

# Creating Career Day Events Your Students Will Never Forget

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# This workshop covers:

- Importance of College/Career Readiness Activities
- How to Organize a Successful Career Day
- How to Schedule Students into Career Day Sessions
  - Whole Class vs. Student Choice
- hyperSuite (Career Day Scheduling Software) **Demonstration**
- Other college/career activities (if time allows)



# ASCA Mindsets & Behaviors for Student Success

## ASCA Mindsets & Behaviors for Student Success

- K-12 College and Career  
Readiness for Every Student



# ASCA Mindsets & Behaviors for Student Success



Organized by:

- Domains
  - Academic Development
  - **Career Development**
  - Social/Emotional Development
- Standards (Mindset Standards & Behavior Standards)
  - Six Mindset Standards
    - M 4 Understanding that post-secondary education & life-long learning are necessary for long-term career success.
    - M 6 Positive attitude towards work and learning.
- Grade Level Competencies



# ASCA Ethical Standards for School Counselors

## ASCA Ethical Standards

New Verbiage Added in 2016 Revision

- A.4 – Academic, Career & Social/Emotional Plans
  - A.4.a (new) – **“Collaborate with administration, teachers, staff and decision makers to create a culture of postsecondary readiness.”**

# ASCA Ethical Standards for School Counselors

- A.4.b - "Provide & advocate for the individual students **PK-Postsecondary college and career awareness**, exploration and postsecondary planning and decision making, which supports the students' right to choose from the wide array of options when students complete secondary education."

# ASCA Ethical Standards for School Counselors

- A.4.c (new) – **“Identify gaps in college and career access and the implications of such data for addressing both intentional and unintentional biases related to college and career counseling.”**

# ASCA Ethical Standards for School Counselors

The slide features a light blue background with several white, stylized snowflake graphics scattered on the right side. The snowflakes vary in size and orientation, adding a decorative touch to the presentation.

- A.4.d - “Provide opportunities for all students to develop the mindsets and behaviors necessary to learn work-related skills, resilience, perseverance, an understanding of lifelong learning as a part of long-term career success, a positive attitude toward learning and a strong work ethic.”

# Contact Colleges for Free Stuff

- Promote College & Career Readiness by displaying college pennants and posters around your school
- Elementary students love to get free “stuff”
- Start by going to various college websites and email admissions. Prepare your email in advance so you can copy & paste your request. Sometimes the website will have a form that you fill out for promotional materials.

# Contact Colleges for Free Stuff

- Ask for posters, pencils, t-shirts, stickers, tote bags, and other trinkets.
- Send thank you emails when representatives contact you back or if you get a super shipment of stuff.
- Solicit help from your committee or paraprofessionals to sort through the trinkets. The goal is to get enough for each student who is participating in career day.
- **See Handout 1 for sample email**



# Contact Colleges for Free Stuff

- Keep a log of the colleges you have contacted and what they send to you so you don't inadvertently duplicate your request.
- Notate the email address that the request was sent to.
- The following year, email other colleges to get more pennants.
- Email the same colleges for more trinkets, if you wish.





	A	B	C	D	E	F	G	H	I
1	College	Date Rec	Response	Received	Pennal	Poste	Location	Name	Email
65	San Jacinto College	9/22/2014				Banner	Pasadena, TX		<a href="mailto:information@sjcd.edu">information@sjcd.edu</a>
66	Schreiner University	9/22/2014					Kerrville, TX		<a href="mailto:admissions@schreiner.edu">admissions@schreiner.edu</a>
67	Southern Methodist University	9/22/2014				PR	Dallas, TX		<a href="mailto:ugadmission@smu.edu">ugadmission@smu.edu</a>
68	Southwestern University			10/7/2014	X			From AHS	
69	St. Edward's University	9/22/2014					Austin, TX		<a href="mailto:seu.admit@stedwards.edu">seu.admit@stedwards.edu</a>
70	Stanford University	10/20/2013				PR 1	Stanford, CA (Palo Alto-S of SFO)		
71	Stephen F Austin University	9/22/2014	posters, pencils, decals	9/25/2014	PR	5	Nacogdoches, TX		<a href="mailto:admissions@sfasu.edu">admissions@sfasu.edu</a>
72	Sul Ross State Univ	10/20/2013							
73	Tarleton State University	9/22/2014					Stevenville, TX		<a href="mailto:hanshew@tarleton.edu">hanshew@tarleton.edu</a>
74	TCU	9/22/2014	poster, activity sheets, pencils	10/2/2014	PR + 1	1	Ft. Worth, TX		<a href="mailto:frogmail@tcu.edu">frogmail@tcu.edu</a>
75	Tecnologico de Monterrey	9/22/2014					Monterrey, MX		<a href="mailto:sheila.larios@itesm.mx">sheila.larios@itesm.mx</a>
76	Temple College	10/15/2013							
77	Texas A & M - College Station					1			
78	Texas A & M-Harlingen	10/6/2014		PR	PR		Harlingen, TX	Jeanette Maxie	<a href="mailto:jmmxie@tamu.edu">jmmxie@tamu.edu</a>
79	Texas A & M-Kingsville	9/22/2014			X		Kingsville, TX		<a href="mailto:admissions@tamuk.edu">admissions@tamuk.edu</a>
80	Texas Baptist College	10/20/2013							
81	Texas Lutheran University			10/7/2014	X			From AHS	
82	Texas Lutheran University	9/22/2014					Seguin, TX		<a href="mailto:admissions@tlu.edu">admissions@tlu.edu</a>
83	Texas Southern University	9/22/2014					Houston		<a href="mailto:recruitment@tsu.edu">recruitment@tsu.edu</a>
84	Texas State Technical College- Harlingen	9/22/2014				PR	College Station, TX		<a href="mailto:lenora.yanez@harlingen.tstc.edu">lenora.yanez@harlingen.tstc.edu</a>
85	Texas State Technical College- Waco	9/22/2014	1 bag, lanyard, stickers, 2 pencils	10/8/2014	X		Waco, TX		<a href="mailto:admissions@tstc.edu">admissions@tstc.edu</a>
86	Texas State University	9/22/2014			X	2			<a href="mailto:admissions@txstate.edu">admissions@txstate.edu</a>
87	Texas Tech Univ	9/22/2014	will send in 6-8 weeks				806-742-7017	<a href="mailto:promotional.occ@ttu.edu">promotional.occ@ttu.edu</a>	<a href="mailto:admissions@ttu.edu">admissions@ttu.edu</a>
88	Texas Wesleyan University	10/20/2013							
89	Texas Women's University	9/22/2014	posters, brochure	9/29/2014		2	Dallas, TX		<a href="mailto:admissions@twu.edu">admissions@twu.edu</a>
90	The College of New Jersey	10/6/2014					Ewing, NJ	Mr. Middleton	<a href="mailto:middlet2@TCNJ.edu">middlet2@TCNJ.edu</a>
91	Thomas More College of Liberal Arts	10/20/2013							
92	Thurgood Marshall School of Law	10/20/2013							
93	Trinity College	10/15/2013							
94	Trinity International University	9/22/2014	t-shirt, magnets, brochures	10/31/2014			Deerfield, IL		<a href="mailto:admissions@tiu.edu">admissions@tiu.edu</a>
95	Trinity University	9/22/2014	pencils, pens	9/25/2014	X		San Antonio		<a href="mailto:pr@trinity.edu">pr@trinity.edu</a>

# District Resources

- Attend your district's high school college/military fairs. These are usually held in the fall. You can get free stuff and pennants too.
- Check with district's CCR department for ideas and resources.



## District Fairs



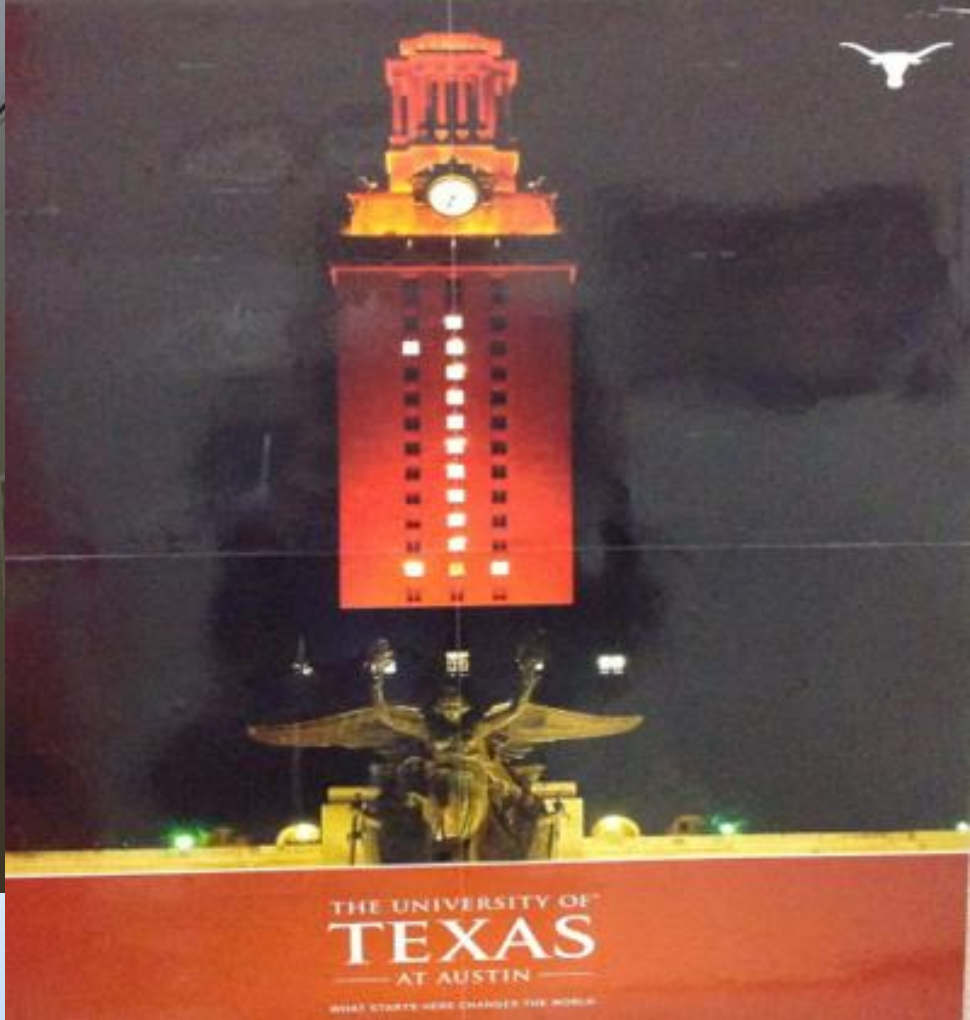
# What Do You Do With All the Free Stuff?

- Display your banners, posters, and pennants around the school or in specific areas.





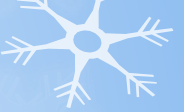




# What Do You Do With All the Free Stuff?



- Give each teacher a baggie/basket containing the trinkets and have the teachers pass them out after the career day sessions are over.
- Consider holding a drawing to give away larger items such as tote bags, sports items, and t-shirts. You can name the winners on the morning announcements and have them come to the office to get their item.





# What Do You Do With All the Free Stuff?

Most colleges send tons of pamphlets and other printed materials. Use these for:

- College Night/Fair
- College Spotlight bulletin boards.



# COLLEGE SPOTLIGHT

TEXAS

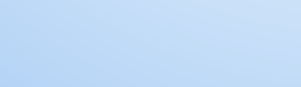
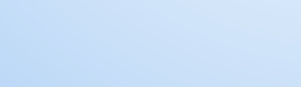
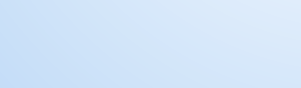
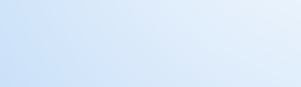
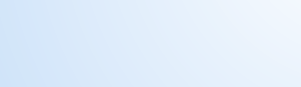
UT ARLINGTON MAVERICKS

UTSA



THE UNIVERSITY OF TEXAS

UT DALLAS



# MWE Students Go To College!

THIRD GRADE  
February 2nd

LONE STAR COLLEGE  
CyFair

FOURTH GRADE  
November 8th

UNIVERSITY  
OF HOUSTON

FIFTH GRADE  
November 28th

TEXAS A & M  
UNIVERSITY  
COLLEGE STATION



# Career Day Styles

- Speakers rotate to individual classrooms.
- Homeroom classes rotate as a whole to individual speaker rooms.
- Students rotate to various speakers based on their interests and pre-selected choices.



# Planning for Career Day

- Pick a date before the school calendar fills up
- Consider forming a Career Day Committee with a representative from each grade level and specials
- Decide on the Career Day Style you will use.



# Planning for Career Day

- Decide on the schedule.
  - Will you have a keynote speaker session that some or all students attend?
  - How many sessions will each student attend?
  - What time will Career Day Start & End?

# Planning for Career Day

- How long will each session be?
- How much time will you need between each session for transition?
- Decide how many grade levels will participate and if they will all attend every session or will sessions be of various lengths?
- Will you need to rearrange any lunch/recess or outclass schedules?



## Career Day Schedule

**Keynote Speaker** – Motivational Speaker – K-5th

8:30-8:55 – Cafeteria

- **Session 1**

- 9:10-9:30 (PK-1<sup>st</sup>)
- 9:10-9:40 (2<sup>nd</sup>-5<sup>th</sup>)

- **Session 2**

- 9:35-9:55 (PK-1<sup>st</sup>)
- 9:50-10:20 (2<sup>nd</sup>-5<sup>th</sup>)

- **Session 3**

- 10:00-10:20 (PK-1<sup>st</sup>) – **Kdgn Recess – 11:30-12:00**
- 10:30-11:00 (2<sup>nd</sup>-5<sup>th</sup>)

- **Session 4**

- 11:05-11:30 (Kinder) – Cowboy
- 11:30-12:00 (First Gr) - Cowboy



Combined  
Career Day  
Schedule



# Planning for Career Day

- Don't be afraid to start small and build your career day over several years.
- Determine how many classrooms will be available to use for presenters. Don't forget common rooms such as the computer lab, library, etc. that may be available.
- Decide how many presenters you need. You cannot have more presenters than you have rooms to put them in.



**Available Rooms for Career Day**

<b>Teacher</b>	<b>Gr</b>	<b>Rm</b>	<b>Projector</b>	<b>Elmo</b>	<b>DVD Player</b>	<b>Internet</b>
Abrell	2	19				
Baevich	2	20				
Eyeington	2	22				
Foster	2	18				
Jackson	2	21				
Kidd	2	23				
Matsoukas	3	27				
Evans	3	25				
Myers	3	28				
Kramer	3	29				
Friedrichs	3	26				
Arensman	3	24				
Powell	4	34				
Peyton	4	39				
Naeger	4	36				
Roy	4	37				
Wisch	4	35				
Wu	4	38				
Shiang	5	31				
Erickson	5	43				
Phan	5	33				
Nelson	5	94				
Panno	5	42				
Stafford	5	42				
Computer Lab		40				
Library		41				
Science Lab		14				



# Planning for Career Day

- To know how many presenters you will need, divide the number of students who will attend each session by the number of students you want in each session.
- For example: 15-25 students per session is a good number for elementary; secondary can be higher. If you have 3 grade levels (300 students) participating, then you need between 12-20 presenters ( $300/15=20$ ).

# Planning for Career Day

- This gives you a target to shoot for.
  - You don't generally want a presenter to end up with 5 students in their session because you have too many presenters or
  - 50 students in a room that holds 25 because you don't have enough speakers.

# Planning for Career Day

- Send email/Outlook invitations to district people you may want to invite to your Career Day (area supervisors, superintendent, community relations department, district photographer, other special guests).
- This is good PR for your school.

# Ideal Presenters

- Love kids (elementary) or teens (middle school & high school)
- Use visuals (Power Point, Pictures, Displays, Video Clips, Concrete Objects, etc.) or Interactive Activities with students
- Are punctual
- Respond to your emails in a timely manner





# Ideal Presenters

- Are excited about their career and love to share it with others
- Bring free stuff from their job (pencils, stickers, etc.) to give to the students. This is an added bonus.



# **Pictures & Discussion of Awesome Presenters**



# How Do You Find Presenters?



- People you and your friends do business with (bank, insurance, doctor, dentist, veterinarian, grocery store, electrician, auto mechanic, etc.)
- People you know from various groups (church, clubs, social circles, etc).
- Ask your faculty for referrals. Teachers' spouses can be an excellent resource.
- Teachers who have a side job

# How Do You Find Presenters?

- Send a letter home with students asking parents to present their careers. Depending on your school, this may or may not be a good idea. You may end up with 5 financial planners or someone who is a poor presenter. **See handout 2 (Recruitment Letter)**
- Generally, for elementary, you don't want duplicate careers unless it is a very popular career or you have an unusually high number of students.

# How Do You Find Presenters?

- Look through your school district phone book. There are many professional people who work in the district (graphic artists, high school technical education teachers, human resources, athletic department, therapists such as music, physical, speech, occupational).
- Contact college admissions or recruiting departments in your area.
- Always keep your eyes/ears open for potential presenters.

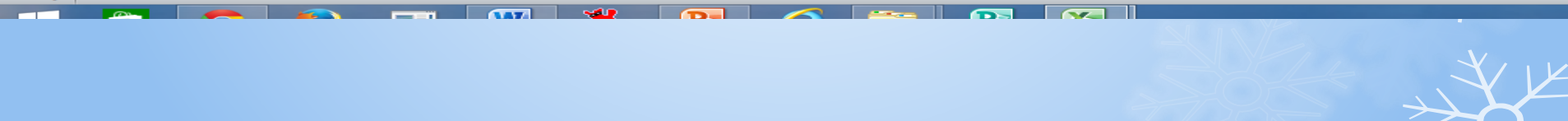
# Contacting Potential Presenters



- Write your email: Include basic details such as the date, time, how many times they will be expected to speak, age of students, number of students in each session, etc.
- Send email to referrals you have received and to people you know.
- Call potential presenters. If they are interested, follow up with an email containing the details.
- Keep a color-coded log of your contacts.



	A	B	C	D	E	F
1			<b>2014-2015 Career Day Presenters</b>			
2						
3	<b>Name</b>	<b>Career</b>	<b>Email</b>	<b>Audio/Visual/Equip</b>	<b>Phone</b>	<b>Notes</b>
4	Adams, Jason	Pediatrician				Ctc 9/19/14
5	Smith, John	Electrician		PPT & DVD	999-999-9999	Ctc 9/19/14
6	Turner, Alicia	Chef			999-999-9999	Ctc 9/19/14; sent email again 10/5/14
7	Wallace, Kent	Chemist		PPT, Chem Table	999-999-9999	Ctc 9/19/14; confirmed 9/20/14
8	Zanner, Suzie	Police Officer		None	999-999-9999	Ctc 9/19/14
9						
10						
11	confirmed					
12						
13	contacted					
14						
15	Unable					
16						
17	Maybe					
18						
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35						
36						
37						



# Emails to Presenters

Compose an email for:

- New Presenters
- Returning Presenters
- Equipment Requests
- Parking Information & Last Minute Reminders

**See handouts 3-4 for sample emails**

# Timeline for Contacting Presenters



## **Suggest 3 Emails at Strategic Intervals:**

1. Ideally, at least 3 months prior to the event, make your first contact with presenters, giving them the basic schedule and what is expected of them. Include questions to address during presentation. **See handout 5**
2. One month prior – email your confirmed presenters asking/verifying equipment needs so that you can plan room assignments.  
**See handout 6**

Grade	Rm #	Teacher	Career	Technology/Equipment Needs
2nd	25	Johnson	Community Outreach/PR/Weather	PPT on USB drive; Teacher computer
2nd	26	Calles	Navy ROTC	Projector
2nd	27	Mohan	Neonatal Respiratory Therapist	PPT
2nd	30	Petersen	Crime Scene Investigator	Small table; dry erase board; PPT
2nd	24	Garza	Financial Planner	Dry Erase Board
2nd	29	Wright	Houston Community College	Internet & Teacher Computer
2nd	28	Ogene	HEB	None
3rd	43	Appala	Music Therapist	Projector
3rd	40	Scott	Houston D.T. Aquarium	PPT
3rd	33	Pratt	Pediatrician	None
3rd	32	Erickson	Travel Agent	Teacher Computer/projector/DVD
3rd	31	Weseloh	Athletic Director	Computer & Projector
3rd	41	Hall	Mechanical Engineer	PPT & Internet
3rd	42	Hallquist	Print Shop Coordinator	Will bring own laptop w/ Adobe Suite; will use MWE portable
4th	T-58	Baird	Trial Attorney	None

# Timeline for Contacting Presenters

- 3 Days prior to the event – send out parking information with a map and directions on where to park & ask for a cell phone contact.

**See handout 7**



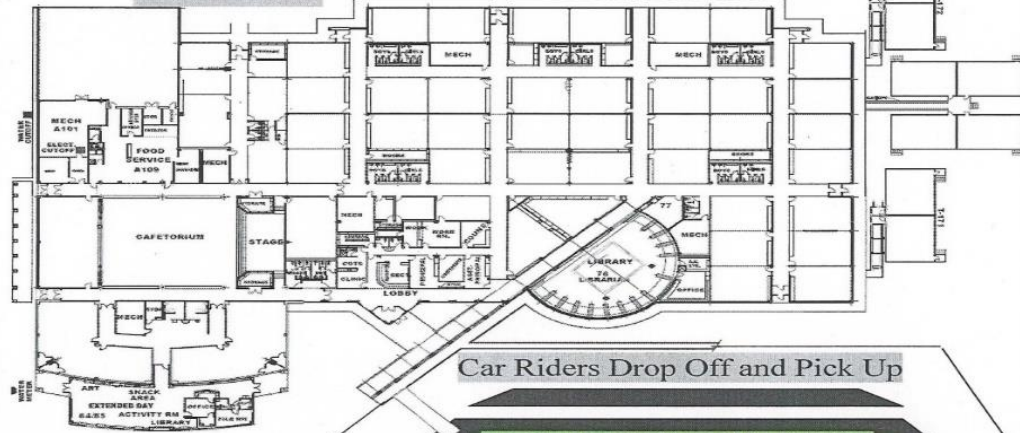
Name of School  
 School Address  
 School Phone Number (main office)  
 Your Direct Line  
 Your Cell Number -

Parking  
 Lot

Day Care

\*\*\*Buses Only\*\*\*

Walkers

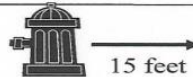


Car Riders Drop Off and Pick Up

Front Parking Lot-Reserved for Presenters

Walkers

XXXXXXXXXX = Parking available at 8:30 a.m.)  
 XXXXXXXXXXXX = Parking available prior to 8:30 a.m.-one side of street only - (the side without "no parking" signs)



# Timeline for Contacting Presenters

- Sending emails at these intervals eliminates/lessens no-show presenters by keeping the event in the forefront of their minds.
- It also gives you time to make other arrangements or adjustments to your day if your email has jogged their memory that they can no longer come.



# Equipment Needs

- Check with each teacher whose room you might use to see what equipment is working.
- Include on the checklist:
  - Projector with working bulb
  - Computer with Internet is hooked to projector
  - ELMO
  - Ability to play a DVD

# Equipment Needs

- You should check with the teachers at least 6 weeks prior to the event so that if there are equipment problems, there is time to get them fixed.
- Remind teachers to let you know if they have any equipment issues after the checklist is filled out.

**Available Rooms for Career Day**

<b>Teacher</b>	<b>Gr</b>	<b>Rm</b>	<b>Projector</b>	<b>Elmo</b>	<b>DVD Player</b>	<b>Internet</b>
Abrell	2	19				
Baevich	2	20				
Eyeington	2	22				
Foster	2	18				
Jackson	2	21				
Kidd	2	23				
Matsoukas	3	27				
Evans	3	25				
Myers	3	28				
Kramer	3	29				
Friedrichs	3	26				
Arensman	3	24				
Powell	4	34				
Peyton	4	39				
Naeger	4	36				
Roy	4	37				
Wisch	4	35				
Wu	4	38				
Shiang	5	31				
Erickson	5	43				
Phan	5	33				
Nelson	5	94				
Panno	5	42				
Stafford	5	42				
Computer Lab		40				
Library		41				
Science Lab		14				





# Career Synopsis

- Once you have your presenters committed, write a student-friendly description of each career.
- This can be used by the students when they make their choices.



1	Accounting (Houston Community College)	There are many types of accountants and every company needs accountants. One thing they all have in common is they love math and numbers and are very organized.	Ms. Fenton
2	Auto Mechanic	Do you love cars? Do you like taking things apart and putting them back together again? A good mechanic will always have a job as long as people keep driving cars!	Mr. Johnson
3	Chemist	Science can be very exciting! Come and learn how mixing chemicals, doing experiments, and knowing about DNA can help in many different jobs – from solving crimes to finding cures for diseases.	Ms. Russ
4	Chiropractor	Chiropractors help relieve back, shoulder, and neck pain by using their hands to adjust joints of the body so that patients can move without pain.	Dr. Stacy Anderson
5	Church Worker/Pastor	Do you enjoy working with people and sharing your beliefs with them in a church setting or visiting people in the hospital or their homes? This career involves working with people of all ages. Men & women both enjoy this career.	Mr. & Mrs. Tucker
6	Cowboy/Rodeo	Do you like animals, competition, and traveling? If so, you might enjoy a career as a cowboy/cowgirl or traveling with the rodeo.	Mr. Hendrickson
7	Crime Scene Investigator (CSI)	If you like mysteries, this might be a career you would be interested in. CSIs investigate crime scenes by processing physical & trace evidence, taking photographs and finger prints, matching firearms to crimes and hopefully catching the bad guys.	Mr. Storm
8	Eye Bank Laboratory (Community Project Coordinator)	Being able to help people have good eyesight after an accident or medical problem can be very rewarding. Learn how science can help people have a better life.	Ms. Pupperton

# Hospitality Room

- A Hospitality Room is a nice way to show appreciation to presenters.
- Helps alleviate coordinator's stress.
- Presenters are more likely to be on time for career day when the hospitality room is opened prior to the first session as opposed to after sessions are over.
- Presenters don't feel that their time is being wasted by being early. They also enjoy meeting and talking with other presenters.



# Hospitality Room

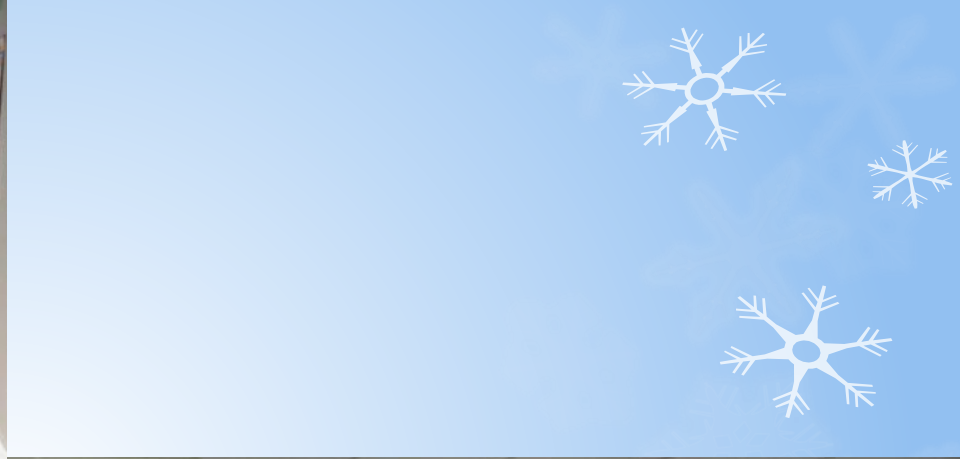
- Choose one of your larger rooms.
- Decorate
- Have student council or other school clubs make thank you signs or banners to post in the room.



# Hospitality Room

- Decide on menu (fruit, yogurt, sweet rolls, kolaches, breakfast tacos, coffee, tea, hot chocolate, juice, water, etc.)
- Paper goods
- Staff member to be the host/hostess for the room
- Leave Hospitality Room open the entire time, if possible so presenters can grab a water or snack between sessions or on their way home.





## Hospitality Room





**Hospitality Room**

# One Week Prior to Career Day

- Send logistics email to staff

**See Handout 8**

- Figure out where you need help on Career Day (monitoring stations, check-in, etc.) and who will help (ESL teachers, Paraprofessionals, A.P., Principal, Math/Reading Specialists, Interventionists, Librarian, Tech Specialists, etc.)



# One Week Prior to Career Day

The slide features several white snowflake icons of varying sizes scattered across the right side of the light blue background.

- Send note home to parents encouraging students to dress for success on career day or dress up in what they want to be one day.

# One Week Prior to Career Day



## Helpers:

- Place them at strategic places in the hallways during transitions to monitor students and help them find rooms, if needed.
- Cover common rooms where there are no classroom teachers.
- Tech support – highly recommended
- Staff member - on-call for any other assistance that is needed.



# Handouts for Staff Organization

- **Handout 9** – Career Day Assistance
- **Handout 10** – Monitor Stations
- **Handout 11** – Outclass Coverage
- **Handout 12** – Room Assignments



# One Week Prior to Career Day



- Meet with Student Council Members if you plan on using them.
- Make a Welcome Banner to display in the front office.



- Make Door Signs on bright colored paper.



# One Week Prior to Career Day

- Have Parent helpers make Career Day folders for each child with several pieces of paper in them for taking notes or have students prepare their interactive notebooks.
- If using hyperSuite – have students sign-up for career choices either via the computer lab, laptops, or iPads (make a QR code or add to favorites in advance).

# 1 or 2 Days Prior to Career Day

- Post your Door signs in the same location for each room and high enough so that it is above students' heads.
- Putting signs up early helps create excitement for the upcoming event. It also helps students find their rooms on career day.
- Shop for Hospitality Room items & food.

# 1 Day Prior to Career Day

- Give the front office a list of all the presenters and instruct them to check off each presenter as he/she arrives.
- Give the front office a copy of the master schedule so if they need to find a student on career day, they can.
- Give teachers their master schedule for the presenter they are hosting.



Tape signs to orange cones to direct presenters to parking spots.





# 1 Day Prior to Career Day

- Meet with your student council members (if they are helping) to give them instructions on how to be a host/hostess.
- Make sure teachers have received student folders for note-taking.
- Deliver student schedules to teachers. Students can staple/tape these to their folders.
- Hang Welcome Banner

# During Career Day

- Stay close to the front office and your cell phone to monitor the arrival of presenters until they have all shown up at your campus.
- Greet them as they come in.



# During Career Day

- If all presenters show up on time
  - RELAX and enjoy the day.
- Pop into each room and observe, take pictures, etc.



# During Career Day

- If you have a last minute cancelation once schedules are run or a No-Show, implement Plan B.

**Plan B** - Students still report to assigned room. A staff member meets them there & reassigns students. Write the new room number & career on the student's schedule and initial.

Career	Teacher	Sess 1	Sess 2	Sess 3
Accountant	5th-Proctor			
Architect	3rd-Ramirez			
Artist	3rd-Cruz			
Auto Mechanic	2nd-Chavez			
Boxing Coach	5th-Bell			
Cowboy	2nd-SaadSaoud			
Engineer-Mechanical	4th-Casteel			
Engineer-Petroleum	2nd-Maldonado			
Entrepreneur-Bunch Bikes	2nd-Larson			
Firefighter	4th-Johnson			
Former NFL Player	4th-Larson			
Graphic Designer	4th-Cary			
IT Managed Service Co.	Computer Lab			
Navy ROTC	2nd-Mancha			
Nurse Practitioner	5th-Alvarez			
Police Officer-Narcotics	5th-Guevara			
Printing & Embroidery	3rd-Shaw			



# During Career Day

- If time allows, notate on Master List what session the student was reassigned to.



# After Career Day

- Give teachers not more than 3 days to turn in the thank you notes/letters that students have written to the presenters.
- All students pick the presenter they heard last (as opposed to their favorite presenter) to write a note to. This ensures that all presenters get a fair amount of cards/letters.

# After Career Day

- Write a thank you letter of your own to each presenter to include with students' cards. If you want the presenter back next year, mention that you hope they will consider returning next year. If you don't want them back, do not include that comment.
- Ask for Feedback from teachers and students and save feedback for tweaking the event next year.
- Clean-up, relax, and enjoy the awesome emails you receive from the staff about career day. Then go home early if you can. You will be exhausted.



# Scheduling Students with Presenters

## Whole Class Method

- Make a schedule 3-5 days prior to the event and give to teachers.
- Assign speakers to whole classes (either the speaker moves or the whole class moves).

# Advantages & Disadvantages to Whole Class Method

## Advantages

- Quick to organize
- Works well for PK-1<sup>st</sup> grade students

## Disadvantages

- Not all students will be interested in the career they were assigned to hear about or they may have heard the presenter in prior years.
- Inconvenient for the speaker to move

## 2017-2018 (PK-1st Grades)

Teacher	Grade	Keynote Speaker 8:30 AM - 8:55 AM	Session 1 09:10 AM - 09:30 AM	Session 2 09:35 AM - 09:55 AM	Session 3 10:00 AM - 10:20 AM	Session 4 11:05 AM - 11:30 AM	Session 5 11:30 AM - 12:00 PM
Houchin	Pre-K	Not scheduled	Davis, Deputy <b>Police Officer</b> Fort Bend County Room 6 - Houchin	Medrano, Julie <b>Pharmacy Technician</b> Walgreens Room 10 - Armijo	Tankersley, John <b>Entertainment Business Owner</b> Tank's Paintball Room 13 - Haase	Not scheduled	Not scheduled
McConnell	Pre-K	Not scheduled	Arb, Michael <b>Auto Mechanic</b> Sharpstown Automotive Room 9 - McConnell	Patino, Clarissa <b>Neonatal Respiratory Therapist</b> Memorial Hermann Hospital Room 8 - Rivera	Tankersley, John <b>Entertainment Business Owner</b> Tank's Paintball Room 13 - Haase	Not scheduled	Not scheduled
Rivera	Pre-K	Not scheduled	Patino, Clarissa <b>Neonatal Respiratory Therapist</b> Memorial Hermann Hospital Room 8 - Rivera	Arb, Michael <b>Auto Mechanic</b> Sharpstown Automotive Room 9 - McConnell	Robinson, Jeremy <b>Chef</b> Benjy's and Local Foods Restau Room 11 - Arce	Not scheduled	Not scheduled
Davis	K	Handfield, Xavyance <b>Motivational Speaker</b> Cafeteria	Medrano, Julie <b>Pharmacy Technician</b> Walgreens Room 10 - Armijo	Thomas, Stacey <b>Firefighter</b> Southwestern College Music Room	Davis, Deputy <b>Police Officer</b> Fort Bend County Room 6 - Houchin	Hendrick, Carlos <b>Cowboy</b>  Bus Ramp	Not scheduled
Burgess	K	Handfield, Xavyance <b>Motivational Speaker</b> Cafeteria	Davis, Deputy <b>Police Officer</b> Fort Bend County Room 6 - Houchin	Robinson, Jeremy <b>Chef</b> Benjy's and Local Foods Restau Room 11 - Arce	Medrano, Julie <b>Pharmacy Technician</b> Walgreens Room 10 - Armijo	Hendrick, Carlos <b>Cowboy</b>  Bus Ramp	Not scheduled
Norton	K	Handfield, Xavyance <b>Motivational Speaker</b> Cafeteria	Thomas, Stacey <b>Firefighter</b> Southwestern College Music Room	Cooper, Jessica <b>Real Estate Agent</b> Keller Williams Room 15 - Smith	Patino, Clarissa <b>Neonatal Respiratory Therapist</b> Memorial Hermann Hospital Room 8 - Rivera	Hendrick, Carlos <b>Cowboy</b>  Bus Ramp	Not scheduled
Saez	K	Handfield, Xavyance <b>Motivational Speaker</b> Cafeteria	Robinson, Jeremy <b>Chef</b> Benjy's and Local Foods Restau Room 11 - Arce	Warren, Darlene <b>Eye Bank Technician</b> Eye Bank Laboratory Room 12 - Pocero	Cooper, Jessica <b>Real Estate Agent</b> Keller Williams Room 15 - Smith	Hendrick, Carlos <b>Cowboy</b>  Bus Ramp	Not scheduled

## Primary Schedule – Whole Class Method

# Scheduling Students with Presenters

## Student Choice Method

- Using hyperSuite (School Career Day Software) – Start the student sign-up process 3-5 days prior to the event.
- Manual scheduling – Takes a lot of time.



# Problems with trying to manually schedule student choices.

- Very time consuming, even when using Excel. If you have a last minute cancelation, the lists have to be adjusted and this creates more work when time is short.
- Lots of room for error due to interruptions and students not signing up according to directions.



# Using hyperSuite to Schedule Students

- hyperSuite takes the frustration out of career day scheduling and takes only a few hours of the coordinator's time.
- hyperSuite can be used for student choice or randomly assigning entire groups of students to various presenters.



# Advantages to the Student Choice Method

- Students will be more engaged.
- Students can learn about careers they are interested in.
- Students are more excited
- Can use Naviance and hyperSuite together



# Disadvantages to the Student Choice Method

- Takes a little more planning than whole-class method.
- Slightly more time consuming for the coordinator



Student	Teacher	Grade	Keynote Speaker 08:30 AM - 08:55 AM	Session 1 09:10 AM - 09:40 AM	Session 2 09:50 AM - 10:20 AM	Session 3 10:30 AM - 11:00 AM
	MELLADO	3	Xavyance Handfield Cafeteria	Gillespie, Drew Sales Manager Houston Chronicle Room 27 - 3rd-Gillespie	Vo, Jane Social Worker Chinese Community Center Room 36 - 4th-Randle	Hendrick, Carolos Cowboy Rodeo Room 19 - 2nd-SaadSaoud
	MELLADO	3	Xavyance Handfield Cafeteria	Nieves, Dan Auto Mechanic Christian Brothers Automotive Room 20 - 2nd-Chavez	Bushnell, Genevieve Accountant Expanse Energy Room 32 - 5th-Proctor	Chavez, Abraham Engineer-Mechanical NASA Room 41 - 4th-Casteel
	MELLADO	3	Xavyance Handfield Cafeteria	Chavez, Abraham Engineer-Mechanical NASA Room 41 - 4th-Casteel	Evertson, CAPT Navy ROTC Bush High School Room 18 - 2nd-Mancha	Lee, Steven Firefighter Volunteer Fire Department Room 37 - 4th-Johnson
	MELLADO	3	Xavyance Handfield Cafeteria	Chavez, Abraham Engineer-Mechanical NASA Room 41 - 4th-Casteel	Vo, Jane Social Worker Chinese Community Center Room 36 - 4th-Randle	Perdue, Jeanne Engineer-Petroleum Occidental Oil & Gas Room 21 - 2nd-Maldonado
	MELLADO	3	Xavyance Handfield Cafeteria	Evertson, CAPT Navy ROTC Bush High School Room 18 - 2nd-Mancha	Lee, Steven Firefighter Volunteer Fire Department Room 37 - 4th-Johnson	Chavez, Abraham Engineer-Mechanical NASA Room 41 - 4th-Casteel
	MELLADO	3	Xavyance Handfield Cafeteria	Chavez, Abraham Engineer-Mechanical NASA Room 41 - 4th-Casteel	Johnson, Damon Project Manager-HVAC &Plumbing HVAC & Plumbing	Harris, Marion Realtor Keller Williams Room 28 - 3rd-Alquicira
	MELLADO	3	Xavyance Handfield Cafeteria	Goloby, Caroline Nurse Practitioner Physicians at Sweetwater Room 43 - 5th-Alvarez	Raziuddin, Jasmine Graphic Designer FBISD Room 39 - 4th-Cary	Johnson, Damon Project Manager-HVAC &Plumbing HVAC & Plumbing
	MELLADO	3	Xavyance Handfield Cafeteria	Raziuddin, Jasmine Graphic Designer FBISD Room 39 - 4th-Cary	Chavez, Abraham Engineer-Mechanical NASA Room 41 - 4th-Casteel	McLemore-Catina, Mel Architect Method Architecture Room 26 - 3rd-Ramirez
	MELLADO	3	Xavyance Handfield Cafeteria	Raziuddin, Jasmine Graphic Designer FBISD Room 39 - 4th-Cary	Hernandez, Danya Printing & Embroidery Corredor Concepts Room 25 - 3rd-Shaw	Gillespie, Drew Sales Manager Houston Chronicle Room 27 - 3rd-Gillespie
	MELLADO	3	Xavyance Handfield Cafeteria	Chavez, Abraham Engineer-Mechanical NASA Room 41 - 4th-Casteel	Powell, Aaron Entrepreneur-Bunch Bikes Bunch Bikes Room 23 - 2nd-Larson	Nieves, Dan Auto Mechanic Christian Brothers Automotive Room 20 - 2nd-Chavez

# Master Schedule (hyperSuite)





# Sample Student Schedule (hyperSuite)



Grade: 2

Student: AHME [REDACTED]

Teacher: SAAD

<u>Time of Session</u>	<u>Session</u>	<u>Speaker</u>	<u>Location</u>
08:30 AM - 08:55 AM	Keynote Speaker	Xavyance Handfield	Cafeteria
09:10 AM - 09:40 AM	Session 1	Perdue, Jeanne Engineer-Petroleum Occidental Oil & Gas	Room 21 - 2nd- Maldonado
09:50 AM - 10:20 AM	Session 2	Powell, Aaron Entrepreneur-Bunch Bikes Bunch Bikes	Room 23 - 2nd-Larson
10:30 AM - 11:00 AM	Session 3	Johnson, Damon Project Manager-HVAC &Plumbing HVAC & Plumbing	Room 34 - 4th-Callis



# **hyperSuite Demonstration**



# Scheduling a Career Day

Using hyperSuite<sup>©</sup>



# History

- My wife was a teacher at Bright Elementary, Frisco ISD in 2002
  - She volunteered to help organize their Career Day and quickly realized how much work was involved
- I was 'volunteered' to build a solution to make it easier
- As a result, the first generation tool, hyperCareer<sup>©</sup>, was developed



# What does hyperSuite do?



- Creates Career Day schedules for the students based on the speakers available, session sizes, and student preferences
- Add students, speakers, and session info, and hyperSuite puts it all together
- Makes sure there are no blank schedules or empty speaker sessions
- Provides printable schedules for students, speakers, and teachers



# How Does hyperSuite work?



- Online software – simply log in from an internet browser
- Create schedules from work or home
- Multiple logins allow more than one person to enter information

# Main Screen

Header  
Toolbar

Functional  
Area

The screenshot shows a web browser window with the URL <https://www.hypertechnologies.net/hypersuite2/login/>. The page features the hyperSuite logo and the text "Educational Productivity Software Suite". A yellow login box contains the following information: School: Demo School, District: Demo ISD, and User: hypersuite. A red "Log Out" button and a blue "Usage Guide" link are also present. A blue navigation bar includes buttons for "Career Day", "Event Scheduler", "Database Menu", "Speaker Menu", "Student Menu", and "Schedule Menu". The main content area displays "Welcome to hyperSuite® Career Day." The browser window has a title bar that says "Welcome to hyperSuite 2 x" and standard navigation icons.



# Database Menu New

The screenshot shows a web browser window with the URL <https://www.hypertechnologies.net/hypersuite2/login/>. The page header includes the **hyperSuite** logo and the text "Educational Productivity Software Suite". A login box contains the following information:

- School: Demo School
- District: Demo ISD
- User: hypersuite

Navigation buttons include "Career Day" and "Event Scheduler". A menu bar contains "Database Menu", "Speaker Menu", "Student Menu", and "Schedule Menu". Below the menu bar, a pink bar contains the options "New", "Edit", "Open", "Close", and "Delete". The "New" option is selected, leading to a section titled "Active Database: No Active Database".

On the left, a "Steps" section lists:

- Steps
- Name the Event
- Define the Event
- Confirm
- Complete

The main content area displays "Step 1 - Name the Event" with a text input field containing "Career\_Day\_2017". Below the input field, a note states: "The Name must be between 4 and 16 characters. Valid characters include letters, numbers, and '\_'". A "Next →" button is located at the bottom of the step.



# Database Menu New

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

▼ ▲ **Log Out**  
Usage Guide

**Career Day** | **Event Scheduler**

**Database Menu** | Speaker Menu | Student Menu | Schedule Menu

**New** | Edit | Open | Close | Delete

Links are disabled while form is open.  
Press 'cancel' to close form.

Active Database: No Active Database **cancel**

**Steps**  
Name the Event  
↓  
**Define the Event**  
↓  
Confirm  
↓  
Complete

**Step 2 - Define the Event 'Career Day 2017'**

How Many Sessions?  ▼

**Session Type**  
**Scheduled:**  
*These sessions will match students with the Career Day Speakers*

**Other:**  
*These sessions include breaks, lunch, a morning assembly, or any other part of the day on the schedule where Career Day speakers are not scheduled*

← Back | Next →

Type	Title	Start Time	End Time
1 <input type="radio"/> Scheduled <input checked="" type="radio"/> Other	Keynote Speaker Jerry Jones Location Gym	08:00 <input type="radio"/> AM <input type="radio"/> PM	08:30 <input type="radio"/> AM <input type="radio"/> PM
2 <input checked="" type="radio"/> Scheduled <input type="radio"/> Other	Session 1	08:30 <input type="radio"/> AM <input type="radio"/> PM	09:00 <input type="radio"/> AM <input type="radio"/> PM
3 <input checked="" type="radio"/> Scheduled <input type="radio"/> Other	Session 2	09:00 <input type="radio"/> AM <input type="radio"/> PM	09:30 <input type="radio"/> AM <input type="radio"/> PM
4 <input checked="" type="radio"/> Scheduled <input type="radio"/> Other	Session 3	09:30 <input type="radio"/> AM <input type="radio"/> PM	10:00 <input type="radio"/> AM <input type="radio"/> PM



# Database Menu New

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

▼ ▲ **Log Out**  
Usage Guide

**Career Day** | **Event Scheduler**

**Database Menu** | Speaker Menu | Student Menu | Schedule Menu

**New** | Edit | Open | Close | Delete

Links are disabled while form is open.  
Press 'cancel' to close form.

Active Database: No Active Database **cancel**

**Steps**  
Name the Event  
↓  
Define the Event  
↓  
**Confirm**  
↓  
Complete

**Step 3 - Confirm the Event 'Career Day 2017'**

**← Back** **Next →**

	Type	Title	Start Time	End Time
1	Other	Keynote Speaker - Jerry Jones Location - Gym	08:00 AM	08:30 AM
2	Scheduled	Session 1	08:30 AM	09:00 AM
3	Scheduled	Session 2	09:00 AM	09:30 AM
4	Scheduled	Session 3	09:30 AM	10:00 AM





# Database Menu New

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu Student Menu Schedule Menu

New Edit Open Close Delete

Active Database: Career\_Day\_2017

**Steps**  
Name the Event  
↓  
Define the Event  
↓  
Confirm  
↓  
Complete

**Congratulations! You have Created the Event 'Career\_Day\_2017'**  
It is now the Active Database



# Speaker Menu Add

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu Student Menu Schedule Menu

Add Edit Delete View All Import Export

Active Database: Career\_Day\_2017

### Enter Speaker Information

Required fields are in red

**Last Name:** Smith  
**First Name:** John

**Company:** ABC Engineering  
**Profession:** Engineer

IMPORTANT! If multiple speakers have the same profession, spell it exactly the same way.

**Class Limit** min: 10 max: 20  
Room: 100

#### Session Availability

Session	Time	Available	Not Available
Keynote	08:00:00 AM - 08:30:00 AM		
Session 1	08:30:00 AM - 09:00:00 AM	<input checked="" type="radio"/>	<input type="radio"/>
Session 2	09:00:00 AM - 09:30:00 AM	<input checked="" type="radio"/>	<input type="radio"/>
Session 3	09:30:00 AM - 10:00:00 AM	<input checked="" type="radio"/>	<input type="radio"/>

Add



# Speaker Menu Add

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu Student Menu Schedule Menu

Add Edit Delete View All Import Export

Active Database: Career\_Day\_2017

### Enter Speaker Information

John Smith, ABC Engineering was added.  
Required fields are in red

**Last Name:**   
**First Name:**   
**Company:**   
**Profession:**   
IMPORTANT! If multiple speakers have the same profession, spell it exactly the same way.  
**Class Limit** min:  max:   
**Room**

**Session Availability**

Session	Time	Available	Not Available
Keynote	08:00:00 AM - 08:30:00 AM	<input type="radio"/>	<input type="radio"/>
Session 1	08:30:00 AM - 09:00:00 AM	<input checked="" type="radio"/>	<input type="radio"/>
Session 2	09:00:00 AM - 09:30:00 AM	<input checked="" type="radio"/>	<input type="radio"/>
Session 3	09:30:00 AM - 10:00:00 AM	<input checked="" type="radio"/>	<input type="radio"/>

Add



# Speaker Menu Import

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu **Speaker Menu** Student Menu Schedule Menu

Add Edit Delete View All **Import** Export

Active Database: Career\_Day\_2017

### Speaker Import

- 1) Select Spreadsheet File to import. (.xls or .xlsx)
- 2) Confirm the fields to import.  
Required fields are in red  
**If you skip an optional field, leave a blank column in its place.**
- 3) hyperSuite will check field formats to make sure there is no missing information and proper formatting.

If there are no problems, it will upload the data to the speaker table. **ALL PREVIOUS SPEAKER INFORMATION WILL BE DELETED!**

If there are problems, you will get a message with the issues. No speaker information is deleted until upload confirmation.

Speaker session availability will default to 'Y' for all sessions.

A	B	C	D	E	F	G
Last Name	First Name	Company	Profession	Class Min	Class Max	Room (optional)

Select an Excel file to import (.xls or .xlsx)

Choose File No file chosen

This file contains a header row

Continue



# Speaker Menu Teachers

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu Student Menu Schedule Menu

Add Edit Delete Teachers View All Import Export Student Login Naviance Import

Active Database: Career\_Day\_2017

Add or Edit Teacher Information (required fields in red)

Title	First Name	Last Name	Grade	Add
		Johnston	8	<input type="checkbox"/>

There are no teachers in the system





# Speaker Menu Teachers

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day | Event Scheduler

Database Menu | Speaker Menu | Student Menu | Schedule Menu

Add | Edit | Delete | Teachers | View All | Import | Export | Student Login | Naviance Import

Active Database: Career\_Day\_2017

Enter Teacher Information  
Johnston\_grade\_8 has been added

Title	First Name	Last Name	Grade	Add	Edit	Delete
▼			▼	■		
▼		Johnston	8 ▼	■	■	■



# Speaker Menu Add

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day | Event Scheduler

Database Menu | **Speaker Menu** | Student Menu | Schedule Menu

Add | Edit | Delete | Teachers | View All | Import | Export | Student Login | Naviance Import

Active Database: Career\_Day\_2017

### Enter Student Information

Required fields are in red

Last Name: Davis  
First Name: Tim  
Student ID: 1000  
Email Address:

Teacher: Johnston, - grade 8  
Use the Teachers toolbar to add/edit/remove teachers

Choice 1: Engineer  
Choice 2: RANDOM  
Choice 3: RANDOM  
Choice 4: RANDOM  
Choice 5: RANDOM  
Choice 6: RANDOM  
Choice 7: RANDOM  
Choice 8: RANDOM  
Choice 9: RANDOM  
Choice 10: RANDOM

Add



# Student Menu Add

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu **Student Menu** Schedule Menu

Add Edit Delete Teachers View All Import Export Student Login Naviance Import

Active Database: Career\_Day\_2017

### Enter Student Information

Tim Davis Johnston - grade 8 was added.  
Required fields are in red

**Last Name:**   
**First Name:**   
Student ID:   
Email Address:

**Teacher:** Choose a teacher  
Use the Teachers toolbar to add/edit/remove teachers

Choice 1: RANDOM  
Choice 2: RANDOM  
Choice 3: RANDOM  
Choice 4: RANDOM  
Choice 5: RANDOM  
Choice 6: RANDOM  
Choice 7: RANDOM  
Choice 8: RANDOM  
Choice 9: RANDOM  
Choice 10: RANDOM

Add



# Student Menu Import

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu **Student Menu** Schedule Menu

Add Edit Delete Teachers View All **Import** Export Student Login Naviance Import

Active Database: Career\_Day\_2017

### Student Import

- 1) Select Spreadsheet File to import. (.xls or .xlsx)
- 2) Confirm the fields to import.  
Required fields are in red  
**If you skip an optional field, leave a blank column in its place.**
- 3) hyperSuite will check field formats to make sure there is no missing information and proper formatting.

If there are no problems, it will upload the data to the student table. **ALL PREVIOUS STUDENT AND TEACHER INFORMATION WILL BE DELETED!**

If there are problems, you will get a message with the issues. No student or teacher information is deleted until upload confirmation.

A	B	C	D	E	F	G	H
Last Name	First Name	Grade	Teacher Title (optional)	Teacher First Name (optional)	Teacher Last Name	Email Address (optional)	Student ID (optional)

Select an Excel file to import (.xls or .xlsx)

Choose File No file chosen

This file contains a header row

Continue



# Student Menu Student Login

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu **Student Menu** Schedule Menu

Add Edit Delete Teachers View All Import Export **Student Login** Naviance Import

Active Database: Career\_Day\_2017

### INSTRUCTIONS

The student login allows a student to choose their own preferences. They may only choose their own preferences if the feature is enabled from this screen.

Once enabled, the students will:

- 1) Go to <http://www.hypertechnologies.net/hypersuite2/studentLogin>
- 2) The student must enter the Student Login **Event ID** and **Pass Code**. This will place the student in a form for the correct event.
- 3) Once in the event, the student will enter their **Name**, **Teacher**, and **Student ID**. If all information matches, and if all choices are currently set as 'RANDOM', they will gain access to change their choices.

---

**STUDENT LOGIN IS DISABLED**

Event ID: CareerDayDemo  
Pass Code: GoTigers

\* Event ID and passcode must be between 8 and 16 characters, and only letters, numbers, and '\_'

**Enable Student Login**



# Student Menu Student Login

The screenshot shows a web browser window with the URL <https://www.hypertechnologies.net/hypersuite2/login/>. The page features the hyperSuite logo and navigation buttons for 'Career Day' and 'Event Scheduler'. A yellow box highlights the login configuration fields: School (Demo School), District (Demo ISD), and User (hypersuite). A red 'Log Out' button and a 'Usage Guide' link are also visible. A blue navigation bar contains 'Database Menu', 'Speaker Menu', 'Student Menu', and 'Schedule Menu'. Below this, a pink bar lists actions: Add, Edit, Delete, Teachers, View All, Import, Export, Student Login, and Naviance Import. A box indicates the 'Active Database: Career\_Day\_2017'. The main content area is titled 'INSTRUCTIONS' and contains a scrollable text box with the following text: 'The student login allows a student to choose their own preferences. They may only choose their own preferences if the feature is enabled from this screen. Once enabled, the students will: 1) Go to <http://www.hypertechnologies.net/hypersuite2/studentLogin> 2) The student must enter the Student Login Event ID and Pass Code. This will place the student in a form for the correct event. 3) Once in the event, the student will enter their Name, Teacher, and Student ID. If all information matches, and if all choices are currently set as 'RANDOM', they will gain access to change their choices.' Below the instructions, a blue heading states 'The Student Login has been enabled.' followed by a green heading 'STUDENT LOGIN IS ENABLED'. The configuration details are: Event ID: CareerDayDemo, Pass Code: GoTigers, and Position Description File: NO with an 'add file' link. A blue note explains that a file can be uploaded to describe each session, which participants can view when making choices. At the bottom, a red button labeled 'Disable Student Login' is present.

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu **Student Menu** Schedule Menu

Add Edit Delete Teachers View All Import Export **Student Login** Naviance Import

Active Database: Career\_Day\_2017

### INSTRUCTIONS

The student login allows a student to choose their own preferences. They may only choose their own preferences if the feature is enabled from this screen.

Once enabled, the students will:

- 1) Go to <http://www.hypertechnologies.net/hypersuite2/studentLogin>
- 2) The student must enter the Student Login Event ID and Pass Code. This will place the student in a form for the correct event.
- 3) Once in the event, the student will enter their Name, Teacher, and Student ID. If all information matches, and if all choices are currently set as 'RANDOM', they will gain access to change their choices.

---

**The Student Login has been enabled.**

**STUDENT LOGIN IS ENABLED**

Event ID: [CareerDayDemo](#)  
Pass Code: [GoTigers](#)

Position Description File: **NO** [add file](#)

You can upload a file that describes each session.  
The participant will be able to view this file when making their choices.  
You can upload a Word document, PDF, text file, or Excel file.

**Disable Student Login**



# Student Login

Welcome to hyperSuite® x

Secure | <https://www.hypertechnologies.net/hypersuite2/studentLogin/>

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---

## Student Login

Event ID:

Pass Code:



# Student Login

Welcome to hyperSuite® x

Secure | <https://www.hypertechnologies.net/hypersuite2/studentLogin/>

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---

## Student Login


District: Demo ISD  
School: Demo School  
Career Day: Career\_Day\_2017

**Please provide student login information  
to access Career Day options.**

First Name:   
Last Name:   
Student ID:   
Teacher:



# Student Login

Welcome to hyperSuite   
Educational Productivity Software Suite

## Student Login

District: Demo ISD  
School: Demo School  
Career Day: Career\_Day\_2017

**Please select your top preferences.  
You may choose only the ones you want  
and leave the rest as 'RANDOM'**

First Name: Tim  
Last Name: Davis  
Student ID: 1000  
Teacher: Johnston, - grade 8

Choice 1:  ▾  
Choice 2:  ▾  
Choice 3:  ▾  
Choice 4:  ▾  
Choice 5:  ▾  
Choice 6:  ▾  
Choice 7:  ▾  
Choice 8:  ▾  
Choice 9:  ▾  
Choice 10:  ▾

# Student Login

Welcome to hyperSuite x

Secure | <https://www.hypertechnologies.net/hypersuite2/studentLogin/>

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Educational Productivity Software Suite

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## Student Login

District: [Demo ISD](#)  
School: [Demo School](#)  
Career Day: [Career\\_Day\\_2017](#)

**The changes have been made.**

First Name: [Tim](#)  
Last Name: [Davis](#)  
Student ID: [1000](#)  
Teacher: [Johnston, - grade 8](#)

Choice 1: [Engineer](#)  
Choice 2: [RANDOM](#)  
Choice 3: [RANDOM](#)  
Choice 4: [RANDOM](#)  
Choice 5: [RANDOM](#)  
Choice 6: [RANDOM](#)  
Choice 7: [RANDOM](#)  
Choice 8: [RANDOM](#)  
Choice 9: [RANDOM](#)  
Choice 10: [RANDOM](#)

[Complete](#)

# Schedule Menu Schedule Forcing

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu Student Menu **Schedule Menu**

Student Schedule Speaker Report Teacher Report Delete Schedule **Schedule Force** Schedule Block Global Choices

Active Database: Career\_Day\_2017

### Schedule Forcing

[import file](#)

Grade	Schedule	Add
Choose a grade	Session 1 - No Change Session 2 - No Change Session 3 - No Change	<input type="checkbox"/>
Teacher	Schedule	Add
Choose a teacher	Session 1 - No Change Session 2 - No Change Session 3 - No Change	<input type="checkbox"/>
Student	Schedule	Add
Grade 8 - Davis, Tim - Johnston	Session 1 - Do Not Schedule Session 2 - Smith, John - ABC Engineering - Engineer Session 3 - No Change	<input type="checkbox"/>

There are no Schedule Forces in the system



# Schedule Menu Schedule Blocking

The screenshot shows the hyperSuite web application interface. At the top, there is a navigation bar with the following items: Career Day, Event Scheduler, Database Menu, Speaker Menu, Student Menu, and Schedule Menu. Below this is a secondary navigation bar with: Student Schedule, Speaker Report, Teacher Report, Delete Schedule, Schedule Force, Schedule Block (highlighted), and Global Choices. The active database is identified as Career\_Day\_2017. The main content area is titled "Schedule Blocking" and contains a table with three rows for adding schedule blocks. Each row has dropdown menus for Grade, Teacher, Student, and Profession, and an "Add" button. The Profession dropdown is currently set to "Engineer". Below the table, a message states: "There are no Schedule Blocks in the system".

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu Student Menu **Schedule Menu**

Student Schedule Speaker Report Teacher Report Delete Schedule Schedule Force **Schedule Block** Global Choices

Active Database: Career\_Day\_2017

### Schedule Blocking

Choose a grade	Grade	Choose a teacher	Teacher	Choose a student	Student	Engineer	Profession	Add

There are no Schedule Blocks in the system





# Schedule Menu Global Choices

Welcome to hyperSuite 2 x

Secure | https://www.hypertechnologies.net/hypersuite2/login/

**hyperSuite**  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu | Speaker Menu | Student Menu | **Schedule Menu**

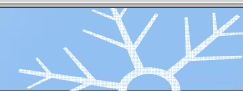
Student Schedule | Speaker Report | Teacher Report | Delete Schedule | Schedule Force | Schedule Block | **Global Choices**

Active Database: Career\_Day\_2017

### Global Choices

Grade	Profession	Add
Choose a grade	Engineer	Add
Choose a teacher	Engineer	Add
Choose a student	Engineer	Add

There are no Global Choices in the system



# Schedule Menu Student Schedule

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu Student Menu **Schedule Menu**

Student Schedule Speaker Report Teacher Report Delete Schedule Schedule Force Schedule Block Global Choices

Active Database: Career\_Day\_2017

### Choose a Student Schedule

Sort By: Student Last Name Ascending

Email schedules  
 Export Room # Only

**BLANK SCHEDULE**

**ALL STUDENTS**

**BY STUDENT** Grade 8 - Davis, Tim - Johnston

**BY GRADE** 8

**BY TEACHER** Johnston, - grade 8



# Schedule Menu Student Schedule

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day | Event Scheduler

Database Menu | Speaker Menu | Student Menu | **Schedule Menu**

Student Schedule | Speaker Report | Teacher Report | Delete Schedule | Schedule Force | Schedule Block | Global Choices

Active Database: Career\_Day\_2017

### Choose a Student Schedule

[Download Student Schedule](#) | [Download Schedule Spreadsheet](#) | [Download Warnings](#)

Sort By: Student Last Name | Ascending

Email schedules  
 Export Room # Only

**BLANK SCHEDULE**

**ALL STUDENTS**

**BY STUDENT** | Grade 8 - Davis, Tim - Johnston

**BY GRADE** | 8

**BY TEACHER** | Johnston, - grade 8



# Student Menu Example Schedule

hyperSuite© 1 / 1

<u>Time of Session</u>	<u>Session</u>	<u>Speaker</u>	<u>Location</u>
08:00 AM - 08:30 AM	Keynote	Jerry Jones	Gym
08:30 AM - 09:00 AM	Session 1	Smith, John Engineer ABC Engineering	100
09:00 AM - 09:30 AM	Session 2		
09:30 AM - 10:00 AM	Session 3		

Grade: 8 Student: Davis, Tim Teacher: Johnston

Navigation icons: +, -, and a square with a crosshair.



# Student Menu – Example Warnings

The screenshot shows a PDF viewer window titled "hyperSuite@". The address bar displays the file path: "file:///C:/Users/scotts/Desktop/CD\_DMISD\_DEMO\_Career\_Day\_2017\_WR\_hypersuite.pdf". The PDF content is as follows:

---

**The Following Speakers have classes with fewer than their minimum class size.**  
Try reducing the speaker's minimum class size or reducing other speakers' maximum class size.

---

Session 1 - Students: 1 - Min class size: 10 - Smith, John - Engineer - ABC Engineering  
Session 2 - Students: 0 - Min class size: 10 - Smith, John - Engineer - ABC Engineering  
Session 3 - Students: 0 - Min class size: 10 - Smith, John - Engineer - ABC Engineering

---

**The Following Students have missing Schedules.**  
Try making your speakers more available for the sessions listed.

---

Session 2 - Davis, Tim - Johnston, GRADE 8  
Session 3 - Davis, Tim - Johnston, GRADE 8

The viewer interface includes a top bar with "hyperSuite@" and "1 / 1", and a right sidebar with zoom controls (fit, +, -).



Schedule  
Menu  
Speaker  
Report

The screenshot shows a web browser window with the URL <https://www.hypertechnologies.net/hypersuite2/login/>. The page header includes the **hyperSuite** logo and the text "Educational Productivity Software Suite". A yellow box highlights the login fields: School: Demo School, District: Demo ISD, and User: hypersuite. A red **Log Out** button and a [Usage Guide](#) link are also visible.

The navigation menu consists of several tabs: **Career Day**, **Event Scheduler**, **Database Menu**, **Speaker Menu**, **Student Menu**, and **Schedule Menu**. Below these, a secondary menu contains links for **Student Schedule**, **Speaker Report** (which is underlined), **Teacher Report**, **Delete Schedule**, **Schedule Force**, **Schedule Block**, and **Global Choices**.

A pink box highlights the text "Active Database: Career\_Day\_2017". Below this, the heading "Choose a Speaker Report" is displayed. Two blue buttons are present: **ALL SPEAKERS** and **BY SPEAKER**. The **BY SPEAKER** button is followed by a dropdown menu showing "Smith, John - Engineer, ABC Engineering".





# Speaker Report Example

The screenshot shows a web browser window with the address bar displaying a file path: file:///C:/Users/scotts/Desktop/CD\_DMISD\_DEMO\_Career\_Day\_2017\_sp\_hypersuite.pdf. The browser interface includes navigation buttons and a toolbar with icons for refresh, download, and print. The main content area displays a PDF report with the following data:

<b><u>Smith, John</u></b>	<b>Engineer</b>	<b>ABC Engineering</b>	<b>Room: <u>100</u></b>
<b>Session 1: 08:30AM - 09:00AM (1 student)</b>			
Name: <u>Davis, Tim</u>	Teacher: <u>Johnston</u>	Grade: <u>8</u>	
<b>Session 2: 09:00AM - 09:30AM (0 students)</b>			
No Students			
<b>Session 3: 09:30AM - 10:00AM (0 students)</b>			
No Students			

On the right side of the browser window, there are three circular navigation buttons: a zoom reset button (four arrows pointing outwards), a zoom in button (+), and a zoom out button (-).



# Menu Teacher Report

Welcome to hyperSuite 2 x

Secure | <https://www.hypertechnologies.net/hypersuite2/login/>

**hyperSuite**<sup>®</sup>  
Educational Productivity Software Suite

School: Demo School  
District: Demo ISD  
User: hypersuite

Log Out  
Usage Guide

Career Day Event Scheduler

Database Menu Speaker Menu Student Menu Schedule Menu

Student Schedule Speaker Report **Teacher Report** Delete Schedule Schedule Force Schedule Block Global Choices

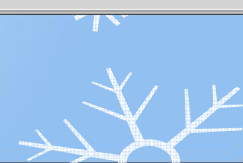
Active Database: Career\_Day\_2017

Choose a Teacher Report

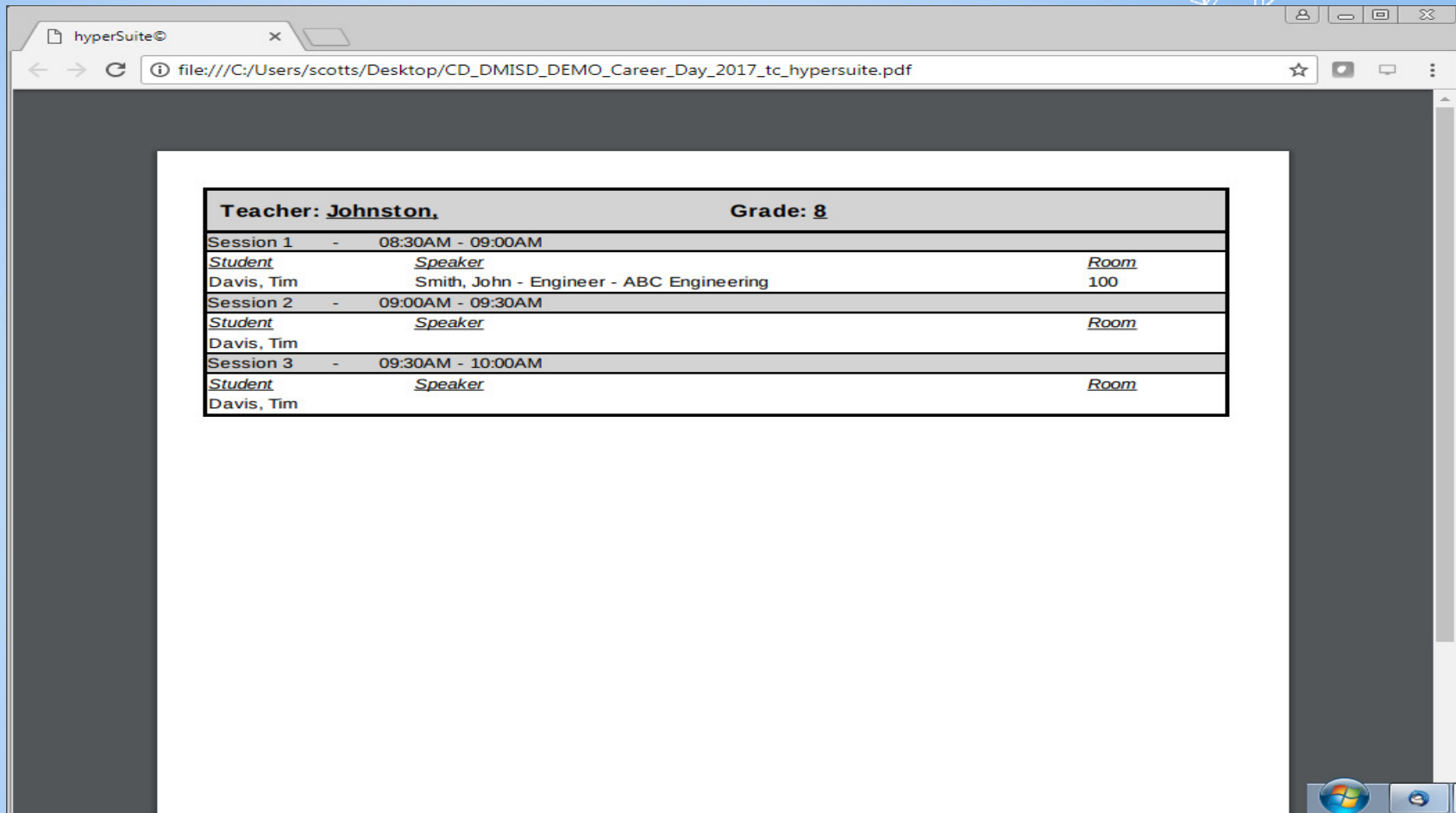
Sort By: Teacher Last Name Ascending

**ALL TEACHERS**

**BY TEACHER** Johnston, - grade 8



# Teacher Report Example



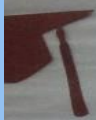
The screenshot shows a web browser window with the address bar displaying the file path: file:///C:/Users/scotts/Desktop/CD\_DMISD\_DEMO\_Career\_Day\_2017\_tc\_hypersuite.pdf. The browser title is "hyperSuite©". The main content area displays a table with the following data:

<b>Teacher: Johnston,</b>		<b>Grade: 8</b>
<b>Session 1</b>	-	<b>08:30AM - 09:00AM</b>
<u>Student</u>		<u>Speaker</u>
Davis, Tim		Smith, John - Engineer - ABC Engineering
<b>Session 2</b>	-	<b>09:00AM - 09:30AM</b>
<u>Student</u>		<u>Speaker</u>
Davis, Tim		
<b>Session 3</b>	-	<b>09:30AM - 10:00AM</b>
<u>Student</u>		<u>Speaker</u>
Davis, Tim		
		<u>Room</u>
		100

# Other College/Career Activities

- College/Military Shirt Day (pick a day each week or alternate with spirit day)
- Interactive College Boards
- Feature a college each week on announcements.
- Parent Information night - invite a college rep to talk about how to pay for college.
- Lots of ideas on Pinterest

**WE WENT TO**  
**COLLEGE,**  
**YOU CAN TOO!**



# College Visits

- Find a college that will accommodate the entire grade level, if possible.
- Secure funding for buses (school funds, fund raisers, Title I funds, grade level budgets, community sponsors, students pay a set fee, etc.).
- Pick a date.
- Schedule tours of the campus, dorms, recreation center, student center, etc.



# College Visits

- Reserve space at the student cafeteria (all-you-can-eat buffets are a student favorite).
- Collect money in advance for lunch and pay as a large group.
- Create a lesson plan for pre/post visit.
- Take a virtual tour of the college you will visit.

# JA BizTown Houston



**Access the Presentation Materials Using the QR Code**



<http://www.schoolcareerday.com/TCA/PSCC2019/>