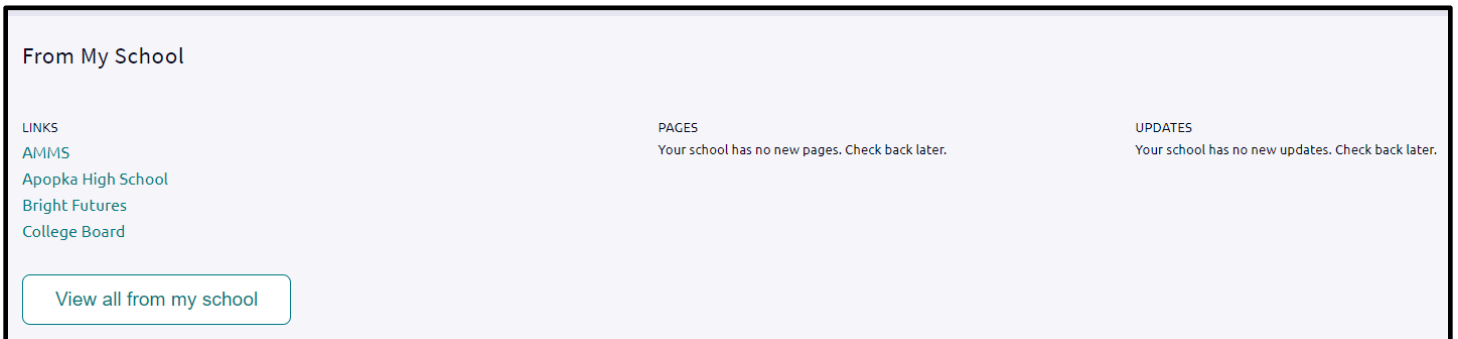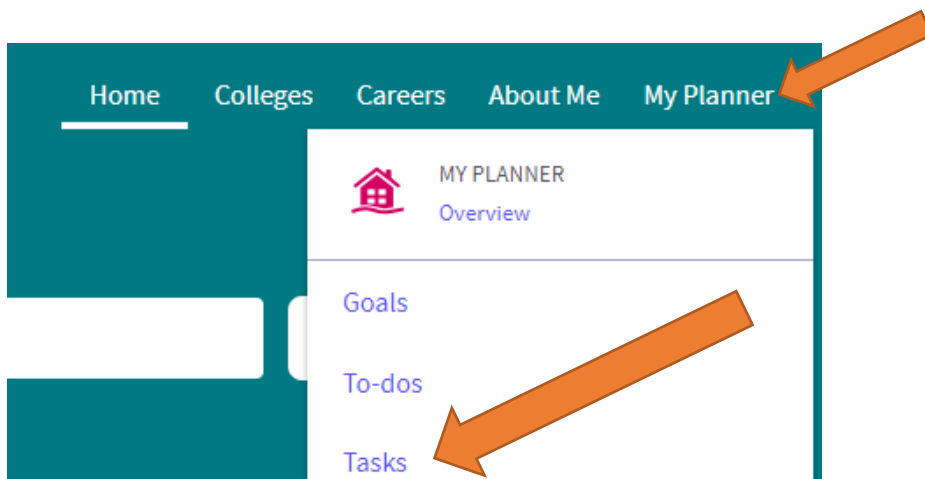# Naviance Student
8ᵗʰ Grade Activities

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.**

Welcome Seahawks!

Dear Parents and Students:

Thank you for visiting Naviance Student, the college and career planning website provided by Orange County Public Schools. Students have access to the website through Launchpad, using their standard login information. Parents will be provided with login information in the fall of the current school year.

When students log on to the website they will see a section called "What's New." The district has assigned three

Read more

My Favorites

♥ COLLEGES
I'm thinking about

🎓 COLLEGES
I'm applying to

♥ CAREERS AND CLUSTERS
I'm thinking about

Important To-Dos and Tasks

Relax, you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to My Planner to see what's next or create a goal or to-do.

Go to My Planner

What's New

Nothing new to review this visit. Check back later.

➢ 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.

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.**
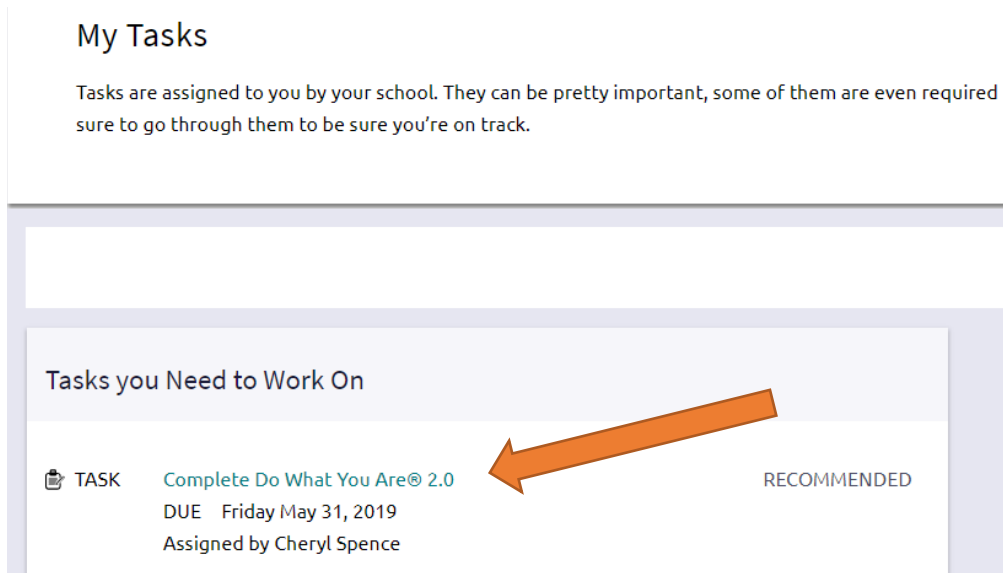
Task information

To-Dos

8th Grade Naviance Activities

NAVIANCE
by HOBSONS

Do What You Are 2.0 Assessment

This tool will reveal your true personality and provide tips to achieve success—in a way that works for you.

Navigate to the *Do What You Are* Assessment

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

2. This will take you to the ***Tasks Assigned to Me*** tab. Under *Tasks you Need to Work On*, click on **Complete Do What you Are 2.0.**

My Tasks

Tasks are assigned to you by your school. They can be pretty important, some of them are even required t sure to go through them to be sure you're on track.

Tasks you Need to Work On

📋 TASK   Complete Do What You Are® 2.0   RECOMMENDED
DUE   Friday May 31, 2019
Assigned by Cheryl Spence

3. Click on ***complete the Do What You Are* assessment** link next to the pink arrow.

Complete Do What You Are® 2.0   Status: In progress

📅 DUE Friday May 31, 2019   ◆ To complete this task, you need to *complete the Do What You Are* assessment.

4. Read the introduction and click Continue.

Do What You Are

STEP 1 — STEP 2 — STEP 3
Intro   Take Assessment   View Results

This tool will reveal your true personality and provide tips to a
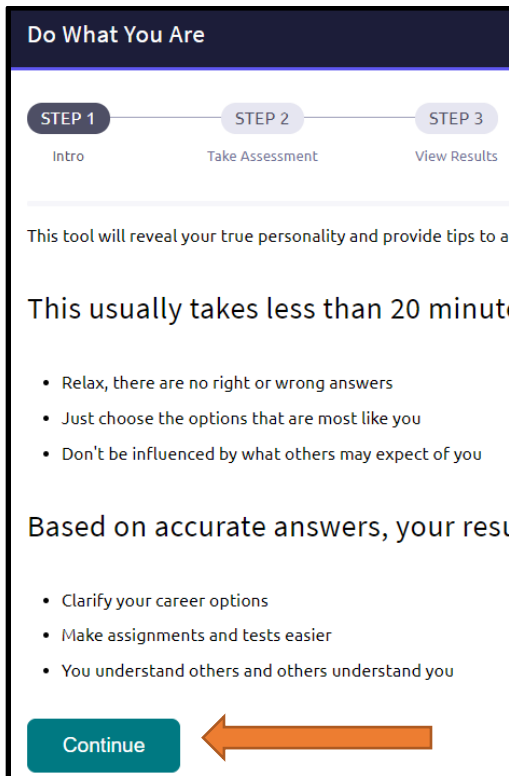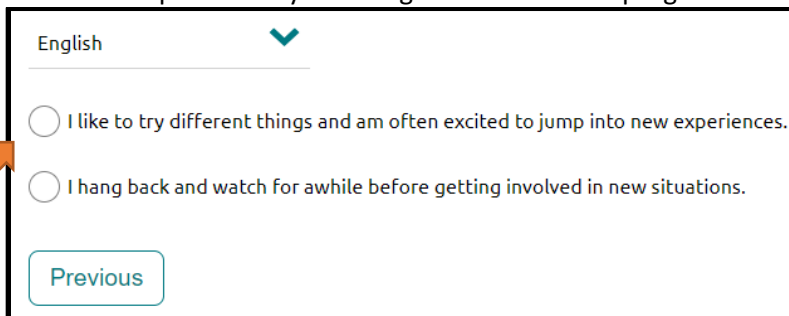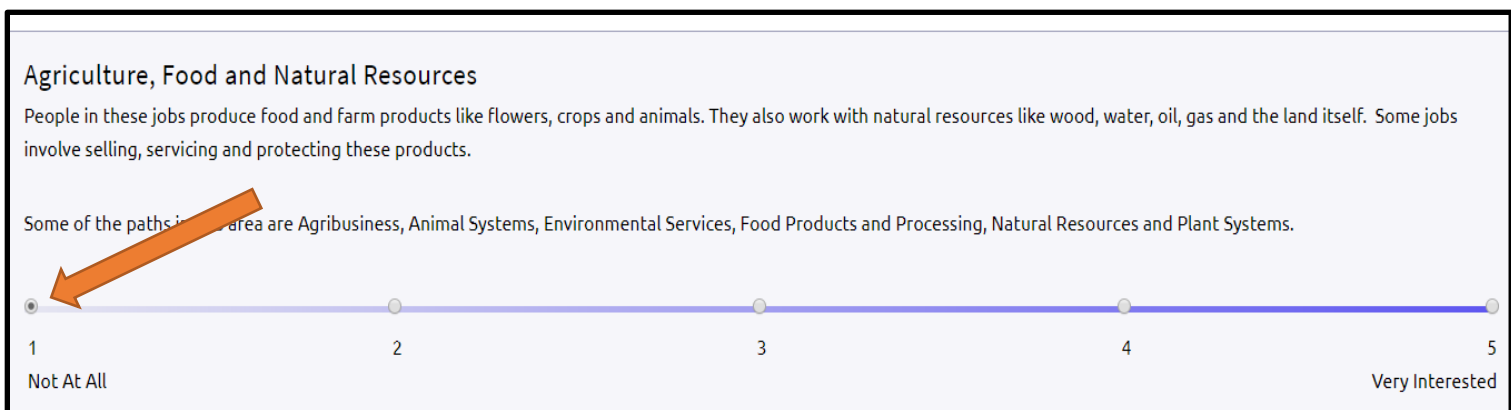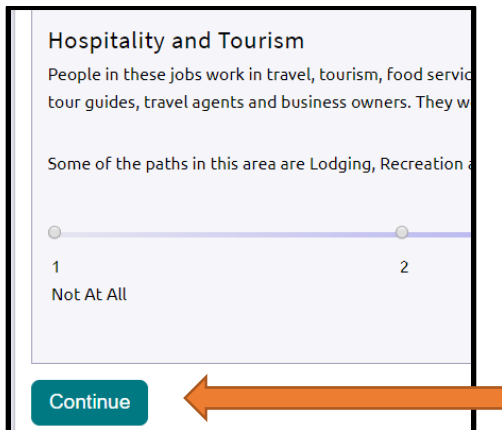
This usually takes less than 20 minute

- Relax, there are no right or wrong answers
- Just choose the options that are most like you
- Don't be influenced by what others may expect of you

Based on accurate answers, your resu

- Clarify your career options
- Make assignments and tests easier
- You understand others and others understand you

Continue

5. Answer the questions by selecting a choice and the program will automatically move you to the next question.

English ⌄

○ I like to try different things and am often excited to jump into new experiences.

○ I hang back and watch for awhile before getting involved in new situations.
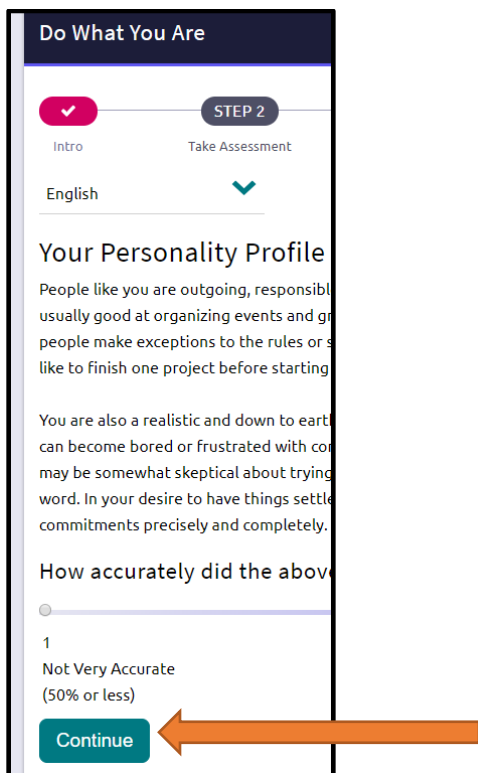
Previous

6. Some questions will ask you to rate a category based on your interest from 1 – Not at all to 5 – Very Interested. Click on the radio button above the number to rate the category.

Agriculture, Food and Natural Resources

People in these jobs produce food and farm products like flowers, crops and animals. They also work with natural resources like wood, water, oil, gas and the land itself. Some jobs involve selling, servicing and protecting these products.

Some of the paths in this area are Agribusiness, Animal Systems, Environmental Services, Food Products and Processing, Natural Resources and Plant Systems.

○————○————○————○————○
1   2   3   4   5
Not At All   Very Interested

7. Once all categories are rated, select Continue at the bottom.

Hospitality and Tourism

People in these jobs work in travel, tourism, food servic...
tour guides, travel agents and business owners. They w...

Some of the paths in this area are Lodging, Recreation ...

1   2

Not At All

Continue

8. A personality profile will appear. Rate how accurate it is and click Continue and your personality type will be displayed.

Do What You Are

✓   STEP 2
Intro   Take Assessment

English   ⌄

Your Personality Profile

People like you are outgoing, responsibl...
usually good at organizing events and gr...
people make exceptions to the rules or s...
like to finish one project before starting...

You are also a realistic and down to eart...
can become bored or frustrated with cor...
may be somewhat skeptical about trying...
word. In your desire to have things settl...
commitments precisely and completely.

How accurately did the abov...

1

Not Very Accurate
(50% or less)

Continue

9. You can then scroll to the bottom to **See Related Careers** that match your personality type.

You Described your profile as: Very Accurate (85% or more)

SEE RELATED CAREERS
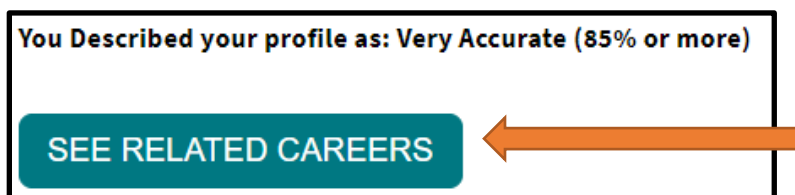
Explore Roadtrip Nation Interview Archive

➢ 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).
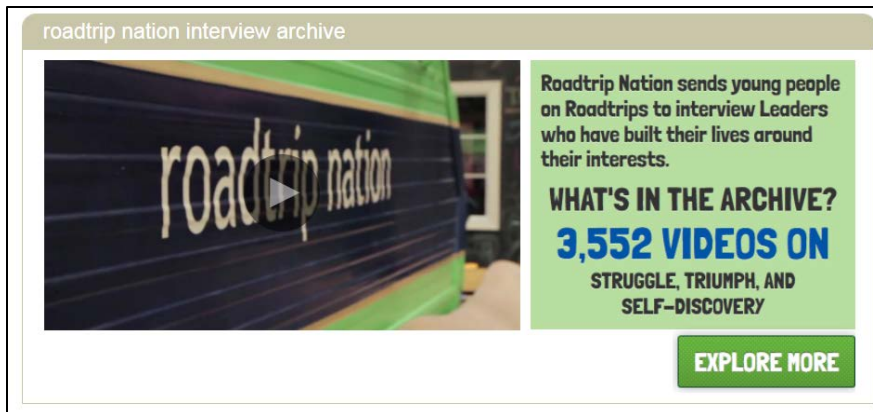
➢ You can search by Interest, Themes, Leaders or click on "Find your road" for suggestions based on similar interests to yours.

➢ 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.**
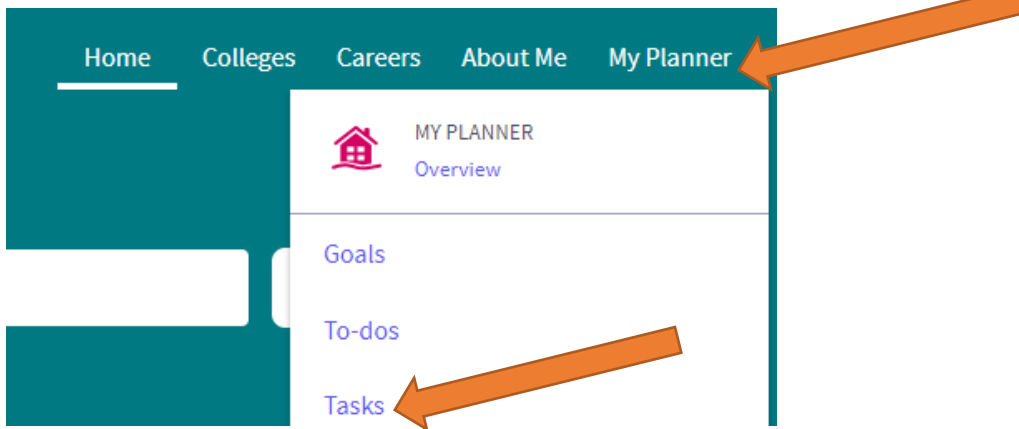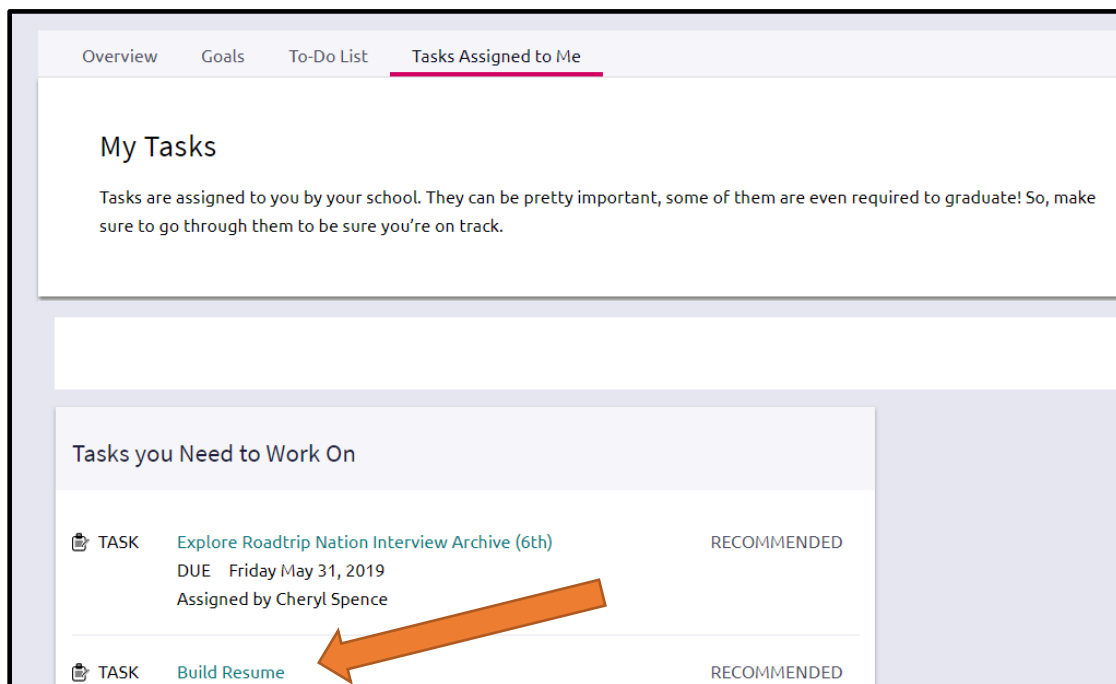
Build Resume

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.
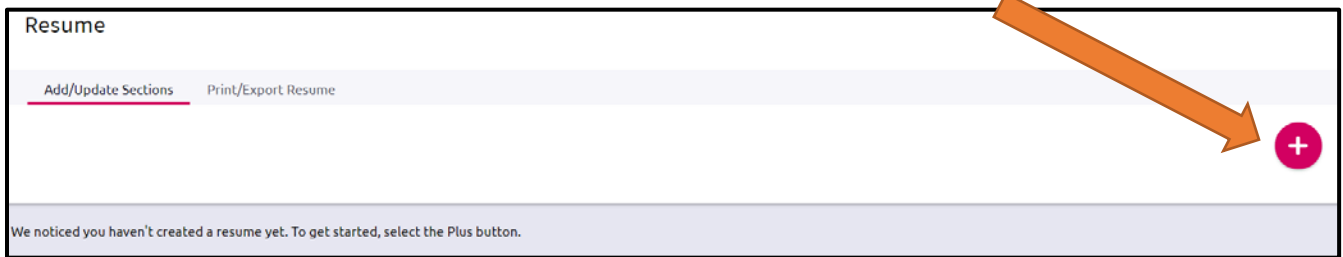**Note: You must SAVE the resume in order for the task to be marked as completed**.

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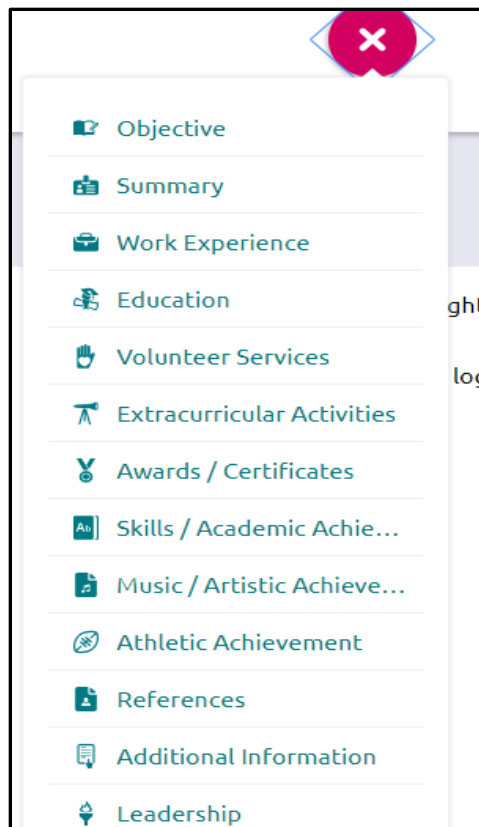
3. Click the **Plus sign** to begin building a resume.

Resume

Add/Update Sections   Print/Export Resume

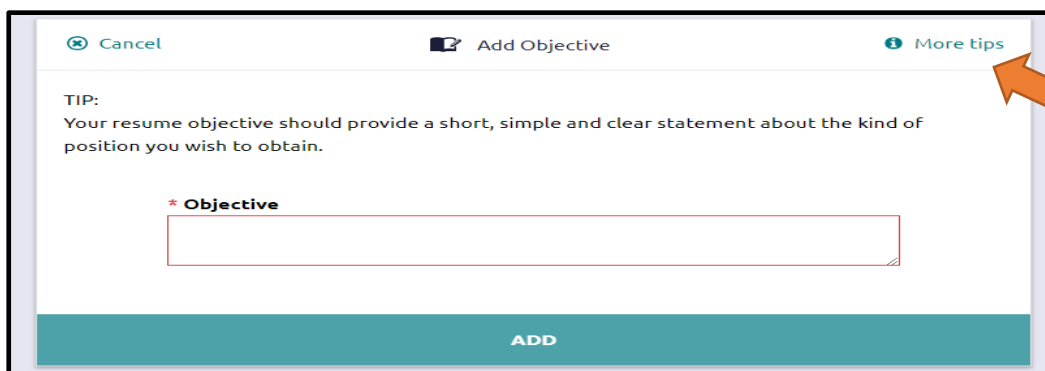We noticed you haven't created a resume yet. To get started, select the Plus button.

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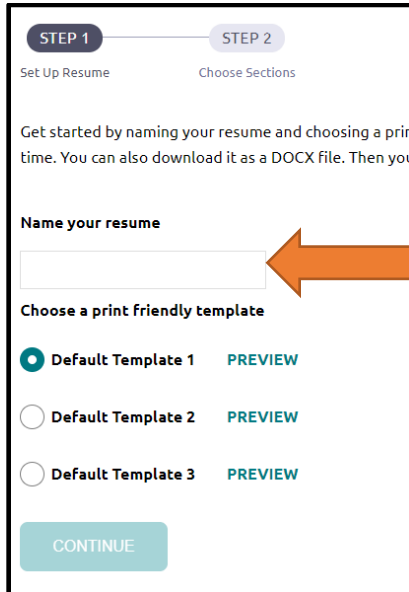
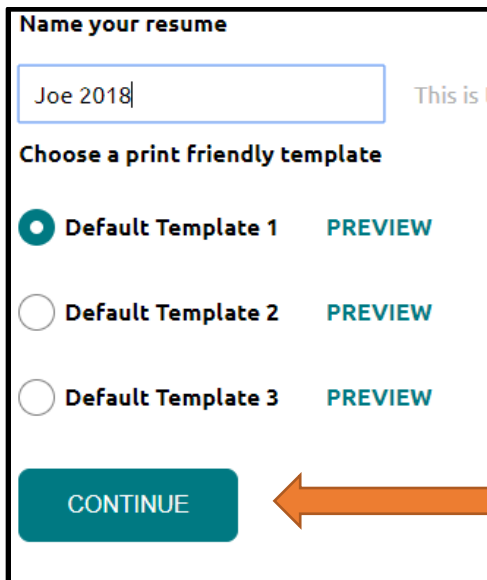1. Click the Plus sign (add button) on the Resume page.

Resume

Add/Update Sections   Print/Export Resume

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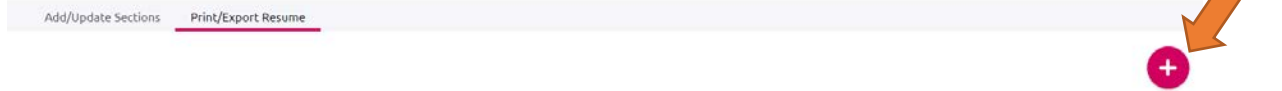
2. Name your resume in the box provided. *Note: The selected name will not display anywhere on your resume. It is for reference purposes only.*

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 you

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.

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

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.

Academic, Career, and Personal/Social SMART Goals

1. Navigate to the task by going to My Planner → Tasks → Click on any goal name and then click on **create a goal**. This will direct you to the "Goals" page.
   - *You can also get to the goals by selecting My Planner → Goals*

Career SMART Goal (8th)   Status: Not started

📅 DUE Friday May 31, 2019   ◆ To complete this task, you need to create a goal under Career SMART Goal - 8th.

2. Click on the Plus Sign next to the goal name to Add a new Career SMART goal. You can also click on the pink plus sign. This will display a drop-down list of the same goal choices and you can add here as well.

Overview   Goals   To-Do List   Tasks Assigned to Me

My Goals   ➕

In your success plan, goals can be anything! You can set a goal to make the honor roll or to become an astronaut or anything else you can think of.

It's a good idea when you're making a goal to make it something you'll need to work toward. Then, use the "next steps" to break it down into smaller parts like "getting an A in math."

◎ **Academic SMART Goal - 8th**   ◎ **Other Goals**

No goals yet   No goals yet

＋ Add new Academic SMART Goal - 8th   ＋ Add new Other Goals

◎ **Career SMART Goal - 8th**   ◎ **Personal/Social SMART Goal 8th**

No goals yet   No goals yet

✖

◎ Academic SMART Goa...

◎ Career SMART Goal - ...

◎ Other Goals

◎ Personal/Social SMAR...

3. Fill out the information and click Add.

> **Academic SMART Goal - 8th**
>
> *** My Goal is: (required)**
>
> [ ]
>
> **Specific: What specific things will you accomplish?**
>
> [ ]
>
> **Measurable: How will you know when you have achieved this goal?**
>
> [ ]
>
> **Achievable: Is this goal realistic? Do you have the tools you need to achieve it?**
>
> [ ]
>
> **Relevant: Why is this goal important in your life?**
>
> [ ]
>
> **Timely: When can you achieve this goal?**
>
> [ ]
>
> **ADD**

4. Repeat the steps for each goal. You must have one at least one goal added for the task to be marked as completed.