



# ***Synergy***<sup>®</sup> ***SIS***

## **Student Career Plan Training Module**



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## **Course Description**

In this training course, you will learn how to view and record a student career plan.

## **Expected Outcomes**

After completing this course participants will be able to:

- View and Add a Student Career Plan
- Edit a Student Career Plan
- View and Add Skills & Interests
- View and Add Documents
- View and Add Post Secondary Plans
- Generate a Student Career Plan Profile

## **Course Prerequisites**

Participants should have the following:

- Log-in Credentials
- Understanding of basic Synergy Navigation
- Synergy Update or View Security Rights

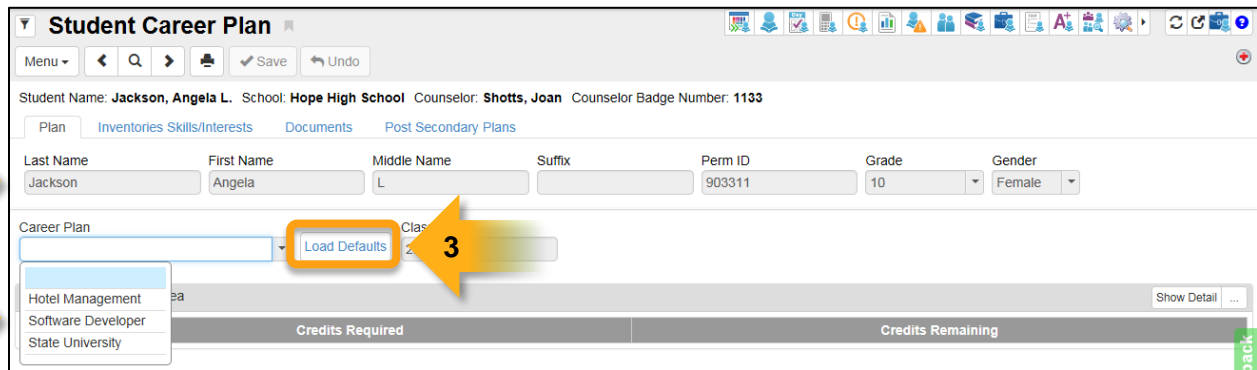
## Managing a Student Career Plan

This screen may be used by high school counselors to assist students with defining their career plans for course planning, in preparation of graduation. The counselor generally interviews the student to inquire about his/her academic and career plans, and any additional interests he/she may have. The **Student Career Plan** screen lists the courses a student must complete to graduate with the career plan selected, and monitors the student’s course completion progress. It may also list a student’s interests and skill inventories, store related documents, and outline their post-secondary plans.

**Note:** All drop-down menu selections are established by the district during the set-up of the program.

Go to **Synergy SIS > Course History > Student Career Plan**

### Viewing and Adding a Career Plan



The screenshot shows the 'Student Career Plan' interface for a student named Jackson, Angela L. The student's information is displayed at the top, including their school (Hope High School) and counselor (Shotts, Joan). Below this, there are tabs for 'Plan', 'Inventories Skills/Interests', 'Documents', and 'Post Secondary Plans'. The 'Plan' tab is active, showing a form with fields for Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Gender. Below the form, there is a 'Career Plan' dropdown menu. The dropdown menu is open, showing a list of career plans: Hotel Management, Software Developer, and State University. A 'Load Defaults' button is highlighted with a red box and a yellow arrow labeled '3'. Other yellow arrows labeled '1' and '2' point to the student name and the dropdown menu respectively.

1. Locate the student record to view.
2. From the **Career Plan** drop down menu, select the plan the student has chosen.
3. Click the **Load Defaults** button. The system then runs a process which loads the default courses for the student’s chosen career plan (next page).

**Note:** The course progression for each career plan is established by the district. The counselor will only have the ability to add supplemental courses to each individual student’s career plan.

- On the **Plan** tab, the **Courses by Subject Area** grid displays all the courses listed in the career plan that count towards the graduation requirement, as well as the student's progress towards the completion of these courses.

**Student Career Plan**

Student Name: **Jackson, Angela L.** School: **Hope High School** Counselor: **Shotts, Joan** Counselor Badge Number: **1133**

Plan | Inventories Skills/Interests | Documents | Post Secondary Plans

Last Name: Jackson First Name: Angela Middle Name: L Suffix: Perm ID: 903311 Grade: 10 Gender: Female

Career Plan: Hotel Management Class Of: 2010

**Courses by Subject Area** Show Detail

Line	Subject Area	Credits Required	08 Regular Courses	08 Regular Credit Completed	09 Regular Courses	09 Regular Credit Completed	10 Regular Courses	10 Regular Credit Completed	10 Regular Credit Attempted	10 Summer Credit Attempted	11 Regular Courses	11 Regular Credit Attempted	11 Summer Courses	11 Summer Credit Attempted	12 Regular Courses	12 Regular Credit Attempted	12 Summer Courses	12 Summer Credit Attempted	Credits Remaining	Feedback
1	English Literature	2.000					EN33 - Prin Eng I, EN51 - Lit Explor	0.000	1.000		EN54 - Paperback Lit, EN57 - American Lit	1.000			PP02B - Prin Of Eng, PP02A - Prin Of Eng	1.000			0.000	
2	Mathematics	5.000	MA27 - Algebra I, MA27 - Algebra I	1.000	MA30 - Geometry, MA30 - Geometry	1.000	MA41W - Accel Alg II, MA41W2 - Acc Algebra II	0.000	1.000		MA302 - Geometry, MA301 - Geometry	1.000			MA45W1 - Pre-Calculus, MA45W2 - Pre-Calculus	1.000			0.000	
3	Science Required	2.000			SC49 - Biology, SC49 - Biology	1.000	SC72W - Cp Chemistry, SC72W2 - CI Prep Chem	0.000	1.000		SC332 - Earth Science, SC33 - Earth Science	1.500			SC812 - Physics, SC81 - Physics	1.500			0.000	
4	American History	2.500			SS21 - World Hist/g	0.500					SS30 - Am Hist - Dream, SS302 - Am Hist - Dream	1.500							0.500	
5	Government	1.000																	1.000	
6	Electives	7.000	WL21 - Spanish I, WL21 - Spanish I	1.000	PE28 - Sports Pe, WL22 - Spanish II, PE09 - Pe 9, SS22 - World Hist/g, WL22 - Spanish II, EN27W - Aa English, EN27W - Aa English	3.500	NC401 - Pers Ret Time, NC901 - Rel Time A Hr, PE501 - AA Girls Sp, WL23W - Spanish 10, NC402 - Pers Rel Time, NC902 - Rel Time A Hr, PE502 - AA Girls Sp, WL23W2 - Spanish III	0.000	4.000		CB20 - Web Page Design, AR80W - Ap Studio Art, AR34 - Adv Photo, CB10 - Comp Foundation	2.500			IT73 - Weld & Mat Proc, IT312 - Comp Aided D&d, HE92 - Sports Medicine, IT92 - Auto Repair II	2.000			0.000	

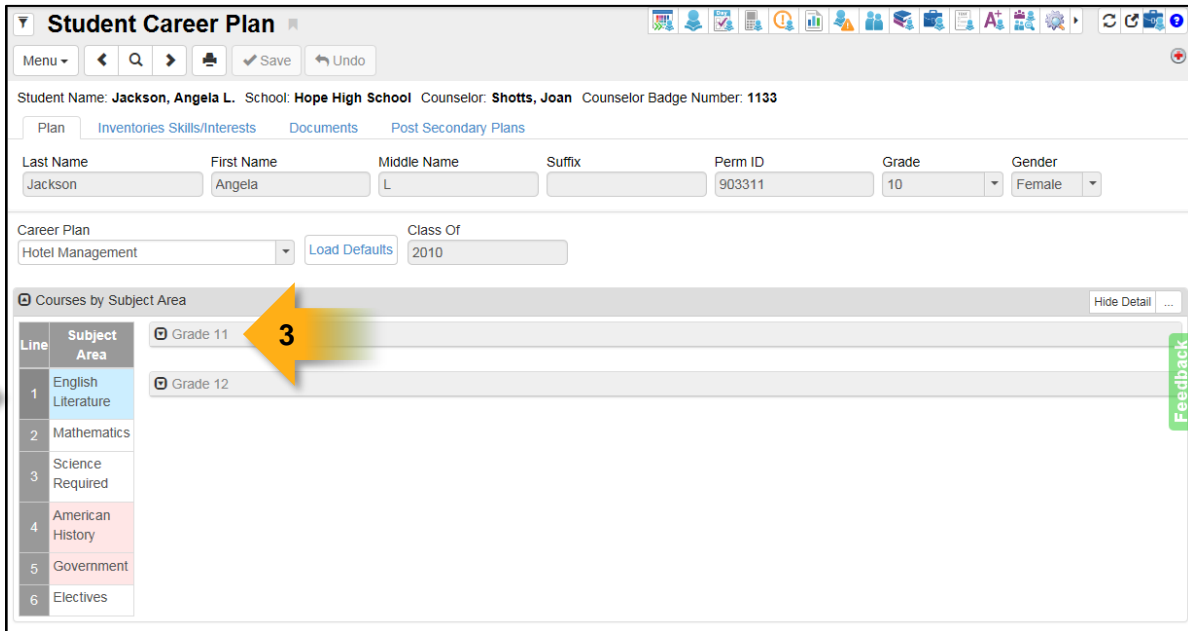
The courses are color coded as follows:

- Courses listed in white** = course requirements completed
- Courses listed in pink** = course requirements not yet completed


## Editing a Career Plan


To view more details about a particular course:

1. In the **Courses by Subject Area** grid, click the **Show Detail** button (above).



The **Courses by Subject Area** grid collapses, showing only the subject area titles. The grade levels that offer one or more courses in the subject area display as group boxes on the right. In the detail area, for each subject area, the courses that are offered for each grade level will display.

2. To add courses to the plan for the student, click the **Line** number for the subject area to edit.
3. Click the  icon to expand the grade level section you wish to edit.

**Student Career Plan**


Menu ← Q → Save Undo

Student Name: **Jackson, Angela L.** School: **Hope High School** Counselor: **Shotts, Joan** Counselor Badge Number: **1133**

Plan Inventories Skills/Interests Documents Post Secondary Plans

Last Name:  First Name:  Middle Name:  Suffix:  Perm ID:  Grade:  Gender:

Career Plan:   Class Of:

**Courses by Subject Area** Hide Detail ...

Line	Subject Area	Regular	Summer
1	English Literature	<input type="button" value="Add Course Group"/>	<input type="button" value="Add Course Group"/>
2	Mathematics		
3	Science Required		
4	American History		
5	Government		
6	Electives		

**Grade 11**

**Regular**

+ Add ...

×	Line	Order By	Course ID	Course ID And Title	Credit
☐	1	1	EN57	EN57 - American Lit	0.500
☐	2	2	EN54	EN54 - Paperback Lit	0.500

**Summer**

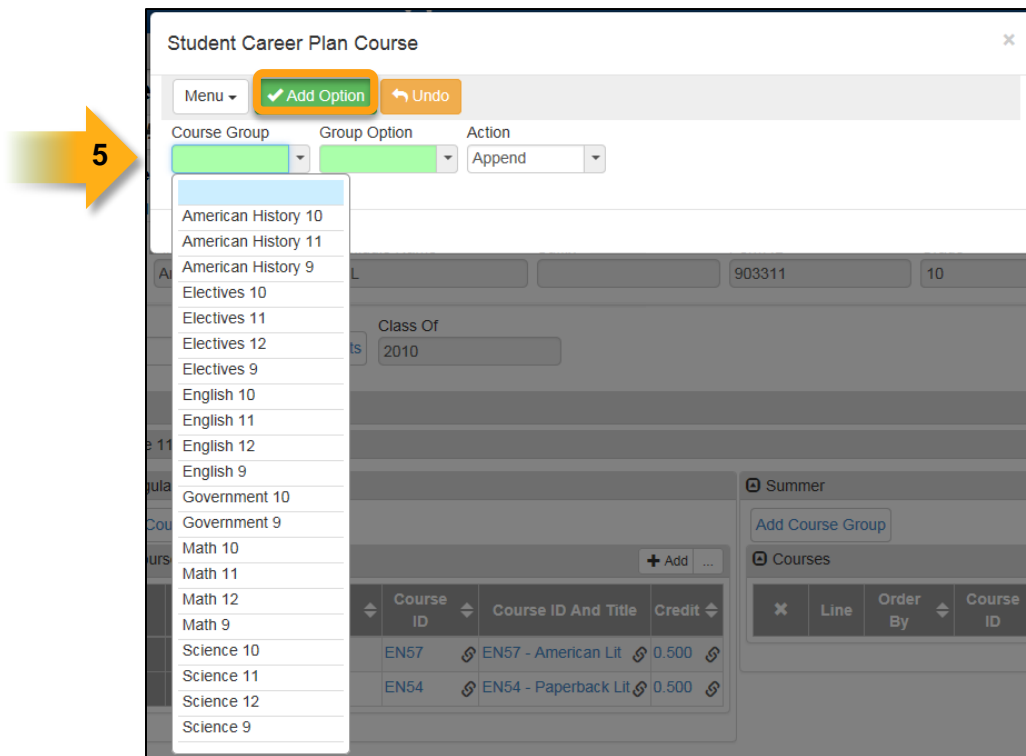
+ Add ...

×	Line	Order By	Course ID	Course ID And Title	Credit
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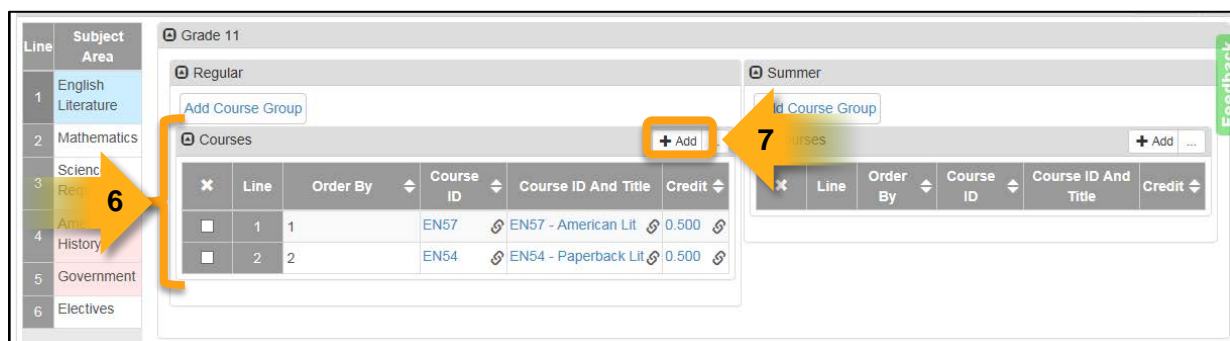
**Grade 12**

4. To add a pre-built group of courses, click the **Add Course Group** button.

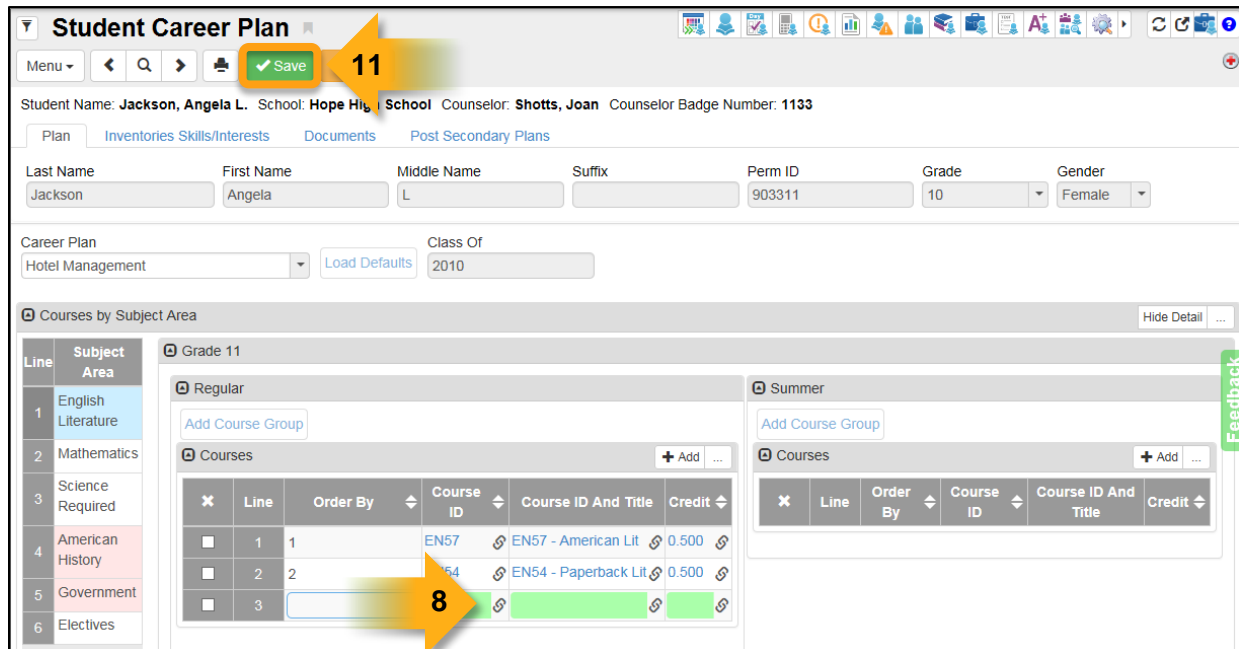





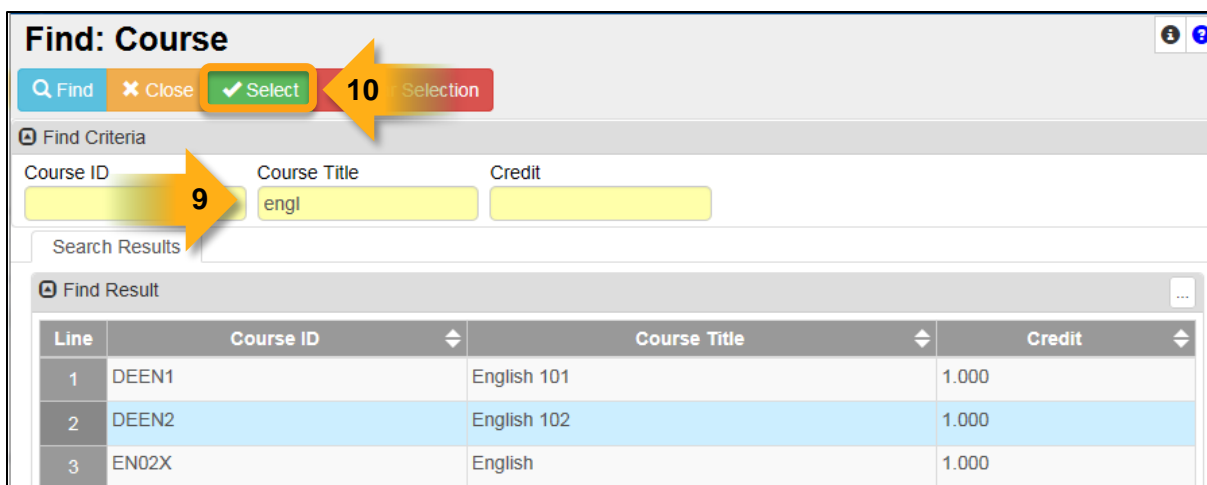
5. The **Student Career Plan Course** screen opens in a separate window.
  - a. Select the **Course Group** from the drop-down menu
  - b. If the course group has more than one **Group Option**, select the option to use from the drop-down menu.
  - c. In the **Action** drop down menu, select whether the course group should *Replace* the courses already planned for that subject area and grade or *Append* the courses to the existing list.
  - d. Click the **Add Option** button to add the course group to the career plan.
6. The courses from the course group are added to the **Courses** grid in the detail screen (below).



7. To add individual courses to the career plan, click **Add** in the **Courses** grid.



8. A blank line displays in the **Courses** grid. Click the  icon in the **Course ID**, **Course ID and Title**, or **Credit** column, and the **Find Course** screen opens in a separate window.

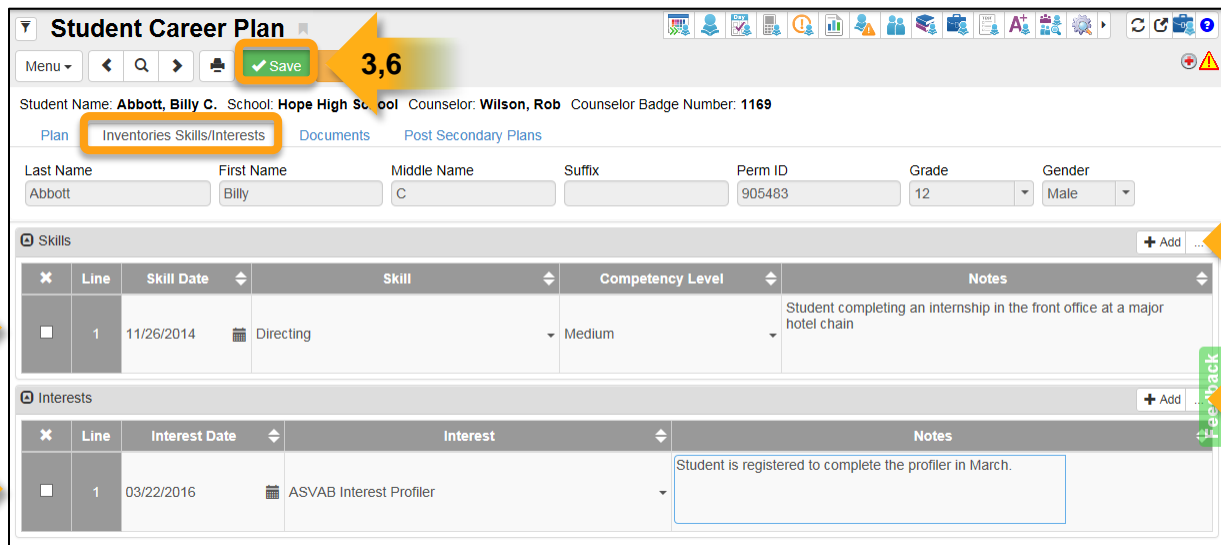


Line	Course ID	Course Title	Credit
1	DEEN1	English 101	1.000
2	DEEN2	English 102	1.000
3	EN02X	English	1.000

9. Enter all or part of the **Course ID** or **Course Title**, and click the **Find** button. A list of courses matching the criteria displays in the **Search Results** grid.
10. Click the line number and click **Select** to add the course to the career plan.
11. Click the **Save** button at the top of the **Student Career Plan** screen (above).

## Viewing and Adding Skills & Interests

The **Inventories Skills/Interests tab** is used to list and track skills, interests, hobbies, and experience that a student has obtained. The listing of hobbies and interests should be limited to those that relate to the particular career plan. Entering this information is optional; however this is a good screen to keep track of the student's experience.



**Student Career Plan**

Menu | Save | 3,6

Student Name: **Abbott, Billy C.** School: **Hope High School** Counselor: **Wilson, Rob** Counselor Badge Number: **1169**

Plan | **Inventories Skills/Interests** | Documents | Post Secondary Plans

Last Name:  First Name:  Middle Name:  Suffix:  Perm ID:  Grade:  Gender:

**Skills** + Add | 1

×	Line	Skill Date	Skill	Competency Level	Notes
<input type="checkbox"/>	1	11/26/2014	Directing	Medium	Student completing an internship in the front office at a major hotel chain

**Interests** + Add | 4

×	Line	Interest Date	Interest	Notes
<input type="checkbox"/>	1	03/22/2016	ASVAB Interest Profiler	Student is registered to complete the profiler in March.

5

To add a skill to a student's profile:

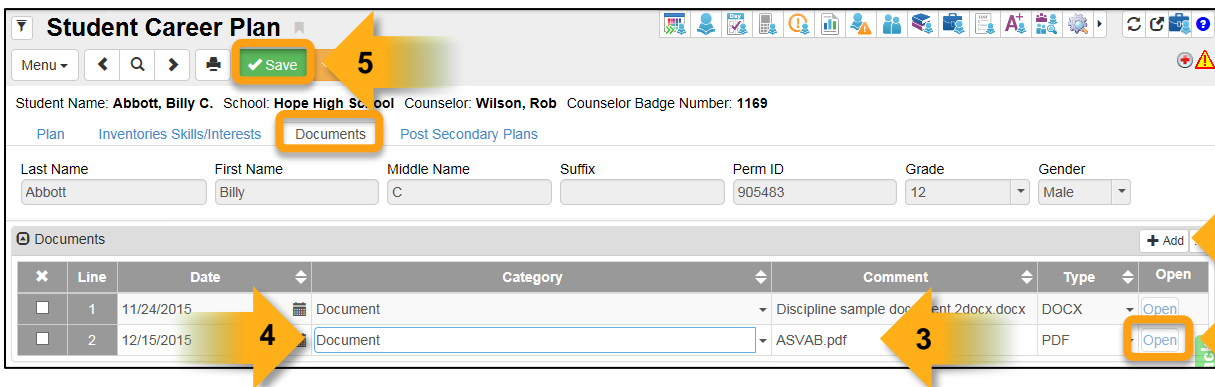
1. In the **Skills** group box, click the **Add** button.
2. Complete the fields as follows:
  - a. **Skill Date** = enter the date the skill was acquired.
  - b. **Skill** = select the skill from the drop-down menu.
  - c. **Competency Level** = select the level from the drop-down menu.
  - d. **Notes** = enter any related information.
3. Click the **Save** button.

To add interests to a student's profile:

4. In the **Interests** group box, click the **Add** button.
5. Complete the fields as follows:
  - a. **Interest Date** = enter the date the interest was identified.
  - b. **Interest** = select an item from the drop-down menu.
  - c. **Notes** = enter any related information.
6. Click the **Save** button.

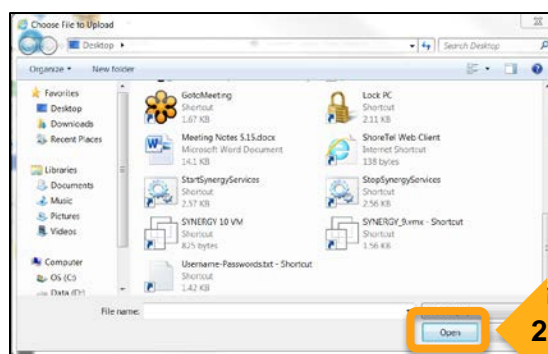
## Viewing and Adding Documents

The **Documents tab** is used to upload and store any supporting documents such as a certificate of completion that verifies experience. For example, a student may have worked an internship at a hotel and earned a hospitality certificate for that period worked. Adding these types of documents provide evidence of experience in the chosen career field when the student is pursuing other internships or employment. Other types of documents that may be added on this page are interest and/or skill profiles and awards relating to the career field.



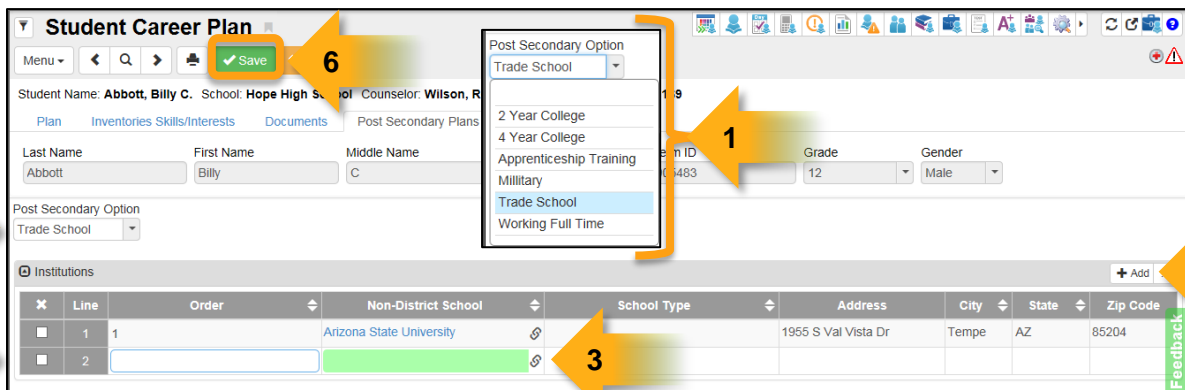
To add a document:

1. On the documents grid, click the **Add** button.
2. The **Choose File to Upload** window displays. Browse and locate the document, then click **Open** to upload it.
3. The following items are added automatically by Synergy:
  - a. Today's date is added to the **Date** column – you may change the date if needed.
  - b. The file name is added to the **Comment** column.
  - c. The document type is added to the **Type** column.
4. Select the **Category** from the drop-down menu.
5. Click the **Save** button
6. To view the file, click the **Open** button.

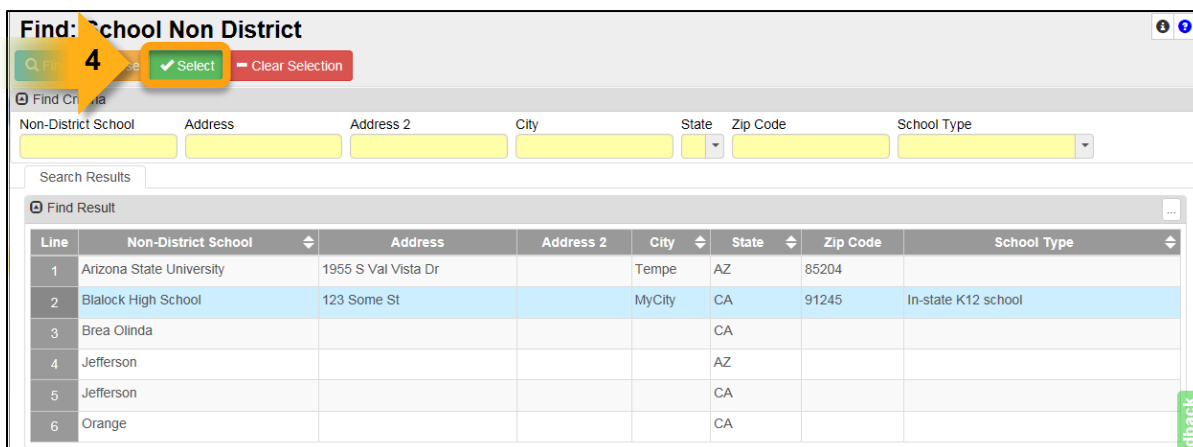


## Viewing and Adding Post Secondary Plans

The **Post Secondary Plans** tab is used to record the student's plan after graduation.



1. From the **Post Secondary Option** drop-down menu, select the option that reflects the post-secondary plans of the student.
2. If the student plans to attend a college, university or trade school, click the **Add** button in the Institutions grid. A blank line is added to the grid.
3. Search for the institution using the gray arrow icon in the **Non-District School** field.
4. When the **Find: SchoolNonDistrict** window opens (below), select one or multiple institutions (one at a time) and click the **Select** button.
5. If needed, you may prioritize the institutions by entering numbers in the **Order** column. If present, the system will automatically update the **School Type**, **Address**, **City**, **State** and **Zip Code** columns.
6. Click the **Save** button.



Line	Non-District School	Address	Address 2	City	State	Zip Code	School Type
1	Arizona State University	1955 S Val Vista Dr		Tempe	AZ	85204	
2	Bialock High School	123 Some St		MyCity	CA	91245	In-state K12 school
3	Brea Olinda				CA		
4	Jefferson				AZ		
5	Jefferson				CA		
6	Orange				CA		

## Generating a Student Career Plan Profile

There is only one report for the Student Career Plan module.

**Path: Synergy SIS > Course History > Reports > Individual**

**CPL201 – Student Career Plan Profile** report generates a student’s career plan. The reports generates a list of the courses, by Subject Area, that relate to the career plan. For the individual student the report shows the courses **Completed, In Progress, Planned** and the **Credits Needed** in that subject area.

Required		Completed		In Progress		Planned		Needed	
Subject Area	Crd	Course Title	Mark	Crd	Course Title	Crd	Course Title	Crd	Credits
English Literature	2,000	EN57-American Lit	P	0,500			EN54-Paperback Lit	0,500	0,000
							EN57-American Lit	0,500	
							PP02A-Prin Of Eng	0,500	
							PP02B-Prin Of Eng	0,500	
Mathematics	5,000	MA27-Algebra I	P	0,500	MA27-Algebra I	0,000	MA301-Geometry	0,500	2,000
		MA27-Algebra I	A	0,500	MA302-Geometry	0,000	MA303-Geometry	0,500	
					MA40-Algebra II	0,000	MA45W1-Pre-Calculus	0,500	
					PP52-Consumer Math	0,000	MA45W2-Pre-Calculus	0,500	
Science Required	2,000	SC09-Science 9	A	0,500			SC33-Earth Science	1,000	0,000
							SC332-Earth Science	0,500	
							SC81-Physics	1,000	
							SC812-Physics	0,500	
American History	2,500	SS21-World Hist/g	A	0,500			SS30-Am Hist - Dream	1,000	0,500
							SS302-Am Hist - Dream	0,500	
Government	1,000								1,000
Electives	7,000	EN09-English 9	A	0,500			AR34-Adv Photo	0,500	0,000
		FS40-Foods For Today	P	0,500			AR80W-App Studio Art	1,000	
		PE53-Fit/aerobics	A	0,500			CB10-Comp Foundation	0,500	
		SS22-World I Hist/g	P	0,500			CB20-Web Page Design	0,500	
		TRPE-Phys Educ	P	0,500			HE92-Sports Medicine	0,500	
		TRSS-Tr Soc Studies	P	0,500			IT312-Comp Aided D&d	0,500	
							IT73-Wejd & Mail Proc	0,500	
							IT92-Auto Repair II	0,500	
<b>Totals</b>	<b>19,50</b>			<b>5,50</b>		<b>0,00</b>		<b>13,00</b>	<b>3,50</b>

\* = Audit Class

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## Self-Assessment Checklist

When attendees complete this training they will be able to:

- Manage a Student Career Plan
  - Viewing and Adding a Student Career Plan
  - Editing a Student Career Plan
  - Viewing and Adding Skills & Interests
  - Viewing and Adding Documents
  - Viewing and Adding a Post Secondary Plan
- Generate a Student Career Plan Profile