

# 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

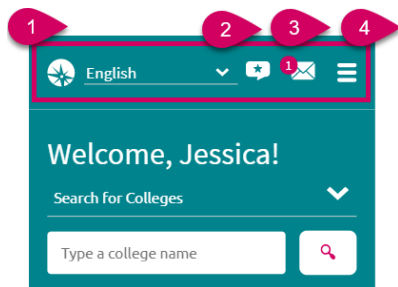
Navigate to Naviance Student using your device's internet browser. Naviance Student platform can be accessed using the following address:

[www.student.naviance.com/olympiahighsch](http://www.student.naviance.com/olympiahighsch)

You can also log into your **OSD Portal** and select the Naviance Student icon.

## Navigation Tips

### Static Toolbar



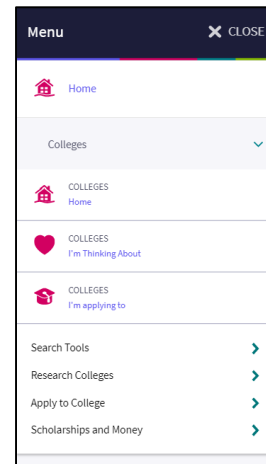
1. Language Menu (only applies to custom content that your school has provided in one of the listed languages)
2. Provide Feedback about Naviance Student
3. Email Inbox & Notifications
4. Navigation Menu (Including Log Out) – from mobile devices

## 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.

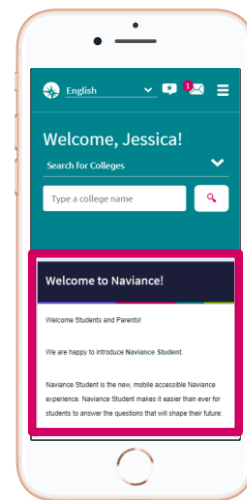


This is an example of the menu from a tablet, laptop, or desktop.



## 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 layout. At the top left is a 'Welcome to Naviance!' card with a message from the school and a 'Read more' button. Below this is the 'Important To-Dos and Tasks' section, which lists three items: 'ACT test prep' (overdue Saturday Apr 28, 2018), 'Submit applications' (overdue Thursday Apr 26, 2018), and 'Complete 20 Hours of Community Service' (overdue Saturday Jul 15, 2017). A 'Go to My Planner' button is at the bottom of this section. To the right is the 'My Favorites' section, which lists '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, featuring an announcement for a college visit by Gustavus Adolphus College on Tuesday, May 1, 2018. The bottom section is 'Resources to get ready', with buttons for 'Naviance Test Prep', 'College and Career Readiness Lessons', and 'Document Resources'. The footer contains 'From My School' with links, pages, and updates.

**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

|   |   |
|---|---|
| <h3>Search Tools</h3> <ul style="list-style-type: none"><li>Advanced College Search</li><li>SuperMatch™ College Search</li><li>College Lookup</li></ul>   | <h3>My Favorites</h3> <ul style="list-style-type: none"><li> COLLEGES I'm thinking about</li><li> COLLEGES I'm applying to</li></ul>  |
| <h3>Apply to Colleges</h3> <ul style="list-style-type: none"><li> COLLEGES I'm applying to</li><li>Letters of Recommendation</li><li>College Events</li><li>Manage Transcripts</li><li>Test scores</li></ul> <p>Show less</p> | <h3>Research Colleges</h3> <ul style="list-style-type: none"><li> COLLEGES I'm thinking about</li><li>Scattergrams</li><li>College Match</li><li>College Compare</li><li>College Resources</li><li>Acceptance History</li><li>College Maps</li></ul> <p>Show less</p> |
| <h3>Scholarships and Money</h3> <ul style="list-style-type: none"><li> SCHOLARSHIPS I'm Applying To</li><li>Scholarship List</li><li>Scholarship Match</li><li>National Scholarship Search</li></ul> <p>Show less</p>         | <h3>College Visits</h3> <p>Show more</p>  |

---

## Colleges Home

---

### More Search Tools

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

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

**College Lookup:** Lookup a school by name, country, state, or college group.

### My Favorites

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

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

### Research Colleges

**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.

**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.

**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:** Naviance has partnered with TeenLife to provide a robust database of enrichment programs for you to research and gain experience. These include 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 to which you are registered.

## Careers Home

The screenshot shows the 'Careers Home' interface. On the left, under the heading 'Explore Careers and Interests', there is a list of tools: 'CAREERS AND CLUSTERS I'm thinking about' (highlighted with a red callout), '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'. The video shows a green and blue van with 'roadtrip nation' written on the side. Below the video, there is a description: 'What's in the Archive? Roadtrip Nation has gone on 52 roadtrips and interviewed 652 leaders creating 5,049 videos on struggle, triumph, and self discovery that have been broken into 48 themes and 29 interests'. An 'Explore More' button is located below the description, with a red callout pointing to it.

**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:

- Account Information:** Located at the top, it includes links for Account, Resume, Test Scores, and Portfolio.
- My Surveys:** This section is divided into 'Surveys Progress' and 'Surveys to Take'. 'Surveys Progress' shows 'Next Step Plan Survey' as 'IN PROGRESS' and two 'Sample Survey' items as 'COMPLETED'. 'Surveys to Take' lists 'Alex Career Survey', 'Art Programs Feedback', and 'Black and Veatch Job Shadow Survey'. A 'See all Surveys' button is present.
- My Assessments:** This section is divided into 'Assessments in Progress' and 'Assessments to Take'. 'Assessments in Progress' shows a progress bar for 'Career Cluster Finder' at 9% and several other assessments (Career Interest Profiler, Career key, Do What You Are, Learning Styles Inventory, MI Advantage, StrengthsExplorer) at 100%. 'Assessments to Take' shows 'You have no new assessments.'
- My Postsecondary Plans:** This section includes 'COLLEGES I'm thinking about', 'CAREERS AND CLUSTERS I'm thinking about', and 'Game Plan'.
- Documents Shared With Me:** A section for viewing documents shared by counselors or teachers, with a 'See All Documents by Folder' button.
- My Journal:** A section for journaling, 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: a 'TO-DO' item 'ACT test prep OVERDUE Saturday Apr 28, 2018', another 'TO-DO' item 'Submit applications OVERDUE Thursday Apr 26, 2018', and a 'TASK' item 'Complete 20 Hours of Community Service OVERDUE Saturday Jul 15, 2017'. Below the overdue section is an 'Upcoming' section with a calendar view for April 2018. The calendar shows various tasks scheduled for different days, such as 'Make summer to-do list' on Tuesday, 'Add colleges to colleges I'm thinking about list' on Wednesday, and 'Submit applications' on Friday. At the bottom is a 'Recently Completed' section with a list of tasks marked as 'Done', including 'Job shadowing day with Mr. Crabb', 'Visit University of Cincinnati', and 'Testing todo'. Three callout boxes provide additional information: one on the left explains the 'Overdue' section, one on the right explains the navigation tabs and provides definitions for 'Goals', 'To-Do List', and 'Tasks Assigned to Me', and one at the bottom right explains the 'Upcoming calendar'.

**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.