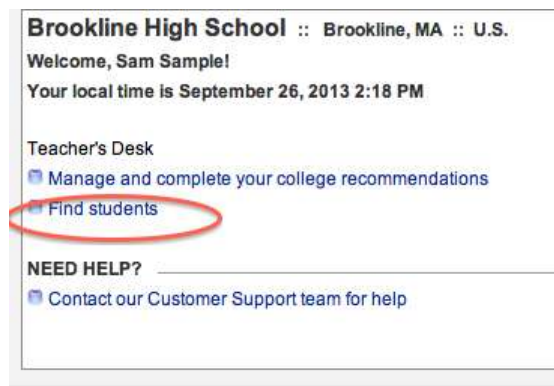


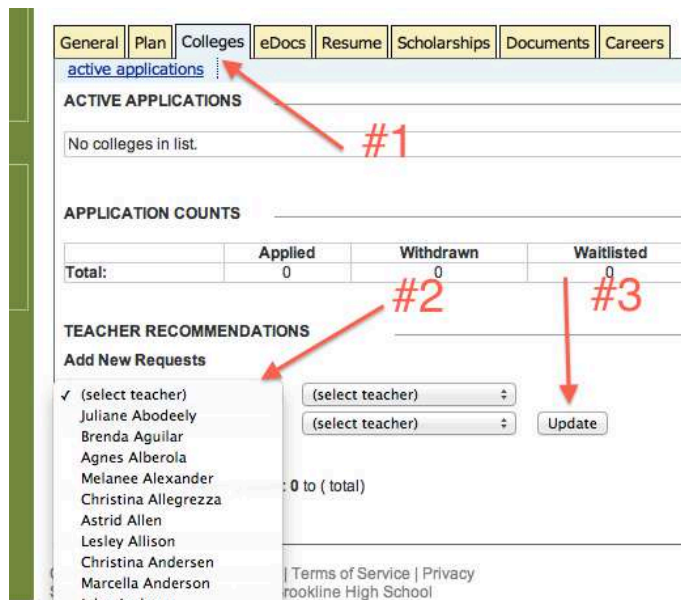
Naviance Instructions for Teachers

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.

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, click Update (#3).



Once you do this for all of your students, from the *home* page (#4), select *manage and complete teacher recommendations* and the list of students you are writing for should appear. Select a student and click on *prepare forms* tab (#5).

home students colleges careers connections reports setup naviance network

documents recommendations

Teacher Recommendations

requests summary

Grade/Class: class of 2014 (grade 12)

Currently showing: 1 requests
All recommendation requests

Show me: (select list) go

Quick lookup: student last name: go

<input type="checkbox"/> all	Teacher	Student	Note	Action	Status	F
<input type="checkbox"/>	Sample, Sam	Alsaif, Saud	N/A	prepare forms	In progress	-

Process selected recommendation requests: View printer-friendly list go

You will be taken to the eDocs page (#6). Under the Teacher Documents tab, select “Add New Document” (#7). Please fill out both the Common App Teacher Evaluation and upload the Letter of Recommendation.

General Plan Colleges eDocs Resume Scholarships Documents Careers

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

Prepare Forms

how this works

Submission of Common App school forms and the preparation of all Midyear, Other, and Final forms. See the [2013 Naviance eDocs Timeline](#) for more information.

Student has not matched their Common App account in Family Connection.

Initial Checklist

- Initial Transcript
- Common App SR
- Written Evaluation
- NACAC/Other SR
- Transfer Transcripts
- Leaving Exam Results

Midyear Checklist

- Midyear Transcript
- Common App MR
- MR Explanation of Change
- Optional Transcript
- Grade Report/Report Card
- 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

No teacher documents have been uploaded.

Add New Document

Common App Teacher Eval

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. 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.

Under the eDocs tab, select *send forms* (#8), then *Review and Confirm*, then *Send*, and you are done. Remember, any school with an orange stamp must be sent via snail mail.

Sam Sample Class of 2014

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

[prepare forms](#) | [send forms](#) | [print forms](#) | [submission status](#) | [previous years](#) | [view eDocs](#)

Send Forms

#8

⚠ Student has not matched their Common App account in Family Connection. For more information, click here. The student has completed the Common App Account Matching process.

⚠ The student's Date of Birth is missing or invalid. We recommend entering the student's Date of Birth. Contact your Site Administrator to update the student's Date of Birth.

⇒ Submission of Common App school forms and the preparation of all Midyear, Midyear, and Midyear forms. For more information, click here. [2013 Naviance eDocs Timeline](#) for more information.

College	School Report	Teacher Recommendations	School
<input type="checkbox"/> Boston Univ hide full detail			
This is a Common App college - select the forms you'd like to submit online and click the "Send" button.			
FORM		INFORMATION	
why are some forms unavailable for selection?			
<input type="checkbox"/> School Report			
Written Evaluation			
School Profile			uploaded on 5/1/14
Active Transcript			

Students frequently add additional colleges and forget to mention this to their recommender. Not to worry, our Guidance Secretary will automatically include your uploaded letter of recommendation during the next submission. Therefore, it is helpful if you write a generic letter that does not target a particular college. If you wish to write a college-specific letter, please make sure that after you submit the letter you go back to “prepare forms” and “replace” the letter.

Thank you for helping our students!