

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, the teacher receives one email notification for all recommendation requests created in the previous 24 hour period. Use Naviance to:

- Upload a teacher recommendation
- Prepare the Common App Teacher Evaluation form (only for Common App destinations)
- Submit the documents to the College(s)

Upload a Letter of Recommendation for a Specific College

1. Click **Manage and complete your college recommendations.**
2. If the student has included a note, click the **View** link under Note column. *(If no note is present the column has N/A.)*
3. Click **Upload File** under Action column next to specific college request.
4. From the eDocs Prepare tab, click the **Upload** button next to the request you wish to handle. Note: The Application and Type fields are pre-populated for specific college request.
5. Choose Application from the drop-down menu.
6. Click **Browse** button to locate your letter of recommendation to upload.
7. Click **Upload File.**

Upload a Letter of Recommendation for All Applications

To upload a letter of recommendation using the Teacher's Desk for all applications:

1. Click **Manage and complete your college recommendations.**
2. If the student has included a note, click the **View** link under Note column. *(If no note is present the column has N/A.)*
3. Click **Upload File** under Action column.
4. From the eDocs Prepare tab, click the **Add** button.
5. Click **Upload File** in the pop-up box.
6. Choose All Application and Letter of Recommendation from the drop-down menus.

7. Click **Browse** button to locate your letter of recommendation to upload.
8. Click **Upload File**.

Prepare the Common App Teacher Evaluation

If the student is applying via the Common App, a Common App Teacher Evaluation form needs to accompany the letter of recommendation.

To prepare a Common App Teacher Evaluation for a student, follow these steps:

1. Open the student folder.
2. Click the **eDocs** tab.
3. Click the **Prepare** tab.
4. Click the **Add** button to add to the Teacher Document table.
5. Click the **Prepare a Form** button.
6. Select the form type Common App Teacher Evaluation from the drop-down list.
7. Click **Prepare Form**.
8. Complete the form, then click **Save**.

Submit Documents to the College(s)

If you have the permission to submit documents to colleges via eDocs, you can submit the documents from the eDocs tab in the student folder.

Note: *To be able to submit teacher documents to Common App destinations using eDocs, the Common App Teacher Evaluation form and the accompanying letter of recommendation must be authored by the same user.*

To submit teacher documents via eDocs:

1. Open the student folders whose material you are sending.
2. Click the **eDocs** tab.
3. Navigate to the **Send** section.
4. Select the documents you would like to submit based on the college(s) on the student's list.
Note: If sending letters of recommendation "Student Requested" will appear if the student requested. Best practice is to send LOR's that students requested first.
5. Click **Review and Confirm**.
6. Click **Submit**.

Managing Teacher Documents

After preparing documents, they will appear in the Teacher Documents section in the table. If you need to view, replace, or delete a document, click the corresponding link in the Actions column of the table.

Teacher Documents [+ Add](#) [^ Hide](#)

Type ▲	Author	Date	Size	Actions
Letter of Recommendation (UMD College Park)	Ania Bernat	08/03/2016	21.23 KB	View Replace Delete
<i>(Requested) Letter of Recommendation (Virginia Tech)</i>	Ania Bernat	<i>due 10/01/2016</i>		Upload