



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

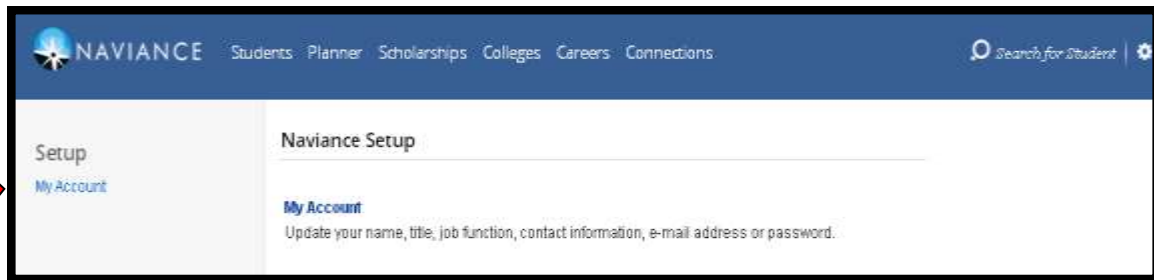
Log onto:	https://succeed.naviance.com
Account:	lowellhs
Username:	first initial last name
Password:	provided in LHS email

** 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.

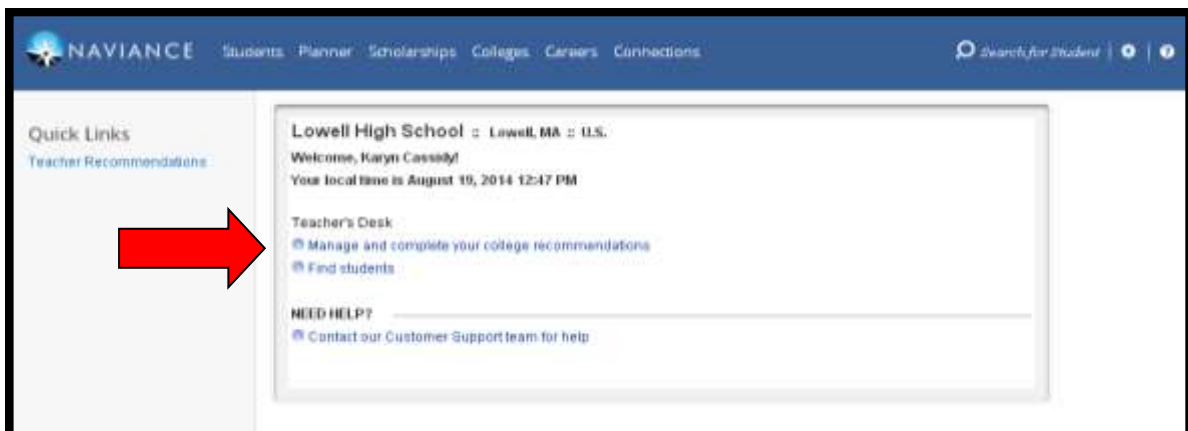
*Click on Save

2. SEARCH For Students:

Option 1:

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

*Click **Manage and Complete Your College Recommendations**



-
- Teacher Recommendations**
- Group/Class: class of 2017 (grade 10) 20 recommendations submitted
- | Student | Recommended Date | Recommended Course | Approved | Status |
|---------------------|---------------------|--|-------------------------------|-----------|
| CHAM, MICHELLE | 10/22/2016 10:30 AM | AP Applications | Approved This | Submitted |
| RICHARDS, HADES | 10/24/2016 08:28 PM | AP Applications | Approved This | Submitted |
| BAUSCHINGER, JACOB | 10/23/2016 08:02 PM | AP Applications | Approved This | Submitted |
| PRIME, VIVIAN | 09/26/2016 08:40 PM | AP Applications | Approved This | Submitted |
| CRISTIAN, MIRAGE | 09/26/2016 07:47 PM | AP Applications | Approved This | Submitted |
| KUHL, GEORGE | 09/26/2016 05:52 AM | AP Applications | Approved This | Submitted |
| REID, JILLIAN | 09/26/2016 05:08 PM | AP Applications | Approved This | Submitted |
| BARNS, SUMANDEE | 09/26/2016 02:39 PM | AP Applications | Approved This | Submitted |
| CHENE, EVA | 09/23/2016 02:05 PM | AP Applications | Approved This | Submitted |
| MEDIA, GUYA | 09/22/2016 00:36 PM | AP Applications | Approved This | Submitted |
| CHRISTHABOUR, KAILA | 09/12/2016 10:24 PM | University of Maryland | Approved This | Submitted |
| CHRISTHABOUR, KAILA | 09/12/2016 11:04 PM | University of Southern Maine | Approved This | Submitted |
| CHRISTHABOUR, KAILA | 09/12/2016 11:04 PM | Western Kentucky | Approved This | Submitted |
| CHRISTHABOUR, KAILA | 09/12/2016 11:04 PM | University of North Carolina | Approved This | Submitted |
| CHRISTHABOUR, KAILA | 09/12/2016 10:24 PM | University of North Carolina | Approved This | Submitted |
| CHRISTHABOUR, KAILA | 09/12/2016 10:24 PM | University of Maine | Approved This | Submitted |
| CHRISTHABOUR, KAILA | 09/12/2016 10:24 PM | University of Tennessee at Knoxville | Approved This | Submitted |
| CHRISTHABOUR, KAILA | 09/12/2016 10:24 PM | University of Massachusetts, Amherst | Approved This | Submitted |
| CHRISTHABOUR, KAILA | 09/12/2016 10:24 PM | Southern New Hampshire University | Approved This | Submitted |

Option 2:

- 

NAVIANCE

Students | Planner | Scholarships | Colleges | Careers | Connections

Search for Student

Quick Links

Teacher Recommendations

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

Welcome, Karyn Cassidy!

Your local time is August 19, 2014 12:47 PM

Teacher's Desk

Manage and complete your college recommendations

Find students

NEED HELP?

Contact our Customer Support for help

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.

NAVIANCE Students Planner Scholarships Colleges Careers Connections

Find Students

Browse by grade/class
class of 2015 (grade 12) ▼

Last name or last, first

Go

Class of 2015 : A B C D E F G H I J K L M N O P Q R S T

ABDULELAH, BILAL

ABDULMUTALEB, ZAINAB AKEEL

ABETY, BRIGHT

ABSHIRE, CASEY JOSEPH

ADIGWE, CHINEME JOHN

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

NAVIANCE Students Planner Scholarships Colleges Careers Connections Search for

BILAL ABDULELAH Class of 2015

General Plan Scores Assessments **eDocs** Resume Documents Careers Success Plan

PERSONAL

Nickname: -

Counselor: Vannorath Barin

Gender: Male

SSN: N/A

Ethnicity: White

Home Phone: 978-601-9555

Mobile Phone: -

Address: 6 BOWERS STREET
APT 6
LOWELL, MA 01854

Home Room: 137

Original Class: 2015

ID Number: 275581

State Student ID Number: 1036285920

Date of Birth: 01/13/1994

1st Citizenship: -

2nd Citizenship: -

Email: bilal.abdulah@gmail.com

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

Add a Teacher Document

Upload a File

Prepare a Form

Upload your letters of recommendation and prepare Common App Teacher Evaluations here.
NOTE: The School Information form must be completed before any other forms can be prepared.

Cancel

A.

Add a Teacher Document

Upload a File

Prepare a Form

Type: Letter of Recommendation

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.

Add a Teacher Document

Upload a File

Prepare a Form

Type: Common App Teacher Evaluation

Common Application Teacher Evaluation

Application: All Applications

Background Information

How long have you known this teacher and in what capacity?

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)

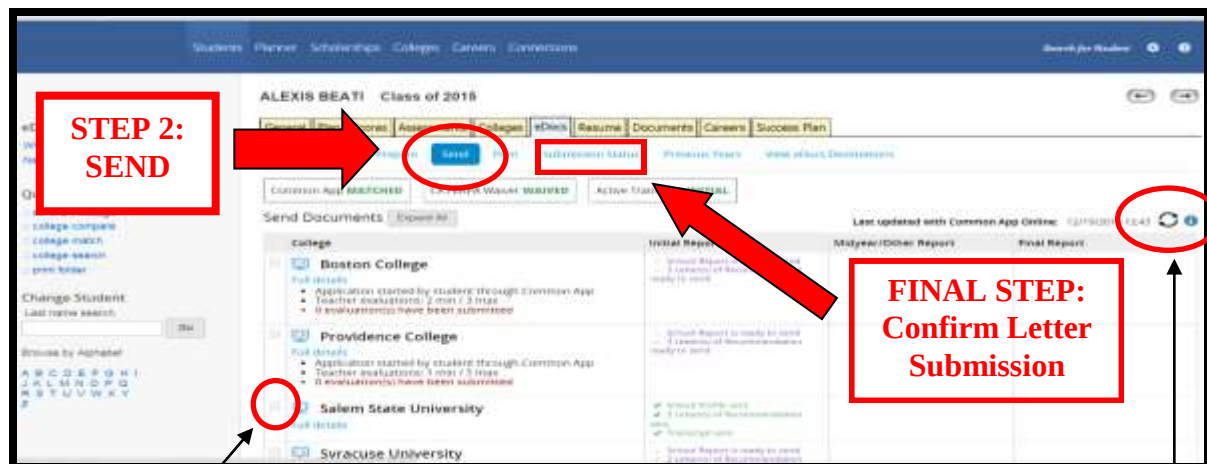
✳ Once you complete STEP 1 and load your documents, you must now complete STEP 2 and **SEND** the documents by **clicking the blue send link** inside of the student's folder

✳ 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**

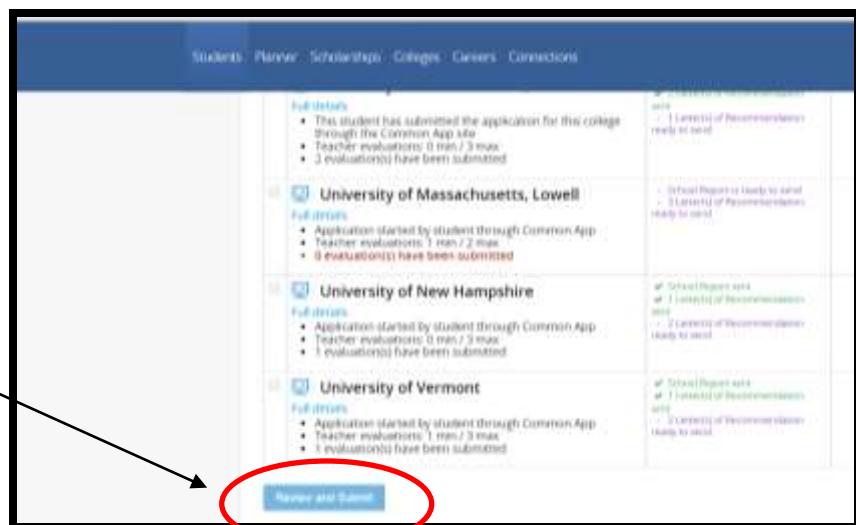
5. CONFIRM LETTER SUBMISSION (FINAL STEP)



Check boxes to send documents to colleges

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

Click Review & 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.