Personal Pathways to success™

Empowering all students to shape our future.™

Education and Economic Development Act
Individual Graduation Plan (IGP Success Planner)

IGP Success Planner
Guidance Personnel User's Manual

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I. Purpose

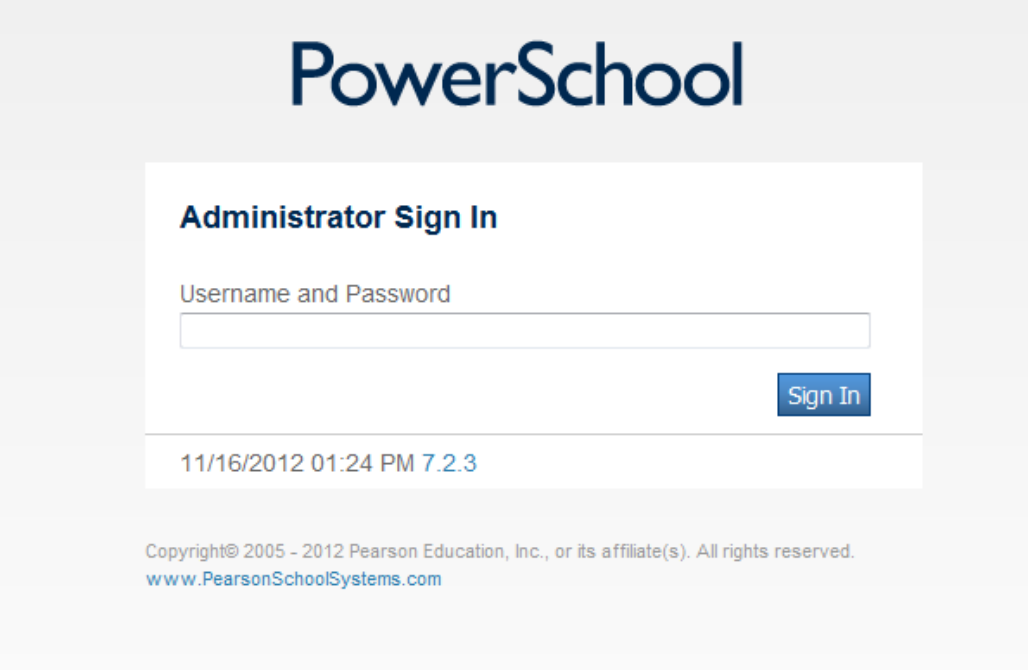
These directions are for the school district's guidance personnel to create student IGPs.

Curriculum Managers must have completed their responsibilities *before* these instructions can be used.

IGPs created in the production environment will be saved and available from year to year. The IGP follows the student as he/she transfers to and from any public school, including charter schools, in South Carolina.

II. HOW TO ACCESS THE IGP Success Planner:

Each counselor should log into PowerSchool using the username and password assigned at their district.



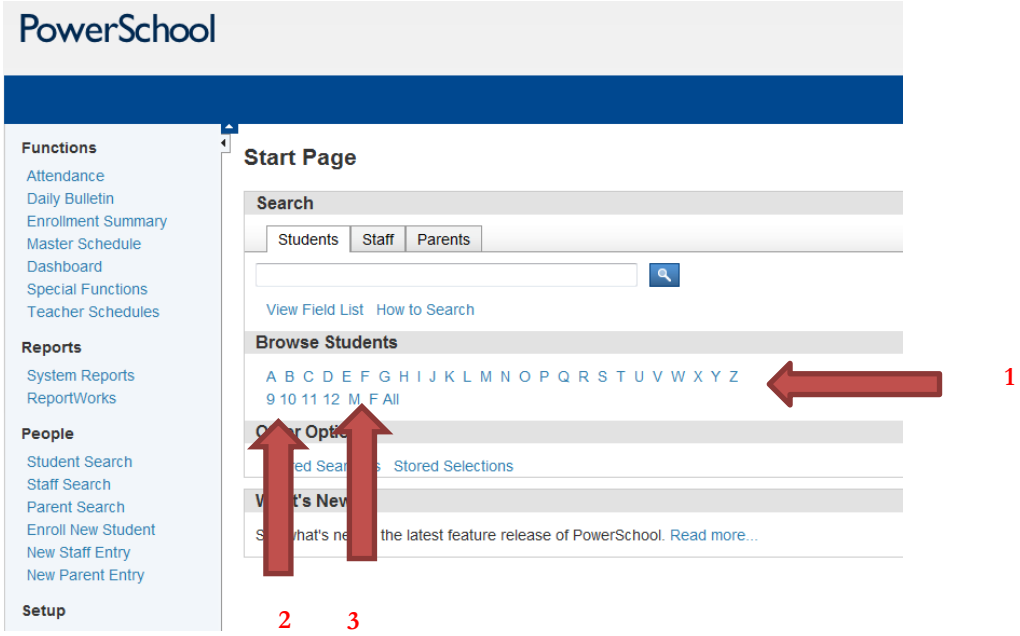
III. THE PEARSON IGP SUCCESS PLANNER SYSTEM

Upon login you will see the PowerSchool Start Page.

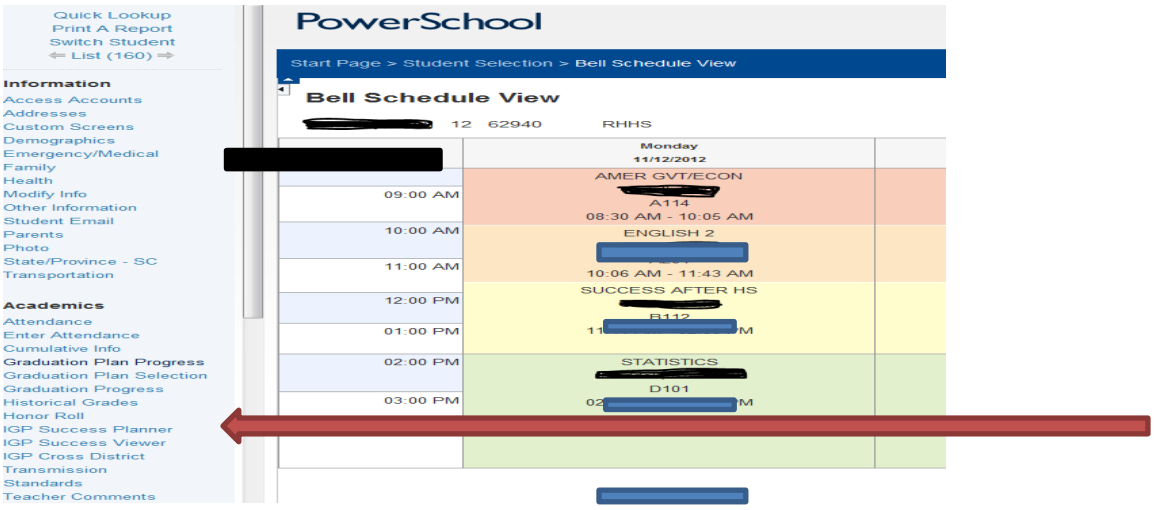
A. Finding your student

Before you create an IGP you must first find the student for whom you would like to create an IGP.

Search options are by last name (1), grade (2) or gender (3). After selecting a student, his/her bell schedule will appear.



Click IGP Success Planner

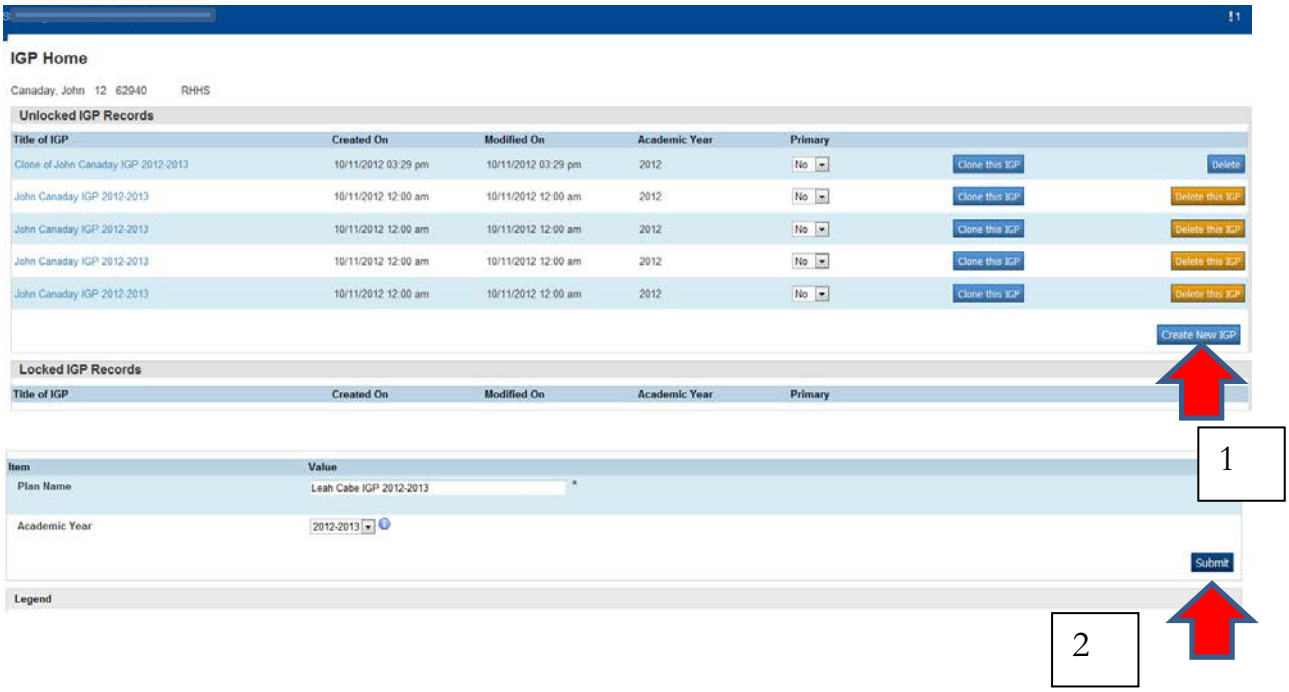


B. CREATING AN IGP

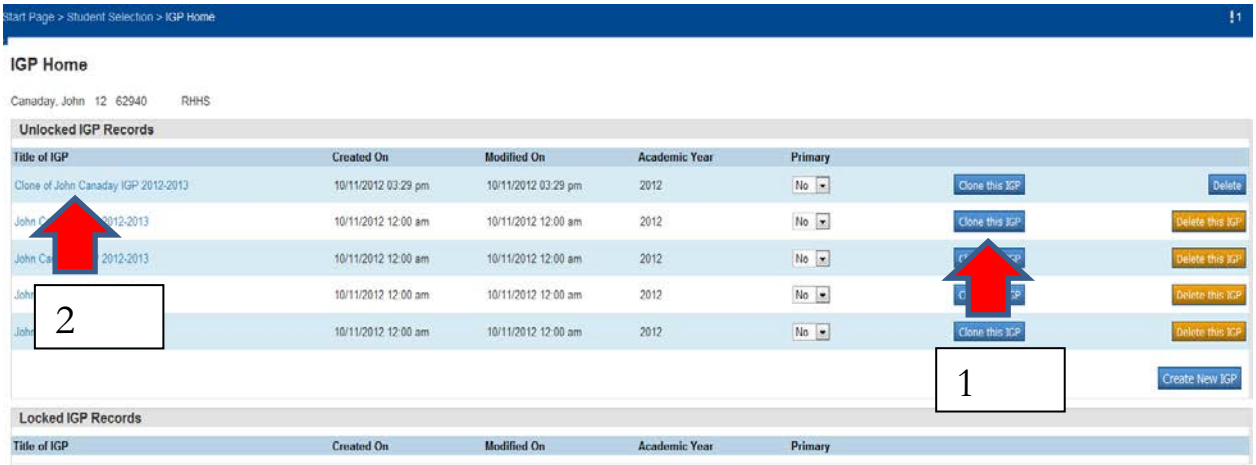
1) Creating a new IGP

Create a new IGP (1) can be used for students who do not have a previous IGP such as an 8th grade student, a student who transferred to your school from outside of South Carolina, or for students who will need a brand new IGP with no information from a previous IGP (cluster, major, etc.).

Click submit (2).

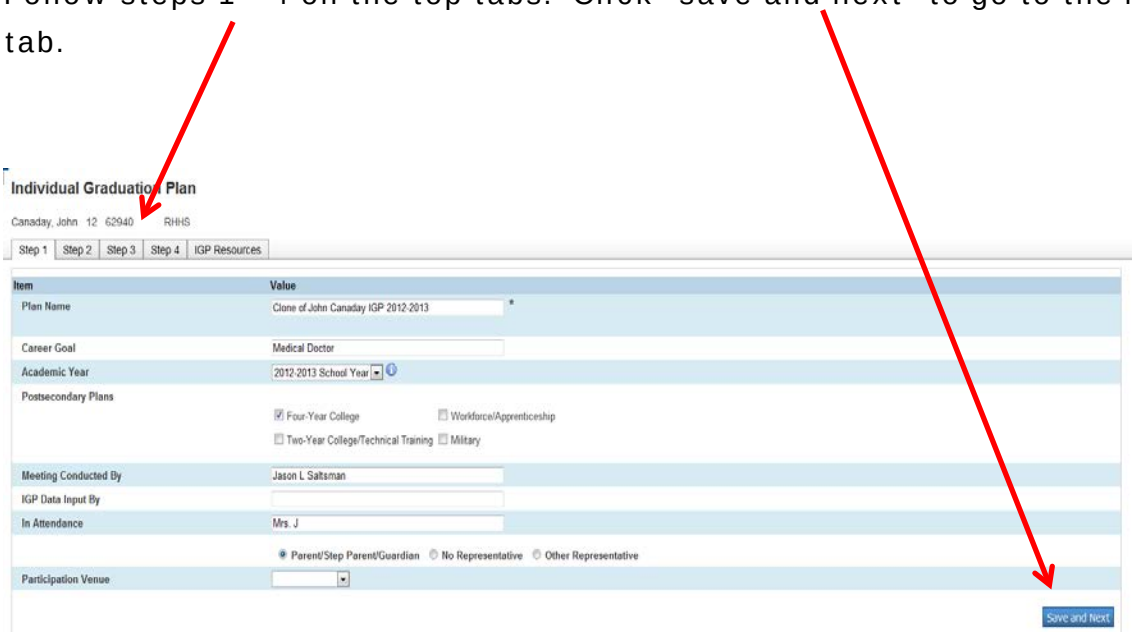


2) Cloning an IGP – cloning an IGP is identical to "create new from this one" in the former system. Cloning provides you a copy of the former IGP which can be updated. Choose the IGP to be cloned aND click "Clone this IGP" (1), then click on the IGP in the "Title of IGP" section to open the document (2).



C. Populating the IGP

Follow steps 1 – 4 on the top tabs. Click "save and next" to go to the next tab.



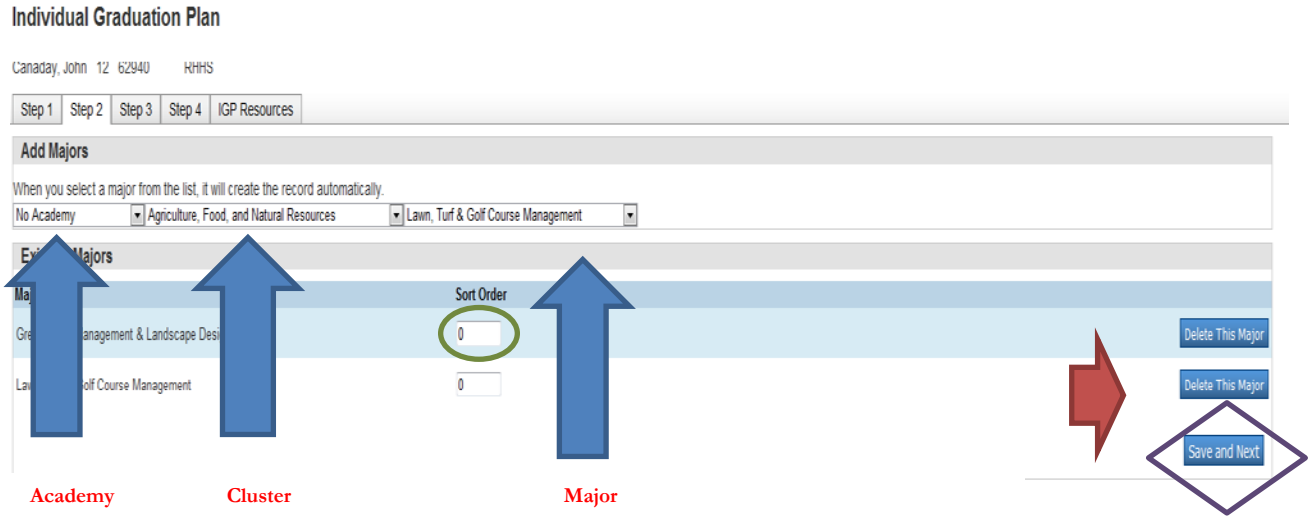
1. Step 1:

Plan Name: name the IGP
Career Goal: student's desired career
Academic Year: The year for which the plan is being made. If an academic year is missing you must first add the year under "Year and Terms" within PowerSchool
Postsecondary Plans: You may click all four choices or leave it blank
Meeting Conducted By: The name of the counselor conducting the IGP Conference
IGP Data Input By: Anyone who assists with the pre-population of information may type in their name here.
In Attendance: The names, relationships of people who attend the conference face-to-face
Multiple choice:
Parent/Step parent/Guardian – click this if the parent or guardian is sitting in the room with you, face-to-face during the meeting.
No Representative – click this choice if a parent or guardian did not attend the meeting face-to-face
Other Representative – click this option if the parent assigns someone else to attend. The representative's name should be typed in the "In Attendance" box. If a parent and another representative attend, choose "parent/step parent/guardian". This is the data used for statewide reporting of parental participation therefore the parent's participation is most important.
Participation Venue: The SC Department of Education recommends that 80% of IGP Conference have a parent attend face-to-face. However, parental participation is critical even if a parent cannot attend the conference face-to-face. Therefore, the remaining 20% of conferences may utilize other venues of parental participation such as telephone, video conference, email, or other technology venues. If a parent attends face-to-face choose "in-person." Telephone and video conference are not considered "face-to-face" even if the parent attends real-time during the conference using one of these methods however, these are acceptable venues for parental participation.

2. Step 2:

Academy: A drop down list will populate based on the curriculum created by your district curriculum manager. If you do not use Academies/Schools Of Study, choose "no academy." You must choose an academy, even if it is "no academy" in order for the cluster and major boxes to appear.
Cluster: Cluster choices are based on district curriculum
Major: This section populates with the majors associated with the cluster choice based on the district curriculum
Major Sort Order: If a student chooses more than one major, you can choose the order of importance
Delete This Major: Click "Delete This Major" to remove a major from an IGP

To move to Step 3, click "Save and Next"



3. Step 3:

Step 3 must be completed by the professional school counselor (aka guidance counselor).

Grade levels are vertical on the left side and academic course areas are horizontal across the top.

To choose a course for the grid, click on the academic area. See the section below with the green oval.

Total credits are collected for each year and for the academic course area.

Troubleshooting:

If Senior IGP's are not showing any courses that is because the course catalog comes from the N*ext School Indicator* on the *Scheduling Setup* screen and they have already been changed to the Graduated Student School. Change them back to the current school and the courses will show in the course catalog.

If course credits are not consistent with the transcript determine if the student took high school credit-bearing courses in middle school.

If courses are not showing that should be active, contact your district curriculum manager to ensure the course has been associated with a major, cluster, and academy.

When an academic area is clicked a list of courses will appear based on your curriculum mapping (see on chart below). Choose a course from the list and drag it to the appropriate place in the grid. You will see the following symbol below which will allow you to drag the course to the appropriate place on the grid.

- Courses for the student's major which are marked with an * are already on the planning grid and cannot be dragged onto the planning grid
- Courses in the Course Catalog which are marked with an * are already on the planning grid and they can be dragged onto the planning grid to take the course more than once
- Courses which have already been taken can be dragged within the grade level where the student earned credit for them
- Courses which are planned to be taken can be dragged to any grade level on the planning grid
- Courses can be removed from the planning grid by dragging them onto the Potential College Credits row
- The Course Catalog is the Course Catalog from the school which is set as the student's Next School on the Scheduling Preferences screen
- The number following the course name is the mark which a student has earned for the course if the student has completed the course

Courses in italic have potential college credit

Click "Save and Next" to go to Step 4.

	English	Math	Science	Social Studies	Requirements / Electives	English Course Catalog	Total Credits Earned
Grade	301100CW ENGLISH 1 (81)	314105CW Alg Tech 1 (76) 314205CW ALGEBRA TECH II (74)	322600CW APPLIED BIOLOGY 1 (72)	336008CW MODERN GLOBAL STU (70)	344100CW PE I (91) 350100CW ART 1 (74) 580800CW INTRO FAMILY/CONSU (88)	* 301100CW ENGLISH 1 301105CW ENGLISH 1 * 301200CW ENGLISH 2 301205CW ENGLISH 2 301290HW ENGLISH 2 HONORS * 301300CW ENGLISH 3 301390HW ENGLISH 3 HONORS 301400CW ENGLISH 4 301B00W ENGLISH 4 IB HL 301C00W ENGLISH 4 IB HL 303300EW ENG 303301EW ENG CO * 303300CW CREATIVE WRTG 1 303302CW CREATIVE WRTG 2 304000CW SPEECH 305000CW JOURNALISM 1 305100CW JOURNALISM 2 305101CW JOURNALISM 2 305200HW Journalism 3 Honors 305400CW YEARBOOK 305401CW YEARBOOK OPT 307000AW ENGLISH 5 AP LIT 307100CW ENGLISH 4 AP 309941CW ENG ESSENTIALS	8
Grade	301200CW ENGLISH 2 (70) 303300CW CREATIVE WRTG 1 (86)	411200CW ALGEBRA 2 411200CW ALGEBRA 2	322700CW APPLIED BIOLOGY 2 (73) 322700CW APPLIED BIOLOGY 2 (73)	339904CW HIST WLD RELIG (80)	303300CW CREATIVE WRTG 1 (86) 350200CW ART 2 (90) 361100CW FRENCH 1 (72) 572000CW CULINARY ARTS 1 572001CW Culinary Arts 1 HS (78) 572001CW Culinary Arts 1 HS (78)		7
Grade	301300CW ENGLISH 3	314300CW MATH TECH 3/GEOM	323600CW CHEM TECH 1 326100CW ENV SCIENCE	333000CW AMER HIST&CONST 339915CW SURVY AMER HIST. 339915CWB SURVY AMER HIST	08961100 ADVISOR 11 340200CH HEALTH 350300CWB ART 3 2-D DESIGN 350301CW ART 3 3D DESIGN 379940CH SUCCESS AFTER HS 379970CW LEARNING LAB 612200CW Digital Art & Design 3		
Grade							
ential College dits	301200CW ENGLISH 2 CA,TA 301100CW ENGLISH 1 CA,EA						
al Credits Earned	3	2	2	2	6		15

Academic Areas

English Math Science Social Studies Phys Ed

Uncategorized Required Complementary

Courses for the student's major which are marked with an * are already on the planning grid and can not be dragged onto the planning grid

Courses for the student's major which are marked with an * are already on the planning grid and can not be dragged onto the planning grid
Courses in the Course Catalog which are marked with an * are already on the planning grid and they can be dragged onto the planning grid to take the course more than once
Courses which have already been taken can be dragged within the grade level where the student earned credit for them
Courses which are planned to be taken can be dragged to any grade level on the planning grid
Courses can be removed from the planning grid by dragging them onto the Uncategorized column or the Potential College Credits row
The Course Catalog is the Course Catalog from the school which is set as the student's Next School on the Scheduling Preferences screen
The number following the course name is the mark which a student has earned for the course if the student has completed the course
Courses in italic have potential college credit

Save and Next

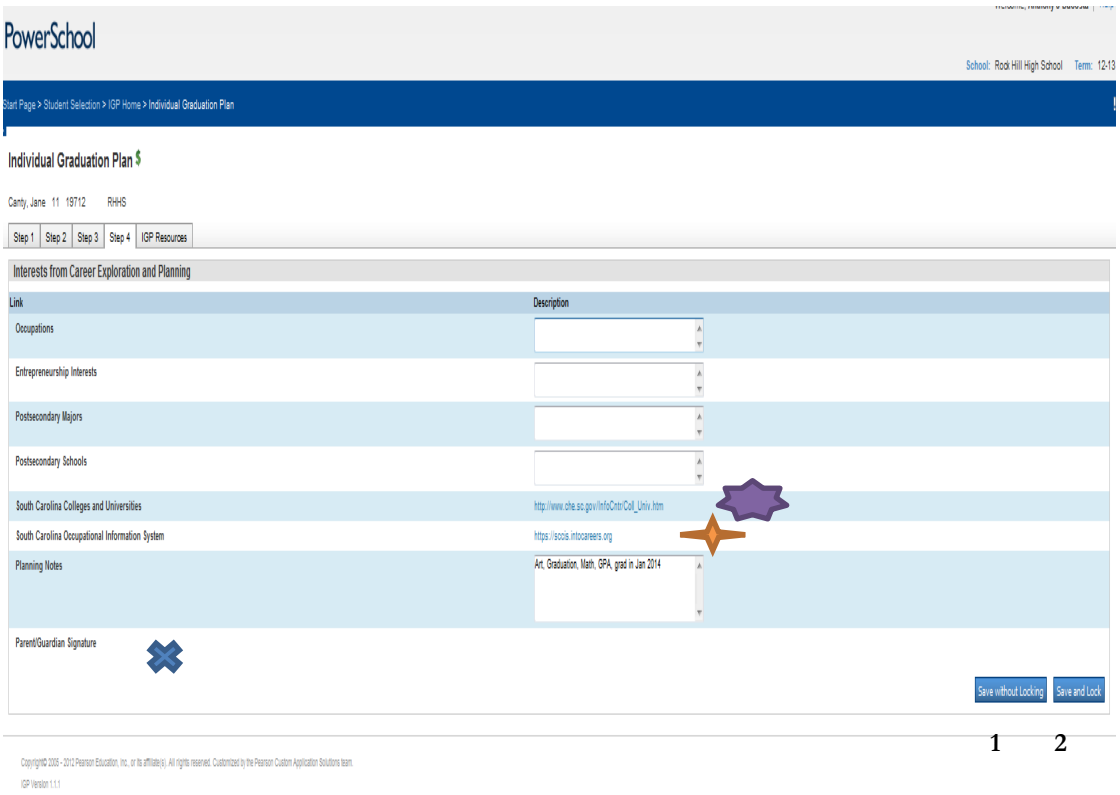
4. Step 4:

Boxes in Step 4 are “free text” and may be used to include information about the student’s occupational and/or entrepreneurial plans, the student’s postsecondary majors, postsecondary school choices and planning notes. A universal link exists for the SC Commission on Higher Education for college searches and other related postsecondary information.

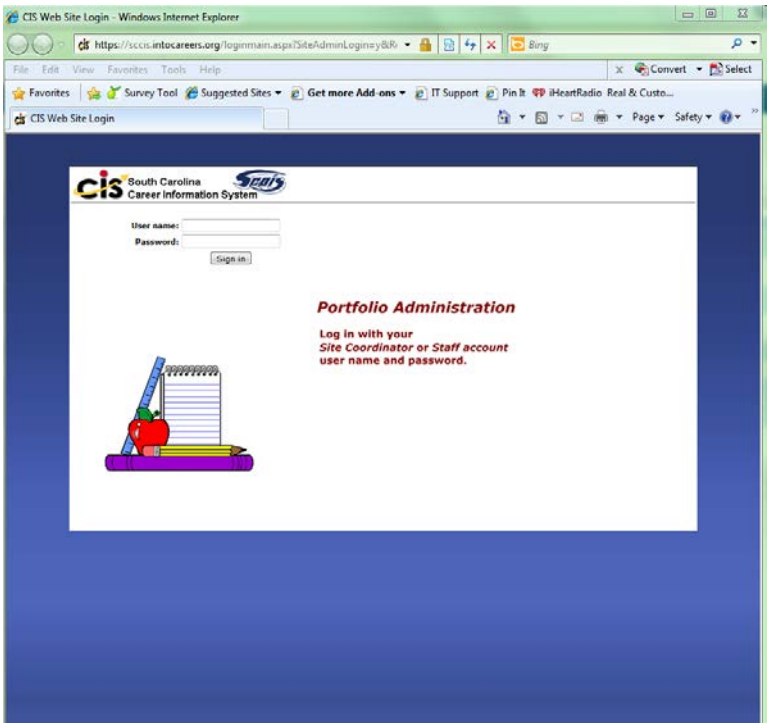
a. SCOIS: A link to SCOIS, when clicked, will direct the counselor to the administrative login page of SCOIS. From this page, the counselor can log into their administrative database to find the student’s assessment results. Find your student using the last name, graduation year or group which you have defined.

b. Parent e-signature: Once the parent signs the IGP in the ParentPortal, the signature will appear in the space indicated by (see chart below). To use the electronic signature the IGP must be locked in order for the parent to see it in the Parent Portal. If your district does not use the electronic signature through Parent Portal you may click “Save without locking” (1) or “Save and Lock” (2) then print a copy for signatures and file in the student’s guidance folder. See section IV for more details

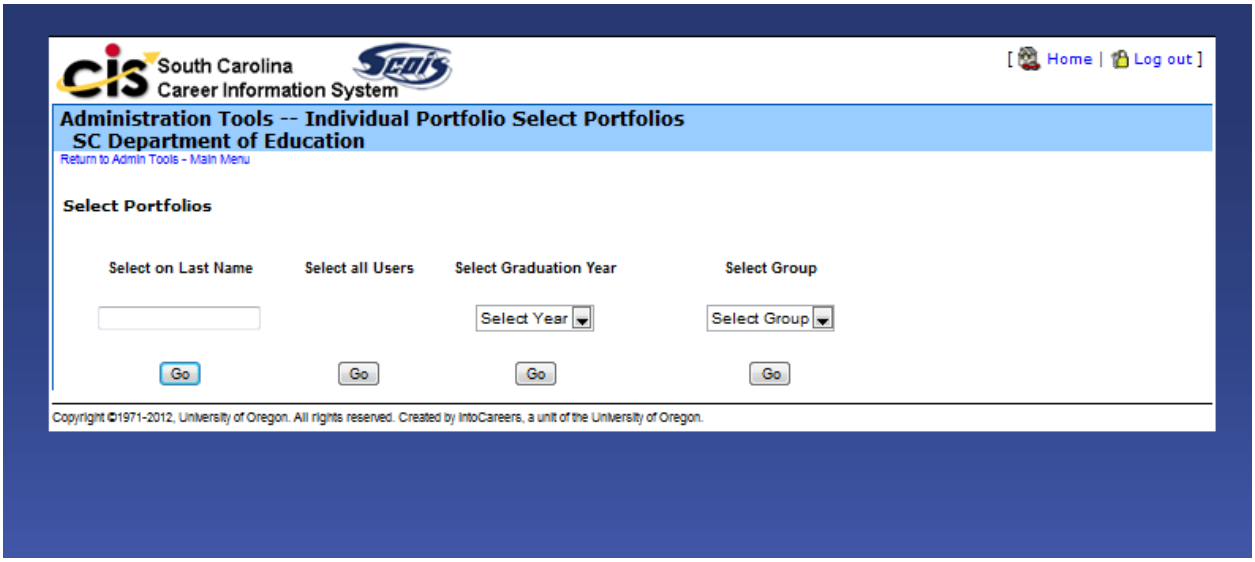
c. A link to the SC Commission on Higher Education is found here .



5. Once you have clicked on the SCOIS link in the IGP Success Planner (see the above), log into SCOIS using your assigned administrative username and password on the page below.

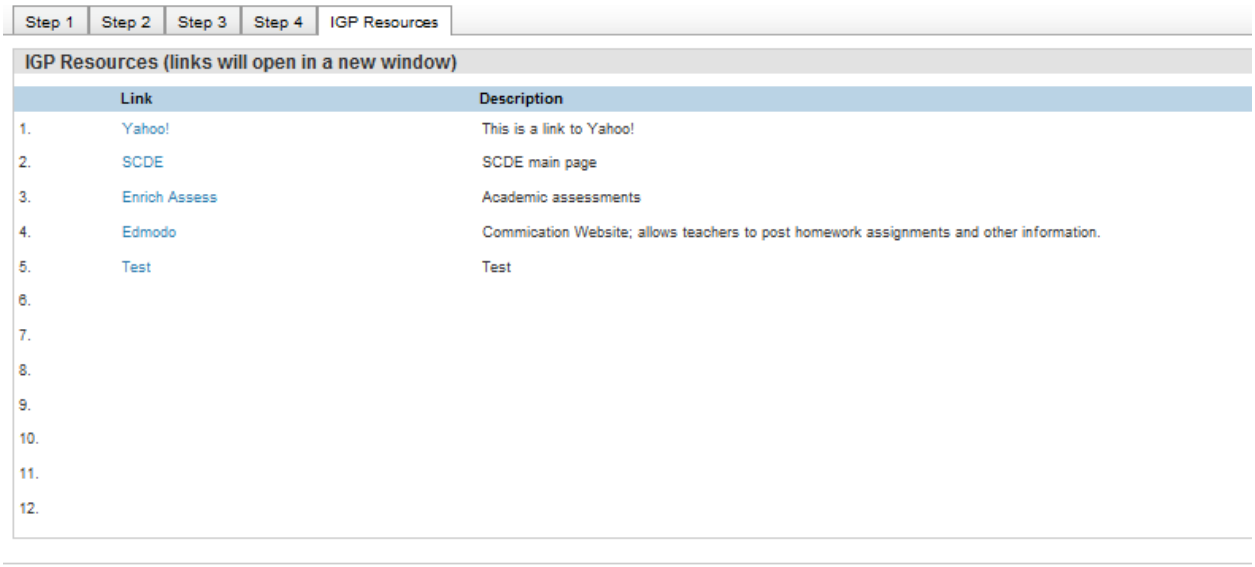


Choose your student by last name, grade level or assigned group.



D. IGP Resources Tab

The curriculum manager may add links in the IGP resources section that will allow counselors to click on frequently visited sites. The demonstration below shows links to Enrich Assess, Yahoo, the SC Department of Education, and Edmodo. If links are not list in your IGP resources tab, you must contact your curriculum manager to add them. A link will not appear if it has not been properly set up providing a name, URL, and description.



Step 1 | Step 2 | Step 3 | Step 4 | IGP Resources

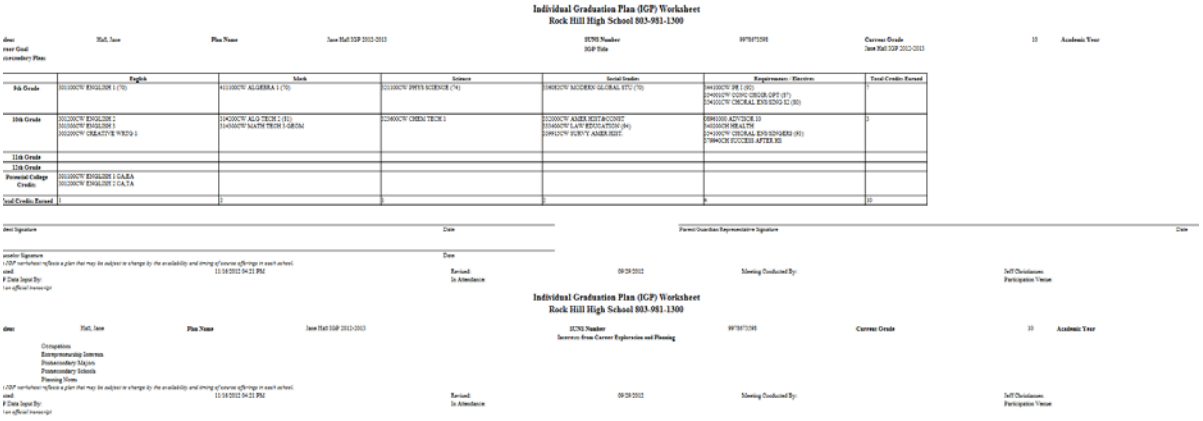
IGP Resources (links will open in a new window)

	Link	Description
1.	Yahoo!	This is a link to Yahoo!
2.	SCDE	SCDE main page
3.	Enrich Assess	Academic assessments
4.	Edmodo	Commication Website; allows teachers to post homework assignments and other information.
5.	Test	Test
6.		
7.		
8.		
9.		
10.		
11.		
12.		

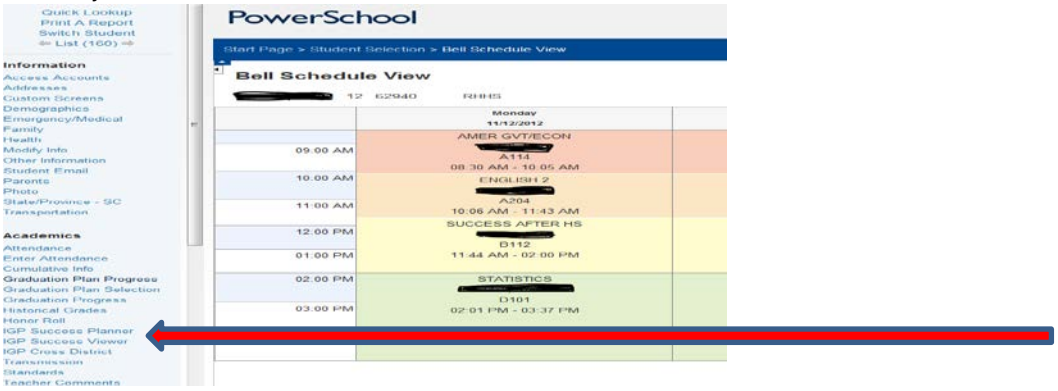
E. Printing an IGP

After clicking “save without locking” or “save and lock” the screen automatically redirects to the main screen below. When the IGP title is clicked (see the red arrow), the IGP will open.

This is the view once the IGP is opened.



You may also click on the IGP Success Viewer to see the same IGP view.

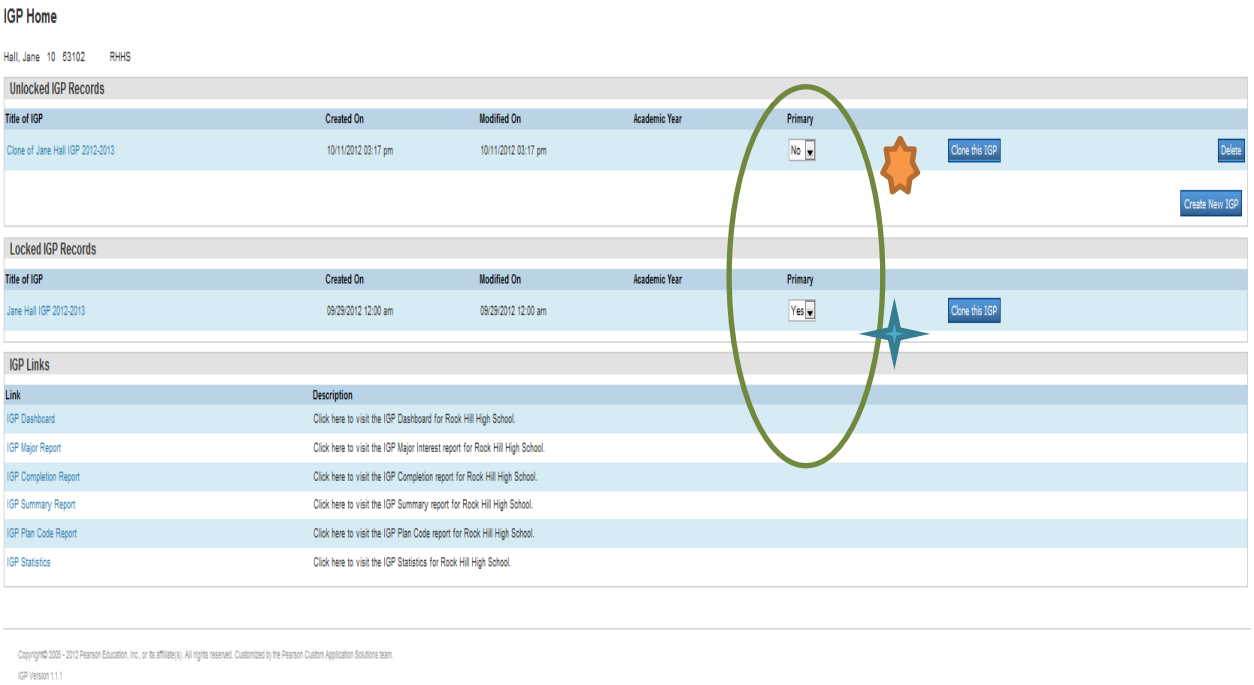


F. Making an IGP Primary

When you click on an unlocked IGP and change the "no" to "yes" in the "Primary" section below (indicated by the green oval) the IGP that was originally primary (indicated by the below will automatically change to "no." The unlocked IGP that was originally "no" (indicated by the below) will change to "yes."

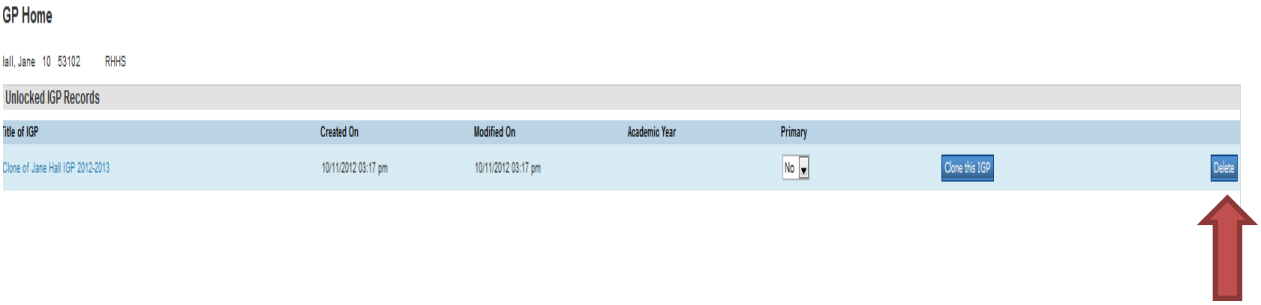
IGPs must be locked in order for parents to see them in the parent portal and/or to add the parent e-signature. Once the parent provides the e-signature in ParentPortal, the counselor should then make the locked and e-signed IGP primary.

IGPs must be locked and made primary in order for data from the IGP to appear in school, district, and statewide reports.



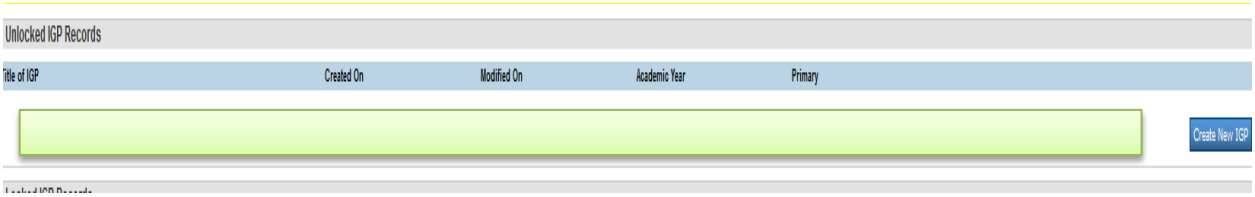
G. Deleting an unlocked IGP

To delete an unclocked IGP click on "delete" indicated below with the red arrow.



If you attempt to delete an IGP a “confirm delete” button will appear.

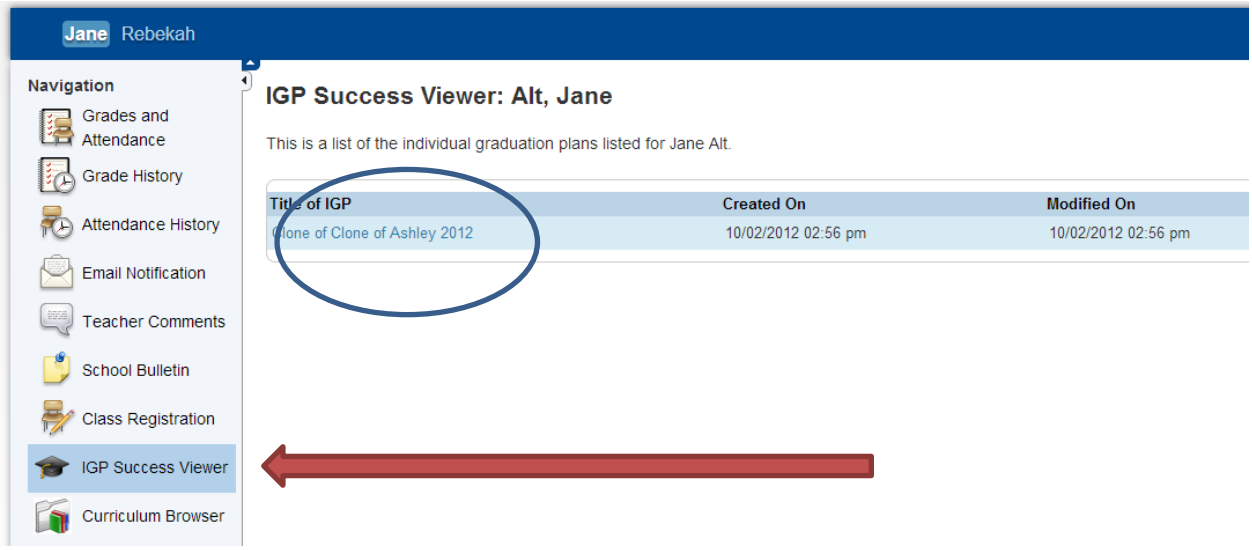
Once “confirm delete” is clicked the unlocked IGP will disappear.



A locked IGP cannot be deleted.

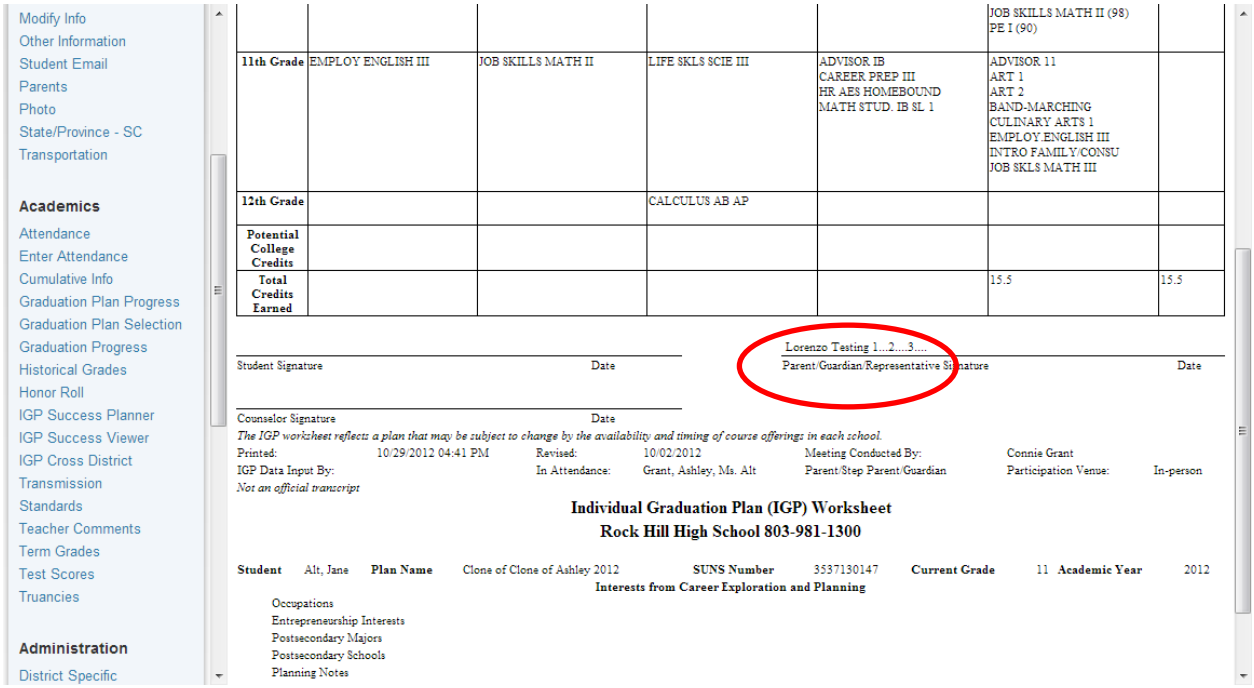
IV. THE PARENT PORTAL

In districts where the Parent Portal has been activated, a parent will need a district assigned username and password to log into the Parent Portal. After logging into the Parent Portal, the parent should click on “IGP Success Viewer” (see red arrow below). Next, click on the title of the IGP (see the blue oval below).



At the bottom of the IGP the parent will see the following boxes: The parent should type their name into the box and click “Sign IGP.”

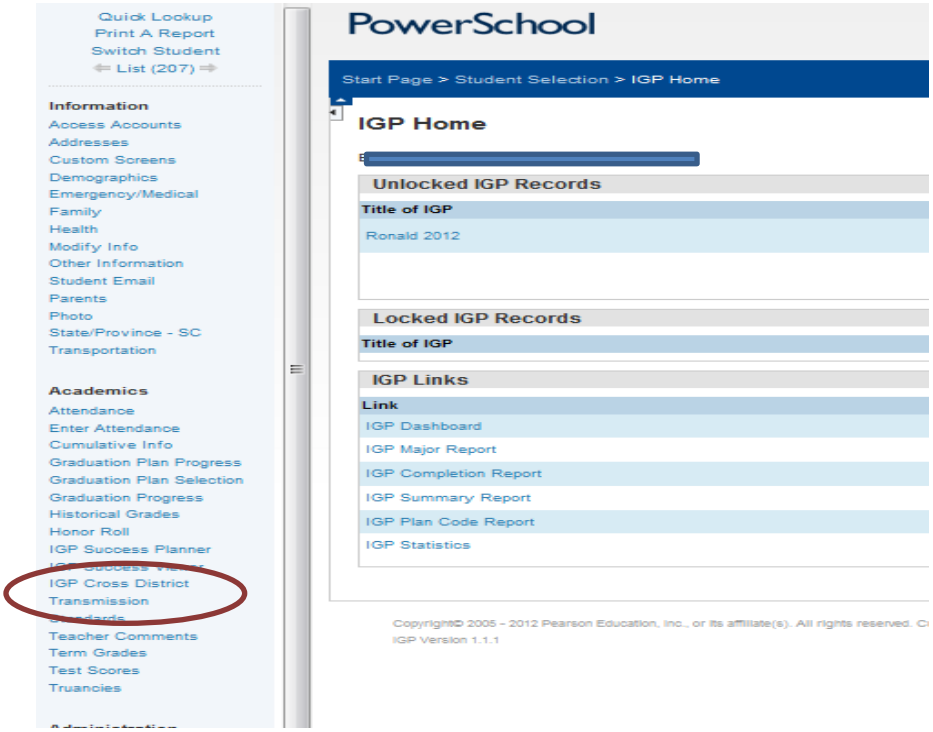
Once the parent signs the IGP in the parent portal, the e-signature will be visible in the eIGP Viewer.



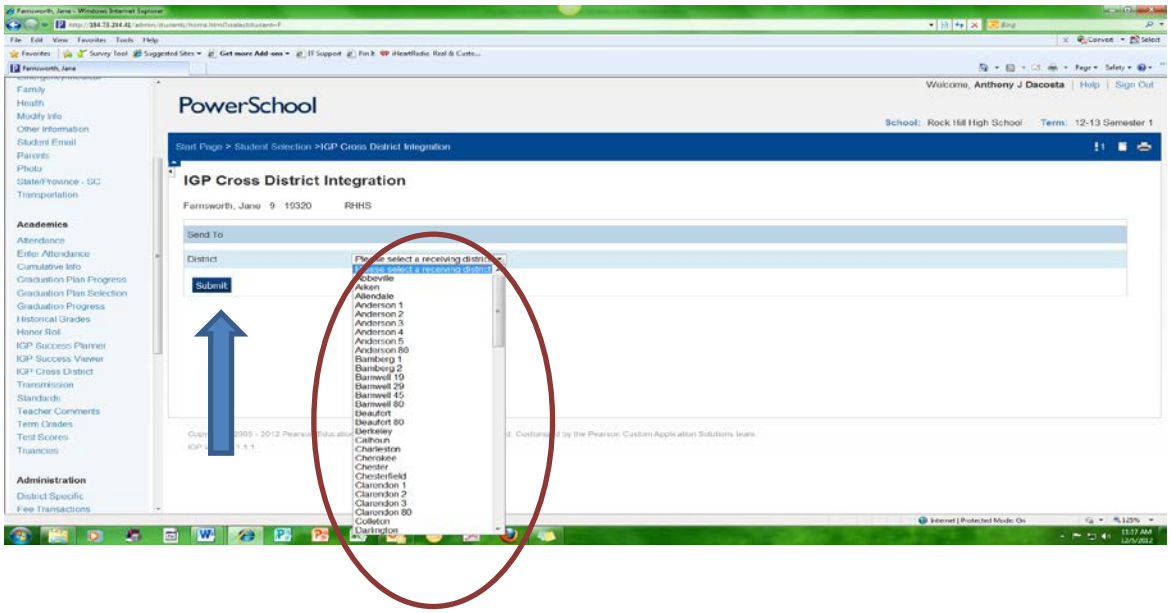
V. IGP CROSS DISTRICT TRANSMISSION

The Cross District Transmission is found on the main page where the IGP Success Planner and IGP Success Viewer are found. The CDT should be used when a student leaves your school, and the IGP needs to be transferred to the receiving district in order for them to access the student's IGP.

1. Click on Cross District Transmission



2. Choose the district where the IGP should be sent (see red oval) then click submit (see blue arrow).



VI. FAQs:

Q. Do I have to use the electronic signature in the Parent Portal?

A. No. You may print, sign, and file the IGP as you had in the past. However, to use the e-signature in the IGPs first lock the IGP; have the parent go into Parent Portal, click on IGP Success Viewer, go to the end of the document and sign in the box provided. Once the e-signature is complete in Parent Portal then the signature will be visible on the IGP Success Planner and IGP Success Viewer and the document can be made "primary."

Q. Is this the final version of the e-IGP?

A. No. There will also be a version 2 with some necessary enhancements. However, updates are being made by Pearson on an as-needed basis to repair/correct functionality issues. Pearson has recently released another update (version 1.1.1) that should be uploaded by your security manager.

Q. My middle schools are not showing in the list when I build my curriculum in the Curriculum Manager Tab.

A. Middle schools will be added in the next repair in a couple of weeks.

Q. When using the Cross District Transfer to send an IGP to another district which IGP is sent?

A. All of them. IGPs, when sent using the CDT, are housed on the Pearson cloud server until the SUNS# is entered by the receiving district's school. At the time the SUNS# is activated by another school, the IGP(s) on the cloud server are available for use by the new school. If an IGP is sent to a district and the student goes to another district, the former school must re-activate the student and send the IGP to the new district.

Q. How do we assign students to clusters and majors if we do not use Academies/Schools of Study?

A. The Curriculum Manager should create an academy titled "no academy" for the cluster. When building the IGP, the counselor would choose "no academy" from the drop down which would then populate the clusters, then majors, etc.

Q. We are not able to assign courses to majors. When you go into the curriculum manager function and click on majors and then assign courses, it will not allow you to assign courses. The search function does not yield any results whether you are seeking a course by title or by a course number.

R. Ensure that the courses have a credit type of "HS" associated with high school courses that should be active in the IGP system.

Q. Our system is taking forever to load courses in the system. Is there a problem at Pearson?

A. First, try using the e-IGPs in Mozilla FireFox. Many of you may need to contact your district IT personnel to add FireFox to your desktop or tablet. Contact the Pearson helpdesk at CustomApplicationSolutions@Pearson.com through the end of January 2013, if FireFox does not remedy the problem. Please include Sherry Williams and/or Dr. Sabrina Moore in your email to them. Our email addresses are srwillia@ed.sc.gov and smoore@ed.sc.gov

Q. The resources page is not working.

A. Ensure that you have named the resource page, provided a description of the page and included a URL link. The resource page name is what shows in the resources and serves as a hyperlink to the page.

Q. When will manuals and videos be posted to the web for district help?

A. Manuals will be posted on December 3, 2012, along with videos for curriculum managers and counselors. Resources can be found on the Personal Pathways to Success Counselor Page found here:

http://ed.sc.gov/agency/programs-services/174/Pathways/Counselors.cfm

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