

CAREER CRUISING STUDENT PORTFOLIO MANAGEMENT

The Career Advisor Management System (CAMS) is an advisement tool that has been designed to enhance your ability to work with your students using the Career Cruising program. For example, CAMS allows you to look up your students' usernames and passwords, see what they have saved to their portfolios and which portfolio completion standards they have met. Through CAMS, you will also be able to communicate with your students, and run important reports. There are a number of ways to organize and filter students in CAMS: by grade, by gender, by advisor, and by creating your own groups.

ACCESSING THE CAREER ADVISOR MANAGEMENT SYSTEM (CAMS)

To log into CAMS, you must go to the Career Advisor Management System website. This site has a different URL from the student side of the Career Cruising program. To log into your advisor account, please go to:

www.careercruising.com/school

We recommend you save this URL to your "favorites" in your preferred internet browser so that you can quickly access CAMS when you need to work with your students' information. To log into CAMS, you will need to know your school username, your school password, and your personal advisor password.

YOUR STUDENT LIST

As a CAMS advisor, you will be able to access the portfolio information for all students at your school from the "All Students" list. You may also assign the students you work with directly to your "My Students" list in order to create a more manageable list of students for yourself. To assign students, you will want to go to the Student Administration section where you will be able to add students to your list by clicking on the appropriate link, and search for the students you will be teaching or advising. Students may be assigned to multiple advisors so that they can be assigned to all of their teachers and counselors.

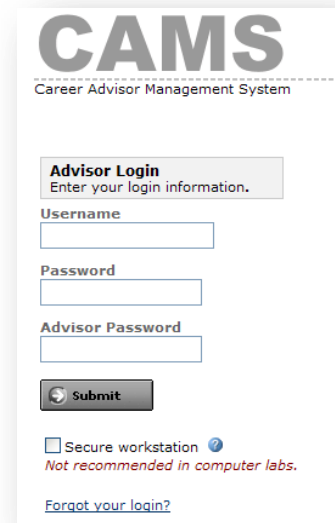
From your own list of students, you will then be able to mass message your students about an upcoming assignment or activity, post relevant documents and links to their portfolio homepages, and pull reporting data based on what your students have saved to their portfolios.

MANAGING STUDENT GROUPS

In addition to assigning students to your list, you may also group students together allowing you to use Career Cruising more effectively. For example you may want to create a group for each class you teach, for all special needs students, or for students involved in a specific extracurricular activity that you sponsor. Once you create a group, you can:

- Create Assignments and Activities for that group
- Message all student in that group at once
- Add Portfolio Homepage Links for the group
- Post documents for that group to their Portfolio Homepage

To create a group in CAMS, click "Manage Student Groups" from the Student Administration section, and then click on "Add New Group". You then need to assign the group a name and select a group type.

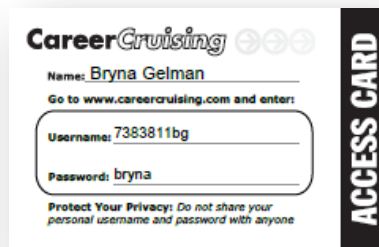
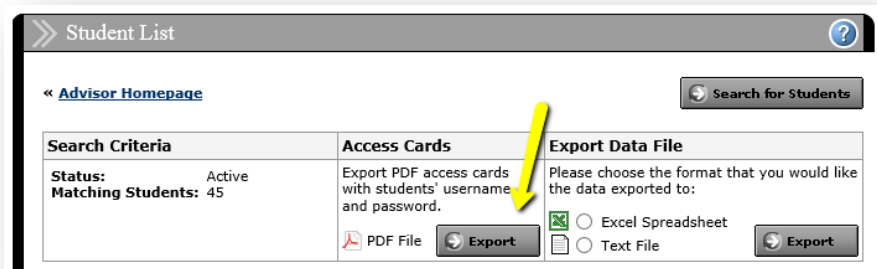


The image shows a screenshot of the CAMS (Career Advisor Management System) login page. At the top, the text "CAMS" is displayed in a large, bold, grey font, with "Career Advisor Management System" written in a smaller font below it. The page is titled "Advisor Login" and prompts the user to "Enter your login information." There are three input fields: "Username", "Password", and "Advisor Password". Below these fields is a "Submit" button. At the bottom of the form, there is a checkbox labeled "Secure workstation" with a blue lock icon, and a note that says "Not recommended in computer labs." Below the checkbox is a link that says "Forgot your login?"

The next step is to search for students and add them to the group. Groups can contain any number of students and students can belong to any number of groups. You will be able to add and remove students from any group at any time. Groups are managed manually, so if you set up a group for a class, for example, you must add and remove students from that group as they join and leave the class.

PREPARING ACCESS CARDS

Once your students are organized, you can provide them with access cards by clicking on the Export button under Access Cards at the top of the student list. This will then generate a PDF file of access cards for you to print. We recommend preparing access cards for students based on group, advisor or grade, rather than preparing a file for the entire school.



SEND MESSAGES

CAMS allows advisors to send messages to students that will appear in their Portfolios. When students log into their portfolios, they will see the messages they have received on their Portfolio Homepages. This is an excellent way to remind students of important events, announcements, or deadlines. You can send messages to all students, selected groups of students, or to individuals.

Students who have entered an email address into their portfolios will also receive a copy of the message at that email address. We recommend that you remind students to update their email addresses each year by having them click on the "Update My Personal Profile" in the "Quick Links" section of their Portfolio Homepage to help ensure students are also receiving these messages to their email.

Sending Mass Messages to Students

On the Advisor Homepage, click on the "Send Message" link in the "My Students" section.

Enter the subject and message text. Select the criteria for the students who should receive the message. Click Send Message.

Sending a Message to an Individual Student

Find the student you want to send a message to using the "Search For Students" feature. From the View/Action dropdown menu, select Send Message.

Enter the subject and message text. Click Send Message.

Report-Based Messaging

You can also send messages to students directly from the Portfolio Completion Reports and several standard Portfolio reports.