

# ACP Module Refresher



## Agenda

■ Site Setup

■ ACP page

■ Course Offerings

■ Student Plan

■ Pathways

■ Work &  
Community  
Based Learning



# 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

### Setup

- 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

### Setup

- Create Student Accounts by adding/importing your student information in your [4Schools Students Database](#).
- Edit the intro on the [Student Plan page](#) 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

### Setup

- [Update or remove the Regional Career Pathways Logo](#) for each primary pathway.
- Review the [ACP Site Content section](#) 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

## Setup

- 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.*

- [support.cms@4schools.net](mailto:support.cms@4schools.net)
- [4Schools Help Center](#)
- [CMS4Schools Help Center](#)

### Content Support

*Site content, courses, pathways, etc.*

- Jamie: [jbrown@cesa6.org](mailto:jbrown@cesa6.org)

### Enhancements/Updates

You can [submit ideas](#) to us and also provide further information on enhancements in our product roadmap by [viewing our CMS4Schools ACP Enhancements](#).



# Questions?

Thank you!



**ACP**

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