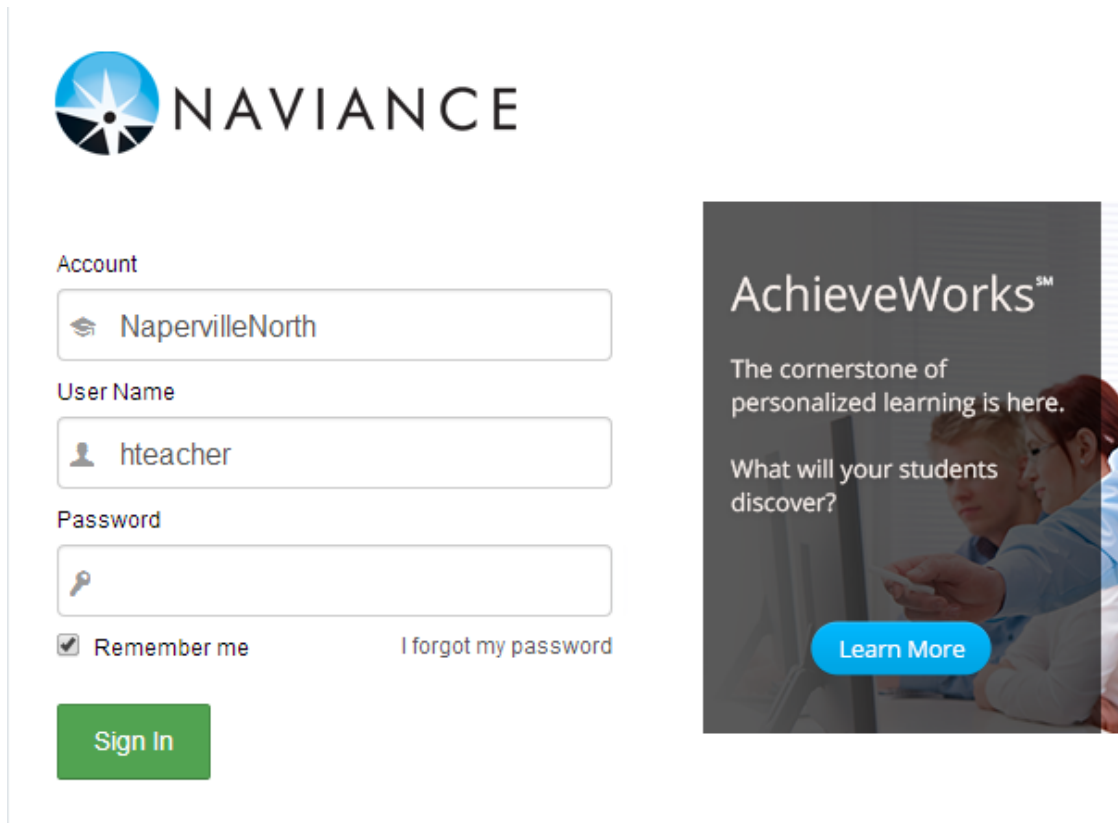


Teacher Naviance Instructions

1. Log-in to Naviance (<https://succeed.naviance.com/>)
 - a. Account = NapervilleNorth (*not case sensitive*)
 - b. Username = School Username (First initial, Last Name)



Account

NapervilleNorth

User Name

hteacher

Password

Remember me [I forgot my password](#)

Sign In

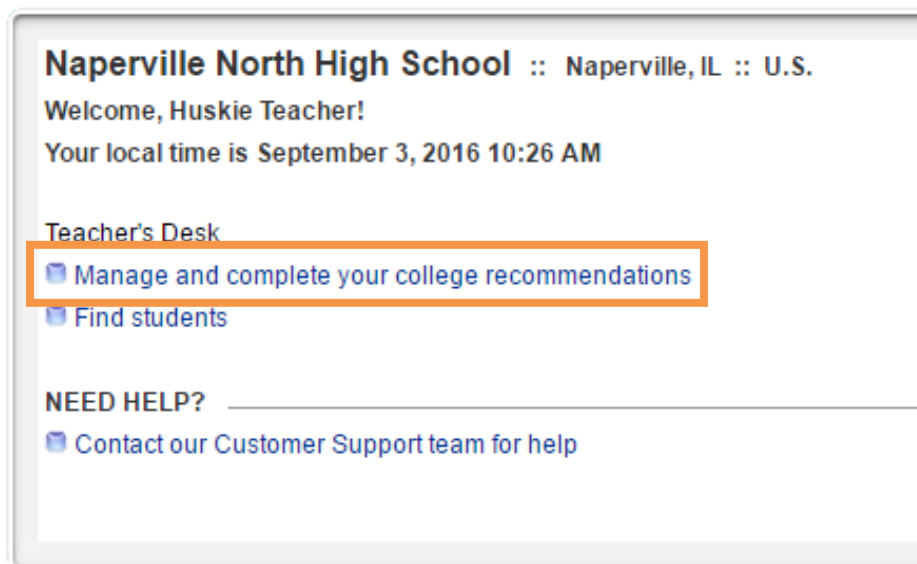
AchieveWorksSM

The cornerstone of personalized learning is here.

What will your students discover?

Learn More

2. Click **Manage and complete your college recommendations** link



Naperville North High School :: Naperville, IL :: U.S.

Welcome, Huskie Teacher!

Your local time is September 3, 2016 10:26 AM

Teacher's Desk

- [Manage and complete your college recommendations](#)
- [Find students](#)

NEED HELP? _____

- [Contact our Customer Support team for help](#)

Teacher Naviance Instructions

- To view notes from students, click the **View** link in the Note column

Teacher Recommendations

requests

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

<input type="checkbox"/>	Student	Request Date	Note	College	Action	Status ⓘ
<input type="checkbox"/>	Buster Huskie	09/03/2016 10:26 AM	view	Benedictine University	Upload file	Requested
Note: Thanks!						
<input type="checkbox"/>	Buster Huskie	09/03/2016 10:26 AM	view	Marquette University	Upload file	Requested

Process selected recommendation requests:

- To prepare forms/upload letters of recommendation, click **Upload file** link in the Action column

Teacher Recommendations

requests

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

<input type="checkbox"/>	Student	Request Date	Note	College	Action	Status ⓘ
<input type="checkbox"/>	Buster Huskie	09/03/2016 10:26 AM	view	Benedictine University	Upload file	Requested
Note: Thanks!						
<input type="checkbox"/>	Buster Huskie	09/03/2016 10:26 AM	view	Marquette University	Upload file	Requested

Process selected recommendation requests:

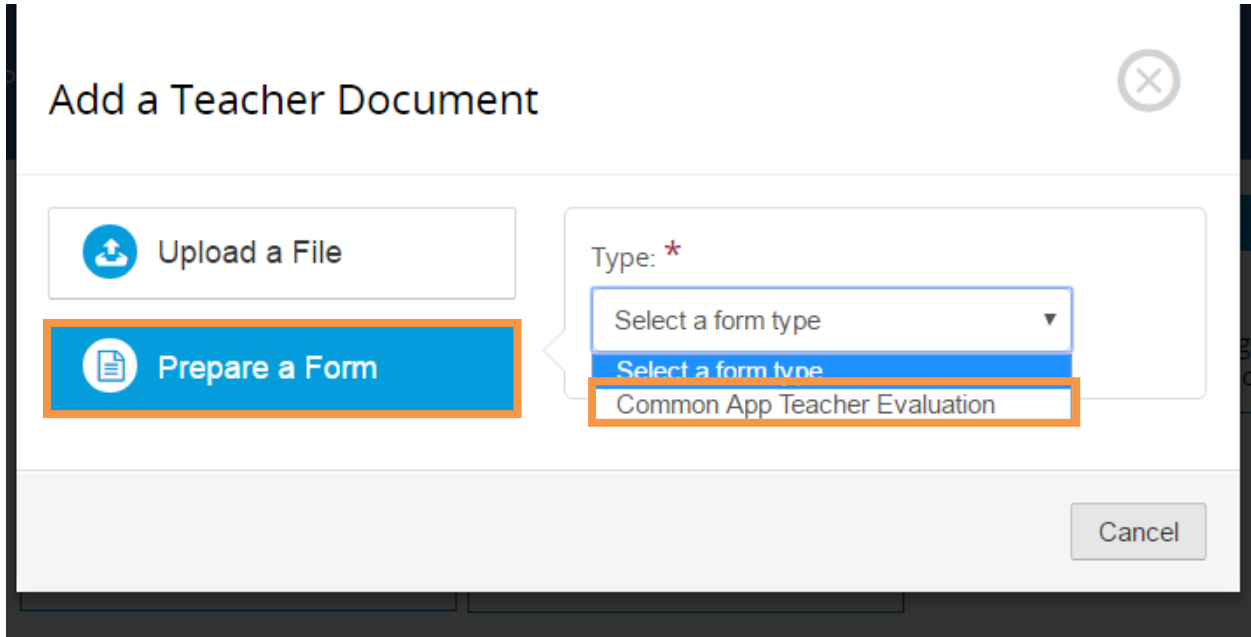
- Scroll down to the **Teacher Documents** section, and click on the

Teacher Documents

Type ▲	Author	Date	Size	Actions
Letter of Recommendation	Dan Iverson	08/22/2014	34.58 KB	
<i>(Requested) Letter of Recommendation (Benedictine University)</i>	<i>Huskie Teacher</i>			<input type="button" value="Upload"/>
<i>(Requested) Letter of Recommendation (Marquette University)</i>	<i>Huskie Teacher</i>	<i>due by 12/01/2014</i>		<input type="button" value="Upload"/>

Teacher Naviance Instructions

6. In the new pop-up (for Common App  schools), **you must prepare the Common App Teacher Evaluation form in addition to the letter of recommendation.**



7. In the Common App Teacher Evaluation, please make sure to complete the **Ratings** chart. **This is important for colleges to see when comparing NNHS students to others.**

Ratings

Do you complete applicants' academic ratings? Yes No

Compared to other students in his or her class year, how do you rate this student in terms of: *

No basis	Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)	Outstanding (top 5%)	One of the top few encountered in my career
<input type="radio"/> Academic Achievement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Intellectual Promise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Quality of Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Creative Thought	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Productive Discussion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Faculty Respect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Disciplined Habits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

No basis	Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)	Outstanding (top 5%)	One of the top few encountered in my career
<input type="radio"/> Motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Reaction to setbacks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Concern for others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Self-confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Teacher Naviance Instructions

- To upload a letter of recommendation (Word or PDF), choose **All Applications** under “Application,” choose the Type to **Letter of Recommendation**, and choose your file. Then click on the **Upload File** button.

NOTE: Students will submit individual requests. You do not need to upload a letter for each request – just select “All Applications” to start. You will be able to select specific schools when sending files (STEP 11)

Add a Teacher Document ✕

Upload a File

Prepare a Form

Application: *

All Applications

Type: *

Letter of Recommendation

File Name: *

File upload size cannot exceed 500kb.

Average processing time is currently less than 1 minute .

- Once you’ve completed the previous steps, scroll back to the top of the page and click the **Send** link.

Buster Huskie Class of 2015

General	Plan	Scores	Colleges	eDocs	Resume	Scholarships	Journal	Documents	Career
Student Details	Prepare	Send	Print	Submission Status	Previous Years	View			

Common App **NOT MATCHED**

CA FERPA Waiver **INCOMPLETE**


Active Transcript **NONE**

Documents Checklist [^ Hide](#)

Initial Checklist	Mid-year Checklist	Final Checklist
<ul style="list-style-type: none"> – Initial Transcript – Transfer Transcript – Written Evaluation – Other School Report – Leaving Exam Results – Common App School Report – NACAC School Report – Current Courses 	<ul style="list-style-type: none"> – Mid-year Transcript – Optional Transcript – OR Explanation of Change – Other Optional Report – MR Explanation of Change – Other Mid-year Report – Grade Report/Report Card – Common App Mid-year Report – Common App Optional Report – NACAC Mid-year Report 	<ul style="list-style-type: none"> – Final Transcript – Other Final Repc – FR Explanation o – Common App Fi

Active Applications

Teacher Naviance Instructions



10. If a student is applying to any **Common App** school (icon indicated below in the blue square), you must hit the **Update logo**  button (orange square) before you can send your documents. Once you update the page, click the box next to the schools name (if it is grayed out, that means the student still needs to add that school to their Common App account).


General
Plan
Scores
Assessments
Colleges
eDocs
Resume
Scholarships
Journal
Documents
Careers
Success Plan
Post-grad

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


Common App MATCHED
CA FERPA Waiver WAIVED
Active Transcript NONE

Submission is now available to all Common App member institutions for Naviance eDocs. We will post progress updates on non-Common Application submissions later this week.


Send Documents Expand All
Last updated with Common App Online 08/08/2014 09:05  

College	Initial Report	Midyear/Other Report	Final Report
<div style="display: flex; align-items: flex-start;"> <input type="checkbox"/> <div style="margin-left: 5px;">  Barnard College <small>Full details</small> <ul style="list-style-type: none"> Application started by student through Common App Teacher evaluations: 2 min / 4 max 0 evaluation(s) have been submitted </div> </div>			

11. Once you've selected your paperwork to send (look for **Student Requested**), check the box next to the file, then scroll to the bottom of the page, and click on the **Review and Submit** button.

 **Georgetown University**
Full details

- 1 Letter(s) of Recommendation ready to send

 **Marquette University**
Hide full details

This Common Application destination accepts electronic submissions when the student is not applying through the Common Application. Select the forms you'd like to submit online and click "Review and Submit".

Form	Information	Actions
<input type="checkbox"/> Active Transcript (Initial Transcript)	<i>uploaded on September 1, 2015 by Brian La Porte</i>	<input type="button" value="View"/>
<input type="checkbox"/> School Report		<input type="button" value="View"/>
<input type="checkbox"/> Written Evaluation		<input type="button" value="View"/>
<input type="checkbox"/> School Profile		<input type="button" value="View"/>
<input type="checkbox"/> Letter of Recommendation	<i>uploaded on August 22, 2014 by Dan Iverson</i>	<input type="button" value="View"/>
<input checked="" type="checkbox"/> Letter of Recommendation (Student Requested)	<i>uploaded on September 7, 2016 by Huskie Teacher</i>	<input type="button" value="View"/>
<input type="checkbox"/> Midyear Report		<input type="button" value="View"/>
<input type="checkbox"/> Midyear Change Explanation		<input type="button" value="View"/>

Teacher Naviance Instructions

12. On the new page, double check to make sure you are sending to the correct schools, and then click **Submit**

Buster Huskie Class of 2015

General | Plan | Scores | Assessments | Colleges | eDocs | Resume | Scholarships | Journal | Documents | Careers | Success Plan | Post-grad

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


Common App **NOT MATCHED** | CA FERPA Waiver **INCOMPLETE** | Active Transcript **NONE**

Review and Submit Documents

This page summarizes the forms you selected for submission. Please review them carefully and make any necessary changes prior to submitting it.

Marquette University Mark initial materials submitted [Edit](#)

	Last edited by	Date Changed
Letter of Recommendation	Dan Iverson	August 28, 2012
Letter of Recommendation	Huskie Teacher	September 14, 2012

 These forms will be submitted electronically.

Cancel | **Submit**

13. It will then take you to the **Submission Status** page. The **Status** will change from “Submitting” to (it may take a while to update):

- **Submitted** (it’s been sent to the school)
- **Received** (the school’s computers have received the file)
- **Downloaded** (a rep at the school has downloaded the form to review)

Buster Huskie Class of 2015

General | Plan | Scores | Assessments | Colleges | eDocs | Resume | Scholarships | Journal | Documents | Careers | Success Plan | Post-grad

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

Common App **NOT MATCHED** | CA FERPA Waiver **INCOMPLETE** | Active Transcript **NONE**

Submission Status

Application	Document Type	Date Created	Author	Status	Date Submitted	Submitted By	ID	Action
Marquette Univ	Letter of Recommendation	08/28/2012	Dan Iverson	Submitting	-	Brian La Porte	-	View

**** If there is an error, you will receive a message & e-mail via Naviance ****

14. Start back at step 2 and repeat! 😊