

IGP Success Planner for Guidance Personnel

Office of Student Intervention Services



Today we will

Take a look at the School Counselor side of the IGP Success Planner to provide guidance on how to navigate the:

- IGP Success Planner
- IGP Success View
- IGP Cross District Transmission

The Process

Log into
Powerschool

- Access the student you would like to view
- On the left hand side under **Academics** choose **IGP Success Planner**

10.86.53.37/admin/students/home.html?xselectstudent=A

Welcome: **Dorothy Nero** | [Help](#) | [Sign Out](#)

School: District Office Term: 14-15 Year

Start Page > Student Selection > Bell Schedule View

Bell Schedule View

Allen, Francis Simone 4 370010001741 LES

Calendar information incomplete or missing for that date range (10/05/2014 - 10/11/2014)

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- Quick Lookup
- Print A Report
- Switch Student
- List (40)

Information

- Access Accounts
- Addresses
- Custom Screens
- Demographics
- Emergency/Medical
- Family
- Health
- Modify Info
- Other Information
- Student Email
- Parents
- Photo
- State/Province - SC
- Transportation

Academics

- Cumulative Info
- Graduation Plan Progress
- Graduation Plan Selection
- Graduation Progress
- Historical Grades/Honor Roll
- IGP Cross District
- Transmission
- IGP Success Planner
- IGP Success Viewer
- Standards
- Teacher Comments
- Term Grades/Test Results
- Truancies

Administration

- District Specific
- Fee Transactions
- Log Entries
- Lunch
- Lunch Transactions
- Net Access
- SEOP Review
- Incidents



IGP Success Planner

Creating the IGP

Helpful Tips

Be sure that the school year is set to the current year (Ex: 2014-15 for this school year)

Cloning the IGP

Click Clone

When cloning an IGP it creates a duplicate copy of the IGP

- **The duplicate IGP will appear above the original one**
- **You can then click on “cloned” IGP to make any necessary changes**

Creating an IGP from scratch

Click *Create New IGP*

Be sure that the school year is set to the current academic year (Ex: 2014-15). This must be done manually

- Name the IGP
- Set the school year to the current school year (Ex: 2014-15)
- Click submit; the new IGP is now created

Step One

Editing Settings of the IGP

- Name the IGP
- Insert career goal
- **Change academic year (if not done on previous screen)**
- Choose post-secondary plans (choose all that apply)
- Your name will automatically be populated in the " meeting conducted by" field
- Populate " IGP data entered by field" ONLY if someone other than yourself input the information
- Enter the names of the meeting participants
- Choose the option that best describes the meeting participants relationship to the student
- Choose meeting venue
- Click *Save and Next*

Step Two

Adding Majors

- Select Academy
- Choose Cluster
- Select Major

To add more than one major, repeat the process

To delete a major click on *delete major*

Click *Save and next* to move to the next step

Step Three

Course History

- Shows all courses that a student has taken and assigns them to subject areas
English, Math, Science, Social Studies, Electives
(the classes are assigned by credit type, if it can't find a match, it will be listed as uncategorized)
- If one of the classes was categorized incorrectly , simply drag and drop It to the correct location
- If the course has already been completed, it can not be moved to another year
- To define courses for the upcoming year, choose the subject area and course
- You will then be able to drag the course to the upcoming school year
- When choosing **Required Courses**, the courses required for the chosen major will be listed



Step Three

Course History

If no courses are listed when you click on the subject area link it is likely due to the scheduling set up of the student. To correct this, take the following steps:

Choose **Scheduling Set-up** under the **Scheduling** tab on the left hand side of your screen

If the **Next Year Grade** is 0 and the **Next School Indicator** field is blank, there will be no catalog available.

Once you change the grade and choose a next school indicator, click submit. You should now have access to the course catalog



Step Four

Additional Information

- Occupations
- Entrepreneurship Interests
- Post-Secondary Majors
- Post-Secondary School
- Links to SC Colleges and Universities and SCOIS
- Planning Notes

This information is not required but is very helpful to parents, students and counselors who may inherit the student

* Your district curriculum manager may have added web links under IGP resources to assist you with providing additional resources. This tab is located after step four*



Saving and Locking the IGP

Once you have completed the IGP, you have two options:

Save without locking allows you to edit the IGP at a later date.

Save and lock permanently locks the IGP.

If you save and lock the IGP, be sure to make it Primary

This is how the SDE captures the IGP completion rate

* Only one IGP can be primary; once you make one primary, the others will change by default*



Viewing the Completed IGP

To view the completed IGP:

- Click on the name of the IGP you want to view
- The IGP will be shown in a “view only” format

IGP Success Viewer

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Provides view only access to the IGP's

The Process

Log into
Powerschool

- Access the student you would like to view
- On the left hand side under **Academics** choose **IGP Success Viewer**

IGP Success Viewer

- Provides a list of ALL IGPs for the student; locked and unlocked
- Click the IGP to view it in a “view only” state

IGP Cross District Transmission

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The Process

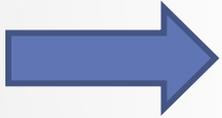
Log into
Powerschool

- Access the student you would like to view
- On the left hand side under **Academics** choose **IGP Cross District Transmission**

IGP Cross District Transmission

- Allows you to send a student's IGP to another school when they transfer (within South Carolina)
- Select the district that the student will be transferring to and click submit

this must be done prior to the student being withdrawn



when the new district enrolls the student, the IGP will automatically populate

If the previous district has sent a Cross District Transmission to you for a new enrollee, the IGP should show up within 24 hours

In closing....

Contact

Dorothy Nero

dnero@ed.sc.gov

803-734-6267

If you have any technical issues with IGP in PowerSchool, please contact your District Technology Coordinator.

The IGP Tech Contact for the State Department of Education is **Kelly Wishert-Hoskins** kwhoskins@ed.sc.gov

