



### Step #1: Complete Your Letter of Recommendation

- ❑ Use LHS letterhead. Include your name, work phone number, and e-mail address. Use Times New Roman as your font. Include the student's name prominently in the first paragraph of the letter.
- ❑ In Naviance, click on the "Plan" tab in a student's folder to access the Teacher Recommendation Questionnaire, which will provide you with great information from the student. **NOTE: Students can complete up to two teacher questionnaires, so be sure you are reading the correct one!**
- ❑ Save the letter as a Word (.doc) or PDF (.pdf) document to your desktop or a folder where it is easily located for uploading to Naviance (i.e. "College Recs 2012").

### Step #2: Upload Your Rec Letter to Naviance

- ❑ Access Naviance at [www.succeed.naviance.com](http://www.succeed.naviance.com). You **cannot** access the Naviance teacher login page from the LHS home page. Bookmark it right away!
- ❑ Log onto your Naviance account:
  - Account:** libertyville
  - User Name:** same as your *Outlook* user name (firstname.lastname)
  - Password:** email Amy Belstra if you have forgotten your password or need a new one sent to you
- ❑ Click on: *Manage and Complete Your College Recommendations > Prepare Forms* (next to the student's name) > Scroll down to *Teacher Documents – Add new Document – Letter of Recommendation*. A dialog box will appear. **NOTE: If a student's name is not under *Manage and Complete Your College Recommendations*, you can search for their name by clicking on *Find Student > Student Name > eDocs tab > Teacher Documents - Add new document*.**
- ❑ Click on Browse. Find letter that has been saved and click *Open*. Click *Upload File*. **Note: Sometimes a message appears saying "upload pending". Don't worry – it may take a little time.**

### Step #3: Complete the Common Application Teacher Evaluation Form

- ❑ In the same drop-down menu, choose *Common App Teacher Eval*.
- ❑ Answer all *required* questions. The others are optional.
- ❑ Complete your "Personal Profile." **This only has to be done ONCE.** It will be saved and used on all forms you subsequently complete.
- ❑ Click *Save Form* when you have finished.  
**NOTE: You may upload your letter even if the student has not yet completed the "online student privacy questions." The student will never have access to your letter UNLESS you choose to share it with him/her.**

### Step #4: Mark Your Letter as "COMPLETED"

- ❑ After you have uploaded your letter and completed the Common App Teacher Evaluation, click on the *Colleges* tab at top.
- ❑ Scroll down to *Teacher Recommendations* and mark *Completed* next to your name.
- ❑ Scroll down to the bottom and click on *Update*.  
**NOTE: If your name does not appear under *Teacher Recommendations*, add your name by finding it in the dropdown menu under *Add Requests*. Click on *Update*, then complete the steps above to mark it as completed.**