

Career Cruising



CAREER CRUISING /WISCONSIN ACP IN-PERSON TRAINING Train-the-Trainer Opportunity

August 15, 2016 OR September 28, 2016

CESA 10 Conference Center

9:00am – 3:30pm

Registration at 8:30

Lunch will be served.

\$17/person cost

Who Should Attend:

- There is a limit of 3-5 participants per district
- School Administrators, Counselors, Teachers
- School Staff designated as **trainers** for the Career Cruising software in their buildings
- This is not training for the IT component of Career Cruising!

Space is LIMITED!

**Registration MUST be completed 15 days prior to training session date for CESA 10 districts.
The sessions are open to non-CESA 10 districts 7-14 days prior to the event.**

Please bring your laptop for a hands-on experience!

How to Register:

- Go to www.MyQuickReg.com
- Select CESA 10 offerings

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

Session timeline:

- 30 minutes **DPI: The ACP Process and the role of a software tool**
- 75 minutes **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
- 15 minutes **Break**
- 45 minutes **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
- 45 minutes **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
- 60 minutes **Lunch Break**
- 60 minutes **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

15 minutes **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

15 minutes **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!

30 minutes **Best Practices Discussion**

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

Adjourn