

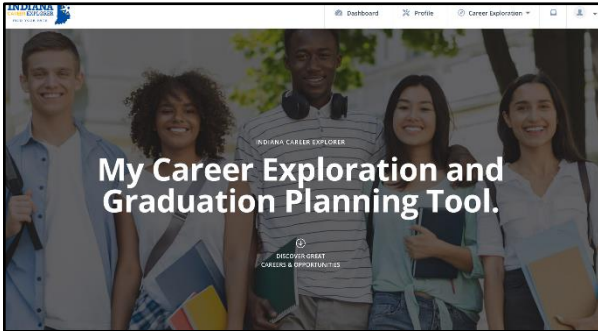
INDIANA
CAREER EXPLORER

FIND YOUR PATH

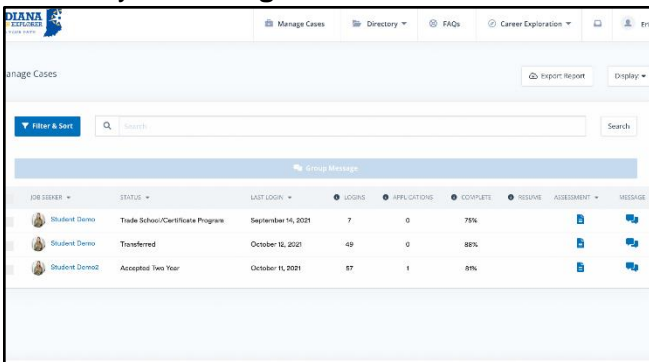


QUICK USER GUIDE- **Support Coach**

1. Go to the landing page: <https://indianacareerexplorer.com> and select **Login** in the upper right-hand corner. Your credentials will be provided to you by your institution.



2. Once you have logged in, you immediately arrive at your **Manage Cases Dashboard**.

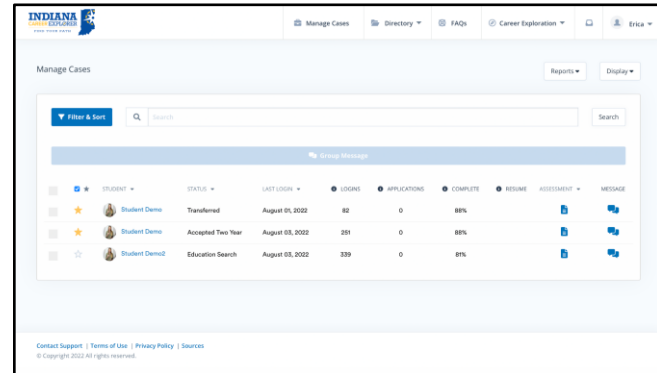


3. Your **Manage Cases Dashboard** consists of:

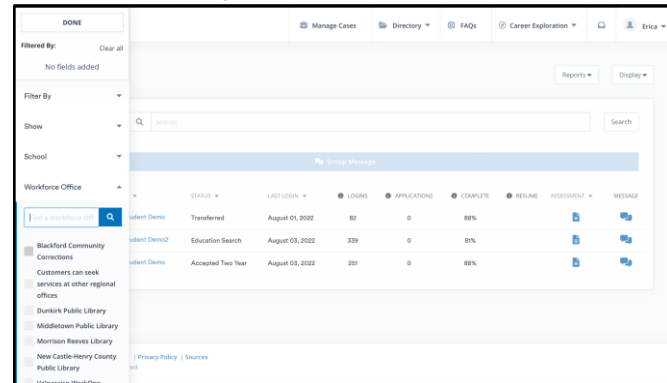
- Students Name
- Status
- Last Login
- Login Number
- Location
- Profile Completeness
- Resume (if applicable)
- Assessment Results
- Messaging Function

4. On your **Manage Cases Dashboard**, you may filter each student by the above options, or use the **Filter & Sort** button to have a more categorized view of the students. You also have the option to use the **Search Bar** above the student lists. You may select **Export Report** to get a CSV file of this information also. The **Display** button on the right-handed side allows you to change the number of students that are shown under that view. You may view as few as 25 students, or you may select **All** to view all.

5. Another way to view your students in a uniform way is to utilize the Favoriting option. Simply star the students you want to see at the top of your list! Click the star in the header and all your favorite students should come to the top. To filter out any students that are not favorited, you may go to **Filter & Sort** and check the checkbox for "Favorites"



6. On your **Filter & Sort** section of your manage cases dashboard, you are now able to type in your location or school on the small search bar to narrow down your search.

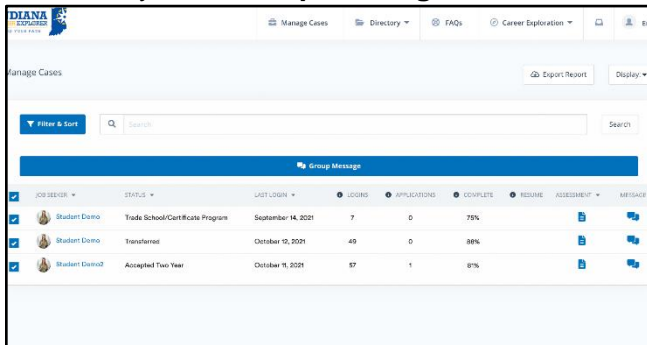


Once you have typed in the school you are searching for, simply click on the checkbox to add that filter to your dashboard.

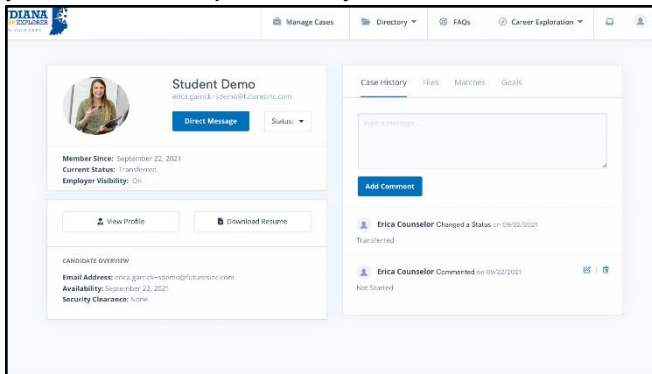
7. Your **Navigation Bar** consists of:

- Manage Cases
- Directory
- FAQs
- Career Exploration
- Inbox
- Profile / Settings

8. **Group Messaging** is also available from your Manage Cases Dashboard. Select the students using the *checkbox* on the left-hand side and select the yellow **Group Message Button**.



9. When Viewing a student's Profile, select their name on the Manage Cases Dashboard, and you will see the profile they have created.



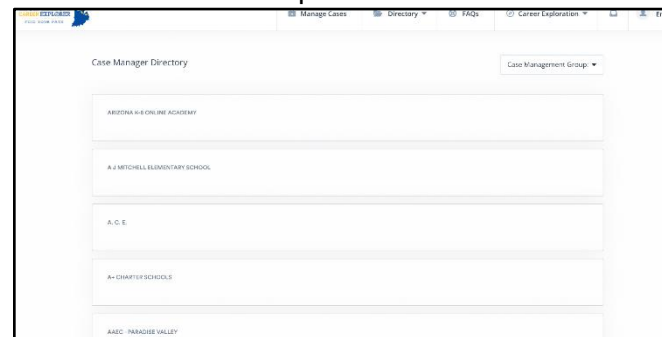
From this view, you may:

- Direct Message
- Change Status
- View Profile from a Company Perspective
- Download their System Generated Resume
- Update Case History Feed
- View Files
- View Job Matches
- View Career Goals

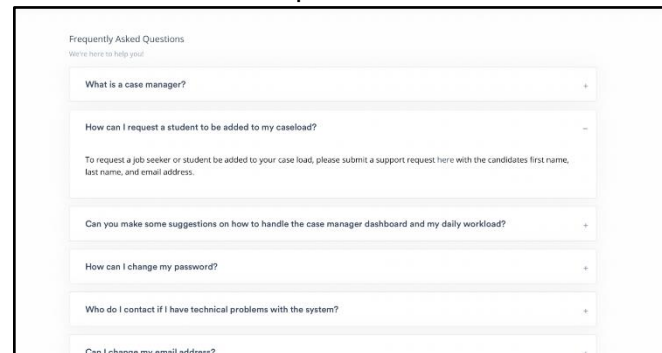
10. Viewing a **Student's Assessment Results** is important, so you can see what interests your student. You may select the *Assessment* under the **Manage Cases Dashboard** to view the results. You may also *Download Results*, for future use, by selecting *Download Results* after selecting *Assessment Results*.

The screenshot shows a table of assessment results. The columns are: 'LOGIN', 'LOCATION', 'COMPLETE', 'RESUME', and 'ASSESSMENT'. The table contains several rows of data, each representing a student's assessment results for a specific date and location. The 'COMPLETE' column shows percentages ranging from 44% to 56%.

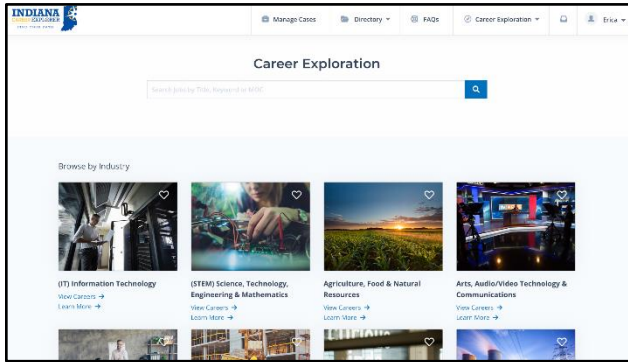
11. The **Directory** allows you to view all Support Coaches (Career Advisor Groups) that exist in the Indiana Career Explorer Platform.



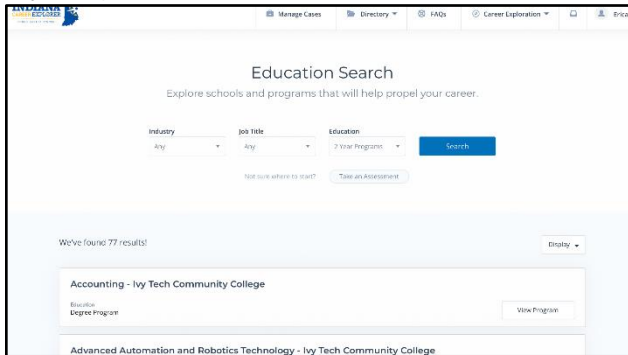
12. The **FAQs** allow you to view questions and answers regarding the platform. If you ever cannot get the help you need from there, feel free to contact the help desk.



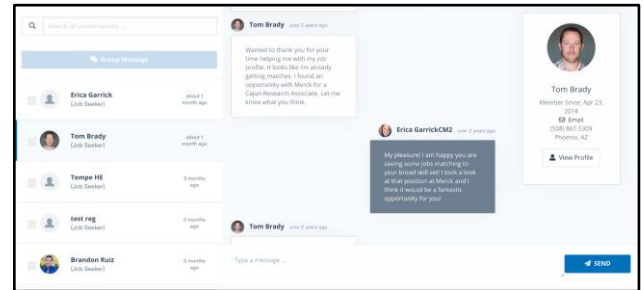
13. **Career Exploration** allows you to see all industry fields that your students could be matched to.



14. **Career Exploration** also gives you Education Programs that exist in Indiana, simply search by Industry, Job Title, or Education Programs (2 or 4 years).

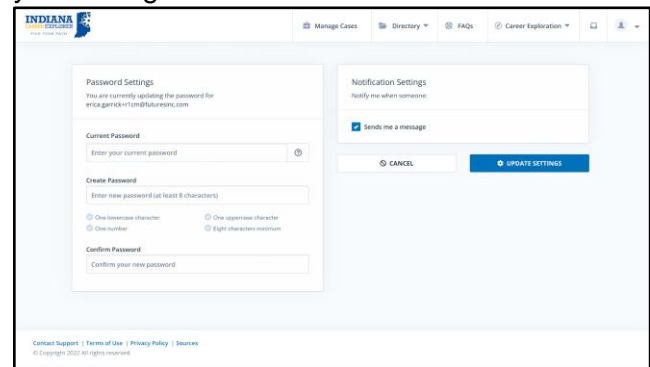


15. The **Inbox** allows you to view all communication that you have done inside the platform. If you have messaged a student, all prior messaging will be here in the Inbox. Students do receive an email notification with the message content when you send it. They must log back into the platform to reply.



16. **Profile Image Section** allows you to update or add to your profile. Students and other support coaches can view this at any time.

17. **Settings** - Change your password here. Always remember to click **Update Settings** to save your changes.



DEFINITIONS

- 1. Manage Cases Dashboard-** This Dashboard allows you to view each student and their information, quickly. You may view their Status, Last Login, Amount of Logins, Location, Resume, Assessment Results, and the ability to Message them.
- 2. Status-** This is set by you, the Support Coach. These Statuses have been created by your institution and allow you to categorize your students based on where they are in their journey. The status is important, so each person knows exactly where that student is. You also may Filter & Sort by this Status on your Manage Cases Dashboard, so always remember to keep this field updated.
- 3. Last Login-** This allows you to see when your student last logged into the platform. You may use this as an accountability tool to see that your students are indeed utilizing the platform.
- 4. Assessment Results-** If a student has completed their Assessment, the results will show on a Paper Icon on your dashboard. Click this icon to be taken to the Assessment Results page. From here, you may View Results or Download Results. Each button allows you to see the question, their answer, and what Industry or Career they have been matched to.
- 5. Messaging-** You may message your student directly from your dashboard by selecting the chat icon. You may also Group message, multiple students, at once, if you have an important message that must go out, and you would like to save time.
- 6. Group Messaging-** This can be done from both your dashboard and the Inbox. Students do not know this is a group message, as it arrives to them separately, and their reply will come back individually. This function is a great time saver and allows you to get a quick message out to multiple students at once.
- 7. Directory-** This directory shows all Support Coaches or Career Advisor Groups inside the platform.
- 8. Settings-** Here you can update or change your password, email, and Notification Settings. Always remember to select the Update Settings button or your changes will not be saved.
- 9. Profile-** This allows you to add as much information as you'd like about yourself, which is public, to both students and other Support coaches on the platform.
- 10. Student Dashboard-** Home page for all student users to quickly access their assessments, career planning, important resources, educational searches, and course planning.
- 11. Invite Parent / Guardian-** This button is for parents or guardians to have visibility into their student's profile and dashboard. Parents or guardians are invited via their email. They have the ability to change or edit information their students have already placed inside the platform.

12. Career Goals- This section lives on the student dashboard and allows you insight into what your students' Career Goals may be. Their answers will appear on the profile of the student, under Goals. The questions ask about their College Plan, Military Interests, going directly into the workforce, or if they wish to pursue a certification or training program.

13. Important Resources- These resources consist of things like FAFSA Applications, Scholarship Opportunities, College Connections, and Leadership Foundation Opportunities. Use this tool to expand your knowledge of community resources.

14. Student Profile- Their profile is where students can enter information they would like to share. This includes Skills, Professional Summary, Document Library, Education, Certifications and Licenses, Volunteer Experience, Affiliations, Extracurricular Activities, and Academic Achievements.

15. Interests Assessment- An assessment that will match your students interests with available industries and careers.

16. Education- This section allows you to explore schools and programs in your community or state, that will help boost performance in your career field. You are able to search by industry, job title, or education programs (2 or 4 years).

17. High School Course Planning- This is section 4 of the student dashboard. Here your student is able to see their favorite careers aligned with courses to prepare them for that specific career. It is broken down into Core 40 Requirements (Academic Honors or Technical), Courses, and Next Level Programs of Study.

18. Graduation Plan- This is section 5 of the student dashboard and allows your student to see grade-specific tasks that help them prepare for graduation. They may also download the Graduation Plan Worksheet here.

19. Industry & Careers- This section allows you to search over all possible industries or careers that interest your student. If they were not happy with their Interest Assessment results, you may search and explore the Industry & Careers to find something that suits them more. The Industry and Career searches allow you to see required education, a salary breakdown, top tasks, skills needed, and current job opportunities.

20. Student Profile Completeness Bar- Shows the progress for how much of their profile they have completed.

21. Document Library- This holds all documents that have been uploaded to your students profile. They may upload their resume, cover letters, achievements and certificates, transcripts, or recommendation letters.

22. Top Industries- These are the most popular industries for users on the platform.

23. Top Careers- These careers are high-demand careers in your community.

24. Getting Help- If you feel you have questions about the platform that cannot be answered by your Support Coach, feel free to reach out to our helpdesk. Email INCEHelp@dwd.in.gov or click the contact support button at the bottom of the page. This will bring up a new email for you to reach out to.