

Naviance for Seniors!

The ins and outs of Naviance
and what you need to know for
Senior Year



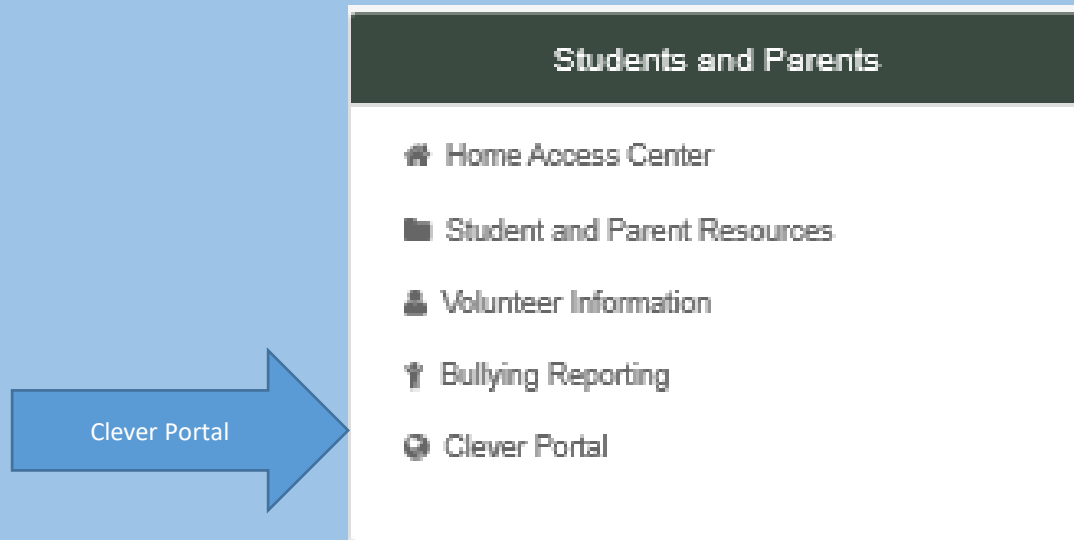
Westminster High School Class of 2023

After Today You Should Be Able To:

- ❖ Navigate your way around the Naviance platform
- ❖ Identify Colleges that you are interested in through Naviance.
- ❖ Register for College Visits
- ❖ Identify colleges that you are applying to on Naviance.
- ❖ Locate and complete the Letter of Recommendation Survey
- ❖ Request Letters of Recommendation
- ❖ Request Transcripts
- ❖ Identify scholarship opportunities through Naviance.

NAVIANCE TOOLS and eDocs

- All Carroll County High School students applying to college must use Naviance. All of the college application details will come through Naviance, including the college search.
- Access your account through the Clever Portal using your CCPS Active Directory User Name and Password. Access Clever Portal from the Students and Parents resources on CCPS website. www.carrollk12.org
- Quick Access: [Naviance](#)



Getting Started

Your Home Page: Pt 1

Click Home – This is where all college information is held. All College Visits will be listed at the bottom of the College Home Screen.

You will need to save each school that you are applying to in this section and request transcripts.

Save all colleges you are interested in here

The screenshot shows the Naviance Student home page. At the top right, there are links for 'Give feedback', 'No new messages', 'Switch Grade: Demo', and 'Close Demo'. Below these is a navigation bar with 'Home', 'Colleges', 'Careers', 'About Me', and 'My Planner'. The main header area includes the Naviance logo, the text 'Student', and a personalized welcome message 'Welcome, Demo Lindsay!'. A search bar is present with the placeholder text 'Type a college name' and a 'SEARCH' button. Below the search bar, there are two main content areas: 'Get Ready for Senior Year!' and 'My Favorites'. The 'Get Ready for Senior Year!' section contains text about college applications and a 'Read more' button. The 'My Favorites' section lists three items: 'COLLEGES I'm thinking about', 'COLLEGES I'm applying to', and 'CAREERS AND CLUSTERS I'm thinking about'. Annotations with arrows point from the text above to the 'Home' link, the 'Colleges' link, the search bar, and the 'COLLEGES I'm applying to' item.

Give feedback No new messages Switch Grade: Demo Close Demo

Naviance | Student

Home Colleges Careers About Me My Planner

Welcome, Demo Lindsay!

Search for Colleges

Type a college name SEARCH

Get Ready for Senior Year!

It's time to start thinking about college applications! There's a lot of info here so you'll want to click **Read More** below and scroll all the way down!

Naviance has lots of tools to help you in your search process, as well as a guide to linking your **Common App** account with Naviance (after August 1). Use the **Show Me How** link at the bottom right of your Naviance Student page to take you step by step through the process.

Read more

My Favorites

- COLLEGES I'm thinking about
- COLLEGES I'm applying to
- CAREERS AND CLUSTERS I'm thinking about






Getting Started

Your Home Page: Pt 2




All College Visits will be listed in this area. Click on Show more for additional colleges that will be holding virtual college visits.

Important To-Dos and Tasks

-  TASK Complete SuperMatch™ college search
OVERDUE Saturday May 30, 2020
Assigned by Your Counselor
-  TASK Complete MI Advantage™ 2.0
OVERDUE Saturday May 30, 2020
Assigned by Your Counselor
-  TASK Letters of Recommendation Survey
DUE Saturday Oct 31, 2020
Assigned by Your Counselor

[See All in My Planner](#)

What's New

-  Virginia Polytechnic Institute and State University will be visiting your school on Monday, September 21st, 2020 at 2:30 pm [more info](#)
-  James Madison University will be visiting your school on Monday, September 21st, 2020 at 2:30 pm [more info](#)
-  Johnson & Wales University, Providence will be visiting your school on Tuesday, September 22nd, 2020 at 9:00 am [more info](#)

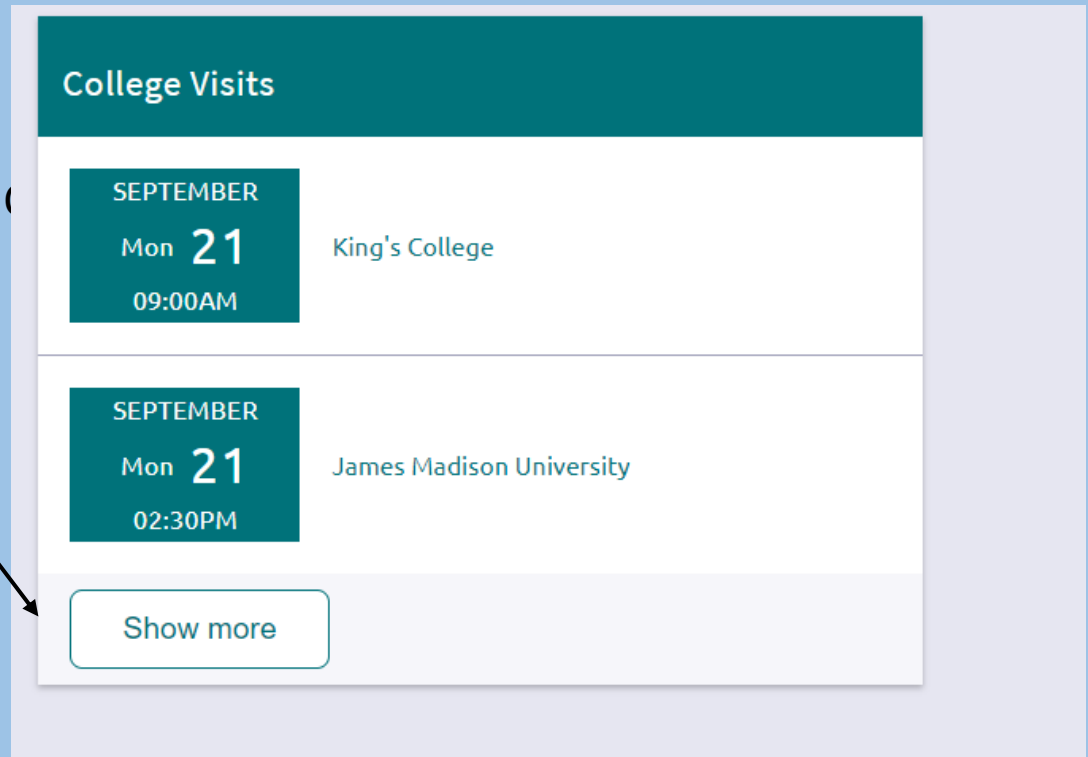
[Show more](#)

The Letter of Recommendation Survey must be completed before a letter of recommendation will be written by a teacher or counselor.

College Visits

Register for College Visits by following the steps below

1. Go to Colleges Home page (top of Naviance home screen)
2. Scroll to the bottom of page to see the College Visits Tab
3. Click on Show More



The screenshot displays a 'College Visits' section with a teal header. Below the header, there are two visit cards. The first card is for King's College on Monday, September 21st at 09:00AM. The second card is for James Madison University on Monday, September 21st at 02:30PM. At the bottom of the section is a 'Show more' button. A black arrow points from the 'Show more' button in the instructions to the 'Show more' button in the screenshot.

Month	Day	Time	College
SEPTEMBER	Mon 21	09:00AM	King's College
SEPTEMBER	Mon 21	02:30PM	James Madison University

[Show more](#)

College Visits

- Click the register button to register for that specific college visit.
- Visits will be in person during FLEX 9:00-9:30 am and virtual at 2:30 pm.
- You can only register for 1 college visit per time slot.
- We have requested that colleges use Google Meet for virtual visits but they may use Zoom or Teams. The type of virtual call will be in the registration information.

The screenshot displays a 'College Visits' interface with a search bar at the top right. Below the header, there are four rows of visit information:

Date	Time	College	Visit Type	Registration Deadline	Buttons
SEPTEMBER Mon 21	09:00AM	King's College	Virtual; Virtual Visit (Link available at visit time)	REGISTER BY Monday, Sep 21 2020, 08:00AM	Register Now View Details
SEPTEMBER Mon 21	02:30PM	James Madison University	Virtual; Virtual Visit (Link available at visit time)	REGISTER BY Monday, Sep 21 2020, 01:30AM	Register Now View Details
SEPTEMBER Mon 21	02:30PM	Virginia Polytechnic Institute and State University	Virtual; Virtual Visit (Link available at visit time)	REGISTER BY Monday, Sep 21 2020, 01:30AM	Register Now View Details
SEPTEMBER Tue 22	09:00AM	Johnson & Wales University, Providence	Virtual; Virtual Visit (Link available at visit time)	REGISTER BY Tuesday, Sep 22 2020, 08:00AM	Register Now View Details

Naviance College Search:

Click on colleges to research schools that meet your criteria

The screenshot shows the Naviance Student website interface. At the top left is the Naviance logo and the text "Naviance | Student". On the top right, there are navigation links: "Home", "Colleges", "Careers", "About Me", and "My Planner". Below the navigation is a large teal header area with the word "Colleges" in white. Underneath "Colleges" is a search bar with a magnifying glass icon and the placeholder text "Type a college name", followed by a white "SEARCH" button. Below the search bar, the text "MORE COLLEGE SEARCH OPTIONS" is visible. The main content area is divided into two columns. The left column is titled "Find Your Fit" and contains two options: "SuperMatch@" with a magnifying glass icon and "College Match" with a puzzle piece icon. A blue arrow points from the "SuperMatch@" text to the "SuperMatch" text in a blue box. The right column is titled "Research Colleges" and contains two options: "COLLEGES I'm Thinking About" with a heart icon and "College Compare". In the bottom right corner of the page, there is a small circular icon with a question mark.



Towson University

Towson, MD, United States | towson.edu

click on the heart to make it a favorite and return to it easily later

Communicate Apply online Learn More

Learn more about school details

Overview Studies Student Life Admissions Costs



AVERAGE NET PRICE

\$8,827

Income: \$0 - \$30K

More about Cost & Aid

from 2019

GRADUATION RATE

72%

Within 6 years

More about Learning Environment

from 2019

ACCEPTANCE RATE

77%

How does this relate to me?

from 2019

EARLY ACTION DEADLINE

December 1

See all deadlines

Know your deadlines!!

Test Scores & GPA Ranges

Your High School's Ranges

National Ranges

Compare your scores with all students who have been accepted to Towson University. The high, low, and average data is based on the middle 50% of accepted applications.

The middle 50% of accepted students

Needs Improvement

Fair ☆

Good ★

Great ★★

	Low	Average	High	Your Score
> ACT Combined	21	23	25	–
> SAT Converted Combined	1000	1140	1300	1200 ★
> SAT 1600 Combined	1000	1140	1300	1200 ★
> GPA Cumulative		–		3.8125

Compare your scores to the average applicant to see your fit

Application Information: Know the application process & deadlines

Types of Applications: applications went live on August 1st

- Common App, Coalition, School Specific (you will be completing your application in one of these application types – including the following: demographic information, self-reported grades/G.P.A, essay, etc.)
 - If using Common App you must match your Common Application Account to your Naviance Account – please see slides 16 and 17 of this presentation for steps.
- All supporting documents must be requested and sent through Naviance (transcripts, letters of recommendations, WHS school profile, etc.)
 - Please verify that you have requested transcripts and letters of recommendations to be sent via Naviance. Please reference the video and the following slides in this presentation for steps.

Types of Deadlines:

- Early Action/Priority Deadline: the best chance for admissions and scholarships. Often in fall/November 1.
- Early Decision: binding commitment – if you are accepted to the Early Decision school you must withdraw all other applications.
- Rolling: applications are reviewed as they are received- the earlier you submit, the better.

Using Naviance for Transcripts and Recommendation Requests

Student Workflow

Add College's to *"College's that I am Applying to List"*

Indicate *How* They Are Applying

Request *Transcripts*

Request *Letter's of Recommendation*

Add colleges to Colleges I'm Applying To list

1. Go to **Colleges I'm Applying To List**
2. Click on the pink add button
3. Search for the name of the school and **select Add Application & Request Transcript**
4. **Select App Type** (e.g., RD, ED, EA, etc.)
5. **Select How You'll Submit Your App** (e.g., Common App, Direct to Institution)
6. **Select Request and Finish**
7. **Students should only add colleges to this list and request transcripts if they have already applied to the school or are very certain they will apply in the future**

The screenshot shows a two-step process for adding a college. Step 1, 'Add Application', is active. The form asks 'Which college are you applying to?' and has a search box containing 'University of Alabama at Birmingham (UAB)'. Below this, it states 'Colleges already in your application list would be unavailable for selection.' The 'App type' section is set to 'Regular Decision'. The 'I'll submit my application' section is set to 'Direct to the institution'. There is an unchecked checkbox for 'I've submitted my application'. At the bottom, there are two buttons: 'Add Application' and 'ADD AND REQUEST TRANSCRIPT'.

STEP 1 — **STEP 2**

Add Application Request Transcript

Which college are you applying to?

University of Alabama at Birmingham (UAB) ✕

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision ✓

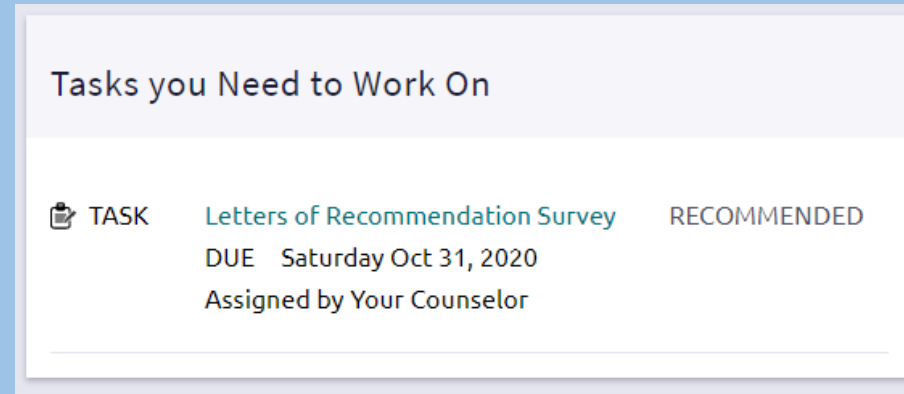
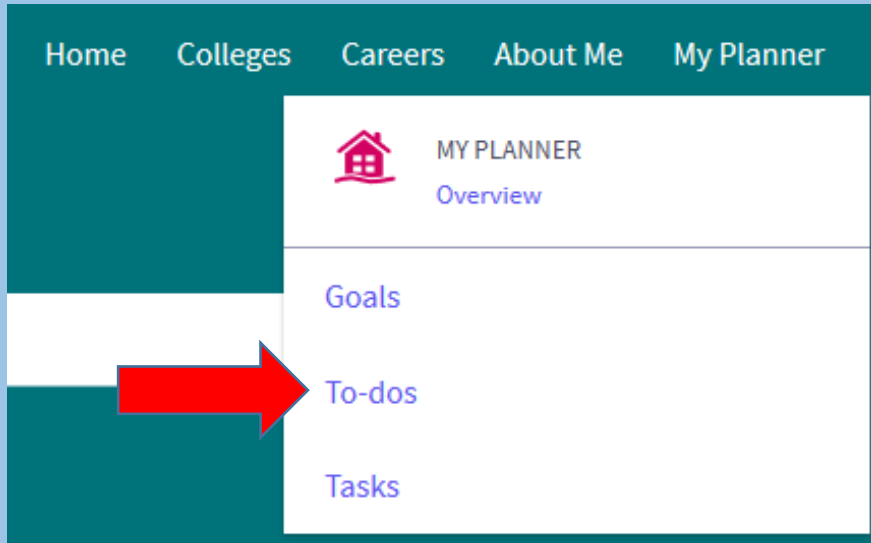
I'll submit my application

Direct to the institution ✓

I've submitted my application

Add Application ADD AND REQUEST TRANSCRIPT

Preparing for Letters of Recommendation: Completing the Letter of Recommendation Survey



Most colleges require a letter of recommendation. Students requesting recommendations must complete the “Letter of Recommendation Survey” located on your main page under Important To-Dos and Tasks or under My Planner. This should be completed as soon as possible.

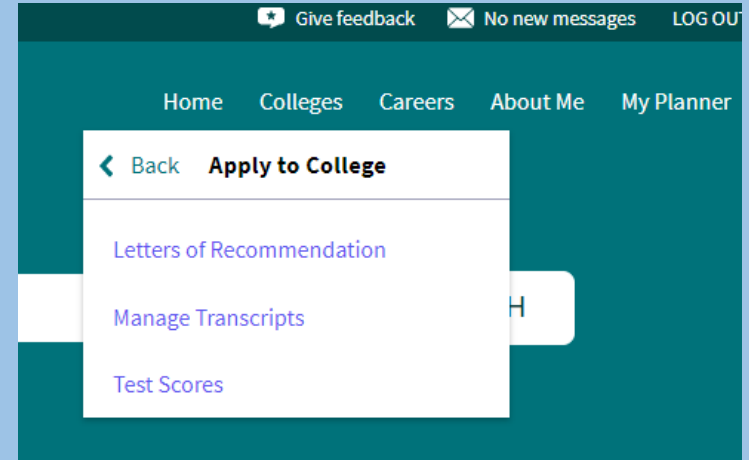
Preparing for Letters of Recommendation: Asking your Teachers/Counselors

- Once the Letter of Recommendation Survey is complete you can reach out to your teacher/counselor to **make a formal request either in person or via email. This must be done prior to adding the request in Naviance.**
- At this time only WHS teachers and Career and Tech teachers can be added in the Naviance Letter of Recommendation Request section. If you want a letter of recommendation from a Coach or outside recommender they will need to send the LOR directly to the school of your choice.
- If you would like a letter from a Counselor, we will be uploading your LOR's in a different location (you cannot add a counselor in the letter of recommendation section)
- Please make these requests at least 10 days prior to deadline.
- Please note that all letters of recommendations will be sent through Naviance from this point forward.

Request Letters of Recommendation

Requesting LORs

1. Go to Colleges drop down (at top of screen)
2. Apply to College
3. Select Letters of Recommendation
4. Select Add Request
5. Select a recommender (**WHS teachers only**)
6. Select which colleges the request is for
7. Include a personal note
8. Select Submit Request
9. Select Request and Finish



Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

All current and future colleges I add to my *Colleges I'm Applying To* list **i**
*Select only if you have no preference for which teachers will meet the recommendation requirements for each college

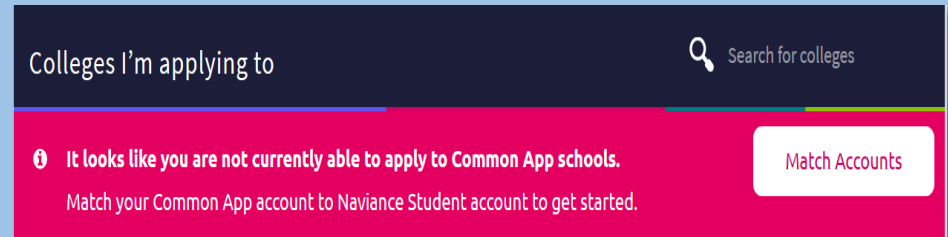
Choose **specific** colleges from your *Colleges I'm Applying To* list

Select All Colleges ^ Due ^

Matching the Common App Account in Naviance

Students should follow the steps in [this video](#) to learn how to match their Common App Account in Naviance.

1. Go to Colleges I'm Applying To List
2. Select the hot pink bar to Match Accounts
3. Enter the email address used for the Common App account
4. Confirm that the birthdate is correct
5. Select Match Accounts
6. Once a student has matched their account, schools from their application list in Common App will feed into their Colleges I'm Applying To list in Naviance



⚠ Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.

We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.

Get Started with Common App

- Create a Common App account on [Common App Online](#)
- Sign the Common App (CA) FERPA Waiver on [Common App Online](#)

Match Your Accounts

Tell us the email address you are using for Common App and your date of birth.

Common App Email Address

Date of Birth

Match Accounts

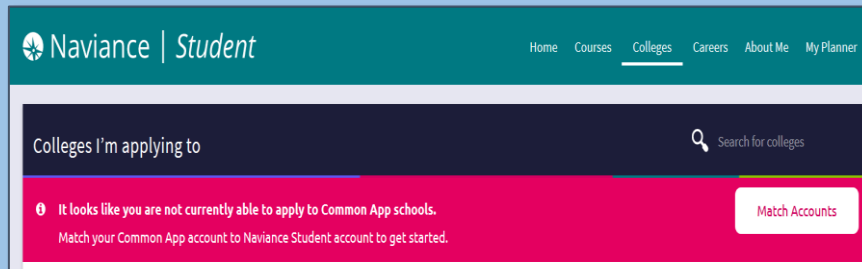
I don't need this

TIPS

These tips will help you successfully match your accounts.

- Mark sure you use the **email address** that you chose for your Common App account
- Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.
- Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.

Match your Common App Account



1. Select Match Accounts

2. Enter the email address that you used in Common App account

3. Enter or confirm your Date of Birth

The screenshot shows a 'Common App Account Matching' form. At the top, there's a 'Close' button and the title 'Common App Account Matching'. A yellow warning banner says: 'Note: Once you match account, your FERPA status can no longer be changed and you cannot unmatch your account.' Below that, a message reads: 'We're excited that you are ready to apply to colleges. Some colleges allow you to apply with Common App. You can match your Common App and Naviance Student account to track your applications in one place! In just a few short steps, we'll have your accounts matched.' The form is divided into two columns. The left column has 'Get Started with Common App' with two bullet points: 'Create a Common App account on [Common App Online](#)' and 'Sign the Common App (CA) FERPA Waiver on [Common App Online](#)'. Below that is 'Match Your Accounts' with the instruction 'Tell us the email address you are using for Common App and your date of birth.' There are two input fields: 'Common App Email Address' with the value 'test.test@naviance.com' and 'Date of Birth' with the value '05/10/2001'. A green 'Match Accounts' button is at the bottom left. The right column has 'TIPS' with the heading 'These tips will help you successfully match your accounts.' and two bullet points: 'Mark sure you use the **email address** that you chose for your Common App account' and 'Make sure that **last name** on your Naviance Student account matches the last name you used to create your Common App account.' and 'Make sure the **date of birth** on your Naviance Student account matches the date of birth on your Common App account.' At the bottom right, there's a link 'I don't need this'.

4. Select Match Accounts

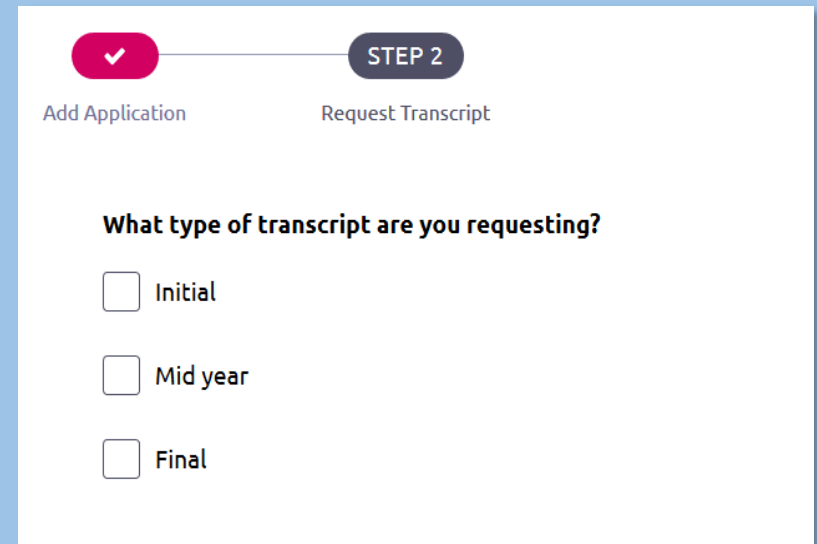
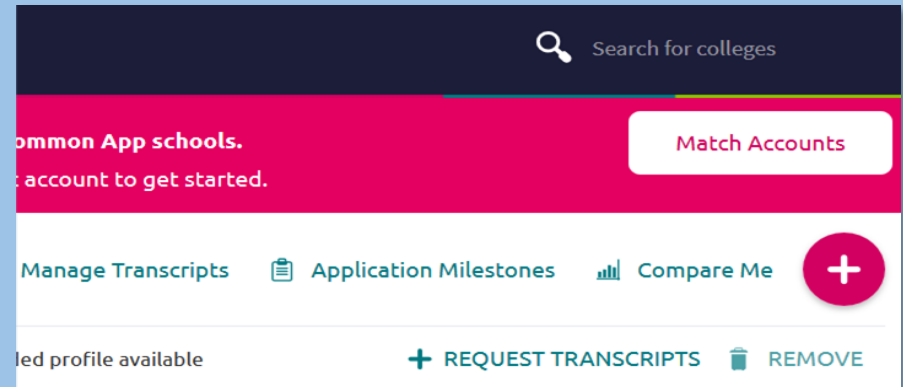
Now, all your Common Applications will automatically feed into your Colleges I'm Applying to list in Naviance. Now, you should request transcripts & Letters of Recommendation in Naviance!

Request Transcripts


Requesting Transcripts


1. Go to Colleges I'm Applying To List
2. Select Request Transcripts at the top of the list
3. Select the type of transcript being requested (initial transcripts are sent first)
4. Select each college you wish to send your transcript
5. Select Request and Finish

Note: You should only request transcripts if you have already applied to the school or are very certain you will apply in the future



Request a Transcript

 Cancel Add New College Application

 Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts by using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.



STEP 2

Add Application Request Transcript

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

 The University of West Georgia 

Request and Finish

1. Select the Type of transcript you're requesting

2. Confirm which school you're requesting for

3. Add any more schools you'd like a transcript for

4. Request and Finish

Check Transcript Request Status

How do I request more transcripts?

Select Request Transcripts

How do I know if my transcript has been sent?

Watch the Transcript Request column to determine when the transcript has been sent

Colleges I'm applying to

Did you change your mind about applying to Common App schools?

Match Accounts

Manage Transcripts Application Milestones Compare Me

+ REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> University of Alabama at Birmingham (UAB)	RD	Regular Decision	N/A	no request	Pending	Common App	Unknown EDIT MORE

How do I know if my counselor has submitted everything I need for an application? If the Office Materials column says "submitted", this means all necessary materials from your school have been sent

Track Submission Status in Naviance

Tracking Transcript & App Materials Status

1. Go to Colleges I'm Applying To List
2. Check the Transcript column to review when a counselor has submitted a transcript
 - The transcript column will say 'sent' if the transcript has been sent
3. Check the Office Materials column to review when a staff member has indicated that all materials have been sent for that application
4. The Office Materials column will say 'submitted' if transcripts and any other required materials, like Common App forms or other school-specific forms, have been

Tracking LOR Status

1. Go to Colleges I'm Applying To List
2. Select Letters of Recommendation at the bottom of the list
3. Check the Status column to review when a teacher has submitted a LOR

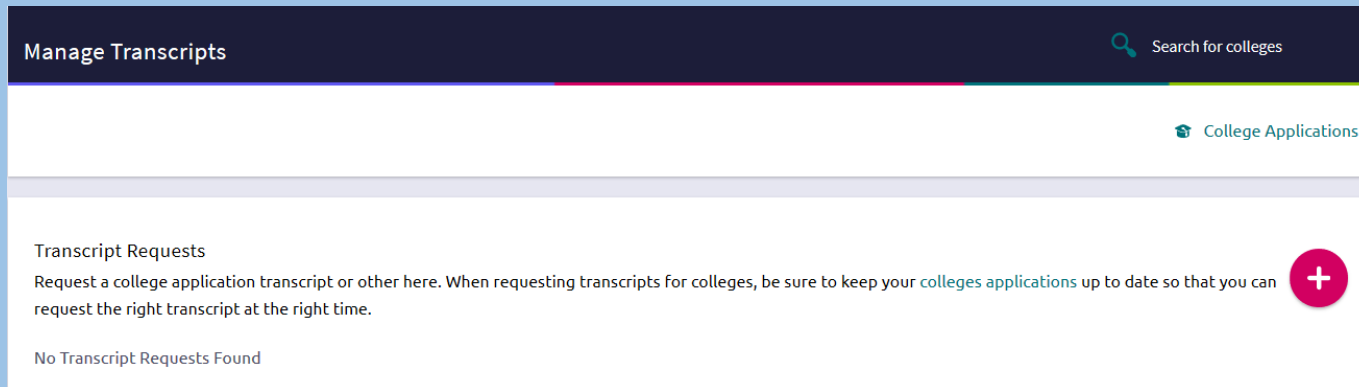
College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> of Central Florida	RD	regular Decision	N/A	requested	Pending		Submitted EDIT MORE
<input type="checkbox"/> Docufide Demo College	RD	Regular Decision 1	N/A	final sent	Final submitted		Accepted EDIT MORE

The screenshot shows a table with columns: Deadline, Recommender(s), Status, and Cancel Request. A dropdown menu titled "Recommendation Statuses:" is open over the Status column. The menu contains the following items:

- Requested: Student has requested a letter of recommendation
- In Progress: Teacher has written the letter of recommendation
- Submitted: High school faculty member has sent the letter of recommendation to designated college(s)
- Cancelled: Either the student, teacher, or counselor has cancelled the request.

Buttons for "Add Request" and "Cancel Request" are visible in the background table.

Requesting your transcript for Scholarship Applications



- Click on “Colleges I am applying to”
- Click on “manage transcripts”
- Click on large pink + on right hand side
- Click “Other transcript”
- Check “What type of transcript are you requesting?”
- Check “What is the transcript for?”
- Enter the transcript due date
- Fill out “where are you sending the transcript?” You must add an address. If you need the transcript delivered to you add that in the notes.
- Click “Request and Finish”
- Repeat procedure for all additional transcripts

Let's sum it up!

1. Log-in to Naviance and begin exploring!
2. Begin saving schools to your "Colleges you are interested in"
3. Request Transcripts for schools that you are 100% sure you are applying to.
4. Complete the Letter of Recommendation Survey
5. Email Teachers/Counselor asking to write you a letter of recommendation (if required) in advanced.
6. Once you get approval from your recommenders add teachers in the teacher recommendations section.
7. Complete your applications and monitor Naviance and documents

Contact your counselor if you need any help!!! We are here for you during this exciting process!!

Information will be updated in the Counseling Google Classroom as well as the Naviance folder in the school counseling website.

<https://www.carrollk12.org/schools/high/whs/SchoolCounseling/>

Breathe, remember that your School Counseling staff are here to help!