Career Cruising Course Planner - *Student Quick Start Guide*

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.

To access and select your courses:

- Go to **www.careercruising.com/login/smc**
- Login in by entering the prefix "**SMC**-" followed by your 6 digit student number (eg. **SMC-123456**). Your Password is your Postal Code (eg **L4M 1K9** *include the space*). The system will prompt the student for a new password after successfully logging in the first time. It will also ask you for an email address so it can send you a password reset in case you have forgotten your password.
- Once you are logged in, you will be on the "Portfolio Homepage
- 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.

Notes

- A **Blue** 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" or "application form required to enter this course"
- A **Red** 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. Once you submit your options they can only be changed by your guidance counselor.

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.