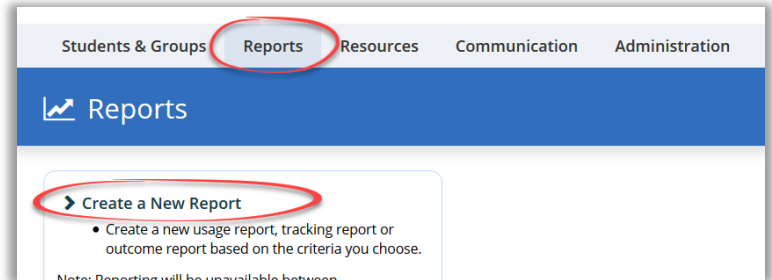


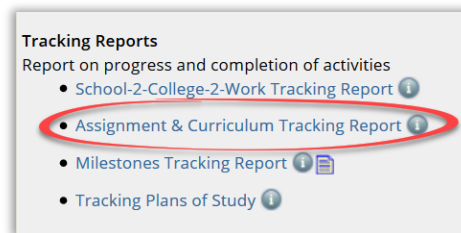
## Assignment & Curriculum Tracking Report

Sign into your Professional Center account at [ProCenter.OKcollegestart.org](https://ProCenter.OKcollegestart.org).

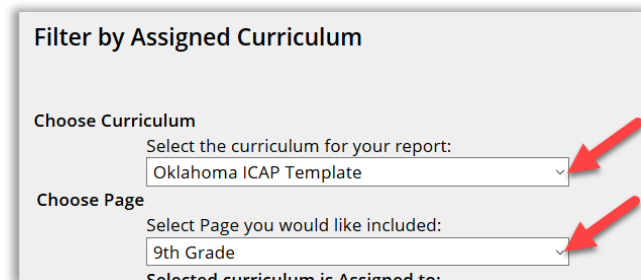
Click the **Reports** tab and then **Create a New Report**.



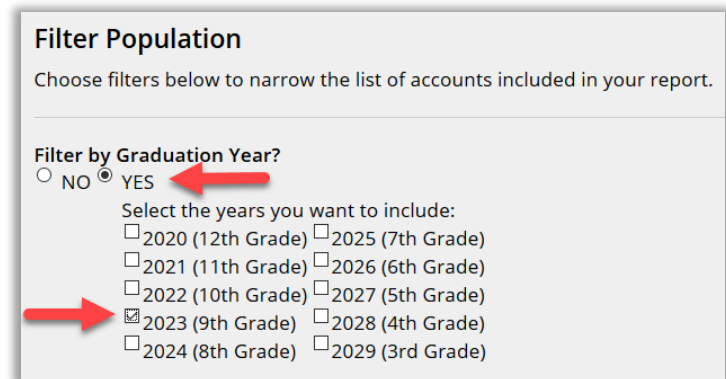
Choose **Assignment & Curriculum Tracking Report** from the Tracking Reports section.



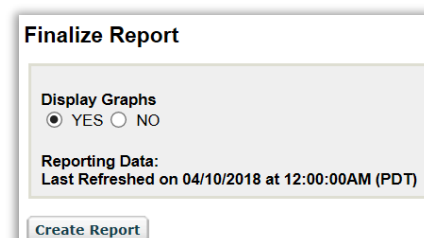
Choose your school's ICAP in the first drop-down box. Choose the grade you're reviewing in the second drop-down box.



Scroll down to the **Filter by Population** section. Under **Filter by Graduation Year?** click **Yes** and then select the grade level you're reviewing. Then click **Continue**.



Indicate whether or not you'd like to see a graph of ICAP progress and click **Create Report**.



### Assignment & Curriculum Tracking Report

Track curriculum activity completion.

Set : Oklahoma ICAP Template  
 Page : 9th Grade  
 Created : February 24, 2020  
 Site : Test Only High School - OK  
 Reporting Data : Last refreshed on 02/24/2020 at 12:01:01AM (PST)  
 Total Accounts : 70

Graph of activity completion rate

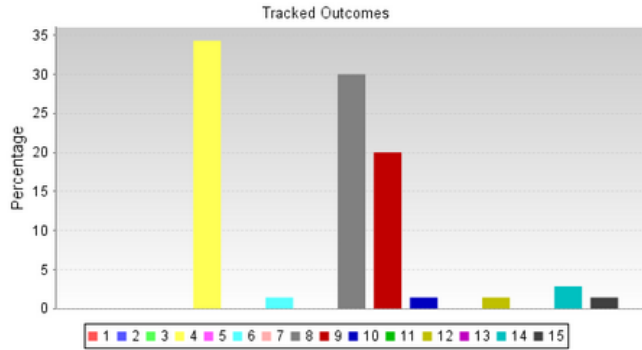


Chart of assigned ICAP activities

Test Only High School - OK  
 Total Accounts : 70 (100%)

	Count	%
1. (Career Awareness) Interest Profiler - 9th Grade	0	0%
2. (Career Awareness) Basic Skills Survey - 9th Grade	0	0%
3. (Career Awareness) Career Cluster Survey - 9th Grade	0	0%
4. (Exploration & Goals) Career Finder	24	34.3%
5. (Exploration & Goals) Saved Programs/Majors - 9th Grade	0	0%
6. (Exploration & Goals) My Goals and Action Plans - 9th Grade	1	1.4%
7. (Preparation & Planning) Career Plan Builder - 9th Grade	0	0%
8. (Preparation & Planning) Matching Scholarships	21	30%
9. (Preparation & Planning) Saved Scholarships	14	20%
10. (Preparation & Planning) Activities	1	1.4%
11. (Preparation & Planning) Community Service and Service Learning - 9th Grade	0	0%
12. (Preparation & Planning) Resume - 9th Grade	1	1.4%
13. (Preparation & Planning) Job Shadowing Experiences - 9th Grade	0	0%
14. (Plan of Study) Your Plan of Study - 9th Grade	2	2.9%
15. (Advisement Review) My Reviews and Comments - 9th Grade	1	1.4%

NOTE: Detail student data will display if you export the report to Excel.


ICAP progress  
 (see description below)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<a href="#">Adams, Brandon</a>															
<a href="#">Aikman, Troy</a>				✓					✓						
<a href="#">Albino, Xavier</a>															
<a href="#">Avery, Margaret</a>															
<a href="#">Brooks, Garth</a>				✓				✓	✓						

The chart at the bottom of the report provides student progress on ICAP activities. Down the first column, the chart lists all students in the grade level or group you selected. Across the top row, the report lists the number associated with the assigned ICAP activities. A checkmark indicates the student has completed that ICAP activity.

Click on a student's name or the checkmark to access their individual portfolio and review activity results.

Click **Export** at the top of the report to view and save in the format of your choice (PDF, Excel, etc.). If the ICAP page has more than 18 activities, you will only see the first 18 activities completed by each student on the screen. Export into Excel to see all activities and progress for each student.

 Report data updates overnight between 10:00 P.M. and 1:00 A.M. CST. Activities completed can immediately be seen by accessing a student's individual portfolio through the Students & Groups tab. However, activity completion will not be reflected on any report until the data refreshes overnight.