



# JUNIOR COUNSELING LESSON: COMPLETING YOUR ICAP

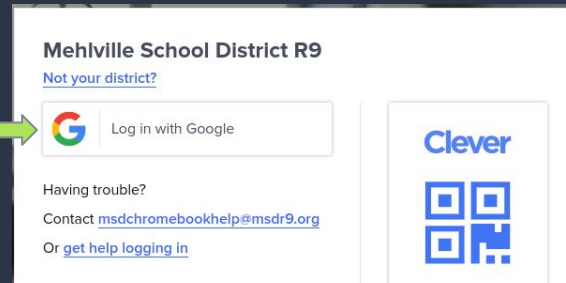
1. GO TO YOUR CLASSLINK BACKPACK



2. FIND AND CLICK THE MISSOURI CONNECTIONS ICON



3. CLICK LOG IN WITH GOOGLE



IF YOU ARE NEW TO THE MEHLVILLE SCHOOL DISTRICT YOU MIGHT NEED TO CREATE AN ACCOUNT. [CLICK HERE](#) FOR STEPS ON SETTING UP YOUR ACCOUNT

\*HOVER\* OVER "MY PORTFOLIO"

The screenshot shows the MissouriConnections.org website interface. At the top, there is a header with the logo, a 'Hide' button, a school selection dropdown (Mehlville R-IX - Mehlville High School), a 'Go To' button, and a user profile section for 'Beth' with '0 Messages' and a 'Log Out' button. A green arrow points from the text '\*HOVER\* OVER "MY PORTFOLIO"' to the 'MY PORTFOLIO' tab in the navigation bar. Below the navigation bar, the 'My Portfolio' section is displayed. It includes a sidebar with links like 'View My Portfolio' and a main content area with various options. A green arrow points from the text '\*CLICK\* ON "ICAP PLAN"' to the 'ICAP Plan' button in the 'What reports can I run to show my progress?' section.

MissouriConnections.org  
Connect to Your Future

Hide

Mehlville R-IX - Mehlville High School Go To

Text Only Version

Beth 0 Messages Log Out

PLAN ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT MY PORTFOLIO

Search

### My Portfolio

View your Missouri Connections favorites and Missouri Connections assessment results.

Save information for résumés and applications.

Store your files and résumés.

[View My Portfolio](#)

**Where are the pages and results I've saved?**

- Favorites
- Sort and Assessment Results
- Stored Files and Links

**How do I create or update my résumé?**

- Résumé Creator
- Saved and Uploaded Résumés

**How do I create a career plan?**

- Career Plan

**How do I track my career activities?**

- Checklists

**How do I plan my courses?**

- Course Plan

**How do I track my school applications?**

- Application Tracker

**What reports can I run to show my progress?**

- Combined Report of Assessments
- Personal Learning Plan
- ICAP Plan**

\*CLICK\* ON "ICAP PLAN"

## ICAP PLAN

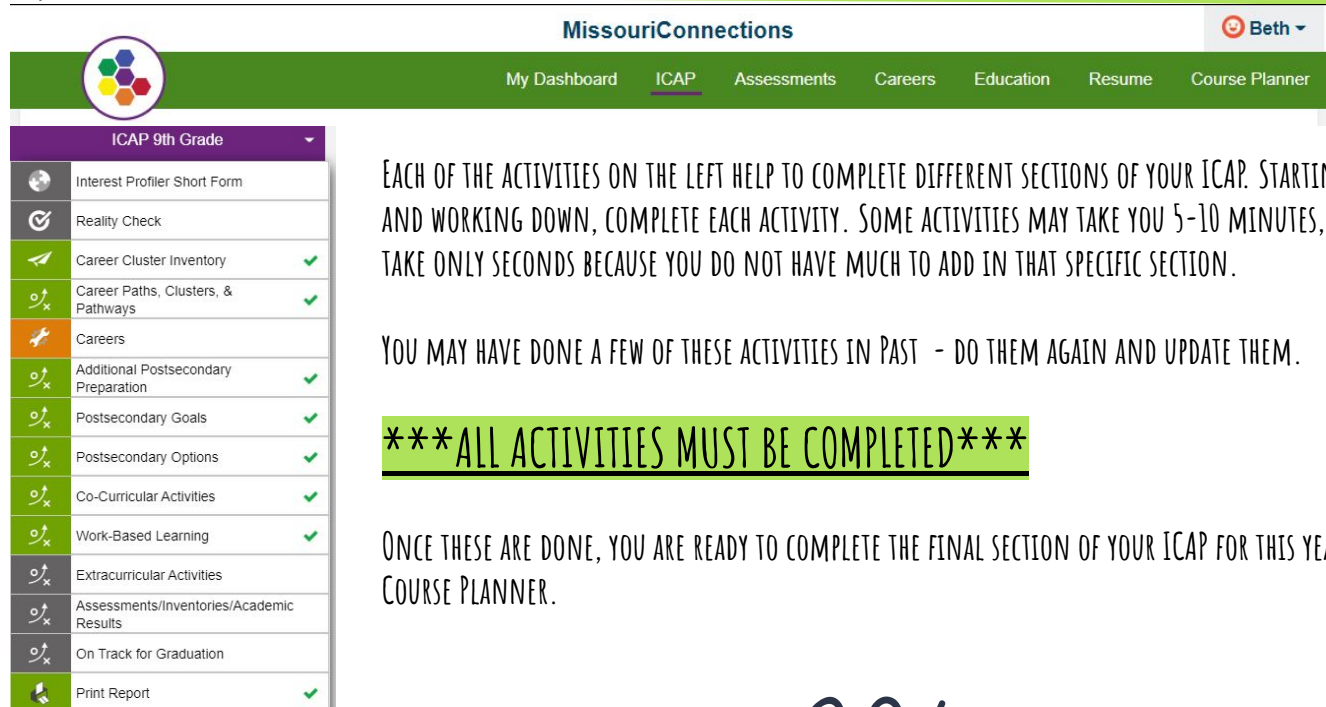
Your Individual Career & Academic Plan (ICAP) is designed to help you plan your coursework and activities. Through your Missouri Connections experience you will discover your interests, achieve personal career goals, plan for post-secondary options, and find your individual career path to success. Using the ICAP in Missouri Connections will help you develop the awareness, knowledge, attitudes and skills to be career ready.

Click the button to go to your ICAP and complete the activities.

Go to My ICAP



- 1) CLICK "ICAP" FROM THE MENU BAR
- 2) CHANGE TO "ICAP 11TH GRADE"



The screenshot shows the MissouriConnections website interface. At the top, there is a navigation bar with the site name "MissouriConnections" and a user profile "Beth". Below this is a green menu bar with options: "My Dashboard", "ICAP", "Assessments", "Careers", "Education", "Resume", and "Course Planner". The "ICAP" option is selected. On the left side, there is a dropdown menu for "ICAP 9th Grade" which is expanded to show a list of activities. Each activity has a status icon (a globe, a checkmark, or a pencil) and a green checkmark indicating completion. The activities listed are: Interest Profiler Short Form, Reality Check, Career Cluster Inventory, Career Paths, Clusters, & Pathways, Careers, Additional Postsecondary Preparation, Postsecondary Goals, Postsecondary Options, Co-Curricular Activities, Work-Based Learning, Extracurricular Activities, Assessments/Inventories/Academic Results, On Track for Graduation, and Print Report.

ICAP 9th Grade	
Interest Profiler Short Form	
Reality Check	
Career Cluster Inventory	✓
Career Paths, Clusters, & Pathways	✓
Careers	
Additional Postsecondary Preparation	✓
Postsecondary Goals	✓
Postsecondary Options	✓
Co-Curricular Activities	✓
Work-Based Learning	✓
Extracurricular Activities	
Assessments/Inventories/Academic Results	
On Track for Graduation	
Print Report	✓

EACH OF THE ACTIVITIES ON THE LEFT HELP TO COMPLETE DIFFERENT SECTIONS OF YOUR ICAP. STARTING AT THE TOP AND WORKING DOWN, COMPLETE EACH ACTIVITY. SOME ACTIVITIES MAY TAKE YOU 5-10 MINUTES, OTHERS WILL TAKE ONLY SECONDS BECAUSE YOU DO NOT HAVE MUCH TO ADD IN THAT SPECIFIC SECTION.

YOU MAY HAVE DONE A FEW OF THESE ACTIVITIES IN PAST - DO THEM AGAIN AND UPDATE THEM.

**\*\*\*ALL ACTIVITIES MUST BE COMPLETED\*\*\***

ONCE THESE ARE DONE, YOU ARE READY TO COMPLETE THE FINAL SECTION OF YOUR ICAP FOR THIS YEAR -- THE COURSE PLANNER.

FIRST: CLICK ON "COURSE PLANNER"

LAST:  
COMPLETE THE  
COURSE PLAN  
FOR \*ALL FOUR  
YEARS\* OF  
SCHOOL.

THIS IS ONLY A  
PLAN,  
NOTHING IS  
SET IN STONE!

**MissouriConnections**

My Dashboard ICAP Assessments Careers Education Resume **Course Planner**

Overall progress to meet graduation: 0% Completed

Credits: Core 0/18 Elective 0/7 Total Credits 0.00/25

Plan Your Courses for Graduation

Site Name: Mehlville R-IX - Mehlville... Active Pathway: Minimum Graduation Re...

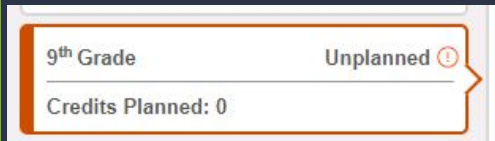
Summary

You are 0% on track planning for graduation. You have planned 0 credits out of the required 25 for graduation. Your active pathway is **Minimum Graduation Requirements - 1 Fine Art + 1 Foreign Language**. Select a grade to finish planning for graduation.

Grade	Completed	Planned	Planned by Pathway
9 <sup>th</sup> Grade	00	00	00
10 <sup>th</sup> Grade	00	00	00
11 <sup>th</sup> Grade	00	00	00
12 <sup>th</sup> Grade	00	00	00

SECOND: MAKE  
SURE YOUR SITE  
NAME IS SET TO  
MEHLVILLE  
HIGH SCHOOL  
AND YOU'VE  
CHOSEN THE  
CORRECT  
PATHWAY FOR  
YOUR PLANS!!!

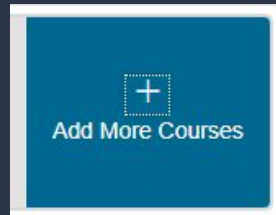
STEP 1:  
SELECT THE GRADE YOU  
WISH TO COMPLETE



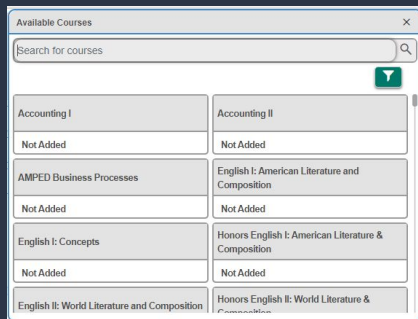
9th Grade Unplanned ⚠

Credits Planned: 0

STEP 2:  
CLICK TO ADD  
COURSES



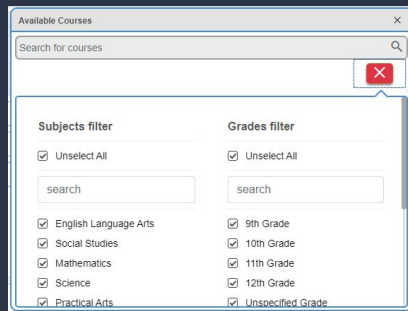
STEP 3:  
FIND COURSES TO ADD TO YOUR PLAN  
BY EITHER TYPING THE NAME IN THE  
SEARCH BAR (LEFT PIC) OR FILTERING  
BY SUBJECT AREA (RIGHT PIC) AND  
ADDING THE TERM FOR EACH CLASS.



Available Courses

Search for courses

Accounting I	Accounting II
Not Added	Not Added
AMPED Business Processes	English I: American Literature and Composition
Not Added	Not Added
English I: Concepts	Honors English I: American Literature & Composition
Not Added	Not Added
English II: World Literature and Composition	Honors English II: World Literature & Composition



Available Courses

Search for courses

Subjects filter

☒ Unselect All

search

☒ English Language Arts  
☒ Social Studies  
☒ Mathematics  
☒ Science  
☒ Practical Arts

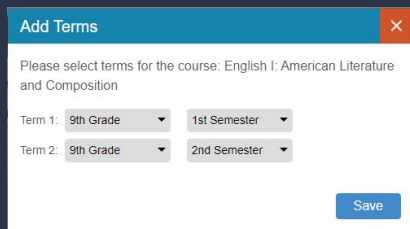
Grades filter

☒ Unselect All

search

☒ 9th Grade  
☒ 10th Grade  
☒ 11th Grade  
☒ 12th Grade  
☒ Unspecified Grade

FOR YEARLONG COURSES:  
TERM 1 = 1ST SEMESTER  
TERM 2 = 2ND SEMESTER



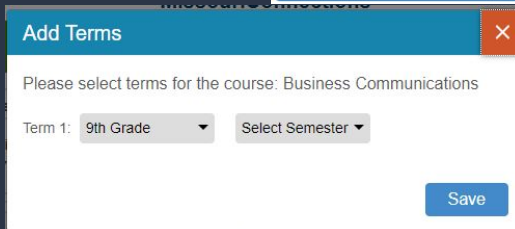
Add Terms

Please select terms for the course: English I: American Literature and Composition

Term 1: 9th Grade 1st Semester

Term 2: 9th Grade 2nd Semester

Save



Add Terms

Please select terms for the course: Business Communications

Term 1: 9th Grade Select Semester

Save

FOR SEMESTER COURSES:  
THE TERM IS WHATEVER  
SEMESTER YOU TOOK THE  
CLASS IN

IF YOU FINISH ALL OF YOUR ICAP TASK WITH TIME TO SPARE PLEASE WORK THROUGH THE FOLLOWING SCOIR TO-DO'S

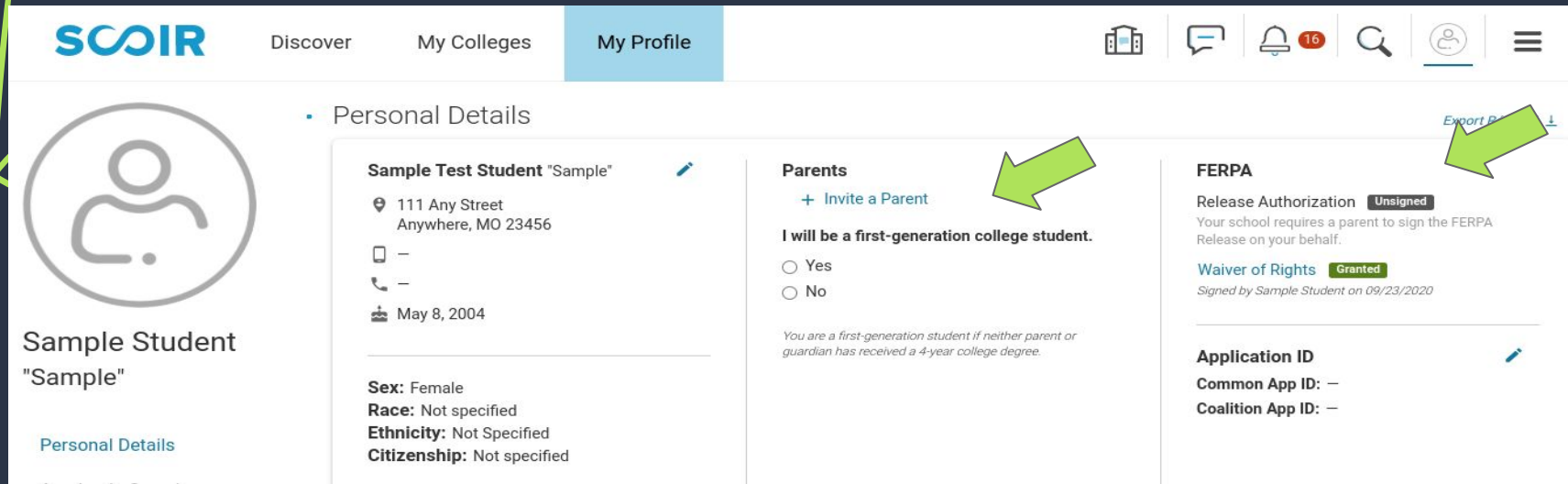
## SCOIR TO-DO LIST

- ☐ ADD A PARENT
- ☐ HAVE YOUR PARENT/LEGAL GUARDIAN SIGN FERPA RELEASE AUTHORIZATION
- ☐ FINISH UPDATING ACTIVITIES/ACHIEVEMENTS
- ☐ ADD COLLEGE PREFERENCES
- ☐ START RESEARCHING AND FOLLOWING COLLEGES

CHECK OUT THE NEXT SLIDES FOR INSTRUCTION ON HOW TO COMPLETE THESE TASK



# INVITE PARENT/GUARDIAN & FERPA RELEASE



**SCOIR** Discover My Colleges **My Profile**

111 Any Street  
Anywhere, MO 23456

May 8, 2004

**Sample Student** "Sample"

Personal Details

**Sample Test Student** "Sample"

**Parents**  
+ Invite a Parent

I will be a first-generation college student.

☐ Yes  
☐ No

*You are a first-generation student if neither parent or guardian has received a 4-year college degree.*

**FERPA**

Release Authorization **Unsigned**  
Your school requires a parent to sign the FERPA Release on your behalf.

Waiver of Rights **Granted**  
Signed by Sample Student on 09/23/2020

Application ID  
Common App ID: —  
Coalition App ID: —

Export PDF

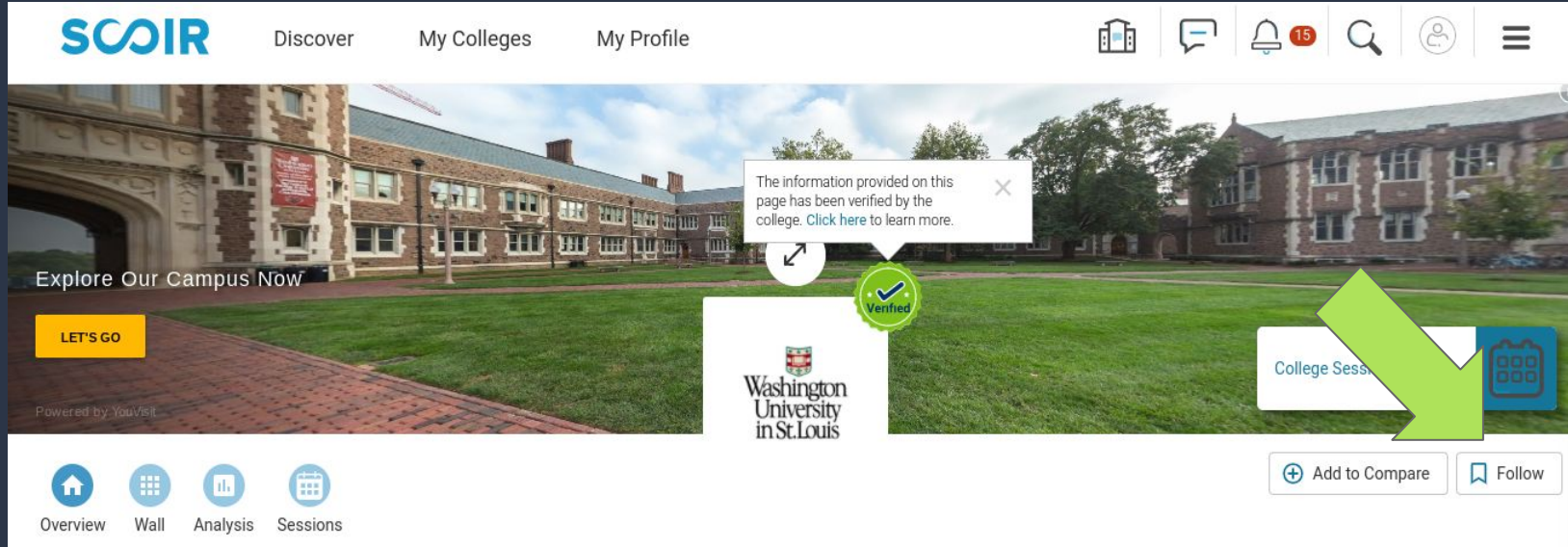
GO TO "MY PROFILE" TO INVITE YOUR PARENT OR GUARDIAN. MAKE SURE THEY SIGN THE FERPA RELEASE AUTHORIZATION. MEHLVILLE WILL NOT BE ABLE TO SEND ANY TRANSCRIPTS TO COLLEGES UNLESS THIS STEP HAS BEEN COMPLETED.

# UPDATING COLLEGE PREFERENCES

The screenshot displays the SCOIR 'My Profile' interface. The top navigation bar includes 'Discover', 'My Colleges', and 'My Profile' (which is highlighted). On the left sidebar, under 'Sample Student "Sample"', there are links for 'Personal Details', 'Academic Overview', 'Personal Bio', 'Activities & Achievements', and 'College Preferences' (which is highlighted with a green arrow). The main content area is titled 'College Preferences' and features a large circular button with a plus sign. Below this button, the text reads 'Let's find your best-fit colleges' and 'Add preferences to get matched with colleges that fit your interests and receive smarter recommendations'. A green arrow points from this text to an 'Add Preferences' button. To the right, an 'Edit Preferences' modal is open, showing a list of preference categories: 'Academic Focus', 'Undergraduate Degrees', 'Personal Interests & Activities', 'Distance/location', 'Tests Scores and Acceptance Rate', 'Campus Setting', 'School Type', and 'No. Undergraduates'. Each category has a dropdown arrow. At the bottom of the modal, there are 'Collapse All' and 'Done' buttons.

GO TO MY PROFILE AND LOCATE COLLEGE PREFERENCES ON THE LEFT HAND SIDE. ENTER IN YOUR PREFERENCES AND SCOIR WILL PROVIDE YOU WITH A LIST OF COLLEGES THAT FIT YOUR CRITERIA.

# BEGIN FOLLOWING COLLEGES



WHEN RESEARCHING COLLEGES YOU CAN CLICK ON THE "FOLLOW" BUTTON SHOWN IN THE IMAGE ABOVE TO ADD A SCHOOL TO YOUR LIST. CLICK ON THE "MY COLLEGE" TAB ON TOP OF YOUR SCREEN TO ACCESS ALL OF THE COLLEGES YOU HAVE SAVED. WHEN YOU APPLY TO A COLLEGE BE SURE TO UPDATE THE STATUS OF THAT SCHOOL IN SCOIR AND WE WILL RECEIVE AN ALERT TO SEND YOUR TRANSCRIPTS.

# VISIT THE COUNSELING CENTER WEBSITE

MAKE SURE YOU ARE CHECKING OUT THE [MEHLVILLE COUNSELING CENTER WEBSITE](#) PERIODICALLY AND MARKING YOUR CALENDARS FOR UPCOMING EVENTS WITH COLLEGES AND OTHER PROGRAMS (SCROLL DOWN ON THE MAIN PAGE).

THERE IS A LOT OF INFORMATION AND RESOURCES AVAILABLE TO YOU ON OUR WEBSITE SO PLEASE TAKE SOME TIME TO EXPLORE