Staff Guide to User Activities on VirtualJobShadow.com

Welcome to VirtualJobShadow.com! Our robust career and college exploration platform offers an extensive selection of features and tools, enabling users to explore in a variety of ways.

Dashboard

After logging in to your VirtualJobShadow.com admin account, you'll land on the VJS Dashboard. From here, you can explore a variety of features in the following sections: Careers, Colleges, Jobs, Tools, and Admin. The Dashboard is also where you'll find tutorial videos and administrative resources.

Careers

Career Central is the core of your users' job shadowing experience. Here, you'll find our extensive collection of careers and job shadowing videos, which include closed captioning and transcripts in both English and Spanish. Users can explore careers using filters such as cluster, education requirements, and industry. During exploration, users can save career profiles to a collection of favorites or add career profile videos to a playlist for future viewing. Favorited careers and those added to the playlist can be accessed directly through **My Careers** and **My Playlist**.

Colleges

The **College Search** feature allows users to explore college options, applying various filters to narrow down their search, including type of school, type of degree, location, majors offered, and more. Users are then able to add schools to **My Colleges**, by marking them as favorites. Any colleges marked as favorites can then be compared side-by-side with the **Compare Colleges** feature.

Jobs

With **Jobs**, users can search for jobs and internships, powered by Indeed.com. As with Careers and Colleges, users can mark favorite jobs for later review in **My Jobs**. The **WBL Board** is an additional feature, where staff and admin can post Work-Based-Learning opportunities.

Tools

In the **Tools** section, you will find a variety of features: Assessments, Resume Builder, Postsecondary Plan, and Goal Setting.

The **Assessments** section features four assessments designed to help guide career exploration.

- The **Career Clusters Interest Survey (CCIS)** matches users' interests to their top career clusters, based on activities they most enjoy.
- For users needing extra support, the **CCIS EZ** is a shorter, easier-to-read version. Both feature audio recordings, making them accessible to more users.
- The **O*Net Interest Profiler (O*Net IP)** helps users discover their interests and learn how they relate to future career choices.
- Finally, the **O*Net Work Importance Locator (O*Net WIL)** helps users identify their work values and decide what is important to them in a job.

Users can implement the **Resume Builder** to construct their own resumes. Including fields for education, work and volunteer experience, achievements, and more, resumes can be customized and downloaded as either a PDF or Word document.

The **Postsecondary Plan** is where users can choose what level of education they intend to pursue, as well as their top three college choices from My Colleges and their top three career choices from My Careers.

With **Goal Setting**, users can identify and describe their short-term and long-term goals.

Admin

FlexLessons empowers staff and admin with the ability to create, manage, and share custom lessons with each other, then assign those lessons to users and groups. Use our dynamic lesson builder to construct your own roadmap from a combination of VJS activities and your own custom activities, guiding users' career exploration according to your standards and goals. You are also invited to implement our pre-built VJS Lessons, which can be used "as-is" or tailored to your specifications to guide users along a particular series of activities.

The Admin section also features additional tools to enhance your VJS experience: **Manage Users**, **Groups**, **Reports**, **Playlist Builder**, **Local Links**, **WBL Board**, and **Curriculum**. With these tools, your staff and admin can manage user accounts, create and manage user groups, view and export reports based on a variety of data points, create playlists for your users to watch, and add local links and Work-Based-Learning opportunities for your users. Don't miss out on our curriculum section, which houses a variety of mini-lessons and geoinquiries to enhance self-discovery, soft skills development, and job-readiness.

With its open, exploratory format, VirtualJobShadow.com offers multiple paths you and your users can take. Please contact Customer Service with any questions.