

Creating a HiCap Plan (Connect)

The HiCap Learning Plans app is a powerful management tool that lets you create flexible, customizable plans to follow students and monitor their progress and growth. It can help fulfill documentation requirements in supporting students who have qualified for Highly Capable services.

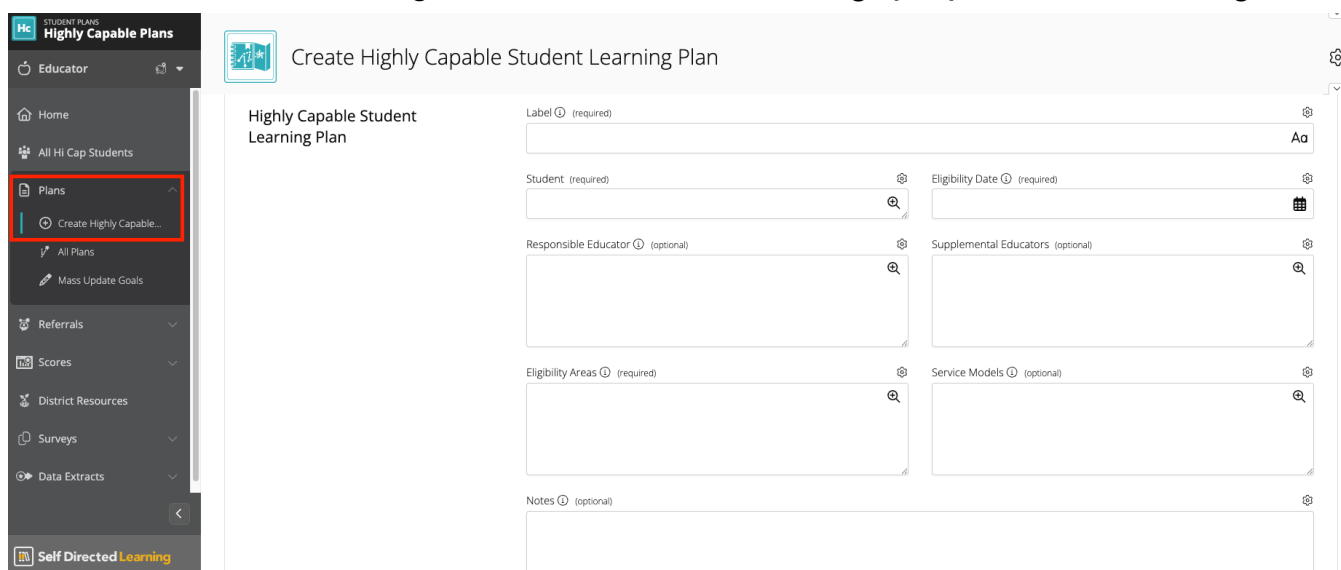
What is in a HiCap Plan

- The plan is created for each school year.
- When the student qualified (eligibility date) and in what subjects (eligibility areas)
- What service models are participating in (e.g., Cluster Classroom, Mentoring).
- Any relevant assessment scores.
- A spot for staff to jot down observations and strengths.
- Goals, Tasks, and Proof that the goals were met.

Create a New HiCap Plan (Details Tab)

Plans are usually created by Educators or Plan Managers for students when they first enter the HiCap Program and can then be rolled over into consecutive years.

1. Start under **Plans** in the left navigation menu and choose **Create Highly Capable Student Learning Plan**.



The screenshot shows the 'Create Highly Capable Student Learning Plan' form. The left sidebar has a navigation menu with 'Plans' and 'Create Highly Capable...' highlighted. The main form has the following fields:

- Label (required)**: A text input field with a magnifying glass icon and a gear icon.
- Student (required)**: A text input field with a magnifying glass icon.
- Eligibility Date (required)**: A date picker field with a calendar icon.
- Responsible Educator (optional)**: A text input field with a magnifying glass icon.
- Supplemental Educators (optional)**: A text input field with a magnifying glass icon.
- Eligibility Areas (required)**: A text input field with a magnifying glass icon.
- Service Models (optional)**: A text input field with a magnifying glass icon.
- Notes (optional)**: A text input field with a gear icon.

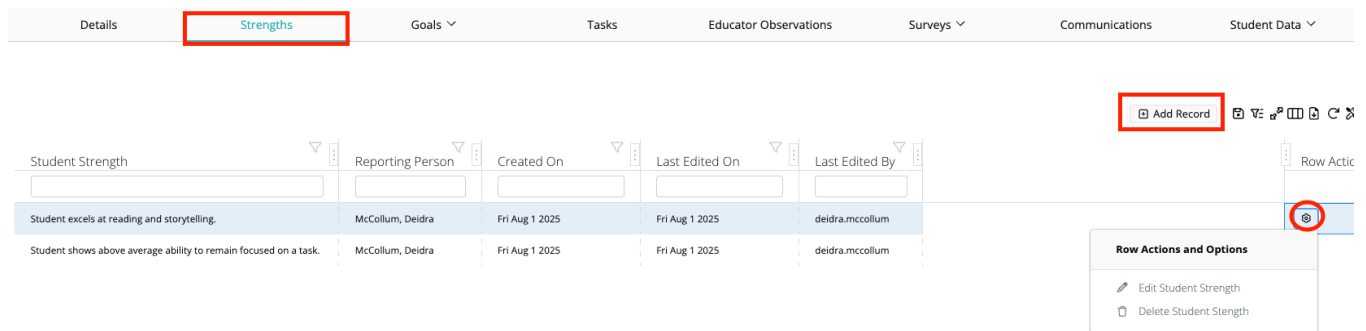
2. Fill in the **Label** field, entering a label that includes the student's name and the type of plan.
3. Click the **magnifying glass** in the **Student** field, then click the **checkmark** to the left of the student.
4. Choose the appropriate date in the **Eligibility Date** field.

5. Click the **magnifying glass** in the **Responsible Educator** field, then click the **checkbox** to the left of the educator. If the field is left blank, the Advisor listed in the SIS for this student will be automatically assigned.
6. Optionally, select the **Supplemental Educators** field in the same way.
7. Click on the **magnifying glass** in the **Eligibility Areas** field, select one or more **checkboxes** to the left of the area, then click **Accept**.
8. Select the **Service Models** field in the same way.
9. Fill in the Notes field if necessary.
10. Click **Save**.
11. You will see the **Manage Highly-Capable Student Plan** page with multiple subpages (tabs) across the top, which defaults to the **Detail Tab**.

Strengths Tab

Educators, students, and guardians can add records. Educators and Plan Managers can edit or delete records as needed, while students and guardians may only add records.

1. Continue by clicking the **Strengths tab** found at the top of the page.
 - a. Alternatively, start under **All Plans** in the left navigation and click the **student name** to open the **Highly-Capable Student Plan**.



The screenshot shows the 'Strengths' tab interface. At the top, there is a navigation bar with tabs: Details, **Strengths** (highlighted with a red box), Goals, Tasks, Educator Observations, Surveys, Communications, and Student Data. Below the navigation bar, there is a table with the following columns: Student Strength, Reporting Person, Created On, Last Edited On, and Last Edited By. The table contains two rows of data. To the right of the table, there is a 'Row Actions and Options' menu with 'Edit Student Strength' and 'Delete Student Strength' options. A red box highlights the 'Add Record' button in the top right corner.

Student Strength	Reporting Person	Created On	Last Edited On	Last Edited By
Student excels at reading and storytelling.	McCollum, Deidra	Fri Aug 1 2025	Fri Aug 1 2025	deidra.mccollum
Student shows above average ability to remain focused on a task.	McCollum, Deidra	Fri Aug 1 2025	Fri Aug 1 2025	deidra.mccollum

2. Click the **Row Actions Gear** to **Edit** or **Delete**.
3. Click the **Add Record** at the far top right.
 - a. The **Recording Person** field will default, but you can edit it by clicking the **magnifying glass** in the field and selecting the **checkbox** next to the person.
 - b. Fill in the **Student Strength** field.
 - c. Click **Save**.

Student Strengths

Select an Educator and fill out the student strength.

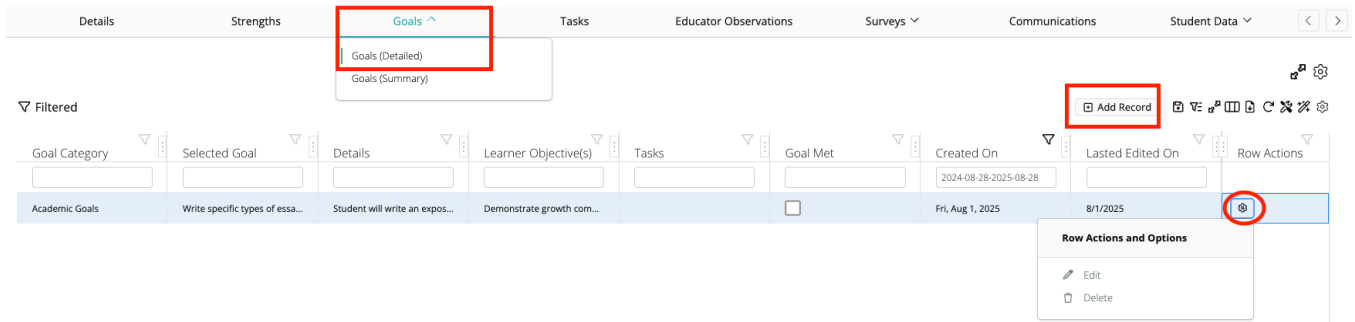
Recording Person (required)

Teri Larew

Student Strength (required)

Goals Tab

1. Continue creating a new plan by clicking the **Goals tab** found at the top of the page. You will have two selections: **Goals (Detailed)** and **Goals (Summary)**.
 - a. Alternatively, start under **All Plans** in the left navigation and click the **student name** to open the **Highly-Capable Student Plan**.



Goal Category	Selected Goal	Details	Learner Objective(s)	Tasks	Goal Met	Created On	Last Edited On	Row Actions
Academic Goals	Write specific types of essa...	Student will write an expos...	Demonstrate growth com...		☒	Fri, Aug 1, 2025	8/1/2025	Add Record Edit Delete

2. **Goals (Detailed):** Here, you will add a detailed goal and document when it has been met.
 - a. Click the **Row Actions Gear** to **Edit** or **Delete** a goal.
 - b. Click the **Add Record** button at the far top right.
 - i. Click the **magnifying glass** in the **Goal Selection** field and select the **checkbox** next to the selection.
 - ii. Select the **Learner Objectives** field similarly.
 - iii. Fill in the **Goal Details** field.
 - iv. Click the **checkbox** if **Goal Met** has been accomplished.
 - v. Optionally, up to three (3) tasks can be added during this step.
 1. Click the **magnifying glass** in the **Task Selection** field and select the **checkbox** next to the task.
 2. Fill in the **Task Notes** field if necessary.
 3. Optionally, click the **magnifying glass** in the **Evaluation Methods** field, select one or more **checkboxes** to the left of the methods, then click **Accept**.
 - vi. Click **Save**.

Highly Capable Student Learning Plan Goal

Goal Selection (required)

Write specific types of essays.



Learner Objectives (required)

Demonstrate growth commensurate with their aptitude during the sch...



Goal Details (optional)

Student will write an expository essay that challenges their reading abilities. Student and teacher will work together to choose an appropriate topic that is part of the grade level ELA standards.



(opt)

☐ Goal Met


Task 1

Task Selection (optional)

Essay writing



Task Notes (optional)

Sample notes



Evaluation Methods (optional)

Work samples



Cancel

Save

3. Goals (Summary): This is a read-only summary of goals.

Details	Strengths	Goals ^	Tasks	Educator Observations	Surveys v	Communications	Student Data v
Goals (Detailed) Goals (Summary)							
GOAL Student will write an expository essay that challenges their reading abilities. Student and teacher will work together to choose an appropriate topic that is part of the grade level ELA standards.							
Category	Academic Goals						
Selection	Write specific types of essays.						
Was Met	No						
Tasks							

Tasks Tab

Tasks can only be added to a plan once Goals have been set.

- Continue creating a new plan by clicking the **Tasks tab** found at the top of the page.
 - Or start under **All Plans** in the left navigation and click the student name to open the **Highly-Capable Student Plan**.

Details Strengths Goals **Tasks** Educator Observations Surveys Communications Student Data

Filtered

Add Record

Selected Goal	Selected Goal Details	Selected Task	Task Notes	Created On Date	Row Actions
Develop specific math/scie...	Test	Task 1	test	Wed, Jan 21, 2026	⚙️

Evidence

Evidence Notes Application User File Label Download Row Actions

Row Actions and Options

Configure Delete

- Click the **arrow** to the far left to view Evidence.
- Click the **Row Actions Gear** to **Configure** or **Delete** a task.
- Click the **Add Record** button at the far top right.
 - Click the **magnifying glass** in the **Goal On Plan** field, then select the **checkbox** to the left of the goal.
 - Select the **Task Selection** field similarly.
 - Fill in the **Task Notes** field if desired.
 - Click **Save**.

Task Details

Goal On Plan (required)

Task Selection (optional)

Task Notes (optional)

Educator Observations Tab

- Continue creating a new plan by clicking the **Educator Observations** tab at the top of the page.
 - Or start under All Plans in the left navigation and click the **student name** to open the **Highly-Capable Student Plan**.

Details Strengths Goals Tasks **Educator Observations** Surveys Communications

Add Record

Notes	Created On	Created By	Last Edited On	Last Edited By
Sample	2026-01-21	Teri Larew		

- Click the **Add Record** at the far top right.

- a. Fill in the **Educator Observation** field. The system will automatically capture the name of the person who recorded the observation and the date. Typically, students and guardians cannot access the Teacher Observations tab.
- b. Click **Save**.

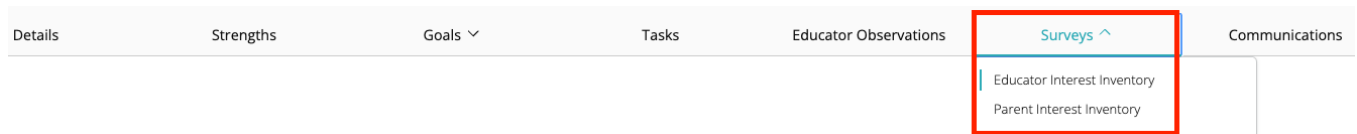
Essentials

Educator Observation (optional)

Surveys Tab

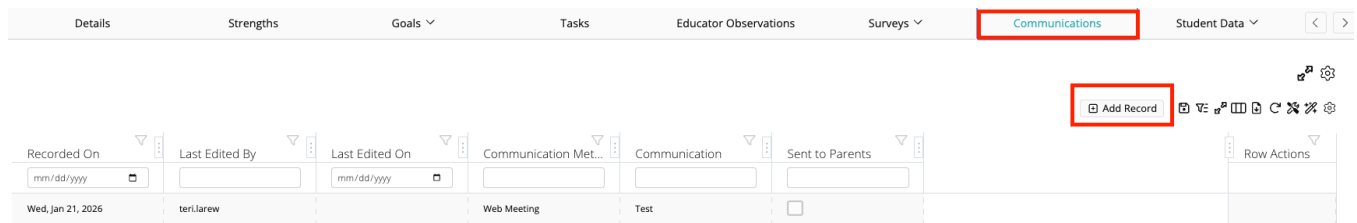
Here, you will learn how to view educator and parent interest inventory surveys.

1. Continue creating a new plan by clicking the **Surveys tab** at the top of the page and selecting one of the two options: **Educator Interest Survey** or **Parent Interest Survey**. The inventories are read-only.
 - a. Alternatively, start under All Plans in the left navigation and click the **student name** to open the **Highly-Capable Student Plan**.



Communications Tab

1. Continue creating a new plan by clicking the **Communications tab** at the top of the page.
 - a. Alternatively, start under **All Plans** in the left navigation and click the **student name** to open the **Highly-Capable Student Plan**.



2. Click the **Add Record** at the far top right.
 - a. Select the **Recorded Date**.
 - b. The **Last Edited Date** will be automatically set.
 - c. Click the **magnifying glass** in the **Communication Method** field and select the **checkmark** next to the method.
 - d. Select **Yes or No** from the **Sent to Parent(s)** dropdown menu.
 - e. Fill in the **Communication** field.
 - f. Click **Save**.

Essentials

Recorded Date (required)

Wed, Jan 21, 2026

Last Edited Date

Communication Method (required)

Web Meeting

Sent to Parent(s)? (optional)

No

Communication (required)

Test

Student Data Tab

- Continue creating a new plan by clicking the **Student Data tab** and selecting one of the following options below.
 - Alternatively, start under **All Plans** in the left navigation and click the **student name** to open the **Highly-Capable Student Plan**.
- Additional Services:** You will see the Student Dashboard Additional Services container, which is surfaced from the Student Information System (SIS). It will default to the current year and is read-only.
- Assessments:** If this student has any assessments configured to display, they will show up automatically.
 - Click on any column **filter** field or use the other filter tools to search or narrow the list.
 - Click the **Row Actions Gear** to **Edit** or **Delete** the assessment.
 - If you would like to manually add another assessment, click **Add Record** in the top-right corner.
 - Fill in the **Assessment** field.
 - The **School Year** defaults to the current school year, but can be edited by clicking the **magnifying glass** in the field and selecting the **checkbox** next to the school year.
 - Fill in the **Score** field numerically.
 - The **Assessment Test Score Type** will default, but may be edited by clicking the **magnifying glass** in the field and selecting the **checkbox** next to the type.
 - Fill in the **Notes** field.
 - Click **Save**.

Details	Strengths	Goals	Tasks	Educator Observations	Surveys	Communications	Student Data
Filtered Ordered Assessment Year Score Performance Level Notes Score Type SBA Summative ELA/Literacy Gr 6 2021/22 2422 Well Below 2022/23 2438 Well Below 2021/22 2433 Well Below 2022/23 2316 Well Below							Add Record Additional Services Assessment Scores Attendance History Languages Student Files
Row Actions and Options Edit Delete							Is Automatic Yes

Scores

Assessment (required)

School Year (optional)

Score (optional)

Assessment Test Score Type (required)

Notes (optional)

4. Attendance History

5. Languages

6. Student Files:

- Click the **Upload File** button in the top right.

Details
Strengths
Goals
Tasks
Educator Observations
Surveys
Communications
Student Data

File Label

Badge-Student Plans-Highly Capable.svg

Upload

Additional Services
Assessment Scores
Attendance History
Languages
Student Files

Row Actions and Options
Delete

- Click the “+” icon in the **Student File** field, click the **Choose a file** button, open a file, and click **Accept**.
- Click **Save**.

Essentials

Student File (required)

- Click the **Row Actions Gear** to the far right to **Delete**.
 - You will see a confirmation window: “Are you sure you want to remove this file? This cannot be undone.” Click **Yes** or **No**.

Helpful Resource: [Viewing/Editing a HiCap Plan \(Connect\)](#)