

Completing a Student Letter of Recommendation



Teacher tips:

- When students request a letter of recommendation through Naviance, you will receive a daily digest email with the requests from the past 24 hours with any new requests.
- The Teacher Recommendation Manager is a central location for all things related to teacher letters of recommendation.
- Staff can manually update the status of the letters of recommendation request to *Requested*, *In Progress*, *Submitted* or *Cancelled*

Teachers - Start here to prepare and send student letters of recommendation.

1. Log in to your [Naviance staff](#) account.

(*If you have forgotten your log in information for your staff account, please email naviance@everettsd.org)

A screenshot of the Naviance login page. It features the Naviance logo at the top. Below it are four input fields: "Account" (with a graduation cap icon), "User Name" (with a person icon), "Password" (with a key icon), and a "Remember me" checkbox. To the right of the checkbox is a link that says "I forgot my password". At the bottom is a green "Sign In" button.

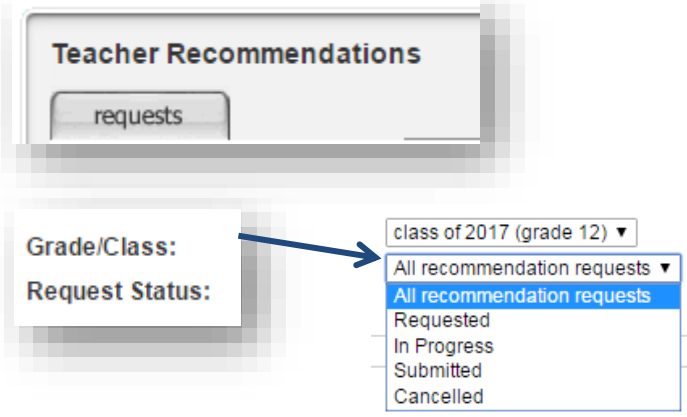

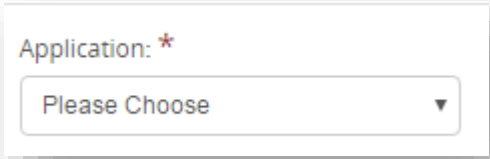
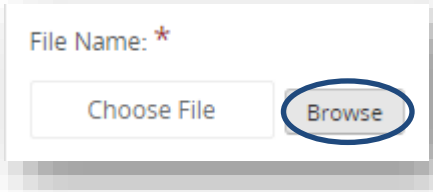
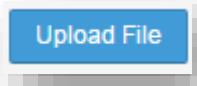

2. Click on **Manage and complete your college recommendations**

(This is where any student requests through Naviance will appear.)

A screenshot of the Naviance dashboard for a teacher. The top navigation bar is blue and contains the Naviance logo and links for Students, Planner, Courses, Scholarships, Colleges, Careers, Connections, and Reports. On the left, there is a "Quick Links" section with links to Document Manager, Teacher Recommendations, Journal Dashboard, and Naviance Test Prep. On the right, there is a "Teacher's Desk" section. A blue arrow points from the "Teacher Recommendations" link in the Quick Links section to the "Manage and complete your college recommendations" link in the Teacher's Desk section. The Teacher's Desk section also includes links for "Recommend courses for students" and "Find students". At the bottom, there is a "NEED HELP?" section with a link to "Contact our Customer Support team for help".

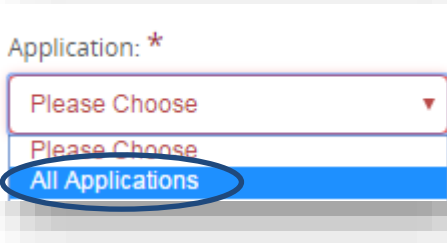
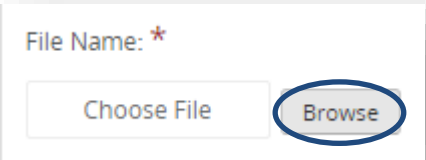

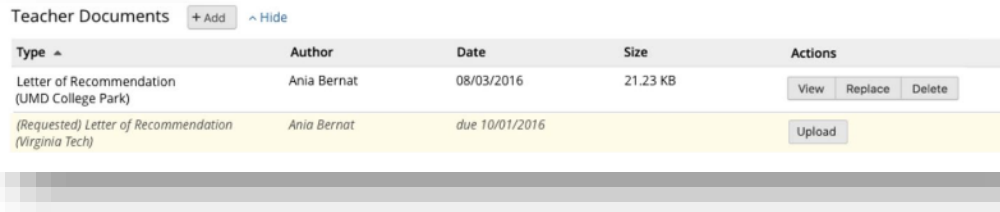
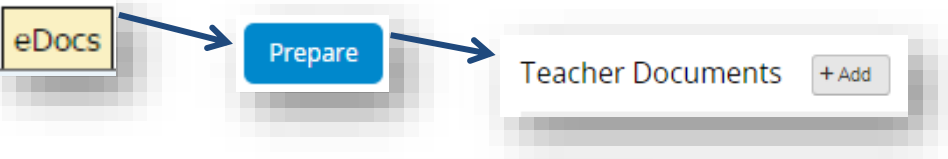
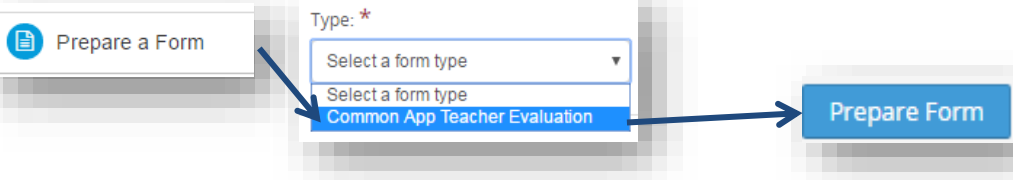
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<p>3. This will take you to the Teacher Recommendations-requests tab where you can view <i>All recommendation requests, Requested, In Progress, Submitted, Cancelled</i> requests</p>	
Upload a Letter of Recommendation for a <u>Specific College</u>	
<p>4. Click Upload File under the Action column next to the specific college request.</p>	
<p>5. From the eDocs>Prepare tab, click the Upload button next to the request</p>	
<p>6. Choose the <u>specific</u> college Application from the drop-down menu</p>	
<p>7. Click the Browse button to locate your letter of recommendation file to upload</p>	
<p>8. Click Upload File</p>	
Upload a Letter of Recommendation for <u>All Applications</u>	
<p>9. Click Upload File under the Action column.</p>	
<p>10. From the eDocs>Prepare tab, click the +Add button next to Teacher Documents</p>	

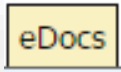

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<p>11. Choose All Applications from the Application drop-down menu.</p>	
<p>12. Click the Browse button to locate your letter of recommendation file to upload</p>	
<p>13. Click Upload File</p>	
<p>14. After preparing the documents for the student, they will appear in the Teacher Documents section. Here you can view, replace, or delete a document by clicking the corresponding link in the Actions column.</p>	
<p>15. The Common App Teacher Evaluation has to accompany the letter of recommendation for Common App Schools.</p>	
<p>16. In the student's profile, click the eDocs> Prepare tab and then click the Add button next to Teacher Documents</p>	
<p>17. Click Prepare a Form and select the Common App Teacher Evaluation from the drop-down list</p>	
<p>18. Click Prepare Form to complete the form, then click Save</p>	

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19. To submit the letter of recommendation with the Common App Teacher Evaluation	 
20. Select the documents you would like to submit based on the college(s) on the student's list.	
21. Click the button to Review and Submit then on the next screen click Submit	
Additional Questions??? Please contact naviance@everettsd.org	