Naviance Student Instruction

Logging in:
Website: http://connection.naviance.com/woodbridgehigh

10th Grade:

Career Exploration:
1. **Career Interest Profiler:**
    a. The Career Interest Profiler is a tool used to help identify career and work activities that match your interests. This assessment is based on Holland's interest codes (see below for more details). If you have not already completed the Career Interest Profiler, please follow the steps below:
        i. Click on the "Careers" tab toward the top of the Naviance home page
        ii. Select "Explore Careers and Interests" and then select the "Career Interest Profiler" link
        iii. Click on "Start Profiler"
        iv. Answer questions: **The more accurately you answer each question, the better your results will be**

Once the survey is complete, students will view a results page that calculates your interest scores using Holland's interest codes. This breaks down your score into six categories: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

Realistic: These occupations tend to be more practical and hands-on. They include problems and solutions. They often deal with animals, plants, wood, machinery, and tools. Many of these jobs require working outside, and do not involve working closely with other people or handling paperwork.
Investigative: These jobs usually require a large amount of thinking and working with ideas. They can involve searching for facts and figuring out problems mentally.
Artistic: These occupations can involve working with patterns, designs, and forms. Self-expression is frequently required and there is usually not a clear set of rules about how to get the work done.
Social: These occupations usually involve helping and providing a service to others. They involve working with, teaching, or communicating with people.
Enterprising: Enterprising occupations tend to involve leading people and carrying out projects. They require a large amount of decision making and sometimes require risk taking. They frequently deal with business.
Conventional: Frequently involve following procedures and routines. They include working with data and details more than with ideas and usually there are clear rules and a line of authority to follow.

2. **Cluster Finder:** The Cluster Finder will help you learn what career clusters may be a good match for you based on activities that interest you, personal qualities that you have and subject that you enjoy in school
    a. Go to the "Careers" tab, select "Explore Careers and Interests" and click on "Cluster Finder"

      b. Click the "let's begin" button at the bottom of the page to get started

      c. Check off the activities that interest you

            i. You will go through lists of activities, personal qualities, and school subjects

      d. When you get your results, you can add them to your cluster list

3. **Career Searches**

      a. Click on the "Careers" tab toward the top of the Naviance home page

      b. Click on the "Explore Careers & Clusters" link

      c. You can research careers by clicking on "career cluster"

      d. You can search for a specific career by entering it into the search bar next to "Search by Keyword"

      e. When exploring careers, each option will match up to the student's Holland code from the Career Interest Profiler

      f. Each career option offers information on credentials, related careers. Related majors, and plan of study

      g. If you are interested in a certain career, click "Favorite", located under the career title (a small heart is next to it)

<u>11th Grade:</u>

1. **Roadtrip Nation**

      a. Roadtrip Nation offers an array of videos of interviews with individuals holding positions in various career fields. From CEO's to art directors, lawyers to engineers, and everything in between, Roadtrip Nation provides inside information on careers and gets answers to the questions you need to know.

            i. Click on the "Careers" tab toward the top of the Naviance home page

            ii. Under" Roadtrip Nation Interview Archive", press play and watch the short video

            iii. After watching the video, click on "Explore More"

            iv. Where it says "What's your road?", click on "Start here!"

            v. Click on "define your road" and answers the questions to find out what your roadmap looks like

            vi. Once you complete the 3 questions and figure out what your roadmap is, you will be able to watch interviews with people who have similar interests as you

            vii. By clicking on "Themes" at the top of the page, you can watch videos of leaders discussing themes that are important to you, such as culture or societal pressures.

2. **College Searches and Information:**

      a. To conduct a college search:

            i. Begin by clicking on the "Colleges" tab toward the top of the home page and select "Find Your Fit"

            ii. Next, click on the "SuperMatch" link

            iii. Enter the criteria you're looking for in a college (i.e. major, location, cost, etc) and click "Next" until you have completed all of the criteria

            iv. Click on "Show Matches"

            v. Once the list of colleges is generated, you can learn more about each individual school by clicking on the college name. This will provide you with information on tuition, acceptance rates, graduation rates, deadlines, and

majors, as well as, provide a realistic assessment of your chances of admission at colleges where prior graduates have applied

    b. To search for a specific college:
- **i.** Click on the "Colleges" tab toward the top of the Naviance and select "home page"
- **ii.** On the top left hand side of the page, type a college name in the search bar located under the title "Search for Colleges"
- **iii.** Once the college name is generated, click on the link to access further information on the school.

    c. Creating a "Colleges I'm Thinking About" list
- **i.** If you are interested in a college that you have researched, you can add it to your "Colleges I'm Thinking About" list by clicking on the heart icon <u>next to the school name in the colleges Naviance information page</u>

<u>12th Grade</u>:

1. **Linking your Common Application account to your Naviance account:**
   - **a.** If you are applying to schools via the Common Application, you will need to match your Common Application account to Naviance. Make sure that the schools you are requesting transcripts from are entered in your Common Application or your transcripts and letters will not be able to be sent.
   - **b.** To match your accounts:
     - **i**. Log onto your <u>Common App</u> account and complete the profile and education information and complete the FERPA waiver.
     - **ii**. Once complete with Common App, click on the "Colleges" tab on the <u>Naviance</u> homepage
     - **iii**. Click on the "Colleges I'm Applying To" link
     - **iv**. Look for a PINK heading and select the "Match Accounts" button ***If you do not see it immediately, it may take a bit to process***
     - **v**. Enter the email address you used for your Common App account and your date of birth, and click "Match". **Your emails MUST be the same for both sites.**
     - **vi**. This will import the schools listed on your Common Application account to your "Colleges I'm Applying To" list in Naviance

2. **Rave Sheet:**
   - **a.** You must complete the Rave Sheet at the beginning of your senior year
   - **b.** This rave sheet is used to provide information to the school counselors and teachers to assist in writing effective letters of recommendations.
   - **c.** To complete the Rave Sheet:
     - **i.** Click on the "About Me" tab on the Naviance homepage
     - **ii.** Click on "My Stuff" and then "My Surveys"
     - **iii.** Change the "filter by" to **All Progress** and select RAVE SHEET
     - **iv.** Answer all questions and click "Save and Finished" when completed.
     - **v.** Your guidance counselor will also have a hard copy of the rave sheet for you to fill out and give to teachers for letters of recommendation

3. **Resume:**

    a. Resumes will be needed when requesting letters of recommendation and for college and employment applications.

    b. To create a resume:

        i. Click on the "About Me" tab on the Naviance homepage and select "My Stuff"

        ii. Click on the "Resume" link

        iii. Use the drop down menu to add information and activities to each section of the resume

        iv. Once all activities and experiences are entered, click on the "Customize Your Printable Resumes" tab

        v. Click on "Create a New Print Format"

        vi. Enter a name for your resume

        vii. Choose the style/format and check the boxes next to the sections that you would like included in your resume

        viii. Click "Save and Close"

4. **Create a List of Colleges you're Applying to:**

    a. Creating a "Colleges I'm Applying To" list

        i. Once you have researched colleges and narrowed down your choices, you MUST add these schools to your "Colleges I'm Applying To" list.

        ii. If a college that you are applying to is in your "Colleges I'm Thinking About" list, you can move it to your "Colleges I'm Applying To" list by checking the box next to the college name in your "Colleges I'm Thinking About" list and then clicking on the "Move to Application List" box.

        iii. If a college you are applying to is not in your "Colleges I'm Thinking About" list:

            ▪ Click on the "Colleges" tab toward the top of the Naviance home page

            ▪ Click on the "Colleges I'm Applying To" link

            ▪ Click on "Add to this List"

            ▪ Click on the "lookup" link and enter the college name

            ▪ In the drop down menu, indicate the application/deadline type (i.e. regular decision, early decision, early action, rolling)

            ▪ Check off any boxes beneath the school name that are needed (*request transcript* is required, send mid-year transcript, send final transcript, include SAT scores, include ACT scores). ***You still must send your SAT/ACT scores officially from collegeboard.org and actstudent.org to each college you apply to***

            ▪ Once you have entered the college name and checked off the applicable boxes, scroll to the bottom of the page and click "Add Colleges". This will save the colleges you entered to your list.

5. **Requesting Transcripts:**

    a. Click on the "Colleges" tab toward the top of the Naviance home page

    b. Click on the "Colleges I'm Applying To" link

    c. Click on "Request Transcripts"

d. Check the "add request" box for any colleges you have in your list

e. If your colleges require a mid-year transcript to be sent, you can also request that by checking the appropriate box under each college

f. In addition to requesting your transcript through Naviance, you **MUST** still complete and have your **parents sign a transcript release form**. This form is available on Naviance, the WHS Guidance website, and in the Guidance Office.

6. **Indicate how you will be applying:**

    a. Students must indicate how they will be applying to each college in their list. To do so:

        i. In the "Colleges I'm Applying To" list, click on the pencil icon next to each college

        ii. Next to "I'll Submit My Application" check the box for "via Common App" or "Directly to Institution"

        iii. You can also adjust the application type, if needed

7. **Requesting Letters of Recommendation**

    a. Speak to the teacher directly and ask for a recommendation BEFORE requesting on Naviance and give him/her a completed RAVE sheet.

    b. Click on the "Colleges" tab toward the top of the Naviance home page

    c. Click on the "Letters of Recommendation" link

    d. Click on "Add Request"

    e. Select a teacher from the drop down menu

    f. Select which colleges you would like the letter of recommendation sent to

    g. Add a note to send to your teacher, if desired (i.e. "Thank you" or a piece of information they should have when writing your letter)

    h. Click "Submit "Request"

    i. Request letter **at least** 2 weeks prior to the application deadline

    j. If you are applying to colleges via the Common Application, you will also need a letter of recommendation from your counselor. Make sure to see your counselor and provide them with your resume.

8. **Admissions Decisions**

    a. To enter admissions decisions:

        i. Click on the "Colleges" tab toward the top of the Naviance home page

        ii. Click on the "Colleges I'm Applying To" link

        iii. Click on the pencil icon next to each college in your list to open the edit screen

        iv. In the drop down menu next to "Result", choose your admissions decision (i.e. accepted, denied, waitlisted, deferred) for each school

9. **College Visits**

    a. To sign up for a college visit, a student must

        i. Sign into Naviance

        ii. Go to the Colleges tab

        iii. Scroll to the bottom of the page to view all upcoming visits

iv. Click "register" and your name will be added to the list.

SENIOR EXIT SURVEY

In order to provide essential data for the post-secondary planning process for future WHS students, all seniors are required to complete a Senior Exit Survey. It is imperative that this survey is completed as honestly as possible to ensure data accuracy. The information collected on the Senior Exit Survey provides their counselor with the necessary information to send final transcripts to their prospective college. This survey can be found in each senior's Naviance account listed as Graduation Survey under the About Me tab.