

Student Success Planning Using Naviance

Central Bucks School District

Fall 2019

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Naviance Basics

What is Naviance?

Naviance is an online college/career planning platform synced with the CBSD student information system (SIS) that documents student achievement

This integration enables students to explore interests and strengths, set goals, complete assessments, and house artifacts. Ultimately, Naviance streamlines the counseling process for practitioners.



Why This Matters

Naviance is a comprehensive tool designed to connect students' strengths to their next steps after graduation. Each piece of Naviance and Naviance Student serves a purpose to point students on the correct path...

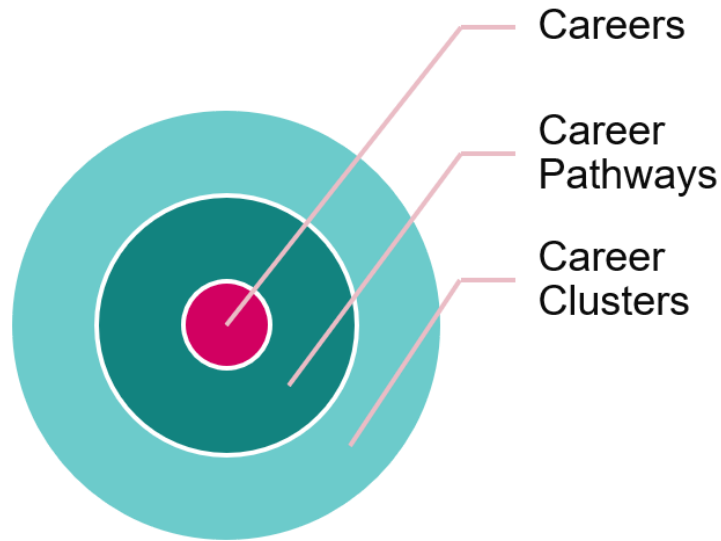
...Without using Naviance and Naviance Student comprehensively, we lose some of that path.

Tools in Naviance Student

Career Research Tools

Career searches and assessment results show students different pages to learn more information about careers.

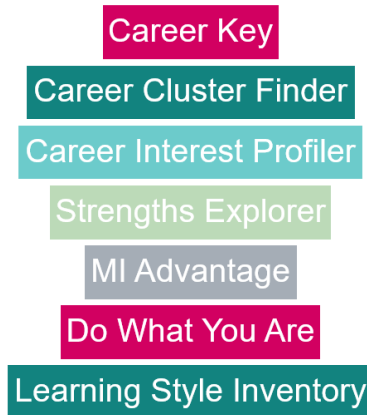
Starting with 16 broad career clusters, students can view more specific career pages through 79 career pathways and, finally, the most specific, over 1,000 career pages.



Career Exploration Assessments

Students complete self-discovery assessments in Naviance Student to identify their interests, personality type, and innate abilities, to name a few!

All assessments, except for the Learning Style Inventory, will guide students back to careers, career pathways, or career clusters they might be interested in based on their assessment results.

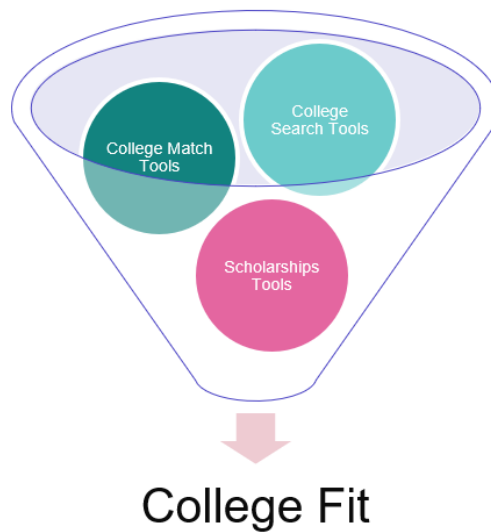


College Research Tools

Starting with a basic college search (e.g., keyword, location, etc.) through to the SuperMatch® college search, students use Naviance to identify favorite colleges of interest.

Forecasting and comparison tools, such as Naviance Scattergrams, are used to show students how they stack up against their peers at specific institutions.

Finally, students can use Naviance Student to browse local scholarships provided by their school or district, as well as the Sallie Mae national scholarship database.

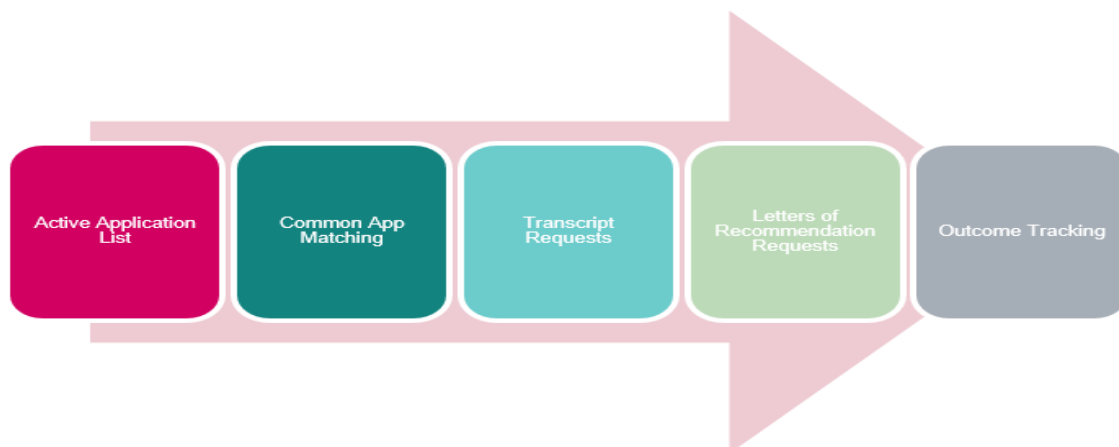


College Application Tools (eDocs)

Naviance and Naviance Student serve as a one-stop-shop for the college application process!

Students indicate the colleges they have applied to, send transcript requests, and letter of recommendation requests all on their Naviance Student page.

Staff members can manage, track, and send application documents to institutions from Naviance, updating students on the status of their materials throughout the process.



Naviance Alumni Tracker

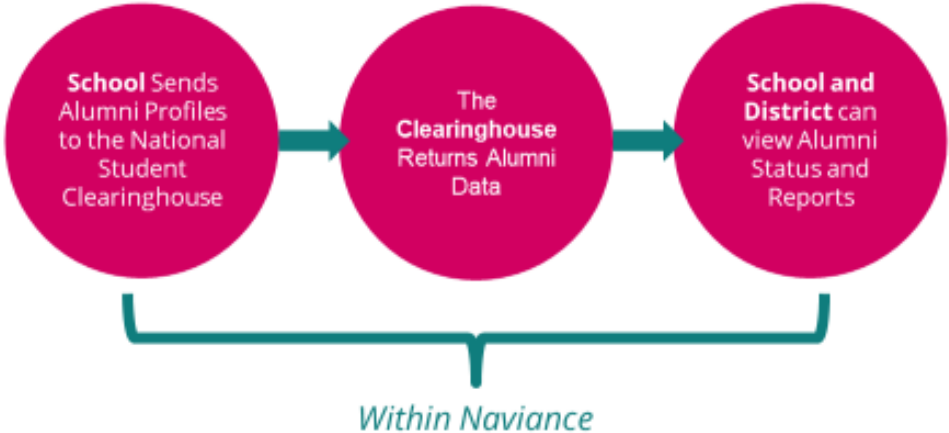
What is Naviance Alumni Tracker?

National Student Clearinghouse provides a nationwide, central repository of information on the enrollment status and educational achievements of postsecondary students. Clearinghouse data covers 98% of all U.S. public and private college students.

Naviance Alumni Tracker is a first-of-its-kind integration with the Clearinghouse. With this integration, Naviance clients can:

- Submit alumni records to the Clearinghouse directly from within Naviance (no manual file generation)
- Have alumni postsecondary outcomes populated in Naviance by the Clearinghouse (no uploading)
- Run Naviance-specific reports beyond the standard StudentTracker PDF reports

How does Naviance Alumni Tracker work?



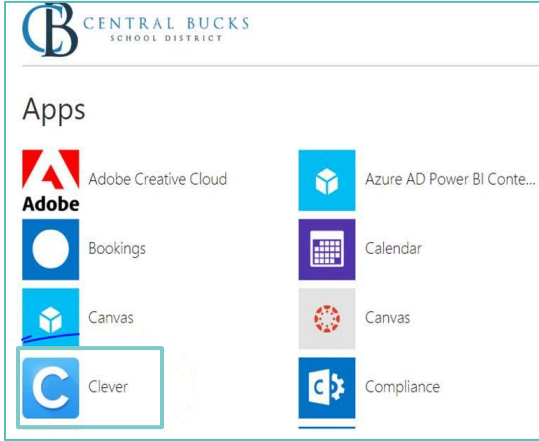
Accessing Naviance Alumni

The Alumni Tracker can be viewed in the Setup menu from your school’s Naviance Student page and clicking “Alumni Tracker”. Here you will see the returned files from the National Student Clearinghouse and can send your new file as students graduate.

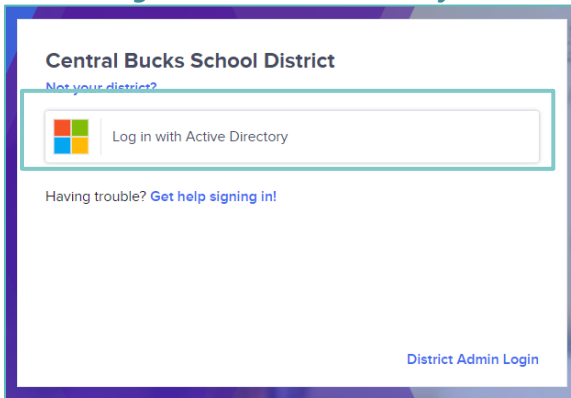
National Student Clearinghouse/ Alumni Tracker reports can be found from your school’s Naviance Student page, hovering over “Analytics” and clicking “Reports”. Additional alumni data can be found within Naviance Insights within the same menu. From there, click on “Alumni Outcomes”.

Logging in to Naviance (Staff and Students)

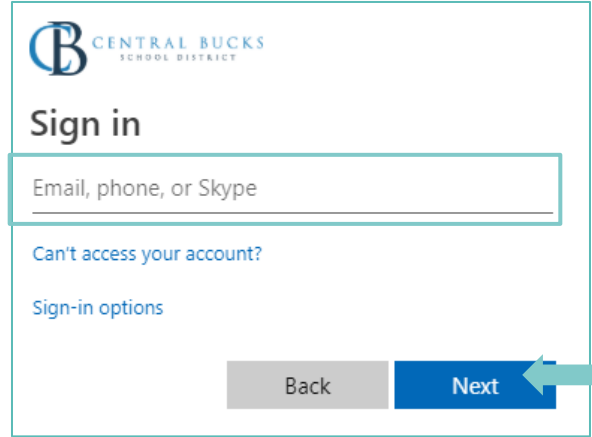
- 1. Go to myapps.microsoft.com
- 2. Click the **Clever** icon



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



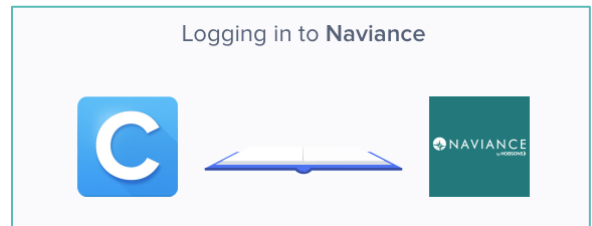
- 4. Enter your @CBSD.org staff email address, and password and click **NEXT**



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



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

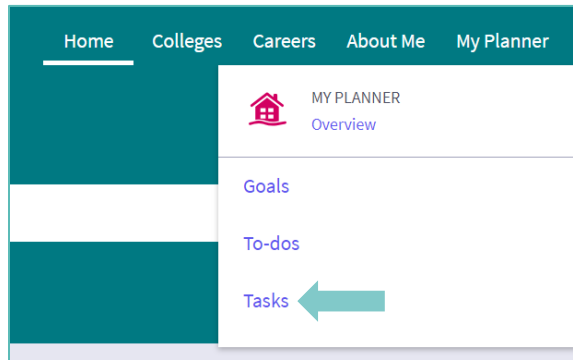




Seventh Grade Scope and Sequence

Naviance Scavenger Hunt

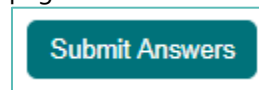
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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



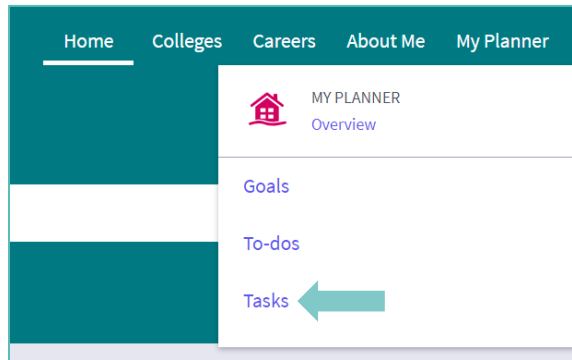
4. Click the text, **complete the Naviance Scavenger Hunt survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.




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

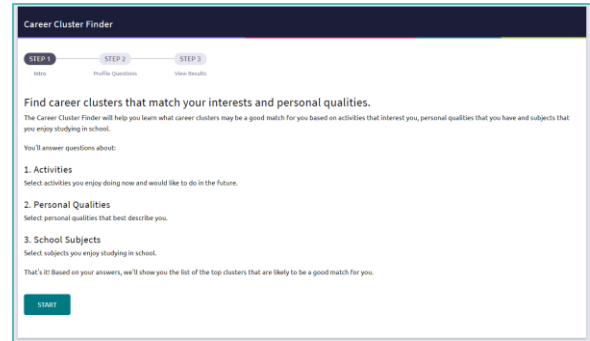
Complete Career Cluster Finder Assessment

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

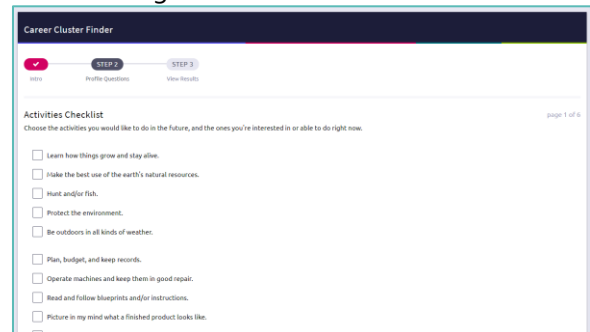


2. From the Task page, click the task titled **Complete Career Cluster Finder**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.
 
4. Click the text, **complete the Career Cluster Finder survey** to go to the assessment page.
5. On the Career Cluster Finder assessment screen, read over the directions. When you're ready to begin, click **start** at the bottom of

the screen.



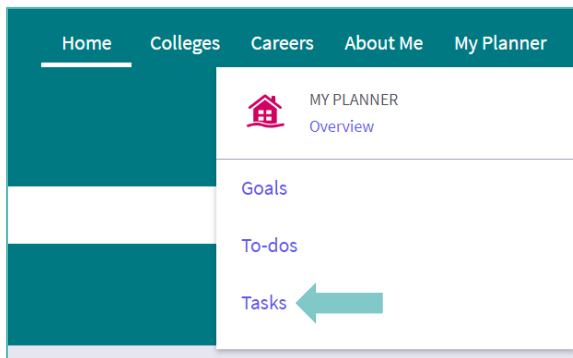
6. On each page, **check off activities** you would like to do in the future, the school subjects you are interested in, or activities able to do right now.



7. At the bottom of each page click **Continue** to move on to the next page.
8. At the final page, click **Results** to view your top career clusters.
9. Viewing your results marks the task as complete! Remember to click the heart icon to save top career clusters to your favorites page.

Career Cluster Finder Reflection Survey

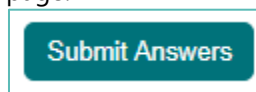
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **Career Cluster Finder Reflection Survey**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



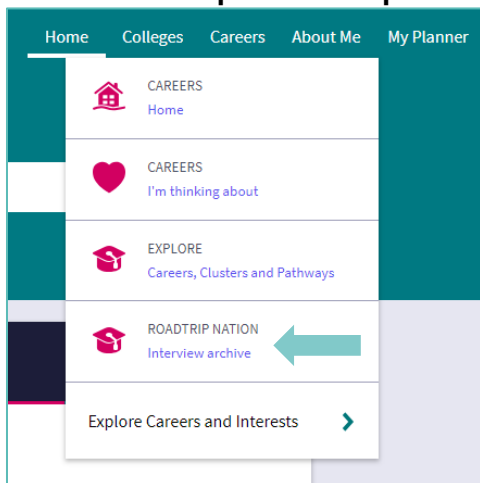
4. Click the text, **complete the Career Cluster Finder Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



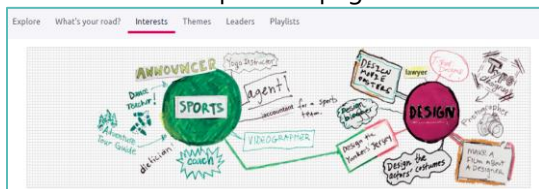
6. Submitting the survey will mark the task as complete.

Complete Roadtrip Nation Entrepreneurship Activity

- From your Naviance Student homepage, click **Careers** and then **Explore Roadtrip Nation**.

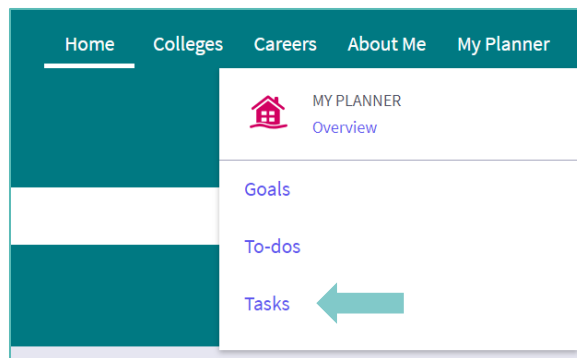



- On the Roadtrip Nation page, click the **Interests** at the top of the page.

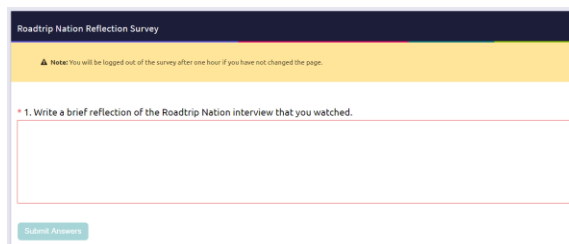


- Click on the circle titled **Entrepreneurship**.
- Click on a leader's profile page to learn more about their journey. You can read about the leader in their biography or scroll to the bottom of the page to watch their full interview with students just like you.
- After you have viewed at least one leader video in the Entrepreneurship category, click **My Planner** and then **Tasks** in the top right

corner.

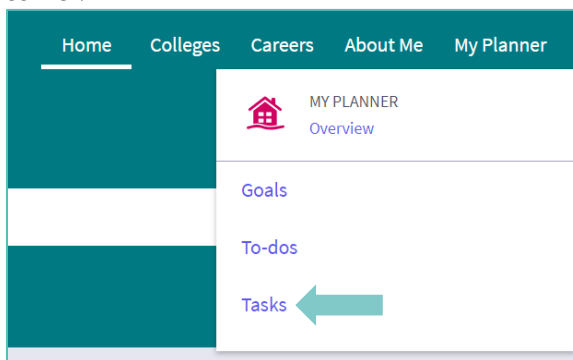



- From the Task page, click the task titled **Roadtrip Nation Entrepreneurship Reflection**
 - Locate the "completion trigger" in the top right corner indicated by the pink arrow.
- 
- Click the text, **take this survey** to go to the survey page.
 - Answer the reflection question and click **Submit Answers** to finish the survey and mark the task complete.

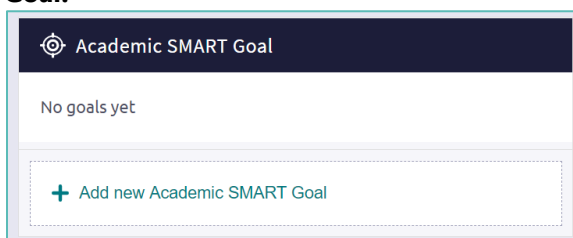


Create Academic SMART Goal for 7th Grade

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



- From the Task page, click the task titled **Create an Academic SMART Goal**.
 - Locate the "completion trigger" in the top right corner indicated by the pink arrow.
- 
- Click the text, **create a goal** to go to the Goals page.
 - Locate the goal category titled **Academic SMART Goal**.
 - Click the box **Add new Academic SMART Goal**.



- Fill in the SMART goal box adding your academic goal at the top and writing how your goal fulfills the "SMART" format. *Remember: a SMART goal is Specific, Measurable, Achievable, Relevant, and Timely!*

 A screenshot of the 'Add Goal' form. The form has a title 'Academic SMART Goal' and a 'Cancel' button. The main section is titled '* My Goal is: (required)' and contains a text box with the goal: 'I will get all As in my core academic classes for semester 2 of 9th grade'. Below this are five sections, each with a question and a text box:

- Specific: What specific things will you accomplish?** Text box: 'Get all As'
- Measurable: How will you know when you have achieved this goal?** Text box: 'All As on my semester 2 report card'
- Achievable: Is this goal realistic? Do you have the tools you need to achieve it?** Text box: 'I had all but 1 A last semester - I only need to improve math!'
- Relevant: Why is this goal important in your life?** Text box: 'I need to make honor roll to go on a special trip with mom and dad'
- Timely: When can you achieve this goal?** Text box: 'By semester 2'

 At the bottom of the form is a large teal button labeled 'ADD'.

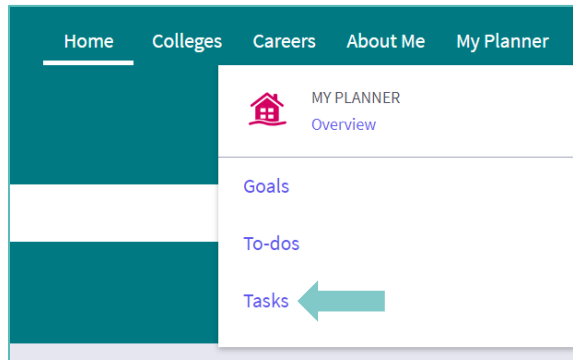
- Click **Add** at the bottom of the goal box to add your goal and complete the task!



Eighth Grade Scope and Sequence

Naviance Scavenger Hunt

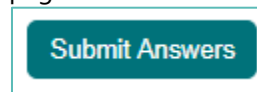
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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



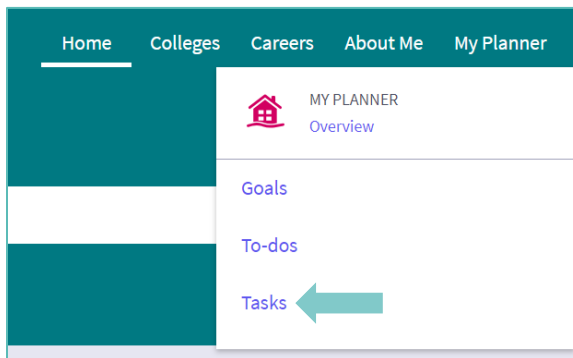
4. Click the text, **complete the Naviance Scavenger Hunt survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.




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

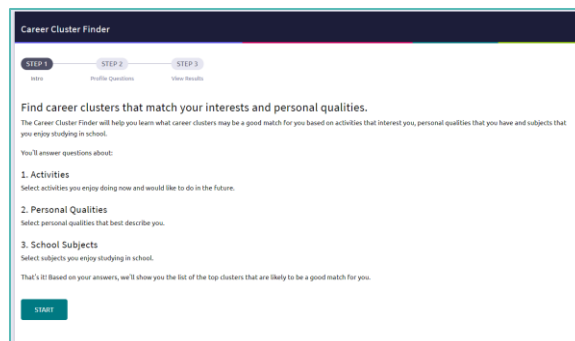
Complete Career Cluster Finder Assessment

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

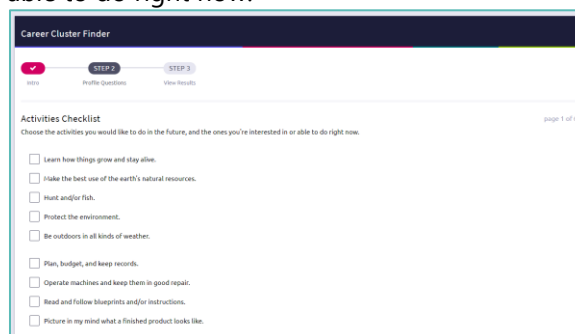


2. From the Task page, click the task titled **Complete Career Cluster Finder**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.
 
4. Click the text, **complete the Career Cluster Finder survey** to go to the assessment page.
5. On the Career Cluster Finder assessment screen, read over the directions. When you're ready to begin, click **start** at the bottom of

the screen.



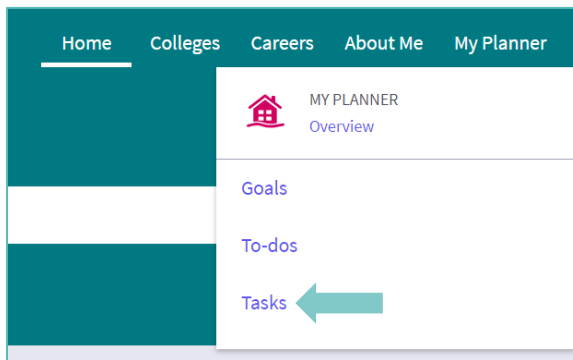
6. On each page, **check off activities** you would like to do in the future, the school subjects you are interested in, or activities able to do right now.



7. At the bottom of each page click **Continue** to move on to the next page. At the final page, click **Results** to view your top career clusters.
8. Viewing your results marks the task as complete! Remember to click the heart icon to save top career clusters to your favorites page.

Career Cluster Finder Reflection Survey

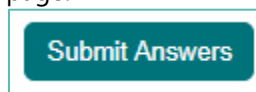
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **Career Cluster Finder Reflection Survey**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



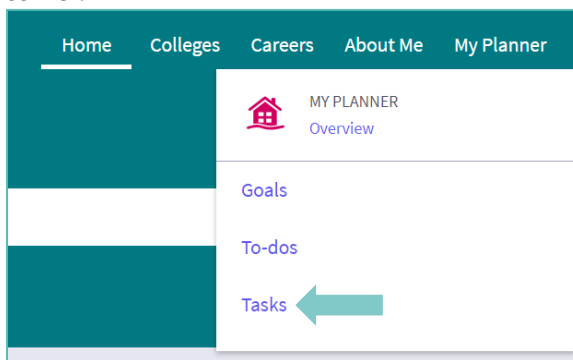
4. Click the text, **complete the Career Cluster Finder Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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

Create Academic SMART Goal for 8th Grade

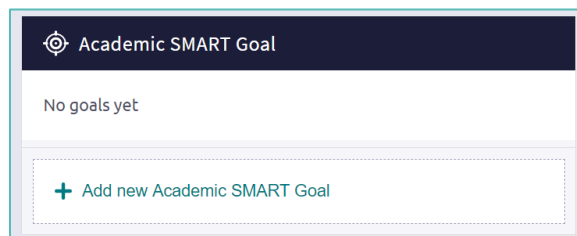
- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



- From the Task page, click the task titled **Create an Academic SMART Goal**.
- Locate the "completion trigger" in the top right corner indicated by the pink arrow.



- Click the text, **create a goal** to go to the Goals page.
- Locate the goal category titled **Academic SMART Goal**.
- Click the box **Add new Academic SMART Goal**.



- Fill in the SMART goal box adding your academic goal at the top and writing how your goal fulfills the "SMART" format. *Remember: a SMART goal is Specific, Measurable, Achievable, Relevant, and Timely!*

 A screenshot of the 'Add Goal' form. The form has a teal header with 'Cancel', 'Add Goal', and 'Instructions' buttons. The main content area is white and contains several text input fields:

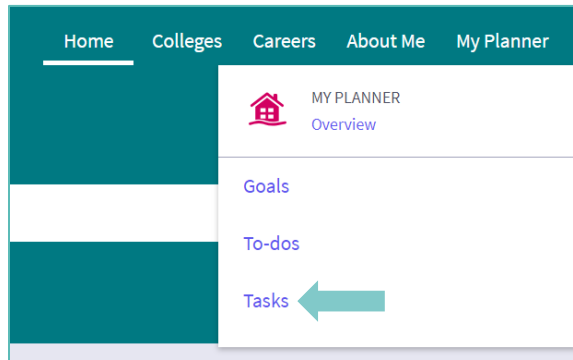
- Academic SMART Goal**
- * My Goal is: (required)** with the text 'I will get all As in my core academic classes for semester 2 of 9th grade'.
- Specific: What specific things will you accomplish?** with the text 'Get all As'.
- Measurable: How will you know when you have achieved this goal?** with the text 'All As on my semester 2 report card'.
- Achievable: Is this goal realistic? Do you have the tools you need to achieve it?** with the text 'I had all but 1 A last semester - I only need to improve math!'.
- Relevant: Why is this goal important in your life?** with the text 'I need to make honor roll to go on a special trip with mom and dad'.
- Timely: When can you achieve this goal?** with the text 'By semester 2'.

 At the bottom of the form is a teal bar with the word 'ADD' in white.

- Click **Add** at the bottom of the goal box to add your goal and complete the task!

PA Career Plan Survey

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

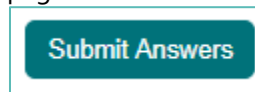


2. From the Task page, click the task titled **PA Career Plan Survey**.

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



4. Click the text, **complete the PA Career 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.



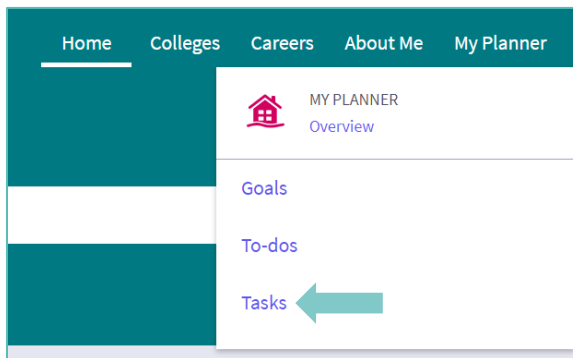
6. Submitting the survey will mark the task as complete.



Ninth Grade Scope and Sequence

Complete the Learning Style Inventory

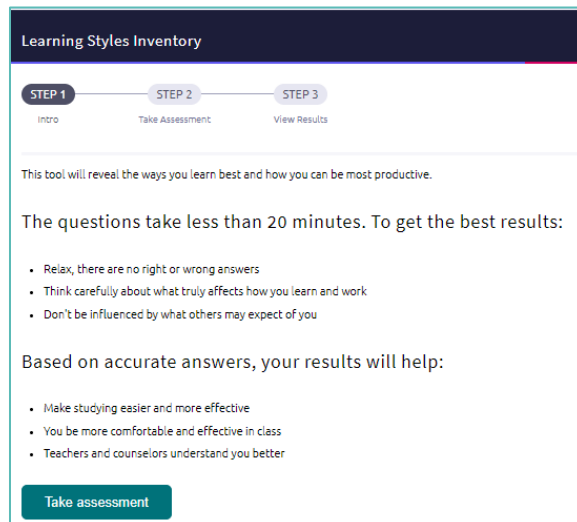
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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



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



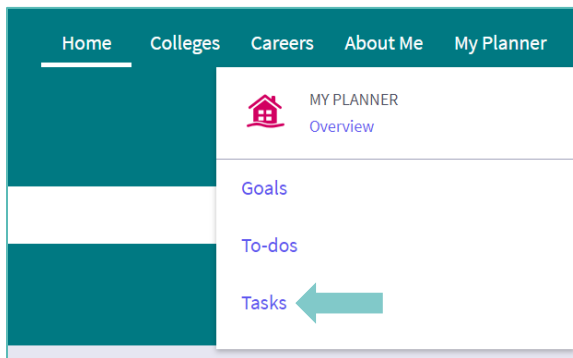
7. On each page, **mark how strongly you agree or disagree** with each statement describing your habits



8. 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
9. Viewing your results marks the task as complete! Remember to click the heart icon to save top career clusters to your favorites page

Learning Style Inventory Reflection Survey

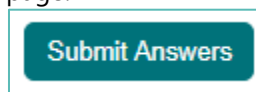
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **Learning Style Inventory Reflection Survey**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



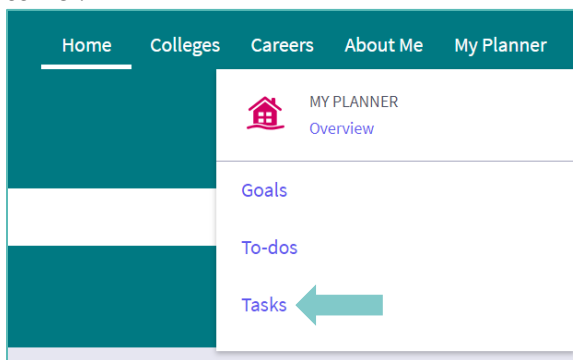
4. Click the text, **complete the Learning Style Inventory Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.




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

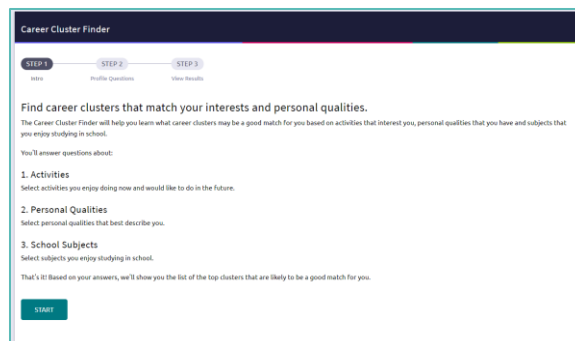
Complete Career Cluster Finder Assessment

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

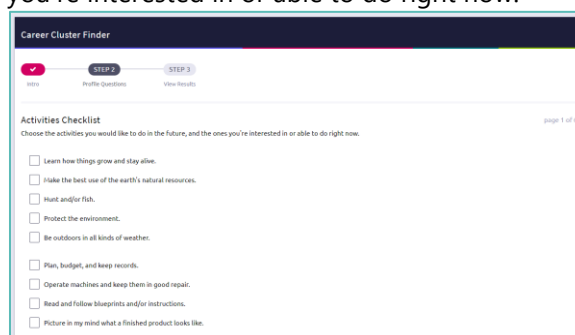


- From the Task page, click the task titled **Complete Career Cluster Finder**.
 - Locate the "completion trigger" in the top right corner indicated by the pink arrow.
- 
- Click the text, **complete the Career Cluster Finder survey** to go to the assessment page.
 - On the Career Cluster Finder assessment screen, read over the directions. When you're ready to begin, click **start** at the bottom of

the screen.



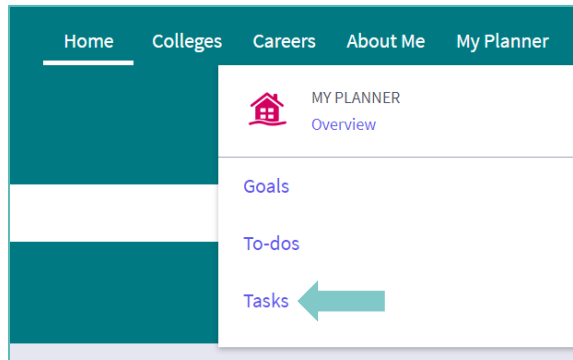
- On each page, **check off activities** you would like to do in the future, and the ones you're interested in or able to do right now.



- At the bottom of each page click **Continue** to move on to the next page. At the final page, click **Results** to view your top career clusters.
- Viewing your results marks the task as complete! Remember to click the heart icon to save top career clusters to your favorites page.

Career Cluster Finder Reflection Survey

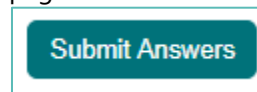
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **Career Cluster Finder Reflection Survey**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



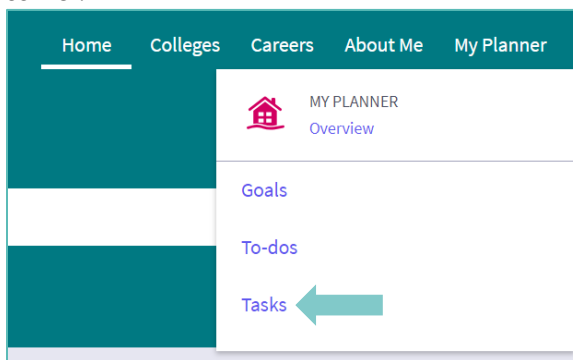
4. Click the text, **complete the Career Cluster Finder Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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

Complete the Multiple Intelligences (MI) Advantage

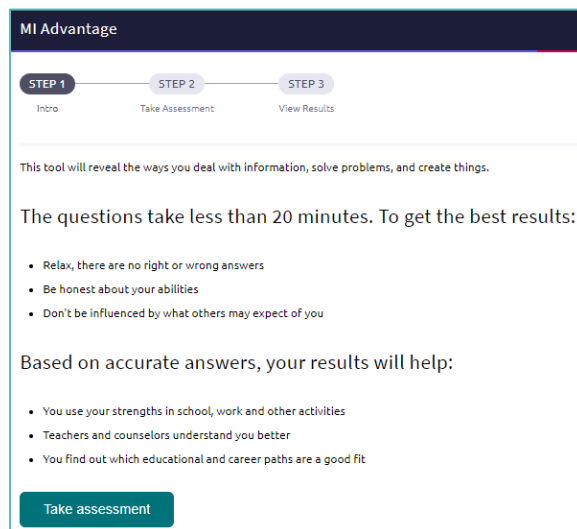
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



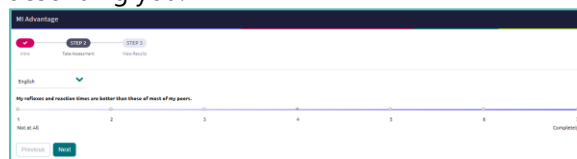
2. From the Task page, click the task titled **Complete MI Advantage**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



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.



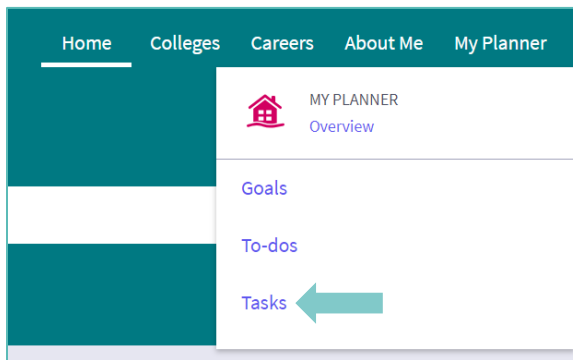
6. On each page, **mark how strongly you agree or disagree** with each statement describing you.



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.

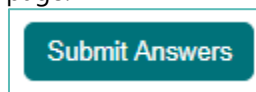


2. From the Task page, click the task titled **MI Advantage Reflection Survey**.

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



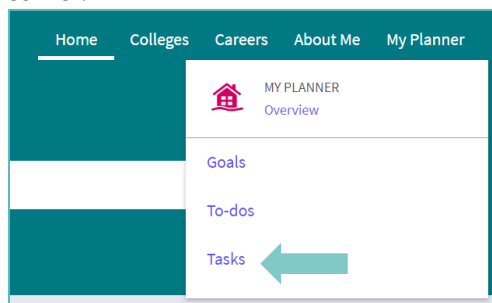
4. Click the text, **complete the MI Advantage Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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

Begin Building Resume

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



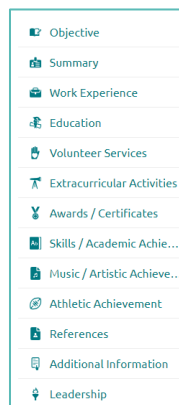
2. From the Task page, click the task titled **Build Resume**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



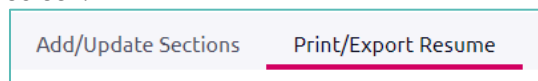
4. Click the text, **build a resume** to go to the Resume Builder tool.
5. On the Resume Builder page, click the pink circle and white arrow to add a section to your resume.



You can add experiences from the following areas:



6. Add your information into the resume area you selected. When you are finished with each section click **Add**.
7. 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.



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

 A screenshot of the 'Name your resume' form. It includes a text input field for the resume name, a 'Choose a print friendly template' section with three radio button options (Default Template 1, 2, 3), and a 'CONTINUE' button.

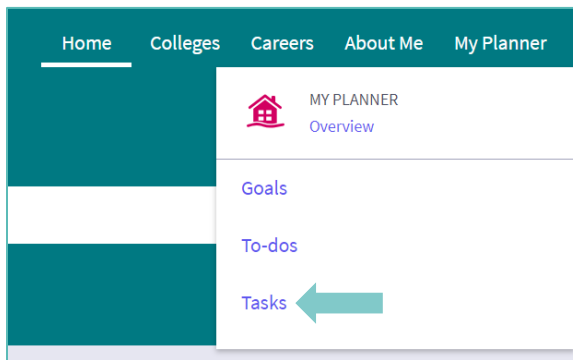
9. Select the resume sections you'd like to include in your draft using the check boxes. When complete click **Save Resume**.
10. A completed draft of your resume marks the task as complete.



Tenth Grade Scope and Sequence

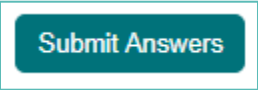
Transition to High School Survey

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



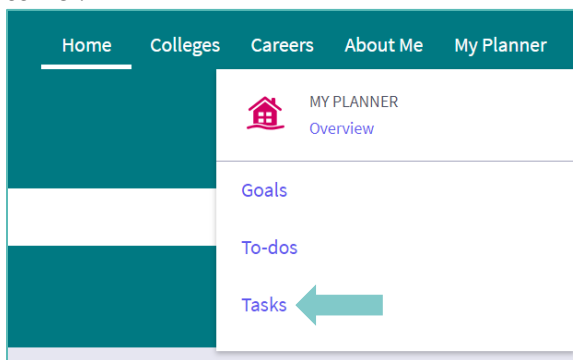
2. From the Task page, click the task titled **Transition to High School Survey**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



4. Click the text, **complete the Transition to High School 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 StrengthsExplorer Assessment

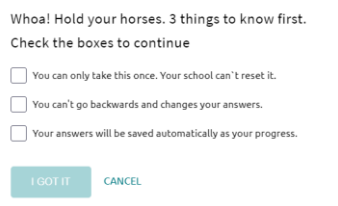
- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



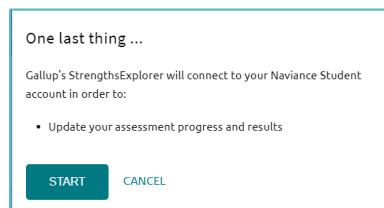
- From the Task page, click the task titled **Complete StrengthsExplorer**.
- Locate the "completion trigger" in the top right corner indicated by the pink arrow.



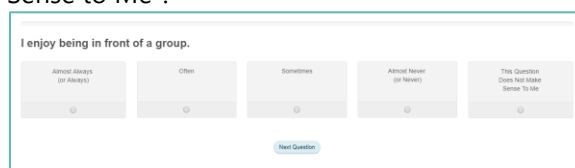
- Click the text, **complete the StrengthsExplorer assessment** to go to the assessment page.
- On the StrengthsExplorer assessment screen, read over the directions. When you're ready to begin, click **take assessment** at the bottom of the screen. Check the boxes in the pop-up window and click **I got it** then **start**



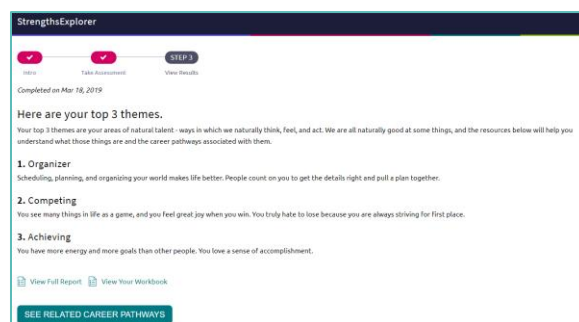
to continue.



- On each page, select if the bolded statement describes you "Almost Always (or Always)," "Often," "Sometimes," "Almost Never (or Never)," or "The Question Does Not Make Sense to Me".

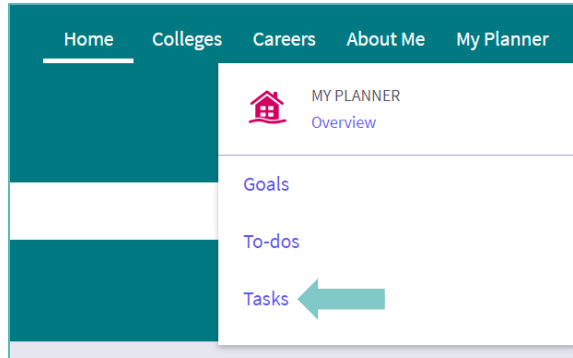


- Click **Next Question** to continue.
- Viewing your results marks the task as complete! Remember to click the heart icon to save top career pathways to your favorites page.



StrengthsExplorer Reflection Survey

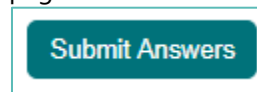
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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



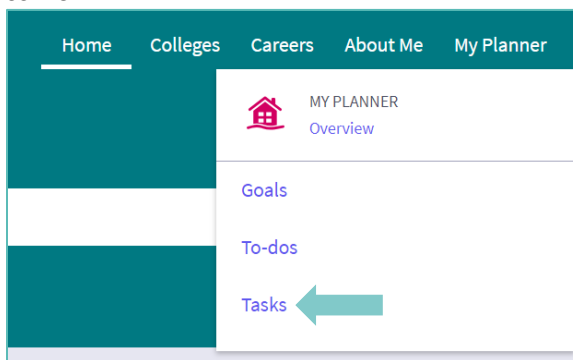
4. Click the text, **complete the Learning Style Inventory Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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

Complete the Career Interest Profiler

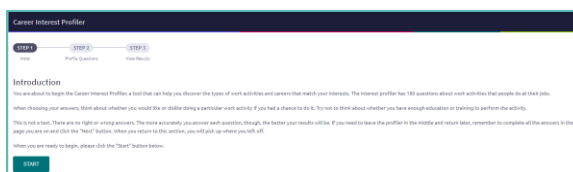
- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner



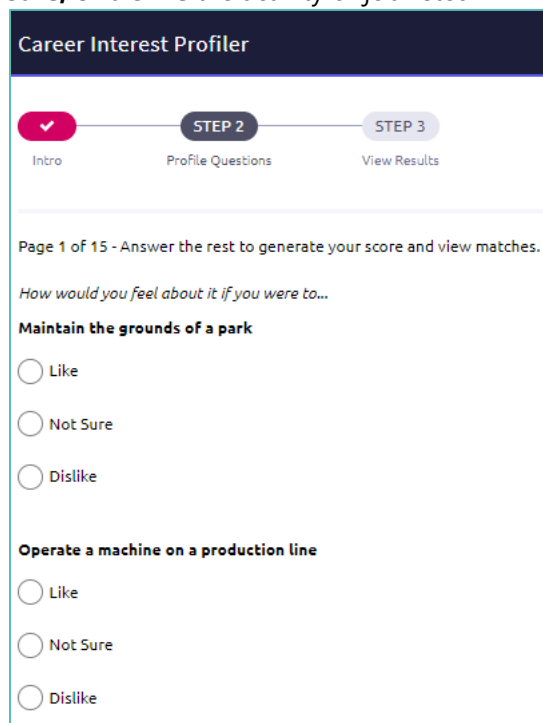
- From the Task page, click the task titled **Complete Career Interest Profiler**
- Locate the "completion trigger" in the top right corner indicated by the pink arrow



- Click the text, **complete the Career Interest Profiler** to go to the assessment page
- On the Career Interest Profiler assessment screen, read over the directions. When you're ready to begin, click **start** at the bottom of the screen



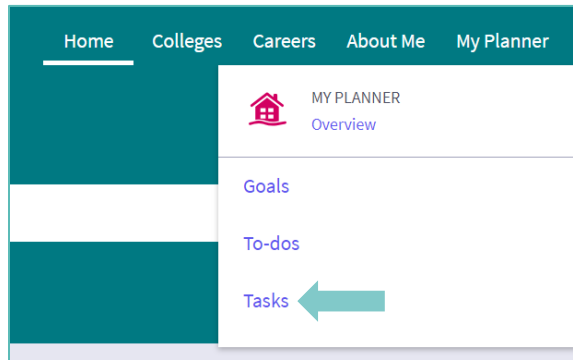
- On each page, **mark if you like, are not sure, or dislike** the activity or job listed



- At the bottom of each page click **Next** to move on to the next page. After the last question/ page, you will be able to view your results.
- Viewing your results marks the task as complete! Remember to click the heart icon to save top career clusters to your favorites page.

Career Interest Profiler Reflection Survey

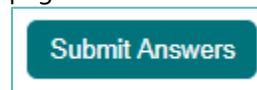
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **Career Interest Profiler Reflection Survey**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



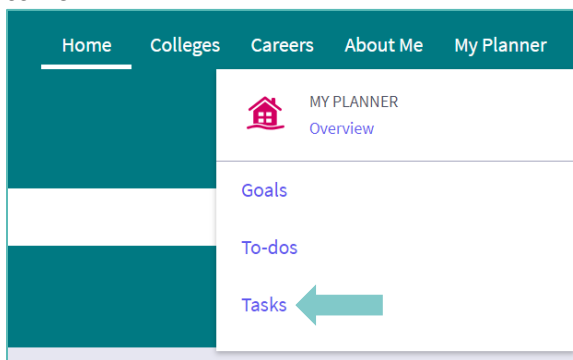
4. Click the text, **complete the Career Interest Profiler Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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

Complete Do What You Are Assessment

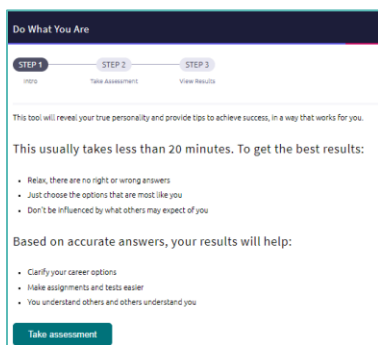
- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner



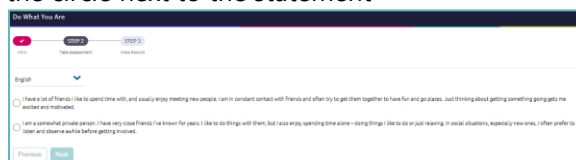
- From the Task page, click the task titled **Complete StrengthsExplorer**
- Locate the "completion trigger" in the top right corner indicated by the pink arrow



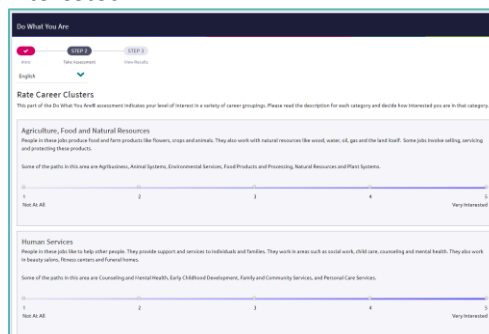
- Click the text, **complete the Do What You Are assessment** to go to the assessment page
- On the Do What You Are assessment screen, read over the directions. When you're ready to begin, click **take assessment** at the bottom of the screen



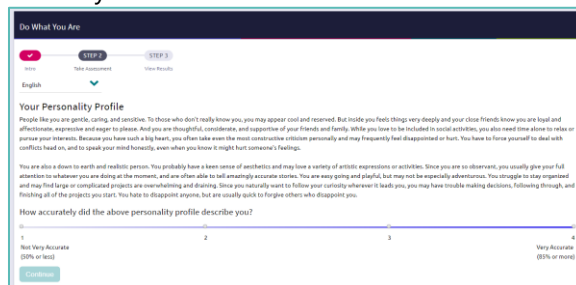
- On each page, select which statement is most similar to you and your personality by clicking the circle next to the statement



- At the bottom of each page click **next** to move on to the next page or allow the pages to progress automatically
- After the statement questions there are 2 steps before viewing your results. First, rate your career clusters, rating which you are interested in



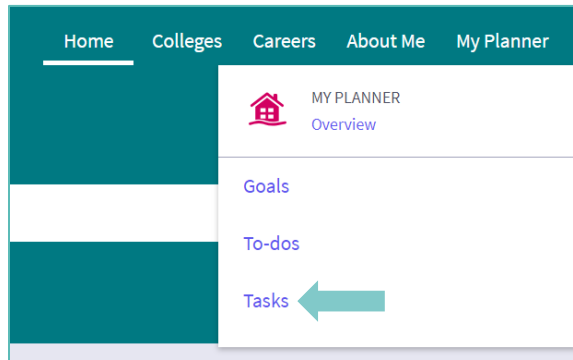
- Finally, review your personality statement for accuracy and click **continue**



Viewing your results marks the task as complete! Remember to click the heart icon to save top career pathways to your favorites page

Do What You Are Reflection Survey

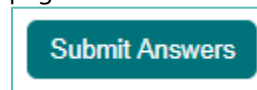
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **Do What You Are Reflection Survey**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



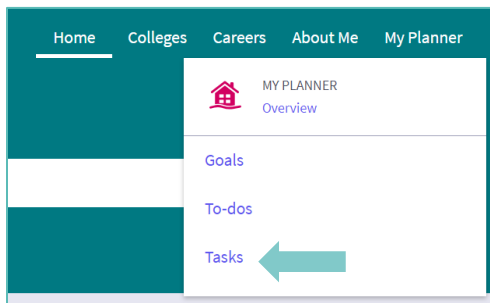
4. Click the text, **complete the Do What You Are Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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

Build/Update Resume

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



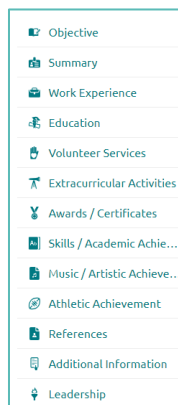
2. From the Task page, click the task titled **Build Resume**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



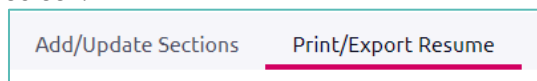
4. Click the text, **build a resume** to go to the Resume Builder tool.
5. On the Resume Builder page, click the pink circle and white arrow to add a section to your resume.



You can add experiences from the following areas:



6. Add your information into the resume area you selected. When you are finished with each section click **Add**.
7. 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.



8. 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' with a text input field. 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. A 'CONTINUE' button is at the bottom.

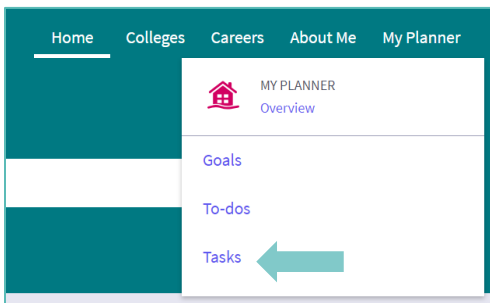
9. Select the resume sections you'd like to include in your draft using the check boxes. When complete click **Save Resume**.
10. A completed draft of your resume marks the task as complete .



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**

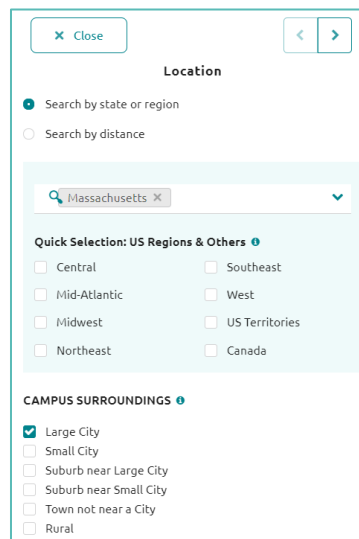
- Locate the "completion trigger" in the top right corner indicated by the pink arrow



- 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



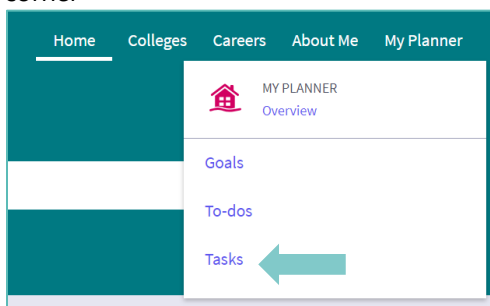
- View your college matches by scrolling down the page, listed in order by fit under the header **Your Results**


Your Results					
Fit Score	Academic Profile	Diversity	Admission Info	Institution Characteristics	
84	GPA: 3.5 / 4.0 SAT: 1300 / 1600 ACT: 32 / 38	Gender % International: 11.5% Out of State: 11% International % Hispanics: 1%	Acceptance Rate: 15% Average Common App App Fee: \$15	Average Class Size: 21 Undergrad Staff: 1023 Students Job Placement Rate: 95% Graduation Rate: 88% Retention Rate: 95%	
84	GPA: 3.5 / 4.0 SAT: 1300 / 1600 ACT: 32 / 38	Gender % International: 11.5% Out of State: 11% International % Hispanics: 1%	Acceptance Rate: 15% Average Common App App Fee: \$15	Average Class Size: 21 Undergrad Staff: 1023 Students Job Placement Rate: 95% Graduation Rate: 88% Retention Rate: 95%	

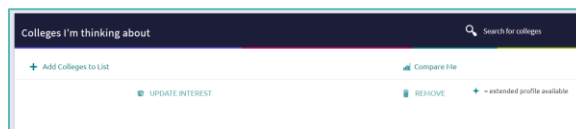
- Once you view the search results, the task is marked complete!

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



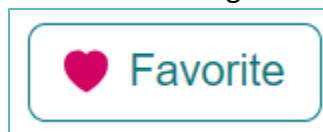
2. From the Task page, click the task titled **Add colleges to my list**
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow
 
4. Click the text, **add at least 1 college(s) to your list**
5. On the Colleges I’m Thinking About page click **Add Colleges to List** on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



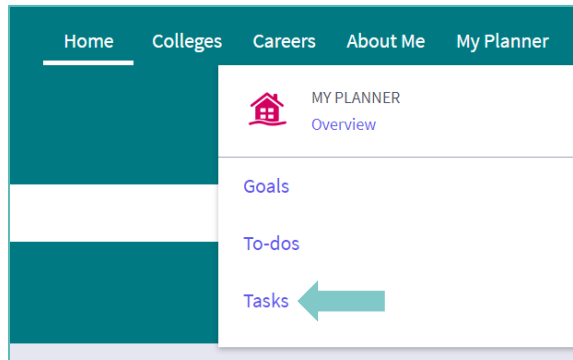
You can also use the check box next to several colleges and then save to your favorites list using the **Favorite** button



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.

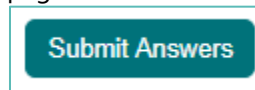


2. From the Task page, click the task titled **Learning Style Inventory Reflection Survey**.

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



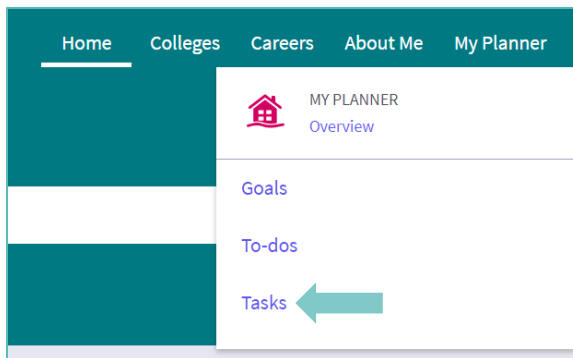
4. Click the text, **complete the Learning Style Inventory Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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

Complete the Multiple Intelligences (MI) Advantage

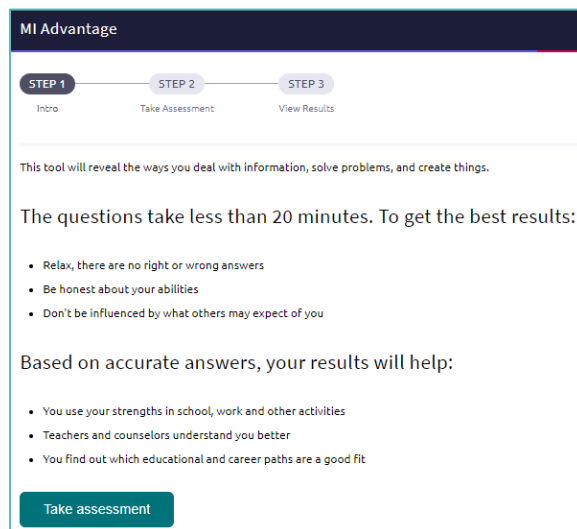
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



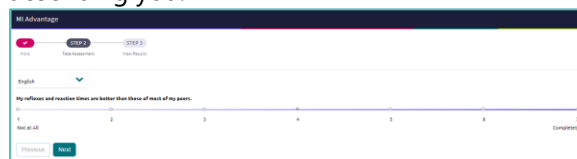
2. From the Task page, click the task titled **Complete MI Advantage**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



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.



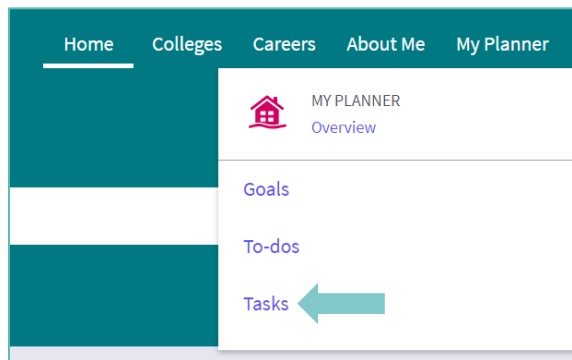
6. On each page, **mark how strongly you agree or disagree** with each statement describing you.



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**.

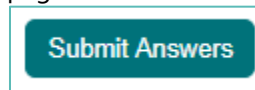
7. complete.

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.

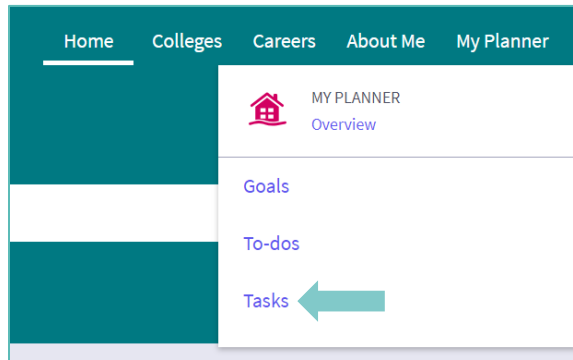
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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.

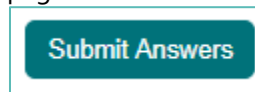


2. From the Task page, click the task titled **Game Plan Survey**.

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



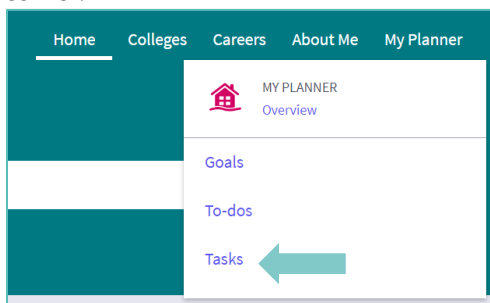
4. Click the text, **complete the Game Plan Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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.



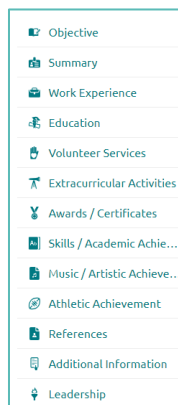
- From the Task page, click the task titled **Build Resume**.
- Locate the "completion trigger" in the top right corner indicated by the pink arrow.



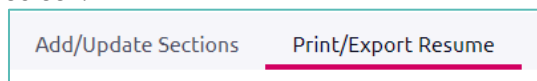
- Click the text, **build a resume** to go to the Resume Builder tool.
- On the Resume Builder page, click the pink circle and white arrow to add a section to your resume.



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 screenshot of the 'Name your resume' form. It includes a text input field for the resume name, a section titled 'Choose a print friendly template' with three radio button options (Default Template 1, 2, 3), and a 'CONTINUE' button at the bottom.

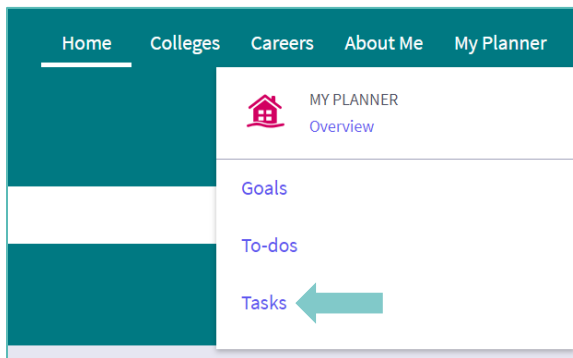
- Select the resume sections you'd like to include in your draft using the check boxes. When complete click **Save Resume**.
- A completed draft of your resume marks the task as complete .



Twelfth Grade Scope and Sequence

Financial Literacy Reflection Survey

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



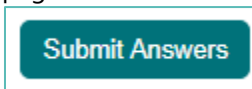
- From the Task page, click the task titled **Financial Literacy Reflection Survey**.
- Read the task description or use the links here to watch financial tutorial videos:
 - <https://bucks.financialaidtv.com/browse/audience/future-students>

- <https://www.youtube.com/user/PHEAAStudentAid>

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



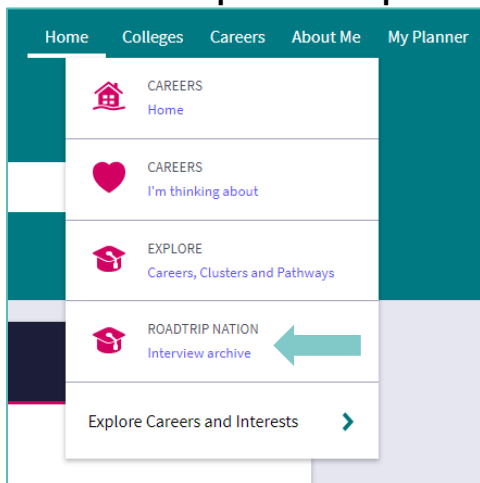
- Click the text, **complete the Financial Literacy Reflection Survey** to go to the survey page
- Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page



- Submitting the survey will mark the task as complete

Complete Roadtrip Nation Reflection Survey

1. From your Naviance Student homepage, click **Careers** and then **Explore Roadtrip Nation**.

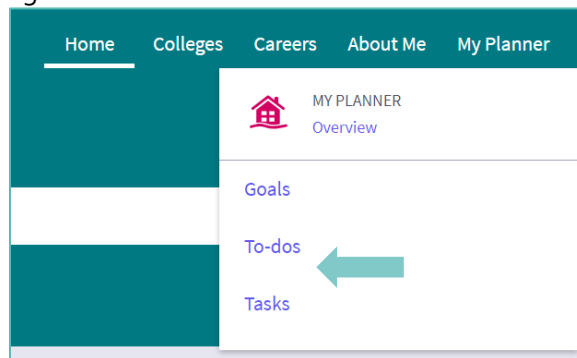


2. On the Roadtrip Nation page, click the **Themes** at the top of the page.

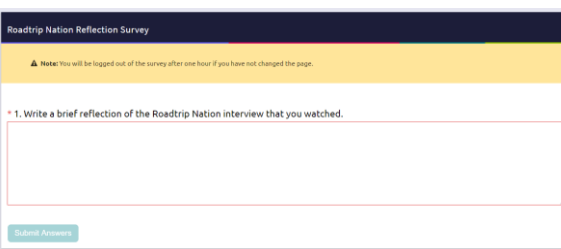


3. Click on the circle titled **Success and Transitions**.
4. Click on a leader's profile page to learn more about their journey. You can read about the leader in their biography or scroll to the bottom of the page to watch their full interview with students just like you.
5. After you have **viewed at least one leader** video in the Success and Transitions category,

- click **My Planner** and then **Tasks** in the top right corner.

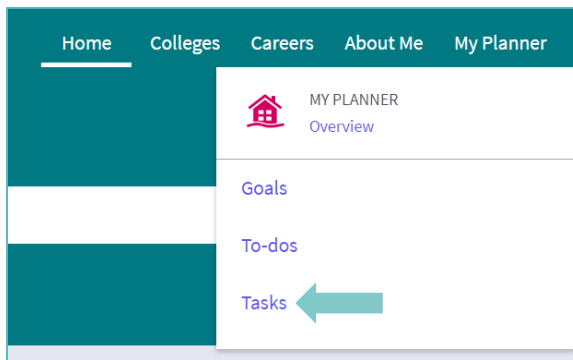


6. From the Task page, click the task titled **Roadtrip Nation Reflection Survey**.
7. Locate the "completion trigger" in the top right corner indicated by the pink arrow.
8. Click the text, **take this survey** to go to the survey page.
9. Answer the reflection question and click **Submit Answers** to finish the survey and mark the task complete.



Decision Making

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 **Decision Making Survey**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.

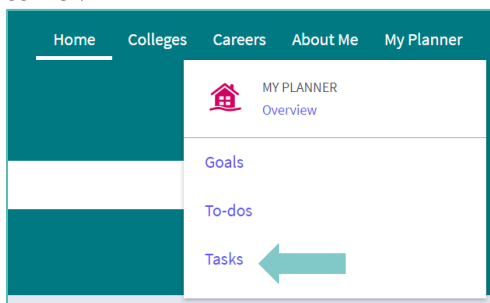


4. Click the text, **complete the Decision Making survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.

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

Build, Update, or Finalize Resume

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



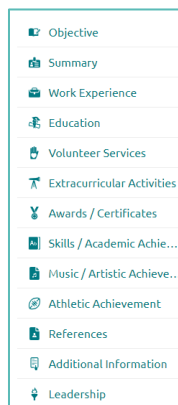
2. From the Task page, click the task titled **Build Resume**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



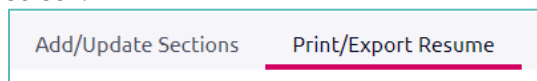
4. Click the text, **build a resume** to go to the Resume Builder tool.
5. On the Resume Builder page, click the pink circle and white arrow to add a section to your resume.



You can add experiences from the following areas:



6. Add your information into the resume area you selected. When you are finished with each section click **Add**.
7. 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.



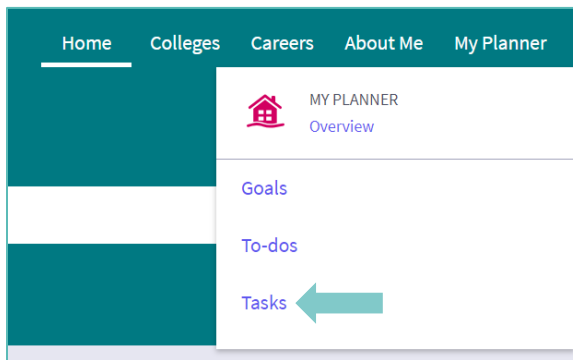
8. Clicking the same pink circle and white arrow icon, add a resume draft. Name your draft and select a resume template.

 A screenshot of the 'Name your resume' form. It includes a text input field for the resume name, a section titled 'Choose a print friendly template' with three radio button options: 'Default Template 1', 'Default Template 2', and 'Default Template 3', each with a 'PREVIEW' link. A 'CONTINUE' button is at the bottom.

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

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



4. Click the text, **complete the Senior 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.

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