Career Cruising

SCHOOL ADMINISTRATION SYSTEM (SAS) USER'S GUIDE

SOUTH DAKOTA

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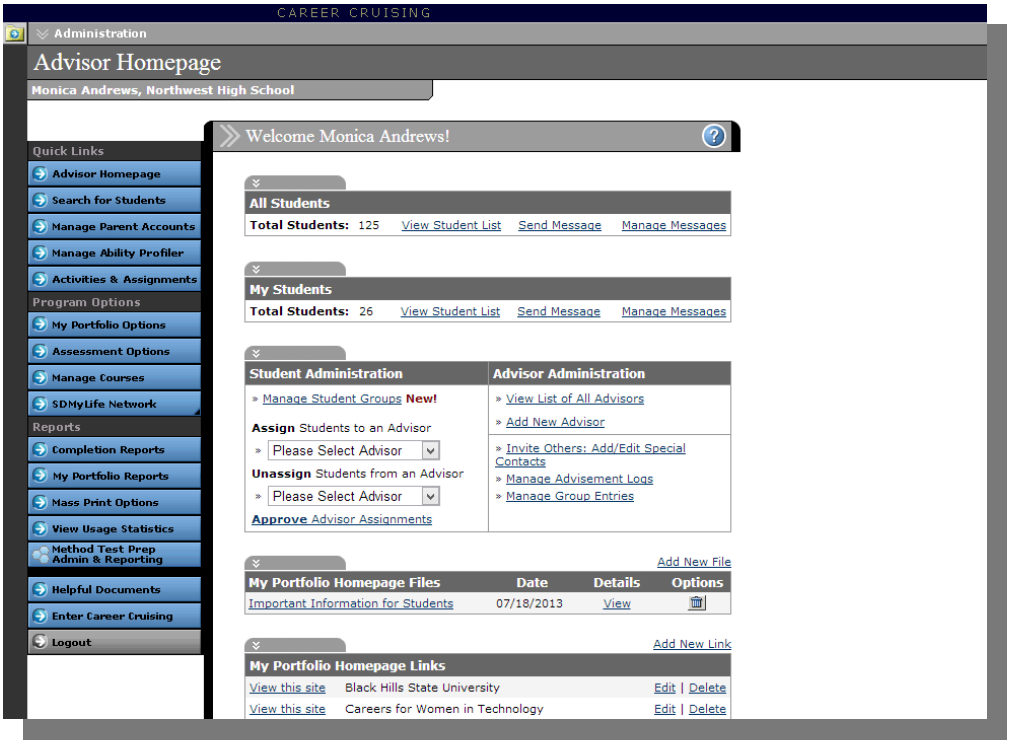
Introduction

ABOUT THE SCHOOL ADMINISTRATION SYSTEM

The School Administration System (SAS) helps administrators, teachers, and counselors effectively implement and manage the use of Career Cruising at their location. With SAS you are able to:

- Organize and view students' SDMyLife Portfolio data to track their career exploration and planning progress
- Export data collected from students' SDMyLife Portfolios for use in other applications
- Generate reports on students' SDMyLife Portfolio usage, assessment results, career and education exploration, goal-setting and education planning activities, and other SDMyLife Portfolio work
- Input customized course lists that students can use to create a high school Personal Learning Plan (PLP)
- Customize SDMyLife Portfolio and assessment options to meet the needs of your students
- Manage Parent Accounts
- Administer the Ability Profiler assessment



Advisor Homepage

Introduction

- Communicate directly with students using an internal messaging system
- Monitor students' SDMyLife Portfolio Completion Status to track which students are meeting the objectives and identify opportunities for intervention

Accessing the School Administration System

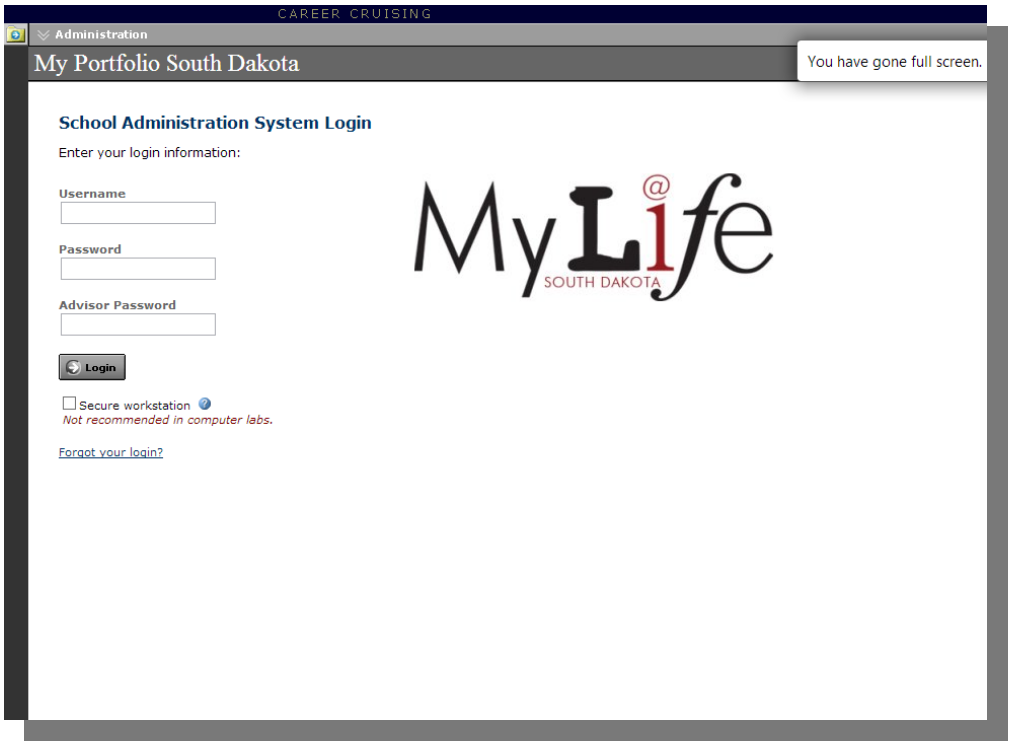
To access SAS, go to the following webpage:

www.careercruising.com/SDSchool

To log in, enter your site username, site password, and your personal advisor password. Then click on the **Login** button. (The site username and site password are the same for all users at your school.)

If you have forgotten your username or password, click on the **Forgot Your Login?** link on the SAS 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 School Administration System Agreement.



SAS Login

ABOUT ACCESS LEVELS

Each staff member using the system must have their own personal School Administration System (SAS) account. Some of SAS' 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:

My Portfolio Administrator – This level of access is designed for the individuals who are primarily responsible for managing the SDMyLife Portfolio development process at your school and can set up the

system to meet the school's particular needs. At this level, you have access to all of the tools, features, and information available in the School Administration System.

School Administrator/Counselor – This level of access is designed for users who need access to both detailed student information and aggregate data. At this level, you have access to almost all the functions and features available in SAS. You can view students' SDMyLife Portfolios, retrieve SDMyLife Portfolio usernames and passwords, create new SAS access accounts, manage advisor assignments, and view aggregate reports.

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 personal information for students that have been assigned to you; you cannot access personal information for other students at the school.

Other Staff – This level of access is designed for staff members who may need access to information about only a small group of students, but who should not be able to view detailed information about other students.

ACCESSING CAREER CRUISING FROM SAS

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, Explore Financial Aid, and Employment sections of the program.

Student Administration

SDMYLIFE PORTFOLIO

Students' SDMyLife Portfolio access information consists of their username, which is their unique State Student ID number, and a random password.

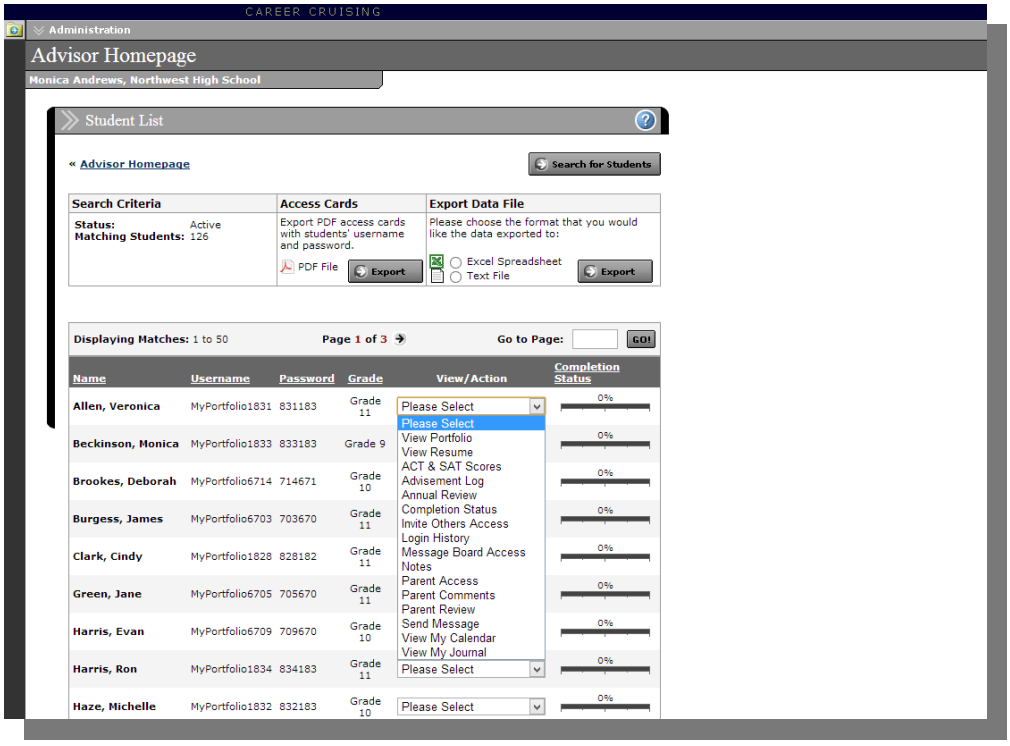
Student portfolios are generated periodically from a data extract from the South Dakota Department of Education's state Student Information System. This information includes students' name, student number, grade level, gender, and current school attending. If any of this information is not correct, it must be corrected in the Student Information System; it cannot be changed directly in SDMyLife Portfolio.

Changes made in your local Student Information System will be reflected in SDMyLife Portfolio 5 to 14 days following the update of your local system.

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.



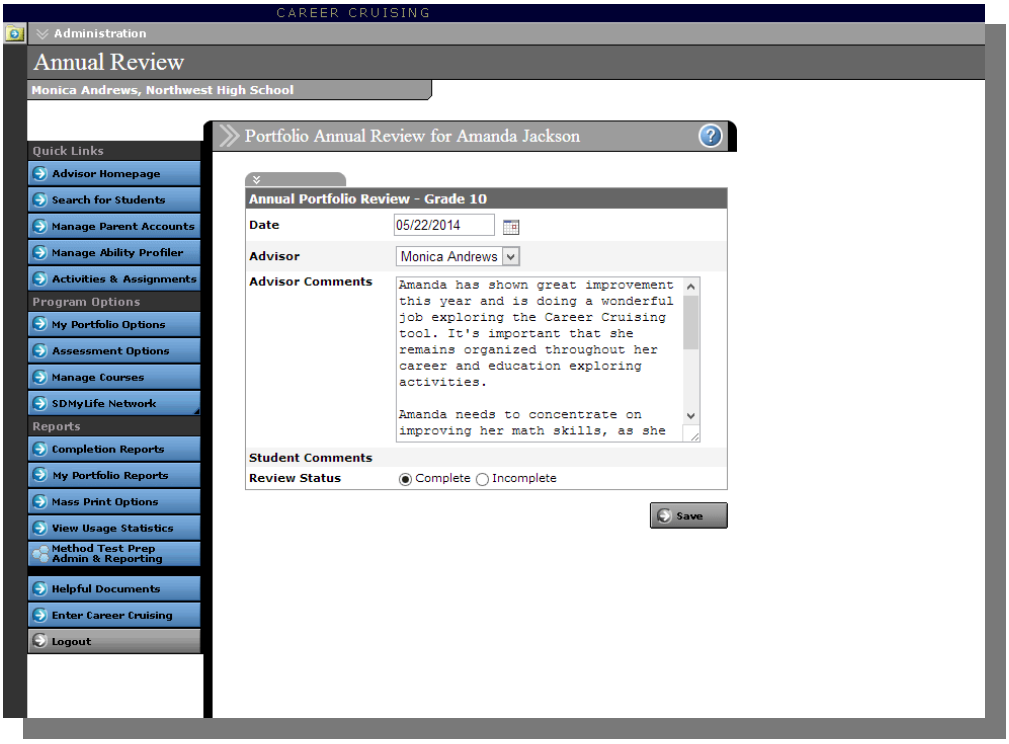
Student List

Student Administration

The Student List displays students' name, grade, username and password, and portfolio 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 Portfolio** – View a printer-friendly version of the student's SDMyLife Portfolio.
- **View Resume** – View the student's resume as he or she has formatted it.
- **Advisement Log** – You can maintain a log of advisement activities for each student to track his or her advisement program over time.
- **Annual Review** – This section allows you to document Annual SDMyLife Portfolio Review meetings with your students. Both students and advisors can record their comments; however, only the advisor can designate the Review Status as complete. The Annual SDMyLife Portfolio Review is included in the Portfolio Completion Standards for each grade.
- **Completion Status** – This detailed Individual Portfolio Completion Status Report shows which required sections of SDMyLife Portfolio a student has and has not completed.



Annual Portfolio Review

Student Administration

- **Invite Others Access** – A student can invite others to view selected sections of his or her SDMyLife Portfolio. This option can be used to share the portfolio with college admissions offices, organizations offering scholarships, or potential employers. Parents may choose to have this feature disabled for their child. This section allows you to disable this option based on parents' requests.

- **Login History** – The Login History feature allows you to see when and how often a student has logged into SDMyLife Portfolio.

- **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 for the Parent/Guardian SDMyLife Portfolio tool to enable parents and guardians to view and reflect on their child's SDMyLife Portfolio.

- **Parent Comments** – Track parents' and guardians' thoughts on their child's SDMyLife Portfolio.

- **Parent Review** – Monitor the status and record verification of the Parent/Guardian SDMyLife Portfolio Review.

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

- **View My Journal** – View students' My Journal entries to track their thoughts and progress on their career planning activities.

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.

MANAGING STUDENT GROUPS

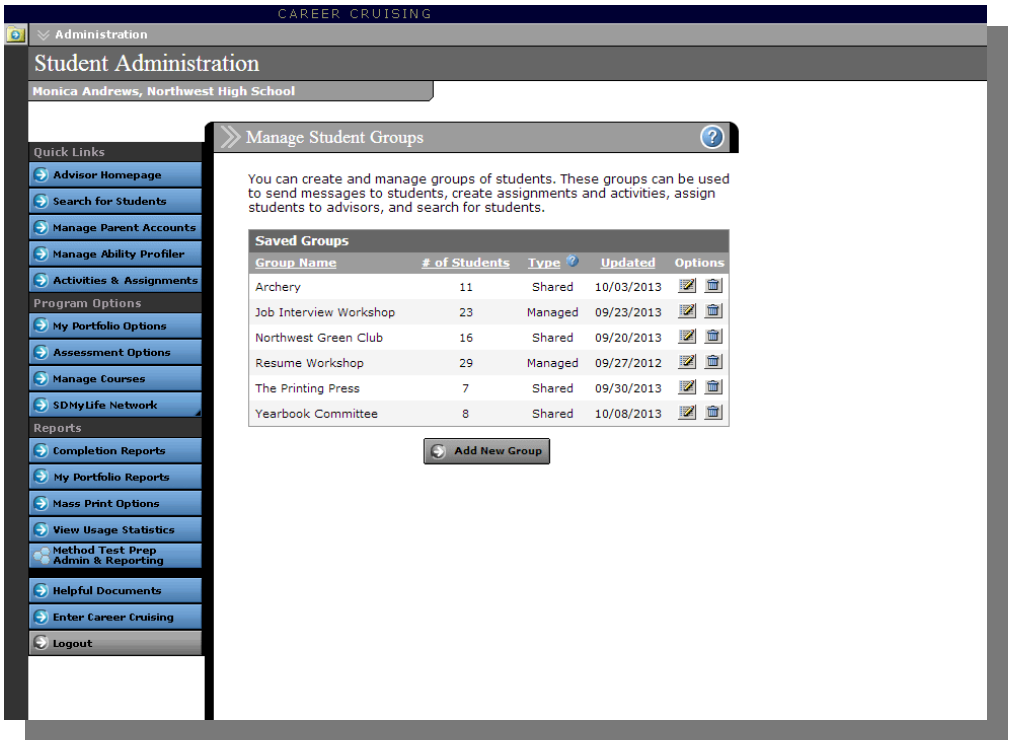
You can organize students into groups to make it easier to search for students, send targeted messages, add links and files to portfolio homepages, manage group advisement log entries, and assign activities to specific students. Groups are sets of students with something in common, such as enrolment 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.

Student Administration

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 SAS users.
- **Managed** – These groups can be viewed and used as filters by all SAS users, but they can be modified only by users with SDMyLife Portfolio Administrator access.

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



Manage Student Groups

SENDING MESSAGES TO STUDENTS

The SAS internal messaging system allows you to send messages to students through the SDMyLife Portfolio tool. When students log into their portfolio, the messages you send will appear in their Inbox. This is an excellent way to make announcements or to remind students of important events.

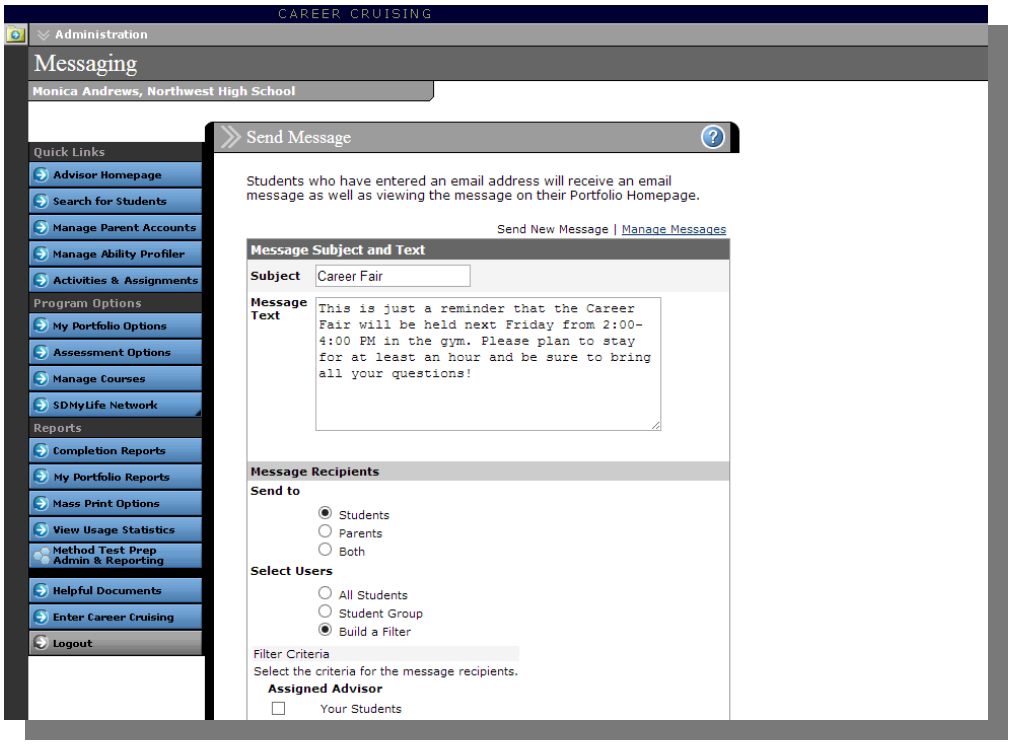
You can send messages to a specific student by selecting **Send Message** from the View/Action dropdown menu beside the student's name on the Student List.

Student Administration

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 and gender.

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



Send Message

Students cannot reply directly to messages in SDMyLife Portfolio. If they need to discuss the message, they should speak directly with their counselor or teacher. Students who have entered an email address 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.

Student Administration

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 a previous note, or delete a note.

(*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 a new entry, edit a previous entry, or delete an entry.

(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.

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. (The list is sorted by Last Updated date.)

Click on a student's name to view, add, edit, or delete entries in his or her Advisement Log.

Student Administration

(*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

The Manage Group Entries 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**.

INVITE OTHERS ACCESS

Students can invite other individuals to view selected sections of their Plans using the Share My Portfolio feature of their SDMyLife Portfolio. 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 SDMyLife Portfolio. (*Please see the Invite Others: Adding and Editing Special Contacts section for more information.*)

ANNUAL PORTFOLIO REVIEW

The Annual Portfolio Review standard requires each student to have his or her SDMyLife Portfolio reviewed by a teacher, counselor, or advisor each year. Unlike the Reflect & Confirm feature of SDMyLife Portfolio, the Annual Portfolio Review status can only be designated as complete by an advisor, not the student.

To complete the Annual Portfolio Review for a specific student, select **Annual Review** from the View/Action dropdown menu beside the student's name on the Student List.

MANAGE ABILITY PROFILER

The Ability Profiler test is designed to help students understand the relationship between their aptitudes and abilities and the careers that match their interests. The online assessment measures students' ability in six areas that are essential to success in most occupations: arithmetic reasoning, verbal ability, spatial ability, computation, clerical perception, and form perception. Students' Ability Profiler results are integrated with their Matchmaker career suggestions.

Student Administration

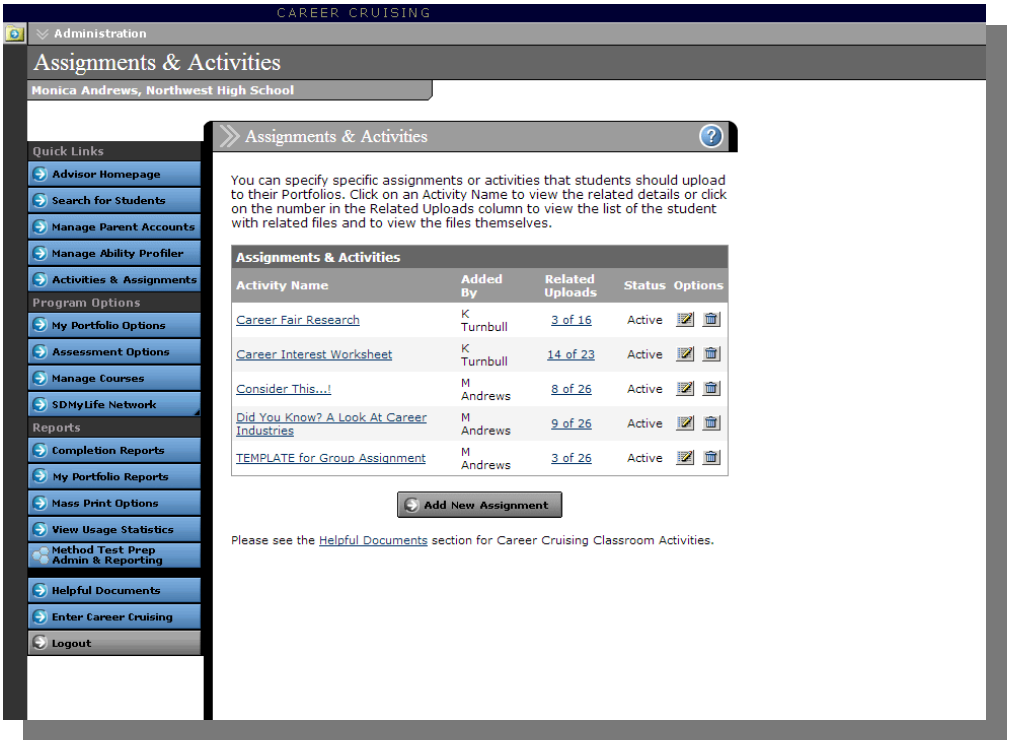
The Manage Ability Profiler feature lets you view and edit test schedules, view summary statistics on who has and has not completed the Ability Profiler, and access materials for administering the test to students with special needs.

In this section, you'll also find a link to the Ability Profiler Administration Manual with information on the features of the Ability Profiler, instructions on how to schedule and administer the assessment, and information on how to help students interpret their results.

To access Ability Profiler options and resources, click on the blue **Manage Ability Profiler** button on the Advisor Homepage.

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 portfolios.



Assignments & Activities

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

(*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 Portfolio menu. Students can submit a completed assignment by uploading a new file or attaching a file that they have already uploaded to SDMyLife Portfolio.

VIEWING AND PRINTING STUDENT PORTFOLIOS AND RESUMES

You can view a student's SDMyLife Portfolio 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 SDMyLife Portfolios or resumes, you can use the **Mass Print Options**. This feature allows you to select the group of students whose SDMyLife Portfolios 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*.)

MANAGE PARENT ACCOUNTS

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

Parent/guardian records from the state student information system are imported into the SDMyLife Portfolio system periodically, along with the student records. Schools can also create up to two additional parent/guardian accounts for each student, for a total of four parent/guardian accounts.

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

- **Parent/Guardian Portfolio 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 Options Student List** – This section lists all students at the school with quick reference columns for the number of parent/guardian accounts, number of submitted Parent/Guardian Portfolio Reviews, and number of parent/guardian comments. A flag icon denotes students who have a parent/guardian review that has been submitted but not yet verified.

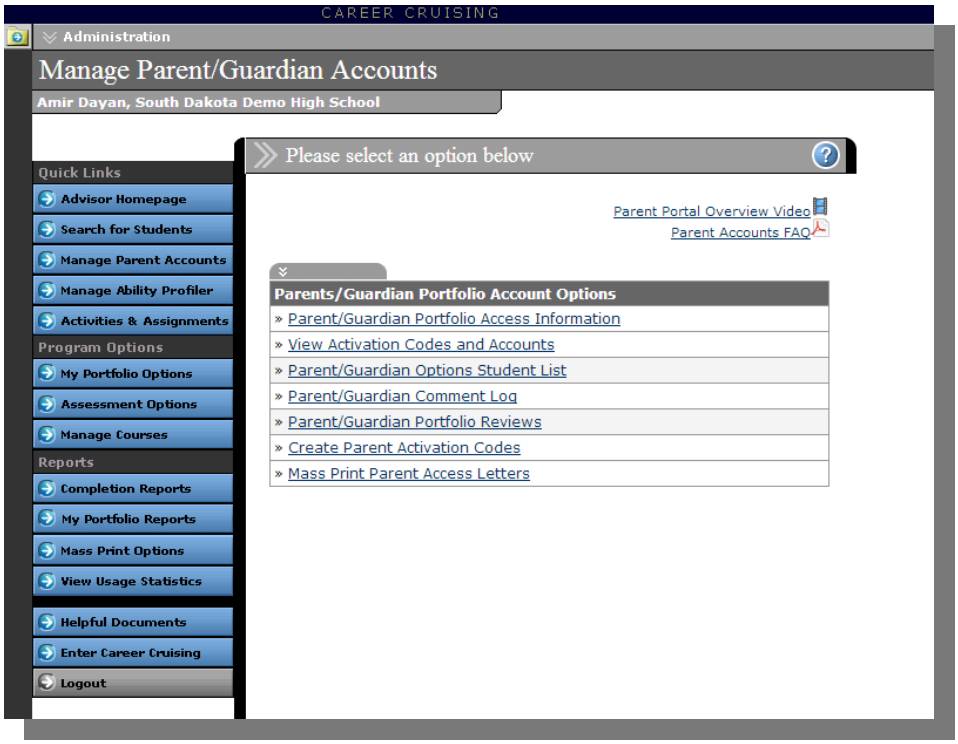
Student Administration

- **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.

- **Parent/Guardian Portfolio Reviews** – This section tracks the status of the Parent/Guardian Portfolio Reviews. Advisors can track which students have completed parent reviews and which of those reviews have or have not been verified.

- **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.

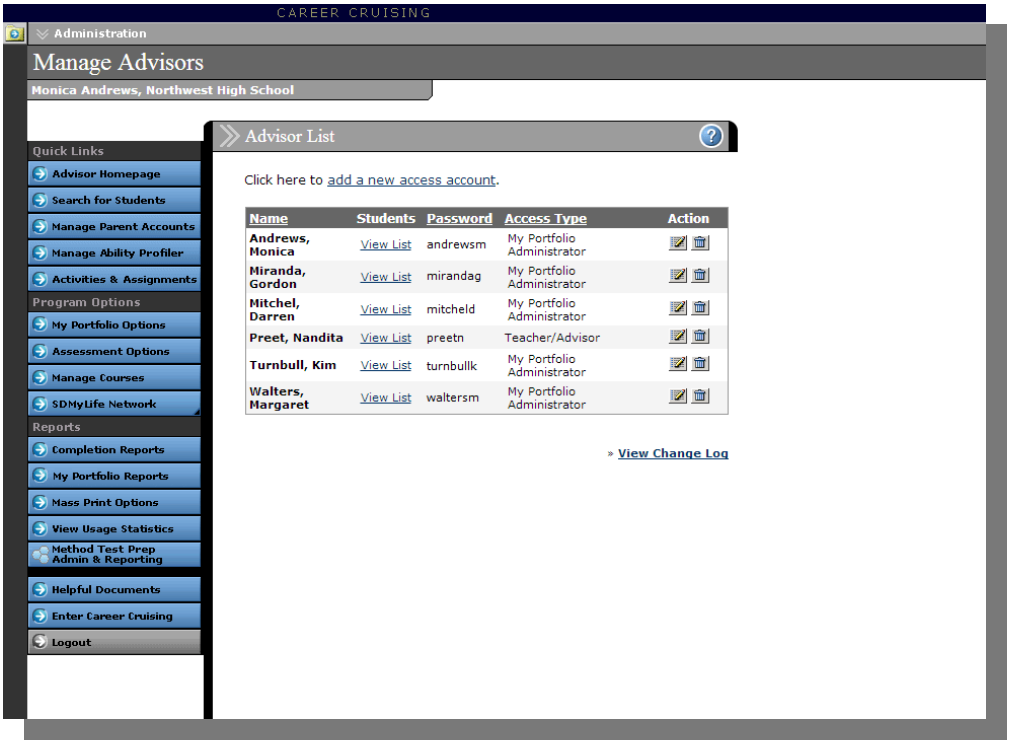


Manage Parent Accounts

Advisor Administration

ADDING AN ADVISOR

Users with administrator or counselor-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.*)



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 counselor-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.

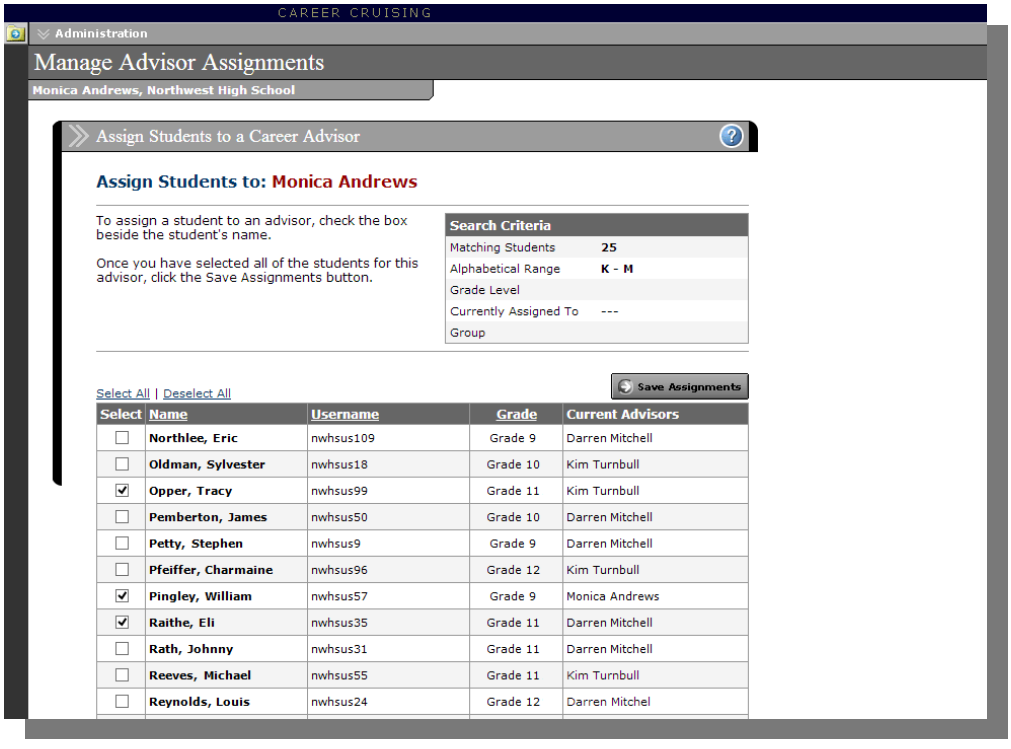
Advisor Administration

ASSIGNING STUDENTS TO AN ADVISOR

Assigning students to a career advisor helps teachers and counselors 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' SDMyLife Portfolios, resumes, Personal Learning Plans (PLPs), and Matchmaker results.

If you have SDMyLife Portfolio administrator or school administrator/counselor access, you can modify and approve advisor assignments for all students and all users. To assign or unassign students for an advisor, select the advisor's name from the **Assign Students To An Advisor** or **Unassign Students From An Advisor** dropdown menu in the Manage Advisor Assignments section of the Advisor Homepage and search for students to assign or unassign to that advisor.

Assignments requested by users with advisor/teacher and other staff-level access must be approved before they access students' personal information, including SDMyLife Portfolio usernames and passwords. A red flag will appear beside the **Approve Advisor Assignments** link if a user has requested student assignments. Assignment requests can be approved or denied on a student-by-student basis.



Assign Students to an Advisor

If you have advisor/teacher or other staff-level access, you can request that students be assigned to you and remove students from your list. However, all assignment requests must be approved before you can access students' personal information, including SDMyLife Portfolio usernames and passwords.

Advisor Administration

To request students be assigned to you, click on the **Add Students To My List** link in the Manage Advisor Assignments section of the Advisor Homepage. Select students to add to your list and submit the list. Once the assignments have been approved, you can access the full range of functions and information associated with those students.

Customization Options

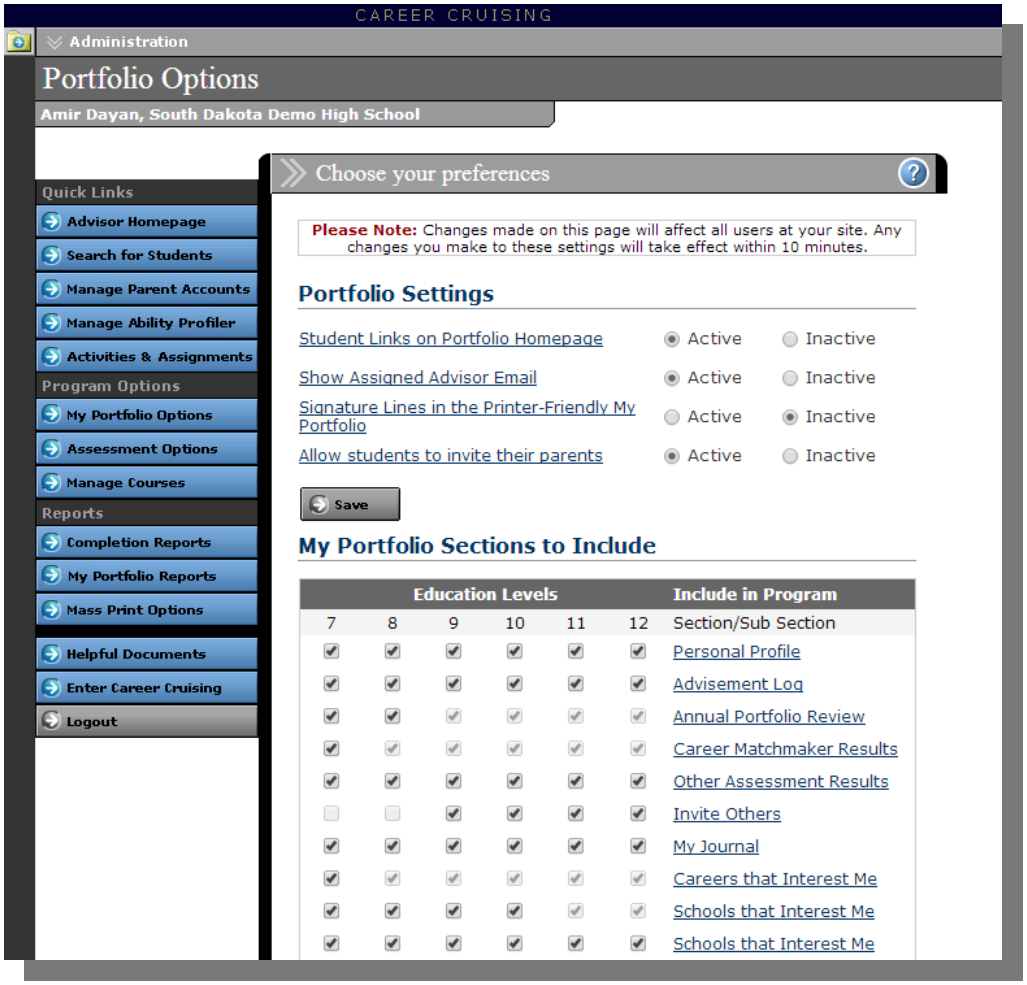
The customization options allow you to tailor the SDMyLife Portfolio tool to meet the needs of students at your school. Please note that changes made to the program options affect all users at the school.

MY PORTFOLIO OPTIONS

Student Links on Portfolio Homepage – This feature allows you to activate or deactivate the function on the SDMyLife Portfolio Homepage that allows students to add links to career, education, and other resources that interest them.

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' SDMyLife Portfolios.

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



SDMyLife Portfolio Options

Customization Options

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.

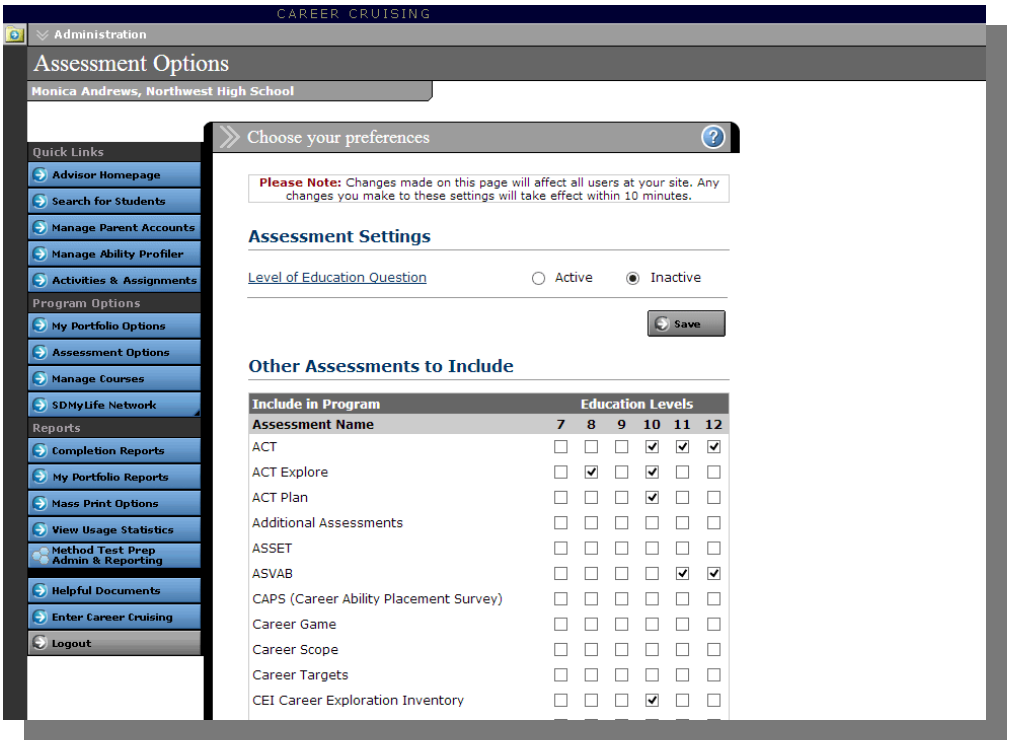
My Portfolio Sections to Include – You can control which sections of the SDMyLife Portfolio tool are available to students in each grade.

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

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.

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



Assessment Options

Customization Options

CUSTOMIZING SDMYLIFE PORTFOLIO 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 SDMyLife Portfolio. 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' SDMyLife Portfolio Homepage (and the main page when they log in with their SDMyLife 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 sections of their SDMyLife Portfolio. 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 portfolios, such as college admissions counselors, potential co-op or internship providers, or organizations offering scholarships.

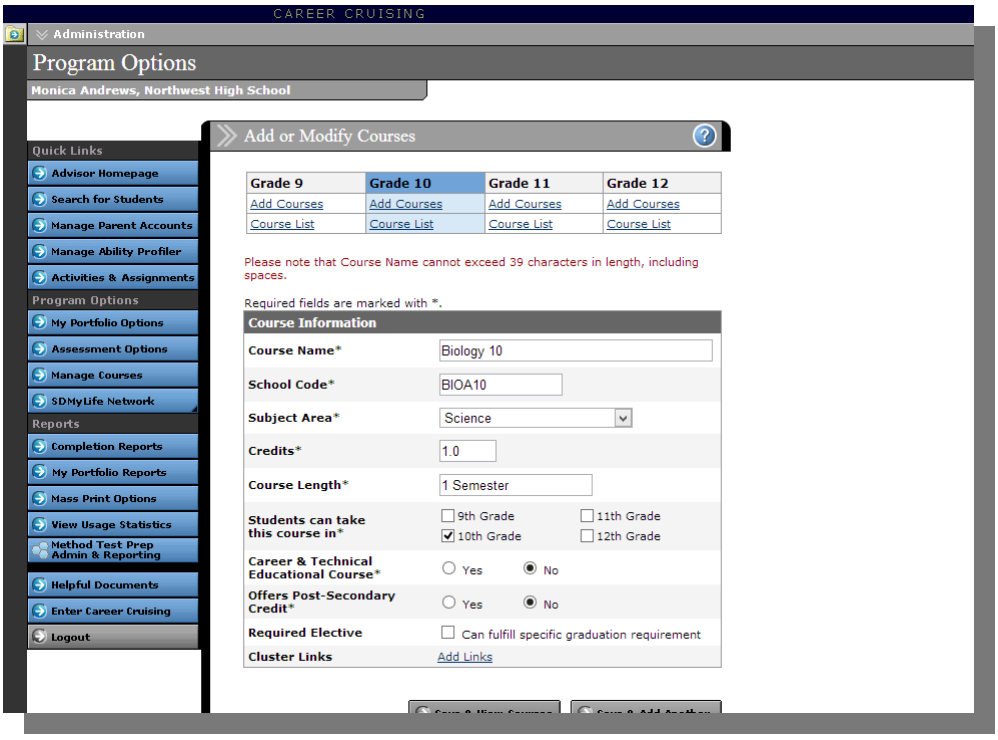
The list of contacts is available to students through the **Invite Others To View My Portfolio** feature in the Share My Portfolio section of the SDMyLife Portfolio.

MANAGE COURSES

The **Manage Courses** feature allows you to input a list of the courses available at your school and link them to career clusters in order to help students create their four-year Personal Learning Plans (PLPs).

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 Personal Learning Plan section of SDMyLife Portfolio. This helps to ensure the accuracy of the information they enter. Please note that in order for the Course Forecasting report to produce course demand projections, you must enter your school's courses through the Add Or Modify Courses feature.

Customization Options



Manage Courses

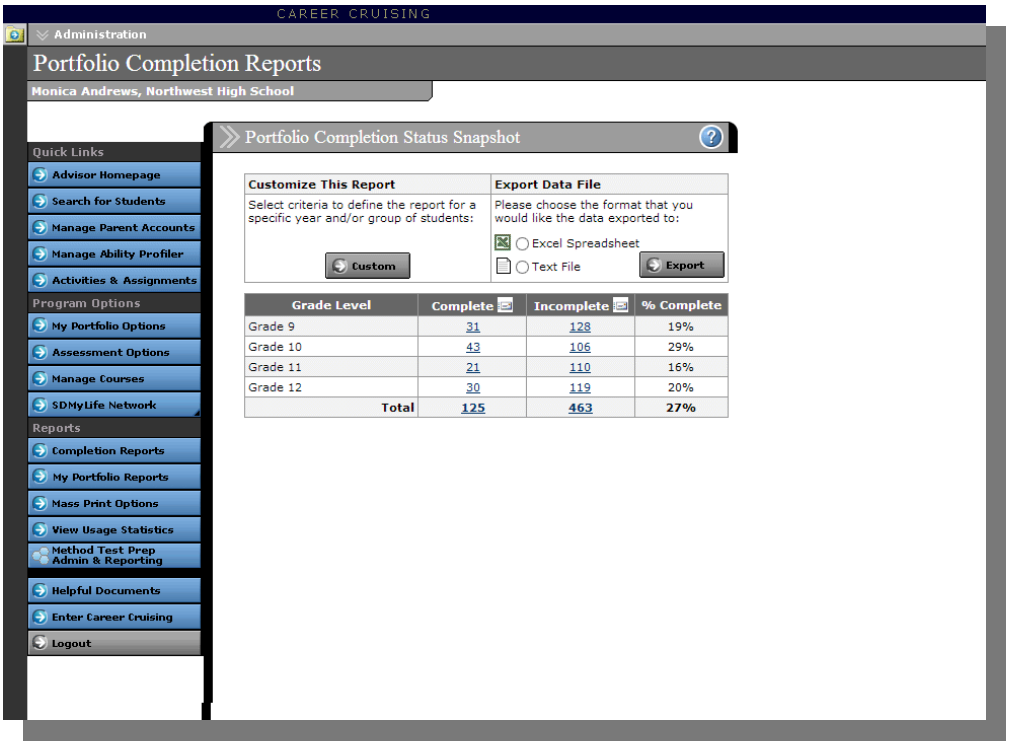
My Portfolio Reports

COMPLETION REPORTS

Track overall student achievement through a variety of **Portfolio Completion Reports**. There are five options:

- **Completion Status Snapshot** – This report provides an overview of portfolio completion at your school by grade.
- **Completion Status by Student** – This report is organized by student and shows you which components each student has completed.
- **Incomplete My Portfolios 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 My Portfolios 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 Completion Standards** – You can review the Portfolio Completion Standards at any time with this option.

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



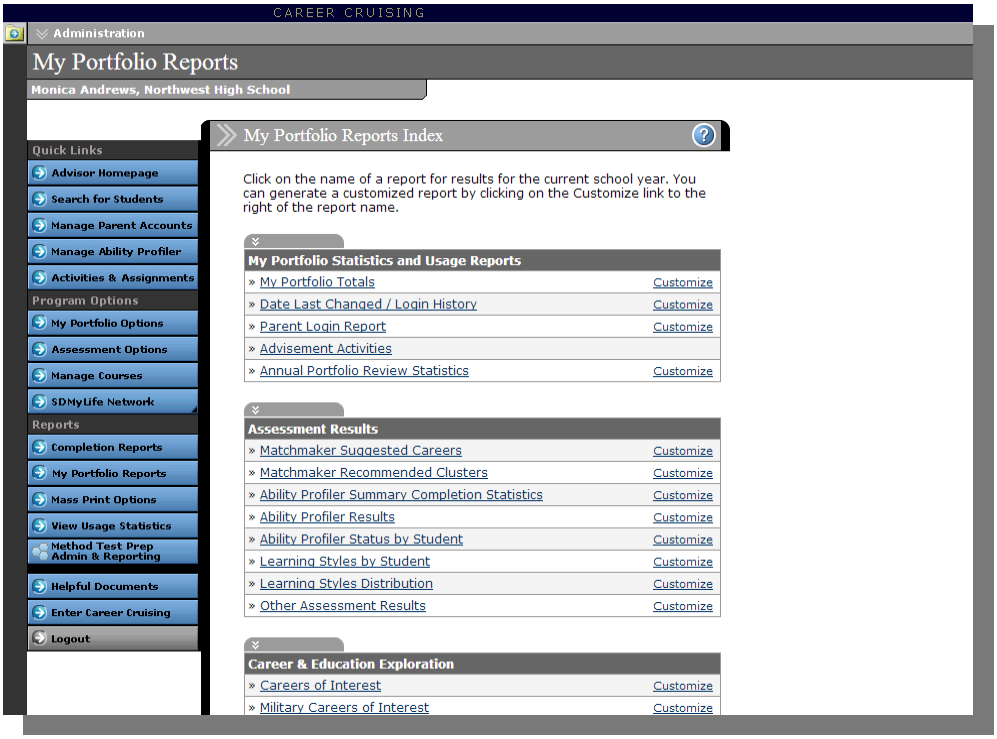
Portfolio Completion Status Snapshot

My Portfolio Reports

MY PORTFOLIO 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 **My Portfolio 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 SDMyLife Portfolios. Look for the **Send Message** icon on the report summary pages.



My Portfolio Reports Index

My Portfolio Statistics and Usage Reports:

- **My Portfolio Totals** – A summary of the portfolios for students at your school, broken down by grade and gender.
- **Date Last Changed/Login History** – Track how often students are logging into SDMyLife Portfolio.
- **Parent Login Report** – See how often parents or guardians are viewing their child's Portfolio.

My Portfolio Reports

- **Advisement Activities** – Monitor the advisement activities recorded in students' Advisement Logs. You can view activities by advisor, by topic, or by student.

- **Annual Portfolio Review Statistics** – A summary of how many students have and have not completed their Annual SDMyLife Portfolio Review with their advisor.

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 students have designated as their Best Match.

- **Matchmaker Recommended Clusters** – This report lists the top two career clusters that were recommended by Career Matchmaker based on students' interests. Reports only include the recommended clusters for Matchmaker results that students have designated as their Best Match.

- **Ability Profiler Summary Completion Statistics** – A statistical summary of Ability Profiler progress in your school. Click on a number in the Complete, In Progress, or Not Started column to view a list of students who fall into that category.

- **Ability Profiler Results** – This report lists the number of students within the percentile ranges for each ability area measured by the Ability Profiler. Click on a number to view a list of students whose results fall into that percentile range.

- **Ability Profiler Status by Students** – This report shows the Ability Profiler Status for individual students.

- **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.

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

Career &Education Exploration Reports:

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

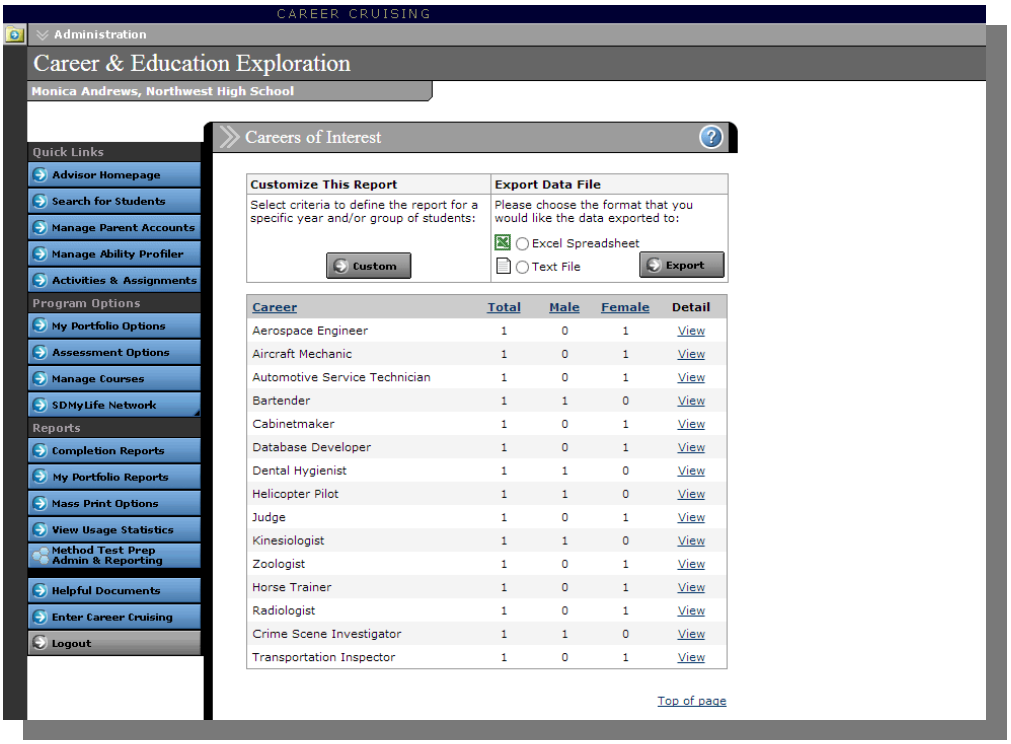
- **Military Careers of Interest** – This report lists the military careers that students have saved to their SDMyLife Portfolios.

My Portfolio Reports

- **Schools of Interest** – Aggregate data on the post-secondary schools that students have saved to their SDMyLife Portfolios.

- **Scholarships of Interest** – This report lists students based on the number of scholarships they have saved to their SDMyLife Portfolios.

- **Majors of Interest** – This report lists the academic majors that students have saved to their Portfolios.



Careers of Interest Report

Goals & Plans Reports:

- **Career Clusters Interests** – Aggregate data on the career clusters that 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, intended level of education, and financial plans.

My Portfolio Reports

- **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.
- **Personal Learning Plan - Selected Pathways** – Data on the career cluster pathways that students have indicated in their Personal Learning Plans (PLPs).
- **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.
- **Service Learning** – A summary of the 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.

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 Portfolio 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.

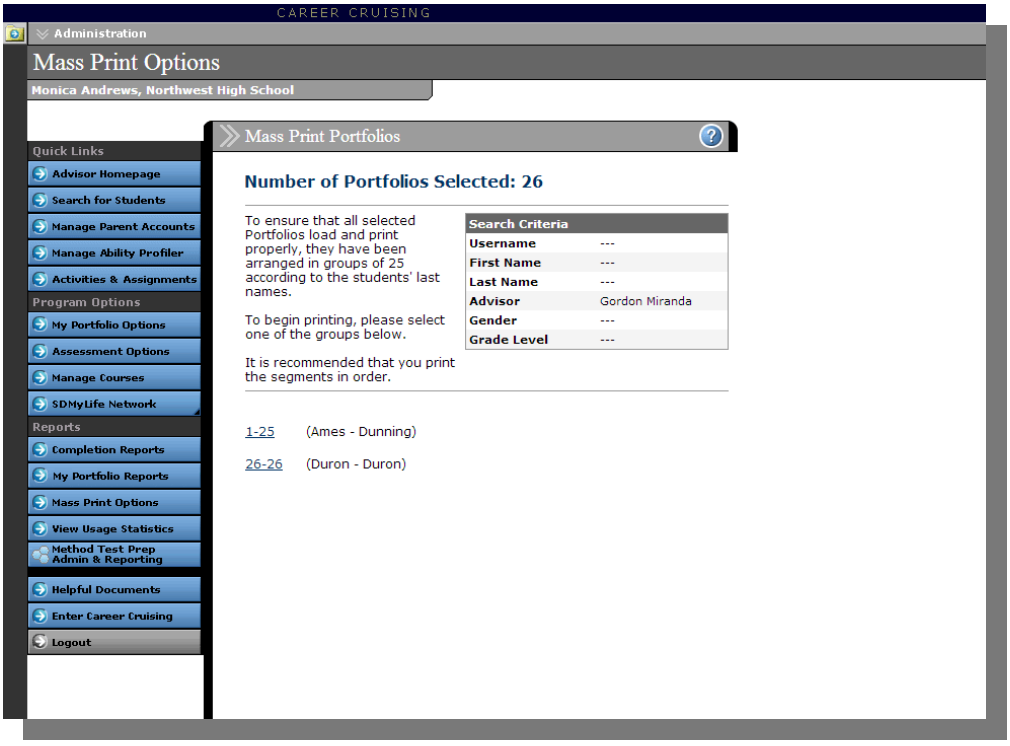
Mass Print Options

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

- **Mass Print My Portfolios**
- **Mass Print Resumes**
- **Mass Print Career Matchmaker Results**
- **Mass Print PLPs**
- **Mass Print PLP Sign Off Sheets**

Choose the documents that you would like to print and then select the group of students whose information you would like to include. With the SDMyLife Portfolios, you can select specific sections to print or print entire portfolios.

Once you have selected the students whose SDMyLife Portfolios, resumes, Matchmaker results, or Personal Learning Plans (PLPs) 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 Portfolios

Helpful Documents

A variety of resources for career advisors and teachers are available in the Helpful Documents section of the School Administration System:

User's Guides

- **User's Guide for Career Cruising** – Access to a downloadable PDF version of the User's Guide.
- **School Administration System (SAS) User's Guide** – A downloadable PDF of the SAS Guide.
- **Components of My Portfolio** – An overview of the sections and functions available in the SDMyLife Portfolio tool and Resume Builder.
- **Components of the School Administration System** – An overview of the features and functions available in the School Administration Tool (SAS).
- **Ability Profiler Administration Manual** – A downloadable PDF document designed to provide the necessary background for advisors who will be administering the Ability Profiler or helping students interpret their results.

Classroom Activities

- **Career Cruising Classroom Activities** – There are a number of prepared classroom activities for use with Career Cruising, including a wide variety of lesson plans and worksheets designed to help students learn about the links between school subjects and career choices, and how to effectively analyze and use the information gathered from Career Cruising.
- **My Portfolio Classroom Activities** – These activities help guide students as they learn to fulfill Portfolio Completion Standards, create resumes and education plans, and use these tools to prepare for their career.
- **Green Careers Activity Package** – Ideas to help you integrate "green" content into your career exploration activities. *(You can find links and related resources under the **Additional Information & Resources** heading in the **Help** section of the program.)*

Other Helpful Documents

- **About Portfolio Completion Standards** – An introduction to the Portfolio Completion Standards, including an overview of the available reports and a chart of the required criteria in each grade.
- **About the Review & Revise Feature** – A downloadable PDF document describing the Review & Revise function, why it is included in the SDMyLife Portfolio tool, and how students can complete it.
- **Guided Tour of Career Cruising** – A brief walkthrough for new users interested in learning about Career Cruising's main tools and features.

Helpful Documents

- **For Parents: What is My Portfolio?** – A document intended to help parents learn more about SDMyLife Portfolio. It includes a brief description of what students can do with SDMyLife Portfolio and a summary of features available in the Parent Portfolio.

- **For Parents: What is Career Cruising?** – This document introduces parents to Career Cruising. It includes a brief description of Career Cruising, a summary of the program's features, and instructions for logging in.

- **Technical Support for My Portfolio** – A downloadable and printable PDF document detailing the minimum system requirements for SDMyLife Portfolio and information on who to contact if you have questions about SDMyLife Portfolio features and functions, policy and standards related to the SDMyLife Portfolio, or if you require technical assistance.

- **My Portfolio Access Cards Templates** – Produce wallet-sized cards containing the essential information users need to log into Career Cruising at your site or from home.

- **My Portfolio and the ASCA National Standards for Career Development** – This chart shows how Career Cruising can be used to meet the competencies and indicators of the American School Counselor Association's (ASCA) National Standards for Career Development.

- **Using Career Cruising with Transitions Students** – This document shows how Career Cruising can be used to meet the National Alliance for Secondary Education and Transition's standards and the recommended transition services/activities identified in the Individuals with Disabilities Education Act.

- **Rollover & Weekly Update Process** – A downloadable and printable PDF document which explains the roll-over and weekly update process.

Recorded Training Sessions & Tutorials – If you can't attend a scheduled live training session, access pre-recorded webinars here. Topics covered include the key features and functions of the SDMyLife Portfolio tool and the School Administration System. Registration is required.

For More Information

To access our comprehensive online help files, click on the button on any page within SAS. For additional information, feature guides, training and more, please visit Help Scout at help.careercruising.com.

You can also participate in one of our live training webinars. Schedules of upcoming training sessions are emailed to clients regularly, or you can contact our client service department for more information by phone at **1-800-965-8541 ext. 2** or by email at SDsupport@xello.world.