SCOIR

Getting Started as a Teacher

Scoir Guide

What is Scoir

Scoir is a solution for students, supporters, counselors, and colleges focused on finding the right fit through a unified college search and planning network. Our platform connects students to a powerful set of tools to help them identify their talents, search for their college fit, plan with their supporters, and apply when ready.

Your Account

As a Teacher, you play an integral role on Scoir by providing students with recommendations. You will be invited to create an account by an account administrator from your high school.

If you've been invited to join Scoir by your high school's account administrator, follow the link in the invite email you've received to get started. Keep an eye out for an email from register@scoir.com.

If you received an email but never registered your account:

If you are unable to locate the email you received from your high school to register your account or if you deleted it, we are able to generate another email to you.

Reach out to Scoir Support to request another invitation be sent. Please include the email address along with the associated high school. You can also contact your Account Administrator to re-send the email invite.

Email invitations expire in 7 days and users need to be re-invited afterwards.

Managing Letters of Recommendation

Your Preferences

If needed, recommendation requests can be automatically declined by using the Accepting Requests toggle. This may be necessary if too many requests have already been received or if a teacher is unavailable for an extended period of time.

To set your recommendation preferences, follow these directions.

From the Teacher Dashboard, toggle the Accepting Requests button to (✓) if accepting requests for letters of recommendation, and to (+) if not accepting letters of recommendation.
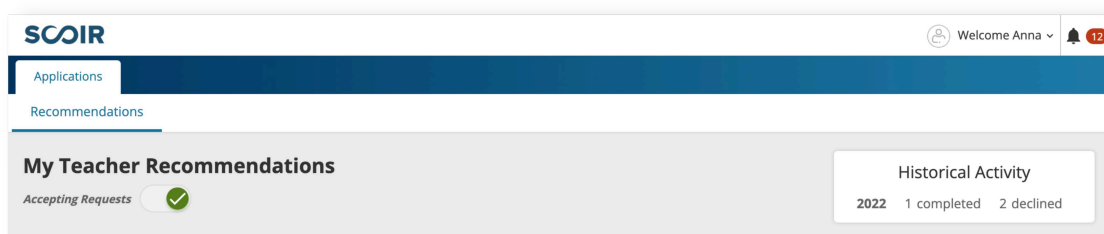
Fulfilling Outstanding Recommendation Requests

Outstanding recommendation requests will appear under Outstanding Requests on the Teacher Dashboard.

1. Find the student whose request you wish to respond to, then click Add to begin fulfilling the recommendation.
2. If prompted, complete the required evaluation fields and the optional assessment.
3. Choose whether to upload a recommendation or write on in Scoir.

   Note: These options will depend on your high school's preferences.

   • If uploading, click Upload Recommendation, click + Choose a file and select the PDF file that you'd like to upload.
4. If writing, click Write Recommendation, compose your recommendation in the editor, then click Save for Later or Save & Preview. Recommendation drafts saved for later are available to edit from the Requested page.
   • The corresponding student will be notified within Scoir once your letter is uploaded.

   Note: If you see a banner stating "Your profile is missing some required info. Please update in order to complete recommendations," you'll need to update your profile before the recommendation is considered complete.

Managing Letters of Recommendation

Declining Recommendation Request

1. On the Requested page, find the student whose request you wish to respond to, then click Decline to reject the recommendation.
2. You will be prompted to send a pre-populated, optional message to the student explaining why you cannot fulfill their recommendation request. Edit the message to your liking, or delete the message contents, then click Decline.
   - The corresponding student will be notified within Scoir that their request was denied.

Creating Recommendations on Behalf of Students

1. From the Teacher Dashboard, click + Add New.
2. Search for and select the student the recommendation is for.
3. Specify whether or not the recommendation is for a specific college.
   - If yes, search for and select the college, then click Continue.
   - If no, click Continue.
4. Choose whether to upload a recommendation or write one online.
   - If uploading, click Upload Recommendation, then click + Choose a file.
   - If writing, click Write Recommendation, compose your recommendation in the editor, then click Save for Later or Save & Preview. Recommendation drafts saved for later are available to edit from the Requested page.
5. To view drafts of recommendations-in-progress, click View on a recommendation with a Draft Created date, then finish composing the recommendation in the editor. When you're done, click Save & Preview, then click Submit.

Viewing or Replacing Existing Recommendations

- To view or replace existing recommendations, go to the Completed Requests section of the Teacher Dashboard.
- To view a created recommendation, click the View button next to the created date. You can download the file by clicking Open.
- To replace a created recommendation, click the Replace button, then follow the steps for uploading or writing a recommendation.

Managing Letters of Recommendation

View Students' Details

To view more information on a student including their college list, any surveys they have completed that have been shared with you, and extracurricular activities, click their name in either the Outstanding Requests or Completed Requests section of the Teacher Dashboard. Note that a student must be in your Recommendations list in order to view their profile information.

The student's profile information will be displayed along with the status of your recommendation.