



LOWELL HIGH SCHOOL GUIDANCE DEPARTMENT NAVIANCE TEACHER GUIDE: LETTERS OF RECOMMENDATION

NAVIANCE INTRODUCTION

Naviance is an online software package the Guidance Department is using to compile valuable information about students, colleges, and student applications. This system allows students, parents, and school staff to navigate the college application process using tools to submit transcripts, the school profile, letters of recommendations, and forms to most colleges online.

During senior year, students will update their Naviance accounts with the colleges to which they plan to apply. Students will then request letters of recommendation from you in person, followed by an electronic request through Naviance. Once the student has initiated the request for a letter of recommendation, you will receive an email, prompting you to log into Naviance.

Letters of recommendation are a two-step process for staff: upload and submit. First, all written letters of recommendation are uploaded to Naviance directly from your computer, under the prepare link. If a student is using the Common Application, you will also need to complete the Common Application Teacher Evaluation Form in Naviance. For those colleges that do not accept the Common Application, many will still accept electronic versions of the letter through Naviance. There may still be instances where you will be required to fill out a college's unique, paper "Teacher Recommendation Form," which you would complete and return to the student to send by mail. Second, once you have successfully loaded the letter of recommendation documents to Naviance, you need to send the forms to the student's colleges by manually checking off the checkboxes next to the college name, located on the send link. If you are unable to check a box, please read the red error messages and communicate directly with the student and/or counselor to resolve the issue. The College & Career Center is also available to help in Room 116.

It is also important to note that when students add new colleges, beyond the initial request, you will be required to log in again to send this letter, as it will not be automatically sent.

The following is a step-by-step guide to introduce you to the system of submitting recommendations. *Please check your LHS email for your personal Naviance account information.* If you have any questions, please contact guidance, College & Career or Naviance support: support@naviance.com.

NAVIANCE LOG-IN

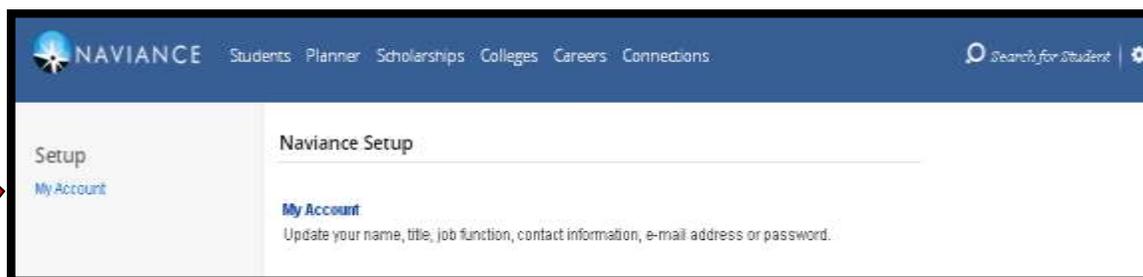
Log onto:	https://succeed.naviance.com
Account:	lowellhs
Username:	first initial last name
Password:	provided in LHS email

** The first time you log in, Naviance will prompt you to change your password & agree to the terms*

NAVIANCE INSTRUCTIONS

1. LOG-IN & Update Your Information, if needed.

*Find Setup on the Naviance tool bar



*Click on My Account

Please update your title and include your Lowell High School phone number. This is also where you can change your user name and password should you wish to.

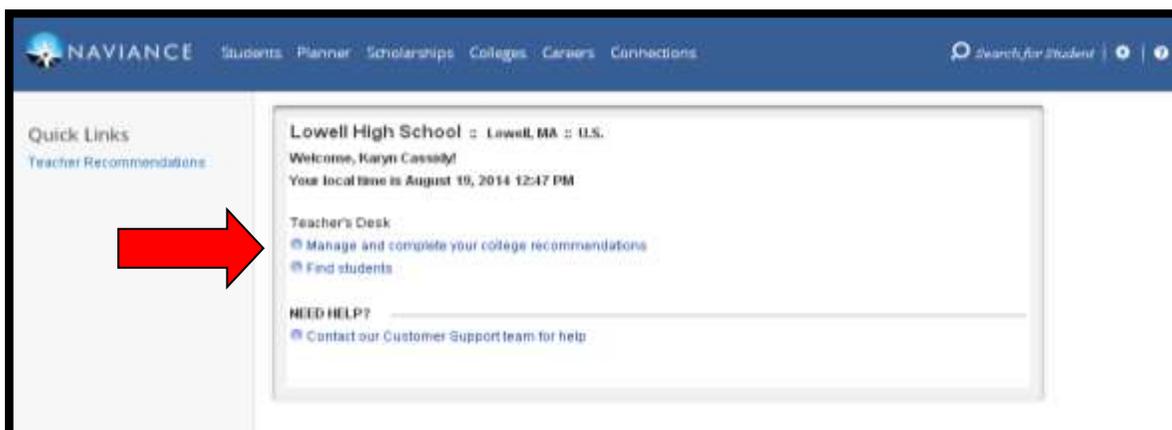
*Click on Save

2. SEARCH For Students:

Option 1:

*On this screen you will see the Teacher's Desk

*Click Manage and Complete Your College Recommendations



* This screen will show you which students have made a request, if any

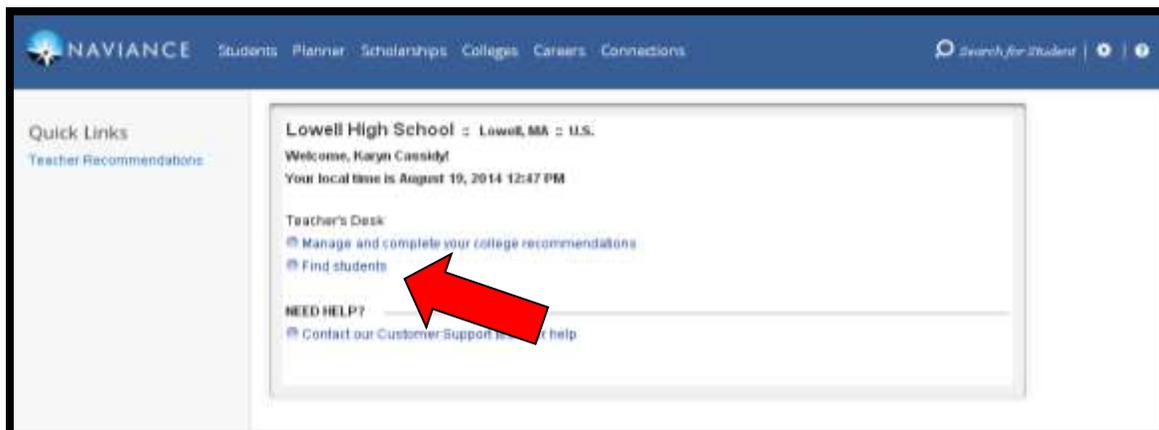
* If a student's name is listed at the bottom of the screen, find student and **Select Upload file** to complete your evaluation form and load the letter of recommendation

Student	Request Date	Notes	Settings	Actions	Status
JOHN MICHELLE	10/01/2014 10:30 AM	NA	All Applications	Upload File	Requested
RECHARD WOLFE	10/01/2014 10:30 PM	NA	All Applications	Upload File	Requested
BRUCE WOLFE JACOB	10/01/2014 10:30 PM	NA	All Applications	Upload File	Requested
PHASE VUANG	09/29/2014 10:40 AM	NA	All Applications	Upload File	Requested
CAROLAN SPRUCE	09/29/2014 07:27 PM	NA	All Applications	Upload File	Requested
KHALI GORUS	09/29/2014 06:30 AM	NA	All Applications	Upload File	Requested
NEEL JALANI	09/29/2014 05:45 PM	NA	All Applications	Upload File	Requested
SARA BLUMFELD	09/29/2014 03:30 PM	NA	All Applications	Upload File	Requested
KRISTY CHA	09/29/2014 03:00 PM	NA	All Applications	Upload File	Requested
MICHA CHEN	09/29/2014 02:30 PM	NA	All Applications	Upload File	Requested
CHRISTHABOUL KHALA	09/13/2014 11:24 PM	NA	University of Maryland	Upload File	Requested
CHRISTHABOUL KHALA	09/13/2014 11:24 PM	NA	University of Southern Maine	Upload File	Requested
CHRISTHABOUL KHALA	09/13/2014 11:24 PM	NA	Washington College	Upload File	Requested
CHRISTHABOUL KHALA	09/13/2014 11:24 PM	NA	University of Tennessee	Upload File	Requested
CHRISTHABOUL KHALA	09/13/2014 11:24 PM	NA	University of Nevada, Reno	Upload File	Requested
CHRISTHABOUL KHALA	09/13/2014 11:24 PM	NA	University of Miami	Upload File	Requested
CHRISTHABOUL KHALA	09/13/2014 11:24 PM	NA	University of New Hampshire at Durham	Upload File	Requested
CHRISTHABOUL KHALA	09/13/2014 11:24 PM	NA	University of Massachusetts, Amherst	Upload File	Requested
CHRISTHABOUL KHALA	09/13/2014 11:24 PM	NA	Southern New Hampshire University	Upload File	Requested

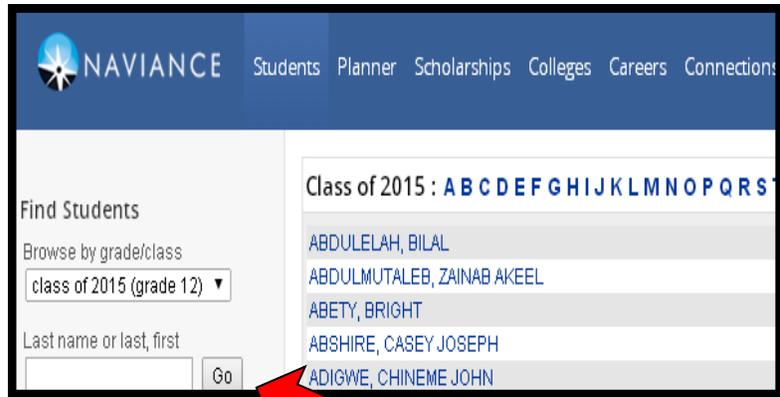
From this screen, navigate to the correct student and select Upload file.

Option 2:

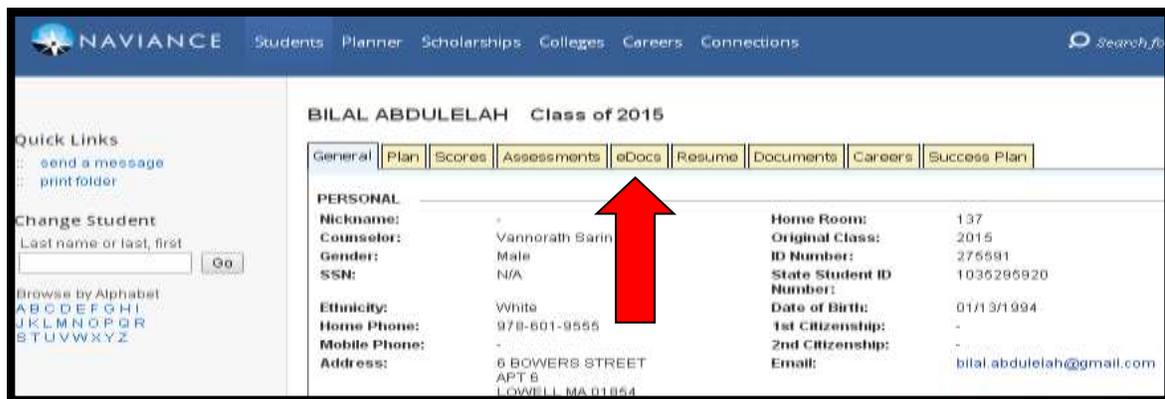
* If you do not see a pending request, Click on **Find Students** to search for a specific student



A quick way to lookup the student is by last name. You can also view all students by last name in a group (i.e. the letter A) or in a different graduating class by clicking on the pull down menu for the year of graduation.

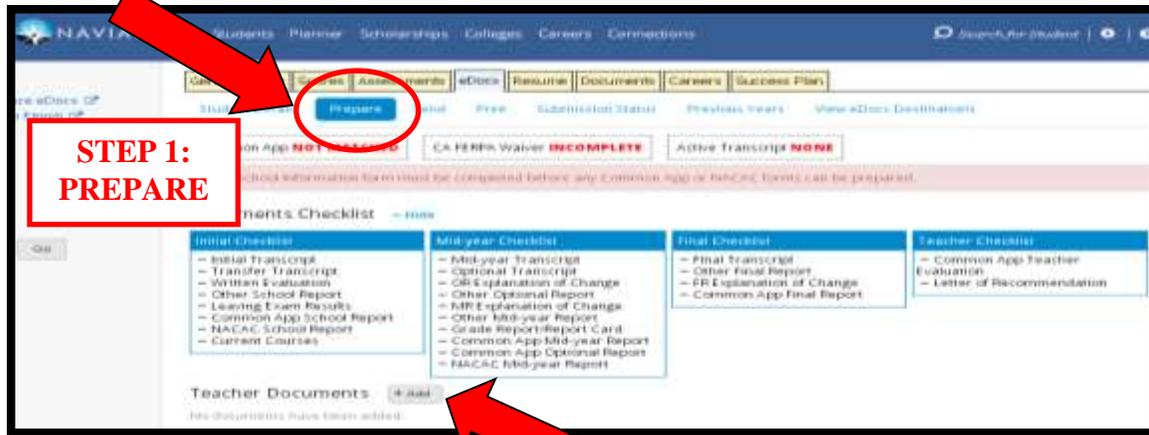


✳ This option will still allow you to view and prepare teacher forms by **clicking** on the **edocs tab**



3. UPLOAD RECOMMENDATIONS To Naviance (STEP 1)

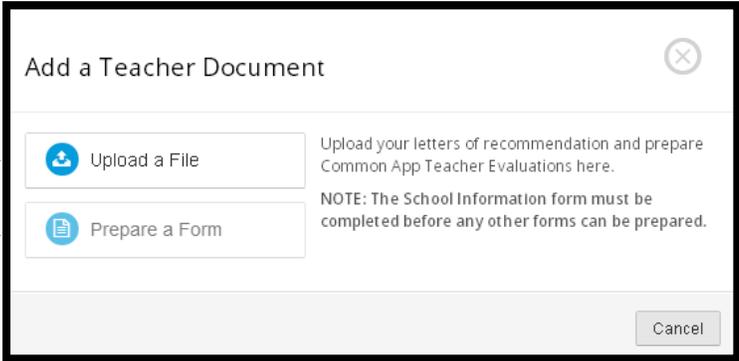
- ✳ You will still write your letter using Word, but will need to save it as a PDF; sometimes adding the LHS letterhead will make the file too large, so you may need to remove it
- ✳ Once your letter is ready, find your student using one of the above student search options on the **Teacher's Desk**
- ✳ Open the student's folder, **click eDocs tab; YOU WILL BE WORKING UNDER THE BLUE PREPARE LINK TO LOAD DOCUMENTS**
- ✳ From the **Teacher Documents** drop down menu, **click** on **add** next to **Teacher Document** and select **Upload a File** first- this is where you will load your letter of rec
- ✳ Next, you must select **Prepare a Form** and complete the **Common App Teacher Evaluation Form; both the letter of rec and evaluation form MUST BE completed before you are allowed to send the documents**



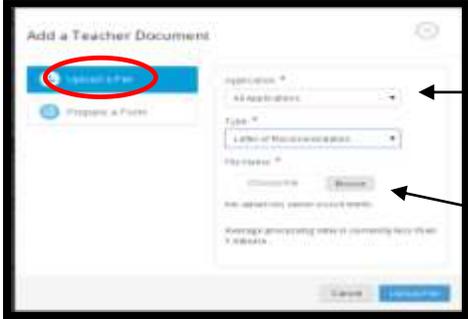
**STEP 1:
PREPARE**

A. First, Click on Upload a File

B. Then, Click on Prepare a Form



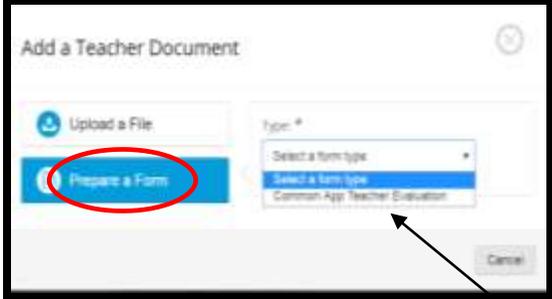
A.



If same for all colleges, leave as **“same for all applications”**, OR select the specific school you wish this recommendation to be sent to on the student’s behalf.

Browse to find the recommendation saved on your computer.

B.



Then, select Common App Teacher Eval & complete text boxes on form

****DON'T FORGET YOU MUST UPLOAD BOTH THE LETTER & COMMON APP EVAL TO SUBMIT****

4. SEND RECOMMENDATIONS From Naviance (STEP 2)

- ✳ Once you complete STEP 1 and load your documents, you must now complete STEP 2 and **SEND** the documents by **clicking the blue send link** inside of the student's folder
- ✳ To find this you should be in the **edocs tab** of the student you wish to submit for
- ✳ **Click the blue Send link and check the boxes** next to the colleges you would like to send your documents to—if these boxes are not active, you can click the refresh button on the top right hand corner of the page to pull recent information from Common App or you might see a red error message indicating the student has not added the college to their list
- ✳ Scroll to the bottom of the page and **click Review and Submit**- please be aware that **both the letter and evaluation form will be merged into one document**

5. CONFIRM LETTER SUBMISSION (FINAL STEP)

STEP 2: SEND

FINAL STEP: Confirm Letter Submission

Check boxes to send documents to colleges

Refresh Button- use to pull most recent information from Common App

Click Review & Submit

Review and Submit

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 Docufile 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.

Q. How do I know if the student is applying early and do I have to put those early recommendations on Naviance?

A. Students should be in contact with you regarding their deadlines. We remind the students to provide us (and you) with plenty of time to write letters of recommendation. Typically we ask them to give us three weeks to process everything from start to finish. If they don't give you a deadline, we suggest that you ask them for one so you can plan accordingly.

Q. Who can I contact for help with Naviance?

A. There are numerous online resources available to Naviance users to learn how to navigate the software. The best option is to contact Naviance directly by email: support@naviance.com- they are very responsive. The College & Career Center is also available to walk you through the process in the computer lab. Please feel free to email or stop by Rm. 116 for help.