



# ICAP UPDATES FOR SCHEDULING

Click [here](#) for visual video login directions

1. GO TO YOUR CLASSLINK BACKPACK




2. FIND AND CLICK THE MISSOURI CONNECTIONS ICON



3. CLICK LOG IN WITH GOOGLE




**Mehlville School District R9**  
[Not your district?](#)

 Log in with Google

Having trouble?  
Contact [msdchromebookhelp@msdr9.org](mailto:msdchromebookhelp@msdr9.org)  
Or [get help logging in](#)

**Clever**



Clever Badge log in

[District admin log in](#)

\*HOVER\* OVER "MY PORTFOLIO"

The screenshot shows the MissouriConnections.org website interface. At the top, the logo "MissouriConnections.org" is displayed with the tagline "Connect to Your Future". To the right of the logo is a "Hide" button. Further right, the user's school "Mehlville R-IX - Mehlville High School" is shown with a "Go To" dropdown menu. Below this, the user's name "Beth" is displayed next to a profile icon, followed by "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. The navigation bar includes tabs for "PLAN", "ASSESSMENTS", "OCCUPATIONS", "EDUCATION", "EMPLOYMENT", and "MY PORTFOLIO". A search bar is located to the right of the navigation bar. The main content area is titled "My Portfolio" and contains several sections: "Where are the pages and results I've saved?" with links for "Favorites", "Sort and Assessment Results", and "Stored Files and Links"; "How do I create or update my résumé?" with links for "Résumé Creator", "Saved and Uploaded Résumés", and "ICAP Plan" (which is highlighted with a purple background); "How do I track my career activities?" with a link for "Checklists"; "How do I plan my courses?" with a link for "Course Plan"; "How do I create a career plan?" with a link for "Career Plan"; "How do I track my school applications?" with a link for "Application Tracker"; and "What reports can I run to show my progress?" with links for "Combined Report of Assessments", "Personal Learning Plan", and "ICAP Plan". A green arrow points from the text "\*CLICK\* ON 'ICAP PLAN'" to the "ICAP Plan" link in the "What reports can I run to show my progress?" section. The entire screenshot is framed by a green hand-drawn border with arrows and 'X' marks.

Hide

MissouriConnections.org  
Connect to Your Future

Mehlville R-IX - Mehlville High School Go To ▼

Text Only Version

Beth ▼ 0 Messages Log Out

Home 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
- ICAP Plan

How do I track my career activities?

- Checklists

How do I plan my courses?

- Course Plan

How do I create a career plan?

- Career 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



CLICK ON THE COURSE PLANNER

FIRST: CLICK ON "COURSE PLANNER"



A screenshot of a web application dashboard. At the top is a green navigation bar with a logo on the left and several links: 'My Dashboard', 'ICAP', 'Assessments', 'Careers', 'Education', 'Resume', and 'Course Planner'. The 'Course Planner' link is highlighted with a red underline. Below the navigation bar is a purple header section with 'My Dashboard' on the left and 'Beth Neighbors' with a profile icon on the right. Underneath the purple header is a row of tabs: 'Favorites', 'Assessment Results', 'Best Career Matches', and 'Reports'. The 'Favorites' tab is selected and underlined. Below the tabs, there is a text instruction: 'To add Favorites to your Dashboard, select the thumbs up as you explore..'. At the bottom of the dashboard, there is a card titled 'Careers' with a thumbs-up icon and a gear icon. A large green arrow points from the 'Course Planner' link in the navigation bar to the 'CLICK ON THE COURSE PLANNER' text at the top of the image.

YOU SHOULD HAVE 28 TOTAL CREDITS WITH 7 PER GRADE LEVEL PLANNED

Overall progress to meet graduation

112% Completed

Credits

Core  
17/17

Elective  
11/8

Total Credits  
28.00/25

Plan Your Courses for Graduation

Site Name  
Mehlville R-IX - Mehlville...

Active Pathway  
Arts & Communication

Grades

Subjects

Summary

9<sup>th</sup> Grade  
Credits Planned: 7

Unplanned

10<sup>th</sup> Grade  
Credits Planned: 7

Unplanned

11<sup>th</sup> Grade  
Credits Planned: 7

Unplanned

12<sup>th</sup> Grade  
Credits Planned: 7

Unplanned

You are 112% on track planning for graduation. You have planned 28 credits out of the required 25 for graduation. Your active pathway is **Arts & Communication**. Select a grade to finish planning for graduation.

9<sup>th</sup> Grade

Completed 02

Planned 06

Planned by Pathway 29

10<sup>th</sup> Grade

Completed 00

Planned 09

Planned by Pathway 14

11<sup>th</sup> Grade

Completed 00

Planned 09

Planned by Pathway 13

12<sup>th</sup> Grade

Completed 00

Planned 07

Planned by Pathway 05

# Update your ICAP with Completed Courses AND Future Courses

MissouriConnections Beth

My Dashboard ICAP Assessments Careers Education Resume Course Planner

Overall progress to meet graduation: 112% Completed

Credits: Core 17/17 Elective 11/8 Total Credits 28.00/25

Plan Your Courses for Graduation

Site Name: Mehlville R-IX - Mehlville... Active Pathway: Arts & Communication Grades Subjects

Summary

9<sup>th</sup> Grade Unplanned ⓘ  
Credits Planned: 7

10<sup>th</sup> Grade Unplanned ⓘ  
Credits Planned: 7

11<sup>th</sup> Grade Unplanned ⓘ  
Credits Planned: 7

12<sup>th</sup> Grade Unplanned ⓘ  
Credits Planned: 7

Not Specified

9<sup>th</sup> Grade Courses  
Credits Planned: 07  
Completed 00 ✓ Planned 08 ✓ Planned by Pathway 29 + Add More Courses

Courses Planned by Pathway

Business 0.5 Credits	Practical Arts 0.5 Credits	Fashion Cons... 0.5 Credits	Practical Arts Terms 0/0	Fashion Cons... 0.5 Credits	Practical Arts Terms 0/0
<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway
Interior Design 0.5 Credits	Practical Arts Terms 0/0	Arch I 0.5 Credits	World Language... Terms 0/0	Spanish II 1 Credits	World Language... Terms 0/0
<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway
Concert Band 1 Credits	Fine Arts Terms 0/0	Concert Choir... 1 Credits	Fine Arts Terms 0/0	Concert Chor... 1 Credits	Fine Arts Terms 0/0
<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway
Honor Band 1 Credits	Fine Arts Terms 0/0	Jazz Band 1 Credits	Fine Arts Terms 0/0	Music Apprec... 1 Credits	Fine Arts Terms 0/0
<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway	<span>✓</span> Planned by Pathway

First Click on the grade level you need to update. (See Green Arrow)

You can see how many courses of the ones you have planned are officially completed. (See Red Arrow)

Click on the Orange Corner of each planned course to edit courses to passed/failed for your first semester courses (or any other previous courses).

Planned Courses	
<b>English I: Am...</b> 1 Credits	<b>English Langu...</b> Terms 0/2
Planned	
<b>United States ...</b> 1 Credits	<b>Social Studies</b> Terms 0/2
Planned	
<b>Algebra IA</b> 1 Credits	<b>Mathematics</b> Terms 0/2
Planned	
<b>Algebra IB</b> 1 Credits	<b>Elective</b> Terms 0/2
Planned	
<b>Earth/Environ...</b> 1 Credits	<b>Science</b> Terms 0/2
Planned	
<b>Spanish I</b> 1 Credits	<b>World Langua...</b> Terms 0/2
Planned	
<b>Health and W...</b> 0.5 Credits	<b>Health Educati...</b> Terms 0/1
Planned	
<b>9th Grade Ph...</b> 0.5 Credits	<b>Physical Educ...</b> Terms 0/1
Planned	

Click to edit

If you have only passed one semester of a yearlong course the course will stay blue but show 1/2

<b>Algebra IB</b> 1 Credits	<b>Elective</b> Terms 1/2
Planned	
<b>Spanish I</b> 1 Credits	<b>World Langua...</b> Terms 1/2
Planned	

1 semester completed



# COMPLETED COURSES

When you mark your semester courses as passed and when you have passed both semesters of your yearlong courses - they will show up in green at the bottom of the grade level screen.

## Completed Courses

**English I: Am...** **English Langu...**  
1 Credits Terms 2/2



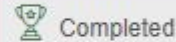
Completed

**United States ...** **Social Studies**  
1 Credits Terms 2/2



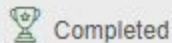
Completed

**Algebra IA** **Mathematics**  
1 Credits Terms 2/2



Completed

**Earth/Environ...** **Science**  
1 Credits Terms 2/2



Completed

**Health and W...** **Health Educati...**  
0.5 Credits Terms 1/1



Completed

# UPDATE ANY COURSE CHANGES FOR THIS SEMESTER

1. Check your transcript to make sure all of your completed courses for each grade level in your ICAP match the ones with passing grades on your transcript (yearlong courses will still be blue with the  $\frac{1}{2}$  complete).
2. Then make sure the courses you are currently taking are in the blue “Planned Courses” sections for your current grade level.
3. Look at the [23-24 Career & Course Planning Guide](#) to update each future grade level with the courses you plan to take.
4. Delete any courses you no longer want to take by clicking the orange corner edit pencil.
5. See the next slide as a reminder from the Fall ICAP Lesson of how to add courses.

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