Complete a Course

Last Modified on 12/02/2024 11:07 am EST

Courses allow you to learn more about Employability skills. You can receive micro-credentials from Pathful for completing Courses.

You must complete all of the Units within a Course to receive credit for the Course.

Courses are made up of Units and Units are made up of Lessons.

1. From the **Employability** drop-down menu, select **Courses**.

Pathful		My Path Career 🗸 Postseco	ndary 🗸 Work-based Learning 🗸 En	nployability ^ My Tracker ~ 🔘 ~
0	Welcome, Susan	Videos Hear from career professionals about skills they need to do their job.	Lessons Take a lesson on employer-identified key skills.	Courses Learn employability skills and earn micro- credentials using full courses.
	Vour Assessments	Resume builder Build a resume with AI enhanced tools to jump start creation.	Cover letter builder Follow a guided process enhanced by AI to build a cover letter for your job search.	Opportunity board Search local and national internship and job opportunities.
	Start planning your path with an assessment to find careers that match your interest, and lifestyle.	personality, Take assessment	0/3 Completed	Start Completing Your Plan!
Ø	Vour Goals Set and monitor short-term and long-term goals that are specific, measurable, attain realistic, and time-bound	Write Gools	Assessments Take 2 or more assessments to Goals Set Ilong-term and 1 short-terr	complete this task.
¢	Postsecondary Plan Choose up to three corear interests, three postsecondary education options, and thre scholarships to craft your plan.	0 Create plan	Postsecondary Plan	n your to compare this task.

2. Locate the desired course and select More Details.



3. Select Self-Assign to begin the Unit. Once you do, this button will change to Pending.

Time Mo	anagement	
Learn to m	nanage time at school and home.	3 Units 19 Activities
	Unit 1: Time Management at School 🗐 Activities: 8	Details Pending
	Lesson I: At School Activities: 4	Stort
	Lesson 2: After School Activities: 4	Stort
	Unit 2: Time Management at Home 🗐 Activities: 8	Details Self-assign
elect	Unit 3: Course Assessment Activities: 3	Details Self-assign
Time Mo	Activities: 3	Details Solf-assign
Time Mo	t Start to begin a Lesson.	3 Units
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