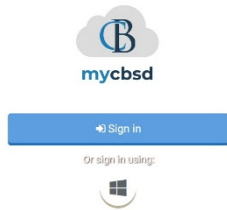


# Logging in to Naviance (Staff and Students)

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



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



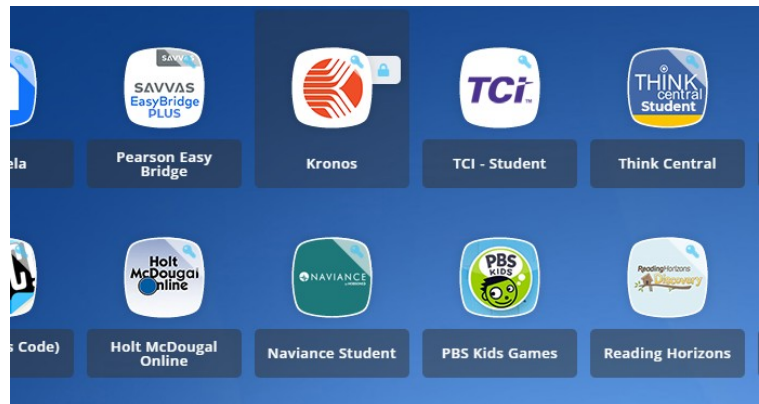
Sign in with your organizational account

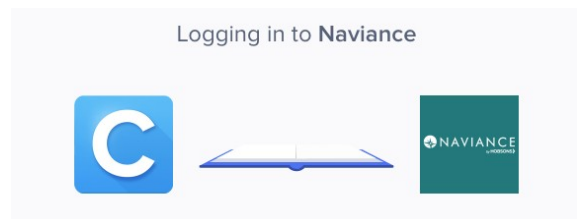
**Sign in**

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](#)

4. Click on the **Naviance** Icon



You will then be logged into Naviance.

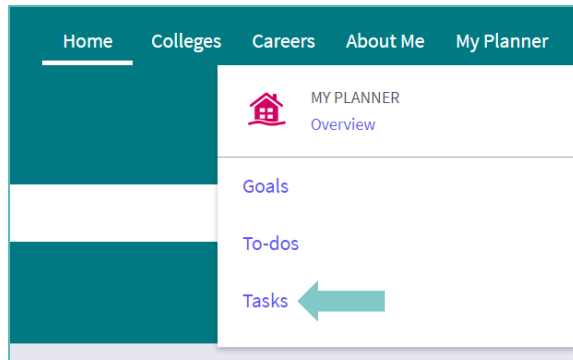




# Eleventh Grade Scope and Sequence

## Post-Secondary Goals Survey

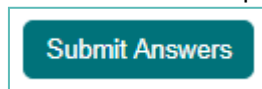
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **Post-Secondary Goals Survey**.
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



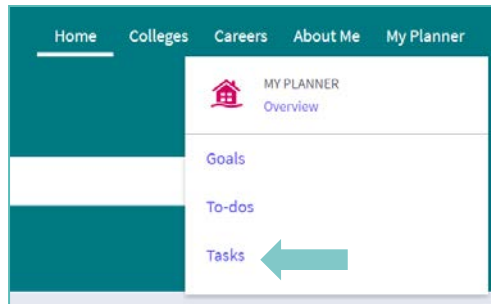
4. Click the text, **complete the Post-Secondary Goals Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click “Submit Answers” at the bottom of the page.



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

## Occupational Outlook Handbook Activity and Reflection

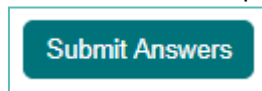
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner



2. From the Task page, click the task titled **Occupational Outlook Handbook Activity and Reflection.**
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



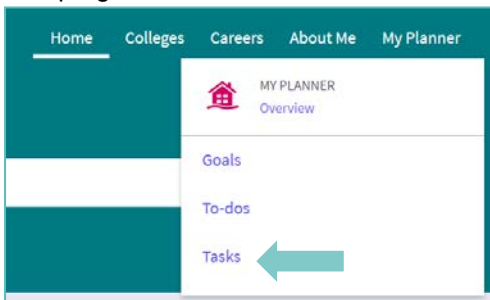
4. Click the text, **complete the Occupational Outlook Handbook Activity and Reflection** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click “Submit Answers” at the bottom of the page.



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

# Complete SuperMatch College Search

- 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 SuperMatch College Search**

- Locate the “completion trigger” in the top right corner indicated by the pink arrow

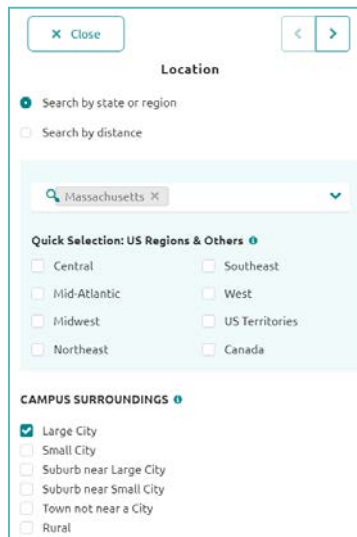


- Click the text, **search for colleges** to go to the SuperMatch College Search page

- On the SuperMatch College Search page, use the **fit criteria** at the top of the



- When each fit criteria box pops up (after clicking the fit criteria) enter your preferences. Click **Close** at the top left corner to add the fit criteria to your search



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



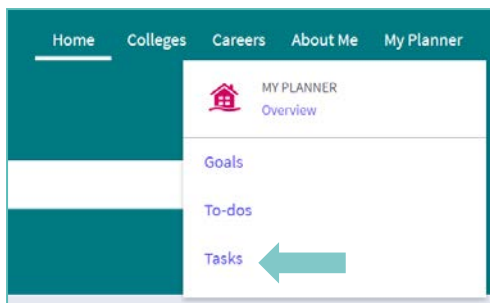
- View your college matches by scrolling down the page, listed in order by fit under the header **Your Results**

Your Results					
Fit Score	Academic Profile	Diversity	Admission	Institution Characteristics	
84	GPA: 3.80 / 4.00 SAT: 1300 / 1300 ACT: 32 / 36	% Underrepresented: 41.51 Out of State: 10% International: 1% Hispanic: 21%	Acceptance Rate: 10% Accepts Common App App Fee: \$21	Average Class Size: 31 Undergrad Staff: 1550 Students Job Placement Rate: 92% Graduation Rate: 88% Retention Rate: 90%	Average Class Size: 27 Undergrad Staff: 4010 Students Job Placement Rate: 90%
84	GPA: 3.80 / 4.00 SAT: 1400 / 1400 ACT: 32 / 36	% Underrepresented: 31.41 Out of State: 11% International: 21% Hispanic: 11%	Acceptance Rate: 10% Accepts Common App App Fee: \$21	Average Class Size: 31 Undergrad Staff: 1550 Students Job Placement Rate: 92% Graduation Rate: 88% Retention Rate: 90%	Average Class Size: 27 Undergrad Staff: 4010 Students Job Placement Rate: 90%

- 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

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

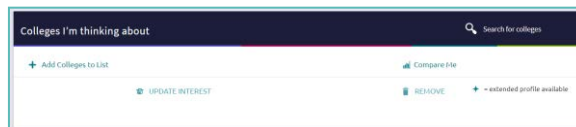


2. From the Task page, click the task titled **Add colleges to my list**

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



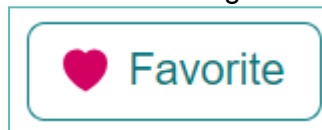
4. Click the text, **add at least 1 college(s) to your list**
5. On the Colleges I’m Thinking About page click **Add Colleges to List** on the left



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



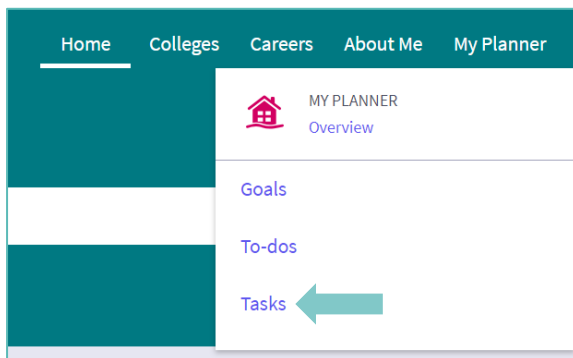
You can also use the check box next to several colleges and then save to your favorites list using the **Favorite** button



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

## Complete Do What You Are Assessment

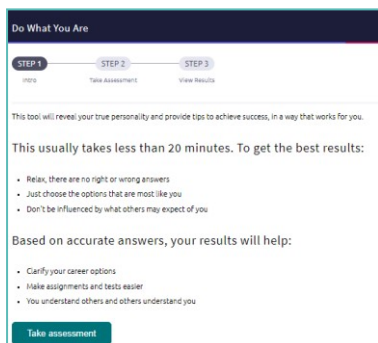
- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner



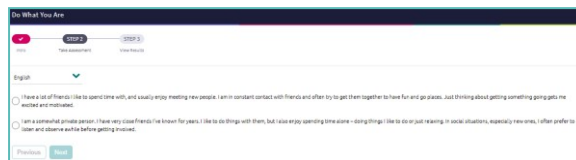
- From the Task page, click the task titled **Complete StrengthsExplorer**
- Locate the “completion trigger” in the top right corner indicated by the pink arrow



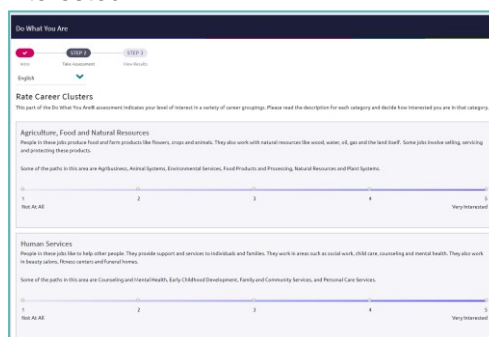
- Click the text, **complete the Do What You Are assessment** to go to the assessment page
- On the Do What You Are assessment screen, read over the directions. When you're ready to begin, click **take assessment** at the bottom of the screen



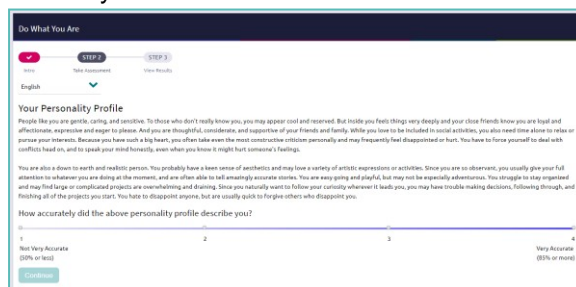
- On each page, select which statement is most similar to you and your personality by clicking the circle next to the statement



- At the bottom of each page click **next** to move on to the next page or allow the pages to progress automatically
- After the statement questions there are 2 steps before viewing your results. First, rate your career clusters, rating which you are interested in



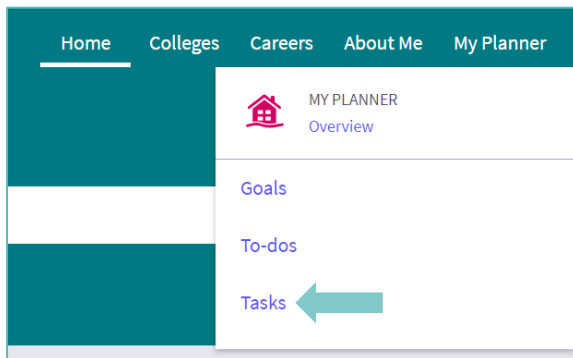
- Finally, review your personality statement for accuracy and click **continue**



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

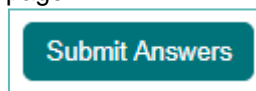
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **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.

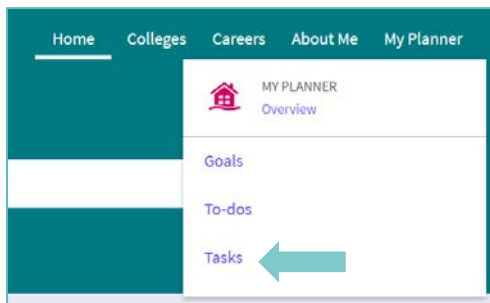


6. Completing the survey will mark the task as complete.



## Build/Update Resume

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



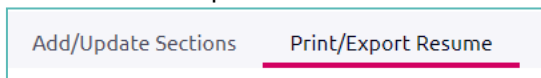
2. From the Task page, click the task titled **Build Resume**.
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



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.



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 a form titled 'Name your resume'. It has a text input field for the name. Below it, it says 'Choose a print friendly template' and lists three options: 'Default Template 1', 'Default Template 2', and 'Default Template 3', each with a 'PREVIEW' link. A 'CONTINUE' button is at the bottom.

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 .





