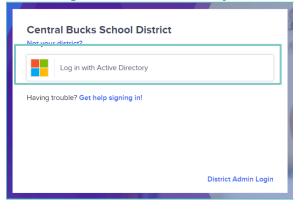
# Logging in to Naviance (Staff and Students)

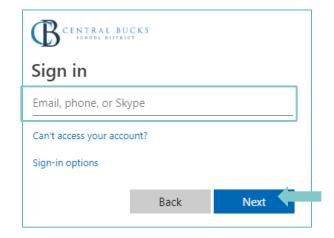
- 1. Go to myapps.microsoft.com
- 2. Click the **Clever icon**



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**

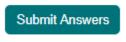
 From your Naviance Student homepage, click My Planner and then Tasks in the top right corner.

MY PLANNER Overview
Goals
To-dos
Tasks

- 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.



- 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**

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

Home	Colleges	Careers	About Me	My Planner
		<b>A</b>	MY PLANNER Overview	
		Goals		
		To-dos		
		Tasks		

- 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.

STEP 1	STEP 2	STEP 3
Intro	Profile Questions	view Results
Find care	er clusters that m	atch your interests and personal qualities.
The Career Clust you enjoy studyi		what career clusters may be a good match for you based on activities that interest you, personal qualities that you have and subjects t
You'll answer qu	estions about:	
1. Activities		
Select activities	you enjoy doing now and wo	uld like to do in the future.
2. Personal	Qualities	
Select personal o	qualities that best describe y	104.
3. School Su	ibjects	
Select subjects y	ou enjoy studying in school.	
That's it! Based (	on your answers, we'll show y	you the list of the top clusters that are likely to be a good match for you.

 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.

Career Cluster Finder					
STEP 2     STEP 3       Mov     Multi-Questions     Verv-Results					
Activities Checklist Choose the activities you would like to do in the future, and the ones you're interested in or able to do right now.	page 1 of 6				
Learn how things grow and stay alive.					
Make the best use of the earth's natural resources. Hunt and/or fish.					
Protect the environment.					
Be outdoors in all kinds of weather.					
Plan, budget, and keep records.					
Operate machines and keep them in good repair.					
Read and follow blueprints and/or instructions.					
Picture in my mind what a finished product looks like.					

- 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**

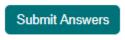
 From your Naviance Student homepage, click My Planner and then Tasks in the top right corner.

Home	Colleges	Career	s	About Me	My Planner
				PLANNER rview	
		Goals			
		To-dos			
		Tasks			

- 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**

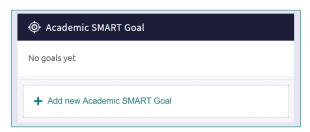
 From your Naviance Student homepage, click My Planner and then Tasks in the top right corner.

Home	Colleges	Careers	About Me	My Planner
			IY PLANNER Overview	
		Goals		
		To-dos		
		Tasks		

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



- 4. Click the text, **create a goal** to go to the Goals page.
- 5. Locate the goal category titled **Academic SMART Goal.**
- 6. 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!*

demic classes for semester 2 of 9 s will you accomplish?	th grade
	th grade
	th grade
s will you accomplish?	
	1
ow when you have achieved this	goal?
rt card	,
tic? Do you have the tools you n	eed to achieve it?
r - I only need to improve math!	
portant in your life?	
go on a special trip with mom and	dad
e this goal?	
	<i>h</i>
ADD	
	rt card tic? Do you have the tools you n r - I only need to improve math! portant in your life? go on a special trip with mom and a this goal?

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



20



### **PA Career Plan Survey**

 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 **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.

