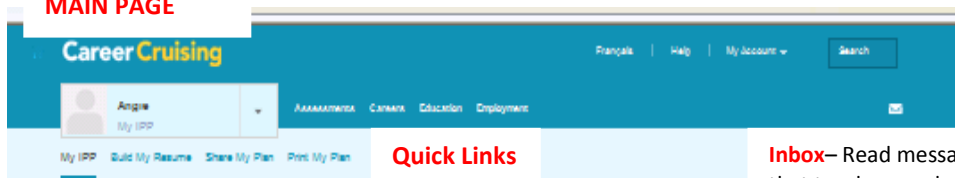


Career Cruising Quick Reference Sheet

MAIN PAGE



TOOLS & FEATURES

- My Assessments
- My Careers
- My Education
- My Education Plan
- My Goals & Plans
- My Activities & Experiences
- My Assignments & Activities
- My Journal
- My Advisement Log

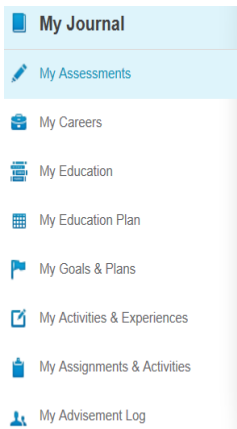


Here you can access all the tools and features in the program. To return to this page at any time, click on the Career Cruising logo at the top of the page.



Inbox– Read messages that teachers and counsellors have sent to your Plan here. The number of unread messages is embedded in the Inbox icon.

- STEP 1:** Start Career Cruising
Go to www.careercruising.com. On the Career Cruising homepage, enter your username and password, and click Log In.
- STEP 2:** Complete Career Matchmaker and Learning Styles
- STEP 3:** Explore A Career Profile. Select 3 careers.
- STEP 4:** Explore Colleges, Universities & Apprenticeship Training. Select 3 schools. Complete Education Plan (My Education).
- STEP 5:** Complete Activities and Experiences
- STEP 6:** Complete RESUME BUILDER. Upload cover letter and references here.
- STEP 7:** Complete Journal Entries and upload documents or photos.
- STEP 8:** Share IPP/Portfolio with others
- STEP 9:** Print IPP/Portfolio



Recent Entries

Reflect on your career and educational goals, experiences, and achievements.

[+ Add New Entry](#)

Test

7/22/2013

How to upload a file

[» FACTSABOUTLEARNERSANDMOBILELEARNING.docx](#)

[Older Posts](#)

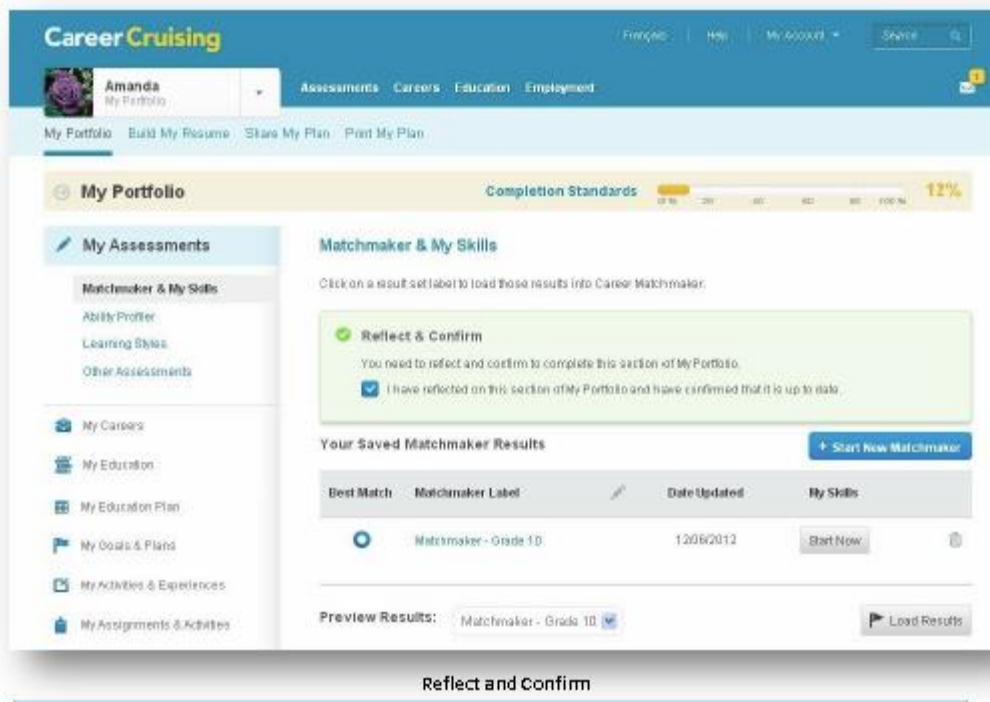
[Newer Posts](#)

The **My Journal** feature allows you to keep a log of your thoughts about your career and educational goals. This space can be used to describe your interests, plans, achievements, and aspirations, and to reflect on what you need to do to get where you want to go.

- Hobbies & Interests (My Activities & Experiences)** – In this section, you can maintain a list of all your hobbies and interests. You may select from a list of hobbies and interests, or add your own
- Skills & Abilities (My Activities & Experiences)** – In the Skills and Abilities section, you can select and enter all of your skills and abilities in three areas: attributes, computer skills, and language skills.
- Awards & Certificates (My Activities & Experiences)** – The Awards & Certificates section allows you to keep track of any awards and recognition you receive. For each award entered, record the name of the award or certificate, the completion/awarded date, and

The **Reflect & Confirm** feature ensures that you continue to maintain and update your Plan each year. If this feature is activated at your site, you must review and revise the required sections of your Plan each year to achieve full completion status.

The **Reflect & Confirm** box is located above the main content in each required section of the Plan. When you have completed the necessary information in each section, such as saving careers or recording extracurricular activities, select the checkbox beside the “I have reflected on this section of My Plan and have confirmed that it is up to date” statement in the Reflect & Confirm box.



Reflect and Confirm

Once you create your IPP (Individual Pathways Plan) profile write down your username and password for safe keeping.

Username: _____
Password: _____

a description. You can also upload related files to each award and certificate.

Volunteer Experiences (My Activities & Experiences) – In the Volunteer Experience section, you can keep track of any volunteering you do. For each volunteer position held, record the following: position title, name of volunteer organization, location of the organization, start and end date, number of hours volunteered, description of the work, and the name of a reference or supervisor. You can attach related files to each volunteer position recorded.

Work Experience (My Activities & Experiences) – The Work Experience section is where you can maintain a detailed employment history. For each job you have held, record the following: job title, name of employer, location of employer, start and end date, description of the work, and the name of a company reference or supervisor. You may also upload here.

My Assignments & Activities – In this section, you can view the activities that advisors have assigned to you. Click on an assignment name to view details about the activity and to upload related documents from your computer or from the My Files section of your Plan.

My Advisement Log – You can view your assigned advisors and advisement activities in this section, but you cannot add or edit entries.

Suggested Links – The Suggested Links section includes helpful websites that have been inserted into your Plan by teachers and counsellors.

Important Documents – The Important Documents section includes helpful documents and forms that have been inserted into your Plan by teachers and counsellors.