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IOWA guideways

www.IHaveAPlanIowa.gov

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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://procen.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® 9th Grade Guideway.

Using the 9th 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 9th Grade Guideway

This guideway will walk students through parts of the system that are recommended for 9th 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 9th Grade Guideway helps students:
- Discover interests and explore related careers.
- Search for careers.
- Identify their level of each basic skill.
- Review and update their plan of study.
- Get their parent/guardian to approve their work and reflect on what they’ve accomplished.
Step 1 – Interest Profiler

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

**Hint:** 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.

**Hint:** To progress in any guideway, once a step is completed, click the Continue link at the top of the page.

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

**RESULTS:** Students can see how their Interest Areas are ranked, view careers matching their top Interest Areas or reflect on their results.

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

**Optional Educational Enhancement Activity**

Using the class’s Interest Profiler results as a whole, have students calculate the percent of students within each of Holland’s Codes.
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.

**NOTE: Students will need to save three careers to their portfolio before being allowed to continue in the guideway.**

In this Career Finder search, education level is used as a characteristic.

**Hint:** If students selected the bachelor’s degree box, Career Finder would 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.

Other characteristics can be added to the search using the menu on the left hand-side of the page. Students can view their matching careers based only on education level by selecting the link at the bottom of the page.
To learn more about a career, students need to 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, students will need to select the **Add to Portfolio** link on the left of the page.

Once the first and second careers have been saved, select the **Review Other Careers** link at the top of the page to review the career list again.

Once at least three careers have been saved, select the **Continue** link at the top of the page.

**Optional Educational Enhancement Activity**

Have each student generate a list of ten careers from their Career Finder results. The students should then search for an occupation that doesn’t require the use of math.
Step 3 – Basic Skills Survey

The Basic Skills Survey asks students to assess their current skills in ten areas:

Reading Comprehension
Active Listening
Math
Science
Critical Thinking
Active Learning
Learning Strategies
Monitoring
Writing
Speaking

Each of the ten skill areas has seven levels. When a student is able to report that he/she can perform two of the skills in a given level, he/she can move to the next level.

When a student can no longer report being able to complete two skills in an area, he/she should scroll to the bottom of the page and select the **Continue** to the next skill link.
RESULTS: Once the assessment has been completed, students can review their current skills and explore careers matching their current skills.

Hint: Remind students to answer the questions honestly, reporting their current skills. Let them know there is time to develop the skills they will need for a future career and that reporting accurately, helps them to see areas for development.

Examples of skill level (low, medium and high are detailed).

When done, select the Continue link at the top of the page.

Optional Educational Enhancement Activity

After students complete the Basic Skills Survey, ask them to select one career from the list. Students should write a description of the occupation that includes several tasks. Students should then identify which three skills are considered most important for that career and at which level.
Step 4 – Your Plan of Study

Students can build their plan of study around a career cluster, a plan customized by their educator or create a plan from scratch. To begin, click Continue.

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 pursuing a career in that area, they can choose an entirely different cluster.

To create a plan of study from a plan customized by an educator or 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 a 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 view the customized plan.
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 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. Work is automatically saved as the students enter courses.

Once all courses have been entered, direct students to select the **Continue** link at the top of the page.
Step 5 – Parent Review

In this next step, the student’s parent or guardian may be invited to review the student’s work.

Hint: This step is not required. For students who would prefer not to complete this step, click Continue to go to the next step of the guideway.

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. Students just need to remind parents and guardians to review the portfolio and save a 9th grade review comment in the student portfolio (if they choose to do so).
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.” The student may choose to **revoke** the parent access at any time.

**Note:** Iowa Code requires only that the parents of 8th grade students approve their students’ plan. Approval is not required for the 9th Grade Guideway. Students can skip this step by clicking **Continue.**
Step 6 – Annual Reflection

In the last step of the 9th Grade Guideway, students have a chance to reflect on what they learned about themselves this year. This reflection can be done annually from the Your Profile section of the portfolio. Students click Add an annual reflection to start.

Students choose 9th Grade from the menu then enter their reflection in response to the two questions. The text beside the fields can help them with ideas on what to describe. When students click Save and the page is refreshed showing their reflections, the step is complete.

Summary

When finished the student should click Continue. 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.

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.ihaveaplainiowa.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 9th 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.