11th Grade Guideway Manual

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IOWA guideways

www.IHaveAPlanIowa.gov

Provided by Iowa College Aid

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I Have A Plan Iowa®

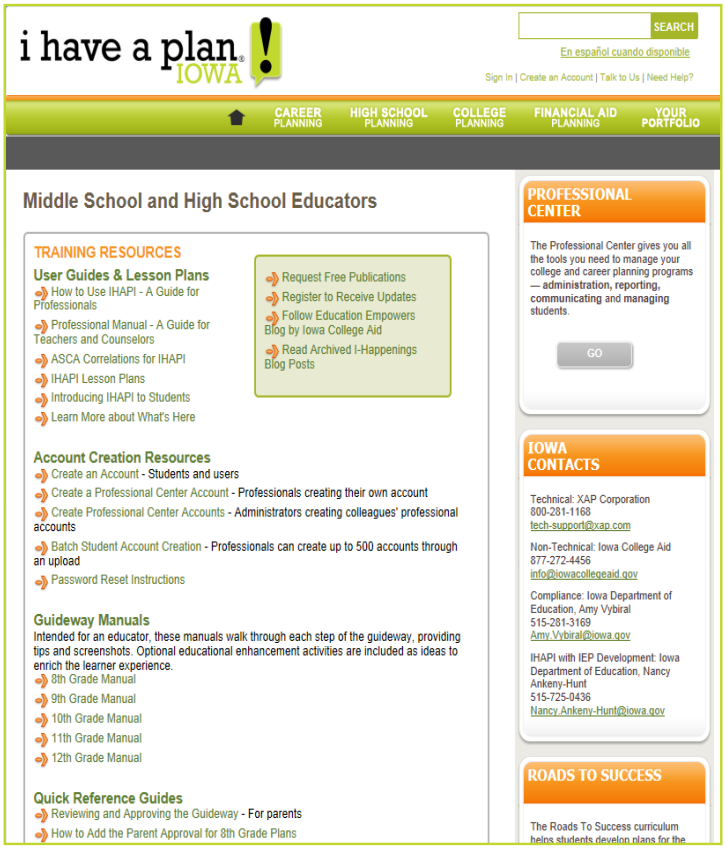
Iowa code specifies that all Iowa students must create student curriculum plans. Students begin work on their plans during 8th grade and continue to build upon them throughout high school by completing identified state components specific to each grade level. As Iowa's designated career information and 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 Xap Corporation tech support at 800-281-1168.

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

- 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

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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® 11th Grade Guideway.

Using the 11th 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 11th Grade Guideway

This guideway will walk students through parts of the system that are recommended for 11th grade students. Guideways are self-directed and provide guidance for students by suggesting the next steps for their career-planning process. The components of the grade-specific guideways in I Have A Plan Iowa® 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.
For this year, this guideway allows students to:

- Compare careers and connect careers to college programs
- Start exploring colleges
- Review and update their plan of study
- Reflect on their career choices and decisions

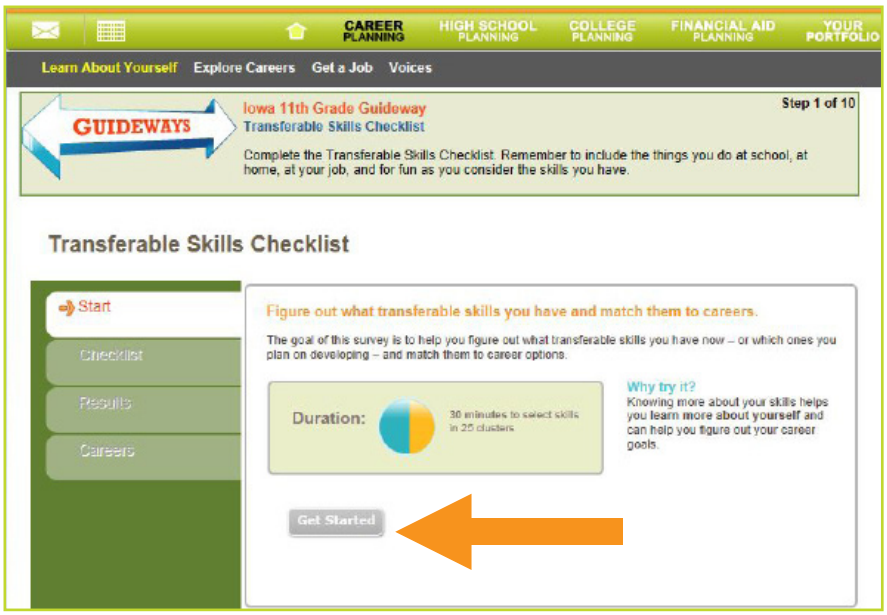
Step 1 – Transferable Skills Checklist

The transferable skills checklist helps students figure out what transferable skills they have now or plan on developing.

Be sure students understand that when completing the assessment they do not need to select skills for every cluster.

Allow students at least 30 minutes to select skills in 25 clusters. To begin, click **Get Started**.

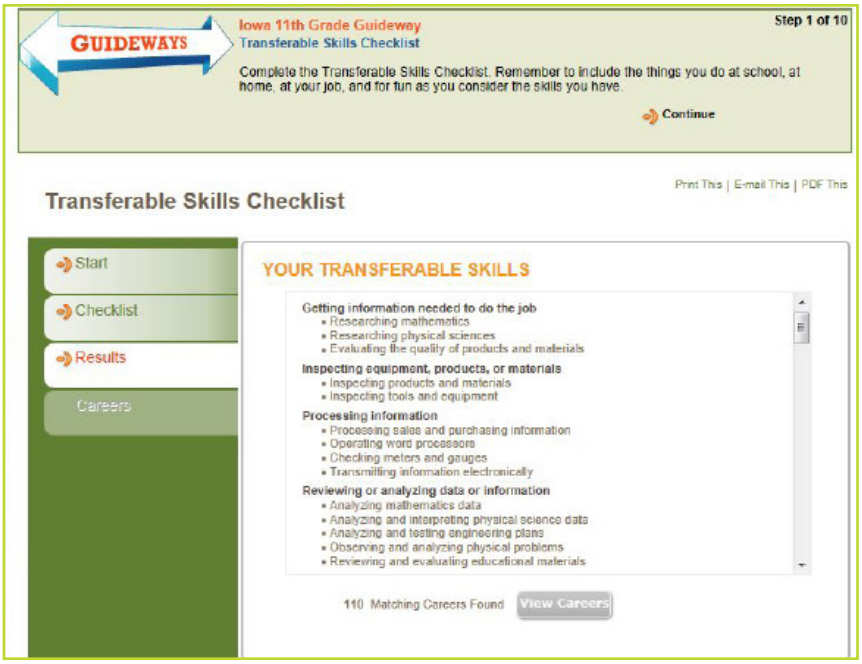
Note: If the student previously completed the Transferable Skills Checklist their results will display. They should complete the assessment again to see how their skills have changed.



Once students complete the Transferable Skills Checklist, they will be able to view careers based on the skills that they selected.

Note: Viewing careers is not required to continue to the next step of the guideway.

Hint: To progress through the guideway after completing a step, click **Continue** at the top of the page.



Optional Educational Enhancement Activity

Have students complete the following worksheet: https://secure.ihaveaplaniowa.gov/images/iowa/pdfs/pro/transferring_skills_to_careers.pdf.

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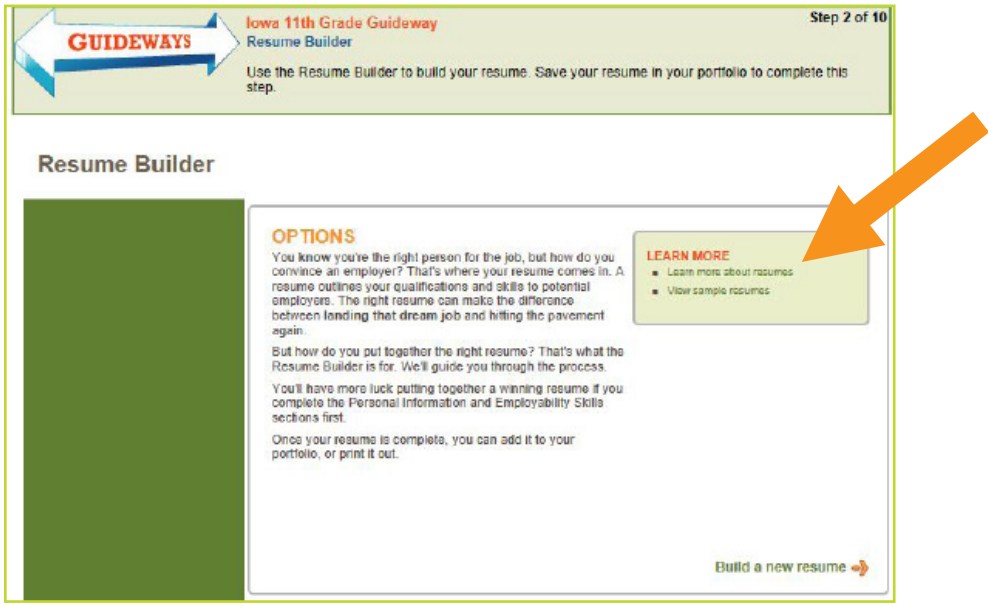
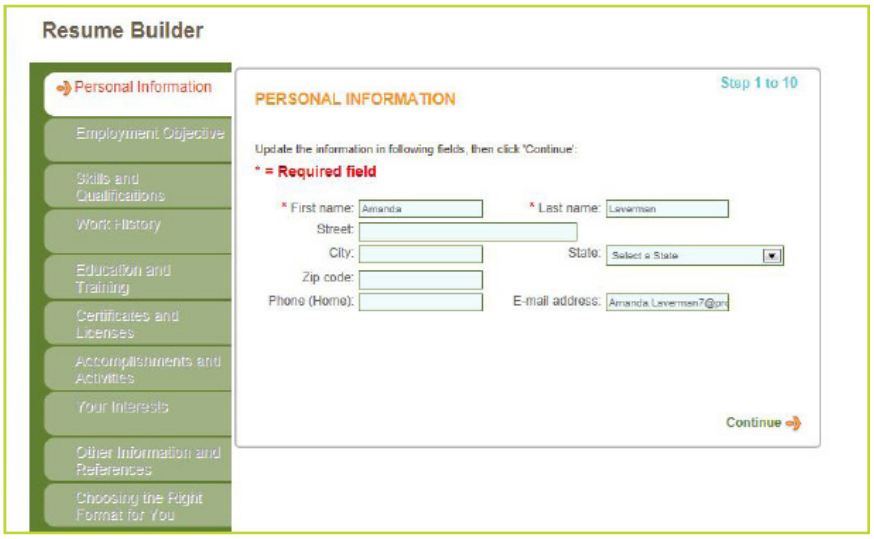
Step 2 – Resume Builder

The Resume Builder allows students to practice writing a resume. The resume allows students to outline their qualifications and skills to a potential employer.

Hint: Students can click the links on the right hand side to either learn more about resumes or view a sample resume.



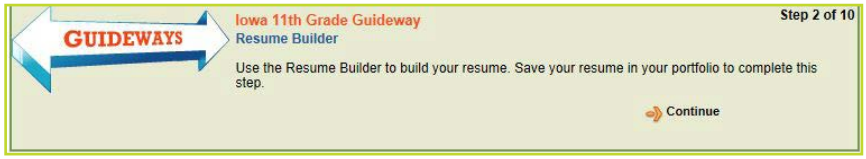
Students will complete each section of the resume builder. When they have filled in the information, they will click **Continue** at the bottom of the page.



If students already have a resume created, they can import it by going to Your Portfolio - Career Planning - Getting Ready for Work. Once uploaded, they will see the continue button in Step 2.

After completing the resume, students will click **Continue** in the guideways box at the top of the screen.

Optional Educational Enhancement Activity



Students should print their resume and ask two educators to review it and suggest edits.

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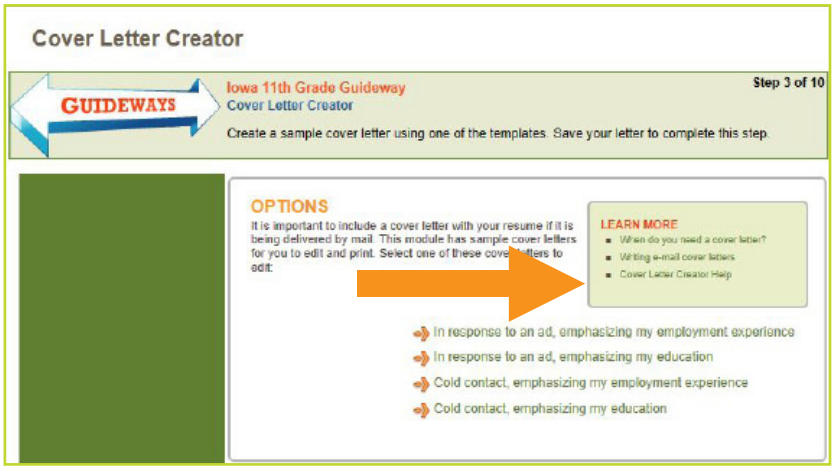
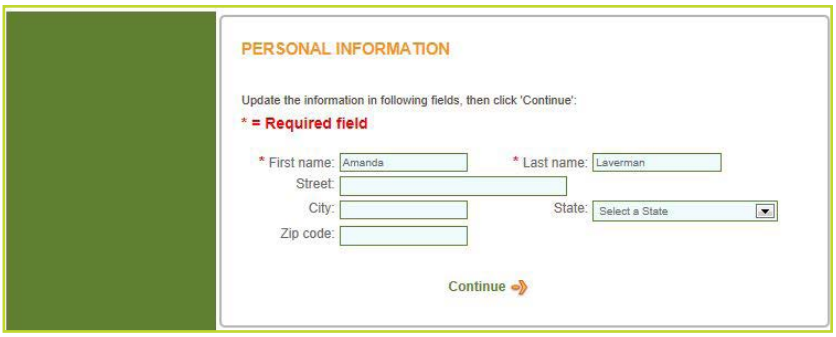
Step 3 – Cover Letter Creator

It is important to include a cover letter with a resume when sending it by mail. This module has sample cover letters for students to edit and print. Students will select one of the cover letters to edit.

Hint: Students can learn more about cover letters by clicking one of the links in the **Learn More** box on the right side of the screen. Articles include: When do you need a cover letter?, Writing e-mail cover letters and Cover Letter Creator Help.

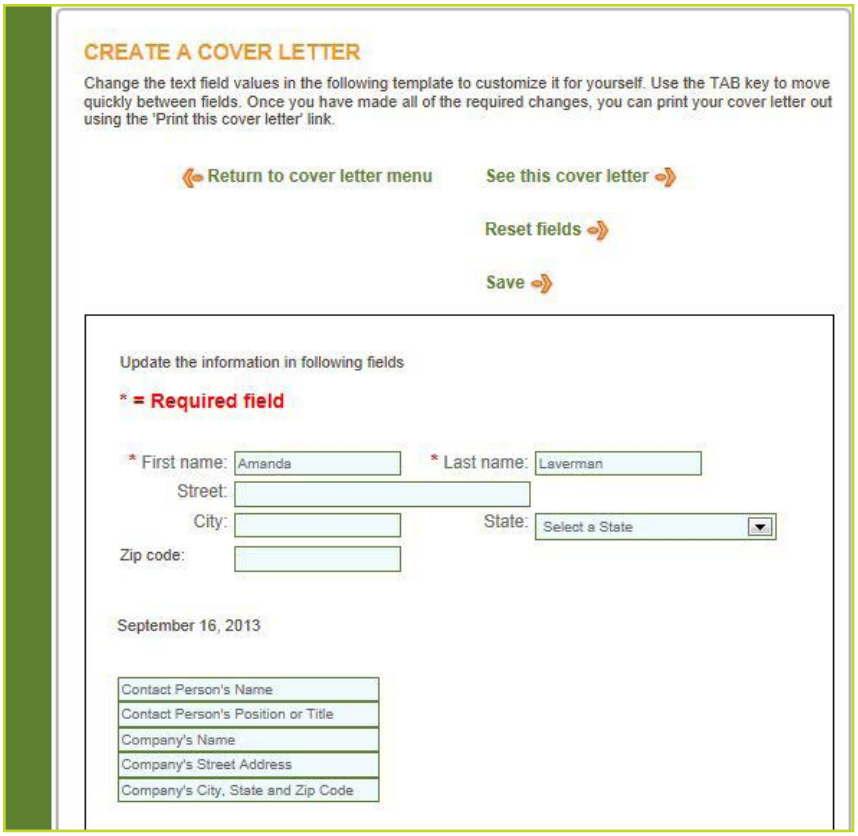


Students will complete the information in the personal information section and then click **Continue.**



After filling in the blanks on the screen, students have the option to return to the menu, see their cover letter, reset fields or save the cover letter. After saving the letter, they will then be instructed to give the cover letter a title and save.

After completing this step, students can click **Continue** from the Guideway box at the top of the screen.



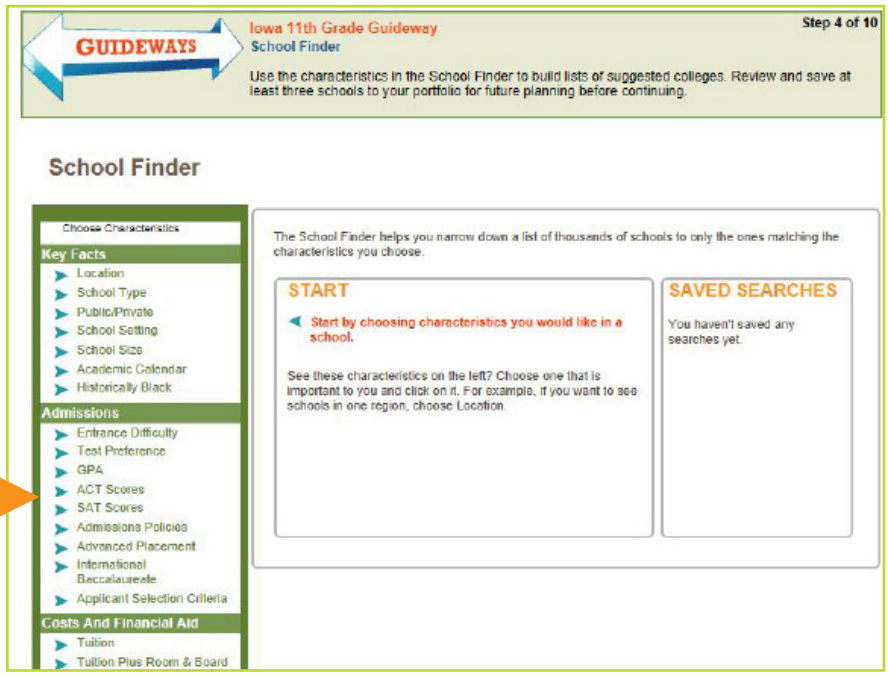
Optional Educational Enhancement Activity

Students should pick a partner to review their cover letter and suggest edits.

Step 4 – School Finder

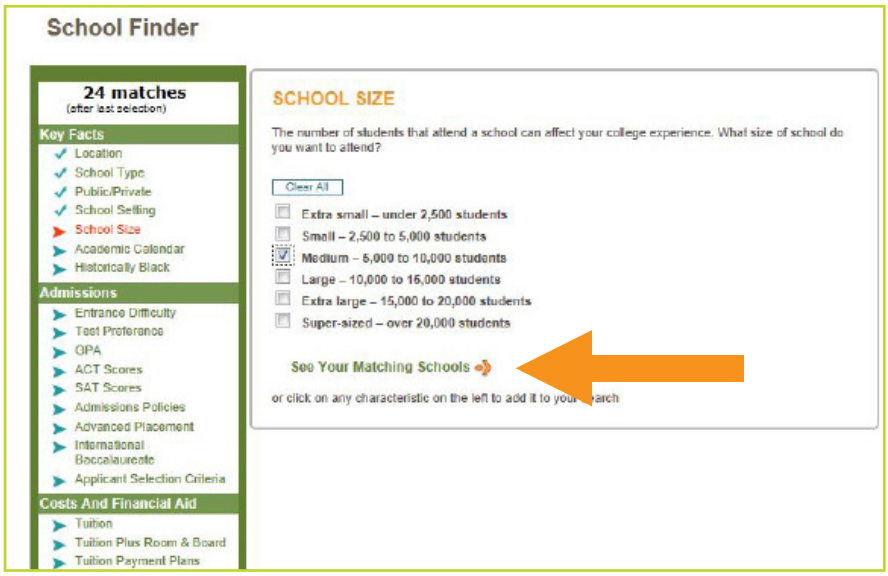
The School Finder allows students to search schools based on specific characteristics. Students start by choosing characteristics they would like in a school.

After selecting one characteristic from the list on the left hand side of the screen, the student selects another from the same list.



After selecting the characteristics they are interested in, students will click **See Your Matching Schools.**

Hint: Students can see how many schools are on their list at the top of the list of characteristics.



Note: Students need to review and save at least three schools to their portfolio before they can continue.

Optional Educational Enhancement Activity

Have students pick a school from their saved list and write a paragraph about why they chose that school in their IHAPI account journal.

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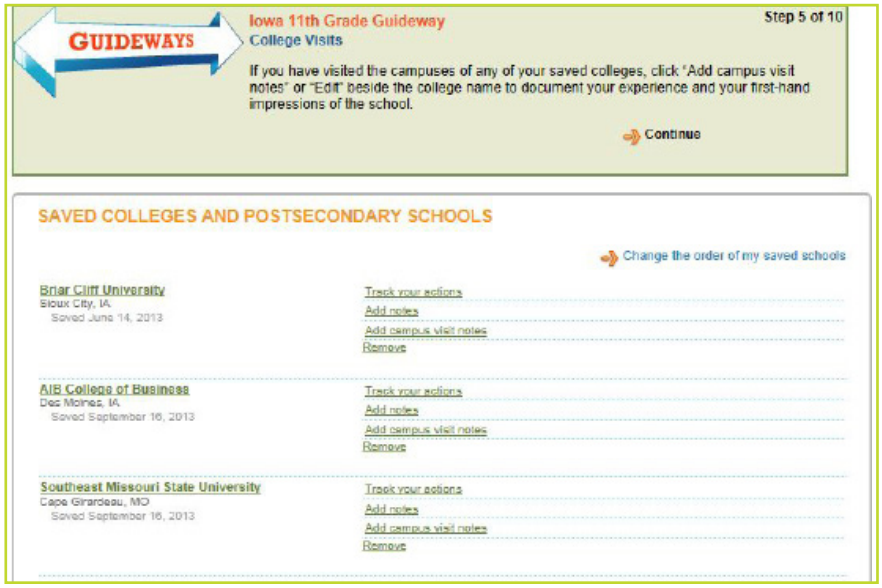
Step 5 – College Visits

An important step in choosing a college is visiting the campus. In the next step, students will enter information gathered from any college visits.

Note: If the student has not done any college visits, they can click **Continue** to proceed to the next step.



This step also allows students to enter additional information relating to their college search experience.

They can track college applications and recruiting, add personal statements and intent to register. They can also build a career plan from this screen.

Note: These are optional choices for the student.

Optional Educational Enhancement Activity

Lead a class discussion regarding students' top criteria in picking a school. Write the list on the board and rank each characteristic by importance.

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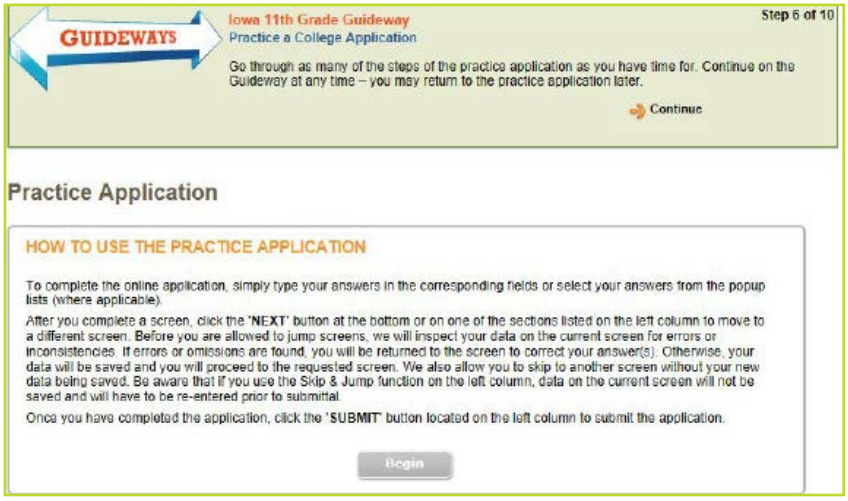
Step 6 – Practice College Application

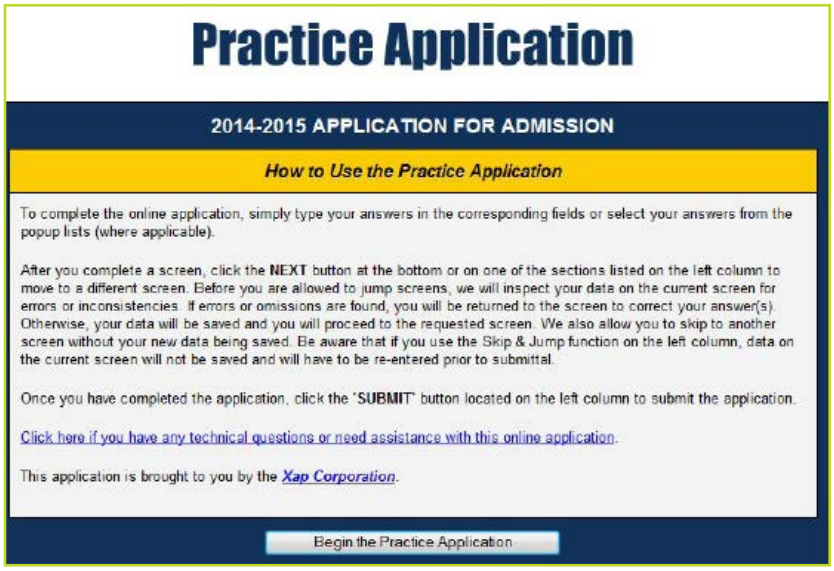
In this step students will practice doing a college application. Students should do as much of the practice application as they can.



Students will click **Begin** to start this step. Instruct students to read the directions on how to use the practice application before they begin.

The practice application will open in another window to allow students to work in both windows simultaneously.

Note: Students can "continue" through this step in the guideway without completing the practice application.



Optional Educational Enhancement Activity

Print off applications from several colleges in the state and have students compare them in small groups. Lead a class discussion detailing the differences and similarities between applications.

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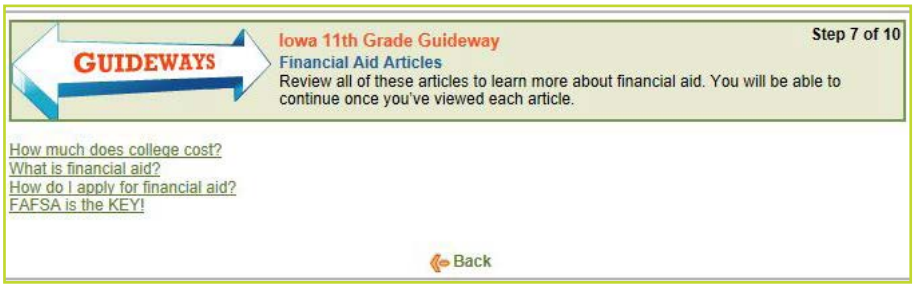
Step 7 – Financial Aid Articles

In this step, students will review four financial aid articles to learn more about financial aid. The articles include basic information, how to apply, cost of college and FAFSA.



Note: Students will not be allowed to continue until all articles have been reviewed.

Hint: Students can print or email any of these articles by clicking on the links at the top of the screen.

Optional Educational Enancement Activity

Have students complete the following worksheet: https://secure.ihaveaplaniowa.gov/images/iowa/pdfs/pro/financial_aid_vocabulary_lesson.pdf

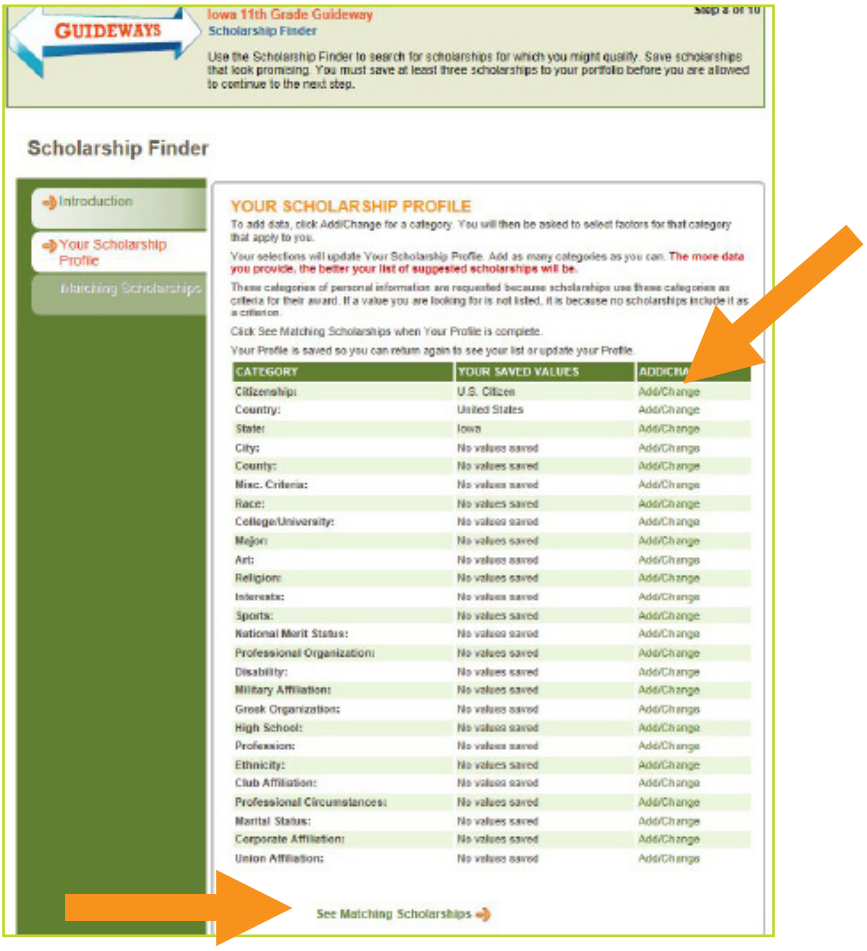
Step 8 – Scholarship Finder

Scholarships can be one source of financial aid to help pay for college. In this step students will use the scholarship finder to search for scholarships for which they may qualify.

Note: Be sure students save any scholarships they would like to review again to their portfolio.

Students will add/change the information for the selected categories. Students can select all categories or a few categories. After making their changes the student will then click **See Matching Scholarships.**

Note: In order to proceed to the next step, students will need to save three scholarships to their portfolio for future consideration.



Hint: If a student's list of scholarships is limited, try broadening some of the characteristics used in the search. Students can do this by deleting some of their selected characteristics.

Optional Educational Enhancement Activity

A complete lesson plan, including a worksheet, can be accessed at https://secure.ihaveaplaniowa.gov/images/iowa/pdfs/pro/searching_for_scholarships.pdf

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Step 9 – Your Plan of Study

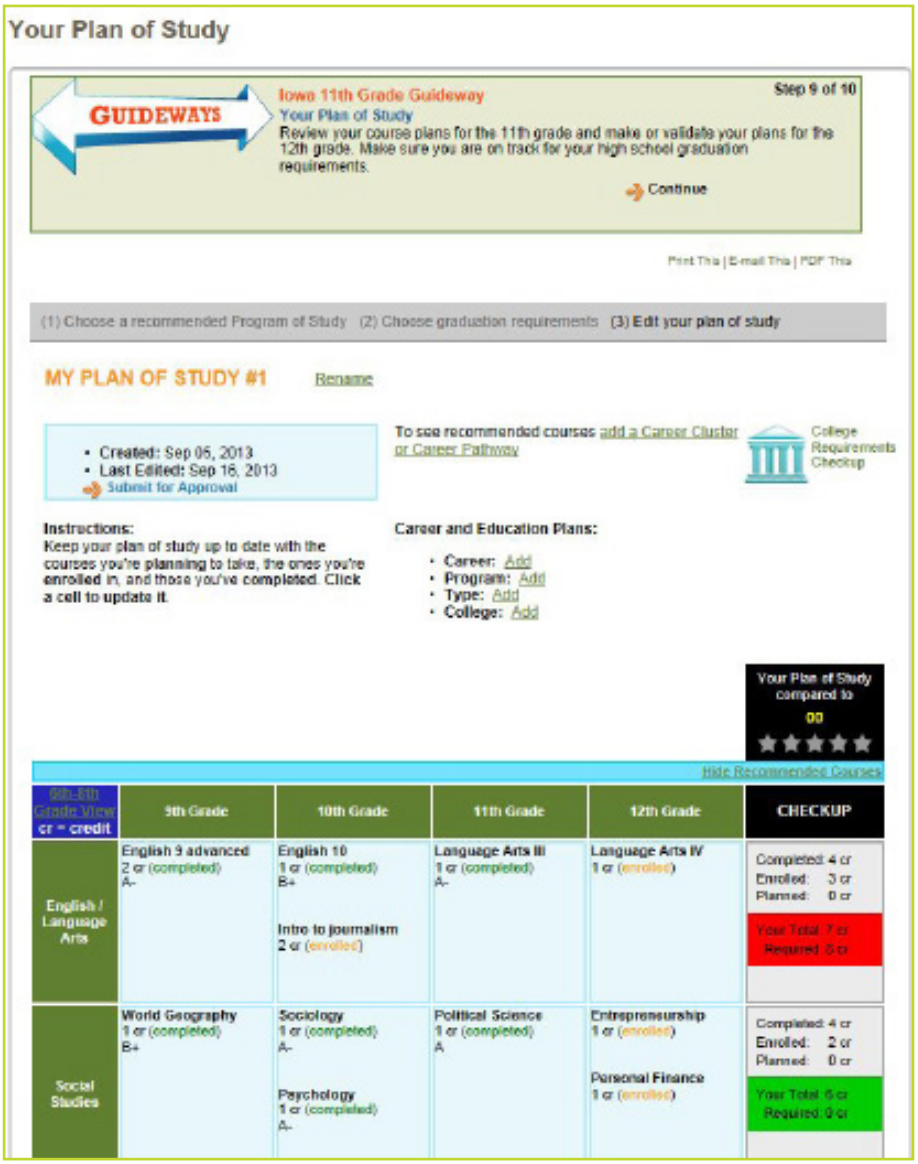
In this step, students will review their plan of study to be sure their 10th grade courses have been recorded accurately.

Students should make sure their current 11th grade courses are marked as enrolled and validate their plans for 11th grade to ensure they are on track to graduate and gain admission to college.

Note: Students can return to review their plan of study anytime. Make sure students update their plan if their career pathway or postsecondary plans change.

Hint: You can ask students to submit their plan to you for approval. You can also view reports in the Professional Center to determine which students are on track for graduation from the **Reports** tab.

Once the plan has been reviewed, revised and updated, students can click **Continue** in the Guideways box at the top of the page.



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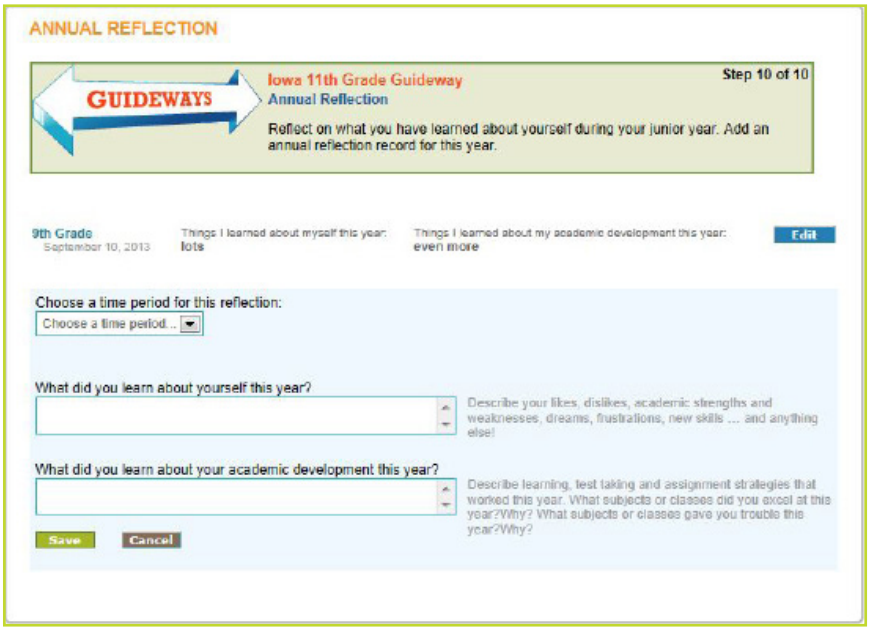
Step 10 – Annual Reflection

In the last step of the 11th Grade Guideway, students have a chance to reflect on their career and college plans.

Click **Add an annual reflection** to start.



Students select 11th Grade from the time period drop-down menu and enter their thoughts in the text boxes.

Hint: Remind students that their reflections are not private. They can be viewed by professionals (educators and counselors) at their school.

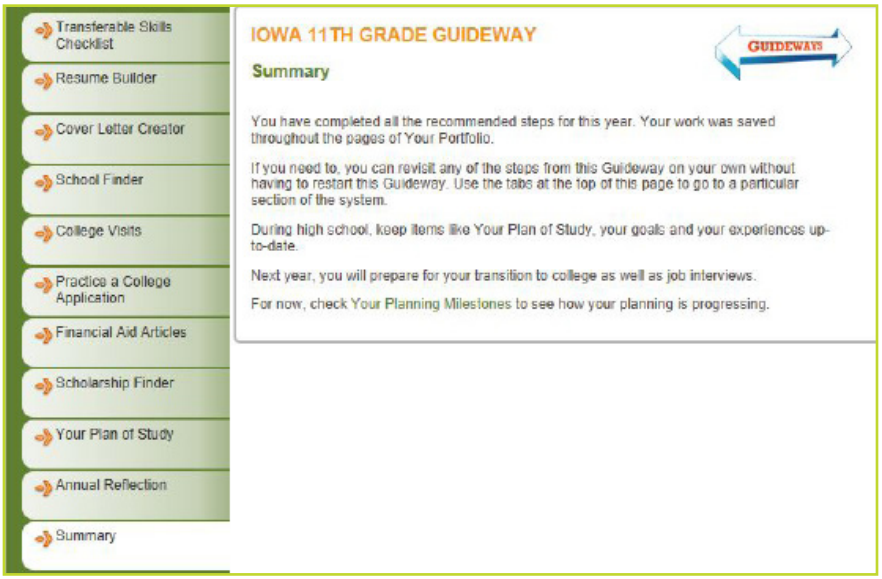
When students click **Save** and the page is refreshed showing their comments, the step is complete.

Note: Students can edit their journal entry by using the **Edit** button.

Once finished, Students should click **Continue** in the Guideways box at the top of the page.

Summary

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



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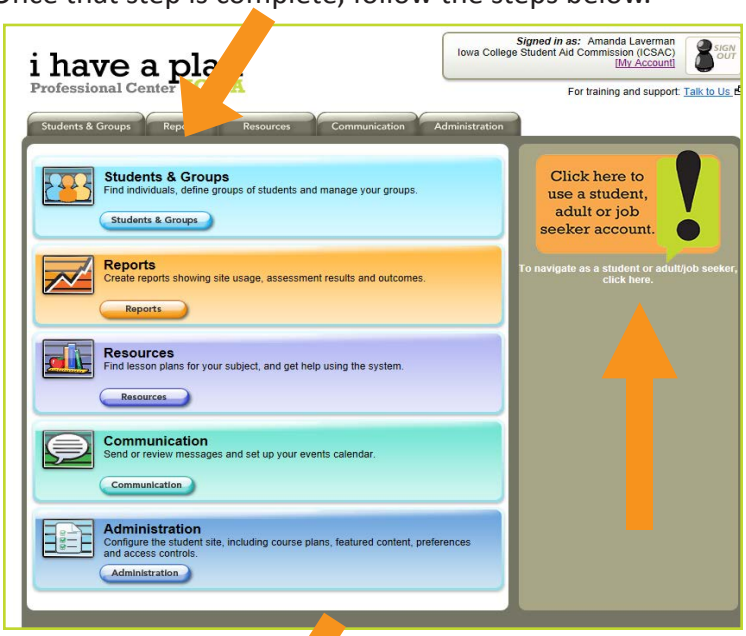
Professional Center

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.

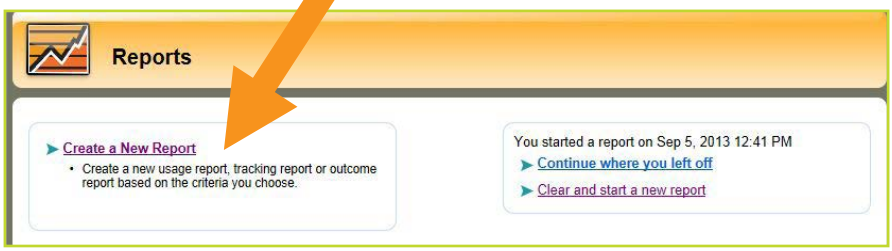


Sign into your Professional Center account.

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.**

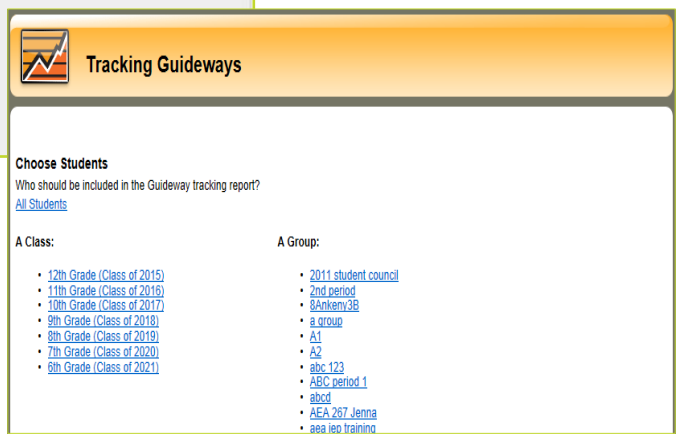


2. Click on **Create a New Report.**

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

4. Choose the population you would like to track.

HINT: You can choose the entire 11th grade or you can choose a group of students to track.



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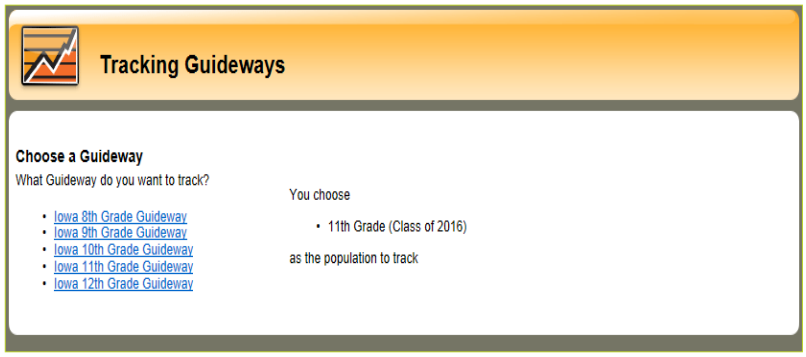
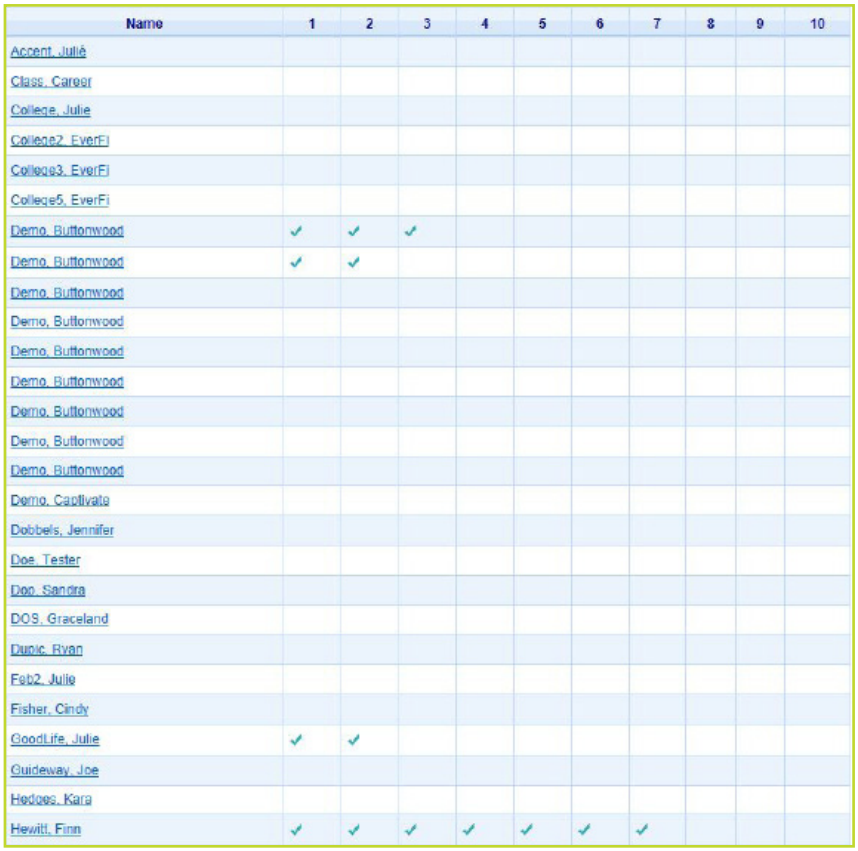
5. Choose the grade level guideway you would like to track.



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	7	8	9	10
Accent, Julie										
Class, Career										
College, Julie										
College2, EverFi										
College3, EverFi										
College5, EverFi										
Demo, Buttonwood	✓	✓	✓							
Demo, Buttonwood	✓	✓								
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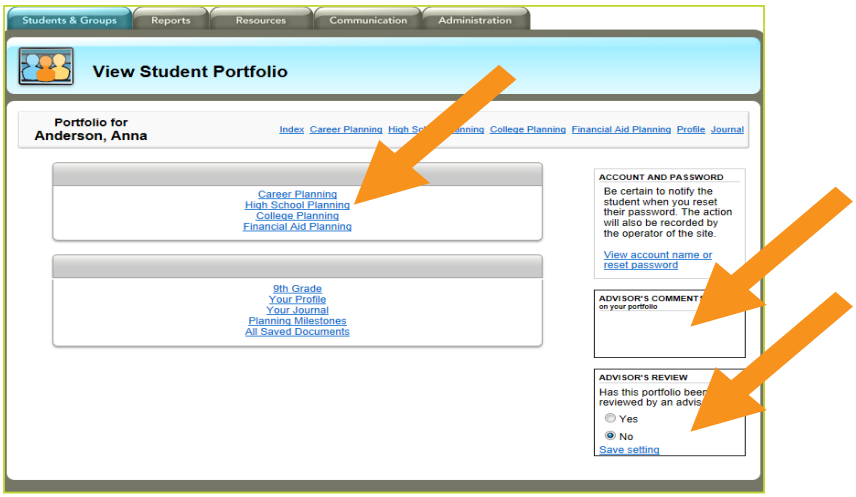
Demo, Buttonwood										
Demo, Buttonwood										
Demo, Captivate										
Dobbels, Jennifer										
Doe, Tester										
Doe, Sandra										
DOS, Graceland										
Dupic, Ryan										
Feb2, Julie										
Fisher, Cindy										
GoodLife, Julie	✓	✓								
Guideway, Joe										
Hedges, Kara										
Hewitt, Finn	✓	✓	✓	✓	✓	✓	✓			

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.



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