



NAVIANCE

PARTICIPANT GUIDE

Introduction to Family Connection

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Chapter One: Getting Started with Family Connection

In this chapter, we will cover the following:

- An overview of Family Connection and its benefits to your school and students
- Activating Family Connection
- Setting up guest access
- Generating and distributing activation codes to students and families
- Assisting students and parents with logging in to Family Connection

1.1 An Overview of Family Connection

Family Connection is a customizable website for students and families that allows your school to share the powerful tools available from Naviance Succeed. Using Family Connection enables students, parents and guardians to access online resources, communicate with your school and use the many planning tools available from Naviance.

family connection

home courses colleges careers about me my planner

pages

- counseling process
- responsibilities
- admissions types
- college documents

resources

- Teen Wellness

links

- financial aid
- naviance
- naia clearinghouse
- collegeboard
- students' rights
- ncaa
- improve study habits
- common app

what's new

- Jessica Counselor shared a [private comment](#) with you.
- Jessica Counselor shared a [private comment](#) with you.
- Erin Counselor has removed the task [Create 1 goal](#) that was assigned to you

more since last visit

Class of 2012

Welcome Senior:

The guidance staff at Naviance High School is committed to assisting students in the class of 2012 to achieve their post high school plans.

Beginning with the class of 2012, Naviance High School will transition to a near-paperless system for processing and submitting students documents to colleges using the Naviance eDocs system. The Naviance system creates a level of proficiency that is effective and time-efficient.

The features in Naviance provide students with a seamless method to request and monitor their college information in a well-organized and timely manner.

Thank you for your continued support of our counseling program; it is our pleasure to assist you.

Naviance High School Guidance Staff

BELOW ARE TASKS FOR STUDENTS IN THE CLASS OF 2012

Remember, the more information you put into the system, the more you will benefit from it!!

If you have any questions about Family Connection, contact your counselor.

updates

- 2012 AP Test Dates and Exam schedule
- ACT & SAT Score Comparison Chart
- PSAT/NMSQT Information
- ACT Test Dates and Registration
- SAT Test Dates and Registration
- IB Diploma Testing Program

Figure 1. Family Connection Home Page

Family Connection can be customized to look the way you want and to include your own links and pages to supplement the tools already contained within the site. With extensive grade-level controls, you can customize the students' experience to best fit their needs.

**How does Family Connection help your school?**

1. A wealth of information and student interaction can be located in one place
2. Extensive college, career and course catalog information can be shared with students and families
3. Surveys, documents and messages can be shared through Family Connection
4. Tools are available to help comply with college- and career-readiness programs
5. Student tasks can be assigned and tracked to monitor graduation and other requirements

How does Family Connection help your students?

1. Students can research colleges, scholarships, careers, enrichment programs and courses in one location
2. Planning tools give students the ability to create individual plans that can be linked to college and career readiness
3. Students can communicate easily with teachers and counselors
4. Students can request transcripts and recommendations for college applications
5. Students can create goals and track associated tasks and activities

Every student and parent/guardian imported into Naviance Succeed has his or her own Family Connection account.

1.2 Activating Family Connection

You have the ability to turn your Family Connection website on and off. This is useful because you do not have to turn on the Family Connection website until you are finished setting configurations.

Additionally, if you need to make major updates, you can prevent students and parents from accessing the site during this time.

The screenshot shows a web page titled "Family Connection :: activate your site". At the top, there are "Previous" and "Main menu" links. Below that, a message says "Congratulations, now you are ready to activate your site! Your Family Connection will be live on the Internet once you change this setting." Underneath, there is a section labeled "Activate Site:" with a dropdown menu set to "Site is OFF" and a "Change Status" button. At the bottom, there are "Previous" and "Main menu" links again.

Figure 2. Activate Family Connection (Naviance Succeed)

If you are activating your site for the first time, you will need to have activation codes for your students and parents. These will be covered in section **1.4 Generating and Distributing Student and Parent Activation Codes**.

**To activate Family Connection:**

1. Navigate to **Connections > Family Connection**.
2. Click **Activate Website**.
3. Select **Site is ON** or **Site is OFF** from the drop-down menu and click **Change Status** to activate or deactivate Family Connection.

1.3 Setting up Guest Access

There are several areas of Family Connection that you may want to allow prospective students, parents and other guests to view. You can set up guest access by going to **Connections > Family Connection > Guest Access**. If you decide to allow guests into your site, you may also want to set a password, which you can then give to guests before they access the site. Specific features for guests will be managed from the **Select and Update Optional Features** page in Naviance Succeed by selecting Guests for certain features.

Family Connection :: guest access		
Previous	Main menu	Next
<p>There are several areas on your Family Connection that you may want to allow prospective students, parents and other guests to view. If you decide to allow guests into your site, you may also want to set a password, which you can then give to guests before they access the site. After you set your guest access settings, you can click here to enter your Family Connection as a guest.</p>		
Guest Access:	<input type="button" value="Allow guests"/>	
Require password:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Guest Password:	naviance	
<input type="button" value="Update Settings"/>		
Previous	Main menu	Next

Figure 3. Guest Access Configuration (Naviance Succeed)

Guests should click the **I'm a Guest** link. If you password protected your Family Connection site, make sure you provide the password to your guests.

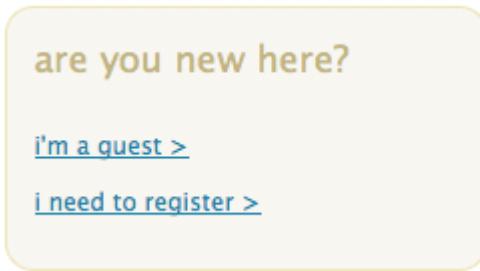


Figure 4. Entering Family Connection as Guest



1.4 Generating and Distributing Student and Parent Activation Codes

There are several methods for giving students and parents access to Family Connection. The most common way is to give the student or parent a unique activation code which you can print in a list, print on business cards or distribute by e-mail.

Parents and students only need to register once. Once they are registered, the student or parent will enter a user name and password to access the site. Parents who have multiple children do not need to register for Family Connection separately for each child when the parent and student records are linked correctly.

To begin this process, navigate to **Connections > Family Connection > Student Accounts/Parent Accounts**.

The screenshot shows a web page titled "Family Connection :: student registration codes". At the top, there are navigation links: "Previous", "Main menu", and "Next". Below these, a note states: "In order to register for the Family Connection and create a username and password, your students must enter a unique registration code. This section will allow you to activate the registration codes for a class of students and print them out so that they can be distributed to your students. (Note: If you add a student to a class after these codes have been generated, a registration code for that student will automatically be created. You can always lookup the registration code for a student on their student profile page.)" The main content area is divided into two sections: "Step 1: Activate Registration Codes" and "Step 2: Distribute Registration Codes to Your Students". In Step 1, there is a dropdown menu labeled "Select Grade/Class:" with "class of 2012 (grade 12)" selected, and a button labeled "Activate Codes". A note next to it says "(activation may take a minute or two depending on how busy the system is)". In Step 2, there is a list of four distribution methods: 1. Print business cards and hand them out (use business cards option below) 2. Send them to students using our group email tool 3. Print letters using a mail merge file (use Excel CSV option below) 4. Give them to students as they meet with you (use printer-friendly or pdf list). At the bottom, a note says "Please note that only students that have NOT yet registered will be included in the lists below".

Figure 5. Student Activation Page (Naviance Succeed)

Select the class year of the students or parents you wish to activate, then click **Activate Codes** and Naviance will generate a list of activation codes that you can print out and distribute to students and parents.

You can distribute the codes by printing business cards with the activation codes, using the group e-mail tool to e-mail the codes to students, printing letters using our Excel CSV file and a mail merge file, or give the codes to the student ad-hoc as they meet with you.

Printing Codes for Family Connection

If you want to print activation codes on business cards, scroll down the **Connections > Family Connection > Student Accounts/Parent Accounts** page to the Business Cards section.



Business Cards If you purchase standard white ink jet or laser printable business cards (10 cards per sheet), you can print a card for each student in a class with their registration code and the web address of your Family Connection site as a helpful reminder.		
Grade/Class:	class of 2012 (grade 12) ▾	
Vertical adjustment:	0 ▾ (36 = 1/2 inch down from top)	
Horizontal adjustment:	0 ▾ (36 = 1/2 inch over from left)	
<input type="button" value="Display Cards"/> Troubleshooting Tips If you are experiencing alignment problems when printing please try one or all of the following: <ul style="list-style-type: none">• Make sure that "Fit to Page" is NOT checked• Check "Auto-rotate and center pages"• Check "Print as image"• Use the vertical and horizontal adjustments above		
Previous	Main menu	Next

Figure 6. Business Cards (Naviance Succeed)

To print out business cards with activation codes:

1. Navigate to **Connections > Family Connection > Student/Parent Accounts**.
2. Click **Business Cards**.
3. Select the class you want to activate on Family Connection.
4. Select the vertical and horizontal adjustments.
5. Click **Display Cards**.
6. Open and print the PDF.

1.5 Logging in to Family Connection

Now that your students and parents have their activation codes, they are able to log in to Family Connection. Students and parents should access Family Connection from
<https://connection.naviance.com/yourschoolname>.



Welcome to Family Connection
Nice to see you again! Please log in.

e-mail

password

remember me

Log In

[forgot your password?](#) [need additional help?](#)

are you new here?
[I'm a guest >](#)
[I need to register >](#)

Naviance Succeed High School
3033 Wilson Blvd
Suite 500
Arlington VA 22201
p: 703-859-7300

Figure 7. Family Connection Login page

Once the student or family member has reached this page, he or she should click the **I need to register** link.

New User?

If you have been given a registration code by your counselor, you can begin the registration process below.

Register **Go Back**

Naviance Succeed High School
3033 Wilson Blvd
Suite 500
Arlington VA 22201
p: 703-859-7300

Figure 8. New User Registration page

The student or parent enters the registration code and clicks the **Register** button.

The student or parent then completes the registration by entering a valid e-mail address and creating a password. Passwords must be at least six characters and cannot contain blank spaces.



Note: You can allow students and family members to register without an e-mail address; however, this means that if a student or parent loses his or her password, school staff must provide them with a new one, as a reset password will be delivered to the e-mail address. You can edit this setting in Naviance Succeed.

After that, the student or parent accepts the terms of service and clicks the **Complete Registration** button.

To sign into Family Connection:

In order to sign in to Family Connection, a student/parent should:

1. Navigate to <https://connection.naviance.com/yourschoolname>.
2. Enter his or her e-mail address.
3. Enter his or her password.
4. Click the **Log In** button.

Checklist

Now that you have completed this chapter, you should be able to do the following:

- Activate Family Connection
- Setup Guest Access
- Generate and distribute activation codes
- Assist parents and students logging in to Family Connection



Chapter Two: The Family Connection Home Page

In this chapter, we will cover:

- Overview of the **Home** page

2.1 Overview of the Home Page

The **Home** page contains key features for students. Most of these features have to do with communication from the school.

family connection

home courses colleges careers about me my planner

pages

- [counseling process](#)
- [responsibilities](#)
- [admissions types](#)
- [college documents](#)

resources

- [Teen Wellness](#)

links

- [financial aid](#)
- [naviance](#)
- [naia clearinghouse](#)
- [collegeboard](#)
- [students' rights](#)
- [ncaa](#)
- [improve study habits](#)
- [common app](#)

what's new

- ✉ Jessica Counselor shared a [private comment](#) with you.
- ✉ Jessica Counselor shared a [private comment](#) with you.
- Erin Counselor has removed the task [Create 1 goal](#) that was assigned to you

[more since last visit](#)

Class of 2012

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The features in Naviance provide students with a seamless method to request and monitor their college information in a well-organized and timely manner.

Thank you for your continued support of our counseling program; it is our pleasure to assist you.

Naviance High School Guidance Staff

BELOW ARE TASKS FOR STUDENTS IN THE CLASS OF 2012

Remember, the more information you put into the system, the more you will benefit from it!!

If you have any questions about Family Connection, contact your counselor.

You have **6 new messages**

[document library](#)

[contact us](#)

updates

- [2012 AP Test Dates and Exam schedule](#)
- [ACT & SAT Score Comparison Chart](#)
- [PSAT/NMSQT Information](#)
- [ACT Test Dates and Registration](#)
- [SAT Test Dates and Registration](#)
- [IB Diploma Testing Program](#)

Figure 9. Family Connection Home Page

What's New Section

The What's New section contains information relating to the following events:

- E-mail messages and comments sent from counselors
- E-mail messages and comments sent from teachers
- Comments added to student goals and tasks
- Documents uploaded to student goals and tasks
- Updates to documents
- Notifications when a task is assigned, completed, or waived
- E-mail notification digests to inform students when a task or program deadline is approaching or due



what's new

-  Jessica Counselor shared a [private comment](#) with you.
-  Jessica Counselor shared a [private comment](#) with you.
-  Erin Counselor has removed the task **Create 1 goal** that was assigned to you
[more since last visit](#)

Figure 10. What's New section

Welcome Messages

Welcome messages are short introductory messages that appear on the **Home** page of Family Connection after users sign in. Your school can create different welcome message for each grade level or combination of grade levels, but you may not create more than one *active* welcome message for any grade level. You can, however, deactivate a welcome message for a grade level and choose a new one at any time.

Welcome messages can include text and images. Videos can be added as a link in the message.

Family Connection :: welcome messages		
Previous	Main menu	Next
You may add an introduction or "welcome" message that is displayed on the main page of the Family Connection after users sign in. You can create different welcome messages for each grade level or combinations of grade levels, but you may not create more than one welcome message for any grade level.		
 create new message		
Welcome Message	Grade Levels	Actions
Class of 2012	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	edit delete
Class of 2014	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	edit delete
Welcome 8th Graders	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	edit delete
Welcome Juniors	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	edit delete
<input type="button" value="Save Settings"/>		
Previous	Main menu	Next

Figure 11. Welcome Message list (Naviance Succeed)

To create a welcome message:

1. Navigate to **Connections > Family Connection**.
2. Select **Customize Welcome Messages** from the menu. A list of messages will appear if there are existing messages.
3. Select **Create New Message**.
4. Enter a label for this welcome message. Example: "All Users" for a message for everyone.
5. Create and format the message in the **Add Content** box.
6. Click **Save**.



7. Once you create a message, you need to select which Family Connection users should see it. For example, check all the boxes if you want all users to see it, or if just one class year should see a message, click the box just for that grade level.
8. Once you select the audience for your welcome message, click **Save Settings**.

News Bulletins

News bulletins work the same way as welcome messages, in that they appear on the **Home** page of Family Connection and can be configured to appear only to certain grade levels or to alumni or guests. However, unlike welcome messages, there can be more than one news bulletin for a class year.

News bulletins can also be time-sensitive and set to run only for a certain period of time. For example, you can create a bulletin for early admission deadlines that ends on November 15 or a finals week bulletin that only appears during that period.

Family Connection :: news bulletins								
Previous		Main menu			Next			
You may add news bulletins that will be displayed on the main page of the Family Connection after a user signs in.								
 add a news bulletin								
Headline	Grade Levels	Start Date	End Date	Actions				
2012 AP Test Dates and Exam schedule	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	10/27/11	N/A	edit delete				
ACT & SAT Score Comparison Chart	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	10/27/11	N/A	edit delete				
ACT Test Dates and Registration	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	7/19/11	N/A	edit delete				
ACT-SAT Test Comparison Information	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	10/27/11	N/A	edit delete				
AP Test Dates and Schedule	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	7/17/11	2/24/12	edit delete				
College Fair for Juniors	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	3/1/12	4/1/12	edit delete				
Course Selection for the 2012-2013 School Year	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	2/1/12	3/25/12	edit delete				
Financial Aid Night	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	11/16/11	11/21/11	edit delete				
Financial Aid Night	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	1/3/12	1/6/12	edit delete				

Figure 12. News Bulletin page (Naviance Succeed)

To add a news bulletin:

1. Navigate to **Connections > Family Connection**.
2. Click **Add News Bulletins**. A list of news bulletins will appear if there are existing news bulletins.
3. Click **Add a News Bulletin**.
4. Enter a headline. You can also enter an optional start and end date for the bulletin, allowing a message to show only during a certain period of time.
5. Enter the bulletin content.
6. Once you create the bulletin, click **Save**.
7. The **News Bulletins** page appears. Find your bulletin, select the grade levels that should see the message and click **Save Settings** to set the visibility on your bulletin.



News bulletins show up in the **Updates** section of the **Home** page in Family Connection.

The screenshot shows the Naviance Home page. At the top, there are links for messages, document library, and contact us. Below these, a red box highlights the 'updates' section. This section contains a list of links:

- [2012 AP Test Dates and Exam schedule](#)
- [ACT & SAT Score Comparison Chart](#)
- [PSAT/NMSQT Information](#)
- [ACT Test Dates and Registration](#)
- [SAT Test Dates and Registration](#)
- [IB Diploma Testing Program](#)

Figure 13. Updates

Custom Pages and Links

Your school can create pages and links to represent additional resources the school wants to share with students involved with college and career readiness, but can be anything the school finds appropriate.

You can find the configuration pages for links and HTML pages in the **Connections > Family Connection** menu. Once you add a link, click **Verify** to preview the page or link.

You can also order, edit or delete custom links and pages at any time.



Family Connection :: custom links

[Previous](#) [Main menu](#) [Next](#)

You may add an unlimited number of web links to your Family Connection. You might want to add a link to other resources about careers, financial aid, etc. or a link to a page on your school website. These links will appear in the main menu under the section titled "From the Counselor", and they will open in a new browser window when clicked. If you want to build new content directly into the Family Connection pages, you can use [custom html pages](#) instead.

Link Name	Grade Levels	Order	Verify	Actions
Students' Rights	<input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	(select) ▾	verify	edit delete
Common App	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	(select) ▾	verify	edit delete
NCAA	<input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	(select) ▾	verify	edit delete
CollegeBoard	<input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	(select) ▾	verify	edit delete
Improve Study Habits	<input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	(select) ▾	verify	edit delete
Financial Aid	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	(select) ▾	verify	edit delete
NAIA Clearinghouse	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	(select) ▾	verify	edit delete
Naviance	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	(select) ▾	verify	edit delete

[Save Settings](#)

Add New Link

Name:

Url: (e.g. "www.naviance.com" or "https://www.naviance.com")

Grade Levels: 5 6 7 8 9 10 11 12 Alumni Guests

[Add Link](#)

[Previous](#) [Main menu](#) [Next](#)

Figure 14. Custom Links page (Naviance Succeed)

To add a custom link in Family Connection:

1. Navigate to **Connections > Family Connection**
2. Click **Custom Links**.
3. Enter the name and URL in the appropriate fields. The name will appear as the link in Family Connection.
4. Check the boxes for the grade levels you want to see the link.
5. Click the **Add Link** button.
6. The link name appears at the bottom of the table.
7. Update the order in which the link should appear using the drop-down menu in the **Order** field.
8. Click **Verify** to ensure the link works correctly.



Family Connection :: custom html pages

[Previous](#) [Main menu](#) [Next](#)

You may add an unlimited number of custom html pages to your Family Connection. You might want to create a page about your counseling procedures, common deadlines, etc. You can enter this information as plain text or with html formatting tags to control the appearance. Links to these pages will appear in the main menu under the section titled "From Your School".

[create new custom page](#)

Custom Page	Grade Levels	Order	Actions
Counseling Process	<input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	(select) ▾	Edit Delete
Financial Aid Videos	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	(select) ▾	Edit Delete
Admissions Types	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	2 ▾	Edit Delete
Responsibilities	<input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	1 ▾	Edit Delete
CTE Program of Study	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	(select) ▾	Edit Delete
College Documents	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests	3 ▾	Edit Delete
	<input type="button" value="Save Settings"/>		

[Previous](#) [Main menu](#) [Next](#)

Figure 15. Custom HTML Pages (Naviance Succeed)

To add a custom page in Family Connection:

1. Navigate to **Connections > Family Connection**
2. Click **Custom HTML Pages**.
3. Click the **Create New Custom Page** link.
4. Enter the page name in the **Edit Page Name** field. The name will appear as the link to the page in Family Connection.
5. Enter the page content in the **Edit Content** field.
6. Click the **Save Changes** button.
7. The page name appears at the bottom of the table. Find your custom page, select the grade levels that should see the message and click **Save Settings** to set the visibility of the custom page.
8. Update the order in which the page should appear using the drop-down menu in the **Order** column.

If your school decides to use the custom HTML pages and links, they appear on the **Home** page of Family Connection.

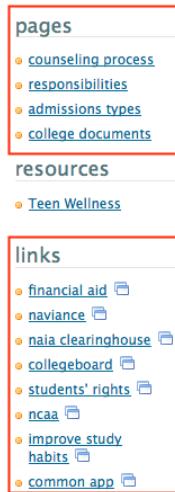


Figure 16. Pages and Links

Multilingual Custom Content

If your school has Family Connection users who do not speak English as their first language, you can provide international content on the **Home** page of Family Connection. This is an opportunity to target these users with information that is relevant to them.

The supported languages are:

- Chinese (simplified)
- Chinese (traditional)
- Korean
- Spanish
- Vietnamese

Turning a language on allows you to create custom content (welcome message, news bulletins, custom pages and custom links) and displays a drop-down menu in Family Connection.

To turn a language on or off:

1. Navigate to **Connections > Family Connection**.
2. Click **Select and Update Optional Features**.
3. Scroll down to the **Custom Content Languages** section.
4. Each available language can be turned on or off using the drop-down menu. **Note:** You cannot turn English off.
5. Click the **Update Features** button.



Family Connection users will see the language drop-down menu on the **Home** page of Family Connection. Selecting a language from the drop-down menu will display the customized content created for the selected language.

The screenshot shows the Naviance Family Connection homepage. At the top, there is a navigation bar with tabs: home (highlighted in orange), courses, colleges, careers, about me, and my planner. On the left, there is a sidebar with sections for pages (counseling process, responsibilities, admissions types, college documents), resources (Teen Wellness), and links (financial aid, naviance, naia clearinghouse, collegeboard, students' rights, ncaa, improve study habits, common app). The main content area features a "what's new" section with three items: a private comment from Jessica Counselor, another private comment from Jessica Counselor, and a task removal from Erin Counselor. Below this is a "Class of 2012" section with a welcome message from the guidance staff, information about transitioning to a paperless system, and a note from the Naviance High School Guidance Staff. At the bottom, there is a section titled "BELOW ARE TASKS FOR STUDENTS IN THE CLASS OF 2012" with a note encouraging users to input more information. On the right side, there is a "updates" section with links to various test dates and registration information. A red box highlights the language dropdown menu in the top right corner, which lists English, 中文 (简体), 中文 (繁體), English, 한국어, Español, and Việt.

- English ▾
- 中文 (简体)
- 中文 (繁體)
- English
- 한국어
- Español
- Việt

Figure 17. Language drop-down menu (Family Connection)



family connection

home courses colleges careers about me my planner

Español ▾

pages

- proceso orientación
- responsabilidades
- tipos de admisiones
- requisitos univ.

resources

- Teen Wellness

links

- derechos estudiantes
- métodos de estudio
- ayuda financiera

what's new

- Jessica Counselor shared a [private comment](#) with you.
- Jessica Counselor shared a [private comment](#) with you.
- Erin Counselor has removed the task [Create 1 goal](#) that was assigned to you [more since last visit](#)

Promoción 2012

Bienvenido, estudiante del último año:

El personal de orientación de la Escuela Secundaria Naviance Succeed se compromete a ayudar a cada uno de los estudiantes de la promoción 2012 para que logren sus planes posteriores a la escuela secundaria.

A partir de la promoción 2012, la Escuela Secundaria Naviance Succeed comenzará la transición a un sistema que casi no utilizará papel para procesar y enviar los documentos de los estudiantes a las universidades mediante el uso del sistema Naviance eDocs. El sistema Naviance crea un nivel de competencia que es eficiente y ahorra tiempo.

Las características de Naviance proporcionan a los estudiantes un método perfectamente integrado para solicitar y monitorear su información de la universidad de una manera bien organizada y oportuna.

La transición a un sistema que casi no utiliza papel requiere que los estudiantes sigan las pautas de la solicitud de la Oficina de Orientación que se encuentran en "page" (página) en la página de inicio de Family Connection.

Gracias por su continuo apoyo a nuestro programa de Orientación; es un placer ayudarlo.

Personal de Orientación de la Escuela Secundaria Naviance Succeed

updates

- Fechas de los exámenes AP y Calendario de exámenes 2012
- Cuadro comparativo de los puntajes de los exámenes ACT y SAT
- IB Diploma Testing Program

Figure 18. Home page with custom content (Family Connection)

The multilingual custom content feature does not translate the content; the school must provide the translated text. You can enter international text for welcome messages, news bulletins, custom pages and links.

Creating Multilingual Custom Content

You can create multilingual custom content in the same way you create English content for Family Connection. There will either be a language drop-down menu or a check box. For step-by-step instructions on how to create multilingual custom content, see the **Help** menu in Naviance Succeed.

Resources

If your school purchases applications through the NavStore™ and enables them for student use, they will appear on the **Home** page, in the same area as the pages and links.



- pages
- o [counseling process](#)
 - o [responsibilities](#)
 - o [application guide](#)
 - o [admissions types](#)
 - o [teacher rec guide](#)
- resources
- o [Teen Wellness](#)
- links
- o [students' rights](#)
 - o [common app](#)
 - o [ncaa](#)
 - o [collegeboard](#)
 - o [improve study habits](#)
 - o [financial aid](#)
 - o [naia clearinghouse](#)

Figure 19. Resources

When the student clicks on a resources link, a window will appear, explaining to the student that he or she is going to a separate site that may have different terms and conditions. Once the student or family member agrees to this, an account is automatically created for him or her on the partner site and this window will not appear again.

NavStore partner applications do not require a separate login from students.

To turn on a resource link for students, go to **Connections > Family Connection > Select and Update Optional Features** where you can make the application available by grade year.

Themes

Naviance Succeed provides a number of color themes that can be selected by navigating to **Connections > Family Connection > Select Themes**. These themes can customize the look of your Family Connection site.

Family Connection :: select theme

[Previous](#) [Main menu](#) [Next](#)

Current Theme:

Select a theme from the options below.

Default:



The screenshot shows a preview of the Naviance High School website under the 'family connection' theme. The header is blue with the text 'Naviance High School'. Below it, there's a light blue section with the word 'family connection' in a large, white, sans-serif font. At the bottom, there are three buttons labeled 'home', 'courses', and 'colleges'.



Figure 20. Select Theme for Family Connection (Naviance Succeed)

To change your theme, select the new theme of your choice from the **Current Theme** menu and click **Change Color** to change the theme.

Logo

To further customize your Family Connection website, you can upload your school logo, which appears in the footer of your site.



Figure 21. Logo in Family Connection

Logos can be in GIF, JPEG or PNG format. Prepare or modify your logo in a software application like Adobe Photoshop, Macromedia Fireworks or Microsoft Paint. Once uploaded, logos are resized to 500 x 215 pixels and placed in the lower left-hand corner of the footer, across from the school information.

To upload a logo:

1. Navigate to **Connections > Family Connection**.
2. Select **Upload Logo** from the menu.
3. Click the **Browse** or **Choose File** button.
4. Locate the logo on your computer and double-click the logo file to select it.
5. Click the **Upload Logo** button to upload the image.

Checklist

Now that you have completed this chapter, you should be able to do the following:

- Add a welcome message
- Add a news bulletin
- Add custom links and pages
- Turn available languages on and off
- Change your school's Family Connection theme
- Upload your school's logo



Chapter Three: Communication Tools

There are several tools available to students and parents for communicating with school staff.

In this chapter, we will cover:

- Messages
- Document library
- Contacting school staff

3.1 Messages in Family Connection

Family Connection has an inbox where messages from counselors and other school staff are sent to students and parents.

The screenshot shows the 'Inbox' section of the Naviance interface. At the top, there is a breadcrumb navigation: 'Home > Inbox'. Below this, there are two buttons: 'New Messages' (highlighted in orange) and 'Viewed Messages'. A table follows, showing a single message from 'Melissa Morse' with the subject 'The Career Fair is Coming!' and a 'Received' date of '5/18/10 1:55 PM'.

From	Subject	Received
Melissa Morse	The Career Fair is Coming!	5/18/10 1:55 PM

Figure 22. Message Inbox

Students and parents can respond to these messages; however, there is not an option for them to create a message to send to school staff from the message inbox. Contacting school staff is covered in **3.3 Contacting School Staff**.

3.2 Document Library

School staff can share documents with students and families using the document library.



Figure 23. Document Library on Home Page

Documents will be stored in folders and can be viewed or downloaded.

**document library**[::back to folder list](#)**Sample Essays**

Action	Name	Description	Author	Type	Size	Last modified
view	download(2).pdf	My letter of recommendation	Kim Oppelt	pdf	13K	May 21, 2010 2:43 PM
view	download(2).pdf	Your letter of recommendation	Kim Oppelt	pdf	13K	May 21, 2010 3:08 PM
view	download(2).pdf		Kim Oppelt	pdf	13K	May 24, 2010 11:40 AM
view	Essay.docx		John Williams	docx	24K	May 27, 2010 9:35 AM
view	Essay.docx	College Admissions Essay	John Williams	docx	24K	May 26, 2010 3:26 PM
view	Glossary Words.doc		Jennifer Stoy	doc	23K	May 24, 2010 2:30 PM

Figure 24. Document Library list

3.3 Contacting the School

Students, families, and guests to Family Connection are able to contact your school using the Contact Us feature.

**Figure 25.** Contact Us

When a student clicks the **Contact Us** link, he or she is taken to a standard e-mail/message page; however, the student's counselor will be automatically populated in the recipient field. If a guest clicks the link, he or she will be taken to a general e-mail address set when the school configured Family Connection.

**To**

Chris White

Subject**Message*****Cancel******Send Message*****Figure 26.** Contact Us Message Box

To send a message from this page, the student should enter a subject line and message and click **Send Message**.

Checklist

Now that you have completed this chapter, you should be able to assist students with the following:

- Viewing and responding to school staff messages in Family Connection
- Viewing documents from the library
- Contacting school staff through Family Connection



Chapter Four: Courses Tab

This chapter covers the features that can be found on the **Courses** tab in Family Connection, which include:

- My course records
- Interest and ideas
- My course plan
- Course search catalog

This chapter will also cover how to configure these features for your students and parents.

The screenshot shows the 'courses' tab selected in the top navigation bar. On the left, there's a search bar with 'search for courses:' placeholder text, a 'Go' button, and a 'BROWSE COURSE CATALOG »' link. The main content area is divided into three sections: 'my course records', 'interests & ideas', and 'my course plans'. Each section has a title bar and two links: 'view my course records', 'interesting courses', 'thoughts about my course plans', 'manage my course plans', and 'view my current multi-year plan'.

Figure 27. Courses tab

4.1 My Course Records

If your school has imported course enrollment data, students can view course history by clicking **View My Course Records**. Students will be able to see current and past courses.



my course records

 [print this page](#)

grade 9

Course ID	Course	Subject	Teacher	Status	Grade Level	Term	Grade Earned	Score	Credits
11075	ReadWrite Skills/Eng 1 BLOCK	English	-	completed	9	-	C+	-	1
14070	World History	World History	-	completed	9	-	B-	-	1

grade 11

Course ID	Course	Subject	Teacher	Status	Grade Level	Term	Grade Earned	Score	Credits
17064	Digital Photography 1	Visual and Performing Arts	-	completed	11	-	B	-	1

Figure 28. My Course Records

Students can use the course information as an unofficial transcript and print the page. We recommend making sure your students and parents understand that course records **do not** count as an official transcript.

4.2 Interests and Ideas

There are two features in the **Interests and Ideas** section of the **Courses** tab:

- Interesting Courses
- Thoughts About my Course Plans

Interesting Courses

Interesting courses is a list of courses that your student has marked as being interesting.

interesting courses

Course Name

[AP Physics](#)[Biology](#)[Calculus Cheryl](#)[Forensics](#)**Figure 29.** Interesting Courses List

NOTE: If your school is a middle school and part of a district using Naviance Succeed, the student may select interesting courses from more than one high school's course catalog.



Thoughts About My Course Plans

This is a specialized form of journal entry where students can enter thoughts about their course plans, allowing them to reflect on future plans and the connection to their course choices.

thoughts about my course plans

Use this page to jot down your thoughts about your course plans for middle school, school. You can come back and edit this page any time if you have new ideas.

[middle school](#) [edit](#)

You haven't entered any thoughts about middle school courses yet.

[high school](#) [edit](#)

I want to be a forensic scientist so I need to take all the hard math classes!

Is chemistry more important than biology to a forensics person?

Figure 30. Thoughts About My Course Plans

4.3 My Course Plans

This section contains important course planning features as well as course plans once they have been created.

View My Current Multi-Year Plan

This feature displays the current course plan as well as how many credits have been earned. Students and parents can print the multi-year plan from this page.

my multi-year course plan

[print this page](#)

grade 9

Course	Subject	Credits Planned	Credits Earned
English 1/Reading Writing Skills BLOCK	English	1	0
Essentials of Algebra A Grade 9 (First Year)	Mathematics	1	0
Earth Science	Physical Science	1	0
World History	World History	1	1
ReadWrite Skills/Eng 1 BLOCK	Electives	1	1

grade 10

Course	Subject	Credits Planned	Credits Earned
English 2	English	1	0
Biology 1	Life Science	1	0
Algebra 1B (Second Year Algebra 1)	Mathematics	1	0
Cross Country/Girls (Fall)	Physical Education	1	0

Figure 31. Multi-Year Plan



Manage My Course Plans

This is the centerpiece of course planning on Family Connection, as it is where the student builds his or her plans.

Once the student clicks **Manage My Course Plans**, a list of his or her plans will appear with the option to add a new plan. If the student has submitted a plan for official approval or has an official course plan, it will appear in this list as well.

The screenshot shows a table titled "MANAGE YOUR PLANS". The columns are "Your Draft Plan(s)", "LAST EDITED", "EDIT", "VIEW/PRINT", "SCAN", "DELETE", and "SCHOOL". There is a section header "High School" above four rows of data. Each row contains a link to a plan, the last edit date, and icons for edit, view/print, scan, and delete. The school name is listed at the end of each row. A button at the bottom left says "+ add a new plan".

Your Draft Plan(s)	LAST EDITED	EDIT	VIEW/PRINT	SCAN	DELETE	SCHOOL
Cheryl's Graduation Plan Draft Plan	11/23/2009					Naviance High School
A Better Plan Draft Plan	11/23/2009					Naviance High School
A Better Plan Draft Plan 55	12/10/2009					Naviance High School
A Better Plan Draft Plan 1	02/17/2010					Naviance High School

Figure 32. Student List of Course Plans

4.4 Course Catalog Search

Students can search or browse the course catalog in Family Connection. Most pages in the **Courses** tab have a search box.

search for courses:

 Go

BROWSE COURSE CATALOG »

Figure 33. Search/Browse Courses

Once a student finds a course he or she is interested in, rolling over the course name will bring up a box like in Figure 34.



The image shows a rounded rectangular box with a light gray background. At the top left is a blue lightbulb icon with a white plus sign inside. Next to it is the text "add to my interesting course list". Below this is the message "No course description available.". A thin horizontal line separates this from the next section. Underneath is the text "Credits: 1". Another line follows, with "Grade Level(s): 9,10,11,12" on the next line. At the bottom is a blue link "view full details >". In the top right corner of the box is a small red "X". To the right of the box, there is a vertical column of five small, faint "IV" icons.

Figure 34. Course box

This will display the number of credits the course is worth, what grades the course can be taken in and a course description (if one exists). It also gives the student the ability to add the course to his or her interesting course list.

4.5 Course Planning Configurations

There are several settings that change the way Course Planning works in Family Connection. Adjusting these settings creates a workflow for course plans for the counseling office.

The image shows a configuration form titled "COURSE PLANNER: COURSE PLANNER FAMILY CONNECTION SETTINGS". It contains several settings with dropdown menus and buttons:

- Display the "Navigator" on the Family Connection course planner? [edit](#)
- Display the "College Power Score" on the Family Connection "Scan Your Plan" page? Yes
- How do you want to handle student draft plans? [What is this?](#)
- How do you want student course plans to be approved?

At the bottom are two buttons: "Cancel / Go Back" and "Save Changes".

Figure 35. Course Planning General Settings (Naviance Succeed)

These settings can be found by going to the **Courses > Configuration**. A list of the options follows.

General Settings

Display the "Navigator" on the Family Connection course planner: The Navigator is a cartoon alligator that is the unofficial Naviance mascot. It appears on Family Connection, giving students tips and support.



Display College Power Scan: Family Connection can display an image that symbolically represents the “power score” of a student’s course plan if you set the field for “Display the ‘College Power Scan’ on the Family Connection ‘Scan Your Plan’ page?” to yes. If you select no, the student will see how well his or her course plan meets college acceptance standards.

How do you want to handle student draft plans: Using Course Planning, students have the ability to make an infinite number of draft course plans. If you would like to review draft plans and eventually make a student course plan official, you would select **Allow students to submit them** for the question, **How do you want to handle student draft plans?**

How do you want student course plans to be approved? If you allow students to submit plans and make them official, you need to decide on approval mode. The approval mode will determine who must approve a course plan before it is made official. There are currently three approval modes:

No Approval Required (Open Mode) allows students to create official plans (necessary for plan scanning) without approval from either the school or parents.

Only School Approval Required requires that only the school must approve a course plan to become official. The school may choose to re-open the submitted plan for editing or approve the plan. Once approved, the student cannot edit the plan.

Both School and Parent Approval Required requires both parents and the school to approve a course plan before it is made official. The school must approve the plan first. Once approved by the school, a parent will have the ability to either re-open the plan for editing or approve the plan.

NOTE: Adjusting the approval mode can reset the status of some student plans. A warning will appear when you make the change, explaining the impact of this selection.

Customize Course Options

You can manage your students’ ability to view and edit course plans and view course history from **Connections > Family Connection > Customize Course Options**.

Like most Select and Update Optional Features controls, this is controlled by grade level.



Family Connection :: course options

Previous **Main menu** **Next**

Course Planner Permissions

Course Planner (My Academic Plan)	Current Grade Level of Student
View and edit course plans	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input checked="" type="checkbox"/> Test
Course History	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input checked="" type="checkbox"/> Test
Enable plan alerts for student course plans	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Alumni <input checked="" type="checkbox"/> Test
	<input type="button" value="Save Settings"/>

Main menu

Figure 36. Course Options (Naviance Succeed)

The options in this menu are:

View and edit course plans: Allows students to view and edit their course plans.

Course History: Allows students to view their course history. Disable if you have not imported student course history into Naviance Succeed.

Enable plan alerts for student course plans: Plan alerts will appear if a student selects courses and they do not meet the requirement set in the original plan of study.

Once options are set, click **Save Settings** to update settings for course planning.

Checklist:

Now that you have complete this chapter, you should be able to do the following:

- Show students where they can view their course records
- Show students how to enter thoughts about their course plans
- Show students how to add a course to the interesting courses list
- Help students build course plans in Family Connection
- Show students how to search for courses
- Configure Course Planning settings in Naviance Succeed



Chapter Five: Colleges Tab

This chapter covers the features that can be found on the **Colleges** tab in Family Connection, which include:

- Searching for colleges
- College research tools
- College application tools
- Scholarships and money

This chapter will also cover how to configure these features for your students and parents.

5.1 Searching for Colleges

Family Connection has multiple college search tools.

The screenshot shows the Naviance Family Connection interface with the 'colleges' tab selected. The top navigation bar includes links for home, courses, colleges (highlighted in blue), careers, about me, and my planner. A cartoon owl icon is on the right.

my colleges

- search for colleges:
- [MORE SEARCH OPTIONS >>](#)
- [colleges I'm thinking about](#)
- [colleges I'm applying to](#)

Upcoming college visits

- 11/18/11 University of Mississippi [details »](#)
- 12/09/11 Cornell University [details »](#)
- 12/16/11 Marquette University [details »](#)

[view all upcoming college visits](#)

college research

- [SuperMatch™ college search](#)
- [college match](#)
- [college compare](#)
- [college lookup](#)
- [college search](#)
- [college resources](#)
- [college maps](#)
- [scattergrams](#)
- [acceptance history](#)
- [enrichment programs](#)

scholarships & money

- [scholarship match](#)
- [scholarship list](#)
- [scholarship applications](#)
- [national scholarship search](#)

Figure 37. Colleges tab



College Lookup

College Lookup is a search tool that lets students find college profiles by name, first letter of college name or location.

college lookup

Look up by name:

 Go

Look up by letter:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Look up by state:

 Go

Look up by country:

 Go

Figure 38. College Lookup

College Search

College Search is a more advanced search tool that enables students to create searches that focus on college criteria that are more important to them, such as costs, campus surroundings, available majors, etc. Once a search is created, it can be saved and re-used.

advanced college search

To start, begin with a section that's important to you. 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. Once you have narrowed down your list of schools, you will be able to compare these colleges using historical admissions results from your own school.

Saved Searches: [edit saved searches](#)

[Type](#) :: [Location](#) :: [Students](#) :: [Admission](#) :: [Athletics](#) :: [Majors](#) :: [Costs](#) :: [Special Programs](#)

Number of matches: 3706 ([view matches](#)) ([start over](#))

School Type	
Two year vs. Four Year	<input type="radio"/> Two Year <input type="radio"/> Four Year <input checked="" type="radio"/> No preference
Public vs. Private	<input type="radio"/> Public <input type="radio"/> Private <input checked="" type="radio"/> No preference

Figure 39. Advanced College Search



SuperMatch™

SuperMatch™ is a visually-based search that allows students to find the best fit. Students select from a list of college decision factors on the left and rank their importance. On the right, the best match for the student will appear, with information about why the college(s) is a good match for the student.

College Search (3,784 schools available)

X Start Over

FIND A FAVORITE SCHOOL
Enter name of school

FIND YOUR BEST FIT

- Location
- Majors
- My Scores
- Tuition and Fees
- Ethnicity
- School Type
- School Size
- Campus Setting
- Public or Private
- Gender Mix
- Historically Black
- Getting In

IT'S YOUR FUTURE.
WE'RE JUST YOUR RIDE.

How Do I Get Started?

1 Click
Click a criteria item in the left column and enter your data to get started.

2 Rank
Rank how important each of your

Check out this video for a quick demo!

Figure 40. SuperMatch™

5.2 College Research Tools

There are 10 tools in the college research section of Family Connection that students and families can use to find colleges of interest.

- SuperMatch™
- College match
- College compare
- College lookup
- College search
- College resources
- College maps
- Scattergrams
- Acceptance history
- Enrichment programs

This section covers the seven remaining research tools (the search tools were covered in **5.1 Searching for Colleges in Family Connection**).



College Match

College Match uses colleges on the student's prospective (colleges I'm interested in) and active application (colleges I'm applying to) lists and comes up with colleges that match in several different ways. One way is to show colleges that other students applying to that school have selected. Data for College Match is pulled from students across the Naviance Network.

college match

Colleges Other Students Like ([explain](#))

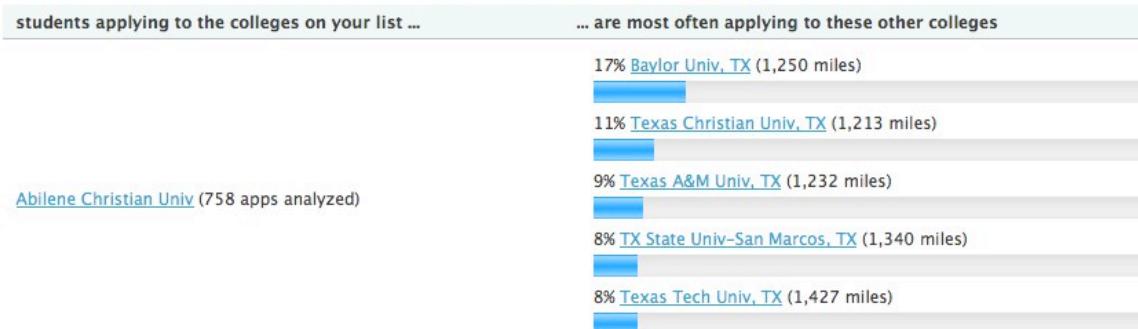


Figure 41. College Match

College Match also matches students to colleges that regularly accept students who have similar test scores and GPA.

College Compare

The College Compare tool allows a student to choose colleges from Naviance Succeed's database of over 8,000 colleges and compare his or her test scores and GPA to those of students from his or her school or district who have applied to the school.

College Compare (2002 – 2010)											
	GPA	PSAT to SAT 1600	PSAT to SAT 2400	Single SAT 1600	Combined SAT 1600	Single SAT 2400	Combined SAT 2400	PLAN to ACT	ACT	IB	Accept
Trent Abercrombie	3.14	1600	2400	-	1200	1800	1800	-	-	6	-
SUNY Binghamton	3.86	1230	1955	1230	1280	1955	1955	-	-	-	3/8
Tulane Univ					--insufficient data--						
UC Santa Barbara					--insufficient data--						

Figure 42. College Compare List

College Resources

College Resources provides a list of web resources about college information, financial aid and other key topics in the college admissions process. This page cannot be modified.



College Resources

➤ [College Search](#)

➤ [Financial Aid](#)

➤ [Test Prep](#)

➤ [College Athletics](#)

➤ [Military](#)

College and Careers

[CollegeView](#)

Research colleges, majors and financial aid.

[U.S. News & World Report](#)

Best college rankings in U.S. News and World Report, with admissions information.

Figure 43. College Resources

College Maps

College maps are a result of a partnership between Naviance Succeed and MapQuest that allows students to see where colleges are located. A visual representation of the data can give students insights they may not have had otherwise and help in the search process.

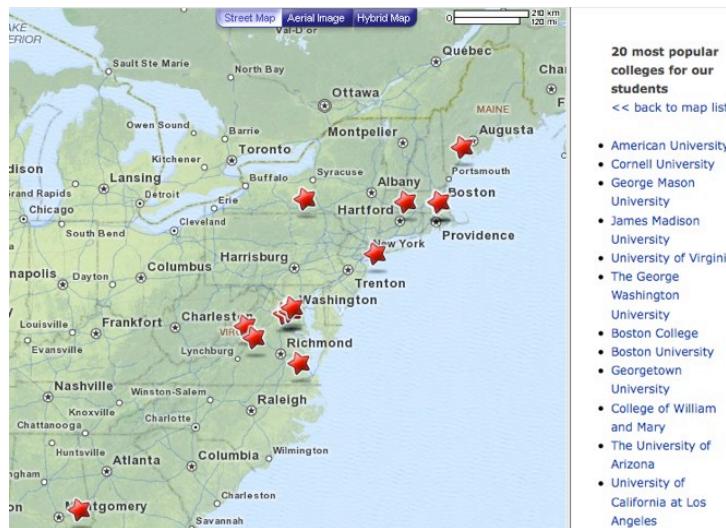


Figure 44. Example College Map



Acceptance History

The College Acceptance History shows students a list of colleges that students from your school have applied to and enrolled in over a certain time range. You can set that range in Naviance Succeed.

Students can link from Acceptance History to a map visually representing where your school's alumni attend college or to college profile pages.

college acceptance history (2002 – 2010)

College	Accepted (Map)	Enrolled (Map)
Abilene Christian University	2	0
Adams State College	1	0
Adelphi University	13	1
Adirondack Community College	4	0
Albany College of Pharmacy	5	3
Alfred State College	2	0
Alfred University	3	2
Allegheny College	10	2
Amarillo College	1	0
American University	52	11
Amherst College	6	1

Figure 45. College Acceptance History list

Scattergrams

Scattergrams are extremely popular with students and families as they research colleges. The ability to visualize chances of admission makes this tool simple and effective to understand. However, scattergrams are not a guarantee of whether or not a student will be admitted to a particular institution. They merely show trends in the college application process for other students at his or her school.



scattergram

College: American University (104 apps)

GPA Type: Unweighted GPA

Test type: SAT (1600 scale)

Display Graph

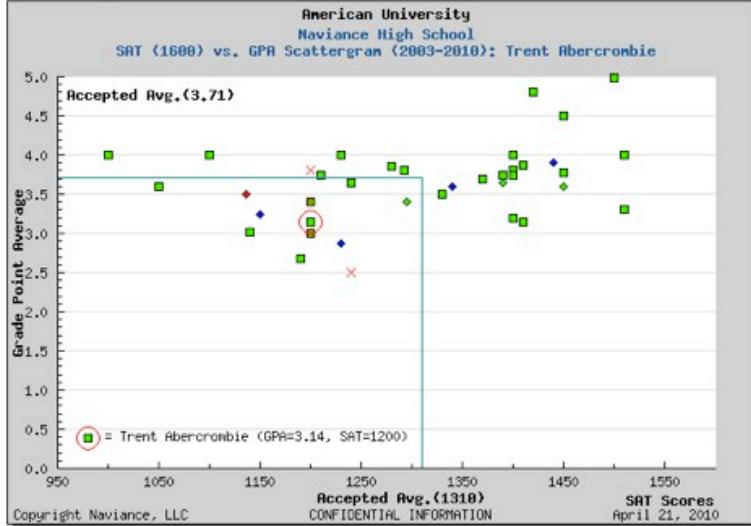


Figure 46. Scattergram in Family Connection

Please note that if there is not enough data as determined by the Family Connection settings, the scattergram for a particular university may not show data. This protects student privacy.

Enrichment Programs

Students can access a robust list of enrichment programs from the College Research section of Family Connection. Students can change the display order of the enrichment programs or filter the enrichment program by topic. They can also filter programs to show ones with future deadlines or only show programs added or changed since the last visit.



enrichment programs

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select a topic:

(does not matter)
Academic (pre-college enrichment)
Acting
Aerospace
Agriculture
Animation
Anthropology
Archeology

Search by topic : Go

Order by: Name ▾

- Only show programs with future deadlines
 Only show programs added or updated since my last visit

Results 1-50 of 462 1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)

Name	Deadline	Program Dates	Location	Last Updated
3 Days of Fashion	06/11/2010	For Summer 2010 – Orange County: June 21-23; Los Angeles: June 23-25; San Diego: June 28-30; San Francisco: June 30-July 2	California	12/29/2009
4 Star Camps at the University of Virginia	-	6/27-8/6/2010 (1-wk, 2-wk, 3-wk, 4-wk sessions)	Virginia	01/12/2010
A Cultural Immersion Experience: Nepal	-	Six-week summer programs begin in July, 12-week extended programs begin in March and September		11/21/2009

Figure 47. Enrichment Programs

5.3 College Application Tools

Family Connection includes several features to assist in the college application process.

- Upcoming college visits
- Colleges I'm thinking about
- Colleges I'm applying to

my colleges

➤ [colleges I'm thinking about](#)

➤ [colleges I'm applying to](#)

Upcoming college visits

- 11/18/11 University of Mississippi [details »](#)
- 11/18/11 Baylor University [details »](#)
- 12/09/11 Cornell University [details »](#)

[view all upcoming college visits](#)

Figure 48. My Colleges section of the Colleges tab

Upcoming College Visits

866-337-0080 703-859-7300 [www.naviance.com](#)

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Students can view and sign up for college visits directly from Family Connection. A student can get automatic notification of a college visit if the college has been added to his or her **Colleges I'm Thinking About** list or if the student signed up for the visit on Family Connection.

Students can view the complete list of college visits by clicking **View All Upcoming College Visits**, which will open the college visit schedule.

college visits

College	Date	Time	Location
information sign up Howard University	June 15, 2010	10:00 AM	Library
information sign up Northern Virginia Community College - Alexandria Campus	July 15, 2010	8:00 AM	Main Counseling Office
information sign up George Mason University	August 15, 2010	11:00 AM	Mr. Bigg's Office

Figure 49. College Visit List

If the visit is correctly linked to the college, not only will students be able to see information about the visit using the **Information** link, but they can also see the college's profile page by clicking on the college's name.

Colleges I'm Thinking About

As a student researches colleges, he or she can begin adding them to the **Colleges I'm Thinking About** list in Family Connection.

colleges I'm thinking about

[+ add to this list](#) | [compare me](#)

College	Delivery type	Added By	Expected Difficulty*	My Interest	Application Deadlines†				Actions
					Early Decision	Early Action	Priority	Regular Decision	
<input type="checkbox"/> Univ of Baltimore		student	N/A	First Choice	-	-	-	-	
<input type="checkbox"/> Emory & Henry Coll		student	N/A	High	11/1	-	2/15	-	
<input type="checkbox"/> Hampton Univ		student	N/A	Medium	-	11/1	-	3/1	
<input type="checkbox"/> Ohio State Univ Newark		student	N/A	Low	-	-	-	7/1	

[Update Interest](#) [Move to Application List](#) [Remove from List](#)

* Difficulty of admission specifically for you as estimated by your counselor

†College information is provided by the colleges themselves. Costs, dates, policies, and programs are subject to change, so please confirm important facts with college admission personnel.

Figure 50. Colleges I'm Thinking About

To add colleges to this list, the student should click the **Add to This List** link.

Colleges I'm Applying To

866-337-0080 703-859-7300 [www.naviance.com](#)

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Once a student makes a decision about which schools he or she wants to apply to, the student can move colleges from the **Colleges I'm Thinking About** list to the **Colleges I'm Applying To** list or add colleges to the list by searching for the colleges.

From the **Colleges I'm Applying To** list a student can request transcripts and recommendations and complete the Common Application waiver.

colleges I'm applying to

[+ add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript Office Status	My App.	Results	Actions
<input type="checkbox"/> Alabama A&M Univ	RD	-		N/A	-	sent	Mid-year submitted	have you applied?	Unknown
<input type="checkbox"/> American Univ	RD	Unknown		N/A	1/15/11	sent	Final submitted	have you applied?	Unknown
<input type="checkbox"/> Bowie State Univ	RD	-		N/A	-	requested	Final submitted	have you applied?	Unknown
<input type="checkbox"/> James Madison Univ	RD	-		N/A	1/15/11	requested	Pending	have you applied?	Unknown
<input type="checkbox"/> Northern Virginia CC - Annandale	RD	-		N/A	-	requested	Initial materials submitted	have you applied?	Unknown
<input type="checkbox"/> West Virginia Univ	RD	-		N/A	4/1/11	sent	Mid-year submitted	have you applied?	Unknown

Figure 51. Colleges I'm Applying To list

Students can edit their applications, contact the college, view a graph (the scattergram) or visit the website of the college on their lists. They can also request transcripts, delete applications or add new applications to the list.

If you scroll down the page, you can see that a student can also request teacher recommendations or indicate which college the he or she is attending.



College that I am attending

Alfred Univ

Update

Teacher Recommendations

[add/cancel requests](#)

Teacher	Status
Reviewer Barton	Completed
Shaun Fanning	In progress

⇒ COMMON APPLICATION PRIVACY NOTICE

You have indicated that you DO waive your right to access Common Application recommendation forms completed by your school. You have indicated that you authorize all secondary schools you have attended to release all requested records and review your application for the admission process. This information was recorded by you at March 15, 2010 12:07 PM from the following IP Address:

10.56.168.3

Your Common Application username and password has been stored to help locate your account when teachers submit their recommendations.

Figure 52. Colleges I'm Applying To page

Figure 52 shows a student who has waived his or her right to see recommendation forms; if the student has not yet completed the FERPA privacy waiver, he or she would see a notice at the top of the page.

5.4 Scholarships and Money

There are three built-in tools to research and find scholarships:

- Scholarship match
- Scholarship list
- Scholarship applications
- National scholarship search

Students and families can also manage a list of scholarship applications through Family Connection, which makes it easier for counselors and teachers to remember recommendation deadlines.

Scholarship Match

Scholarship match shows students a list of scholarships that are a suitable match for them based on criteria entered by the school. It is based on the scholarship list the school creates or imports and not from a national database. For example, a student can be matched on GPA, SAT, gender, ethnicity, etc. After that, scholarships without restrictions will be listed.



scholarship match

Below are scholarships with requirements that may be a suitable match for you according to the information that your school has entered about each scholarship. If a scholarship is listed as "no restrictions found", this means that your school did not enter any qualifications for the scholarship that would indicate you are ineligible such as gender, ethnicity, minimum gpa, etc. Some scholarships on this list may still have special requirements that are not listed on this site and you should verify your eligibility with the scholarship organization or your counselor if uncertain.

Scholarship	Matching Criteria	Deadline
<input type="checkbox"/> Ansel Adams Memorial Scholarship	minimum gpa, minimum SAT	4/1
<input type="checkbox"/> Together We Can Do It	minimum gpa	3/25
<input type="checkbox"/> TC Williams Alumni Scholarship	minimum gpa	1/3
<input type="checkbox"/> HOPE Scholarship and Grant Program	minimum gpa	-
<input type="checkbox"/> Matusi scholarship	minimum gpa	1/10
<input type="checkbox"/> Suzzie Fagg	minimum gpa	2/14
<input type="checkbox"/> Braxton Science & Technology	minimum gpa	4/19
<input type="checkbox"/> Art & Technology	minimum gpa	1/29

Figure 53. Scholarship Match

Scholarship List

The Scholarship List is a listing of all the scholarships in your school or district's database. Students may filter scholarships by category or only see scholarships added or updated since their last visit. Students can also sort scholarships by the column names.

scholarships and financial aid

The list below contains scholarships or financial aid awards that may be relevant for you. Click the name of a scholarship to view more information or click the column headings to sort by name, category, deadline or maximum award.

You may also check the scholarships for which you are submitting applications and then click "Add Selected Scholarships to My List" below.

Browse by category: Only show scholarships added or updated since my last visit

Name	Deadline	Maximum Award	Merit Based	Need Based	Essay Req	Service Req
<input type="checkbox"/> A+ Student Scholarship	2/4	1000	X	X	X	
<input type="checkbox"/> ABC Scholarship	1/16	30,000	X	X		
<input type="checkbox"/> Action Allen Scholarship	-	N/A				
<input type="checkbox"/> AFROTC	-	N/A				
<input type="checkbox"/> AFROTC 2	-	N/A				
<input type="checkbox"/> Alaskan Heritage Scholarship	-	N/A				

Figure 54. Scholarship List

Scholarship Applications

Students can maintain a list of scholarships they have applied for or been awarded in Family Connection. They can add applications or edit the list of current scholarship applications and awards.



edit my scholarships

[< back to my scholarships](#)

Please enter dollar amounts without any commas or dollar signs. If there is no dollar amount, you may leave the field blank.

Name	Result	\$ Awarded
ABC Scholarship	awarded <input type="button" value="▼"/>	\$ <input type="text" value="500"/>
Action Allen Scholarship	awarded <input type="button" value="▼"/>	\$ <input type="text" value="50000"/>
AFROTC 2	unknown <input type="button" value="▼"/>	\$ <input type="text"/>
Alumni scholarship	awarded <input type="button" value="▼"/>	\$ <input type="text" value="776"/>
DuBois Award	unknown <input type="button" value="▼"/>	\$ <input type="text"/>

Figure 55. Editing Scholarships**National Scholarship Search**

National Scholarship Search is a service provided through Naviance and Sallie Mae. Students can edit their profiles to find matches, add a scholarship to their favorites or delete scholarships they don't want to apply for.

national scholarship search

SallieMae® How to pay for college

Scholarship Search Results

Matches (18) Favorites Trash Edit Profile

Scholarship Name	Deadline	Amount	Status
MoolahSPOT Scholarship	6/30	\$1,000	<input type="checkbox"/>
National Oratorical Contest	Varies	\$18,000	<input type="checkbox"/>
District of Columbia Tuition Assistance Grant	6/30	\$10,000	<input type="checkbox"/>
FISCA Scholarship favorite	4/3	\$2,000	<input checked="" type="checkbox"/>
Stuck at Prom Scholarship	6/8	\$3,000	<input type="checkbox"/>
\$1,000 Scholarship Sponsored by Sallie Mae	Monthly	\$1,000	<input type="checkbox"/>

Figure 56. National Scholarship Search

5.5 Other College Planning Information

The left-hand section of the Colleges tab contains links to other information that can be useful to college planning:

- Transcripts
- Test scores



resources

- [transcripts](#)
- [test scores](#)

test preparation

- [test preparation](#)

Figure 57. Additional Resources Menu

Transcripts

Selecting transcripts takes the student to a menu where he or she can request transcripts for various needs or view the status of your transcript requests. The transcripts option will only appear if your school has enabled this functionality.

transcripts

- [Request transcripts for my college applications](#)
- [Request transcripts for scholarships or athletics](#)
- [View the status of all my transcript requests](#)

Figure 58. Transcript Request Menu

Test Scores

Selecting test scores takes the student to the **About Me** tab with a list of his or her test scores. More about test scores will be covered in Chapter 7.

5.6 College Planning Configurations

There are several configurations related to College Planning on the Select and Update Optional Features page. Some of the features controlled by these settings have further setup options that you can review in the **Setup > Preferences** section and learn more about in the **College Planning with Naviance Succeed** course.



Feature	Grade Levels
Scattergrams [i] disclaimer	<input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests <input type="checkbox"/> Test
Game plan survey	<input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Guests <input type="checkbox"/> Test
Graduation survey	<input checked="" type="checkbox"/> 12 <input type="checkbox"/> Test
Scholarships	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests <input type="checkbox"/> Test
Scholarship Match	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests <input type="checkbox"/> Test
National Scholarship Search	<input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input checked="" type="checkbox"/> Guests <input type="checkbox"/> Test
Enrichment Programs	<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests <input type="checkbox"/> Test
College visits	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input checked="" type="checkbox"/> Guests <input type="checkbox"/> Test
Acceptance history	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input checked="" type="checkbox"/> Guests <input type="checkbox"/> Test
Resources	<input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Guests <input type="checkbox"/> Test
Common App Waiver	<input type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Test
College Match	
Admission History	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Alumni <input checked="" type="checkbox"/> Test
Universal Overlaps	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input checked="" type="checkbox"/> Test
ActiveMatch	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input checked="" type="checkbox"/> Test
College Compare	<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests <input checked="" type="checkbox"/> Test
College Search	<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input checked="" type="checkbox"/> Guests <input type="checkbox"/> Test
SuperMatch™ College Search	<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Guests <input type="checkbox"/> Test
College Profiles	<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input checked="" type="checkbox"/> Guests <input type="checkbox"/> Test
College Confidential Posts	<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests <input type="checkbox"/> Test
College Statistics	<input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input type="checkbox"/> Alumni <input type="checkbox"/> Guests <input type="checkbox"/> Test
College Maps	<input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test

Figure 59. College Planning Family Connection Settings (Naviance Succeed)

Basic Features

Scattergrams, college visits, acceptance history and resources: These settings give students access to these resources on the **Colleges** tab of Family Connection. Scattergrams have more configuration options listed in the Options for Statistics and Scattergrams section. Also, when using scattergrams, you can create a unique disclaimer explaining that meeting or exceeding scattergram criteria is not a guarantee of admission. By clicking on the **Disclaimer** link, you will be taken to an HTML editor to create the disclaimer.

Common App Waiver: Access to the Common Application waiver is restricted to 11th and 12th graders and requires the student to have an account at commonapp.org to complete the waiver.



College Match: Naviance Succeed offers three options to assist students who use college match. You can use one or all three options with College Match.

- *Admission History* - matching students based on historical GPA and test score data
- *Universal Overlaps* - students are matched to colleges based on colleges already in their lists using data from across the Naviance Network
- *Active Match* - students are matched to colleges seeking applications like the student's application.

College Compare: Gives students access to the college compare feature. A signed-in student will see his or her score and GPA compared against the averages of accepted students from his or her high school.

College Search: This option should be enabled so that students can search for college profiles and information.

College Profiles: If college profiles are not available, college statistics, maps, etc. will not work properly.

Application Milestones: Allows students to see the application milestones on an application by selecting **View Detailed Status** from the list of colleges they're applying to.

Expected Application Outcome: If turned on, students can go to the **Colleges I'm Applying To** page and they will see an expected difficulty entered by the counselor such as far reach, reach, possible, likely and safety.

Student Edit Permissions

Along with access to college planning features, the ability to take actions on applications or sign up for visits is controlled from Select and Update Optional Features.



Student Edit Permissions	Grade Levels
Edit personal and demographic information	<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Edit email address	<input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Edit username	<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Edit password	<input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Add or edit test scores	<input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Add active applications	<input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Edit active applications	<input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Delete active applications	<input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Mark applications as submitted by the student	<input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Update which college the student is attending	<input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Add or edit scholarships awarded	<input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Add or edit prospective colleges list	<input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input checked="" type="checkbox"/> Test
Can sign up for college visits online	<input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Test

Figure 60. Student Edit Permissions (Naviance Succeed)

These are the permissions that are connected to College Planning on Family Connection.

Add or edit test scores: Lets students add or edit their own standardized test scores.

Add active applications: Students can add a college to the **Colleges I'm Applying To** list and perform initial application information actions.

Edit active applications: Gives students the ability to edit application information after it's added, including the ability to indicate application results.

Delete active applications: Gives a student the ability to delete applications from his or her **Colleges I'm Applying To** list.

Mark applications as submitted by the student: Allows a student to mark that he or she has submitted his or her applications when editing an application.

Update which college the student is attending: Allows a student to indicate which college he or she will be attending.

Add or edit prospective colleges list: Allows students access to and ability to use **Colleges I'm Thinking About** feature on Family Connection.

Can sign up for college visits online: Allows students to sign up for college visits (the ability to see college visits is controlled by a different permission).



Parent Edit Permissions

Add to child's prospective colleges list: this permission gives parents/guardians the ability to add a college to their student's "colleges I'm thinking about" list.

Options for Statistics and Scattergrams

By clicking the **More** link in the title, you will get a more detailed description of these permissions. These options allow a school to control the amount of data students can see on scattergrams.

Options for Statistics and Scattergrams [more>>](#)

Senior class applications:	<input type="button" value="Hide application results"/>
Minimum total data points:	<input type="button" value="3"/>
Minimum accepts/denies:	<input checked="" type="checkbox"/> Require at least two dots of one type
Scattergram Symbols:	<input type="button" value="Advanced"/>
Allow GPA toggle:	<input checked="" type="checkbox"/> Allow students to change GPA type on graph

Figure 61. Options for Statistics and Scattergrams (Naviance Succeed)

Senior class applications: Family Connection does not display detailed application results for the current senior class year in college research tools. You can change this if you want it included.

Minimum total data points: This determines the number of applications (with results) from your school that need to exist before scattergrams/detailed statistics will display the information. This protects student privacy.

Minimum accepts/denies: This option protects student privacy by giving schools the option to restrict scattergram results until there are two or more accepted/denied results for a particular college.

Scattergram Symbols: Allows you to choose what symbol set you use with scattergrams.

Allow GPA toggle: This gives students the ability to filter scattergrams based on different types of GPA (weighted, unweighted) when researching colleges.

Scholarship Settings

There are four settings which give access to scholarship features on Family Connection based on grade year: *Scholarships*, which gives access to the scholarship list, *Scholarship Match*, which gives students access to the scholarship match feature, *National Scholarship Search*, which gives students access to the National Scholarship Search hosted by Sallie Mae, and *Add or edit scholarships awarded*, which allows the student to add or edit scholarships that have been awarded via Family Connection.



Scholarships	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Guests <input type="checkbox"/> Test
Scholarship Match	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
National Scholarship Search	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Guests <input type="checkbox"/> Test

Figure 62. Scholarship Family Connection Settings (Naviance Succeed)

Enrichment Program Settings

Naviance Succeed allows you to maintain an online enrichment and summer program database that may be shared with students through Family Connection. Students can search and sort the enrichment program list based on a number of criteria including type, keyword, and deadline.

To display enrichment programs in Family Connection, go to **Connections > Family Connection > Select and Update Optional Features** and find the line for enrichment programs.

Transcript Request Manager Settings

The settings for transcript requests are located on the **Settings** tab from **Home > Transcripts**. Click **Edit** to edit the settings.

Transcript Request Manager

requests students payments settings

TRANSCRIPT TRACKING SETTINGS

edit

Parent consent:	Do NOT require parent consent to be recorded in College Planner for transcripts
Payments:	No transcript fees
Mid-year:	Do NOT require mid-year transcript by default for college transcripts
Family Connection:	Display transcript request status and allow students to request transcripts Enabled for grade(s): 12
Student Request Options:	Hide options to request unofficial scores or mid-year transcripts
Counselor Request Options:	Do not allow counselors to request transcripts when adding applications for a student

Figure 63. Transcript Request Manager Settings (Naviance Succeed)

The settings relating to Family Connection are:

Family Connection: Schools have one of three options which are controlled by grade year.

- Not show any transcript information on Family Connection
- Display request status but not allow transcript requests
- Display request and allow students to request transcripts through Family Connection.

Student Request Options: You can show or hide the ability to request unofficial scores and mid-year transcripts on Family Connection, if transcript requests are allowed.



Recommendation Request Manager Settings

The settings for teacher recommendation requests are located on the **Settings** tab from **Home** > **Recommendations**. Click **Edit** to edit the settings.

The screenshot shows the 'Teacher Recommendations' settings page. At the top, there are three tabs: 'requests', 'settings' (which is selected), and 'summary'. Below the tabs is a section titled 'TEACHER RECOMMENDATION SETTINGS'. This section contains two tables. The first table, 'Approval Option', has two rows. The first row, with an unchecked radio button, says 'Recommendation requests do not require approval'. The second row, with a checked radio button, says 'Recommendation requests require approval'. To the right of this table is another table titled 'Status Indicators' with four items: 'In Progress', 'Completed', 'Requested', 'In Progress', 'Completed', and 'Unable to Complete'. The second table in 'TEACHER RECOMMENDATION SETTINGS' is titled 'Student Requests' and contains two options: 'Students cannot request or cancel recommendations from the Family Connection' (unchecked) and 'Students can request or cancel recommendations from the Family Connection' (checked). At the bottom of the page is a 'save' button.

Figure 64. Recommendation Request Manager Settings (Naviance Succeed)

The settings are:

Approval Option: Schools can create an approval process for recommendations.

Student Requests: Makes teacher recommendation requests available on Family Connection.

Checklist

Now that you have completed this chapter, you should be able to do the following:

- Show students how to search for colleges in Family Connection
- Show students how to research colleges, scholarships and enrichment programs
- Configure College Planning settings in Naviance Succeed



Chapter Six: Careers Tab

This chapter covers the features that can be found on the **Careers** tab in Family Connection, which include:

- Exploring careers
- Career assessments

This chapter will also cover how to configure these features for students and parents.

The screenshot shows the Naviance participant interface. At the top, there are four tabs: 'colleges', 'careers' (which is highlighted in blue), 'about me', and 'my planner'. Below the tabs, there are two main sections. The first section, titled 'explore careers', contains two links: '[favorite careers & clusters](#)' and '[explore careers & clusters](#)'. The second section, titled 'what are my interests?', contains two links: '[personality type](#)' and '[career interest profiler](#)'. A cartoon owl icon is visible in the top right corner.

Figure 65. Careers tab

6.1 Exploring Careers

Naviance uses the career clusters developed by the States' Career Cluster initiative. For more information about the States' Career Cluster, please go to <http://www.careerclusters.org>.

To explore careers, a student should click the **Explore Careers and Clusters** link on the **Careers** tab.

The screenshot shows the 'explore careers' section of the Naviance participant interface. At the top, there are four tabs: 'colleges', 'careers' (which is highlighted in blue), 'about me', and 'my planner'. Below the tabs, there are two main sections. The first section, titled 'explore careers', contains two links: '[favorite careers & clusters](#)' and '[explore careers & clusters](#)'. The second section, titled 'what are my interests?', contains two links: '[personality type](#)' and '[career interest profiler](#)'. A cartoon owl icon is visible in the top right corner.

Figure 66. Explore Careers



Once a student has found a career, a tabbed page will appear with a description of the career, related majors and career clusters for the career, the knowledge and skills needed for the career, common tasks and activities, wage information and sometimes a career video. Career profiles come from the Bureau of Labor Statistics.

[Explore Careers :: Architecture Teachers](#)

[+ add to my list](#)

[Overview](#) [Knowledge & Skills](#) [Tasks & Activities](#) [Wages](#)

Job Description

- Teach courses in architecture and architectural design, such as architectural environmental design, interior architecture/design, and landscape architecture.

Related College Majors

- Architecture (BArch, BA/BS, MArch, MA/MS, PhD) ([find colleges](#))
- Environmental Design/Architecture ([find colleges](#))
- Interior Architecture ([find colleges](#))
- Landscape Architecture (BS, BSLA, BLA, MSLA, MLA, PhD) ([find colleges](#))
- Teacher Education & Professional Development, Specific Subject Areas, Other
- City/Urban, Community and Regional Planning ([find colleges](#))
- Architectural Engineering ([find colleges](#))

Related Career Clusters and Pathways

[Architecture and Construction](#)

[Design/Pre-Construction](#)

[Education and Training](#)

[Teaching and Training](#)

[Government and Public Administration](#)

Figure 67. Career Information page

Students can also access career cluster and pathway pages that share an overview of the cluster or pathway, the employment outlook, related careers and majors, and possibly plans of study (if created by the school).



Education and Training

[Add this cluster to your list](#)

[Overview](#) [Credentials](#) [Related Careers](#) [Related Majors](#) [Plan of Study](#)

Education and Training

[+ ADD](#)

Administration and Administrative Support

[+ ADD](#)

Professional Support Services

[+ ADD](#)

Teaching and Training

[+ ADD](#)

Overview

There are thousands of challenging educational and training opportunities within the high-skilled world of Education and Training. Learners need a solid background in academic, technical and presentation/ facilitation skills. The educational background for a career in the education and training field can begin in high schools, technical colleges, two-year community colleges, four-year colleges, internships, career technical schools/institutes and human resource/training organizations.

Along the way, career guidance professionals assist learners in assessing their educational goals, interests, abilities and skills to facilitate a good match to the cluster's many pathway options. Learners participate in relevant educational opportunities framed in the context of the cluster. They gain knowledge and skills through coordinated workplace learning experiences such as site visits, job shadowing and internships. If they choose, they may achieve valuable skill certifications that lead to employment. Colleges and universities offer advanced degrees that prepare learners for professional and technical careers.

This diverse Career Cluster prepares learners for careers in planning, managing and providing education and training services, and related learning support services. Millions of learners each year train for careers in education and training in a variety of settings that offer academic instruction, career technical instruction, and other education and training services.

Employment Outlook

A growing emphasis on improving education and making it available to more Americans will increase the overall demand for workers in the Education and Training Cluster. Families are expected to devote greater resources to in-home training programs in

Figure 68. Career Cluster page

Searching for Careers and Clusters

A student can search for careers and clusters in two ways. If the student has a specific career in mind, he or she can type it into the search box on the **Careers** tab and get search results.

search for careers:

[MORE SEARCH OPTIONS >>](#)

Figure 69. Search Box

If the student is not sure which career he or she would like to research, the student can select **Explore Careers & Clusters** from the **Careers** tab to get an Advanced Search box, as well as a list of the career clusters and pathways.



CAREER FINDER

Search by keyword: Browse by alphabet: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)Browse by category: Search by Holland Code: ([what is this?](#))

Narrow down your search by choosing up to three types.

Figure 70. Advanced Career Search

CLUSTER FINDER

Go directly to a cluster or pathway:

Career clusters are a way of grouping careers with common features and skills. Careers grouped into the same cluster typically require similar education and training. Exploring clusters can be a useful way to find a good career match, especially if you have general areas of interest but are not sure what specific careers match those interests. Career clusters can also help you better understand how your coursework in school can prepare you for certain types of careers.

Click on a career cluster to explore:

[Agriculture, Food and Natural Resources](#)[Arts, Audio/Video Technology and Communications](#)[Education and Training](#)[Government and Public Administration](#)[Hospitality and Tourism](#)[Architecture and Construction](#)[Business Management and Administration](#)[Finance](#)[Health Science](#)[Human Services](#)**Figure 71.** Cluster Finder**Adding Careers & Clusters to the Favorites List**

Once a student has located a career, cluster or pathway in which he or she has interest, the student can add that career to his or her list of favorites. The student does this by clicking **Add this Career/Cluster to Your List** from the career or cluster page or simply **Add** if there is a list of pathways on a cluster page.

[**Business Management and Administration**](#) [Add this cluster to your list](#)**Figure 72.** Add this cluster button



Once the career or cluster is added, it will be on the **Favorite Careers & Clusters** page, along with any suggested careers or clusters.

my favorite careers & clusters

my careers :: [explore careers](#)

Name	Holland Code
Copy Writers	Artistic

my saved career clusters & pathways :: [explore career clusters](#)

Career Cluster	Pathway	
Arts, Audio/Video Technology and Communications	--	remove
Business Management and Administration	Administrative Support	remove
Government and Public Administration	--	remove

Figure 73. Favorite Careers & Cluster page

6.2 Career Assessments

Family Connection contains four career assessments:

- Career Cluster Finder
- Do What You Are™
- Career Interest Profiler (high school)
- Career Key™ (middle school)

Career Cluster Finder

Career Cluster Finder is a simple assessment that helps students discover which career clusters may be a good match for them based on activities that interest them, personal qualities the students have and subjects they enjoy in school.

Students access the Career Cluster Finder by selecting **Cluster Finder** from the **Careers** tab.



cluster finder :: identify a top career cluster

⇒ You have not yet started the survey. Click "let's begin" below...

1. start

2. activities

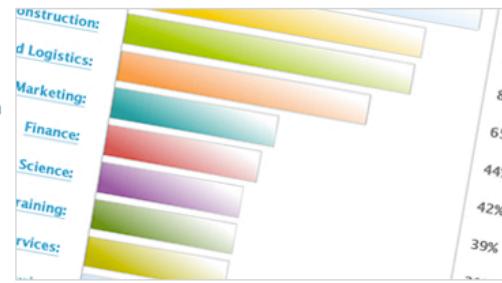
3. personal qualities

4. school subjects

5. results

Find career clusters that match your interests and personal qualities.

The Cluster Finder will help you learn what career clusters may be a good match for you based on activities that interest you, personal qualities that you have and subjects that you enjoy studying in school.



Activities

Select activities you enjoy doing now and would like to do in the future.



Personal Qualities

Select personal qualities that best describe you.



School Subjects

Select subjects you enjoy studying in school.



Results

We'll show you list of the top clusters that are likely to be a good match.

Figure 74. Career Cluster Finder

The assessment is extensive but easy to follow; a student can stop filling out information at any time and return to the page where he or she stopped with all of the choices intact.

Once the student has finished the assessment, the top three clusters will appear and a ranking of all clusters, as well as the student's answer to the questions. The student can add his or her top clusters to the list.



cluster finder :: results

[1. start](#)[2. activities](#)[3. personal qualities](#)[4. school subjects](#)[5. results](#)

Your top cluster(s)

[Government and Public Administration](#)[+ Add this cluster to your list](#)[Arts, Audio/Video Technology and Communications](#)[+ Add this cluster to your list](#)[Business Management and Administration](#)[+ Add this cluster to your list](#)[show all](#)

Your ranking of all clusters(s)

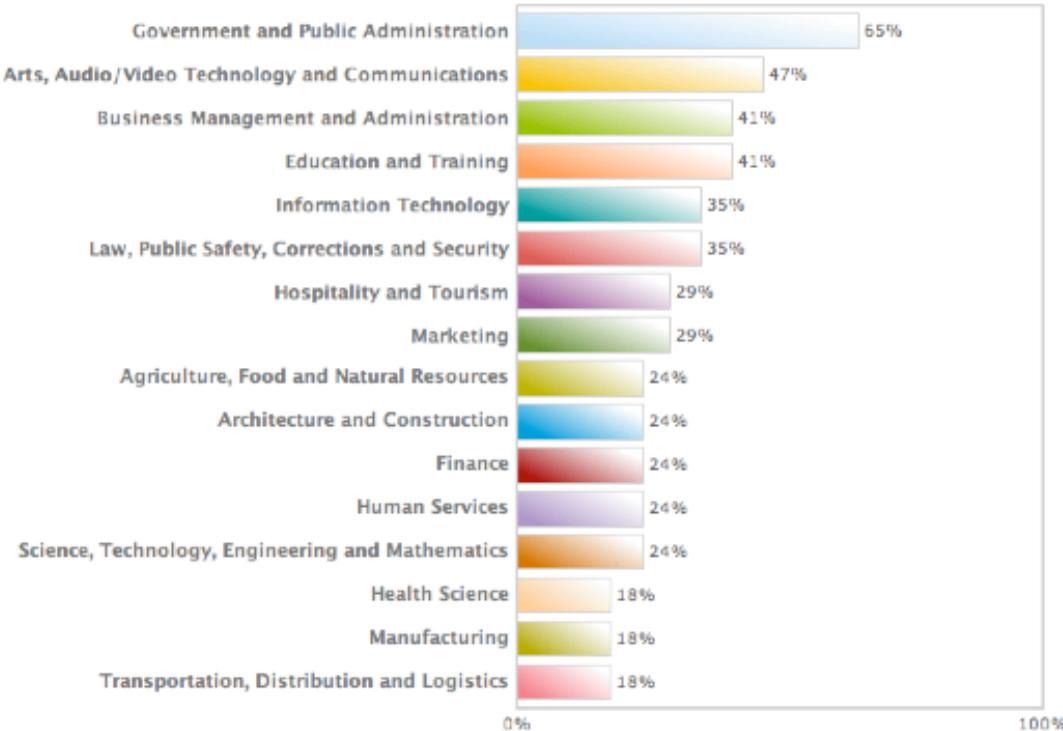


Figure 75. Results Page

Do What You Are™

Do What You Are™ is an optional career assessment that uses the Myers-Briggs personality types to suggest careers and clusters that might be a good match for the student. This assessment is accessible by selecting the **Personality Type** link from the **Careers** tab.



Students do not have to complete the entire assessment at once. The assessment should take between 30-40 minutes to complete.

Self Discovery Assessment

Part 1 Part 2 Part 3 Part 4

Instructions:
There are four parts to the Self Discovery Assessment. In each part, you will be asked to read brief descriptions of two people and decide which person sounds more like you. These are *only* brief descriptions, so neither one will sound exactly like you. After you've decided, answer the questions and move on to the next part.

Please keep in mind, there are no right or wrong, better or worse answers. Just try to answer each question as honestly and objectively as you can – based on which person you are *more* like in your everyday life, not who you may wish you were, or think you should be like!

Description 1	
Emily has lots of friends whom she likes to spend time with and she usually enjoys meeting new people. She likes to talk on the phone and often tries to get her friends together to party or go to the movies. Just thinking about getting something going gets Emily pretty pumped up.	Melissa's a pretty private person. She has very close friends she's known for years. She likes to do things with them but she also enjoys spending time alone - working on projects, reading, or just relaxing. When it comes to social situations — especially new ones - Melissa often prefers to hang back and observe awhile before getting involved.
<input type="radio"/> I am <i>more</i> like Emily	<input type="radio"/> I am <i>more</i> like Melissa

Figure 76. Do What You Are assessment

Career Interest Profiler

The Career Interest Profiler is another optional student career assessment that can be accessed by choosing the **Career Interest Profiler** link on the **Careers** tab. The profiler is an online career interest assessment for students based on Holland's theory of career choice.

The profiler has about 180 questions and students can save the assessment and return to it if necessary. It is not recommended for middle school students.



Career Interest Profiler

Welcome back to the profiler. You left off on page 1.

Please be sure to answer all of the questions on this page. When you finish a page of questions, press the "Save and Continue" button at the bottom of the page. You may stop the Interest Profiler at any time and come back to where you left off. Press the "Previous" button to make changes to your last finished page. The answers on your current page will not be saved when you move to the previous page.

1. Maintain the grounds of a park:

- LIKE
- UNSURE
- DISLIKE

2. Operate a machine on a production line:

- LIKE
- UNSURE
- DISLIKE

3. Develop a way to better predict the weather:

- LIKE
- UNSURE
- DISLIKE

4. Work in a biology lab:

- LIKE
- UNSURE
- DISLIKE

Figure 77. Career Interest Profiler

Once the Career Interest Profiler has been started, information about the student's progress and results will appear in the Careers tab of the student folder in Naviance Succeed.

Career Key™

Career Key™ is a way for younger students to get information about their Holland interest codes. It is available by navigating to the **Careers** tab in Family Connection and selecting the **Career Key** link.



career key

Getting Started

Welcome! There is a lot of career information available here and we want to help you make the most of it. We have organized things according to the three basic principles of good decision making:

1. **Know yourself.** Knowing your strengths, values, personality, and skills will help you decide which choice best fits you.
 - [Take the Career Key test](#) to discover which Holland personality types you are most like, identify the careers that are most promising, and learn detailed information about each one.
 - Read about Holland's [Theory of Career Choice](#) to understand how your job success and satisfaction is related to your personality.
2. **Know your options.** Think of as many alternatives as you can. Then, learn about each one.
 - To learn about occupations, go to [Learn More about the Jobs that Interest Me](#).
3. **Make a good decision.**
 - In [High-Quality Decisions](#), you will learn a method based on many scientific studies that is widely used in business and medical settings. It is easy to understand and use.

Figure 78. Career Key™ start page

Career Key™ uses language more appropriate for younger students and is not as extensive as the Career Interest Profiler.

6.3 Career Planning Configuration

The Career Planning tools are simple to prepare for student use. There are four Career Planning settings in Family Connection. All are optional and can be controlled by grade year.

Do What You Are™	<input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input checked="" type="checkbox"/> Test
Career Interest Profiler	<input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input type="checkbox"/> Test
Career Search	<input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input checked="" type="checkbox"/> Test
Career Key™	<input checked="" type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input type="checkbox"/> Test

Figure 79. Career Planning Settings (Naviance Succeed)

Career Search gives students the ability to search for careers and clusters and add careers to a favorites list. This option must be selected for students to access any career information page. *Career Search* must also be selected for students to have access to *Career Cluster Finder*.

Do What You Are™, *Career Interest Profiler* and *Career Key™* give students access to the listed career assessments and can be controlled by grade year, though some assessments may not be available for certain grade levels.

Note: Career Key will only display as an option for schools that subscribe to Career Planning for middle schools.

***Checklist***

Now that you have completed this chapter, you should be able to do the following:

- Show students how to explore careers, career clusters and pathways
- Show students how to add a career to their favorites lists
- Administer career assessments to students
- Configure Career Planning settings in Naviance Succeed



Chapter Seven: About Me Tab

This chapter covers the features that can be found exclusively on the **About Me** tab in Family Connection, which include:

- Completing surveys
- Creating resumes with Resume Builder
- Creating journal entries
- Updating a student profile/account

This chapter will also cover how to configure these features for your students and parents.

There are several features available from the **About Me** tab, which link to other tabs.

- Goals and Tasks – available from the **My Planner** tab
- Favorite Colleges – same as **Colleges I'm Thinking About**
- Favorite Careers and Clusters – available on the **Careers** tab
- Personality Type – available on the **Careers** tab
- Documents – available from the **Home** page

Goals and tasks will be covered in **Chapter Eight: My Planner Tab**.

7.1 Completing Surveys

Family Connection has two built-in surveys:

- Game Plan
- Graduation Survey

School-created surveys will be located in the left hand menu of the **About Me** tab. Additionally, there's a **Completed Surveys** link in the **Interesting Things About Me** section of the **About Me** tab.

surveys to take:

- [graduation survey](#)
- [back to school survey](#)
- [brag sheet survey](#)
- [school opinion survey history](#)

Figure 80. Surveys to Take



survey history

Below is a list of any surveys that you have completed in the Family Connection. Click on the name to view your responses.

Survey Name	Completed
School Opinion	May 27, 2010 3:00 PM

Figure 81. Completed Survey list

Game Plan

Game Plan is a survey that focuses on a student's post-graduation goals and asks about the student's preferred path.

Goals after High School

What is your general goal after you graduate from high school?

Please select the two occupational areas that most closely relate to your planned college major or future career goals.

Career Interest 1: :: [select](#)

Career Interest 2: :: [select](#)

Figure 82. Game Plan Survey

The Game Plan survey has several questions and can be updated at any time, even after it's been discussed with a school staff member. When a student completes the Game Plan survey, he or she should click the **I Am Finished** button at the bottom of the page.

Graduation Survey

The Graduation Survey is only for seniors and asks questions to help track trends in post-graduation plans and college admissions. It is meant to track a student's actual post-graduation path, unlike the Game Plan survey that indicates a student's preferred path.

Graduation Survey – Step 1

The following survey will help our school keep track of trends in post graduation plans and college admissions. This information is for counselors only and will not be shared with other students.

Please indicate your post high school plan:

Figure 83. Graduation Survey



7.2 Creating Resumes with Resume Builder

Family Connection enables students to build resumes that can be formatted and printed from the website.

resume

BUILD YOUR RESUME

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.

[Build Resume Sections](#)[Customize Your Printable Resumes](#)

Use the tools below to create and edit any sections you might want to use in your resume

[add a new entry:](#)[- Select One -](#)

Figure 84. Resume page

To create a resume in Family Connection, students should select sections they want to create for their resumes using the **Add a New Entry** drop-down menu. There are several options that will assist students in creating a robust resume.

Creating Printable Resumes

Printable resumes can be created for distribution to potential employers, internships, etc. from the **Customize Your Printable Resumes** tab.

[Build Resume Sections](#)[Customize Your Printable Resumes](#)

create a printable resume that's customized exactly how you want it

YOUR SAVED PRINT FORMATS

[My Resume](#)

DATE SAVED

05/27/2010

EDIT

VIEW/PRINT

DELETE

[+ create a new print format](#)

Figure 85. Printable Resume list

7.3 Creating Journal Entries

Students are able to reflect on goals and plans using Family Connection's journal feature. Students can create journal entries and attach documents. Journal entries can be shared with others or made private and school staff members can comment on shared journal entries.

[journal](#)[+ add new entry](#)

Subject	Files	Access	Type	Date
Should I be a nurse?	-	shared	My plan	May 21, 2010 4:15 PM

[private comments from your school](#)

Subject	Files	Access	Type	Date
Re: Should I Be a Nurse?	-	shared	E-mail	May 21, 2010 4:16 PM

Figure 86. List of Journal Entries

To create a new journal entry, a student should click the **Add New Entry** from the Journal page in Family Connection. The student should complete the necessary fields and save the journal entry by clicking the **Add Journal Entry** button.

7.4 Updating a Student Profile/Account

A student can view and update (if allowed) his or her student profile and account from the **About Me** tab.

Student Profile

The student profile is a collection of personal demographic information about the student. Schools can make it editable, but in general it will be for informational purposes only.



profile

:: [manage my account](#)

Personal Profile

Nickname	Year of Graduation
-	2010
Counselor	ID Number
Jen Abel	81
Gender	State ID Number
Male	-
Home Phone	Date of birth
202-338-2662	08/02/1991
Citizenship 1	Mobile Phone
-	-
Ethnicity	Citizenship 2
White	-
Address	Email
4921 Wade Drive Washington DC 20006	jordan.aker@test.com

Figure 87. My Profile page

NOTE: Username and password are **not** controlled from the Profile page.

Student Account

The student's account page includes the student's username and password. What the student can change depends on what the school has configured in Naviance Succeed.

**account**[:: manage my profile](#)**Username**

jordan.aker@test.com

Password**Your password is case sensitive. "PASSWORD" is different from "password".**

Your new password must be at least 6 characters long and it cannot contain any spaces. Please try to select a password that does not use information about yourself that is easy to guess such as your last name, pet's name or date of birth. A good way to select passwords that are hard to guess but easy to remember is to use acronyms (e.g. irmn = "I read mystery novels").

Current Password

New Password

Confirm New Password

[Update Password](#)**Figure 88.** My Profile

Note: In some cases students are given permission to add and edit their own test scores. Students can do this from the **About Me** tab in Family Connection. Typically students do not have this permission.

7.5 About Me Configuration

The settings for the About Me tab can be configured in Naviance Succeed from **Connections > Family Connection > Select and Update Optional Features** and are controlled by grade year. The following features can be edited.

Game plan Survey: Gives students access to this survey in Family Connection.

Graduation Survey: This survey is only for graduating seniors and can be taken by alumni, too.

Student Edit Permissions

The following settings control what global information students are able to edit. These are controlled by grade level.

- *Edit personal and demographic information*
- *Edit e-mail address*
- *Edit username*
- *Edit password*



Parent Edit Permissions

Parents will see the same features as their students in Family Connection. However, they have somewhat different editing permissions. These settings control what *all* parents, regardless of student grade level, are able to edit.

Parent Edit Permissions	Grade Levels
Edit personal and demographic information	OFF <input type="button" value="▼"/> (all grades)
Edit email address	ON <input type="button" value="▼"/> (all grades)
Edit username	OFF <input type="button" value="▼"/> (all grades)
Edit password	ON <input type="button" value="▼"/> (all grades)
Add to child's prospective colleges list	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> Alumni <input checked="" type="checkbox"/> Test

Figure 89. Parent Edit Permissions

Customize Resume Builder

You can customize instructions for the Resume Builder from the **Connections > Family Connection > Customize Resume Builder Options** page.

Family Connection :: Customize Resume Builder Options

[Previous](#) [Main menu](#) [Next](#)

Resume Builder Instructions

Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.

Use Default:

Update

Figure 90. Customize Resume Builder Options

Change your instructions if desired and click **Update** to change the instructions.

Checklist:

Now that you have completed this chapter, you should be able to do the following:

- Show students how to complete a survey
- Show students how to create a resume
- Show students how to create a journal entry
- Show students how to update their student profiles/accounts
- Turn the surveys on and edit student and parent permissions in Naviance Succeed



Chapter Eight: My Planner Tab

This chapter covers the features that can be found on the **My Planner** tab in Family Connection, which include:

- Creating and managing goals
- Viewing the to-do list
- Managing assigned tasks

This chapter will also cover how to configure these features for your students and parents.

When a student accesses the **My Planner** tab, he or she will see the **Overview** page that has a calendar that shows which tasks, to-dos and goals are due, upcoming and overdue.

The screenshot shows the 'Overview' tab selected in the top navigation bar. Below it, there's a menu with 'Goals', 'To-do List', and 'Tasks Assigned to Me'. A calendar for the week shows tasks for each day. A 'due today' section highlights tasks with a red arrow pointing to an 'uh-oh, these are overdue!' message. The tasks listed are: 'To-do Music 102 related to Goal To be a rock star'.

Figure 91. My Planner

Tasks and to-dos that can be completed by students have a checkbox beside them. Students can select the checkbox to identify the item as complete, if available.

The screenshot shows a list of overdue to-dos. The first item is 'To-do test related to Task Ask a Question (overdue)'. Other items include 'complete ACT related to Task SAT test preparation (overdue)', 'Task Ask a Question (overdue) assigned by Alex Ju', and 'Task Read War and Peace, and write a report (overdue)' assigned by Yunsheng Chen.

Figure 92. Overdue To-dos on Overview page



8.1 Creating and Managing Goals

The **Goals** tab contains goals created by the student grouped by category, with the option to add a new goal at the top of the page. Students have the ability to comment on, edit or delete goals at any time.

Students create goals in Family Connection. The goals are shaped by the category and template, but students have the ability to create any goal. Once a goal is created, students can edit or delete the goal and associate to-dos to the goal.

[my goals > add a goal](#)

Add A Goal for: Academic goals (SMART)

My goal is: (required)

Specific: What specific things will you accomplish?

Measurable: How will you know when you have achieved this goal?

Figure 93. Add a Goal Page

Once a student creates a goal, it will be available in a list of goals on the **Goals** tab.

Goals To-do List Tasks Assigned to Me

my goals

add a new goal:

OTHER GOALS

go to college comment edit delete

Figure 94. Goals page



Family Connection advises students to create goals that can be broken down into specific, achievable steps. To assist students in doing that, once they've created a goal, Family Connection invites them to define the next step. This will let them create to-dos that will be automatically associated with the goal.

[my goals > getting on the honor roll](#)

Here's how you defined your goal

Specific: What specific things will you accomplish?

I will have a higher GPA.

I will be more attractive to colleges I want to apply to.

My mom will be proud.

Measurable: How will you know when you have achieved this goal?

When I look at my report card and see the 3.66.

Achievable: Is this goal realistic? Do you have the tools you need to achieve it?

It will be hard, but I have a 3.2 last semester. Basically I just need to turn my B+ in math into an A- and my A- in English into an A.

Relevant: Why is this goal important in your life?

I want to go to W&M and I need better grades for that.

Timely: When can you achieve this goal?

This semester.

This looks like a great goal! Now, it's time to think about what steps you are going to take to achieve it.

[+ define your next step](#)

Figure 95. A Created Goal

School staff members have the ability to see student goals in the student's folder in Naviance Succeed and comment on them. Parents can view the student's goals in Family Connection and comment on them. This creates a dialogue between the student, school staff and parents, enabling adults to coach students on their goals.

8.2 Creating To-Dos

To-dos are tasks that students assign themselves. To-dos can have deadlines and be optionally associated to a goal or task.

Students create to-dos from the **To-do List** tab in Family Connection.



add a new to-do item

To do (required)

Associated with a goal or task
-- select --

Due Date

Figure 96. Adding a To-Do

Students can see a complete list of their to-dos on the **To-do List** tab in **My Planner**, though overdue, due today and upcoming to-dos will also be listed on the **Overview** page.

Goals To-do List Tasks Assigned to Me

my to-do list [+ add a to-do](#) show: all to-do items

view by deadline | [view by related goals and tasks](#)

<input type="checkbox"/> To-do test related to Task Ask a Question (overdue)	
<input type="checkbox"/> To-do complete ACT related to Task SAT test preparation (overdue)	

Thursday, April 29, 2010

<input type="checkbox"/> To-do Do English essay	
--	--

No Due Date

<input type="checkbox"/> To-do go to assembly	
--	--

Completed

<input checked="" type="checkbox"/> test (related to goal: Alex 1st goal)	
---	--

Figure 97. To-do List



8.3 Managing Tasks Assigned to Me

The **Tasks Assigned to Me** tab has a list of tasks that a student needs to complete. Clicking on one of the tasks will open the task page, where the student can mark the task complete (if the task can be completed that way) or read more about the task.

Students can also filter tasks on this page to see only tasks required for graduation using the **Show** drop-down menu.

The screenshot shows the 'Tasks Assigned to Me' tab selected in a navigation bar. A dropdown menu 'show:' is set to 'all tasks'. Below it, there's a section for 'Overdue tasks' with two items: 'Read War and Peace, and write a report' due 2010-04-22 assigned by Yunsheng Chen, and 'Ask a Question' due 2010-04-18 assigned by Alex Ju. There's also a section for 'Tasks you need to work on:' with 'SAT test preparation' and 'ACT test preparation', both assigned by Kathy Mirkovich. A legend indicates that a yellow star means 'required' and a person icon means 'required for graduation'.

Figure 98. Tasks Assigned to Me

Overdue and upcoming tasks also appear on the **Overview** page.

The student can take action on a task by completing one of the actions listed on the right menu. These actions are:

- Add comment
- Raise hand
- Upload files

Add comment: Students and school staff members can add comments/notes to a task using the add comment option. Notification of a school staff comment will appear on the **Home** page in Family Connection in the **What's New** section.

Raise hand: If a student has a question about a task, he or she can use the raise hand option to submit a question to his or her assigned counselor. Notification of a school staff response will appear on the **Home** page in Family Connection in the **What's New** section.

Upload files: A student can upload a document to a particular task, if necessary.



Figure 99. Actions on a Task

If a student needs to complete a particular action to complete the task, it will appear on the task page, as in Figure 96.

→ **To complete this task, you need to upload a document**

Figure 100. Completion Alert with Link

8.4 My Planner Configuration

There are no Family Connection settings that are controlled by the **Select and Update Optional Features** page in Naviance Succeed. However, there is some set-up required.

You should create goal categories, tasks and task programs. Optionally, you can create standards and standard categories.

For detailed information about setting up goals and tasks, attend the **Success Planning with Naviance Succeed** training course or consult the Help menu within Naviance Succeed.

***Checklist***

Now that you have completed this chapter, you should be able to do the following:

- Show students how to create goals
- Show students how to manage to-dos
- Assist students with maintaining tasks



Chapter Nine: Maintaining Family Connection

As you implement Family Connection to students and parents there may be times when you need to gather or provide information related to Family Connection activities.

In this chapter, we will cover:

- What to do if students or parents have problems
- Pulling reports on Family Connection

9.1 What to do if Students/Parents Have Problems

Naviance does not provide support directly to students and parents; therefore, if your students/parents have problems with Family Connection, you will need to answer the question yourself or if it a more serious problem (such as a site outage), report it to Naviance Support Services.

The following table provides a rule of thumb for how to troubleshoot the most likely Family Connection issues.

Issue	Troubleshooting Steps
Student/parent lost his or her password	Have the student request a new password using the I Forgot My Password link on the Family Connection sign on page. Go to the student folder in Naviance Succeed and select Auto-reset password to send a new password.
Student/parent does not have a valid e-mail address for Family Connection	Go to student folder, click edit username and then enter a temporary password, which will then be sent to the student.
Family Connection is down	Verify how widespread the problem is: If it is only one student, use standard advice for a student who cannot access a school website. If people at your school cannot access Family Connection, but people outside your network can, check connectivity settings on the affected network and try again. If it is a general outage, contact Naviance Support Services for instructions.
Parts of Family Connection are down	Check your Family Connection settings on Naviance Succeed. If these are set correctly, have student clear their cache and try again. If this does not work or multiple students are having the same problem despite settings being correct, contact Naviance Support Services.

9.2 Pulling Reports on Family Connection

While there are several reports in Naviance Succeed that incorporate information that is garnered from Family Connection, there are two reports specific to Family Connection usage.



Student Usage provides a list of each student and their usage of Family Connection. By default, you will see the graduating class's usage when you view the report. However, you can customize and save the report for other class years as in Figure 101.

Settings: Class Year: 2011

Sorting: Students data sorted by Total Visits, Descending

Student	Registered	User ID	Total Visits	Last Visit	Game Plan	Senior Survey
Delamer, Marty	Yes	stephen.smith@naviance.com	199	May 2, 2010 9:19 AM		Completed
Mikesell, Brian G	Yes	bmikesell2	127	Jul 27, 2009 2:15 PM	Completed	
Mikesell, Teresa G	Yes	tmikesell	16	Nov 11, 2009 4:59 PM		
Ziegler, Bryan	Yes	bryan@methodtestprep.com	8	Nov 19, 2009 1:30 PM		
Gorog, Lauren	Yes	lauren.s.gorog@my.densem.edu	4	Dec 1, 2009 10:51 AM		
Ehlers, Tom	Yes	tom@methodtestprep.com	3	Sep 19, 2009 8:51 PM		
Peeples, Timothy R	Yes	tim.peeples@naviance.com	3	Jan 6, 2010 10:23 AM		
Rexroth, Susan	Yes	susan.rexroth@my.densem.edu	2	Oct 26, 2009 1:36 PM		
Bean, Dean	Yes	deanbean@nowhere.com	1	Sep 23, 2009 12:21 PM		
Lanning, Brad	Yes	bradlanning@yahoo.com	1	Oct 22, 2009 3:14 PM		
Nguyen, Tran	Yes	tnguyen@nowhere.com	1	Feb 1, 2010 8:38 AM		
Abner, Little	No		0			
Aniston, Mary	No		0			
Archana, Archana	No		0			
Bell, Gina	No		0			
Bonazzoli, Daniella	No		0			
Eggo, Sandy	Yes	sunny@nowhere.com	0			
Student, Scott	No		0			
Sullivan, Christopher B	No		0			
Test, Sue	No		0			
Test, Test	No		0			
Zimmer, Method	No		0			
Total: 365						

Figure 101. Customized Student Usage Report (Naviance Succeed)

Parent Usage provides a list of parents and their usage of Family Connection. This report will also show the graduating year by default, but this can be customized as well.



Settings: Class Year: 2010

Sorting: Parents data sorted by Parent, Ascending

Parent	Student	Registered	Total Visits	Last Visit
Anthony Hoang	Liz Hoang	No	0	
Ario Angel Marzi	Ariela Ayala Cruz	No	0	
Bob Test	Trent Abercrombie	No	0	
Brenda Adkins	Justin Adkins	No	0	
Brian Muldoon	Shane Muldoon	Yes	1	Feb 1, 2007 11:58 AM
Carlos Diaz	Kevin Diaz	No	0	
Carlota Maria Calderon de Altamirano	Ana Altamirano Calderon	No	0	
Carolina Bolduc Galeano de Barletta	Valeria Barletta Bolduc	No	0	
Daniel Testo	Producto Testo	No	0	
David Fernandez Sr.	David Fernandez	No	0	
David Thomas	Amanda Thomas	No	0	
Edgardo Enrique Altamirano Gomez	Ana Altamirano Calderon	No	0	
Felipe Arquello Carazo	Agustin Arquello Lacayo	No	0	
Gala Apple	Abigail Apple	Yes	1	Apr 16, 2009 1:25 PM
Ho Cho	Sarah Cho	No	0	
James Sullivan	Kathleen Sullivan	No	0	
Jane Clemens	Samuel Clemens	No	0	
Jane Aikman	Troy Aikman	No	0	
Jenny Adeline	Adele Adeline	Yes	3	Mar 31, 2010 5:45 PM
Jiminy Abrams	Michael Abrams	Yes	1	Sep 25, 2008 5:00 PM

Figure 102. Parent Usage Report (Naviance Succeed)

Schedule a Family Connection report:

1. Navigate to **Reports** and select either Parent Usage or Student Usage.
2. Click **Schedule**.
3. You will be prompted to save a copy of your report. Choose your sharing options, name the report, and add a description (optional). Click **Save and Proceed to Scheduling**.
4. Select staff members who will receive the report by clicking on their name(s). Hold down the Ctrl or Alt key to select more than one recipient.
5. If you want to add non-Naviance Succeed users to receive the report, enter their e-mail addresses in the **Add Others** box. Separate multiple addresses with a comma.
6. Enter a subject (required) and message (optional) in the appropriate fields.
7. Select a format for the report.
8. Select a scheduling option from the list.
9. Check the **I acknowledge** checkbox that sending the report to your selected individuals is authorized and legal for your organization.
10. Click **Schedule** to schedule the report for e-mailing.

***Checklist***

Now that you have completed this chapter, you should be able to do the following:

- Help students and parents who encounter problems in Family Connection
- Save and schedule a report

For more information about our Professional Services offerings, please contact your Territory Sales Manager or call 1-866-377-0080.

Naviance Support Services is also available to help you, by e-mail or phone. You can reach Naviance Support Services from 8 a.m. to 7 p.m. Eastern Standard Time, Monday through Friday toll-free at 1-866-337-0080, option 2. Outside the U.S. and Canada, call us at +1 703.859.7300.