

INDIVIDUAL CAREER AND ACADEMIC PLAN ENHANCEMENT INSTRUCTIONS

Based on focus group work and input from educators statewide, College In Colorado has updated the ICAP page format to simplify what students see and at the same time, allow professionals to provide greater direction to students while they work on their plan.

On September 12th, the ICAP page(s), if any, that you have set up for your students will be removed. This will allow you to rebuild your ICAP page using the enhanced features. **NO STUDENT DATA WILL BE IMPACTED OR LOST** – as soon as you rebuild your ICAP pages, student work will re-populate into the pages.

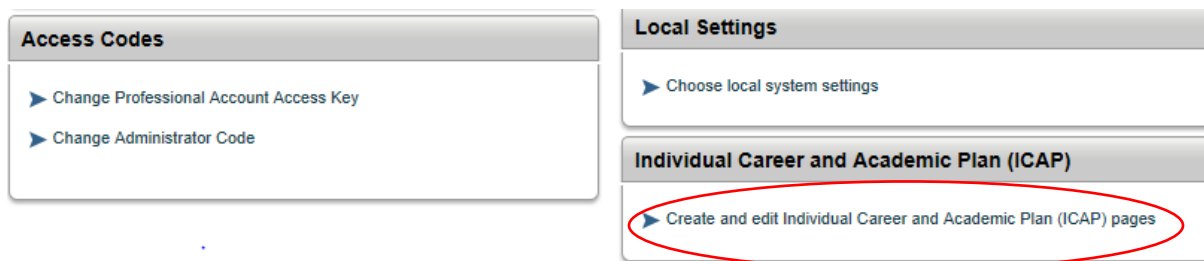
In the next couple of weeks, the individual that set up your ICAP pages and/or has access to the Administration tab of the College In Colorado Professional Center (<http://procenter.collegeincolorado.org>) should follow these step-by-step instructions and complete the attached worksheet to plan how you will convert your current ICAP into the new format. Then, on September 13th or following, your ICAP may be rebuilt in the new format – this likely will take less than an hour.

We apologize for any inconvenience but know that you will love the new capabilities for ICAP. And, remember that your regional College In Colorado outreach and access coordinator is standing by to help you in any way with this process.

Between now and September 12th:

1. Determine how your ICAP is structured now.

- a. Log in to the Professional Center (<http://procenter.collegeincolorado.org>). From the home page, click the Administration tab, then **Create and edit Individual Career and Academic Plan (ICAP) pages**. [If you need your Professional Account Administrator Code (AC), contact Twyla.Esquibel@cic.state.co.us.]



- b. Take a look at ICAPs currently set up. All schools have the ICAPs named 2010-2011 and 2012-2013 Sample ICAP – you don't need to worry about these *unless* they are assigned to a grade(s). You can tell if an ICAP is in use if it is assigned to one or more grades as shown below.

Your school may have additional ICAPs set up. **You will want to complete the process outlined in this document for EACH of the ICAPs assigned to one or more grades** on your ICAP page.

<p>ICAP by Topic/Subject</p> <ul style="list-style-type: none"> Last edited on 8/10/2014 9:55:55 AM by Julia Pirnack 	<ul style="list-style-type: none"> 9th grade 	<ul style="list-style-type: none"> Duplicate Delete
<p>ICAP by Grade Level</p> <ul style="list-style-type: none"> Last edited on 8/10/2014 9:53:18 AM by Julia Pirnack 	<ul style="list-style-type: none"> 6th grade 7th grade 8th grade 	<ul style="list-style-type: none"> Duplicate Delete

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Important Note: If **ALL** of the ICAPs listed on this page are **unassigned** as shown below, you do not need to do anything further. Your school has not set up an ICAP page for students to use.

Please contact us if you would like to learn more about using the ICAP system with your students. We have a dedicated phone line for assistance; dial **(720) 264-8580**.



Custom Portfolio Pages

Your Individual Career and Academic Plan (ICAP) Pages

With this option you can define a custom page to be included in each user's portfolio. You can use the system-defined page or duplicate it and edit the copy as a starting point for a new custom page or you can create a new custom page using a blank template.

Click the title of a custom page to edit it. You may choose who can see each page – remember to click the Save button after making changes.

Individual Career and Academic Plan (ICAP) Pages	Assigned To: Edit	Actions
2012-2013 Sample Individual Career and Academic Plan (ICAP) <ul style="list-style-type: none"> System-defined set 	<ul style="list-style-type: none"> Unassigned 	<ul style="list-style-type: none"> Duplicate
2010-2011 Sample ICAP <ul style="list-style-type: none"> System-defined set 	<ul style="list-style-type: none"> Unassigned 	<ul style="list-style-type: none"> Duplicate
Copy of 2010-2011 Sample ICAP <ul style="list-style-type: none"> Last edited on 7/28/2014 10:46:00 AM by Julia Pirnack 	<ul style="list-style-type: none"> Unassigned 	<ul style="list-style-type: none"> Duplicate Delete

- c. Back on the Pro Center home page, click on the CollegInColorado.org logo to open the “virtual student” account. Click on Your Portfolio. The virtual student is set up as a 12th grader, so you should see the ICAP assigned to 12th graders. You can change the grade level of the virtual student in Your Portfolio > Your Profile > The Basics > Edit (This is Me, Year of Graduation) if necessary to see other ICAPs built for other grades.

- d. Take a look at what the student sees. Many ICAPs are set up with grade levels in sections or with topics as sections. Within each section, activities for the students to do are listed. Some schools

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also add guidance documents to the ICAP. The worksheet attached will help you translate how your page, sections and activities relate to the new ICAP set up.

ICAP Title

Page Sections

Page Guidance Documents

Section 1

Activities in Section 1

SAMPLE A
ICAP by TOPIC

Index Career Planning High School Financial Aid Planning Your Profile Your Job

ICAP by Topic/Subject

[Career Planning](#) [Plan of Study \(Update Every Year\)](#) [College Planning](#) [Financial Aid Planning](#) [Etc...](#)

Instructions and Guidance
Please use the documents below as you work on your ICAP.

- [Concurrent Enrollment Opportunities](#)
- [Concurrent Enrollment Student Worksheet](#)
- [Sample Freshman Year Checklist](#)

MY EVIDENCE DOCUMENTS

- [Practice Job Application](#) (Job application text doc.docx) [Re](#)

Upload a document

Career Planning

WORK INTEREST AREAS (from the Career Key)

Or my student may see:

ICAP Title

Page Sections

Page Guidance Documents

Section 1

Activities in Section

SAMPLE B
ICAP by Grade Level

Freshman Year Plan of Study (Update Every Year) Update Each Year Sophomore Year Junior Year Senior Year

ICAP by Grade Level

Instructions and Guidance
Please use the documents below as you work on your ICAP.

- [Concurrent Enrollment Opportunities](#)
- [Concurrent Enrollment Student Worksheet](#)
- [En Colorado, oportunidades de matrícula concurrente \(programa de acceso temprano\)](#)
- [Hoja de trabajo de matrícula concurrente de estudiante](#)
- [My Job Application Activity](#)
- [Sample Freshman Year Checklist](#)

MY EVIDENCE DOCUMENTS

- [Practice Job Application](#) (Job application text doc.docx)

Upload a document

Freshman Year

CAREER CLUSTER SURVEY

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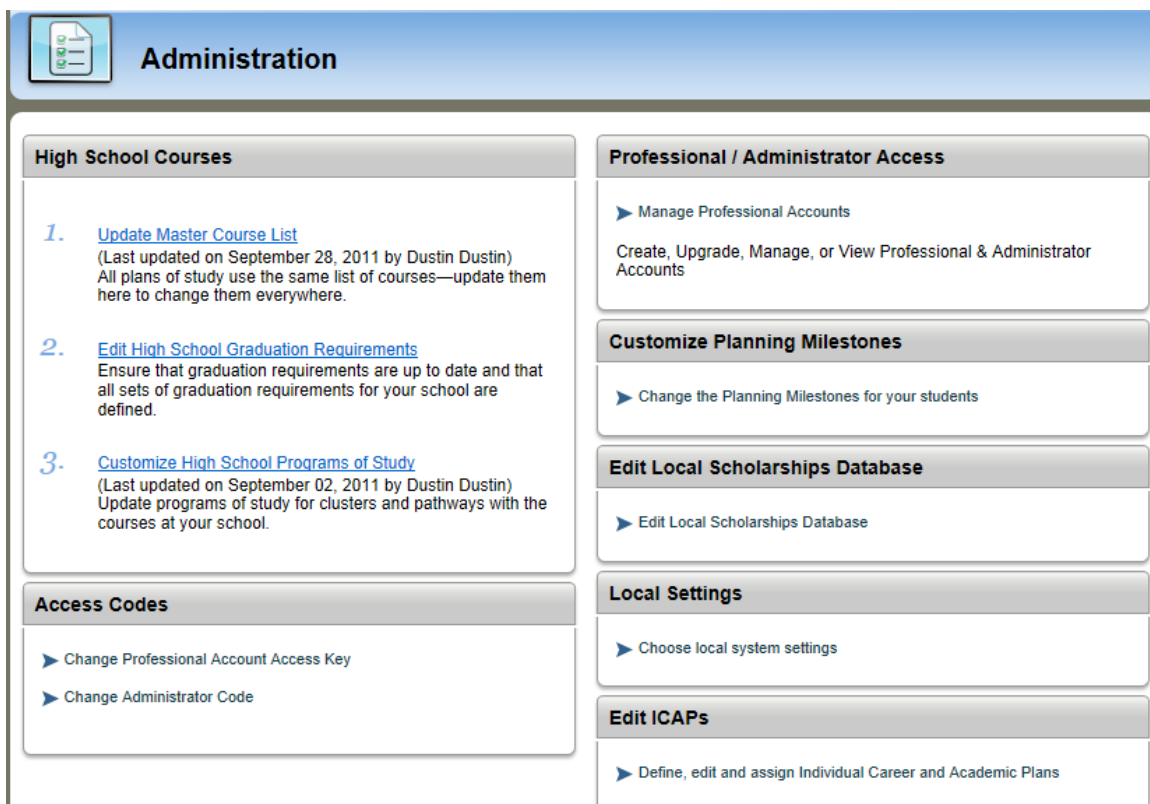
2. Complete the left side of the attached worksheet with your current ICAP structure.
3. Complete the right side of the attached worksheet for use in setting up the new ICAP format.

As shown on the worksheet, the following are equivalent:

Item type in current ICAP	Name for Item in new format
ICAP Title	ICAP Set
Section Name	Page Name
	Section Name (within the page - consider months or semesters for sections)
Activity	Activity

4. As soon after September 12th as possible:

- a. Log in to the Professional Center (<http://procenter.collegeincolorado.org>). From the home page, click the Administration tab, then **Define, edit and assign Individual career and Academic Plans**. [If you need your Professional Account Administrator Code (AC), contact Twyla.Esquibel@cic.state.co.us.]



The screenshot shows the 'Administration' section of a web application. It features a blue header with a document icon and the title 'Administration'. Below the header, there are several panels with different management options:

- High School Courses:**
 - [Update Master Course List](#)
(Last updated on September 28, 2011 by Dustin Dustin)
All plans of study use the same list of courses—update them here to change them everywhere.
 - [Edit High School Graduation Requirements](#)
Ensure that graduation requirements are up to date and that all sets of graduation requirements for your school are defined.
 - [Customize High School Programs of Study](#)
(Last updated on September 02, 2011 by Dustin Dustin)
Update programs of study for clusters and pathways with the courses at your school.
- Professional / Administrator Access:**
 - [Manage Professional Accounts](#)
Create, Upgrade, Manage, or View Professional & Administrator Accounts
- Customize Planning Milestones:**
 - [Change the Planning Milestones for your students](#)
- Edit Local Scholarships Database:**
 - [Edit Local Scholarships Database](#)
- Access Codes:**
 - [Change Professional Account Access Key](#)
 - [Change Administrator Code](#)
- Local Settings:**
 - [Choose local system settings](#)
- Edit ICAPs:**
 - [Define, edit and assign Individual Career and Academic Plans](#)

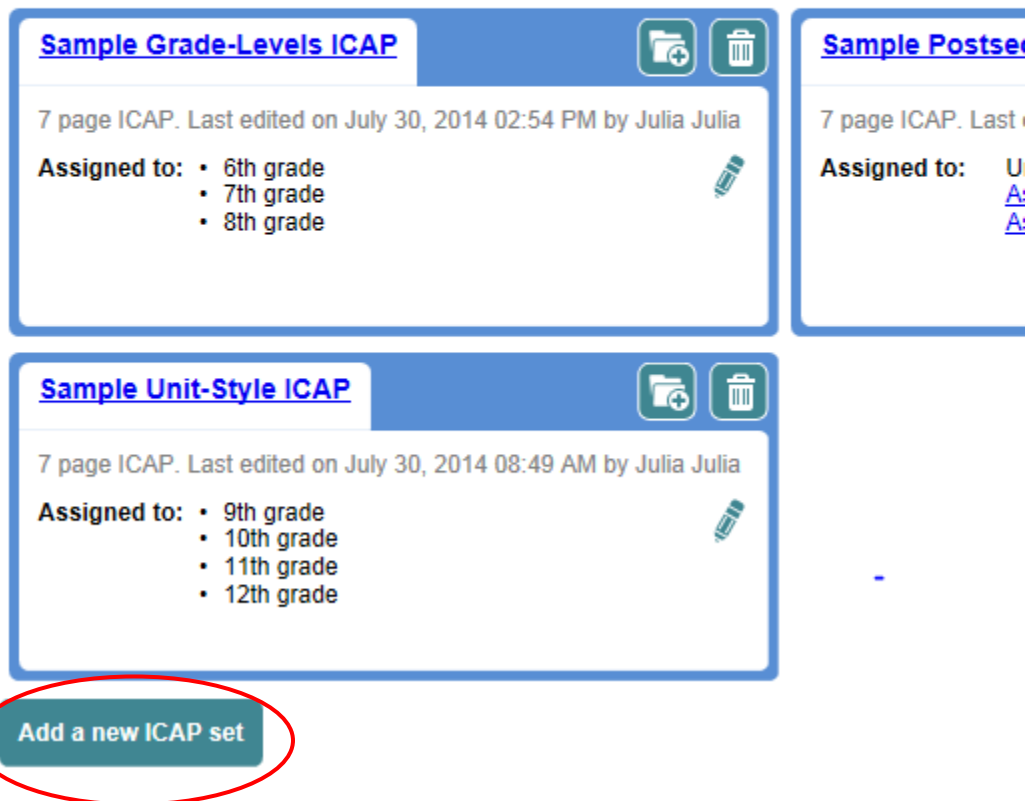
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- b. Note there are three sample ICAPs for you to look at later. For now, using your worksheet you will set up an ICAP that is structured like your old one. **Click on Add a New ICAP Set.**

Your ICAP Sets

Define a set of ICAP pages to be included in student or client portfolios. You can use the System-starting point for a new custom set, or you can add a new set and start with a blank template.

Click the name of a set to edit it. Point at a question mark to learn about a System-defined set. You can also click the pencil icon to edit the set, which ICAP sets can be assigned.



The screenshot displays a user interface for managing ICAP sets. It features three sample ICAP sets, each with a title, a description, and a list of assigned grades. The 'Add a new ICAP set' button is highlighted with a red circle.

- Sample Grade-Levels ICAP**: 7 page ICAP. Last edited on July 30, 2014 02:54 PM by Julia Julia. Assigned to: 6th grade, 7th grade, 8th grade.
- Sample Unit-Style ICAP**: 7 page ICAP. Last edited on July 30, 2014 08:49 AM by Julia Julia. Assigned to: 9th grade, 10th grade, 11th grade, 12th grade.
- Sample Postsecondary ICAP**: 7 page ICAP. Last edited on July 30, 2014 02:54 PM by Julia Julia. Assigned to: U, A, A.

Add a new ICAP set

- c. Using your worksheet, name the ICAP using your old ICAP Title as the ICAP Set name. Click on the pencil icon, enter the name, then click the Save button.

Manage ICAP Set Pages

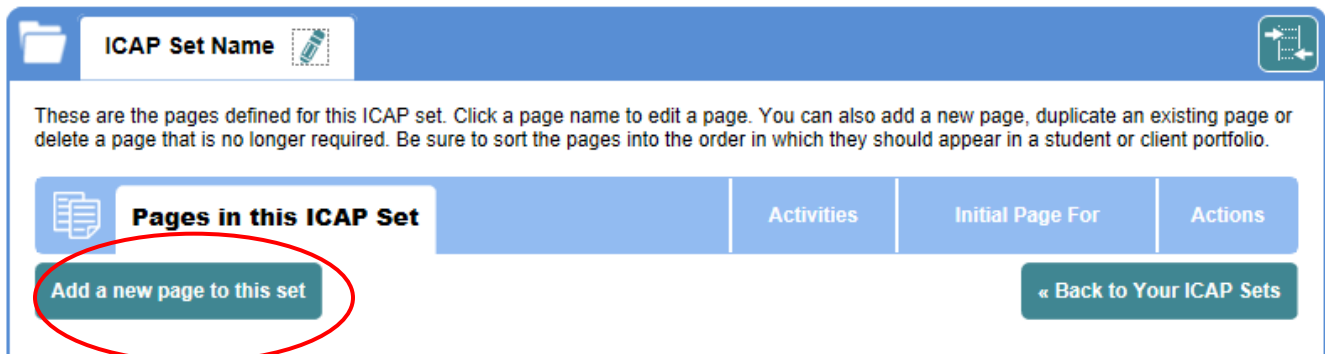


The screenshot shows a blue header bar for the 'Manage ICAP Set Pages' section. It contains a folder icon, the text 'ICAP 4', and a pencil icon circled in red.

- d. Using your worksheet, add Pages to the ICAP set by clicking **Add a new page to this set.**

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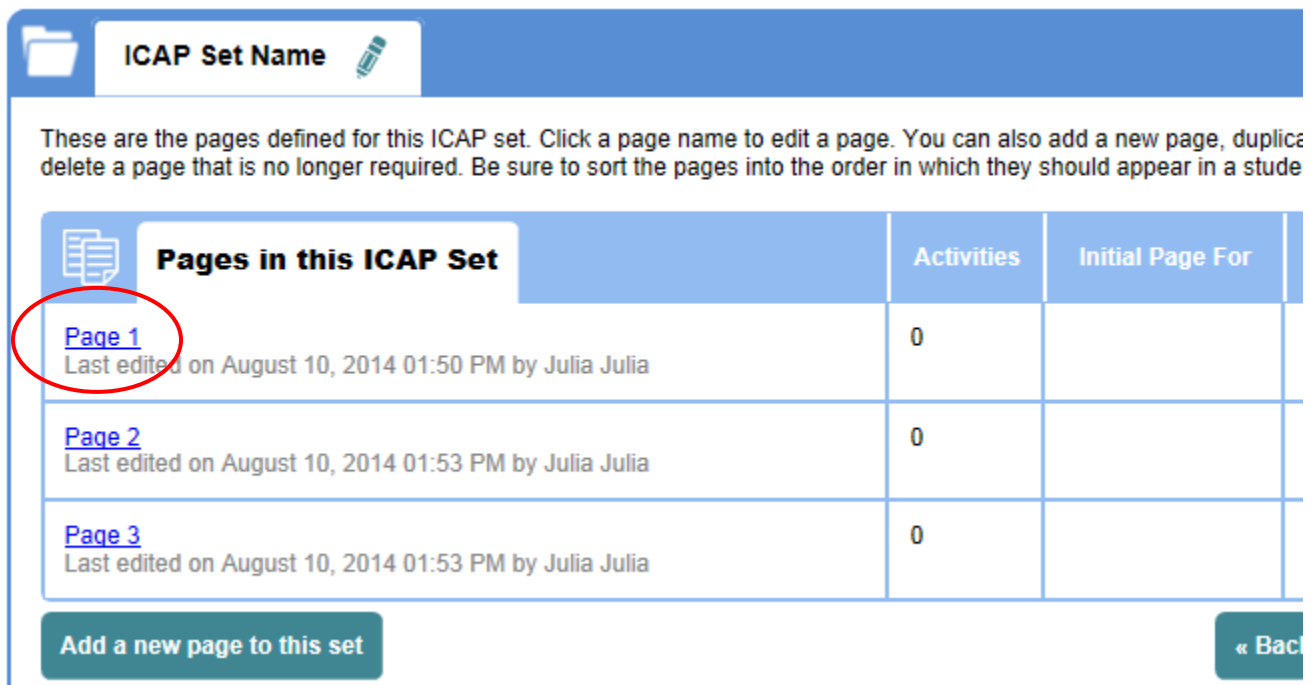
Manage ICAP Set Pages



These are the pages defined for this ICAP set. Click a page name to edit a page. You can also add a new page, duplicate an existing page or delete a page that is no longer required. Be sure to sort the pages into the order in which they should appear in a student or client portfolio.

Pages in this ICAP Set	Activities	Initial Page For	Actions
<div style="display: flex; justify-content: space-between;"> Add a new page to this set « Back to Your ICAP Sets </div>			

Repeat clicking you have enough pages to accommodate all of the named sections in **Column A** of your worksheet.



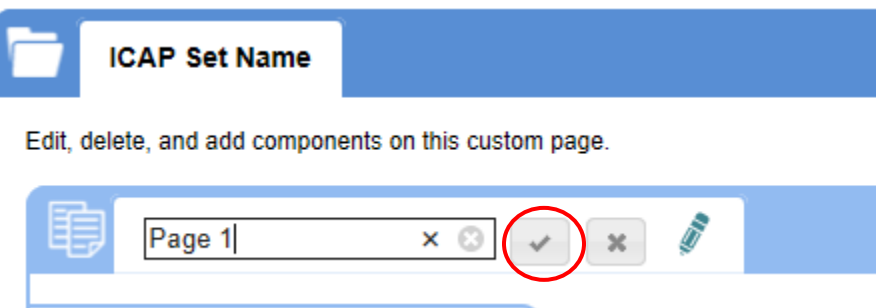
These are the pages defined for this ICAP set. Click a page name to edit a page. You can also add a new page, duplicate a page that is no longer required. Be sure to sort the pages into the order in which they should appear in a student or client portfolio.

Pages in this ICAP Set	Activities	Initial Page For
Page 1 Last edited on August 10, 2014 01:50 PM by Julia Julia	0	
Page 2 Last edited on August 10, 2014 01:53 PM by Julia Julia	0	
Page 3 Last edited on August 10, 2014 01:53 PM by Julia Julia	0	

Add a new page to this set « Back





Once you have enough pages to accommodate all of your old sections, click on links to Page 1, Page 2 and so forth shown above to update each name in accordance with your worksheet Page Name in **Column B**.

In each case, click on the pencil icon next to Page Name, rename, then click the checkmark to save.



ICAP Set Name

Edit, delete, and add components on this custom page.

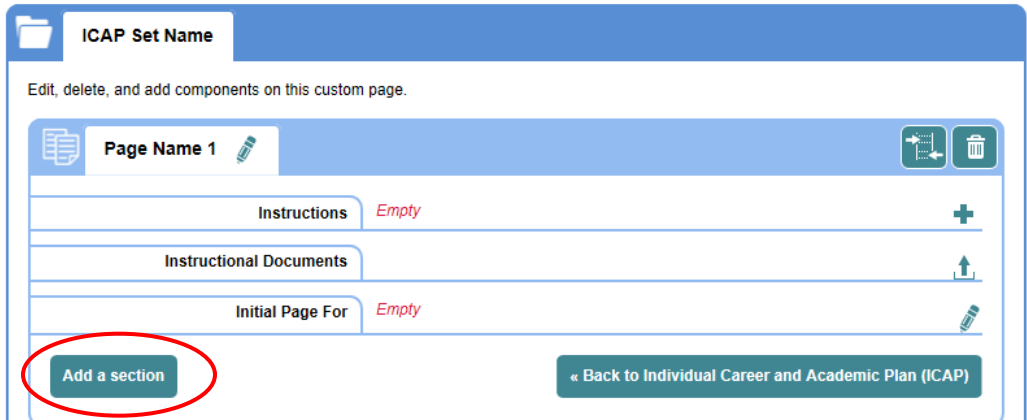
Page 1    

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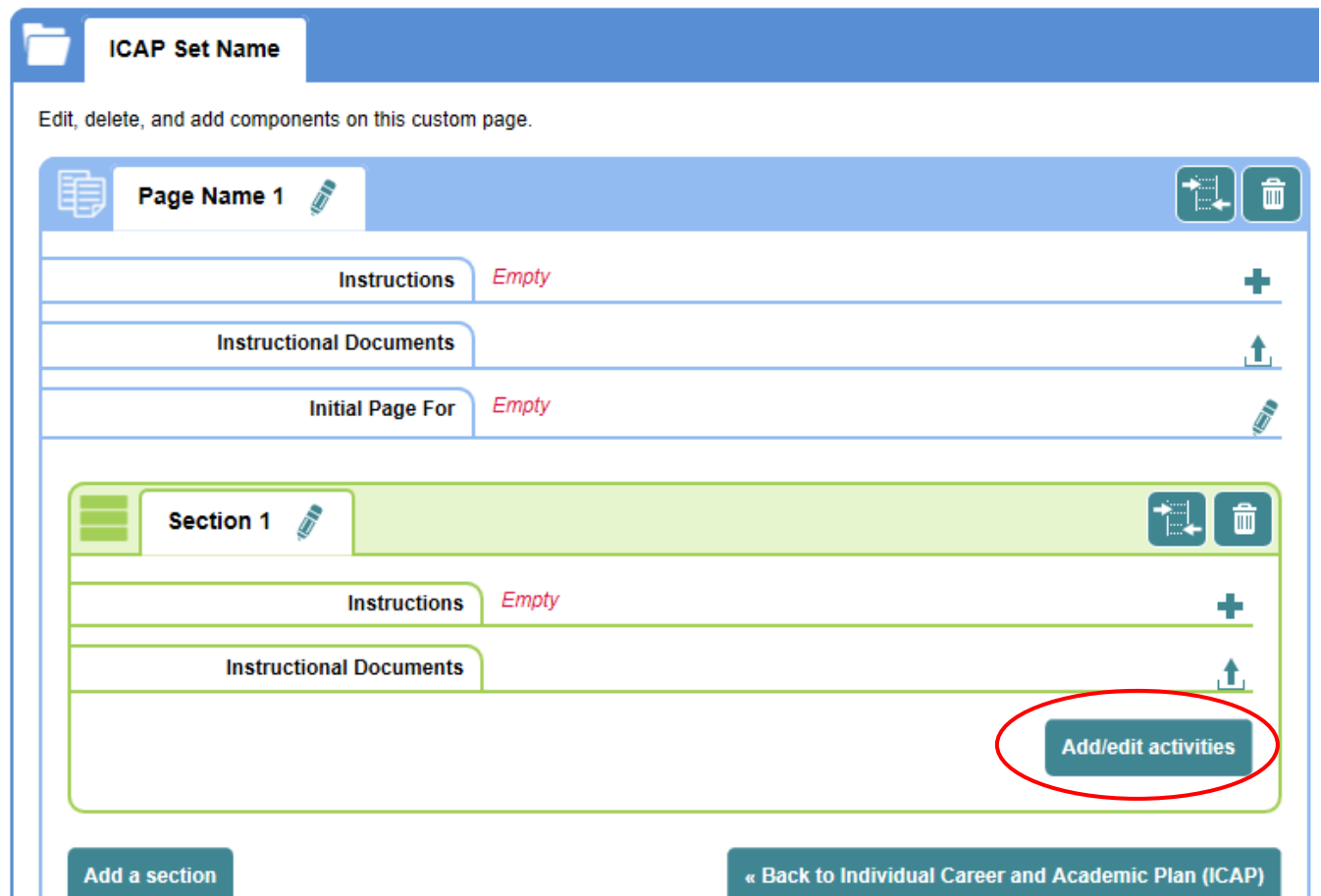
After you change the name for each page, click on the back button to return and update the next page name.

« Back to Individual Career and Academic Plan (ICAP)

- e. Each of your pages must have at least one section. Click on **Add a section**; you will rename the section later.



Click on **Add/edit activities**.



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- f. Using your worksheet, add the activities listed in Column C to this Section 1 of each page. Locate the activities by clicking on the dropdown arrow in the **Select a section** Portfolio Section box or enter a keyword in the **Search** box. Locate activity names and additional information by clicking on the question mark icon and reviewing the spreadsheet of ICAP activities.

Edit Portfolio Pages

SETS EDIT SET EDIT PAGE EDIT SECTION ?

Section 1

To find the activities you want to add to this section, select a portfolio section or search by keyword. Select and add the activities you want, then add guidance text between them.

Selected Activities
No selected activities

Find Activities by...
Portfolio Section: Select a section OR Search:

« Return to editing page

Once you select a section, the activities in that section will display. Check the activity you wish then click Add activities button.

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Section 1

To find the activities you want to add to this section, select a portfolio section or search by keyword. Select and add the activities you want, then add guidance text between them.

Selected Activities

No selected activities

Find Activities by...

Portfolio Section: OR Search:

« Add activities

- Career Goals
- Focus Career Cluster
- Suggested Career Clusters
- Saved Career Clusters and Career Pathways
- Saved Careers
- Career Finder Searches
- Career Work History Searches
- Career Plans

Your selections will appear on the page, along with whether they are tracked on the ICAP tracking report.

Section 1

To find the activities you want to add to this section, select a portfolio section or search by keyword. Select and add the activities you want, then add guidance text between them.

Selected Activities

[Enter optional guidance text.](#)

Focus Career Cluster ✕
 Tracked

[Enter optional guidance text.](#)

Saved Careers ✕
 Tracked

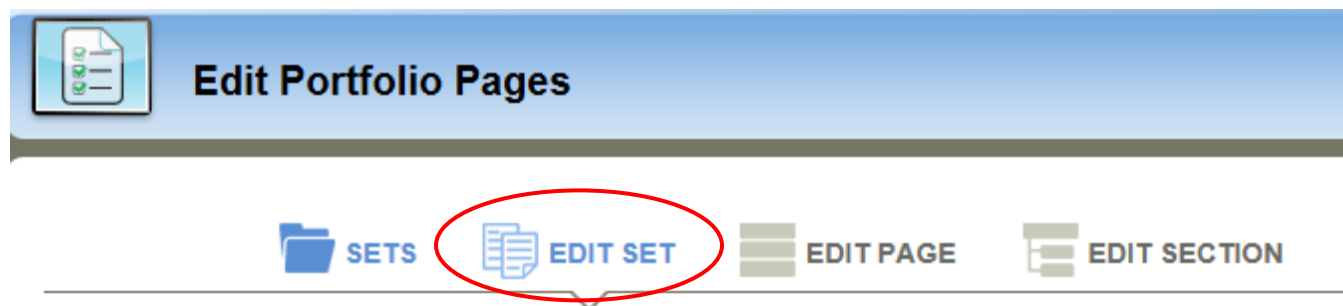
Find Activities by...

Portfolio Section: OR Search:

Click on [« Return to editing page](#) to continue adding activities to this section.

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- g. Return to the Edit Set page to repeat items e. and f. above for the remaining pages in your ICAP.



5. Repeat the process in item 4. above for each ICAP that you previously created and assigned to any grade level.
6. Add instructions and guidance documents at the ICAP, Page, Section and Activity levels.

As you can see, we have added tremendous flexibility to how you design your ICAP and simplified what students see while they are working on their plan. You may want to consider adding sections to each of your new pages. For example, if you use a page for each grade level, you could add sections for “Do in Fall Semester” and “Do in Spring Semester.” Another idea includes sections by subject class that in which students will do activities and so forth. [Contact](#) your College In Colorado Outreach and Access Coordinator for any assistance and further ideas on how to create ICAPs for your school, grade levels or groups of students exactly what you wish.