# Creating a Digital Portfolio
in Career Cruising's Springboard

Each year incoming freshmen and new students have a Springboard portfolio created for them. Their username is their student identification number. And their password is a random 6 digit password created by the Springboard system. Access cards were given to sophomores through seniors during a homeroom earlier this year. Freshman should be receiving cards sometime after February break. It's never too soon to start on a DP or to explore all of the career and post-secondary planning options available in this extensive web-based system. If a student has lost their access information, teachers and advisors can look up student's usernames and passwords in the advisor management system. You will all know how to do so by the end of this training.

A Walk Through a Student Digital Portfolio: Direct students to go to **www.careercruising.com**. They can log directly into their portfolios at the top of the welcome screen. We will walk through a student's portfolio to look at each component that is required.

Log in at the top of the homepage, using the information provided on the **Student Access Card**:
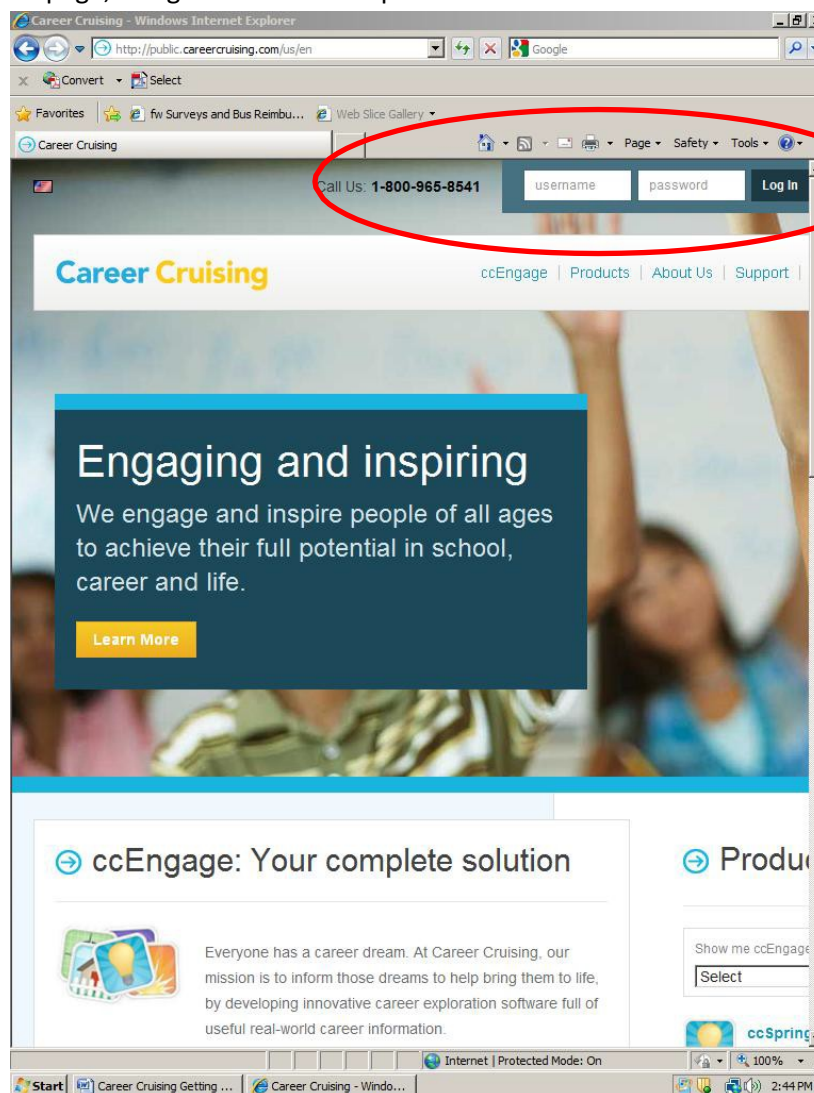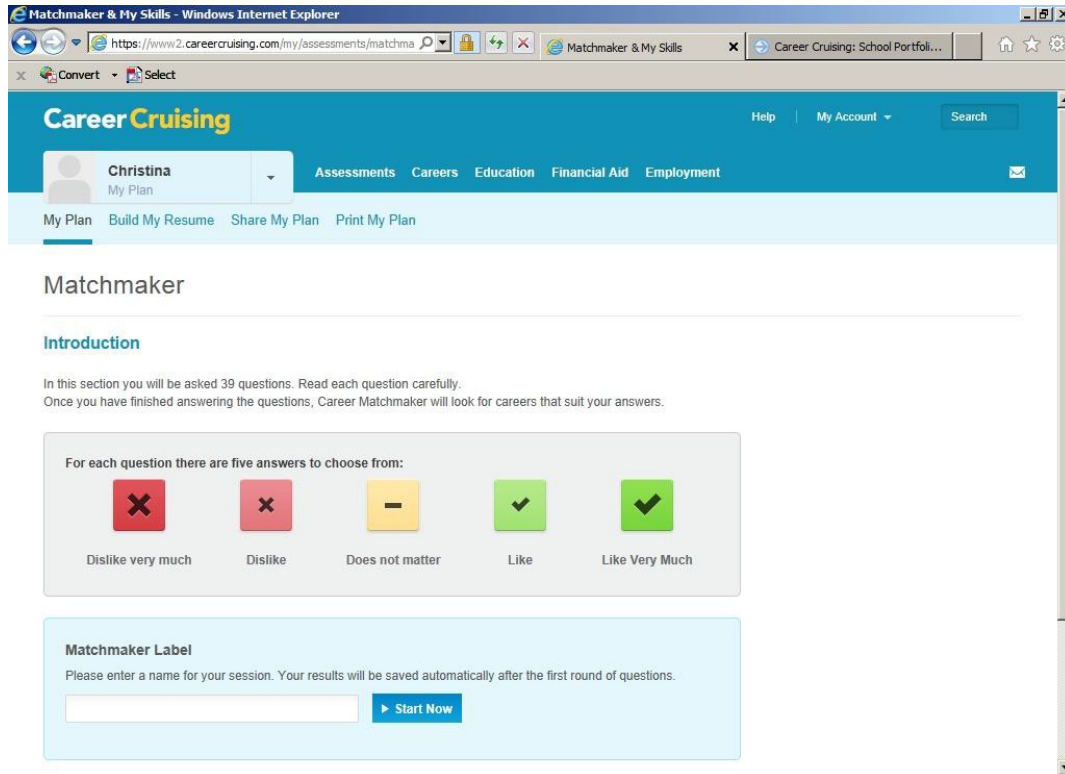
Completing an Interest Inventory

The Assessments tab is located at the top of the welcome page. Students must complete the Matchmaker & My Skills which is the first assessment listed once you click on the Assessment tab.
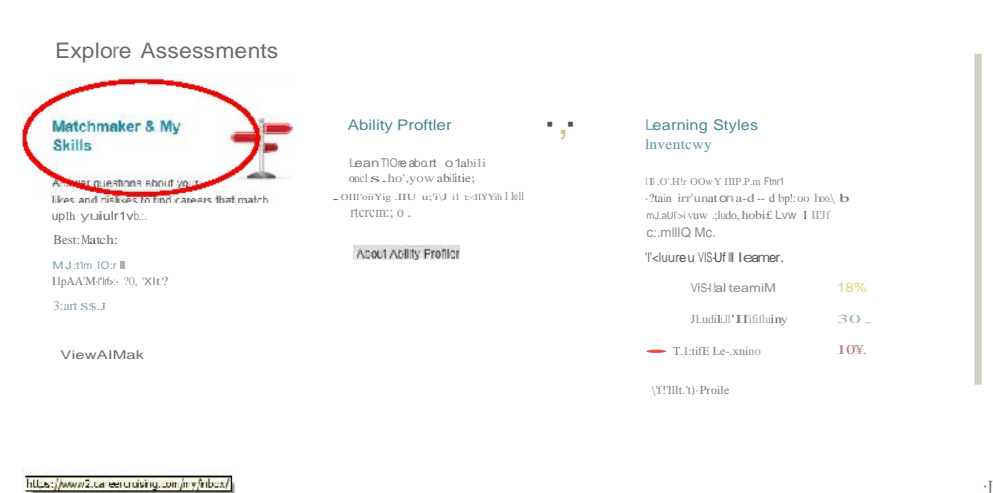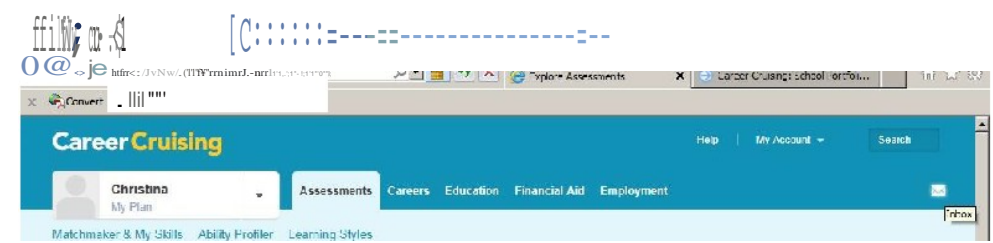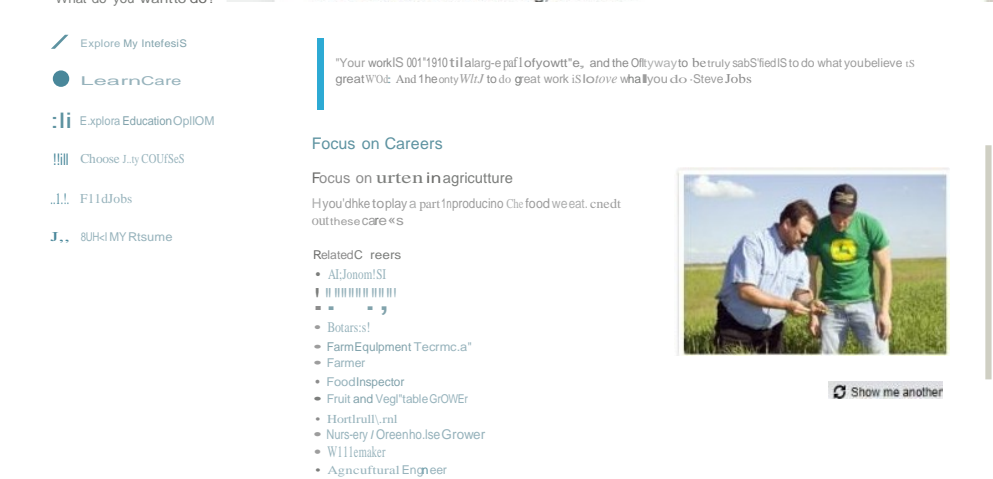
The **Career Matchmaker** consists of 39 questions to which students indicate their preferences by choosing one of the five options provided (see example in the screen shot below).


Once complete, the students will receive a list of the top career titles indicated by their responses to the interest inventory. Each of the career titles is a link to extensive information about the career as well as links to virtual shadows and other related career titles. A recent update to the platform results in student's **Matchmaker** sessions being automatically saved to their plans.
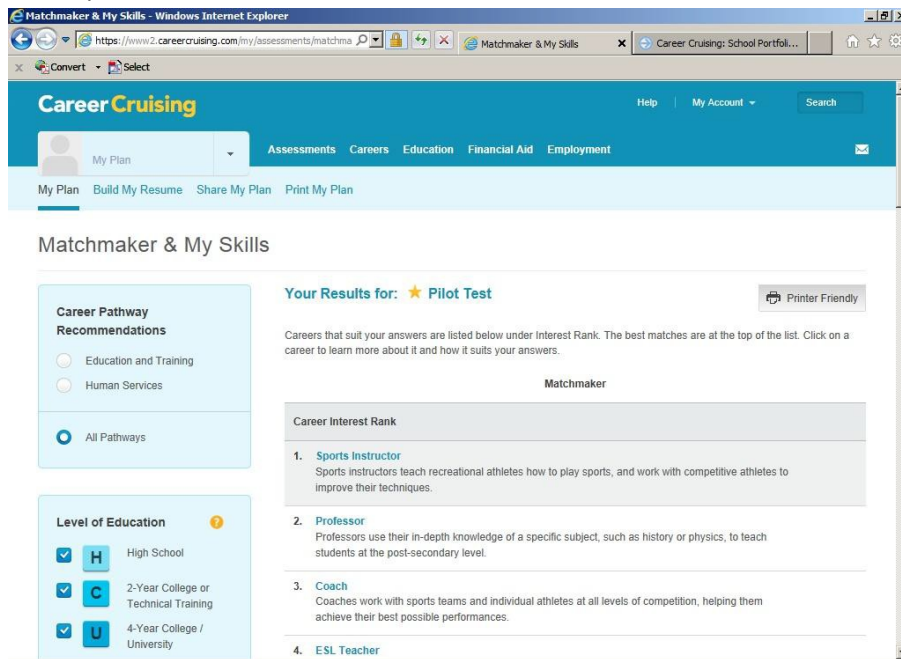
Creating a Résumé in Career Cruising

Next, the students need to complete a **Resume.** From the **Career Suggestions** page of the **Matchmaker** they can choose the second link, at the top, left of the screen **Build My Resume**. This will lead them to the page illustrated below.
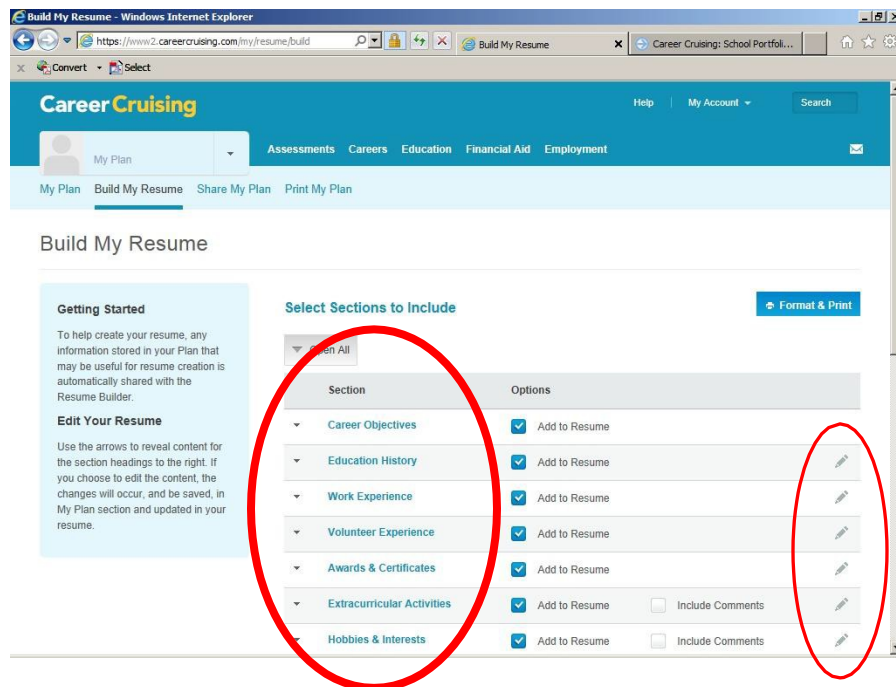
All of the items listed in the center of the page can be included within a resume. Students should click each of the light blue menu items, click the pencil icon to edit on the left-hand side of the screen to enter or edit categories such as **Career Objective**, **Education**, **Work Experience**, **Skills and Abilities**, or **References**. *The following fields are required: Personal Profile, Career Objective, Education, Hobbies & Interests, Skills & Abilities.* If a student has prior Work Experience, Volunteer Experience, Awards & Certificates, or Extracurricular Activities they should complete these areas to the best of their ability. If they don't know how to fill in a prompt, you can skip it and come back to it later as students work on their resumes within their senior English classes. Students should use their best spelling, grammar and punctuation as they are creating a professional document.


IMPORTANT!

AFTER YOU ENTER OR EDIT ANY INFORMATION IN A SECTION, **MAKE SURE YOU CLICK** [Save] **BEFORE** YOU CLICK TO GO TO A NEW SECTION, OR *YOU WILL LOSE ALL OF YOUR CHANGES* IN THE SECTION YOU ARE LEAVING!


Uploading "Best Works"

The third and final requirement within the portfolio is student uploads of their best works. Please encourage and remind students, in all of your classes, that they should be saving electronic copies of their best works. Examples include research papers, PowerPoints, scanned copies of an assessment, photographs of 3-D projects. Students are required to upload at least **three** pieces of what they consider to be their **best work** from their academic careers at SHS and the R. W. Creteau Regional Technology Center.

At the top of the Career Cruising page, students should choose the My Plan link on the upper, left of their screen. This will take you to the homepage. Students should then scroll down to the bottom of that page. They will see a feature titled My Files, on the right side of the screen. Choose the Upload a File link and they will be directed to a page where they can browse and upload best work. Items can be uploaded from the desktop, my documents, or a flash drive. The process is almost identical to adding an attachment to an email.
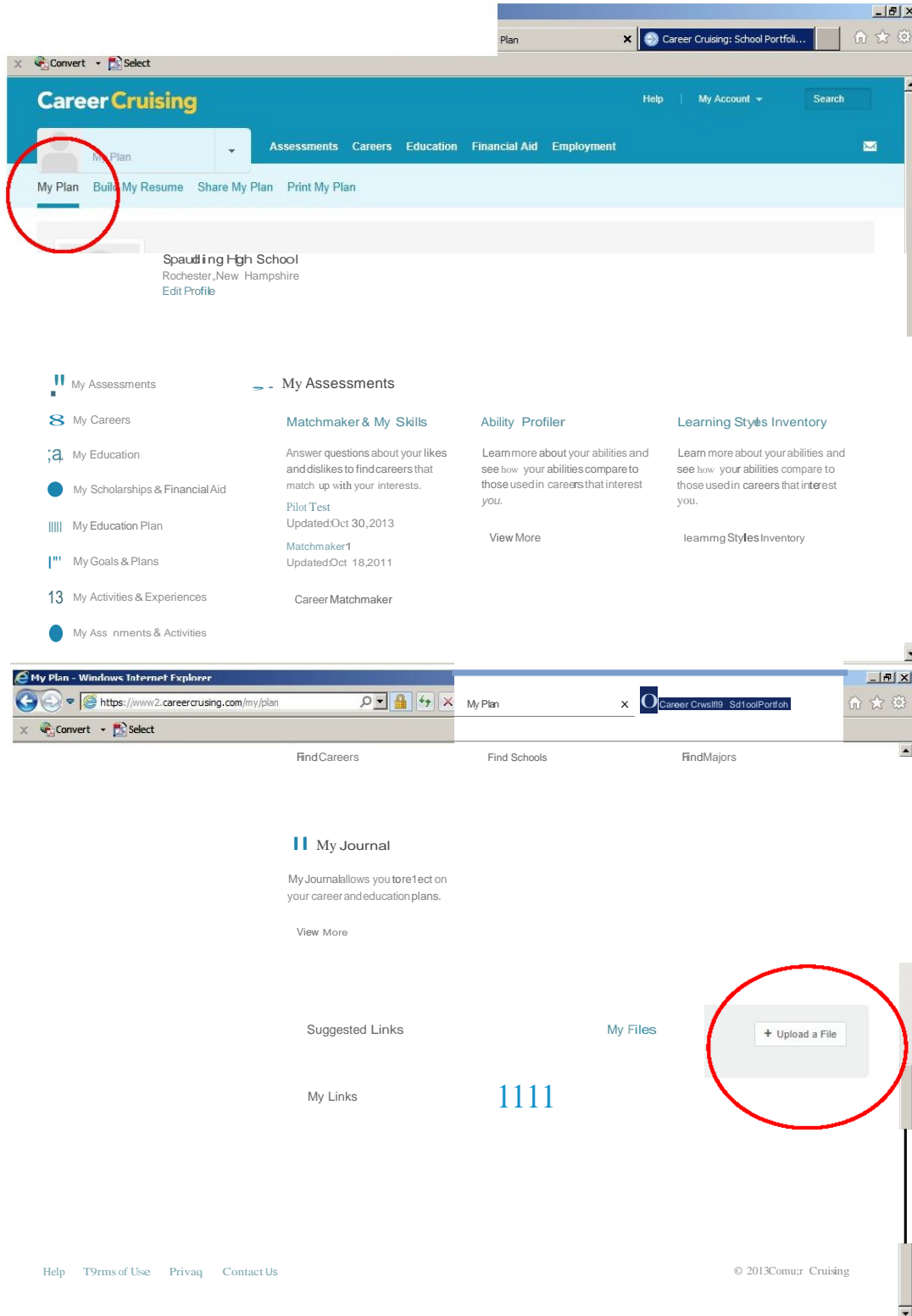
Below is an image of the screen that will appear after choosing **Upload a File.**
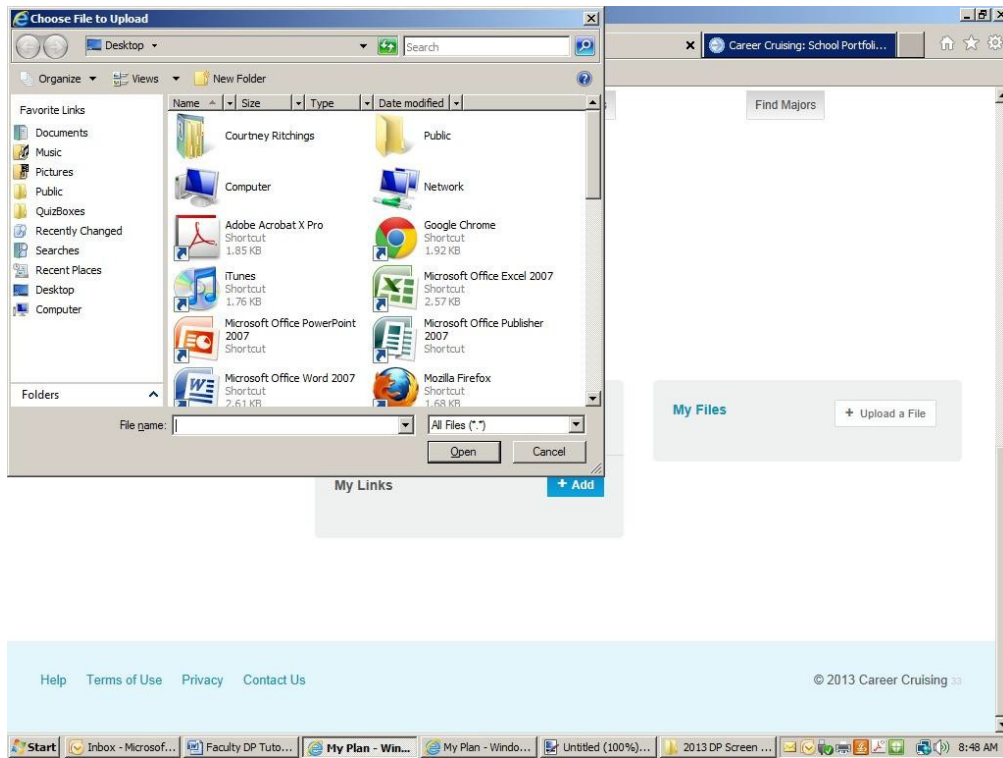

Please note that there is a 10MB storage size in My Files. Students need to be aware of this when choosing uploads and may need to compress files or save pictures in a smaller file size in order to add them as evidence in their portfolios.

That's it...after three uploads the student's portfolio is complete and homeroom advisor's can check them off in IC. Next, we'll show you a quick and easy way to view all of your homeroom advisee's portfolios...

Accessing Career Cruising's:
Career Advisor Management System (CAMS)

Login to the Career Cruising Advisor Management System at https://www.careercruising.com/school with username "Spaulding" and password "Wakefield". Your advisor password is:_____.

Should you forget your advisor password, the CAMS is set up to retrieve your password by sending it to your Spaulding High School email account. Simply click on the "Forgot your login?" link and enter your email address so that you may retrieve your login information.
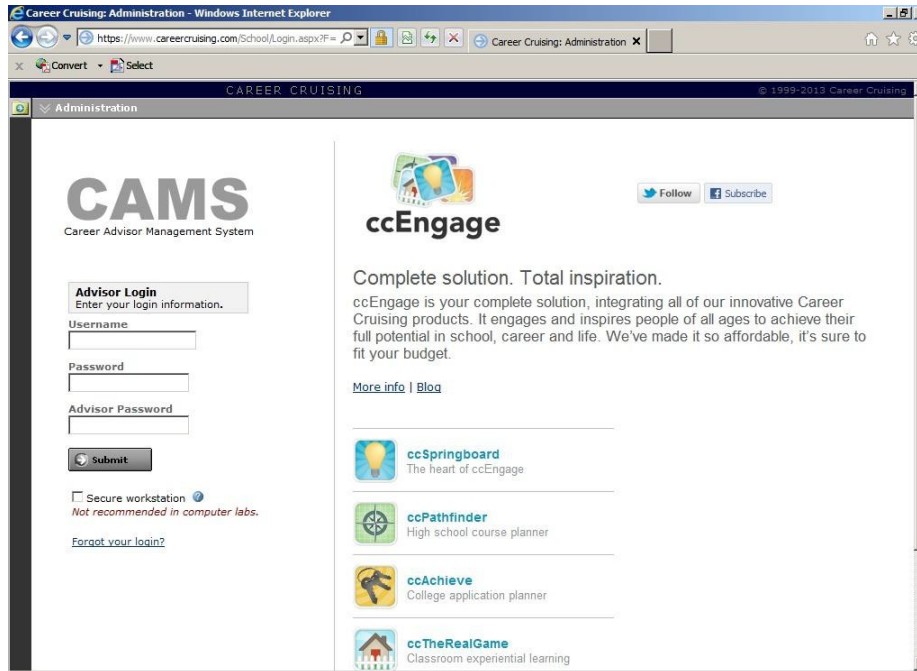

The first time that you login to your CAMS account, you will be prompted to agree to the Career Cruising: CAMS Terms & Conditions. Click on the circle next to "I agree to these terms" and submit the agreement.
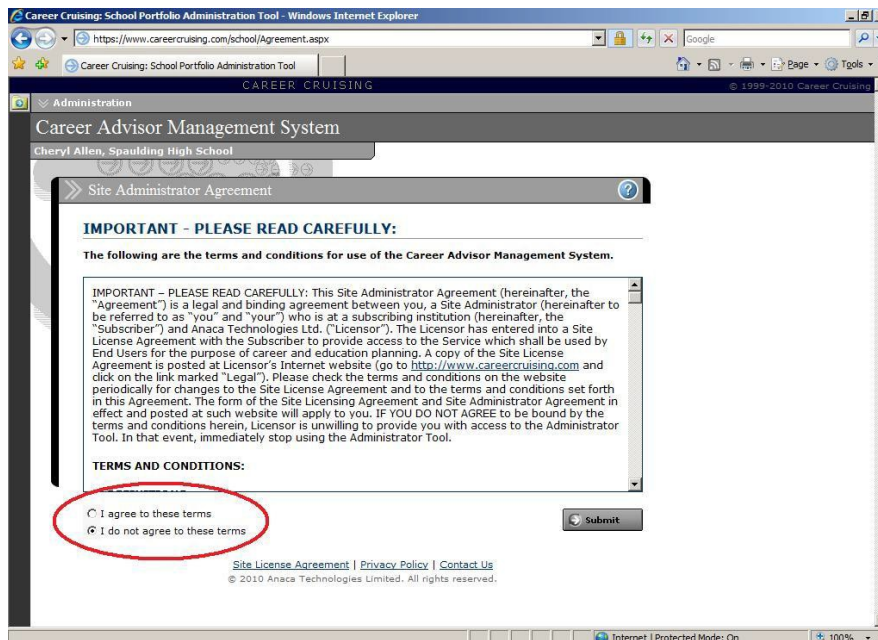
Now you should be on the "Advisor Homepage". Here you have many options to choose from. First, let us further secure your CAMS account by editing your profile and changing your password to something that you choose, making it personalized and increasing the level of security. Click on "Edit My Profile".
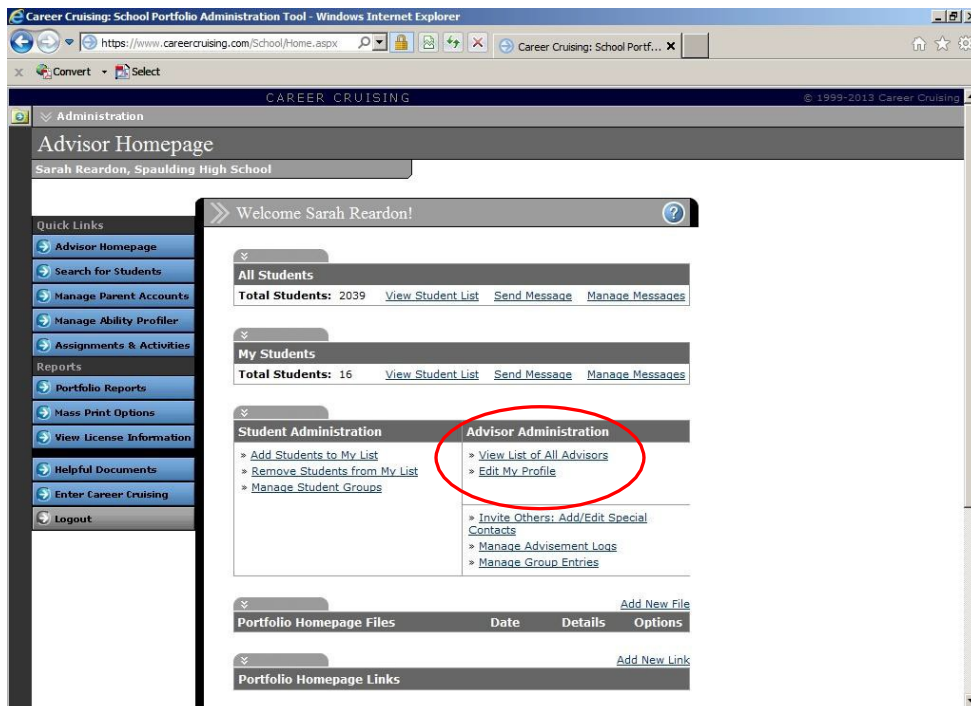

To change your password, simply erase the current password that appears in the "Password" box. Then type the new password of your choosing. Finally, click on the save button, this will ensure that your new password replaces the original. Be sure to record your password in the space provided below the title to this section. Then you will have access to student portfolio information in the future.
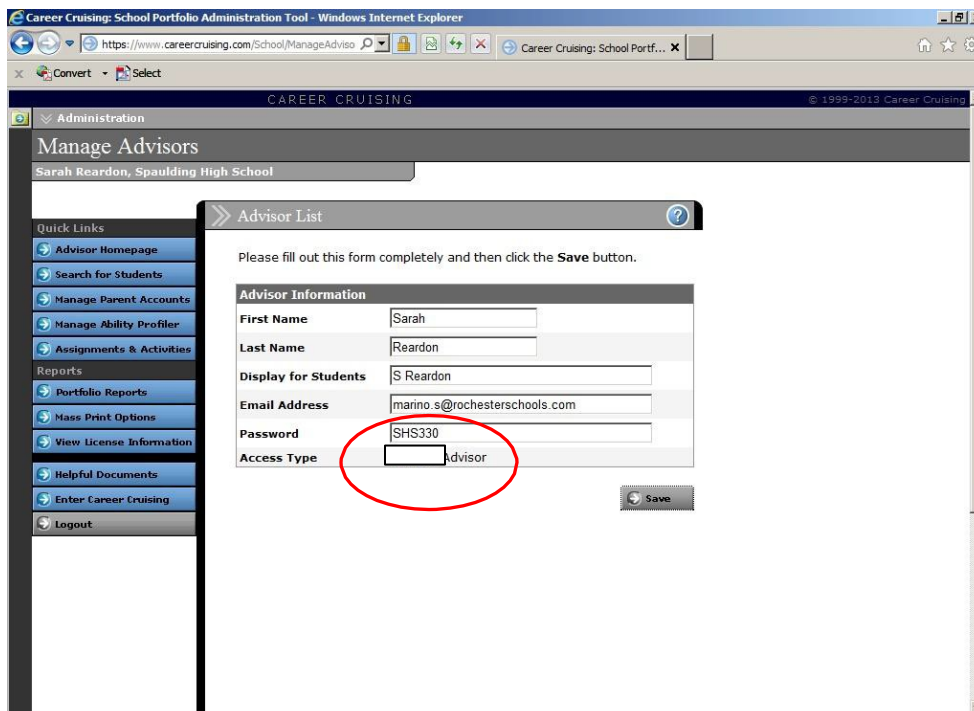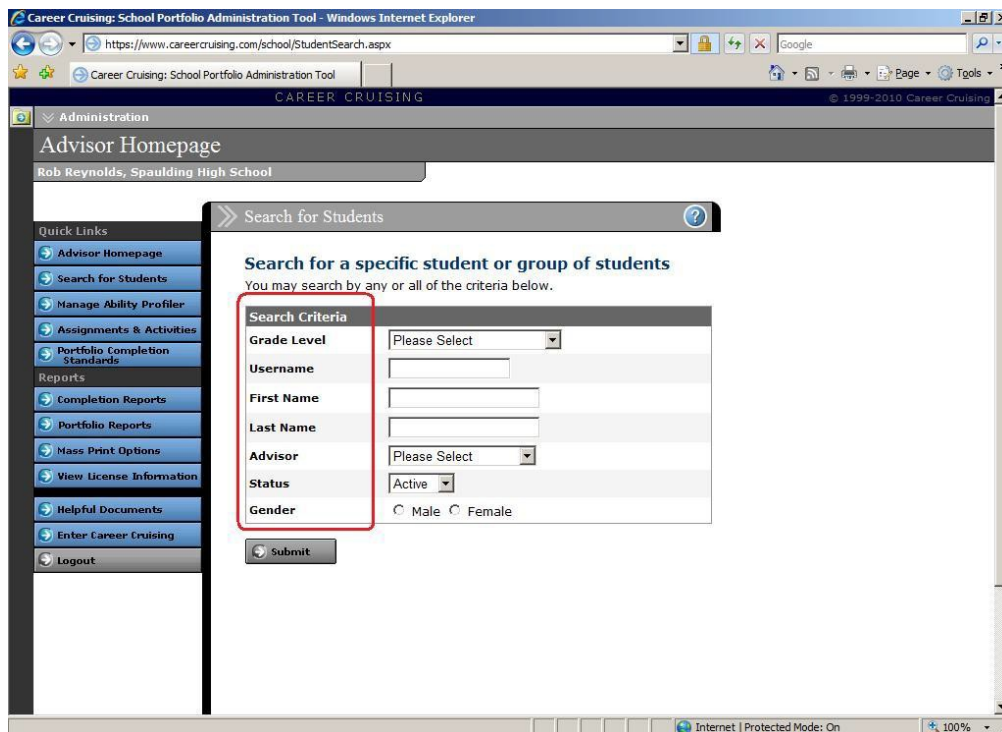
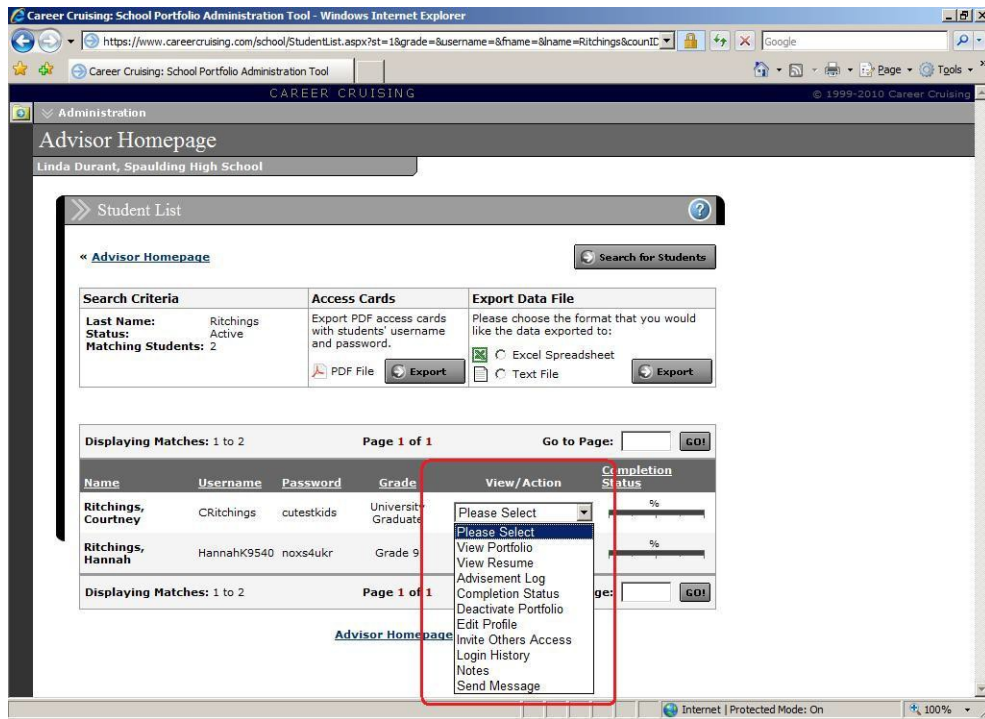# SEARCHING FOR & VIEWING: STUDENT'S PORTFOLIOS

In order to review student's portfolios, you can search using several criteria. To get started, click on "Search for Students", the second button down in the list of "Quick Links" on the left side of the screen.
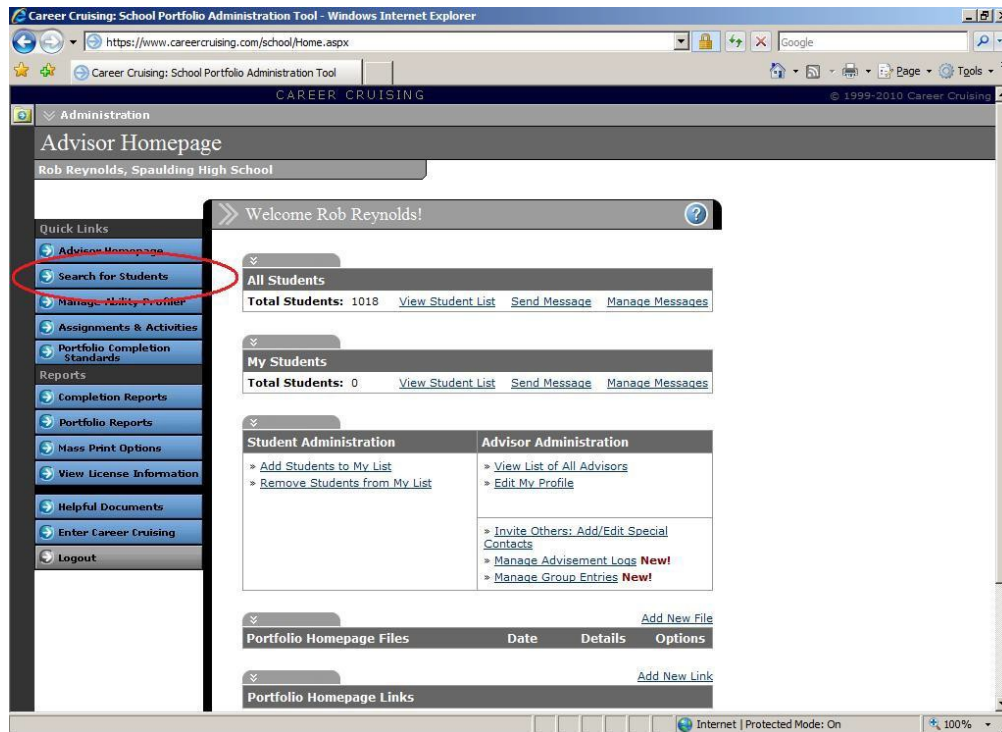

The search criteria include searches by grade level, portfolio username, student's first or last names, homeroom advisor, portfolio status, or gender.

Choose the search criteria of your choice and start the search by clicking the "Submit" button.

In the example above, I have searched for portfolios under the last name Ritchings. Two portfolios appeared. To look at particular student's portfolio, you click on the dropdown menu under "View/Action" to the left of that student's name. Then choose "View Portfolio" on the dropdown menu.
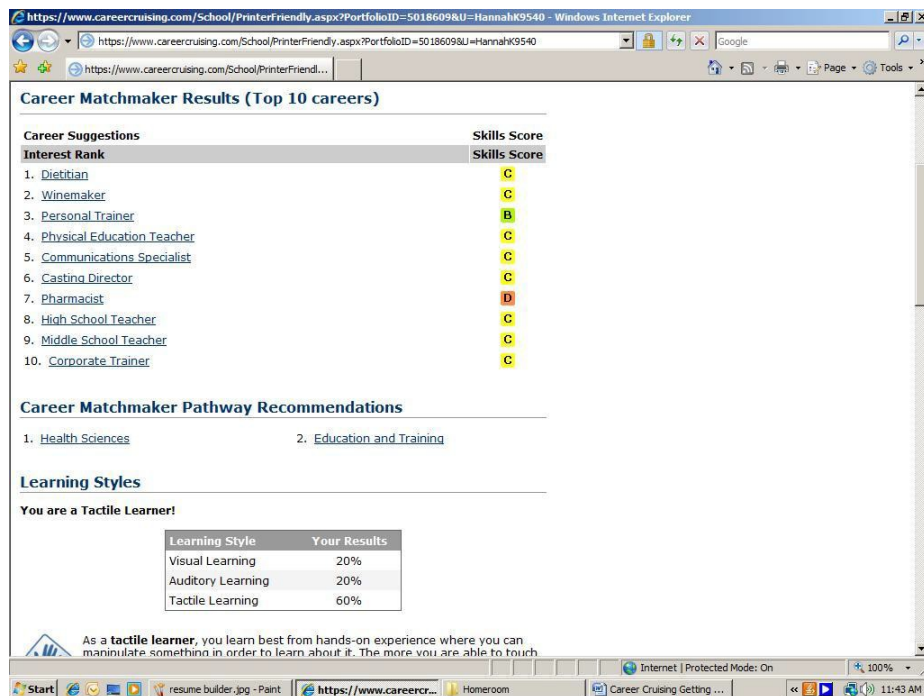

This portfolio view allows you to see what activities individual students have completed within their portfolios. You can use the scroll bar on the left to check for completion of a thoroughly developed, properly edited **resume**, a completed **Career Matchmaker** and uploads of **three pieces of work to students "My Files"** section. Once a student has completed the component of their DP, homeroom advisors can mark them as P (passing the portfolio standard) in Infinite Campus (IC).

CHECKING OFF STUDENT PORTFOLIOS IN INFINITE CAMPUS (IC)

Log in to Infinite Campus as you would for any daily attendance or grading activity.
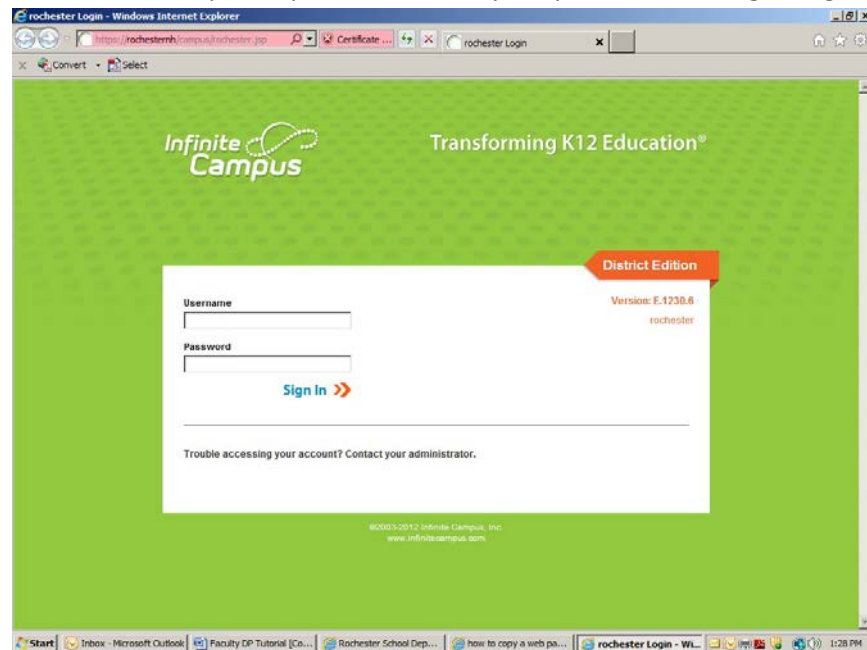
Teacher's section assignments will have a box titled[1] "Digital Portfolio". You want to make sure that "Digital Portfolio" for **4th quarter** is selected in the "Section" box. Then you will go to the "Index" tab on the left side of the screen. Click on the "Instruction" folder and the click on the "Grading by Task" to open the digital portfolio assessment for the homeroom assigned to you.

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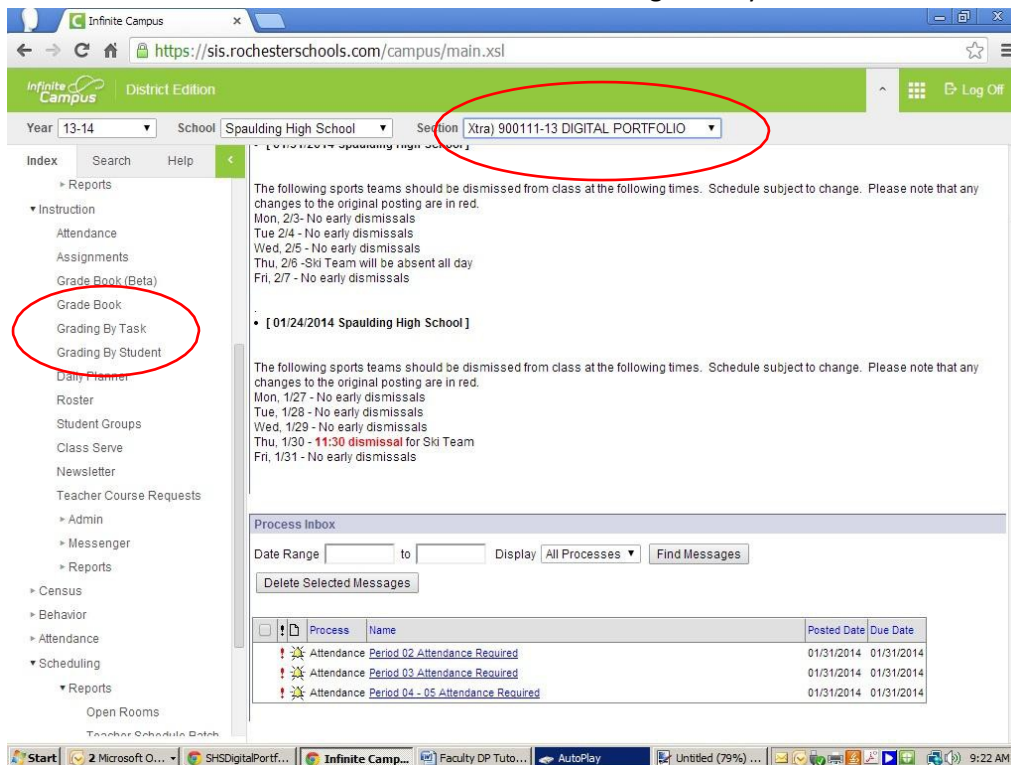
[1] Edited 1/31/2014 CLDR

A small box appears telling you to choose a task, choose "Q4- Final Grade". Then a list of the students in your homeroom should appear. The score option is to the right. Students are graded on a Pass/ Fail option. Once you have finished assessing your students, *be sure to save the scores.*