

NAVIANCE FAMILY CONNECTION USER INSTRUCTIONS -

Using Naviance Family Connection:

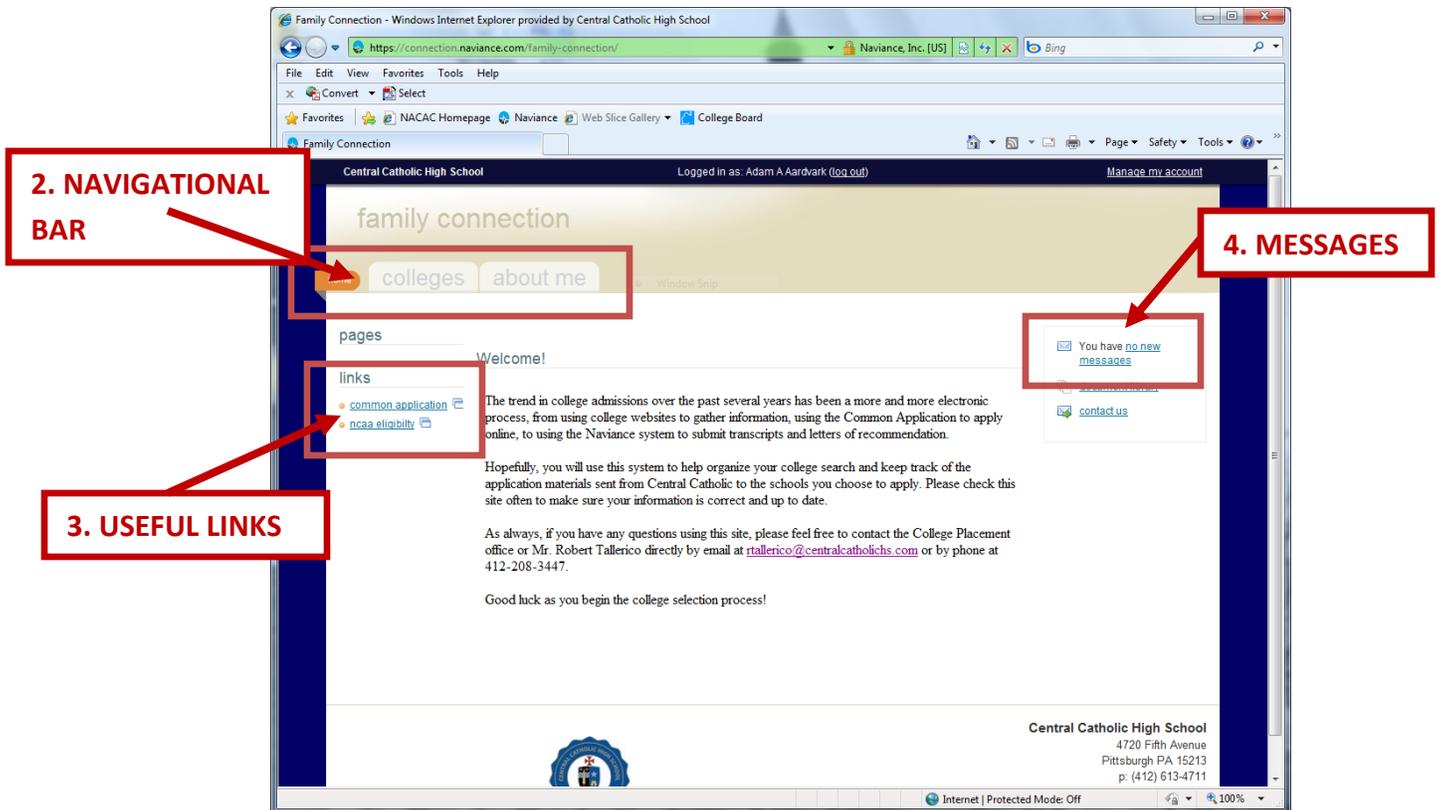
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NAVIANCE FAMILY CONNECTION USER INSTRUCTIONS -

Using Naviance Family Connection:

1. Once you log in to Naviance Family Connection, you will be taken to the Welcome Page. From this welcome page, you will be able to go to all the different sections of the website.

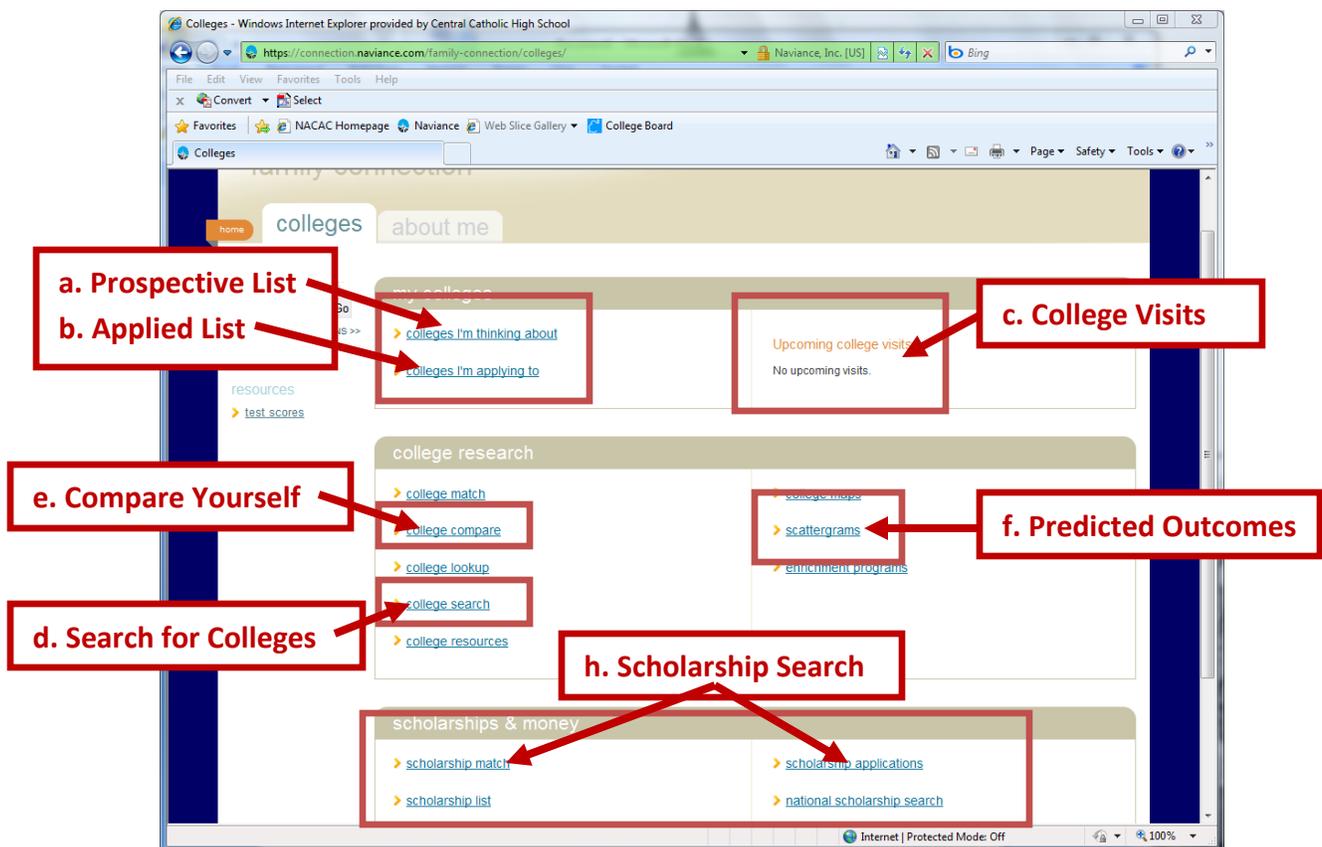


2. The **Navigational Bar** will always remain near the top of the page. You can always get back to the **Home/Welcome Page**, the main **Colleges** page, or the **About Me** section by clicking on these links.
3. On the left-hand side of the page, you will always find **useful links** related to the section of the website you are on. On the main page, you will find general College Admission-related websites. These will be updated from time-to-time.
4. The Guidance and College Placement offices **can send messages** to you through Naviance Family Connection. Usually, these messages will let you know when important deadlines or events are approaching. You will be able to see if you have any new messages from either office on the Welcome Page.

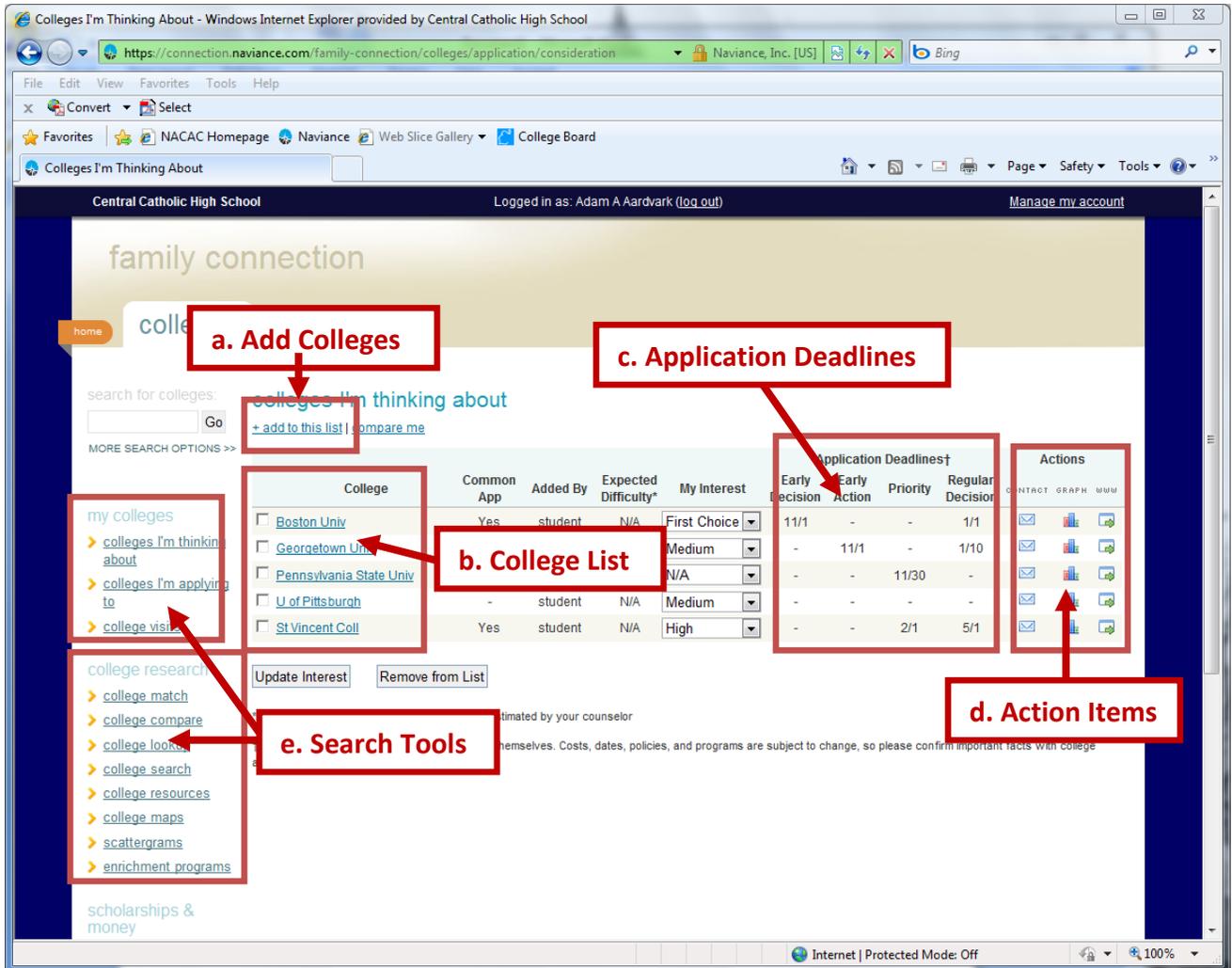
NAVIANCE FAMILY CONNECTION USER INSTRUCTIONS -

The COLLEGES Section:

1. In the **'Colleges'** section of Naviance Family Connection, you can do a number of things and access a number of tools, including **(see below)**:
 - a. Save colleges to your **Prospective College List** (Colleges I'm Thinking About)
 - b. **Keep track of the application materials** submitted to the colleges you've applied to (Colleges I'm Applying To)
 - c. Get updates on **what colleges will be visiting Central Catholic** (mostly in Sep-Oct)
 - d. Enter your preferences to retrieve a **list of colleges that match your criteria**
 - e. **Compare your own academic statistics** to the average statistics of your prospective colleges
 - f. See the **predicted outcome of your application** to a specific college using the **Scattergrams**
 - g. Get **information on individual colleges**
 - h. **Search for Scholarships** that you might qualify for



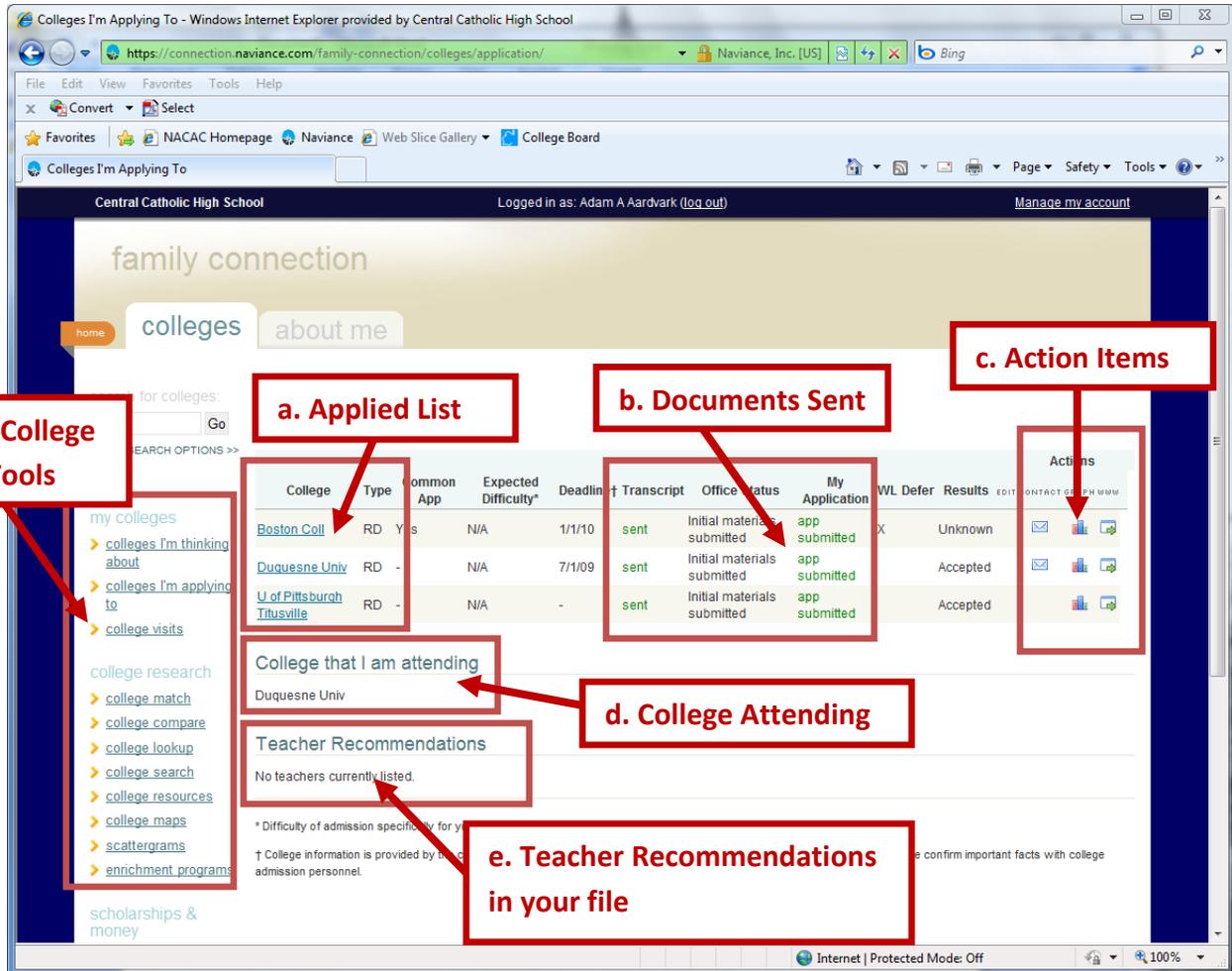
- On the **Prospective Colleges List (Colleges I'm Thinking About)**, you should save all the colleges on your 'Long List' – those colleges you want to find out more information about.



- On this webpage you can do a number of different things (**see above**):

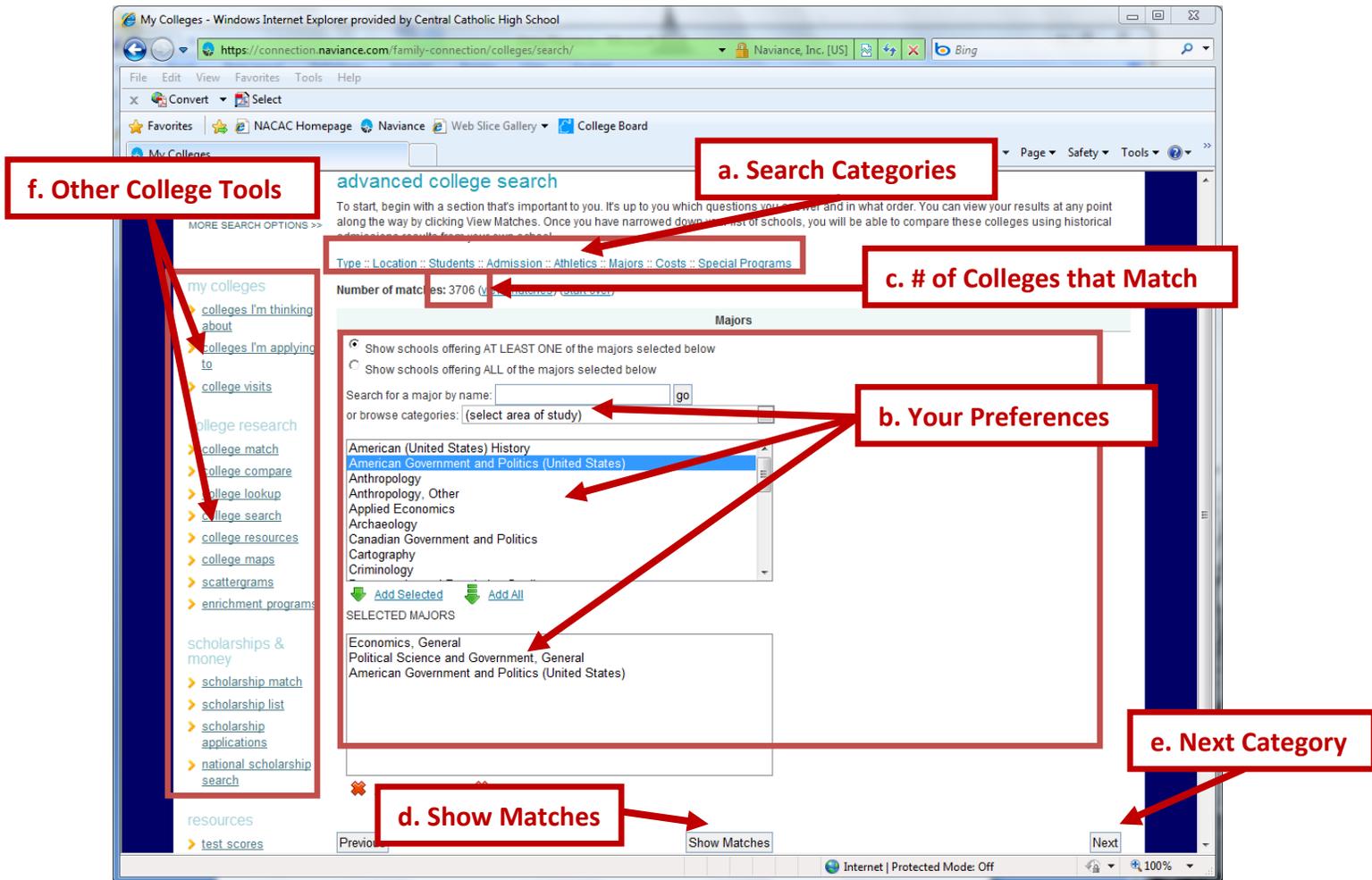
- Add or remove colleges** to/from your Prospective Colleges List (Long List)
- See all the colleges** saved on your list
- See **Application Types and Deadlines** for each college
- In the Actions section you can:
 - Email the Admission Office** for each college
 - Go to the **Scattergram** for each college
 - Go to the **Admission Office website** for each college
- Access the other College Search tools** available on Naviance

4. On your **Applied Colleges List (Colleges I'm Applying To)**, you will see all the colleges to which the Office of College Placement has submitted application materials (transcripts, recommendations, etc).

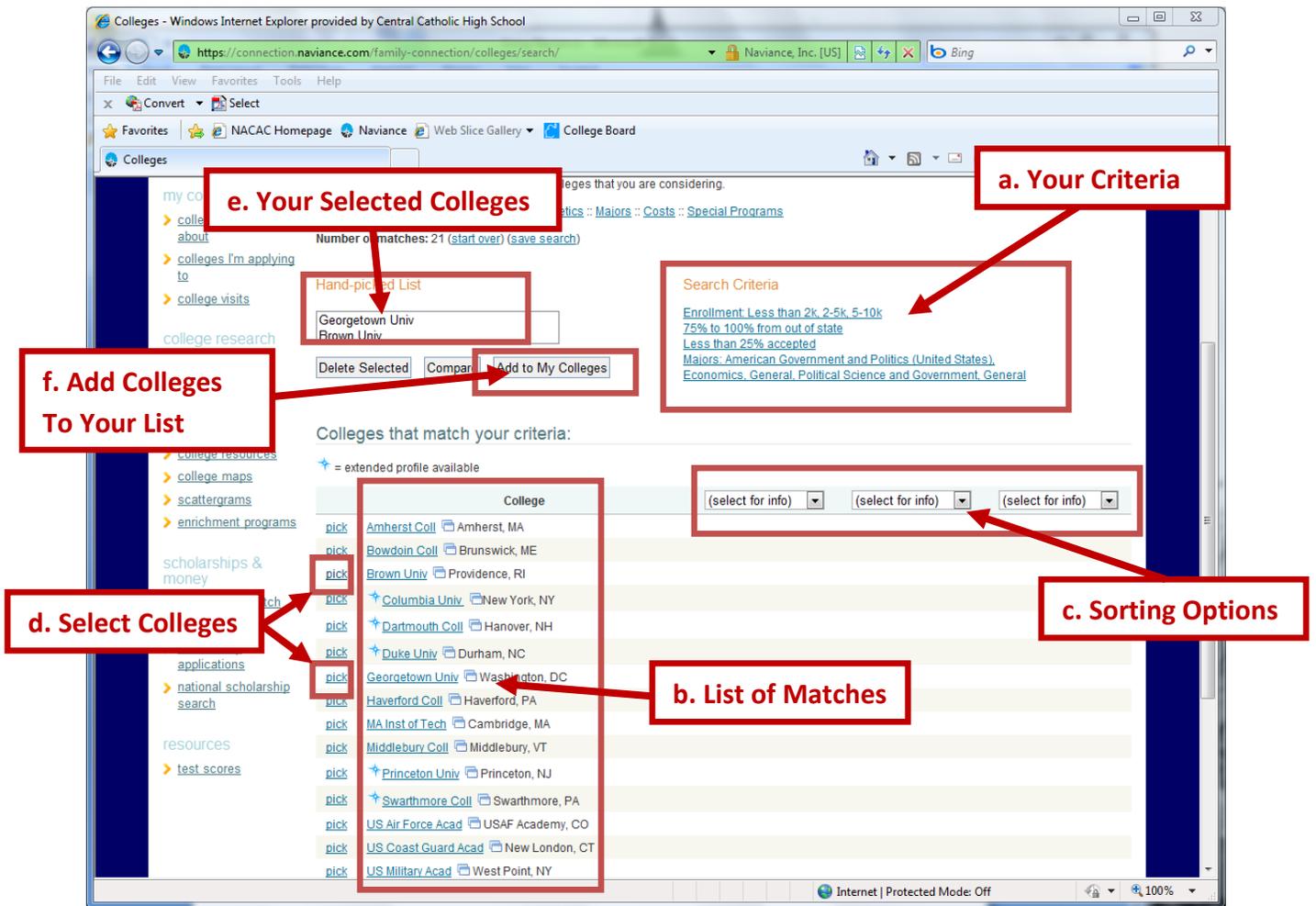


5. On this webpage, you can track the following information:
 - a. **View the colleges** to which your Transcript and Recommendations have been sent
 - b. See **what documents have been sent** to each college
 - c. Same **Action Items** menu as on the Prospective Colleges page:
 - i. **Email the Admission Office** directly
 - ii. **View the Scattergram** of each college on your list
 - iii. **Visit the Admission Office website** for each college directly
 - d. See the listing for what **college you will be attending** after you graduate – this is where we will send your Final Transcript – **MAKE SURE THIS IS ACCURATE!!!**
 - e. **See a list of all Teacher Recommendations** we have in your file to see if any teacher have not yet submitted their recommendation
 - f. Access all **other College Search tools** from the menu

6. With the **College Search tool**, you can enter the specific information about what type of college you are looking for and find a list of colleges that match your criteria (see below).
 - a. There are **several different categories of preferences** you can use – you can search using only 1 or 2 of them or all of them: Type, Location, Students, Admission, Athletics, Majors, Costs, and Special Programs are the categories to choose from
 - b. You will **answer questions to input your preferences**
 - c. As you enter additional preferences, you can **see how many colleges match** your criteria; the more criteria you enter, the smaller the number of matches you'll see
 - d. At the end of each category page, you can click **'Show Matches'** to show the list of colleges that meet your criteria
 - e. You can also choose to move on the the **'Next' or 'Previous'** category to add additional preferences
 - f. You can access other College Search Tools by using the menu items on the left-hand side of the screen



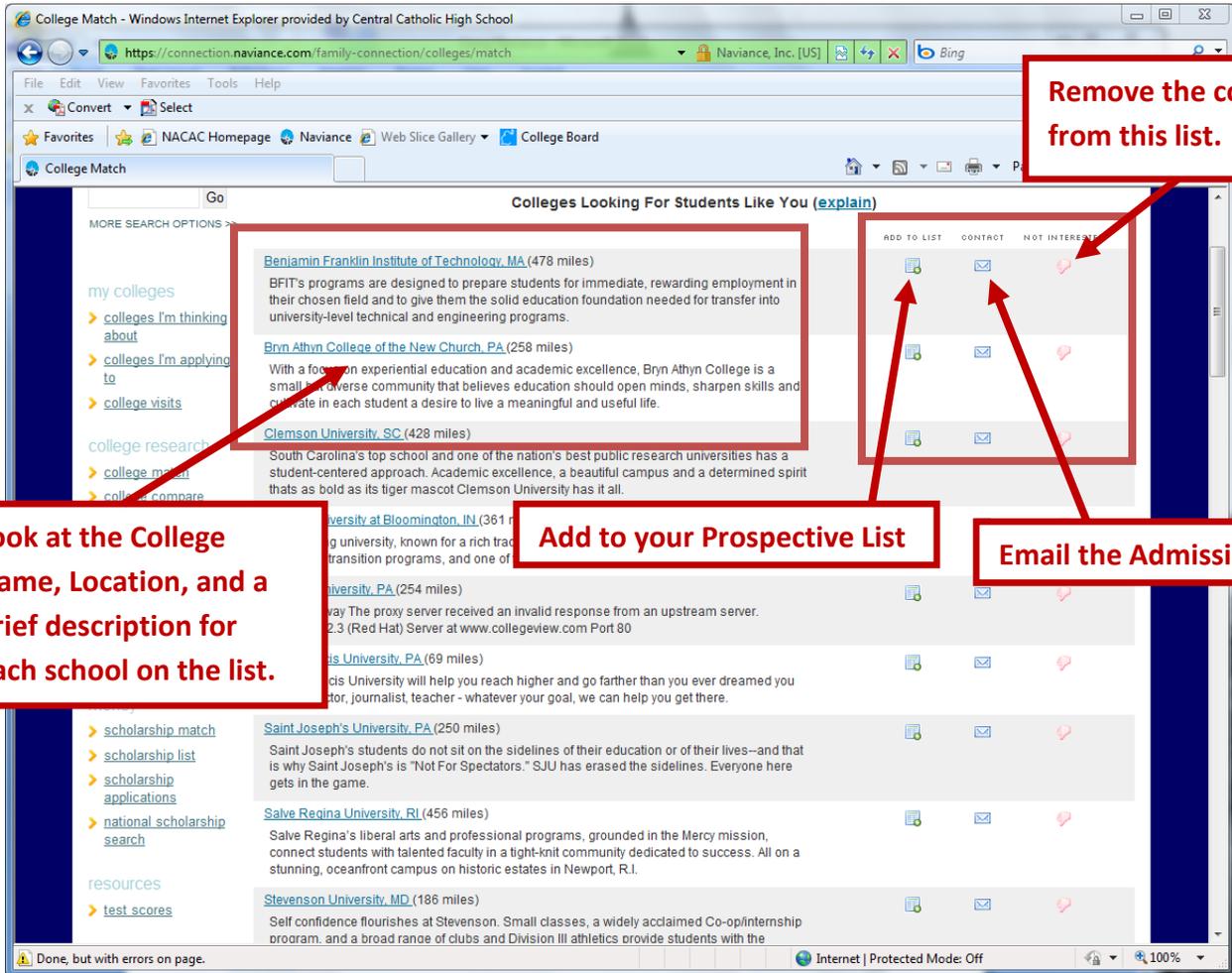
7. Once you decide to view the matches, you can select colleges to add to your Prospective List (Colleges I'm Thinking About). These colleges will be saved for you to review (**see below**).
 - a. You can **review your Search Criteria** to make sure you included all your preferences
 - b. Look over the **list of colleges that matched** your search criteria
 - c. **Sort the colleges by specific criteria** such as State, Average SAT scores, or Enrollment, among others to help you decide
 - d. Click 'pick' to **select a college to add** to your Prospective List
 - e. Once you 'pick' a college, it **will appear in the 'Hand-Picked List'** box
 - f. Click 'Add to My Colleges' to **add your hand-picked colleges to your Prospective List**



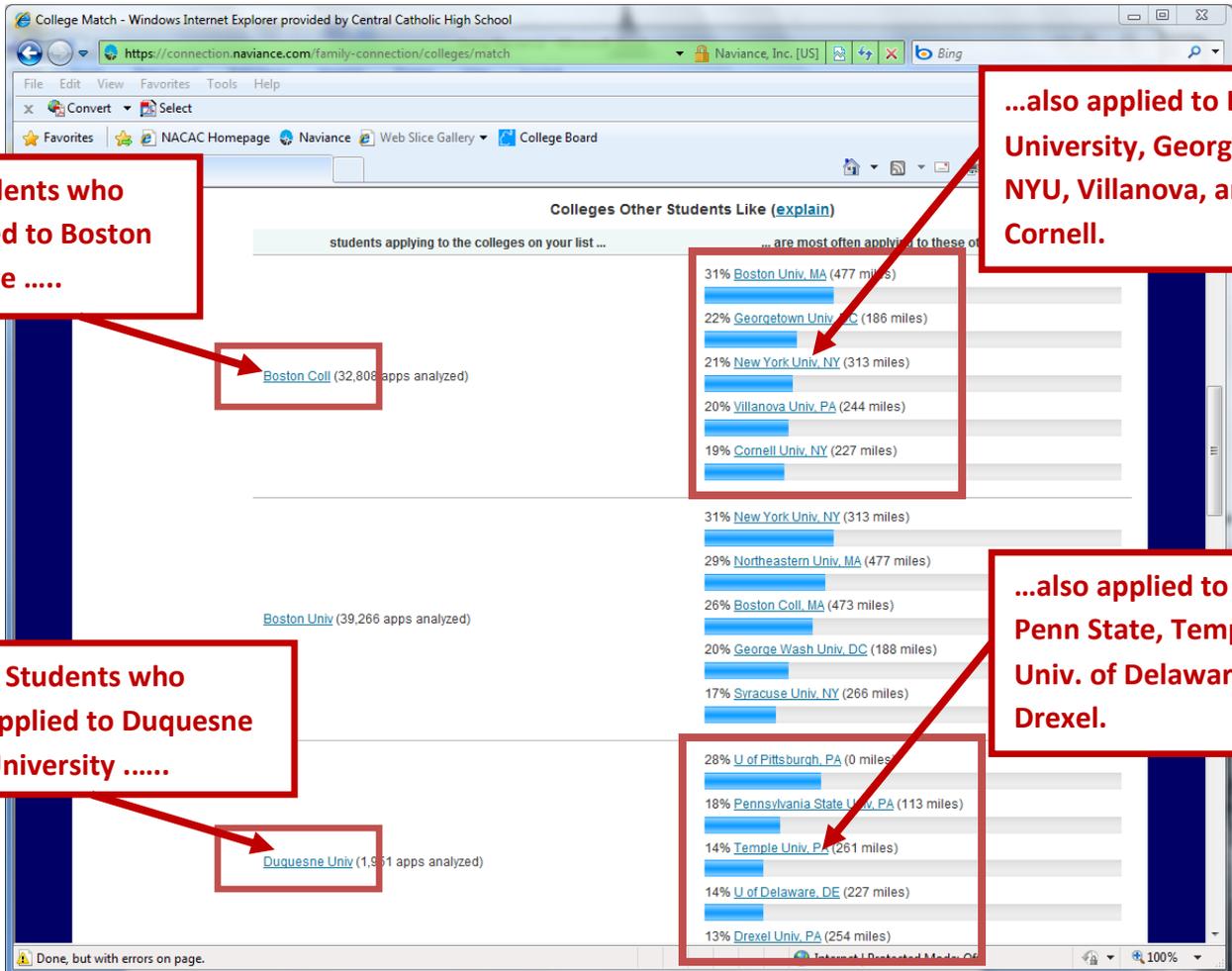
8. You can adjust your search options or run a new search as many times as you want/need until you feel you find a good number of colleges to consider
9. If you already have a number of specific colleges you're interested in, you can choose those colleges to compare directly using the College Compare option

10. The **College Match** page provides three (3) different tools to suggest colleges that might be a good match based on your profile. These three tools can **help you to add colleges to your Long List** that you may not otherwise have thought about:

- a. **Colleges Looking for Students Like You** – provides a list of colleges that are looking for students that match your profile. You can choose to add these colleges to your Prospective College list, contact the school for more information, or ignore the college if you're not interested.
 - i. Along with the name of the college, the profile also **gives the location, distance of the school from Pittsburgh and a brief description** of the school.
 - ii. It is probably a good idea to at least **get a little more information** about any school on this list before adding or removing to/from your Prospective College list.



- b. **Colleges Other Students Like** – this tool takes all the colleges on your Prospective List (Colleges I’m Thinking About) and your Applied List (Colleges I’m Applying To) and for each college provides a list of the most common colleges that students also applied to along with that college.
- The colleges on the left (Boston College and Duquesne University in the example below) are the **colleges already on your Prospective List**
 - Often, the colleges listed on the right are **similar in nature to the schools that you are considering**.
 - The colleges listed on the right are the **most common “overlap” schools** – a school is considered an overlap school when it is common for the same student to apply to both colleges because of a similarity between the two colleges.
 - Along with the schools already on your list, **these schools may also offer the kind of academics, campus life, and other amenities that you’re looking for** so it’s worth getting more information about them



- c. **Colleges That Have Accepted Students Like You** – provides a list of colleges that have accepted students with similar GPA and SAT/ACT scores as you.
- This tool lists colleges that previous Central Catholic students with similar GPA and SAT/ACT scores as you have applied to and been accepted.
 - The tool also lists the number of previous Central Catholic students with similar GPA and SAT/ACT scores as you that have applied and been accepted to each college
 - Listed are the average SAT, ACT, and GPA for the students who applied to these schools
 - This tool provides ONLY an academic comparison. There is no guarantee that the colleges on this list will match your list of college preferences. You should do more research on any of the colleges on this list to find out what type of academic programs, campus life, or other amenities they offer.

Colleges That Have Accepted Students Like You (explain)

College	Applied	Accepted	% Accepted	1600 SAT Avg. Accept	2400 SAT Avg. Accept	ACT Avg. Accept	GPA Avg. Accept	WGPA Avg. Accept
Allegheny Coll	2	2	100%	1170	1800	25	4.32	4.32
Bucknell Univ	2	1	50%	1160	1820	25	4.11	4.11
UC Los Angeles	1	1	100%	1300	1820	25	4.02	4.02
Georgie Mellon Univ	1	1	100%	1210	1830	25	4.41	4.41
Univ of Chicago	1	1	100%	1300	1820	25	4.02	4.02
Univ of Cincinnati	1	1	100%	1280	1840	25	4.08	4.08
U of CO Boulder	1	1	100%	1300	1820	25	4.02	4.02
Univ of CO Denver	1	1	100%	1200	1840	25	4.08	4.08
Univ of CO Regis	1	1	100%	1200	1840	25	4.08	4.08
Univ of CO Southern	1	1	100%	1200	1840	25	4.08	4.08
Univ of CO Western	2	2	100%	1200	1840	25	4.08	4.08
Univ of Dayton	1	1	100%	1260	1840	25	4.34	4.34
Univ of Evansville	1	1	100%	1200	1840	25	4.23	4.23
Indiana U Bloomington	1	1	100%	1180	1840	25	4.02	4.02
Indiana U of PA	1	1	100%	1180	1840	25	4.02	4.02
Ithaca Coll	1	1	100%	1180	1840	25	4.23	4.23
Johns Hopkins Univ	2	1	50%	1210	1830	25	4.41	4.41
Lafayette Coll	1	1	100%	1160	1820	25	4.11	4.11
Loyola Univ MD	1	1	100%	1200	1840	25	4.08	4.08
Miami Univ Oxford	1	1	100%	1200	1840	25	4.08	4.08
Northeastern Univ	3	3	100%	1203	1817	25	4.11	4.11
Ohio State Univ	2	1	50%	1300	1820	25	4.02	4.02
Pennsylvania State Univ	3	3	100%	1293	1840	25	4.13	4.13

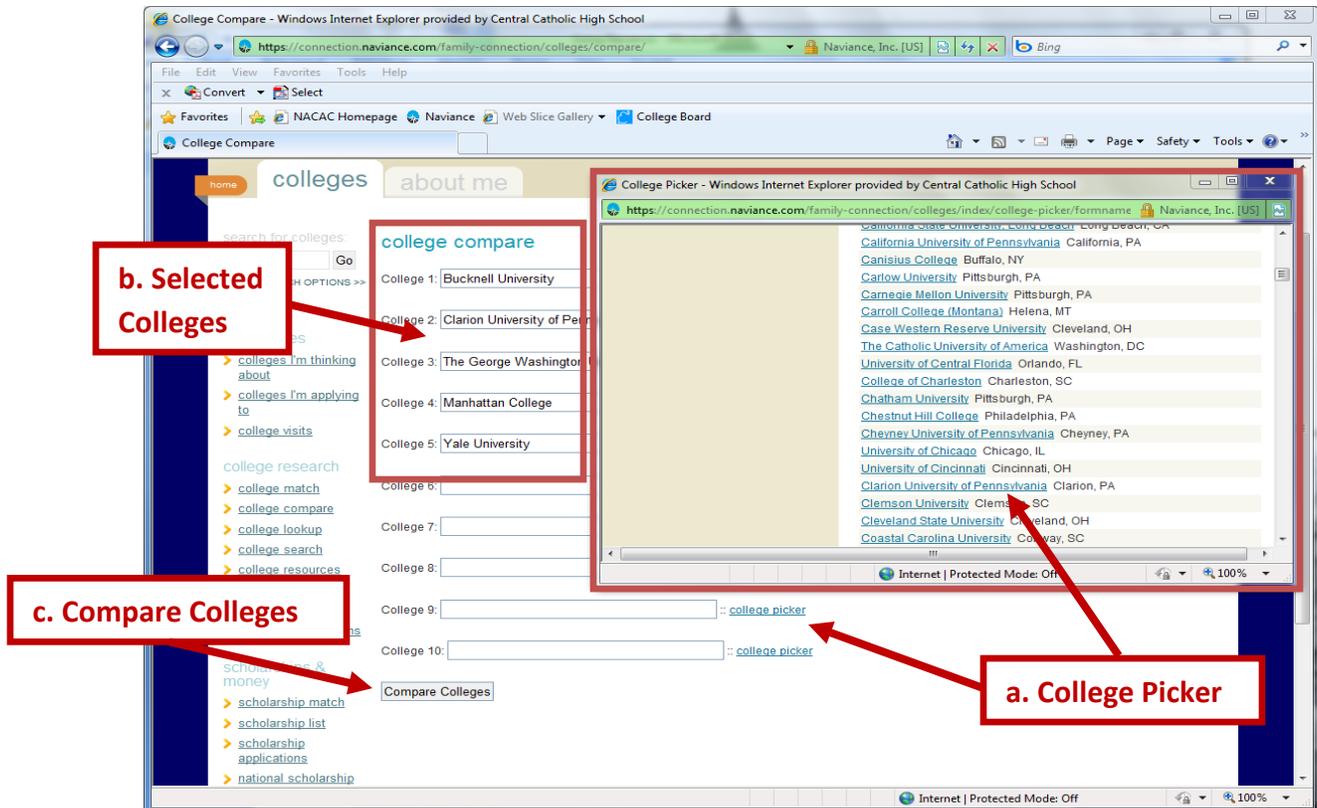
a. See the list of schools that match your academic profile

b. The admission statistics for previous Central Catholic applicants with similar scores as you

c. Categories to compare yourself

11. The **College Compare** option allows you to pick a list of specific college you already have in mind and compare them.

- a. Click the **'College Picker'** link to bring up the college list pop-up. Click on the name of the college you want to select to add to the compare list.
- b. As you select a college from the list, it will **appear on your 'College Compare' list**
- c. When you have selected all the colleges you want, click the **'Compare Colleges'** button



12. Once you have selected a list of colleges and clicked on the **'Compare Colleges'** button, you will be able to **see your academic profile compared to the average scores of other Central Catholic students** who have applied to your list of colleges.

13. You can also **compare all the colleges on your Prospective List** by going to the **'Colleges I'm Thinking About'** page and clicking on the **'Compare Me'** link (located right under the **'Colleges I'm Thinking About'** title on the top of the page). See the instructions for the **'Colleges I'm Thinking About'** page above to locate the link.

14. When you compare yourself to the colleges, you'll have a chance to see your academic information and the average scores for all the Central Catholic students who have applied to that college over the past few years.

- a. **Your information will appear** in all black font in the first row next to your name
- b. When **your information compares favorably** to the average scores of students who have applied to that school, the information will **appear in green font**
- c. When **your information compares unfavorably** to the average scores of other students, the information will **appear in red font**
- d. Even after you compare a list of colleges, you can **add another college** by clicking on the 'add another college' link
- e. The last column called 'Accept' will show you **how many Central Catholic students have applied and been accepted** to each school over the last few years (accepted/applied)

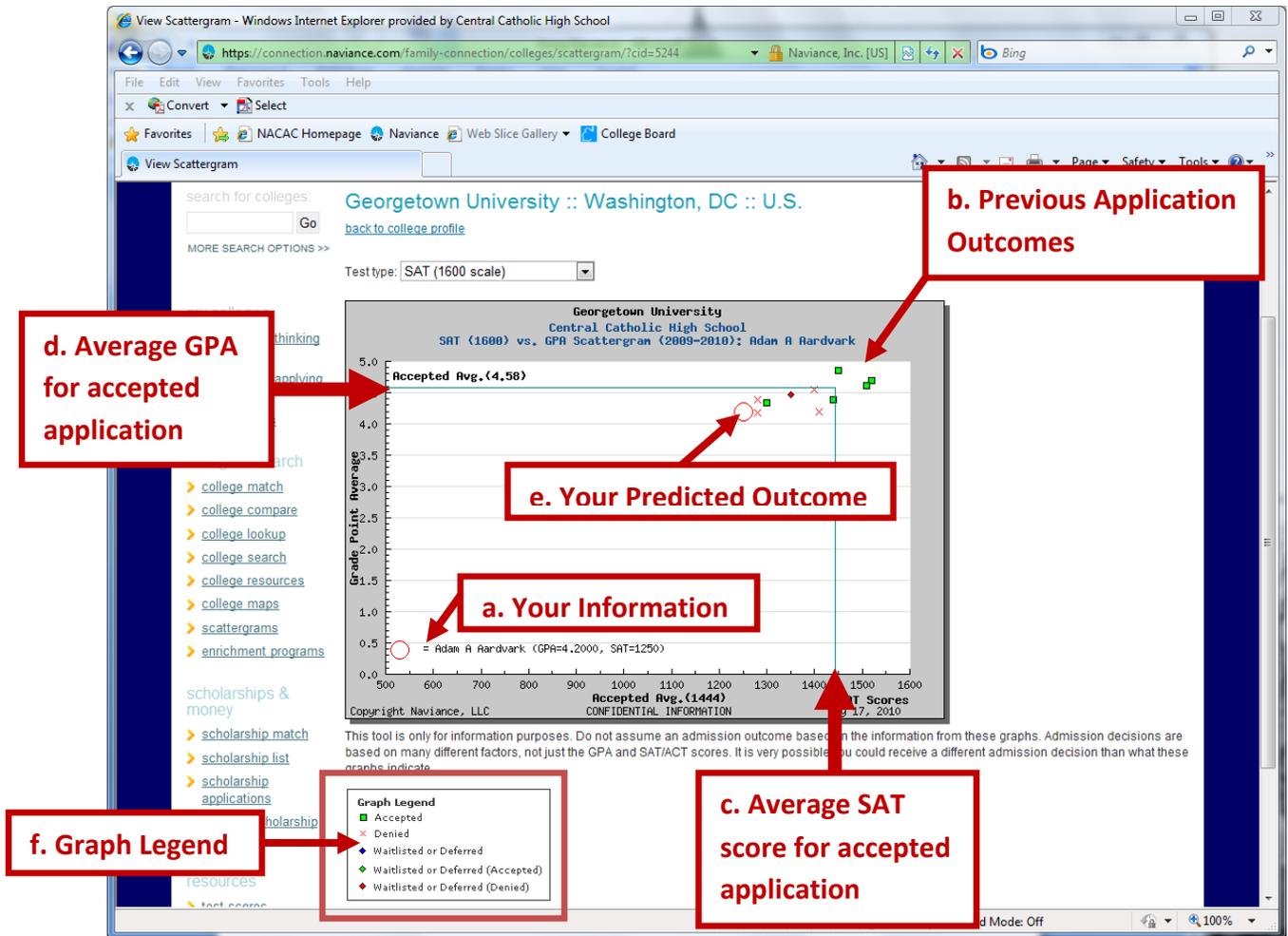
The screenshot shows the Naviance 'Compare Colleges' interface. A table titled 'College Compare (All)' displays student data and college averages. Red callout boxes with arrows point to specific elements:

- a. Your Information:** Points to the first row of the table, which contains the student's name and their personal statistics.
- b. Favorable Comparisons:** Points to green-colored data points in the table, such as the student's GPA (4.20) and SAT scores (1250, 1860, 1860).
- c. Unfavorable Comparisons:** Points to red-colored data points, such as the student's ACT score (25) and the 'Accept' column value (2/10).
- d. Add Another College:** Points to the 'add another college' link in the text above the table.
- e. Accepted Students:** Points to the 'Accept' column in the table, which shows the number of students accepted out of the total who applied.

	GPA	PSAT to SAT 1600	PSAT to SAT 2400	Single SAT 1600	College SAT 1600	College SAT 2400	ACT	IB	Accept
Adam A Aardvark	4.20	-	-	1250	1860	1860	25	-	-
Bucknell Univ	4.11	-	1790	1160	1790	1820	25	25	2/10
Clarion Univ of PA	3.34	-	1518	1046	1518	1641	23	23	9/12
Duquesne Univ	3.69	-	1598	1092	1598	1617	22	22	136/151
George Wash Univ	4.58	-	2037	1387	2037	2060	28	28	6/14
Manhattan Coll	4.18	-	1785	1210	1785	1805	-	-	2/2
Univ of Chicago	4.44	-	1965	1375	1965	2000	25	25	5/10
Yale Univ									

15. Your **GPA and Standardized Test information will be updated by the College Placement office staff.** Students and parents will NOT have the opportunity to update this information.

16. The **Scattergram** feature allows you to **predict what your admission decision might be based on** your GPA and SAT/ACT information. You can access a scattergram for a particular college from either your 'Colleges I'm Thinking About' or 'Colleges I'm Applying To' lists **(see below)**.



- Your information will appear at the bottom left-hand corner of the graph next to a red circle  (The red circle always represents you, it appears twice)
- The graph will display the outcomes for previous applicants from Central Catholic to this college at the point that represents their GPA and SAT
- The **green** vertical line represents the average SAT score for accepted applicants – if the  is to the right of this line, you have a higher SAT score than the average SAT score for previous accepted students
- The **green** horizontal line represents the average GPA for accepted applicants – if the  is above this line, you have a higher GPA than the average GPA for previous accepted students

- e. The red circle  represents your spot on the graph – if the red circle is outside (above and to the right) of the green square, then you compare favorably to the average GPA and SAT of previous admitted students to this college.

****In the example above, the  is inside the green square (below and to the left), indicating that this student falls below the average scores for previous accepted students to this college****

- f. The **Graph Legend** at the bottom of the screen will indicate what the symbols on the graph mean

- i. Green square  = Previous student was Accepted
- ii. Red X  = Previous student was Denied
- iii. Black Diamond  = Previous student was Wait-Listed
- iv. Red Diamond  = Previous student was Wait-List, but never admitted from the waitlist
- v. Green Diamond  = Previous student was Wait-Listed, but later admitted from the waitlist

17. **Please keep in mind** that the ‘Compare Me’ and ‘Scattergram’ tools only display how your GPA and SAT scores compare to previous Central Catholic applicants at a specific college:

- a. Along with GPA and SAT scores, there are usually **many other factors that determine an applicant’s admissibility** to a college including Class Rank, Extra-Curricular Activities, Teacher and Counselor Recommendations, etc
- b. In **no way can these tools predict with 100% accuracy** the admission decision for any student to any particular college.
- c. These tools are meant only to provide students a way to compare their own academic credentials against average scores of previous Central Catholic applicants for the purpose of finding colleges where the student **may** be a competitive applicant.
- d. **It is up to each individual student** to make the decision on whether or not to apply to a specific college. **A student was never admitted to a college to which they didn’t apply.**