# Job Explorer Database 2022-23

The First Jed introductory tour

Got a few minutes to find out about Jed? Here are some things to try.

1. When you first start using Jed, it'll ask which version of Jed you want to use. Use *Jed* for most secondary school students and older. Use *First Jed* for younger students and some special needs. For this worksheet, choose *First Jed*.

2. When you start, the page you see with 'Wanna be? Plan to be.' at the top, is the Jed **main menu** page with links to the various features in Jed. From the Jed main menu, click on the *world of work* icon. Hover over the different areas on the world of work map to see which job groups they represent.

3. Click one of the areas to **find out about that job group**. Jed tells you about the kind of jobs you will find in that group and gives a few examples. At the bottom of the page you can click to *show all the jobs* in the group.

4. From the list of jobs, click on any job to view it. This takes you to a set of **pages with information about this job**. Each of these pages has a side menu. This has links that take you to various pages of information about this job.

5. If you are using Jed from the internet, Jed can **read the text out loud**. To the right of the job title is a speech bubble. Click the speech bubble to hear Jed read the text on screen. Notice how Jed highlights the words as it reads.

6. Every page in Jed has a *main menu* shortcut link at the top left of it. Try it now to get back to Jed's **main menu** page.

7. From the main menu, choose the link for the *suits me quiz*, then choose to do the **quiz trail**. This asks one question per page, and has a picture with each question. Answer the questions in whatever way you like. Click *finish* to view **Jed's suggestions** for jobs to look at.

8. Also on the page with Jed's suggestions, is a *see graph* link. Try it, to see a **graph of how you answered the questions**. The graph is useful when talking with students about their answers. When you're done, click on the *back to Jed's suggestions* link.

9. From the list of Jed's suggestions, click on any job to view it.

10. One of the links on the side menu is *suits me*. Click on this to find out **why Jed thinks you might be interested in this job**.

11. At the bottom of the *quiz match* tab of the *suits me* section, Jed asks a **question that is particularly relevant to this job**. Students can answer extra questions here that aren't found in the quiz trail.

12. Still in the *suits me* section, click on the *my notes* tab. *My notes* lets you mark a job as 'hot' so it gets **added to your shortlist**. Or you can mark it as 'not-for-me', to stop it appearing on Jed's suggestions list. Mark this one as 'hot', and click on *OK*.
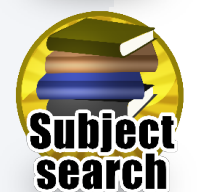
13. Also in the *suits me* section is the *qualities* tab. Click on this for a list of **personal qualities** that are useful for doing this job well.

14. You can **go back to your most recently viewed list** at any time by clicking on the *return to list* link at the top left of any page. Try it now. Note that there is now an orange marker next to the job that you marked as 'hot' previously. If you answered an extra question on the *suits me* section, you will notice that your results have changed. Jed's suggestions always list the best results for all the questions you've answered.

15. Go back to the Jed main menu and click on the link for *my Jed record*. Your **Jed record** is a summary of what you have been doing while using Jed. It includes your quiz answers, job suggestions, 'hot' jobs, and job notes. Click on the *section headings* to show each section. Also on this page, you can **save your record to a file** to keep or share. Later on you can load that file back into Jed to resume from where you were.

16. Here's another way to find a job. Use the **job name search box**, found at the top right of every page. Try it now by typing *'zoo'* into it and clicking on *GO*. Click on the job title *zoo keeper* from the results.

17. Click on the *details* link on the side menu to find out about **what** zoo keepers do, **where** they work, **when** they work, and **who** their workmates may be.

18. Click on the side menu links for *pictures* and *video*. Your subscription includes access to **more than 340 videos**. These show real people doing real jobs, not just talking aout them. A list of all the videos can be found by going to the main menu and clicking on the *videos* link.

19. Next, click on *pay and progress* to see what sort of salary you might expect in this job, and how that is likely to change with experience. Also in this section are tabs for progressions and transferable skills, to help users think about career journeys.

20. Now click the *training & tips* item on the side menu. These pages list **training and qualifications** at different key stages.

21. Try another job name search from the top right of any page. This time search for *'sycologist'* [sic]. Jed will have a good try at **guessing misspelt job names**.

22. Finally let's have a look at the **Jed treasure hunts**. These are multi-player games in Jed for use in the classroom. They help to get students thinking about the world of work.

   To find out how to use the treasure hunts, click on the *help* link at the bottom of any Jed page. Then use the help side menu to go to *notes for tutors*, and then under that, *treasure hunts* which has information on how to play the game.

There's much more to find out in Jed, such as top tens, on this day, the all-in-one printable page, factsheets, and using Jed from home. Visit **https://jed.ckcareers.org.uk/docs/teaching-resources** for teaching ideas, resources, and help videos.

We hope that you and your students enjoy using Jed as much as we enjoyed making it. Click on the 'wanna be' text at the top centre of the main menu page to find out more about why we made Jed.

Careersoft are on hand if you have any questions or feedback, and we are willing and able to help with your training requirements. We look forward to hearing from you.