

# INDIVIDUAL LEARNING PLAN (ILP) - QUICK SHEET

This is a GRADUATION REQUIREMENT and it needs to be updated EVERY YEAR. You must reach 100% each school year. This sheet will allow you to do it at home or in a school computer lab.

## What is the Individual Learning Plan (ILP)?

The 2007-08 school year was the first school year in which middle and high school students in Jefferson County Public Schools had a new online education planning tool at their fingertips. The new web-enabled Individual Learning Plan (ILP) helps secondary students (grades 6-12) better focus their coursework on individual goals as they prepare for postsecondary studies and careers. The ILP plays a key role in the advising component of the students' education. Students engage in advising and guidance specific to their educational goals based around the ILP.

Resource: (Kentucky Department of Education)

<http://www.kde.state.ky.us/KDE/Instructional+Resources/Individual+Learning+Plan/>

## Reminder:

You are able to view your ILP Completion Status at any time, by looking at the bar on the top of your ILP homepage. (Click on View Details) The first two items will not be completed until the very end. Another reminder is to Save each time you see a Save button.

## How to Begin?

- 1) Log on to the Jefferson County Public School's website: <http://www.jefferson.k12.ky.us/>
- 2) Click on Student, and then click on JCPS Online
- 3) Enter your school username and password. If you do not know it, see secretary or Mrs. Johnston in the Counseling Office.
- 4) Click on Career Cruising. (If not on the homepage then click on Edit the Page and click on Use Defaults.)
- 5) Click on **Career Cruising** on the left-side of the page.
- 6) Click on Career Matchmaker then Go to Career Matchmaker: It will then ask you to submit your name and then you will take a Likes/Dislikes Survey. After your finished click on the gray button at the right that says Save to My ILP then from that list it narrows down to 10 careers. Choose one of the careers and then click on the gray button on the left that says Save to My ILP. Then in the box that says Review & Revise click on the Yes and then click on Save; and it will ask you to Save again. (You do not need to write comments in the save box.)  
(On the completion status bar in may tell you that you need to complete My Skills this is located under Career Matchmaker hit the gray button that says Go to Career Matchmaker and on the right side you will see My Skills.)
- 7) Click on Schools that Interest Me on the left-side. Click on Explore Schools, and then Search for Schools. You can pick any state and it will give you a list of all the universities/colleges in that state in alphabetical order. Choose one college and then click on gray button on the left-side that says Save to My ILP. Then in the box that says Review & Revise click on the Yes and then click on Save; and it will ask you to Save again.
- 8) Click on **Goals and Plans** on the left-side of the page.

- 9) Click on Short & Long Term Goals. Write in the boxes provided a brief short and long term goal. Then click on the gray button that says Save Goals. Then in the box that says Review & Revise click on the Yes and then click on Save; and it will ask you to Save again.
- 10) Click on Career Cluster Interest. Click on as many Career Clusters that interest you, then click on the gray Save button. Then in the box that says Review & Revise click on the Yes and then click on Save; and it will ask you to Save again.
- 11) Click on Post-Secondary Goals. The tab button that says Part 1 Career Goals should come up and you should answer all the questions then click on the gray button that says Save & Continue; and that will take you to Part 2 Educational Goals and then you answer those questions and click on the gray button that says Save & Continue; and then that will take you to Part 3 Financial Goals where you will answer a question then you will click on the gray Save button. Then in the box that says Review & Revise click on the Yes and then click on Save; and it will ask you to Save again.
- 12) Click on Career Planning Activities. Click on one of the Career Planning Activities listed, Title, the date and then click on the gray Save button. (If you can't think of a career planning activity use the ILP Activities and write in ILP for Title and the date you are working on this.) Then in the box that says Review & Revise click on the Yes and then click on Save; and it will ask you to Save again.
- 13) Click on **Activities & Experiences** on the left-side of the page.
- 14) Click on Organizations & Activities. Choose an organization and/or activity list the dates and click on the Save button. Then in the box that says Review & Revise click on the Yes and then click on Save; and it will ask you to Save again.
- 15) Click on Hobbies & Interests. Choose at least one hobby and/or interest and click on the Save button.
- 16) Click on Community Service. Click on the button that says Add Community Service and then click on the Save button. (You will need to add at least one community service.) Then in the box that says Review & Revise click on the Yes and then click on Save; and it will ask you to Save again.
- 17) Click on Work Experiences. Click on the gray button that says Add Work Experience and then click Save. (You will need to list something even if it is just babysitting or mowing the grass.)
- 18) Click on **Awards & Recognitions**. Click on the gray button that says Add Awards & Recognitions then click the Save button. (You will need to add at least one Award & Recognition.)
- 19) Click on **Education Plan**. (Choose the following: District- Jefferson County, and School -DuPont Manual High School). Select your Current Grade Level. Then select the courses you are taking now – make sure you *Add* them each time you select a course. After you have selected all your current classes, then in the box that says Review & Revise click on the Yes and then click on Save; and it will ask you to Save again. Then you will need to Select the Grade Level you will be in next year; and then select the courses you think you will be taking next school year (Don't forget to click on *Add* each course). You will need to Save and then in the box that says Review & Revise click on the Yes and the click on Save; and it will ask you to Save again.
- 20) Completion Status: At this point your completion status should be at 80% and you can see if you are missing anything by looking at the View Details beside the Completion Status Bar at the top of the page.
- 21) At this point, sign up in the Counseling Office that Mrs. Johnston will need to check off on the Annual Review, and then give her 48 hours.
- 22) Annual Student Survey: Then get on ILP homepage, and you will see Annual Student Survey under Quick Links.

YOUR COMPLETION STATUS SHOULD NOW BE AT 100%!!!