

ccPathfinderLite User's Guide

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INTRODUCTION

THE PURPOSE OF CAREER CRUISING

Career Cruising has been developed with one goal in mind: making a comprehensive career guide that people will truly enjoy using.

While in school, we noticed a common problem among our peers—few of us knew what to do with our lives after graduation. Our understanding of our career options was very limited, and often based more on inaccurate stereotypes than the reality of the working world.

To address these problems, we set out to create a career guidance resource that would have appealed to us when we were in school. Our aim with the initial version of Career Cruising was to develop a user-friendly program that combined comprehensive career information with the personal perspective provided by multimedia interviews with people in every occupation.

Over the years, we have responded to the needs of Career Cruising users by adding a number of additional features: first-class career assessment tools, a comprehensive post-secondary schools database, financial aid information, an Education Development Plan (EDP) tool, employment resources, and helpful administrative features.

The ongoing development of Career Cruising is a labor of love for all of our staff. It is our hope that Career Cruising will have a positive impact on the lives of everyone who uses the program.

THE PURPOSE OF ccPathfinderLite

ccPathfinderLite provides students with an interactive approach to course planning that is highly customized for each province to meet curriculum guidelines.

ccPathfinderLite encourages high school students to think about the impact their studies have on achieving their future goals. With a few clicks, it helps them set up a complete a 3-year or 4-year program of courses in alignment with the Provincial graduation requirements and their individual aspirations.

ccPathfinderLite FEATURES

FEATURE REVIEW

	CCPATHFINDERLITE
<p>High School Course Plan Depending on Province, students create a 3-year or 4-year course plan.</p>	✓
<p>Diploma / Graduation Tracking Automatically tracks student course selections to make sure they meet Provincial graduation requirements.</p>	✓
<p>Cluster Possibilities Based on their course selections, students have access to visual indicators of cluster / career possibilities.</p>	✓
<p>Program Possibilities The Program Possibilities feature reveals Apprenticeships, College Programs, and University Programs for which a student may be eligible based on their course plan.</p>	✓
<p>Local Course Customization Counsellors have the ability to add local courses not included in the provincial list.</p>	✓
<p>Reporting Counsellors have access to Reports tracking courses selected by students at their school and each student's total number of courses.</p>	✓

GETTING STARTED

HOW DO I SET-UP THE ccPathfinderLite FOR MY SCHOOL?


ccPathfinderLite must be set-up within the Career Advisor Management System (CAMS) for your school. CAMS helps administrators, teachers, and counsellors effectively implement and manage the use of Career Cruising at their location

To access CAMS, go to the following webpage:

www.careercruising.com/School

To log in, enter your site username, site password, and your personal advisor password. Then click on the **Submit** button.

If you have forgotten your username or password, click on the Forgot Your Login? link on the CAMS login page, or contact the Career Cruising administrator at your school. If you do not have access to CAMS, you can also contact your school's Career Cruising Administrator or your Client Account Manager

Once you have logged, in, click on the **Education Plan** button on the left menu and then select the blue question mark icon  (top right). The online Help menu provides instructions on how to set-up ccPathfinderLite for your school.

INTRODUCING ccPathfinderLite TO STUDENTS


ccPathfinderLite STUDENT ACTIVITY

ccPathfinderLite allows you to view and change your high school course plan. With help from your Guidance Department or teacher, ccPathfinderLite will help you organize your courses to meet graduation requirements and career and post-secondary education goals.

How to access and select courses:

1. Go to www.careercruising.com. Login by entering your username and password. Your guidance counselor or teacher will provide you with your username and password.

2. To select courses, click **Choose My Courses** from the list of options on the left under the question, **What do you want to do?**

- The upcoming school year is colour coded differently. This is where you will select your courses for next year.
- Pre-fill the courses you have completed and are currently completing in the previous columns.
- Click on the blue book icon  at the top right to see the full Course Guide.
- Remember, this is your course plan; you can select/remove courses as many times as you like.

3. To choose a compulsory course (yellow slot), click on the plus '+' icon of any yellow course slot.

- You will be presented with a list of courses to choose from.
- Click on the course name to see the full description, advisor notes, and pre-requisite and successor relationships of this course.
- To add a course, click **Add Course**. You will return to your planner and the course you have chosen will appear.
- Continue until you have selected all your compulsory courses.

4. To choose an elective course (white slot), click on the plus '+' icon of any white course slot.

- You will have the option of selecting the course by its Discipline, Keyword and you may also have the option to select by Cluster. The option to search by Discipline is the default. Click on the **Select...** dropdown to search for an elective course.
- Once you have made a selection, you will be presented with a list of courses to choose from.
- Click on the course name to see the full description, advisor notes, and pre-requisite and successor relationships of this course.
- To add a course, click **Add Course**. You will return to your planner and the course you have chosen will appear.
- Continue until you have selected all your elective courses.

The blue symbol means there is an Advisor Note for that course that you must read.

The red symbol means there is an Alert for that course that you must read.

5. Click **Learn More** below the heading **Graduation Tracking**. This section indicates how many courses you have achieved, planned and remain to achieve the graduation requirements.

Congratulations on completing your course selections!