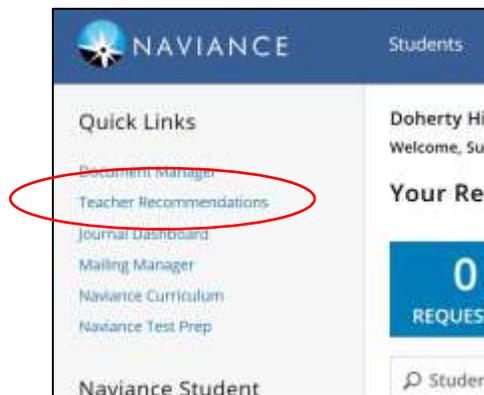


Naviance How-To: Uploading a Letter of Recommendation as a Teacher

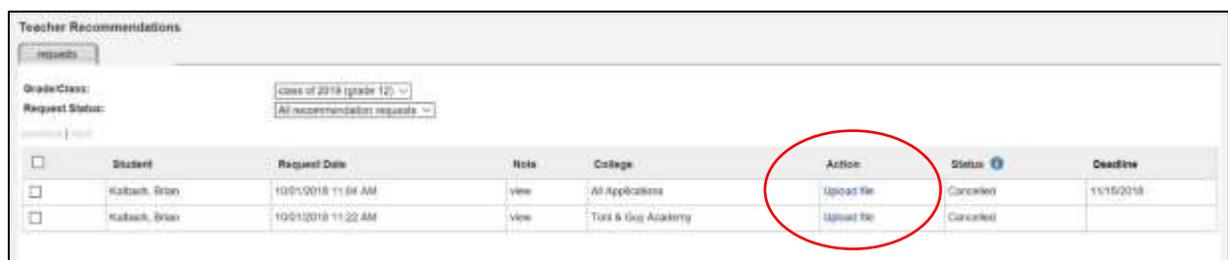
1. After logging into Naviance users will be directed to the homepage. On this page users can see active requests for letters of recommendations from students and the progress for these requests.



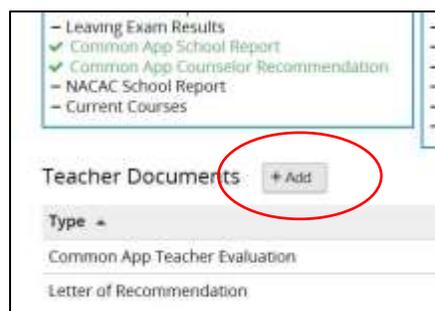
2. To access/upload active requests select the “Teacher Recommendations” link on the Quick Links menu to the left side of the screen.



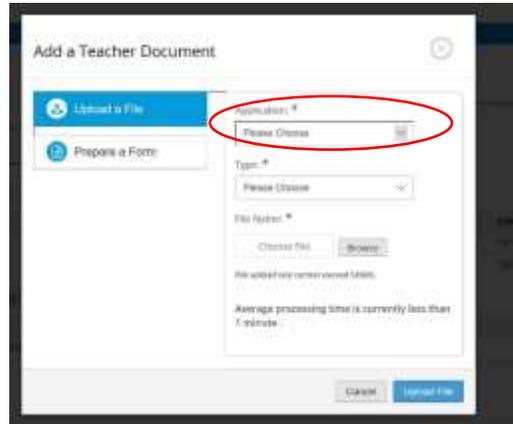
3. Users will be redirected to the Teacher Recommendations page. On this page teachers will be able to see active/submitted/and cancelled requests along with corresponding due dates. To work on and upload a letter of recommendation click on “Upload File” under Action for the corresponding student.



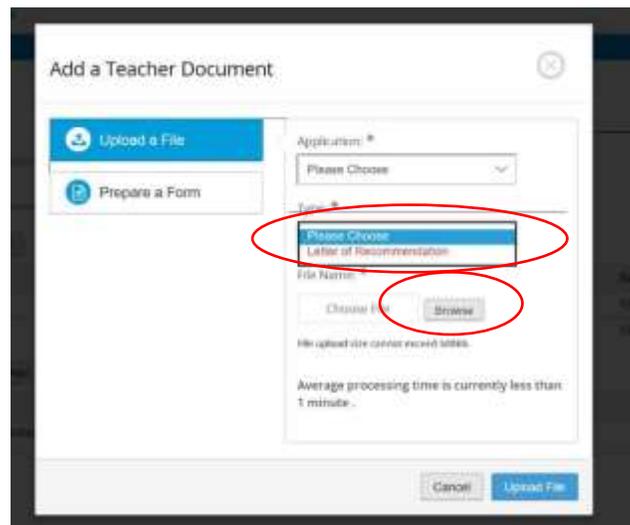
4. Users will be redirected to the eDocs portion of Naviance. Here users will select the “+Add” next to the Teacher Documents section to upload Letters of Rec and complete the Common App Teacher Evaluation if needed.



5. To upload a Letter of Recommendation, select “Upload a File”. Users will be asked to select which application they would like their letter of rec to be applied to. Users can select for the letter to go to all applications or one single application.



6. Users will then need to select the type of document. Letter of Recommendation should be the only option. After selecting this option, users will upload the file by selecting “Browse” and choosing the letter. Suggested file types are word docs or pdfs.



7. Once the file has been selected users will click “Upload File” and the document will be uploaded.



8. Teachers may also need to complete the Common App Teacher Evaluation. To do this user will select the “+Add” button from the homepage and click on the “Prepare a Form” tab.



9. Teachers will select the “Common App Teacher Evaluation” and then select “Prepare Form.” Teachers will be redirected to the Evaluation and then should complete the questions regarding the student.

Common Application Teacher Evaluation

All fields marked * are required

Applications: All Applications

Background Information

How long have you known this student and in what context? *

Characters Remaining: 10000

What are the first words that come to your mind to describe this student? *

Characters Remaining: 10000

In what subject did you teach this student? *

(Select One)

In which grade level(s) was the student enrolled when you taught him/her? *

9th grade
 10th grade
 11th grade
 12th

List the courses in which you have taught this student, including the level of course difficulty (AP, IB, accelerated, honors, elective; 100-level, 200-level; etc.). *

Characters Remaining: 10000

10. Once completed users will be able to see completed Letter of Recommendations and Evaluations on the eDocs homepage and on the Naviance homepage.

- Leaving Exam Results
- ✓ Common App School Report
- ✓ Common App Counselor Recommendation
- NACAC School Report
- Current Courses

Teacher Documents: + Add

Type +

- Common App Teacher Evaluation
- Letter of Recommendation

Doherty High School | Colorado Springs, CO

Welcome, Susan Schandoney

Your Recommendation Requests ?

0
 REQUESTED

0
 IN PROGRESS

0
 SUBMITTED

1
 ALL

🔍 Student Search

Sort by: Deadline