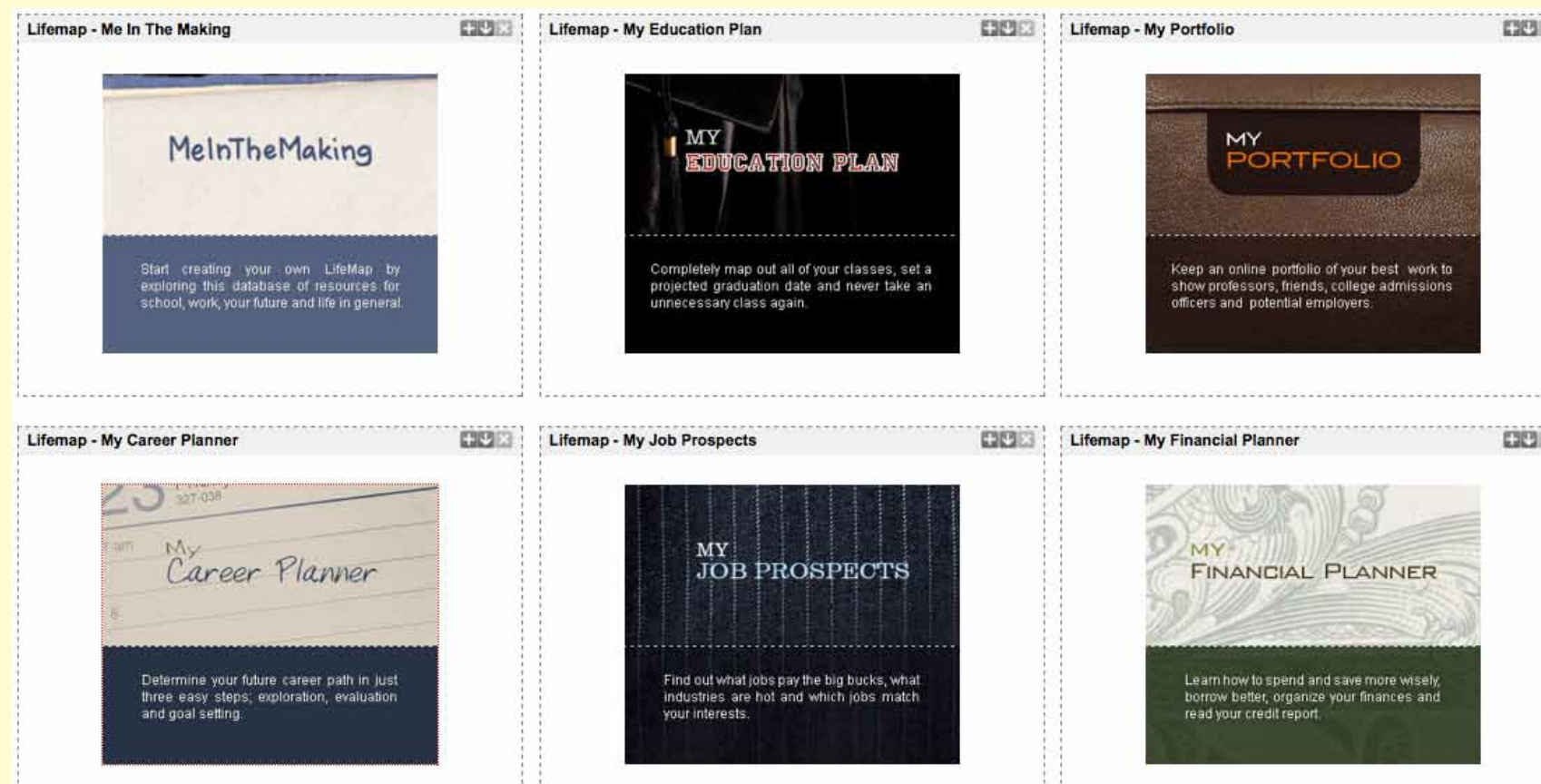


# Using LifeMap for GRA 1413 Assignment

During this course you will be asked to complete/save tasks using Valencia's LifeMap. By the end of the semester you will be submitting all these as an assignment for a grade.

This presentation is designed for you to refer to throughout the semester as you are completing the tasks so review it entirely then return to each task for the details.



At times LifeMap updates their site so some visuals may change.  
It's all the same stuff so just take that into consideration.

# What is LifeMap?

LifeMap is a student's guide to figuring out "what to do when" in order to complete their career and education goals. LifeMap links all of the components of Valencia (faculty, staff, courses, technology, programs, services) into a personal itinerary to help students succeed in their college experience.

## LifeMap Task Description

Throughout the semester you will be asked to complete tasks in LifeMap associated with most Learning Modules. You'll be saving each as you complete them and by the END of the semester you will turn this in as an assignment. The following pages will help you navigate LifeMap and complete each task. Below is a list of the tasks associated with each Learning Module (LM). Note: you may get ahead and complete tasks at your own pace as long as you complete on time.

*What's a Learning Module? This online course is set up in weekly increments. To help you pace yourself during the weeks you'll be expected to complete requirements of each Learning Module. You have been provided a detailed description for each LM within Blackboard and a Schedule of due dates (also a Calendar in the Blackboard course)*

## LIFEMAP TASKS

LM 1 - Complete 2 assessments under the Assessment tab. These will save under My Reports in your My Portfolio. 20 pts/10 pts each

LM 2 - Complete 2 assessments under the Assessment tab. These will save under My Reports in your My Portfolio. 20 pts/10 pts each

LM 3 - Locate Colleges and Majors of interest. Follow directions to add to Portfolio and your Notes. 20 pts

LM 4 - Search by a career choice. Follow directions to add to Portfolio and your Notes. 20 pts

LM 5 - Find out about a Career Community and individuals of interest. Follow directions to add to Portfolio and your Notes. 20 pts

LM 6 - Upload a minimum of one file to your My Portfolio. Through LifeMap send your instructor a notice to Review. 20 pts

LM 7 - There is no LifeMap task for this week. For your LM 7 Assignment you will be designing and completing a unique resumé. Take this week to concentrate on completing that assignment.

LM 8 - Now that you have completed your LifeMap tasks you will be saving everything you have previous completed/saved all session during the Tasks. Follow directions in your Assignment to submit it for the LifeMap Assignment. 20 pts for saving.

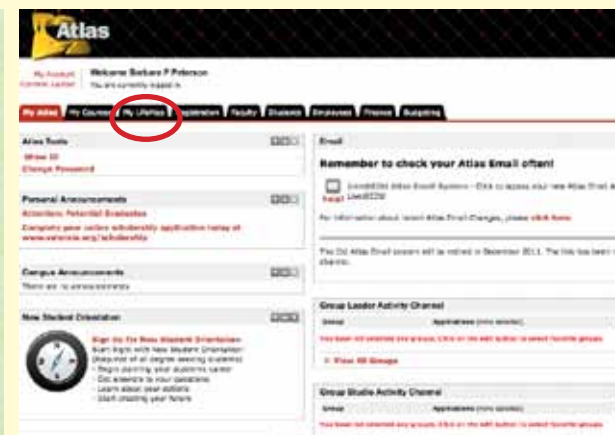
**If all tasks are completed and assignment is submitted correctly you will earn 140 points.**

# HOW TO ACCESS LIFEMAP AND CREATE A MyPlan ACCOUNT

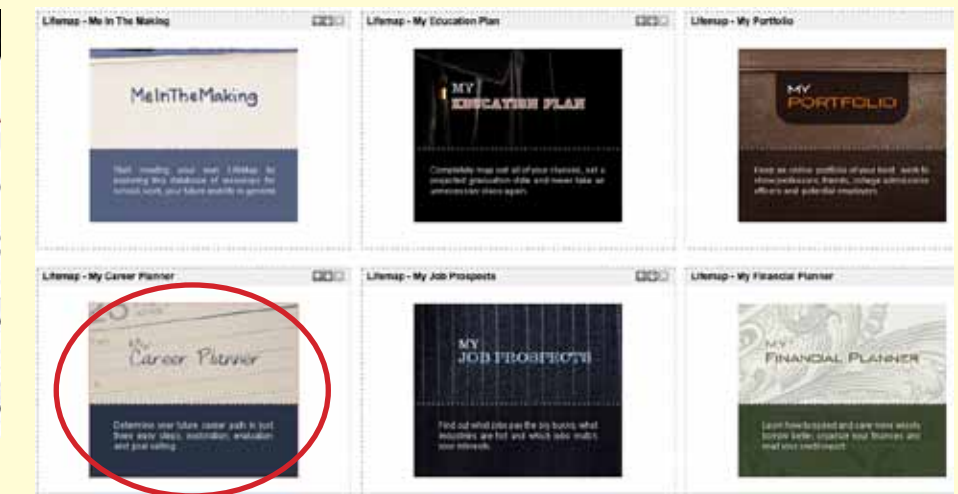
1. Log on to Atlas at <http://atlas.valenciacollege.edu>  
Type in your username and password. You **CAN NOT ACCESS LIFEMAP THROUGH Blackboard.** (Ill 1)



Ill 1



Ill 2



Ill 3

2. Click **My LifeMap tab.** (Ill 2)

3. Click **MY CAREER PLANNER.** (Ill 3)

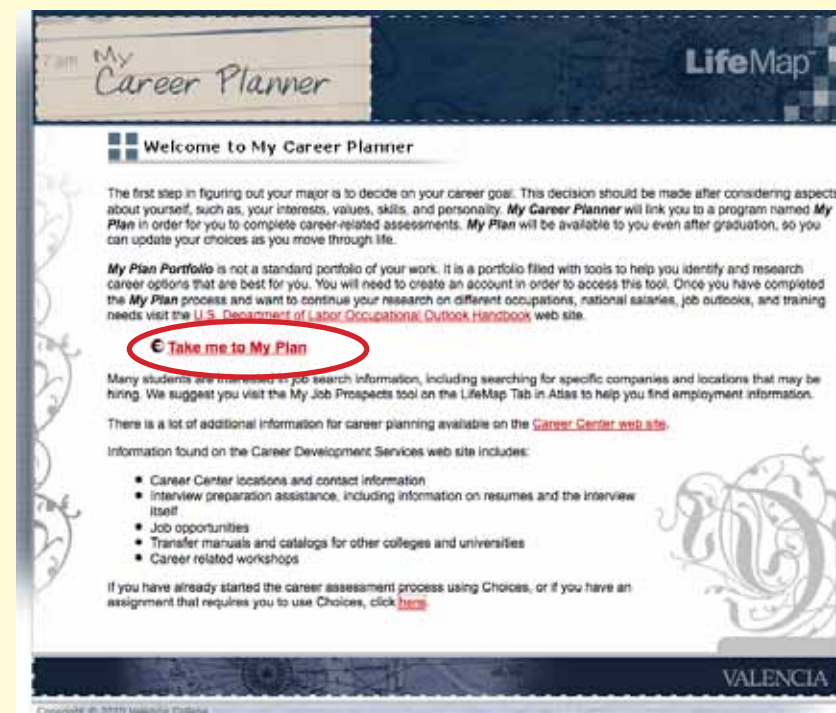
4. Click **Take me to My Plan.** (Ill 4)

5. First time Registering:

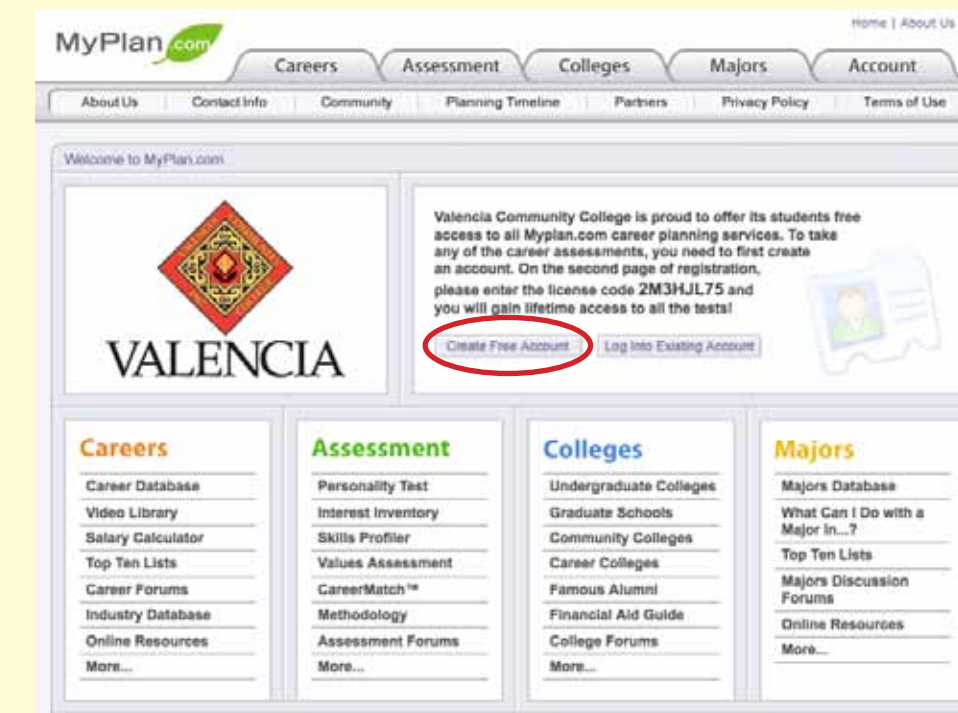
Click **Create Free Account.** (Ill 5)

6. Fill in information as requested. **IMPORTANT: Record your user name and password in a safe place as you will need it in the future.** (Ill 6)

7. Fill in information as requested. You **MUST** put in the license code **77SGHH7M** in order to take free assessments. (Ill 7) Once complete you will see the registration confirmation screen. (Ill 8)



Ill 4

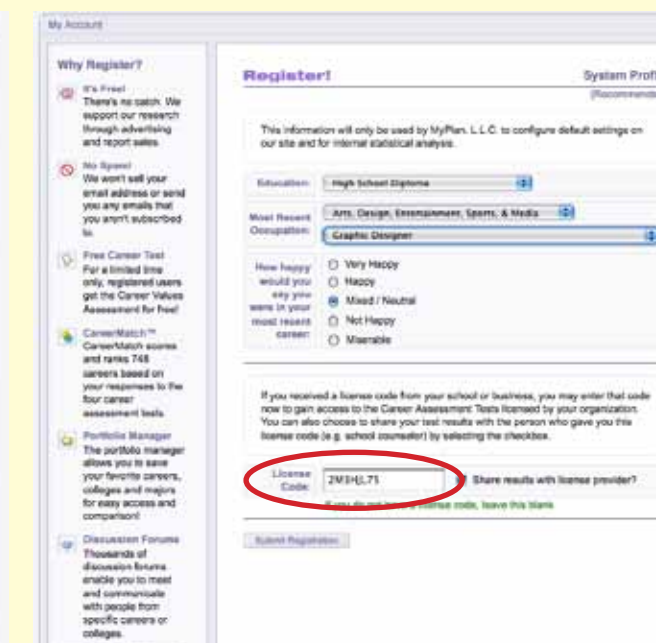


Ill 5

Note: Once you create an account when logging in later, just click **Log into Existing Account** (Ill 5).



Ill 6



Ill 7



Ill 8

\* 2014 Free License Code: 77SGHH7M

Log on to Atlas and follow directions on previous page to navigate to the MyPlan site. Remember now that you have an account just click

**Log into Existing Account**

## LM 1 LIFEMAP TASK - complete 2 assessments.

LM 1 is designed to help you understand more about yourself and your interests and strengths. The following assessments may help you with determining that.

**Career Interest Inventory**

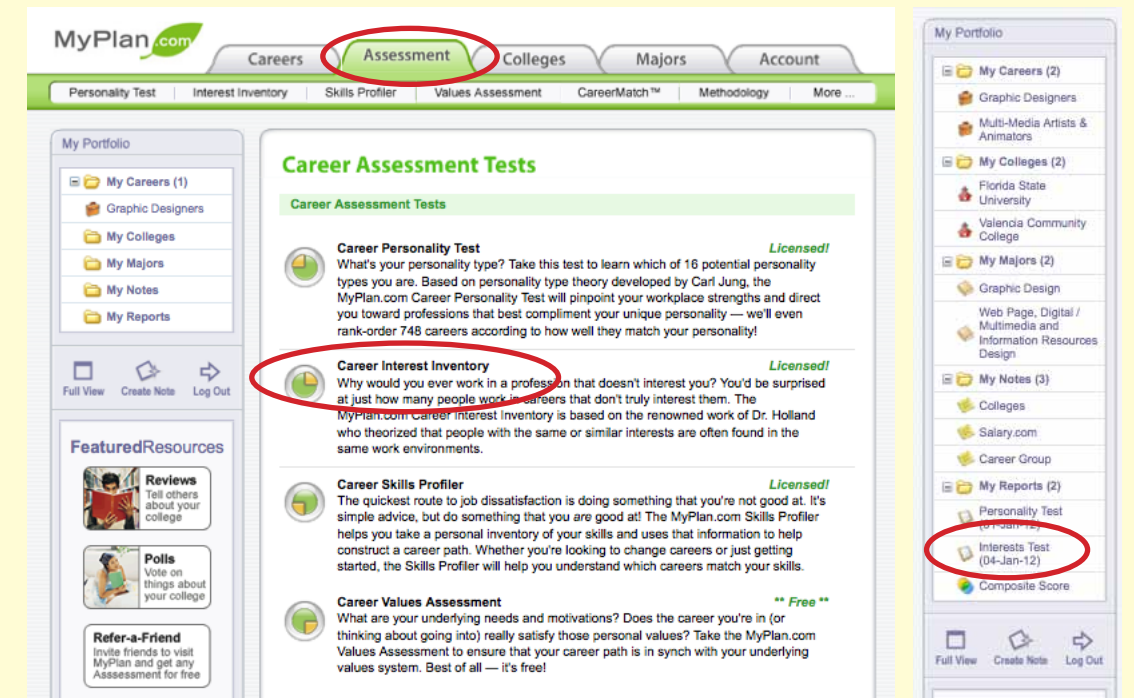
**Career Skills Profiler**

1. Click on Assessment tab, then on the Career Interest Inventory link. (Ill 9)

Follow the directions by selecting one of the question pairs. You may have no interest in either choice but you must select one. If you don't like either just select the one you'd least hate doing. Your results will appear under your My Portfolio (Ill 10)

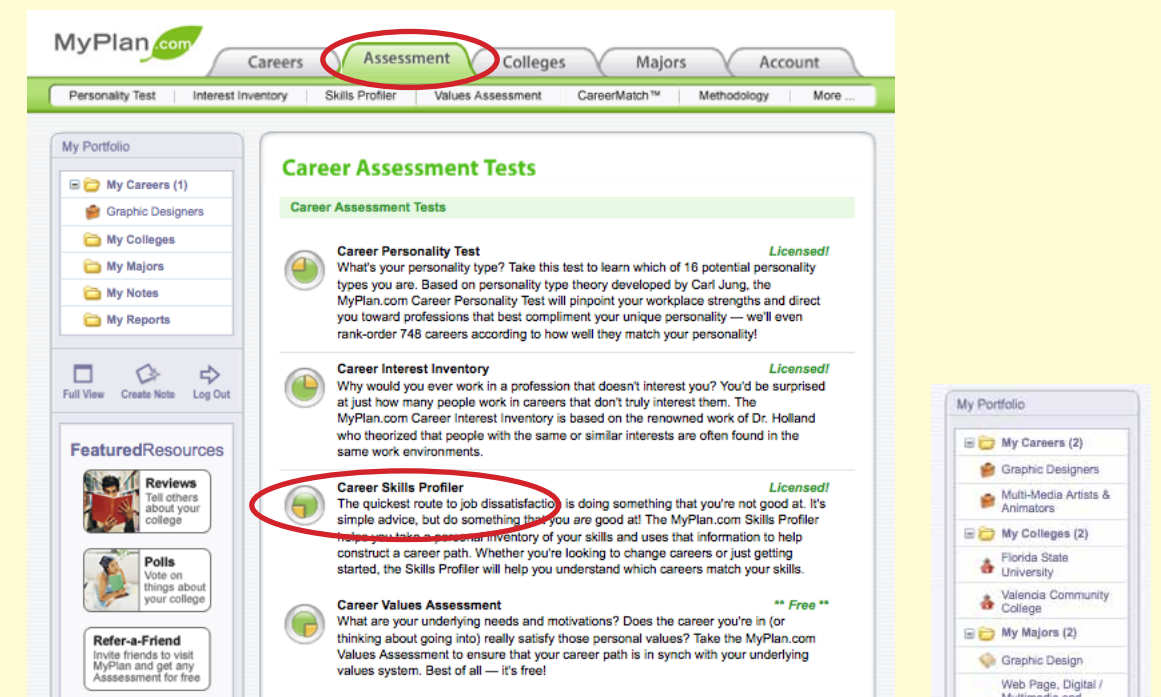
2. Click on Assessment tab., then on the Career Skills Profiler link. (Ill 11) Follow directions to complete this assessment. You will be given a choice of the Student Version or Career Changer Version. If you are a recent high school grad or have never had a career choose Student. (Ill 12) Your results will appear under your My Portfolio (Ill 13)

In LM 2 you will be taking even more assessments so go ahead and take as many as you want even now and get ahead. LifeMap can be a bit overwhelming at times so don't feel you have to do everything but take advantage of the great resources, even if it's not required. You will not be using certain parts of LifeMap but feel free to view anything you want on your own.

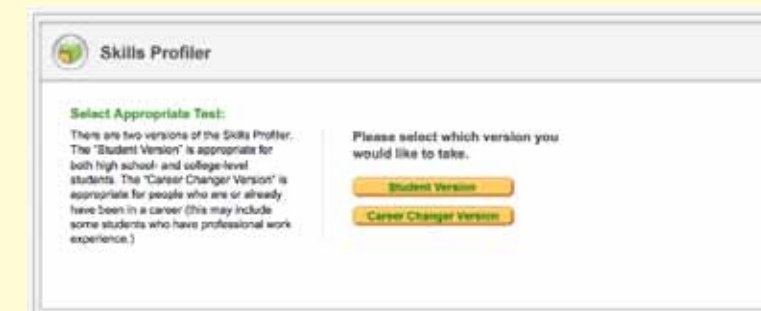


Ill 9

Ill 10



Ill 11



Ill 12

Ill 13

If you are starting again on an Assessment, Log on to Atlas and follow directions on previous page to navigate to the MyPlan site. Remember now that you have an account just click

**Log into Existing Account**

## LM 2 LIFEMAP TASK - complete 2 assessments.

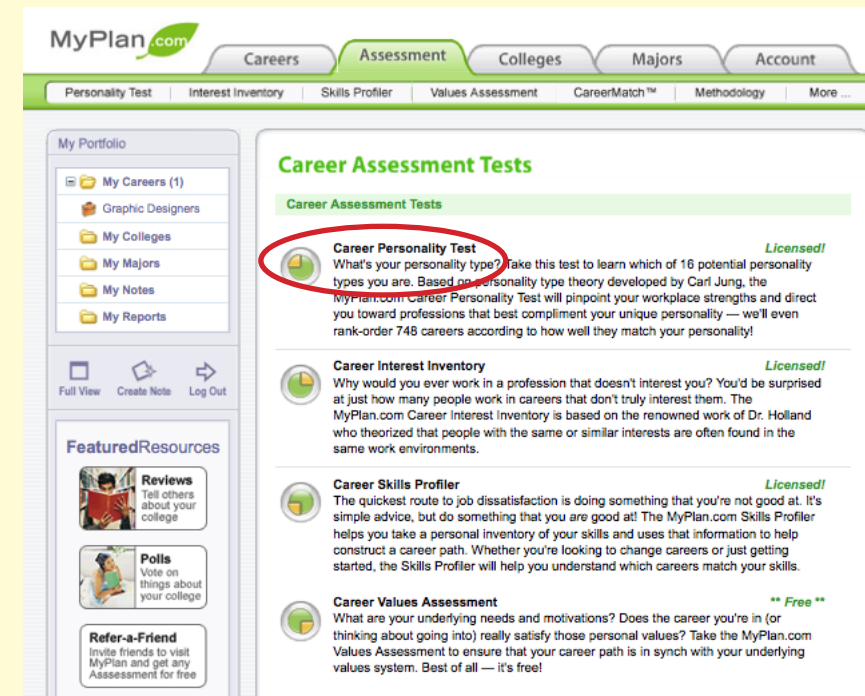
LM 2 is designed to help you understand more about your personality and values. The following assessments may help you with determining that.

**Career Personality Test**

**Career Values Assessment**

1. Click on Assessment tab, then on the Career Career Personality Test link. (Ill 14) This test has for the past century been the basis for nearly all popular personality tests including the Meyers-Briggs. Answer as honestly as you can - not what you'd like to be/do or your friend/parent/spouse would like you to be/do. You may be surprised at how accurate your results are. Your results will appear under your My Portfolio (Ill 16)

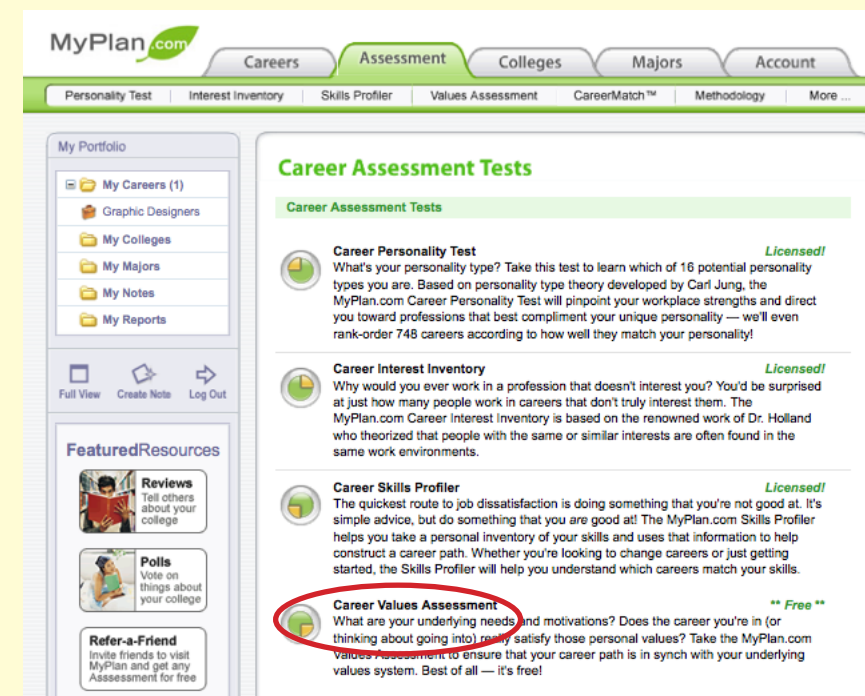
2. Click on Assessment tab., then on the Career Values Assessment link. (Ill 16) Follow directions to complete this assessment. Your results will appear under your My Portfolio (Ill 17)



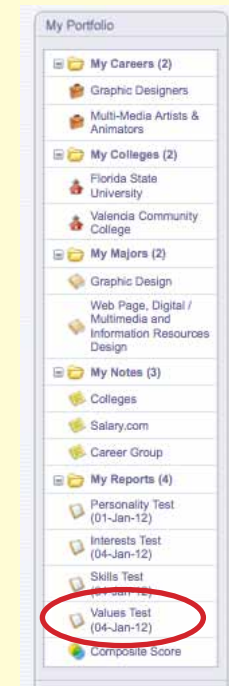
Ill 14



Ill 15



Ill 16



Ill 17

As you have with previous Tasks, Log on to Atlas and follow directions on previous page to navigate to the MyPlan site. Just click **Log into Existing Account**

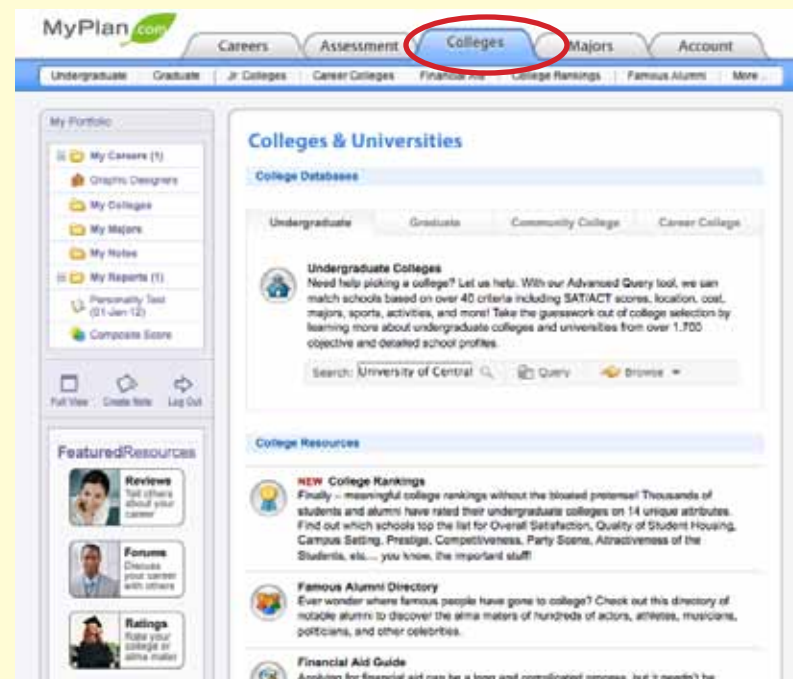
## LM 3 LIFEMAP TASK

LM 3 is focused on your educational plan. Now is the time to make some decisions. Resources in this tasks can help you.

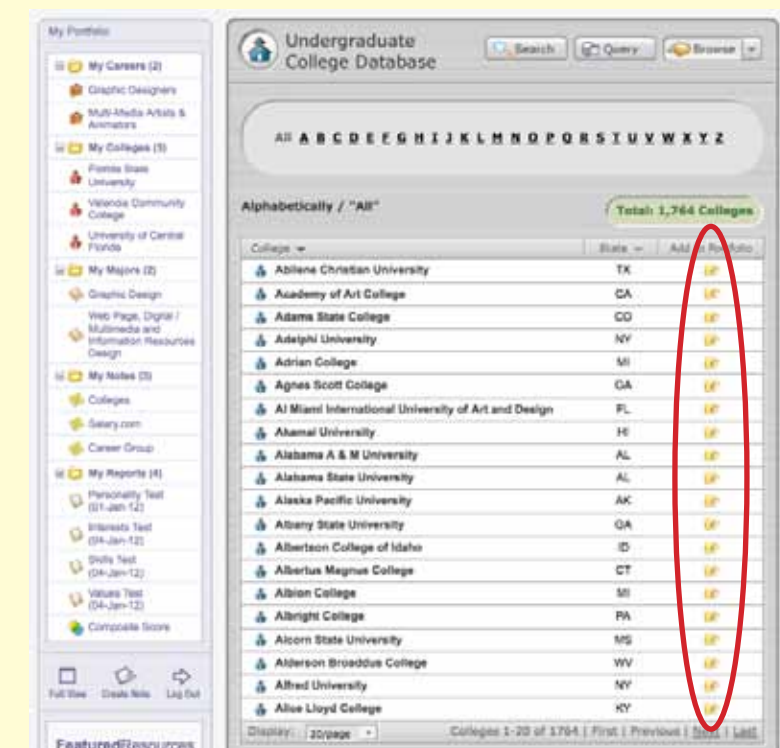
1. Click the College tab. (Ill 18) Type in a college or university that interest you or just Browse. They can be 2 yr, 4 yr, technical program - anything you find interesting. You can browse by a number of different methods. This example searched alphabetically. Click Add to Portfolio to add a minimum of one college's information however you can add as many as you like. (Ill 19) Note: Valencia only shows up if you search by Community Colleges. Results will show up in your My Portfolio. (Ill 23)

2. Click the Majors tab. (Ill 20) There are a number of different ways to search. Ill 22 was found by searching under Bachelor, then degrees. Click Add to Portfolio to add a minimum of one major. Results will show. (Ill 23)

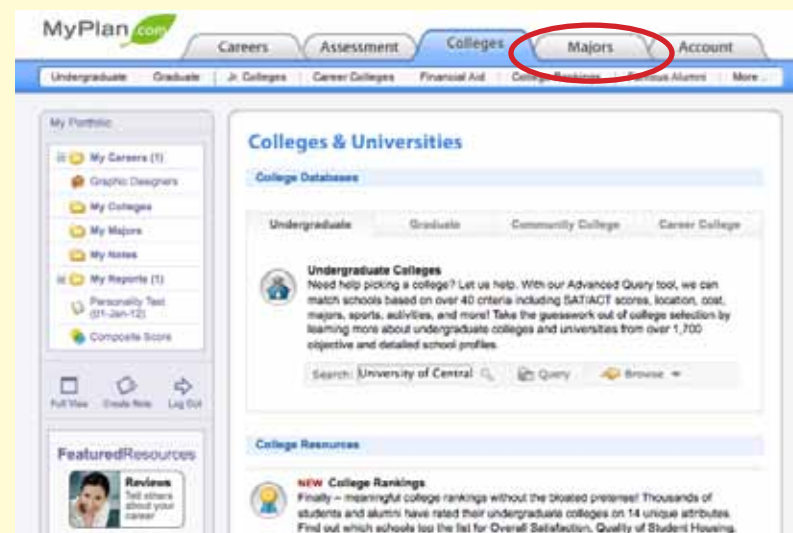
3. Click the Create Note icon in your My Portfolio area. (Ill 23) Add a Note about what you found of interest. (Ill 24) Notes will appear under My Notes in My Portfolio.



Ill 18



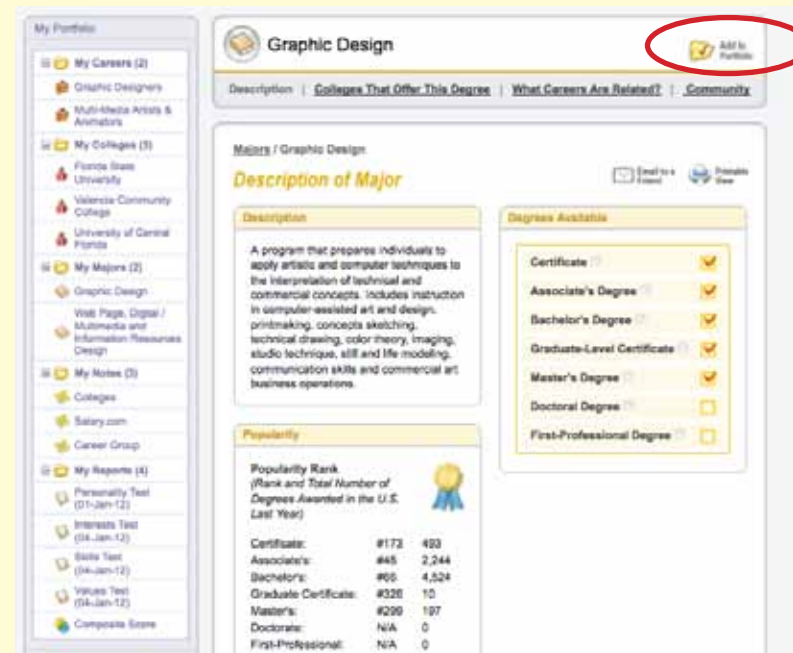
Ill 19



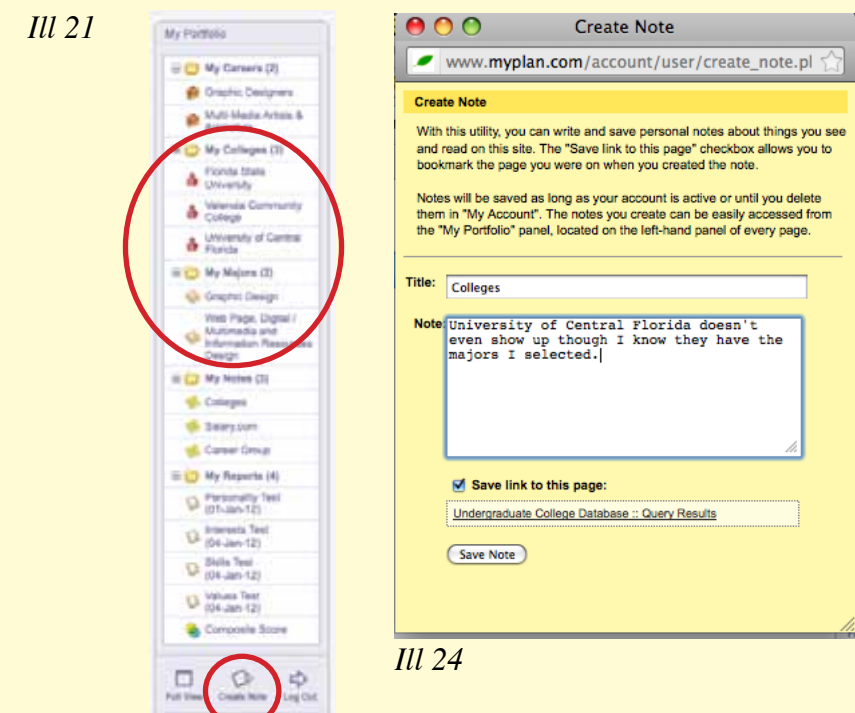
Ill 20



Ill 21



Ill 22



Ill 24

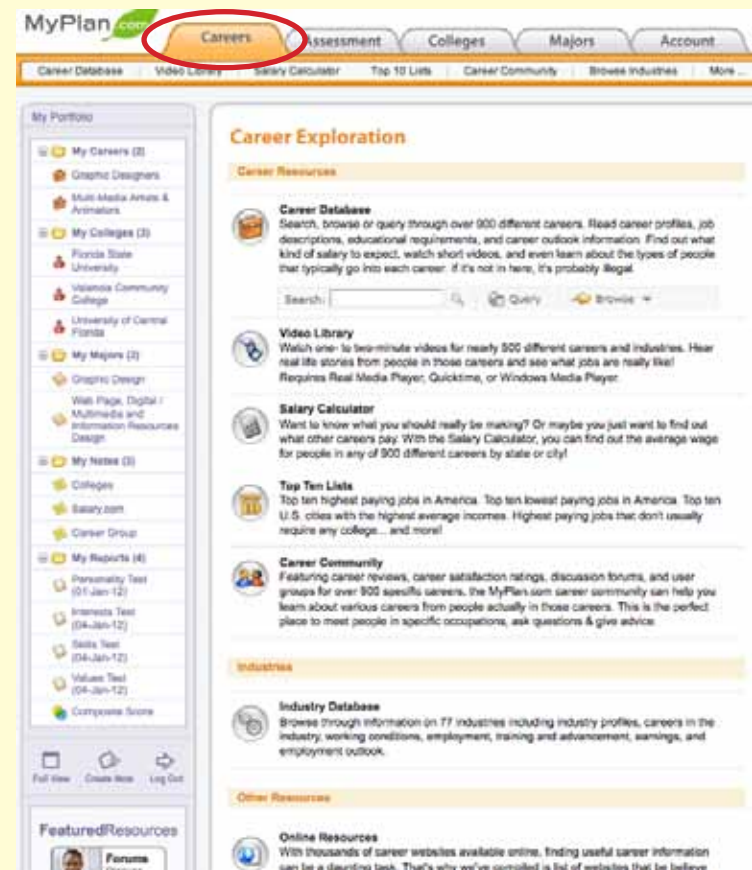
Ill 23

As you have with previous Tasks, Log on to Atlas and follow directions on previous page to navigate to the MyPlan site. Just click **Log into Existing Account**

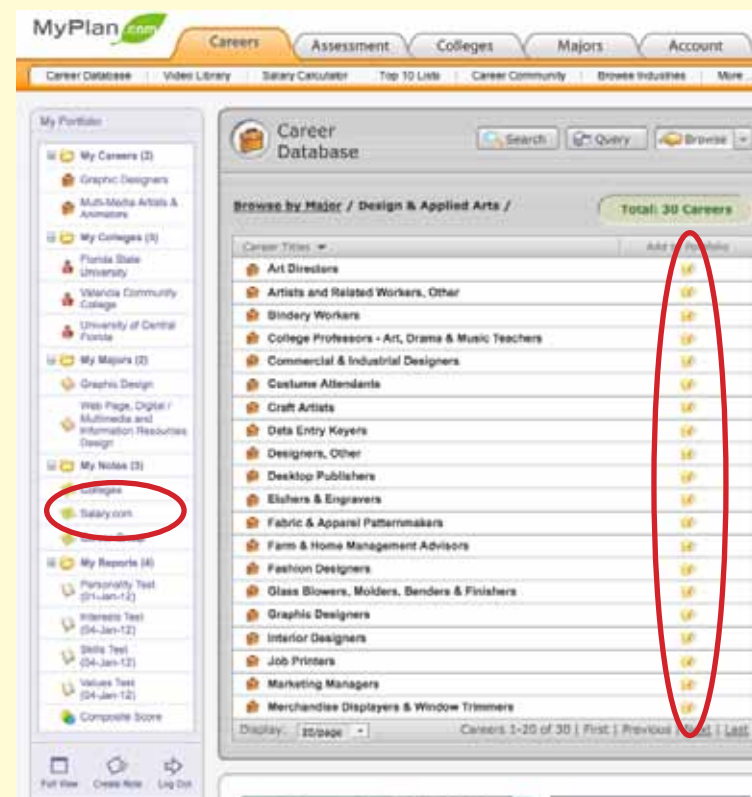
## LM 4 LIFEMAP TASK

LM 4 helps you prepare with job and career resources. The MyPlan site has a vast amount of resources to help you with some decisions.

1. Click the Careers tab. (Ill 25) You can search in a variety of ways. Type in something specific or like this example Browse by Major. (Ill 26) Click Add to Portfolio to add a minimum of one career though you are encouraged to add more.
2. Click the Create Note icon to Add a note about something interesting you found. This example under My Portfolio was concerning salaries.



Ill 25



Ill 26

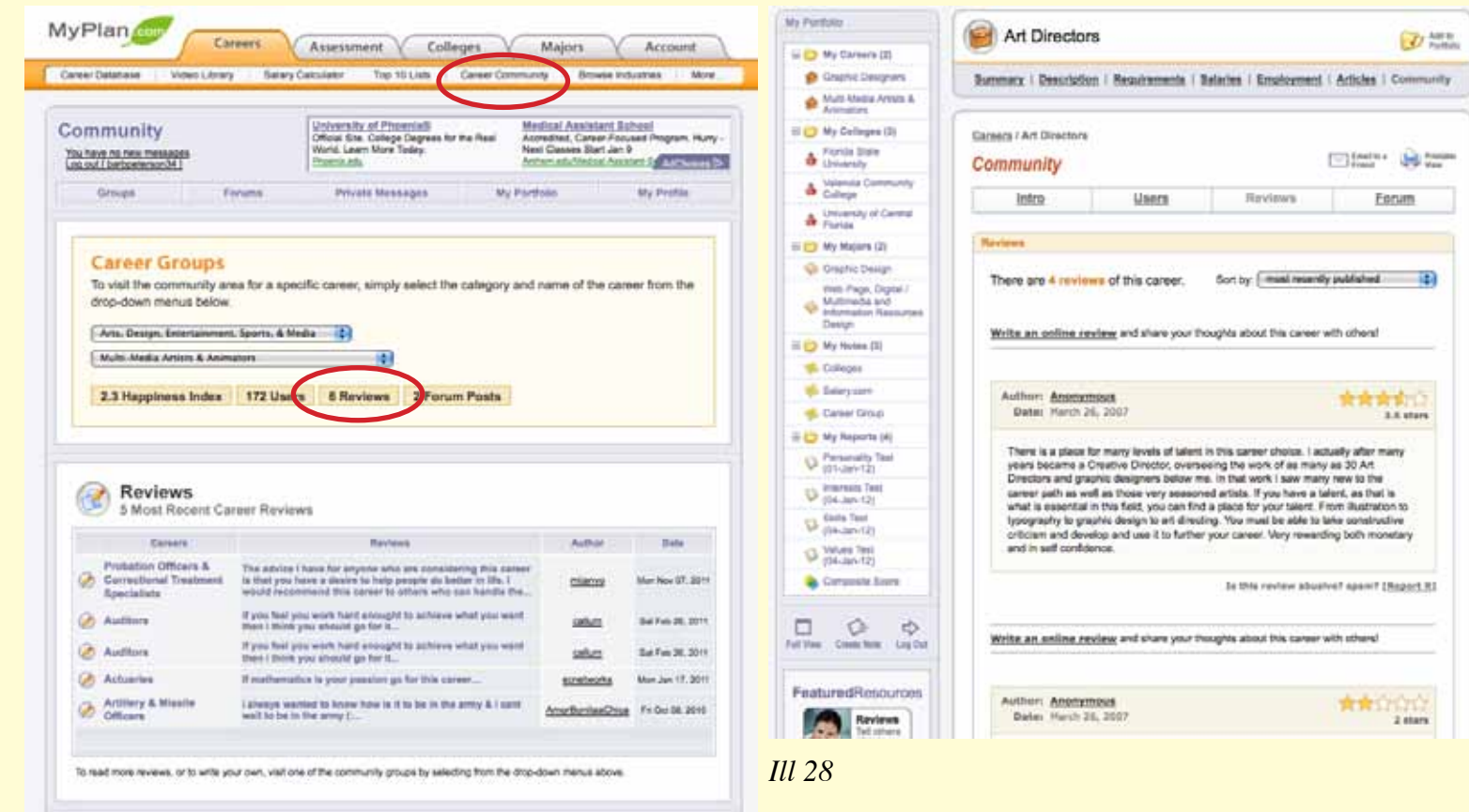
As you have with previous Tasks, Log on to Atlas and follow directions on previous page to navigate to the MyPlan site. Just click **Log into Existing Account**

## LM 5 LIFEMAP TASK

LM 5 deals with networking and increasing your presence in the community. One way is to find others that are already involved. MyPlan has a Career Community link however, Valencia student clubs and local professional organizations are another valuable opportunity.

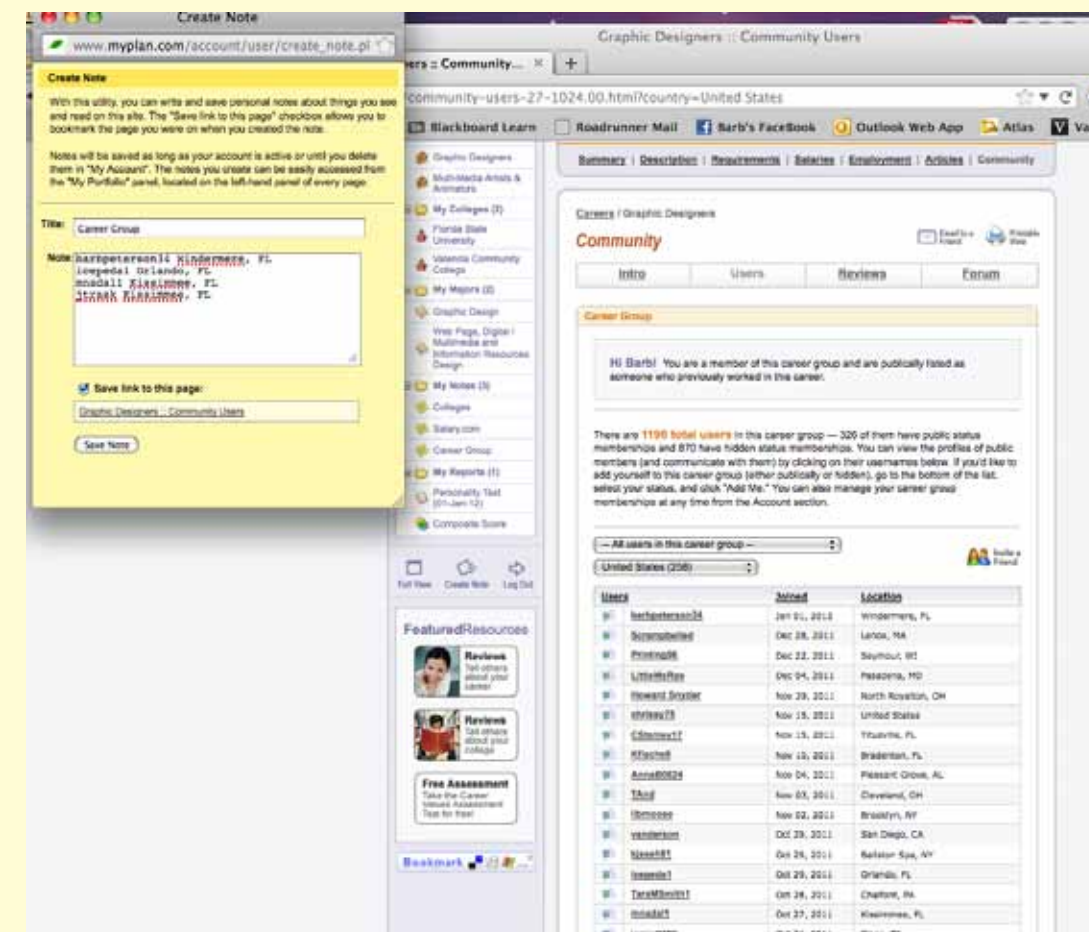
1. Click Careers tab. Then Click Career Community in the bar under the tabs. Select a Category of Career and Career. (Ill 27) Click Reviews and read them. Click the Add to Portfolio icon. (Ill 28)

2. Return to the Career Community page and select the same or a different Category of Career and Career. Click the Users. Locate a minimum of 3 people within this group. Click the Create Note icon under your My Portfolio. Add their user name and Location. (Ill 29)



Ill 27

Ill 28



Ill 28



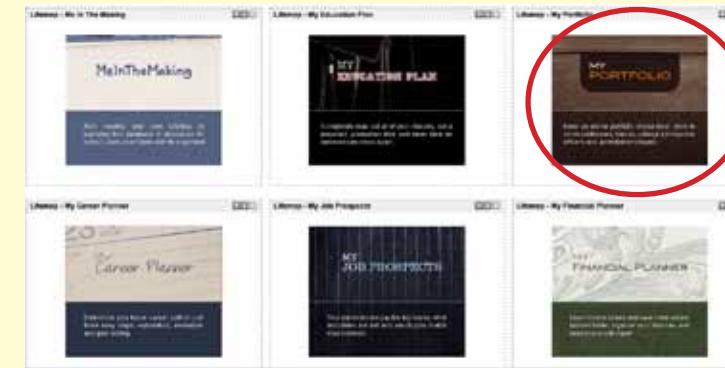
As you have with previous Tasks, Log on to Atlas but this time do **NOT** go to MyPlan.

## LM 6 LIFEMAP TASK

LM 6 focuses on developing your portfolio and self promo. A good way to start, even before you have material for a portfolio is to learn about ways to get your work out there. There are many however, LifeMap offers a simple way to post your work and request a review.

1. After logging on to Atlas and clicking the LifeMap tab click on the **My Portfolio** icon (Ill 29)
2. You'll be taken to the **My Portfolio** page where you can do a number of things including upload files and send a request for a review by your peers, instructors, etc. **Note: this is NOT the same thing as Your Portfolio in MyPlan** and it can serve for now as a portfolio of your work until you are ready to do it for real. Click the **Entries** tab (Ill 30)
3. Click **New Profile Entry**. Until you have some it will show no entries unlike this example that shows two entries. (Ill 31)
4. Give your entry a **Title** and write a brief **Summary** description. Make sure you leave **YES** selected below **Do you want this entry to be publicly viewable?** (Ill 32)

continued next page



Ill 29



Ill 30



Ill 31



Ill 32

## LM 6 LIFEMAP TASK continued

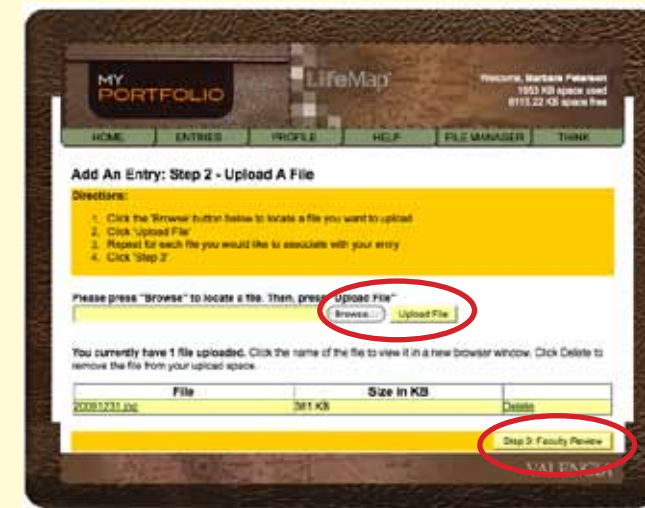
5. Upload a minimum of one file. (Ill 33) Check out the **Help** tab for specifics on file type and size allowed. (Ill 34) Since this is just a practice if you don't have any artwork, graphics or digital media related to your degree upload something like a jpg photo.

**Note: The most common reason for not receiving credit for this task is to send a review but no file was attached. Double-check to make sure your file attached correctly.**

6. Click **Step 3. Faculty Review**. You will be taken to a page where you can search for Valencia Faculty. Locate your instructor from the listing complete the directions. Click Send Email. (Ill 35) They will receive an email with a request to review your entry and you'll get credit for doing this task. If you want to send someone else a review request you can type their name in the area at the bottom however this is not mandatory.

Check back to see what your instructor has written in their review. If you did not successfully attach a file you will receive an email response from the instructor letting you know that.

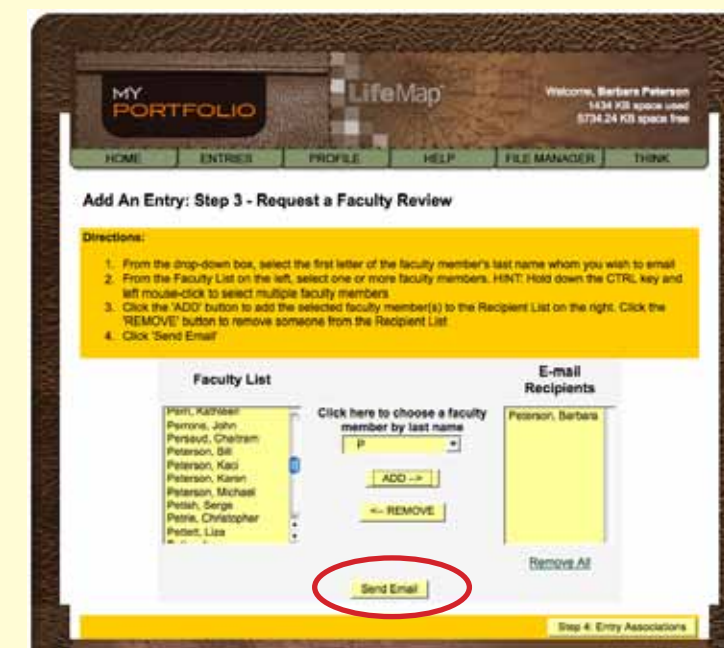
**Note: you can not receive credit for this task if you do it after you have submitted your assignment within the course.**



Ill 33



Ill 34



Ill 35

## **LM 7 There is no LIFEMAP task for this week**

Use your time to concentrate on completing and submitting your LM 7 Resumé Assignment. Complete instructions, examples and a presentation are provided in LM 7 material.

Now is also a good time to catch up on any remaining LifeMap Tasks that you might have gotten behind since you can submit early as long as you have completed everything. That will allow more time for this and other courses.

# LM 8 LIFEMAP ASSIGNMENT SUBMISSION

Submitting your LifeMap Assignment is very simple – that is if you remembered your user name and password. In order to grade this assignment, with the exception of Task 6 your instructor will need that information in order to review your portfolio

1. Log in Blackboard and your course.
2. Select LM 8 LifeMap Assignment from the Navigation bar>Assignments on the left or from the LM 8 LifeMap Assignment Drop Box.
3. In the Submission area type in your User name and password exactly as it is for your MyPlan Portfolio. It is very important that this information is correct otherwise your instructor will not be able to grade your assignment. Click Submit when finished.

The screenshot shows the Blackboard assignment submission page for "LM 8 Using LifeMap Assignment\_Drop Box". The page is titled "Preview Upload Assignment: LM 8 Using LifeMap Assignment\_Drop Box" and includes a warning: "You are previewing the assignment – your submission will not be saved." At the top right, there are buttons for "Cancel", "Save as Draft", and "Submit".

The page is divided into three main sections:

- 1. Assignment Information:** This section contains a table with the following details:

Name:	LM 7: Using LifeMap Assignment_Drop Box
Instructions	1. In the Submission box provide your User Name and Password that you used when you registered and logged in to Career Planner MyPlan site. 2. Click Submit and you are done.
Due Date	February 27, 2012 11:59:00 PM EST
Points Possible	140
- 2. Assignment Materials:** This section is titled "Submission" and features a rich text editor. The text editor toolbar includes options for font style (Normal, Arial), size, bold, italic, underline, link, unlink, list, and image. The text area contains the instruction: "Your User Name and Password used when you created your MyPlan account under Career Planner in LifeMap". Below the text editor, there are buttons for "Attach File", "Browse My Computer", and "Browse Course". A "Comments" section with a large text area is also present.
- 3. Submit:** This section contains the following text: "When finished, make sure to click Submit. Optionally, click Save as Draft to save changes and continue working later, or click Cancel to quit without saving changes. You are previewing the assignment – your submission will not be saved." At the bottom right, there are buttons for "Cancel", "Save as Draft", and "Submit".