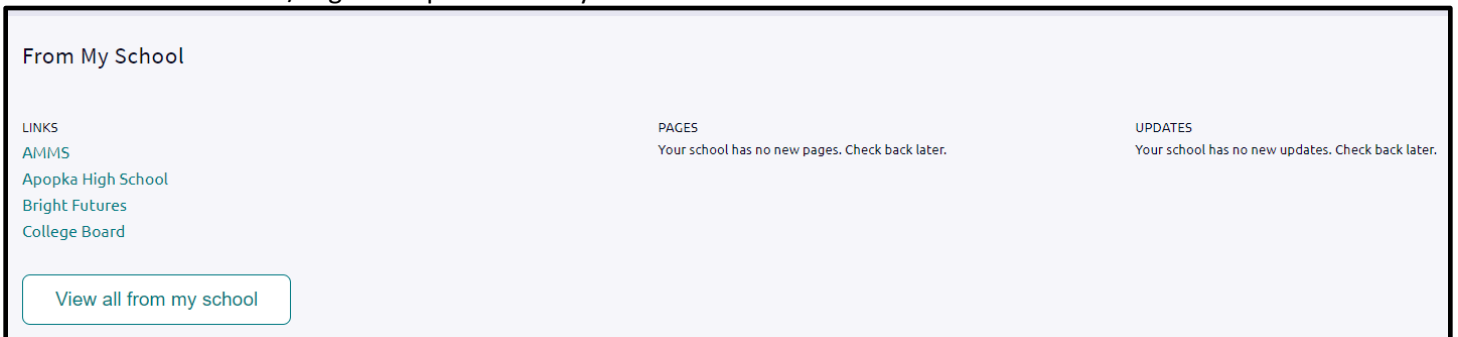# Naviance Student
7th Grade Activities

Once logged into Family Connection, you will be on the Home Page. From here, you can view your inbox for any unread messages and browse different information provided by your school. The icon for mail is in the upper right-hand corner.

Scroll down to see Links/Pages or Updates from your school

➢ To see tasks assigned to you, click on "My Planner" on the right hand side and choose "Tasks." Note: Sometimes updates are made and you may have already completed the task identified.
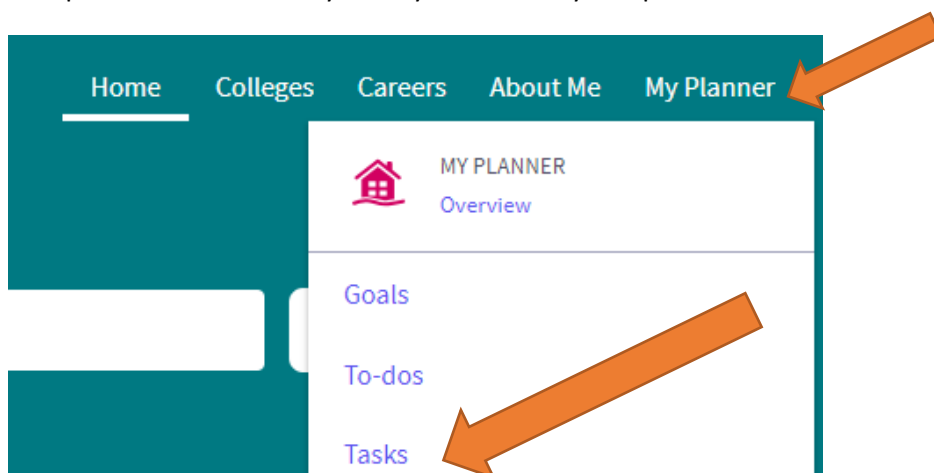
You can also view program and task assignments on the Home Page under *Important To-Dos and Tasks*. Click on **Go to My Planner.**

> ➢ To complete any task, click on the hyperlink to take you to the task details, and follow the instructions to complete. As your tasks are completed, they will be marked as such.

7th Grade Naviance Activities
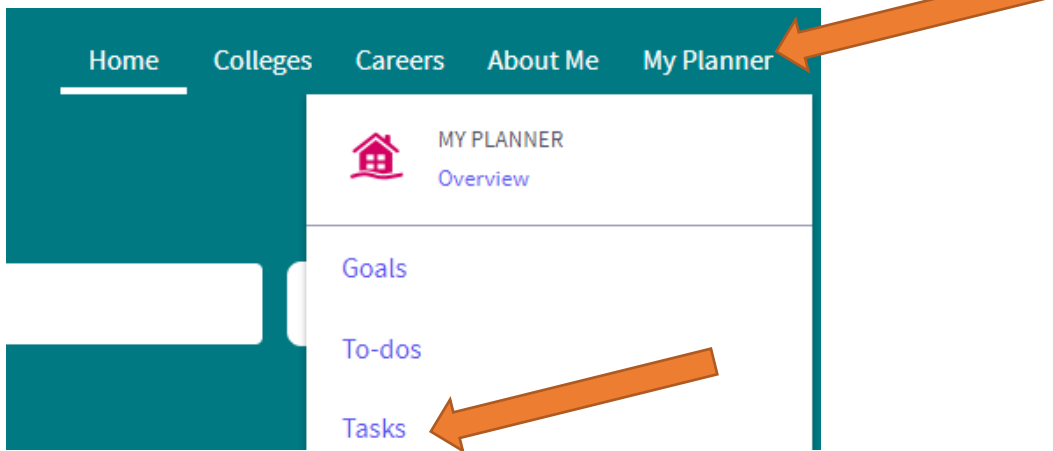
Complete Career Cluster Finder
The Cluster Finder results will give you suggestions to career clusters that may be a good match for you based on activities that interest you, personal qualities that you have, and subjects that you enjoy.

General Overview:
- Start with the activities checklist to identify what you might like to do in the future and ones that you are interested in or can do now.
- At the end of the first page, click Continue to move on through each page and complete the assessment.
- The assessment can take 15-20 minutes. Results can be used to view and favorite career clusters.

Navigate to the Career Cluster Finder Task

1. Click on My Planner and select **Tasks.**

2. This will take you to the *Tasks Assigned to Me* tab. Click on the **Complete Career Cluster Finder**.
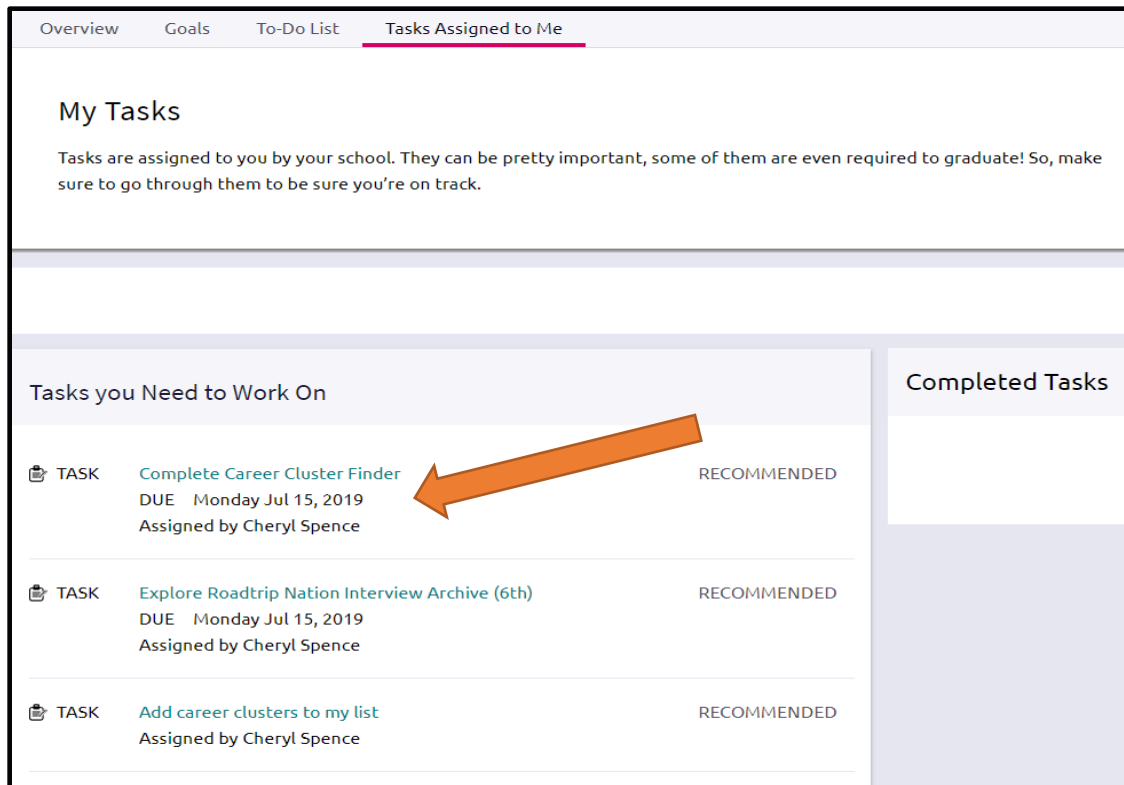
3. Click on the complete the Career Cluster Finder survey link next to the pink arrow.

Complete Career Cluster Finder   Status: Not started

📅 DUE Monday Jul 15, 2019   ◆ To complete this task, you need to **complete the Career Cluster Finder survey**.

Task information   To-Dos

4. Read the introduction and click Start.

Career Cluster Finder

STEP 1   STEP 2   STEP 3
Intro   Profile Questions   View Results

Find career clusters that match your interests and personal qualities.
The Career 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.

You'll answer questions about:

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

2. Personal Qualities
Select personal qualities that best describe you.

3. School Subjects
Select subjects you enjoy studying in school.

That's it! Based on your answers, we'll show you the list of the top clusters that are likely to be a good match for you.

START

5. Make selections and click *Continue* on the bottom of the page to complete the assessment.
6. Once complete, your results will display, including your top three clusters.

Your Results

Your Top Clusters

CLUSTER	CLUSTER	CLUSTER
Education and Training	**Human Services**	**Hospitality and Tourism**
♡ Favorite	♡ Favorite	♡ Favorite

Show more

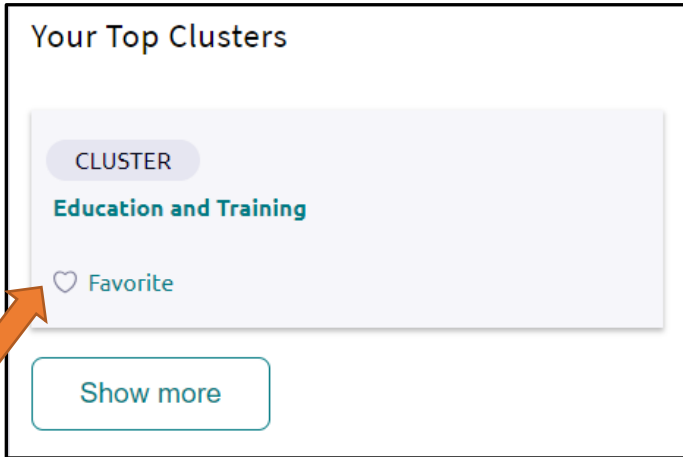**Your ranking of all clusters:**

71%

Education and Training

Add/Update Favorite Cluster and Pathways

To add a career cluster to your Favorites list, simply click on the heart icon under the cluster name. The heart will turn pink once selected.
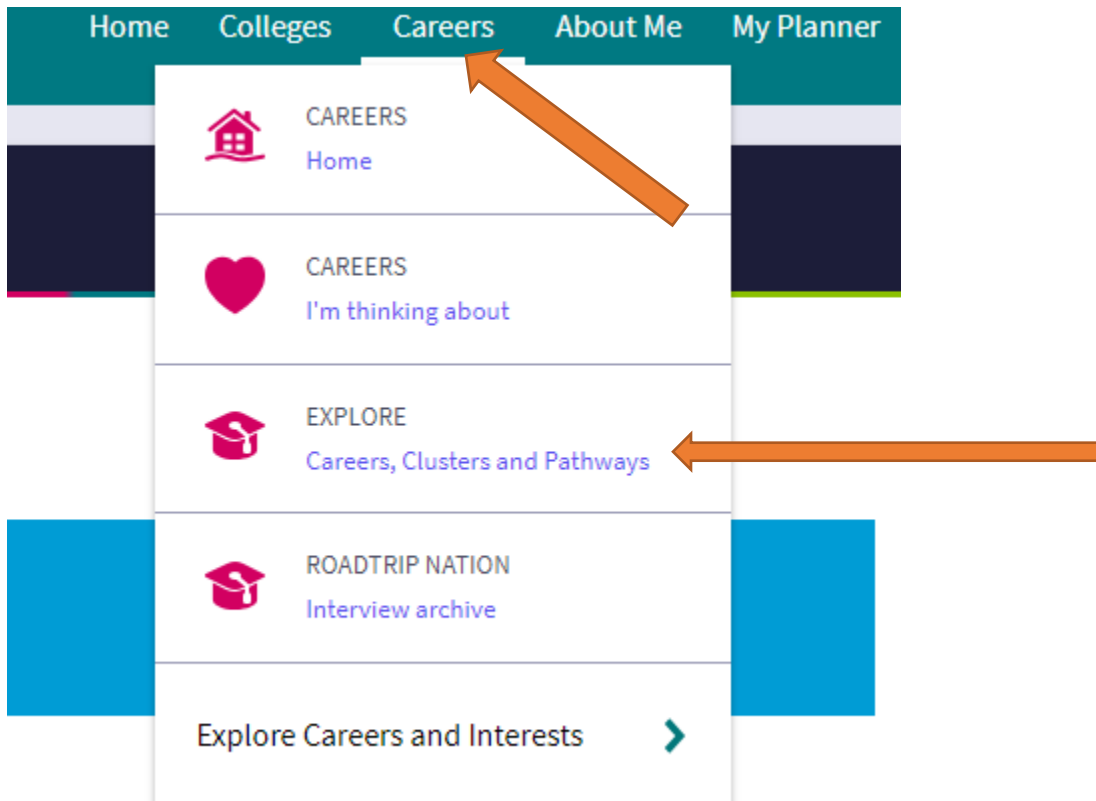
- To remove a favorite, simply deselect the heart by clicking on it again.

➢ You can also click on "Show More" above to show all of your clusters and select one or more as a favorite.

Explore Careers, Clusters and Pathways

➢ Select the Careers Tab and choose **Explore** Career, Clusters and Pathways.

➢ You can choose to explore by keyword, category, career name or Holland Code (personality type).

Explore Careers and Clusters

Career Lookup

Lookup by keyword

[   ] Go

Lookup by category

N/A ⌄ Go

Lookup by Holland Code   Learn More

No Preference ⌄ Go

Lookup by career name

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

➢ You can view your favorites anytime on the Careers Page either on the left-hand side under Quick Links or near the upper-right corner on the View my favorite careers and clusters link.

Quick Links

EXPLORE CAREERS

Favorite careers and clusters

Explore careers and clusters

WHAT ARE MY INTERESTS?

Career cluster finder

🔍 Type a career

💗 View my favorite careers and clusters

Explore Roadtrip Nation Interview Archive

➢ The Roadtrip Nation Interview Archive is located under the *Careers* tab.
➢ You can also access it by going to My Planner → Tasks.
➢ Here you will find video interviews, conducted by students, of professionals from all walks of life (from CEOs to surf shop owners).
➢ You can search by Interest, Themes, Leaders or click on "Find your road" for suggestions based on similar interests to yours.
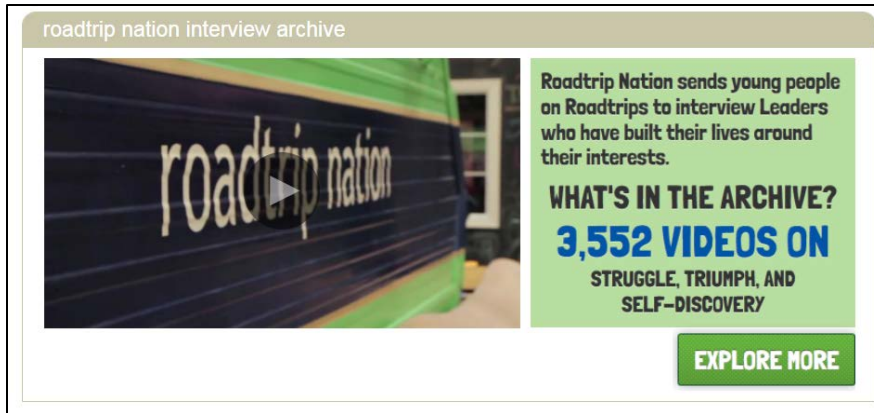
➢ Once you have watched several videos that interest you, navigate back to your My Planner > Tasks Assigned to Me section, click on the Explore *Roadtrip Nation Interview Archive task* and post a comment about the video you watched.
➢ **Important: You must post a comment in order for the task to be marked as completed. Type in your comment and click on the *Add Comment* button.**
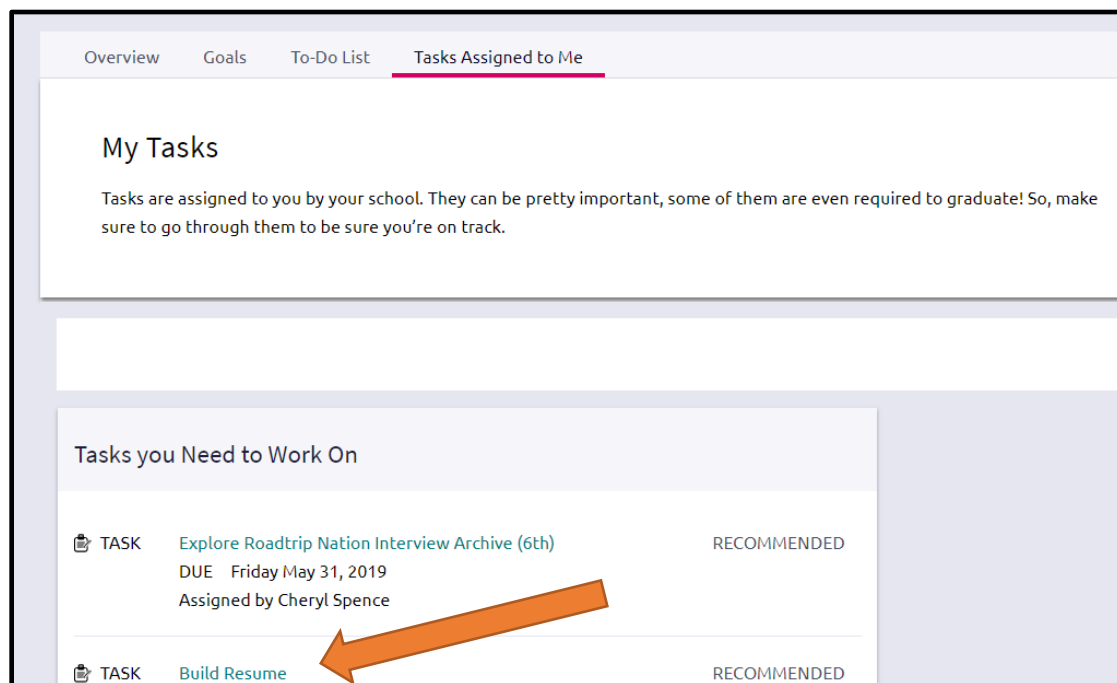
Build Resume

Overview: Naviance Student offers Resume Builder to provide a framework for your resume development. Resume Builder can be used to decide and work on different resume sections, and then the build tool can be used to export the resume as a PDF or Word file. The Word file is a fully-editable version of the resume.
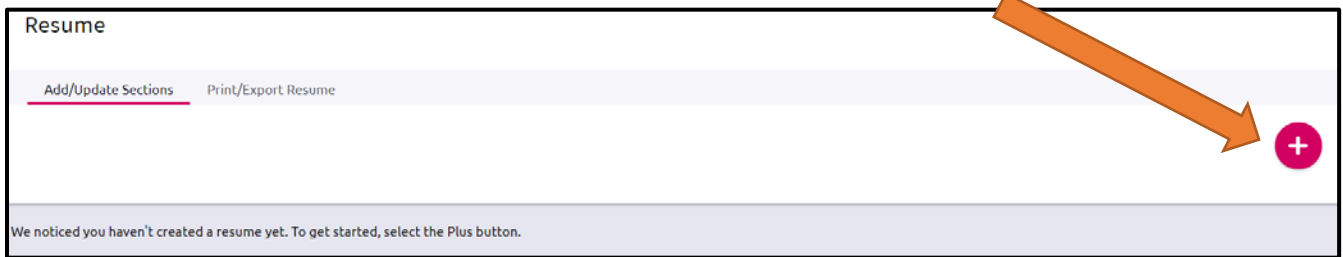**Note: You must SAVE the resume in order for the task to be marked as completed**.
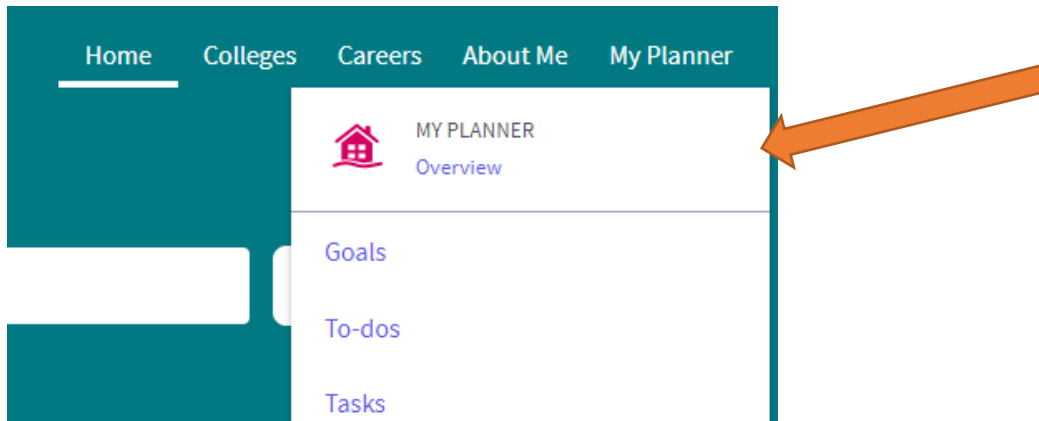
1. Click on My Planner and select **Tasks.**

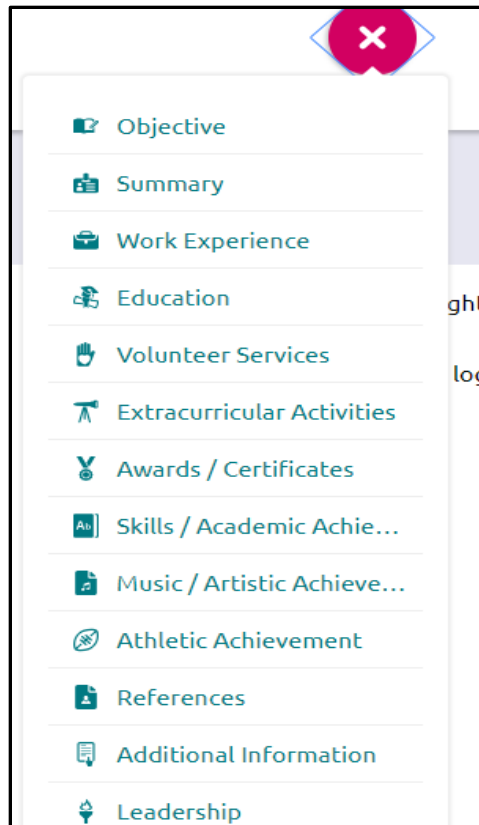2. Under the Tasks Assigned to Me tab and Tasks you Need to Work On, click on Build Resume.

3. Click the **Plus sign** to begin building a resume.

Resume

Add/Update Sections   Print/Export Resume

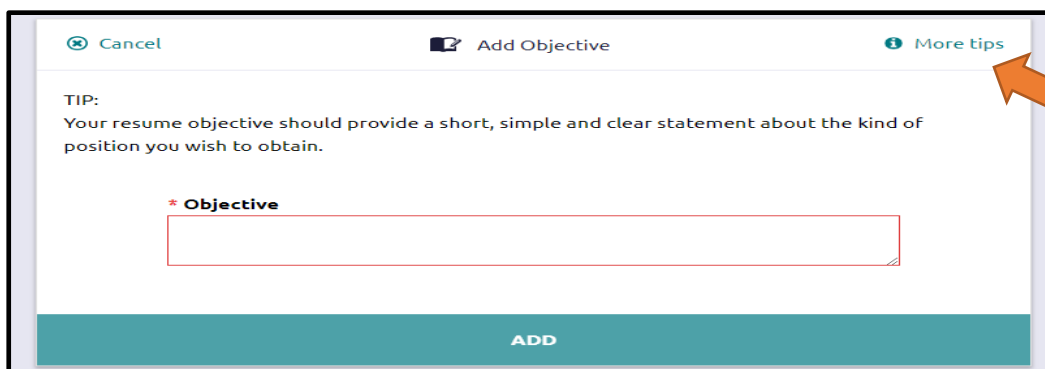We noticed you haven't created a resume yet. To get started, select the Plus button.

4. Clicking on the Plus sign will give you sections to select to begin building your resume. Although there are many resume sections available, the most common are:
   - Objective
   - Summary
   - Work Experience
   - Education

Objective

Summary

Work Experience

Education

Volunteer Services

Extracurricular Activities

Awards / Certificates

Skills / Academic Achie...

Music / Artistic Achieve...

Athletic Achievement

References

Additional Information

Leadership

5. Clicking on a section will give you tips on how to complete that section. You can also click on **More tips** to see additional information.

Cancel   Add Objective   More tips

TIP:
Your resume objective should provide a short, simple and clear statement about the kind of position you wish to obtain.

* Objective

ADD

6. Each section provides related fields of data to complete. Enter in the information as needed.

7. Use **ADD** to complete and add the section to the resume.

Example:

8. Once an item is added, a new option displays to Add new information for that same section.

➢ EXAMPLE: if you have had multiple jobs, you would use ***Add New Work Experience*** after entering your first job in the Work Experience Section to input your second job.

9. Use the Edit and Remove options in each section as needed.

Print/Export Resume

NAVIANCE
by HOBSONS

Once a resume is built, it is time to print/export it. From the Resume page, click on the Print/Export Resume option. Note: The resume can also be accessed from **About Me – My Stuff – Resume.**

1. Click the Plus sign (add button) on the Resume page.

Resume

Add/Update Sections   Print/Export Resume

+

2. Name your resume in the box provided. *Note: The selected name will not display anywhere on your resume. It is for reference purposes only.*

STEP 1   STEP 2
Set Up Resume   Choose Sections

Get started by naming your resume and choosing a prin
time. You can also download it as a DOCX file. Then yo

Name your resume

Choose a print friendly template

◉ Default Template 1   PREVIEW

○ Default Template 2   PREVIEW

○ Default Template 3   PREVIEW

CONTINUE

3. Select a template from *Choose a print friendly template* and click Continue.

Name your resume

Joe 2018   This is

Choose a print friendly template

◉ Default Template 1   PREVIEW

○ Default Template 2   PREVIEW

○ Default Template 3   PREVIEW

CONTINUE

4. Use the checkboxes to include the sections you want to display on your resume.

Use the checkboxes to add sections. You can select as many selections as you would prefer. As you add select different skills and accomplishments than a college advisor.

Do you need to make changes to the section content? Save your resume first and return to Add/Update Secti

☑ 📖 Objective

☑

To obtain a part-time position in an office setting.

☑ 📇 Summary

☑

Proficient in Microsoft applications

Previous   SAVE RESUME

5. Click Save Resume and your resume will be saved and the task will be marked as completed.

Use the checkboxes to add sections. You can select as many selections as you would prefer. As you add select different skills and accomplishments than a college advisor.

Do you need to make changes to the section content? Save your resume first and return to Add/Update Secti

☑ 📖 Objective

☑

To obtain a part-time position in an office setting.

☑ 📇 Summary

☑

Proficient in Microsoft applications

Previous   SAVE RESUME

6. After you have saved your resume, you have the option to edit, download as a PDF file, download as DOCS (fully editable), or remove the resume.

My Saved Resumes

Joe 2018

Last Edited Sep 11, 2018

✏️ Edit
📄 Download PDF
📄 Download DOCX
🗑️ Remove