

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

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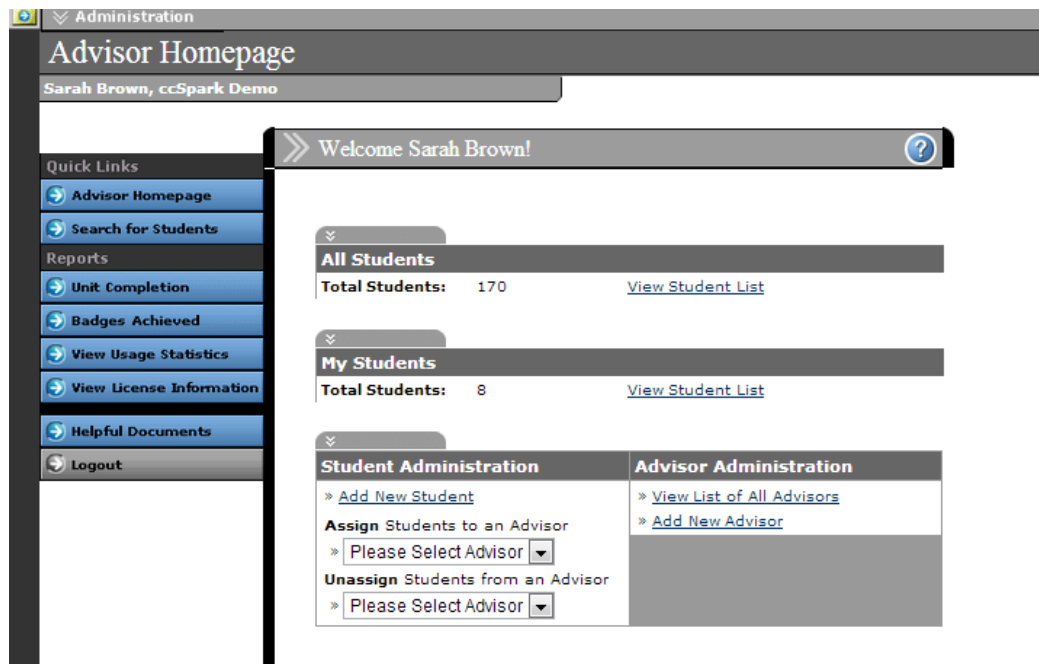
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# INTRODUCTION

## ABOUT THE ccSPARK! CAREER ADVISOR MANAGEMENT SYSTEM

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

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



Advisor Home Page

# ACCESSING THE CAREER ADVISOR MANAGEMENT SYSTEM

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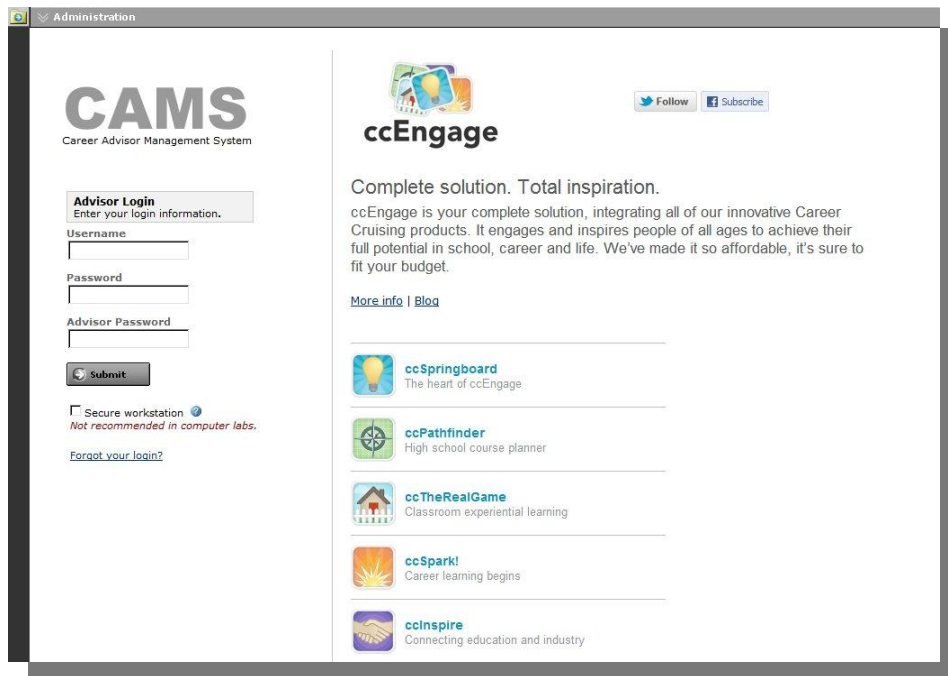
To access CAMS for ccSpark!, go to the following webpage:

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

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

If you have forgotten your username or password, click on the *Forgot Your Login?* link on the CAMS login page, or contact the Career Cruising administrator at your school.

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



Administration

# CAMS

Career Advisor Management System

**Advisor Login**  
Enter your login information.

Username

Password

Advisor Password

Secure workstation  
Not recommended in computer labs.

[Forgot your login?](#)

**ccEngage**  
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Complete solution. Total inspiration.  
ccEngage is your complete solution, integrating all of our innovative Career Cruising products. It engages and inspires people of all ages to achieve their full potential in school, career and life. We've made it so affordable, it's sure to fit your budget.

[More info](#) | [Blog](#)

- ccSpringboard**  
The heart of ccEngage
- ccPathfinder**  
High school course planner
- ccTheRealGame**  
Classroom experiential learning
- ccSpark!**  
Career learning begins
- ccInspire**  
Connecting education and industry

CAMS Login

# STUDENT ADMINISTRATION

## STUDENT LIST

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

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

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

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

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

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

The screenshot shows the 'Advisor Homepage' for Sarah Brown, ccSpark Demo. The 'Student List' section is active, displaying search criteria and export options. The search criteria show a status of 'Matching Students: 170'. The export options are 'Excel Spreadsheet' (selected) and 'Text File'. Below the search criteria is a table of student records with columns for Name, Password, Grade, and View/Action. The table shows five students: Abbott, Anthony (Grade 3), Abbott, Anthony (Grade 6), Abuan, Dennis (Grade 6), Abuan, Dennis (Grade 3), and Adams, JoAn (Grade 3). The View/Action dropdown menu for the first student is open, showing options: Please Select, Please Select, View Student Work, Edit Profile, and Delete Account.

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

Student List

# STUDENT ADMINISTRATION

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

## ADDING NEW STUDENTS

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

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

The screenshot shows the 'Add Student' form within the Student Administration interface. The top navigation bar includes 'Administration' and 'Student Administration' with the user 'Sarah Brown, ccSpark Demo'. A sidebar on the left lists 'Quick Links' such as 'Advisor Homepage', 'Search for Students', and 'Reports'. The main form area is titled 'Add Student' and contains the following fields:

- Student Information**
- First Name:** Sally
- Last Name:** White
- Student ID/Username:** (empty field)
- Password:** 6939671
- Gender:** Male (radio), Female (radio, selected)
- Grade Level:** Grade 3 (dropdown menu)
- Advisor:** List of advisors with checkboxes: James Bowler(A.M.), James Bowler(P.M.), Sarah Brown, Carol Strawberry (checked), and Sally White.

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

**Add Student**

# STUDENT ADMINISTRATION

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## DELETING STUDENT ACCOUNTS

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

## EDITING STUDENT PROFILES

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

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

# ADVISOR ADMINISTRATION

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## ADDING AN ADVISOR

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

The screenshot displays the 'Advisor Homepage' for Sarah Brown, ccSpark Demo. The interface includes a sidebar with 'Quick Links' (Advisor Homepage, Search for Students), 'Reports' (Unit Completion, Badges Achieved, View Usage Statistics, View License Information), 'Helpful Documents', and 'Logout'. The main content area features a 'Welcome Sarah Brown!' message and three summary cards: 'All Students' (Total Students: 170, View Student List), 'My Students' (Total Students: 8, View Student List), and 'Student Administration' (Add New Student, Assign/Unassign Students to/from an Advisor). The 'Advisor Administration' section contains links for 'View List of All Advisors' and 'Add New Advisor'.

Home Page

## EDITING AN ADVISOR'S PROFILE

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

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

## ASSIGNING STUDENTS TO AN ADVISOR

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

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

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

# REPORTS

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## COMPLETION STATUS REPORT

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

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

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

## OTHER REPORTS

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

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



## FOR MORE INFORMATION

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