## Overview

Teacher Desk is a Naviance dashboard just for teachers which creates a streamlined, step-by-step process for submitting letters of recommendation. With three (3) easy steps, you know exactly what to complete in order to fulfill a recommendation request.

This request requires a Common App Teacher Evaluation form

Common Application Teacher Evaluation

Background Information

Prepare the Common App Teacher Evaluation Form

## Accessing the Teacher Desk Dashboard

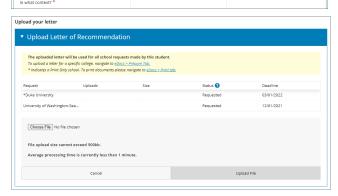
The Teacher Desk dashboard automatically displays upon login for those users whose job function is set to teacher in Naviance. Just select student name from the dashboard to get started.



## The Three (3) Step Process

Step 1: Prepare the Common App Teacher Evaluation Form





Step 3: Submit Your Files