the "headers" and "footers", click on the ? and then hover over the box next to "headers" and left click to reveal the codes.
- ✓ Do the same for the "footers".

9. Reference Request:

- In most cases you need to have at least three references.
- Make sure they are responsible citizens, and should not use relatives.
- Make sure they will say positive things about you.
- Make sure you have their permission.



- ✓ On the Personal Data Wizard download the [Reference request](#).
- ✓ Fill this form out on the computer and mail to each person you want as a reference.



10. Letter of Recommendation Request:

- ✓ On the Personal Data Wizard download the [Letter of Recommendation Request](#).
- ✓ Fill out the letter on the computer and print it and mail it to the people you want letters of recommendations from.

NOTE! Earlier, in the Self Assessment section the High School Recommendation forms were distributed to all the student's teachers. Use the good ones as letters of recommendation for their employment package.

11. Application:

NOTE! It is important to create an application template so you can fill out an original business application neatly and correctly. The application needs to be perfect; this is the first opportunity to progress to the next step in the hiring process or be overlooked.

Use the following helpful hints to complete the application.

HELPFUL HINTS FOR FILLING OUT THE APPLICATION

PERSONAL INFORMATION:

1. Name (Last First Middle)
2. Date
3. Present address (Street, City, State, Zip)
4. Mailing address (Street, City, State, Zip)

SUGGESTED RESPONSE:

Example: Smith, Scott John
Today's date: e.g. Sept. 22, 2006
Enter your current resident address
Enter Same if not different from home

EMPLOYMENT DESIRED:

5. Position:
6. Date you can start:
7. Salary desired:
8. Are you currently employed:
9. Can we contact your employer?

Enter position applying for
ASAP or if working two weeks notice
Entry level or Prevailing wage
Yes or No if yes their phone & address
Enter Yes if employed

EDUCATION:

10. SCHOOL NAME AND LOCATION:
11. GRADUATION
12. MAJOR SUBJECTS:
13. DATES:
14. Continuing Education, College, Other:

School's full name and City and State
Check yes or no
e.g. General Studies, College prep, Vocational/ Arts
Inclusive dates of attendance
e.g. Adult Ed, Community College, Vocational School

OTHER INFORMATION:

15. Special Training/Courses:
16. Special Skills for This Employment:
17. Activities and Interests:

e.g. Auto, Welding, Computers, Wood, Clerical, etc.
List your skills and abilities
List productive activities e.g. sports, hobbies, clubs

CURRENT AND FORMER EMPLOYERS:

18. DATES:
19. NAME, ADDRESS, AND PHONE #
20. WAGE:
21. POSITION:
22. REASON FOR LEAVING:

e.g. FROM: Jan. 05 TO: June 06
e.g. Safeway, 2020 3rd St, Eureka, CA 707-445-9000
e.g. \$8.50 per hour or \$25,000 per year
Your Job Title e.g. Custodian
Be brief and positive e.g. School Started

REFERENCES:

23. NAME, ADDRESS, PHONE,
BUSINESS, YEARS KNOWN


Names of three persons not related to you: teacher, minister, advisor, former employer, business owner, counselor etc. Don't use parent, sibling, friends, or other relative. Note how long you have known them. e.g.

IN CASE OF EMERGENCY:


24. NAME, ADDRESS, PHONE:
25. SIGNED:

Pick a close friend or relative
Don't forget to sign your proper name on the application

11a. Creating an application template or online version

- ✓ Click on:  **Employment Application**
- ✓ Complete each field on the Application referring to the examples above.
- ✓ On the Work History section type in your most recent job first followed by your last job and so on.
- ✓ If you have a new job click on:
- ✓ Type in your new work experience and it will now appear first.
- ✓ When selecting Course Emphasis either use the pull down menu or type in your Other Emphasis.
- ✓ When selecting Classes you have taken, use the pull down menu or type in: "Other" and then click on "Add".
- ✓ When done click on [SHOW PRINTABLE VERSION](#)
- ✓ If you wish to save a version of your application click on Name: and give it a title, then click on Save This Application.

Name:

The application will show up on the home page under  **My Saved Files**

- ✓ If you wish to send the application electronically, click on File at the top left corner of the tool bar, then click on send to: then click on Mail Recipient. Address the email to the employer.

NOTE! Within the "Job Search Outline" and "Checklist, there is a Job Search Log" that is helpful for organizing your job search.

12. Building the Resume:



Now that the students have an idea of what type of job they are interested in, they can prepare a resume which reflects their interests.

It is important to note the following:

- ✓ It is a good idea to have different resumes for different types of jobs.
- ✓ Resumes receive 10 seconds or less of attention which is not enough to open doors, a personal visit or contact is necessary.
- ✓ Don't make the resume too wordy; keep it short and to the point.



Personal Data Wizard


A Service Provided by Humboldt County Office of Education ROP Transition Services

RESUME MAKER

Using the PDW Resume:

- ✓ Go to the  **Resume** icon on the PDW.
- ✓ Using your information from the above activities complete the resume data form then click on "Update and Continue to NEXT STEP" to complete the resume.

NOTE! The resume data page has several pull down menus to help the students. If the pull down menu does not have the information the student is looking for they can type in their information in the space below each menu.

- ✓ When you "Update and Continue to NEXT STEP" choose the resume style you like 1 through 5.
- ✓ Choose the font you like from the pull down menu then click again on the style you want.
- ✓ If you want to save the resume, name it (e.g. Resume-retail) and click on "Save This Resume". The resume will show up on your home page under  **My Saved Files**
- ✓ Now click on:




[Looks good, give me a printable version](#)




- ✓ Print a few copies for the students employment portfolio.

13. Creating a Cover Letter

- ✓ Click on  **Cover Letter**
- ✓ Fill out data page. Some information will transfer from the Application and Resume data page.
- ✓ Use the pull down menus to select from a list of skills, classes and work experiences. If the lists do not include items you want, type your information in the box titled: "Other" and click "Add".
- ✓ Now hit "Update and Continue to Next Step".
- ✓ (The button on the bottom of the data page is for generating an automatic cover letter. It is recommended for an example only.)
- ✓ After "Update and Continue to Next Step" have the students select the sentence that reflects what they would like to say in their cover letter.
- ✓ If the choices do not reflect what the student would like to say, the student should type in their sentence in the box titled "Other".
- ✓ Students will only check one sentence per page.
- ✓ Then click on "Go to Next Step".
- ✓ Continue clicking on sentences or typing in other sentences until the cover letter is complete.
- ✓ Use the "Let me edit this" button to edit any mistakes.
- ✓ When finished editing, click on "Submit changes".
- ✓ To print, click on: "Looks good, give me a printable version".
- ✓ To save a cover letter; title it and click on "Save this Cover Letter". (The letter will show up under Saved Cover Letter on the student's home page.)

14. Thank You Letter

It is beneficial to have the students send out a thank you letter after an interview. To create a thank you letter:


- ✓ Click on the PDW "Thank You Letter Builder."  **Thank You Letter**
- ✓ On the data page put in the persons name and business, and the date of the interview. (The rest of the data page should be already filled out automatically.)
- ✓ Continue to the next step.
- ✓ Click on sentence that represents what you would like to say.
- ✓ Continue to the next step through six sentences.
- ✓ You can edit if necessary.
- ✓ You can save the Thank You Letter the same as the Cover Letter and Resume.
- ✓ The follow-up Thank You Letter is one of the most important parts of the job search process.
- ✓ It reminds the employer about you and it shows that they are very interested in the job.
- ✓ It shows that by doing the right process in job hunting you'll do the right process on the job.
- ✓ This is likely to put them on top of the list of applicants.
- ✓ They should send this thank you letter out as soon as possible

15. Letter of Resignation

This section will refer to the "Letter of Resignation" builder. Before we go through the user operation of the "Letter of Resignation" it is important to review the following important points.

- Make sure student leaves a job on good terms. They might want to use that job as a future reference.
- If possible, the student should give two weeks notice before leaving.
- It is important to document leaving with a letter of resignation.

Instructions for Letter of Resignation:

- ✓ Go to the Personal Data Wizard and click on:  [Letter of Resignation](#)
- ✓ Most of the information on the Data Page will be already filled in.
- ✓ The student will have to fill in the name of the business, address, name of supervisor, your position and the date of your resignation.
- ✓ Next, click on "Update and Continue to Next Step".
- ✓ The "Letter of Resignation" is a one paragraph with three to four sentences. Click on the sentence that best describes what you want to say.
- ✓ If the choices do not include what you want to say, click on other and type in what you want to say.
- ✓ Continue through the third page.

NOTE! If you pick the first option on each page it will produce a letter of resignation for a work training position such as WorkAbility.

- ✓ At this point the letter is finished; you can edit it by clicking on "Let Me Edit" this, or save it by clicking in the box next to "Save this Letter" and typing in what you wish to call it. (e.g. Safeway)
- ✓ The letter will be saved in My Saved Files on the home page.
- ✓ To print a clean copy click on "[Looks good, give me a printable version](#)".

16. Creating an Annual Budget


(California State Education Standards Reading 2.0)

(California State Education Standards Mathematics Content1.0))

Before the student can create a budget you need to know how much their income is:

- ✓ Go to the "Files and Information" section and click on: "Wage and Hour Projection" You will see a rough estimate of how much money you will take home after taxes are taken out. (Based on 25% taken out to cover taxes)
- ✓ The file on the PDW will show examples of different hourly rates and their monthly equivalents.
- ✓ For homework the student can use the "Budget Worksheet". Click on "Budget Worksheet" in the Files and Information section.

16a. The Budget Builder:

- ✓ Click on  **Annual Budget**
- ✓ Enter your monthly wage in the box next to : "Wage One"
(For example \$1050 or just 1050).
- ✓ Enter other income in "Wage Two" or if you have another regular income enter in "Wage Two" and if you have other incomes enter that in the appropriate box.
- ✓ Enter the appropriate amount of each expense item in the box next to the item.
e.g. **Rent/Mortgage \$600** .
- ✓ Continue putting in the amounts and then click on "Click to Proceed to Next Step".
- ✓ At the bottom of the spreadsheet, you'll find a box with "surplus monthly":
- ✓ The amount will either be a **+positive** or **-negative** amount.
- ✓ At this point you can click on the "EDIT THIS BUDGET" and will return to the budget input page and you can modify the budget to balance it.
- ✓ Teachers might want to discuss the roommate options and how that can change your budget. Also, the students can see how different wages affect your budget.
- ✓ You can save the Budget by typing in the box next to "name this budget". Then click on "SAVE Budget and return to main menu".
- ✓ You can click on "PRINTABLE VERSION OF THIS BUDGET" to get a clean copy.

17. **Selective Service Register Online:**

(California State Education Standards Reading Comprehension 2.0)

- ✓ For male students who are at least 17 and have not yet registered for the Selective Service can go to PDW and in the "Files and Information" section, click on " Selective Service Register online"
- ✓ Click on: <https://www.sss.gov/RegVer/wfRegistration.aspx> to go to the Selective Service online registration. Fill in the 10 fields to complete the registration,
- ✓ Click: Submit Registration.

18. **Age of Majority**

(California State Education Standards Reading Comprehension 2.0)

Once you turn 18 years old, you are considered being the age of majority. Some of the laws are different for minors (17 years and younger) and adults (18 and older).

- ✓ On the Personal Data Wizard, under: Files and Information, click on the file "Now that you are 18".

It will explain some of the differences you can expect when you turn 18.

Students will learn:

- About voting
- The judicial system
- Contracts
- Rights and responsibilities of becoming an adult
- Laws that will effect you differently

Now go to available tests:

- ✓ Click on the drop down arrow
- ✓ Select "Now That You are 18"
- ✓ Click on "Start Test"
- ✓ Click on "Take This Test"
- ✓ Answer the random set of questions. Each time you take the test a new set of questions will appear.

19. Banking and Credit Information:

(California State Education Standards Reading Comprehension 2.0)

Under: "_____ **Files and Information** ▼" you'll find: "Banking and Credit". When you open the file, the information will help you with:

- Opening an account.
- How to establish credit.
- What happens if you develop bad credit?
- How to qualify for a loan?
- Information about interest charges or credits.
- What happens if you can't pay back a loan?
- What happens if your check bounces?
- What is the advantage of a credit card versus a debit card?
- What happens if credit card is stolen?
- There is a short quiz on the information.

20. Buying A Used Car:

(California State Education Standards Reading Comprehension 2.0)

Under: "_____ **Files and Information** ▼" you'll find: "Buying A Used Car". When you open the file, the information will help the student with:

- Different terms and vocabulary that relates to cars.
- They will also learn what questions they need to ask themselves and the person selling the car.
- There is a short quiz to test the students understanding of the information.


21. Q & A about Social Security:

(California State Education Standards Reading Comprehension 2.0)

Under: "_____ **Files and Information** ▼" you'll find: "Q & A about Social Security". When you open the file, the information will help the students with the most frequently asked questions regarding Social Security benefits and how work income will affect your SSA income. The questions and answers are cross referenced with official SSA documents.

22. Social Security Application:

(California State Education Standards Reading Comprehension 2.0, 2.6)

Under  you'll find "Social Security Application. In order for a student to work they need a copy of their SSI card. To get an original or duplicate card they can download, print and fill out the official SSA form. The application will need to be signed by the student and taken to the Social Security office with proper identification.

- ✓ Click on Social Security Application.
- ✓ Follow instructions for an original or a duplicate card.
- ✓ Proof of identity can be: California ID or Drivers License, School ID, or Health Insurance Card.
- ✓ Fill out the application on page 5.
- ✓ Print and take or mail to the Social Security office with your ID. They will return your ID with your new card within two weeks.


23. Practice College Placement Tests:

(California State Education Standards Reading)

(California State Education Standards Writing)

(California State Education Standards Math)

(California State Education Standards Science)

Under  you'll find "Practice College Placement Tests". This sample practice placement test is from Oklahoma State University. The practice tests consist of a series of multiple-choice questions similar to placement tests at your community college. The Sentence Skills, Reading, and Elementary Algebra tests are "diagnostic", meaning they will identify areas students may need additional skill building.

- ✓ Click on "Practice College Placement Tests.
- ✓ Select the practice test link you would like to take.
- ✓ Follow the instructions and fill out the answer sheet.
- ✓ The tests are self evaluated with answers provided at the end of the test.

C. MANAGERS USERGUIDE:

1. User and File Manager: (Found only on the manager site)

In the top right section you will see:

Site User Manager: (Currently 0 users out of 100 possible) Authorized Access from 07-01-2002 to 06-30-2008	<input type="button" value="Open User Manager"/> <input type="button" value="Open File Manager"/>
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These control buttons are found only on the managers' site and not on the students' site. The "Open User Manager" button allows you to add new users to your account. The "Open File Manager" allows you to customize your site with files from your computer or other storage discs. Your new information will only appear on your group's site.

On the top portion you will see how many current users you have out of the total and how long the account will be active.

2. Entering students into the PDW:

✓ Click on You will see the following page:



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To access the graduation date editor/manager [[CLICK HERE](#)]

Graduate ARCHIVER	select grad year:	2008	<input type="button" value="GO >>"/>
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Site User Manager: (Currently **75** users out of **100** possible)
Authorized Access from **07-01-2002** to **06-30-2010**

First Name:
 Last Name:
 Username:
 Password:
 Confirm Password:
 Graduation Date: 2008
 Sub Manager: No
 Number of Users:
 Managed By: skeele

Select users by first letter of Username:

A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z				
<input type="button" value="show all"/>				
<input type="button" value="Show Sub Managers"/>				

Total Number of USERS assigned to Sub Managers: **10**

Search for user(s):

Search for:


3. Entering the students' name:

First Name: Scott
Last Name: Johnson
Username: sjohnson
Password: a001
Confirm Password: a001
Graduation Date: 2010
Sub Manager:
Number of Users:
Managed By: teacher

- ✓ Enter the student's first name, last name and username. Username should be identifiable for that person (e.g. sjohnson). Remember usernames and passwords are case sensitive. The system will not allow the same usernames. If you have a Sally Smith and a Sam Smith you will have to change the username (e.g. ssmith and s.smith).
- ✓ Enter the student's password. Passwords should start with a letter to distinguish what class or school they attend, (e.g. a001 is the first student at Arcata High School) in order to organize them later. You can further organize the users by indicating the teacher at the school. (e.g. as001 could indicate Arcata High School and "s" for the teacher Smith)
- ✓ It is important to enter the graduation date in order to archive them when they graduate.
- ✓ Select "NO" for Sub-Manager. Leave number of users blank when entering a student.
- ✓ Next click on The system will alert you that you have successfully entered a student or it will tell you that the username already exists. In this event you will need to change the user name as described above.

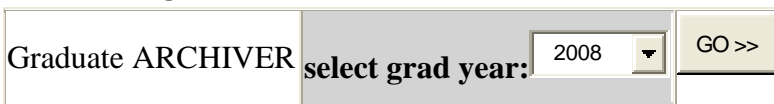
4. Entering Sub-Managers:

Sub-Managers are used to distribute the caseload between different people. You can allocate a portion of your total number to different staff.

- ✓ Enter first and last name and password.
- ✓ Pull down the graduation date and click on "Does not apply".
- ✓ Click on "yes" for sub-manager.
- ✓ Enter the number of users you want to encumber for that sub-manager.
- ✓ Next click on 

NOTE! Only the site-manager can create sub-managers and only they can change the allotments.

5. Using the Graduate Archiver:



- ✓ Select the graduation year of the students you would like to archive and click *GO*. You will see the following page.



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[<< BACK TO USER MANAGER](#)

Graduates Archiving Manager_ [HCOE](#)

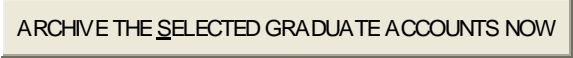
Showing GRADUATES for 2008

SORTING BY_ [Last Name](#) change to_ [First Name](#) Password


Showing USER records **1 – 1** out of **2**



	Firstname	Lastname	Username	Password	ARCHIVE
1	Betty	Thompson	bthompson	a002	<input type="checkbox"/>
2	Savanah	Barner	sbarner	a003	<input type="checkbox"/>

- ✓ Select the students by checking the box under the Red **ARCHIVE**.
- ✓ Now Click on  The system will then ask you to verify the student you want to archive. When you ARCHIVE a student it will free up a password for a new student.

6. Using the Graduation date editor:

- ✓ Click on the following link:
- ✓ To access the graduation date editor/manager [\[CLICK HERE\]](#)  You will see the following page:



Personal Data Wizard

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< < BACK TO USER MANAGER

Graduation Year Editor for: **HCOE**

SORTING BY: **Last Name** change to: First Password

Showing **USER** records **1 – 3** out of **3**

Update These Graduation Dates

	Firstname	Lastname	Username	Password	Grad Year
1	sadams		sadams	a002	2005 
2	Jeff		asia	a003	2006 
3	dontest		dontest	a004	select 

Update These Graduation Dates

- ✓ You can change the graduation date if needed. You can also query the list by password, or username. When sorting by password you can organize all the students in a particular school together (providing you include a school e.g. class initial in the password). Then you can cut and paste into Word to print a hard copy of each caseload.

7. Using the Alpha Pad.

Select users by first letter of Username:

A	B	C	D	E
F	G	H	I	J
K	L	M	N	O
P	Q	R	S	T
U	V	W	X	Y
Z				
<input type="button" value="show all"/>				

Total Number of USERS assigned to Sub Managers:

Search for user(s):

Search for:

- ✓ By clicking on the first letter in a student's username (e.g. ssmith press S) you will bring up all the usernames that start with S. You can find the student's username in the list.
- ✓ Click on Edit to change the username or password. The teachers can also use this sequence to find out the student's username and password if they have forgotten theirs.
- ✓ You can use the to show a list of all your sub-managers providing that you have sub-managers. You can then edit the name or amount of passwords allocated.
- ✓ If you know the student's username you can use the Search for: box and type in the username to find out their password.

8. **Using the File Manager:**

You can customize your site by adding documents, lessons or forms that are useful to your site.

- ✓ Click on and you will see the following page:



Personal Data Wizard

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Upload File << click BROWSE to select file to upload

File Description

- ✓ Click on "BROWSE", "My Documents" will come up; you can change it to your desktop or other drive. You can insert a file you have on your site's Personal Data Wizard home page. For example; a lesson that you use for students or a list of phone numbers or time cards etc.

The file will be inserted into the bulleted section or the home page under files and information. This information will only be on your groups site and not on other districts.