

CAREER ADVISOR MANAGEMENT SYSTEM (CAMS) USER'S GUIDE

US

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Table of Contents

INTRODUCTION	1
ABOUT THE CAREER ADVISOR MANAGEMENT SYSTEM.....	1
ACCESSING THE CAREER ADVISOR MANAGEMENT SYSTEM	3
ABOUT ACCESS LEVELS	3
ACCESSING CAREER CRUISING FROM CAMS	4
STUDENT ADMINISTRATION	5
STUDENT MY PLAN ACCOUNTS	5
STUDENT LIST	5
ADDING NEW STUDENTS.....	7
DEACTIVATING MY PLAN ACCOUNTS	8
EDITING STUDENT PROFILES	8
PROMOTING AND GRADUATING STUDENTS.....	8
TRANSFERRING STUDENTS.....	9
MANAGING STUDENT GROUPS.....	9
SENDING MESSAGES TO STUDENTS	10
LOGIN HISTORY	11
NOTES.....	11
ADVISEMENT LOG	12
MANAGE ADVISEMENT LOGS.....	12
MANAGE GROUP ADVISEMENT LOG ENTRIES.....	12
INVITE OTHERS ACCESS	13
ANNUAL PLAN REVIEW	13
MANAGE PARENT ACCOUNTS.....	14
MANAGE ABILITY PROFILER	15
ASSIGNMENTS & ACTIVITIES	15
VIEWING AND PRINTING STUDENTS' PLANS AND RESUMES	16
ADVISOR ADMINISTRATION	17
ADDING AN ADVISOR	17
EDITING AN ADVISOR'S PROFILE	17
ADVISOR ADMINISTRATION	18
ASSIGNING STUDENTS TO AN ADVISOR	18
CUSTOMIZATION OPTIONS.....	19
PLAN OPTIONS	19
PLAN COMPLETION STANDARDS	20
ASSESSMENT OPTIONS.....	21

Table of Contents

SITE SETTINGS	22
CUSTOMIZING MY PLAN HOMEPAGE LINKS AND FILES	23
INVITE OTHERS: ADDING AND EDITING SPECIAL CONTACTS	23
ADDING OR MODIFYING COURSES	23
MY PLAN REPORTS.....	25
COMPLETION REPORTS	25
STANDARD PLAN REPORTS.....	26
REPORT CUSTOMIZATION AND DATA EXPORTING	29
MASS PRINT OPTIONS	30
FOR MORE INFORMATION	31

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' My Plan data to track their career exploration and planning progress
- Export data collected from students' My Plans for use in other applications
- Generate reports on students' My Plan usage, assessment results, career and education exploration, goal-setting and education planning activities, and other portfolio work
- Input customized course lists that students can use to create four-year high school My Education Plans

CAREER CRUISING

Administration

Advisor Homepage

Monica Andrews, Northwest High School

Welcome Monica Andrews!

Quick Links

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

Program Options

- Portfolio Options
- Portfolio Completion Standards
- Assessment Options
- Site Settings
- Add or Modify Courses

Reports

- Completion Reports
- Portfolio Reports
- Mass Print Options
- View License Information

Helpful Documents

- Enter Career Cruising
- Logout

All Students

Total Students: 125 [View Student List](#) [Send Message](#) [Manage Messages](#)

My Students

Total Students: 26 [View Student List](#) [Send Message](#) [Manage Messages](#)

Student Administration	Advisor Administration
<ul style="list-style-type: none"> » Add New Student » Promote/Graduate Students » Manage Student Groups New! 	<ul style="list-style-type: none"> » View List of All Advisors » Add New Advisor » Invite Others: Add/Edit Special Contacts » Manage Advisement Logs » Manage Group Entries

Assign Students to an Advisor

Please Select Advisor

Unassign Students from an Advisor

Please Select Advisor

Portfolio Homepage Files

	Date	Details	Options
User Guide	08/10/2012	View	Download

Portfolio Homepage Links

View this site	Occupational Outlook Handbook	Edit Delete

Advisor Homepage

Introduction

- Customize My Plan and assessment options and site settings to meet the needs of your students
- Manage Parent Portal accounts
- Administer the Ability Profiler assessment
- Communicate directly with students using an internal messaging system
- Implement My Plan Completion Standards to define specific objectives for career exploration and portfolio 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:

Accessing the Career Advisor Management System

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

Other Staff – This level of access 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 MY PLAN ACCOUNTS

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

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

If students are required to maintain a portfolio, we recommend using the school-driven model, as it ensures that students maintain a single My Plan account. This does involve some additional time at the beginning of the portfolio 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 Account 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 My Plan 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 Plan** – View a printer-friendly version of the student's Plan
- **View Resume** – View the student's resume as he or she has formatted it
- **Advisement Log** – Track guidance activities through the Advisement Log
- **Annual Review** – Record information for the Annual Plan Review
- **Completion Status** – View a student's individual My Plan Completion Status report

Student Administration

- **Deactivate Plan** – Deactivate a My Plan account
- **Edit Profile** – Edit a student's profile
- **Invite Others Access** – Enable or disable the Invite Others To View My Plan feature for individual students
- **Login History** – The Login History feature allows you to see when and how often a student has logged into their Plan
- **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

The screenshot displays the 'Student List' page in the Career Cruising system. At the top, there's a navigation bar with 'Administration' and 'Advisor Homepage' (Monica Andrews, Northwest High School). Below this, a 'Student List' header is visible. The main content area includes a search bar, search criteria (Status: Active, Matching Students: 126), access cards (Export PDF access cards), and export data file options (Excel Spreadsheet, Text File). A table lists students with columns for Name, Username, Password, Grade, View/Action, and Completion Status. A dropdown menu is open for the 'View/Action' column of the first student, Ames, Rosie, showing options like View Portfolio, View Resume, and Deactivate Portfolio. The table shows 8 students, with the first student, Ames, Rosie, having a completion status of 0%.

Name	Username	Password	Grade	View/Action	Completion Status
Ames, Rosie	nwhsus110	362503	Grade 10	Please Select	0%
Andrews, Joshua	nwhsus20	523242	Grade 12	Please Select	0%
Arndt, Brandi	nwhsus77	385892	Grade 10	Please Select	0%
Aubin, Pamela	nwhsus101	913455	Grade 9	Please Select	0%
Biggers, Kristen	nwhsus80	942320	Grade 12	Please Select	0%
Billups, Daniel	nwhsus33	282798	Grade 9	Please Select	0%
Binkley, Erma	nwhsus95	402009	Grade 11	Please Select	0%

Student List

- **Parent Access** – View and create access accounts to enable parents and guardians to view and reflect on their child's Plan

Student Administration

- **Parent Comments** – Track parents' and guardians' thoughts on their child's Plan
- **Send Message** – Send a message to an individual student through their Plan. 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
- **Transfer** – Transfer a student to another school in your district

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.

ADDING NEW STUDENTS

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

Each personal My Plan 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.

Student Administration

The screenshot shows the 'CAREER CRUISING' interface. At the top, it says 'Administration' and 'Student Administration'. Below that, it lists 'Monica Andrews, Northwest High School'. On the left is a sidebar with 'Quick Links' and 'Program Options'. The main area is titled 'Add Student' and contains a 'Student Information' form. The form fields are: First Name (Amanda), Last Name (Jackson), Username (8198438), Password (0853847), Gender (Female selected), Grade Level (Grade 11), and Advisor (Monica Andrews selected). There is an 'Add Student' button at the bottom right of the form.

Add A New Student

DEACTIVATING MY PLAN ACCOUNTS

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

EDITING STUDENT PROFILES

Student profiles contain basic information about students, including full name, grade, gender, advisor, expected graduation date, and personal My Plan 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.

Student Administration

When students are graduated, their My Plan 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 Plans.

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 the student's 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 My Plan homepages, manage group advisement log entries, and assign activities to specific students.

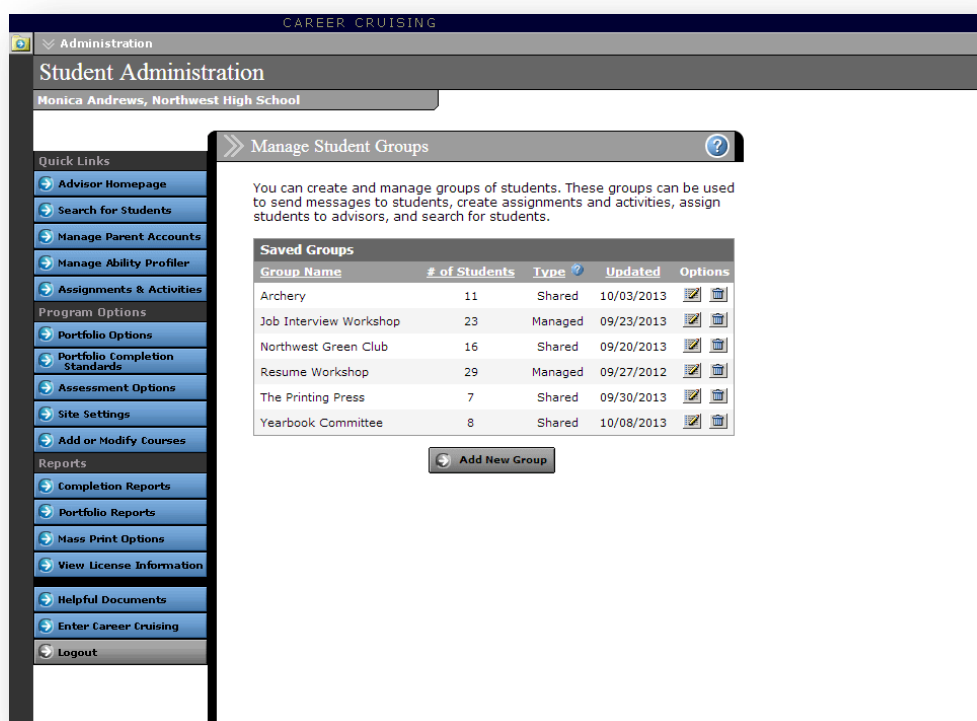
Groups are sets of students with something in common, such as enrolment in a specific course, participation in student council or other group activities, or involvement in ESL, special education, or any other type of learning program. Grouping allows you to organize students by criteria other than grade, gender, and assigned advisor.

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.

Student Administration



Manage Student Groups

SENDING MESSAGES TO STUDENTS

The CAMS internal messaging system allows you to send messages to students through the My Plan tool. When students log in to Career Cruising using their personal My Plan 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, gender, or student group.

Student Administration

CAREER CRUISING

Administration

Messaging

Monica Andrews, Northwest High School

Quick Links

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

Program Options

- Portfolio Options
- Portfolio Completion Standards
- Assessment Options
- Site Settings
- Add or Modify Courses

Reports

- Completion Reports
- Portfolio Reports
- Mass Print Options
- View License Information

- Helpful Documents
- Enter Career Cruising
- Logout

Send Message

Students who have entered an email address will receive an email message as well as viewing the message on their Portfolio Homepage.

Send New Message | [Manage Messages](#)

Message Subject and Text

Subject Career Fair

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!

Message Recipients

Send to

- ☒ Students
- ☐ Parents
- ☐ Both

Select Users

- ☐ All Students
- ☐ Student Group
- ☒ Build a Filter

Filter Criteria

Select the criteria for the message recipients.

Assigned Advisor

- ☐ Your Students

Send Message

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

Students cannot reply directly to messages in their Plans. 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 My Plan profile will also receive an email copy of the message.

Click on the **Manage Messages** link in the All Students or My Students section of the Advisor Homepage to view or delete the messages you have sent.

LOGIN HISTORY

The Login History feature allows you to see when and how often a student has logged into his or her My Plan account. To view a student's login history, select **Login History** from the View/Action dropdown menu beside the student's name on the Student List.

NOTES

The Notes section allows you to record notes about students that can be read only by other advisors or, if the notes are specified as private, only by you. To see the notes recorded for a specific student, select **Notes** from the View/Action dropdown menu beside the student's name on the Student List.

Student Administration

From this page, you can add new notes, edit a previous note, or delete a note.

(Note: You can only edit and delete notes that you have entered. You cannot modify notes created by other users.)

ADVISEMENT LOG

The Advisement Log allows you to maintain a log of advisement activities for each student to track his or her advisement program over time. You can use this feature to record information about individual students' career exploration progress, educational plans, or other activities. Aggregate reports based on the Advisement Log can help track how students' career development time is being spent and identify where their greatest needs are.

To see the Advisement Log for a specific student, select **Advisement Log** from the View/Action dropdown menu beside the student's name on the Student List.

From this page, you can add a new entry, edit a previous entry, or delete an entry.

(Note: You can only edit and delete log entries that you have entered. You cannot modify entries created by other users.)

MANAGE ADVISEMENT LOGS

The Manage Advisement Logs feature allows you to search for, view, and manage advisement log entries for students at your school. To use this feature, click on the **Manage Advisement Logs** link on the Advisor Homepage and search for students by grade, username, first or last name, or advisor.

A list of students matching your search criteria is displayed along with the number of entries in each student's Advisement Log and the date his or her Advisement Log was last updated. 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 **Submit**.

Student Administration

INVITE OTHERS ACCESS

Students can invite other individuals to view selected sections of their Plans using the Share My Plan feature of their Plan. 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 PLAN REVIEW

When enabled at your site, the Annual Plan Review standard requires each student to have his or her Plan reviewed by a teacher, counselor, or advisor each year. Unlike the Reflect & Confirm feature of the My Plan tool, the Annual Plan 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.

To complete the Annual Plan 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. (*Please see the [Plan Completion Standards](#) section for information on how to set requirements for students' Plans.*)

The screenshot shows the 'Annual Review' interface for Amanda Jackson. The left sidebar contains a 'Quick Links' menu with options like 'Advisor Homepage', 'Search for Students', 'Manage Parent Accounts', 'Manage Ability Profiler', 'Assignments & Activities', 'Program Options', 'Portfolio Options', 'Portfolio Completion Standards', 'Assessment Options', 'Site Settings', 'Add or Modify Courses', 'Reports', 'Completion Reports', 'Portfolio Reports', 'Mass Print Options', 'View License Information', 'Helpful Documents', 'Enter Career Cruising', and 'Logout'. The main content area is titled 'Portfolio Annual Review for Amanda Jackson' and includes a sub-header 'Annual Portfolio Review - Grade 10'. It features a 'Date' field set to '05/22/2014', an 'Advisor' dropdown set to 'Monica Andrews', and a text area for 'Advisor Comments' containing two paragraphs of feedback. Below this is a 'Student Comments' field and a 'Review Status' section with radio buttons for 'Complete' (selected) and 'Incomplete'. A 'Save' button is at the bottom right.

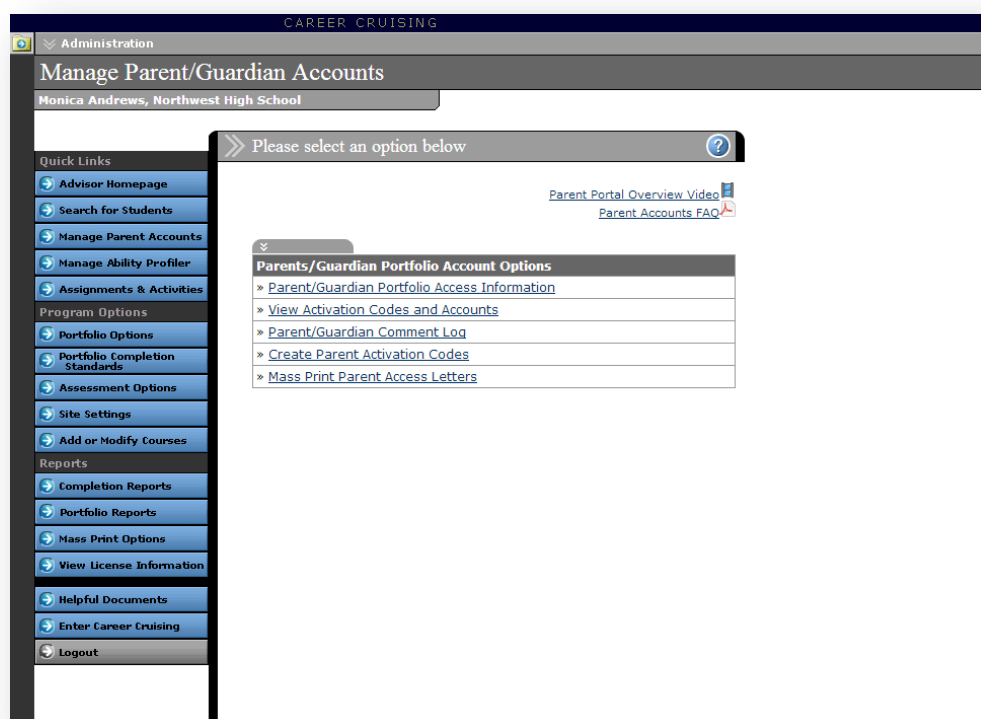
Annual Plan Review

Student Administration

MANAGE PARENT 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 portfolio work their child has completed. The information entered by students for most sections of My Plan 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 Plan with Parents/Guardians** feature in the Share My Plan section of their Plan 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.



Manage Parent Accounts

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

- **Parent/Guardian Plan 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.

Student Administration

- **Parent/Guardian Comment Log** – This section lists all of the comments entered by parents and guardians individually. The comments are initially sorted by date, allowing advisors to view the latest comments.
- **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.

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 Plans.

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.)

Student Administration

Administration
CAREER CRUISING

Assignments & Activities
Monica Andrews, Northwest High School

Quick Links

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

Program Options

- Portfolio Options
- Portfolio Completion Standards
- Assessment Options
- Site Settings
- Add or Modify Courses

Reports

- Completion Reports
- Portfolio Reports
- Mass Print Options
- View License Information
- Helpful Documents
- Enter Career Cruising
- Logout

Assignments & Activities

You can specify specific assignments or activities that students should upload to their Portfolios. 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

Students can view and download all of their assignments and activities by clicking on the **My Assignments & Activities** link in the My Plan menu. Students can submit a completed assignment by uploading a new file or attaching a file that they have already uploaded to their Plans.

VIEWING AND PRINTING STUDENTS' PLANS AND RESUMES

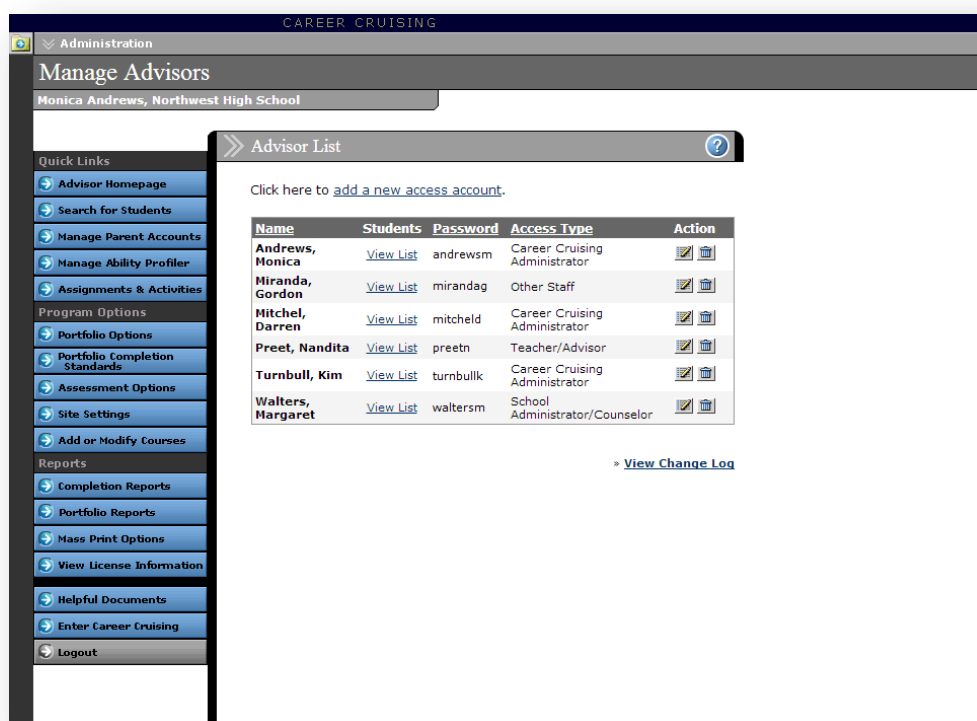
You can view a student's Plan or resume using the View/Action dropdown menu on the Student List, and print the document using the print feature in your browser.

If you want to print multiple Plans or resumes, you can use the **Mass Print Options**. This feature allows you to select the group of students whose Plans 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.)

Advisor Administration

ADDING AN ADVISOR

Users with administrator or counselor-level access can add advisor profiles using the **Add New Advisor** link in the Advisor Administration section of the Advisor Homepage. When advisors are added, they are assigned a level of access security to ensure that they have access to the tools and information that are appropriate for them. (Please see the [About Access Levels](#) section of this document for more information.)



List of Advisors

EDITING AN ADVISOR'S PROFILE

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

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

To view a log of changes to advisor profiles, click on the **View Change Log** link under the chart on the Advisor List page. Click the icon beside a log entry to view details about the change.

Advisor Administration

ASSIGNING STUDENTS TO AN ADVISOR

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

Manage Advisor Assignments
Monica Andrews, Northwest High School

Assign Students to a Career Advisor

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"/>	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 Mitchell

Search Criteria: Matching Students: 25, Alphabetical Range: K - M, Grade Level: ---, Currently Assigned To: ---, Group: ---

Select All | Deselect All | Save Assignments

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.

PLAN OPTIONS

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

Portfolio 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.

Portfolio Settings

Create New Portfolio	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Change My Password	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Change My Grade Level	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Student Links on Portfolio Homepage	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Show Assigned Advisor Email	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Signature Lines in the Printer-Friendly Portfolio	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Allow students to invite their parents	<input checked="" type="radio"/> Active <input type="radio"/> Inactive

Portfolio Sections to Include

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

Save

Plan Options

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

Student Links on My Plan Homepage – This feature allows you to activate or deactivate the function on the My Plan 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' Plans.

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

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.

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

PLAN COMPLETION STANDARDS

Plan Completion Standards allow you to set the criteria that students are required to meet in order to complete their Plans. 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 Plans as they advance.

Portfolio Completion Reports
Monica Andrews, Northwest High School

Quick Links
[Advisor Homepage](#)
[Search for Students](#)
[Manage Parent Accounts](#)
[Manage Ability Profiler](#)
[Assignments & Activities](#)

Program Options
[Portfolio Options](#)
[Portfolio Completion Standards](#)
[Assessment Options](#)
[Site Settings](#)
[Add or Modify Courses](#)

Reports
[Completion Reports](#)
[Portfolio Reports](#)
[Mass Print Options](#)
[View License Information](#)
[Helpful Documents](#)
[Enter Career Cruising](#)
[Logout](#)

View Portfolio Completion Standards

Summary Report - Portfolio Completion Standards

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.

To edit criteria, click on the names of the section you want to modify and made the desired changes in the pop-up window. Be sure to save your changes. It may take up to 24 hours for all reports to be updated.

[Printer-Friendly Version](#)

Criteria	6	7	8	9	10	11	12
Career and Education Exploration							
Career Matchmaker				✓	✓	✓	✓
My Skills					✓	✓	✓
Ability Profiler						✓	✓
Learning Styles Inventory				✓	✓	✓	✓
Other Assessments							
My Saved Careers				✓	✓	✓	✓
Career Selector				✓	✓	✓	✓
My Saved Schools						✓	✓
School Selector						✓	✓
Financial Aid Selector						✓	✓
Four Year Education Plan	6	7	8	9	10	11	12
Education Plan: 9th Grade			✓				

Plan Completion Standards

Customization Options

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

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

The screenshot shows the 'Assessment Options' page in the Career Cruising system. The page is titled 'Assessment Options' and is for 'Monica Andrews, Northwest High School'. The sidebar on the left contains various navigation links. The main content area has a 'Choose your preferences' section with a 'Please Note' message. Below this is the 'Assessment Settings' section, which includes a 'Level of Education Question' toggle set to 'Active'. There is a 'Save' button. The 'Other Assessments to Include' section contains a table with checkboxes for various assessments.

Action	Assessment Name
<input type="checkbox"/>	ACT
<input type="checkbox"/>	ACT Explore
<input type="checkbox"/>	ACT Plan
<input type="checkbox"/>	Additional Assessments
<input type="checkbox"/>	ASSET
<input type="checkbox"/>	ASVAB
<input type="checkbox"/>	CAPS (Career Ability Placement Survey)
<input type="checkbox"/>	Career Game
<input type="checkbox"/>	Career Scope
<input type="checkbox"/>	Career Targets
<input type="checkbox"/>	CEI Career Exploration Inventory
<input type="checkbox"/>	COMPASS

Assessment Options

Customization Options

Other Assessments to Include – Students can save results from a wide variety of external assessments and standardized tests to their Plans. 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 Plans.

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.

The screenshot shows the 'Site Settings' page in the Career Cruising administration interface. The header indicates the user is Monica Andrews at Northwest High School. A sidebar on the left lists various navigation options like 'Advisor Homepage', 'Search for Students', and 'Site Settings'. The main content area is titled 'Choose your preferences' and contains a 'Please Note' warning that changes affect all users and take effect within 10 minutes. Under 'Site Settings', there are three toggle switches: 'Employment Section Status', 'Job Search Tool Status', and 'SSL Security', all currently set to 'Active'. A 'Save' button is located below these toggles. The 'Career Cluster Options' section shows the 'Primary Cluster System' set to '16 Career Clusters' and provides information about the 'Secondary Cluster System' with a 'Search by Cluster' option.

Site Settings

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

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 My Plan. 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 MY PLAN 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 Plans. You can also upload documents, such as field trip permission forms and course calendars, so students can view or save copies of the files.

To add links and files for students, click on **Add New File** or on **Add New Link** on the Advisor Homepage. You can also view, edit, or delete links and files that are already available to students.

Links and files will appear on students’ My Plan Homepage (and the main page when they log in with their personal My Plan 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 Plans. 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 Plans, 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 Plan** feature in the Share My Plan section of the Plan.

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. 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 the My Plan tool. 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.

Customization Options

CAREER CRUISING

Administration

Add or Modify Courses

Monica Andrews, Northwest High School

Quick Links

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

Program Options

- Portfolio Options
- Portfolio Completion Standards
- Assessment Options
- Site Settings
- Add or Modify Courses

Reports

- Completion Reports
- Portfolio Reports
- Mass Print Options
- View License Information
- Helpful Documents
- Enter Career Cruising
- Logout

Please Select ...

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

Biology 10 is an introductory course that will give students an overview of the

Add or Modify Courses

My Plan Reports

COMPLETION REPORTS

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

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

CAREER CRUISING

Administration

Portfolio Completion Reports

Monica Andrews, Northwest High School

Quick Links

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

Program Options

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Portfolio Completion Status Snapshot

Customize This Report

Select criteria to define the report for a specific year and/or group of students:

Custom

Export Data File

Please choose the format that you would like the data exported to:

☒ Excel Spreadsheet

☐ Text File

Export

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%

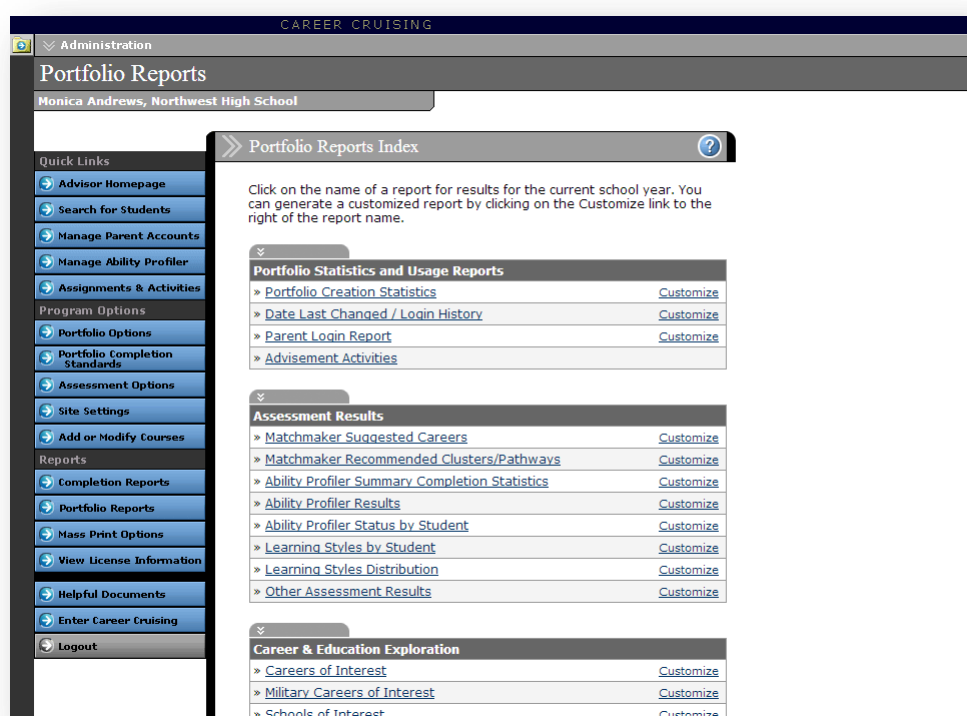
Plan Completion Status Snapshot

My Plan Reports

STANDARD PLAN 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 **Plan Reports** button to access these features.

Detailed breakdowns within the reports allow you to see which students have selected a particular career, school, course, or extracurricular activity. You can use this information to plan activities such as workplace field trips and college recruitment visits, and to identify individual student needs. You can also use many of the reports to send messages to students based on some of the information they have saved to their Plans. Look for the **Send Message** icon on the report summary pages.



Plan Reports Index

My Plan Statistics and Usage Reports:

- **My Plan Creation Statistics** – A summary of the My Plan accounts created by (or for) students at your school.
- **Date Last Changed / Login History** – Track how often students are logging into their Plans.
- **Parent Login Report** – See how often parents or guardians are viewing their child's Plan.
- **Advisement Activities** – Monitor the advisement activities recorded in students' Advisement Logs. You can view activities by student, topic, or advisor.

My Plan Reports

Assessment Results Reports:

- **Matchmaker Suggested Careers** – This report lists the careers that were included in Career Matchmaker's Top 10 Career Suggestions. Reports only include the suggested careers for Matchmaker results that students have designated as their Best Match.
- **Matchmaker Recommended Clusters/Pathways** – This report lists the top two career clusters or pathways 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 Plans.

Career & Education Exploration Reports:

- **Careers of Interest** – Aggregate data on the careers that students have saved to their Plans.
- **Military Careers of Interest** – This report lists the military careers that students have saved to their Plans.
- **Schools of Interest** – Aggregate data on the post-secondary schools that students have saved to their Plans.
- **Scholarships of Interest** – This report lists students based on the number of scholarships they have saved to their Plans.

My Plan Reports

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

Careers of Interest

Customize This Report
Select criteria to define the report for a specific year and/or group of students:
[Custom](#)

Export Data File
Please choose the format that you would like the data exported to:
☒ Excel Spreadsheet ☐ Text File [Export](#)

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 Clusters/Pathways Interests** – Aggregate data on the career clusters or pathways that students are interested in.
- **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.
- **My Journal Report** – Data on student journal activity, including number of entries and date last updated. Use this report to view students' journal entries.

My Plan Reports

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 My Plan 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.

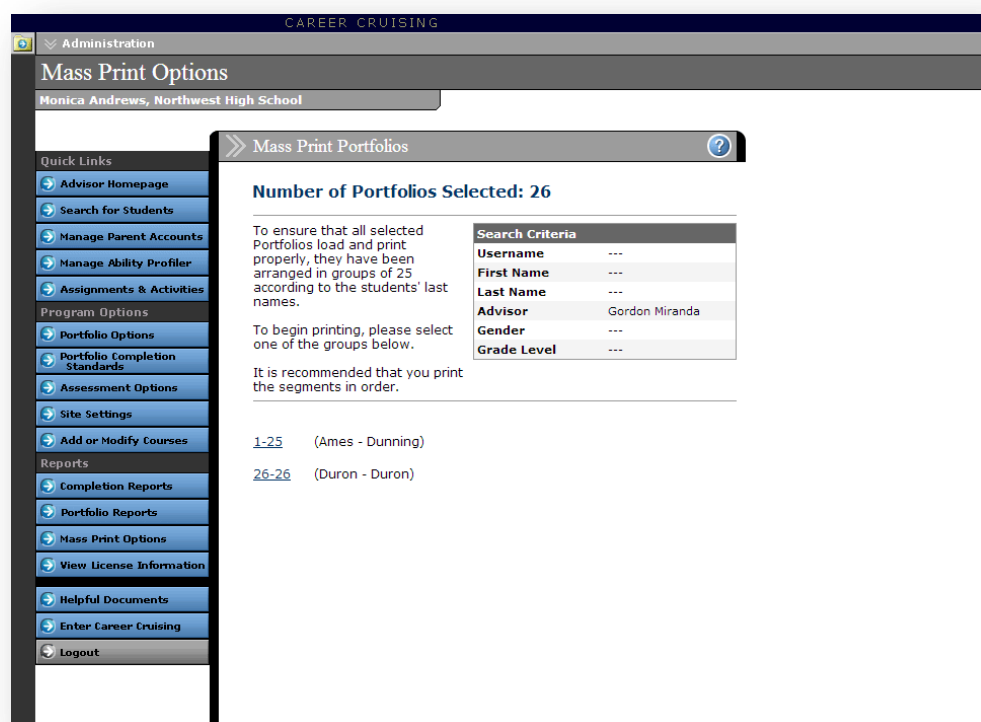
Mass Print Options

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 My Plans**
- **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. You can select specific sections to print or print entire student Plans.

Once you have selected the students whose Plans, 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 Plans

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 <http://public.careercruising.com/us/en/training/webinars>.

For more information about CAMS, please contact your success 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.