

Naviance Tasks 12th Grade



What is Naviance Student?

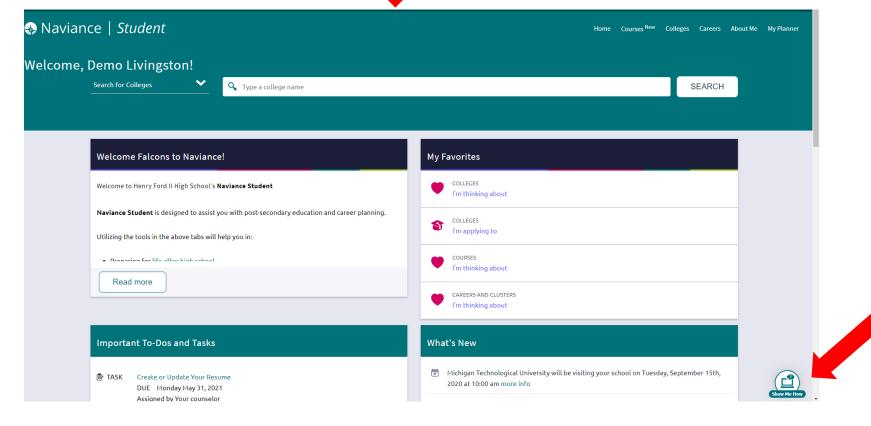
 Naviance is a platform that delivers power to students' fingertips within intuitive tools that personalize and simplify the college and career planning process. Students will create connections between their strengths and interests to success after high school.



How to Log Into Naviance Student

- All students have an account set up with Naviance.
- To login go to ClassLink and click the UCS Naviance Icon.
- You will then be taken directly to your student page on your school Naviance site.

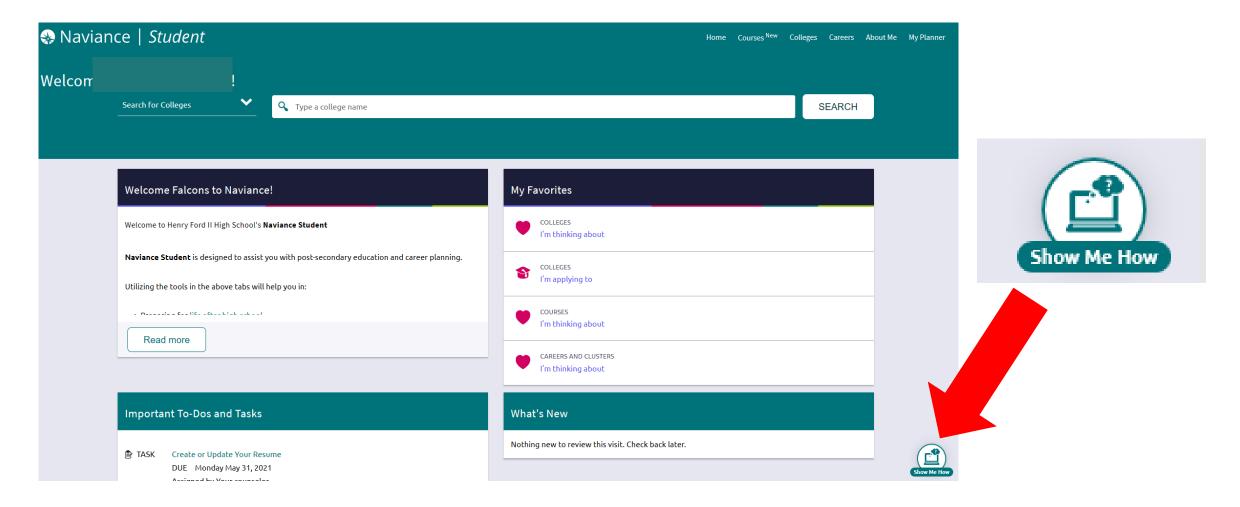




Do not forget to check out the SHOW ME HOW button

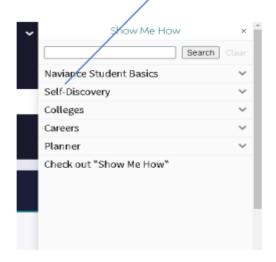
Show Me How Button

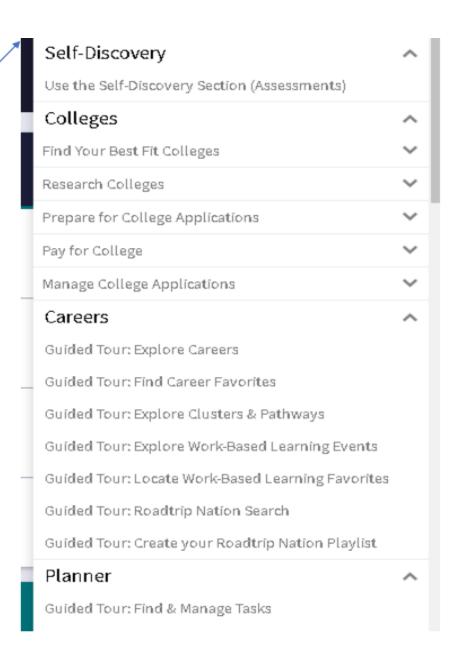
Once you log into Naviance this is the page you will see. Make sure you use the **Show Me How Button** to learn all the tools available to you.



Show Me How Button

The **Show Me How** tool in Naviance Student provides stepby-step instructions on how to do many of your college tasks. Use these Guided Tours to assist you in completing your tasks.





Welcome Page

The links at the top take you to each category of Naviance.

Home takes you to the main Naviance screen.

Self-Discovery contains links to assessments that help you discover who you are.

Courses contains your four-year course plan.

Colleges is where you research and save colleges.

Careers allows you to research and save careers.

<u>Planner</u> contains goals and tasks to be completed before graduation.

The heart is a quick link to your favorites - colleges & careers.

The mail takes you to your messages.

About Me takes you to your personal documents and surveys.

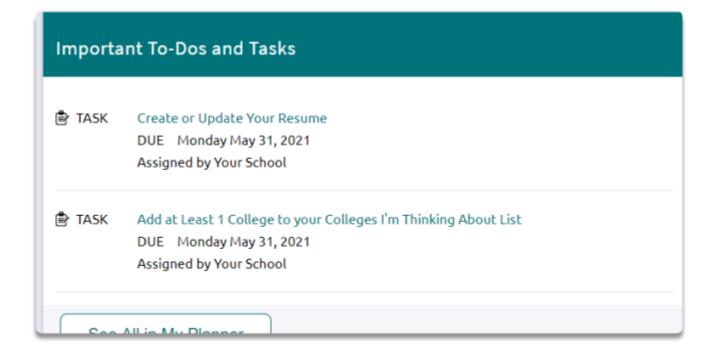


Self-Discovery Courses Careers Colleges Planner



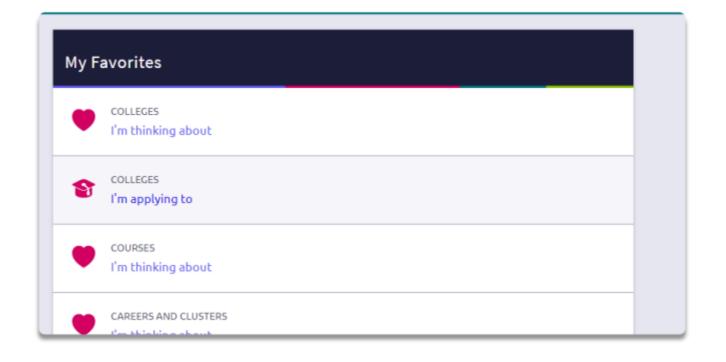
Important To-Dos and Tasks

In this section, your counselor will assign you specific tasks that must be completed during the year. Clicking on the link will take you directly to that Task.



My Favorites

The My Favorites section contains everything that you save within Naviance. It is a quick link to your plans for your future.





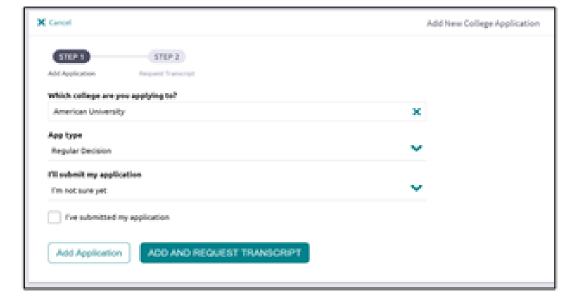
Adding a College(s) to the List & Requesting Transcripts

Colleges can be added to the Colleges I'm Applying To list in two different ways:

- From the Colleges I'm Applying To list
- From the Colleges I'm Thinking About list

From Colleges I'm Applying To

- Click the Add button (+ sign).
 The Add New College Application, Step 1 Add Application displays.
- From Which college are you applying to? use the drop-down or type the name of the desired college and select from the matches.
- From App Type dick the drop-down to identify your answer.



- 4. From I'll submit my application? click the drop-down to identify your answer.
- If you have already sent in your application, select the checkbox labeled I've submitted my application. If not, leave it unchecked.

If you currently do not need to request transcripts, select Add Application.

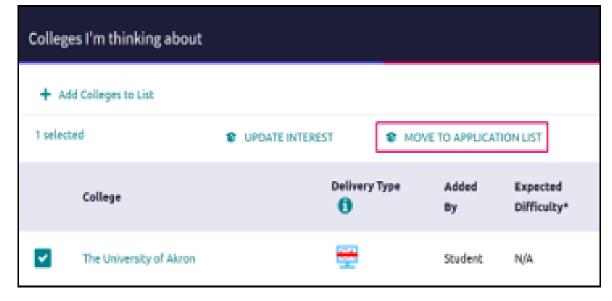
Click Add and Request Transcript.

The Add New College Application – Step 2 Request Transcript displays.

- From What type of transcript/s are you requesting? select the checkbox(es) that identify your answer.
- From What additional materials, if any, do you want included? select the checkbox(es) that identify your answer.
- Review Where are you sending this transcript? to ensure the proper college name is displaying.
- Click Request and Finish.

From Colleges I'm Thinking About

- From Naviance Student, navigate to Colleges > Colleges I'm Thinking About.
- Place checkmarks in the checkboxes next to the schools to which you are applying.
- Click Move to Application List.
 The Move to College Applications, Step 1: Add Application/s displays.



- Use the drop-down menus to select the accurate responses.
- If you have already sent in your application, select the checkbox labeled I've already sent my application.If not, leave it unchecked.

If you do not currently need to request transcripts, select Add Applications.

Click Add and Request Transcripts.

The Move to College Applications, Step 2: Request Transcripts displays.

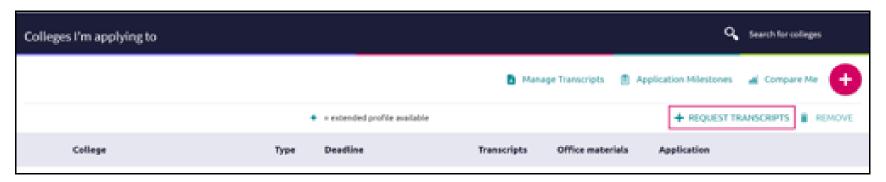
- Select the accurate checkbox(es) for What type of transcript/s are you requesting? and What additional materials, if any, do you want <u>included?</u>.
- Review Where are you sending this transcript? to ensure the proper college name and deadline type is displaying.
- Click Request and Finish.

The college is added, and the request is made.

Request Transcript

A transcript can be requested for schools that were previously saved to your Colleges I'm Applying To list.

From Colleges I'm Applying To, click Request Transcripts.



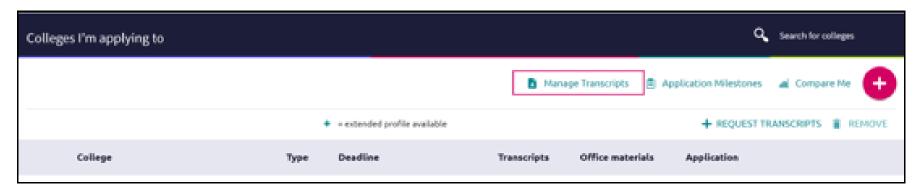
The Request College Application Transcript displays.

- Use the checkboxes and drop-downs to answer the transcript-related questions.
- Click Request and Finish.

Manage Transcripts

Use Manage Transcripts to keep track of your general transcript requests, whether for college applications or scholarships.

1. From the Colleges I'm applying to list in Naviance Student, click Manage Transcripts.



The Manage Transcripts page displays.

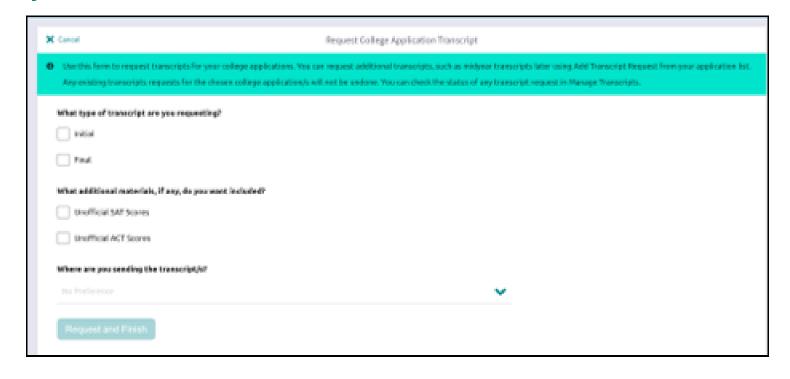
Here you can see all the institutions to which a transcript request has been associated.

Use the Add (+) button to add either College Application Transcript or Other Transcript.



- Use the checkboxes and drop-downs answer the transcript-related questions.
- 5. Click Request and Finish.



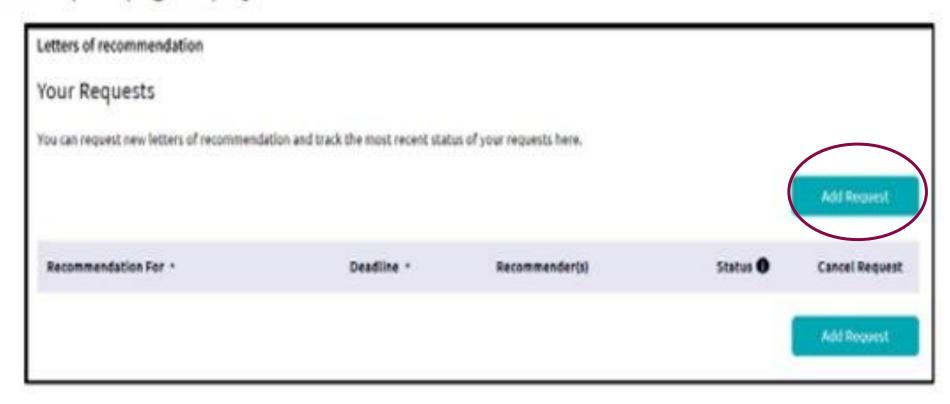




From Naviance Student, Navigate to Colleges > Letters of Recommendation.

To get started, click Add Request.

The Add New Request page displays.



Step 1: Select a teacher from the drop-down list.

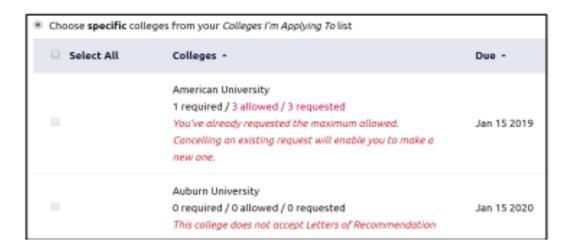
If a teacher is not available from this list, they must be added to the Teacher List in Naviance. Report this to the Site Manager. If a student has already asked a teacher for a recommendation, a notification will display.



 Step 2: Decide if you want the teacher to fill out a recommendation for (1) a specific college(s) from your Colleges I'm Applying To list or (2) a general request.

2. Select the recommendation request type:* General request Select this if you are ready to request a recommendation without selecting a specific college Specific request Select this if you are requesting a recommendation for specific colleges from your Colleges I'm Applying To list

Example LOR messages:



Step 3: Include a personal note to remind your recommender about your great qualities and any
specifics about your request.

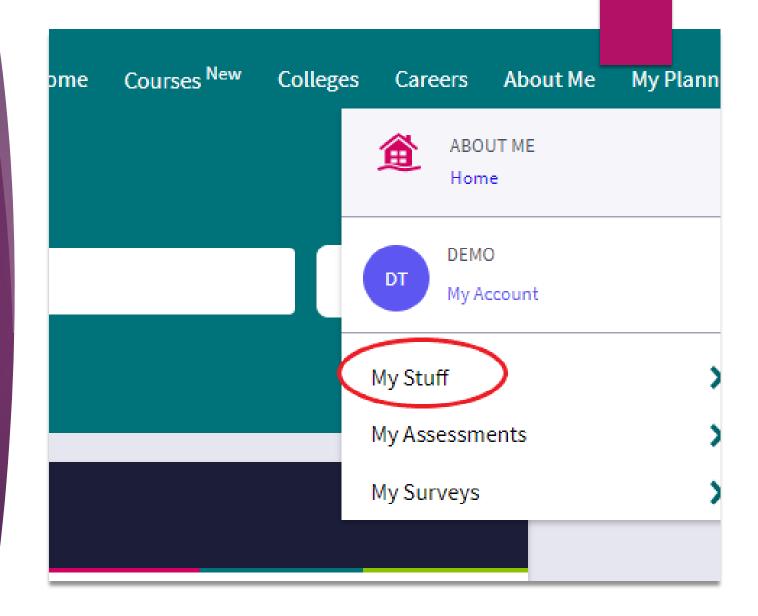
	de a personal note to remind your recon our request:	illiender about your great q	uanties and	any specifics
				3000 characters remain
			Cancel	Submit Request
* Indicates a	equired field			4
en status b	ar shows the teacher's name and the num	ber of requests for the stude	ent.	

Click Submit Request.



Resume

- ►Update your Resume
- Click on About Me.
- Stuff.



ADDING ENTRIES TO YOUR RESUME

STEP I

Select Add/Update Resume

Resume



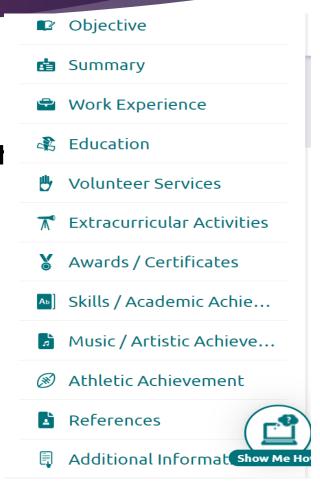
STEP 2

To add entries to your resume select the plus sign.

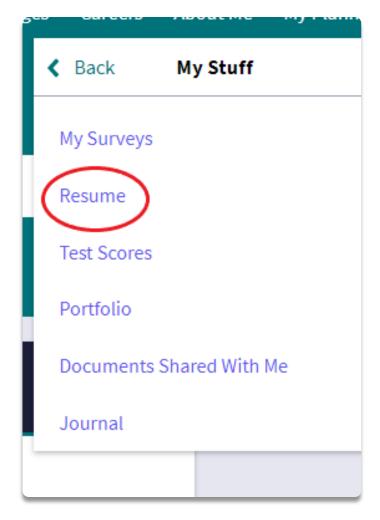


NOTE

After selecting the plus sign a list of categories will appear.

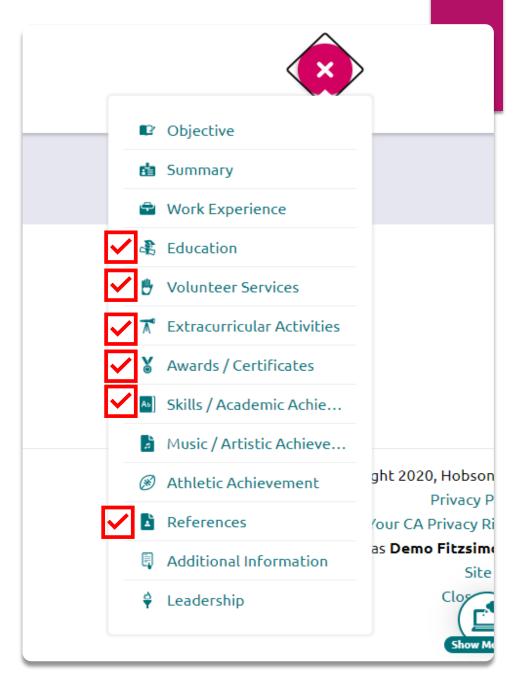


Click on Resume to start updating and inputting additional information.



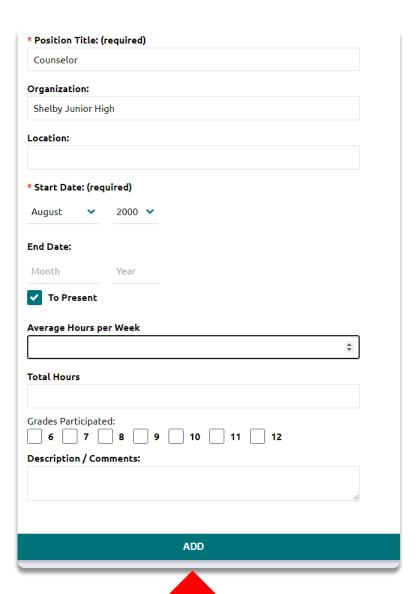
Update all Resume Categories

Update Education, Volunteer
Activities, Extra-Curricular
Activities, Work Experience,
Skills, Awards/Certificates and
References.



Note for Entering Activities

As you enter each activity, you are only required to complete the entries starred in red. If you are currently involved in the activity, you will check the **To Present** box. You do not need to worry about the average hours or total hours. Check the grades that you participated in this activity, and then click **Add**.



Resume

Add/Update Sections

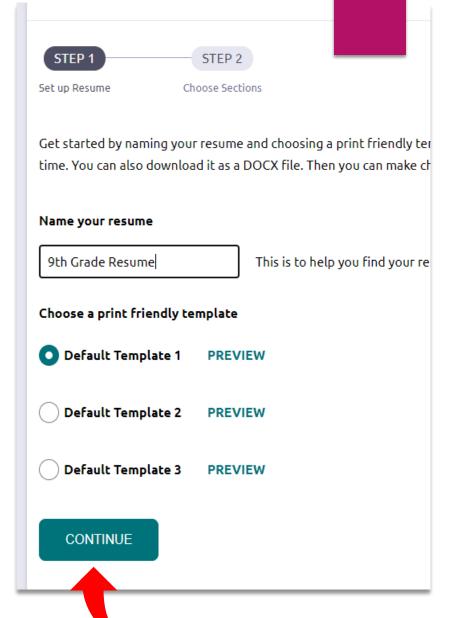
Print/Export Resume

Saving Your Resume Step 1

When you are finished entering activities, you must save your resume. The first step is to click on **Print/Export Resume**.

Saving Your Resume Step 2

- Start by entering a name for your resume. Use the date or the grade you are in.
- Click Preview to see each different style.
- Once you pick your favorite, click <u>Continue.</u>



Saving your Resume Step 3

- Click the checkboxes next to the activities you would like to include on this resume. Typically you will click all of the activities.
- Once you are finished, click <u>Save</u> <u>Resume</u>.

Use the checkboxes to add sections. You can select as many selections as you would prefer. As you add selection, keep in mind your different skills and accomplishments than a college advisor.

Do you need to make changes to the section content? Save your resume first and return to Add/Update Sections. You can come bac

Work Experience

Counselor
Shelby Junior High
August, 2000 - Present

SAVE RESUME

resume has been created!

My Saved Resumes

8th grade resume

Last Edited Aug 17, 2020

Edit

Download PDF

Download DOCX

Remove

7th grade Resume

Last Edited Sep 30, 2020

Edit

Download PDF

Download DOCX

Remove

9th Grade Resume

Last Edited Nov 6, 2020

Edit

Download PDF

Download DOCX

Remove

My Saved Resumes

Your Resume has been created! You can now <u>Edit</u> it, <u>Download</u> it, or <u>Remove</u> it.

If you want to change the formatting, download it as a DOCX document.

If you want to save it "as is" with no changes, download it as a PDF document.

If you want to create another resume, you will click the White plus inside the Pink circle again.

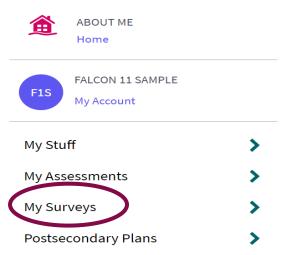


GRADUATION SURVEY

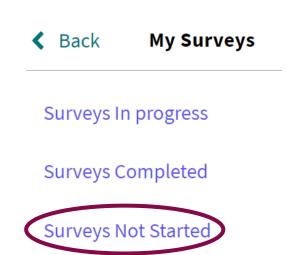
STEP 1 Select About Me



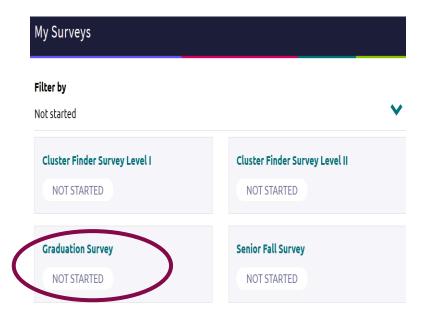
STEP 2 Select My Surveys



STEP 3 Select Survey Not Started



STEP 3 Select Graduation Survey





Tools to Use for Exploring Colleges

College Match is a way to view and explore colleges that may be of interest to you.

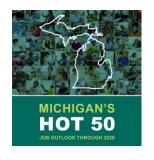
SuperMatch® is a college search tool that allows you to discover best-fit colleges based on criteria that are important to you in a college experience. <u>Supermatch Quick Reference Guide</u>

College Lookup is a great way to search for colleges based on items such as name, location, keyword, etc.

Use the **Advanced College Search** to find college results based on selected areas of interest related to location, athletics, majors, costs, and others.

Once you identify a college you like make sure to add it to **Colleges, I am Thinking About**

Sites to Use to Explore Careers



Hot50_Statewide_2028.pdf (milmi.org)



What Are the Michigan Career Clusters? (aeseducation.com)



Occupation Finder: Occupational Outlook Handbook: : U.S. Bureau of Labor Statistics (bls.gov)