Naviance User Group Meeting Minutes
OCM and Cayuga Region

Meeting Date: April 29, 2014 and May 1, 2014
Time: 1:00 pm -3:00 pm
Place: CNYRIC Conf. Room 1& 2 and DLC

Participants:
Cato-Meridian – Cheryl Sawyer
Chittenango – Sean Hayden
CNYRIC – Deb Wood
CNYRIC – Judy Corigliano
CNYRIC – Tamy Reilley
East Syracuse Minoa – Lindsay Cogan
Fayetteville-Manlius – Angela Sommer
Jordan-Elbridge – Jamie Susino
LaFayette – Bill O'Leary
Liverpool – Jeremy Fryer
Marcellus – Katie Battaglia
Mexico – Lisa Szewczyk
Mexico – Mark Kuehn
Mexico – Patricia Meaker
North Syracuse – Eric Breindl
North Syracuse – Shannon Heffron
North Syracuse – Susanne Brogan
North Syracuse – Lisa Szewczyk
Sandy Creek – Danielle James
Skaneateles – Barbara Drozynski
Solvay – Richard Kulibert
Southern Cayuga – Paula Schmitt
Southern Cayuga - Bernie DeGraw
Union Springs – Heather Carroll
Union Springs - Wrenaye Matzen

Strengths Explorer:
The new Strengths Explorer is a 78 question assessment. This assessment is recommended for grades 6 through 10 and can only be taken 1 time. Judy C demonstrated for the users "how to activate Strengths Explorer". Logged into Naviance as a student and showed them how to take the assessment as a student. This is not the same procedure as "ghosting" or "assuming the identity" of the student. This assessment is available now in Naviance. Emailed users separately the link within Naviance to the workbooks that can be printed out and used with parents, students and staff.

Collge Tracker with Deb Wood:
Deb Wood, Data Coordinator from Data Warehouse demonstrated the College Tracker service. LaFayette and Union Springs currently do not subscribe. Bill O'Leary from LaFayette would like to know more about COGNOS and getting access to the data and reports. Deb will contact him. Most users agreed that Naviance Alumni Tracker Reports are not as detailed as they would like. Most users did not realize that the data was available through COGNOS.

Auto Import Field Flexibility with GPA & Rank:
Judy C handed out a list of auto import fields. She has been working with West Genesee to look at the ability to import the "in progress" GPA and Rank instead of the "locked" values.

Graduation Date and Diploma Type: Logged into Naviance and showed the users where the graduation type and date is and asked if anyone would like that added to the auto import feature. The SIS districts will have that options built into the auto import. Currently users can manually imports those fields.

Naviance Enhancements:
Went around the room and asked for any other enhancements to be added to our list. The group also prioritzed the list. We created a list that will be submitted to Naviance. A webinar will be scheduled to discuss the enhancement list with our Naviance support contact.

- **Batch Transcript** – everyone agreed this is top priority
- **Report Card** – Ability to send anytime a college requests, not just at mid-year. Currently it is difficult and time consuming to send the 1st quarter report card using the mid-year report card feature. When mid-year approaches, the user has to remove the 1st quarter and then load mid-year.
- **Transcript Toggle** - Would like a button for toggling between "active" and "inactive" transcripts.
- **Notification** - Would like notification when a student has applied to a college.
- **Early Decision Bug** – Student gets the receipt of payment, but did not complete the application by submitting the application. Would like Common app look at this and make some sort of fix. Should be the other way around. Submit and then make the payment.

This Summer: **eDocs Changes** – Hopsons (Naviance) will no longer use Parchment for eDocs. Users will no longer have to install the edocs printer and register every year with Parchment.

CNYRIC will prepare a training video and training documentation, which will be placed on our website under Student Services, Documents and Resources Folder.

Achieve Works Package (LSI, MIA & DWYA):
Judy C. handed out "current services" sheet to each school. The packets that were provided, inlcuded a brochure with description of each assessment. Schools will have to decide how they would like to proceed next year. Emails have been sent out to all users with the brochures and explanation of the changes. The Learning Style Inventory and Do What You Are both known assessments. Multiple Intelligence Advantage is a new assessment that was available last year, but none of our users subscribe. MIA is part of the Achieve Works package.

Do What You Are – Personality Type Assessment, which as of December 31st will no longer be part of the MS or HS package. We found that most districts use this and do not want to eliminate it. Schools can purchase DWYA separately or as a package with Achieve Works.

Learning Style Inventory – Many schools have purchased this add-on module. They will need to decide whether to continue or change to the Achieve Works package which includes LSI, DWYA and MIA.

Career Key for Middle Schools – As of Decmeber 31st this assessment will not be part of the Middle School Account. Schools can purchase this if they would like for an additional fee.

Documentation and Training – To locate additional documentation and the video collection, Go to: CNYRIC.org, Student Services(web applications), Documents and Resources Folder.

Open Discussion:
OCM Region; Mexico had questions about using eDocs. Currently they do not use edocs for college submittals. Training will be scheduled to prepare them for this as they are ready to move forward. Went around the room and had users share their eDocs experience.

Chittenango was having issues loading the transcripts. They were getting an error that the file type was invalid even though it was PDF. Using Chrome as browser, Naviance has been notified. Could be the web browser or Adobe Acrobat.

Cayuga Region: Southern Cayuga would like to send out reminders with due dates to staff and students. Reviewed the email reminder found in the connections tab for both automated college visit reminders and automated task reminder.

Survey and Evaluation:
In closing, I reminded everyone to assist me in preparing for our next meeting. The survey that was handed out will determine meeting dates, times and meeting agenda. Users were also asked to fill out the presenter evaluation as well.