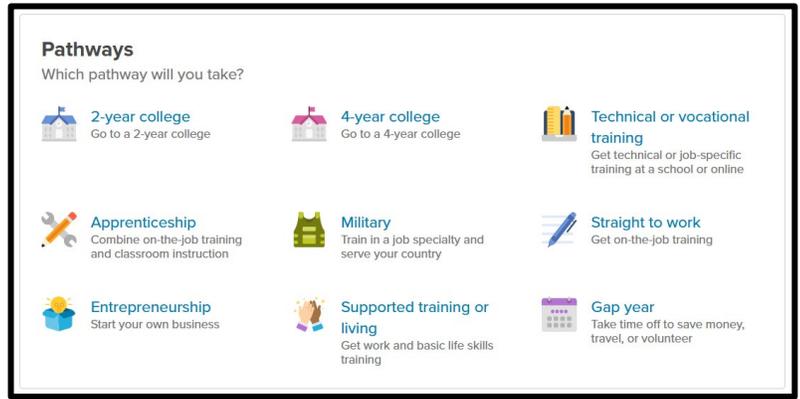
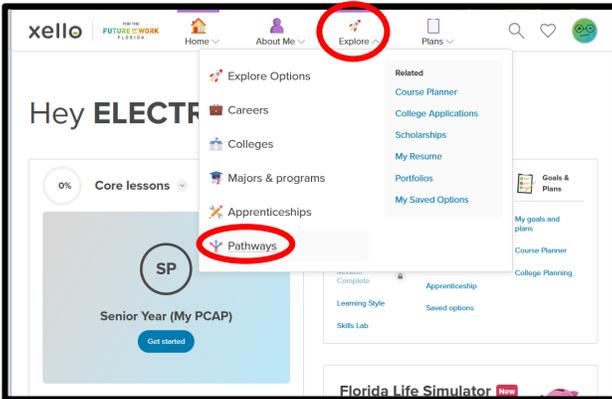
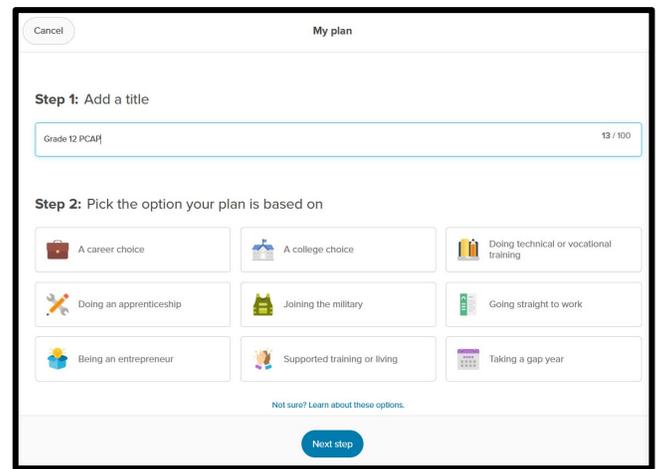
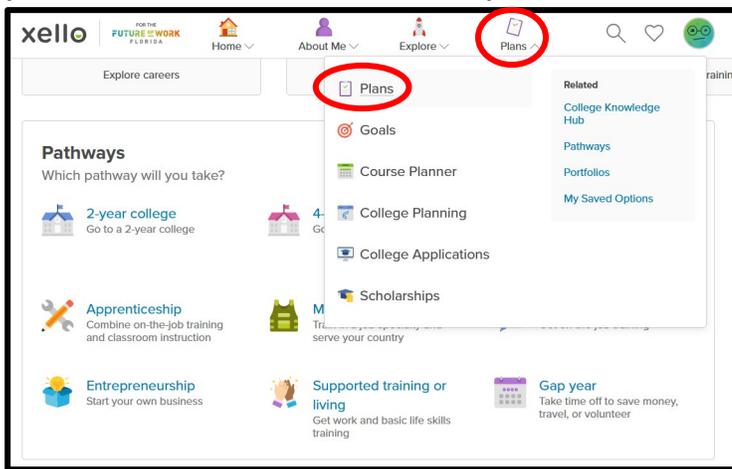


## Creating a Personalized Career and Academic Plan (PCAP)

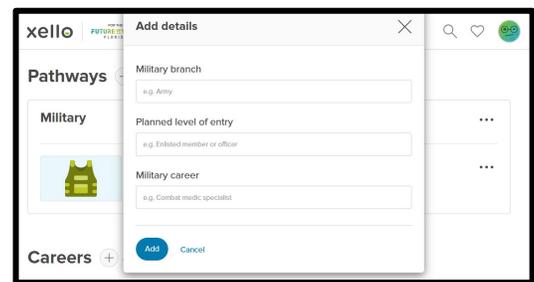
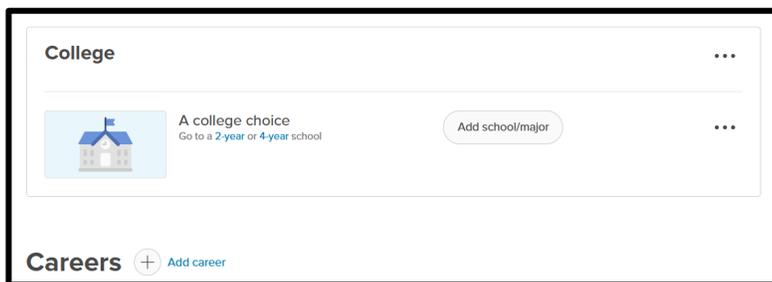
- 1) Log in to **Clever**, click on **Xello**.
- 2) Under **Explore** at the top, select **Pathways**. Scroll to the bottom to review the different Pathway options. Clicking on a pathway will open a video and give more information about that particular option.



- 3) After you've reviewed the different pathways, go to **Plans** at the top and select **Plans**. Click **Make a plan** under **Make future plans** or **+Add Plan** next to **Make future plans**.



- 4) For **Step 1**, title the plan "Grade 12 PCAP". For **Step 2**, Select an option for this plan and click **Next Step** at the bottom. This will generate tasks associated with the selected plan. Click **Done** on the next screen.
- 5) You can now review the tasks, add specific college/major information and select a specific career, or add personal notes if you like.



- 6) Click back to the Xello home page, then click **Get started** under **Senior Year (My PCAP)** located under **Core lessons**.
- 7) Explain "why you're so excited to pursue this plan" in the space provided and click **Turn in** at the bottom.

**Congratulations, the Xello Semester 1: Grade 12 task is now complete!**