

# 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

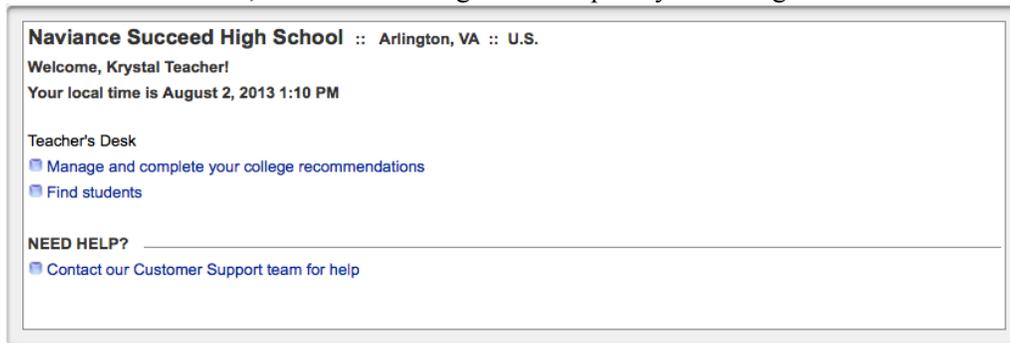
When a student requests a teacher recommendation, use Naviance eDocs to:

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

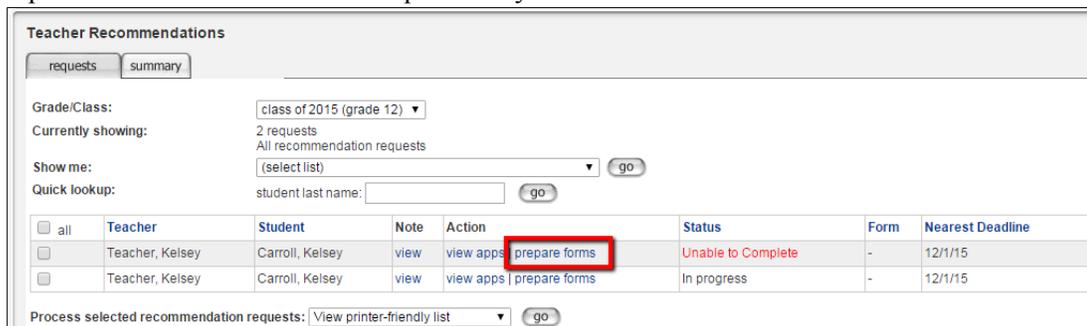
## 1. Upload a Letter of Recommendation

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:

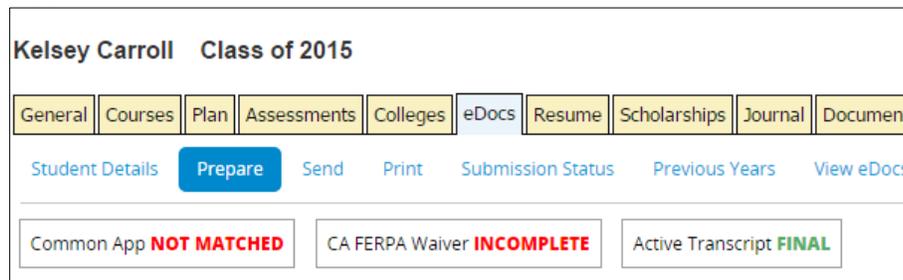
1. Login to your Naviance account, and click “Manage and complete your college recommendations.”



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

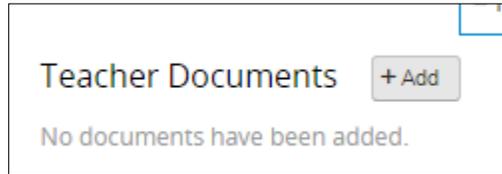


3. Click the Prepare tab.



# eDocs for Teachers Quick Guide

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



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

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

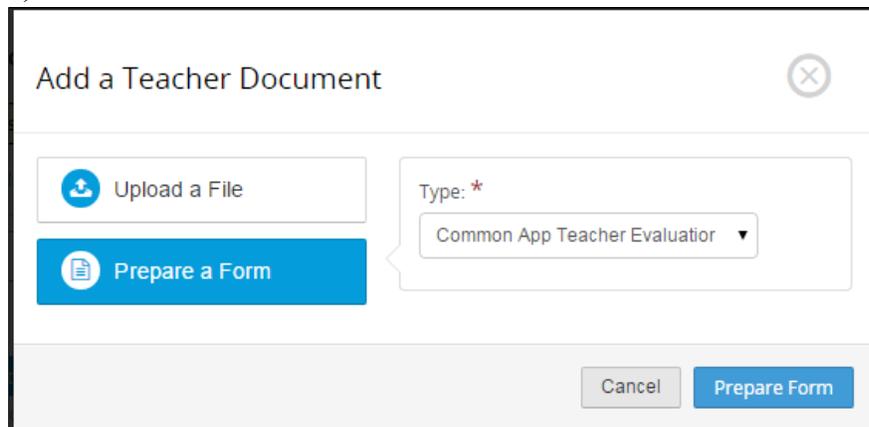
<input checked="" type="checkbox"/>	all	Teacher	Student	Note	Action	Status	Form	Nearest Deadline
<input checked="" type="checkbox"/>		Teacher, Kelsey	Carroll, Kelsey	view	view apps   prepare forms	Completed	-	1/15/16
<input checked="" type="checkbox"/>		Teacher, Kelsey	Carroll, Kelsey	view	view apps   prepare forms	In progress	-	1/15/16

# eDocs for Teachers Quick Guide

## 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.



The screenshot shows a dialog box 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" (with a cloud and arrow icon) and "Prepare a Form" (with a document icon). To the right of these buttons is a "Type:" dropdown menu with a red asterisk, currently showing "Common App Teacher Evaluation". At the bottom right of the dialog, there are two buttons: "Cancel" and "Prepare Form".

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