

Getting Started



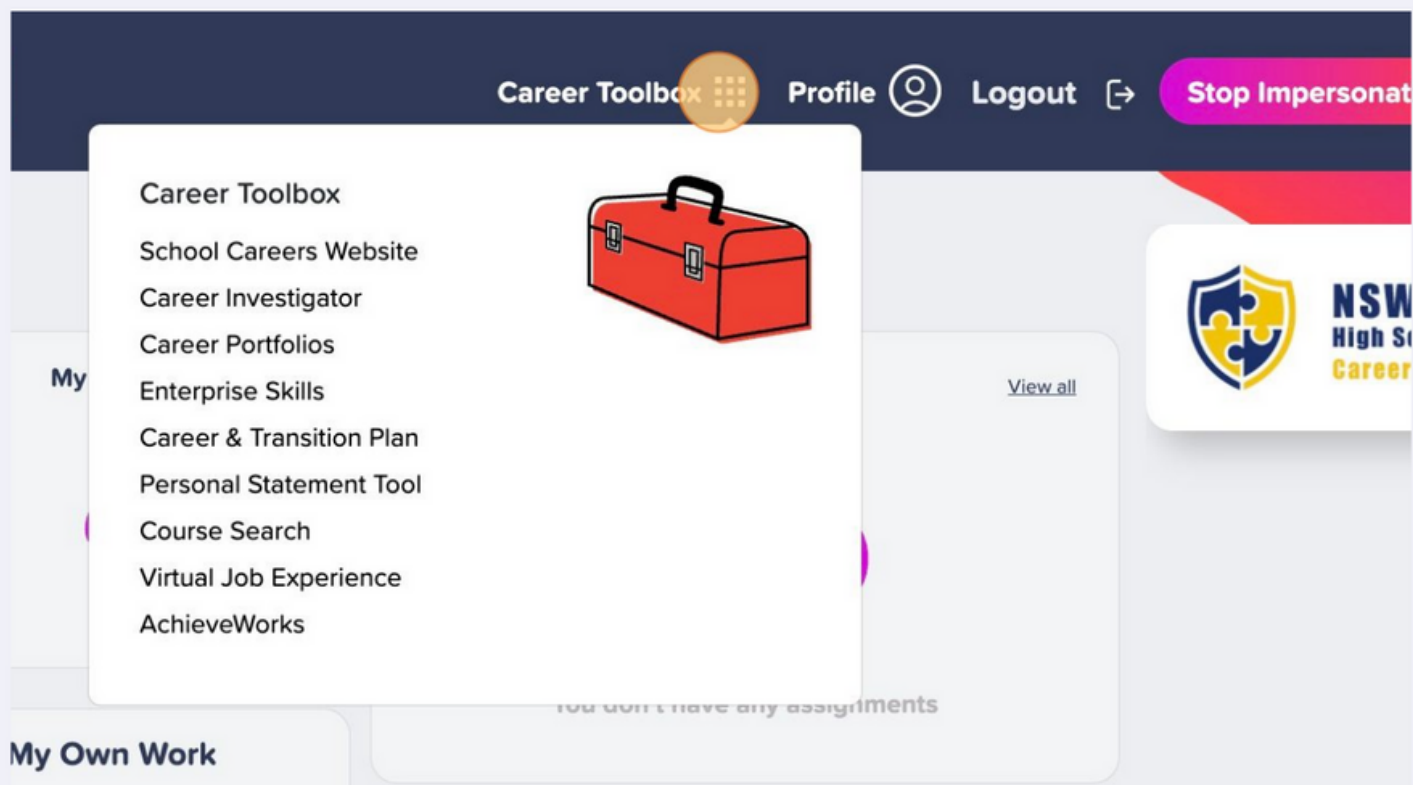
AchieveWorks for the Student

Once we activate the AchieveWorks assessment tools for you, AchieveWorks will appear in the Career Toolbox (Secure Student Area)

A student may take each assessment up to 4 times. You will need to manage this within your school and with students as to how and when you want them to do this.

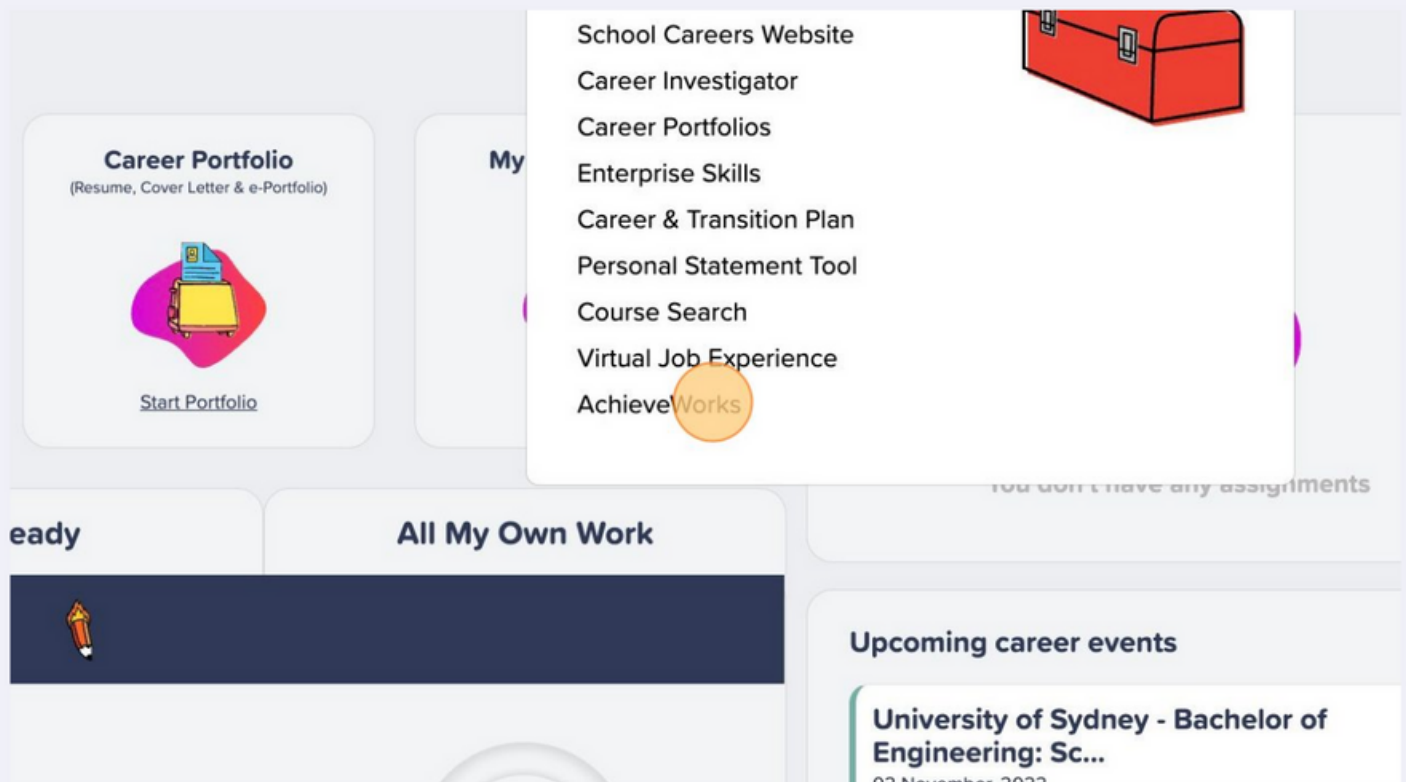
1 Navigate to your Career Tools website and login.

2 Click on the 'Career Toolbox'



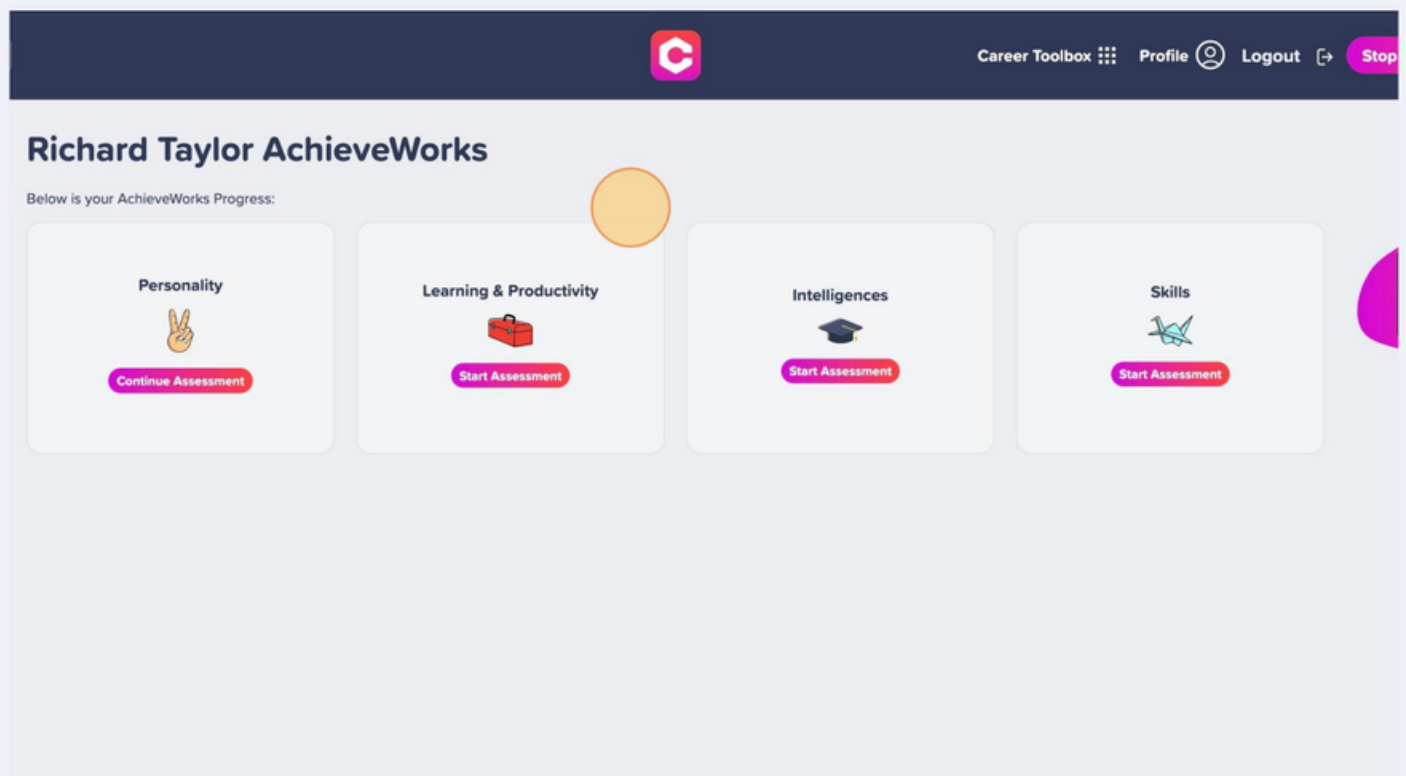
3

Click "AchieveWorks"



4

The AchieveWorks page will look like the below:



5

The Student can click 'Start Assessment' to begin.

Below is your AchieveWorks Progress:

Personality



Start Assessment

Learning & Productivity



Start Assessment

Once the student completes any assessment, they will see a download button that allows them to view their report as well as the date and time they complete that assessment.

If they have partially completed an assessment and have come back at a later date to finish it off, they will see a blue “Continue Assessment” button for that particular one.

If they have completed any assessment multiple times, they are able to view any of their past reports via the “View Past Reports” dropdown. It will also give them the date and time they completed each report.

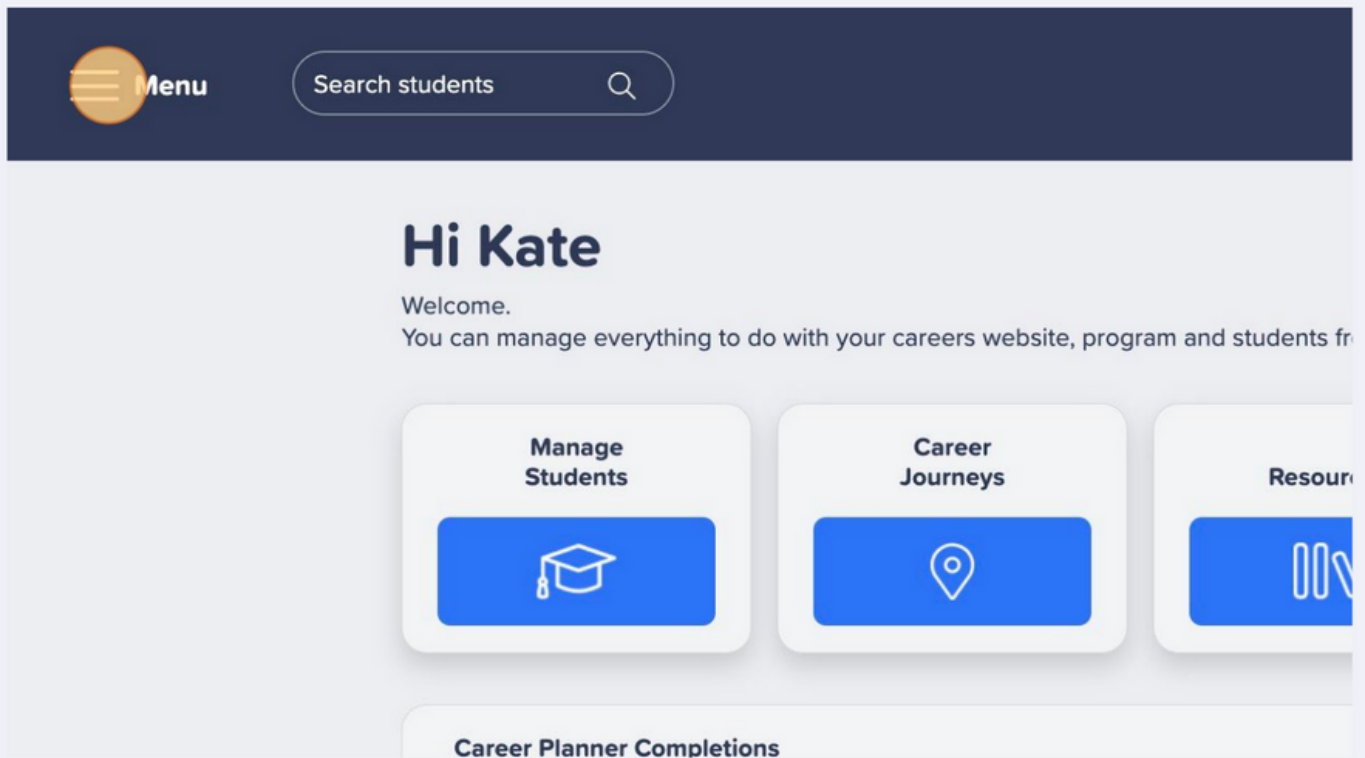
AchieveWorks for the Teacher

You can access all your student's results and reports by going to Reporting in your Menu and then clicking AchieveWorks (Instructions with screenshots below).

Don't worry if, when you first go to this page there is nothing there. This is because only students who have completed any assessments will appear here.

1 Log into your Career Tools Teacher Account

2 Click 'Menu'.



3 Click 'Reporting'

Student Learning

Career Journeys

Life Ready

All My Own Work

Career Plans

Reporting

Assignments

Career Planner Completions

Year 12

0% Complete


Year 11

0% Complete

Year 10

0% Complete

4 Click "Achieveworks"



School Careers

Enterprise skill audits

Personal statements

Achieveworks

▼

Student type:
Current

▼

Group:
Show all

▼

Status:
Show all

Expo

Title	Progress	Status
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5

Click here, then click 'View' to see the Students results.

The screenshot shows the 'Reporting' section of the School Careers Website. The top navigation bar includes a 'Menu' icon, a 'Search students' input field, a logo, and the text 'School Careers Website' and 'Kate Smith'. Below the navigation bar, the 'Reporting' section has tabs for 'Career portfolios', 'Career investigations', 'Interactions', 'Enterprise skill audits', 'Personal statements', and 'Achieveworks'. A 'Search students' input field is also present. The main content area displays a table of students with columns for 'Student', 'Intel', 'L&P', 'Personality', and 'Skills'. The table lists six students: 'demo-student five', 'Dave Gray', 'demo-student one', 'Richard Taylor', 'test test', and 'test2 test2'. An orange circle highlights the 'View' button next to 'demo-student one'.

Student	Intel	L&P	Personality	Skills
demo-student five careers-nsw-demo-student-five@careertools.com.au				
Dave Gray dave@managemore.com.au				
demo-student one careers-nsw-demo-student-one@careertools.com.au			1	
Richard Taylor testy303300@gmail.com			1	
test test testy303300@gmail.com			1	
test2 test2 testy203003@gmail.com				

6

Click on the Assessment.

The screenshot shows the 'Personality' assessment page. The page has a light gray background. The 'Personality' section is highlighted with a blue border. It features a blue icon of a face with a musical note. Below the icon, there are two buttons: '1 Complete' with a green checkmark and '0 in Progress' with a clock icon. The 'Lea' section is partially visible on the right side of the page.

7 Click here and then Click "View report".

School Careers Website

Kate Smith

Time	Actions
11:46PM	

8 You can then view the report.

Menu

Search students

School Careers Website

Kate Smith

AchieveWorks

demo-student one

Personality Reports

View Report

Summary Report

demo-student one

From: 02/06/2022

Your Personality

95

Your personality type is INFP:

Open each section below to learn more about it.

Introversion

Extraversion

Sensing

Intuition

Thinking

Feeling

Judging

Perceiving

Your Personality Profile

Sensitive and idealistic, you strive for inner harmony. You are a loyal and empathetic friend, devoted to the people and issues you care about. While you may appear cool or detached at times, you have very strong and passionate feelings. You trust your personal reactions and perceptions and use your values to guide your life.

Curious about possibilities, you enjoy many creative endeavours. You can be an original thinker and like using your imagination. Personally invested in everything you do, you can be very persuasive about your dreams and ideas – but only share them with people you trust. Thoughtful and complex, you are not especially interested in imposing your views on others. You are very protective of your privacy and highly selective about your friends.

When working on a cause you believe in, you can lose yourself in the project and neglect other pressing issues. You are very sensitive to tension and prefer to avoid conflict at all costs. You have trouble letting go of past hurts and may hold grudges. You tend to see only the good in those you care about, and risk being easily disappointed.

You need creative ways of expressing yourself. You are not especially realistic. You go off course with your projects. A perfectionist, you have very high standards and may be unwilling to share your ideas until they are flawless. You can be hypersensitive to criticism and tend to take all feedback personally. Without feedback,

VIEW CAREERS

You can also download (PDF) or print the report.