



The Teacher's Desktop

Reference Manual

Career Solutions Publishing

Berwyn, PA (Philadelphia)



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Career Solutions Publishing

Berwyn, PA (Philadelphia)

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The Teacher's Desktop Login

The Teacher's Desktop for *It's for Real Workplace Ethics online* is a simple and easy-to-use tool that provides step-by-step instructions for each feature of the program. If you have questions or need assistance at any time, we encourage you to contact us.

888 299-2784

csp@careersolutionspublishing.com



The login interface is titled "It's For Real" in a dark brown header. Below the header, the text "Login Access" is displayed. There are two input fields: the first is for the username, containing the text "spollack", and the second is for the password, represented by a series of dots. Below the password field is a checkbox labeled "Remember me". To the right of the checkbox is a dark brown button with the text "Log me in".

Let's get started! At the Log In screen, enter the user name and password you were supplied by Career Solutions Publishing. This is your **default password**. If you have forgotten your user name and password, give us a quick call at 888 299-2784.

The Teacher's Desktop: Navigation Overview

The orange menu buttons down the left side of your screen identify the contents of **The Teacher's Desktop**. A wide variety of useful functions appear when you choose one of the menu buttons.

You can set up classes, enter student names in a roster, choose required and optional lessons, establish minimum scores, create pre- and post-tests and perform many other tasks easily. You also can compare student scores, copy and paste scores to a spreadsheet, print reports and use a variety of instructor materials.

- The first button leads you to the **Home** page that provides general information and contact information.
- At the **Student Version** button, you can preview the material students will see and plan your classes.
- At the **Classes** button, you will create a class, develop a roster, select required and optional lessons, establish pre- and post-tests and perform related functions.
- The **Students** button allows you to modify student names and change student passwords.
- The **Scores and Reports** button takes you to a wide variety of reports and to students' answers for critical-thinking and analysis questions.
- The **Instructor Materials** button leads to this reference manual, a certificate of completion and related information.

The screenshot shows the 'It's for REAL Workplace Ethics' Teacher's Desktop interface. On the left is a vertical sidebar with a dark brown header containing the logo. Below the header, the sidebar is light brown and contains the text 'Hello, Seth Pollack' and a 'Sign Out' link. A series of orange buttons with white icons and text are listed: 'Home', 'Student Version', 'Classes', 'Students', 'Scores & Reports', and 'Instructor Materials'. The main content area has a light gray background. It begins with a welcome message, contact information (csp@careersolutionspublishing.com, 888 299-2784), and a brief overview of the desktop's purpose. A section titled 'Navigation Buttons' provides detailed descriptions for each sidebar button. At the bottom, a box highlights the first step: 'Your first step is to create a new class. Begin by clicking the Classes button in the side bar.'

It's for REAL
Workplace Ethics

Hello,
Seth Pollack

Sign Out

Home

Student Version

Classes

Students

Scores & Reports

Instructor Materials

Welcome to The Teacher's Desktop for It's for Real Workplace Ethics.

We are pleased you are using *It's for Real Workplace Ethics* with your students. If you would like assistance at any time, please contact us. We will spend as much time as you need to address your questions.

csp@careersolutionspublishing.com
888 299-2784

To acquaint you with *The Teacher's Desktop*, preliminary explanations are given below. Additional instructions are given as you use the program.

On the left side of the screen, you will see orange navigation buttons that allow you to set up classes, view and edit students, see scores and reports and select instructor materials.

Navigation Buttons

Classes – Here you can group students by class name; add, view, and edit student names; select required and optional lessons; and create pre- and post-tests.

Students – This screen allows you to view or modify students' names. You can also change a student's password if the student loses or forgets the original password.

Scores & Reports – This screen allows you to view students' scores by series and lessons and see their answers to critical-thinking and analysis questions.

Instructor Materials – Here, you are able to select useful tools such as Suggested Activity Responses and the Certificate of Completion. Our contact information is also listed here if you require assistance.

Overview

You will follow four steps each time you set up a new class:

- Step 1: Create a class.
- Step 2: Add students to create a roster.
- Step 3: Select the required lessons.
- Step 4: Create pre- and post-tests.

Your first step is to create a new class. Begin by clicking the **Classes** button in the side bar.

Main Screen

You will perform about 80 percent of your work in *The Teacher's Desktop* at the screen called **Classes**. From this main screen, you will navigate among many different features related to your classes and return to the screen often after saving information. Your first task at the Classes screen is to create your first class.

It's for REAL
Workplace Ethics

Hello,
Seth Pollack

Sign Out

Home

Student Version

Classes

Students

Scores & Reports

Instructor Materials

Classes

The **Classes** screen allows you to group students. You will follow four steps each time you set up a class:

Step 1: To create a Class, click the **Create a New Class** button. Name your class, set a minimum score, and choose a common password for all students to use the first time they log in. Next, click the **Add Series** link and select the *It's for Real Workplace Ethics* Series number(s) you are using. Then click the **Save Class** button.

Under the **Classes** column, you may also click the **Edit** tab to change a Class Name or Minimum Score or to add or delete an *It's for Real Workplace Ethics* Series for a specific class. You may also **Delete** a Class here.

Step 2: You are now ready to create a student roster. Under the **Students** column, click the **Add New** tab and enter a student's name. After the roster is complete, click the **Save Student** button. Click the **View/Edit** tab to see or change the names you entered.

Step 3: You are now ready to set up Required and Optional Lessons. Under the **Lessons** column, click the **Required** tab and make your choices.

Step 4: Next, under the **Lessons** column, click the **Pre/Post Tests** tab to create pre- and post-tests.

If you need to leave the program, click Sign Out on the left. When you return, click Classes to continue creating a Class.

[Home](#) / [Classes](#)

Create a New Class

Copy Export Excel Export PDF

Search:

Class	Students	Lessons	Classes
No data available in table			

[Previous](#) [Next](#)

Each time you set up a new class, you will perform four steps from the main **Classes** screen. If you need to leave the program, but have not finished the steps, **Sign Out** at the upper left of the screen above the menu buttons. Log in when you are ready to continue by choosing the **Classes** button.

Step 1: Create a New Class.

Step 2: Add Students to Create a Roster.

Step 3: Select the Required Lessons.

Step 4: Create Pre- and Post-Tests

Click the Classes button to begin.

Classes: Create a New Class

To create a new class, enter the class name, the minimum score required, the default password you were given by Career Solutions Publishing, and choose the *It's for Real Workplace Ethics Series* to complete the screen. The next several screens will demonstrate the process.

The screenshot shows the 'Classes: Create a New Class' interface for user Walter White. The left sidebar contains a navigation menu with 'Classes' highlighted. The main content area includes instructions for creating a class, a list of suggestions, and a form with fields for Name, Minimum Score, and Default Password. Below the form is a section for 'It's for Real Workplace Ethics Series' with an 'Add Series' link and 'Save Class' and 'Cancel' buttons.

It's for REAL Workplace Ethics

Hello, Walter White

Sign Out

Home Student Version **Classes** Students Scores & Reports Instructor Materials

Classes: Create a New Class

Step 1: To create a Class, enter a **Class Name** in the box. Here are a few suggestions.

- By time and day of week: 10:00 a.m. Tuesday
- By a course number: WR-235
- By grade and period: 9th Grade, second period
- By a designation of your choice.

Next, enter the **Minimum Score** students must achieve for each lesson. Then, enter an initial password that allows all students in the class to log in the first time. They will be prompted to create their own unique password.

To identify the *It's for Real Workplace Ethics Series* you want the students in this class to complete, click **Add Series** under the *It's for Real Workplace Ethics Series* heading and make your choices.

Click the **Save Class** button and advance to Step 2, to create a roster for this Class.

[Home](#) / [Classes](#) / Create a New Class

Name

Enter class name

Minimum Score

Enter the minimum score for this class

Default Password

Enter the default password for this class

It's for Real Workplace Ethics Series

[Add Series](#)

Save Class Cancel

Enter the class name

The screenshot shows the 'Classes: Create a New Class' interface for user Seth Pollack. The left sidebar contains a navigation menu with 'Classes' highlighted. The main content area includes instructions for creating a class, a list of suggestions, and a form with fields for Name, Minimum Score, and Default Password. Below the form is a section for 'It's for Real Workplace Ethics Series' with an 'Add Series' link and 'Save Class' and 'Cancel' buttons.

It's for REAL Workplace Ethics

Hello, Seth Pollack

Sign Out

Home Student Version **Classes** Students Scores & Reports Instructor Materials

Classes: Create a New Class

Step 1: To create a Class, enter a **Class Name** in the box. Here are a few suggestions.

- By time and day of week: 10:00 a.m. Tuesday
- By a course number: WR-235
- By grade and period: 9th Grade, second period
- By a designation of your choice.

Next, enter the **Minimum Score** students must achieve for each lesson. Then, enter an initial password that allows all students in the class to log in the first time. They will be prompted to create their own unique password.

To identify the *It's for Real Workplace Ethics Series* you want the students in this class to complete, click **Add Series** under the *It's for Real Workplace Ethics Series* heading and make your choices.

Click the **Save Class** button and advance to Step 2, to create a roster for this Class.

[Home](#) / [Classes](#) / Create a New Class

Name

Career and College Readiness

Minimum Score

Enter the minimum score for this class

Default Password

Enter the default password for this class

It's for Real Workplace Ethics Series

[Add Series](#)

Save Class Cancel

Enter the minimum score

**It's for
REAL**
Workplace Ethics

Hello,
Seth Pollack

Sign Out

Home

Student Version

Classes

Students

Scores & Reports

Instructor Materials

Classes: Create a New Class

Step 1: To create a Class, enter a **Class Name** in the box. Here are a few suggestions.

- By time and day of week: 10:00 a.m. Tuesday
- By a course number: WR-235
- By grade and period: 9th Grade, second period
- By a designation of your choice.

Next, enter the **Minimum Score** students must achieve for each lesson. Then, enter an initial password that allows all students in the class to log in the first time. They will be prompted to create their own unique password.

To identify the **It's for Real Workplace Ethics Series** you want the students in this class to complete, click **Add Series** under the **It's for Real Workplace Ethics Series** heading and make your choices.

Click the **Save Class** button and advance to Step 2, to create a roster for this Class.

[Home](#) / [Classes](#) / Create a New Class

Name

Career and College Readiness

Minimum Score

70

Default Password

Enter the default password for this class

It's for Real Workplace Ethics Series

[Add Series](#)

Save Class **Cancel**

Enter the default password

**It's for
REAL**
Workplace Ethics

Hello,
Seth Pollack

Sign Out

Home

Student Version

Classes

Students

Scores & Reports

Instructor Materials

Classes: Create a New Class

Step 1: To create a Class, enter a **Class Name** in the box. Here are a few suggestions.

- By time and day of week: 10:00 a.m. Tuesday
- By a course number: WR-235
- By grade and period: 9th Grade, second period
- By a designation of your choice.

Next, enter the **Minimum Score** students must achieve for each lesson. Then, enter an initial password that allows all students in the class to log in the first time. They will be prompted to create their own unique password.

To identify the **It's for Real Workplace Ethics Series** you want the students in this class to complete, click **Add Series** under the **It's for Real Workplace Ethics Series** heading and make your choices.

Click the **Save Class** button and advance to Step 2, to create a roster for this Class.

[Home](#) / [Classes](#) / Create a New Class

Name

Career and College Readiness

Minimum Score

70

Default Password

ReadyForSuccess

It's for Real Workplace Ethics Series

[Add Series](#)

Save Class **Cancel**

Click Add Series to identify the It's for Real Workplace Ethics series you purchased.

The screenshot shows a web application interface for 'It's for Real Workplace Ethics'. A 'Choose Series' dialog box is open in the center. The dialog has a title bar with a close button (X). Inside, there is a table with two rows. The first row is 'It's For Real - Series I' and the second row is 'It's For Real - Series II'. Both rows have an unchecked checkbox in the first column. Below the table are 'Close' and 'Choose' buttons. In the background, the main interface is visible but dimmed. It includes a sidebar with navigation links: Home, Student Version, Classes, Students, Scores & Reports, and Instructor Materials. The main content area shows a form for creating a new class with fields for Name, Minimum Score, and Default Password. Below these fields is a section titled 'It's for Real Workplace Ethics Series' with an 'Add Series' link and 'Save Class' and 'Cancel' buttons.

Series	
<input type="checkbox"/>	It's For Real - Series I
<input type="checkbox"/>	It's For Real - Series II

Select the *It's for Real Workplace Ethics* series this class should complete.

This screenshot is identical to the one above, but the 'Choose Series' dialog box now shows 'It's For Real - Series I' with a checked checkbox. The row is highlighted with a light green background. The 'Choose' button remains visible at the bottom right of the dialog.

Series	
<input checked="" type="checkbox"/>	It's For Real - Series I
<input type="checkbox"/>	It's For Real - Series II

Sample screen for the Career and College Readiness Class

**It's for
REAL**
Workplace Ethics

Hello,
Seth Pollack

Sign Out

Home

Student Version

Classes

Students

Scores & Reports

Instructor Materials

Classes: Create a New Class

Step 1: To create a Class, enter a **Class Name** in the box. Here are a few suggestions.

- By time and day of week: 10:00 a.m. Tuesday
- By a course number: WR-235
- By grade and period: 9th Grade, second period
- By a designation of your choice.

Next, enter the **Minimum Score** students must achieve for each lesson. Then, enter an initial password that allows all students in the class to log in the first time. They will be prompted to create their own unique password.

To identify the **It's for Real Workplace Ethics Series** you want the students in this class to complete, click **Add Series** under the **It's for Real Workplace Ethics Series** heading and make your choices.

Click the **Save Class** button and advance to Step 2, to create a roster for this Class.

[Home](#) / [Classes](#) / Create a New Class

Name

Career and College Readiness

Minimum Score

70

Default Password

ReadyForSuccess

It's for Real Workplace Ethics Series

It's For Real - Series 1

[Add Series](#)

Save Class **Cancel**

Click Save Class to return to the main Classes screen.

**It's for
REAL**
Workplace Ethics

Hello,
Seth Pollack

Sign Out

Home

Student Version

Classes

Students

Scores & Reports

Instructor Materials

A class has been successfully created.

Classes

The **Classes** screen allows you to group students. You will follow four steps each time you set up a class:

Step 1: To create a Class, click the **Create a New Class button**. Name your class, set a minimum score, and choose a common password for all students to use the first time they log in. Next, click the **Add Series** link and select the **It's for Real Workplace Ethics Series** number(s) you are using. Then click the **Save Class** button.

Under the **Classes** column, you may also click the **Edit** tab to change a Class Name or Minimum Score or to add or delete an **It's for Real Workplace Ethics Series** for a specific class. You may also **Delete** a Class here.

Step 2: You are now ready to create a student roster. Under the **Students** column, click the **Add New** tab and enter a student's name. After the roster is complete, click the **Save Student** button. Click the **View/Edit** tab to see or change the names you entered.

Step 3: You are now ready to set up Required and Optional Lessons. Under the **Lessons** column, click the **Required** tab and make your choices.

Step 4: Next, under the **Lessons** column, click the **Pre/Post Tests** tab to create pre- and post-tests.

If you need to leave the program, click Sign Out on the left. When you return, click Classes to continue creating a Class.

[Home](#) / [Classes](#)

Create a New Class

Class	Students	Lessons	Classes
Career and College Readiness	Add New View/Edit	Required Pre/Post Tests Preview	Edit Delete

Classes: Add Students

To add students to your class, locate the column heading called Students above the class name. Below the Students heading, click **Add New** to add the first student to your class and begin to develop your roster. To avoid losing student information, you should save often. The next several screens will take you through the process of adding students.

It's for REAL
Workplace Ethics

Hello,
Seth Pollack

Sign Out

- Home
- Student Version
- Classes**
- Students
- Scores & Reports
- Instructor Materials

Classes: Add Student

Step 2: To enroll students in a Class, enter the last name, first name, and username for each student. For example, Cassie Barnes at Conestoga High School could have cbarnes.conestogahs as a username. Click **Delete** in the last column to remove a student's name you entered by mistake.

To avoid losing student information, click the **Save Student Roster** button often. After your last Save, return to the main Classes page to advance to Step 3 and select Required Lessons.

[Home](#) / [Career and College Readiness](#) / Add Students

Last Name	First Name	Username	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Create New Student			
Save Student Roster <input type="button" value="Cancel"/>			

Click **Create New Student** and then add the student's last name, first name and user name.

It's for REAL
Workplace Ethics

Hello,
Seth Pollack

Sign Out

- Home
- Student Version
- Classes**
- Students
- Scores & Reports
- Instructor Materials

Classes: Add Student

Step 2: To enroll students in a Class, enter the last name, first name, and username for each student. For example, Cassie Barnes at Conestoga High School could have cbarnes.conestogahs as a username. Click **Delete** in the last column to remove a student's name you entered by mistake.

To avoid losing student information, click the **Save Student Roster** button often. After your last Save, return to the main Classes page to advance to Step 3 and select Required Lessons.

[Home](#) / [Career and College Readiness](#) / Add Students

Last Name	First Name	Username	Delete
<input type="text" value="Carlos"/>	<input type="text" value="Medina"/>	<input type="text" value="CMedina"/>	
Create New Student			
Save Student Roster <input type="button" value="Cancel"/>			

To add several students, click **Create New Student** multiple times for more fields.

It's for REAL Workplace Ethics

Hello, Seth Pollack

Sign Out

- Home
- Student Version
- Classes**
- Students
- Scores & Reports
- Instructor Materials

Classes: Add Student

Step 2: To enroll students in a Class, enter the last name, first name, and username for each student. For example, Cassie Barnes at Conestoga High School could have cbarnes.conestogahs as a username. Click **Delete** in the last column to remove a student's name you entered by mistake.

To avoid losing student information, click the **Save Student Roster** button often. After your last Save, return to the main Classes page to advance to Step 3 and select Required Lessons.

[Home](#) / [Career and College Readiness](#) / Add Students

Last Name	First Name	Username	Delete
Warren	Amanda	AmandaW	
Hudson	Hannah	HannahH	
Theng	Ron	RonaldT	
Clark	Kevin	KevinC	
Thomas	Cassandra	CassandraT	

Create New Student

Save Student Roster Cancel

Note: A student may be enrolled in more than one class by creating a separate username for each class. Jess Elrod may be enrolled in Career and College readiness as Jellis@rhs and enrolled in the Career Transitions Class as jess.ellis@rhs.

It's for REAL Workplace Ethics

Hello, Seth Pollack

Sign Out

- Home
- Student Version
- Classes**
- Students
- Scores & Reports
- Instructor Materials

Students have been successfully created.

Classes

The **Classes** screen allows you to group students. You will follow four steps each time you set up a class:

Step 1: To create a Class, click the **Create a New Class** button. Name your class, set a minimum score, and choose a common password for all students to use the first time they log in. Next, click the **Add Series** link and select the *It's for Real Workplace Ethics* Series number(s) you are using. Then click the **Save Class** button.

Under the **Classes** column, you may also click the **Edit** tab to change a Class Name or Minimum Score or to add or delete an *It's for Real Workplace Ethics* Series for a specific class. You may also **Delete** a Class here.

Step 2: You are now ready to create a student roster. Under the **Students** column, click the **Add New** tab and enter a student's name. After the roster is complete, click the **Save Student** button. Click the **View/Edit** tab to see or change the names you entered.

Step 3: You are now ready to set up Required and Optional Lessons. Under the **Lessons** column, click the **Required** tab and make your choices.

Step 4: Next, under the **Lessons** column, click the **Pre/Post Tests** tab to create pre- and post-tests.

If you need to leave the program, click Sign Out on the left. When you return, click Classes to continue creating a Class.

[Home](#) / [Classes](#)

Create a New Class

Class	Students	Lessons	Classes
Career and College Readiness	Add New View/Edit	Required Pre/Post Tests Preview	Edit Delete

Click **Save Student Roster** to return to the **Classes** page to repeat the process.

You may change student information by selecting **View/Edit Students** in the Table of Contents at the beginning of this reference manual.

Classes: Career and College Readiness: Select Required and Optional Lessons

Return to the **Classes** main page and locate the heading called **Lessons**. Click Required in the Lessons column and you will be taken to a screen where you may choose **Required** and **Optional** Lessons for your students. When you receive *It's for Real Workplace Ethics*, all lessons default to required and change to optional only when you click **Optional**. In the Student Version, the titles of required lessons are followed by an (R).

The next several screens take you through the process of selecting Required and Optional lessons.

**It's for
REAL**
Workplace Ethics

Hello,
Seth Pollack

Sign Out

Home

Student Version

Classes

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Career and College Readiness: Required and Optional Lessons

Step 3: By selecting **Required** or **Optional** lessons, you identify lessons students must complete for a score and others they may complete for extra credit. In the Student Version of *It's for Real Workplace Ethics*, Required Lessons are identified with an "R" in the list of lessons.

All lessons default to required and will change to optional *only* if you click **Optional** beside the lesson title. You can change the required lessons in the future. Required and optional lessons scores are reported separately in **Scores & Reports**.

Click the **Save Required and Optional Lessons** button to return to the main Classes page and advance to Step 4 where you will create Pre- and Post-Tests.

[Home](#) / [Career and College Readiness](#) / Required and Optional Lessons

It's For Real - Series I	Lesson Topic	Required	Optional
What's the Big Deal?	Honesty	<input checked="" type="radio"/>	<input type="radio"/>
Work on a Day Like This?	Responsibility	<input checked="" type="radio"/>	<input type="radio"/>
Was It My Fault?	Excuses	<input checked="" type="radio"/>	<input type="radio"/>
What's a Few Minutes?	Punctuality	<input checked="" type="radio"/>	<input type="radio"/>
Did I Talk That Long?	Personal Matters	<input checked="" type="radio"/>	<input type="radio"/>
Who Does He Think He Is?	Intimidation	<input checked="" type="radio"/>	<input type="radio"/>
Why Today?	Reliability	<input checked="" type="radio"/>	<input type="radio"/>
Don't Work So Hard	Work Ethic	<input checked="" type="radio"/>	<input type="radio"/>
This Isn't a Sports Car!	Attitude	<input checked="" type="radio"/>	<input type="radio"/>
I Did What She Told Me!	Listening	<input checked="" type="radio"/>	<input type="radio"/>
I Can't Serve That Pizzal!	Work Pride	<input checked="" type="radio"/>	<input type="radio"/>
Why No Promotion?	Promotions	<input checked="" type="radio"/>	<input type="radio"/>
We're In This Together	Cooperation	<input checked="" type="radio"/>	<input type="radio"/>
It Was Just a Little Lie	Lying	<input checked="" type="radio"/>	<input type="radio"/>
That's Confidential	Confidentiality	<input checked="" type="radio"/>	<input type="radio"/>
He Overheard Us!	Disrespect	<input checked="" type="radio"/>	<input type="radio"/>

Save Required Lessons

Reset

The example class name for this Reference Manual is Career and College Readiness.

Change from Required to Optional lessons

Note that the themes for each lesson are shown in Column 2 as an aid in planning your classes.

**It's for
REAL**
Workplace Ethics

Hello,
Seth Pollack

Sign Out

[Home](#)

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[Classes](#)

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[Instructor Materials](#)

Career and College Readiness: Required and Optional Lessons

Step 3: By selecting **Required** or **Optional** lessons, you identify lessons students must complete for a score and others they may complete for extra credit. In the Student Version of *It's for Real Workplace Ethics*, Required Lessons are identified with an "R" in the list of lessons.

All lessons default to required and will change to optional *only* if you click **Optional** beside the lesson title. You can change the required lessons in the future. Required and optional lessons scores are reported separately in **Scores & Reports**.

Click the **Save Required and Optional Lessons** button to return to the main Classes page and advance to Step 4 where you will create Pre- and Post-Tests.

[Home](#) / [Career and College Readiness](#) / Required and Optional Lessons

It's For Real - Series I	Lesson Topic	Required	Optional
What's the Big Deal?	Honesty	<input checked="" type="radio"/>	<input type="radio"/>
Work on a Day Like This?	Responsibility	<input type="radio"/>	<input checked="" type="radio"/>
Was It My Fault?	Excuses	<input type="radio"/>	<input checked="" type="radio"/>
What's a Few Minutes?	Punctuality	<input type="radio"/>	<input checked="" type="radio"/>
Did I Talk That Long?	Personal Matters	<input checked="" type="radio"/>	<input type="radio"/>
Who Does He Think He Is?	Intimidation	<input checked="" type="radio"/>	<input type="radio"/>
Why Today?	Reliability	<input checked="" type="radio"/>	<input type="radio"/>
Don't Work So Hard	Work Ethic	<input type="radio"/>	<input checked="" type="radio"/>
This Isn't a Sports Car!	Attitude	<input checked="" type="radio"/>	<input type="radio"/>
I Did What She Told Me!	Listening	<input checked="" type="radio"/>	<input type="radio"/>
I Can't Serve That Pizzal!	Work Pride	<input type="radio"/>	<input checked="" type="radio"/>
Why No Promotion?	Promotions	<input type="radio"/>	<input checked="" type="radio"/>
We're In This Together	Cooperation	<input checked="" type="radio"/>	<input type="radio"/>
It Was Just a Little Lie	Lying	<input checked="" type="radio"/>	<input type="radio"/>
That's Confidential	Confidentiality	<input checked="" type="radio"/>	<input type="radio"/>
He Overheard Us!	Disrespect	<input checked="" type="radio"/>	<input type="radio"/>

[Save Required Lessons](#) [Reset](#)

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Optional lessons have been successfully saved.

Career and College Readiness: Required and Optional Lessons

Step 3: By selecting **Required** or **Optional** lessons, you identify lessons students must complete for a score and others they may complete for extra credit. In the Student Version of *It's for Real Workplace Ethics*, Required Lessons are identified with an "R" in the list of lessons.

All lessons default to required and will change to optional only if you click **Optional** beside the lesson title. You can change the required lessons in the future. Required and optional lessons scores are reported separately in **Scores & Reports**.

Click the **Save Required and Optional Lessons** button to return to the main Classes page and advance to Step 4 where you will create Pre- and Post-Tests.

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It's For Real - Series I	Lesson Topic	Required	Optional
What's the Big Deal?	Honesty	<input checked="" type="radio"/>	<input type="radio"/>
Work on a Day Like This?	Responsibility	<input type="radio"/>	<input checked="" type="radio"/>
Was It My Fault?	Excuses	<input type="radio"/>	<input checked="" type="radio"/>
What's a Few Minutes?	Punctuality	<input type="radio"/>	<input checked="" type="radio"/>
Did I Talk That Long?	Personal Matters	<input checked="" type="radio"/>	<input type="radio"/>
Who Does He Think He Is?	Intimidation	<input checked="" type="radio"/>	<input type="radio"/>
Why Today?	Reliability	<input checked="" type="radio"/>	<input type="radio"/>
Don't Work So Hard	Work Ethic	<input type="radio"/>	<input checked="" type="radio"/>
This Isn't a Sports Car!	Attitude	<input checked="" type="radio"/>	<input type="radio"/>
I Did What She Told Me!	Listening	<input checked="" type="radio"/>	<input type="radio"/>
I Can't Serve That Pizza!	Work Pride	<input type="radio"/>	<input checked="" type="radio"/>
Why No Promotion?	Promotions	<input type="radio"/>	<input checked="" type="radio"/>
We're In This Together	Cooperation	<input checked="" type="radio"/>	<input type="radio"/>
It Was Just a Little Lie	Lying	<input checked="" type="radio"/>	<input type="radio"/>
That's Confidential	Confidentiality	<input checked="" type="radio"/>	<input type="radio"/>
He Overheard Us!	Disrespect	<input checked="" type="radio"/>	<input type="radio"/>

[Save Required Lessons](#)
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Classes: Create Pre/Post Tests

You may establish Pre- and Post-Tests for your students by choosing from questions contained within the Assessments for each lesson. Students are prompted to take the Pre-Test the first time they log in. After they have completed all required lessons, they will be prompted to take the Post-Test. If you prefer not to pre- and post-test your students, you have completed all steps necessary to set up your class.

The next several screens take you through the process of selecting Pre-and Post-Test questions.

On the main Classes screen, locate the Lessons tab and click “Pre/Post test.”

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Career and College Readiness: Create Pre- and Post-Tests

Step 4: The **Pre/Post Tests** page allows you to develop questions for **Pre/Post Tests** from the Assessments in the Required Lessons you designated. Students are prompted to answer Pre-Test questions the first time they log in. After they have completed all the required lessons and any optional lessons they chose to complete, the Post-Test link will appear at the bottom of the Series Lessons drop-down list.

To create a Pre/Post Test, you will choose questions from your required lessons. Click **Save Pre/Post Tests** when completing your configuration. **IMPORTANT** - In order to ensure program scoring integrity, you cannot change your configuration after clicking **Save Pre/Post Tests**.

If you do not want to pre- and post-test your students, you have completed all the steps necessary to set up this class. You may direct your students to log in and begin using *It's for Real Workplace Ethics*.

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It's For Real - Series I			
What's the Big Deal?	Honesty	Pre-Test	Post-Test
A dedicated employee shouldn't be blamed for taking work items without paying for them.		<input type="checkbox"/>	<input type="checkbox"/>
Discounting items to a friend is an employee's right because companies are loaded with money.		<input type="checkbox"/>	<input type="checkbox"/>
An employee who often arrives late to work costs the company money.		<input type="checkbox"/>	<input type="checkbox"/>
Taking company items for personal use is not stealing as long as you are an employee.		<input type="checkbox"/>	<input type="checkbox"/>
You can assume no one will care if you take something small from the company.		<input type="checkbox"/>	<input type="checkbox"/>
Which of the following would be ethical to take without permission?		<input type="checkbox"/>	<input type="checkbox"/>
Which of the following would be unethical to do during a day at work?		<input type="checkbox"/>	<input type="checkbox"/>
Which of the following are good reasons to be unethical?		<input type="checkbox"/>	<input type="checkbox"/>
Which of the following is a correct statement?		<input type="checkbox"/>	<input type="checkbox"/>
Which of the following is good advice?		<input type="checkbox"/>	<input type="checkbox"/>
He Overheard Us!	Disrespect	Pre-Test	Post-Test
Mocking a boss, or anyone else, is disrespectful.		<input type="checkbox"/>	<input type="checkbox"/>
Often, individuals would like to possess the characteristics they admire in others.		<input type="checkbox"/>	<input type="checkbox"/>
What we respect in other people says a lot about what we believe in.		<input type="checkbox"/>	<input type="checkbox"/>
A person who disrespects the boss probably doesn't feel the job is important enough to keep.		<input type="checkbox"/>	<input type="checkbox"/>
Disrespect is an unprofessional behavior.		<input type="checkbox"/>	<input type="checkbox"/>
Which of these words mean disrespect?		<input type="checkbox"/>	<input type="checkbox"/>
Which of the following determines whether a comment is disrespectful or complimentary?		<input type="checkbox"/>	<input type="checkbox"/>
Which of the following is appropriate when someone else is disrespectful of your boss?		<input type="checkbox"/>	<input type="checkbox"/>
What method could you use to make sure you're not drawn into disrespectful gossip?		<input type="checkbox"/>	<input type="checkbox"/>
Which of these are disrespectful behaviors?		<input type="checkbox"/>	<input type="checkbox"/>

Choose Pre- and Post-Test Questions

The name of each *It's for Real Workplace Ethics* lesson is identified and followed by ten questions from which you may choose. You should limit your questions to one or two from each lesson or the tests will become cumbersome. You may choose the same or different questions for the pre- and post-tests.

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Career and College Readiness: Create Pre- and Post-Tests

Step 4: The **Pre/Post Tests** page allows you to develop questions for **Pre/Post Tests** from the Assessments in the Required Lessons you designated. Students are prompted to answer Pre-Test questions the first time they log in. After they have completed all the required lessons and any optional lessons they chose to complete, the Post-Test link will appear at the bottom of the Series Lessons drop-down list.

To create a Pre/Post Test, you will choose questions from your required lessons. Click **Save Pre/Post Tests** when completing your configuration. **IMPORTANT** - In order to ensure program scoring integrity, you cannot change your configuration after clicking **Save Pre/Post Tests**.

If you do not want to pre- and post-test your students, you have completed all the steps necessary to set up this class. You may direct your students to log in and begin using *It's for Real Workplace Ethics*.

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It's For Real - Series I			
What's the Big Deal?	Honesty	Pre-Test	Post-Test
A dedicated employee shouldn't be blamed for taking work items without paying for them.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Discounting items to a friend is an employee's right because companies are loaded with money.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An employee who often arrives late to work costs the company money.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Taking company items for personal use is not stealing as long as you are an employee.		<input type="checkbox"/>	<input type="checkbox"/>
You can assume no one will care if you take something small from the company.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Which of the following would be ethical to take without permission?		<input type="checkbox"/>	<input type="checkbox"/>
Which of the following would be unethical to do during a day at work?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Which of the following are good reasons to be unethical?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Which of the following is a correct statement?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Which of the following is good advice?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
He Overheard Us!	Disrespect	Pre-Test	Post-Test
Mocking a boss, or anyone else, is disrespectful.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Often, individuals would like to possess the characteristics they admire in others.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
What we respect in other people says a lot about what we believe in.		<input type="checkbox"/>	<input type="checkbox"/>
A person who disrespects the boss probably doesn't feel the job is important enough to keep.		<input type="checkbox"/>	<input type="checkbox"/>
Disrespect is an unprofessional behavior.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Which of these words mean disrespect?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Which of the following determines whether a comment is disrespectful or complimentary?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Which of the following is appropriate when someone else is disrespectful of your boss?		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
What method could you use to make sure you're not drawn into disrespectful gossip?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Which of these are disrespectful behaviors?		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click **Save Pre- and Post-Tests** to return to the main “Classes” screen

Classes: View/Edit Students

From time to time, you may need to make changes to student information. You may add to, update, or change Student information in two ways:

1. From the Classes main screen by selecting the Class name and then the first columnar head called Students. Click the View/Edit tab. In this case, you will be taken to the **Students** navigation section and the **Students** navigation button on the left will highlight. Click on the student's name to edit. Click on the student's name to edit.
2. From the **Students** main screen by clicking the **Students** navigation button and selecting the student's name. The Class name is listed beside each student name.

The next several screens will take you through the process for making changes to student information using Option 1 above.

Click on the student's name to be taken to the student's information.

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Classes: View/Edit Students

To view or edit a student, click on the student's name. After you edit your student's name, click the **Save Student** button.

You may also delete a student at this page. Click the **Delete** red button to remove a student. Important: deleting a student will remove all student information from your roster!

The three boxes below named Copy, Export Excel, and Export PDF shown over the last column allow you to copy your roster to your computer clipboard. You may also export your roster to a spreadsheet or PDF.

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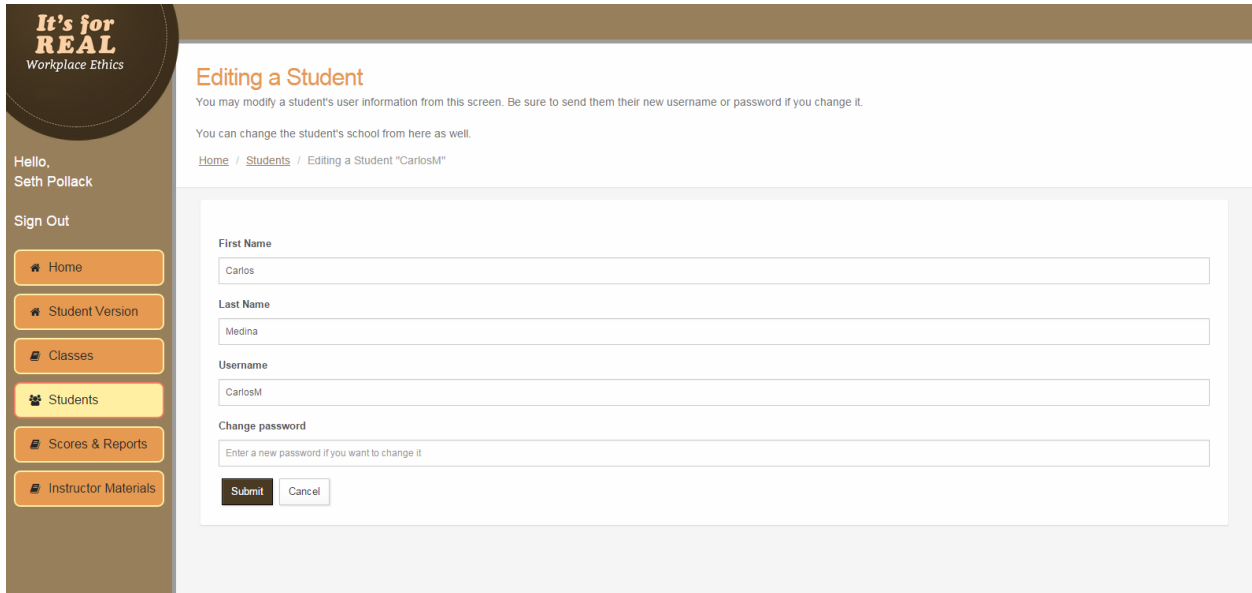
Search:

[Copy](#) [Export Excel](#) [Export PDF](#)

Last Name	First Name	Username	Delete
Clark	Kevin	KevinC	Delete
Hudson	Hannah	HannahH	Delete
Medina	Carlos	CarlosM	Delete
Nguyen	Eric	EricN	Delete
Theng	Ron	RonaldT	Delete
Thomas	Cassandra	CassandraT	Delete
Warren	Amanda	AmandaW	Delete
Wulff	Kaitlyn	KaitlynW	Delete

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View Student's Information. The Students navigation bar will highlight.



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Editing a Student

You may modify a student's user information from this screen. Be sure to send them their new username or password if you change it.

You can change the student's school from here as well.

[Home](#) / [Students](#) / Editing a Student "CarlosM"

First Name
Carlos

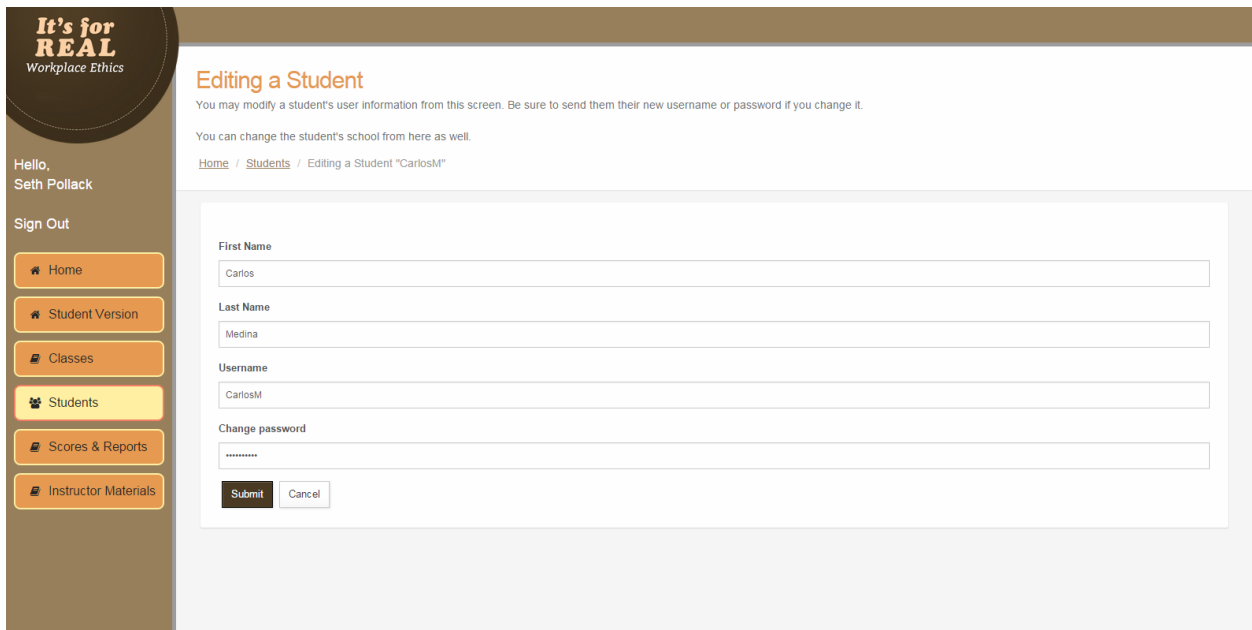
Last Name
Medina

Username
CarlosM

Change password
Enter a new password if you want to change it

Submit **Cancel**

Change Student's Name, Username and Password



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Editing a Student

You may modify a student's user information from this screen. Be sure to send them their new username or password if you change it.

You can change the student's school from here as well.

[Home](#) / [Students](#) / Editing a Student "CarlosM"

First Name
Carlos

Last Name
Medina

Username
CarlosM

Change password

Submit **Cancel**

Click Submit to save the revised information.

Students Main Screen

You have been taken to the main **Students** page, where a roster of all students is kept.
Click on the Action button beside the student's name to perform functions or make changes.

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Student has been successfully updated.

Students

This tab allows you to view a master list of all students and the school to which they are assigned. You may add students to this list by clicking "Add New Student." You may also edit or remove students using the "Action" button on the right.
This button also allows you to reset a student's post-test.

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Student	Username	Classes	Actions
Clark, Kevin	KevinC	Career and College Readiness,	Action ▾
Hudson, Hannah	HannahH	Career and College Readiness,	Action ▾
Medina, Carlos	CarlosM	Career and College Readiness,	Action ▾
Nguyen, Eric	EricN	Career and College Readiness,	Action ▾
Theng, Ron	RonaldT	Career and College Readiness,	Action ▾
Thomas, Cassandra	CassandraT	Career and College Readiness,	Action ▾
Warren, Amanda	AmandaW	Career and College Readiness,	Action ▾
Wulff, Kaitlyn	KaitlynW	Career and College Readiness,	Action ▾

At this page, you can edit or delete a student, reset a lesson, reset a series or reset a Post-Test. Click on the desired action in the Action dropdown.

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Students

This tab allows you to view a master list of all students and the school to which they are assigned. You may add students to this list by clicking "Add New Student." You may also edit or remove students using the "Action" button on the right.
This button also allows you to reset a student's post-test.


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Student	Username	Classes	Actions
Clark, Kevin	KevinC	Career and College Readiness,	Action ▾
Hudson, Hannah	HannahH	Career and College Readiness,	Action ▾
Medina, Carlos	CarlosM	Career and College Readiness,	Action ▾
Nguyen, Eric	EricN	Career and College Readiness,	<div>Edit Student Delete Student Reset Lesson Reset Series Reset Post Test</div>
Theng, Ron	RonaldT	Career and College Readiness,	Action ▾
Thomas, Cassandra	CassandraT	Career and College Readiness,	Action ▾
Warren, Amanda	AmandaW	Career and College Readiness,	Action ▾
Wulff, Kaitlyn	KaitlynW	Career and College Readiness,	Action ▾

Main Screen

From the Scores and Reports navigation button, you can view a wide variety of reports, including by series, classes and students or for tests.

Click on the “Scores and Reports” navigation button to be taken to the “Scores and Reports” main screen.



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Scores and Reports

Several reports are available to you in a variety of formats: by Class, by Student, or by Test Score. A list of the reports is given below. To view a report, click one of the tabs.

Class Reports

Series: Completed Lessons and scores for all students in a class by Series.
Lessons: Required and Optional Lessons scores for all students in a class by Series

Student Reports

Series: Required and Optional Lesson Scores for individual students by Series
Lessons: Required and Optional Lesson Scores for individual students by Lesson. You may also view or print the student's *Blog About It* answers.

Test Reports

Pre/Post Test: Pre- and Post-Test Scores for individual students by Series.
This report shows students Pre- and Post-Test scores and the number of correct or incorrect answers.

Final Grade

This report shows students average score for all series completed.

Class	Class Reports		Student Reports		Test Reports	
Career and College Readiness	by Series	by Lesson	by Series	by Lesson	Pre/Post Test	Final Grade

To see scores for an entire class by an *It's for Real Workplace Ethics Series*, locate the Class Reports heading and click “by Series”.

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Class: "Career and College Readiness"
Class Report by Series
This report by Class shows completed Required lessons by Student Name, by Series.

		Series 1	All series
Student	Completed	Avg Score	Avg Score
Clark Kevin	0 out of 10	0.00%	0.00%
Hudson Hannah	0 out of 10	0.00%	0.00%
Medina Carlos	0 out of 10	0.00%	0.00%
Nguyen Eric	0 out of 10	0.00%	0.00%
Theng Ron	0 out of 10	0.00%	0.00%
Thomas Cassandra	0 out of 10	0.00%	0.00%
Warren Amanda	0 out of 10	0.00%	0.00%
Wulff Kaitlyn	0 out of 10	0.00%	0.00%
Class Averages		0.00%	0.00

To see class scores by each lesson in a Series, click “by Lesson” beneath the Class Reports heading.

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Class: "Career and College Readiness"
Select a Series to view Class Report by Lesson.

Series 1

To see scores for individual students by Series, click “by Series” under Student Reports. Then, select the series to view.

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Class: Series 1 "Career and College Readiness"

Class Report by Lesson

This report by Class shows Assessment Score for completed Required and Optional Lessons by Student Name, by Lesson Number.

Back to Class Report by Series																	
	What's the Big Deal? (Preamble)	Work on a Day Like This? (Responsibility)	Was It My Fault? (Excuse)	What's a Few Minutes? (Punctuality)	Did I Talk That Long? (Personal Matters)	Who Does He Think He Is? (Intimidation)	Why Today? (Reliability)	Don't Work So Hard (Work Ethic)	This Isn't a Sports Car! (Attitude)	I Did What She Told Me! (Listening)	I Can't Serve That Pizza! (Work Pride)	Why No Promotion? (Promotions)	We're In This Together (Cooperation)	It Was Just a Little Lie (Lying)	That's Confidential! (Confidentiality)	He Overheard Us! (Disrespect)	
	Required	Optional	Optional	Optional	Required	Required	Required	Optional	Required	Required	Optional	Optional	Required	Required	Required	Required	
Student	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score	Score
Clark Kevin	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Hudson Hannah	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Medina Carlos	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Nguyen Eric	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Theng Ron	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Thomas Cassandra	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Warren Amanda	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Wulff Kaitlyn	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Class Averages	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report	Print Blog Report
	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report	Print Lesson Report

From the student roster, click on a student’s name to view the student’s cores.

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Class: "Career and College Readiness"

Select a Student to view Student Report by Series

CopyExport ExcelExport PDF

Search:

Student

Clark Kevin

Hudson Hannah

Medina Carlos

Nguyen Eric

Theng Ron

Thomas Cassandra

Warren Amanda

Wulff Kaitlyn

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Example of one student's score report by Series.

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Class: "Career and College Readiness" Student: Medina Carlos
Student Report by Series
This student report shows completed Required, Optional, and All Lessons by Series.

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Student	Required Lessons		Optional Lessons		All Lessons	
	Completed	Score	Completed	Score	Completed	Score
Series I	0 out of 10	0.00%	0 out of 6	0.00%	0 out of 16	0.00%
Student Total Averages		0.00%		0.00%		0.00%

To view an individual student score report by lesson, click “by Lesson” beneath Student Scores. You will be taken to a roster screen where you will first choose the Series containing the lesson. In this example, Series I is shown.

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Class: "Career and College Readiness"
Select a Series to view Student Report by Lesson

Student	Select Series
Clark Kevin	Series I
Hudson Hannah	Series I
Medina Carlos	Series I
Nguyen Eric	Series I
Theng Ron	Series I
Thomas Cassandra	Series I
Warren Amanda	Series I
Wulff Kaitlyn	Series I

Click on a student's name. Following is an example of one student's scores for all lessons in one Series, including required and optional lessons and assessments.

Class: "Career and College Readiness" Student: Medina Carlos
Student Report by Series
Series I
This student report shows completed Required, Optional, and All Lessons by lesson number.

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	Required Lessons	Optional Lessons	All Lessons		
Student	Assessment Score	Assessment Score	Assessment Score	Blog	Lessons
What's the Big Deal?	0.00%		0.00%	View Print	View Print
Work on a Day Like This?		0.00%	0.00%	View Print	View Print
Was It My Fault?		0.00%	0.00%	View Print	View Print
What's a Few Minutes?		0.00%	0.00%	View Print	View Print
Did I Talk That Long?	0.00%		0.00%	View Print	View Print
Who Does He Think He Is?	0.00%		0.00%	View Print	View Print
Why Today?	0.00%		0.00%	View Print	View Print
Don't Work So Hard		0.00%	0.00%	View Print	View Print
This Isn't a Sports Car!	0.00%		0.00%	View Print	View Print
I Did What She Told Me!	0.00%		0.00%	View Print	View Print
I Can't Serve That Pizz!		0.00%	0.00%	View Print	View Print
Why No Promotion?		0.00%	0.00%	View Print	View Print
We're In This Together	0.00%		0.00%	View Print	View Print
It Was Just a Little Lie	0.00%		0.00%	View Print	View Print
That's Confidential	0.00%		0.00%	View Print	View Print
He Overheard Us!	0.00%		0.00%	View Print	View Print
Class Averages	0.00%	0.00%	0.00%	Print Blog Report	

To view Pre- and Post-Test Reports for an individual student, locate the Test Reports heading on the Scores & Reports main screen. Click the Pre- and Post-Tests" tab beneath Test Reports.

Class: "Life Skills"
Class Pre- and Post-Test Scores
This report shows each student's Pre- and Post-Test scores and the number of correct and incorrect answers.

Hello,
Greg Samios

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	Pre-Test		Post-Test	
Student	Correct Answers	Score	Correct Answers	Score
Andrey, Sarmiento				
Chris, Ford	3,0002 out of 7	42.86%		
Darren, Eisenhauer				
Justin, DeAnza				
Katie, Richards				
Keith, Garcia				
Lindsey, Lau				
Michael, Martini				
Michelle, Lutz				
Naomi, Garnett				
Sean, Alvarez				
Wallace, Sung				
Class Averages		42.86%		

Click on any student's name to view the Pre- and Post-Test report for the student.

Following is an example of a Pre-and Post-Test Report for one student

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Hello,
Greg Samios

Sign Out

Home

Student Version

Classes

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Class: "Life Skills" Student: Chris, Ford
Student Report by Series
This student report shows completed Required, Optional, and All Lessons by Series.

[Back to Class Report by Series](#)

Student	Required Lessons		Optional Lessons		All Lessons	
	Completed	Avg Score	Completed	Avg Score	Completed	Avg Score
Series I	1 out of 9	95.00%	6 out of 7	81.67%	8 out of 16	85.00%
Student Total Averages		95.00%		81.67%		85.00%

To view the Final Average Score for all students in a class, click Final Grade beneath the Test Reports heading on the Scores and Reports page. You will be taken to a student roster that shows final average scores next to each student's name.

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Seth Pollack

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Class: "Career and College Readiness"
Final Grade
This report by Class shows completed Required lessons by Student Name, by Series.

All series	
Student	Avg Score
Clark Kevin	0.00%
Hudson Hannah	0.00%
Medina Carlos	0.00%
Nguyen Eric	0.00%
Theng Ron	0.00%
Thomas Cassandra	0.00%
Warren Amanda	0.00%
Wulff Kaitlyn	0.00%
Class Averages	0.00%

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To view the scores of an individual student for Required and Optional Lessons and All Lessons, click on the student's name.

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Class: "Life Skills" Student: Chris, Ford
Student Report by Series
This student report shows completed Required, Optional, and All Lessons by Series.

Back to Class Report by Series

	Required Lessons		Optional Lessons		All Lessons	
Student	Completed	Avg Score	Completed	Avg Score	Completed	Avg Score
Series I	2 out of 9	95.00%	6 out of 7	82.67%	8 out of 16	85.00%
Student Total Averages		95.00%		82.67%		85.00%

Classes Main Screen: Preview

You may preview the student lessons in *It's for Real Workplace Ethics* by locating the Lessons tab to the right of the screen and clicking Preview.

The screenshot displays the main interface of the 'It's for REAL Workplace Ethics' application. The background is a close-up image of a pizza. In the top left corner, there is a circular logo with the text 'It's for REAL Workplace Ethics Career and College Readiness Preview' and a 'Back' button. To the right of the logo is a 'Lessons List' button. On the left side, there is a vertical sidebar with a 'Sign Out' button and a list of numbered tabs (1-10). Tab 1 is highlighted. The main content area shows a lesson titled 'Pizza Predicament'. It features a character introduction image of five students. Below this is a dialogue box with two characters, Ryan and Mateo, discussing a skateboard park. Ryan says: "Hey, Mateo," yells Ryan as he walks into the math room. "Did you hear about the skateboard park they're building in town?" Mateo responds: "Awesome! When? I need some new challenges with my board." Ryan then says: "My brother said the park's supposed to be ready by summer. He heard it will have amazing ramps and rails." The dialogue box concludes with a summary: "Later that afternoon, Mateo and Ryan meet their friends Kaden and Lily at Carlo's Pizza, where Zoe works. Above the noise Mateo shouts, 'Hey, Zoe, did you hear about the new skateboard park that's coming to town? I'm going to conquer it! Bring us a large pepperoni in a hurry. I have to get to work.'" At the bottom of the dialogue box is a 'Save and Continue' button. The footer of the screen contains the copyright notice: "© 2015 Career Solutions Publishing. All Rights Reserved."

It's for REAL
Workplace Ethics
Career and College Readiness
Preview
Back

Sign Out

1
2
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4
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6
7
8
9
10
F

Pizza Predicament

Ryan: "Hey, Mateo," yells Ryan as he walks into the math room. "Did you hear about the skateboard park they're building in town?"

Mateo: "Awesome! When? I need some new challenges with my board."

Ryan: "My brother said the park's supposed to be ready by summer. He heard it will have amazing ramps and rails."

Later that afternoon, Mateo and Ryan meet their friends Kaden and Lily at Carlo's Pizza, where Zoe works. Above the noise Mateo shouts, "Hey, Zoe, did you hear about the new skateboard park that's coming to town? I'm going to conquer it! Bring us a large pepperoni in a hurry. I have to get to work."

Save and Continue

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A variety of materials to supplement your *It's for Real Workplace Ethics* software are provided at the Instructor's Manual button. Check back from time to time to learn of additional items seen in the list below that will supplement your classwork.

- Reference Manual
- Lesson Themes
- Certificate of Completion
- FAQ