

10th Grade Guideway Manual

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a plan to
succeed.

start your
plan now!

IOWA
guideways



www.IHaveAPlanIowa.gov



Provided by Iowa College Aid
877-272-4456

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I Have A Plan Iowa®

Iowa code specifies that all Iowa students must create student curriculum plans. Students begin work on their plans during 8th grade and continue to build upon them throughout high school by completing identified state components specific to each grade level. As Iowa's designated career information and decision-making system, I Have A Plan Iowa® incorporates the state components into grade-specific guideways to help schools meet the requirements of the student curriculum plan.

The guideways:

- Provide an easy step-by-step process for students to complete the required components.
- Allow the Iowa Department of Education to receive the required data reports automatically.

Getting Started with I Have A Plan Iowa®

The first step is to create a professional account. You will need an account to view the steps of the guideway and to monitor students' progress. To create an account, go to <http://procenter.ihaveaplaniowa.gov> and click on Create a Professional Center Account. You will need a Professional Account Access Key or Administrator Code. If you do not have the code for your school, please call the Information Service Center at 877-272-4456.

Need Training?

Iowa College Aid offers free training and support. Receive the help you need to lead your students through the guideway. Training is available through your AEA, on site, webinars and the ICN.

The IHAPI Training Team

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Visit the **For Educator** section of www.IHaveAPlanIowa.gov to:

- View the online training calendar.
- Request training and register for a workshop.
- Access tutorials and manuals.
- Select lesson plans and activities.
- Request free publications.



About Iowa College Aid

Iowa College Aid is a state agency with over 40 years of experience connecting students and families with the essential resources and services they need to plan, prepare and pay for college. For more information, visit our website at: www.IowaCollegeAid.gov



To access the Iowa Guideways, students must first create an account. Once that process is complete, they will be ready to use the I Have A Plan Iowa® 10th Grade Guideway.

Using the 10th Grade Guideway

To access the guideways, sign into an account and select the **Iowa Guideways** link from the landing page.

PLEASE NOTE: Your students **MUST** complete the required components in the Guideway in order for their work to be recorded for the Iowa Department of Education report.



Iowa 10th Grade Guideway

This guideway will walk you through parts of the system that are recommended for 10th grade students. Guideways are self-directed and provide guidance for students by suggesting the next steps for their career process. The components of the grade-specific guideways in IHAPI were identified by the Iowa Department of Education.

There is a lot here but it doesn't need to be done all at once. Students can stop between steps and pick up later where they left off. HINT: On the way through each step, follow the instructions in the guideway panel at the top of the page.

The 10th Grade Guideway helps students:

- Discover work values and explore related careers.
- Compare and connect careers to college programs.
- Start exploring colleges.
- Review and update their plan of study.
- Reflect on their career options and decisions.



Step 1 – Work Values Sorter

In this step, students will complete the Work Values Sorter. Identifying their work values- the characteristics of a job and work environment that are important to them- helps students explore careers that might lead to greater job satisfaction.

NOTE: Allow students 5-15 minutes to complete the assessment.

To begin, click the **Get Started** button.

GUIDEWAYS Iowa 10th Grade Guideway Work Values Sorter Step 1 of 7

Complete the Work Values Sorter and identify your top work values. These can be used to help in your career planning. At the end if you see a career that interests you, save it to your portfolio.

Work Values Sorter

Start
Sorter
Results
Careers

FIGURE OUT WHAT WORK VALUES YOU HAVE AND MATCH THEM TO CAREERS

Duration: 5-15 minutes to rank 20 work situations

Get Started

The work value sorter uses electronic value “cards” with work situations. Students should drag and drop each card into an empty square based on how important the situation is to them. Cards may be moved around even after being placed in a box.

Hint: Remind students if something more valuable comes up they can rearrange the cards into a different ranking order.

GUIDEWAYS Iowa 10th Grade Guideway Work Values Sorter Step 1 of 7

Complete the Work Values Sorter and identify your top work values. These can be used to help in your career planning. At the end if you see a career that interests you, save it to your portfolio.

Work Values Sorter

Start
Sorter
Results
Careers

On my ideal job it is important that...

The job would provide an opportunity for advancement
(17 cards remaining)

Getting Started

- Decide how important each work situation is to you.
- Drag and drop each card to an empty square.
- Swap cards by dropping one card onto another or placing cards back into the pile.

Most Important	More Important	Somewhat Important	Less Important	Least Important
I would be treated fairly by the company	2	3	4	5
1	2	I make use of my abilities	4	5
1	2	3	I could be busy all the time	5
1	2	3	4	5
1	2	3	4	5

Hint: To progress in any guideway, click the **Continue** link at the top of the page. If the **Continue** button is not present, the step is not complete.

Results: Once students complete the work values sorter, they can view careers that meet those values, see their ranking, and reflect on their results. Encourage students to explore their list of careers and learn more about their options.

Optional Educational Enhancement Activity

Students will “name that work value!” Divide students into groups and have each group research their assigned work value. The group will then be questioned by the rest of the class to determine which work value they researched.

Step 2 – Compare Careers

A good way to learn more about careers is to compare them side-by-side to see the similarities and the differences. In this step students will use the Compare Careers module to look at two career profiles. Students should evaluate how the similarities and differences would be reflected in the workplace if they were to be employed in this career.

HINT: If there are careers saved in the portfolio, they are displayed in the **Your Compare List**. If the list is empty, use the search box to build a list of careers for comparison.



From the compare list, students select two careers to compare. Check the box next to the career title and click the **Compare** button.

Note: Students can search for as many careers as they would like and add them to the compare list.

Students should be encouraged to compare multiple pairs of careers.

Results: Students can see their chosen careers side-by-side and compare and contrast. This can help them determine if the career is a good fit for them and learn more about the relationship between careers.

Optional Educational Enhancement Activity

Students will compare careers in their saved list to find which ones are the most similar and which are the most different.

Step 3 – Explore Programs/Majors

Considering programs and their characteristics can be a helpful first step in making postsecondary education plans. This step allows students to explore programs and majors in which they may be interested so they are familiar with their options.

Students can search three ways: by using the search box, the alpha key pad or the list of career clusters.

NOTE: Students do not have to know what college they want to attend. This step will also help identify postsecondary institutions that offer the programs.

Hint: Programs and majors are organized into Career Clusters just like careers. The programs and majors in a Career Cluster represent the training options for the careers in the cluster. It may be helpful for students to browse programs and majors based on the career cluster suggested to them by the Career Cluster Survey, or one chosen by them when creating their Plan of Study.

Results: After searching, students will get “Just the Facts” page with a description of the program. Encourage students to save programs and majors that interest them into their portfolio.

If a student is finished exploring, click Continue on the guideline badge at the top of the page to go to the next step. Click Explore Other Programs & Majors to learn more.

Optional Educational Enhancement Activity

Students should select a career from their saved list and identify how many programs and majors could lead to that or a similar career. Afterwards, have students choose their top five programs and majors.



Step 4 - Get Ready for College Article

There are a lot of things to consider for students who are thinking about going to college after high school graduation. This step is simply informative reading. The students will read an article about the why, when and how of college and the college admission process.

RESULT: You may wish to assign a journal entry or some other assignment so students are encouraged to reflect on what they have read or put their new knowledge into action.

Optional Educational Enhancement Activity

Get Ready For College Article Scavenger Hunt - While students are reading the article, have them identify the answers to the following questions:

1. What is the average earning of those without a high school diploma?
2. What is the average earning of those with a bachelor's degree?
3. How many years of study do most colleges require in English?
4. What is the name of the standardized test that colleges in Iowa require?
5. Which office at colleges should you send your application to?

Step 5 - Compare Schools

There are a large number of factors to consider when choosing a college. This step allows students to review and compare schools in Iowa or nationwide.

Have your students note the similarities and differences in the key characteristics, such as location and on-campus housing.

HINT: Each column can be sorted using the arrows in the green headers.

Students can click a school name to view all the details on the school profile.



Iowa 10th Grade Guideway Step 4 of 7

Get Ready for College Article

Review this article to learn more about why you should consider college and the college admissions process.

[Continue](#)

[Print This](#) | [E-mail This](#) | [PDF This](#)

Freshman Admissions

Why should I think about college?

A higher education gives you more choices in life. Whether you take a degree program or short-term training, your education is an investment. It will pay off financially, and by improving your skills, talents and abilities, it will give you more options. Pursuing further education after high school is one of the best decisions you'll ever make!

Here are some facts to consider:

- People who stay in school longer earn higher salaries. In 2008, those without a high school degree had median weekly earnings of \$426. High school graduates made \$591 in a week. Those holding an associate's degree averaged \$736 weekly. People with a bachelor's degree earned \$978. People holding a master's degree earned an average of \$1,228. Doctorates averaged \$1,555 weekly, and those with a professional degree earned \$1,522 in a week. Those figures come from the U.S. Bureau of Labor Statistics.



Iowa 10th Grade Guideway Step 5 of 7

Compare Schools

Review this list of schools in Iowa. Note the similarities and differences in these key characteristics. Click a school name to view all the details on the full school profile.

[Continue](#)

[Print This](#) | [E-mail This](#) | [PDF This](#)

All schools

1 2 3 next last

School	Location	Total Enrollment	Student-Faculty Ratio	Degrees Offered	On-Campus Housing	Resident Tuition and Fees	Combined Room and Board
AIR College of Business	Des Moines, IA	Not Available	Not Available	Associate	yes	Not Available	Not Available
Allen College	Waterloo, IA	477	25:1	Associate, Bachelors, Masters, Doctoral	yes	\$17,616	Not Available
American College of Hairstylin - Cedar Rapids	Cedar Rapids, IA	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
American College of Hairstylin - Des Moines	Des Moines, IA	Not Available	Not Available	Not Available	no	\$15,312	Not Available
Ashford University	Clinton, IA	Not Available	Not Available	Bachelors, Masters	yes	\$16,270	Not Available
Binar Cliff University	Sioux City, IA	1,156	13:1	Associate, Bachelors, Masters	yes	\$25,109	Not Available
Buona Vista University	Storm Lake, IA	916	10:1	Bachelors, Masters	yes	Not Available	\$7,562
Capri College - Cedar Rapids	Cedar Rapids, IA	Not Available	15:1	Not Available	no	Not Available	Not Available

Optional Educational Enhancement Activity

After this step, students should determine which schools on their list have the highest tuition costs and which have the lowest.

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The school profile page contains information about the school. Students should use the tabs on the left side of the page to jump to additional information.

To explore more schools, they can click the **Explore Other Schools** in the Guideway box. If they are finished, they should click **Continue** to move on to the next step.

NOTE: Students should save any schools that interest them into their portfolio.

Step 6 – Your Plan of Study

In this step, students will review their plan of study to be sure their 10th grade courses have been recorded accurately. Students can mark their current 10th grade courses as enrolled and validate their plans for 11th & 12th grade to ensure they are on track to graduate. Students should update their plan if their career pathway or postsecondary plans have changed.

Hint: You can ask students to submit their plan to you for approval. From the reports tab in the Professional Center, you can determine which students are on track for graduation.

Your Plan of Study compared to					00
Hide Recommended Courses					★ ★ ★ ★ ★
6th-12th Grade View cr = credit	9th Grade	10th Grade	11th Grade	12th Grade	CHECKUP
English / Language Arts	English 9 advanced 2 cr (completed) A-	English 10 1 cr (completed) B+ Intro to journalism 2 cr (enrolled)	Language Arts III 1 cr (planned)	Language Arts IV 1 cr (planned)	Completed: 3 cr Enrolled: 2 cr Planned: 2 cr Your Total: 7 cr Required: 8 cr
Social Studies	World Geography 1 cr (completed) B+	Sociology 1 cr (completed) A- Psychology 1 cr (enrolled)	Political Science 1 cr (planned)	Entrepreneurship 1 cr (planned) Personal Finance 1 cr (planned)	Completed: 2 cr Enrolled: 1 cr Planned: 3 cr Your Total: 6 cr Required: 8 cr

Once the plan has been reviewed, revised and updated, students can click **Continue** on the guideway badge at the top of the page.

Step 7 – Journal Reflection

In the last step, students have a chance to journal about their career development process thus far. Students may reflect on their career plans as they currently stand, or look ahead to their future goals and accomplishments.

To enter a reflection, click **Add a New Journal Entry**.

Once an entry has been added, students should click **Save** at the bottom left and then **Continue** in the guideway badge at the top of the page. Entries can be edited by using the Edit button.

Your Journal

Print This | E-mail This | PDF This

GUIDEWAYS Iowa 10th Grade Guideway Journal Reflection **Step 7 of 7**

Add a new journal entry and reflect on your current career plans. What are you excited about? What concerns do you have? What do you need to do to make your plans a reality? Who can help you?

➔ Add a new journal entry

Your Journal

GUIDEWAYS Iowa 10th Grade Guideway Journal Reflection **Step 7 of 7**

Add a new journal entry and reflect on your current career plans. What are you excited about? What concerns do you have? What do you need to do to make your plans a reality? Who can help you?

➔ Continue

➔ Add a new journal entry

September 12, 2013 I am excited to go to college. I feel it will open a lot of new opportunities for me and will be the platform I need for a successful career. There are many subjects I am interested in learning more about. I'll talk to my counselor to help decide which program would be best for me and which school. **Edit**

Page: 1 of 1

Summary

Once all of the steps have been completed, a summary page will appear to let the student know the guideway is finished. Students must continue to this summary page before it will show they have completed the guideway.

All of the student's work is saved so they can revisit any of the steps of the guideway at any time.

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Search: **Go**

En español cuando disponible

Amanda Loveman | Sign Out | Talk to Us | Need Help?

CAREER PLANNING HIGH SCHOOL PLANNING COLLEGE PLANNING FINANCIAL AID PLANNING YOUR PORTFOLIO

IOWA 10TH GRADE GUIDEWAY **GUIDEWAYS**

Summary

You have completed all the recommended steps for this year. Your work was saved throughout the pages of Your Portfolio.

If you need to, you can revisit any of the steps from this Guideway on your own without having to restart this Guideway. Use the tabs at the top of this page to go to a particular section of the system.

During high school, keep items like Your Plan of Study, your goals and your experiences up-to-date.

Next year, you will prepare for education/training after high school and your entry into the workforce.

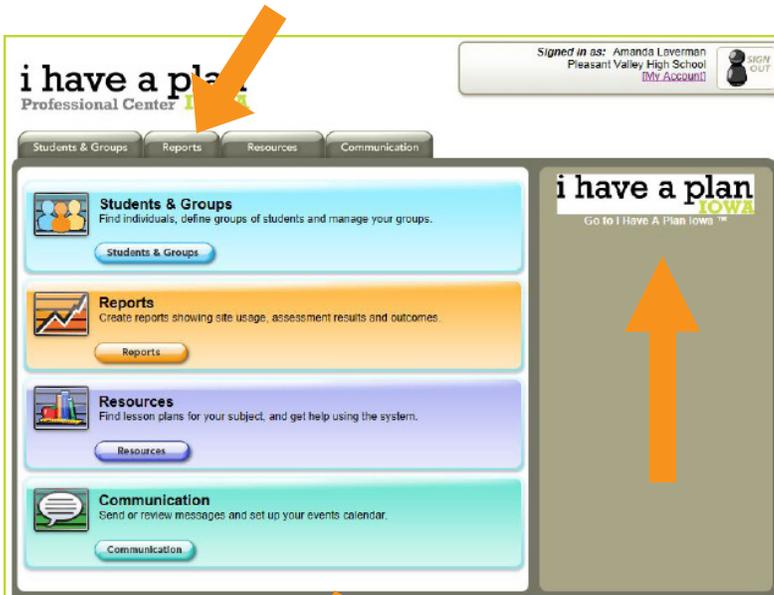
For now, check Your Planning Milestones to see how your planning is progressing.

- ➔ Work Values Sorter
- ➔ Compare Careers
- ➔ Explore Programs/Majors
- ➔ Get Ready for College Article
- ➔ Compare Schools
- ➔ Your Plan of Study
- ➔ Journal Reflection
- ➔ **Summary**



Professional Center

Use the Professional Center at <https://procenter.ihaveaplaniowa.gov> to track student progress on the completion of the guideways, to access student portfolios, to obtain lesson plans, and to create usage and outcome based reports. To access the Professional Center you will first need to create an account. Once that step is complete, follow the steps below.



Sign into your Professional Center account.

Once signed in, you will see your Professional Center options.

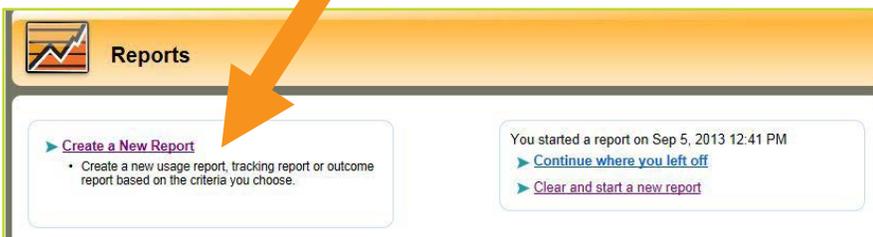
1. To view guideway tracking reports, click on the Reports tab.

Hint: On the right hand side of the page, click on the logo to view I Have A Plan Iowa® as if you are a student. **You must turn off your pop up blocker to use this feature.**

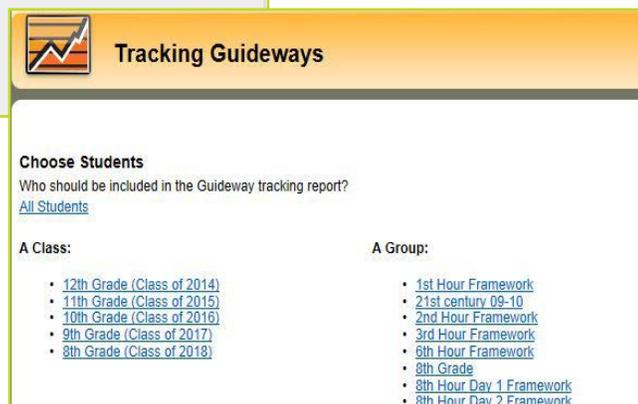
2. Click on **Create a New Report.**

3. Click on **Guideways Tracking Report.**

4. Choose the population you would like to track.



HINT: You can choose the entire 10th grade or you can choose a group of students to track.



5. Choose the grade level guideway you would like to track.

6. You can view the student portfolios and the steps of the guideway the student has completed.

Hint: To view details in the student's portfolio, click on the student's name.

From the detail view, click on **High School Planning** to review the student's course plan.

From the portfolio view, you can also view the student's other work, leave comments, and track the portfolios you have reviewed.