

## Four Year Plans in Naviance

According to district guidelines, all students must have a Four Year Plan completed in Naviance. Below are step-by-step instructions. Please see your counselor if you have any questions/problems.

1. Go to [www.andersononline.org](http://www.andersononline.org)
2. Click on the Academics tab
3. Click on Naviance – College Advising
4. Log in – Your username and password are BOTH your student ID # (No s before it)
5. Click on the Courses tab
6. Click on “manage my course plans”
7. Choose if you want to continue working on your current plan or start a new plan
  - a. If you want to continue your current plan, just click on it, then go to step 8 below
  - b. If you choose a new plan
    - i. Click on “add a new plan”
    - ii. Decide if you want to start a new plan or use the classes from the plan you already started
    - iii. Click on “create new draft plan”
    - iv. Decide if you are on the Distinguished, Recommended, or Minimum Plan and click on “choose this one”
8. Begin building your plan
  - a. The requirements are listed on the left side
  - b. When the requirement is complete, a green checkmark will be next to the requirement. If it has a red triangle, you have not met those requirements
  - c. Read the frequently asked questions for help if you get stuck or have questions
9. Click on the subject name on the left side and choose the classes you have taken/are taking/plan to take in that subject
10. Click on “add selected courses to your draft plan” (make sure you have the correct amount of courses chosen)
11. Click on the grade level in which you plan to take the course, then click “okay”
12. Move to the next subject.
13. When ALL subjects have a green check next to them AND you have put EVERY class you plan to take in high school on your plan, click “review and finalize”
14. Check to make sure your plan is complete. If it is, click “submit for approval”, then click “ok”
15. Your plan will then say “Awaiting School Approval” and you are finished.

### ANSWERS TO FREQUENTLY ASKED QUESTIONS

- If you took a class in middle school for high school credit, put it in 9<sup>th</sup> grade.
- If you took/plan to take a class during the summer, put it in with the next year’s classes
- Place ANY class that is beyond what is required under electives. For example, you are only required to have 1 year of a Fine Art. If you are in Band all 4 years, 9<sup>th</sup> grade will count as your Fine Art and 10<sup>th</sup>-12<sup>th</sup> will be electives. Another example – if you took Algebra I in 8<sup>th</sup> grade and Calculus your senior year, Calculus will be an elective.
- If you are taking a CTE sequence (for example, Yearbook or Robotics all four years), please check with your CTE teacher for the appropriate sequencing.
- If you are required to have less than four years of a subject, you can take it at any time during high school.
- You are required to have 26 credits on the Recommended and Distinguished Plan and 22 on the Minimum – however, you will have more than this. Again, any class beyond the requirement is an elective
- You should have at least 8 classes for each year, but you may have more than that (if you take a class after school or during the summer)
- Please refer to the Graduation Plan sheet for class requirements and order