

STEP ONE:

- Select "My Planner" in the upper right corner of your homepage.
- Select "My Tasks" from the drop down menu.

The screenshot displays the Naviance Student homepage. At the top, a teal header bar contains the Naviance logo and 'Student' text on the left, and navigation links (Home, Courses, Colleges, Careers, About Me, My Planner) on the right. The 'My Planner' link is active, and its dropdown menu is open, showing options: MY PLANNER Overview, Goals, To-dos, and Tasks. A large red arrow points to the 'Tasks' option. Below the header, the main content area is divided into several sections. On the left, a 'Welcome Cavs!' section features a CCP Interest Form link and a 'Read more' button. On the right, a 'My Favorites' section lists four items: COLLEGES 'I'm thinking about', COLLEGES 'I'm applying to', COURSES 'I'm thinking about', and CAREERS AND CLUSTERS 'I'm thinking about'. At the bottom, there are two teal bars labeled 'Important To-Dos and Tasks' and 'What's New'. In the top right corner of the header, there are links for 'Give feedback', 'No new messages', and 'LOG OUT'.

Naviance | Student

Welcome, Henry!

Search for Colleges

Type a college name

Give feedback No new messages LOG OUT

Home Courses Colleges Careers About Me My Planner

MY PLANNER Overview

Goals

To-dos

Tasks

Welcome Cavs!

CCP Interest Form: <https://goo.gl/VzkfTm>

Read more

My Favorites

COLLEGES I'm thinking about

COLLEGES I'm applying to

COURSES I'm thinking about

CAREERS AND CLUSTERS I'm thinking about

Important To-Dos and Tasks


What's New


STEP TWO:


- Scroll to the bottom left side of the page and select "UCPS Graduation Survey" under "Tasks You Need to Work On."

Filters All Graduation Required

! Overdue

 TASK [Brag Sheet Survey](#) REQUIRED
OVERDUE Sunday Sep 30, 2018
Assigned by Your School Counselor

 TASK [Build Resume](#) REQUIRED
OVERDUE Sunday Sep 30, 2018
Assigned by Your School Counselor


 TASK [Introduction to Naviance](#) REQUIRED
OVERDUE Sunday Sep 30, 2018
Assigned by Your School Counselor

Tasks you've completed

✓ Done [Scholarship search](#) REQUIRED
Wednesday Oct 31, 2018
Assigned by Your Counselor

✓ Done [Apply to college](#) RECOMMENDED
Thursday Jan 31, 2019
Assigned by Your School Counselor

Tasks you Need to Work On

 TASK [UCPS Graduation Survey](#)
DUE Monday Jul 15, 2019
Assigned by Jessica Garner

GRADUATION