

My Career Shines Mandatory Assignments

- 1) The two surveys (Kuder Career Interest Assessment and Kuder Skills Confidence Assessment)
- 2) The 9th grade ED Plan
- 3) **THING TO DO (on the right hand top side – s sliding scale) at 100%**

How to log into My Career Shines

- 1- Go to www.mycareershines.org
- 2- Click on MyCareerShines for Middle & High School Students (Center square it has girl with and open lap top.)
- 3- Click on Create Account or Log In (A bar in blue with white lettering)
- 4- Click on Create an Account (an icon of a person with a + next to it)
- 5- Click I am a student (Circle with a child raising their hand)
- 6- Start filling in ALL the fields:
 - a. Current Grade: **8**
 - b. High School Graduation Year: **2024**
 - c. School Type : **Public/Home School**
 - d. You County: **Miami Dade County Public School**
 - e. Your School Name: **Highland Oaks Middle School**
 - f. Click on Next Step
 - g. First Name: **Type in your first name**
 - h. Last Name: **Type in your last name**
 - i. Your ZIP Code: **Type in your ZIP Code**
 - j. Birth Date: **MM/DD/YYYY**
 - k. Gender: **Click on the blue bar with white lettering**
 - l. Please contact me by: **Choose one form**
 - m. Click in Next Step
 - n. Desired Username: **ID number (IF IT SAYS ALREADY TAKEN ADD YOUR FIRST NAME)**
 - o. Password **your password for your portal**
 - p. Confirm Password **your password for your portal**
 - q. Security Question **pick one**
 - r. Security Answer **type in your answer**
 - s. Click in Next Step
 - t. Are you Hispanic or Latino? **Click on the blue bar your answer**
 - u. Read the terms and conditions **Click on I have read and agree**
 - v. Click on Sign Me Up **An orange rectangle**

Now you are ready to do your assignments:

Select the highest level that you expect to achieve: **Select one from the menu**

YOUR ASSIGNMENT: DO **Kuder Career Interest Assessment** (once you are done with this one)

Left hand side Tab - Under Things to do - click on Take and Assessment choose **Kuder Skills Confidence Assessment**

Once you have taken both assessment – Work on THING TO DO on the right hand side until you have completed 100% of it. (There is a bar by Things to do that moves along until it reaches 100%)

Second Assignment

Click under **My Academics** (Left hand on the bottom, it has an icon of a book by it)

Then Click on **My Ed Plan**

Then Click on **+Add a New Plan**

Fill in a Plan Name – Write **9th Grade**

Fill in a diploma option – **24 credit Standard** (for now)

Click orange box – **create a plan**

If you have taken High School classes at HOM add those to the Take **Prior to 9th grade** section

Next go into the **9th grade section** and add the classes. (Once you are in the 9th grade section you are able to click in View Summary to give you assistance.)

Once you are done **Save** it and **submit** for Approval

This is the chart you need to use to fill out 9th Grade ED Plan

Language Arts	Mathematics	Science	Social Studies
English 1	Algebra 1	Physical Science (Under other Science)	World History
	Algebra 1 Honors	Physical Science Honors (Under other Science)	World History Honors
English Honors 1	Geometry	Biology 1	
	Geometry Honors	Biology 1 Honors	World History Honors
English 1 Through ESOL	Algebra 2	Chemistry 1 (Under other Science)	
	Algebra 2 Honors	Chemistry 1 Honors (Under other Science)	AP World History

If you did not take Algebra or Physical Science at HOM that is what you NEED to take in 9th Grade