

LHS Naviance/ICAP Presentation



GRADE 11

SPRING 2019

Objectives



- SAT info
- Graduation Requirement Lesson (Mark as Done)
- Update 4 Year Plan
- Create/Update Resume
- Complete any Unfinished Tasks

LET'S GET STARTED!



Go to the Legacy Webpage

Hover on Learning Resources

Click on Naviance

Click on the link to Naviance Student

LOG IN TO NAVIANCE, CHECK EMAIL



Welcome to Naviance Student

Email or Username

 ← STUDENT ID #

Password

 ← STUDENT ID #

Remember me

[Forgot your password?](#)

Are you new here?

[I need to register](#)

Legacy High School

2701 West 136th Street

Broomfield, CO 80023

p: (720) 972-6700

legacy.adams12.org

[Privacy Policy](#)

After logging in, click on ABOUT ME, MY ACCOUNT & check your info!

SAT info



- The SAT test is Tues, April 9th at Legacy
- Use KHAN ACADEMY for practice
 - <https://www.khanacademy.org/sat>
- CMAS Science is Wed, April 10th

GRADUATION REQUIREMENTS



LHS Graduation Requirements

- 4 English
- 3 Math
- 3 Science
- 1 US History
- .5 US Government
- 1.5 Social Science
- 2 PE (.5 Healthy Choices, .5 PE)
- 2 Fine & Practical Arts
- 6 Electives
- **23 total**

Recommendations for 4-year Colleges

- 4 English
- 4 Math (Math I & higher)
- 3 Science (2 labs)
- 1 US History
- 2 Social Science
- 1 World Language
(more competitive schools require more, 2-3)
- 2 Academic Electives
(Math, Science, English, Social Science, W. Lang.)
- **17 total (of the 23)**

MARK THE TASK AS DONE



- CLICK ON MY PLANNER
- CLICK ON TASKS
- CLICK ON AD12 11TH GRADUATION REQUIREMENT LESSON
- **CLICK ON MARK AS DONE!**

ICAP



AD12 4 Year Plan

AD12 Counseling Leadership Team 4/2015

CREATE YOUR 4 YEAR PLAN



Go to “Courses” then “Plan Coursework”

The screenshot shows the Naviance Student interface. At the top left, it says "Naviance | Student". Below that is "Welcome," followed by a "Search for Colleges" button and a search bar with the placeholder "Type a college name". On the right, there is a navigation menu with "Home", "Courses", "Colleges", "Careers", "About Me", and "My Planner". A blue box labeled "Here" has an arrow pointing to the "Courses" link in the navigation menu. A dropdown menu is open under "Courses", showing options: "COURSES Home" (with a house icon), "COURSES I'm thinking about" (with a heart icon), "Explore courses" (with a right arrow), and "Plan coursework" (with a right arrow). A blue box labeled "Then Here" has an arrow pointing to the "Plan coursework" option.

CREATE YOUR 4 YEAR PLAN



Go to “Manage My Course Plans”

The screenshot displays the Naviance Student interface. At the top left, the logo reads "Naviance | Student". Below it, the text "Welcome," is visible. A search bar contains the text "Search for Colleges" and a dropdown arrow. To the right of the search bar is a search input field with a magnifying glass icon and the placeholder text "Type a college name". A large blue arrow points from this search bar to a dropdown menu. The dropdown menu is open, showing a "Back" button and the title "Plan coursework". Below the title are two options: "Manage Course Plans" and "View Course Records". To the right of the dropdown menu is a red "SEARCH" button. The top right navigation bar includes links for "Home", "Courses", "Colleges", "Careers", "About Me", and "My Planner".

CREATE YOUR 4 YEAR PLAN



- If you've done this before, you should already have a plan that you can edit

Manage Course Plans

Create, modify, and submit course plans for approval from your counselor. You can even scan your plan to see how it compares course requirements for colleges you are thinking about. You can create as many course plans as you like. Your "Current Plan" is your primary plan.

Your Current Plan(s)

4 YEAR PLAN COURSE PLAN Draft Plan

IN PROGRESS

Last Edited Mar 2, 2018

Legacy High School

Print

Scan

VIEW AS MULTI-YEAR PLAN


CLICK HERE!

CREATE YOUR 4 YEAR PLAN



If you've never done this before, click the + to add a new plan

Manage Course Plans

 Type a course name

Create, modify, and submit course plans for approval from your counselor. You can even scan your plan to see how it compares course requirements for colleges you are thinking about. You can create as many course plans as you like. Your "Current Plan" is your primary plan.



Your Current Plan

CREATE YOUR 4 YEAR PLAN



✕ Cancel

Create New Course Plan

STEP 1

Create New

STEP 2

Choose Type

How would you like to create this course plan?

Create Plan from Scratch

Copy Courses from Existing Plan

Choose an existing plan

CONTINUE

Click on Create a Plan from Scratch

Then click Continue

CREATE YOUR 4 YEAR PLAN




Create New

STEP 2
Choose Type

Which type of plan would you like to build?

Plans Suggested By My School

4 YEAR PLAN OF STUDY

Your Individual Career and Academic Plan (ICAP) requires you to create a 4 Year Plan of Study. Naviance Course Planner will assist you in creating your 4 year plan. Things to consider when developing your 4 Year Plan of Study: (1) Students are required to complete 23 credits of course work for graduation. (2) 4 Year Plans of Study should reflect post graduate plans. (3) Consider College/University requirements. (4) Consider NCAA requirements. (5) Remember this is your 4 Year Plan of Study and should reflect your academic needs and future goals.

CHOOSE AND VIEW PLAN

 Yeah! Click Here

CREATE YOUR 4 YEAR PLAN



- If you've done this before, you should already have a plan that you can edit

Manage Course Plans

Create, modify, and submit course plans for approval from your counselor. You can even scan your plan to see how it compares course requirements for colleges you are thinking about. You can create as many course plans as you like. Your "Current Plan" is your primary plan.

Your Current Plan(s)

4 YEAR PLAN COURSE PLAN Draft Plan

IN PROGRESS

Last Edited Mar 2, 2018

Legacy High School

Print

Scan

VIEW AS MULTI-YEAR PLAN

CLICK HERE!

CREATE YOUR 4 YEAR PLAN



After you have selected the courses, scroll down to the bottom of the page and click “SAVE”
As you add courses, you will be asked when you want them in your schedule.

In What Grade(s) Do You Plan to Take These Courses?

AMERICAN LIT & COMP 1 Credit(s)	11	▼
ENG 12 LIT/COMP 1 Credit(s)	12	▼
ENGLISH 09 1 Credit(s)	9	▼
ENGLISH 10 1 Credit(s)	10	▼

Use the pull down to indicate the year in which you plan to take the course.

CREATE YOUR 4 YEAR PLAN



ENGLISH

✓ 4.00 credits are in your plan. 4.00 credits are required

AMERICAN LIT & COMP

Remove

Grade 11
1 Credit(s)

ENGLISH 10

Remove

Grade 10
1 Credit(s)

ENG 12 LIT/COMP

Remove

Grade 12
1 Credit(s)

ENGLISH 09

Remove

Grade 9
1 Credit(s)

[+ Add or change ENGLISH courses](#)

MATH

You haven't chosen any courses yet.

Continue by clicking on each subject area and creating your 4 year high school course plan.

[+ Add or change MATH courses](#)

SCIENCE

SOCIAL STUDIES

CREATE YOUR 4 YEAR PLAN



Check your progress and fill in any gaps.

[← Back](#)

SUBMIT FOR APPROVAL

SCAN

PRINT

MANAGE COURSE PLANS

4 YEAR PLAN OF STUDY Draft Plan [Edit Name](#)

Status: In Progress

LAST UPDATE Thursday May 10, 2018 [View Activity](#)

Horizon High School

Your Plan at a Glance



Minimum Credits Required

23.00

Maximum Credits Allowed

28.00

Credits in Your Plan

9.00

Credits You Still Need

14.00

Credits You've Completed

0.00



CREATE YOUR 4 YEAR PLAN



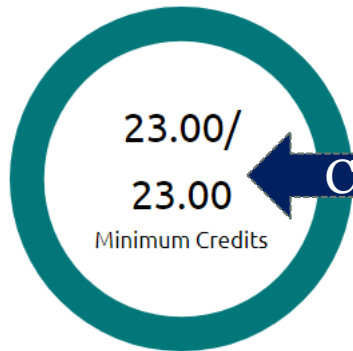
Make sure you view by requirement and by grade level



LAST UPDATE Thursday May 10, 2018 [View Activity](#)

Horizon High School

Your Plan at a Glance



Minimum Credits Required

23.00

Maximum Credits Allowed

28.00

Credits in Your Plan

23.00

Credits You Still Need

0.00

Credits You've Completed

0.00



Sort by Requirements

Requirements
Grade

Toggle
here to
view by
grade

CREATE YOUR 4 YEAR PLAN



- Make sure you have added your junior year courses
- Make sure you have added the classes you have requested for your Senior year (English 12 or AP English Lit for everyone!)
- You should have at least 23 credits in your plan
- **You must add/modify at least one course to have this task marked as done**

ICAP



AD12 HS RESUME

AD12 Counseling Leadership Team 4/2015

What is a Resume for?



- Prepare yourself for summer job applications
- Keep track of volunteer hours (for scholarships)
- Have all your information in one place for college applications

RESUME



- Resume
 - Start with one section – SUMMARY

 - Click on “ABOUT ME”
 - ✦ Click on “My Stuff”
 - ✦ Click on “Resume”
 - ✦ Note that there are TWO tabs – Add/Update Sections & Print/Export Resume
 - ✦ Click on the + to select a section
 - Select Summary
 - List 5 qualities about yourself (ie. I am an excellent listener)

RESUME



 Naviance | *Student*

[Home](#) [Colleges](#) [Careers](#) [About Me](#) [My Planner](#)

Welcome,

Search for Colleges



Type a college name



ABOUT ME

Home



NITTANY LION

My Account

My Stuff



My Assessments



My Surveys



Postsecondary Plans



WELCOME!

My Favorites

RESUME



 Naviance | Student

[Home](#) [Colleges](#) [Careers](#) [About Me](#) [My Planner](#)


Welcome,

[Search for Colleges](#)





 Type a college name


 ABOUT ME
Home

 NITTANY LION
My Account

My Stuff 

My Assessments 

My Surveys 

Postsecondary Plans 

WELCOME!

My Favorites



RESUME



 Naviance | Student

[Home](#) [Colleges](#) [Careers](#) [About Me](#) [My Planner](#)

Welcome,

Search for Colleges



Type a college name



[← Back](#) **My Stuff**

[My Surveys](#)

[Resume](#)

[Test Scores](#)

[Documents Shared With Me](#)

[Journal](#)

WELCOME!


My Favorites


RESUME




Resume

[Add/Update Sections](#) [Print/Export Resume](#)

 **CLICK HERE**



 **THEN HERE**

- Objective
- Summary
- Work Experience
- Education
- Volunteer Services
- Extracurricular Activities
- Awards / Certificates
- Skills / Academic Achie...
- Music / Artistic Achieve...
- Athletic Achievement
- References
- Additional Information
- Leadership

... a resume yet. To get started, select the Plus button.

RESUME




Resume

Add/Update Sections

Print/Export Resume



 Cancel

 Add Summary

 More tips

TIP:

A summary statement is a quick way to highlight the most significant accomplishments and skills on your resume.

Summary

ADD

RESUME



- After you are done:
 - Click on the link “Print/Export Resume”
 - Click on the Red +
 - Name your resume, pick a template and then click “continue”
 - Click the boxes that you want included in your resume
 - Click “Save”
- **To mark this task complete you must save a new print format as described above!**

RESUME



Resume

Add/Update Sections

Print/Export Resume

CLICK HERE



THEN HERE

RESUME



✕ Cancel

Add/Edit Saved Resume

STEP 1

STEP 2

Set Up Resume

Choose Sections

Get started by naming your resume and choosing a print friendly template for this resume. Don't worry, once you've saved this resume you can edit it to make changes at any time. You can also download it as a DOCX file. Then you can make changes to the design of your resume in a word processor to better reflect your audience or your brand.

Name your resume

This is to help you find your resume later. It won't appear on your resume

Name It

Choose a print friendly template

Default Template 1 [PREVIEW](#)

Default Template 2 [PREVIEW](#)

Pick One

CONTINUE

Then Click Here



RESUME



Click to Include

Objective



To obtain a position as a BASE supervisor.

Summary



I am an excellent listener.



I have great communication and writing skills.

Work Experience



Baby Sitter

Thornton, CO

January, 2017 - Present

5 hours/week

Total Hours: 275

Grades 10,11

I work for a family that includes three children. Ages 8, 4, and 3.

Education



Horizon High School, Thornton, CO

11

August, 2016 - Present

Working toward my high school diploma.

Previous

SAVE RESUME

Save When Done

PRINT OR SAVE RESUME



- After Saving, you can either download a PDF or a Word DOCX. To add to this resume, click the edit button. You can have AS MANY VERSIONS as you want!

Resume





Add/Update Sections

Print/Export Resume

My Saved Resumes





Summer Job Resume

Last Edited Mar 20, 2018

-  Edit
-  Download PDF
-  Download DOCX
-  Remove

SAMPLE

Last Edited Mar 4, 2019

-  Edit
-  Download PDF
-  Download DOCX
-  Remove

Unfinished Tasks



- Some students will have tasks that they have not yet completed (i.e. students who didn't complete tasks assigned to them in the fall, transfer students, ALP's)
- Check the following area for any unfinished tasks and work on them. Once you have completed them all, notify the counselor who will verify.
 - Go to: My Planner
 - ✦ Tasks
 - Tasks Assigned to Me
 - Look in the “Tasks you need to work on” box