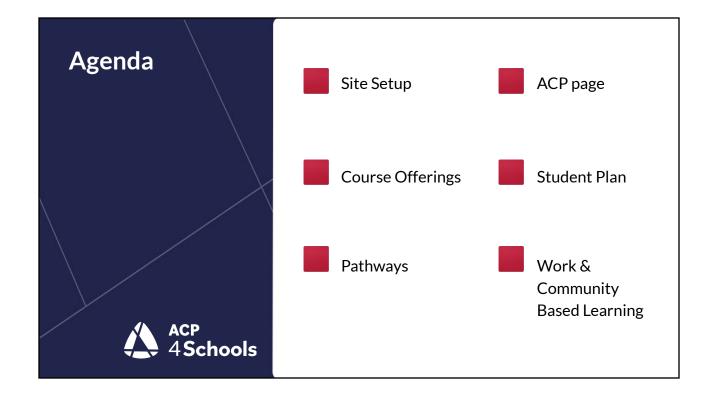
ACP Module Refresher ACP 4Schools FINAL CESA 6



Site Setup

- Admin
- ACP Site Link from the main district site to your ACP site once it's ready to go.



ACP Page

Setup

On the Academic & Career Planning page, update the "View Our ACP Model" button link.



ACP Page

Things to Consider

- School District Scope and Sequence
- Timeline per Grade Level (Milestones)
- Links to Xello, Inspire and Other College & Career Planning Websites Used
- Dual Credit/College Course Application Timeline and Process
- Individual Student Conferencing Registration Link
- College and Military Recruiter visits via a Calendar
- Transition Events and Conferences
- Scholarship & Financial Aid Resources
- Post Webinars and Parent Meeting Materials
- Standardized Testing Information and Links



Course Offerings

- All course information is managed in the Course Catalog
- First, add your **Departments**
- Then, add courses or import courses



Course Offerings

Things to Consider

- Graduation Requirements
- Links to College Entrance and NCAA Requirements
- Academic Honors and Awards
- Linking Course Syllabus

- Linking Curriculum Outline for the Course
- Video of Students in the Class or Class Projects
- Add link to dual credit application or timeline for a specific course
- Include Dual Credit or Industry Certification Icons



Student Plan

- Create Student Accounts by adding/importing your student information in your <u>4Schools Students Database</u>.
- Edit the intro on the <u>Student Plan page</u> to describe the intended use of the Student Plan login.
- If you don't want to utilize the Student Plan feature, you can set the page to inactive.



Student Plan

Things to Consider

- Have Students Log in with their counselor or parent to review their plan
- Download a .pdf of the student plan and email to parent, counselor, staff member collecting course requests



Pathways

- <u>Update or remove the Regional Career Pathways Logo</u> for each primary pathway.
- Review the <u>ACP Site Content section</u> to learn more about updating the content on each of the pathway pages.



Pathways

Things to Consider

- Enter ONLY Courses That are Part of the CTE/Carl Perkins Pathway and Directly Related to the Skills and Abilities Within the Career Cluster
- Popular Dual Credit and Off Campus College Courses such as Certified Nursing Assistant Can be Included
- Add Youth Apprenticeship and STW Programs Specific to Each Pathway
- Double Check Which CTE Courses Offer an Industry Certification/Dual Credit and Include Representation in the Description (Choose Icon)
- Include a Link to any Developed Regional Career Pathway Maps for your Local Area



Work & Community Based Learning

- Edit the content to reflect the opportunities in your district.
- Review the information available within the Work & Community Based Learning article to learn more about updating this content.



Work & Community Based Learning

Things to Consider

- Summer and Part Time Job Postings
- YA and STW Application Links
- Summer Camp Opportunities
- Advisor Contact Info
- Club and Organization Calendar
- Links to Club and Organization Social Media Pages
- Links to Event/Conference Information or Registrations
- Volunteer Google Site or Doc to Log Volunteer Hours



Help Resources & Support

Technical Support

Importing courses, editing content, logging in, etc.

- <u>support.cms@4schools.net</u>
- 4Schools Help Center
- CMS4Schools Help Center

Content Support

Site content, courses, pathways, etc.

• Jamie: jbrown@cesa6.org

Enhancements/Updates

You can <u>submit ideas</u> to us and also provide further information on enhancements in our product roadmap by <u>viewing our CMS4Schools ACP</u> Enhancements.





