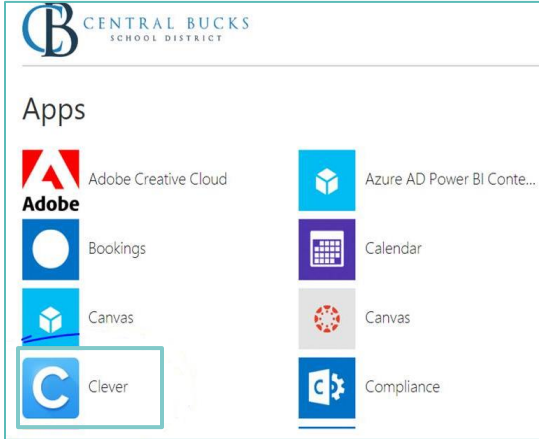
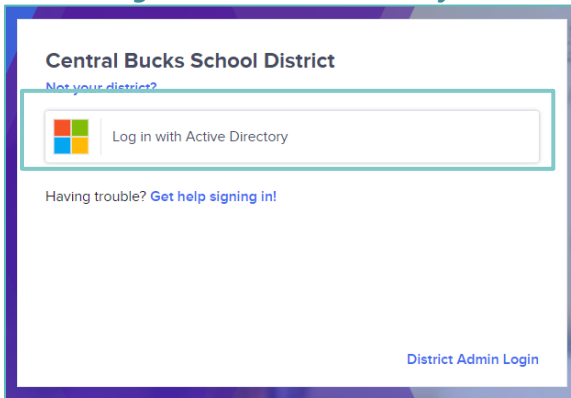


Logging in to Naviance (Staff and Students)

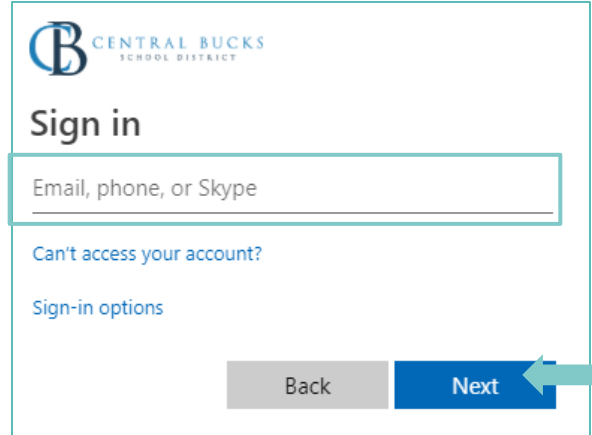
- 1. Go to myapps.microsoft.com
- 2. Click the **Clever** icon



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



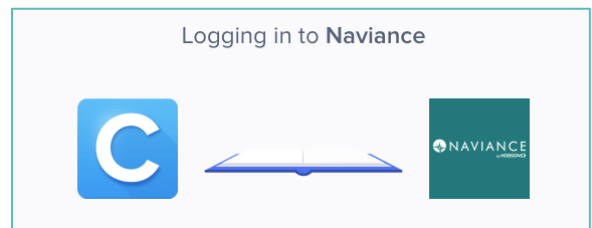
- 4. Enter your @CBSD.org staff email address, and password and click **NEXT**



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



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

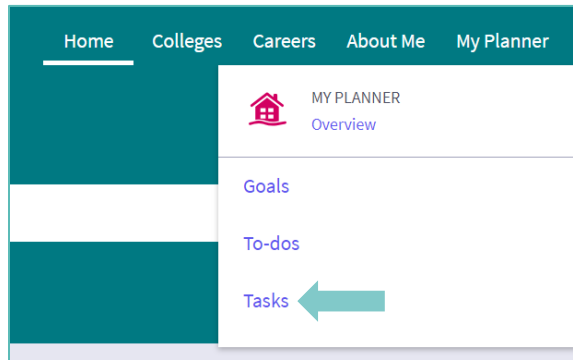




Eighth Grade Scope and Sequence

Naviance Scavenger Hunt

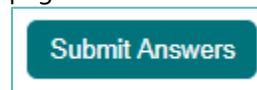
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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.



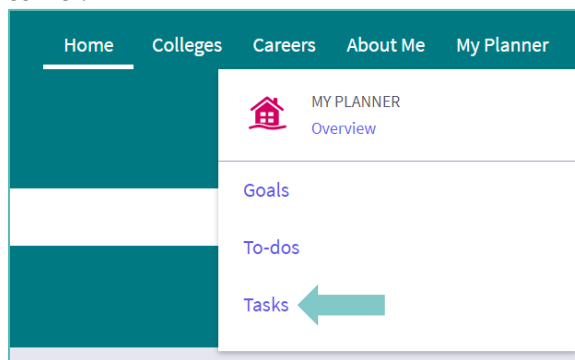
4. Click the text, **complete the Naviance Scavenger Hunt survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.




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

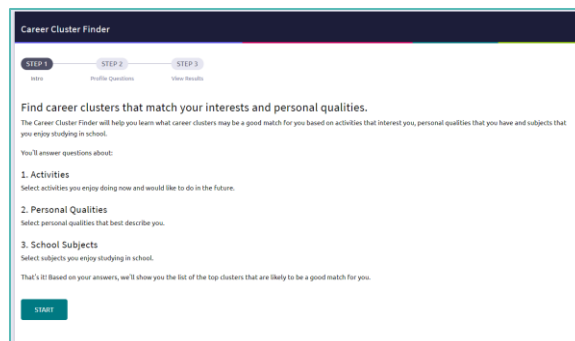
Complete Career Cluster Finder Assessment

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

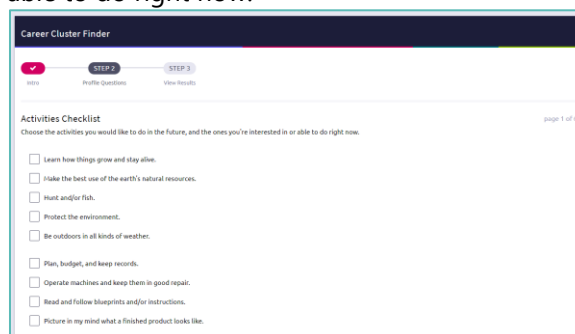


2. From the Task page, click the task titled **Complete Career Cluster Finder**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.
 
4. Click the text, **complete the Career Cluster Finder survey** to go to the assessment page.
5. On the Career Cluster Finder assessment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

the screen.



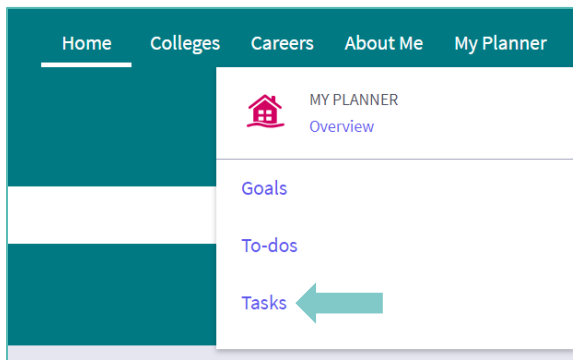
6. On each page, **check off activities** you would like to do in the future, the school subjects you are interested in, or activities able to do right now.



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

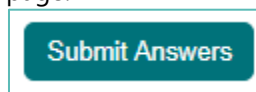
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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.



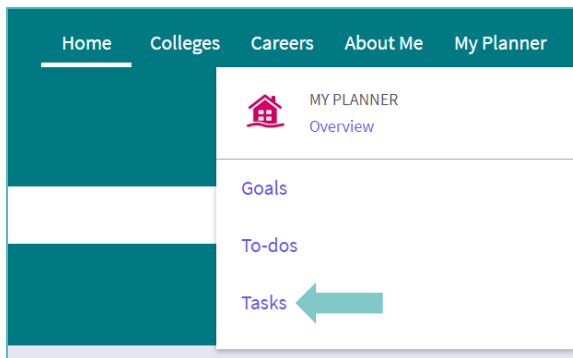
4. Click the text, **complete the Career Cluster Finder Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.




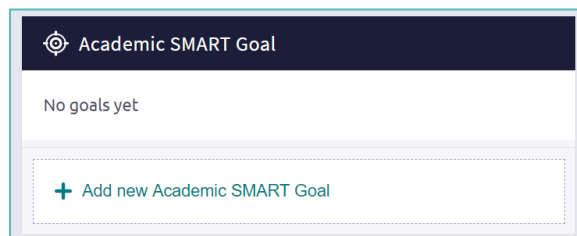
6. Submitting the survey will mark the task as complete.

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 title 'Academic SMART Goal' and a 'Cancel' button. The main content area contains several text input fields:

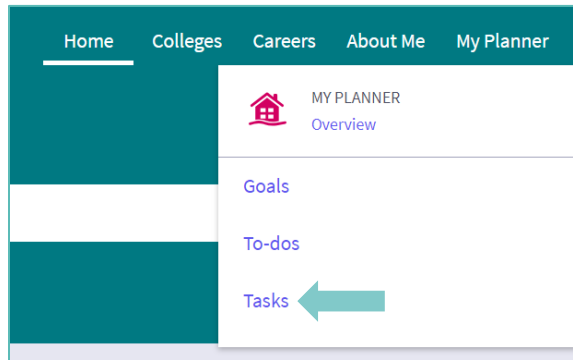
- * My Goal is: (required)**: I will get all As in my core academic classes for semester 2 of 9th grade
- Specific: What specific things will you accomplish?**: Get all As
- Measurable: How will you know when you have achieved this goal?**: All As on my semester 2 report card
- Achievable: Is this goal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

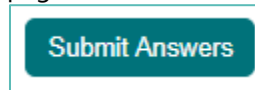


2. From the Task page, click the task titled **PA Career Plan Survey**.

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.