

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 Ste 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.

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.Å When the new request is seen on the Teacher Desk dashboard, click the request to access the student's Student Request page.
- 2.Å 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.

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