

9th 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.

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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® 9th Grade Guideway.

Using the 9th 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 Prep.



The screenshot shows the 'i have a plan. IOWA' website. At the top, there is a search bar and a navigation menu with categories: CAREER PLANNING, HIGH SCHOOL PLANNING, COLLEGE PLANNING, FINANCIAL AID PLANNING, and YOUR PORTFOLIO. The main content area is titled 'High School Student' and includes a 'start your plan now!' button with a 'IOWA guideways' link. Below this, there are links for 9th, 10th, 11th, and 12th graders to start their guideway. A list of services includes ACT/SAT Test Prep, Career Assessments, Career Finder, Colleges and Universities, and Scholarship Search. On the right side, there are sections for 'YOUR PORTFOLIO', 'IOWA FINANCIAL AID APPLICATION', 'IOWA FINANCIAL LITERACY PROGRAM', and 'HELPFUL TOOLS'.

Iowa 9th Grade Guideway

This guideway will walk students through parts of the system that are recommended for 9th 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 9th Grade Guideway helps students:

- Discover interests and explore related careers.
- Search for careers.
- Identify their level of each basic skill.
- Review and update their plan of study.
- Get their parent/guardian to approve their work and reflect on what they've accomplished.



Step 1 – Interest Profiler

Allow students at least 10 – 20 minutes to complete the 180-question assessment. To begin, click the **Get Started** button.

Hint: The Interest Profiler asks students questions about what they enjoy. Be sure students understand that when completing the assessment they should focus on what they like to do or think they would like to do in the future, assuming they will develop the skills needed.

Hint: To progress in any guideway, once a step is completed, click the **Continue** link at the top of the page.

Once students complete the Interest Profiler, they will be able to view their top Interest Areas. Interest Areas are based on the research of John Holland, who theorized that most individuals are a combination of the following qualities:

- 1) Realistic
- 2) Artistic
- 3) Investigative
- 4) Social
- 5) Enterprising
- 6) Conventional

RESULTS: Students can see how their Interest Areas are ranked, view careers matching their top Interest Areas or reflect on their results.

Hint: The reflection is not required to continue to the next step of the Guideway.

Optional Educational Enhancement Activity

Using the class's Interest Profiler results as a whole, have students calculate the percent of students within each of Holland's Codes.

Step 2 – Career Finder

The Career Finder allows students to search for careers matching a specific characteristic or several characteristics.

Characteristics can be found on the left side of the screen.

NOTE: Students will need to save three careers to their portfolio before being allowed to continue in the guideway.

In this Career Finder search, education level is used as a characteristic.

GUIDEWAYS Iowa 9th Grade Guideway Career Finder Step 2 of 6

Use the Interests and School Subjects characteristics in the Career Finder to build lists of suggested careers. You must save at least three careers to your portfolio for future planning before you are allowed to continue to the next step.

Career Finder

Choose Characteristics

- Education
 - Education Level
 - Post-Secondary Programs
 - School Subjects
 - Apprenticeships
- Money and Outlook
 - Earnings
 - Outlook
- Skills

The Career Finder helps you narrow down a list of hundreds of careers to only the ones matching the characteristics you want.

Start by clicking one of the characteristics you would like in a career.

You see those characteristics on the left? Choose one that is important to you. For example, if you want to see careers you can do with a high school diploma, choose Education Level.

Hint: If students selected the bachelor's degree box, Career Finder would generate a list of careers requiring a bachelor's degree and all other careers requiring less education. If students wish to view only those careers requiring a bachelor's degree, they can uncheck the other boxes.

Other characteristics can be added to the search using the menu on the left hand-side of the page. Students can view their matching careers based only on education level by selecting the link at the bottom of the page.

GUIDEWAYS Iowa 9th Grade Guideway Career Finder Step 2 of 6

Use the Interests and School Subjects characteristics in the Career Finder to build lists of suggested careers. You must save at least three careers to your portfolio for future planning before you are allowed to continue to the next step.

Career Finder

Choose Characteristics

- Education
 - Education Level**
 - Post-Secondary Programs
 - School Subjects
 - Apprenticeships
- Money and Outlook
 - Earnings
 - Outlook
- Skills
 - Basic Skills
 - Transferable Skills
 - Workplace Skills
- My Characteristics
 - Interests
 - Work Values
 - Aptitudes
- Career Facts

EDUCATION LEVEL

Choose the level of education you have or would like to attain. Lower levels will be automatically selected as well unless you uncheck them.

Clear all

- High school not completed (but preferred)
- High school completed (GED)
- One to two years post-secondary training
- Bachelor's degree
- Professional or graduate degree

See Your Matching Careers →

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

What is a Professional Degree?

A professional degree prepares students for the licensing or certification required to practice in fields like dentistry, law and medicine. These degrees often require some undergraduate study before students can start the professional degree program.



To learn more about a career, students need to click on a career name.

NOTE: To progress in the guideway, students must save three careers to their portfolio.

To save a career to a portfolio, students will need to select the **Add to Portfolio** link on the left of the page.

Once the first and second careers have been saved, select the **Review Other Careers** link at the top of the page to review the career list again.

Once at least three careers have been saved, select the **Continue** link at the top of the page.

Optional Educational Enhancement Activity

Have each student generate a list of ten careers from their Career Finder results. The students should then search for an occupation that doesn't require the use of math.

GUIDEWAYS Iowa 9th Grade Guideway Career Finder Step 2 of 6

Use the Interests and School Subjects characteristics in the Career Finder to build lists of suggested careers. You must save at least three careers to your portfolio for future planning before you are allowed to continue to the next step.

Print This | E-mail This | PDF This

Career Finder

665 matches (after last selection)

Education

- Education Level
- Post-Secondary Programs
- School Subjects
- Apprenticeships

Money and Outlook

- Earnings
- Outlook

Skills

- Basic Skills
- Transferable Skills
- Workplace Skills

You chose the following characteristics:

- Education Level: High school not completed (but preferred), High school completed (GED), One to two years post-secondary training, Bachelor's degree

Didn't find the career you're looking for? Search for the career you're looking for, then see how it compares to the characteristics you've chosen.

Search for:

665 careers match all of these characteristics

1 2 3 next last

Career	Education Level	State Average Annual Earnings	Career Cluster	
Accountant		41	Business, Management and Administration	Compare your selections

GUIDEWAYS Iowa 9th Grade Guideway Career Finder Step 2 of 6

Use the Interests and School Subjects characteristics in the Career Finder to build lists of suggested careers. You must save at least three careers to your portfolio for future planning before you are allowed to continue to the next step.

Print This | E-mail This | PDF This

[Review Other Careers](#)
[Continue](#)

Architect > What They Do

What They Do

- Is This For You?
- Skills You Need
- What To Learn
- Money And Outlook
- Connections
- Interviews
- Real Life Activities
- Add to Portfolio**
- Compare to another Career
- Start a Career Plan

JUST THE FACTS

Plans and designs structures, such as private residences, office buildings, theaters, factories, and other structural property. Often uses computer-aided design and drafting (CADD) systems.

This career is part of the [Architecture and Construction cluster Design/Pre-Construction pathway](#).

A person in this career:

- Consults with clients to determine the functional and spatial requirements of structures.
- Prepares scale drawings.
- Plans layout of project.
- Prepares information regarding design, structure specifications, materials, color, equipment, estimated costs, operational efficiency, environmental sustainability, or construction time.
- Integrates engineering element into unified design.
- Prepares contract documents for building contractors.
- Coordinates with workers engaged in preparing application documents.
- Conducts periodic on-site observation of work during construction to monitor compliance with plans.
- Seeks new work opportunities through marketing, writing proposals, or giving presentations.
- Designs or plans construction of green building projects to minimize adverse environmental impact or conserve energy.

Insider Info

Dig into the details and check out what people in this job have to say about their work.

[Insider Info](#)

Related Careers

- Historian
- Landscape Architect

Multimedia

Watch a one-minute video showing what it's like to work in this career or related careers

Architects, Except Landscape and Naval

[watch video](#)



Step 3 – Basic Skills Survey

The Basic Skills Survey asks students to assess their current skills in ten areas:

Reading Comprehension
Active Listening
Math
Science
Critical Thinking
Active Learning
Learning Strategies
Monitoring
Writing
Speaking

Each of the ten skill areas has seven levels. When a student is able to report that he/she can perform two of the skills in a given level, he/she can move to the next level.

When a student can no longer report being able to complete two skills in an area, he/she should scroll to the bottom of the page and select the **Continue** to the next skill link.

IOWA 9TH GRADE GUIDEWAY

Basic Skills Survey
Step 3 of 6



Another dimension of yourself that can help you explore careers is your set of basic skills.

In this step you will complete the Basic Skills Survey.

Your results of the survey will be stored in your portfolio. You can use them to search for careers in the Career Finder.

Your level of basic or foundation skills are just one set of your overall skills that employers will examine when considering you for a job.

[Continue ➔](#)

Figure out what basic skills you have and match them to careers.

The goal of this survey is to help you assess your basic skills and match them to career options

Duration:  10-15 minutes to select skills in 10 areas

Why try it?
Knowing more about your skills helps you figure out which skills need more development to achieve your career goals.

READING COMPREHENSION

Cluster 1 of 10

How well you understand written sentences and paragraphs. Examples of the skill levels: Low: Reading step-by-step instructions for filling out a form or application; Medium: Reading a memo from your manager describing a new office policy; High: Reading a scientific journal describing a medical procedure

Starting at the top, check activities that you know you can do today. Once you have selected at least two activities from a level, the next level will be made available. Once you've reached your highest level, click continue.

Level 1

- Read most street and road signs.
- Recognize almost all three- and four-letter words and know their meaning.
- Read from a third-grade story book and understand the story.



Level 7

- Read a long and difficult book in two hours and give a detailed review and critique of the book.
- Read two to three advanced technical books each week (professional and graduate school level).
- Read two to three books a week of Shakespeare and other literary writers (for pleasure and with depth of understanding).

 [Continue to the next skill ➔](#)

RESULTS: Once the assessment has been completed, students can review their current skills and explore careers matching their current skills.

Hint: Remind students to answer the questions honestly, reporting their current skills. Let them know there is time to develop the skills they will need for a future career and that reporting accurately, helps them to see areas for development.



Iowa 9th Grade Guideway
Basic Skills Survey Step 3 of 6

Complete the Basic Skills Survey and identify your current level for each of ten basic skills. At the end if you see a career that interests you, save it to your portfolio.

[Continue](#)

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

[Start](#)

[Checklist](#)

[Results](#)

[Careers](#)

Basic Skills Survey

YOUR BASIC SKILLS

These results reflect your current skill levels. You can expect your skills to improve with practice and experience.

Basic Skills



Basic Skill	Level
Reading comprehension	7
Writing	7
Active listening	6
Speaking	5
Mathematics	5
Science	4
Critical thinking	4
Active learning	4
Learning strategies	4
Monitoring	4

Examples of skill level (low, medium and high are detailed).

When done, select the **Continue** link at the top of the page.

Optional Educational Enhancement Activity

After students complete the Basic Skills Survey, ask them to select one career from the list. Students should write a description of the occupation that includes several tasks. Students should then identify which three skills are considered most important for that career and at which level.

Based on your results, you can: [Review matching careers](#)

Are you happy with this list of skills? Think about these results and write your thoughts in your Portfolio Journal.

Click a title to view a list of the careers requiring a high level of that basic skill.

Descriptions of all 10 basic skills:	
<p>Reading comprehension - How well you understand written sentences and paragraphs</p> <ul style="list-style-type: none"> •Low: Reading step-by-step instructions for filling out a form or application •Medium: Reading a memo from your manager describing a new office policy •High: Reading a scientific journal describing a medical procedure 	<p>Active listening - How well you listen and understand what people are saying</p> <ul style="list-style-type: none"> •Low: Taking an order from a customer •Medium: Answering questions about a credit reference •High: Acting as a judge in a complex legal disagreement
<p>Writing - How well you communicate with others in writing</p> <ul style="list-style-type: none"> •Low: Taking a phone message •Medium: Writing a memo to people in an office outlining a new procedure •High: Writing and publishing a novel 	<p>Speaking - How well you can talk to others to tell them information</p> <ul style="list-style-type: none"> •Low: Greeting tourists and explaining tourist attractions •Medium: Interviewing people applying for a job to find out their work history •High: Arguing a complicated legal case before the Supreme Court



Step 4 – Your Plan of Study

Students can build their plan of study around a career cluster, a plan customized by their educator or create a plan from scratch. To begin, click **Continue**.

IOWA 9TH GRADE GUIDEWAY



Your Plan of Study

Step 4 of 6

You have two goals as you plan your high school courses each year: ensure that you have enough of the right courses to graduate and enough of the right courses for admission into postsecondary school.

In this step you will review your plan of study.

Make sure your current 9th grade courses are marked as enrolled.

Validate your plans for 10th grade to ensure you are on plan to graduate and gain admission into college.

You can return to review your plan of study anytime. Make sure you update your plan if your career pathway or postsecondary plans change.

[Continue](#) → 

To begin, have students select the **Create your course plan** link.



Iowa 9th Grade Guideway

Step 4 of 6

Your Plan of Study

Review your course plans for the 9th grade and make or validate your plans for the 10th grade. Make sure you are on track for your high school graduation requirements.

[Continue](#) →

Plan your high school courses using Career Clusters and Pathways that interest you.

With Your Plan of Study you can:

- Follow an approved course plan using a Career Cluster or Pathway
- Keep track of your course progress
- Compare your progress with your high school's graduation requirements



▶ [Create your course plan](#) 

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 pursuing a career in that area, they can choose an entirely different cluster.

Your Plan of Study



GUIDEWAYS

Iowa 9th Grade Guideway

Your Plan of Study

Review your course plans for the 9th grade and make or validate your plans for the 10th grade. Make sure you are on track for your high school graduation requirements.

➔ Continue

Step 4 of 6

(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)

Saved Career Clusters and Pathways

- ➔ Finance(2)

All career clusters

<ul style="list-style-type: none">➔ 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)	<ul style="list-style-type: none">➔ 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)
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Not finding what you're looking for?

- ➔ Create a plan of study from scratch



To create a plan of study from a plan customized by an educator or 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 a plan or select a pathway. Pathways give students more specific direction on the courses recommended for a career path.



Iowa 9th Grade Guideway

Your Plan of Study

Review your course plans for the 9th grade and make or validate your plans for the 10th grade. Make sure you are on track for your high school graduation requirements.

[Continue](#)

Step 4 of 6

(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](#) [➔](#) Build your plan with this program of study
- [Finance](#) [➔](#) 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 view the customized plan.



Iowa 9th Grade Guideway

Your Plan of Study

Review your course plans for the 9th grade and make or validate your plans for the 10th grade. Make sure you are on track for your high school graduation requirements.

[Continue](#)

Step 4 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>High School Diploma</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:
 3 Culinary Arts
 3 Marcela Training
 2 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

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

Saved Career Clusters and Pathways
 ➔ Finance(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 State of Iowa graduation requirements

★★★★★

[Hide Recommended Courses](#)

	9th Grade	10th Grade	11th Grade	12th Grade	
9th-12th Grade View cr - credit					CHECKUP
English / Language Arts					Completed: 0 cr Enrolled: 0 cr Planned: 0 cr <div style="background-color: red; color: white; padding: 2px;">Your Total: 0 cr Required: 3 cr</div> Note



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 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: Select a Course	0	Planned	Select Grade	Add Course
Enter a course:				

Save Cancel

Once back on the grid, students will see the course they selected. Work is automatically saved as the students enter courses.

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 9th Grade Guideway
Your Plan of Study

Review your course plans for the 9th grade and make or validate your plans for the 10th grade. Make sure you are on track for your high school graduation requirements.

Continue

Step 4 of 6

Step 5 – Parent Review

In this next step, the student's parent or guardian may be invited to review the student's work.

Hint: This step is not required. For students who would prefer not to complete this step, click Continue to go to the next step of the guideway.

IOWA 9TH GRADE GUIDEWAY

Ninth Grade Parent Review Invitation

Step 5 of 6

When you're planning for your future, it always helps to get some feedback from the people who know you best. This step is your chance to get a parent or guardian to review and approve your plans.

Parents and guardians can see the work you've done so far by using their own account to access your portfolio in order to add any comments. If you'd like some input, send an e-mail invitation to a parent or guardian to help them get connected to your portfolio.

If you would prefer to skip this step, just continue on to the next step in the Guideway.

[Continue](#) →

Iowa 9th Grade Guideway

Ninth Grade Parent Review Invitation

Step 5 of 6

If you would like some feedback from a parent or guardian, invite them to access your portfolio and leave some comments. If you'd prefer to skip this step, just continue on to the next step.

[Continue](#) →

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.

Parent/Guardian Access to Your Portfolio

No invitations have been issued

[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. Students just need to remind parents and guardians to review the portfolio and save a 9th grade review comment in the student portfolio (if they choose to do so).

Parent/Guardian Access to Your Portfolio

Amanda Laverman

- Invited on: September 05, 2013
- Secret Question: [Revoke Access](#)

[Invite a parent or guardian to review your plan of study](#)



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.

Parent/Guardian Access to Your Portfolio

No invitations have been issued

Invite a parent or guardian to have read-only access to your portfolio from their account. An email message with instructions will be sent. They must follow the instructions in the e-mail to establish access. You can revoke this access at any time.

Parent's First Name:

Parent's Last Name:

E-mail address:

Parent's E-mail Address (again):

Send invitation e-mail in: English Spanish

Invite **Cancel**

*-Mandatory Fields
Please enter Parent's First Name
Please enter Parent's Last Name
Please enter E-mail Address
The e-mail fields do not match, please check your entry and try again.

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." The student may choose to **revoke** the parent access at any time.

GUIDEWAYS

Iowa 9th Grade Guideway
Ninth Grade Parent Review Invitation

Step 5 of 6

If you would like some feedback from a parent or guardian, invite them to access your portfolio and leave some comments. If you'd prefer to skip this step, just continue on to the next step.

Continue

Note: Iowa Code requires only that the parents of 8th grade students approve their students' plan. Approval is not required for the 9th Grade Guideway. Students can skip this step by clicking Continue.

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GUIDEWAYS

Iowa 9th Grade Guideway
Ninth Grade Parent Review Invitation

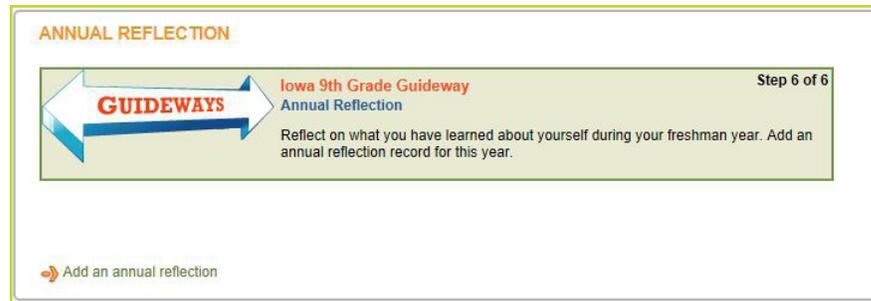
Step 5 of 6

If you would like some feedback from a parent or guardian, invite them to access your portfolio and leave some comments. If you'd prefer to skip this step, just continue on to the next step.

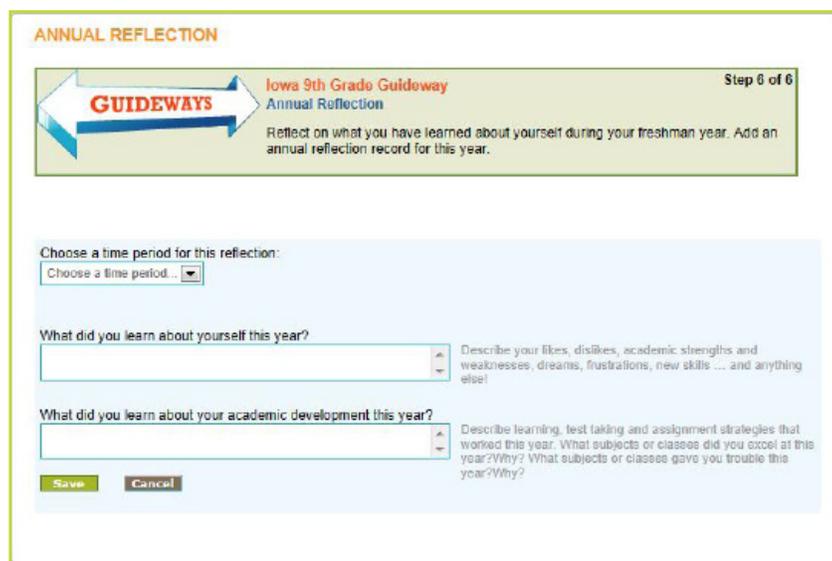
Continue

Step 6 – Annual Reflection

In the last step of the 9th Grade Guideway, students have a chance to reflect on what they learned about themselves this year. This reflection can be done annually from the Your Profile section of the portfolio. Students click **Add an annual reflection** to start.



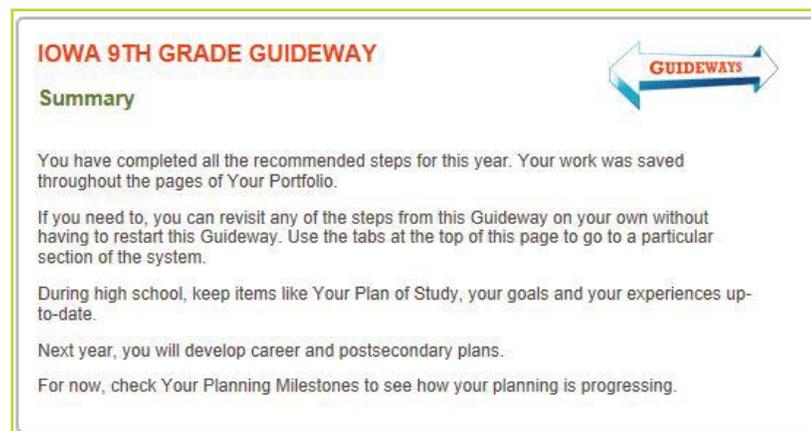
Students choose 9th Grade from the menu then enter their reflection in response to the two questions. The text beside the fields can help them with ideas on what to describe. When students click **Save** and the page is refreshed showing their reflections, the step is complete.



Summary

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

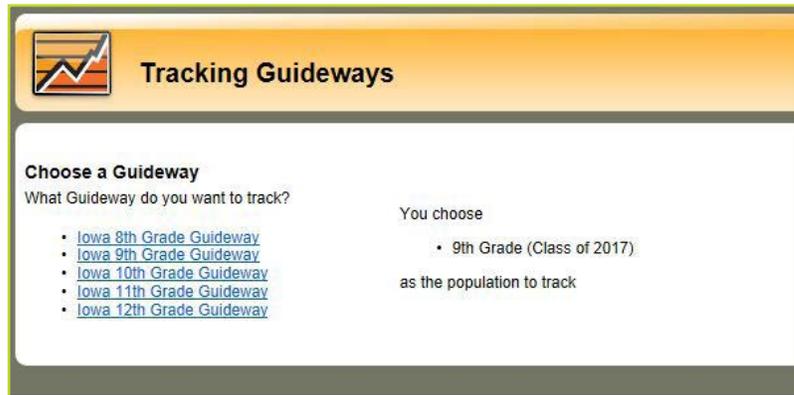
2. Click on **Create a New Report**.

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

4. Choose the population you would like to track.

HINT: You can choose the entire 9th 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 2017)

as the population to track

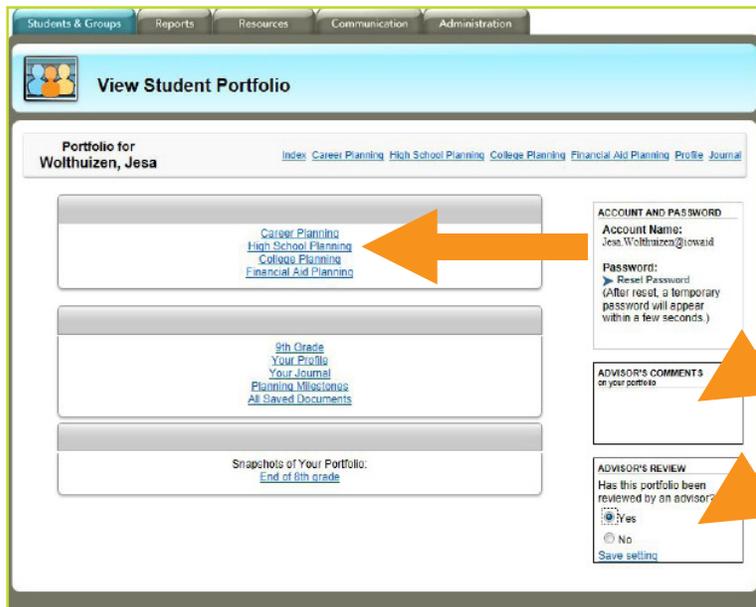
6. You can view the student portfolios and the steps of the guideway the student has completed.

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

Name	1	2	3	4	5	6
Bools, Julie						
explorer_dora						
Grand_Julie						
Jump_Julie						
June_Julie						
Kinney_hunter						
may_megan						
May_Nicole						
Miller_Jenna						
Miller_Jenna						
Miller_Jenna						
Miller_Jenna						
Miller_Jenna						
Miller_Jenna						
Miller_Jenna						
Miller_Jenna						
Miller_Jenna						
Miller_Jenna						
Miller_Jenna						
Ntam_Julie						
Restricted_COFFA	✓	✓	✓	✓	✓	
State_All						
StudentsIowaIep	✓	✓	✓			
water_voss						
Wolthuisen_Jesa	✓	✓	✓	✓	✓	✓

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 **Wolthuisen, Jesa**

[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 8th grade](#)

ACCOUNT AND PASSWORD
 Account Name: Jesa.Wolthuisen@iowaid
 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](#)