



## QUICK REFERENCE GUIDE FOR PROFESSIONALS Getting Ready for MS Choices, Coming this Fall (2015)

*Beginning this **Fall, 2015**, the State of Mississippi will be transitioning from Choices Explorer and Choices Planner to MS Choices, the Next Generation for academic and career planning. MS Choices will provide you with exciting new tools to use with your students. To help you prepare for the change, review the information below.*

### MS CHOICES – CURRENT AND FUTURE

Your favorite tools, like the Interest Profiler, Career Finder, School Finder and Resume Builder are built into the new system. MS Choices will replace both Choices Explorer and Choices Planner. Students will continue to build portfolios and professionals can track student activity.

New tools will be available for your students. Listed below are just a few of the new and exciting tools that will be available to all users:

- Financial Aid Calculators help families estimate how much they should save for college; help students decide how many loans it will be “safe” to take out, and compare financial aid packages.
- Customizable Milestones allow educators to create checklists of activities for students to complete.
- Students can take notes on college visits, tours, applications and more within the portfolio.

**Excited? Here are some tips to assist you in getting ready for MS Choices this Fall**

### NEXT STEPS: DO’S AND DON’TS

#### Do:

- Print the iCAPs (4-year course plan) for all students. Batch Print instructions document is attached.
- Print all reports needed from Choices (**Guideway Reports, Clusters, etc...**)
- “Clean-up” as many portfolios as you can. Merge duplicate student accounts and delete accounts no longer in use.
- Think about any lesson plans or instructions for your current system that will need to be updated. Be ready to make the changes once your new system is launched.
- Look forward to the new system coming in the fall!

#### Don’t:

- Customize recommended course plans. You will be able to set up recommended course plans in the new system.
- Build any new groups in the Professional Tools. Groups won’t migrate over to the new system – you’ll start fresh.
- Update lesson plans, PowerPoints, or instructions that you have written for the current system. Wait for the new one in the fall.
- Send messages to students. Existing messages will not migrate over to the new site.

**ONCE THE NEW SYSTEM HAS LAUNCHED: Frequently check the MS Choices website for training opportunities and registration information**

**Attend (in-person, webinar, distance learning, etc...) a training to learn how:**

- To setup the Plan of Study course planning tool with your graduation requirements and courses.
- To assist students with accessing their portfolios.
- To look up student accounts and re-set passwords.