**Making Effective Use of the ICAP Template**

Save yourself some time and effort! Using the pre-defined Individual Career and Academic Plan (ICAP) template will save you a lot of time and in no way reduces your ability to customize the ICAP as you wish.

You may also simply note ideas regarding how to set up an ICAP by examining the template and then use the “Add a New ICAP Set” button to begin from scratch.

Follow these simple steps to begin:

1. Review the template. Following is a table that outlines structural characteristics of the template.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Template | Pages | Sections | # of Activities | Comments |
| By-Grade Sample | 6th | Fall, Winter, Spring | 8 | This grade-by-grade ICAP is ideal if your school can resource ICAP completion during consecutive grades and you wish to align, sequence and implement ICAP throughout middle and high school. This ICAP is also quite comprehensive. |
| 7th | Fall, Winter, Spring | 8 |
| 8th | Fall, Winter, Spring | 8 |
| 9th | Fall, Winter, Spring | 9 |
| 10th | Fall, Winter, Spring | 8 |
| 11th | Fall, Winter, Spring | 11 |
| 12th | Fall, Winter, Spring | 12 |

1. Discuss with your ICAP team whether a page for each grade is appropriate. There are many different ways to set up ICAP pages, sections and activities, some ideas are listed below:

|  |  |  |
| --- | --- | --- |
| **PAGES** | **SECTIONS** | **NOTES** |
| * 1. Topics
 | Grades | Each page is a topic, such as Career exploration, College Planning, etc. Sections on the page are grades or levels |
| * 1. Middle/High
 | Grades | One page is middle school, one is high school with sections of the page for grades |
| * 1. Class Subjects
 | Semesters | Each page is a class (English, Social Studies, etc.) and sections are fall and spring semesters |

You may also set up a basic ICAP for a school or all the schools in the district then add another ICAPs with additional activities for specific groups of students or at each school.

1. Ensure that you have considered how ICAP will be implemented in your school. Do you have the time and staff resources to work with grades of students, perhaps during an advisement period? Or, for example, Is it more likely that classroom teachers would do a page of the activities during a class? In that case, the structure suggested in item c. above may work well. How and when ICAP will be implemented may dictate how ICAP is structured.
2. If you choose to start with the **by-grade structure**, duplicate the template. Find the duplicated ICAP named “Copy of 2016-17 By-Grade Sample.” You will have duplicated everything about the ICAP including activities, worksheets, instructional text, etc.
3. If you wish to split the ICAP template into middle and high school, simply duplicate the ICAP template, rename it for high school, then delete the unwanted middle school pages from that ICAP. Duplicate the template again for the middle school, deleting the unwanted high school pages.
4. Review the activities and sections of each page. Be sure to open and review any student worksheets associated with the activities as well as instructional text. There are a couple of places that a fake document stands in for a document you should upload unique to your school, such as graduation requirements documents for example. Rename pages and sections as desired. Reorder and/or remove activates, sections or pages that you don’t wish to use. Add or modify activities, documents, instructional text into sections.
5. When the ICAP is ready to use, assign to grades. If you wish to assign an ICAP to a group of students, create the group or review and modify it in the “Students and Groups” tab of the professional center prior to assigning it to an ICAP.



1. Remember that newly updated ICAPs will not be populated with data for use in the ICAP tracking report until the following day.
2. Call your College In Colorado [Outreach and Access Coordinator](https://secure.collegeincolorado.org/Home/What_s_New/Training__Outreach_and_Resources.aspx) with questions or for assistance.