



JUNIOR 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

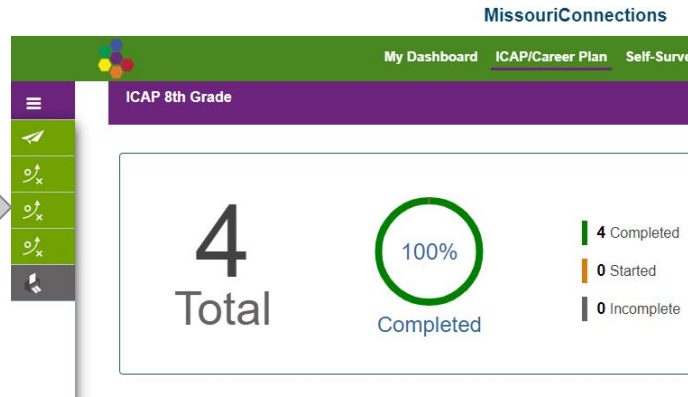


ICAP = INDIVIDUAL CAREER & ACADEMIC PLAN

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.



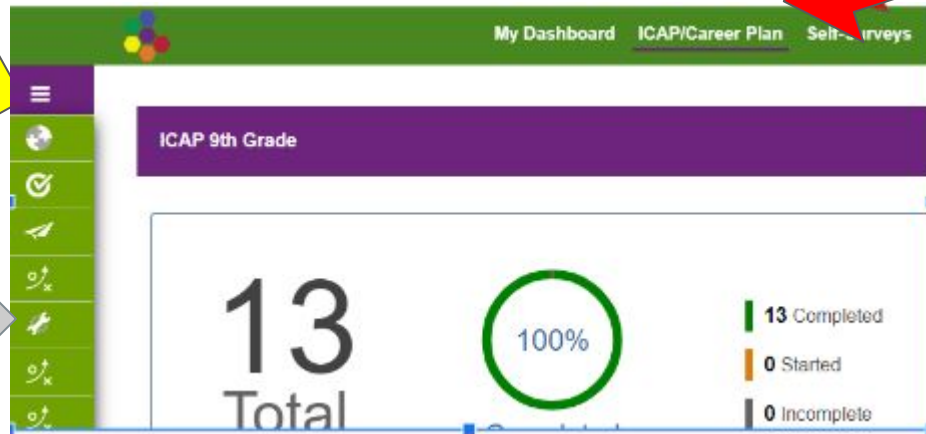
VERIFY YOU COMPLETED THE 9TH & 10TH GRADE ACTIVITIES

Now switch to the 9th and then the 10th grade sections 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 then 10th

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-10th grades shows 100% completed.

STEP #1-Click ICAP



- 1) CLICK "ICAP/CAREER PLAN" FROM THE TOP BAR
- 2) CHANGE THE LEFT SIDE MENU TO "ICAP 11TH GRADE"

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

✕	ICAP 11th Grade	
🕒	Occupation Sort	
🕒	Career Paths, Clusters, & Pathways	✓
🕒	Careers	✓
🕒	Additional Postsecondary Preparation	✓
🕒	Postsecondary Goals	✓
🕒	Postsecondary Options	✓
🕒	Co-Curricular Activities	✓
🕒	Work-Based Learning	✓
🕒	Extracurricular Activities	✓
🕒	Assessments/Inventories/Academic Results	✓
🕒	FAFSA	
🐼	Scholarships	
🕒	Scholarship Applications	
🕒	On Track for Graduation	✓
🍏	Postsecondary Schools	
🕒	Postsecondary Applications	

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 A PREVIOUS YEAR - LOOK AT EACH ONE TO SEE IF ANYTHING HAS CHANGED AND UPDATE THEM AS NEEDED.

*****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!

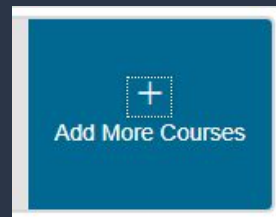
9 th Grade Credits Planned: 8.5 Unplanned ⓘ	9 th Grade Completed 03 Planned 07 Planned by Pathway 27	10 th Grade Completed 00 Planned 09 Planned by Pathway 14
10 th Grade Credits Planned: 7 Unplanned ⓘ	11 th Grade Completed 00 Planned 09 Planned by Pathway 13	12 th Grade Completed 00 Planned 07 Planned by Pathway 05
11 th Grade Credits Planned: 7 Unplanned ⓘ		
12 th Grade Credits Planned: 7 Unplanned ⓘ		

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

REPEAT THIS PROCESS UNTIL YOU HAVE 7 CREDITS FOR EACH GRADE LEVEL, 17 CORE & 25/25 TOTAL CREDITS

IF YOU FINISH ALL OF YOUR ICAP TASK WITH TIME TO SPARE GO TO [SCOIR.COM](https://scoir.com) AND LOG IN USING GOOGLE

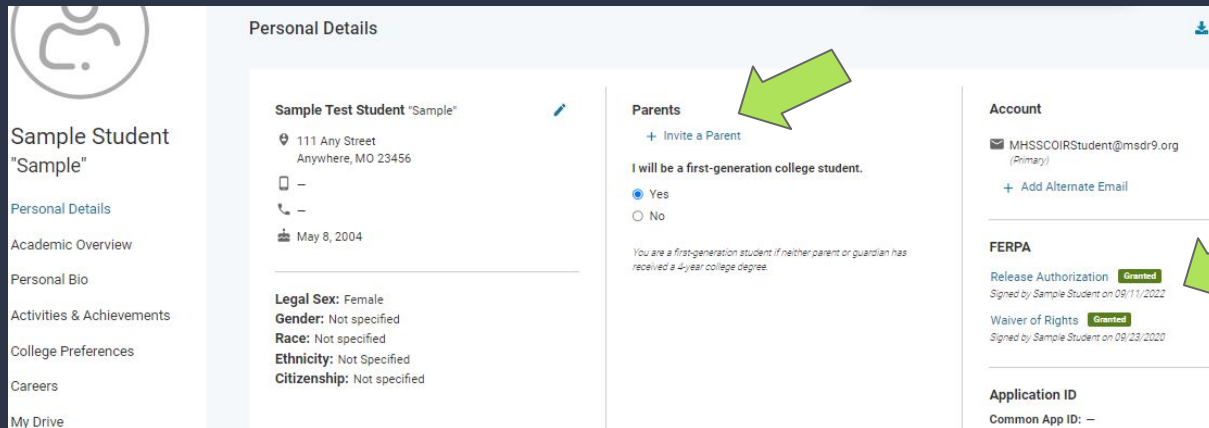
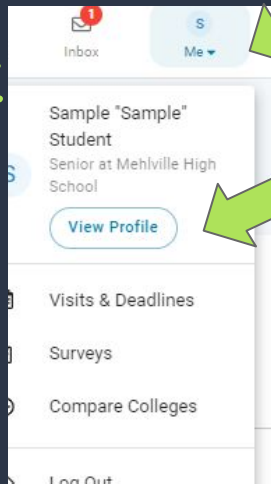
SCOIR TO-DO LIST

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

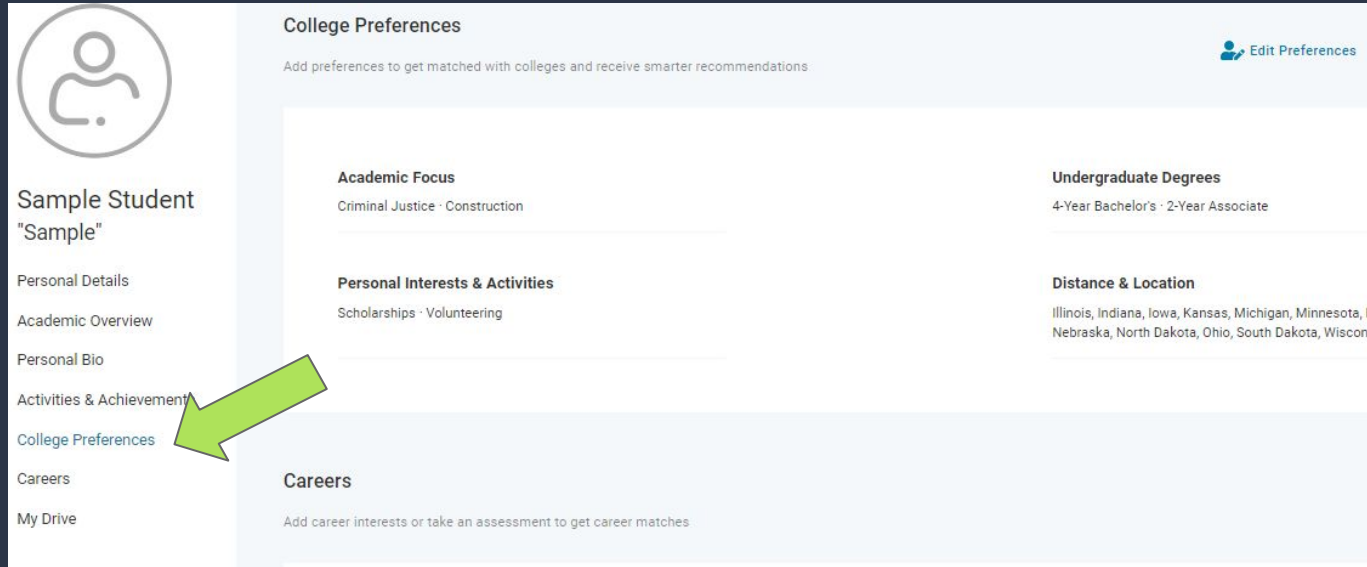
CHECK OUT THE NEXT SLIDES FOR INSTRUCTION ON HOW TO COMPLETE THESE TASK

INVITE PARENT/GUARDIAN & FERPA RELEASE

CLICK ON "Me" IN THE UPPER RIGHT OF YOUR SCREEN THEN CLICK "VIEW 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 shows a student profile interface. On the left is a sidebar with a profile icon and a list of menu items: 'Sample Student "Sample"', 'Personal Details', 'Academic Overview', 'Personal Bio', 'Activities & Achievement', 'College Preferences' (highlighted with a green arrow), 'Careers', and 'My Drive'. The main content area is titled 'College Preferences' and includes a sub-header 'Add preferences to get matched with colleges and receive smarter recommendations.' and an 'Edit Preferences' link. Below this are four sections: 'Academic Focus' (Criminal Justice · Construction), 'Personal Interests & Activities' (Scholarships · Volunteering), 'Undergraduate Degrees' (4-Year Bachelor's · 2-Year Associate), and 'Distance & Location' (listing various states like Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin).

College Preferences

Add preferences to get matched with colleges and receive smarter recommendations.

[Edit Preferences](#)

Academic Focus
Criminal Justice · Construction

Personal Interests & Activities
Scholarships · Volunteering

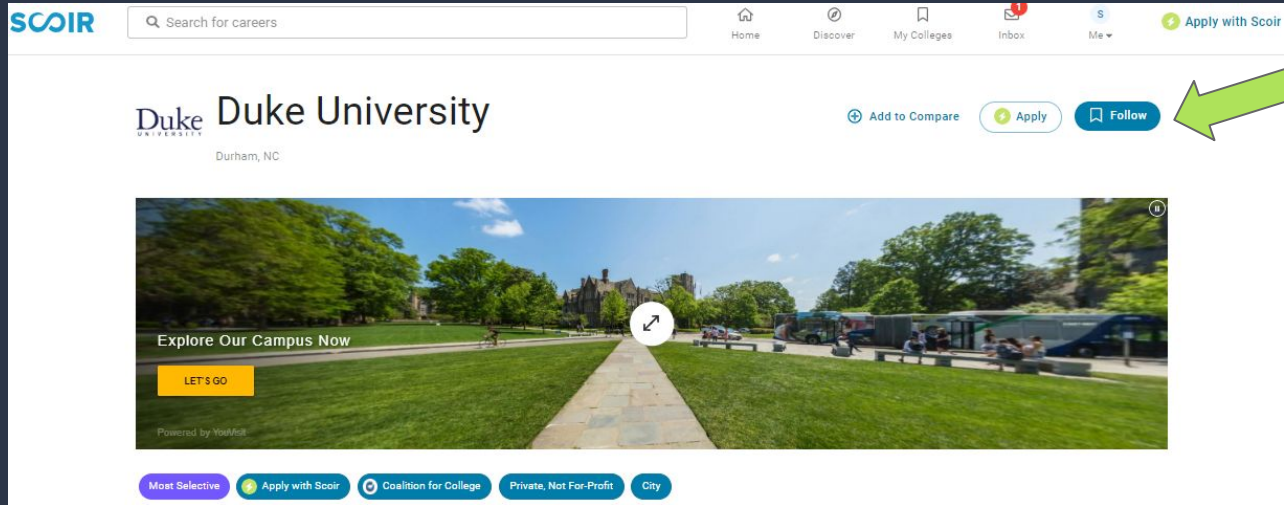
Undergraduate Degrees
4-Year Bachelor's · 2-Year Associate

Distance & Location
Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

Careers
Add career interests or take an assessment to get career matches

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 COLLEGES" TAB ON TOP OF YOUR SCREEN TO ACCESS ALL OF THE COLLEGES YOU HAVE SAVED.

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

YOU WILL HAVE ADDITIONAL TIME IN FUTURE TAPS TO SPEND ON ALL THESE ACTIVITIES