

# CAREER CRUISING FOR K-12 ANNUAL TASK LIST

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Run through this list of basic maintenance tasks to help ensure student information and program objectives are up to date. Review at the beginning and end of the school year for the best results!

**Note: If your school uses Course Planner or takes advantage of our Data Integration Services, the tasks of transferring, promoting, and graduating student accounts automatically happens with the submission of data from your SIS at the beginning of the new school year.**

## 1. CHECK AND PULL REPORTS

If your school or district has established Completion Standards, ensure you've pulled Completion Reports (found in CAMS under **Reports**) **prior to June 30<sup>th</sup>**. *Please pull all other reports, including Portfolio Reports, before completing any of the tasks below.*

### [Career Advisor Management System \(CAMS\)](#)

## 2. REVIEW YOUR CAREER CRUISING OBJECTIVES

After reviewing reports, we encourage you to review your Career Cruising goals and objectives. For example, if your district has set up Completion Standards, you may want to explore new ways to integrate the requirements into various classes. Any revisions or changes to Completion Standards for the new school year should be made **after June 30<sup>th</sup>**.

### [Setting Up Completion Standards](#)

## 3. UPDATE AND MANAGE ADVISOR INFORMATION

Review the list of advisors with CAMS access and add, delete, or modify the level of access for all users as required.

### [Updating and Managing Advisor Information - Step-by-Step Instructions](#)

## 4. TRANSFER STUDENTS (Disregard if you're a data-integrated client.)

The **Transfer Students** feature allows you to transfer students at your school to another school within your region.

### [Transferring Students - Step-by-Step Instructions](#) [Frequently Asked Questions](#)

## 5. PROMOTE AND GRADUATE STUDENTS (Disregard if you're a data-integrated client.)

The **Promote/Graduate Students** feature is used to promote students to the next grade level, and to promote graduating grade 12 students out of the system and onto the inactive students list.

### [Promoting and Graduating Students - Step-by-Step Instructions](#) [Frequently Asked Questions](#) (see page 2)