

4/12/2019



Dear Parents,

Naperville 203 provides students in the district with a subscription to Career Cruising, an online program that allows students to explore occupations they might be interested in pursuing. A variety of assessments are available to help them start that exploration and even learn about skills and learning styles that might be of value in the various fields. These assessments are designed to help them learn more about themselves, their interests and their personal learning styles.

There are 4 assessments built into Career Cruising: *Matchmaker*, *My Skills*, *Learning Styles Inventory* and *Ability Profiler*. All of these assessments can be accessed from the homepage of Career Cruising under the Assessments tab. The *Ability Profiler* is designed to be administered once when students are around 16 years old. A full description of each assessment and how students can access them is listed below.

To access these assessments and the resources in Career Cruising, students will need to create a plan within the system. Instructions on how to create their plan and share it with their parent/guardian are included on the back of this letter. **Please note, students should use their email address as the username and their student ID number as the password when creating their plan.**

We hope you find this resource helpful in guiding your child to discover areas of interest and careers that can support and extend those interests.

Sincerely,

Brian Valek

Career Cruising Assessments and Instructions for Accessing the Assessments

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| <p><u>Matchmaker</u> <i>Matchmaker</i> is designed to be taken in 2 parts. The first part consists of 39 survey questions that have five responses to choose from: Dislike Very Much, Dislike, Does Not Matter, Like and Like Very Much. Once students have completed that section, Matchmaker will produce a list of 40 career suggestions that can be used to explore occupation profiles in more detail.</p> <p>If students wish to improve their results, they have the option of answering up to 116 questions. Students can also take multiple sessions of this assessment to see how their interests evolve over time.</p> | <p>To access Matchmaker from the homepage:</p> <ol style="list-style-type: none">1. Click Assessments at the top of the page.2. Click Start Career Matchmaker.3. Enter a Matchmaker label (e.g. date)4. Click Start Now. |
| <p><u>My Skills</u> The <i>My Skills</i> assessment asks students to rate their level of skill in 45 key areas to see how those skills match up with Matchmaker career suggestions. Results can be used to determine what areas of skill need improvement to reach career goals.</p> <p><i>Students must complete at least the first 39 questions of Matchmaker to access the My Skills assessment.</i> For each skill, there are five options to choose from: I Am Highly Skilled, I Am Skilled, I Have Some Skill, I Don't Have This Skill, or I Can't Answer This.</p> | <p>To access the My Skills assessment from the homepage:</p> <ol style="list-style-type: none">1. Click Assessments at the top of the page.2. Click Matchmaker & My Skills.3. Ensure students have at least one set of saved Matchmaker results.4. Click Start Now under the My Skills column to the right of the Matchmaker results label.5. Enter a Matchmaker label.6. Click Start Now. |
| <p><u>Learning Styles Inventory</u> The <i>Learning Styles Inventory</i> consists of 20 questions to help students understand how they learn and retain information, including tips for studying.</p> | <p>To access the Learning Styles Inventory from the homepage:</p> <ol style="list-style-type: none">1. Click Assessments at the top of the page.2. Click Start Learning Styles. |

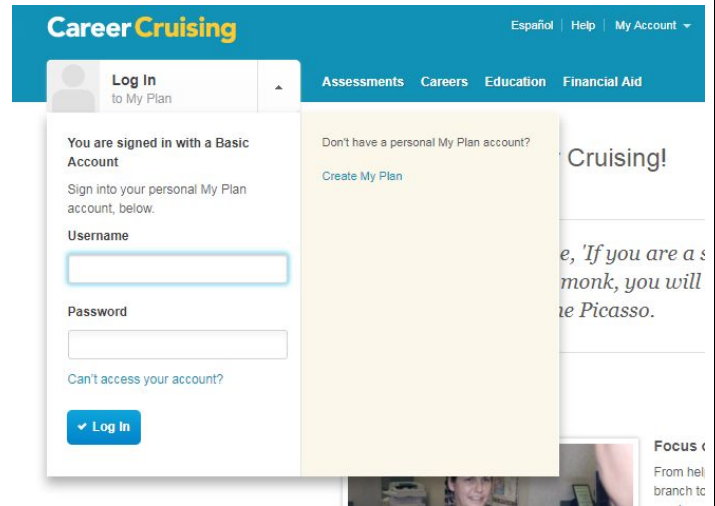
How to Create My Plan in Career Cruising

STEP 1: CREATE YOUR PLAN

1. Login to [Career Cruising](#) using the school's generic username and password.

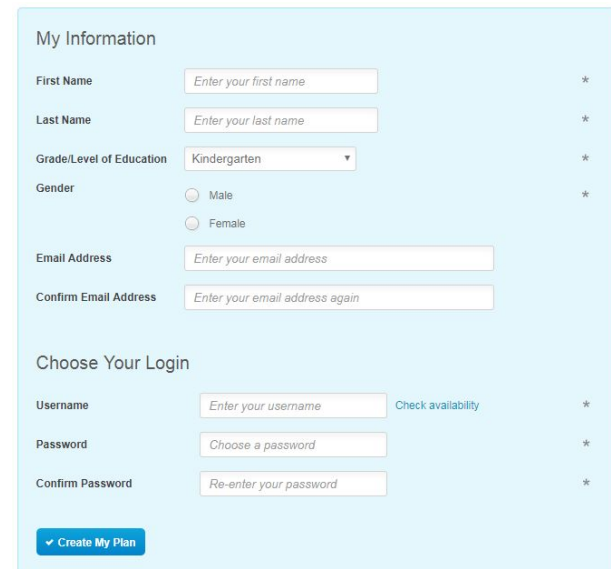
Username: **kennedy**
Password: **greentrails**

2. Click **Log In to My Plan** in the upper left corner and select **Create My Plan**.



The screenshot shows the Career Cruising website interface. At the top left, there is a 'Log In to My Plan' button. To the right, there are navigation links for 'Assessments', 'Careers', 'Education', and 'Financial Aid'. A 'Create My Plan' button is highlighted in a yellow box. The page also features a header with 'Español | Help | My Account' and a main content area with a quote: 'e, If you are a s monk, you will e Picasso.'

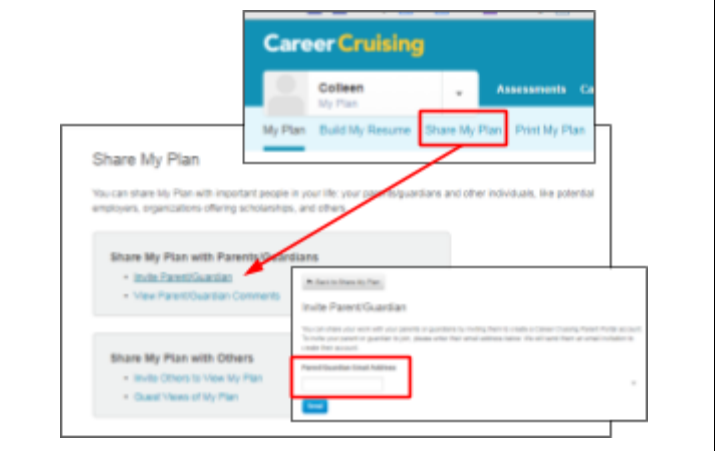
3. Fill out the form with the appropriate information
4. Students should use their **email for their username** and their **student ID for their password** to ensure that they will have a unique username and password.
5. Click Create My Plan to save the information.



The screenshot shows the 'My Information' form. It includes the following fields: First Name (with placeholder 'Enter your first name'), Last Name (with placeholder 'Enter your last name'), Grade/Level of Education (a dropdown menu currently set to 'Kindergarten'), Gender (radio buttons for Male and Female), Email Address (with placeholder 'Enter your email address'), Confirm Email Address (with placeholder 'Enter your email address again'), Username (with placeholder 'Enter your username' and a 'Check availability' link), Password (with placeholder 'Choose a password'), and Confirm Password (with placeholder 'Re-enter your password'). A 'Create My Plan' button is at the bottom.

STEP 2: SHARE YOUR PLAN WITH YOUR PARENTS

6. Click on the **My Plan** button on the upper left corner of the screen.
7. Select **Share My Plan**
8. Select **Invite Parent/Guardian** and then fill in the field with your parent/guardian email address.
9. Click **Send**.



The screenshot shows the 'Share My Plan' interface. At the top, there are navigation buttons: 'My Plan', 'Build My Resume', 'Share My Plan', and 'Print My Plan'. The 'Share My Plan' button is highlighted with a red box. Below this, there are two main sections: 'Share My Plan with Parents/Guardians' and 'Share My Plan with Others'. In the 'Share My Plan with Parents/Guardians' section, the 'Invite Parent/Guardian' option is selected, and the 'Parent/Guardian Email Address' field is highlighted with a red box. A red arrow points from the 'Share My Plan' button to the 'Invite Parent/Guardian' section.