

## 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	-