



Naviance for Teachers



What is Naviance?

Naviance is a comprehensive college and career readiness solution for middle and high schools that helps align student strengths and interests to post-secondary goals, and improve student outcomes.

What is Naviance eDocs?

EDocs is an electronic college application tool, allowing schools to prepare and send college application documentation electronically to more than 1,500 electronic destinations including all Common App schools.

Why Naviance EDocs?

- Quicker
- More efficient
- Students can see when items have been sent.
- All in one location
- NO more snail mail

Creating a Teacher Account

Check your email for

- <https://connection.naviance.com/auth/signin>
- Account (wilhs)
- Username
- Temp. password



NAVIANCE

Account

 wilhs

User Name

 marreb

Password



☐ Remember me [I forgot my password](#)

[Sign In](#)

Getting Started:
Leading the Way to
Strengths-based Schools

Let Gallup help turn strengths into student outcomes with expert-led professional development.

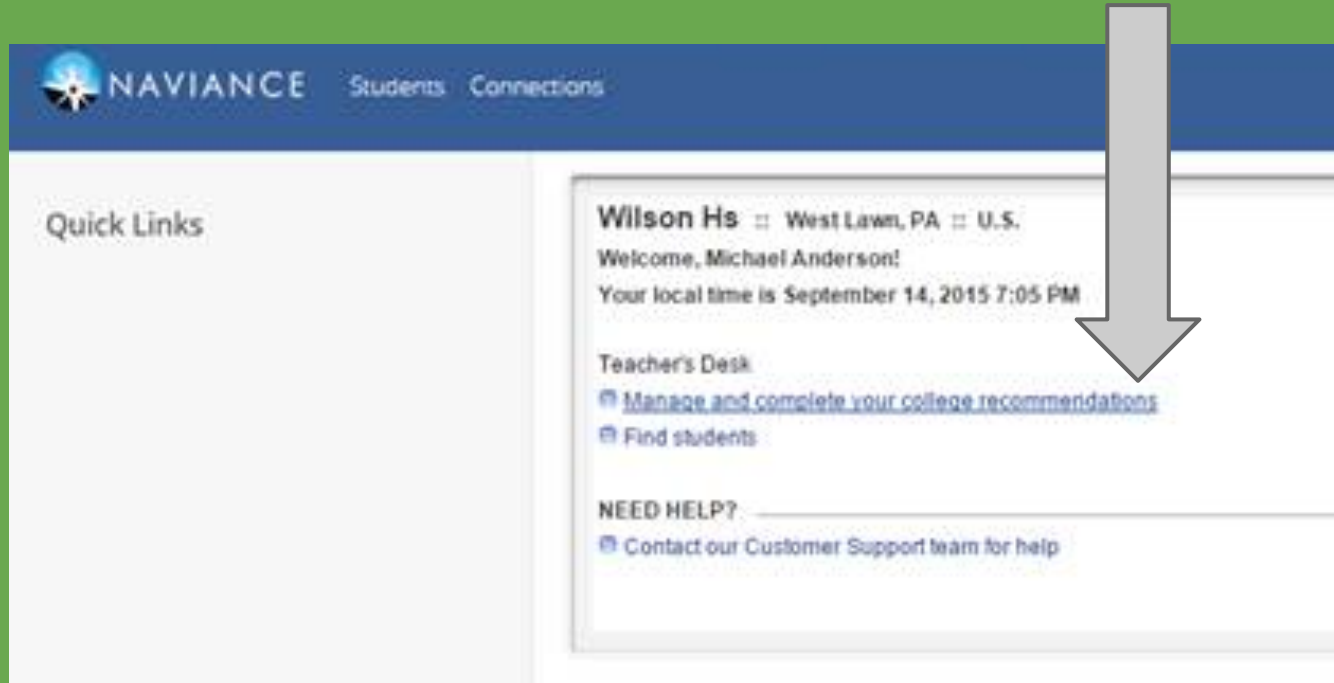
When you find your strengths,
so do they.

[Learn More](#)



Beginning a recommendation

Click [“ Manage & complete your college recommendations”](#)



Under action heading, Click “prepare forms”

Make sure 12th grade is selected

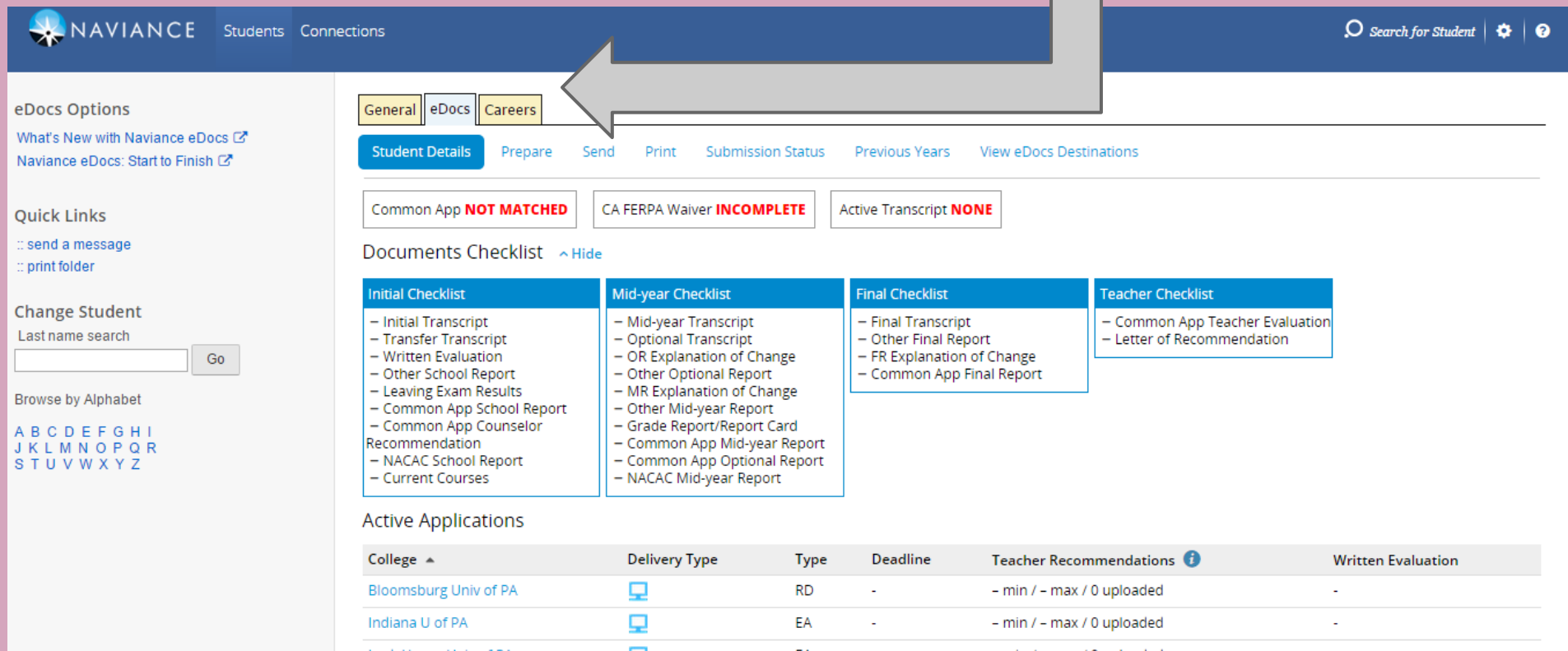
**View Note
student has
written
about their
L.O.R.
request**

The screenshot shows the NAVIANCE web application interface. At the top, the NAVIANCE logo is on the left, and a search bar with the text "Search for Student" is on the right. Below the header, there are "Quick Links" and a "Teacher Recommendations" section. The "Teacher Recommendations" section has two tabs: "requests" and "summary". Below the tabs, there are filters for "Grade/Class" (set to "class of 2016 (grade 12)"), "Currently showing" (set to "1 requests"), "Show me:" (set to "(select list)"), and "Quick lookup:" (with a text input for "student last name:"). A yellow arrow points from the "View Note" text to the "view" link in the "Note" column of the table. A grey arrow points from the "Make sure 12th grade is selected" text to the "class of 2016 (grade 12)" dropdown. Another grey arrow points from the "Under action heading, Click 'prepare forms'" text to the "prepare forms" link in the "Action" column of the table.

	all	Teacher	Student	Note	Action	Status	Form	Nearest Deadline
				view	prepare forms	Requested	-	-

Process selected recommendation requests: [View printer-friendly list](#) [go](#)

Make sure you are on the eDocs tab



The screenshot shows the Naviance eDocs interface. A large grey arrow points from the top right towards the 'eDocs' tab in the 'eDocs Options' section. The interface includes a top navigation bar with 'NAVIANCE', 'Students', and 'Connections'. The 'eDocs Options' section has tabs for 'General', 'eDocs', and 'Careers'. Below these are links for 'Student Details', 'Prepare', 'Send', 'Print', 'Submission Status', 'Previous Years', and 'View eDocs Destinations'. There are three status boxes: 'Common App NOT MATCHED', 'CA FERPA Waiver INCOMPLETE', and 'Active Transcript NONE'. The 'Documents Checklist' section is expanded, showing four columns: 'Initial Checklist', 'Mid-year Checklist', 'Final Checklist', and 'Teacher Checklist'. The 'Active Applications' section at the bottom shows a table with columns for College, Delivery Type, Type, Deadline, Teacher Recommendations, and Written Evaluation.

NAVIANCE Students Connections

Search for Student

eDocs Options

What's New with Naviance eDocs
Naviance eDocs: Start to Finish

Quick Links

- send a message
- print folder

Change Student

Last name search

Browse by Alphabet

A B C D E F G H I
J K L M N O P Q R
S T U V W X Y Z

General **eDocs** Careers

Student Details Prepare Send Print Submission Status Previous Years View eDocs Destinations

Common App **NOT MATCHED** CA FERPA Waiver **INCOMPLETE** Active Transcript **NONE**

Documents Checklist ^ Hide

Initial Checklist	Mid-year Checklist	Final Checklist	Teacher Checklist
- Initial Transcript - Transfer Transcript - Written Evaluation - Other School Report - Leaving Exam Results - Common App School Report - Common App Counselor Recommendation - NACAC School Report - Current Courses	- Mid-year Transcript - Optional Transcript - OR Explanation of Change - Other Optional Report - MR Explanation of Change - Other Mid-year Report - Grade Report/Report Card - Common App Mid-year Report - Common App Optional Report - NACAC Mid-year Report	- Final Transcript - Other Final Report - FR Explanation of Change - Common App Final Report	- Common App Teacher Evaluation - Letter of Recommendation

Active Applications

College	Delivery Type	Type	Deadline	Teacher Recommendations	Written Evaluation
Bloomsburg Univ of PA		RD	-	- min / - max / 0 uploaded	-
Indiana U of PA		EA	-	- min / - max / 0 uploaded	-

Your Rec. Screen



NAVIANCE

Students

Connections

Search for Student



eDocs Options

[What's New with Naviance eDocs](#)

[Naviance eDocs: Start to Finish](#)

Quick Links

[send a message](#)

[print folder](#)

Change Student

Last name search

Go

Browse by Alphabet

General

eDocs

Careers

Student Details

Prepare

Send

Print

Submission Status

Previous Years

View eDocs Destinations

Common App **NOT MATCHED**

CA FERPA Waiver **INCOMPLETE**

Active Transcript **NONE**

Documents Checklist

Hide

Initial Checklist

- Initial Transcript
- Transfer Transcript
- Written Evaluation
- Other School Report
- Leaving Exam Results
- Common App School Report
- Common App Counselor Recommendation
- NACAC School Report
- Current Courses

Mid-year Checklist

- Mid-year Transcript
- Optional Transcript
- OR Explanation of Change
- Other Optional Report
- MR Explanation of Change
- Other Mid-year Report
- Grade Report/Report Card
- Common App Mid-year Report
- Common App Optional Report
- NACAC Mid-year Report

Final Checklist

- Final Transcript
- Other Final Report
- FR Explanation of Change
- Common App Final Report

Teacher Checklist

- Common App Teacher Evaluation
- Letter of Recommendation

Active Applications

College

Delivery Type

Type

Deadline

Teacher Recommendations



Written Evaluation

Bloomsburg Univ of PA



RD

-

- min / - max / 0 uploaded

-

Indiana U of PA



EA

-

- min / - max / 0 uploaded

-

Lock Haven Univ of PA



EA

-

- min / - max / 0 uploaded

-

West Chester Univ of PA



EA

-

- min / - max / 0 uploaded

-

View colleges
&
Delivery Type
for Schools

Click on Prepare

Click on Teacher Document +Add

The screenshot shows the Naviance eDocs interface. A yellow arrow points to the 'Prepare' button in the top navigation bar, which is highlighted with a yellow starburst. Another yellow arrow points to the '+ Add' button in the 'Teacher Documents' section, also highlighted with a yellow starburst.

eDocs Options

What's New with Naviance eDocs [↗](#)
Naviance eDocs: Start to Finish [↗](#)

Quick Links

- [send a message](#)
- [print folder](#)

Change Student

Last name search

Browse by Alphabet

A B C D E F G H I
J K L M N O P Q R
S T U V W X Y Z

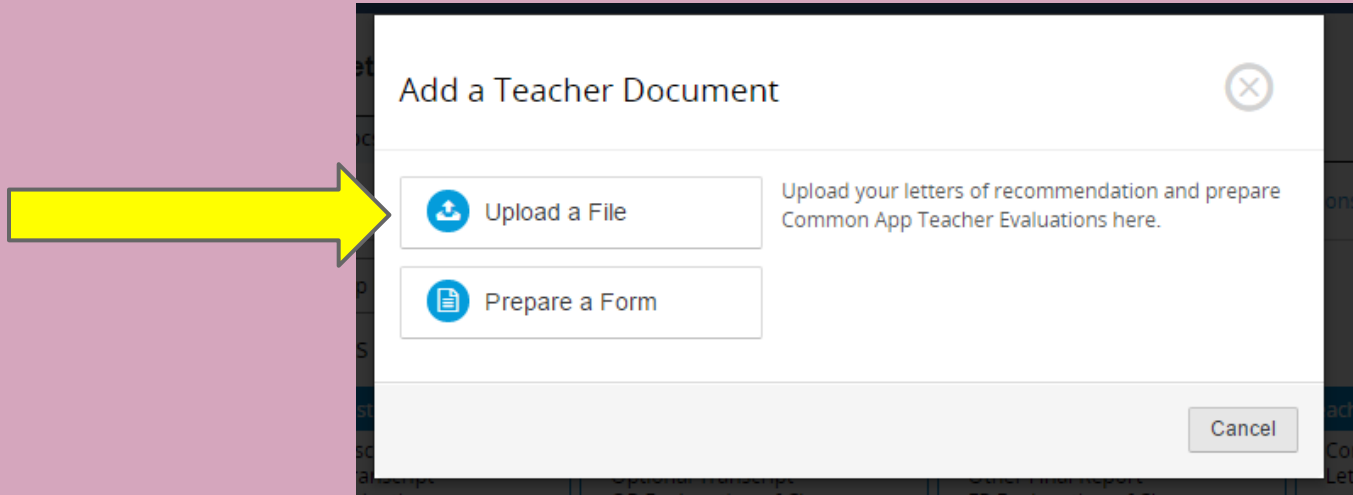
Documents Checklist [^ Hide](#)

Initial Checklist	Mid-year Checklist	Final Checklist	Teacher Checklist
– Initial Transcript – Transfer Transcript – Written Evaluation – Other School Report – Leaving Exam Results – Common App School Report – Common App Counselor Recommendation – NACAC School Report – Current Courses	– Mid-year Transcript – Optional Transcript – OR Explanation of Change – Other Optional Report – MR Explanation of Change – Other Mid-year Report – Grade Report/Report Card – Common App Mid-year Report – Common App Optional Report – Common App Mid-year Report	– Final Transcript – Other Final Report – FR Explanation of Change – Common App Final Report	– Common App Teacher Evaluation – Letter of Recommendation

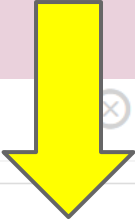
Teacher Documents

No documents have been added yet.

Click “Upload a File” to
upload your letter of recommendation



Set specifications by clicking the drop down arrows



Add a Teacher Document

 Upload a File

 Prepare a Form

Application: *

Please Choose ▼

Type: *

Please Choose ▼

File Name: *

Choose File Browse

File upload size cannot exceed 500kb.

Average processing time is currently less than 1 minute .

Cancel Upload File

Select school (s) for your LOR

Add a Teacher Document

 Upload a File

 Prepare a Form

Application: *

Please Choose

- Please Choose
- All Applications
- Bloomsburg Univ of PA
- Indiana U of PA
- Lock Haven Univ of PA
- West Chester Univ of PA

Choose File Browse

File upload size cannot exceed 500kb.

Average processing time is currently less than 1 minute .

Cancel Upload File

Select the type of Document

Add a Teacher Document

 Upload a File

 Prepare a Form

Application: *

Please Choose

Type: *

Letter of Recommendation

Please Choose

Letter of Recommendation

Choose File Browse

File upload size cannot exceed 500kb.

Average processing time is currently less than 1 minute .

Cancel Upload File

Uploading your LOR

- Click Browse
- Find your LOR
- Select it
- Click Upload file

Add a Teacher Document

Upload a File

Prepare a Form

Application: *
All Applications

Type: *
Letter of Recommendation

File Name: *
_LOR.docx Browse

File upload size cannot exceed 500kb.

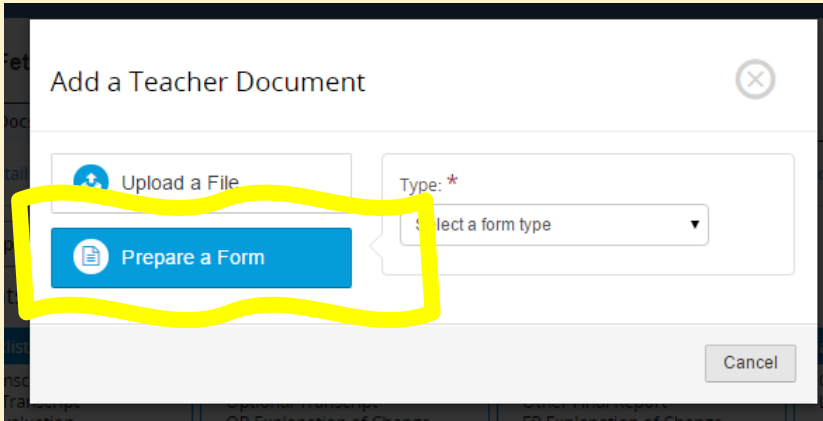
Average processing time is currently less than 1 minute .

Cancel Upload File

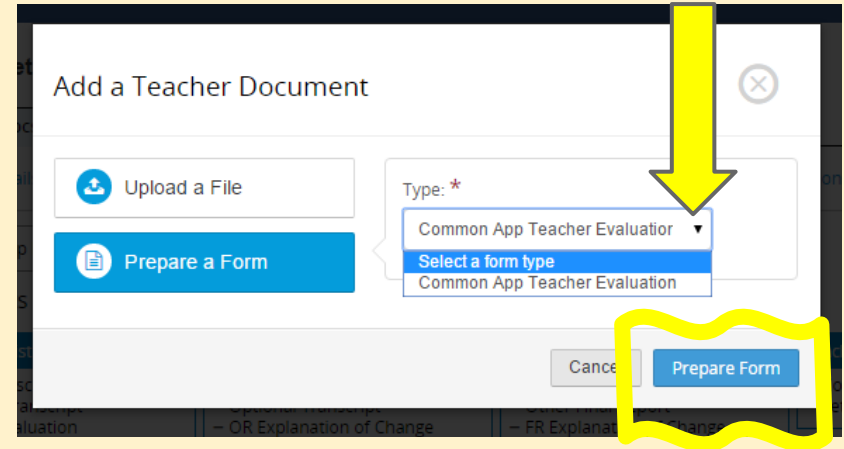
Common Application Forms

Click
Prepare a Form

Click Drop down arrow to
Select the type of form
Click “Prepare Form”



The screenshot shows a dialog box titled "Add a Teacher Document" with a close button (X) in the top right corner. Inside the dialog, there are two main sections. The left section contains an "Upload a File" button with a plus icon and a "Prepare a Form" button with a document icon. The "Prepare a Form" button is highlighted with a yellow wavy border. The right section is labeled "Type: *" and contains a dropdown menu with the text "Select a form type". A "Cancel" button is located at the bottom right of the dialog.



The screenshot shows the same "Add a Teacher Document" dialog box, but the dropdown menu is open, displaying three options: "Common App Teacher Evaluation", "Select a form type", and "Common App Teacher Evaluation". A large yellow arrow points down to the dropdown menu. The "Prepare Form" button at the bottom right is highlighted with a yellow wavy border. The "Cancel" button is also visible at the bottom left.

Fill out Common Application Form (if necessary) & Save it

General

eDocs

Careers

[Student Details](#)

Prepare

[Send](#)[Print](#)[Submission Status](#)[Previous Years](#)[View eDocs Destinations](#)

Common App **NOT MATCHED**

CA FERPA Waiver **INCOMPLETE**

Active Transcript **NONE**

Common Application Teacher Evaluation

*All fields marked (*****) are required.*

Applications:

All 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

Send, Review, & Submit your LOR & Forms

General eDocs Caretaker

Student Details Previous **Send** Post Submission Status Previous Years View eDocs Destinations

Common App **NOT MATCHED** CAREPA Waiver **INCOMPLETE** Active Transcript **NONE**

Send Documents [Expand All](#)

College	Initial Report	Midyear/Other Report	Final Report
☒  Bloomsburg University of Pennsylvania Full details			
☐  Indiana University of Pennsylvania Full details			
☐  Lock Haven University of Pennsylvania Full details			
☐  West Chester University of Pennsylvania Full details			

Review and Submit

Help

Wilson Hs :: West Lawn, PA :: U.S.

Welcome [redacted]

Your local time is [redacted]

Teacher's Desk

 Manage and complete your college recommendations

 Find students

NEED HELP?

 Contact our Customer Support team for help

Naviance Help - Google Chrome

Hobsons, Inc [US] <https://connection.naviance.com/helpmain/help.php?tickets=1>

print | close

Help

Naviance Support Services Guide 

Request Help

Please complete all required fields indicated by an asterisk. We request you provide as much information as possible to assist us in troubleshooting and resolving your request.

PERSONAL INFORMATION:

*Name:

*School or District:

*Email Address:

*Phone Number:

CASE DETAILS:

*Functionality/feature issue is related to:

If other:

*Full description of the problem:

Help Articles, feedback, etc.

The screenshot shows a teacher's dashboard interface. On the left, the user is identified as 'Wilson Hs' from 'West Lawn, PA :: U.S.'. Below this, there is a 'Teacher's Desk' section with links to 'Manage and complete your college recommendations' and 'Find students'. A 'NEED HELP?' section at the bottom left offers a link to 'Contact our Customer Support team for help'. On the right side of the dashboard, a yellow callout box highlights two main options: 'Get Help' and 'Give Feedback'. The 'Get Help' section includes links to 'Browse Help Articles', 'Learn From Your Peers', and 'See What's New'. The 'Give Feedback' section includes a link to 'Suggest a New Feature'. In the top right corner of the dashboard, there is a navigation bar with a 'Help' button, a settings gear icon, and a user profile icon.

ons

for Student

Wilson Hs :: West Lawn, PA :: U.S.

Welcome, [redacted]

Your local time is [redacted]

Teacher's Desk

- Manage and complete your college recommendations
- Find students

NEED HELP?

- Contact our Customer Support team for help

Get Help

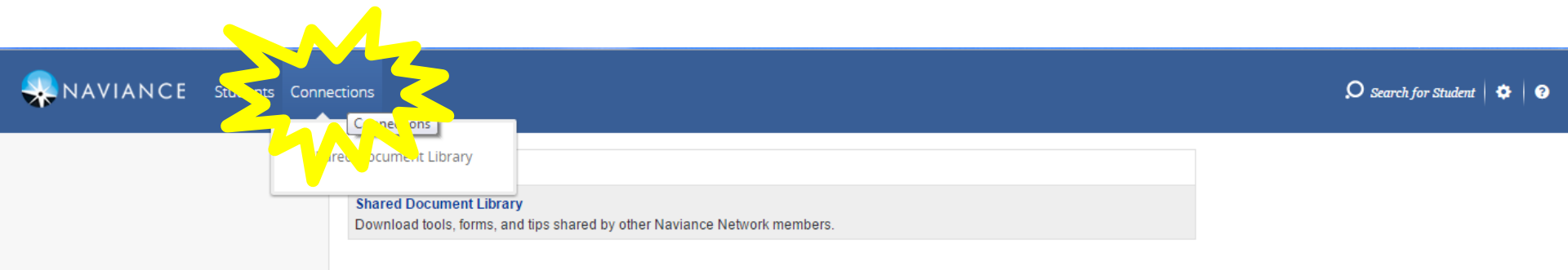
- Browse Help Articles
- Learn From Your Peers
- See What's New

Give Feedback

- Suggest a New Feature

Help

Shared document library





my colleges

- [colleges I'm thinking about](#)
- [colleges I'm applying to](#)

resources

- [PrepMe](#)

links

- [sat registration](#)
- [act registration](#)
- [common application](#)
- [occ. outlook hnd](#)
- [hs counseling office](#)
- [ncaa eligibility](#)
- [fafsa](#)
- [federal stud aid pin](#)

what's new

- Kutztown University of Pennsylvania will be visiting your school on Monday, September 21st at 10:00 am [more info / register](#)
 - Bloomsburg University of Pennsylvania will be visiting your school on Monday, September 21st at 9:00 am [more info / register](#)
 - University of Rochester will be visiting your school on Friday, September 18th at 8:00 am [more info / register](#)
- [more since last visit](#)

Get the mobile app!
Naviance Student



Available on the
App Store

Senior Welcome

Welcome Back Seniors!!

Please watch the following videos to show you what steps you need to take in Naviance to request transcripts. Since, Wilson blocks Vimeo videos so you must watch them from your phone or home computer.

Watch How to Request Transcripts & Teacher Recommendations Via
@Naviance "Colleges and Request" @Vimeo <https://vimeo.com/101520088>

- You have [no new messages](#)
- [document library](#)
- [contact us](#)

updates

- [FREE College Essay Webinar](#)
- [SAT Boot Camp by Kaplan Test Prep](#)
- [Philadelphia National College Fair](#)
- [Berks Regional College Fair](#)



search for colleges:

Go

MORE SEARCH OPTIONS >>

resources

- > [transcripts](#)
- > [test scores](#)

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)

Upcoming college visits

- 09/17/15 Immaculata University [details »](#)
- 09/18/15 University of Rochester [details »](#)
- 09/21/15 Bloomsburg University of Pennsylvania [details »](#)

[view all upcoming college visits](#)

college research

- > [SuperMatch™ college search](#)
- > [college match](#)
- > [college compare](#)
- > [college lookup](#)
- > [college search](#)

- > [college resources](#)
- > [college maps](#)
- > [enrichment programs](#)



search for careers:

Go

[MORE SEARCH OPTIONS >>](#)

explore careers

> [favorite careers & clusters](#)

> [explore careers & clusters](#)

what are my interests?

> [Do What You Are®](#)

> [career interest profiler](#)

> [cluster finder](#)

roadtrip nation interview archive



Roadtrip Nation sends young people on Roadtrips to interview Leaders who have built their lives around their interests.

WHAT'S IN THE ARCHIVE?
3,552 VIDEOS ON



surveys to take:

[survey history](#)

Success Plan

> [goals](#)

> [tasks](#)

my assessments

> [StrengthsExplorer®](#)

> [Do What You Are®](#)

> [Learning Style Inventory™](#)

> [MI Advantage™](#)

> [career interest profiler](#)

> [cluster finder](#)

interesting things about me

> [portfolio](#)

> [favorite colleges](#)

> [favorite careers and clusters](#)

> [game plan](#)

> [documents](#)

> [journal](#)



Overview

Goals

To-do List

Tasks Assigned to Me

at a glance

Thu	Fri	Sat	Sun	Mon	Tue	Wed
TODAY	18	19	20	21	22	23

You don't have anything on your schedule this week.

Due dates for any [to-do items](#) you add will appear here, and so will any [tasks](#) assigned to you.

due today

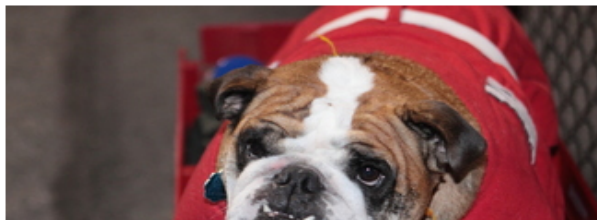
You don't have anything due today.

You can create [goals](#) and [to-do items](#) to keep track of things you'd like to work on.

coming next

You don't have anything coming up.

You can create [goals](#) and [to-do items](#) to keep track of things you'd like to work on.



Wilson Hs

2601 Grandview Boulevard
West Lawn PA 19609-1324
p: (610) 670-0185

Questions

????