

Components of the School ILP Administration Tool

The School ILP Administration Tool (SIAT) helps teachers, counselors, and administrators implement and manage the ILP at their school. You can view students' ILPs, retrieve their access information, monitor individual students' ILP completion status, customize the application to meet your school's needs, and access a wide variety of aggregate reporting options.

Advisor Homepage

This is the central point for accessing all of the features and functions of the School ILP Administration Tool.

Student List

The Student List is the critical access point for individual student information.

On the Advisor Homepage, users can click on the View Student List link in the All Students section to see a complete list of the students at the school. Users can also click on the View Student List link in the Your Students section to view the list of students who have been assigned to them.

The Student List displays students' name, ILP username and password, and grade level. You can also monitor students' ILP Completion Status at a glance.

The screenshot shows the 'CAREER CRUISING' interface. At the top, there is a navigation bar with 'Administration' and 'Advisor Homepage'. Below this is a 'Student List' section with a search bar and a 'Search for Students' button. The main content area is divided into two panels: 'Search Criteria' and 'Export Data File'. The 'Search Criteria' panel shows 'Status: Active'. The 'Export Data File' panel has radio buttons for 'Excel Spreadsheet' (selected) and 'Text File', with an 'Export' button. Below these panels is a table with columns: Name, Username, Password, Grade, View/Action, and Completion Status. The table displays five students: Adam Anderson (Grade 12, 90% completion), Naomi Arnold (Grade 11, 76%), Diana Barns (Grade 10, 76%), Angela Black (Grade 12, 72%), and Stephen Black (Grade 10, 69%). A dropdown menu is open for the 'View/Action' column, showing options like 'View ILP', 'View Resume', 'Advisement Log', 'Annual Review', 'Completion Status', 'Parent Access', 'Parent Comments', 'Parent Review', and 'Send Message'.

Name	Username	Password	Grade	View/Action	Completion Status
Anderson, Adam	1234567890	987654	12	Please Select	90%
Arnold, Naomi	2345678901	876543	11	Please Select	76%
Barns, Diana	3456789012	765432	10	Please Select	76%
Black, Angela	4567890123	654321	12	Please Select	72%
Black, Stephen	5678901234	543210	10	Please Select	69%

Export the Student List – You can export the Student List in either Excel or text format, including students' names, grades, usernames, passwords, and completion status.



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Student List Options

The View / Action dropdown menu provides access to a number of features:

- ❖ **View ILP** – View a printer-friendly version of students' complete ILP.
- ❖ **View Resume** – View students' resumes as they have formatted them.
- ❖ **Completion Status** – Track students' ILP Completion Status at a glance and access detailed individual completion report.
- ❖ **Add Assessments** – Enter results from the ACT, Explore, Plan, SAT, and PSAT standardized tests to students' ILP, which cannot be edited by students.
- ❖ **Advisement Log** – Advisors and counselors can maintain a log of advisement activities for each student to track their advisement program over time.
- ❖ **Annual ILP Review** – This section records the Annual ILP Review meeting. Both students and advisors can record their comments independently. Only the advisor can designate the Review Status as complete. The Annual ILP Review is included in the ILP Completion Standards for each grade.
- ❖ **Invite Others Access** – Students can invite other individuals to view selected sections of their ILP. This option can be used to share the ILP with college admissions officers, organizations offering scholarships, or potential employers. This feature will only be available to students in grades 9 to 12, and parents may choose to have this feature disabled for their child.
- ❖ **Parent Access** – View and create access accounts for the Parent/Guardian ILP tool to enable parents to view and reflect on their child's ILP.
- ❖ **Parent Comments** – Track parents' thoughts on their child's ILP.
- ❖ **Parent Review** – Monitor the status and record verification of the Parent/Guardian ILP Review.
- ❖ **Send Message** – Send messages to individual students through their ILPs. If students have entered a personal email address, they will also receive an email copy of the message.
- ❖ **Assign to Me** – In order to protect student information, users may be required to have students assigned to them in order to view students' personal information, including their ILP username and password. Users can request that a student be assigned to them through the Student List.

Search for Students

Search for individual students based on a variety of criteria, including name, grade, username, and advisor. The search result Student List can be exported in either Excel or text format.



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Manage Parent Accounts

The Manage Parent Accounts section is designed to help schools implement the Parent/Guardian ILP tool.

Parent/Guardian ILP Access Information – This section lists all of the parent/guardian accounts for students at the school. This list can be exported as either an Excel file or a text file.

Parent/guardian records from the state student information system are imported into the ILP system weekly. Schools can create up to two additional parent/guardian accounts for each student.

Parent/Guardian Options Student List – This section lists all students at the school with quick reference columns for the number of parent accounts, number of submitted Parent/Guardian ILP Reviews, and number of parent/guardian comments.

From the Parent/Guardian Options Student List advisors can access the related functions that are available from the main Student List, Parent Access, Parent Comments, and Parent Review.

Parent/Guardian Comment Log – This section lists all of the comments entered by parents and guardians individually. The comments are initially sorted by date, allowing advisors to view the latest comments. Clicking on the View link in the column on the right displays the full text of the comment.

Parent/Guardian ILP Reviews – This section tracks the status of the Parent/Guardian ILP Reviews. Advisors can track which students have completed parent reviews and which of those reviews have or have not been verified.

Send Messages

Advisors, teachers, and administrators can send messages to students through their ILPs. Messages can be sent to groups of students based on grade, gender, and advisor assignments. If students have entered a personal email address in their ILPs, they will also receive an email copy of the message.

Advisor Administration

Each staff member using the system must have their own personal SIAT account. Four security levels ensure that users have access to the tools and information they need and that students' personal information is protected.

ILP Administrator access is designed for the individuals who are primarily responsible for managing the ILP process at the school and can set up the system to meet the particular needs of that school. ILP Administrators have access to all of the tools, features, and information available in the SIAT.



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School Administrator / Counselor access is designed for users who need access to both detailed student information and aggregate data. They have access to almost all of the functions and features available in the School ILP Administration Tool. School Administrators / Counselors can view students' ILPs, retrieve ILP usernames and passwords for all students, create new School ILP Administration Tool access accounts, manage advisor assignments, and view aggregate reports.

Advisor / Teacher access is designed to provide users with access to the tools and features they need to effectively manage the ILP process for the students who have been assigned to them. They can view secure information for students that have been assigned to them; they cannot access personal information for other students at the school.

Other Staff access level is designed for staff members who may want access to information about only a small group of students, but who should not be able to view detailed information about other students.

The Advisor Administration section allows you to view the list of all advisors and see the list of students assigned to them. Users with ILP Administrator and School Administrator / Counselor level access can also create new accounts and modify account information for users at their school.

Manage Advisor Assignments

Students can be assigned to advisors and teachers to provide quick access to their students' data through the Student List, Search for Students, Mass Print Options, and throughout the reporting sections.

Users with ILP Administrator or School Administrator / Counselor access can modify and approve advisor assignments for all students and all users.

Users with Advisor / Teacher or Other Staff level access can request that students be assigned to them and can remove students from their list. However, those assignments must be approved before they can access students' personal information, including their ILP username and password.

ILP Homepage Links

You can add links to related online career, education, and community resources to the Student ILP Homepage.

Add Assessments

You can quickly enter the results for groups of students from the ACT, ACT Explore, ACT Plan, SAT, and PSAT standardized tests to students' ILPs, which cannot be edited by students.



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ILP Options

Student ILP Homepage Links – This feature allows you to activate or deactivate a function on the Student ILP Homepage that allows students to add links to career, education, and other resources that are of interest to them.

ILP Sections to Include – This section allows you to determine which sections of the ILP appear for students in each grade level. Please note that ILP components that are included in the ILP Completion Standards cannot be deactivated for grades in which they are required.

Resume Builder Sections to Include - This section allows you to determine which sections of the Resume Builder appear for students in each grade level.

Assessment Options

Matchmaker Graphics – You can select the graphical interface that appears in the Likes and Dislikes section of the Matchmaker interest assessment. Samples of each can be viewed by clicking on the link below the name of each set of icons.

My Skills – You can activate or deactivate the My Skills component of Career Matchmaker for students in particular grades.

My Skills is an inventory assessment test that asks students to rate their level of skill in 45 areas. Once students have completed the assessment, icons indicating the level of skill suitability will appear beside the career names in the Matchmaker Career Suggestions.

Other Assessments – You can specify which additional assessments students should enter their results for. These assessments will then be listed in the Other Assessments section of the Student ILP.

Education Plan Options

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.

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.

Activating the Education Plan is a four step process. Please see the Activating the Education Plan document or the online help section for more information.



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Graduation Requirements

The Education Plan enables students to view Graduation Requirements as they plan their course selections.

The Graduation Requirements feature allows schools to customize the requirements beyond the state mandated minimums. Multiple diploma options can be implemented for students to view all available graduation plans.

ILP Completion Reports

The Kentucky Department of Education has defined grade by grade completion standards for students' Individual Learning Plans. You can track overall student achievement through a variety of ILP Completion Standards Reports:

ILP Completion Status Snapshot – This report provides an overview of ILP completion at the school by grade.

ILP Completion Status by Student – This report is organized by student and shows you which components each student has completed. The ILP Completion Status by Student report can be exported in Excel or in text format.

Incomplete ILPs by Criteria – This report shows the number of students who have not completed each requirement. You can click on the number to see which students have not completed the selected component.

Complete ILPs by Criteria – This report shows the number of students who have completed each requirement. You can click on the number to see which students have completed the selected component.

View ILP Completion Standards – You can review the ILP Completion Standards at any time with this report option.

ILP Reports

The School ILP Administration Tool includes an extensive real-time reporting package to analyze all data elements collected in the ILP.

You can view data on students' career and education exploration and development, including the careers and schools students have saved to their ILP, career cluster selections, advisement activities, goals and plans, and activities and experiences. From each aggregate report, you can drill down to the individual student data for the selected report.

Reports can be customized to report on a specific group of students based on a variety of criteria, including demographic information, grade, and assigned advisor.



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Mass Print Options

The Mass Print Options section allows you to print desired information for all students or a group of students. The available mass print options include:

- ❖ Students' complete ILPs
- ❖ Resumes
- ❖ Education Plans


Simply select the section that you would like to Mass Print and then select the group of students whose information you would like to print.

Helpful Documents

A variety of resources for career advisors and teachers are available in the Helpful Documents of the School ILP Administration Tool.

- ❖ Career Cruising User's Guide
- ❖ School ILP Administration Tool User's Guide
- ❖ Career Cruising Classroom Activities
- ❖ Documents to help introduce the ILP and Career Cruising to parents and guardians
- ❖ Access Cards to help distribute Student and Parent/Guardian ILP access information
- ❖ Guided Tours for Career Cruising and the Student ILP
- ❖ All of the materials provided in the Training Package

Online Help

You can click on the  icon in the right corner of the header bar near the top of the page to access comprehensive online help files.

