

Naviance Teacher Letter of Recommendation Process

1. Log in and click on student's name.

The screenshot shows the Naviance Teacher Dashboard for Conard High School. The top navigation bar includes 'Students', 'Colleges', 'Connections', and 'Analytics'. On the left, there are 'Quick Links' for 'Document Manager', 'Teacher Recommendations', and 'Journal Dashboard', with a red 'X' over them and the text 'Do NOT click here!'. The main content area shows 'Your Recommendation Requests' with four status boxes: '1 REQUESTED', '0 IN PROGRESS', '0 SUBMITTED', and '1 ALL'. Below these is a table with a search bar and a 'Sort by' dropdown menu. The table has one entry: 'Student, Test (2019)' with status 'REQUESTED' and 'Nearest Deadline' '10/11/2018'. A red circle highlights the table entry, and a red arrow points to the 'Deadline' dropdown with the text 'Click here!'.

NAVIANCE Students Colleges Connections Analytics

Conard High School | West Hartford , CT
Welcome, Teacher2 Test

Your Recommendation Requests ⁱ

1 REQUESTED 0 IN PROGRESS 0 SUBMITTED 1 ALL

Student Search

Sort by: Deadline

Student, Test (2019)	REQUESTED	Nearest Deadline
	10/11/2018	

2. Click on "Prepare the Common App Teacher Evaluation Form."

The screenshot shows the 'Test Student (2019)' page. It includes a 'Back' link, the student's name, and a list of applications: Harvard University, Quinnipiac University, and Merrimack College. The 'Nearest Deadline' is 01/01/2019. There is a 'Request Details' section. Below it, a message states 'This request requires a Common App Teacher Evaluation form'. A red circle highlights a button labeled 'Prepare the Common App Teacher Evaluation Form'.

Students Colleges Connections Analytics

< Back
Test Student (2019) View Student Info

has requested your letter of recommendation for the following applications:

Harvard University Quinnipiac University Merrimack College

Nearest Deadline: 01/01/2019

Request Details

This request requires a Common App Teacher Evaluation form ⁱ

Prepare the Common App Teacher Evaluation Form

3. Complete the required fields in the Teacher Evaluation Form and SAVE.

The screenshot shows the 'Prepare the Common App Teacher Evaluation Form' page. It has a blue header with a dropdown arrow. The main content area is titled 'Common Application Teacher Evaluation' and includes a note: 'All fields marked (*) are required.' There is a field for 'Applications' with 'All Application' selected. Below that is a section for 'Background Information' with a question: 'How long have you known this student and in what context? *' and an empty text input field.

Prepare the Common App Teacher Evaluation Form

Common Application Teacher Evaluation

All fields marked (*) are required.

Applications: All Application

Background Information

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

4. Click on “Upload Letter of Recommendation” and upload your letter of recommendation.

The screenshot shows the Naviance dashboard with a navigation bar at the top containing 'Students', 'Colleges', 'Connections', and 'Analytics'. Below the navigation bar, there is a green banner with the text 'Prepare the Common App Teacher Evaluation Form' and a green checkmark icon. Underneath, the section 'Upload your letter' is visible, with the option 'Upload Letter of Recommendation' circled in red. Below this option, a yellow box contains the text: '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](#).' A table lists three requests: Harvard University, Quinnipiac University, and Merrimack College, all with a status of 'In Progress' and a deadline of 01/01/2019 or 02/01/2019. At the bottom of the table are three buttons: 'View File', 'Replace File', and 'Delete File'.

Request	Uploads	Size	Status	Deadline
Harvard University	10/12/2018	156.51 KB	In Progress	01/01/2019
Quinnipiac University	10/12/2018	156.51 KB	In Progress	02/01/2019
Merrimack College	10/12/2018	156.51 KB	In Progress	

5. Once your letter is uploaded, click on “Submit Your Files.” Then click the small “Submit Your Files” button.

The screenshot shows the Naviance dashboard with the same table as in the previous image. Below the table, the text 'Your files are ready to submit!' is displayed. Underneath, the section 'Complete your recommendation' is visible, with the option 'Submit Your Files' circled in red. Below this option, a yellow box contains the text: 'By clicking the "Submit Your Files" button your recommendation will be submitted for the following schools:'. A list of schools is shown: Harvard University, Merrimack College, and Quinnipiac University. Below the list is a yellow box with the text: 'Why is a requested school(s) not listed?'. At the bottom of the section is a blue button labeled 'Submit Your Files'.

6. Congratulations! You’re done!