Naviance Guidelines

Welcome to Naviance! This database will be a powerful tool to help you navigate the college and career search process. With Naviance you will be able to search for colleges that match your interests, track important deadlines, discover potential careers, create a resume, and more. You will also use Naviance as a tool in the college application process. Inside this guide you will find directions for all of the items that Barnegat Students can take advantage of in Naviance. If you have further questions, do not hesitate to contact your Counselor.

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I. <u>Getting Started</u>
You can access Naviance through the following URL: https://student.naviance.com/barnegat

OR

by visiting the High School Counseling Webpage through barnegatschools.com

II. <u>Creating a Resume</u>
Naviance provides an easy way to create a resume for applying to jobs and colleges. It can also be a great way to track your involvement and accomplishments throughout High School.

1) Click on the "About Me" tab.
2) Find the section titled "My Stuff" and click on the "Resume" link.
3) Add new entries to your resume by selecting a type of entry from the menu after clicking the "+" sign.
4) To build the resume and to print go to "Print/Export Resume"
5) Name your resume, select a format, select sections you want to be included, and reorganize them in the way that best suits the purpose of the resume.

III. <u>Conducting a Career Search</u>

Completing Personality and Interest Assessments
Completing the assessments in the "About Me" tab is a great way to begin a potential career search or to simply learn more about oneself. Each assessment is designed to assess your personality and interests to match you with potential career fields.

1) Go to the "About me" tab and locate the "My assessments" section.   Here you will find a variety of assessments you can choose from.
2) Choose an assessment and complete it per the instructions that will be provided on Naviance. Each assessment is different, but will ask you to answer a series of questions of your interests, preferences, and abilities.
3) Be sure to take time to view and process the results. Each assessment will provide the results in a different format. However, each will include links to potential career interests for you to research. By doing so, you will find the information explained below.

Exploring Careers

While it is recommended to complete the assessments to begin a career search, you can also search specific careers and career fields to gather a large amount of information.

1) Select the "Careers" tab.
2) Click on the "Explore: Careers, Clusters and Pathways" link.
3) From this page you will have the option to search a particular career or select clusters of careers.
4) When selecting career clusters you will be able to find information such as
   a. Overview of the career field, including job outlook
   b. Related Careers (which you can click on to search that specific career)
   c. Related Majors
   d. Plan of Study
5) When researching particular careers you will find information such as:
   a. Overview including a brief description, related careers & majors, and a video
   b. Knowledge and skills needed for the career
   c. Typical tasks and activities for an employee in this career
   d. Wages (broken down by state)

IV. SuperMatch College Search

One of the most useful features of Naviance is that it allows you to find schools that match your interests in terms of size, location, majors, cost, etc.

1) Start your search for colleges by clicking on the "colleges" tab, then select "Find Your Fit" and then selecting **SuperMatch**.

2) You can specify what you want in a college based upon a large number of categories found on the top of the page.

   NOTES:
   - The more categories you enter, the more accurate and specific your results
   - For each category you can select "how important is this to you" which allows the search engine to prioritize categories that matter most to you.

   RESULTS:
   - Results will begin to show once you have entered information into a single category. The list will continually update with each change you make.
   - Results will be shown as the school name and a percentage, which is a number designed to let you know how well this school meets your search criteria.
   - Other information, such as cost, admission info, size, etc. will appear

3) Before you go any further, **don't forget to save your results** so that you can refer back to the list with these specific search criteria. To save simply click on "Save" and enter a name for the search. You can create multiple searches with varying criteria to yield different results.

COMPARING COLLEGES VIA SUPERMATCH:

From the college search through SuperMatch you can see side by side comparisons of colleges you are interested in.

1) Complete a college search as explained above or load a previously saved search.
2) Pin the schools to compare by clicking the "Pin to Compare" link.
3) Click the drop down menu at bottom of screen titled "Pinned"
   a. Select Compare Pinned Schools

V. Creating a List of Colleges You are Interested In

Creating a list of schools will allow you to keep track of schools you have researched and track deadlines. It also allows your counselor to see which schools you are interested in. It is an excellent task to complete throughout your Junior year. This list can be found in the "Colleges" tab and is titled "Colleges I'm Thinking About." There are two options to create this list.

Option 1: From the SuperMatch college search
1) Complete a college search as explained in Supermatch section or load a previously saved search.
2) Click on the link (under the school's name in the results section) that reads "Favorite"

Option 2: From the "Colleges I'm Thinking About" page
1) Go to the "Colleges" tab and select "Colleges I'm Thinking About."
2) Click "Add colleges to list"
3) Lookup schools by changing the "Lookup by:" section to "Keyword"
4) Click on the heart symbol next to each school to add to your list

VI. Applying to College

Senior year there are a variety of steps on Naviance to be completed in order to send school documents (ie transcripts and letter of recommendation) to your colleges. Remember that you must also complete the college's application through their website or the Common Application.

'COLLEGES I'M APPLYING TO' LIST

All schools that you apply to must be added to this list for your counselor to be able to submit your necessary school documents to that college. This can be done one of two ways:

Option 1: From "Colleges I'm Thinking About" list
1) Go to the "Colleges" tab and select "Colleges I'm Thinking About."
2) Select the college(s) you want to move to your application list.
3) Click on "Move to Application List" link located near the top-center of the page.
4) Answer all questions on screen for each college accurately
   a. Answers will affect how documents are submitted to colleges
5) Select Add Application

Option 2: From "Colleges I'm Applying to" page
1. Go to Colleges Tab
2. Go to "Colleges I'm Applying to"
3. Click on "Plus Sign" icon (right hand side of screen) to add colleges you are applying/have applied.
4. Answer all questions on screen to add an application
   a. Please be sure to do so accurately, particularly whether you are using the Common Application to apply or directly to the institution
5. Repeat for each college.

REQUESTING TEACHER LETTERS OF RECOMMENDATION:

Most colleges will request anywhere from 0 to 2 letters of recommendation. In order for your teachers to upload and send letters of recommendation, the student must first request it via Naviance by following the steps listed below. Students should speak with and ask the teacher prior to submitting this request via Naviance.

1) Go to Colleges tab. Select "Apply to College" section, then select "Letters of Recommendation"
2) Click on "Add Request"
3) Select your teacher from the drop down box.
4) Then Select "All current and future college I add to my *colleges I'm Applying to* list."
   a. You do not need to leave any notes as you should have already spoken to your teacher and provided a yellow brag sheet
5) Click "Submit Request"

6) Repeat for each teacher writing you a letter of recommendation

LINKING NAVIANCE WITH THE COMMON APPLICATION:

All students will need to link these accounts in order for your counselor to send your necessary school documents to your desired colleges.

1) Log in to your Naviance account.
2) Go to "Colleges" tab.
3) Click on "Colleges I'm Applying to"
4) Click on the "Match Accounts" button near the top-right of the screen. Follow the directions on the screen to link your Naviance account to the Common Application.
   a. If you have not created a Common Application account yet, you must do so and complete the FERPA section prior to linking accounts.
   b. If you need additional guidance, see the Senior Naviance Instructions also posted online and available in the Counseling Office.