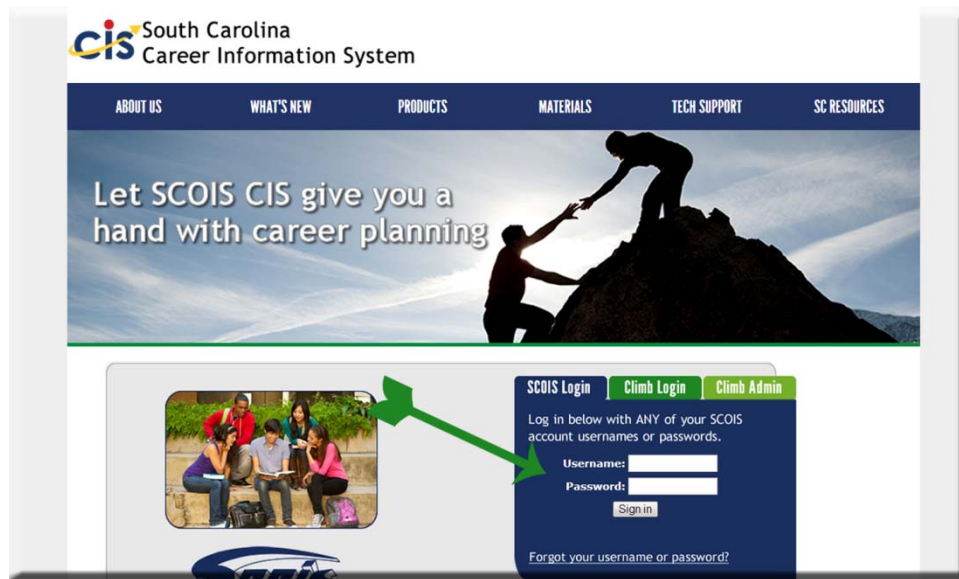


# Accessing MicroCareerBurst Videos and Reporting for Site Administrator

Go to [www.scois.net](http://www.scois.net)

Enter admin/staff username and password that was issued to you by the SCOIS office (***Please note that there is no longer a separate "Admin Login" tab. The system recognizes your information as admin/staff.***) If you do not know your admin/staff username and password please contact the SCOIS office at 1-800-264-9038 or send us an email at [scois@dew.sc.gov](mailto:scois@dew.sc.gov).



You are now in the admin side of the SCOIS CIS system...

Go to CIS

Hide

James Deal (HS), Site Administration

Jimmy 0 Messages Log Out

South Carolina Career Information System

Site Administration

Reports Portfolios & Groups Other Accounts Customize Help & Links

**DASHBOARD - JAMES DEAL (HS)** ? Help & Tutorials

**Logins**

Account Type	Number of Logins since 8/1/2014
Portfolio	0
Site username or IP	0
Staff	0

[Go to full report](#)

**Portfolio Accounts**

Account Type	Number of portfolios at site
Active Portfolio	2
Portfolios created since 8/1/2014	0

[Go to full report](#)

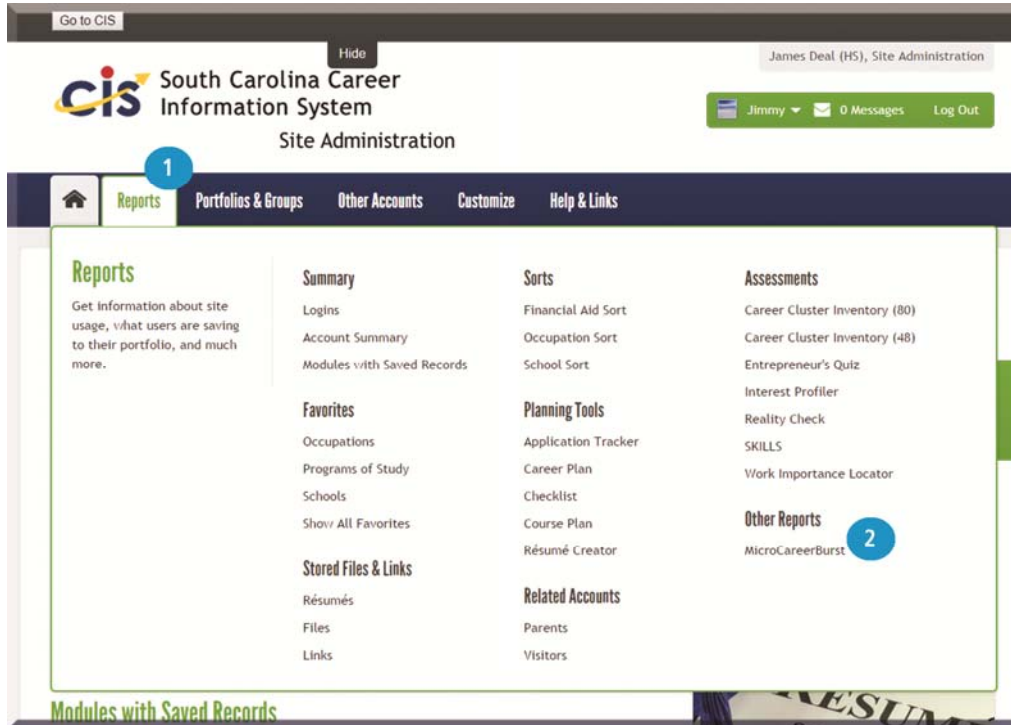
**Modules with Saved Records**

**Quick Links**

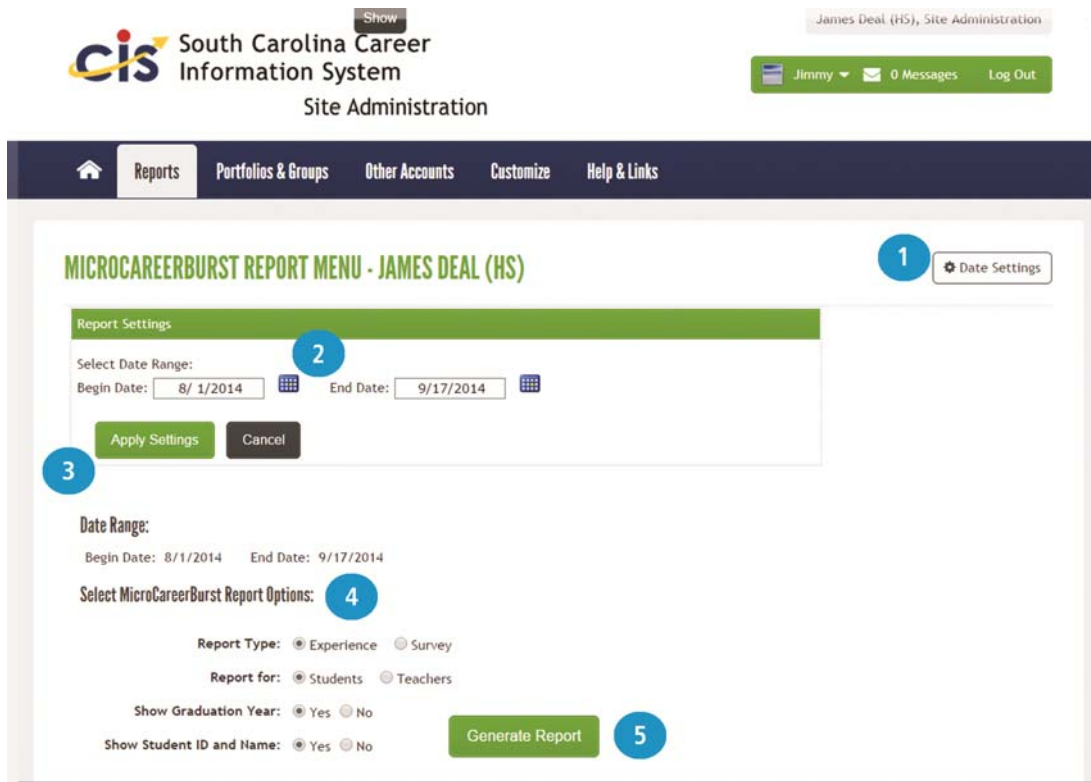
- [Reset Passwords](#)
- [Find a portfolio](#)
- [Curriculum](#)
- [Tools for Counselors & Teachers](#)

**Want to see a list of your users' favorite occupations?**

To generate a MCB Report...select the **Reports** tab on the top menu bar...then under **Other Reports** select **MicroCareerBurst**.



This will take you to the **MicroCareerBurst Report Menu**...once on this page click on **Date Settings**, set your date range and then select **Apply Settings**...your next step is to click on the radio buttons under **Select MicroCareerBurst Report Options** and then select **Generate Report**



If you would like to view the MCB videos like the students select **Go to CIS** on the top menu bar...this will take you to your portfolio...

Go to CIS 1 Hide James Deal (HS), Site Administration Jimmy 0 Messages Log Out

### South Carolina Career Information System

Site Administration

Home Reports Portfolios & Groups Other Accounts Customize Help & Links

#### DASHBOARD - JAMES DEAL (HS) ? Help & Tutorials

##### Logins

Account Type	Number of Logins since 8/1/2014
Portfolio	0
Site username or IP	0
Staff	0

[Go to full report](#)

##### Portfolio Accounts

Account Type	Number of portfolios at site
Active Portfolio	2
Portfolios created since 8/1/2014	0

[Go to full report](#)

##### Modules with Saved Records

CIS Module All portfolios with saved records Portfolios with records saved since 8/1/2014

#### Quick Links

- [Reset Passwords](#)
- [Find a portfolio](#)
- [Curriculum](#)
- [Tools for Counselors & Teachers](#)

Want to see a list of your users' favorite occupations?

You are now in your portfolio...from here you can access the different components of the system...occupations, assessments, reality check, colleges/universities, financial aid, etc. To view MCB videos select the **Occupations** tab on the top menu bar then select **MicroCareerBurst Online Job Shadows**

Show James Deal (HS) Go To Jimmy 0 Messages Log Out

### South Carolina Career Information System

Text Only Version

Home PLAN ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT MY PORTFOLIO Search

#### Occupations

Explore different occupations and find out what people do at work.

Learn about industries and investigate career options in the military.

Find out if self-employment is a good fit for you.

[Learn more](#)

##### Which occupations match my preferences?

- Occupation Sort
- Occupation Filter

##### What can I learn about occupations?

- Choosing Occupations
- Career Clusters
- Occupations
- Career Videos
- MicroCareerBurst Online Job Shadows 2
- Green Jobs

##### What options are available in the military?

- About the Military
- Military Occupations

##### How do I compare occupations?

- Compare Occupations

##### What can I learn about working for myself?

- Entrepreneurial Career Assessment Form
- Self-Employment

##### What can I learn about industries?

- About Industries
- Industries

Map your high school classes.

[View](#)

#### Learn about Myself

+

Select **MicroCareerBursts Start...**

The screenshot shows the top navigation bar of the South Carolina Career Information System. It includes a 'Show' button, a user profile for 'James Deal (HS)' with a 'Go To' dropdown, and a 'Text Only Version' link. Below the navigation bar is a search bar and a menu with options: PLAN, ASSESSMENTS, OCCUPATIONS, EDUCATION, EMPLOYMENT, and MY PORTFOLIO. The main content area features the 'Microburst Learning' logo and the 'MicroCareerBursts' title. The text reads: 'Microburst Learning's Online Job Shadows MicroCareerBursts'. It describes the experience of online job shadowing and lists reasons to use MicroCareerBursts, such as providing real-life examples and interactive educational games. A 'Start Exploring TODAY!' section includes a button labeled 'MicroCareerBursts START' with a '1' in a blue circle next to it. The text explains that clicking the button will take the user to the MicroCareerBursts site, where they can choose from 16 career fields and complete a survey. At the bottom, it mentions sponsorship by the South Carolina Department of Education as part of the Personal Pathways to Success program.

From here you will select **Continue**

The screenshot shows a confirmation dialog box titled 'Continue on to MicroCareerBurst'. The text inside the dialog reads: 'When you click on continue, you will be transferred to the MicroBurst Learning web site to take the MicroCareerBursts.' Below the text are two buttons: 'Continue' and 'Cancel'. A blue circle with the number '1' is positioned below the 'Continue' button.

You will see the **Course Catalog** ... from here select a cluster, etc.

The screenshot shows the Microburst Learning website's Course Catalog page. The header includes the logo and the tagline "Learning Made Simple". Navigation links for "HOME", "COURSE CATALOG", and "MY ACCOUNT" are visible. The main content area features a search bar and a list of course clusters. Each cluster includes a title and a brief description.

CATALOGS (23)	COURSES (0)
<b>Access Microburst Learning's Mystery MicroCareerBurst</b> Every month, Microburst Learning features a mystery MicroCareerBurst! Check it out here!	
<b>Access MicroCareerBurst for iPad and Tablet</b> Access MicroCareerBurst for iPad and Tablet	
<b>Access MicroCareerBurst Lesson Plans</b> Lesson plans for teachers based on available MicroCareerBurst courses. Please contact j.sharpe@microburstlearning.com for more information or enrollment.	
<b>Access Mini MicroCareerBursts</b> Mini MicroCareerBursts are short lessons about exciting careers!	
<b>Agriculture, Food &amp; Natural Resources</b> AVAILABLE MICROCAREERBURSTS. The production, processing, marketing, distribution, financing and development of agricultural commodities and resources, including food, fiber, wood products, natural be able to enroll into the MicroCareerBursts as they are activated online for featured careers in the cluster.	
<b>Architecture &amp; Construction</b> AVAILABLE MICROCAREERBURSTS. Designing, planning, managing, building and maintaining the built environment. Note: users will be able to enroll into the MicroCareerBursts as they are activated online	
<b>Arts, A/V Technology &amp; Communications</b> AVAILABLE MICROCAREERBURSTS. Designing, producing, exhibiting, performing, writing and publishing multimedia content, including visual and performing arts and design, journalism and entertainment activated online for featured careers in the cluster.	
<b>Awesome Games!</b> Games for students that introduce them to job titles in the sixteen career clusters.	
<b>Business, Management &amp; Administration</b> AVAILABLE MICROCAREERBURSTS. Planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Available in every sector of the economy. Note for featured careers in the cluster.	

Select a course...

This screenshot shows the "Architecture & Construction" sub-page of the Course Catalog. It features a search bar, a "Back to parent catalog" link, and a list of specific courses. Each course entry includes a course ID and a description.

CATALOGS (0)	COURSES (14)
<b>ac00115.0503 Energy Efficiency Auditor MicroCareerBurst</b> Explore the exciting world of the Energy Efficiency Auditor! Completing the MicroCareerBurst Survey acknowledges the completed ELO.	
<b>ac00115.0505 Solar Panel Design and Installation MicroCareerBurst</b> Explore the exciting world of Solar Panel Design and Installation! Completing the MicroCareerBurst Survey acknowledges the completed ELO.	
<b>ac00146.0101 Masonry MicroCareerBurst</b> Explore the exciting world of Masonry! Completing the MicroCareerBurst Survey acknowledges the completed ELO.	
<b>ac00146.0201 Carpentry MicroCareerBurst</b> Explore the exciting world of a Carpenter! Completing the MicroCareerBurst Survey acknowledges the completed ELO.	
<b>ac00146.0301 Electrician MicroCareerBurst</b> Explore the exciting world of an Electrician! Completing the MicroCareerBurst Survey acknowledges the completed ELO.	
<b>ac00146.0302 Controls and Low Voltage Wiring MicroCareerBurst</b> Explore the exciting world of Controls and Low Voltage Wiring! Completing the MicroCareerBurst Survey acknowledges the completed ELO.	
<b>ac00146.0401 Cleaning Services MicroCareerBurst</b> Explore the exciting world of Cleaning Services! Completing the MicroCareerBurst Survey acknowledges the completed ELO.	
<b>ac00146.0415 Green Building MicroCareerBurst</b> Explore the exciting world of Green Building! Completing the MicroCareerBurst Survey acknowledges the completed ELO.	

Click on the **Enroll** apple...

**Microburst Learning** Learning Made Simple

HOME COURSE CATALOG MY ACCOUNT

Course Catalog > Architecture & Construction > Energy Efficiency Auditor MicroCareerBurst

**ac00115.0503 Energy Efficiency Auditor MicroCareerBurst**

Back to parent catalog

**1**  
Enroll

**Description**  
Explore the exciting world of the Energy Efficiency Auditor! Completing the MicroCareerBurst Survey acknowledges the completed ELO.

**Lessons**

1. Energy Efficiency Auditor MicroCareerBurst
2. Energy Efficiency Auditor MicroCareerBurst Survey

Powered by InquisiQ R3 Build 2.12.1031 © 2002-2014 ICS Learning Group  
System Test  
Desktop | Mobile

Once you have enrolled in a course you will go to the **My Account** tab on the top menu...look under the **Enrolled** tab...when you decide which course to take, just select the green **Go** button to begin...

**Microburst Learning** Learning Made Simple

HOME COURSE CATALOG MY ACCOUNT

My Account

Calendar

MY CERTIFICATES

MY COURSES

Course	Start Date	Expires	Go
ac00116.0101 Masonry MicroCareerBurst	-	-	Go
ac00116.0415 Green Building MicroCareerBurst	-	-	Go
ac00116.0502 Pipefitter MicroCareerBurst	-	-	Go
ac00116.0503 Plumber MicroCareerBurst	-	-	Go
ag00103.0810 Forestry Heavy Equipment Operator MicroCareerBurst	-	-	Go
ag00103.0511 Professional Forester MicroCareerBurst	-	-	Go
Animation MicroCareerBurst for iPad	-	-	Go
ac00009.0100 Social Media MicroCareerBurst	-	-	Go
ac00005.0702 Visual Artist MicroCareerBurst	-	-	Go
ac00110.0204 Animation MicroCareerBurst	-	-	Go
Automotive Technician PCB for iPad	-	-	Go
ba00004.1001 Community Development MicroCareerBurst	-	-	Go
ac00113.0101 Early Childhood Education MicroCareerBurst	-	-	Go
Engineering PCB for iPad	-	-	Go

Once you have completed the course and taken the survey you can exit the system by selecting **Logout** at the top right of the screen.