



## Kuder Navigator® Back-to-School Checklist

Our new back-to-school checklist is built to assist you in making the most of Kuder Navigator to meet district and state requirements.

### Reporting Activities

- Identify reporting needed to meet district and/or state requirements.
- Set prioritized goals for the school year based on the identified requirements of your district and/or state. District or Administrative Goals may include:
  - *100% of 6th graders have taken the Kuder Career Interest Assessment.*
  - *100% of 8th graders have submitted their 4-year education plan.*
  - *75% of 9th graders have saved their favorite careers in Navigator.*
  - *85% of students have saved their favorite postsecondary training programs.*
  - *100% of 11th grade students have completed the FAFSA application.*
- Configure Grad Plan cards to support activities for students to complete each year, such as taking assessments, favoriting careers, or building an education plan.
- Create student groups to more easily monitor specific student cohorts.
  - Make a plan with administrative partners to identify and monitor relevant student groups, for example ESL students, advisory cohorts, CTE concentrators, etc.

### System Checks

- Verify your Kuder Navigator role in the new admin experience to ensure you have the views and access you need.
- Review and approve any transcript requests that start rolling in as students apply to postsecondary institutions.
- Ensure that any new courses have been uploaded to Course Manager to assist in the creation of education plans.
- Districts not using Clever/SSO: Ensure new students are added to the system and unenrolled students are transitioned to the correct new school or inactive org.

### Training & Resources

- Identify product training needs to start off the school year effectively:
  - Review Navigator's student experience for a refresher on how to effectively lead students through the tools available to them.
- Download our updated curriculum guide for suggestions on when and how to implement Kuder Navigator with your students.
- Join an upcoming training to review the new admin experience available to you for streamlined reporting, custom group creation, and more!

### Student & Family Engagement

- Invite parents and/or guardians to create a Kuder Navigator account to:
  - View students' assessment results.
  - Sign off on students' 4-year education plans.
- Engage families during school conferences on the resources available for college bound students to further their preparation.

Access our [Resource Center](#) to help complete these tasks or [contact our team](#) for support.