

Invite Others to View My ILP

About the Invite Others to View My ILP Feature

Students can invite other individuals to view selected sections of their Individual Learning Plan. This feature can be used to share the ILP with college admissions officers, organizations offering scholarships, and potential employers. Students can access this option from the Quick Links section of the ILP Homepage.

Invitees receive an email invitation with a web link and a personal password that is active for 14 days. The recipient clicks on the link and enters his or her password to view a printer-friendly version of the student's ILP. They can enter comments about the ILP, which students can see in the Guest Views section.

Parents and Guardians can access the Guest View log from the Parent/Guardian ILP Tool.

This feature is only available to students in grades 9 through 12 and parents or guardians may choose to have this feature disabled for their child.

Special Contacts

Schools can also enter special contacts to make it easy for students to send invitations to common recipients, such as the local community college or organizations offering co-op placements. Students are not limited to these contacts.

To add or modify Special contacts, log into the School ILP Administration Tool and click on the Add/Edit Special Contacts link on the Advisor Homepage.

Parent/Guardian Opt-Out

To disable this feature for an individual student, log into the School ILP Administration Tool and use the Search for Students function to locate the student for whom you would like to deactivate this feature. From the View/Action dropdown, select Invite Others Access. Select "No, this student should NOT have access to the Invite Others to View My ILP feature" and click on the Save button.

Activate and Deactivate the Invite Others Feature by Grade

Schools can also deactivate this feature for all students in a particular grade. To disable this feature for a specific grade level, log into the School ILP Administration Tool and click on the ILP Options button in the menu bar on the left side of the page. In the ILP Sections to Include chart, deselect the Invite Others to View My ILP option for the desired grades and click on the Save button below the chart.

Please note that only users with ILP Administrator level access can modify these settings. If you do not have access to this feature, please click on the View List of All Advisors link on the Advisor Homepage to see who at your school has ILP Administrator level access.

