



SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

IGP Curriculum Manager User's Manual

February 2013

Points of Contact:

Sherry R. Williams
Career Specialists Liaison
803-734-6267
srwillia@ed.sc.gov

Sabrina Moore
Director, Student Intervention Services
803-734-8433
smoore@ed.sc.gov

Purpose

This Manual is designed to provide instructions for managing the Academy/School of Study, CIP Codes, Clusters, Postsecondary Modifiers, and Majors within the Curriculum Manager component of the IGP Success Planner.

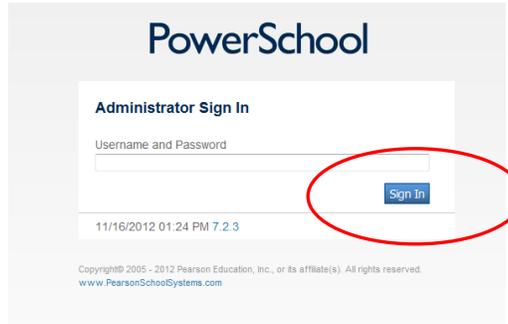
Table of Contents

I. Accessing the IGP Curriculum Manager	3
II. Editing and Adding Academy/School of Study	4
III. Editing and Adding CIP Codes	6
IV. Adding Clusters	9
V. Adding Postsecondary Modifiers	10
VI. Editing and Adding Majors	11
VII. Adding and Deleting Courses	13
VIII. Creating IGP Resources Links	15
IX. Proofing the Curriculum Manager	15

I. Accessing the IGP Curriculum Manager

A. Log In

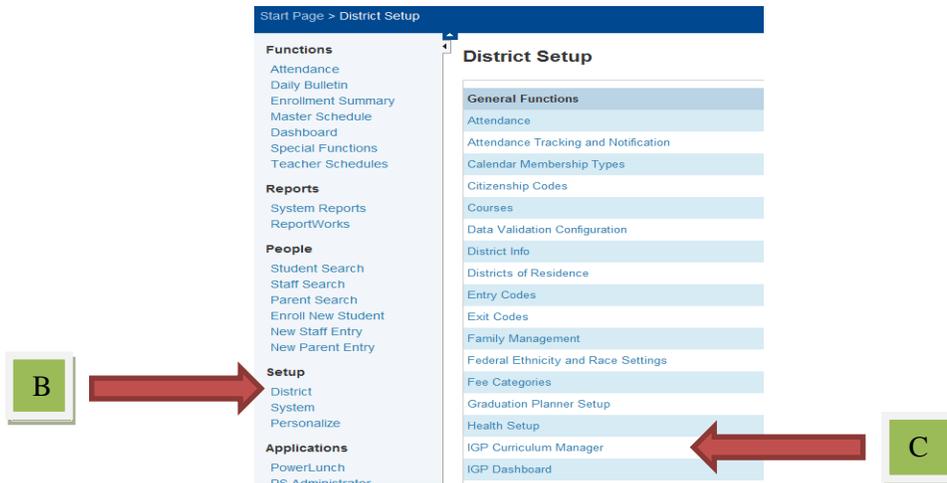
To access the IGP Curriculum Manager, log in to PowerSchool, using your assigned username and password.



NOTE: Because your level of access (district, school, and/or student) is assigned by your district's Security Administrator, you must contact that individual to gain access to the IGP Curriculum Manager.

B. Select "District" from the Start Page

C. Launch the IGP Curriculum Manager



Launching the IGP Curriculum Manager will allow you to add/edit each Function listed in Section II.

II. Editing and Adding Academy/School of Study

A. To Edit or Add an Academy/School of Study, select “Academies” under Function

IGP Curriculum Manager



Function	Description
Academies	Add/Edit Academies
CIP Codes	Add/Edit CIP Codes
Clusters	Add/Edit Clusters
Courses	Add/Edit Course Postsecondary Modifiers
Majors	Add/Edit Majors
IGP Resources	Create resources for counselors to use during the IGP Process

B. To Edit an Existing Academy/School of Study:

1. Select the Academy/School of Study to be edited

IGP Academy/School of Study Definition



[New](#)

Academy/School of Study

BS Academy /SofStudy Name

Arts & Humanities

Business Management & Information Systems

Engineering, Manufacturing, & Industrial Technology

Health Science, Human & Public Services

2. Select the school(s) that will offer the selected Academy
3. Submit the changes

NOTE: If all schools in the district will offer the selected Academy, do not select any of the schools listed; leave the area blank.

IMPORTANT:
An Academy/
School of
Study that has
Majors
associated with
it cannot be
deleted.

Edit IGP Academy/School of Study

Edit Academy/School of Study Name

There are currently Major(s) assigned to this Academy. Editing the Academy will affect those Major(s).

Academy/School of Study Name:

School:
}

- Center for Advanced Technical Studies
- Chapin High School
- Dutch Fork High School
- Irmo High School

(Note: Leave blank to apply to all schools)

3

C. To Add a New Academy/School of Study

1. Select “New”

NOTE: In districts that do not offer Academies, the curriculum manager should add a new Academy/School of Study titled “No Academy” so that counselors will be able to select cluster and majors when creating an IGP.

IGP Academy/School of Study Definition

The screenshot shows a form titled "IGP Academy/School of Study Definition". At the top right, there is a blue button labeled "New". A red arrow points from a box labeled "1" to this button. Below the button, there are several rows representing different categories of study: "BS Academy /SofStudy Name", "Arts & Humanities", "Business Management & Information Systems", "Engineering, Manufacturing, & Industrial Technology", and "Health Science, Human & Public Services".

2. Type in the name of the Academy/School of Study to be added
3. Select the School(s) that will offer the new Academy/School of Study
4. Select “Submit”

IGP Create Academy/School of Study

The screenshot shows a form titled "New Academy/School of Study". The "Academy/School of Study Name:" field contains the text "Training Academy" and is marked with a red arrow and a box labeled "2". Below this, the "School:" dropdown menu is open, showing a list of schools: "Center for Advanced Technical Studies", "Chapin High School", "Dutch Fork High School", and "Irmo High School". A red bracket and a box labeled "3" encompass this list. At the bottom right, a blue "Submit" button is highlighted with a red arrow and a box labeled "4". A note at the bottom right of the dropdown menu reads "(Note: Leave blank to apply to all schools)".

D. To delete an added Academy/School of Study (before majors have been assigned to it)

1. Select the added academy from the main page

The screenshot shows the same "IGP Academy/School of Study Definition" form as in the previous image. In this view, the "Training Academy" entry at the bottom of the list is circled in red. A box labeled "1" is placed to the left of the circle, with a red line pointing to the circle.

2. Select “Delete”
3. Select “Confirm Delete”

Edit IGP Academy/School of Study

Edit IGP Academy/School of Study

III. Editing and Adding CIP Codes

- A. To Delete or Add CIP Codes, select “CIP Codes” under Function IGP Curriculum Manager

Function	Description
Academies	Add/Edit Academies
CIP Codes	Add/Edit CIP Codes
Clusters	Add/Edit Clusters
Courses	Add/Edit Course Postsecondary Modifiers
Majors	Add/Edit Majors
IGP Resources	Create resources for counselors to use during the IGP Process

- B. To Delete an Existing CIP Code:
 1. Select the CIP Code to be deleted
 2. Select “Delete”
 3. Select “Confirm Delete”

IGP CIP Code Definition

[New](#)

Copy CSV Excel PDF Print

Show 10 entries Search:

CIP Code	Description
01.0304	Crop Production
01.0901	Animal Sciences, General
01.9999	Agriculture, Agriculture Operations and Related Sciences, Other
04.0201	Architecture (BArch, BA/BS, MArch, MA/MS, PhD)
09.0401	Journalism
09.0402	Broadcast Journalism

1

Edit IGP CIP Code

Edit CIP Code

CIP Code: 01.9999

Description: Agriculture, Agriculture Operations and Related Sciences

[Delete](#) [Submit](#)

2

Edit IGP CIP Code

Edit CIP Code

CIP Code: 01.9999

Description: Agriculture, Agriculture Operations and Related Sciences

[Confirm Delete](#) [Cancel](#) [Submit](#)

3

C. To Add a New CIP Code

1. Select “New”

IGP CIP Code Definition

[New](#) 

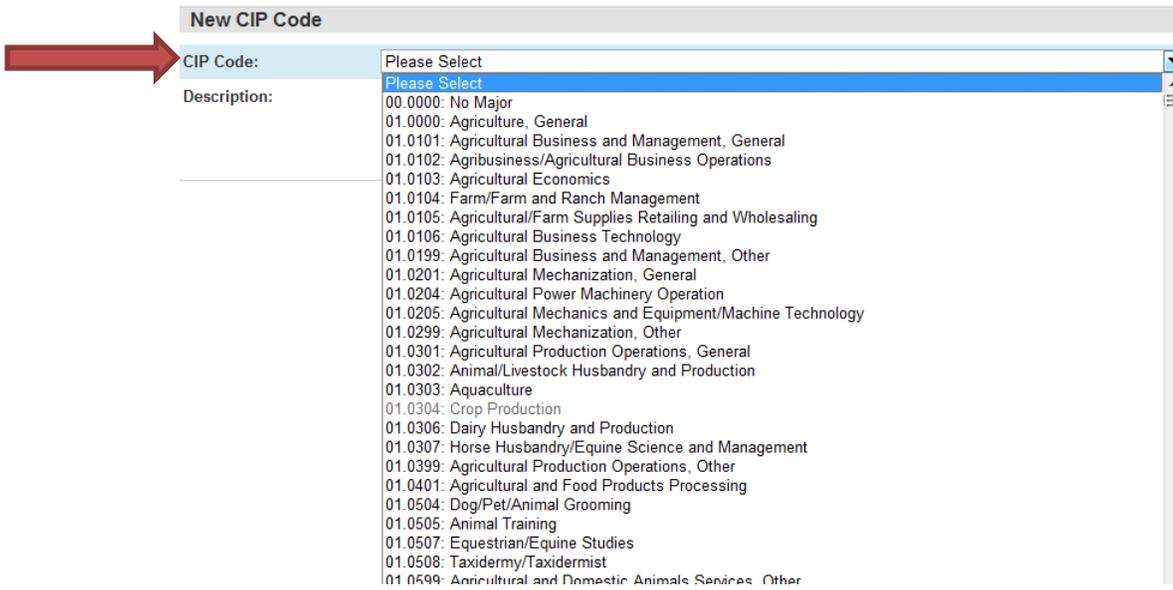
Copy CSV Excel PDF Print

Show 10 entries Search:

CIP Code	Description
01.0304	Crop Production
01.0901	Animal Sciences, General
01.9999	Agriculture, Agriculture Operations and Related Sciences, Other
04.0201	Architecture (BArch, BA/BS, MArch, MA/MS, PhD)
09.0401	Journalism
09.0402	Broadcast Journalism

2. Select the appropriate CIP Code from the dropdown list
Note: The list and descriptions are based on the national CIP codes found at the government website: <http://nces.ed.gov/pubs2002/cip2000/>.

IGP Create CIP Code



New CIP Code

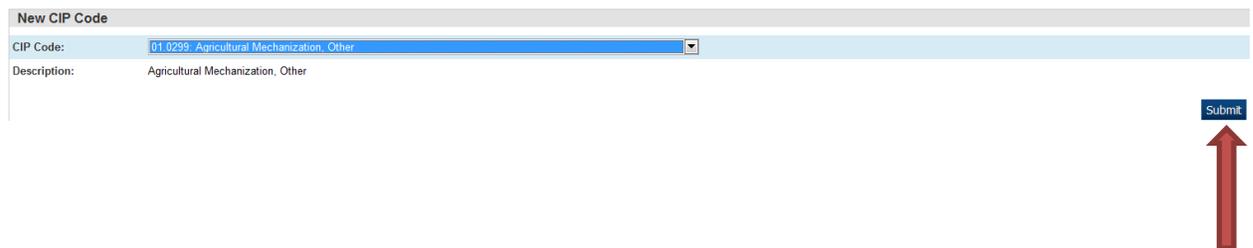
CIP Code: Please Select

Description: Please Select

- 00.0000: No Major
- 01.0000: Agriculture, General
- 01.0101: Agricultural Business and Management, General
- 01.0102: Agribusiness/Agricultural Business Operations
- 01.0103: Agricultural Economics
- 01.0104: Farm/Farm and Ranch Management
- 01.0105: Agricultural/Farm Supplies Retailing and Wholesaling
- 01.0106: Agricultural Business Technology
- 01.0199: Agricultural Business and Management, Other
- 01.0201: Agricultural Mechanization, General
- 01.0204: Agricultural Power Machinery Operation
- 01.0205: Agricultural Mechanics and Equipment/Machine Technology
- 01.0299: Agricultural Mechanization, Other
- 01.0301: Agricultural Production Operations, General
- 01.0302: Animal/Livestock Husbandry and Production
- 01.0303: Aquaculture
- 01.0304: Crop Production
- 01.0306: Dairy Husbandry and Production
- 01.0307: Horse Husbandry/Equine Science and Management
- 01.0399: Agricultural Production Operations, Other
- 01.0401: Agricultural and Food Products Processing
- 01.0504: Dog/Pet/Animal Grooming
- 01.0505: Animal Training
- 01.0507: Equestrian/Equine Studies
- 01.0508: Taxidermy/Taxidermist
- 01.0599: Agricultural and Domestic Animals Services, Other

3. Select "Submit"

IGP Create CIP Code



New CIP Code

CIP Code: 01.0299: Agricultural Mechanization, Other

Description: Agricultural Mechanization, Other

Submit

IV. Adding Clusters (Use only when instructed by the SCDE)

A. To Add a Cluster,

1. Select “Clusters” under “Function”

IGP Curriculum Manager



Function	Description
Academies	Add/Edit Academies
CIP Codes	Add/Edit CIP Codes
Clusters	Add/Edit Clusters
Courses	Add/Edit Course Postsecondary Modifiers
Majors	Add/Edit Majors
IGP Resources	Create resources for counselors to use during the IGP Process

2. Select “New”

IGP Cluster Definition



Cluster
Agriculture, Food, and Natural Resources
Architecture and Construction
Arts, Audio-Video Technology, and Communications
Business Management and Administration
Education and Training
Finance
Government and Public Administration
Health Science
Hospitality and Tourism
Human Services
Information Technology
Law, Public Safety, Corrections, and Security
Manufacturing
Marketing
Science, Technology, Engineering, and Mathematics
Transportation, Distribution, and Logistics

3. Enter the Name of the Cluster as provided by the SCDE
4. Select “Submit”

IGP Create Cluster

You should only create a Career Cluster if directed to do so by SCDE.

New Cluster

Cluster Name: *

V. Adding Postsecondary Modifiers

NOTE: Postsecondary modifiers are added so that potential college credit-bearing courses may be identified on the student’s IGP to serve as a reminder for the counselor, student and parents to discuss the requirements for earning college credit with a higher education representative. *In all instances, the decision to award or not to award college credit rests within the purview of each individual higher education institution.*

A. To Add a Postsecondary Modifier

1. Select “Courses” under Function

IGP Curriculum Manager



Function	Description
Academies	Add/Edit Academies
CIP Codes	Add/Edit CIP Codes
Clusters	Add/Edit Clusters
Courses	Add/Edit Course Postsecondary Modifiers
Majors	Add/Edit Majors
IGP Resources	Create resources for counselors to use during the IGP Process

2. Select the Course Number

IGP Course Data

Use this page to associate Post Secondary Modifiers to courses.

Copy CSV Excel PDF Print

Show 10 entries

Course Number	Course Title	Modifier	Credits
3012ALHW	English 2 H ALA		1
3013ALHW	English 3 H ALA		1
3014GLTW	English 4		1
301B00W	ENGLISH A1 HL-1		1
301C00W	ENGLISH A1 HL-2		1
3916EC16	English Career Prep		.5
3916EN00	English SP		.5
3916EN16	English-SP		0

Search: english

3. Select the appropriate Postsecondary Modifier from the dropdown
4. Select “Submit”

Edit Course English 4 (3014GLTW)

Post-Secondary Modifier

3

- College Credit by Competency Articulation
- Dual Credit: Check Local Articulation Agreements
- College Credit by Exam Available
- College Credit through National Certification Available
- Statewide University Transfer Agreement

Submit

4

5. Confirm that the appropriate modifier has been added

IGP Course Data

Use this page to associate Post Secondary Modifiers to courses.

Course Number	Course Title	Modifier	Credits
3012ALHW	English 2 H ALA		1
3013ALHW	English 3 H ALA		1
3014GLTW	English 4	EA	1
301B00IW	ENGLISH A1 HL-1		1
301C00IW	ENGLISH A1 HL-2		1

NOTE: To Delete a modifier, select (or “uncheck”) the modifier that has been checked and select “Submit.”

VI. Adding and Editing Majors

A. To Add or Edit Majors, select “Majors” under “Function”

IGP Curriculum Manager

Function	Description
Academies	Add/Edit Academies
CIP Codes	Add/Edit CIP Codes
Clusters	Add/Edit Clusters
Courses	Add/Edit Course Postsecondary Modifiers
Majors	Add/Edit Majors
IGP Resources	Create resources for counselors to use during the IGP Process



B. To add or create a new major,

1. Select “New”
2. Enter the appropriate information in the required fields (*)
NOTE: Curriculum managers should add a new major titled “No Major” so that counselors can successful create IGP’s for students in 8th or 9th grade (students who are not required to select a major)
3. Select “Submit”

IGP Major Definition

Academy/ School of Study	Cluster	Major	CIP	Activate Date	Phase Out Date	Inactivate Date	
Engineering, Manufacturing, & Industrial Technology	Science, Technology, Engineering, and Mathematics	Aerospace Engineering	14.9999	01/02/2012			Edit Assign Courses
Engineering, Manufacturing, & Industrial Technology	Science, Technology, Engineering, and Mathematics	Alternative Energy & Engineering Systems	13.1206	01/02/2012		01/01/1900	Edit Assign Courses
Engineering, Manufacturing, & Industrial Technology	Architecture and Construction	Architecture	04.0201	08/15/2007			Edit Assign Courses
Engineering, Manufacturing, & Industrial Technology	Transportation, Distribution, and Logistics	Automotive Collision Technology & Design	47.0603	08/15/2007			Edit Assign Courses



IGP Create Major

New Major

Academy/School of Study (optional):

Cluster: *

Major: *

CIP Code: *

Activate Date:

Phase Out Date:

Inactivate Date:

C. To Edit an Existing Major
 1. Select “Edit”

IGP Major Definition

Copy CSV Excel PDF Print

Show 10 entries Search:

Academy/ School of Study	Cluster	Major	CIP	Activate Date	Phase Out Date	Inactivate Date	
Engineering, Manufacturing, & Industrial Technology	Science, Technology, Engineering, and Mathematics	Aerospace Engineering	14.9999	01/02/2012			<input type="button" value="Edit"/> Assign Courses
Engineering, Manufacturing, & Industrial Technology	Science, Technology, Engineering, and Mathematics	Alternative Energy & Engineering Systems	13.1206	01/02/2012		01/01/1900	<input type="button" value="Edit"/> Assign Courses
Engineering, Manufacturing, & Industrial Technology	Architecture and Construction	Architecture	04.0201	08/15/2007			<input type="button" value="Edit"/> Assign Courses
Engineering, Manufacturing, & Industrial Technology	Transportation, Distribution, and Logistics	Automotive Collision Technology & Design	47.0603	08/15/2007			<input type="button" value="Edit"/> Assign Courses

2. Edit one or all of the following: Academy, Cluster, Major, CIP Code, and/or Dates

Edit IGP Major

Edit Major

There are currently IGP's attached to this Major. Editing the Major will affect those IGP's.

Academy/School of Study (optional):

Cluster: *

Major: *

CIP Code: *

Activate Date: (MM/DD/YYYY)

Phase Out Date: (MM/DD/YYYY)

Inactivate Date: (MM/DD/YYYY)

Legend

Page Icons: * - Required Field | - Date Entry |

November 2012

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Activate Date is used to choose the date that you wish the new major to be visible to the counselors on the IGP. If you are building new curriculum, then enter a future date so that they do not use half completed information before you have finished.

Phase Out Date is entered to show the counselors that a major is retiring. This date will display on the IGP for the student, counselor and parents to see. It serves to warn them in case the student can't complete the courses before the major will retire. The date to enter is the date that the major will no longer be offered.

Inactivate Date entered in this field causes the major to not display as a choice on the IGP effective that date. **USE THIS FEATURE INSTEAD OF DELETE SO THAT THE MAJOR IS AVAILABLE FOR HISTORICAL TRACKING.**

VII. Adding or Deleting Courses for Majors

A. To Add or Delete Courses,

1. Select “Majors” under Function

IGP Curriculum Manager



Function	Description
Academies	Add/Edit Academies
CIP Codes	Add/Edit CIP Codes
Clusters	Add/Edit Clusters
Courses	Add/Edit Course Postsecondary Modifiers
Majors	Add/Edit Majors
IGP Resources	Create resources for counselors to use during the IGP Process

2. Select “Assign Courses” beside the appropriate Major

NOTE: For each major, there is a link to “Assign Courses.” This is where you map courses to the major. Clicking on Assign Courses takes you to the boxes to map required courses, complimentary courses, extended learning opportunities, and certifications.

IGP Major Definition

Academy/ School of Study	Cluster	Major	CIP	Activate Date	Phase Out Date	Inactivate Date	Edit	Assign Courses
Engineering, Manufacturing, & Industrial Technology	Science, Technology, Engineering, and Mathematics	Aerospace Engineering	14.9999	01/02/2012			Edit	Assign Courses
Engineering, Manufacturing, & Industrial Technology	Science, Technology, Engineering, and Mathematics	Alternative Energy & Engineering Systems	13.1206	01/02/2012		01/01/1900	Edit	Assign Courses
Engineering, Manufacturing, & Industrial Technology	Architecture and Construction	Architecture	04.0201	08/15/2007			Edit	Assign Courses
Engineering, Manufacturing, & Industrial Technology	Transportation, Distribution, and Logistics	Automotive Collision Technology & Design	47.0603	08/15/2007			Edit	Assign Courses

3. Select “Edit” from any of the four categories (Required, Complimentary, Extended Learning Opportunities and Certifications)

Assign Courses to Major: Aerospace Engineering

Required Courses for Major	Complimentary Courses for Major	Extended Learning Opportunities Options Related to Major	Certifications
Edit Courses 605100CW - INTRO ENG DES 605000CW - PRIN OF ENG 605600HW - AEROSPACE ENGINEERING HN 6054HNHW - ENG D&D HN	Edit Courses 628700CD - ELECTRICITY 1 5031WPCW - WEB PAGE DES 4170BCAW - CALC AB/BC AP 6099S1CW - INTRO TO STEM 1 542100CW - MARKETING 4131ADCW - PRECALC CP	Edit Courses	Edit Courses

4. Select the appropriate course(s) to be added or deleted

Note: Because courses added and/or deleted are recorded automatically, there is not a “Submit” button. However, **you must select “Confirm Delete*” before a course will be removed.**

IGP Modify Required Courses for Aerospace Engineering

Changes are recorded automatically.

Existing Course(s)

 [Confirm Delete](#) [Cancel](#) 605600HW - AEROSPACE ENGINEERING HN

[Delete Course](#) 6054HNHW - ENG D&D HN

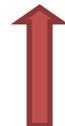
[Delete Course](#) 605100CW - INTRO ENG DES

[Delete Course](#) 605000CW - PRIN OF ENG

Add New Course(s)

Search courses:

Course Number	Course Name	Credit Type	Add Course to Major
339920CH	20TH CENT HIST	X,HS	Add 339920CH 20TH CENT HIST
359911CH	2D DES STUDIO-F	X,HS	Add 359911CH 2D DES STUDIO-F
359914HH	2D DES STUDIO-F HN	X,HS	Add 359914HH 2D DES STUDIO-F HN

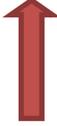


- B. To Add “Notes/Comments” to Assign Courses,**
- 1. Enter the notes/comments in the text box**
 - 2. Select “Save Notes”**

Assign Courses to Major: Aerospace Engineering

Required Courses for Major	Complimentary Courses for Major	Extended Learning Opportunities Options Related to Major	Certifications
<p>Edit Courses</p> <p>605100CW - INTRO ENG DES</p> <p>605000CW - PRIN OF ENG</p> <p>605600HW - AEROSPACE ENGINEERING HN</p> <p>6054HNHW - ENG D&D HN</p>	<p>Edit Courses</p> <p>628700CD - ELECTRICITY 1</p> <p>5031WPCW - WEB PAGE DES</p> <p>4170BCAW - CALC AB/BC AP</p> <p>6099S1CW - INTRO TO STEM 1</p> <p>542100CW - MARKETING</p> <p>4131ADCW - PRECALC CP</p> <p>517600CW - DIGITAL DESK PUB</p> <p>3274APAW - AP PHYSICS B</p> <p>4112HNHW - ALD 2 HN</p> <p>540000CW - ENTREP</p> <p>605100CW - INTRO ENG DES</p> <p>502000CW - INTG BUS APPS 1</p> <p>3275APAW - AP PHYSICS C</p> <p>500100CW - ACCT 1</p> <p>608000CD - BUILD CONST 1</p> <p>505000CW - COMP PROG 1</p> <p>604100CW - Industrial Tech Ed (Exploratory) 2</p> <p>3501D1CH - DESIGN FOUND 1</p>	<p>Edit Courses</p>	<p>Edit Courses</p>
<p>Notes/Comments150 Char Max</p> <p><input type="text"/></p> <p>Save Notes</p>	<p>Notes/Comments150 Char Max</p> <p><input type="text"/></p>	<p>Notes/Comments150 Char Max</p> <p><input type="text"/></p>	<p>Notes/Comments150 Char Max</p> <p><input type="text"/></p>

1



2

VIII. Creating IGP Resources Links

A. To Create IGP Resource Links

1. Select “IGP Resources” under “Function”

IGP Curriculum Manager

Function	Description
Academies	Add/Edit Academies
CIP Codes	Add/Edit CIP Codes
Clusters	Add/Edit Clusters
Courses	Add/Edit Course Postsecondary Modifiers
Majors	Add/Edit Majors
IGP Resources	Create resources for counselors to use during the IGP Process



2. Enter the complete URL, a Title, and a Description related to the site.

NOTE: Information must be entered in each field before the resource can be saved.

3. Select Submit

The screenshot shows the 'IGP Resources' form with 12 rows. Each row has three input fields: 'Link (URL)', 'Title', and 'Description'. A 'Submit' button is located at the bottom right. Red arrows and boxes highlight the 'URL', 'TITLE', and 'DESCRIPTION' fields, and the 'Submit' button.

IX. Proofing Curriculum Mapping on an IGP

To ensure that the IGP Curriculum Manager is functioning properly, you should work with a counselor to create an actual IGP. If you have Counselor rights at a specific school in your district, you may create an IGP yourself.

See the [IGP Counselor’s User Manual](#) for directions for creating an IGP.

The South Carolina Department of Education does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in admission to, treatment in, or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Employee Relations Manager, 1429 Senate Street, Columbia, South Carolina 29201, (803-734-8781). For further information on federal non-discrimination regulations, including Title IX, contact the Assistant Secretary for Civil Rights at OCR.DC@ed.gov or call 1(800)421-3481.