

# Submitting Teacher Recommendations via Naviance

## Teacher Responsibilities

When a student requests a teacher recommendation, Use Naviance to:

- Upload a teacher recommendation: See #1 or #2 below
- Prepare the Common App Teacher Evaluation form (only for Common App destinations): See #3
- Submit the documents to the College(s): See #4

### 1. Upload a Letter of Recommendation for a Specific College

- 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.)
- Click **Upload File** under Action column next to specific college request.
- From the eDocs Prepare tab, click the **Upload** button next to the request you wish to handle.  
Note: The Application and Type fields are pre-populated for specific college request.
- Choose Application from the drop-down menu.
- Click **Browse** button to locate your letter of recommendation to upload.
- Click **Upload File**

### 2. Upload a Letter of Recommendation for All Applications

To upload a letter of recommendation using the Teacher's Desk for all applications:

- 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.)
- Click **Upload File** under Action column.
- From the eDocs Prepare tab, click the **Add** button.
- Click **Upload File** in the pop-up box.
- Choose **All Application** and **Letter of Recommendation** from the drop-down menus.
- Click **Browse** button to locate your letter of recommendation to upload.
- Click **Upload File**.

### **3. 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.

To prepare a Common App Teacher Evaluation for a student, follow these steps:

- Open the student folder (You can either use the *Search for Student* function or click on the *Upload File* link next to the student's name on your Recommendation Manager).
- Click the **eDocs** tab.
- Click the **Prepare** tab.
- Click the **Add** button to add to the Teacher Document table.
- Click the **Prepare a Form** button.
- Select the form type **Common App Teacher Evaluation** from the drop-down list.
- Click **Prepare Form**.
- Complete the form, then click **Save**.

### **4. Submit Documents to the College(s)**

Once you have uploaded the letter of recommendation and completed the Common App Evaluation Form (if it is a Common App school) you will then submit the documents from the eDocs tab in the student folder.

To submit teacher documents via eDocs:

- Open the student folders whose material you are sending.
- Click the **eDocs** tab.
- Navigate to the **Send** section.
- Select the documents you would like to submit based on the college(s) on the student's list.
- Click **Review and Confirm**.
- Click **Submit**.

### **Managing Teacher Documents**

After preparing documents, they will appear in the Teacher Documents section in the table within the student's eDocs Prepare tab. If you need to view, replace, or delete a document, click the corresponding link in the Actions column of the table (View, Replace, Delete).