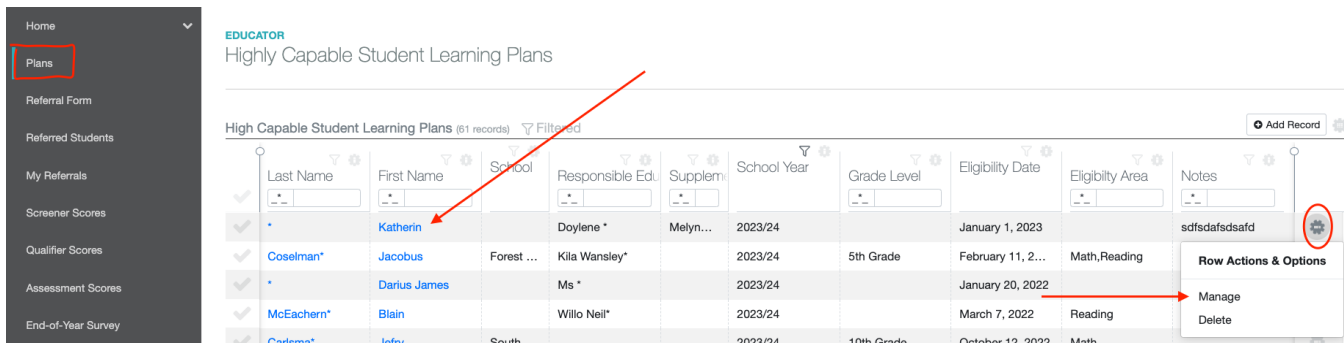# Highly Capable Viewing/Editing A Student Learning Plan

Accessing Plans in the Hi-Cap Learning Plans Application

Navigate to **Plans** in the left-hand navigation bar. Once you have found the student you would like to view or the plan you want to edit, select the **Row Action Gear** Icon and select **Manage,** or simply click on the blue student name to open the plan.
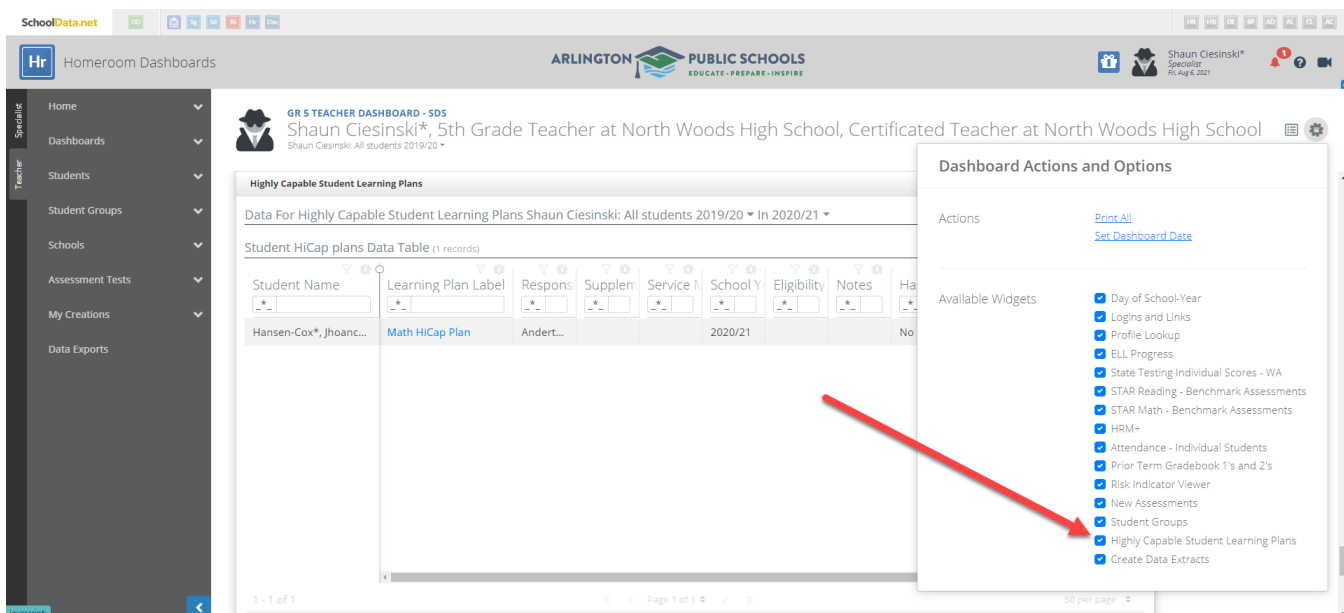

Accessing Plans from Homeroom Dashboards

After logging in, navigate to the **HiCap Student Plans** container via the **Homeroom Dashboard Actions and Options** gear at the top right.

Click on the **Learning Plan Label**, and you will no longer be in Homeroom Dashboards but in the Highly Capable Student Learning Plans Application, where you will land on the Details tab of the chosen plan.

Accessing Plans from Homeroom Student Spotlights

While viewing the student spotlight for a student who has a Highly Capable Student Learning Plan, navigate to the **Student Highly Capable Student Learning Plans** container via the **Dashboard Actions and Options** gear at the top right:

This container will display basic details about this student's current Highly Capable Student Learning Plan. To open the plan, click the Learning Plan Label, a hotlink.

A new tab will open, no longer in Homeroom Dashboards. Still, in the Highly Capable Student Learning Plans Application, you will land on the Details tab of the chosen plan.

Once you have navigated to a learning plan through any of the above methods, you should find yourself on the Details tab of the plan. You can view various other plan elements from here using the tabs across the top. A brief description of each follows.

Quick Links

[Details](#)	[Goals](#)	[Surveys](#)
[Scores](#)	[Tasks](#)	[Additional Services](#)
[Strengths](#)	[Teacher Observations](#)	[Communications](#)

Details ([back to Quick Links](#))

This is the basic plan information, including **Label** (plan title - Required), **Student**(Required), **Eligibility Date**(Optional), **Responsible** and **Supplemental Educators** (Optional), **Service Models** (Optional), **Eligibility Areas** (Required), and **Notes** (Optional).

Scores (back to Quick Links)

Relevant assessment scores for this student will be displayed in a table format including **Assessment, Year, Score, Performance Level, Notes, Score Type, and Is Automatic.**

Scores can be configured to automatically display on all plans, or click **Add Record** at the top right to add additional scores. Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Assessment (Required), **School Year** (Optional), **Score** (Optional), **Type** (Required), and **Notes** (Optional).

Strengths (back to Quick Links)

Student strengths are recorded in a table, and the individual who added the strength is recorded, including **Student Strength, Reporting Person, Created On, Last Edited On,** and **Last Edited By.**

Click **Add Record** at the top right to add additional strengths. Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Educator (Optional) and **Student Strength** (Required)

Goals [(back to Quick Links)](back to Quick Links)

Goals set for this student as part of this plan are listed in a table format here, along with some associated details. **Goal Category, Selected Goal, Details, Learner Objective(s), Tasks, Goal Met, Created On, Last Edited On, and Last Edited By**.

Click **Add Record** at the top right to add additional goals. Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Highly Capable Student Learning Plan Goal: Goal Selection (Required), **Learner Objectives** (Required), **Goal Details** (Optional), and **Goal Met**

Task: Task Selection (Optional), **Task Notes** (Optional), and **Evaluation Methods** (Optional)

Tasks [(back to Quick Links)](back to Quick Links)

This tab lists tasks assigned to the student associated with specific goals. **Selected Goal, Selected Goal Details, Selected Task, Task Notes, Created On, Last Edited On and Last Edited By**.

You can add new tasks by clicking **Add Record** at the top right and completing the form.   Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Goal On Plan (Required), **Task Selection** (Optional), and **Task Notes** (Optional)

Add Record   ✔Validate ✖

Task Details

Goal On Plan (required) .... Select

Task Selection (optional) .... Select

Task Notes (optional)

To view details or add evidence supporting an existing task, use the **Row Action & Options gear** to choose **Edit.** Here, you can see evidence submitted to support the completion of assigned tasks and add additional evidence by clicking **Add Record** at the far right. Here, you may also click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Edit Record   ✔ Update ✖

Task Details

Goal On Plan (required) .... Select
Academic Goals | Independent researc... | asdfa ✕

Task Selection (optional) .... Select
Essay Writing ✕

Task Notes (optional)

HICAP Educator Plan Task Evidence Records (1 records)   ⊕ Add Record ⚙

Evidence Notes

Attended Meeting   Row Actions & Options ⚙

Row Actions & Options
Edit
Delete

1 - 1 of 1   « ‹ Page 1 of 1 ⇕ › »

Add **Evidence Notes** (Required) and attach Files by clicking **Upload**. Click **Add** and then **Update.**

Add Record   ✔ Add ✖

Task Details

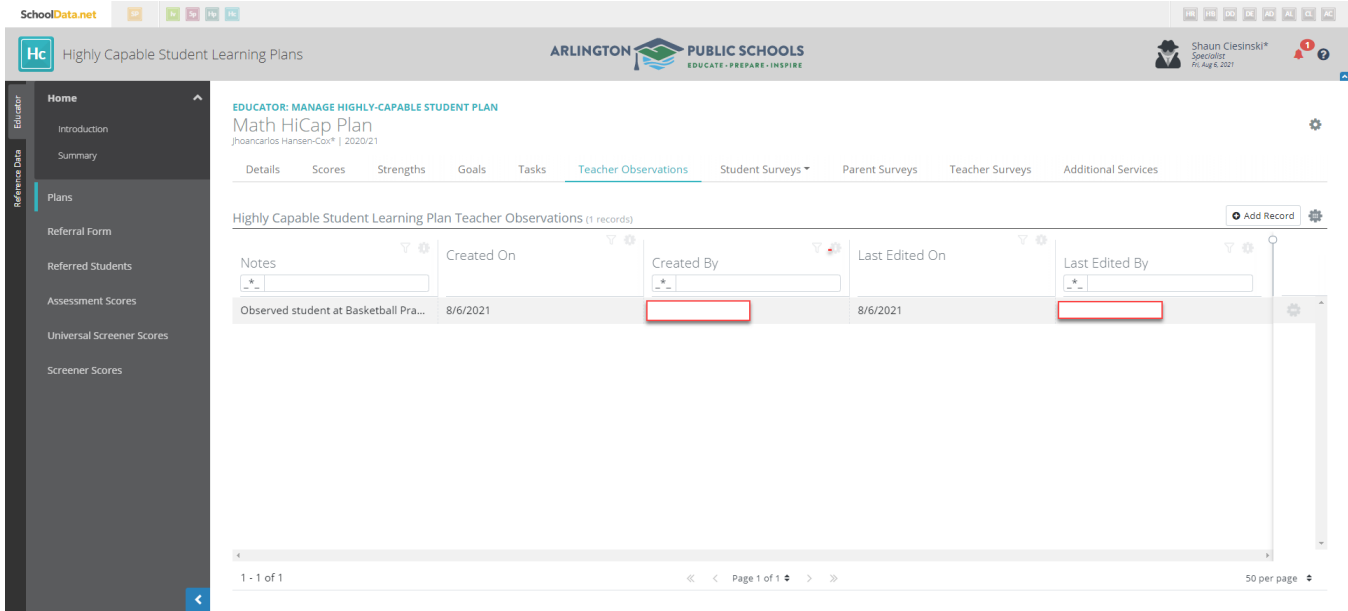Evidence Notes (required)
Attended Meeting

File (0 records)   Upload ⚙
No data to display.

Teacher Observations (back to Quick Links)

This tab can be used by school staff to record observations about the student. **Notes, Created On, Created By, Last Edited On** and **Last Edited By**.

When clicking **Add Record**, the form is a single text box, but the date and user capturing the observation are automatically recorded, as well as the most recent edit to the record. ***Please note that in some districts, this tab is not made available in the parent/student view.***

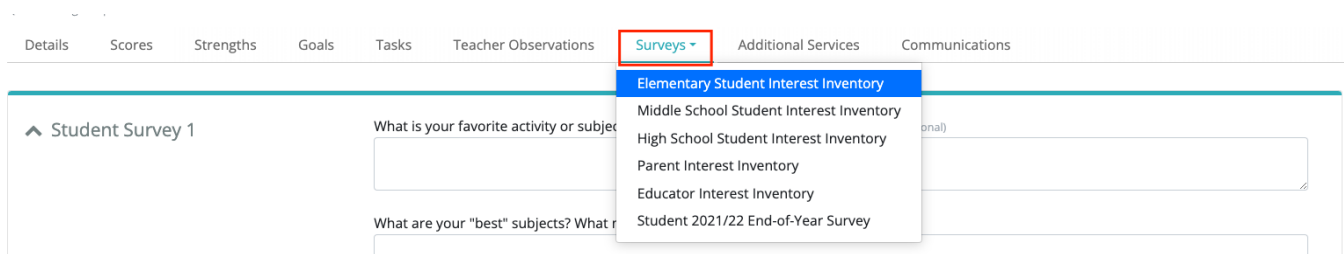## Surveys (back to Quick Links)

Elementary Student Interest Inventory, Middle School Student Interest Inventory, High School Student Interest Inventory, Parent Interest Inventory, Educator Interest Inventory, and Student End-of-Year Survey are available.

SchoolData.net

Elementary

⌃ Student Survey 1

What is your favorite activity or subject in school? Why? Your least favorite? Why? (optional)

What are your "best" subjects? What makes them the easiest for you? (optional)

What subjects are difficult for you? What makes them the hardest? (optional)

What subject makes you think and work the hardest? Why is it the most challenging? (optional)

Dance
- ○ "I'm very interested."
- ○ "I'm a little interested."
- ○ "I am not at all interested."

Drama
- ○ "I'm very interested."
- ○ "I'm a little interested."
- ○ "I am not at all interested."

Writing
- ○ "I'm very interested."
- ○ "I'm a little interested."
- ○ "I am not at all interested."

Computers
- ○ "I'm very interested."
- ○ "I'm a little interested."
- ○ "I am not at all interested."

World Languages
- ○ "I'm very interested."
- ○ "I'm a little interested."
- ○ "I am not at all interested."

Music
- ○ "I'm very interested."
- ○ "I'm a little interested."
- ○ "I am not at all interested."

Sports
- ○ "I'm very interested."
- ○ "I'm a little interested."
- ○ "I am not at all interested."

Middle School

⌃ Student Survey 2

Name two admirable qualities about your character. (optional)

Name two qualities you look for in other people. (optional)

List your hobbies. (optional)

Name an interesting place you have visited. (optional)

List a few goals you have for your life. (optional)

Do you belong to any clubs, groups, or sports teams? Which ones? (Please list any organizations associated with the school) (optional)

Address: (optional)

Parent(s)/Guardian(s) & Phone Number(s) (optional)

In one sentence, tell me something in which you are proud. (optional)

In one sentence, tell me something you would like to change about yourself. (optional)

Please fill out your class schedule: (optional)

Please share anything you want me to know (or that I need to know) before we start our semester together. (optional)

List your top four favorite books (1 can be a magazine). (optional)

What types of books do you prefer to read? None is not an answer. (optional)

High School

⌃ Student Survey 3

Name (First & Last): (optional)

Favorite TV show(s): (optional)

Favorite Music/Artist(s): (optional)

Do you have a pet? If so, what is it? (optional)

Who do you live with at home? (optional)

At home, I have access to (select all that apply):

What do you like most about yourself? (optional)

What do you like to do outside of school? (optional)

Do you like school? Why or why not? (optional)

Are you in any after-school clubs or sports? If so, which one(s)? (optional)

Do you want to go to college? Where? (optional)

What do you want to be when you're older? (optional)

Do you read for pleasure at home? If yes, what are some recent books or magazines you have read? (optional)

What science topic(s) would you be interested to learn more about? (optional)

Describe one really fun activity that any of your teachers has done in the past? (optional)

Parent

⌃ Manage Template Details

Did your child read before starting school? If the answer is YES, was the child self-taught? (optional)

Does your child play a musical instrument? If so, which instrument? (optional)

In what outside activities does your child participate? (optional)

What are your child's special hobbies or interests? (optional)

What books has your child enjoying reading lately? (optional)

Please make comments, where appropriate, on any of the following, Your child's: - Unusual Accomplishments - Present or... (optional)

Has advanced vocabulary, expresses self clearly and fluently.
- ○ Most of the time
- ○ Often
- ○ Occasionally
- ○ Rarely

Thinks quickly.
- ○ Most of the time
- ○ Often
- ○ Occasionally
- ○ Rarely

Recalls facts easily.
- ○ Most of the time
- ○ Often
- ○ Occasionally
- ○ Rarely

Wants to know how things work.
- ○ Most of the time
- ○ Often
- ○ Occasionally
- ○ Rarely
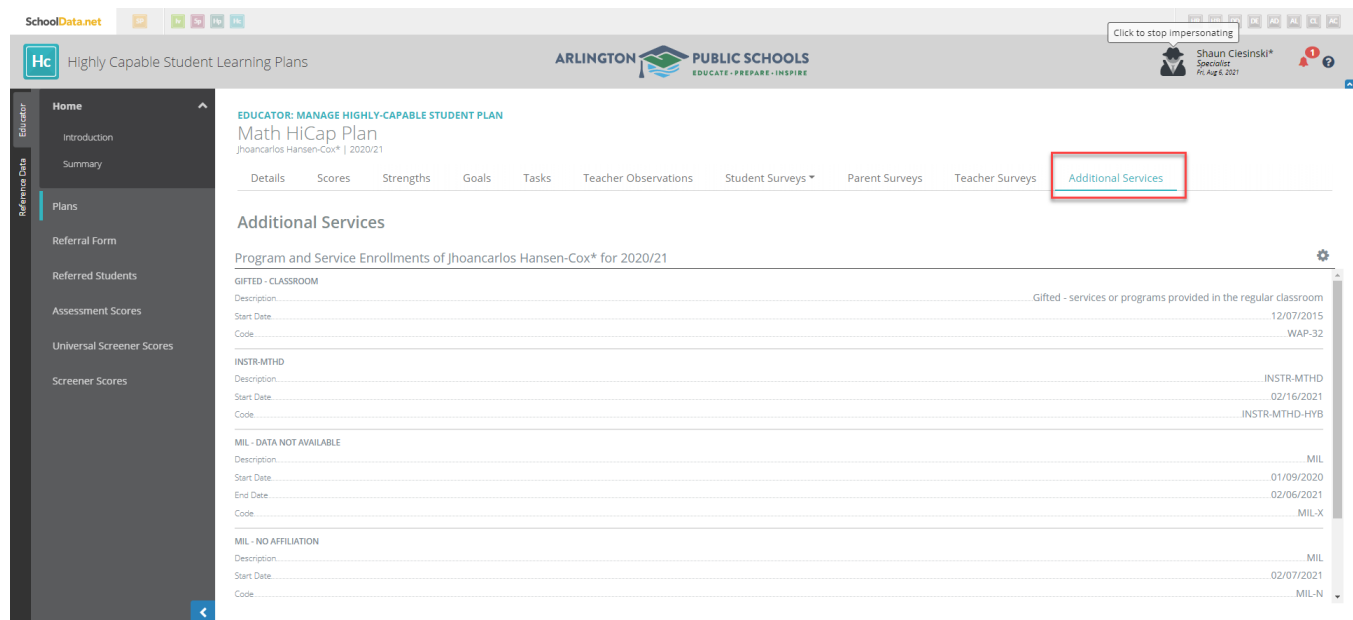
Is an avid reader.
- ○ Most of the time
- ○ Often
- ○ Occasionally
- ○ Rarely

Educator	End-of-Year

Additional Services [(back to Quick Links)](#)

Here, you will see information surfaced from the Student Information System (SIS) about any services the student is enrolled in.

Communications [(back to Quick Links)](back to Quick Links)

Here, you will see information about Communications. **Recorded On, Last Edited By, Last Edited On, Communication Method, Communication, and Sent to Parents**

You can add new communications by clicking **Add Record** at the top right and completing the form. Click **Edit** or **Delete** in the **Row Actions & Options Gear** as needed.

Recorded Date (Required), **Last Edited Date** (Optional), **Communication Method** (Required), **Sent to Parent(s)** (Optional) and **Communication** (Required)