Getting Started

This guide is designed to help you get started quickly and easily. To request a training webinar, call us toll-free at 1-800-965-8541 (ext. 118) or email markj@careercruising.com

Note: The Be Real Game may be used in educational or community settings; the words "student" and "participant" are used interchangeably, as are the words "class" and "group."

Facilitator Zone

Logging In

1. Navigate to **berealgameonline.ca**. You'll need a valid user name and password to log in.

2. You can change your password after logging in by selecting **My Account** in the menu on the left. Select **Edit**, then type in your new password and **Save**.

Managing Classes

The Be Real Game is an experiential group learning experience. Some components of the program will not be accessible until at least one class or group has been created. We recommend creating a real or fictitious class before using the program by following these steps:

1. Go to **Facilitator Zone → Manage Classes**.

2. Click **Add New**. Enter a name and subject (whatever descriptors work for you) and **Save**.

3. Click **Enter Students**. Enter each name (last, first), one student per line. When finished, click **Confirm**. *Suggestion:* Add a fictitious student (**not** your facilitator login user name) to use when demonstrating how students will complete various **Student Zone** activities.

4. Click **Student Management** to see the students in the class (left column) and **Printable Class Roster** to see a class list with student user names and passwords. You'll need to give students their login name and password so they can log in to their **Student Zone**.

5. If you need to delete a student while maintaining a class, make sure the class you're working with is highlighted. Click **User Management** on the left. Look up the student, click **Edit** beside the name you want to delete, then **Delete**.

Assigning Roles (Online Delivery)

1. Students select their own roles in **My Zone** Unit 1, Session 1. You'll give them their login names and passwords (from **Printable Class Roster** in **Student Management**) for **berealgameonline.ca**. Suggest that students change their passwords when they first log in (see page 1).

2. Students click **Choose My Career Path** to select the role of the adult character they want to role-play in **My Zone**. When they click the drop-down menu arrows (to the right of **Select Role History)**, they'll see a scrollable list of all initial roles available in the program. When they click any role a **Role History** will appear at the bottom of the screen. Encourage students to read it and decide if this is the character they wish to role-play. *Note:* Some characters have spouses and children; others have student loans and/or daycare obligations. All **Role Histories** have short videos; students can copy the URL in their browser to view.

3. If the role doesn't appeal the student can go back to the drop-down list of roles and choose another, repeating this process as often as needed to find a role that appeals (they can then click **OK**).

4. A list of **12 Job Ads** will appear. Clicking a **Job Ad** will enlarge it for easy reading. The object is to find the most appropriate **Job Ad** for the **Role History** selected. When the student has selected the best-suited job, they answer **YES** to the question at the bottom of the screen.

5. If their job selection is correct, the student will automatically go to **My Career Path** in **My Zone** and their first **Job Profile** will appear under the tab **Job Profile #1**. Students can print these and any other materials in **My Zone**.

Assigning Roles (Offline Delivery)

Click **Role Management**. Participants will be listed alphabetically with blank columns under **Role** and **Monthly Pay**. There are three options for assigning roles:

Option 1: Click **Assign from All**. The computer will randomly assign a **Role Path** (*Role History, Job Ad 1, Job Profile 1, Job Change Notice, Job Ad 2, Job Profile 2*) to each participant from the 60 available.

Option 2: Click **Select Roles to Assign**, then click **Make a Custom Selection**. Review and select enough role profiles for your group (e.g. select at least 22 roles for a class of 22). To select, hold the CTRL key and click. The profile will be highlighted. Once all profiles are selected, click **Assign Using Selected Roles**. *Note:* To see any of the six components for any of the 60 **Role Paths**, click **Role Paths Matrix** and click any of the links.

Option 3: Individually select and assign a **Role Profile** to each student. Click **Assign** to the far right of the student's name. Select a role from the drop-down menu and **Save**. Repeat for each student. This option can also be used to change a random selection once it has been assigned.

Printing
Click the box to the left of each student's name and select any number of students, or **Select All**, and click **Print Selected**. A warning will indicate the numbers of pages that will be printed.

First Visit

1. Select **Facilitator Zone** then click **Introduction.** Each section provides background information about the game and its components. At minimum, we recommend reading the **Preparation Notes.** *Note:* A hard copy of the **Facilitator's Guide** can be downloaded from **Section 1: Read Before You Start**.

2. Click **Facilitator Zone** and select **Program at a Glance**. An outline of the two learning units will appear. Click the drop-down arrows at the right of each unit to see the sessions it contains.
   Note: Sessions are identified as *core* or *recommended*, and suggested times are included to facilitate session selection based on student learning needs and time constraints. Clicking the title of any session expands it in **Sessions in Detail**.

3. Click **Facilitator Zone** and select **Sessions in Detail**. In a "table of contents" format, all sessions in both units are accessible, as is key information in **Appendices**. Click the unit title to see an overview of the unit. Browse a few sessions, looking at the five lesson plan components in each session (left column) and the **Materials** available (right column).
   Note: When the **Delivery Mode** (top right) selection is changed from **Offline** (default) to **Online**, lesson plan instructions will change appropriately as will some materials. Visit each **Appendix**.

Preparing to Deliver a Session

1. Log in, click **Facilitator Zone**, and select **Sessions in Detail**.

2. Select the appropriate **Class** (if more than one) and the preferred **Delivery mode** (**Online** or **Offline**). The default is **Offline**.

3. Select the **Session** you're preparing for. Review the lesson plan and activities. Prepare for the session by booking computers/lab and projection equipment, and printing any required materials.

Lesson Plan Components

a. **Overview -** Learning outcomes, links to required activities, and assessment strategies and rubrics

b. **Preparation** - Background information and resources (e.g. book computers/equipment, materials to print)

c. **Activities** - Detailed, step-by-step lesson plans for facilitators to follow and adapt as needed. Ideas for optional or extended activities are included

d. **Wrap-Up** - Discussion questions and student self-reflection questions

e. **Speakers** - Suggestions for community involvement

Materials

A list of the **Materials** available for use in the session is included in the right column of **Sessions in Detail**, with direct links to view and print relevant materials. These materials and links are also available in the **Activities** section.

Materials can include presentations, student interactives (found in **My Zone**), worksheets and handouts (paper activity), and facilitator reference materials or sample activities.

My Zone

Note: Participants are only able to access their account in **My Zone**. Their logins do not allow access to the **Facilitator Zone**.

To Start

1. Students go to **berealgameonline.ca** and log in with usernames and passwords from **Printable Class Roster** in **Student Management in Facilitator Zone**.

2. The first time students log in, ask them to change their passwords to something they can easily remember. Changed passwords will appear on the **Printable Class Roster** so facilitators always have access to each student's **My Zone**.

3. To change their password, students click on **My Account → Edit**. Enter a password, then **Save**.

4. Students access **My Zone** with their username and password every time they complete activities under **My Interactives** (left column). This is a facilitated teaching resource -- not an independent, self-directed video game -- students are given directions on how to complete each activity through group instruction in the appropriate session.

5. *Suggestion:* Access **My Zone** using the user name and password of the "extra" student you entered when you created the class (either yourself or a fictitious student). Complete all activities under **My Interactives** to: **a)** experience each of the student activities; and **b)** complete **My Zone** to use for demonstration purposes.

Note: The right column of **My Zone** has links to free websites students can use to further research their character's role or other career and learning options of interest. If your site has access to **Career Cruising,** the next page shows you how to use the program to enhance **The Be Real Game** experience. *We hope you enjoy The Be Real Game with your students for years to come!*

Using Career Cruising Alongside The Be Real Game

The Be Real Game Unit 1 – Time Travel: Exploring the Future
Session 1: In the Beginning

- For students unsure of which role to select, they can begin by completing Career Cruising's **Career Matchmaker** or use the **Career Selector** to research roles (they can also do this after their role has been assigned)

- Save the role into **My Plan** (add a note about The Be Real Game); students can also write a reflection in **My Journal** to say why they selected the role

- Students can supplement the Adult Life/Work Interview with **Classroom Activity #9** (Career Interview Project) in Career Cruising

Session 3: My Job Search

- Students can use the **Resume Builder** in Career Cruising to guide them through writing their resume; they can also use information in the **Employment** section

- To provide a follow-up to the job search/selection process, students can use the **Job Search Tool** to look for real opportunities for their character

Session 8: Focus on the Journey

- Students can use the **Resume Builder** in Career Cruising to update their resume

- As a class, you can use the **Interview Evaluation Worksheet** in the **Employment Guide** to complete mock interviews and evaluate the students (self, peer, or teacher evaluations)

- Students can also review resources in the **Employment Guide** for job search tips and tools

- Once students select a new job, they can complete **Classroom Activity #6** (Comparing Careers)

The Be Real Game Unit 2 – The Personal Journey: Creating My Future
Session 1: Looking Back, Looking Ahead

- Students can prepare a reflection on what they liked most about their adult roles to include in **My Journal**. Students can refer back to the information in **Classroom Activity #6** (Comparing Careers) to complete this reflection

Session 2: Who Am I Really?

- Assessments provided with the game can be supplemented with **Career Matchmaker**, **My Skills** and the **Learning Styles Inventory** in Career Cruising, and then saved to **My Plan**

- Results from assessments taken outside of Career Cruising can be added in the **Other Assessments** section in **My Plan**, or included as scanned documents in **My Files**

Session 3: My Dream Role

- Students can also complete Career Cruising **Classroom Activity #4** (Your Career Ideas & Career Matchmaker) to identify career and lifestyle choices of interest

Session 4: Making Connections

- Students can research local companies who are hiring in their chosen field using the **Job Search** tool from any career profile of interest in Career Cruising

Session 5: My Life Story

- Students can write their life story from the perspective of their 100th birthday in **My Journal**, or as an attached document in **My Files** under **My Plan**

Session 6: My Job Search Toolkit

- Students can supplement the resources in The Be Real Game with Career Cruising's **Employment Guide** (resume writing, cover letters, interview skills) and can update **My Plan** with relevant skills, activities, and experiences, attaching documents where relevant in **My Files**