



Developing Career and Living Skills Interactive Lesson Planner Plus Instructor Resources User Guide



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1. Minimum System Requirements

Windows®

- ▶ Hardware: Pentium 1GHz or faster processor with 512MB of RAM
Recommended: Pentium 4-2GHz or faster processor with 1GB of RAM
- ▶ Operating Systems: Windows XP, Windows Vista, Windows 7
- ▶ Software:
 - Adobe® Acrobat® Reader
 - Microsoft® Word or Microsoft® Word Viewer
 - Microsoft® Excel or Microsoft® Excel Viewer
 - Windows Media Player
 - Internet Web Browser
 - Microsoft® PowerPoint® or Microsoft® PowerPoint® Viewer (www.microsoft.com). The PowerPoint files are fully functional in the Viewer, but you will need a full version of PowerPoint to edit them.

OS X 10.x®

- ▶ Hardware: PowerPC or Intel 2GHz or faster processor with 512MB of RAM
Recommended: Intel Core 2 Duo 2.5 GHz or faster processor with 1GB of RAM
- ▶ Operating Systems: OS X 10.5 Leopard®, OS X 10.6 Snow Leopard®
- ▶ Software:
 - Adobe® Acrobat® Reader
 - Microsoft® Word or Microsoft® Word Viewer
 - Microsoft® Excel or Microsoft® Excel Viewer
 - Apple® QuickTime®
 - Microsoft® PowerPoint® or Microsoft® PowerPoint® Viewer (www.microsoft.com). The PowerPoint® files are fully functional in the Viewer, but you will need a full version of PowerPoint® to edit them.
 - Internet Web Browser

2. Running the Disc

To run the *Developing Career and Living Skills Interactive Lesson Planner Plus Instructor Resources Disc*, follow these steps:

1. Insert the disc into your computer's disc drive. For systems with a Microsoft Windows operating system, the software should auto-start. If it does not, double-click the disc drive folder, and then double click the *Developing Career and Living Skills.exe* file.
2. On the *Interactive Lesson Planner Plus Instructor Resources Disc* interface, review the *Requirements & Help* panel. This panel provides information about applications that may be required to use the program resources. Determine if you meet each requirement or need to install one or more programs. Links to download installers are provided.
3. On the *Interactive Lesson Planner Plus Instructor Resources Disc* interface, review the *Applications for Installation* panel. This panel provides information about the installers required to use the program resources. Download the required installers. First, select the desired installer(s) and then click the *Install Checked Items* button.

3. Navigation

The *Interactive Lesson Planner Plus Instructor Resources Disc* Menu screen is designed to provide you with direct access to the resources that accompany your textbook.

1. To access this User Guide at any time, click the “User Guide” tab located at the bottom of the screen.

4. Resource Descriptions

4.1. E-Lesson Planner plus Instructor Resources

The *Developing Career and Living Skills Interactive Lesson Planner Plus Instructor Resources Disc* offers software to create customized lesson plans, plus a wealth of materials to enhance student learning and save time.

Features included in the E-Lesson Planner:

- Electronic lesson planner linked to a searchable version of the *Developing Career and Living Skills Annotated Teacher's Edition* and other supplements
- Teacher's answers to worksheets in the *Developing Career and Living Skills Student Activity Book*
- PowerPoint slides for each chapter's key terms and other related information from *Developing Career and Living Skills*
- Student activities referred to in the *Annotated Teacher's Edition*
- Additional resources such as a model company handbook, sample resumes, an employee evaluation form, terms you should know before beginning each lesson, and much more
- Graphic organizers you can give your students to aid them in completing assignments presented in the textbook
- Rubrics for clear and easy evaluation of assignments

4.2 ExamView® Assessment Suite

The **ExamView® Assessment Suite** is a group of programs available for installation via the *Interactive Lesson Planner Plus Instructor Resources Disc*. You may install these programs at any time. At the end of the installation process, you will be prompted to place shortcuts on your desktop.

Once you have installed the **ExamView® Assessment Suite**, you can open it by clicking the shortcut installed on your desktop or by clicking **ExamView® Test Generator** in the list of programs installed on your computer. The **ExamView® Assessment Suite** has its own user guide.

To access the **ExamView®** materials for this course, open the **ExamView® Test Generator**, follow the prompts to open an existing test or an existing question bank, and then open the *Developing Career & Living Skills* folder. This folder contains a question bank for each chapter of the *Developing Career and Living Skills* program. The banks contain the following types of questions:

- True/False
- Multiple Choice
- Completion
- Matching
- Essay

5. FAQs

What do I do if a resource does not open when I click it?

- In most cases, clicking a resource opens that resource in the default application that you have set for your computer to associate with its file type. If a file does not open when you click it, check the default settings on your computer and make sure you have a program set to open the file type. (See the Help feature of your operating system for instructions on setting defaults for your computer.)
- If you have two or more versions of a program installed on your computer, you may have trouble opening a file even if you have the default set. For example, If you have Adobe® Acrobat® Reader installed and also have Adobe® Acrobat® Standard or Adobe® Acrobat® Pro installed, you may have trouble opening PDFs. Selecting Adobe® Acrobat® Standard or Adobe® Acrobat® Pro as the default handler for PDF files usually resolves the issue.
- Microsoft® PowerPoint® Viewer will sometimes fail to open Microsoft® PowerPoint® files (.pptx). The full version of Microsoft® PowerPoint® does not have this issue.

6. Technical Support

For technical support, please visit our website at:

[http://support.emcp.com/careerskills.](http://support.emcp.com/careerskills)

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