



Adapted from Naviance correspondence.

As many schools and districts have closed and are moving to a distance learning environment, **we are here to support you and your mission** to serve and prepare students to meet their college and career goals, especially under the current circumstances. The following **free resources for teachers and staff**.

(NOTE: You must be logged into Naviance to access the links below).

- [Naviance Resource Guide](#) highlights the grade-level activities for your student to complete online, keeping them engaged in college and career planning activities even if they are not physically in the classroom.
- [Live Webinar Series](#) allow you to learn from a Naviance expert about how to complete critical tasks with your students during the final months of the school year.

In the future, **you may need help to develop content and curriculum** that is easy-to-use, impactful, and meaningful to your students. To assist in this, **Naviance is providing open access to our College, Career and Life Readiness Curriculum** for all Naviance clients from now through June 30, 2020. To activate this in your Naviance subscription, please email curriculum@naviance.com.

- [Naviance Curriculum Lessons](#) offer 105 online, self-paced learning experiences related to college, career, and life readiness for students in grades 6 - 12. Lessons focus on six core themes:
 - **Self-discovery** lessons help students understand their strengths and interests and connect them with their future goals.
 - **Success skills** lessons are designed to equip students with the interpersonal skills they need to be successful in school and the workplace.
 - **Support network** lessons allow students to understand and identify the people who are available to help them succeed.
 - **Career planning** activities help students explore the careers that align with their strengths and interests.
 - **College planning** lessons provide context behind college fit and match and walk students through the college planning process.
 - **Financial planning** activities help students understand concepts related to budgeting, income, paying for college, and financial aid.

You will find two additional resources on the next pages:

- 1. End of Year Resource**
- 2. Webinars for End of Year**

You will need to be logged into Naviance to view most of these links.

End of Year Resource Guide

Note: Help Center articles will open to the specific topic. You may need to scroll to see all of the information. Make sure you are logged in to access the Help Center content or Downloads.

March and April Activities

Click on the links below to access resources to assist with the recommended activity

School Staff	Staff Resource	Student Resource
<input type="checkbox"/> Send group e-mail to students/families regarding the availability of college fairs/visits	Help Center: Email Tools	
<input type="checkbox"/> In the absence of college fairs/visits, introduce students to the College Profile pages		Show Me How Tour: Viewing College Profiles Download: The College Search Reference Guide
<input type="checkbox"/> Ask students to begin updating scholarships and graduation decisions	Video Series: Tracking and Reporting Senior Data Video Snip: Update Matriculation Data on Behalf of a Student	Show Me How Tour: Tracking Your Scholarships Show Me How Tour: Mark the College You are Attending Download: Find and Track Scholarships Reference Guide
<input type="checkbox"/> Review college application results for accuracy	Video: Verifying Application Outcomes and Scholarship Results	
<input type="checkbox"/> Generate preliminary scholarship reports to analyze dollars awarded	Video Snip: Viewing Scholarship Reports Help Center: Report Descriptions & Options	
<input type="checkbox"/> Reassess the tasks you have assigned that now need to be virtual and update those tasks as applicable	Help Center: Managing Tasks in Success Planner	Download: My Planner Reference Guide
<input type="checkbox"/> Run the new BETA report for Success Planner to see task completion for students	Help Center: Reports Beta - Success Planning Reports (School) Help Center: Reports Beta - Success Planning Reports (District)	
<input type="checkbox"/> Update Naviance Student Welcome Messages with any details on virtual learning/school closure	Help Center: Customize Naviance Student	
<input type="checkbox"/> Update Custom Links/ Custom Pages	Help Center: Customize Naviance Student	
<input type="checkbox"/> Submit Alumni Tracker data for all high school accounts	Video Series: Alumni Tracker	

Students Grade 6-8	Staff Resource	Student Resource
<input type="checkbox"/> Review Success Planning goals set at the beginning of the year	Download: Managing Goals in Success Planner Quick Guide	Download: My Planner Reference Guide
<input type="checkbox"/> Explore college majors		Download: The College Search Reference Guide Show Me How Tour: Viewing College Profiles
<input type="checkbox"/> Conduct college search via the research tools available		Download: The College Search Reference Guide Show Me How Tour: College Lookup Show Me How Tour: Advanced College Search Show Me How Tour: SuperMatch Show Me How Tour: Colleges I'm Thinking About (Favorites)
<input type="checkbox"/> Search for enrichment programs		
<input type="checkbox"/> Finalize course plans	Help Center: Course Planner Reporting Features	Download: Course Planner 2.0 Reference Guide

End of Year Resource Guide

Note: Help Center articles will open to the specific topic. You may need to scroll to see all of the information. Make sure you are logged in to access the Help Center content or Downloads.

Click on the links below to access resources to assist with the recommended activity

Students Grade 9-11		Staff Resource	Student Resource
<input type="checkbox"/>	Update resume for scholarships and enrichment program applications	Download: Resume Builder Reference Guide	Download: Resume Builder Reference Guide
<input type="checkbox"/>	Check with colleges if they are still having scheduled visits		
<input type="checkbox"/>	Finalize course plans	Help Center: Course Planner Reporting Features	Download: Course Planner 2.0 Reference Guide
<input type="checkbox"/>	Check with testing centers to see if PSAT®, SAT® and ACT Tests are still being administered or are rescheduled	Direct Link: https://www.collegboard.org/ Direct Link: https://www.act.org/	Download: College Application Timeline and Checklist

Students Grade 12		Staff Resource	Student Resource
<input type="checkbox"/>	Update application results	Video Snip: Record Application Details	Show Me How Tour: Edit College Application Details Show Me How Tour: Mark the College You are Attending Video: Editing Colleges I'm Applying To
<input type="checkbox"/>	Update scholarship results		Show Me How Tour: Tracking Your Scholarships Download: Find and Track Scholarships
<input type="checkbox"/>	Set attending college	Video Snip: Update Matriculation Data on Behalf of a Student	Show Me How Tour: Mark the College You are Attending Video: Setting Your Attending College
<input type="checkbox"/>	Check with your attending college on their availability for visits and other activities		

Note: Help Center articles will open to the specific topic. You may need to scroll to see all of the information. Make sure you are logged in to access the Help Center content or Downloads.

May and June Activities

Click on the links below to access resources to assist with the recommended activity

School Staff	Staff Resource	Student Resource
<input type="checkbox"/> Discuss PSAT®, SAT® & ACT with graduating 8th graders		
<input type="checkbox"/> Remind students to update their resume over the summer	Help Center: Email Tools	Download: Resume Builder Reference Guide
<input type="checkbox"/> Update Naviance Student features and welcome messages for next year	Help Center: Customize Naviance Student Help Center: Preparing to use Naviance Student	
<input type="checkbox"/> Analyze year-end college trends through Naviance Insights	Download: Naviance Insights and Insights Premium Reference Guide Video: Naviance Insights Overview and Access Video: Naviance Insights Dashboards Overview Video: Naviance Insights Dashlets, Tools, and Filtering	
<input type="checkbox"/> Publicize matriculation list for senior class	Video Snip: Matriculation Report	
<input type="checkbox"/> Generate end-of-year reports (scholarships, task completion)	Video: Analyzing Graduation Data	
<input type="checkbox"/> Prepare and submit final year forms to attending colleges	Help Center: Sending Final Transcripts to Common App Colleges Help Center: Sending Final Transcripts to Parchment Help Center: Sending Transcripts to More than One College	
<input type="checkbox"/> Begin planning for National Student Clearinghouse® data import for alumni	Video Series: Alumni Tracker	
<input type="checkbox"/> Review access and permissions for staff accounts for the 2020-2021 school year and beyond	Help Center: Naviance Login Access Options Help Center: User Administration Video Series: Getting Started	
<input type="checkbox"/> Review access for student and parent accounts for the 2020-2021 school year and beyond	Help Center: Naviance Login Access Options Help Center: Naviance Student - Managing Student and Parent Log-in Information Video Series: Getting Started	

End of Year Resource Guide

Note: Help Center articles will open to the specific topic. You may need to scroll to see all of the information. Make sure you are logged in to access the Help Center content or Downloads.

Click on the links below to access resources to assist with the recommended activity

Students Grade 6-8	Staff Resource	Student Resource
<input type="checkbox"/> Complete end-of-year tasks	Help Center: Batch Update Task Status in Success Planner	Download: My Planner Reference Guide
<input type="checkbox"/> Complete end-of-year surveys and high school transition surveys		Download: My Planner Reference Guide
<input type="checkbox"/> Review scholarship search tools		Download: Finding and Tracking Scholarships Reference guide Show Me How Tour: Scholarship List Show Me How Tour: Scholarship Match Show Me How Tour: Tracking Your Scholarships

Students Grade 9-11	Staff Resource	Student Resource
<input type="checkbox"/> Complete end-of-year tasks	Help Center: Batch Update Task Status in Success Planner	Download: My Planner Reference Guide
<input type="checkbox"/> Complete end-of-year surveys		Download: About Me Reference Guide
<input type="checkbox"/> Check to see if college fairs are still running or if college visits are still available		
<input type="checkbox"/> Finalize college application list		Show Me How Tour: Colleges I'm Applying To Lists Video: Editing Colleges I'm Applying To
<input type="checkbox"/> Check with testing centers to see if PSAT®, SAT® and ACT Tests are still being administered or are rescheduled		Download: College Application Timeline and Checklist

Students Grade 12	Staff Resource	Student Resource
<input type="checkbox"/> Complete graduation tasks		Download: My Planner Reference Guide Download: College Application Timeline and Checklist
<input type="checkbox"/> Confirm attending college	Video Snip: Update Matriculation Data on Behalf of a Student	Show Me How Tour: Mark Your Attending College Video: Setting Your Attending College
<input type="checkbox"/> Complete Graduation Survey to update year-end decision	Video Series: Tracking and Reporting on Senior Data	
<input type="checkbox"/> Reminder: reply to attending college; deposit due for attending college; review waitlists		
<input type="checkbox"/> Request Final Transcript		Video: Requesting a Final Transcript



Webinars - Completing Critical Year-End Tasks in Naviance

As many schools and districts have closed their buildings and are moving to a distance learning environment, Naviance is here to support you and your mission to serve and prepare students under the current circumstances. We have the following webinars to help you ensure students continue with and successfully complete their Naviance work online.

Learn from a Naviance expert about how to complete critical tasks with your students during the final months of the school year. Register for a free webinar by clicking the date and time below.

Please Click on the Link Below to Register!

TOPIC	DATE/TIME (CLICK DATE/TIME BELOW TO REGISTER)	
	MORNING SESSION	AFTERNOON SESSION
<p>Naviance End of Year Activities and Best Practices (every Monday)</p> <p>In this webinar you will learn best practices on sending Parchment and Common App Final materials and preparing for end of year activities.</p>	Tue March 24, 11:00AM ET April 6, 11:30AM ET April 13, 11:30AM ET April 20, 11:30AM ET April 27, 11:30AM ET	April 6, 3:30PM ET April 13, 3:30PM ET April 20, 3:30PM ET April 27, 3:30PM ET
<p>Making an Impact with Naviance Career and College Readiness Curriculum (every Tuesday)</p> <p>Join this one-hour session with a Naviance expert to ensure you are getting the most out of utilizing the Naviance College and Career Readiness Curriculum. Review the student-facing lessons in Naviance Student and learn implementation best practices and timely reminders for successfully getting up and running with Naviance Curriculum.</p>	March 24, 9:30AM ET March 31, 9:30AM ET April 7, 9:30AM ET April 14, 9:30AM ET April 21, 9:30AM ET April 28, 9:30AM ET	March 24, 3:30PM ET March 31, 3:30PM ET April 7, 3:30PM ET April 14, 3:30PM ET April 21, 3:30PM ET April 28, 3:30PM ET
<p>Keeping Students and Staff Organized with Naviance Success Planner (every Wednesday)</p> <p>In this webinar you will learn how to assign Naviance tasks and programs to keep students organized and on track. We will also review the reporting tools available to track student progress and adoption.</p>	March 25, 10:00AM ET April 1, 10:00AM ET April 8, 10:00AM ET April 15, 10:00AM ET April 22, 10:00AM ET April 29, 10:00AM ET	March 25, 3:30PM ET April 1, 3:30PM ET April 15, 3:30PM ET April 22, 3:30PM ET April 29, 3:30PM ET
<p>Using Naviance Communication Tools in a Virtual Environment (every Thursday)</p> <p>Join this one-hour session to learn how to leverage the collaborative tools in Naviance to communicate with students and families. During this session we will review how to create Naviance surveys, send out emails to students and parents, as well as sharing information on your Naviance Student homepage.</p>	March 26, 11:00AM ET April 2, 11:00AM ET April 9, 11:00AM ET April 16, 11:00AM ET April 23, 11:00AM ET April 30, 11:00AM ET	March 26, 3:30PM ET April 2, 3:30PM ET April 9, 3:30PM ET April 16, 3:30PM ET April 23, 3:30PM ET April 30, 3:30PM ET