Summer/Fall 2016

CAREER CRUISING /WISCONSIN ACP IN-PERSON TRAINING

CESA #9, Tomahawk, WI
August 25, 2016
Or
September 22, 2016 (Repeated)
8:30-3:00
Cost: $15.00/person
(Includes morning refreshments and lunch)

Who Should Attend:

- School Staff **designated as trainers** for the Career Cruising software in their buildings (Such as Administrators, Counselors, Teachers)

***Space is LIMITED!
Registration MUST be completed 7 days prior to training session date.
Please bring your laptop for a hands-on experience!***

How to Register:

- To register, please choose one of the dates below:

August 25, 2016   http://login.myquickreg.com/register/agency/event/event.cfm?eventid=15610
September 22, 2016 http://login.myquickreg.com/register/agency/event/event.cfm?eventid=15611

What will be Covered:

- Role of ACP Software in ACP Implementation and Delivery (DPI)
- How to access the Career Cruising ACP
- Introduction to the Career Cruising system layout and components
- Using Career Matchmaker, the interest assessment tool and My Skills, skills assessment tool
- Introduction to the career and education exploration tools
- Overview of recommended ACP Completion Standards, including the related Reflect & Confirm functionality
- Introduction to the administrative and reporting components, including how to retrieve students Career Cruising ACP access, Parent/Guardian access and how to run aggregate reports
- Accessing the Helpful Documents section, including Users Guides, Classroom Activities, Webinar Recordings, and other available educator resources
- College and Scholarship Application management tools
- Parent/Guardian Portal - administration and strategies to engage parents
- Completion Standards and various aggregate reporting/ sorting options
- Best Practices discussion and sharing ideas
- Time for Questions & Answers throughout the session

Agenda

DPI: The ACP Process and the role of a software tool

Career Cruising – Student Perspective, Part 1
- Introduction to and tour of the Career Cruising sections
- Using the Multiple Matchmaker career interest assessment to help students identify careers and career clusters of interest
- Learning Styles Inventory (LSI) & Ability Profiler
- Exploring career profile information
- Using exploration tools to research and identify post-secondary schools of interest

The Career Cruising ACP/Portfolio tour – Student Perspective, Part 2
- Showing students where to enter and save different information in their ACPs
- Helping students understand the relevance and importance of annual ACP Completion Standards
- ACP calendar, college and scholarship application management, personal college profile

Exploration Tools and Integration with the students' ACPs
- Explore Careers Section (Career Selector, Career Clusters, Military, Industries)
- Explore Schools Section(College Planning Timeline, Compare Schools, Google Map)
- Explore Employment Guide & Resume Builder

Lunch Break

Career Advisor Management System (CAMS)
- Where to find student information including ACP account usernames and passwords
- Where to find parent/ guardian information including usernames and passwords
- How to review, monitor and update ACP work being completed by each student
- How to view and export/print data reports for your school on key topics, such as your students' careers, career clusters, schools of interest; extracurricular activity involvement; career preparation activities; post-secondary plans; and more!
- Where to find users guides, classroom activities and other teaching resources

Parent/ Guardian Accounts
- How to access Parent/ Guardian Accounts
- Accessing administrative features of the Manage Parent Accounts section
- Resources for engaging Parents within the Helpful Documents section of the Career Advisor Management System

ACP Completion Standards and Aggregate Reporting/ Sorting Options
- How to review and track ACP work being completed by students at your school
- How to create, revise, export and print data reports for your students/ school on key topics such as students careers; career clusters; schools of interest; career preparation activities; extracurricular involvement; post-secondary plans; and more!

Best Practices Discussion
- Facilitated discussion among attendees to exchange information and share best practice ideas from around the state
- Other

Adjourn