Virginia Education Wizard Career Planning Project Instructions

How to Login to the Virginia Wizard

1. Go to: www.vawizard.org
2. Select: Login
3. Login using your MyVWCC Username and Password
Assessments Instructions

1. Select the Careers tab from the top of the menu.

2. Hover over the Access box and then click on the Get Started Now link.

3. In the Find Your Skills box, you will find an Assess Your Skills link. When you are ready to start the assessment, click on this link.
4. Answer the questions by choosing how easy or difficult each skill is for you.

5. When you have finished one page, click **Next** to move to the next page.

6. Once you have finished the assessment, click the **Finished** button.

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**Interest Assessment**

1. Select the **Careers** tab from the top of the menu.

2. Hover over the **Access** box and then click on the **Get Started Now** link.

3. In the **Find Your Interests** box, you will find an **Assess Your Interests** link. When you are ready to start the assessment, click this link.
4. Answer the questions by responding if you **like**, are **unsure about**, or **dislike** an activity.

5. When you finish one page, click **Next** to move to the next page.

6. Once you have finished the assessment, click the **Finished** button.

7. The results will indicate your **Primary Interest Type** and **Secondary Interest Type**.
Values Assessment

1. Select the Careers tab from the top of the menu.

2. Hover over the Access box and then click on the Get Started Now link.

3. In the Find Your Values box, you will find an Assess Your Values link. When you are ready to start the assessment, click on this link.

4. Complete the assessment by first reading the cards.
5. Then sort the cards by dragging and dropping them into the columns according to what you find most important (Column 5) to what you find least important (Column 1).

6. Once you have placed all the cards in a column, scroll down and click the **Finish** button.

7. The results will indicate your **Primary Values** and your **Secondary Values**.
Combined Assessment Results

Once you have completed all three assessments, you can view your Combined Assessment Results by clicking on the View Combined Results box. This box can be found at the end of any of the three assessments. You should view your combined results only after completing all three assessments.

The following is an example of information you will find on the Combined Assessments Results screen once you have completed all three assessments:
Career and Course Planner Instructions

The first step to completing the Career and Course Planner is to click on the link on the top of the page that says Career and Course Planner. You must be logged into the Wizard with your VCCS credentials in order to utilize this resource.

1. Once you are in the Career and Course Planner, the first screen allows you to add Set-Up information including your First Semester of Enrollment and Anticipated VCCS Graduation, Completion or Transfer Date.

After you have added this information, click the Save & Continue button.
2. The second section of the planner is the **Wizard Assessment** which lists assessment results. Once you have completed an assessment, the results will automatically import into your planner. If you have not completed a required assessment, you can click on the blue boxes to take it. If you have completed all the assessments, you can scroll down and click the **Save and Continue** button to move to the next tab.

Or click on the **Career Details** tab to move forward.

3. The **Career Details** section of the Planner focuses on the careers you might be interested in pursuing. Any careers that have been saved to your Wizard profile are automatically imported into the Planner as **Career Goals**.

If you would like add more **Career Goals**, you can do so using the drop down menus in this section.

You can also complete a **Career Assessment** if you have not done so already by clicking on the specific assessment button.
4. To move to the next section click the **Save & Continue** button. This will bring you to the **Degree & Transfer Goals** section. In this section, first answer the question of whether or not you plan to transfer.

If you do not plan to transfer, click **No** then scroll down and click on the **Save & Continue** button to move forward with the planner.

If you plan to transfer, click **Yes**.

If you are considering a transfer option, you should complete the postsecondary goals section by adding **Major** and **Four-Year Colleges & Universities** options before moving on to the next section.

Once you have completed the **Degree and Transfer Goals** section, click the **Save & Continue** button to move forward.
5. The **Courses** section allows you to identify the courses you plan to take at VWCC. First click on the button that says **Open Peoplesoft Course Advising**.

You will be taken into the **Student Information System** (SIS) to view your **Student Planner**. Using the planner, you can plan for future courses in order to develop an academic plan that leads to the completion of your program of study. Make sure Va Western Community College is selected as your institution.

Next click on the green button that says **Plan By My Requirements**.

Scroll through your program’s requirements to see all the classes that will satisfy your program of study curriculum. After identifying a class you would like to take, click on the course.

Then click on the green button that says **Add to Planner**.
Once a course is added to the planner, click on the link that says **Return to Plan by My Requirements** to select another course to add to the planner. Repeat this process until you have added all of your courses for your program to the planner.

After all required courses have been added to the planner, click on the tab at the top of the screen that says **My Planner**. This will allow you to view all of the courses that have been added to your planner.

Each course can then be selected and assigned to a specific semester by clicking the box in the **Select Column**, using the drop down arrow to select a semester, then clicking on the green **Move** button. If you are unsure of the semester in which you will take a course, you can leave it unassigned.

The planner can be updated as your plans adapt and change.
In the Courses section, you can also access the college catalog by clicking on the View Course Catalog button.

You can build a schedule by clicking on the Build your Schedule link and adding the relevant information.

6. Once you have completed your planner, you can exit out of the SIS system. Make sure to click the Save & Continue button in the Wizard before moving forward to the section Next Steps - College. This section reminds you of the importance of the financial aid process. You’re asked whether or not you have completed the financial aid process.

This section of the Course Planner also asks you if you have taken the VPT placement tests.

And if you have registered for classes.
7. Once you have answered the questions, click **Save & Continue** to move forward. The last section is **Next Steps – Career.** In this section, you have the opportunity to enter any organizations, leadership positions, internships, community service hours, or other relevant experiences to your profile.

You can also explore career options by clicking on the **View Careers** button.

8. Once you have completed the **Next Steps-Career** tab, click on either the **Save** or **Complete** button. You have the option of exporting your completed **Career and Course Planner** as a PDF document, allowing you to save it externally, print a copy, or upload it to Blackboard for a course assignment. If you would like to export your **Course Planner**, click on the blue **Export Planner** box.

You have the option of emailing a pdf copy of your Course Planner to anyone including instructors and advisors. If you would like to email a copy of your Course Planner, click on the blue **Email Plan** box.