

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.

3 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 Three 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.

Step 3: Submit Your Files

When the files are submitted, a list of each school and the filing status show.

2. Upload your letter.

Upload Letter of Recommendation

The uploaded letter will be used for all school requests made by this student.
To upload a letter for a specific college, navigate to eDocs > Prepare.

Choose file No file chosen

File upload size cannot exceed 500kb.
Average processing time is currently less than 1 minute.

Cancel Upload File

1. This request requires a Common App Teacher Evaluation form.

Prepare the Common App Teacher Evaluation Form

Common Application Teacher Evaluation

All fields marked with * are required.

Applications:

Background Information

How long have you known this student and in what context? *

Characters Remaining: 10000

What are the first words that come to your mind to describe this student? *

Characters Remaining: 10000

3. Complete your recommendation.

Submit Your Files

Why is one of my letters blocked from submitting?

Application	Document	Date Submitted	Status	ID
All Applications	Common App Teacher Evaluation Form	02/01/2018	Submitted	-
Georgetown Univ	Letter of Recommendation (Student Requested)	02/01/2018	Submitted	R4YYMATN
Adelphi Univ	Letter of Recommendation (Student Requested)	02/01/2018	Submitted	YA6RHUMG
Univ of New Mexico	Letter of Recommendation (Student Requested)	02/01/2018	Submitted	-
UMD College Park	Letter of Recommendation (Student Requested)	02/01/2018	Submitted	-
Penn State Univ	Letter of Recommendation (Student Requested)	02/01/2018	Submitted	-