



# SOPHOMORE COUNSELING LESSON: COMPLETING YOUR ICAP

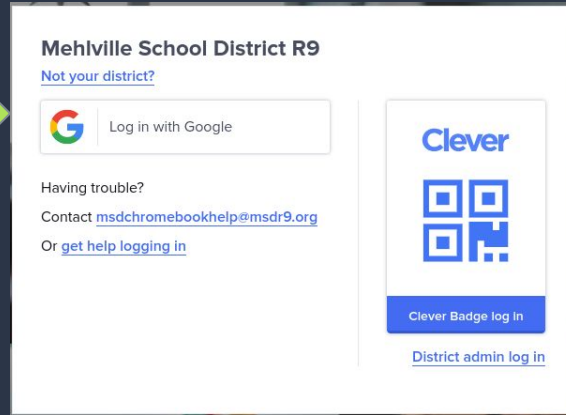
1. GO TO YOUR CLASSLINK BACKPACK



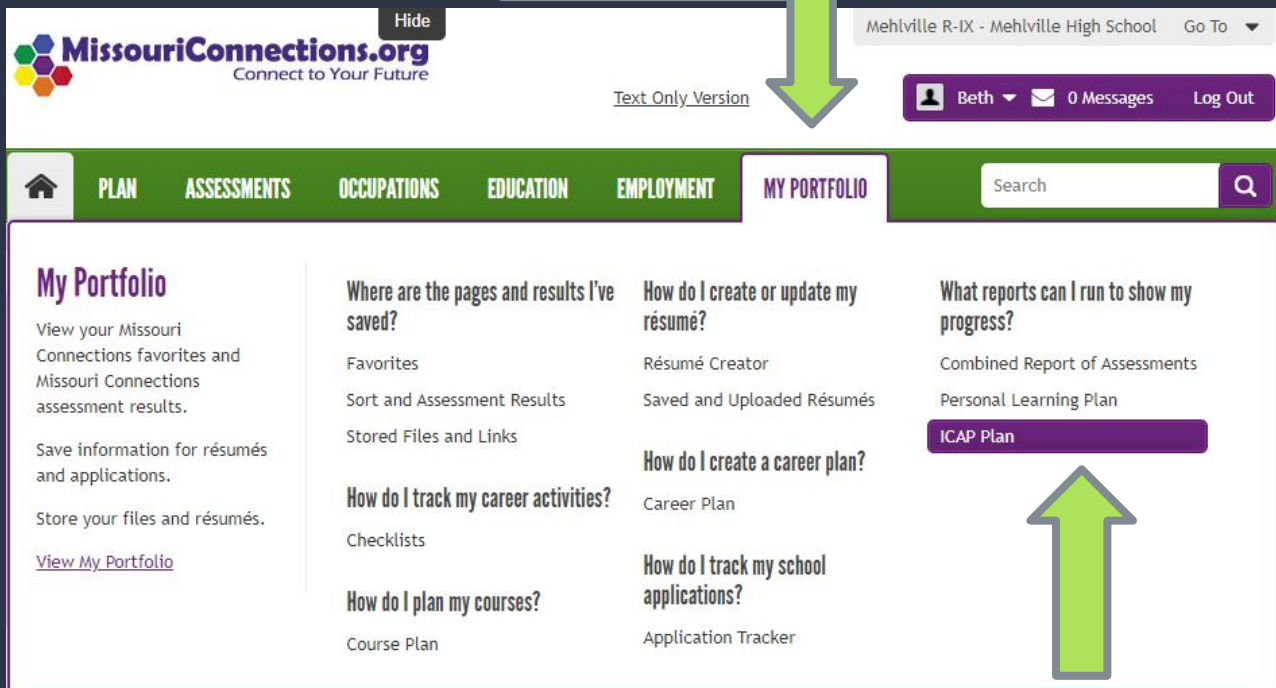
2. FIND AND CLICK THE MISSOURI CONNECTIONS ICON



3. CLICK LOG IN WITH GOOGLE



\*HOVER\* OVER "MY PORTFOLIO"



The screenshot shows the MissouriConnections.org website. At the top, there is a logo with the text "MissouriConnections.org" and "Connect to Your Future". To the right of the logo is a "Hide" button. Further right is a school selection dropdown showing "Mehlville R-IX - Mehlville High School" and a "Go To" button. Below this is a user profile section showing a person icon, the name "Beth", "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". Below the navigation bar, the "My Portfolio" section is displayed. It contains several links and buttons: "View My Portfolio", "Where are the pages and results I've saved?", "How do I create or update my résumé?", "What reports can I run to show my progress?", "How do I track my career activities?", "How do I create a career plan?", "How do I track my school applications?", and "How do I plan my courses?". The "ICAP Plan" button is highlighted with a green arrow pointing to it from the text "\*CLICK\* ON 'ICAP PLAN'" at the bottom right.

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

What reports can I run to show my progress?

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

How do I track my career activities?

- Checklists

How do I create a career plan?

- Career Plan

How do I track my school applications?

- Application Tracker

How do I plan my courses?

- Course Plan

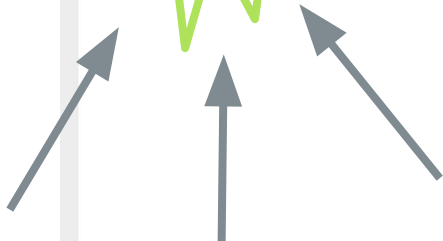
\*CLICK\* ON "ICAP PLAN"

## ICAP PLAN

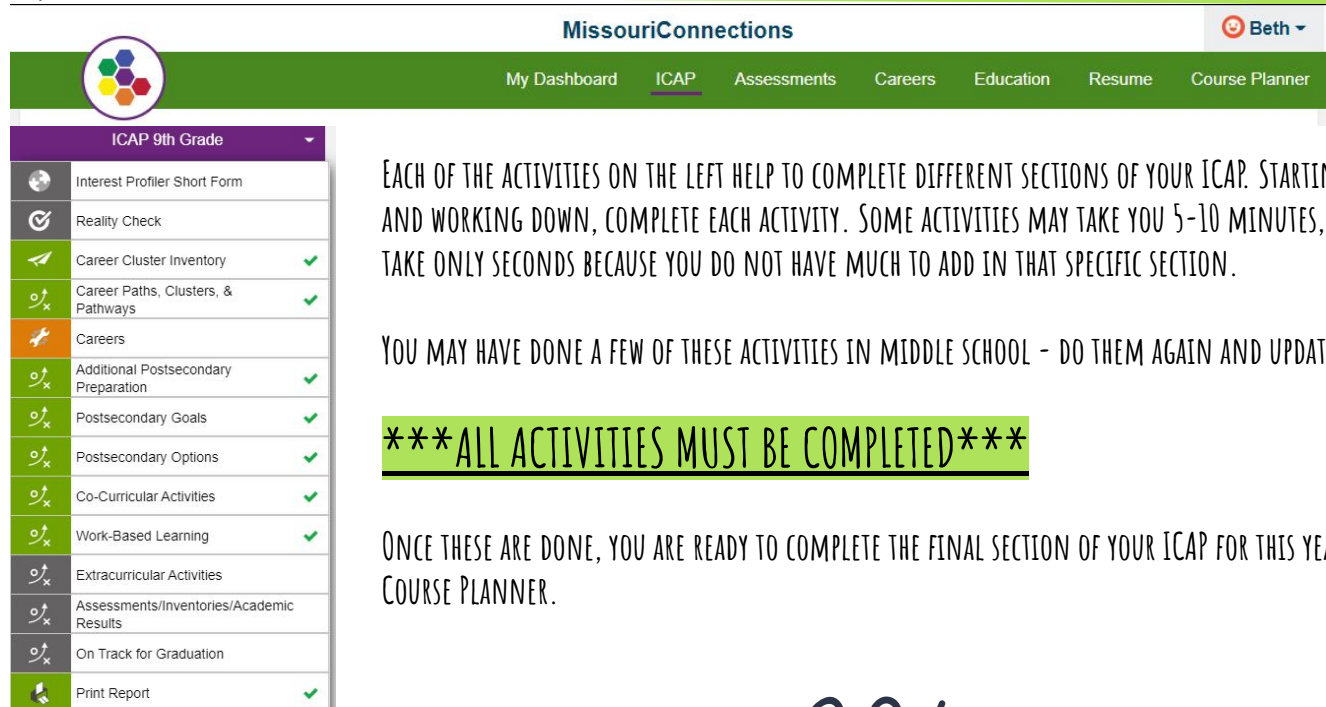
Your Individual Career & Academic Plan (ICAP) is designed to help you plan your coursework and activities. Through your Missouri Connections experience you will discover your interests, achieve personal career goals, plan for post-secondary options, and find your individual career path to success. Using 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 10TH GRADE"



The screenshot shows the MissouriConnections website interface. At the top, there is a green navigation bar with the text "MissouriConnections" and a user profile "Beth". Below this is a dark green menu bar with links: "My Dashboard", "ICAP", "Assessments", "Careers", "Education", "Resume", and "Course Planner". The "ICAP" link is highlighted. On the left side, there is a dropdown menu for "ICAP 9th Grade". The menu is open, showing a list of activities with status indicators (green checkmarks or icons). The activities listed are:

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 - 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"

**MissouriConnections** Beth

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
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Plan Your Courses for Graduation

Site Name: Mehlville R-IX - Mehlville...

Active Pathway: Minimum Graduation Re...

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.

<b>Summary</b>	
9 <sup>th</sup> Grade Credits Planned: 0 Unplanned ⓘ	<b>9<sup>th</sup> Grade</b> Completed ⓘ 00 Planned ⓘ 00 Planned by Pathway ⓘ 00
10 <sup>th</sup> Grade Credits Planned: 0 Unplanned ⓘ	<b>10<sup>th</sup> Grade</b> Completed ⓘ 00 Planned ⓘ 00 Planned by Pathway ⓘ 00
11 <sup>th</sup> Grade Credits Planned: 0 Unplanned ⓘ	<b>11<sup>th</sup> Grade</b> Completed ⓘ 00 Planned ⓘ 00 Planned by Pathway ⓘ 00
12 <sup>th</sup> Grade Credits Planned: 0 Unplanned ⓘ	<b>12<sup>th</sup> Grade</b> Completed ⓘ 00 Planned ⓘ 00 Planned by Pathway ⓘ 00

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

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

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

STEP ONE:

SELECT THE GRADE YOU  
WISH TO COMPLETE



9th Grade Unplanned ⚠

Credits Planned: 0

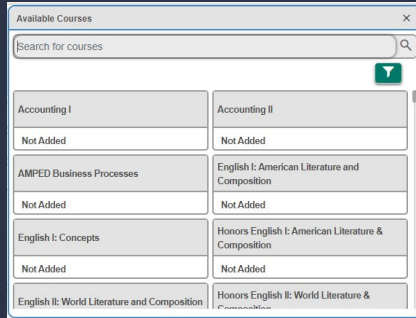
STEP TWO:

CLICK TO ADD  
COURSES



STEP THREE:

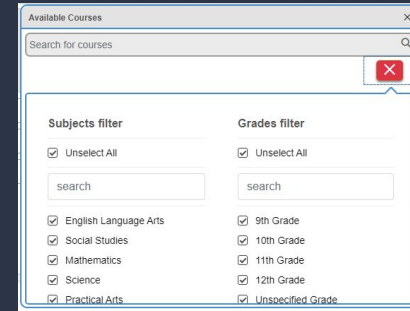
FIND COURSES TO ADD TO YOUR PLAN  
BY EITHER TYPING THE NAME IN THE  
SEARCH BAR (LEFT PIC) OR FILTERING  
BY SUBJECT AREA (RIGHT PIC) AND  
ADDING THE TERM FOR EACH CLASS.



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

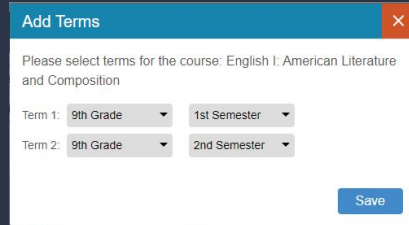
☒ 10th Grade

☒ 11th Grade

☒ 12th Grade

☒ Unspecified Grade

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



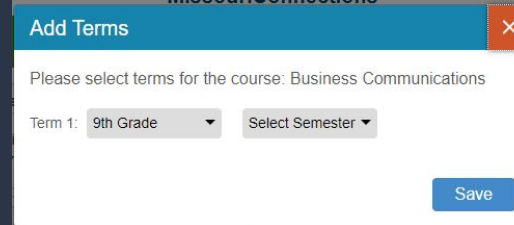
Add Terms

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



YOU'RE FINISHED! THANKS FOR TAKING CARE OF  
BUSINESS. I'LL BE IN TOUCH IF YOU NEED TO FIX  
YOUR ICAP!