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**.

	About Me ~	È Explore ∨ Plans	00	00	Cancel		My plan	
Explore careers	Plar	ns	Related College Knowledge	raining	Step 1: Add a tit	tle		
Pathways	🎯 Goa	ls	Hub Pathways		Grade 12 PCAP			13 / 100
Which pathway will you take?	a Cou	ırse Planner	Portfolios					
2-year college Go to a 2-year college	📥 4 😨 Coll Gc	lege Planning	my bared options		Step 2: Pick the option your plan is based on			
	重 Coll	lege Applications			A career choi	ce	A college choice	training
Apprenticeship Combine on-the-job training	Sch M Tra	olarships			Noing an app	renticeship	Joining the military	Going straight to work
and classroom instruction	serve your cou	intry			Being an entr	epreneur	Supported training or living	Taking a gap year
Entrepreneurship Start your own business	Supported living	training or	Gap year Take time off to save money, travel, or volunteer				Not sure? Learn about these options.	
	Get work and I training	Dasic life skills					Next step	

- 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.

ſ		xello	Add details
	College	Pathways (Military branch
	A college choice Go to a 2-year or 4-year school Add school/major	Military	e.g. Army Planned level e.g. Enlisted memt Military career
(Careers +	e.g. Combat medi

xello	Add details	×	० ७ 🥯
Pathways (-	Military branch		
	e.g. Army		
Military	Planned level of entry		
	e.g. Enlisted member or officer		
	Military career		•••
	e.g. Combat medic specialist		
		- [
Careers (+)	Add Cancel		
		_	

- 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!