



Go Green With Naviance

Before your classroom sessions:

1. Create documents to upload:
 - a. Convert from Word to PDF any documents intended to be read-only.
 - b. Use Adobe Acrobat 8, 9, X or XI to create editable worksheets or surveys from a Word, PDF or Excel file. Instructions will vary depending on the version used.

2. Uploading documents into Naviance Succeed:
 - a. To create a folder:
 - On left-hand side of the Naviance Succeed homepage, under **Quick Links**, select **Document Manager**.
 - From the **Document Options** menu on the left, click **Create New Folder**.
 - In the **Name** field, type a name for the folder.
 - Check the boxes to indicate who can view this folder (teacher, counselor and/or students)
 - Click the **Save** button.

 - b. To add a document to Document Manager:
 - On left-hand side of the Naviance Succeed homepage, under **Quick Links**, select **Document Manager**.
 - From the **Document** options menu on the left, click **Add New Document**.
 - From the **Folder** drop-down menu, choose the shared folder you created for your library.
 - In the **Description** field, type a description of the document being uploaded.
 - Click the **Browse** button.
 - Locate the file you want to upload and double-click it.
 - Click the **Upload Document** button.

During your classroom sessions:

1. Student download:

- In the Naviance Family Connection **home** tab, Click on **Document Library** on the right hand side
- Select the appropriate guidance folder.
- Have students download and open the separate documents in the folder.

2. Student upload:

- After completion of worksheet, student should save the document on the desktop with their Name and date.
- Have students click on Naviance's **About Me** and select **Journal**
- Select **add new entry**:
 - Type **subject**: We encourage our students to name the file by date and meeting, for example "4/23/14 Sophomore Guidance Worksheet".
 - Click the boxes to share the file with Counselors and Parents
 - Click on **choose file**
 - Select the file from the list of desktop items and **open** the file
 - Hit **attach** next to the file name
 - When they see the file name listed under **file attachments**, they should click on **Add Journal Entry**
 - After saving, have student delete worksheet from desktop

3. For Student to view journal entries:

- On the About me tab, select Journal
- Choose the entry to be viewed