

## Guideways

Guideways are designed to lead students step-by-step through various components in the system, guiding them through the Choices Planner features in a logical order, keeping track of their progress as they go, and then directing them on to the next step. Guideways help answer the question, “What should I do next?”

In Choices Planner, there are three Guideways:

- Are you just starting your planning process?
- Do you already have a career in mind?
- Choosing a major and a college?

In classroom settings, Guideways are valuable tools for educators because they provide pre-packaged groups of activities that educators can instruct their students to complete.

Guideways can be started, stopped and restarted at any time. The system keeps track of where users left off, and then positions them at the appropriate starting point when they reenter a Guideway.

If a Guideway has not been accessed yet, a link appears, “Start this Guideway.” If a Guideway is already in progress (a user started a Guideway but did not complete it), the system gives the date the Guideway was last accessed, and offers a link to “Continue where you left off.” If a Guideway has been completed, the link reads, “Start again.”

Note: Do not use your browser’s Back button or you may lose your work. To move back to the previous page or to move forward, use the navigation links within the program. The system tracks a user’s movements for the portfolio, and this tracking can be disrupted by use of the browser buttons.

All Guideways have a common page layout and structure. The steps in the Guideways are listed on the left side of the page. Instructions and guidance are provided along the way. When users complete a task they return to the introduction page for the next step in the Guideway.

As steps in the Guideway are completed, progress is noted on the left side of the page below the step name. Completed Guideway steps may be repeated at any time. However, initially steps should be completed in order because, in some cases, the results of a previous step are used in subsequent steps.

## Professional Users



## Professional Manual

Use the Guideways Tracking feature on the Tracker page of the Professional Tools to create Guideway reports. The reports show which steps have been completed for each portfolio. Click on student names to view their portfolios. Students' completed and in-progress Guideways can be found on the Your Activities page of their portfolios.

For an additional fee, Guideways can also be customized for schools, enabling professional users to achieve specific outcomes.

For instance, customized Guideways could be specific to particular states or related to funding initiatives. Contact Bridges Transitions Inc. for more information about customizing Guideways.