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| **Module IV: How Do I Get There?** |
| **Topic: My Early-ECAP**Things I’d like to do and Dislikes |
| **Objective(s): Students will:**Complete the Early ECAP report using AzCIS |
| **Goals:**  **Students will:**Enter information into the Early ECAP sections to complete the pre-ECAP report.  |
| **Length:** One class period  |
| **Materials:** Access to AzCIS |
| **Description of Activity:**1. Students will sign onto AzCIS Middle School site and follow the following steps:
* Select “MY PRE-ECAP” from the top bar menu then select “My ECAP Report” under “Reports”. The MY ECAP REPORT page will appear. This page contains pertinent information about each student.
* Start updating the information in each of the sections listed by clicking on the View.
* Enter Personal Information, then click on the “Update Personal Information” to save.
* Next, enter information into the My Career Goals section. Note that you can have more than one career goals. Select “Insert Today’s Date” and then “Save Information” buttons to save.
* Next, select the appropriate check box in the My Education Plans section and hit the Save Information button. If you have additional educational plans, enter them into the window and hit the “Insert Today’s Date” and then “Save Information” buttons to save.
* The Self-knowledge and Career Assessments are pre-loaded from the student’s previous Career Inventory or Interest Profiler,
* Similarly, the Career Clusters of Interest are pre-loaded from previous Career Inventory assessment. Students can change their minds by clicking on the new cluster(s) of interest and unclicking the existing cluster(s) of interest and hit the “Save Information” button to save.
* The Course Plan has pre-loaded courses students completed in the previous lesson on high school course plan.
* The Graduation Requirements section is to be completed in high school
* The rest of the sections are optional for middle school students.
* **Scroll to the bottom of the page and select the “Generate PDF” button to generate a pre-ECAP report.**
* This pre-ECAP report will be carried forward for each student into high school as a starting point for his/her high school ECAP.
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