

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.

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.

Your Recommendation Requests

4
REQUESTED

4
IN PROGRESS

1
SUBMITTED

10
ALL

Student Search Sort by: Deadline

Student Name	Status	Nearest Deadline
Adams, Charlie (2021)	REQUESTED	05/24/2021
Shelby, Tommy (2021)	REQUESTED	04/30/2021
Carver, Ash (2021)	REQUESTED	06/04/2021

The Three (3) Step Process

Step 1: Prepare the Common App Teacher Evaluation Form

This request requires a Common App Teacher Evaluation form

Prepare the Common App Teacher Evaluation Form

Common Application Teacher Evaluation

All fields marked () are required.*

Applications:

Background Information

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

Step 2: Upload a Letter of Recommendation

Upload your letter

Upload Letter of Recommendation

The uploaded letter will be used for all school requests made by this student.

To upload a letter for a specific college, navigate to [eDocs > Prepare Tab](#).

* Indicates a Print Only school. To print documents please navigate to [eDocs > Print Tab](#).

Request	Uploads	Size	Status	Deadline
Duke University			Requested	03/01/2022
University of Washington-Sea...			Requested	12/01/2021

No file chosen

File upload size cannot exceed 500kb.

Average processing time is currently less than 1 minute.

Step 3: Submit Your Files

Your files are ready to submit!

Complete your recommendation

Submit Your Files

By clicking the "Submit Your Files" button your recommendation will be submitted for the following schools:

- Douglas Institute of Technology (not a real school)

[Why is a requested school's not listed?](#)