

# Activating the Education Plan

The high school Education Plan component of the ILP allows students to select the courses they have taken, are taking now, or plan to take in the future. Starting in Grade 8 students are required to complete their Education Plan.

Middle schools do not have to activate the Education Plan for their school. Students will be asked to select the high school they are planning to attend and select from the high school's course list.

To enable the Education Plan for students at your school you must complete the four step activation process. This allows schools to link their specific course offerings to the Kentucky Department of Education's Common Course Codes, while at the same time allowing staff and students to use terminology they are familiar with at the school.

Go to the School ILP Administration Tool (SIAT) <http://www.careercruising.com/ILPSchool/> and login with your personal access information. Once you have logged in, click on the EDUCATION PLAN OPTIONS button in the menu on the left side of the page.

## Step 1: Course Lengths

This involves listing all possible course lengths for courses offered using the terminology in place at your school. This information will be used in Course Mapping when entering details for the specific courses offered at your school.

Sample Course Lengths		
1 Semester	1 Trimester	8 weeks
2 Semesters	2 Trimesters	12 weeks
3 Semesters	3 Trimesters	24 weeks
Full-Year		36 weeks

## Step 2: Term Names

This involves listing all possible specific term names and combinations in which students can take courses at your school. This information is used by students to complete their Education Plan to indicate in which term they took a particular course.

Sample Term Names		
Semester 1	Fall	Trimester 1
Semester 1 & 2	Fall & Winter	Trimester 1 & 2
Semester 2	Winter	Trimester 1, 2 & 3
Summer Semester	Winter & Spring	Trimester 2
	Spring	Trimester 2 & 3
	Full-Year	Trimester 3

## Step 3: Subject Areas

Subject Areas are used to group similar courses together when students are making their Education Plan course selections. You can modify the Subject Area names to reflect terminology in use at your school.

Each Common Course Code Subject Area must have a related title. If your school does not offer courses in a particular area, you can simply leave the default name.



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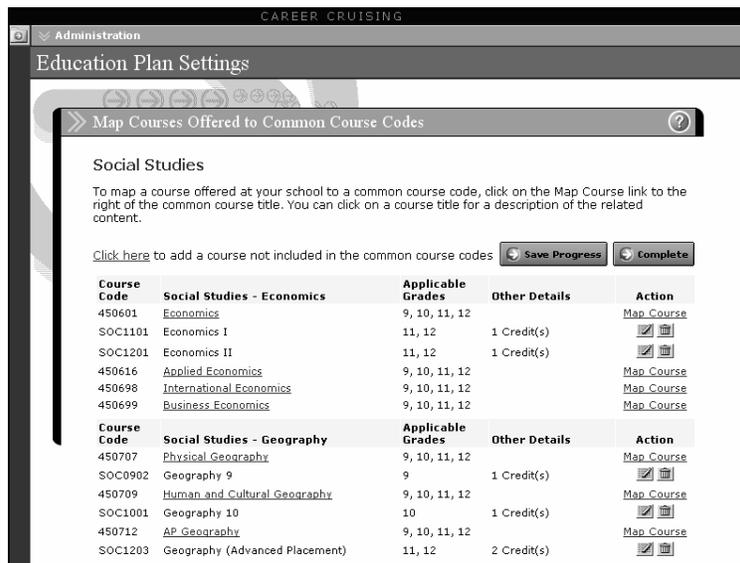
## Step 4: Course Mapping

This step involves linking the specific courses offered at your school to the Kentucky Department of Education's Common Course Codes.

To begin mapping courses, select a Subject Area. Click on the MAP COURSE link in the right hand column beside the desired Common Course Code, then enter the details for the course offered at your school, and click SAVE.

For each course, you will need the following information:

- ❖ Course Number or Code
- ❖ Course Name
- ❖ Number of Credits
- ❖ Course Length
- ❖ Applicable Grades
- ❖ Eligibility for Performance-Based Credit
- ❖ Course Description (optional)



The screenshot shows the 'Education Plan Settings' page in the Career Cruising system. The main heading is 'Map Courses Offered to Common Course Codes'. Below this, there is a section for 'Social Studies' with instructions on how to map a course. A table lists various Social Studies courses, categorized into Economics and Geography. Each row includes the Course Code, Course Name, Applicable Grades, Other Details (such as credit hours), and an Action column with a 'Map Course' link and a 'Save Progress' button.

Course Code	Social Studies - Economics	Applicable Grades	Other Details	Action
450601	Economics	9, 10, 11, 12		Map Course
SOC1101	Economics I	11, 12	1 Credit(s)	Map Course
SOC1201	Economics II	11, 12	1 Credit(s)	Map Course
450616	Applied Economics	9, 10, 11, 12		Map Course
450698	International Economics	9, 10, 11, 12		Map Course
450699	Business Economics	9, 10, 11, 12		Map Course

Course Code	Social Studies - Geography	Applicable Grades	Other Details	Action
450707	Physical Geography	9, 10, 11, 12		Map Course
SOC0902	Geography 9	9	1 Credit(s)	Map Course
450709	Human and Cultural Geography	9, 10, 11, 12		Map Course
SOC1001	Geography 10	10	1 Credit(s)	Map Course
450712	AP Geography	9, 10, 11, 12		Map Course
SOC1203	Geography (Advanced Placement)	11, 12	2 Credit(s)	Map Course

Some additional notes on Mapping Courses:

- Click on the Common Course Code title to access a description of the content for that code.
- You do not have to map all of your school's courses at once. However, you must complete the course mapping for all subject areas before the Education Plan component of the ILP can be activated.
- You can map multiple courses to a single Common Course Code.
- Each course at your school can only be mapped to a single Common Course Code.
- If your school does not offer courses in a particular subject area, simply click on the Subject Area name and then click on the COMPLETE button.

