WHAT’S NEXT ILLINOIS
USER’S GUIDE

Chicago Public Schools Staff

FY12

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Introduction

The purpose of this user’s guide is to simplify the process of utilizing What’s Next Illinois (WNI). Additionally, Chicago Public Schools is utilizing key performance metrics to improve student postsecondary outcomes.

WNI:
What’s Next Illinois is a web-based high school, college and career planning tool. Students are able to complete a variety of high school, college and career exploration and access activities from 6th grade through high school.

Navigation:
Students may navigate through WNI through the five tabbed areas: Career Planning, High School Planning, Financial Aid Planning, Your Portfolio. They may also navigate through WNI by going directly to the Search Box and typing in the feature they want to access or click one of the other shortcuts.
What’s Next Illinois Staff Login Procedures:

Staff Accounts:
Staff can create Professional Center Accounts (teachers and college & career coaches) and Administrative Accounts (Principals, Assistant Principals and counselors) in What’s Next Illinois to monitor student progress, set milestones, access reporting tools and much more. Once one of these accounts is established, staff can click one button and access their “student-view” account.

Staff Login (Professional Center):

1st Time Login for staff:
1. Go to www.whatsnextillinois.org
2. Go to Educator’s Headquarters
3. Click “Create a Professional Center Account”
4. Step 1: Choose your role: Educator/Counselor, then click “Go”
5. Step 2: Click “Find” to identify your high school name
6. Type in the name of your high school in the Search Box, or click the letter for the first name of your school.
7. If you don’t find your school, you may need to refer to it by its entire name (e.g. Emil G. Hirsch for Hirsch High School).
8. After you enter the high school name, click “Go”
9. After your school name appears, enter your Professional or Administrative Code in the box and click “Next”
10. Answer all questions, including placing a check mark in the privacy statement box
11. Click “Create Your Account”
12. Write down the account name and password that you created

Continued login for staff:

Account Name: 

Password: 

1. Go to www.whatsnextillinois.org
2. Go to Educator’s Headquarters
3. Enter your Account Name and Password
4. Click “Sign In”
Student Login Procedures:

1st Time Login for students:
1. Go to www.whatsnextillinois.org
   - Account name for all CPS students: cps+student id# (example cps12345678)
   - Password for all CPS students: cps+student id# (example cps12345678)
2. Click “Sign In”
3. Answer all questions to set-up account
4. Write down your account name and password here:

Continued Login for students:
1. Go to www.whatsnextillinois.org
2. Enter Account name and the password you created
3. Click “Sign In”
Password Issues:

**Student Password Access:**
Students passwords are **not** viewable. Staff can re-set student passwords.

**To reset student passwords:**

1. Go to www.whatsnextillinois.org
2. Go to Educator’s Headquarters, click “Go”
3. Enter Account Name
4. Enter Password
5. Click “Sign In”
6. Click “Students & Groups”
7. Enter student’s name or student id #, click “Go” or Search for student by Class
8. Once you find the student, click his/her last name.
9. Click “View Account Name or Change student’s password.”
10. Type in student’s new password and click “Save.”

**Staff Password Access:**
Staff passwords are viewable only by staff with Administrative codes (principals and counselor chairs)

**To reset student passwords:**

1. Go to www.whatsnextillinois.org
2. Go to Educator’s Headquarters, click “Go”
3. Enter Account Name
4. Enter Password
5. Click “Sign In”
6. Click “Administration”
7. Go to Professional/Administrator Access
   a. Click Manage Professional Accounts
8. Once you find the staff person’s name, click his/her last name.
CPS Secondary School Counseling Unit’s Individual Lesson Plan (ILP) Definition

Our CPS Mission Statement:
Every child will graduate from high school prepared to succeed in college and the global economy.

Our K-12 Counseling and Advising Mission Statement:

The mission of CPS Counseling is to implement a comprehensive developmental guidance program incorporating the evidence-based ASCA National Model framework that promotes success for all students by focusing on academic achievement, college and career planning, and social and emotional development.

How the Individual Learning Plan (ILP) supports our District’s Mission:

An ILP is a formalized plan and process that involves students setting goals based on personal, academic and career interests, beginning in 9th grade in continuing throughout high school with the close support of adult mentors that include parents, counselors, coaches, and teachers (Adapted from the New Jersey Department of Education). Students with concrete plans are more likely not only to graduate from high school but also to enroll in postsecondary education.

ILP Rationale:

To provide a roadmap that reflects each student’s unique set of interests, needs, graduation requirements, and college/career goals.

ILP Implementation:

Students, in consultation with responsible adults (parent/guardian, school counselor, college/career coach, and advisor/teacher) will establish academic, career, and personal/social goals. In addition students will develop action steps to achieve these goals, and reflect on their progress each year. School Counselors will coordinate and provide structured activities across all three American School Counselor (ASCA) domains, based on ASCA’s National Standards, to assist students in developing and reviewing their Individual Learning Plans. ILP Milestones will also be completed each year in What’s Next Illinois, where students’ digital ILP portfolios will be housed.

What our district has included in the Individual Learning Plan:

The Results of State Survey on Individual Learning Plans (Naviance, February 2009), identified 12 Common Key Characteristics of State Individualized Learning Plans:

1. Academic planner
2. Integrated career exploration including valid assessment
3. Updated annually
4. Student reflection
5. Student strengths and needs
6. Community Service Learning
7. Academic, career, personal goals identified
8. Resume builder
9. ILP shared with student, parent, counselor, and teacher
10. Personality and learning style assessments
11. Action plan with deadlines
12. Referrals for learning support

What about students with special needs?

Students with Individualized Education Plans (IEP’s) will be able to transfer their IEP goals into their ILP portfolio.

How will the ILP be rolled out?

All CPS high schools will begin Individual Learning Plans with their freshmen in the fall of 2011 (class of 2015). The Office of College and Career Preparation will be conducting evaluations and audits in the spring of 2012 and again in the summer of 2012 to ensure that every student in the class of 2015 has a concrete Individual Learning Plan. Each student from the class of 2015 forward will be expected to have an Individual Learning Plan updated and reviewed annually during each year of their high school career.
9th Grade Individual Learning Plan (ILP)

The purpose of this ILP is to help students learn how to track, monitor and adjust their academic, career and social emotional goals in order to graduate from high school prepared for success in their chosen college and career.

Last Name: ___________________  First Name: ___________________  School Name: ___________________

EXPLORE: Composite:  English:  Math:  Reading:  Science:  

<table>
<thead>
<tr>
<th>Top Three College ACT average scores (Freshman Profile)</th>
<th>Does the college offer the major that leads to my career interest?</th>
<th>Annual Cost of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Name:</td>
<td>□ Yes, Major: □ No</td>
<td>Tuition: $</td>
</tr>
<tr>
<td>Average Freshman ACT Score:</td>
<td></td>
<td>Room &amp; Board: $</td>
</tr>
<tr>
<td>College Name:</td>
<td>□ Yes, Major: □ No</td>
<td>Tuition: $</td>
</tr>
<tr>
<td>Average Freshman ACT Score:</td>
<td></td>
<td>Room &amp; Board: $</td>
</tr>
<tr>
<td>College Name:</td>
<td>□ Yes, Major: □ No</td>
<td>Tuition: $</td>
</tr>
<tr>
<td>Average Freshman ACT Score:</td>
<td></td>
<td>Room &amp; Board: $</td>
</tr>
</tbody>
</table>

Three things I like to do (example: hobbies, activities)  Subjects I do well in*  Subjects I need help in*  3 Careers that I like

*Review graduation requirements checklist on reverse side of this document

Goals

My academic goals this year are:...

Click here to enter text.

My dream job or career is:

Where I would like to be in five years (example: what you want to be doing, where you want to live, etc.):  

Click here to enter text.

Student completed the Interest Profiler in What's Next Illinois on the following date:

Month Day Year

1st Semester Meeting Deadline: December 15th (June 30th for FC)

1. ILP Meeting Date:  Student kept appointment? □ Yes  □ No, Date rescheduled:  

2. Student's IEP Reviewed? □ Yes  □ No

Student Signature: ___________________  Date: ___________________

Counselor/Teacher/Coach Signature: ___________________  Date: ___________________

Parent/Guardian Signature: ___________________  Date: ___________________
# GRADUATION REQUIREMENTS:

Credit Bearing Requirements

Students must earn a minimum of 24 credits as described below to earn a diploma from the Chicago Public Schools.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
<th>Credits Earned 1st Semester</th>
<th>Grade Earned 1st Semester</th>
<th>Credits Earned 2nd Semester</th>
<th>Grade Earned 2nd Semester</th>
<th>Total Credits Required for Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>English I, English II, English III, English IV.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Algebra, Geometry, Advanced Algebra/Trigonometry. (Students successfully completing Algebra and/or Geometry prior to entering high school will follow an appropriate three-year math sequence)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>Biology and 2 years of Laboratory Science, which must include Chemistry, Earth and Space Science, Environmental Science, or Physics.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>World Studies, United States History, and one other Social Science course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>World Language</td>
<td>Two years of the same world language.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>One year of Music and one year of Art or Drafting.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>One year of Physical Education I Health or ROTC I Health and Physical Education II Driver Education in 9th and 10th grades.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Career Education ROTC</td>
<td>CTE programs, advanced academic/arts options or ROTC III, ROTC IV.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Advanced Academics</td>
<td>Selection of an additional three courses not already listed above.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Non-Credit Bearing Requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
<th>Requirements Met?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Learning</td>
<td>Forty hours of approved Service Learning activities including at least one classroom-based project. Twenty hours must be completed by the end of the fourth grade.</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>Consumer Education</td>
<td>Complete a course integrating consumer education curriculum.</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>Public Law 195</td>
<td>Demonstrate state knowledge of U.S. and Illinois constitutions as part of subject area curriculum and/or Constitution test.</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>PSAE</td>
<td>Public Act 9389 requires students to take the Prairie State Achievement Examination (PSAE) as a condition for receiving a regular high school diploma.</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>Remediation</td>
<td>In order to graduate from CPS, all students must meet the credit and non-credit bearing requirements. Students who don’t meet credit-bearing requirements must make them up in evening or summer school or through online classes.</td>
<td>Student met all grade-level requirements/Student did not meet all grade-level requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of honors/AP courses taken</th>
<th>Service Learning Hours completed</th>
<th>1st Semester GPA</th>
<th>2nd Semester GPA</th>
<th>Clubs/Organizations I’m interested in joining or have joined</th>
<th>Programs offered at my school</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Weighted</td>
<td>Unweighted</td>
<td></td>
<td>To Find Programs go to: <a href="http://www.chooseyourfuture.org/programs-and-services">http://www.chooseyourfuture.org/programs-and-services</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weighted</td>
<td>Unweighted</td>
<td></td>
<td>□ After School Matters (ASM)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Academic Decathlon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ AVID</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ GEAR UP</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ Career Technical Education</td>
</tr>
</tbody>
</table>

2nd Semester meeting deadline: June 1st (July 1st for FC)

ILP Meeting Date: [ ] Student kept appointment? [ ] Yes [ ] No
Student’s IEP Reviewed?: [ ] Yes [ ] No

Student Signature: __________________________ Date: __________________________

Counselor/Teacher/Coach Signature: __________________________ Date: __________________________

Parent/Guardian Signature: __________________________ Date: __________________________
<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which Individual Learning Plans (ILP) and grade-level Milestones are</td>
<td>This year the K-12 Advising Department will be monitoring 9th Grade ILP completion (students need to complete the forms and upload them to their portfolios) and 9th Grade ILP Milestone completion. Deadline: June 1st</td>
</tr>
<tr>
<td>students are required to complete this academic year and what is the</td>
<td></td>
</tr>
<tr>
<td>deadline for completion?</td>
<td></td>
</tr>
<tr>
<td>My students don’t know how to upload the ILP into their portfolio, what</td>
<td>Print a copy of the “How to Save and Upload the ILP to the Portfolio” instructions in the WNI User’s Guide. Provide a copy to each student when conducting a WNI session on ILP completion.</td>
</tr>
<tr>
<td>should they do?</td>
<td></td>
</tr>
<tr>
<td>Can students from other grade levels complete ILP’s?</td>
<td>Yes. Some schools are already implementing the use of 12th grade ILPs to ensure that their seniors have a concrete plan. Please feel free to pilot ILPs at all grade levels.</td>
</tr>
<tr>
<td>There are ILP’s for 9th-12th grades, when will 10th-12th grade ILP</td>
<td>We are rolling out ILP implementation annually. Next fall (fall, 2012), 12th grade ILP’s will be reviewed, etc.</td>
</tr>
<tr>
<td>completion be required?</td>
<td></td>
</tr>
<tr>
<td>My students can’t type in the ILP form, what should I do?</td>
<td>When students open the ILP, they must click “Enable the Content.” This is a security feature and if the students do not click “Yes,” they will not be able to type in the form. Instructions for inputting data in the ILP are included in the WNI User’s Guide.</td>
</tr>
<tr>
<td>What are ILP Grade-Level Milestones?</td>
<td>ILP Grade Level Milestones are listed on page 9 of this guide. The ILP milestone activities are to be completed in What’s Next Illinois. These grade level milestones activities were extracted from the activities listed on the ILPs.</td>
</tr>
<tr>
<td>How do I monitor student completion of 9th Grade ILPs and ILP Milestone</td>
<td>For the ILP, view the Saved Documents Report. For ILP Milestones, view the Milestone Tracking Report.</td>
</tr>
<tr>
<td>completion?</td>
<td></td>
</tr>
<tr>
<td>Who will set the ILP Milestones for my school?</td>
<td>A district-office staff person is setting the ILP Milestones for CPS High Schools. Go to WNI’s Professional Center, Reports, Milestone Tracking Reports. Click 9th, 10th, 11th or 12th grades to view ILP Milestones. If the Milestones that appear for each grade level don’t match the ones listed on the back of this form, please send an e-mail to one of the email addresses listed below.</td>
</tr>
<tr>
<td>Will my students still have to complete grade-level Guideways?</td>
<td>No. The district has suspended the use of Guideways.</td>
</tr>
<tr>
<td>I have additional questions about the ILP and Grade-Level ILP Milestones,</td>
<td>Send an e-mail to <a href="mailto:ilp@cps.k12.il.us">ilp@cps.k12.il.us</a> or <a href="mailto:mlboyd1@cps.k12.il.us">mlboyd1@cps.k12.il.us</a></td>
</tr>
<tr>
<td>who do I contact?</td>
<td></td>
</tr>
<tr>
<td>I have not been trained on the use and implementation of Individual</td>
<td>Yes. You should definitely receive training. There are some technical issues that are covered in relation to helping students complete and upload the ILPs, setting milestones and tracking results that are covered in training. Go to CPS University. Click Browse Catalogue and enter “What’s Next Illinois.”</td>
</tr>
<tr>
<td>Learning Plans and ILP Milestones, do I need to be trained?</td>
<td></td>
</tr>
</tbody>
</table>
# CPS Individual Learning Plans Milestones In WNI

The milestones do not appear in the order in which they were selected when you view “Your Planning Milestones”. Please refer to Grade-Level ILP Activities Document.

## 9th Grade Milestones
1. Short-Term Goals
2. EXPLORE
3. Your Plan of Study
4. Interest Profiler
5. Saved Careers
6. Activities
7. Awards, Distinctions, Honors*
8. 9th Grade Annual Reflection*

## 10th Grade Milestones
1. PLAN
2. Short-Term Goals
3. School Finder
4. Interest Profiler**
5. Resume
6. Your Plan of Study**
7. Activities
8. Awards, Distinctions, Honors**
9. 10th Grade Annual Reflection*

## 11th Grade Milestones
1. Short-Term Goals
2. Interest Profiler**
3. Resume**
4. Your Plan of Study**
5. Saved Scholarships
6. EFC Calculator
7. Test Prep*
8. Saved Programs/Majors
9. ACT
10. Activities*
11. Awards, Distinctions, Honors**
12. 11th Grade Annual Reflection*

## 12th Grade Milestones
1. ACT
2. Final Personal Statement
3. Apply to College
4. Resume**
5. EFC Calculator**
6. Complete and file the FAFSA
7. Saved Scholarships
8. Financial Aid Wizard*
9. Intent to Register
10. Awards, Distinctions, Honors
11. 12th Grade Annual Reflection*

*optional

**only complete if you have not previously completed activity or if you need to update
Staff Instructions for Creating Customized Milestones

EZ Steps For Creating Customized Milestones

1. Go to www.whatsnextillinois.org
2. Go to Educator’s Headquarters, click “Go”

You must have created a Professional Center Account before you can sign in.
3. Enter Account Name
4. Enter Password
5. Click “Sign In”

7. Click “Administration” Tab
8. Click “Change the Planning Milestones for your Students”

9. Click “Add a new set of planning milestones”
10. Select a name for the milestones (e.g. Senior Milestones), then place a checkmark next to each activity (milestone) you would like to track
11. Once you have selected all the activities, then click “Save.”
12. Click the “Administration” Tab again,
13. Select the grade level you would like to apply the newly created milestones to
14. Click the drop-down menu to the right of the grade level and select the one you created
15. Click “Save.”
Student Instructions for Accessing Individual Learning Plan (ILP) Milestones

1. Login to *What's Next Illinois*
2. Click *Your Planning Milestones*

3. View *Your Planning Milestones*
4. Click the Milestone that your teacher assigns.
Student Instructions for Accessing An ILP for the 1st Time in What's Next Illinois:

1. After logging into What's Next Illinois, do the following:
2. Go to High School Planning Tab
3. Scroll to Worksheets
4. Click the appropriate ILP: 9th, 10th, 11th or 12th Grade ILP
5. Once you complete a portion of the 9th Grade ILP, you will need to save it to the Desktop of your computer, then upload it to your Portfolio.

Once you open the ILP, you may see a Security Warning. If you do,
1. Click “Enable Content”
2. Click “Ok.”

Accessing ILP after it’s been uploaded to your Portfolio

1. After logging into What’s Next Illinois, do the following:
2. On the front page, under Your Portfolio
3. Click Your Profile
To monitor student progress, run grade-level ILP milestone reports, do the following:

1. Click Reports
2. Click Milestone Tracking Report
3. Select grade level you’d like to run report on (e.g., 9th)
4. View, print or export results as pdf or Excel files
Student Instructions for Uploading Documents to *What’s Next Illinois*:

1. After logging into *What’s Next Illinois*, do the following:
2. Go to **Your Portfolio**
3. Click **Your Profile**
4. Click **Upload a document**
5. Click **Browse**
6. Select File Source: Desktop, Flash Drive, etc.
7. Click **Identify File Name**, then click **Open**
8. Click **Upload and Save**
Student Instructions to Access to Course Plan Builder

1. Login to What’s Next Illinois
2. Go to High School Planning Tab
3. Click “Your Plan of Study”
How to Add Courses to Your Course Plan

1. Click Create your course plan or Create another course plan if you have already created a course plan.

2. Click Create A Plan Of Study From Scratch

3. Select which subject to add a course (English, math, science, etc.)

4. With your mouse, left-click on the subject

5. Type in course name in “Enter a course” (for example: Algebra 1)

6. Enter the number of credits (.5 for first semester or 1 for the year)

7. Enter the status (Planned or Enrolled)

8. Click Add Course

9. Click Save
Staff Instructions for Adding Courses To the Course Plan Builder

1. Log into What’s Next Illinois Administration Account (counselors have this access code)
2. Click “Administration Tab”
3. Update Master Course List
4. Select “Add a course” to enter a new course not listed in the Master Course List.
5. Enter all required information and optional information, if you desire.
6. Click “Add Course” or “Save and add another.”
Staff Instructions for Customizing Plans of Study

1. Log into What’s Next Illinois Administration Account
2. Click “Administration” Tab
3. Click “Customize High School Programs of Study”
4. Select Plan of Study/Career Cluster
5. Click “Program of Study #1” and begin editing courses
Staff Instructions for Creating A Plan of Study From Scratch

1. Log into What’s Next Illinois Administration Account
2. Click “Administration” Tab
3. Click “Add a New Local Program of Study”
4. Fill in pertinent information, name of program of study, notes,
5. Click “Save and Add Courses”
6. Begin Editing grade-level courses
7. CPS Graduation requirements are the default set. You may edit them for your program by clicking “Edit Graduation Requirements.”
8. Please note, in order to select a course for a Program of Study, the Master Course List must indicate that the course is available to the particular grade level you are assigning it to.
Student Instructions for Saving A College to Your Portfolio

1. Log into What’s Next Illinois
2. Click “College Planning” tab
3. Click “Explore Postsecondary Schools”
4. Type in the name of the college in the “Search For” box
5. Click the drop-down arrow and select the nation if the colleges are outside of Illinois
6. Click the arrow next to the college name you entered
7. Review your College List
8. Click the name of the college if it is correct
9. Review admissions and financial aid information
10. Click “Save to Your Portfolio”
Student Instructions for Manually Adding A College To Your Portfolio That You Applied To

1. Log into What’s Next Illinois
2. Click “Your Portfolio”
3. Click “College Planning Portfolio”
4. Click “Postsecondary Plans”
5. Click “Add a Self-Reported Application”
6. Enter the name of the college you plan to apply to in the “Enter A Keyword Search” or
7. Select from the list of colleges you have already saved to your portfolio
8. If the college is a match, click “Continue”
9. Enter the month, day and year your application was submitted
10. Click “Save”

COLLEGE APPLICATIONS and RECRUITING

Add a self-reported application

Applications In Progress
- Cal Poly San Luis Obispo San Luis Obispo, CA (December 10, 2010) Edit
- Chicago State University Chicago, IL (December 03, 2010)
- Fisk University Nashville, TN (November 23, 2010)
- North Park University Chicago, IL (November 23, 2010)
- Bradley University Peoria, IL (November 23, 2010)
- Cal Poly Pomona Pomona, CA (November 19, 2010)
- Western Illinois University Macomb, IL (October 26, 2010)

Start a new application
Start a practice online college application
Student Instructions for Updating College Admission Status

1. Log into What’s Next Illinois
2. Click “Your Portfolio”
3. Click “College Planning Portfolio”
4. Click “Postsecondary Plans”
5. Scroll to Saved Colleges and Postsecondary Schools
6. Click “Edit” for any colleges that you applied to, were admitted to, were denied enrollment or waitlisted
7. Place a check mark in the appropriate box (admitted, Wait-listed, Not Admitted, etc.)
8. Click “Save”
Student Instructions for Adding A Scholarship To Portfolio

1. Log into What’s Next Illinois
2. Go to Your Portfolio Tab
3. Click Financial Aid Planning Tab
4. Scroll down to Scholarships
5. Enter the name of the scholarship in the “Enter the name of a scholarship” box (see figure below)
6. Click Save Scholarship
7. Click Add notes

8. Enter your notes: Applied, Amount of award (received award)
9. Click Save
10. If you win the scholarship, go back into your portfolio and update the actions by entering the date you were awarded the scholarship.
School-level WNI Key Performance Indicators (KPI’s)

**KPI Definition:** A KPI is a Key Performance Indicator. KPI’s are measures designed to track critical performance variables over time and provide a statistical measure of how well an organization is doing. KPIs should be few in number and focus on the product or service’s potential contribution to your business success.

<table>
<thead>
<tr>
<th>KPIs</th>
<th>School-level Report Availability</th>
<th>District/Area Level Report Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. % of Freshmen with Saved Documents (i.e., students with uploaded 9th Grade Individual Learning Plans (ILP’s))</td>
<td>Now</td>
<td>Now</td>
</tr>
<tr>
<td>2. % of Freshmen completing 9th Grade ILP Milestones</td>
<td>Now</td>
<td>Now</td>
</tr>
<tr>
<td>3. % of Seniors with Saved Scholarships (with amounts)</td>
<td>Now</td>
<td>Now</td>
</tr>
<tr>
<td>4. % of Seniors Completing College Applications</td>
<td>Now</td>
<td>Now</td>
</tr>
<tr>
<td>5. % of students completing resumes (CTE) – Resume Builder CTE students may upload resumes to their portfolios, but they must save the document with the word Resume</td>
<td>Now</td>
<td>Now</td>
</tr>
<tr>
<td>6. % of students logging in at least once a month</td>
<td>Now</td>
<td>Now</td>
</tr>
</tbody>
</table>

### Report Name: Saved Documents Report (Uploaded ILP’s or resumes)

1. Go to What’s Next Illinois, then Educator’s Headquarters, click “Go”
2. Log into the Professional Center
3. Click “Reports,” then select “Create a New Report”
4. Choose Report Type: “Saved Documents”
5. To Filter by Graduation Year, check “Yes,” then select Year
6. Click “Continue”
7. Select Timeframe: Defaulted to “This School Year”
8. Finalize Report: Reporting Data, defaulted to include yesterday’s data
9. Click “Create Report”
10. View, print or Export file as MS Excel or PDF

### Report Name: Students Completing ILP Milestones

1. Go to What’s Next Illinois, then Educator’s Headquarters, click “Go”
2. Log into the Professional Center
3. Click “Reports,” then select “Create a New Report”
5. To Filter by Graduation Year, check “Yes,” then select Year
6. Click “Continue”
7. Select Timeframe: Defaulted to “This School Year”
8. Finalize Report: Reporting Data, defaulted to include yesterday’s data
9. Click “Create Report”
10. View, print or Export file as MS Excel or PDF

### Report Name: Saved College Applications

1. Go to What’s Next Illinois, then Educator’s Headquarters, click “Go”
2. Log into the Professional Center
3. Click “Reports,” then select “Create a New Report”
4. Choose Report Type: “College Applications by Student or College”
5. To Filter by Graduation Year, check “Yes,” then select Year
6. Click “Continue”
7. Select Timeframe: Defaulted to “This School Year”
8. Finalize Report: Reporting Data, defaulted to include yesterday’s data
9. Click “Create Report”
10. View, print or Export file as MS Excel or PDF

### Report Name: Saved Scholarships

1. Go to What’s Next Illinois, then Educator’s Headquarters, click “Go”
2. Log into the Professional Center
3. Click “Reports,” then select “Create a New Report”
4. Choose Report Type: “Saved Scholarships”
5. To Filter by Graduation Year, check “Yes,” then select Year
6. Click “Continue”
7. Select Timeframe: Defaulted to “This School Year”
8. Finalize Report: Reporting Data, defaulted to include yesterday’s data
9. Click “Create Report”
10. View, print or Export file as MS Excel or PDF
This fall, CPS’ Career Technical Education Program (CTE), will launch its Early Alert System. This system was designed to help teachers identify CTE students who are not “on task” for completing college and career readiness activities. What’s Next Illinois will track 9th, 10th and 11th grade postsecondary preparation activities. Below, is the snapshot of the activities and how you can run reports to identify which students are on or off-track regarding their college and career activities in What’s Next Illinois.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Instructions for Accessing Reports in Professional Center</th>
</tr>
</thead>
</table>
| Completed Resumes            | 1. Go to What’s Next Illinois, then Educator’s Headquarters, click “Go”  
2. Log into the Professional Center  
3. Click “Reports,” then select “Create a New Report”  
4. Choose Report Type: “Completed Resumes”  
5. To Filter by Graduation Year, check “Yes,” then select Year  
6. Click “Continue”  
7. Select Timeframe: Defaulted to “This School Year”  
8. Finalize Report: Reporting Data, defaulted to include yesterday’s data  
9. Click “Create Report”  
View, print or Export file as MS Excel or PDF |
| Monthly Logins               | 1. Go to What’s Next Illinois, then Educator’s Headquarters, click “Go”  
2. Log into the Professional Center  
3. Click “Reports,” then select “Create a New Report”  
4. Choose Report Type: “Active Accounts”  
5. Click “Continue”  
6. Select Timeframe: Defaulted to “This School Year”  
7. Finalize Report: Reporting Data, defaulted to include yesterday’s data  
8. Click “Create Report”  
9. View, print or Export file as MS Excel or PDF |

CTE EARLY WARNING SYSTEM

This fall, CPS’ Career Technical Education Program (CTE), will launch its Early Alert System. This system was designed to help teachers identify CTE students who are not “on task” for completing college and career readiness activities. What’s Next Illinois will track 9th, 10th and 11th grade postsecondary preparation activities. Below, is the snapshot of the activities and how you can run reports to identify which students are on or off-track regarding their college and career activities in What’s Next Illinois.

<table>
<thead>
<tr>
<th>CTE Early Warning Activities 9th and 10th grades</th>
<th>CTE Early Warning Activities 11th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Interest Profiler</td>
<td>1. Resumes Completed</td>
</tr>
<tr>
<td>2. Plan of Study</td>
<td>2. College List Completed (Saved Colleges)</td>
</tr>
</tbody>
</table>
Staff Instructions for Creating Student Groups

To Create Student Groups:
Once you’ve logged into Educator Headquarters,
1. Go to Students and Groups
2. Select “Group Builder”
3. Enter a name for the group
4. Select “Continue”
5. Choose the grade level for your group (e.g., 12th, 11th, 10th, or 9th)
6. Click the checkboxes next to the names of students you would like to add to your group
7. Click “Add” in the upper right corner on each page.
8. After you scroll through the entire list of names and add students from each page (students are alpha sorted),
9. Click “View Group” when you’ve completed your group

To Edit Existing Groups:
1. Log into What’s Next Illinois
2. Go to Students and Groups
3. Scroll to your group, if you don’t see the name of your group, click “View All Groups”
4. Click “Edit”
5. Click “Continue”
6. Select students to add to the group by clicking “Browse by Class,” “Browse by Last Name,” or “Find Students.”
7. Click the checkboxes next to the name(s) of the students you would like to add to your group
8. You must click “Add” in the upper right corner of each page of names before proceeding to the next page

Student Finder Reports:

<table>
<thead>
<tr>
<th>Reports</th>
<th>School-level Reporting Tool in What’s Next Illinois</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Finder Reports</td>
<td>1. Go to Professional Center</td>
</tr>
<tr>
<td></td>
<td>2. Click “Students and Groups”</td>
</tr>
<tr>
<td></td>
<td>3. Select “Student Finder”</td>
</tr>
<tr>
<td></td>
<td>4. Select characteristics</td>
</tr>
<tr>
<td></td>
<td>5. Run Reports</td>
</tr>
</tbody>
</table>
Staff Instructions for Adding A Scholarship to Local Scholarship Database

1. Log into What’s Next Illinois Administration Account
2. Click “Administration” Tab
3. Click “Edit Local Scholarship Database
4. Click “Add a Scholarship
5. Enter pertinent information
6. Click “Save”
### WNI Resources

<table>
<thead>
<tr>
<th>WNI Resources</th>
<th>Location of WNI Resources in the Professional Center</th>
</tr>
</thead>
</table>
| Lesson Plans  | 1. Go to www.whatsnextillinois.org  
2. Login to the Professional Center  
3. Click Resources  
4. Click Lesson Plans and Guides  
5. Click Lesson Plans |
| Professional Manual | 1. Go to www.whatsnextillinois.org  
2. Login to the Professional Center  
3. Click Resources  
4. Click Lesson Plans and Guides  
5. Click Professional Manual |
| What’s Next Illinois Training Lesson Plans | 1. Go to www.whatsnextillinois.org  
2. Login to the Professional Center  
3. Click Resources  
4. Click Lesson Plans and Guides  
5. Click What’s Next Illinois Training Lesson Plans |
2. Login to the Professional Center  
3. Click Resources  
4. Click Lesson Plans and Guides  
5. Click What’s Next Illinois Successful Transitions Guide |
| CPS Individual Learning Plans (grades 9-12)  
2. Login to the Professional Center  
3. Click Resources  
4. Click “CPS Individual Learning Plans” or  
5. Click “CPS Individual Learning Plan User’s Guide” |
| What’s Next Illinois (CPS) Worksheets  
- Parent Engagement  
- How to Prepare for a High School Visit  
- How to Prepare for a College Visit  
- Career Preparation  
- CPS College and Career Plan  
- CPS 4 Year High School Plan  
- Scholarship Planning Worksheet  
- Financial Aid Worksheets | 1. Go to www.whatsnextillinois.org  
2. Login to the Professional Center  
3. Click Resources  
4. Select the Worksheet you would like to use |

### Professional Development Opportunities:

We provide ½ day and full-day training opportunities for all CPS staff. Registration for training is on-line. Go to CPS University, browse catalogue and enter What’s Next Illinois FY12. If you have difficulty viewing or accessing the training in CPS University, please send an e-mail to Marcia Boyd.

### Registration Information:

CPS staff must register via CPS University. Charter schools may register by sending an e-mail with preferred training date(s) to Marcia Boyd.

### Need help with What’s Next Illinois? Contact:

Marcia Boyd, Project Manager, mlboyd1@cps.k12.il.us
What’s Next Illinois Training FY12

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location (All Tentative)</th>
<th>Number of Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 27, 2012</td>
<td>9:00 a.m. – 1:30 p.m.</td>
<td>Elizabeth Training Facility 320 North Elizabeth Street, Room 303 Chicago, IL</td>
<td>17</td>
</tr>
<tr>
<td>ELEMENTARY SCHOOLS ONLY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, May 25, 2012</td>
<td>9:00 a.m. – 1:30 p.m.</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Intermediate Level Training*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, June 8, 2012</td>
<td>9:00 a.m. – 1:30 p.m.</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Intermediate Level Training*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Registration Procedures:

1. Go to CPS University, Browse Catalogue, Career and Technical Education, What’s Next Illinois FY12
2. Charter Schools: please send an e-mail to Marcia Boyd at mlboyd1@cps.k12.il.us
   * Intermediate level training is restricted to those who received WNI training in 2010-2011 school year.
3. If you did not receive WNI training in 2010-2011, you will need to attend a beginner training session.
4. All WNI FY12 Training sessions will minimally include coverage of Individual Learning Plans (ILPs), ILP Milestones, Course Plan Building, College Application and Scholarship Tracking instructions and the CTE Early Warning System components.

TestGEAR Webinars:

If you are unable to attend an in-person training, you can participate in a free monthly 1-hour webinar by visiting www.xap.com/webinars. TestGEAR, is the district’s free ACT, SAT and PSAT on-line test preparation.
Pre-session checklist activities:

- Reserve computer lab(s) for each grade level in September or October for 1st and 2nd semesters
- Tell your Tech Coordinator to ensure that the following is done to all student computers:
  - Install MS Word 2007
  - Install Adobe Flash
  - Set browser to www.whatsnextillinois.org

- Practice WNI activities **on your What’s Next Illinois Professional Account (student-view) before** conducting a session with students to pre-identify any problems.

- Review student accounts in your Professional Account **before** you take students into a computer lab for activities
  - Note, CPS sends a file to the Xap Corporation each Friday and new student accounts are activated on Mondays
  - If a student’s name doesn’t appear in Students and Groups, note that it should take one week for it to appear

- Complete a lesson plan with students for the ILP Milestone(s) before going to the computer lab with students

- Review WNI Professional Account to ensure that grade-level ILP Milestones have been set (instructions on p. 19)
- Once a student opens an ILP, a Security Warning may appear on the document.
- If the **Security Warning** appears on the screen once a student opens an ILP, that says “Some Active Content Has Been Disabled,” please instruct students to do the following:
  1. Click “Enable This Content”
  2. Click “Ok”
  3. By enabling the content, students will be able to complete the fillable sections of the ILP.

Session activities checklist:

- Provide students with a copy of the WNI Login Instructions prior to instructing them to login
- Do **NOT** permit students to “Create” An Account. You will not see any of their work if they do. All of their work will be attached to a non-CPS school and you won’t be able to retrieve any of their work.
- Arrange to have someone in the computer lab with you to assist students while running a session. Freshman Connection Youth Leaders (current juniors and seniors, were trained to assist with What’s Next Illinois activities
- Send an e-mail to Marcia Boyd at mlboyd1@cps.k12.il.us if you encounter any difficulties during a session