

# IGP Success Planner for Curriculum Managers

Office of Student Intervention Services



# Welcome

Please mute all phones

Please ask all questions in the chat box



# Today we will

- Navigate the Curriculum Managers side of the IGP Success Planner to provide guidance on how to
  - Create academies
  - Add CIP codes
  - Create majors
  - Create Cluster
  - Add/Update IGP resources
  - Add courses

# The Process

Log into  
Powerschool

- Be sure that location is set to **District Office**
- Chose the **District Option** under **Set Up tab**
- Chose **IGP Curriculum Manager**

**Functions**

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

**Reports**

- System Reports
- ReportWorks

**People**

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry
- New Parent Entry

**Setup**

- District
- System
- Personalize

**Applications**

- PowerLunch
- PS Administrator
- PT Administrator
- ReportWorks Developer

## IGP Curriculum Manager

Function	Description
Academes	Add/Edit Academes
CIP Codes	Add/Edit CIP Codes
Clusters	Add/Edit Clusters
Courses	Add/Edit Course Postsecondary Modifiers
Majors	Add/Edit Majors
IGP Resources	Create resources for counselors to use during the IGP Process
Middle School Courses	Function to add Middle School courses to existing IGP's Only needs to be run one time

# Academies

# Academies

## Helpful Tips

- If your district doesn't use academies, no set up is needed
- If academies were previously created they will still be shown
- If you see the **"Error-fix me"** message, this may have been a blank academy
  - Click on it to delete academy or rename it

# Creating New Academies

Click New

Enter academy name

- If the academy is located at all schools in the district; leave select schools field blank and click submit button
- If the academy is at select schools in the district; from the drop down box, only select the schools where the academy is located then click the submit button

# Editing Academies

Click on chosen academy

- If majors were already previously associated with the academy; they will be no option to delete
- Editing academies with associated majors may cause changes in those majors

# CIP Codes

# Adding New CIP Codes

Click *New*

Dropdown box will show all CIP Codes available statewide

- **To view all CIP codes defined for your district , you can change the number shown option.**
- **To define New CIP code select the NEW button**
  - CIP codes that appear greyed out are already in use by your district
  - Selecting one that isn't currently in use will add it to your district list
- **To view a CIP code, click on that CIP code**
  - This will also give you the ability to delete the CIP code from your school list

# Clusters

# Creating New Clusters

Click *New*

You should only create a career cluster if directed to do so by the SCDE

# Editing Clusters

Click on the name of the cluster

You will have the ability to edit the name of that cluster

- **If there are majors associated with the cluster you are attempting to edit, editing those clusters may affect the majors associated with it.**

# Courses- Post Secondary Modifiers

# Courses- Post Secondary Modifiers

- Clicking on *courses* will take you to a listing of all courses in the course catalog for your district
  - If looking for a particular course, type it in the search box in the top right corner
  - Clicking on the course number allows you to choose the post-secondary modifier for that course
  - Click the submit button to complete the action

Some districts have been noticing that post secondary plans aren't saving. If you are experiencing this issue, please contact your district technology contact

# Majors

# Editing Majors

Click *Major*

Clicking on particular major will allow you to edit it

- Majors can be filtered using the search box at the top right corner
- **If there are currently IGPs associated with the major, editing the major will affect those IGPs**

# Assigning Courses to Majors

Click *Assign Courses*

The Four Course Categories will be shown

- To edit either category click on the area you want to edit
- To remove a course from the listing, choose delete
- To add a course, choose from the courses listed below ( scroll or filter)
- Once you have found the course, choose *Add Course*
- Notes for each course category can be added from the administrative screen by typing into the *Notes Box* under that category

# Creating New Majors

*Click New*

\*Academies/School of Study is optional\*

- Select cluster
  - Insert name of major
  - Choose CIP Code
  - Chose activate date
  - Choose phase out date
  - Chose inactivate date
  - Click submit
- } optional

# IGP Resources

This allows you to create quick links for Guidance Counselors to use when working with student IGPs.

To define a link:

- provide the URL to a website
- list the title you would like to display
- provide a description of the website.
- click submit; the link is successfully saved

# In closing....

## Contact

Dorothy Nero

[dnero@ed.sc.gov](mailto: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](mailto:kwhoskins@ed.sc.gov)

