



Career Cruising/IPS Instructions

Part 1: How to access Career Cruising and Course Planner

Step 1: Go to <http://achs.usd385.org/11157> Go to the enrollment page and click on the Career Cruising link.

Step 2: Login by entering Username and Password (include the dash in username)

Step 3: Click **Choose My Courses** from the list of options on the left under the question, **What do you want to do?**

- The next school year is colored differently. This is where you will select your courses for next year.
- You should be able to see your course history from first semester and the classes you are currently enrolled in.
- Click on the blue book icon  at the top right to see the full course enrollment guide.
- This is your course plan, you can select/remove courses as many times as you like.

Part 2: How to choose and submit your courses.

Step 1: The yellow slots each represent a required course. Each space is labeled by the credit type.

| Year 11 | Year 12 |
|--------------------|------------------------|
| + Language Arts 11 | + Language Arts 12 |
| + Mathematics | + United States Gov... |

- Once you click on the plus sign, you will be presented with a list of courses to choose from in most cases.
- Click on the course name to see the full description, notes, pre-requisite and if the class is a full year course or semester course.

- To add a course, click **Add Courses**. After you click add course you will be returned to the course plan and the course you selected should appear.
- Continue until you have selected all core courses for all grade levels.

Step 2: To choose an elective course (the white slots), click on the plus icon



- You have the option of selecting courses by discipline, career cluster, or keyword.
 - ◆ Discipline searches by main subject such as Math or Applied Technologies, then you can choose the class within that category. Under this there are also the following categories which show only electives available by grade level.
 - Freshman electives
 - Sophomore electives
 - Junior electives
 - Senior electives
 - ◆ Keyword searches by a portion of the title of class. For example painting or apparels.
 - ◆ Career Cluster will search for classes ACHS offers within the career cluster. For example the career cluster Architecture and Construction will have the woods classes.
- To choose a class within the category click on the second dropdown to search for a specific course.



- Click on the course name to see the full description, notes, pre-requisite and if the class is a full year course or semester course.
- To add a course, click **Add Courses**. After you click add course you will be returned to the course plan and the course you selected should appear.

→ Continue until you have selected all your elective courses. Certain courses such as Jazz Band and Seminar are not available for students to select.

◆ The red symbol  means there is an Alert for that course you must read.

◆ The blue symbol  means there is an Advisor note for that course you must read.

Step 3: Click **Learn More** below the heading **Graduation Tracking**. This section indicates how many courses you have achieved, planned and have remaining in completing the graduation requirements.



→ This is what you will see when you click on **Learn More..**

Diploma & Certifications

Andover USD 385 Graduation Requirements

15.51 / 25 Credits
Total Credits: 15.5

Legend: ■ Earned ■ Planned ■ Remaining

| Requirements | Earned | Planned | Remaining |
|--|--------------|-------------|------------|
| ✘ Language Arts (4 Credits) | 1.5 | 0.5 | 2 |
| ✘ Mathematics (3 Credits) | 1.5 | 0.5 | 1 |
| ✘ Science (3 Credits) | 1.5 | 0.5 | 1 |
| ✘ Social Studies (3 Credits) | 1 | 0 | 2 |
| ✓ Physical Education/Health (1 Credit) | 0.5 | 0.5 | 0 |
| ✓ Computer Studies (0.5 Credit) | 0.5 | 0 | 0 |
| ✓ Fine Arts (1 Credit) | 1 | 0 | 0 |
| ✘ Speech (0.5 Credit) | 0 | 0 | 0.5 |
| ✘ Electives (9 Credits) | 2.88 | 3.13 | 3 |
| 15.51 / 25 Credits Total Credits: 15.5 | 10.38 | 5.13 | 9.5 |

→ You will need to make sure you have 25 total credits selected.

Step 4: When you have selected all courses for all grade levels, click on the submit button.

Step 5: If you are able to print, please print the Sign-Off-Sheet.



A reminder, counselors will be meeting with each student to go over the four year plan. If you have any questions, please write them down. During the meetings the individual plan of study will be looked at. You can change your individual plan each year. It is not set in stone. Courses may change and careers paths may change from now until you graduate, it is okay to make changes to your plan of study. This tool is to help you organize your thoughts and come up with questions for the next few years.