

**Spark! CAREER ADVISOR  
MANAGEMENT SYSTEM (CAMS)  
USER'S GUIDE**

# TABLE OF CONTENTS

---

- INTRODUCTION ..... 1**
  - ABOUT THE SPARK! CAREER ADVISOR MANAGEMENT SYSTEM .....1
- ACCESSING THE CAREER ADVISOR MANAGEMENT SYSTEM..... 2**
- STUDENT ADMINISTRATION ..... 3**
  - STUDENT LIST .....3
  - ADDING NEW STUDENTS.....4
  - DELETING STUDENT ACCOUNTS .....5
  - EDITING STUDENT PROFILES .....5
- ADVISOR ADMINISTRATION ..... 6**
  - ADDING AN ADVISOR .....6
  - EDITING AN ADVISOR’S PROFILE .....6
  - ASSIGNING STUDENTS TO AN ADVISOR.....6
- REPORTS ..... 7**
  - COMPLETION STATUS REPORT .....7
  - OTHER REPORTS .....7
- FOR MORE INFORMATION ..... 7**

# INTRODUCTION

## ABOUT THE SPARK! CAREER ADVISOR MANAGEMENT SYSTEM

The Career Advisor Management System (CAMS) helps administrators, teachers, and counsellors effectively implement and manage the use of Spark! in their school(s). With CAMS you are able to:

- Manage student accounts.
- Plan for how to use Spark! with your students.
- Generate reports on students' Spark! completion, badges achieved, and usage.

The screenshot displays the 'Advisor Homepage' for Sarah Brown, ccSpark Demo. The interface includes a sidebar with navigation options and a main content area with student statistics and administration tools.

Student Administration	Advisor Administration
<ul style="list-style-type: none"> <li>» <a href="#">Add New Student</a></li> <li><b>Assign Students to an Advisor</b></li> <li>» Please Select Advisor <input type="text"/></li> <li><b>Unassign Students from an Advisor</b></li> <li>» Please Select Advisor <input type="text"/></li> </ul>	<ul style="list-style-type: none"> <li>» <a href="#">View List of All Advisors</a></li> <li>» <a href="#">Add New Advisor</a></li> </ul>

Advisor Home Page

## ACCESSING THE CAREER ADVISOR MANAGEMENT SYSTEM

To access CAMS for Spark!, go to the following webpage:

[www.careercruising.com/School](http://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.

When you log in for the first time, you will need to read and agree to the Career Advisor Management System Agreement.

The screenshot shows the CAMS login interface. On the left, the 'CAMS Career Advisor Management System' logo is displayed above an 'Advisor Login' section. This section includes a heading 'Enter your login information.' and three input fields: 'Username', 'Password', and 'Advisor Password'. A 'Submit' button is located below these fields. A checkbox labeled 'Secure workstation' is present, with a note: 'Not recommended in computer labs.' and a link for 'Forgot your login?'. On the right side, the 'ccEngage' logo is shown with 'Follow' and 'Subscribe' buttons. Below this is a promotional text: 'Complete solution. Total inspiration. ccEngage is your complete solution, integrating all of our innovative Career Cruising products. It engages and inspires people of all ages to achieve their full potential in school, career and life. We've made it so affordable, it's sure to fit your budget.' This is followed by links for 'More info' and 'Blog'. A list of products is provided, each with an icon and a brief description: 'ccSpringboard: The heart of ccEngage', 'ccPathfinder: High school course planner', 'ccTheRealGame: Classroom experiential learning', 'ccSpark!: Career learning begins', and 'ccinspire: Connecting education and industry'.

CAMS Login

# STUDENT ADMINISTRATION

## STUDENT LIST

The Student List is the central point for managing student information. You can access the complete Student List, the list of students assigned to you as an advisor, or use the *Search For Students* feature to generate custom Student Lists.

To access the Student List, click on the View Student List link in the All Students section of the Advisor Homepage. You can also access the list of the students who have been assigned to you by clicking on the View Student List link in the My Students section of the Advisor Homepage.

The Student List displays students' name, grade, username and password, and portfolio completion status. You can sort the list by any column.

Click on the Search For Students button in the top right corner of the Student List page to search for specific students (or groups of students) by grade, username, first or last name, advisor, status, gender, or group.

From the View/Action dropdown menu in the Student List, you can access a number of options:

- View student work
- Edit their administration profile (first and last name, password, grade level, advisor, and gender)
- Delete a Student Account

The screenshot shows the 'Advisor Homepage' for Sarah Brown, ccSpark Demo. The 'Student List' section is active, displaying search criteria and a table of students. The search criteria show 170 matching students. The export options are Excel Spreadsheet (selected) and Text File. The table lists students with columns for Name, Password, Grade, and View/Action. The View/Action dropdown menu is open for the first student, showing options: Please Select, Please Select, View Student Work, Edit Profile, and Delete Account.

Name	Password	Grade	View/Action
Abbott, Anthony	aa3	Grade 3	Please Select
Abbott, Anthony	aa6	Grade 6	Please Select
Abuan, Dennis	da6	Grade 6	View Student Work
Abuan, Dennis	career	Grade 3	Edit Profile
Adams, JoAn	JoAnA123	Grade 3	Delete Account

Student List

# STUDENT ADMINISTRATION

The Student List can also be exported as a text file or an Excel spreadsheet. You can customize the export by selecting the information you would like to include, such as students' usernames, passwords, grade levels, completion status, and more.

## ADDING NEW STUDENTS

When you add new students, you are creating a Spark! account for them.

To add a new student, click on the Add New Student link in the Student Administration section of the Advisor Homepage.

The screenshot shows the 'Add Student' form within the Student Administration section. The form includes the following fields and options:

- First Name:** Sally
- Last Name:** White
- Student ID/Username:** (empty field)
- Password:** 6939671
- Gender:** Radio buttons for Male and Female, with Female selected.
- Grade Level:** A dropdown menu set to Grade 3.
- Advisor:** A list of checkboxes for selecting an advisor: James Bowler(A.M.), James Bowler(P.M.), Sarah Brown, Carol Strawberry (checked), and Sally White.

An 'Add Student' button is located at the bottom right of the form.

**Add Student**

# STUDENT ADMINISTRATION

---

## DELETING STUDENT ACCOUNTS

When you use the Delete Portfolio option from the View/Action dropdown menu on the Student List, the student's portfolio status is changed to inactive. Students whose portfolios have been deleted no longer appear on the Student List.

## EDITING STUDENT PROFILES

Student profiles contain basic information about students, including full name, grade, gender, advisor, and account password. This information is used for generating reports and managing student information.

Information can be edited using the Edit Profile option in the View/Action dropdown menu on the Student List.

## TRANSFERING STUDENTS TO ANOTHER SCHOOL

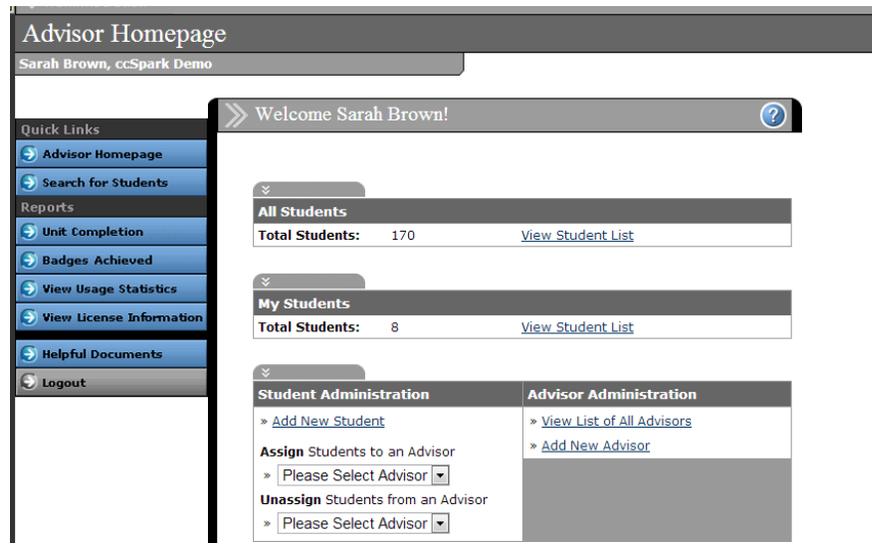
This feature allows you to transfer students at your school to another school within your district that also subscribes to Career Cruising. This feature is used primarily by elementary and middle schools transferring their graduating students to the appropriate school.

To transfer a student, click on the Transfer Students link in the Student Administration section of the Advisor Homepage. You can also use the Search For Students feature to locate a student, and select the Transfer option from the dropdown menu beside his or her name on the Student List.

# ADVISOR ADMINISTRATION

## ADDING AN ADVISOR

Users with administrator or counsellor-level access can add advisor profiles using the Add New Advisor link in the Advisor Administration section of the Advisor Homepage. When advisors are added, they are assigned a level of access security to ensure that they have access to the tools and information that are appropriate for them.



Home Page

## EDITING AN ADVISOR'S PROFILE

The *View List of All Advisors* link in the Advisor Administration section of the Advisor Homepage allows you to access advisors' Student Lists, as well as edit and delete advisor information and profiles.

If you are an advisor without administrator or counselor-level access, you can edit your own profile using the *Edit My Profile* link in the Advisor Administration section of the Advisor Homepage.

## ASSIGNING STUDENTS TO AN ADVISOR

Assigning students to a career advisor helps teachers and counsellors quickly access information related to their students. They can view their list of students, send messages to groups of students, generate custom reports, and mass print their students' portfolios, resumes, Education Plans, and Matchmaker results.

There are a number of ways to assign students to an advisor. If you have administrator-level access, you can select an advisor's name from the *Assign Students to an Advisor* dropdown menu in the Student Administration section of the Advisor Homepage and search for students to assign to that advisor.

Advisor assignments can also be made using the Edit Profile option from the View/Action dropdown menu on the Student List.

## GRADES K-2 REPORTS

---

**Badges Achieved by Student** – This report is organized by student and shows you what badges your student has collected.

**Usage** – These reports allow you to see how many times your student has logged into Spark! and also provides visibility into school wide usage.

## GRADES 3-5 REPORTS

---

### COMPLETION STATUS REPORT

The aggregate Completion Status Report tracks how students are progressing through Spark! units. There are two options:

**Unit Completion Status Snapshot** – This report provides an overview of unit completion at your school by grade.

**Unit Completion Status by Student** – This report is organized by student and shows you which components each student has completed (Games and Reflection Activities).

### OTHER REPORTS

**Badges Achieved by Student** – This report is organized by student and shows you what badges your student has collected.

**Usage** – This report allows you to see how many times your student has logged into Spark!

## FOR MORE INFORMATION

---

For more information about CAMS, please contact your client account manager. If you do not know his or her direct contact information, you can reach our client service department at 1-800-965-8541 or [support@careercruising.com](mailto:support@careercruising.com).