

To access your Naviance activities:

1. Log into **Clever** and then click the **Naviance** icon under “Resources”.
2. Click the **Planner** tab in the main menu banner – You’ll first need to click the Hamburger Menu (☰) if you are using a cellphone.
3. Click **Tasks** in the drop-down menu.
4. Click **Tasks Assigned to Me** – You’ll first need to click “More ⋮” if you are using a cellphone.
5. Complete your assigned grade-level activities (see below) under **Tasks You Need to Work On**.

### 9th Grade Tasks

1. **Transition to High School Survey**
2. **Create, Review, or Edit Course Plan**
  - Click the *Courses* tab in the main menu.
  - Click *Manage Course Plans*.
  - Update your plan based on the courses you are actually taking for 9<sup>th</sup> grade and what you plan on taking for the next 3 years.
  - The *Review 4-Year Plan Instructions.pdf* file on the Naviance page of the Guidance website is a step-by-step guide if you need further instructions (<https://www.pcsb.org/Page/40080>).

### 10th Grade Tasks

1. **Career Interest Profiler**
  - Research the career profiles of your top results.
  - Favorite (♥) at least 3 careers of interest to complete the next task.
2. **Add 3 Careers to My List**
  - Favorite (♥) at least 3 careers of interest if you haven’t already done so.
3. **Career Exploration thru Roadtrip Nation Interviews**
  - Click the *Careers* tab in the main menu.
  - Click *Explore Roadtrip Nation Videos*.
  - Click *What’s your road?*.
  - Click *Define Your Road* and complete *Steps 1-3*.
  - Watch at least 3 interview videos.
  - To complete this task, return to *Tasks Assigned to Me* and leave a comment in the **Career Exploration through Roadtrip Nation Interviews** comment box.

### 11th Grade Tasks

1. **My Post-Secondary Payment Plan**
  - Complete the *My Post-Secondary Payment Plan 2022.pdf* activity sheet.
  - To complete this task, use your completed payment plan to answer the **My Post-Secondary Payment Plan** survey questions.

### 12th Grade Tasks

1. **eDocs Orientation**
  - Move your final list of colleges from *Colleges I’m Thinking About* to *Colleges I’m Applying To*.
  - Review the *Gr12 S1 eDocs Orientation.pdf* file.
  - Watch the *Common App Account Matching Video* (the link is in the above eDocs file).
  - Complete the **eDocs Orientation** survey to mark the task complete.
2. **Add 3 Scholarships to My List**
  - Click the *Colleges* tab in the main menu.
  - Click *Scholarship Search*.
  - Favorite (♥) at least 3 scholarships.