

GOAL SETTING PORTFOLIO ACTIVITY

DIRECTIONS

1. When your Health Teacher informs you that you have successfully completed the goal setting activity, please do the following:
 - ❖ Log into your career portfolio in Career Cruising
 - ❖ Click on Career Preparation in the left column
 - ❖ Click on Career and Life Goals
 - ❖ Enter a short term goal
 - ❖ Enter a long term goal
 - ❖ Click on Save goals

2. Upload the Career Search document to your portfolio. Follow these directions:
 - ❖ Log into your career portfolio in Career Cruising
 - ❖ Click on Goto My Files under My Files
 - ❖ Click on Add Document
 - ❖ Add “Career Search” Document

3. After you upload the document, please invite an adult to view your goal activity. This will notify them of your completion of this portfolio requirement which is needed for graduation. Follow these directions:
 - ❖ Log into your career portfolio in Career Cruising
 - ❖ Click on Invite Others to View My Portfolio (this is under Quick Links)
 - ❖ Enter the name of the person you would like to invite (portfolio advisor, counselor, teacher, parent)
 - ❖ Enter the email address of that person
 - ❖ Enter the following message: I have completed the Goal Setting Activity part of my portfolio in Health class. Please view my work at your convenience. Thank you.
 - ❖ In the sections to include are, check off My Files and Career and Life Goals (Under Career Preparation)
 - ❖ Click on send invitation