

PROMOTING AND GRADUATING STUDENTS

Before the start of the new academic year, make sure your students are entered under their appropriate grade level in Career Cruising. If you're not data-integrated and manage student data, you'll need to promote and graduate students. The **Promote/Graduate Students** feature is used to promote students to the next grade and to also graduate grade 12 students out of the system. When students are graduated, their portfolio status will be changed to inactive.

Graduated students will no longer appear on the student list and will not affect aggregate reports; however, these students will still be able to access and update their portfolios.

IMPORTANT NOTES:

- If you're part of a region or district using Career Cruising, check with your school system administrator first to find out if a certain timeline has been established for you to complete these tasks.
- We encourage you to communicate with other Career Cruising Administrators in your district to establish a timeline of when these tasks will be completed. For example, the middle schools should complete their tasks first, and once the middle schools have completed their tasks, then the high schools can complete their tasks.
- You will want to run any Portfolio Reports you need prior to beginning with the transfer students process.
- One person at your school should be designated to complete the transfer to ensure that this function is only performed once.

TO PROMOTE AND GRADUATE STUDENTS:

1. Log in to your Career Advisor Management System (CAMS) tool:
www.careercruising.com/school

If you do not remember your login, click **Forgot your login?** and your advisor password will be emailed to you. If you need additional assistance with logging into your CAMS account, please contact Client Support at 1-800-965-8541, ext 2 or email at clientsupport@careercruising.com.

2. Click the **Promote/Graduate Students** link in the **Student Administration** section of your Advisor Homepage (the first page you see after you've logged in to CAMS).
3. Review the **Promote/Graduate Students Log** at the bottom of the page to ensure the promoting and graduating for this year has not already been completed by one of your colleagues.
4. Click **Graduate/Promote Students to the Next Grade Level**.
5. The **Promote/Graduate Students** feature will search for the highest grade level at your school and work its way down through each grade level until all students have been promoted or graduated.
6. Please remember to select the students you would like to promote on each screen. The fastest way to do this is to click the **Select All** link on each screen before you hit **Submit**.