

EMERGE GUIDE 2025-2026



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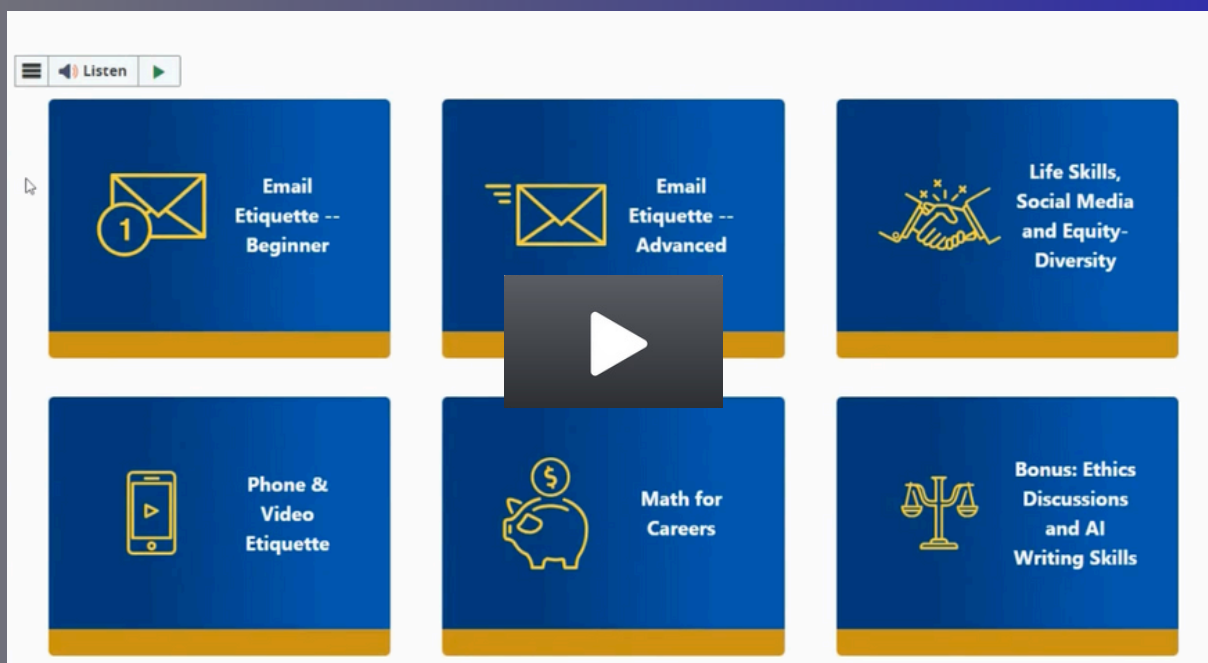


OVERVIEW OF EMERGE

Emerge is a digital library of 600+ videos, activities and assessments for employability and communication skills.

The product is designed for grades 6-12 and post-secondary students.

For a video overview of the Emerge curriculum, [click here](#).





CREATE AN ACCOUNT

Students and parents manually create accounts in our Emerge website. Follow the instructions below to create Emerge accounts.

For further assistance, click the link at the bottom of this page to watch a video with instructions.

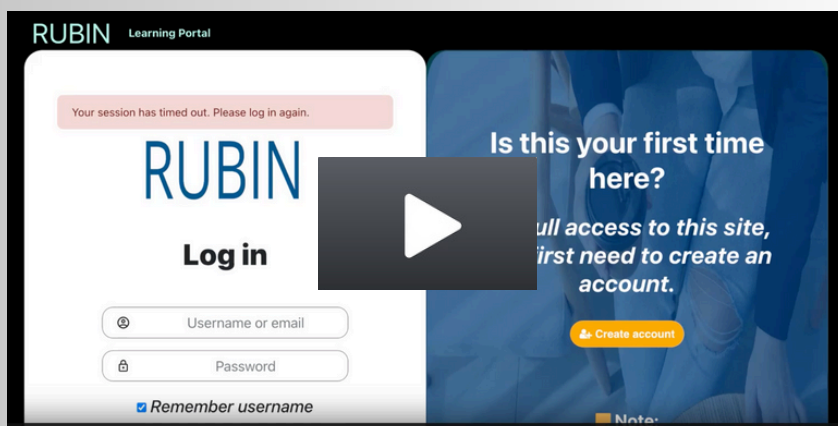
Account Creation Instructions

Step 1: Use the instructions you receive via email upon purchase to log in with your teacher account. Have your student create an account with the email instructions.

Step 2: Upon signing in, you will see Emerge as an available product.

Step 3: Click on “Emerge” to enter the learning platform.

[Click here or on the video below for step-by-step account creation instructions.](#)





UNITS AND LESSONS

Emerge has 23 units that cover a wide variety of topics related to communication and employability skills.

The image below shows all topics available.

The Basics Units	Employability Units	Business Promotion Units
✓ Email Etiquette – Beginner ✓ Email Etiquette – Advanced ✓ Life Skills and Social Media Etiquette ✓ Phone Skills ✓ Math for Careers ✓ Ethics Discussions ✓ AI and Authentic Writing Skills	✓ Networking ✓ Unforgettable Resume ✓ "Storytelling" Cover Letter ✓ Internship/Job Email Writing ✓ LinkedIn 101 ✓ Interview Prep ✓ Portfolio Writing Skills	✓ Find Your Big Idea ✓ Sales Writing ✓ Website Content ✓ Public Relations 101 ✓ Writing for Fundraising
	Leadership Units ✓ Writing for Managers ✓ Writing to Clients ✓ Project Management ✓ Public Speaking ✓ Report Writing ✓ For Student Leaders	

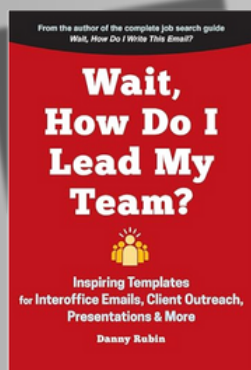
[To access Rubin's extensive Emerge catalog, click here.](#)





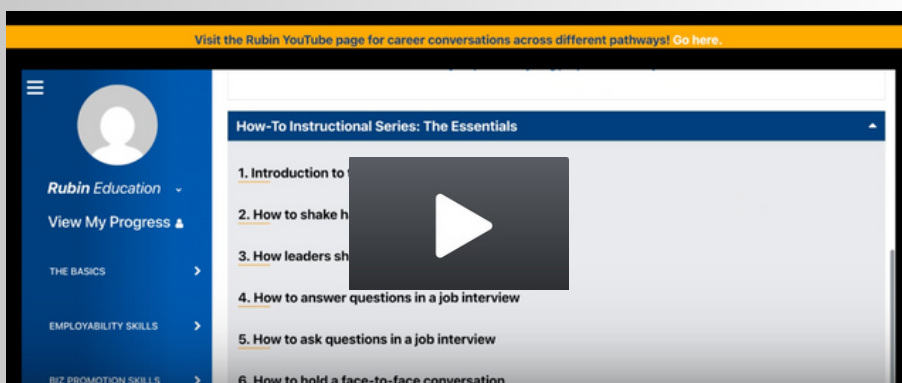
MULTIMEDIA

Emerge has several multimedia resources, including “how-to” videos for communication in the workplace, three e-books of writing templates and more.



Snapshot from Emerge video about how to speak to an employer on the phone.

[Click here](#) or on the image below to watch a video about the multimedia features in Emerge.



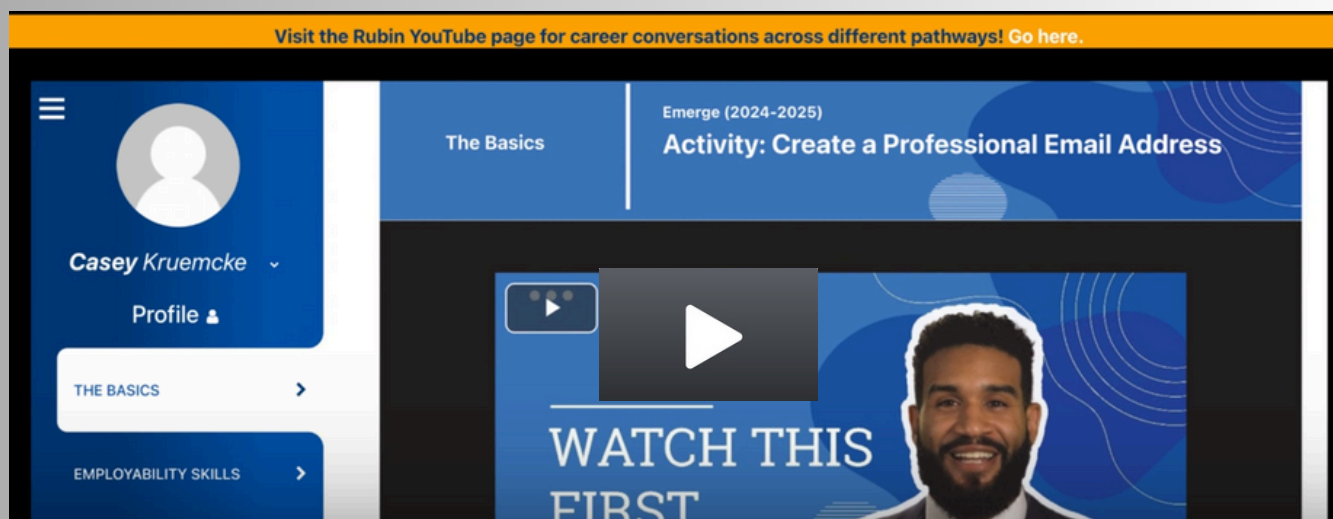


EMERGE ACTIVITY BREAK DOWN

Emerge units are comprised of modules that include short readings, short videos and 25-minute activities.

To complete an activity, students follow the instructions and submit work for a grade. (Grading is discussed further on page 8).

[Click here](#) or on the video below for a walk through of an Emerge activity.



Module 1: Overview	▼
Module 2: Your Email Address	▼
Module 3: Texting vs Emailing	▼
Module 4: Subject Lines	▼
Module 5: How to Address People	▼
Module 6: Email Body	▼
Module 7: Your Email Signature	▼
Module 8: Draft an Email & Post-Test	▼

Module names from the Emerge unit titled
"Email Etiquette -- Beginner."

Content from Module 3 in the Emerge unit titled
"Networking Mastery."

Module 3: Seek Mentorship

Video: Why it's important to find a mentor

Activity: How to Ask Someone to Help as a Mentor

Activity: How to Ask for Career Advice



STUDENT SUBMISSIONS AND GRADING

Instructors monitor student work in the Gradebook section of Emerge.

Each activity has a pre-made rubric for easy grading. As well, the pre-tests and post-tests in Emerge are multiple choice and grade automatically. All activities, however, must be manually assigned a grade.

[Click here](#) or on the video below for a walk through of the Emerge Gradebook and its features.

Course: Emerge (2024-2025)
Assignment: Activity: Part 4 -- How to Craft an Email Signature
View all submissions

Test Student
danny@rubincommunications.com

Change user

1 of 1 Reset table preferences

See the criteria below. Click the squares in the rubric to determine a grade.

	4. Exemplary	3. Accomplished	2. Developing	1. Beginning	Work not completed
Organization (20%)	Accurately uses correct business writing and structure 20 points		Several notable errors with respect to correct business writing format and structure 5 points		0 points
Content (20%)	Piece of writing clearly states the purpose Easy to follow Tone is	Purpose of piece of writing is clear Hard to follow Tone is too		Purpose of piece of writing is unclear Main idea is not supported by	0 points

The "Gradebook" feature in Emerge is found in the gray navigation bar.

EMERGE Communicate like a pro
Employability Skills Training

Dashboard / Emerge (2024-2025)

Course **Gradebook** Roster Manage Badges My Groups Time Tracker Help Center Links

THE BASICS >

EMPLOYABILITY SKILLS >

BIZ PROMOTION SKILLS >

LEADERSHIP SKILLS >

Listen

Email Etiquette --

Email Etiquette --

Life Skills, Social Media and Equity

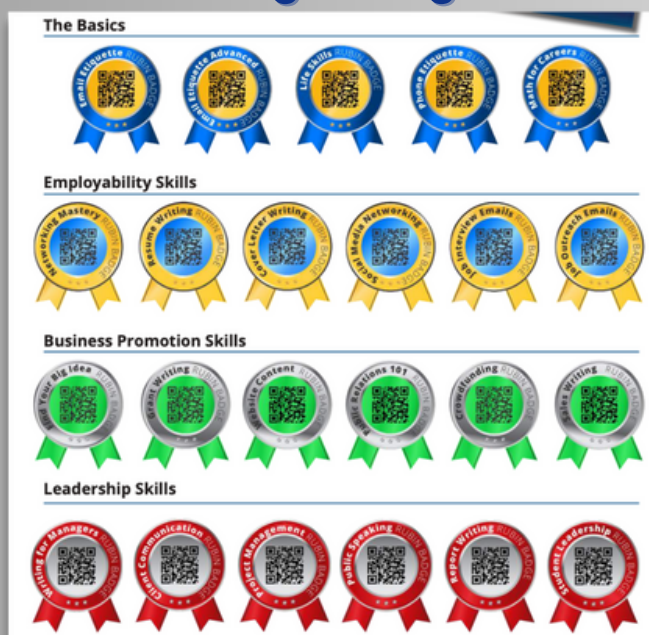


BADGES AND CERTIFICATES

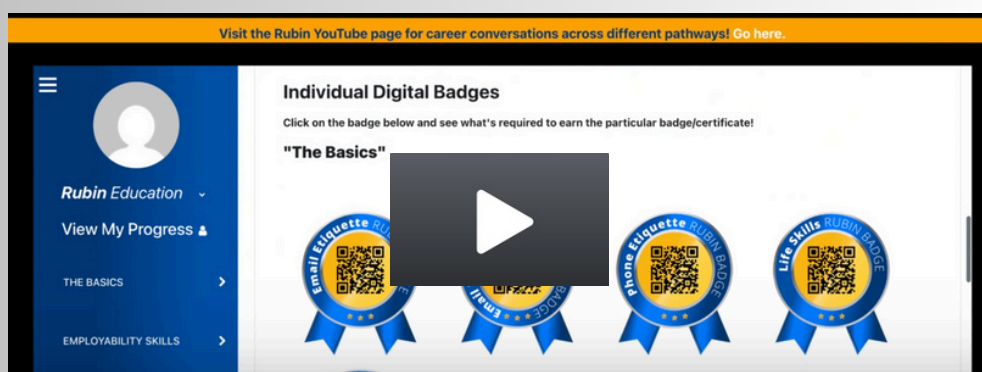
Each of the 23 units in Emerge has an associated digital badge. When students pass the post-test for each unit, they are emailed a digital badge as well as a printable certificate.

Instructors monitor the badges earned in the **Manage Badges** section in the gray navigation bar of Emerge.

Emerge Badges



[Click here](#) or on the video below for a walk through of the Emerge badges.





EMERGE FOR BEGINNERS

Emerge for Beginners contains middle school and elementary-aged content for communication skills.

In this unit, you will find flash cards, communication games, printable worksheets and more.

Sample snapshot from a middle school worksheet in Emerge for Beginners.



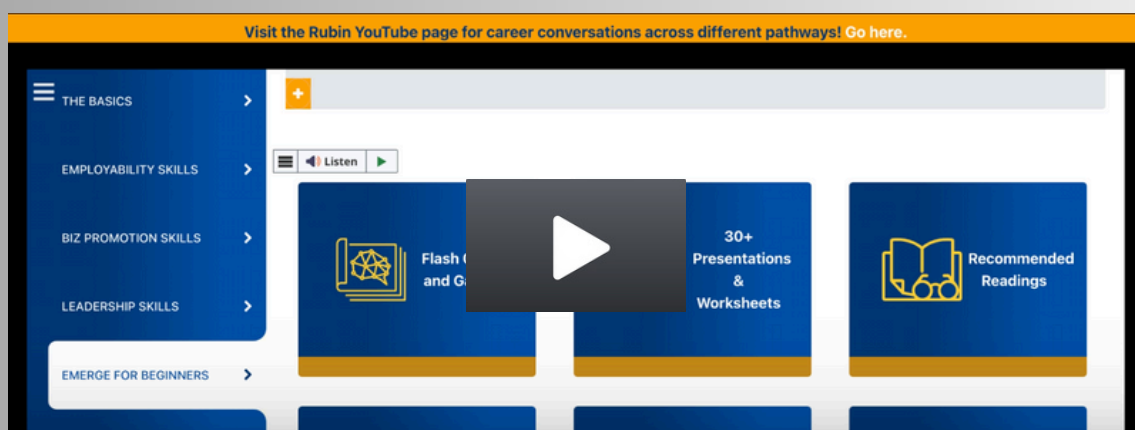
Let's Practice Advocating for Ourselves

One part of being an employee is knowing how to look out for yourself, especially when you could be placed in a harmful or inappropriate situation.

Scenario #1

You are dependent on the city bus for transportation. Riding the bus late at night is not always safe and most buses stop running at 11 p.m. What will you say if you are given late evening hours?

[Click here](#) or on the video below for a walk through of the “Emerge for Beginners” unit.



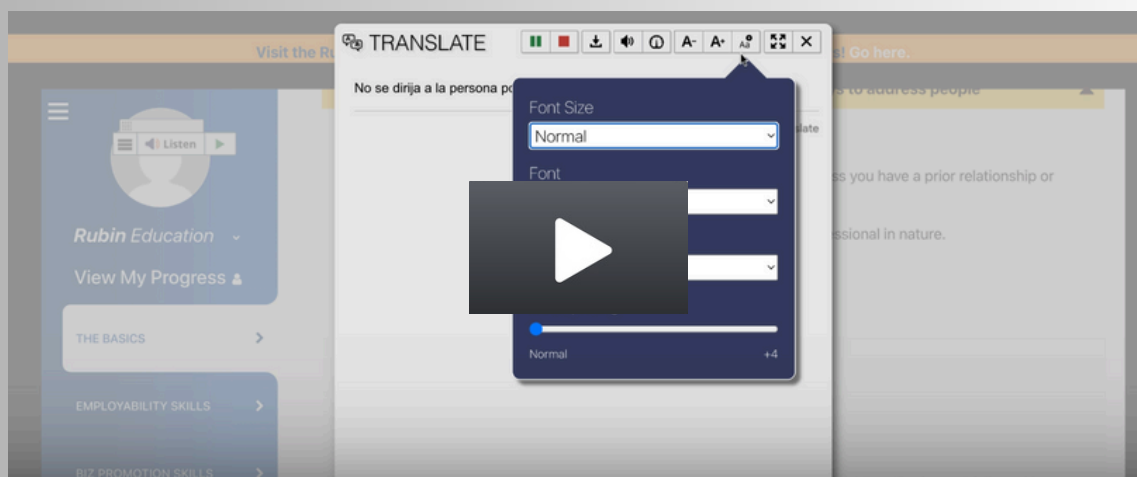
Need help? Email support@rubineducation.com



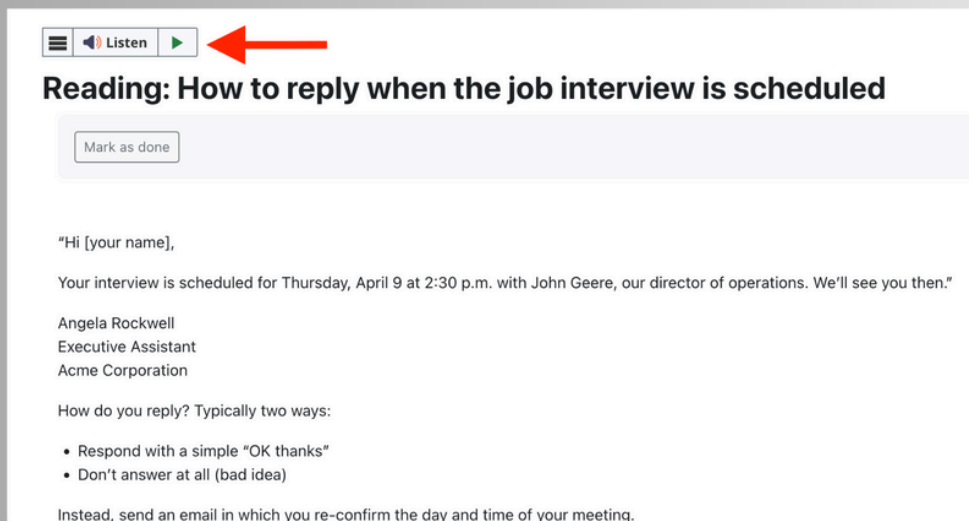
ACCESSIBILITY FEATURES

Emerge has a variety of accessibility features available on all site pages. Features include a read-aloud function, translation into 20+ languages and the ability to change the background and text color.

[Click here](#) or on the video below for a more in-depth demonstration of the accessibility features in Emerge.



The accessibility feature button can be found at the top left of each page or will appear if any text on the page is highlighted.





PRINTABLE RESOURCES

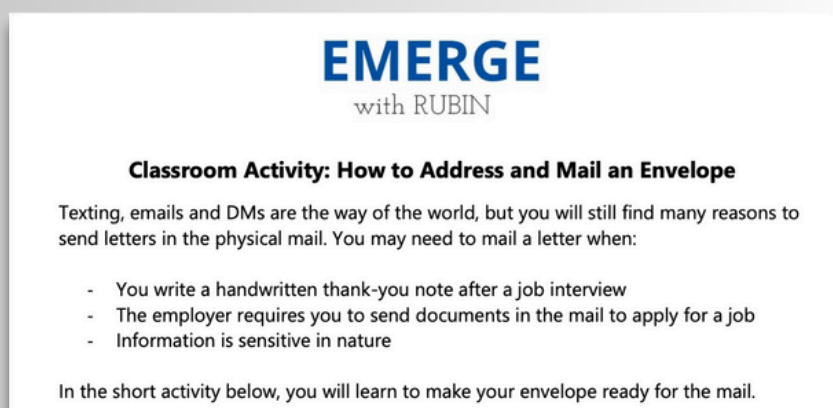
Emerge has a library of printable resources for students and instructors, including teacher guides, rubrics, printable worksheets, printable presentations and more.

To access the printable content, click on **General Resources** and then **100+ Printable Worksheets, Lesson Plans & Rubrics**.

[To access the printable resources in Emerge, click here.](#)



Sample pre-made presentation (left) and printable activity (below) from Emerge.

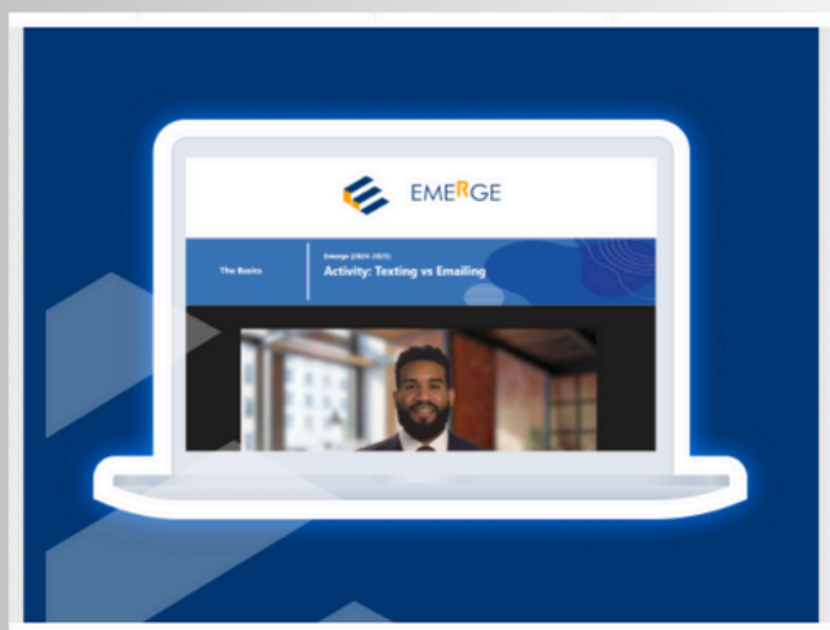




SAMPLE OUTLINES FOR EMERGE

Click the links below for sample outlines of Emerge content.

- **[SAMPLE 1 - EMERGE - THE BASICS](#)**
- **[SAMPLE 2 - EMERGE - EMPLOYABILITY SKILLS](#)**
- **[SAMPLE 3 - EMERGE - ENTREPRENURSHIP](#)**
- **[SAMPLE 4 - EMERGE - LEADERSHIP SKILLS](#)**





HELPFUL INFORMATION

To access our Help Center with FAQs and helpful resource links, [click here](#).
Still have questions? Contact us and we can help!

Email: support@rubineducation.com
Phone: 1-800-975-5846

