Navigate to <u>https://clever.com/in/nixapublicschools</u> in a browser Click on sign in with Google Click on a learning application you want for instant access



This is the app you will be using

### Hover your mouse over "My Portfolio"



This is the screen that will show up when to Go to MY ICAP.

There is not a lot there!

At the top, choose "ICAP"

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Choose the appropriate grade level from the purple drop down menu.

You will do the activities under your appropriate grade level.

Once an activity is complete, it will turn green.



## **Course Planner Directions:**

While still in your ICAP, go to the upper right hand corner and click

"Course Planner"



Start with 9th grade and begin entering your classes.

This is a working document and it will be updated annually.

Try to choose classes that are related to your Career Cluster.







You can use the search bar to look for courses.

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Enter the grade you are taking the class under "Term"

Year long classes will have two sections to complete

Semester classes will have one Term/Semester to complete

Add To	erms			×
Please	select terms	for the o	course: U.S. History	
Term 1:	9th Grade	•	Select Semester -	
Term 2:	9th Grade	•	Select Semester -	
				Save

Year

#### Semester



This will count your credits.

You need at least 24 of the correct credits to graduate from Nixa High School

9th	10th	11th	12th
U.S. History	World History	U.S. Government	English Electives
Physical Science	Biology	Science Elective	Electives
English I	English II	English III	
Math	Math	Math	
P.E	Health	Personal Finance	
Fine Art	Electives	Electives	
Practical Art			

# When all grade level activities are complete and your course planner is filled in, choose "Print Report"

## Click on the purple "Export PDF" in the right hand corner

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