

# TEACHER LOG ON INSTRUCTIONS

## CAMs FOR CAREER CRUISING

### ccSpark & ccSpringboard

We have created an account for you with the Career Advisor Management System (CAMS) for Career Cruising (ccSpark & ccSpringboard). This tool will allow you to access Career Cruising resources, view and manage student information, track program usage, and much more.

1. To access CAMS for your school, please go to:

<http://www.careercruising.com/School/>

2. On left side of page go to Advisor Login

**Username:** provided below for each school

**Password:** provided below for each school

**Advisor Password:** advisor password is your school district employee number.

this password was given to you in an email from career cruising when your account was first set up( if you lost your advisor password you can get it from your school counselor).

Once you login, you will see a blue button labeled "Helpful Documents" near the bottom of the menu on the left side of the page. Clicking on this button will allow you to access a variety of resources, including the Career Cruising User's Guide, the CAMS User's Guide, classroom activities, and implementation suggestions. You can also access online help by clicking on the question mark icon near the top of each page.

<b><u>School</u></b>	<b><u>username</u></b>	<b><u>password</u></b>	<b><u>advisor password</u></b>
Edison	edisonelem	spark	Teacher ID number
Emerson-Gridley	emerson	gridley	Teacher ID number
Grover	grover	cleveland	Teacher ID number
Harding	harding	erie	Teacher ID number
Jefferson	jesspark	eriecity	Teacher ID number
connell	connell	joanna	Teacher ID number
Diehl	john	diehl	Teacher ID number
Lincoln	lincolnelem	eriecity	Teacher ID number
Mckinley	mckinleyelem	ccspark	Teacher ID number
Perry	perryelem	spark	Teacher ID number
Pfeiffer- Burleigh	pfeiffer	burleigh	Teacher ID number
Roosevelt	roosevelt	rriders	Teacher ID number
Wayne	wayne	eriecity	Teacher ID number
Wilson	wilson	polito	Teacher ID number
East	easthigh	erie	Teacher ID number

<i>Central</i>	<i>central</i>	<i>erie</i>	<i>Teacher ID number</i>
<i>Strong Vincent</i>	<i>svhs</i>	<i>colonels</i>	<i>Teacher ID number</i>

## **CAREER CRUISING**

### **TEACHER INSTRUCTIONS**

#### **ADDING STUDENTS TO YOUR CLASS ( 2 ways)**

1. Login to your CAM's account

#### **FIRST METHOD-FASTEST!**

1. Under Student Administration – Assign Students to an Advisor
2. Click the dropdown menu.
3. Click the appropriate teacher name.
4. Fill in the appropriate fields- such as grade only
5. Select all the students in your class.
6. Click save assignments.

#### **SECOND METHOD**

- 1 Under “All Students” select **View Student List** (this will bring up a list of all the students in your school).
- 2 Find the student that you are going to add to your class.
- 3 Locate the **View/Action** column.
- 4 Under the **View/Action** column choose **Please Select**.
- 5 Select **Edit Profile** from the drop down list.
- 6 Put a check mark by your name.
- 7 Click **Submit** at bottom left hand corner of screen.
- 8 A window will Pop-up to SAVE changes Press **Ok** (student will be added to your class).
- 9 Repeat steps 6-9 for each student in your class.

## **Printing all student's user name and passwords**

1. Log in to your careercruising.com/school account
2. Click on View Student List
3. In the middle of the page under Access Cards click export

This gives you a printout in wallet sized cards for each student with their log in information.

4. Or you can Export data to Excel spreadsheet or Text file for your own records.

## **Adding new students and changing grade levels**

### Changing Grade levels

1. Login to CAMS
2. Search for Student
3. From the View/Action dropdown menu, select Edit Profile
4. Make necessary changes
5. Submit/Save

### Adding new students:

1. Log into your CAMS account
2. Go to Student Administration
3. Click Add New Student
4. Fill in the blanks using their student ID (lunch Number) as their student ID and their user name. Add a password if it isn't filled in by CC. Fill in all the blanks- grade, gender, teacher, etc and save/submit.

## Using the 6<sup>th</sup>-12<sup>th</sup> Career Readiness Guide

1. Click on Overview
2. Scroll down to the Career Readiness Guide
3. Go to page 4, there you will see the requirements for 6<sup>th</sup>-12<sup>th</sup> grade for fall, winter, spring
4. Match the activity with the activities listed starting on page 15.
5. The first page of the activity explains to the teacher how to present the activity

6. The next page is a worksheet that can be printed or projected for students to complete using the information from Career Cruising.

# Career Cruising

## Student Log-in Instructions

### ccSpark! K-2

### (Chrome is not supported)

1. Go to Erie School District Website – [www.eriesd.org](http://www.eriesd.org)
2. Click on Academics tab and scroll down to Career Education.
3. Click on Career Education tab.
4. Click on ccSpark!
5. Click PLAY! Under grades K-2
6. ccSpark!  
username:\_\_\_\_\_ (students school ID number)  
password:\_\_\_\_\_ (passwords are available for each student  
on the teachers CAMs account)
7. Click PLAY!
8. Student will design their career explorer and play the game.

\*First time signing on to ccSpark you must Install Unity software after you click PLAY.

# Career Cruising

## Student Log-in Instructions

### ccSpark! Grades 3-5

### (Chrome is not supported)

1. Go to Erie School District Website – [www.eriesd.org](http://www.eriesd.org)
2. Click on Academics tab and scroll down to Career Education.
3. Click on Career Education tab.
4. Click on ccSpark!
5. Sign in to ccSparks Sign In! Under Grades 3-5
6. ccSparks Sign In!  
username: \_\_\_\_\_(students school ID number)  
password \_\_\_\_\_(passwords are available for each student on  
the teachers CAMs account)
7. Press Submit tab.
8. Students will choose their Sparkle Avatar – Press NEXT tab.
9. Students will then explore the Program. Play games, set goals, set up a personal profile,  
find career paths that interest them.

## Career Cruising

# Student Log-in Instructions

## ccSpringboard

### Grades 6, 7, 8

1. Go to Erie School District Website – [www.eriesd.org](http://www.eriesd.org)
2. Click on Academics tab and scroll down to Career Education.
3. Click on Career Education tab.
4. On the left side of web page click on Middle School.
5. Click on the ccSpringboard.
6. username: \_\_\_\_\_ (students school ID number)  
password \_\_\_\_\_ (passwords are available for each student on the teachers CAMs account).
7. Click on Log In.

## To print matchmaker results for 8<sup>th</sup> grade

1. Click My Plan
  2. View Details
  3. Click Matchmaker
  4. Click on name
  5. and then select printer friendly
- Please only print the first page.

This would be for any future apps you send and only for uniformity and saving paper. Some of the matchmaker results were several pages and there is enough information on just the first page. Also, while the student is under their "view details" page, have them click reflect and confirm if it is not checked.

# Career Cruising

## Student Log-in Instructions

### Career Cruising

### Grades 9-12

1. Go to Erie School District Website – [www.eriesd.org](http://www.eriesd.org)
2. Click on Academics tab and scroll down to Career Education.
3. Click on Career Education tab.
4. Click on High School/Career Programs
5. Click on Career Cruising
6. Log in using the user name and password provided by the teacher.