

NAVIANCE: A COMPLETE FOUR YEAR SCOPE AND SEQUENCE

Nathan Smith
Academic and College Counselor
Valley Christian High School
San Jose, CA



Family Connection

powered by  NAVIANCE

DEFINE AUDIENCE

Not a Naviance User

Beginner (1-2 years)

Intermediate (2-5 years)

Advanced (5+ years)

QUICK NOTES

- ◎ This curriculum has been developed to best serve our community. Use it as a framework
- ◎ Please understand during our Naviance training we cover more than what Naviance has to offer.
- ◎ We started this process as a four-year implement not all at once

ULTIMATE GOAL

- ◎ Our goal as a counseling staff was to counsel students more effectively and efficiently.
- ◎ We chose Naviance, but if your school is lacking the resources check out “Big Future”

NAVIANCE SCOPE AND SEQUENCE

Freshmen

Activities: Semester 1

- [Password/Warriorlife/Learn@vcs.net](#) (not Naviance)
- Intro Naviance
- Intro to college resources
- Warrior Blueprint Task (Manage my courses [in house])

Tasks:

- Complete Warrior Blueprint (in house) Course Selections
- Complete Cluster Finder

Semester 2

- Review Course Plan for upcoming class choice training
- “Cluster Finder” (assigned in prior training)
- “Career Clusters”/”Career Research” [Career Paper Resource (Freshman English Project)]

Tasks:

- Complete your Freshman Career paper using Naviance
- Over the summer put in some time doing college research.

Sophomore

Activities: Semester 1

- “Career Cluster” Review
- Review Blueprint Plan (In House)
- Discuss College Options UC—CSU—Private—Christian
- Search for colleges “Super Match” and “College Search”
- Summer opportunities “Enrichment Programs”
- College visits (home page)

Tasks:

- Finish “Game Plan”
- Attend Campus College Visits (@ least 3)

Activities: Semester 2

- Review Game Plan
- Review Personality Test (have done prior to training)
- “Strength Finder” (Do in training)
 - Discuss “Strength Finders”
 - Review “Career Clusters”
- Resume Builder
 - Education
 - Top 2 activities
- Colleges I’m Thinking about (Add 5: one out-of-state)

Tasks:

- Finish “Colleges I’m Thinking Continue College Research

Junior

Activities: Semester 1

- Review College visits (home page)
- Continue Resume Builder
 - Add 3 more activities
 - Update awards
- College research (“Colleges I’m Thinking About”)
 - “Super College Match” (add 5)
 - “College Search” (add 5)
 - “College Match” (add 5)
- “Scatter-Grams” and Acceptance History
- Review Summer opportunities

Tasks:

- 15 “Colleges I’m Thinking About”
- Updated Resume

Activities: Semester 2

- Update Resume
- Colleges I’m thinking about
- “Request Information”—First college touch points
- Colleges I’m applying to
 - Early Decision/ Action/ Priority/Regular
- E Documents and application process
- Recommendation/Transcript requests
- Scholarships & Money

Tasks:

- Research
- Develop a “Colleges I’m Applying To” list
- Schedule summer campus visit

Senior

Activities: Semester 1

- College Visits (3 Touch Points)
- Resume Builder Review and Updated
- “Colleges I’m Thinking About”
 - Move or Delete
- “Colleges I’m Applying To” review
 - Scatter-grams review (Am I applying to the right school?)
 - Choosing Deadlines
- E docs and application process review
 - Types of Apps
 - Common App Waiver
 - Transcripts
- Letters of Recommendations
- Keys for this process
 - Workshops
 - Use Naviance
 - Ask for Help

Tasks:

- “Colleges I’m Applying To”
- Letters of Rec Surveys

Activities: Semester 2

- Complete surveys
- Complete acceptance list and Matriculation information
- Senior Counselor Miscellaneous

WHAT HAS MADE OUR NAVIANCE PROGRAM SO SUCCESSFUL

- ◉ Buy in from department chairs
- ◉ Incredible registrar
- ◉ Committed and trained counseling staff
- ◉ Introduction to Naviance for frosh parents (done during their one-on-one family meeting)
- ◉ Consistent use of Naviance in student one-on-one meetings.

NAVIANCE TRAINING SCHEDULE

Semester 1:

Freshman	Early November (P.E.)
Sophomore	Mid October (Bible Classes)
Junior	Early October (Bible Classes)
Senior	Early October (Bible Classes)

Semester 2:

Freshman	Early February (P.E. Classes)
Sophomore	Late April (Bible Classes)
Junior	Late April (Bible Classes)
Senior	Late April early May (Bible Classes)

Typically we take one class period (85 minutes) from the P.E. department each semester and one class from our Bible department each semester (85 minutes).

◎ Freshman Semester 1

- Pass out username and passwords
 - Log in
- Intro Naviance (What/Why/When?)
- Intro to college resources (very brief)
- Manage my course plan (Warrior Blueprint)

◎ Take Home Tasks:

- Complete manage my course plan (Draft)
- Complete Cluster Finder (about me tab)

◎ Freshman Semester 2

- Review Course Plan for upcoming class choice training
- “Cluster Finder” (assigned in prior training)
- “Career Clusters”/”Career Research”
 - Career Paper Resource (Freshman English Project)
- Intro College Research by name
 - GPA
 - SAT/ACT
 - Graph Tab

◎ Take Home Tasks:

- Complete your Freshman Career paper using Naviance
- Over the summer put in some time doing college research.

◎ Sophomore Semester 1

- “Career Cluster” Review
- Review Blueprint Plan (In House)
- Discuss College Options UC—CSU—Private—Christian
- Search for colleges “Super Match” and “College Search”
- Summer opportunities (College Tab) “Enrichment Programs”
- College visits (home page)

◎ Take Home Tasks:

- Finish “Game Plan”
- Attend Campus College Visits at least three

◎ Sophomore Semester 2

- ◎ Activities: Semester 2
 - Review Game Plan
 - Review Personality Test (have done prior to training)
 - “Strength Finder” (Do in training)
 - Discuss “Strength Finders”
 - Review “Career Clusters”
 - Resume Builder (About Me)
 - Education
 - Top 2 activities
 - Colleges I’m Thinking about (Add 5: one out-of-state)

◎ Take Home Taskes:

- Finish “Colleges I’m Thinking Continue College Research

◎ Junior Semester 1

- Review College visits (home page)
- Continue Resume Builder
 - Add 3 more activities
 - Update awards
- College research (“Colleges I’m Thinking About”)
 - “Super College Match” (add 5) Review
 - “College Search” (add 5) Review
 - “College Match” (add 5)
- Explain “Scatter-Grams/Graph Tab” and Acceptance History
- Review Summer opportunities
- ◎ **Take Home Tasks**
 - 15 “Colleges I’m Thinking About”
 - Updated Resume

◎ Junior Semester 2

- Update Resume
- Colleges I’m thinking about
- “Request Information”—First college touch points
- Colleges I’m applying to
 - Early Decision/ Action/ Priority/Regular
- E Documents and application process
- Recommendation/Transcript requests
- Scholarships & Money
- ◎ **Take Home Tasks:**
 - Research
 - Develop a “Colleges I’m Applying To” list
 - Schedule summer campus visit

◎ Senior Semester 1

- College Visits (3 Touch Points)
- Resume Builder Review and Updated
- “Colleges I’m Thinking About”
 - Move or Delete
- “Colleges I’m Applying To” review
 - Scatter-grams review (Am I applying to the right school?)
 - Choosing Deadlines
- E docs and application process review
 - Types of Apps
 - Common App Waiver
 - Transcripts
- Letters of Recommendations
- Keys for this process
 - Workshops
 - Use Naviance
 - Ask for Help

◎ Take Home Tasks:

- “Colleges I’m Applying To”
- Letters of Rec Surveys

◎ Senior Semester 2

- Complete surveys
 - In house survey for Valley Christian Use
- Complete acceptance list and Matriculation information
- Senior Counselor Miscellaneous
 - Sensitivity talk
 - Grad announcements

POSITIVE RESULTS

- ◎ Students have less anxiety during the application process
- ◎ Parents feel confident that the school is providing quality care to their student
- ◎ Information easily accessible for counselors
- ◎ Students typically spend more time researching colleges to find the right “Fit” which in turn is less work and ultimately more enjoyable for the counseling staff.

QUESTIONS AND ANSWERS

- ◉ Nathan Smith
- ◉ nsmith@vcs.net