## Overview

Naviance helps students connect learning and life. Once students have identified their goals, they will see how standardized tests (including SATs, ACTs, ACT Aspire and AP* exams) can help them reach their goals. Naviance Test Prep provides proven, game-based courses that help students to perform their best on test day. Naviance Test Prep is also seamlessly integrated into Naviance to help students be college and career ready, all from one place. We recommend viewing the video provided by Naviance before you get started.

Accessing Naviance Test Prep

Before you can access Naviance Test Prep, the school site manager must enable the permission "**Access Test Prep**" for Naviance users.

School Staff Access

To access the administrator side of Naviance Test Prep, click the **Naviance Test Prep** Quick Link from the Naviance **Home** page. This action logs you into Naviance Test Prep as an Instructor.
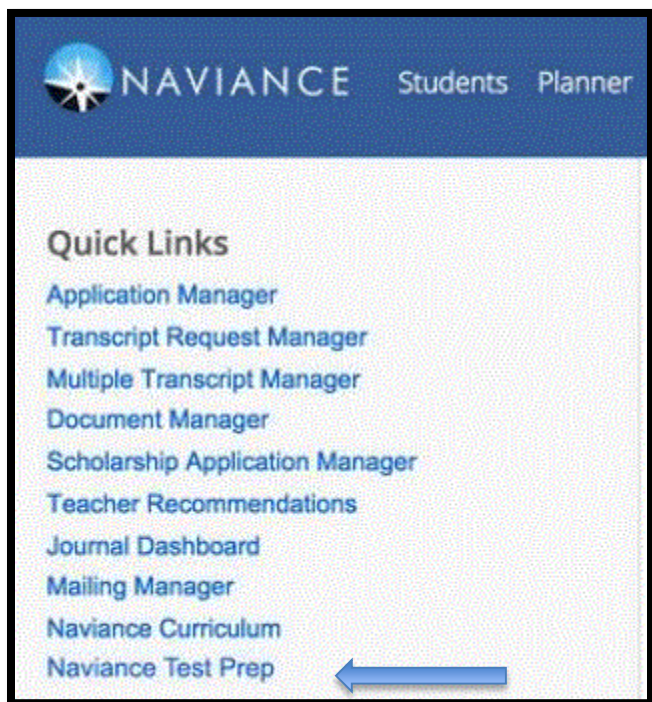

Getting Started

Using Naviance Test Prep, you can access Student Reports, Roster Reports, and Access Student Accounts by clicking the **Naviance Test Prep** link under Quick links on the home page of Naviance.
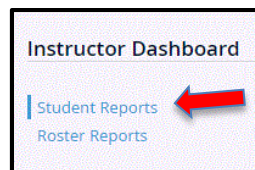
Students Reports:
To view in-depth student reporting and granular data
1. Click **Student Reports.**
2. A list of the students currently enrolled appears.
3. You can use the Filter Options by Study Programs and by Roster. The default is All.
4. You can search by student name.
5. You can filter by date range.
6. The report gives you a view of a student's progress %, Avg. Practice % and Avg. Exam %.
7. For greater detail for a specific student, click **Student's Name.**
8. Select course if the student is enrolled in more than one course from the drop-down course select menu.
9. A detailed report is displayed for the student.
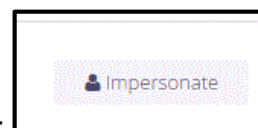
Impersonate User:
To ghost in as a specific student:
1. Click **Student Reports.**
2. A list of the students currently enrolled appears.
3. You can use the Filter Options of Study Programs and Roster. The default is All.
4. You can also search by student name.
5. Click the **Impersonate** icon to log into student's Naviance Test Prep account.
6. **Caution:** You are logged in as the student.

HOBSONS

Instructor Dashboard

Student Reports
Roster Reports ←

Roster Reports

To view in-depth reporting and granular data by group:

1. Click **Roster Reports.**
2. A list of the groups is listed.
3. You can use the Filter Options by Study Programs and by Roster. The default is All.
4. You can search by group name.
5. You can filter by date range.
6. The report gives you a view of the group's progress %, Avg. Practice % and Avg. Exam %.
7. For greater detail for a specific group, click **Group Name.**
8. A detailed report is displayed for the group.

Helpful Tips

All reports can be exported by clicking on the **Export** icon.

Getting Help

Contact Support Services at 1-866-337-0080, option 2 or support@naviance.com.