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RELEASE NOTES SUMMARY

These release notes detail the product improvements and new features expected to be included for December release. Some images may differ from the final product.

- **Two- and Four-year College Data Update** - The profile information used by students to explore colleges has been updated for more than 4,000 undergraduate schools with the latest information from Wintergreen Orchard House.

- **Professional Center Redesign** - The Professional Center has been updated with a sleeker, more modern look.

- **New Communication Log** - XAP has added a new Communication Log feature to the Professional Center to make it easier for counselors and educators to track communications with their students.

- **Parent Account Enhancements** - The optional parent information fields found in each student's portfolio (Your Profile → The Basics) have been updated.

- **Trackable Activities Improvements** - To improve reporting and tracking functionality, previously non-trackable activities have been updated to be trackable, and some activities can now be tracked year over year (annual tracking).

- **New Professional Center Account Type and Enhanced Group Functionality** – A new professional center account type has been added and groups can now be assigned to professionals.

- **ILP Guidance Text Enhancements** - XAP has enhanced the presentation options for guidance text on pages and within sections within the Individual Learning Plan tool (also known as ICAP, ISP or PGP).

- **Phase 1 of the New Surveys Tool** – School educators can now create custom surveys to assign to students to complete.

- **Updated My Saved Colleges** - The portfolio activity, Saved Colleges and Postsecondary Schools, has been updated with a fresh look and new functionality.
1. TWO- AND FOUR-COLLEGE DATA REFRESHED

The profile information used by students to explore colleges has been updated for more than 4,000 undergraduate schools with the latest information from Wintergreen Orchard House. The update includes:

- Revised list of programs for each school (mapped to the 2010 Classification of Instructional Programs)
- Refreshed tuition and admissions information, basic school data such as links to a school’s website, contact information, enrollment figures, and more.

A sample of the data that was refreshed
2. **PROFESSIONAL CENTER REDESIGN**

The Professional Center has been updated with a sleeker, more modern look. Every page, from the home page to each section page, has been enhanced to be easier to scan and read, and to provide a better presentation of the tools within it. The width of the page will now automatically adjust to the width of the screen.

![New layout of the Professional Center landing page](image)

The Communication section has been restructured so that the Events and Messages tools are clearer and easier to use.
Professional center account holders with administrative privileges will see a redesigned Administration section. Tools for managing accounts and local settings have been moved to the right sidebar while the Individual Learning Plan (ILP) tool (also known as ICAP, ISP or PGP) is now at the top left. The new survey tool (phase 1 of which is in this release) is available at the bottom of the page.
Updated Administration section

And the professional's view of a student portfolio has been updated. Each section of the student's portfolio is now an icon – including an icon for an ILP (also known as an ICAP, PSP or ISP). Also included on this page is the communication log where professionals can add details of communications with the student and their parents or guardians.
New professional view of a student’s portfolio and communication log
3. NEW COMMUNICATION LOG

XAP has added a new Communication Log feature to the Professional Center to make it easier for counselors and educators to track communications with their students. Professionals can now use the Communication Log to create and maintain a chronological journal of interactions and communications with students, parents, and guardians.

![Communication Log accessible via the Communication tab](image)

Educators can access the communication log either directly via the Communication tab or by searching for a student or group of students through the Students and Groups tab. From the resulting list, counselors can add, review, delete, or edit a communication log entry. Educators can view all communication log entries they have created themselves and all entries that have been created and flagged as viewable to other professionals.
Communication log entry

Professionals can add a new entry to describe the date and time of the communication, the type of communication, the length of the communication, the communication details and who can view the communication entry.

New communication log entry form

In addition, comments an educator has added to a student’s portfolio are also listed in the communication log.
A professional’s view of the communication log showing the type of communication

Students are alerted to communication entries that have been logged and shared with the student and portfolio comments created by the counselor at the top of the page when they sign in.

Students are notified when they sign in and can click to see the communication log entries

In the student’s view of their portfolio, a list of the professional’s comments and shared logged communications are shown.
Student view of their communication log

In the parent’s view of their student’s portfolio, a list of shared logged communications are shown.

The communication log makes it easier for professionals to track and record their interactions with students, parents, and guardians – saving counselors time for working directly with students.
4. PARENT INFORMATION CHANGES

The optional parent information fields found in each student’s portfolio (Your Profile → The Basics) have been updated. Data fields such as “Father living?” or “Did your parents graduate from college?” have been removed. Two new fields have been added, daytime phone number and cell phone, as well as the question “Should your parent receive communications?”.

In addition, a parent’s first name, last name and email address will be automatically added to a student’s portfolio when the student invites their parent(s) to create an account and connect to their portfolio. Upon signing into their accounts, parents will immediately see a connection to their student’s portfolio.

NOTE: Students in districts and schools using XAP’s Student Information System data integration and who have included parent demographics in their data transfer will be able to view the parent/guardian data fields but not edit them.

Student view of parent/guardian information
5. **TRACKABLE ACTIVITIES ENHANCEMENTS**

To improve reporting and tracking functionality, previously non-trackable activities have been updated to be trackable, and some activities can now be tracked year over year (annual tracking).

**New Trackable Activities**

The following activities available within the Individual Learning Plan tool (also known as ICAP, PSP and ISP) are now trackable activities. This means educators and administrators can track (using the ILP tracking report) whether a student who has been assigned the activity has completed the activity.

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Completion Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Service and Service Learning</td>
<td>At least one experience saved in the Community Service and Service Learning portfolio activity</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>At least one activity saved in their Extracurricular Activities portfolio activity.</td>
</tr>
<tr>
<td>Enrichment Courses and Workshops</td>
<td>At least one course or workshop saved in their Enrichment Courses and Workshops portfolio activity.</td>
</tr>
<tr>
<td>After High School Transition Plan</td>
<td>At least one plan saved in the After High School Transitions Plan portfolio activity.</td>
</tr>
<tr>
<td>My Reviews and Comments</td>
<td>At least one comment is saved in the My Reviews and Comments portfolio activity.</td>
</tr>
<tr>
<td>Early College Access Programs</td>
<td>At least one program is saved in the Early College Access Programs portfolio activity.</td>
</tr>
</tbody>
</table>

**NOTE:** Within current ILPs, ICAPs and PSPs, the activities listed above have been updated so that they’re set to be trackable with completion occurring at any time. See below for details on switching to annual tracking.

The completion criteria for the activity, Plan of Study, has been updated to be considered complete when at least one course has been added to a student’s course plan. Previously, the activity was considered complete when a student selected “Create a new plan”. Students who have completed the Plan of Study prior to this change will still be considered to have completed the Plan of Study activity.

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Completion Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan of Study</td>
<td>At least one course was saved in a Plan of Study</td>
</tr>
</tbody>
</table>

For a detailed list of the available activities within the ILP tool as well as their completion criteria, select the help indicator: 🔄 on the Edit Portfolio pages and Edit Portfolio Set pages.
Help document listing activities available in the ILP and their completion criteria

Annual Tracking

XAP has introduced new annual tracking options in the ILP tool in the Professional Center to help counselors and administrators track activities that may be required to be completed in multiple years (for example, adding saved careers in grades 9, 10 and 11).

Educators creating or updating an ILP can choose to track completion of any of the following activities annually, once, or never.

- Your Plan of Study
- My Goals and Action Plans
- My Reviews and Comments
- Early College Access Programs
- Extracurricular Activities
- After High School Transition Plan
- Awards, Distinctions, Honors
- Community Service and Service Learning
- Work Experience
- Job Shadowing Experiences
- Saved Careers
- Saved Colleges and Postsecondary Schools
- Saved Programs and Majors
- Leadership Experiences
- Enrichment Courses and Workshops
- Focus Career Cluster
- Resumes
- Experiences
- Networking

The activities listed above are set to track completion at any time (as they were prior to this release). To change the activity to track annually, go to the Professional Center \rightarrow Administration \rightarrow Edit ILP and make the change to the individual activities.
Activity tracking options
6. NEW PROFESSIONAL CENTER ACCOUNT TYPE AND ENHANCED GROUP FUNCTIONALITY

There is a new type of professional center account – a **limited professional** account. Educators with a limited professional account can only see, review, comment and report on the student portfolios assigned to them. In addition, a limited professional can only communicate with their assigned students. Administrators can create a limited professional account using the tools in the Administration tab. All professional center accounts except limited professional accounts can assign students to another professional account.

*New limited professional account options in the Manage Professional Account functionality*

When a limited professional runs a report, they will automatically be limited to reporting upon their assigned students.
New Group Feature Functionality

Administrators and counselors can now assign groups to themselves, and other professionals included those with limited professional accounts, using the Group Builder in Students and Groups.

Assigning a group to a professional center account

Students can belong to more than one group and professional center accounts can be assigned more than one group. By creating groups, counselors and administrators can more efficiently report on and communicate with those students.

Within their portfolio (Your Portfolio → Your Profile → The Basics), students can see which groups they belong to and which educator(s) they have been assigned to.

Student’s view of their groups and counselor assignment(s)
Districts using XAP’s SIS Data Integration services can now auto-create limited professional accounts and assign students to professionals (administrator, advisor/counselor and limited professionals). For more information, call your Client Success Leader or 800-468-6927.
7. ENHANCED PRESENTATION OPTIONS WITH ILP TOOL

No more plain text! XAP has enhanced the presentation options for guidance text on pages and within sections within the Individual Learning Plan tool (also known as ICAP, ISP or PGP). Professionals with administrative rights can now:

- Style the text that appears in the student view
- Add links to websites or other sources
- Add images to the guidance text

The character limit has also been increased to 900 – giving educators and counselors enough text to give the best possible guidance to their students.

*Styling options with the ILP editing tool*
8. **PHASE 1 OF THE NEW SURVEYS TOOLS**

XAP is introducing phase 1 of the release of a new tool -- custom surveys. In this phase, school educators can create custom surveys to assign to students to complete. Educators with administrative rights in the Professional Center can define and store multiple custom surveys and manage the local list of available surveys.

The survey manager gives administrators the ability to create new, edit, delete and activate surveys as well as preview and copy (duplicate). Additionally, administrators can set open and close dates for the survey once it is activated.
Survey manager tool options

When creating a new survey or editing an existing survey, educators can choose to use text fields, drop-down menus, checkboxes, and radio buttons to support questions requiring single choice, multiple choice, and write-in answers. When a survey is ready to be assigned to students (activated), it becomes accessible in the Individual Learning Plan tool (also known as ICAP, ISP or PGP).
Administrators add surveys as assigned activities using the ILP tool

Students see the assigned survey(s) in their ILP.

Survey within a student's ILP
The release of the survey tool, professionals can view students’ survey results by viewing a student’s ILP via his or her portfolio.

**Phase 2 – What to Expect**

In phase 2 of the release of the survey tool, professionals will be able to:

- Assign surveys to parents then track results both for individuals and at an aggregate level.
• Aggregate survey results will be available to professional users for defined and assigned surveys in the surveys tool.
• Survey templates with pre-defined questions.
• District administrators can create, assign and track results for their surveys.

This new tool will provide schools and districts with an effective and flexible survey tool for parents and students that can be embedded into local academic and career planning programs and support measurement of program effectiveness.
9. UPDATED SAVED COLLEGES AND POSTSECONDARY SCHOOLS ACTIVITY

The portfolio activity, Saved Colleges and Postsecondary Schools has been updated with a fresh new look and new functionality. Students who save colleges or other postsecondary institutions to their Portfolio can now sort, rate, and upload reference documents for each school.

**Saved Colleges and Postsecondary Schools**

Save colleges or postsecondary schools that you think are good matches for your education plans. It’s a good idea to have a few different options. Then use this list to sort and rate your schools.

> Manage colleges or postsecondary schools

**New look for the Saved Colleges and Postsecondary Schools activity**

Upon opening the activity, students will see either their saved schools or schools applied to – or if no schools have been saved, students will see an invitation to add schools.

**Invitation to add schools if no schools have been saved**

Once schools have been added to the activity, the student has the following options:
- Rate the school as reach, match or safety
- Sort the order of the schools
- Change the status of the schools. The available statuses are:
  - None
  - Plan to Apply
  - Applied
  - Accepted
  - Waitlisted
  - Not Accepted
  - Intend to Enroll
- Add more schools
- Add notes for each school
- Upload documents for each school

Options available for saved schools

When students opt to rate their school as match, reach or safety, the system provides helpful guidance text to aid them in making a choice.
How would you describe your chance for acceptance at Western Washington University?

- **Match**
  A match school is one in which a student's transcript mirrors that of the average freshman. Therefore, their GPA, SAT/ACT scores and coursework (college prep, honors, etc.) are all on par with those undergrads typically admitted. While this will not guarantee an acceptance, a student can apply with confidence and the understanding that they have a great shot.

- **Reach**
  Reach schools are colleges where a student's academic qualifications are below the average accepted student. However, even if the student's SATs might be 100 points lower than average or they have a 3.4 GPA instead of a 3.8, if they really like the school, they should apply. It could be a long shot but an admissions officer might just see their potential.

- **Safety**
  A safety school is one in which the student's academic credentials exceed those of the average accepted student. Consequently, there is a high probability that they will be admitted.

- **None**

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**Guidance text for rating a school as match, reach or safety**

Students are now prompted with a wider range of questions in their notes – or they can add notes without any prompt. Also on this page is the new upload documents feature where students can upload up to 10 MB of files.

Students who added comments in the older version of this activity will find them in the revised notes section.
Students are prompted with more questions and can upload files for each school.

The following reports are available for this activity:

- ILP (also known as ICAP, ISP and PSP) Tracking Report
- College Admittance Status Summary
- Admitted Status Report
- Application Submitted Status Report
- Intend to Enroll Status Report
- Not Admitted Status Report
- Wait-listed Status Report