QUICK REFERENCE GUIDE FOR FAMILIES
HOW TO USE IHAVEAPLANIOWA WITH YOUR STUDENT

Read on to learn about some of the great resources on IHaveaPlanIowa that you can use to help your student become career and college ready.

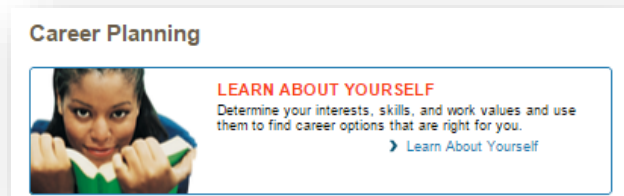## HOW TO USE IHAVEAPLANIOWA WITH YOUR STUDENT

This guide is designed to help families locate key features on IHaveaPlanIowa that you can use to work with your student to address the following 4 important questions families ask. How can I help my student:

- Learn more about their interests, skills and work values and get a list of matching suggested careers?
- Learn more about a wide range of careers, how much education or training is needed for each, what the typical income is, and whether or not the career has a bright outlook, or not?
- Take the right steps, at the right time, to prepare for college and other postsecondary institutions
- Discover the postsecondary educational and training institutions where they can be prepared to enter the careers they want to explore?
- Learn about programs and majors that prepare students to enter selected careers

HOW TO HELP YOUR STUDENT LEARN ABOUT THEIR INTERESTS, SKILLS AND WORK VALUES

To help your student learn about their interests, skills and work values:

1. Click the **Career Planning** tab.
2. Click **Learn About Yourself**
3. If your student needs help identifying their:

    - *Interests* - and locating suggested careers for people who have those interests, have your student take either The Career Key or the Interest Profiler.

Career Planning

LEARN ABOUT YOURSELF
Determine your interests, skills, and work values and use them to find career options that are right for you.
❯ Learn About Yourself

    - *Skills* - and locating suggested careers for people who have those skills, have your student take either the Basic Skills Survey or the Transferable Skills Checklist.
    - *Work Values* - and locating suggested careers for people who have those work values, have your student take the Work Values Sorter.
4. Ask your student to click the **Add to Portfolio** link on the left-hand side of any career's profile they would like to save from the lists of suggested careers to one of the assessments above.

To help your student learn how to explore careers on IHaveaPlanIowa:

1. Click the **Career Planning** tab.
2. Click **Explore Careers**
3. Here are just some of the tools you and your student can use to explore careers:

   - *Browse Career Clusters* – careers are organized into 16 career clusters. Click on the name of any cluster to open a list of careers in that cluster. Click on the name of any career in that list to open a profile of that career. Some of the features of career profiles are:

     o *What They Do*, *What To Learn*, *Money And Outlook* and *Connections* are some of the topics that can be explored by using the tabs along the left hand side.

     o *Add to Portfolio*. To save a career profile to their portfolio so they can easily review it at a later time, have your student click **Add to Portfolio** in the lower left section.

     o *Multimedia*, also on the right hand side, allows a student to watch a short video in which a person who has this career describes what they do in a typical work setting.

   - *Career Exploration Tools* – the following tools allow a student to search for careers using a wide range of characteristics, or to examine careers and career plans in more depth.

     o *Career Finder* – the Career Finder is a powerful search tool that allows a student to combine a variety of characteristics in a search for careers that match desired factors. In addition, results from some of the assessments the student may have taken in the **Learn About Yourself** section above can be imported into the search to give it more meaning.

     o *Compare Careers* allows a student to compare the current career alongside another career to learn what is similar and what is different.

     o *Career Plan Builder* gives the student the option of building a career plan that includes work plans, learning plans and life plans.

   - *Browse Careers* provides a student with the following options:

     o *Video List* displays a list of all the careers that have a video plus key information in a chart

     o *Military Careers* displays careers that are available in the armed forces.

   - *Career-O-Matic* is intended to help students see how important it is to use tools like those listed here in the Explore Careers section by randomly displaying funny career possibilities each time the student clicks and drags the red handle on the *Career-O-Matic* down. Leaving something as important as your future career to chance is just as absurd as the names of these careers sound. Try it a few times, and see!

   - *The Buzz* is a great resource in which we identify careers and career trends that are emerging. They are organized according to the same 16 career clusters that were used in the *Browse Career Clusters* section. Click a career cluster, and see what's trending!

4. Ask your student to click the **Add to Portfolio** link on the left-hand side of any career profile they would like to save from the lists of suggested careers displayed in any of the **Explore Careers** tools.

HOW TO HELP YOUR STUDENT PREPARE FOR COLLEGE AND OTHER POSTSECONDARY INSTITUTIONS
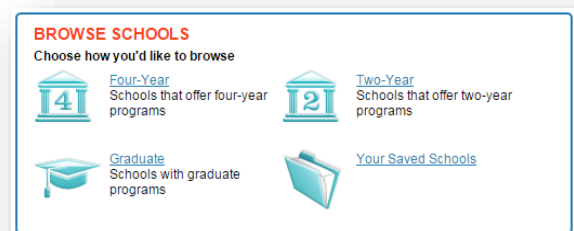
To help your student learn how to prepare for colleges and other postsecondary programs and institutions:

1. Click the **College Planning** tab.
2. Click **Prepare for College**
   - *College Planning Timeline* provides your student with a helpful list of important steps to take from 7th grade through 12th grade and beyond.
   - *Getting Ready For College* provides links to **Answers to Your College Questions** as well as links to a variety of additional topics such as **Postsecondary Options** and a **Glossary** of terms.

HOW TO HELP YOUR STUDENT EXPLORE COLLEGES AND OTHER POSTSECONDARY INSTITUTIONS

To help your student discover the postsecondary educational and training institutions where they can get prepared to enter their desired careers:

1. Click the **College Planning** tab.
2. Click **Explore Postsecondary Schools**
   - *Search For Colleges* provides a:
     - *Custom Search* – with this tool, your student can select a **School type**, such as a Two-year or Four-year school, then select a **Location.** Options include any of the 50 states, the nation as a whole, a region or one of the territories. Click **View Matching Schools.**
     - *Quick Search* – with this tool, your student can type a school name, or part of a name, then click **Search** to display a list of schools containing that name, or part of a name.
   - *School Exploration Tools* provides additional school search options, including:
     - *School Finder* – search for schools using a comprehensive list of school characteristics.
     - *College Matching Assistant* – a quick search for schools
     - *Compare Schools* - compare schools side-by-side to see they stack up
     - *Distance Search* – find the campus closest to any zip code
   - *Browse Schools* provides your student with the options to browse Four-Year, Two-Year, Graduate, or in Your-Saved Schools, they can review a list of schools they have saved to their portfolio.
3. Ask your student to click **Save to Your Portfolio** on the left hand side of any school's profile to save to their portfolio when they view schools from any of the **Explore Postsecondary School** tools.

HOW TO HELP YOUR STUDENT EXPLORE PROGRAMS AND MAJORS

1. Click the **College Planning** tab.
2. Click **Explore Programs and Majors**
   - *Search for Programs and Majors* – type the name, or part of the name, of a program or major in the **Search for** field. Click **Go** to display a list of programs and majors containing that name. Or, click on a letter of the alphabet in the grid to see a list of programs and majors that begin with that letter.

- *Browse Programs and Majors* – click any of the 16 career clusters to display a list of programs and majors your student might pursue in order to become prepared to enter a career in that field.

4. Ask your student to click **Save to Portfolio** on the left hand side of any program or major's profile to save to their portfolio when they view programs and majors from any of the **Explore Programs and Majors** tools.

SAVED PROGRAMS OR MAJORS

Pre-Engineering
February 02, 2015

Add Notes
Remove

Architectural Drafting and Architectural CAD/CADD
February 02, 2015

Add Notes
Remove