

8th Grade Guideway Manual

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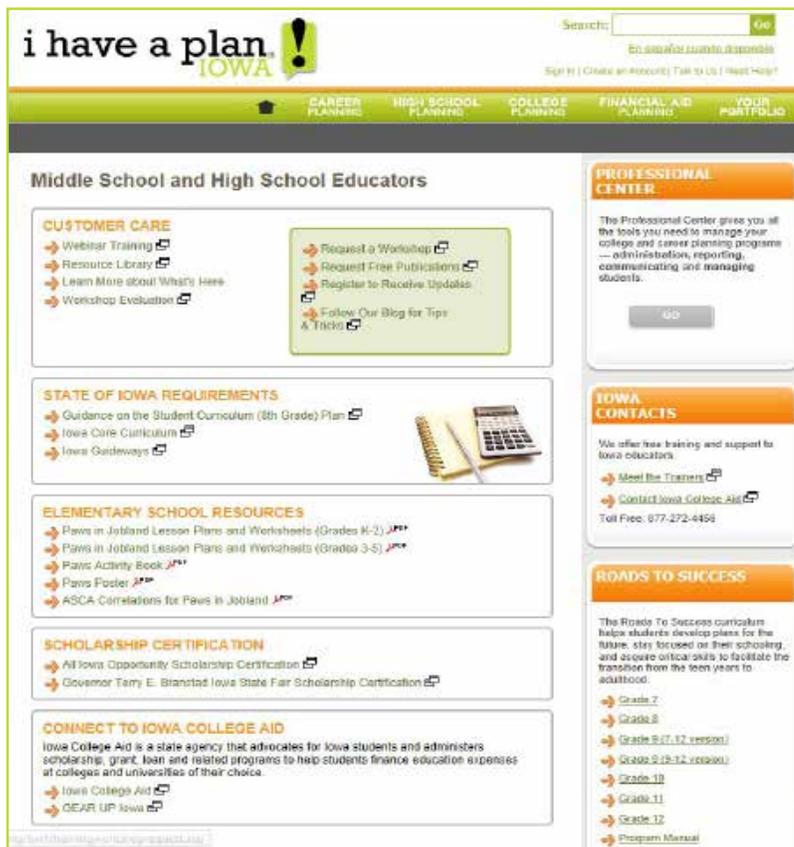
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Visit the **For Educator** section of www.IHaveAPlanIowa.gov to:

- 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® 8th Grade Guideway.

Using the 8th 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 8th Grade Guideway

This guideway will walk students through parts of the system that are recommended for 8th 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 8th Grade Guideway helps students:

- Discover their interests and explore related careers.
- See Career Clusters that might be a good choice for them – and choose one for their high school planning.
- Relate career pathways to college majors.
- Build a plan of study for high school.
- Get your parent to approve your high school plan.



Step 1 – Career Key

Allow students at least 15 minutes for the assessment. Click **Get Started** to begin.

In the first step students will learn about their interests using the Career Key. This assessment presents students with Holland-based interest areas just like the Interest Profiler assessment, but does it in less time using factors to which 8th graders can relate.

The screenshot shows the 'i have a plan! IOWA' website interface. At the top, there is a search bar and navigation links for 'CAREER PLANNING', 'HIGH SCHOOL PLANNING', 'COLLEGE PLANNING', 'FINANCIAL AID PLANNING', and 'YOUR PORTFOLIO'. Below this is a 'GUIDEWAYS' section for 'Iowa 8th Grade Guideway Career Key', indicating 'Step 1 of 6'. The main content area is titled 'The Career Key™' and features a sidebar with navigation options: 'Get Started', 'Careers of Interest', 'Your Interests', 'Your Abilities', 'How You See Yourself', 'Your Values', 'Results', and 'Careers'. The 'Get Started' page includes a 'GET STARTED' button, a duration indicator showing '10 to 15 minutes to answer questions in 5 categories', and a 'Get Started' button.

Students answer questions on five pages: Careers of Interest, Your Interests, Your Abilities, How You See Yourself, and Your Values. Each page contains a few simple questions or choices, like this one for Your Abilities.

The screenshot shows the 'i have a plan! IOWA' website interface, specifically the 'Your Abilities' page. The navigation sidebar is the same as in the previous screenshot, but the 'Your Abilities' option is selected. The main content area is titled 'YOUR ABILITIES' and includes instructions: 'For the abilities below, compare yourself to other persons your age. Decide the extent to which each statement is true of you.' Below this is a 'Clear all' button and a list of six statements, each with three radio button options: 'True', 'Mostly True', and 'Not True'. The statements are: 1. I have good skills in working with tools, mechanical drawings, machines, or animals. 2. I am good at understanding and solving science and math problems. 3. I have good artistic abilities in creative writing, drama, crafts, music or art. 4. I am good at teaching, counseling, nursing, or giving information. 5. I am good at leading people and selling things or ideas. 6. I am good at working with written records and numbers in a systematic, orderly way. At the bottom, there are 'Previous' and 'Continue' navigation buttons.

RESULTS: At the end, students see the interest areas (Holland Types) that match their answers. There are six Interest Areas in Holland's model:

- Realistic
- Investigative
- Artistic
- Social
- Enterprising
- Conventional

Students see simple descriptions of their Interest Areas and can review specific careers related to their interests. The results of the Career Key are stored in the student's portfolio for later reference and comparison to future interest assessments.

The screenshot shows the 'i have a plan! IOWA' website interface. At the top, there is a search bar and navigation links for 'CAREER PLANNING', 'HIGH SCHOOL PLANNING', 'COLLEGE PLANNING', 'FINANCIAL AID PLANNING', and 'YOUR PORTFOLIO'. Below this is a 'GUIDEWAYS' section for the 'Iowa 8th Grade Guideway Career Key', indicating it is 'Step 1 of 6'. The main content area is titled 'The Career Key™' and features a sidebar with navigation options: 'Get Started', 'Careers of Interest', 'Your Interests', 'Your Abilities', 'How You See Yourself', 'Your Values', 'Results', and 'Careers'. The 'RESULTS' section explains that the Career Key measures similarity to six basic types of people. It displays 'YOUR TOP INTEREST AREAS' with two categories: 'Artistic' and 'Social'. The 'Artistic' section lists characteristics like being a 'Creator' and enjoying drama, music, literature, and poetry. The 'Social' section lists characteristics like being a 'Helper' and enjoying assisting people. To the right, a 'Your Ranking of the Interest Areas' table shows scores for six types: Realistic (6), Investigative (5), Artistic (7), Social (7), Enterprising (5), and Conventional (6). Below this is a 'Your reflections on your results from the Career Key' section with a text area for student input and a 'Save' button.

Optional Educational Enhancement Activity

Guide students through this activity before they complete the Career Key Assessment. Have students list 5 things they are interested in, then list 3 careers they are interested in. Ask students to think about how the things they are interested in related to the careers they want to learn about.

Step 2 – Career Cluster Survey

Career Clusters are a way of organizing careers into an area that requires similar knowledge and skills.

The Career Cluster Survey helps students learn how the activities they enjoy, their personal qualities and their favorite subjects are related to career clusters.

Hint: You will see Career Clusters used throughout the system as a way to organize careers and college programs.

The screenshot shows the 'i have a plan! IOWA' website interface. At the top, there is a search bar and navigation links for 'CAREER PLANNING', 'HIGH SCHOOL PLANNING', 'COLLEGE PLANNING', 'FINANCIAL AID PLANNING', and 'YOUR PORTFOLIO'. Below the navigation, there are links for 'Learn About Yourself', 'Explore Careers', 'Get a Job', and 'Voices'. The main content area is titled 'Iowa 8th Grade Gateway Career Cluster Survey' and is labeled as 'Step 2 of 6'. It contains a 'Get Started' button and a 'Duration' indicator showing '15-25 minutes to answer 7 survey questions'.

Once the survey is complete, students will see their top identified cluster and a list of the career clusters in ranked order.

RESULTS: Students can view careers or programs that are available, or view a high school course plan that will help them prepare for education or a career within their top cluster.

Optional Educational Enhancement Activity

After completing the career cluster survey, have students rank their top 10 favorite careers within their top cluster. Students should write a paragraph about why they selected their number one career from that cluster.

The screenshot shows the results page of the 'i have a plan! IOWA' website. The main heading is 'Iowa 8th Grade Gateway Career Cluster Survey' (Step 2 of 6). Below this, there is a 'Continue' button. The page is titled 'Career Cluster Survey' and includes links for 'Print This', 'E-mail This', and 'PDF This'. The 'YOUR TOP CLUSTER(S)' section lists two clusters: 'Finance' (Planning and providing services for financial and investment planning, banking, insurance and business financial management) and 'Law, Public Safety, Corrections and Security' (Planning, managing and providing legal, public safety, protective and homeland security services, including professional and technical support services). Each cluster has an 'Add to Portfolio' button with a sub-link to 'View high school course plan'. The 'YOUR RANKING OF ALL CLUSTERS' section features a horizontal bar chart showing the relative ranking of various clusters. The clusters listed are: Finance, Law, Public Safety, Corrections and Security, Marketing, Manufacturing, Human Services, Government and Public Administration, Architecture and Construction, Arts, Audio-Video Technology and Media, Business, Management and Administration, Education and Training, and Transportation, Distribution and Logistics.

Step 3 – Save a Focus Career Cluster

GUIDEWAYS Iowa 8th Grade Guideway Step 3 of 6
Save a Focus Career Cluster
Choose your focus Career Cluster and enter your reasons for choosing it.

FOCUS CAREER CLUSTER
Choose a Focus Career Cluster

SUGGESTED CAREER CLUSTERS (FROM THE CAREER CLUSTER SURVEY)

Finance
Planning and providing services for financial and investment planning, banking, insurance and business financial management.

In the next step of the 8th Grade Guideway, students will use the Career Clusters that were suggested in step 2 by the Career Clusters Survey. They will select one of the Clusters as their Focus Cluster for further exploration and planning. You can see the summary of all the options using the Focus Career Clusters report in the Professional Center.

Hint: If students have not previously chosen a Focus Career Cluster, then the portfolio will look like the above screen shot. Any previous selections are displayed. Clicking **Choose a Focus Career Cluster** displays the results of the student's Career Clusters Survey.

GUIDEWAYS Iowa 8th Grade Guideway Step 3 of 6
Save a Focus Career Cluster
Choose your focus Career Cluster and enter your reasons for choosing it.

FOCUS CAREER CLUSTER
Select a Career Cluster or Career Pathway of interest on which you can focus your career planning.

Suggested for you by the Career Cluster Survey
Finance ...cluster
Law, Public Safety, Corrections and Security ...cluster

All Career Clusters and Career Pathways
Agriculture, Food and Natural Resources ...cluster
Food Products and Processing Systems ...pathway
Plant Systems ...pathway
Animal Systems ...pathway
Power, Structural and Technical Systems ...pathway
Natural Resource Systems ...pathway
Environmental Service Systems ...pathway
Agribusiness Systems ...pathway
Architecture and Construction ...cluster
Design/Pre-Construction ...pathway
Construction ...pathway
Maintenance/Operations ...pathway
Arts, Audio-Video Technology and Communications ...cluster
Audio and Video Technology and Film ...pathway
Printing Technology ...pathway

Why did you choose this Career Cluster or Pathway?
What is it about the Career Cluster that makes you want to pursue it in your career plans? A specific career in the Cluster? A training program? The job opportunities? Your interests?

Save Cancel

Students can choose a Focus Career Cluster from the survey results, from a plan of study or from all the Career Clusters in the system. In the reflection field students can describe their reasons for choosing the Career Cluster.

NOTE: This Guideway step is completed once the student makes a selection and clicks **Save**.

Optional Educational Enhancement Activity

Have students write a paragraph in their IHAPI Journal about why they chose and saved their focus career cluster.

Step 4 – Explore Programs & Majors

The Explore Programs and Majors feature can be used to learn more about programs and majors offered at colleges and universities. Students can browse programs and majors by alphabetical list or by career cluster.

Hint: Students may wish to begin the exploration with their focus cluster and then move on to others that look interesting.

This step of the guideway will allow students to explore as many programs and majors as they wish. When finished, the student should click Continue to move to the next step.

Hint: Students should save any programs or majors of interest in their portfolio.

NOTE: Students are not required to save a program or major to continue with this step.

Optional Educational Enhancement Activity

After completing the Explore Programs/ Majors activity, students should find one school in Iowa that offers a program for their number one career from Step 2. Students should save that college in their portfolio.



Step 5 – Your Plan of Study

The next step is for students to use **Your Plan of Study** to build a course plan for grades 9-12. This will prepare them for the education or career they plan to pursue after high school.

Click **Continue** to get started.

Students can build their plan of study around a career cluster or based on a plan customized by their educator, or they can create a plan from scratch.

To begin, have students select the **Create Your Course Plan** link.

If students would like to create a plan of study from a cluster, they can build a plan around a suggested cluster from the Career Cluster Survey results. Notice that if students have completed the Career Cluster Survey, recommendations are made. If students are no longer considering a career in that area, they may choose an entirely different cluster.

If a plan has been customized by an educator or if students wish to start their plan from scratch, select the **Create a plan of study from scratch** link at the bottom of the page.

If students choose to build a plan of study around a cluster, they will come to this page and use a career cluster to build their plan or select a pathway. Pathways give students more specific direction on the courses recommended for a career path.

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

CONFIRM YOUR CAREER CLUSTER OR PATHWAY

You can use recommended program of study from this Career Cluster to build your own Plan of Study:

Finance

- Description
- Employment Outlook
- View Cluster Profile
(For related careers and programs)

Click a program of study name to view courses, or use one to build your plan:

- Program of Study #1
- Finance

Build your plan with this program of study

Build your plan with this program of study

Or choose a Career Pathway if one of these is a better match for your career plan. These pathways are more specific groups of careers with more specific plans of recommended high school courses. Click the name of pathway to learn more.

- Accounting(2)
- Banking Services(2)
- Business Finance(2)
- Insurance(2)
- Securities and Investments

Choose a different Career Cluster

If students choose to build a plan of study around a plan customized by an educator, they will come to this page and select **Choose this set** to pick among different requirement options.



GUIDEWAYS

Iowa 8th Grade Guideway

Create a Plan of Study in "Your Plan of Study"

Create a plan of study for high school. Make sure your plan meets the requirements for graduation.

Step 5 of 6

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

CHOOSE GRADUATION REQUIREMENTS TO FOLLOW

There may be multiple sets of high school graduation requirements available for you to follow depending on your year of graduation or the diploma you are planning to achieve.

Review the sets of graduation requirements below and choose one as the primary set to compare against your plan of study to track your progress to graduation. The one you choose will be the one that your counselor also uses to track your progress. You can change your selection later if you need to.

<p>00</p> <ul style="list-style-type: none"> For all students 	<p>00</p>	<p>Choose this set See details</p>
<p>High School Diploma Requirements</p> <ul style="list-style-type: none"> For all students 	<p>High School Diploma</p>	<p>Choose this set See details</p>
<p>State of Iowa graduation requirements</p> <ul style="list-style-type: none"> For all students 	<p>State of Iowa graduation requirements</p>	<p>Choose this set See details</p>

Show all defined graduation requirements

Lastly, if students choose to start a course plan from scratch, they will come to this page and select the **Create a plan of study from scratch** link.



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

CHOOSE A RECOMMENDED PROGRAM OF STUDY

Local Programs Of Study:

- Culinary Arts
- Marcela Training
- Marcela Training2

Recommended Programs of Study by Career Cluster or Pathway
 Career Clusters are groups of careers that require a set of common knowledge and skills for career success. Careers at different levels of postsecondary education and specific career preparation pathways are included in each cluster. The clusters and pathways help define the courses you should take in high school and college.
 Choose one of these Career Clusters to start building your plan of study. When a cluster or pathway is bold, it means that your school or district has customized the recommended courses in those programs of study. The number in brackets following cluster or pathway title shows the number of programs of study associated with each cluster or pathway.

Your Focus Career Cluster

Finance

Suggested by the Career Cluster Survey

- Finance(2)
- Law, Public Safety, Corrections and Security(2)

All career clusters

- Agriculture, Food and Natural Resources(3)
- Arts, Audio-Video Technology and Communications(2)
- Education and Training(2)
- Government and Public Administration(2)
- Hospitality and Tourism(2)
- Information Technology(2)
- Manufacturing(2)
- Science, Technology, Engineering and Mathematics(2)
- Architecture and Construction(2)
- Business, Management and Administration(2)
- Finance(2)
- Health Science(2)
- Human Services(2)
- Law, Public Safety, Corrections and Security(2)
- Marketing(2)
- Transportation, Distribution and Logistics(2)

Not finding what you're looking for?

- Create a plan of study from scratch

Regardless of how students create their plan of study, they will come to a page with a grid. To edit the grid to reflect courses they plan to take, students will click in a cell. For example, to choose their 9th grade English class, students would click anywhere in the 9th grade English cell.

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

99

★★★★★

Hide Recommended Courses

	9th Grade	10th Grade	11th Grade	12th Grade	
6th-8th Grade View cr = credit	9th Grade	10th Grade	11th Grade	12th Grade	CHECKUP
English / Language Arts	English 9 09 1 cr (planned)				Completed: 0 cr Enrolled: 0 cr Planned: 1 cr <div style="background-color: red; color: white; padding: 2px; font-weight: bold;"> Your Total: 1 cr Required: 3 cr </div>



On this page, students will select their courses from the drop-down menu. If a plan has been customized by an educator at their school, then the course name(s) available for their grade in that subject area will appear. Once the course name is selected, have students choose the credits offered for that course. If students are currently enrolled in the course, the status can be changed from planned to enrolled. Lastly, students should select the **Add course** link on the right side of the page.

When the course has been entered, the screen will refresh. Have students select the **Save** button.

Edit Course Plans for 9th Grade English / Language Arts

- Select from the list of courses offered in the list below.
- If your course is not in the list then you may enter the course name in the space below.
- Update the status and enter your final grade for your completed courses.

Additional Courses	Credits	Status	Grade (optional)	Action
English 9	1	Planned	Select Grade	Delete Course

Select or enter a course to add it. Make sure that the courses you add meet graduation requirements.

Course Name	Credits	Status	Grade (optional)	Action
Select a course: <input type="text" value="Select a Course"/>	0	Planned	Select Grade	Add Course
Enter a course: <input type="text"/>				

Once back on the grid, students will see the course they selected.

6th-8th Grade View cr = credit	9th Grade	10th Grade	11th Grade	12th Grade
English / Language Arts	English 9 09 1 cr (planned)			

Once all courses have been entered, direct students to select the **Continue** link at the top of the page.



GUIDEWAYS

Iowa 8th Grade Guideway

Create a Plan of Study in "Your Plan of Study"

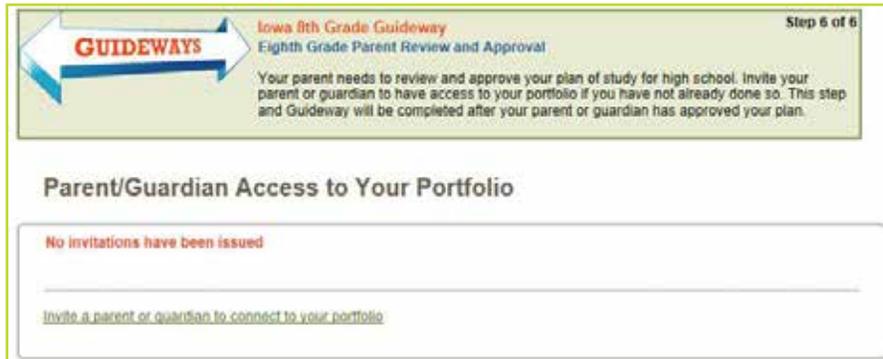
Create a plan of study for high school. Make sure your plan meets the requirements for graduation.

Step 5 of 6

[Continue](#)

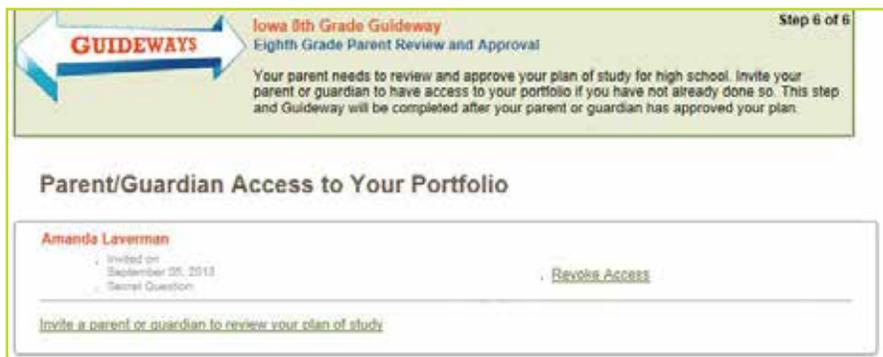
Step 6– Parent Review and Approval

The last step for the 8th Grade Guideway is the parent/guardian approval of the student’s plan. Students may invite a parent/guardian to create their own account at I Have A Plan Iowa® and create a link to view their student’s portfolio. In this step students send an invitation to a parent/guardian to access their portfolio. The student clicks **Invite a parent or guardian.**



The screenshot shows the 'Iowa 8th Grade Guideway' interface. At the top, there is a navigation bar with a 'GUIDEWAYS' button and the text 'Iowa 8th Grade Guideway Eighth Grade Parent Review and Approval Step 6 of 6'. Below this, a message states: 'Your parent needs to review and approve your plan of study for high school. Invite your parent or guardian to have access to your portfolio if you have not already done so. This step and Guideway will be completed after your parent or guardian has approved your plan.' The main heading is 'Parent/Guardian Access to Your Portfolio'. Below the heading, it says 'No invitations have been issued' in red text. At the bottom, there is a link: 'Invite a parent or guardian to connect to your portfolio'.

If the parent/guardian connection was already established it will be displayed on this page. The student just needs to remind his/her parent/guardian to approve his/her 8th grade plan.



The screenshot shows the 'Iowa 8th Grade Guideway' interface. At the top, there is a navigation bar with a 'GUIDEWAYS' button and the text 'Iowa 8th Grade Guideway Eighth Grade Parent Review and Approval Step 6 of 6'. Below this, a message states: 'Your parent needs to review and approve your plan of study for high school. Invite your parent or guardian to have access to your portfolio if you have not already done so. This step and Guideway will be completed after your parent or guardian has approved your plan.' The main heading is 'Parent/Guardian Access to Your Portfolio'. Below the heading, there is a list of invitations for 'Amanda Leverman'. The list includes 'Invited on September 25, 2013' and 'Secret Question'. To the right of the list is a link: 'Revoke Access'. At the bottom, there is a link: 'Invite a parent or guardian to review your plan of study'.

Hint: If a student’s parent/guardian does not have e-mail access, the student can print a copy of their plan in the previous step. Then you can record the returned approval using the tools in the I Have A Plan Iowa® Professional Center.

To invite a parent/guardian to view their portfolio, students should enter the parent/guardian's name and e-mail address. The invitation e-mail can be sent in English or Spanish. The student clicks Invite to send the e-mail.

The page is refreshed to show that an invitation has been sent. Once the parent/guardian has accepted the invitation and made the connection to the student's portfolio from their parent account, the status will be changed to Access established.

This last step of the Guideway cannot be completed until the student's parent or guardian approval has been entered in the student's portfolio. If the parent does not have email/internet access, the last step can be completed once you have received a signed copy of the printed course plan and entered the approval in the Professional Center.

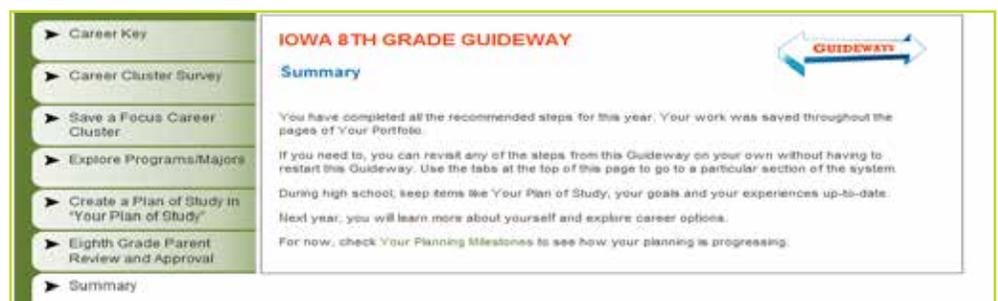
Once the parent approval has been entered, the student should click **Continue** on Step 6 of the guideway.



Summary

A summary page will appear to let the student know the recommended steps are completed. Students must continue to this summary page before it will show that 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.



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.

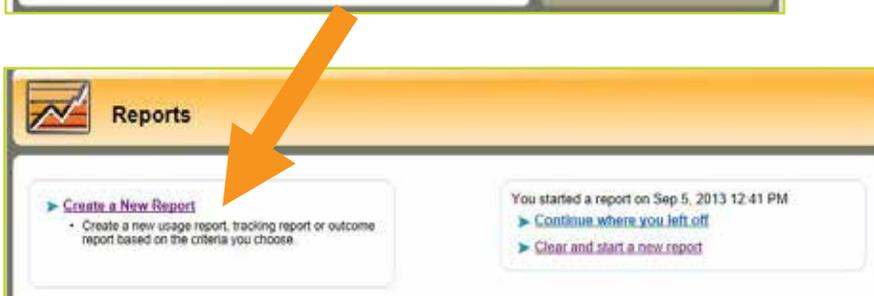


Sign into your Professional Center account.

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.**



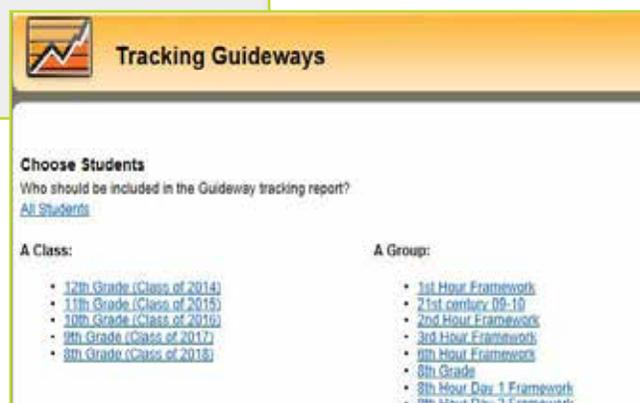
2. Click on **Create a New Report**.

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

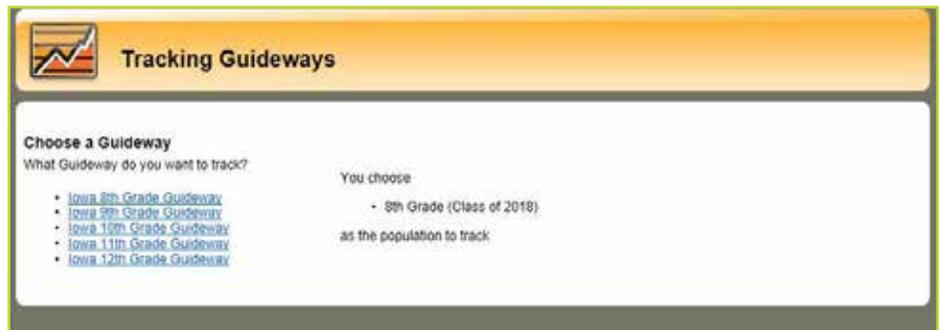
4. Choose the population you would like to track.



HINT: You can choose the entire 8th grade or you can choose a group of students to track.



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



Tracking Guideways

Choose a Guideway
What Guideway do you want to track?

- [Iowa 8th Grade Guideway](#)
- [Iowa 9th Grade Guideway](#)
- [Iowa 10th Grade Guideway](#)
- [Iowa 11th Grade Guideway](#)
- [Iowa 12th Grade Guideway](#)

You choose

- 9th Grade (Class of 2018)

as the population to track

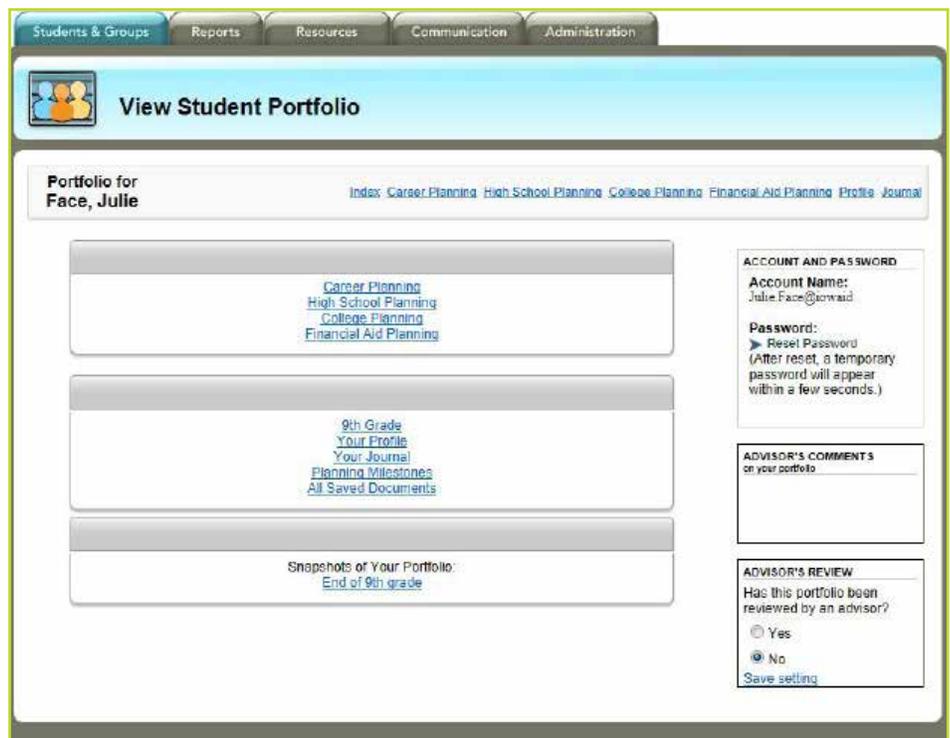
6. You can view the student portfolios and the steps of the guideway the student has completed.

Name	1	2	3	4	5	6
Chartier, Bourke	✓	✓	✓	✓	✓	✓
DoeOne, Julie	✓	✓	✓	✓	✓	✓
Dunn, David	✓	✓	✓	✓	✓	✓
Face, Julie						
Falls, Julie						
Feb5, Julie						
Flower, Blue	✓	✓				
Flower, BlueBlue						
Flower, Pink	✓	✓	✓	✓	✓	✓
Flower, Purple						
Flower, Red	✓	✓	✓	✓	✓	
Flower, White						
Flower, Yellow						
Gosnell, Kathi	✓	✓	✓	✓	✓	✓
Gosnell, Kathi						
Griffin, Mary beth						
Halfon, Chen						

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

HINT: 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.



View Student Portfolio

Portfolio for **Face, Julie**

Index: [Career Planning](#) [High School Planning](#) [College Planning](#) [Financial Aid Planning](#) [Profile](#) [Journal](#)

[Career Planning](#)
[High School Planning](#)
[College Planning](#)
[Financial Aid Planning](#)

[9th Grade](#)
[Your Profile](#)
[Your Journal](#)
[Planning Milestones](#)
[All Saved Documents](#)

Snapshots of Your Portfolio:
[End of 9th grade](#)

ACCOUNT AND PASSWORD

Account Name:
Julie.Face@jorwad

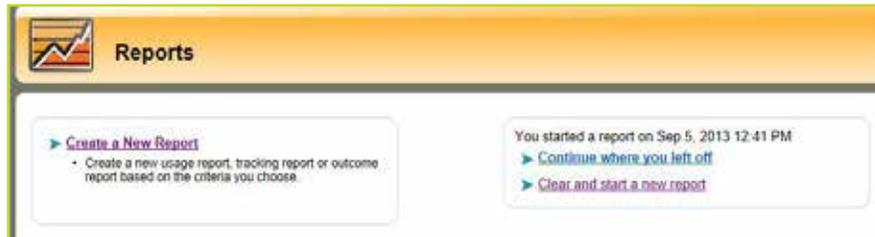
Password:
▶ [Reset Password](#)
(After reset, a temporary password will appear within a few seconds.)

ADVISOR'S COMMENTS
on your portfolio

ADVISOR'S REVIEW
Has this portfolio been reviewed by an advisor?
 Yes
 No
[Save setting](#)

Adding the Parent Approval

If you have a paper copy of the student's course plan with a parent's signature, you can enter the parent approval from the Professional Center. Click on the Reports tab and then click on **Create a New Report**.



Next choose Tracking Plans of Study.



From the right-hand menu, choose the class or group that you would like to approve. HINT: You can see a list for an entire class or just members of a particular group. Next, choose the status you would like to track. For example, to enter the parent approval, click the button for **Parent review not completed** and then click **View Tracking Report**.

NOTE: The approval section is for an educator to approve the plans of study once the student has finished entering their courses. Educators should check to be sure they are on track for graduation. This is NOT required.

The Parent review section is where the parent signature is entered by an educator on behalf of the parent when you have a signed paper copy of the student's plan of study.

The screenshot shows the 'Tracking Plans of Study' page. It features a 'Plans of Study Summary' table and a 'Plans of Study Tracking Reports' sidebar.

Plan of Study Status	Portfolios by Graduation Year						
	2013	2014	2015	2016	2017	2018	2019
✓ On track to meet graduation requirements (?)	0	8	1	0	1	0	0
✗ NOT on track to meet graduation requirements (?)	7	24	8	14	3	1	0
Never created or edited plan of study (?)	47	106	59	22	20	5	1
Submitted, but not approved or locked (?)	0	1	0	1	3	0	0
Approved (?)	0	2	1	1	0	0	0
Locked (?)	0	0	0	0	0	0	0
Parent review requested but not completed (?)	2	1	7	4	3	0	0
Parent review not completed (?)	54	127	86	36	24	6	1
Parent review Completed (?)	0	9	2	0	0	0	0

The sidebar on the right, 'Plans of Study Tracking Reports', includes filters for 'Class' and 'Groups', and a list of checkboxes for various report statuses. The 'Parent review not completed' checkbox is selected. At the bottom, there is a 'View Tracking Report' button.



Choose the students for which you would like to enter the parent approval by clicking the checkbox next to their name. Then click the button **Parent Review Completed** to enter several approvals at one time.

Once the review is complete, it can also be deleted by using the **Delete Review** button.

HINT: Educators can also use the **Lock** button to lock a group of plans so that students can not change their plan after it is approved. Use the **Print Plans** button to print a batch of course plans.

Plan of Study Tracking Report
 Iowa College Student Aid Commission (ICSAC)
 Report Date: Sep 05, 2013
 Class or Group: Class of 2014 (Edit)
 Number of Portfolios: 24

Click a name to view that person's plan of study, or select portfolios to use buttons below:
 (Up to 25 plans)

Buttons: Lock, Print Plans, Parent Review Completed, Delete Review

ALL	Name	Grad Year	Complete	Enrolled	Planned	Total	Credits Required	On Track	Submitted	Approved	Locked	Parent Review
<input type="checkbox"/>	E...	2014	0	0	0	0	50	X	No	No	No	No
<input type="checkbox"/>	Apple, Blue	2014	0	2	0	2	13	X	No	No	No	No
<input type="checkbox"/>	Bass, Craig	2014	1	2	5	8	13	X	No	No	No	No
<input type="checkbox"/>	Berry, Halle	2014	0	0	8	8		X	No	No	No	No
<input type="checkbox"/>	Cox, Courtney	2014	0	0	8	8		X	No	No	No	No
<input type="checkbox"/>	Doe, Jane	2014	0	0	2	2	13	X	No	No	No	No
<input type="checkbox"/>	Doe, Jane	2014	0	0	8	8		X	No	No	No	No
<input type="checkbox"/>	Fiesburg, Rebecca	2014	0	0	4	4	13	X	No	No	No	No
<input type="checkbox"/>	Ortfin, Mary Beth	2014	4	14	0	18	18	X	No	No	No	Yes
<input type="checkbox"/>	Griffin, Tester	2014	0	0	9	9	18	X	No	No	No	Yes
<input type="checkbox"/>	Hermosillo, Marcela	2014	0	0	10	10	47	X	No	No	No	No

NOTE: You can also mark plans with parent approval individually from the Plan of Study view in the student's portfolio.

Click on the student's name and then click on the **High School Planning** section of the portfolio. Choose the option **Mark this plan as reviewed by parent** to add the parent approval.

Your Plan or Study

My Plan of Study #1

- Created: Oct 24, 2010
- Last Edited: Oct 29, 2010
- This course plan has not yet been submitted for approval.

Supports Career Cluster: Finance

Program of Study #1

- Approve this Plan of Study
- Lock this Plan of Study
- Edit this Plan of Study
- Print this Plan of Study
- Mark this plan as Reviewed by Parent

Career and Education Plans:

- Career: Actuary
- Program: Actuarial Science
- Type: Three to four years
- College: University of Iowa

6th-8th Grade View	9th Grade	10th Grade	11th Grade	12th Grade	CHECKUP
English Language Arts	english today 101 2 cr (planned)	english today 101 2 cr (planned) LA 10 110 2 cr (planned)	english today 101 2 cr (planned) Language Arts III 1 cr (planned)	english today 101 2 cr (planned) journalism 4912 2 cr (planned)	Completed: 0 cr Enrolled: 0 cr Planned: 13 cr Your Total: 13 cr Required: 4 cr