

Instructions for Uploading Letters of Recommendation into Naviance

Please contact Julie Dimmock if you do not have a Naviance account and you believe you will be writing letters of recommendation this year.

1. When students ask you for a letter of recommendation, please remind them that they need to also “add” your name to their Naviance account.

-If students are confused about this, please direct them to their House Counselors.

-In order for you to upload your letter for this student, students **MUST** do this step.

2. Once students have added you to their Naviance account, you will receive an email notification.

-We tell students that they must speak to teachers in person to request a letter, but this email notification may come in before that. Do not feel obligated to begin writing until the student speaks to you and gives you the appropriate forms/information.

3. When your letter of recommendation is completed, login to Naviance (<https://succeed.naviance.com>).

-the account name is “cvuhs”

-If you have difficulties trying to login to Naviance, please let Julie or Russ know.

4. After you have logged in, select “Manage and Complete your College Recommendations.”

5. On the next screen, every student who requested a letter of recommendation should be listed. (If a student is missing, let Julie know. He or she might not have added your name to his or her Naviance account, and we can fix that.)

6. Check the box for that student and click on “prepare forms.”

7. At the top of the next page, next to the blue box with “Student Details” in it, click on “Prepare.”

8. At the bottom of the screen, you will see “Teacher Documents.” Click on the **Add** button next to that.

9. Click on “Upload a File.”

10. Select **All Applications** under “Applications” and **Letter of Recommendation** for “Type.”

11. Browse through your files to get the letter. Select the file. Click on the “upload file” button at the bottom right of this page.
12. After you upload the letter, you will be returned to the previous screen. Click on “Prepare A Form.” Select “Common App Teacher Evaluation” and then Prepare Form.
 - Letters of rec can’t be submitted to colleges without this completed form.
13. Complete the form.
 - The required questions are starred.
 - Feel free to answer no to completing applicant ratings. (Counselors do.)
14. When you have completed this, you will be returned to that student’s page. You can click on Naviance at the top left to return to your main page.
15. Email Julie to let her know that you uploaded your letter of rec. You can do this for each student or by providing a list of students for whom you have uploaded letters.
16. We do ask that if you will be submitting a letter of recommendation after the deadline, that you let us know so that we do not wait for your letter to submit other documents. (It is easier for us to send everything at once, so we will wait, unless we know your letter will be late.)

THANK YOU!