8th Grade
Guideway Manual

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start your plan now!

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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.

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**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® 8th Grade Guideway.

### Using the 8th 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 8th Grade Guideway

This guideway will walk students through parts of the system that are recommended for 8th grade students. Guideways are self-directed and provide guidance for students by suggesting the next steps for their career process. The components of the grade-specific guideways in IHAPI 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. HINT: On the way through each step, follow the instructions in the guideway panel at the top of the page.

**The 8th Grade Guideway helps students:**
- Discover their interests and explore related careers.
- See Career Clusters that might be a good choice for them – and choose one for their high school planning.
- Relate career pathways to college majors.
- Build a plan of study for high school.
- Get your parent to approve your high school plan.
Step 1 – Career Key

Allow students at least 15 minutes for the assessment. Click **Get Started** to begin.

In the first step students will learn about their interests using the Career Key. This assessment presents students with Holland-based interest areas just like the Interest Profiler assessment, but does it in less time using factors to which 8th graders can relate.

Students answer questions on five pages: Careers of Interest, Your Interests, Your Abilities, How You See Yourself, and Your Values. Each page contains a few simple questions or choices, like this one for Your Abilities.
RESULTS: At the end, students see the interest areas (Holland Types) that match their answers. There are six Interest Areas in Holland’s model:

- Realistic
- Investigative
- Artistic
- Social
- Enterprising
- Conventional

Students see simple descriptions of their Interest Areas and can review specific careers related to their interests. The results of the Career Key are stored in the student’s portfolio for later reference and comparison to future interest assessments.

Optional Educational Enhancement Activity

Guide students through this activity before they complete the Career Key Assessment. Have students list 5 things they are interested in, then list 3 careers they are interested in. Ask students to think about how the things they are interested in related to the careers they want to learn about.
Step 2 – Career Cluster Survey

Career Clusters are a way of organizing careers into an area that requires similar knowledge and skills.

The Career Cluster Survey helps students learn how the activities they enjoy, their personal qualities and their favorite subjects are related to career clusters.

**Hint:** You will see Career Clusters used throughout the system as a way to organize careers and college programs.

Once the survey is complete, students will see their top identified cluster and a list of the career clusters in ranked order.

**RESULTS:** Students can view careers or programs that are available, or view a high school course plan that will help them prepare for education or a career within their top cluster.

**Optional Educational Enhancement Activity**

After completing the career cluster survey, have students rank their top 10 favorite careers within their top cluster. Students should write a paragraph about why they selected their number one career from that cluster.
Step 3 – Save a Focus Career Cluster

In the next step of the 8th Grade Guideway, students will use the Career Clusters that were suggested in step 2 by the Career Clusters Survey. They will select one of the Clusters as their Focus Cluster for further exploration and planning. You can see the summary of all the options using the Focus Career Clusters report in the Professional Center.

**Hint:** If students have not previously chosen a Focus Career Cluster, then the portfolio will look like the above screen shot. Any previous selections are displayed. Clicking **Choose a Focus Career Cluster** displays the results of the student’s Career Clusters Survey.

Students can choose a Focus Career Cluster from the survey results, from a plan of study or from all the Career Clusters in the system. In the reflection field students can describe their reasons for choosing the Career Cluster.

**NOTE:** This Guideway step is completed once the student makes a selection and clicks **Save**.

**Optional Educational Enhancement Activity**

Have students write a paragraph in their IHAPI Journal about why they chose and saved their focus career cluster.
Step 4 – Explore Programs & Majors

The Explore Programs and Majors feature can be used to learn more about programs and majors offered at colleges and universities. Students can browse programs and majors by alphabetical list or by career cluster.

Hint: Students may wish to begin the exploration with their focus cluster and then move on to others that look interesting.

This step of the guideway will allow students to explore as many programs and majors as they wish. When finished, the student should click Continue to move to the next step.

Hint: Students should save any programs or majors of interest in their portfolio.

NOTE: Students are not required to save a program or major to continue with this step.

Optional Educational Enhancement Activity

After completing the Explore Programs/Majors activity, students should find one school in Iowa that offers a program for their number one career from Step 2. Students should save that college in their portfolio.
Step 5 – Your Plan of Study

The next step is for students to use **Your Plan of Study** to build a course plan for grades 9-12. This will prepare them for the education or career they plan to pursue after high school.

Click **Continue** to get started.

Students can build their plan of study around a career cluster or based on a plan customized by their educator, or they can create a plan from scratch.

To begin, have students select the **Create Your Course Plan** link.

If students would like to create a plan of study from a cluster, they can build a plan around a suggested cluster from the Career Cluster Survey results. Notice that if students have completed the Career Cluster Survey, recommendations are made. If students are no longer considering a career in that area, they may choose an entirely different cluster.

If a plan has been customized by an educator or if students wish to start their plan from scratch, select the **Create a plan of study from scratch** link at the bottom of the page.
If students choose to build a plan of study around a cluster, they will come to this page and use a career cluster to build their plan or select a pathway. Pathways give students more specific direction on the courses recommended for a career path.

If students choose to build a plan of study around a plan customized by an educator, they will come to this page and select **Choose this set** to pick among different requirement options.
Lastly, if students choose to start a course plan from scratch, they will come to this page and select the **Create a plan of study from scratch** link.

Regardless of how students create their plan of study, they will come to a page with a grid. To edit the grid to reflect courses they plan to take, students will click in a cell. For example, to choose their 9th grade English class, students would click anywhere in the 9th grade English cell.
On this page, students will select their courses from the drop-down menu. If a plan has been customized by an educator at their school, then the course name(s) available for their grade in that subject area will appear. Once the course name is selected, have students choose the credits offered for that course. If students are currently enrolled in the course, the status can be changed from planned to enrolled. Lastly, students should select the Add Course link on the right side of the page.

When the course has been entered, the screen will refresh. Have students select the Save button.

Once back on the grid, students will see the course they selected.

Once all courses have been entered, direct students to select the Continue link at the top of the page.
**Step 6– Parent Review and Approval**

The last step for the 8th Grade Guideway is the parent/guardian approval of the student’s plan. Students may invite a parent/guardian to create their own account at I Have A Plan Iowa® and create a link to view their student’s portfolio. In this step students send an invitation to a parent/guardian to access their portfolio. The student clicks **Invite a parent or guardian.**

If the parent/guardian connection was already established it will be displayed on this page. The student just needs to remind his/her parent/guardian to approve his/her 8th grade plan.

**Hint:** If a student’s parent/guardian does not have e-mail access, the student can print a copy of their plan in the previous step. Then you can record the returned approval using the tools in the I Have A Plan Iowa® Professional Center.
To invite a parent/guardian to view their portfolio, students should enter the parent/guardian’s name and e-mail address. The invitation e-mail can be sent in English or Spanish. The student clicks Invite to send the e-mail.

The page is refreshed to show that an invitation has been sent. Once the parent/guardian has accepted the invitation and made the connection to the student’s portfolio from their parent account, the status will be changed to Access established.

This last step of the Guideway cannot be completed until the student’s parent or guardian approval has been entered in the student’s portfolio. If the parent does not have email/internet access, the last step can be completed once you have received a signed copy of the printed course plan and entered the approval in the Professional Center.

Once the parent approval has been entered, the student should click **Continue** on Step 6 of the guideway.

**Summary**

A summary page will appear to let the student know the recommended steps are completed. Students must continue to this summary page before it will show that they have completed the guideway.

All of the student’s work is saved so they can revisit any of the steps of the guideway at any time.
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.

1. 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 8th 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.

**HINT:** 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.
Adding the Parent Approval

If you have a paper copy of the student’s course plan with a parent’s signature, you can enter the parent approval from the Professional Center. Click on the Reports tab and then click on Create a New Report.

Next choose Tracking Plans of Study.

From the right-hand menu, choose the class or group that you would like to approve. HINT: You can see a list for an entire class or just members of a particular group. Next, choose the status you would like to track. For example, to enter the parent approval, click the button for Parent review not completed and then click View Tracking Report.

NOTE: The approval section is for an educator to approve the plans of study once the student has finished entering their courses. Educators should check to be sure they are on track for graduation. This is NOT required.

The Parent review section is where the parent signature is entered by an educator on behalf of the parent when you have a signed paper copy of the student’s plan of study.
Choose the students for which you would like to enter the parent approval by clicking the checkbox next to their name. Then click the button **Parent Review Completed** to enter several approvals at one time.

Once the review is complete, it can also be deleted by using the **Delete Review** button.

**HINT:** Educators can also use the **Lock** button to lock a group of plans so that students can not change their plan after it is approved. Use the **Print Plans** button to print a batch of course plans.

**NOTE:** You can also mark plans with parent approval individually from the Plan of Study view in the student’s portfolio.

Click on the student’s name and then click on the **High School Planning** section of the portfolio. Choose the option **Mark this plan as reviewed by parent** to add the parent approval.