

Career Cruising:  
Wisconsin Academic and Career Plan  
In-Person Training Schedule



Summer-  
Fall 2016

# CAREER CRUISING /WISCONSIN ACP IN-PERSON TRAINING

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SUMMER/FALL 2016

**Full Day Training**

**8:30am – 3:00pm Or 9:00am – 3:30pm**

**Who Should Attend:**

- School Administrators, Counselors, Teachers
- School Staff designated as trainers for the Career Cruising software in their buildings

**\*\*\*Space is LIMITED!**

**Registration MUST be completed 7 days prior to training session date.**

**Please bring your laptop for a hands-on experience!\*\*\***

**How to Register:**

- To register, please refer to the training schedule below.

**What Will Be Covered:**

- Role of ACP Software in ACP Implementation and Delivery (DPI)
- How to access the Career Cruising ACP
- Introduction to the Career Cruising system layout and components
- Using Career Matchmaker (the interest assessment tool) and My Skills (the skills assessment tool)
- Introduction to the career and education exploration tools
- Overview of recommended ACP Completion Standards, including the related Reflect & Confirm functionality
- Introduction to the administrative and reporting components, including how to retrieve students Career Cruising ACP access, Parent/Guardian access and how to run aggregate reports
- Accessing the Helpful Documents section, including Users Guides, Classroom Activities, Webinar Recordings, and other available educator resources
- College and Scholarship Application management tools
- Parent/Guardian Portal administration and strategies to engage parents
- Completion Standards and various aggregate reporting/sorting options
- Best Practices discussion and sharing ideas
- Time for questions and answers throughout the session

**Session timeline:**

30 minutes     **DPI: The ACP Process and the role of a software tool**

75 minutes     **Career Cruising – Student Perspective, Part 1**

- Introduction to and tour of the Career Cruising sections
- Using the Multiple Matchmaker career interest assessment to help students identify careers and career clusters of interest
- Learning Styles Inventory (LSI) & Ability Profiler

- Exploring career profile information
- Using exploration tools to research and identify post-secondary schools of interest

15 minutes

## **Break**

45 minutes

## **The Career Cruising ACP/Portfolio tour – Student Perspective, Part 2**

- Showing students where to enter and save different information in their ACPs
- Helping students understand the relevance and importance of annual ACP Completion Standards
- ACP calendar, college and scholarship application management, personal college profile

45 minutes

## **Exploration Tools and Integration with the students' ACPs**

- Explore Careers Section (Career Selector, Career Clusters, Military, Industries)
- Explore Schools Section (College Planning Timeline, Compare Schools, Google Map)
- Explore Employment Guide & Resume Builder

60 minutes

## **Lunch Break**

60 minutes

## **Career Advisor Management System (CAMS)**

- Where to find student information including ACP account usernames and passwords
- Where to find parent/guardian information including usernames and passwords
- How to review, monitor, and update ACP 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

## **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 Career Advisor Management System

15 minutes

## **ACP Completion Standards and Aggregate Reporting/ Sorting Options**

- How to review and track ACP 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!

30 minutes

## **Best Practices Discussion**

- Facilitated discussion among attendees to exchange information and share best practice ideas from around the state
- Other

**Adjourn**

## CAREER CRUISING ACP IN-PERSON TRAINING SCHEDULE

- Each CESA will be communicating information to their member school districts
- Participants will register directly with their local CESA
- CESA regions are providing morning break refreshments and the noon lunch
- There is NO COST to the school district staff to attend training sessions
- School staff can choose to attend one of the two session dates in their region
- Summer and Fall sessions are identical in content covered and format
- Session participants must bring their laptops

Location	Date 1	Date 2	Location	City	Details
CESA 1	Tuesday, August 2	Thursday, October 27	CESA 1	Pewaukee	8:30 a.m. to 3:00 p.m. both sessions
CESA 2	Tuesday, August 9	Thursday, October 13	CESA 2	Whitewater	9 a.m. to 3:30 p.m. both sessions
CESA 3	Wednesday, July 27	Friday, October 14	CESA 3	Fennimore	8:30 a.m. to 3:00 p.m. both sessions
CESA 4	Monday, August 22	Tuesday, September 20	CESA 4	West Salem	8:30 a.m. to 3:00 p.m. both sessions
CESA 5	Thursday, July 28	Thursday, October 6	CESA 5	Portage	9 a.m. to 3:30 p.m. both sessions
CESA 6	Thursday, August 4	Wednesday, October 5	CESA 6	Oshkosh	9 a.m. to 3:30 p.m. both sessions
CESA 7	Wednesday, August 3	Monday, October 3	CESA 7	Green Bay	8:30 a.m. to 3:00 p.m. both sessions
CESA 8	Thursday, July 21	Thursday, September 29	CESA 8	Gillett	9:00 a.m. to 3:30 p.m. both sessions
CESA 9	Thursday, August 25	Thursday, September 22	CESA 9	Tomahawk	8:30 a.m. to 3:00 p.m. both sessions
CESA 10	Monday, August 15	Wednesday, September 28	CESA 10	Chippewa Falls	9:00 a.m. to 3:30 p.m. both sessions
CESA 11	Tuesday, August 23	Wednesday, September 21	CESA 11	Turtle Lake	9:00 a.m. to 3:30 p.m. both sessions
CESA 12	Wednesday, July 20	Tuesday, September 27	CESA 12	Ashland	9:00 a.m. to 3:30 p.m. both sessions