

OKcollegestart: Making ICAP Work for You

For Counselors Only
March 14, 2024



OKcollegestart.org

The screenshot shows the OKcollegestart.org website. At the top, there is a dark blue navigation bar with links for "Talk to Us", "Need Help?", social media icons, "Select Language", "Sign In", and "Create an Account". Below this is a white header with the logo "OKCOLLEGESTART.ORG" and the tagline "CLICK • COMPARE • CHOOSE". Navigation links include "CAREER PLANNING", "HIGH SCHOOL PLANNING", "COLLEGE PLANNING", "FINANCIAL AID PLANNING", and "YOUR PORTFOLIO". The main content area features a large image of students with the headline "How do I succeed in high school?" and a sub-headline "Explore what classes you need to graduate and how those courses align with your career goals." Below the text are "Sign In" and "Create an Account" buttons. At the bottom, there is a row of six icons representing different user groups: Middle School, High School, College, Adult, Parent, and Professional.



OKLAHOMA STATE REGENTS
FOR HIGHER EDUCATION

Improving our future by degrees



What's new?

Demo Account

Experience the
student site
exactly as your
students do

The screenshot shows the OKCollegeStart.org website interface. At the top, there is a dark blue navigation bar with links for "Talk to Us", "Need Help?", social media icons for Facebook, Twitter, and YouTube, a "Select Language" dropdown, a user profile for "Theresa Shaklee", and a "Sign Out" button. Below this is a white header with the OKCollegeStart.org logo and navigation links for "CAREER PLANNING", "HIGH SCHOOL PLANNING", "COLLEGE PLANNING", "FINANCIAL AID PLANNING", and "YOUR PORTFOLIO". The main content area features a large image of students looking at documents, overlaid with a blue semi-transparent box containing the heading "Shape Your Future" and a list of questions: "What courses should I take to graduate?", "Do the courses I'm taking align with my career goals?", "What are the requirements for college admission?", and "What schools offer the degree I want?". At the bottom, a teal footer contains a circular profile icon with the initials "TS", the text "Copy of Oklahoma ICAP Template", a "My Progress" indicator with an orange progress bar, and the text "5 out of 16".

Talk to Us · Need Help?

f t y Select Language · Theresa Shaklee · Sign Out

OKCOLLEGESTART.ORG
CLICK · COMPARE · CHOOSE

CAREER PLANNING HIGH SCHOOL PLANNING COLLEGE PLANNING FINANCIAL AID PLANNING YOUR PORTFOLIO

Shape Your Future

Explore resources for life after high school.

- What courses should I take to graduate?
- Do the courses I'm taking align with my career goals?
- What are the requirements for college admission?
- What schools offer the degree I want?

TS

Copy of Oklahoma ICAP Template

My Progress

5 out of 16

Demo Account

OKCOLLEGESTART.ORG Professional Center
CLICK • COMPARE • CHOOSE

Welcome, Theresa Shaklee
Test Only High School - OK

Students & Groups Reports Resources Communication Colleges & Applications Work-Based Learning Administration

Home School Account

Students & Groups
Find individuals, define groups of students and manage your groups.

Reports
Create reports showing site usage, assessment results and outcomes.

Demo Account
View OKcollegestart from a student, adult, or parent's perspective.
[Demo Account](#)

OKCOLLEGESTART.ORG Professional Center
CLICK • COMPARE • CHOOSE

Welcome, Theresa Shaklee
Test Only High School - OK

Students & Groups Reports Resources Communication Colleges & Applications Work-Based Learning Administration

Students & Groups

- My Profile
- Demo Account**
- Change School
- Sign Out

Demo Account

Demo Account

Important! Please ensure popup blocker is disabled or demo account will not open.

Role: High School Student

Grade: 10th Grade

Select an option

- 12th Grade
- 11th Grade
- 10th Grade
- 9th Grade
- 8th Grade
- 7th Grade
- 6th Grade
- 5th Grade
- 4th Grade
- 3rd Grade

Cancel

OKCOLLEGESTART.ORG
CLICK • COMPARE • CHOOSE

CAREER PLANNING HIGH SCHOOL PLANNING COLLEGE PLANNING FINANCIAL AID PLANNING YOUR PORTFOLIO

CAREER PLANNING FINANCIAL AID PLANNING HIGH SCHOOL PLANNING YOUR PROFILE COLLEGE PLANNING YOUR JOURNAL

Sample School ICAP

My Progress 3 out of 4

9th Grade

View: 9th Grade Print

Required Activities

Resume Builder Redesign

Resume Builder

Your dream job is waiting! Build your resume today.

+ Create a Resume

YOUR NAME

Placeholder text for resume content, including sections for work history, education, and skills.



Jane Smith

okcs2024@okcollegestart.org

Objective I'd like to find work in the finance field.

Skills

- Line 1
- Line 2

Work History

| | |
|-------------------------------------------------------------------------------------------------------------------------|-------------------|
| January 2018 – January 2022 | Test Company |
| Employee | Oklahoma City, OK |
| <ul style="list-style-type: none">• Task number one• Task number two• Task number three | |

Education

| | |
|---------------------|--------------------|
| May 2023 | Sample High School |
| High School Diploma | |

Certificates & Licenses

CPR Certification, February 2022
American Red Cross, OK

Accomplishments & Activities

- Student Council President, 2022
- Completed 100 hours of community service before graduation

Upload Google Drive Files

My Evidence Documents


Drag and drop files here to upload
Accepted formats: PDF, DOC, DOCX, XLSX, PPTX, JPG, PNG, and TIFF (10MB size limit)

- OR -

[Choose Files](#) [Google Drive](#)

Google Drive upload will expand to other activities in the coming months

Require 4 Goals on My Goals & Action Plans

 Activity: My Goals and Action Plans Remove

Instructions: Enter optional guidance text. +

Trackable:

- Not Tracked
- Tracked (completed anytime)
- Tracked (completed during specific grade)

How many goals does the student need to complete?

- 1 Goal
- 2 Goals
- 3 Goals
- 4 Goals

Tip: Add instructions so students see they need to have four goals set before the activity will be marked complete.

Customizing Plan of Study

Customize Plan of Study: School Course List

Students & Groups Reports Resources Communication **Administration**

Administration School Account

Assignment & Curriculum Builder

Create a custom series of activities that can be assigned to students by group or grade level.

[Assignment & Curriculum Builder >](#)

School Course Planning

Use the links below to **view**, **create**, or **update** your school's course plans.

View indicates your course plans are managed at the district level. To customize for your school, contact your district administrator or XAP Customer Support at support@xap.com or 1-800-468-6927.

Create indicates your course plans *can* be managed by your individual school. **If you click any of the Create links, a school managed course list, grad requirements and programs of study will be created for your school and your school will NOT receive any future course planning updates from the state or district.**

Update indicates your course plans *are* managed by your individual school. A school managed course list, grad requirements and programs of study have been created for your school. Thus, your school will NOT receive any future course planning updates from the state or district.

- [1. Update School Course List](#)
(Last updated on June 04, 2020 by Theresa Shaklee)
- [2. Update School Grad Requirements](#)
- [3. Update School Programs of Study](#) ⓘ
(Last updated on February 20, 2020 by Robin Hughes)

Professional / Administrator Access

Create, Upgrade, Manage, or View Professional & Administrator Accounts

[Manage Professional Accounts >](#)

Access Codes

[Change Professional Account Access Key >](#)
[Change Administrator Code >](#)

Local Settings

[Choose local system settings >](#)

Customize Plan of Study: School Course List

Course Planning School Account

☰ School Course List - All Courses

All plans of study use the same course list. Update courses here to change them for your school.

All Courses 6th Grade 7th Grade 8th Grade 9th Grade 10th Grade 11th Grade 12th Grade

Delete Course(s) Add a Course [Select All](#) | [Clear All](#)

| | Course Name | Subject Area | Credits | Available to Grades |
|------------------------------------------|--------------------------------------------------|--------------------|---------|---------------------|
| <input checked="" type="checkbox"/> Edit | Adv. Natural Resources and Environmental Systems | Laboratory Science | 1 | 11 |
| <input checked="" type="checkbox"/> Edit | Advanced Accounting | Electives | 1 | 12 |
| <input type="checkbox"/> Edit | Advanced Ag Welding/Fabrication | Electives | 1 | 9, 10, 11, 12 |
| <input type="checkbox"/> Edit | Advanced Algebra | Mathematics | 1 | 9, 10, 11, 12 |
| <input type="checkbox"/> Edit | Advanced Analog and Digital Logic and Circuits | Electives | 1 | 12 |
| <input checked="" type="checkbox"/> Edit | Advanced Animal Science | Electives | 1 | 11 |
| <input type="checkbox"/> Edit | Advanced Applications | Electives | 1 | 12 |
| <input checked="" type="checkbox"/> Edit | Advanced Applications of Printing Technology | Electives | 1 | 12 |
| <input type="checkbox"/> Edit | Advanced Biology | Laboratory Science | 1 | 9, 10, 11, 12 |

Delete courses your school does not offer

Customize Plan of Study: School Course List

Course Planning School Account

School Course List - All Courses

All plans of study use the same course list. Update courses here to change them for your school.

All Courses 6th Grade 7th Grade 8th Grade 9th Grade 10th Grade 11th Grade 12th Grade

Delete Course(s) **+ Add a Course** Select All | Clear All

| | Course Name | Subject Area | Credits | Available to Grades |
|-------------------------------|--------------------------------------------------|--------------------|---------|---------------------|
| <input type="checkbox"/> Edit | Adv. Natural Resources and Environmental Systems | Laboratory Science | 1 | 11 |
| <input type="checkbox"/> Edit | Advanced Accounting | Electives | 1 | 12 |
| <input type="checkbox"/> Edit | Advanced Ag Welding/Fabrication | Electives | 1 | 9, 10, 11, 12 |
| <input type="checkbox"/> Edit | Advanced Algebra | Mathematics | 1 | 9, 10, 11, 12 |

Add a Course or **Edit** an existing course

Customize Plan of Study: School Course List

☰ School Course List – Add a Course

☰ Course Information

Required Information

Course name:

Course ID:

Subject area:

Credit(s):

Available to grades:

- 12th Grade
- 11th Grade
- 10th Grade
- 9th Grade
- 8th Grade
- 7th Grade
- 6th Grade

Credit use:

- Credits count for both subject area and total credit requirements
- Credits count only for subject area requirement

Enter **required** information and click **Save**

Customize Plan of Study: Graduation Requirements

Course Planning School Account

Grad Requirements - Available Sets

These are the sets of grad requirements that are available for students to use in Your Plan of Study to compare with their course plans.

You can edit the requirements for a set, add a new set of requirements, delete an old set, or disable a set so that it won't be available to students. (The system-defined sets can be disabled but not deleted.)

| Grad Requirements Sets | Status | Actions |
|------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------------------|
| College Preparatory/Work Ready Standards Starting with the class of 2020 | Enabled Unedited Predefined set | Edit Disable |
| Core Curriculum Standards Starting with the class of 2020 | Enabled Unedited Predefined set | Edit Disable |

[+ Add a New Set](#)

Click **Edit** or **Add a New Set**

Customize Plan of Study: Graduation Requirements

☰ Credit Requirements

Enter credit requirements and notes for subject areas and the total credit required. If a subject area requirement can be satisfied by credits from other subject areas, then leave the requirement for the subject area as zero. The requirement will be accounted for by the total credits required in the student plan of study checkup.

| Subject Area | Credits Required | Grad Requirement Notes <small>These notes will appear with the grad requirements when students are viewing course plans</small> |
|--------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| English | <input type="text" value="4"/> | Must include 4 units from: -English I -English II -English III -English IV -Other Approved Course |
| Mathematics | <input type="text" value="3"/> | 3 units required in grades 9-12 -Algebra I -Geometry -Algebra II -Algebra III -Pre-Calculus -Other Approved Course |
| Laboratory Science | <input type="text" value="3"/> | Must include 3 units from: -Biology I -Chemistry, Physics, or Physical Science AND -Other Physical Science OR -Other Life Science -- |

- Update **credits required**
- Update **notes**
- Click **Save**

Customize Plan of Study: Programs of Study

Course Planning

School Account

Programs of Study

Braman Public School Programs of Study

Programs of Study are a sequence or set of courses that support a pathway, diploma type or other school specific programs. Programs are available to all schools. Programs of study managed by an individual school are only available to students at that school.

+ Add a New Local Program of Study



- Click **Add a New Local Program of Study**
- Give the program of study a **name**
- All other fields are **optional**

Create New Local Program of Study

These are recommended programs of study that are not associated with career clusters. Add the information below and click "Save and Add Courses" to start adding courses to this program of study.

Program Details

Program of study name:

Suggested Course Plan

Introduction text:

This text will appear above the course grid to explain the process of planning high school courses.

Link URL:

You may include a link to a page on the web - usually a course catalogue or planning guide. (Example: <http://yourlink.org>)

Link title:

Enter the text you want displayed for the link. (Example: [Course Planning Guide](#))

Note:

The note field can be used for additional information and explanation. It is displayed below the main course grid.

Save and Add Courses

Cancel

Customize Plan of Study: Programs of Study

Customize Programs Of Study

Display Order
Choose where you want this course plan displayed in the list of plans for this cluster:

Hide This From Students?
 Yes, this program can only be assigned to students by a professional.

Copy Courses
Copy recommended courses from another plan into this one. The entire contents of this plan will be replaced.
[Copy From Another Program](#)

Program of Study: Program of Study: High School Plan (Rename)

Introduction Text Students Will See: [\(Edit\)](#)

Link to More Information: [\(Edit\)](#)

Note: [\(Edit\)](#)
Edit the recommended courses students will see for this program of study.

Recommended Courses

| 6th-8th Grade View | 9th Grade | 10th Grade | 11th Grade | 12th Grade |
|------------------------------------------------------------------------------------|-----------|------------|------------|------------|
| English + Add/Edit Courses | | | | |
| Mathematics + Add/Edit Courses | | | | |
| Laboratory Science + Add/Edit Courses | | | | |
| History and Citizenship Skills + Add/Edit Courses | | | | |
| Other Core + Add/Edit Courses | | | | |
| World Language or Computer Technology + Add/Edit Courses | | | | |

Click **Add/Edit Courses** to fill in part or all of the course grid

Customize Plan of Study: Programs of Study

Choose a Recommended Program of Study

Programs of Study

[Boswell Suggested Plan of Study](#)

All career clusters

[Agriculture, Food and Natural Resources](#)
[Architecture and Construction](#)

Grid is **partially filled in** for students, but **changes** can be made

My Plan of Study #4 [Rename](#) Set as Current Plan

Program of Study
Boswell Suggested Plan of Study [Change](#)
Created Feb 06, 2024 Last Edited Feb 06, 2024

Instructions:
Keep your plan of study up to date with the courses you're **planning** to take, the ones you're **enrolled** in, and those you've **completed**. [Click a cell to update it.](#)
[Choose a different set of graduation requirements >](#)

[View 8th-8th Grade](#) Hide Recommended Courses

9th Grade **10th Grade** **11th Grade** **12th Grade** **Checkup**

English

| | | | | |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| English I 4045 1 credit(s) Planned Edit | English II - 1 credit(s) Planned Edit | English III - 1 credit(s) Planned Edit | English IV - 1 credit(s) Planned Edit | Completed: 0 cr Enrolled: 0 cr Planned: 4 cr Your Total: 4 cr Required: 4 cr More Info |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|

Mathematics

| | | | | |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Algebra I 4411 1 credit(s) Planned Edit | Algebra II - 1 credit(s) Planned Edit | Geometry - 1 credit(s) Planned Edit | Math Analysis - 1 credit(s) Planned Edit | Completed: 0 cr Enrolled: 0 cr Planned: 4 cr Your Total: 4 cr Required: 3 cr More Info |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|

Laboratory Science


| | | | | |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Physical Science - 1 credit(s) Planned Edit | Earth Science - 1 credit(s) Planned Edit | Science - 1 credit(s) Planned Edit | Anatomy - 1 credit(s) Planned Edit | Completed: 0 cr Enrolled: 0 cr Planned: 4 cr Your Total: 4 cr Required: 3 cr More Info |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|

History and Citizenship

| | | | | |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------|
| US Government - 0.5 credit(s) Planned Edit | Civics - 1 credit(s) Planned Edit | US History - 1 credit(s) Planned Edit | Edit | Completed: 0 cr Enrolled: 0 cr Planned: 3 cr Your Total: 3 cr Required: 3 cr More Info |
| Oklahoma History - 0.5 credit(s) Planned Edit | Edit | Edit | Edit | |

End of Year Tasks

OKcollegestart Annual Checklist



Annual Checklist
OKcollegestart@ocap.org 866.443.7420

BACK TO SCHOOL

- ✓ **Manage educator accounts on the Administration tab of the Professional Center.**
 - Remove access for staff no longer at your school.
 - Create Professional Center accounts for new staff.
 - Update the access level for staff, if necessary.
- ✓ **Release student accounts on the Students & Groups tab.**
 - Release last year's graduates. (When you're ready!)
 - Release students who have transferred out of your school.
- ✓ **Batch create student accounts on the Students & Groups tab.**
 - Create accounts for an entire class and for new students.
- ✓ **Mass reset passwords.**
 - Email [Support@xap.com](mailto:support@xap.com) or OKcollegestart@ocap.org to reset passwords for groups or grade levels. Please allow 2-3 days for the password reset process.
 - What grade(s) do you want to reset passwords for?
 - What word do you want the passwords to be set to?
 - Do you want the students to be prompted to change their password or leave it as the password listed above permanently?
- ✓ **Review your school's ICAP in the Assignment & Curriculum Builder on the Administration tab.**
 - Add or remove activities. (Check the [Required ICAP Activities](#) chart to know what you have to keep.)
 - Review tracking settings.
 - **Not tracked:** The activity is not included in the student's progress bar or the ICAP report.
 - **Tracked (completed anytime):** The activity is marked complete as long as it has been done at least once, regardless of what grade the student was in. It is included in the student's progress bar and the ICAP report. This is commonly used for the Work-Based Learning Experiences activity.
 - **Tracked (completed during specific grade):** The activity is marked completed once it has been updated or completed while in the grade indicated in the dropdown box. The activity is included in the student's progress bar and the ICAP report. This is commonly used for assessments, My Goals & Action Plans, Plan of Study, and any other activities you want students to repeat or complete while in a certain grade.
 - Ensure your school's ICAP is assigned (which makes it visible) to at least grades 9 – 12.
- ✓ **Visit the Resources tab for student & educator user guides, training videos, and lesson plans.**
 - Sort lesson plans by topic, grade level, or school subject and find ways to incorporate OKcollegestart into the classroom.
- ✓ **Update OKcollegestart training materials or videos you've shared in online classrooms.**
 - The most current versions of training materials are located on the Resources/ICAP Resources tab of the Professional Center.

[Release Accounts](#)
[Batch Create Accounts](#)
[Batch Creating Accounts Video](#)

FALL

- ✓ **Get started on ICAP with your students!**
Use the Student User Guides and Videos on the Resources/ICAP Resources tab of the [Professional Center](#) to guide students through each activity.
- ✓ **Run the Assignment & Curriculum Report as needed to track progress.**

[Assignment & Curriculum Report](#)

SPRING

- ✓ **Run the Assignment & Curriculum Report as needed to track progress.**
- ✓ **Consider Single Sign-On options.**
 - If your school has purchased Single Sign-On, consider resetting all passwords for the graduating class. You can then provide them with their usernames and passwords so they can keep logging into their OKcollegestart accounts after graduation. Email support@xap.com or OKcollegestart@ocap.org to reset passwords for groups or grade levels.
 - Review the optional add-on services for single sign-on and SIS integration so they can be implemented over the summer. A summary can be found on the Resources/Add-On Services tab of the Professional Center, or email OKcollegestart@ocap.org for more details.

SUMMER

- ✓ **Run a final Assignment & Curriculum Report for each grade. Save to your computer or print for easy access in the future.**
- ✓ **Schedule OKcollegestart professional development training for your staff.**
- ✓ **Get a head start on any of the Back to School checklist items!**
- ✓ **Ensure a smooth transition from 8th to 9th grade.**
 - If your middle school and high school are listed separately on OKcollegestart, email Customer Support at support@xap.com to request all accounts just finishing 8th grade and connected to the middle school move to the high school. Or consider combining your sites into one: Sample Public Schools to avoid this step. Email OKcollegestart@ocap.org if you have questions or concerns about combining your sites!
 - Student accounts automatically move up a grade level on July 1. So students in 9th grade last year will automatically move up to 10th grade. No action is needed.
- ✓ **Standardize the format of your students' usernames.**
 - If you'd like to change all student usernames to a consistent format, the summer is a great time to do that! Send the current usernames and the new usernames to Customer Support at support@xap.com or email OKcollegestart@ocap.org for assistance.
- ✓ **Consider add-on services.**
 - Interested in purchasing add-on services? Over the summer is a great time to get things set up so you're ready for the new school year. You can review the options on the Resources tab of your Professional Center account.

[Training Request](#)



Run Final ICAP Reports

- Run Assignment & Curriculum Tracking Report for grades 9, 10, 11 and 12
- Save to your computer or print

Directions located on the **Resources** tab of your Professional Center under **ICAP Resources**



Run Final ICAP Reports

- Add or remove activities for next year
- Add additional instructions for each activity

Customizing Your ICAP Guide & Video located on the [Resources](#) tab of your Professional Center under [ICAP Resources](#)



Student Passwords: Mass Password Reset

Send request to Customer Support

- Grade(s) to reset
- New password
- Prompt students to reset or leave permanently?

Example:

- Classes of 2025, 2026 and 2027
- New password: eagles
- Do not prompt students to set a new password



Mass password resets take **2-3 days** to process!

Student Passwords: Purchase Single Sign-On

- Can be implemented with ClassLink, GSuite, and in some cases Clever
- Account clean up to ensure all usernames are email addresses
- School adds OKcollegestart logo to SSO platform
- Student clicks logo to log in
- Accounts can still be batch-created ahead of time



\$500
one-time cost



SSO
implementation
takes about 3
weeks

Update School Connection

- Student accounts **automatically advance** a grade level on July 1
- The school they are connected to **does not** automatically change
- Three options for handling middle school to high school transition

OPTION 1: Students Update Connection

If middle school and high school are listed separately on OKcollegestart:

- Run your final ICAP reports
- Then have 8th graders update their school connection to the high school before leaving for the summer



OPTION 2: Combine Middle & High School



- Email OKcollegestart to combine all middle school and high school students into one connection
- This eliminates the need for 8th graders to update their school
- No work is lost; usernames remain the same

OPTION 3: Customer Support Moves Accounts

- Leave middle school and high school listed separately
- Email OKcollegestart and we can move the accounts over the summer
- Let us know before you leave for the summer



Resources & Training

Schedule Additional Training

- Assistance with these processes
- Available over the summer
- Virtual or in-person
- Fall Professional Development



The image shows a screenshot of a web form titled "OKcollegestart Training Request". At the top, the logo for "OKCOLLEGESTART.ORG" is displayed with the tagline "CLICK · COMPARE · CHOOSE". Below the logo, the form title "OKcollegestart Training Request" is followed by a brief instruction: "Please submit this form to request OKcollegestart training for you or a group at your school. We will reach out to confirm as soon as possible." The form includes a user identification section with the email "tshaklee@onet.net (not shared)" and a "Switch account" link. Below this, there are two required text input fields: "Name" and "Title", each with a red asterisk indicating it is required and a "Your answer" label. The form is presented as a tilted card with a light blue border.

Resources Tab

- Student user guides
- Educator user guides & training videos
- Lesson plans & curriculum

The screenshot displays the OKCollegeStart.org Professional Center interface. The top navigation bar includes the logo and the text "Professional Center". A secondary navigation bar contains several tabs: "Students & Groups", "Reports", "Resources", "Communication", "Colleges & Applications", "Work-Based Learning", and "Administration". The "Resources" tab is highlighted with a red box. Below this, a sub-menu is visible with the following items: "Getting Started", "Lesson Plans", "ICAP Resources", "Announcements", "Add-On Services", and "AchieveWorks Resources". The main content area is titled "Getting Started" and features a "Quick Reference Guides" section. This section is organized into several categories, each with a list of links:

- Student Center**
 - [Create a Student Account](#)
- Professional Center:**
 - [Access Your Student Companion Account](#)
 - [Professional Accounts Overview](#)
- Student Account Management**
 - [Learn More About COPPA](#)
 - [Batch Create Student Accounts](#)
 - [Connect a Professional Account to Multiple Schools](#)
 - [Release Student Accounts from Your School](#)
 - [Merge Duplicate Student Accounts](#)
 - [Reset a Student Password](#)
 - [View a Student Portfolio](#)
 - [Use the Student Finder](#)
 - [Build a Group](#)
- Milestones**
 - [Customize the Milestones](#)
 - [Use the Milestones Tracking Report](#)
- Assessments**
 - [Learn More About the Basic Skills Survey](#)
 - [Learn More About the Career Cluster Survey](#)
 - [Learn More About the Career Key](#)
 - [Learn More About the Interest Profiler](#)
 - [Learn More About the Transferable Skills Checklist](#)
 - [Learn More About the Work Values Sorter](#)
- School-2-College-2-Work (middle school module)**
 - [Get Started with School-2-College-2-Work for Students](#)
 - [Use the Reporting Tools for School-2-College-2-Work](#)
- Scheduling and Messaging**
 - [Send a Message](#)
 - [Use the Communication Log](#)
 - [Create an Event](#)
- Assignment and Curriculum Builder**
 - [Use the Assignment and Curriculum Builder Feature](#)
 - [Run an Assignment and Curriculum Builder Tracking Report](#)
- Guides**

Join Our Mailing List



Receive our
monthly
newsletter

Sign up on the
Resources tab of
the Professional
Center under
ICAP Resources

OKCOLLEGESTART.ORG Professional Center
CLICK • COMPARE • CHOOSE

Welcome, Theresa Shaklee
Test Only High School - OK

Students & Groups Reports Resources Communication Colleges & Applications Work-Based Learning Administration

→ Getting Started Lesson Plans **ICAP Resources** Announcements Add-On Services AchieveWorks Resources

ICAP Resources

Student User Guides

- [Student User Guide: Career & Interest Assessments](#)
- [Student User Guide: My Goals & Action Plan](#)
- [Student User Guide: Your Plan of Study - Create a New Plan](#)
- [Student User Guide: Your Plan of Study - Edit an Existing Plan](#)
- [Student User Guide: Test Score Activities](#)
- [Student User Guide: Work-Based Learning Experiences](#)

Student Activities

Students learn about careers and college while navigating their way around OKcollegestart.

- [OKcollegestart Scavenger Hunt](#)
- [Scavenger Hunt Answer Key](#)

Educator User Guides

- [Updating ICAP Tracking Options](#)
- [Customizing Your ICAP Guide](#)

Additional Resources

- [College Application Week \(CAW\)](#) is an opportunity for high school seniors to receive hands-on assistance from knowledgeable volunteers while completing their college applications.
- The [Oklahoma FAFSA Data Portal](#) is a free online tool that allows authorized users to see which of their seniors have completed the FAFSA, enabling you to focus your FAFSA education efforts.
- Visit the [Educator's Resources](#) page to access OKcollegestart flyers and videos to share with students and families.
- Visit [UCanGo2.org](#) to access career and exploration worksheets, coloring pages and games for students in Kindergarten through fifth grade.

Contact Information

- [OKcollegestart Contact Info](#)
- Join the [OKcollegestart listserv](#) to receive monthly updates, ask questions, and discuss best practices for ICAP and other OKcollegestart features.

OSRHE Summer Institute

June 10 – 12, 2024

Shangri-La Resort

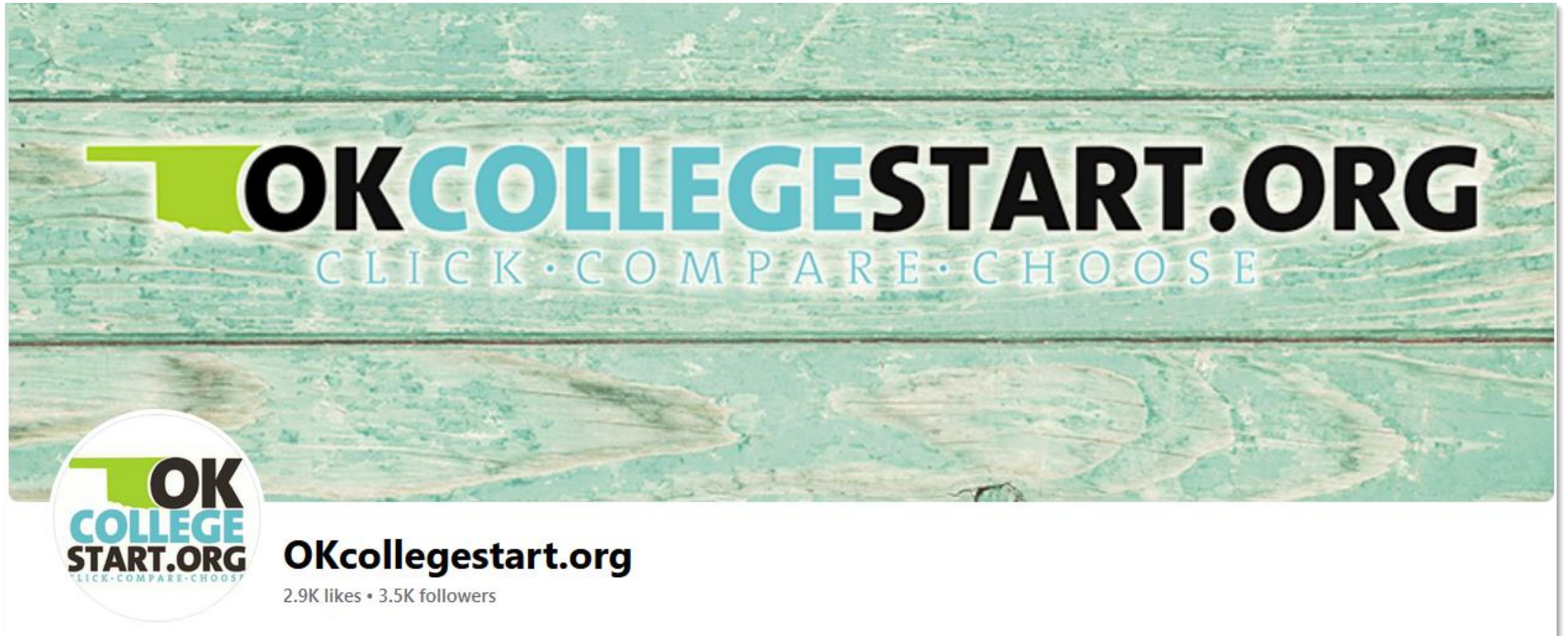
www.OKhigher.org/Student-Prep



**OKLAHOMA STATE REGENTS
FOR HIGHER EDUCATION**

Improving our future by degrees

OKcollegestart on Facebook



Customer Support



XAP Customer Support Team

support@xap.com

800-468-6927

7:00 am – 7:00 pm, Central Time



Summer Academies

Visit the
High School Planning
tab of
OKcollegestart.org

The Oklahoma State Regents for Higher Education offer FREE STEM Summer Academies for students entering the 8th-12th grade.

Scan the QR code to explore an Oklahoma college or university for a unique, hands-on learning experience!

Don't miss your chance to attend -- STEM Academies fill up quickly! Registration opens March 1.

STEM Summer Academies

STEM Career

The Oklahoma State Regents for Higher Education, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 13246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990 and other federal laws and regulations, do not discriminate on the basis of race, color, national origin, sex, age, religion, handicap or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational services. This publication is issued by the Oklahoma State Regents for Higher Education, as authorized by 20 O.S. 2001, Section 1226. Copies have not been printed but are available through the agency website at www.okhighered.org. Two graphic copies have been deposited with the Publishers Clearinghouse of the Oklahoma Department of Libraries.

Summer Academies

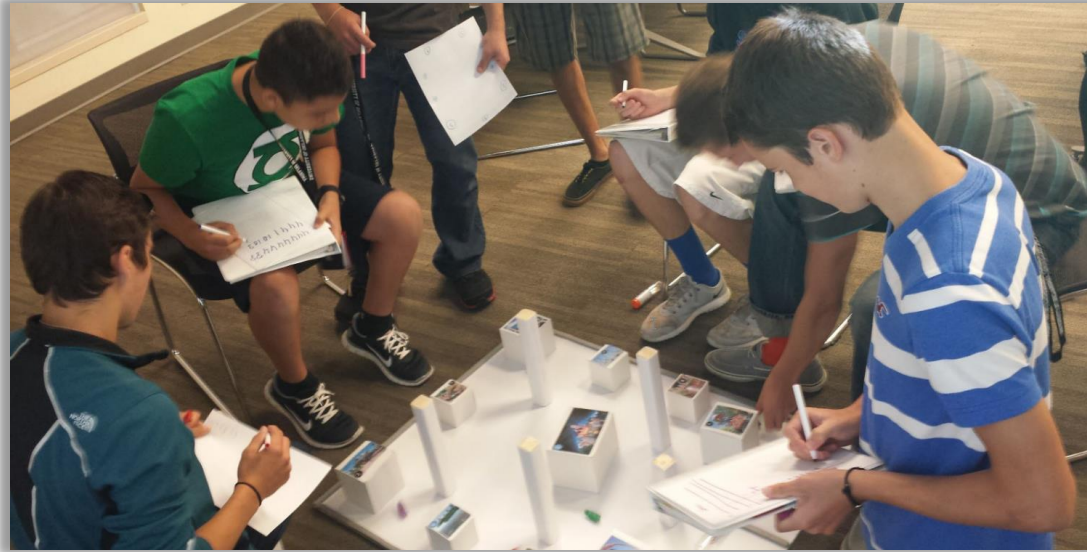
- FREE!
- Students entering 8th – 12th this fall
- Hands-on learning, no lectures!
- 10 Commuter Academies (days only)
- 7 Residential Academies (overnight)
- All students invited to apply

17
Academies
held statewide

Applications opened **March 1**



Summer Academies



STEM Summer Academies

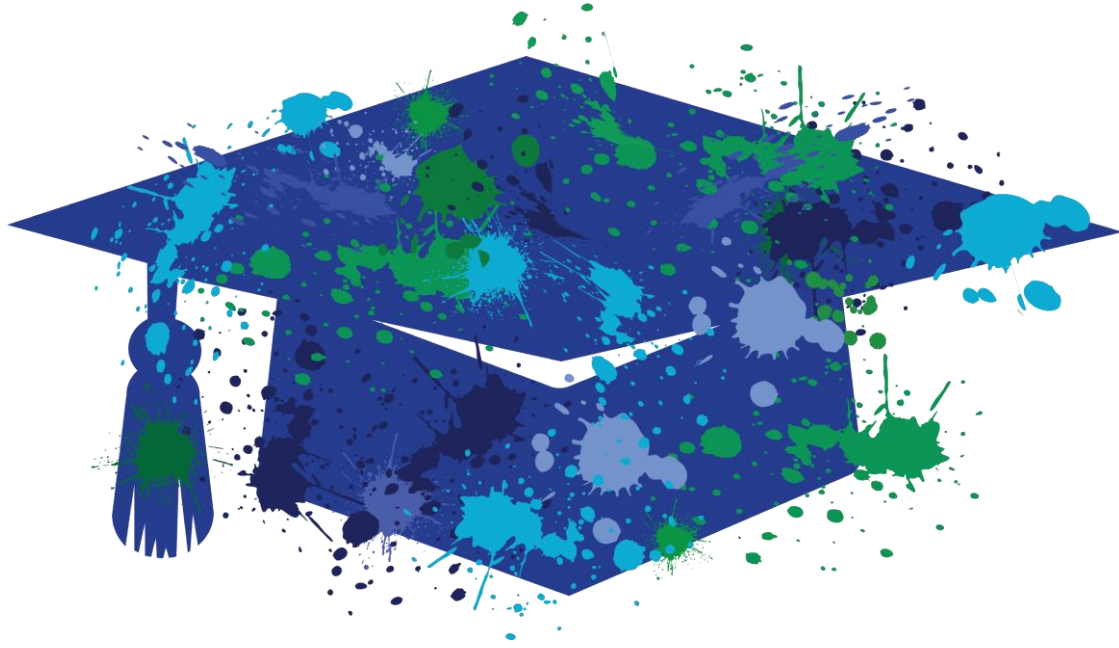


OACAP Resources



startwithfafsa.org





New FAFSA Graduation Requirement

Begins 2024-25



OKLAHOMA STATE REGENTS
FOR HIGHER EDUCATION

Improving our future by degrees



FAFSA Graduation Requirement & the Oklahoma FAFSA Data Portal

2:10 – 3:00
Redbud Room



Visit the Oklahoma State Regents for Higher Education exhibit table for more information.

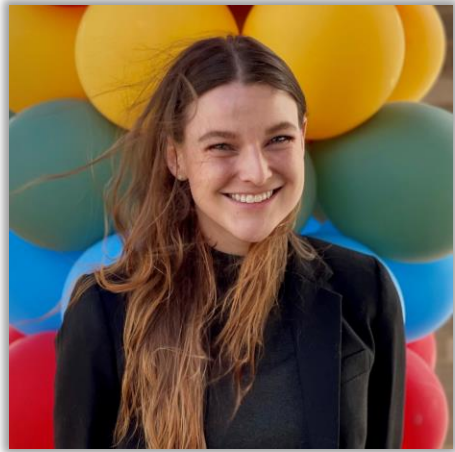


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