## Logging in to Naviance (Staff and Students)

- 1. Gotohttps://launchpad.classlink.com/cbsd
- 2. Click the Sign In button
  - Bign in
     Or sign in using:
- Enter your @CBSD.org staff email address, and password and click Sign In



Sign in with your organizational account

| someone@example.com | J |
|---------------------|---|
| Password            | 1 |



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.





Twelfth Grade Scope and Sequence

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

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

| Home | Colleges | Careers | About Me           | My Planner |
|------|----------|---------|--------------------|------------|
|      |          |         | PLANNER<br>rerview |            |
|      |          | 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.

| STEP 1                          | STEP 2                      | STEP 3  |
|---------------------------------|-----------------------------|---|
| Intro                           | Take Assessment             | View Results                                    |
| This tool will re               | veal the ways you deal with | information, solve problems, and create things. |
| The ques                        | tions take less tl          | han 20 minutes. To get the best results:        |
| Relax, then                     | e are no right or wrong ans | wers  |
| Be honest                       | about your abilities        |   |
| <ul> <li>Don't be in</li> </ul> | fluenced by what others m   | ay expect of you                                |
| Based on                        | accurate answe              | rs, your results will help:                     |
| • You use yo                    | ur strengths in school, wor | k and other activities                          |
| • Teachers a                    | nd counselors understand y  | you better                                      |
| - Vou Find ou                   | ut which educational and ca | reer paths are a good fit                       |

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

| <b>•</b>  |                                   |                |  |  |
|-----------|-----------------------------------|----------------|--|--|
| Tala Au   | New Periods                       |                |  |  |
|           |                                   |                |  |  |
| 2 3       |                                   |                |  |  |
| inglish . | •                                 |                |  |  |
|           | rines are better than these of me | A of my poors. |  |  |
|           |                                   | A of my poors. |  |  |

- 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**

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

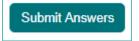
| Home | Colleges | Careers About Me My Planner |
|------|----------|-----------------------------|
|      |          | MY PLANNER<br>Overview      |
|      |          | Goals                       |
|      |          | To-dos                      |
|      |          | Tasks                       |

- 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.

## **Financial Literacy 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 |
|------|----------|----------|----------------------|------------|
|      |          | <b>T</b> | Y PLANNER<br>verview |            |
|      |          | Goals    |                      |            |
|      |          | To-dos   |                      |            |
|      |          | Tasks    |                      |            |

- 2. From the Task page, click the task titled **Financial Literacy Reflection Survey.**
- 3. Read the task description or use the links here to watch financial tutorial videos:
- a. <u>http://www.youcandealwithit.com/borr</u> <u>owers/student-aid-101/index.shtml</u>.
- b. <u>https://www.consumerfinance.gov/paying-for-college/choose-a-student-loan/#o1</u>
- Also download the "action guide"
- c. <u>http://www.educationplanner.org/student</u> <u>s/paying-for- school/student-aid-</u> <u>checklists/high-school.shtml</u>

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



- Click the text, complete the Financial Literacy Reflection Survey 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

Submit Answers

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

#### **Build, Update, or Finalize 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 |
|------|----------|--------|----|-----------------|------------|
|      |          | 盦      |    | VLANNER<br>WIEW |            |
|      |          | Goals  |    |                 |            |
|      |          | To-dos |    |                 |            |
|      |          | Tasks  | 4  |                 |            |

- 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:

| 12 | Objective                  |
|----|----------------------------|
| a  | Summary                    |
| 8  | Work Experience            |
| æ  | Education                  |
| 6  | Volunteer Services         |
| T  | Extracurricular Activities |
| ¥  | Awards / Certificates      |
| -  | Skills / Academic Achie    |
| 2  | Music / Artistic Achieve   |
| ø  | Athletic Achievement       |
| B  | References                 |
| Q  | 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 tamplate
    Default Template 1 PREVIEW
    Default Template 2 PREVIEW
    Default Template 3 PREVIEW
    CONTINUE
- 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.

## **Senior Survey**

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

| Careers About Me My Planner |
|-----------------------------|
| MY PLANNER<br>Overview      |
| Goals                       |
| To-dos                      |
| Tasks                       |
|                             |

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



- 4. Click the text, **complete the Senior 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.