

Welcome to Career Cruising! You can use this Internet-based career exploration and planning tool to explore career and education options and develop a career plan. Career Cruising can be accessed wherever you have Internet access.

Course Planner Features:

The Course Planner allows you to view and change your high school education plan by recording the courses you have taken, are taking, and plan to take in the future. With help from your Guidance Department or teacher, this education plan will help you organize your courses to meet your career and post-secondary education goals.

Part 1: How to Access Career Cruising and Course Planner:



Step 1. Go to your district and/or school website and click on the Career Cruising link.

Step 2. Login in by entering your Username and Password. Use the directions provided to you in the yellow **Special note** box.

Step 3. Once you are logged in, you will be on the **Portfolio Homepage**. Here, you can begin the process of setting up your **Portfolio**. Your Portfolio is the place where you can save the careers and post-secondary education options that you have researched and are interested in pursuing.

Part 2: How to Select Courses in Course Planner:

Step 1. To select courses, click on **Course Planner** from the list of options on the blue panel on the left hand side of the screen.

- The upcoming school year is highlighted with a dashed box. This is where you will select the courses that you want to take next year.
- Remember that this is YOUR Portfolio, so you can select and remove courses as many times as you like until you **SUBMIT** your course selections for next year. When you **SUBMIT**, your selections are locked and you and your parent/guardian will sign the printable **Sign Off Sheet**. You can view a draft copy Sign Off Sheet at any time by clicking on the printer icon  at the top right on the Course Planner tab.
- Your **course history** is also included in Course Planner (your completed courses and the ones you are currently taking).
- Click on the blue book icon  at the top right of the Course Planner tab to see the full Student Course Guide for your school.

Step 2. To choose a **required course** (yellow slot), click on the plus '+' icon at the top right of any yellow course slot.

- All courses available to you to fulfill the requirement are in a yellow slot. Hover over any course to review the description and prerequisites for the course in the pop-up in the top left hand corner.
- To add a course to your Course Planner, click on the "+" icon at the top right of the yellow course slot. You will return to the Course Planner tab and the course you have chosen will appear.
- Continue until you have selected all your required courses.

Step 3. To choose an **elective course** (white slot), click on the plus '+' icon at the top right of any white course slot.

- When searching for an elective course, you may have several options. To view your options, select the drop menu below the heading **View By**. The most common search option is to view by **Discipline**. After selecting to view by Discipline, use the drop menu under the heading **Discipline** to view your discipline categories. Explore the other **View By** options provided in the drop menu available at your school.
- If you have saved **Careers of Interest**  or **Programs of Interest**  to your Portfolio, then these icons will appear above the **View By** heading. Click on the icons to review the education requirements related to your Careers of Interest and Programs of Interest.
- To add a course to your selections, click on the "+" icon. You will return to the Course Planner tab and the course you have chosen will appear.

 This symbol means there is a **Warning** that you must read. Hover over the blue dot and the note will appear. Examples of a Warning include: "You have selected a course that you have previously completed. This course will not count as an additional credit." or "\$20 fee is required for this course."

 This symbol means there is an **Alert** that you must read. Hover over the red dot and the note will appear. Example of an Alert include: "You do not have the proper pre-requisite, please select the proper pre-requisite, or speak to guidance."

Part 3: Click on the **Diploma and Certifications** tab in the Course Planner. Here you will see the graduation requirements specific to your school. This section indicates how many courses you have achieved, planned and remain to achieve the Diploma Requirements.

Part 4: When you have selected all courses for the next school year and completed a review, click on the **SUBMIT** button at the bottom of the next school year.

Part 5: Print the Sign Off Sheet. Sign the Sign Off Sheet and have your parent/guardian sign as well. Follow the instructions under the heading **SUBMISSION INFORMATION** on the Sign Off Sheet to return to the school.

Congratulation on completing your course selections for the upcoming school year!