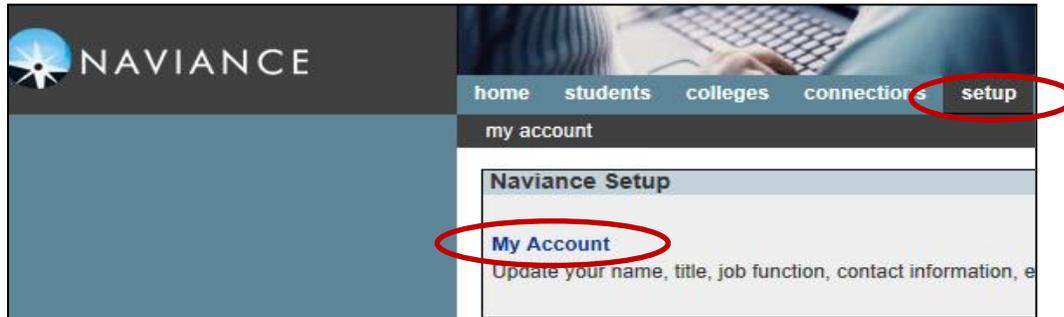


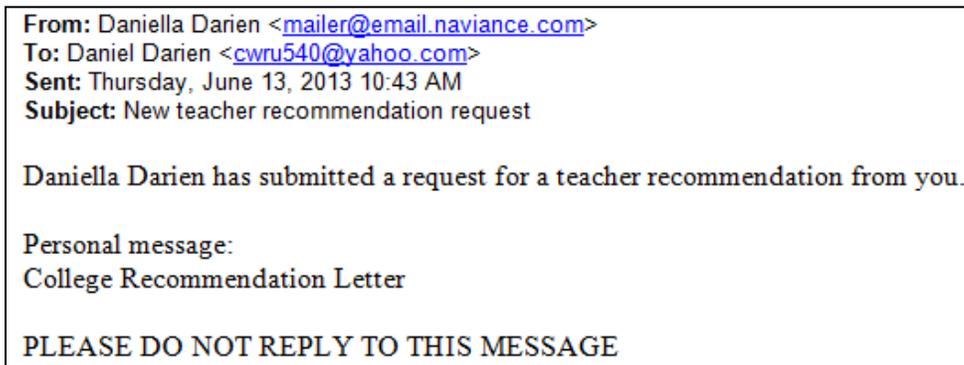
## Instructions for Teachers: Submitting recommendation letters through Naviance

1. Hinsdale South uses an online system for sending letters of recommendation to colleges/universities through a program called Naviance. If you are a new hire, you will be receiving an email from Naviance with login instructions, including your username and password. **If you already have a username and password, this has remained unchanged.** If you wish to change your password, select “setup” on the top menu and click on “My Account.” Follow the instructions to change your password.



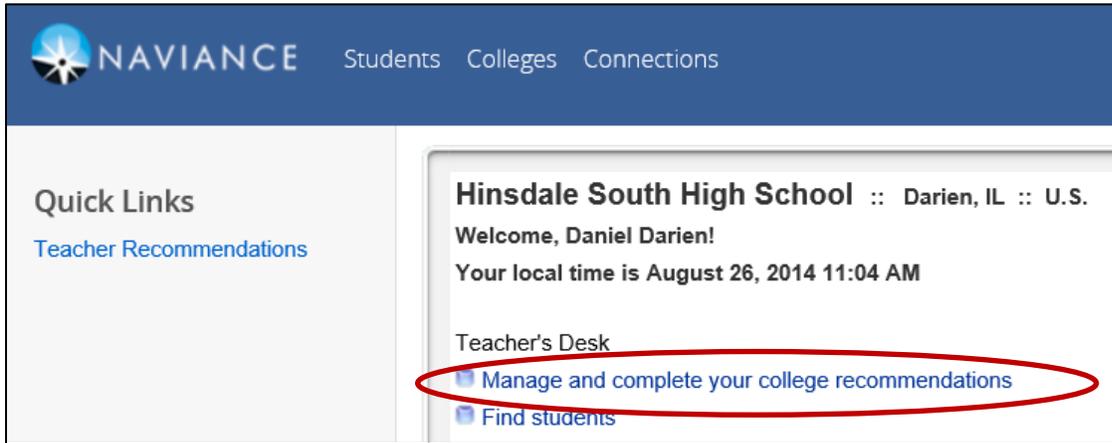
2. At least three weeks before the college application deadline students should:

- Ask for a letter of recommendation in **person**
- Students will provide you with a copy of the Teacher Recommendation Information Sheet (blue paper), which will indicate which schools the student needs a letter of recommendation for, whether or not the school is a Common Application School (this requires that you complete a form in addition to the letter of recommendation called the Common Application Teacher Evaluation) and the application deadlines.
- You will receive an email from Naviance indicating that a student has requested a letter.

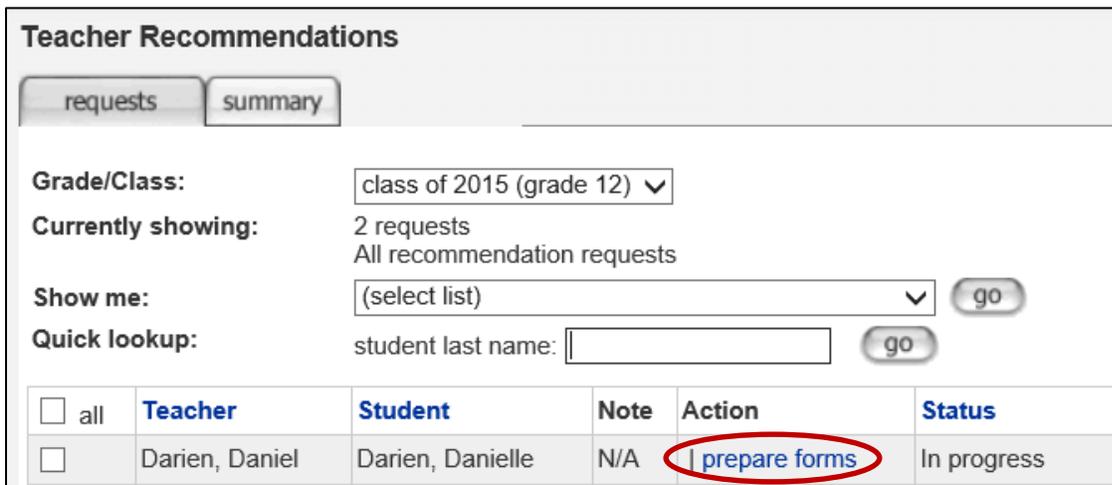


3. In order to complete a teacher recommendation, teachers should access the Naviance Succeed Website: <https://succeed.naviance.com/tdesk/main.php>. This is also a Quick Link under the Employees tab of the HSHS webpage. You may wish to bookmark this website address for easy access in the future.

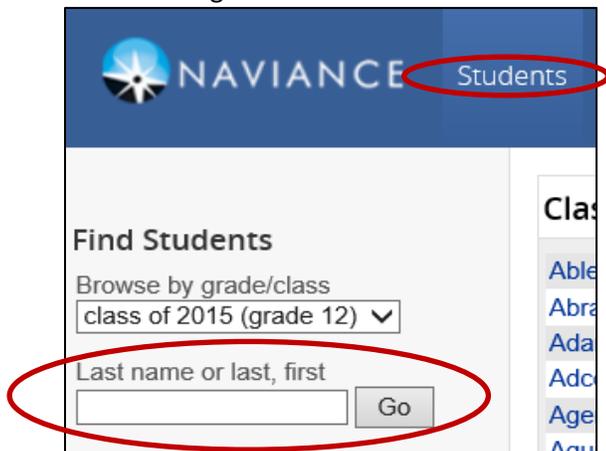
4. Once you are logged in and are on the home page of Naviance Succeed, select “Manage and complete your college recommendations.”



5. After selecting the appropriate grade (12), you will see a list of students that have requested your letter of recommendation. Once your letter is complete and ready to upload, click on “prepare forms.”



6. If a student neglected to request your letter through Naviance their name will not prepopulate in your list. However, you can search for the student by selecting the “Students” tab at the top of the page, then entering the student’s last name in the box on the left-hand side of the page.



7. After clicking on “prepare forms”, you will select the “Prepare” tab, and scroll down the page to find “Teacher Documents.” Common Application schools require a teacher to complete both the Common Application Teacher Evaluation and upload a letter of recommendation. For all other schools, you only need to upload a letter of recommendation. In order to prepare a Teacher Evaluation, select “Add”, “Prepare a Form”, and for “Type” select “Common App Teacher Evaluation.” Follow the instructions to complete the form. Make sure you select “Save” once you have completed your evaluation.

**Danielle Darien Class of 2015**

General eDocs Resume

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

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

Documents Checklist [^ Hide](#)

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

Teacher Documents [+ Add](#)

8. In order to upload a Letter of Recommendation, select “Add”, “Upload a File” and choose a file to upload. When uploading your letter, use the “Application” toggle to select “same for all applications” so that you will be able to send the same letter to all schools. Then use the “Type” toggle to select “Letter of Recommendation”. Wait until you see that your documents are uploaded... this may take a few minutes! You will see a pending upload message like this:

Teacher Documents [+ Add](#)

Type ^	Author
Common App Teacher Evaluation	Daniel Darien

Upload Pending: Letter of Recommendation ...

Teacher Documents [+ Add](#)

Type ^	Author	Date	Size	Actions
Common App Teacher Evaluation	Daniel Darien	08/26/2014	159.91 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>
Letter of Recommendation	Daniel Darien	08/26/2014	32.62 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>

9. You are done! Now that your information is saved, counselors will designate to which schools your letter and/or your Common Application Teacher Evaluation form will be sent. Counselors do not need printed copies of your letters as they are saved online. We strongly recommend that you do not provide

students with a copy of your letter. If you have any questions during this process, please feel free to reach out to any of our Counselors or the members of the Tech Team: Katie Aquino, Steve Moore, Jim Bondi, James VanDenburgh, Dave Lapetino, Eric Martzolf, Mary Zaleski or Allison Bava.