

## **Naviance/College Ideas Workshop**

<https://succeed.naviance.com/soddydaisy>

### **Ways to get students on to Naviance**

1. Go to computer lab and have them register (Give them a choice of one of two passwords) - Do activities such as: college search, look at interesting updates, email, contact us, click on a college and have them find requirements to get into that college, scattergrams, etc.  
(suggest do it in 9<sup>th</sup> grade)
2. Use email - email with instructions on how to get on - Ways to get email - 1. Ask students to write name and email address - put it on desk 2. advisory teachers collect those 3. Ask for them in mail outs & parent nights - Once you have it you can register them on naviance
3. Make it a must - Seniors MUST request transcripts through naviance, print passes for college visits and clubs, Newsletters
4. ACT Prep - cost extra
5. Updates - Put important info in updates and then refer students there - ACT test dates, academic common market, College Cheat Sheets, newsletters, career prep (Energizetn.com)
6. All Counselors get on board
7. Surveys
8. Make it a part of your school and college life, link to it on school website & facebook

### **Fun Things we are doing to create college excitement**

1. "Oh The Places You'll Go..." Students can post their acceptances on this board
2. College of the week - Shown on TV announcements each week - student driven (senior project and media scholarship project) 1-2 minute highlight of a different college each week
3. College application sessions - 3 weeks before deadline have a mini meeting with students applying to a specific college (UTK, UTC, MTSU, Vanderbilt, etc) Give them tips, reminders, answer questions
4. Career Clubs - Meet once a month with professional - nursing club
5. College Trips - Visit various colleges - tip: we hold mini-conferences on bus with each student - print their transcript, discuss college options/goals with them and write a "prescription" for them (ACT prep, when to take ACT, repeat course, etc)
6. College Week - Jan. Week devoted to college (college pep rally, teachers talk about their college experience, financial aid, college reps, how to be successful in college, student panel, etc)

## Naviance tips

1. Home - Class Snapshots, Applications, Transcripts  
Information at the touch of a button, how many have applied, when transcripts were sent in, etc
2. Student -
  - Student roster - a) send transcripts through edocs, load recommendations, common app b) Resume c) Colleges applying to d) journals - great for counselors to keep up with what others have discussed
  - Student search - find a specific group (not registered, no ACT)
  - Groups - easy to locate & identify, send emails
  - Reports - Colleges, number of apps, number of times students used, who are registered, etc.
  - Batch Updates - easy to make changes to a whole group at once
3. Scholarships  
Lists & Reports
4. Colleges
  - Groups - Use lists others have made - (colleges that meet need, 40 colleges that change lives, etc) just hit subscribe
  - Maps - Where your students have gone, top 20 colleges where students have applied
  - Visits - College rep visits - automatically send reminders to students who have these colleges on their list
5. Connections
  - Family Connection - News bulletins - to copy a document go to "create new bulletin with style wizard" on the toolbar click on the word icon with W in the middle (click on the screen if it is not lit up) - paste your copied information in there and hit save (remember to go into news bulletins and click who you want to view the information) Activate Student & parent accounts - Preferences - Manage who sees what on naviance
  - Email - Choose student or student & parents, class, etc
  - Survey Builder - Build your own Custom surveys OR Click View survey templates created by others - view, then click copy and revise to fit your school - set active or inactive and class
  - Naviance Network - Share or download a document, share or download a survey
6. Setup - Manage everything on naviance Add teachers & users
7. Help - Great help - search for question, if can't find it, email them