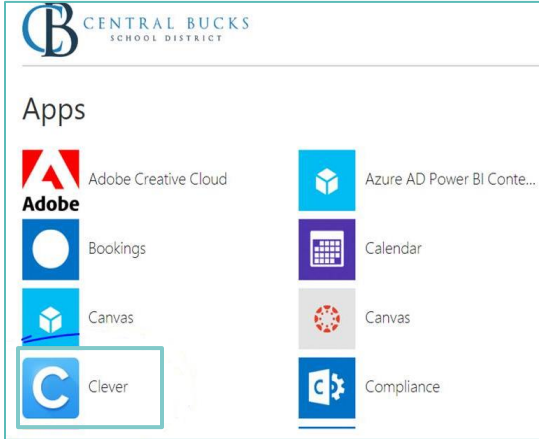
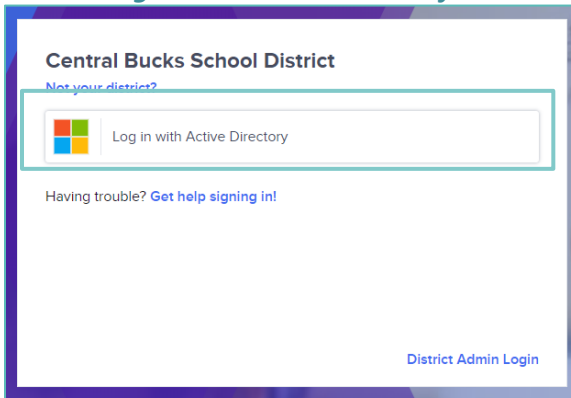


Logging in to Naviance (Staff and Students)

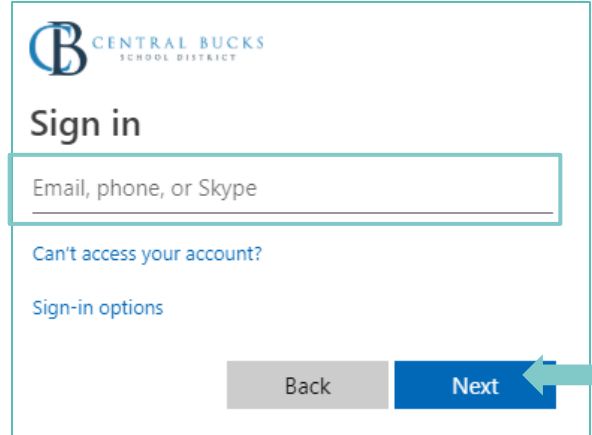
- 1. Go to myapps.microsoft.com
- 2. Click the **Clever** icon



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



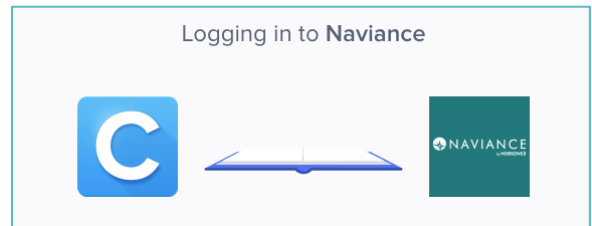
- 4. Enter your @CBSD.org staff email address, and password and click **NEXT**



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



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

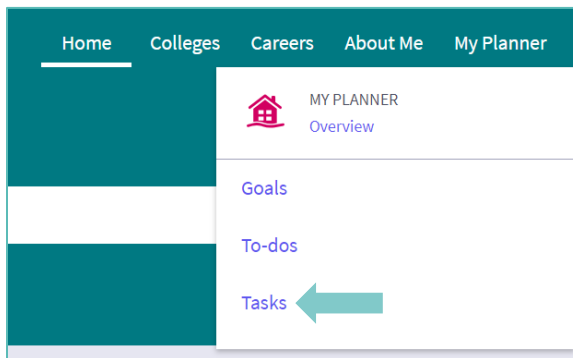




Ninth Grade Scope and Sequence

Complete the Learning Style Inventory

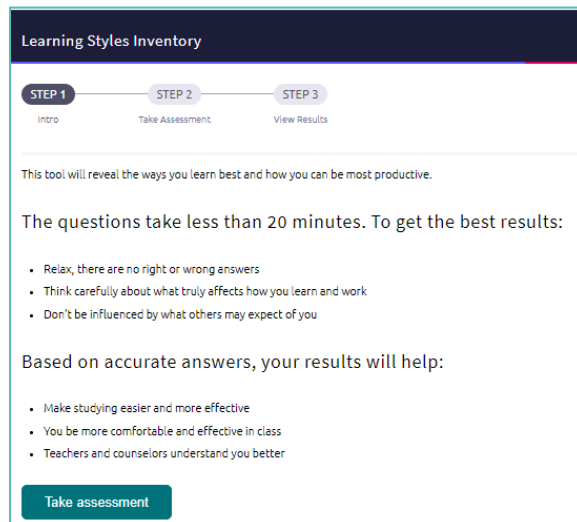
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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



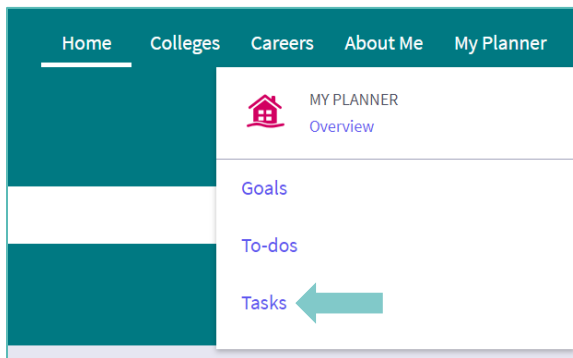
7. On each page, **mark how strongly you agree or disagree** with each statement describing your habits



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

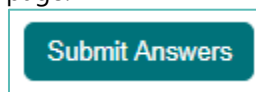
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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.



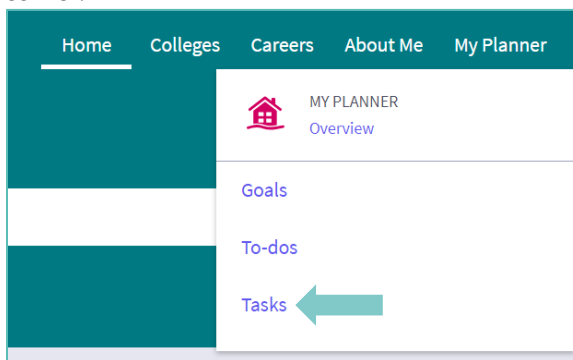
4. Click the text, **complete the Learning Style Inventory Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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.

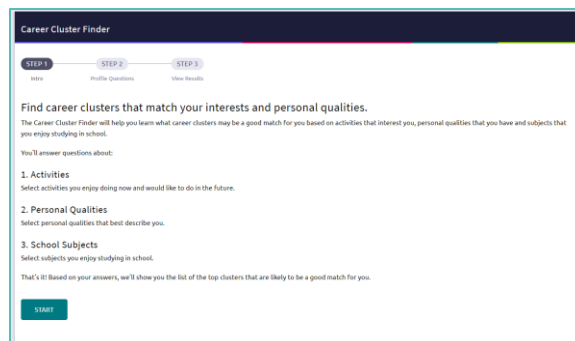


- From the Task page, click the task titled **Complete Career Cluster Finder**.
- Locate the "completion trigger" in the top right corner indicated by the pink arrow.

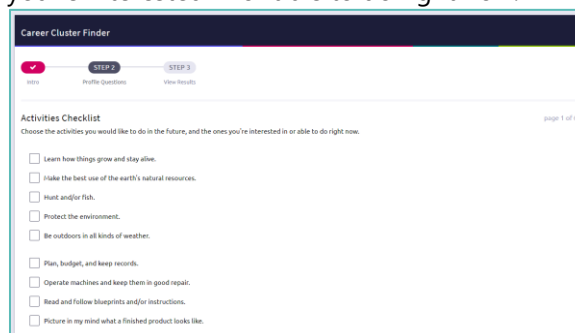


- Click the text, **complete the Career Cluster Finder survey** to go to the assessment page.
- On the Career Cluster Finder assessment screen, read over the directions. When you're ready to begin, click **start** at the bottom of

the screen.



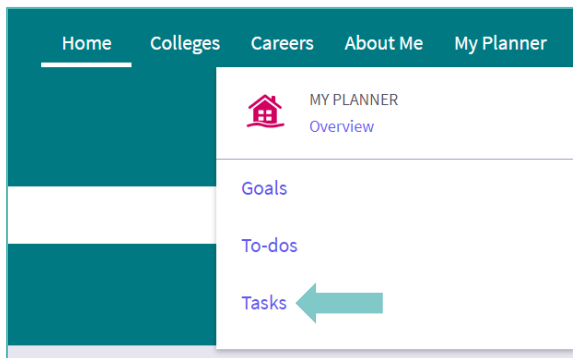
- On each page, **check off activities** you would like to do in the future, and the ones you're interested in or able to do right now.



- 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

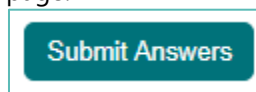
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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.



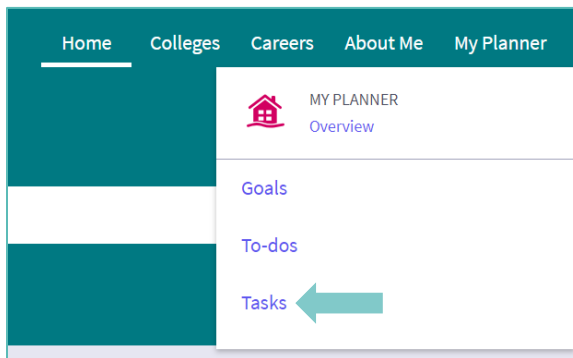
4. Click the text, **complete the Career Cluster Finder Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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

Complete the Multiple Intelligences (MI) Advantage

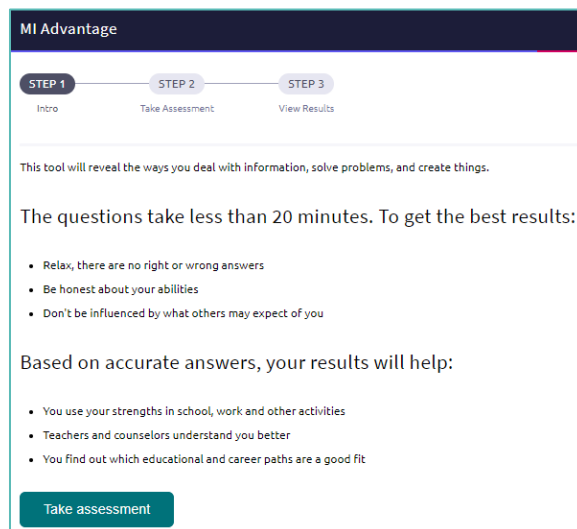
- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



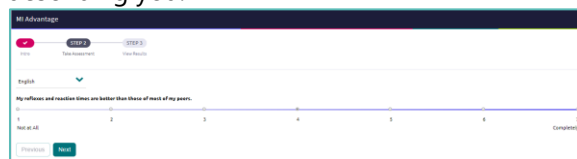
- From the Task page, click the task titled **Complete MI Advantage**.
- Locate the "completion trigger" in the top right corner indicated by the pink arrow.



- Click the text, **complete the MI Advantage** to go to the assessment page.
- 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.



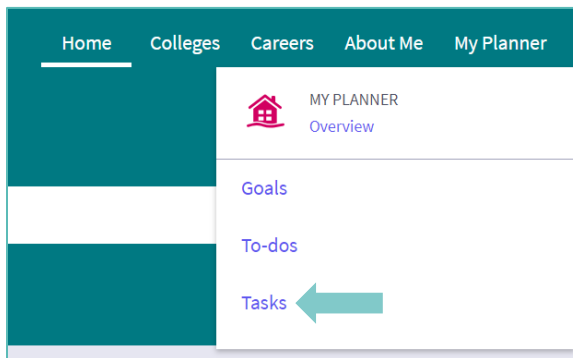
- On each page, **mark how strongly you agree or disagree** with each statement describing you.



- 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
- 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.

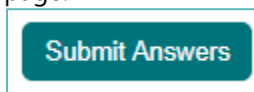


2. From the Task page, click the task titled **MI Advantage Reflection Survey**.

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



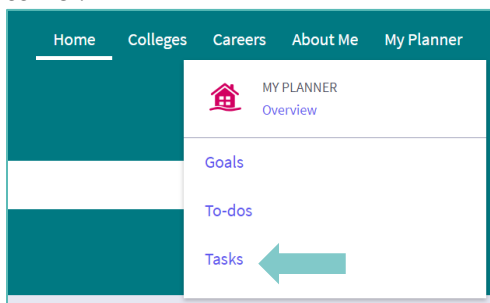
4. Click the text, **complete the MI Advantage Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.



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.



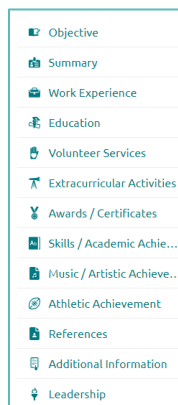
2. From the Task page, click the task titled **Build Resume**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



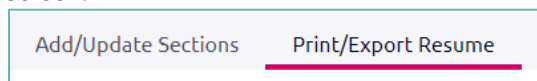
4. Click the text, **build a resume** to go to the Resume Builder tool.
5. On the Resume Builder page, click the pink circle and white arrow to add a section to your resume.



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 section titled 'Choose a print friendly template' 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.