



Explore-Work.com: A Trainer's Guide to Providing Pre-Employment Transition Services to Students with Disabilities

Trainer's Guide Introduction

Explore-Work.com gives Vocational Rehabilitation (VR) agencies, schools, and other service providers the ability to deliver web-based Pre-Employment Transition Services (Pre-ETS) to students with disabilities.

The training consists of five courses that align with the five Pre-Employment Transition Services activities required by the Rehabilitation Act, as amended by the Workforce Innovation and Opportunity Act (WIOA).

Five Required Pre-ETS Activities	Five Explore-Work Modules
Job Exploration Counseling	Career Planning and Job Exploration
Work Based Learning	Work Experiences
Counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of Higher Education	School Beyond High School
Workplace Readiness Training	Skills for Success
Self-Advocacy	Self-Advocacy

The training courses and activities are meant to be flexible to allow counselors and trainers the ability to adapt content delivery methods and approaches to best fit the needs of student participants. These courses and activities can be used as a standalone option for delivering Pre-ETS training or to supplement and enhance pre-employment transition activities already in place.



These modules were developed by the WINTAC, a project funded under #H264G15005 of the U.S. Department of Education (Department). The information contained in these modules do not necessarily reflect the position or policy of the Department and no



This training guide outlines the learning objectives of each course and their alignment with Pre-ETS requirements. In each section, the course lessons and activities are introduced and some tips for presenting these materials are shared.

This guide is meant to spark ideas and identify opportunities for how to use this content to help students with disabilities explore their potential and make a plan for achieving future work and independent living goals.

Lesson / Activity Training Strategies

Following are some strategies for facilitators to consider when presenting these training courses.

- Review previously learned information
- Break learning into small steps
- Preview the activity by talking through the steps of the lesson or activity
- Ask questions to help personalize learning or apply what is learned
- Be prepared to modify the approach to best meet the needs of individual learners
- Use diagrams, graphics or pictures to supplement information presented with words
- Model approaches you want the student to follow
- Provide prompts to help learners remember previous lessons or activity responses
- Repeat important information
- Provide feedback and encouragement

Example Learning Modifications:

- **Timing:** giving extended time to complete lesson or activity
- **Environment:** is the learning environment free from distractions as much as possible? Is the setting conducive to learning? If technology is being used, is the student comfortable with using it? If not, spend some time practicing with the technology before starting with training.
- **Adapt or supplement format or approach of materials presented:**
 - **Consider using graphic organizers.** Graphic organizers are visual thinking tools that make pictures of thoughts. The pictures demonstrate relationships between facts, concepts, or ideas, and guide your thinking as you design the map or diagram. People who have learning disabilities are often visual learners and thinkers. That means they understand and remember information better when ideas, words, and concepts are associated with pictures, diagrams, charts, and maps. More information about [graphic organizers from the Learning Disability Association of America](#)
 - Allow students to respond orally to lesson activities or lessons.

Teacher Accounts

Having a Teacher Account will give you the ability to view all of your students' accounts from a single dashboard, making it easy for you to oversee their progress, download certificates for them, and even change their passwords if they forget.

Creating New Student Accounts

You can create accounts for all of your students in bulk using a simple form.

1. On the Explore-Wori.com, click on the “**MY STUDENTS**” tab.
2. Click on the link entitled “New Student Account Form.”

New Student Account Form.'"/>

The screenshot shows the 'My Students' page on the Explore-Wori.com website. The navigation bar at the top includes 'HOME', 'MY COURSES', 'MY PROFILE', 'MY STUDENTS', 'LOG OUT', 'FEEDBACK', and 'EN ESPAÑOL'. The 'MY STUDENTS' tab is highlighted with a red arrow. Below the navigation bar is a section titled 'My Students'. Inside this section is a light blue box titled 'Add an Existing Student' with a text input field labeled 'Enter Student's Email Address: (Required)' and a 'Send Request' button. A red arrow points to the 'Send Request' button. Below the box is a link: 'To create new student accounts, fill out the [New Student Account Form](#).'

On the next page you'll see a form to add new student accounts.

All the students that you add will be assigned the same organization and state, so if these are going to be different, you'll need to submit each location groups separately. You will need to add the first group and then come back to add any additional groups.

3. Complete the form. **Note: passwords are case sensitive and may be changed later.*
4. Click the "Create Now" button when you are done.

Add New Student Accounts

Use the form below to create new accounts for your students.
You have **unlimited** student accounts available

Organization (for All Students)	State (for All Students)		
<input type="text"/>	Wisconsin ▼		
First Name <i>(Required)</i>	Last Name <i>(Required)</i>	Email Address <i>(Required)</i>	Password <i>(Required)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Email Address	Password
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Email Address	Password
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

After you submit, the students' account information will be displayed, and a copy will be emailed to you.

Add New Student Accounts

You have successfully created the following accounts:

Student Name: Sally Jo
Email Address: testerdebug727@gmail.com
Password: 12345abc

A copy of these has been emailed to you; however, in case you do not receive the email, please keep this for your records.

Adding Existing Student Accounts

If a student has already signed up on their own, you also have the option to request access, and add their account to yours that way.

1. Go to the “MY STUDENTS” tab.
2. Add the student’s email address into the field.
3. Click on the “Send Request” button.

New Student Account Form.'"/>

My Students

Add an Existing Student

Enter Student's Email Address: *(Required)*

Send Request

To create new student accounts, fill out the [New Student Account Form](#).

4. The student will receive an email notification showing them that you are requesting access, and a notice will be displayed on the top of their “MY PROFILE” tab allowing them to approve it.

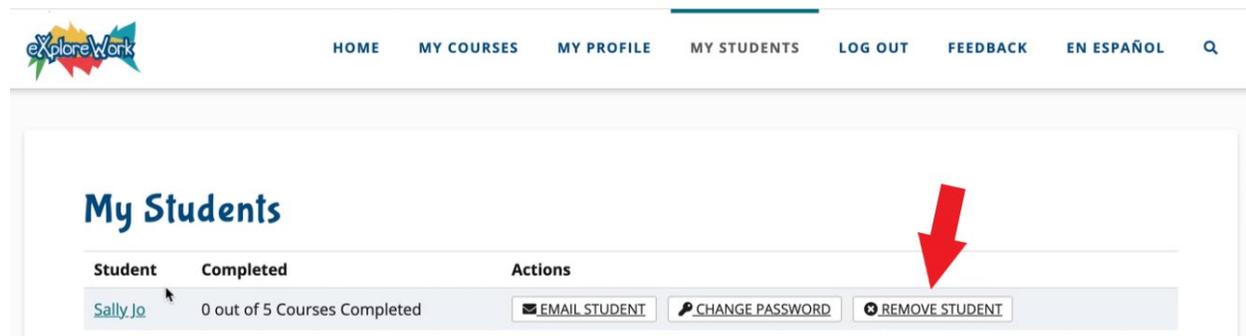
John Smith (mgsyntax@gmail.com) has requested access to your account. Click "Approve" to allow them to see your results.

Approve

Removing a Student from Your Account

If you have a student that you want to remove from your account, you can do so easily while still allowing the student to keep their account.

1. Go to the “MY STUDENTS” tab.
2. Find the student you want to remove.
3. Click on the “REMOVE STUDENT” button associated with the student.
4. A confirmation will come up asking if you are sure.



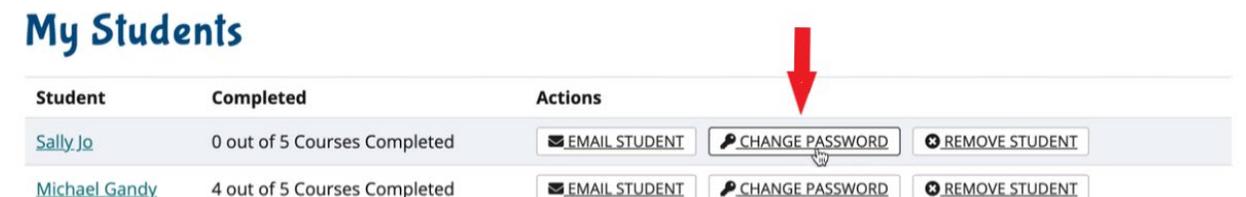
The screenshot shows the 'My Students' page with a navigation bar at the top containing 'HOME', 'MY COURSES', 'MY PROFILE', 'MY STUDENTS', 'LOG OUT', 'FEEDBACK', and 'EN ESPAÑOL'. The main content area is titled 'My Students' and contains a table with the following data:

Student	Completed	Actions
Sally Jo	0 out of 5 Courses Completed	EMAIL STUDENT CHANGE PASSWORD REMOVE STUDENT

A red arrow points to the 'REMOVE STUDENT' button for Sally Jo.

Changing a Student's Password

1. Go to the “MY STUDENTS” tab.
2. Find the student you want to update.
3. Click on the “CHANGE PASSWORD” button associated with the student.
4. Enter the new password on the next page and click “Submit.”
5. The student will receive an email with the new password.



The screenshot shows the 'My Students' page with a table containing two students:

Student	Completed	Actions
Sally Jo	0 out of 5 Courses Completed	EMAIL STUDENT CHANGE PASSWORD REMOVE STUDENT
Michael Gandy	4 out of 5 Courses Completed	EMAIL STUDENT CHANGE PASSWORD REMOVE STUDENT

A red arrow points to the 'CHANGE PASSWORD' button for Sally Jo.

Student Results

1. Go to the “MY STUDENTS” tab.
2. Find the student you want to view results for. The number of completed courses is displayed next to their name.
3. To view more results, click on their name.
4. The results page shows when the student last logged in, all the teachers that have access to their account, and a breakdown of each course and activity.

Results for Michael Gandy

Michael last logged in on June 2, 2021

▼	Career Planning and Job Exploration	<input type="button" value="Certificate"/>
▼	Work Experiences	<input type="button" value="Certificate"/>
▼	Education and Training	<input type="button" value="Certificate"/>
▼	Workplace Readiness	<input type="button" value="Certificate"/>
▼	Self-Advocacy	<i>In Progress</i>

Michael's Teachers:

- John Smith () - mgsyntax@gmail.com

Certificates

If a student has completed a course, you will see a “CERTIFICATE” button show up on the right of the course.

Clicking this will immediately download the certificate as a PDF file.

To view all the lessons in a course, click on the name of the course or the arrow on the left of it. From the expanded view, you can see:

- The date of completion
- The score they received (if it was a quiz)
- An option to retake the quiz
- A link to see the lesson results.

Results for Michael Gandy

Michael last logged in on June 2, 2021

Expand all Collapse all

Career Planning and Job Exploration			Certificate
Title	Completed	Score	
My Journal: Self-Reflection Activity Show Results Do It Again!	Aug 27, 2020	--	
Self Survey: Setting Goals Show Results Do It Again!	Aug 25, 2020	--	
Whiz Quiz - Are You a Work Whiz? Show Results Do It Again!	Jan 11, 2021	40%, 2/5 (Fail)	
Career-One Stop Journal Show Results Do It Again!	Aug 27, 2020	--	
Career Clusters Journal Show Results Do It Again!	Aug 25, 2020	--	
Career Photo Quiz Journal Show Results Do It Again!	Aug 27, 2020	--	
Career Scavenger Hunt Journal Activity Show Results Do It Again!	Aug 27, 2020	--	
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Work Experiences Certificate </div>			
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Education and Training Certificate </div>			

Lesson View

By clicking on “Show Results” you will be able to see the exact results that the student saw when they completed the lesson. This way you can talk them through the results if necessary.

There is also a print button  that will allow you to print just the lesson results.

[Show Results](#) | [Do It Again!](#)

Self Survey: Setting Goals Aug 25, 2020 --

[Show Results](#) | [Do It Again!](#)

Whiz Quiz - Are You a Work Whiz? Jan 11, 2021 40%, 2/5 (Fail)

[Hide Results](#) | [Do It Again!](#)

Dear Michael, 

Thank you for taking the Whiz Quiz. You are a Work Wannabe.

Your quiz score: 2/5 (40%)

Like all of us, you are a work in progress. Taking the time to learn more about yourself will help you with your future goals. Stick with us to find a career path that works for you!

What is your first name?

Michael

Please add your email:

gandy@eri-wi.org

1. Career exploration involves learning about yourself and the world of work.

False

2. When investigating careers, you only get one chance to decide which job you want.

True

3. There are many resources available to help you get to know yourself and learn more about what you want to do.

True

4. Exploring education opportunities can often lead you to a career path you might not have been aware of before.

True