Transcript for CL001 Video by Dr. Theresa Haug-Belvin

Hi Students, my name is Dr. Theresa Haug-Belvin. I am a UI100 instructor on campus as well as the Course Coordinator.

What I wanted to do in this video was to show you how you need to go about completing your CL001 requirements for your UI100 course. I am sure your instructor has given you your assignment but I wanted to show you briefly how you will get into the system to complete CL001. I know it sometimes helps if you have someone show you how to do this.

What you need to do is go to the portal at portal.semo.edu and log in like you normally would with your username and password. Your username is your SE Key (the email address without the @semo.edu). Once you are into the portal, click on the tab that says “Students.”

Scroll down until you see a box that says “Career Services.” Inside the box is a link that says “Focus.” Click on “Focus.” Focus is the name of the career assessment that you will take that will help you complete CL001 and CL002. You will complete both in UI100.

Once you click on Focus in the portal, there will be another link that says “log in to Focus now.” Click on that and it will take you right into the system. What you will see is the Main Menu page. In order to complete CL001, you need to complete the first ten modules in Focus. The first five are under the “Career Readiness” heading and the second five are under the “Self Assessment” heading.

I am going to show you a couple really quick so you can see what the differences are. Under “Career Readiness” the first one says “Career and Educational Goals” and you can click on that particular module. This is an open-ended one which means it asks what are your educational plans and career goals. Every time you complete a module when you come back to the Main Menu page you will see a check mark next to the module and it will tell you when you completed it and it will give you an option for a Printable Report.

If you look at the “Self Assessment” heading and “Work Interest Assessment,” it will ask you different questions about what it is you like to do for work. You can indicate whether you have a high degree of interest or a moderate degree. Make sure you answer all of the questions truthfully.

Complete all ten modules in order to complete CL001. Make sure you have an idea from your instructor as to what they want you to turn in. They may want you to turn in your Main Menu page or they may want to see all of your printable reports. You want to make sure you pass CL001. I have another video about CL002 so make sure you watch that if you have questions about CL002.