



Onboarding Training Materials

Written Training Material Guides

- [Signing in with a Google SSO](#)
- [Completing Student Surveys](#)
- [A Guide to Using the Career Research Tool](#)
- [Educator FAQ One-Sheet](#)

Video Tutorials

- Introduction to Navigation and Controls
- Taking Your Career Path Survey
- Understanding Your Career Path Survey Results

Self-Assessment Checklist

By the end of this initial onboarding and orientation, you should be able to agree with each of these statements:

- I know how to sign in to the ScholarPath platform.
- I know how to navigate the ScholarPath platform.
- I know where to find the Survey Dashboard.
- I know how to help students complete their student surveys.
- I specifically know how to help students complete the **Your Career Path** survey.
- I understand how the results of the **Your Career Path** survey can help a student conduct research into career, college, or service pathways outside of high school.
- I know how to help students navigate through the results of the **Your Career Path** survey.

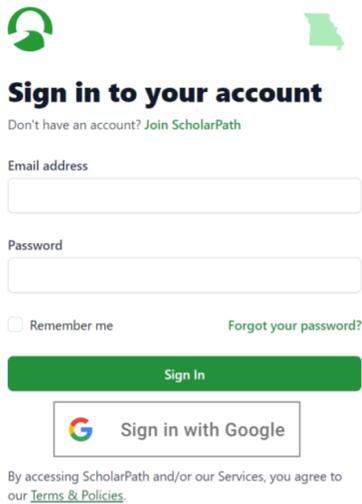
Were you able to agree with each of the above 7 statements?

YES

NO

Sign in with a Google SSO

1. Begin by going to www.mo.ScholarPath.com.
2. Select **Sign in with Google**.
3. Enter your school Google account credentials (email address and password).
4. Google will tell you that ScholarPath would like access to your Google account. When it does, select the blue **Allow** button.



The screenshot shows the ScholarPath sign-in interface. At the top left is the ScholarPath logo, and to its right is a green outline of the state of Missouri. Below these is the heading "Sign in to your account" in bold, followed by a link "Don't have an account? Join ScholarPath". There are two input fields: "Email address" and "Password". Below the password field are two links: "Remember me" (with an unchecked checkbox) and "Forgot your password?". A prominent green "Sign In" button is centered below the links. At the bottom of the form is a "Sign in with Google" button, which includes the Google logo. At the very bottom of the page, there is a small line of text: "By accessing ScholarPath and/or our Services, you agree to our [Terms & Policies](#)."

5.

Completing Student Surveys

🧵 Reminder: Switching Between Icons and Text

1. See **Figure 00**.
2. You can easily switch the navigation bar icons to text (or the reverse) through a setting in the menu bar.
3. Select the green **User** avatar button (A).
4. Select **Show Icons as Text** (B) to display the menu icons as text.
5. Select **Show Menus as Icons** (C) to display the menu text as icons.

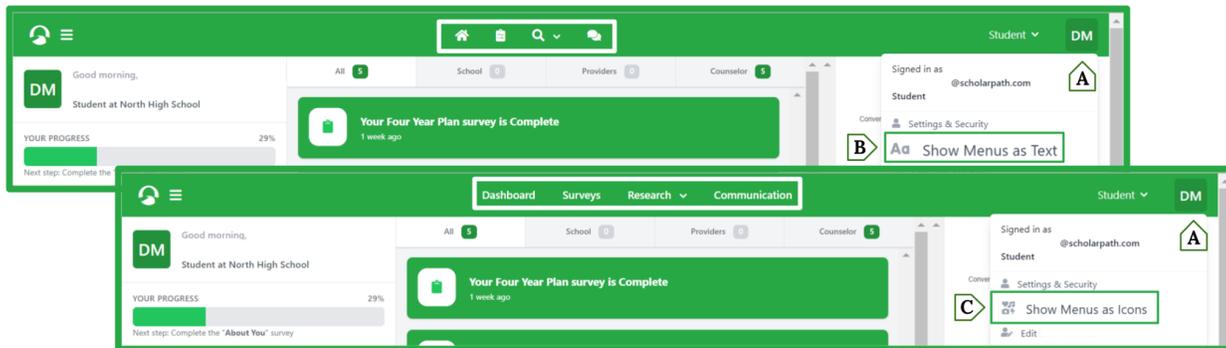


Figure 00: SWITCHING BETWEEN ICONS & TEXT

Student Surveys

ScholarPath's ability to match students with pathways to success begins with the student surveys. There are 7 in total, and each one generates different sets of data. For now, though, we are only going to focus on the first 6. We'll leave *Your Four Year Plan* for later.

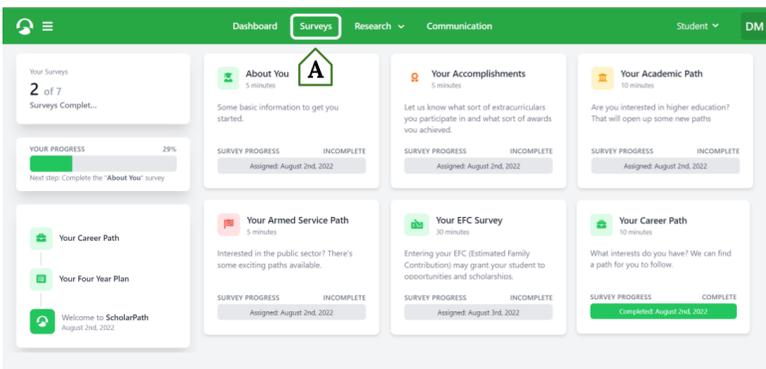


Figure 03-1: SURVEYS DASHBOARD.

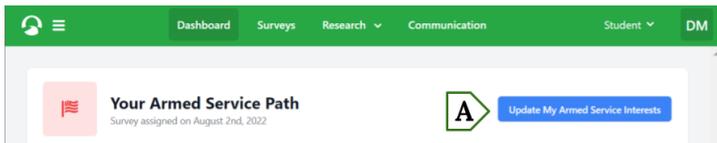


Figure 03-2: BLUE UPDATE BUTTON.

See **Figure 03-2**. Student surveys are always accessible by selecting **Surveys** (A) from the top navigation menu.

Note: Although you are using an *Educator* account, you still have the ability to take the same surveys. In fact, we recommend that you actually *do* take them. That way you have first-hand experience when guiding students through the process.

When students access their *Surveys* Dashboard, they will see the status of all 7 surveys. Students can modify the answers to their surveys by selecting the survey and updating their responses. If students want to modify their *Career Path*, *Academic Path*, or *Armed Services Path*, then select the survey, and then select the blue **Update Path** button (A).

About You Survey

The **About You** survey is essentially some basic information to get the students started. ScholarPath is only going to collect the information from students that is directly relevant to our ability to help guide them through the many paths students have ahead of them.

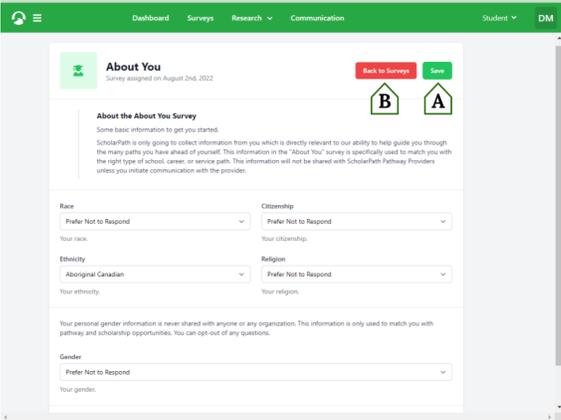


Figure 03-3: ABOUT YOU SURVEY.

Each question on the **About You** survey is used to help match students with the right type of school, career, or service path. This information will never be shared with ScholarPath Pathway Providers. Each question is optional, but we encourage students to answer *all* of the questions simply because the more information students provide, the better we are able to find potential opportunities for them.

For example: a college that is offering a scholarship for being a particular ethnicity can match with any of the students who meet that criterion. If that's one of your students, then they will get a push notification telling them that they have a new match opportunity.

Step-by-Step Instructions: Filling in the Survey

1. See **Figure 03-3**.
2. Answer each question as accurately as possible.
3. When finished, click the green **Save** button (A).
4. To return to the **Survey** dashboard, click the red **Back to Surveys** button (B).

Your Accomplishments Survey

See **Figure 03-4**. Each question on the **Your Accomplishments** survey is used to help match students with the right type of school, career, or service path. This information will never be shared with ScholarPath Pathway Providers. Each question is optional, but we encourage students to answer *all* of the questions simply because the more information students provide, the better we are able to find potential opportunities for them.

For example: a college that is offering a scholarship for students who are interested in robotics can match with any of the students who meet that criterion. If that's one of your students, then they will get a push notification telling them that they have a new match opportunity.

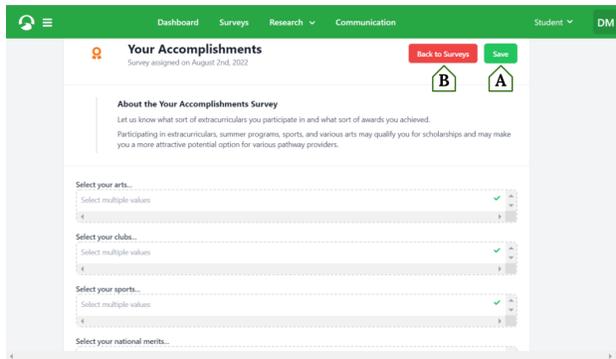


Figure 03-4: YOUR ACCOMPLISHMENTS.

Step-by-Step Instructions: Filling in the Survey

1. Answer each question as accurately as possible. Begin by clicking in the space provided. You can select more than one option. Do the same with the other questions.
2. When finished, click the green **Save** button (A).
3. To return to the **Survey** dashboard, click the red **Back to Surveys** button (B).

Your Career Path Survey

The **Career Path** survey isn't the average career aptitude assessment. Each question builds on the one before it in order to provide students with a truly comprehensive overview of their career interests. The survey will provide students with "scores" in six different areas.

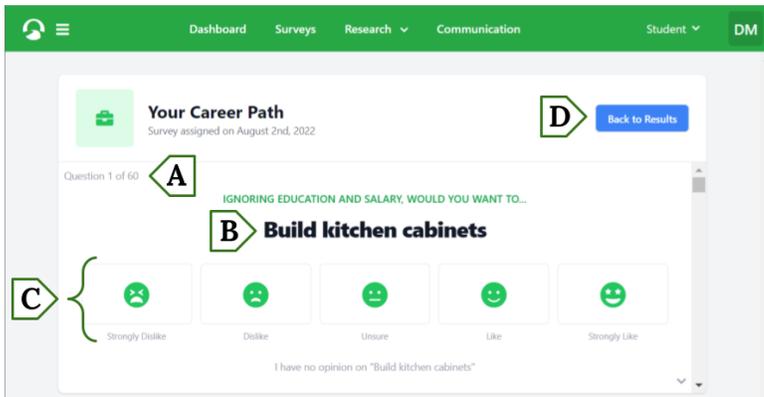


Figure 03-5: YOUR CAREER PATH.

Each question is optional, but we encourage students to answer *all* of the questions as best as they can. The results of the **Career Path Survey** will display potential occupations based on students' answers, display their career interest category scores, and connect them with potential opportunities based on your results.

For example: a company interested in hiring students for a call center may prioritize students who score higher on the **social** scale. If that's one of your students, then they will get a push notification telling them that they have a new match opportunity.

Step-by-Step Instructions: Filling in the Survey

1. See **Figure 03-5**.
2. Students will be shown 60 different tasks that someone in a specific profession would do. Students should respond as best they can by selecting one of the preset responses (C) asking them to measure how much they would like to do that task (B) or activity: strongly dislike, dislike, unsure, like, strongly like.
3. When students make a selection, their choice will turn green, and students will automatically advance to the next question.
4. All student answers will save automatically, so if students need to pause, they can pick up from where they left off when they enter back into the survey. Each task is numbered (A), for easy reference.

5. To return to the **Survey** dashboard or view the survey results at any time, click the blue **Back to Results** button (D).

Your Academic Path Survey

Each question on the **Academic Path** survey is used to help match students with the right post-high school institution for students to continue their education. Each question is optional, but we encourage students to answer *all* of the questions simply because the more information students provide, the better we are able to find potential schools for them. Students can also enter their *Estimated Family Contribution* (EFC) by using ScholarPath’s built-in calculator, or by manually entering the EFC value. [Note: Students can also enter this by clicking on the EFC Survey directly from the **My Surveys** dashboard].

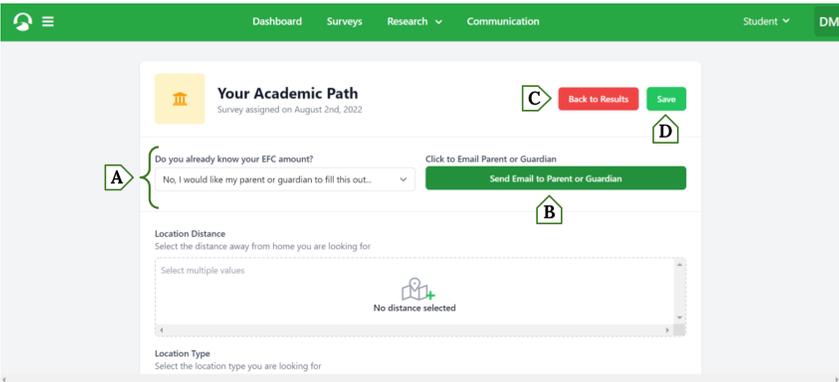


Figure 03-6: YOUR ACADEMIC PATH.

This information will never be shared with ScholarPath Pathway Providers. The exception to this, however, is the EFC value, which is used by providers to match with students who qualify for EFC-based scholarships or other opportunities.

For example: colleges and universities often offer scholarship opportunities for students who are in need of financial assistance. If that’s one of your students, then they will get a push notification telling them that they have a new match opportunity.

Step-by-Step Instructions: Filling in the Survey

1. See **Figure 03-6**.
2. If a student already knows what their EFC will be, then they should select “Yes” from the dropdown menu and enter the value in the box manually.
3. If a student does not already know their EFC, then they should select “No, I would like my parent or guardian to fill this out” from the dropdown menu, and select the green **Send Email to Parent or Guardian** button.



[**Note:** An email address for the parent or guardian must be linked with the student account. If an email address is not already provided, then the student will be notified of the need to complete this step.]

4. Students should answer each question as best they can.
5. When they are finished, they should click the green **Save** button (A).
6. To return to the **Survey** dashboard, click the red **Back to Results** button (B).

Your Armed Services Path

Each question on the **Armed Services Path** survey is used to determine two things: if a student is Armed Services eligible, and, if so, to identify the particular expertise pathway that would be best for the student. This information will never be shared with ScholarPath Pathway Providers.

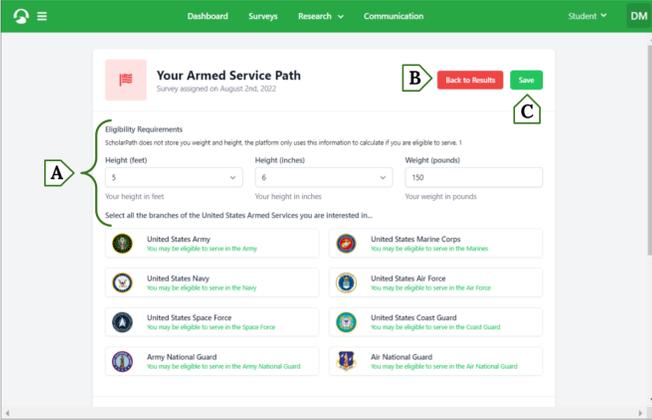


Figure 03-7: YOUR ARMED SERVICE PATH.

While the completion of the survey *as a whole* is *optional*, the *Eligibility Requirement* questions *are* a required question if students want to complete the survey. All of the other questions *are* optional, but we encourage students to answer *all* of the questions simply because the more information students provide, the better we are able to find potential opportunities for them.

Step-by-Step Instructions: Filling in the Survey

1. See **Figure 03-7**. The Eligibility Requirement questionnaire consists of the student's height and weight. While ScholarPath does not save this information, entering it *does* then notify the student of their eligibility status for each branch of the Armed Services.
2. Answer each question as best as possible.
3. When finished, click the green **Save** button (A).
4. To return to the **Survey** dashboard, click the red **Back to Results** button (B).

A Guide to Using the Career Research Tool

Reminder: Switching Between Icons and Text

1. See **Figure 00**.
2. You can easily switch the navigation bar icons to text (or the reverse) through a setting in the menu bar.
3. Select the green **User** avatar button (A).
4. Select **Show Icons as Text** (B) to display the menu icons as text.
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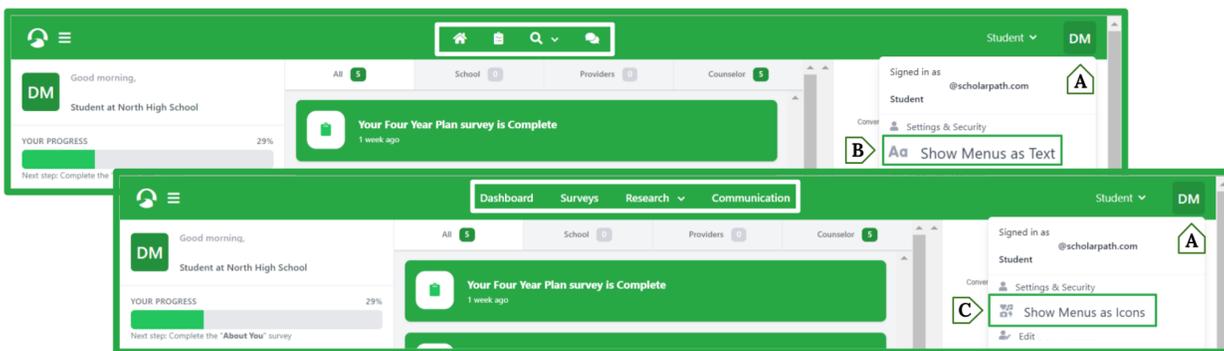


Figure 00: SWITCHING BETWEEN ICONS & TEXT

Career Research Tool

1. There are two ways for students to initialize the career research tool:
 - a. Students can select the **Surveys** icon from the navigation bar and then select **Your Career Path** (B).
 - b. Students can select the **Research** icon from the navigation bar and then select **Careers**.

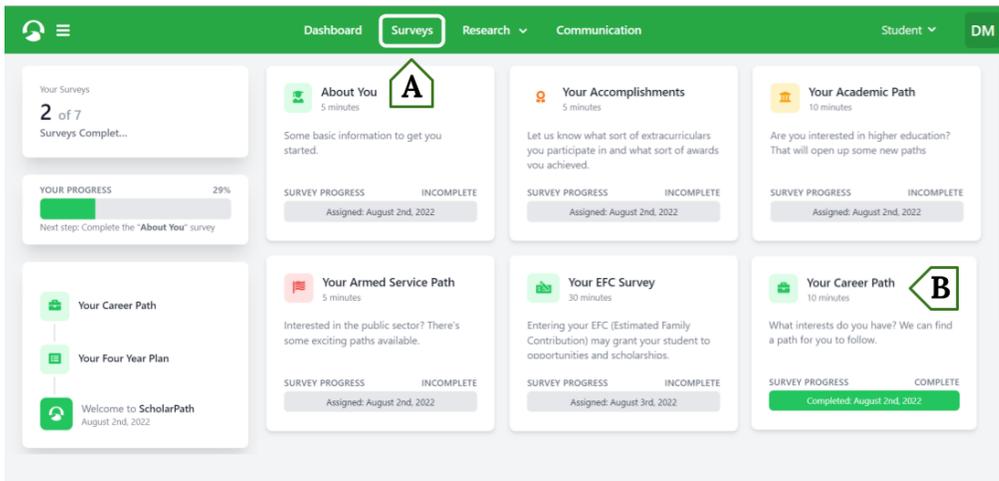


Figure 08-1: SURVEYS DASHBOARD. SELECT CAREER PATH.

2. If students have completed the **Your Career Path** survey, then they will see a landing page with six different elements. Each one is a *good fit* for them based on the results of their survey. See **Figure 08-02**.
 - A. **Career Cluster**.
 - B. **Career Pathway**.
 - C. **Occupation** (top match).
 - D. Other matching **Occupations**...
 - E. And the percentage to which those other occupations are a good match for the student.
 - F. Your **Career Profile**.

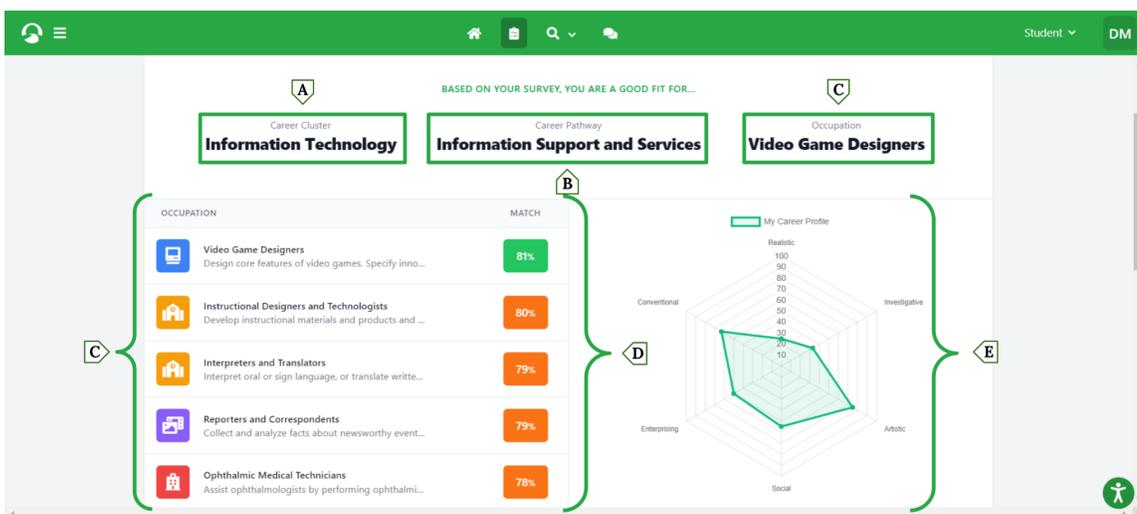


Figure 08-2: CAREER PATH SURVEY RESULTS

My Career Profile

1. See **Figure 08-3**.
2. **My Career Profile** is a snapshot of the student's top 6 interests according to the responses they gave on the career path survey.
3. First, they will see a matrix web that shows a visual of those 6 interests (A) and how strongly they feel about them.
4. Beneath that matrix is a detailed list of each of those interests, as well as examples of both the careers that align with each interest and the tasks that a person in that career would do.



Figure 08-3: My CAREER PROFILE

Understanding the Career Profile Occupation Match

Once students have completed the career path survey, they will be able to see how their profile matches with a given occupation. In the example seen in **Figure 08-4**, the student's highest match is with the occupation of Video Game Designer.

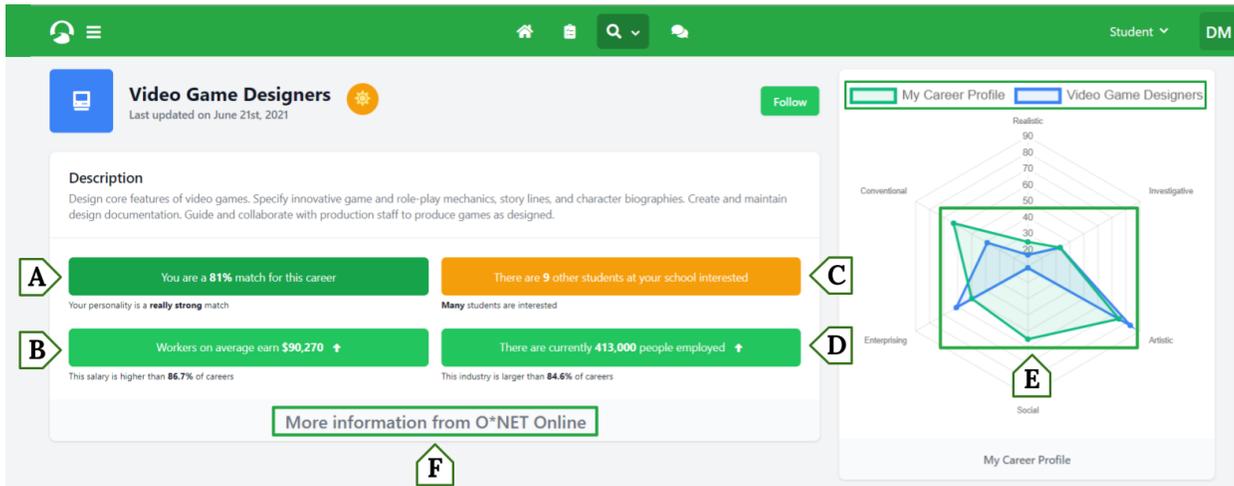
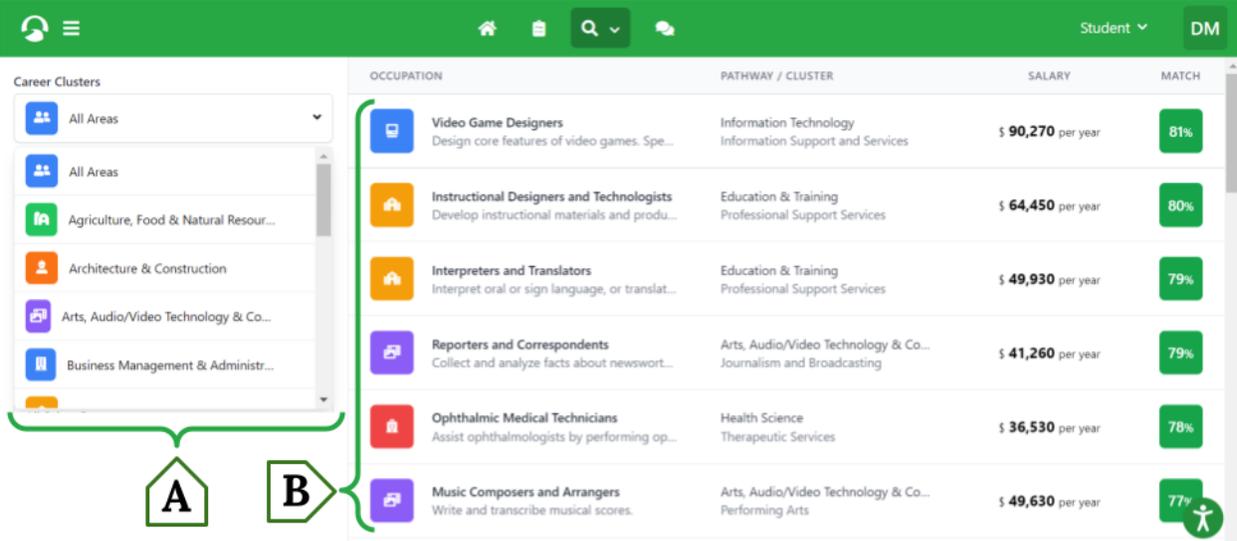


Figure 08-4: VIDEO GAME DESIGNER CAREER MATCH

1. The match page will show students how strong of a match they are for the occupation/career (A).
2. The match page will show students the average annual salary for the occupation/career (B).
3. The match page will show students if any other students at their school have also matched with this occupation/career, and if so, how many students have matched (C).
4. The match page will show students approximately how many people are currently employed in this occupation's field (D).
5. The match page will show students an updated matrix web (E) that overlaps the interest profile of a typical person employed in this occupation/career (blue) with their own interest profile from their survey (green).
6. At the bottom of the match page, students will see a link to the Occupational Information Network (O*NET), which will provide them with additional information about the occupation/career. **Note:** O*NET is developed under the sponsorship of the U.S. Department of Labor/Employment and Training Administration (USDOL/ETA).

Using the Career Research Search

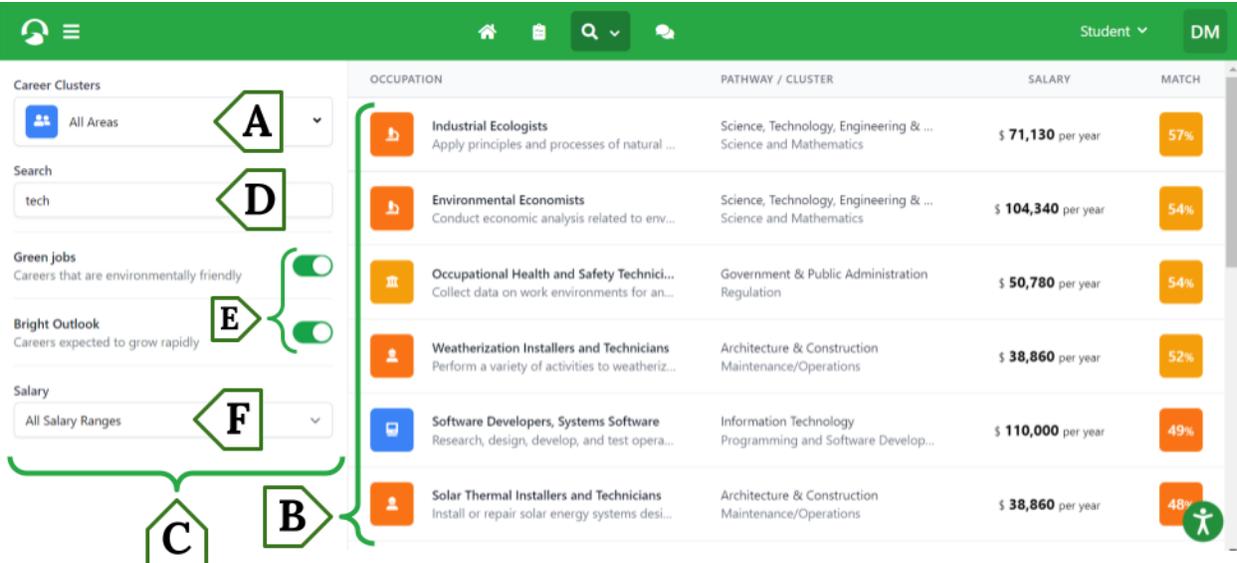
- As students read in “Career Research” 1b, they can select the **Research** icon from the navigation bar and then select **Careers**. See **Figure 08-5**.



Career Clusters	OCCUPATION	PATHWAY / CLUSTER	SALARY	MATCH
All Areas	Video Game Designers Design core features of video games. Spe...	Information Technology Information Support and Services	\$ 90,270 per year	81%
All Areas	Instructional Designers and Technologists Develop instructional materials and produ...	Education & Training Professional Support Services	\$ 64,450 per year	80%
Agriculture, Food & Natural Resour...	Interpreters and Translators Interpret oral or sign language, or translat...	Education & Training Professional Support Services	\$ 49,930 per year	79%
Architecture & Construction	Reporters and Correspondents Collect and analyze facts about newswort...	Arts, Audio/Video Technology & Co... Journalism and Broadcasting	\$ 41,260 per year	79%
Arts, Audio/Video Technology & Co...	Ophthalmic Medical Technicians Assist ophthalmologists by performing op...	Health Science Therapeutic Services	\$ 36,530 per year	78%
Business Management & Administr...	Music Composers and Arrangers Write and transcribe musical scores.	Arts, Audio/Video Technology & Co... Performing Arts	\$ 49,630 per year	77%

Figure 08-5: CAREER RESEARCH TOOL. CAREER CLUSTERS.

- Students can filter the career results by **Career Cluster** (A).
- Those occupation results (B) will automatically update and populate in **Box B**, and students will be able to see all the related information: the pathway/cluster, the estimated annual salary, and the percent match with their career results.



Career Clusters	OCCUPATION	PATHWAY / CLUSTER	SALARY	MATCH
All Areas	Industrial Ecologists Apply principles and processes of natural ...	Science, Technology, Engineering & ... Science and Mathematics	\$ 71,130 per year	57%
Search: tech	Environmental Economists Conduct economic analysis related to env...	Science, Technology, Engineering & ... Science and Mathematics	\$ 104,340 per year	54%
Green jobs: On	Occupational Health and Safety Technici... Collect data on work environments for an...	Government & Public Administration Regulation	\$ 50,780 per year	54%
Bright Outlook: On	Weatherization Installers and Technicians Perform a variety of activities to weatheriz...	Architecture & Construction Maintenance/Operations	\$ 38,860 per year	52%
Salary: All Salary Ranges	Software Developers, Systems Software Research, design, develop, and test opera...	Information Technology Programming and Software Develop...	\$ 110,000 per year	49%
	Solar Thermal Installers and Technicians Install or repair solar energy systems desi...	Architecture & Construction Maintenance/Operations	\$ 38,860 per year	48%

Figure 08-6: CAREER RESEARCH TOOL. GREEN JOBS. BRIGHT OUTLOOK.

4. **Figure 08-6** showcases the other ways students can both search for and filter the occupation results (B).
- a. Students can still utilize the **Cluster** filter (A).
 - b. Students can also use a keyword **Search** (D).
 - c. There is the toggle-button that turns on the filter for **Green Jobs**—careers that are environmentally friendly.
 - d. There is the toggle-button that turns on the filter for **Bright Outlook**—careers that are expected to grow rapidly.
 - e. There is also a **Salary** (F) filter.



Educator - FAQ One-Sheet

Six Introductory Questions to “Get to Know” ScholarPath

1. What is ScholarPath?

ScholarPath is an online platform that helps to both show students all the many possible pathways post-high school and connect them with career, college, and scholarship opportunities along the way.

2. How does it work?

ScholarPath uses student data (academic, interest, and demographic) to identify the careers and colleges that would be the best fit for each student. It then uses school-based student scholarship information (academics, grades, SAT, ACT, etc...) to show students how well their current academic achievement aligns with their future career and college goals.

3. Do I have to pay for it or does the school pay for it?

In short, the school district has taken care of the expense for the ScholarPath platform. There will be no additional charges for the students and parents.

4. What about privacy? Who has access to my student’s information? Can I see what my student does on ScholarPath?

You and your student have access to student data, survey information, transcripts, résumés, and communications between students and providers. You can see and approve communications between your student and providers, our partner providers *do not* see your student’s identifying information, and you and your student *do not* see personal contact information for any of the providers.

5. How can I help my student to use ScholarPath?

Great question! First of all, you have your own login to ScholarPath, so you can see what your student sees. Next, be sure to have discussions with your student about what their interests are, what their goals are, and if they’re not sure, then sit down and encourage them to complete their surveys on ScholarPath. The platform can help identify and focus their areas of interest. Then you and your student can do additional research on O*Net, which is connected to our platform and available with Career Survey results.

6. Will it get my student a job? Will it get my student into college?

ScholarPath is designed to help you and your student understand and get to know every possible option open to them when they leave high school. It is meant to guide them and support them, but it is not going to do the work for them. That’s still up to them.