

# MCIS 360 CAREER PLAN

## JUNIOR AND HIGH SCHOOL EDITION



Montana Department of  
**LABOR & INDUSTRY**

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## CAREER PLAN SUMMARY

Career Plans allow states and sites to create customizable paths through CIS360. Plans contain a combination of Custom Activities, Components, and Self-Surveys. They can be grade or theme specific, track user progress, and can be set up as cumulative over multiple grades to adapt as users continue their personal and career development.

### Career Plan Item Definitions

<b>CPJR</b>	Activities that were created specifically for Career Plan Junior. A state or site can opt to include these in high school plans.
<b>CPHS</b>	Activities that were created for Career Plan High School. Select CPHS activities are available in Junior to make them optional cumulative activities.
<b>Custom Activity</b>	25+ custom activities are included in CIS360 Junior and 30+ activities are included in CIS360 High School. High School plans can opt to include Junior activities. The editor indicates activities that can only be added to Junior or High School.
<b>Component</b>	Components use features within CIS360. Junior contains one component, Jr Careers, that includes careers written at a middle-school level. High School contains six components: Careers, Schools, Scholarships, Programs of Study, Résumé, and Military Careers.
<b>Self-Survey</b>	<p>CIS360 Junior Self-Surveys: CCI Quick Pic, Interest Profiler Mini, Learning Styles Survey, Reality Check, and Workplace Employability Skills. CIS360 High School Self-Surveys: Career Cluster Inventory, Learning Styles Survey, Interest Profiler, Work Importance Locator, Workplace Employability Skills, Occupation Sort, Reality Check, and Entrepreneurial Assessment.</p> <p>Each self-survey has a corresponding reflection custom activity in Career Plan to follow the self-survey. A state or site can add additional self-surveys, but they will not have a corresponding activity.</p>
<b>Cumulative</b>	Activities marked as cumulative indicate that it is designed to be included in multiple grade levels. This allows students to return each year to review their past responses and add to the activity. Activities can be added to as many plans as you want. When an activity is added across multiple plans, it becomes cumulative.
<b>Not Cumulative</b>	Activities marked as not cumulative indicate that while the activity might be repeated, it has separate CPJR and CPHS versions to make it a new activity each time.
<b>Base Career Plan</b>	intoCareers will provide base 6 <sup>th</sup> -12 <sup>th</sup> grade plans for each state. These utilize all custom activities, components, and self-surveys in recommended sequence. These plans can be customized, deactivated, or deleted at the State-Level (not at a Site-Level).
<b>State-Level Plan</b>	Plan created by a state operator. This plan will be seen by all sites unless deactivated by site.
<b>Site-Level Plan</b>	Plan created by a site. This plan will only be seen by the specific site.
<b>Editor</b>	Career Plan editor where states and sites make edits to existing plans and create new plans.

# CAREER PLAN LANDING PAGE



1. The **Career Plan Landing Page** tracks total number of items in the selected plan, percentage completed, and item status (completed, started, incomplete). Plans that display first and available plans on the landing page are customizable. Your state and site **Career Plan Landing Pages** may differ.
2. **Additional Plans** may display if available to the user and can be selected to bring up the plan.
3. The **Base Career Plans** are set up to display plans 6<sup>th</sup>-8<sup>th</sup> for Junior users, and plans 6<sup>th</sup>-12<sup>th</sup> for High School users. Use the drop-down menu to display and select other available plans.
4. Items have icon and color coding. There is a standard activity icon, while each self-survey and component will have their own icon. The color coding indicates if an item is completed, started, or incomplete.

## Menu Legend

	Completed
	Started
	Incomplete
↗*	Custom Activity

5. Completed activities will show a message verifying completion at the end of the activity and be identified with a green checkmark on the plan list.
6. Select the title of a self-survey, activity, or component to open.
7. Alternatively, select **Continue** to open the next activity in the selected plan.

## ACTIVITY AND COMPONENT FEATURES

**7th - Career Plan**

7 of 12  
Connect School and Job Success

**Connect School and Job Success**

Employees are successful at their jobs for many of the same reasons that they are successful at school. This activity will help you connect what makes employees successful at their jobs with what makes students successful at school.

- **Reliability:** Show up for work on time and tell your boss about any absences ahead of time.
- **Appearance:** Follow the company dress code and make sure your clothes are neat and clean.
- **Responsibility:** Follow the rules for break time, leaving your work station, and using the Internet.
- **Honesty:** Be honest about your work assignments, activities, past employment, and education records.
- **Production:** Produce the quality and quantity of work expected by coworkers and employers. Talk to your boss about ways to improve your work.
- **Safety:** Follow all safety rules. Accidents are expensive for employers and pose a danger for coworkers.
- **Positive attitude:** Teamwork is important for the success of companies. Be a team player at work and spend your time solving problems. Avoid gossiping about other workers and your boss.

Save your work before you move away from this activity.

Select reasons above that make an employee successful at their job. Relate each reason to a situation at school.

Job Success School Success

+ Add Another

Save

1. An **activity** features a description to provide context and instruction. This **activity** text is standard.
2. Some activities have the option to add additional entries by selecting **+ Add Another**.
3. Activities that allow you to add an additional entry also allow you to delete an entry by selecting **x**.
4. Remember to **Save** your work before moving away from the activity. This marks the activity as either **Started, In Progress, or Completed** on the Landing Page and Career Plan Menu. Metrics that define whether a Career Plan Activity is completed are found in the Career Plan Editor.
5. Use the **arrows** to navigate forward or backward to a Career Plan item.
6. Select the percentage circle to navigate back to the **Career Plan Landing Page**.

**6th - Career Plan**

5 of 12  
Jr Career Clusters

Explore the **Career Clusters List**. Favorite career clusters that interest you. Career clusters are groups of careers that use similar knowledge and skills.

**Career Clusters List**

View:

Cluster Title Compare

Search for...

Career Clusters	Favorite
Agriculture, Food, and Natural Resources	<input type="checkbox"/>
Architecture and Construction	<input type="checkbox"/>

7. **Components**, ex: Careers, open within the Career Plan framework for easy use.
8. **Components** list instructions for how to complete the component. For Careers, Program of Study, Schools, Scholarships, and Military Careers, users are required to select favorites to complete the activity.

## STATE EDITOR VS. SITE EDITOR FOR CAREER PLAN

There are two types of Career Plan Editors, State and Site. The table below shows the key differences in the capabilities of the two editors.

	State-Level	Site-Level
Edit Base Career Plans	✓	X
Deactivate Base Career Plans	✓	✓
Create State-Level Plans	✓	X
Edit State-Level Plans	✓	X
Deactivate State-Level Plans	✓	✓
Set Site Type	✓	X
Create Site-Level Career Plans	✓ - administer as site	✓
Edit Site-Level Career Plans	✓ - administer as site	✓
Deactivate Site-Level Plans	✓ - administer as site	✓

## SITE-LEVEL EDITOR

Sites will use the Career Plan Editor to make plans specific for their site. When first accessing the editor, sites see the State-Level Career Plans. Sites can keep those plans or deactivate them to create new plans. Sites cannot edit State-Level plans. Both Admin and Staff accounts can create Site-Level Plans.

### Site-Level Editor Definitions

<b>Plan Title</b>	The plan title that users see.
<b>Grade Required to See Plan</b>	Limits the plan to one grade. If a grade is selected, only a user in that grade will see the plan. Grade level is determined by graduation year. To use this feature, <b>users must have a high school graduation year entered in their account settings</b> . If a user does not have their graduation year entered, they will not see the plan. If high school graduation year is not a requirement for your site, leave this set to “all.”
<b>Grade Where Plan Shows First</b>	Determines which grade sees this plan display first. Grade is determined by graduation year. To use this feature, <b>users must have a high school graduation year entered in their account settings</b> . If a user does not have their graduation year entered, they will see all plans available to them in order (6-12), or the <b>Default State/Site Plan</b> .
<b>Application</b>	Indicates whether the plan is for CIS360 or Enterprise.
<b>Plan is Active</b>	Active plans display to users. It is recommended that you deactivate a plan if you make significant edits that you do not want the user seeing in real-time. You can deactivate plans that are not in use to keep as a reference.
<b>Plan is Default</b>	Determines which plan is seen first if no grade is selected. If a site sets a plan as default, that takes precedence over the state default.
<b>Hide State Plan</b>	Sites determine whether to leave a State-Level Plan visible or hide.

## ACCESSING SITE-LEVEL EDITOR



1. Login to your CIS Administrative Page. Select **Customize** on the menu.
2. Select **Create Custom Career Plan (360)** to open the Career Plan Site Editor.

## CAREER PLAN EDITOR LANDING PAGE

The screenshot shows the Career Plan Editor Landing Page. At the top left is a button labeled 'CREATE A NEW PLAN' (callout 5). Below it is a 'Show 10 entries' dropdown menu (callout 2). The main content is a table with columns: Plan Title, Grade Required to See Plan, Grade Where Plan Shows First, Application, Plan is active?, Plan is default?, and Hide State Plan? (callout 4). The table lists five career plans: 9th - Career Plan, 8th - Career Plan, 7th - Career Plan, 6th - Career Plan, and 12th - Career Plan. Each row has a 'VIEW ACTIVITIES' button (callout 3). A callout 1 points to the first row of the table.

Plan Title	Grade Required to See Plan	Grade Where Plan Shows First	Application	Plan is active?	Plan is default?	Hide State Plan?	
9th - Career Plan	All	9	360	✓		NO	<a href="#">VIEW ACTIVITIES</a>
8th - Career Plan	All	8	360	✓		NO	<a href="#">VIEW ACTIVITIES</a>
7th - Career Plan	All	7	360	✓		NO	<a href="#">VIEW ACTIVITIES</a>
6th - Career Plan	All	6	360	✓		NO	<a href="#">VIEW ACTIVITIES</a>
12th - Career Plan	All	12	360	✓		NO	<a href="#">VIEW ACTIVITIES</a>

1. Sites are not able to edit State-Level Plans. If a Site-Level Plan is created, they can **Edit**, which would allow changes to:
  - a. Plan Title
  - b. Plan is Active
  - c. Plan is Default
  - d. Delete
2. Use the **dropdown** to display additional plan on your list in quantities of 5, 10, 20, or all.
3. **View Activities**
  - a. Site-Level Plan: View, add, delete, and reorder items in a plan.
  - b. State-Level Plan: View items in a plan, no ability to edit.
4. Sort by column headers including **Plan Title** or **Grade Required to See Plan**.
5. **Create a New Plan** starts the process of designing a new Site-Level career plan.



## EDIT, VIEW, AND ADD ACTIVITIES LANDING PAGE

10th - Career Plan - Activities (360)								
Show 20 entries								
Activity Title	Display Title	Type	Minimum Metric	Metric Override	Metric Note	Description	Additional Instructions	Display Order
Work Importance Locator		SORT	1	1	# completed Sorts	Identify your work-related needs and view a list of careers that match your work values.		1
CPHS - Work Importance Locator Reflections	Work Importance Locator Reflections	FORM	3	3	# of fields	Explore top work values from the Work Importance Locator and research which careers would be a good fit. Work Importance Locator is required before completing this activity.		2
CPHS - Looking Inward	Looking Inward	FORM	4	4	# of fields	Evaluate past experiences to learn more about interests, values, abilities, skills, and personality.		3
Workplace Employability Skills Jr	Workplace Employability Skills	SORT	1	1	# completed Sorts	Evaluate your workplace employability skills.		4

If a site selects **View Activities** for a State-Level Plan, it will be view only (see above). A site is not able to make changes.

6th - Career Plan - Activities (360)								
Show 20 entries								
<div>BACK TO LIST OF PLANS</div> <div>ADD MORE ACTIVITIES</div>								
Activity Title	Display Title	Type	Minimum Metric	Metric Override	Metric Note	Description	Additional Instructions	Display Order
Quick Pic		SORT	1	1	# completed Sorts	Find out which career clusters match your interests.		1
CCI Quick Pic Reflections	CCI Quick Pic Reflections	FORM	2	2	# of fields	Research top three career clusters and favorite the most interesting clusters. CCI Quick Pic self-survey is required before completing this activity.		2
CPJR - Things I Like To Do	Things I Like To Do	FORM	5	5	# of fields	Brainstorm enjoyable activities to help find a career that includes similar activities.		3
CPJR - Career Cluster Project	Career Cluster Project	FORM	5	5	# of fields	Create a collage, poster, or report that explores a top career cluster. CCI Quick Pic self-survey is required before completing this activity.		4
Jr Career Clusters		FILE	1	1	# saved files	Get detailed descriptions of hundreds of careers.	Explore the <b>Career Clusters List</b> . Favorite career clusters that interest you. Career clusters are groups of careers that use similar knowledge and skills.	5

If a site selects **View Activities** for a Site-Level Plan, they can make edits.

- Edit** allows site to make changes to the activity, including:
  - Display Title
  - Metric Override- The Metric Override should not be set lower than the minimum metric to keep scoring functions intact.
  - Additional Instructions- **Activities** automatically include instructions, additional instructions are not required in the editor. **Components** do not include instructions and should be added.
- Delete** removes an activity from the plan.
- Use the **dropdown** to display additional activities on your plan in quantities of 10, 20, 50, or all.
- Arrows** change the display order of the activities.
- Select **Add More Activities** to expand the items on your Career Plan.

## CREATE A NEW SITE-LEVEL PLAN

Create a New Plan

BACK TO LIST OF PLANS

Plan Title \*

Enter the name of the plan to be displayed in CIS

Grade Required to See Plan

Make a selection to set which plan the user will see.  
If you select a grade, the user will ONLY see the plan for their grade level.  
User graduation date is entered by the user in Account Settings,  
if this is not set as a requirement for your users, do not use a grade specific setting.

☒ All
 ☐ 5
 ☐ 6
 ☐ 7
 ☐ 8
 ☐ 9
 ☐ 10
 ☐ 11
 ☐ 12

Grade Where Plan Shows First

This setting only applies if you have selected the Grade Required to See Plan option.  
Make a selection to place the grade appropriate plan at the top of the plan menu.

☒ All
 ☐ 5
 ☐ 6
 ☐ 7
 ☐ 8
 ☐ 9
 ☐ 10
 ☐ 11
 ☐ 12

Application \*

Indicate if the plan is for Enterprise of CIS360.

☐ Enterprise CIS
 ☐ CIS360

To develop a new Site-Level plan, select **Create a New Plan** on the **Career Plan Editor Landing Page**.

- **Plan Title**- Required field.
- **Grade Required to See Plan**- If high school graduation year is not a requirement for users, set to “All.”
- **Grade Where Plan Shows First**- Will be an option if “All” is selected for grade required to see plan.
- **Application**- Select **CIS360** to display plan options. Required field.

Application \*

Indicate if the plan is for Enterprise of CIS360.

☐ Enterprise CIS
 ☒ CIS360

Self-Surveys	<input type="checkbox"/> Career Cluster Inventory	<input type="checkbox"/> Entrepreneurial Assessment	<input type="checkbox"/> IDEAS
Components	<input type="checkbox"/> Career Cluster Inventory Jr	<input type="checkbox"/> Learning Styles Survey	<input type="checkbox"/> Occupation Sort
Résumés	<input type="checkbox"/> Interest Profiler	<input type="checkbox"/> Work Importance Locator	<input type="checkbox"/> Workplace Employability Skills
Course Planner	<input type="checkbox"/> Reality Check	<input type="checkbox"/> Ability Explorer	<input type="checkbox"/> CCI Quick Pic
	<input type="checkbox"/> Workplace Employability Skills Jr	<input type="checkbox"/> Interest Profiler Mini	

- **Self-Surveys**: It is important to note that if you add a self-survey outside of the CIS360 framework for Junior and High School ([see list here](#)), there will not be a corresponding Career Plan Custom Activity to add.
- **Components**: Option to add a component like Careers.
- **Résumés**: Résumé and Cover Letter Builder are under this category.
- **Custom Activities**: CPJR indicates activities created for Junior. A site can opt to include these in high school plans. CPHS indicates activities created for High School. Select CPHS activities are available in Junior to make them optional cumulative activities. Be mindful of activities that align with components or self-surveys. For example, adding Military FAQ would require having the Military Component. Hover text will indicate if an activity is designed specifically High School or Junior, or if it requires a component or self-survey.
- **Course Planner**: Option to add course planner to a Career Plan if being used by the site.

## JUNIOR BASE CAREER PLANS

CIS360 Junior has **Base Career Plans** for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade. Each plan is a combination of components, self-surveys, and custom activities.

Grade	Total Items	Components	Self-Surveys	Custom Activities
6	12	1	2	9
7	12	1	1	10
8	15	1	2	12

The **Base Career Plan** organizes learning into three categories: Who Am I, Where Am I Going, How Do I Get There? Activities in the **Base Career Plan** are presented in a sequence to facilitate classroom implementation, and activities are designed to be intuitive for students to complete independently.

6 <sup>th</sup> Grade Getting Started	7 <sup>th</sup> Grade Looking Deeper	8 <sup>th</sup> Grade Next Steps
<b>Who Am I?</b> CCI Quick Pic CCI Quick Pic Reflections Things I Like to Do Learning Styles Survey Learning Styles Survey Reflection*	<b>Who Am I?</b> Interest Profiler Mini Interest Profiler Mini Reflections Qualities for Success Important Life Events My Accomplishments	<b>Who Am I?</b> Should I Join? My Résumé Information** Thinking About Myself Reality Check Reality Check Reflections*
<b>Where Am I Going?</b> Career Cluster Project What are Working Conditions? How Do I Make Decisions? Jr. Careers	<b>Where Am I Going?</b> Why Do People Work? What Rewards Do I Want from Work? Learn a New Skill Make a Change Jr. Careers	<b>Where Am I Going?</b> Jr. Careers Job Shadow Guide* Experiential Learning Plans** Personal Goals** Academic Goals**
<b>How Do I Get There?</b> Listening Skills on the Job Being Dependable Using My Time for Success	<b>How Do I Get There?</b> Connect School and Job Success Job Success Scale	<b>How Do I Get There?</b> Workplace Employability Skills Workplace Employability Skills Reflection Explore Electives Options After High School Education Plans**

\* Indicates a CPJR (Career Plan Junior) activity that can only be used in Junior Career Plan. These activities have a separate CPHS version to make them not cumulative.

\*\* Indicates a CPHS (Career Plan High School) activity available in a Junior Career Plan. This is to create a cumulative activity that can be revisited from Junior through High School.

## HIGH SCHOOL BASE CAREER PLAN

CIS360 High School **Base Career Plan** contains 9<sup>th</sup>-12<sup>th</sup> grade plans. Each plan is a combination of components, self-surveys, and custom activities.

Grade	Total Items	Components	Self-Surveys	Custom Activities
9	17	2	3	12
10	17	3	2	12
11	24	6	1	17
12	22	5	2	15

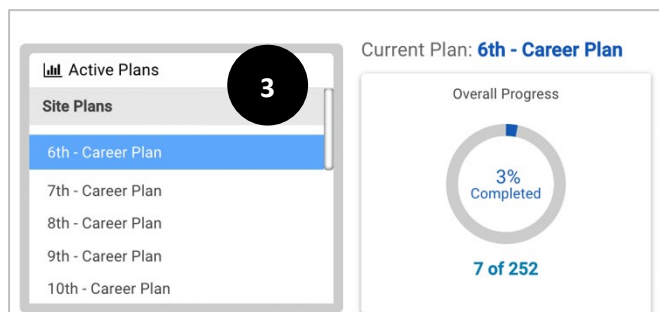
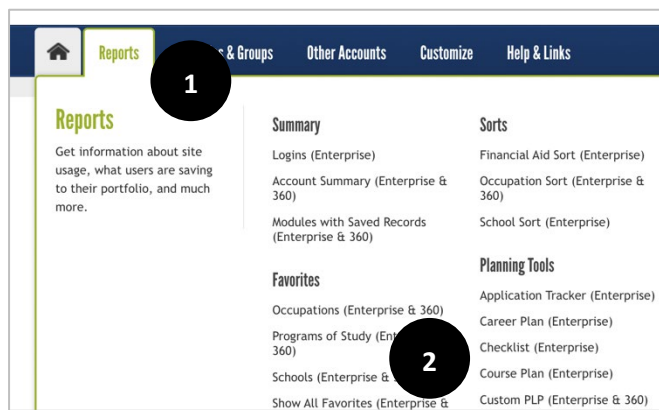
The **Base Career Plan** organizes learning into three categories: Who Am I, Where Am I Going, How Do I Get There? Activities in the **Base Career Plan** are presented in a sequence to facilitate classroom implementation, and activities are designed to be intuitive for students to complete independently.

9 <sup>th</sup> Grade		10 <sup>th</sup> Grade	
<b>Who Am I?</b>		<b>Who Am I?</b>	
Career Cluster Inventory & Reflection		Work Importance Locator & Reflection	
Learning Styles Survey & Reflection*		Looking Inward	
Interest Profiler & Reflections		Workplace Employability Skills & Reflection	
My Résumé Information**		My Résumé Information**	
<b>Where Am I Going?</b>		<b>Where Am I Going?</b>	
Careers		Careers	Schools
Explore Programs of Study		Compare Careers*	Education Research
Programs of Study		Program of Study	
<b>How Do I Get There?</b>		<b>How Do I Get There?</b>	
Experiential Learning Plans**	Education Plans**	Experiential Learning Plans**	Education Plans**
Personal Goals**	Career Goals	Personal Goals**	Career Goals
Academic Goals**	Quick Course Plan	Academic Goals**	
Track Test Scores		Track Test Scores	
11 <sup>th</sup> Grade		12 <sup>th</sup> Grade	
<b>Who Am I?</b>		<b>Who Am I?</b>	
Occupation Sort & Reflection		Reality Check & Reflection*	
My Résumé Information **		Entrepreneurial Assessment & Reflection*	
		My Résumé information**	
<b>Where Am I Going?</b>		<b>Where Am I Going?</b>	
Careers	Military Careers	Careers	Schools
Career Project	Program of Study	Informational Interview Guide	Compare Schools
Job Shadow Guide*	School FAQs	Programs of Study	
Military FAQ	Schools		
<b>How Do I Get There?</b>		<b>How Do I Get There?</b>	
Track Schools	Résumé	Track Schools	Job Search Action Plan
Financial Aid FAQ	Personal Goals**	FAFSA	Personal Goals**
Financial Aid Estimator	Academic Goals**	Scholarships	Academic Goals**
Scholarships	Track Test Scores	Track Scholarships	Track Test Scores
Track Scholarships	Education Plans**	Experiential Learning Plans**	Education Plans**
Experiential Learning Plans**	Career Goals	Résumé	Career Goals

\* Indicates a CPHS activity that can only be used in High School Career Plan, due to having a separate HS and JR version, or linking to HS only components.

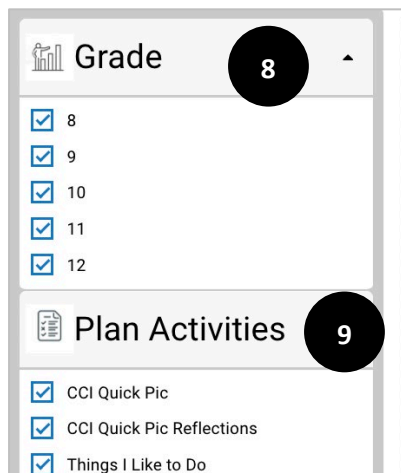
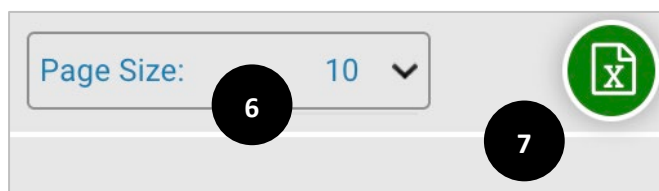
\*\* Indicates a CPHS (Career Plan High School) activity available in a Junior Career Plan. This is to create a cumulative activity that can be revisited from Junior- High School.

## CAREER PLAN REPORTING



Search:  First Previous 1 2 3 Next

First Name	Last Name	Grade	Careers	CCI Quick Pic	Learning	Things I Like to Do
Cooper	Bourland	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tami	Demo	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jane	Doe	11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



1. Sign into CIS Admin Tools and select the **Reports** tab.
2. Select **Custom Plan (Enterprise and 360)** or **Career Plan**, name may vary according to state.
3. Choose which plan to view from the **Active Plans**.
4. Search for specific users by typing in the first few letters of their first or last name in the search bar. View status for each Career Plan item (incomplete/ partially complete or complete).
5. Move between multiple pages of users by selecting the numbered buttons or using **Next** and **Previous**.
6. Use the drop down to change the **Page Size** to show 5, 10, or 20 users.
7. Select the **Excel icon** to download an excel report with the students' first name, last name, grade, and item completion status.
8. To remove grade levels from the report, use the **grade check boxes**.
9. To remove Career Plan Activities from the report, use the **plan activity check boxes**.

*Note: When you uncheck boxes, the chart and graphs above the report will update to represent only the information selected.*



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