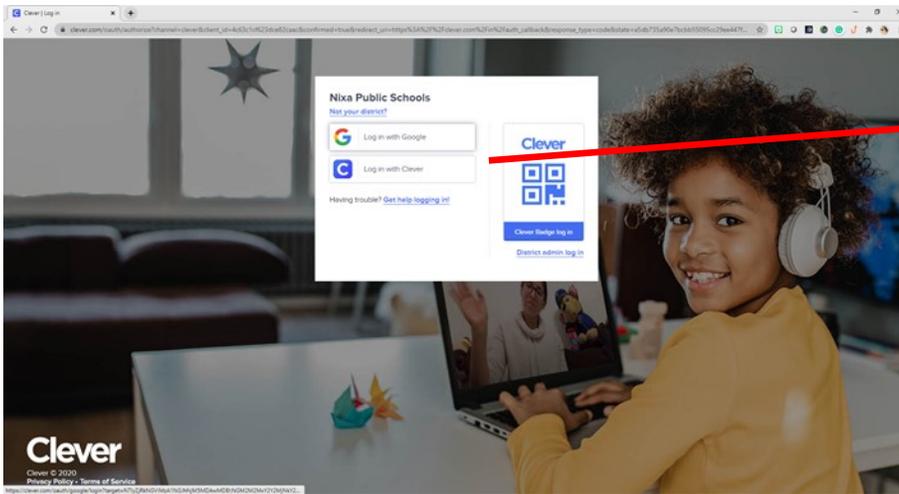
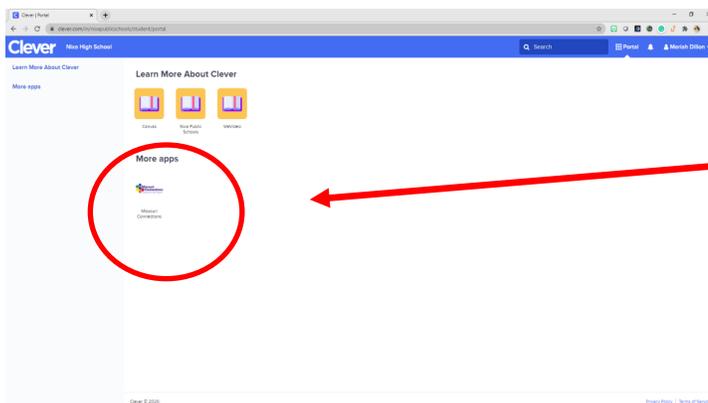


Navigate to <https://clever.com/in/nixapublicschools> in a browser  
Click on sign in with Google  
Click on a learning application you want for instant access



Use your google  
log in to access

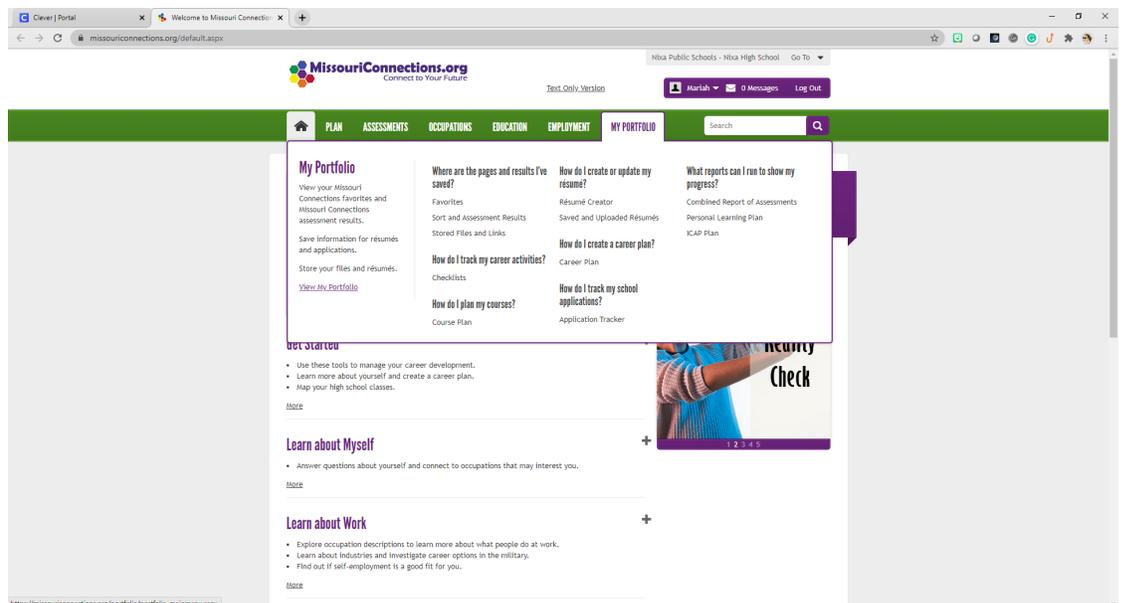


This is the app  
you will be using

Hover your mouse over "My Portfolio"

Choose ICAP Plan

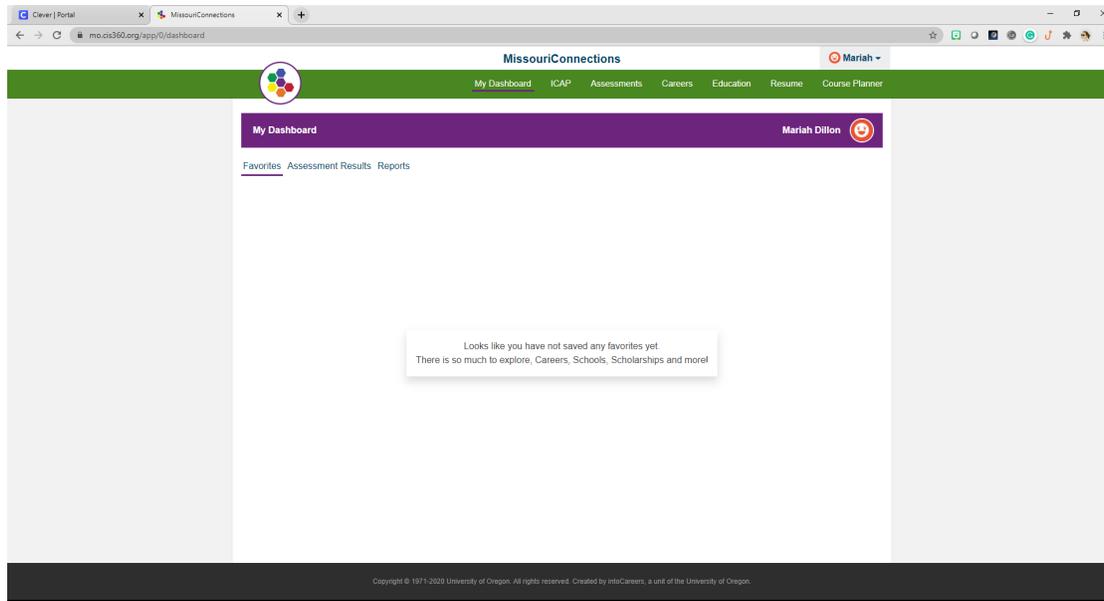
Go to My ICAP



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

There is not a lot there!

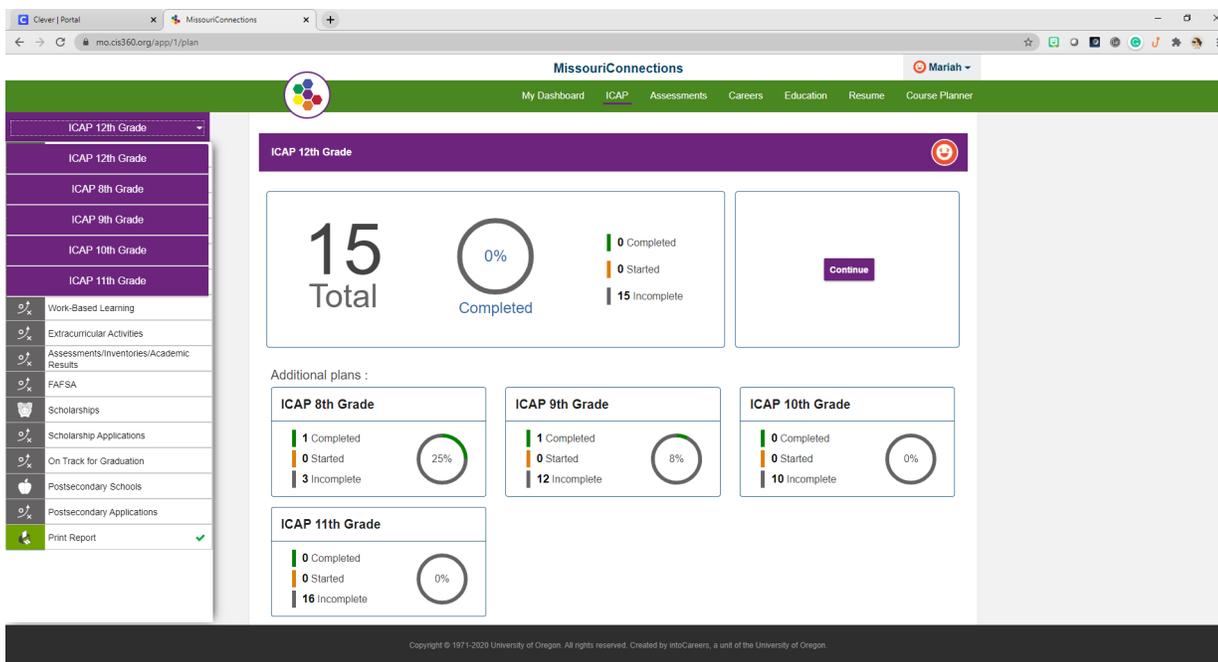
At the top, choose "ICAP"



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

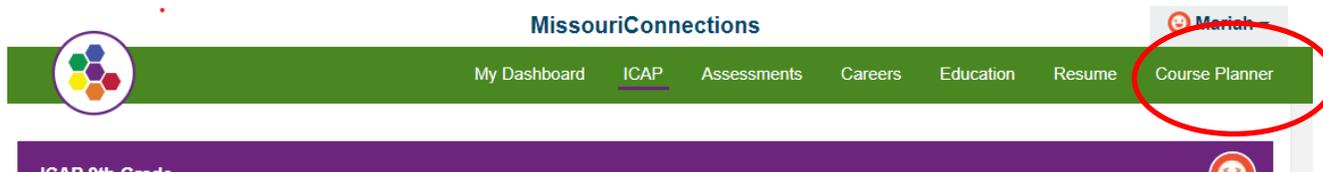
**You will do the activities under your appropriate grade level.**

**Once an activity is complete, it will turn green.**



# Course Planner Directions:

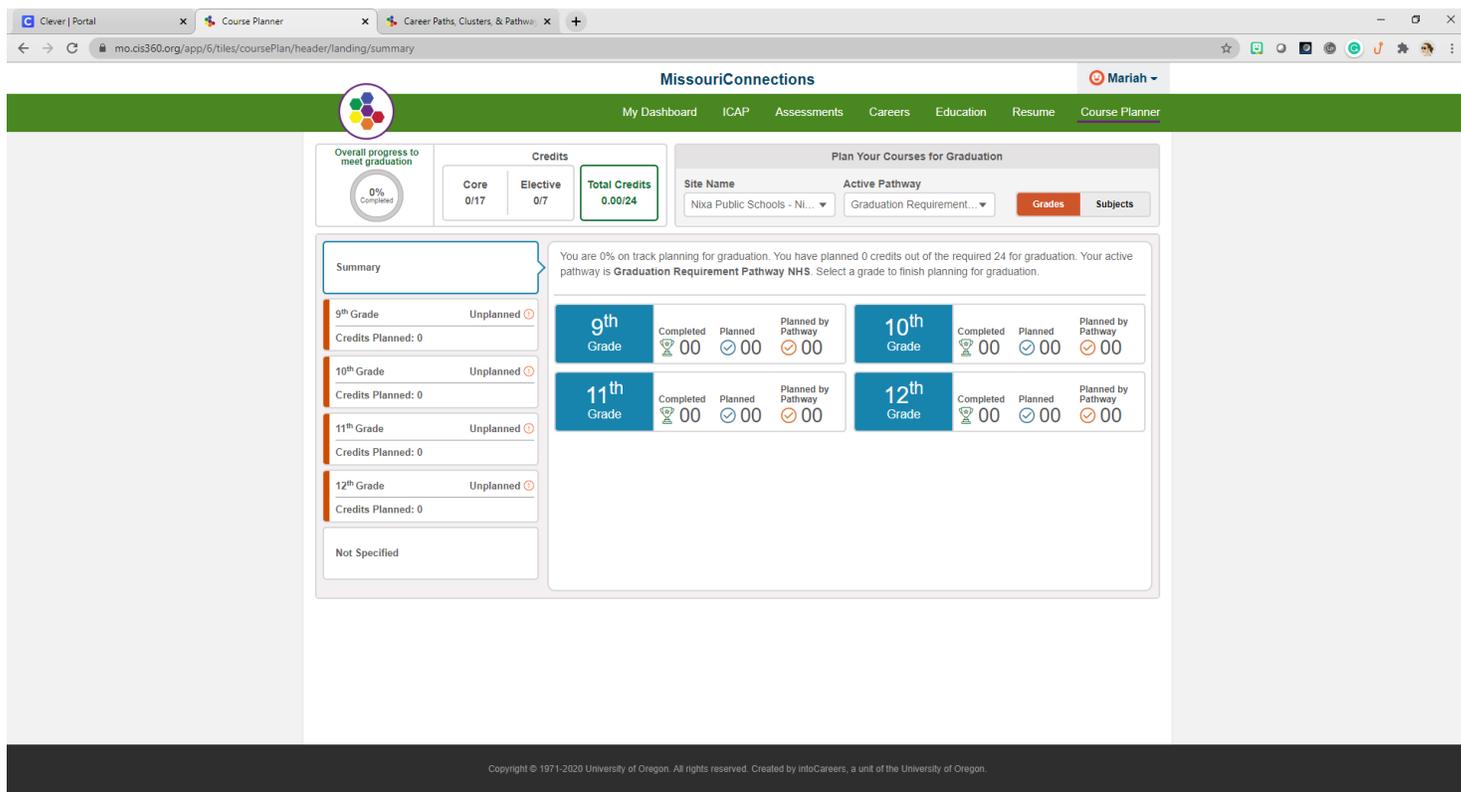
While still in your ICAP, go to the upper right hand corner and click "Course Planner"

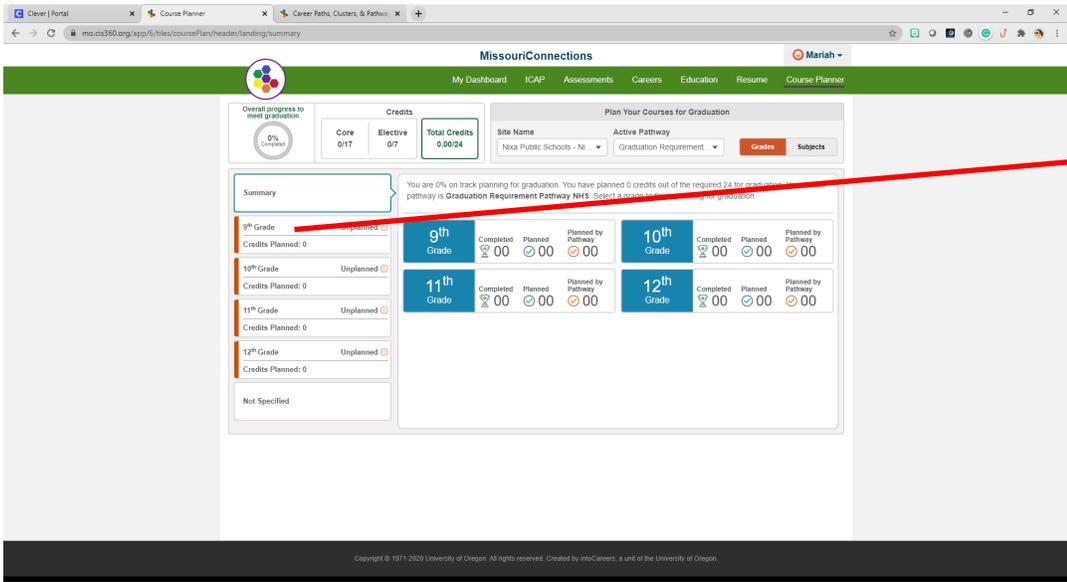


Start with 9th grade and begin entering your classes.

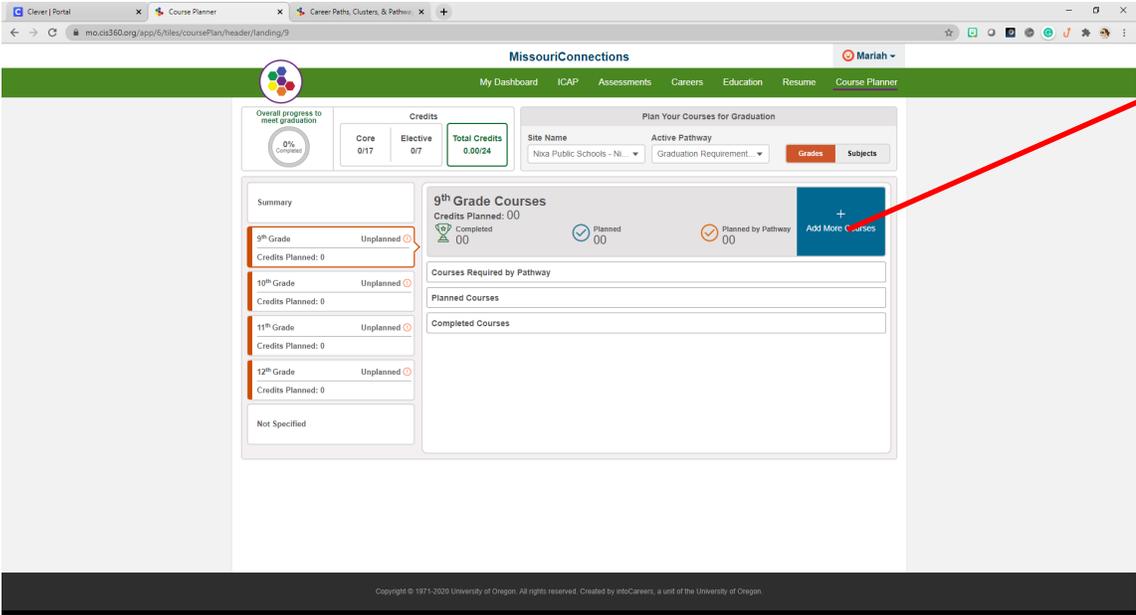
This is a working document and it will be updated annually.

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



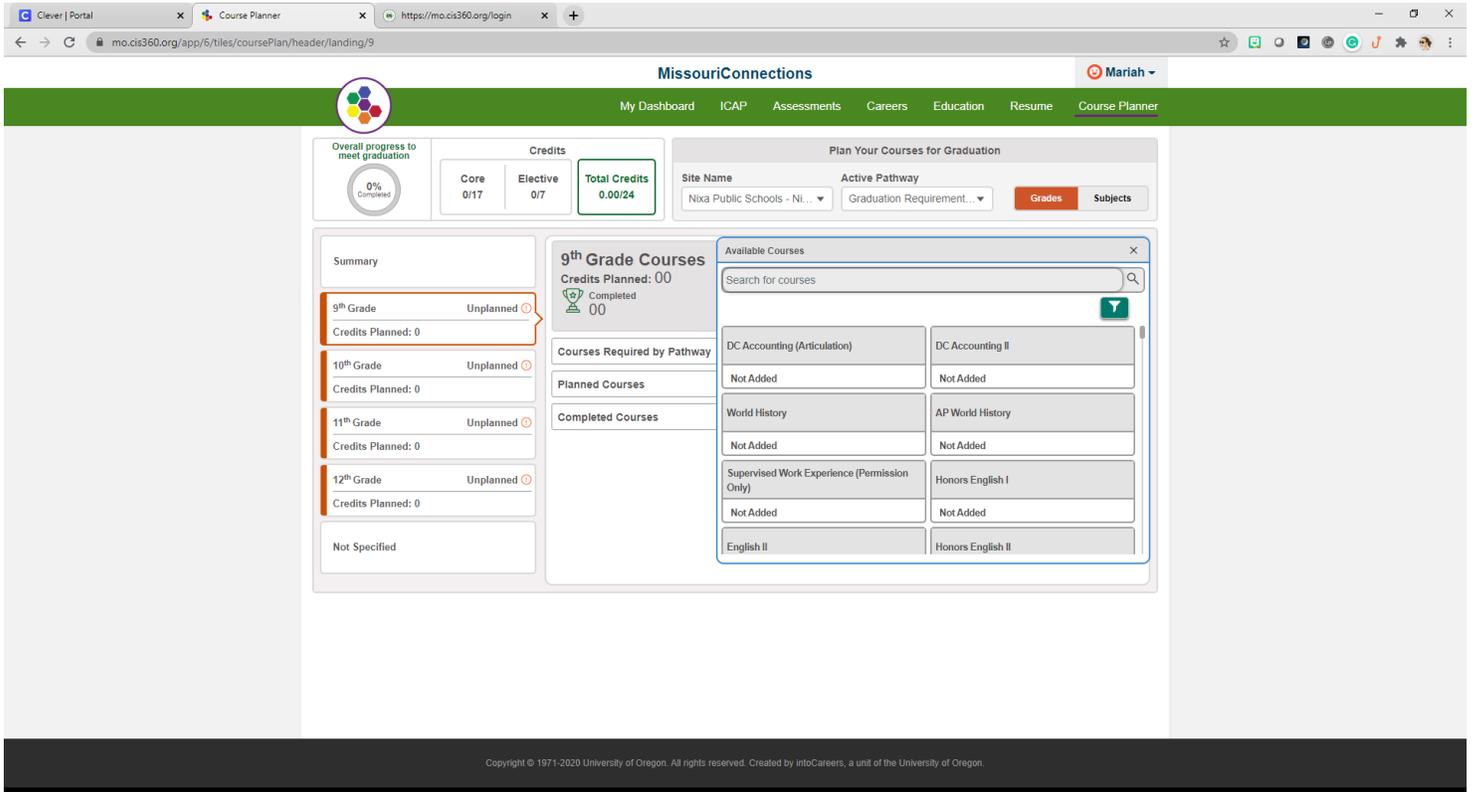


Click on the grade level to start adding classes.



Choose "Add More Courses"

You can use the search bar to look for courses.



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

Year

Semester

**Add Terms** [X]

Please select terms for the course: U.S. History

Term 1: 9th Grade [v] Select Semester [v]  
Term 2: 9th Grade [v] Select Semester [v]

Save

**Add Terms** [X]

Please select terms for the course: International Foods

Term 1: Select Grade [v] Select Semester [v]

Save

This will count your credits.

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

The screenshot shows the MissouriConnections Course Planner interface. At the top, there is a navigation bar with options like My Dashboard, ICAP, Assessments, Careers, Education, Resume, and Course Planner. Below this, a summary section shows 'Overall progress to meet graduation' at 4% completed, with 'Core' credits at 1/17 and 'Elective' credits at 0/7. A 'Total Credits' box is circled in red, displaying '1.00/24'. The main area is titled '9th Grade Courses' and shows 'Credits Planned: 01'. A table lists planned courses, including 'English I' (1 Credit, 0/2 Terms) and 'English Language Arts' (0/2 Terms). The interface also includes sections for 'Courses Required by Pathway', 'Planned Courses', and 'Completed Courses'.

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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Your ICAP will look like this.

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