Chapter 3: Professional Site

Introduction
After you log in, the first page you will see depends on the type of account that you have. WISCareers is divided into two sites: The Professional Site and the Student Site. Professionals can access both sites, but will always start on the Professional Site. Students will see only the Student Site since they do not have access to the professional section. If you wish to go directly to the Student Site, simply click on the school links at the top of the screen.

Professional Site Home Page
Professional Site Header

MY ACCOUNT
You can review, enter, or edit your login and email information here.

LOGOUT
You can terminate your current WISCareers session.

MIDDLE SCHOOL/HIGH SCHOOL
These links take you directly to the Student Sites.

Professional Site Footer

HOME
The Home page is the starting point for you, with a complete listing of resources on the left side of your screen.

SITE MAP
This page contains a categorized overview of the contents of the Professional site.

FEEDBACK
You can use the Feedback function at the bottom of the page (or under Site Support) to send us suggestions, comments, or a bug/error. We can use this information to improve our website.

CATALOG
For your convenience, we have provided you with an online catalog. Place your orders via the website.

STUDENT SITE
If you wish to continue on to the Student Site, simply click here or on the links at the top of the page.

ABOUT US
This section of the website includes information and links for the Mission Statement, Contact Information, Database Sources, and the Wisconsin Careers Policy Council.

UPDATES
With the ability to update information and add valuable features on a regular basis, we’ve made it easy to keep up with what’s happening on the WISCareers website. The menu allows you to look at updates for the professional and student sites, check out what’s upcoming, and view previous notices we’ve posted.

LOGOUT
You can terminate your current WISCareers session.
Transferring a Student or Professional Account
If you have a WISCareers account and are at a new school or organization, you may transfer your account from your previous organization. Your ILP/ePortfolio contents will remain accessible to you when you have successfully completed this process. First, click “At a New Location?” on the login page. Enter your username and password and click on “Login.” Then enter the appropriate registration code for your new location.

Professional Site Main Categories
HOW TO CREATE AN ACCOUNT
If you have already created an account, this isn’t necessary. If you need to create an account, an easy step-by-step process leads to a student or a professional account, including an option to print out directions.

TRAININGS AND WEBINARS
WISCareers offers many opportunities for professional training on how to make the most of your account. Topics, dates, and locations of trainings are periodically updated and posted here. Registration for an event will be as easy as clicking on a link. You may also find a listing of any past trainings you have completed.

WISCareers IN THE CLASSROOM
Classroom Activities
Classroom Activities helps you search for lesson plans that cover a wide variety of topics and incorporate numerous teaching techniques. Some activities include worksheets that you can copy and use. Search for activities that meet your needs by choosing items in any or all of the following categories: Grade Level, Curriculum Area, Wisconsin Learning Standards, Competencies, and Resource types. You can also enter text to find activities that contain a word or phrase (Keyword). In any category you choose, you will find an optional link with tips and in-depth information about Classroom Activities.

Classroom Activities Downloaded
Here you will find a list of activities that have been downloaded by your colleagues. Files are listed by activity, colleague, and date.
WC Connection Volunteer Exchange
This Volunteer Exchange feature helps connect you with guest speakers, mentors, tutors, or volunteers willing to share their work experiences with students. Business site tours may also be available through this service. This service is only offered to select regions of the state.

Workbooks
The Workbooks page has links to a variety of materials published by The Center on Education and Work. Included are:

- Interview Skills
- A Parent Guide
- Career Destinations: Planning Your Future
- Career Directions: Exploring Your Future
- Career Exploration Workbook
- Financial Aid Information
- Finding a Job
- Prepare...for your Future

You may print these out for use in constructing your own activities.

PROFESSIONAL DEVELOPMENT
Conferences
Read here about the annual Careers Conference, a nationwide forum for educators, counselors, practitioners and others.

WCDA Events
Free workshops offered by the Wisconsin Career Development Association are posted here, along with the website address.

Helpful Links
Here you will find helpful links to a number of organizations and trade/professional groups.

Resources
A wide variety of resources are listed for you here, including Government Sites, Grants, and Youth Leadership organizations. You can click onto links to learn more about Special Populations (At-risk, Disability, Disadvantage, Limited English Proficiency, Women in Non-Traditional Occupations) or any number of Other Resources.

WC-Connection Volunteer Exchange
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SITE SUPPORT
Getting assistance with and promoting usage of the WISCareers website is easy. Under Technical Support you’ll find the hours, contact numbers, and conditions for free technical support. A link to your online User Guide appears here, as well as additional materials you can download, print, and copy to help promote the use of WISCareers (memos, flyers, announcements, letters, links, classroom activities). Add your school’s logo to the Student Home page with one easy step. A periodic Newsletter updates you on key developments and the Feedback form provides an opportunity to respond. Any questions you might have about Browser Requirements are also addressed here.
FREQUENTLY ASKED QUESTIONS
Here is a resource to address a wide variety of questions you may have about the WISCareers website. These questions are conveniently organized into a table of contents by subject: Registration Codes and Logging In, Usage Reports, Account Maintenance and General Questions. Click on any category for more information.

WISCareers USAGE REPORTS
These reports let you review users’ activities on the WISCareers website. The Site report shows general site usage over a specific time or by a certain population. ILP/ePortfolio reports percentages of students who have saved an item in each available category and the average number of items saved. Under Occupations, you can check out a list of most-visited occupations, or you can find a list of students who have accessed a specific occupation. Similarly, under Education, you can check out the most-visited schools, or review a list of students who have accessed various schools. These lists can be used to inform students of opportunities your school makes available in those occupations or at those schools. Reports in Job Seeking show data on The Resume and The Job Interview modules, including the number of steps and percentages of students who have completed them.

ACCESS STUDENT ILP/ePortfolio
In order to access an individual student’s ILP/ePortfolio, you must accept certain provisions outlined here and be granted access by the student if they are over 18. If you wish to check the percentage of students who have saved particular items, or the average number of items saved in ILP/ePortfolios, please see WISCareers Usage Reports instead.

MESSAGE BOARD
One feature of the Message Board shows you an Announcements and Assignments Archive of previously posted messages. Another feature allows you to add a new post (which you designate as either an Announcement or Assignment) for your students to see when they log into the WISCareers website. Finally, you can track student logins and send mail to them in the Mail feature.

TOOLS FOR THE ADMINISTRATOR
This heading will appear only if you are logged in as an administrator. Here you will find tools for checking features of student or professional accounts, managing group information, and referencing account information or settings. For more information, see Chapter 2: Administrator’s Guide.

CATALOG
For your convenience, we have provided you with an online catalog. Place your orders via the website. Category headers make it easy to shop by grade or product type. You may also find what you’re looking for using the Search feature. Need further assistance? Just click on “Help.”