

Overview

When a student requests a teacher recommendation, the teacher receives one email notification for all recommendation requests created in the previous 24-hour period.

Use Naviance to:

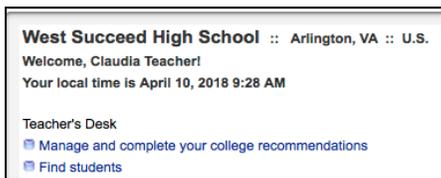
- Upload a teacher recommendation
- Prepare the Common App Teacher Evaluation form (only for Common App destinations)
- Submit the documents to the College(s)

Upload a LOR

All requests for LOR are listed in the Teacher Recommendation Manager. Letters can also be uploaded for specific students from here.

From the **Naviance homepage**:

1. Click **Manage and complete your college recommendations**.



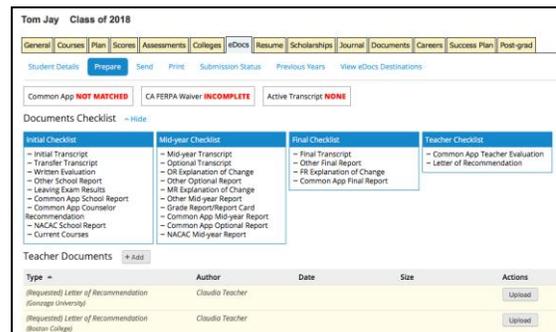
2. If the student has included a note, click the **View** link under **Note** column. (If no note is present the column has **N/A.**)

Student	Request Date	Note	College	Action	Status	Deadline
Jay Trent	04/09/2018 10:38 AM	N/A	American University	Upload File	Cancelled	01/15/2019
Jay Tom	04/09/2018 08:18 AM	N/A	Georgetown University	Upload File	Requested	
Jay Tom	04/09/2018 08:18 AM	N/A	Boston College	Upload File	Requested	
Janice (DMS)	03/22/2018 08:24 PM	N/A	Boston College	Upload File	Requested	01/01/2017 (past date)
Jay Denny	03/22/2018 12:45 PM	N/A	Brown University	Upload File	Requested	11/01/2018
Jay Denny	03/22/2018 12:45 PM	N/A	Texas A.M. University-College Station	Upload File	Requested	01/02/2019
Jay Denny	03/22/2018 12:45 PM	N/A	Douglas Institute of Technology (not a real school)	Upload File	Requested	12/12/2018

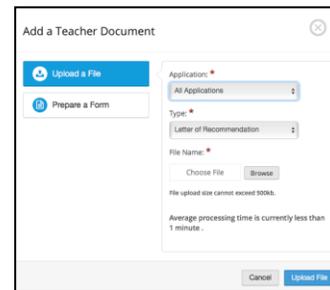
3. Click **Upload File** under **Action** column next to specific college request.

4. From the eDocs **Prepare** tab, click the **Upload** button next to the request you wish to handle if you have a college specific letter. For a letter that can be sent to any college, click **Add**.

Note: The Application and Type fields are pre-populated for specific college request.



5. Select **Upload a file**.



6. Choose **Application** from the drop-down menu.
7. Select **Letter of Recommendation** from the **Type** drop-down menu.
8. Click **Browse** button to locate your letter of recommendation to upload.
9. Click **Upload File**.
10. Prepare the **Common App Teacher Evaluation** for any student who is applying to a Common App college.

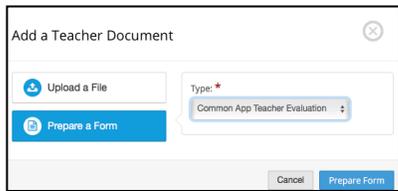
Prepare the Common App Teacher Evaluation

If the student is applying via the Common App, a Common App Teacher Evaluation

form needs to accompany the letter of recommendation. Without completing this form, the LOR cannot be sent.

To prepare a Common App Teacher Evaluation for a student in Naviance, follow these steps:

1. Open the student folder.
2. Click the **eDocs** tab.
3. Click the **Prepare** tab.
4. Click the **Add** button to add to the Teacher Document table.
5. Click the **Prepare Form** button.



6. Select the form type **Common App Teacher Evaluation** from the drop-down list.
7. Click **Prepare Form**.
8. Complete the form, then click **Save**.

Submit LOR/Common App Teacher Evaluation to the college(s)

If you have the permission to submit documents to colleges via eDocs, you can submit the documents from the eDocs tab in the student folder.

Note: To be able to submit teacher documents to Common App destinations using eDocs, the Common App Teacher Evaluation form and the accompanying letter of recommendation must be authored by the same user.

To submit teacher documents via eDocs:

1. Open the student folders whose material you are sending.
2. Click the **eDocs** tab.
3. Navigate to the **Send** section.

4. Select the documents you would like to submit based on the college(s) on the student's list.

Note: If sending letters of recommendation "Student Requested" will appear if the student requested. Best practice is to send LOR's that students requested first.

5. Click **Review and Confirm**.
6. Click **Submit**.

Managing the LOR/Common App Teacher Evaluation

Once you have submitted the LOR/Common App Teacher Evaluation, the status of the LOR request has changed.

You can view the updated status in the **Teacher Recommendation Manager**, located on the **Naviance homepage**.

