

ECAP Lesson Plan:

Objectives:

- Develop a post-secondary plan based on thoughtful research of interests, values, skills, occupation outlook and other relevant factors
- Continue to revise and adjust plan based on research and experience, including but not limited to course work, extra-curricular activities, and assessments

Steps:

1. **Review Objectives** with students and pass out handouts: ECAP Login Instructions (if necessary), List of Activities (Underclassmen/Upperclassmen)
2. **Instruct students:** Log in to your ECAP account, or set up account (see separate instructions*). Use Smart Board and log in to your teacher account. (If you cannot log into your teacher account, you may still access the database by clicking on “Just Browsing.”)
3. **Instruct Students:** Familiarize yourself with AzCIS home page and organization of pages/tabs and resources. Provide instruction and modeling as necessary:
“Students navigate tabs/activities left to right, beginning with assessments, to guide the exploration of occupations, and programs of study. You will track all activities with ECAP Report and “Checklists” writing brief reflections as you progress through database.”
4. **Instruct Students:** Click on far right tab, “My ECAP” and then click on “My ECAP Report.” Do same and explain:
“ The ECAP Report is your guide and should illustrate your post-secondary plan; work through activities each semester or more frequently, and record your progress as you go. The ECAP Report is saved on the database, but you may also save a copy to your space on the CDO server or email yourself a copy. *Skip the “Course Plan” and “Graduation Requirements” of the ECAP Report; this content should be covered with your counselor.*”
5. **Instruct students to set goal(s) and priorities for remaining time:** Use “List of Activities” handout and read aloud or direct students to follow instructions. They should also continue to refer to their “ECAP Report” and the “Checklists” function, completing the report fields as they work.

To promote focused effort, have students print page(s) of the completed ECAP Report and assign points, or if you prefer, students may save this to the server and email you a copy.

***Materials:** ECAP Instructions (lavender half sheet); List of Activities; Access to database & Smart Board. (Log in to your teacher account to access student portfolios and reset passwords. If you have forgotten your user name or password, please email a counselor(s) to have it reset.)