

Career Portfolio

How to Backup Docs

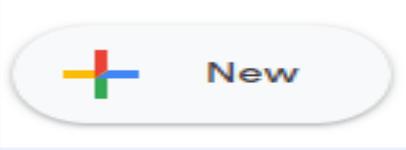
5/23/19



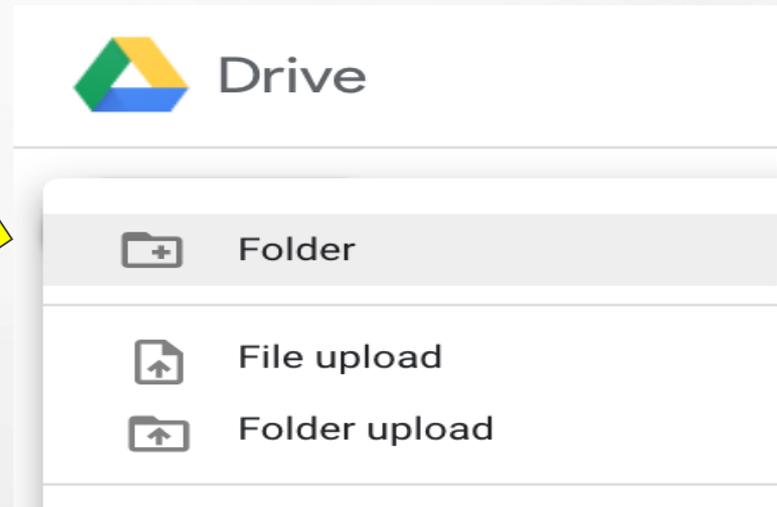
Changes during the 2019-2010 SY

- **You will no longer have access to Career Cruising, we are switching to Smart Futures.**
- **If you do not save your information, all of your documents will disappear and you will be required to re-do the required pieces of evidence unless... You must follow these instructions!**

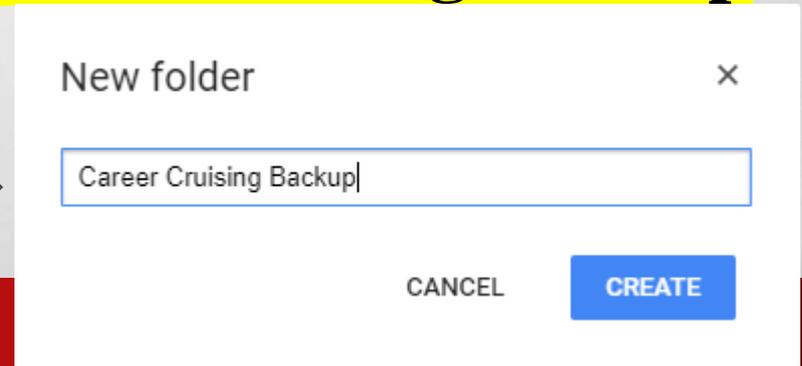
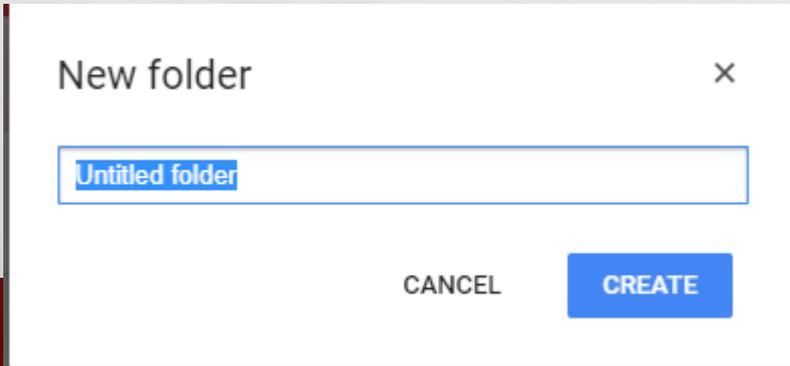
Career Cruising Backup

- **Sign-in to your school Google account**
- **Open Google Drive**
- **Click on the**  **button located at the top left.**

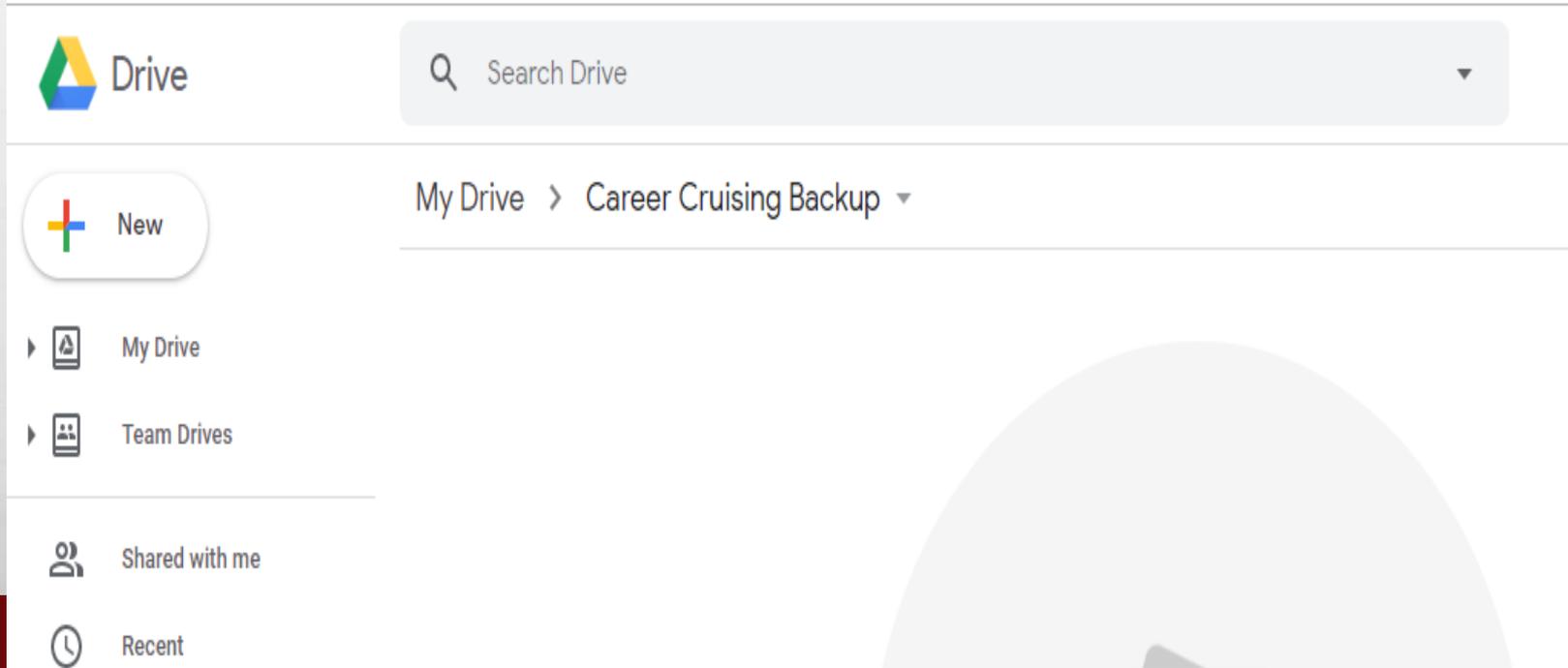
- **Click on Folder**



- **Create folder name: Career Cruising Backup**



- **Open the Career Cruising Backup Folder**



The screenshot displays the Google Drive interface. At the top left is the Drive logo. To its right is a search bar with the text "Search Drive". Below the search bar is a breadcrumb trail: "My Drive > Career Cruising Backup". On the left side, there is a vertical navigation menu with the following items: "New" (with a plus icon), "My Drive" (with a folder icon), "Team Drives" (with a group icon), "Shared with me" (with a person icon), and "Recent" (with a clock icon).

Create 3 subfolders: *Repeat the directions on slide 3 to create these additional folders.*

Title the folders:

- **9th Grade Artifacts**
- **10th Grade Artifacts**
- **11th Grade Artifacts**

Login to your Career Cruising Account

[Click Here](#) You can also Google, “Career Cruising”

The screenshot shows the Career Cruising user interface. At the top, there is a blue header with the logo, navigation links for 'Help' and 'My Account', and a search bar containing 'Careers, schools and more...'. Below the header, a user profile section shows a placeholder for a name and a 'My Plan' dropdown. A main navigation bar includes 'Assessments', 'Careers', 'Education', 'Financial Aid', and 'Employment'. On the left, a sidebar lists options: 'What do you want to do?' with sub-items like 'Explore My Interests', 'Learn About Careers', 'Explore Education Options', 'Choose My Courses', and 'Build My Resume'. The main content area displays a 'Welcome to Career Cruising' message, a 'My Progress' section with a 50% progress bar, and a table of progress details. A quote by Steve Jobs is featured at the bottom.

Career Cruising Help | My Account

My Plan

Assessments Careers Education Financial Aid Employment

What do you want to do?

- Explore My Interests
- Learn About Careers
- Explore Education Options
- Choose My Courses
- Build My Resume

Important Documents

- Decision Making/Go...
- Job Shadow Student...
- Job Shadow Student...
- Job Shadow Questio...
- Job Shadow Overvie...

Welcome to Career Cruising, [Name]

My Progress 0% 20 40 60 80 100% **50%**

Complete	<div style="width: 50%;"></div>	50%
Incomplete	<div style="width: 50%;"></div>	50%

Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do.

 Steve Jobs, Former Apple CEO

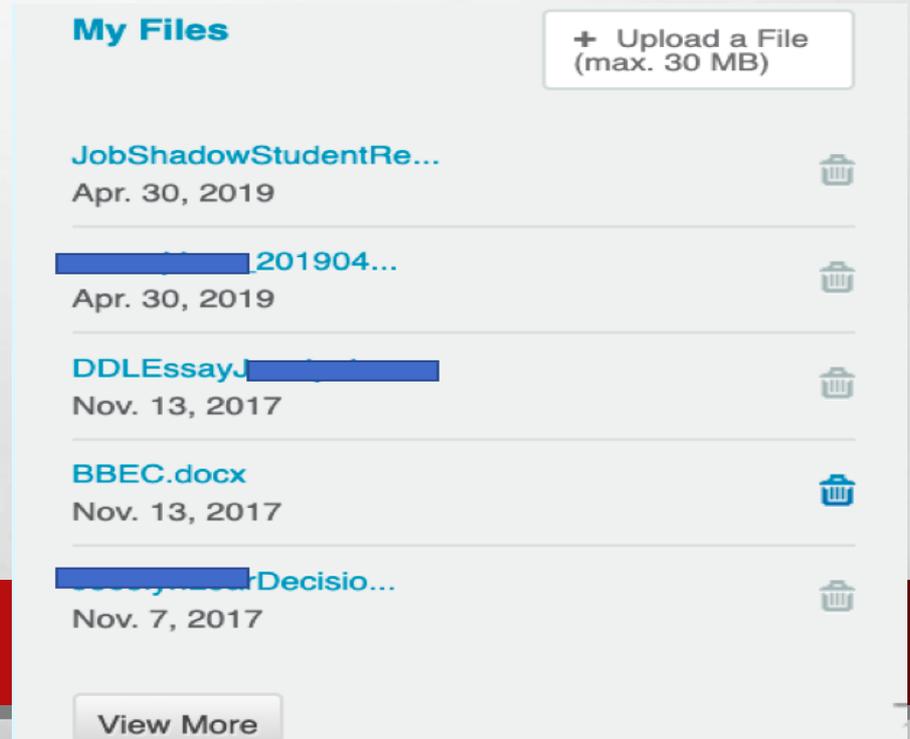
Accessing Your Documents

Click on the “**My Plan**” Icon

(see below)



Then scroll to the bottom to “**My Files**”

A screenshot of the 'My Files' section in the Career Cruising interface. The section title 'My Files' is in blue. To the right, there is a button that says '+ Upload a File (max. 30 MB)'. Below this, there is a list of files with their names, dates, and trash icons. The files listed are: 'JobShadowStudentRe...' (Apr. 30, 2019), a redacted file name '201904...' (Apr. 30, 2019), 'DDLEssayJ...' (Nov. 13, 2017), 'BBEC.docx' (Nov. 13, 2017), and a redacted file name 'Decisio...' (Nov. 7, 2017). At the bottom of the list, there is a 'View More' button.

Download ALL of your files

Often, these documents will show up on the download bar at the bottom of the window. If not, open your DL Folder.



The screenshot shows a 'My Files' interface. At the top right, there is a button that says '+ Upload a File (max. 30 MB)'. Below this, a list of files is displayed:

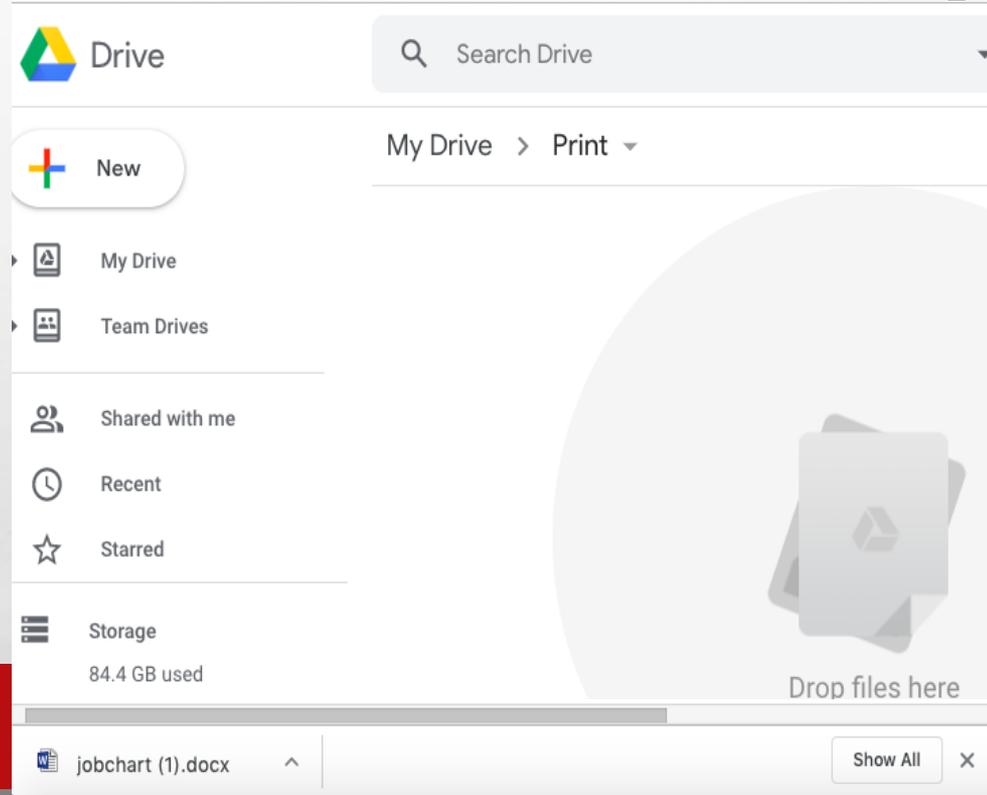
- jobshadowpapers.pd... (Apr. 15, 2019)
- jobchart.docx (May 18, 2018)
- jobs.docx (Oct. 5, 2017)
- BBEC.docx (Oct. 1, 2017)

Each file entry has a trash icon to its right. At the bottom of the window, there is a download bar with a single file: 'jobchart (1).docx'. To the right of the download bar, there is a 'Show All' button and a close 'X' icon.

Uploading your Files

Drag the downloaded files (from the download bar or your downloads folder) into the appropriate Career Portfolio Google Drive Folder.

*See the next slide for File & Folder info.



Grade 9 Folder

- **Career Investigation
(Matchmaker)**
- **Career Search Activity**
- **DDL**
- **College Visit**
- **Resume**

Grade 10 Folder

- **BBEC Visit**
- **DDL**
- **Updated Resume**

Grade 11 Folder

- **Job Shadow**
- **Updated Resume**

PART II:
Saving Your Career Cruising Plan

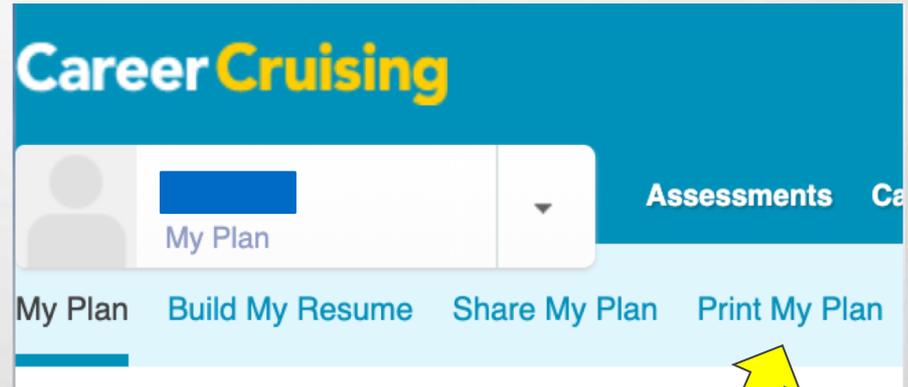
Saving Your Career Cruising Plan

Click on the “**My Plan**” Icon

(see below)



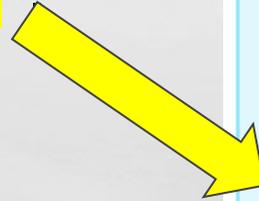
Next Click on the “**Print My Plan**” Option



Saving Your Career Cruising Plan

On the Right Side of the Screen will be this icon box.

Click “**Print Report**”



Print Your Report

You can create a printer-friendly version of My Plan

1. Choose the sections you want to print.
2. Click on the print button below.
3. Print from your browser.

 **Print Report**

Saving Your Career Cruising Plan

When the “Print” option comes up on your screen, **Change to SAVE AS PDF.**

This will Download your Career Cruising Plan.

UPLOAD this PDF to your Google Drive!

Print

Total: 7 pages

[Cancel](#) [Save](#)

Destination Save as PDF

Pages All

Layout Landscape

More settings ▼

Print using system dialog... (⌘P)

Open PDF in Preview

[BBEC.docx](#) My Files

[DdlRivielo.pdf](#) My Files

[DDL EssayRivielo.docx](#) My Files

Career Matchmaker Results (Top 10 careers) : 10th grade part 2

<https://www2.careercruising.com/my/plan/printer-friendly>

5/22/2019 Career Cruising - Print My Plan

Matchmaker

Career Suggestions

1. [Mental Health Nurse](#)
2. [Nurse Practitioner](#)
3. [Gerontologist](#)
4. [Physician Assistant](#)
5. [Family Physician](#)
6. [Naturopath](#)
7. [Allergist](#)
8. [Psychiatrist](#)
9. [Physical Therapist](#)

Part III: Everfi Financial Literacy

EVERFI

- 11th Grade Students Only
- Access your Everfi Account [CLICK HERE](#)

Part III: Everfi Financial Literacy

Make sure you are on

“Current Courses”



EVERFI

[Current Courses](#) [Past Courses](#)

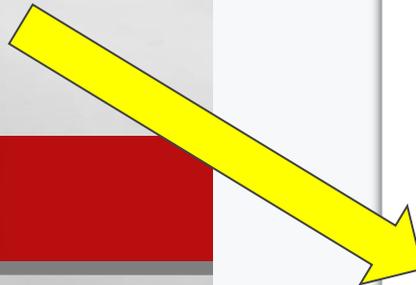
Current Courses

EVERFI Financial Literacy

Current Module	Insurance & Taxes
Group	Podlinski 11-N
Certificate	Complete the course to get your certificate of completion.
Implementation Period	Full Year 2018-2019

[Course Progress](#) [Continue](#)

Click On **“Course Progress”**



Part III: Everfi Financial Literacy

Course Progress

Print 

User Info

Name:

Email:

Section

Status / Score

Completion Date

Savings

Completed

9/4/2018 6:12 PM

savings - pre-assessment

Completed

9/4/2018 5:31 PM

savings - assessment

Passed / 90

9/4/2018 6:12 PM

Banking

Completed

9/4/2018 8:43 PM

banking - pre-assessment

Completed

9/4/2018 6:14 PM

banking - assessment

Passed / 90

9/4/2018 8:43 PM

Payment Types

payment-types - pre-assessment

payment-types - assessment

The Course Progress Overview will display. Click **Print**.

Part III: Everfi Financial Literacy

When the “Print” option comes up on your screen, **Change to SAVE AS PDF.**

This will Download your Financial Literacy Course Progress.

UPLOAD this PDF to your Google Drive!

Print

Total: 3 pages

[Cancel](#) [Save](#)

Save as PDF

Pages: All

Layout: Landscape

More settings

Print using system dialog... (⌘P)

Open PDF in Preview

Section	Status / Score	Completion Date
Savings	Completed	9/4/2018 6:12 PM
savings - pre-assessment	Completed	9/4/2018 5:31 PM
savings - assessment	Passed / 90	9/4/2018 6:12 PM
Banking	Completed	9/4/2018 8:43 PM
banking - pre-assessment	Completed	9/4/2018 6:14 PM
banking - assessment	Passed / 90	9/4/2018 8:43 PM
Payment Types		
payment-types - pre-assessment		
payment-types - assessment		
Credit Scores		
credit-scores - pre-assessment		

<https://platform.everfi.net/dashboard>

5/22/2019

EverFI Educational Platform

Section	Status / Score	Completion Date
credit-scores - assessment		
Higher Education	Completed	9/9/2018 8:11 PM
higher-education - pre-assessment	Completed	9/9/2018 7:11 PM

Closing Thoughts

Since this presentation is designed for all students grades 9 thru 11. As a result, it is important to understand that if you have additional DDL certificates, Resumes from different grade levels, Entrepreneur Questions/Answers, or any other documents related to your Career Portfolio, that you save EVERYTHING.

Simply “Passing HR” in previous years will not count toward meeting the Career Portfolio graduation requirements. You must have the document to show the work you completed.

Most Importantly...

It is okay if you are missing certain files/documents.

The most important aspect is to focus on saving what you have completed.