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### AKCIS has a new look

AKCIS has been re-designed and may look a little different the first time you log in. All pages are centered in your browser instead of left-aligned. The resolution and font size have been increased for browser compatibility and to reduce user eye strain.

Users can now personalize their experience even more. Once selected, the portfolio background theme will now replace 'white space' in their browser window on all pages throughout their entire AKCIS experience. All this and it's still filled with the same excellent data and tools you've come to depend on to meet the needs of your users.



### new about the military section

About the Military has been added to AKCIS this year, replacing the Military Employment section's FAQs. It offers engaging content including interactive graphics, charts, calculators, and links to various sources of information. Users are now able to browse information about the military, understand what options are available, and even plan ahead by learning what questions to ask recruiters and how to take the ASVAB. In addition, this section offers a comprehensive look at what to expect in each branch of basic training. The covered topics include:

- ◆ Branches of Service
- ◆ Enlisted Personnel and Commissioned Officers
- ◆ Education Before, During, and After Service
- ◆ Diversity in the Military
- ◆ Joining and Leaving the Military
- ◆ What to Expect from Military Life
- ◆ Information for Parents

### points of interest:

- ◆ Staff Accounts can now **Upload Portfolios** through the administration tools.
- ◆ Our latest **Spanish Translations** include the Occupation Sort, Interest Profiler, Work Importance Locator, and the new About the Military section.
- ◆ **12 Occupations** and **29 Real World Interviews** have been added.
- ◆ A **spell check** feature has been added to the self-reflection text entry boxes in the My Career Plan.



## 2010-2011 training opportunities

### Distance Training:

Distance training modules for teachers, counselors, caseworkers, administrators, or others are designed to upgrade or refresh AKCIS skills. All you need is a computer and a telephone, and the training comes to you over the Web. WebEx online interactive trainings are led by AKCIS staff for up to 10 participants per session. To learn more about or register for distance training, please visit [www.akcis.org](http://www.akcis.org). Registration must be completed at least 48 hours in advance of training start time. If unable to attend a session in which you are registered, please contact us to cancel.

### 2010-2011 Distance Training Schedule:

Title	Skill Level	Day / Time
Module 1: Introduction	Beginner	Mondays 10:30-12
Module 2: AKCIS Portfolio	Intermediate	Wednesdays 10-12
Module 3: Admin Tools	Advanced	Mondays 2-3
Module 4: AKCIS Junior	Beginner+	Wednesdays 2-2:30
Module 5: Assessments	Intermediate	Fridays 11-12
What's New Module	Intermediate+	Fridays 2-3

Fall sessions are during the weeks of: October 4, October 11, November 1, November 8, November 29, and December 8, 2010.

Spring sessions are during the weeks of: January 31, February 7, February 28, and March 7, 2011.

### Local Training Sessions:

Interested in hosting an in-person training session for your staff? AKCIS training is available at no charge for registered AKCIS sites through the Alaska Commission on Postsecondary Education. Transportation/lodging expenses of trainees, and location rental fees, if applicable, are the responsibility of requesting organizations or trainees. In-person trainings can be arranged for groups meeting minimum participant requirements. For details, contact the AKCIS Helpline at (877) 269-7974 or (907) 269-6929 in Anchorage, or email [akcis@alaska.gov](mailto:akcis@alaska.gov).



### enhanced portfolio

The AKCIS portfolio main menu has a few new options. All assessment and sorting tool results are now found in My CIS Sorts and Assessments. Students will find a brand new version of the My Course Plan.

There is also a new function in My Uploaded Files and Links which allows students to store up to 5 MB of personal files and links to websites relevant to their portfolio. For example, a photography student may have already created a Web site account on Flickr® or [deviantART.com](http://deviantART.com) which they can now link directly to their own AKCIS portfolio.

Lastly, schools or districts interested in utilizing the Universal Encouragement Program (UEP) survey will be able to activate a direct link for students through the student portfolio. UEP is a free assessment designed to inform guidance and encouragement efforts that lead to improved educational attainment and career decision making.

AKCIS Alaska Career Information System				
My Files and Links -- Christiane Allison				
My Resumes				
File	Size	Last Updated	Open	Delete
011209 Resume.rtf	21 KB	3/12/2010 2:49 PM		
Build Your Own Resume.rtf	51 KB	6/02/2010 5:23 PM		
Che Resume.rtf	19 KB	10/13/2009 12:41 PM		
Example Resume.rtf	18 KB	11/10/2009 12:16 PM		
My Files				
File	Size	Last Updated	Open	Delete
2010 ASD CTE Certificate.pdf	646 KB	9/21/2010 3:41 PM		
AKCIS Workshop Flyer.pdf	250 KB	9/21/2010 3:41 PM		
My Links				
Link	Last Updated	Edit	Delete	
Alaska Advantage Homepage	09/21/2010 3:43 PM			
My Deviant Art Profile	09/21/2010 3:43 PM			
Storage Information: You are currently using 1007 KB of your 5 MB storage.				



## EED helping integrate AKCIS

The Alaska Department of Education and Early Development (EED) implemented a one-year pilot project designed to incorporate career development programs in grades 6-12 across Alaska. This pilot addresses a component of the Alaska State Career and Technical Education (CTE) Plan. AKCIS is a good option to help develop and house a student's Personal Learning and Career Plan (PLCP).

The pilot is coordinated through the Career and Technical Education (CTE) division of EED. The pilot goals are to:

- ✓ Deliver sequenced activities in grades six through 12 which become more complex and focused as student abilities increase
- ✓ Deliver programs that can be utilized in multiple environments- urban, rural, single site and multiple-site districts
- ✓ Deliver programs through various methods - in advisories, by teachers or counselors in classes, or asynchronously by distance



EED is working with ACPE to assist districts in implementation. The program's primary activities cover three core components: self-assessment, education plan development, and development of employability skills. Using AKCIS, students are able to build a multi-year comprehensive education and career plan and track their progress through the My Portfolio tools. Educators and staff can also monitor this progress through AKCIS administrative tools.

Any district interested in working with ACPE and EED to implement AKCIS activities in their schools should contact the AKCIS Helpline at (877) 269-7974 or email [akcis@alaska.gov](mailto:akcis@alaska.gov).

## a course planner for pathways

My Course Plan is a component of My CIS Portfolio which supports student course planning and conveys this information to counselors. In past years, schools and districts could customize their students' experiences by creating a drop-down menu of specific course offerings to choose from. This year, this feature has been enhanced, giving your students more tools and flexibility than ever before.

Entire pathways can be created at the school and district level so students can browse through recommended course plans and directly upload those plans

into their class list. Your students can also choose a single pathway, such as "Graduation" or "Business." The new planner then automatically fills in the courses your school recommends. Students can then customize their plan as needed with a guidance counselor. After the fall release, your students will see limited generic pathways designed for all Alaska students. You may:

- ☐ use the provided general pathways, or
- ☐ customize the general pathways to include your

own course offerings, or

- ☐ complete custom pathways for your school or district.

Special training will be available in the fall related to implementing custom pathways. If you have questions about these changes, or would like to receive information about pathways training, please email [akcis@alaska.gov](mailto:akcis@alaska.gov) or call (877) 269-7974 (269-6929 in Anchorage).

Subject	Course Title	Term	Required Credits	Credits	Special Notes	Grade	Comments
English	Choose 3 English Class	Fall Semester	3	3		3	3
Health and PE	Choose 1 PE Class	Fall Semester	1	1		3	3
Visual Interest	Choose 1 Visual	Fall Semester	1	1		3	3
English	English 3	Fall Year	3	3		3	3
Mathematics	Algebra 1	Fall Year	3	3		3	3



## **need more AKCIS publications?**

All AKCIS sites are welcome to request free publications for their users. Some publications that may interest you are listed below. If you would like to request copies of any of these, just email [akcis@alaska.gov](mailto:akcis@alaska.gov) or call (877) 269-7974.

### **AKCIS Brochures:**

The brochures are a quick and easy way to provide AKCIS tools and resources information to teachers, counselors, students and job seekers. The yellow brochure is for teachers, counselors and staff. The blue and green brochure is for student/client users, and contains an area for recording your site's login information.

### **AKCIS Wallet Card:**

This quick and convenient contact card allows users to keep their login information with them in their wallet or purse. It has a space for both the site's username and password, and for the user's personal portfolio username and password. It also has contact information for help with AKCIS.

### **AKCIS Computer Lab Poster:**

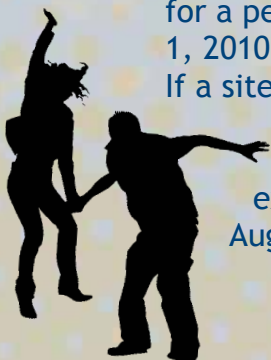
This poster is an eye-catching way to post your site's AKCIS username and password for users. The center section allows you to write in the information. You can also print out your own labels if you are putting up multiple posters around the site. We encourage you to post these in computer labs.



## **IDEAS™ assessment for schools**

The Interests Determination, Exploration, and Assessment System (IDEAS™) helps students and clients identify their interests and match them to a variety of careers.

The assessment is available for purchase to all AKCIS sites, but Alaska's public secondary schools can access this resource for free. The Department of Education and Early Development Division of Teaching and Learning Support for Career & Technical Education (EED-TLS-CTE) is renewing its agreement to fund IDEAS for all



Alaska public secondary schools in the 2010-2011 year.

All Alaska public secondary schools or districts activating or renewing their account for the 2010-2011 year should have IDEAS™ activated automatically upon processing. Public schools should not submit an order form for this optional product. IDEAS™ site licenses are valid for a period of September 1, 2010 - August 31, 2011.

If a site purchases a license or is activated after September 1, the expiration date remains August 31.

If your school's account does not have access to the IDEAS™ Assessment:

- ✓ Make sure that your school has activated or renewed their AKCIS account for the current year.
- ✓ AKCIS account activation does not guarantee inclusion in the program. Contact AKCIS staff at (877) 269-7974 for more information.

Sites that are not Alaska public schools can still purchase IDEAS™ using the optional products order form located at [akcis.intocareers.org/materials/optionproduct.htm](http://akcis.intocareers.org/materials/optionproduct.htm).



## optional products

The optional products named below are available to sites for purchase through intoCareers, the CIS developer.

### IDEAS™ Assessment:

The *Interests Determination, Exploration, and Assessment System* helps students and clients identify their interests and match them to a variety of careers. The assessment presents 128 employment-related tasks, and users indicate their interest level for each task. IDEAS™ then generates a profile for that user, matching their interests to different career fields.

### Dependable Strengths:

This is one more tool to help students and clients assess their skills and abilities as they relate to their career choices and options. The Dependable Strengths six-step process includes:

1. Identifying past positive experiences
2. Selecting top positive experiences
3. Completing the Strengths Chart
4. Identifying Top Strengths
5. Determining a Career Pathway using the Top Strengths
6. Selecting occupations from the identified Career Pathway

*Dependable Strengths* for the Internet is engaging and easy to use. With the data stored, users can return to their work for further exploration or to make changes.

### Career Trek (Elementary Career Awareness Kit - Not an online software application):

- ✓ Colorful, durable occupation cards
- ✓ Easy-to-use cooperative learning

The *Career Trek* deck contains 190 occupation cards which students use to play developmentally appropriate games as well as individual exploration. The 60 Career Trek activities are organized into an introductory section, six subject areas, and a career guidance section. The activities incorporate the use of the deck and are easy to integrate within the curriculum.



## new information on apprenticeships

Think AKCIS is only useful for individuals going to a four-year university? Think again! AKCIS provides information on numerous career and technical education programs, including apprenticeships. Did you know there are over 950 apprenticeable occupations with over 100 used in Alaska?

You will now see a list of several apprenticeship opportunities in the Alaska Schools section of AKCIS, and information about apprenticeships, including what you should expect and resources for additional research. Check out the new information in AKCIS with your students to see how an apprenticeship can connect with their educational plans and aspirations. Want to learn even more? Check out these Department of Labor and Workforce Development resources: [www.EarnandLearnak.org](http://www.EarnandLearnak.org), [vimeo.com/8583537](http://vimeo.com/8583537), [www.jobs.alaska.gov/apprentice](http://www.jobs.alaska.gov/apprentice)

### 2010-2011 Prices:

IDEAS™ Assessment .....\$125  
Dependable Strengths..\$175  
Career Trek ..... \$50

### How do I order?

Optional AKCIS products can be ordered at: [akcis.intocareers.org/materials/optionproduct.htm](http://akcis.intocareers.org/materials/optionproduct.htm)

Fill out the form completely and return along with your payment to:

intoCareers  
975 High Street  
Eugene, OR 97401

After intoCareers has received your payment, your new products will be activated for your site.



## **don't forget to renew!**

The Alaska Career Information System (AKCIS) is a Web-based, interactive resource for education and career planning. AKCIS is made available to all Alaskans through a partnership between the Alaska Commission on Postsecondary Education (ACPE) and the Alaska Department of Labor and Workforce Development.

ACPE serves as the state operator throughout your entire AKCIS experience, including activation, training, renewals and customer service.

ACPE offers AKCIS grants in the form of fee waivers to schools, districts, and education/career mentoring organizations serving Alaska's citizens. **These organizations must submit the Activation and Fee Waiver Agreement annually to qualify for ongoing access.** A fee waiver of between \$475 and \$750 per site is available for the period of September 1, 2010 through August 31, 2011.

The 2010-2011 Activation Agreement can be found at [akcis.intocareers.org/materials/howcanibecomeasite.htm](http://akcis.intocareers.org/materials/howcanibecomeasite.htm). If you have any questions about activation, or if you need assistance filling out the annual agreement, call the AKCIS Helpline at (877) 269-7974 or 269-6929 in Anchorage.



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**



**Alaska Commission on  
Postsecondary Education**



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