

# Choices<sup>®</sup>

## PLANNER

### QUICK REFERENCE GUIDE 2009/2010

This Quick Reference Guide is designed to help you begin using Choices Planner quickly and easily. Share this guide with the rest of your faculty to get the most out of your subscription.

## Steps to Get Started

1

### Take the Online Tutorial

Available 24/7, our self-paced tutorials make it easy to get started using Choices Planner right away. Go to [www.bridges.com/tutorials](http://www.bridges.com/tutorials)

2

### Sign In

#### Educators

1. Go to [www.bridges.com](http://www.bridges.com) and **Sign In** to the Educators section.
2. Click **Create a new professional account** and enter the required information, including your Site ID, Password and the Professional Account Access Key found in your Welcome Letter.
3. Your professional account will give you access to Choices Planner's Professional tools. Select **Choices Planner** or **Professional Tools** from the Your Tools box.

When signed in to your professional account, all your work will be automatically saved.

#### Students

1. Go to [www.bridges.com](http://www.bridges.com) and click **Create a new portfolio** in the Student Sign In section.
2. Enter your required information, including your Site ID and Password.
3. Select **Choices Planner** from the Your Tools box.

Whenever you work within your portfolio, all work and assessment results will be automatically saved.

#### Jump In Without a Portfolio

1. Go to [www.bridges.com](http://www.bridges.com)
2. Click the **Site ID tab** and enter your Site ID and Password.
3. Select **Choices Planner** from the Your Tools box.
4. Jump in and start planning right away.



### Administrator Access

To further increase security and control of course plans, passwords, and Professional Account access, Bridges has launched an optional account upgrade – Administrator privileges.

The **Administrator Code** is available by contacting Bridges' Customer Support at **1-800-281-1168** or [support@bridges.com](mailto:support@bridges.com).

New Choices Planner customers receive their Site ID, Password and Professional Account Access Key by fax or e-mail.

Resubscribing customers can continue to use their previous year's Site ID, Password, Professional Account Access Key and Administrator Code, as Bridges does not change these access codes unless requested.

## Review your Professional Tools for Implementation and Integration Ideas

Your professional account provides you with access to Choices Planner's Professional Tools.

**Reviewer** – Review individual portfolios, send reminders and manage portfolios.

**Reporter** – Create reports on site usage, planning outcomes and assessment results.

**Tracker** – Access real-time activity tracking and manage what you have already reviewed.

**Resource Library** – Get the most out of Choices Planner with lesson plans, case studies and white papers.

**Site Administration** – (Administrator accounts only.) Customize high school course plans, change the Site ID password, manage professional accounts and portfolios.

## Put Choices Planner into Action

**Self-Guided / One-on-One** – Engaging and easy to use, Choices Planner makes it simple for individuals to direct their own education and career planning when Internet access is readily available on site or at home. Individuals can also work one-on-one with a career educator, obtaining valuable feedback and hands-on support as they explore all their career options and make plans for high school and post-secondary education.

**Skill-Oriented Career Classes** – Effortlessly upgrade the quality of an existing career class by implementing a comprehensive variety of in-depth lesson plans and activities. Students benefit as they build the skills they need to succeed in a world of opportunity beyond high school, and receive an academic credit for using Choices Planner.

**Curriculum Enhancement** – Guarantee that each student uses your Choices Planner program both during and after school by integrating it into an existing course as a curriculum enhancement. Comprehensive, ready-made lesson plans for all subjects are easily integrated into academic content, demonstrating the relevance between the classroom experience and careers.

**School Improvement Program** – Make a measurable difference in your school and achieve crucial outcomes by implementing a school improvement program. Using regularly collected data, schools can initiate new strategies to connect more students to school in order to raise graduation rates, enhance performance, improve student conduct, or facilitate the transition from middle school to high school.

Learn more at [www.bridges.com/resources](http://www.bridges.com/resources)

## Check Out Your Professional Development Options

Get the best possible use out of your subscription when you learn how to use your products more effectively. On-site or online, we offer a variety of training options tailored to suit your unique needs.

Learn more about available training at [www.bridges.com/pd](http://www.bridges.com/pd)

## Valuable Support, Right at Your Fingertips

### Technical Support

Find quick answers to common questions at [www.bridges.com/support](http://www.bridges.com/support)

Can't find what you need on our website? Contact our friendly Customer Support team. Monday to Friday 8:00 a.m. to 7:00 p.m. (Eastern Time)

Call 1-800-281-1168 or e-mail [support@bridges.com](mailto:support@bridges.com)

## Find everything you need to get the best use out of your Bridges products

### Online Resources

Easily improve school-wide and parent usage

### Reach Farther in Middle School Kit

Parents, students and educators explore career options and plan for high school

### Reach Farther in High School Kit

Parents, students and educators plan and prepare for college

### Transition Planning Guide

Enable more successful transition planning

### Dear Bridget for Choices Planner Newsletter

Enhance your product experience and stay informed

[www.bridges.com/resources](http://www.bridges.com/resources)

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1-800-281-1168

[www.bridges.com](http://www.bridges.com)

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