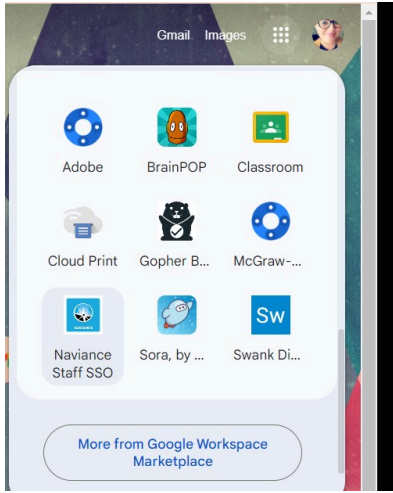
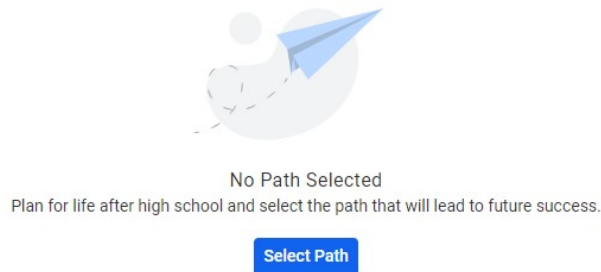


Naviance: ICAP & Course Request Directions

Step 1: In order to access Naviance, click the Google waffle and scroll down to find "Naviance Student SSO" at the bottom of the list.



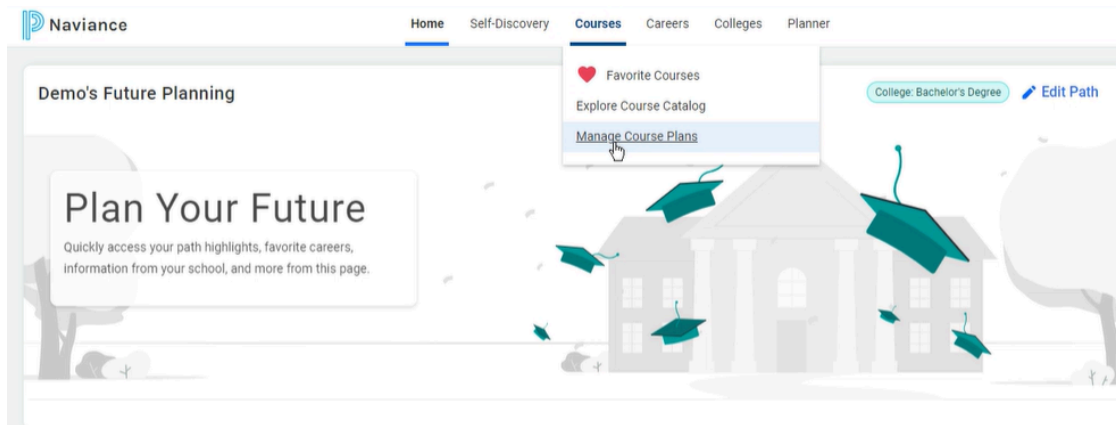
Step 2: Click "Select Path" in the middle of the screen.



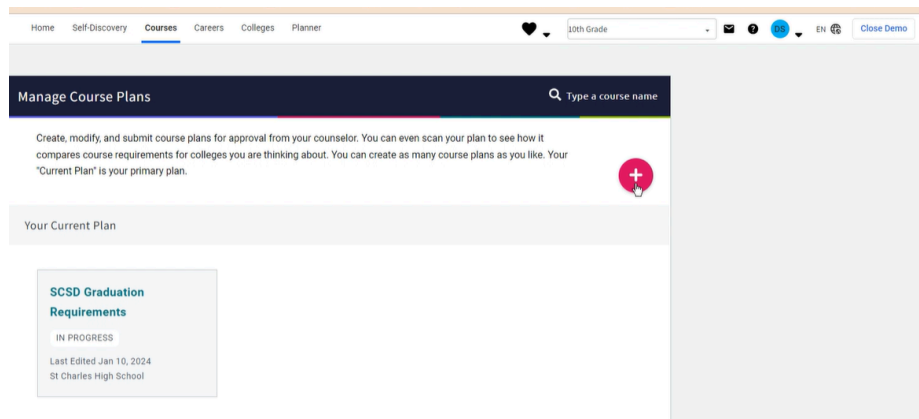
Step 3: Select from your desired post-secondary path.

A screenshot of the 'Select Path' form in Naviance. The form has a title 'Select Path' and a close button 'X'. Below the title, it says 'Select your path. You have the ability to add an optional secondary path.' There is a 'Primary' label and a button '+ Add Secondary Path'. The form lists five post-secondary paths, each with a radio button and a description: 'College: Associate's Degree' (Earn an associate's degree or certificate in two years or less by attending a two-year community college or junior college.), 'College: Bachelor's Degree' (Earn a Bachelor's degree in four years by attending a four-year private or public college or university.), 'Career Education or Trade School' (Enroll in a short-term training program at a career or vocational-technical college and earn a certificate or associate's degree for an industry such as health care, cosmetology, and plumbing.), 'Apprenticeship Program' (Enroll in an apprenticeship to get on-the-job training with classroom instruction and mentorship that leads to a skilled trade or profession.), and 'Military Service' (Enlist in a branch of the U.S. Armed Forces right after high school or join after college by enrolling in a Reserve Officer Training Corps (ROTC) program.). The 'College: Bachelor's Degree' option is selected, indicated by a blue highlight and a mouse cursor icon.

Step 4: From the top menu, under “Courses” click “Manage Course Plan”.



Step 5: If you have not started a course plan, click the pink “+” sign.



If you already started your course plan, you need to select the plan that says “In Progress”. If you have multiple plans (additional plans may be listed under drafts), please delete any additional plans so there is only one plan in progress. (Skip steps 6-11)



Your Draft Plans

You haven't created any draft plans yet. Create a course plan by tapping or clicking the plus button.

Step 6: When creating a NEW plan, make sure "St. Charles High School" is selected under "Select Your School".

[Cancel](#)Create New Course Plan

STEP 1

STEP 2

STEP 3

STEP 4

Choose Plan

Create New

Add pathway

Add Courses

Select the graduation plan you would like to build.

Start by selecting a high school and then select one of the graduation plans available at that school. You will then be able to select courses and explore and apply career pathways courses to your plan. You can also create more than one plan so that you can explore different pathways available at different schools.

Select Your School

St Charles High School

Select a School

Hardin Middle School

St Charles High School

St Charles West High School

SELECT THIS PLAN

Step 7: Select "SCSD Graduation Requirements" plan.

[Cancel](#)Create New Course Plan

STEP 1

STEP 2

STEP 3

STEP 4

Choose Plan

Create New

Add pathway

Add Courses

Select the graduation plan you would like to build.

Start by selecting a high school and then select one of the graduation plans available at that school. You will then be able to select courses and explore and apply career pathways courses to your plan. You can also create more than one plan so that you can explore different pathways available at different schools.

Select Your School

St Charles High School

St Charles High School Graduation Plans

SCSD Graduation Requirements

SELECT THIS 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](#)

Favorite Career Clusters

You don't have any favorite career clusters or pathways.
[Explore Careers and Clusters](#)

Colleges I'm Thinking About

You haven't added any schools to your [Colleges I'm Thinking About](#) list yet.

Step 8: Click "Create a New Plan" and continue.

[← Back](#)Create New Course Plan

✓

STEP 2

STEP 3

STEP 4

Choose PlanCreate NewAdd pathwayAdd Courses

You selected:
SCSD Graduation Requirements [Change](#)

How would you like to create this course plan?

☒ Create a New Plan

☐ Copy Courses from Existing Plan

CONTINUE

Step 9: Next click "Skip this step".

[← Back](#)Create New Course Plan

✓

✓

STEP 3

STEP 4

Choose PlanCreate NewAdd pathwayAdd Courses

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

Select cluster

Step 10: Use the dropdown menu to select your career cluster.

The screenshot shows a web browser window with the URL `course-planner-next/plans/manage-course-plan/d39d21fa-a2e1-4496-b67c-bc91598d28c5`. The page title is "Course Plan Grid | Manage Course Plan". The "cluster" dropdown menu is open, showing the following options: "No Selection", "Arts & Communication", "Business, Management & Technology", "Health Services", "Human Services", "Industrial and Engineering Technology" (highlighted), and "Natural Resources". An "ADD" button is visible next to the dropdown. Below the dropdown, there is a table with columns for "10th Grade", "11th Grade", and "12th Grade". The table rows show "Math" (3 Credits, 0 Credits in Plan) and "Science" (3 Credits, 0 Credits in Plan), each with an "add courses" link.

	10th Grade	11th Grade	12th Grade
Math 3 Credits 0 Credits in Plan	0 Credits	0 Credits	0 Credits
Science 3 Credits 0 Credits in Plan			

Step 11: Use the dropdown menu to select your career pathway and click "ADD".

The screenshot shows the same web browser window. The "cluster" dropdown menu is now closed, and "Human Services" is selected. The "pathway" dropdown menu is open, showing the following options: "Human Services" (highlighted), "Check for Alerts", and "Grade". An "ADD" button is visible next to the dropdown. Below the dropdown, there is a table with columns for "10th Grade", "11th Grade", and "12th Grade". The table rows show "English" (4 Credits, 0 Credits in Plan), "Math" (3 Credits, 0 Credits in Plan), and "Science" (3 Credits, 0 Credits in Plan), each with an "add courses" link.

	10th Grade	11th Grade	12th Grade
English 4 Credits 0 Credits in Plan	0 Credits	0 Credits	0 Credits
Math 3 Credits 0 Credits in Plan			
Science 3 Credits 0 Credits in Plan			

Step 12: Students can add/edit courses on their plan by clicking “+ edit courses”. Start by adding core subject courses.

REQUIREMENTS	9th Grade	10th Grade	11th Grade	12th Grade
<div>Check for Alerts</div>				
6.5 Credits in Plan	6.5 Credits	0 Credits	0 Credits	0 Credits
<div>English</div> <div>4 Credits</div> <div>1 Credit in Plan</div> <div>+ edit courses</div>	<div>ENGLISH 1</div> <div>0.5 credits attempted</div> <div>0.5 credits completed</div>			
	<div>ENGLISH 1</div> <div>1 credit</div> <div>0.5 credits remaining</div>			
	<div>ALGEBRA 1</div> <div>0.5 credits attempted</div> <div>0.5 credits completed</div>			

Step 13: Choose from the courses listed for each grade level. Pay attention to if a course states “Prreq/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.

Grade 12

Choose **ONE** of these courses

☐

AP LIT & COMP

0.5 Credits

☐

AP LANG & COMP

0.5 Credits

☐

ENGLISH 4

0.5 Credits

☒

ADV COL CREDIT COMP

0.5 Credits (Prreq/Coreq Required) [view](#)

AND one of these courses

☐

AP LIT & COMP

0.5 Credits

☐

AP LANG & COMP

0.5 Credits

☒

ADV COL CREDIT LIT

0.5 Credits (Prreq/Coreq Required) [view](#)

☐

ENGLISH 4

0.5 Credits

Step 14: 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".

English

Add / Edit Courses

Cancel and Back to Plan

Save and Close

ENGLISH

Credits Required

4

Requirement Credits

0 / 4

Credits Still Needed

4

Add/Edit "English " Courses

Please choose courses for each grade level shown

Grade 9

Choose **ONE** of these courses

☒ ENGLISH 1
0.5 Credits

☐ HONORS ENGLISH 1
0.5 Credits (Prereq/Coreq Required) [view](#)

Recommendation Required

AND one of these courses

Step 15: 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.

English 4 Credits 1 Credit in Plan	0.5 credits		
+ edit courses	ENGLISH 1 0.5 credits		
Math 3 Credits 1 Credit in Plan	ALGEBRA 1 0.5 credits		
+ edit courses	ALGEBRA 1 0.5 credits		
Science 3 Credits 1 Credit in Plan	PHYSICAL SCIENCE 0.5 credits		
+ edit courses	PHYSICAL SCIENCE 0.5 credits		
Social Studies 3 Credits 1 Credit in Plan	US HISTORY 0.5 credits		
	US HISTORY		

Step 16: 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 17: 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 18: 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.

cluster: Human Services - Human Services		0/1 credits			
REQUIREMENTS Check for Alerts	9th Grade	10th Grade	11th Grade	12th Grade	
	1 Credit in Plan	0 Credits	0 Credits	0 Credits	1 Credit
	English 4 Credits 0 Credits in Plan				

Step 19: Once you have reached 8 credits planned for your upcoming school 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 your next school year.

Alternates

0 Credits

0 Credits in Plan

+

add courses

cluster: Human Services - Human Services

REQUIREMENTS

Check for Alerts



9th
Grade

10 Credits in Plan

10 Credits

Step 20: 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 next school year for your course requests at this time. We encourage you to plan courses for the remainder of high school. All other 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 your upcoming grade level (8 credits requested and 2 credits of alternates).