10ᵗʰ Grade Naviance Check Point
## "How To Guide"

Task #1: Setting SMART Goals

What is a SMART Goal? SMART Goals are: Specific, Measurable, Achievable, Relevant, and Timely. A correctly written SMART goal answers the following questions: What specific things will you accomplish? How will you know when you have achieved this goal? Is this goal realistic / do you have the tools you need to achieve it? Why is this goal important in your life? When can you achieve this goal?

Example of a Career SMART Goal:

By August 2016, I will be employed as a High School Counselor. I will know that I have achieved this goal when I have my contract in hand and begin my first year as a High School Counselor. In order to achieve this goal, I must have a master's degree, positive letters of recommendation from my Graduate School Professors, and the drive to submit all of the necessary job applications to secure a position – all things I have! This goal is important to me because my School Counselor made an impact in my life and I aspire to have a career in which I can do the same for my student.

*How to Set your SMART Goals in Naviance*

1. Once you log into Naviance, click "My Planner" on the top right
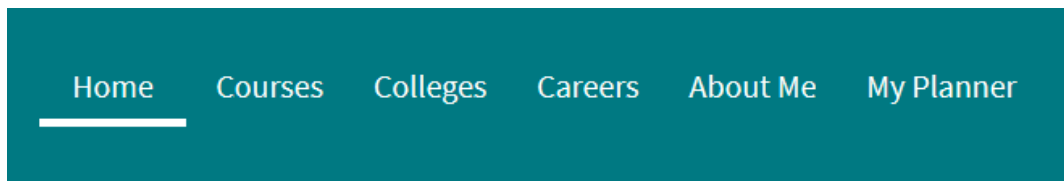
2. Then click "Goals" from the Drop-Down Menu
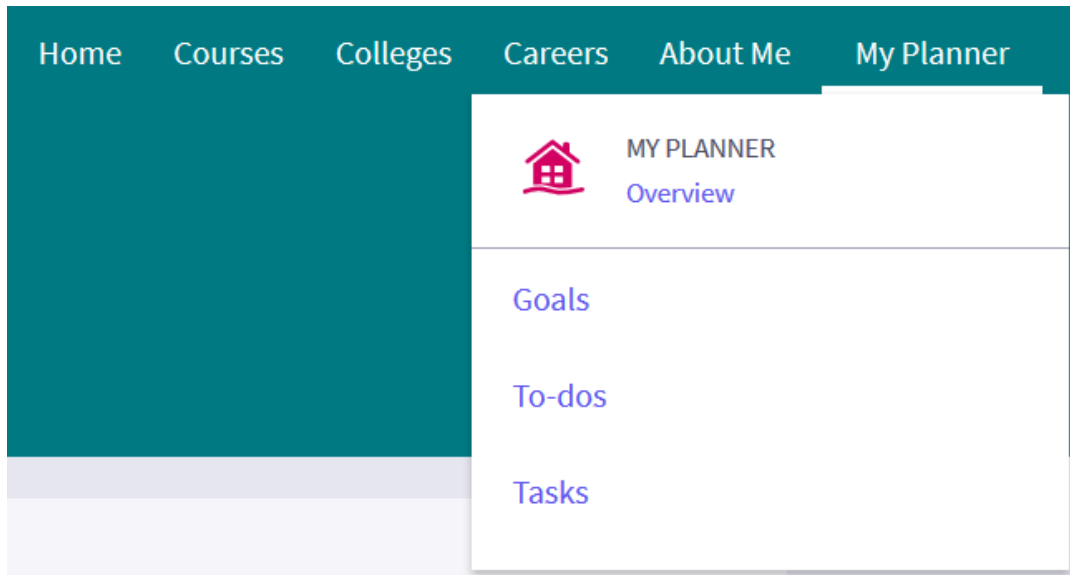
3. Your assignment is to set goals under "Academic SMART Goal," "Personal SMART Goal," "Career SMART Goal," and "Postsecondary SMART Goal." Academics may refer to grades or GPA. Career goals should be focused on the career you hope to have one day. Personal goals could be focused on certain skills or experiences you wish to refine/have. Postsecondary goals would be focused on your college plans (2-year, 4-year, specific schools, etc.).
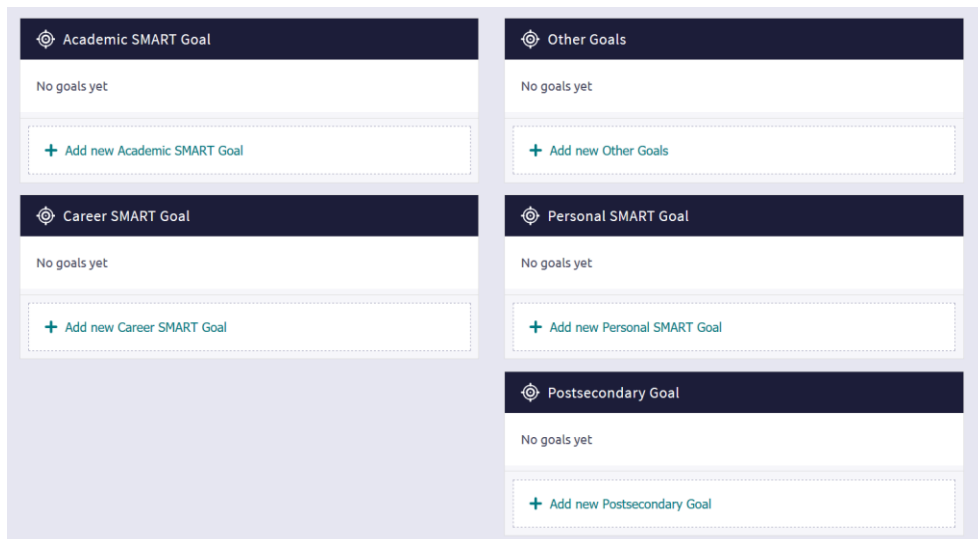
4. Click under each category and complete the questions. Make sure to click "Add" after answering the questions so that it saves!

* My Goal is: (required)

Specific: What specific things will you accomplish?

Measurable: How will you know when you have achieved this goal?

Achievable: Is this goal realistic? Do you have the tools you need to achieve it?

**Relevant: Why is this goal important in your life?**

Timely: When can you achieve this goal?
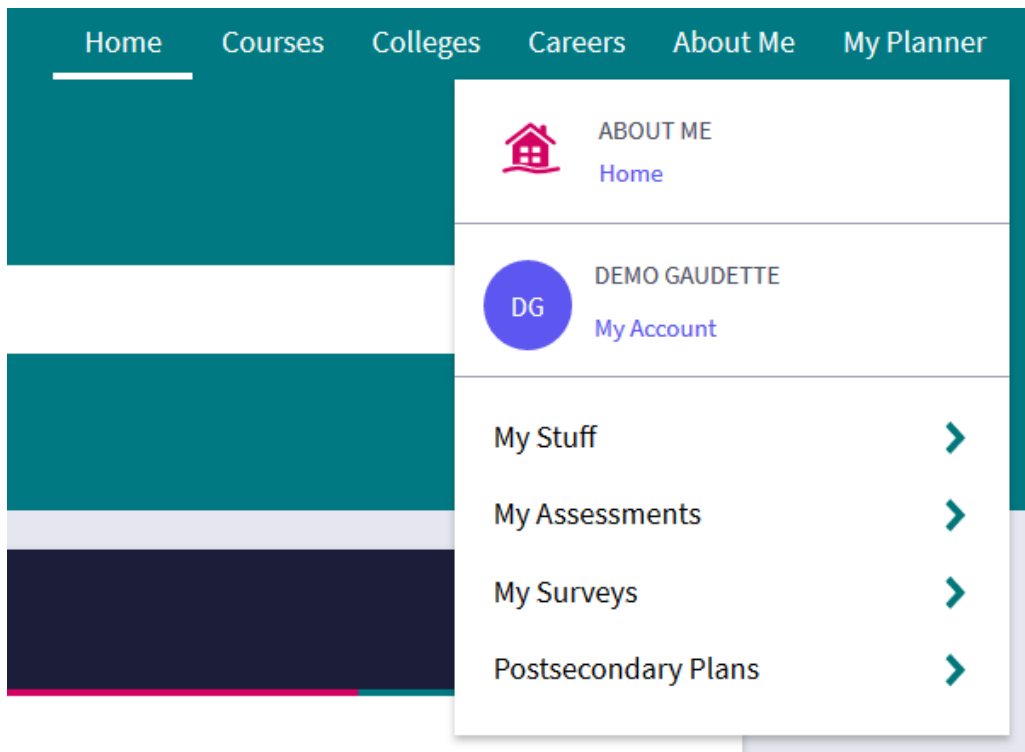
Task #2: Complete the Learning Style Inventory

What is a Learning Style? All students learn a little bit differently. A learning style refers to the way that students take in, process, understand, and retain information. Some students learn by listening, others by doing, others by seeing, etc. This survey will show you how you learn best, which will serve you as you continue on through High School and on to college and careers!

*How to Get to and Complete your Learning Style Inventory in Naviance*

1. Once you log into Naviance, click "About Me" on the top right
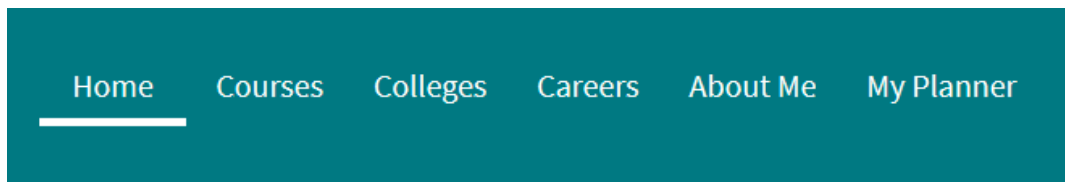
2. Then click "My Assessments" from the Drop-Down Menu

3. Next, click "Learning Styles Inventory." Your assignment is to complete the Learning Styles Inventory, but you are welcome to do any of the other assessments if you want to! (Spoiler alert: you will do the other assessments at other points in high school anyways, but you are welcome to do them early if you would like!)
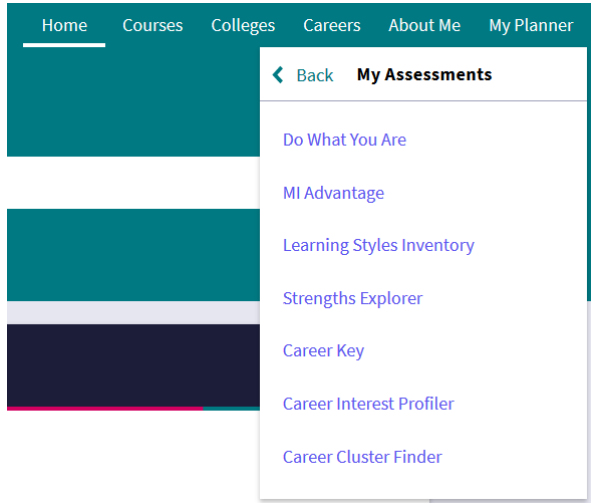
4. Read the instructions and click "Take Assessment." Make sure to check out your results when you're done! Very interesting to read through the different strategies they suggest for you.
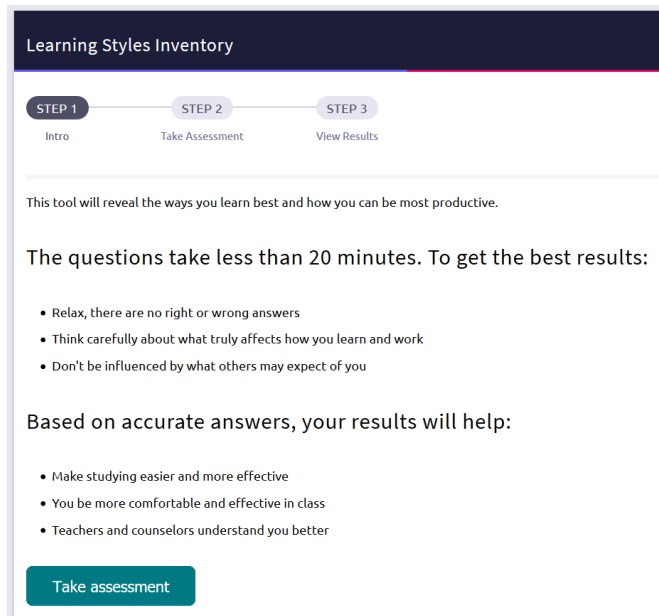
Task #3: Begin Making a Resume

Why do you need a resume and what do you use it for? Resumes are meant to be used for a variety of contexts, such as applying to college or applying for jobs and internships. The important thing about a resume is that you have two versions: a master copy that lists *everything* you have ever done and a personalized copy that you make for each individual submission (job application, internship, college, etc.) that you are making. If a job calls for specific skills, you would only include the items from your Master resume that are relevant to that position. Some important categories on a resume include: contact information, education, experience (volunteer and work), and skills.

How to Add to Your Resume on Naviance

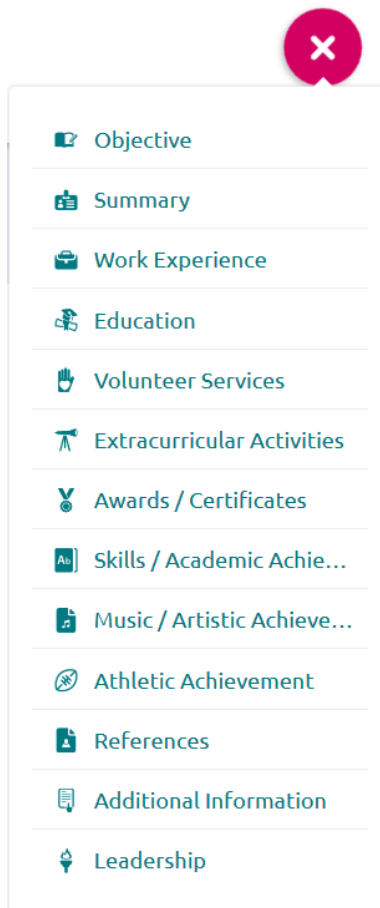1. Once you log into Naviance, click "About Me" on the top right
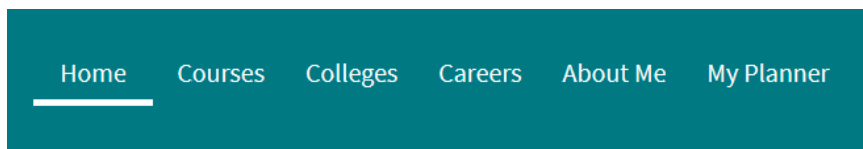
2. Then click "My Stuff" from the Drop-Down Menu
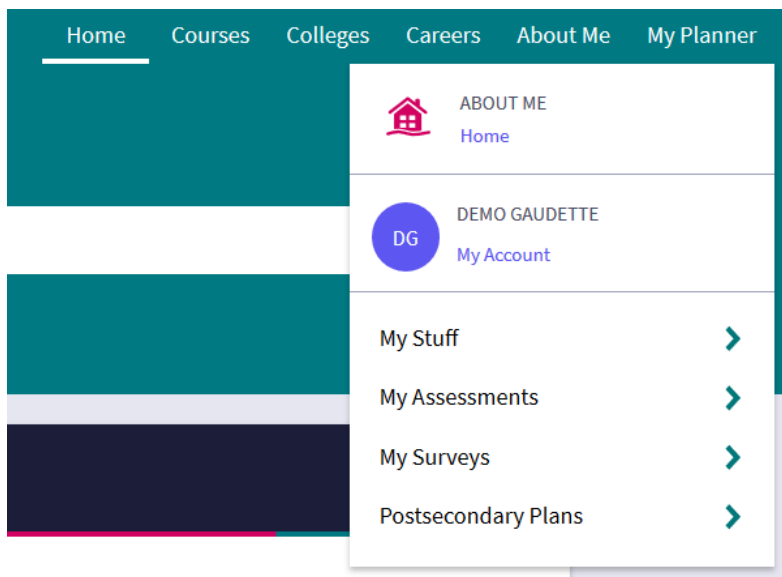
3. Next, click "Resume." On that next screen, you will notice a red plus sign on the right. Click that to add an entry on your resume.

4. Go through each category and add all pertinent information. Since you are in high school, it would be acceptable to include both middle school and high school activities. Elementary school activities would now be considered outdated. Once you move on to college, only high school activities would be relevant, and so on.
   a. On each section, make sure to answer all of the questions and click "Add" at the bottom to ensure that it is saved to your resume.
   b. The goal would be to use Naviance to add any accomplishments you achieve (awards, job experiences, service organizations, etc.) and when it is time to actually create a Resume, you can find a nifty looking template through Google and add in all of the relevant entries.

5. At a minimum, students are required to add the following:
    a. Objective: in this section, you can write in your Academic and Personal/Social SMART goals from Task #1 (and feel free to write a new SMART goal for Career if you haven't already)
    b. Education (list your Elementary, Middle, and High Schools)
    c. References (you should list at least two people who would be willing to write you a letter of recommendation or give a positive reference if a job/internship were to call them – these people can not be family members)

    If you are able to, it would be good to add information in every possible section that you can, but the three sections above are mandatory to get credit for this Task.
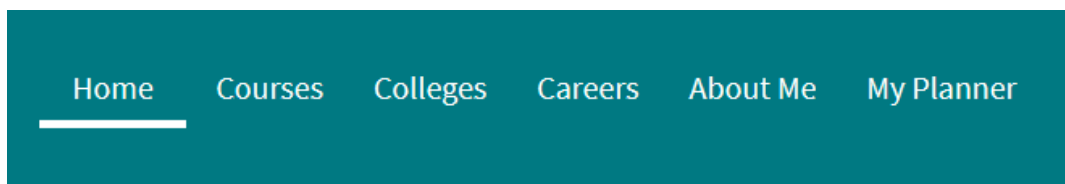
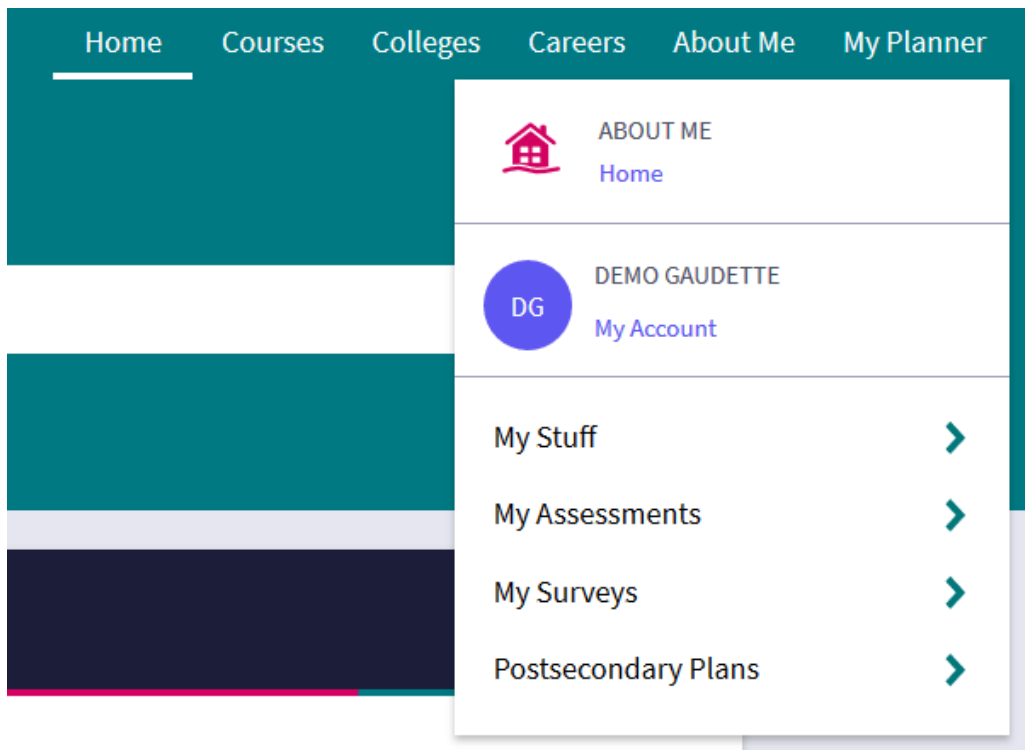## Task #4: Complete the "Do What You Are" Assessment

What is the MBTI? The Myers-Briggs is a personality assessment that helps you better understand how you work, understand, and perceive the world. After completing this assessment, you will get a four-letter code and an explanation about what each of the results means for you.

*How to Get to and Complete your Learning Style Inventory in Naviance*

1. Once you log into Naviance, click "About Me" on the top right

2. Then click "My Assessments" from the Drop-Down Menu

3. Next, click "Do What You Are." Your assignment is to complete the Do What You Are assessment, but you are welcome to do any of the other assessments if you want to! (Spoiler alert: you will do the other assessments at other points in high school anyways, but you are welcome to do them early if you would like!)
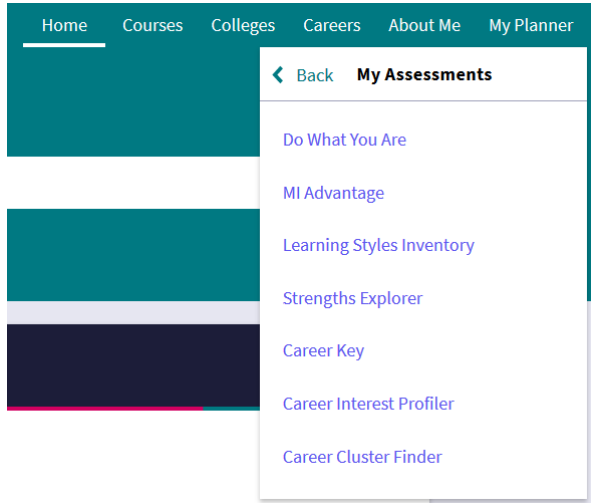
4. Read the instructions and click "Take Assessment." Make sure to check out your results when you're done! Very interesting to read through the different strategies they suggest for you.
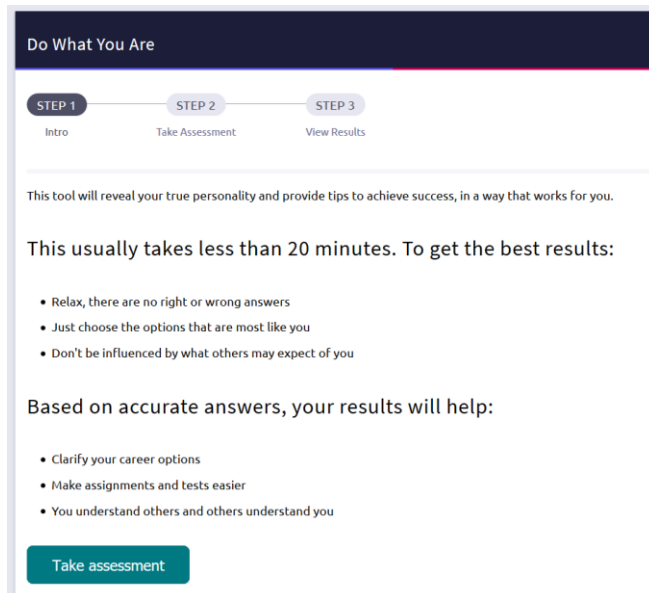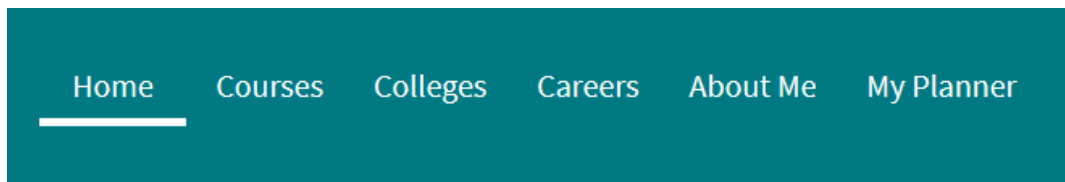
Task #5: Road Trip Nation Videos and Reflection

What is Road Trip Nation? Road Trip Nation is a career exploration tool that provides content to help individuals research a variety of potential careers. The Road Trip Nation archives on Naviance include 52 road trips with 739 leader interviews – 5856 videos on "struggle, triumph, and self-discovery," that have been broken into 48 themes and 29 interests.

How to Get to the Road Trip Nation Videos

1. Once you log into Naviance, click "Careers" on the top right

2. Next, click "Road Trip Nation Interview Archive"
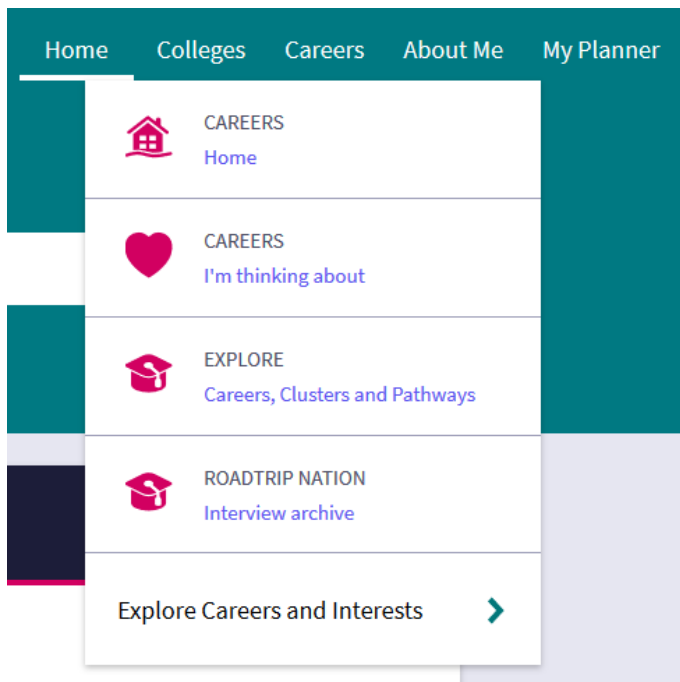
3. Search the Leader Stories by Interests, Themes, or Leaders. You are required to select three videos (though you are welcome to watch more!), for which you will answers questions on in a reflection survey.

Search Leader Stories

By Interests	By Themes	By Leaders
Armed Services, Politics, Film, Art, Law	Talent, Societal Pressures, Family, Money & Financial Security, Negativity	Kristina Laidler, Ben Brown, Stuart McClure, Christina Morillo, Rohan Amin

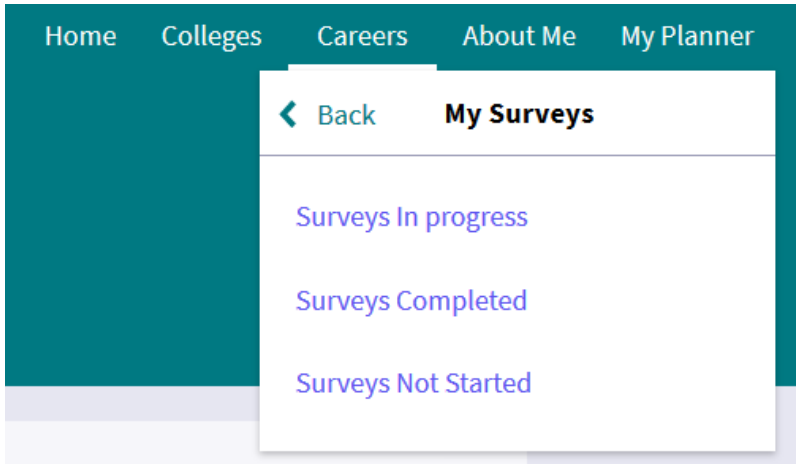*How to Get to the Road Trip Nation Reflection Survey*

1. Once you log into Naviance, click "About Me" on the top right
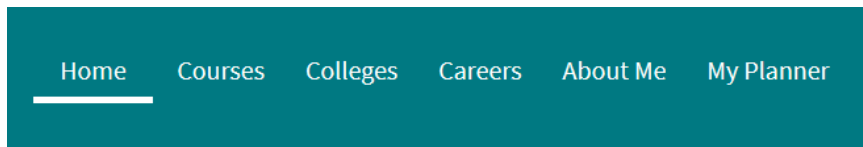
2. Then click "My Surveys" from the Drop-Down Menu
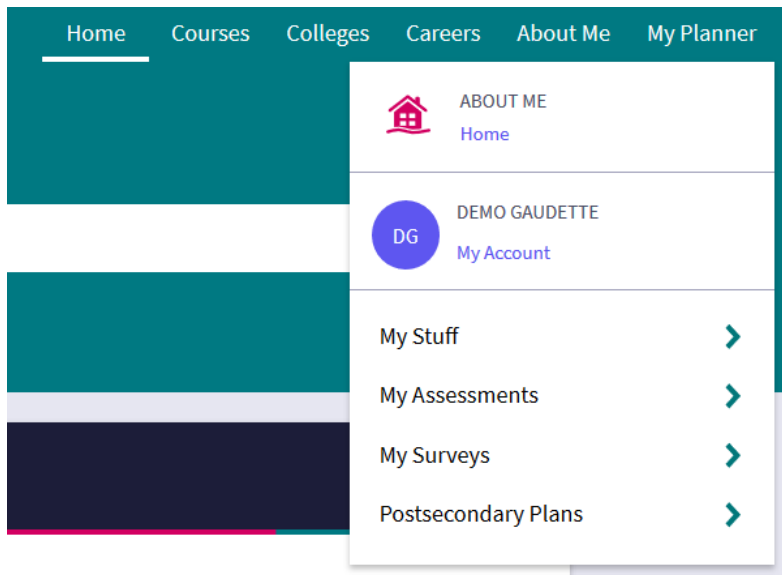
3. Next, click "Surveys Not Started" from the list

4. On the next page, select "CMIT Road Trip Nation Reflection Survey" and answer the questions. Make sure to select "Save and Finish" when you are done so that it will submit properly.