

## Using Naviance: A Step by Step Guide

[www.connection.naviance.com/harths](http://www.connection.naviance.com/harths)

**Family Connection** from **Naviance** is a web-based service designed to connect student, parents, and counselors. It is a comprehensive website that students can use to help make decisions about colleges and careers. Family connection also provides up-to-date information that is specific to our school. It lets us share information with students and parents about UC/CSU A-G courses, up-coming meetings, FASFA, Cal grants, scholarship opportunities and other important college and career resources.

Login using your Hart HS Student ID # and your 6 digit DOB. Visit pages and explore utilities in Naviance.

<b><i>Feature</i></b>	<b><i>Description</i></b>	<b><i>How to Access</i></b>
4 Year/A-G Plan	This feature will help you plan your courses for high school and assist you in course selections to meet the UC/CSU a-g requirement courses for higher education.	Click courses tab Click <i>manage my course plans</i>
Brag Sheet	This document provides student information to faculty. Seniors looking for a letter of recommendation should complete the brag sheet to provide to the recommender.	Click the <i>home</i> link. Click the <i>Hart High School student brag sheet</i> .
Building a College List	This feature allows students, parents and counselors to add colleges to a list for ease of research and exploration. Each college in the prospective list provides updated information regarding deadlines, posts and general information. There is a hyperlink to the website of each college. When students are seniors, they will update their prospective list and move some schools on their list to colleges I'm applying to.	Click the <i>colleges</i> tab. Click the <i>colleges I'm thinking about</i> under the <i>my colleges</i> section. Use the <i>add to this list</i> link to create a prospective college list.
Build a Resume	This feature allows students to create a resume. Use the resume to apply for jobs.	Click the <i>about me</i> tab. Click the resume link.
Career Cluster Finder	This assessment helps students discover career clusters that match their personality traits, activities liked/disliked, and subjects the student enjoys in school.	Click the <i>about me</i> tab. Click the <i>cluster finder</i> link under the my assessments.
Career Interest Profiler	The career interest profiler surveys students in preferences for work activities. Use the results to explore suggested occupations.	Click the <i>careers</i> tab. Click the <i>career interest profiler</i> link under the <i>what are my interests?</i> section.
College Maps	This resource groups types of colleges by location. There is a customized listing of colleges that accepted Hart students and where they are attending.	Click the <i>colleges</i> tab. Click the <i>college maps</i> links under the <i>college research</i> section.
Document Library	Students and parents can view documents that the counselors post in Family Connection pertinent to the counseling programming.	Access the <i>home</i> page of Naviance. Click the <i>document library</i> in the right column.
Do What You Are	This is a personality assessment. Use the results to explore suggested college majors and careers based on your preferences and strengths.	Click the <i>careers</i> tab. Click the <i>personality type</i> link under <i>what are my interests?</i>
E-mail	Students and parents can e-mail the counselor in this feature. E-mail messages sent to a student or parent are delivered to the inbox in Family Connection	Access the <i>home</i> page of Naviance. Click the <i>contact us</i> link.
Journal	Students can use this feature to log information like: reflections on college visitations, logins for college testing sites and college applications, contact information for college admission counselors and coaches and to-do lists. Information can be shared with parents or counselors.	Click the <i>about me</i> tab. Click the <i>journal</i> link under the <i>interesting things about me</i> section.

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<b><i>Feature</i></b>	<b><i>Description</i></b>	<b><i>How to Access</i></b>
Links to Websites	This is a convenient listing of important websites that families will often access during the college and career search process. The links include college testing, financial aid and other helpful sites.	Sign in to Naviance. The links are in the left hand column of the home page.
Manage my Account	Set up your profile information. Enter an email address that you check most often.	Click <i>manage my account</i>
Mobile Application for Student Use	Naviance student is a free iPhone app that allows students to communicate with their counselor and helps to organize schoolwork and the college planning process.	Naviance Student is available on the <i>App Store</i> .
Scattergrams	A graph will display where Hart High School students have been accepted and denied.	Click on the <i>colleges</i> tab. Click on the <i>scattergrams</i> link in the <i>college research</i> section. There is a second way to view a scattergram: once students have created a prospective college list (see building a college list) users can select an individual college and click on the <i>graph</i> to view the <i>scattergram</i> .
Scholarships, local	This is a database of local scholarships received by the counseling department.	Click on the <i>colleges</i> tab. Click on the <i>scholarship list</i> under the <i>scholarship &amp; money</i> section.
Scholarships, national	Students complete a profile form to access a database of over 3 million scholarships.	Click on the <i>colleges</i> tab. Click on <i>national scholarship search</i> under <i>scholarship &amp; money</i> .
Scholarships links	Families should never pay a company or individual to research scholarships. Links like School Soup and Fastweb provide matches for students when a profile is completed. Students may register as early as freshman year.	Access the <i>home page</i> of Naviance. Click the scholarship information under the links on the left side of the page.
Strengths Explorer	This assessment helps to identify your talents. Use the results to learn your strengths and find out how to make the most of your talents.	Click on the <i>about me</i> tab. Click the <i>StrengthsExplorer</i> link under <i>my assessment</i> section.
SuperMatch college search	Set search criteria to yield a list of colleges to explore. It will help you match your preferences and compare colleges. There are two search instruments on Naviance: SuperMatch college search and college search.	Click the <i>colleges</i> tab. Click the <i>SuperMatch</i> or <i>college search</i> link under the <i>college research</i> section