

Choices[®]

PLANNER

Quick Reference Guide for Professionals

Congratulations on selecting Choices Planner for your site!

Choices Planner is an Internet-based program that helps individuals effortlessly build powerful plans as they compare, connect and choose from a vast network of work and learning options.

This Quick Reference Guide is designed to help you begin using the program quickly and easily at your site. Share this guide with the rest of your staff to get the most out of your site license.



Your unlimited-access subscription to Choices Planner enables you to:

Be Accountable

The Statistics (OnTrack) accountability reports allow you to review each user's assessment results and progress. Easily relate and respond to their interests by seeing their focus lists of occupation and education options.

Make Informed Decisions

Users prepare themselves for higher education and the world of work with access to a wide variety of insightful assessments that identify skills and interests, and increase self-awareness.

Create Effective Transition Plans

Individual education and career transition plans are easily created with the Career Plan Builder in Your Portfolio. Easy-to-follow Guideways suggest next steps for students based on what they've started or completed.

IMPORTANT - PLEASE READ

Your subscription includes:

- The Quick Reference Guide for Professionals
- A Full-Color Poster
- A Welcome Letter
- Orientation Teleconference
- Unlimited Support
- Unlimited access anytime, anywhere

Steps to Get Started

1

Log on

Students go to www.access.bridges.com
Adults in career transition go to www.access.bridges.com/ct
Refer to your faxed Welcome Letter for your Site ID and Password access codes.
Check Remember Me so you can skip this step on future visits.

2

Jump in or create a portfolio

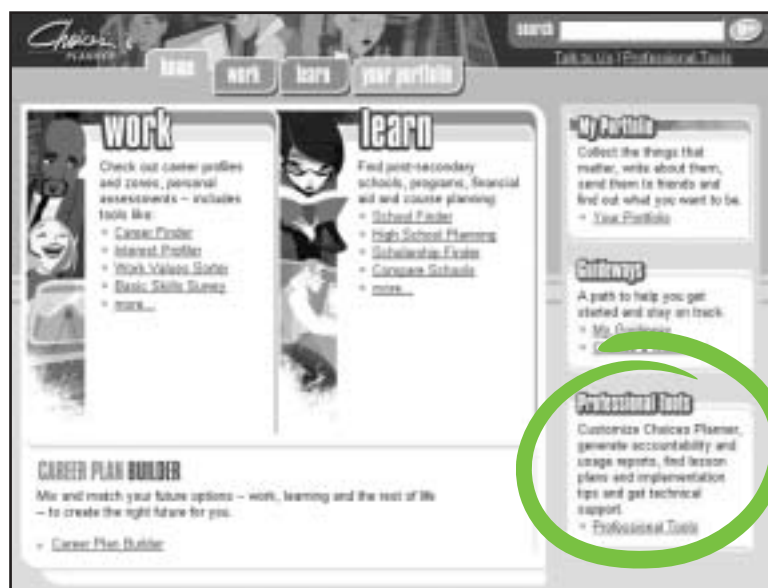
Users can either jump in and start exploring right away, or create a portfolio to start building effective plans from the very start.

To create a portfolio

Click on Create a Portfolio and set up individual access codes.
Whenever you work within Your Portfolio, all work and assessment results will be automatically saved.

3

Review your Professional Tools for implementation and integration ideas



Important Password

Portfolio Administration, Statistics (OnTrack reporting) and Customization Tools require a password.

Refer to the printed version of this document for the password or call Customer Support at 1-800-281-1168

4

Check out your training options

Go to www.bridges.com/training
Sign up for a Choices Planner training session.

Put Choices Planner to Use

Implementation Made Easy

Whether your Choices Planner program is in a career center or library for self-directed use, used in a classroom or one-on-one in a Guidance office, Bridges provides you with the support materials you need to make implementation easy for you, your users and their parents.

Find other great resources to enhance user implementation in the Professional Tools Section.

Resources	Implementation Model	Career Center / Library	Classroom Integration	Guidance Office	Parent Involvement
Quick Reference Guide For Professionals		•	•	•	
Quick Start Guide For Users		•	•	•	•
Statistics (OnTrack)			•	•	
Guideways		•		•	
Poster		•		•	
Parent Letter		•	•	•	•
Parent E-mail Connections			•	•	•
Parental Involvement Kit					•
Family Night Kit					•
Lesson Plans and Activities		•	•	•	
Orientation Teleconference		•	•	•	
On-Site Professional Development			•	•	

Find these and other helpful resources at www.bridges.com/resources

Choices Planner Highlights

Here are a few great features you'll find in Choices Planner.

Professional Tools

Find many valuable resources to help you achieve greater accountability and integration, such as:

Lesson Plans and Activities - Save time with ready-made activities designed for every class from Special Education to Physical Education.

Statistics (OnTrack Reports) - Get in-depth insight on user's progress and achievements with valuable reporting. Choose individual user, group, usage and monthly reports - or create your own report.

Portfolio

Available anytime, anywhere – Your Portfolio gives students the flexibility to plan from home or school. Parents can even review their child's portfolio with permission.

Career Plan Builder - A valuable component of Your Portfolio, the Career Plan Builder prompts users through a step-by-step process that helps them build solid career and education plans quickly and easily. Users can create as many plans as they desire while they explore all their options, finding the right one for them.

Work

Career Finder - Explore 656 O*Net occupation profiles and search over 2,000 additional occupations with a customized career search.

Assessments - Get useful insight from a variety of informative assessments such as the Work Values Sorter, Transferable Skills Checklist, Interest Profiler (also available in Spanish), Basic Skills Survey, and the Workplace Skills Checklist.

Learn

School Finder - Use personalized criteria to research over 8,000 colleges, technical schools and graduate schools.

Guideways - Practical, easy-to-follow Guideways suggest next steps for users based on what they've started completed (Fall 2004 release).

Training, Support and Valuable Resources at Your Fingertips

Technical Support on the Net

Check here first for quick answers to common questions. You will find technical support by product, minimum browser requirements, and important application tips.

Where to find it: Go to www.bridges.com/support

Live Support

Can't find what you need on our website? Call or e-mail our Customer Support department. Monday to Friday 8 a.m. to 7:30 p.m. (Eastern time)

How to reach us: Call: 1-800-281-1168 or E-mail: tech-support@bridges.com

Customer Newsletter

Bridges is excited to offer our customers regular e-mail updates about product and company news. If you are not already receiving the customer newsletter,

send us an e-mail to join: community@bridges.com

Professional Development

Get to know your product inside and out with Bridges valuable training options. Whether you want a convenient orientation teleconference, on-site product training, or best practices training for driving student motivation – we cover everything you need to know from general application to curriculum integration.

Go to: www.bridges.com/training

Valuable Professional and Parent Resources at Bridges

More Successful Transitions Planning Guide – www.bridges.com/transguide/

Discover how you can enhance the power of your Bridges product for more successful transition planning.

Career Pro News – www.careerpronews.com

Stay informed on career-related news, conferences, online resources, organizations and more.

Career Parent Magazine – www.careerparent.com

Give parents tools to help kids develop skills and knowledge about themselves, career alternatives, career and life planning, personal management and contributing to their community.

**BRIDGES**

Explore • Plan • Achieve

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