

# Career Cruising

**Career Cruising:  
Kentucky Individual Learning Plan (ILP)  
ILP Training Sessions & Webinar Schedule**

**Winter 2016**



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## 1. IN-PERSON ILP TRAINING SESSIONS

These hands-on, interactive sessions are eligible for EILA leadership credits and will be offered at various classroom or computer lab locations across the State. Sessions are likely to fill quickly!

**TIME: 8:00AM to 3:00PM (break from 12pm to 1pm)**

### WHO SHOULD ATTEND?

- ❖ Any teachers, counselors, advisors, administrative staff and designated “ILP Administrators” for their school or district
- ❖ Counselors and advisors who will be reviewing and monitoring student progress toward ILP completion
- ❖ Alternative school teachers and administrators helping students complete their ILPs
- ❖ Educators working with ILP Interventions and/or Gifted Student Service Plan (GSSP) functionalities
- ❖ Individuals who have direct responsibility for working with students who are hospitalized or on homebound instruction and will be assisting those students with completion of their ILPs

\*\*\*If you have been designated an “ILP Administrator” for your school, this means that you have been entrusted with the responsibility for the overall management of the implementation and usage of the ILP system at your school, including the authority to add additional counselors, advisors, and teachers with access to the student ILP data and reports, manage program settings, assign students to educators, map high school courses to the Kentucky Common Course Codes, generate ILP usage and data reports for your school, etc.

### WHAT WILL BE COVERED?

This will be a hands-on, interactive session during which participants will learn:

#### IN THE STUDENT ILP

- ❖ How to access the student ILP
- ❖ About the key components and features of the ILP
- ❖ How the ILP interlinks with the career assessment, career exploration, and school exploration modules in Career Cruising
- ❖ About ILP Completion Standards by grade level
- ❖ About and practice developing an ILP
- ❖ The Parent Portal

#### IN THE SCHOOL ILP ADMINISTRATION TOOL

- ❖ How to manage student, data including the weekly data upload process to add or revise ILPs attached to your school, and how to locate student ILP usernames and passwords
- ❖ About student ILPs, resumes, and the Employment Guide
- ❖ How to progress towards meeting the annual ILP Completion Standards by grade level
- ❖ How to send messages to students individually or in groups
- ❖ Administrative features and functions of the Parent Portal
- ❖ About the Annual ILP Review functions

- ❖ The process for setting up additional counselors, advisors, and teachers with access to the School ILP Administration Tool
- ❖ About assigning students to counselors, advisors, and teachers
- ❖ Map high school courses to the Kentucky Common Course Codes
- ❖ About usage, aggregate sorting, and reporting options of the ILP data
- ❖ How to use the ILP Alternative Completion Component
- ❖ About including School-wide and Individual Intervention Plans in the ILP
- ❖ How Gifted Student Services Plans (GSSP) in the ILP will help your gifted and talented students
- ❖ About all the new components of the Kentucky ILP that will be introduced (a discussion on how they can be used effectively in the ILP will follow)
- ❖ Techniques and strategies to make the ILP work for everyone: students, parents/ guardians, and educators at your school

### For More Information and to Register

For detailed ILP Training Descriptions & Registration information including session dates, times, and locations, please click on the registration link according to the location you would like to attend. Confirmation email with full address will be sent immediately following the registration.

Date	Time	City	Registration Link
Jan 20, 2016	8:00am-3:00pm	Eddyville	<a href="#">Register Online!</a>
Jan 21, 2016	8:00am-3:00pm	Paducah	<a href="#">Register Online!</a>
Jan 22, 2016	8:00am-3:00pm	Madisonville	<a href="#">Register Online!</a>
Jan 26, 2016	8:00am-3:00pm	Bowling Green	<a href="#">Register Online!</a>
Jan 27, 2016	8:00am-3:00pm	Bowling Green	<a href="#">Register Online!</a>
Jan 28, 2016	8:00am-3:00pm	Glasgow	<a href="#">Register Online!</a>
Feb 2, 2016	8:00am-3:00pm	London	<a href="#">Register Online!</a>
Feb 3, 2016	8:00am-3:00pm	London	<a href="#">Register Online!</a>
Feb 4, 2016	8:00am-3:00pm	Prestonsburg	<a href="#">Register Online!</a>
Feb 9, 2016	8:00am-3:00pm	Fort Mitchell	<a href="#">Register Online!</a>
Feb 10, 2016	8:00am-3:00pm	Lexington	<a href="#">Register Online!</a>
Feb 12, 2016	8:00am-3:00pm	Madisonville	<a href="#">Register Online!</a>
Feb 15, 2016	8:00am-3:00pm	Bowling Green	<a href="#">Register Online!</a>
Feb 16, 2016	8:00am-3:00pm	Lexington	<a href="#">Register Online!</a>
Feb 17, 2016	8:00am-3:00pm	Frankfort	<a href="#">Register Online!</a>
March 2, 2016	8:00am-3:00pm	Eddyville	<a href="#">Register Online!</a>

**\*Cancelled sessions are in red and replacement sessions are in green\***

**Find more information and helpful tutorials visit the ILP Training Portal at:**

<http://www.careercruising.com/streamingvideos/careercruising/training/ky>

## 2. ILP Webinars

As an alternative to attending in-person, hands-on Kentucky ILP Trainings, you have the option of participating in interactive, online ILP webinars from virtually any location in Kentucky! For all ILP topics, participants in our 'live' webinars are eligible to receive EILA leadership credits.

We are offering several types of ILP Webinar sessions on a variety of different topics, covering the same information as in the in-person sessions:

- ❖ The Parent Portal
- ❖ Review/Refresher of Students' Perspective & School ILP Administration Tool
- ❖ Overview of the ILP from the Student's Perspective
- ❖ School ILP Administration Tool
- ❖ Ability Profiler Assessment
- ❖ ILP Gifted Students Service Plan (GSSP)
- ❖ Alternative ILP Completion
- ❖ Unbridled Careers & the ILP

### **Additional Instructions regarding how to REGISTER in the available ILP Webinars:**

You will need to register for the training session(s) in advance by clicking on the link below the topic and date/session you are interested in joining. For the webinar, you will need a connection to the Internet (56 kbps connection or better), VOiP functionality, and/or and an available phone line for audio.

**After registering, you will receive a confirmation email containing information about joining the webinar. Please save and keep this handy**

- ❖ Register by clicking on one of the above links at least two business days in advance of the ILP Webinar you plan on participating in.
- ❖ If you do not receive the confirmation link, please double check your junk e-mail folder and spam filter, before contacting us for assistance. If you have not received a confirmation link within one business day of registering, or if you have misplaced your registration link, please email us at [alexk@careercruising.com](mailto:alexk@careercruising.com) or call us at 1-800-965-8541 (ext. 105) at least 24 hours in advance of the webinar so we may assist you. The confirmation link is your key to joining the webinar. We will be unable to provide this link on the day of the training (or just prior), so please verify that you have the link in advance.

### **System Requirements:**

- ❖ PC-based attendees- Required: Windows Vista or newer
- ❖ Macintosh®-based attendees- Required: Mac OS® X 10.8 (Mountain Lion®) or newer
- ❖ Speakers/Microphone for online audio or phone line

## The Parent Portal

This 55-minute web-training session will provide an introduction and overview of the Parent Portal component. Participants will learn more about this component, how to effectively implement within their school, and join a question-and-answer session following the webinar. Topics to be covered include:

- ❖ What is the Parent Portal?
- ❖ How to invite parents?
- ❖ Login portals
- ❖ Administrative features and functions of the Parent Portal within the School ILP Administration Tool
- ❖ Effective best practices and available ILP resources for educators

**To register, click on the link below:**

Tuesday, February 23, 2016 4:00pm - 5:00pm EST / 3:00pm – 4:00pm CST

<https://attendee.gotowebinar.com/register/1065630548217555201>

Wednesday, March 2, 2016 12:00pm - 1:00pm EST / 11:00am – 12:00pm CST

<https://attendee.gotowebinar.com/register/352655531721117697>

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## Review/Refresher of Students' Perspective & School ILP Administration Tool

This 60-minute web-training session is ideally suited for educators who have previously worked with and are familiar with the ILP. This refresher session will offer a review with 30 minutes dedicated to the student's perspective of the ILP, 25 minutes dedicated to the School ILP Administration Tool, and a 5-minute question-and-answer period.

**To register, click on the link below:**

Thursday, February 11, 2016 12:00pm - 1:00pm EST / 11:00am – 12:00pm CST

<https://attendee.gotowebinar.com/register/1240036182127131649>

Wednesday, March 2, 2016 4:00pm – 5:00pm EST / 3:00pm – 4:00pm CST

<https://attendee.gotowebinar.com/register/1491199822283280129>

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## Overview of the ILP from the Student's Perspective

This 55-minute webinar session will be dedicated to the Student ILP and includes time for questions and answers. Topics to be covered include:

- ❖ How to access the student ILP

- ❖ ILP Assessments, including the Career Matchmaker interest assessment to help students identify careers of interest and the Learning Styles Inventory (LSI)
- ❖ How the ILP interlinks with various career assessment, career exploration, school exploration, and Financial Aid components in Career Cruising
- ❖ Career profiles featuring over 650+ careers and the additional Military Careers section
- ❖ The Employment Guide and Resume Builder
- ❖ ILP Completion Standards by grade level
- ❖ How to help students understand the relevance and practice of developing their ILP

**To register, click on the link below:**

Thursday, February 25, 2016 4:00pm - 5:00pm EST / 3:00pm – 4:00pm CST

<https://attendee.gotowebinar.com/register/4616271353166577665>

Tuesday, March 8, 2016 12:00pm - 1:00pm EST / 11:00am – 12:00pm CST

<https://attendee.gotowebinar.com/register/6350175901401907201>

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## School ILP Administration Tool

This 55-minute web-training Session will be dedicated to the School ILP Administration Tool and includes time for questions and answers. Topics to be covered include:

- ❖ Locating information such as usernames and passwords for individual student ILPs
- ❖ Reviewing student ILPs and resumes
- ❖ Meeting ILP Completion Standards by grade level
- ❖ Sending individual or group messages to students
- ❖ Managing parent access and available educator resources to engage parents
- ❖ Using the Annual ILP Review functions
- ❖ Setting up access to the School ILP Administration Tool for additional counselors, advisors, and teachers, and how to assign students to advisors
- ❖ Mapping and updating high school courses to the Kentucky common course codes
- ❖ Viewing, exporting, and printing reports for your school
- ❖ Accessing user's guides, classroom activities, and other teaching resources

**To register, click on the link below:**

Tuesday, March 1, 2016 4:00pm - 5:00pm EST / 3:00pm – 4:00pm CST

<https://attendee.gotowebinar.com/register/9218675294280456449>

Thursday, March 10, 2016 12:00pm - 1:00pm EST / 11:00am – 12:00pm CST

<https://attendee.gotowebinar.com/register/4616711157817602817>

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## Ability Profiler Assessment

This 55-minute web-training session will be dedicated to the ILP Ability Profiler Assessment that was recently added for Kentucky high school students (grade 10 and above). Topics to be covered include:

- ❖ What is the Ability Profiler (AP)?
- ❖ How to facilitate the assessment
- ❖ How do students access the assessment
- ❖ How to interpret the results
- ❖ AP for students with special needs

Student ILP topics to be covered include:

- ❖ How to access the assessment
- ❖ How to use the access code
- ❖ Prerequisites and norming for the assessment

School ILP Administration Tool topics to be covered include:

- ❖ How to schedule a test window
- ❖ How to create an access code
- ❖ Prerequisites for the assessment
- ❖ How to administer the assessment
- ❖ How to interpret the results

**To register, click on the link below:**

Wednesday, February 24, 2016 4:00pm - 5:00pm EST / 3:00pm – 4:00pm CST

<https://attendee.gotowebinar.com/register/8971083967554850561>

Tuesday, March 29, 2016 12:00pm - 1:00pm EST / 11:00am – 12:00pm CST

<https://attendee.gotowebinar.com/register/7298507978893658113>

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## ILP Gifted Students Service Plan (GSSP)

This 45-minute web-training session will provide participants with an overview of the GSSP component. Participants will get an overview of this component, learn how to effectively implement within their school, and have time for a question-and-answer session.

This session is **intended for educators who are already familiar with the ILP**. Registrants who are not familiar with the ILP are strongly encouraged to attend ILP webinar topics #3 and #4 (and/ or #2) as pre-requisites to the GSSP session. Topics to be covered include:

- ❖ Overview of the GSSP component



- ❖ Available Kentucky Department of Education information and resources
- ❖ What will be available to educators in the GSSP for students
- ❖ Effective best practices and available ILP resources for educators

**To register, click on the link below:**

Thursday, March 3, 2016 12:00pm - 1:00pm EST / 11:00am – 12:00pm CST

<https://attendee.gotowebinar.com/register/6494817755547410433>

Wednesday, March 9, 2016 4:00pm - 5:00pm EST / 3:00pm – 4:00pm CST

<https://attendee.gotowebinar.com/register/7958750417721880833>

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## Alternative ILP Completion

This 45-minute web-training session will provide an introduction and overview of the Alternative ILP Completion component. This ILP webinar session is designed for educators familiar with the ILP for Kentucky. Participants will learn more about this component, how to effectively implement within their school, and join a question-and-answer session following the webinar. Topics to be covered include:

- ❖ Overview of the Alternative ILP Completion component and how this differs from the standard ILP
- ❖ Available Kentucky Department of Education information and resources
- ❖ What is available to educators in the Alternative ILP Completion module for students
- ❖ Effective best practices and available ILP resources for educators

**To register, click on the link below:**

Thursday, March 3, 2016 4:00pm - 5:00pm EST / 3:00pm – 4:00pm CST

<https://attendee.gotowebinar.com/register/1307516509258564353>

Wednesday, March 30, 2016 12:00pm - 1:00pm EST / 11:00am – 12:00pm CST

<https://attendee.gotowebinar.com/register/609721350295195649>

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## Unbridled Careers & the ILP

KY Unbridled Careers is a web-based career and readiness platform currently being piloted by several schools across the State. By leveraging career development tools, social media elements and workforce data into a seamless system, job creators, students, educators and parents can connect efficiently as well as effectively. The system, which is powered by Career Cruising and can be added for the schools through the Herlihy Group, provides a customized information sharing and resource gathering environment. For more information on this and how to get involved, visit:

[http://www.kyunbridledcareers.com/#!about\\_us/cjg9](http://www.kyunbridledcareers.com/#!about_us/cjg9)

This 55-Minute web-training session will introduce the new Unbridled Careers component from both the student and educator perspective. This ILP webinar session is applicable to all educators who work with their students on career exploration using the Career Cruising ILP program. Topics to be covered include:

- ❖ What is Unbridled Careers?
- ❖ How can students benefit from it?
- ❖ New Classroom Activities
- ❖ New ILP Admin Account menu items

**To register, click on the link below:**

Thursday, February 11, 2016 4:00pm - 5:00pm EST / 3:00pm – 4:00pm CST

<https://attendee.gotowebinar.com/register/8901672898005188097>

Wednesday, March 9, 2016 12:00pm - 1:00pm EST / 11:00am – 1:00pm CST

<https://attendee.gotowebinar.com/register/3743151368573280513>