

QUICK REFERENCE GUIDE 2009/2010

This Quick Reference Guide is designed to help you begin using CollegeforTN.org quickly and easily. Share this guide with the rest of your faculty to get the most out of this new college and career planning resource.

Steps to Get Started ... create accounts and sign in

Educators

1. Go to www.CollegeforTN.org.
2. At the bottom of the page under “are you an EDUCATOR?” click **GO**.
3. On the right side of the page under “PROFESSIONAL CENTER” click **GO**.
4. In the Professional Center, click **Create a Professional Center Account**.
5. Choose who you are and click **Go**.
6. Click **Find** to choose your school or program, then click **Continue**.
7. Enter the **Professional Account Access Key** or **Administrator Code** for your school or program and click **Next**.
8. Enter your information, read the privacy policy and terms of use, and **check the box** if you agree.
9. Click **Create Your Account** then **Continue**.

Your Professional Account will give you access to the tools in the CollegeforTN.org Professional Center. When you return, just sign in with your account name and password.

You can jump into CollegeforTN.org from the link on the right side of the Professional Center home page.

Students

1. Students go to CollegeforTN.org.
2. In the top right corner click **Create an Account**.
3. Students choose who they are and click **Go**.
3. Tell students to follow the instructions, including entering their birth date and selecting their school. Help students remember their account name and password by recommending a standard format:

Account name:

first initial + last name + 2-digit birth day
(example: gWASHINGTON22, for George Washington born on the 22nd)

Password:

student ID number

Students should sign in to this account whenever they use CollegeforTN.org. All work will be stored in the portfolio inside their account. You will be able to review and assess their work using the Professional Center.

Make Effective Use of Your Professional Center

Your Professional Center account provides you access to tools to organize, track and review your students' work. (Follow the paths shown in parentheses.)

Create and Track Milestones

- Set up the student milestones you would like to track (**Administration > Customize Planning Milestones**); use a professional account with administrator privileges).
- In their portfolio, students can see and act on the milestones they need to complete (**Your Portfolio > Your Planning Milestones**).
- In the Professional Center you can track individual (**Students & Groups, click a student name**) and class or advisory group progress (**Reports > Milestones Tracking Reports**).

Look Up Student Account Names and Passwords

- If students forget their account name or password, you can look them up.
- In the Professional Center, click a student name (**Students & Groups**) to see the student's portfolio.
- In the Account and Password panel on the right sidebar, click **View account name** or **reset password**.

Create Your Advisory Group or Careers Class

- Use the Group Builder (**Students & Groups > Group Builder**) to create a group and add the appropriate students.
- In the future, add new students from any student list (**Students & Groups**) and remove students from the group profile (**Students & Groups**).
- Using your group you can review student portfolios (**Students & Groups > Groups**), send messages (**Communication > Compose new Message**), add events to student event calendars (**Communication > Add an Event**), track milestone progress (**Reports > Milestones Tracking Report**) and view reports on student outcomes (**Report Builder**).

Put CollegeforTN.org into Action

Effective High School Course Planning

- Students can build and maintain their course plans for high school and track their progress to graduation and college admission (**High School Planning > Your Plan of Study**).
- The process starts with a Career Cluster or Career Pathway that provides recommended courses.
- The recommended courses for each cluster or pathway can be edited in the Professional Center to match your course names and offerings (**Administration > High School Courses**).

Guideways Provide Direction

- Guideways are the solution if students need help getting started and moving on to next steps (**Home > Begin Guideways**).
- There are Guideways for 9th to 12th grade that lead students through grade-specific steps, including goal setting, course planning, career assessment, college planning and annual reflection.
- You can track student progress in the Guideways in the Professional Center (**Reports > Guideways Tracking Report**).

Ensure That Every Student Has a Plan

- In middle school or early high school, help students choose a Career Cluster or Career Pathway by using the Career Cluster Survey (**Career Planning > Learn About Yourself**) and exploring Career Clusters (**Career Planning > Explore Careers**).
- Explore careers in a favorite Career Cluster then discover postsecondary programs and majors related to careers of interest (**Career Planning > Explore Careers > career profiles**). From a program/major profile see schools that offer the program (**College Planning > Explore Programs and Majors**).
- Use the Career Plan Builder to follow step by step connections from careers to programs to postsecondary schools and build an action plan (**Career Planning > Explore Careers > Career Plan Builder**).

Create and Maintain College Lists

- Have students explore postsecondary schools using the browsing and searching tools (**College Planning > Explore Schools**).
- For college profiles that look promising, click **Save to Your Portfolio** to start or add to the list of Saved Schools (**College Planning > Explore Schools > school profiles**).
- In Your Portfolio, students can review and sort their college list. Comments and campus visit notes can be added to each school and application steps can be tracked (**Your Portfolio > College Planning Portfolio > Postsecondary Plans > Saved Colleges and Postsecondary Schools**).

Assistance with Financial Aid

- Students can use the Financial Aid Planning Timeline to make sure they follow the required steps toward getting assistance with paying for college (**Financial Aid Planning > Build Your Financial Aid Plan > Financial Aid Planning Timeline**).
- Calculators are available to help estimate Expected Family Contribution and College Savings and review Student Loan scenarios (**Financial Aid Planning > Financial Aid Calculators**).
- The Scholarship Finder lets students build a list of scholarships for which they might qualify based on their profile data (**Financial Aid Planning > Find Scholarships > Scholarship Finder**).

Valuable Support and Professional Development

Technical Support

Can't find what you're looking for? Got a question? Want to hear a friendly voice? Contact the XAP Customer Support team at 1-800-GO-TO-XAP or support@xap.com, Monday to Friday from 7 a.m. to 6 p.m. Central Time / 8 a.m. to 7 p.m. Eastern Time.

Professional Development

To find out about webinars and workshops that are available for CollegeforTN, contact Troy Grant, Director of Student Outreach and Counselor Support, 615-532-0423 or troy.grant@state.tn.us



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