

Setting Up IGP at the School Level

1. Click on **School**
2. Click **IGP Curriculum Browser**

Academies (this is determined by the district):

Insufficient access privileges to view the requested screen.

CIP Code (The list and descriptions are based on the national CIP codes found at the government website <http://nces.ed.gov/pubs2002/cip2000/>) *ONLY add those CIP Codes, any other code created will be invalid:*

Add a CIP Code:

- 1) Click **New**
- 2) **CIP Code** – select a valid CIP code
- 3) **Description** – automatically populates
- 4) **Submit**

IGP Create CIP Code

New CIP Code

CIP Code: 01.0000: Agriculture, General

Description: Agriculture, General

Submit

Clusters (this is determined by SCDE)

View **ONLY** access

Courses:

Displays only active courses at the school.

^j IGP Course Data

Use this page to associate Post Secondary Modifiers to courses.

Copy CSV Excel PDF Print

Show 10 entries Search:

Course Number	Course Title	Modifier	Credits	Active
08990000	Study Hall		0	Y
08990100	Homeroom 1st		0	Y
08990200	Homeroom 2nd		0	Y
08990300	Homeroom 3rd		0	Y
08990400	Homeroom 4th		0	Y
08990500	Homeroom 5th		0	Y
08990600	Homeroom 6th		0	Y
08990700	Homeroom 7th		0	Y
08990800	Homeroom 8th		0	Y
08990900	Homeroom 9th		0	Y

Showing 1 to 10 of 352 entries Previous Next

- 1) Click on the course number and if applicable select one of the options listed below
 - a. College Credit by Competency Articulation
 - b. Dual Credit: Check Local Articulation Agreements
 - c. College Credit by Exam Available
 - d. College Credit through National Certification Available
 - e. Statewide University Transfer Agreement

Majors

You will see the entire district list of Majors, but **you can add and edit your own school Majors.**

IGP Major Definition

<div style="text-align: right; margin-bottom: 5px;">New</div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 5px;"> Copy CSV Excel PDF Print </div> <div style="text-align: right;"> Show <input type="text" value="10"/> entries Search: <input type="text"/> </div> </div>							
Academy/ School of Study	Cluster	Major	CIP	Activate Date	Phase Out Date	Inactivate Date	
South Carolina Calvert Academy	Arts, Audio-Video Technology, and Communications	AV Technology and Communications	99.9999				Edit Assign Courses
Palmetto Scholars Academy	Health Science	Administration/Administrative Support	51.0700	06/09/2011			Edit Assign Courses
South Carolina Calvert Academy	Agriculture, Food, and Natural Resources	Agriculture, Food and Natural Resources	99.9999				Edit Assign Courses
Calhoun Falls Charter School	Agriculture, Food, and Natural Resources	Applied Horticulture/Horticulture Operations	01.0601	08/18/2009			Edit Assign Courses
York Preparatory Academy	Architecture and Construction	Architecture	14.0401	08/16/2011			Edit Assign Courses
South Carolina Calvert Academy	Architecture and Construction	Architecture and Construction	99.9999				Edit Assign Courses
York Preparatory Academy	Arts, Audio-Video Technology, and Communications	Arts	50.0701	08/01/2010			Edit Assign Courses
York Preparatory Academy	Human Services	Arts and Humanities	19.0701	08/01/2010			Edit Assign Courses

Add a Major:

- 1) Click **New**
- 2) **Academy/School of Study (optional):** you **MUST** select your school
- 3) **Cluster:** select a Cluster
- 4) **Major:** school will provide the major name
- 5) **CIP Code:** select a valid CIP code
- 6) **Activate Date:** is used to choose the date that you wish the new major to be visible to the counselors on the IGP. If you are building new curriculum, then enter a future date so that they do not use half completed information before you have finished.
- 7) **Phase Out Date:** is entered to show the counselors that a major is retiring. This date will display on the IGP for the student, counselor and parents to see. It serves to warn them in case the student can't complete the courses before the major will retire. The date to enter is the date that the major will no longer be offered.

- 8) **Inactivate Date:** entered in this field causes the major to not display as a choice on the IGP effective that date. **USE THIS FEATURE INSTEAD OF DELETE SO THAT THE MAJOR IS AVAILABLE FOR HISTORICAL TRACKING.**
- 9) Click **Submit**

IGP Create Major

New Major

Academy/School of Study (optional):

Cluster: *

Major: *

CIP Code: *

Activate Date: (M/MD/YYYY)

Phase Out Date: (M/MD/YYYY)

Inactivate Date: (M/MD/YYYY)

Adding Courses to Majors:

- 1) After creating a Major you can then click on **Assign Courses** to add courses to the Major.
- 2) **Required Courses for Major** (required)
 - a. Click **Edit Courses**
 - b. Search and find course(s) and click **Add Course # Course Name**

Add 459777CW 1 2 Elect

IGP Modify Required Courses for A/V Technology and Communications

Changes are recorded automatically.

Existing Course(s)

309711CH - 20th Century Literature

459995CW - 2D Design 1

3502D2CH - 2D Design 1

Add New Course(s)

Search courses:

Course Number	Course Name	Credit Type	Add Course to Major
459777CW	1 2 Elect	HS,X	<input type="button" value="Add 459777CW 1 2 Elect"/>
309711CH	20th Century Literature	HS	
459995CW	2D Design 1	HS,X	
3502D2CH	2D Design 1	HS,X	
620000CH	3D Art I - Modeling	HS,X	<input type="button" value="Add 620000CH 3D Art I - Modeling"/>
620100CH	3D Art II - Animation	HS,X	<input type="button" value="Add 620100CH 3D Art II - Animation"/>

- 3) Click on any link in the breadcrumb to navigate back to the Major page

Start Page > District Setup > IGP Curriculum Manager > Majors Setup > A/V Technology and Communications Courses

4) Once you click on **Add Course # Course Name** and the automatically save

Assign Courses to Major: A/V Technology and Communications

Required Courses for Major	Complimentary Courses for Major	Extended Learning Opportunities Options Related to Major	Certifications
<input type="button" value="Edit Courses"/>	<input type="button" value="Edit Courses"/>	<input type="button" value="Edit Courses"/>	<input type="button" value="Edit Courses"/>
459995CW - 2D Design 1 3502D2CH - 2D Design 1 309711CH - 20th Century Literature			
Notes/Comments 150 Char Max	Notes/Comments 150 Char Max	Notes/Comments 150 Char Max	Notes/Comments 150 Char Max
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save Notes"/>			

- 5) **Complimentary Courses for Major** – only add courses if applicable to Major
- 6) **Extended Learning Opportunities Options Related to Major** - only add courses if applicable to Major
- 7) **Certifications** - only add courses if applicable to Major

IGP Resources - there are only 12 slots and the whole district will be able to view the websites, so do not delete or change it.

Allow counselors to click on frequently visited sites.

- 1) **Link (URL):** type the URL for the website
- 2) **Title:** type a title for the URL address or website name
- 3) **Description:** description of website
- 4) **Submit**

IGP Resources

IGP Resources		
Link (URL)	Title	Description
1. <input type="text" value="http://www.glencoe.com/sec/cai"/>	<input type="text" value="Intro to Career Clusters - Glencoe"/>	<input type="text"/>
2. <input type="text" value="http://www.careertech.org/"/>	<input type="text" value="Career Technical Education"/>	<input type="text"/>
3. <input type="text" value="http://www.bls.gov/SOC/"/>	<input type="text" value="Standard Occupational Classification"/>	<input type="text"/>

Note: View <http://www.youtube.com/watch?v=cWYR-yAzSJQ&feature=youtu.be>. This video was demonstrated from a District level not a school level, so some of the actions you will not be able to complete because of restrictions.