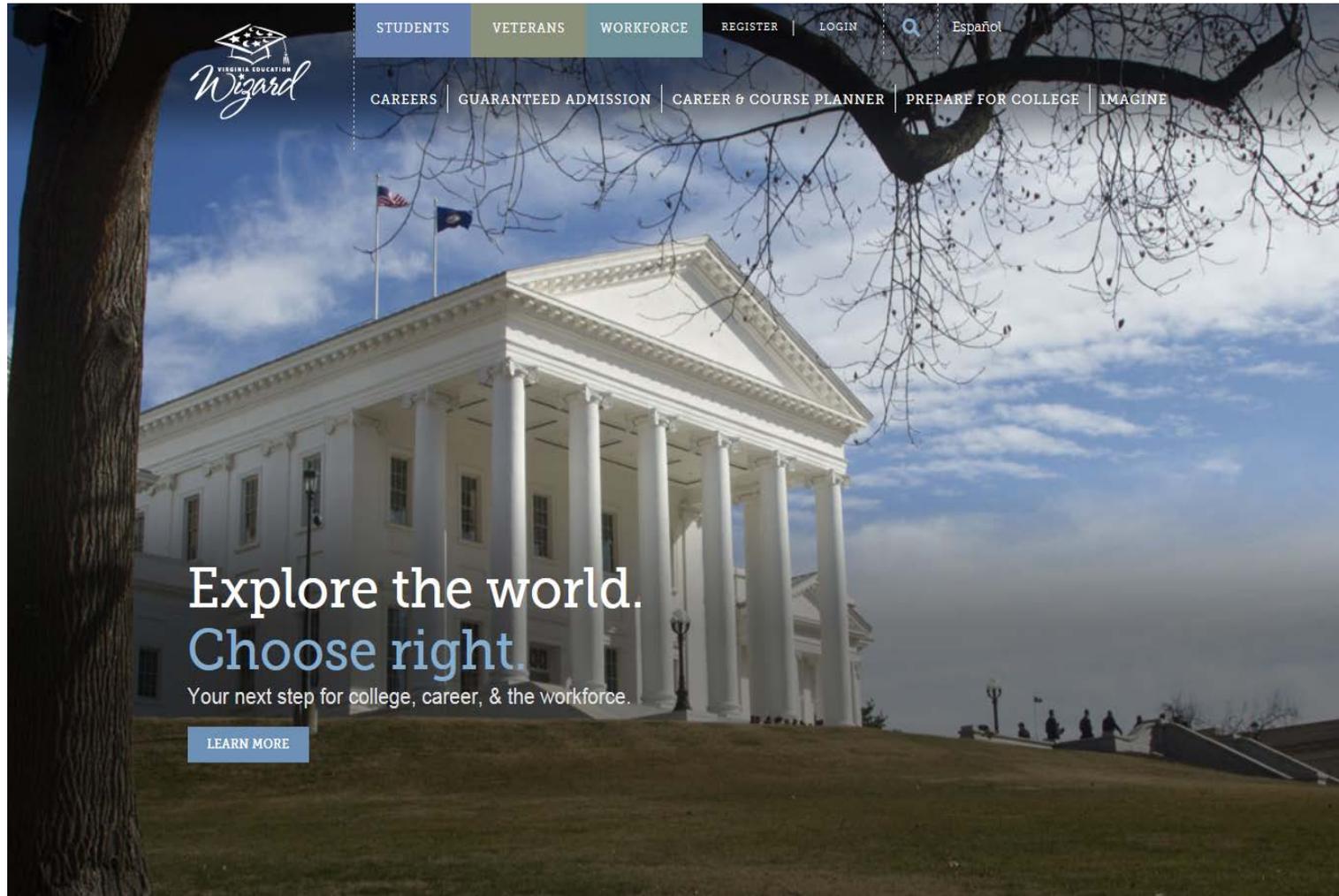


# Virginia Education Wizard Career Planning Project Instructions



## How to Login to the Virginia Wizard

1. Go to: [www.vawizard.org](http://www.vawizard.org)
2. Select: Login
3. Login using your MyVWCC Username and Password



# Assessments Instructions



## Find your Skills

Everyone isn't good at the same thing. What do you enjoy doing that you can do well? Rate yourself on each skill, determining how easy or hard this skill is for you.

ASSESS YOUR SKILLS



## Find your Interests

Don't choose a career because someone else tells you it's interesting. Loving what you do is important! Rank your work interests to decide what kinds of careers you want to explore.

ASSESS YOUR INTERESTS



## Find your Values

Choosing a career that makes you feel valued isn't something most people think about, but it's very important. Rank the things that are most important to you in a job.

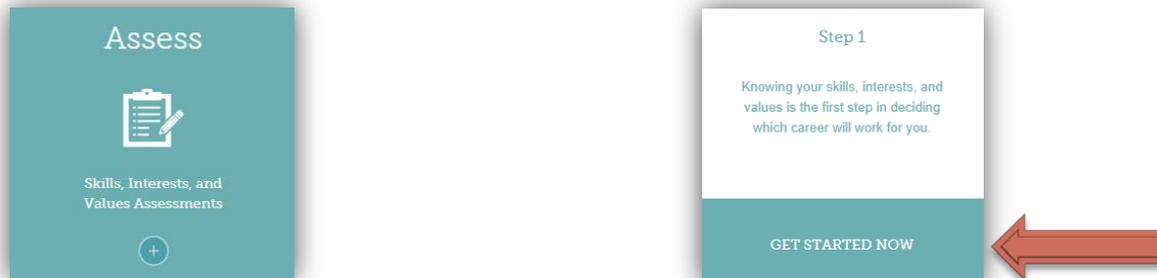
ASSESS YOUR VALUES

# Skills Assessment

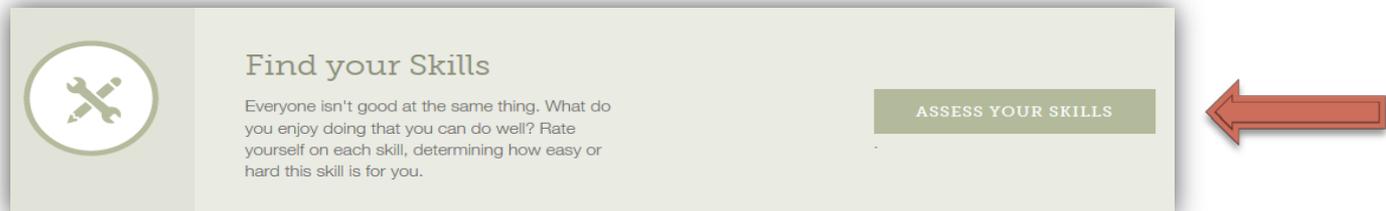
1. Select the **Careers** tab from the top of the menu.



2. Hover over the **Assess** box and then click on the **Get Started Now** link.



3. In the **Find Your Skills** box, you will find an **Assess Your Skills** link. When you are ready to start the assessment, click on this link.



4. Answer the questions by choosing how easy or difficult each skill is for you.

The screenshot shows a user interface for an assessment. At the top left, it displays '1/7 PAGES' and 'Answer the questions below'. Below this, it says 'Participating as a member of a team'. To the right, there are five columns representing different difficulty levels, each with a radio button below it. The columns are: 'I FIND IT VERY EASY', 'I FIND IT SOMEWHAT EASY', 'I FIND IT SOMEWHAT HARD', 'I FIND IT VERY HARD', and 'I HAVE NO EXPERIENCE IN THIS SKILL'. The interface is clean and modern, with a blue header and white content area.

5. When you have finished one page, click **Next** to move to the next page.



6. Once you have finished the assessment, click the **Finished** button.

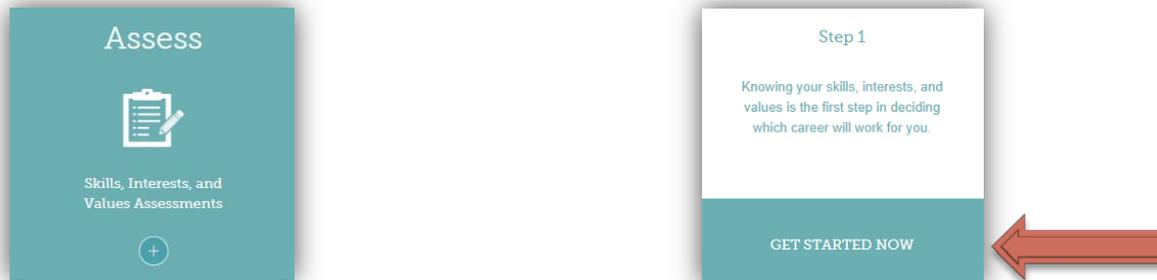


# Interest Assessment

1. Select the **Careers** tab from the top of the menu.



2. Hover over the **Assess** box and then click on the **Get Started Now** link.



3. In the **Find Your Interests** box, you will find an **Assess Your Interests** link. When you are ready to start the assessment, click on this link.



4. Answer the questions by responding if you **like**, are **unsure about**, or **dislike** an activity.

The screenshot shows a survey interface with a blue header and a white content area. The header contains the text: "Think about what you are really interested in, or interested in learning." and a callout box that says: "This is not a test! There are no right or wrong answers. If you aren't sure whether you are interested, choose Unsure." The content area shows "1/9 PAGES" and "Answer the questions below". Below this is the question "Build kitchen cabinets". To the right of the question are three response buttons: "LIKE" (green), "UNSURE" (olive), and "DISLIKE" (red). Each button has a corresponding radio button below it.

5. When you finish one page, click **Next** to move to the next page.



6. Once you have finished the assessment, click the **Finished** button.



7. The results will indicate your **Primary Interest Type** and **Secondary Interest Type**.



The screenshot shows a digital interface for an assessment. At the top, a dark teal banner contains a white checkmark icon, the text "Assessment Complete!", and "Congratulations! You completed the assessment." A "PRINT" button with a printer icon is in the top right. Below this, a section titled "Your Interest Assessment Results" is divided into two columns. The left column is labeled "PRIMARY INTEREST" and states "Your primary interest code is A - Artistic." A red arrow points from the left towards this text. The right column is labeled "SECONDARY INTEREST" and states "Your secondary interest code is I - Investigative." A red arrow points from the right towards this text. A partially visible button labeled "RE-TAKE ASSESSMENT" is located below the secondary interest text.

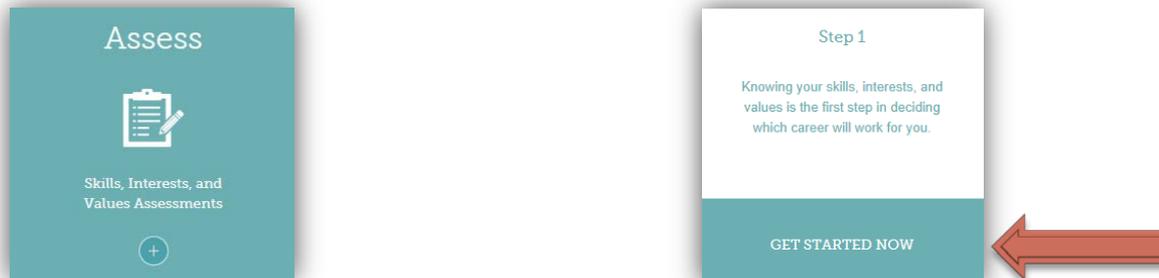
PRIMARY INTEREST	SECONDARY INTEREST
Your primary interest code is <b>A - Artistic.</b>	Your secondary interest code is <b>I - Investigative.</b>

# Values Assessment

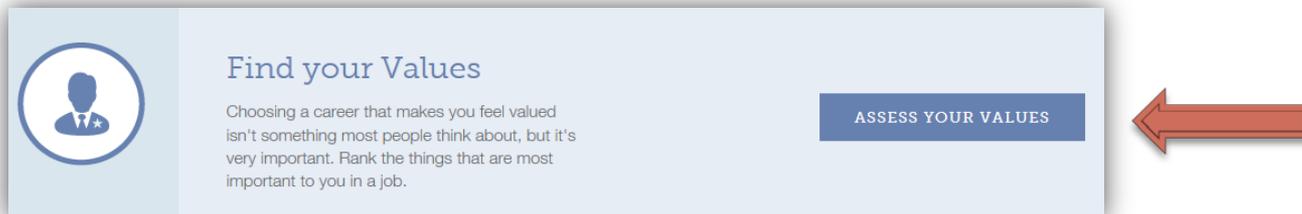
1. Select the **Careers** tab from the top of the menu.



2. Hover over the **Assess** box and then click on the **Get Started Now** link.



3. In the **Find Your Values** box, you will find an **Assess Your Values** link. When you are ready to start the assessment, click on this link.



## 4. Complete the assessment by first reading the cards.

### In my ideal job, it is important that...

I make use of my abilities.

The work could give me a feeling of accomplishment.

I could try out my own ideas.

The job would provide an opportunity for advancement.

I would be looked up to by others in my company and my community.

I could give directions and instructions to others.

I could be busy all the time.

I would be treated fairly by the company.

My pay would compare well with that of other workers.

I could work alone.

My co-workers would be easy to get along with.

I would never be pressured to do things that go against my sense of right and wrong.

I could receive recognition for the work I do.

I could make decisions on my own.

The job would provide for steady employment.

I could do things for other people.

I have supervisors who would back up their workers with management.

I have supervisors who train their workers well.

I could do something different every day.

The job would have good working conditions.

5. Then sort the cards by dragging and dropping them into the columns according to what you find most important (Column 5) to what you find least important (Column 1).

The interface consists of five vertical columns, each representing a level of importance from 5 (Most Important) to 1 (Least Important). Each column contains four job-related statements and a '4/4' count with a 'RESET' button. The statements are sorted from most important to least important across the columns.

Column 5 (Most Important)	Column 4	Column 3	Column 2	Column 1 (Least Important)
The job would provide for steady employment.	I have supervisors who would back up their workers with management.	I could do things for other people.	I could make decisions on my own.	I could be busy all the time.
I would never be pressured to do things that go against my sense of right and wrong.	My pay would compare well with that of other workers.	The job would have good working conditions.	I could do something different every day.	I would be looked up to by others in my company and my community.
I would be treated fairly by the company.	My co-workers would be easy to get along with.	I have supervisors who train their workers well.	The work could give me a feeling of accomplishment.	I could give directions and instructions to others.
I make use of my abilities.	I could try out my own ideas.	The job would provide an opportunity for advancement.	I could work alone.	I could receive recognition for the work I do.
4/4	4/4	4/4	4/4	4/4
5	4	3	2	1
MOST IMPORTANT		SOMEWHAT IMPORTANT		LEAST IMPORTANT

6. Once you have placed all the cards in a column, scroll down and click the **Finish** button.

FINISH

7. The results will indicate your **Primary Values** and your **Secondary Values**.

The screenshot displays a teal-colored interface for an assessment completion. At the top left, there is a white checkmark icon inside a circle. To its right, the text reads "Assessment Complete!" followed by "Congratulations! You sorted all the cards". In the top right corner, there is a printer icon and the word "PRINT". Below this header, the section is titled "Your Values Assessment Results". Under "PRIMARY VALUES", it states "Your primary interest code is R - Recognition." An orange arrow points to this section. Under "SECONDARY VALUES", it states "Your secondary interest code is A - Achievement." Another orange arrow points to this section. To the right of the secondary values, there is a button labeled "RE-TAKE ASSESSMENT".

# Combined Assessment Results

Once you have completed all three assessments, you can view your **Combined Assessment Results** by clicking on the **View Combined Results** box. This box can be found at the end of any of the three assessments. You should view your combined results only **after** completing all **three** assessments.



**Your Skills Assessment Results**

The results of your assessment indicate that your skills may match careers in one of the following clusters. Click on a career cluster to view occupations.

**VIEW COMBINED RESULTS**

**RE-TAKE ASSESSMENT**

The following is an example of information you will find on the **Combined Assessments Results** screen once you have completed all three assessments:

## Combined Assessment Results



You have completed all the assessments



PRINT

**For: aev293**

Your primary interest type is **Artistic**

Your primary work value type is **Achievement**

The combined results of your assessments indicate that you may be interested in one of the following occupations. Click a matching occupation to learn more.



### Skills Assessment

Science, Technology, Engineering and Mathematics  
Agriculture, Food and Natural Resources  
Health Science

RETAKE ASSESSMENT



### Value Assessments

PRIMARY WORK VALUE	SECONDARY WORK VALUE
Your primary work value code is <b>A - Achievement.</b>	Your secondary work value code is <b>R - Recognition.</b>

RETAKE ASSESSMENT



### Interest Assessments

PRIMARY INTEREST	SECONDARY INTEREST
Your primary interest code is <b>A - Artistic.</b>	Your secondary interest code is <b>I - Investigative.</b>

RETAKE ASSESSMENT

# Career and Course Planner Instructions

The first step to completing the Career and Course Planner is to click on the link on the top of the page that says **Career and Course Planner**. You must be logged into the Wizard with your VCCS credentials in order to utilize this resource.



1. Once you are in the Career and Course Planner, the first screen allows you to add **Set-Up** information including your **First Semester of Enrollment** and **Anticipated VCCS Graduation, Completion or Transfer Date**.

**Career & Course Planner**

EXPORT PLANNER    EMAIL PLAN

DETAILS  
VCCS GRAD DATE (EXPECTED)  
ADVISOR    No Advisor Found

PLAN  
CREATED  
UPDATED

Setup    Wizard Assessment    Career Details    Degree & Transfer Goals    Courses    Next Steps - College    Next Steps - Career

**Add Setup information**

First Semester of Enrollment  
First Semester of Enrollment

Anticipated VCCS Graduation, Completion or Transfer Date  
Select an Option

**Link your ACP**

If you have an ACP in the Wizard that you wish to import, please enter your K-12 username and password here.

Username    Username

Password    Password

Link K-12 Account

After you have added this information, click the **Save & Continue** button.

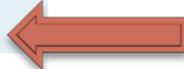
SAVE & CONTINUE

2. The second section of the planner is the **Wizard Assessment** which lists assessment results. Once you have completed an assessment, the results will automatically import into your planner. If you have not completed a required assessment, you can click on the blue boxes to take it. If you have completed all the assessments, you can scroll down and click the **Save and Continue** button to move to the next tab.

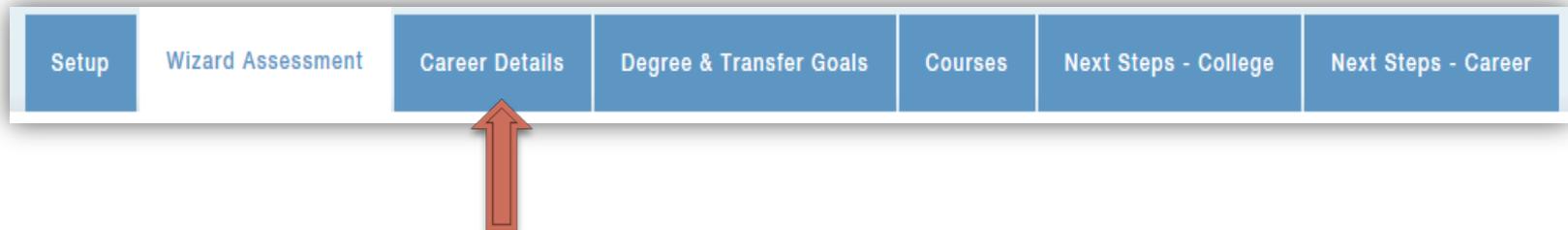
#### Advisor Notes

DATE	ADVISOR NAME	NOTES
<small>This plan is a guide to assist you in planning for your courses and career goals. If you have specific questions related to your plan or your requirements, speak with your academic advisor.</small>		

[SAVE](#) [SAVE & CONTINUE](#)



Or click on the **Career Details** tab to move forward.



3. The **Career Details** section of the Planner focuses on the careers you might be interested in pursuing. Any careers that have been saved to your Wizard profile are automatically imported into the Planner as **Career Goals**.

Current Career Goals		
01/01/2015	Editors	<a href="#">DELETE</a>
01/01/2015	Graphic Designers	<a href="#">DELETE</a>
01/01/2015	Writers and Authors	<a href="#">DELETE</a>

If you would like add more **Career Goals**, you can do so using the drop down menus in this section.



Add a Career Goal

To add additional career goals, first select a cluster and then find a related occupation that interests you.

Cluster Occupation

Select Cluster  Select an occupation  [ADD](#)

You can also complete a **Career Assessment** if you have not done so already by clicking on the specific assessment button.

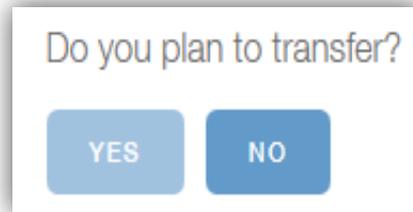


Career Assessments

Career assessments can help you explore careers that may interest you. Click on the buttons below to start an assessment.

[✓ SKILLS ASSESSMENT](#) [✓ INTEREST ASSESSMENT](#) [✓ VALUES ASSESSMENT](#)

4. To move to the next section click the **Save & Continue** button. This will bring you to the **Degree & Transfer Goals** section. In this section, first answer the question of whether or not you plan to transfer.



Do you plan to transfer?

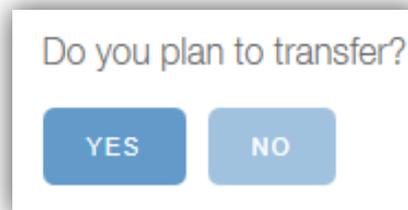
YES NO

If you do not plan to transfer, click **No** then scroll down and click on the **Save & Continue** button to move forward with the planner.



SAVE & CONTINUE

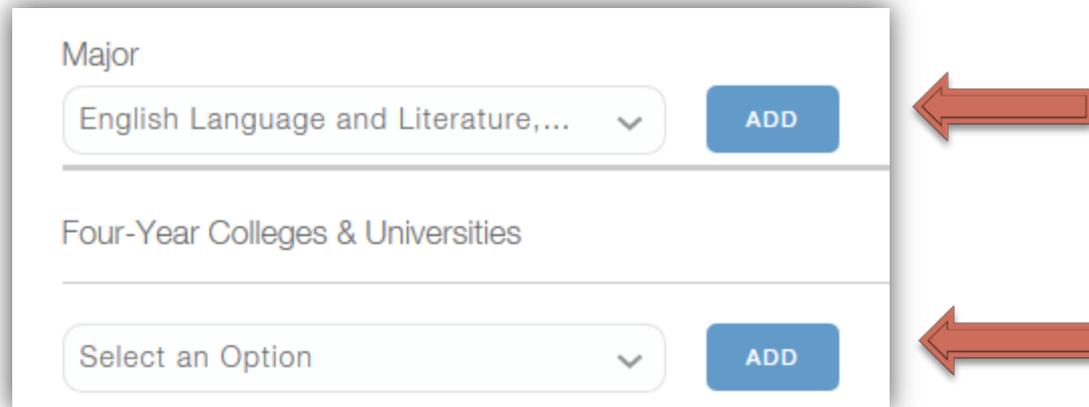
If you plan to transfer, click **Yes**.



Do you plan to transfer?

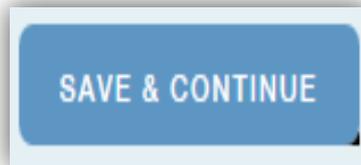
YES NO

If you are considering a transfer option, you should complete the postsecondary goals section by adding **Major** and **Four-Year Colleges & Universities** options before moving on to the next section.



The image shows a screenshot of a web form with two sections. The first section is titled "Major" and contains a dropdown menu with the text "English Language and Literature,..." and a blue "ADD" button. The second section is titled "Four-Year Colleges & Universities" and contains a dropdown menu with the text "Select an Option" and a blue "ADD" button. Two red arrows point from the right side of the image towards the "ADD" buttons in each section.

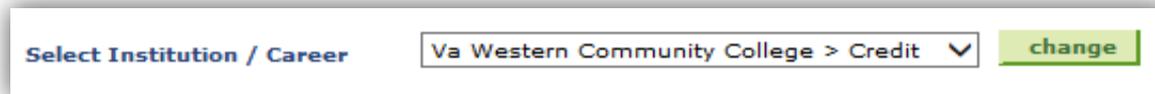
Once you have completed the **Degree and Transfer Goals** section, click the **Save & Continue** button to move forward.



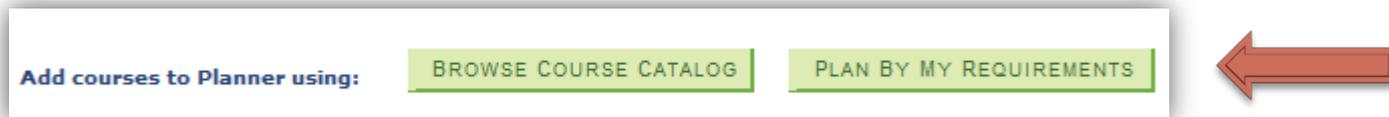
5. The **Courses** section allows you to identify the courses you plan to take at VWCC. First click on the button that says **Open Peoplesoft Course Advising**.



You will be taken into the **Student Information System (SIS)** to view your **Student Planner**. Using the planner, you can plan for future courses in order to develop an academic plan that leads to the completion of your program of study. Make sure Va Western Community College is selected as your institution.



Next click on the green button that says **Plan By My Requirements**.



Scroll through your program's requirements to see all the classes that will satisfy your program of study curriculum. After identifying a class you would like to take, click on the course.

**ENG 111/112 RQ**

**Not Satisfied:** Total of 6 credits required.

▼ **College Composition I-II**

**Not Satisfied:** Complete 6 credits from the courses indicated below.

- Units: 6.00 required, 0.00 taken, 6.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ENG 111	<a href="#">College Composition I</a>	3.00	Fall, Spring and Summer		
ENG 112	<a href="#">College Composition II</a>	3.00	Fall, Spring and Summer		

View All | First 1-2 of 2 Last



Then click on the green button that says **Add to Planner**.

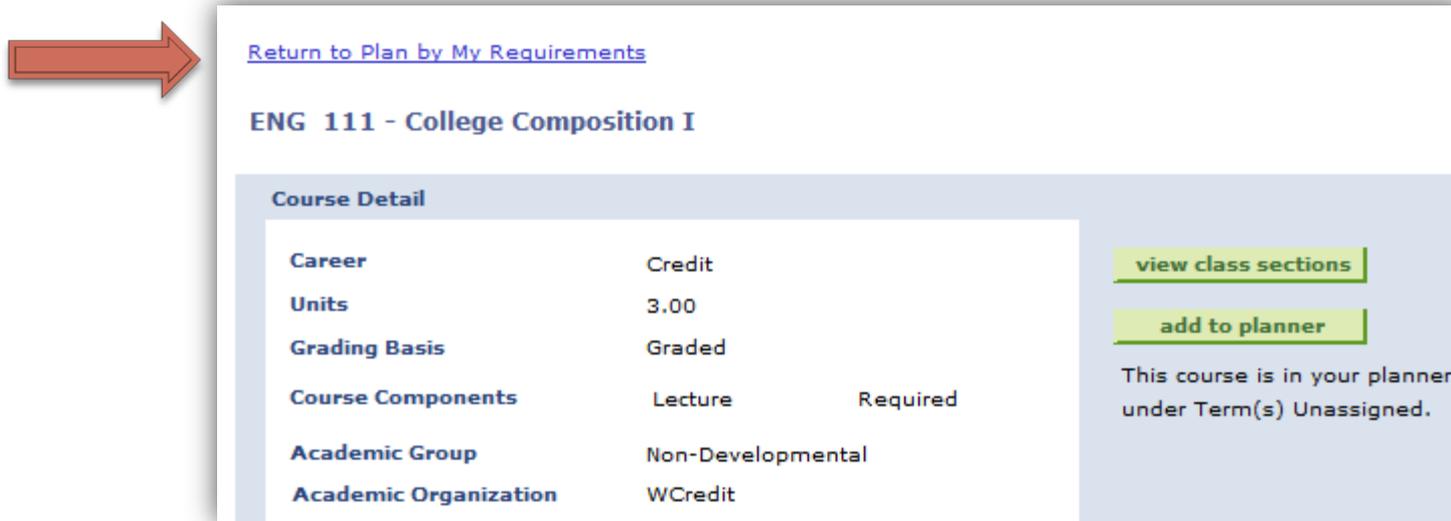
**ENG 111 - College Composition I**

**Course Detail**

<b>Career</b>	Credit	<a href="#">view class sections</a>
<b>Units</b>	3.00	<a href="#">add to planner</a>
<b>Grading Basis</b>	Graded	
<b>Course Components</b>	Lecture	Required
<b>Academic Group</b>	Non-Developmental	
<b>Academic Organization</b>	WCredit	



Once a course is added to the planner, click on the link that says **Return to Plan by My Requirements** to select another course to add to the planner. Repeat this process until you have added all of your courses for your program to the planner.



[Return to Plan by My Requirements](#)

### ENG 111 - College Composition I

**Course Detail**

<b>Career</b>	Credit	<a href="#">view class sections</a>
<b>Units</b>	3.00	<a href="#">add to planner</a>
<b>Grading Basis</b>	Graded	This course is in your planner under Term(s) Unassigned.
<b>Course Components</b>	Lecture Required	
<b>Academic Group</b>	Non-Developmental	
<b>Academic Organization</b>	WCredit	

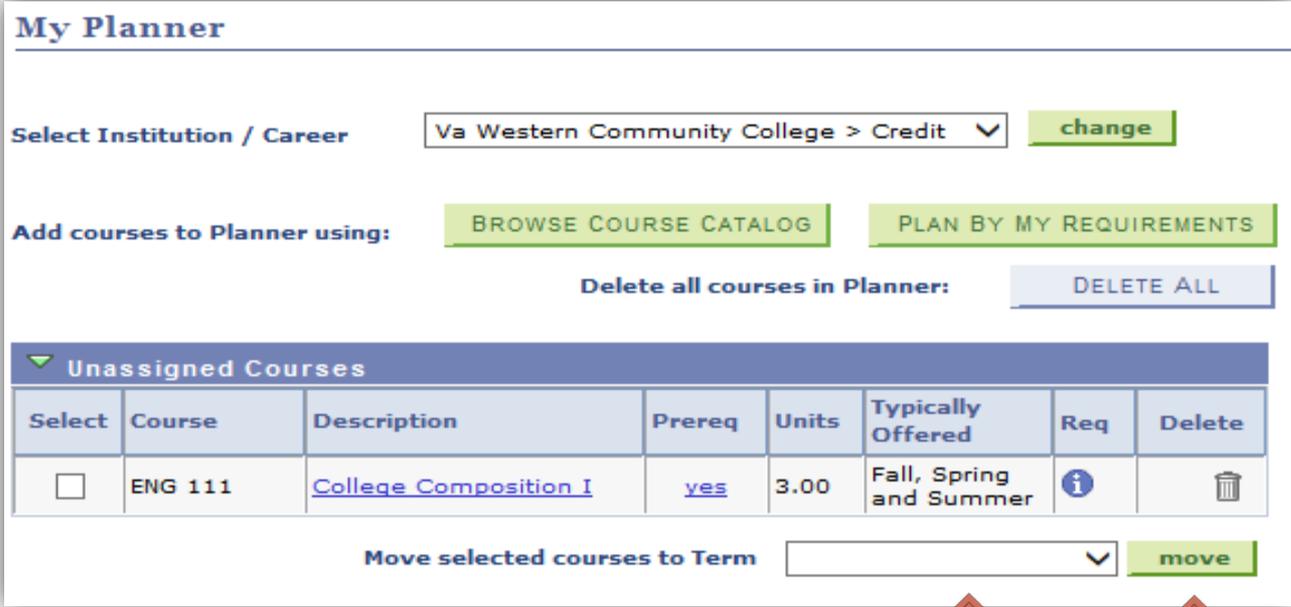
After all required courses have been added to the planner, click on the tab at the top of the screen that says **My Planner**. This will allow you to view all of the courses that have been added to your planner.



Search Plan Enroll My Academics

my planner shopping cart course history

Each course can then be selected and assigned to a specific semester by clicking the box in the **Select Column**, using the drop down arrow to select a semester, then clicking on the green **Move** button. If you are unsure of the semester in which you will take a course, you can leave it unassigned.



The screenshot shows the 'My Planner' interface. At the top, there is a header 'My Planner'. Below it, a dropdown menu shows 'Va Western Community College > Credit' with a 'change' button. Underneath, there are two buttons: 'BROWSE COURSE CATALOG' and 'PLAN BY MY REQUIREMENTS'. A 'Delete all courses in Planner:' label is followed by a 'DELETE ALL' button. A section titled 'Unassigned Courses' contains a table with the following data:

Select	Course	Description	Prereq	Units	Typically Offered	Req	Delete
<input type="checkbox"/>	ENG 111	<a href="#">College Composition I</a>	yes	3.00	Fall, Spring and Summer	<a href="#">i</a>	

Below the table, there is a label 'Move selected courses to Term' followed by a dropdown menu and a green 'move' button. Red arrows point to the 'Select' checkbox, the dropdown menu, and the 'move' button.

The planner can be updated as your plans adapt and change.

In the **Courses** section, you can also access the college catalog by clicking on the **View Course Catalog** button.



View Course Catalog

Virginia Western Communi... ▼

GO

You can build a schedule by clicking on the **Build your Schedule** link and adding the relevant information.



Build your schedule

Course Name and Number  
*Example: ENG111 or English 111 Composition*

Instructor  
*Example: Plautz*

Semester  
*Spring* ▼

Term Year  
*Example: 2014 or 14*

Grade Received  
*Example: A*

Credits  
*Example: 3 or 3.0*

+ ADD NEW

Course Name and Number	Instructor	Semester	Term Year	Grade	Credits	
<b>English 111</b>	<b>Kutz</b>	<b>Fall</b>	<b>2015</b>	<b>A</b>	<b>3</b>	DELETE
English 112	Kutz	Spring	2016		3	DELETE

6. Once you have completed your planner, you can exit out of the SIS system. Make sure to click the **Save & Continue** button in the Wizard before moving forward to the section **Next Steps - College**. This section reminds you of the importance of the financial aid process. You're asked whether or not you have completed the financial aid process.

Have you applied for financial aid?

Students must complete the Federal Application for Student Financial Aid (FAFSA) once per academic year. Your College will have more information about financial aid, including deadlines, eligibility, and College-specific scholarships.

YES

NO

NOT SURE

This section of the Course Planner also asks you if you have taken the VPT placement tests.

Taken your VPT placement Test?

YES

NO

NOT SURE

Visit your college website for more information.

And if you have registered for classes.

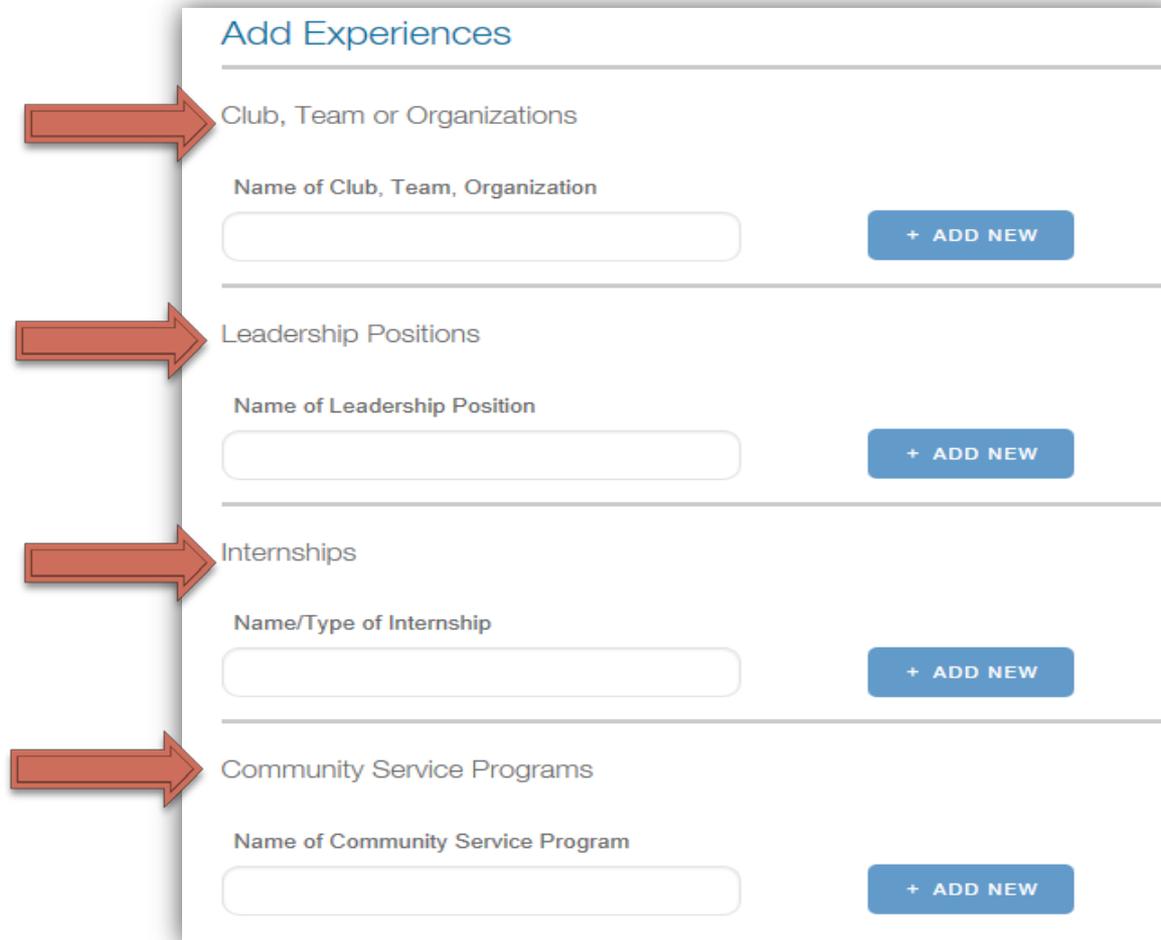
Registered for classes?

YES

NO

NOT SURE

7. Once you have answered the questions, click **Save & Continue** to move forward. The last section is **Next Steps – Career**. In this section, you have the opportunity to enter any organizations, leadership positions, internships, community service hours, or other relevant experiences to your profile.



The screenshot shows a form titled "Add Experiences" with four distinct sections. Each section has a header, a text input field, and a blue "+ ADD NEW" button. Four red arrows point from the left to the section headers: "Club, Team or Organizations", "Leadership Positions", "Internships", and "Community Service Programs".

### Add Experiences

---

**Club, Team or Organizations**

Name of Club, Team, Organization

---

**Leadership Positions**

Name of Leadership Position

---

**Internships**

Name/Type of Internship

---

**Community Service Programs**

Name of Community Service Program

You can also explore career options by clicking on the **View Careers** button.

8. Once you have completed the **Next Steps-Career** tab, click on either the **Save** or **Complete** button. You have the option of exporting your completed **Career and Course Planner** as a PDF document, allowing you to save it externally, print a copy, or upload it to Blackboard for a course assignment. If you would like to export your **Course Planner**, click on the blue **Export Planner** box.



You have the option of emailing a pdf copy of your Course Planner to anyone including instructors and advisors. If you would like to email a copy of your Course Planner, click on the blue **Email Plan** box.

