Overview

Teacher Desk is a Naviance dashboard, just for teachers, that creates a streamlined, step-by-step process for submitting letters of recommendation. With three (3) easy steps, you know what to complete for a recommendation request. Teacher Desk is a tool within the Naviance eDocs experience.

Accessing Teacher Desk

Upon logging into Naviance, Teacher Desk will automatically be displayed as your main dashboard. This means that there is no effort to locate **your** letter of recommendation requests.

> *If you believe you should see the Teacher Desk dashboard and you do not, please speak with your School Site Administrator. They will need to edit your Job Function to that of **Teacher***

Getting Started

Basic Workflow

- Receive notification of your request to complete a letter of recommendation.

- Log in to Naviance to visit Teacher Desk and view the details of the request.

- From the Student Request page, follow the three (3) steps to submit the recommendation.

  1. **Prepare the Common App Teacher Evaluation Form**
  2. **Upload Letter of Recommendation**
  3. **Submit Your Files**

> *Please note that the number of steps on the Student Request page may be less than three (3) if your school is not Common App integrated or if your counseling department submits the recommendations.*

Teacher Desk Dashboard

The Teacher Desk dashboard displays a list of your recommendation requests. Sort, filter, and search options are available to quickly locate recommendation requests. *Click* a request to open it.

Filter

Recommendation request **filters** display on the Teacher Desk dashboard. There are four main filters that can be applied:

- **Requested**: LOR Requests to which no steps have been completed.

- **In Progress**: LOR Requests to which at least one step has been completed.

- **Submitted**: LOR Requests that have been submitted to selected schools.

- **All**: A list of all LOR requests, regardless of status, and including fully cancelled requests. A **fully cancelled request** is when the student has cancelled the recommendation request for *ALL* the schools, not just one.

Sort

Nearest deadline is used as the *default* sort order for displayed lists. However, the **Sort by** dropdown can be used to change that to either **First to Last, Last to First, or Request Date**.

Student Search

Use the **Student Search** field to type in the name of a student to quickly locate and open their recommendation.

Student Request Page

Overview

When accessing a student's request, the page that displays provides access to student information, requested schools' tags, the nearest deadline, request details, and the steps to complete the recommendation.

Requested college tabs may either be blue, green or red depending on the status of that school's request. Blue represents an active request not submitted, green means submitted, and red means that the request for that school has been cancelled.

Completing the Three Steps

1. *Expand* Section 1, **Prepare the Common App Teacher Evaluation Form**.
2. *Fill out* the evaluation form. The Ratings section expands to show additional information to complete if you select YES from **Do you complete applicants" academic ratings**?
3. *Click* **Save**.

   The section for Step 1 collapses. The step turns green and shows a green checkmark to mark the step as complete.
4. *Expand* Section 2, **Upload Letter of Recommendation**.
5. *Click* **Choose file** and navigate to the saved letter of recommendation. From this location, only one LOR can be saved for all schools.

*If you need to upload a different letter of recommendation for one of the schools, navigate to **Student Folder > eDocs > Prepare tab** in Naviance. Ensure that you complete this step prior to submitting from Teacher Desk. Changes made on eDocs>Prepare will automatically display on Teacher Desk in Step 2 and cannot be overwritten.*

6. *Click **Upload File**.*

   *The file is uploaded for each school and a message states that **Your files are ready to submit**. If you need to view, replace or delete the file, new buttons display providing these options.*

7. *Collapse **Step 2** once it has turned green and shows the green checkmark.*

8. *Expand Section 3, **Submit Your Files**.*

   As soon as this is selected, the submission of files automatically begins. Be sure you are ready to submit before clicking on this step.

*The status of the submissions will display and show if any submissions have been blocked. A **blocked** submission may occur due to the maximum number of letters for that school being met or because it was not requested by the student. Other statuses include: Requested, In Progress, Submitted, Failed, and Cancelled.*

A tooltip for the statuses, will show the following information for each status:

- **Requested** – The student has requested a letter of recommendation for the designated college
- **In Progress** – The letter of recommendation has been uploaded for the designated college
- **Submitted** – The recommendation has been sent to the designated college
- **Failed** – The submission has failed to the designated college
- **Cancelled** – The request for this application has been cancelled

Completing Additional Student LOR Requests after Submission

A student may still request individual letters of recommendation after you have submitted your letter to the schools from an initial "all schools" request.

1. When the new request is seen on the Teacher Desk dashboard, *click* the request to access the student's Student Request page.
2. The newly added school tag will be shown in blue.
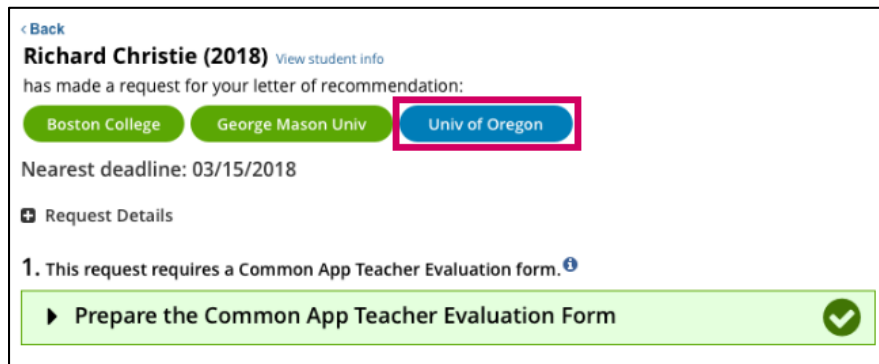
3. *Expand* Step 2, **Upload Letter of Recommendation**.

    The added college displays in the list.

4. The letter automatically uploading to the school will be based on the way the student submitted the request. As a result, look to the **Uploads** column to see if a document is associated. If it is not, you will need to use **Choose File** to add the same or a new letter.
5. *Expand* Step 3, **Submit Your Files**, to ensure the letter of recommendation gets filed for this school.

    The blue school tag will turn green to indicate submission.