

Welcome to Career Cruising! You can use this Internet-based career exploration and planning tool to explore career and education options and develop a career plan. Career Cruising can be accessed wherever you have Internet access.

Course Planner Features:

The Course Planner allows you to create and store your high school education plan by recording the courses you have taken, are taking, and plan to take in the future. It brings together your credit history, course descriptions, diploma tracking, pre-requisite requirements and suggested courses. With help from your Guidance Department or homeroom teacher, this education plan will help you organize your courses to meet your career goals.

How to access and select courses:

1. Go to www.careercruising.com/login/ddsb

2. Login in by entering your username (prefix-XXXXXXXXXX where XXXXXXXXXXXX is your 9-digit student number). When logging in for the first time, the password will be the student's birth date using the format mmddyyyy. The system will prompt the student for a new password after successfully logging in the first time.

3. To retrieve a lost password, click on the words "Forgot my username and/or password" found under the login box. On the next page, enter the email address that you originally entered when you first logged in to the portfolio home page.

4. Once you are logged in, you will be on the "Portfolio Homepage". Here, you can begin the process of setting up your **portfolio**. Your portfolio is the place where you can store the information about the careers and post-secondary institutions you have researched, as well as the place where you can create a resume highlighting your skills and abilities.

5. To enter your course selections for the next school year, click on the "Course Planner" from the list of options in the menu on the left hand side of the screen.

- The next school year is highlighted with a dashed box. This is where you will select the courses that you are interested in for next year.
- Remember that this is YOUR portfolio, so you can add and change courses as many times as you like until you submit it at Course Selection time.
- Your **course history** will also appear (your completed courses and the ones you are currently taking).
- To choose a **compulsory course** (those in yellow), click on the "+".
 - All the courses in that subject area will appear. Courses in yellow are available. (If you mouse over on the course code, the description and prerequisites for the course will appear.)
 - To add a course to your selections, click on the "+". You will return to your planner and the course you have chosen will appear.
 - Continue until you have selected all your compulsory courses.
- To choose an **elective course** (those in white), click on the "+".
 - A drop down menu will appear with all subject areas available in your school. By choosing one subject area, all the available courses will appear in that area. Courses that you have already achieved are greenish yellow. Available courses are white. (If you mouse over the course code, the description and prerequisites for the course will appear.)
 - To add a course to your selections, click on the "+". You will return to your planner and the course you have chosen will appear.
- Click on the blue book icon at the top right of your planner to see a full course directory for your school.
- This symbol means there is a **"Warning Note"** that you must read. Mouse over the blue symbol and the note will appear. Examples of Warning Notes include: "You have selected a course that you have previously completed. This course will not count as an additional credit." or "Before choosing a Co-operative Education course, students must meet with the Co-op Department to determine which course code to choose and to receive an Application Form and Teacher References."

- This symbol means there is an **“Issue Note”** that you must read. Hover your mouse over the red symbol and the note will appear. Example of Issue Notes include: “You do not have the proper pre-requisite, please select the proper pre-requisite, or speak to guidance.”

- To print a draft copy of your course selection, click on the **printer icon** at the top right of the planner.

- To **submit** your course selections, click the **“SUBMIT”** button at the bottom of the school year you are selecting.

- To **print** a final copy of your course selections, click on the **printer icon** at the top right hand corner.

You must print a final copy of your selections, have them signed by your parent/guardian and hand them in to your guidance counselor or homeroom teacher.