Using Naviance Programs & Tasks to Enhance School Counseling Curriculum

Jay Berard, Kelsey Klaeson, Jessica St. George, Mallarie Seidel, & Anne Zinn
Agenda

➢ Why We Started
➢ How To Get Started (including collaboration)
➢ Career Lessons
➢ How to Create Grade Level Programs & Tasks
➢ How Can Classroom Teachers Utilize Naviance
➢ Reports
➢ How to Use the Data
➢ Aligning Outcomes with Changing School Demographics & Needs
Why We Started

➢ School-wide focus on career and college preparedness

➢ Focus on the 16 CT Career Clusters

➢ Course catalog link to career clusters

➢ Students identify one or more career clusters they are interested in through Naviance

➢ Guide course selection

➢ Using Naviance supports our SSPs
Why Use Naviance Grade Level Programs?

➢ Easily assign and manage groups of tasks for individual grade levels

➢ Collect data on student participation in School Counseling Curriculum

➢ Utilize Naviance programs to set goals for student participation that can be used as part of SLOs
CT Career Clusters

Find Clusters and Pathways

Career clusters are a way of grouping careers with common features and skills. Careers grouped into the same cluster typically require similar education and training. Exploring clusters can be a useful way to find a good career match, especially if you have general areas of interest but are not sure what specific careers match those interests. Career clusters can also help you better understand how your coursework in school can prepare you for certain types of careers.

<table>
<thead>
<tr>
<th>Agriculture, Food and Natural Resources</th>
<th>Architecture and Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts, Audio/Video Technology and Communications</td>
<td>Business Management and Administration</td>
</tr>
<tr>
<td>Education and Training</td>
<td>Finance</td>
</tr>
<tr>
<td>Government and Public Administration</td>
<td>Health Science</td>
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<tr>
<td>Hospitality and Tourism</td>
<td>Human Services</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Law, Public Safety, Corrections and Security</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>Marketing</td>
</tr>
<tr>
<td>Science, Technology, Engineering and Mathematics</td>
<td>Transportation, Distribution and Logistics</td>
</tr>
</tbody>
</table>
Career Clusters as utilized in our Course Catalog

MANUFACTURING

The Manufacturing Career Cluster focuses upon planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering. People in this field work on cars, computers, appliances, airplanes, electronics and many other devices.

**RELATED CAREERS**
- Automotive Specialty Techs (certificate)
- Boiler Maker (OJT/2 Years)
- Electrical & Electronic Equipment Assemblers (OJT/certificate)
- Environmental Engineering Tech (4 Years)
- Machinists (OJT/certificate/2 Years)
- Milling & Planing Matching Setters, Operators, Tenders, Metal & Plastic (OJT/certificate)
- Nuclear Techs (OJT/certificate/2 Years-Three Rivers)
- Occupational Health & Safety Specialist (4 Years)
- Robotics Tech (OJT/2 Years)
- Sheet Metal Workers (OJT)
- Tool & Die Makers (OJT/certificate)
- Welders, Cutters, Solderers, Brazers (OJT/certificate)

**RELATED COLLEGE MAJORS**
- Apparel & Textiles
- Architectural Engineer
- Civil Engineering
- Computer Engineering Tech
- Construction Engineering
- Electrical Engineering HVAC
- Industrial Engineering
- Manufacturing Engineering
- Operations Management
- Operations Research
- Safety-orientation
- Strategic
- Teamwork

**RELATED NFA COURSEWORK & SUBJECTS**
- Accounting
- Advanced Architectural Design
- Advanced Manufacturing
- Algebra 2
- Ancient and Medieval Civilization
- Architectural Design
- Calculus
- Chemistry
- Coastal Studies
- Community Design & Project Management
- Computer Science
- Engineering
- Engineering Drafting
- Graphic Design
- Inventions & Innovators

**RELATED NFA CLUBS & ACTIVITIES**
- Amateur Radio & Engineering Club
- Announcers Club
- Business Club
- Computer Club
- Fashion Club
- FCCLA
- Math Team
- Photography Club
- Project Outreach
- Science & Environmental Club

Providing Opportunities... Preparing Lives
Career Clusters as utilized in our Course Catalog

### HEALTH SCIENCES
The Health Science Career Cluster prepares students for careers in therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development. These careers closely align with careers in Connecticut’s BioScience Industry Cluster.

#### RELATED CAREERS
- Athletic Trainers (4 years)
- Audiologists (4+ years)
- Dental Assistants (4 years)
- Dental Hygienists (2 years)
- Dentists (4+ years)
- Emergency Medical Technicians & Paramedics (certificate)
- Family & General Practitioners (4+ years)
- Home Health Aides (OJT/Certificate)
- Massage Therapists (certificate)
- Medical Assistants (certificate)
- Nursing Assistants (certificate)
- Orthodontists (4+ years)
- Pharmacists (4+ Years)
- Pharmacy Aides/Techs (certificate)
- Physical Therapists (4+ years)
- Physician Assistants (4+ years)
- Radiological Tech (2/4 years)
- Respiratory Therapist (2 years)
- Surgeons (4+ years)
- Vet Techs (certificate)
- Veterinarians (4+ Years)

#### RELATED COLLEGE MAJORS
- Animal Science
- Bio-Technology
- Biology
- Chemistry
- Computer Science
- Kinesiology
- Microbiology
- Nutrition
- Pharmacy
- Physical Therapy
- Pre-Dental
- Pre-Medical
- Psychology
- Social Work

#### RELATED SKILLS
- Assisting and Caring for Others
- Deductive/Inductive Reasoning
- Interpreting the Meaning of Information for Others
- Processing/Documenting/Recording/Interpreting Information
- Reading Comprehension
- Service Orientation
- Social Perceptiveness
- Updating and Using Relevant Knowledge

#### RELATED NFA COURSEWORK & SUBJECTS
- Algebra 2
- Allied Health
- Anatomy & Physiology
- Biology
- Calculus
- Certified Nursing Assistant
- Chemistry

#### RELATED NFA CLUBS & ACTIVITIES
- Unified Clubs
- Walking Club
Career Clusters as utilized in our Course Catalog

FINANCE
The Finance Career Cluster prepares students for careers in planning, services for financial and investment planning, banking, insurance, and business financial management.

RELATED CAREERS
- Actuaries (4 years)
- Budget Analysts
- Claims Adjusters, Examiners and Investigators (OJT/2/4 years)
- Credit Counselors (2/4 years)
- Financial Analysts (2/4 years)
- Insurance Adjusters, Examiners, Investigators (OJT/2/4 years)
- Loan Officers (4 years)
- Personal Finance Advisors (4 years)
- Sales Agents, Financial Services (OJT/2/4 years)
- Sales Representatives: Wholesale & Manufacturing (OJT/2/4 years)
- Tellers (OJT)

RELATED COLLEGE MAJORS & SUBJECTS
- Accounting
- Actuarial Science
- Behavioral Economics
- Business Administration
- Economics
- Finance
- Insurance & Risk Management
- Real Estate
- Statistics

RELATED SKILLS
- Ambition
- Analysis
- Assertiveness
- Logic
- Organization

RELATED NFA COURSEWORK & CLUBS
- Accounting
- Algebra 2
- Business Communications
- Business Explorations
- Business Operations & Management
- Economics
- European History
- Intro. to Marketing
- Intro. to Politics
- Modern Middle East
- Personal Finance
- Public Speaking
- Pre-Calculus
- Psychology
- Statistics
- Women’s Studies
- World Language

RELATED NFA CLUBS & ACTIVITIES
- Amnesty International
- Book Club
- Business Club
- Computer Club
- Debate Team
- Global Events Club
- Math Team
- NFA Cares
- Student Advisory Board
- Successful Hispanics Alliance
Successful Collaboration

➢ Collaborate with the Social Studies Department

➢ Grade 10 Global Studies classes complete Career Interest Profiler

➢ School Counselors schedule a follow-up classroom lesson

➢ Grade 11 US History classes complete Do What You Are

➢ School Counselors schedule a follow-up classroom lesson
Career Lessons

➢ Career Cluster Finder

➢ Career Interest Profiler

➢ Do What You Are
Career Cluster Finder

Completed on Mar 16, 2018

Your Results

Your Top Clusters

- **CLUSTER**
  - Human Services
  - View Favorites

- **CLUSTER**
  - Law, Public Safety, Corrections and Security

- **CLUSTER**
  - Agriculture, Food and Natural Resources

Show more
Career Cluster Finder

Knowledge, Skills, & Tasks

Info for your worksheet.

5 Most Important Skills

- Active Listening
  - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Speaking
  - Talking to others to convey information effectively.

- Reading Comprehension
  - Understanding written sentences and paragraphs in work related documents.

- Social Perceptiveness
  - Being aware of others’ reactions and understanding why they react as they do.
Career Cluster Finder

How to complete the form:

- List at least 2 Pathways
- List at least 2 Related Majors
- Click on a Related Occupations

Pathways:
1. Prof. Support Services
2. Counseling

Related Majors:
1. Child Development
2. Social Work

Related Occupations:
Edu., guid., school, & voc. counselors

Average CT Wage: 64,910
Career Interest Profiler: Results

Your Results

Investigative 14
Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

Artistic 12
Artistic occupations frequently involve working with forms, designs and patterns. They often require self-expression and the work can be done without following a clear set of rules.

Enterprising 12
Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.
“DO-ERS”
REALISTIC

KEY MOTIVATOR:
ACTION
PRACTICAL, TRADITIONAL, ATHLETIC, STRONG, ACTIVE, PRESENT-ORIENTED, WORKING WITH HANDS, TOOLS, MACHINES, BEING OUTDOORS, WORKING WITH PLANTS, ANIMALS

“THINKERS”
INVESTIGATIVE

KEY MOTIVATORS:
SOLVE + ANALYZE PROBLEMS
CURIOUS, ASK “WHY?”, RESERVED, INTROSPECTIVE, INTELLECTUAL, MATH, SCIENCE, RESEARCH, SOLVING COMPLEX PROBLEMS, WORKING ALONE

“CREATORS”
ARTISTIC

KEY MOTIVATORS:
CREATE + EXPRESS
CREATIVE, SELF-EXPRESSIVE, INTUITIVE, IMPULSIVE, ORIGINAL, UNCONVENTIONAL, BEAUTY, AESTHETICS, FLEXIBILITY, FREEDOM, INSPIRATION, WORDS, ART, MUSICAL MEDIA

“HELPERS”
SOCIAL

KEY MOTIVATORS:
HELPING OTHERS
KIND, GENEROUS, FRIENDLY, IDEALISTIC, HUMANISTIC, SPIRITUAL, GOOD LISTENERS, UNDERSTANDING, WORK IN TEAMS AND GROUPS, TALKING ABOUT IDEAS AND CONFLICTS, INFORMING, TRAINING, DEVELOPING, HEALING

“INFLUENCERS”
ENTERPRISING

KEY MOTIVATORS:
PERSUADE, MANAGE, LEAD
ENERGETIC, FAST-PACED, AMBITIOUS, COMPETITIVE, SOCIALE, PERSUASIVE, POWER, STATUS, REWARDS, MAKING DECISIONS, LEADING, RISKS, ADVENTURE

“ORGANIZERS”
CONVENTIONAL

KEY MOTIVATORS:
MANAGE + ORGANIZE INFORMATION
DETAILED, PRECISE, ACCURATE, SYSTEMATIC, EFFICIENT, TANGIBLE, PRACTICAL, TRADITIONAL, DATA, NUMBERS, OFFICE SETTINGS, STRUCTURED ENVIRONMENTS, DEFINITE HOURS, SECURE BENEFITS

PROVIDING OPPORTUNITIES... PREPARING LIVES
Do What You Are: Results

Your personality type is: **ISTJ**

**Introverts prefer to:**
- focus their attention inward
- consider things fully before responding
- concentrate on one project at a time
- work at a careful but steady pace

**Sensors prefer to:**
- focus on "what is" rather than "what could be"
- work with real things rather than ideas
- apply past experience to solving problems
- receive specific and realistic directions

**Judgers prefer to:**
- make many decisions as part of their work
- work in a predictable environment
- complete their responsibilities before relaxing
- maintain control over projects

**Thinkers prefer to:**
- analyze problems logically
- weigh pros and cons, and make decisions objectively
- be tough negotiators
- be motivated by achievement
Do What You Are

Myers-Briggs Type Indicator Grid

**Judging**

**Sensing**

- **ISTJ**
  - THE INSPECTOR
  - Responsible - Organizer
  - Analytical - Private
  - Hardworking with sound practical judgement
  - 11.6%

- **ISFJ**
  - THE PROTECTOR
  - Warm - Considerate
  - Gentle - Responsible
  - Enjoys being helpful
  - Work behind the scenes
  - 13.8%

- **INFJ**
  - THE COUNSELOR
  - Reflective - Idealistic
  - Organized - Psychic
  - Quietly caring - Enjoy intellectual stimulation
  - 1.5%

- **INTJ**
  - THE MASTERMIND
  - Innovative - Strategic
  - Logical - Reserved
  - Driven by own original ideas for improvements
  - 2.1%

**Intuitive**

- **ISTP**
  - THE CRAFTSMAN
  - Action-oriented
  - Hands-on practicality
  - Enjoy adventure thinkers
  - Skilled at how things work
  - 5.4%

- **ISFP**
  - THE COMPOSER
  - Warm - Sensitive - Artistic
  - Nurturing - Realistic
  - In touch with self nature, and creating environments
  - 8.8%

- **INFP**
  - THE HEALER
  - Sensitive - Creative, idealistic - Perceptive
  - Value inner harmony - Focus on possibilities
  - 4.4%

- **INTP**
  - THE ARCHITECT
  - Intellectual - Logical
  - Sociable - Creative
  - Imaginative thinkers - Enjoy creative problem solving
  - 3.3%

**Perceiving**

- **ESTP**
  - THE PROMOTER
  - Unconventional - Fun
  - Lives for here and now
  - Good problem solver
  - Spontaneous
  - 4.3%

- **ESFP**
  - THE PERFORMER
  - Sociable - Spontaneous
  - Loves surprises
  - Juggles multiple projects
  - Quick and witty
  - 8.5%

- **ENFP**
  - THE CHAMPION
  - Seeks harmony - Playful
  - Life of party - Optimistic
  - People oriented
  - Sees value in others
  - 8.1%

- **ENTP**
  - THE INVENTOR
  - Objective - Enthusiastic
  - Visionary - Strategic
  - Enjoys new ideas and challenges - Tests limits
  - 8.1%

**Thinking**

- **ESTJ**
  - THE SUPERVISOR
  - Efficient - Outgoing
  - Systematic - Analytical
  - Results driven - Traditional
  - Likes to run the show
  - 8.7%

- **ESFJ**
  - THE PROVIDER
  - Good interpersonal skills
  - Gracious - Eager to please
  - Practical - Harmonising
  - Enjoys being active
  - 12.3%

- **ENFJ**
  - THE TEACHER
  - Charismatic - Idealistic
  - Persuasive talker
  - Organized - Values connection with people
  - 2.5%

- **ENTJ**
  - THE FIELD MARSHAL
  - Visionary - Take charge
  - Creative - Logical
  - Outgoing - Effective planners of people
  - 1.8%
Do What You Are

Understanding Your Personality Code:

➢ The four letter code indicates your personality and how you interact with the world around you:
  ○ **Extrovert vs. Introvert** - how we get our energy
  ○ **Sensing vs. Intuitive** - how we take in information
  ○ **Thinking vs. Feeling** - how we make decisions
  ○ **Judging vs. Perceiving** - our lifestyle preference

➢ Each code is unique - there is no “best” personality!
Do What You Are

Your Strengths and Blindspots

Everyone has strengths and weaknesses. The key to finding the best path for all people is by using their natural strengths and becoming aware of their natural blindspots.

Your strengths may include:

- Carefully and thoroughly researching options
- Completing all requests for information carefully and accurately
- Patiently following instructions and guidelines
- Following through on all important details
- Making thoughtful, practical decisions

Your blindspots may include:

- Not considering choices not thought of before
- Focusing too much on the present and not anticipating future needs and desires

➢ Do you feel your personality code is accurate?
➢ Identify one career you think might match your personality type.
➢ Does it align with what you are interested in?
How We Created Grade Level Programs and Tasks

➢ Brainstorming discussion about what we wanted each student to complete by the end of each grade

➢ What Naviance assessments are most appropriate for what grade level?

➢ How can we use teachers to assist?

➢ How can we document what a student completed each year in Naviance?
Student Tasks

My Planner

Tasks are assigned to you by your school. They can be pretty important, some of them are even required to graduate! So, make sure to go through them to be sure you're on track.
# Student Tasks

## Tasks you Need to Work On

<table>
<thead>
<tr>
<th>TASK</th>
<th>Assignment</th>
<th>DUE Date</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>📐 TASK</td>
<td>Complete Career Interest Profiler</td>
<td>Sunday Mar 31, 2019</td>
<td>Jessica St. George</td>
</tr>
<tr>
<td>📐 TASK</td>
<td>NFA 10th Grade SSP Attendance</td>
<td>Monday Jul 15, 2019</td>
<td>Jessica St. George</td>
</tr>
<tr>
<td>📐 TASK</td>
<td>NFA 10th Grade Survey</td>
<td>Monday Jul 15, 2019</td>
<td>Jessica St. George</td>
</tr>
<tr>
<td>📐 TASK</td>
<td>Take PSAT</td>
<td>Monday Jul 15, 2019</td>
<td>Jessica St. George</td>
</tr>
<tr>
<td>📐 TASK</td>
<td>Build Resume</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Tasks for future grades

You don’t need to worry about these tasks today. However, we thought you’d like to take a look ahead at what’s coming up in future years of your Success Plan.

### 11th Grade

<table>
<thead>
<tr>
<th>TASK</th>
<th>Assignment</th>
<th>DUE Date</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>📐 TASK</td>
<td>Complete Career Interest Profiler</td>
<td>Tuesday Mar 31, 2020</td>
<td>Jessica St. George</td>
</tr>
<tr>
<td>📐 TASK</td>
<td>Take PSAT</td>
<td>Wednesday Jul 15, 2020</td>
<td>Jessica St. George</td>
</tr>
<tr>
<td>📐 TASK</td>
<td>NFA 10th Grade Survey</td>
<td>Wednesday Jul 15, 2020</td>
<td>Jessica St. George</td>
</tr>
</tbody>
</table>
### Student Tasks

**Tasks you've completed**

<table>
<thead>
<tr>
<th>Status</th>
<th>Task Description</th>
<th>Due Date</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>Add career clusters to my list</td>
<td>Friday May 31, 2019</td>
<td>Jessica St. George</td>
</tr>
<tr>
<td>Completed</td>
<td>Add career clusters to my list</td>
<td>Sunday May 31, 2020</td>
<td>Jessica St. George</td>
</tr>
<tr>
<td>Completed</td>
<td>Add career clusters to my list</td>
<td>Monday May 31, 2021</td>
<td>Jessica St. George</td>
</tr>
</tbody>
</table>

**12th Grade**

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Due Date</th>
<th>Assigned By</th>
</tr>
</thead>
<tbody>
<tr>
<td>TASK</td>
<td>Complete Career Interest Profiler</td>
<td>Wednesday Mar 31, 2021</td>
<td>Jessica St. George</td>
</tr>
<tr>
<td>TASK</td>
<td>NFA 10th Grade SSP Attendance</td>
<td>Thursday Jul 15, 2021</td>
<td>Jessica St. George</td>
</tr>
<tr>
<td>TASK</td>
<td>Take PSAT</td>
<td>Thursday Jul 15, 2021</td>
<td>Jessica St. George</td>
</tr>
<tr>
<td>TASK</td>
<td>NFA 10th Grade Survey</td>
<td>Thursday Jul 15, 2021</td>
<td>Jessica St. George</td>
</tr>
</tbody>
</table>
### Grade Level Programs

<table>
<thead>
<tr>
<th>Name</th>
<th>Tasks</th>
<th>Owner</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFA 10th Grade Program</td>
<td>contains 5 tasks</td>
<td>school</td>
<td>view</td>
</tr>
<tr>
<td>NFA 11th Grade Program</td>
<td>contains 4 tasks</td>
<td>school</td>
<td>view</td>
</tr>
<tr>
<td>NFA 12th Grade Program</td>
<td>contains 3 tasks</td>
<td>school</td>
<td>view</td>
</tr>
<tr>
<td>NFA 9th Grade Program</td>
<td>contains 6 tasks</td>
<td>school</td>
<td>view</td>
</tr>
</tbody>
</table>
# Grade Level Programs

<table>
<thead>
<tr>
<th>Name</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFA 10th Grade Program</td>
<td>5 tasks</td>
</tr>
<tr>
<td>NFA 11th Grade Program</td>
<td>4 tasks</td>
</tr>
<tr>
<td>NFA 12th Grade Program</td>
<td>3 tasks</td>
</tr>
<tr>
<td>NFA 9th Grade Program</td>
<td>5 tasks</td>
</tr>
</tbody>
</table>

NFA 10th Grade Program contains the following task(s):
- Take PSAT
- Complete Career Interest Profiler
- Add career clusters to my list
- NFA 10th Grade SSP Attendance
- NFA 10th Grade Survey

Add or edit associated tasks
Grade Level Programs
Grade Level Program Tasks

9th Grade Program
• Build Resume
• Complete Career Cluster Finder
• Take PSAT 8/9
• NFA 9th Grade SSP Attendance
• Complete NFA 9th grade end of year survey

10th Grade Program
• Take PSAT
• Complete Career Interest Profiler
• Add Career Clusters to my list
• NFA 10th Grade SSP attendance
• Complete NFA 10th grade end of year survey

11th Grade Program
• Take SAT
• Complete Do What You Are
• NFA 11th grade SSP Attendance
• Complete NFA 11th grade end of year survey

12th Grade Program
• Complete Resume*
• NFA 12th Grade SSP attendance
• Complete NFA 12th grade end of year survey
How Can Classroom Teachers Utilize Naviance

➢ Resume (About Me → My Stuff → Resume)
➢ Goals (My Planner → Goals)
➢ Roadtrip Nation (Careers → Careers Home)
➢ Career Search (Careers → Explore Careers, Clusters & Pathways)
➢ College Search (Colleges → Find Your Fit → SuperMatch)
➢ Strengths Explorer (About Me → My Assessments → Strengths Explorer)
➢ Game Plan (About Me → Postsecondary)
Reports

➢ **Task Completion Summary Report** - good for seeing what percentage of a group of students (e.g. juniors, as assigned to a particular counselor, etc.) have completed a program (i.e. a grouping of tasks)

➢ **Program Completion Status Report** - good for seeing how much (by percentage) of a program specific students have completed

➢ **Current Task Completion Status** - good for seeing which students still need to complete a specific task
Reports: Where To Access
## Reports: Finding The 3 Outlined

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Details</th>
<th>Type</th>
<th>Sharing</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Task Completion Status</td>
<td></td>
<td>standard</td>
<td></td>
<td>Choose Settings</td>
</tr>
<tr>
<td>Goal Category Completion Status</td>
<td></td>
<td>standard</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>Goal Category Creation Summary</td>
<td></td>
<td>standard</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>Program Completion Status</td>
<td></td>
<td>standard</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>Program Completion Summary</td>
<td></td>
<td>standard</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>Task Completion Summary</td>
<td></td>
<td>standard</td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>
## Reports: Task Completion Summary

**VIEW REPORT**

**All Reports » Task Completion Summary**

This report has changed. To save your changes, please use the options below.

### Options:
- Customize
- Print
- PDF
- CSV
- Email
- Save a Copy
- Revert

**Settings:**
- Start Class Year/Grade: **class of 2020 (grade 11)**
- End Class Year/Grade: **class of 2020 (grade 11)**

**Sorting:**
- Tasks data sorted by **Task, Ascending**

<table>
<thead>
<tr>
<th>Task</th>
<th>Completion Target</th>
<th>Completion Rate</th>
<th>Completion Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Do What You Are® 2.0</td>
<td>100.00%</td>
<td>90.23%</td>
<td>508 of 563 students</td>
</tr>
<tr>
<td>Complete Game Plan survey</td>
<td>100.00%</td>
<td>62.61%</td>
<td>370 of 591 students</td>
</tr>
<tr>
<td>NFA 11th Grade SSP Attendance</td>
<td>100.00%</td>
<td>1.07%</td>
<td>6 of 563 students</td>
</tr>
<tr>
<td>NFA 11th Grade Survey</td>
<td>100.00%</td>
<td>1.60%</td>
<td>9 of 563 students</td>
</tr>
<tr>
<td>Take PSAT</td>
<td>100.00%</td>
<td>91.88%</td>
<td>509 of 554 students</td>
</tr>
<tr>
<td>Take SAT</td>
<td>100.00%</td>
<td>0.36%</td>
<td>2 of 563 students</td>
</tr>
</tbody>
</table>
### Viewing Reports: Program Completion Status Report

- **General Information**:
  - **All Reports**: Program Completion Status

- **Customization**:
  - Options: Customize, Print, PDF, CSV, Email, Save a Copy, Revert

- **Settings**:
  - Start Class Year/Grade: **class of 2020 (grade 11)**
  - End Class Year/Grade: **class of 2020 (grade 11)**

- **Sorting**:
  - Students data sorted by **Grade/Class Year, Ascending**, then by **Student, Ascending**

#### Table:

<table>
<thead>
<tr>
<th>Student</th>
<th>Grade/Class Year</th>
<th>NFA 9th Grade Program</th>
<th>NFA 11th Grade Program</th>
<th>NFA 10th Grade Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank</td>
<td>2020 (Grade 11)</td>
<td>N/A</td>
<td>25.00%</td>
<td>50.00%</td>
</tr>
<tr>
<td>Francois</td>
<td>2020 (Grade 11)</td>
<td>N/A</td>
<td>25.00%</td>
<td>66.67%</td>
</tr>
<tr>
<td>Andrew</td>
<td>2020 (Grade 11)</td>
<td>N/A</td>
<td>0.00%</td>
<td>N/A</td>
</tr>
<tr>
<td>Ann</td>
<td>2020 (Grade 11)</td>
<td>N/A</td>
<td>25.00%</td>
<td>33.33%</td>
</tr>
<tr>
<td>Lchesca</td>
<td>2020 (Grade 11)</td>
<td>N/A</td>
<td>50.00%</td>
<td>83.33%</td>
</tr>
<tr>
<td>Jelle</td>
<td>2020 (Grade 11)</td>
<td>N/A</td>
<td>25.00%</td>
<td>83.33%</td>
</tr>
<tr>
<td>Mam</td>
<td>2020 (Grade 11)</td>
<td>N/A</td>
<td>25.00%</td>
<td>83.33%</td>
</tr>
</tbody>
</table>
Reports: Current Task Completion Status Report

1. select data

Use the options below to choose the data for your report.

Settings

Start Class Year/Grade: class of 2021 (grade 10)
End Class Year/Grade: class of 2021 (grade 10)
Student Group: Brooklyn
   Counselor Group: Berard
   Counselor Group: Briones
   Counselor Group: Burdzy
Ethnicity: White
   Black/African American
   Hispanic/Latino
   Asian
Gender: (does not matter)
Counselor: (does not matter)
Program: NFA 10th Grade Program
Reports: Current Task Completion Status Report

1. select data  2. define layout

Use the options below to choose the layout for your report.

Columns

Hold down the Command key (Mac) or Alt key (PC) to select more than one option.

Available

- Student ID
- Take PSAT

Selected

- REQUIRED
  - Student

- Grade/Class Year
- Add career clusters to my list
- Complete Career Interest Profiler
- NFA 10th Grade SSP Attendance
- NFA 10th Grade Survey

Add >>
Add All >>
<< Remove
<< Remove All

Up
Down
Reports: Current Task Completion Status Report

VIEW REPORT

All Reports » Current Task Completion Status

This report has changed. To save your changes, please use the options below.

Options: Customize Print PDF CSV Email Save a Copy

Settings: Start Class Year/Grade: class of 2021 (grade 10); End Class Year/Grade: class of 2021 (grade 10); Program: NFA 10th Grade Program
Sorting: Students data sorted by Grade/Class Year, Ascending; then by Student, Ascending

Please click the PDF or CSV button to download this report.
## Reports: Current Task Completion Status Report

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>St</td>
<td>Student Grade/Class Year</td>
<td>Add career clusters to my list</td>
<td>Complete Career Interest Profiler</td>
<td>NFA 10th Grade SSP Attendance</td>
<td>NFA 10th Grade Survey</td>
</tr>
<tr>
<td>2</td>
<td>Ab</td>
<td>2021 (Grade 10)</td>
<td>in progress</td>
<td>completed</td>
<td>completed</td>
<td>not started</td>
</tr>
<tr>
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<td>completed</td>
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<tr>
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<tr>
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<td>in progress</td>
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<tr>
<td>8</td>
<td>Ad</td>
<td>2021 (Grade 10)</td>
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<td>completed</td>
<td>completed</td>
<td>not started</td>
</tr>
<tr>
<td>9</td>
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<td>completed</td>
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<td>not started</td>
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<td>2021 (Grade 10)</td>
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<td>completed</td>
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<tr>
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<tr>
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<tr>
<td>17</td>
<td>Alf</td>
<td>2021 (Grade 10)</td>
<td>not started</td>
<td>overdue</td>
<td>completed</td>
<td>not started</td>
</tr>
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<td>18</td>
<td>Alf</td>
<td>2021 (Grade 10)</td>
<td>not started</td>
<td>completed</td>
<td>completed</td>
<td>not started</td>
</tr>
<tr>
<td>19</td>
<td>Alf</td>
<td>2021 (Grade 10)</td>
<td>not started</td>
<td>completed</td>
<td>completed</td>
<td>not started</td>
</tr>
<tr>
<td>20</td>
<td>Alf</td>
<td>2021 (Grade 10)</td>
<td>not started</td>
<td>completed</td>
<td>completed</td>
<td>not started</td>
</tr>
<tr>
<td>21</td>
<td>Alv</td>
<td>2021 (Grade 10)</td>
<td>not started</td>
<td>overdue</td>
<td>completed</td>
<td>not started</td>
</tr>
<tr>
<td>22</td>
<td>An</td>
<td>2021 (Grade 10)</td>
<td>completed</td>
<td>completed</td>
<td>completed</td>
<td>completed</td>
</tr>
</tbody>
</table>
How We Use Our Data

➢ Curriculum Evaluation & Creation
➢ Targeted Group SSPs
➢ Use data in Naviance from career lessons to generate student lists for opportunities
➢ Course Selection
➢ SLOs
➢ Developing/altering programs to align with changing school demographics & needs
Future School to Work Opportunities

➢ Manufacturing Pipeline: Partnership with EB and other local manufacturing companies

➢ CNA: Partnership with TRCC

➢ Senior Seminar: Semester Course for Seniors

➢ Continued Collaboration with Community Partners

➢ Job Fair
NFA School Counseling Department