12th Grade Guideway Manual

you need a plan to succeed.
start your plan now!

IOWA guideways

www.IHaveAPlanIowa.gov

Provided by Iowa College Aid
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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 incorporate 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.ihaveaplan.iowa.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
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® 12th Grade Guideway.

Using the 12th 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 12th Grade Guideway

This guideway will walk students through parts of the system that are recommended for 12th grade students. While there is a lot here, students don’t need to do it all at once. They can stop between steps and pick up later where they left off. The 12th Grade Guideway lets students:

- Discover their interests and check out related careers
- Search for careers
- Search for colleges
- Connect the dots and build a career plan
- Practice for interviews
- Reflect on their plans for the future
Step 1 – Interest Profiler

Allow students at least 10 – 20 minutes to complete the 60 question assessment. To begin, click Get Started.

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.

NOTE: If the student previously completed the Interest Profiler, their results will display. They should complete the assessment again to see how their interests have changed over time.

Once this step is complete, students will click Continue at the top of the page to progress to the next step.

RESULT: Once students complete the Interest Profiler, they will be able to view their 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

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

Optional Educational Enhancement Activity

After completing the interest profiler, instruct students to find an occupation that is not on his or her list but is still of interest to them. Students should write a paragraph addressing the following: what factors contribute to that occupation not showing up in their results and what they would need to do to get it to appear in their list.
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.

**HINT:** Students must save three careers to their portfolio before they are allowed to continue in the guideway.

For example, in this Career Finder search, education level is used as a characteristic.

If students select the bachelor’s degree box, Career Finder will automatically select the boxes indicating less education which will 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 before selecting **See Your Matching Careers**.

**NOTE:** The list of matching careers can be refined by selecting additional characteristics in the column on the left.

Students should continue to add characteristics that are important to them to narrow their list to a manageable number of careers.

**NOTE:** It is not recommended for students to input information for each characteristic.
To learn more about a career, students should 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, select the Add to Portfolio on the left of the page. Once the first and second careers have been saved to the portfolio, select Review Other Careers at the top of the page to review the career list again.

RESULT: Once at least three careers of interest have been saved to the portfolio, select Continue at the top of the page to go on to the next step.

Optional Educational Enhancement Activity

Have students access their list of careers from the Career Finder results. From this list, have students determine where in the country they would find a concentration of these occupations.
Step 3 – School Finder

There are many factors to consider when searching for a college. The School Finder helps build lists of postsecondary schools that match the characteristics chosen by the student.

Characteristics can be found on the left side of the screen. The student should choose the characteristics which are most important to them. The characteristics should be chosen in priority order.

To learn more about a school, students should click on a school's name.

HINT: Students must review and save three schools to their portfolio before they are allowed to continue in the guideway.

To save a school to a portfolio, select Add to Portfolio on the left of the page.

Once the first and second schools have been saved to the portfolio, select Review Other Schools at the top of the page to review the school list again.

Once at least three schools have been saved, select Continue at the top of the page.

HINT: Students can review and update their list of saved schools at anytime in the College Planning Section of their portfolio.

Optional Educational Enhancement Activity

From the list of schools generated by the school finder, have students create a pros and cons list of their top two schools.
Step 4 – Career Plan Builder

The Career Plan Builder helps students bring their work together by selecting a career goal and the appropriate education path and putting it into a plan. The career plan includes a selected career, program/major and a school.

**NOTE:** Students can build multiple plans. They should be encouraged to build a plan A and a plan B to ensure they have options.

To begin, students should select **Create a new career plan**.

Create a Career Plan

The first step is to choose a career for the plan. To begin, students should click the **Start your plan now** button.

**NOTE:** A simple plan may be completed in 15 minutes. Some students may take longer or may wish to spend more time on their plan.

Choose a Career Path

Students should add a career to their plan. This can be done by choosing a career already saved to their portfolio, searching for a specific career, or exploring careers (organized into simple categories).

**HINT:** If the student has careers, schools and programs/majors already saved to their portfolio, the saved items can be used to build the plan.
Confirm Your Career Choice

The student should then confirm the career choice by looking at the important aspects of the career and answering the questions to confirm that it is the right choice.

HINT: If students wish to change the career in their plan, they can edit their choice.

Once the aspects of the career are confirmed, students should click the Save and continue button at the bottom of the page.

NOTE: The characteristics of the chosen career are compared to that of the student based on assessment results. For example, if the student has taken the Interest Profiler, their work interest results will be compared to those of other people who tend to succeed in this occupation.

Confirm Your High School Course Plan

The next step is to confirm that the general course plan displayed matches the courses the student has taken or is planning to take. The course plan recommendations are generally based on those courses that would prepare a student for the career or postsecondary education chosen in the career plan.

Students should select the Save and continue button at the bottom of the page when finished.

HINT: If the high school course plan is not associated with the career chosen, the student is prompted to choose a different career.
Choose an Educational Path

Based on the recommended educational requirements for the chosen career, students choose an academic program.

If the recommended program is not what the student is looking for, they are prompted to choose a different career for their plan.

Confirm Your Educational Path

Students now confirm their choice by answering questions about the important aspects of the chosen educational path.

HINT: If the program does not fit the student’s goals, another path can be chosen.

Once complete, students should click the Save and continue button.

Choose a Postsecondary School

The next step is to choose a school for the plan. Students should use the drop down menu to choose a state or region and click Go.

Students should choose a school from the displayed list and click the Add button. The schools listed are those schools which offer the program in the state or region chosen by the student in previous steps.

To choose a different state or region, use the drop down menu and click Go.

HINT: If the student is not interested in any of the schools listed, they should choose a different program.
Confirm Your Postsecondary School Choice

Students now confirm their choice by answering questions about the important aspects of the chosen school.

**HINT:** If the school does not fit the student’s goals, another school can be chosen.

Once complete, students should click the **Save and continue** button.

Make Some Lifestyle Predictions

The next step of the plan is for students to think about the type of lifestyle choices they will be making in the 10-15 years after graduating from high school. Students are encouraged to consider where they plan to live, what types of leisure activities in which they will engage and the type of family they plan to have.

Once complete, students should click the **Save and continue** button at the bottom of the page.
Making Your Plan Happen

The next step is review the advice listed as a starting point to make the plan happen.

NOTE: The Edit button on the left hand menu allows students to go back to any portion of their plan and edit their choices.

HINT: Students can build more than one plan to reflect different options or career choices.

Students should click Continue at the bottom of the page to go to the next step.

What Next?

Lastly, students are reminded that determining their future is an ongoing process. Students are encouraged to use the Your Journal feature in their portfolio to reflect on the process and their resulting career plan.

Students then ask themselves how comfortable they are with the plan that they created.

Students may now choose to create another career plan, or if they are finished building their plan they may click Continue in the Guideway badge.
Step 5 – Job Interview Practice

In the next step, students will practice answers to common job interview questions related to specific job categories. The answers will be stored in the portfolio.

Note: This activity will take 20-30 minutes for students to complete.

Students should choose the set of questions they would like to use for the activity.

Note: The student may not progress to the next step of the guideway until this step is complete.

Students should type in their answers to each question. Once complete, they should click Next Question.

Note: The text to the right of the answer box provides helpful information and tips on how to answer the question.

Hint: Students can skip questions and then answer any skipped questions at the end of the interview.

Optional Educational Enhancement Activity

After completing the job interview practice questions, have students conduct mock interviews with a partner. To access a complete lesson plan visit: https://secure.ihaveaplaniowa.gov/images/iowa/pdfs/pro/interview_practice.pdf
Step 6 – Your Plan of Study

In this step, students will review their plan of study to ensure their 11th grade courses have been recorded accurately. Students should make sure their current 12th grade courses are marked as enrolled and validate their plans for 12th grade to ensure they are on track to graduate and obtain their education and career goals.

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 Guideway badge at the top of the page.
Step 7 – Journal Reflection

In the last step of the 12th Grade Guideway, students have a chance to reflect on their career and college plans.

Click **Add a new journal entry** to start.

Students enter their thoughts, ideas, and comments in the text box.

**HINT:** Remind students that their journal entry is not private. It 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 the **Continue** button on the Guideway badge at the top of the page.

**Summary**

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.
Professional Center

Use the Professional Center at https://procenter.ihaveaplan.iowa.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 12th grade or you can choose a group of students to track.
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.

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.