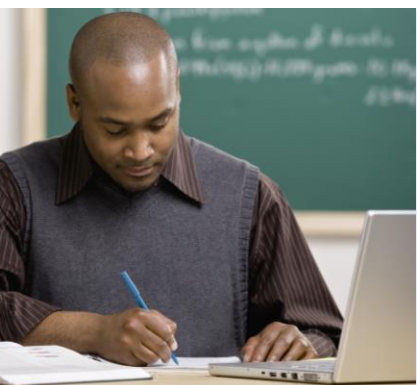


IMPLEMENTATION
AT-A-GLANCE

Career Cruising



Students



Educators



Parents

Career Cruising Implementation Plan

The following steps show how easy and stress-free it is for you to implement Career Cruising for K-12 at your school or district. We'll also show you how each of the stakeholders – students, parents, and educators – are involved.

- **Students**

The below screenshot is from our redesigned user interface. It allows students to see a complete breakdown of their progress toward meeting the career development outcomes identified by their school or district.

- **Educators**

Implementing Career Cruising gives you access to more than 70 different reports and tracking tools that enable you to monitor the progress of any given student at any point in time.

- **Parents**

All parents have access to the Parent Portal where they can be involved in their child's career development decisions and monitor their progress every step of the way!

The screenshot shows the Career Cruising user interface for a student named Kyle. The top navigation bar includes links for Español, Help, My Account, and a Search bar. Below the navigation bar, the user's name 'Kyle' and 'My Plan' are displayed. The main content area is divided into several sections:

- What do you want to do?** A sidebar menu with options: Explore My Interests, Learn About Careers, Explore Education Options, Choose My Courses, Find Jobs, and Create a Resume.
- Welcome to Career Cruising, Kyle!** A welcome message.
- My Progress** A section showing progress bars and a pie chart. The progress bar indicates 88% completion. The pie chart shows 88% complete (green) and 12% incomplete (red).
- Important Documents** A list of documents: Field trip permis... and Homework for week ...
- Suggested Links** A list of links: College Scorecard and FAFSA.
- Focus on Careers** A section titled 'Focus on careers in chemistry' with a description: 'If you are looking for a career that will allow you to use and develop the knowledge you are acquiring in your chemistry classes, you should consider one of these careers:'. Below this is a list of 'Related Careers': Chemical Engineering Tech, Chemical Engineer, Chemist, Geologist, Materials / Metallurgical Engineer, Pharmacist, Pharmacologist, and Pharmacy Technician.
- Image** A photograph of two students in lab coats working in a chemistry lab.
- Show me another** A button to view more career options.

Students

Grade K-2		<ul style="list-style-type: none"> Students meet characters in six different career paths and learn about their jobs by completing a fun quiz In the student's Dpad (short for Detective Pad), they access a series of apps where they store information (About Me) and other career information they've discovered in Career Town games
Grade 3	Core Activities Estimated time: 16-19 hours	<ul style="list-style-type: none"> Unit 1 – All about me Unit 2 – What is work? Unit 3 – Self-Awareness: How I'm Feeling Unit 4 – My Interests Unit 5 – Communication Skills: Active Listening Unit 6 – Talking Initiative Unit 7 – Social Awareness The Real Game <ul style="list-style-type: none"> Session One: Playing a Role Session Two: Playing Real Session Three: Real Skills Session Four: Real Town Services and Businesses Session Five: Real Hiring Session Six: Putting a Town Together Session Seven: Working World Session Eight: Real Needs, Real Solutions Session Nine: Real Rehearsal Session Ten: Real Play
	Supplementary Activities Estimated time: 0-5.25 hours	<ul style="list-style-type: none"> See Educator Guides in CAMS
Grade 4	Core Activities Estimated time: 3.5 hours	<ul style="list-style-type: none"> Unit 8 – Learning Styles Unit 9 – Evaluating My Performance Unit 10 – Occupation Tools Unit 11 – My Success Tools Unit 12 – Cooperation and Teamwork/Respecting Others Unit 13 – Cyber Safety Unit 14 – Understanding Stress, Anger & Anxiety
	Supplementary Activities Estimated time: 0-5.25 hours	<ul style="list-style-type: none"> See Educator Guides in CAMS

Grade 5	Core Activities Estimated time: 3.5 hours	<ul style="list-style-type: none"> Unit 15 – Goal Setting and Planning for Action Unit 16 – Responsibility and Decision Making Unit 17 – Flexibility, Adaptability, Adversity Unit 18 – Character Traits Unit 19 – Negotiation Skills: Personal Unit 20 – Use of Information Unit 21 – Self Confidence
	Supplementary Activities Estimated time: 0-5.25 hours	<ul style="list-style-type: none"> See Educator Guides in CAMS
Grade 6	Core Activities Estimated time: 1-2 hours	<ul style="list-style-type: none"> Complete the Learning Styles Inventory Complete the first 39 questions of Career Matchmaker Explore careers by keyword and save at least one career of interest to My Plan
	Recommended Activities Estimated time: 30-60 minutes	<ul style="list-style-type: none"> Add hobbies and interests to My Plan Add extracurricular experiences to My Plan Add short and long-term goals to My Plan
	Supplementary Activities Estimated time: 1-3 hours	<ul style="list-style-type: none"> Activity #3 – Using Career Matchmaker Activity #4 – Your Career Ideas and & Career Matchmaker Activity #14 – Learning Styles
Grade 7	Core Activities Estimated time: 12-15 hours	<ul style="list-style-type: none"> Research careers by school subject and save a career of interest The Real Game <ul style="list-style-type: none"> Unit 1 – Making a Living, Sessions 1-3 Unit 2 – Quality of Life, Sessions 1 & 2 Unit 4 – The Personal Journey, Sessions 1, 2 & 5
	Recommended Activities Estimated time: 10-12 hours	<ul style="list-style-type: none"> Explore industries of interest and present findings to classmates either alone or in groups Add hobbies and interests to My Plan Add extracurricular experiences to My Plan Add short and long-term goals to My Plan The Real Game <ul style="list-style-type: none"> Unit 1 – Making a Living, Sessions 4 -5 Unit 2 – Quality of Life, Sessions 3-5 Unit 3 – Changes and Choices, Session 2 Unit 4 – The Personal Journey, Sessions 3, 4 & 6
	Supplementary Activities Estimated time: 4-5 hours	<ul style="list-style-type: none"> Activity #1 – School Subjects & Careers Activity #2 – Using School Subjects in the Workplace Begin documenting career development experiences in My Journal Activity #9 – Career Interview Project The Real Game <ul style="list-style-type: none"> Unit 3 – Changes and Choices, Sessions 1, 3 & 4

Grade 8	Core Activities Estimated time: 2-3 hours	<ul style="list-style-type: none"> • Complete the first 39 questions of Career Matchmaker • Research careers by cluster and save two careers of interest • Indicate clusters of interest in My Plan • Complete course selection for grade 9
	Recommended Activities Estimated time: 1-2 hours	<ul style="list-style-type: none"> • Answer additional Career Matchmaker questions • Add hobbies and interests to My Plan • Add extracurricular experiences to My Plan • Add short and long-term goals to My Plan • Plan courses for grades 10-12
	Supplementary Activities Estimated time: 1-3 hours	<ul style="list-style-type: none"> • Activity #4 – Your Career Ideas and & Career Matchmaker • Activity #7 – Career Clusters Research Project • Review the College Planning Timeline • Include a My Journal entry reflecting on Career Matchmaker suggested careers
Grade 9	Core Activities Estimated time: 1-3 hours	<ul style="list-style-type: none"> • Research Careers using the Career Selector and save results to My Plan • Complete the Learning Styles Inventory • Complete course selection for grade 10
	Recommended Activities Estimated time: 3-6 hours	<ul style="list-style-type: none"> • Using the information gathered about different careers, prepare a pamphlet, presentation, report, etc., about one career of interest • Review the College Planning Timeline • Explore the Education section and save two schools of interest • Add hobbies and interests to My Plan • Add extracurricular experiences to My Plan • Add short and long-term goals to My Plan • Add volunteer and work experiences to My Plan • Plan courses for grades 11-12
	Supplementary Activities Estimated time: 1-3 hours	<ul style="list-style-type: none"> • Activity #5 – Using Career Selector • Activity #6 – Comparing Careers • Activity # 8 – Career Fair Project • Activity #14 – Learning Styles • My Plan Activity #8 – Activities & Experiences

Grade

10

Core Activities

Estimated time: 17-21 hours

- Complete Career Matchmaker
- Review the educational requirements for at least two careers of interest
- Complete the School Selector and save results to My Plan
- Complete the Financial Aid Selector and save results to My Plan
- Add hobbies and interests to My Plan
- Add extracurricular experiences to My Plan
- Add short and long-term goals to My Plan
- Add volunteer and work experiences to My Plan
- Prepare first draft of resume
- Explore the Education section and save two majors of interest
- Complete course selection for grade 11

The Real Game

- Unit 1 – Time Travel: Exploring the Future, Sessions 1-6
- Unit 2 – The Personal Journey: Creating My Future, Sessions 1- 4 & 6

Recommended Activities

Estimated time: 8-10 hours

- Begin to explore national and local scholarships and save two scholarships of interest to My Plan
- Plan courses for grade 12

The Real Game

- Unit 1 – Time Travel: Exploring the Future, Sessions 7-9
- Unit 2 – The Personal Journey: Creating My Future, Sessions 5 & 7

Supplementary Activities

Estimated time: 2-3 hours

- Activity #12 – College Research Exercise
- Activity #13 – Finding the Right College
- Activity #15 – Why Study This? A Cross-Curricular Game
- My Plan Activity #5 – Scholarships and Financial Aid
- My Plan Activity #9 – Using the Resume Builder

Grade 11	Core Activities Estimated time: 8-11 hours	<ul style="list-style-type: none"> • Complete My Skills Assessment • Complete Ability Profiler Assessment (16+ yrs old) • Add hobbies and interests to My Plan • Add extracurricular experiences to My Plan • Add short and long-term goals to My Plan • Add volunteer and work experiences to My Plan • Complete the Post-Secondary Plan in My Plan • Complete Personal College Profile (Brag Sheet) • Explore national and local scholarships and save two scholarships of interest to My Plan • Complete course selection for grade 12
	Recommended Activities Estimated time: 3-4 hours	<ul style="list-style-type: none"> • Explore employment prospects by clicking on the Search for Jobs button in any career profile of interest • Update resume and attach to My Files • Prepare a cover letter and attach to My Files • Review list of saved schools and compare schools of interest • Begin to track scholarship and financial aid applications • Rank schools of interest
	Supplementary Activities Estimated time: 2-3 hours	<ul style="list-style-type: none"> • Activity #10 – Discovering Your Work Skills • Activity #11 – Using My Skills • My Plan Activity #7 – Career Preparation & Planning • Prepare to track NCAA Participation
Grade 12	Core Activities Estimated time: 3-5 hours	<ul style="list-style-type: none"> • Update resume and cover letter and attach to My Files • Review list of saved schools and update ranking • Set up College Application Tracker for each school where applying • Request transcripts and other important documents through Credentials Solutions in My Plan account • Set up or update scholarship and financial aid trackers
	Recommended Activities Estimated time: 1 hour	<ul style="list-style-type: none"> • Update resume and cover letter and attach to My Files
	Supplementary Activities Estimated time: 1-2 hours	<ul style="list-style-type: none"> • Review the Interview Skills section of the Employment Guide and participate in mock interviews

Educators

Our Career Advisor Management System provides educators with powerful yet easy-to-use reporting, messaging, and customization tools that provide a window into student achievement. At any point in time, educators can see the completion status of all students at a particular school or across the entire school board:

The screenshot shows the 'Advisor Homepage' for Bryna Gelman at Northern High School. The interface includes a left sidebar with navigation links, a top header, and a main content area with several sections.

Advisor Homepage
Bryna Gelman, Northern High School

Quick Links

- Advisor Homepage
- Search for Students
- Manage Parent Accounts
- Manage Ability Profiler
- Assignments & Activities

Program Options

- Portfolio Options
- Portfolio Completion Standards
- Assessment Options
- Site Settings
- Add or Modify Courses
- Application Planner

Reports

- Completion Reports
- Portfolio Reports
- Application Planner Reports
- Mass Print Options
- View License Information
- View Usage Statistics

Helpful Documents

- Enter Career Cruising
- Logout

Welcome Bryna Gelman!

All Students

Total Students: 55 [View Student List](#) [Send Message](#) [Manage Messages](#)

My Students

Total Students: 13 [View Student List](#) [Send Message](#) [Manage Messages](#)

Student Administration

- [Add New Student](#)
- [Promote/Graduate Students](#)
- [Transfer Students](#)
- [Manage Student Groups](#) **New!**
- Assign** Students to an Advisor
 - Please Select Advisor ▼
- Unassign** Students from an Advisor
 - Please Select Advisor ▼

Advisor Administration

- [View List of All Advisors](#)
- [Add New Advisor](#)
- [Invite Others: Add/Edit Special Contacts](#)
- [Manage Advisement Logs](#)
- [Manage Group Entries](#)

Portfolio Homepage Files

Portfolio Homepage Files	Date	Details	Options
Graduation Project	02/02/2010	View	
Field Trip permission slip	09/18/2012	View	

Portfolio Homepage Links

View this site	College Board	Edit Delete
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Teachers & Counselors

- View completion status of each student's My Plan account
- Record and share counseling notes with fellow counselors
- Distribute assignments and activities with set due dates
- Access resources for in-class instruction
- Track and confirm students' high school course selections and graduation tracking
- Send messages to students and parents

District Administrators

- View activity of students at all schools in the district
- Control teacher and counselor access to the administrative system
- Communicate with students district-wide or at a particular school
- Generate detailed aggregate reports to better understand student activities and interests
- Access high school course forecasting reports

Parents

With our Parent Portal, parents and guardians can stay on top of their child's progress anywhere they have access to a computer.

Get Started: careercruising.com/parent | Click "Register Now"

The screenshot shows the 'Parent Portal' interface. At the top, there's a header with 'Parent Portal' and links for 'Español' and 'Logout'. Below this is a 'Parent Dashboard' section. On the left, a sidebar welcomes 'Mary Smith' and lists navigation options: Dashboard, My Account, Messages (0), Add a Child, and Logout. Under 'More Information', it links to 'About Career Cruising', 'What is the Parent Portal?', and 'About the Parent Portal (PDF)'. The main content area explains the portal's purpose: to view and comment on a child's work, track progress, receive messages, and explore Career Cruising. It features a profile for 'Jane Smith' with details: School (Northern High School), Grade Level (Grade 12), Last Student Login (2/20/2013 3:59:00 PM), and Portfolio Completion Status (79%). There are icons for a folder and a key, with links to 'View Jane's Portfolio' and 'Explore Career Cruising'. A progress bar shows 79% completion. At the bottom, the 'CareerCruising' logo is displayed, along with links for 'Terms of Use', 'Privacy', and 'Contact Us', and a copyright notice for Career Cruising.

Parent Portal Español Logout

Parent Dashboard

Welcome Mary Smith!


- » Dashboard
- » [My Account](#)
- » [Messages \(0\)](#)
- » [Add a Child](#)
- » [Logout](#)


More Information

- » [About Career Cruising](#)
- » [What is the Parent Portal?](#)
- » [About the Parent Portal](#) (PDF)

The Parent Portal allows you to view and comment on the work your child has done in Career Cruising, keep track of his or her progress, receive messages from counselors and teachers at his or her school or school district, and explore Career Cruising.

Jane Smith

School
Northern High School  [View Jane's Portfolio](#)

Grade Level
Grade 12  [Explore Career Cruising](#)

Last Student Login
2/20/2013 3:59:00 PM

Portfolio Completion Status
79% [View Details](#) | [What is this?](#)

CareerCruising

[Terms of Use](#) - [Privacy](#) - [Contact Us](#) - © Career Cruising

Parent Portal's exciting features allow parents to:

- View their child's goals, interests, achievements, and experiences
- Track their child's high school course selections and progress towards graduation
- View their child's post-secondary plans
- Provide feedback to their child and his or her teacher and counselor
- Receive messages from their child's teacher and counselor
- Explore Career Cruising to learn more about career and education options for themselves, in state, and across the country