

MajorClarity

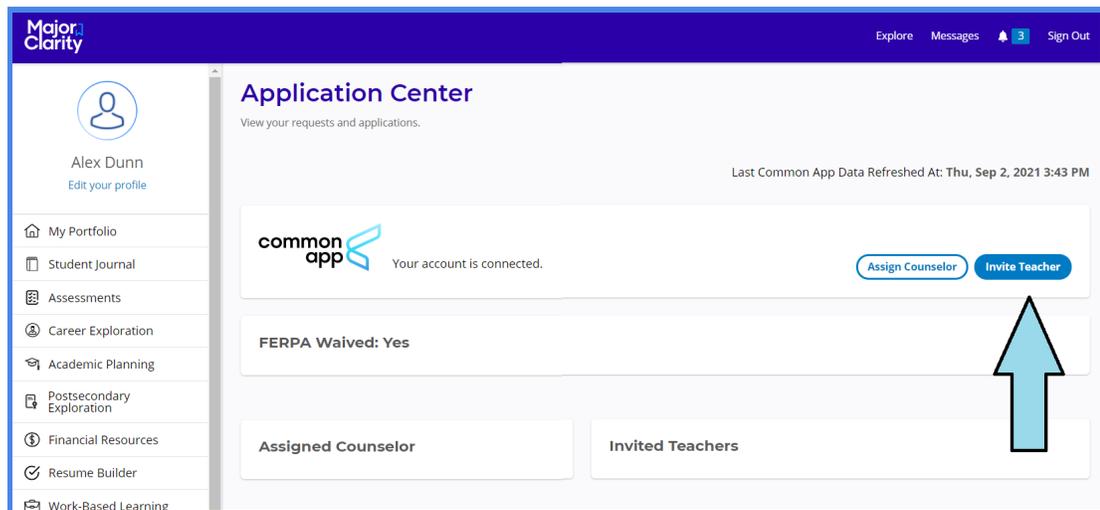
Common App <> MajorClarity FAQs (Beta Launch)

Requesting Teacher Evaluators (students)

FAQ #1 -- What is the process for students to add a Teacher Evaluator?

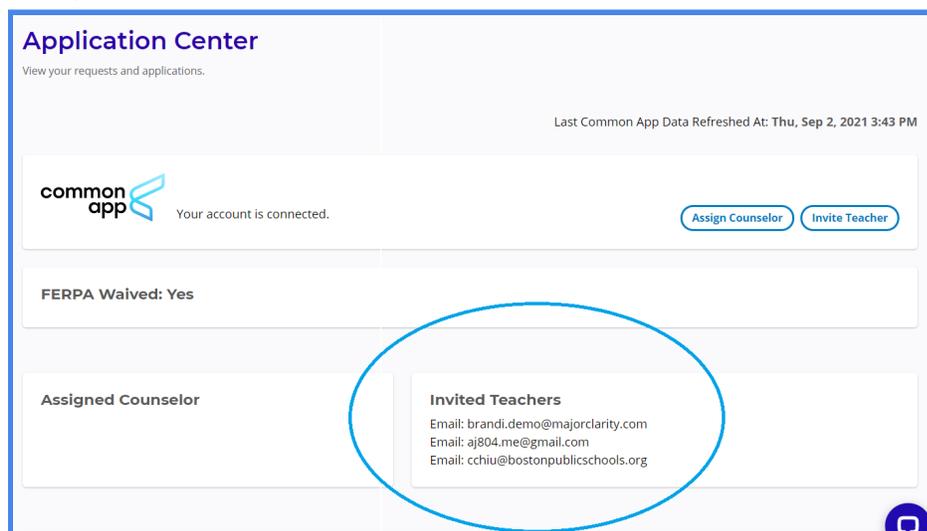
Inviting Teacher Evaluators is a **two step** process for students in MajorClarity. First, students must build a **shortlist** of potential Teacher Evaluators. Then, they will navigate down to individual schools and click to add a teacher from their shortlist to **assign them school** by school.

Step 1: Invite teachers to build your 'shortlist' of potential recommenders



The screenshot shows the MajorClarity Application Center interface. The user is Alex Dunn. The interface includes a sidebar with navigation options like My Portfolio, Student Journal, Assessments, Career Exploration, Academic Planning, Postsecondary Exploration, Financial Resources, Resume Builder, and Work-Based Learning. The main content area displays the common app logo with the text "Your account is connected." and two buttons: "Assign Counselor" and "Invite Teacher". A blue arrow points to the "Invite Teacher" button. Below the buttons, there is a section for "FERPA Waived: Yes" and two empty boxes labeled "Assigned Counselor" and "Invited Teachers".

Step 2: View your invited teachers list



The screenshot shows the MajorClarity Application Center interface, focusing on the "Invited Teachers" list. The user is Alex Dunn. The interface includes a sidebar with navigation options like My Portfolio, Student Journal, Assessments, Career Exploration, Academic Planning, Postsecondary Exploration, Financial Resources, Resume Builder, and Work-Based Learning. The main content area displays the common app logo with the text "Your account is connected." and two buttons: "Assign Counselor" and "Invite Teacher". Below the buttons, there is a section for "FERPA Waived: Yes" and two empty boxes labeled "Assigned Counselor" and "Invited Teachers". The "Invited Teachers" list is circled in blue and contains the following information:

- Invited Teachers
- Email: brandi.demo@majorclarity.com
- Email: aj804.me@gmail.com
- Email: cchlu@bostonpublicschools.org

MajorClarity

Step 3: Assign a Teacher Evaluator to a specific school(s)

Postsecondary Applications
Use this section to track and manage your applications for admission to postsecondary institutions.

Admissions Application | Required Completion Materials | Financial Aid | Common App Statuses

Institution Name	Student Choice Rank	Application Deadlines	Application Type	Admissions Status	Application Status	Decision	Updated At	Actions
Adelphi University (visit website)			Common App		In Progress		9/2/2021	Request Teacher Evaluation
Albion College (visit website)			Common App		In Progress		9/2/2021	Request Teacher Evaluation
Bowdoin College (visit website)			Common App		In Progress		9/2/2021	Request Teacher Evaluation

[Explore and favorite colleges to add them to tracker](#)

FAQ #2 -- What is an "Other Recommender" and how do students request them?

Common App uses an important distinction between **Teacher Evaluators** and **"Other Recommenders"**. Many schools will require a certain number of Teacher Evaluators for an application to be considered complete. Separately, some schools will allow for "Other Recommenders" as well, but those do not satisfy the requirement for Teacher Evaluations. **All "Other Recommender" requests will go through Common App directly** and can only go to schools that allow/accept them (which must be determined by the student within their Common App account).

FAQ #3 -- How does a student invite a non-MajorClarity integrated teacher to be a Teacher Evaluator? (i.e. a former teacher who's retired or at another school)

First, keep in mind the distinction between Teacher Evaluators and *Other Recommenders* - does the student want the external teacher in question to provide an official Teacher Evaluation, or to serve as an Other Recommender? In order for an external teacher to fulfill the role of Teacher Evaluator, that will need to be a manual request that goes through Common App. The student should see the option to **download a Teacher Evaluation PDF form** in their Common App account and provide it to the external teacher for them to complete and submit manually to each college directly. Screenshot:

MajorClarity

The screenshot shows the MajorClarity interface for a student. The left sidebar includes navigation options for Albright College, College Information, Application, Questions, Recommenders and FERPA (highlighted with a green checkmark), Review and Submit - Common App, and University of Virginia. The main content area is titled 'FERPA Release Authorization' and includes a 'View Details' link. Below this is the 'Invite Recommenders' section, which explains that recommenders submit forms on the student's behalf and provides 'Invite Recommenders' and 'Manage Recommenders' buttons. The 'Counselor' section states that the school uses MajorClarity for transcripts and reports, and provides a list of PDF forms to download: School Report, Counselor Recommendation, Optional Report, Mid Year Report, and Final Report. A table for Dany Stormborn (School Counselor, invited on 08/27/2021) shows the status of these reports: School Report (Not Started), Counselor Recommendation (Started: 08/27/2021), and the others as Not Started. The 'Teacher' section explains that teachers submit recommendations online and provides a 'Teacher Evaluation' PDF form to download. A table for Dany Stormborn (Teacher, assigned on 09/07/2021) shows the status of the Teacher Evaluation as Not Started. A green circle highlights the 'Teacher Evaluation' link in the 'Download PDF Forms' section.

Connecting Common App Accounts -- students

FAQ #4 -- Does my student need to create an account with MajorClarity?

No! Remember, all students *already* have accounts created in MajorClarity. Please **avoid** having students go through self-sign up. The vast majority of issues with connecting Common App accounts is occurring through students creating duplicate accounts. When a student goes through self-sign up, the account they create will **not** be linked to their school district, and they will **not** see the ability to connect to Common App. For questions about how to access MajorClarity, contact your MajorClarity account manager or use our support services.

MajorClarity

If a student is having trouble connecting their accounts, ask them if they've signed into their **school-assigned MajorClarity account** (i.e. using their school email address). If they (or you) do not see the Common App logo at the top of their 'Application Center' tab, this is one clue that perhaps they went through self-sign up and need to switch accounts.

Teacher Evaluators

FAQ #5 -- A student has added me as a Teacher Evaluator, but I don't see anything in my Common App Requests tab.

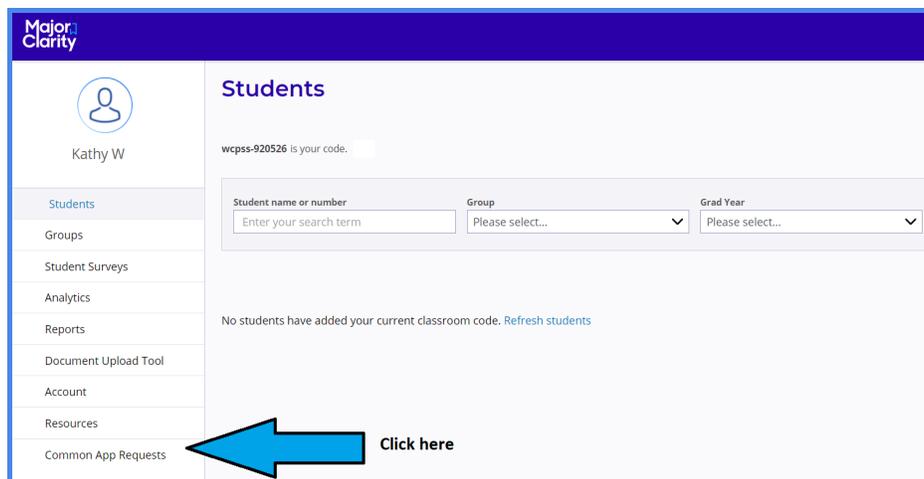
This is similar to FAQ #1. It's important to keep in mind that requesting a Teacher Evaluator is a **two-step process** for students. When a teacher has been notified, but is not yet seeing any active requests in their Common App Requests tab, this indicates that the student has added them to their 'shortlist' of recommenders, but *not yet assigned them* to any specific schools.

**Please note this is something our team will be adjusting to prevent future confusion. In the future, Teacher Evaluators will be notified once a student assigns them to a specific school.*

FAQ #6 -- When I sign into MajorClarity, I don't see any students.

If you are a teacher who has not historically been using MajorClarity, your student dashboard may be **empty** by default. To use MajorClarity's full features as a teacher / advisor, you will need to instruct students you work with to add your **classroom code** to their profiles. However, please note this step is not required to fulfill Common App requests!

Any Teacher Evaluation tasks you've been assigned for Common App will all be housed under your **Common App Requests tab**, regardless of whether or not you have any students displaying on your main dashboard. When you sign into MajorClarity, your default screen will be your 'Student' dashboard, so simply navigate to the 'Common App Requests' tab instead.



Major Clarity

Major Clarity

 Kathy W

- Students
- Groups
- Student Surveys
- Analytics
- Reports
- Document Upload Tool
- Account
- Resources
- Common App Requests**

Common App Requests

View Common App completion requests and statuses for assigned students.

Student name or SIS ID or email: College Name:

For additional information about the Common App and its forms, please visit the [Common App support portal](#).

Teacher Evaluation Request

[Teacher Profile](#) Profile Status: Complete

Student	Teacher Evaluation	First Deadline	College
Samhit Pudiped	Start Form	10/15/2021	Brown University Duke University East Carolina University