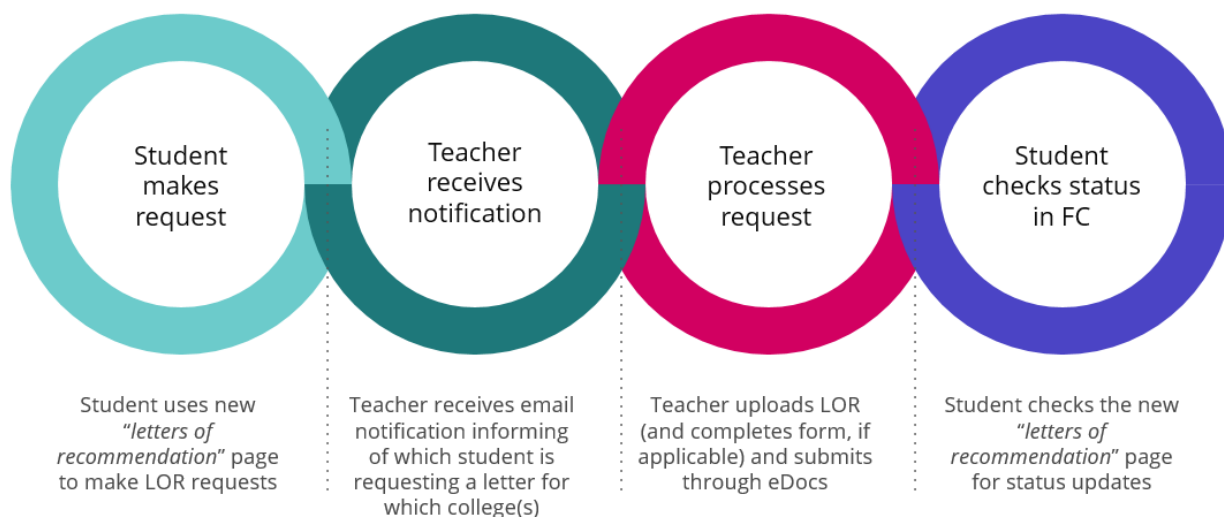


# Naviance Teacher Letter of Recommendation Process



Login to Naviance: <https://succeed.naviance.com>

Account: pnorthhs

Username: first initial and last name

If you do not remember your password email Renee Koziol at [rkoziol@psd202.org](mailto:rkoziol@psd202.org) to reset.

The screenshot shows the Naviance login interface. On the left, there is a login form with the following fields and options:

- Account:** A text input field containing the text "pnorthhs".
- User Name:** An empty text input field.
- Password:** A text input field with a password icon.
- Remember me
- [I forgot my password](#)
- Sign In:** A green button.

On the right side of the page, there is a promotional banner for "Upgraded by HOBSONS" with the tagline "A MONTHLY PODCAST THAT CONNECTS LEARNING TO LIFE".

Select **Manage and Complete Your College Recommendations**.

NAVIANCE Students Connections

Quick Links  
[Teacher Recommendations](#)  
[Mailing Manager](#)

Plainfield North High School :: PLAINFIELD , IL :: U.S.  
 Welcome, Plainfield TEACHER!  
 Your local time is September 21, 2016 2:17 AM

Teacher's Desk  
[Manage and complete your college recommendations](#)  
[Find students](#)

NEED HELP?  
[Contact our Customer Support team for help](#)

Teacher will see list of all requests. Click on **Upload File** – this will take the teacher into student's eDocs folder (Prepare page). To view a note from the student click on **view** (Students may or may not provide a note with additional details for their letter).

Teacher Recommendations

requests

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

previous | next

<input type="checkbox"/>	Student	Request Date	Note	College	Action	Status <span>?</span>
<input type="checkbox"/>	Student, Plainfield	09/20/2016 08:41 PM	<a href="#">view</a>	All Applications	<a href="#">Upload file</a>	Requested
<b>Note:</b> Thank you very much for writing a letter of recommendation for me for my college applications! I really appreciate you taking the time to do this!						
<input type="checkbox"/>	Student, Plainfield	09/20/2016 08:40 PM	N/A	All Applications	<a href="#">Upload file</a>	Cancelled

Process selected recommendation requests:

To view a student's letter of recommendation survey click on the **Plan** tab and select **Teacher/Counselor College Rec. Questionnaire**. If the student has not completed this you may have to remind them to if you use it.

Plainfield Student Class of 2017

General **Plan** eDocs Resume

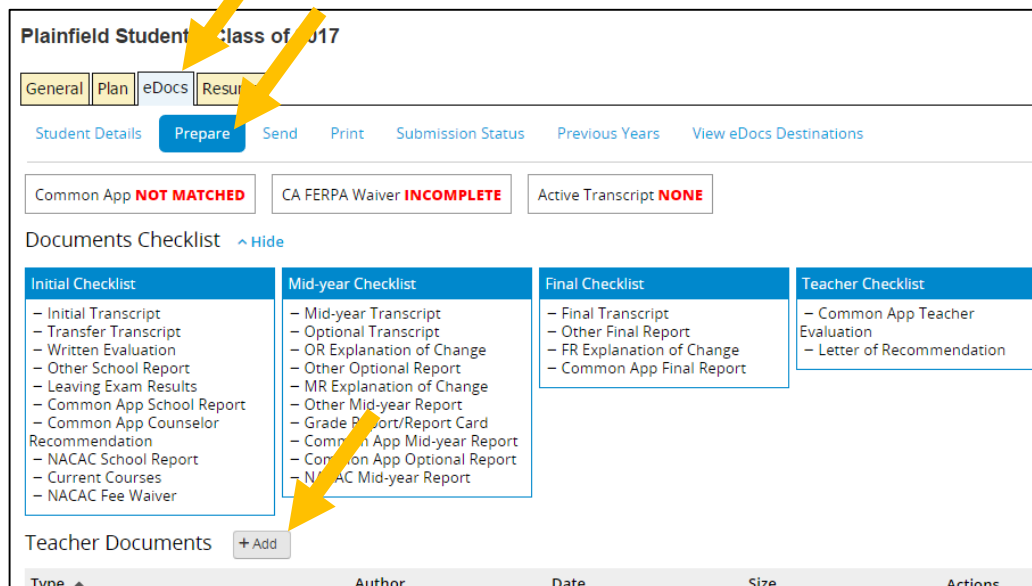
POST-GRADUATION PATH

Student plan: Unknown  
 Recommended path: Undetermined  
 Reported outcome: Unknown

STUDENT SURVEYS ?

Gameplan survey  
 Graduation survey  
 Teacher/Counselor College Rec. Questionnaire Not started  
 last updated 09/20/2016

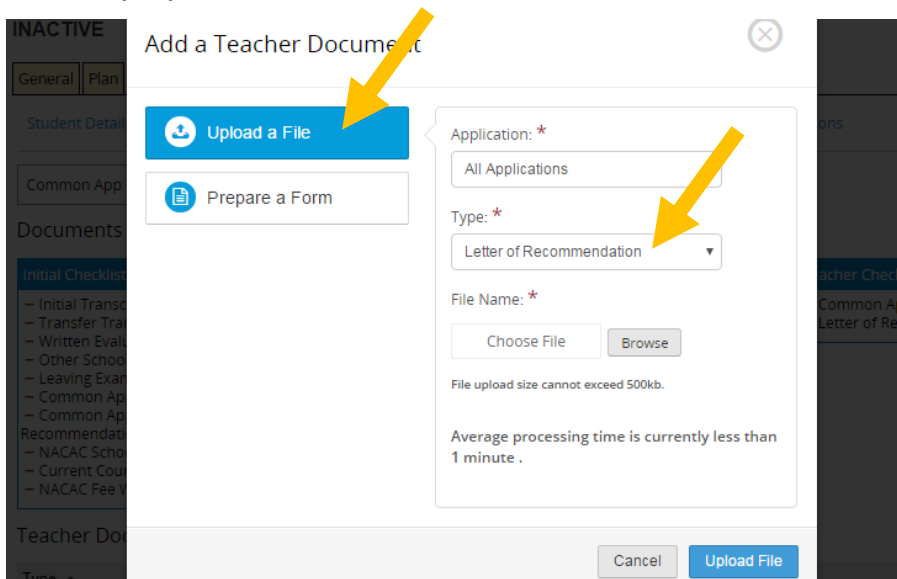
To upload a letter  
Click on the **eDocs**  
tab and select  
**Prepare**. Click on  
the **+Add** button  
next to **Teacher  
Documents**.



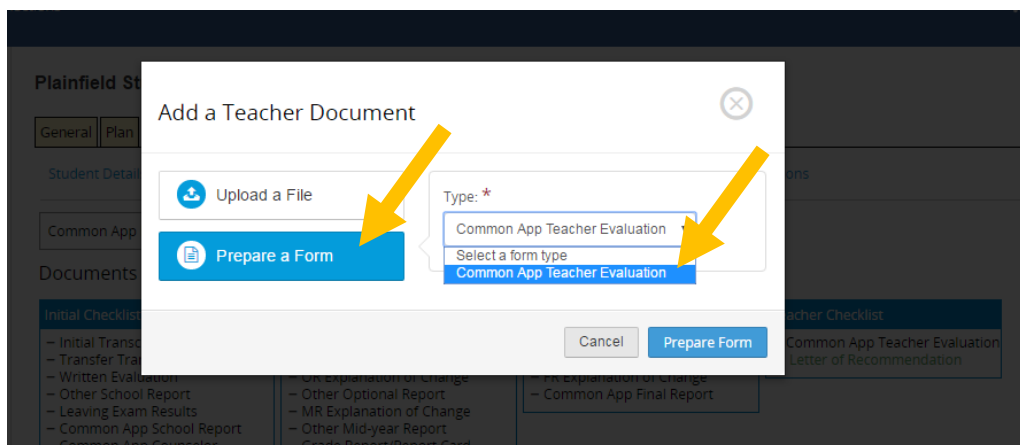
Teacher will be prompted to upload a file or prepare a form.

To upload the teacher LOR  
**Upload a File** – select **Browse** –  
search for the file and select  
**Upload File**. Make sure to save  
each letter of recommendation in  
your files.

\*\*\*Make sure to check with the  
student if they want your letter to  
go to all applications or to specific  
schools. Some colleges limit to  
one teacher letter and the student  
might be asking multiple teachers.



If the student is applying  
to Common App schools  
(which will be indicated  
with the **CA** icon –  
Found under **Student  
Details** tab), teachers  
**must** also submit a  
Common App Teacher  
Evaluation. Select  
**Prepare a Form** and  
select **Common App  
Teacher Evaluation** from  
the drop down menu.



The **Common Application Teacher Evaluation** is a short form with about 5 questions and an optional ratings section. For the first two questions teachers can simply write: *please see teacher letter of recommendation* if you answer the question(s) in your letter. The ratings provide the college a comparison of this student to other student in the class. This part can be very helpful to colleges.

### Common Application Teacher Evaluation

All fields marked ( \*) are required.

Applications:

#### Background Information

How long have you known this student and in what context? \*   
Characters Remaining: 9956

What are the first words that come to your mind to describe this student? \*   
Characters Remaining: 9956

In what subject did you teach this student? \*

In which grade level(s) was the student enrolled when you taught him/her? \*  9th grade  10th grade  11th grade  12th grade  Other

#### 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
Academic Achievement	<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"/>
Quality of Writing	<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"/>
Productive Discussion	<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"/>
Disciplined Habits	<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"/>
Motivation	<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"/>
Integrity	<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"/>
Concern for others	<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"/>
Initiative	<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"/>

After the letter of recommendation is uploaded, and if applicable, the Common App Teacher evaluation, teacher will select **Send** tab and click on **View Full Details** for the college(s) in which will be sending the LOR.

**Plainfield Student Class of 2017**  
**INACTIVE**

General | Plan | eDocs | Resume

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

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

Student has not matched their Common App account in Family Connection.  
 Forms cannot be submitted electronically until the student has completed the Common App Account Matching process.

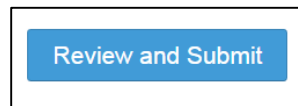
Send Documents

College	Initial Report	Midyear/Other Report
<input type="checkbox"/> <b>Augustana College</b> Full details <ul style="list-style-type: none"> <li>This college is not in the student's Common App application list</li> <li>Written evaluation required</li> <li>Teacher LORs: 0 min / 5 max</li> <li>0 teacher LORs have been submitted</li> </ul>		

Find request and select it.

Form	Information
<input type="checkbox"/> Active Transcript	
<input type="checkbox"/> School Report	
<input type="checkbox"/> Written Evaluation	
<input type="checkbox"/> School Profile	uploaded on August 24, 2016 by Jeff Wagner
<input type="checkbox"/> NACAC Fee Waiver	
<input checked="" type="checkbox"/> Letter of Recommendation	uploaded on September 21, 2016 by PLAINFIELD TEACHER
<input type="checkbox"/> Midyear Report	
<input type="checkbox"/> Midyear Change Explanation	
<input type="checkbox"/> Optional Report	
<input type="checkbox"/> Optional Change Explanation	
<input type="checkbox"/> Grade Report/Report Card	
<input type="checkbox"/> Final Report	
<input type="checkbox"/> Final Change Explanation	

Click on **Review and Submit** button at bottom of page



Confirm sending correct document(s) to the correct college(s) and hit **Submit**

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.

**Eastern Illinois University** [Edit](#)

These forms will be submitted electronically.

	Last edited by	Date Changed
Letter of Recommendation	PLAINFIELD TEACHER	September 21, 2016

**Illinois State University** [Edit](#)

These forms will be submitted electronically.

	Last edited by	Date Changed
Letter of Recommendation	PLAINFIELD TEACHER	September 21, 2016

[Cancel](#) [Submit](#)

Confirm submission by selecting the **Submission Status** tab.

Plainfield Student Class of 2017

General Plan eDocs Resume

[Student Details](#) [Prepare](#) [Send](#) [Print](#) [Submission Status](#) [Previous Years](#) [View eDocs Destinations](#)

**Thank you for all you do to support our seniors through this process!**