

**SCHOOL SSP ADMINISTRATION SYSTEM
(SSAS) USER'S GUIDE**

Table of Contents

INTRODUCTION	1
ABOUT THE SCHOOL SSP ADMINISTRATION SYSTEM	1
ACCESSING THE SCHOOL SSP ADMINISTRATION SYSTEM.....	1
ABOUT ACCESS LEVELS	3
ACCESSING CAREER CRUISING FROM SSAS.....	3
STUDENT ADMINISTRATION.....	4
STUDENT SSPS	4
STUDENT LIST	4
MANAGING STUDENT GROUPS	6
SENDING MESSAGES TO STUDENTS.....	7
LOGIN HISTORY.....	9
ADVISEMENT LOG.....	9
MANAGE ADVISEMENT LOGS	9
MANAGE GROUP ADVISEMENT LOG ENTRIES	9
INVITE OTHERS ACCESS	10
ANNUAL REVIEW	10
ASSIGNMENTS & ACTIVITIES.....	10
VIEWING AND PRINTING STUDENT SSPS AND RESUMES	11
MANAGE PARENT ACCOUNTS	11
MANAGE ABILITY PROFILER.....	13
ADVISOR ADMINISTRATION	14
ADDING AN ADVISOR.....	14
EDITING AN ADVISOR’S PROFILE.....	14
ASSIGNING STUDENTS TO AN ADVISOR.....	15
CUSTOMIZATION OPTIONS.....	17
SSP OPTIONS.....	17
ASSESSMENT OPTIONS	18
CUSTOMIZING SSP HOMEPAGE LINKS AND FILES	18
INVITE OTHERS: ADDING AND EDITING SPECIAL CONTACTS	19
ADDING OR MODIFYING COURSES	19

Table of Contents

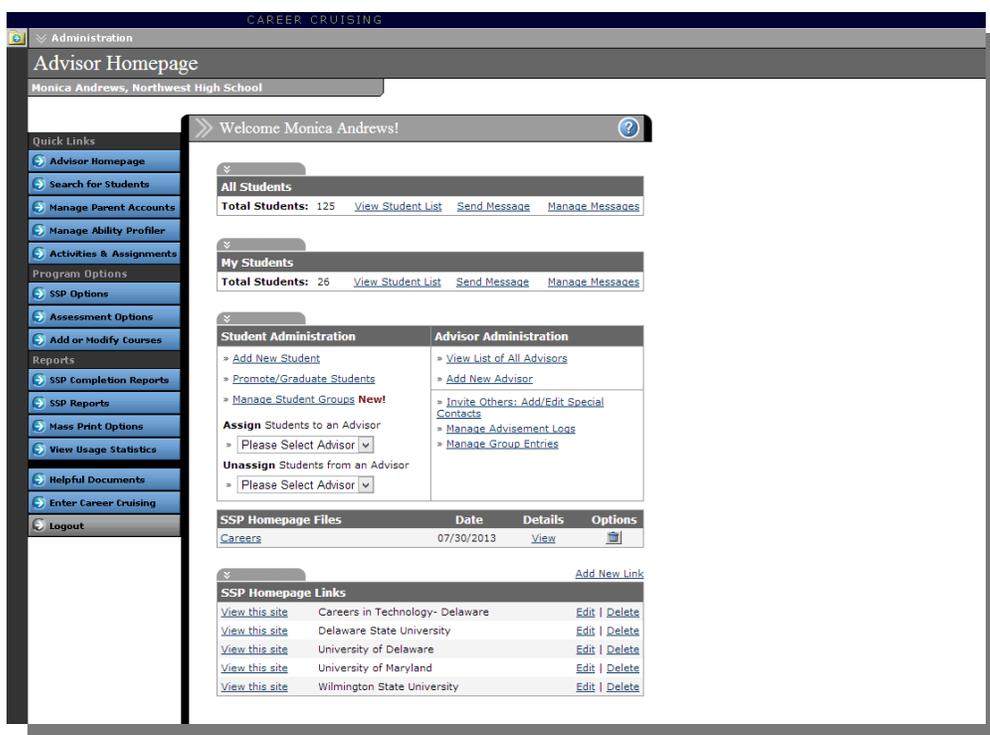
SSP REPORTS	21
SSP COMPLETION REPORTS	21
STANDARD SSP REPORTS	22
REPORT CUSTOMIZATION AND DATA EXPORTING	26
MASS PRINT OPTIONS	27
HELPFUL DOCUMENTS	28
FOR MORE INFORMATION	30

Introduction

ABOUT THE SCHOOL SSP ADMINISTRATION SYSTEM

The School SSP Administration System (SSAS) helps teachers, counselors, and administrators effectively implement and manage the Student Success Plan (SSP) at their school. With SSAS you are able to:

- View student SSP data to track their career exploration and education planning progress
- Export data collected from students' SSPs
- Generate reports on students' SSP usage, assessment results, career and education exploration, goal-setting and education planning activities, and other SSP work
- Input customized course lists that students can use to create their high school education plans
- Customize the SSP tool and assessment options to meet the needs of your students
- Manage Parent Accounts
- Administer the Ability Profiler assessment



Advisor Homepage

Accessing the School SSP Administration System

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

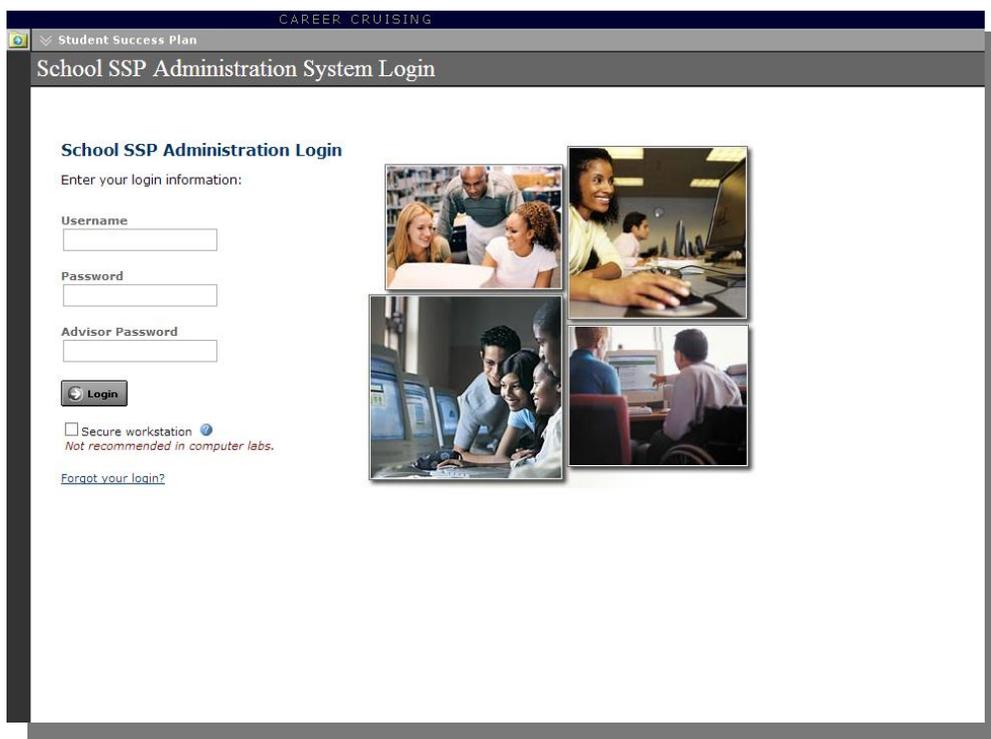
To access the School SSP Administration System (SSAS), go to the following webpage:

www.careercruising.com/SSPSchool

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 SSAS 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 SSP Administration System Agreement.



CAREER CRUISING

Student Success Plan

School SSP Administration System Login

School SSP Administration Login

Enter your login information:

Username

Password

Advisor Password

Secure workstation 
Not recommended in computer labs.

[Forgot your login?](#)

SSAS Login

Accessing the School SSP Administration System

ABOUT ACCESS LEVELS

Each staff member using the system must have their own personal SSAS account. Some of SSAS' 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:

SSP Administrator – This level of access is intended for the individuals who are primarily responsible for the implementation and management of Career Cruising and student SSP development at the school. With this level of access, you can use all of the tools, features, and information available in the SSAS, including customization options.

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 SSAS. You can view students' SSPs, retrieve SSP usernames and passwords for all students, create new SSAS access accounts, manage advisor assignments, and view aggregate reports.

Teacher/Advisor – This level of access is intended for those who need access to both detailed student information and aggregate data. You have access to almost all of the functions and features available in SSAS.

Other Staff – This level of access is intended 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 SSAS

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

STUDENT SSPS

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

Student SSPs are generated from regular data extracts from the Delaware Department of Education's state Student Information System. This information includes students' name, student number, grade level, gender, current school attended, and other demographic information. If any of this information is not correct, it must be corrected in the Student Information System; it cannot be changed directly in the SSP.

Changes made in your local Student Information System will be reflected in the SSP 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.

The screenshot displays the 'Advisor Homepage' for Monica Andrews at Northwest High School. The 'Student List' section is active, showing search criteria (Status: Active, Matching Students: 126) and export options (PDF File, Excel Spreadsheet, Text File). Below this is a table of student information with a dropdown menu open for the 'View/Action' column.

Name	Username	Password	Grade	View/Action	Completion Status
Ames, Rosie	SSP1995	362503	Grade 10	Please Select	0%
Andrews, Joshua	SSP1997	523242	Grade 12	Please Select	0%
Arndt, Brandi	SSP2154	385892	Grade 10	View SSP View Resume Advisement Log Alternative Completion Annual Review	0%
Aubin, Pamela	SSP2143	913455	Grade 9	Completion Status Invite Others Access Login History	0%
Biggers, Kristen	SSP1992	942320	Grade 12	Parent Access Parent Comments Parent Review	0%
Billups, Daniel	SSP2141	282798	Grade 9	Send Message View My Journal	0%
Binkley, Erma	SSP2149	402009	Grade 11	Please Select	0%

Student List

Student Administration

The Student List displays students' name, grade, username and password, and SSP 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 SSP** – View a printer-friendly version of a student's SSP.
- **View Resume** – View a 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.
- **Alternative Completion** – By using this feature, advisors allow students to complete the SSP through alternative means.
- **Annual Review** – This section allows you to document Annual SSP 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 SSP Review is included in the SSP Completion Standards for each grade.
- **Completion Status** – This detailed Individual SSP Completion Status Report shows which required sections of the SSP a student has and has not completed.

The screenshot shows the 'Annual Review' interface for a student named Amanda Jackson. The page title is 'Annual Review' and the student's name is 'Monica Andrews, Northwest High School'. The main content area is titled 'SSP Annual Review for Amanda Jackson'. Below this, there is a form for 'Annual SSP Review - Grade 10'. The form includes fields for 'Date' (05/22/2014), 'Advisor' (Monica Andrews), and 'Advisor Comments'. The advisor comments are: 'Amanda has shown great improvement this year and is doing a wonderful job exploring the Career Cruising tool. It's important that she remains organized throughout her career and education exploring activities.' and 'Amanda needs to concentrate on improving her math skills, as she'. There is also 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 SSP Review

Student Administration

- **Invite Others Access** – A student can invite others to view selected sections of his or her SSP. This option can be used to share the SSP with college admissions offices, organizations offering scholarships, or potential employers. This feature will only be available to students in grades 9 to 12, and 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 his or her SSP.
- **Parent Access** – View and create access accounts for the Parent/Guardian SSP tool to enable parents and guardians to view and reflect on their child's SSP.
- **Parent Comments** – Track parents' and guardians' thoughts on their child's SSP.
- **Parent Review** – Monitor the status and record verification of the Parent/Guardian SSP Review.
- **Send Message** – Send a message to an individual student through his or her SSP. 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 SSP 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

The screenshot shows the 'Manage Student Groups' page in the Career Cruising system. The page title is 'Student Administration' and the user is logged in as 'Monica Andrews, Northwest High School'. The main content area is titled 'Manage Student Groups' and includes a help icon. Below the title is a brief description: 'You can create and manage groups of students. These groups can be used to send messages to students, create assignments and activities, assign students to advisors, and search for students.' A table titled 'Saved Groups' lists the following data:

Group Name	# of Students	Type	Updated	Options
Archery	11	Shared	10/03/2013	[Checkmark] [Trash]
Job Interview Workshop	23	Managed	09/23/2013	[Checkmark] [Trash]
Northwest Green Club	16	Shared	09/20/2013	[Checkmark] [Trash]
Resume Workshop	29	Managed	09/27/2012	[Checkmark] [Trash]
The Printing Press	7	Shared	09/30/2013	[Checkmark] [Trash]
Yearbook Committee	8	Shared	10/08/2013	[Checkmark] [Trash]

Below the table is an 'Add New Group' button. The sidebar on the left contains various navigation links under categories like 'Quick Links', 'Program Options', 'Reports', and 'Helpful Documents'.

Manage Student Groups

Groups must be managed manually. To create a group, click on the **Manage Student Groups** link on 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 SSAS users.
- **Managed** – These groups can be viewed and used as filters by all SSAS users, but they can be modified only by users with SSP 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.

SENDING MESSAGES TO STUDENTS

The SSAS internal messaging system allows you to send messages to students through the SSP tool. When students log into their SSP, 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.

The screenshot displays the 'Send Message' interface within the Career Cruising system. The top navigation bar includes 'Administration' and 'Messaging'. The user is identified as Monica Andrews at Northwest High School. The 'Send Message' form is active, showing a subject of 'Career Fair' and a message text: 'This is just a reminder that the Career Fair will be held next Friday from 2:00-4:00 PM in the gym. Please plan to stay for at least an hour and be sure to bring all your questions!'. The 'Message Recipients' section is set to 'Students' and 'Build a Filter' is selected under 'Select Users'. The 'Filter Criteria' section is currently empty.

Send Message

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 SSP Completion Status Reports and some standard SSP Reports.

Students cannot reply directly to messages in their SSP. 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 either 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 SSP. 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.

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. 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

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

Student Administration

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 SSPs using the Share My SSP feature of their SSP. 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.*)

ANNUAL REVIEW

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

To complete the Annual SSP 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.

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 SSPs.

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.

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

Student Administration

Assignments & Activities

Monica Andrews, Northwest High School

Quick Links

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

Program Options

- SSP Options
- Assessment Options
- Add or Modify Courses

Reports

- SSP Completion Reports
- SSP Reports
- Mass Print Options
- View Usage Statistics

Helpful Documents

- Enter Career Cruising
- Logout

Assignments & Activities

You can specify specific assignments or activities that students should upload to their SSPs. Click on an Activity Name to view the related details or click on the number in the Related Uploads column to view the list of the student with related files and to view the files themselves.

Activity Name	Added By	Related Uploads	Status	Options
Career Fair Research	K Turnbull	3 of 16	Active	
Career Interest Worksheet	K Turnbull	14 of 23	Active	
Consider This...!	M Andrews	8 of 26	Active	
Did You Know? A Look At Career Industries	M Andrews	9 of 26	Active	
TEMPLATE for Group Assignment	M Andrews	3 of 26	Active	

[Add New Assignment](#)

Please see the [Helpful Documents](#) section for Career Cruising Classroom Activities.

Assignments & Activities

VIEWING AND PRINTING STUDENT SSPS AND RESUMES

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

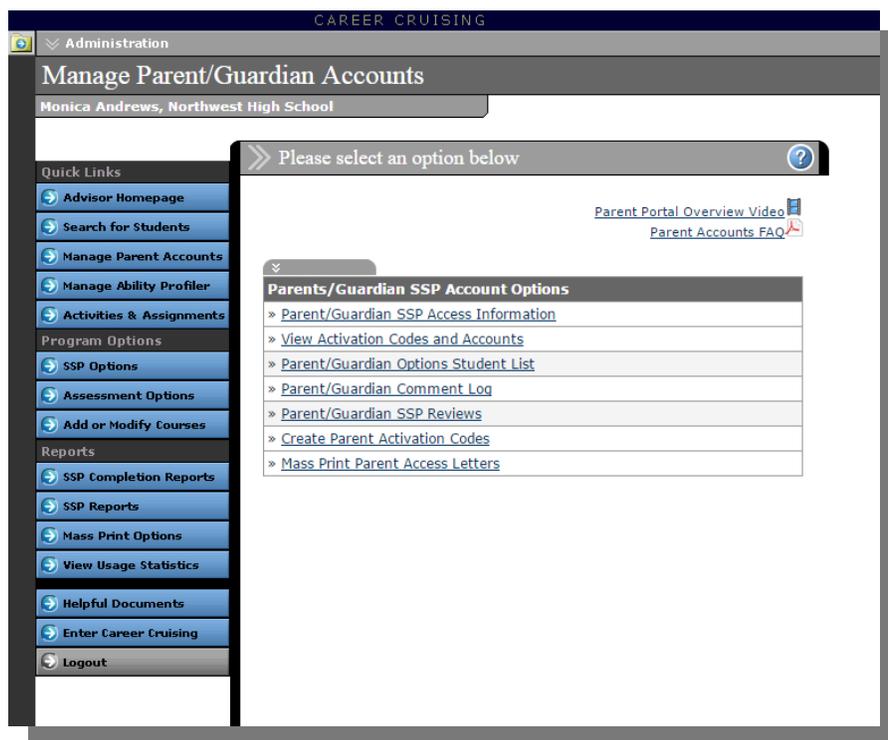
If you want to print multiple SSPs or resumes, you can use the **Mass Print Options**. This feature allows you to select the group of students whose SSPs or resumes you would like to print using a variety of search criteria. (Please see the [Mass Print Options](#) section of this document for more information.)

MANAGE PARENT ACCOUNTS

The two main goals of the Parent/Guardian SSP 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 their child's SSP. The information entered by students for most sections of the SSP 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 SSP 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.

Student Administration



Manage Parent Accounts

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

- **Parent/Guardian SSP Access Information** – This section lists all the parent/guardian accounts for students at the school.
- **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 SSP 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.
- **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 you to view the latest comments.
- **Parent/Guardian SSP Reviews** – This section tracks the status of the Parent/Guardian SSP Reviews. You can track which students have completed parent reviews and which of those reviews have or have not been verified.
- **View Activation Codes and Accounts** – View Parent Portal Account information for students at the school and generate or delete activation codes.

Student Administration

- **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 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.

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**.

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.)

The screenshot displays the 'Manage Advisors' page in the Career Cruising system. The page title is 'Manage Advisors' and it is for 'Monica Andrews, Northwest High School'. A sidebar on the left contains various navigation options like 'Advisor Homepage', 'Search for Students', and 'Logout'. The main content area is titled 'Advisor List' and contains a table of advisors. Above the table is a link to 'add a new access account'. Below the table is a link to 'View Change Log'.

Name	Students	Password	Access Type	Action
Andrews, Monica	View List	andrewsm	SSP Administrator	
Miranda, Gordon	View List	mirandag	SSP Administrator	
Mitchel, Darren	View List	mitched	SSP Administrator	
Preet, Nandita	View List	preetn	Advisor/Teacher	
Turnbull, Kim	View List	turnbullk	SSP Administrator	
Walters, Margaret	View List	waltersm	SSP Administrator	

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' SSPs, Education Plans, Matchmaker results, and resumes.

If you have SSP 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 to or unassign from that advisor.

Assignments requested by users with advisor/teacher and other staff-level access must be approved before they access students' personal information, including SSP 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.

The screenshot shows the 'Manage Advisor Assignments' interface for Monica Andrews at Northwest High School. The page title is 'Assign Students to a Career Advisor'. Below the title, there is a search criteria box showing 25 matching students, an alphabetical range of K-M, and a grade level filter. A table lists the following students:

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"/>	Opper, 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 Mitchel

Assign Students to an Advisor

Advisor Administration

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 SSP usernames and passwords.

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 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.

SSP OPTIONS

Student Links on SSP Homepage – This feature allows you to activate or deactivate the function on the Student SSP 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' SSPs.

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

SSP Sections to Include – These options allow you to determine which sections of the SSP appear for students in each grade. Please note that SSP components included in the SSP Completion Standards cannot be deactivated for grades in which they are required.

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

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.

SSP Options
Monica Andrews, Northwest High School

Choose your preferences

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.

SSP Settings

[Student Links on SSP Homepage](#) Active Inactive

[Show Assigned Advisor Email](#) Active Inactive

[Signature Lines in the Printer-Friendly SSP](#) Active Inactive

SSP Sections to Include

Education Levels					Include in Program
8	9	10	11	12	Section/Sub Section
<input checked="" type="checkbox"/>	Personal Information				
<input checked="" type="checkbox"/>	Advisement Log				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invite Others
<input checked="" type="checkbox"/>	My Journal				
<input checked="" type="checkbox"/>	Assessment Results				
<input checked="" type="checkbox"/>	Careers that Interest Me				
<input checked="" type="checkbox"/>	Schools that Interest Me				
<input checked="" type="checkbox"/>	Scholarships & Financial Aid				
<input checked="" type="checkbox"/>	Education Plan				
					Career Preparation

SSP Options



Customization Options

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 in their SSPs. With this feature, you can specify which additional assessments students should enter their results for. These assessments will then appear under **Other Assessments** in the My Assessments section of their SSPs.

Include in Program	Education Levels				
Assessment Name	8	9	10	11	12
ACT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ACT Explore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACT Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ASVAB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CAPS (Career Ability Placement Survey)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Career Game	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Scope	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Targets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CEI Career Exploration Inventory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment Options

CUSTOMIZING SSP 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 SSPs. 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.

Customization Options

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

INVITE OTHERS: ADDING AND EDITING SPECIAL CONTACTS

Students can invite other individuals to view selected sections of their SSPs. 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 SSPs, 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 SSP** feature in the Share My SSP section of the SSP. When someone has viewed the student's SSP, it will be recorded in the Guest Views section. Those who have been invited to view a student's SSP also have the option to leave comments for the student.

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.

Grade 9 **Grade 10** **Grade 11** **Grade 12**

Add Courses	Add Courses	Add Courses	Add Courses
Modify Courses	Modify Courses	Modify Courses	Modify Courses

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

Customization Options

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 their SSP. 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.

SSP Reports

SSP COMPLETION REPORTS

Track overall student achievement through a variety of SSP Completion Reports. Available aggregate reports include:

- **SSP Completion Status Snapshot** – This report provides an overview of SSP completion at your school by grade level.
- **SSP Completion Status by Student** – This report is organized by student and shows you which components each student has completed.
- **Incomplete SSPs 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 SSPs 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.
- **Alternative SSP Completion Statistics** – This report provides data on the number of students using alternative SSP completion.
- **View SSP Completion Standards** – You can review the SSP Completion Standards at any time with this report option.

SSP Completion Status Snapshot

Grade Level	Standard Completion	Alternative Completion	Incomplete	% Complete
Grade 8	0	0	3	0%
Grade 9	43	2	5	11%
Grade 10	52	1	7	13%
Grade 11	65	0	5	8%
Grade 12	62	3	4	6%
Total	212	6	21	9%

SSP Completion Status Snapshot

SSP Reports

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

STANDARD SSP REPORTS

The School SSP Administration System includes an extensive real-time reporting package to analyze all data elements collected in the SSP. Click on the **SSP Reports** button to access these features.

You can view data on students' career and education exploration and development, including the careers and schools students have saved to their SSP, career cluster selections, advisement activities, goals and plans, and activities and experiences. From each aggregate report, you can drill down to the individual student data for the selected report.

You can also use many of the reports to send messages to students based on some of the information they have saved to their SSPs. Look for the **Send Message** icon on the report summary pages.

The screenshot shows the 'SSP Reports Index' page in the Career Cruising system. The page is titled 'SSP Reports' and is for 'Monica Andrews, Northwest High School'. The main content area is titled 'SSP Reports Index' and contains a list of reports categorized into three sections: 'SSP Statistics and Usage Reports', 'Assessment Results', and 'Career & Education Exploration'. Each report has a 'Customize' link next to it. The reports listed are:

- SSP Statistics and Usage Reports:**
 - SSP Totals (Customize)
 - Date Last Changed / Login History (Customize)
 - Parent Login History (Customize)
 - Advisement Activities (Customize)
 - Annual SSP Review Statistics (Customize)
- Assessment Results:**
 - Matchmaker Suggested Careers (Customize)
 - Matchmaker Recommended Clusters (Customize)
 - Ability Profiler Summary Completion Statistics (Customize)
 - Ability Profiler Results (Customize)
 - Ability Profiler Status by Student (Customize)
 - Learning Styles by Student (Customize)
 - Learning Styles Distribution (Customize)
 - Other Assessment Results (Customize)
- Career & Education Exploration:**
 - Careers of Interest (Customize)
 - Military Careers of Interest (Customize)

SSP Reports Index

SSP Statistics and Usage Reports:

- **SSP Totals** – A summary of the SSPs for students at your school.
- **Date Last Changed/Login History** – Track how often students are logging into their SSPs.

SSP Reports

- **Parent Login History** – Monitor how many parents and guardians have logged in to review their child’s SSP.
- **Advisement Activities** – Monitor the advisement activities recorded in students’ Advisement Logs. You can view activities by advisor, by topic, or by student.
- **Annual SSP Review Statistics** – A summary of how many students have and have not completed their Annual SSP 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 list. 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/pathways 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 Student** – 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 SSPs.

Career & Education Exploration Reports:

- **Careers of Interest** – Aggregate data on the careers that students have saved to their SSPs. You can drill down to view detailed reports for each career and for each student.

SSP Reports

- **Military Careers of Interest** – This report lists the military careers that students have saved to their SSPs.
- **Schools of Interest** – Aggregate data on the post-secondary schools that students have saved to their SSPs. You can drill down to view detailed reports for each school and for each student.
- **Scholarships of Interest** – This report lists students based on the number of scholarships they have saved to their SSPs.

The screenshot shows the 'Careers of Interest' report interface. On the left is a navigation menu with sections like 'Quick Links', 'Program Options', 'Reports', and 'Helpful Documents'. The main content area has a 'Customize This Report' section with a 'Custom' button and an 'Export Data File' section with radio buttons for 'Excel Spreadsheet' (selected) and 'Text File', and an 'Export' button. Below these is a table of careers.

Career	Total	Male	Female	Detail
Aerospace Engineer	1	0	1	View
Aircraft Mechanic	1	0	1	View
Automotive Service Technician	1	0	1	View
Bartender	1	1	0	View
Cabinetmaker	1	0	1	View
Database Developer	1	0	1	View
Dental Hygienist	1	1	0	View
Helicopter Pilot	1	1	0	View
Judge	1	0	1	View
Kinesiologist	1	1	0	View
Zoologist	1	0	1	View
Horse Trainer	1	0	1	View
Radiologist	1	0	1	View
Crime Scene Investigator	1	1	0	View
Transportation Inspector	1	0	1	View

Top of page

Careers of Interest Report

Goals & Plans Reports:

- **Career Cluster Interests** – Aggregate data on the career clusters that students are interested in.
- **Post-Secondary Education Goals** – View the post-secondary goals that students have set for themselves, including top three career interests, top three educational institutions, intended level of education, and financial plans.
- **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.

SSP Reports

- **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 organizations and activities students participate in.
- **Extracurricular Activities: View by Student** – View individual student participation in extracurricular 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.
- **Community Service** – A summary of the volunteer experiences 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.

Education Plan Reports:

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

Support Services Reports:

- **Support Services by Type of Service** – View aggregate data on the support services students at your school are enrolled in, including gifted and talented programs, Extended School Services, and private instructional opportunities.
- **Support Services by Student** – Track individual student participation in support service programs.

SSP Reports

REPORT CUSTOMIZATION AND DATA EXPORTING

Reports can be customized to report on a specific group of students based on a variety of criteria, including demographic information, grade, 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 SSP 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 SSPs**
- **Mass Print Education Plans**
- **Mass Print Resumes**
- **Mass Print Career Matchmaker Results**

Choose the documents that you would like to mass print and then enter the search criteria for the group of students whose information you would like to include. With the SSPs, you can select specific sections to print or print entire SSPs.

Once you have selected the students whose SSPs, Education Plans, resumes, 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 Options
Monica Andrews, Northwest High School

Mass Print Portfolios

Number of Portfolios Selected: 26

To ensure that all selected SSPs load and print properly, they have been arranged in groups of 25 according to the students' last names.

To begin printing, please select one of the groups below.

It is recommended that you print the segments in order.

Search Criteria	
Username	---
First Name	---
Last Name	---
Advisor	Gordon Miranda
Gender	---
Grade Level	---

1-25 (Ames - Dunning)

26-26 (Duron - Duron)

Mass Print Plans

Helpful Documents

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

User's Guides:

- **User's Guide for Career Cruising** – Access to a downloadable PDF version of the User's Guide.
- **School SSP Administration System (SSAS) User's Guide** – A downloadable PDF of the SSAS Guide.
- **Components of the Student SSP** – An overview of the sections and functions available in the Student SSP tool and Resume Builder.
- **Components of the School SSP Administration System** – An overview of the features and functions available in the School SSP Administration System (SSAS).
- **Parent/Guardian SSP Account Management** – An overview of the Parent/Guardian SSP account management functions available in the School SSP Administration System (SSAS).
- **A Guided Tour of Career Cruising for Parents** – This document provides parents with a step-by-step walkthrough of the Parent/Guardian SSP portal, including information on accessing the program, viewing their child's work, and completing the Parent/Guardian SSP Review.

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.
- **Student Success Plan Activities** – These activities help guide students as they learn to fulfill SSP 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 SSP Completion Standards** – An introduction to the SSP Completion Standards, including an overview of the available reports and a chart of the required criteria in each grade.
- **About the Reflects & Confirm Feature** – A downloadable PDF document describing the Reflect & Confirm function, why it is included in the SSP, and how students can complete it.

Helpful Documents

- **Guided Tour of Career Cruising** – A brief walkthrough for new users interested in learning about Career Cruising’s main tools and features.
- **For Parents: What is the SSP?** – A document intended to help parents learn more about the SSP. It includes a brief description of what students can do with the SSP and a summary of features available in the Parent SSP.
- **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 the SSP** – A downloadable and printable PDF document detailing the minimum system requirements for the SSP and information on who to contact if you have questions about the SSP features and functions, policy and standards related to the SSP, or if you require technical assistance.
- **SSP Access Cards Templates** – Produce wallet-sized cards containing the essential information users need to log into Career Cruising at your site or from home.
- **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 SSP tool and School SSP Administration System. Registration is required.

For More Information

To access our comprehensive online help files, click on the  button on any page within the SSAS. 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 DEsupport@xello.world.