

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? and 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

Navigate to Naviance Student using your device's internet browser. Dover-Sherborn's Naviance Student platform can be accessed using the following address:

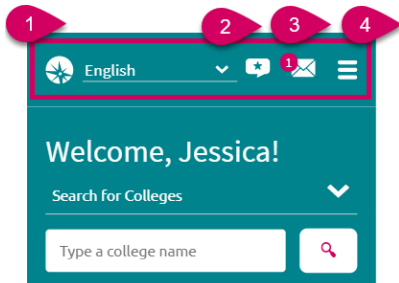
www.student.naviance.com/doversherborn

It is suggested that you bookmark the site's address on frequently-used devices to easily return to Naviance Student.

Enter the provided username and password to log in. If you had a Family Connection password, that password has followed you to Naviance Student.

Navigation Tips

Static Toolbar



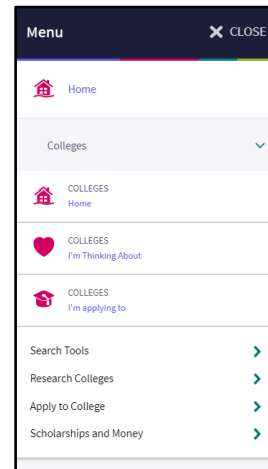
1. LanguageMenu (only applies to custom content that your school has provided in one of the listed languages)
2. Provide Feedback about Naviance Student
3. Email Inbox & Notifications
4. Navigation Menu (Including Log Out) – from mobile devices

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.

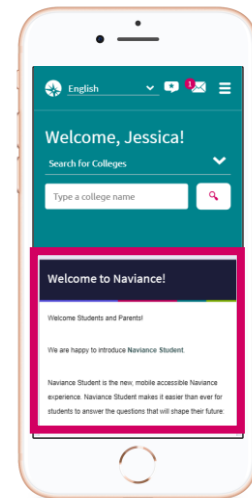


This is an example of the menu from a tablet, laptop, or desktop.



Content Cards

The new interface makes use of content cards that are identified by a title 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 the card to read more, more, or perform an action. Expect to see general structure on most pages.



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The Home Page

The screenshot shows the Naviance Home Page layout. At the top left is a 'Welcome to Naviance!' card with a custom message from the school. Below it is the 'Important To-Dos and Tasks' section, which lists tasks like 'ACT test prep' and 'Submit applications' with due dates and priority levels. To the right is the 'My Favorites' section, which provides quick access to 'Colleges I'm thinking about', 'Colleges I'm applying to', and 'Careers and Clusters I'm thinking about'. Below that is the 'What's New' section, which displays upcoming college visits and new journal entries. The bottom section is 'Resources to get ready', which includes links to 'Naviance Test Prep', 'College and Career Readiness Lessons', and 'Document Resources'. At the very bottom is the 'From My School' section, which lists links, pages, and updates provided by 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

Colleges Home

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

The screenshot shows the 'Careers Home' interface. On the left, under 'Explore Careers and Interests', there is a list of tools: 'CAREERS AND CLUSTERS I'm thinking about', 'Career Cluster Finder', 'Do What You Are', 'Career Key', and 'Career Interest Profiler'. On the right, there is a video player for 'Roadtrip Nation Interview Archive' showing a van with 'roadtrip nation' written on it. Below the video, there is an 'Explore More' button. Two callout boxes provide detailed instructions for these elements.

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.

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.

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 bar with links for Account, Resume, Test Scores, and Portfolio.
- My Surveys:** A section with 'Surveys Progress' (including 'Next Step Plan Survey' in progress and two 'Sample Survey' items completed) and 'Surveys to Take' (including 'Alex Career Survey', 'Art Programs Feedback', and 'Black and Veatch Job Shadow Survey').
- My Assessments:** A section with 'Assessments in Progress' (including 'Career Cluster Finder' at 9% and several completed assessments like 'Career Interest Profiler' at 100%) and 'Assessments to Take' (currently empty).
- My Postsecondary Plans:** A section with 'COLLEGES I'm thinking about', 'CAREERS AND CLUSTERS I'm thinking about', and a 'Game Plan' link.
- Documents Shared With Me:** A section with a 'See All Documents by Folder' button.
- My Journal:** A section with a 'Community Service' link and 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.** (Callout pointing to 'Documents Shared With Me')
- 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.** (Callout pointing to 'My Journal')

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

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

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 selected.

Overdue section (top): A red header with a warning icon. Below it, a list of overdue items:

- TO-DO** ACT test prep **OVERDUE** Saturday Apr 28, 2018 (HIGH)
- TO-DO** Submit applications **OVERDUE** Thursday Apr 26, 2018 (HIGH)
- TASK** Complete 20 Hours of Community Service **OVERDUE** Saturday Jul 15, 2017 (Assigned by Kyli Bechtold)

Upcoming section (middle): A calendar view for April 2018. It includes a 'Calendar View' button and a 'List View' button. The calendar shows events for various dates, such as 'Make summer to-do list' on Tue 03, 'Add colleges to colleges I'm thinking about list' on Tue 17, 'Move American University to Application list' on Wed 18, 'Testing todo' on Mon 23, 'Visit University of Cincinnati' on Wed 25, 'Submit applications' on Thu 26, 'Job shadowing day with Mr. Crabb' on Fri 27, and 'ACT test prep' on Sat 28.

Recently Completed section (bottom): A list of tasks marked as complete:

- Done** Job shadowing day with Mr. Crabb Friday Apr 27, 2018 (To-Do, MARK AS NOT DONE)
- Done** Visit University of Cincinnati Wednesday Apr 25, 2018 (To-Do, MARK AS NOT DONE)
- Done** Testing todo Monday Apr 23, 2018 (To-Do, MARK AS NOT DONE)

Callouts provide additional information:

- Overdue** (left): Shows a list of tasks and to-do items that are overdue and should be completed as soon as possible.
- Overdue** (top right): 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** (bottom middle): **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.
- Upcoming calendar** (bottom right): 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.