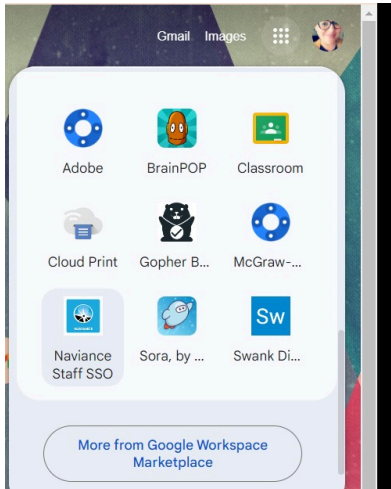
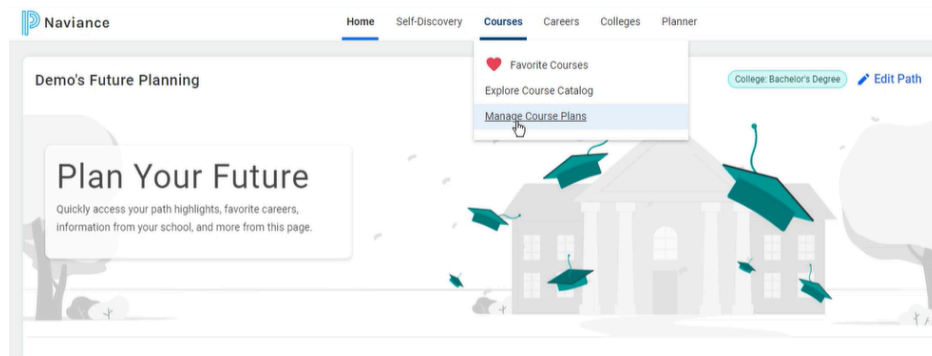


Naviance: ICAP & Course Request Directions

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.



Your Draft Plans

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

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

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

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.

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 (Prereq/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 (Prereq/Coreq Required) [view](#)
- ENGLISH 4

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".

< 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 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.

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

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.

Find a course

Filter By

Subject Area Course Type

All Select

FACS

Fine Arts

Industrial Technology

Mathematics

Physical Education

Practical Arts [view](#)

Science

Social Studies [view](#)

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.

Add/Edit "Electives" Courses

Selected Electives Courses

COLLEGE ALGEBRA
0.5 Credits (Prereq/Coreq Required) [view](#) Grade 12

COLLEGE ALGEBRA
0.5 Credits (Prereq/Coreq Required) [view](#) Select a grade

ADD SELECTED COURSES TO YOUR PLAN

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.

| REQUIREMENTS | 9th Grade | 10th Grade | 11th Grade | 12th Grade |
|---|-----------|------------|------------|------------|
| Check for Alerts | | | | |
| 1 Credit in Plan | 0 Credits | 0 Credits | 0 Credits | 1 Credit |
| English 4 Credits 0 Credits in Plan | | | | |

Step 11: Once you have reached 8 credits planned for 9th grade year, you will need to select 4 alternates. These courses will be used in your schedule if your original course selections do not fit in your schedule so please choose wisely. In order to choose your alternates, login to your Class of 2030 Google classroom and fill out the Google form.

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:

- 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 8 credits listed for 9th grade.