Luzerne Learns to Work Lesson Plan: 11th and 12th Grade

Learning Objectives

At the end of this training, teachers will be able to:

- Provide students with an overview of Luzerne Learns to Work.
- Instruct students on creating accounts with LinkedIn Learning and CareerLink, and how to sign up for a local library card.
- Help students navigate the Luzerne Learns to Work portal.
- Explain and help students navigate the career interests assessment through PA CareerZone.
- Assign relevant career paths and coursework to students in LinkedIn Learning.
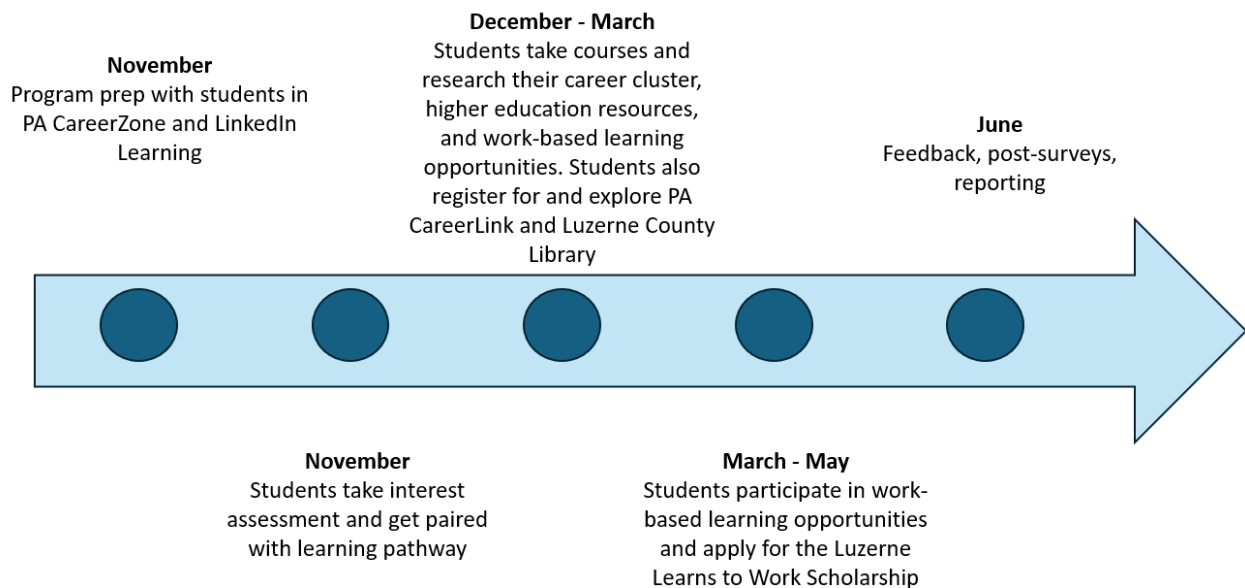- Track student progress as they complete courses throughout the academic year.

I.   Overview of Luzerne Learns to Work
- Explain the background to Luzerne Learns to Work and why this program is in place. (3 minutes)
    1. Luzerne Learns to Work is a program that gives Luzerne County high school students the power to explore potential career pathways through free access to LinkedIn Learning video courses, Metrix Learning video courses, Luzerne County Library courses, several local workforce and career development tools, and work-based learning experiences with local companies. This document focuses on the process for 11th and 12th grade students.

- Explain the steps of the program (5 minutes):
    1. Students will take a career interests inventory, which is an assessment to match students to potential career opportunities based on their interests.
    2. Through this inventory, students will learn what career clusters (industries) align with their interests.
    3. Students will then take courses on LinkedIn Learning to develop the soft skills and professional development skills needed in those career clusters. Optional courses are made available through Metrix Learning/PA CareerLink, and the Luzerne County library system.
    4. Students will then interact with the Luzerne Learns to Work website to explore and apply to participate in local work-based learning experiences to see real-world applications and future pathways with local industries.
    5. Before completing the program, students will explore continuing education opportunities to help them obtain any degrees and certifications needed to

pursue those career opportunities. Students can also apply for the Luzerne Learns to Work Scholarship at this time.

- Navigating and exploring the Luzerne Learns to Work Portal
    1. Have students sign on to the Luzerne Learns to Work website https://luzernelearnstowork.org/
    2. On the homepage, students should watch the 2-minute introduction video to the program.
    3. The three sections on the portal are "Start Learning," "Learn More," and "Do More." Explain each of these sections to the students.
        a. Start Learning will contain an overview of the Luzerne Learns to Work program, information on how to navigate the Luzerne Learns to Work portal, and background and videos on career clusters and in-demand careers available locally.
        b. Learn More will explain how to complete a personalized career assessment and get started on their career interest assessment and student-specific learning pathways. In this step, students will also explore continuing education opportunities in these fields.
        c. Do More outlines the database of work-based learning experiences offered by local employers. Students will attend these work-based learning experiences after completion of their learning pathways.

Luzerne Learns to Work Timeline

November
Program prep with students in PA CareerZone and LinkedIn Learning

December - March
Students take courses and research their career cluster, higher education resources, and work-based learning opportunities. Students also register for and explore PA CareerLink and Luzerne County Library

June
Feedback, post-surveys, reporting

November
Students take interest assessment and get paired with learning pathway

March - May
Students participate in work-based learning opportunities and apply for the Luzerne Learns to Work Scholarship

II.   Sign-Up for Accounts

- Luzerne Learns to Work will mostly be facilitated through LinkedIn Learning, Metrix Learning through PA CareerLink, and the Luzerne County library system.

- Before beginning, students will need to create accounts with each of these resources. It will be necessary to explain each of these resources and a step-by-step on the sign-up process.

- We suggest splitting up the registration for each of these platforms into different sessions (perhaps four sessions held on four days, or in a shorter timeframe if time permits).

Pennsylvania CareerZone and Career Assessment (30-40 minutes)

1. PA CareerZone is a career exploration and planning system designed especially for students. It is a program of the Pennsylvania Department of Education.
2. To sign-up for PA CareerZone:
    a. Go to https://www.pacareerzone.org/
    b. Click on the "Create a free account" or "Register Now" buttons. Complete the short sign-up.
3. To access the interest assessment:
    a. Log in to the PA CareerZone website.
    b. From the main home page, click on "I want to…" on the upper menu bar.
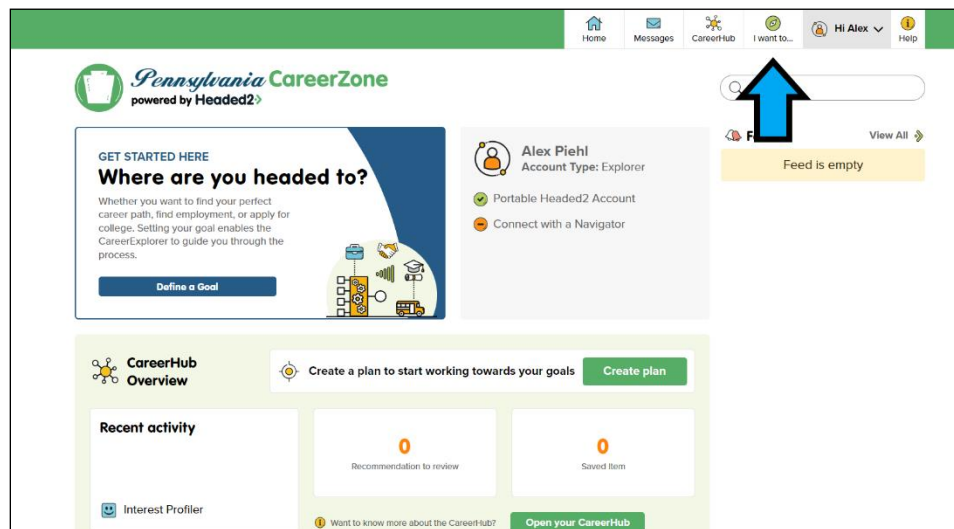
    c. Click on "Interest Profiler" found under the "Activities" header.
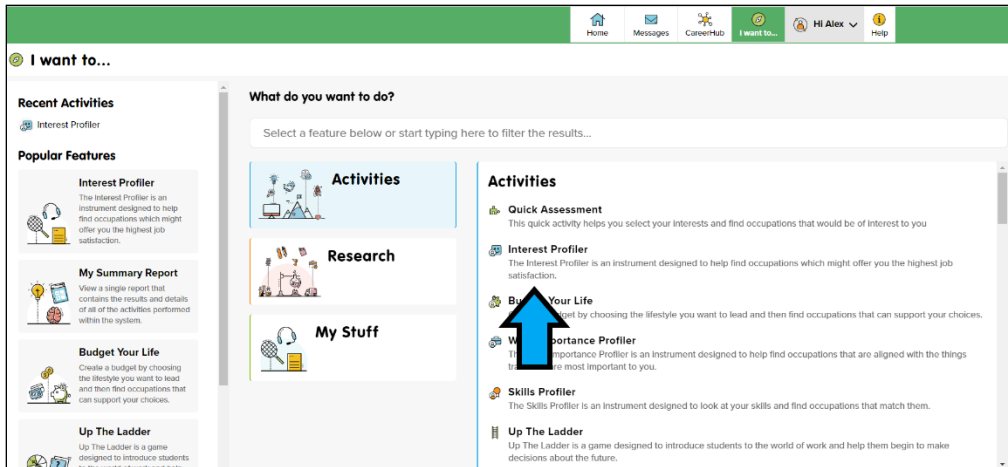
d. Click "Go" found next to "Start a new Interest Profiler"
e. Click and complete the "60 Question – Short" option.
f. After completing the assessment, students will find an interest profiler summary. After clicking, "View Occupations," students will find "Top Clusters" on the right of the results screen. Although the wording might be slightly different, these will correspond to the clusters listed above. Students should be assigned time to research the clusters before choosing which of the top results they prefer and enroll in that learning pathway on LinkedIn Learning (15 minutes).
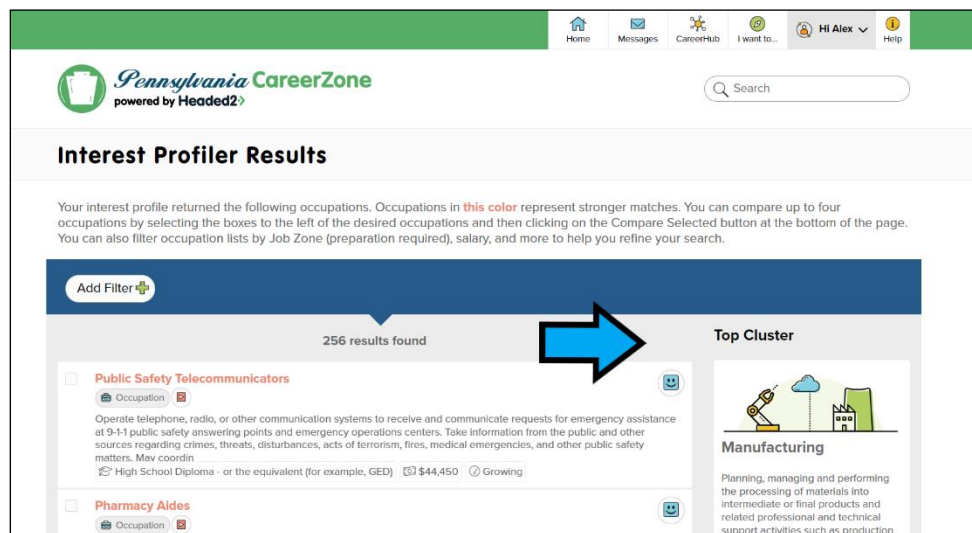
g. The following are career clusters in the program:
1. Agriculture, Food & Natural Resources
2. Architecture & Construction
3. Arts, A/V Technology & Communications
4. Business Management & Administration
5. Education & Training
6. Finance

7. Government & Public Administration
8. Health Science
9. Hospitality & Tourism
10. Human Services
11. Information Technology
12. Law, Public Safety, Corrections & Security
13. Manufacturing
14. Marketing
15. Science, Technology, Engineering & Mathematics
16. Transportation, Distribution & Logistics

   h. After completing each of the previous steps, no other tasks are necessary for the Career Assessment portion of Luzerne Learns to Work

LinkedIn Learning (1 hour)
1. LinkedIn is a social media website that is focused on business and employment. The platform is primarily used for professional networking and career development. It allows jobseekers to post their <u>resumes</u> and employers to post their available jobs.
2. LinkedIn Learning is an online learning platform owned by LinkedIn. LinkedIn Learning allows you to take courses on many topics, all with the goal of developing skills to help in your career. This is where most of the courses for Luzerne Learns to Work will be completed.
3. To onboard students to LinkedIn Learning (10 minutes):
   a. Activate the LinkedIn Learning license they have been issued via email. Look for an email from messages-noreply@linkedin.com. **Note that the LLW admin team will issue students the licenses ahead of time.**
   b. Students can then navigate to LinkedIn Learning and begin taking courses in their recommended pathways.
4. **Teacher Task**: To recommend learning pathways to your students (15 minutes):
   a. Navigate to the content button at the top of the screen.
   b. Click into your library and find the name of the relevant learning pathway.
   c. Click the "More" button to the right of your pathway and select "Recommend to learners/groups."
   d. Under "Add recipients," select the name of the student(s) that were paired with that career cluster in their career interest inventory.
   e. Add a message with a description of what students should do. (*Ex: Complete these courses during our career exploration time in class.)*
   f. Add a due date of when you want your students to complete the learning path by.
   g. Click "Send."

CareerLink SkillUP/Metrix Learning (15-20 minutes)

1. PA CareerLink is a state government program that provides career services to employers and employees in Pennsylvania. Students should register in order to

access a variety of career tools. PA CareerLink also provides free online courses through the Metrix Learning Portal. The program was created to help Pennsylvania residents strengthen their job skills to be competitive in the current employment market. While this is not a requirement of Luzerne Learns to Work, we encourage students to explore this region.

2. To register with PA CareerLink and Metrix Learning:
   a. Visit the PA CareerLink website at https://www.pacareerlink.pa.gov/jponline/
   b. Register as a new user (begin by clicking the option on the top right of the page).
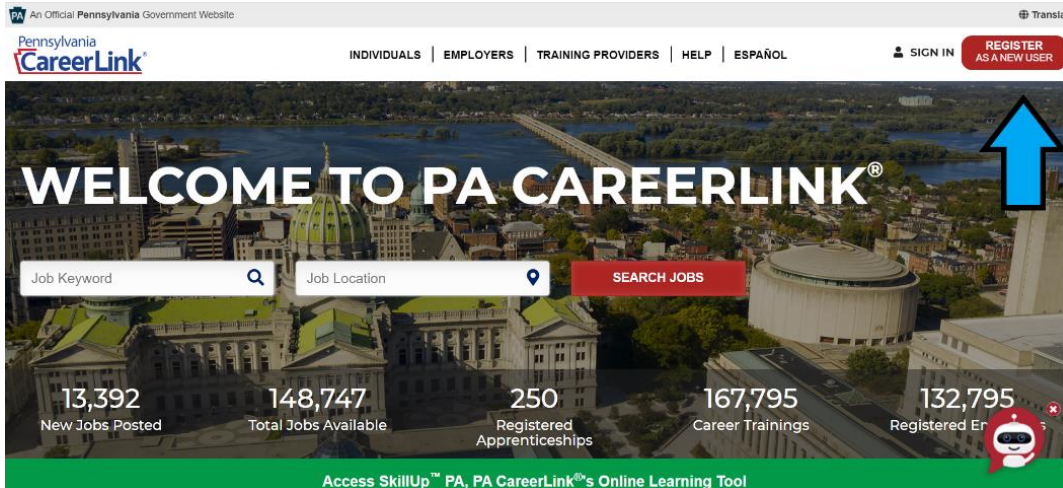
   c. Select "Individual Seeking Other Services" and fill out the form. Make sure to answer "No" to the question, "Have you applied for, or are receiving benefits or services?" This will eliminate the need for a social security number.

d. Complete the pages asking for contact information and to create a user account (Keystone ID).

Create User Account

Account Information

KEYSTONE ID / USER NAME (required)

alex.piehl

⊘ Keystone Id currently available

PASSWORD (required)

••••••••••• ☐ Show

⊘ One lowercase character   ⊘ One special character
⊘ One uppercase character   ⊘ 8 character minimum
⊘ One number

Security Questions & Answers

SECURITY QUESTION 1 (required)

Select

ANSWER 1 (required)

SECURITY QUESTION 2 (required)

Select

ANSWER 2 (required)

SECURITY QUESTION 3 (required)

Select

ANSWER 3 (required)

☐ I have read and understood the View Civil Rights Statement (required)

CANCEL   CONTINUE

e. When registration is complete, sign-in and select the green bar to "Access SkillUP PA, PA CareerLink's online learning tool."

f. Click "Continue" on the Disclaimer pop-up to proceed to the Metrix Learning Portal. If you receive an additional message asking you to select the business partner that referred you to Metrix, select "No one."
g. Create a new password.
h. An email will be sent to you with a link to the Metrix Learning Portal and user credentials for future reference. You will now be able to access Metrix.
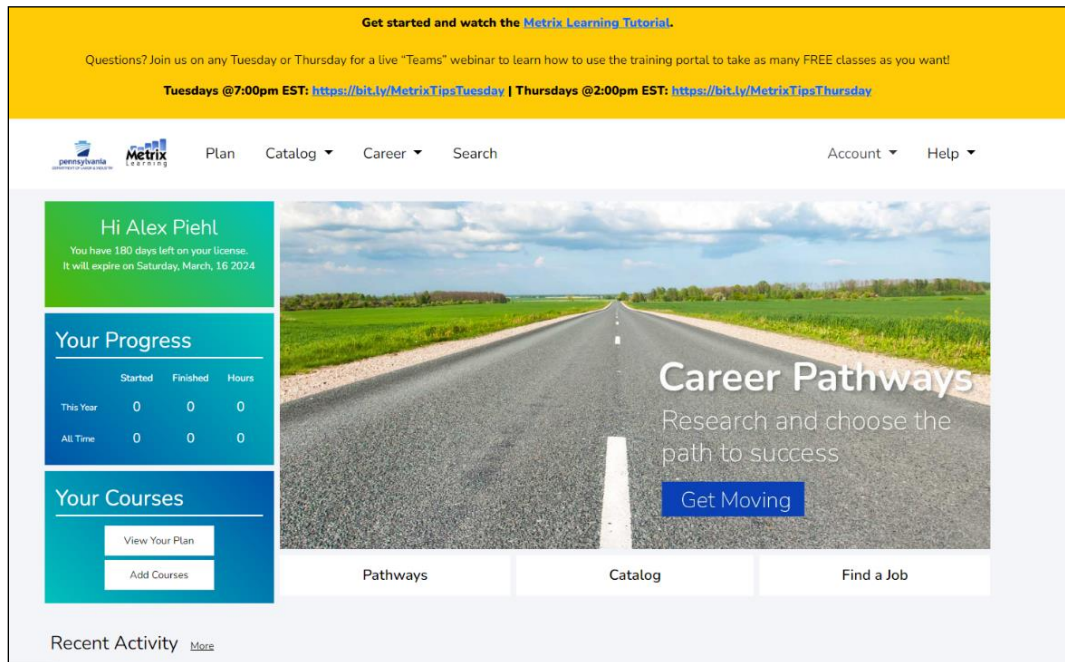
3. Having an account on PA CareerLink now allows the student to take Metrix Learning courses that may be included in the learning pathway issued to them in the LinkedIn Learning platform.
4. Students should save their log-in information in a safe place to use again in the future.

Luzerne County Library Card (5-10 minutes)

1. Residents of Luzerne County, including students, are entitled to a free library card from the Luzerne County Library System.
2. To sign-up for a library card:
   a. Go to www.luzernelibraries.org and click "Apply For A Library Card" located under the "Library Services" tab.
   b. Fill in all the necessary fields and click "Submit".
   c. Having a library card now allows the student to take any Mango languages courses that may be included in the learning pathway issued to them in the LinkedIn Learning platform.

III.   Getting Started and Completing Pathways

**Onboarding Students and Tracking Student Progress in LinkedIn Learning**

1. LinkedIn Learning has provided step-by-step videos and pictures to guide educators through the process of both onboarding and tracking student progress.
2. Please find the detailed videos and pictures at the following link: https://www.linkedin.com/smart-links/AQH-8iRNksZWdw/f93818b5-efd2-4a10-82ae-d577d2aa09ea

Metrix Learning Courses

1. As previously noted, each learning pathway may include one course provided by PA CareerLink through the Metrix Learning platform. Although Metrix Learning courses cannot be taken directly through LinkedIn Learning, each career pathway on LinkedIn Learning will include the name of the Metrix Learning course that students must complete. The following points will explain the process for locating assigned Metrix Learning courses. Students are also welcome to browse Metrix and take courses of their choice.
2. From the Metrix Learning homepage (https://pa.metrixlearning.com/access/gettingStarted.cfm), students should click the "Catalog" drop-down and then select "Browse".
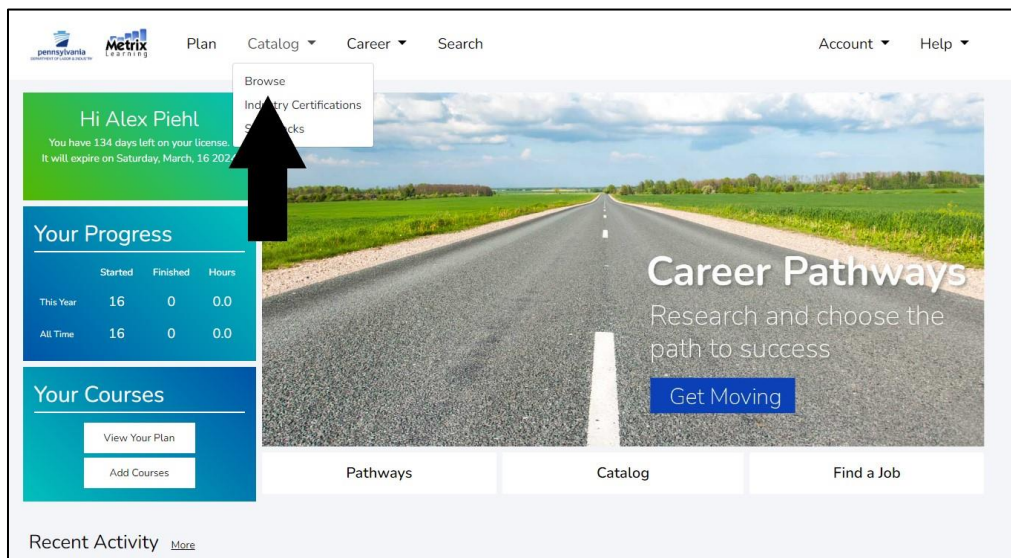
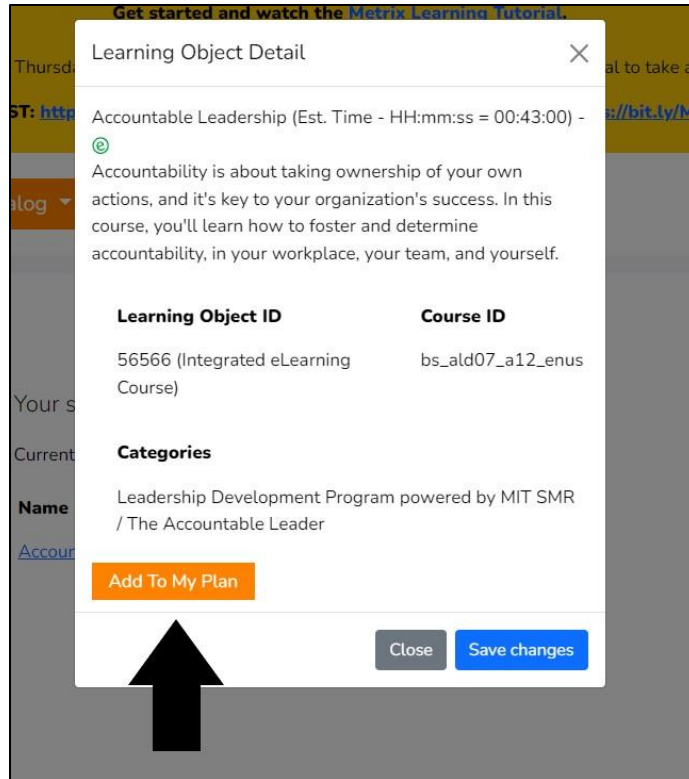

3. Students should then type the name of the course listed in their pathway in the "Search For…" bar and select "Go." In the example below, the sample course name being used is "Accountable Leadership." This course name will be different depending on the pathway.
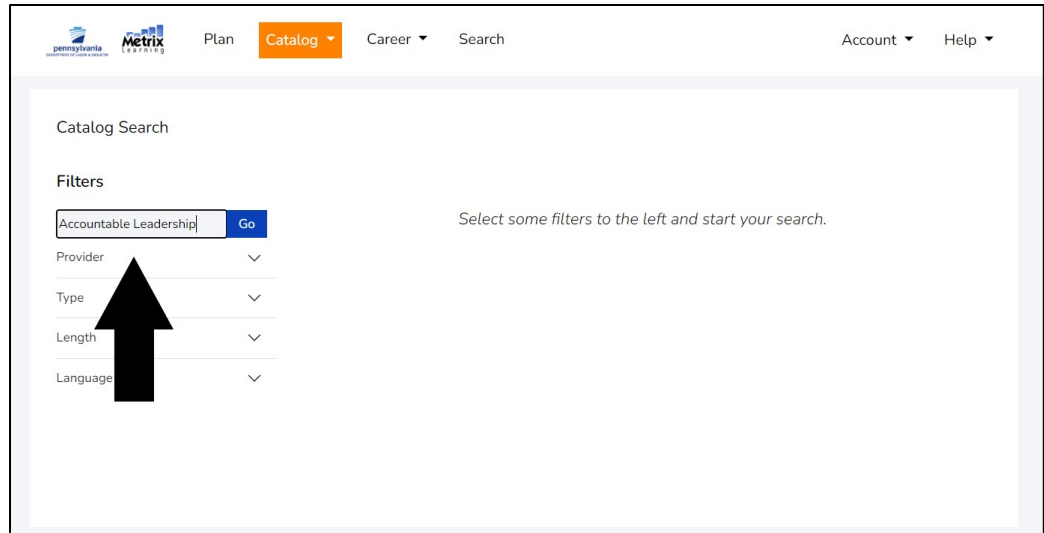
4. From there, select the result, which should be the relevant course listed in LinkedIn Learning.
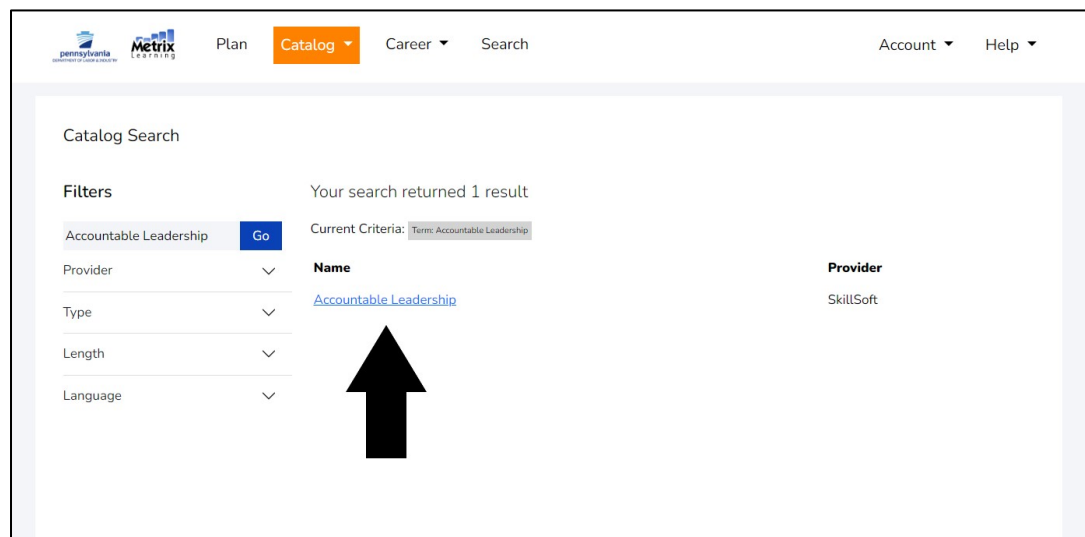

5. After selecting, a box will pop up with course details. At the bottom of this box, select "Add To My Plan." On the next page, select "Submit."

6. From here, select "Plan". The relevant course should now appear under "Courses." The student should then click on the name of the course. A blank white screen will now appear with the words, "Click here to launch the course." After clicking this, the course will launch.
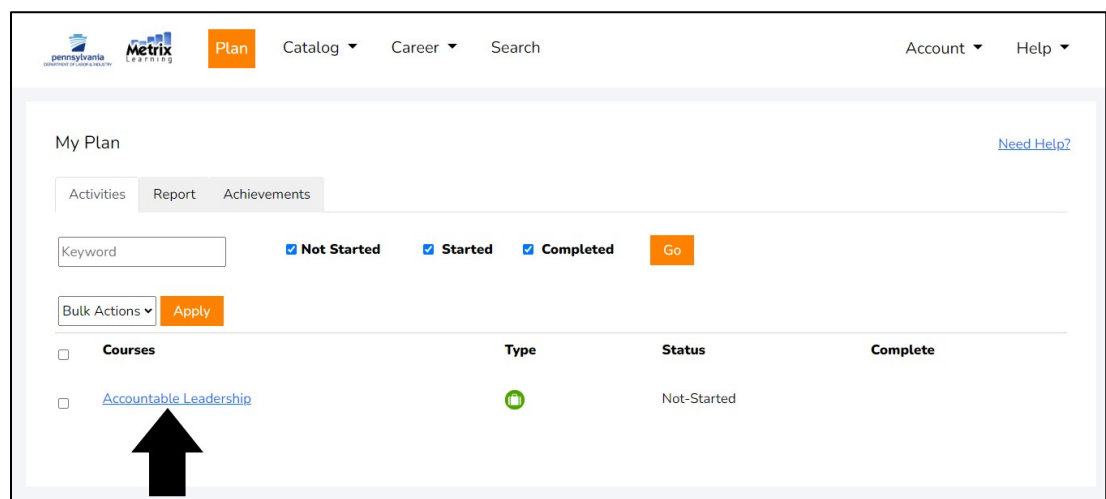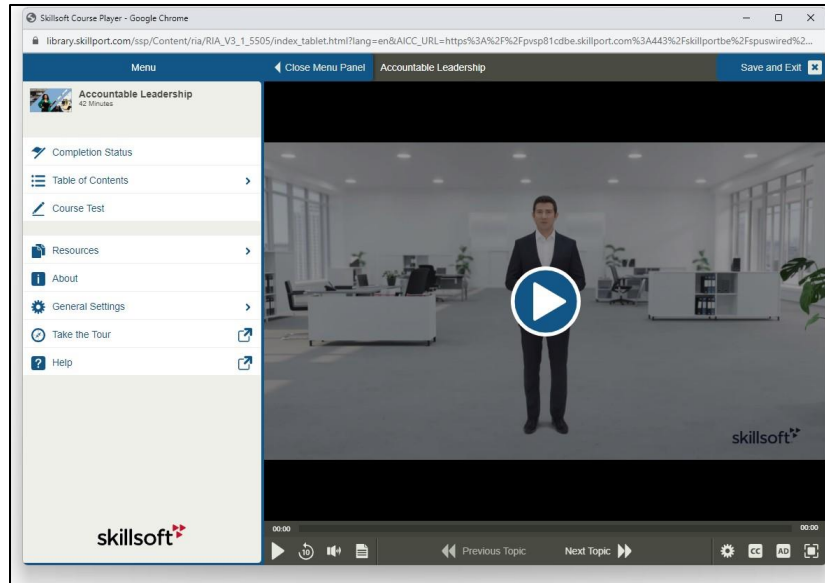
IV.   Work-Based Learning Experiences

1. As students take courses, they will also explore the database of work-based learning experiences offered by local employers through the Luzerne Learns to Work portal.
2. After submitting the interest form linked to each opportunity they would like to explore, students will attend work-based learning experiences to see real-world application of their new skills in local industries.

Sample student work sessions and exploratory research opportunities

Students can be given smaller "filler" assignments, such as the examples below, to be completed throughout the program as they complete their learning pathways. Note: these are simple and flexible things to have students work on with substitutes or on days you'd like them to do independent research or exploration.

a. Watching the career cluster videos (30 minutes)
   i. Writing a summary of one that interests the student
b. Exploring the companies in the work-based learning database (30 minutes)
   i. Researching one of the companies and submitting a paragraph on what they do etc.
c. Research the higher education opportunities for your pathway of interest
   i. Write a summary of a program of study at an institution that a student is interested in.