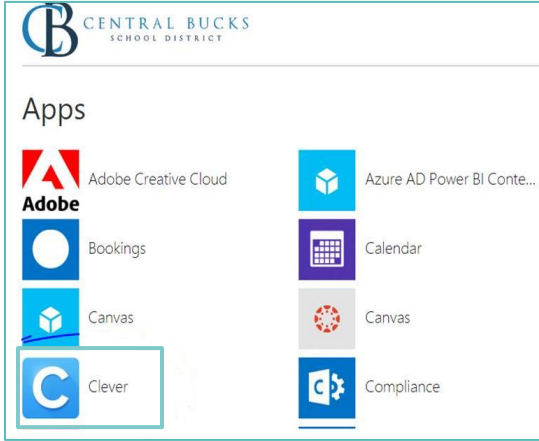
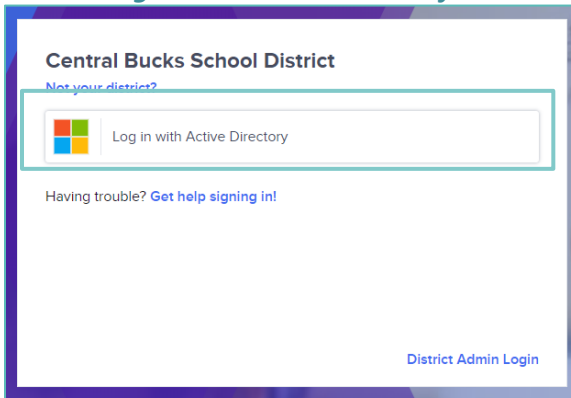


Logging in to Naviance (Staff and Students)

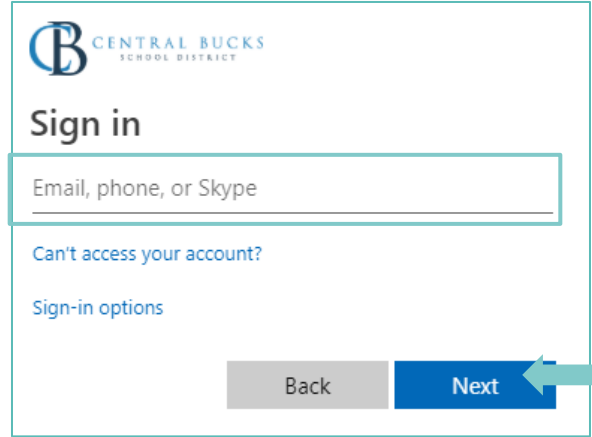
- 1. Go to myapps.microsoft.com
- 2. Click the **Clever** icon



- 3. Click on **Log in with Active Directory**



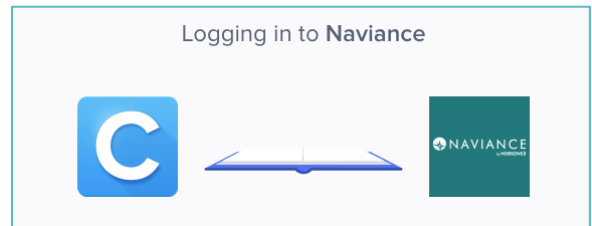
- 4. Enter your @CBSD.org staff email address, and password and click **NEXT**



- 5. Click on the **Naviance** Icon



- 6. Clever will then log you in to your Naviance account!

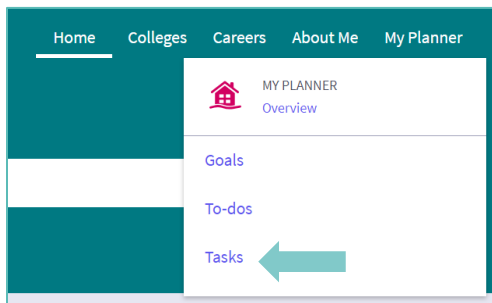




Eleventh Grade Scope and Sequence

Complete SuperMatch College Search

- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner



- From the Task page, click the task titled **Complete SuperMatch College Search**

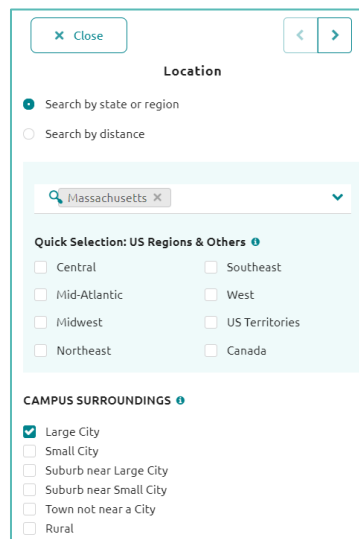
- Locate the "completion trigger" in the top right corner indicated by the pink arrow



- Click the text, **search for colleges** to go to the SuperMatch College Search page
- On the SuperMatch College Search page, use the **fit criteria** at the top of the screen



- When each fit criteria box pops up (after clicking the fit criteria) enter your preferences. Click **Close** at the top left corner to add the fit criteria to your search



- Move fit criteria from the Need to Have to the Nice to Have list by clicking the **arrow** next to fit criteria



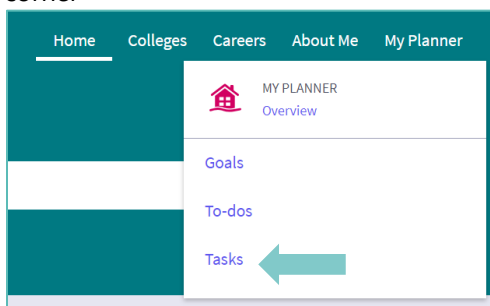
- View your college matches by scrolling down the page, listed in order by fit under the header **Your Results**


Your Results					
College	Academic Profile	Diversity	Admission Info	Institution Characteristics	
Boston College Coastal MA, Large City #19 in National Ranking #19 in US Colleges	Avg Score: 84 SAT: 1300 ACT: 32	Gender: 50% % International: 11.5% Out of State: 11% International %: 11% Hispanics: 1%	Acceptance Rate: 15% Average Common App Fee: \$17	Average Class Size: 27 Undergrad Staff: 310 Students Job Placement Rate: 91% Graduation Rate: 88% Retention Rate: 93%	
Northwestern University Illinois, IL, Large City #20 in National Ranking #20 in US Colleges	Avg Score: 84 SAT: 1300 ACT: 32	Gender: 50% % International: 11.5% Out of State: 11% International: 11% Hispanics: 1%	Acceptance Rate: 15% Average Common App Fee: \$17	Average Class Size: 27 Undergrad Staff: 310 Students Job Placement Rate: 91% Graduation Rate: 88% Retention Rate: 93%	

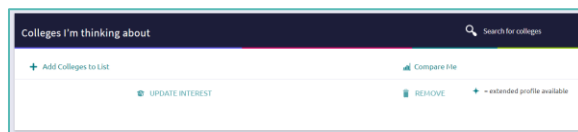
- Once you view the search results, the task is marked complete!

Add at Least Three College of Interest to the “Colleges I’m Thinking About” list

1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner



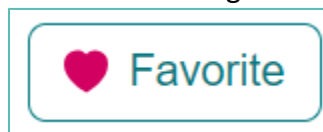
2. From the Task page, click the task titled **Add colleges to my list**
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow
 
4. Click the text, **add at least 1 college(s) to your list**
5. On the Colleges I’m Thinking About page click **Add Colleges to List** on the left



6. Use the College Quicklist, keyword look up, or other search tools to see a list of colleges you want to learn more about.
7. Once you see a college you like, click the **Favorites** heart icon to save a college to your list



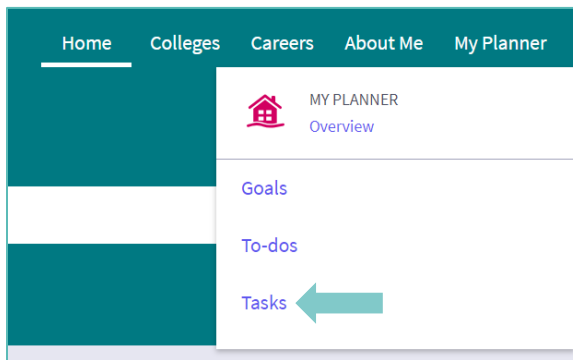
You can also use the check box next to several colleges and then save to your favorites list using the **Favorite** button



8. Complete the **Favorite** action above three times total to mark the task complete

Post-Secondary Goals Survey

1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.

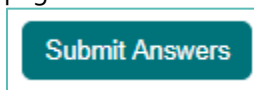


2. From the Task page, click the task titled **Learning Style Inventory Reflection Survey**.

3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



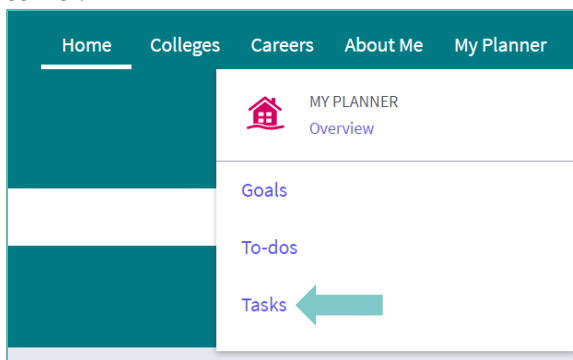
4. Click the text, **complete the Learning Style Inventory Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



6. Submitting the survey will mark the task as complete.

Complete the Multiple Intelligences (MI) Advantage

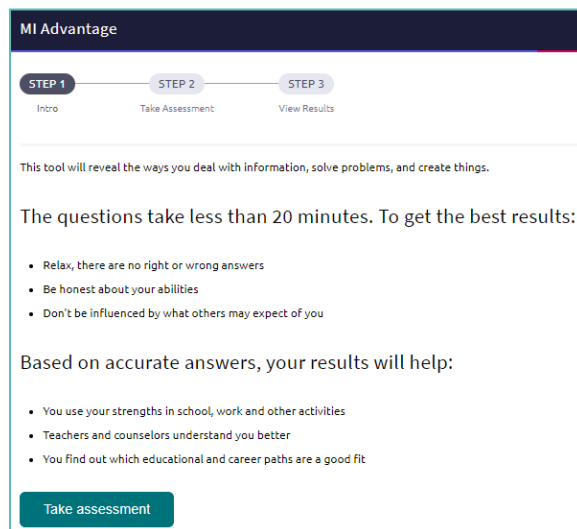
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



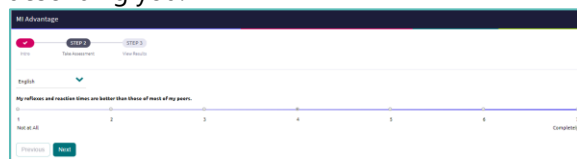
2. From the Task page, click the task titled **Complete MI Advantage**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



4. Click the text, **complete the MI Advantage** to go to the assessment page.
5. On the MI Advantage assessment screen, read over the directions. When you're ready to begin, click **take assessment** at the bottom of the screen.



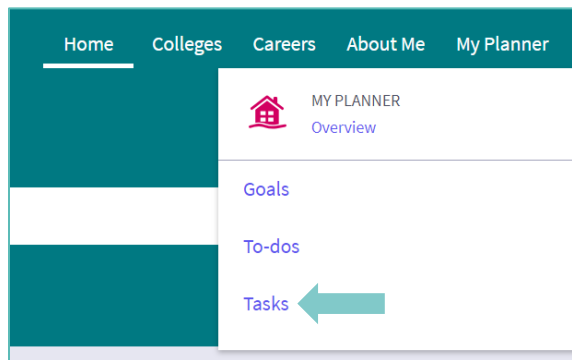
6. On each page, **mark how strongly you agree or disagree** with each statement describing you.



7. At the bottom of each page click **Next** to move on to the next page or allow pages to progress automatically after you make your selection. After the last question, you will be able to view your results
8. Viewing your results marks the task as complete! Remember to click the heart icon to save top career clusters to your favorites page

MI Advantage Reflection Survey

1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **MI Advantage Reflection Survey**.

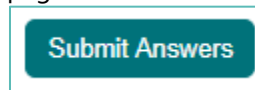
7. complete.

3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



4. Click the text, **complete the MI Advantage Reflection Survey** to go to the survey page.

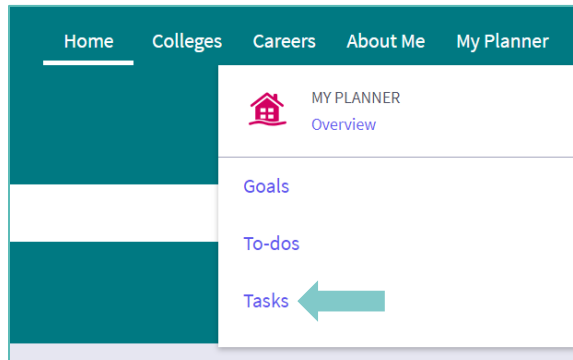
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



6. Submitting the survey will mark the task as

Game Plan Survey

1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.

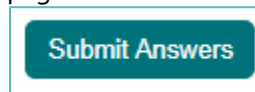


2. From the Task page, click the task titled **Game Plan Survey**.

3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



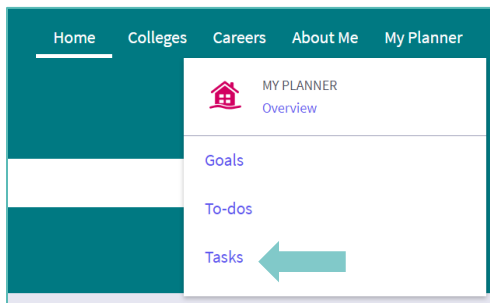
4. Click the text, **complete the Game Plan Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



Submitting the survey will mark the task as complete

Build/Update Resume

- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



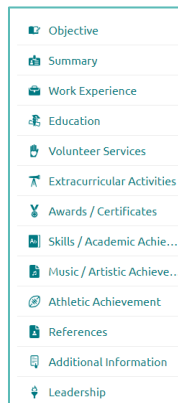
- From the Task page, click the task titled **Build Resume**.
- Locate the "completion trigger" in the top right corner indicated by the pink arrow.



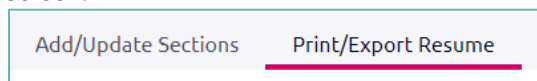
- Click the text, **build a resume** to go to the Resume Builder tool.
- On the Resume Builder page, click the pink circle and white arrow to add a section to your resume.



You can add experiences from the following areas:



- Add your information into the resume area you selected. When you are finished with each section click **Add**.
- Once you've added all the sections you would like in this draft of your resume, click **Print/Export Resume** at the top of the screen.



- Clicking the same pink circle and white arrow icon, add a resume draft. Name your draft and select a resume template.

 A form titled 'Name your resume'. It has a text input field for the resume name. Below it is a section 'Choose a print friendly template' with three radio button options: 'Default Template 1', 'Default Template 2', and 'Default Template 3'. Each option has a 'PREVIEW' link. At the bottom is a 'CONTINUE' button.

- Select the resume sections you'd like to include in your draft using the check boxes. When complete click **Save Resume**.
- A completed draft of your resume marks the task as complete .