CAREER CRUISING FOR K-12:
SETTING UP PORTFOLIO COMPLETION STANDARDS

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Portfolio Completion Standards give educators and school administrators the option to set activities that students must complete in Career Cruising to meet portfolio and/or graduation requirements. Standards can be set at different grade levels and aligned with curriculum or learning plans to support student engagement and accountability of your implementation.
Note: Portfolio Completion Standards are usually set at the district or state/provincial level to help ensure consistency in portfolio reports when multiple schools are using the same set of requirements. However, individual schools can set their own standards with the approval of the district.

Examples of a **Portfolio Completion Standard** include taking the **Career Matchmaker** assessment, saving a set number of career profiles in **My Saved Careers**, or recording short- and long-term goals. All activities are saved and tracked in student accounts.

Portfolio Completion Standards work best for districts or schools that:

- want to add portfolio development to career exploration activities or curriculum
- want to implement a progressive system where students complete more sections of their portfolios as they advance through school
- want to set graduation requirements related to career development
- want to motivate students by setting specific goals
- must meet state/provincial or district mandates for career/portfolio development (e.g. Individual Learning Plans)

What Completion Reports are available?

Once **Portfolio Completion Standards** are activated, the aggregate reports track student progress toward meeting set standards. There are five reports available under **Completion Reports** in the Career Advisor Management System (CAMS):

- **Portfolio Completion Status Snapshot** provides an overview of student portfolio completion at your school by grade level or assigned advisor.

- **Portfolio Completion Status by Student** is organized by student and shows you which portfolio standards each student has completed.

- **Incomplete Portfolios by Criteria** shows the number of students who have <u>not</u> completed portfolio standards. Click the number to see which students have not completed the selected requirement.

- **Complete Portfolios by Criteria** shows the number of students who have completed each portfolio standard. Click the number to see which students have completed the selected component.

- **View Portfolio Completion Standards** lets you review your school or district's set standards.

How do students track portfolio completion?

The **My Progress** bar on the home screen of Career Cruising tracks the progress students have made in fulfilling the completion standards set by your school or district. They can click on the **View Details** link to see what activities they've completed, what standards still have to be met, and what information to **Reflect and Confirm** (if activated – see below for details). **Tip:** You can also use **Completion Reports** to send messages to students based on the completion status of their portfolios. Use the **Send Message** icon on the report page in CAMS.

How do I set up Portfolio Completion Standards?

Please fill out the **Portfolio Completion Standards Form** below and send it to your Success Manager, who will enter the standards into Career Cruising.

Can I track unique school assignments or student's document uploads within Portfolio Completion Standards?

Within the **Assignments and Activities** section in a student's account, any unique school projects or activities can be assigned to students with the requirement to upload a completed document to their account. These can be specific documents or completed assignments, such as:

- Graduation projects
- Activity sheets (from **Classroom Activities**)
- Resumes and cover letters
- Any electronic file that's required for all students in the selected grade (e.g. a reflection paper on volunteer work)

How do I set standards with "minimum numbers" for certain activities; for example, a set number of volunteer hours by a certain grade level?

When setting a "minimum number" on standards with that option, the number set at different grade levels is cumulative. Set the lowest minimum in the first grade they need to complete the standard and increase the number as they progress through the grades, taking their past work into account. For example, for **Minimum Number of Saved Careers**, you could ask students to have 1 career saved by the end of 8th grade, 3 saved by the end of 10th grade (1 in 8th grade + 2 in 10th grade), 5 saved by the end of 11th grade (1 in 8th grade + 2 in 10th grade + 2 in 11th grade), and so on.

What is the Reflect & Confirm setting and how does it work?

When the **Reflect & Confirm** setting is activated by your Success Manager, students must indicate that they've reviewed the information in each of the required Portfolio Completion Standard sections. This is to ensure previous work is accurate before it's marked as complete. The **Reflect & Confirm** toggles are reset annually on **June 30th** and students' **Completion Bar** status is set to 0%, but all student-entered work is saved. Adding, changing, or updating portfolio information does not count toward portfolio completion until students have checked the box stating, "I have reflected on this section of My Plan and have confirmed that it is up to date."

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PORTFOLIO COMPLETION STANDARDS FORM

Criteria	Grade Level						
Career and Education Exploration	6	7	8	9	10	11	12
Career Matchmaker This standard requires students to complete the Career Matchmaker assessment and save results. Students answer a minimum of 39 questions to explore career profiles that match their interests (they can answer up to 116 questions for more refined results).							
My Skills This standard requires students to complete the My Skills assessment and save results. Students rate their skill level in 45 areas and see how skills line up with careers of interest. *Note: Students must complete 39 questions of Career Matchmaker to access My Skills.*							
Ability Profiler This standard requires students to complete the Ability Profiler assessment and save results. Students learn more about their abilities and see how they compare to Career Matchmaker suggestions. *Note: Advisors must complete a web-based training session before using Ability Profiler. This assessment is for students 16 and older and should not be set as a standard where students will not reach the age of 16 while in that grade. Students must complete 39 questions of Career Matchmaker to access Ability Profiler.*							
Learning Styles Inventory This standard requires students to complete the Learning Styles Inventory assessment and save results. Students answer 20 questions to find out how they learn and retain information.							
Other Assessments This standard requires students to add test and assessment results NOT completed in Career Cruising, e.g. SAT/ACT scores. Students take these assessments *outside of Career Cruising*; however, you can still ask them to add results to their portfolio.							

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My Saved Careers This standard requires students to save career profiles of interest. You can also specify the minimum number of careers to be saved (see below).							
- **Minimum Number of Saved Careers** This standard specifies the minimum number of career profiles to be saved by a certain grade. *Please include a number for this standard; numbers set are cumulative (see page 2).*							
Career Selector This standard requires students to complete Career Selector and save results. Students fill out a short questionnaire that filters careers by education level, income, core tasks, working conditions, and more.							
My Saved Schools This standard requires students to save schools of interest. You can also specify the minimum number of schools to be saved (see below).							
- **Minimum Number of Saved Schools** This standard specifies the minimum number of schools to be saved by a certain grade. *Please include a number for this standard; numbers set are cumulative (see page 2).*							
School Selector This standard requires students to complete the School Selector and save results. Students fill out a short questionnaire that filters schools by location, admission difficulty, tuition, majors, and more.							
Financial Aid Selector This standard requires students to complete the Financial Aid Selector and save results. Students fill out a short questionnaire that filters scholarships by academic history, interests, background, and more.							

4-Year Education Plan	6	7	8	9	10	11	12
Select the grade(s) in which students will be required to plan their 9th to 12th grade courses. You can also select the minimum number of credits that a student must choose for each year. *Note: If you include a minimum number of credits, students who fail those credits won't reach 100% portfolio completion because credits cannot be backlogged. For more information, please discuss with your Success Manager.*							
Education Plan: Grade 9							
Minimum number of credits _____							

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	6	7	8	9	10	11	12
Education Plan: Grade 10							
Minimum number of credits _____							
Education Plan: Grade 11							
Minimum number of credits _____							
Education Plan: Grade 12							
Minimum number of credits _____							
Career Planning	**6**	**7**	**8**	**9**	**10**	**11**	**12**
My Saved Clusters Students in the selected grades will be required to save their preferred Career Pathways or Career Clusters based on the pathway/cluster system used at your school. Under Explore Careers, students can click a cluster title to view a list of occupation profiles. They can also review cluster matches recommended in their Career Matchmaker results.							
Career Planning Activities This standard specifies which Career Planning Activities students must complete in each grade level (you can find the full list of activities on **page 9**). When activities are specified, students are required to show proof of completion. *Note: If you want students to complete any of the listed activities (their choice), leave this standard blank and use the* Minimum Number of Career Planning Activities *below.*							
- **Minimum Number of Career Planning Activities** This standard specifies the minimum number of career planning activities to be saved by a certain grade, either as specified by you (see above) or chosen by the student. *Please use a number for this standard; numbers set are cumulative (see page 2).*							
Post-Secondary Plan This standard requires students to complete the Post-Secondary Plan under My Goals & Plans. Students will be required to indicate which careers they're considering, what level of education and training they intend to complete after high school and, if applicable, what sources of post-secondary funding they plan to pursue.							
Career & Life Goals This standard requires students to enter their short-term and long-term goals under My Goals & Plans.							

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Criteria	Grade Level						
Activities and Abilities	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Extracurricular Activities This standard requires students to save their extracurricular activities. You can also specify the minimum number of activities to be saved to meet the standard (see below).							
- **Minimum Number of Extracurricular Activities** This standard specifies the minimum number of activities to be saved by a certain grade. *Please use a number for this standard; numbers set are cumulative (see page 2).*							
Hobbies & Interests This standard requires students to save their hobbies & interests under My Activities & Experiences. You can also specify the minimum number of hobbies & interests to be saved (see below).							
- **Minimum Number of Hobbies & Interests** This standard specifies the minimum number of hobbies & interests to be saved. *Please use a number for this standard; numbers set are cumulative (see page 2).*							
Skills & Abilities This standard requires students to save their skills & abilities. You can also specify the minimum number of skills/abilities to be saved (see below).							
- **Minimum Number of Skills & Abilities** This standard specifies the minimum number of hobbies & interests to be saved by a certain grade. *Please use a number for this standard; numbers set are cumulative (see page 2).*							
Awards & Certificates This standard requires students to save awards or certificates received under My Activities & Experiences.							
Work Experience This standard requires students to save their work experiences under My Activities & Experiences. *Note: Some students may not have traditional work experience.*							

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	6	7	8	9	10	11	12
Volunteer Experience This standard requires students to save their volunteer experiences. You can also specify the minimum number of hours to be saved to meet the standard.							
- **Minimum Number of Volunteer Hours** This standard specifies the minimum number of volunteer hours to be saved by a certain grade. *Please use a number for this standard; numbers set are cumulative (see page 2).*							
Annual Portfolio Development Activities	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Annual Review This option allows schools to ensure student portfolios are reviewed by an Advisor. Advisors working with the selected grade(s) will be required to indicate that they've reviewed the student's account within the Career Advisor Management System. *Note: The review is **COMPLETED BY AN ADVISOR**, <u>not</u> by the student. Reviews must be done one at a time and cannot be completed in bulk. Please be aware of any time constraints your Advisors may have in completing this task.*							
Reflect & Confirm This option helps ensure students are reviewing the information in their account at least once a year. This is a **SCHOOL-WIDE** setting and cannot be activated on a grade-by-grade basis. See **page 2** for details.	Yes ____ No ____						
My Journal	**6**	**7**	**8**	**9**	**10**	**11**	**12**
My Journal This standard requires students to complete an entry in My Journal. The entry can be used to describe short and long-term goals, achievements, aspirations, or reflections at the beginning or end of the year. You can also specify the minimum number of journal entries to be saved (see below).							
- **Minimum Number of My Journal Entries** This standard specifies the minimum number of journal entries to be saved by a certain grade. *Please include a number for this standard; numbers set are cumulative (see page 2).*							

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Components of Inspire Career Cruising's cloud-based **Inspire** platform connects education and industry to promote career growth, community development, and successful student transitions. *Only complete this section if you have the Inspire platform activated in Career Cruising.*							
	6	**7**	**8**	**9**	**10**	**11**	**12**
Career Coach Message Board Posts This standard requires students to submit questions to volunteer Career Coaches to learn more about jobs and industries of interest. You can also specify the minimum number of posts (see below).							
- **Minimum Number of Message Board Posts** This standard specifies the minimum number of message board posts (with Career Coaches) to be completed by a certain grade. *Please use a number for this standard; numbers set are cumulative (see page 2).*							
Company Message Board Posts This standard requires students to send messages to companies to learn more about what they do and/or if they offer work-based learning opportunities. You can also specify the minimum number of posts (see below).							
- **Minimum Number of Message Board Posts** This standard specifies the minimum number of message board posts (with Companies) to be completed by a certain grade. *Please use a number for this standard; numbers set are cumulative (see page 2).*							
My Saved Companies This standard requires students to save company profiles of interest. You can also specify the minimum number of companies to be saved (see below).							
- **Minimum Number of Saved Companies** This standard specifies the minimum number of company profiles to be saved by a certain grade. *Please use a number for this standard; numbers set are cumulative (see page 2).*							

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CAREER PLANNING ACTIVITIES

For the Career Planning Activities standard (page 5), you can specify any of the below activities for students to complete or let them choose. Students record completion of these activities in **My Plan** (under **My Activities & Experiences**).

Criteria	Grade Level						
Career Planning Activities	6	7	8	9	10	11	12
Attend a career/job fair							
Attend a college/training fair							
Attend a skill, career or tech center							
Attend camp (music, sports, arts)							
Complete a job search workshop							
Complete interest or ability testing							
Complete or update interviewing skills							
Complete or update resume							
Co-op program or internship							
Discuss career options with a career advisor							
Explore an apprenticeship program							
Go on a field trip to a college							
Go on a field trip to a company							
Job shadowing program							
Pathway interviews							
Practice completing job applications							
Practice or take the SAT/ACT							
Senior Project							
Take part in community service							
Talk to speakers (college, military, career)							
Work as a volunteer							
Work full-time							
Work in the summer							
Work part-time							
Work-related activities							
Other							