



How to SAVE and WORK ON your ICAP file:

1. Login into your network account (*H: drive*).
2. Open the **Firefox** or **Google Chrome** browser from the desktop.
NO Internet Explorer (*it has issues*).
3. On the district homepage, visit the “**MIDDLE & HIGH SCHOOL**” page.
4. Scroll to the **bottom** of the page.
5. On the left-hand side you will see a link named “**ICAP**” – click here.
6. At the top of the page, click to open the “**ICAP Form**”.
7. Once this file is open, you will need to save a copy **to your H: drive IN your ICAP folder**.
 - a. **Re-name** the file **Wiggins Schools ICAP Form_John Doe** (or whatever your name is).
8. You are done. You may close the internet browser.
9. You may now work on / edit your **ICAP plan** as often as you would like by simply visiting your **H: drive** and opening your **ICAP folder**.
All of the fields/boxes in the file should be editable and savable.
10. **PLEASE REMEMBER** – every time you finish editing your **ICAP plan**, remember to **SAVE** it.