**Career Cruising Quick Start Guide for Career Cruising Implementation**

***Objectives & Agenda for In-Service:***

**Develop understanding of two separate platforms within Career Cruising**

**Staff Platform:** Career Advisor Management System (CAMS) [**www.careercruising.com/School/Login.aspx**](http://www.careercruising.com/School/Login.aspx)

 Locate Resources

 Training Videos

 Helpful Documents

Management of Student Groups

**Student Platform**: Student view through demo accounts

Student view through demo accounts

Classroom Activities

**FAQs – Career Cruising**

***Everything you need to know, but may have been afraid to ask:***

1. ***Website / Log In Information for students & staff:***

[www.careercruising.com/school/Login.aspx](http://www.careercruising.com/school/Login.aspx)

The log in screen for **staff** will look like this:



Each building will have a common username and password. Each staff member will have a unique “Advisor Password” assigned to them.

*Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Advisor Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

* 1. ***For students:*** Google search “Career Cruising Student Log In” to find:

<http://public.careercruising.com/en/>

The log in screen for students will look like this:



1. ***Where do I find Resources?***
	1. ***Online access to Training Videos:***

This link provides access to brief training videos to help show how different components of career cruising function.

<http://public.careercruising.com/us/en/training/webinars/?SessionType=RecordedTraining&CountryID=2>

* 1. ***Access to User Guides, Classroom Activities, Handouts, worksheets, etc:***

You may also access the **“helpful documents”** tab on your ***CAMS homepage***:



The following is a portion of the list of documents you will have access to from this tab:



1. ***How do I manage student groups?***

*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*

1. ***From the Advisor Homepage click on Manage Student Groups***
2. ***Click “Add New Group”***



1. ***Name your group, for example: Faflick Hour 1,***

***You have the option of keeping the group private, sharing it, or***

***Click “Add Students”***

1. ***Filter students by grade level, or alpha***

***Click “View List”***



1. ***Add students – select all, or click the box to add them individually***

***You have the option to save and add more, or save – you can also edit your list later if needed***



1. ***How do I access Student Demo Accounts?***
2. ***From your Advisor Homepage,*** *click on the Demo Student hyperlink at the top of the page:*



1. ***Your next screen will include a list of “demo accounts”*** *for each grade level, this sample includes accounts for grades 6-8;As a classroom teacher, I would recommend going back to the same Sample student every time, so you can build into that sample the things you want to teach your students.*



1. ***Student Homepage:*** *The next screen will be exactly like your student’s home page. From there you can navigate and explore what each of the areas of the website has to offer:*

*You will notice, what is listed on the left is a match to what is listed across the top,*

1. *Explore My  Interests = Assessments;*
2. *Learn About Careers = Careers;*
3. *Explore Education Options = Education;*
4. *Choose my courses is not currently active in 259, because we have not synchronized the product with Synergy yet.*
5. *Build My Resume, is where students can begin to enter information that will populate a resume so they can begin to document experiences*
6. *Financial Aid tab is something I would save for high school students.*



1. ***How do I look up student usernames / passwords so students can log in?***
2. From your ***CAMS homepage***, find the “Search for Students” tab and left click this tab:



1. You will be given the option to enter specific criteria to search for students in groups such as grade level or individually by entering their last name, etc:



1. When you identify your search criteria and click “Submit” the next screen will give you the list of names of the students matching your criteria, and you have the option of exporting this information in two different formats: “Access Cards” for individual students or an “Excel Spreadsheet” so you can save/access a list of students and sort as needed.



The Excel fill will list students Last Name, First Name, Username, Password, & Grade Level; Access cards will load onto a PDF file that looks like this:

