



**Career Cruising:  
Delaware Student Success Plan (SSP)  
SSP Training Sessions & Webinar Schedule**

**Fall 2015**

## CAREER CRUISING / DELAWARE SSP IN-PERSON TRAINING

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**Fall 2015**

**Full Day Training 9:00am – 3:00pm**

**Who should attend:** As authorized by their District, school administrators, counselors & teachers who would like to learn more about the SSP; District Level Administrators & authorized staff.

Others as determined by the Delaware Department of Education and Career Cruising.

\*\*\*All attendees are respectfully requested please register in advance to ensure space is available\*\*\*

**What will be covered:**

- How to access the Student Success Plan (SSP)
- Introduction to the SSP layout and components – NEW redesign SSP 2.0 will be covered!
- Using Career Matchmaker, the interest assessment tool and My Skills, skills assessment tool
- Various career and education exploration tools
- Overview of SSP Completion Standards, including the related Revise & Revise functionality
- Introduction to the administrative and reporting components, including how to retrieve students SSP access, Parent/ Guardian SSP access and how to run aggregate reports
- Accessing the Helpful Documents section, including Users Guides, SSP Classroom Activities, Webinar Recordings and available educator resources
- Updates on newer Career Cruising SSP components and features, including SSP Alternative Completion component and SSP 2.0 (redesign)
- Parent/guardian Portal - administration and strategies to engage parents
- SSP Completion Standards and various aggregate reporting/ sorting options
- Best Practices discussion and sharing ideas from around the state
- Time for Questions & Answers

**Session timeline:**

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|------------|--|
| 75 minutes | Student Success Plan SSP – Student Perspective, Part 1 <ul style="list-style-type: none"><li>• Introduction to and tour of the SSP sections</li><li>• Using the Multiple Matchmaker career interest assessment to help students identify careers and career clusters of interest</li><li>• Learning Styles Inventory (LSI) &amp; Ability Profiler</li><li>• Exploring career profile information</li><li>• Using exploration tools to research and identify post-secondary schools of interest</li><li>• Understanding the Review and Revise feature to update completion status</li></ul> |
| 15 minutes | Break  |
| 30 minutes | Student Success Plan SSP – Student Perspective, Part 2 <ul style="list-style-type: none"><li>• Showing students where to enter and save different information in their SSPs</li><li>• Helping students understand the relevance and importance of annual SSP Completion Standards</li><li>• Introduction to the Employment Section and Resume Builder</li></ul>  |

- 45 minutes      School SSP Administration System
- Where to find student information including SSP usernames and passwords
  - Where to find parent/ guardian information including usernames and passwords
  - How to review, monitor and update SSP work being completed by each student
  - How to view and export/print data reports for your school on key topics, such as your students' careers, career clusters, schools of interest; extracurricular activity involvement; career preparation activities; post-secondary plans; and more!
  - Where to find users guides, classroom activities and other teaching resources
- 15 minutes      Questions & Answers
- 60 minutes      Lunch Break
- 65 minutes      New Career Cruising SSP Components and Feature Updates
- Multiple Matchmaker Results, Learning Styles Inventory (LSI) & Ability Profiler
  - SSP Alternative Completion
  - Employment Section
  - Explore Schools Section(College Planning Timeline, Compare Schools, Google Map)
  - Careers Section (At-a-Glance Page; Explore Industries; Other updates)
  - New Functionalities within the School SSP Administration System
- 15 minutes      Parent/ Guardian Accounts
- How to access Parent/ Guardian Accounts
  - Accessing administrative features of the Manage Parent Accounts section
  - Resources for engaging Parents within the Helpful Documents section of the School SSP Administration System and the Delaware Department of Education website
- 15 minutes      SSP Completion Standards and Various Aggregate Reporting/ Sorting Options
- How to review and track SSP work being completed by students at your school
  - How to create, revise, export and print data reports for your students/ school on key topics such as students careers; career clusters; schools of interest; career preparation activities; extracurricular involvement; post-secondary plans; and more!
- 15 minutes      Best Practices Discussion
- Facilitated discussion among attendees to exchange information and share best practice ideas from around the state
  - Other
- 10 minutes      Questions & Answers

## CAREER CRUISING SSP IN-PERSON TRAINING WORKSHOP

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**Date:** Tuesday, November 17, 2015

**Full Day Session: 9:00 a.m. to 3:00 p.m. - [Registration Link](#)**

or copy the text below to your browser's address field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ebeombc3eb39a60d>

Location: New Castle County  
Exact location to be confirmed

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**Date:** Wednesday, November 18, 2015

**Full Day Session: 9:00 a.m. to 3:00 p.m. - [Registration Link](#)**

or copy the text below to your browser's address field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ebeon3xp0afb39d1>

Location: Kent County  
Exact location to be confirmed

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**Date:** Thursday, November 19, 2015

**Full Day Session: 9:00 a.m. to 3:00 p.m. - [Registration Link](#)**

or copy the text below to your browser's address field:

<http://events.constantcontact.com/register/event?llr=eviduvhab&oeidk=a07ebeon4caeccb3c15>

Location: Sussex County  
Exact location to be confirmed

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**Please note: If you can, please bring your laptop (fully charged) as laptop stations are limited.**

Date	Time	City	Registration Link
Nov 17 2015	9:00am - 3:00pm	New Castle County	<a href="#">Registration Link</a>
Nov 18 2015	9:00am - 3:00pm	Kent County	<a href="#">Registration Link</a>
Nov 19 2015	9:00am - 3:00pm	Sussex County	<a href="#">Registration Link</a>

### Tutorial Portal

The SSP Tutorial Portal contains many recorded videos you can access 24/7 at:

<http://www.careercruising.com/streamingvideos/careercruising/training/de>

## SSP WEBINARS

In addition to attending in-person, hands-on Delaware SSP Trainings, you also have the option of participating in interactive, online SSP webinars from virtually any location in Delaware! For all SSP topics, participants in our 'live' webinars are eligible to receive PDMS credits. To join us, all that you need is a bit of available time, a connection to the Internet (56 kbps connection or better), and an available telephone line for audio.

Webinars entitle participants to receive PD hours for attending the sessions. Career Cruising will send a report to the Delaware Department of Education with participants' details at the end of the webinar season so the PDMS can be updated accordingly. There is no need to register via the PDMS – only via the links below.

We are offering several types of SSP Webinar sessions on a variety of different topics, covering the same information as in the in-person sessions:

- ❖ SSP Review/Refresher: Student's Perspective & School SSP Administration Tool
- ❖ Overview of the SSP from the Student's Perspective
- ❖ School SSP Administration Tool
- ❖ Ability Profiler Assessment
- ❖ Alternative SSP Completion
- ❖ The Parent Portal

### **Additional Instructions regarding how to REGISTER in the available SSP Webinars:**

You will need to register for the training session(s) in advance by clicking on the [link below](#) the topic and date/session you are interested in joining. For the webinar, you will need a connection to the Internet (56 kbps connection or better) and an available phone line for audio.

**After registering, you will receive a confirmation email containing information about joining the webinar. Please save and keep this handy**

- ❖ Register by clicking on one of the above links at least two business days in advance of the SSP Webinar you plan on participating in.
- ❖ If you do not receive the confirmation link, please double check your junk e-mail folder and spam filter, before contacting us for assistance. If you have not received a confirmation link within one business day of registering, or if you have misplaced your registration link, please email us at [alexk@careercruising.com](mailto:alexk@careercruising.com) or call us at 1-800-965-8541 (ext. 105) at least 24 hours in advance of the webinar so we may assist you. The confirmation link is your key to joining the webinar. We will be unable to provide this link on the day of the training (or just prior), so please verify that you have the link in advance.

### **System Requirements:**

- ❖ PC-based attendees- Required: Windows 7, 2000, XP Home, XP Pro, 2003 Server, Vista
- ❖ Macintosh®-based attendees- Required: Mac OS® X 10.4 (Tiger®) or newer
- ❖ Speakers/Microphone for online audio or phone line

## SSP Review/Refresher: Student's Perspective & School SSP Administration Tool

This 60-minute web-training session is ideally suited for educators who have previously worked with and are familiar with the SSP. This refresher session will offer a review of the student's perspective of the SSP, the School SSP Administration Tool, and a 10-minute question-and-answer period.

**To register for either, click on the link and select your preferred date:**

Thursday, September 10, 2015 12:00pm – 1:00pm EST

Tuesday, October 6, 2015 12:00pm – 1:00pm EST

<https://attendee.gotowebinar.com/rt/998506459489944578>

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## Overview of the SSP from the Student's Perspective

This 45-minute webinar session will be dedicated to the Student SSP and includes time for questions and answers. Topics to be covered include:

- ❖ How to access the student SSP
- ❖ SSP Assessments, including the Career Matchmaker interest assessment to help students identify careers of interest and the Learning Styles Inventory (LSI)
- ❖ How the SSP interlinks with various career assessment, career exploration, school exploration, and Financial Aid components in Career Cruising
- ❖ Career profiles featuring over 580 careers and the additional Military Careers section
- ❖ The Employment Guide and Resume Builder
- ❖ SSP Completion Standards by grade level
- ❖ How to help students understand the relevance and practice of developing their SSP

**To register for either, click on the link and select your preferred date:**

Tuesday, September 8, 2015 4:00pm – 5:00pm EST

Thursday, September 17, 2015 12:00pm – 1:00pm EST

<https://attendee.gotowebinar.com/rt/8684845903109243906>

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## School SSP Administration Tool

This 45-minute web-training Session will be dedicated to the School SSP Administration Tool and includes time for questions and answers. Topics to be covered include:

- ❖ Locating information such as usernames and passwords for individual student SSPs
- ❖ Reviewing student SSPs and resumes
- ❖ Meeting SSP Completion Standards by grade level
- ❖ Sending individual or group messages to students
- ❖ Managing parent access and available educator resources to engage parents
- ❖ Using the Annual SSP Review functions
- ❖ Setting up access to the School SSP Administration Tool for additional counselors, advisors, and teachers, and how to assign students to advisors
- ❖ Mapping and updating high school courses to the Delaware common course codes
- ❖ Viewing, exporting, and printing reports for your school
- ❖ Accessing user's guides, classroom activities, and other teaching resources

**To register for either, click on the link and select your preferred date:**

Wednesday, September 16, 2015 4:00pm – 5:00pm EST

Thursday, September 24, 2015 12:00pm – 1:00pm EST

<https://attendee.gotowebinar.com/rt/8352217247427976194>

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## Ability Profiler Assessment

This 45-minute web-training session will be dedicated to the SSP Ability Profiler Assessment that was recently added. Topics to be covered include:

- ❖ What is the Ability Profiler?
- ❖ How to facilitate the assessment
- ❖ How do students access the assessment
- ❖ How to interpret the results
- ❖ AP for students with special needs

Student SSP topics to be covered include:

- ❖ How to access the assessment
- ❖ How to use the access code
- ❖ Prerequisites for the assessment

School SSP Administration System topics to be covered include:

- ❖ How to schedule a test window
- ❖ How to create an access code
- ❖ Prerequisites for the assessment
- ❖ How to administer the assessment
- ❖ How to interpret the results

**To register for either, click on the link and select your preferred date:**

Friday, September 18, 2015 12:00pm – 1:00pm EST

Thursday, October 8, 2015 4:00pm – 5:00pm EST

<https://attendee.gotowebinar.com/rt/5184785931573054465>

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## Alternative SSP Completion

This 45-minute web-training session will provide an introduction and overview of the Alternative SSP Completion component. This SSP webinar session is designed for educators familiar with the SSP for Delaware. Participants will learn more about this component, how to effectively implement within their school, and join a question-and-answer session following the webinar. Topics to be covered include:

- ❖ Overview of the Alternative SSP Completion component and how this differs from the standard SSP
- ❖ Available Delaware Department of Education information and resources
- ❖ What is available to educators in the Alternative SSP Completion module for students
- ❖ Effective best practices and available SSP resources for educators

**To register for either, click on the link and select your preferred date:**

Tuesday, September 22, 2015 12:00pm – 1:00pm EST

Thursday, October 20, 2015 4:00pm – 5:00pm EST

<https://attendee.gotowebinar.com/rt/820187663697584641>

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## The Parent Portal

This 45-minute web-training session will provide an introduction and overview of the new Parent Portal component. Participants will learn more about this component, how to effectively implement within their school, and join a question-and-answer session following the webinar. Topics to be covered include:

- ❖ What is the Parent Portal?
- ❖ How to invite parents?
- ❖ Login portals
- ❖ Effective best practices and available SSP resources for educators
- ❖ **\*NEW\* How to easily add the parent SSP review manually!**

**To register for either, click on the link and select your preferred date:**

Wednesday, September 16, 2015 12:00pm – 1:00pm EST

Thursday, October 8, 2015 12:00pm – 1:00pm EST

<https://attendee.gotowebinar.com/rt/1697570454872197633>

**\*\*PLEASE NOTE:** The Parent Portal sessions will demonstrate a new way to easily add the parent SSP review manually - we are very excited about this new feature! See the attached document for details.