

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

# Table of Contents

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|   |           |
|---|-----------|
| <b>INTRODUCTION .....</b>                                   | <b>1</b>  |
| ABOUT THE CAREER ADVISOR MANAGEMENT SYSTEM.....             | 1         |
| <b>ACCESSING THE CAREER ADVISOR MANAGEMENT SYSTEM .....</b> | <b>3</b>  |
| ACCESSING CAMS.....   | 3         |
| ABOUT ACCESS LEVELS.....                                    | 4         |
| ACCESSING CAREER CRUISING FROM CAMS .....                   | 4         |
| <b>STUDENT ADMINISTRATION.....</b>                          | <b>5</b>  |
| STUDENT MY PLAN ACCOUNTS.....                               | 5         |
| STUDENT LIST .....  | 5         |
| ADDING NEW STUDENTS.....                                    | 7         |
| DEACTIVATING MY PLAN ACCOUNTS.....                          | 8         |
| EDITING STUDENT PROFILES .....                              | 8         |
| PROMOTING AND GRADUATING STUDENTS.....                      | 8         |
| TRANSFERRING STUDENTS.....                                  | 8         |
| MANAGING STUDENT GROUPS.....                                | 9         |
| SENDING MESSAGES TO STUDENTS .....                          | 9         |
| LOGIN HISTORY .....   | 11        |
| NOTES.....  | 11        |
| ADVISEMENT LOG .....  | 11        |
| MANAGE ADVISEMENT LOGS.....                                 | 11        |
| MANAGE GROUP ADVISEMENT LOG ENTRIES.....                    | 12        |
| ANNUAL PLAN REVIEW .....                                    | 12        |
| INVITE OTHERS ACCESS .....                                  | 13        |
| MANAGE PARENT ACCOUNTS.....                                 | 13        |
| ASSIGNMENTS & ACTIVITIES .....                              | 14        |
| VIEWING AND PRINTING STUDENT' PLANS AND RESUMES .....       | 15        |
| <b>ADVISOR ADMINISTRATION .....</b>                         | <b>16</b> |
| ADDING AN ADVISOR .....                                     | 16        |
| EDITING AN ADVISOR'S PROFILE .....                          | 16        |
| ASSIGNING STUDENTS TO AN ADVISOR .....                      | 17        |
| <b>CUSTOMIZATION OPTIONS.....</b>                           | <b>18</b> |
| PLAN OPTIONS .....  | 18        |
| PLAN COMPLETION STANDARDS .....                             | 19        |
| ASSESSMENT OPTIONS.....                                     | 20        |
| SITE SETTINGS .....   | 21        |
| CUSTOMIZING MY PLAN HOMEPAGE LINKS AND FILES .....          | 22        |

# Table of Contents

---

|  |           |
|--|-----------|
| INVITE OTHERS: ADDING AND EDITING SPECIAL CONTACTS ..... | 22        |
| ADDING OR MODIFYING COURSES.....                         | 22        |
| <b>MY PLAN REPORTS.....</b>                              | <b>23</b> |
| COMPLETION REPORTS .....                                 | 23        |
| STANDARD PLAN REPORTS.....                               | 24        |
| REPORT CUSTOMIZATION AND DATA EXPORTING .....            | 28        |
| <b>MASS PRINT OPTIONS .....</b>                          | <b>29</b> |
| <b>FOR MORE INFORMATION .....</b>                        | <b>30</b> |

# Introduction

## ABOUT THE CAREER ADVISOR MANAGEMENT SYSTEM

The Career Advisor Management System (CAMS) helps administrators, teachers, and counsellors effectively implement and manage the use of Career Cruising at their location. With CAMS you are able to:

- Organize and view students' My Plan data to track their career exploration and planning progress
- Export data collected from students' My Plans for use in other applications
- Generate reports on students' My Plan usage, assessment results, career and education exploration, goal-setting and education planning activities, and other portfolio work
- Input customized course lists that students can use to create four-year high school My Education Plans

**CAREER CRUISING**

Administration Français

### Advisor Homepage

Monica Andrews, Northwest High School

Welcome Monica Andrews!

**Quick Links**

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

**Program Options**

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

**Reports**

- Completion Reports
- Portfolio Reports
- Mass Print Options
- View License Information

**Helpful Documents**

- Enter Career Cruising
- Logout

**All Students**

Total Students: 121 [View Student List](#) [Send Message](#) [Manage Messages](#)

**My Students**

Total Students: 32 [View Student List](#) [Send Message](#) [Manage Messages](#)

| Student Administration  | Advisor Administration   |
|---|--|
| <ul style="list-style-type: none"> <li>» <a href="#">Add New Student</a></li> <li>» <a href="#">Promote/Graduate Students</a></li> <li>» <a href="#">Manage Student Groups</a> <b>New!</b></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> <li>» <a href="#">Invite Others: Add/Edit Special Contacts</a></li> <li>» <a href="#">Manage Advisement Logs</a></li> <li>» <a href="#">Manage Group Entries</a></li> </ul> |

**Assign Students to an Advisor**

» Please Select Advisor

**Unassign Students from an Advisor**

» Please Select Advisor

**Portfolio Homepage Files**

| File                            | Date       | Details              | Options                      |
|---------------------------------|------------|----------------------|------------------------------|
| <a href="#">Important Dates</a> | 08/01/2013 | <a href="#">View</a> | <a href="#">Add New File</a> |

**Portfolio Homepage Links**

| Link                           | Details             | Options                                       |
|--------------------------------|---------------------|---|
| <a href="#">View this site</a> | Métiers Spécialisés | <a href="#">Edit</a>   <a href="#">Delete</a> |
| <a href="#">View this site</a> | Red Seal Program    | <a href="#">Edit</a>   <a href="#">Delete</a> |

**Advisor Homepage**

# Introduction

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- Customize My Plan and assessment options and site settings to meet the needs of your students
- Manage Parent Portal Accounts
- Communicate directly with students using an internal messaging system
- Implement My Plan Completion Standards to define specific objectives for career exploration and portfolio development

# Accessing the Career Advisor Management System

## ACCESSING CAMS

To access CAMS, 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.

If you have a multilingual licence, you can click on the **Français** button at the top of every page to access a French translation of the system. This will not affect any data, notes, or messages you have entered, which will remain in their original language. Use the same button to toggle between English and French at any time.

CAMS Login

# Accessing the Career Advisor Management System

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## ABOUT ACCESS LEVELS

Some of CAMS' customization and information management features are available only to users with a certain level of access. Multiple security levels ensure you have access to the appropriate tools and information. There are four levels of access:

**Career Cruising Administrator** – This level of access is intended for the one or two individuals at a school who are primarily responsible for the implementation and management of Career Cruising and student My Plan development. This access level allows you full access to all of the features and functions available within the CAMS tool, including customization options.

**School Administrator/Counsellor** – This level of access is intended for school administrators and counsellors who work with CAMS regularly, use Career Cruising with a large group of students, and may have some student information management responsibilities. This access level allows you to access most of the student information management and some of the customization functions. At this level, you have full access to all reporting and Student List options.

**Teacher/Advisor** – This level of access is intended for teachers who use Career Cruising with specific groups of students and are mainly responsible for working with just these students' information. This access level allows you to access student My Plan information, including both individual student data and aggregate reports.

**Other Staff** – This level of access is intended for staff members who need limited access to the CAMS features, such as reporting functionality and the retrieval of student usernames and passwords, but do not need access to student information management tools and customization functions.

## ACCESSING CAREER CRUISING FROM CAMS

You can explore the Career Cruising program by clicking on the Enter Career Cruising button near the bottom of the menu on the left side of the Advisor Homepage. From the Main page, you can access the Explore Assessments, Explore Careers, Explore Education & Training, and Employment sections of the program.

# Student Administration

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## STUDENT MY PLAN ACCOUNTS

My Plan creation can be student-driven or school-driven. The student-driven model allows students to create their own accounts. The school-driven model allows those with administrator and counsellor-level access to use CAMS to create My Plan accounts for students. The right option for your school depends on how you plan to implement the My Plan tool.

With student-driven My Plan creation, students can select their own usernames and passwords to create a new Plan at any time. The drawback of this approach is that students can create multiple Plans, which makes it more difficult to keep track of their work. Schools typically choose a student-driven approach if portfolio development is an optional activity for students.

If students are required to maintain a portfolio, we recommend using the school-driven model as it ensures that students maintain a single My Plan account. This does involve some additional time at the beginning of the portfolio development process as you will need to enter students into the database through CAMS. To use the school-driven model, you will need to deactivate the Create A New Account feature. (See the [Customization Options](#) section for instructions on how to do this.)

We also offer fee-based automated data uploading services. For more information on data import options, please contact your client account manager.

## 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 My Plan completion status. You can sort the list by any column.

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

- **View Plan** – View a printer-friendly version of the student's Plan
- **View Resume** – View the student's resume as he or she has formatted it
- **Advisement Log** – Track guidance activities through the Advisement Log
- **Annual Review** – Record information for the Annual Plan Review
- **Completion Status** – View a student's individual My Plan Completion Status report



# Student Administration

- **Deactivate Plan** – Deactivate a My Plan account
- **Edit Profile** – Edit a student's profile
- **Invite Others Access** – Enable or disable the Invite Others To View My Plan feature for individual students
- **Login History** – The Login History feature allows you to see when and how often a student has logged into their Plan
- **Notes** – The Notes section allows you to record notes about students that can be read only by other advisors or, if the notes are specified as private, only by you
- **Parent Access** – View and create access accounts to enable parents and guardians to view and reflect on their child's Plan
- **Parent Comments** – Track parents' and guardians' thoughts on their child's Plan

The screenshot displays the 'Student List' page in the Career Cruising system. At the top, there's a navigation bar with 'Administration' and 'Français'. Below it, the 'Advisor Homepage' for Monica Andrews at Northwest High School is shown. The main section is titled 'Student List' and includes a search bar. Below the search bar, there are three panels: 'Search Criteria' (Status: Active, Matching Students: 122), 'Access Cards' (Export PDF access cards), and 'Export Data File' (Please choose the format that you would like the data exported to: Excel Spreadsheet or Text File). The main table lists students with columns for Name, Username, Password, Grade, View/Action, and Completion Status. A dropdown menu is open for the 'View/Action' column of the first student, Ames, Rosie, showing options like View Portfolio, View Resume, Advisement Log, Annual Review, Completion Status, Deactivate Portfolio, Edit Profile, Invite Others Access, Login History, Notes, Parent Access (NEW), Parent Comments, Send Message, and View My Journal. The table shows the first few rows of students, including Ames, Rosie; Andrews, Joshua; Arndt, Brandi; Aubin, Pamela; Biggers, Kristen; Billups, Daniel; and Binkley, Erma.

Student List

- **Send Message** – Send a message to an individual student through their Plan. If the student has entered a personal email address, he or she will also receive an email copy of the message

# Student Administration

- **View My Journal** – View students' My Journal entries to track their thoughts and progress on their career planning activities
- **Transfer** – Transfer a student to another school in your board

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 student group.

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 in CAMS, you are creating My Plan accounts for them. If you have created a Plan for a student, he or she should not create a separate one using the student My Plan tool.

The screenshot shows the 'CAREER CRUISING' interface. At the top, there's a navigation bar with 'Administration' and 'Français'. Below it, the 'Student Administration' section is active, showing 'Monica Andrews, Northwest High School'. A sidebar on the left lists various links like 'Advisor Homepage', 'Search for Students', 'Manage Parent Accounts', etc. The main content area is titled 'Add Student' and contains a 'Student Information' form. The form fields are: First Name (Amanda), Last Name (Jackson), Username (8198438), Password (0853847), Gender (Female selected), Grade Level (Grade 11), and Advisor (Monica Andrews selected). An 'Add Student' button is at the bottom right of the form.

**Add A New Student**

Each new student that you add to the system must have a unique username. If the username you have selected is already in use, you must select another username.

# Student Administration

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In order to ensure the privacy and security of student information, you should assign each student a unique password. Do not use students' names or birthdates; this may allow others to view and change the information in a student's Plan.

Each personal My Plan must have a unique username and password combination.

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

## DEACTIVATING MY PLAN ACCOUNTS

When you use the **Deactivate Plan** option from the View/Action dropdown menu on the Student List, the student's My Plan status is changed to inactive. Students whose Plans have been deactivated no longer appear on the Student List and do not affect aggregate reports; however, their Plans are not deleted. They are still able to access all of their saved information and update their Plans and resumes.

## EDITING STUDENT PROFILES

Student profiles contain basic information about students, including full name, grade, gender, advisor, expected graduation date, and personal My Plan username and password. This information is used for generating reports and managing student data.

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

## PROMOTING AND GRADUATING STUDENTS

The **Promote/Graduate Students** feature in the Student Administration section of the Advisor Homepage ensures that student data remains current. You can promote students from one grade to the next, graduate students from your school, and demote students from one grade to another.

When students are graduated, their My Plan status is changed to inactive. Graduated students do not appear on the Student List and do not affect the aggregate reports; however, they are still able to access and update their Plans.

## TRANSFERRING STUDENTS

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 high school.

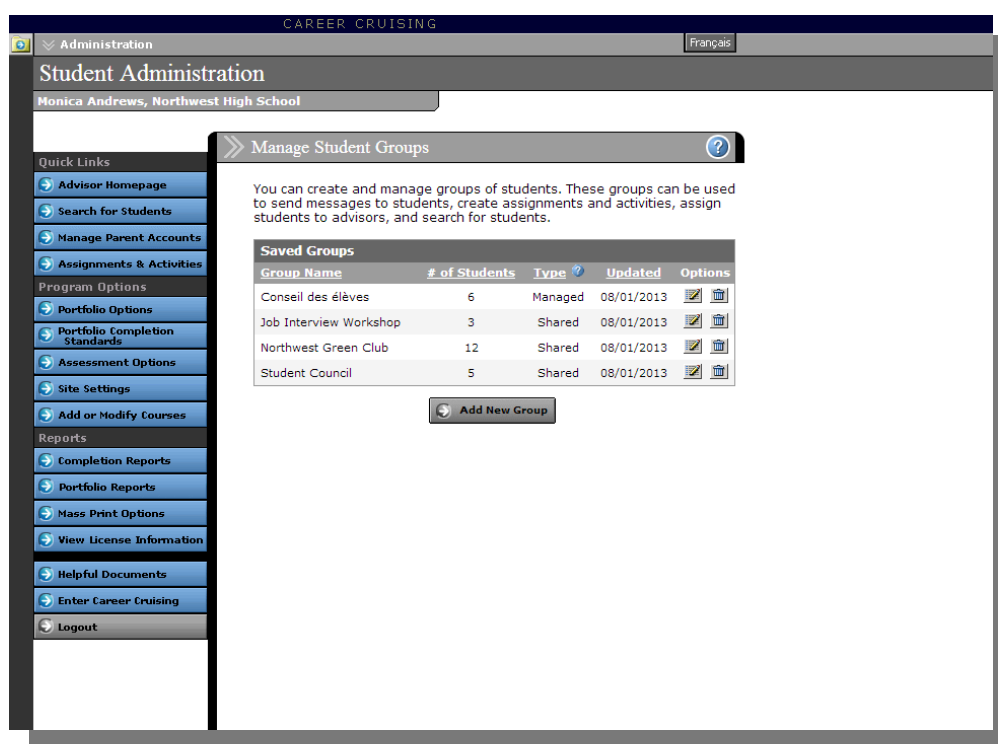
To transfer a student, click on the **Transfer Students** link in the Student Administration section of the Advisor Homepage. You can also use the Search For Students feature to locate a student, and select the **Transfer** option from the dropdown menu beside the student's name on the Student List.

# Student Administration

## MANAGING STUDENT GROUPS

You can organize students into groups to make it easier to search for students, send targeted messages, add links and files to My Plan homepages, manage group advisement log entries, and assign activities to specific students.

Groups are sets of students with something in common, such as enrolment in a specific course, participation in student council or other group activities, or involvement in ESL, special education, or any other type of learning program. Grouping allows you to organize students by criteria other than grade, gender, and assigned advisor.



Manage Student Groups

Groups must be managed manually. To create a group, click on the **Manage Student Groups** link in the Student Administration section of the Advisor Homepage, and then click on **Add New Group**. There are three types of groups:

- **Private** – These groups are visible only to the user who created them.
- **Shared** – These groups can be viewed, modified, and deleted by all CAMS users.
- **Managed** – These groups can be viewed and used as filters by all CAMS users, but they can be modified only by users with Career Cruising Administrator access.

# Student Administration

You can enter the group name, choose the type of group to create, and then select students to be added to the group.

## SENDING MESSAGES TO STUDENTS

The CAMS internal messaging system allows you to send messages to students through the My Plan tool. When students log into Career Cruising using their personal My Plan username and password, the messages you send will appear in their Inbox. This is an excellent way to make announcements or to remind students of important events.

You can send messages to a specific student by selecting **Send Message** from the View/Action dropdown menu beside the student's name on the Student List.

To send messages to groups of students, click on the **Send Message** link in the All Students section of the Advisor Homepage. You can send a message to all students in the school or to selected groups of students based on criteria such as grade, gender, advisor, or student group.

You can also send messages to the students assigned to you by clicking on the **Send Message** link in the My Students section of the Advisor Homepage. You can send a message to all students assigned to you or select groups of students based on criteria such as grade, gender, or student group.

You can also send targeted messages through the Plan Completion Status Reports and some standard Plan Reports.

**CAREER CRUISING**

Administration Français

**Messaging**

Monica Andrews, Northwest High School

**Send Message**

Students who have entered an email address will receive an email message as well as viewing the message on their Portfolio Homepage.

Send New Message | [Manage Messages](#)

**Message Subject and Text**

**Subject** Career Fair

**Message Text** This is just a reminder that our Career Fair will be held next Thursday from 1:30-4:00 in Gym B. This is an excellent opportunity to find out more about career options! Be sure to bring any questions you have.

**Message Recipients**

**Send to**

☒ Students  
☐ Parents  
☐ Both

**Select Users**

☐ All Students  
☐ Student Group  
☒ Build a Filter

**Filter Criteria**

Select the criteria for the message recipients.

**Assigned Advisor**

☒ Your Students

Send Message

# Student Administration

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Students cannot reply directly to messages in their Plans. If they need to discuss the message, they should speak directly with their counsellor or teacher. Students who have entered an email address in their My Plan profile will also receive an email copy of the message.

Click on the **Manage Messages** link in the All Students or My Students section of the Advisor Homepage to view or delete the messages you have sent.

## LOGIN HISTORY

The Login History feature allows you to see when and how often a student has logged into his or her My Plan account. To view a student's login history, select **Login History** from the View/Action dropdown menu beside the student's name on the Student List.

## NOTES

The Notes section allows you to record notes about students that can be read only by other advisors or, if the notes are specified as private, only by you. To see the notes recorded for a specific student, select **Notes** from the View/Action dropdown menu beside the student's name on the Student List.

From this page, you can add new notes, edit previous notes, or delete notes.

*(Note: You can only edit and delete notes that you have entered. You cannot modify notes created by other users.)*

## ADVISEMENT LOG

The Advisement Log allows you to maintain a log of advisement activities for each student to track his or her advisement program over time. You can use this feature to record information about individual students' career exploration progress, educational plans, or other activities. Aggregate reports based on the Advisement Log can help track how students' career development time is being spent and identify where their greatest needs are.

To see the Advisement Log for a specific student, select **Advisement Log** from the View/Action dropdown menu beside the student's name on the Student List.

From this page, you can add new entries, edit previous entries, or delete entries.

*(Note: You can only edit and delete log entries that you have entered. You cannot modify entries created by other users.)*

## MANAGE ADVISEMENT LOGS

The Manage Advisement Logs feature allows you to search for, view, and manage advisement log entries for students at your school. To use this feature, click on the **Manage Advisement Logs** link on the Advisor Homepage and search for students by grade, username, first or last name, or advisor.

# Student Administration

A list of students matching your search criteria is displayed along with the number of entries in each student's Advisement Log and the date his or her Advisement Log was last updated. Click on a student's name to view, add, edit, or delete entries in his or her Advisement Log.

*(Note: You can only edit and delete log entries that you have entered. You cannot modify entries created by other users.)*

## MANAGE GROUP ADVISEMENT LOG ENTRIES

This feature allows you to add new log entries for multiple students at the same time. To view Group Advisement Log entries, click on the **Manage Group Entries** link on the Advisor Homepage.

Click on the subject name to view details about existing group entries. To add a new group log entry, click on the **Add New Entry** link. On the Advisement Activity Details form, select the session dates and a topic area, fill out the subject line and description field, and click on the **Add Students** button to search for students who should have the entry included in their Advisement Log. When you are finished, click **Submit**.

## ANNUAL PLAN REVIEW

When enabled at your site, the Annual Plan Review standard requires each student to have his or her Plan reviewed by a teacher, counsellor, or advisor each year. Unlike the Reflect & Confirm feature of the My Plan tool, the Annual Plan Review status can only be designated as complete by an advisor, not the student. This option is ideal for schools that include a plan review as part of their advisement program.

The screenshot displays the 'Annual Review' section of the Career Cruising application. The user is logged in as Monica Andrews at Northwest High School. The main content area is titled 'Portfolio Annual Review for Amanda Jackson'. Below this, there is a form for 'Annual Portfolio Review - Grade 10'. The form includes a 'Date' field set to 05/14/2014, an 'Advisor' dropdown menu set to Monica Andrews, and a large text area for 'Advisor Comments'. The comments text reads: 'Amanda has shown great improvement this year and has been doing a great job keeping up to date with her career and education exploration. It's important that she remains organized as she uses the Career Cruising tool. Amanda needs to concentrate on improving her math skills, as she'. At the bottom of the form, there is a 'Student Comments' section and a 'Review Status' section with radio buttons for 'Complete' (selected) and 'Incomplete'. A 'Save' button is located at the bottom right of the form.

Annual Plan Review

# Student Administration

To complete the Annual Plan Review for a specific student, select **Annual Review** from the View/Action dropdown menu beside the student's name on the Student List. The Annual Review option will only appear for students if the review is a requirement for their grade level. (Please see the [Plan Completion Standards](#) section for information on how to set requirements for students' Plans.)

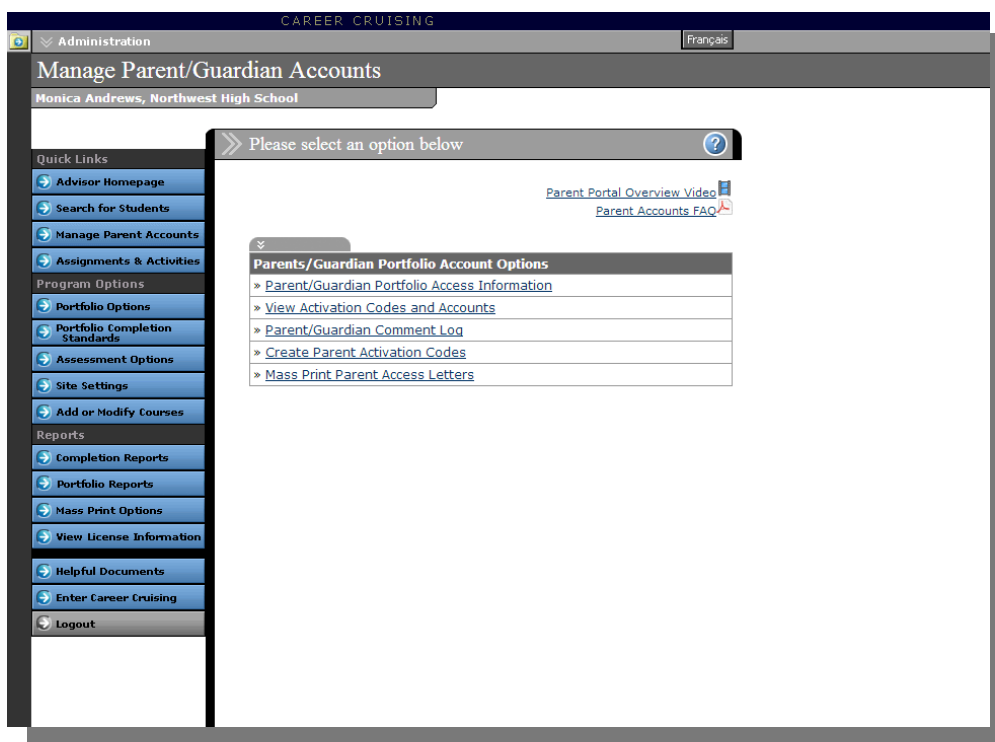
## INVITE OTHERS ACCESS

Students can invite other individuals to view selected sections of their Plans using the Share My Plan feature of their Plan. To disable this option for a specific student, use the **Invite Others Access** option in the View/Action dropdown menu beside the student's name on the Student List.

Disabling this feature will also prevent a student from inviting people and organizations on the Special Contacts list to view his or her Plan. (Please see the [Invite Others: Adding and Editing Special Contacts](#) section for more information.)

## MANAGE PARENT ACCOUNTS

The two main goals of the Parent/Guardian Portal are to allow parents and guardians to view the work done by their child, and to allow them to provide feedback to their child's advisor on the portfolio work their child has completed. The information entered by students for most sections of My Plan is read-only; parents and guardians can view their child's work but cannot change it.



Manage Parent Accounts



## Student Administration

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Before creating an account, parents must receive an activation code. Students can use the **Share My Plan with Parents/Guardians** feature in the Share My Plan section of their Plan to send their parents email invitations containing an activation code and instructions for creating an account. Advisors can also create access codes for parents through CAMS.

To access Parent/Guardian Portal options, click on the blue **Manage Parent Accounts** button. There are five options:

- **Parent/Guardian Plan Access Information** – This section lists all the parent/guardian accounts for students at the school.
- **View Activation Codes and Accounts** – View Parent Portal Account information for students at the school and generate or delete activation codes.
- **Parent/Guardian Comment Log** – This section lists all of the comments entered by parents and guardians individually. The comments are initially sorted by date, allowing advisors to view the latest comments.
- **Create Parent Activation Codes** – Create Parent Portal Account activation codes for individual students or groups of students, and generate letters to send home to parents with their activation code and instructions for accessing the Parent Portal.
- **Mass Print Parent Access Letters** – Mass print Parent Portal Account access letters to send home with students. You can search for students by username, advisor, grade level, and gender.

### ASSIGNMENTS & ACTIVITIES

The Assignments & Activities feature allows you to share template files for assignments and activities, such as worksheets and forms, with your students. You can also organize and track the completed documents students upload to their Plans.

Manage assignments by clicking the **Assignments & Activities** button in the left-hand menu on the Advisor Homepage. From this page you can add new assignments and set due dates, review students' submissions for each assignment, and message students based on whether or not they have uploaded a file for a specific assignment.

# Student Administration

The screenshot shows the 'Assignments & Activities' page in the Career Cruising system. The sidebar on the left contains the following links: Administration, Advisor Homepage, Search for Students, Manage Parent Accounts, Assignments & Activities (selected), Program Options, Portfolio Options, Portfolio Completion Standards, Assessment Options, Site Settings, Add or Modify Courses, Reports, Completion Reports, Portfolio Reports, Mass Print Options, View License Information, Helpful Documents, Enter Career Cruising, and Logout. The main content area has a header 'Assignments & Activities' and a sub-header 'Monica Andrews, Northwest High School'. Below this, there is a table titled 'Assignments & Activities' with columns: Activity Name, Added By, Related Uploads, Status, and Options. The table lists five activities: Career Fair Research, Carrières intéressantes, Green Careers!, Learning Styles Activity, and TEMPLATE for Group Assignment No. 3. Each activity is added by 'M Andrews' and has '0 of 32' related uploads. The status for all is 'Active'. Below the table is a button 'Add New Assignment' and a note: 'Please see the [Helpful Documents](#) section for Career Cruising Classroom Activities.'

| Activity Name                                       | Added By  | Related Uploads | Status | Options |
|---|-----------|-----------------|--------|---------|
| <a href="#">Career Fair Research</a>                | M Andrews | 0 of 32         | Active |         |
| <a href="#">Carrières intéressantes</a>             | M Andrews | 0 of 32         | Active |         |
| <a href="#">Green Careers!</a>                      | M Andrews | 0 of 32         | Active |         |
| <a href="#">Learning Styles Activity</a>            | M Andrews | 0 of 32         | Active |         |
| <a href="#">TEMPLATE for Group Assignment No. 3</a> | M Andrews | 0 of 32         | Active |         |

Assignments & Activities

(Note: You can only edit and delete assignments that you have entered. You cannot modify assignments entered by other users.)

Students can view and download all of their assignments and activities by clicking on the My **Assignments & Activities** link in the My Plan menu. Students can submit a completed assignment by uploading a new file or attaching a file that they have already uploaded to their Plans.

## VIEWING AND PRINTING STUDENTS' PLANS AND RESUMES

You can view a student's Plan or resume using the View/Action dropdown menu on the Student List, and print the document using the print feature in your browser.

If you want to print multiple Plans or resumes, you can use the **Mass Print Options**. This feature allows you to select the group of students whose Plans or resumes you would like to print using a variety of search criteria. (Please see the [Mass Print Options](#) section of this document for more information.)

# 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. (Please see the [About Access Levels](#) section of this document for more information.)

The screenshot shows the 'Manage Advisors' page in the Career Cruising system. The sidebar on the left contains various navigation links. The main content area is titled 'Advisor List' and includes a link to 'add a new access account'. Below this is a table listing several advisors with their names, student lists, passwords, access types, and action icons.

| Name              | Students                  | Password  | Access Type                    | Action |
|-------------------|---------------------------|-----------|--------------------------------|--------|
| Andrews, Monica   | <a href="#">View List</a> | andrewsm  | Career Cruising Administrator  |        |
| Miranda, Gordon   | <a href="#">View List</a> | mirandag  | Other Staff                    |        |
| Mitchel, Darren   | <a href="#">View List</a> | mitched   | Career Cruising Administrator  |        |
| Preet, Nandita    | <a href="#">View List</a> | preetn    | Teacher/Advisor                |        |
| Turnbull, Kim     | <a href="#">View List</a> | turnbullk | Career Cruising Administrator  |        |
| Walters, Margaret | <a href="#">View List</a> | waltersm  | School Administrator/Counselor |        |

Below the table, there is a link: [View Change Log](#)

List of Advisors

## 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 counsellor-level access, you can edit your own profile using the **Edit My Profile** link in the Advisor Administration section of the Advisor Homepage.

To view a log of changes to advisor profiles, click on the **View Change Log** link under the chart on the Advisor List page. Click the icon beside a log entry to view details about the change.

# Advisor Administration

## 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' Plans, 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.

If you have teacher/advisor or other staff-level access, you can add students to or remove them from your own Student List by clicking the **Add Students To My List** or **Remove Students From My List** link in the Student Administration section of the Advisor Homepage.

Students assigned to you appear on your Student List and will be included when reports, messages, or links are filtered for your students.

Administrators can remove students from an advisor's list by selecting an advisor's name from the **Unassign Students From An Advisor** dropdown menu in the Student Administration section of the Advisor Homepage.

**Manage Advisor Assignments**  
Monica Andrews, Northwest High School

Assign Students to a Career Advisor

**Assign Students to: Monica Andrews**

To assign a student to an advisor, check the box beside the student's name.  
Once you have selected all of the students for this advisor, click the Save Assignments button.

| Select                              | Name                | Username  | Grade    | Current Advisors |
|-------------------------------------|---------------------|-----------|----------|------------------|
| <input type="checkbox"/>            | Northlee, Eric      | nwhsus109 | Grade 9  | Darren Mitchell  |
| <input type="checkbox"/>            | Oldman, Sylvester   | nwhsus18  | Grade 10 | Kim Turnbull     |
| <input checked="" type="checkbox"/> | Oppen, Tracy        | nwhsus99  | Grade 11 | Kim Turnbull     |
| <input type="checkbox"/>            | Pemberton, James    | nwhsus50  | Grade 10 | Darren Mitchell  |
| <input type="checkbox"/>            | Petty, Stephen      | nwhsus9   | Grade 9  | Darren Mitchell  |
| <input type="checkbox"/>            | Pfeiffer, Charmaine | nwhsus96  | Grade 12 | Kim Turnbull     |
| <input checked="" type="checkbox"/> | Pingley, William    | nwhsus57  | Grade 9  | Monica Andrews   |
| <input checked="" type="checkbox"/> | Raithe, Eli         | nwhsus35  | Grade 11 | Darren Mitchell  |
| <input type="checkbox"/>            | Rath, Johnny        | nwhsus31  | Grade 11 | Darren Mitchell  |
| <input type="checkbox"/>            | Reeves, Michael     | nwhsus55  | Grade 11 | Kim Turnbull     |
| <input type="checkbox"/>            | Reynolds, Louis     | nwhsus24  | Grade 12 | Darren Mitchell  |

[Select All](#) | [Deselect All](#) | [Save Assignments](#)

Assign Students to an Advisor

# Customization Options

The customization options allow you to tailor Career Cruising to meet the needs of students at your school. Please note that changes made to the program options affect all users at the school.

## PLAN OPTIONS

**Create New Plan** – This setting allows you to control the My Plan creation process to suit the needs of your staff and students. Deactivating the **Create New Plan** option will remove the **Create My Plan** option from the My Plan login menu. Students will be able to log into existing Plans, but they will not be able to create new ones. This option is particularly important if you have a school-driven approach to My Plan creation.

**Change My Password** – This setting gives students the ability to change their personal Plan password.

The screenshot shows the 'Portfolio Options' page in the Career Cruising Administration interface. The page is titled 'Portfolio Options' and is for 'Monica Andrews, Northwest High School'. The sidebar on the left contains navigation links under 'Quick Links', 'Program Options', 'Reports', and 'Helpful Documents'. The main content area has a 'Choose your preferences' header and a 'Please Note' box stating that changes affect all users and take effect within 10 minutes. Below this is the 'Portfolio Settings' section with a list of options and their status (Active or Inactive). The 'Portfolio Sections to Include' section is a table with columns for Education Levels (K-5 to Post-Sec.) and a 'Section/Subsection' column, with checkboxes for each section.

| Education Levels                    |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                    | Include in Program |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|--------------------|
| K-5                                 | 6                                   | 7                                   | 8                                   | 9                                   | 10                                  | 11                                  | 12                                  | Post-Sec.                           | Section/Subsection                 |                    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <a href="#">Personal Profile</a>   |                    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <a href="#">Advisement Log</a>     |                    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <a href="#">Invite Others</a>      |                    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <a href="#">My Journal</a>         |                    |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <a href="#">Assessment Results</a> |                    |

### Plan Options

**Change My Grade Level** – This option allows you to determine whether or not students are able to change their grade level in their Plan profile. If you are using the My Plan tool to meet specific completion standards or for course forecasting, we recommend disabling this feature and managing grade levels through the **Promote/Graduate Students** function on the Advisor Homepage.

**Student Links on My Plan Homepage** – With this feature, you can activate or deactivate the function on the My Plan Homepage that allows students to add links to career, education, and other resources that interest them.

## Customization Options

**Show Assigned Advisor Email** – This feature allows you to determine whether or not the email addresses of assigned advisors appear in the My Advisement Log section of their students' Plans.

**Signature Lines in the Printer-Friendly Plan** – This option allows you to activate or deactivate signature lines for students, parents or guardians, and advisors in printer-friendly versions of students' Plans.

**Allow students to invite their parents** – This option allows students to send invitations to their parents or guardians to create their own Parent Portal accounts.

**Plan Sections to Include** – You can control which sections of the My Plan tool are available to students in each grade.

**Resume Builder Sections to Include** – These options allow you to determine which sections of the Resume Builder appear for students in each grade.

### PLAN COMPLETION STANDARDS

Plan Completion Standards allow you to set the criteria that students are required to meet in order to complete their Plans. Different completion standards can be set for each grade level, allowing the use of this feature for a single course, for graduation requirements, or to implement a progressive system where students complete more sections of their Plans as they advance.

**Portfolio Completion Reports**  
Monica Andrews, Northwest High School

Quick Links

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

Program Options

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

Reports

- Completion Reports
- Portfolio Reports
- Mass Print Options
- View License Information
- Helpful Documents
- Enter Career Cruising
- Logout

**View Portfolio Completion Standards**

**Summary Report - Portfolio Completion Standards**

**Please Note:** Changes made on this page will affect all users at your site. Any changes you make to these settings will take effect within 10 minutes.

To edit criteria, click on the names of the section you want to modify and made the desired changes in the pop-up window. Be sure to save your changes. It may take up to 24 hours for all reports to be updated.

[Printer-Friendly Version](#)

| Criteria                                   | Grade Level |   |   |   |    |    |    |
|--|-------------|---|---|---|----|----|----|
|  | 6           | 7 | 8 | 9 | 10 | 11 | 12 |
| <b>Career and Education Exploration</b>    |             |   |   |   |    |    |    |
| <a href="#">Career Matchmaker</a>          |             |   |   | ✓ | ✓  | ✓  | ✓  |
| <a href="#">My Skills</a>                  |             |   |   |   |    |    |    |
| <a href="#">Learning Styles Inventory</a>  |             |   |   |   |    |    |    |
| <a href="#">Other Assessments</a>          |             |   |   |   |    |    |    |
| <a href="#">My Saved Careers</a>           |             |   |   | ✓ | ✓  | ✓  | ✓  |
| <a href="#">Career Selector</a>            |             |   |   |   | ✓  | ✓  | ✓  |
| <a href="#">My Saved Schools</a>           |             |   |   |   |    | ✓  | ✓  |
| <a href="#">My Saved Programs</a>          |             |   |   |   |    |    |    |
| <a href="#">My Saved Apprenticeships</a>   |             |   |   |   |    |    |    |
| <b>Four Year Education Plan</b>            | 6           | 7 | 8 | 9 | 10 | 11 | 12 |
| <a href="#">Education Plan: 9th Grade</a>  |             |   |   |   |    |    |    |
| <a href="#">Education Plan: 10th Grade</a> |             |   |   |   |    |    |    |

Portfolio Completion Standards

## Customization Options

Plan Completion Standards are ideal for schools that want to implement student portfolio development as part of a formal or informal career development component. This tool is intended for schools that:

- want to add portfolio development to current career exploration activities
- want to use the My Plan tool to meet the needs of a career studies/development curriculum
- are required to meet board or provincial mandates for portfolio development

Setting completion standards allows you to track students' progress. At the same time, students can view the requirements for their grade and ensure that they have met the objectives.

### ASSESSMENT OPTIONS

**Level of Education Question** – This option lets you determine whether or not students can select the level of education they intend to complete before completing the first 39 questions of Career Matchmaker. Including this question can help refine students' results by targeting educationally appropriate careers. Students can choose more than one type of education.

The screenshot shows the 'Assessment Options' page in the Career Cruising system. The page has a sidebar with navigation links and a main content area. The main content area is titled 'Assessment Options' and includes a 'Choose your preferences' section. A 'Please Note' message states: 'Changes made on this page will affect all users at your site. Any changes you make to these settings will take effect within 10 minutes.' The 'Assessment Settings' section shows the 'Level of Education Question' set to 'Inactive' (radio button selected). A 'Save' button is visible. Below this is a section titled 'Other Assessments to Include' with a table listing various assessments and checkboxes.

| Action                   | Assessment Name                        |
|--------------------------|--|
| <input type="checkbox"/> | ACT                                    |
| <input type="checkbox"/> | ACT Explore                            |
| <input type="checkbox"/> | ACT Plan                               |
| <input type="checkbox"/> | Additional Assessments                 |
| <input type="checkbox"/> | ASSET                                  |
| <input type="checkbox"/> | ASVAB                                  |
| <input type="checkbox"/> | CAPS (Career Ability Placement Survey) |
| <input type="checkbox"/> | Career Game                            |
| <input type="checkbox"/> | Career Scope                           |
| <input type="checkbox"/> | Career Targets                         |
| <input type="checkbox"/> | CEI Career Exploration Inventory       |
| <input type="checkbox"/> | COMPASS                                |

Assessment Options

# Customization Options

**Other Assessments to Include** – Students can save results from a wide variety of external assessments and standardized tests to their Plans. With this feature, you can select the specific assessment and test result templates that appear under Other Assessments in the My Assessment section of their Plans.

## SITE SETTINGS

There are a number of ways you can customize Career Cruising for users at your site:

**Employment Section Status** – Activating the Employment section adds a link to the Employment section to the menu bar at the top of the screen which allows all students at your site to access the Employment Guide.

The screenshot displays the 'Site Settings' interface for Career Cruising. At the top, the user is logged in as 'Monica Andrews, Northwest High School'. The left sidebar contains a 'Quick Links' section with buttons for 'Advisor Homepage', 'Search for Students', 'Manage Parent Accounts', 'Assignments & Activities', 'Program Options', 'Portfolio Options', 'Portfolio Completion Standards', 'Assessment Options', 'Site Settings', 'Add or Modify Courses', 'Reports', 'Completion Reports', 'Portfolio Reports', 'Mass Print Options', 'View License Information', 'Helpful Documents', 'Enter Career Cruising', and 'Logout'. The main content area is titled 'Site Settings' and features a 'Choose your preferences' header. A 'Please Note' box states: 'Changes made on this page will affect all users at your site. Any changes you make to these settings will take effect within 10 minutes.' Below this, three settings are listed: 'Employment Section Status', 'Job Search Tool Status', and 'SSL Security', each with 'Active' and 'Inactive' radio buttons. A 'Save' button is located at the bottom right of the settings section. Further down, the 'Career Cluster Options' section includes '» Primary Cluster System' and '» Secondary Cluster System' with detailed text about cluster systems and a 'BC Focus Areas' radio button.

Site Settings

**Job Search Tool Status** – The Job Search tool incorporates a feed from Indeed.Ca, a job search engine that allows users to access job postings on company career sites and online job boards. Activating this feature provides access to the Job Search tool on the Employment homepage.

Career Cruising does **not** screen the postings found on Indeed.Ca.

*(Note: The Job Search tool is not available at elementary and middle school sites.)*

**SSL Security** – When SSL Security is enabled, all user information that is entered into Career Cruising will be encrypted as it travels from your school to our online database.



## Customization Options

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**Career Cluster Options** – In the Career Cluster Options section, you can view your site’s primary cluster system and enable a secondary cluster system for your students. The primary cluster system is available as a search option in the Explore Careers section, integrated with Career Matchmaker, and makes up the cluster interest options in the My Saved Clusters section of the My Plan. If you would like to change your primary cluster system, please contact your client account manager.

If you would like to include a secondary cluster system as a search option in the Explore Careers section, select one of the secondary cluster systems and click **Save**.

### CUSTOMIZING MY PLAN HOMEPAGE LINKS AND FILES

You can make links to online career, education, community, or reference resources available to all students or specific groups of students directly through their Plans. You can also upload documents, such as field trip permission forms and course calendars, so students can view or save copies of the files.

To add links and files for students, click on **Add New File** or on **Add New Link** on the Advisor Homepage. You can also view, edit, or delete links and files that are already available to students.

Links and files will appear on students’ My Plan Homepage (and the main page when they log in with their personal My Plan login), allowing them to access these resources quickly and easily.

### INVITE OTHERS: ADDING AND EDITING SPECIAL CONTACTS

Students have the option to invite others to view their Plans. The **Invite Others: Add/Edit Special Contacts** option on the Advisor Homepage allows you to customize a list of individuals or organizations your students might want to invite to view their Plans, such as college admissions counsellors, potential co-op or internship providers, or organizations offering scholarships.

The list of contacts is available to students through the **Invite Others to View My Plan** feature in the Share My Plan section of their Plan.

### ADDING OR MODIFYING COURSES

The Add Or Modify Courses feature allows you to input a list of the courses available at your school to help students create their four-year Education Plans. Once you enter the course information, students will be able to select courses they have taken, are taking, or plan to take from a dropdown list in the My Education Plan section of the My Plan tool. This helps to ensure the accuracy of the information they enter.

In order for the Course Forecasting report to produce course demand projections, you must enter your school’s courses through this feature.

# My Plan Reports

**Administration** Franglais

## Add or Modify Courses

Monica Andrews, Northwest High School

Please Select . . .

| Grade 9                        | Grade 10                       | Grade 11                       | Grade 12                       |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <a href="#">Add Courses</a>    | <a href="#">Add Courses</a>    | <a href="#">Add Courses</a>    | <a href="#">Add Courses</a>    |
| <a href="#">Modify Courses</a> | <a href="#">Modify Courses</a> | <a href="#">Modify Courses</a> | <a href="#">Modify Courses</a> |

Please note that Course Name and Subject Area descriptions cannot exceed 39 characters in length, including spaces.

**Bold text denotes mandatory fields**

**Course Information**

**Course Name:**

**Course Number:**

**Subject Area:** [What is this?](#)

OR Enter New Subject Area:

**Course Type:**

**Students can take this course in:** ☐ 9th Grade ☐ 11th Grade ☒ 10th Grade ☐ 12th Grade

**Credit:**  [Add Custom Credits](#)

**Course Length:**

OR Enter Different Length:

**Course Description:**

Add or Modify Courses

## COMPLETION REPORTS

The aggregate Plan Completion Status Reports track how students are progressing towards meeting the objectives in the My Plan Completion Standards. There are five options:

- **Plan Completion Status Snapshot** – This report provides an overview of Plan completion at your school by grade.
- **Plan Completion Status by Student** – This report is organized by student and shows you which components of the My Plan tool each student has completed.
- **Incomplete Plans by Criteria** – This report shows the number of students who have not completed each requirement. You can click on the number to see which students have not completed the selected component.
- **Complete Plans by Criteria** – This report shows the number of students who have completed each requirement. You can click on the number to see which students have completed the selected component.
- **View Plan Completion Standards** – You can review the Plan Completion Standards at any time with this option.

# My Plan Reports

You can also use the reports to send messages to students based on the status of their personal My Plans and various completion criteria. Look for the **Send Message** icon on the report page.

The screenshot displays the 'Portfolio Completion Reports' page for Monica Andrews at Northwest High School. The main content area features a 'Portfolio Completion Status Snapshot' table with columns for Grade Level, Complete, Incomplete, and % Complete. The table shows data for Grades 9 through 12, with a total of 125 complete and 463 incomplete plans, resulting in a 27% completion rate.

| Grade Level  | Complete   | Incomplete | % Complete |
|--------------|------------|------------|------------|
| Grade 9      | 31         | 128        | 19%        |
| Grade 10     | 43         | 106        | 29%        |
| Grade 11     | 21         | 110        | 16%        |
| Grade 12     | 30         | 119        | 20%        |
| <b>Total</b> | <b>125</b> | <b>463</b> | <b>27%</b> |

Plan Completion Status Snapshot

## STANDARD PLAN REPORTS

Aggregate reporting features allow you to track students' career development and exploration progress, and to identify occupations, educational choices, activities, and course areas that interest your students. Click on the **Plans Reports** button to access these features.

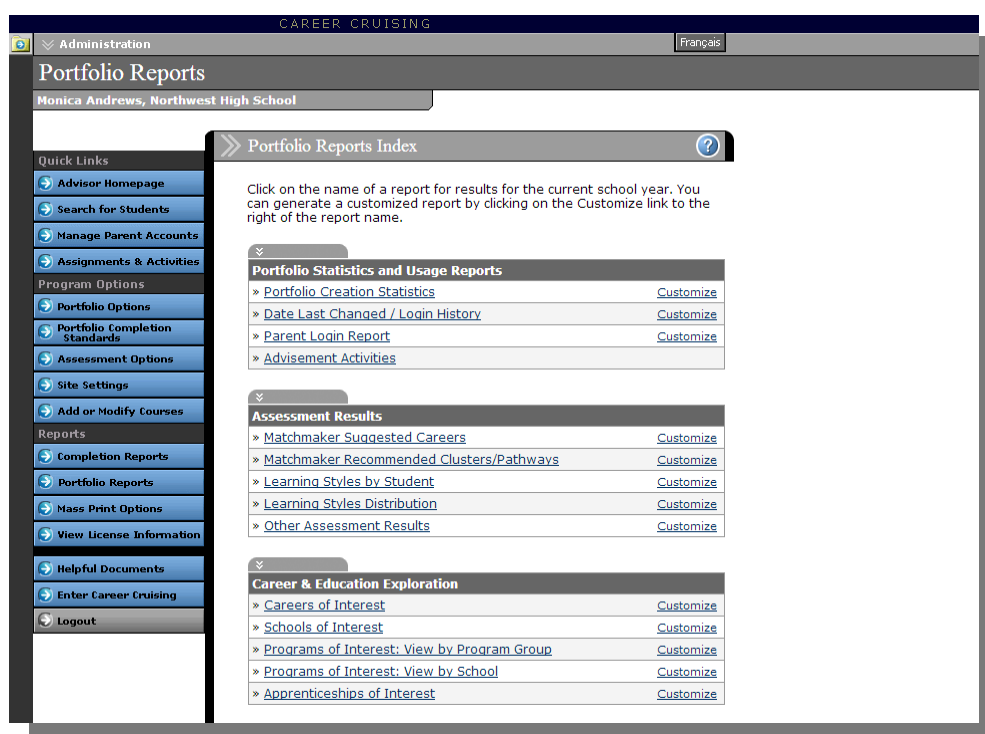
Detailed breakdowns within the reports allow you to see which students have selected a particular career, school, course, or extracurricular activity. You can use this information to plan activities such as workplace field trips and college recruitment visits, and to identify individual student needs. You can also use many of the reports to send messages to students based on some of the information they have saved to their Plans. Look for the **Send Message** icon on the reports summary pages.

### My Plan Statistics and Usage Reports:

- **My Plan Creation Statistics** – A summary of the My Plan accounts created by (or for) students at your school.
- **Date Last Changed/Login History** – Track how often students are logging into their Plans.

# My Plan Reports

- **Parent Login Report** – See how often parents or guardians are viewing their child’s Plan.
- **Advisement Activities** – Monitor the advisement activities recorded in students’ Advisement Logs. You can view activities by student, topic, or advisor.



Plan Reports Index

## Assessment Results Reports:

- **Matchmaker Suggested Careers** – This report lists the careers that were included in Career Matchmaker’s Top 10 Career Suggestions. Reports only include the suggested careers for Matchmaker results that have students have designated as their Best Match.
- **Matchmaker Recommended Clusters/Pathways** – This report lists the top two career clusters or pathways that were recommended by Career Matchmaker based on students’ interests. Reports only include the recommended clusters/pathways for Matchmaker results that students have designated as their Best Match.
- **Learning Styles By Student** – This report lists students who have completed the Learning Styles Inventory with their identified preferred learning style.
- **Learning Styles Distribution** – Aggregate data about the distribution of identified learning styles among your students.

## My Plan Reports

- **Other Assessment Results** – A summary of the other assessments that students have completed and saved to their Plans.

### Career & Education Exploration Reports:

- **Careers of Interest** – Aggregate data on the careers that students have saved to their Plans.

**Careers of Interest Report**

| Career                          | Total | Male | Female | Detail               |
|---------------------------------|-------|------|--------|----------------------|
| Judge                           | 2     | 0    | 1      | <a href="#">View</a> |
| Translator                      | 1     | 0    | 1      | <a href="#">View</a> |
| Webmaster                       | 1     | 0    | 0      | <a href="#">View</a> |
| GIS Specialist                  | 1     | 0    | 0      | <a href="#">View</a> |
| Association Manager             | 1     | 0    | 0      | <a href="#">View</a> |
| Customer Service Representative | 1     | 0    | 1      | <a href="#">View</a> |
| Petroleum Engineer              | 1     | 0    | 0      | <a href="#">View</a> |
| Race Car Driver                 | 1     | 0    | 0      | <a href="#">View</a> |
| Critic                          | 1     | 0    | 0      | <a href="#">View</a> |
| Phlebotomist                    | 1     | 0    | 0      | <a href="#">View</a> |
| Photojournalist                 | 1     | 0    | 0      | <a href="#">View</a> |
| Radiologist                     | 1     | 0    | 1      | <a href="#">View</a> |
| Aircraft Mechanic               | 1     | 0    | 0      | <a href="#">View</a> |
| Automobile Assembler            | 1     | 0    | 1      | <a href="#">View</a> |
| Boilermaker                     | 1     | 0    | 0      | <a href="#">View</a> |
| Broadcast Technician            | 1     | 0    | 0      | <a href="#">View</a> |
| Cardiovascular Tech             | 1     | 0    | 1      | <a href="#">View</a> |

- **Schools of Interest** – Aggregate data on the post-secondary schools that students have saved to their Plans.
- **Programs of Interest: View by Program Group** – Data on the program profiles that students have saved to their Plans, organized by program category
- **Programs of Interest: View by School** – Aggregate data on the schools saved to students' Plans that offer the programs that interest them most.
- **Apprenticeships of Interest** – Track which apprenticeships students have saved to their Plans.

# My Plan Reports

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## Goals & Plans Reports:

- **Career Clusters/Pathways Interests** – Aggregate data on the career clusters or pathways students are interested in. You can drill down to individual student data, including their comments about the clusters they have selected.
- **Post-Secondary Plan** – View the post-secondary goals that students have set for themselves, including top three career interests, top three education institutions, and intended level of education.
- **Career Planning Activities: View by Activity** – Data on the career planning activities that students have completed, including job shadowing programs, career or college fair attendance, organization membership, and more.
- **Career Planning Activities: View by Student** – Track individual student participation in career planning activities.
- **My Journal Report** – Data on student journal activity, including number of entries and date last updated. Use this report to view students' journal entries.

## Activities, Experiences & Awards Reports:

- **Extracurricular Activities: View by Activity** – Aggregate data on the extracurricular organizations and activities in which students participate.
- **Extracurricular Activities: View by Student** – View individual student participation in extracurricular organizations and activities.
- **Hobbies & Interests: View by Activity** – Aggregate data on the informal or independent activities that students participate in.
- **Hobbies & Interests: View by Student** – Detailed data on the informal or independent activities that students enjoy.
- **Volunteer Experience** – A summary of the volunteer and community service activities that students participate in, including number of activities and number of hours of service.
- **Work Experiences** – A summary of the work experiences that students have undertaken.
- **Awards & Certificates** – View detailed information on the awards, certificates, and recognitions that students have received

# My Plan Reports

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## Education Plan Reports:

- **Course Forecasting** – Generate course demand projections using data from students' four-year Education Plans.

## REPORT CUSTOMIZATION AND DATA EXPORTING

Reports can be customized to focus on a specific group of students based on a variety of criteria, including grade, gender, and assigned advisor. You can save these configurations, but please note that saving a report configuration does not save the data returned by that report. If you want to save the report data, please use the Export feature.

All aggregate reports available in the My Plan Reports section can be exported as a text file or as an Excel spreadsheet. To export a report, select the desired file format and click **Export** in the Export Data File box.

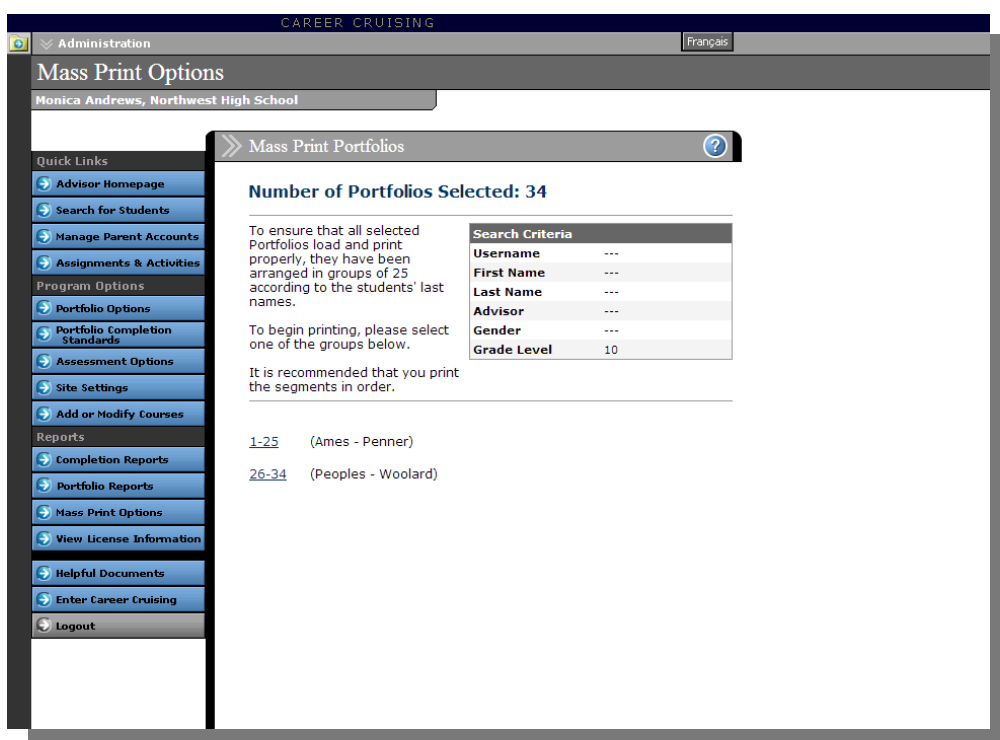
# Mass Print Options

The Mass Print Options section allows you to print desired information for all students or a group of students. There are four mass print options available:

- **Mass Print My Plans**
- **Mass Print Education Plans**
- **Mass Print Resumes**
- **Mass Print Career Matchmaker Results**

Choose the documents that you would like to print and then select the group of students whose information you would like to include. You can select specific sections to print or print entire student Plans.

Once you have selected the students whose Plans, resumes, Education Plans, or Matchmaker results you would like to print, the students' information will be grouped into sets of 25 according to the students' last names. This helps to ensure that the records will be loaded and printed properly.




Mass Print Plans



## For More Information

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To access our comprehensive online help files, click on the  button on any page within CAMS. For additional information, feature guides, training and more, please visit Help Scout at [help.careercruising.com](http://help.careercruising.com).

You can also participate in one of our live training webinars. To view upcoming sessions and to register to participate, go to <http://public.careercruising.com/ca/en/training/webinars>.