

KeyTrain

HR Manager Instructions

November 15, 2005

1. Internet-based versions of KeyTrain lessons and assignments may be started, worked on, and finished anywhere that there is Internet capability. CD-based versions of KeyTrain can only be started, worked on, and finished from the CD-loaded computer.
2. Make sure that your server does not have any firewalls to prevent the use of KeyTrain.
3. A “**WebPlayer**” will need to be installed for the Internet version (Macromedia Authroware). The Internet must be turned on and you will need to log on to www.keytrain.com and click on “Run KeyTrain OnLine” in order for the webplayer to install. When the window pops up, click on “Install Now” and then “Yes” or “Install” to upload the software from the Internet.
4. Make sure that you have created the student account as the “Instructor” and have assigned a “User ID” and “Password” for that customer/student (Student Accounts section)
5. When creating a “New Student Account”, make sure you have assigned that student/customer to a group. The group should be easily identified by any of your co-workers/peers that must take your place on any given day that you are not available at the office. It is suggested to use county and program for a particular group or to use the name of the company and date.
6. Under “Organization Instructions”, make sure that the **sound** is turned off unless needed for a customer or student’s accommodation. (The “sound” takes up too much space and slows computer system down when multiple users are logged on.) It is best to enable the “Must complete lessons before taking quizzes” box and be sure to click **APPLY** before **OK** on this Organization page.
7. Go to “Assign Lessons” and for the particular student (or class if multiples) assign the Pre-Tests for Applied Mathematics (AP), Locating Information (LI) and Reading for Information (RI) leaving the level goal at 7, providing for 1 max attempt, checking “Let Pre-Test Assign” and “click” **APPLY** before clicking close.
8. For students, job seekers or job shifters, you should conduct a Career Search with the customer/student using OKCIS, SDS, or other tool before going any further.
9. You and the customer/student should match a career, occupational or job choice with an appropriate ACT-level goal. CD-based KeyTrain users can go to www.act.org/workkeys to get a list of all job profiles as found on KeyTrain. The Internet-based KeyTrain users can go to the job profiles section on the www.keytrain.com website to go over the Career-Decision Making process with the customer/student in order to set an “**ACT-level**

goal” based on his/her career or occupation goal. O’NET, Job Description, Holland Family can all be used to look at ACT levels required for specific jobs or clusters.

10. An ACT-WorkKeys “**skill level goal**” may also be set for those instances when a customer/student has researched occupations and knows that for his/her career ladder that he/she must have a specific level of skills. (i.e., a level 5 for Pharmacy Technician or a level 5 in order to obtain a Governor’s Gold Certificate.)
11. Searches may also be made on the Profiles section (bottom of profile page) to match known or guesstimated levels to any and all occupations. For instance, a customer/student is guessed to be a level 4 in AP, a level 5 in RI and a level 5 in LI. Make those appropriate choices on the Profiles page (check mark) and click “search” to search for occupations that match those skill levels in order to help him/her make a selection.
12. Now that you and the customer/student know what level is set for his/her goal – the student should log on to the www.keytrain.com system as a user using his/her User ID and Password that you assigned. (If you are using the same computer as your student on an Internet-based program, then you will need to log off as the instructor.
13. Allow 30-40 minutes for the customer/student to take all 3 KeyTrain pre-tests/assessments of AP, RI and LI.
14. Once the customer/student has completed all 3 of the KeyTrain pre-tests, then he/she must print off the recommendation made based on his/her pre-test. The recommendation will provide guidance on KeyTrain lessons and curriculum.
15. The Counselor/Case Manager, together with the customer/student should go over the recommendations and set up the next steps which will include (a) another review of his/her Career or Credential goal, (b) assignment of lessons, (c) establishment of a timeline for lesson start-up and completion, and (d) establishment of *planned dates* for taking the ACT-WorkKeys assessments in order to receive a Governor’s **Career Readiness Credential (CRC)**.
16. When working on lessons, the Counselor/Case Manager should notify the customer/student that the “book” in the top left-hand corner can be “clicked” in order to save work/lessons/quizzes in order to leave the website for various reasons. The bookmark will bring the customer/student back to that section when returning.
17. Counselors/Case Managers should go over the pre-tests’ questions and answers to determine a common flow or problem area of AP, RI, or LI that has repeatedly been missed or incorrect.
18. Assigning a class will enable a Counselor/Case Manager to make assignments to more than one customer/student at a time when making the same assignment for all.
19. Administrators have total access to the system and Instructors have limited access. There should not be more than one “Administrator” per site – with up to 5 Instructors.

20. Data can be imported and exported to Excel - from the main menu choices of Import and Export.
21. Reports will be requested each month from Carri Colwell as to the progress being made at your entity, an average “level” of all pre-testers combined and other various pilot project related information.
22. Sharing of the good, the bad, and the ugly will enable all of us to succeed as a Pilot. So, please make any changes to this or other *cheat sheets* that are not correct – but, please validate the changes before emailing to Carri Colwell to share with the rest of the Pilot Project participants.