



Parent User Guide

Naviance is the program used by Avon High School to explore college and career options. In addition, Naviance is also used by twelfth graders to request letters of recommendation from staff, and to request transcripts from counselors. Student information is saved from year to year so families can revisit as often as desired.

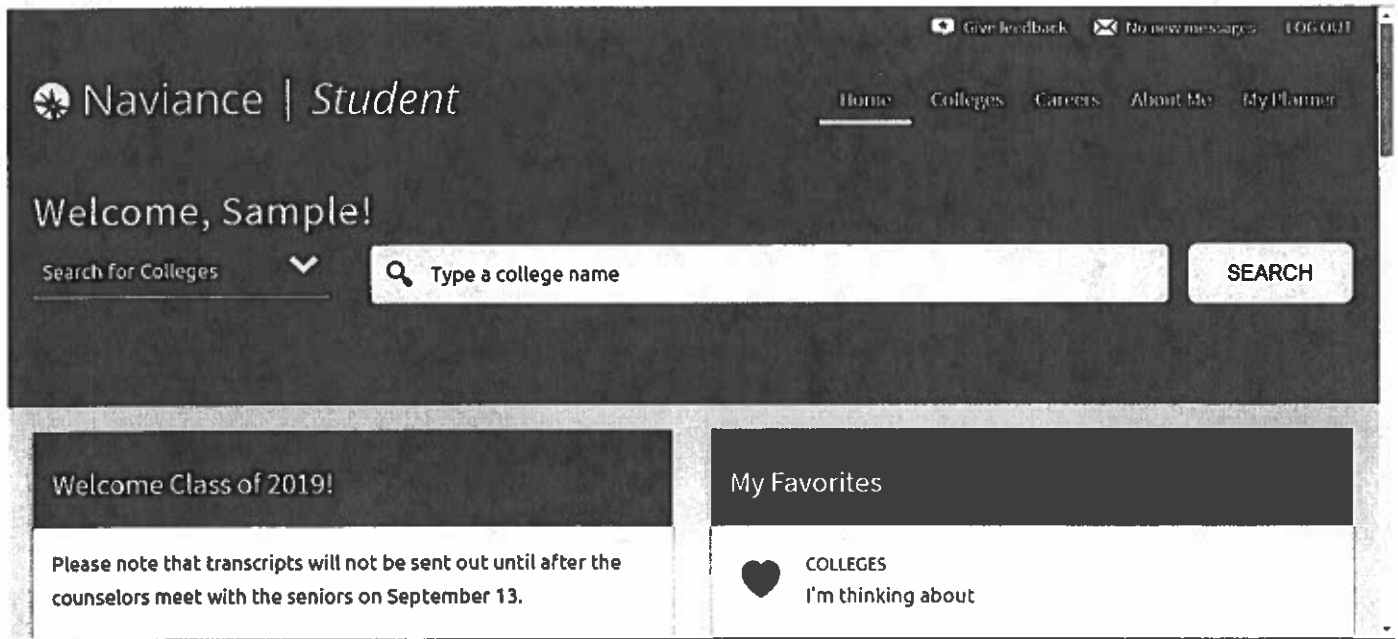
Students and parents will use the same log-in credentials. This allows parents to access the information saved by students and to add information, such as college suggestions, to students' saved data.

Log-in credentials:

- Username: Student's AHS ID Number
- Password: Student's birthdate in this format mm/dd/yyyy

Navigating Naviance is easy; simply click through the tabs found on the Home Page to access your students information in that section.

HOME



Give feedback | No new messages | LOG OUT

Naviance | *Student*

Home | Colleges | Careers | About Me | My Planner

Welcome, Sample!

Search for Colleges SEARCH

Welcome Class of 2019!

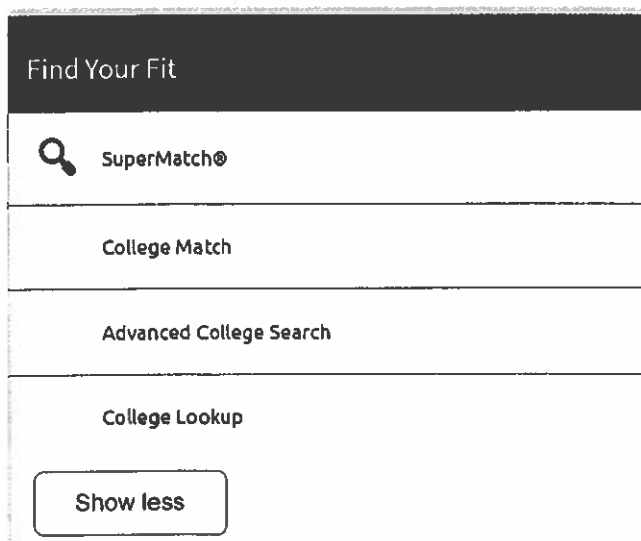
Please note that transcripts will not be sent out until after the counselors meet with the seniors on September 13.

My Favorites

COLLEGES
I'm thinking about

COLLEGES TAB

Under the Colleges tab you will find several options to assist you and your student as you search for colleges. Using these tools, it is easy to begin compiling a list of colleges your student may be interested in visiting and/or applying.



Find Your Fit

SuperMatch®

College Match

Advanced College Search

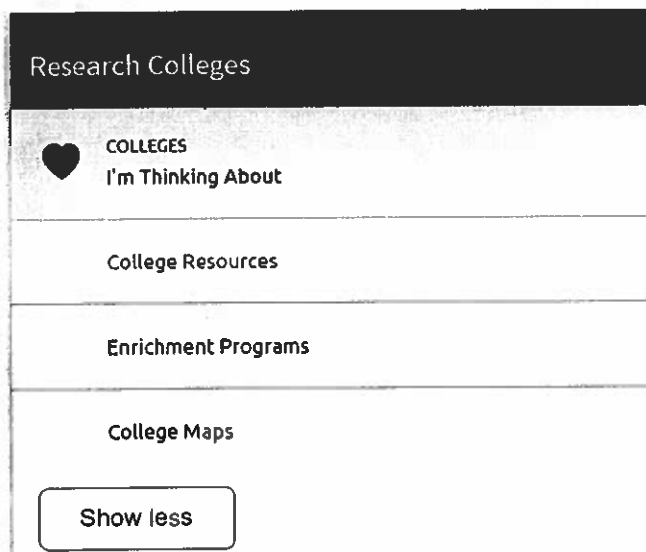
College Lookup

Show less

Super Match - Naviance uses your student's GPA and interests as well as several other criteria such as location, cost, size, and more to find your best fit. Not all fields are required.

College Match - Naviance has analyzed applications from thousands of High Schools to determine what colleges are most likely to overlap with the colleges on your student's favorites list when students apply.

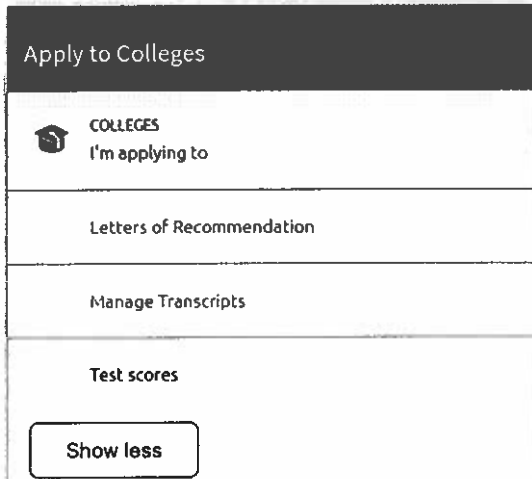
Advanced College Search - You can select options from a list of criteria and Naviance will select colleges that match your criteria. It's up to you which questions you answer and in what order. You can view your results at any point along the way by clicking View Matches.



Colleges I'm Thinking About - This is a place for students to save Colleges they are interested in so they can easily be found later

College Resources (for seniors only) - Links to a variety of websites that can help students prepare for college.

College Maps - a variety of maps showing college locations

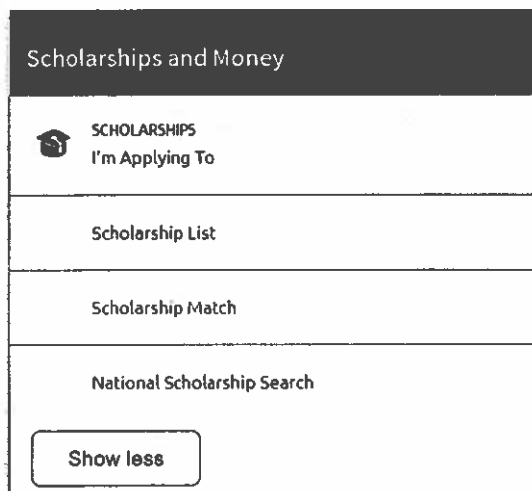


I'm Applying To (for seniors only)- Lists colleges students are applying to. This is also where students can Common App Match and request transcripts.

Letters of Recommendation (for seniors only)- Students can request letters of recommendation from teachers or staff members.

Manage Transcripts (for seniors only)- Request a college application transcript here.

Test Scores- Test scores are not published in Naviance.



Scholarships I'm Applying to - This is a place for students to keep track of the scholarships they are applying to.

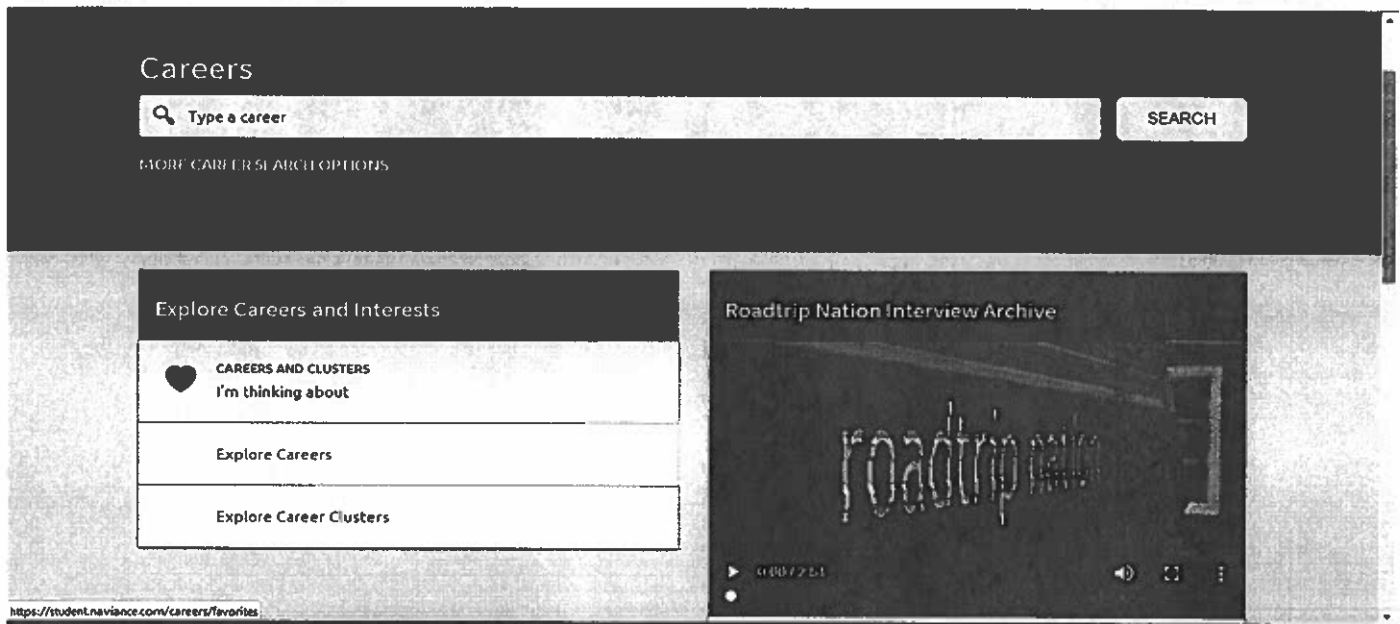
Scholarship List - A list of scholarships or financial aid awards that may be relevant.

Scholarship Match - Lists scholarships with requirements that might be a suitable match based on information that the school has entered about each scholarship.

National Scholarship Search - A database of over 3.5 million scholarships worth more than \$18 billion, simple complete the profile form.

CAREERS TAB

Under the Careers tab you will find tools to research careers as well as the results of any career assessments students have completed.



Roadtrip Nation Interview Archive-a collection of hundreds of videos of interesting people describing their career and the path that led them to it.

ABOUT ME TAB

Student Bio-found under my surveys under the About Me tab. The student bio is used by both teachers and counselors to write letters of recommendation. Students are encouraged to start filling out their student bio freshman year and continue to add to it throughout their high school career. The student bio is a good resource for students to track community service hours and awards received throughout high school.

Resume-Students are able to start building a resume using Naviance as a resource. Students are able to add to the different parts of the resume and Naviance formats the resume for the student.

My Assessments-There are multiple career assessments that students are able to take throughout high school. Students complete the **Strengths Explorer** Freshman year; the **Career Cluster Finder** Sophomore year; and the **Career Interest Profile** Junior year. Assessments results are saved and can be accessed all four years of high school.

Portfolio-The portfolio is a great overview of everything students have completed or not completed on naviance. This gives students a reference regarding what tasks they need to accomplish.

MY PLANNER TAB

Students can access the My Planner Tab as additional resource to stay organized.

GETTING AROUND IN THE NAVIANCE COLLEGE TAB

**ADDING COLLEGES YOU ARE THINKING ABOUT

1. Click on the “Colleges” tab

2. Click on the “Colleges I’m thinking about” link just below the “My Colleges” heading
To start- click on the “Add Colleges to this list” link as shown in the picture below

1. On the college look-up page, click on the “lookup” link located in the last column on the right. Click on that link. **YOU MUST CLICK ON THIS LINK TO ACCESS THE COLLEGE LIST.**

2. You should now see the “College Picker” page.

3. Type the name of the college from your list in the top text box called, “Search by Name” just under the “Search Options” heading.

Note: *You will go to the U.S. colleges as a default, even though the “country browse” box states “Afghanistan”.*

4. Click the “Add Colleges” button at the bottom of the page once you have created your list. **This must be done or the college(s) won’t be added to the list.** *Note: **Only students can remove colleges**

5. Click on the names of the colleges you have in your list to view more detailed information about the colleges. Notice that most colleges have a “video campus tour”. Try it out..very fun!

-RESEARCHING COLLEGE INFORMATION-

1. Click on the “Colleges I am thinking about” link on the left side of your page to take you back to your saved list.
2. Go to the “College” Column and click on the 1st college on your list- highlighted in blue.
3. You should now be on the **General Information** page for that college. You may see a frame that allows you to view a small video about the college. **TAKE SOME TIME TO VIEW THE INFORMATION ON THIS PAGE.** You may want to take some notes and write down any information that would help you in deciding whether you want to visit this school such as: School Type, Enrollment, Campus Surroundings.
4. Now click on the Admissions tab. Check out the information that is needed about you to be considered for admission to this college. **Note: Admissions requirements vary from college to college.** Write down any admissions information that you think would be important.
5. Check out general information regarding admissions requirements and testing information.
6. Now scroll back up to the “**Financial Aid**” link and click on it. This is where you get vital financial information about the cost of attending the institution you are researching. You will also get information about the types of financial aid offered and the average amounts given for entering Freshmen and for Returning Students (see below).
7. Next scroll up to the “**Majors and Degrees**” tab and click on it. You should now see a list of majors and the level of education you need to get a degree in this major (see picture on next page).

TYPE OF DEGREE

- a. Certificate- 1 or 2 years of college
- b. Associates- 2 years at community college
- c. Bachelors- 4 years at college
- d. Masters- Usually 5 years of college
- e. Doctorate- Usually 6 years of college or more

Note: By clicking through the name of the Major, you will get a national list of colleges that offer that degree. If you do this, be sure to click the back arrow on your browser to get back to the college page you are researching in Family Connection.

7. Now find the “Student Life” tab and click on it. This page discusses living and meal arrangements, housing descriptions, activities to participate in and much more!

8. Finally you will see a tab near the top left of the page titled “Visit Website”. Click through this page to get to the home page of the college you are researching. You will find a great deal more information about this college.

9. Now that you’ve done the research, take the time to reflect and write down what you liked and didn’t like about this college. When done, repeat this process for the next college and so on.

****SPECIAL NOTE: Please do not let the cost of attending any specific college discourage you. Guidance will be working with you on the Financial Aid part of your decision making. SO KEEP ALL OPTIONS OPEN!!!!****

-HOW TO GENERATE A LIST OF COLLEGES YOU ARE APPLYING TO (STUDENTS ONLY)

1. On the “Colleges I’m Thinking About” page, select the schools you are interested in applying to and click on the button “Move to Application List”

2. On the “Add Colleges to which I am applying” page, click on the transcript request button and I have submitted my application button. This gives your counselor notice that they need to submit your transcript to school. YOU MUST CLICK THE “ADD APPLICATIONS” BUTTON TO SAVE AND CREATE THIS LIST. * STUDENTS MUST ALSO COMPLETE A TRANSCRIPT REQUEST FORM IN STUDENT SERVICES.

3. (Use the illustration above to examine the column titles stated below): Here is what they mean and what they do:

- a. “College” – states the name of the college you are applying to. Click on the college name for more info. about that college.
- b. “Type”- gives initials of the type of decision you are applying for.
- c. “Applying”- see the term “unknown”.
 1. Click on this term.
 2. The page that comes up will ask if you are “applying via the Common App.?”

3. Go to the pull down menu next to this question and click on the arrow to the right of the box that says “unknown”.
4. Choose “yes” or “no” depending on whether you are applying through the Common App. if you already know.
5. Click on the “Update Application” button or it won’t go through
- d. See the “**Submissions**” column after the college list comes back up.
 1. “CA” in a computer icon means that it is a Common App. school.
 2. A blank computer icon means that you can apply on-line directly with the college, but it is not a CA school
 3. A “stamp” icon means that all application materials must be sent by mail.
- e. “**Deadline**”- This column gives the deadline for submitting apps. To this college
- f. “**Transcript**”- shows whether or not you have made this request.
- g. “**Office Status**” – “Pending”- means that the guidance office hasn’t submitted your transcript to the college yet.
- h. “**My App**”- shows whether you have submitted your app to the college yet or not.
- i. “**Results**”- shows the status of the documents you have submitted to the college. I.e. accepted, not accepted, etc. You will fill this in once you know the status of your submission.
- j. Find the “**Actions**” column in the far right” (not on picture above).
- k. Click on “**edit**” to change the status of the information you have provided in the other colleges. Be sure to click on the “**update Application**” at the bottom to save any changes.
- l. Click on the picture of the envelope icon to send an email to the admissions office for the selected college
- m. Click on the “**www**” icon to go to the college website.

HOW TO SUBMIT A REQUEST FOR A COLLEGE RECOMMENDATION TO AN AHS STAFF MEMBER THROUGH FAMILY CONNECTION. (STUDENTS ONLY)

*****STUDENTS MUST COMPLETE THE STUDENT BIO SURVEY IN NAVIANCE, AND THEN MUST ask the teacher/counselor/administrator *IN PERSON* if he/she would write a letter of recommendation for you. Then you must go to Family Connections to submit a formal request*****

STEPS FOR MAKING COLLEGE RECOMMENDATION REQUESTS THROUGH NAVIANCE

1. Go to the Family Connections website - the link is on the AHS webpage
2. Click on the “**Colleges**” tab.
3. Click on the “**Colleges I’m Applying to**” link
4. Scroll down to the bottom of this page to the “**Teacher Recommendations**” subheading
5. Click on the “**Add**” link and go to the arrow to the right of the “**(select teacher)**” to activate the pull down menu
6. Click on “**Select Teacher**” box and highlight the teacher you want to send the request to.

7. Write a note to the teacher requesting the recommendation and when you would like it submitted by in the box below where it says **“note to teacher (optional)”**. **This is a good tool to use to let the teacher know that you really appreciate their time; for them to email you with any questions, etc**
8. Click the **“Update Requests”** button at the bottom of the page **OR YOUR REQUEST WON'T GO THROUGH!**
9. Go to the next **“(select teacher)”** pull down menu if you want to make another request. Follow the same procedure as for steps 1-8.

STEPS FOR COMMON APP MATCHING (TO BE COMPLETED AFTER SENIOR MEETING IN SEPTEMBER)

1. Go to <https://apply.commonapp.org/Login>
2. Sign-in if you already have a Common App account - Choose **“Create an Account”** if you do not have a Common App account
3. In your Common App account you must complete the following before you can match your account with Naviance
 - a. Complete the current education section
 - b. Add at least 1 college
 - c. Sign the FERPA page
4. Sign-in to Naviance
5. Under **“Colleges I’m Applying To”** you should see a blue box with the title **Common App Account Matching**.
 - a. Enter the email that you used for your Common App account and your birth date
 - b. Click match
6. Review your college application list. Be sure to request transcripts for each of your Common App schools.

