


## Overview

Students will create a new plan of study in the Courses<sup>New</sup> menu to fulfill graduation requirements that align with Endorsement pathways and CTE Programs of Study.

## Naviance Student Experience

### Create a Course Plan

- From Naviance Student, select the **Courses<sup>New</sup>** drop-down menu
- Select **Manage Course Plans (New)**
  - If you previously created a Course Plan prior to the 2020-21 school year, you will be able to view your current plan and any draft plans from this location; however, you **will not** be able to edit this plan. If this is your first plan, there will be no draft plans, and this will become your current plan.
- Click the **pink plus** to create a new course plan 
  - The Create New Course Plan page displays
- From the Step 1 screen, use the **Select Your School** drop-down menu
- Pick your school
  - for students in grade 8, select the high school you will attend next school year
  - for grades 9-11, the default will be set to the school you currently attend

The graduation plans for your school will display.

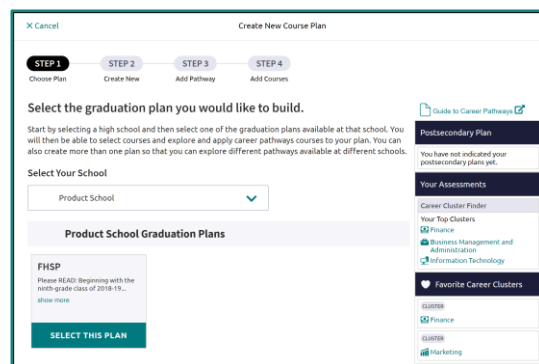
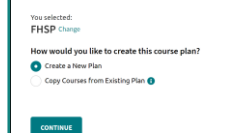
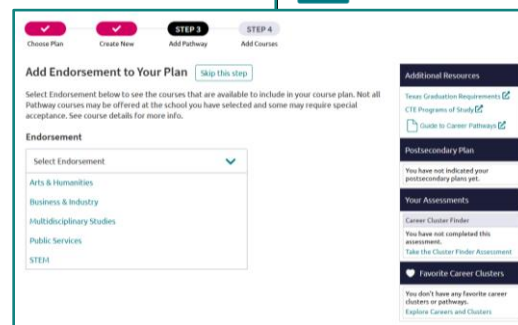
- Use **Select This Plan** below the graduation plan that is right for you
  - Step 2: Create New displays.
- How would you like to create this course plan?** Select one of the following:
  - Create a New Plan**

- Select **Continue**

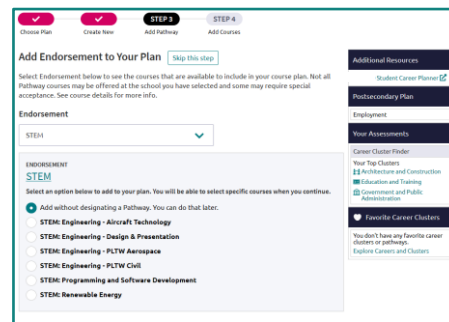
Step 3: **Add Endorsement to Your Plan** displays

In Step 3, you can choose to add an **Endorsement** to your course planning. The Pathways and Programs of Study for each Endorsement are provided by your school. Talk with your counselor to learn more.

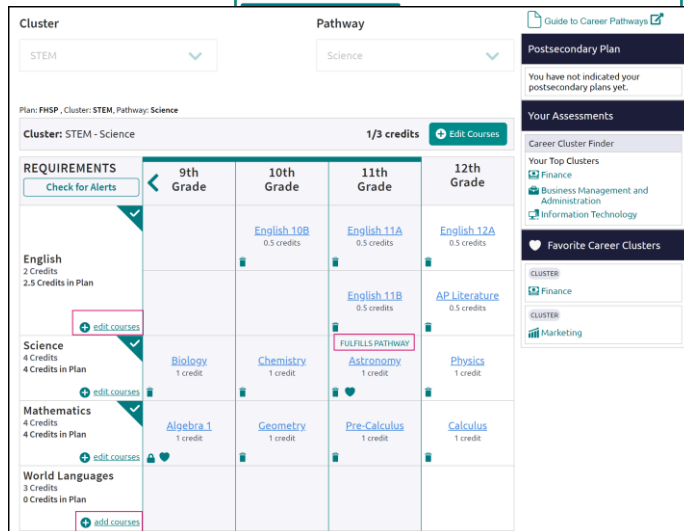
- Use the **Endorsement** drop-down to select an option. Check out the results of your assessments to the right of the screen to think about which career cluster may be the right choice for your **Endorsement** and **Pathway** or **Program of Study**.

- Once an Endorsement is selected, the connected pathways will display.  
**Click the radio button of the pathway or program of interest.**
  - Click on the name of the career cluster to read a detailed description of the cluster.
- Click **Add Selection and Continue to your Plan**  
*Step 4: Add Courses displays*

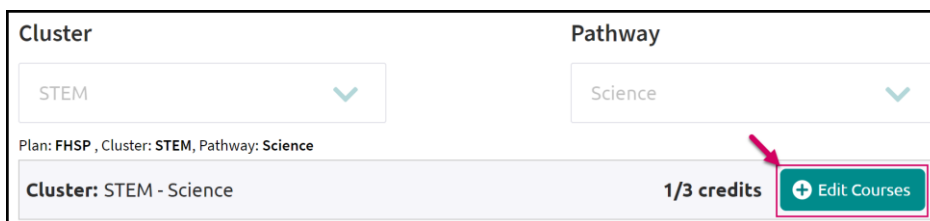


- Use the *Add Courses page* to add and/or edit courses within your plan. Each subject area requirement is listed along with the number of credits needed to meet it and how many are already in the plan.
  - Click **edit courses** within a subject area to add new courses for the first time
  - Once courses have been added to the subject area, Add Courses switches to **Edit Courses**. Click **Edit Courses** to add new classes or edit the ones already selected.
  - When an added course fulfills one of the requirements of a selected pathway, the phrase **FULFILLS PATHWAY** is visible above the course name.



Once **Add** or **Edit** is selected, each school may have different methods for how a student views and selects the available courses to add. Follow the instructions on the Add/Edit page to make your selections.

- 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.



### Submit For Approval

A button labeled Submit for Approval will be available. This option will be available after you have finished your course plan.

