



# Welcome Warriors, Class of 2023!

## How to Enter Course Selections into Naviance

1. Go to [www.dist156.org](http://www.dist156.org) and click on "Students" in the top right side of the website
2. Click on "Naviance" and choose the link to the school you will be attending next year
3. Enter your username and password
  - a. Email is student last name
  - b. Password is student first name
4. Click on "Courses"
5. Click on "Plan Coursework"
6. Click on "Manage Course Plans"
7. Click on the Red "Plus" button in the top right hand corner
8. Click "Start plan from scratch" and "Continue"
9. Click "9th Grade Course Selection (For 8th Graders!)/Choose and View Plan"
10. Under English- Click "Add or change English classes"
11. Be sure to select the English course that is listed on your student's course selection form
  - a. Be sure that you click the same class twice- one for each semester
12. Click "Save"
13. Click "Finish adding courses"
14. Click "Close"
15. Start through the next sections of classes until all areas are marked with a green checkmark
16. Once all the sections are marked Green, click "submit for approval" at the top

Be advised- if your student is planning to request a level change (i.e. Biology to Honors Biology or vice versa), they need to fill out the level change form. Until this form is approved, the original course listed on their form is what needs to be entered into Naviance.

For Health class, only enter Health if you plan on taking it over the summer. If you are taking it over the summer then you will pick one semester of Physical Education which must be Phys Ed 9. If you are not taking Health over the summer then you are going to pick two semester classes of Physical Education, one of which must be Phys Ed 9.