

Welcome to the CAREER ADVISOR MANAGEMENT SYSTEM

Login to CAMS at : www.careercruising.com/school

Administer
your School's
Career Cruising
program

Search for
Students

Administer
Portfolios

View
Portfolio
Reports

Customize
Career Cruising
for Your School

CAMS Security Levels

Career Cruising Administrator (CCA)

For those in charge of implementing Career Cruising at the school level. Users have full access to all of the features and functions available within CAMS, including customization.

School Administrator/Counselor (SA/C)

For those who have some student information management responsibilities. Users have access to some of the customization functions and full access to all reporting and Student List options.

Teacher/Advisor (T/A)

For those who use Career Cruising with specific groups of students. Users have access to student My Plan information, including both individual student data and aggregate reports.

Other Staff (OS)

For those who need access to reporting functionality and the retrieval of student usernames and passwords.

Additional Questions?

If you have any additional questions about CAMS or any other item in Career Cruising, please contact your Client Account Manager directly.

If you don't have your account manager's direct contact information, you may also reach us at :

1-800-965-8541 or
support@careercruising.com

Career Cruising
careercruising.com | 800.965.8541

CAREER ADVISOR MANAGEMENT SYSTEM (CAMS) FEATURES		CCA	SA/C	T/A	OS
Advisor Homepage	View the student list	✓	✓	✓	✓
	Create student My Plan accounts	✓	✓		
	Transfer or promote/graduate groups of students	✓			
	Add or Modify advisor profiles	✓	✓		
	Send messages to students	✓	✓	✓	✓
	Create and manage student groups	✓	✓	✓	✓
	Add special contacts for students to invite to view their Plans	✓	✓	✓	
	Manage group advisement log entries	✓	✓	✓	
	Add links & files to students' My Plan homepages	✓	✓	✓	
Student List	View a student's Plan or resume	✓	✓	✓	✓
	Edit a student's profile	✓	✓	✓	
	View a student's completion status	✓	✓	✓	✓
	View a student's login history	✓	✓	✓	✓
	Send a message to a student	✓	✓	✓	✓
	Log advisement sessions with a student	✓	✓	✓	✓
	Record notes about a student's progress	✓	✓	✓	✓
	View a student's My Journal entries	✓	✓	✓	✓
	Customize and export student data	✓	✓	✓	✓
	Export student access cards	✓	✓	✓	✓
Manage Parent Accounts	View Parent/Guardian Portfolio information	✓	✓	✓	✓
	Create activation codes	✓	✓	✓	✓
	View parent/guardian comments	✓	✓	✓	✓
	Mass print parent access letters	✓	✓	✓	✓
Manage Ability Profiler	View & Edit the Test Schedule (must complete required training)	✓	✓	✓	✓
	View Ability Profiler Statistics (must complete required training)	✓	✓	✓	✓
	Modify for students with Special Needs (required training)	✓	✓	✓	✓
Assignments & Activities	Assign specific assignments and activities that students should upload to their Plans	✓	✓	✓	✓
	View students who have uploaded assignments	✓	✓	✓	✓
My Plan Options	Set My Plan settings	✓			
	Specify which sections of the Plan are available to students in each grade	✓			
My Plan Completion Standards	Set criteria that students will be required to complete by grade	✓			
	Set Annual My Plan Development Options	✓			
	Set Required Activities & Assignments	✓			
Assessment Options	Set the level of education question in Matchmaker	✓			
	Select other assessments to include	✓			
Site Settings	Set Employment section and Job Search tool statuses	✓			
	Set security setting	✓			
	Select optional secondary cluster option	✓			
Add or Modify Courses	Customize courses offered at the school to help students fill out their high school 4-year Education Plan	✓	✓		
Report Options	Customizable by grade level and assigned advisor	✓	✓	✓	✓
	Reports are available to all advisor levels				
Mass Print Options	Mass Print Plans	✓	✓	✓	✓
	Mass Print Education Plans	✓	✓	✓	✓
	Mass Print Resumes	✓	✓	✓	✓
	Mass Print Career Matchmaker Results	✓	✓	✓	✓
Helpful Documents	Classroom activities, user guides, implementation suggestions & promotional materials	✓	✓	✓	✓