

Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS

Expanding Opportunity and Unleashing Potential

Naviance Scope and Sequence SY21-22

District Goals

- Ensure all students are prepared for success upon high school graduation by demonstrating readiness for post-secondary study and/or the workforce Help students identify personal skills, interest, and abilities, and relate them to current career choice and course selections.
- Increase students' awareness on the financial aid options available for higher education.
- Help students make constructive and healthy decisions that promote hope, personal well-being, and social behavior.
- Help students develop annual SMART goals to build their resilience, perseverance, growth mindset, and maximize academic ability and achievement.
- Empower students to take ownership of learning.

Best Practices Reminders:

- The quarterly timeline are suggestions - if completing a task during a different time of year is better for your schedule please do what is best for you and your students.
- Certain tasks identify non-counselors under *Who Is Responsible*. It's helpful for counselors to provide consultation or co-plan with the staff regarding the assigned tasks.
- If there is a technical error in Naviance please contact our technical support team immediately at Support@naviance.com
- If you need resources (videos, PPT, quick guides) please reach out to your Naviance Consultant - Sarah Whipp at sarah.whipp@powerschool.com
- If you have questions or concerns regarding the data that is in or is missing from the Naviance platform please contact Lindsay Cao and she will work with the district technology office to import the needed data fields into Naviance.
- Utilize the Reports BETA platform to monitor and track student progress throughout the school year. District level reports will be provided quarterly.
- Feel free to attend Open Office Hours to ask questions or discuss any challenges you're having.

Grade 6

Suggested Timeline	Activity	Who is Responsible?	Task Completion Trigger	Learning Objective	Core Competency Alignment	ASCA Alignment
Quarter 1-4	1. Create 1 academic SMART goal	1. PE/Health Teachers	1. Student creates and adds an academic SMART goal CLICK HERE FOR VIDEO FOR STUDENTS	Students will: <ul style="list-style-type: none"> Learn how to set and plan how to make progress towards achieving their SMART goal 	Academic Excellence Creative Problem Solving	M4, M5, M6 B-LS7 B-LS9 B-SMS5
Quarter 1/2	Introduction to Naviance: 1. Students will watch a video, introducing Naviance Student and how it will support their CCLR journey throughout middle and high school	Introduction to Naviance: 1. Counselors	Introduction to Naviance: 1. No task assigned in Naviance. CLICK HERE FOR THE STUDENT VIDEO	Students will: <ul style="list-style-type: none"> Explore the purpose of Naviance and its alignment to career, course, and future planning. 	Creative Problem Solving Social Emotional Learning	M4 B-LS7 B-LS9
Quarter 3/4	Career Exploration 1. Complete Cluster Finder 2. Review Cluster Finder results and save career clusters and	Career Exploration 1. Counselors 2. Counselors	Career Exploration 1. Student completes CCF assessment 2. Student saves 3 career clusters to favorites list	Students will: <ul style="list-style-type: none"> Complete the Career Cluster finder and identify their top three career clusters 	Academic Excellence Creative Problem Solving	M4, M5, M6 B-LS7 B-LS9 B-SMS5

pathways to their Favorites List

[CLICK HERE FOR VIDEO FOR STUDENTS](#)

Grade 7

<i>Suggested Timeline</i>	Activity	Who is Responsible?	Task Completion Trigger	Learning Objective	Core Competency Alignment	ASCA Alignment
<i>Quarter 1-4</i>	Career Exploration and Finance Park 1. Finance Park is reviewed and completed by the Social Studies Teachers	Career Exploration and Finance Park 1. Social Studies Teachers	Career Exploration 1. No task assigned in Naviance	Students will:	Academic Excellence Creative Problem Solving Social Emotional Learning	M2 B-LS1 B-LS6 B-SMS6 B-SMS8
<i>Quarter 1/2</i>	Career Exploration and Finance Park 1. Complete Strengths Explorer	Career Exploration and Finance Park 1. Counselor	Career Exploration 1. Student completes assessment CLICK HERE FOR VIDEO FOR STUDENTS	Students will: <ul style="list-style-type: none"> Identify their top three talent themes by completing Strengths Explorer <p>CLICK HERE FOR VIDEO FOR STUDENTS</p> <ul style="list-style-type: none"> Describe ways in which individuals are unique in their thinking, feeling, and behaving 	Academic Excellence Creative Problem Solving Social Emotional Learning	M2 B-LS1 B-LS6 B-SMS6 B-SMS8

<i>Quarter</i> 3/4	Planning for 8th Grade 1. Review Strengths Explorer results and review related careers aligned to top talents 2. Create 1 personal and 1 career SMART goal	Planning for 8th Grade 1. Counselor 2. Counselor & PE/Health Teachers	Planning for 8th Grade 1. Student adds 3 careers to favorites list CLICK HERE FOR VIDEO FOR STUDENTS 2. Student creates goals; reflect on how these goals influence their academic goal CLICK HERE FOR VIDEO FOR STUDENTS	Students will: <ul style="list-style-type: none"> Reflect on ways their personal talents can guide future career choices and course selections 	Social Emotional Learning	M4 B-LS7, B-LS9
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Grade 8

<i>Suggested Timeline</i>	Activity	Who is Responsible?	Task Completion Trigger	Learning Objective	Core Competency Alignment	ASCA Alignment
<i>Quarter</i> 1/2	Career Exploration 1. Complete Career Key	Career Exploration 1. Counselor	Career Exploration 1. Student completes Career Key assessment CLICK HERE FOR VIDEO FOR STUDENTS	Students will: <ul style="list-style-type: none"> Identify their dominant personality types by completing the Career Key Explore Careers that may be a good match based on identified personality types 	Academic Excellence Social Emotional Learning	M4 B-LS9

<i>Quarter</i> 3/4	Transition to High School 1. Create a high school graduation, college, and career plan (9 th Grade Courses Only)	Transition to High School 1. Counselor	Transition to High School 1. Student creates Course Plan CLICK HERE FOR VIDEO FOR STUDENTS (Note - video will be made once we finalize the CTE Pathways this fall)	Students will: <ul style="list-style-type: none"> • Create a plan for graduating their high school and post-secondary pathway • Learn strategies for making a smooth transition to high school 	Academic Excellence Creative Problem Solving Social Emotional Learning	M2, M3 B-SMS10
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Grade 9

<i>Suggested Timeline</i>	Activity	Who is Responsible?	Task Completion Trigger	Learning Objective	Core Competency Alignment	ASCA Alignment
<i>Quarter</i> 3/4	Goal Setting & Course Planning 1. Create or update High School Graduation, College, and Career Plan	Goal Setting & Course Planning 1. Counselor	Goal Setting & Course Planning 1. Student submits draft course plan for approval CLICK HERE FOR VIDEO FOR STUDENTS (Note - video will be made once we finalize the CTE Pathways this fall)	Students will: <ul style="list-style-type: none"> - Students will review and update their long-term plans 	Academic Excellence	M5, M6 B-LS7 B-SMS5 B-LS1 B-LS8

	Connecting Career and Education 1. Explore post-secondary options for careers of interests – build prospective list and review important details about colleges of interest (admission requirements, school culture, etc.) 2. Review options for financing post-secondary education and complete budgeting activity	Connecting Career and Education 1. Counselor and CCIC 2. Counselor and CCIC	Connecting Career and Education 1. Student adds colleges to favorites list CLICK HERE FOR VIDEO FOR STUDENTS 2. No task in Naviance	Students will: <ul style="list-style-type: none"> - Become aware of the costs of postsecondary institutions - Create strategies to finance these costs through loans, grants, scholarships, work-study, and other means - Review important details about colleges of interest (admissions requirements, majors, school culture, etc.) 	Academic Excellence Creative Problem Solving Social Emotional Learning	M4 B-LS9 B-SMS10
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Grade 10

<i>Suggested Timeline</i>	Activity	Who is Responsible?	Task Completion Trigger	Learning Objective	Core Competency Alignment	ASCA Alignment
Quarter 1/2	Career and College Exploration 1. Complete Career Interest Profiler (CIP)	Career and College Exploration 1. Counselor	Career and College Exploration 1. Student completes assessment CLICK HERE FOR VIDEO FOR STUDENTS	Students will: <ul style="list-style-type: none"> - Deepen their knowledge about career interests - Explore careers and colleges that match career interest - Find the best postsecondary options for careers of interest 	Academic Excellence Creative Problem Solving Social Emotional Learning	M5 B-LS1 B-LS7 B-LS8 B-LS9

	<p>2. Review CIP results and add 3 careers to their Favorites List</p> <p>3. Update High School Graduation, College, and Career Plan (must do Q2)</p> <p>4. Complete the Achieve Works Skills aptitude assessment</p>	<p>2. Counselor</p> <p>3. Counselor</p>	<p>2. Student adds 3 careers CLICK HERE FOR VIDEO FOR STUDENTS</p> <p>3. Student submits draft course plan CLICK HERE FOR VIDEO FOR STUDENTS (Note - video will be made once we finalize the CTE Pathways this fall)</p> <p>4. Student completes assessment CLICK HERE FOR VIDEO FOR STUDENTS</p>			
<p>Quarter 3/4</p>	<p>College Exploration</p> <p>1. Complete a College Search</p> <p>2. Add at least 1 colleges to their Prospective List</p>	<p>College Exploration</p> <p>1. Counselor</p> <p>2. Counselor</p>	<p>College Exploration</p> <p>1. Student clicks on the Advanced College Search CLICK HERE FOR VIDEO FOR STUDENTS</p> <p>2. Student saves 1 colleges to favorites list (SEE VIDEO ABOVE)</p>	<p>Students will:</p> <ul style="list-style-type: none"> - Identify best fit and match colleges based on a range of criteria 	<p>Academic Excellence</p> <p>Creative Problem Solving</p>	<p>M4</p> <p>B-LS1</p> <p>B-LS5</p> <p>B-LS9</p>

Grade 11

Suggested Timeline	Activity	Who is Responsible?	Task Completion Trigger	Learning Objective	Core Competency Alignment	ASCA Alignment
Quarter 1/2	College Exploration and Planning – Part 1 1. Complete a SuperMatch College Search 2. Add at least 1 colleges to their Prospective List 3. Create 1 Post-Secondary Goal 4. Update High School Graduation, College, and Career Plan	College Exploration and Planning – Part 1 1. Counselor 2. Counselor 3. Counselor 4. Counselor	College Exploration and Planning – Part 1 1. Student adds one filter to SuperMatch 2. Student adds 1 colleges to favorites list CLICK HERE FOR VIDEO FOR STUDENTS 3. Student creates 1 goal CLICK HERE FOR VIDEO FOR STUDENTS 4. Student submits draft course plan CLICK HERE FOR VIDEO FOR STUDENTS (Note - video will be made once we finalize the CTE Pathways this fall)	Students will: - Identify best fit and match colleges based on a range of criteria - Identify financial needs for college - Define the steps necessary for applying to college - Students will review and update their long-term plans	Academic Excellence Creative Problem Solving Social Emotional Learning	M4, M5 B-LS1 B-LS5 B-LS8 B-LS9

<i>Quarter 3/4</i>	College Exploration and Planning – Part 2 <ol style="list-style-type: none"> Complete a Scholarship Search Walk through college application process for next year Take SAT (CCRCCA) Take ACT 	College Exploration and Planning – Part 2 <ol style="list-style-type: none"> Counselor and CCIC Counselor and CCIC Student Student 	College Exploration and Planning – Part 2 <ol style="list-style-type: none"> Student clicks on Scholarship link CLICK HERE FOR VIDEO FOR STUDENTS No Task assigned in Naviance IT Imports test scores IT Imports test scores 	Students will: <ul style="list-style-type: none"> Define the steps necessary for applying to college Identify scholarship opportunities Take the SAT 	Academic Excellence Social Emotional Learning	M4, M6 B-LS1 B-LS4 B-LS8 B-SMS1
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Grade 12

<i>Suggested Timeline</i>	Activity	Who is Responsible?	Task Completion Trigger	Learning Objective	Core Competency Alignment	ASCA Alignment
<i>Summer</i>	Postsecondary Planning <ol style="list-style-type: none"> Update High School Graduation, College, and Career Plan Finalize post-secondary goal 	Postsecondary Planning <ol style="list-style-type: none"> Counselor Counselor 	Postsecondary Planning <ol style="list-style-type: none"> Student submits draft course plan Student creates goal CLICK HERE FOR VIDEO FOR STUDENTS 	Students will: <ul style="list-style-type: none"> Review and update their long-term plans 	Academic Excellence	M5 B-LS1 B-LS8
<i>Quarter 1/2</i>	Apply to College <ol style="list-style-type: none"> Add and track college applications 	Apply to College <ol style="list-style-type: none"> Counselor and CCIC Student 	Apply to College <ol style="list-style-type: none"> Student adds applications to college list and requests materials CLICK HERE FOR VIDEO TO BUILD 	Students will: <ul style="list-style-type: none"> Identify and apply to colleges Take the SAT 	Academic Excellence Creative Problem Solving Social Emotional Learning	M4, M6 B-LS1 B-LS4 B-LS8 B-LS9

			A LIST OF COLLEGES APPLIED TO CLICK HERE FOR VIDEO TO REQUEST TRANSCRIPTS CLICK HERE FOR VIDEO TO REQUEST LOR'S			
	2. Take SAT		2. IT Imports test scores			
<i>Quarter 4</i>	Transition to Postsecondary 1. Complete Senior Survey	Transition to Postsecondary 1. Teacher	Transition to Postsecondary 1. Student completes survey (VIDEO WILL BE MADE LATER IN SCHOOL YEAR)	Students will: - Provide their finalized postsecondary plans	Academic Excellence Social Emotional Learning	M4, M2 B-LS7 B-SMS10

Directions to Waive Tasks:

1. Log into Naviance
2. Hover over the Planner tab and click on Assign and Manage
3. Click on the option to Batch Update Task Status
4. Choose the Task you'd like to Waive in the dropdown menu
5. Choose the grade level this task is assigned to
6. Click Continue
7. Check off the box next to the names of the students that need the task waived
8. Where it says: Update task status, change the drop down to Waived
9. Click Continue