



Career Cruising FAQ:

i) **How do students save previously completed work from WISCareers, CareerLocker, or another software, into Career Cruising?**

For school districts that are transitioning from WISCareers, CareerLocker, or other software to Career Cruising next school year and have students who wish to save a historical copy of their portfolio, along with any artifact works of completion (i.e., resumes, letters of reference, completed class assignment artifacts) that they currently have in CareerLocker or other, we would suggest the following:

- Download and save a file copy of their CareerLocker portfolio or other and download and save copies of their artifacts if that download functionality is available to them in CareerLocker or other software. Otherwise, print off a copy of their portfolio work and/or artifacts and scan/save those into an electronic file format (WORD, PDF, etc.).
- When the students have access to their Career Cruising ACP/Portfolio accounts, they have several options for uploading these documents into their Career Cruising accounts.
- One option is for the students to go the **My Files** section of their Career Cruising ACP/Portfolio homepages and select the **Upload a File** option. The students would use this function to upload their saved copies of their CareerLocker or other portfolios and artifacts.
- A second option is for the students to upload their saved CareerLocker or other portfolio and artifact documents into **My Journal** section of their Career Cruising accounts. The **My Journal** section is an especially ideal area for saving artifact documents because it gives students the ability to add identification titles to their documents and enter notations about the documents they are uploading.
- For artifact documents, students can also upload these documents as attachments to specific activities or accomplishments in other areas of the students' Career Cruising ACP/Portfolios. For example, if a student has a certificate or award document saved from CareerLocker they could attach that certificate to the **Awards & Certificates** category in the **My Activities & Experiences** section of their Career Cruising accounts. Another example would be that saved letters of reference could be uploaded into the students' **Volunteer Experience** or **Work Experience** sections of the **My Activities and Experiences** section of their Career Cruising accounts.
- Counselors and Teachers with access to the Career Cruising Career Advisor Management System at their schools will be able to view and review any saved CareerLocker or other software documents that the students save and upload into their Career Cruising accounts.
- Finally, if students choose to save their CareerLocker or other software documents to a website location where they store and save other school works of completion, the students could add a direct link to that website location from their Career Cruising accounts by adding that link to the **My Links** section of their Career Cruising ACP/Portfolio homepage.

ii) **Why does Career Cruising need the WISEid (Wisconsin Student Number)?**

The ACP software procurement specifications require a unique, statewide identifier for user account provisioning, interfacing with the local school district Student Information System, and for compiling



disaggregated data for state reporting. According to Assistant State Superintendent, Kurt Kiefer, DPI requires all third party vendors to utilize the WISEid (Wisconsin Student Number) as this primary identifier when transmitting records between the district, the vendor, and DPI. This is standard procedure with all statewide vendor data protocols. This number will not be displayed in the software to students or staff using the system, unless designated with administrative rights.

iii) What is the maximum storage capacity in Career Cruising for Wisconsin students?

As part of the DPI and Career Cruising State Agreement for the ACP, Wisconsin students will have access to 500MB of storage. The usual amount is 10MB, so this is great added value.

iv) How will the Credentials eTranscripts Career Cruising feature work; what is the benefit?

Through the use of Career Cruising's college application management tool, students can send their transcripts electronically through Credentials delivery network. Credentials Solutions specializes in handling transcript processing for colleges and universities across the country. Important to Wisconsin school districts is the fact that Credentials handles transcript processing for the entire University of Wisconsin System. Credentials is also the eTranscript and eDocument (letters of reference) service included in the Career Cruising package which is being made available at no cost to the Wisconsin school districts under the upcoming DPI/Career Cruising contract.

We currently have a list of in-network institutions that Career Cruising's service supports and this list is growing. This includes the University of Wisconsin system campuses and also a large number of universities that also support the Common App. Important to note is that just because a school is not "in-network" doesn't mean that the school can't be sent a transcript from within Career Cruising. It just means that the school's admissions' e-mail address needs to be identified before sending the transcript. Also, Credentials Solutions is currently working to bring all of Wisconsin's technical colleges "in-network" as well. If there are any colleges and universities currently not on the "in-network" receivers in our list that are important to your school and students, please advise your Career Cruising implementation manager and efforts will be made to bring those schools "in-network".

At present time, the Career Cruising eTranscript service does not link with the Common App. That is continually being investigated for the future.

v) Where can Wisconsin Educators find out more about the ACP?

More information can be found on the DPI ACP website: <http://dpi.wi.gov/acp>.

vi) What are the steps to merge an “old” Career Cruising account to a “new” account? If a student has transferred to another district and wants to keep their existing ACP information, what do I do?

- Using your Career Cruising administrative account (CAMS), locate the student’s ‘new’ account in the Student List.
- From the ‘View/Action’ drop menu next to the Student Name, you may then select the option ‘Merge Portfolios’.
- Enter the student’s ‘old’ Username and Password in the fields provided. The student may know their login details. If so, that is great! If not, please contact the student’s original school for the information. I can also try to retrieve the information for you, but would require the student’s first name, last name, and ‘old’ school name, to be able to do so.

vii) Who is eligible to utilize Career Cruising through the DPI Agreement? What about private schools?

Per the DPI agreement, Career Cruising is available to Wisconsin public schools with students from grades 6-12. Wisconsin DPI does not have statutory authority to require ACP services in private schools and independent 2r charter schools, therefore they do not fall under the state ACP software system contract. Under Wis. Stat. § 115.28(59)(b), DPI must procure the ACP software “to be used by school districts to provide academic and career planning services...” Private schools and independent 2r charter schools are not school districts or operated by school districts, and therefore, are not covered by Wis. Stat. § 115.28(59)(b). Career Cruising will offer the same pricing options to private schools but will not invoice DPI for these.

i) What about elementary students? Is Spark K-5 included?

The ACP agreement covers students from grades 6-12, so the Career Cruising elementary Spark K-5 program is NOT included in the DPI agreement. For more information on the Career Cruising K-5 program, please reach out to sales@careercruising.com and they will be happy to help you with this!

ii) What are Portfolio Completion Standards? Are these mandatory or tracked?

Please refer to [Career Cruising Recommended Portfolio Completion Standards](#). These are the default recommended completion settings. They are not mandatory or mandated by DPI. In the Career Cruising school administrative portal (CAMS), educators will be able to access completion reports even though they are not tracked by DPI. These are recommended to improve usage of the program and to help guide users. Districts and/or schools that wish to remove the default settings to implement their own can do so. Please contact clientsupport@careercruising.com to remove or revise the default settings. Alternatively, you can configure these through CAMS if you have Career Cruising Administrator level of access.



iii) I had scattergram results from Naviance or another vendor. Can I import these directly into Career Cruising?

It is unfortunately not possible right now to import historical data that schools/districts may have had using other vendors (such as Naviance).

The work around is that you can upload your past students into the system and then plot them that way. To do that, we could import your past students as active students one time to get them into the system. They would then appear on the Scattergrams Outcomes list. This list allows you to manually plot scattergram data for your current students.

iv) For the Credentials e-transcript services, what happens with graduated students?

As long as the person still has a portfolio (ACP) in Career Cruising, then the high school can still process a transcript request for them - even if they've graduated.