

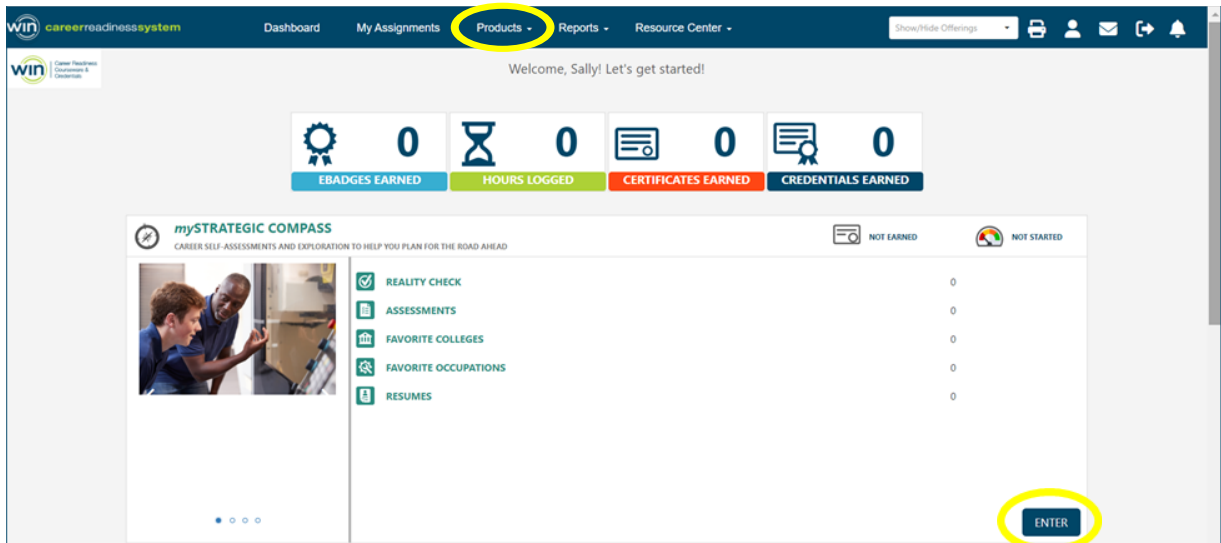
Designed for learners and job seekers, myStrategic Compass helps identify the careers that best suit a learner's interests, skills, values, and goals. This guide can be used to help learners unlock their career potential.

1. Login to the WIN Career Readiness System

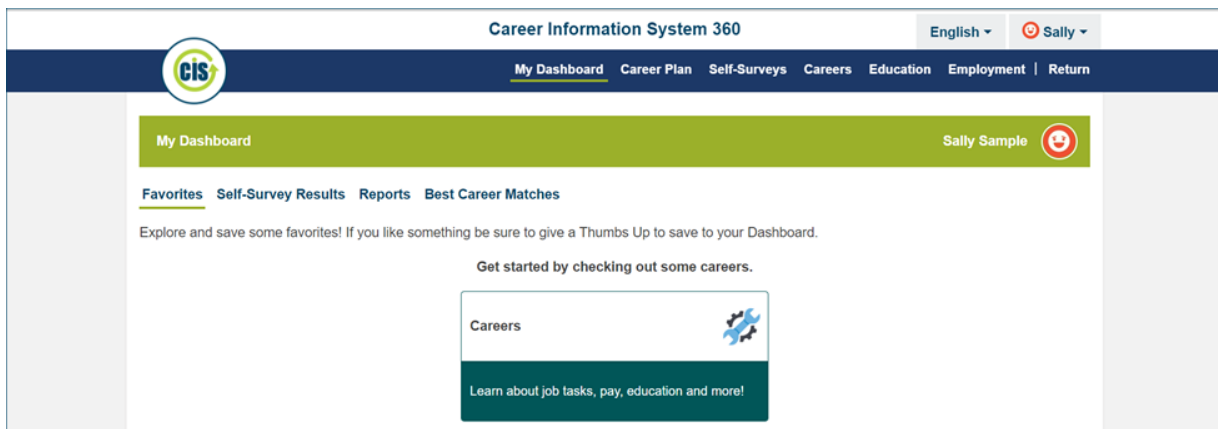
The WIN Career Readiness System is a hub where learners can access all available courseware and credentials. The WIN Career Readiness System Dashboard provides a snapshot of the eBadges, certificates, and credentials earned. Here you can print data, update your profile, and view WIN announcements. Educators and users can access informational videos and resources by clicking on **Resources** on the top navigation bar.

2. Enter myStrategic Compass

Select myStrategic Compass from the **Products** dropdown menu or click **Enter** in the myStrategic Compass section of the WIN Career Readiness System Dashboard.



Upon entering myStrategic Compass, learners will arrive on a landing page called **My Dashboard**.





3. Navigation Tools

A navigation bar is visible along the top of the screen and will help learners navigate from one feature to another.

My Dashboard – Learners can click on My Dashboard at any time to return to their favorites, self-survey results, reports, and best career matches.

Career Plan – The Career Plan feature is designed to guide learners through a series of career planning activities, tools and self-survey assessments that are appropriate for the age and stage of the learner.

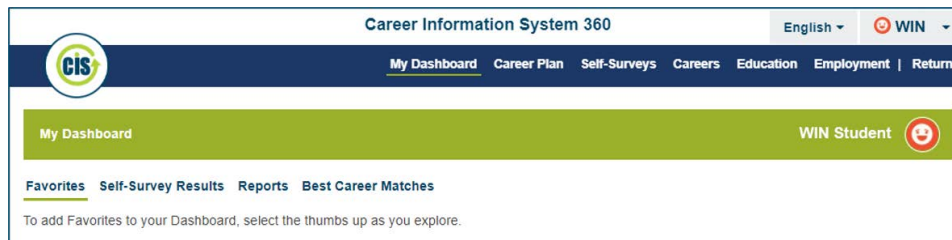
Self-Surveys – All self-survey assessment options can be found by clicking on Self-Surveys.

Careers – Learners gain access to an occupational database where they can view careers, along with education, skill levels required, and economic and labor forecasts.

Education – This is where learners can find information about programs of study and postsecondary opportunities that match their career interests, as well as financial support for higher education through scholarships.

Employment – Learners can create a resume and cover letter and look for jobs in real-time.

Return – By clicking on Return, learners will be directed out of myStrategic Compass and back to the WIN Career Readiness System Dashboard.



The myStrategic Compass dashboard will populate with information as learners progress through the program. There are four tabs in the program dashboard:

Favorites – displays lists of careers, programs of study, schools, and more that learners have marked as their favorites.

Self-Survey Results – displays an overview of the results of each self-survey the learner has completed.

Reports – displays a list of self-surveys, favorites, and career plans that learners can select and export to a PDF document.

Best Career Matches – displays a list of recommended careers based on a learner's self-survey result.

4. Where to Start

Learners come to career exploration and planning from a variety of stages and backgrounds with varying concerns and interests, thus can flow through myStrategic Compass in a variety of ways. From the myStrategic Compass navigation bar, learners can access any of the content or tools in the program. Using the navigation bar and dashboard, learners can begin their career development journey where they feel comfortable.

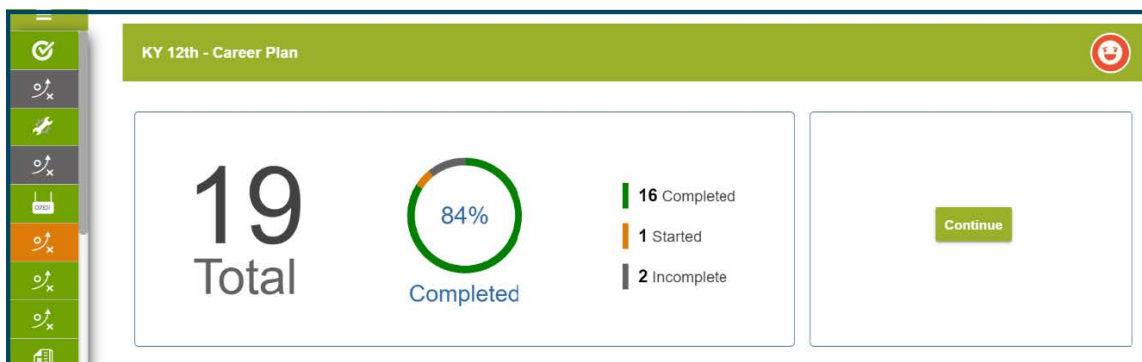
While there is no right or wrong way to progress through myStrategic Compass, popular modes of progression are outlined below:

Option One: Use the Career Plan Feature as a Guide

One of the easiest ways for learners to begin using myStrategic Compass is by clicking on **Career Plan**, which can be found on the top navigation bar. The career plan feature offers a series of career planning activities, tools and self-survey assessments that are organized by grade level or stage in the career development process.

After accessing the **Career Plan**, learners will see a series of tabs on the left-hand side of the screen. Each tab includes a career planning activity, tool, or self-survey assessment to help students deepen their knowledge of careers and to develop an understanding of how their interests and goals relate to careers. Learners can begin with the first activity tab and work their way through each tab until they have completed all activities, or learners can jump from activity to activity based on their needs.

As learners complete activities in their career plan, the activity tabs will turn green and the percentage of career plan completion will increase. Tabs for activities that have not been started will remain gray in color, while tabs for activities that are in progress will be orange.



Option Two: Explore Interests and Values Using Self-Survey Assessments

myStrategic Compass includes a variety of self-survey assessments to help learners understand themselves more deeply - where they want to go, who they want to be, and what they want to do for an occupation. These self-surveys are a good starting point for individuals who can benefit from learning more about themselves before diving into careers and in-depth career planning activities.

All self-survey assessments can be found by clicking on **Self-Surveys** on the learner dashboard. Self-surveys are also dispersed throughout the **Career Plan** feature. One of the self-survey options is called Reality Check. This self-survey activity can be an insightful tool to help students understand the financial impact of their career choices and make connections between their income and lifestyle. Given as an introduction to myStrategic Compass, the Reality Check survey can set the stage for learners to make decisions about what is most important to them in their career and life.



Career Cluster Inventory Find out which career clusters match your interests.	CCI Quick Pic Use images to help you find career clusters that match your interests.	Entrepreneurial Assessment See if self-employment is a good fit for you.
Interest Profiler Discover work areas that match your interests.	Learning Styles Survey Identify the ways that you learn best.	Occupation Sort Learn more about your work preferences.
Reality Check Find out how much money you need for the lifestyle you desire.	Work Importance Locator Prioritize your workplace needs and values.	Workplace Employability Skills Evaluate your employability skills.

Option Three: Develop a Scavenger Hunt for Learners

A fun way to introduce learners to myStrategic Compass is to create a scavenger hunt to help students explore the wealth of information housed in the program. For example, learners can set out on a mission to find the level of education required to become an accountant, in what career cluster an animal trainer can be found, and examples of **Hot Jobs** or **STEM Jobs**. This is wonderful way for learners to become familiar with the tools and features of the program and can make them feel more comfortable navigating to the career plan activities and self-surveys.

5. Important Tips



Save

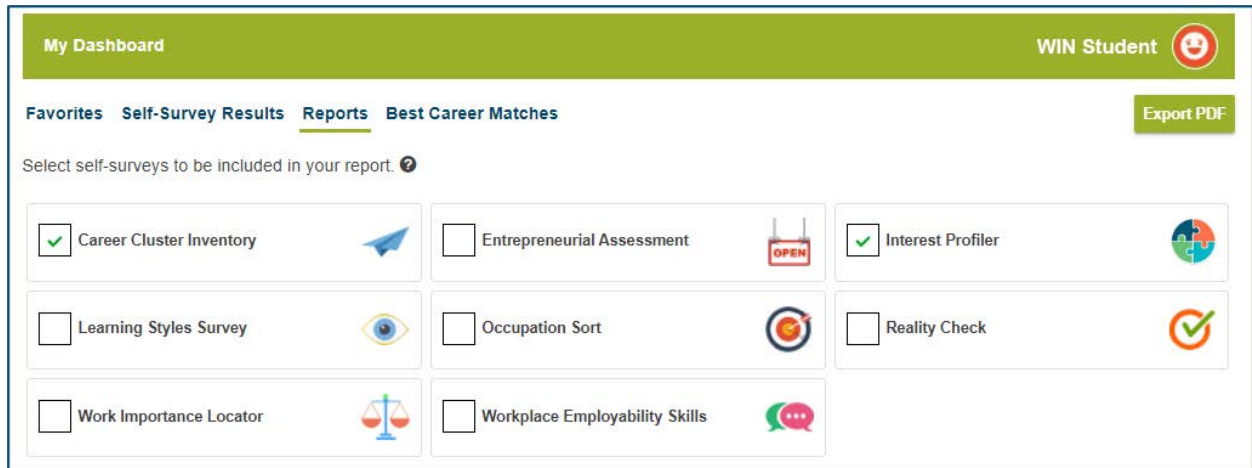
- Learners should be encouraged to “favorite” items throughout myStrategic Compass by clicking on the thumbs-up button. Learners’ favorite items will become easily accessible on their user dashboard.
- Encourage learners to save their work before exiting an activity. Unsaved work cannot be recovered.
- At the conclusion of self-surveys assessments, a pop-up box will appear where learners can type comments or reactions. Encourage learners to always type a short comment into the text box and click **Save**.
- Learners will need to complete each activity in its entirety in order for the activity tab to turn green to signify completion. For example, if learners are instructed to reflect on three careers, the activity will remain “in progress” until all three reflections have been entered and saved.

6. Building and Exporting

Embedded into myStrategic Compass is the capability for learners to build PDF reports that can be saved and printed for future use. Reports can be customized to show a learner’s self-survey assessment results, as well as favorite careers, programs of study, schools, and scholarships. In addition, learners can export a report showing progress in their career plan(s). This capability is especially helpful if myStrategic compass is used as part of a career exploration class or workshop where learners are building a portfolio or compilation of learner-focused career development tools. The steps to build and export learner reports are listed below:

- Click on **Reports** on the myStrategic Compass Dashboard
- Select the items to be included in the learner report
- Click on **Export PDF** on the right-hand side of the screen to download the PDF document
- Print or save the PDF document

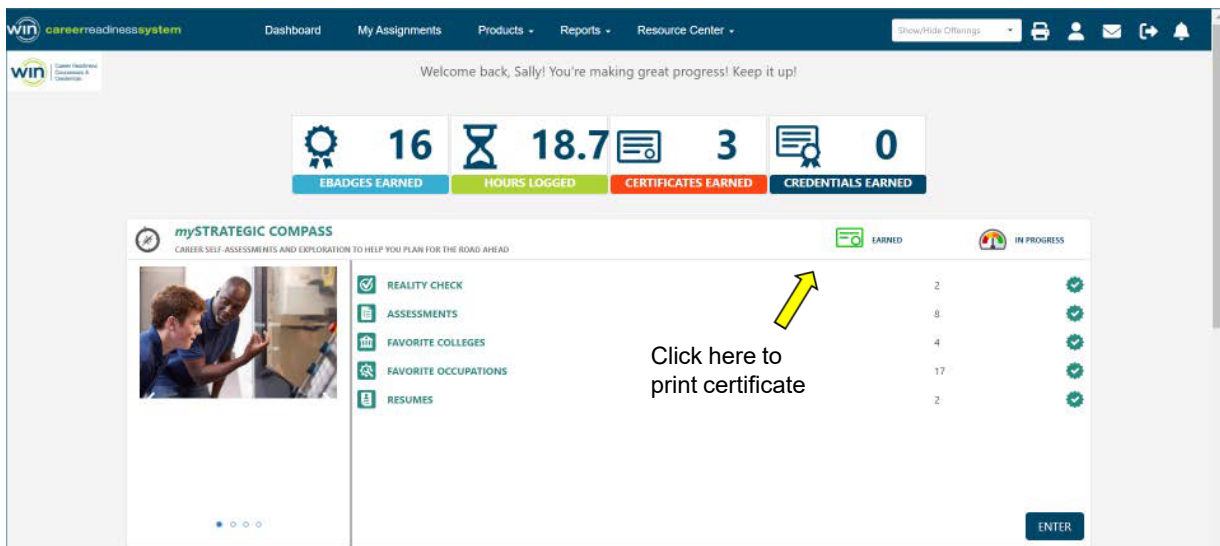
Additional reporting features are available to administrators by accessing the administrator reporting functions.



7. eBadges and Certificates

Learners can earn eBadges for completing components of the myStrategic Compass program, including the Reality Check, self-survey assessments, building a resume, and identifying favorite occupations and colleges. Learners who earn all five eBadges can print or save a certificate showing their accomplishments in the program. The certificate can be found in the myStrategic Compass section of the **WIN Career Readiness System Dashboard**.

From myStrategic Compass, learners can click on **Return** in the top navigation bar and be directed back to the **WIN Career Readiness System Dashboard**. In the section of the dashboard for myStrategic Compass, learners will see their eBadges listed and a certificate icon to access their PDF certificate.



 Represents eBadges Earned

 EARNED Represents Certificate Earned

Need help? Contact WIN Support:

Phone: 888-717-9461 Option 3 | Email: support@winlearning.com