

Overview

Naviance eDocs is an electronic application tool, allowing schools to prepare and send college application materials electronically to more than 3,000 electronic destinations including all Common App schools.

Teacher Responsibilities

When a student requests a teacher recommendation, use Naviance eDocs to:

- Upload a teacher recommendation
- Prepare the Common App Teacher Evaluation form (only for Common App destinations)
- Submit the documents to the College(s)

1. Upload a Letter of Recommendation

You can upload a letter of recommendation for a student from the eDocs tab of his or her student folder.

To prepare a letter of recommendation, follow these steps:

1. Open the student folder.
2. Click the **eDocs** tab.
3. Click the **Prepare** tab.
4. Click the **Add** button to add a document to the **Teacher Documents** table.
5. Choose Application from drop-down menu.
6. Click **Upload a File** button.
7. Complete all required selections.
8. Click **Choose File** to locate the document to upload.
9. Click **Upload File**.

2. Prepare the Common App Teacher Evaluation

If the student is applying via the Common App, a Common App Teacher Evaluation form will need to accompany the letter of recommendation.

To prepare a Common App Teacher Evaluation for a student, follow these steps:

1. Open the student folder.
2. Click the **eDocs** tab.
3. Click the **Prepare** tab.
4. Click the **Add** button to add a document to the **Teacher Documents** table.
5. Click the **Prepare a Form** button.
6. Select the form type from the drop-down list.
7. Complete the form, then click **Save**.

3. Submit Documents to the College(s)

If you have the permission to submit documents to colleges via eDocs, you can submit the documents from the eDocs tab in the student folder.

Note: To be able to submit teacher documents to Common App destinations using eDocs, the Common App Teacher Evaluation form and the accompanying letter of recommendation must be authored by the same user.

To submit teacher documents via eDocs:

1. Open the student folders whose material you are sending.
2. Click the **eDocs** tab.
3. Navigate to the **Send** section
4. Select the documents you would like to submit based on the college(s) on the student's list.
5. Click **Review** and **Confirm**.
6. Click **Submit**.

Managing Teacher Documents

After preparing documents, they will appear in the Teacher Documents section in the table. If you need to view, replace, or delete a document, click the corresponding link in the Actions column of the table.

Teacher Documents + Add				
Type ^	Author	Date	Size	Actions
Common App Teacher Evaluation	Brandon Counselor	07/30/2014	159.96 KB	View Replace Delete
Letter of Recommendation	Brandon Counselor	07/30/2014	10.40 KB	View Replace Delete