## CaliforniaColleges.edu Refresher & Implementation Planning Workshop Saddleback Valley Unified School District September 17, 2024





Dedreiana Elliott Senior Manager



Monique Bell Training Manager



## **Engagement & Implementation**

### **Meet Your Greater Los Angeles Engagement & Implementation Team**



Tamai Johnson Director



Joanna Vazquez-Zelaya Deputy Director



Doris Lee Senior Manager



Dedreiana Elliott Senior Manager



Monique Bell Training Manager





#### Today's Outcomes

Overview of CaliforniaColleges.edu

**Breakout Session** 

**Site Implementation Planning** 

Next Steps







Provide a brief **overview** of tools on CaliforniaColleges.edu.

**Explore** student and educator perspectives on CaliforniaColleges.edu.

**Brainstorm** and **strategize** implementation planning at both the middle school and high school level.



3

Discuss next steps for **implementation** of CaliforniaColleges.edu this academic year.



# CaliforniaColleges.edu Overview





## **California College Guidance Initiative**

#### Who We Are

- State-funded nonprofit.
- Manager of CaliforniaColleges.edu.
- Crucial component of the state's new Cradle-to-Career System tools.

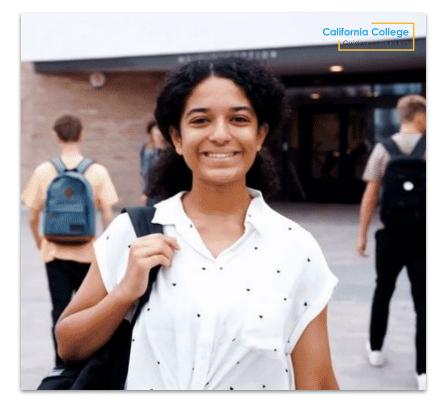
#### Why We're Here

- To smooth the path to college and career for all California students.
- To ensure equitable outcomes for all students, especially the underserved.

#### What We Do

- College and career planning.
- Capacity building.
- Provide data-informed tools to students, parents, and educators.

Visit the Cradle-to-Career Website





# The Tools on CaliforniaColleges.edu



## The State of California's official college and career planning platform

### We provide <u>students</u> with:



#### We provide <u>educators</u> with:



# **District Information**





# Saddleback Valley USD

### Data Status

- ▲ Go Live Date: May 1, 2024
- ▲ File frequency: Bi-weekly

## District POC's

- Michelle O'Neil
- Rebecca Clark

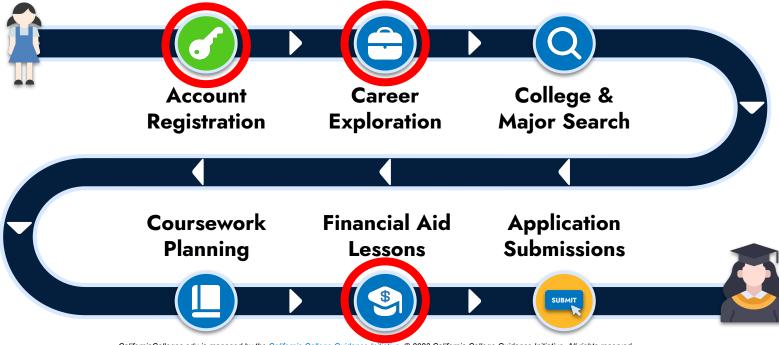
# **Breakout Session: Middle School**





# **Smoothing the Path for Students**

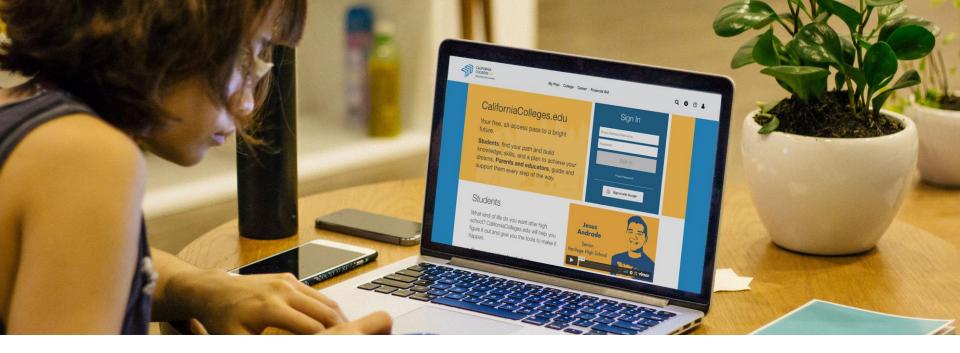
When students are signed in to CaliforniaColleges.edu, educators can track their activities and application progress using built-in reporting tools.



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# **Student Account Registration**





## **Demonstration of Student Account Registration**



## **Planning for Student Account Registration**

# Below are key aspects needed when planning and developing a quality student account registration plan:



Message the why to all stakeholders



Troubleshooting process



Initial and ongoing plan



Educator Reporting



Provide resources and toolkits to all stakeholders



# **Educator Account Roles**

USER ROLE	PERMISSIONS	UTILIZATION
Educator	<ul> <li>See and manage only those students assigned to them in a caseload</li> <li>Resetting student passwords, assigning tasks, goals, and journal prompts</li> </ul>	Limited student level support
Counselor	<ul> <li>See and manage all students within the school site</li> <li>resetting student passwords, assigning tasks, goals, and journal prompts, creating single student accounts, and managing reports</li> </ul>	Engage in targeted college and career readiness planning, proactive identification of Tier 2 and 3 students who are not realizing A-G proficiency
Site Admin	<ul> <li>See and manage all students and educators within a school site</li> <li>Educator account management for all educators at school site including: resetting educator passwords, creating single and multiple educator accounts, assigning and editing Counselor, and Site Admin user roles.</li> </ul>	Visualize student activity to make informed decisions regarding student progress at the site level
District Admin	<ul> <li>See and manage all students and educators within a district.</li> <li>Access to all schools in the district, creating and editing Educator, Counselor, Multi-site Counselor, and Site Admin user roles.</li> </ul>	Monitor utilization at a district wide level to support key implementation and college readiness activity decisions



# **Student Account Management**

## Out-of-District Emails

- If a student first registered their account in another district, they may need to change their email in the platform.
- Reset the student's password and have them log in using old email. They can then edit their account to change to new email.

## Resetting Passwords

- Anyone with an educator account can assist students with a manual password reset
- Alternatively students can reset their password via email by clicking "reset password"

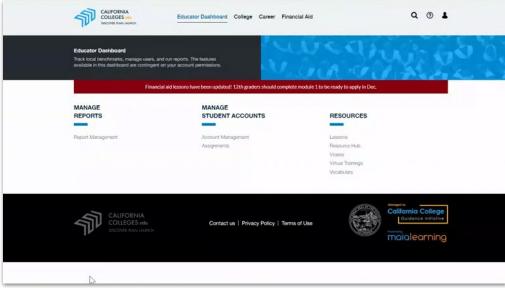


## **Reporting: Monitor Account Registration**

# Educators can run reports to monitor account registrations on CaliforniaColleges.edu.

#### How to Run Reports:

- Select report Accounts
- Select report How Many CaliforniaColleges.edu Accounts...
- Click Run Report.
- Filter to find results and/or download files





## Self-Guided Exploration: The Educator Experience

#### Middle School Counselor:

#### Username: middlecounselor@demo.edu Password:

Pass12345

### Explore

Navigate to:

 $\mathbf{b}$ 

• Manage Reports

### **Click Around:**

- Category: Accounts
- Report: How many CaliforniaColleges.edu accounts are there sites at my school?

### Consider

- What students and/or student populations may have not been registered at your sites?
- How do you plan to register the "unregistered" students?



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# **Site Discussion**

## **Consider the following questions for Student Account Registration:**

When could students complete their student account registration? (ex: start date, completion date)

How could students complete their student account registration? (ex: during advisory, pulled out of a specific class)

Who could be responsible for ensuring students registered their accounts?

What could be needed to successfully have students register their accounts?

# **Career Exploration**





\*Assessments allow for three maximum attempts.



## Self-Guided Exploration: The Student Experience

#### Middle School Students:

**Username:** 

<u>6a@demo.edu</u> <u>7a@demo.edu</u> <u>8a@demo.edu</u>

Password: Pass12345

#### Middle School Counselor:

Username: middlecounselor@demo.edu

Password: Pass12345

### Explore

Navigate to: • My Career Plan

- **Click Around:** 
  - Career List
  - Assessments
  - Top Careers

### Consider

- What do students need if they are interacting with the platform for the first time?
- What do students need to navigate to the tool/activity they will be completing?





## Based on your discussion, what approaches will you use to facilitate the CaliforniaColleges.edu lessons with students?



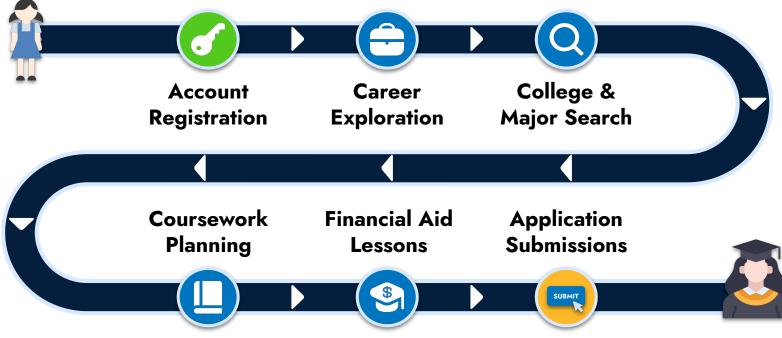
# **Breakout Session: High School**





# **Smoothing the Path for Students**

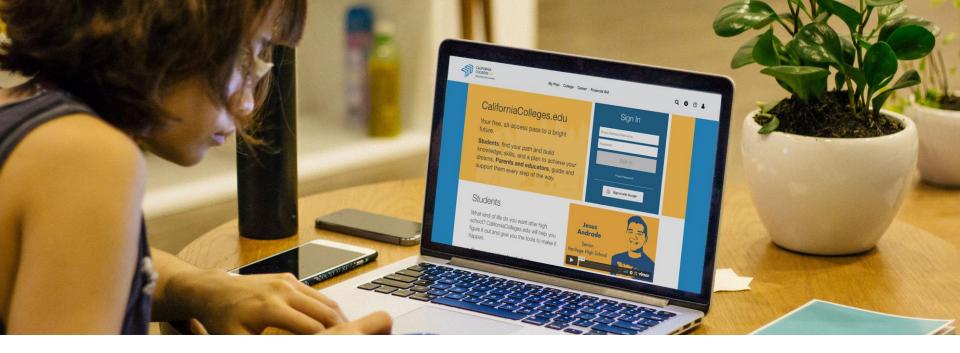
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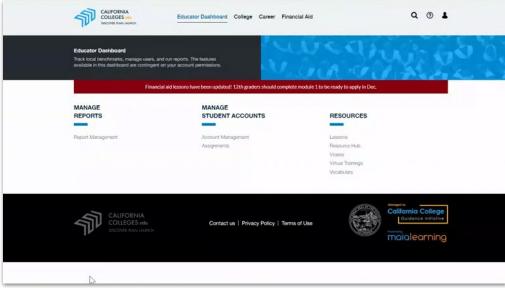


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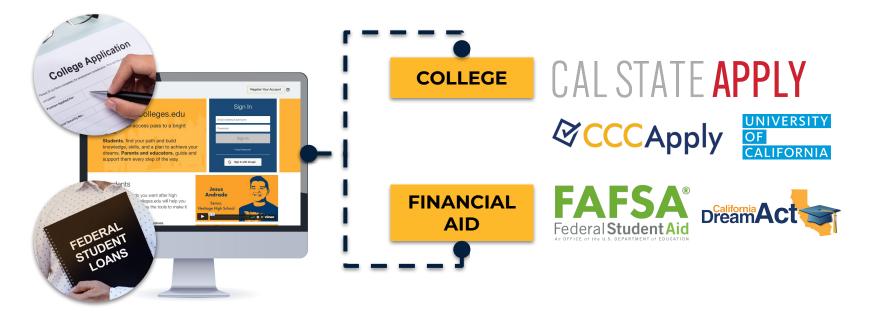
# College Application Integrations: Why CaliforniaColleges.edu?





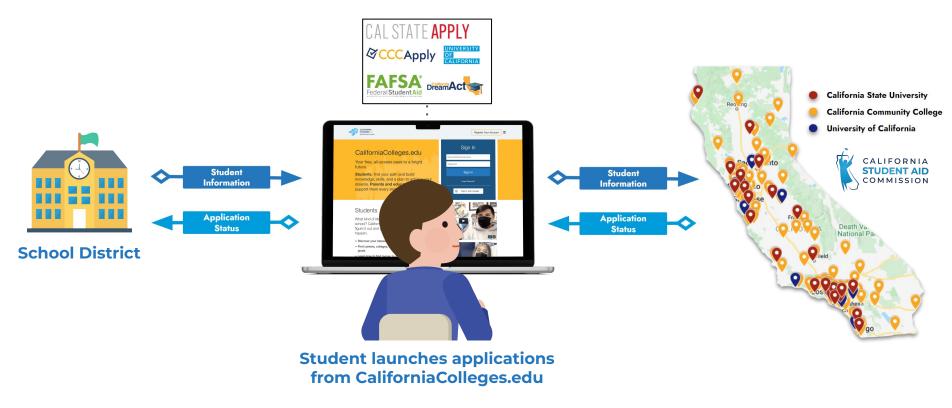
## **Uniquely Designed for California**

When students launch college and financial aid applications directly from CaliforniaColleges.edu, students and educators can track their progress.





## **Connecting California's Systems**





### Why Launch from CaliforniaColleges.edu?

**CCCApply** CAL STATE APPLY



#### **Start from a Trusted Source:**

Minimize students' guesswork and exposure to unofficial websites



**Stay Informed:** Track the status of student applications and submissions

#### **Save Time and Minimize Errors:**

Import transcript courses and grades directly into students' applications and benefit from transcript alignment with CMP

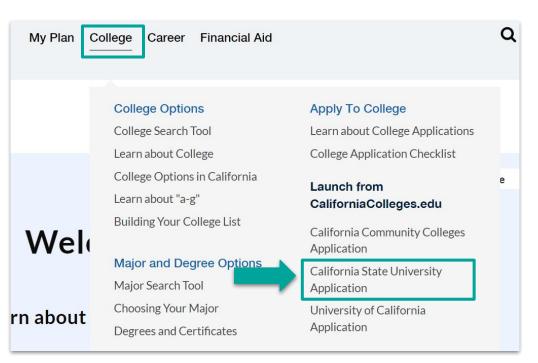
## College Application and Integrations: Launching from CaliforniaColleges.edu





## **Step 1: Launch Your Application**

- Navigate to the College tab at the top of the page.
- Select California State University Application.





## **Before Launch, Check!**

# Before guiding students to launch their CSU Applications, check your district data:

- Are all students in the correct grade level?
- Are seniors seeing their current WIP courses?
- Is the date of the last received transcript in this academic year?

#### If the answer to those questions is "no," connect with your CaliforniaColleges.edu Point of Contact

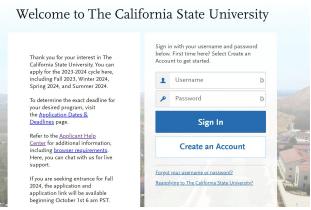


## **Step 2: Create an Account**

You are launching your Cal State Apply application. By launching your application from CaliforniaColleges.edu, you are linking your CaliforniaColleges.edu account with your Cal State Apply account. To complete linking your accounts, click continue below. Once on Cal State Apply either sign in to or create your Cal State Apply account. Once in the application, you have the opportunity to transfer coursework from CaliforniaColleges.edu to your CSU application. To do this, go to the My Application page, select the box titled Academic History, and then go to the High School Attended section. Look for the CaliforniaColleges.edu logo and follow the instructions provided.

 Select Confirm to be taken to the California State University Application.

### - CAL STATE --



 Create an Account in the California State University application OR <u>Sign In</u> (if you have already created one)

## College Application and Integrations: Importing Courses from CaliforniaColleges.edu





## **CSU: Import Your Courses and Grades**

High Schools	Attended	
Please add information about your high school(s) a applicable). For more detailed instructions, please refer to the <u>F</u>	ttended, including where you have obtained or will obtain your diploma (if <u>eshman Coursework Entry Guide</u> . * Indicates required field	
My High Schools		California residents, use your CaliforniaColleges.edu account to add high School transcript information to your application
		Show Me How

- Select Academic History then High Schools Attended.
- Select Show Me How.



#### CaliforniaColleges.edu

This service will allow you to add your CaliforniaColleges.edu information to your application.

When performing this action, we'll replace your application transcript information with your current CaliforniaColleges.edu. As a result, any changes you've made to the following sections will be replaced:

- High Schools Attended
- High School Coursework
- · Statewide Identification Number (SSID)

Select Import.



### **UC: Import Your Courses and Grades**

About you Personal information	Academic history Import courses & grades
Have you ever attended a California public school? 🕦	Good news! You can save time by importing your courses and grades from your school:
No      Yes     If you know your California State Student ID (CA SSID), please enter it below. Your 10-digit CA     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts. If you need help finding it, please contact     SSID can be found on your high school transcripts.	Import your courses & grades
your high school counselor. CA SSID Number 9999999999	To make the application process easier, your high school shared your transcript information with the <u>California College Guidance Initiative</u> (2) (CCGI). You may be able to import your transcript directly into your UC application using your 10-digit Statewide Student Identifier (SSID).
	Review your California SSID
☑ I authorize the release of my CA SSID Number and application status to <u>California College Guidance Initiative</u> [2] (CCGI) for the purpose of tracking my UC application. I understand that the information will only be shared if my school has provided	CA SSID : 8888800124 Edit Authorized SSID release: Yes
my transcript to CCGI.	The accuracy of the data submitted is the responsibility of the applicant. You should check any imported data against your official transcript.
ive & continue	Import courses & grades

- Navigate to the About You section, then Personal Information
- Review the SSID and select the checkbox
- Select Academic History, then High Schools
- Select Import courses and grades

### **Essential Elements**





#### **Common Questions**

- What if a student's SSID is not pre-populated?
  - The student did not launch from platform
- Is the authorization box checked automatically?
  - No. Students must actively check the box.
- Can students check the box later?
  - Yes, but import availability may take up to 12 hours



### Authorization Box Redirect

## If a student does not select the box initially:

- After a student manually enters their high school, they are directed to second chance to select the authorization box.
- Students can select the box at any time.

Academic history Import courses & grades

Good news! You can save time by importing your courses and grades from your school:

#### BULLARD HIGH SCHOOL FRESNO, CA

School code: 050973

Your school has provided student transcripts to the <u>California College Guidance Initiative</u> [2] (CCGI). If you expect to graduate from this school, you may be able to import your school, course and grade information directly into your application. To import this information, you'll need to provide your California State Student ID number (SSID) and allow UC to release your SSID to CCGI.

If you'd like to share your information with CCGI, click on "Personal information" and indicate that you attended a California public school. After you've provided consent to release your information, it may take up to 12 hours for the information to be available to import into the application.



Skip



\* required

> About you
> Campuses & majors
✓ Academic history
Introduction
7th & 8th grade
High schools
9th grade
10th grade
11th grade
12th grade
Colleges attended in high school
College courses taken in high school
Additional information
Review
> Test scores
> Activities & awards
> Scholarships & support

> Personal insight

programs

**Review & submit** 

### **The Authorization Checkbox**





#### **Common Questions**

- What happens if the authorization box isn't checked?
  - The student cannot import courses
  - UC applications statuses will not be available to the student or educators on CaliforniaColleges.edu



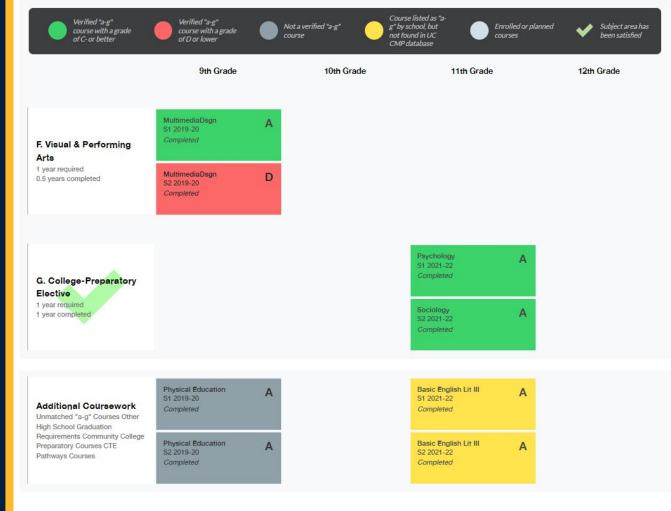
### **Comparison: CSU vs. UC Course Import**

Will Courses Import?	P French 1 St 2022-23 Completed	Chemistry 52 2023-24 Completed	Prob/Statistics S1 2024-25 Enrolled	PE A S1 2021-22 Completed	P Fr Eng CP S1 2021-22 Completed B
CAL STATE <b>Apply</b>	Yes	Yes	Yes	Will not import. No action is needed	Some will import. Review is Needed for All Yellow Courses
UNIVERSITY OF CALIFORNIA	Yes	Yes	Yes	Will not import. No action is needed	<u>None</u> will import. Review is Needed for All Yellow Courses



### The CSU and UC Eligibility Tools A helpful guide for how courses will import.

- ► Found in:
  - Academic Planner
  - CSU or UC Eligibility Tool Tab





## **Yellow Course = Requires Review**

### **Courses that surface in Yellow:**

- Have been indicated by your district as an A-G course, but could not be matched against a school's official A-G list
- Will not import into the UC application.
- Will require manual entry to be included in the UC application

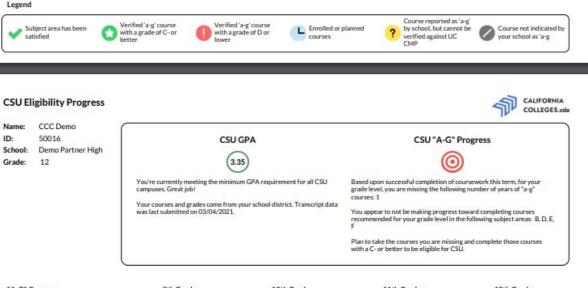




### Eligibility Tool Printouts

Single student or bulk-print PDF of CSU and UC Eligibility tools. Useful as a companion to the student's transcript when completing their application

- Navigate to your
   Educator Dashboard
- Click Eligibility Tool Printouts







The CSU Application Info Tab

The go-to resource for troubleshooting and finalizing.

- Detailed general instructions
- Course Table with:
  - Course title differences
  - Action needed by course





Inis legend shows potential errors that will need to be addressed in Cal State Apply		
Error Type	Action Required	
Invalid or unknown term type	If this course meets an A-G requirement, manually enter the course into Cal State Apply. Choose from the following dropdown options in your application: • Semester • Trimester • Quarter • Full Year	
Course listed as "a-g" by school, but not found on school's UC approved "a-g" course list	This course is listed as A-G by your school. It cannot be found on the school's A-G Course List. Manually enter the course's A-G subject area in the "A-G Matching" tab in Cal State Apply.	

11th Grade 2019-2020 at Demo Partner High with Term Type of Semester.

Course Title as Listed in Cal State Apply	Course Title as Listed on Transcript	Course Term	Is this an approved "a-g" course? If so, which subject area?	Grade(s) Received
	English III-1 , English III-2	Semester : Fall , Spring	Course listed as "a-g" by school, but not found on school's UC approved "a-g" course list. See counselor.	Α,Α
U. S. History	US History 1 , US History 2	Semester : Fall , Spring	Yes: Subject Area "a"	Α,Α
Algebra II	Algebra II-1 , Algebra II-2	Semester : Fall , Spring	Yes: Subject Area "c"	Α,Α
AP Biology (AP)	AP Biology 1 , AP Biology 2	Semester : Fall , Spring	Yes: Subject Area "d"	Α,Α

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## **Course Review Checklists**

STATE APPLY Use the instructions in the CSU Application Tab to:

- Manually Add Any Middle School A-G Math and Foreign Language courses
- Ensure dual-enrollment courses are added only to the College Coursework section
- Ensure all out-of-district, future/planned, repeated, credit recovery, and summer school courses are entered properly
- Address any import errors identified in red text on the course table
- Review and Complete A-G Matching



Use the instructions in the UC Application Tab to:

- Manually Add Any Middle School A-G Math and Foreign Language courses
- Ensure dual-enrollment courses are added to the Colleges Attended While In High School section
- Ensure all out-of-district, future/planned, repeated, and summer school courses are entered properly
- Ensure all yellow courses from the UC Eligibility Tool are added properly



## **Site Discussion**

### **Discuss the following:**

How is college application support currently provided to students at your site and who provides that support?

How could the college application support provided be aligned to leverage CaliforniaColleges.edu to support students to understand A-G eligibility and their progress on becoming A-G eligible, launch their college applications, and import their coursework data?

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What would need to be in place before the start of college application season in the fall to be successful in leveraging CaliforniaColleges.edu?

# Site Implementation Planning





## **Developing an Implementation Plan**

The Why	What are the outcomes you want to achieve?
The What	<ul> <li>Scope/Sequence</li> </ul>
The How	How will you guide students to complete this activity?





### What could a possible scope and sequence look like at your site?







Connect with colleagues at your site to continue implementation planning

Document your 2024-2025 scope and sequence for registration and implementation

Share your implementation with district admin and POC's



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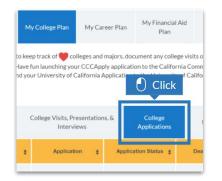
Inform district admin of additional support needed





## The Resource Hub

### We're here to help! Learn more and get the support you need.



#### **Interactive Tutorials**

Click-by-click guides for students, educators, and parents!



#### **Digital Media Toolkits**

Templated social media posts, newsletter blurbs, emails, and more.



#### <u>Help</u>

Answers to frequently asked questions.

CaliforniaColleges.edu/resourcehub



### **Training Survey**



Thank You!

