

# GAfutures

Explore. Plan. Succeed.

*Customized Groups and Checklist: K-12*

**2015 Webinar Series**



# GAfutures

Explore. Plan. Succeed.

GEORGIA STUDENT FINANCE COMMISSION

# AGENDA

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- Access Admin Explore Careers
- Create Customized Checklists
- Reports by Checklist activity

# GAFUTURES.ORG

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Gafutures.org is your one stop for all college and career exploration.

# GAFUTURES.ORG

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- Keep track of students' progress based on your specified assigned activities

**GAFUTURES.ORG**

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**WWW.GAFUTURES.ORG**

# Access Admin (Explore Careers)

# GAFUTURES HOME PAGE

**GAfutures**  
Explore. Plan. Succeed.

Welcome AdmFname AdmLName  
Training Elementary School

Sign Out

Help ?

General Search  
Career Search



- Home
- Getting Started
- HOPE & Financial Aid
- College Planning
- Explore Careers
- Resources
- About Us
- My GAfutures**

1



## BRIDGE / CCRPI

Advisement and performance products for all Georgia public school students affects you.

Learn more



## Welcome to GAfutures.org Training School

Your future is now in focus. Get started...



## BRIDGE / CCRPI

Advisement and performance products for ...



## HOPE Programs

HOPE is Georgia's unique scholarship and...



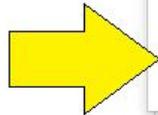
## Go Back. Move Ahead.

Returning to school to finish your degree...

# Admin (Explore Careers)

**2** My GAfutures - My GAfutures -

- My Profile
- My Transcript
- My Career Portfolio
- Admin (Explore Careers)
- Admin (General Management)



**3**

Profile Messages Avatar Help

Messages  
No recent Messages

Media Highlights

**GAfutures**  
Explore. Plan. Succeed.  
OVERVIEW  
GSFC | Georgia Student Finance Commission

Create customized checklist

# Customized checklist

## Admin (Explore Careers)

### Step 1:

To create a customized checklist, select [create](#), [edit](#) and [export checklists](#) in Admin (Explore Careers) under the **CUSTOMIZE** tab.

**GAfutures**  
Explore. Plan. Succeed.

Welcome Walthour, Beverly  
Marietta Middle School GCIS

Sign Out

General Search  
Career Search

Home Who Are You? HOPE & Financial Aid College Planning Explore Careers Resources About Us My GAfutures

My GAfutures - Admin (Explore Careers) - BRIDGE CCRPI Reports Portfolios & Groups **Customize** Help & Links

**Customize**  
Create, edit, and...  
Create and edit course planners.  
Set portfolio privacy options.  
Learn more

**Checklists**  
Create, Edit, and Export Checklists  
Assign and Activate Checklists  
View Checklist Requirements  
Import Checklists

**Course Planner**  
Create and Edit Course Planner Content  
Export/Import Course Planner Content  
Set Course Planner Custom Link

**Privacy**  
Set Portfolio Privacy Options

**Account Type**

Account Type	Number of Logins since 8/1/2015
Portfolio	34
Site username or IP	0
Staff	0

Go to full report

**Portfolio Accounts**

Account Type	Number of portfolios at site
Active Portfolio	8
Portfolios created since 8/1/2015	2

Go to full report

**Modules with Saved Records**

CIS Module	All portfolios with saved records	Portfolios with records saved since 8/1/2015
<b>ASSESSMENTS</b>		
Career Cluster Inventory (80 Questions)	2	1

**Quick Links**  
Find a portfolio  
Curriculum  
Tools for Counselors & Teachers  
Tools for Counselors & Teachers

# Customized checklist

## Admin (Explore Careers)

### Step 2:

Give your checklist a sequence number and name. Then, click [add new](#).

The screenshot shows the GAfutures Admin interface. At the top left is the GAfutures logo with the tagline 'Explore. Plan. Succeed.'. To the right is a user welcome message: 'Welcome HSAdminOneLname, HSAdminOneFrame Training High School GCIS' and a 'Sign Out' button. There are search options for 'General Search' and 'Career Search'. Below this is a navigation menu with icons for Home, Who Are You?, HOPE & Financial Aid, College Planning, Explore Careers, Resources, About Us, and My GAfutures. A secondary menu includes 'My GAfutures - Admin (Explore Careers)', BRIDGE, CCRPI, Reports, Portfolios & Groups, Customize, and Help & Links. The main content area is titled 'CHECKLISTS - MAIN MENU' and contains sections for 'Introductory Message (All Checklists)', 'Supporting Documents (All Checklists)', and 'Import Site Checklists'. Below these is a section titled 'Create Site Checklists (Add New)' which contains a table with the following columns: Sequence Number, Site Checklist Name, Edit, View, Activation Status, Reports, Duplicate, Site Visible, and Delete. The first row of the table has the values '1', '6th grade', and 'Add New'. A large yellow arrow points to the 'Add New' button in this row.

Sequence Number	Site Checklist Name	Edit	View	Activation Status	Reports	Duplicate	Site Visible	Delete
1	6th grade	Add New						

# Customized checklist

## Admin (Explore Careers)

### Step 3:

Your new checklist name will appear in your system list. Next to it, click [edit](#).

The screenshot shows the GAfutures Admin interface. At the top, there is a navigation bar with the GAfutures logo, a user profile section (Welcome HSAdminOneLname, HSAdminOneFname), a 'Sign Out' button, and search options. Below this is a secondary navigation bar with icons for 'Who Are You?', 'HOPE & Financial Aid', 'College Planning', 'Explore Careers', 'Resources', 'About Us', and 'My GAfutures'. The main content area is titled 'CHECKLISTS - MAIN MENU' and contains sections for 'Introductory Message', 'Supporting Documents', and 'Import Site Checklists'. The 'Site Checklists' section features a table with columns for Sequence Number, Site Checklist Name, Edit, View, Activation Status, Reports, Duplicate, Site Visible, and Delete. The 'Edit' link for the first checklist (6th grade) is highlighted with a yellow circle.

Sequence Number	Site Checklist Name	Edit	View	Activation Status	Reports	Duplicate	Site Visible	Delete
1	6th grade	<a href="#">Edit</a>	<a href="#">View</a>	Activation	Reports	Duplicate	Hide	Delete
<input type="text"/>	<input type="text"/>	<a href="#">Add New</a>						

# Customized checklist

## Admin (Explore Careers)

### Step 4:

You have the option to add an introductory message and upload any supporting documents that you want attached to the checklist. First, let's add an introductory message by clicking [edit](#).

The screenshot shows the GAfutures Admin interface. At the top, there is a navigation bar with the GAfutures logo, a user profile section (Welcome HSAdminOneName, HSAdminOneFname, Training High School GCIS), and a search bar. Below the navigation bar is a menu with options like 'Who Are You?', 'HOPE & Financial Aid', 'College Planning', 'Explore Careers', 'Resources', 'About Us', and 'My GAfutures'. The main content area is titled 'EDIT SITE CHECKLIST' and includes a dropdown for 'Edit Site Checklist' (6th grade). The 'Edit Information for Checklist' section contains 'Checklist Properties' with fields for 'Sequence Number' (1), 'Checklist Name' (6th grade), and 'Hidden?' (Yes/No). Below this is the 'Introductory Text and Message for Teachers/Counselors' section, which has an 'Edit' link circled in yellow. A large yellow arrow points to this 'Edit' link. Below the introductory text is the 'Supporting Document(s)' section, also with an 'Edit' link circled in yellow. At the bottom, there is a 'Create Checklist Activities (Add New)' section with a table for adding activities.

Sequence Number	Type of Activity	Activity Description	Update	Delete
	--Select--	Add New		

# Customized checklist

## Admin (Explore Careers)

**Step 5:**  
Enter your message for the students to see and also you can enter a message to your teachers (or other counselors) in your system. Once you are done, click 'update'.

The screenshot shows the GAfutures Admin interface. At the top left is the GAfutures logo with the tagline 'Explore. Plan. Succeed.'. To the right is a user welcome message: 'Welcome HSAdminOneLName, HSAdminOneFName Training High School GCIS'. There is a 'Sign Out' button and a search bar with 'General Search' and 'Career Search' options. Below this is a navigation menu with icons for Home, Who Are You?, HOPE & Financial Aid, College Planning, Explore Careers, Resources, About Us, and My GAfutures. A secondary menu includes 'My GAfutures - Admin (Explore Careers)', BRIDGE, CCRPI, Reports, Portfolios & Groups, Customize, and Help & Links. The main content area is titled 'SITE CHECKLIST MESSAGES - 6TH GRADE' and contains two text input fields. The first field is for the 'Site-defined Introductory Message for Checklist 6th grade' and the second is for the 'Site-defined Message for Teachers/Counselors:'. At the bottom of the form are 'Update' and 'Cancel' buttons. A large yellow arrow points to the form area, and the 'Update' button is circled in yellow.

# Customized checklist

## Admin (Explore Careers)

### Step 6:

Your message is now viewable when the checklist is viewed by a GAfutures user in your system.

EDIT SITE CHECKLIST

Edit Site Checklist: 6th grade

### Edit Information for Checklist

**Checklist Properties**

Sequence Number: 1

Checklist Name: 6th grade

Hidden?  Yes  No

If 'Show Career Plan Links' is set to No, any career plan activities will not show the additional link to the CIS Career Plan.

Show Career Plan Links?  Yes  No

[Update](#) [Cancel](#)

**Introductory Text and Message for Teachers/Counselors** [Edit](#)

**Checklist Message:**  
Welcome back 6th graders! Don't forget to review your checklist, complete all activities and please ask your teacher if you need any help.

**Message for Teachers/Counselors:**  
Welcome back educators! 6th grade begins our BRIDGE activities. Please review this checklist and ask any questions you may have to the guidance counselor.

**Supporting Document(s)** [Edit](#)

Supporting Checklist Documents: No Supporting Document uploaded.

[Return to All Checklists](#)

### Create Checklist Activities (Add New)

Sequence Number	Type of Activity	Activity Description	Update	Delete
<input type="text"/>	--Select--	Add New		

# Customized checklist

## Admin (Explore Careers)

### Step 7:

If you have any supporting documents that are helpful to completing the checklist, click [edit](#) to upload them.

My GAFutures - Admin (Explore Careers) - BRIDGE CCRPI Reports Portfolios & Groups Customize Help & Links

EDIT SITE CHECKLIST

← Return ? Help & Tutorials

Edit Site Checklist: 6th grade

### Edit Information for Checklist

**Checklist Properties**

Sequence Number: 1

Checklist Name: 6th grade

Hidden?  Yes  No

If 'Show Career Plan Links' is set to No, any career plan activities will not show the additional link to the CIS Career Plan.

Show Career Plan Links?  Yes  No

[Update](#) [Cancel](#)

**Introductory Text and Message for Teachers/Counselors** [Edit](#)

**Checklist Message:**  
Welcome back 6th graders! Don't forget to review your checklist, complete all activities and please ask your teacher if you need any help.

**Message for Teachers/Counselors:**  
Welcome back educators! 6th grade begins our BRIDGE activities. Please review this checklist and ask any questions you may have to the guidance counselor.

**Supporting Document(s)** [Edit](#)

Supporting Checklist Documents: No Supporting Document uploaded.

[Return to All Checklists](#)

### Create Checklist Activities (Add New)

Sequence Number	Type of Activity	Activity Description	Update	Delete
<input type="text"/>	--Select--	<a href="#">Add New</a>		

# Customized checklist

## Admin (Explore Careers)

### Step 8:

Click 'add supporting documents'.

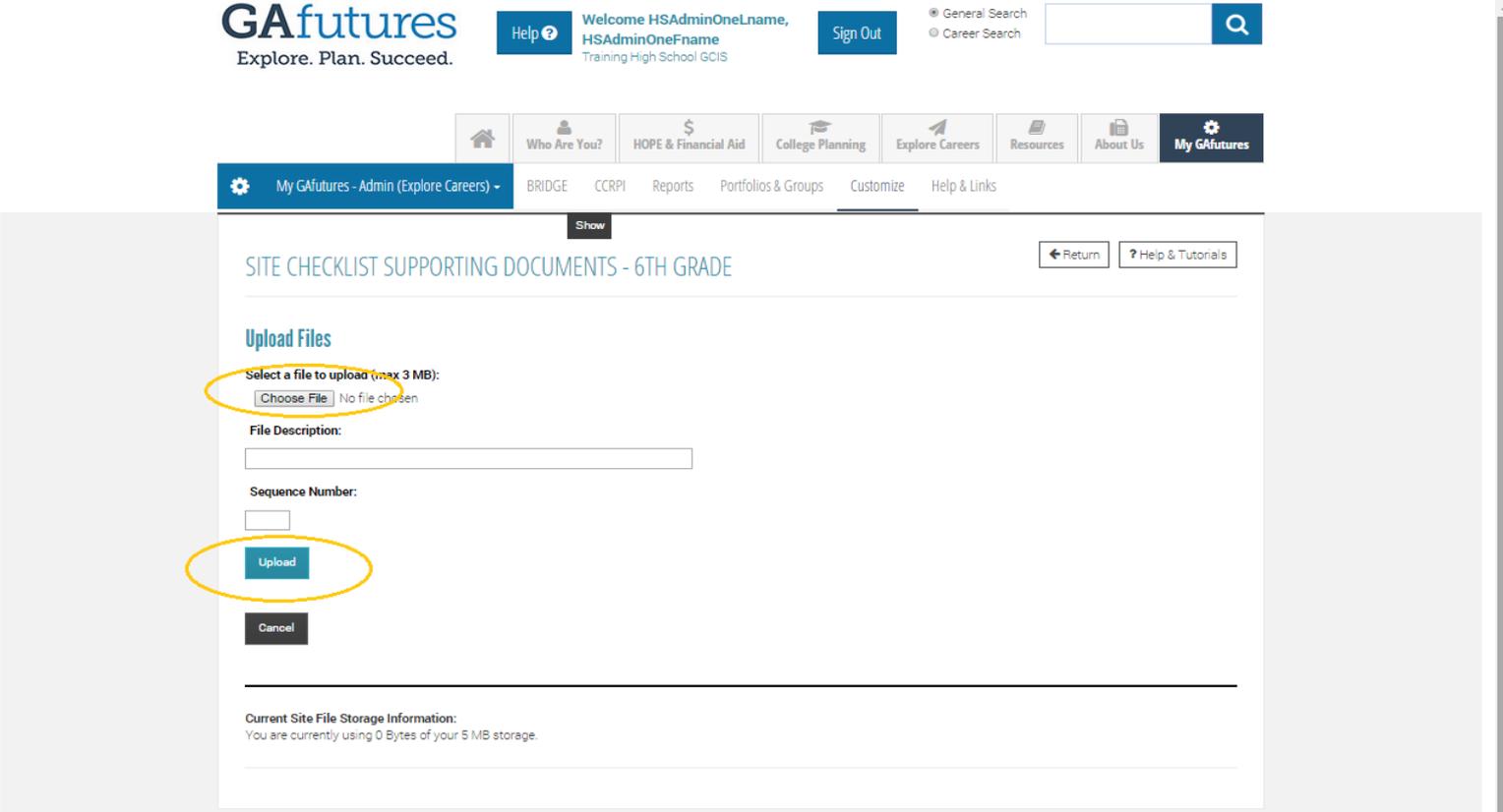
The screenshot shows the GAfutures Admin (Explore Careers) interface. At the top left is the GAfutures logo with the tagline 'Explore. Plan. Succeed.'. To the right of the logo is a 'Help' button, a user profile section displaying 'Welcome HSAdminOneLname, HSAdminOneFname' and 'Training High School GCIS', and a 'Sign Out' button. Further right are search options for 'General Search' and 'Career Search' with a search input field and a magnifying glass icon. Below this is a navigation bar with icons and labels for 'Home', 'Who Are You?', 'HOPE & Financial Aid', 'College Planning', 'Explore Careers', 'Resources', 'About Us', and 'My GAfutures'. A secondary navigation bar includes 'My GAfutures - Admin (Explore Careers)' (with a gear icon), 'BRIDGE', 'CCRPI', 'Reports', 'Portfolios & Groups', 'Customize', and 'Help & Links'. The main content area is titled 'SITE CHECKLIST SUPPORTING DOCUMENTS - 6TH GRADE' and includes a 'Show' button. Below the title is a 'Site-defined Supporting Documents' section with a text box containing 'No Supporting Documents' and a blue 'Add Supporting Document' button, which is circled in yellow. At the bottom left of this section is 'Storage Information: You are currently using 0 Bytes of your 5 MB storage.' On the right side of the main content area are 'Return' and 'Help & Tutorials' buttons.

# Customized checklist

## Admin (Explore Careers)

### Step 9:

Select 'choose file' to browse your computer for the documents you wish to upload. Once you have found your desired file, click 'upload'.



# Customized checklist

## Admin (Explore Careers)

### Step 10:

Now, it's time to add activities to your checklist. Choose a sequence number, the type of activity and then click **add new**.

**Edit Site Checklist** | 6th grade

### Edit Information for Checklist

**Checklist Properties**

Sequence Number:

Checklist Name:

Hidden?  Yes  No

If 'Show Career Plan Links' is set to No, any career plan activities will not show the additional link to the CIS Career Plan.

Show Career Plan Links?  Yes  No

**Introductory Text and Message for Teachers/Counselors** [Edit](#)

**Checklist Message:**  
Welcome back 6th graders! Don't forget to review your checklist, complete all activities and please ask your teacher if you need any help.

**Message for Teachers/Counselors:**  
Welcome back educators! 6th grade begins our BRIDGE activities. Please review this checklist and ask any questions you may have to the guidance counselor.

**Supporting Document(s)** [Edit](#)

Supporting Checklist Documents: No Supporting Document uploaded.

[Return to All Checklists](#)

### Create Checklist Activities (Add New)

1	2	3		
Sequence Number	Type of Activity	Activity Description	Update	Delete
<input type="text"/>	<input type="text" value="--Select--"/> --Select-- Career Plan Course Planner Sorts/Assessments Content Saved Content FAQs Résumé Creator Standardized Tests Application Tracker Entrance Exams Custom Activity FAQ	<input type="text" value="Add New"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

**Main Menu**

- Home
- Who are you?
- HOPE & Financial Aid
- College Planning
- Explore Careers
- Resources
- About Us

**Our Websites**

- Communications
- Archives
- Publications
- RSS Feed
- Multi-Lingual
- Mobile App

**External Links**

- GSFC
- GSFA-Pathways
- REACH
- Path2College(529 Plan)

**Social Media**

- Federal Student Aid
- Mapping Your Future
- HOPE & Financial Aid
- GCIC
- GA DOE

# Customized checklist

## Admin (Explore Careers)

### Step 11:

Enter information on your checklist for the user or student:

- Designate a specific task in the type of activity (1)
- What is the minimum number of words you want the user to type in their reflection? (2)
- How many reflections (entries) would you like the user to complete? (3)
- Add a sequence number (4)
- Describe the activity to the user (5)
- Create a short label for you to remember when checking your data (6)
- Enter a help message for the user in case they have difficulty trying to complete the task (7)

My GAfutures - Admin (Explore Careers) - BRIDGE CCRPI Reports Portfolios & Groups Customize Help & Links

Show

← Return ? Help & Tutorials

### EDIT CHECKLIST ACTIVITY

#### Activity Type 'Sorts/Assessments'

**Checklist Activity Display Options**

**Type of Sort/Assessment(s)**  
Select the specific Sort/Assessment(s) (e.g., SKILLS), the minimum number of words in the saved thoughts for the activity to be counted, and the minimum number of completed Sorts/Assessments.

**1** Sort(s) or Assessment(s):  
Career Cluster Inventory (48 Questions)  
Career Cluster Inventory (80 Questions)  
Entrepreneurial Career Assessment Form  
Financial Aid Sort  
IDEAS  
Interest Profiler  
Occupation Sort  
**Reality Check**  
School Sort  
SKILLS  
Work Importance Locator

**2** Minimum Number of Words: 10  
To select more than one Sort/Assessment, hold the control key down while making the selections.

**3** Minimum Number of Entries: 1

**4** Sequence Number: 1

**5** Activity Description: Figure out what it REALLY costs to be an adult!

**6** Short Label: 6th gr RCHK (20-character maximum. The label is used as a title in the Checklist Activity report.)

**7** Help Message: Please see your teacher if you need help finishing this activity.

Optional:  Optional? (check if not required for completion of checklist)

# Customized checklist

## Admin (Explore Careers)

### Step 11 (cont'd):

- Designate how you wish to review the user's activities (8)
- Add any helpful links for the user (9)

Once you have completed these nine (9) fields, click 'update'.

The screenshot shows a web form for editing a checklist item. The form is divided into several sections:

- Activity Information:** Includes fields for 'Number', 'Activity' (with a text input containing 'Figure out what is REALLY going to be an adult'), and 'Description'.
- Short Label:** A text input field with a placeholder '(e.g. ACh)' and a note: 'Create a meaningful label so you can recognize the activity in the Checklist Activity report. (20-character maximum. The label is used as a title in the Checklist Activity report.)'
- Help Message:** A text input field with a placeholder 'Please see your teacher if you need help finishing the activity.'
- Optional:** A checkbox labeled 'Optional? (check if not required for completion of checklist)'. It is currently unchecked.
- 8 Checklist Activity Review Options:** Three checkboxes: 'User Review and Check Required?', 'Parent Review and Check Required?', and 'Staff Review and Check Required?'. All are unchecked.
- 9 Link for Checklist Activity:** A section with a heading and a note: 'You can add a link to a document for this activity. The link will display in the help message page for the activity.' It contains two text input fields: 'Link Text' (with placeholder 'Type a meaningful title for the link, e.g. WAFSA Home page.') and 'Link URL' (with placeholder 'Type the web address for the link, e.g. http://www.fafsa.ed.gov.').
- Buttons:** At the bottom left, there are two buttons: 'Update' (highlighted with a yellow circle) and 'Cancel'.
- Footer:** A link labeled 'Return to Edit Checklist' is located at the bottom of the form area.

# Customized checklist

## Admin (Explore Careers)

### Step 12:

You should now see your new checklist listed in your system. You can add, edit or delete more activities by clicking on [edit](#).

The screenshot displays the 'EDIT SITE CHECKLIST' interface. At the top, there is a navigation bar with 'My GAFutures - Admin (Explore Careers)' and various menu items like 'BRIDGE', 'CCRPI', 'Reports', etc. The main content area is titled 'EDIT SITE CHECKLIST' and includes a 'Show' button. Below this, there is a dropdown for 'Edit Site Checklist' set to '8th grade'. The 'Edit Information for Checklist' section contains 'Checklist Properties' with fields for 'Sequence Number' (1), 'Checklist Name' (8th grade), and 'Hidden?' (radio buttons for Yes and No). There is also a 'Show Career Plan Links?' section with radio buttons for Yes and No. Below these are 'Update' and 'Cancel' buttons. The 'Introductory Text and Message for Teachers/Counselors' section includes a 'Checklist Message' and a 'Message for Teachers/Counselors'. The 'Supporting Document(s)' section shows 'Supporting Checklist Documents: No Supporting Document uploaded.' At the bottom, the 'Edit Checklist Activities' table is highlighted with a yellow oval. The table has columns for 'Sequence Number', 'Type of Activity', 'Activity Description', 'Update', and 'Delete'. It contains one row with '1' in the sequence number, 'Sorts/Assessments' in the type of activity, and 'Find out how much it costs to live as an adult!' in the activity description. There are 'Edit' and 'Delete' links for this activity. Below the table is a dropdown menu for adding new activities and an 'Add New' link.

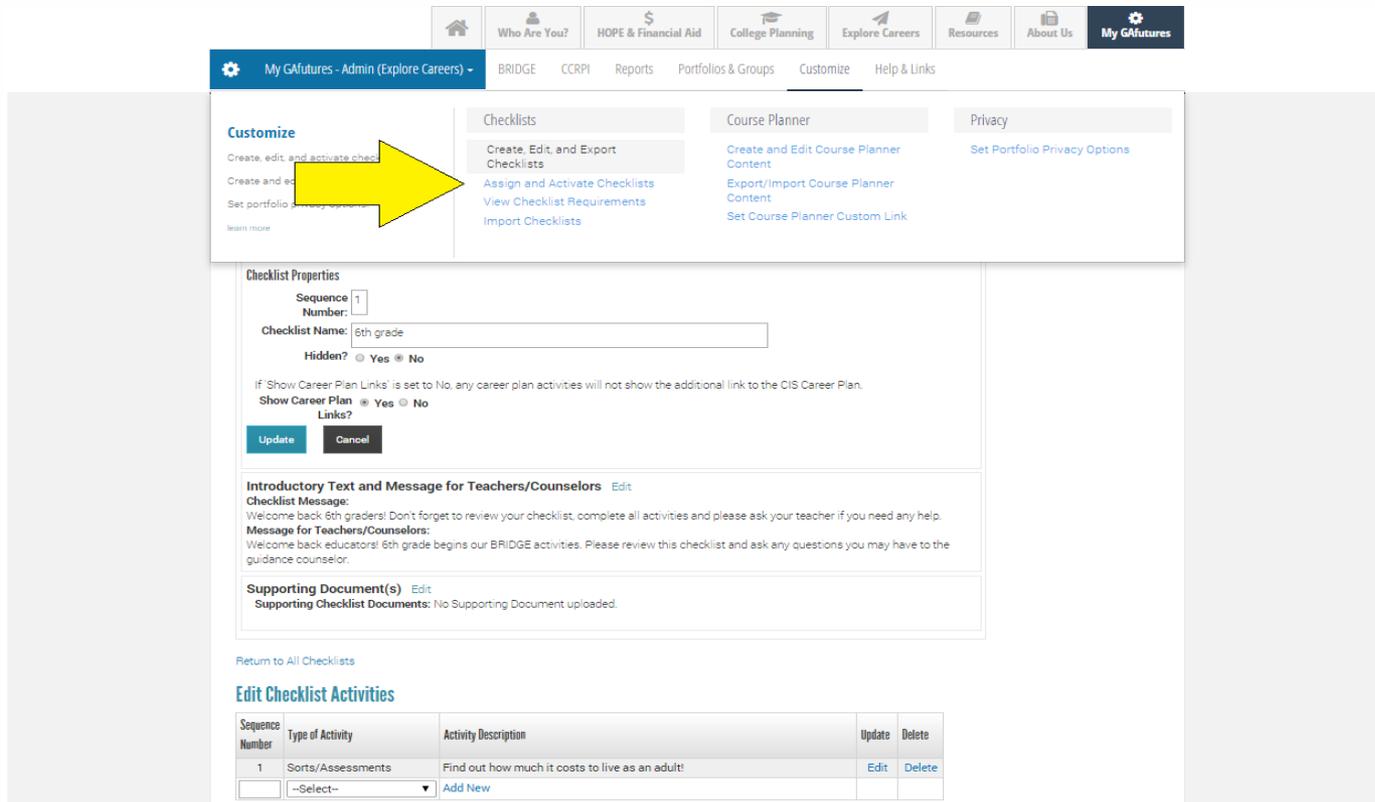
Activate customized checklist

# Activate customized checklist

## Admin (Explore Careers)

### Step 1:

In order for users to complete your checklist, you must first activate it. To do this, click on [assign and activate checklists](#) under the **CUSTOMIZE** tab in Admin (Explore Careers).



The screenshot displays the 'My GAFutures - Admin (Explore Careers)' interface. The top navigation bar includes links for 'Who Are You?', 'HOPE & Financial Aid', 'College Planning', 'Explore Careers', 'Resources', 'About Us', and 'My GAFutures'. The main content area is divided into several sections:

- Customize**: This section contains a list of options, with 'Assign and Activate Checklists' highlighted by a yellow arrow. Other options include 'Create, Edit, and Export Checklists', 'View Checklist Requirements', 'Import Checklists', 'Course Planner', and 'Privacy'.
- Checklist Properties**: This section allows for editing checklist details, including 'Sequence Number' (set to 1), 'Checklist Name' (6th grade), and 'Hidden?' (set to No). It also includes a 'Show Career Plan Links?' option.
- Introductory Text and Message for Teachers/Counselors**: This section provides a 'Checklist Message' and a 'Message for Teachers/Counselors'.
- Supporting Document(s)**: This section allows for uploading supporting documents.
- Edit Checklist Activities**: This section contains a table of activities.

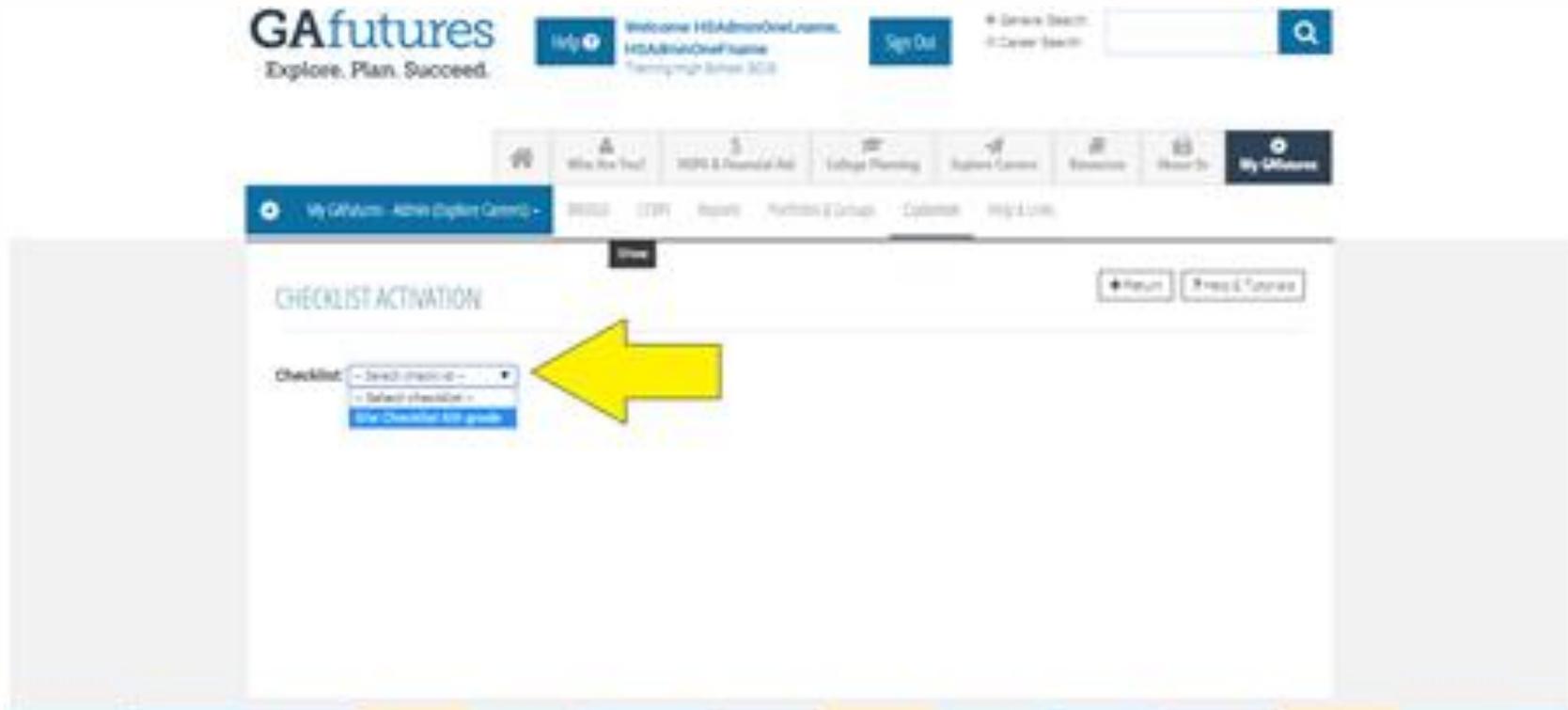
Sequence Number	Type of Activity	Activity Description	Update	Delete
1	Sorts/Assessments	Find out how much it costs to live as an adult!	Edit	Delete
	--Select--	Add New		

# Activate customized checklist

## Admin (Explore Careers)

### Step 2:

Choose the name of the checklist you wish to activate from the drop-down menu.



# Activate customized checklist

## Admin (Explore Careers)

### Step 3:

You have three (3) choices to activate your checklist:

- Site
- Group
- Graduation year

For this example, we will choose site and then select its' designated name. (ex. elem, middle or high school)

**Activation by Entire Site:** Assign to entire site, then activate to create checklist records for the portfolio users in the site.

Site Name	Enter Site Assignment	Number Activated	Number Inactivated	Activate All	Deactivate All	Summary Report	Email Report (PDF)	Email Report (Word)
- Select -	Assign Site							
- Select -								
Training High School (201)								

**Activation by Group:** Assign to a group, then activate to create checklist records for the portfolio users in that group.

Assignment by Group for Site Checklist All grade

Group Name	Enter Group Assignment	Number Activated	Number Inactivated	Activate All	Deactivate All	Summary Report	Email Report (PDF)	Email Report (Word)
- Select -	Assign Group							

**Activation by Graduation Year:** Assign to a graduation year for site, then activate to create checklist records for the portfolio users in that graduation year.

Assignment by Graduation Year for Site Checklist All grade

Graduation Year	Enter Graduation Year Assignment	Number Activated	Number Inactivated	Activate All	Deactivate All	Summary Report	Email Report (PDF)	Email Report (Word)
- Select -	Assign Year							

# Activate customized checklist

## Admin (Explore Careers)

### Step 4:

Now that you have chosen the particular users you want to complete your checklist, assign it to them by clicking [assign new](#).

The screenshot shows the GAfutures Admin (Explore Careers) interface. The top navigation bar includes the GAfutures logo, a user profile section with 'Welcome HSAAdminOneName, HSAAdminOneName' and a 'Sign Out' button, and search bars for 'General Search' and 'Career Search'. Below the navigation bar, there are tabs for 'Who Are You?', 'WEPE & Financial Aid', 'College Planning', 'Explore Careers', 'Assessments', 'Alerts', and 'My GAfutures'. The main content area is titled 'CHECKLIST ACTIVATION' and features a dropdown menu for 'Checklist: Site Checklist 8th grade'. There are two main sections: 'Activation by Entire Site' and 'Activation by Group'. The 'Activation by Entire Site' section contains a table with columns: Site Name, Site Site Assignment, Number Activated Portfolio, Number Inactivated Portfolio, Activate All, Inactivate All, Summary Report, Detail Report (Print), and Detail Report (Excel). The first row shows 'Training High School G' with an 'Assign New' button highlighted by a yellow arrow. The 'Activation by Group' section contains a similar table with columns: Group Name, Group Assignment, Number Activated Portfolio, Number Inactivated Portfolio, Activate All, Inactivate All, Summary Report, Detail Report (Print), and Detail Report (Excel). The first row shows '-Select-' with an 'Assign New' button.

# Activate customized checklist

## Admin (Explore Careers)

### Step 5:

You should now see that your checklist has been assigned. In this example, the middle and high school students will complete 6-12<sup>th</sup> grade activities. Click [activate](#) to make this checklist live.

**GAfutures**  
Explore. Plan. Succeed.

Welcome HSEAdminOneUsername,  
HSEAdminOneUsername  
Training High School GDE

Sign Out

General Search  
Career Search

My GAfutures

My GAfutures - Admin (Explore Careers)

PROFILE COPR Reports Portfolio & Group Customize Help & Links

### CHECKLIST ACTIVATION

Return Help & Tutorials

Checklist: Site Checklist 6th grade

Activation by Entire Site: Assign to entire site, then activate to create checklist records for the portfolio users in the site.

Site Name	Site Assignment	Number Activated Portfolios	Number Inactivated Portfolios	Activate	Inactivate	Summary Report	Detail Report (Post)	Detail Report (List)
Training High School GDE	Unassign	0	11	Activate		View		

Activation by Group: Assign to a group, then activate to create checklist records for the portfolio users in that group.

Assignment by Group for Site Checklist 6th grade

Group Name	Group Assignment	Number Activated Portfolios	Number Inactivated Portfolios	Activate	Inactivate	Summary Report	Detail Report (Post)	Detail Report (List)
--Select--	Assign Here							

Activation by Graduation Year: Assign to a graduation year for site, then activate to create checklist records for the portfolio users in that graduation year.

Assignment by Graduation Year for Site Checklist 6th grade



# Activate customized checklist

## Admin (Explore Careers)

### Step 7:

Your checklist is now active and ready for use. To close the checklist, simply click **deactivate** within the checklist activation section on Admin (Explore Careers).

The screenshot shows the GAfutures Admin (Explore Careers) interface. At the top, there is a navigation bar with the GAfutures logo, a 'Help' button, a 'Sign Out' button, and search options for 'General Search' and 'Career Search'. Below this is a secondary navigation bar with icons for 'Who Are You?', 'HOPE & Financial Aid', 'College Planning', 'Explore Careers', 'Resources', 'About Us', and 'My GAfutures'. The main content area is titled 'CHECKLIST ACTIVATION' and includes a 'Show' button, a 'Return' button, and a 'Help & Tutorials' button. A dropdown menu for 'Checklist:' is set to 'Site Checklist 6th grade'. Below this, there are three sections: 'Activation by Entire Site', 'Activation by Group', and 'Activation by Graduation Year'. The 'Activation by Entire Site' section contains a table with columns for Site Name, Entire Site Assignment, Number Activated Portfolios, Number Unactivated Portfolios, Activate All, Deactivate All, Summary Report, Detail Report (Print), and Detail Report (Excel). A yellow arrow points to the 'Deactivate' link in the 'Deactivate All' column for the 'Training High School GCIS' row. A tooltip explains that deactivating checklists for users in a site will deactivate any remaining activated checklists at that site. The 'Activation by Group' section has a dropdown menu for 'Group Name' set to '--Select--' and a link for 'Assign New'. The 'Activation by Graduation Year' section is currently empty.

# Reports for checklists

# Reports for checklist activities

## Admin (Explore Careers)

**Step 1:** To generate a report for a checklist select [create](#), [edit](#) and [export checklists](#) in Admin (Explore Careers) under the **CUSTOMIZE** tab.

The screenshot shows the GAfutures Admin (Explore Careers) interface. The top navigation bar includes the GAfutures logo, a search bar, and a user profile section. The main navigation menu is visible, with the 'Customize' tab selected. The 'Customize' section contains several sub-sections: 'Checklists', 'Course Planner', and 'Privacy'. Below these are three data tables: 'Account Type', 'Portfolio Accounts', and 'Modules with Saved Records'.

**Account Type**

Account Type	Number of Logins since 8/1/2015
Portfolio	251
Site username or IP	0
Staff	6

[Go to full report](#)

**Portfolio Accounts**

Account Type	Number of portfolios at site
Active Portfolio	10
Portfolios created since 8/1/2015	10

[Go to full report](#)

**Modules with Saved Records**

CIS Module	All portfolios with saved records	Portfolios with records saved since 8/1/2015
<b>ASSESSMENTS</b>		
Career Cluster Inventory (80 Questions)	1	1
Reality Check	0	0
<b>FAVORITES</b>		

[Go to full report](#)

# Reports for checklist activities

## Admin (Explore Careers)

**Step 2:** Next, you will see a table of checklists available for reporting in your system. Select the checklist you wish to report on and then click the [report](#) link.

The screenshot displays the GAfutures Admin (Explore Careers) interface. At the top, there is a navigation bar with the GAfutures logo, a welcome message for ESAdminOne, and a search bar. Below the navigation bar, there is a menu with options like BRIDGE, CCRPI, Reports, Portfolios & Groups, Customize, and Help & Links. The main content area is titled 'CHECKLISTS - MAIN MENU' and contains sections for 'Introductory Message (All Checklists)', 'Supporting Documents (All Checklists)', and 'Import Site Checklists'. Below these sections, there is a 'Site Checklists' section with a table of checklists. The table has columns for Sequence Number, Site Checklist Name, Edit, View, Activation Status, Reports, Duplicate, Site Visible, and Delete. The 'Reports' link in the first row is highlighted with a yellow circle.

Sequence Number	Site Checklist Name	Edit	View	Activation Status	Reports	Duplicate	Site Visible	Delete	
<input type="checkbox"/>	1	Elementary Grade 1	Edit	View	Activation	Reports	Duplicate	Hide	Delete
<input type="checkbox"/>	2	Elementary Grade 2	Edit	View	Activation	Reports	Duplicate	Hide	Delete
<input type="checkbox"/>	3	Elementary Grade 3	Edit	View	Activation	Reports	Duplicate	Hide	Delete
<input type="checkbox"/>	4	Elementary Grade 4	Edit	View	Activation	Reports	Duplicate	Hide	Delete
<input type="checkbox"/>	5	Elementary Grade 5	Edit	View	Activation	Reports	Duplicate	Hide	Delete
<input type="text"/>	<input type="text"/>	Add New							

# Reports for checklist activities

## Admin (Explore Careers)

**Step 3:** Before moving forward, confirm that you are reporting on the specific checklist you have chosen.

The screenshot displays the GAfutures Admin (Explore Careers) interface. At the top, the GAfutures logo is on the left, and the user is logged in as ESAdminOneL, ESAdminOne, Training Elementary School GCIS Junior. A search bar is on the right. Below the navigation bar, the page title is "CHECKLIST REPORTS - TRAINING ELEMENTARY SCHOOL GCIS JUNIOR". A dropdown menu is open, showing the selected checklist: "Site Checklist Elementary Grade 1". Other options include "Site Checklist Elementary Grade 2", "Site Checklist Elementary Grade 3", "Site Checklist Elementary Grade 4", and "Site Checklist Elementary Grade 5". Below the dropdown, there are radio buttons for "Checklist Detail (Print)", "Checklist Detail (Excel)", and "Checklist Activity Report (select activities for status for all users)". A "Generate Report" button is at the bottom.

# Reports for checklist activities

## Admin (Explore Careers)

**Step 4:** Now, select the type of report you would like to generate: summary or detailed

The screenshot displays the GAfutures Admin (Explore Careers) interface. At the top left is the GAfutures logo with the tagline "Explore. Plan. Succeed." and a "Help" button. To the right, it says "Welcome ESAdminOneL, ESAdminOne" and "Training Elementary School GCIS Junior", with a "Sign Out" button. A search bar is also present. Below the header is a navigation menu with icons for "Getting Started", "HOPE & Financial Aid", "College Planning", "Explore Careers", "Resources", "About Us", and "My GAfutures". A secondary menu includes "My GAfutures - Admin (Explore Careers)", "BRIDGE", "CCRPI", "Reports", "Portfolios & Groups", "Customize", and "Help & Links". The main content area is titled "CHECKLIST REPORTS - TRAINING ELEMENTARY SCHOOL GCIS JUNIOR" and includes a "Show" button, "Return", "Report Settings", and "Help & Tutorials" buttons. A dropdown menu for "Checklist:" is set to "Site Checklist Elementary Grade 1". Under the heading "Select Checklist Report", four options are listed: "Checklist Summary (with View for Activity Status for individual user)", "Checklist Detail (Print)", "Checklist Detail (Excel)", and "Checklist Activity Report (select activities for status for all users)". The first option is selected and circled in yellow. A "Generate Report" button is located at the bottom of the list.

# Reports for checklist activities

## Admin (Explore Careers)

This report shows: Checklist Summary (with View for Activity Status for individual user)

**CHECKLISTS REPORT**  
- TRAINING ELEMENTARY SCHOOL GCIS JUNIOR

Summary for All Dates  [Click to Search](#)

Select Checklist: Site Checklist Elementary Grade 1

Key to Status column: NA = Not Activated, ○ = No Progress, ● = Partial completion, ● = Complete.

Select | Unselect | Export | Print | Send Message | Activate Checklist | Deactivate Checklist [Total records = 10, Complete = 1, Partial = 0, NoProgress = 1, NA = 8]

Last Name	First Name	Username	Unique ID	Grad Year	Checklist Name	Status	Date Completed	Needs Staff Review	View
ESStudentEightLName	ESStudentEightFName	estrnstudent8		2023	Elementary Grade 1	NA			Unassigned
ESStudentFiveLName	ESStudentFiveFName	estrnstudent5		2025	Elementary Grade 1	NA			Unassigned
ESStudentFourLName	ESStudentFourFName	estrnstudent4		2025	Elementary Grade 1	NA			Unassigned
ESStudentNineLName	ESStudentNineFName	estrnstudent9		2023	Elementary Grade 1	NA			Unassigned
ESStudentOneLName	ESStudentOneFName	estrnstudent1		2027	Elementary Grade 1	●	10/19/2015		View
ESStudentSevenLName	ESStudentSevenFName	estrnstudent7		2024	Elementary Grade 1	NA			Unassigned
ESStudentSixLName	ESStudentSixFName	estrnstudent6		2024	Elementary Grade 1	NA			Unassigned
ESStudentTenLName	ESStudentTenFName	estrnstudent10		2027	Elementary Grade 1	○			View
ESStudentThreeLName	ESStudentThreeFName	estrnstudent3		2026	Elementary Grade 1	NA			Unassigned
ESStudentTwoLName	ESStudentTwoFName	estrnstudent2		2026	Elementary Grade 1	NA			Unassigned

# Reports for checklist activities

## Admin (Explore Careers)



Welcome ESAdminOne,  
ESAdminOne  
Training Elementary School GCIS Junior



- General Search
- Career Search



- Home
- Getting Started
- HOPE & Financial Aid
- College Planning
- Explore Careers
- Resources
- About Us
- My GAfutures

- My GAfutures - Admin (Explore Careers) -
- BRIDGE
- CCRPI
- Reports
- Portfolios & Groups
- Customize
- Help & Links

Show

### CHECKLIST REPORTS

#### - TRAINING ELEMENTARY SCHOOL GCIS JUNIOR

- Return
- Report Settings
- Help & Tutorials

Checklist: Site Checklist Elementary Grade 1

#### Select Checklist Report

- Checklist Summary (with View for Activity Status for individual user)
- Checklist Detail (Print)
- Checklist Detail (Excel)
- Checklist Activity Report (select activities for status for all users)

Generate Report

# Reports for checklist activities

## Admin (Explore Careers)

This report shows: Checklist Detail (Print)

The screenshot displays the GAfutures Admin interface. On the left, a sidebar contains navigation options like 'Main Menu' and 'Resources'. The main content area shows a 'Checklist Detail (Print)' report for 'Elementary Grade 1'. The report includes a summary table, a detailed activity table, and a legend for status indicators.

**Checklist Summary Table:**

Checklist Name	Date Activated	Total Activities: # Met/Total	Required Activities: # Met/Total	Needs Staff Review	Status	Date Completed
Elementary Grade 1	10/19/2015	1 / 1	0 / 0		●	10/19/2015

**Elementary Grade 1 Checklist Activity Table:**

Checklist Activity	Status	Date Met
What is a career cluster? (Explain in the vocabulary words used in class) <i>a career cluster is a group of jobs with similar work skills</i>	●	10/19/2015

**Legend:**

- Notes in *italics* are user-entered notes.
- Double asterisks (\*\*) after the activity description indicates a required activity.
- Key to Checklist Status column: ○ = No Progress; ● = Partial completion; ● = Complete.
- Key to Checklist Activity Status column: ○ = No Progress; ● = Partial completion; ● = Check required (self, parent/guardian, and/or staff); ● = Met.

# Reports for checklist activities

## Admin (Explore Careers)

Show

### CHECKLIST REPORTS - TRAINING ELEMENTARY SCHOOL GCIS JUNIOR

[← Return](#)

[⚙ Report Settings](#)

[? Help & Tutorials](#)

Checklist:  ▾

#### Select Checklist Report

- Checklist Summary (with View for Activity Status for individual user)
- Checklist Detail (Print)
- Checklist Detail (Excel)
- Checklist Activity Report (select activities for status for all users)

[Generate Report](#)

# Reports for checklist activities

## Admin (Explore Careers)

This report shows: Checklist Detail (Excel)

**GAfutures**  
Explore. Plan. Succeed.

My GAfutures - Admin (Explore Careers)

**CHECKLIST REPORTS - TRAINING ELEMENTARY SCHOOL**

Checklist: Site Checklist Elementary Grade 1

Select Checklist Report

- Checklist Summary (with View for Acti...
- Checklist Detail (Print)**
- Checklist Detail (Excel)
- Checklist Activity Report (select activi...

Generate Report

---

**Checklists for Group Training Elementary School GCIS Junior**

**GAfutures**  
Explore. Plan. Succeed. Account 1 of 2  
10/19/2015

Checklists for ESStudentOneFname ESStudentOneLname  
Group Training Elementary School GCIS Junior

- Notes in *italics* are user-entered notes.
- Double asterisks (\*\*) after the activity description indicates a required activity
- Key to Checklist Status column: ○ = No Progress; ◐ = Partial completion; ● = Complete.
- Key to Checklist Activity Status column: ○ = No Progress; ◐ = Partial completion; ✓ = Check required (self, parent/guardian, and/or staff); ● = Met.

Checklist Name	Date Activated	Total Activities: # Met/Total	Required Activities: # Met/Total	Needs Staff Review	Status	Date Completed
Elementary Grade 1	10/19/2015	1 / 1	0 / 0		●	10/19/2015

**Elementary Grade 1**

Checklist Activity	Status	Date Met
What is a career cluster? (Explain in the vocabulary words used in class) <i>a career cluster is a group of jobs with similar work skills</i>	●	10/19/2015

---

**GAfutures**  
Explore. Plan. Succeed. Account 2 of 2  
10/19/2015

Checklists for ESStudentTenFname ESStudentTenLname  
Group Training Elementary School GCIS Junior

- Notes in *italics* are user-entered notes.
- Double asterisks (\*\*) after the activity description indicates a required activity
- Key to Checklist Status column: ○ = No Progress; ◐ = Partial completion; ● = Complete.
- Key to Checklist Activity Status column: ○ = No Progress; ◐ = Partial completion; ✓ = Check required (self, parent/guardian, and/or staff); ● = Met.

**Main Menu**

- Home
- Getting Started
- HOPE & Financial Aid

**Resources**

- Contact Us
- Training Presentations
- High School Planning Scholarships
- REACH
- Path2College
- Federal Student Aid TCSG

# Reports for checklist activities

## Admin (Explore Careers)

### CHECKLIST REPORTS

#### - TRAINING ELEMENTARY SCHOOL GCIS JUNIOR

Checklist: Site Checklist Elementary Grade 1 ▾

#### Select Checklist Report

- Checklist Summary (with View for Activity Status for individual user)
- Checklist Detail (Print)
- Checklist Detail (Excel)
- Checklist Activity Report (select activities for status for all users)

Generate Report

# Reports for checklist activities

## Admin (Explore Careers)

Show

### CHECKLIST ACTIVITY REPORT - TRAINING ELEMENTARY SCHOOL GCIS JUNIOR

[← Return](#) [? Help & Tutorials](#)

#### Checklist Activity Report - Training Elementary School GCIS Junior

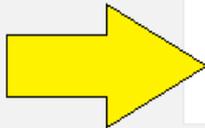
Checklist:

- Select from 1 to 10 activities for the Checklist Activity Report
- Select only 1 activity to be able to do "bulk" staff review checkoff, override requirements, or add a review note for multiple users
- The report displays the list of users with the selected activities' status

Generate Report

Select | Unselect

Checklist Activity Title	Checklist Activity	Required	User Review Required	Parent Review Required	Staff Review Required
<input type="checkbox"/>	What is cluster?	What is a career cluster? (Explain in the vocabulary words used in class)			



# Reports for checklist activities

## Admin (Explore Careers)

Select the profile you wish to report on (or all of them) and then click the [export](#) link.

The screenshot shows the GAfutures Admin interface. At the top, there is a navigation bar with the GAfutures logo, a user profile for 'ESAdminOne', and a search bar. Below this is a menu with options like 'Getting Started', 'HOPE & Financial Aid', 'College Planning', 'Explore Careers', 'Resources', 'About Us', and 'My GAfutures'. The main content area displays a 'CHECKLIST ACTIVITY REPORT' for 'TRAINING ELEMENTARY SCHOOL GCIS JUNIOR'. The specific activity is 'Checklist 'Elementary Grade 1' Activity 'What is a career cluster? (Explain in the vocabulary words used in class)''. Below the activity title, there is a search bar and a 'Click to Search' button. A key explains the progress indicators: a green circle with a checkmark for 'Met', a green circle for 'Partial completion', and a green circle with a checkmark for 'Check required'. There are two actions: 'Select' and 'Unselect'. An 'Export' link is highlighted with a yellow arrow. Below the key, there is a table with columns: Last Name, First Name, Username, Unique ID, Grad Year, What is cluster?, Date Met, Staff Override Date, and Staff Note. The table contains two rows of student data.

GAfutures  
Explore. Plan. Succeed.

Welcome ESAdminOne,  
ESAdminOne  
Training Elementary School GCIS Junior

Sign Out

General Search  
Career Search

Home Getting Started HOPE & Financial Aid College Planning Explore Careers Resources About Us My GAfutures

My GAfutures - Admin (Explore Careers) BRIDGE CCRPI Reports Portfolios & Groups Customize Help & Links

SHOW

Return Help & Tutorials

CHECKLIST ACTIVITY REPORT  
- TRAINING ELEMENTARY SCHOOL GCIS JUNIOR

Checklist 'Elementary Grade 1'  
Activity 'What is a career cluster? (Explain in the vocabulary words used in class)'

Click here to export selected portfolios

Key to Progress: = Partial completion; = Check required (self, parent/guardian, and/or staff); = Met.

Select | Unselect | [Export](#) | Print | Send Message | Staff Override/Review/Checkoff [Total records = 2]

Last Name	First Name	Username	Unique ID	Grad Year	What is cluster?	Date Met	Staff Override Date	Staff Note
<input checked="" type="checkbox"/> ESStudentOneLName	ESStudentOneFName	estrnstudent1		2027		10/19/2015		
<input type="checkbox"/> ESStudentTenLName	ESStudentTenFName	estrnstudent10		2027				

# Reports for checklist activities

## Admin (Explore Careers)

This report shows: Checklist Activity Report (select activities for status for all users)

The screenshot displays the GAfutures Admin interface for 'Explore Careers'. The main content area shows a 'CHECKLIST ACTIVITY REPORT - TRAINING ELEMENTARY SCHOOL' for 'Checklist 'Elementary Grade 1' Activity 'What is a career cluster?' (Explore Careers) with a 'No Progress' status. A table below lists activities with checkboxes for selection. An Excel spreadsheet is overlaid on the right, showing a report with columns: Last Name, First Name, Username, Unique ID, Grad Year, CompletionStatus, and ShortLabel. The first data row shows: ESStudentOneLName, ESStudentOneFName, estrnstudent1, 2027, M, and What is cluste.

**GAfutures**  
Explore. Plan. Succeed.

My GAfutures - Admin (Explore Careers)

**CHECKLIST ACTIVITY REPORT**  
- TRAINING ELEMENTARY SCHOOL

Checklist 'Elementary Grade 1'  
Activity 'What is a career cluster?' (Explore Careers)

Key to Checklist Activity Status:  No Progress

Select | Unselect | Export | Print | Send Message

Last Name	First Name
<input checked="" type="checkbox"/> ESStudentOneLName	ESStudentOneFName
<input type="checkbox"/> ESStudentTenLName	ESStudentTenFName

Excel Spreadsheet: ChecklistActivityReport20151019\_15\_23 - Excel

A	B	C	D	E	F	G
Last Name	First Name	Username	Unique ID	Grad Year	CompletionStatus	ShortLabel
ESStudentOneLName	ESStudentOneFName	estrnstudent1		2027	M	What is cluste

# More customization: Creating a group

# ADMIN EXPLORE CAREERS

**GAfutures**

Explore. Plan. Succeed.

Help

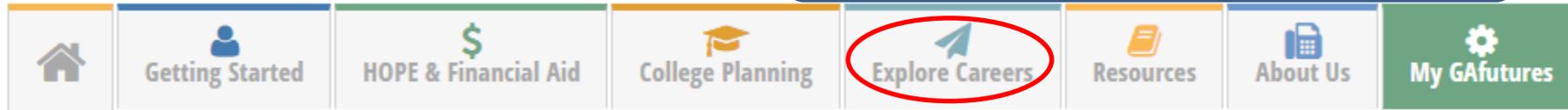
Your Name

Sign Out

- General Search
- Career Search



## HOW TO CREATE A GROUP



My GAfutures - Admin (Explore Careers) ▾

BRIDGE

CCRPI

Reports

Portfolios & Groups

Customize

Help & Links

1

ADD GROUP



4

Select portfolios to add to Group Membership: Deca Club

Search by Last Name begins with:

Search by Graduation Year: --Select-- ▾

List all users in site

Generate List of Portfolios



2

Add New Group

Click to Search

[Total records = 1]

Group Name	Number of Members	Edit	Delete	Members
MMS Business Education (Schroer)	0	Edit	Delete	Members

5

Add Accounts to Group

Click to Search

Select | Unselect | Remove from Group |  Administer Group

[Total records = 1]

Last Name	First Name	Username	Unique ID	Password	Last Use	Grad Year	Edit	View
<input type="checkbox"/> HSStudentFiveName	HSStudentFiveName	hstrnstudent1		Reset		2019	Edit	View

3

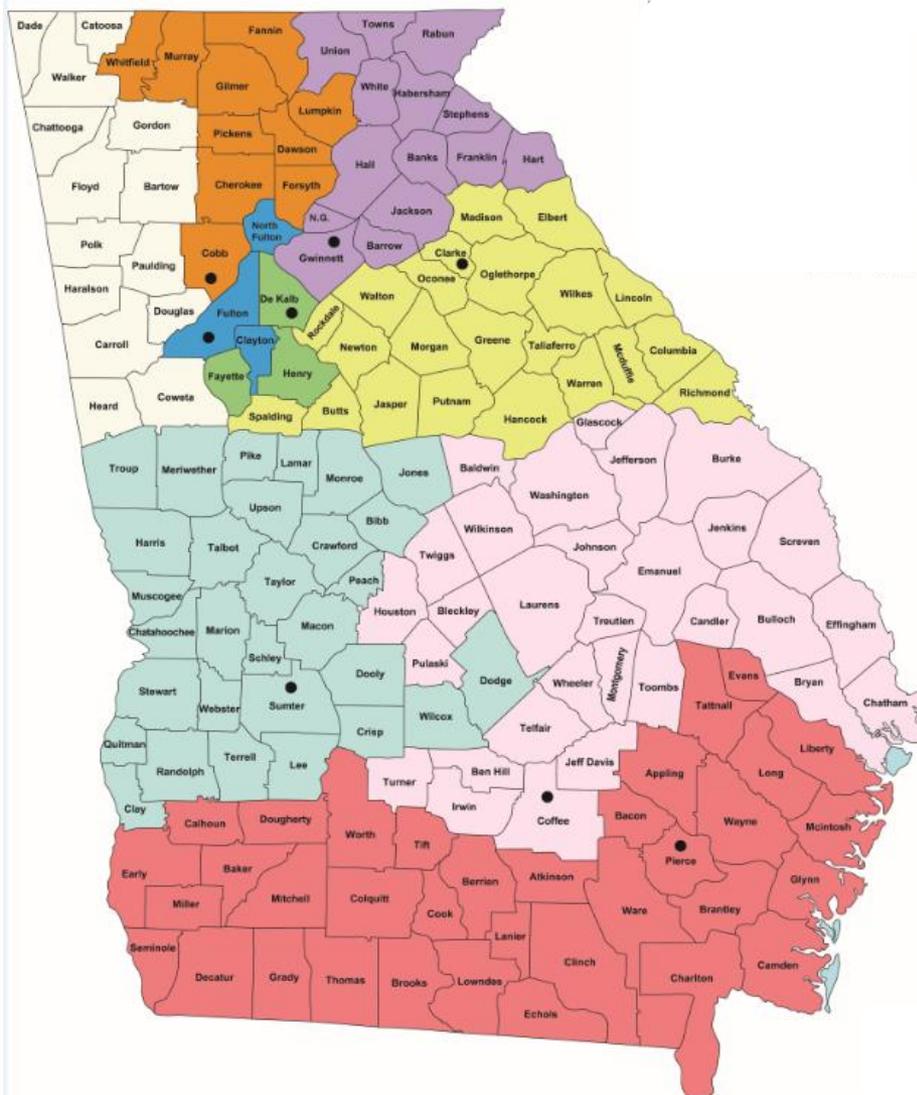
Add New Group

Click to Search

[Total records = 1]

Group Name	Number of Members	Edit	Delete	Members
Deca Club	1	Edit	Delete	Members

# OUTREACH REP TERRITORY MAP



432

**Ben Meadows**  
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424

**Carol Ann Lott**  
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444

**Tavis Caldwell**  
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445

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678.495.8965



**Rep Home Locations**

# Contact Us



**800.505.4732**



**[clientservices@gsfc.org](mailto:clientservices@gsfc.org)**

# Be Social



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## **OUR MISSION**

To promote and increase access to education beyond high school for Georgians.

## **OUR VISION**

To be the premier provider of student financial aid and educational services for Georgians.