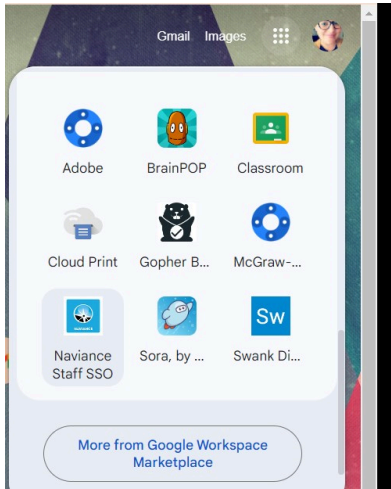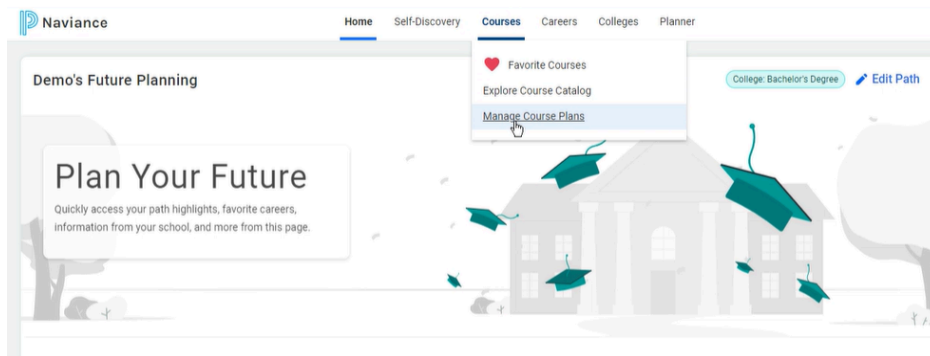# Naviance: ICAP & Course Request Directions

Step 1: Students can access Naviance by going to Google Classroom then clicking the Google waffle. You will find the "Naviance Student SSO" application at the bottom of the list.

Step 2: From the top menu, under "Courses", click "Manage Course Plan".

Step 3: Students should select the plan that says "In Progress". If your student has multiple plans (additional plans may be listed under drafts), please delete any additional plans so there is only one plan in progress.

Step 4: Students can add/edit courses on their plan by clicking "+ edit courses" under each subject area.

Step 5: Choose from the courses listed for each grade level. Pay attention to if a course states "Prereq/Coreq Required". You can view the course requirements by clicking "view". You can also click on the title of the course to read the course description.

Step 6: Make sure that you have selected the number of credits required for each subject area. You can find this by viewing "Credits Required" & "Credits Still Needed" at the top of the page. Once you have selected your courses, click "Add Courses To Your Plan" at the bottom of the page and then scroll to the top and click "Save and Close".

Step 7: Once you have selected your core subject courses, you can move on to selecting additional courses to your plan to work towards meeting other graduation requirements.

Step 8: If you are a college bound student, you should plan to take additional core subject courses your Senior year. In order to add this to your plan, you will need to do so under "Electives". Click "+ edit courses" then the + sign next to "List 1". From here you will be able to use the drop down menu to select the desired subject area.

Step 9: Once you have selected the course you want to add to your plan, make sure to select the year that you want to add the course to your plan. Don't forget to click "Add Selected Courses To Your Plan" and "Save and Close". Please note that the courses will appear under electives and not under the core subject area.

Step 10: To see a list of courses that are related to your career cluster/pathway, click the teal rectangle that says "+add courses". This is a great place to find elective courses to add to your plan.

Step 11: Once you have reached 8 credits planned for 9th grade year, you will need to select 2 credits of alternates. These courses will be used in your schedule if your original courses do not fit in your schedule so please choose wisely. Once this is complete, the total number of credits planned should be 10 for the 9th grade year.

Step 12: The goal of your ICAP is to use this as a planning tool for all four years of high school. We will review this document yearly so please remember that things can change. We are only using the 9th grade year for your course requests at this time. We encourage you to plan courses for 10th-12th grade. Those years should have 8 credits planned each year. If you are unable to reach 8 credits planned, do not stress. We will review it with you next year.

Things to Remember:

- If you are in the A+ Program, make sure to add Students as Mentors (SAMS) to your plan for Senior year.
- Year long classes will be listed twice as 0.5 credits. Make sure to add both semesters to your plan.
- Two years of a world language is encouraged if you are a college bound student.
- Additional core classes are encouraged for all students interested in attending college.
- Once you have created a plan, you will need to open that current plan each time you open Naviance. Do NOT create a new plan each time you log in.
- If you see a red flag appear, you can click on it to make sure you have the course requirements met in your plan.

The most important thing for you to do is make sure you have 10 credits listed for 9th grade (8 credits requested and 2 credits of alternates).