



GRADE

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ICAP Assignments

Activity 1

Create an account **OKCareerGuide** on or update your account information. 

1. If this is your first time to use **OKCareerGuide.org**, follow the directions at the bottom of the ICAP Development Checklist. If you have an account but have transferred schools, log on and go to step 2.
2. In the upper right corner of the screen at the top of the page, click on your name to find  **Account Settings**. The 5th pencil down will be **My School Information**, click on the pencil  and begin to type in your new school and click it when it pops up.
3. This would also be a good time to update your address and contact information.
4. If you have an account and are not new check all the information and update anything that needs it especially your grade level.


Take or retake the assessment. [Interest, Skills and Work Values]  

1. Take or retake Interests Assessment, Skill Confidence Assessment and Work Values Inventory.

Check your ICAP Oklahoma progress. 

1. Open **ICAP Oklahoma** in the left menu. You will see at least six cards. [**Personal Info, Assessments, Goals, Job Search Tools, Education Plan and Work-Based Learning**]
2. You should notice some items checked off, especially in the **Personal Info**. You should have items checked off in the **Assessments, Goals, Job Search and Education Plan** cards.
3. When you have completed tasks within OK Career Guide, it will check them off on the cards. When a card is filled, it will turn green.
4. The **Work-Based Learning** card may not have anything checked but working with your instructor and any work-based experience you completed during the summer may qualify if they match your ICAP.
5. You will be prompted each year to check your progress.

Look at the composite report for the career interests and skills. [My Next Steps]  

1. Find **My Next Steps** on the right side of the screen. Click on the second item on the list to compare your interests and your skills.
2. Star  (located to the left of the Occupations) anything that is of interest to you. List below the top five career pathways.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____



ICAP Assignments (continued)

3. In the top corner of the Career Pathways screen, toggle to view by career clusters. Star ★ anything that is of interest to you. List below the top five career clusters.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

4. Choose one of the top five clusters and click on it. Choose one of the pathways listed on the screen and star ★ it. Then click on the pathway you starred and choose five of the listed occupations that you would consider. Star ★ them and list them below.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

5. Mark any occupation that is nontraditional, national bright or national green on the lines above.

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ICAP Assignments Activity 2

Explore occupations and identify education needed to succeed. 📍 ★

1. Choose one of the occupations from above. Open **Explore Occupations** 📍 on the left side of the page. The bottom selection in this section is **Occupations by Title**. Type in the title from above. Repeat this until you find the occupation you want to use in the next steps.

2. List the name of the occupation and give a brief description of what it is.

_____:

3. There are several tabs across the top of the occupation. The following questions will refer to those tabs.

a. **Tasks & Conditions**, describe the working conditions and list 5 of the unique tasks you might have to perform.

i. **Conditions:** _____

ii. **Tasks:**

1. _____

2. _____

3. _____

4. _____

5. _____

b. **Interest, Skills & Work Values**

i. **Interests:** _____

ii. **Skills:**

1. _____

2. _____

3. _____

4. _____

5. _____

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ICAP Assignments (continued)

c. Education & Experience

- i. **Work Values:** _____
- ii. **Suggested College and Postsecondary Majors:** _____

- iii. **Suggested Instructional Programs:** _____

- iv. **Licensure:** _____
- v. **Advancement:** _____

d. Salary & Outlook

- i. **Median Salary Statewide:** _____

e. Related Occupations

- i. List 3 **related occupations** that you might also consider:
 - 1. _____
 - 2. _____
 - 3. _____
- ii. List **Related Military Occupations:** _____

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ICAP Assignments Activity 3

Prepare for postsecondary education and careers. 

1. Open **Plan for Education** on the left side of the page. Go to the third selection, **Find Schools**. Click on **Filter Options** and apply the following filters.

- a. **Region:** Any
- b. **State:** Oklahoma
- c. **Zip Code:** Leave empty
- d. **Distance:** Leave empty
- e. **General Field of Study:** From occupation above
- f. **Specific Major:** From occupation above
- g. **Types of Degrees:** Select all
- h. **Tuition:** Any
- i. **Fees:** Any
- j. **On Campus Room and Board:** Any

2. List the schools you found.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

3. Change filters or look at other careers.

4. Choose one of the schools that you got from your search. _____

5. Using the tabs across the top answer the following questions.

- a. **Types of instruction/programs offered:** _____

- b. **Special credits and learning opportunities:** _____

- c. **Degree/certificate types offered:** _____

- d. **Application fee:** _____
- e. **Open admissions policy:** _____
- f. **Tuition (academic year):** _____
- g. **Other estimated expenses:** _____

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ICAP Assignments (continued)

6. Prepare for postsecondary test. Follow the links below for test prep.
 - a. March 2 Success: <https://www.march2success.com/>
 - b. ACT academy: <https://academy.act.org/>
 - c. Practice PSAR/NMSQT and SAT: <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/practice>
 - d. Khan Academy ACT Prep: <https://blog.prepscholar.com/khan-academy-act-prep>

Take postsecondary test. [pre-ACT / PSAT / ASVAB]

1. Returning to **Plan for Education** on the left side of the page. Go to the fifth selection, **Prepare for College Entrance Exams**.
2. There are two practice Exams available ACT and SAT, select the one that your school choice will accept.
3. Click on the link and create an account.
4. After you have taken the practice test record your scores in **My Assessments**.
5. As a 10th grader you may also be given an assessment, make sure that assessment is also recorded in **My Assessments**.

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Activity 4

Review results of test and record My External Assessment Scores.

1. After reviewing results, click on **My External Assessment Scores** under **My Assessments** on the left side of the OK Career Guide page. If your assessment is listed, open and fill out scoring areas. If it is not listed, open **Additional** and add your assessment. Make sure to list as much detail about the scoring and results as possible in the description area.

Update your written postsecondary and workforce goals along with your intentional sequence of courses. [My Ed Plans]


1. Under  **My Ed Plans** click on [College Prep/Work Ready](#) and [Core Curriculum](#) and review or print to use with your plan.
2. Start your new plan by clicking on  or edit your plan by clicking on the pencil  . After updating the basic information, start updating your classes. If your school has not uploaded its course information, acquire a list of classes offered. Fill in as much for your junior and senior years as possible and start to put in information about the 13th and 14th year.
3. If directed, print your plan. At least preview your plan and look for any holes that remain and compare it to the plans of study you printed or saved earlier.
4. Make sure that you check  .



ICAP Assignments

Activity 5

Set goals. 

1. Click **Add Goal** under **My Goals**  on the left side of the screen. You should have four goals from freshman year. If you completed them, mark as complete. If not, leave them alone or add more steps. Under **Goal Type**, select **High School Goals** and make a goal for each category. Write those goals below.
 - a. Academic Goal: _____
 - b. Career Goal: _____
 - c. Personal Goal: _____
 - d. Other Goal: _____
2. Save each goal and add as many steps as needed to complete the goal. Do not mark complete until the goal is reached.
3. Repeat for **After Graduation Goals**.
 - a. Academic Goal: _____
 - b. Career Goal: _____
 - c. Personal Goal: _____
 - d. Other Goal: _____
4. Save each goal and add as many steps as needed to complete the goal. Do not mark complete until the goal is reached.

Tour a local technology center, explore dual credit options and explore workforce certificate options.

Complete enrollment for technology center and junior year.




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Activity 6

Update or start your resume. [My Job Search Tools]

1. Review the resume help document. [Handout]
2. Review the two types of resumes, chronological and functional. [handouts]
3. Collect the information you will need to put into or update your resume.
4. Click on **My Resumes** in **My Job Search Tools** . Click  to create a new resume or the pencil  to edit an existing resume.
5. Fill in or update the basic info, then add as many sections as you can.
6. When you are finished, save and preview in the different styles.
7. You will update your resume each year.

Update your portfolio. [My e-Profile] [My Documents]

1. Open **My Documents** at the bottom of the left menu. Upload documents that show your skills or work toward your goal, including pictures and video/audio.
2. Select your **e-Profile** at the bottom of the left menu. Fill it out, adding information about your favorites and assessment results. Include your resume and add certifications or awards to your portfolio that showcase your skills or educational progress toward your goals.
3. Save your work.
4. Make sure to preview before you publish.
5. You will update your portfolio each year.

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Activity 7

Update your My Ed Plans and My Goals based on enrollment for next year.  

Invite your parents or guardians to create an account. Update your grade level at end of year.

1. Click on your name in the upper right corner of the screen to find account settings. At the bottom of the account settings, you will find **My Parent Account(s)**. Click on the pencil at the right and fill out information.
2. In the same location, locate your grade level and change to your new grade level at the end of year.

Update grade level at end of year.

1. In the upper right corner of the screen at the top of the page, click on your name to find account settings. At the bottom of the page for  Account Settings, you will find **My Parent Account(s)**, click on the pencil at the right and fill out information.
2. In the same location, locate your grade level and change to your new grade level at end of year.

Make plans for Work-Based Learning.

1. If you have not done so in the past read through the handout, [The Continuum of Work-Based Learning](#).
2. Decide the type of WBL you would like to do. Identify the industries in your area that would allow you to do job shadowing, career mentoring or service learning.
3. Select the type of WBL you would like to try and get the paperwork and checklist from your instructor.
4. Follow the learning packet work through the setup, the experience and the follow-up.
5. Make sure that you document the WBL in your **My e-Profile** and **My Documents**.