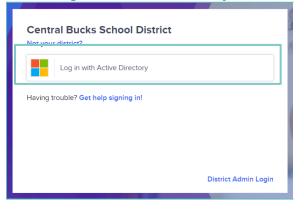
### Logging in to Naviance (Staff and Students)

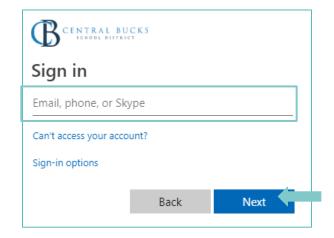
- 1. Go to myapps.microsoft.com
- 2. Click the **Clever icon**



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



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# **Complete the Learning Style Inventory**

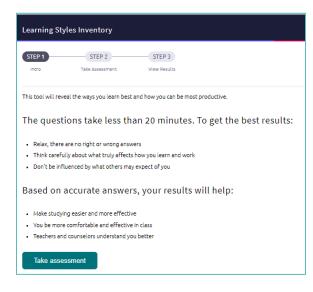
 From your Naviance Student homepage, click My Planner and then Tasks in the top right corner.

Home	Colleges	Caree	rs	About Me	My Planner
		â		PLANNER erview	
		Goals			
		To-dos			
		Tasks 🔹			
	_				

- 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



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

STEP	2 STEP 3				
tro Taha Ase	ment. View Results				
gish 💙					
		alk with someone to learn about it.		0	
		alk with someone to learn about it.	3	с. 4	Story

- 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

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

er	My Planner	About Me	Careers	Colleges	Home	
		PLANNER erview				
			Goals			
			To-dos			
			Tasks			

- 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.



- 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.

Home C	olleges Car	eers	About Me	My Planner
	Â	•	PLANNER erview	
	Goal	s		
	To-d	os		
	Task	s 🔶		

- 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	
	qualities that best describe y	ou.
3. School Su	ibjects	
Select subjects y	ou enjoy studying in school.	
That's it! Based o	on your answers, we'll show y	ou 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, and the ones you're interested in or able to do right now.

Career Cluster Finder	
CONTRACTOR (CONTRACTOR)	
Activities Checklist Choose the activities you would like to do in the future, and the ones you're interested in or able to do ripht now.	page 1 of 6
Learn how things grow and skey alive.  I state the best use of the earth's natural resources.  I have best finds.	
Protect the environment.     Bre-underson in all kinds of weather.	
Read and follow blueprints and/or instructions.     Picture in my mind what a finithed product look late.	

- 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**

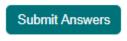
 From your Naviance Student homepage, click My Planner and then Tasks in the top right corner.

-	Home	Colleges	Caree	rs	About Me	My Planner
			â		PLANNER erview	
			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.

# **Complete the Multiple Intelligences (MI) Advantage**

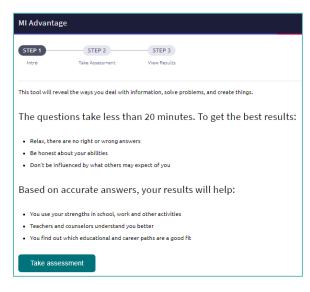
 From your Naviance Student homepage, click My Planner and then Tasks in the top right corner.

Home Colle	eges Careers	About Me	My Planner
		(PLANNER verview	
	Goals		
	To-dos		
	Tasks		

- 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.

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- 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**

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

Careers About Me My Planner
MY PLANNER Overview
Goals
To-dos
Tasks

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**

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

Home	Colleges	Caree	rs	About Me	My Planner
		Ê		PLANNER	
		Goals			
		To-dos			
		Tasks			

- 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:

Objective
💼 Summary
Work Experience
🚯 Education
🖁 Volunteer Services
X Awards / Certificates
Skills / Academic Achie
👔 Music / Artistic Achieve
Ø Athletic Achievement
References
Additional Information
😫 Leadership

- 6. 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.

Add/Update Sections Print/Export Resume

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

Name your resume	
	Thi
Choose a print friendly template	
O Default Template 1	PREVIEW
O Default Template 2	PREVIEW
O Default Template 3	PREVIEW
CONTINUE	

- 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.

