



Curriculum

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Introduction

The Naviance College and Career Readiness Curriculum is a blended learning solution that helps students in grades 6-12 develop critical non-cognitive skills and college knowledge. Lessons in the Curriculum cover a broad range of topics designed to guide students as they transition from middle school to high school and plan for life after high school. This course is designed to help participants understand how students and staff work with the Naviance Curriculum. In addition, it covers the planning and configuration steps needed to get started in implementation.

Upon completing this course, staff will be able to:

- Understand how students work on lessons, view results and create plans
- Review lesson sequences by grade-level and theme
- Search for lesson plans
- Generate activity and progress reports
- Configure user permissions, Family Connection settings and classes for Naviance Curriculum

Audience

This course is recommended for staff (counselors, teachers, etc.) who assist students in their use of the Naviance Curriculum.

Course Prerequisites

Introduction to Naviance (*recommended*)

Success Planning (*recommended*)

Lesson 1: The Student Experience

This lesson is designed to introduce school users to the Naviance Curriculum from the student perspective in Family Connection.

Learning Objectives

Upon completing this lesson, staff will be able to:

- Log in and assist students as they work through their lesson sequence
- Review student Lesson results
- View Curriculum Plans and to-do lists

... Accessing the Curriculum as a Student

1. Log into Family Connection with the student's username and password
2. Click the My Lessons link on the left-hand side of the screen under the "Resources" section



Note: My Lessons link will not appear until the student has been assigned a lesson sequence



Caution: If staff members "ghost" into Family Connection from the student folder, Naviance Curriculum will NOT be visible. Staff members must sign into Family Connection with a test student username and password to access the curriculum.

... Viewing Curriculum Lessons as a Student

Naviance Curriculum can be filtered by lessons or themes that have been assigned to the student. "All Lessons" is the default screen showing the entire sequence of lessons. Certain lessons will direct students to Family Connection activities such as Success Planning, Roadtrip Nation Videos, and other college and career related activities.

••• Completing a Curriculum Lesson as a Student

After clicking the Get Started button, the lesson will encourage the student to complete activities such as watching a video, answering questions, creating goals, creating an action plan, or completing a Family Connection activity. The student should Turn In My Work at the end of the lesson.



Note: Action items created within lessons become "Plan items" or Success Plan "To-Dos."

••• Viewing Completed Lessons as a Student

Any lesson that a student has completed will display a green check mark in the left-hand corner next to the lesson title. Certain lessons provide students with breakdowns of correct/incorrect answers and scores. Other lessons show students their responses to short answer questions or goals they have created. To view completed lessons results as a student, click **See Results**.

••• Student Plans

When students create action items within lessons, they become items within plans. The **Plans** link, at the top of the screen allows students to update completion of plans and track progress within the curriculum.



Note: Plans are also added as "To-Do" items in the "My Planner" tab of Family Connection.

 Activity

Select one Naviance Curriculum lesson to complete as the student. As you practice this lesson, track your ideas for implementation below.

 Knowledge Check

Answer the following questions:

1. A grade level lesson sequence must be assigned to a student in order for the student to access Naviance Curriculum.
 - a. True
 - b. False
2. On the homepage of Family Connection, where can students access the Naviance Curriculum? Choose one.
 - a. Naviance Test Prep
 - b. My Lessons link under Resources
 - c. Colleges Tab
 - d. Document Library
3. Where can students find action items created in lessons? Choose one.
 - a. Goals tab in "my planner"
 - b. To-Dos tab in "my planner"
 - c. Tasks Assigned to me tab in "my planner"
 - d. Plans area in the Naviance Curriculum

Lesson 2: The Staff Experience

This lesson is designed to introduce school users to the Naviance Curriculum from the staff perspective in Naviance.

Learning Objectives

Upon completing this lesson, staff will be able to:

- View lesson sequences
- Search for lesson plans
- Monitor student activity and progress
- Accessing the Curriculum as a Student

••• Viewing Lesson Sequences as a Staff Member

Lessons in Naviance Curriculum are organized by grade level and theme. Each lesson contains ready made "Lesson Plans" that include "The Big Idea", "Outcomes", "Estimated Time", and "Instructional Activities". All lessons can be previewed within Naviance.

Accessing the Curriculum as a staff member:

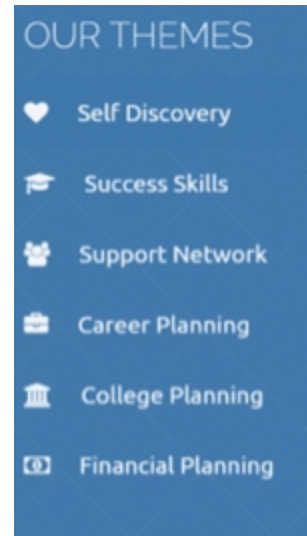
1. Click on the Naviance Curriculum under the "Quick Links" on the Naviance homepage
2. Choose an option for viewing lesson sequences

Grade Levels

Lessons have been predefined by grade level sequences to replicate the life-cycle of a student. In this sequence, Self Discovery and Success Skills set the foundation that leads the student to building a Support Network related to their College, Career, and Financial Plans.

Themes

Naviance Curriculum is also organized by six themes which are also part of grade level sequences. Students can be assigned a themed lesson not in their assigned grade level sequence.



Individual Lessons

Staff members can also search for individual lesson plans by name.

Activity

Explore a lesson sequence by grade level or theme. Use the space below to record your thoughts.

... Reports

Naviance Curriculum offers activity and progress reports for staff members to track student success. These are found by selecting Students at the top of the Naviance Curriculum screen. All information on student activity and progress can be downloaded as a CSV file.

Activity Reports

Activity Reports are available for each class and display students' names, date of last log-in, total number of logins, lessons completed, as well as created or completed plans.

Progress Reports

Progress Reports show completed lessons within a student's assigned grade level sequence and any additional assigned lessons.

Knowledge Check

Answer the following questions:

1. Lesson Plans can be found in all of the following ways, except: (Select all that apply)
 - a. Searching for an individual lesson
 - b. Accessing account settings of Naviance
 - c. Viewing a lesson by grade level
 - d. Viewing a lesson by theme
2. Naviance Curriculum Activity and Progress reports can be found within: (Choose one)
 - a. Naviance Curriculum
 - b. Reporting Area in Naviance
 - c. A student's Naviance account

Lesson 3: Configuration

This lesson focuses on the settings and permissions that need to be managed before students and staff begin using Naviance Curriculum.

Learning Objectives

Upon completing this lesson, staff will be able to:

- Adjust staff and student permissions related to Naviance Curriculum
- Create a class
- Maintain Naviance Curriculum

••• Adjusting Staff User Permissions

Having the appropriate staff permissions ensures correct Naviance access and ability to configure the Naviance Curriculum for students.

To enable staff user permissions:

1. **Setup > User Admin > Manage Roles and Rights.**
2. Check the box next to permission *Sign into Naviance Curriculum*.

••• Adjusting Student Permissions

In order for students to make the best use of the lessons, it is important to make sure the the appropriate Family Connection features are enabled at each Naviance school.

To manage permissions:

1. **Connections > Family Connection > Select and Update Optional Features.**
2. Permissions directly related to Naviance Curriculum are listed below.

 Activity

Explore a lesson sequence by grade level or theme. Use the space below to record your thoughts.

Permission Name	6	7	8	9	10	11	12
Naviance Curriculum	X	X	X	X	X	X	X
Colleges Tab				X	X	X	X
College Search				X			
College SuperMatch™						X	
College Visits					X		
Scholarship Search							X
Careers Tab	X	X	X	X	X		
Career Search		X	X	X			
Roadtrip Nation Interview Archive			X		X		
About Me Tab				X			
StrengthsExplorer				X			
My Planner Tab	X	X	X	X	X	X	X



Caution: Adjusting permissions will affect both Naviance Curriculum and the tools available in Family Connection. Refer to the school's Naviance implementation plan or School Site Manager before enabling or disabling permissions.

... Creating a Class and Assigning Lessons

Students must be added to a class and assigned a lesson sequence in order to access the Naviance Curriculum from Family Connection. The full process is outlined below.



To create a class:

Students > Classes > +Add Class

Classes can be created using several filters, such as Naviance groups or grade levels. Once a class has been built, staff have the option to assign additional ad-hoc lessons from any of the other sequences.



Tip: Students can only be added to one class at a time. If the student has a "lock" symbol next to their name, instead of the "+" symbol, this means that they are enrolled in another class.

... Naviance Curriculum Maintenance

Staff can always update and edit class names, lesson sequences, instructors, and student roster. In addition, classes can be deleted, but all student work will be saved.

Conclusion and Next Steps

As this course closes, it is important to create a plan for Naviance Curriculum implementation. Explore resources such as the Planning Sheet and Curriculum Scope and Sequence located in the Naviance Network. Listed below are ideas to promote Naviance Curriculum usage to students and staff.

Students

- Update the Family Connection welcome message to include information about the Naviance Curriculum.
- Send email reminders and announcements regarding Curriculum expectations to students and parents using the email tool in Naviance.
- Create Success Planning tasks regarding specific lesson expectations and deadlines. Then assign the tasks to students.
- After students have completed some of the lessons in Family Connection, they will see action items appear in the Success Planning “To Do” list. Encourage students to view their To Do list often in Family Connection.
- Think creatively about ways and times to ensure students can access the Naviance Curriculum.
 - Is there an already established course?
 - CTE course
 - College and Career course
 - English or other core classes
 - Specials class (ie. library, media lab, etc)
 - What times of the year work best?
 - Start of the school year
 - Start of spring semester
 - After state testing
 - Is there a time of day that students can access an open lab?
 - Before school
 - Study hall
 - Advisory period
 - During lunch
 - After school

Staff

- Share information about the Naviance Curriculum with administrators. Encourage administrators to help set the expectation that Naviance Curriculum implementation is a school-wide initiative.
- Create a “Naviance Curriculum Implementation Team.”
- Provide an information session for faculty at an in-service or staff meeting.
- Set standards and expectations for monitoring student activity.
- Share the PDF for Scope/Sequence found in the Naviance Network.

Activity

Take a moment to reflect on your learning experience and outline some next steps for yourself or your staff. What did you learn from this course? What will be most impactful for your students?

Additional Resources

For additional information about Naviance Curriculum, use the following resources:

- **Help Library** - Read articles on Naviance Curriculum, and other Naviance products, written by subject matter experts.
- **Support Services** - Work with a Naviance Support Specialist via web, e-mail, or phone.
- **Community Forums** - Collaborate with Naviance Network members.

All of these resources are located in the Naviance Network.