

FINDING, REVIEWING AND PRINTING STUDENT PLANS

In myStrategic Compass, there are several options for reviewing student activity in career plans/ILPs:

Option 1 – From mySC/360

Best Use: Students can select reports/surveys/plans and share with counselors, teachers, others.

- Students login and navigate to their dashboard page.
- From the dashboard, students click on “Reports.”
- From the “Reports” page, students create their own report by selecting up to 10 items total from “self-surveys,” “favorites,” and “career plans.”
- Once selections have been made, students click “Export PDF” in the top right corner.
- The printable PDF offers a summary of self-survey scores, favorites, reflections and career plan progress summaries.

Note: This method allows students to share with their counselor, teacher or other individuals by printing it, emailing as an attachment, sharing at a counseling session via their Chromebook, or loading into a Google space/drop box location.

Option 2 – From mySC/Enterprise/Reports

Best Use: VIEW/PRINT/SHARE ALL students or individual students.

- From your instructor account, go to mySC/360, then navigate to the dropdown menu underneath your name and click “Go To Enterprise.”
- From the Enterprise dashboard, click “Portfolios and Groups” in the top menu.
- Once in “Portfolios and Groups,” choose “Access Portfolios.” There are several clickable options:
 - **Find Individual Portfolios**
 - **STEPS:** enter a student name and search for that student. Once you see the student listed, click on “View.” You will see the student portfolio and options to click certain items OR you can “Select All Topics.” Once this selection has been made, select “View Selected Items” to see a summary of those items, including student input. From here, you can export and print or review with the student.
 - **Search Portfolios** – allows you to see all students in a group/grade/graduation year. You can also click on an individual portfolio from this location.
 - **STEPS:** once in, select the student and click on “View.” You will see the student portfolio and options to click certain items OR you can “Select All Topics.” Once this selection has been made, select “View Selected Items” to see a summary of those items, including student reflections. From here, you can export and print or review with the student.

Option 3 – From mySC/Enterprise/Reports

Best Use: HIGH LEVEL SUMMARY by grade, group or career plan activity.

- From your instructor account, go to CIS, then navigate to the dropdown menu underneath your name and click “Go To Enterprise.”
- From the Enterprise dashboard, click “Reports” in the top menu.
- Once on the Reports tab, go to “Planning Tools,” then “Custom Plan Report.”
- Once inside, you can sort by Career Plan, Group, Grade or Plan Activities.
- This report offers a high-level look at total career plan activities completed by all students in that group. You can view individual student information as well. Green checkmarks indicate completed activities and a red minus symbol indicates “not started.”

Note: Inside portfolios are opportunities to see what activities students have completed or want to complete:

- | | | |
|-----------------------------------|-------------------------------|-------------------------|
| • Career Goals and Reflections | • Recommended Courses | • Course Planning |
| • Self-Knowledge | • Career Assessments | • Self-Surveys |
| • Career Clusters | • Schools | • Employment History |
| • Test Scores | • Programs of Study | • Experiential Learning |
| • Volunteer and Community Service | • Extra-curricular Activities | |
| • Action Plans | • Support Network | |

The next page details the correlation between myStrategic Compass and KDE/ILP recommendations.

ILP

Individual Learning Plan

Kentucky Individual Learning Plan Recommendations

*This information supplied by: Heather Bushelman – Lead for KY ILP Guidance
Program Coordinator for Comprehensive Counseling
Office of Teaching and Learning*

The following academic, social-emotional learning, and college/career readiness activities may serve as guiding factors and goals for students working through career planning modules:

- **Recognizing strengths and self-efficacy**
 - Complete Interest Inventory results (strengths and talents)
 - Accomplishments
 - Extracurricular activities
 - Resume
- **Workplace ethics and employability skills**
 - Working with others: (perspective-taking, empathy, appreciating differences, handling conflict)
 - Responsible decision-making
 - Problem solving
- **Goal setting** (short and long term)
 - Post-secondary plans (colleges/universities, military, etc.)
 - Career goals and types of potential courses of study
 - Scholarship options
- **Organization skills**
 - Document class schedule
 - Assessments (ACT, SAT, etc.)
 - Financial literacy activities/reflection
- **Communication skills** (mock interviews, public speaking, etc.)
- **Relationship-building and teamwork**
 - Reflections of conversations with mentors (school staff, business partners, other students, etc.)
 - Job shadowing opportunities
- **Social awareness**
 - Log community service volunteer hours (community service/volunteer log)

Note:

WIN Learning courses support each of these activities, whether through myStrategic Compass and/or Essential Soft Skills, to meet requirements for ILP completion and Workplace Ethics mandates. If you'd like additional information or more detail on how it all comes together, please feel free to contact:

Polly Marquette

*Implementation Consultant, WIN Learning
Lexington, KY
pmarquette@winlearning.com*