

1. Open up the web browser on the computer. Type in or copy and paste this address:  
<https://www.workforcewindsoressex.com/>
2. Find “Job Map” under Job Search Tools under the Work in Windsor-Essex menu. What happens when you click this button? The page changes. It now shows job postings on a map.
3. There are many towns and cities that appear on the map.  
List 5 of them below.
  - A There are many towns on the map, including Windsor, Oldcastle, Emeryville, Amherstburg, Harrow, Kingsville, Leamington, and LaSalle. Request the learner show you the towns or cities they have chosen if you don’t recognize them.
  - B What is the name of the city or town where you live? This answer will change depending on the learner.
  - C Can you see it on this map? This answer will change depending on the learner.
4. Using the mouse, move your cursor to anywhere on the map without a circle. Click and hold the left mouse button down, then move the mouse around.
  - A What happens? The map moves with the mouse, so you can see different areas.
  - B There are also several lakes on this map. Using the mouse to move the map around, find what one of those lakes is called and write it below. Lake Erie and Lake St. Clair are visible on the map.
5. Find the + and – symbols near the top right corner of the map.  
Click the – symbol.
  - A What happens? The map zooms out.
  - B Click the + symbol, and then click it again. What happens?  
The map zooms in and zooms in again when you click the + a second time.
6. Across the top of the map, you will see a grey bar. Find the words “Job Map Tools” on the left side of that bar and click them.
  - A Record what happens below. The list of search options on the left side of the screen disappears.
  - B Click the words “Job Map Tools” in the grey bar across the top of the map again.  
Record what happens below. The list of search options on the left side of the screen appears again.
7. Find the words “All Tools” on the grey bar across the top of the map. A drop-down menu will appear. What are 3 of the other tools or reports that show up in the drop-down menu?  
The options are Job Board, Job Map, Resume Builder, Career Explorer, Career Library, Training Board, Career Calculator, Census Map Tool, Sector Map, Talent Map, Sector Library, Job Demand Report, Job Search Report, and Skill Demand Report.