Teacher's Guide to Using Naviance

Naviance Succeed is an online software package used by the Guidance Office that helps us compile information about students, colleges, student applications, career assessment, and personality inventory. This system allows us to submit transcripts, the school profile, letters of recommendations, and required forms to most colleges online, allowing school staff to be more efficient with their time and removing the headache of lost documents.

Early senior year, students will update Naviance with the colleges they plan to apply to. They will request letters of recommendations from you in person. If you agree to write a letter, the student will process an electronic request to you on Naviance. If a student is using the Common Application then you will have access to complete the Common Application Teacher Form through your Naviance account. All written letters of recommendation can be uploaded to Naviance directly from your computer. Some colleges that do not accept the Common Application still will allow recommendations to be sent electronically. There may be instances where you will be required to fill out a college's unique "Teacher Recommendation Form" and submit it to the College's Admissions Office via "snail mail."

The following is a step-by-step guide to introduce you to this system of submitting recommendations. Please let me know if you have any questions. Thank you for your support!

1. **Log in to Naviance Succeed**

    You have received an email with a log in code to Naviance Succeed.
     http://succeed.naviance.com

    Account   = School Account
    User name = employee ID
    Password   = DWA Password

2. You will see a screen entitled "Teacher's Desk"
    To locate an individual student **Click** on **Find Student or students.**

On a student's individual page you will have access to a student's current GPA (both 9-12 and 10-12 WGPA), Test Scores, database of college's student is applying to, resume, and electronic college application materials.

3. Finding student's requests for recommendations


To see all recommendations that students have requested, **select home** and then **click** on **"**Manage and complete your college recommendations" or **click** on "recommendations".

From this screen, navigate to the student and **select prepare forms.**

4. Uploading Recommendations to Naviance

Click on **Add New Document** next to Teacher Documents to reveal drop down options
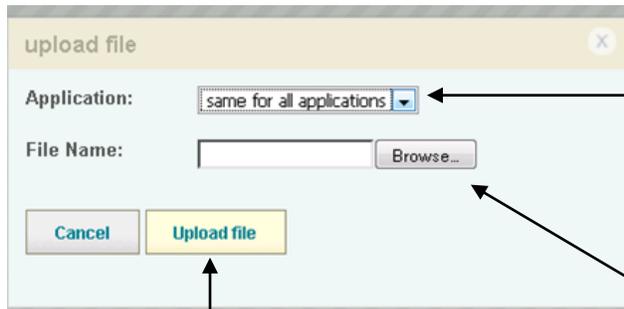
If the student is applying with the Common Application:

- Add New Document
Common App Form
Written evaluation
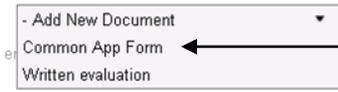
Open the **Common App Form** and complete.

- Add New Document
Common App Form
Written evaluation
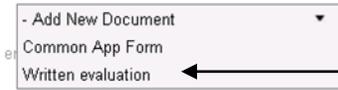
To upload your teacher recommendation, **select Written evaluation**.

upload file   ✕

Application: same for all applications ▾

File Name: [   ] Browse...

Cancel   Upload file

If this recommendation is the same for all colleges, leave as "same for all applications", otherwise the down arrow will allow you to select the specific school you wish this recommendation to be sent to.

Browse to find your recommendation saved on your computer.

Click on **Upload file**.
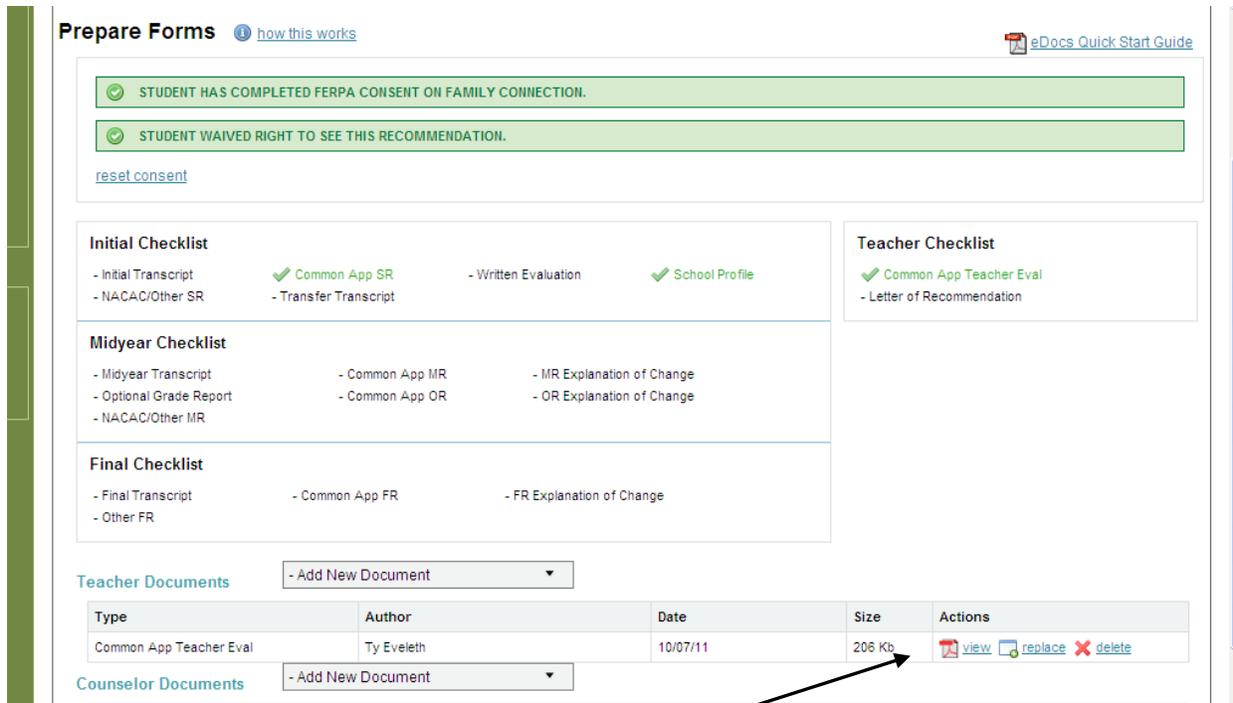
Prepare Forms ⓘ how this works   📄 eDocs Quick Start Guide

| ✓ STUDENT HAS COMPLETED FERPA CONSENT ON FAMILY CONNECTION. |
| ✓ STUDENT WAIVED RIGHT TO SEE THIS RECOMMENDATION. |

reset consent

Initial Checklist

| - Initial Transcript | ✓ Common App SR | - Written Evaluation | ✓ School Profile |
| - NACAC/Other SR | - Transfer Transcript | | |

Teacher Checklist

✓ Common App Teacher Eval
- Letter of Recommendation

Midyear Checklist

- Midyear Transcript   - Common App MR   - MR Explanation of Change
- Optional Grade Report   - Common App OR   - OR Explanation of Change
- NACAC/Other MR

Final Checklist

- Final Transcript   - Common App FR   - FR Explanation of Change
- Other FR

Teacher Documents   - Add New Document ▾

Type	Author	Date	Size	Actions
Common App Teacher Eval	Ty Eveleth	10/07/11	206 Kb	📄 view replace ✖ delete

Counselor Documents   - Add New Document ▾

Click view to be sure you uploaded the correct recommendation.

5. How to submit teacher recommendation forms

home   students   courses   scholarships   colleges   careers   connections   reports   setup   help | sign out

student roster   student search   parent roster   groups   add student   apps by student   apps by college   batch update

aaahhhh aaahhhh   Class of 2013

General   Courses   Plan   Scores   Colleges   eDocs   Resume   Scholarships   Journal   Documents   Careers

prepare forms   send forms   print forms   submission status   previous years   view eDocs destinations

Prepare Forms   ⓘ how this works

✅ STUDENT HAS COMPLETED FERPA CONSENT ON FAMILY CONNECTION.

✅ STUDENT WAIVED RIGHT TO SEE THIS RECOMMENDATION.

reset consent

> After you have completed the **Common App Forms** and uploaded the **Written Evaluation**, you are now reading to "**Send Forms**"

Initial Checklist

- Initial Transcript   ✔ Common App SR   - Written Evaluation   ✔ School Profile
- NACAC/Other SR   - Transfer Transcript

Teacher Checklist

✔ Common App Teacher Eval
- Letter of Recommendation

Midyear Checklist

General   Courses   Plan   Scores   Colleges   eDocs   Resume   Scholarships   Journal   Documents   Careers

prepare forms   send forms   print forms   submission status   previous years   view Naviance eDocs destinations

Send Forms   ⌃ collapse to summary view

> You will tick the box to mark which schools you would like the forms to be sent.

College	Secondary School Report	Teacher Recommendations	School Profile	Midyear Report	Final Report
☐ Boston Univ ▾ hide full detail		• This student has started the application for this college through the Common App site • This college requires 1 evaluation minimum; 2 evaluations maximum			

🅒🅐 This is a Common App college - select the forms you'd like to submit online and click "submit selected forms"

FORM	why are some forms unavailable for selection?	INFORMATION	OPTIONS
☐ Secondary School Report			
Counselor Evaluation			
School Profile		*uploaded on September 29, 2010 by Ty Eveleth*	📕 view
Active Transcript			
☐ Teacher Evaluation Form			
Teacher Evaluation			
☐ Midyear Report			
Counselor Evaluation			
Active Transcript			
☐ Final Report			
Counselor Evaluation			
Active Transcript			

> Tick the Teacher Evaluation Form box to assure sending of Teacher Documents

Once you have ticked all necessary colleges and universities you will scroll to the bottom of the page and click on the button titled **"Review and Confirm."**

You will review the documents to be submitted. If satisfied you will click on **submit** to send all forms.

When you are satisfied with the upload, **click** on **home** and **Manage and complete your college recommendations**. Put a tick next to that student's name and use the bottom drop down window to select "Mark as completed."

Teacher Recommendations

requests | summary

Grade/Class:	class of 2011 (grade 12) ▼
Currently showing:	1 requests All recommendation requests
Show me:	(select list) ▼ (go)
Quick lookup:	student last name: ____ (go)

□ all	Teacher	Student	Note	Action	Status	Form	Nearest Deadline
□	Frank, Gary	aaaa, aaa	N/A	view apps | prepare forms	Requested	-	1/1/08 (past due)

Process selected recommendation requests: View printer-friendly list ▼ (go)

View printer-friendly list
Mark as "Requested"
Mark as "In Progress"
Mark as "Completed"
Mark as "Unable to Complete"
Mark as "CANCELLED"
Delete requests

Frequently Asked Questions from Teachers Regarding Naviance

Q. **Are my recommendations secure? Do students have access to them?**

A. Yes your recommendations are secure. When sent to colleges, Naviance and Docufide/Parchment provide advanced security for the transfer of the information, similar to the level used for things like online banking.   Students do not in any way have access to the recommendations.