Navigating in Naviance

Cold Spring Harbor HS

www.connection.naviance.com/cshhs

March 2012

Naviance Navigation for Family Connection

Each time you sign on to Naviance you will be taken to your **home page**. Once there you have a number of capabilities at your fingertips.

what's new contains news bulletins. The bulletins remain on the page until the day after the described event has occurred.

document library *is located* on the right side of the page. The **document library** contains folders that have guide books or special information about a number of topics of interest to students and parents. Simply click on the document of your choice and read or download it for printing.

Just below the document library is a **contact us** link. The link is <u>unreliable</u>; **do not use it.** You can email your counselor at any time by using the direct email address:

Ms. Laurie Conlon	lconlon@csh.k12.ny.us
Ms. Heather Friedland	hfriedland@csh.k12.ny.us
Ms. Mary-Jo Hannity	mhannity@csh.k12.ny.us
Dr. Kevin Purrone	kpurrone@csh.k12.ny.us

Just above the document library is a **message counter** that shows how many messages are waiting for you in Naviance. Some of them may have been sent to your registration email, as well.

On the left side of the home page are to other places for files: pages and links. We do not use this feature.

<u>Note the tab format across the top of the home page</u>: **colleges** and **about me** - each one has lots of options within it. Scroll down on each page so you don't miss anything.

About me
- Look first at the *official things* section and click on *profile*
  - ○ You will see your name, address, phone number, counselor's name and GPA (grade point average). You cannot change any of this information, so if something is not accurate or if you change your address, please let the Counseling Center Secretary know so that we can adjust your file. The grade point average is updated automatically three times each year – in late February, in early July, and in mid-September.
- Now look at *account* in the *official things* section
  - ○ This is where you can update your user name or change your password

- Go to *test scores* in the official things section
  - After you take the PSAT, the SAT, any SAT Subject Tests, the ACT or Advanced Placement examinations we will upload your scores as soon as the score disks come to us from the testing agencies.

- Move up the page a bit and look at the ***interesting things about me*** section –this is best understood as the student's very own filing cabinet:
  - ***resume*** – this is an electronic resume-builder. We encourage students to keep track of their activities and hobbies, both in school and out of school. <u>This resume should begin in grade 9 and</u> <u>be updated frequently</u>, as the record of activities, jobs, travel, internships, volunteer experiences and community service will be a crucial part of each student's application for college. The Counseling Center becomes aware of internships from time to time and it is the students who have a working resume ready that are usually prepared to apply for them.
  - ***journal*** – just as the title implies, students can keep a journal of their ideas and questions that can be kept private or shared with counselors, teachers or parents.
  - ***favorite colleges*** will be filled as students learn more about themselves and what is important to them.
  - ***game plan*** can be used to record your interests. You may find that your game plan changes from time to time as you continue to explore the outside world.
  - ***documents*** is not used at our school.
  - ***survey history*** is not used at our school.

- The ***colleges*** tab is next
- **My colleges section:**
  - ***colleges I'm thinking about*** is the place where students can keep a running list of schools they find interesting. Simply click on **+add colleges to this list, click on "lookup" on the right side of the next page, and indicate your level of interest in that college. Then scroll down and click "add colleges." As you see, you can update your level of interest or remove the college from your list as you learn more about it.**
  - **Do not use the *"colleges I'm applying to"* <u>link until you have actually applied to college in senior year</u>. Instead, you can update your interest any time in "colleges I'm thinking about." If you enter a college in this section you will not be able to delete it! You will have to visit the Counseling Center secretary to delete any college listed in this section that you have decided against.**
  - Upcoming college visits are listed on the right side of this section. Click on the links for information and to view any scheduled visits that do not fit on the page. You may only visit with a college during a lunch or study hall period unless you are a senior.

- Scroll down to the **college research section:**
  - *enrichment programs* – a searchable database of summer and other programs in areas that interest students – think of this as the "passions" menu, though many of the programs are expensive and may be able to be achieved locally and more economically.
  - *college search* – the link walks you through a series of questions about the type(s) of colleges that interest you. Results include all colleges that meet your criteria.
  - *college lookup* – here is where you search for a particular college by name, alphabet or location.
  - *college match* – is a list of colleges interested in students with your level of academic achievement. Put your mouse over the word "*explain*" to understand this feature.
  - *college compare* – allows you to compare up to 10 colleges that interest you. Choose the ones that you want to research from the *college picker*, scroll down and click the <u>compare colleges</u> box. The feature is comparing your achievement and test scores with those of Cold Spring Harbor High School students in the three prior graduating classes. (Data for the current senior class is never available in Naviance.) Scores printed in red mean yours are lower than the average. Scores that are green mean yours meet or exceed the average. We advise students to seek colleges for which you show "<u>two greens</u>."
  - *college resources* – links to various college-related information such as virtual campus tours, occupations, financial aid, test prep, athletics, the military.
  - *college maps* – visual representations of colleges that accepted our students and colleges they attended as freshmen. Again, the last 3 graduating classes are represented. Other maps are also available.
  - *scattergrams* – graphs that depict GPA (x-axis) and test scores (y-axis). The score axis can be adjusted for SAT or ACT scores, with or without the writing sections. Each scattergram provides a three-year historical view of CSH applications to each college represented. Scattergrams are available only for schools to which at least 5 students have applied, received an admission decision, and communicated that decision to the counselor. Please note the statement at the bottom of each scattergram. Scroll down far enough to see the meaning of the various symbols used on the graph.
  - *acceptance history* – another historical view of applicants from the prior three class years. Again, red scores mean yours are lower than the average, green ones mean yours meet or exceed the average. <u>This feature has a great deal of other information</u> – links to the college's website, the application history in exact numbers, admission deadlines, financial aid, majors and degrees offered, and student life.
  - *SuperMatch college search* is an online database that allows you to rank the criteria you are looking for in a college to arrive at a list that most closely matches your criteria. You can also see "web tours" of colleges but be sure to answer **"no"** to the pop up question about secure content.

- Scroll down to the **scholarships & money section**
  - *national scholarship search* - a searchable national database of scholarships
  - *scholarship list* – some national, but more local or regional scholarships – once you look at the list you can check the *only show scholarships that are new or updated since my last visit box* (**note**: if the scholarship application requires preparation of a transcript or counselor/teacher recommendation it must be requested at least two weeks before the application deadline)
  - *scholarship match* – this section is not particularly useful; we think it better to peruse the list carefully.
  - *scholarship applications* – the student's file cabinet of scholarships applied for