Logging in to Naviance (Staff and Students)

- 1. Goto
 - https://launchpad.classlink.com/cbsd
- 2. Click the Sign In button



4.

Click on the Naviance Icon



3. Enter your @CBSD.org staff email address, and password and click Sign In



You will then be logged into Naviance.

Sign in with your organizational account

| someone@example.com |
|---------------------|
| Password |



Please sign in using your @cbsd.org or @student.cbsd.org E-Mail address. Click here for more information. If you are having trouble logging in, you can try resetting your password by clicking this link





Eleventh Grade Scope and Sequence



Post-Secondary Goals 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 **Post-Secondary GoalsSurvey**.
- 3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



- 4. Click the text, **complete the Post-Secondary Goals 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.



Occupational Outlook Handbook Activity and Reflection

 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 Occupational Outlook Handbook Activity and Reflection.
- 3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



- Click the text, complete the Occupational Outlook
 Handbook Activity and Reflection to go to the survey page.
- 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 SuperMatch College Search

 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 SuperMatch College Search**
- 3. Locate the "completion trigger" in the top right corner indicated by the pink arrow



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- 4. Click the text, **search for colleges** to go to the SuperMatch College Search page
- 5. On the SuperMatch College Search page, use the **fit criteria** at the top of the

Student Life

6. Wheneachfitcriteriaboxpopsup(after clicking the fit criteria) enter your preferences. Click **Close** at the top left corner to add the fit criteria to your search



7. Move fit criteria from the Need to Have to the Nice to Have list by clicking the **arrow** next to fit criteria



8. View your college matches by scrolling down the page, listed in order by fit under the header Your Results

| | .Ht Score o | Academic Match | Discrity 🛩 | Administration Info 🛩 | Institution Characteristics ¥ |
|---|-------------|---|--|---|--|
| Redon-College Ownerset Hill, 1994, Large City Swyn, Physica Foregroff, Simoni Catholis I Inn TO COMMAN | (34) | Annual Top CBA Top Top DAT Top Top Data Top Top | Cont No Hala/Terpalar 45-55 Out of State 1996 International Ph Hiltocritics 2196 | Acceptance Rate 34% Accepts ConversionApp App Fee (21) | Average Class Size 24 Undergred Size 1055 Students Job Placement Rate 69% Graduation Rate 69% Retension-Rate 69% |
| Northunders University Building MA, Lenge City Syster, Frieder suspectful R INF FO CENSIVE | (94) | Annung Ku Gin, Nin Nin 547 (1) (1) 447 2 (1) 548 (1) 549 (1) | Cord % Many/Ferrary 31-19 Out of State 21% international 22% Magnitus 22% | Accepts Common App Accepts Common App Accepts Coefficient App AppPer 5/5 | Average Class Size 22 Undergrad Size 18236 Statevits Wetter/Socilistic 40% |

9. Once you view the search results, the task is marked complete!



Add at Least Three College of Interest to the "Colleges I'm Thinking About" list

 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 Add colleges to my list
- 3. Locate the "completion trigger" in the top right corner indicated by the pink arrow



- 4. Click the text, add at least 1 college(s) to your list
- 5. On the Colleges I'm Thinking About page click **Add Colleges to List** on the left

| Q Search for colleges | |
|---------------------------------------|--|
| d Compare Me | |
| REMOVE + - extended profile available | |
| | |

- 6. Use the College Quicklist, keyword look up, or other search tools to see a list of colleges you want to learn more about.
- 7. Once you see a college you like, click the **Favorites** heart icon to save a college to your list



You can also use the check box next to several colleges and then save to your favorites list using the **Favorite** button



8. Complete the **Favorite** action above three times total to mark the task complete



Complete Do What You Are Assessment

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

| Home | Colleges | Careers | About Me | My Planner |
|------|----------|---------|----------------------|------------|
| | | | Y PLANNER verview | |
| | | 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



- Click the text, complete the Do What You Are assessment to go to the assessment page
- 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

| Do What You Are | • | | | | <u> </u> |
|--|---|--|--|---|--|
| - | STOP 7 | (STEP 3) View Houlds | | | |
| English | ~ | | | | |
| Rate Career C | lusters | | | | |
| this part of the Do Wh | hat You Are® assess | ment indicates your level of interest i | n a surfety of career proceings. Please read the de | scription for each category and decide how in | tarested you are in that category. |
| and protecting these | e products. n this area are Agrib | utiness, Animal Systems, Environmen | al Services, Food Products and Processing, Nature | encources and Plant Systems. | a but carried mand moved |
| | | | | | |
| | | | 1 | | |
| n 1 Nor Ar All | | 0 2 | 1 | | 5 Very interested |
| 0 1 Not At All Human Service People is these plac is beauty solves. For Some of the patts in | 195 Like to help other p miss centers and for n this area are Coun | 2 2 exple: They provide support and serv serel howes. |)) ion to individual and families. They work in areas and Development, family and Conneculty Service | 4 Buch as solid word, child care, countering an | 5 Very/hterested d mental health. They also work |
| 0 1 Inc. At All Human Service People is these jobs in beesty sales. Ro Some of the paths in 0 | es Like to help other p ness centers and fu n this area are Coun | 2 eedia They provide support and servi erell hores. | 1 Into to individuals and tamilias. They work in arrest | 4 such as social work, child care, counted up an c, and Personal Care Services. | 5 Veryintersted |

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



Do What You Are Reflection Survey

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

| Home | Colleges | Careers | About Me | My Planner |
|------|----------|---------|----------------------|------------|
| | | | Y PLANNER verview | |
| | | Goals | | |
| | | To-dos | | |
| | | Tasks | | |

- 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. Completing the survey will mark the task as complete.



Build/Update Resume

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

| Home | Colleges | Careers | About Me | My Planner |
|------|----------|---------|----------------------|------------|
| | | | Y PLANNER verview | |
| | | 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.



- 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 .







