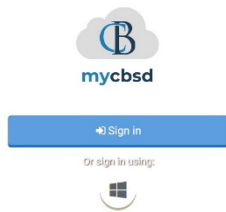


Logging in to Naviance (Staff and Students)

1. Go to <https://launchpad.classlink.com/cbsd>
2. Click the **Sign In** button



3. Enter your @CBSD.org staff email address, and password and click **Sign In**

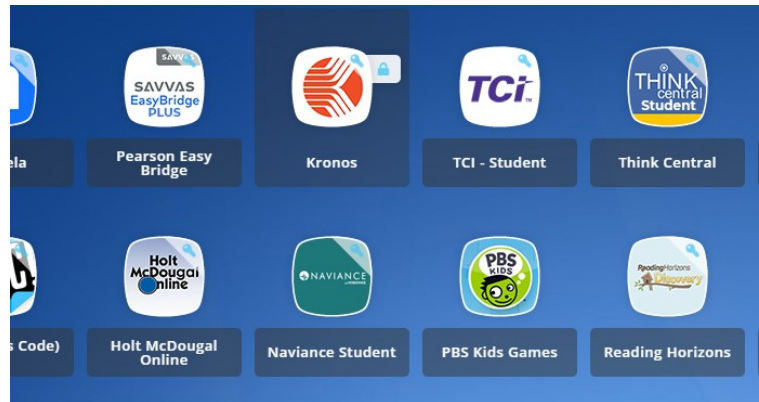


Sign in with your organizational account

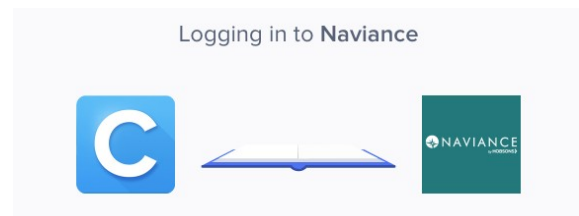
Sign in

Please sign in using your @cbsd.org or @student.cbsd.org E-Mail address. [Click here](#) for more information. If you are having trouble logging in, you can try resetting your password by [clicking this link](#)

4. Click on the **Naviance Icon**



You will then be logged into Naviance.

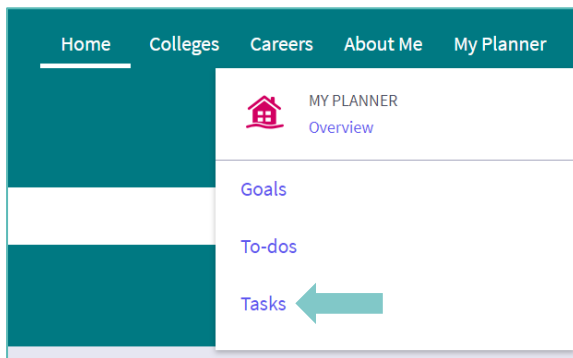




Tenth Grade Scope and Sequence

Complete the Multiple Intelligences (MI) Advantage

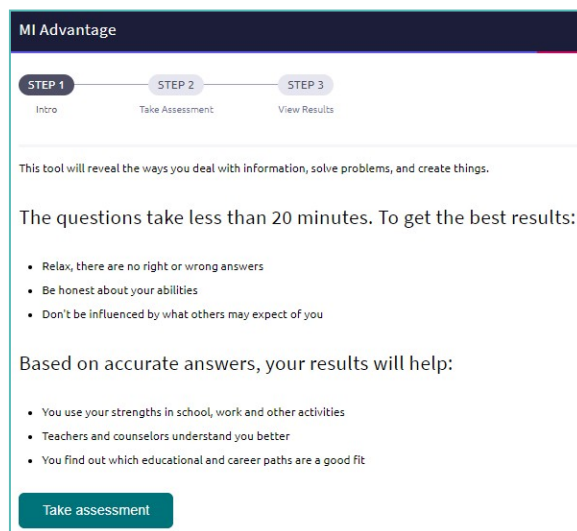
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



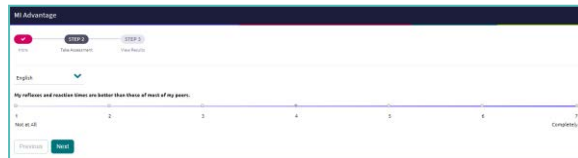
2. From the Task page, click the task titled **Complete MI Advantage**.
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



4. Click the text, **complete the MI Advantage** to go to the assessment page.
5. On the MI Advantage assessment screen, read over the directions. When you're ready to begin, click **take assessment** at the bottom of the screen.



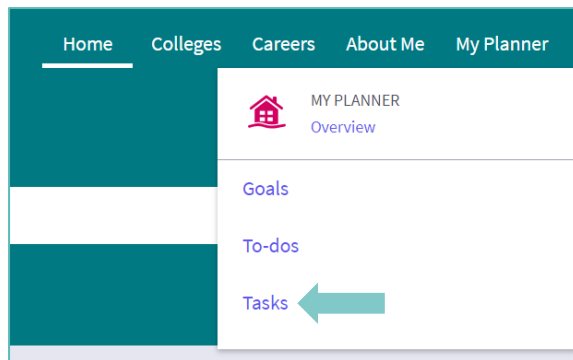
6. On each page, **mark how strongly you agree or disagree** with each statement describing you.



7. At the bottom of each page click **Next** to move on to the next page or allow pages to progress automatically after you make your selection. After the last question, you will be able to view your results
8. Viewing your results marks the task as complete! Remember to click the heart icon to save top career clusters to your favorites page

MI Advantage Reflection Survey

1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.

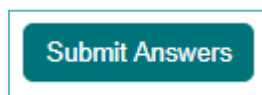


2. From the Task page, click the task titled **MI Advantage Reflection Survey**.

3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



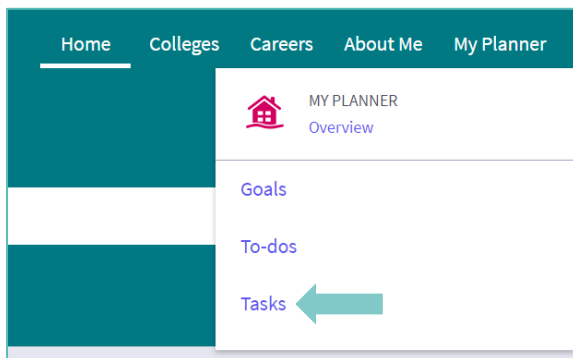
4. Click the text, **complete the MI Advantage Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click “Submit Answers” at the bottom of the page.



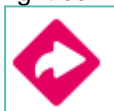
6. Submitting the survey will mark the task as complete.

Complete the Career Interest Profiler

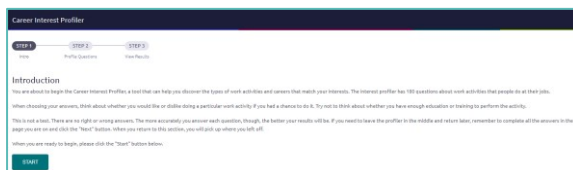
- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner



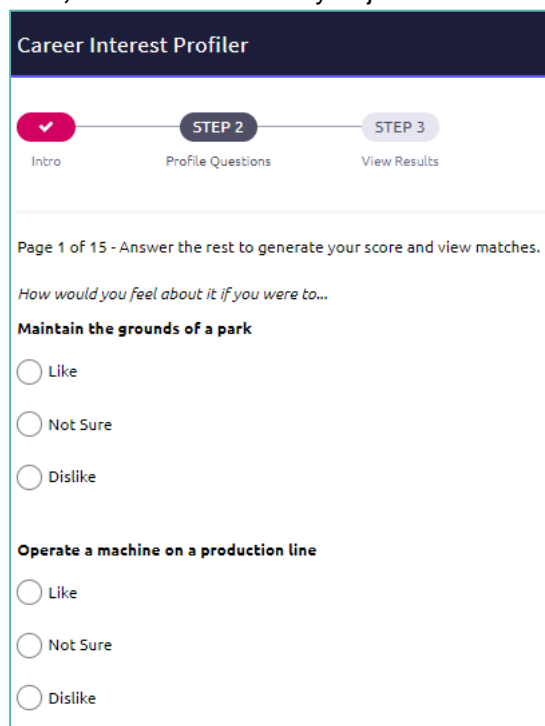
- From the Task page, click the task titled **Complete Career Interest Profiler**
- Locate the “completion trigger” in the top right corner indicated by the pink arrow



- Click the text, **complete the Career Interest Profiler** to go to the assessment page
- On the Career Interest Profiler assessment screen, read over the directions. When you're ready to begin, click **start** at the bottom of the screen



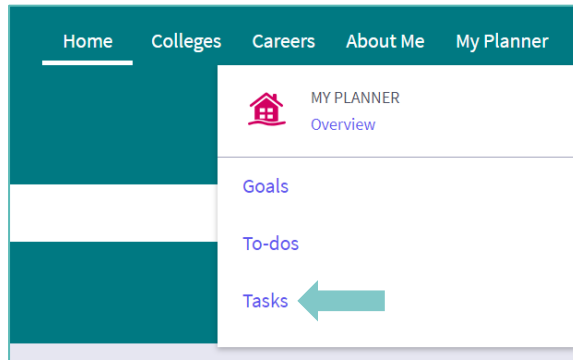
- On each page, mark if you like, are not sure, or dislike the activity or job listed



- At the bottom of each page click **Next** to move on to the next page. After the last question/ page, you will be able to view your results.
- Viewing your results marks the task as complete! Remember to click the heart icon to save top career clusters to your favorites page.

Career Interest Profiler Reflection Survey

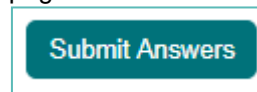
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. Locate the “completion trigger” in the top right corner indicated by the pink arrow.
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



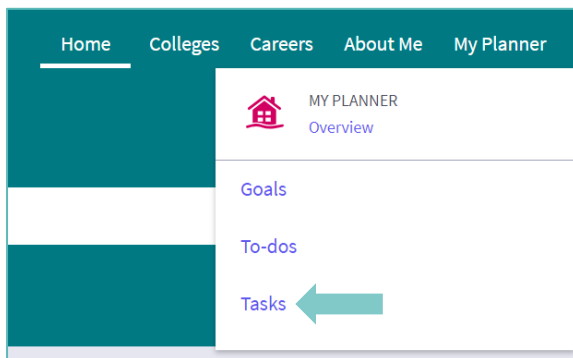
4. Click the text, **complete the Career Interest Profiler Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click “Submit Answers” at the bottom of the page.



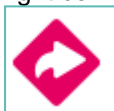
6. Completing the survey will mark the task as Complete.

Complete Do What You Are Assessment

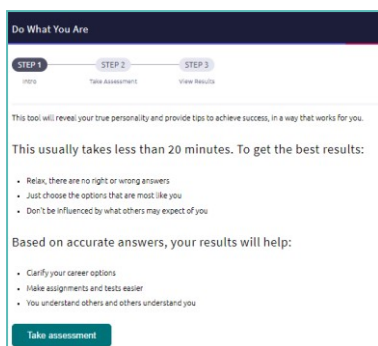
- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner



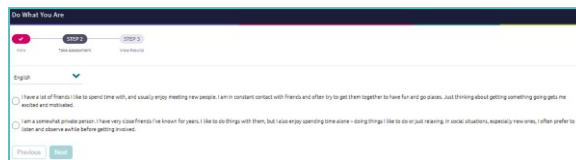
- From the Task page, click the task titled **Complete StrengthsExplorer**
- Locate the “completion trigger” in the top right corner indicated by the pink arrow



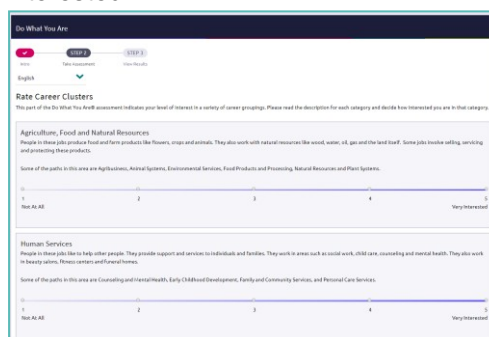
- Click the text, **complete the Do What You Are assessment** to go to the assessment page
- On the Do What You Are assessment screen, read over the directions. When you're ready to begin, click **take assessment** at the bottom of the screen



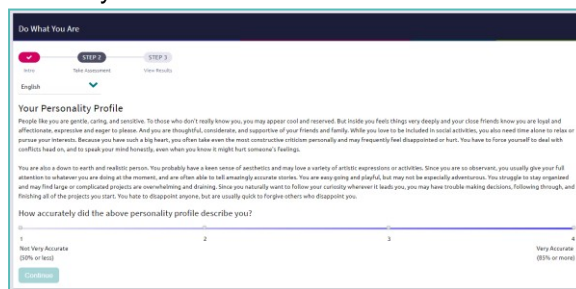
- On each page, select which statement is most similar to you and your personality by clicking the circle next to the statement



- At the bottom of each page click **next** to move on to the next page or allow the pages to progress automatically
- After the statement questions there are 2 steps before viewing your results. First, rate your career clusters, rating which you are interested in



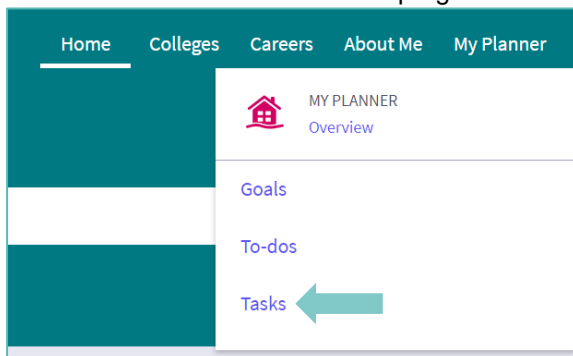
- Finally, review your personality statement for accuracy and click **continue**



Viewing your results marks the task as complete! Remember to click the heart icon to save top career pathways to your favorites page

Do What You Are Reflection Survey

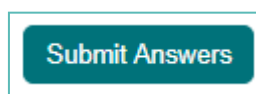
1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



2. From the Task page, click the task titled **Do What You Are Reflection Survey**.
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



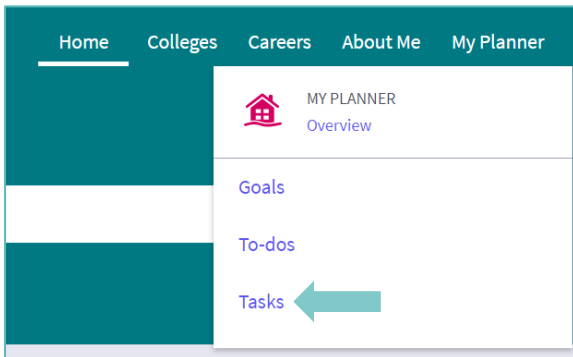
4. Click the text, **complete the Do What You Are Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click “Submit Answers” at the bottom of the page.



6. Completing the survey will mark the task as complete.

Complete StrengthsExplorer Assessment

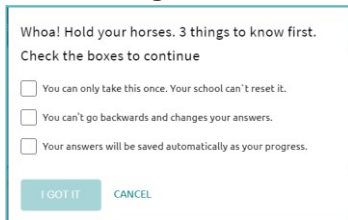
- From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



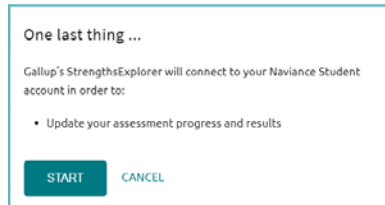
- From the Task page, click the task titled **Complete StrengthsExplorer**.
- Locate the “completion trigger” in the top right corner indicated by the pink arrow.



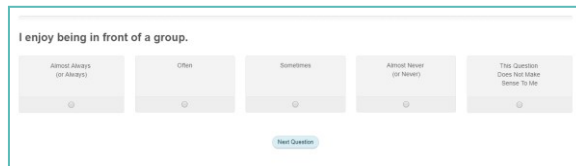
- Click the text, **complete the StrengthsExplorer assessment** to go to the assessment page.
- On the StrengthsExplorer assessment screen, read over the directions. When you're ready to begin, click **take assessment** at the bottom of the screen. Check the boxes in the pop-up window and click **I got it** then **start**



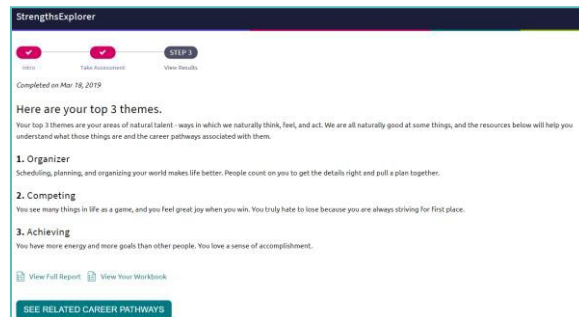
to continue.



- On each page, select if the bolded statement describes you “Almost Always (or Always),” “Often,” “Sometimes,” “Almost Never (or Never),” or “The Question Does Not Make Sense to Me”.

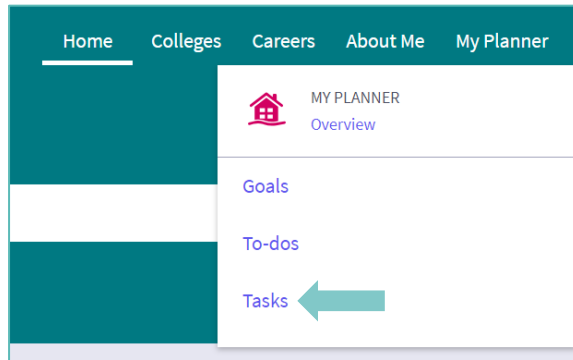


- Click **Next Question** to continue.
- Viewing your results marks the task as complete! Remember to click the heart icon to save top career pathways to your favorites page.



StrengthsExplorer Reflection Survey

1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



4. Click the text, **complete the Learning Style Inventory Reflection Survey** to go to the survey page.
5. Once you have answered all of the required questions (marked by an asterisk and in red) click "Submit Answers" at the bottom of the page.

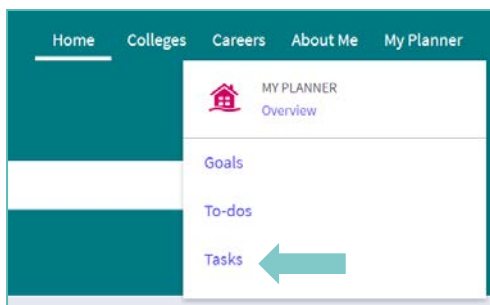
Submit Answers

2. From the Task page, click the task titled **StrengthsExplorer Reflection Survey**.
3. Locate the "completion trigger" in the top right corner indicated by the pink arrow.



Begin Resume Building

1. From your Naviance Student homepage, click **My Planner** and then **Tasks** in the top right corner.



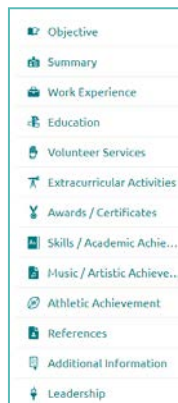
2. From the Task page, click the task titled **Build Resume**.
3. Locate the “completion trigger” in the top right corner indicated by the pink arrow.



4. Click the text, **build a resume** to go to the Resume Builder tool.
5. On the Resume Builder page, click the pink circle and white arrow to add a section to your resume.



You can add experiences from the following areas:



6. Add your information into the resume area you selected. When you are finished with each section click **Add**.
7. Once you’ve added all the sections you would like in this draft of your resume, click **Print/Export Resume** at the top of the screen.



8. Clicking the same pink circle and white arrow icon, add a resume draft. Name your draft and select a resume template.

9. Select the resume sections you’d like to include in your draft using the check boxes. When complete click **Save Resume**.
10. A completed draft of your resume marks the task as complete.

