Course Planner Reference Guide

Overview

You can search for, favorite, and manage your courses using Course Planner in Naviance Student. Building a course plan can help ensure that you meet your graduation requirements, as well as take any additional courses that align with your career interests.

Build an Academic Course Plans

Course Plans are a great way to keep track of meeting your graduation requirements and taking courses to align to your career interests.

The first plan that you create will automatically be marked as your **Current Plan**. You can always create additional plans and keep them in draft mode.

Create a Course Plan

1. From Naviance Student, select the **Courses** drop-down menu.
2. Select **Manage Course Plans**.

    View your current plan and any draft plans from this location. If this is your first plan, there will be no draft plans, and this will become your current plan.

3. Click the **pink plus (+)** to create a new course plan.

    The Create New Course Plan page displays.

4. From the Step 1 screen, use the **Select Your School** drop-down menu.
5. Pick your school.

    The graduation plans for your school will display.

6. Use **Select This Plan** below the graduation plan that is right for you.

    Step 2: Create New displays.

7. Choose **Create a New Plan**.

    ***Alternative**: Copying courses from an existing plan will bring over your course selections from that plan.*
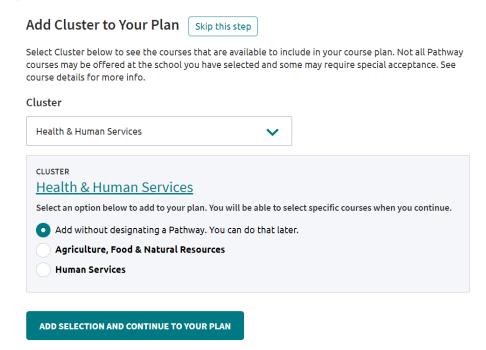
8. Select **Continue**.

    Step 3: Add a Career Pathway displays.

In Step 3, you can choose to add a career cluster to your course planning. The clusters are provided by your school. Talk with your counselor to learn more.

9. Based on what your school offers, use the **Career Cluster** drop-down to select an option. Check out the results of your assessments to the left of the screen to think about which cluster may be the right choice for you.
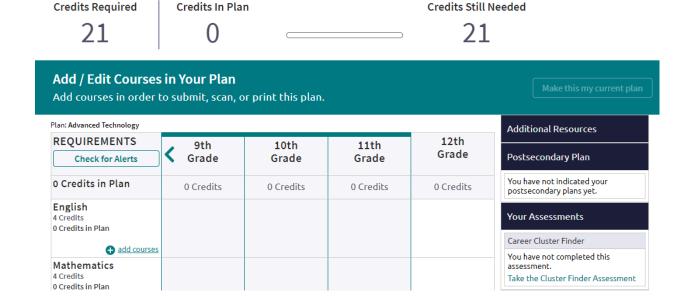
    Alternative: Select **Skip this Step** *if you do not want to add a cluster and pathway to your course plan. A Career Pathway can be always be added at a later time.*

Add Cluster to Your Plan Skip this step

Select Cluster below to see the courses that are available to include in your course plan. Not all Pathway courses may be offered at the school you have selected and some may require special acceptance. See course details for more info.

Cluster

Health & Human Services ⌄

CLUSTER

Health & Human Services

Select an option below to add to your plan. You will be able to select specific courses when you continue.

- ● Add without designating a Pathway. You can do that later.
- ○ **Agriculture, Food & Natural Resources**
- ○ **Human Services**

ADD SELECTION AND CONTINUE TO YOUR PLAN

10. Once a cluster is selected, the connected pathways will display. **Click the radio button of the pathway of interest.** If you do not select one now, you can always choose one at a later time.
     - Click on the name of the career cluster to read a detailed description of the cluster.
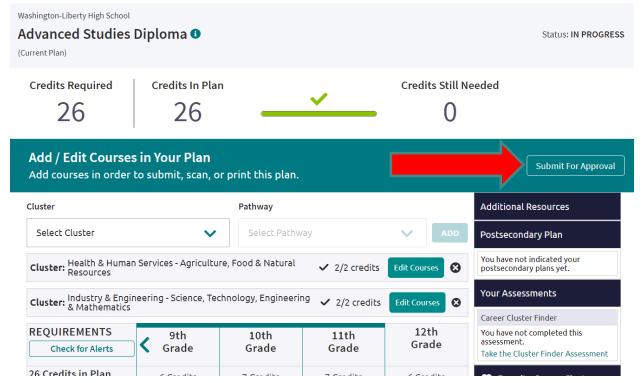
11. Use **Add Selection and Continue to your Plan**.
     Step 4: Add Courses displays

12. Use the *Add Courses page* to add and/or edit courses within your plan. Each subject area requirement is listed along with the number of credits needed to meet it and how many are already in the plan.
     - Click **Add Courses** within a subject area to add new courses for the first time.

Credits Required	Credits In Plan	Credits Still Needed
21	0	21

Add / Edit Courses in Your Plan
Add courses in order to submit, scan, or print this plan.

Make this my current plan

Plan: Advanced Technology

REQUIREMENTS	9th Grade	10th Grade	11th Grade	12th Grade
Check for Alerts				
0 Credits in Plan	0 Credits	0 Credits	0 Credits	0 Credits
English 4 Credits 0 Credits in Plan ⊕ add courses				
Mathematics 4 Credits 0 Credits in Plan				

Additional Resources

Postsecondary Plan

You have not indicated your postsecondary plans yet.

Your Assessments

Career Cluster Finder

You have not completed this assessment.
Take the Cluster Finder Assessment

Last Updated: 12/18/20

- When an added course fulfills one of the requirements of a selected pathway, the phrase **FULFILLS PATHWAY** is visible above the course name.

13. If you selected a career pathway and want to manage the courses specifically related to that cluster, use the **Add Courses** or **Edit Courses** button within the cluster section.

14. **Multiple Pathways**: Once you've completed your course plan, you can add up to 3 pathways in that plan. It works the same as a single pathway plan by populating courses based on the pathway(s) selected. **Add** allows for easy addition while the **X** provides for quick deletion.

15. **When finished click to submit your plan for approval**:

Washington-Liberty High School

Advanced Studies Diploma ⓘ

Status: **IN PROGRESS**

(Current Plan)

Credits Required	Credits In Plan	✓	Credits Still Needed
26	26		0

Add / Edit Courses in Your Plan
Add courses in order to submit, scan, or print this plan.

Submit For Approval

Cluster	Pathway	
Select Cluster ▼	Select Pathway ▼	ADD

Cluster: Health & Human Services - Agriculture, Food & Natural Resources ✓ 2/2 credits Edit Courses ✕

Cluster: Industry & Engineering - Science, Technology, Engineering & Mathematics ✓ 2/2 credits Edit Courses ✕

REQUIREMENTS Check for Alerts	9th Grade	10th Grade	11th Grade	12th Grade
26 Credits in Plan				

Additional Resources

Postsecondary Plan
You have not indicated your postsecondary plans yet.

Your Assessments

Career Cluster Finder
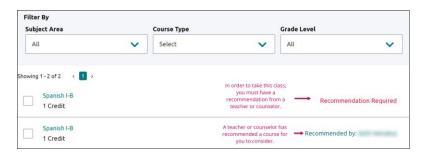You have not completed this assessment.
Take the Cluster Finder Assessment
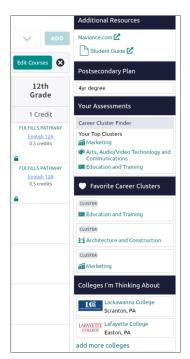
Sidebar Resources

When working on the student course plan, they can use the sidebar to look for custom links and instructions provided by the school from the Additional Resources section, a review of their postsecondary plans, results of their assessments, and their Colleges I'm Thinking About list.

Recommended Courses

While adding courses to your course plan, you may notice one of the following two messages next to a course.

- **Recommendation Required**: you must have a recommendation in order to take this class.

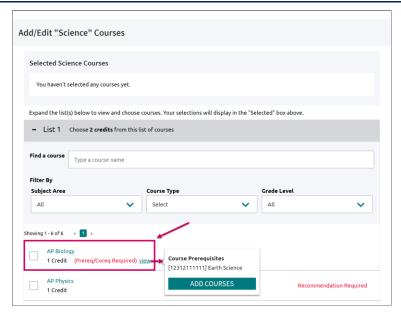- **Recommended By**: a teacher or counselor has recommended a course.

Additional Resources
Naviance.com ↗
Student Guide ↗

Postsecondary Plan
4yr degree

Your Assessments

Career Cluster Finder
Your Top Clusters
📊 Marketing
🌐 Arts, Audio/Video Technology and Communications
📖 Education and Training

♥ **Favorite Career Clusters**

CLUSTER
📖 Education and Training

CLUSTER
🏛 Architecture and Construction

CLUSTER
📊 Marketing

Colleges I'm Thinking About
Lackawanna College
Scranton, PA
Lafayette College
Easton, PA
add more colleges

Filter By

Subject Area	Course Type	Grade Level
All ▼	Select ▼	All ▼

Showing 1 - 2 of 2 ‹ 1 ›

☐ Spanish I-B
1 Credit
In order to take this class, you must have a recommendation from a teacher or counselor. → **Recommendation Required**

☐ Spanish I-B
1 Credit
A teacher or counselor has recommended a course for you to consider. → Recommended by:

Prerequisites and Co-requisites

When you add a course to your course plan, if it has a prerequisite or co-requisite, a notification is visible. Use the **View** option to see more about the prerequisite and use **Add Courses** to view the option to add both the prerequisite and the current course to the course plan, as needed. You will receive an alert if you do not add the prerequisite or co-requisite that is needed for the course.

> *If the course has the language In Your Plan under its name, it means it is already in your course plan.*

Edit an Existing Course Plan

If you want to edit/update your existing course plan:

1. From Naviance Student, select the **Courses** drop-down menu.
2. Select **Manage Course Plans**.
   View your current plan and any draft plans from this location.
3. From either the *Current Plan* or *Draft Plan* section, select the course plans name to edit it.
   The course plan displays, and editing can be completed.
4. Use the **Edit** options next to the subject areas or the pathway in order to update courses.

Print your Course Plan

Use the **Print** drop-down option to print your course plan as a PDF.