



SOPHOMORE COUNSELING LESSON: COMPLETING YOUR ICAP

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

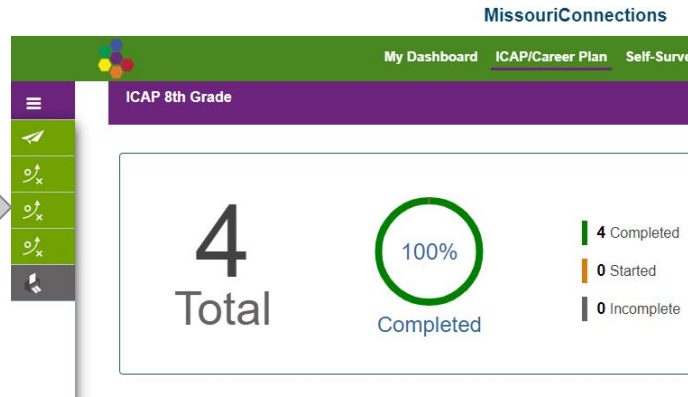


ICAP = INDIVIDUAL CAREER & ACADEMIC PLAN

The Missouri Department of Education requires all students update their ICAPs throughout high school in order to be prepared for the future. You will be working on your ICAP in TAP multiple times each year and can log into your Missouri Connections account at any time to research more about careers and update your plan.

Look at the top of your screen and click on “ICAP/Career Plan” and then the menu bars on the left. The plan will default to 8th Grade. If you have not completed the 8th grade activities you will start there.

If any of these boxes are grey instead of green, click on them to complete the activities so that your ICAP for 8th grade shows 100% completed.



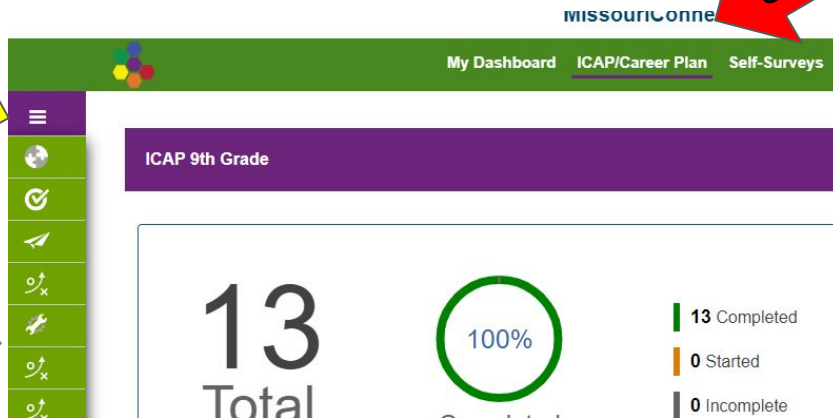
VERIFY YOU HAVE COMPLETED THE 9TH GRADE ACTIVITIES

Now switch to the 9th grade section of your ICAP to verify those activities are up to date. Some activities will only take seconds to complete while others may take up 5-10 minutes.

Step #2 - Click the menu bars then the down arrow to change to 9th

Step #3 - If any of these boxes are grey instead of green, click on them to complete the activities so that your ICAP for 9th grade shows 100% completed.

STEP #1-Click ICAP



- 1) CLICK "ICAP/CAREER PLAN" FROM THE TOP BAR
- 2) CHANGE THE LEFT SIDE MENU TO "ICAP 10TH GRADE"

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

ICAP 10th Grade	
	Learning Styles Survey
	Career Paths, Clusters, & Pathways
	Additional Postsecondary Preparation
	Postsecondary Goals
	Postsecondary Options
	Co-Curricular Activities
	Work-Based Learning
	Extracurricular Activities
	Assessments/Inventories/Academic Results
	On Track for Graduation

EACH OF THE ACTIVITIES ON THE LEFT HELP TO COMPLETE DIFFERENT SECTIONS OF YOUR ICAP. STARTING AT THE TOP WITH THE LEARNING STYLES SURVEY, COMPLETE EACH ACTIVITY. SOME ACTIVITIES WILL ALREADY BE COMPLETE FROM PREVIOUS GRADES, BUT YOU SHOULD CHECK TO MAKE SURE THEY ARE UP TO DATE WITH THE CORRECT INFORMATION. SINCE PLANS CHANGE AS YOU MOVE THROUGH HIGH SCHOOL, MAKE SURE YOU ARE UPDATING YOUR PLANS.

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

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

FIRST: CLICK ON COURSE PLANNER"

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

Plan Your Courses for Graduation

Total Credits
29.50/25

Site Name
Mehlville R-IX - Mehlville...

Active Pathway
Arts & Communication

Grades Subjects

You are 118% on track planning for graduation. You have planned 29.5 credits out of the required 25 for graduation. Your active pathway is **Arts & Communication**. Select a grade to finish planning for graduation.

9th Grade	Completed 03	Planned 07	Planned by Pathway 27
10th Grade	Completed 00	Planned 09	Planned by Pathway 14
11th Grade	Completed 00	Planned 09	Planned by Pathway 13
12th Grade	Completed 00	Planned 07	Planned by Pathway 05

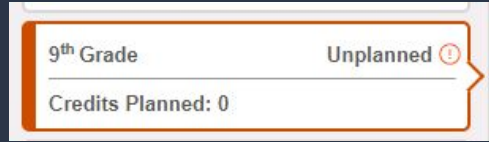
SECOND: MAKE SURE YOUR SITE NAME IS SET TO MEHLVILLE HIGH SCHOOL AND YOU'VE CHOSEN THE CORRECT PATHWAY FOR YOUR PLANS!!!

NEXT: COMPLETE THE COURSE PLAN FOR *ALL FOUR YEARS* OF SCHOOL.
THIS IS ONLY A PLAN, NOTHING IS SET IN STONE!

Grade	Unplanned	Completed	Planned	Planned by Pathway
9 th Grade	Unplanned	03	07	27
10 th Grade	Unplanned	00	09	14
11 th Grade	Unplanned	00	09	13
12 th Grade	Unplanned	00	07	05

STEP ONE:

SELECT THE GRADE YOU
WISH TO COMPLETE



9th Grade Unplanned ⚠

Credits Planned: 0

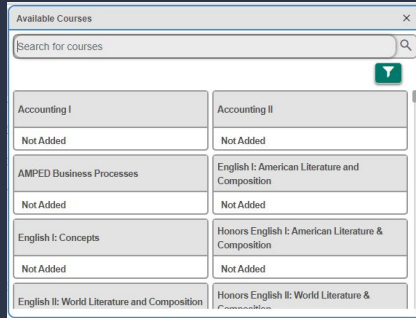
STEP TWO:

CLICK TO ADD
COURSES



STEP THREE:

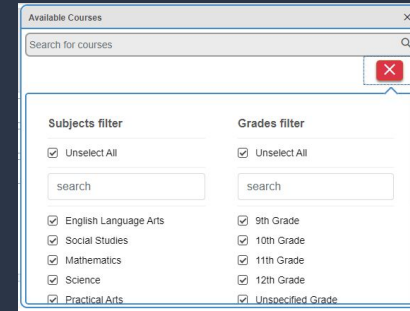
FIND COURSES TO ADD TO YOUR PLAN
BY EITHER TYPING THE NAME IN THE
SEARCH BAR (LEFT PIC) OR FILTERING
BY SUBJECT AREA (RIGHT PIC) AND
ADDING THE TERM FOR EACH CLASS.



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

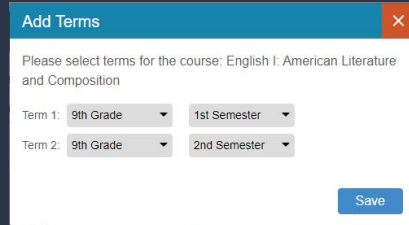
☒ 10th Grade

☒ 11th Grade

☒ 12th Grade

☒ Unspecified Grade

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



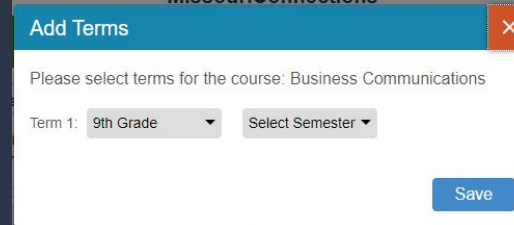
Add Terms

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



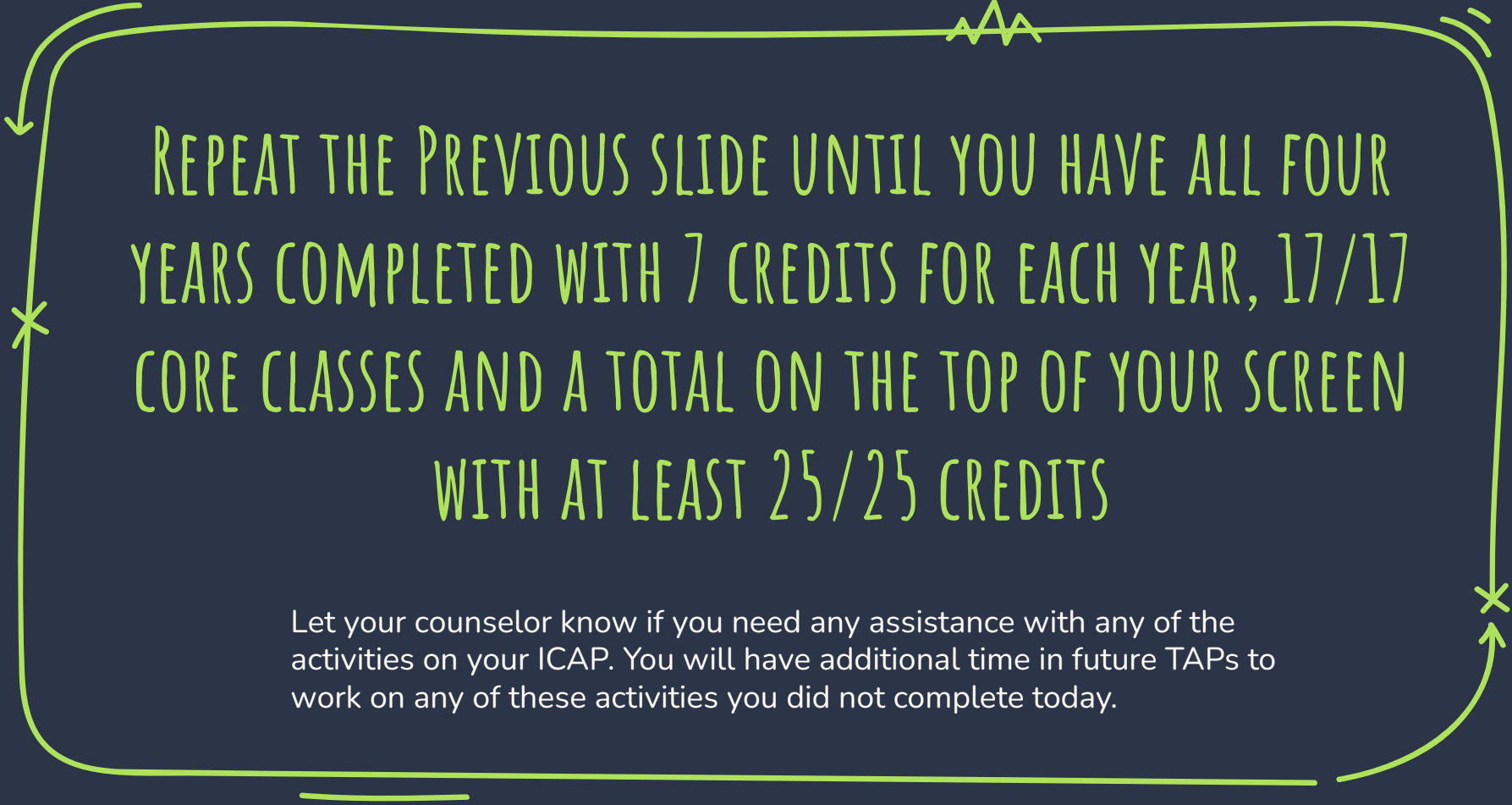
Add Terms

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



REPEAT THE PREVIOUS SLIDE UNTIL YOU HAVE ALL FOUR
YEARS COMPLETED WITH 7 CREDITS FOR EACH YEAR, 17/17
CORE CLASSES AND A TOTAL ON THE TOP OF YOUR SCREEN
WITH AT LEAST 25/25 CREDITS

Let your counselor know if you need any assistance with any of the activities on your ICAP. You will have additional time in future TAPs to work on any of these activities you did not complete today.