Introduction to the Tunnel’s Student Module

2013-14
The quickest and easiest way for students to access the Tunnel is via the link on the Career Center home page. After logging into the Tunnel with the Carleton username and password the student will be on the Student Module Home Page (Fig. 1). The numerous dark blue tabs along the top of the page organize the information in the student module. This guide will go through the most important of these tabs moving from left to right.

**Home Tab**

The home page has three different sections (in columns) on the main part of the page.

**Jump To**: This section on the left side contains highlighted shortcuts that allow students to “jump to” a website that is outside the Tunnel. The two that are currently highlighted on all Carleton student home pages are the “Liberal Arts Career Network (LACN),” the “Nationwide Internships Consortium (NIC)” and “CareerShift.” Students can also use the “Jump To” button in the top right corner (just to the left of the red Log Out button) to jump to the LACN database. There are additional links to some career websites in the “Shortcuts” section on the right side of the home page.
**INTRODUCTION TO THE TUNNEL’S STUDENT MODULE**

**News Feed:** This is where the Career Center staff will post important announcements. You will also see reminders just above the announcements for any workshops, interviews, etc. that you are scheduled for. Please pay close attention to this section.

**Getting Started:** This area summarizes for the student how much of their settings they have completed. A check mark means this section has been updated; an empty circle means it hasn’t.

**Shortcuts:** These shortcuts will save you a lot of search time. They are a mish-mash of different shortcuts and you should take some time to explore what’s there. Please note that the Carleton Exclusive shortcuts (for internships, externships, and internship funding) will take you to all current listings in those specific categories. The number of listings in each of these categories may be determined by the time of year.

**Profile Tab**

When you first click on the Profile tab you will see the summary format in Fig. 2. When working with students, click the link in the top left where it says “Switch to the tab view.” The tab view is much easier to work with.

![Profile Tab](image_url)

**Figure 2**
**Personal Subtab.** All the data in the Student Information section on the top half of the page (Fig. 3) is “Read-Only” for students. This information will be populated by the weekly or twice-weekly imports from the college’s information systems. If a student notices that any of this information is incorrect, they need to change it at the source (usually the registrar’s office) and not with us. Once the change has been made at the source it will be corrected in the Tunnel at the next import.

![Image of Personal Subtab](image)

**Figure 3**

On the right side of the page below where it says “Completion Status” you can see at a glance which items on the page still needs to be completed by the student. A check mark indicates that information has been updated; an empty circle means it hasn’t. There is also a “Documents” section on the right side of the page that shows how many documents you have uploaded.

The information in the “Carls Help Carls” section (Fig. 4) is entered and/or changed by the student. Students are required to complete all the information in this section of the Personal Subtab.
Academic Subtab. All the data in the Academic Subtab section except for the GPA field is “Read-Only” for students. The read-only information will be populated by the weekly or twice-weekly imports from the college’s information systems. If a student notices that any of this information is incorrect, they need to change it at the source and not with us. Once the change has been made at the source it will be corrected in the Tunnel at the next import. Students can decide whether or not
they want to fill in the GPA field. A small percentage of jobs and internships will require GPA information in order for a student to be eligible to apply.

**Privacy Subtab.** Students are required to complete the two selections in the Privacy Subtab. The default setting for the job blast setting is “No” and for the email notification setting is “Yes.”

![Profile Subtab](image)

**Documents Tab**

If a job, internship, or scholarship is listed and has required documents, the Tunnel will not allow a student to apply (the *Apply* button will not appear) until all the required documents have been uploaded into the student’s documents folder.

To upload documents to the Tunnel, you need to follow three simple steps (these instructions are also listed on the “Documents” home page, Fig. 7, and an abbreviated version is included in the Announcements section on the Student Home Page):
1) Click the “+Add New” button at the bottom left corner of the page.

2) Type in a name for the document in the field that says “Label” (Fig. 8).

3) Select the correct Document Type. When uploading documents, students must select the correct Document Type. When uploading a resume the “Resume” Document Type must be selected; when uploading a transcript the “Unofficial Transcript” Document Type must be selected; etc. For all other documents not specifically listed as the Document Type in the Tunnel students must select the “Other” Document Type. A SPECIAL NOTE ABOUT TRANSCRIPTS. Transcript files from the registrar are too large to upload to the Tunnel (the max. allowable document size for uploading is 200 kb). To get around this, students can do one of the following:

   a. Scan a hard copy of the transcript and then upload it to their Documents file in the Tunnel.

   b. Do a screen capture of their transcript from the Hub, then upload it to the Tunnel. To do a screen capture they simply press the Alt + PrtScn keys, then paste into a Word document.
INTRODUCTION TO THE TUNNEL’S STUDENT MODULE

Resources Tab

Career Explorer (Fig. 9). This is a resource for students to use to explore different career fields. The information comes directly from the U.S. Department of Labor website.
**Document Library** (Fig. 10). This is a collection of documents as well as external links that are relevant to the various programs. The type of information one can find here ranges from cover sheets and budget sheets for the funded internship applications to a link to the NACE Salary Calculator to copies of PowerPoint presentations on case interviews, externships, etc.

**Skills Assessments.** This is a new addition to the Tunnel this year. Students who want to take either the MBTI or Strong interest and skills assessments can access Carleton’s account on the SkillsOne website via a link from this page. IMPORTANT NOTE: This link is not automatically accessible to students and it won’t initially appear in the Resources menu (Fig. 11).
INTRODUCTION TO THE TUNNEL’S STUDENT MODULE

The student must meet with a career counselor first, after which the link on their Tunnel account will be enabled and they will be notified that they can log in and access the assessment tools (Fig. 12). After they have completed one or both of the tools the results will be printed out and the student will be contacted by the Career Center to make a follow-up appointment with a career counselor to go over the results.

**Jobs and Internships Tab**

**Jobs Subtab & Advanced Search Subtab.** In using the keyword search, when AND is used, all search words must be present in order to retrieve the job; when OR is used, any of the search words must be present in order to retrieve the job. For a position with required documents, the “Apply” button visible just below the job titles in the examples in Fig. 13 will only appear if the required documents have already been uploaded to the student’s documents folder in the Tunnel.
INTRODUCTION TO THE TUNNEL’S STUDENT MODULE

Fig. 14 shows the top section of the “Advanced Search” screen, which contains a large number of search categories for students to utilize.

**Surveys Tab**

All surveys are accessed through this tab. Students will receive an email indicating the name of the survey they are being requested to complete. The email will contain a link to the student login for the Tunnel. Once logged in the student simply goes to the Survey Tab and selects the correct survey to complete.
**Events Tab**

There are two subtabs in this section.

**Information Session Subtab.** Lists all tabling and information sessions for the on-campus recruiting program.

**Workshop Subtab** (Fig. 16). Lists all Carleton-sponsored information sessions and workshops: the 30 Minutes Program, Pre-Law Information Session, Careers in Social Justice Panels, etc. There is a separate workshop listing created for each 30 Minutes session with a picklist for available times that are open for students to sign up for. When all the timeslots are taken students will be able to select a specific time on the Wait List. For complete information regarding the use of the Tunnel for the 30 Minutes Program see the *tunnel Guide for the 30 Minutes Program*.