

### Overview

You can use Family Connection to prepare for success after high school. Use this quick guide to get started with the Course Planning tools in Family Connection.

To access the Course Planning tools in Family Connection, log in and click the **Courses** tab.

### Course Record

You can see a record of your courses in the My Course Records section. The course record **is not an official transcript**. However, it does provide you with a history of the courses you have taken to this point.

To view your course history:

1. Click the **Courses** tab in Family Connection.
2. Click the **View My Course Records** link in the **My Course Records** section.
3. Your course history appears.

### Course Plan

You can create a course plan and draft course plans in Family Connection.

To create a course plan:

1. Click the **Courses** tab in Family Connection.
2. Click the **Manage My Course Plans** link in the **My Course Plans** section.
3. Click the **Add a New Plan** button.
4. You will need to start a brand new plan from scratch the first time you create your course plan. Click the **Create New Draft Plan** button to continue.
5. Choose the type of course plan you want to build by clicking the **Choose This One** button.

To complete the requirements for the plan:

1. The requirements for the course plan are listed in the **Requirements** section in the left column.
2. Select a requirement to begin.
3. Select a course or courses to fulfill the requirement. Then click the **Add Selected Courses to your Draft Plan** button.
4. If there is a grade level choice, a pop-up box will appear. Select which grade year you want to take the course. Click the **Okay** button.
5. The course(s) is added to your plan and appears in the right column under **Your Draft Plan**.
6. Continue completing the requirements until there is a green check next to each one (in the left column under **Requirements**).
7. When you finish creating your course plan, click the **Review and Finalize** button at the top of the screen.
8. Submit for approval by clicking the **Submit for Approval** button on the **Review & Finalize** page.

A completed plan will look like the image below. Alerts appear in the right column, letting you know that some requirement in you plan isn't being met. For example, you may be planning to take a course that has a prerequisite and you didn't include the prerequisite course.

You can remove an alert from your plan by reading the alert and correcting the error. To correct the error, click the **Modify Courses** button at the top of the page and edit your course plan.

Click the **Scan Your Plan** button to find out if your course plan meets the basic acceptance requirements for the colleges in your list.

The screenshot shows the 'high school plan' interface for Naviance Support High School. It displays a progress bar at the top with steps: 1. choose a plan, 2. modify courses, 3. review & finalize, 4. scan your plan. Below this, there are navigation links: course planner home, notes and comments, view course history, switch to another plan, and exit course planner. The main content is divided into sections for different subject areas, each with a 'VIEW BY REQUIREMENTS' and 'VIEW BY GRADE LEVEL' option. Each section shows a total credits required and a table of planned courses with columns for GRADE, COURSE, CREDITS PLANNED, and CREDITS EARNED. A green checkmark and 'LOCKED' status are shown for each section. On the right, there is an 'ALERTS' section with a 'Credit Caps' alert: 'You have planned more credits than allowed by this plan. Planned: 44.00 Allowed: 40.00'. Below the alerts is a 'scan your plan' button.

English 0.00 total credits(s) required; you have 4.00 in your plan			
GRADE	COURSE	CREDITS PLANNED	CREDITS EARNED
9	ENGLISH 1	1	0
10	English 2 Honors	1	0
11	English 3	1	0
12	English 4	1	0

Fine Arts 0.00 total credits(s) required; you have 20.00 in your plan			
GRADE	COURSE	CREDITS PLANNED	CREDITS EARNED
9	DRAWING IN ST-0725	5	0
10	Choir-0786A	5	0
11	Adv Drawing-0721	5	0
12	Adv Pottery & Sculpt-0711	5	0

Math 0.00 total credits(s) required; you have 4.00 in your plan			
GRADE	COURSE	CREDITS PLANNED	CREDITS EARNED
9	Math Sequence 1	1	0
10	Algebra 1	1	0
11	Geometry Honors	1	0
12	Pre Calculus	1	0

Science 0.00 total credits(s) required; you have 12.00 in your plan			
GRADE	COURSE	CREDITS PLANNED	CREDITS EARNED
9	SOAE 2 Science	1	0
10	Environmental Science AP	1	0
11	Computer Science OCHS	5	0
12	Computer Science OCHS	5	0

Social Studies 0.00 total credits(s) required; you have 4.00 in your plan			
GRADE	COURSE	CREDITS PLANNED	CREDITS EARNED
9	Spanish 1	1	0
10	Spanish 2	1	0
11	Spanish 3	1	0
12	AP Spanish	1	0

### Questions about your course plan?

If you have questions about your course plan, you should contact your school counselor.

You can do this through Family Connection by adding a comment to your course plans.

To add a comment:

1. Click the **Courses** tab in Family Connection.
2. Click the **Manage My Course Plans** link in the **My Course Plans** section.
3. In the **Notes and Comments** section in the left column, enter your question or comment in the **Write a Comment** field.
4. Click the **Add Comment** button.