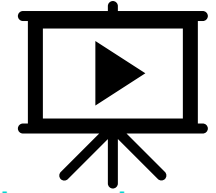


NAVIANCE COURSE PLANNER STAFF RESOURCES

I AM A PRINCIPAL,
COUNSELOR OR TEACHER...

Logging in to Naviance



[Click to play video](#)

1. Go to your high school website

2. Go to **STUDENTS** → **Students Overview and Tools**

3. Click  →  Sign in with your district id and password

4. Log in with your district ID# and password

Login information

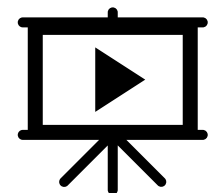
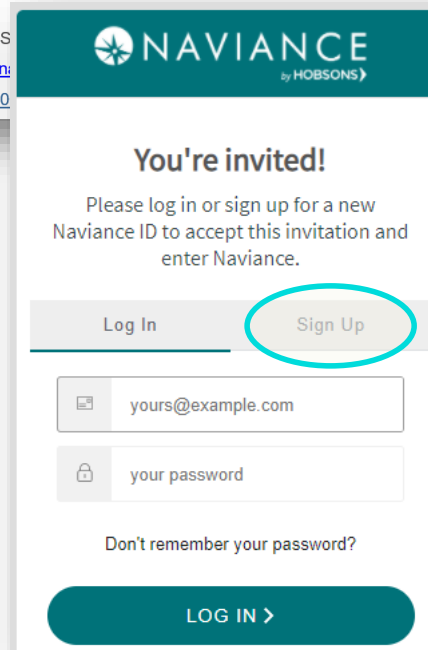
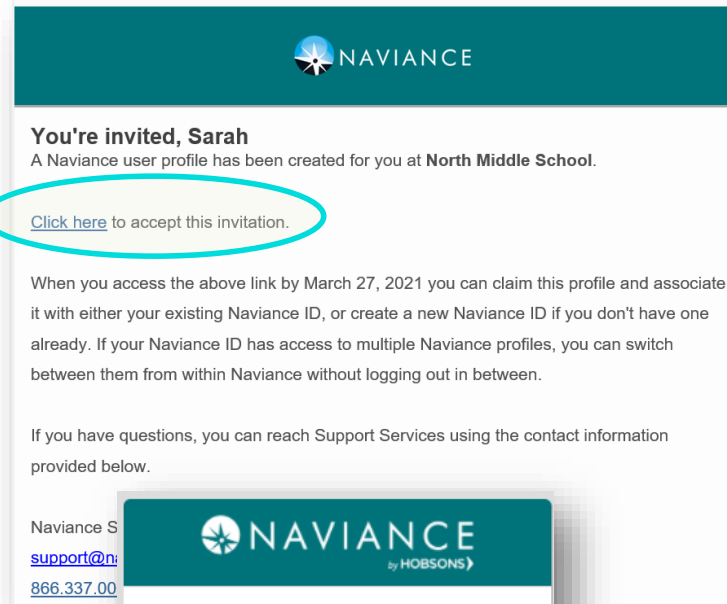
This is your student id or employee number.

USERNAME

PASSWORD

Set Up Your Middle School Profile

1. Accept all invitations in Outlook for **Naviance Support Services**
2. Click **Sign up** on the first one and log in with your district ID# and create a password.
*(*This is only to add the middle school to your profile.)*
3. For each additional invite, just log in with email & password.



[Click to play video](#)

Access Middle School Profiles

To switch between your primary Naviance account and your middle school log in, follow these steps:



[Click to play video](#)

1. Log into Naviance at your primary school location using the button located in Student Tools



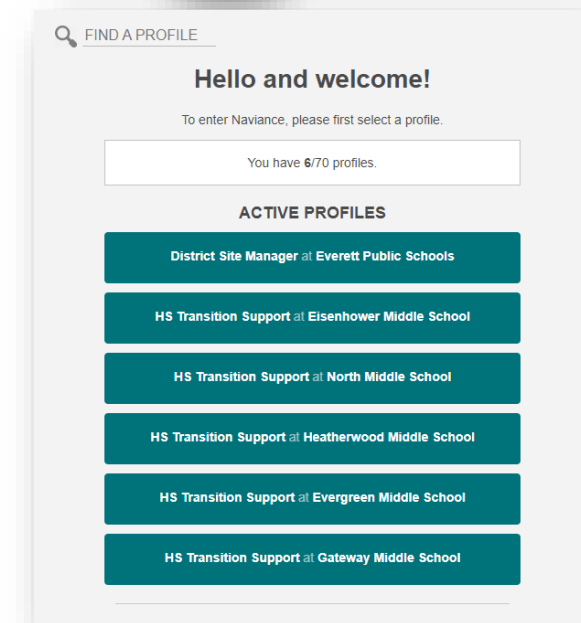
2. Click the gear icon in the upper-right corner



3. Click **Switch Profile**

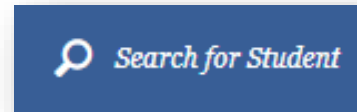
Switch Profile

4. Select the profile for the school you will be doing transition meetings with that day.



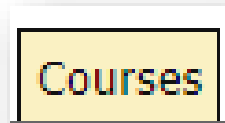
Locate the Student Course Plan

1. At the middle school, click **Search for Student** in the upper right corner.



2. Type in the student's last name
3. Select the student from the search results

4. Click the **Courses** tab



5. Click the **View/Edit** button to access the student course plan in the staff mode.

9th grade plan 2021-22

View/Edit

I AM A HIGH SCHOOL
SUPPORT STAFF MEMBER...

Logging in to Naviance



[Click to play video](#)

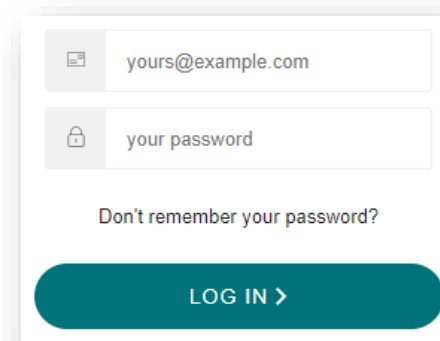
1. In a browser go to <https://id.naviance.com/>

2. Click

Sign in with Naviance ID
This sign in requires an email and password

3. Log in with your district email address and the password you created.

*(*If you have not ever logged in to Naviance before, please email Sarah Pewitt to set up your Naviance ID account.)*

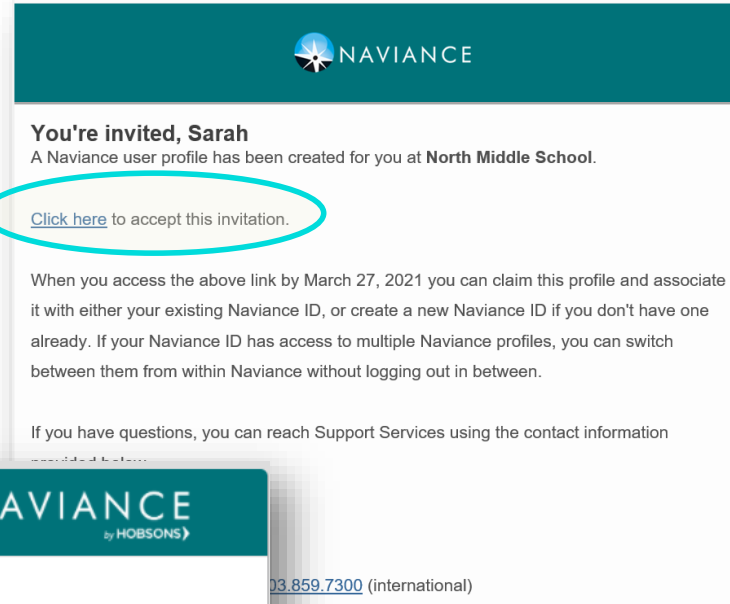


The screenshot shows a login interface with two input fields. The first field is for an email address, with a placeholder 'yours@example.com'. The second field is for a password, with a placeholder 'your password'. Below the fields is a link that says 'Don't remember your password?'. At the bottom is a teal button with the text 'LOG IN >'.

*Add the URL to your **favorites** ★

Access Your Middle School Profile

1. Accept all invitations in Outlook for **Naviance Support Services**
2. Log in with your Naviance ID and password.

A login form for Naviance. The header is teal with the Naviance logo and "by HOBSON'S". The main heading is "You're invited!". Below it, it says "Please log in or sign up for a new Naviance ID to accept this invitation and enter Naviance." There are two tabs: "Log In" (selected) and "Sign Up". Below the tabs are two input fields: one for email (containing "yours@example.com") and one for password (containing "your password"). Below the password field is a link "Don't remember your password?". At the bottom is a teal button with the text "LOG IN >".

[Click to play video](#)

Access Middle School Profiles

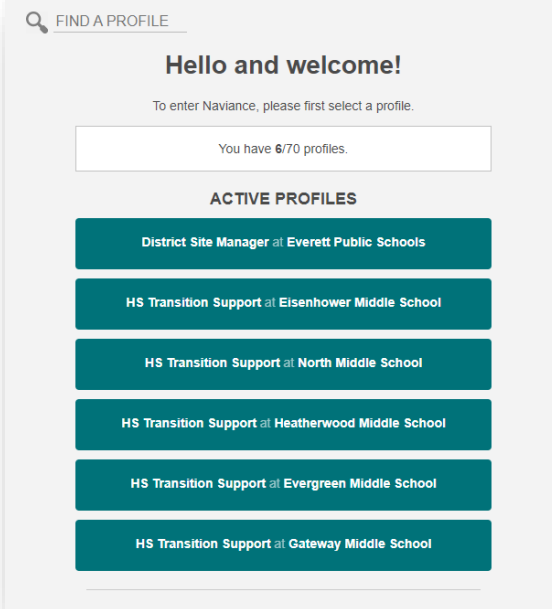


To switch between your primary Naviance account and your middle school log in, follow these steps:

1. Log into Naviance at your primary school location
2. Click the gear icon in the upper-right corner
3. Click **Switch Profile**
4. Select the profile for the school you will be doing transition meetings with that day.

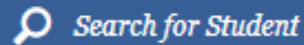


Switch Profile



Locate the Student Course Plan

1. At the middle school, click **Search for Student** in the upper right corner.



2. Type in the student's last name
3. Select the student from the search results

4. Click the **Courses** tab

A yellow rectangular button with a black border and the text "Courses" in black.

Courses

5. Click the **View/Edit** button to access the student course plan in the staff mode.

A white rectangular box with a shadow, containing the text "9th grade plan 2021-22" in bold black font.

9th grade plan 2021-22

A blue rectangular button with the text "View/Edit" in white.

View/Edit

8TH GRADE TRANSITION ROLE PLAY VIDEOS

Example 8th Gr. Transition Conferences

Role Play Video #1: Student/parent and staff member
(Please do not show this to students per my daughter)

Role Play Video #2: Student only with no plan created

8TH GRADE TRANSITION STUDENT LESSON & VIDEOS

8th Gr. Transition Student Materials

- 8th Grade Transition Lesson
 - Video 1 - Introduction
 - Video 2 - Course Catalog
 - Video 3 - Naviance Course Planner Tool
 - Video 4 - English Courses
 - Video 5 - Math Courses
 - Video 6 - Science Courses
 - Video 7 - Health & Physical Education Courses
 - Video 8 - Elective Courses
- 9th Gr. Elective Courses Document
 - Video 9 - Alternate Course Requests