

CVU Advisor Guide

How to Access MAPS9 – Q1 responses

The purpose of MAPS9- Q1 is to check in with your advisees to learn their interests, values, and concerns. In discussion, you can then advise your students on academics, co-curricular activities and suggest valuable opportunities and helpful resources.

Advisors read student responses to:

- Learn about student’s interests, aspirations, challenges, fears
- Help begin the introductory advising conversation with new incoming freshmen

What to do with information:

- Use this survey information to learn about what is important to your freshman Advisee.
- Ask questions about interests and goals.
- Think of opportunities and resources that may be of relevant interest to your Advisee, both during freshman year and during the four years of high school.
- Share resources that might be helpful to this student such as counselors, clubs, etc.

Step 1: Log in to Naviance by clicking on the Naviance icon on your CVU Faculty/Staff home page. [This icon brings you to the faculty portal, the icon on the student’s home page brings them to the student portal.] Alternatively, go to **www.succeed.naviance.com**

The screenshot shows the Naviance dashboard for Champlain Valley Union High School. The main content area features a pie chart titled 'Class of 2015 Snapshots' showing 'Students with submitted applications'. The chart is divided into two segments: 'Applied' at 72.1% (dark blue) and 'Not applied' at 27.9% (light blue). To the left of the chart is a sidebar with 'Quick Links' (Application Manager, Transcript Request Manager, etc.) and 'Account Settings'. To the right is a 'Naviance Marketplace' section with information about professional development courses and registration. The top navigation bar includes 'Students', 'Planner', 'Courses', 'Scholarships', 'Colleges', 'Careers', 'Connections', and 'Reports'. The browser address bar shows the URL 'https://succeed.naviance.com/main/dashboards/dashboard.php'.

Step 2: Account: cvuhs
User Name: first initial last name

CVU Advisor Guide

Per usual, if you forgot your password, click on that link and receive a Naviance email to set a new password.

Step 3: Click on Student Roster

The screenshot shows the Naviance website dashboard for Champlain Valley Union High School. The 'Student Roster' dropdown menu is open, showing options: Student Roster, Student Search, Parent Roster, Groups, Add Student, Apps By Student, Apps By College, Batch Update, and Transfer Student. A pie chart in the center shows 'Applied 72.1%' and 'Not applied 27.9%'. The 'Naviance Marketplace' section is visible on the right.

Step 4: Go to Look up by home room in left-hand search column. Type in your name following this format: Uppercase LastName, [space]Uppercase first initial. (example: Lincoln, A) Click **Go**.

Your list of students in your advisory will appear.

The screenshot shows the 'Find Students' section of the Naviance website. The 'Look up by home room' option is selected, and the name 'MacFadyen, C' is entered. The resulting list of students is shown below.

Class of 2016 : A B C D E F G H I J K L M N O P Q R S T U V W X Y Z		
Arms, Olivia H	2014	
Billado-Dubie, Damien James	2017	
Bishop, Baxter H	2018	
Casson, Natalie F	2016	
Denton, Madison L	2018	
Hamilton, Adam Galway	2016	
King, Shelby Ann	2018	
Kittredge, Samantha M	2014	
Nelson, Sarah Catherine	2016	
Newell, Sean R	2015	
Schaw, Zachary Michael	2019	
Shepard, Eric D	2017	
Simard, Curren Claude	2017	
Sorrell, Kaitlyn Taylor	2019	
Spencer, Elias Livingston	2015	
Streeter, Graham McGinnis	2019	
Thomas, Melissa J	2015	
Wilson, Ennasia V	2017	

Step 6: Click on one of your students. This opens *your* view of that student's Naviance account.

CVU Advisor Guide

Step 7: Go to the **Personalized Learning Plan** tab.

NAVIANCE Students Planner Courses Scholarships Colleges Careers Connections Reports Search for Student

Penelope L Plan Class of 2018

General Courses Plan Scores Assessments Colleges eDocs Resume Scholarships Journal Documents Careers Personalized Learning Plan Post-grad

tasks programs recent updates goals

Tasks

add custom task assign school tasks assign district tasks

Current Tasks

Task	Owner	Program	Grade	Deadline	Status	Actions
Complete Career Cluster Finder	school	CVU 9th grade PLP program	10th	none	in progress	view details remove waive
Edit course plan	district	CVU 9th grade PLP program	10th	none	not started	view details remove waive
Who am I	school		10th	none	not started	view details remove waive

Upcoming Tasks

Task	Owner	Program	Grade	Deadline	Status	Actions
No tasks assigned						

Completed Tasks

Task	Owner	Program	Grade	Deadline	Status	Actions
CVUMAPS9 - Q1	school		9th	9/30/14	completed	view details remove
Add career clusters to my list	district		10th	none	completed	view details remove

Step 8: Under **Completed Tasks**, go to **Actions** on far-right of task CVU MAPS9-Q1. Click on **View Detail**.

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tasks programs recent updates goals

Task Detail

<< back to student's personalized learning plan

add comment upload file

school task: CVUMAPS9 - Q1

Status: Completed

Requirement: required

Grade Levels: 9

Owner: student

Description: The purpose of this survey is to prepare for a discussion with your Advisor about your interests, values, co-curricular activities, goals, and academic plans.

Recent Updates

Jan 13, 2015 01:27pm Penelope Plan	Completed task
Jan 13, 2015 01:27pm Penelope Plan	Completed online survey CVU MAPS9 - Q1

Step 9: Click on **Recent Updates** (under tab menu bar).

Step 10: Click on highlighted **MAPS9 – Q1** under **Completed online survey**. This will bring up the student's responses. Note: if the student has worked on the survey on several occasions, it will be listed. Click on the one entitled Completed online survey.

After reviewing information, click on Gear icon in upper-right to log out.

CVU Advisor Guide

The screenshot shows the NAVIANCE system interface. At the top, there is a blue header with the NAVIANCE logo and navigation links: Students, Planner, Courses, Scholarships, Colleges, Careers, Connections, Reports. On the right side of the header, there is a search bar labeled "Search for Student" and a settings icon. Below the header, the main content area is titled "Penelope L Plan Class of 2018". There are two navigation arrows on the right side of this title. Below the title, there is a horizontal menu with tabs: General, Courses, Plan, Scores, Assessments, Colleges, eDocs, Resume, Scholarships, Journal, Documents, Careers, Personalized Learning Plan, and Post-grad. The "Personalized Learning Plan" tab is currently selected. Below the tabs, there is a sub-menu with links: tasks, programs, recent updates, and goals. The main content area is titled "Task Detail" and contains a link: "<< back to student's personalized learning plan". There is also a "Restangular Snip" field and an "add comment" button with a speech bubble icon.

To view another Advisee's responses, repeat this process starting with Student Roster and search by Homeroom (last name, first initial)