



Naviance Back-to-School Resource Guide

Table of Contents

- Introduction..... 3
- District & School Administrators** 4
 - Timeline for District & School Administrators 4
 - Naviance Insights 4
 - Staff Resources 4
 - CCLR Framework 5
 - Staff Resources 5
- Counselors & Site Managers**..... 6
 - Timeline for Counselors & Site Managers 6
 - Naviance Student 7
 - Staff Resources 7
 - Parent and Student Resources 7
 - Naviance Insights 8
 - Staff Resources 8
 - Naviance eDocs Teacher Desk 8
 - Staff Resources 8
 - Staff Login 9
 - Staff Resources 9
 - Back-to-School Account Cleanup Checklist 9
 - Staff Resources 9
 - CCLR Framework 10
 - Staff Resources 10
- Teachers**..... 11
 - Timeline for Teachers 11
 - Naviance Student..... 11
 - Staff Resources 11-12
 - Parent and Student Resources 12
 - Naviance eDocs Teacher Desk..... 12
 - Staff Resources 12
 - Staff Login 12
 - Staff Resources 12
- Calendar 13

Introduction

Hobsons works to connect learning to life by matching students to opportunity across a lifetime of education decisions. Hobsons helps students identify their strengths, explore careers, create academic plans, match to best-fit educational opportunities, and finish what they start. Through our solutions, we enable thousands of educational institutions to improve college and career planning, find best fit post-secondary choices, and support student success and advising initiatives for millions of students around the globe.

Naviance is a comprehensive college and career readiness solution that helps districts and schools align student strengths and interests to postsecondary goals, improving student outcomes and connecting learning to life. Naviance is a one-stop solution for students, counselors, parents, and administrators.

College and Career Preparation: Naviance gives students the ability to create a personalized plan that helps them to make the right decisions through their academic journey.

Career Exploration: Career planning tools in Naviance allow students to understand how their strengths, goals, skills, and interests can lead to an exciting career. Connecting students to possible career pathways early ensures active participation in their own academic success and opens their eyes to a world of opportunities.

Academic Planning: Naviance keeps students focused on their goals and objectives by helping students, families, and staff create course plans that not only match students' interests but also fulfill necessary graduation requirements and align to postsecondary aspirations. Early academic planning is critical in determining the success of students. Once students' interests are aligned with possible career paths, they can achieve long-term success.

Self-Discovery: Naviance is a safe place for students to make new discoveries. Students can build self-confidence by trying new things, pursuing what they love, and learning from missteps in a nurturing environment. Naviance helps students to focus on strengths, reflect on interests, and explore a wide-variety of career options.

Before we know it, students will be heading back to school for the 2018-2019 school year! We want to make the transition as smooth as possible for all those involved. This resource guide will provide all the information necessary to ensure that your staff and students are prepared for a successful year with Naviance right from the start. Our goal is to provide each group of Naviance users with a tailored set of resources for our product enhancements for this year. Below, you'll find a general summary of each enhancement to give you a brief overview before diving into the full details in subsequent sections.

District & School Administrators

Timeline for District & School Administrators:

Naviance Component	Timeline
<p>Naviance Insights</p> <p>Naviance Insights is a series of college outcome dashboards that empower educators to build a college readiness strategy on proven results.</p>	<p>Now Available!</p>
<p>CCLR Framework</p> <p>The College, Career and Life Readiness Framework gives students in grades 6-12 a practical toolkit for mastering 6 competencies that they must achieve to be college, career and life ready.</p>	<p>Now Available!</p>

Naviance Insights: a series of college outcome dashboards that empower educators to build a college readiness strategy on proven results. Based on data such as applications, acceptance and matriculation, educators can identify trends and identify what programs and strategies are impacting the desired outcomes.

Naviance Insights is available in two versions: **Naviance Insights** & **Naviance Insights Premium**

Naviance Insights is included with all Naviance subscriptions. It uses the Outcomes Dashboard to track college outcomes and share results.

Naviance Insights Premium is available for an additional fee. It analyzes outcomes and helps you to inform your strategies.

Staff Resources:

[Watch this video](#) for an introduction to Insights and Insights Premium!

[Getting Started with Naviance Insights](#): This article provides information on how to use the dashboards and filter information to get to the data you need.

[Troubleshooting in Naviance Insights](#): This article provides guidance if you encounter issues using the dashboards.

CCLR Framework: The College, Career and Life Readiness Framework gives students in grades 6-12 a practical toolkit for mastering 6 competencies that they must achieve to be college, career and life ready.



Each research-backed Competency outlines **themes, objectives and activities** to further define success for each grade-level.

Skills like Digital Literacy and Goal Setting span across all the competencies and are must haves to succeed in today's world.

Staff Resources:

[Visit this site](#) for more information on the framework.

[CCLR Framework:](#) The Framework provides an overview of each of the six competencies by grade level that define student success. For each grade level, the competency profile includes themes, objectives, activities, metrics and outcomes.

[CCLR Objectives and Activities:](#) This resource provides an overview of the recommended objectives and activities by grade level for each of the six competencies.

[CCLR Presentation:](#) This presentation can be used with your staff to introduce the framework and the activities/objectives you intend to manage by grade level.

Counselors & Site Managers

Timeline for Counselors & Site Managers:

Naviance Component	Timeline
<p>Naviance Student</p> <p>Naviance Student is the new, mobile accessible Naviance experience that has replaced Family Connection.</p>	<p>Now Available!</p>
<p>Naviance Insights</p> <p>Naviance Insights is a series of college outcome dashboards that empower educators to build a college readiness strategy on proven results.</p>	<p>Now Available!</p>
<p>Naviance eDocs Teacher Desk</p> <p>Teacher Desk is a new dashboard to help teachers manage recommendation requests and lessens the support that counselors provide.</p>	<p>Now Available!</p>
<p>Staff Login</p> <p>A simpler staff login experience is coming this fall.</p>	<p>August-September</p>
<p>Back-to-School Account Cleanup Checklist</p> <p>Check out tips to ensure your Naviance account is ready for students when they come back to school.</p>	<p>Take Action Now!</p>
<p>CCLR Framework</p> <p>The College, Career and Life Readiness Framework gives students in grades 6-12 a practical toolkit for mastering 6 competencies that they must achieve to be college, career and life ready.</p>	<p>Now Available!</p>

Naviance Student: the new mobile friendly Naviance experience that replaces Family Connection. Naviance Student enables students to engage anywhere with college and career planning on smartphones, tablets, laptops or their desktop. It is an experience optimized for mobile devices, but it is not a mobile app. Naviance Student is available from a web browser on desktops, laptops, and mobile devices!

Staff Resources: Help Library resources for Naviance Student are found [here](#), including twenty-four articles to help you prepare your school for using Naviance Student for the school year. The Student and Parent Facing Resources about Naviance Student were updated in mid-July based on client feedback. If you downloaded these resources prior to then, we encourage you to re-download them to have the most up-to-date information.

[Watch this video](#) to learn more about Naviance Student.

[Watch this video](#) to learn more about SuperMatch, the enhanced college search available in Naviance Student.

The **MOST COMMONLY** used resources are the following:

[Preparation Checklist:](#) This checklist shows recommended steps to transition your school or district to the new student experience.

[Transitioning to Naviance Student:](#) This article provides tips and answers common questions about the new student experience.

[Demo Naviance Student and View as Student:](#) The workflow that allows staff to see the student view in Naviance and perform actions on their behalf has changed. Learn more!

[Using SuperMatch:](#) The SuperMatch college search tool in Naviance has been greatly enhanced with more than 20 new filters, making it even easier for students to explore their options and find a good post-secondary match and fit.

[What's New in Naviance Student Presentation:](#) This presentation, found in the attachments of this article, is designed for you to share with your staff, students and parents to educate them on the new capabilities of Naviance Student, as well as what has changed.

Parent and Student Resources:

Once you are familiar with Naviance Student, you can prepare your parents and students using the [Parent and Student Resources](#). These resources are editable and designed for you to customize and re-use. All video resources found here are provided with an embed code that can be used in your own assets.

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Naviance eDocs Teacher Desk: Naviance eDocs Teacher Desk provides teachers with a dashboard to make it easier for teachers to manage letters of recommendation.

Staff Resources:

[Watch this video](#) to learn more about Naviance eDocs Teacher Desk.

There is one [main article](#) to help staff users navigate through Naviance eDocs Teacher Desk, interpret the dashboard and understand the steps involved to complete the requested tasks.

Staff Login: The new staff login process will be like other web applications and align to industry standards. The login will only require an email address (UID) and password. School or district account name will no longer be required. Additionally, staff users who wish to access Naviance from multiple schools will use their same email and password to access multiple schools within a district.

Staff Resources:

Check out the [sneak peek](#) of the new Naviance ID staff login process that was shared at Hobsons Summer Institute. In the coming weeks, this link will include a Help Library article, a quick guide and a reference guide prior to the new login process taking effect.

Back-to-School Account Cleanup Checklist: There are several items you should do at the start of the school year to ensure your Naviance account is up-to-date. Make sure to complete the following steps before the start of the 2018-2019 school year:

- Update Welcome Messages and Custom Links.
- Update School and District Scholarship Lists.
- Activate Naviance eDocs (early August) and choose whether to opt-in to the Common App Integration.
- Join the Counselor Community to engage in discussions with your peers.
- Get familiar with the new way of providing feedback called Naviance IDEAS.
- Update Common App Matching Tutorial link [video](#).
- Remove language referencing Family Connection from home screen and other customized content.
- Share information with teachers regarding Teacher's Desk enhancements (see Teachers section above for more resources).
- Update relevant surveys, staff access, and student group membership.
- Review and update RepVisits settings and availability for the new school year.

Staff Resources:

To learn how to perform the above tasks, please see [this presentation](#) in the Help Library for more information.

In addition, take advantage of [RepVisits](#) and [Counselor Community](#) to stay informed and connected with the Naviance Community and Higher Education admissions counselors.

[Get Started with RepVisits and Counselor Community](#)

CCLR Framework: The College, Career and Life Readiness Framework gives students in grades 6-12 a practical toolkit for mastering 6 competencies that they must achieve to be college, career and life ready.



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Teachers

Timeline for Teachers:

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Calendar

August:

01

- Get familiar with Naviance Student! It is now activated for all grade levels!
- Activate eDocs: The Common Application integration is back online!
- Learn about eDocs Teacher Desk which is now available!

02, 08, 10, 15

- Attend an "In the Know" Webinar. [Find out more here.](#)

Late August

- Learn about the new staff login experience and create your new login.
- Complete the Account Cleanup Checklist before students come back.

September:

Early September

- Start using eDocs Teacher Desk for submissions.
- Review the new CCLR Framework and put it into practice!
- Get familiar with Naviance Insights and set your college outcome goals for the school year!

15

- Don't forget to opt-in to Common Application integration. This is the last date for opting in!

October:

15

- Plan for the first Early Action deadline for college admissions.

Late October

- Peak usage of eDocs: Prepare your documents and submit them early!