



Course Planner Reference Guide

Naviance Student

Updated: July 17, 2023

Document Owner: Documentation Services

This edition applies to Naviance software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

The data and names used to illustrate the reports and screen images may include names of individuals, companies, brands, and products. All of the data and names are fictitious; any similarities to actual names are entirely coincidental.

PowerSchool is a trademark, in the U.S. and/or other countries, of PowerSchool Group LLC or its affiliate(s).

Copyright © 2005-2023 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.

All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.

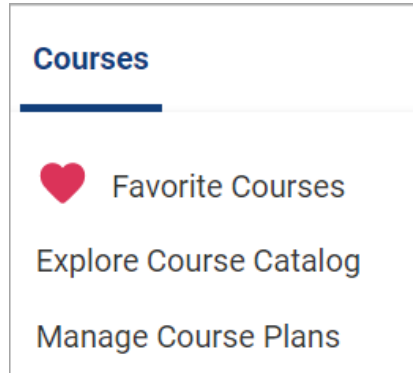
Contents

Overview	4
Explore the Course Catalog.....	5
Favorite Courses	6
Manage Course Plans	7
Build a Course Plan	7
Edit a Course Plan	11
Delete a Course Plan.....	11

Overview

Use Course Planner features to take ownership of your middle school or high school course planning and be well-positioned for future career success.

- Search for and favorite courses you want to take.
- Build and manage course plans to ensure you meet graduation requirements.
- Plan to take courses that align with your career interests.



Explore the Course Catalog

Review your school’s course catalog to learn more about courses offered such as course corequisites and prerequisites.

1. Select **Courses** and choose **Explore Course Catalog**.
2. Optionally, lookup courses by:
 - School Course Catalog
 - Course Name or Keyword
 - Subject Area
 - Grade Level
3. Select the course name or **View** to display course details.
4. Select **Favorite** to add a course to your list of Favorite Courses.

Find Courses
🔍 Type a course name or keyword

Lookup by School Course Catalog

Texas Data Combined School
▼

Lookup by Course Name or Keyword

🔍 Start typing

Lookup by Subject Area

All subject areas
▼

Lookup by Grade Level

6
 7
 8
 9
 10
 11
 12

Course search results Searched for Texas Data Combined School, All subject areas, All Grades

Anatomy and Physiology

Texas Data Combined School

♡ Favorite

Art 1 VSP

Texas Data Combined School

♡ Favorite

Calculus

Texas Data Combined School

♡ Favorite

Discrete Mathematics

Texas Data Combined School

♡ Favorite

Earth Science

Texas Data Combined School

♡ Favorite

English 1

Texas Data Combined School

♡ Favorite

Favorite Courses

1. Select **Courses** and choose **Favorite Courses** to display your list of interesting courses.
2. Optionally, click **Favorite** to remove a course from your list.

Interesting Courses 🔍 Type a course name or keyword

<p>Government/ Economics Texas Data Combined School</p> <p>♥ Favorite</p>	<p>History 487 Texas Data Combined School</p> <p>♥ Favorite</p>	<p>Forensic Science Texas Data Combined School</p> <p>♥ Favorite</p>
--	--	---

Manage Course Plans

Use course plans to keep track of meeting graduation requirements and taking courses that align with your career interest.

Build a Course Plan

1. Select **Courses** and choose **Manage Course Plans**.
2. Click the **add** icon.
3. Choose an option from the **Select Your School** list if available.
4. Choose **Select This Plan** for a plan of study.

The screenshot shows the 'Create New Course Plan' interface. At the top, there is a 'Cancel' button and the title 'Create New Course Plan'. Below the title is a progress bar with four steps: STEP 1 (Choose Plan), STEP 2 (Create New), STEP 3 (Add Pathway), and STEP 4 (Add Courses). STEP 1 is currently active.

The main content area is titled 'Select the graduation plan you would like to build.' and includes the following text: '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.'

Below this text is a 'Select Your School' section with a dropdown menu showing 'Naviance Succeed High School'. Underneath is a section titled 'Naviance Succeed High School Graduation Plans' which contains a 'Graduation Plan' card. A blue arrow points to a 'SELECT THIS PLAN' button at the bottom of the card.

On the right side of the interface, there are several sidebar sections: 'Additional Resources' (Postsecondary Plan, 2yr degree), 'Your Assessments' (Career Cluster Finder, You have not completed this assessment, Take the Cluster Finder Assessment), and 'Favorite Career Clusters' (You don't have any favorite career clusters or pathways, Explore Careers and Clusters).

- Select **Create a New Plan** and then click **Continue**. Alternatively, select **Copy from an Existing Plan** to copy your course selections from an existing plan of study to a new plan of study.

- Optionally, select a **Cluster** from the list, choose a related **Pathway**, and then click **Add Selection and Continue to Your Plan**. Alternatively, click **Skip this Step** if you do not want to select a cluster or pathway.

7. From the course selection grid:

a. Review the **Credits Required, In Plan, Still Needed, or Requirement alerts.**

FHSP + Endorsements + DLA Status: IN PROGRESS			
<small>(Active)</small>			
Credits Required	In Your Plan	✓	Plan Still Needs
26	16.5	—————	0
			Completed
			61.5

b. Review the credit summary for the selected requirement.

c. Select **edit courses** for a **Requirement** and then add courses to your plan until you have satisfied all required credits. Courses may display these notifications:

- **In Plan** - For an in-progress or completed course
- **Credits earned** - For a completed course
- **Recommendation Required** - For a course requiring a teacher or counselor recommendation
- **Recommended by** - For a course a teacher or counselor has recommended that you take
- **Prerequisite Required** - For a course where enrollment is dependent upon completion of another course
- **Corequisite Required** - For a course whose enrollment is dependent upon enrollment in another course
- **Recover Credits** - For a completed course with zero credits earned

d. Optionally:

- Review selected courses and their credit value or status.
- Click the **trashcan** icon to delete a selected course.
- Click the **flag** icon to display course alerts.

Electives 3 Credits 0.5 Credits in Plan + edit courses	AP Literature <div style="border: 1px solid red; padding: 5px; margin: 5px auto; width: 80%;"> • AP Literature is not repeatable for credit. Please revise your plan to only include it once. </div>	AP Literature 0.5 credits [trashcan] [flag]
12 Credits in Plan	Credits	1 Credit

- Select **edit courses**, and then select **Recovery Credits** if a course displays zero credits complete.

- Click **Check for Alerts** to display information about course corequisites and prerequisites.

Career Cluster
Science, Technology, Engineering & Mathematics

Pathway
STEM-CTE

Plan: Foundation; Career Cluster: Science, Technology, Engineering & Mathematics; Pathway: STEM-CTE

Career Cluster: Science, Technology, Engineering & Mathematics / STEM-CTE 4/4 credits [+ Edit Courses](#)

Requirement alerts! Your plan has requirement alerts. Please review your alerts.

- You need 4 credits to meet the requirement for Social Studies
- You need 2 credits to meet the requirement for World Languages and Culture
- You need 1 credits to meet the requirement for Physical Education
- 6 credits are the minimum required in 10th Grade
- 7 credits are the maximum allowed in 9th Grade

REQUIREMENTS	7 credits are the maximum allowed for this grade	6 credits are the minimum required for this grade	11th Grade	12th Grade
12 Credits In Plan Hide Alerts	8 Credits	3 Credits	3 Credits	3 Credits
English 4 Credits 4 Credits in Plan + edit courses	English 9 1 credit	English 10 1 credit	English 11 1 credit	English 12 1 credit

- Select a **Cluster** and a **Pathway** from the lists. You can select up to five pathways.
 - Click **Add Courses** to choose courses that fulfill the selected Cluster.
 - Select **Add** to choose courses that fulfill the selected Cluster.
 - Review **Additional Resources**.
- e. If available, select **Submit For Approval** after all course plan requirements. You can no longer edit a submitted course plan.

Add / Edit Courses in Your Plan [Submit For Approval](#)

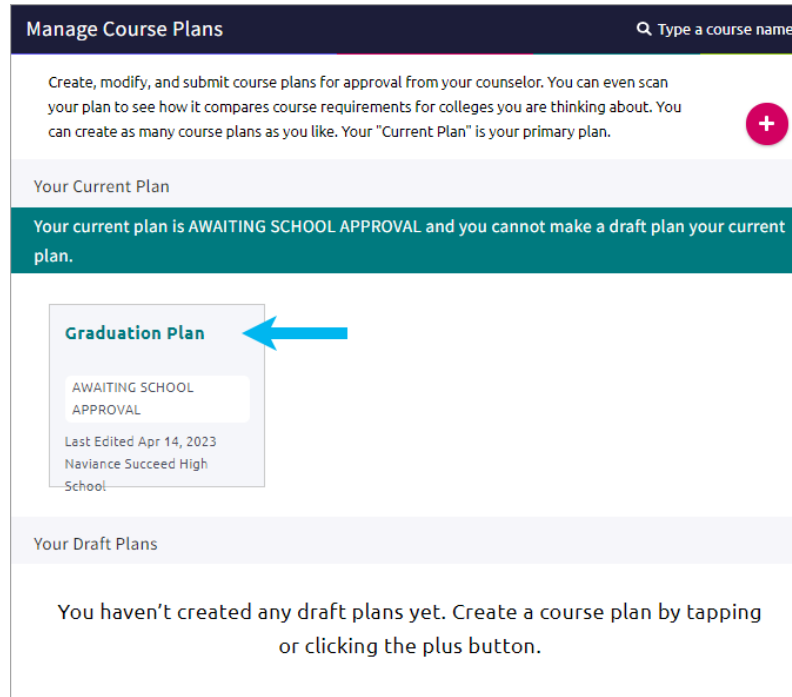
Add courses in order to submit, scan, or print this plan.

- f. Optionally, click **Print** to download a PDF copy of your course plan.

[← Back](#) [Manage Course Plan](#) [PRINT](#)

Edit a Course Plan

1. Select **Courses**, and then select **Manage Course Plans**.
2. Choose the course plan to edit. Approved course plans may be locked for editing.



3. Select **edit courses** for a Requirement or a course name to update your course selection.
4. Optionally:
 - Review selected courses and their credit value or status.
 - Click the **trashcan** icon to delete a selected course.
 - Click the **flag** icon to display course alerts.
 - Select **edit courses**, and then select **Recovery Credits** if a course displays 0 credits complete.
 - Click **Check for Alerts** to display information about course corequisites and prerequisites.
 - Select a **Cluster** and a **Pathway** from the lists. You can select up to five pathways.
 - Click **Add Courses** to choose courses that fulfill the selected Cluster.
 - Select **Add** to choose courses that fulfill the selected Cluster.
 - Review **Additional Resources**.

Delete a Course Plan

1. Select **Courses**, and then select **Manage Course Plans**.
2. Click **Remove** for the selected course plan.
3. Click **Delete**.