



Examples for Using the System

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Introduction

Naviance for Elementary for Colonial School District is an easy to use tool that enables you to explore careers and develop a plan for achieving your goals. People are using Naviance for Elementary for Colonial School District in classrooms, counseling centers, employment centers and their own homes to learn more about careers and opportunities. This guide contains examples of how you can use this system. The examples are by no means exhaustive, and are only suggestions to help you get started quickly. While these guides can serve as a starting point, you can also explore on your own and see where Naviance for Elementary for Colonial School District takes you.

Students

The following example is intended for students who are in the process of exploring careers, but have little job experience. As such, it focuses on how students can use Naviance for Elementary for Colonial School District to learn about career paths and develop a plan to achieve their goals.

Register for an Account

Before beginning your career exploration, it is recommended that you create an account with Naviance for Elementary for Colonial School District. While this step is not required, without an account some of the tools listed below, like the **Journal**, will not be available. Registering for an account will enable you to pick up where you left off each time you return to Naviance for Elementary for Colonial School District.

To register, use the **Register** button on the main page to bring up the registration form. You may also select the **Sign In** link in the top right hand corner of any page, and then select the Create Account tab to get to the form. Once there, fill in the requested information and click **Create**. When your account has been created, you will see your name replace the sign in link in the top right corner of the page.

Take an Interest Profiler

Naviance for Elementary for Colonial School District features several assessments that can help you determine occupations that may lead to job satisfaction. The **Interest Profiler** allows students with little work experience to answer questions based on what they like to do, rather than past job experience. As an exploratory tool, it offers a simple way to narrow down the list of occupations.

To take the **Interest Profiler**, click the **Explore** menu, then select **Interest Profiler** under the Assessments heading. Follow the instructions on screen to complete the assessment. When you finish, you will be presented with a listing of occupations that you can use to begin your exploration.

Explore Occupations

If you completed the Interest Profiler in the previous step, you will already have a listing of occupations that may be suited for you. If you have not, you can find a list of occupations that might be suited to you by visiting the following activities:

- **Quick Assessment** - The **Quick Assessment** will provide you with a list of occupations that match your self-reported interest code. This is the same code that you might receive after completing the **Interest Profiler** but does not require a full assessment.
- **Job Family** - Job families are lists of occupations grouped by the industry type they are in. You can look at the job families and find a grouping that you might be interested in.
- **Job Title** - If you know the title of an occupation you would like to explore, you can enter it in the search box in the top of the screen.

As you look at the listings, you will see a filter at the top of the page. You can use this to refine your search to find occupations that meet your preferred salary or to find jobs that are STEM occupations. Use these options to help you drill down to find the best occupations for you.

As you find occupations that you might like, use the **Bookmark** feature to save them to your account, so you can come back and review them at a later point.

Take Notes

When you are looking at each occupation, be sure to utilize the Journal to take notes on what you do and do not like about it. Do any of the skills match up with ones you think you have? Is the salary in line with what you would like to make? Are there a lot of projected job openings? These things may seem trivial and easy to remember, but as you view 10, 15 or even 20 profiles those details become harder to recall. Taking notes is a great way to keep it all straight, and you will be able to jump directly to the occupation when you look at your journal entries.

Many other sections in the system allow for notes as well. Anytime you see the **Journal** entry at the top of the page, you can take notes and use them jump back to that page later.

Find Colleges

Once you have found a few occupations that you would like to pursue, the next step is to figure out how you can obtain the skills and education necessary to perform them. Naviance for Elementary for Colonial School District can provide you with a list of colleges that offer training or degrees that will qualify you for a particular field. There are several ways you can explore colleges in the system, but since we have been looking at occupations, we will focus on the link from the profile page.

As you look at the occupations in your listings, you will notice that many have a section called instructional programs. These programs are roughly equivalent to college majors and represent courses of study that will prepare you to work in that field. Click on the program title to view more information about it, or click the institution icon to find colleges in your area. You will be able to refine your search to look in different areas and at different types of institutions.

As you find colleges that you might want to attend, use the **Bookmark** feature to save them to your account, so you can come back and review them at a later point.

Create a Plan

After you have identified occupations and colleges, you can print out a summary of your exploration. Select **Portfolio Summary Report** from the **Grow** menu.

Use your report to talk with people about your potential plans. It is good to get your parents, teachers and/or counselors involved so they can give you feedback. The contact information on each college profile will allow you to contact the schools to follow up and find out about applying.

Job Seekers

The following example is intended for jobseekers who are looking for their first job, or are transitioning from an existing job. As such, this section assumes that you have a few specific occupations in mind that you would like to pursue.

Register for an Account

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To register, use the **Register** button on the main page to bring up the registration form. You may also select the **Sign In** link in the top right hand corner of any page, and then select the **Create Account** tab to get to the form. Once there, fill in the requested information and click **Create**. When your account has been created, you will see your name replace the sign in link in the top right corner of the page.

Identify Occupations to Pursue

If you have already held a job, you probably know the occupation you are looking to pursue. However, if you are new to the workforce or are looking to transition to a new career, you can find a list of occupations that might be suited to you by completing the following activities:

- **Take an assessment** - You can use any of the assessments in the system to find occupations for which you might be suited. If you have had been in the workforce for a while, you might want to consider the **Work Importance Profiler**. If you are new to the world of work, the **Interest Profiler** might be a better place to start.
- **Job Family** - Job families are lists of occupations grouped by the industry type they are in. You can look at the job families and find a grouping that you might be interested in.
- **Job Title** - If you know the title of an occupation you would like to explore, you can enter it in the search box in the top of the screen.

As you look at the listings, you will see a filter at the top of the page. You can use this to refine your search to find occupations that meet your preferred salary or to find jobs that are STEM occupations. Use these options to help you drill down to find the best occupations for you.

As you find occupations that you might like, use the **Bookmark** feature to save them to your account, so you can come back and review them at a later point.

Take Notes

When you are looking at each occupation, be sure to utilize the **Journal** to take notes on what you do and do not like about it. Do any of the skills match up with ones you think you have? Is the salary in line with what you would like to make? Are there a lot of projected job openings? These things may seem trivial and easy to remember, but as you view 10, 15 or even 20 profiles those details become harder to recall. Taking notes is a great way to keep it all straight, and you will be able to jump directly to the occupation when you look at your journal entries.

Many other sections in the system allow for notes as well. Anytime you see the **Journal** entry at the top of the page, you can take notes and use them jump back to that page later.

Create a Resume and Cover Letter

After you have identified occupations that you would like to pursue, you will want to develop a cover letter and a resume to sent to potential employers. You can create a version now, and then as you find jobs you would like to apply for, you can create alternate versions tailored to the specific opening.

To create a resume, select **Resume Builder** from the **Grow** drop down above.

To create a cover letter, select **Cover Letter Builder** from the **Grow** drop down above.

Find Job Openings

Every occupational profile in the system has a link to jobs in your area. To use, click on the **Jobs** link in the left hand column. This will take you a table that contains a listing of available jobs. Similar to other listings in the system, you can refine the results by changing the options in the filter heading.

When you have identified job openings you are interested in, simply follow the link in the table to go directly to the employers website where you can learn more and apply for the position.

Remember, as you apply for various jobs it can be very helpful to come back and make a note in your **Journal** of what you have done.

Educators

The following example is intended for counselors working with students or teachers who might be using Naviance for Elementary for Colonial School District in a classroom setting. It focuses on how you can walk students through the activities and collect a report on their results that you can use for further guidance.

Create Accounts

Before beginning their career exploration, it is recommended that students create an account with Naviance for Elementary for Colonial School District. While this step is not required, without an account some of the tools listed below, like the **Journal**, will not be available. Registering for an account will enable students to pick up where they left off each time they return to Naviance for Elementary for Colonial School District.

To register, use the **Register** button on the main page to bring up the registration form. Users may also select the **Sign In** link in the top right hand corner of any page, and then select the **Create Account** tab to get to the form. Once there, they can fill in the requested information and click **Create**. When an account has been created, students will see their names replace the sign in link in the top right corner of the page.

Administer an Assessment

Naviance for Elementary for Colonial School District features several assessments that can help students determine occupations in which they may be interested. Depending on the age and experience of your students, they may want to start with one test before the others. Here's a breakdown of which might be most useful for different groups:

- **Interest Profiler** - There are several reasons that most people start with the **Interest Profiler**, but for students with little work experience, this tool allows them to answer questions based on what they like as opposed to their prior experience. As an exploratory tool it offers a simple, relatively quick way to narrow down the list of occupations.
- **Work Importance Profiler** - This assessment focuses more on which aspects of a job are important, rather than broad interests. For users who have had some work experience, this assessment can provide a list of occupations for which they might find job satisfaction.
- **Skills Profiler** - This assessment focuses on skills that a student might have. This is good for people who may have had several entry level jobs or worked on projects where they may have acquired other skills. The results will be comprised based of occupations that require similar skill sets.

Explore Occupations

If your students have completed one of the assessments in the previous step, they will already have a listing of occupations for which they may be suited. If they have not, they can find a list of occupations to explore by visiting the following activities:

- **Quick Assessment** - The **Quick Assessment** will provide you with a list of occupations that match your self-reported interest code. This would be the same code that you would get after completing the Interest Profiler but without the full assessment.

- **Job Family** - Job families are lists of occupations grouped by the industry type they are in. You can look at the job families and find a grouping that you might be interested in.
- **Job Title** - If you know the title of an occupation you would like to explore, you can enter it in the search box in the top of the screen.

On each page of listings, there is a filter at the top of the page. You can use this to refine a search and find occupations that meet various criteria, including preferred salary and whether a job is a STEM occupation. Students can use these options to help drill down to find the best occupations for them.

As you find occupations that you might like, use the **Bookmark** feature to save them to your account, so you can come back and review them at a later point.

Portfolio Summary Report

After your students have identified occupations and colleges, you can review their results by viewing their summary report. To print out a summary of their exploration, select [Portfolio Summary Report](#) from the **Grow** menu.