

New Teacher LOR Process in Naviance



ADAMS 12 FIVE STAR SCHOOLS

Setting Up the New System



- Click on the Teacher Recommendation Link on the left hand side of the homepage
- Click Settings
- Click on the option you want students to have

NAVIANCE Students Planner Courses Scholarships Colleges Careers Connections Reports

Quick Links

- Application Manager
- Transcript Request Manager
- Multiple Transcript Manager
- Document Manager
- Scholarship Application Manager
- Teacher Recommendations**
- Journal Dashboard
- Mailing Manager
- Naviance Test Prep

Teacher Recommendations

requests settings

TEACHER RECOMMENDATION SETTINGS

Student Requests

- Students cannot request or cancel recommendations from Family Connection
- Students can request or cancel recommendations from Family Connection

save

Requesting Letters From the Student Side



- Students must have colleges saved in their Colleges I'm Thinking About link or they will be directed back to add colleges.
- Students will click on the Colleges tab
- Then on the Letters of Recommendation hyperlink

The screenshot displays a student portal interface. At the top, there is a navigation bar with several tabs: 'home', 'courses', 'colleges', 'careers', 'about me', and 'my planner'. The 'colleges' tab is highlighted with a white background and a blue border, and a black arrow points to it from the text above. Below the navigation bar, there is a search section for colleges with a text input field, a 'Go' button, and a link for 'MORE SEARCH OPTIONS >>'. To the left, under 'resources', there are links for 'transcripts' and 'test scores'. The main content area is titled 'my colleges' and contains three links: 'colleges I'm thinking about', 'colleges I'm applying to', and 'letters of recommendation'. A black arrow points to the 'letters of recommendation' link from the text above. To the right of these links, there is a section for 'Upcoming college events' and 'Upcoming college visits', which currently shows 'No upcoming visits.'

Requesting Letters From the Student Side



- Students will click on Add Requests

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Showing 3 requests




Add Request

Requesting Letters From the Student Side




- Students will use the pull down tab to pick the teacher they want to write the letter
- Then click the school they want that LOR to go to

1. Who would you like to write this recommendation?*

Anjela Schwab 

2. Select which colleges this request is for:*

<input type="checkbox"/> All	Colleges ^	Due ^
<input type="checkbox"/>	Florida State University -- required / -- allowed / 0 requested	Jan 14 2017
<input checked="" type="checkbox"/>	Pennsylvania State University - All Campuses -- required / -- allowed / 0 requested	Nov 30 2014
<input type="checkbox"/>	The University of Alabama -- required / -- allowed / 1 requested	



Requesting Letters From the Student Side



- Students will write a comment to the teacher (essentially the body of the email that the teacher will receive)

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Hello Ms. Schwab,

Will you please write a letter of recommendation for me to the greatest university on the planet, Penn State? I am applying via the common app.

I would be very appreciative.

I have the brag sheet completed on Naviance. Please let me know if there is anything else you might need from me.

Thank you for your time.

2665 characters remaining

Cancel

Save

Requesting Letters From the Student Side



- Students will now have all of their LOR requests on their dashboard
- They will be able to see when their letters were submitted (with a timestamp) on this dashboard

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Showing 4 requests

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
Florida State University -- required/ -- allowed/ 0 requested	Jan 14 2017	HORIZON TEAC	Requested	×
Pennsylvania State University - All Campuses -- required/ -- allowed/ 1 requested	Nov 30 2014	Anjela Schwab	In Progress	×
The University of Alabama -- required/ -- allowed/ 1 requested		HORIZON TEAC	Submitted	×
University of Colorado at Boulder -- required/ 2 allowed/ 1 requested	Jan 15 2015	HORIZON TEAC	Cancelled	×
University of Wyoming -- required/ -- allowed/ 1 requested	Aug 10 2017	HORIZON TEAC	Cancelled	×

Recommendation Statuses: ✕

- ✉ **Requested:** Student has requested a letter of recommendation
- 📅 **In Progress:** Teacher has written the letter of recommendation
- ✉ **Submitted:** High school faculty member has sent the letter of recommendation to designated college(s)
- ✕ **Cancelled:** Either the student, teacher, or counselor has cancelled the request

LOR from the Teachers Side



- Teachers will log in and click on **Manage and Complete Your College Recommendations**

The screenshot shows the Naviance website interface for a teacher at Horizon High School. The top navigation bar includes the Naviance logo and links for Students, Planner, Courses, Scholarships, Colleges, Careers, Connections, and Reports. On the left, there is a 'Quick Links' section with links for Document Manager, Teacher Recommendations, Mailing Manager, and Naviance Test Prep. The main content area displays the school name 'Horizon High School :: Thornton, CO :: U.S.', a welcome message 'Welcome, HORIZON TEACHER!', and the local time 'September 6, 2016 11:38 AM'. Under the 'Teacher's Desk' section, there are two links: 'Manage and complete your college recommendations' and 'Find students'. A large black arrow points to the first link. Below this, there is a 'NEED HELP?' section with a link to 'Contact our Customer Support team for help'.

NAVIANCE Students Planner Courses Scholarships Colleges Careers Connections Reports

Quick Links
[Document Manager](#)
[Teacher Recommendations](#)
[Mailing Manager](#)
[Naviance Test Prep](#)

Horizon High School :: Thornton, CO :: U.S.
Welcome, HORIZON TEACHER!
Your local time is September 6, 2016 11:38 AM

Teacher's Desk
[Manage and complete your college recommendations](#)
[Find students](#)

NEED HELP?
[Contact our Customer Support team for help](#)

LOR from the Teachers Side



- The good – Teachers can click on Upload to be taken to the students page for LOR upload
- The bad – now that requests are made per college, teachers could have a long list in front of them (it may be very visually overwhelming)
- Don't panic just yet – there is still the option to upload a letter for all applications

Teacher Recommendations

requests

Grade/Class: class of 2017 (grade 12) ▼

<input type="checkbox"/>	Student	Request Date	Note	College	Action	Status
<input type="checkbox"/>	Nittany Lion	09/06/2016 11:26 AM	view	The University of Alabama	Upload file	Requested
<input type="checkbox"/>	Nittany Lion	09/06/2016 11:26 AM	view	University of Wyoming	Upload file	Requested
<input type="checkbox"/>	Nittany Lion	09/06/2016 11:26 AM	view	University of Colorado at Boulder	Upload file	Requested
<input type="checkbox"/>	Nittany Lion	09/06/2016 11:26 AM	view	Florida State University	Upload file	Cancelled

LOR from the Teachers Side



- Teachers should click on the Upload hyperlink
- This will take you directly to the students page where you can upload your LOR
- Uploads can be made to each specific college OR to all applications (similar to previous years)

Student Details **Prepare** Send Print Submission Status Previous Years View eDocs Destinations

Common App **NOT MATCHED** CA FERRIS STATE

Documents Checklist **Hide**

Initial Checklist

- ✓ Initial Transcript
- Transfer Transcript
- ✓ Written Evaluation
- Other School Report
- Leaving Exam Results
- Common App School Report
- Common App Counselor Recommendation
- NACAC School Report
- ✓ Current Courses

Teacher Documents **+ Add**

Type **▲**

- (Requested) Letter of Recommendation (The University of Alabama)
- (Requested) Letter of Recommendation (University of Wyoming)
- (Requested) Letter of Recommendation (University of Colorado at Boulder)

No documents have been added.

Copyright © 2016, Hobsons Inc. | Terms of Service | Privacy
Signed in as HORIZON TEACHER from Horizon High School

Teacher Checklist

- Common App Teacher Evaluation
- Letter of Recommendation

Size Access

Upload

Upload

Upload

Clicking here will bring up the pop up screen

LOR from the Teachers Side



- Pick the specific college or upload to all applications
- The default of the Type pull down is Letter of Recommendation (just leave along)
- Find your letter (use Browse)
- Click Upload File

The screenshot shows a web form titled "Add a Teacher Document" with a close button in the top right corner. On the left side, there are two buttons: "Upload a File" (highlighted in blue) and "Prepare a Form". The main form area contains the following fields and controls:

- Application: ***: A dropdown menu currently set to "All Applications". A black arrow points to this dropdown.
- Type: ***: A dropdown menu currently set to "Letter of Recommendation".
- File Name: ***: A section containing a "Choose File" button and a "Browse" button. A black arrow points to the "Browse" button.
- Below the "File Name" section, there is a note: "File upload size cannot exceed 500kb."
- At the bottom of the form, there is a note: "Average processing time is currently less than 1 minute."
- At the bottom right, there are two buttons: "Cancel" and "Upload File" (highlighted in blue). A black arrow points to the "Upload File" button.

LOR from the Teachers Side



- Once completed, you will see your letter

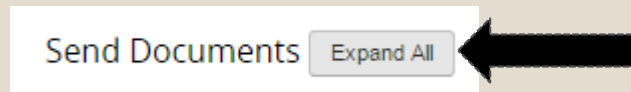
Teacher Documents [+ Add](#)

Type ▲	Author	Date	Size	Actions
Letter of Recommendation	HORIZON TEACHER	09/06/2016	16.71 KB	View Replace Delete
<i>(Requested) Letter of Recommendation (The University of Alabama)</i>	HORIZON TEACHER			Upload
<i>(Requested) Letter of Recommendation (University of Wyoming)</i>	HORIZON TEACHER	due by 08/10/2017		Upload
<i>(Requested) Letter of Recommendation (University of Colorado at Boulder)</i>	HORIZON TEACHER	due by 01/15/2015		Upload

LOR from the Teachers Side



- Please note: if you upload to all applications – it can still be sent to colleges where the student did not request you send a letter
- If you have teachers send letters – direct them to open or Expand All in the send section – letters that were requested will be denoted in this section



The University of Alabama
[Hide full details](#)
This college accepts electronic submissions. Select the forms you'd like to submit online and click "Review and Submit".

Form	Information	Actions
<input type="checkbox"/> Active Transcript (Initial Transcript)	uploaded on August 7, 2014 by Anjela Schwab	View
<input type="checkbox"/> School Report		View
<input type="checkbox"/> Written Evaluation	uploaded on August 7, 2014 by Anjela Schwab	View
<input type="checkbox"/> School Profile	uploaded on August 3, 2016 by Anjela Schwab	View
<input checked="" type="checkbox"/> Letter of Recommendation (Student Requested)	uploaded on September 6, 2016 by HORIZON TEACHER	View
<input type="checkbox"/> Midyear Report		View
<input type="checkbox"/> Midyear Change Explanation		View
<input type="checkbox"/> Optional Report		View
<input type="checkbox"/> Optional Change Explanation		View
<input type="checkbox"/> Grade Report/Report Card		View
<input type="checkbox"/> Final Report		View
<input type="checkbox"/> Final Change Explanation		View