Custom Plan Section

Overview

As part of the online student portfolio, Defined Learning and Defined Careers provide an optional Custom Plan section. A school or district may choose whether or not they would like to utilize this feature. The Custom Plan section provides a great opportunity to house and measure progress on a plan that is common across an entire school or district while also providing students the opportunity to self-reflect on their own educational journey and progress. One Custom Plan is included free of charge with purchase of a Defined solution.

What are possible uses for the Custom Plan section?

There are many possibilities when it comes to uses for the Custom Plan section. Possible uses include, but are not limited to, the following:

- Portrait/Profile of a Graduate
- Statewide plan/initiative such as:
    - Individual Career and Academic Plan (ICAP)
    - Education and Career Action Plan (ECAP)
    - Individual Learning Plan (ILP)
    - Individual Plan of Study (IPS)
- And many more!

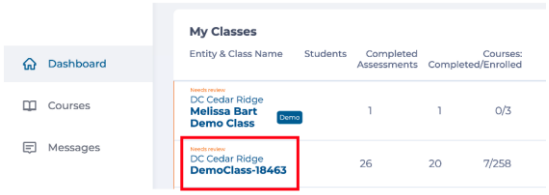
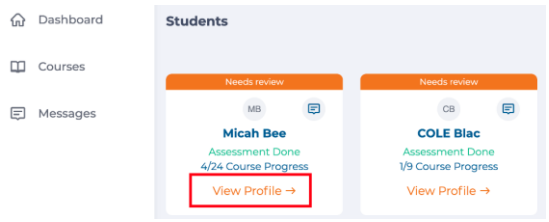
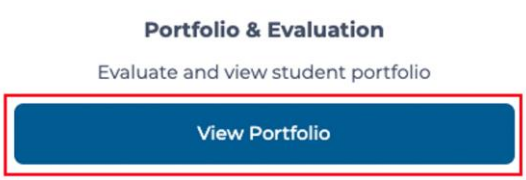
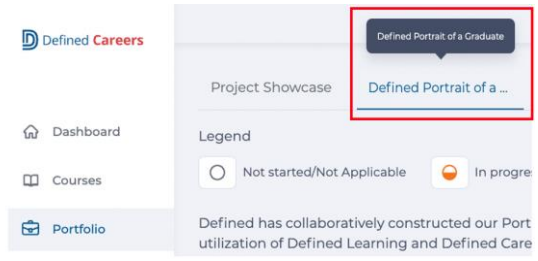
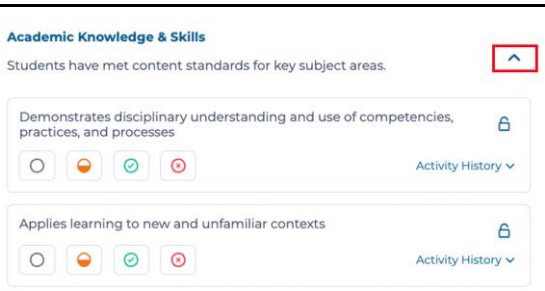
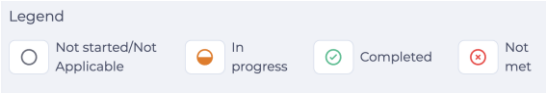
How do I get a Custom Plan added?

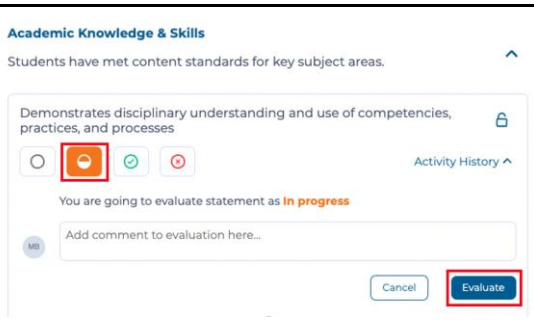
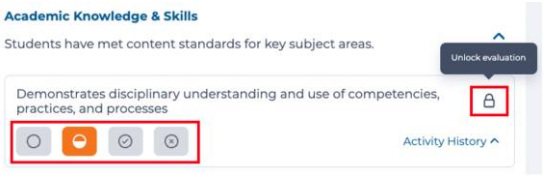
After Defined Learning and/or Defined Careers have been purchased, you can either email your plan directly to support@definedlearning.com or you can provide it to your Defined representative at any time during your active contract.

How do educators utilize the Custom Plan section?

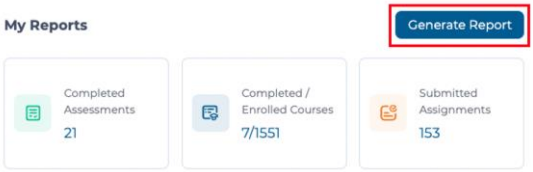
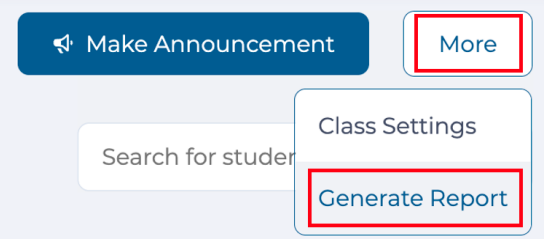
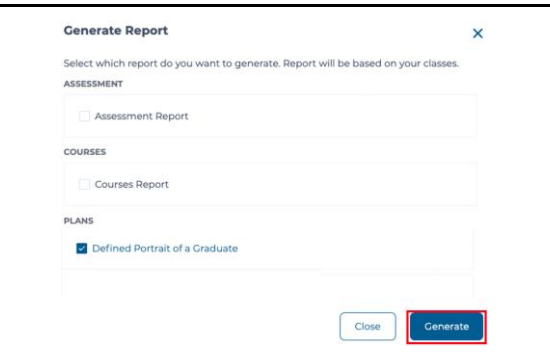
Educators have full visibility and access to the progress students are making with the Custom Plan that has been assigned to all students. Within the Entity or Student settings, educators can access the “Self-Evaluation" setting. When turned on, this allows students to self-evaluate the metrics/indicators within the Custom Plan. Educators always have the ability to override any status that a student chooses. When “Self-Evaluation” is turned off, only educators can adjust the metric/indicator statuses of each student.

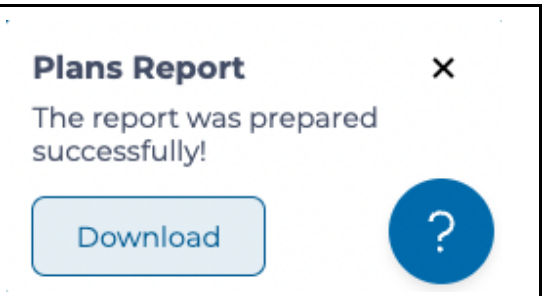
Interacting with individual student plans (Defined Careers directions below - Defined Learning process is very similar):

1)	To view the progress of an individual student, an educator will first select the class the student is in from “My Classes” on their Dashboard.	
2)	Next educators will click “View Profile” of the student whose profile they wish to view.	
3)	Then click “View Portfolio” under the “Portfolio & Evaluation” tile on the right under the student settings.	
4)	Click on the plan name next to the “Project Showcase.” For this example, the Custom Plan is called “Defined Portrait of a Graduate.”	
5)	Expand/collapse each section of the plan by using the expand/collapse icon to the right of the section description in order to view each of the section metrics/indicators.	
6)	If “self-evaluate” is turned on, students are able to select 1 of 4 statuses for each indicator. These can be changed at any time by both the student and an educator as long as an educator hasn’t locked that metric/indicator. After a student or educator has selected the status they wish to record, they must click “Evaluate.” Students/ educators are also able to add comments to each metric/indicator in the comments field. *If “self-evaluate” is turned off, educators are*	

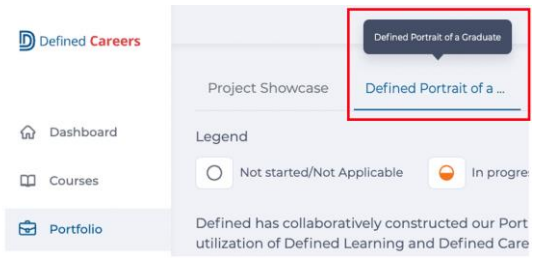
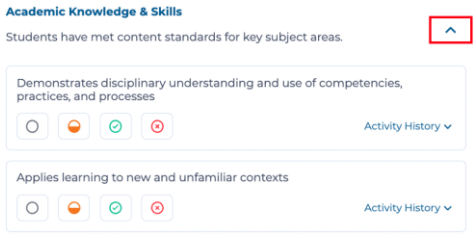
	the only ones who can select the status of each metric/indicator.	
7)	Educators can lock the status of a metric/indicator by clicking on the lock icon above the “Activity History.” This prevents any changes from both the student or the educator to the metric/indicator status. Once locked, the lock icon will be closed, as shown, and all other statuses will be gray. Educators can unlock the status at any time by clicking the lock icon again.	

Generating Reports (Defined Careers directions below - Defined Learning process is very similar):

1)	Aggregate reports can be generated at the district, building, educator, and class level. To generate a district, building, or for an educator to generate a report for all their students in all classes, click the “Generate Report” button in the “My Reports” section of the dashboard.	
1a)	If an educator wants to generate a report for only 1 of their individual classes as opposed to all of their students, they can click on the class they wish to run from “My Classes” and then select “Generate Report” from the “More” menu within that class.	
2)	From the “Generate Report” menu, you will select the “Plans” report and click “Generate.”	

3)	Once the report has been generated, the indicator to the right will display in the lower right corner of your window. Click "Download." This will download a csv file of your report to wherever you have your browser set to save downloads. From here you can open the file with any spreadsheet software or manipulate the csv file to best suit your data needs.	

How do <u>students</u> utilize the Custom Plan section?

1)	Students access the Custom Plan by going to their portfolio and clicking on the plan name next to the "Project Showcase." For this example, the customized plan is called "Defined Portrait of a Graduate."	
2)	Students can expand/collapse each section of the plan by using the expand/collapse icon to the right of the section description in order to view each of the section metrics/indicators.	

3)	If self-evaluation is turned on, students are able to select 1 of 4 statuses for each indicator. These can be changed at any time by both the student and an educator as long as an educator hasn't locked that metric/indicator. After a student has selected the status they wish to record, they must click "Evaluate." Students are also able to add comments to each metric/indicator in the comments field.	