



SAN DIEGO UNIFIED SCHOOL DISTRICT
Student Services Office
Counseling and Guidance Department

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.**

A screenshot of the Naviance Succeed web application interface. The top navigation bar includes links for "home", "students", "colleges", "connections", and "setup". The "students" link is circled in red. Below the navigation bar, the page displays "La Jolla High :: La Jolla, CA :: U.S." and a welcome message for "Gary Frank!". The "Teacher's Desk" section contains two links: "Manage and complete your college recommendations" and "Find students", with the latter circled in red. Below this is the "idea EXchange" logo and a "NEED HELP?" section with a link to "Contact our Customer Support team for help".

Quick Links

- :: send a message
- :: college compare
- :: college match
- :: college search
- :: scholarship match
- :: print folder

Change Student

Last name or last, first

Browse by Alphabet
 A B C D E F G H I
 J K L M N O P Q R
 S T U V W X Y Z

aaa aaaa **Class of 2011**

General | Courses | Plan | Scores | Colleges | eDocs | Resume | Scholarships | Careers

PERSONAL

Nickname:	-	Home Room:	-
Counselor:	Beth Behnke	Original Class:	2011
Gender:	Male	ID Number:	18426482
SSN:	582-96-8542	State Student ID Number:	-
Ethnicity:	White	Date of Birth:	09/20/1988
Home Phone:	858-454-3081	1st Citizenship:	United States
Mobile Phone:	-	2nd Citizenship:	-
Address:		Email:	yteveleth@aol.com

ACADEMICS

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

ceed

home students colleges connections setup

recommendations

La Jolla High :: La Jolla, CA :: U.S.

Welcome, Gary Frank!

Your local time is October 3, 2010 7:27 PM

Teacher's Desk

- Manage and complete your college recommendations
- Find students

idea EXchange

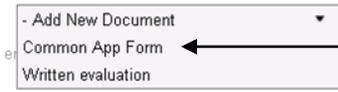
To see all recommendations that students have requested, **select home** and then **click** on “Manage and complete your college recommendations” or **click** on “recommendations”.

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

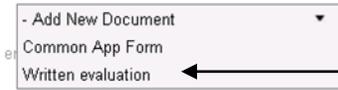
4. Uploading Recommendations to Naviance

Click on **Add New Document** next to Teacher Documents to reveal drop down options

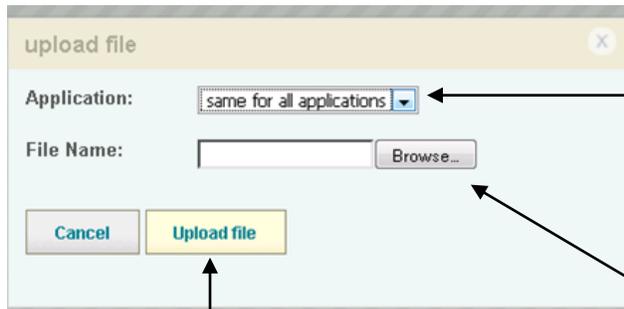
If the student is applying with the Common Application:



Open the **Common App Form** and complete.



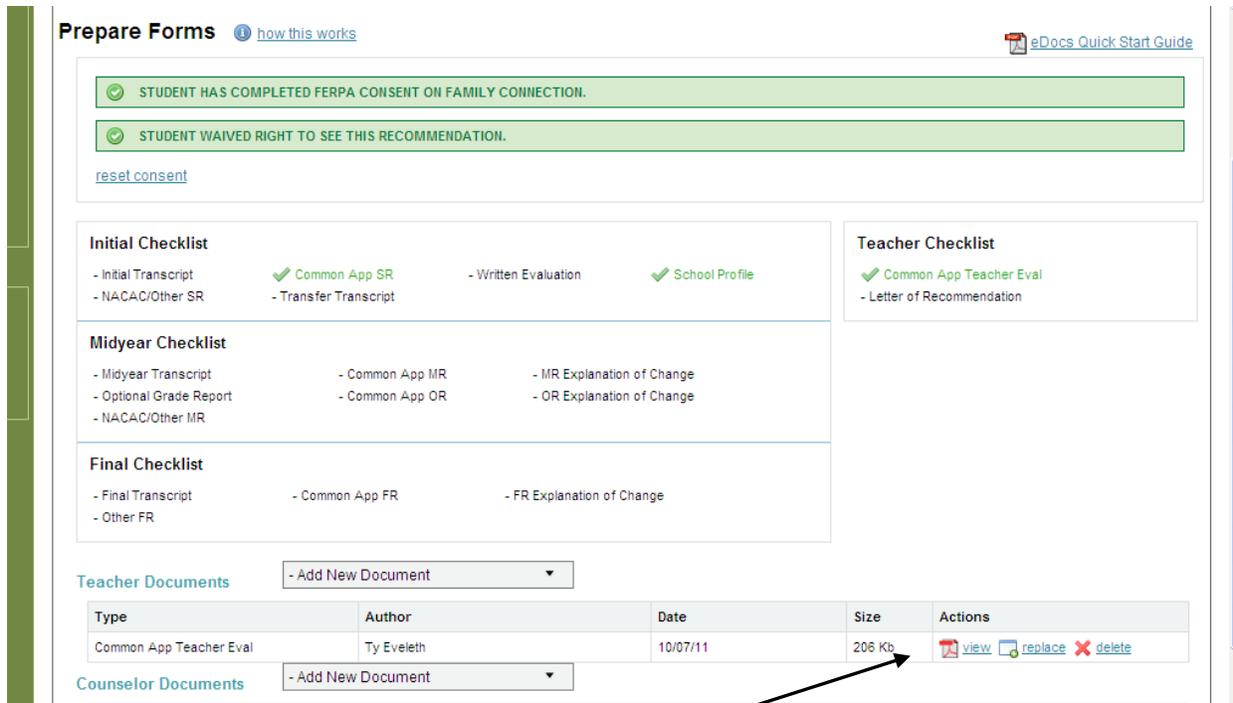
To upload your teacher recommendation, select **Written evaluation**.



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](#)

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Initial Checklist

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

Teacher Checklist

- Common App Teacher Eval
- Letter of Recommendation

Midyear Checklist

Midyear Transcript Common App MR MR Evaluation of Changes

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

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](#)

College	Secondary School Report	Teacher Recommendations	School Profile	Midyear Report	Final Report
<input type="checkbox"/> Boston Univ					
<ul style="list-style-type: none"> This student has started the application for this college through the Common App site This college requires 1 evaluation minimum; 2 evaluations maximum 					
<input checked="" type="checkbox"/> This is a Common App college - select the forms you'd like to submit online and click "submit selected forms"					
FORM	INFORMATION			OPTIONS	
<input type="checkbox"/> Secondary School Report					
Counselor Evaluation					
School Profile	uploaded on September 29, 2010 by Ty Eveleth			view	
Active Transcript					
<input type="checkbox"/> Teacher Evaluation Form					
Teacher Evaluation					
<input type="checkbox"/> Midyear Report					
Counselor Evaluation					
Active Transcript					
<input type="checkbox"/> Final Report					
Counselor Evaluation					
Active Transcript					

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

U of Southern California
[hide full detail](#)

This college accepts electronic submissions - select the forms you'd like to submit online and click "submit selected forms"

FORM	INFORMATION	OPTIONS
<input type="checkbox"/> Active Transcript		
<input type="checkbox"/> Secondary School Report		
<input type="checkbox"/> Counselor Evaluation		
<input checked="" type="checkbox"/> School Profile	uploaded on September 29, 2010 by Ty Eveleth	view
<input type="checkbox"/> Midyear Report		
<input type="checkbox"/> Counselor Evaluation		
<input type="checkbox"/> Final Report		
<input type="checkbox"/> Counselor Evaluation		

[Review and confirm](#)

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.”**

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](#)

Review and Submit Forms

This page summarizes the forms you selected for submission. Please review them carefully and make any necessary changes prior to submitting it.

U of Southern California Mark initial materials submitted [edit](#)

	Last edited by	Date Changed
School Profile	Ty Eveleth	09/29/2010

These forms will be submitted electronically.

[Back](#) [Submit](#)

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."

The screenshot shows the 'Teacher Recommendations' interface. At the top, there are tabs for 'requests' and 'summary'. Below this, there are filters for 'Grade/Class' (set to 'class of 2011 (grade 12)'), 'Currently showing' (1 requests), and 'Show me' (select list). A 'Quick lookup' field for 'student last name' is also present. A table lists the recommendations with columns: all, Teacher, Student, Note, Action, Status, Form, and Nearest Deadline. One entry is visible for 'Frank, Gary' with status 'Requested' and a deadline of '1/1/08 (past due)'. Below the table, there is a 'Process selected recommendation requests:' section with a dropdown menu open, showing options: 'View printer-friendly list', 'Mark as Requested', 'Mark as In Progress', 'Mark as Completed', 'Mark as Unable to Complete', 'Mark as CANCELLED', and '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.