

GAcollege411
Expand Your Opportunities

Georgia Student Finance Commission

Professional Center Training

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June 23, 2011

GAcollege411

Access to Professional Center

- Each middle school and high school principal was sent a letter asking them to designate an administrator at their school for the Professional Center.
- As forms are returned, the access information is sent to the school.
- Multiple individuals can have access to the Professional Center.
- We recommend that individuals with administrator access be limited.
- Individuals will receive their access information from Georgia Student Finance Commission.

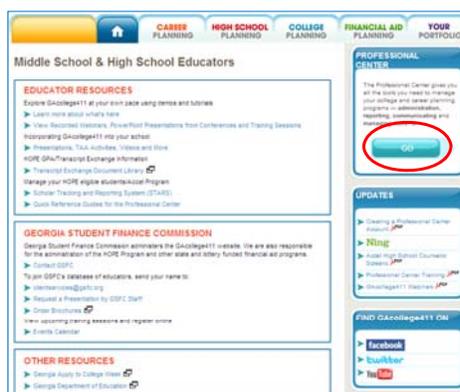
Professional Center Overview

- The Professional Center can be reached in two ways:
 - GAcollege411.org under Middle School & High School Educators link at bottom of homepage
 - Direct website: procenter.gacollege411.org



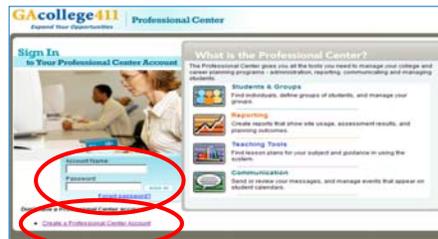
Middle School & High School Educators

- Some resources available for Educators
 - Request a Presentation
 - Order Brochures
 - Events Calendar
- Link for Professional Center is in the blue box on right side of the page



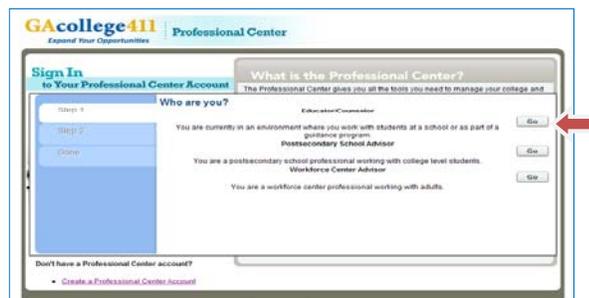
Pro Center Account Setup

- If you already have an account, sign in using your account name and password
- If you forget your password, select “Forgot password?” link for assistance
- If you don’t already have an account, select the link to “Create a Professional Center Account”



Pro Center Account Setup

- The first step in creating an account is selecting your role
- Counselors and Educators who work with high schools and middle schools will select the “Go” button next to the “Educator/Counselor” option



Pro Center Account Setup

- The next step involves selecting your title from the drop-down menu
- After selecting your title, click the “Find” button to associate yourself with your school

Pro Center Account Setup

- A pop-up window will appear which will include all of the schools in Georgia
- You can find your school three ways:
 - Selecting the first letter of the School Name
 - Typing in the complete School Name
 - Scrolling through the complete list

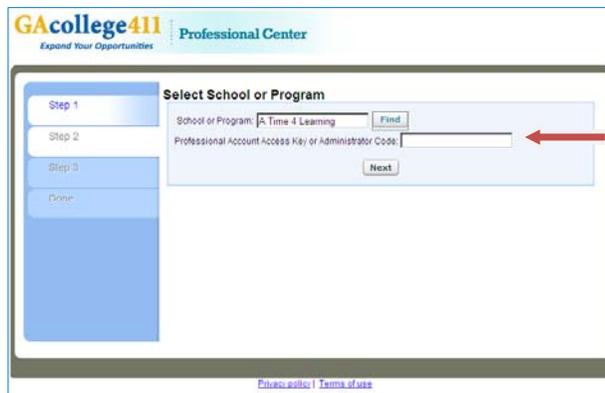
Pro Center Account Setup

- Once you locate your school, highlight the appropriate name, then click “Continue” at the bottom of the screen



Pro Center Account Setup

- You now need to enter the Professional Account Access Key (PAAK) or Administrator Code (AC)
- The designated Administrator can provide this code to you



Pro Center Account Setup

- Congratulations, you have created your account!!!



Pro Center Account Setup

- Select the link for "My Account" to access your personal Profile
- District Level Staff can also add another school connection, if needed



Pro Center Account Setup

- The Account Profile allows you to change your profile, update your role, add another school connection, or change any other personal information that needs to be updated

The screenshot shows the 'Account Profile' page. At the top, there are navigation tabs: 'Students & Groups', 'Reports', 'Resources', 'Communication', and 'Transcripts'. Below the tabs, the page title is 'Account Profile'. There are several input fields and buttons: 'Professional Account Name' with a 'Change your password' button, 'Role' set to 'EDUCATOR/Counselor' with a 'Change your role' button, 'School or Program' set to 'Commerce High School' with an 'Add another connection' button, and a 'Required Information' section with fields for Title (Mrs), First name, Last name, E-mail Address, Questions, and Answer (Tigers).

Professional Center Main Page

- Home Page for Professional Center
- Access any of the sections by clicking on the tabs that run across the top of the page or the links that run down the page
- There is also a link to GAcollege411 which allows you to access all of the tools used by your students on GAcollege411



Students and Groups Tab

- Look up student information by student name or by class
- Access your groups and build new ones
- Create Student Accounts, Merge Accounts, and Release Student Accounts



Students and Groups Tab – Search

- Once you have located your student, you can add the student to a group by checking the checkbox and picking a group from the drop down menu
- You can also view the student's profile by clicking on the link for the last name



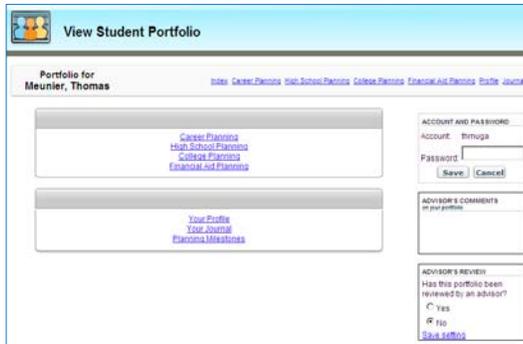
Students and Groups Tab

- When viewing a student's portfolio, you will see the links that make up GAcollge411
- Use the link on the right to view a student's account name or reset their password



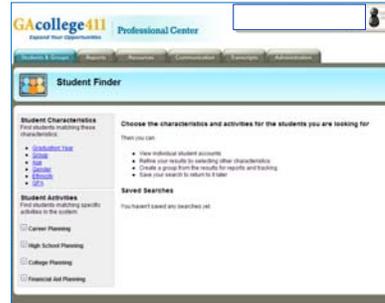
Reset Student Password

- The link to reset a student's password shows the student's account name and provides a box where you can reset the password



Student and Groups Tab – Student Finder Option

- The Student Finder allows you to search for students based on criteria or specific characteristics
 - Gender
 - Ethnicity
 - GPA



Students and Groups Tab - Student Finder - Student Activities

- The Student Finder also allows you to search based on different activities in GAcollege411
 - Saved Careers
 - Resume Builder
 - Plan of Study
 - Saved Colleges
 - College Applied To
 - FAFSA Submitted



Students and Groups Tab - Student Finder – Student Activities

- An example that you might find helpful for advising, is looking at students who have “Not submitted their FAFSA”



Students and Groups Tab - Reviewer

- Easily access students to review by class year or by group
- Reviewing students will help you with advising by knowing things like career interests as well as colleges the student is interested in or has even applied to



Students and Groups Tab - Groups

- If you are working with a particular cohort of students on a regular basis, you can create a group to easily access their information
- Making a group an advisory group will allow other Professional Center users at your school to have access to the group

Building a Group

- Once the group is named, students can be added to the group
- Select students to add to the group by:
 - Name
 - Grade
 - Last name
 - Student characteristics

Building a Group

- Once you locate the students to add to your group, select the checkbox beside their names and click the “Add” button in the upper right corner

Name and Title

Find Students

Search
Find name, last name or student number

Go

Browse by Class
12th Grade 11 10 9 8 7 6

Browse by Last Name
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Student Characteristics
Choose gender, ethnicity, etc.

[View Setup](#)

Add Students

You searched for students in the 12th grade

[Select All](#) [Clear All](#)

Add selected to group: **Joe's Crab Shack** [Add](#)

Last Name	First Name	Student ID	Grad Year
<input type="checkbox"/>		53245	2011
<input type="checkbox"/>			2011

Reports Tab

- The Reports Tab helps to gather data from GAcollege411 that can be used to track what your students are doing on the site

GAcollege411 Professional Center

Home & Contact | **Reports** | Announcements | Communications | Emergency | Administration

Reports

Report Builder
Choose the students you want to create reports for, choose your reports, and filter results.
• [Report Builder](#)

Transcripts Reports
• [Transcripts Report Builder](#)

Tracking Reports
Tracking Milestones
Track student progress on specific outcomes and review completed work.
• [Milestones Tracking Reports](#)

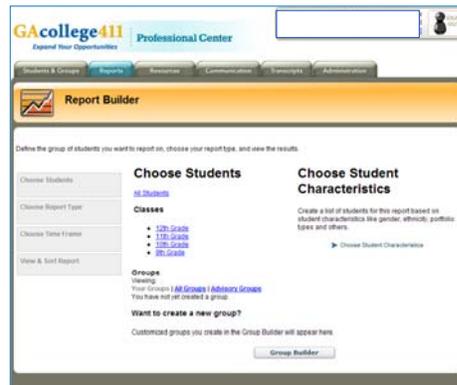
Tracking Guidelines
Track student progress on guidelines.
• [Guidelines Tracking Reports](#)

Tracking Plans of Study
Manage your students' plans of study, including pending, upcoming, and tracking.
• [Plans of Study](#)

Usage Reports
Review usage of the system from month to month.
• [Usage](#)
• [Task Usage](#)
• [Accounts Created](#)
• [Account Status](#)

Reports Tab – Report Builder

- Report Builder allows you to select students needed to gather specific data
- This can be accomplished by using a specific grade, a group, or even by choosing a student characteristic to generate a report



Reports Tab – Reports Builder – Student Characteristics

- If you are selecting your students based on characteristics, you can begin by using a group or a class and narrow that group by other identifiers such as gender, age range, and ethnicity



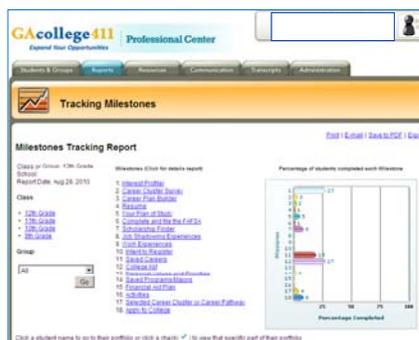
Reports Tab – Transcript Report Builder

- The Transcript Report Builder will allow you to run reports of the transcripts you have uploaded and released through the Professional Center



Reports Tab - Tracking Milestones

- The Milestones Tracking Report will allow you to see the percentage of students who have completed each milestone that has been assigned
- You can also see which students have completed each milestone (not shown on screenshot)



Reports Tab – Tracking Guideways

- **Guideways Tracking Report** allows you to follow your students' activity on the site
- **There are five Guideways on GAcollege411**
 - Guideways help your students navigate and use the website by completing tasks appropriate to their grade level



Reports Tab – Usage Reports

- **The Accounts Created Report** shows the number of students at your school who have created accounts on GAcollege411



Administration Tab

- The Administration Tab is accessible to users with the Administrator Code
- There are many valuable tools regarding how students are able to use GAcollege411 and how other professionals are able to use the Professional Center



Manage Professional Accounts

- The Administrator has the ability to control access to the Professional Center
- A Professional Advisor in the Professional Center can now have access to send transcripts or that privilege can be removed



Administration Tab – Update Master Course List

- The “Update Master Course List” function has a defaulted list of courses that can be adjusted
- This only affects what your students see on the Plan of Study tool on GAcollege411, not transcripts
- Courses which are unique to your school can be added

GAcollege411 Professional Center

Students & Groups Reports Resources Communication Transcripts Administration

High School Courses

Update Master Course List – View All Courses

All recommended course plans use the same list of courses – update them here to change them everywhere.

View All 6th Grade 7th Grade 8th Grade 9th Grade 10th Grade 11th Grade 12th Grade Add a Course

Actions	Course Name	Subject Area	Credits	Available to Grades
Details Edit	Accelerated Math I	Math	1	9, 10, 11, 12
Details Edit	Accelerated Math II	Math	1	9, 10, 11, 12
Details Edit	Accelerated Math III	Math	1	9, 10, 11, 12
Details Edit	Accounting	Math	1	9, 10, 11, 12
Details Edit	Advanced AC and DC Circuits	Career, Technical and Agricultural Education	1	9, 10, 11, 12
Details Edit	Advanced Accounting	Career, Technical and Agricultural Education	1	9, 10, 11, 12
Details Edit	Advanced Heating and Digital Logic and Circuits	Career, Technical and Agricultural Education	1	9, 10, 11, 12
Details Edit	Advanced Animal Science	Career, Technical and Agricultural Education	1	9, 10, 11, 12

Administration Tab - Milestones

- Milestones can be set and tracked for middle school and high school students
- Milestones display on the students' Portfolio page in GAcollege411
- Milestones can also be edited by the Administrator

Sets of Planning Milestones by Role and Grade

You can define sets of planning milestones that will be displayed for users in Your Portfolio. To make effective use of this screen, users are encouraged to complete the planning milestones displayed in their portfolio.

You can edit defined sets of planning milestones, create, and assign the sets to user roles and grades. (The system-defined sets can be edited but not deleted.)

Planning Milestones Assignments

You can choose the set of planning milestones to be displayed to users in each role or grade. If you choose "None" then the Your Planning Milestones feature will not be available to that role or grade. Don't worry about roles or grades that aren't applicable to your school or agency.

Role/Grade	Planning Milestones Set to be Displayed	Click here to view any changes you make in these assignments.
6th grade	None	Click here to view any changes you make in these assignments. [Save]
7th grade	None	
8th grade	None	
9th grade	Transforms default milestones	
10th grade	Transforms default milestones	
11th grade	Transforms default milestones	
12th grade	Transforms default milestones	
Postsecondary Student	None	
Adult in the workforce	None	

Default Sets of Planning Milestones

These are the sets of planning milestones that can be assigned to roles and grades. You can add new sets or edit existing sets. Create or edit a set then assign it below.

Planning Milestones Set	Status	Actions
Transforms default milestones	System-defined set	[Edit] [Duplicate]

► Add a new set of planning milestones.

Customizing Planning Milestones

- There can be a maximum of 18 milestones
- These can be different for each grade level
- There are defaulted milestones for each grade level, but make sure you feel these are appropriate for your students

Career Planning	College Planning	High School Planning
<input type="checkbox"/> AllIB	<input type="checkbox"/> ACT	<input type="checkbox"/> Planning for 9th Grade
<input checked="" type="checkbox"/> Basic Skills Bundle	<input type="checkbox"/> AP Exams	<input checked="" type="checkbox"/> Your Plan of Study
<input checked="" type="checkbox"/> Career Cluster Bundle	<input checked="" type="checkbox"/> Apply to College	Your Portfolio
<input type="checkbox"/> Career Finder	<input checked="" type="checkbox"/> College list	<input type="checkbox"/> 10th Grade Annual Reflection
<input type="checkbox"/> Career Day	<input type="checkbox"/> College Newsletter	<input type="checkbox"/> 11th Grade Annual Reflection
<input type="checkbox"/> Career Plan Builder	<input type="checkbox"/> EOP/LOS	<input type="checkbox"/> 12th Grade Annual Reflection
<input type="checkbox"/> Cover Letter Creator	<input checked="" type="checkbox"/> Intent to Register	<input type="checkbox"/> 9th Grade Annual Reflection
<input type="checkbox"/> Early Starts	<input type="checkbox"/> PLAs	<input type="checkbox"/> A Picture of Me in the Future (in 20 years)
<input type="checkbox"/> Early Term Experiences	<input type="checkbox"/> Practice Application	<input type="checkbox"/> A Picture of Me in the Future (short term)
<input type="checkbox"/> Entrepreneurial Checklist	<input type="checkbox"/> PSAT	<input checked="" type="checkbox"/> Activities
<input type="checkbox"/> General Workplace Skills	<input type="checkbox"/> SAT	<input type="checkbox"/> Awards, Distinctions, Honors
<input checked="" type="checkbox"/> Interest Profiler	<input type="checkbox"/> SAT Subject Tests	<input type="checkbox"/> Draft Personal Statement
<input type="checkbox"/> Job Interview Practice	<input checked="" type="checkbox"/> Saved Programs/Steps	<input type="checkbox"/> Experiences
<input type="checkbox"/> Job Interviews	<input type="checkbox"/> School Finder	<input type="checkbox"/> Final Personal Statement
<input type="checkbox"/> Job Search Abilities	<input type="checkbox"/> Take the SAT/ACT	<input type="checkbox"/> Goals into Actions
<input checked="" type="checkbox"/> Job Shadowing Experiences	<input type="checkbox"/> Test Prep	<input type="checkbox"/> Intermediate Term Goals
<input type="checkbox"/> Life Roles	<input type="checkbox"/> TOEFL	<input type="checkbox"/> Leadership Experiences
<input type="checkbox"/> Personal Management Skills	<input type="checkbox"/> Transcripts	<input type="checkbox"/> Long-Term Goals
<input checked="" type="checkbox"/> Personal Values and Priorities	<input type="checkbox"/> Workshops	<input type="checkbox"/> Middle school annual reflection
<input checked="" type="checkbox"/> Resume	Financial Aid Planning	<input type="checkbox"/> Networking
<input type="checkbox"/> Saved Career Clusters and Career Pathways	<input type="checkbox"/> College Savings Calculator	<input type="checkbox"/> Personal Statement
<input checked="" type="checkbox"/> Saved Careers	<input checked="" type="checkbox"/> Complete and file the FAFSA	<input type="checkbox"/> Projects
<input type="checkbox"/> Selected Career Cluster or Career Pathway	<input type="checkbox"/> EFC Calculator	<input type="checkbox"/> Self-Knowledge
<input type="checkbox"/> Thank-you Letters	<input checked="" type="checkbox"/> Financial Aid Plan	<input type="checkbox"/> Senior Year plan
<input type="checkbox"/> Transferable Skills Checklist	<input type="checkbox"/> Financial Aid Wizard	<input type="checkbox"/> Short-term Goals
<input checked="" type="checkbox"/> Work Experiences	<input type="checkbox"/> Saved Scholarships	<input type="checkbox"/> This is Me
<input type="checkbox"/> Work Issues Builder	<input checked="" type="checkbox"/> Scholarship Finder	<input type="checkbox"/> Ultimate Goals
	<input type="checkbox"/> SLOPE Calculator	

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Administration Tab – Local Scholarships

- Students can search for local scholarships if you use the Edit Local Scholarships
- Input the Scholarship Name and Description information
- Students associated with your school will now be able to view these local scholarships

Administration Functions

- The Administrator also has the ability to control whether students have the option of sending transcripts electronically on GAcollege411
- To control this function, select “Transcript Preferences” from the Administration menu



Administration Functions

- To allow students to send transcripts to postsecondary schools in Georgia, make sure the checkbox is selected
- Also, make sure you have at least one email address in the box to be notified when you have transcripts waiting



- Call GSFC at 1-800-505-4732
- www.GAcollge411.org
- Email: clientservices@gsfc.org

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