

Overview

Teacher Desk is a Naviance dashboard just for teachers that creates a streamlined, step-by-step process for submitting letters of recommendation. With two (2) easy steps, you know what to complete for a recommendation request. Teacher Desk is a tool within the Naviance eDocs experience.

2 Easy Steps

Accessing Teacher Desk Dashboard

The Teacher Desk Dashboard automatically displays as the main dashboard for those users who have a job function of Teacher in Naviance.

Select a student name from the dashboard to get started.

Just Log In!

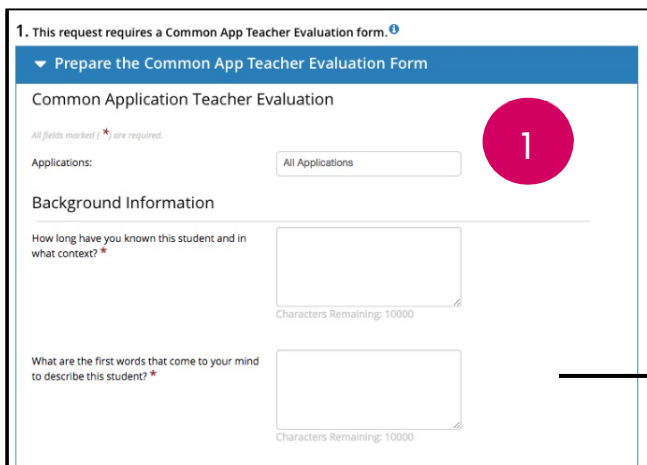
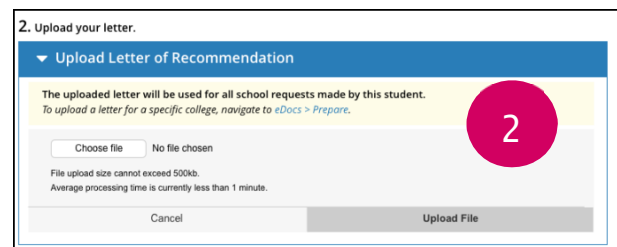
Complete the Recommendation in Two Steps

Step 1: Prepare the Common App Teacher Evaluation Form

Complete the evaluation form and then Save.

Step 2: Upload a Letter of Recommendation

Upload a single letter of recommendation for all requested schools per student.

The Ratings section expands to show additional information to complete if you select YES from "Do you complete applicants' academic ratings?"

Please note - we do request that students choose the option for ALL schools when entering teacher requests in Naviance. If they only need your letter for a particular school, then you may see a request just for that institution. If you see multiple requests from the same student, then they did not choose the correct option of ALL. Please let us and/or the student know if that happens as they should make the correction.