Submitting a Recommender Evaluation on the Common Application

Log into your recommender account (be sure to use the same email address the student provided for you when they assigned you as a recommender on their Common Application)

Fill in your Teacher Profile information and click Continue

☐ Teacher Profile

▼ Personal Details

Prefix *
Mrs.   ✕ ▾

First name *
Rachelle

Middle initial

Last name *
Hose

Title *
Teacher

Phone *
+1 ▾   509-313-6570 | Ext, If any

Fax
+1 ▾   000-000-0000 | Ext, If any

Email *
hose@gonzaga.edu

Back   **Continue**

Look up your school by clicking Find School

☐ Teacher Profile

▶ Personal Details   ✓

▼ School Details

School lookup *
🔍 Find School

Do you complete applicants' academic ratings on the Common Application Teacher Evaluation? *
○ Yes
○ No
Clear

Back   **Save**
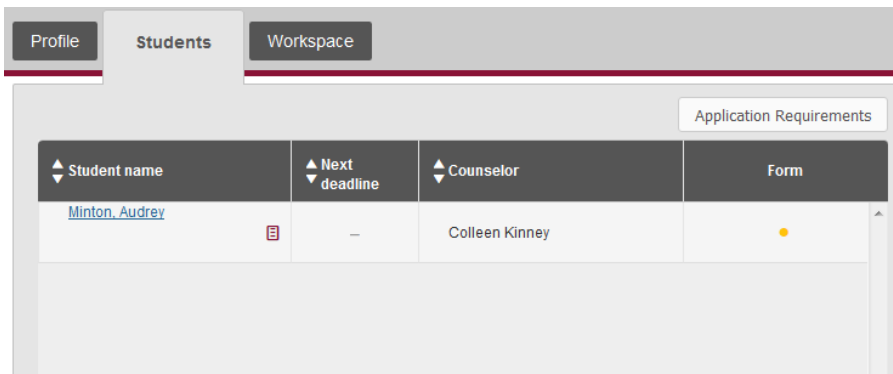
Select your school and click Continue

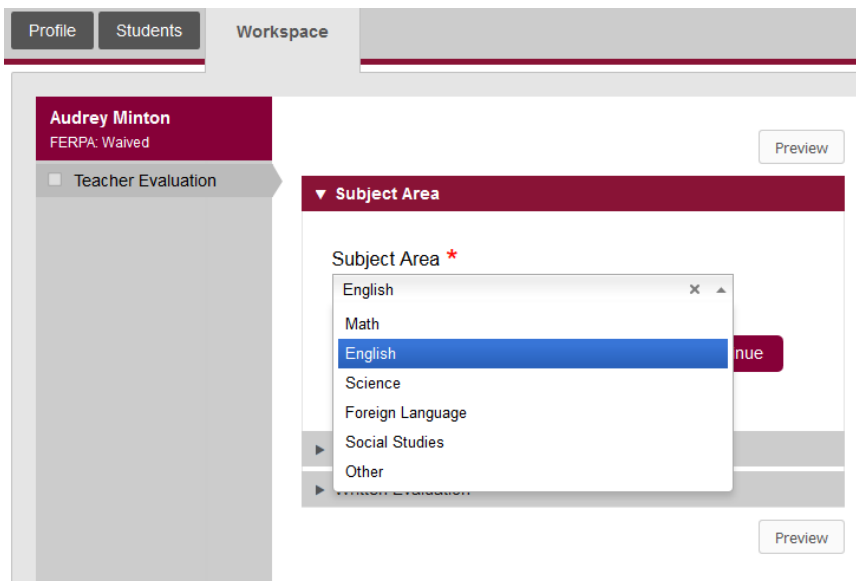
Select Yes and Save

Once your profile is complete, click Students
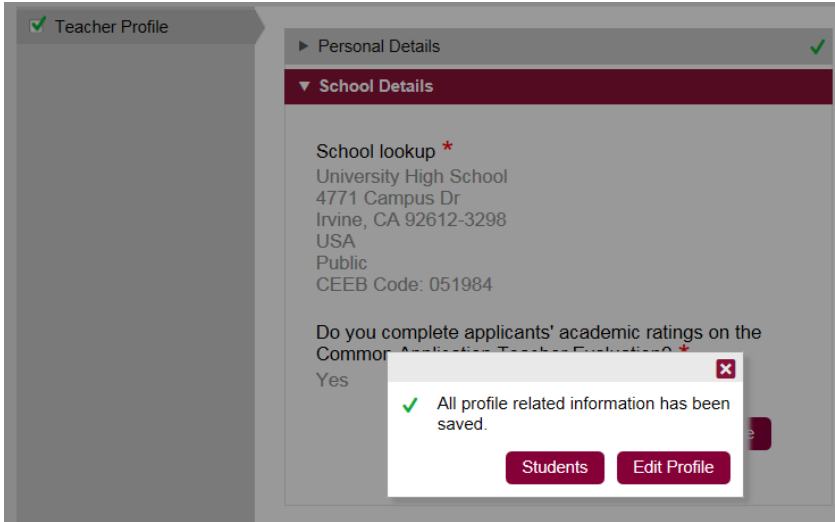
Then select your student from the list

In the Workspace tab select your Subject Area and Continue

Complete All Ratings and Continue

Audrey Minton
FERPA: Waived

Teacher Evaluation

Preview

▶ Subject Area ✓

▼ **Ratings**

Academic Achievement *
- ○ No basis
- ○ Below Average
- ○ Average
- ○ Good (above average)
- ○ Very good (well above average)
- ○ Excellent (top 10%)
- ○ Outstanding (top 5%)
- ○ One of the top few encountered in my career

Clear

TE Overall *
- ○ No basis
- ○ Below Average
- ○ Average
- ○ Good (above average)
- ○ Very good (well above average)
- ○ Excellent (top 10%)
- ◉ Outstanding (top 5%)
- ○ One of the top few encountered in my career

Clear

Back   Continue

Complete ALL Written Evaluation sections

Audrey Minton
FERPA: Waived

Teacher Evaluation

Preview

▶ Subject Area ✓

▶ Ratings ✓

▼ **Written Evaluation**

How long have you known this student and in what context? *

B	I	U		Open Full Screen

Upload the evaluation

Please upload a document describing what you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom. We welcome information that will help us to differentiate this student *

Hint: File should be under 500 KB and one of these types: .pdf .doc .docx .rtf .txt.

🔍 Upload Document

Upload Document Upload   Back   Save

Approve uploaded document

Dear «FNAME»,
Gonzaga ID: «ID»

Thank you for applying to Gonzaga University! We have created an online application
account for you. Using this account you may pay your application fee online (if you have
not already done so), check the status of your application, view a list of the items we
need to make your application complete, and note the items we have already received.

You may log into your account at any time. Please follow these steps:

1) Go to Zagweb
2) Click on **Apply for Admission (do not click on 'Enter Secure Area')**.
3) Both your student ID and User ID is: «ID»
4) Your PIN will be your birthday in the following format: mmddyy. For example, if your
birthday is January 2, 1987, you would type in 010287.
5) Once in your account, look under **Processed Applications** and click on the
admission term for which you applied. The Application Summary page may not list all
items that have been received in our office.

During peak times, it may take several days to match and input pieces of your
application that arrive separately. Please give items that have been mailed at least two
weeks for processing. If you have any questions, please email admissions@gonzaga.edu
or call 800-322-2584

Please check that your file looks exactly as you want it presented to colleges *

◉ Yes, this looks exactly as I intend

Yes, this is perfect

○ No, there is something wrong with this file

Save

Please upload a document describing what you think is
important about this student, including a description of
academic and personal characteristics, as demonstrated
in your classroom. We welcome information that will help
us to differentiate this student *

3308686_1448_GIVEID EMAIL
as of 11-20-13.pdf
View

⊗ Remove

Back   Save

You will see this once complete, click OK

Is entered: 11

ich   ✓   All of your edits have been saved.   en
aug

Ok

he courses in which you have taught this student.

Click <mark>Review and Submit</mark>

Please upload a document describing what you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom. We welcome information that will help us to differentiate this student *

> 📄 3308686_1448_GIVEID EMAIL as of 11-20-13.pdf
> View

Edit   Back   **Save**
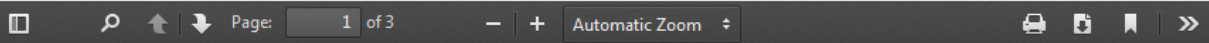
Review and Submit

You will see the following submission instructions

In which grade level(s) was the student enrolled when ❌

Submission - Teacher Evaluation for Audrey Minton

Form submission process will walk you through the multiple steps required for submission. Please review the PDF below and acknowledge for correctness. You may choose to return to Workspace or Profile, in case you need to make some corrections to the form. Otherwise, you may proceed to next steps for completing the submission.

🔍 ⬆ ⬇ Page: 1 of 3 — + Automatic Zoom ⬍ 🖨 📥 🔖 »

THE COMMON APPLICATION

Minton, Audrey
1/1/1999 CEEB: 480710 CAID: **15737711**
FERPA: Waived

Teacher Evaluation
Personal Details

Name	Mrs. Teacher Lady, Teacher
Email, Phone	rachellehose@outlook.com +1.509-313-6570 (phone)

School Details

Name	Central Valley High School, Spokane Valley, WA, USA, Public, CEEB: 481483

☐ I have reviewed the PDF copy of the form and wish to proceed with submission.

Back   **Continue**

Once PDF has been reviewed and approved, click "I have reviewed the PDF....." and then Continue

Affirm and provide signature then click Submit

Once you see this your teacher evaluation has been successfully submitted!

Submission - Teacher Evaluation for Audrey Minton

You have successfully submitted Teacher Evaluation for Audrey Minton.

Continue