HOBSONS)

Los Angeles Unified School District

Job Aide: Teacher Letters of Recommendation (LOR)

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.



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

Teacher Recommendations											
Grade/C Request	lass: t Status: next	cisas of 2018 (grade 12)									
	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 09:18 AM	N/A	Gonzaga University	Upload file	Requested					
	Jay, Tom	04/09/2018 09:18 AM	N/A	Boston College	Upload file	Requested					
	Jetson (DND), Judy	03/22/2018 08:24 PM	N/A	Boston College	Upload file	Requested	01/01/2017 (post du				
	Jay, Danny	02/22/2018 12:45 PM	N/A	Brown University	Upload file	Requested	11/01/2018				
	Jay, Danny	02/22/2018 12:45 PM	N/A	Texas A & M University-College Station	Upload file	Requested	01/02/2019				
	Jax. Danny	02/22/2018 12:45 PM	NA	Docufide 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.

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 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.

General Courses Plan Scores Ass	essments Colleges eDo	cs Resume	Scholarships	Journal	Documents	Careers	Success Plan	Post-grad
Student Details Prepare Send	Print Submission 5	itatus Pre	vious Years	View eD	ocs Destinatio	ns		
Common App NOT MATCHED	FERPA Waiver INCOMPLE	TE Active	Transcript NO	NE				
Documents Checklist ~ Hide								
Initial Checklist	Mid-year Checklist		Final Checklist			Teacher Checklist		
Initial Transcript Transfer Transcript Written Evaluation Other School Report Leaving Exam Results Common App School Report	Mid-year Transcript Optional Transcript OR Explanation of Change Other Optional Report MR Explanation of Change Other Mid-year Report		- Final Transcript - Other Final Report - RF Explanation of Change - Common App Final Report			- Common App Teacher Evaluation		
- Common App Counselor Recommendation - NACAC School Report - Current Courses	 Grade Report/Report C Common App Mid-year Common App Optional NACAC Mid-year Report 	ard Report Report t						
Teacher Documents + Add								
Type =	Author		Date		Size			Actions
(Requested) Letter of Recommendation (Gonzago University)	Claudia Teach	r						Upload
(Requested) Letter of Recommendation	Claudia Teache	n,						Upload

5. Select Upload a file.



- 6. Choose **Application** from the dropdown 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 **Prepar**e tab.
- 4. Click the **Add** button to add to the Teacher Document table.
- 5. Click the **Prepare Form** button.



- Select the form type Common App Teacher Evaluation from the dropdown 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.

 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**.



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