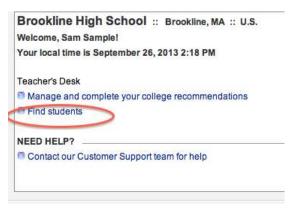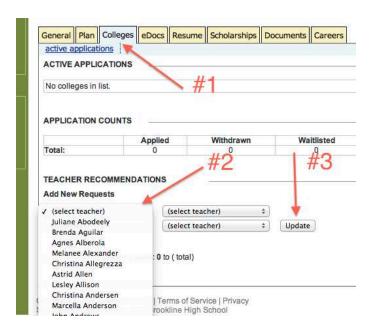## Naviance Instructions for Teachers

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.
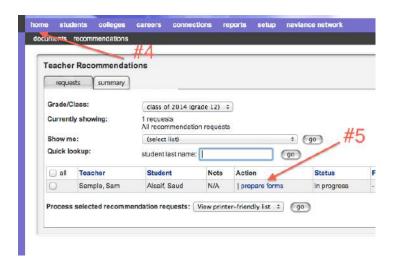
Once on the home screen, you will need to use the *find students* feature to pull up the senior class listed by alphabet of the first letter of their last name.

Brookline High School :: Brookline, MA :: U.S.

Welcome, Sam Sample!

Your local time is September 26, 2013 2:18 PM

Teacher's Desk
- Manage and complete your college recommendations
- Find students

NEED HELP?
- Contact our Customer Support team for help

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).

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

active applications

ACTIVE APPLICATIONS

No colleges in list. #1

APPLICATION COUNTS

	Applied	Withdrawn	Waitlisted
Total:	0	0	0

#2 #3

TEACHER RECOMMENDATIONS
Add New Requests

✓ (select teacher)
Juliane Abodeely
Brenda Aguilar
Agnes Alberola
Melanee Alexander
Christina Allegrezza
Astrid Allen
Lesley Allison
Christina Andersen
Marcella Anderson
John Andrews

(select teacher)
(select teacher)   Update

: 0 to (total)

| Terms of Service | Privacy
rookline High School

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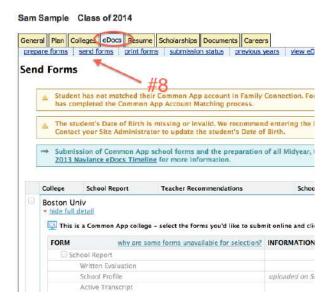
You will be taken to the eDocs page (#6). Under the Teacher Documents tab, select "Add New Document" (#7). Please fill out both the Common App Teacher Evaluation and upload the Letter of Recommendation.

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.

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. 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!