

11th Grade Guideway Manual

you need
a plan to
succeed.

start your
plan now!

IOWA
guideways



www.IHaveAPlanIowa.gov



Provided by Iowa College Aid

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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® 11th Grade Guideway.

Using the 11th 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 11th Grade Guideway

This guideway will walk students through parts of the system that are recommended for 11th grade students. Guideways are self-directed and provide guidance for students by suggesting the next steps for their career-planning process. The components of the grade-specific guideways in I Have A Plan Iowa® 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.

For this year, this guideway allows students to:

- Compare careers and connect careers to college programs
- Start exploring colleges
- Review and update their plan of study
- Reflect on their career choices and decisions

Step 1 – Transferable Skills Checklist

The transferable skills checklist helps students figure out what transferable skills they have now or plan on developing.

Be sure students understand that when completing the assessment they do not need to select skills for every cluster.

Allow students at least 30 minutes to select skills in 25 clusters. To begin, click **Get Started**.

Note: If the student previously completed the Transferable Skills Checklist their results will display. They should complete the assessment again to see how their skills have changed.

Once students complete the Transferable Skills Checklist, they will be able to view careers based on the skills that they selected.

Note: Viewing careers is not required to continue to the next step of the guideway.

Hint: To progress through the guideway after completing a step, click **Continue** at the top of the page.

Optional Educational Enhancement Activity

Have students complete the following worksheet: https://secure.ihaveaplaniowa.gov/images/iowa/pdfs/pro/transferring_skills_to_careers.pdf.

The screenshot shows the top navigation bar with links for CAREER PLANNING, HIGH SCHOOL PLANNING, COLLEGE PLANNING, FINANCIAL AID PLANNING, and YOUR PORTFOLIO. Below this is a sub-navigation bar with 'Learn About Yourself', 'Explore Careers', 'Get a Job', and 'Voices'. The main content area is titled 'Iowa 11th Grade Guideway Transferable Skills Checklist' and 'Step 1 of 10'. It includes a 'GUIDEWAYS' section with instructions to complete the checklist. Below this is the 'Transferable Skills Checklist' section, which has a sidebar with 'Start', 'Checklist', 'Results', and 'Careers'. The main content area contains a 'Duration' box indicating '30 minutes to select skills in 25 clusters' and a 'Why try it?' section. The 'Get Started' button is highlighted with an orange arrow.

The screenshot shows the same page as above, but now the 'Continue' button is highlighted with an orange arrow. The 'Transferable Skills Checklist' section shows a sidebar with 'Start', 'Checklist', 'Results', and 'Careers'. The main content area is titled 'YOUR TRANSFERABLE SKILLS' and lists several skill categories with bullet points: 'Getting information needed to do the job', 'Inspecting equipment, products, or materials', 'Processing information', and 'Reviewing or analyzing data or information'. At the bottom, it says '110 Matching Careers Found' and has a 'View Careers' button.

Step 2 – Resume Builder

The Resume Builder allows students to practice writing a resume. The resume allows students to outline their qualifications and skills to a potential employer.

Hint: Students can click the links on the right hand side to either learn more about resumes or view a sample resume.

Students will complete each section of the resume builder. When they have filled in the information, they will click **Continue** at the bottom of the page.

If students already have a resume created, they can import it by going to Your Portfolio - Career Planning - Getting Ready for Work. Once uploaded, they will see the continue button in Step 2.

After completing the resume, students will click **Continue** in the guideways box at the top of the screen.

Optional Educational Enhancement Activity

Students should print their resume and ask two educators to review it and suggest edits.

Iowa 11th Grade Guideway
Resume Builder
Step 2 of 10

GUIDEWAYS
Use the Resume Builder to build your resume. Save your resume in your portfolio to complete this step.

Resume Builder

OPTIONS

You know you're the right person for the job, but how do you convince an employer? That's where your resume comes in. A resume outlines your qualifications and skills to potential employers. The right resume can make the difference between landing that dream job and hitting the pavement again.

But how do you put together the right resume? That's what the Resume Builder is for. We'll guide you through the process.

You'll have more luck putting together a winning resume if you complete the Personal Information and Employability Skills sections first.

Once your resume is complete, you can add it to your portfolio, or print it out.

LEARN MORE

- Learn more about resumes
- View sample resumes

Build a new resume →

Iowa 11th Grade Guideway
Resume Builder
Step 1 to 10

Resume Builder

PERSONAL INFORMATION

Update the information in following fields, then click 'Continue':

* = Required field

* First name: * Last name:
Street:
City: State:
Zip code:
Phone (Home): E-mail address:

Continue →

- Personal Information
- Employment Objective
- Skills and Qualifications
- Work History
- Education and Training
- Certificates and Licenses
- Accomplishments and Activities
- Your Interests
- Other Information and References
- Choosing the Right Format for You

Iowa 11th Grade Guideway
Resume Builder
Step 2 of 10

GUIDEWAYS
Use the Resume Builder to build your resume. Save your resume in your portfolio to complete this step.

Continue →

Step 3 – Cover Letter Creator

It is important to include a cover letter with a resume when sending it by mail. This module has sample cover letters for students to edit and print. Students will select one of the cover letters to edit.

Hint: Students can learn more about cover letters by clicking one of the links in the **Learn More** box on the right side of the screen. Articles include: When do you need a cover letter?, Writing e-mail cover letters and Cover Letter Creator Help.

Students will complete the information in the personal information section and then click Continue.

After filling in the blanks on the screen, students have the option to return to the menu, see this cover letter, reset fields or save the cover letter. After saving the letter, they will then be instructed to give the cover letter a title and save.

After completing this step, students can click Continue from the Guideway box at the top of the screen.

Optional Educational Enhancement Activity

Students should pick a partner to review their cover letter and suggest edits.

Cover Letter Creator

GUIDEWAYS Iowa 11th Grade Guideway
Cover Letter Creator **Step 3 of 10**

Create a sample cover letter using one of the templates. Save your letter to complete this step.

OPTIONS

It is important to include a cover letter with your resume if it is being delivered by mail. This module has sample cover letters for you to edit and print. Select one of these cover letters to edit:

LEARN MORE

- When do you need a cover letter?
- Writing e-mail cover letters
- Cover Letter Creator Help

- In response to an ad, emphasizing my employment experience
- In response to an ad, emphasizing my education
- Cold contact, emphasizing my employment experience
- Cold contact, emphasizing my education

PERSONAL INFORMATION

Update the information in following fields, then click 'Continue':

* = Required field

* First name: Amanda * Last name: Leverman

Street: _____

City: _____ State: Select a State

Zip code: _____

Continue ➔

CREATE A COVER LETTER

Change the text field values in the following template to customize it for yourself. Use the TAB key to move quickly between fields. Once you have made all of the required changes, you can print your cover letter out using the 'Print this cover letter' link.

Return to cover letter menu See this cover letter

Reset fields

Save

Update the information in following fields

* = Required field

* First name: Amanda * Last name: Leverman

Street: _____

City: _____ State: Select a State

Zip code: _____

September 16, 2013

Contact Person's Name

Contact Person's Position or Title

Company's Name

Company's Street Address

Company's City, State and Zip Code

Step 4—School Finder

The School Finder allows students to search schools based on specific characteristics. Students start by choosing characteristics they would like in a school.

After selecting one characteristic from the list on the left hand side of the screen, the student selects another from the same list.



After selecting the characteristics they are interested in, students will click **See Your Matching Schools**.

Hint: Students can see how many schools are on their list at the top of the list of characteristics.

Note: Students need to review and save at least three schools to their portfolio before they can continue.

Optional Educational Enhancement Activity

Have students pick a school from their saved list and write a paragraph about why they chose that school in their IHAPI account journal.



Iowa 11th Grade Guideway
School Finder

Step 4 of 10

Use the characteristics in the School Finder to build lists of suggested colleges. Review and save at least three schools to your portfolio for future planning before continuing.

School Finder

Choose Characteristics

Key Facts

- ▶ Location
- ▶ School Type
- ▶ Public/Private
- ▶ School Setting
- ▶ School Size
- ▶ Academic Calendar
- ▶ Historically Black

Admissions

- ▶ Entrance Difficulty
- ▶ Test Preference
- ▶ GPA
- ▶ ACT Scores
- ▶ SAT Scores
- ▶ Admissions Policies
- ▶ Advanced Placement
- ▶ International Baccalaureate
- ▶ Applicant Selection Criteria

Costs And Financial Aid

- ▶ Tuition
- ▶ Tuition Plus Room & Board

The School Finder helps you narrow down a list of thousands of schools to only the ones matching the characteristics you choose.

START

Start by choosing characteristics you would like in a school.

See these characteristics on the left? Choose one that is important to you and click on it. For example, if you want to see schools in one region, choose Location.

SAVED SEARCHES

You haven't saved any searches yet.



Iowa 11th Grade Guideway
School Finder

Step 4 of 10

Use the characteristics in the School Finder to build lists of suggested colleges. Review and save at least three schools to your portfolio for future planning before continuing.

School Finder

24 matches
(after last selection)

Key Facts

- ✓ Location
- ✓ School Type
- ✓ Public/Private
- ✓ School Setting
- ▶ School Size
- ▶ Academic Calendar
- ▶ Historically Black

Admissions

- ▶ Entrance Difficulty
- ▶ Test Preference
- ▶ GPA
- ▶ ACT Scores
- ▶ SAT Scores
- ▶ Admissions Policies
- ▶ Advanced Placement
- ▶ International Baccalaureate
- ▶ Applicant Selection Criteria

Costs And Financial Aid

- ▶ Tuition
- ▶ Tuition Plus Room & Board
- ▶ Tuition Payment Plans

SCHOOL SIZE

The number of students that attend a school can affect your college experience. What size of school do you want to attend?

- Extra small – under 2,500 students
- Small – 2,500 to 5,000 students
- Medium – 5,000 to 10,000 students
- Large – 10,000 to 15,000 students
- Extra large – 15,000 to 20,000 students
- Super-sized – over 20,000 students

See Your Matching Schools ➔

or click on any characteristic on the left to add it to your search



Iowa 11th Grade Guideway
School Finder

Step 4 of 10

Use the characteristics in the School Finder to build lists of suggested colleges. Review and save at least three schools to your portfolio for future planning before continuing.

➔ Review Other Schools

➔ Continue



Step 5 – College Visits

An important step in choosing a college is visiting the campus. In the next step, students will enter information gathered from any college visits.

Note: If the student has not done any college visits, they can click **Continue** to proceed to the next step.

This step also allows students to enter additional information relating to their college search experience.

They can track college applications and recruiting, add personal statements and intent to register. They can also build a career plan from this screen.

Note: These are optional choices for the student.

Optional Educational Enhancement Activity

Lead a class discussion regarding students' top criteria in picking a school. Write the list on the board and rank each characteristic by importance.



Iowa 11th Grade Guideway
College Visits

Step 5 of 10

If you have visited the campuses of any of your saved colleges, click "Add campus visit notes" or "Edit" beside the college name to document your experience and your first-hand impressions of the school.

[Continue](#)

SAVED COLLEGES AND POSTSECONDARY SCHOOLS

[Change the order of my saved schools](#)

<p>Brian Cliff University Sioux City, IA Saved June 14, 2013</p>	<p>Track your actions</p> <p>Add notes</p> <p>Add campus visit notes</p> <p>Remove</p>
<p>AIR College of Business Des Moines, IA Saved September 16, 2013</p>	<p>Track your actions</p> <p>Add notes</p> <p>Add campus visit notes</p> <p>Remove</p>
<p>Southeast Missouri State University Cape Girardeau, MO Saved September 16, 2013</p>	<p>Track your actions</p> <p>Add notes</p> <p>Add campus visit notes</p> <p>Remove</p>

COLLEGE APPLICATIONS AND RECRUITING

Applications In Progress

- [Start a new application](#)
- [Add a self-reported application](#)
- [Start a practice online college application](#)

Letters of Recommendation

- [Upload a letter of recommendation](#)

Schools Selected for the College Recruiter

- [Update my College Recruiter list](#)

MY PERSONAL STATEMENT

My draft [Upload a draft personal statement](#)

My final personal statement [Upload a final personal statement](#)

INTENT TO REGISTER

My Intent to Register [Identify the college at which you intend to register](#)

Step 6 – Practice College Application

In this step students will practice doing a college application. Students should do as much of the practice application as they can.

Students will click **Begin** to start this step. Instruct students to read the directions on how to use the practice application before they begin.

The practice application will open in another window to allow students to work in both windows simultaneously.

Note: Students can “continue” through this step in the guideway without completing the practice application.

Optional Educational Enhancement Activity

Print off applications from several colleges in the state and have students compare them in small groups. Lead a class discussion detailing the differences and similarities between applications.

GUIDEWAYS Iowa 11th Grade Guideway Practice a College Application Step 6 of 10

Go through as many of the steps of the practice application as you have time for. Continue on the Guideway at any time – you may return to the practice application later.

→ Continue

Practice Application

HOW TO USE THE PRACTICE APPLICATION

To complete the online application, simply type your answers in the corresponding fields or select your answers from the popup lists (where applicable).

After you complete a screen, click the **'NEXT'** button at the bottom or on one of the sections listed on the left column to move to a different screen. Before you are allowed to jump screens, we will inspect your data on the current screen for errors or inconsistencies. If errors or omissions are found, you will be returned to the screen to correct your answer(s). Otherwise, your data will be saved and you will proceed to the requested screen. We also allow you to skip to another screen without your new data being saved. Be aware that if you use the Skip & Jump function on the left column, data on the current screen will not be saved and will have to be re-entered prior to submittal.

Once you have completed the application, click the **'SUBMIT'** button located on the left column to submit the application.

Practice Application

2014-2015 APPLICATION FOR ADMISSION

How to Use the Practice Application

To complete the online application, simply type your answers in the corresponding fields or select your answers from the popup lists (where applicable).

After you complete a screen, click the **NEXT** button at the bottom or on one of the sections listed on the left column to move to a different screen. Before you are allowed to jump screens, we will inspect your data on the current screen for errors or inconsistencies. If errors or omissions are found, you will be returned to the screen to correct your answer(s). Otherwise, your data will be saved and you will proceed to the requested screen. We also allow you to skip to another screen without your new data being saved. Be aware that if you use the Skip & Jump function on the left column, data on the current screen will not be saved and will have to be re-entered prior to submittal.

Once you have completed the application, click the **'SUBMIT'** button located on the left column to submit the application.

[Click here if you have any technical questions or need assistance with this online application.](#)

This application is brought to you by the [Xap Corporation](#).

Step 7 – Financial Aid Articles

In this step, students will review four financial aid articles to learn more about financial aid. The articles include basic information, how to apply, cost of college and FAFSA.

Note: Students will not be allowed to continue until all articles have been reviewed.

Hint: Students can print or email any of these articles by clicking on the links at the top of the screen.

Optional Educational Enhancement Activity

Have students complete the following worksheet: https://secure.ihaveaplaniowa.gov/images/iowa/pdfs/pro/financial_aid_vocabulary_lesson.pdf

Step 8 – Scholarship Finder

Scholarships can be one source of financial aid to help pay for college. In this step students will use the scholarship finder to search for scholarships for which they may qualify.

Note: Be sure students save any scholarships they would like to review again to their portfolio.

Students will add/change the information for the selected categories. Students can select all categories or a few categories. After making their changes the student will then click **See Matching Scholarships**.

Note: In order to proceed to the next step, students will need to save three scholarships to their portfolio for future consideration.

Iowa 11th Grade Guideway
Financial Aid Articles
Review all of these articles to learn more about financial aid. You will be able to continue once you've viewed each article.

How much does college cost?
What is financial aid?
How do I apply for financial aid?
FAFSA is the KEY!

← Back

Iowa 11th Grade Guideway
Scholarship Finder

Use the Scholarship Finder to search for scholarships for which you might qualify. Save scholarships that look promising. You must save at least three scholarships to your portfolio before you are allowed to continue to the next step.

Scholarship Finder

Introduction
Your Scholarship Profile
Matching Scholarships

YOUR SCHOLARSHIP PROFILE
To add data, click Add/Change for a category. You will then be asked to select factors for that category that apply to you.
Your selections will update Your Scholarship Profile. Add as many categories as you can. **The more data you provide, the better your list of suggested scholarships will be.**
These categories of personal information are requested because scholarships use these categories as criteria for their award. If a value you are looking for is not listed, it is because no scholarships include it as a criterion.
Click See Matching Scholarships when Your Profile is complete.
Your Profile is saved so you can return again to see your list or update your Profile.

CATEGORY	YOUR SAVED VALUES	ADD/CHANGE
Citizenship:	U.S. Citizen	Add/Change
Country:	United States	Add/Change
State:	Iowa	Add/Change
City:	No values saved	Add/Change
County:	No values saved	Add/Change
Misc. Criteria:	No values saved	Add/Change
Race:	No values saved	Add/Change
College/University:	No values saved	Add/Change
Major:	No values saved	Add/Change
Art:	No values saved	Add/Change
Religion:	No values saved	Add/Change
Interests:	No values saved	Add/Change
Sports:	No values saved	Add/Change
National Merit Status:	No values saved	Add/Change
Professional Organization:	No values saved	Add/Change
Disability:	No values saved	Add/Change
Military Affiliation:	No values saved	Add/Change
Greek Organizations:	No values saved	Add/Change
High School:	No values saved	Add/Change
Profession:	No values saved	Add/Change
Ethnicity:	No values saved	Add/Change
Club Affiliation:	No values saved	Add/Change
Professional Circumstances:	No values saved	Add/Change
Marital Status:	No values saved	Add/Change
Corporate Affiliation:	No values saved	Add/Change
Union Affiliations:	No values saved	Add/Change

See Matching Scholarships →

Hint: If a student's list of scholarships is limited, try broadening some of the characteristics used in the search. Students can do this by deleting some of their selected characteristics.

Optional Educational Enhancement Activity

A complete lesson plan, including a worksheet, can be accessed at https://secure.ihaveaplaniowa.gov/images/iowa/pdfs/pro/searching_for_scholarships.pdf



Step 9 – 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 should make sure their current 11th grade courses are marked as enrolled and validate their plans for 11th grade to ensure they are on track to graduate and gain admission to college.

Note: Students can return to review their plan of study anytime. Make sure students update their plan if their career pathway or postsecondary plans change.

Hint: You can ask students to submit their plan to you for approval. You can also view reports in the Professional Center to determine which students are on track for graduation from the **Reports** tab.

Once the plan has been reviewed, revised and updated, students can click **Continue** in the Guideways box at the top of the page.

Your Plan of Study



GUIDEWAYS

Iowa 11th Grade Guideway
Your Plan of Study
Review your course plans for the 11th grade and make or validate your plans for the 12th grade. Make sure you are on track for your high school graduation requirements.

Step 9 of 10

[Continue](#)

Print This | E-mail This | PDF This

(1) Choose a recommended Program of Study (2) Choose graduation requirements (3) Edit your plan of study

MY PLAN OF STUDY #1 [Rename](#)

- Created: Sep 05, 2013
- Last Edited: Sep 16, 2013
- [Submit for Approval](#)

To see recommended courses: [add a Career Cluster](#) or [Career Pathway](#)  College Requirements Checkup

Instructions: Keep your plan of study up to date with the courses you're planning to take, the ones you're enrolled in, and those you've completed. Click a cell to update it.

Career and Education Plans:

- Career: [Add](#)
- Program: [Add](#)
- Type: [Add](#)
- College: [Add](#)

Your Plan of Study compared to **00**

★ ★ ★ ★ ★

9th-12th Grade Work or = credit	9th Grade	10th Grade	11th Grade	12th Grade	CHECKUP
English / Language Arts	English 9 advanced 2 or (completed) A-	English 10 1 or (completed) B+ Intro to Journalism 2 or (enrolled)	Language Arts III 1 or (completed) A-	Language Arts IV 1 or (enrolled)	Completed: 4 cr Enrolled: 3 cr Planned: 0 cr Your Total: 7 cr Required: 8 cr
Social Studies	World Geography 1 or (completed) B+	Sociology 1 or (completed) A- Psychology 1 or (completed) A-	Political Science 1 or (completed) A	Entrepreneurship 1 or (enrolled) Personal Finance 1 or (enrolled)	Completed: 4 cr Enrolled: 2 cr Planned: 0 cr Your Total: 6 cr Required: 9 cr

[Hide Recommended Courses](#)

Step 10 – Annual Reflection

In the last step of the 11th Grade Guideway, students have a chance to reflect on their career and college plans.

Click **Add an annual reflection** to start.

Students select 11th Grade from the time period drop-down menu and enter their thoughts in the text boxes.

Hint: Remind students that their reflections are not private. They can be viewed by professionals (educators and counselors) at their school.

When students click **Save** and the page is refreshed showing their comments, the step is complete.

Note: Students can edit their journal entry by using the **Edit** button.

Once finished, Students should click **Continue** in the Guideways box at the top of the page.

ANNUAL REFLECTION Step 10 of 10

GUIDEWAYS Iowa 11th Grade Guideway Annual Reflection

Reflect on what you have learned about yourself during your junior year. Add an annual reflection record for this year.

9th Grade September 10, 2013 Things I learned about myself this year: lots Things I learned about my academic development this year: even more **Edit**

Choose a time period for this reflection:
Choose a time period... ▾

What did you learn about yourself this year?
Describe your likes, dislikes, academic strengths and weaknesses, dreams, frustrations, new skills ... and anything else!

What did you learn about your academic development this year?
Describe learning, test taking and assignment strategies that worked this year. What subjects or classes did you excel at this year? Why? What subjects or classes gave you trouble this year? Why?

Save **Cancel**

ANNUAL REFLECTION Step 10 of 10

GUIDEWAYS Iowa 11th Grade Guideway Annual Reflection

Reflect on what you have learned about yourself during your junior year. Add an annual reflection record for this year.

Continue

11th Grade September 16, 2013 Things I learned about myself this year: I am on a steady track for my future career path. Things I learned about my academic development this year: I need to concentrate on getting my grades higher in order to qualify for more scholarships. **Edit**

Summary

When finished the student should click **Continue**. A summary page will appear to let the student know the required steps are completed. Students must continue to this summary page before it will show they have completed the guideway.

IOWA 11TH 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 your transition to college as well as job interviews.

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

- Transferable Skills Checklist
- Resume Builder
- Cover Letter Creator
- School Finder
- College Visits
- Practice a College Application
- Financial Aid Articles
- Scholarship Finder
- Your Plan of Study
- Annual 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.

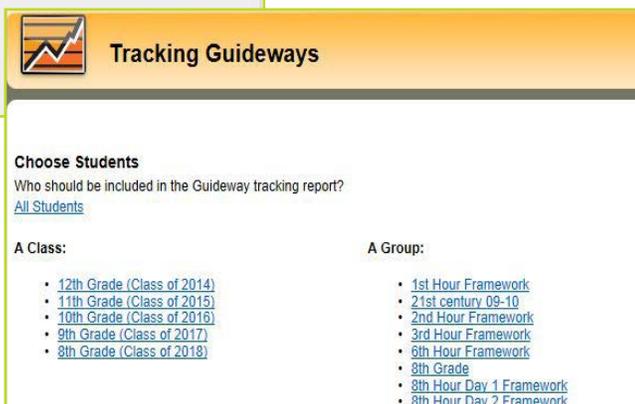
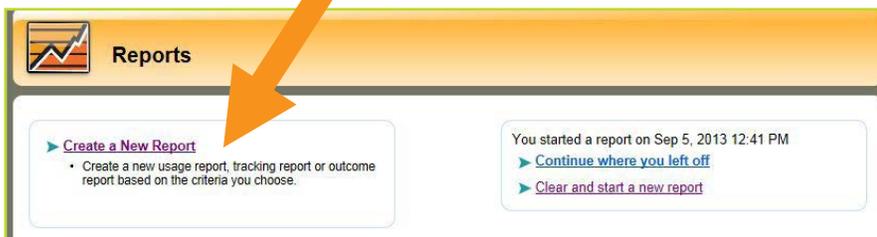
Hint: On the right hand side of the page, click on the logo to view I Have A Plan Iowa® as if you are a student. **You must turn off your pop up blocker to use this feature.**

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 11th 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.

Name	1	2	3	4	5	6	7	8	9	10
Accent, Julié										
Class, Carree										
College, Julie										
College2, EverFi										
College3, EverFi										
College5, EverFi										
Demo, Buttonwood	✓	✓	✓							
Demo, Buttonwood	✓	✓								
Demo, Buttonwood										
Demo, Buttonwood										
Demo, Buttonwood										
Demo, Buttonwood										
Demo, Buttonwood										
Demo, Buttonwood										
Demo, Buttonwood										
Demo, Captivate										
Dobbels, Jennifer										
Doe, Tester										
Doo, Sandra										
DOS, Graceland										
Dunic, Ryan										
Feb2, Julie										
Fisher, Cindy										
GoodLife, Julie	✓	✓								
Guideway, Joe										
Hedoes, Kara										
Hewitt, Finn	✓	✓	✓	✓	✓	✓	✓			

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.