

Career Planner Help Guide

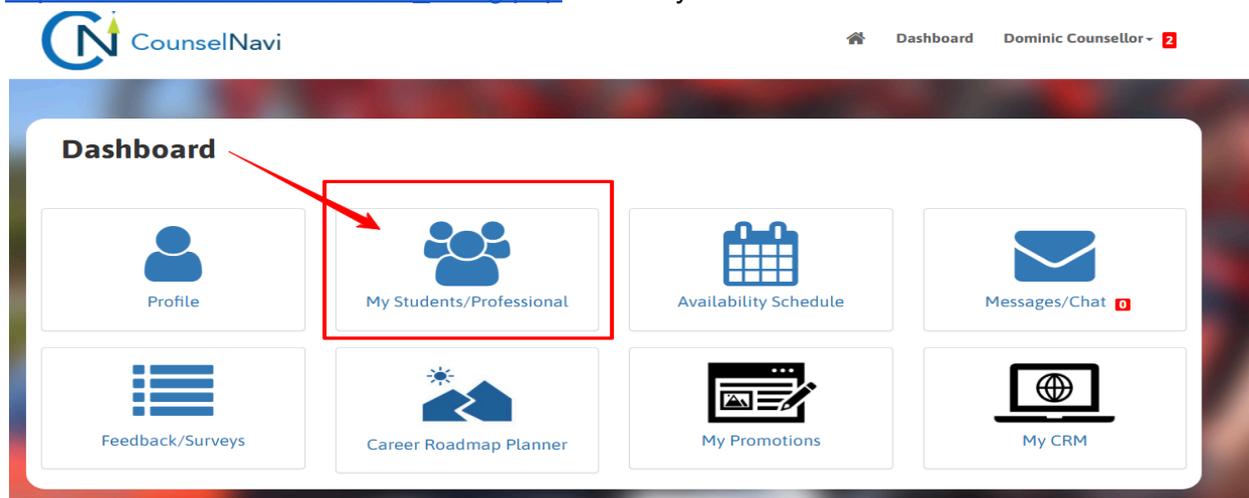
Title: Career Planner

Overview

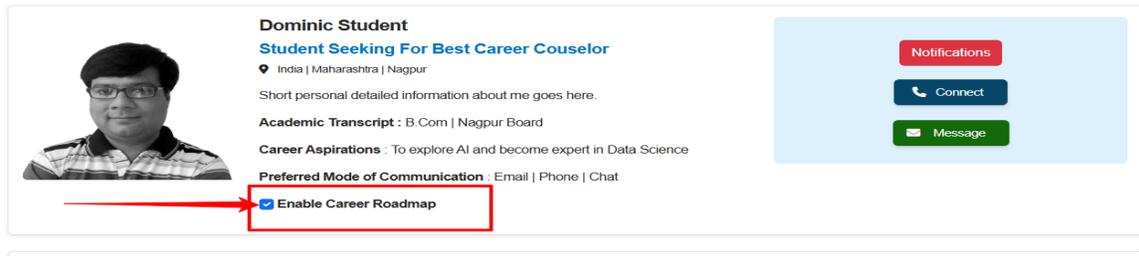
It is a comprehensive tool designed for counselors to effectively plan, track, monitor, and ensure the successful execution of activities necessary for the career development of students and professionals. This platform enables counselors to provide structured guidance, ensuring that each individual is on the right path to achieve their career goals.

As this tool has been designed for guiding students from our expert counsellors, so to start a student's journey counselors need to login to the website and from Dashboard page they need to click on the icon link which says "My Students/Professional" and enable the "Enable Career Roadmap" for the student on students listing page i.e.

https://counselnavi.com/student_listing.php. You may refer the below screenshots for the same:



Students/Professionals List



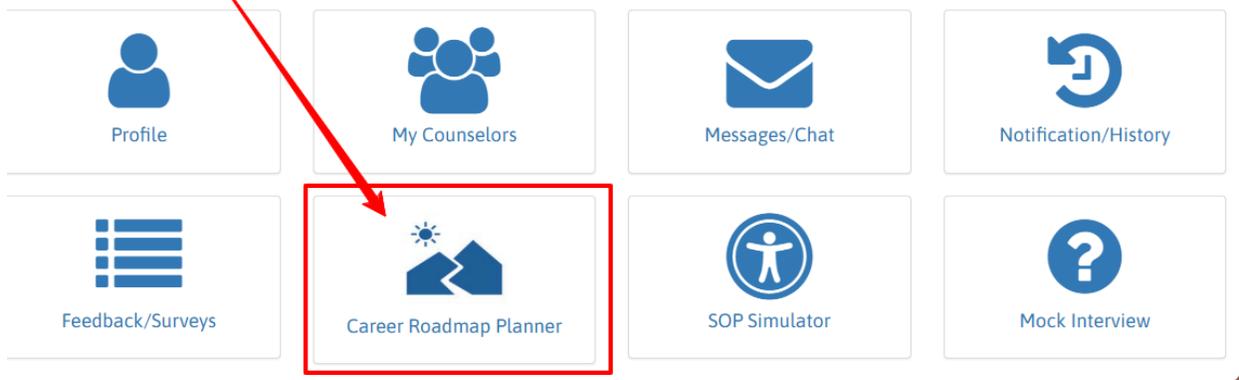
Dominic Student
Student Seeking For Best Career Counselor
India | Maharashtra | Nagpur
Short personal detailed information about me goes here.
Academic Transcript : B.Com | Nagpur Board
Career Aspirations : To explore AI and become expert in Data Science
Preferred Mode of Communication : Email | Phone | Chat

Enable Career Roadmap

Notifications
Connect
Message

As soon as this feature is enabled then the student will start seeing the “Career Roadmap Planner” icon in his Dashboard. You may refer the below screenshots for the same:

Dashboard



Profile | My Counselors | Messages/Chat | Notification/History
Feedback/Surveys | Career Roadmap Planner | SOP Simulator | Mock Interview

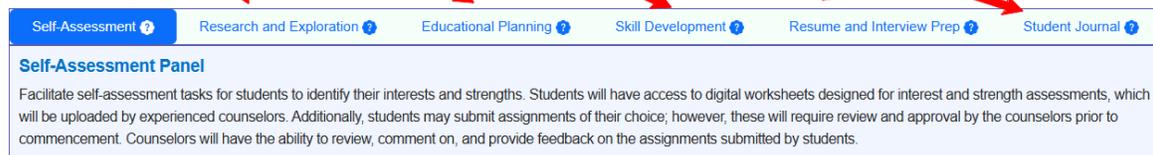
On the landing page of Career Planner i.e. now student will be able to see all the panels which were enabled by the counselors as shown below:

Career Planner

What is Career Planner?

It is a comprehensive tool designed for counselors to effectively plan, track, monitor, and ensure the successful execution of activities necessary for the career development of students and professionals. This platform enables counselors to provide structured guidance, ensuring that each individual is on the right path to achieve their career goals. [Show Info...](#)

You can review the panels shown below:

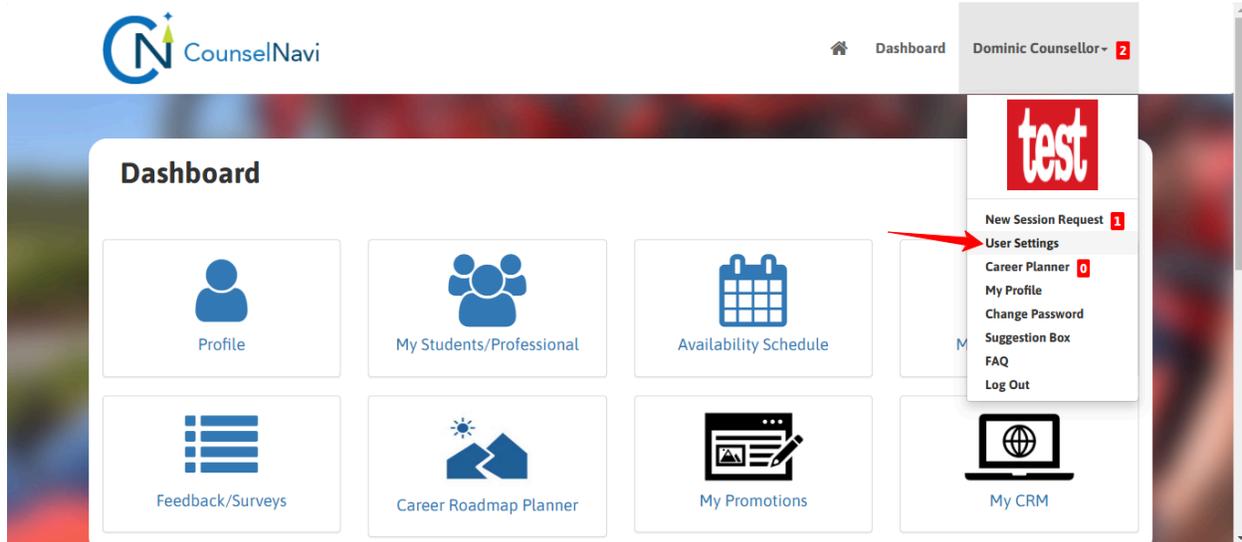


Self-Assessment | Research and Exploration | Educational Planning | Skill Development | Resume and Interview Prep | Student Journal

Self-Assessment Panel
Facilitate self-assessment tasks for students to identify their interests and strengths. Students will have access to digital worksheets designed for interest and strength assessments, which will be uploaded by experienced counselors. Additionally, students may submit assignments of their choice; however, these will require review and approval by the counselors prior to commencement. Counselors will have the ability to review, comment on, and provide feedback on the assignments submitted by students.



Here Counselor's have the full control which panels should be made available by using the "User Settings" page. They can access this link by selecting the sub-menu item from the top right menu with the title "User Setting" as shown below:



On click that link it will open the page as show below from where counselor may allow or dis-allow any panel visibility for each student:

User Settings

Career Planner Settings

Exclusive settings for Counsellor users.

Select Student *

Select Student

Please select student for whom you want to share the settings. *(Counselor need to select Student for whom they want to share any specific tabs, then just select tabs checkboxes show below and press "Save User Settings" button. This will start displaying the save information as shown in the below table.)*

Tab Visibility Settings for Students

Self-Assessment
 Research and Exploration
 Educational Planning
 Skill Development
 Resume and Interview
 Student Journal

Please choose which tab(s) you want to display for your student.

Save User Settings

List of Saved Tab Setting(s) Search: Dominic

entries per page

Setting. No.	Student Name	Setting Module Info	Setting Type Info	Setting Info	Last Updated at	Action
1	Dominic Student	[Code: CP] - Career Planner	[Code: tab_settings] - Tab Settings <small>Description: Tab Visibility Settings for Students</small>	Available Tabs: 1. Self Assessment Tab 2. Research And Exploration Tab 3. Educational Planning Tab 4. Skill Development Main Tab 5. Resume And Interview Prep Tab 6. Student Journal Tab	Fri, Dec 06, 2024 11:21 AM	Edit Delete

Showing 1 to 1 of 1 entry (filtered from 16 total entries)

<< < 1 > >>

For modifying any existing entry a student counselor can click on "Edit" link and for removing the record then they can click on "Delete" link under "Action" column.

User Settings

Career Planner Settings

Exclusive settings for Counsellor users.

Select Student *
Dominic Student

Please select student for whom you want to share the settings details.

Tab Visibility Settings for Students

Self-Assessment
 Research and Exploration
 Educational Planning
 Skill Development
 Resume and Interview
 Student Journal

Please choose which tab(s) you want to display for your student.

Press on "Edit User Setting" for updating the exiting information.

Edit User Setting

List of Saved Tab Setting(s) ↕

Setting. No.	Student Name	Setting Module Info	Setting Type Info	Setting Info	Last Updated at	Action
1	Dominic Student	[Code: CP] - Career Planner	[Code: tab_settings] - Tab Settings Description: Tab Visibility Settings for Students	Available Tabs: 1. Self Assessment Tab 2. Research And Exploration Tab 3. Educational Planning Tab 4. Skill Development Main Tab 5. Resume And Interview Prep Tab 6. Student Journal Tab	Fri, Dec 06, 2024 11:21 AM	Edit Delete

Counselor need to click on "Edit" link for modifying existing tabs visibility and to remove all the visibility they need to click on "Delete" link.

Showing 1 to 1 of 1 entry (filtered from 16 total entries)

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Key Features:

- Self Assessment Panel:** Facilitate self-assessment tasks for students to identify their interests and strengths. Students will have access to digital worksheets designed for interest and strength assessments, which will be uploaded by experienced counselors. Additionally, students may submit assignments of their choice; however, these will require review and approval by the counselors prior to commencement. Counselors will have the ability to review, comment on, and provide feedback on the assignments submitted by students.
- Research and Exploration:** Facilitate student exploration of various industries and career paths through the use of a digital career exploration journal, where students can document their research findings by writing some notes. Counselors will be responsible for reviewing these notes entries and recommending additional resources as needed.



3. **Educational Planning:** Assist students in planning and organizing their educational pathways in alignment with their career goals. A coursework planning tool will be provided for students to document their selected courses, along with links to any relevant external materials. Counselors will have the capability to review course selections and suggest modifications. Students will be able to add courses, while counselors can approve, reject, or propose alternatives with comments. Additionally, counselors will have the option to select courses from a course library to recommend to students.
4. **Skill Development:** This tool is specifically designed for students to facilitate the tracking and support of their development in both soft and technical skills, guided by our experienced and expert career planners. These planners will assist students in identifying and refining essential skills that are critical for success in today's competitive job market.
5. **Student Internship Opportunities (Sub-Panel of Skill Development):** Internships are a powerful way for students to bridge the gap between classroom learning and real-world experience. Through internships, students can apply their knowledge, develop new skills, and gain invaluable insights into their chosen fields. At [Your Organization Name], we are dedicated to connecting students with quality internship opportunities that not only build their resumes but also foster personal and professional growth.

This section provides resources, guidance, and current internship openings to support students on their career paths. Whether you're exploring your options or ready to start your career journey, we're here to help you find an internship that aligns with your goals and aspirations.

6. **Resume and Interview:** This section is designed to guide students in resume writing and mock interview practice. Students can utilize a resume-building tool that offers various templates to assist them in creating effective resumes. Additionally, we plan to introduce an SOP Simulator in the near future, which will aid students in preparing for mock interviews. This simulator will include a feedback form feature, allowing students to receive constructive feedback on their performance during practice interviews.
7. **Student Journal:** The Student Journal is a space for students to upload and share their reflections, ideas, and work—either personally or collaboratively. Journals marked "Public" will be published on the CounselNavi website, creating a quality-driven platform, guided by counselors, for students to showcase their thoughts and contributions.

For detailed information you may refer to individual document tabs.