# > eDocs for Teachers Quick Guide

### Overview

Naviance eDocs is an electronic application tool, allowing schools to prepare and send college application materials electronically to more than 3,000 electronic destinations including all Common App schools.

#### **Teacher Responsibilities**

When a student requests a teacher recommendation, use Naviance eDocs to:

- > Upload a teacher recommendation
- > Prepare the Common App Teacher Evaluation form (only for Common App destinations)

#### 1. Upload a Letter of Recommendation

You can upload a letter of recommendation for a student from the eDocs tab of his or her student folder. To prepare a letter of recommendation, follow these steps:

1. Login to your Naviance account, and click "Manage and complete your college recommendations."

Naviance Succeed	h School :: Arlington, VA :: U.S.	
Nelcome, Krystal Teacher		
Your local time is August	013 1:10 PM	
Teacher's Desk		
Manage and complete yo	ollege recommendations	
Find students		
NEED HELP?		
Contact our Customer Su	rt team for help	

2. Click "Prepare forms" next to a student request and you will be directed to the eDocs tab in the student folder.

eacher	Recommendations							
request	ts summary							
Grade/Class: class of 2015 (grade 12) V			le 12) 🔻					
Currently showing: 2 requests All recommendation requests			requests					
Show me:		(select list) V go						
Quick loo	Kup:	student last name:		go				
Quick loo	Kup: Teacher	student last name:	Note	Action	Status	Form	Nearest Deadline	
Quick loo	Teacher Teacher Teacher, Kelsey	student last name: Student Carroll, Kelsey	Note view	Action view apps prepare forms	Status Unable to Complete	Form -	Nearest Deadline	

3. Click the Prepare tab.

Kelsey Carroll Class of 2015										
General	Courses	Plan	Assessm	nents	Colleges	eDocs	Resume	Scholarships	Journal	Document
Student Details Prepare			are Se	end	Print	Submis	sion Status	Previous V	Years	View eDocs
Common App NOT MATCHED				CA F	ERPA Waive	er INCO	MPLETE	Active Trans	cript <b>FIN</b>	AL



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4. Click the Add button to add a document to the Teacher Documents table.



- 5. Click Upload a File button.
- 6. Complete all required selections.
- 7. Click Choose File to locate the document to upload.
- 8. Click Upload File.

Add a Teacher Document	$\otimes$
Upload a File Prepare a Form	Application: * All Applications Type: * Please Choose File Name: * Choose File File upload size cannot exceed 500kb. Average processing time is currently less than 1 minute .
	Cancel Upload File

- 9. You are not responsible for sending your Letter of Recommendation.
- 10. To notify the student of the status of his or her letter, return to the Teacher Recommendation dashboard.
  - a) Choose the letter of recommendation(s) that you want to indicate status.
  - b) Use the dropdown to choose a status and click "GO" to notify student.

Teacher Recommendations requests summary									
Grade/Cla	155:	class of 2015 (grade	12) 👻						
Currently	showing:	2 requests All recommendation requests							
Show me:		(select list) v go							
Quick lookup:									
🔽 all	Teacher	Student	Note	Action	Status	Form	Nearest Deadline		
<b>V</b>	Teacher, Kelsey	Carroll, Kelsey	view	view apps   prepare forms	Completed	-	1/15/16		
1	Teacher, Kelsey	Carroll, Kelsey	view	view apps   prepare forms	In progress	-	1/15/16		
Process selected recommendation requests: Mark as "Completed"									

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### 2. Prepare the Common App Teacher Evaluation

If the student is applying via the Common App, a Common App Teacher Evaluation form will need to accompany the letter of recommendation. To prepare a Common App Teacher Evaluation for a student, follow these steps:

- 1. Follow Steps 1-4 above for preparing a letter of recommendation.
- 2. Click the "Prepare a Form" button.
- 3. Select the "Common App Teacher Evaluation" from the drop-down list.
- 4. Complete the form, then click Save.

Add a Teacher Document	$\otimes$
Upload a File Prepare a Form	Type: * Common App Teacher Evaluatior •
	Cancel Prepare Form

5. You are not responsible for sending your Common App Teacher Evaluation.

