

**Career Cruising:
Wisconsin Academic and Career Plan
In-Person Training Schedule**



**Spring
2018**

CAREER CRUISING /WISCONSIN ACP IN-PERSON TRAINING

SPRING 2018

Full Day Training

8:30am – 3:00pm Or 9:00am – 3:30pm (to specify)

Who Should Attend:

- Grade 6-12 District ACP teams/School administrators, Counselors, Teachers
- Grade 6-12 School Staff designated as trainers for the Career Cruising software in their buildings
- Post-Secondary staff/partners engaged in ACP development with the school districts

****Although it is not a requirement, participants are welcome to bring laptops. The late morning and afternoon sections of training will have workshop time to work on planning within districts. If participants have ACP-specific strategic plans, they are encouraged to bring them for reference.**

How to Register:

- **Register via the CESA Region Website for the training session you plan to attend.**

What will be Covered:

- Overview of Course Planner with district program of studies, including roles & responsibilities of districts vs. Onboarding team—PLEASE NOTE: INTENDED FOR GRADES 8 – 12 (GRADES 6 & 7 WILL BE ABLE TO ATTEND OVERVIEW, ARRIVE AFTER THE FIRST HOUR OF TRAINING, OR USE TIME FOR ALTERNATIVE ACTIVITY)
- Career Advisor Management System (CAMS) tools for managing parent access and business partnerships
- Accessing and using the new Help Desk section of Career Cruising, including Users Guides, Classroom Activities, Webinar Recordings, and other available educator resources
- Parent/Guardian Portal - administration and strategies to engage parents
- The Inspire Business and Industry Connection
- Best Practices discussion and sharing ideas (please come willing to share)
- Time for workshopping-planning with ACP teams or individually

Session timeline:

60 minutes

Course Planner

- Deeper training on the tools for managing individual student education planning and/or course selection
- Workflow and Roles & Responsibilities for District Career Cruising Administrators (CCAs) and Career Cruising Onboarding Team for incorporating district program of studies into Course Planner
- Student View vs. CAMS View of Course Planner
- Suggestions/Best Practices for Deadlines and Course Request Sign-off Sheets

- Managing non-Program of Studies items within Course Planner, including study halls, transfer students, secondary diplomas (pathways, program areas, endorsements)
- Where to access training and instructional resources

15 minutes **Break**

75-90 minutes **Parent Portal (with workshopping/planning)****

- Process for Parent Portal usage
- Parent View of Portfolio and Career Cruising (including comments on Student Portfolios)
- Building Parent/School Partnerships Strategies
 - Communication
 - Engagement
 - Driving Portfolio Completion—Family-driven Activities
 - Strengthening & Sustaining Engagement Strategies
- Addressing Technology Equity & Families without Home Internet
- Parent Resources & Events
- Scale and Timing of Parent Roll-out (Parent Portal Planning Guide provided day of training)
- Best Practices Share-out & Workshop Time

30 minutes **Lunch Break**

75-90 minutes **Inspire**

- Overview of Inspire Elements
- Foundational Activities for Student Portfolio—Career Discussion Boards, Company Profiles & Discussion Boards, Work-based Learning Opportunities
- Update on Inspire Deployments in each CESA
- Contacts, Website & Resources available for Educators, Employers, and Parents
- Process (Roles & Responsibilities) for Education vs. Community/Business
- Connecting Career Exploration and Career Clusters to Inspire activities
- Academic Lesson Activities Ideas for Classroom Teachers
- Additional Lesson Activities Ideas for Advisors/Mentors
- Best Practices
- Q & A

ACP Team Planning Time: Trainer will stay for an additional hour for any team wishing to continue

Adjourn