

To add the Letter of Intent for Early Graduation to a student's ILP:

1. In the ILP School Tool, create a group for that student.
 - a. Click on Manage Student Groups

Advisor Homepage
Amy Patterson, Kentucky ILP Demo High School

Welcome Amy Patterson!

All Students
Total Students: 25 [View Student List](#) [Send Message](#) [Manage Messages](#)

My Students
Total Students: 1 [View Student List](#) [Send Message](#) [Manage Messages](#)

Manage Advisor Assignments
Manage Student Groups New!
Assign Students to an Advisor
Unassign Students from an Advisor
Approve Advisor Assignments

Advisor Administration
[View List of All Advisors](#)
[Add New Advisor](#)
[Invite Others: Add/Edit Special Contacts](#)
[Manage Advisement Logs](#)
[Manage Group Entries](#)
[School-Wide Intervention Plans](#)

ILP Homepage Files [Add New File](#)
Date Details Options

- b. Click on the "Add New Group" button.

Student Administration
Amy Patterson, Kentucky ILP Demo High School

Manage Student Groups

You can create and manage groups of students. These groups can be used to send messages to students, create assignments and activities, assign students to advisors, and search for students.

| Group Name | # of Students | Type | Updated | Options |
|------------------------|---------------|---------|------------|---------|
| Amir's Gifted Students | 2 | Shared | 09/19/2012 | |
| beta club | 6 | Shared | 10/03/2012 | |
| Boys Farmers | 5 | Shared | 06/13/2013 | |
| cheerleaders for Renee | 5 | Shared | 10/19/2012 | |
| Early Graduation 1 | 1 | Private | 01/28/2014 | |
| FFA | 4 | Managed | 10/04/2012 | |
| Football team | 7 | Shared | 07/23/2013 | |
| Green leaves | 5 | Shared | 07/22/2013 | |
| GT | 2 | Private | 11/15/2013 | |
| joes boys | 5 | Shared | 10/24/2013 | |
| NaviGo | 0 | Shared | 05/21/2013 | |
| Pam's band | 8 | Managed | 10/01/2012 | |
| pams girls | 4 | Shared | 02/20/2013 | |
| Rain Dancers | 7 | Shared | 02/12/2013 | |
| snowboys | 4 | Shared | 10/30/2012 | |
| snowgirls | 7 | Shared | 10/16/2012 | |
| SNowwhites snowflakes | 6 | Shared | 10/02/2012 | |
| Woodworking | 3 | Shared | 06/10/2013 | |

Add New Group

- c. Name the group Early Graduation with a unique number at the end (i.e. Early Graduation 1, Early Graduation 2, etc.) Each group will only contain one student.

Keep type Private.

>> Create New Group ?

Enter the name for the group and the type of group below, and click on the Add Students button.

Group Details

Group Name

Type Private Shared Managed

d. Then click on the “Add Students” button.

>> Create New Group ?

Enter the name for the group and the type of group below, and click on the Add Students button.

Group Details

Group Name

Type Private Shared Managed

e. Search for the student by name or username (SSID) and click View List.

>> Manage Student Groups

Add Students to Early Graduation 1

Select any of the search criteria below. You will then have the option of which students should be included from the search results. You remove students from the list at any time. To see a complete list click on “View List” without selecting any filters.

Search Criteria

Grade Level

Username

First Name

Last Name

Gender Male Female

Advisor

f. Click the checkbox next to the student’s name and click the “Save and Done” button.

Add Students to **EarlyGraduation1**

To assign a student to a group, click on the checkbox beside the student's name.

Once you have selected all of the students for this group, click the Save button.

| Search Criteria | |
|-------------------|--------|
| Matching Students | 1 |
| Grade Level | --- |
| Username | --- |
| First Name | irene |
| Last Name | murray |
| Assigned Advisor | --- |
| Gender | --- |

[Select All](#) | [Deselect All](#)

[Save & Add More](#) [Save & Done](#)

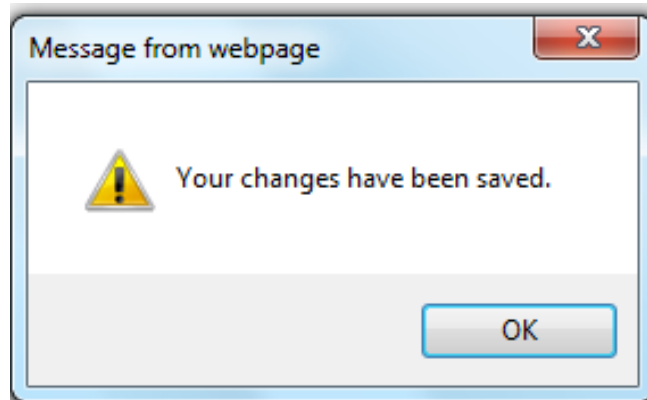
| Select | Name | Username | Grade |
|-------------------------------------|---------------|------------|---------|
| <input checked="" type="checkbox"/> | Murray, Irene | 1234567890 | Grade 9 |

[Select All](#) | [Deselect All](#)

[Save & Add More](#) [Save & Done](#)

[Back](#)

- g. You should get a confirmation message. Just click OK.

























- h. That will take you back to this page:

Your new group should be on the list Ex: Early Graduation 1

> Manage Student Groups 

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| Saved Groups | | | | |
|------------------------|---------------|--|------------|--|
| Group Name | # of Students | Type  | Updated | Options |
| Amir's Gifted Students | 2 | Shared | 09/19/2012 |   |
| beta club | 6 | Shared | 10/03/2012 |   |
| Boys Farmers | 5 | Shared | 06/13/2013 |   |
| cheerleaders for Renee | 5 | Shared | 10/19/2012 |   |
| Early Graduation 1 | 1 | Private | 01/28/2014 |   |
| EarlyGraduation1 | 1 | Private | 01/28/2014 |   |
| eg1 | 1 | Private | 01/28/2014 |   |
| FFA | 4 | Managed | 10/04/2012 |   |
| Football team | 7 | Shared | 07/23/2013 |   |
| Green leaves | 5 | Shared | 07/22/2013 |   |
| GT | 2 | Private | 11/15/2013 |   |
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| Woodworking | 3 | Shared | 06/10/2013 |   |



 Add New Group

2. Scan the signed and completed Early Graduation Intent form into a PDF file on your computer. Add the Early Graduation Intent form to the ILP.
 - a. Go back to the Advisor Homepage by clicking the Advisor Homepage button.

Administration

Advisor Homepage

Amy Patterson, Kentucky ILP Demo High School

Welcome Amy Patterson!

Quick Links

- Advisor Homepage
- Search for Students
- Manage Parent Accounts
- Manage Ability Profiler
- Assignments & Activities

Program Options

- ILP Options
- Assessment Options
- Course of Study Options
- Graduation Requirements

Reports

- ILP Completion Reports
- ILP Reports
- Mass Print Options
- View Usage Statistics
- Method Test Prep Admin & Reporting
- Helpful Documents

All Students

Total Students: 25 [View Student List](#) [Send Message](#) [Manage Messages](#)

My Students

Total Students: 1 [View Student List](#) [Send Message](#) [Manage Messages](#)

| Manage Advisor Assignments | Advisor Administration |
|--|--|
| <ul style="list-style-type: none"> » Manage Student Groups New! Assign Students to an Advisor <ul style="list-style-type: none"> » Please Select Advisor Unassign Students from an Advisor <ul style="list-style-type: none"> » Please Select Advisor Approve Advisor Assignments | <ul style="list-style-type: none"> » View List of All Advisors » Add New Advisor » Invite Others: Add/Edit Special Contacts » Manage Advisement Logs » Manage Group Entries » School-Wide Intervention Plans |

ILP Homepage Files [Add New File](#)

| | Date | Details | Options |
|--|------|---------|---------|
| | | | |

ILP Homepage Links [Add New Link](#)

b. Then click on "Add New File" above ILP Homepage Files.

Welcome Amy Patterson!

All Students

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My Students

Total Students: 1 [View Student List](#) [Send Message](#) [Manage Messages](#)

| Manage Advisor Assignments | Advisor Administration |
|--|--|
| <ul style="list-style-type: none"> » Manage Student Groups New! Assign Students to an Advisor <ul style="list-style-type: none"> » Please Select Advisor Unassign Students from an Advisor <ul style="list-style-type: none"> » Please Select Advisor Approve Advisor Assignments | <ul style="list-style-type: none"> » View List of All Advisors » Add New Advisor » Invite Others: Add/Edit Special Contacts » Manage Advisement Logs » Manage Group Entries » School-Wide Intervention Plans |

ILP Homepage Files [Add New File](#)

| | Date | Details | Options |
|--|------|---------|---------|
| | | | |

ILP Homepage Links [Add New Link](#)

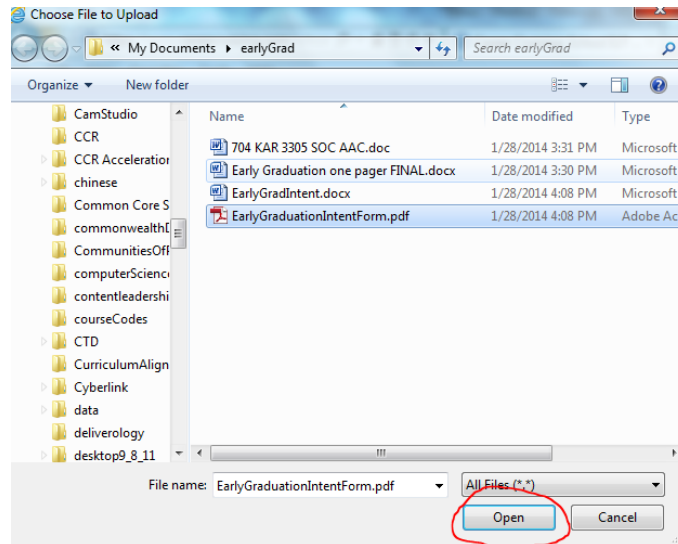
c. Click on Browse and search for the Early Graduation Letter of Intent on your computer. Select All students in this file, only the one student in that file will see their Intent from their personal ILP page.

» Add New File ?

You can upload documents to the ILP Homepage to make them available to students through their ILPs. Students can then view or save a copy of the files.

File Information
File Name Browse
Label (Up to 39 characters)
Who should see this file?
Select
 All students
 Student Group
 Specific criteria (see below)
- - -
Students Your Students
Gender Male
 Female
Grade 6th Grade
 7th Grade
 8th Grade
 9th Grade
 10th Grade
 11th Grade
 12th Grade

d. Click on the file, and then click the Open button in the dialog box.



e. Label the file with the student's name and "EG" after it to signify Early Graduation (i.e. student name EG). Be sure you select Student Group, and the name of the group you created for that one student under "Who should see this file?". Then click Save.

» Add New File ?

You can upload documents to the ILP Homepage to make them available to students through their ILPs. Students can then view or save a copy of the files.

File Information

File Name Browse

Label (Up to 39 characters)

Who should see this file?

Select

All students

Student Group EarlyGraduation1

Specific criteria (see below)

Students Your Students

Gender Male Female

Grade 6th Grade 7th Grade 8th Grade 9th Grade 10th Grade 11th Grade 12th Grade

- f. This will take you back to the Advisor Homepage and you will see the file in your ILP homepage files.

Welcome Amy Patterson! ?

» All Students

Total Students: 25 [View Student List](#) [Send Message](#) [Manage Messages](#)

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| Manage Advisor Assignments | Advisor Administration |
|---|---|
| <p>» Manage Student Groups New!</p> <p>Assign Students to an Advisor</p> <p>» Please Select Advisor ▼</p> <p>Unassign Students from an Advisor</p> <p>» Please Select Advisor ▼</p> <p>Approve Advisor Assignments</p> | <p>» View List of All Advisors</p> <p>» Add New Advisor</p> <p>» Invite Others: Add/Edit Special Contacts</p> <p>» Manage Advisement Logs</p> <p>» Manage Group Entries</p> <p>» School-Wide Intervention Plans</p> |


[Add New File](#)

| ILP Homepage Files | Date | Details | Options |
|--------------------|------------|----------------------|---------|
| Irene Murray EG | 01/28/2014 | View | |

[Add New Link](#)

| ILP Homepage Links | Options |
|--|---|
| View this site Careers in Technology for the South | Edit Delete |

3. This file will go with the student if he or she changes schools within Kentucky. The screen shot shows how the student can see the Intent in their ILP.

 **Irene**
My ILP


What do you want to do?

 Explore My Interests

 Learn About Careers

 Explore Education Options

 Choose My Courses

 Find Jobs

 Build My Resume

Important Documents

Irene Murray EG

Welcome to Career

My Progress

▼ Complete

▼ Reflect & Confirm

▼ Incomplete

"Your work is going to fill
great work. And the only