

Teacher's Guide to Using Naviance

Naviance is a Web-based program specifically designed for students and parents (Naviance Student platform). This comprehensive website can assist the student and parents in helping to make decisions about courses, colleges and careers as well as coordinate the application process. Naviance Student also provides up-to-date information that is specific to Edison High School. This system (Naviance Succeed) allows us to submit transcripts, school profile, letters of recommendations and forms to most colleges online, saving time, money, and the headache of lost documents.

During the college application process, students will request letters of recommendations from the faculty in person. If you agree to write a letter, the student will send an email to you as a follow-up to their request. They should also provide you information about themselves either via your own form or from the guidelines listed under "Student Resources" on the EHS website. Please be aware that the Brag/Rave Sheets that are completed in Naviance are for the School Counselors' use. Teachers should be directing their letters specifically as regarding to their own knowledge of the student (classroom teacher, club/activity advisor, or coach). There are resources for teachers on the EHS website under "Staff" – Letterhead Template, Naviance Guide, and Writing Letters of Recommendation.

If a student is using the Common Application (a program linked to their Naviance account allowing them to apply to multiple colleges via one application), you will need to complete the "**Common Application Teacher Form**" through your Naviance account (shown below). The complete Common App materials include the **Written Evaluation** (Letter/Recommendation) and the **Teacher Evaluation** (with Academic Ratings). 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 continued support for our seniors!

1. *Log in to Naviance Succeed:* (<http://id.naviance.com>)

New faculty should have received an email with an invitation to Naviance Succeed. Returning staff should have received an earlier email from Naviance or a new invitation to create a Naviance ID.

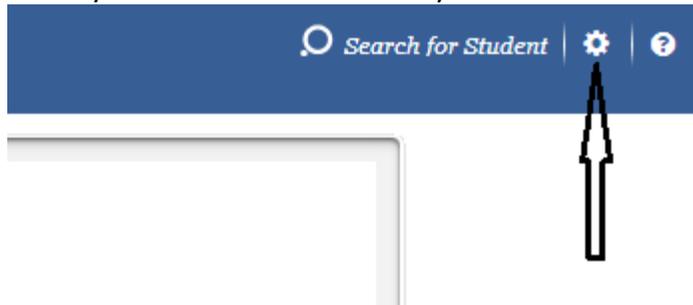
Account = edisonhs

User name = School Email (ex. John Smith = john.smith@edison.k12.nj.us)

Password = created Naviance ID

2. *Update your Information:*

Move your cursor to the "Tool" symbol on the Naviance tool bar and select "My Account"



Please **update** your title and include your phone number and email at EHS. All of this information will show up on the submitted documents, so please ensure its accuracy. You will also have the opportunity to edit your user name as well as change your password.

3. Basic workflow:

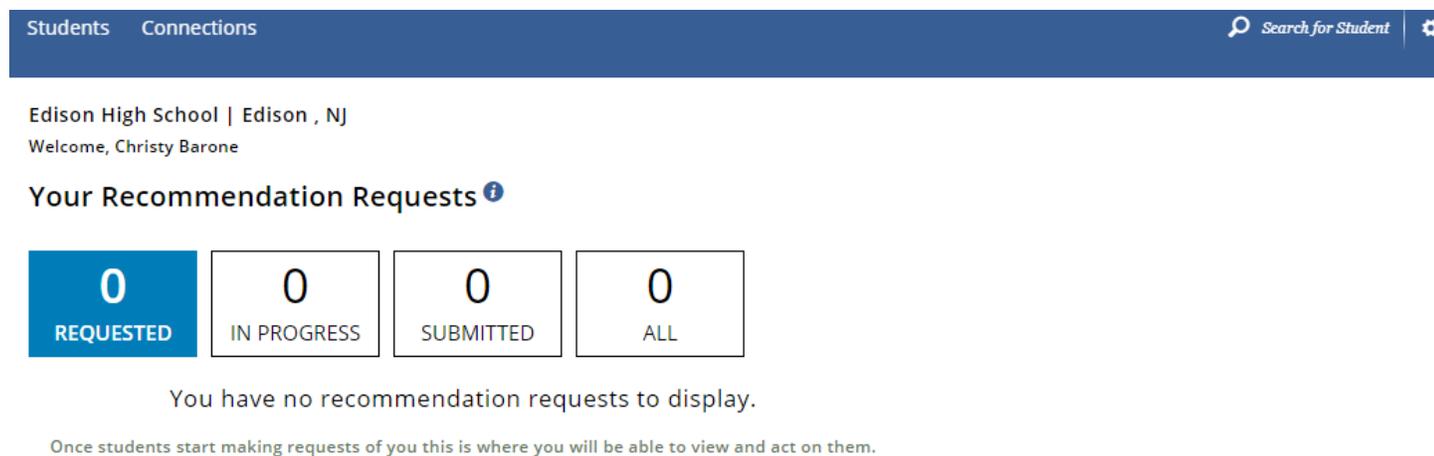
- a) Student personally asks for a letter of recommendation from you (and either uses your form for additional information to use in the letter or supplies their own information for you).
- b) You receive a notification of the request to complete a letter of recommendation (student sends a request through their Student Naviance account).
- c) Log in to your Naviance account to visit the Teacher Desk and view the details of the request.
- d) From the Student Request page, follow these three (3) steps to submit a complete recommendation:

(1) Prepare the Common App Teacher Evaluation Form (with Academic Ratings)

(2) Upload Letter of Recommendation

(3) Submit your files (You will not be able to perform this step unless the student has already moved the specific college(s) to their “Colleges/Applying to” list. If a school has not been added at this time, the School Counselor will handle material submissions.)

4. Finding students who have made the request:



- Students can also be located easily by clicking on the letter of their last name under “Student Roster” on the “Students” tab or by going to “Search for Student” and starting to type their last name



- Make sure that the pull down menu is listing “class of 2019 (grade 12)”
- If you use the Teacher’s Desk to access the student, the individual student can be accessed by going to “Action” and “Upload file”.

Student Request Page

Overview

When accessing a student's request, the page that displays provides access to student information, requested schools' tags, the nearest deadline, request details, and the steps to complete the recommendation.

Student Info

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Tito Alvarez (2018) [View student info](#)

has made a request for your letter of recommendation:

Georgetown Univ Adelphi Univ Univ of New Mexico UMD College Park Penn State Univ

Roanoke College

Nearest Deadline: 1/1/2018

Request Details

1. This request requires a Common App Teacher Evaluation form. [?](#)
▶ Prepare the Common App Teacher Evaluation Form
2. Upload your letter.
▶ Upload Letter of Recommendation
3. Complete your recommendation.
▶ Submit Your Files

Requested College Tabs

Steps for Completion

Requested college tabs may either be blue, green or red depending on the status of that school's request. Blue represents an active request not submitted, green means submitted, and red means that the request for that school has been cancelled.

Completing the Three Steps

1. *Expand* Section 1, Prepare the Common App Teacher Evaluation Form.
2. *Fill out* the evaluation form. The Ratings section expands to show additional information to complete if you select YES from Do you complete applicants' academic ratings?
3. *Click Save*. The section for Step 1 collapses. The step turns green and shows a green checkmark to mark the step as complete.
4. *Expand* Section 2, Upload Letter of Recommendation.
5. *Click Choose file* and navigate to the saved letter of recommendation. From this location, only one LOR can be saved for ALL schools, regardless of an all or individual request.

If you need to upload a different letter of recommendation for one of the schools, navigate to Student Folder > eDocs > Prepare tab in Naviance.

Ensure that you complete this step prior to submitting from Teacher Desk. Changes made on eDocs > Prepare will automatically display on Teacher Desk in Step 2 and cannot be overwritten.

6. *Click Upload File*. The file is uploaded for each school and a message states that Your files are ready to submit. If you need to view, replace or delete the file, new buttons display providing these options.
7. *Collapse* Step 2 once it has turned green and shows the green checkmark.
8. *Expand* Section 3, Submit Your Files.

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 Roanoke College

Nearest Deadline: 1/1/2018

Request Details

1. This request requires a Common App Teacher Evaluation form.

▶ Prepare the Common App Teacher Evaluation Form

2. Upload your letter.

▼ Upload Letter of Recommendation

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.

College	Uploads	Status	Deadline
Georgetown Univ	02/15/2018 TAlvarez_GlvmLetter.doc	In Progress	02/15/2018
Adelphi Univ	02/15/2018 TAlvarez letter.doc	In Progress	02/15/2018
Univ of New Mexico	02/15/2018 TAlvarez letter.doc	In Progress	02/15/2018
UMD College Park	02/15/2018 TAlvarez letter.doc	In Progress	02/15/2018
Penn State Univ	02/15/2018 TAlvarez letter.doc	In Progress	02/15/2018
Roanoke College	02/15/2018 TAlvarez letter.doc	In Progress	02/15/2018

View File Replace File Delete File

Your files are ready to submit!

3. Complete your recommendation.

▶ Submit Your Files

As soon as this is selected, the submission of files automatically begins. Be sure you are ready to submit before clicking on this step.

The status of the submissions will display and show if any submissions have been blocked. A blocked submission may occur due to the maximum number of letters for that school being met or because it was not requested by the student.

On click of the Status tooltip, you can find an overview of each submission status:

Requested – The student has requested a letter of recommendation for the designated college

In Progress – The letter of recommendation has been uploaded for the designated college

Submitted – The recommendation has been sent to the designated college

Failed – The submission has failed to the designated college

Cancelled – The request for this application has been cancelled

Completing Additional Student LOR Requests after Submission

A student may still request individual letters of recommendation **AFTER you have submitted** your letter to the schools from an initial “all schools” request.

1. When the new request is seen on the Teacher Desk dashboard, *click* the request to access the student’s Student Request page.
2. The newly added school tag will be shown in blue.

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Richard Christie (2018) [View student info](#)

has made a request for your letter of recommendation:

Boston College

George Mason Univ

Univ of Oregon

Nearest deadline: 03/15/2018

 Request Details

1. This request requires a Common App Teacher Evaluation form. 

▶ Prepare the Common App Teacher Evaluation Form



3. *Expand* Step 2, Upload Letter of Recommendation. Step 1 is already completed in this scenario. *The added college displays in the list.*

4. The letter automatically uploading to the school will be based on the way the student submitted the request. As a result, look to the **Uploads** column to see if a document is associated. If it is not, you will need to use Choose File to add the same or a new letter.

5. *Expand* Step 3, Submit Your Files, to ensure the letter of recommendation gets filed for this school. *The blue school tag will turn green to indicate submission.*

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 Common App will 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 unless you provide them with a copy.

Q. What if I did not receive an email with my user name and password? (For new staff)

A. If you did not receive an email with an invitation to create a Naviance ID, please contact Andrew Barone (andrew.barone@edison.k12.nj.us) in the School Counseling office to have your account reset. If you do not remember your password, please click “Forgot my Password”. If that does not work, then a new invitation can be sent to you by Andy Barone through the system.

Q. What if I receive an error message when uploading the document?

A. As with anything in life, sometimes you receive an error message. This may happen if the document failed to upload properly. This rarely happens. However, if you receive an error message showing that the document failed to upload, you must try reloading again by following the same steps to upload the file. (**TIP:** Always click on view after uploading your recommendation to ensure you uploaded the correct file. Few things are worse than submitting an incorrect document for a recommendation on a student’s behalf!)