

STANDARD TRAINING AGENDAS

CAREER CRUISING FOUNDATION ONLY (with PCS) – 1-2 hours

30-45 mins: Overview of the Student Side

- Completing Assessments – including Ability Profiler for HS students
- Exploring careers, post-secondary education, financial aid, employment
- Navigating My Plan
- Resume Builder
- How students see completion requirements
- How students access components required
- Implementation strategies by grade level of required components
- How standards reset at the end of each grade level
- Local vs regional completion standards

30-45 mins: Overview of CAMS

- How to organize staff and student accounts
 - Organizing students by advisor
 - Managing different types of groups
- How to communicate with students and parents
- How to personalize the Career Cruising experience
- How to track student progress
- Viewing individual student completion
- Viewing completion reports
- Tools to ensure completion (messaging, advisement, assignments, etc.)
- Assignments and Activities

CAREER CRUISING for MIDDLE SCHOOLS – 1.5-2 hours

30 mins: Overview of Career Cruising – Student Side

- Completing Assessments – including Ability Profiler for HS students
- Exploring careers, post-secondary education, financial aid, employment
- Navigating My Plan
- Resume Builder

30 mins: Overview of Career Cruising – CAMS

- How to organize staff and student accounts
 - Organizing students by advisor
 - Managing different types of groups
- How to communicate with students and parents
- How to personalize the Career Cruising experience
- How to track student progress
- Assignments and Activities

30 mins: Intro and Overview of Course Planner for Students

- Overview of the tools available in Course Planner for students
- Tracking student course plans in Career Cruising through CAMS

- Implementation tips and best practices
- Intro to Course Planner tutorials – what they cover and how to access

CAREER CRUISING FOR HIGH SCHOOLS – 1.5-2 hours

***For Canada, take out App Planner**

30 mins: Overview of Career Cruising – Student Side

- Completing Assessments – including Ability Profiler for HS students
- Exploring careers, post-secondary education, financial aid, employment
- Navigating My Plan
- Resume Builder

30 mins: Overview of Career Cruising – CAMS

- How to organize staff and student accounts
 - Organizing students by advisor
 - Managing different types of groups
- How to communicate with students and parents
- How to personalize the Career Cruising experience
- How to track student progress
- Assignments and Activities

30 mins: Overview of Application Planner

Student tools for the college application process

- Tracking applications (schools and scholarships)
- Search for local scholarships
- Ranking schools
- Completing a personal college profile
- Using Scattergrams
- Requesting transcripts
- Calendar

Tools for advisors to assist with the College Application process

- Adding local scholarships
- Viewing reports on tracked applications
- Entering application outcomes for scattergrams
- Who to contact to get eTranscripts set-up
- Surveys
- Calendar

30 mins: Intro and Overview of Course Planner for Students

- Overview of the tools available in Course Planner for students
- Tracking student course plans in Career Cruising through CAMS
- Implementation tips and best practices
- Intro to Course Planner tutorials – what they cover and how to access

***Any items that cannot fit into their training can be offered via recorded tutorials. TRG and TBRG are best trained via Mark Jaillet's tutorials.**

CAREER CRUISING for ELEMENTARY SCHOOLS – 1-1.5 hours

- Setting the stage for career development in the elementary grades
- Using Spark! K-2
- Using Spark! 3-5
- Implementation tips and best practices
 - Alignment to Common Core (US only)
 - Review of curriculum docs
- CAMS