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## Naviance Beyond the Counseling Office

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# **Naviance: Beyond the Counseling Office**

The Naviance tools have proven effective in helping school counselors manage all the tasks that occur in a school counseling office. Naviance Succeed integrates tools for planning across four critical areas into a single, powerful solution. These four functional areas are combined with robust analytics, powerful communication tools and a student/family portal to give you the ability to raise accountability and performance across a number of key indicators leading to increased engagement, improvements in academic performance and overall workplace and college readiness ([www.naviance.com](http://www.naviance.com)).

## **Success Planning**

With the Naviance success planning tools, you can empower students to set realistic goals, develop a personalized plan for achieving those goals, and allow counselors, teachers, and parents, to monitor students as they navigate through that plan. The success planning tools are designed to be integrated with the career, course, and college planning tools.

## **Career Planning**

Help students learn more about themselves, link their interests and personality types to career clusters and individual careers, and then develop a plan to prepare and train for the careers they are interested in.

## **Course Planning**

Using the course planner in Naviance, students can develop and maintain a course plan that will prepare them for specific types of post-secondary education. Using test scores and other data, students can adjust their course plan to meet changing needs and goals.

## **College Planning**

Help reach district goals by giving all students the tools to explore post-secondary education options. Students and parents are given valuable insight into the college admissions process with college search, scattergrams, college visit information, scholarship opportunities, application statistics and much more.

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## **Success Planner: Beyond the Counseling Office**

### **Kennedy Secondary School Senior Mentorship**

An experience for seniors who want to make a positive difference in the lives of our elementary and middle school students, both academically and socially. The senior mentor works in an elementary or middle school classroom 1-2 class periods per day. Before receiving his or her classroom assignment, each mentor applies, and is pre-approved through the KSS Counseling Office. This is a graded class. Students must be self-directed, trustworthy, reliable, honest, and must have their own transportation to get to their assigned location. Students are evaluated on attendance at the site, monthly journals, a final paper at the end of the semester, and attendance at before school (7:45 AM) Mentor meetings at Kennedy School.

## Managing Senior Mentorship with Success Planner

1. “Planner” in Naviance Succeed.
2. Set up the program.
3. Assign tasks to the program.
4. Create student group for the program, or assign by grade level.
5. Assign that program to the student group.
6. Create parameters for each task.
7. Monitor and adjust throughout the program.

## Why Success Planner?

1. Students can monitor their tasks within the “agenda” or “daytimer” structure.
2. Program manager can drive and monitor behavior within a timeline.
3. Automation tools can remind students (“nag”).
4. Educators can monitor what’s happening and know when help is needed.
5. Provide a structure to increase student success in the program.
6. Provide a model for students to develop successful goal-setting and planning behavior.

## Journals in Senior Mentorship

1. Set up journals as custom surveys in Naviance.
2. Students get reminders 5 days in advance.
3. Journals become active 5 days in advance.
4. Journals automatically go “offline” after a period of time.
5. Responses are easily viewed by instructors.
6. Hard copies can be uploaded.

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## Career Planner: Beyond the Counseling Office

### Classroom Teachers (Career Units)

In Hopkins, we currently have teachers using the Naviance tools for career units in the following classes: FACS 8; Exploring Medical/Health Careers; Career Search; and Writer’s Workshop-Essentials.

- *Career Interest Profiler and Personality Type* assessments generate lists of possible careers;
- *Career Lookup* provides research tools to complete assignments which ask students to learn more about the skills, knowledge, duties, training, salary, and education associated with various jobs;
- Integrated *college research tools* allow students to search for schools by major/training program;
- *Resume Builder* allows students to begin tracking their accomplishments, work experience, and community involvement.
- *Journal and Favorite Careers* allow students to keep track of what they’re learning, store jobs they’d like to research further, and interact with their teacher.

Teachers appreciate the fact that Succeed and Family Connection provide students with all the tools they need to complete these assignments—they no longer have to use separate websites (ie, BLS, Occupational Outlook, Career Cruising, MCIS, etc).

### **Special Education Case-Managers (Transition Planning)**

In addition to the classroom teachers above, we also have a number of high school special education case-managers who use the Career Interest Profiler and other Naviance tools to carry out required re-evaluations, and as an aid in helping write transition and post-secondary planning IEP goals.

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### **Survey Builder: Beyond the Counseling Office**

In addition to helping counselors administer a Senior Survey or “Brag Sheet,” the survey builder can also serve as a quick, easy online voting tool for your school elections. From Homecoming to Student Government, the tool can really save you some time. To try it yourself, do the following within Succeed:

Click *Connections* > *Survey Builder* > *Create a New Survey*

- Remember to specify grade levels
  - Manage access by turning the survey off and on
  - Choose types of questions including dropdown lists, check multiple selections, and rate from 1-5
  - Surveys will appear under the “About Me” tab in Family Connection
  - Results can be checked on an ongoing basis in Succeed within the Survey Builder tool
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### **NOTES**

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