

# Teacher's Guide to Using Naviance

During the student application process, students will request letters of recommendations from the faculty in person. If you agree to write the letter, the student will send you a request through NAVIANCE. Teachers will need to complete the **Common Application Teacher Form, Written Evaluation (letters of recommendation), and Teacher Evaluation (Academic Ratings)** through the Naviance account.

The following step-by-step guide includes an introduction to the system used to submit recommendations.

1. Log into Naviance Succeed (<http://id.naviance.com>)

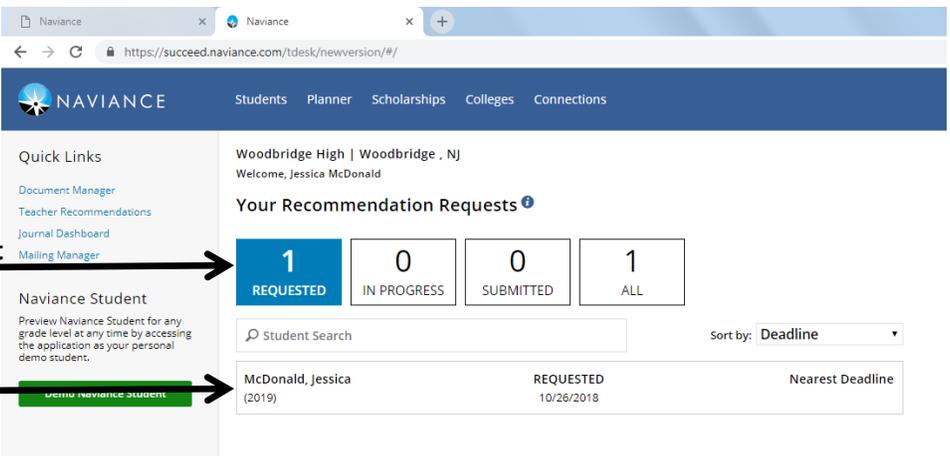
*All faculty should have received an invitation to "sign up" for Naviance. If you need it resent, please inform Mr. Kane.*

**Account: woodbridgehigh**

**Username: School email (@woodbridge.k12.nj.us)**

**You will be prompted to create a password.**

2. Once students make the request through Naviance, you will receive a notification on the homepage.



The screenshot shows the Naviance Succeed dashboard for Woodbridge High. The page title is "Woodbridge High | Woodbridge, NJ" and the user is logged in as "Welcome, Jessica McDonald". The main section is "Your Recommendation Requests" with a sub-header "1 REQUESTED". Below this are four boxes: "1 REQUESTED", "0 IN PROGRESS", "0 SUBMITTED", and "1 ALL". A "Student Search" field and a "Sort by: Deadline" dropdown are also visible. A table lists one request: "McDonald, Jessica (2019)" with a "REQUESTED" status and a "Nearest Deadline" of "10/26/2018".

**You can see the number of student requests here** →

**Student names, request dates, and deadlines are listed here** →

**Click on the student information and it will bring you to the page to the student request page**

# Student Request Page

NAVIANCE Students Planner Scholarships Colleges Connections Search for Student

Quick Links  
Document Manager  
Teacher Recommendations  
Journal Dashboard  
Mailing Manager

Naviance Student  
Preview Naviance Student for any grade level at any time by accessing the application as your personal demo student.  
[Demo Naviance Student](#)

< Back  
**Jessica McDonald (2019)** [View Student Info](#)  
has requested your letter of recommendation for the following applications:  
[Kean University](#) [Seton Hall University](#)  
Nearest Deadline: 02/01/2019  
[Request Details](#)

This request requires a Common App Teacher Evaluation form <sup>i</sup>

▶ Prepare the Common App Teacher Evaluation Form ← **SECTION 1**

Upload your letter

▶ Upload Letter of Recommendation ← **SECTION 2**

Complete your recommendation

▶ Submit Your Files ← **SECTION 3**

### 3. Completing the **three steps**

- a. Expand Section 1: Prepare the **Common App Teacher Evaluation Form**
  - i. Fill out the evaluation form. The ratings section expands to show additional information to complete if you select YES for *Do you complete applicants rating?* question.
  - ii. Click SAVE and section 1 should collapse, **turn green, and show a green checkmark** to label as complete.
- b. Expand Section 2: Upload Letter of Recommendation
  - i. Click **choose file** and navigate to your saved written letter of recommendation. Only ONE letter of recommendation 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 changed.**

- ii. 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.
- iii. Collapse Section 2 once it has **turned green and shows the green checkmark.**

c. Expand Section 3: **Submit Your Files**

- i. As soon as this is selected, submission of files automatically begins. Be sure you are ready to submit before clicking on this step.
- ii. The status of the submissions will display and show if any submissions have been blocked. A blocked submission may occur due to:
  1. Maximum number of letters for that school being met
  2. It was not requested by the student
- iii. The status tooltip will overview each of the submission statuses:
  1. **Requested**- The student has requested a letter of recommendation for the designated college
  2. **In Progress**- The letter of recommendation has been uploaded for the designated college
  3. **Submitted**- The recommendation has been sent to the designated college
  4. **Failed**- The submission has failed to the designated college
  5. **Cancelled**- The request for the application has been cancelled

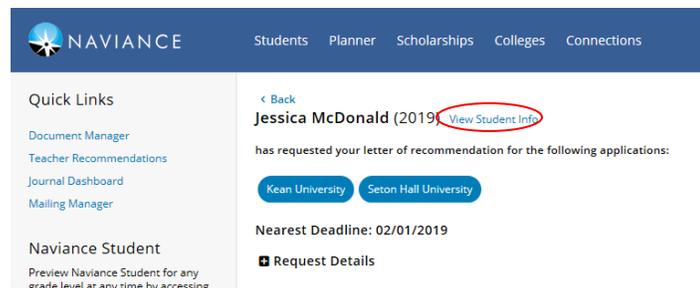
## Completing Additional Student Letters of Recommendation Requests after Submission

A student may still request individual letters of recommendation **AFTER you have submitted** your letter to the schools from an initial “all schools” request. The following instructions explain how to complete this.

1. When a new request is seen on the Teacher Desk dashboard, click the request to access the Student Request page.
2. The newly added school tag will be shown in **BLUE**
3. Expand **Section 2: Upload Letter of Recommendation** (section 1 should already be completed)
4. The letter 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 **Section 3: Submit Your Files** to ensure the letter of recommendation gets filed for this school. The **blue** school tag will turn **GREEN** to indicated submission.

### How to Access the Student’s RAVE Sheet

1. Click on the student for whom you wish to view the RAVE sheet on the Teacher Dashboard
2. Click the “**View Student Info**” link next to the student’s name at the top of the page.



The screenshot shows the NAVIANCE interface. At the top, there are navigation tabs: Students, Planner, Scholarships, Colleges, and Connections. On the left, there is a sidebar with 'Quick Links' including Document Manager, Teacher Recommendations, Journal Dashboard, and Mailing Manager. The main content area shows a student profile for Jessica McDonald (2019). A red circle highlights the 'View Student Info' link next to the student's name. Below the name, it says 'has requested your letter of recommendation for the following applications:' followed by two blue buttons: 'Kean University' and 'Seton Hall University'. Below that, it says 'Nearest Deadline: 02/01/2019' and a 'Request Details' link.

3. Under the **Plan** tab you can view whether a RAVE sheet was completed and view it by clicking on “**Rave sheet**”.



The screenshot shows the NAVIANCE interface with the 'Plan' tab selected. The student profile for Jessica McDonald (Class of 2019) is visible. The 'Plan' tab is highlighted in yellow. Below the tabs, there is a section for 'STUDENT SURVEYS' with a red circle around the 'Rave Sheet' link. To the right of the 'Rave Sheet' link, it says 'Not started' in red, 'In progress' in black, and 'completed 10/26/2018' in black. The left sidebar is also visible, showing 'Quick Links' and 'Change Student' options.

## Frequently Asked Questions

**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 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 username and password?**

A: See Mr. Kane in the guidance office to have the invitation resent. If you do not remember your password, click "Forgot my Password".

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

A: Try reloading again by following the same steps. TIP: Always click on **view** after uploading to ensure you attached the correct document.