



## Frequently Asked Questions

### **What if I have questions?**

Contact Career Solutions Publishing if you need personal, individualized help of any kind.

[csp@careersolutionspublishing.com](mailto:csp@careersolutionspublishing.com)

888 299-2784

### **How do I see the students' material?**

Click the Student Version navigation button in *The Teacher's Desktop* and choose a lesson you want to view.

### **How do I set up my classes?**

Go to *The Teacher's Desktop* and follow the instructions that start on the Home page. Refer to the Reference Manual for clarification of any instruction.

### **How do I enroll students in a class?**

Follow the instructions in The Teacher's Desktop and, if needed, the Reference Manual.

### **How do I know how my students performed on the pre- and post-tests and assessments?**

Click on the Scores and Reports navigation button and select the type of scoring information you would like to see.

### **Is there a fast way to find what I want in The Reference Manual?**

The Reference Manual's Table of Contents identifies the different features of the program and links each feature to a page that explains how to use the feature.

### **How often is *It's for Real Workplace Ethics* upgraded?**

Major upgrades are made during the summer when most schools are out. Other adjustments and upgrades are made continuously as ways to improve the product are identified.

### **Does Career Solutions Publishing offer other products that will help my students with employability and soft skills?**

Yes. We offer a wide variety of career success products from 6th grade through adult populations. You can see samples, descriptions, catalog and pricing at [www.careersolutionspublishing.com](http://www.careersolutionspublishing.com). Click on a logo at the bottom of the page for samples.

### **Are the materials Career Solutions Publishing develops compatible with different levels of students?**

Yes. Our customers include gifted students in lower grades, the general student population in middle school, high school and community colleges, career and technical education students, college programs, special education students, and students in a variety of adult programs.