

Career Cruising 2.0 - Student Tutorial Spaulding High School's Digital Portfolio

This document is intended to provide some tips and tools to help you navigate the new look of Career Cruising 2.0.

As in years past, your Digital Portfolio must include a completed "Matchmaker", a detailed and professional resume, and three examples of your best work uploaded to "My Files".

To get into your portfolio, open your Internet browser and type in the address: www.careercruising.com. Then enter your student ID in the "User Name" and your specific password in the space for a "Password"*.

The MATCHMAKER

Once you have logged into your portfolio, there will be several options at the top of the page in white font. To gain access to the Matchmaker, click on the tab labeled "Assessments". Then click the "Matchmaker & My Skills" options on the next page. On the right hand side of the page, there will be a blue box containing a + sign and the words "Start New Matchmaker", click on this box and follow the prompts to complete a new Matchmaker session. When the session is complete be sure to **SAVE YOUR RESULTS**. Then review your results, explore the career options that relate to your interests. What careers are your top interests for pursuing after high school?

Building Your RESUME

On the homepage of your portfolio, just below your name, there is a link that says "Build My Resume", click on that link. Now the page will display a list of 9 categories that can be included in your resume. The more categories you have information for, the better you will appear as a potential candidate for employers and college programming. They are looking for reliable, hard working individuals that are well rounded.

*Should you have misplaced the Career Cruising Access card provided in HR, ask your Homeroom Teacher to look up your password. Please save the password in a responsible manner by put it in your wallet, save it in your phone or other place where you will not misplace it.

For the DP, you **must** fill out the following categories: Career Objectives, Educational History, Skills & Abilities, Hobbies and Activities. The other four categories are very important and while you may not have information to put in all of them, fill out as much as you can. If you are noticing that you have very little in the areas of Work Experience, Volunteer Experience, Awards & Certificates, or Extracurricular Activities, get out there and get involved! Apply for a part-time or summer job. Volunteer your time at a food pantry, soup kitchen, homeless shelter, the humane society, an assisted living facility, your local hospital, etc. Join in one of the many activities available here at SHS, from sports to music & drama, gaming, business, teaching, service, art, there are many opportunities to get involved, meet new people and explore new interests!

In order to enter information in each category, click on the category and then click on the + that pops up below stating "Add Comment". Be sure to click the box marked "SAVE" after you add information to each category. Otherwise, your work will disappear.

A word about the Career Objective...we are often asked, "Huh? What's a career objective?" Career Objectives are a brief statement about what you want to do after high school. In others, tell the reader directly what it is that you plan to do after graduating.

Ex. 1 To attend a four year program in nursing.

Ex. 2 To obtain a full-time job, utilizing my skills in computer repair.

Ex. 3 To enlist in the U. S. Army and train to be a nuclear technician.

Uploading Your BEST WORK

On the homepage of your Digital Portfolio, in the top corner on the left, under the Career Cruising insignia and your name, there is a link that says "My Plan". Double click on that link. This opens a page that includes many options, some which are not visible as the page is quite long. Scroll to the bottom of the page and you will see a link titled "My Files". When you are ready to add your "Best Works" click on the link "+ Upload a File" and it will allow you to search and add

documents, very similarly to the process in which you would add an attachment to an email. Make sure that you limit the size of each file as you can only upload 10MB of information. Microsoft Office, .rtf, .jpg, and .pdf are the best file formats to use as most teachers computers will allow them to open these files.

Questions...concerns...difficulties? See your HR teacher or your English IV teacher.

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