

SENDING LETTERS OF REFERENCE

To begin sending letters of reference for your students, click the *Letters of Reference* link from your Advisor Home page.

The screenshot displays the Advisor Home interface. On the left is a vertical navigation menu with options: Site Settings, Course Planner, Application Planner, Reports (with sub-links for Completion, Portfolio, Course Planner, and Application Planner Reports), Mass Print Options, View License Information, View Usage Statistics, Method Test Prep Admin & Reporting, Helpful Documents, and Enter Career Cruising. The main content area is divided into two panels. The top panel contains links for 'Manage Student Groups New!', 'Assign Students to an Advisor' (with a dropdown), 'Unassign Students from an Advisor' (with a dropdown), 'Data Integration Information', 'Invite Others: Add/Edit Special Contacts', 'Manage Advisement Logs', 'Manage Group Entries', and 'Setup Tasks'. The bottom panel is the 'Transcript Dashboard', which includes links for 'Upload Transcripts', 'Unmapped Transcripts (0)', 'Confirm Mapped Transcripts (3)', 'All Mapped Transcripts', 'Letters of Reference' (highlighted with a yellow arrow), 'New Requests (40)', 'Submitted Requests (0)', 'Process Requests', and 'Make a request on behalf of a student'. A legend indicates 'Complete' (green), 'Scheduled' (orange), and 'Outstanding' (grey).

Click *Add New Letter* or *Click Here* to start. You can store the request and upload a letter at a later point if you wish.

This screenshot shows the 'Letters of Reference' section within the 'Application Planner' of the 'CAREER CRUISING' system. The left sidebar lists 'Quick Links' (Advisor Homepage, Search for Students, Manage Parent Accounts, Manage Ability Profiler, Assignments & Activities) and 'Program Options' (Portfolio Options, Portfolio Completion Standards, Assessment Options, My Surveys, Site Settings, Course Planner). The main area is titled 'Letters of Reference' and includes a 'Go To CAMS for ccSpark!' button. It features two status boxes: 'Active Letters (0)' and 'Archived Letters (0)'. Below these, a message states: 'The transcripts listed below have not been sent to the college/university. Click on the student's name to view the details and upload a document, if necessary.' A table with columns 'Student', 'College', 'Letter Uploaded', 'Status', and 'Updated' is shown, with a note: 'You currently have no active letters. [Click Here](#) to start a new letter.' At the bottom left, the 'Add New Letter' link is highlighted with a yellow arrow.

Once you have entered the request, click on the student's name to upload a letter/file.

The screenshot shows the 'Application Planner' interface for 'Anthony Abbott, CP Demo School (US)'. The left sidebar contains 'Quick Links' and 'Program Options'. The main area is titled 'Letters of Reference' and shows 'Active Letters (1)' and 'Archived Letters (0)'. Below this, a table lists active letters. A yellow arrow points to the student name 'ANTHONY SMITH' in the table.

Student	College	Letter Uploaded	Status	Updated
ANTHONY SMITH	Argosy University, Seattle	---	Waiting for Letter	4/27/2016

[Add New Letter](#)

After uploading a letter, you are ready to send the request off to the college or you can choose to send at a later time.

The screenshot shows the 'Letters of Reference' details for 'ANTHONY SMITH'. The form includes fields for 'State' (Washington), 'College' (Argosy University, Seattle - Seattle), and 'Campus' (Argosy University - Seattle, All Admissions). A 'File' section shows a file named 'TranscriptView.pdf' has been uploaded. At the bottom, a 'Send Now' dialog box is open, asking 'Are you ready to send this letter?' with 'For: ANTHONY SMITH' and 'To: Argosy University, Seattle - Seattle'. The dialog has 'Send Later' and 'Send Now' buttons.

Send Now

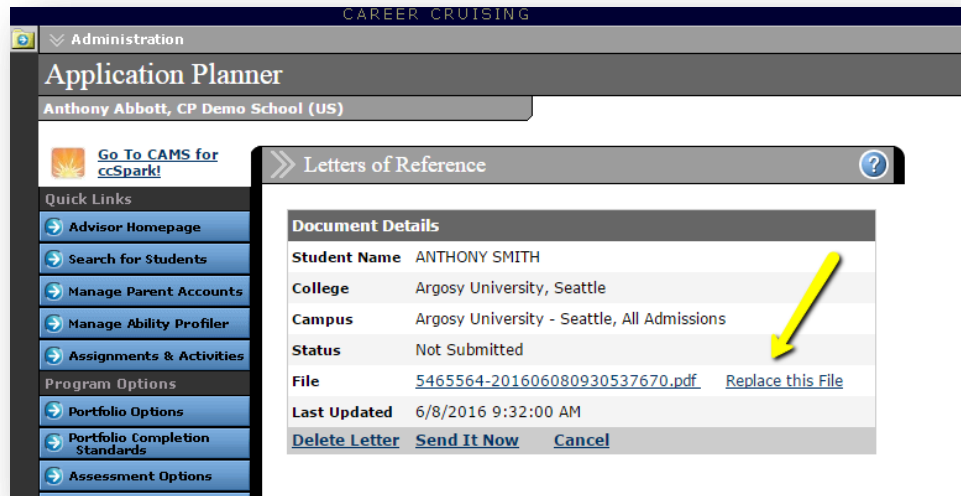
Are you ready to send this letter?

For: ANTHONY SMITH

To: Argosy University, Seattle - Seattle

[Send Later](#) [Send Now](#)

You can replace the letter with another anytime you wish and send or resend the request.



Status Options

Waiting for Letter – Request entered, but letter has not been uploaded and therefore not able to send to college.

Not Submitted – Request entered, a letter has been uploaded, not submitted to college.

Submitted – Request entered, a letter has been uploaded and sent to the college.

Opened – Request has been sent to the college and opened by the receiving college.

Expired – Request has been sent to the college but has not been opened by receiving 'out-of-network' college within 14 days.