

# ICAP Default Settings on CollegeInColorado.org

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College In Colorado uses the following default structure and activities for the ICAP portfolio page. These will remain in effect unless edited locally by a school.

- Name for the local portfolio page:
  - **Individual Career and Academic Plan (ICAP)**
- Grades for which the local portfolio page option is available:
  - **Grades 6 to 12**
- Section names and portfolio field groups for each section in order:

Section	Portfolio Field Group	Description
Goal	Postsecondary and Workforce Goal	Describe career and postsecondary education plan optionally using saved Career Clusters, careers, colleges and programs/majors. Enter annual benchmarks for reaching the goal.
Exploring Careers	Career Key	Interest assessment for middle school and/or early high school.
	Career Cluster Survey	Survey to help students identify their Colorado Career Cluster of interest.
	Interest Profiler	Interest assessment for high school and beyond.
	Focus Career Cluster	Current Career Cluster goal.
Academic Planning and Progress	High School Transition Plan	Middle school student's plans for high school including the name of the school, the support required, the benefits and program to be followed.
	Academic Goals	Short-term, intermediate-term, long-term and ultimate goals tagged as related to education.
	Planning for My Goals	High school courses, activities and community activities that support career goals.
	Plan of Study	High school coursework planning matrix based upon career pathway and progress to toward graduation requirements. Includes core knowledge areas, foreign language, physical education/health, arts, career and technical electives
	Early College Access Programs	Documenting programs such as dual enrollment and advanced placement.
	Extracurricular Activities	Documenting extracurricular activities.
	Service-learning Experiences	Documenting service-learning experiences.
	Enrichment Courses and Workshops	Documenting completed enrichment courses and workshops.
College Planning	After High School Transition Plan	High school student's plans for postsecondary education including the name of the school, the support required, the benefits and program to be

Section	Portfolio Field Group	Description
		followed.
	Postsecondary Planning Factors	Broad postsecondary goals and barriers to postsecondary education.
	Saved Colleges and Postsecondary Schools	Colleges of interest saved in portfolio.
	Saved Programs or Majors	Programs/majors of interest saved in portfolio.
	College Applications and Recruiting	Completed and in-progress online applications, self-reported “off-line” applications and schools selected to receive contact information.
	Test Scores: EXPLORE, PLAN, ACT, PSAT, SAT, SAT Subject Tests, AP Exams, TOEFL	Self-reported test scores.
	Intent to Register	Postsecondary school decision and reasons for the decision.
Financial Aid Planning	FAFSA	Self-reported submission of the FAFSA.
	College Opportunity Fund	Self-reported COF application
	Early Achievers Scholarship	Self-reported CEAS application
	Components of My Financial Aid Plan	Documenting scholarships, grants, loans and savings that are part of postsecondary financing.
	Saved Scholarships	Scholarships of interest saved in portfolio.
Preparing to Enter the Workforce	Job Shadowing Experiences	Documenting job shadowing experiences.
	Work Experiences	Documenting work experiences.
	Leadership Experiences	Documenting leadership experiences.
	Resume	Resumes created using the Resume Builder.
	Interview Practice	Personal responses to typical job interview questions.

1. **Resource documents** to assist students and parents with the ICAP process will also be available on the ICAP portfolio page. These can be enhanced with additional documents uploaded by individual schools to explain and provide assistance with local implementations.
2. **Individual schools can optionally modify** the name, structure and portfolio field groups for the ICAP portfolio page using the administrative tools in the College in Colorado Professional Center. Portfolio field groups can be added or removed to match local ICAP implementation plans. The default structure and fields shown above have been designed to provide schools with a usable online ICAP tool without the necessity of editing the ICAP portfolio page.
3. **Counselors, teachers and advisors have access** to the Professional Center in College in Colorado. The modules in the Professional Center provide access to a student’s portfolio for review and adding guidance comments. The ICAP portfolio page is included as one of the portfolio pages that can be reviewed. **Parents and legal guardians can be invited by a student to have read-only access** to their portfolio.







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## Edit Local Portfolio Page

### Introduction

With this option you can define a custom page to be included in user's portfolio. If a version of the page was already defined in the system, you can change it to match your local needs.

There are (only) six steps you need to follow to edit the local portfolio page.

- 1 Give it a name. 
- 2 Create sections for organizing the page. 
- 3 Select field groups from the other portfolio pages to be added to this new page. Here is an [index document](#) to help. 
- 4 Sort the field groups to suit your mood. 
- 5 Assign the local portfolio page to particular grades or roles. 
- 6 Upload assistance documents you created to help provide guidance to users. 

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[Restore original settings \(before any editing\)](#)   [Preview](#)   [Continue](#)

For more detailed information on how the default settings for the ICAP meet the state mandate, see the document titled "ICAP Support from College In Colorado.org."

Questions?

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