

# Naviance

How to use college search tools, indicate colleges of interest, and monitor the application process.

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# Today's agenda

## ▶ College Search Tools

- ▶ how to filter by major, campus size, distance, diversity stats, etc.
- ▶ how to find college graduation rates, retention rates, and the significance of those stats
- ▶ how to interpret Scattergrams/local BTHS vs national acceptance and enrollment rates
- ▶ the strengths and limitations of the SuperMatch tool
- ▶ how to favorite/add to "Colleges I'm Thinking About"
- ▶ how to add to "Colleges I'm Applying To" (and when to do this)

## ▶ Application Procedures

- ▶ what is eDocs (and what school forms are sent this way)?
- ▶ what is the relationship between Common App and Naviance?
- ▶ how to monitor student application status on Naviance
- ▶ how to request teacher letters of recommendation (and how to assign specific teachers to specific colleges)
- ▶ how to monitor letter of recommendation submission status

# What is SuperMatch?

Naviance has a database of almost 2,000 colleges and universities in the United States.

Students and parents can use SuperMatch to filter the database by different criteria, including...

- ▶ location (region, distance, proximity to city)
- ▶ academics (degree type, majors, minors)
- ▶ admissions (selectivity)
- ▶ diversity (age, gender, and ethnic diversity)
- ▶ cost (average cost of attendance, total tuition & fees, etc.)
- ▶ student life (Greek life, etc.)

# How do I access SuperMatch?

The screenshot shows the Naviance Student website interface. At the top, there is a navigation bar with the Naviance logo and the word "Student". Below this, a welcome message "Welcome, [redacted]" is displayed. A search bar for colleges is present, with a "SEARCH" button. The main content area is divided into several sections:

- Welcome Class of 2022!**: A section with a "Read more" button.
- My Favorites**: A section containing three items:
  - COLLEGES I'm thinking about**: This item is circled in red, and a red arrow points to it.
  - COLLEGES I'm applying to**
  - CAREERS AND CLUSTERS I'm thinking about**
- Important To-Dos and Tasks**: A section at the bottom left.
- What's New**: A section at the bottom right.

Quick Links

MORE SEARCH OPTIONS

SuperMatch@

Advance college search

College lookup

MY COLLEGES

Colleges Visits

Colleges I'm thinking about

Colleges I'm applying to

Colleges I'm thinking about

Search for colleges

Compare Me

+ = extended profile available

SuperMatch College Search

About SuperMatch ?

- # Choose Fit Criteria
- Location
- Academics
- Admission
- Diversity
- Institution Characteristics
- Cost
- Student Life
- Athletics
- Resources

Your Fit Criteria

Saved Searches Choose one ▾ Save Search Start Over

6 selected criteria  
To refine your results, use the arrows to move your criteria into the "Must Have" and "Nice to Have" boxes.

Must Have

- X Location [15] →
- X Major [Any] →
- X Institution Type →
- X Student Body Size [3] →
- X Cost < \$20000 →
- X Greek Life →

Nice to Have

A *Nice to Have* is anything that's important to you, but isn't an absolute must have.

Your Results Your results include **104 institutions** with a fit score of 90% or above.

Fit Score ⓘ

Academic Match ⓘ

Highlights ▾

Cost ▾

Pick what to show ▾

Towson University  
Towson, MD, Suburb near Small City



	Average	You
GPA	3.6	N/A

Photos/Videos on Profile

Tuition & Fees  
\$6,430 *In State (MD)*  
\$18,036 *Out of State*

Customize what you see here—Choose a category above

# Location

- ▶ Users can filter by state or region
- ▶ Users can filter by distance (e.g. 100 miles from home zip code)
- ▶ Users can filter by campus surroundings

The screenshot displays the 'SuperMatch College Search' interface. At the top, a dark blue header contains the title 'SuperMatch College Search'. Below it, a navigation bar includes tabs for 'Choose Fit Criteria', 'Location', 'Academics', 'Admission', 'Diversity', and 'Inst'. The 'Location' tab is active and highlighted with a red underline. A modal window is open over the 'Location' tab, featuring a 'Close' button and navigation arrows. The modal is titled 'Location' and contains two radio button options: 'Search by state or region' (which is selected) and 'Search by distance'. Below these options is a search input field with the placeholder text 'Type US State or Canadian Province...'. Underneath the search field is a section titled 'Quick Selection: US Regions & Others' with a list of checkboxes for 'Central', 'Mid-Atlantic', 'Midwest', 'Northeast', 'Southeast', 'West', 'US Territories', and 'Canada'. At the bottom of the modal, there is a section titled 'CAMPUS SURROUNDINGS' with a list of checkboxes for 'Large City', 'Small City', 'Suburb near Large City', 'Suburb near Small City', 'Town not near a City', and 'Rural'. The background of the interface shows a 'Your Fit Criteria' section with '0 selected criteria' and a 'Select Criteria' button, and a 'No Results Yet' message.

# Academics

- ▶ Users can filter by degree type, major(s), and minor(s)
- ▶ Note: many majors have different designations in Naviance - e.g. biology (general), biology (other), and biology. It would be wise to select all majors that sound close to what you're looking for!

The screenshot shows the 'Academics' search interface in Naviance. At the top, there is a navigation bar with tabs for 'Academics', 'Admission', 'Diversity', 'Institution Characteristics', 'Cost', and 'Student Life'. The 'Academics' tab is selected and highlighted with a red underline. Below the navigation bar, there is a 'Close' button with an 'X' icon and two arrow buttons for navigation. The main content area is titled 'Academics' and contains a 'DEGREE TYPE' section with an information icon. Under this section, there are six radio button options: 'Certificate', 'Associate's', 'Bachelor's' (which is selected), 'Master's', 'Doctorate', and 'Graduate Certificate'. Below the degree type options, there is a checkbox for 'Include online learning opportunities' with an information icon. Underneath that is a 'SEARCH MAJORS' section with an information icon and a search input field containing the placeholder text 'Start typing...'. At the bottom of the search input field, there is a downward-pointing chevron icon. Below the search input field, there is a section titled 'Advanced Search Options'.



# Admission

- ▶ Users can enter their GPA (4.0 scale) and SAT/ACT scores (or PSAT scores) to get more accurate matches
- ▶ Users can also filter by acceptance rate

Admission Diversity Institution Characteristics Cost Student Life Athletics

Close

Admission

**YOUR GPA** ⓘ

GPA (4.0 scale)

**!** GPA value must be a number between 0.1 and 4

**YOUR SAT SCORES** ⓘ

SAT Composite

**ACCEPTANCE RATE**

25% or Lower

26%-50%

51%-75%

76% or more

Open Admissions

**REGULAR APPLICATION DEADLINE**

I want institutions with a regular application deadline on or after:

# Diversity

- ▶ Users can filter by diversity metrics, including...
- ▶ HBCUs
- ▶ LGBTQ+ inclusivity
- ▶ Gender ratios
- ▶ % of international students

The screenshot shows a web application interface with a navigation bar at the top containing links for Diversity, Institution Characteristics, Cost, Student Life, Athletics, and Resources. The 'Diversity' link is highlighted with a red underline. Below the navigation bar, there is a 'Close' button with an 'X' icon and two arrow buttons for navigation. The main content area is titled 'Diversity' and is divided into two columns. The left column is titled 'DIVERSITY' and contains a radio button selection for 'Overall Diversity' (selected) and 'Specific Representation'. Below this is a filter input field: 'At least \_\_\_\_\_ Select % ▼ are minority students'. At the bottom of this column are four unchecked checkboxes: 'Historically Black Institutions', 'Hispanic Serving Institutions', 'Tribal Colleges and Universities', and 'LGBTQ + Inclusive'. The right column is titled 'GENDER CONCENTRATION' and contains three unchecked checkboxes: 'Coed', 'Women's College', and 'Men's College'. Below this is another filter input field: '% MALE VS. FEMALE' followed by 'At least \_\_\_\_\_ Select % ▼ are' and 'Select gender ▼'. At the bottom of this column is one unchecked checkbox: 'INTERNATIONAL STUDENTS' followed by 'High International Population'.

# Institution Characteristics

- ▶ Users can filter by public/private (we highly recommend showing only non-profit institutions)
- ▶ Users can filter by undergraduate enrollment

Institution Characteristics   Cost   Student Life   Athletics   Resources

✕ Close   <   >

### Institution Characteristics

#### INSTITUTION TYPE ⓘ

2-year or less (Community Colleges and Vocational/Technical schools)

4-year

---

Public

Private

Show only non-profit ⓘ

---

#### STUDENT SUCCESS

High Graduation Rate ⓘ

High Retention Rate ⓘ

High Job Placement Rate ⓘ

#### STUDENT BODY SIZE

Include:

All students

Undergraduate students only

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Very large (Over 20,000 students)

Large (13,001 to 20,000 students)

Mid-Size (7,001 to 13,000 students)

Medium (4,001 to 7,000 students)

Small (2,001 to 4,000 students)

Very Small (2,000 or fewer students)

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# Cost

- ▶ Users can set maximum amounts per year of total costs (either tuition & fees or tuition, fees, room, and board)
- ▶ Note - these numbers would not take financial aid into consideration
- ▶ Net price calculators can give users a better sense of potential total costs of attendance
- ▶ If users check of “Meets 100% of Need,” it will display colleges that “cover the entire cost of a student’s education if his/her family’s income falls below a certain amount” - in short, colleges with extremely generous need based aid policies

The screenshot shows a navigation bar with tabs for "Cost", "Student Life", "Athletics", and "Resources". The "Cost" tab is active. Below the navigation bar is a modal window with a "Close" button and navigation arrows. The modal is titled "Cost" and contains two radio button options: "Maximum Tuition and Fees" (selected) and "Maximum Total Cost (Tuition, Fees, Room & Board)". Below these options is a light blue box containing a range selector "Less than" followed by a text input field "Select Max" and a dropdown arrow, with "per year" to the right. Below this is a text prompt: "If you'd like to see in-state tuition, enter your home state:". Underneath is a search input field with a magnifying glass icon, the placeholder text "Type Your Home State...", and a dropdown arrow. At the bottom of the modal is a checkbox labeled "Meets 100% of Need" with an information icon.

# Student Life

- ▶ Users can filter by organizations and clubs
- ▶ Users can filter by fraternity or sorority participation rates

Student Life   Athletics   Resources

✕ Close   <   >

## Student Life

**ORGANIZATIONS AND CLUBS**

🔍 Start typing... ▾

---

**GREEK LIFE** ⓘ

Select preference ▾

---

Internships and Co-ops ⓘ

Offers Study Abroad ⓘ

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**ROTC** ⓘ

Army

Navy

Air Force

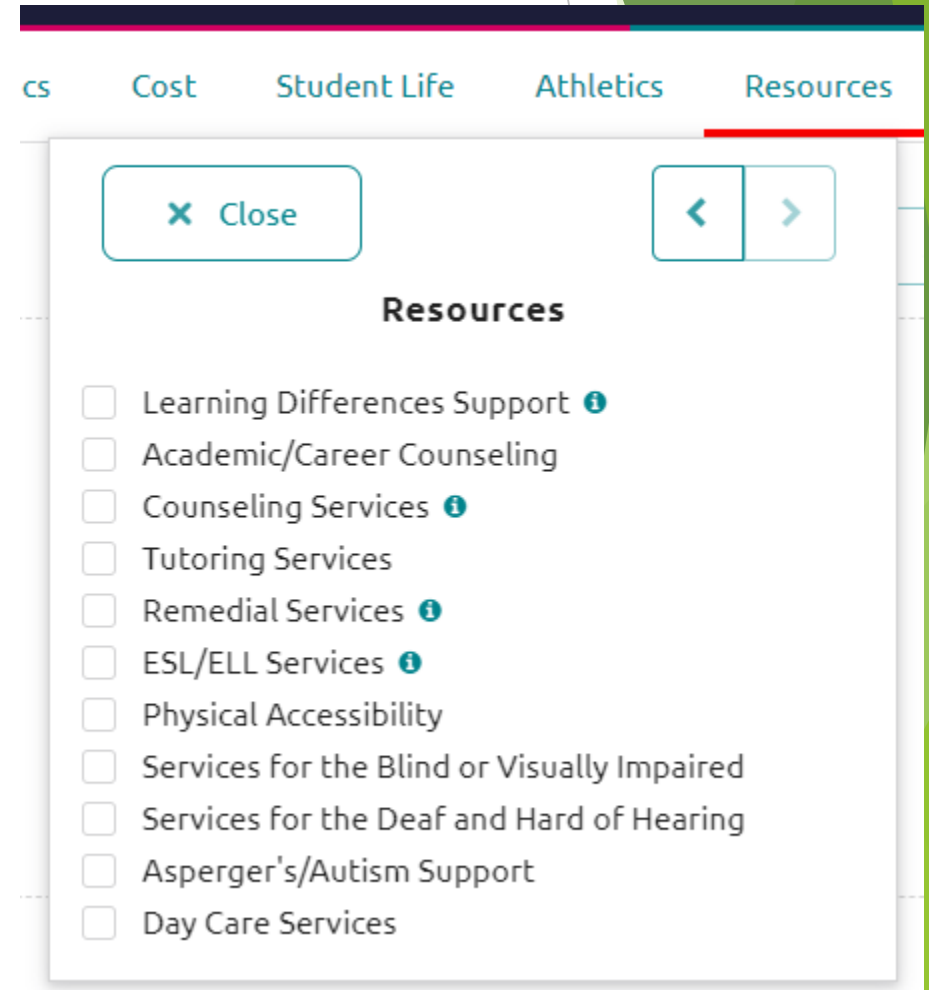
# Athletics

- ▶ Users can filter by availability of certain sports
- ▶ Note: you will need to check individual college websites to determine whether they are Division 1, 2, 3, or intramural

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: "Institution Characteristics", "Cost", "Student Life", and "Athletics". The "Athletics" tab is currently selected and highlighted with a red underline. A modal window is open over the page, titled "Athletics". At the top left of the modal is a "Close" button with an 'x' icon. At the top right are left and right navigation arrows. Below the title is an "ADD SPORT" button and a "Cancel" button. The modal contains two main sections: "GENDER" and "SPORT". The "GENDER" section has three radio button options: "Coed" (which is selected), "Female", and "Male". The "SPORT" section features a search input field with a magnifying glass icon and the placeholder text "Start typing...", followed by a downward-pointing chevron icon.

# Resources

- ▶ Users can check off individual types of on campus resources - always cross check this with up to date college websites, as resource availability can change
- ▶ Note also - if your child wants to pursue accommodations at the college level, you should discuss this transition plan with your guidance counselor here at BTHS - students (not parents) need to advocate for their own modifications at the college level





# College Profiles

- ▶ Once you click on a college's name, you'll see an average net price, graduation rate, and acceptance rate.
- ▶ Note: graduation rates are for BA/BS degrees within 6 years
- ▶ Note: acceptance rates are national, not local

again. Then you can easily access this school anytime from your colleges I'm thinking about page.

Next

Naviance | Student

 Brandeis University   
Waltham, MA, United States | [www.brandeis.edu](http://www.brandeis.edu)

Overview Studies Student Life

**AVERAGE NET PRICE**

**\$13,395**

Income:

[More about Cost & Aid](#)

from 2018

**GRADUATION RATE**

**90%**

Within 6 years

[More about Learning Environment](#)

from 2018

**ACCEPTANCE RATE**

**33%**

[Check out Scattergrams to see how this relates to you](#)

from 2018



# College Profiles

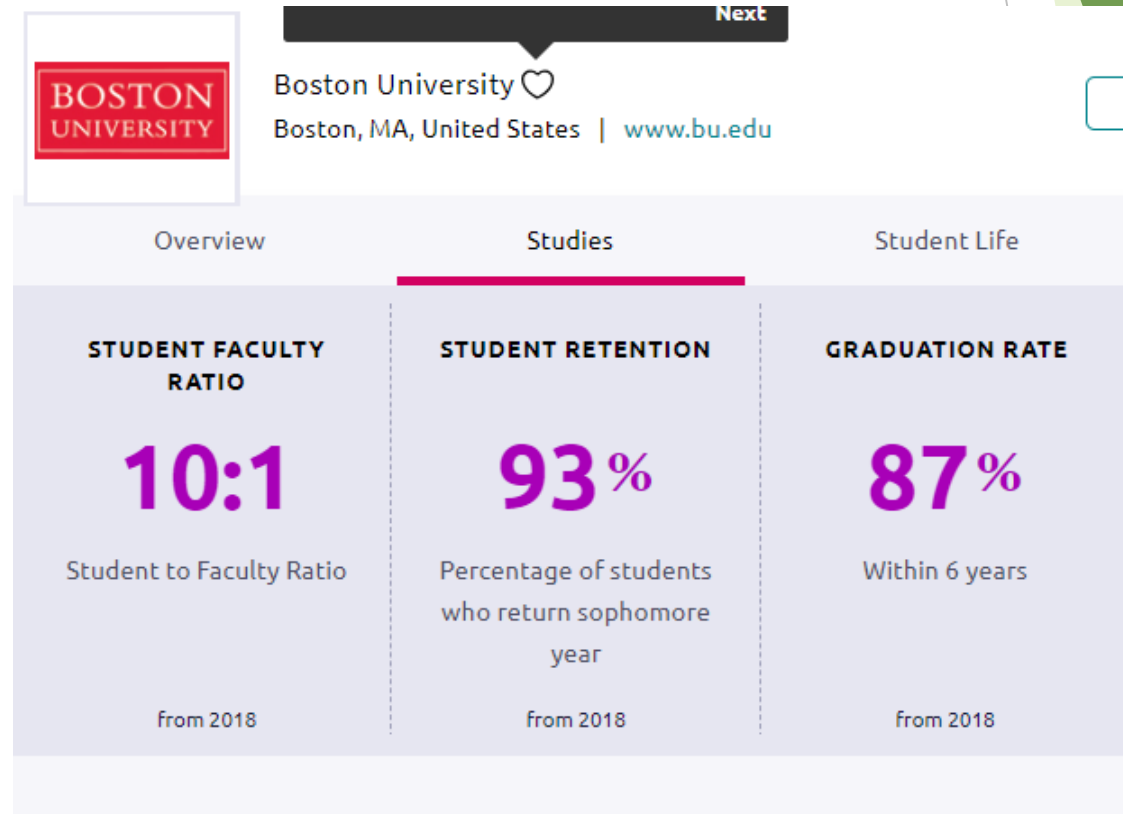
- ▶ Take the average net price (bracketed by income level) with a grain of salt - all colleges will need to know about assets (e.g. home equity, investments, etc.) to calculate an accurate financial aid package
- ▶ In the meanwhile, use Net Price Calculators to gauge financial aid estimates

The screenshot shows the Boston University profile page. At the top, there is a navigation bar with the Boston University logo, the name 'Boston University' with a heart icon, the location 'Boston, MA, United States', and the website 'www.bu.edu'. There are buttons for 'Communicate', 'Apply online', and 'Learn'. Below the navigation bar is a menu with 'Overview', 'Studies', 'Student Life', 'Admissions', and 'Contact Us'. The main content area features a large aerial view of the campus on the left, and a grid of smaller images on the right showing students walking, a student working on a project, and a student taking a photo. Below the images are three key statistics:

AVERAGE NET PRICE	GRADUATION RATE	ACCEPTANCE RATE
<b>\$21,015</b>	<b>87%</b>	<b>22%</b>
Income: <input type="text" value="\$0 - \$30K"/>	Within 6 years	
<a href="#">More about Cost &amp; Aid</a>	<a href="#">More about Learning Environment</a>	<a href="#">Check out Scattergrams to see how this relates to you</a>

# College Profiles - Studies

- Users can click on the “Studies” section to see the student : faculty ratio and student retention rates
- Retention rate: the percentage of full time freshmen who return for sophomore year
- Note - student : faculty ratios might correspond to class sizes, but students/parents should always cross check with average class size stats on campus websites



# SUNY & CUNY Graduation, Retention Rates

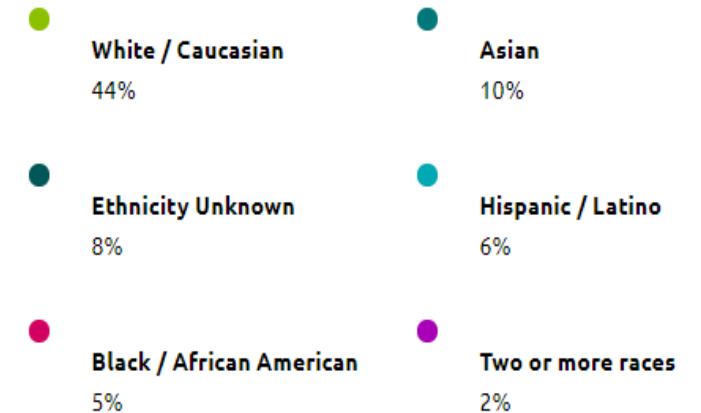
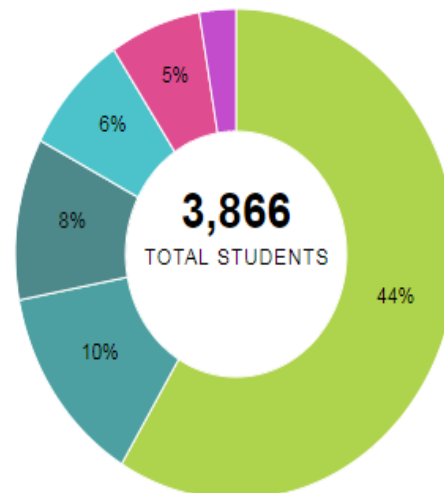
- ▶ You may find that CUNY and SUNY graduation and retention rates appear to be on the lower end of the spectrum
- ▶ For instance, SUNY Binghamton's graduation rate is 73% and CUNY Baruch's is 65%
- ▶ Keep in mind, public institutions have more commuters, adult learners, and greater proportions of students who are Pell grant recipients (who may be more likely to experience educational disruptions due to financial hardship)
- ▶ You can compare CUNY and SUNY graduation and retention rates within university systems - in other words, compare SUNYs against one another, and compare CUNYs against one another

# College Profiles - Student Life

- ▶ Users can click “Student Life” to view ethnicity data (breakdowns of students who identify as white, black, Asian, Latino, multi racial, etc.)
- ▶ Always cross check this data - sometimes it’s very out of date!
- ▶ Keep in mind demographic data can change quickly (SUNY Potsdam went from 10% to 35% students of color in three years) - check last year’s accepted student profile to get more accurate diversity stats!

## Understanding the student body

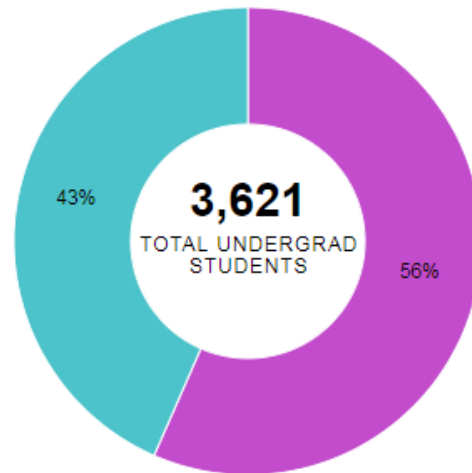
### Ethnicity Data



# College Profiles - Student Life

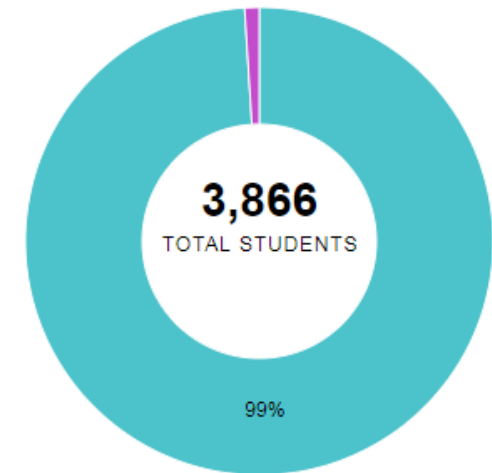
- ▶ Users can view the percentage breakdown of students who identify as male vs female
- ▶ Users can view total undergrad enrollment
- ▶ Users can check percentages of students under and over age 24
- ▶ I also highly recommend students check the % of students living on campus freshman year for any college where they intend to dorm - these stats can be found on individual college websites

Gender Data



● Female 56%    ● Male 43%

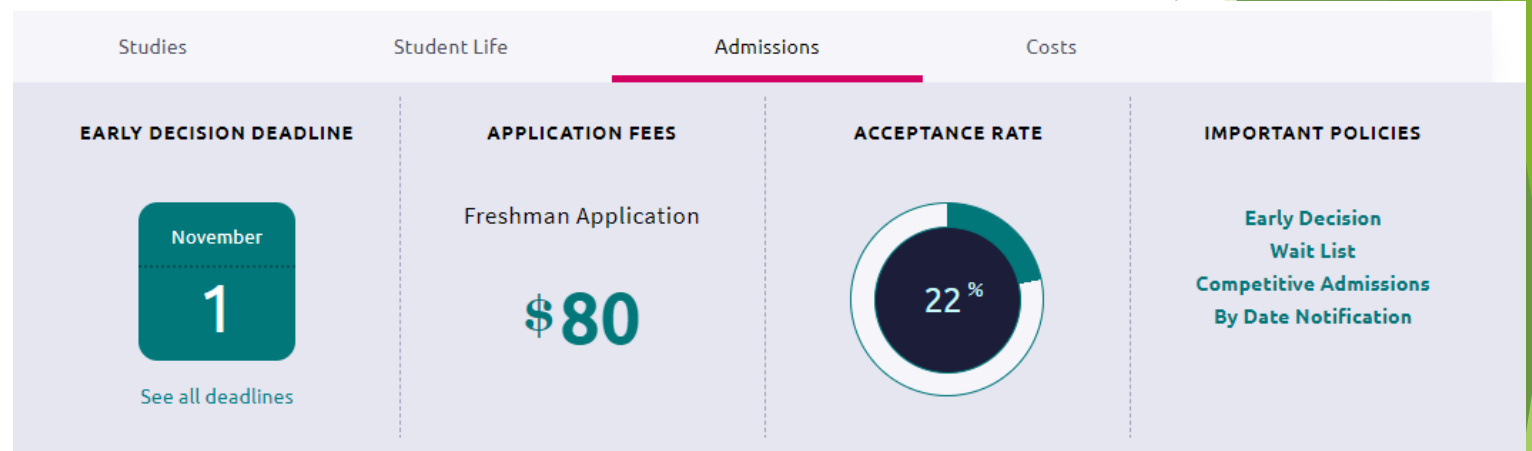
Age



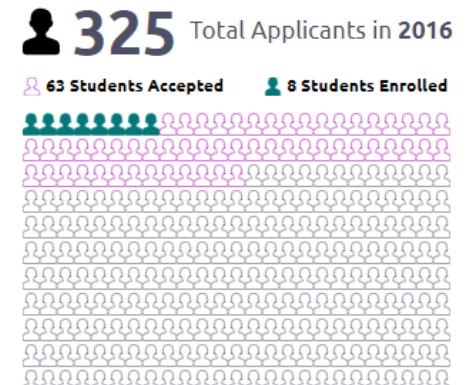
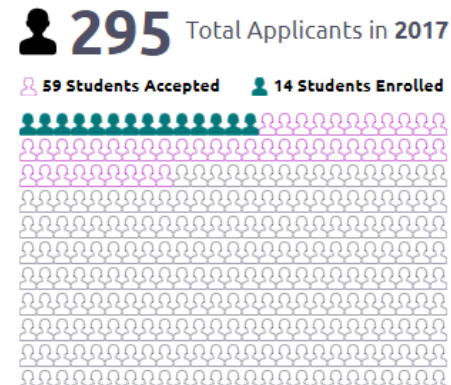
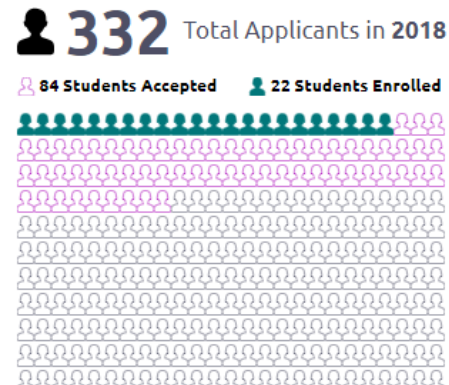
● Under 24 99%    ● Over 24 1%

# College Profiles - Admissions

- ▶ Users can click on “Admissions” to view the national acceptance rate
- ▶ Users can scroll down to view the last three years of application cycles from BTHS to calculate ‘local’ acceptance rates
- ▶ Look for discrepancies between national and local acceptance rates - which colleges are more (or less) locally competitive?



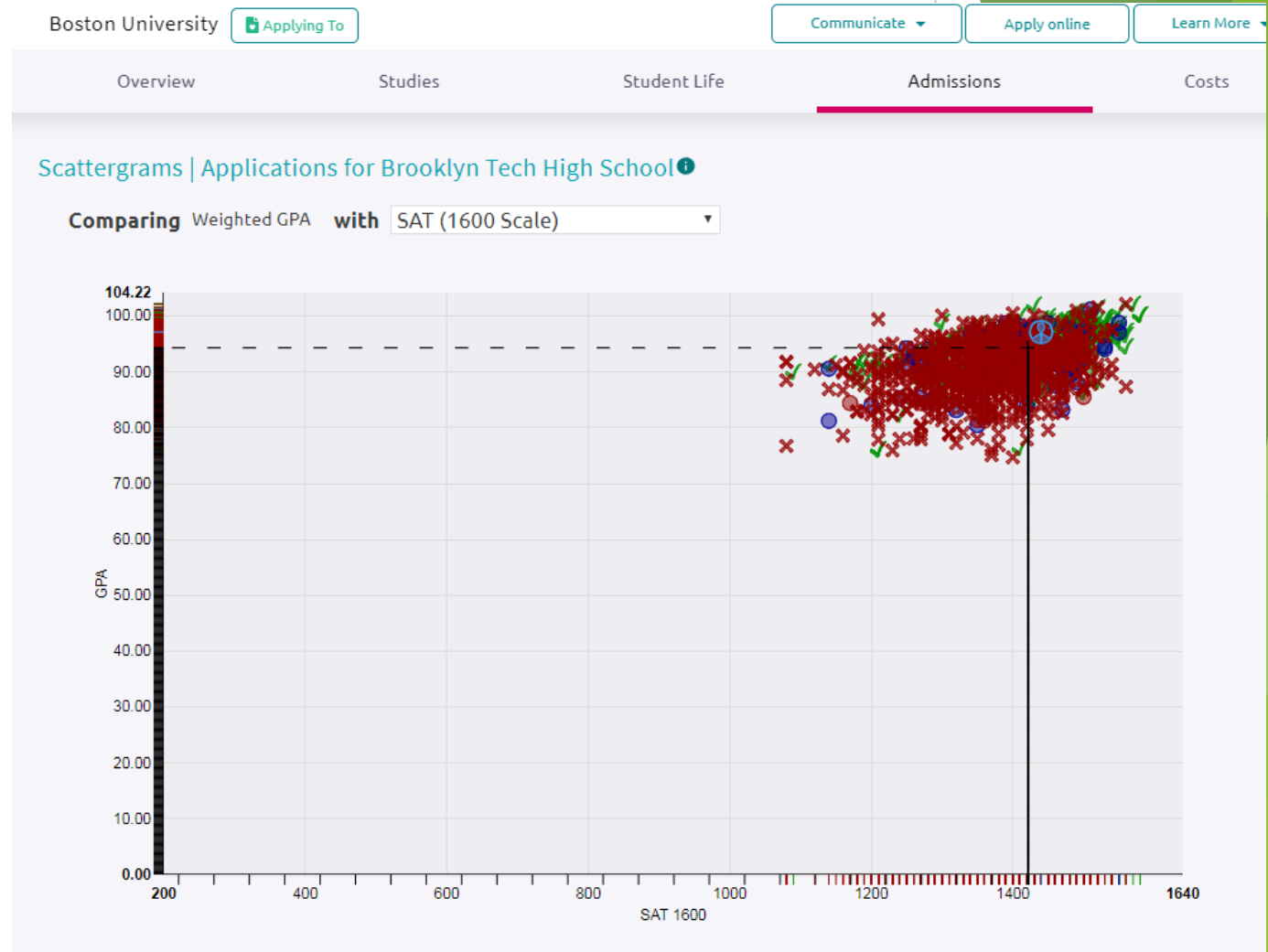
## Applications from your high school to Boston University





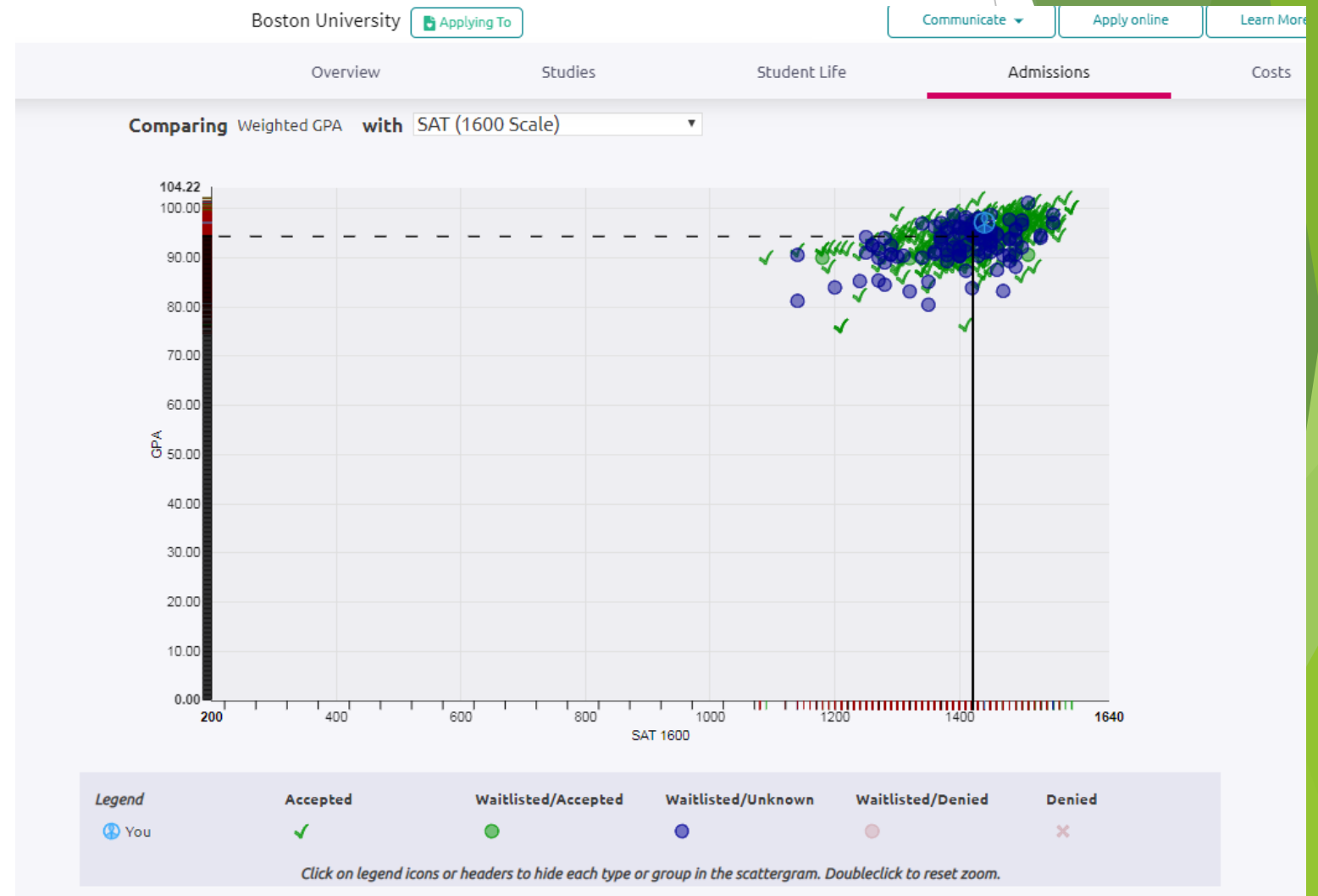
# College Profiles - Scattergrams

- ▶ Users can scroll down under “Admissions” to view scattergrams
- ▶ Note: scattergrams have data from 2014-2018 - you may note an increase in selectivity (and decrease in acceptance rate) over time
- ▶ Some colleges have such high applicant volume, the scattergram can be hard to decipher



# College Profiles - Scattergrams

- ▶ Users can scroll down to de-select certain data points
- ▶ For example, if you click on the red dot and x at the bottom, you can view only the accepted and waitlisted students
- ▶ This may make interpreting the graph easier





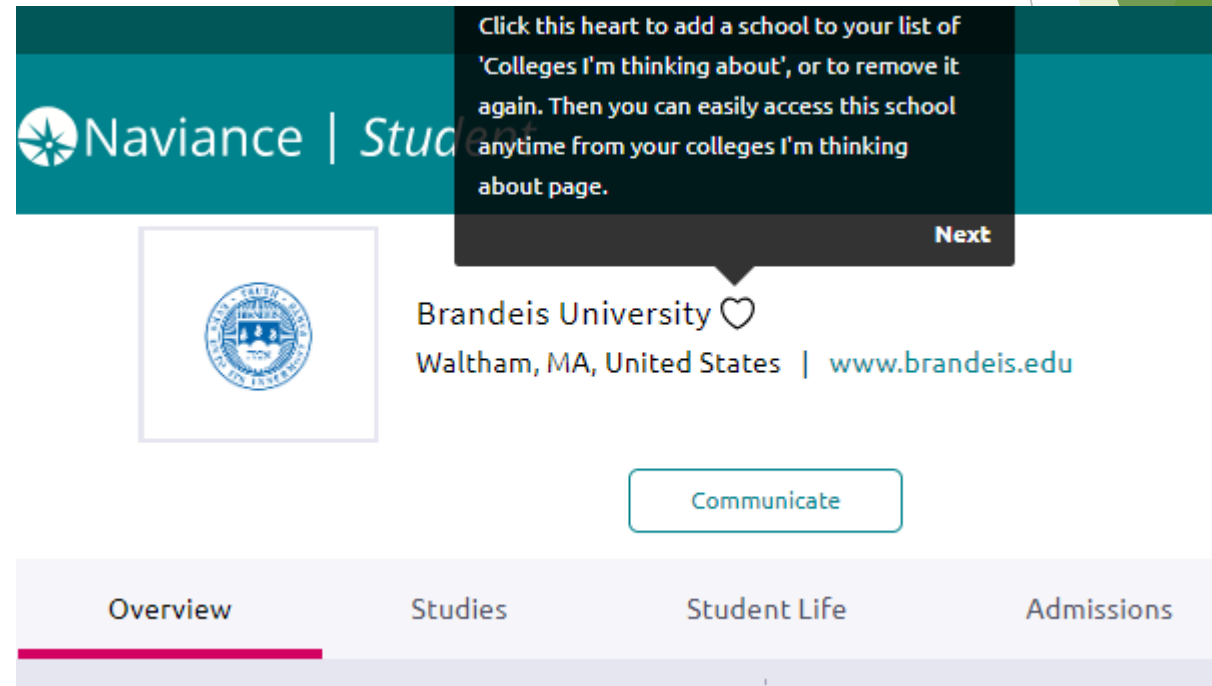
# College Profiles - Scattergrams

- ▶ The dotted black line on the Y axis and solid black line on the X axis indicate average accepted GPA and SAT scores - however, you should cross check these with stats from the college's accepted class of 2018
- ▶ If students have a GPA and test score in Naviance, they will appear as a blue circle on the graph



# “Colleges I’m Thinking About”

- ▶ As students browse colleges, they can add them to their “Colleges I’m Thinking About” list
- ▶ Parents and counselors can also contribute to this list
- ▶ SuperMatch filters will be saved in the system for the next use, but they can always be changed/modified



The screenshot shows the Naviance | Student interface. At the top, there is a teal header with the Naviance logo and the text "Naviance | Student". Below the header, a tooltip box is overlaid on the right side, containing the text: "Click this heart to add a school to your list of 'Colleges I'm thinking about', or to remove it again. Then you can easily access this school anytime from your colleges I'm thinking about page." The tooltip has a "Next" button at the bottom right. Below the tooltip, the profile for Brandeis University is displayed. It includes the university's logo, the name "Brandeis University" with a heart icon, and the location "Waltham, MA, United States" followed by the website "www.brandeis.edu". A "Communicate" button is located below the profile information. At the bottom of the page, there is a navigation bar with four tabs: "Overview", "Studies", "Student Life", and "Admissions". The "Overview" tab is currently selected, indicated by a red underline.

# “Colleges I’m Thinking About”

- ▶ It would be wise to add colleges you’ve visited (and liked) to your “Colleges I’m Thinking About” list
- ▶ Add dream schools to your list
- ▶ This will give you, your guidance counselor, and college counselor a shared understanding of your goals!

The screenshot shows the Naviance Student interface. The top navigation bar includes 'Home', 'Colleges', 'Careers', 'About Me', and 'My Planner'. The main content area is titled 'Colleges I'm thinking about' and features a search bar and a 'Compare Me' button. A table lists colleges with columns for College, Delivery type, Added By, Application Deadlines, and Interest. The table includes entries for Brandeis University, Smith College, and State University of.

College	Delivery type	Added By	Application Deadlines	Interest
Brandeis University	CA	Counselor	Multiple Deadlines	N/A
Smith College	CA	Counselor	Multiple Deadlines	N/A
State University of	CA	Counselor	Multiple	N/A

# “Colleges I’m Thinking About”

- ▶ This is the back office view of your prospective list
- ▶ Counselors can view when the college was added (and by whom)
- ▶ These can be a great start for advising / counseling sessions

General | Plan | Scores | Assessments | **Colleges** | eDocs | Resume | Scholarships | Journal | Documents | Careers | Success Plan | Post-grad

[active applications](#) | [milestones](#) | [history](#) | [graphs](#) | [prospective colleges](#) | [comparison](#) | [event registrations](#)

PROSPECTIVE COLLEGES

[Print summary](#) | [Print detail](#)

<input type="checkbox"/> all	Date Added	Added By	College	Delivery Type	Interest	Expect
<input type="checkbox"/>	02/20/2019	student	Brown Univ		N/A ▼	N/A ▼
<input type="checkbox"/>	02/20/2019	student	California Inst of Tech		N/A ▼	N/A ▼
<input type="checkbox"/>	01/09/2019	student	Carnegie Mellon Univ		N/A ▼	N/A ▼
<input type="checkbox"/>	02/20/2019	student	Univ of Chicago		N/A ▼	N/A ▼
<input type="checkbox"/>	02/20/2019	student	Columbia Univ		N/A ▼	N/A ▼
<input type="checkbox"/>	02/20/2019	student	Cornell Univ		N/A ▼	N/A ▼
<input type="checkbox"/>	02/20/2019	student	Harvard College		N/A ▼	N/A ▼
<input type="checkbox"/>	01/09/2019	student	MA Inst of Tech		N/A ▼	N/A ▼
<input type="checkbox"/>	02/20/2019	student	New York University		N/A ▼	N/A ▼
<input type="checkbox"/>	02/21/2019	student	U of Pennsylvania		N/A ▼	N/A ▼
<input type="checkbox"/>	02/20/2019	student	Princeton Univ		N/A ▼	N/A ▼
<input type="checkbox"/>	02/22/2019	student	Rensselaer Polytech Inst		N/A ▼	N/A ▼
<input type="checkbox"/>	02/21/2019	student	Tufts Univ		N/A ▼	N/A ▼
<input type="checkbox"/>	02/22/2019	student	Worcester Polytechnic Inst		N/A ▼	N/A ▼
<input type="checkbox"/>	02/20/2019	student	Yale Univ		N/A ▼	N/A ▼

Select apps and:

# “Colleges I’m Applying To”

- Once students are ready to apply, they can move colleges to their “Colleges I’m Applying To” list
- Students can do this whenever they feel ready - note, Naviance lists need to be finished by fall of senior year (this year it was 11/15/18)

Naviance | Student

Home Colleges Careers About Me My Planner

Colleges I'm applying to Search for colleges

✓ Your Common App account has been matched.  
Your FERPA status is waived. You're ready to apply to colleges using Common App.





[Manage Transcripts](#) [Application Milestones](#) [Compare Me](#)

\* = extended profile available

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
Binghamton University	RD	Regular Decision 15	January no request	Mid-year submitted		Accepted <span>▼</span> <span>MORE</span>
Boston University	RD	Regular Decision 2	January no request	Mid-year submitted		Unknown <span>▼</span> <span>MORE</span>

# “Colleges I’m Applying To” - counselor view

- ▶ Counselors can view all of a student’s active applications - note below, they can also see whether students have submitted their apps or not
- ▶ Counselors can also view ED/EA/RD deadlines

General	Plan	Scores	Assessments	Colleges	eDocs	Resume	Scholarships	Journal	Documents	Careers	Success Plan	Post-grad
<a href="#">active applications</a>	<a href="#">milestones</a>	<a href="#">history</a>	<a href="#">graphs</a>	<a href="#">prospective colleges</a>	<a href="#">comparison</a>	<a href="#">event registrations</a>						
<b>ACTIVE APPLICATIONS</b>												
<a href="#">Print summary</a>   <a href="#">Print detail</a>												
<input type="checkbox"/> all	College	Delivery Type	Office Status	Student Status	Common App Status	Type	WL	DF	Interest	Expect	Result	
<input type="checkbox"/>	Binghamton		Mid-year submitted	-	Submitted	RD					Accepted	
<input type="checkbox"/>	Boston Univ		Mid-year submitted	-	Submitted	RD					Unknown	
<input type="checkbox"/>	Case Western Reserve Univ		Mid-year submitted	-	Submitted	EA					Accepted	
<input type="checkbox"/>	Univ of Chicago		Mid-year submitted	-	Submitted	EA		Yes			Deferred	

# eDocs

- ▶ BTHS submits school forms via eDocs - this means teacher recs, guidance recs, school profiles, and transcripts can be sent electronically
- ▶ If a college does not accept eDocs, they will have a symbol of a stamp next to their name
- ▶ These colleges need materials mailed (e.g. Georgetown, McGill, etc.) by BTHS - *nonelectronic form*

The screenshot shows the eDocs application interface. At the top, there are navigation tabs: General, Plan, Scores, Assessments, Colleges, eDocs (selected), Resume, Scholarships, Journal, Documents, Careers, Success Plan, and Post-grad. Below the tabs, there are action buttons: Student Details, Prepare (highlighted), Send, Print, Submission Status, Previous Years, and View eDocs Destinations.

Below the navigation, there are three status boxes: Common App MATCHED, CA FERPA Waiver WAIVED, and Active Transcript MIDYEAR.

The main section is titled "Documents Checklist" with a "Hide" link. It contains four columns of checklists:

- 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 (3)
  - ✓ Letter of Recommendation (3)

Below the checklists is the "Teacher Documents" section with a "+ Add" button. It contains a table with the following data:

Type ▲	Author	Date	Size	Actions
Common App Teacher Evaluation	Louis Morgan	10/07/2018	191.56 KB	<a href="#">View</a>
Common App Teacher Evaluation	Evan Losow	10/30/2018	191.40 KB	<a href="#">View</a>
Common App Teacher Evaluation	Nancy Yi	10/31/2018	191.05 KB	<a href="#">View</a>
Letter of Recommendation	Louis Morgan	10/07/2018	105.57 KB	<a href="#">View</a>
Letter of Recommendation	Evan Losow	10/30/2018	75.66 KB	<a href="#">View</a>
Letter of Recommendation	Nancy Yi	10/31/2018	121.18 KB	<a href="#">View</a>

Below the table is the "Counselor Documents" section with a "+ Add" button. The table header is partially visible:

Type ▲	Author	Date	Size	Actions
--------	--------	------	------	---------

# eDocs - counselor view

- ▶ All counselors submit recommendations, school reports, school profiles, and transcripts via eDocs
- ▶ Initial transcripts are six semesters (9/10/11<sup>th</sup> grade), mid-years include the seventh semester (fall of senior year)

## Counselor Documents [+ Add](#)

Type ▲	Author	Date	Size	Actions
Common App Counselor Recommendation	Lauren Williams	10/17/2018	19.97 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>
Common App Mid-year Report	Raquel Maysonet-Sigler	01/31/2019	53.57 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>
Common App School Report	Lauren Williams	10/17/2018	347.74 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>
NACAC Mid-year Report	Raquel Maysonet-Sigler	01/31/2019	62.69 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>
NACAC School Report	Lauren Williams	10/17/2018	213.48 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>
Written Evaluation	Lauren Williams	10/02/2018	177.22 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>


## Transcripts [+ Add](#)

Type ▲	Author	Date	Size	Actions
Initial Transcript <a href="#">make active</a>	Raquel Maysonet-Sigler	09/28/2018	181.54 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>
Mid-year Transcript (active)	Veronica Quinn	01/29/2019	182.49 KB	<a href="#">View</a> <a href="#">Replace</a> <a href="#">Delete</a>



# eDocs - counselor view


- ▶ Counselors can view full details of which documents have been submitted and which are still pending
- ▶ As you can imagine, counselors process an incredible amount of documents!

 **Boston University**

[Hide full details](#)

- This student has submitted the application for this college through the Common App site
- Written evaluation required
- Teacher LORs: 1 min / 2 max
- 2 teacher LORs have been submitted
- Common App Fee Waiver signed and submitted

This is a Common App college - select the forms you'd like to submit online and click "Review and Submit".

Form	<a href="#">Why are some forms unavailable for selection?</a>	Information	Actions
<input checked="" type="checkbox"/> School Report		successfully sent on October 17, 2018 by Lauren Williams	<a href="#">View</a>
<input checked="" type="checkbox"/> School Profile		successfully sent on October 17, 2018 by Lauren Williams	<a href="#">View</a>
<input checked="" type="checkbox"/> Student Initial Transcript (Initial)		successfully sent on October 17, 2018 by Lauren Williams	<a href="#">View</a>
<input checked="" type="checkbox"/> Common App Counselor Rec. 		successfully sent on October 17, 2018 by Lauren Williams	<a href="#">View</a>
<input checked="" type="checkbox"/> Written Evaluation		successfully sent on October 17, 2018 by Lauren Williams	<a href="#">View</a>
<input checked="" type="checkbox"/> Common App Teacher Eval.		successfully sent on October 7, 2018 by Louis Morgan	<a href="#">View</a>
<input checked="" type="checkbox"/> Letter of Recommendation (Student Requested)		successfully sent on October 7, 2018 by Louis Morgan	<a href="#">View</a>
<input checked="" type="checkbox"/> Common App Teacher Eval.		successfully sent on October 30, 2018 by Evan Losow	<a href="#">View</a>
<input checked="" type="checkbox"/> Letter of Recommendation (Student Requested)		successfully sent on October 30, 2018 by Evan Losow	<a href="#">View</a>
<input checked="" type="checkbox"/> Midyear Report		successfully sent on January 31, 2019 by Raquel Maysonet-Sigler	<a href="#">View</a>
<input checked="" type="checkbox"/> Student Midyear Transcript (Midyear)		successfully sent on January 31, 2019 by Raquel Maysonet-Sigler	<a href="#">View</a>
<input type="checkbox"/> Optional Report			<a href="#">View</a>
Active Transcript (Midyear)		uploaded on January 29, 2019 by Veronica Quinn	<a href="#">View</a>
<input type="checkbox"/> Final Report			<a href="#">View</a>
Active Transcript (Midyear)		uploaded on January 29, 2019 by Veronica Quinn	<a href="#">View</a>

# eDocs - student/parent view

- ▶ All teacher recommendations are sent via eDocs - students should not add their teachers on Common App
- ▶ Users can also track the completion status of their letters of recommendation on Naviance

## Letters of recommendation

### Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
All Applications ⓘ	See applications	Nancy Yi	Submitted	×
		Louis Morgan	Submitted	×
		Evan Losow	Submitted	×

Add Request

# eDocs - student/parent view

## Letters of recommendation

### Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
		Nancy Yi	Submitted	×
		Louis Morgan	Submitted	×
		Evan Losow		×

Users can click on the submission status to view details of when letters were sent.

For instance, this student's letter of recommendation was sent 10/07/18 at 5:58AM.

#### Submitted:


Northwest University - Oct 07 2018 5:58 AM  
Sophie Davis School of Biomedical Education of the CUNY, The - Oct 07 2018 5:53 AM  
University of Toronto - Oct 07 2018 5:59 AM  
CUNY-Macaulay Honors College -

Add Request

# eDocs - student/parent view

- ▶ Students request letters of recommendation from instructors via eDocs.
- ▶ Under the “Colleges” tab, you will see a “Letters of Recommendation” section.

## Apply to Colleges

 COLLEGES  
I'm applying to

Letters of Recommendation

College Events

Manage Transcripts

Test scores

Show less

### Letters of recommendation

#### Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

#### 1. Who would you like to write this recommendation?\*

Select A Teacher

#### 2. Select which colleges this request is for:\*

Choose **specific** colleges from your *Colleges I'm Applying To* list  
Looks like you don't have colleges in your *Colleges I'm Applying To* list yet. Click [here](#) to add.

All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ

#### 3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

# eDocs - student/parent view

- ▶ Things to keep in mind when requesting letters of recommendation:
- ▶ 1) do you want the teacher to submit his/her letter to ALL colleges, or specify certain colleges? If you give two teachers access to all schools and a college only accepts one letter (e.g. Georgia Tech, Binghamton), the first submitter will be sent. The second will be unable to do so.
- ▶ 2) I encourage students to complete a self-evaluation before selecting recommenders. You want a recommender who can speak to your qualities inside the classroom, particularly relating to writing, discussing in class, and relating to peers, with specific anecdotes and assessments referenced. A teacher who lectures and exclusively grades using quizzes and tests may not be as strategic of a choice as someone who creates space for in class discussion, partner/group projects, presentations, etc.
- ▶ 3) Supplemental letters of recommendation (e.g. coaches, work/internship supervisors, pre college professors) should be requested on Common App IF the college considers them.

# eDocs - student/parent view

THE COMMON APPLICATION

Welcome, [Redacted] First Year | [Redacted] Sign Out

Dashboard My Colleges Common App College Search

**Amherst College**

**Application**  
(0 of 3 Completed)

- Questions
- Recommenders and FERPA**
- Review and Submit - Common App

**Writing Supplement**  
(0 of 2 Completed)

- Questions
- Review and Submit -

**For All Colleges**

- FERPA Release Authorization**  
You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs.

[Release Authorization](#)

**Instructions and Help**

**Recommender Information does not change**

**Invite Recommenders**  
Recommenders are people who will submit forms and letters on your behalf. Check out our [video about recommenders](#).

[Invite and Manage Recommenders](#)

**Recommender Invitations**

Type

Title

First Name

Last Name

Email Address

**TRUSTE**  
Certified Privacy  
Powered by TrustArc

We collect your email address and share it with the colleges to which you apply so that the colleges can communicate with you directly regarding your application. We don't share your personal identifying information with third parties who are not member colleges for their marketing or promotional services. [Privacy policy](#).

Type	Name	Email	Status	
Teacher	Bleu Belle	bbell@testing.test.com	Invited	
Teacher	Barry Barnes	bbarnes@testing.test.com	Invited	
Teacher	Irene Piper	ipiper@testing.test.com	Invited	
Counselor	Bleu Belle	bbelle@testing.test.com	Submitted	
Advisor	Walter Raleigh	wraleigh@testing.test.com	Invited	

# Letters of Recommendation

- ▶ **“The Northwestern University Admissions staff finds the recommendation letters from teachers to be extremely helpful, especially in regard to the student’s performance in the classroom.** How much did they participate in class? Did they seek help if they didn’t understand something? Did they go beyond the bare minimum required? **It is especially helpful to read anecdotes about a research paper, lab experiment, oral presentation, or group project that a student completed for class – particularly if it “stood out” from those done by their peers.** Every recommendation is read by two readers of the admission file and more readers if the student is “marginal” for admission. If the teacher knows the student well enough to comment on their character and personality, that is an added plus.”
- ▶ **“Working at a very selective liberal arts university where most of the applicants have the preparation, GPA, test scores, activities and leadership qualities in order to be admitted, we want to know even more about the student.** The best letters of recommendation provide us examples of how the student engages in the classroom; **is he an active participant or does he just do enough to make the grades?** In our community, our faculty eagerly welcome those students who will engage the professor and classmates. **The best letters provide this insight that we cannot always pick up through the student’s application or transcript.** A letter that simply lists the activities of the student is a disservice.”

# eDocs - student/parent view

- ▶ Users can click “Application Milestones” to view the status of school forms
- ▶ Pending = not sent
- ▶ Initial materials submitted = school forms sent
- ▶ Mid year submitted = initial & mid year school forms sent
- ▶ As you can imagine, if students apply EA/ED, they may show “initial materials submitted” but have “pending” for their RD schools

The screenshot displays the 'Application Milestones' section of a web application. At the top, there is a dark blue header with the title 'Application Milestones' on the left and a search bar on the right containing a magnifying glass icon and the text 'Search for colleges'. Below the header is a white navigation bar with a left-pointing arrow and the text 'Back to Colleges I'm applying To'. The main content area is divided into two columns, each representing a college's application progress. The left column is for 'Brooklyn College of the CUNY' and shows a progress bar at 0% with a dark blue button labeled 'PENDING'. The right column is for 'Howard University' and shows a progress bar at 0% with a dark blue button labeled 'MID-YEAR SUBMITTED'. Both columns list the same set of application requirements: 'Teacher recommendation(s)', 'Secondary School Report & Transcript', 'Application submitted', 'Mid-year report', 'on line application', and 'Final Transcript'.

College	Progress	Status
Brooklyn College of the CUNY	0%	PENDING
Howard University	0%	MID-YEAR SUBMITTED

Brooklyn College of the CUNY 0%

PENDING

- Teacher recommendation(s)
- Secondary School Report & Transcript
- Application submitted
- Mid-year report
- on line application
- Final Transcript

Howard University 0%

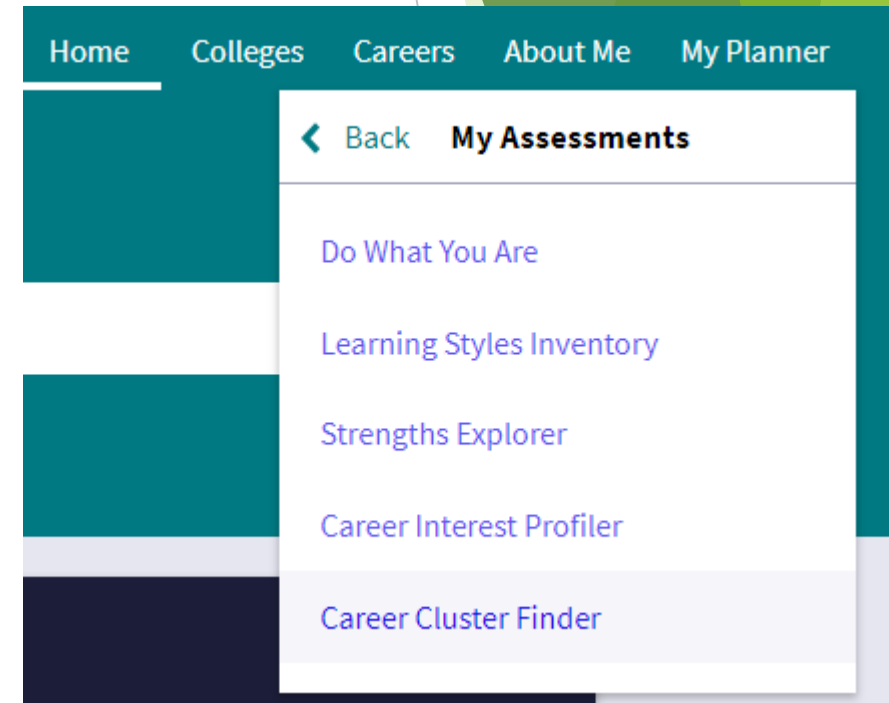
MID-YEAR SUBMITTED

- Teacher recommendation(s)
- Secondary School Report & Transcript
- Application submitted
- Mid-year report
- on line application
- Final Transcript



# Assessments on Naviance

- ▶ Users can take advantage of free assessments on Naviance.
- ▶ Of the available assessments, I recommend students complete the *Career Cluster Finder*, *Learning Styles Inventory*, and *Do What You Are* assessments.
- ▶ These take less than 30 minutes to complete and can help students determine what they may want to pursue in the future - for example, the Career Cluster Finder will match them with their top 3 career clusters. Within those, they can explore career pathways, salaries, and related college majors.
- ▶ Results are saved to profiles, so guidance counselors and college advisors can get to know your student better!



# Need Naviance access?

- ▶ All students have Naviance accounts. Their default username is their BTHS email. Their default passwords are their OSIS numbers.
- ▶ If students can't remember log-in credentials, they can reset passwords through the website.
- ▶ Parents can have their own unique log-ins - if you'd like to have a parent account created, e-mail me ([VQuinn3@schools.nyc.gov](mailto:VQuinn3@schools.nyc.gov)) so I can activate an account for you!

 Naviance | *Student*



Welcome to Naviance Student

Email

Password

Remember me

[Forgot your password?](#)

Login

# F.A.Q.s

- ▶ **Q: Do students apply to college through Naviance?**
- ▶ **A:** No - most college applications (SUNY, private, out of state publics) are on the Common Application. To make your life easier, use the Common App when available. Some colleges have their own institutional application - students can indicate application delivery method on Naviance. If they accept school forms via eDocs, it makes no difference on the school's end.
- ▶ **Q: Do students register for the SAT or ACT via Naviance?**
- ▶ **A:** No - students register via CollegeBoard.org and ActStudent.org.
- ▶ **Q: Do students send test scores through Naviance?**
- ▶ **A:** No - students send their test scores via CollegeBoard and ActStudent.org. Students can add their test scores on Naviance - these are for internal purposes/reference only.
- ▶ **Q: How does BTHS ensure school forms are sent on time?**
- ▶ **A:** BTHS has internal forms and deadlines to ensure school forms are processed on time. For example...
- ▶ ED/EA forms
- ▶ Naviance list deadline
- ▶ Add/Drop forms
- ▶ Non-electronic forms

**Note** - students can use **Score Choice** when sending their SAT scores. This means they can select which testing dates are released.

Colleges that **Super Score** will combine the highest subscores (EBRW and M) between administrations.

# F.A.Q.s

- ▶ **Q: When should my student start the Common App?**
- ▶ **A:** Students can start their Common App whenever they want - some elements of their application will roll over (e.g. profile, family details, education history, testing, activities, courses & grades), while others will not. For more details, check out: <https://www.commonapp.org/rollover>
- ▶ Alternatively, to avoid potentially losing any work, your student could start his/her application August 1<sup>st</sup> of senior year. This will allow them to work for at least five weeks before the school year starts. They can then link their Common Application and Naviance accounts.
- ▶ All content on your student's Naviance account rolls over year to year - so any assessments/research completed during HS will stay on their account for senior year. All work in SuperMatch and colleges in the "Colleges I'm Thinking About" list will roll over year to year.