MCIS JR Training Manual

https://mncis.intocareers.org

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MCIS JR. General Navigation

The opening page of MCIS JR. is user friendly, and easy to navigate. Navigating around MCIS JR. can be accomplished two ways:

- either by the top Mega Menu, move your cursor over any of the options on the top red bar; or
- scroll down the page and click on any plus sign (+) or view button to learn more about this area.

**Note:** each area has a helpful explanation for students to better understand what they can do in this section.

On the opening page you will also note that there is an area in the upper right corner of the page to create your portfolio or if one is already created it will welcome you by name and link you to your portfolio (My MCIS JR.)

Just below that image is a rotating message board. This year MCIS JR. will post various messages to this area that will be pertinent to a specific time of year.

Let’s get started by clicking on “View” under “Using Junior.” Using Junior is a good way to familiarize yourself with the system. You will find a getting started section for students, an activities map to easily identify all the activities, and a link to the MCIS JR. Implementation Framework. Click on “Why am I here?” then click on “Get Started.” Review the information. If this is the first time students are visiting the site this section will encourage students to “Create a Portfolio.” If students have already created a portfolio the center link will say “Using Your Portfolio” and will take them on a tour of what is available in the portfolio. This is a great way to introduce portfolios to students and will instruct students how to create a portfolio user name and password. Passwords must be at least 8 characters and contain at least one uppercase letter, one lowercase letter, and one number. Password cannot be the same as the username. Two security questions are required. This allows user to change passwords without needed access to e-mail.
**Create My Portfolio**

My Portfolio is your electronic career folder. It allows you to save items and organize your career research, exploration, and plans. My Portfolio also stores your career assessment results, explorations, and notes about items you save. It stores your education and work history, so you can create resumes, and it can store career checklists and your career plans.

### Portfolio Creation Windows

1. Existing Users
   - Use the username and password you entered when you created your account.
   - **Username:**
   - **Password:**

2. New Users
   - Create a new folder to save and access the results of your research.
   - **Username:**
   - **Password:**

3. **Create My Portfolio**
   - **School/Organization:**
   - **First Name:**
   - **Last Name:**
   - **E-mail:**
   - **Graduation Year:**
   - **Race:**
   - **Hispanic or Latino:**
   - **Not Hispanic or Latino:**
   - **Other Race:**
   - **American Indian or Alaska Native:**
   - **Native Hawaiian or Other Pacific Islander:**
   - **Asian:**
   - **Black or African American:**
   - **More than one race:**
   - **Other:**

4. **User**
   - **User Name:**
   - **Password:**
   - **Re-type Password:**
   - **Security Question 1:**
   - **Answer 1:**
   - **Security Question 2:**
   - **Answer 2:**

5. **Set up your username. If you receive an error message, either make the change indicated in the message or review the tutorial for additional help. Usernames must contain at least 6 characters.**

6. **Set up your password. Passwords must contain at least 8 characters and contain at least one uppercase letter and one lowercase letter and one number.**

**NOTE:** You may be instructed to set up your user name and password a certain way by your instructor.

7. **Set up answers to two security questions and click Submit. Select questions that you will remember the answers to.**

8. **Depending upon where you create your portfolio, a Portfolio Access page may display. Check the appropriate button. You may be instructed to provide access by your instructor or counselor by checking Yes.**

9. **Click Submit.**

You will return to the home page where you can access all the tools in your new portfolio. Click My Portfolio anytime to see your My Portfolio menu.

**Important:** From now on you will use your personal user name and password to log into this program.

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MCIS JR. Training Guide
CREATE MY PORTFOLIO

My Portfolio Mega Menu and Overview Pages

Explore
My Portfolio

The My Portfolio menu varies slightly depending on where you created it. However, all portfolios contain these tools:

Favorites
This tool organizes the information you save. Click the folder title on the left and files in the folder display in the middle of the page.

Sort and Assessment Results
Click the title of the sort or assessment you saved or Restore Answers Set to go to your results. You can easily edit and delete your notes and the folder by selecting [ ].

Stored Files and Links
Save and view saved documents and links to work samples. Your portfolio has 5 MB storage.

Career Plan Report
See a report of all that you have learned about yourself, options you researched, goals you set and plans you made in CIS Junior.

Resume Creator & Saved and Uploaded Resumes
Enter and save your work and education history. You can select one of four different résumé styles (or build your own).

Course Planner
Plan your school coursework for several years in advance.

Important: Click Print to print your notes and information you save in your portfolio.

Click My Portfolio to return to the portfolio menu.

Click the Home icon to return to the Home page.

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Exploring MCIS Jr. Features

The Career Plan is the basis for the entire MCIS JR. The three main categories, Who Am I?, Where Am I Going?, And How Do I Get There? provides an organized way for students to learn more about themselves, explore their options, and make decisions and plans to assure success in and after school. You can enter any of these sections by clicking on the sections on the top red mega menu.

**Career Plan - Junior**

The Career Plan provides an organized way for you to learn more about yourself, explore your options, and make decisions and plans to assure your success in and after high school. Whether you want to go to college, get a job, or follow another path, you need to plan. You will likely revise your plans in high school and later in your life.

**Using the Career Plan**

Note: You must first log in to your My Portfolio to access the Career Plan. The Activity Map displays the items that comprise the Career Plan with pencil icons [ ].

1. Click the Using Junior tab on the navigation bar at the top of the page and select Activity Map.

2. Complete the activities in each section: “Who am I?”, “Where am I going?” and “How do I get there?” that have pencil icons after their titles [ ]. Click the activity to view it and read some helpful information.

3. Activity pages link to document and pdf worksheets. Complete these worksheets.

4. Then enter your thoughts and reflections about what you learned in the text boxes and save these.

5. Click the My Portfolio tab, then Where can I see all of my reflections?, then Report to see your Career Plan Report of learning.

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Using Checklists for Students

Checklists help you track your assignments and recommended career development activities. Using Checklists keeps your requirements and career development on track.

Checklist Windows

Checklist: Grade 10

These are the required activities for Grade 10. Also, it is recommended that you review all activities for the Valid Plan of the Career Plan.

- Check the icon to view.
- Check the activity’s requirements.
- The required icon (**) after the activity description indicates a required activity.

Key to Checklist Status:
- ☐ No progress
- ☑ Partial completion
- ☑ Complete

Looking deeper into the Checklist:

1. Go to your portfolio.
2. Click Checklists from the list of component links on the Plan mega menu.
3. Your checklist(s) display. Select checklist to view, click View.
4. Review the Status column to identify needed activity. The key explains your status.
5. The number of required activities met per the total also displays, as does the date the activity was completed.
6. Click any blue Checklist Activity to link to that activity and conduct the needed activity.
7. Click the book icon (✍️) to learn the details of what is required to meet the activity.
8. For activities with a pencil icon (✏️), you will need to write a note explaining how you met the activity.
9. Some activities may require a Self-Review, if so you will see a checkbox in the column, as these activities require your review and check-off.
10. Asterisks (**) denote required activities.

(Note: You may complete these activities without using the checklist and they still count as “met”. You do not have to complete activities in the suggested order.)

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Using Checklists for Students

Checklist Example

Checklists, Continued

11. For this example, Complete and save the Career Cluster Inventory shows Partial Completion, so you can click the 🔴 icon to see what needs to occur.

12. Once you understand the activity requirement, click the activity link to go to the Career Cluster Inventory and complete this assessment.

13. The checklist will now show the activity as completed by displaying the met icon (🔴).

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Click on **Who Am I? Learn about me, Things I like to do**. You will see an introduction to the activity and links to a Word document or a PDF version of the activity. Below the activity link you will see a reflection box. As students work through various activities they will be asked to write a reflection about what they learned from the activity. These reflections will be saved in the student’s portfolio and will build their own personal career plan.

Various activities will ask students to use MCIS JR. tools such as the assessments or the occupations. **Under Who Am I?** click on Tools – note the link to the assessments **Career Cluster Inventory, IDEAS, Interest Profiler Short Form and a Combined Report of Assessments**.

Click on **Where Am I Going?** Click on Tools you will find **Reality Check, Career Clusters, Career Fields, and Occupations**. Any of these files can be accessed at any time from the Mega Menu on the red bar.

Note the “**Global Search**” option. This search option will search through all the files and look for words matching your first 5 characters you type in. Try it. What results did you get?

Once students are familiar with MCIS JR. they do not have to go through the various steps to access information.

For instance, say you want to research occupations. From the opening screen, click on “**Where Am I Going?”** from the Red Mega Menu and review your options. Click on “**Occupations**” and click on any occupation title. You are now in the occupation file. Any information can be easily accessed, at any time, from the Mega Menu. Every page you are on will have the Mega Menu at the top of the page.

**Note:** the little house icon on the red bar is your home button or you may click on the Red Lighthouse (MCIS JR. logo) to bring you back to the home page.

The navigation allows a student to access some components in a couple of different ways. For instance, when you click on **How do I get There?** from the Red Mega Menu you will see links to the **Checklists**, and the **Course Planner**. All of these items can also be accessed from the “**My Portfolio**” link. This allows students to interactively use these components continuously as they do research.

On the bottom of every page is the footer (in the black area of the page) where you will find additional resources. Here you can find other MCIS JR. Resources such as “**Tools for Users**” support materials, quick starts and tutorials; “**Tools for Counselors and Teachers**” classroom activities; an “**Experiential Learning Opportunities**” document and other education and career planning resources. The last column, “The logos on the far right are some additional helpful websites.

Click on the “**Tools for Users**” and click around a bit. Click on “**My Portfolio**” in the center of the page, click on one of the links in the middle of the page to see what is available to download. Remember always click on the Red Lighthouse or the home button to return to the home page.
Based on your responses to 80 items, this interest survey rates your level of interest in 16 career clusters. After answering the questions, you see how your answers match the 16 national career clusters. You will also learn more about matching occupations, and related courses.

Complete the Career Cluster Inventory

**Important:** You must first create a portfolio in order to save Career Cluster Inventory results.

1. Log in and click Career Cluster Career Inventory under the Assessment mega menu tab.
2. Read the instructions and click Rate the activities to begin.
3. Answer each of the 80 items by clicking the response buttons. Click Explain for more information about a survey question.
4. After you answer the 80 questions, a colorful table that represents your results will display. The horizontal bars represent your interests in each of the sixteen career clusters. Longer bars indicate higher interest.
5. Click Score, in the upper right corner of the table to sort the clusters from your highest to lowest interest.
6. Click the title of any career cluster. You will go to a page that describes the cluster. Click the topics on the left to find out more about the cluster.
7. To view a list of occupations in the cluster, click Occupations under the Related Information bar (or click Check out Related in the Junior version).

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Career Cluster Inventory

Explore Your Results

8. You can also view a video about the cluster.
9. Repeat this process for as many clusters as you want.

NOTE: The information display is slightly different between the High School and Junior versions. See both, displayed to the left.

Print Results
Click Print in the color bar. A pop-up window will appear with your name. Click the Print Results button.

Save Results
Results can be saved at any time. To save results click Save in the color bar. Your answers are saved in your portfolio under the menu item Sorts and Assessment Results.

Retrieve Answers
Once you log in using your user name and password, click the My Portfolio tab. Then click Sort and Assessment Results and look for Career Cluster Inventory. Click Restore Answers to view the graphic with the 16 clusters.

Explore the clusters and occupations on your list to learn more about your choices. The more you research possibilities, the better your career decisions will be.

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The Interest, Determination, Exploration and Assessment System\textsuperscript{(r)} (IDEAS\textsuperscript{®}) is an interest assessment that is optionally available in this program. Based on your responses to 128 items, the assessment rates your level of interest in 16 occupational areas. IDEAS\textsuperscript{®} help you link your interests to occupations and related courses.

### Using IDEAS\textsuperscript{®}

First, you must create and log in to your My Portfolio to save your results.

1. Click IDEAS under the Assessment mega menu or overview page (latter shown).
2. Read the introduction page and click Rate the Activities.
3. Click to answer each of the 128 assessment items. When you select a response, the program moves to the next item.
4. Once all items have been answered, click Get Results. You will be asked to indicate your grade. Select the category that best describes you and click Submit.
5. A graphical presentation of your results displays. Checkmarks represent where your interests scored on each of the sixteen interest areas. Put the cursor on the abbreviated interest area titles (near the top of the Results page), and the complete title for an interest area displays.
6. Click and read Understanding Your Profile, located at the bottom left corner of the Results page.
7. Click the ✓ (or abbreviated title) of your highest interest area. If check marks in two interest areas appear to be at the same level, look at the bottom of the chart to see which has a higher number. Review the list of occupations in your highest interest areas.
8. To print your results, click Print in the color bar. A pop-up window will appear with your name and give you the option to select which items to print - My IDEAS Profile Bar Chart or My IDEAS Profile Graphic Chart. Choose the one you want to print or choose both, by clicking Select All, then click Print Selected Items.

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IDEAS® Results Windows

9. Close the popup window and you return to your results.
10. Click any of the cluster areas where you scored high.
11. A list of occupations displays. Click on any occupations of interest from your list.
12. The occupation window will open so you can learn more about that occupation. One topic to check out is “Helpful High School Courses.” To return to your IDEAS Profile, click IDEAS from the Quick Links pull-down menu.
13. Explore a few more occupations from your highest interest areas then go back to your results profile. Explore occupations under your second highest interest area. Repeat this process for as many other interest areas as you want.
14. Click Save to save your results and enter your thoughts and reflections about your assessment results.

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What are the Administration Tools?

The Administration Tools will help you organize and manage individual student/client portfolios and view aggregate data on MCIS JR. usage at your site. Use these tools to view portfolios, assist students with resetting passwords, look up a user name (if the student/client opted in), assign portfolios to one or more groups, and view reports using various criteria. In the Administration Tools you can customize the Course Planner and the Checklist, as well as create and send messages to users and parents. Tutorials are available to explain the editing, reporting, and navigation options. Look for them under “Tools for Counselors and Teachers,” then click Administration Tools.

Logging into the Administration Site

MCIS JR. has gone to a single login. From the portal page users will be able to enter either their site username and password, or their administration username and password, and will automatically be directed to the correct web site. No more searching for the Administration Site login page. Also, site staff can now utilize one user name and password for accessing both MCIS JR. and the Administration Database with the ability to toggle between the two web sites. This will make it easier and quicker for staff to assist students, view student data, and access MCIS JR..

Site Administration Tools

The MCIS Site Administration Tools have been redesigned. The interface now uses mega menu navigation, which parallels the MCIS interface, for ease-of-use and navigation. A dashboard has been added for quick access to: key reports, password resetting, finding a portfolio, curriculum, and tutorials.
**Occupations Scavenger Hunt**

Go to Occupations in CIS to hunt for the answers.

<table>
<thead>
<tr>
<th>1. What is an occupation?</th>
<th>2. Magistrate is another name for what occupation?</th>
<th>3. Travel agents are assigned to what cluster?</th>
<th>4. Do a search using the keyword doctors. What are two occupations that match?</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. In the Law, Public Safety, and Security cluster, what are two things you could do?</td>
<td>6. How much can water treatment plant operators get paid a year in Minnesota?</td>
<td>7. What does Mark Musgrove enjoy most about being a funeral director?</td>
<td>8. In Minnesota, do you need a degree to get a job as a registered nurse?</td>
</tr>
<tr>
<td>9. In the future, how many jobs openings will there be each year for dental hygienists in Minnesota?</td>
<td>10. What percent of landscape architects are self-employed?</td>
<td>11. Social workers are assigned to what cluster?</td>
<td>12. What is one way to prepare to be an electrician after you graduate from high school?</td>
</tr>
<tr>
<td>17. Do some dietitians work on weekends?</td>
<td>18. What do industrial designers do?</td>
<td>19. What are some high school activities or hobbies you could be involved in to help you prepare to work in Architecture and Construction</td>
<td>20. What are the steps to do to print out an occupation?</td>
</tr>
</tbody>
</table>