

Naviance Instructions for Students and Parents

<http://connection.naviance.com/davincischools>

Naviance is a wonderful college readiness resource that Da Vinci Schools offer to their students and families. There are four main sections to explore: “About Me,” “Colleges,” “Careers” and “My Planner.” You must enter a username and password to enter the site. Your username is your DaVinci student email address, and your password is the one you created.

1. **About Me:** Under this heading, you will find three subsections. “Official Things” includes your profile, account information and test scores. Please make sure all your information, especially email addresses, are entered correctly. “Success Plan” offers you a place to set goals for yourself and assign tasks. “Interesting Things About Me” includes the following:
 - a. **Personality Type:** You should already have completed the four-part personality assessment called “Do What You Are.” Once you have completed DWYA, Naviance will generate a confidential report indicating possible career choices for you. You can click on each career choice to get a description of that career and relevant majors. Then you can click on the major to see what colleges offer that major.
 - b. **Resume:** You can create your brag sheet online. This resume will prove to be incredibly useful when applying for internships, jobs, scholarships and ultimately college.
 - c. **Game Plan:** This survey will help you and your counselor clarify your goals for after graduation. Click the “I am finished” button when you have completed the survey. You may revise it again at any point you choose.
 - d. **Documents:** Think of this as a resource library for your college search. Ms. O’Boyle and the College Counseling Office update the document section regularly.
 - e. **Journal:** This is where you can file your college essays, and share drafts with your teacher or counselor. You can make notes to yourself about college visits. You can tailor this section to meet your own personal needs.
 - f. **Survey History:** This is a record of which surveys you have and have not completed.

2. **Colleges:** There are three subsections in this category. “My Colleges” provides an organized way for you to manage your college list as it evolves. “Scholarships & Money” helps build scholarship matches once you begin to build your college list. “College Research” offers the following:
 - a. **College Search:** This Naviance tool works two ways. You can research colleges by entering the school name, or you can let Naviance search for schools based on the selected criteria you enter in their survey. Here’s how it works:
 - i. Complete the survey, and click “Show Matches.”
 - ii. Click “Save Search.”
 - iii. Click on one of the colleges found in your search. You will now see information about that college, including how you compare to other applicants.
 - iv. To learn more about that college, click on admissions, financial aid, majors and careers, and student life.
 - v. Click “Visit Website” to go directly to college’s site.
 - vi. When you have more colleges that you would like to include on your list, go to “About Me” and select “My Colleges.” Click on “add to the list.” Then click on “lookup” and either type in the name of the school or use the College Picker option. Finally, click on “Add Colleges” at the bottom of the page.
 - b. **College Lookup:** You can look up information about individual colleges simply by entering their name.
 - c. **College Match:** This tool allows you to see colleges that have accepted students like you.
 - d. **College Compare:** Use the College Picker link to find the names of the colleges you want to compare.
 - e. **Upcoming College Visits:** Next fall, this is where we will post the dates and times for visits from college representatives. You will be able to sign up for their presentations here.
3. **Careers:** There are two subsections here, “Explore Careers” and “What Are My Interests?” that can help you familiarize yourself with careers and career clusters. The results are personalized for you based on the results of your “Do What You Are” survey.
4. **My Planner:** Another great way to stay organized and stay green!