



Brush School District

SchoolLinks is the platform Brush School District utilizes to help students in grades 8–12 create their very own ICAP (Individual Career and Academic Plan). Students are able to discover their own personalized pathway through self-knowledge, exploration, and planning.

LOGIN AS A STUDENT

1. Go to **Classlinks**, find the **SchoolLinks** tile, click to login.

CUSTOMIZE YOUR SCHOOLINKS PROFILE

1. Click "Student" on the left navigation bar
2. Select "Profile and Resume"
3. Click on the profile picture in the top left corner of your profile
4. Click on **Upload Photo or Customize Avatar**

SHARE YOUR SKILLS AND INTERESTS

1. In your Profile and Resume, find the **About Me** section
2. Click the +Add button to add "My Strengths," "Things I'm Proud of," and "My Interests and Hobbies."
3. Find the **Bragging Rights** section
4. Click the +Add button to add "Awards & Achievements," "My Skills," and "My Languages."

ADD IN-DEMAND CAREERS OF INTEREST TO YOUR PLAN

1. Click "**Career**" on the left navigation bar
2. Select "**Career Center**"
3. To search a complete list of all career options, click the All tab at the top of the Career Center dashboard
4. Once you have identified a career that you are interested in learning more about, you can:
 - a. Read an introductory overview of the career by clicking on the **information icon**.
 - b. Watch a career overview video by clicking on the **play button icon**.
 - c. Favorite the career by clicking on the **heart icon**.
 - d. Click on the Career tile to open the Career Profile for more detailed information.

BUILD YOUR RESUME

1. Click "**Student**" on the left navigation bar
2. Select "**Profile and Resume**"
 - a. *About Me*: personalize your profile by adding a profile picture, headline, and objective
 - b. *My Story*: View/update your goals. Add your strengths, things you are proud of, and your interests & hobbies.
 - c. *Experience*: Add job, internship & volunteer experiences; extracurricular activities & leadership roles; and credentials you have earned.

- d. *Bragging Rights*: Add your awards & achievements, skills, and languages you speak.
 - e. *Academics*: the academic sections will auto-populate your test scores if they have been added into the platform by your district, or click update to add your scores manually. Education will auto-populate the school that you attend. Click Add to add a school manually.
 - f. *My Videos*: record videos of yourself answering one of the ten question prompts. Click the blue + button to add a custom question. This is a great tool to use to help you improve your public speaking skills and to prepare for interviews.
 - g. *References*: add references to your profile! References will then be visible to employers who view your profile and are included in your resume when it is downloaded.
3. Export your Profile into a Resume
 - a. Click the Resume icon at the top right corner
 - b. Enter your contact information to be added to your resume (optional)
 - c. Choose how you would like to export your resume:
 - i. Save to Google Drive: log into your Google Drive account
 - ii. Download Resume: you will receive a notification in your bell icon once the download is complete. Click on the notification to open the .docx file.

CREATE AND MANAGE A SCHOOL LIST

1. Click "**College**" in the left navigation bar
2. Select "**Favorites and Lists**"
3. Select a favorite school and click **Add to a School List** icon
4. Click **Create a New List**
5. Name your School List and **Save List**

PLAN COURSES RELATED TO YOUR CAREER INTERESTS

1. Click "**Plan**" in the left navigation bar
2. Select "**Course Planner**"
3. Click **Let's go** to begin course planning

FIND AND APPLY FOR WORK-BASED LEARNING OPPORTUNITIES:

1. Click "**Engage**" in the left navigation bar
2. Select "**Opportunity Board**"

FIND SCHOLARSHIPS (11th and 12th grades only):

1. Click "**College**" in the left navigation bar
2. Select "**Scholarship Matching**"
3. Create your Scholarship Match Profile
 - a. Eligibility - Enter details about yourself to determine your scholarship eligibility
 - b. Interests - Select career clusters you're interested in and add keywords related to your academic and extracurricular achievements and pursuits
 - c. Colleges - Choose colleges you're interested in to get matched with college-specific scholarships
 - d. Click "**View Matches**"