

Assignment 4: *Choices*

Choices is a computer program designed to help students identify interest areas, strengths and weaknesses, and attributes important to the student's career choice. **Choices** then matches careers to fit an individual's results.

The assignment requires students to finish four sections within **Choices**:

1. Interest Profiler
2. Basic Skills Survey
3. Work Importance Locator

Upon completion, you must answer the Choices Reflection questionnaire. Detailed instructions for completing each section are found below. Please read all directions carefully before beginning. If you have a question, look for the answer first in the directions and then raise your hand. **Write down your user name and password!!!**

You do not need to print a hard copy of your results to hand in for a grade. However, you do need the results of all 4 exercises to answer the questionnaire.

To complete the Interest Profiler:

1. Select the purple Choices icon on the main screen.
2. Under session file name, type your last name and then first (no spaces).
3. Create a password.
4. Select create.
5. Type your password again.
6. Under select challenge question, select a challenge question on the drop down menu.
7. Select an answer to your challenge question.
8. Fill out your first name and last name only and select Continue.
9. On the left side of the Choices main menu, click on Interest Profiler (orange box).
10. Read GETTING STARTED and click on Start the Profiler.
11. Answer the following 180 questions. You should **carefully** read the items and select either LIKE, UNSURE or DISLIKE.
12. Now select print preview.
13. At the top of the page, select Copy.
14. Now open up a blank Microsoft Word document.
15. Select Edit-Paste. Your results should appear on the page.
16. Save this document to your Career Folder as "Interest Profiler".
17. Now, **return to Choices** and go to Interest Profiler results.
18. Scroll to bottom of page and hit Continue
19. Now, **return to Choices** and complete the rest of this activity.

Please remember to keep all paperwork for your Portfolio!!

To complete the Basic Skills Survey:

1. Open **Choices** and log in to your file.
2. On the left side of the **Choices** main menu, click on **Basic Skills Survey** (orange box).
3. Follow the directions and complete.
4. Now select print preview.
5. At the top of the page, select Copy.
6. Now open up a blank Microsoft Word document.
7. Select Edit- Paste. Your results should appear on the page.
8. Save this document to your Career Folder as **Basic Skills Survey**.
9. Click on SAVE SESSION, then OK.

To complete the Work Importance Locator:

1. Open **Choices** and log in to your file.
2. On the left side of the **Choices** main menu, click on **Work Importance Locator** (orange box).
3. Follow the directions and complete.
4. When you have completed the exercise, select print preview.
5. At the top of the page, select Copy.
6. Now open up a blank Microsoft Word document.
7. Select Edit-Paste. Your results should appear on the page.
8. Save this document to your Career Folder as **Work Importance Locator**.
9. Click on SAVE SESSION, then OK.

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