



FRESHMEN  
COUNSELING LESSON:  
COMPLETING YOUR  
ICAP - FALL 2023

# Log into Missouri Connections

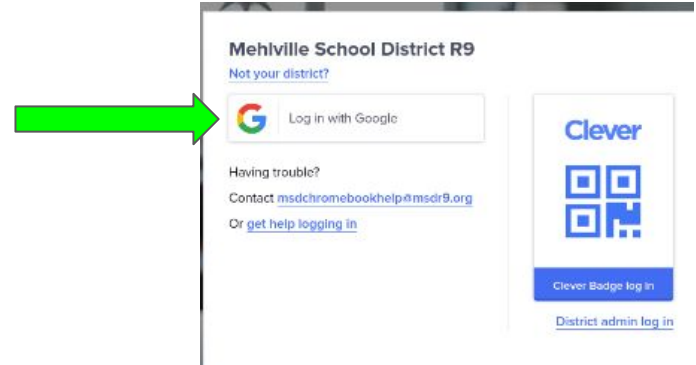
1. Go to your Classlink Backpack



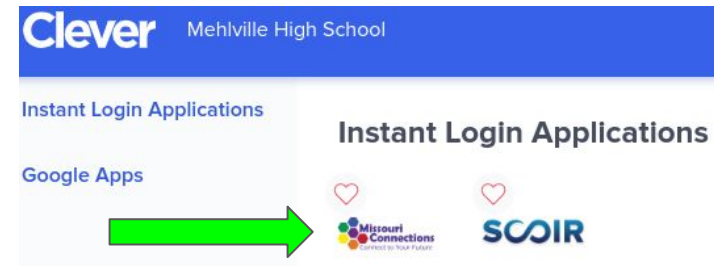
2. Click on the Missouri Connections Icon



3. Click on Log in with Google



4. Click on Missouri Connections

















- 1) CLICK "ICAP/CAREER PLAN" FROM THE MENU BAR
- 2) CHANGE TO "ICAP 9TH GRADE"

MissouriConnections

English ▾ Beth ▾

My Dashboard ICAP/Career Plan Self-Surveys Careers Education Employment Course Planner

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 MIDDLE SCHOOL AND YOU SHOULD HAVE COMPLETED SOME IN TAPS EARLIER THIS YEAR - FEEL FREE TO DO ANY OF THEM AGAIN IF YOU FEEL YOU NEED TO.

**\*\*\*WORK TO COMPLETE ALL OF THE ACTIVITIES ON THE LIST\*\*\***

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

NOW YOU ARE READY TO COMPLETE THE COURSE PLANNER

FIRST: CLICK ON "COURSE PLANNER" TO MOVE TO THE COURSE PLANNER SCREEN



My Dashboard ICAP/Career Plan Self-Surveys Careers Education Employment Course Planner

ICAP 9th Grade

13  
Total

100%  
Completed

13 Completed  
0 Started  
0 Incomplete

Continue

Additional plans :



THE STATE OF MISSOURI HAS IDENTIFIED SIX DIFFERENT CAREER PATHS WHICH ALL CAREERS FALL UNDER. AFTER TAKING YOUR CAREER INVENTORY AND LOOKING AT POTENTIAL CAREERS IN YOUR ICAP ACTIVITIES, IDENTIFY WHICH CAREER PATH YOU BELIEVE YOU ARE MOST INTERESTED IN PURSUING. EVEN IF YOU ARE NOT SURE YET, THIS CAN ASSIST YOU WHEN SELECTING YOUR FUTURE COURSES AT MHS. WHEN YOU SELECT A PATH IN YOUR COURSE PLANNER, YOU WILL SEE A LIST OF SUGGESTED MHS COURSES FOR STUDENTS IN YOUR CAREER PATH.

CLICK ON THE IMAGE ABOVE TO SEE A MORE DETAILED LIST OF CAREER CLUSTERS & PATHWAYS

Plan Your Courses for Graduation

Site Name  
Mehlville R-IX - Mehlville... ▼

Active Pathway  
Arts & Communication ▼

Arts & Communication

Business, Management & Technology

Health Services

Human Services

Industrial & Engineering Technology

Natural Resources & Agriculture

Completed 00

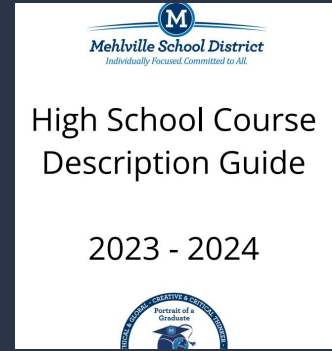
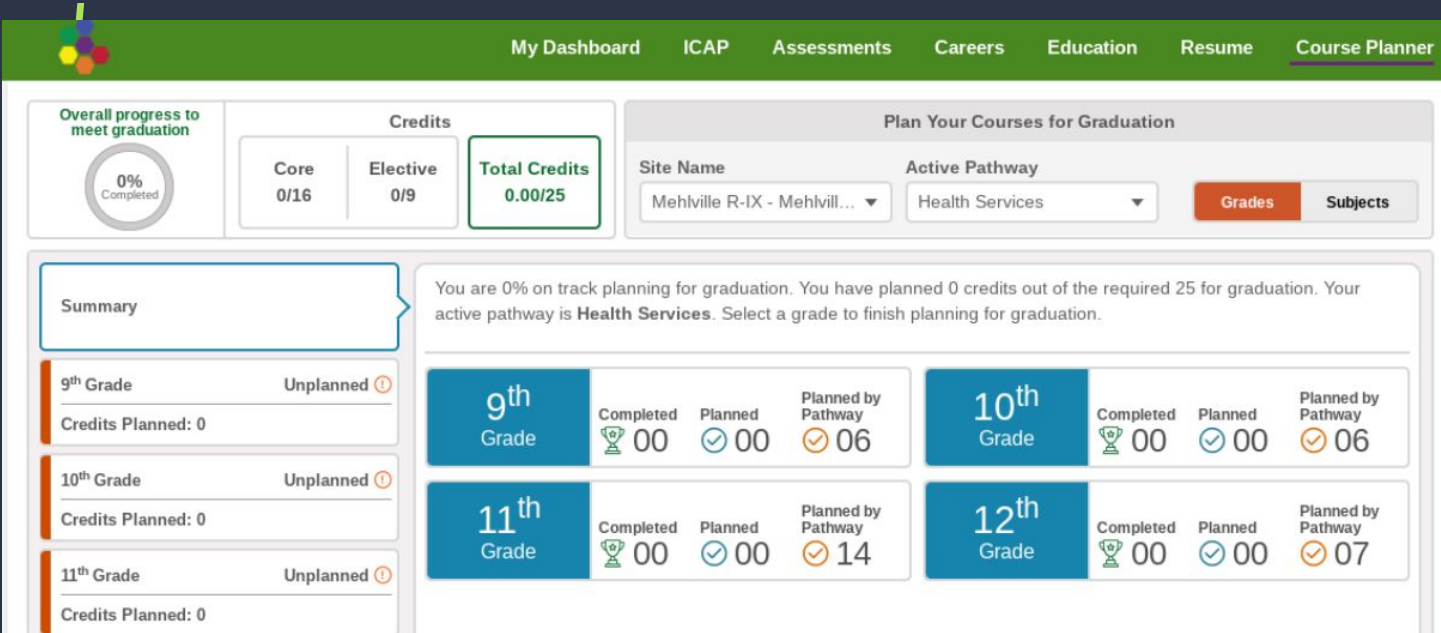
Planned 08

Planned by Pathway 32

MAKE SURE YOUR SITE NAME IS SET TO MEHLVILLE HIGH SCHOOL. THEN SELECT YOUR TOP CAREER PATH FROM THE PREVIOUS SLIDE AND DESIGNATE IT IN THE ACTIVE PATHWAY BOX.

COMPLETE THE COURSE PLAN FOR \*ALL FOUR YEARS\* OF HIGH SCHOOL. LOOK AT THE COURSE GUIDE TO FIND CLASSES YOU MAY WANT TO TAKE

REMEMBER: THIS IS ONLY A PLAN, NOTHING IS SET IN STONE SO YOU CAN CHANGE IT THROUGHOUT YOUR HIGH SCHOOL YEARS. PLANNING AHEAD WILL HELP YOU SEE WHAT COURSES YOU NEED TO BE PREPARED FOR YOUR FUTURE.




Link to the Course Guide by clicking on the icon above and selecting 23-24. Be sure to check the first page of each department for sequences of courses.



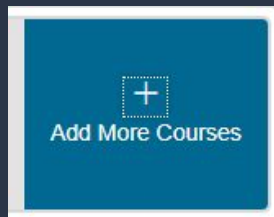
## STEP ONE:









SELECT THE GRADE YOU WISH TO COMPLETE BY CLICKING ON THE "UNPLANNED" NEXT TO THE GRADE LEVEL.

9 <sup>th</sup> Grade	Unplanned 
Credits Planned: 0	

## STEP TWO:

CLICK TO ADD COURSES BY CHOOSING "ADD MORE COURSES" OR SELECTING THE GREEN DISC ICON ON ONE OF THE ELECTIVES RECOMMENDED FOR YOUR CAREER PATH



Courses Recommended by Pathway			
<b>Business Co...</b> 0.5 Credits	<b>Practical Arts</b> Terms 0/0	<b>Fashion Cons...</b> 0.5 Credits	<b>Practical Arts</b> Terms 0/0
 Planned by Pathway		 Planned by Pathway	
<b>Interior Design</b> 0.5 Credits	<b>Practical Arts</b> Terms 0/0	<b>French I</b> 1 Credits	<b>World Langua...</b> Terms 0/0
 Planned by Pathway		 Planned by Pathway	



### STEP THREE:

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. ALSO MAKE SURE TO SELECT THE GRADE LEVEL IN WHICH YOU WANT TO TAKE THE COURSE.

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

CLICK ON THE CREDIT CHECK WORKSHEET IF YOU WOULD LIKE TO USE IT AS AN ADDITIONAL RESOURCE TO MAKE SURE YOU ARE SELECTING THE COURSES YOU NEED FOR EACH OF THE GRADUATION CATEGORIES.

IF YOU HAVE TAKEN OR PLAN TO TAKE SUMMER SCHOOL COURSES, PUT THOSE COURSES IN THE GRADE LEVEL YOU ATTENDED AFTER SUMMER SCHOOL - SO CLASSES TAKEN THE SUMMER BEFORE 9TH GRADE GO IN THE 9TH GRADE YEAR AND SO FORTH. (ALSO IF YOU TOOK 9TH GRADE COURSES IN 8TH GRADE - YOU PUT THOSE IN 9TH GRADE AS WELL.)

\*IF YOU HAVE NOT TAKEN ANY ADDITIONAL COURSES THEN YOU SHOULD HAVE 7 CREDITS PLANNED FOR EACH YEAR.

Active Pathway





Arts & Communication

Grades

Subjects

planned 28 credits out of the required 25 for graduation. Your  
 ct to finish planning for graduation.

Social Studies	Completed 00	Planned 04	Planned by Pathway 00
Science	Completed 00	Planned 03	Planned by Pathway 00

Summary	
English Language ...	Unplanned 
Core: 4/4	Elective: 1.5
Social Studies	Planned 
Core: 3/3	Elective: 0.5
Mathematics	Planned 
Core: 3/3	Elective: 1
Science	Planned 
Core: 3/3	Elective: 0

## 2023-24 Mehlville High School Graduation

25 Total Credits & 7 Exams Required for Graduation

**NAME:** \_\_\_\_\_

Directions: For courses - Write the title of each course completed in the first box, followed by the passing grade received for each semester of the course. (Courses already written in are state requirements in addition to MHS requirements). See the Career & Course Planning Guide to determine which category a course will fit under. Each small box represents .5 credit.

For exams - Next to each exam, write the date the exam was completed.

English Language Arts	4 Credits	Electives (Includes extra credits from other categories)	8 Credits
Math	3 Credits		
Science	3 Credits		
Social Studies	3 Credits		
U.S. History			
American Government			
Career Education	.5 Credit		
Personal Finance			
Fine Art	1 Credit		
Practical Art	1 Credit		
Physical Education/Health	1.5 Credits		
Health			

Test Requirements	Completion Date
EOC - Algebra I	
EOC - Biology	
EOC - English II	
EOC - Government	
CPR	
Missouri Constitution	
U.S. Constitution	
Civics	
ACT or WorkKeys or ASVAB	

KEEP IN MIND THAT THE SUGGESTED ELECTIVES FOR YOUR PATH SHOW UP IN THE GRADE LEVEL YOU CAN FIRST TAKE THEM. SO YOU MAY FIND AN INTERESTING COURSE YOU WANT TO TAKE FOR YOUR CAREER PATH LISTED IN 9TH GRADE BUT CHOOSE TO FIT IT IN YOUR SCHEDULE IN THE 11TH GRADE- JUST CHANGE THE GRADE LISTED WHEN ADDING IT.

### 11<sup>th</sup> Grade Courses

Credits Planned: 03

Completed 00

Planned 05

Planned by Pathway 11

+  
Add More Courses

#### Courses Recommended by Pathway

<b>Spanish IV</b> 1 Credits	<b>World Language</b> Terms 0/0	
Planned by Pathway		
<b>Probability and Statistics</b> 1 Credits	<b>Mathematics</b> Terms 0/0	
Planned by Pathway		
<b>AP Biology</b> 1 Credits	<b>Science</b> Terms 0/0	
Planned by Pathway		
<b>AP Physics</b> 1 Credits	<b>Science</b> Terms 0/0	
Planned by Pathway		
<b>Sociology</b> 0.5 Credits	<b>Social Studies</b> Terms 0/0	
Planned by Pathway		
<b>CAPS-Technology</b> 3 Credits	<b>Practical Arts</b> Terms 0/0	
Planned by Pathway		

For example - Sociology is listed as a recommended course for my career path in 11th grade but I want to take it during senior year. So I will click on the save icon next to Sociology then change the grade level to 12th and pick the semester I want to take it.

#### Add Terms

Please select terms for the course: Sociology

Term 1: 11th Grade Select Semester

Save

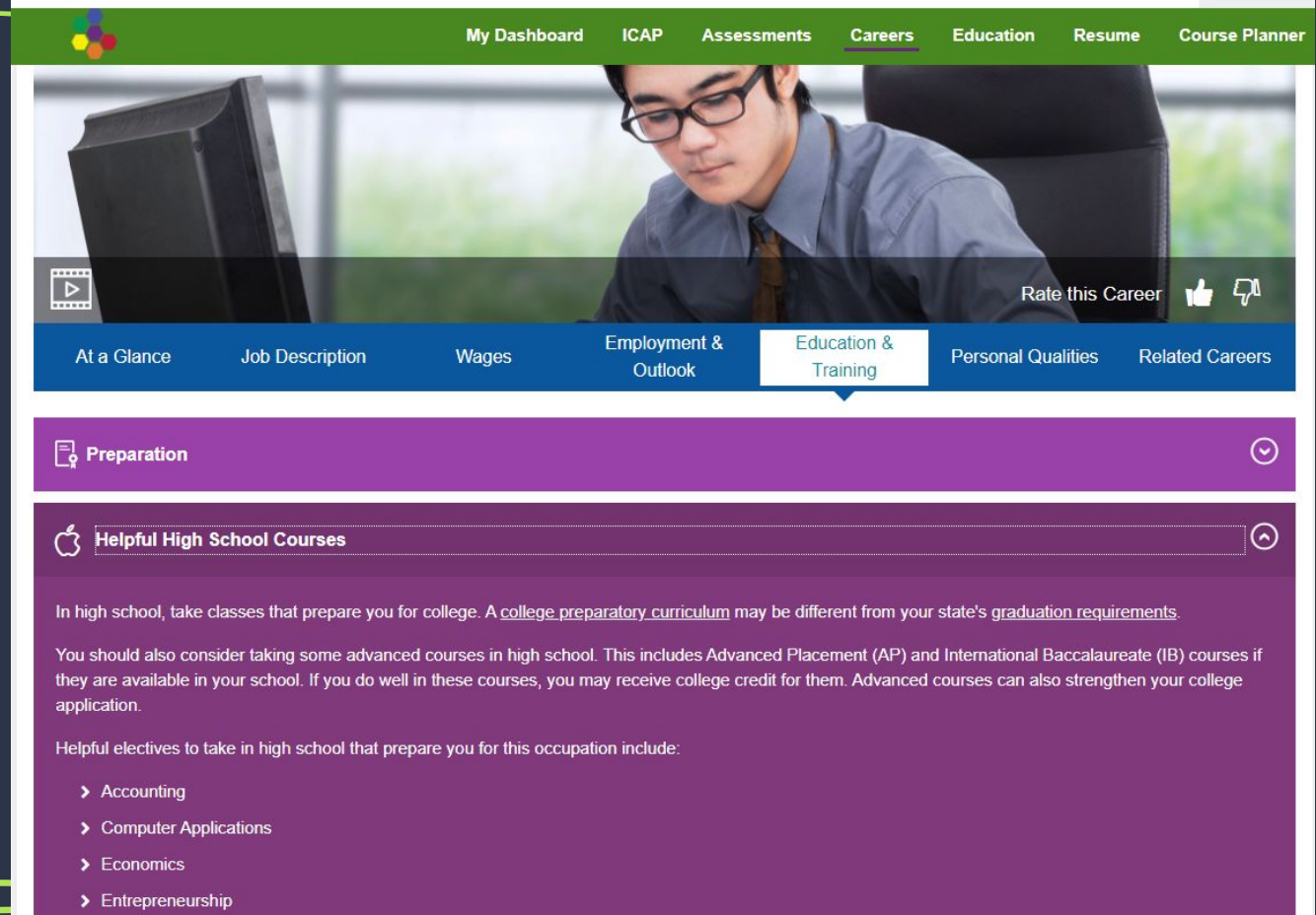
#### Add Terms

Please select terms for the course: Sociology

Term 1: 12th Grade 1st Semester

Save

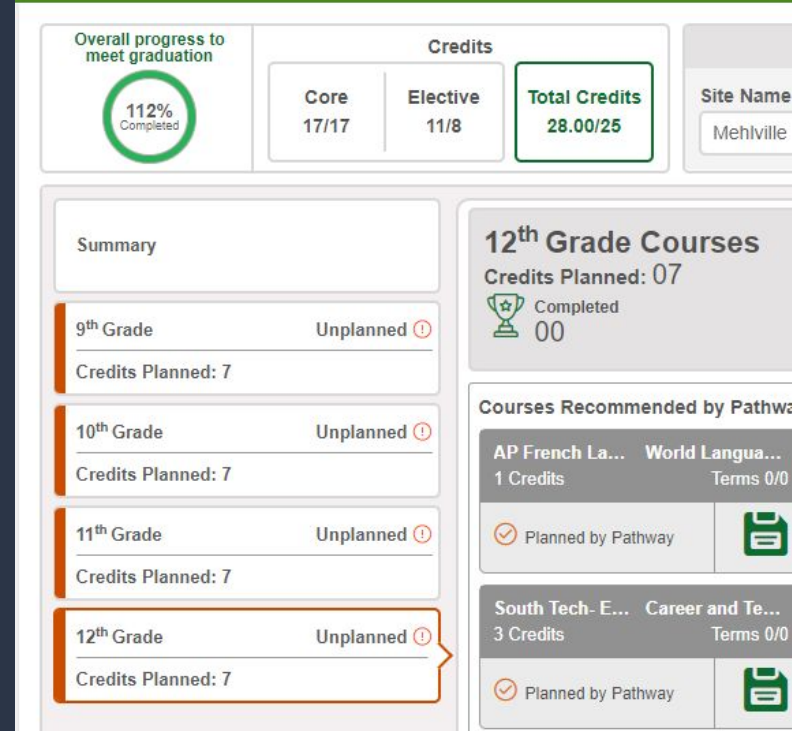
ANOTHER GREAT RESOURCE TO FIND CLASSES IN YOUR POTENTIAL CAREER FIELD IS TO CLICK THE "CAREERS" TAB AT THE TOP OF YOUR SCREEN - THEN SELECT THE CAREERS BOX THEN SEARCH FOR A POTENTIAL CAREER. ONCE YOU CLICK ON THE CAREER YOU CAN SELECT "EDUCATION & TRAINING" AND THEN "HELPFUL HIGH SCHOOL COURSES"



The screenshot shows a career website interface. At the top is a green navigation bar with a logo on the left and several tabs: "My Dashboard", "ICAP", "Assessments", "CAREERS" (which is underlined), "Education", "Resume", and "Course Planner". Below the navigation bar is a large banner image of a man in a blue shirt and glasses working at a computer. Overlaid on the bottom of the banner is a dark blue bar with a play button icon on the left and "Rate this Career" with thumbs up/down icons on the right. Below this is a horizontal menu with tabs: "At a Glance", "Job Description", "Wages", "Employment & Outlook", "Education & Training" (which is highlighted with a white background and a blue arrow pointing down), "Personal Qualities", and "Related Careers". Below the menu is a purple section titled "Preparation" with a document icon and a dropdown arrow. Underneath is a section titled "Helpful High School Courses" with an apple icon and an upward arrow. The text in this section reads: "In high school, take classes that prepare you for college. A college preparatory curriculum may be different from your state's graduation requirements. You should also consider taking some advanced courses in high school. This includes Advanced Placement (AP) and International Baccalaureate (IB) courses if they are available in your school. If you do well in these courses, you may receive college credit for them. Advanced courses can also strengthen your college application. Helpful electives to take in high school that prepare you for this occupation include:

- Accounting
- Computer Applications
- Economics
- Entrepreneurship

KEEP SELECTING THE COURSES YOU WANT UNTIL YOU HAVE ALL 25 CREDITS COVERED IN YOUR PLAN. ONCE YOU START SEE YOUR PROGRESS TOWARD GRADUATION SHOWING COMPLETED, YOU KNOW YOU HAVE A PLAN IN PLACE. YOU WILL UPDATE THIS EACH SEMESTER AS YOU PASS YOUR CLASSES. LET YOUR COUNSELOR KNOW IF YOU HAVE ANY QUESTIONS.



TO SAVE A COPY OF YOUR COMPLETED 2023-24 ICAP, GO TO THE BOTTOM CHOICE OF YOUR LEFT SIDE 9TH GRADE MENU TO CLICK ON "PRINT REPORT" - THEN YOU WILL SEE YOUR ENTIRE ICAP AND BE ABLE TO SAVE IT AS A PDF FOR YOUR REFERENCE AND TO SHARE WITH YOUR PARENT/GUARDIAN(S), ADVISOR OR COUNSELOR

☰	
✓	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 ✓

ICAP 9th Grade

14

14 of 14  
Print Report

100%

Export PDF

Select Year 2021 - 2022 ▼

Individual Career and Academic Plan (ICAP)

Mehlville R-IX - Mehlville High School

Name: Neighbors, Beth

Graduation Year: 2023

Career Path	Grade	1st Semester	2nd Semester	Review Each Semester
Arts & Communication	9	Algebra IA	Algebra IA	9th Grade Review
		Algebra IB	Algebra IB	Dates: _____
Career Cluster		Earth/Environmental Science	Earth/Environmental Science	Student's Signature(s): _____
Arts, A/V Technology and Communication		English I: American Literature and Composition	English I: American Literature and Composition	Parents/Guardians' Signature(s): _____
		Spanish I	Spanish I	Advisor's Signature(s): _____
Program of Study (Pathway)		United States History: Reconstruction to the Modern Era	United States History: Reconstruction to the Modern Era	_____
Journalism and Broadcasting		Health and Wellness	9th Grade Physical Education	_____
Additional Postsecondary Preparation		AP World History: Modern	AP World History: Modern	10th Grade Review
A+ Program	Yes	Biology	Biology	Dates: _____
Career and Technical Ed Certificate	No	English II: World Literature and Composition	English II: World Literature and Composition	Student's Signature(s): _____



YOU'RE FINISHED FOR TODAY! THANKS FOR TAKING CARE  
OF BUSINESS. KEEP TAKING OPPORTUNITIES TO CHECK  
OUT POTENTIAL CAREERS AND PLAN FOR YOUR FUTURE!

"The future depends on what you do today." -Gandhi