



CIS Introduction & 7th Grade Activities **(Instructions for Students)**

Step 1: Why are we doing this?

Go over “Career Development in your Classes - A message to the Students”

- The purpose of this is to explain to the students why they need to participate in career activities over the next six years.
- Then go over the “Career Related Learning Activities” handout

Step 2: Introduction to Career Information System (CIS)

Go to school district website: <http://www.csd509j.net/>

Click on Popular Links

Click on Career Learning

Click on Career Information System (CIS): oregoncis.uoregon.edu/

Click on



Click on HTML Site. Spend a few minutes exploring Reality Check.

*Reality Check is a fun activity to help the students figure out how much it costs to live and whether their chosen occupation will cover their expenses. Let them play for at least 10 to 15 minutes. When finished return to CIS Homepage: oregoncis.uoregon.edu/



Next Click on

(IMPORTANT: The first time you log in, you need to enter the username and password for your school. If you set up your personal account under a different school login your teacher will not be able to see your work and you will not get credit for the assignments.)

School	Username	Password
Cheldelin MS	Cheldelin	surf.kayak
Linus Pauling MS	pauling	pride
Franklin K-8	FranklinSch	macaw.wing
Lincoln K-8	lincoln	lions
Corvallis HS	CorvallisHS	spartans
Crescent Valley HS	cvhscis	Goraiders

Step 3: Setting up your student account

After logging in with your school’s Username and Password you need to set up your own personal account and password for your portfolio.

Click “**My Career Planning Portfolio**” in the upper-right corner of the screen.

Under **New Users** select “**Create My Career Planning Portfolio**” and fill in the personal information. The fields marked with **red stars** are **required** information. You may fill in the others as you choose. However, you **must** follow this format for the **username** and the **password**:

- **Username:** first name last name (no space)
 - Example: tonystark
- **Password:** first letter of first name, first letter of last name, student ID number (7 digits)
 - Example: ts1234567

When you click **Submit**, you will see a notice about privacy. At the bottom of the screen, answer “**Yes**” by selecting the radio button and clicking **Submit**.

Step 4: Starting your plan

On the main CIS page look in the upper right corner for your name and your school’s name.

Click “**My Career Planning Portfolio**” from the main menu in the upper-right of screen.

Click on “**Who Am I?**” in the top left corner

Click on “**Thinking about Me**” on left-side of screen.

Read the opening paragraph, fill in information, and print a copy when finished.

Step 5: Reflection in My Plan

Navigate back to the main Who am I? page.

Next click on “My strengths, talents, and interests” under Thinking about Me.

Think!

Fill in the first two boxes on the page and when done save information to “**My CIS Favorites**”.

In the “**My Strengths, talents, and interests**” ...box:

- A: Click “**insert today’s date**”
- B: Type in your thoughts
- C: When you are done click on “**Save Information**”

Follow the instructions above for the **next box**.

When finished Log Out

Step 6: A new lesson – The GPA activity

Next follow the SIOP Lesson Plan Template for the GPA Lesson...

(Remember to order and print the student’s transcripts before this lesson.)

Once this lesson is completed the transcript will go into their career file.

Last pass out the Personal Education Plan and Profile (PEPP) page. Have students reflect on the activities. While students are doing this have staff member go around and verify the assignments are complete and sign off on the PEPP.

Final Check: In the student’s folder there should be: Think about Me, Transcript, and 7th page of the PEPP