

Logging in to Naviance (Staff and Students)

1. Go to <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**

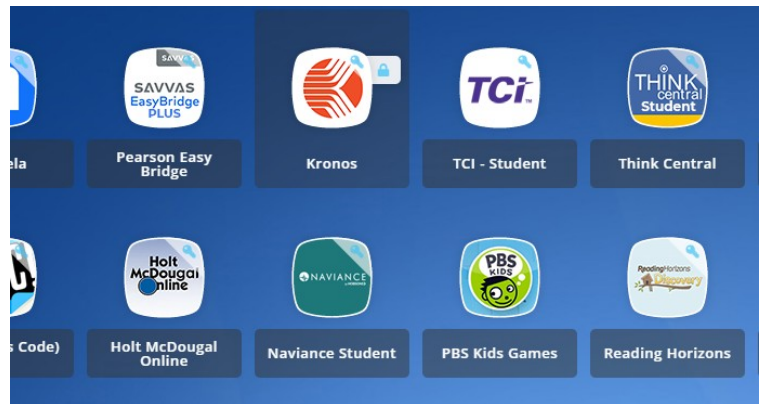


Sign in with your organizational account

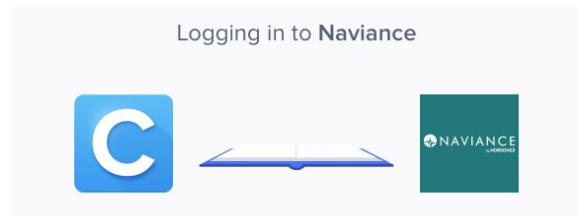
Sign in

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.

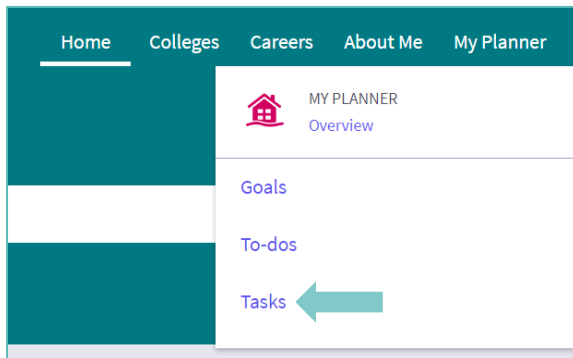




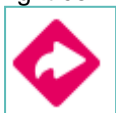
Twelfth Grade Scope and Sequence

Complete the Multiple Intelligences (MI) Advantage

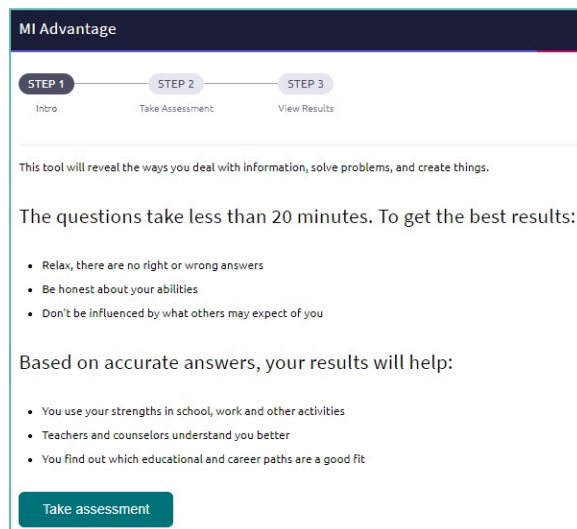
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



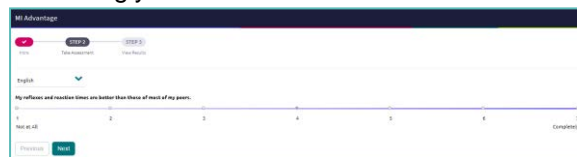
2. From the Task page, click the task titled **Complete MI Advantage**.
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



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.



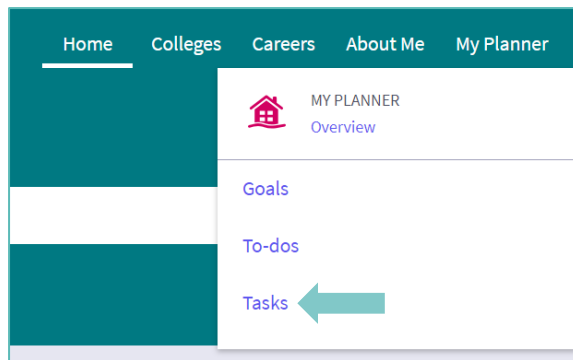
6. On each page, **mark how strongly you agree or disagree** with each statement describing you.



7. 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

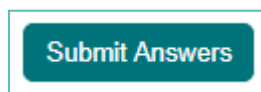
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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.



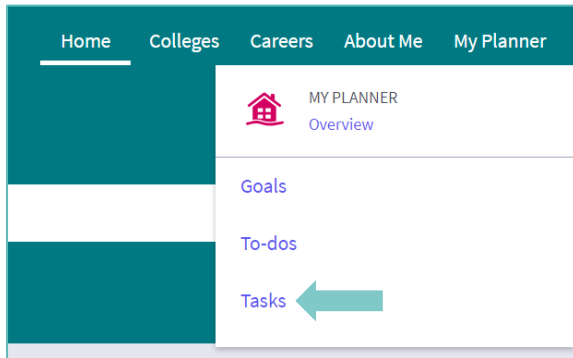
4. Click the text, **complete the MI Advantage Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click “Submit Answers” at the bottom of the page.



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

Financial Literacy Reflection Survey

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 **Financial Literacy Reflection Survey**.
3. Read the task description or use the links here to watch financial tutorial videos:
 - a. <http://www.youcanddealwithit.com/borrowers/student-aid-101/index.shtml>.
 - b. <https://www.consumerfinance.gov/paying-for-college/choose-a-student-loan/#o1>
- Also download the "[action guide](#)"
- c. <http://www.educationplanner.org/students/paying-for-school/student-aid-checklists/high-school.shtml>

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

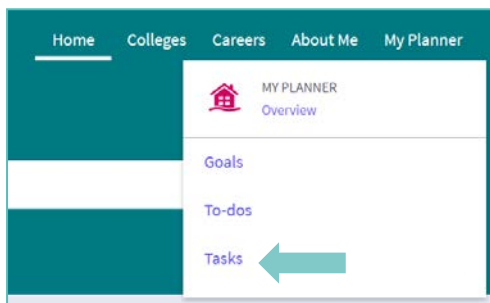


5. Click the text, **complete the Financial Literacy Reflection Survey** to go to the survey page
6. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page

A teal button with the text 'Submit Answers' in white.
7. Submitting the survey will mark the task as complete.

Build, Update, or Finalize Resume

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



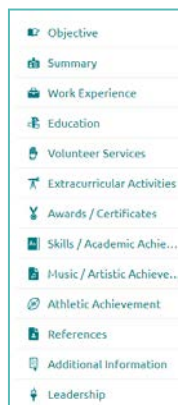
2. From the Task page, click the task titled **Build Resume**.
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



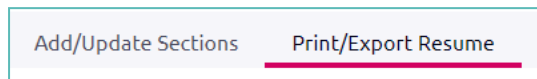
4. Click the text, **build a resume** to go to the Resume Builder tool.
5. On the Resume Builder page, click the pink circle and white arrow to add a section to your resume.



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.



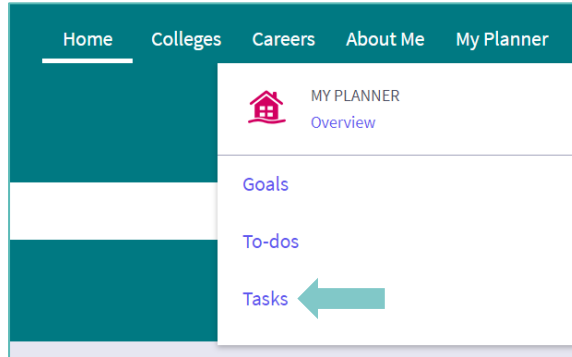
8. Clicking the same pink circle and white arrow icon, add a resume draft. Name your draft and select a resume template.

 A form titled 'Name your resume' with a text input field. Below it is a section 'Choose a print friendly template' with three radio button 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.

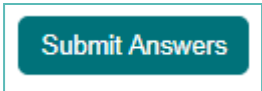
Senior Survey

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

