## Naviance Instructions for Teachers 2016/ 2017

When using Naviance to send college recommendations you must login at https://succeed.naviance.com/signin.php with the account name "brookline," your username, and password. Please note: all usernames have been converted to the following format: first letter of your first name/your last name (for example, llibenzon)

Once on the home screen, you will need to use the *find students* feature to pull up the senior class listed by alphabet of the first letter of their last name.
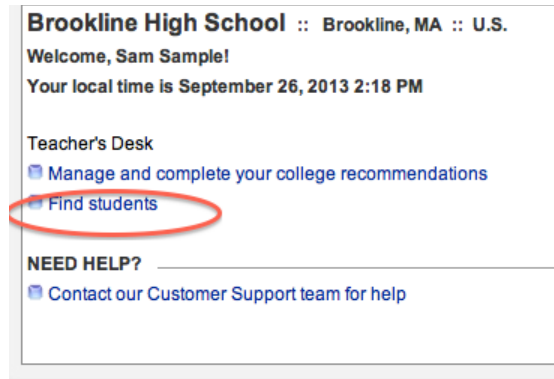
Once on the student's page, use the *colleges* tab (#1) to find your name in the pull down menu at the bottom of the page under the heading "TEACHER RECOMMENDATIONS / Add New Requests" (#2). Once your name is selected, keep the "all applications" toggle and then click Add Request (#3). If you would like to upload your application before the student added any colleges to naviance, you have to upload the Common App Teacher Eval form first (see below).
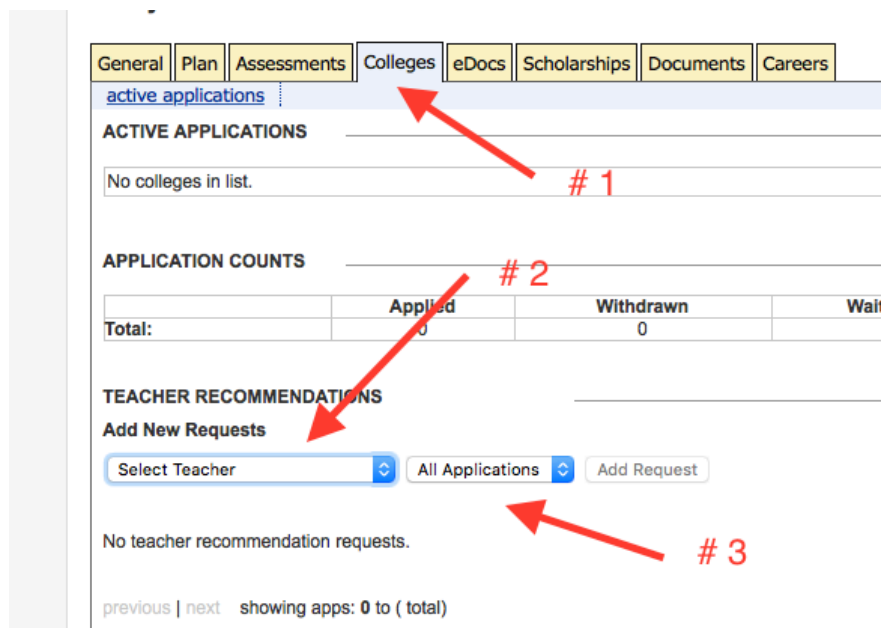
Once you do this for all of your students and each of their colleges, click on the Naviance logo to go back to your homepage. Now select *manage and complete teacher recommendations* and the list of selected students and their applications should appear. New, please note: this is where you can update the status of your letter, which will then be visible to the student (#4). New, please note: click on upload file next to the student's name application (#5), this will take you to the student's eDocs page where you can upload the document. New, please note: if you click on the college name, you can enjoy all the BHS admission statistics for that school.

You will be taken to (or simply click on) the eDocs page (#6) . Click on the "Prepare" tab (#7). Next, click on the tab "Teacher Documents + Add" (#8).

You will be taken to the tab that allows you to upload your teacher recommendation & to fill out the Common App form. Please fill out both the Common App Teacher Evaluation and upload the Letter of Recommendation. It is very important that you complete both the Common App Teacher Eval & upload your recommendation. We cannot transmit the recommendation without the Common App Teacher Eval Form. Your written eval is uploaded by clicking on "upload a file." Your Common App Teacher Eval Form is a available via "Prepare a Form" button. Good news: On the Common App Teacher Eval form, you can select "NO" in answer to "Do you complete applicant's academic rating?" In fact, it has been already pre-selected for BHS, but you can change this if you wish to do the ratings.
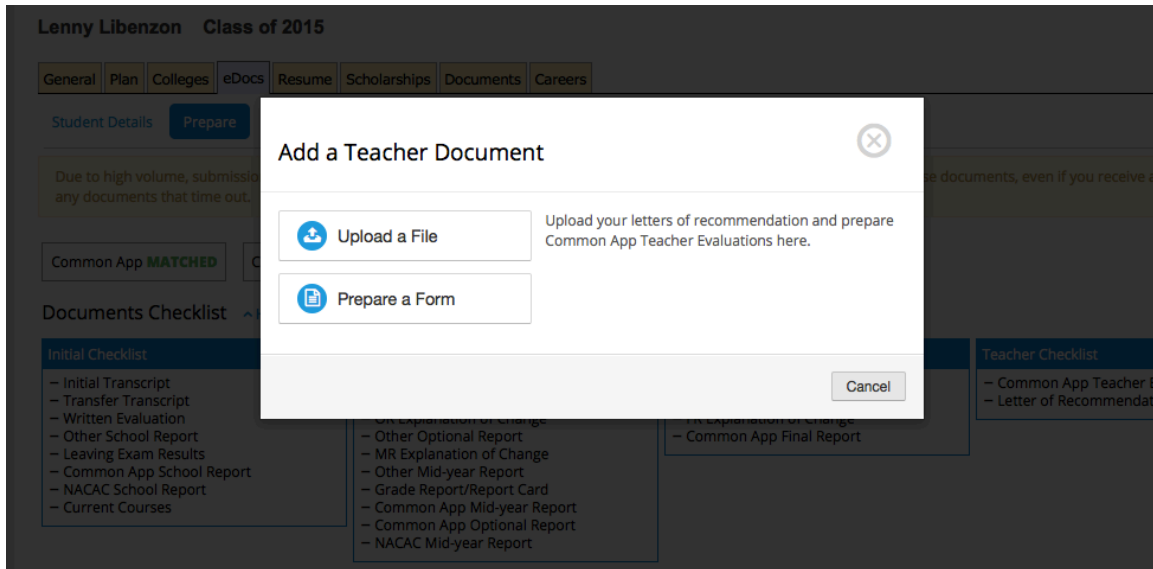
When you choose to "upload a file" the following screen will appear:
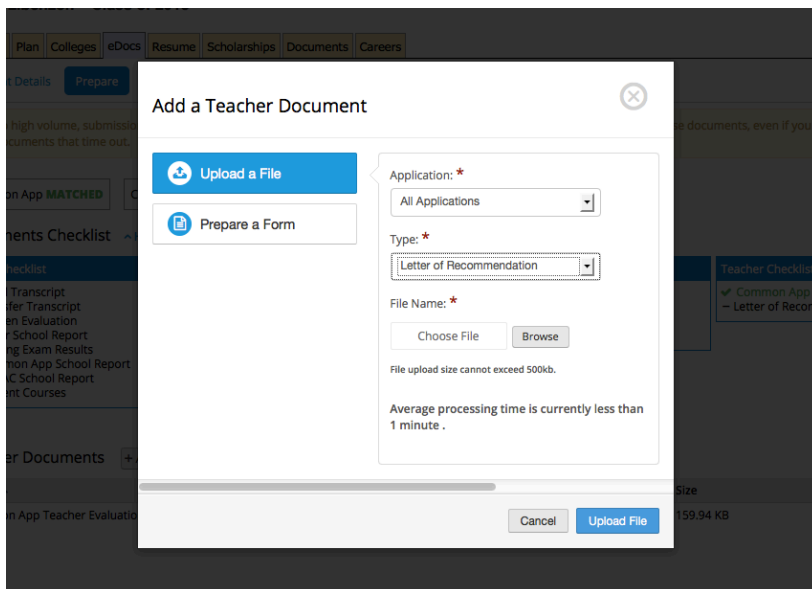
It is really important that you select "All Applications" in the toggle bar. We stress to our students that teachers do not write recommendations for particular schools; writing targeted recs is both work-intensive & leads to problems when our office inadvertently sends the rec to a wrong school.

Once you hit "upload," Naviance will take several minutes to actually upload the file, during which time you will see the "You have one pending upload" message. Please wait to see that the file has been uploaded successfully.

Next, Under the eDocs tab, select *SEND* then checkmark the school, and click on Review and Submit. Remember, any school with an orange stamp must be sent via snail mail.

Lenny Libenzon   Class of 2015

General | Plan | Colleges | eDocs | Resume | Scholarships | Documents | Careers

Student Details   Prepare   Send   Print   Submission Status   Previous Years   View eDocs Destinations

Due to high volume, submissions to Parchment destinations may take several hours to process. You will NOT need to re-submit these documents, any documents that time out.

Common App **MATCHED**   CA FERPA Waiver **WAIVED**   Active Transcript **NONE**

Send Documents   Expand All

College	Initial Report	Midyear/
☑ 🖥 **Boston University** Full details • Application started by student through Common App • Teacher evaluations: 1 min / 2 max • 0 evaluation(s) have been submitted	– 1 Letter(s) of Recommendation ready to send	

Review and Submit

Students frequently add additional colleges and forget to mention this to their recommender. Not to worry, our Guidance Secretary will automatically include your <u>uploaded</u> letter of recommendation during the next submission.

Thank you for helping our students!