

Quick Guide

Kuder® Navigator is a comprehensive, developmentally-appropriate, and Internet-based system that helps middle school and high school students learn about themselves, build an education plan, and explore and prepare for various options after high school. *Navigator* also provides resources for parents and educators in order to support career guidance, track progress, and ease data-driven decision making.

This quick reference guide provides brief instructions and information on *Navigator* and its navigation menu options. Kuder, Inc. offers face-to-face and online training sessions to support effective usage and understanding of the system. For more information on these training options or to schedule a session, please contact us at 877.999.6227 or support@kuder.com.

Administrative Registration

Please follow these instructions to begin using your *Kuder® Administrative Database Management System*.

- Go to **www.tbecachievetexas.org**.
- Click on **New users register here!**
- Select **Administrator, counselor, or other authorized person** and click **Continue**.
- Complete the Personal and Contact Information sections; create a User Name and Password; and enter your Organization Access Code and Password that were supplied in your implementation e-mail from Kuder, Inc. Write your user name and password below for future reference.

User Name: _____ Password: _____

- Click **Register** to complete the process and access your *Administrative Database Management System* home page.

Administrative Database

Your administrative database provides system alerts, resource files and links as well as access to tools via the top navigation menu:

- Home – Navigate the database.
- Reports – Get assessment reports, review usage reports, and access education plan reports.
- Tools & Resources – Utilize resource files, post a message, access the Curriculum Manager, and more.
- Administration – Update account information, manage system users, and manage user access.

Logging In

To re-enter your account, go to **www.tbecachievetexas.org**, enter your user name and password, and click **Log In**.

Provide Registration/Login Instructions for Your Students

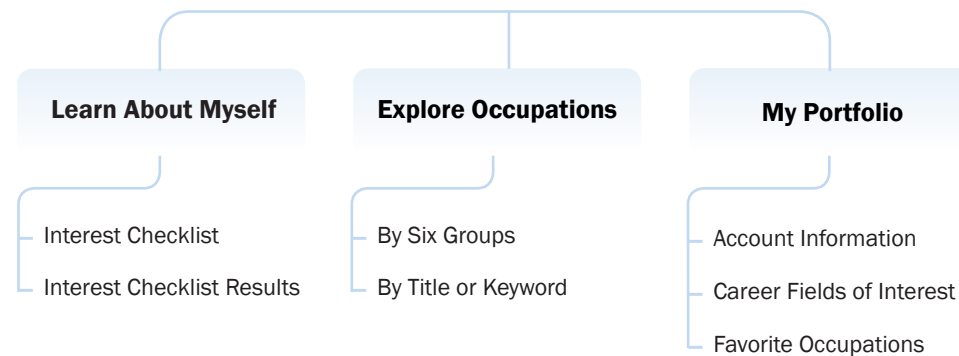
Please follow these instructions to get your students started using *Kuder Navigator*.

- Log into your *Administrative Database Management System* (instructions above).
- Select **Administration** from the top navigation menu and then, click on **Activation Codes**.
- Copy the N Activation Code.
- Select **Tools & Resources** from the top navigational menu.
- Under “Kuder Navigator” select the **Individual Login Instructions**.
- Paste or type in the N Activation Code in the appropriate space.
- Print these instructions for your students, which walk them through registering, taking an assessment, and logging in.

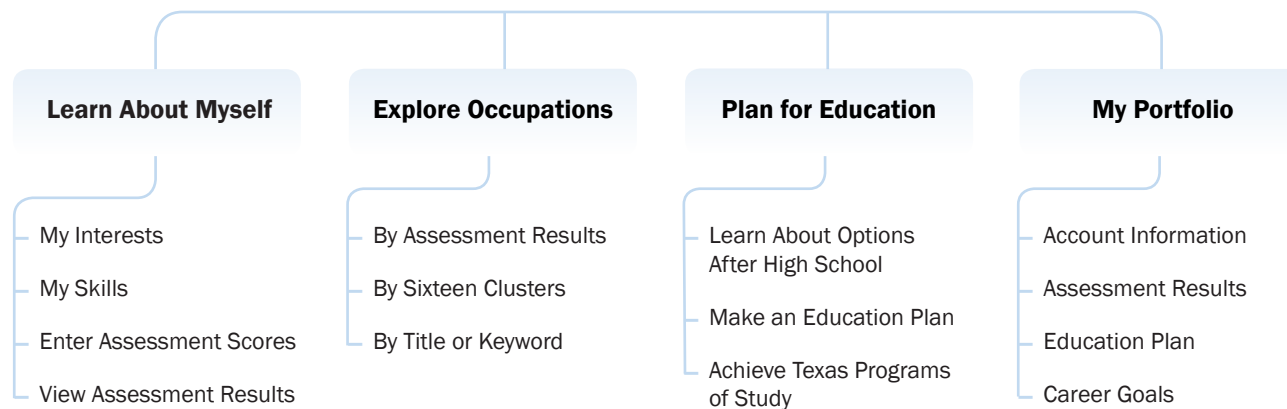
Kuder Navigator Site Maps & Navigation Menu Options

Navigator delivers simple, age-appropriate content customized by developmental level, middle school versus high school. Career exploration and education planning resources are designed specifically for students in grades 6-12 and tailored to the unique needs of each grade. As a result, it is divided into four divisions and provides a different top navigation menu accordingly: 1) Middle School – 6th Grade; 2) Middle School – 7th-8th Grade; 3) High School – 9th-12th Grade; and 4) Parent. A student may update their grade level from the “Account Information” area of the system.

kuder navigator Middle School – 6th Grade Site Map

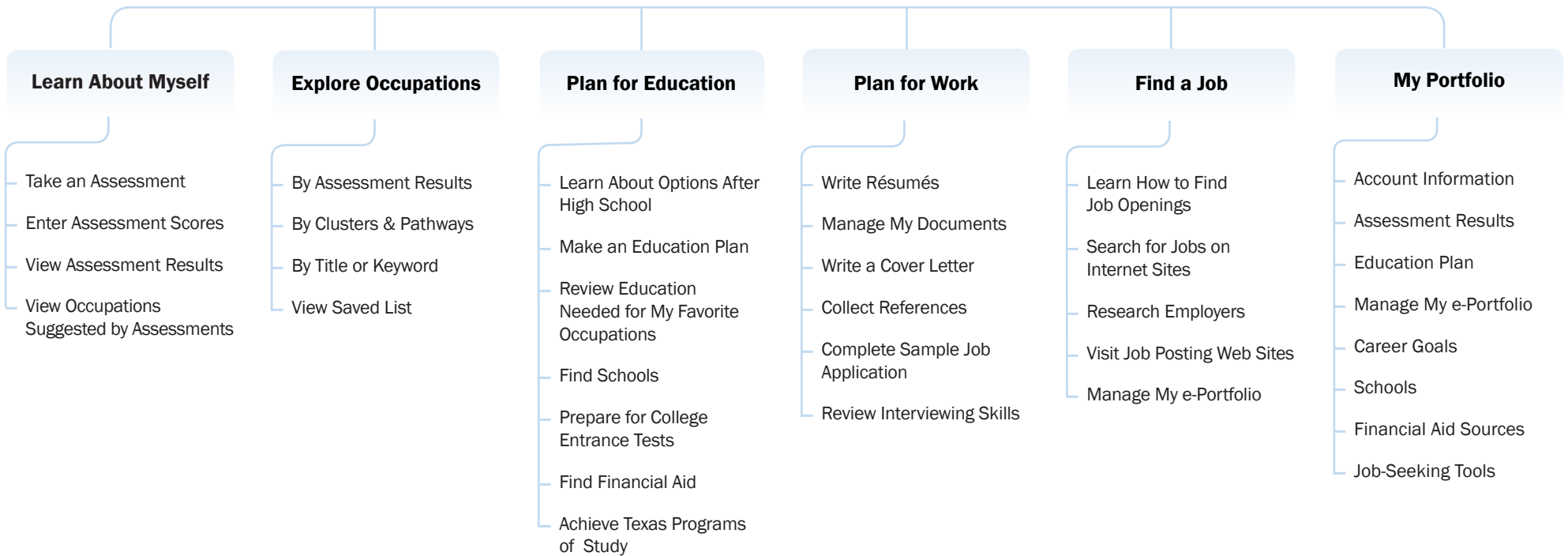


kuder navigator Middle School – 7th-8th Grade Site Map



kuder[®]navigator

High School – 9th-12th Grade Site Map



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Parent Site Map



Students

Navigator guides middle school and high school students through a series of developmentally-appropriate education and career planning steps.

- **Learn About Myself**

This section offers the research-based *Kuder® Career Search with Person Match* (interest assessment) and *Kuder® Skills Assessment*. Assessment results are aligned to the States' 16 Career Clusters and provided in easy-to-read and printer-friendly reports. For sixth-graders, an interest checklist helps gather information on occupations for broad exploration. In addition to the interest and skills assessments, high schoolers can also take *Super's Work Values Inventory-revised* to learn about their workplace preferences, enter assessment scores manually, and view a list of occupations generated from their assessment results.

- **Explore Occupations**

Students can browse and explore occupations from the more than 1,000 included in the *O*NET* database. For middle school students, occupational descriptions are written to their level to ease exploration of future possibilities. High school students can read and compare *O*NET* occupation descriptions of interest and save favorites to their portfolio. *Navigator* also provides them with three main ways to create a list and explore occupations: by clusters and pathways, by assessment results, and by a title or keyword search.

- **Plan for Education**

This section provides information on the various options students have after high school: going directly to work; entering military service; entering on-the-job training or apprenticeship; entering schools that offer an associate degree or less; and entering a four-year college. Students can easily create or update an education plan for high school and beyond. At the high school level, students can also explore extended learning opportunities, postsecondary schools, and financial aid information.

- **Plan for Work (High School Students Only)**

Whether high school students are planning for a summer job or a full-time job after high school, this section helps them prepare for the job search by providing directional guidance on how to develop a résumé, write a cover letter, collect a list of references, and more.

- **Find a Job (High School Students Only)**

Once students have learned about preparing and planning for work, they can learn how to find job openings; search for jobs on the Internet; research employers; and create an electronic Portfolio (e-Portfolio). The e-Portfolio becomes a student's web page of achievements and goals and may be shared online.

- **My Portfolio**

The My Portfolio section is a place to update account information; view and save assessment results; develop a list of career goals, activities, and awards; and store postsecondary schools of interest. High school students may also use the My Portfolio section to access features that help them learn about themselves; explore education and career options; and record information such as educational accomplishments and work experiences.

Training Notes



For additional training and support on *Kuder Navigator*, please contact the Kuder Customer Support team Monday - Friday, 7:00 a.m. - 5:00 p.m. CT.

302 Visions Parkway • Adel, IA 50003 • 800.314.8972 • info@kuder.com
Customer Support: 877.999.6227 • support@kuder.com