*Michigan*CAP

the Michigan College Access Portal

MichiganCAP Training Week a Success

Hopefully, many of you were able to participate in the **MichiganCAP** Web-based training that took place during the week of March 21 – 25. It was a very successful effort with over 250 school counselors, teachers, admissions officers, college access professionals and others viewing the training sessions. Post event surveys were mainly positive with many commenting that the training was very helpful.

Learning about the connections that take place on the portal between students and counselors/parents/mentors was mentioned often as one of the most beneficial features of the portal.

Thank you to everyone who participated and to those who completed evaluations for your comments and valuable feedback.

If you or a colleague did not get a chance to view a live training session, a recorded session can be accessed on the Michigan Department of Education Website, **www.michigan.gov/mde**.

Click on "**Michigan College Access Portal (MichiganCAP) Online Training**" under "**Current Topics**" to access the recording. In addition, another portal training week will take place in the fall.

Stay tuned!!

MichiganCAP for Middle School students and counselors….

Exciting news.!!!

The middle school component of **MichiganCAP** has been approved and we are currently in the testing phase.

 Soon the middle school demographics will be added to the portal. It should be noted that students who are under the age of 13 will not be able to register for

an account unless they have parental permission.

Middle school counselors will have to retain the parental permission, as well as the date they received the permission.

After this information is uploaded to the portal, the student will be able to register for an account

 and begin their Educational Development Plan (EDP).

Stay tuned for more information on this enhancement to the Michigan College Access Portal.

Do you know about MeL?

The Michigan eLibrary (MeL) is Michigan's 24/7 online library brought to Michigan's residents of the state from the **Library of Michigan,** and **MichiganCAP** provides direct access to MeL under the "Resources" tab.

Useful college preparation resources are found in MeL's test and tutorial database, *LearningExpress Library*. This resource includes actual timed practice tests for the ACT, PSAT, SAT, AP, CLEP and TOEFL and other college entrance exams.

In addition, *LearningExpress Library* includes practice tests for numerous vocations such as nursing and allied health professions, military, law enforcement and many more. To access **Learn-ingExpress Library** via www.mel.org click on the button under the MeL logo that says "Tests and Tutorials."

MeL Teens www.mel.org/teens, databases provide reliable resources on all subjects; they're great for homework help or general information seeking. Best selected Web sites in college preparation and life skills are included in MeL's Teens Gateway.

Visit MeL at www.mel.org or log in to **MichiganCAP** and find your link to MeL under the "Resources" tab.

How to get Students Involved............

MichiganCAP

is free, make it a standard tool within your school district.

Tips to help students register for the **MichiganCAP**

- Host a registration drive and cycle students into computer labs by grade level or class period.

- Create incentives for students. Provide a reward for the class with the most kids registered in **MichiganCAP.**

- Ask teachers to incorporate **MichiganCAP** into their curriculum. Such as, English teachers may have students register and complete their profile, therefore creating a resume for themselves within one class period.

- Get Parents involved! Provide **MichiganCAP** information in the school newsletter and Website. Highlight the benefits and features of the portal. Parents love the "Paying for College" tools within **MichiganCAP.**

- Ask parents to guide their child to register and continue to log into the portal consistently. They will benefit more from frequently using all the wonderful tools and resources that are offered within **MichiganCAP.**

Help from the Parents............

We encourage students to extend the work they do in **MichiganCAP** with some relevant personal activities, such as networking and informational interviewing, volunteer work, part time employment, and seeking the help/advice of a mentor.

Parents, with a larger network, can often help provide these important learning experiences.   Ask every parent to get involved as much as possible in supporting your school, counselors, teachers and their classroom needs, and especially the use of the **MichiganCAP.**

With **MichiganCAP,** parents can:

- Track their students progress

- Access financial aid resources

- Research local and national scholarships

- Estimate the cost to attend college

- Research opportunities for your student

Questions and Answers from Training Sessions

Can you send direct messages to students or groups of students?

Yes, messages can be sent directly to students' Inbox within the portal. Groups can be created by the counselor to send a message to groups of students.

When a student signs up for the first time, will they be prompted to connect with their counselor(s) at their school? Or, as a counselor, do we have to connect one by one?

A student will not be prompted to connect with their counselor. For a list of Best Practices when it comes to connecting to users, please see page 5 of the *"Getting Started Training – User Guide"* for counselors. The user guide can be found in PDF format under the "Support" tab after you sign in to the portal.

Can a parent enter their email so the counselor can send a message to the student and the parent?

If a parent is a registered user, the counselor can send a message by using the pre-defined filters, or entering their email address in the "Other Email Recipient" box.

Would a counselor have to: individually list an event for each student (college visit) or events be sent to a group?

Counselors have the ability to send an event notice to a student or groups of students, either by using the pre-defined filters in the portal, or by creating

their own filter. To create a filter (or group), click on "Manage Groups" under the Students tab, and then click on the "Add New" button.

Do you have to login to see what actions are needed or are you notified by an email that there are items waiting for you on the system?

You will have to sign in to the portal to see your email, or you can choose to have your emails forwarded to your email that you are using for your user name. All MichiganCAP users can use this function. Under the Home tab, click on "Communication Center", and then "My Preferences" tab. Click on the box for E-Mail. All messages (and Alerts if you choose) will also be directed to your user name email account.

Does the student complete the Common App when applying to colleges through the portal?

No. The only college application that can be completed directly through the portal is the SuperApp™. The Common Application can be accessed through the college's own Website for those colleges that participate with Common App.

Can a student upload information for honors/ awards such as certificates, etc.?

A student can upload documents in PDF, DOC or DOCX format only by clicking on "Documents" under the Portfolio tab.

College Access and Outreach (CAO)

The College Access and Outreach (CAO) unit in the Michigan Department of Education is responsible for providing information and carrying out targeted initiatives about access to higher education, with special initiatives made to reach low-income and first generation (in postsecondary education) middle and high school students.

The CAO administers the College Access Challenge Grant sponsored by the U.S. Department of Education. This grant fosters partnerships with federal, state, and local government agencies, and philanthropic organizations that are aimed at increasing the number of low-income and first generation students who are prepared to enter and succeed in postsecondary education.

The College Access Challenge Grant Program was enacted as part of a national effort for the United States to again have the best-educated, most competitive workforce in the world with the highest proportion of college graduates of any country by the year 2020.

The State of Michigan goal has been stated as increasing the proportion of Michigan residents with high quality degrees and credentials from 34% to 60% by the year 2025.

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