

Overview

Naviance eDocs is an electronic application tool, allowing schools to prepare and send college application materials electronically to more than 2,000 electronic destinations including all Common App schools.

Teacher Responsibilities

When a student requests a teacher recommendation, use Naviance eDocs to:

- Upload a teacher recommendation
- Prepare the Common App Teacher Evaluation form (only for Common App destinations)

Upload a Letter of Recommendation

You can upload a letter of recommendation for a student from the eDocs tab of his or her student folder.

To prepare a letter of recommendation, follow these steps:

1. Open the student folder.
2. Click the **eDocs** tab.
3. From the **Teacher Documents** drop-down menu, choose **Letter of Recommendation**.
4. When the Upload File window appears, choose the correct file from your computer and click **Upload File**.

Prepare the Common App Teacher Evaluation

If the student is applying via the Common App, a Common App Teacher Evaluation form will need 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. From the **Teacher Documents** drop-down menu, choose **Common App Teacher Eval**.
4. Complete the form.
5. Click the **Save Form** button.

Teacher Checklist

- ✓ Common App Teacher Eval
- ✓ Letter of Recommendation

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 New Document		
Type	Author	Date	Size	Actions
Common App Teacher Eval	Miranda Teacher	01/11/13	219 Kb	view replace delete
Letter of Recommendation	Miranda Teacher	01/11/13	80 Kb	view replace delete

In addition, you can manually update the status of your recommendation requests using the **Teacher Recommendation Manager**. This lets other Naviance users know that your recommendation has been completed and is ready to be sent.