
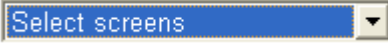



## 10 Easy Steps to Making PowerTeacher Course Recommendations

1. Before you do *anything*, make sure that you have a **list of current courses for next year**, this will ensure that you do not select an old course or old course code. PowerTeacher includes *all* the courses that could potentially be offered, making it a little confusing if you don't get a list of "real" courses before you start.
2. Log into PowerTeacher...**don't go to the gradebook**...stay on the screen where you enter attendance.
3. Click on the **backpack**  for the first class for which you need to enter course recommendations. A list of students in that class will appear on the left hand side of the screen, sorted by last name.
4. Click on the first name of a student. That student's information will appear. Look to the right of the screen; you'll see a **dropdown box** that says . Click on the down arrow to the right of the box, and then click on "**Recommendations**".
5. Click on the blue box that says, . The **Add / Edit Recommendation** Screen will appear.



Course Number

Scheduling Year


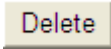
Comments

Approximately 4000 characters left

Submit

6. Check the **Scheduling Year** box to ensure that it says "18-19". Then, in the **Course Number** box, begin typing in the course number of the class that you will be recommending for that student. As you type, a dropdown list of courses will appear.  
*[Note: Please refer to the list of current course offerings for next year. If you do not have a list, please see your department point person.]*
7. Once you begin typing a course code a dropdown list of courses will appear, **click on the course** that you are recommending for that student. That course will appear in the Course Number box. You can also enter a **comment** in the Comments box if you wish. However, please note that both **parents and students will see the comment**. Also, comments cannot be edited. If you want to change them you must delete the recommendation and add it back in with a new comment

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- Click on the **Submit** button. You will see your recommendation appear on the screen. Click on the **FIRST** name of the next student in the list to the left, and you will automatically be taken to the **Add / Edit Recommendation** Screen for that new student. **Repeat steps 6-8** for all the students in that class who need course recommendations. If you wish to make a change to a recommendation, click on this icon . If you would rather delete the recommendation, click on . When you are done with a student you may click on another student in that class or select a student from another class.
- When you've finished entering recommendations for a particular class, click on the **PowerTeacher** icon up at the top of the screen; this returns you to the home screen. Click on the **backpack** for the next class for which you need to enter course recommendations, and go through the process again. 😊
- To see a list of your recommendations, go to the PowerTeacher **home screen** and click on "**Recommendations**" in the list under "Navigations" to the left. From that list you can edit or delete any recommendation by clicking on the "**pencil in a box**" icon to the right of that recommendation. When you finish editing the recommendation, press the **Submit** button. You may also delete a recommendation from this screen by pressing the **Delete** button.

**January 2 - January 22:**

**Teacher portal open for recommendations**

**January 31 – February 11:**

**Student Portal open for course selection**