Logging in to Naviance (Staff and Students)
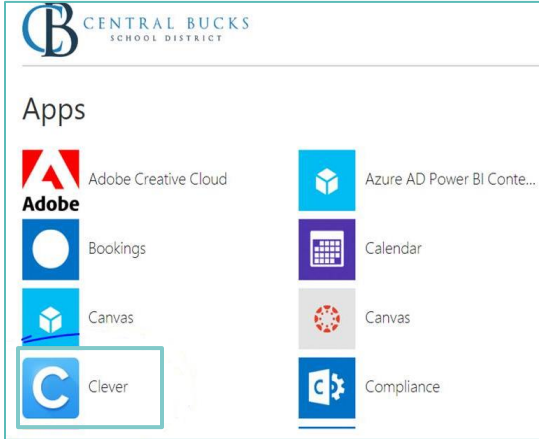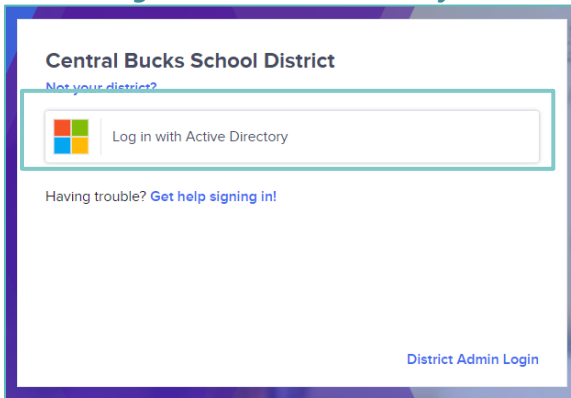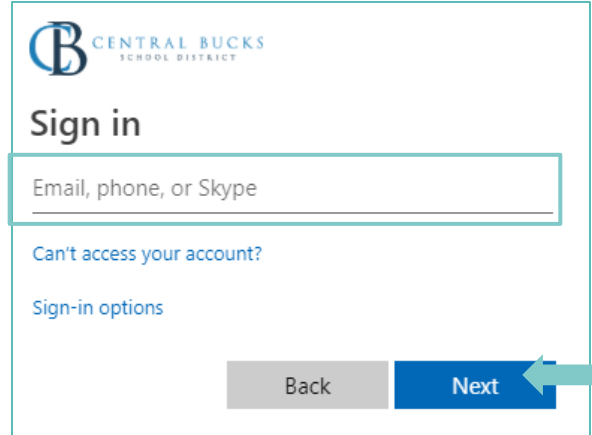
1. Go to **myapps.microsoft.com**
2. Click the **Clever icon**
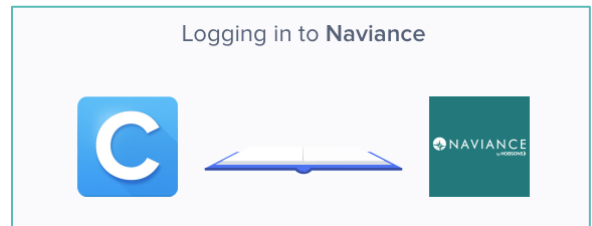

3. Click on **Log in with Active Directory**

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

5. Click on the **Naviance Icon**

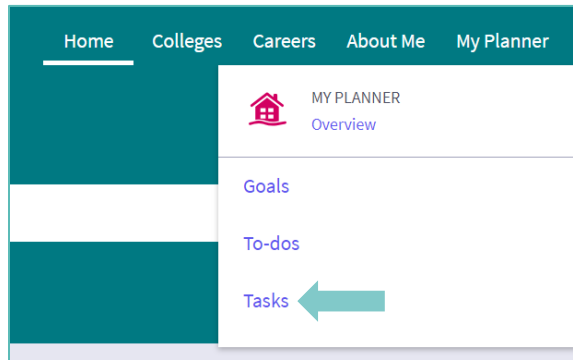6. Clever will then log you in to your Naviance account!

HOBSONS

Tenth Grade Scope and Sequence

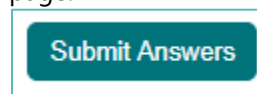# Transition to High School Survey

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.**

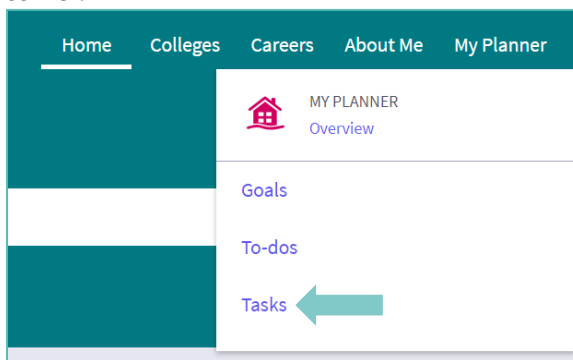3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.

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.

HOBSONS

Complete StrengthsExplorer Assessment

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

Home	Colleges	Careers	About Me	My Planner

MY PLANNER
Overview

Goals

To-dos

Tasks

2. From the Task page, click the task titled **Complete StrengthsExplorer.**

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

4. Click the text, **complete the StrengthsExplorer assessment** to go to the assessment page.

5. 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.

Whoa! Hold your horses. 3 things to know first.
Check the boxes to continue

☐ You can only take this once. Your school can't reset it.

☐ You can't go backwards and changes your answers.

☐ Your answers will be saved automatically as your progress.

I GOT IT   CANCEL

One last thing ...

Gallup's StrengthsExplorer will connect to your Naviance Student account in order to:

• Update your assessment progress and results

START   CANCEL

6. 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".

I enjoy being in front of a group.

Almost Always (or Always)	Often	Sometimes	Almost Never (or Never)	This Question Does Not Make Sense To Me

Next Question

7. Click **Next Question** to continue.

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

StrengthsExplorer

Intro   Take Assessment   View Results

Completed on Mar 18, 2019

Here are your top 3 themes.

Your top 3 themes are your areas of natural talent - ways in which we naturally think, feel, and act. We are all naturally good at some things, and the resources below will help you understand what those things are and the career pathways associated with them.

1. Organizer
Scheduling, planning, and organizing your world makes life better. People count on you to get the details right and pull a plan together.

2. Competing
You see many things in life as a game, and you feel great joy when you win. You truly hate to lose because you are always striving for first place.

3. Achieving
You have more energy and more goals than other people. You love a sense of accomplishment.

View Full Report   View Your Workbook

SEE RELATED CAREER PATHWAYS

HOBSONS
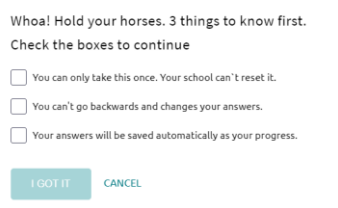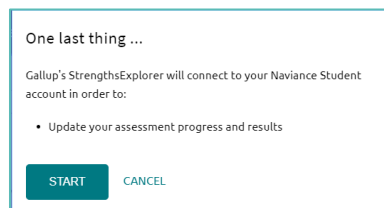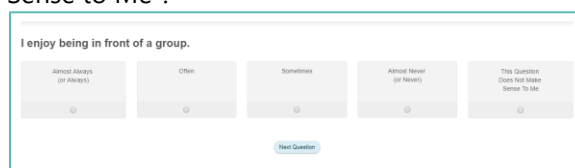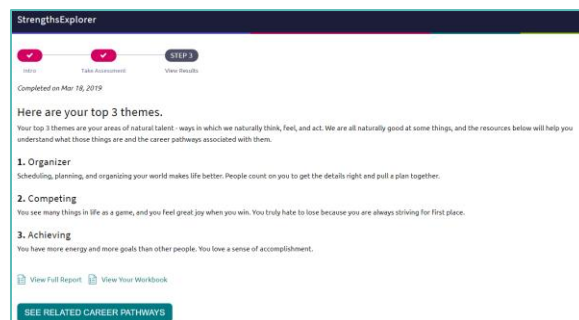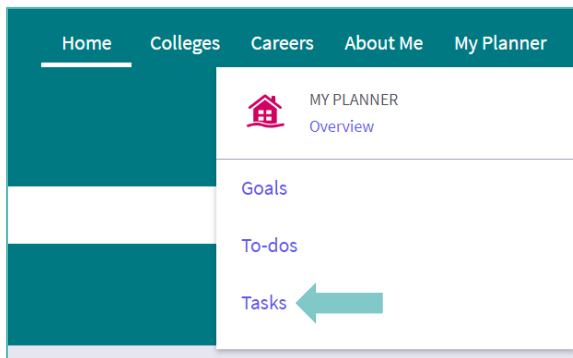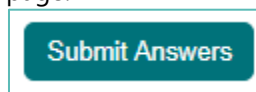
StrengthsExplorer Reflection Survey

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.**

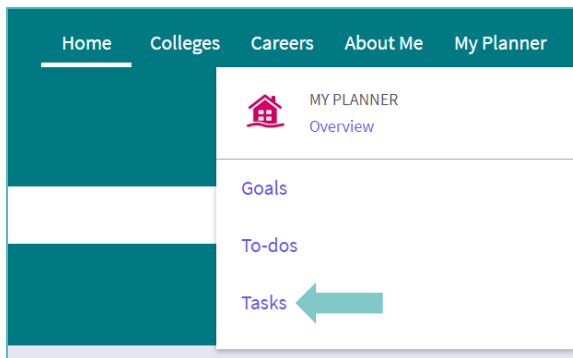3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.

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.

HOBSONS ❯

Complete the Career Interest Profiler

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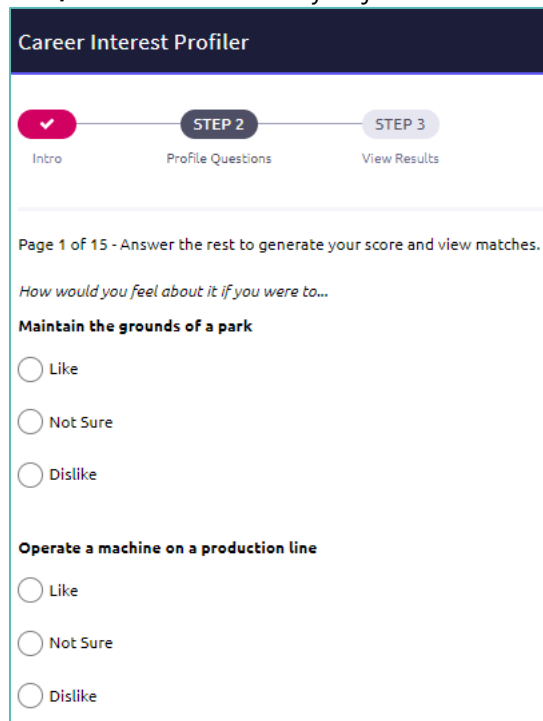

2. From the Task page, click the task titled **Complete Career Interest Profiler**

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

4. Click the text, **complete the Career Interest Profiler** to go to the assessment page

5. 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
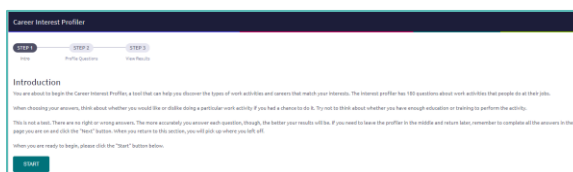

6. On each page, **mark if you like, are not sure, or dislike** the activity or job listed

7. 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.

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

HOBSONS⟩

Career Interest Profiler Reflection Survey

1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.
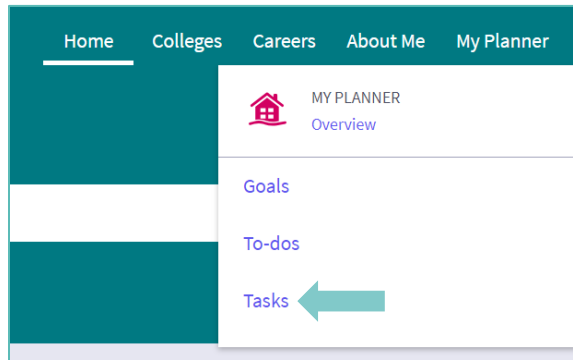
2. From the Task page, click the task titled **Career Interest Profiler Reflection Survey.**

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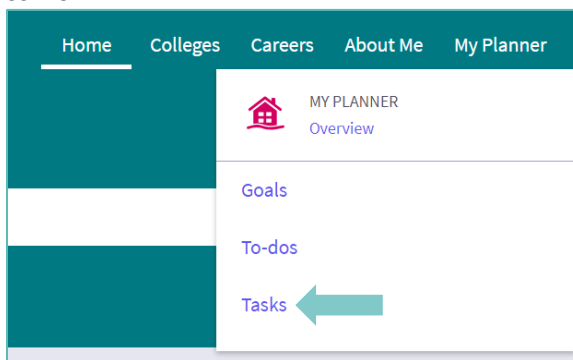

4. Click the text, **complete the Career Interest Profiler Reflection Survey** to go to the survey page.

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.

HOBSONS
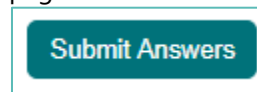
Complete Do What You Are Assessment

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 StrengthsExplorer**

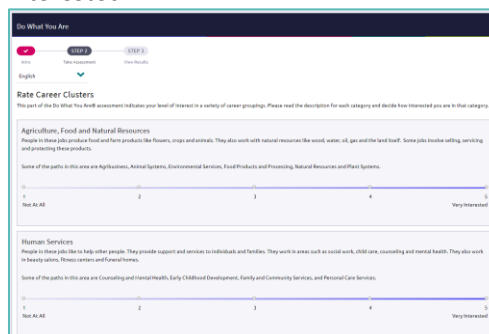3. Locate the "completion trigger" in the top right corner indicated by the pink arrow

4. Click the text, **complete the Do What You Are assessment** to go to the assessment page

5. 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
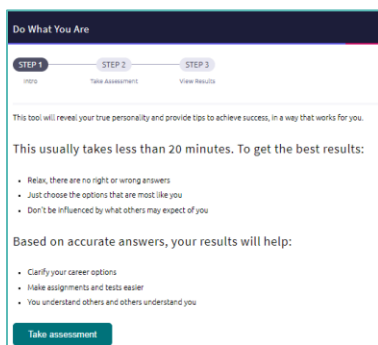

6. On each page, select which statement is most similar to you and your personality by clicking the circle next to the statement
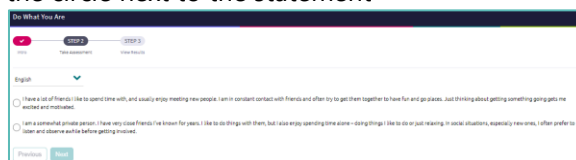
7. At At the bottom of each page click **next** to move on to the next page or allow the pages to progress automatically

8. After the statement questions there are 2 steps before viewing your results. First, rate your career clusters, rating which you are interested in
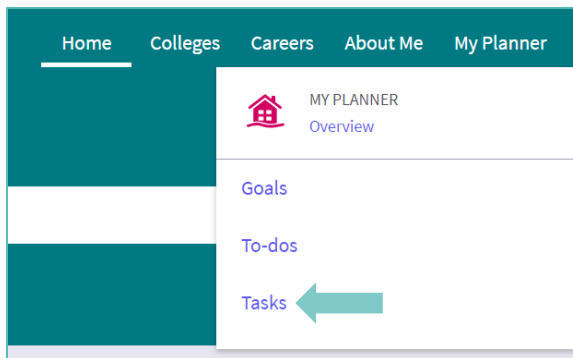

9. Finally, review your personality statement for accuracy and click **continue**
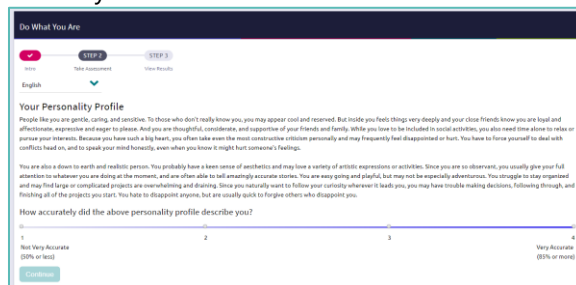
Viewing your results marks the task as complete! Remember to click the heart icon to save top career pathways to your favorites page

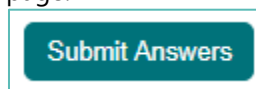**HOBSONS**

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.

HOBSONS ❯

Build/Update Resume

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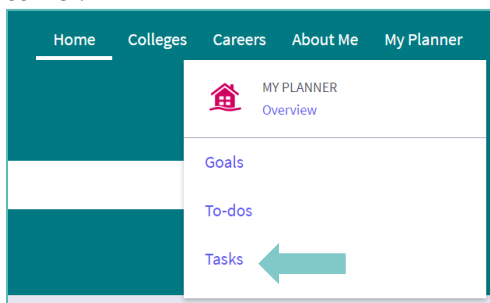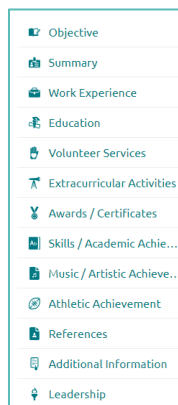

2. From the Task page, click the task titled **Build Resume.**

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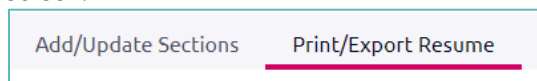
8. Clicking the same pink circle and white arrow icon, add a resume draft. Name your draft and select a resume template.

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 .

HOBSONS›