

# Naviance Student Overview Reference Guide

## Overview

Naviance Student makes it easier than ever for you to answer the questions that will shape your future: Who am I? What do I want to be? How will I get there? How will I succeed?

Naviance Student is a mobile-responsive site that employs intuitive tools that personalize and simplify the college and career planning process.

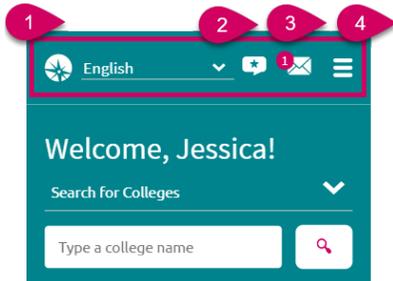
## Accessing Naviance Student

1. CCPS Students log into **Canvas**
2. Click on **Resources** (bottom left)
3. Click on **Naviance** (no username or password is required)
  - a. All students Grade 5 to Grade 12 have preassigned tasks on their Home Page under **Important Tasks & To Do's**



## Navigation Tips

### Static Toolbar



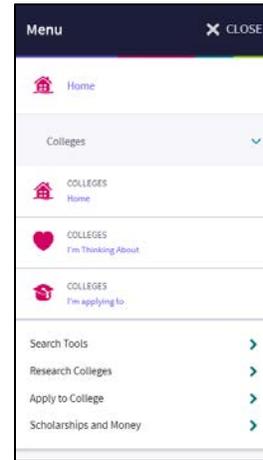
1. Language Menu (only applies to custom content that your school has provided in one of the listed languages)
2. Provide Feedback about Naviance Student
3. Email Inbox & Notifications
4. Navigation Menu (Including Log Out) – from mobile devices

## Menus

The Naviance Student menus are mobile-responsive and will adjust based on the device you are using.

When accessing a menu, there are direct access links, and second-level links that bring you to more options.

This is an example of the Colleges menu from a mobile device.

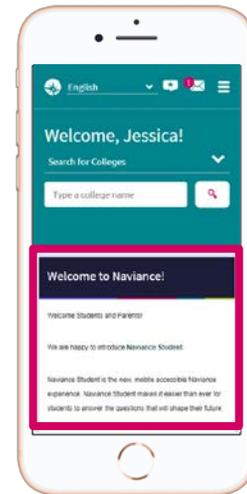


This is an example of the menu from a tablet, laptop, or desktop.



## Content Cards

The new interface makes use of content cards that are identified by a title and show corresponding information. The content card layout improves mobile compatibility. Depending on what information is in the card, you may see an option at the bottom of the card to read more, see more, or perform an action. Expect to see this general structure on most pages.



## The Home Page

The screenshot shows the Naviance Home Page interface. At the top left is a 'Welcome Card' with a message from the school. Below it is the 'Important To-Dos and Tasks' section, which lists several tasks with due dates and priority levels. To the right is the 'My Favorites' section, which provides quick access to colleges and clusters. Below that is the 'What's New' section, which displays upcoming college visits. At the bottom is the 'Resources to get ready' section, which includes links to test prep, lessons, and document resources. Finally, the 'From My School' section at the bottom provides a list of links, pages, and updates from the school.

**Welcome Card:** A custom message from your school.

**Important To-Dos and Tasks:** Drawing from your planner, get a snippet of overdue and upcoming to-do items and tasks.

**Resources to Get Ready:** Everyday access to Document Resources -documents shared by the school with all students. This area also provides access to Test Prep, x2VOL, and Curriculum if your school uses them.

**My Favorites:** Quick access to your Colleges I'm Thinking About, Colleges I'm Applying To, and Careers and Clusters I'm Thinking About.

**What's New:** View upcoming college visits, new journal entries shared by a counselor or teacher, and any new comments on course plans, tasks, and goals made by someone other than you.

**From My School:** From this section, find a list of links, pages, and updates provided by your school. Use **View all from my school** to see a full list.

# Colleges Home

## Find Your Fit



COLLEGE SEARCH  
SuperMatch

College Match

Scattergrams

Advanced College Search

College Lookup

Show less

## Research Colleges



COLLEGES  
I'm Thinking About

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

Show less

## Apply to Colleges



COLLEGES  
I'm applying to

Letters of Recommendation

College Events

Manage Transcripts

Test scores

Show less

## Scholarships and Money



SCHOLARSHIPS  
I'm Applying To

Scholarship List

Scholarship Match

National Scholarship Search

Show less

## College Visits

Show more

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## Colleges Home

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### Find Your Fit

**SuperMatch™ College Search:** Receive a list of best-fit schools based on criteria that you deem as important in your college search.

**College Match:** See and quickly favorite the other schools that students are applying to when they have also applied to a school from your favorites list. Additionally, check out other colleges that have accepted students with stats like your own.

**Scattergrams:** A graph used to help you analyze how you fit in with other students from your high school who have been accepted or denied admittance to a school based on GPA and test scores.

**Advanced College Search:** Using multiple categories, answer questions to identify colleges that match your interests and then save the search.

**College Lookup:** Lookup a school by multiple filters including name, country, state, or college group. Easily favorite colleges using the Heart icon found next to a school name.

### Research Colleges

**Colleges I'm Thinking About:** A list of schools that you have identified as prospects

**College Compare:** Add schools to compare the average GPA and test scores of students from your high school that have been accepted to that college during a time span.

**College Resources:** List of external web resources that may be valuable to your college search process.

**Acceptance History:** An alphabetical list of colleges where someone from your school has been accepted and/or enrolled over a time span.

**College Maps:** View an interactive map of schools based on a list of different pre-defined criteria. For example, you can see a map of the colleges from your Colleges I'm Thinking About list.

**Enrichment Programs:** Look for ways to get involved with your community and school, as well as possible internship opportunities and other events to build your experiences.

### Apply to Colleges

**Colleges I'm Applying To:** A list of schools to which you have decided to apply.

**Letters of Recommendation:** Request new and track existing letter of recommendation requests.

**College Events:** View a list of colleges that are hosting events and sign up for those of interest.

**Manage Transcripts:** Add and review transcript requests, as well as view associated fees.

**Test Scores:** View your key test scores, including SATs. Depending on school permissions, you may be able to add your own test scores.

### Scholarships and Money

**Scholarships I'm Applying To:** A list of scholarships to which you are applying.

**Scholarship List:** A list of potentially relevant scholarships that you can review and add to your applications list.

**Scholarship Match:** A list of scholarships that may be a suitable match for you based on scholarship requirements such as gender, ethnicity, GPA, etc.

**National Scholarship Search:** An external site hosted by Sallie Mae that provides a list of potential scholarship matches based on personal criteria as associated with Naviance Student.

### College Visits

View a list of college visits.

## Careers Home

### Explore Careers and Interests

 CAREERS AND CLUSTERS  
I'm thinking about

[Explore Careers](#)

[Explore Career Clusters](#)

**Careers and Clusters I'm Thinking About:** View the careers and clusters that you have added to your favorites.

**Career Cluster Finder:** Learn what career clusters may be a good match for you based on activities that interest you, personal qualities that you have, and subjects that you enjoy.

**Do What You Are:** This assessment uses personality types to suggest careers and clusters that might be a good match.

**Career Key:** Learn about and view careers associated with your Holland interest codes.

**Career Interest Profiler:** A career interest assessment that will display all your Holland Code matches. Some schools may not have this assessment enabled.

### Roadtrip Nation Interview Archive



#### What's in the Archive?

Roadtrip Nation has gone on **52 roadtrips** and interviewed experts creating **6,834** videos on struggle, triumph, and self discovery broken into **48 themes** and **29 interests**

[Explore More](#)

**Explore More:** Use this button to access the Roadtrip Nation Interview Archive. This archive provides videos of experts sharing stories about different career paths. You can search for a video speaker by interests, themes, leaders and playlists.

### Career Assessments

[Career Cluster Finder](#)

[Career Key](#)

[StrengthsExplorer](#)

[Do What You Are](#)

[Career Interest Profiler](#)

[MI Advantage](#)

**3 ways to get ready for college, career and life this spring**

**Career Assessments:** Quickly access and take assessments that can tell you more about yourself and your career interests. Your list may have different assessments as compared to what is shown here. The assessments can also be found on the About Me tab.

# About Me Home

The screenshot shows the 'About Me Home' dashboard for a student named Jessica Completed, Class of 2020. The dashboard is divided into several sections:

- About Me:** A top navigation area with links for Account, Resume, Test Scores, and Portfolio.
- My Surveys:** A section with 'Surveys Progress' (listing 'Next Step Plan Survey' as 'IN PROGRESS' and two 'Sample Survey' items as 'COMPLETED') and 'Surveys to Take' (listing 'Alex Career Survey', 'Art Programs Feedback', and 'Black and Veatch Job Shadow Survey').
- My Assessments:** A section with 'Assessments in Progress' (listing 'Career Cluster Finder' at 9% and several others at 100%) and 'Assessments to Take' (stating 'You have no new assessments').
- My Postsecondary Plans:** A section with 'COLLEGES I'm thinking about', 'CAREERS AND CLUSTERS I'm thinking about', and 'Game Plan'.
- Documents Shared With Me:** A section with a 'See All Documents by Folder' button.
- My Journal:** A section with a 'See all Journal Entries' button.

Callout boxes provide detailed explanations for these sections:

- About Me:** View general **Account** information, build your **Resume**, view **Test Scores**, or view/print your full Naviance Student **Portfolio**.
- Assessments in Progress:** See a status indicator of the assessments you are currently working on and need to complete.
- Assessments to Take:** See a list of assessments that your school would like you to complete. Click on an assessment to get started.
- Surveys in Progress:** See a status indicator of the surveys you currently have in progress and need to complete.
- Surveys to Take:** See a list of surveys that your school would like you to complete. Click on a survey to get started.
- View documents that a counselor or teacher has chosen to share just with you.**
- View and create journal entries for yourself or share them with counselors, teachers or your parents. You can use this area to journal about your experiences, your plans, your essays or anything you want. Documents can be attached to a journal entry.**

**Colleges I'm Thinking About:** A list of schools that you have identified as prospects.

**Careers and Clusters I'm Thinking About:** View the careers and clusters that you have added to your favorites.

**Game Plan:** If Game Plan displays under postsecondary plans, it is an indicator that your school would like you to fill out a survey about your plans beyond high school.

# My Planner Overview

The screenshot shows the 'My Planner Overview' interface. At the top, there are navigation tabs: Overview, Goals, To-Do List, and Tasks Assigned to Me. The 'Overview' tab is active, showing a red 'Overdue' section with a warning icon and the text 'These are overdue. Do them soon to stay on track.' Below this are three items: 'ACT test prep' (TO-DO, OVERDUE Saturday Apr 28, 2018), 'Submit applications' (TO-DO, OVERDUE Thursday Apr 26, 2018), and 'Complete 20 Hours of Community Service' (TASK, OVERDUE Saturday Jul 15, 2017). A callout box on the left explains that the 'Overdue' section shows tasks and to-do items that should be completed as soon as possible. A callout box on the right explains that users can switch between Overview, Goals, To-Do List, and Tasks Assigned to Me, and provides definitions for Goals, To-Do List, and Tasks Assigned to Me. Below the overdue section is the 'Upcoming' section, which has a calendar view and a list view. The calendar view shows a grid for April 2018 with various tasks scheduled. A callout box on the right explains that the 'Upcoming calendar' is used to track and open past and upcoming tasks and to-dos. At the bottom is the 'Recently Completed' section, which shows three completed items: 'Job shadowing day with Mr. Crabb' (Friday Apr 27, 2018), 'Visit University of Cincinnati' (Wednesday Apr 25, 2018), and 'Testing todo' (Monday Apr 23, 2018). A callout box on the left explains that the 'Recently Completed' section is a list of tasks and to-do items that have been marked as complete and can be viewed or changed to incomplete.

**Overdue** shows a list of tasks and to-do items that are overdue and should be completed as soon as possible.

Switch between the **Overview**, **Goals**, the **To-Do List** and **Tasks Assigned** to you by your school.

**Goals:** Add your own goals about anything you are interested in achieving. Mark goals complete as you hit them.

**To-Do List:** Create a list of actions you need to complete.

**Tasks Assigned to Me:** Important tasks assigned to you by your school.

**Recently Completed** is a list of the tasks and to-do items that you have recently marked as complete. You can use this location to view the items or change them to incomplete.

Use the **Upcoming calendar** to keep track of and open past and upcoming tasks and to-dos. Switch between the Calendar and List Views for a different visual of the events.





## Grade 11

Activity	Completion Trigger	Learning Objective
<p style="text-align: center;"><i>Semester 1</i></p> <p><b><u>Goal Setting/Career Knowledge:</u></b> My Career Goals (Naviance Lesson) Goal, Plan, Action (create goal in Naviance)</p> <p><b><u>Social Emotional Learning:</u></b> Do What You Are personality assessment (Naviance task)</p> <p><b><u>Transition Skills:</u></b> Update resume (Naviance task)</p>	<p>Student adds a goal (Goal, Plan, Action)</p> <p>This task is automatically marked complete when the student completes the Do What You Are 2.0 assessment in Naviance Student, including if completed prior to task assignment</p> <p>This task is automatically marked complete when the student creates a new print format for his or her resume in Naviance Student, including if created prior to task assignment</p>	<p><b>Students will:</b></p> <ul style="list-style-type: none"> <li>- Create goals and identify how they will achieve their goals</li> <li>- Explore how their personality type aligns with certain careers/career paths</li> <li>- Try to find a career path that interest them</li> </ul>

Semester 2	<p><b><u>College Knowledge:</u></b></p> <p>SuperMatch College Search (Naviance task)</p> <p>Save colleges to Prospective Colleges list (Naviance task)</p> <p><b><u>Supporting Lessons:</u></b></p> <ul style="list-style-type: none"> <li>• Paying for College (Naviance lesson)</li> <li>• Financial Aid Options (Naviance lesson)</li> <li>• Get Ready for FAFSA (Naviance lesson)</li> </ul> <p><b><u>Goal Setting/Transition Skills:</u></b></p> <p>End of year reflection on GPA (Naviance task – complete a survey)</p>	<p>This task is automatically marked complete when the student accesses the SuperMatch college search in Naviance Student</p> <p>Manually mark completed by staff</p> <p>Manually mark completed by staff</p> <p>Manually mark completed by staff</p> <p>Student completes a survey (GPA Goal-Setting End of Year Reflection – Grade 11)</p>	<p><b>Students will:</b></p> <ul style="list-style-type: none"> <li>- Explore possible college options</li> <li>- Learn about ways to pay for college</li> <li>- Reflect on their 11<sup>th</sup> grade year and prepare for 12<sup>th</sup> grade</li> </ul>
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## Grade 12

Activity	Completion Trigger	Learning Objective
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Semester 1	<p><b><u>Transition Skills:</u></b> My Resume (Naviance lesson) Update/finalize resume</p> <p><b><u>College Knowledge:</u></b> Completing the FAFSA (Naviance lesson) Scholarship Search (Naviance task)</p>	<p>This task is automatically marked complete when the student creates a new print format for his or her resume in Naviance Student, including if created prior to task assignment</p> <p>Manually mark completed by staff</p> <p>This task is automatically marked complete when the student views the scholarship match, the scholarship list, or the national scholarship search in Naviance Student</p>	<p><b>Students will:</b></p> <ul style="list-style-type: none"> <li>- Put finishing touches on resume</li> <li>- Learn about ways to help pay for college</li> <li>- Understand the importance of completing the FAFSA</li> </ul>
Semester 2	<p><b><u>Social Emotional Learning:</u></b> Multiple Intelligences Advantage (Naviance task)</p> <p><b><u>Transition Skills</u></b> Update personal email address (Naviance task – complete a survey – will be assigned midyear) Graduation Survey (Naviance task – complete a survey – will be assigned end of year)</p>	<p>This task is automatically marked complete when the student completes the MI Advantage 2.0 assessment in Naviance Student, including if completed prior to task assignment</p> <p>Student completes a survey</p> <p>Student completes a survey (graduation survey)</p>	<p><b>Students will:</b></p> <ul style="list-style-type: none"> <li>- Reflect on their high school experience</li> <li>- Learn about their intelligences and how to apply them to future career options</li> </ul>