

Working with Naviance Succeed

To log in to Naviance:

Access Naviance Succeed at <https://succeed.naviance.com>.

Account: shadyside

Username: same as SSA username – first initial last name, ex: Joseph Teacher would be “jteacher”

Password: this will be the same as last year; if you need your password to be reset, please contact college counseling. Similarly, if you did not have an account last year, please let us know and we will create one for you!
**If your password is reset, you will receive an email from “Naviance Support Services” with the subject line “Naviance Succeed Account Information”. Follow the instructions in the email and login using the temporary password. You will be prompted to change your password.

The screenshot shows the login page for Naviance. The browser address bar shows 'https://succeed.naviance.com/auth/signin'. The login form has three input fields: 'Account' with the value 'shadyside', 'User Name' with the value 'jteacher', and 'Password'. Below the password field is a checked 'Remember me' checkbox and a link for 'I forgot my password'. A green 'Sign In' button is at the bottom of the form. To the right is a banner for 'Upgraded by HOBSONS' with the tagline 'A MONTHLY PODCAST THAT CONNECTS LEARNING TO LIFE'. At the bottom, there are links for 'Sign In: For Students and Families', 'Copyright © 2016, Hobsons Inc.', 'Terms of Service', and 'Privacy Policy'.

TIP: If you check the little box marked “Remember my account and username”, you will only have to enter your password when you want to login again in the future!

REMEMBER TO LOGOUT WHENEVER YOU FINISH WORKING WITH NAVIANCE IN ORDER TO PROTECT THE SECURITY OF YOUR ACCOUNT AND THE STUDENTS’ INFORMATION AS WELL.

After login, you will be automatically taken to the Teacher Homepage, which includes a link to “Manage and complete your college recommendations.” This will take you to the list of students who you are writing recommendations for. Or you can click “Teacher Recommendations” under “Quick Links” on the left-hand side of the page. Clicking on the “Naviance” name/icon on the top left of all pages takes you back home. *If you need to change your account info or password, please click on the small “gear” or wheel icon in the upper right corner to access “My Account” and “Setup” functions.*

The screenshot shows the Teacher Homepage. The top navigation bar includes the Naviance logo, 'Students', 'Connections', a search bar for 'Search for Student', and a gear icon. The left sidebar has 'Quick Links' with 'Teacher Recommendations' highlighted. The main content area is titled 'Shady Side Academy :: Pittsburgh, PA :: U.S.' and includes a welcome message for 'Joseph Teacher' and a 'Teacher's Desk' with links for 'Manage and complete your college recommendations' and 'Find students'. A 'NEED HELP?' section has a link to 'Contact our Customer Support team for help'. The footer contains copyright information and the user's login details: 'Signed in as Joseph Teacher from Shady Side Academy'. The Hobsons logo is in the bottom right corner.

To view a list of students for whom you have agreed to write a letter of recommendation:

After clicking “Manage and complete your college recommendations” you will see a list of all the students who have identified you as a recommender. Their name(s) will appear in a box, along with the name of a college (in most cases, you will see “Naviance University (not a real college)” will be listed), status of the recommendation (typically “Requested” or “In Progress”... some teachers will see students they are not writing for in this list, and these students will need to be marked as “Cancelled;” please check with a college counselor before cancelling any recs!). **ALL recommendations are due by October 14, 2016, regardless of any due dates listed in the Naviance system. Please remember to complete your recommendation a few days ahead of this deadline so that we have time to review and submit your letter of recommendation.** Electronic submission becomes very busy around big deadline dates (November 1, November 15, December 31, etc). **Waiting until the last minute could delay your submission, and make the student’s application incomplete or even late!**

To upload your letter and teacher form:

To the right of the student name, click “upload file.”

	Student	Request Date	Note	College	Action	Status
<input type="checkbox"/>	Earl Action	09/08/2016 12:30 PM	N/A	Naviance University (not a real college)	Upload file	Requested

On the eDocs page, you will see “Teacher Documents” midway down the page. Click on the “+Add” button. (It is important to use this button, rather than the “Upload” button!)

Earl Action Class of 2017

General | eDocs | Resume

Student Details | Prepare

Common App **NOT MATCHED** | CA FERPA Waiver **INCOMPLETE** | Active Transcript **NONE** | Date of Birth **MISSING**

Documents Checklist ^ Hide

Initial Checklist	Mid-year Checklist	Final Checklist	Teacher Checklist
<ul style="list-style-type: none">– 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– NACAC Fee Waiver	<ul style="list-style-type: none">– 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	<ul style="list-style-type: none">– Final Transcript– Other Final Report– FR Explanation of Change– Common App Final Report	<ul style="list-style-type: none">– Common App Teacher Evaluation✓ Letter of Recommendation

Teacher Documents + Add

Type	Date	Size	Actions
(Requested) Letter of Recommendation (Naviance University (not a real college))			Upload

Once you click “+Add” a new window will appear, giving you the option to either “Upload a File” or “Prepare a Form.” You will need to do both of these actions, but as separate steps. Complete the upload first, then hit the “+Add” button again to do the Common Application form. Once you select the “Upload” option, you will be asked to choose which applications. Please choose the “All Applications” option from the dropdown menu! Under “Type,” select “Letter of Recommendation,” and for “File Name” you will locate the file on your computer (preferably in a PDF format!), then select “Upload File” at the bottom of the screen.

Students Conn

Add a Teacher Document

Upload a File

Prepare a Form

Application: *

Please Choose

All Applications

Naviance Univ (not a real college)

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

When the upload is complete and you go to “+Add” again, you will now select “Prepare a Form” and choose “Common App Teacher Evaluation” from the menu, then “Prepare Form.” Please ensure that “All Applications” is selected on the following screen as well, and complete the form. All six questions on the form are required, but **remember that SSA does not complete academic ratings, so you will want this option to remain on “No.”** Hit “Save” at the bottom on the page, and you’re all set!

FYI: To return to your homepage, click the “Naviance” logo in the upper left corner, then on “Manage and complete your college recommendations.”

If you have questions, please see any of the college counselors! Thank you!

RECAP - Writing and submitting a letter of recommendation for a student:

In order to complete your recommendation and have it ready to be sent to colleges, you must do **three things**:

1. **Write the letter!**

- a. When writing the letter, please remember:
 - i. Keep the focus of the letter on the student and her/his work in your classroom.
 - ii. Briefly write about how well, in what context, and for how long you have known the student.
 - iii. Write about the quality of his/her work, work ethic and his/her growth and improvement (if appropriate) as a student and as a person.
 - iv. Write about their character (guiding principles, stick-to-it-iveness, grit, etc.).
 - v. Please keep your letter to one page!**
 - vi. Carefully proofread the letter!
- b. Please access the document containing school letterhead from the faculty portal, and type your letter. Find your scanned signature from your old template (or from wherever you have previously saved the signature), and save it to your computer. (If you have not given us a signature sample, please stop by the college counseling office soon!) Once you have your signature, please add it to the letterhead before submitting the letter, and also be sure to include your typed name and title.
 - i. Title the letter as "Teacher Recommendation Letter for John Smith"
 - ii. If you know that you are writing a supplemental (third) letter for a student (ex: arts recommendation letter, or a letter from an advisory role, not classroom teaching), please title the letter "Supplemental Recommendation Letter for John Smith"
 - iii. Save the templates somewhere that will be easily accessible (the desktop or START menu of your office computer, or your user folder).
 - iv. Save the file using this name format: studentlastname classyear teachername (ex: Smith 17 Hertz).
 - v. **Save the file as a PDF.** (From Microsoft Word, select "save" and your desired location (ex: OneDrive, H Drive, Desktop, etc.) and in the window that pops up, under "File Name" you will see "Save as Type." Select "PDF" to save the document in this format.)

2. **Upload the letter into Naviance Succeed.**

- a. On your home page, click "Manage and complete your recommendations" or use the "Teacher Recommendations" quick link.
- b. Click "upload file" next to the student's name.
- c. Near the top of the page, click "Prepare" (next to Student Details) and click on the "+Add" button, next to Teacher Recommendations.
- d. This window will give you the option to "Upload a File" or "Prepare a Form." You will need to do **both** of these actions in separate steps. It does not matter which order you choose.
 - i. When you select "Upload a File" please make sure that the Application field shows "All Applications" and the Type field shows "Letter of Recommendation, then click "Browse" and find your **PDF version** of the recommendation letter, then click "open". When the file appears in the box next to the Browse button, click "Upload file." The dialogue box will close, and you will see the file information populate in the prior screen.

3. **Complete an online Common Application Teacher Recommendation form in Naviance Succeed.**

- a. Once you have uploaded the letter, again click on the "+Add" button and this time select "Prepare a Form."
- b. Under "Type," choose "Common App Teacher Evaluation" and click "Prepare Form."
- c. You must answer the first 6 questions (if you address them in your letter, you can type "See Letter" in the boxes).
- d. **Under "Ratings," please make sure that the "No" button is selected next to the question "Do you complete applicants' academic ratings?" in accordance with school policy.**
- e. Scroll to the bottom and click "Save." That's it!