NAVIANCE
by HOBSONS

Teacher Desk Quick Guide

Overview

Teacher Desk is a Naviance dashboard, just for teachers, that creates a streamlined, step-by-step process for submitting letters of recommendation. With three (3) easy steps, you know what to complete for a recommendation request. Teacher Desk is a tool within the Naviance eDocs experience.

3 Easy Steps

Accessing Teacher Desk Dashboard

The Teacher Desk Dashboard automatically displays as the main dashboard for those users who have a job function of Teacher in Naviance.

Select a student name from the dashboard to get started.

Just Log In!

Complete the Recommendation in Three Steps

Step 1: Prepare the Common App Teacher Evaluation Form

Complete the evaluation form and then Save.

Step 2: Upload a Letter of Recommendation

Upload a single letter of recommendation for all requested schools per student.

Step 3: Submit Your Files

When the files are submitted, a list of each school and the filing status show.