

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

MICHIGAN

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Table of Contents

INTRODUCTION	1
ABOUT THE CAREER ADVISOR MANAGEMENT SYSTEM	1
ACCESSING THE CAREER ADVISOR MANAGEMENT SYSTEM.....	2
ABOUT ACCESS LEVELS	3
ACCESSING CAREER CRUISING FROM CAMS.....	4
STUDENT ADMINISTRATION	5
STUDENT EDPS	5
STUDENT LIST	5
ADDING NEW STUDENTS.....	7
EDITING STUDENT PROFILES	8
PROMOTING AND GRADUATING STUDENTS	8
TRANSFERRING STUDENTS	8
MANAGING STUDENT GROUPS	8
SENDING MESSAGES TO STUDENTS.....	10
LOGIN HISTORY AND CAREER PATH HISTORY	11
NOTES.....	11
ADVISEMENT LOG	11
MANAGE ADVISEMENT LOGS	12
MANAGE GROUP ADVISEMENT LOG ENTRIES	12
INVITE OTHERS ACCESS	12
ANNUAL EDP REVIEW	12
MANAGE PARENT PORTAL ACCOUNTS.....	13
MANAGE ABILITY PROFILER.....	15
ASSIGNMENTS & ACTIVITIES	15
VIEWING AND PRINTING STUDENT EDPS AND RESUMES	16
ADVISOR ADMINISTRATION	17
ADDING AN ADVISOR	17
EDITING AN ADVISOR'S PROFILE	17
ASSIGNING STUDENTS TO AN ADVISOR.....	18
CUSTOMIZATION OPTIONS	19
EDP OPTIONS.....	19
EDP COMPLETION STANDARDS	20
ASSESSMENT OPTIONS.....	20
SITE SETTINGS.....	21
CUSTOMIZING EDP HOMEPAGE LINKS AND FILES	22
INVITE OTHERS: ADDING AND EDITING SPECIAL CONTACTS	23
ADDING OR MODIFYING COURSES	23

EDP REPORTS	24
EDP COMPLETION REPORTS	24
STANDARD EDP REPORTS	25
REPORT CUSTOMIZATION AND DATA EXPORTING	28
MASS PRINT OPTIONS	29
FOR MORE INFORMATION	30

Introduction

ABOUT THE CAREER ADVISOR MANAGEMENT SYSTEM

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

- Organize and view students' EDP data to track their career exploration and planning progress
- Export data collected from students' EDPs for use in other applications
- Generate reports on students' EDP usage, assessment results, career and education exploration, goal-setting and education planning activities, and other EDP work
- Input customized course lists that students can use to create four-year high school My Education Plans
- Customize EDP and assessment options and site settings to meet the needs of your students
- Manage Parent Portal accounts
- Administer the Ability Profiler assessment

The screenshot displays the 'Advisor Homepage' for Monica Andrews at Northwest High School. The interface includes a sidebar with navigation options such as 'Advisor Homepage', 'Search for Students', and 'Manage Parent Accounts'. The main content area features a 'Welcome Monica Andrews!' message and several data sections: 'All Students' (Total Students: 381), 'My Students' (Total Students: 189), 'Student Administration' (with options like 'Add New Student' and 'Assign Students to an Advisor'), and 'Advisor Administration' (with options like 'View List of All Advisors' and 'Add New Advisor'). There is also a table for 'EDP Homepage Files' and a section for 'EDP Homepage Links'.

Advisor Homepage

Introduction

- Communicate directly with students using an internal messaging system
- Implement EDP Completion Standards to define specific objectives for career exploration and EDP development

Accessing the Career Advisor Management System

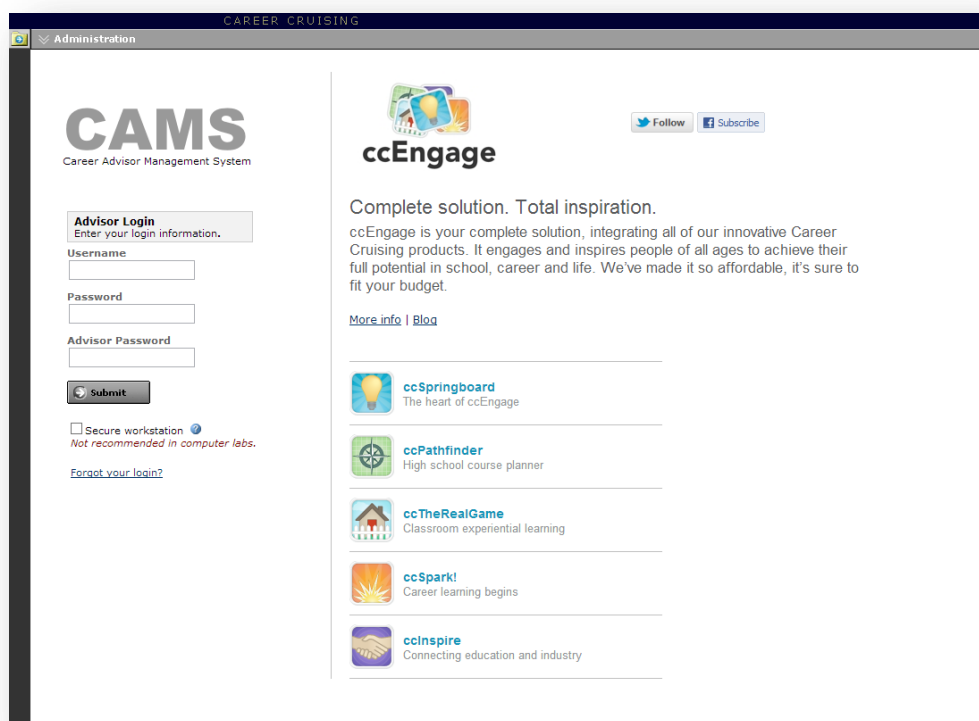
To access CAMS, go to the following webpage:

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.



CAMS Login

ABOUT ACCESS LEVELS

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

Career Cruising Administrator – This level of access is intended for the one or two individuals at a school who are primarily responsible for the implementation and management of Career Cruising and student

Accessing the Career Advisor Management System

EDP development. This access level allows you full access to all of the features and functions available within the CAMS tool, including customization options.

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

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

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

ACCESSING CAREER CRUISING FROM CAMS

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

Student Administration

STUDENT EDPs

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

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

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

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

STUDENT LIST

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

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

The Student List displays students' name, grade, username and password, and EDP 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 a student's EDP or resume
- Track guidance activities through the Advisement Log
- Record information for the Annual EDP Review
- View a student's individual EDP Completion Status report

Student Administration

- Deactivate an EDP

The screenshot shows the 'Advisor Homepage' for Monica Andrews at Northwest High School. The 'Student List' section is active, displaying a table of students. The table has columns for Name, Username, Password, Grade, Pathway, View/Action, and Completion Status. A dropdown menu is open for the 'View/Action' column of the first student, Aguirre, Marie, showing options like 'View EDP', 'View Resume', 'ACT & SAT Scores', 'Advisement Log', 'Annual Review', 'Career Path History', 'Completion Status', 'Deactivate EDP', 'Edit Profile', 'Invite Others Access', 'Login History', 'Notes', 'Parent Access (NEW)', 'Parent Comments (NEW)', 'Send Message', and 'View My Calendar'. The 'Deactivate EDP' option is highlighted.

Name	Username	Password	Grade	Pathway	View/Action	Completion Status
Aguirre, Marie	nwhsus11	362503	Grade 11		Please Select	0%
Alcorn, Morgan	nwhsus20	523242	Grade 11		Please Select	0%
Alger, Austin	nwhsus77	385892	Grade 12		Please Select	0%
Allen, Spencer	nwhsus101	913455	Grade 10		Please Select	0%
Andrade, Zugey	nwhsus80	942320	Grade 11		Please Select	0%
Angelucci, Patrick	nwhsus33	282798	Grade 11		Please Select	0%
Anna, Barr	nwhsus11	362503	Grade 11		Please Select	0%
Annamaria, Henderson	nwhsus20	523242	Grade 10		Please Select	0%
Anton, Graham	nwhsus77	385892	Grade 10		Please Select	0%

Student List

- Edit a student's profile
- Enable or disable the Invite Others To View My EDP feature for individual students
- View a student's login history, Career Path History, and My Journal entries
- View a student's assessment scores
- Enable parent or guardian access and view comments
- Send a message to an individual student
- Record and view notes
- Transfer a student to another school in your district

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.

Student Administration

ADDING NEW STUDENTS

When you add new students in CAMS, you are creating EDPs for them. If you have created an EDP for a student, he or she should not create a separate one using the EDP tool.

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

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

Each Career Cruising EDP must have a unique username and password combination.

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

The screenshot displays the 'Add Student' form within the Career Cruising Student Administration interface. The form is titled 'Add Student' and includes a 'Student Information' section with the following fields:

- First Name:** Amanda
- Last Name:** Jackson
- Username:** 8198438
- Password:** 0853847
- Gender:** Male (radio button), Female (radio button, selected)
- Grade Level:** Grade 11 (dropdown menu)
- Advisor:** A list of advisors with checkboxes:
 - Monica Andrews
 - Gordon Miranda
 - Darren Mitchel
 - Nandita Preet
 - Kim Turnbull
 - Margaret Walters

An 'Add Student' button is located at the bottom right of the form. The interface also shows a sidebar with 'Quick Links' and 'Program Options'.

Add A New Student

Student Administration

DEACTIVATING EDPs

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

EDITING STUDENT PROFILES

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

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

PROMOTING AND GRADUATING STUDENTS

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

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

TRANSFERRING STUDENTS

This feature allows you to transfer students at your school to another school within your district that also subscribes to Career Cruising. This feature is used primarily by elementary and middle schools transferring their graduating students to the appropriate high school.

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

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 EDP homepages, manage group advisement log entries, and assign activities to specific students.

Student Administration

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.

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

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

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

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 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.' Below this is a table of 'Saved Groups' with 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.

Manage Student Groups

Student Administration

SENDING MESSAGES TO STUDENTS

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

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

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

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

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

The screenshot displays the 'Send Message' interface in the Career Cruising system. The interface is divided into a sidebar and a main content area. The sidebar contains navigation links such as 'Advisor Homepage', 'Search for Students', 'Manage Parent Accounts', 'Manage Ability Profiler', 'Assignments & Activities', 'Program Options', 'EDP Options', 'EDP Completion Standards', 'Assessment Options', 'Site Settings', 'Add or Modify Courses', 'Reports', 'EDP Completion Reports', 'EDP Reports', 'Mass Print Options', 'View License Information', 'View Usage Statistics', 'Helpful Documents', 'Enter Career Cruising', and 'Logout'. The main content area is titled 'Send Message' and includes a 'Message Subject and Text' section with a 'Subject' field containing 'Career Fair' and a 'Message Text' area. Below this is a 'Message Recipients' section with radio buttons for 'Students', 'Parents', and 'Both', and a 'Select Users' section with radio buttons for 'All Students', 'Student Group', and 'Build a Filter'. A 'Filter Criteria' section is also visible with an 'Assigned Advisor' option.

Send Message

Student Administration

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

LOGIN HISTORY AND CAREER PATH HISTORY

The Login History feature allows you to see when and how often a student has logged into his or her EDP. 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.

The Career Path History feature lets you see a list of the Career Pathways that students have selected as their favorite in their EDPs. To view a student's pathway history, select **Career Path History** from the View/Action dropdown menu beside his or her 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 his or her 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.)

Student Administration

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

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

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

INVITE OTHERS ACCESS

Students can invite other individuals to view selected sections of their EDPs using the Share My EDP feature of the EDP. To disable this option for a specific student, use the **Invite Others Access** option in the View/Action dropdown menu beside his or her 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 EDP. *(Please see the [Invite Others: Adding and Editing Special Contacts](#) section for more information.)*

ANNUAL EDP REVIEW

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

Student Administration

The screenshot shows the 'Annual Review' interface for a student named Amanda Jackson. The page title is 'Annual Review' and the user is identified as 'Monica Andrews, Northwest High School'. The main heading is 'Portfolio Annual Review for Amanda Jackson'. Below this, there is a section for 'Annual EDP Review - Grade 10'. The form includes fields for 'Date' (05/22/2014), 'Advisor' (Monica Andrews), and 'Advisor Comments'. The advisor comments state: '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.' Below the comments, there is a section for 'Student Comments' 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 EDP Review

To complete the Annual EDP 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.

MANAGE PARENT PORTAL ACCOUNTS

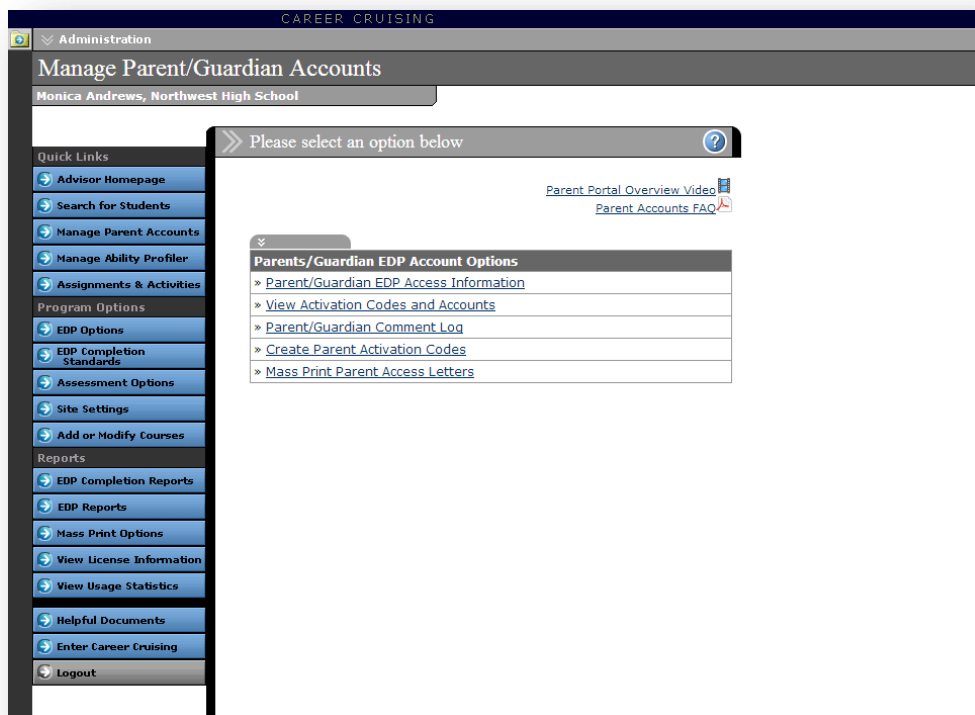
The two main goals of the Parent/Guardian Portal are to allow parents and guardians to view the work done by their child, and to allow them to provide feedback to their child's advisor on the EDP work their child has completed. The information entered by students for most sections of the EDP is read-only;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

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

Student Administration

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

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



Manage Parent Accounts

Student Administration

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.

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 EDPs.

Assignments & Activities

You can specify specific assignments or activities that students should upload to their EDPs. 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	<input checked="" type="checkbox"/>
Career Interest Worksheet	K Turnbull	14 of 23	Active	<input checked="" type="checkbox"/>
Consider This...!	M Andrews	8 of 26	Active	<input checked="" type="checkbox"/>
Career Development	M Pal	0 of 93	Active	<input checked="" type="checkbox"/>
Resume Development	M Pal	1 of 77	Active	<input checked="" type="checkbox"/>
TEST	M Pal	0 of 189	Inactive	<input checked="" type="checkbox"/>

These documents are included in the EDP Completion Standards.

[Add New Assignment](#)

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

Assignments & Activities

Student Administration

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

VIEWING AND PRINTING STUDENT EDPS AND RESUMES

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

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 shows the user 'Monica Andrews, Northwest High School'. The main content area is titled 'Advisor List' and includes a link to 'add a new access account'. Below this is a table of advisors:

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

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

List of Advisors

EDITING AN ADVISOR'S PROFILE

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

If you are an advisor without administrator or 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' EDPs, resumes, Education Plans, and Matchmaker results.

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

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

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

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

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

Assign Students to: Monica Andrews

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

Select	Name	Username	Grade	Current Advisors
<input type="checkbox"/>	Northlee, Eric	nwhsus109	Grade 9	Darren Mitchell
<input type="checkbox"/>	Oldman, Sylvester	nwhsus18	Grade 10	Kim Turnbull
<input checked="" type="checkbox"/>	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"/>	Raith, 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

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.

EDP OPTIONS

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

EDP Settings

Create New EDP Active Inactive

Change My Password Active Inactive

Change My Grade Level Active Inactive

Student Links on EDP Homepage Active Inactive

Show Assigned Advisor Email Active Inactive

Signature Lines in the Printer-Friendly EDP Active Inactive

Allow students to invite their parents Active Inactive

EDP Sections to Include

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

EDP Options

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

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

Customization Options

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

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

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

EDP Sections to Include – You can control which sections of the EDP 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.

EDP COMPLETION STANDARDS

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

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

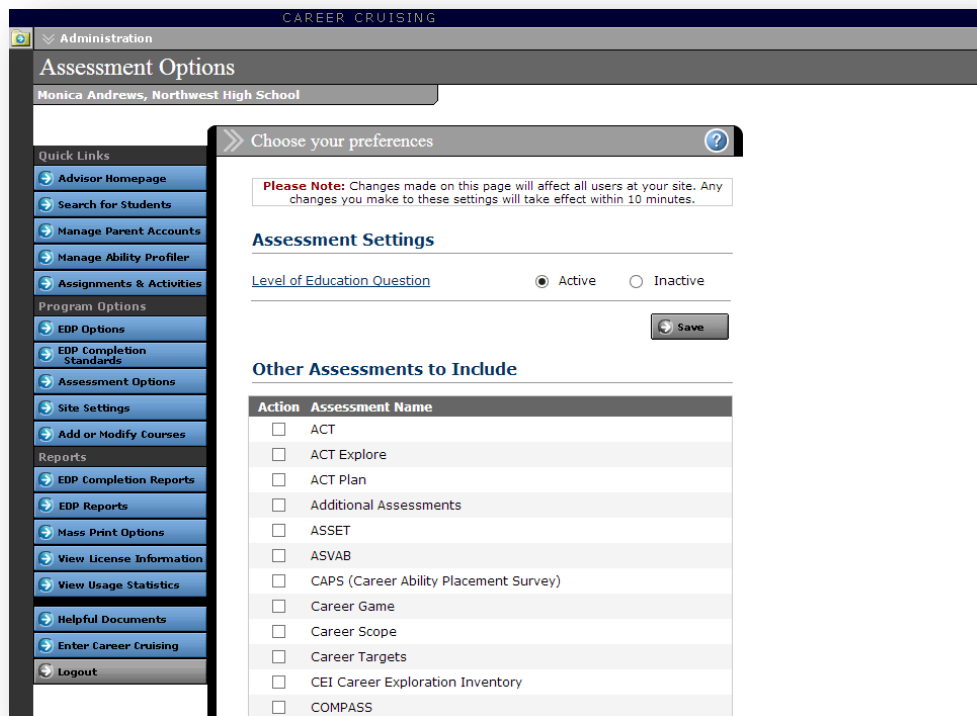
- want to add EDP development to current career exploration activities
- want to use the EDP tool to meet the needs of a career studies/development curriculum
- are required to meet state or district mandates for EDP development

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

ASSESSMENT OPTIONS

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

Customization Options



Assessment Options

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

SITE SETTINGS

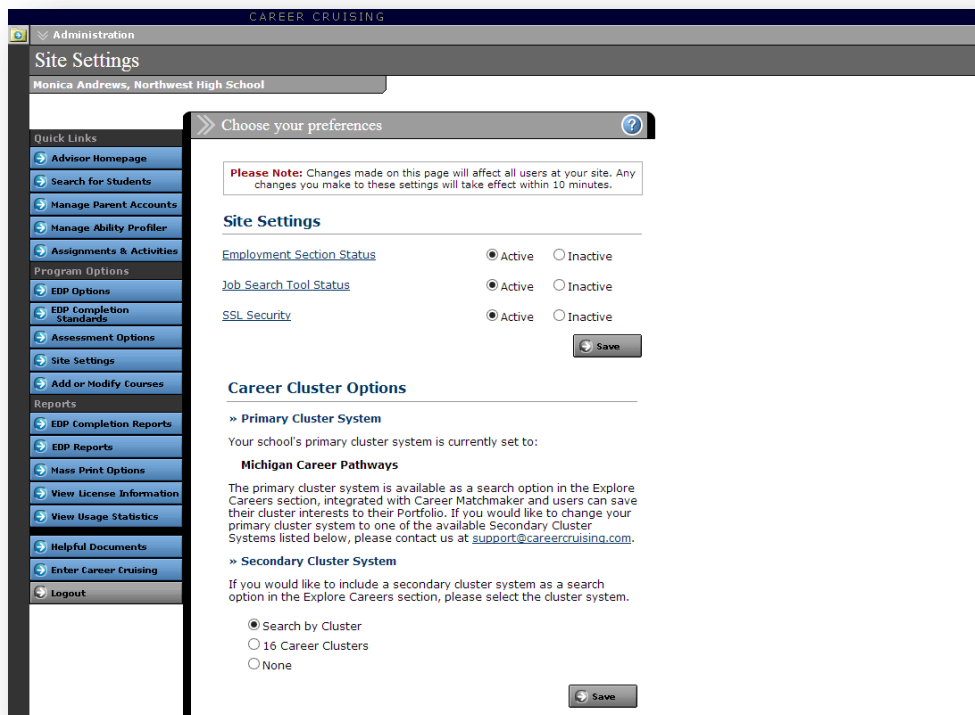
There are a number of ways you can customize Career Cruising for users at your site:

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

Job Search Tool Status – The Job Search tool incorporates a feed from Indeed.Com, a job search engine that allows users to access job postings on company career sites and online job boards. Activating this feature provides access to the Job Search tool on the Employment homepage. Career Cruising does **not** screen the postings found on Indeed.Com.

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

Customization Options



Site Settings

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

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

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

CUSTOMIZING EDP 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 EDPs. 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' EDP Homepage (and the main page when they log in with their personal EDP login), allowing them to access these resources quickly and easily.

INVITE OTHERS: ADDING AND EDITING SPECIAL CONTACTS

Students have the option to invite others to view their EDPs. 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 EDPs, 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 EDP** feature in the Share My EDP section of the EDP.

ADDING OR MODIFYING COURSES

The screenshot displays the 'Add or Modify Courses' page in the Career Cruising system. The page is titled 'Add or Modify Courses' and is for 'Monica Andrews, Northwest High School'. A sidebar on the left contains various navigation options. The main content area features a table for selecting courses by grade level (9, 10, 11, 12) with 'Add Courses' and 'Modify Courses' links. Below the table, there is a note about character limits and a section for entering course information, including fields for Course Name, Course Number, Subject Area, Course Type, and Course Length.

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 10th Grade 11th Grade 12th Grade

Credit: [Add Custom Credits](#)

Course Length:

OR Enter Different Length:

Course Description:

Add or Modify Courses

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

EDP Reports

EDP COMPLETION REPORTS

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

- **EDP Completion Status Snapshot** – This report provides an overview of EDP completion at your school by grade.
- **EDP Completion Status by Student** – This report is organized by student and shows you which components each student has completed.
- **Incomplete EDPs 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 EDPs 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 EDP Completion Standards** – You can review the EDP 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 EDPs and various completion criteria. Look for the **Send Message** icon on the report page.

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

EDP Completion Status Snapshot

EDP Reports

STANDARD EDP 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 **EDP 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.

The screenshot displays the 'EDP Reports Index' page in the Career Cruising system. The page is for Monica Andrews at Northwest High School. It features a left-hand navigation menu and a main content area with the following sections:

- EDP Statistics and Usage Reports**
 - EDP Creation Statistics (Customize)
 - Date Last Changed / Login History (Customize)
 - Parent Login Report (Customize)
 - Advisement Activities
- Assessment Results**
 - Matchmaker Suggested Careers (Customize)
 - Matchmaker Recommended Pathways (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)
 - Schools of Interest (Customize)

EDP Reports Index

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

EDP Statistics and Usage Reports:

- **EDP Creation Statistics** – A summary of the EDPs created by (or for) students at your school.
- **Date Last Changed / Login History** – Track how often students are logging into their EDPs.
- **Parent Login Report** – See how often parents or guardians are viewing their child's EDP.

EDP Reports

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

Assessment Results Reports:

- **Matchmaker Suggested Careers** – This report lists the careers that were included in Career Matchmaker's Top 10 Career Suggestions. Reports only include the suggested careers for Matchmaker results that have been designated as the Best Match.
- **Matchmaker Recommended Pathways** – This report lists the top two career pathways that were recommended by Career Matchmaker based on students' interests. Reports only include the recommended pathways for Matchmaker results that have been designated as the 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 EDPs.

Career & Education Exploration Reports:

- **Careers of Interest** – Aggregate data on the careers that students have saved to their EDPs.
- **Military Careers of Interest** – This report lists the military careers that students have saved to their EDPs.
- **Schools of Interest** – Aggregate data on the post-secondary schools that students have saved to their EDPs.

EDP Reports

- **Scholarships of Interest** – This report lists students based on the number of scholarships they have saved to their EDPs.
- **Majors of Interest** – Use this feature to view data on the majors that students are interested in.

The screenshot shows the 'Careers of Interest' report in the Career Cruising system. The interface includes a sidebar with navigation options and a main content area with a table of career interests. The table has columns for Career, Total, Male, Female, and Detail. The data is as follows:

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

Careers of Interest Report

Goals

& Plans Reports:

- **Career Pathways Interests** – Aggregate data on the career pathways that students are interested in. You can drill down to individual student data, including their comments about the pathways they have selected.
- **Post-Secondary Plan** – View the post-secondary goals that students have set for themselves, including top three career interests, top three education institutions, and intended level of education.
- **Career Planning Activities: View by Activity** – Data on the career planning activities that students have completed.
- **Career Planning Activities: View by Student** – Track individual student participation in career planning activities.

EDP Reports

- **My Journal Report** – Data on student journal activity, including number of entries and date last updated. Use this report to view students' journal entries.

Activities, Experiences & Awards Reports:

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

Education Plan Reports:

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

REPORT CUSTOMIZATION AND DATA EXPORTING

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

All aggregate reports available in the EDP 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 EDPs**
- **Mass Print Education Plans**
- **Mass Print Resumes**
- **Mass Print Career Matchmaker Results**

Choose the documents that you would like to print and then select the group of students whose information you would like to include.

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

Mass Print Options
Monica Andrews, Northwest High School

Mass Print Portfolios

Number of Portfolios Selected: 26

To ensure that all selected EDPs 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 EDPs

For More Information

To access our comprehensive online help files, click on the  button on any page within CAMS.

You can also participate in one of our live training webinars. To view upcoming sessions and to register to participate, go to www.careercruising.com/trainingUSA.

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.