

Career Ed

(Virtual Job Shadow Assignment)

For the first few weeks of our Virtual Learning experience we will be utilizing the Virtual Job Shadow Program. As a class we have done several assignments using this program, but I wanted to list the steps below to ensure your success in using the program at home. This sheet will be followed by a virtual lesson where I will demonstrate the steps for you, using my computer at home.

Logging In

- 1.) Print out worksheets from the FA website (*VJS Career Worksheets*)
- 2.) Using your computer or laptop access the internet.
- 3.) Type in www.virtualjobshadow.com
- 4.) At the top right hand corner of the screen you will click the Log In button.
- 5.) You will then be asked to put in your Username and password
- 6.) I will give your individual Username and passwords by email/phone

Getting started

- 1.) For the Virtual Learning we are clicking **Careers** (*Top Middle of screen*)
- 2.) Then click **Career Central**
- 3.) To pick a career there are several options that we suggest using:
 - a. Use search feature (*if you know what you want to research*)
 - b. Featured (*options provided by site*)
 - c. Cluster (*if you know the area but not a specific job*)
- 4.) Pick a desired career by clicking the name of the career below a picture (*Please note that you want to choose a career with a video attached, so make sure your career has a play button shown before you click it*).

Completing the worksheet

- 1.) To start completing the worksheet watch all videos associated with the career. There is one main general description video and usually several more specific videos.
- 2.) To complete worksheet or find answers you may have missed while viewing the video, return to careers main page and use the **Career Profile** to the left of the Video Screen. You will find all the necessary information there to complete the answer section of the worksheet.
- 3.) There are several opinion questions on the worksheet. These ask you to give three things about the job you like and three things you don't like. Parents this is a good section to interact with your child about career interest. The final opinion question is whether you would add this to your 'My Career List.' If you answer yes please add to your list.
- 4.) Any questions or concerns about this assignment please email me at GGoerk@thewatsoninstitute-fa.org.

(Any student unable to print assignment can complete assignment in a notebook or loose leaf paper)