transitionspot
targeted career planning & life coaching

TOOLS & SUPPORT

STUDENT TOOLS

transitionspot

- 👤 My Profile — ①
- ✉ My Messages — ②
- ♛ Career Matching — ③
- ♛ Research Center — ④
- ☑ Career Planning — ⑤
- ☑ Career Coaching — ⑥
- ✎ Resume Writer — ⑦
- 🏛 Budget Builder — ⑧
- 👤 My Account — ⑨
- 📖 Online Classes — ⑩
- ❓ Support — ⑪

1. My Profile
View your favorite careers, to-do list, and career plan

2. My Messages
Communicate with your teacher, counselor, parents, & TransitionSpot coach

3. Career Matching
A short quiz matching your answers to survey data from professionals in over 1,000 careers

4. Research Center
See your match percentages, favorite careers, and find detailed information on careers —includes filters for salary, education, career cluster, and more

5. Career Planning
Set long-term goals, short-term goals, and next steps / to-do items for your education, employment, and lifestyle

6. Career Coaching
Ask questions and get answers from our professional transition coaches

7. Résumé Writer
A wizard to help you write your first résumé

8. Budget Builder
Select from your favorite careers and generate a budget based on the median annual salary

9. My Account
Update your account information, sign up for informational emails, and more

10. Online Classes
Access online activities to help you through your career planning process

11. Support
Access help for technical issues with the website

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TOOLS & SUPPORT

TEACHER & COUNSELOR TOOLS

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- 👤 My Students ①
- 📝 Students Timeline ②
- ✉ My Messages ③
- 👑 Research Center ④
- 🏛 Budget Builder ⑤
- 👤 My Account ⑥
- 📖 Online Classes ⑦
- ❓ Support ⑧

1. My Students
View your list of students and access career matching quiz results and completed career plans

2. Students' Timeline
View upcoming to-do list items for your students and sign up to receive email reminders of upcoming items

3. My Messages
Communicate with your students regarding transition activities

4. Research Center
Detailed information on careers —includes filters for salary, education, career cluster, and more

5. Budget Builder
Generate a budget based on your current salary or the salary of careers you may be interested in

6. My Account
Update your account information, sign up for informational emails, and more
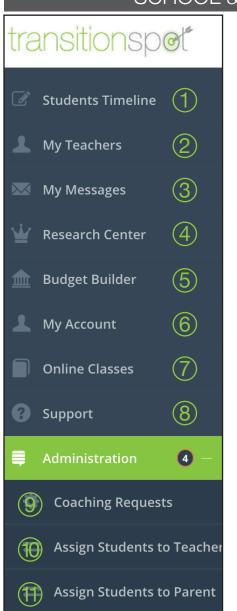
7. Online Classes
Assign, view, and grade online activities to coach your students through their career planning process

8. Support
Access help for technical issues with the website

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TOOLS & SUPPORT

SCHOOL & PROGRAM ADMINISTRATOR TOOLS

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- ✎ Students Timeline ①
- 👤 My Teachers ②
- ✉ My Messages ③
- ♛ Research Center ④
- 🏛 Budget Builder ⑤
- 👤 My Account ⑥
- ▢ Online Classes ⑦
- ❓ Support ⑧
- ≣ **Administration** ❹ —
  - ⑨ Coaching Requests
  - ⑩ Assign Students to Teacher
  - ⑪ Assign Students to Parent
  - ⑫ Schedule Mass Messages

1. Students' Timeline
View upcoming to-do list items for your students and sign up to receive email reminders of upcoming items

2. My Teachers
View your list of teachers, view each teacher's list of students, and access career matching quiz results and completed career plans

3. My Messages
Communicate with your students regarding transition activities

4. Research Center
Detailed information on careers —includes filters for salary, education, career cluster, and more

5. Budget Builder
Generate a budget based on your current salary or the salary of careers you may be interested in

6. My Account
Update your account information, sign up for informational emails, and more

7. Online Classes
Assign, view, and grade online activities to coach your students through their career planning process

8. Support
Access help for technical issues with the website

9. Coaching Requests
Field requests from students for transition coaching

10. Assign Students to Teachers
Link students to their teacher/s for viewing by teachers

11. Assign Students to Parents
Link students to approved parent/s accounts for viewing by parents

12. Schedule Mass Messages
Draft and schedule messages to be sent to students, parents, and teachers

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✎ Students Timeline ①

✉ My Messages ②

♛ Research Center ③

🏛 Budget Builder ④

👤 My Account ⑤

📘 Online Classes ⑥

❓ Support ⑦

1. Students' Timeline
View upcoming to-do list items for your student(s) and sign up to receive email reminders of upcoming items

2. My Messages
Communicate with your student(s) regarding transition activities

3. Research Center
Detailed information on careers —includes filters for salary, education, career cluster, and more

4. Budget Builder
Generate a budget based on your current salary or the salary of careers you may be interested in

5. My Account
Update your account information, sign up for informational emails, and more

6. Online Classes
Assign, view, and grade online activities to coach your students through their career planning process (if you are using the account individually and not with a school)

7. Support
Access help for technical issues with the website

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TOOLS & SUPPORT
SUPPORT

Support for All Users

1. Technical Support
Contact TransitionSpot with any questions about how to use the site, or any technical difficulties

2. Email Support
Receive monthly informational emails covering a variety of transition topics, including suggested activities

Support for Students

1. Transition Coaching
Contact TransitionSpot with any questions about appropriate next steps or how to complete them

Support for Teachers

1. Professional Development
Receive online and in-person training for transition-related activities, best practices, legal concerns, and more

Support for School & Program Administrators

1. Professional Development
Receive online and in-person training for transition-related activities, best practices, legal concerns, and more

2. Program Planning and Implementation
Receive assistance planning and implementing the TransitionSpot program within your district or agency

3. Reports and Program Management
Receive reports showing how the website is being used at your site or within your program, and receive advice on how to increase user engagement and improve student outcomes