

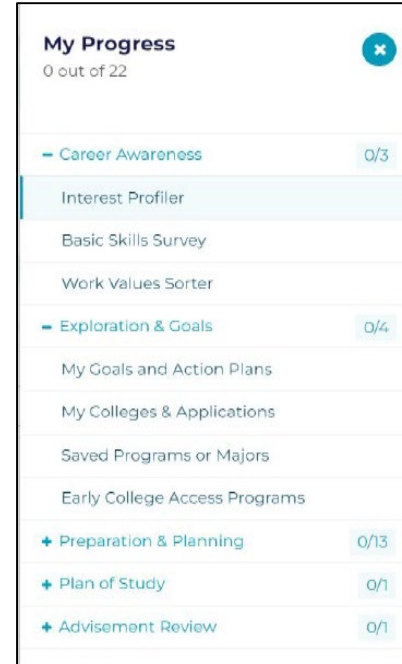
Completion of the iCAP is a relatively new State **requirement for graduation**. This must be completed in order to receive your diploma.

The following slides will detail each task. There are categories that are *not currently required* but are helpful.

If you have already completed some of the tasks **THIS SCHOOL YEAR**, then you can move on to the next required task.

You will need a **copy of your transcript as you work on your iCAP**. You will need to log into your Infinite Campus portal. [Click here for instructions.](#)

(If the link doesn't work go to the District's website > Schools > Bluejay Academy > Locating Your Transcript.)

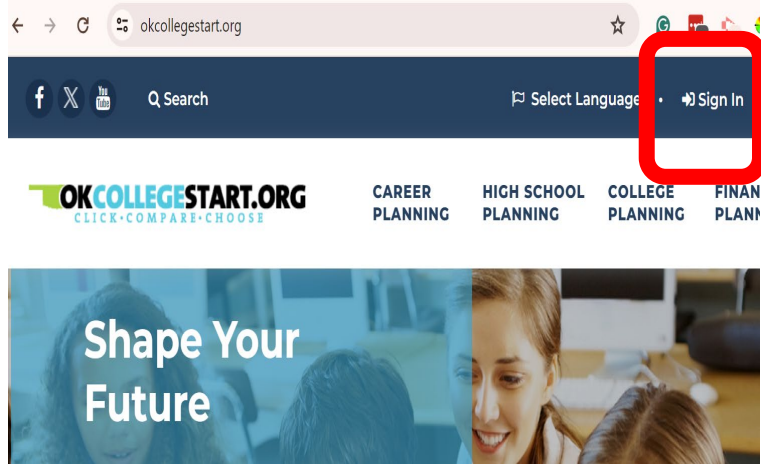


My Progress	
0 out of 22	
– Career Awareness	0/3
Interest Profiler	
Basic Skills Survey	
Work Values Sorter	
– Exploration & Goals	0/4
My Goals and Action Plans	
My Colleges & Applications	
Saved Programs or Majors	
Early College Access Programs	
+ Preparation & Planning	0/13
+ Plan of Study	0/1
+ Advisement Review	0/1

Website: **okcollegestart.org**

Sign In. Your UserName is your school e-mail address.
Your Password should be Bluejays2 or your Clever password, if different.

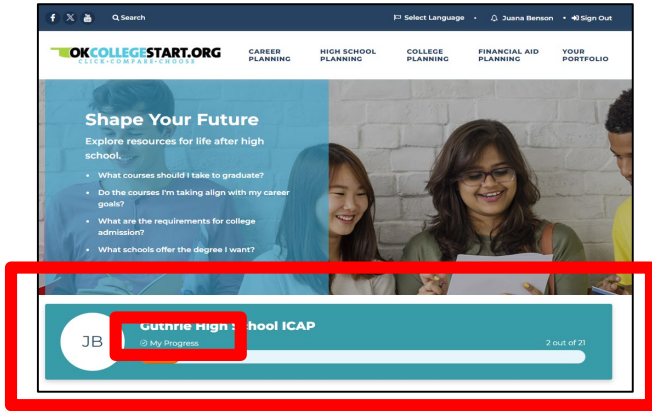
If you cannot log in, please contact Mrs. Benson @ juana.benson@guthrieeps.net **ASAP.**



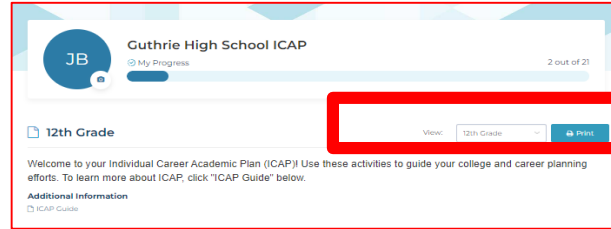
Required Elements:

- Career Interest Inventory
- Written Post Secondary & Workforce Goals
- Plan of Study - update academic progress
- Add ACT scores to ICAP portfolio
- Add Service Learning or Work-Based Learning

Click on **My Progress**



Next, **verify your grade level** or select the correct grade from the drop down menu.



Clicking this icon will open the side panel of section options.



Under Career Awareness, choose **Complete the Interest Profiler**.
Complete the task.

The Basic Skills & Work Values inventories are not required, but it is helpful if you complete them.

The screenshot displays the Guthrie High School ICAP (Individual Career Academic Plan) interface. At the top, the user's name 'JB' and 'My Progress' are visible, along with a progress indicator showing '2 out of 21' tasks. A dropdown menu is set to '12th Grade' with a 'Print' button next to it. Below this, a welcome message states: 'Welcome to your Individual Career Academic Plan (ICAP)! Use these activities to guide your college and career planning efforts. To learn more about ICAP, click "ICAP Guide" below.' Under the 'Additional Information' section, there is a link to the 'ICAP Guide'. The 'Career Awareness' section is titled 'Who am I? Identify interests, skills and strengths.' and lists three tasks: 'Work Interest Areas (from the Interest Profiler)', 'Basic Skills (from the Basic Skills Survey)', and 'Work Values (from the Work Values Sorter)'. The 'Work Interest Areas' task is highlighted with a blue bar and a 'Complete the Interest Profiler' button, which is circled in red. The other two tasks also have blue bars and 'Complete' buttons, but they are not highlighted.

Click **My Goals & Action Plans**

Click **Set Your Goals & Action Plans**, then **New Goal**.

Exploration & Goals

Where do I want to go? Explore career pathways and education opportunities.

My Goals & Action Plans

Use this activity to define your goals, and then create action plans to achieve your goals.

1 Goals 2 Action Tasks

Set Your Goals & Action Plans >

My Colleges & Applications

Save schools that you think are good matches for your education plans.

Sort and rate your schools | Build task lists
Track your application status | Request letters of recommendation and transcripts

> Manage colleges and applications

Saved Programs/Majors

Explore programs and majors and save the ones that interest you. Once you save a program or major you can then add ratings to keep track of your top choices.

Explore Programs and Majors >

My Goals & Action Plans

+ New Goal

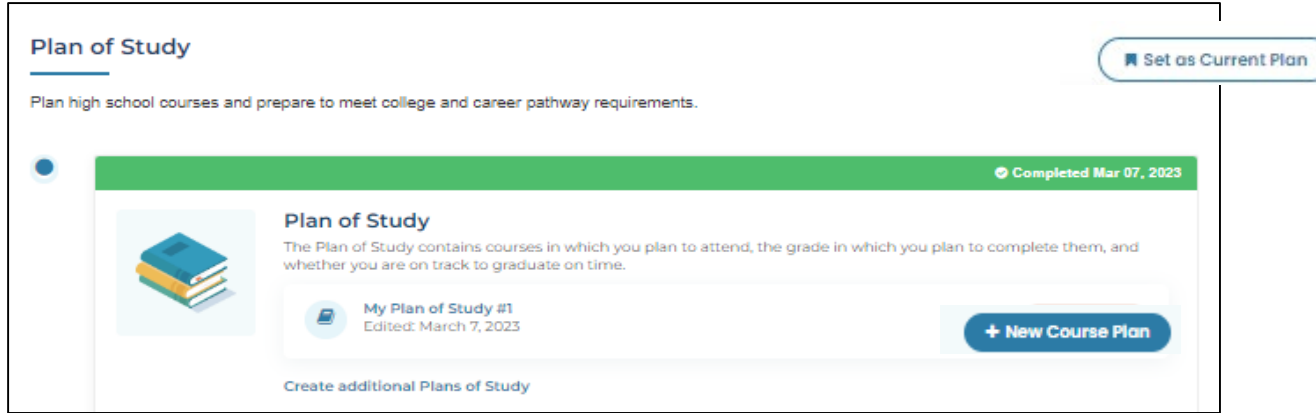
Active (1) | Achieved | Abandoned

asd
in the next five years
Low

Action Plan

Examples: graduate high school, attend college, join military, find job

Choose **Plan of Study**. **Create or Update** your Plan of Study.



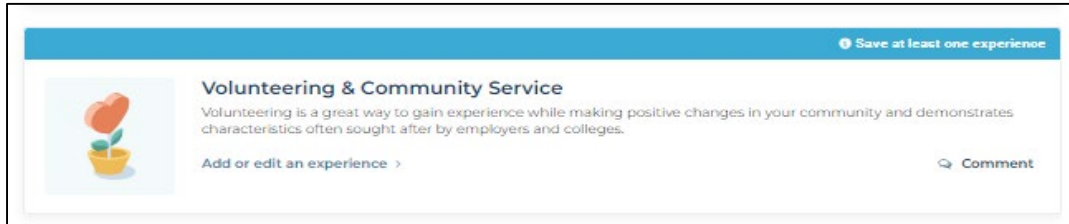
The screenshot displays the 'Plan of Study' section of a user interface. At the top left, the title 'Plan of Study' is underlined. Below it, a subtitle reads 'Plan high school courses and prepare to meet college and career pathway requirements.' In the top right corner, there is a button labeled 'Set as Current Plan'. A green progress bar indicates the plan is 'Completed Mar 07, 2023'. The main content area features an icon of books, the title 'Plan of Study', and a descriptive paragraph: 'The Plan of Study contains courses in which you plan to attend, the grade in which you plan to complete them, and whether you are on track to graduate on time.' Below this, a card shows 'My Plan of Study #1' with the text 'Edited: March 7, 2023'. To the right of this card is a prominent blue button with a white plus sign and the text '+ New Course Plan'. At the bottom of the card area, there is a link that says 'Create additional Plans of Study'.

Using your transcript for reference, **Add Grades** from S1. If you have not added grades for prior years, do that also. Add this semester's classes.

If you are not exactly sure in which category a course should be, place in the Electives section.

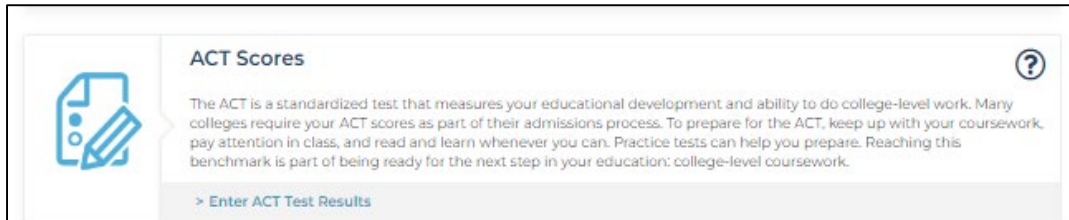
Add Volunteering & Community Service

To be “Volunteer/Community Service,” it must be unpaid. This can be participating in Reading Village, working in the church nursery, Rock Week or Homecoming activities, raking a neighbor’s leaves, watching younger children, visiting with the elderly, or another similar tasks. Activities in Girls Scouts, 4-H, FFA, Boy Scouts, Rainbow, and other organizations can also be included. An activity must be listed.



The screenshot shows a user profile section with a blue header bar containing the text "Save at least one experience". Below the header is a card with a light blue background. On the left side of the card is an icon of a red heart with a green stem and leaves, sitting in a yellow pot. To the right of the icon, the title "Volunteering & Community Service" is displayed in bold. Below the title is a paragraph of text: "Volunteering is a great way to gain experience while making positive changes in your community and demonstrates characteristics often sought after by employers and colleges." At the bottom left of the card is a link "Add or edit an experience >" and at the bottom right is a "Comment" button with a speech bubble icon.

Add your ACT Score - can be found on your transcript.



The screenshot shows a user profile section with a light blue background. On the left side is an icon of a blue document with a pencil. To the right of the icon, the title "ACT Scores" is displayed in bold. Below the title is a paragraph of text: "The ACT is a standardized test that measures your educational development and ability to do college-level work. Many colleges require your ACT scores as part of their admissions process. To prepare for the ACT, keep up with your coursework, pay attention in class, and read and learn whenever you can. Practice tests can help you prepare. Reaching this benchmark is part of being ready for the next step in your education: college-level coursework." At the bottom left of the card is a link "> Enter ACT Test Results". At the top right of the card is a question mark icon in a circle.

Click Add to input your information

Save at least one experience

Volunteering & Community Service

Volunteering is a great way to gain experience while making positive changes in your community and demonstrates characteristics often sought after by employers and colleges.

[Add or edit an experience >](#) [Comment](#)

ACT Scores

The ACT is a standardized test that measures your educational development and ability to do college-level work. Many colleges require your ACT scores as part of their admissions process. To prepare for the ACT, keep up with your coursework, pay attention in class, and read and learn whenever you can. Practice tests can help you prepare. Reaching this benchmark is part of being ready for the next step in your education: college-level coursework.

[> Enter ACT Test Results](#)

ICAP Completion

Your iCAP needs to be completed no later than Friday, May 3!!!

If you have signed up for Mrs. Chadd's / Senior 2024 Google Classroom as instructed at the beginning of the year, you will have seen the monthly activity postings she has posted for your convenience. Continue to keep an eye on the site for all things "End of School & Graduation."

You are welcome to e-mail Mrs. Benson with questions or to set up a time to come to Faver next week, Monday, Tuesday, or Wednesday between 12:30 and 3:00 for assistance.