

Activity Handout:

Conducting Basic Career, Program/Major and College Searches



During a single lesson, students can save four important milestones: Saved Career Cluster, Saved Career, Saved Program/Major, and Saved College. This handout offers an overview of how to meet those milestones.

Sign in. Go to www.CaliforniaColleges.edu. Direct students to sign in to their accounts. Follow the path below.

Saved Career Cluster

1. Click on **Career Planning** → **Explore Careers**
2. Direct students to the **Browse Career Clusters** box. By hovering over career cluster titles, students can view a brief description of that career cluster. Give students a couple minutes to read the descriptions.
3. Direct students to click on a career cluster they are interested in. Click on the **Introduction** tab on the left side of the screen and encourage students to read the full description of the career cluster. Then, direct students to click on **Add to Portfolio**. When students click on **Add to Portfolio**, the **Saved Career Cluster** milestone will be met and they will see **In Portfolio** on the left side of the screen.

Saved Career

4. Then direct students to click on the **Careers** tab on the left side of the screen. There, they will see a list of careers within the career cluster. Some careers have red circles next to them. Others have half circles and some do not have a circle at all. Careers with full red circles next to them have the most information in the career profile. For the purposes of this activity, direct students to click on the name of a career with a full red circle.
5. Encourage students to take a few minutes to read about the career and watch the multimedia video (if available). Then, direct students to click on **Add to Portfolio**. When students click on **Add to Portfolio**, the **Saved Career** milestone will be met and they will see **In Portfolio** on the left side of the screen.

Saved Program/Major

6. On the left side of every career profile is a **What to Learn** tab. Direct students to click on that tab.
7. Direct them to the **Beyond High School** section. There, they will see one or more programs/majors associated with the career they have selected. Direct students to click on one of the programs/majors.
8. Encourage students to take a few minutes to read about the program/major. Then, direct students to click **Save to Portfolio**. When students click on **Save to Portfolio**, the **Saved Program/Major** milestone will be met and they will see **In Portfolio** on the left side of the screen.

Saved College

9. Right above **In Portfolio** on the left side of the screen, students will see **Schools Offering This Program**. Direct students to click on that link.
10. Direct them to select the type of degree program (certificate, associate's, bachelor's, master's, doctoral) and the state/region they want to go to college. Then, direct them to click on **Go**.
11. They will now see a list of colleges in that offer the program/major in the state/region they selected. (If there are no schools listed, direct students to change their search criteria. Sometimes students select programs/majors that are only offered at the graduate level, which will of course yield no bachelor's programs.) Direct students to click on the link of a college.
12. They will now see a college information page where they can learn all about the college that offers their program/major. Direct students to click on **Save to Your Portfolio**. When students click on **Save to Portfolio**, the **Saved College** milestone will be met and they will see **In Portfolio** on the left side of the screen.