

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**

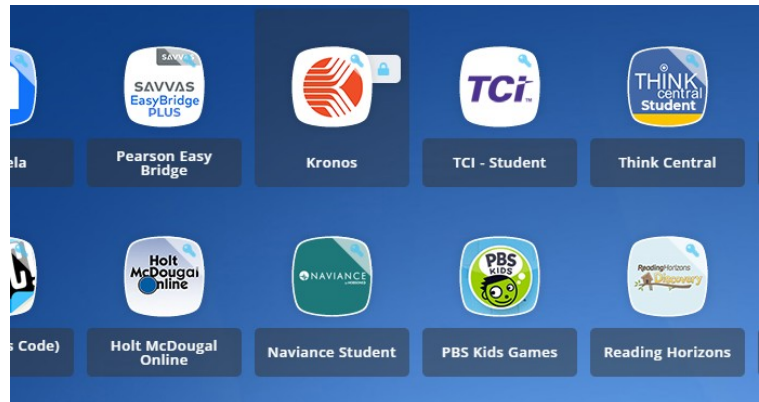


Sign in with your organizational account

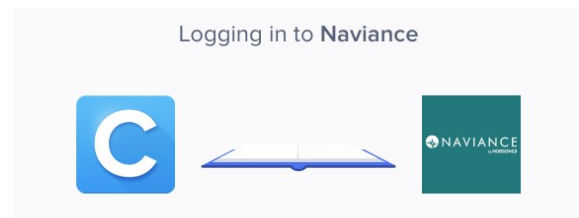
Sign in

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.

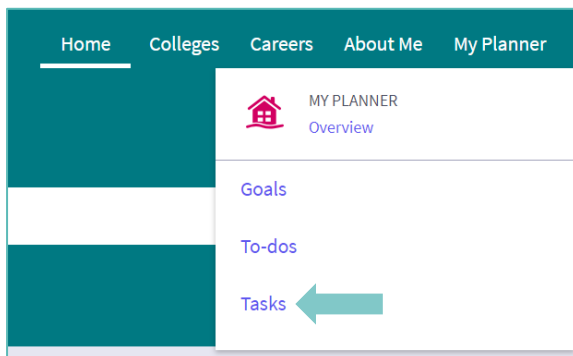




Ninth Grade Scope and Sequence

Create Academic SMART Goal for 9th Grade

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



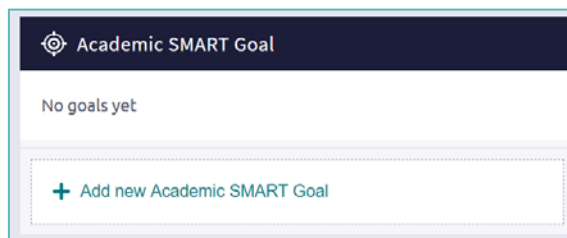
- From the Task page, click the task titled **Create an Academic SMART Goal**.
- Locate the “completion trigger” in the top right corner indicated by the pink arrow.



- Click the text, **create both goals** to go to the Goals page.
- Locate the goal category titled **Academic SMART Goal**.
- Click the box **Add new Academic SMART Goal**.

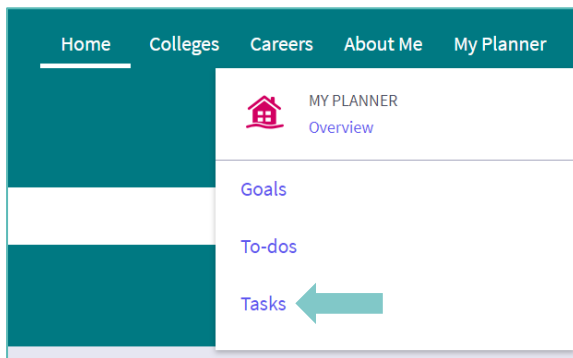
- Fill in the SMART goal box adding your academic goal at the top and writing how your goal fulfills the “SMART” format. *Remember: a SMART goal is Specific, Measurable, Achievable, Relevant, and Timely!*

- Click **Add** at the bottom of the goal box to add your goal and complete the task!



Complete the Multiple Intelligences (MI) Advantage

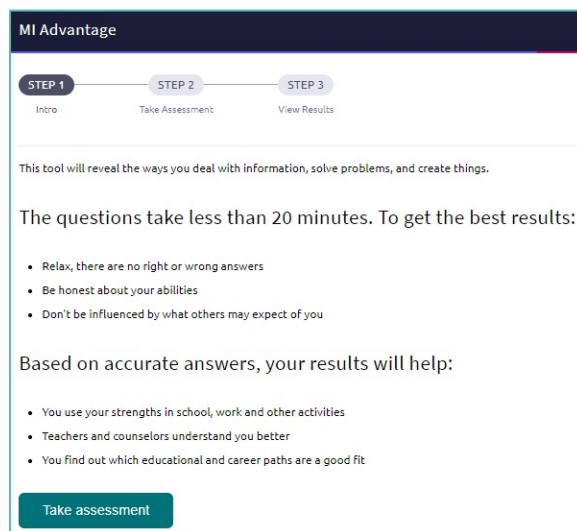
- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



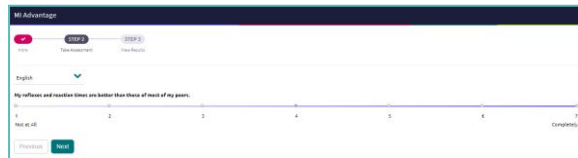
- From the Task page, click the task titled **Complete MI Advantage**.
- Locate the “completion trigger” in the top right corner indicated by the pink arrow.



- Click the text, **complete the MI Advantage** to go to the assessment page.
- 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.



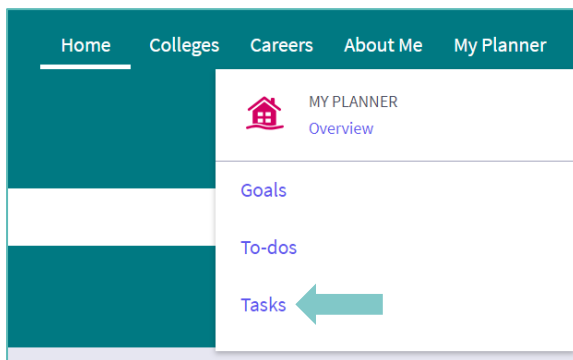
- On each page, **mark how strongly you agree or disagree** with each statement describing you.



- 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
- 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

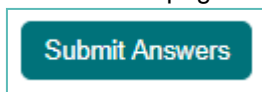
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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.



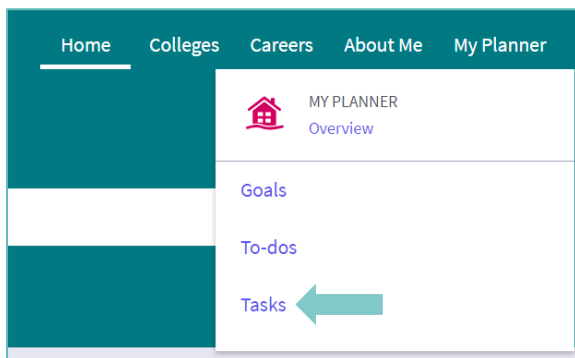
4. Click the text, **complete the MI Advantage Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click “Submit Answers” at the bottom of the page.



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

PA Career Plan 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 **PA Career Plan Survey**.

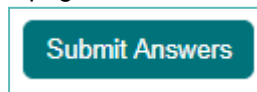
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



4. Click the text, **complete the PA Career**

5. **Plan Survey** to go to the survey page.

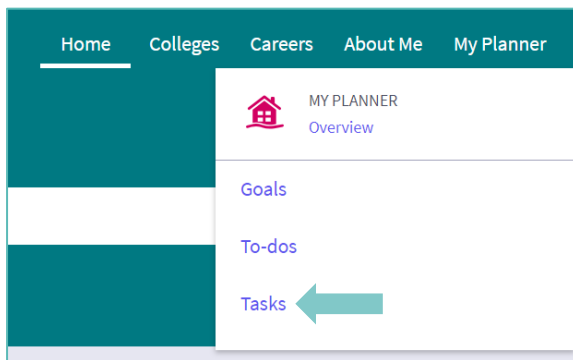
6. Once you have answered all of the required questions (marked by an asterisk and in red) click “Submit Answers” at the bottom of the page.



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

Complete the Learning Style Inventory

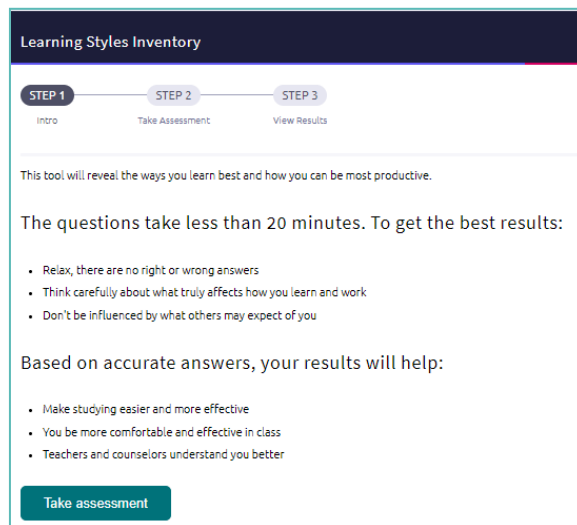
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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



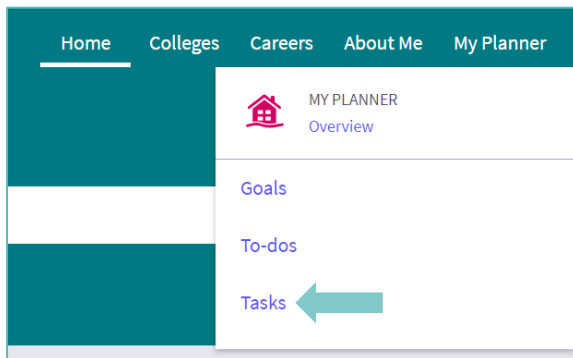
7. On each page, **mark how strongly you agree or disagree** with each statement describing your habits



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

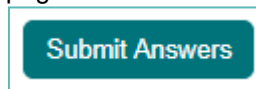
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **Learning Style Inventory Reflection Survey**.
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



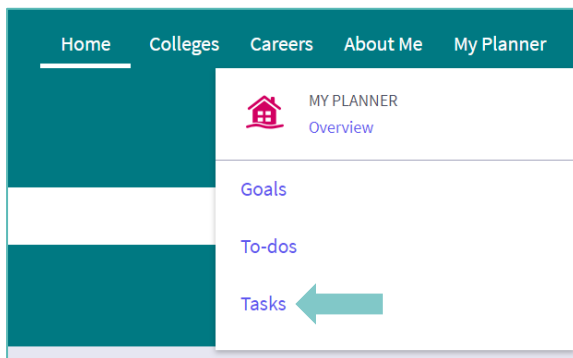
4. Click the text, **complete the Learning Style Inventory Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click “Submit Answers” at the bottom of the page.



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

Complete Do What You Are Assessment

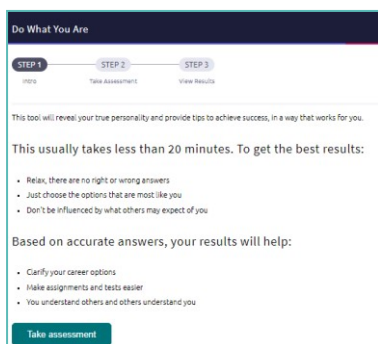
- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner



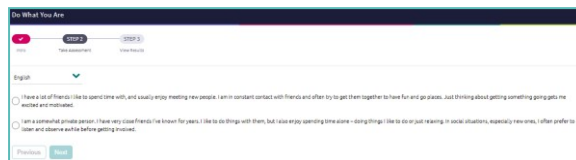
- From the Task page, click the task titled **Complete StrengthsExplorer**
- Locate the “completion trigger” in the top right corner indicated by the pink arrow



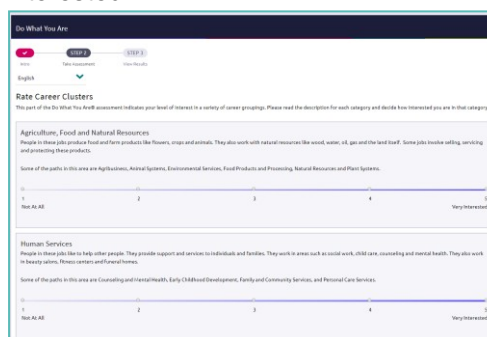
- Click the text, **complete the Do What You Are assessment** to go to the assessment page
- On the Do What You Are assessment screen, read over the directions. When you're ready to begin, click **take assessment** at the bottom of the screen



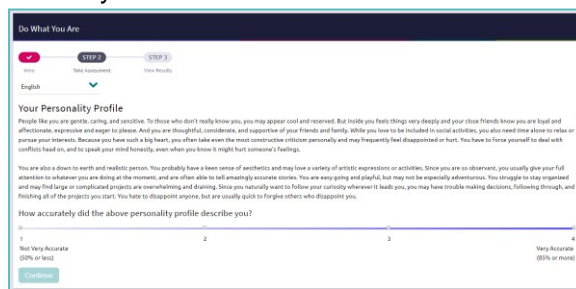
- On each page, select which statement is most similar to you and your personality by clicking the circle next to the statement



- 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



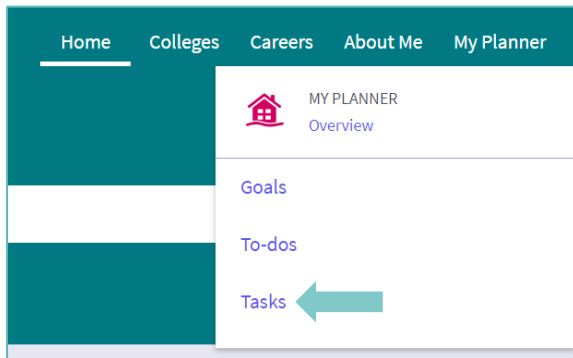
- Finally, review your personality statement for accuracy and click **continue**



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

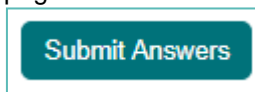
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



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.



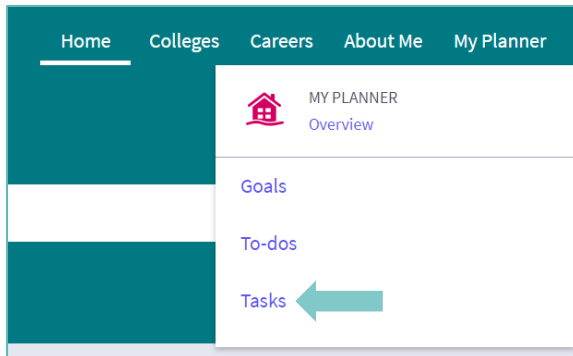
4. Click the text, **complete the Do What You Are Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click “Submit Answers” at the bottom of the page.



6. Submitting the survey will mark the task as complete

Transition to High School 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 **Transition to High School Survey**.
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



4. Click the text, **complete the Transition to High School 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.

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

