



## WISCONSIN CAREER CRUISING ACP WEBINARS

In addition to attending in-person, hands-on Wisconsin Career Cruising ACP trainings, you also have the option of participating in interactive, online Career Cruising ACP webinars from virtually any location in Wisconsin! To join us, all you need is a bit of available time, a connection to the Internet (56 kbps connection or better), and a means of hearing the audio (headphones, computer speakers, or an available phone line to dial in). Most sessions are intended for all educators using Career Cruising and the ACP with students. Details of all sessions can be found in this document.

We are offering several types of Career Cruising ACP Webinar sessions on a variety of different topics.

**Webinar Topics** (please click on the hyperlink to see the details):

- ❖ [Introduction to the Career Cruising Program and How-to Navigate in the Software](#)
- ❖ [Career Cruising ACP Review/Refresher: Student's Perspective & School Administration Tool](#)
- ❖ [Overview of the Career Cruising ACP from the Student's Perspective](#)
- ❖ [The Career Advisor Management System](#)
- ❖ [Ability Profiler Assessment](#)
- ❖ [The Parent Portal](#)
- ❖ [The Real Game](#)
- ❖ [The College and Scholarship Application Management & Tracking Tools](#)
- ❖ [Using the eTranscript & Preparing for Launch](#) (**Intended Audience:** School Counselors designated as School Lead)
- ❖ [Course Planner – Series of 4 Trainings](#) (**Intended Audience:** School Counselors designated as School Lead)

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## Introduction to the Career Cruising Program & How to Navigate the Software

This 60-minute web-training session is ideally suited for educators who are completely new to Career Cruising and need to get familiar with the software and how to navigate in it. This session will offer an overview of the student side of Career Cruising and its administrative back-end called CAMS (Career Advisor Management System). A 10-minute Q&A period will be included.

**To register for this session, click on the link and select your preferred date from the dropdown menu:**

<https://attendee.gotowebinar.com/rt/7060782572704919556>

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## ACP Review/Refresher: Student's Perspective & School Administration Tool

This 60-minute web-training session is ideally suited for educators who have previously worked with and are familiar with the Career Cruising ACP system. This refresher session will offer a review of the student's perspective of the ACP, The Career Advisor Management System (CAMS) Administration Tool, and a 10-minute Q&A period.

**To register for this session, click on the link and select your preferred date from the dropdown menu:**

<https://attendee.gotowebinar.com/rt/6331420434908836353>

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## Overview of the Career Cruising ACP from the Student's Perspective

This 60-minute web-training session will be dedicated to the Student ACP and includes time for Q&A. Topics to be covered include:

- ❖ How to access the student ACP
- ❖ Career Cruising Assessments, including the Career Matchmaker interest assessment to help students identify careers of interest and the Learning Styles Inventory (LSI)
- ❖ How the ACP interlinks with various career assessments, career exploration, school exploration, and financial aid components in Career Cruising
- ❖ Career profiles featuring over 580 careers and the additional Military Careers section
- ❖ The Employment Guide and Resume Builder
- ❖ Suggested ACP Completion Standards by grade level
- ❖ How to help students understand the relevance and practice of developing their ACP

**To register for this session, click on the link and select your preferred date from the dropdown menu:**

<https://attendee.gotowebinar.com/rt/1983410498961811201>

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## The Career Advisor Management System (CAMS)

This 60-minute web-training session will be dedicated to the Career Advisor Management System school administration tool and includes time for Q&A. Topics to be covered include:

- ❖ Locating information such as usernames and passwords for individual student ACPs
- ❖ Reviewing student ACPs and resumes
- ❖ Meeting suggested ACP Completion Standards by grade level
- ❖ Sending individual or group messages to students
- ❖ Managing parent access and available educator resources to engage parents
- ❖ Using the Annual ACP Review functions
- ❖ Setting up access to the Career Advisor Management System for additional counselors, advisors, and teachers, and how to assign students to advisors
- ❖ Viewing, exporting, and printing reports for your school
- ❖ Accessing user guides, classroom activities, and other teaching resources

**To register for this session, click on the link and select your preferred date from the dropdown menu:**

<https://attendee.gotowebinar.com/rt/2764460678380472577>

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## Ability Profiler Assessment

This 60-minute web-training session will be dedicated to the Career Cruising Ability Profiler Assessment. Topics to be covered include:

- ❖ What is the Ability Profiler?
- ❖ How to facilitate the assessment
- ❖ How do students access the assessment
- ❖ How to interpret the results
- ❖ Ability Profiler for students with special needs

Student ACP topics to be covered include:

- ❖ How to access the assessment
- ❖ How to use the access code
- ❖ Prerequisites for the assessment

Career Advisor Management System topics to be covered include:

- ❖ How to schedule a test window
- ❖ How to create an access code
- ❖ Prerequisites for the assessment
- ❖ How to administer the assessment
- ❖ How to interpret the results

**To register for this session, click on the link and select your preferred date from the dropdown menu:**

<https://attendee.gotowebinar.com/rt/2450926141627167745>

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## The Parent Portal

This 60-minute web-training session will provide an introduction and overview of the Parent Portal component. Participants will learn more about this feature, how to effectively implement it within their school, and join a Q&A session following the webinar. Topics to be covered include:

- ❖ What is the Parent Portal?
- ❖ How to invite parents?
- ❖ Login portals
- ❖ Effective best practices and available ACP resources for educators
- ❖ How to easily add the parent ACP review manually!

**To register for this session, click on the link and select your preferred date from the dropdown menu:**  
<https://attendee.gotowebinar.com/rt/1959053017871851009>

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## The Be Real Game for Financial Literacy

This 60-minute web-training session will offer an overview of The Be Real Game and how it can be used to help High School students with financial literacy and future career/life planning. We will go over the program and share strategies and activities to enhance its benefits.

Overview of the Facilitator's Zone

- ❖ Tour of the program and resources
- ❖ Flow of the game
- ❖ How to get student accounts set-up, add classes, and assign roles

Overview of the Student Side

- ❖ How students login
- ❖ Activities from the student's perspective
- ❖ Using The Be Real Game alongside Career Cruising

**To register for this session, click on the link and select your preferred date from the dropdown menu:**  
<https://attendee.gotowebinar.com/rt/444578005191842049>

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## College and Scholarship Application Management and Tracking Tools

This 60-minute web-training session will offer Career Cruising's College Application feature, called Application Planner. We will cover the tools available to students for the college application process, and the tools available to advisors to assist with this process.

- ❖ Planning Calendar & Task List
- ❖ College Application Tracker
- ❖ Scholarship Application Tracker
- ❖ Local Scholarship list
- ❖ Personal College Profile
- ❖ Counselor tools and reports

**To register for this session, click on the link and select your preferred date from the dropdown menu:**

<https://attendee.gotowebinar.com/rt/5184602319348174849>

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## Using eTranscripts & Preparing for Launch

**(Intended Audience:** School Counselors designated as School Lead)

This 60-minute web-training session will offer Career Cruising's eTranscripts and eDocument Service. Through the use of Career Cruising's ultimate college application tool, students can send eTranscripts through the Credentials eSS service delivery network. This secure online transcript exchange service is offered in partnership with a leading e-transcript provider, Credentials Solutions.

**Prerequisite:** You have to have completed initial set-up with your implementation manager to attend this session.

**To register for this session, click on the link and select your preferred date from the dropdown menu:**

<https://attendee.gotowebinar.com/rt/7469343498104661250>

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## Course Planner Series – Training #1, #2, #3, #4

(Intended Audience: School Counselors designated as School Lead)

### Training #1 – Course Master Review

This 60-minute web-training session is the first of four walk-through sessions to prepare the course planning tool for release to your students. This session is for schools going through their initial set up and implementation phase of the course planning tool.

We will walk through the Course Master section of the program discussing best practices for viewing course data and practical instructions on how to modify course information.

**Prerequisite:** You must receive an invitation to register from your Implementation Manager.

**To register for this session, click on the link and select your preferred date from the dropdown menu:**

<https://attendee.gotowebinar.com/rt/2487844440236585217>

### Training #2 – Diploma/Planner Setup & Demo Testing

This 60-minute web-training session is the second of four walkthrough sessions to prepare the course planning tool for release to your students. This session is for schools going through their initial set up and implementation phase of the course planning tool, Course Planner.

This in-depth session will introduce you to two fundamental sections of the program - Diploma/Planner Setup and Orphan Matching. We will also review the Demo Students section of the program where you will complete the first level of program configuration testing. We will discuss the best practices for the optional diploma streams set up, and demonstrate various test scenarios.

**Prerequisite:** Course Master Review (Training #1)

**To register for this session, click on the link and select your preferred date from the dropdown menu:**

<https://attendee.gotowebinar.com/rt/5207215971681934337>

### Training #3 – Application Overview & Admin Overrides

This 60-minute web-training session is the third of four walkthrough sessions to prepare the course planning tool for release to your students. This session is for schools going through their initial set up and implementation phase of the course planning tool, Course Planner.

This in-depth session will introduce you to two fundamental sections of the program – Administration Overrides and Grade Settings. This session will introduce you to flexibility of the program, showcasing the many settings of the program that can be configured by grade level.

**Prerequisite:** Course Planning - Diploma/Planner Set up and Demo Testing (Training #2)

To register for this session, click on the link and select your preferred date from the dropdown menu:  
<https://attendee.gotowebinar.com/rt/9206731299157376769>

### Training #4 – Application Overview & Preparing for Launch

This 60-minute web-training session is the final of four walkthrough sessions to prepare the course planning tool for release to your students. This session is for schools going through their initial set up and implementation phase of the course planning tool, Course Planner.

In this session, we will discuss the next steps after releasing the application to your students. We also review the many helpful documents and various reports, and highlight additional program training options available for your staff.

**Prerequisite:** Course Planning - Application Overview & Admin Overrides (Training #3)

To register for this session, click on the link and select your preferred date from the dropdown menu:  
<https://attendee.gotowebinar.com/rt/7482477164479140353>

#### Additional Instructions regarding how to REGISTER in the available Career Cruising ACP Webinars:

You will need to register for the training session(s) in advance by clicking on the link below the topic and date/session you are interested in joining. For the webinar, you will need a connection to the Internet (56 kbps connection or better) and an available phone line or speakers for audio.

**After registering, you will receive a confirmation email containing information about joining the webinar. Please save and keep this handy.**

- ❖ Register by clicking on one of the above links at least two business days in advance of the Career Cruising ACP Webinar you plan on participating in.
- ❖ If you do not receive the confirmation link, please double check your junk e-mail folder and spam filter, before contacting us for assistance. If you have not received a confirmation link within one business day of registering, or if you have misplaced your registration link, please email us at [alexk@careercruising.com](mailto:alexk@careercruising.com) or call us at 1-800-965-8541 (ext. 105) at least 24 hours in advance of the webinar so we may assist you. The confirmation link is your key to joining the webinar. We will be unable to provide this link on the day of the training (or just prior), so please verify that you have the link in advance.

#### System Requirements:

- ❖ PC-based attendees- Required: Windows Vista – Windows 10
- ❖ Macintosh®-based attendees- Required: Mac OS® X 10.6 (Snow Leopard®) or newer
- ❖ Speakers/Microphone for online audio or phone line