

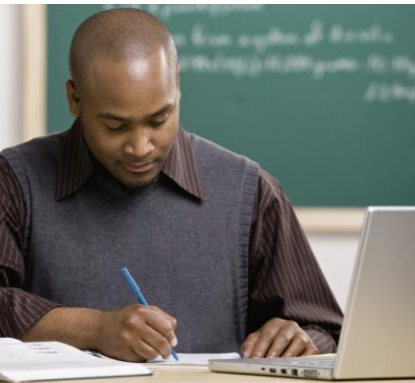
IMPLEMENTATION  
AT-A-GLANCE

# Career Cruising

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Students



Educators



Parents

# Career Cruising Implementation Plan

The following steps show how easy and stress-free it is for you to implement Career Cruising for K-12 at your school or district. We'll also show you how each of the stakeholders – students, parents, and educators – are involved.

- **Students**

The below screenshot is from our redesigned user interface. It allows students to see a complete breakdown of their progress toward meeting the career development outcomes identified by their school or district.

- **Educators**

Implementing Career Cruising gives you access to more than 70 different reports and tracking tools that enable you to monitor the progress of any given student at any point in time.

- **Parents**

All parents have access to the Parent Portal where they can be involved in their child's career development decisions and monitor their progress every step of the way!

The screenshot shows the Career Cruising user interface for a student named Kyle. The top navigation bar includes the logo, language options (Español), Help, My Account, and a search bar. Below the navigation bar, there are tabs for Assessments, Careers, Education, Financial Aid, and Employment. The main content area is titled "Welcome to Career Cruising, Kyle!" and features a "My Progress" section with a progress bar at 88%. The progress bar is divided into "Complete" (88%) and "Incomplete" (12%) sections. A quote by Steve Jobs is displayed below the progress bar. The "Focus on Careers" section highlights "Focus on careers in chemistry" and lists related careers: Chemical Engineering Tech, Chemical Engineer, Chemist, Geologist, Materials / Metallurgical Engineer, Pharmacist, Pharmacologist, and Pharmacy Technician. A photo of two students in a chemistry lab is shown next to the list. A "Show me another" button is located at the bottom right of the photo.

**What do you want to do?**

- Explore My Interests
- Learn About Careers
- Explore Education Options
- Choose My Courses
- Find Jobs
- Create a Resume

**Important Documents**

- Field trip permis...
- Homework for week ...

**Suggested Links**

- College Scorecard
- FAFSA

**Welcome to Career Cruising, Kyle!**

**My Progress**

0% 20 40 60 80 100% **88%**

- Complete **88%**
- Incomplete **12%**

"Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do." - Steve Jobs

**Focus on Careers**

**Focus on careers in chemistry**

If you are looking for a career that will allow you to use and develop the knowledge you are acquiring in your chemistry classes, you should consider one of these careers:

**Related Careers**

- Chemical Engineering Tech
- Chemical Engineer
- Chemist
- Geologist
- Materials / Metallurgical Engineer
- Pharmacist
- Pharmacologist
- Pharmacy Technician

Show me another

# Students

|                             |   |   |
|-----------------------------|---|---|
| <p>Grade<br/><b>K-2</b></p> |   | <ul style="list-style-type: none"> <li>• Students meet characters in six different career paths and learn about their jobs by completing a fun quiz</li> </ul>  |
| <p>Grade<br/><b>3</b></p>   | <p><b>Core Activities</b><br/>Estimated time: 16-19 hours</p>           | <ul style="list-style-type: none"> <li>• Unit 1 – All about me</li> <li>• Unit 2 – What is work?</li> <li>• Unit 3 – Self-Awareness: How I’m Feeling</li> <li>• Unit 4 – My Interests</li> <li>• Unit 5 – Communication Skills: Active Listening</li> <li>• Unit 6 – Talking Initiative</li> <li>• Unit 7 – Social Awareness</li> </ul> <p><b>The Real Game</b></p> <ul style="list-style-type: none"> <li>• Session One: Playing a Role</li> <li>• Session Two: Playing Real</li> <li>• Session Three: Real Skills</li> <li>• Session Four: Real Town Services and Businesses</li> <li>• Session Five: Real Hiring</li> <li>• Session Six: Putting a Town Together</li> <li>• Session Seven: Working World</li> <li>• Session Eight: Real Needs, Real Solutions</li> <li>• Session Nine: Real Rehearsal</li> <li>• Session Ten: Real Play</li> </ul> |
|                             | <p><b>Supplementary Activities</b><br/>Estimated time: 0-5.25 hours</p> | <ul style="list-style-type: none"> <li>• See Educator Guides in CAMS</li> </ul>   |
| <p>Grade<br/><b>4</b></p>   | <p><b>Core Activities</b><br/>Estimated time: 3.5 hours</p>             | <ul style="list-style-type: none"> <li>• Unit 8 – Learning Styles</li> <li>• Unit 9 – Evaluating My Performance</li> <li>• Unit 10 – Occupation Tools</li> <li>• Unit 11 – My Success Tolls</li> <li>• Unit 12 – Cooperation and Teamwork/Respecting Others</li> <li>• Unit 13 – Cyber Safety</li> <li>• Unit 14 – Understanding Stress, Anger &amp; Anxiety</li> </ul>   |
|                             | <p><b>Supplementary Activities</b><br/>Estimated time: 0-5.25 hours</p> | <ul style="list-style-type: none"> <li>• See Educator Guides in CAMS</li> </ul>   |

|                              |   |   |
|------------------------------|---|---|
| <b>Grade</b><br><br><b>5</b> | <b>Core Activities</b><br>Estimated time: 3.5 hours             | <ul style="list-style-type: none"> <li>Unit 15 – Goal Setting and Planning for Action</li> <li>Unit 16 – Responsibility and Decision Making</li> <li>Unit 17 – Flexibility, Adaptability, Adversity</li> <li>Unit 18 – Character Traits</li> <li>Unit 19 – Negotiation Skills: Personal</li> <li>Unit 20 – Use of Information</li> <li>Unit 21 – Self Confidence</li> </ul>   |
|                              | <b>Supplementary Activities</b><br>Estimated time: 0-5.25 hours | <ul style="list-style-type: none"> <li>See Educator Guides in CAMS</li> </ul>   |
| <b>Grade</b><br><br><b>6</b> | <b>Core Activities</b><br>Estimated time: 1-2 hours             | <ul style="list-style-type: none"> <li>Complete the Learning Styles Inventory</li> <li>Complete the first 39 questions of Career Matchmaker</li> <li>Explore careers by keyword and save at least one career of interest to My Plan</li> </ul>  |
|                              | <b>Recommended Activities</b><br>Estimated time: 30-60 minutes  | <ul style="list-style-type: none"> <li>Add hobbies and interests to My Plan</li> <li>Add extracurricular experiences to My Plan</li> <li>Add short and long-term goals to My Plan</li> </ul>  |
|                              | <b>Supplementary Activities</b><br>Estimated time: 1-3 hours    | <ul style="list-style-type: none"> <li>Activity #3 – Using Career Matchmaker</li> <li>Activity #4 – Your Career Ideas and &amp; Career Matchmaker</li> <li>Activity #14 – Learning Styles</li> </ul>  |
| <b>Grade</b><br><br><b>7</b> | <b>Core Activities</b><br>Estimated time: 12-15 hours           | <ul style="list-style-type: none"> <li>Research careers by school subject and save a career of interest</li> </ul> <b>The Real Game</b> <ul style="list-style-type: none"> <li>Unit 1 – Making a Living, Sessions 1-3</li> <li>Unit 2 – Quality of Life, Sessions 1 &amp; 2</li> <li>Unit 4 – The Personal Journey, Sessions 1, 2 &amp; 5</li> </ul>  |
|                              | <b>Recommended Activities</b><br>Estimated time: 10-12 hours    | <ul style="list-style-type: none"> <li>Explore industries of interest and either alone or in groups, present their findings to their classmates</li> <li>Add hobbies and interests to My Plan</li> <li>Add extracurricular experiences to My Plan</li> <li>Add short and long-term goals to My Plan</li> </ul> <b>The Real Game</b> <ul style="list-style-type: none"> <li>Unit 1 – Making a Living, Sessions 4-5</li> <li>Unit 2 – Quality of Life, Sessions 3-5</li> <li>Unit 3 – Changes and Choices, Session 2</li> <li>Unit 4 – The Personal Journey, Sessions 3, 4 &amp; 6</li> </ul> |
|                              | <b>Supplementary Activities</b><br>Estimated time: 4-5 hours    | <ul style="list-style-type: none"> <li>Activity #1 – School Subjects &amp; Careers</li> <li>Activity #2 – Using School Subjects in the Workplace</li> <li>Begin documenting career development experiences in My Journal</li> <li>Activity #9 – Career Interview Project</li> </ul> <b>The Real Game</b> <ul style="list-style-type: none"> <li>Unit 3 – Changes and Choices, Sessions 1, 3 &amp; 4</li> </ul>  |

|                                     |   |  |
|-------------------------------------|---|--|
| <p><b>Grade</b></p> <p><b>8</b></p> | <p><b>Core Activities</b></p> <p>Estimated time: 2-3 hours</p>          | <ul style="list-style-type: none"> <li>• Complete the first 39 questions of Career Matchmaker</li> <li>• Research careers by cluster and save two careers of interest</li> <li>• Indicate clusters of interest in My Plan</li> <li>• Complete course selection for grade 9</li> </ul>  |
|                                     | <p><b>Recommended Activities</b></p> <p>Estimated time: 1-2 hours</p>   | <ul style="list-style-type: none"> <li>• Answer additional Career Matchmaker questions</li> <li>• Add hobbies and interests to My Plan</li> <li>• Add extracurricular experiences to My Plan</li> <li>• Add short and long-term goals to My Plan</li> <li>• Plan courses for grades 10-12</li> </ul>   |
|                                     | <p><b>Supplementary Activities</b></p> <p>Estimated time: 1-3 hours</p> | <ul style="list-style-type: none"> <li>• Activity #4 – Your Career Ideas and &amp; Career Matchmaker</li> <li>• Activity #7 – Career Clusters Research Project</li> <li>• Review the College Planning Timeline</li> <li>• Include a My Journal entry reflecting on Career Matchmaker suggested careers</li> </ul>  |
| <p><b>Grade</b></p> <p><b>9</b></p> | <p><b>Core Activities</b></p> <p>Estimated time: 1- 3 hours</p>         | <ul style="list-style-type: none"> <li>• Research Careers using the Career Selector and save results to My Plan</li> <li>• Complete the Learning Styles Inventory</li> <li>• Complete course selection for grade 10</li> </ul>   |
|                                     | <p><b>Recommended Activities</b></p> <p>Estimated time: 3-6 hours</p>   | <ul style="list-style-type: none"> <li>• Using the information gathered about different careers, prepare a pamphlet, presentation, report, etc., about one career of interest</li> <li>• Review the College Planning Timeline</li> <li>• Explore the Education section and save two schools of interest</li> <li>• Add hobbies and interests to My Plan</li> <li>• Add extracurricular experiences to My Plan</li> <li>• Add short and long-term goals to My Plan</li> <li>• Add volunteer and work experiences to My Plan</li> <li>• Plan courses for grades 11-12</li> </ul> |
|                                     | <p><b>Supplementary Activities</b></p> <p>Estimated time: 1-3 hours</p> | <ul style="list-style-type: none"> <li>• Activity #5 – Using Career Selector</li> <li>• Activity #6 – Comparing Careers</li> <li>• Activity #8 – Career Fair Project</li> <li>• Activity #14 – Learning Styles</li> <li>• My Plan Activity #8 – Activities &amp; Experiences</li> </ul>  |

# Grade

# 10

## Core Activities

Estimated time: 17-21 hours

- Complete Career Matchmaker
- Review the educational requirements for at least two careers of interest
- Complete the School Selector and save results to My Plan
- Complete the Financial Aid Selector and save results to My Plan
- Add hobbies and interests to My Plan
- Add extracurricular experiences to My Plan
- Add short and long-term goals to My Plan
- Add volunteer and work experiences to My Plan
- Prepare first draft of a resume
- Explore the Education section and save two majors of interest
- Complete course selection for grade 11

### The Real Game

- Unit 1 – Time Travel: Exploring the Future, Sessions 1-6
- Unit 2 – The Personal Journey: Creating My Future, Sessions 1- 4 & 6

## Recommended Activities

Estimated time: 8-10 hours

- Begin to explore national and local scholarships and save two scholarships of interest to My Plan
- Plan courses for grade 12

### The Real Game

- Unit 1 – Time Travel: Exploring the Future, Sessions 7-9
- Unit 2 – The Personal Journey: Creating My Future, Sessions 5 & 7

### Method Test Prep

- Complete activities to prepare for PSAT and ACT Plan

## Supplementary Activities

Estimated time: 2-3 hours

- Activity #12 – College Research Exercise
- Activity #13 – Finding the Right College
- Activity #15 – Why Study This? A Cross-Curricular Game
- My Plan Activity #5 – Scholarships and Financial Aid
- My Plan Activity #9 – Using the Resume Builder

|                                      |  |  |
|--------------------------------------|--|--|
| <p><b>Grade</b></p> <p><b>11</b></p> | <p><b>Core Activities</b><br/>Estimated time: 8-11 hours</p>         | <ul style="list-style-type: none"> <li>• Complete My Skills Assessment</li> <li>• Complete Ability Profiler Assessment (16+ yrs old)</li> <li>• Add hobbies and interests to My Plan</li> <li>• Add extracurricular experiences to My Plan</li> <li>• Add short and long-term goals to My Plan</li> <li>• Add volunteer and work experiences to My Plan</li> <li>• Complete the Post-Secondary Plan in My Plan</li> <li>• Complete Personal College Profile (Brag Sheet)</li> <li>• Explore national and local scholarships and save two scholarships of interest to My Plan</li> <li>• Complete course selection for grade 12</li> </ul> <p><b>Method Test Prep</b></p> <ul style="list-style-type: none"> <li>• Complete lessons for SAT and ACT test preparation</li> </ul> |
|                                      | <p><b>Recommended Activities</b><br/>Estimated time: 3-4 hours</p>   | <ul style="list-style-type: none"> <li>• Explore employment prospects by clicking on the Search for Jobs button in any career profile of interest</li> <li>• Update resume and attach to My Files</li> <li>• Prepare a cover letter and attach to My Files</li> <li>• Review list of saved schools and compare schools of interest</li> <li>• Begin to track scholarship and financial aid applications</li> <li>• Rank schools of interest</li> </ul>   |
|                                      | <p><b>Supplementary Activities</b><br/>Estimated time: 2-3 hours</p> | <ul style="list-style-type: none"> <li>• Activity #10 – Discovering Your Work Skills</li> <li>• Activity #11 – Using My Skills</li> <li>• My Plan Activity #7 – Career Preparation &amp; Planning</li> <li>• Prepare to track NCAA Participation</li> </ul>  |
| <p><b>Grade</b></p> <p><b>12</b></p> | <p><b>Core Activities</b><br/>Estimated time: 3-5 hours</p>          | <ul style="list-style-type: none"> <li>• Update resume and cover letter and attach to My Files</li> <li>• Review list of saved schools and update ranking</li> <li>• Set up College Application Tracker for each school where applying</li> <li>• Request transcripts and other important documents through Credentials Solutions in My Plan account</li> <li>• Set up or update scholarship and financial aid trackers</li> </ul> <p><b>Method Test Prep</b></p> <ul style="list-style-type: none"> <li>• Complete lessons for SAT and ACT test preparation</li> </ul>  |
|                                      | <p><b>Recommended Activities</b><br/>Estimated time: 1 hour</p>      | <ul style="list-style-type: none"> <li>• Update resume and cover letter and attach to My Files</li> </ul>  |
|                                      | <p><b>Supplementary Activities</b><br/>Estimated time: 1-2 hours</p> | <ul style="list-style-type: none"> <li>• Review the Interview Skills section of the Employment Guide and participate in mock interviews</li> </ul>   |

# Educators

Our Career Advisor Management System provides educators with powerful yet easy-to-use reporting, messaging, and customization tools that provide a window into student achievement. At any point in time, educators can see the completion status of all students at a particular school or across the entire school board:

**Advisor Homepage**  
Bryna Gelman, Northern High School

Welcome Bryna Gelman!

**Quick Links**

- Advisor Homepage
- Search for Students
- Manage Parent Accounts
- Manage Ability Profiler
- Assignments & Activities

**Program Options**

- Portfolio Options
- Portfolio Completion Standards
- Assessment Options
- Site Settings
- Add or Modify Courses
- Application Planner

**Reports**

- Completion Reports
- Portfolio Reports
- Application Planner Reports
- Mass Print Options
- View License Information
- View Usage Statistics

**Helpful Documents**

- Enter Career Cruising
- Logout

**All Students**  
Total Students: 55 [View Student List](#) [Send Message](#) [Manage Messages](#)

**My Students**  
Total Students: 13 [View Student List](#) [Send Message](#) [Manage Messages](#)

| Student Administration  | Advisor Administration  |
|---|---|
| <ul style="list-style-type: none"><li>&gt; <a href="#">Add New Student</a></li><li>&gt; <a href="#">Promote/Graduate Students</a></li><li>&gt; <a href="#">Transfer Students</a></li><li>&gt; <a href="#">Manage Student Groups</a> <b>New!</b></li></ul> | <ul style="list-style-type: none"><li>&gt; <a href="#">View List of All Advisors</a></li><li>&gt; <a href="#">Add New Advisor</a></li></ul>   |
| <b>Assign</b> Students to an Advisor<br>> Please Select Advisor ▾   | <ul style="list-style-type: none"><li>&gt; <a href="#">Invite Others: Add/Edit Special Contacts</a></li><li>&gt; <a href="#">Manage Advisement Logs</a></li><li>&gt; <a href="#">Manage Group Entries</a></li></ul> |
| <b>Unassign</b> Students from an Advisor<br>> Please Select Advisor ▾   |   |

**Portfolio Homepage Files** [Add New File](#)

| File Name                                  | Date       | Details              | Options |
|--|------------|----------------------|---------|
| <a href="#">Graduation Project</a>         | 02/02/2010 | <a href="#">View</a> |         |
| <a href="#">Field Trip permission slip</a> | 09/18/2012 | <a href="#">View</a> |         |

**Portfolio Homepage Links** [Add New Link](#)

| Link Name                      | Options                                       |
|--------------------------------|---|
| <a href="#">View this site</a> | <a href="#">Edit</a>   <a href="#">Delete</a> |
| College Board                  | <a href="#">Edit</a>   <a href="#">Delete</a> |

## Teachers & Counselors

- View completion status of each student's My Plan account
- Record and share counseling notes with fellow counselors
- Distribute assignments and activities with set due dates
- Access resources for in-class instruction
- Track and confirm students' high school course selections and graduation tracking
- Send messages to students and parents

## District Administrators

- View activity of students at all schools in the district
- Control teacher and counselor access to the administrative system
- Communicate with students district-wide or at a particular school
- Generate detailed aggregate reports to better understand student activities and interests
- Access high school course forecasting reports



# Parents

With our Parent Portal, parents and guardians can stay on top of their child's progress anywhere they have access to a computer.

Get Started: [careercruising.com/parent](http://careercruising.com/parent) | Click "Register Now"

The screenshot shows the Career Cruising Parent Portal interface. At the top, there is a navigation bar with "Parent Portal" on the left and "Español" and "Logout" on the right. Below this is a dark blue header with "Parent Dashboard" in white. The main content area is divided into several sections:

- Welcome Mary Smith!**: A light blue sidebar on the left contains navigation links: Dashboard, My Account, Messages (0), Add a Child, and Logout.
- More Information**: Below the sidebar, there are links for About Career Cruising, What is the Parent Portal?, and About the Parent Portal (PDF).
- Main Content**: A white box contains a description of the portal's purpose. Below this is a profile card for "Jane Smith" with details: School (Northern High School), Grade Level (Grade 12), Last Student Login (2/20/2013 3:59:00 PM), and Portfolio Completion Status (79%). There are icons for "View Jane's Portfolio" and "Explore Career Cruising".
- Footer**: The Career Cruising logo is centered, with links for Terms of Use, Privacy, and Contact Us, and a copyright notice.

## Parent Portal's exciting features allow parents to:

- View their child's goals, interests, achievements, and experiences
- Track their child's high school course selections and progress towards graduation
- View their child's post-secondary plans
- Provide feedback to their child and his or her teacher and counselor
- Receive messages from their child's teacher and counselor
- Explore Career Cruising to learn more about career and education options for themselves, in state, and across the country