

# A QUICK GUIDE TO THE TEACHER RECOMMENDATION

This guide previews the different sections of the Common Application Recommender system so you will be ready to get started as soon as a student invites you to be a recommender. Teachers at schools using Naviance edocs should refer to Naviance tools and support for the recommendation process.

<p><b>PROFILE</b> Collects information about you and your school</p>	<p><b>Personal Details</b> Name, Title, Phone, Fax, Email</p> <p><b>School Details</b> School lookup (high school or college/university)</p> <p>Do you complete applicants' academic ratings on the Common Application Teacher Evaluation? (Yes/No)</p>
<p><b>STUDENTS</b> Lists all the students who have invited you to submit a recommendation on their behalf</p>	<ul style="list-style-type: none"> <li>• Search for a particular student by name</li> <li>• Sort by deadlines and assigned counselor</li> <li>• See a student's college list</li> <li>• Access the Application Requirements Grid for the full list of Common App member colleges and their application requirements</li> </ul>
<p><b>WORKSPACE</b> Used for completing the teacher evaluation one student at a time</p>	<p><b>Subject Area</b> Select subject in which you teach the student</p> <p><b>Ratings</b> Rate the student in several areas of academic and personal accomplishment and promise</p> <p><i>For the Ratings section to appear you must answer 'Yes' to the question "Do you complete applicants' academic ratings on the Common Application Teacher Evaluation?" in the Teacher Profile (School Details section)</i></p> <p><b>Written Evaluation</b> How long you have known student, context, words to describe student, course(s) and grade level(s)</p> <ul style="list-style-type: none"> <li>• Submitted one time for each applicant</li> <li>• Responses shared with all colleges to which you have been assigned by the student</li> <li>• Forms should not be tailored for any particular institution</li> <li>• Once submitted, cannot be modified</li> </ul> <p>Upload Letter of Recommendation document</p>