



Online Micro Course

The Career Ready Guide is a 4-hour interactive, online, micro-course, based on the NACE competencies, that empowers students to self-reflect, develop, and articulate the soft skills valued by employers to secure a desired job in their chosen field.

Included in the Guide:

 17 Short videos

 50 Interactive activities

 Powerful self-reflections

 Action plans & chapter quizzes

 Fully tracked on LMS

 Certificate upon completion

How to Use the Career Ready Guide

GUIDEBOOK: A downloadable GuideBook accompanies the Career Ready Guide where you'll complete your Chapter 1-7 self-reflection activities. This is a Word doc you can save to your computer and easily share with an instructor by email, screen shot or printed hard copy.

CHAPTER QUIZZES: At the end of chapters 1-7, you'll take a five question, multiple choice quiz. You can take the quiz repeatedly until you PASS it with a score of 80% or higher (at least 4 out of 5 answers correct). Once you pass the quiz, your score is recorded in the learning management system (LMS) for your instructor to see (and you can't go back and change your score), and you'll receive a green check mark in your dashboard. NOTE: if you don't pass a quiz, you will NOT see a green check mark in your dashboard. To complete the guide, all chapters require green check marks.

EXIT A CHAPTER/EXIT THE GUIDE: To properly exit a chapter, click EXIT COURSE in the upper right corner of your screen. If you're using a "public" computer, be sure to log out of your account when done.

REFLECTION: WHAT HAVE YOU LEARNED? In order to receive your Career Ready Guide Certificate of Completion, you must PASS all chapter quizzes and complete the final activity, "Reflection-What Have You Learned?" Your feedback will let your school know your thoughts on the guide and will also help us improve the guide for future students.

CERTIFICATE OF COMPLETION: You'll receive a downloadable Career Ready Guide Certificate of Completion with your name, date of completion, and institution listed on it, after you've passed all chapter quizzes and the "*Reflection: What Have You Learned?*"

CHECKMARKS: A checkmark will appear on your dashboard when chapters are completed, and resources are downloaded.

WORDS IN PURPLE: A purple word or phrase means a corresponding definition with more context will be found beneath that text or activity.

VIDEO CLOSED CAPTIONING: Each video includes closed captioning which is easily accessible by clicking the CC button on the bottom of the video player.

QUICK TIPS: Downloadable Quick Tips accompany each video and offer key points of information that was covered in a video.

TRANSCRIPTS: A downloadable transcript accompanies each video, providing a word-for-word script of the video.

