Career Cruising

SCHOOL ILP ADMINISTRATION TOOL (SIAT) USER'S GUIDE

KENTUCKY

UPDATED AUGUST 2013

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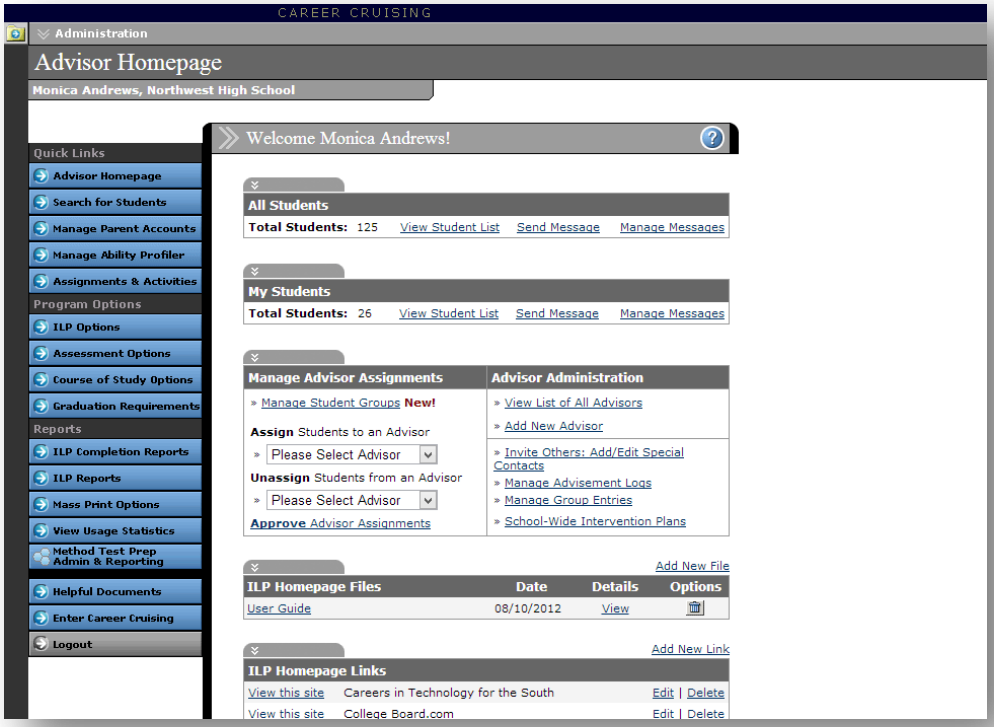
Introduction

ABOUT THE SCHOOL ILP ADMINISTRATION TOOL

The School ILP Administration Tool (SIAT) helps teachers, counselors, and administrators effectively implement and manage the Individual Learning Plan (ILP) at their school. With SIAT you are able to:

- View student ILP data to track their career exploration and education planning progress
- Export data collected from students' ILPs for use in other applications
- Generate reports on students' ILP usage, assessment results, career and education exploration, goal-setting and education planning activities, and other ILP work
- Input customized course lists that students can use to create their high school Course of Study plan
- Customize the ILP tool and assessment options to meet the needs of your students
- Manage Parent Accounts



Advisor Homepage

Accessing the School ILP Administration Tool

- Administer the Ability Profiler assessment
- Communicate directly with students using an internal messaging system
- Monitor students' ILP Completion Status to track which students are meeting the objectives and identify opportunities for intervention

To access the School ILP Administration Tool (SIAT), go to the following webpage:

www.careercruising.com/ILPSchool

To log in, enter your site username, site password, and your personal advisor password. Then click on the **Submit** button.

SIAT Login

If you have forgotten your username or password, click on the **Forgot Your Login**? link on the SIAT login page, or contact the Career Cruising administrator at your school.

When you log in for the first time, you will need to read and agree to the School ILP Administration Tool Agreement.

Accessing the School ILP Administration Tool

ABOUT ACCESS LEVELS

Each staff member using the system must have their own personal SIAT account. Some of SIAT's customization and information management features are available only to users with a certain level of access. Multiple security levels ensure you have access to the appropriate tools and information. There are four levels of access:

ILP Administrator – This level of access is intended for the individuals who are primarily responsible for the implementation and management of Career Cruising and student ILP development at the school. With this level of access, you can use all of the tools, features, and information available in the SIAT, including customization options.

School Administrator/Counselor – This access level is designed for users who need access to both detailed student information and aggregate data. At this level, you have access to almost all the functions and features available in the School ILP Administration Tool. You can view students' ILPs, retrieve ILP usernames and passwords, create new School ILP Administration Tool access accounts, manage advisor assignments, and view aggregate reports.

Teacher/Advisor – This access level is intended for those who need access to both detailed student information and aggregate data. You have access to almost all of the functions and features available in the School ILP Administration Tool.

Other Staff – This access level is intended for staff members who may need access to information about only a small group of students, but who should not be able to view detailed information about other students.

ACCESSING CAREER CRUISING FROM SIAT

You can explore the Career Cruising program by clicking on the Enter Career Cruising button near the bottom of the menu on the left side of the Advisor Homepage. From the Main page, you can access the Explore Assessments, Explore Careers, Explore Education, Explore Financial Aid, and Employment sections of the program.

Student Administration

STUDENT ILPS

Students' ILP access information consists of their username, which is their unique State Student ID number (SSID), and a random password.

Student ILPs are generated from regular data extracts from the Kentucky Department of Education's state Student Information System. This information includes student name, student number, grade level, gender, current school attended, and other demographic information. If any of this information is not correct, it must be corrected in the Student Information System; it cannot be changed directly in the ILP.

Changes made in your local Student Information System will be reflected in the ILP 5 to 14 days following the update of your local system.

STUDENT LIST

The Student List is the central point for managing student information. You can access the complete Student List, the list of students assigned to you as an advisor, or use the Search For Students feature to generate custom Student Lists.

To access the Student List, click on the **View Student List** link in the All Students section of the Advisor Homepage. You can also access the list of the students who have been assigned to you by clicking on the **View Student List** link in the My Students section of the Advisor Homepage.

The Student List displays students' name, grade, username and password, and ILP completion status. You can sort the list by any column.

From the View/Action dropdown menu in the Student List, you can access a number of options:

- **View ILP** – View a printer-friendly version of a student's ILP.
- **View Resume** – View a student's resume as he or she has formatted it.
- **Add Assessment** – Enter results from the ACT Explore and Plan, SAT, and PSAT standardized tests, as well as results from the CATS Proficiency tests to students' ILPs. Results entered here cannot be edited by students.
- **Advisement Log** – You can maintain a log of advisement activities for each student to track his or her advisement program over time.
- **Alternative Completion** – Completion of an ILP is required by the Kentucky Department of Education. Students must complete the web-enabled ILP (or a paper version) every year unless the ARC determines it is not appropriate for an individual student to complete an ILP. By marking this complete for a student, you assure the student has met the requirements of

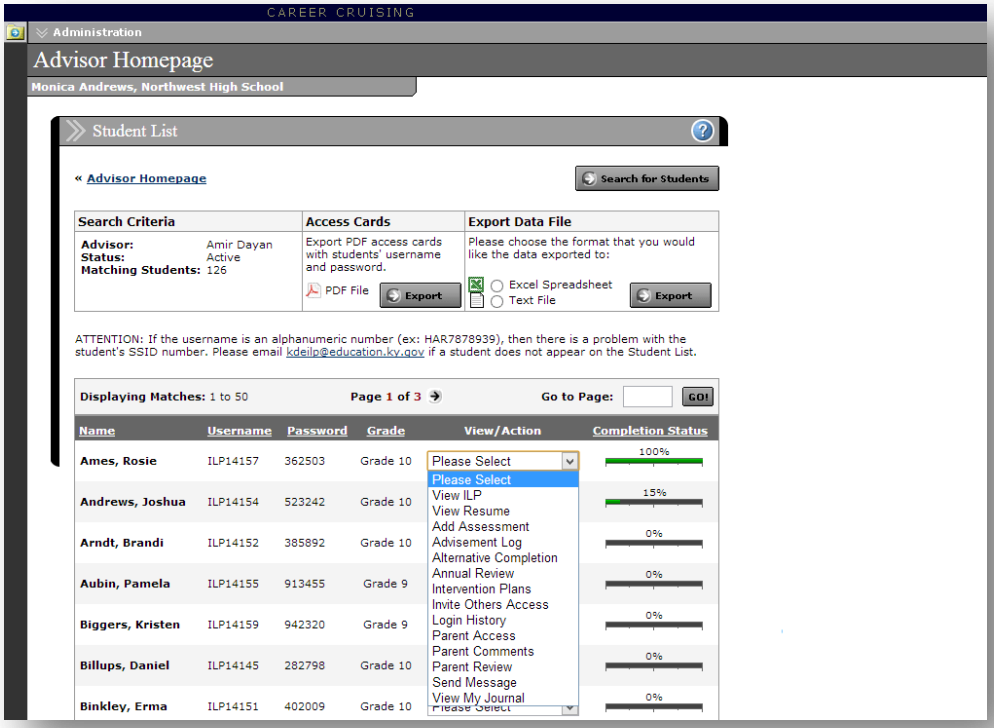
Student Administration

alternative completion and has an alternative version of the ILP on file at his or her home or school.

- **Annual Review** – This section allows you to document Annual ILP Review meetings with your students. Both students and advisors can record their comments; however, only the advisor can designate the Review Status as complete. The Annual ILP Review is included in the ILP Completion Standards for each grade.

- **Intervention Plans** – Record, edit, and view strategies for individualizing a student's learning plan. Included in this section is information on which assessment instrument indicated the student needed an intervention plan, the content area in which the student needs intervention, delivery methods and intervention strategies, the amount of time spent on and the frequency of intervention, the start and end dates of the intervention plan, and a field for describing the data that evidences intervention.

- **Invite Others Access** – A student can invite others to view selected sections of his or her ILP. This option can be used to share the ILP with college admissions offices, organizations offering scholarships, or potential employers. This feature will only be available to students in grades 9 to 12, and parents may choose to have this feature disabled for their child. This section allows you to disable this option based on parents' requests.



Student List

Student Administration

- **Login History** – The Login History feature allows you to see when and how often a student has logged into his or her ILP.
- **Parent Access** – View and create access accounts for the Parent/Guardian ILP tool to enable parents and guardians to view and reflect on their child's ILP.
- **Parent Comments** – Track parents' and guardians' thoughts on their child's ILP.
- **Parent Review** – Monitor the status and record verification of the Parent/Guardian ILP Review.
- **Send Message** – Send a message to an individual student through his or her ILP. If the student has entered a personal email address, he or she will also receive an email copy of the message.
- **View My Calendar** – View students' College Planning Calendars, organized by day, week, or month.
- **View My Journal** – View students' My Journal entries to track their thoughts and progress on their career planning activities.

Click on the **Search For Students** button in the top right corner of the Student List page to search for specific students (or groups of students) by grade, username, first or last name, advisor, gender, student group, or student status.

The Student List can also be exported as a text file or an Excel spreadsheet. You can customize the export by selecting the information you would like to include, such as students' usernames, passwords, grade levels, completion status, and more.

MANAGING STUDENT GROUPS

You can organize students into groups to make it easier to search for students, send targeted messages, add links and files to ILP homepages, manage group advisement log entries, and assign activities to specific students. Groups are sets of students with something in common, such as enrolment in a specific course, participation in student council or other group activities, or involvement in ESL, special education, or any other type of learning program. Grouping allows you to organize students by criteria other than grade, gender, and assigned advisor.

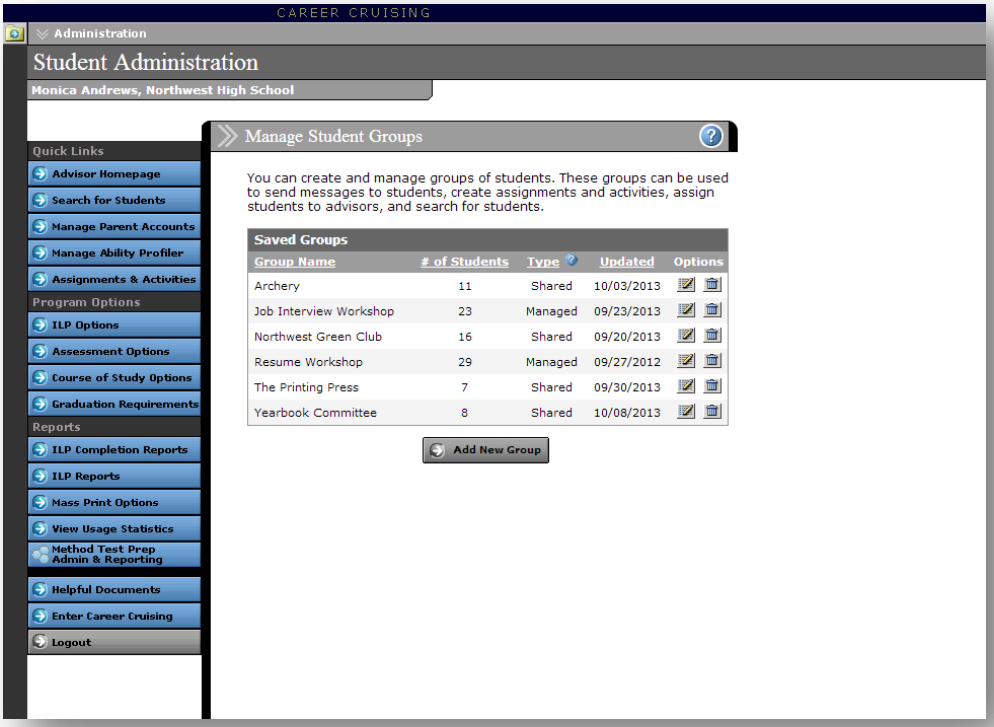
Groups must be managed manually. To create a group, click on the **Manage Student Groups** link on the Advisor Homepage and then on the **Add New Group** button. There are three types of groups:

Private – These groups are visible only to the user who created them.

Shared – These groups can be viewed, modified, and deleted by all SIAT users.

Managed – These groups can be viewed and used as filters by all SIAT users, but they can be modified only by users with ILP Administrator access.

Student Administration



Manage Student Groups

You can enter the group name, choose the type of group to create, and then select students to be added to the group.

SENDING MESSAGES TO STUDENTS

The SIAT internal messaging system allows you to send messages to students through the ILP tool. When students log into their ILP, the messages you send will appear in their Inbox. This is an excellent way to make announcements or to remind students of important events.

You can send messages to a specific student by selecting **Send Message** from the View/Action dropdown menu beside the student's name on the Student List.

To send messages to groups of students, click on the **Send Message** link in the All Students section of the Advisor Homepage. You can send a message to all students in the school or to selected groups of students based on criteria such as grade, gender, advisor, or student group.

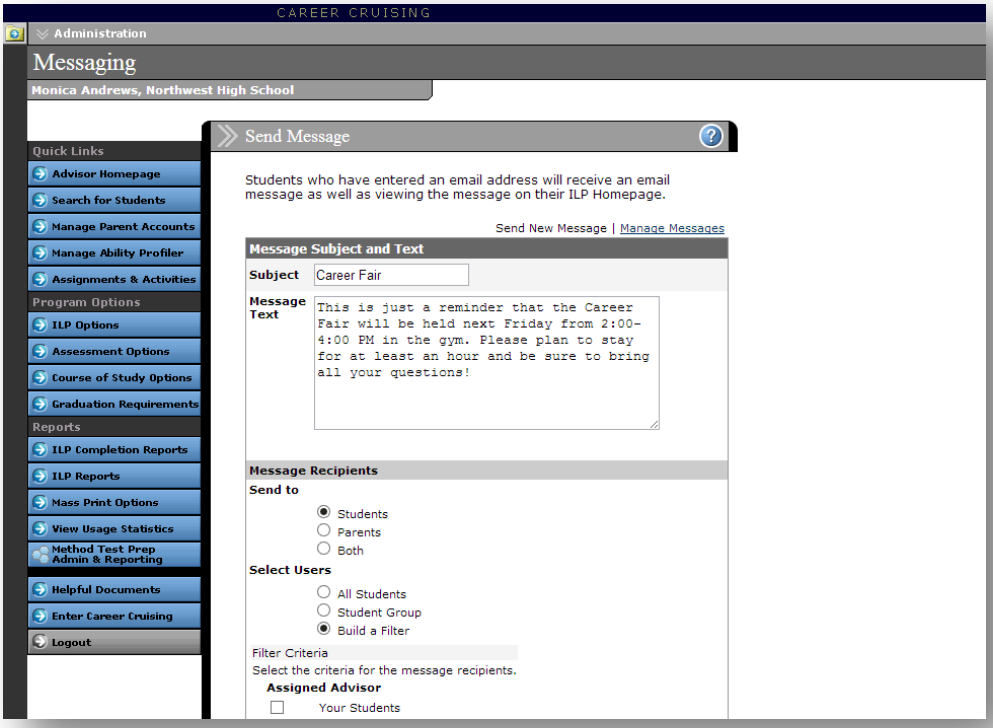
You can also send messages to the students assigned to you by clicking on the **Send Message** link in the My Students section of the Advisor Homepage. You can send a message to all students assigned to you or select groups of students based on criteria such as grade and gender.

Student Administration

You can also send targeted messages through the ILP Completion Status Reports and some standard ILP Reports.

Students cannot reply directly to messages in their ILP. If they need to discuss the message, they should speak directly with their counselor or teacher. Students who have entered an email address in their ILP profile will also receive an email copy of the message.

Click on the **Manage Messages** link in either the All Students or My Students section of the Advisor Homepage to view or delete the messages you have sent.



Send Message

ADVISEMENT LOG

The Advisement Log allows you to maintain a log of advisement activities for each student to track his or her advisement program over time. You can use this feature to record information about individual students' career exploration progress, educational plans, or other activities. Aggregate reports based on the Advisement Log can help track how students' career development time is being spent and identify where their greatest needs are.

Student Administration

To see the Advisement Log for a specific student, select **Advisement Log** from the View/Action dropdown menu beside the student's name on the Student List.

From this page, you can add a new entry, edit a previous entry, or delete an entry.

(*Note: You can only edit and delete log entries that you have entered; you cannot modify entries created by other users*.)

MANAGE ADVISEMENT LOGS

The Manage Advisement Logs feature allows you to search for, view, and manage advisement log entries for students at your school. To use this feature, click on the **Manage Advisement Logs** link on the Advisor Homepage and search for students by grade, username, first or last name, advisor, or group.

A list of students matching your search criteria is displayed along with the number of entries in each student's Advisement Log and the date his or her Advisement Log was last updated. Click on a student's name to view, add, edit, or delete entries in his or her Advisement Log.

(*Note: You can only edit and delete log entries that you have entered; you cannot modify entries created by other users.*)

MANAGE GROUP ADVISEMENT LOG ENTRIES

The Manage Group Entries feature allows you to add new log entries for multiple students at the same time. To view Group Advisement Log entries, click on the **Manage Group Entries** link on the Advisor Homepage.

Click on the subject name to view details about existing group entries. To add a new group log entry, click on the **Add New Entry** link. On the Advisement Activity Details form, select the session dates and a topic area, fill out the subject line and description field, and click on the **Add Students** button to search for students who should have the entry included in their Advisement Log. When you are finished, click **Submit**.

SCHOOL-WIDE INTERVENTION PLANS

The School-Wide Intervention Plans feature allows you to develop and deliver information about intervention plans designed to address the learning needs of specific grades or the whole school.

Click on the **School-Wide Intervention Plans** link on the Advisor Homepage to view a log of the intervention plans that have been or are currently being implemented at your school, including information on the reason for intervention, the status of the intervention plan, the date of the plans, and the grades to which the intervention plans apply. View details about each intervention plan, or add new school-wide intervention plans by clicking on the Add Intervention Plan button.

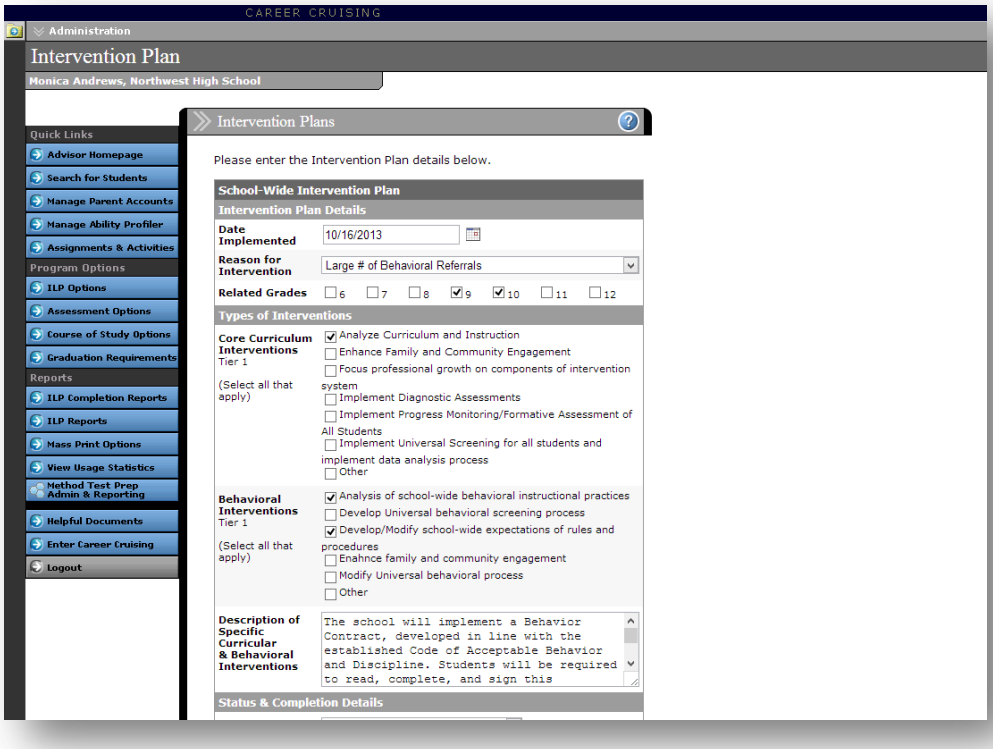
Student Administration

Students and parents/guardians can access a read-only version of the School-Wide Intervention Plans through the Support Services section of the ILP.

If there are no School-Wide Intervention Plans at the school, then this section will not appear in the Student or Parent/Guardian ILP.

ASSIGNMENTS & ACTIVITIES

The Assignments & Activities feature allows you to share template files for assignments and activities, such as worksheets and forms, with your students. You can also organize and track the completed documents students upload to their ILPs.



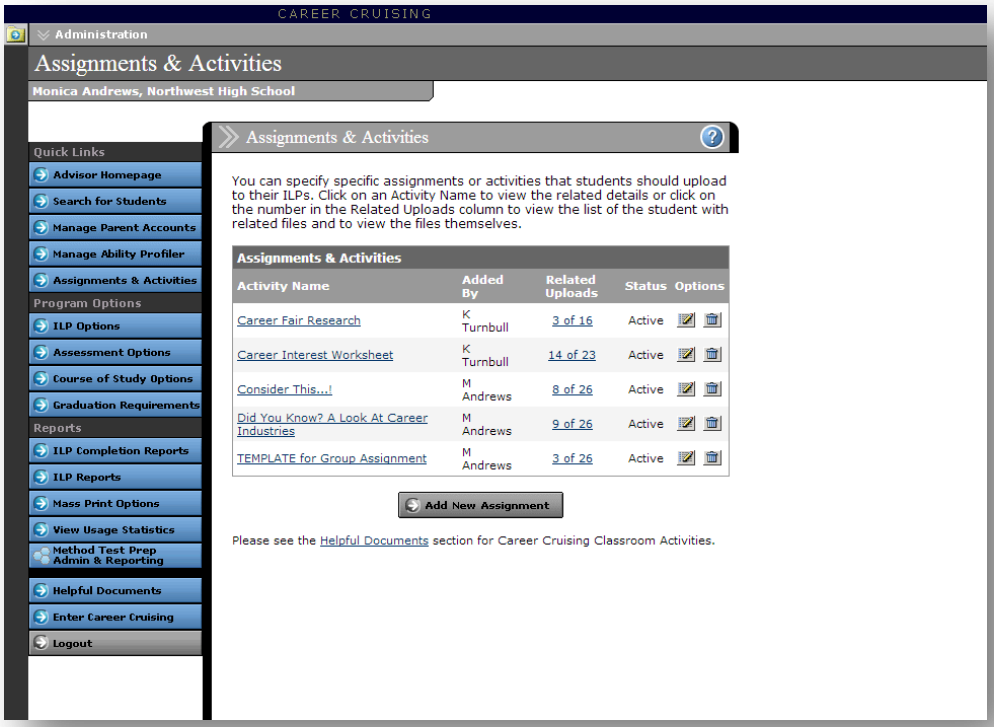
School-Wide Intervention Plan

Manage assignments by clicking the **Assignments & Activities** button on the left. From this page you can add new assignments and set due dates, review students' submissions for each assignment, and message students based on whether or not they have uploaded a file for a specific assignment.

(*Note: You can only edit and delete assignments that you have entered; you cannot modify assignments entered by other users*.)

Students can view and download all of their assignments and activities by clicking on the **My Assignments & Activities** link in the My ILP menu. Students can submit a completed assignment by uploading a new file or attaching a file that they have already uploaded to their ILP.

Student Administration



Assignments & Activities

VIEWING AND PRINTING STUDENT ILPS AND RESUMES

You can view a student's ILP or resume using the View/Action dropdown menu on the Student List, and print the document using the print feature in your browser.

If you want to print multiple ILPs or resumes, you can use the **Mass Print Options**. This feature allows you to select the group of students whose ILPs or resumes you would like to print using a variety of search criteria. (*Please see the* ***Mass Print Options*** *section of this document for more information on this feature*.)

MANAGE PARENT ACCOUNTS

The two main goals of the Parent/Guardian ILP are to allow parents and guardians to view the work done by their child and to allow them to provide feedback about the ILP to their child's advisor. The information entered by students for most sections of the ILP is read-only; parents and guardians can view their child's work but cannot change it.

Parent/guardian records from the state Student Information System are imported into the ILP system periodically, along with the student records. Schools can also create up to two additional parent/guardian accounts for each student, for a total of four parent/guardian accounts.

Student Administration

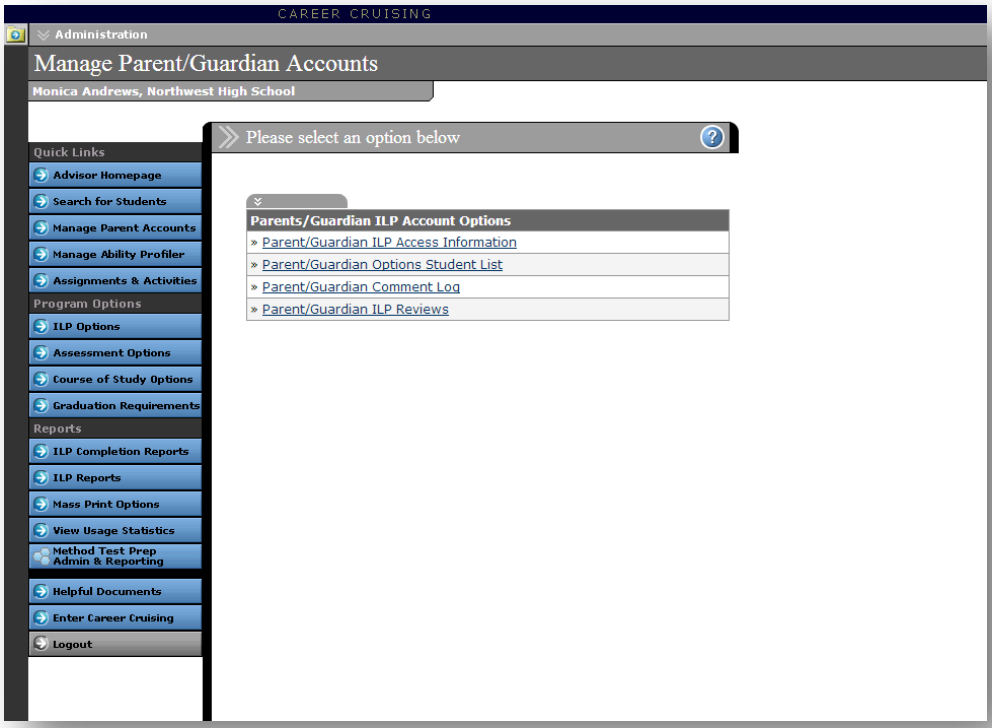
To access Parent/Guardian ILP options, click on the blue **Manage Parent Accounts** button. There are four options:

- **Parent/Guardian ILP Access Information** – This section lists all the parent/guardian accounts for students at the school.

- **Parent/Guardian Options Student List** – This section lists all students at the school with quick reference columns for the number of parent/guardian accounts, number of submitted Parent/Guardian ILP Reviews, and number of parent/guardian comments. A flag icon denotes students who have a parent/guardian review that has been submitted but not yet verified.

- **Parent/Guardian Comment Log** – This section lists all of the comments entered by parents and guardians individually. The comments are initially sorted by date, allowing you to view the latest comments. You can also sort comments by student name or grade.

- **Parent/Guardian ILP Reviews** – This section tracks the status of the Parent/Guardian ILP Reviews. You can track which students have completed parent reviews and which of those reviews have or have not been verified.



Manage Parent Accounts

Student Administration

MANAGE ABILITY PROFILER

The Ability Profiler test is designed to help students understand the relationship between their aptitudes and abilities and the careers that match their interests. The online assessment measures students' ability in six areas that are essential to success in most occupations: arithmetic reasoning, verbal ability, spatial ability, computation, clerical perception, and form perception. Students' Ability Profiler results are integrated with their Matchmaker career suggestions.

The Manage Ability Profiler feature lets you view and edit test schedules, view summary statistics on who has and has not completed the Ability Profiler, and access materials for administering the test to students with special needs.

In this section, you'll also find a link to the Ability Profiler Administration Manual with information on the features of the Ability Profiler, instructions on how to schedule and administer the assessment, and information on how to help students interpret their results.

To access Ability Profiler options and resources, click on the blue **Manage Ability Profiler** button on the Advisor Homepage.

Advisor Administration

ADDING AN ADVISOR

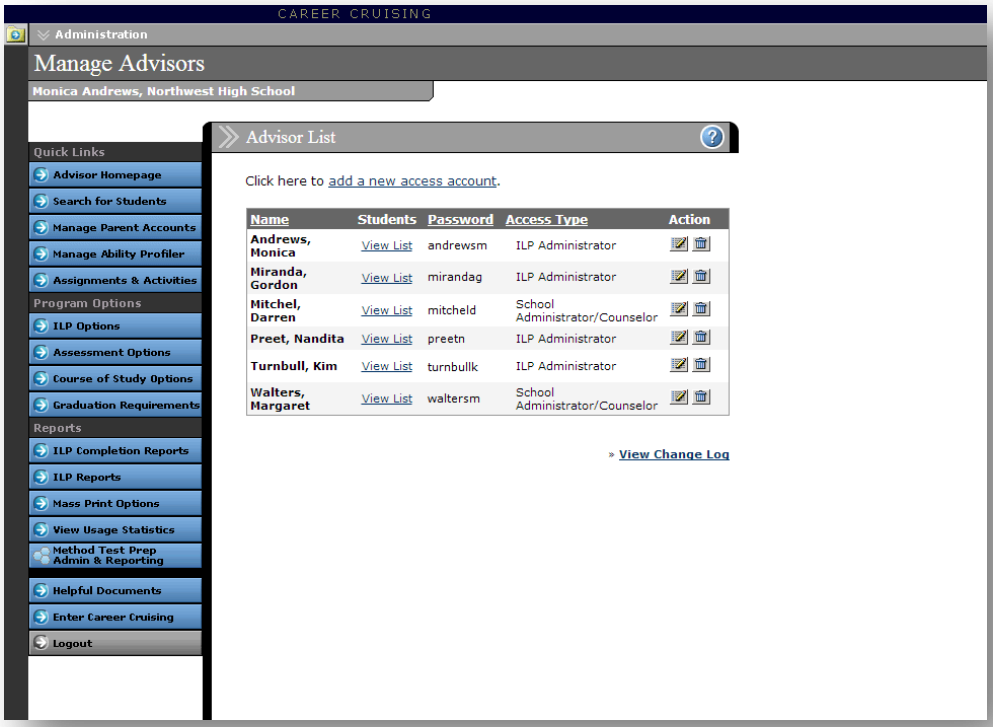
Users with administrator or counselor-level access can add advisor profiles using the **Add New Advisor** link in the Advisor Administration section of the Advisor Homepage. When advisors are added, they are assigned a level of access security to ensure that they have access to the tools and information that are appropriate for them. (*Please see the* ***About Access Levels*** *section of this document for more information.*)

EDITING AN ADVISOR'S PROFILE

The **View List Of All Advisors** link in the Advisor Administration section of the Advisor Homepage allows you to access advisors' Student Lists, as well as edit and delete advisor information and profiles.

If you are an advisor without administrator or counselor-level access, you can edit your own profile using the **Edit My Profile** link in the Advisor Administration section of the Advisor Homepage.

To view a log of changes to advisor profiles, click on the **View Change Log** link under the chart on the Advisor List page. Click the icon beside a log entry to view details about the change.



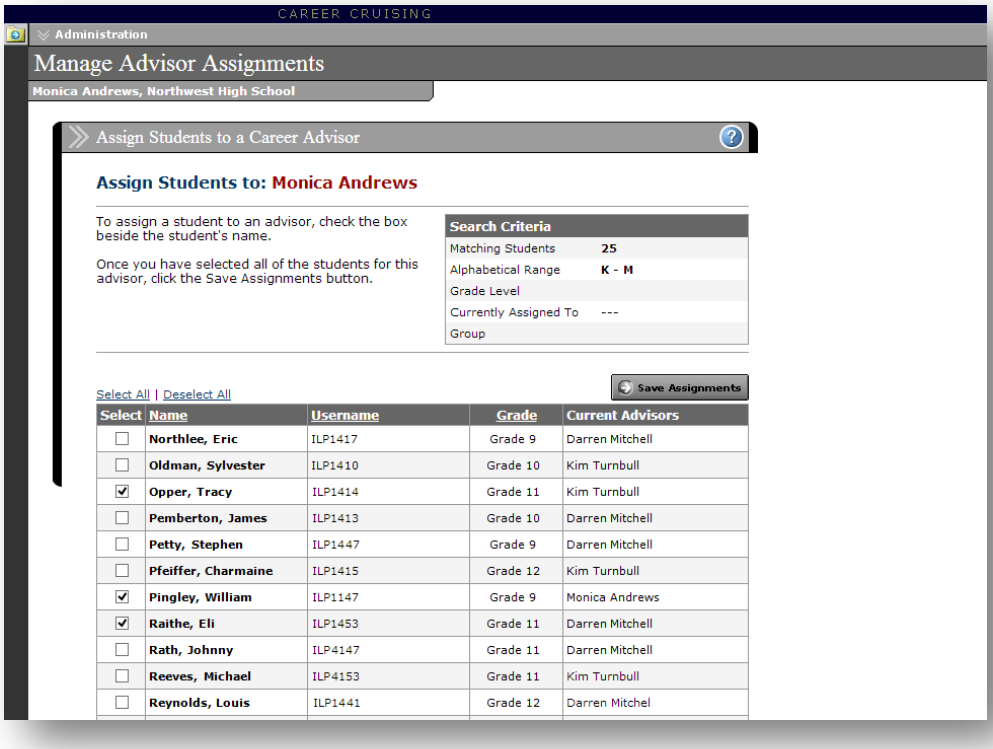
List of Advisors

Advisor Administration

ASSIGNING STUDENTS TO AN ADVISOR

Assigning students to a career advisor helps teachers and counselors quickly access information related to their students. They can view their list of students, send messages to groups of students, generate custom reports, and mass print their students' ILPS, Matchmaker results, and Gifted Student Service Plans (GSSPs).

If you have ILP administrator or school administrator/counselor access, you can modify and approve advisor assignments for all students and all users. To assign or unassign students for an advisor, select the advisor's name from the **Assign Students To An Advisor** or **Unassign Students From An Advisor** dropdown menu in the Manage Advisor Assignments section of the Advisor Homepage and search for students to assign to or unassign from that advisor.



Assign Students to an Advisor

Assignments requested by users with advisor/teacher and other staff-level access must be approved before they access students' personal information, including ILP usernames and passwords. A red flag will appear beside the **Approve Advisor Assignments** link if a user has requested student assignments. Assignment requests can be approved or denied on a student-by-student basis.

If you have advisor/teacher or other staff-level access, you can request that students be assigned to you and remove students from your list. However, all assignment requests must be approved before you can access students' personal information, including ILP usernames and passwords.

Advisor Administration

To request students be assigned to you, click on the **Add Students To My List** link in the Manage Advisor Assignments section of the Advisor Homepage. Select students to add to your list and submit the list. Once the assignments have been approved, you can access the full range of functions and information associated with those students.

Customization Options

The customization options allow you to tailor Career Cruising to meet the needs of students at your school. Please note that changes made to the program options affect all users at the school.

ILP OPTIONS

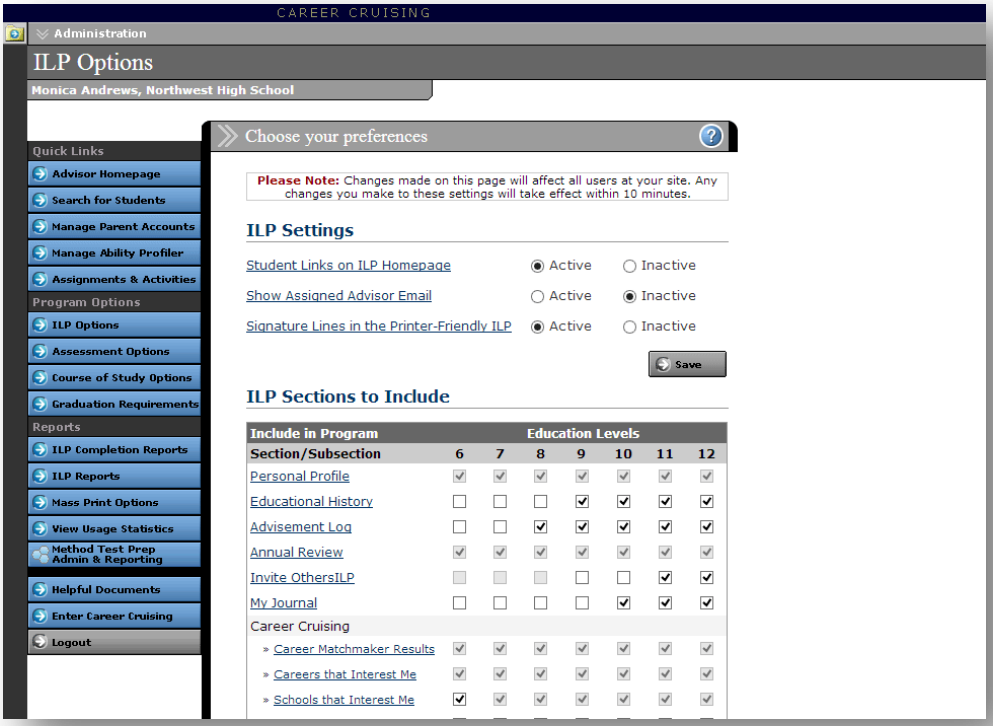
Student Links on ILP Homepage – This feature allows you to activate or deactivate the function on the Student ILP Homepage that allows students to add links to career, education, and other resources that interest them.

Show Assigned Advisor Email – This feature allows you to determine whether or not the email addresses of assigned advisors appear in the My Advisement Log section of their students' ILPs.

Signature Lines in the Printer-Friendly ILP – This option allows you to activate or deactivate signature lines for students, parents or guardians, and advisors in printer-friendly versions of students' ILPs.

ILP Sections to Include – These options allow you to determine which sections of the ILP appear for students in each grade. Please note that ILP components included in the ILP Completion Standards cannot be deactivated for grades in which they are required.

Resume Builder Sections to Include – These options allow you to determine which sections of the Resume Builder appear for students in each grade.



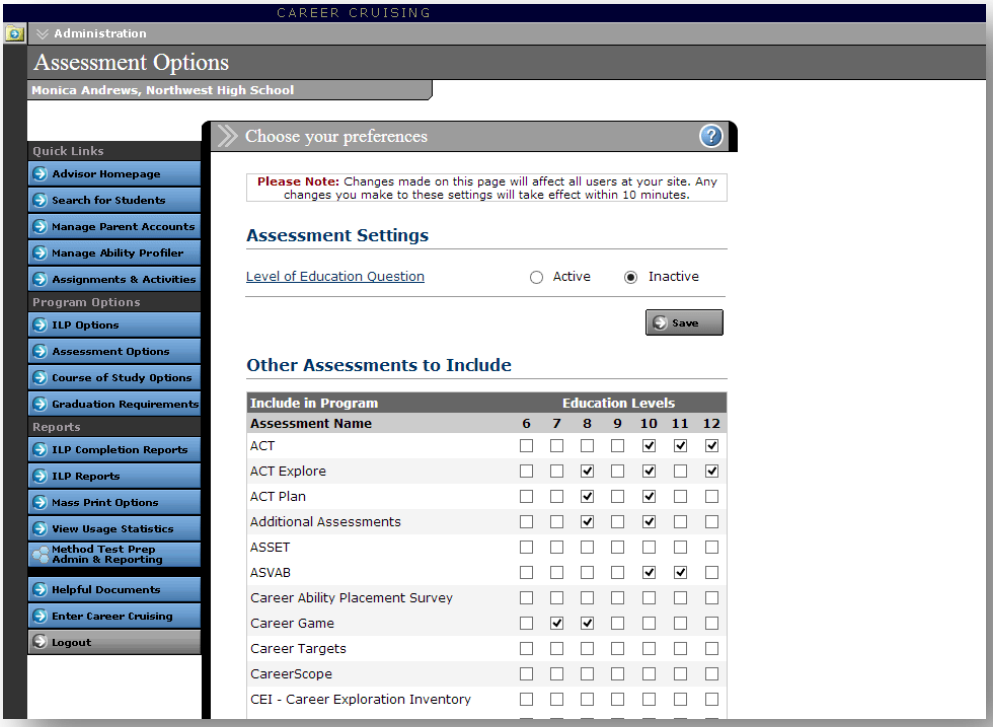
ILP Options

Customization Options

ASSESSMENT OPTIONS

Level of Education Question – This option lets you determine whether or not students can select the level of education they intend to complete before completing the first 39 questions of Career Matchmaker. Including this question can help refine students' results by targeting educationally appropriate careers. Students can choose more than one type of education.

Other Assessments to Include – Students can save results from a wide variety of external assessments and standardized tests in their ILPs. With this feature, you can specify which additional assessments students should enter their results for. These assessments will then appear under **Others Assessments** in the My Assessments section of their ILPs.



Assessment Options

CUSTOMIZING ILP HOMEPAGE LINKS AND FILES

You can make links to online career, education, community, or reference resources available to all students or specific groups of students directly through their ILPs. You can also upload documents, such as field trip permission forms and course calendars, so students can view or save copies of the files.

Customization Options

To add links and files for students, click on **Add New File** or on **Add New Link** on the Advisor Homepage. You can also view, edit, or delete links and files that are already available to students.

Links and files will appear on students' ILP homepage (and the main page when they log in with their personal ILP login), allowing them to access these resources quickly and easily.

INVITE OTHERS: ADDING AND EDITING SPECIAL CONTACTS

Students can invite other individuals to view selected sections of their ILP. The **Invite Others: Add/Edit Special Contacts** option on the Advisor Homepage allows you to customize a list of individuals or organizations your students might want to invite to view their ILPs, such as college admissions counselors, potential co-op or internship providers, or organizations offering scholarships.

The list of contacts is available to students through **the Invite Others To View My ILP** feature in the Share My ILP section of the ILP. When someone has viewed the student's ILP, it will be recorded in the Guest Views section. Those who have been invited to view a student's ILP also have the option to leave comments for the student.

Course of Study Options

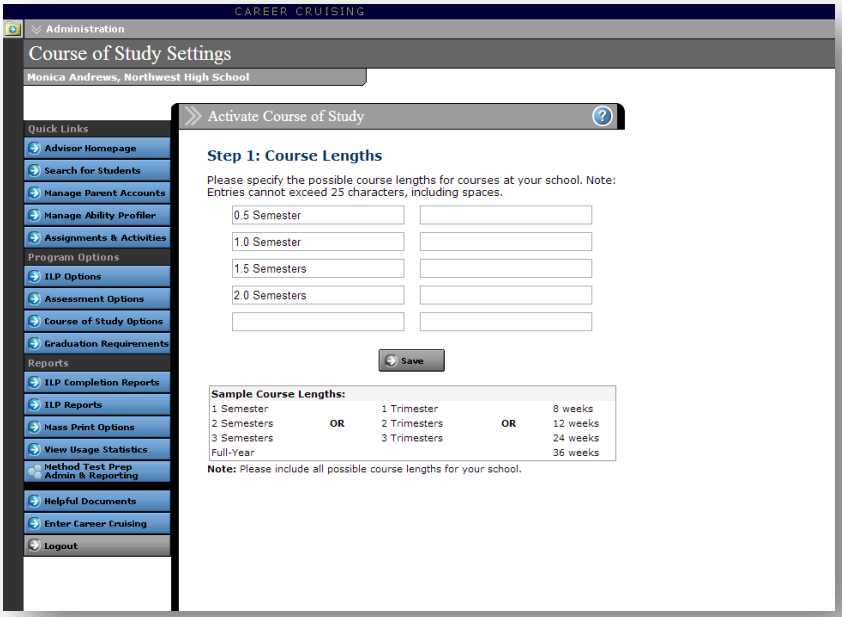
The high school My Course of Study component of the ILP allows students to select the courses they have taken, are taking now, or plan to take in the future. Starting in Grade 8, students are required to complete a Course of Study.

Middle schools do not have to activate the Course of Study for their school. Students will be asked to select the high school they are planning to attend and select from the high school's course list.

To enable the Course of Study tool for students at your school, you must complete the four-step activation process. This allows schools to link their specific course offerings to the Kentucky Department of Education's Common Course Codes, while at the same time allowing staff and students to use terminology they are familiar with at the school.

Step 1: Course Lengths

This involves listing all possible course lengths for courses offered using the terminology in place at your school. This information will be used in Course Mapping when entering details for the specific courses offered at your school.

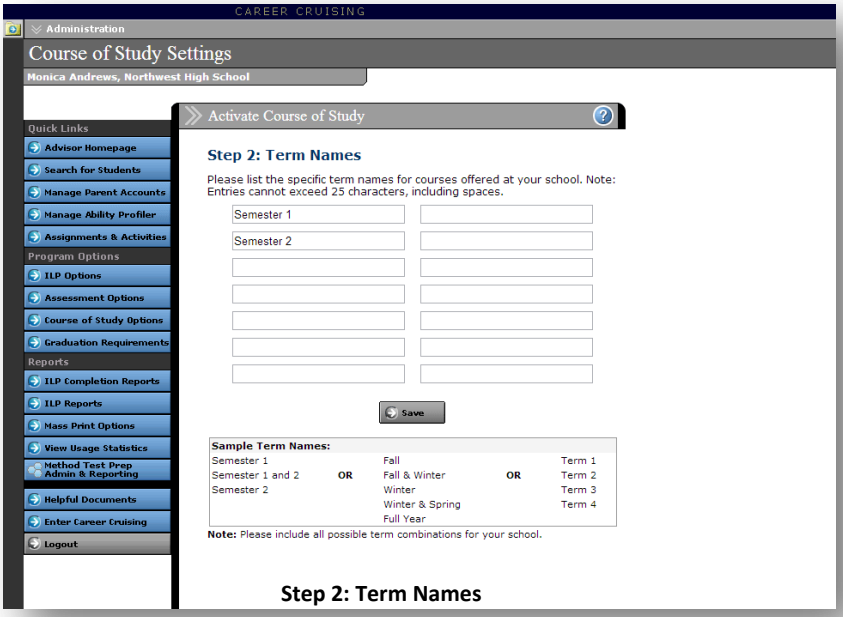


Step 1: Course Lengths

Step 2: Term Names

This involves listing all possible specific term names and combinations in which students can take courses at your school. This information is used by students to complete their Course of Study plan to indicate in which term they took a particular course.

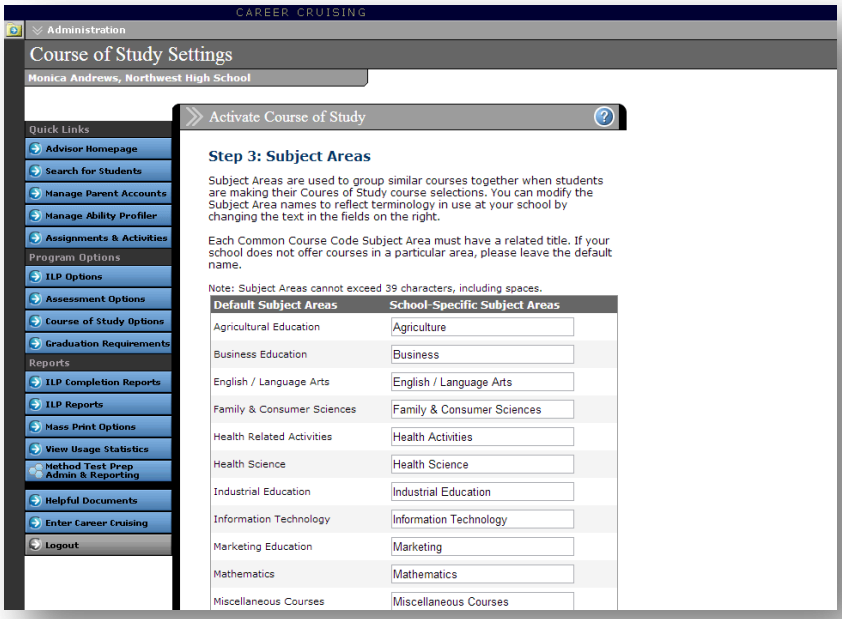
Course of Study Options



Step 2: Term Names

Step 3: Subject Areas

Subject Areas are used to group similar courses together when students are making their course selections. You can modify the Subject Area names to reflect terminology in use at your school.



Step 3: Subject Areas

Course of Study Options

Each Common Course Code subject area must have a related title. If your school does not offer courses in a particular area, you can simply leave the default name.

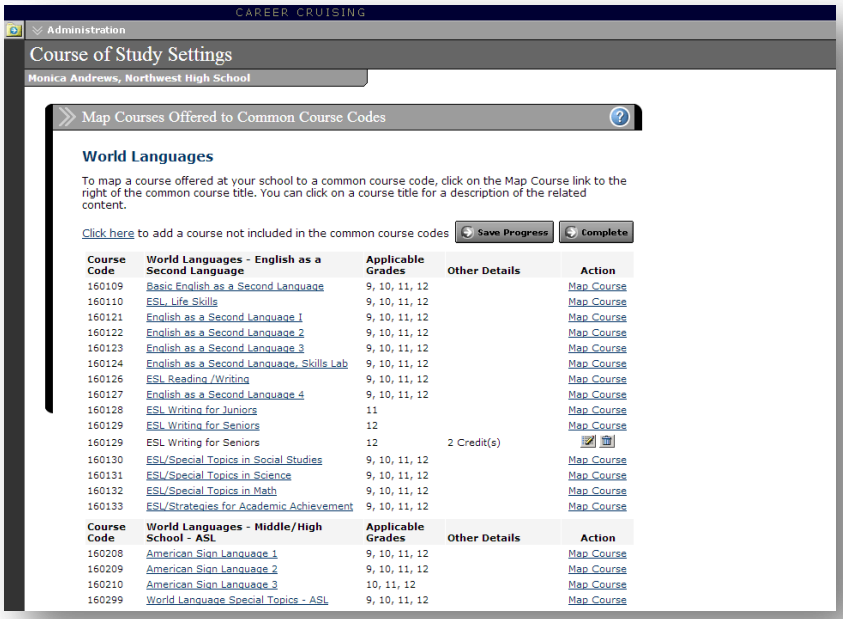
Step 4: Map Courses

This step involves linking the specific courses offered at your school to the Kentucky Department of Education's Common Course Codes.

To begin mapping courses, select a subject area. Click on the **Map Course** link in the right hand column beside the desired Common Course Code, then enter the details for the course offered at your school, and click **Save**.

For each course, you will need the following information:

- Course Number or Code
- Course Name
- Number of Credits
- Course Length
- Applicable Grades
- Eligibility for Performance-Based Credit
- Course Description (optional)



Step 4: Map Courses

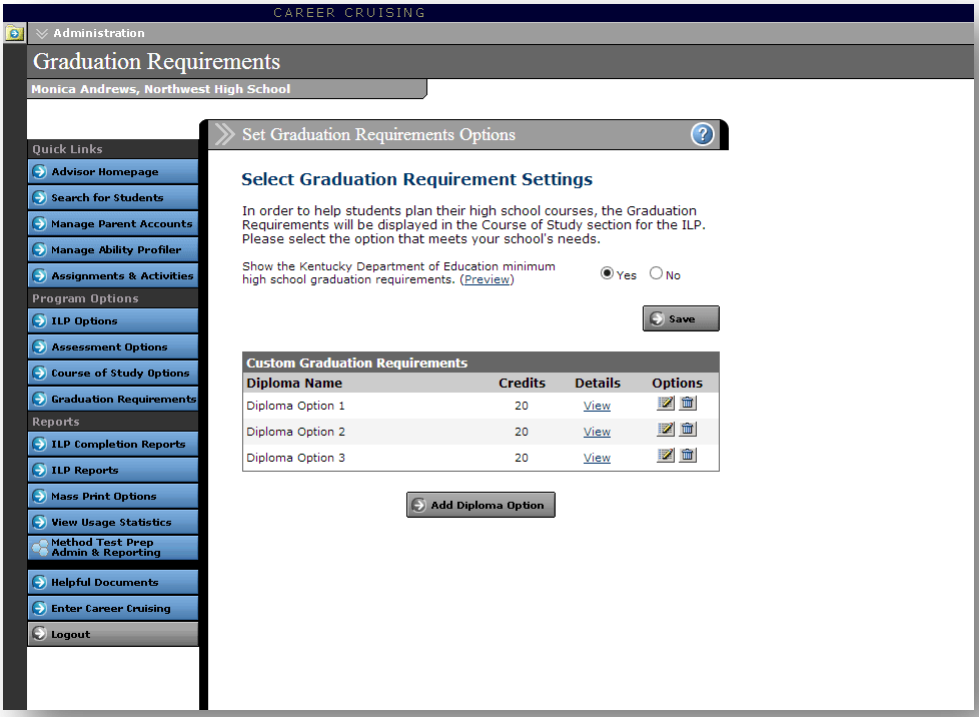
Course of Study Options

Some additional notes on Mapping Courses:

- Click on the **Common Course Code** title to access a description of the content for that code.
- You do not have to map all of your school's courses at once; however, you must complete the course mapping for all subject areas before the Course of Study component of the ILP can be activated.
- You can map multiple courses to a single Common Course Code.
- Each course at your school can only be mapped to a one Common Course Code.
- If your school does not offer courses in a particular subject area, simply click on the **Subject Area** name and then click on the **Complete** button.

Graduation Requirements

Students can view graduation requirements as they plan their course selections using the Course of Study tool. The Graduation Requirements feature allows you to customize the requirements beyond the state-mandated minimums. Multiple diploma options can be implemented for students to view all available graduation plans.



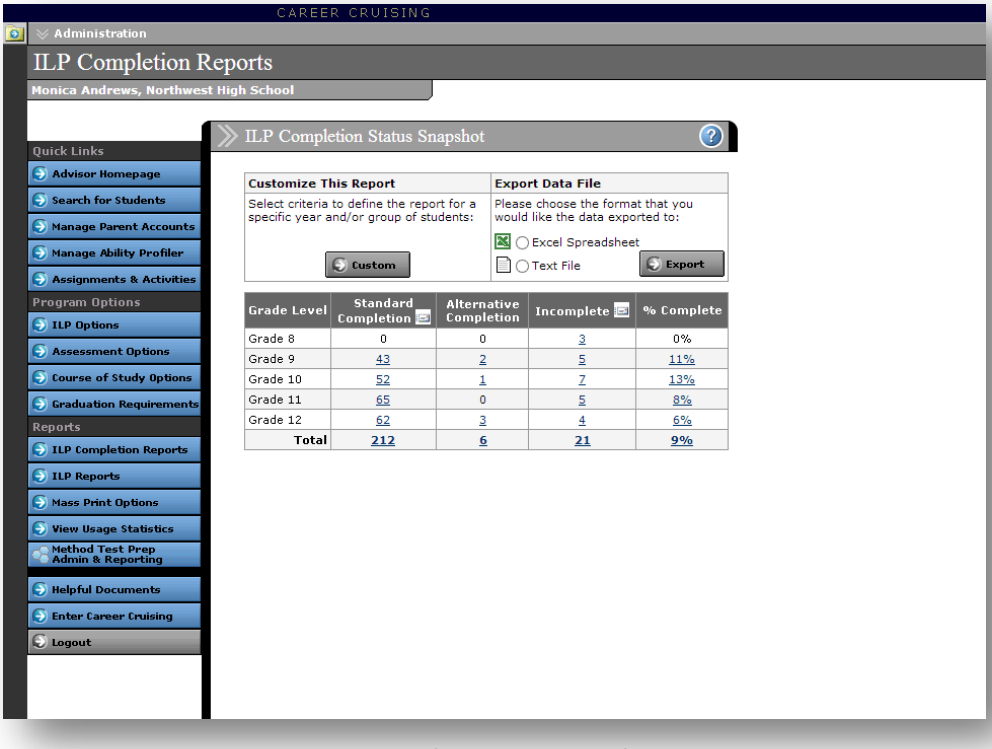
Graduation Requirements

ILP Reports

ILP COMPLETION REPORTS

Track overall student achievement through a variety of ILP Completion Reports. Available aggregate reports include:

- **ILP Completion Status Snapshot** – This report provides an overview of ILP completion at your school by grade level.
- **ILP Completion Status by Student** – This report is organized by student and shows you which components each student has completed.
- **Incomplete ILPs by Criteria** – This report shows the number of students who have not completed each requirement. You can click on the number to see which students have not completed the selected component.
- **Complete ILPs by Criteria** – This report shows the number of students who have completed each requirement. You can click on the number to see which students have completed the selected component.
- **Alternative ILP Completion Statistics** – This report shows the number of students who are fulfilling the ILP requirements through alternative means.



ILP Completion Status Snapshot

ILP Reports

- **View ILP Completion Standards** – You can review the ILP Completion Standards at any time with this report option.

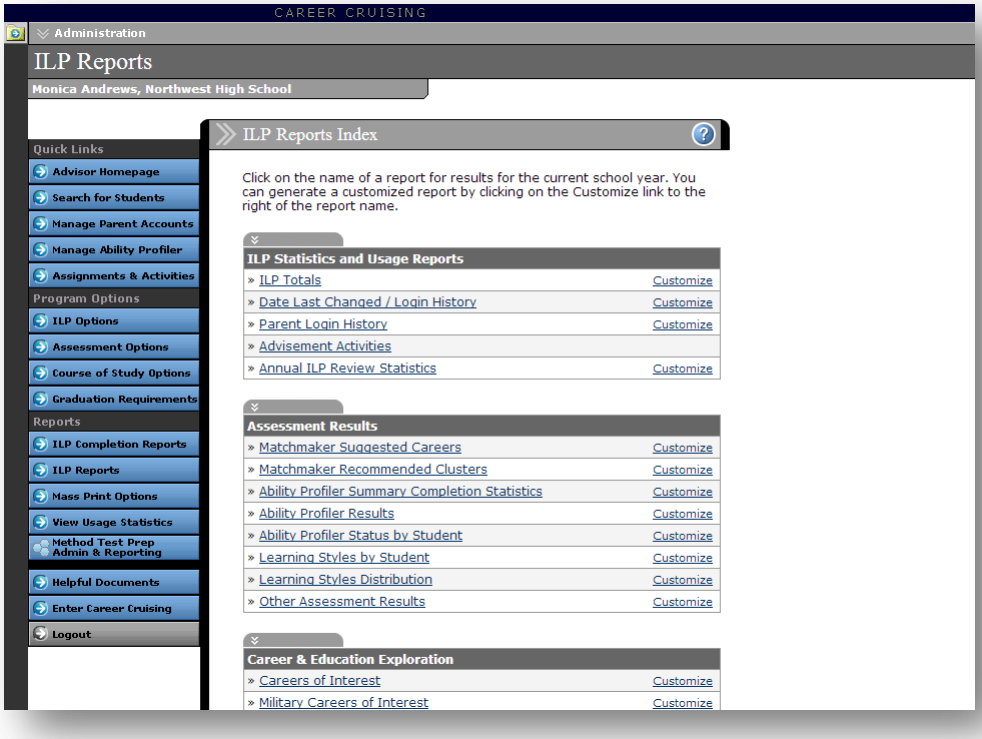
- **Student Count by Courses**

You can also use the reports to send messages to students based on the status of their ILPs and various completion criteria. Look for the **Send Message** icon on the report page.

STANDARD ILP REPORTS

The School ILP Administration Tool includes an extensive reporting package to analyze all data elements collected in the ILP.

You can view data on students' career and education exploration and development, including the careers and schools students have saved to their ILPs, career cluster selections, advisement activities, goals and plans, and activities and experiences. From each aggregate report, you can drill down to the individual student data for the selected report. You can also use many of the reports to send messages to students based on some of the information they have saved to their ILPs. Look for the **Send Message** icon on the report summary pages.



ILP Reports Index

ILP Reports

ILP Statistics and Usage Reports:

- **ILP Totals** – A summary of the ILPs for students at your school, broken down by grade and gender.
- **Date Last Changed / Login History** – Track how often students are logging into their ILPs.
- **Parent Login History** – Monitor how many and how often parents and guardians have logged in to review their child's ILP.
- **Advisement Activities** – Monitor the advisement activities recorded in students' Advisement Logs. You can view activities by advisor, by topic, or by student.
- **Annual ILP Review Statistics** – A summary of how many students have and have not completed their Annual ILP Review with their advisor.

Assessment Results Reports:

- **Matchmaker Suggested Careers** – This report lists the top ten careers that were included in Career Matchmaker's Career Suggestions list.
- **Matchmaker Recommended Clusters/Pathways** – This report lists the top two career clusters that were recommended by Career Matchmaker based on students' interests.
- **Ability Profiler Summary Completion Statistics** – A statistical summary of Ability Profiler progress in your school. Click on a number in the Complete, In Progress, or Not Started column to view a list of students who fall into that category.
- **Ability Profiler Results** – This report lists the number of students within the percentile ranges for each ability area measured by the Ability Profiler. Click on a number to view a list of students whose results fall into that percentile range.
- **Ability Profiler Status by Student** – This report shows the Ability Profiler Status for individual students.
- **Learning Styles by Student** – This report lists students who have completed the Learning Styles Inventory with their identified preferred learning style.
- **Learning Styles Distribution** – Aggregate data about the distribution of identified learning styles among your students.
- **Other Assessment Results** – A summary of the other assessments that students have completed outside of Career Cruising and saved to their ILPs.

ILP Reports

Career and Education Exploration Reports:

- **Careers of Interest** – Aggregate data on the careers that students have saved to their ILPs. You can drill down to view detailed reports for each career and for each student.

- **Military Careers of Interest** – This report lists the military careers that students have saved to their ILPs.

- **Schools of Interest** – Aggregate data on the post-secondary schools that students have saved to their ILPs. You can drill down to view detailed reports for each school and for each student.

- **Scholarships of Interest** – This report lists students based on the number of scholarships they have saved to their ILPs.

Goals & Plans Reports:

- **Career Clusters Interests** – Aggregate data on the career clusters that students are interested in. You can drill down to individual student data, including their comments about the clusters they have selected.

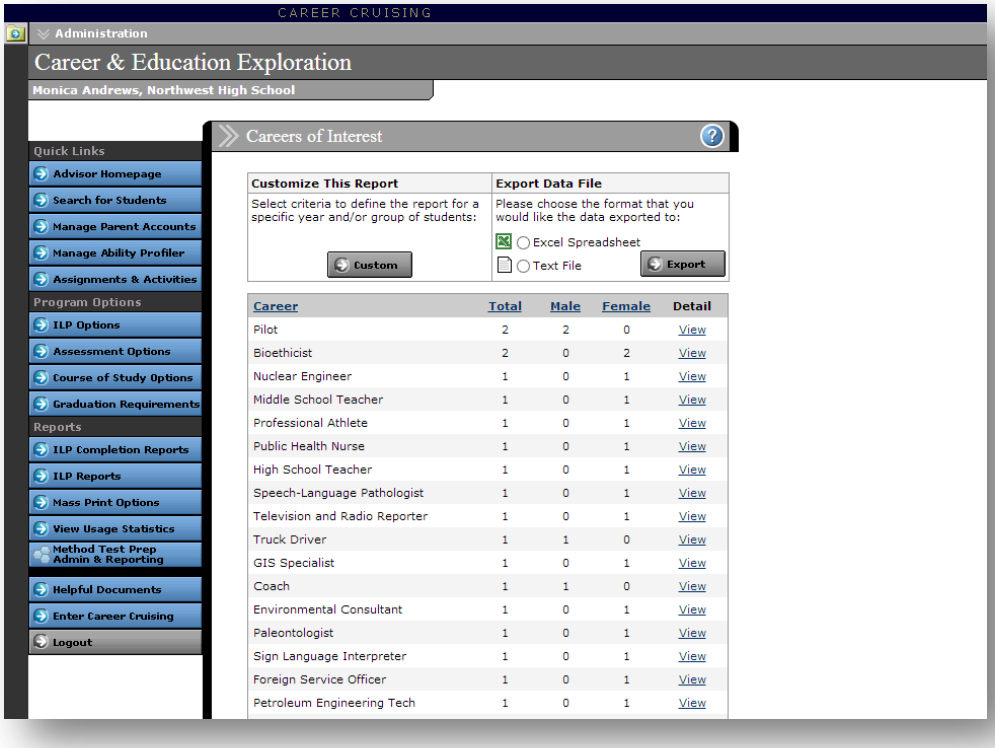
- **Post-Secondary Education Goals** – View the post-secondary goals that students have set for themselves, including top three career interests, top three education institutions, intended level of education, and financial plans.

- **Career Planning Activities: View by Activity** – Data on the career planning activities that students have completed, including job shadowing programs, career or college fair attendance, organization membership, and more.

- **Career Planning Activities: View by Student** – Track individual student participation in career planning activities.

- **My Journal Report** – Data on student journal activity, including number of entries and date last updated. Use this report to view students' journal entries.

ILP Reports



Careers of Interest Report

Activities, Experiences & Awards Reports:

- **Extracurricular Activities: View by Activity** – Aggregate data on the organizations and activities that students participate in.
- **Extracurricular Activities: View by Student** – View individual student participation in extracurricular activities.
- **Hobbies & Interests: View by Activity** – Aggregate data on the informal or independent activities that students participate in.
- **Hobbies & Interests: View by Student** – Detailed data on the informal or independent activities that students enjoy.
- **Community Service** – A summary of the community service activities that students participate in, including number of activities and number of hours of service.
- **Work Experiences** – A summary of the work experiences that students have undertaken.
- **Awards & Recognitions** – View detailed information on the awards, certificates, and recognitions that students have received.

ILP Reports

Course of Study Reports:

- **Course Forecasting** – Generate course demand projections using data from students' four-year Course of Study plans.

Learning Services Reports:

- **Learning Services by Type of Service** – View aggregate data on the learning services students at your school are enrolled in, including gifted and talented programs, Extended School Services, and private instructional opportunities.

- **Learning Services by Student** – Track individual student participation in learning service programs.

Annual Student Survey Reports:

- **Student Surveys by Grade** – View student answers to surveys by grade.

Student Intervention Plans Reports:

- **Active Student Intervention Plans** – View active student intervention plans, including information on the content area in which the student needed intervention, the start date, and details on the strategies developed to help the student.

- **Completed Student Intervention Plans** – Review completed individual student intervention plans, including information on the content area in which the student needed intervention, the completion date, and details on the strategies undertaken to help the student and the results.

- **Discontinued Student Intervention Plans** – Information on the individual student intervention plans that have been discontinued.

- **School-Wide Intervention Plans** – Review the active and completed intervention plans in place for students school-wide.

Gifted Student Services Plans Reports:

- **Gifted Student Services Plans** – This report lists students who have been identified as gifted and/or talented and allows you to view the student's Gifted Student Service Plan (GSSP).

ILP Reports

REPORT CUSTOMIZATION AND DATA EXPORTING

Reports can be customized to report on a specific group of students based on a variety of criteria, including demographic information, grade, and assigned advisor. You can save these configurations, but please note that saving a report configuration does not save the data returned by that report. If you want to save the report data, please use the Export feature.

All aggregate reports available in the ILP Reports section can be exported as a text file or as an Excel spreadsheet. To export a report, select the desired file format and click **Export** in the Export Data File box.

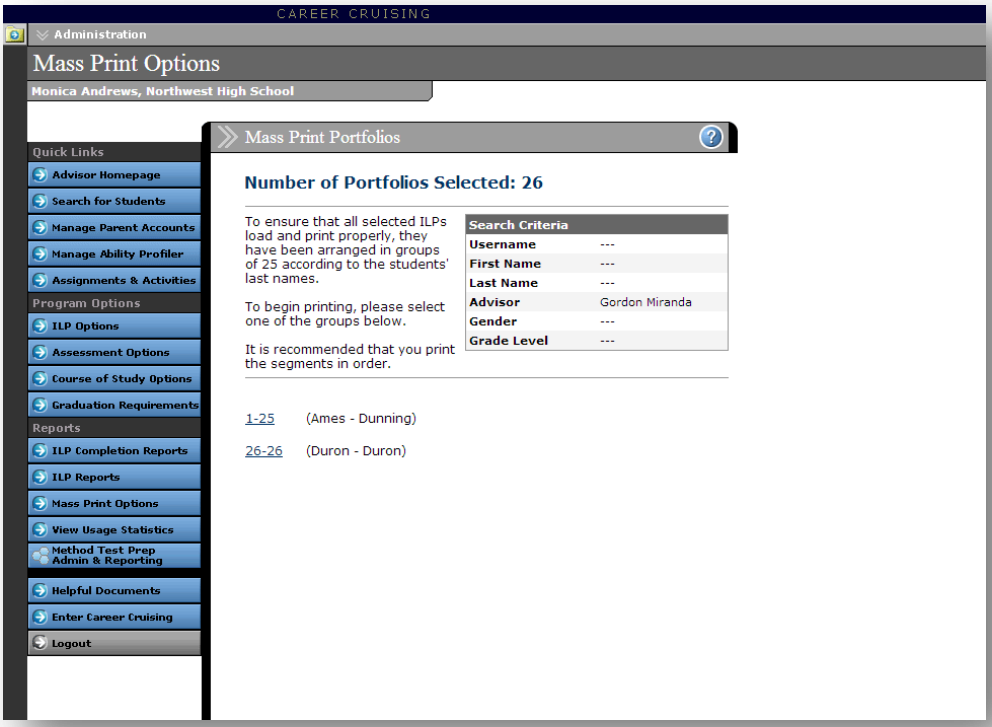
Mass Print Options

The Mass Print Options section allows you to print desired information for all students or a group of students. There are five mass print options available:

- **Mass Print ILPs**
- **Mass Print Resumes**
- **Mass Print Career Matchmaker Results**
- **Mass Print GSSPs**

Choose the documents that you would like to mass print and then enter the search criteria for the group of students whose information you would like to include. With the ILPs, you can select specific sections to print or print entire ILPs.

Once you have selected the students whose ILPs, resumes, Matchmaker results, or GSSPs you would like to print, the students' information will be grouped into sets of 25 according to the students' last names. This helps to ensure that the records will be loaded and printed properly.



Mass Print ILPs

Helpful Documents

A variety of resources for career advisors and teachers are available in the Helpful Documents of the School ILP Administration Tool:

User's Guides – Access to a downloadable PDF version of the User's Guide.

School ILP Administration Tool (SIAT) User's Guide – A downloadable PDF of the SIAT Guide.

Components of the Student ILP – An overview of the sections and functions available in the Student ILP tool and Resume Builder.

Components of the School ILP Administration Tool – An overview of the features and functions available in the School ILP Administration Tool (SIAT).

About Alternative ILP Completion – A downloadable PDF document providing an overview of the Alternative ILP Completion option, including instructions for designating a student as participating in Alternative ILP Completion and available reports.

Parent/Guardian ILP Account Management – An overview of the Parent/Guardian ILP account management functions available in the School ILP Administration Tool (SIAT).

Career Cruising Classroom Activities – There are a number of prepared classroom activities for use with Career Cruising, including a wide variety of lesson plans and worksheets designed to help students learn about the links between school subjects and career choices, and how to effectively analyze and use the information gathered from Career Cruising.

Individual Learning Plan Classroom Activities – These activities help guide students as they learn to fulfill ILP Completion Standards, create resumes and Course of Study plans, and use these tools to prepare for their career.

Green Careers Activity Package – Ideas to help you integrate "green" content into your career exploration activities. (You can find links and related resources under the Additional Information & Resources heading in the Help section of the program.)

About ILP Completion Standards – An introduction to the ILP Completion Standards, including an overview of the available reports and a chart of the required criteria in each grade.

About the Review & Revise Feature – A downloadable PDF document describing the Review & Revise function, why it is included in the ILP, and how students can complete it.

Activating the Course of Study – A detailed overview of the Course of Study activation process that schools offering grades 9 through 12 must undertake before students can access the Course of Study component of the ILP.

Helpful Documents

Guided Tour of Career Cruising – A brief walkthrough for new users interested in learning about Career Cruising's main tools and features.

For Parents: What is the ILP? – A document intended to help parents learn more about the ILP. It includes a brief description of what students can do with the ILP and a summary of features available in the Parent ILP.

For Parents: What is Career Cruising? – This document introduces parents to Career Cruising. It includes a brief description of Career Cruising, a summary of the program's features, and instructions for logging in.

Technical Support for the ILP – A downloadable and printable PDF document detailing the minimum system requirements for the ILP and information on who to contact if you have questions about the ILP features and functions, policy and standards related to the ILP, or if you require technical assistance.

ILP Access Cards Templates – Produce wallet-sized cards containing the essential information users need to log into Career Cruising at your site or from home.

Using Career Cruising with Transitions Students – This document shows how Career Cruising can be used to meet the National Alliance for Secondary Education and Transition's standards and the recommended transition services/activities identified in the Individuals with Disabilities Education Act.

Recorded Training Sessions & Tutorials – If you can't attend a scheduled live training session, access pre-recorded webinars here. Topics covered include the key features and functions of the ILP tool and School ILP Administration Tool. Registration is required.

For More Information

To access our comprehensive online help files, click on the button on any page within the SIAT.

You can also participate in one of our live training webinars. Schedules of upcoming training sessions are emailed to clients regularly, or you can contact our client service department for more information: by phone at **1-800-965-8541 ext. 137** or by email at KYSupport@careercruising.com.