

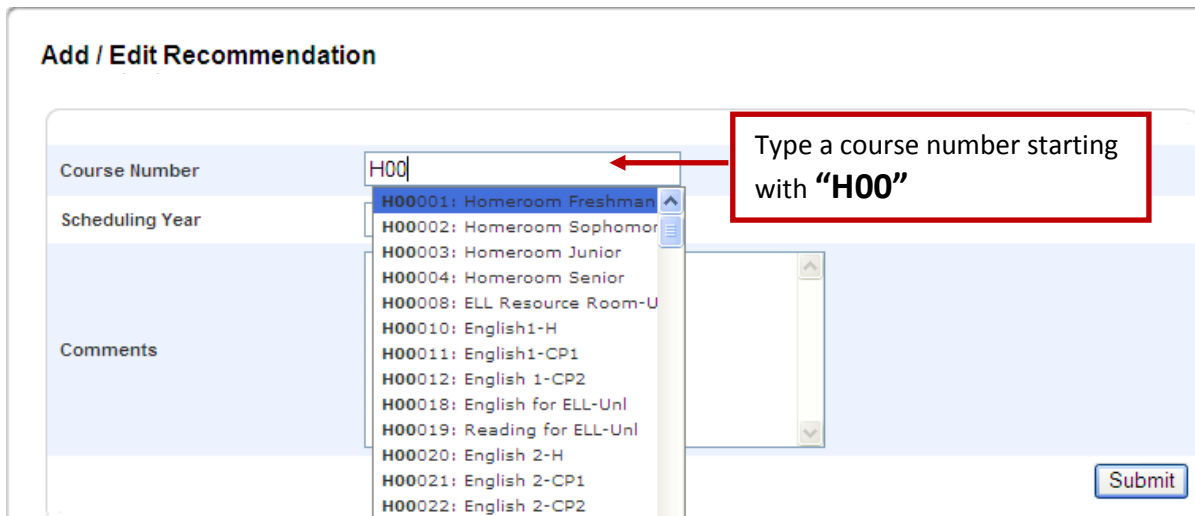


PowerTeacher: How To Enter Student Course Recommendations

- On the PowerTeacher Start Page, click a Backpack  for a class.
- Click a student's **FIRST** name, then click the 'Select screens' drop-down box on the upper right side of the screen.
- Select Recommendations from the drop-down choices:
- Click 
- Course Number:
 - Start typing a course number, starting with the letter "H".



Add / Edit Recommendation

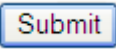
Course Number: H00

Scheduling Year: [dropdown]

Comments: [text area]

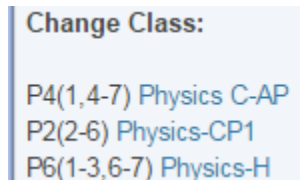
Submit


Type a course number starting with "H00"


- An auto-fill list of courses is displayed.
 - It will be further focused as you type in more characters of the course number. For example, for the Foreign Language courses, type H001. This will display a list of only Foreign Language courses because they start with the number H001
For example: H00109 = French 1-CP1; H00110 = French 2 H.
 - Course numbering sequence by department is shown on Page 2. ★
 - Select a course by clicking on it.
 - Scheduling Year Leave as is (15-16)
 - Comments: Enter as appropriate. *Only able to be entered only when adding a new recommendation.* To add a comment for an existing recommendation, delete the recommendation, then add a new one including the comment.
 - Click 
- To enter a recommendation for a different student, click another student's **FIRST** name. This will display the recommendations screen for the student.
 - Clicking a student's **LAST** name will display the student's default screen (Usually the schedule screen). To re-display the recommendations screen, click the "Select Screens" drop-down and select "Recommendations."

PowerTeacher: How To Enter Student Course Recommendations

- To make recommendations for a different class.
 - Click the new class from those listed under the Change Class heading on the left.



- To modify an existing recommendation, access the student's Recommendation screen by clicking the student's **FIRST** name, then click the pencil  to the right of a course recommendation


Year	Course Number	Course Name	Comments	
0-11	H00124	Latin 2-CP1		

- To change to a different course, enter the new course number, then
- To delete a recommendation, click

- To view recommendations for all students in all of your classes, click .

PowerTeacher

- This will display the PowerTeacher Start page.
- Click **Recommendations** (bottom of the menu on the left).
 - Each column can be sorted by clicking on the header column name. One click sorts in ascending order; clicking again reverses the sort order.

- Modifications to existing recommendations can be made on this screen by clicking 
Note that comments cannot be added or changed. To do so, delete the recommendation and add it again including the comment.

- To return to your student rosters, go to the Start Page by clicking **PowerTeacher** , then the



for one of your classes.

★ Course Numbering By Department

The first 4 characters of each course number:

- H000 English, Special Ed, ELL
- H001 World Language
- H002 Math, Computer Science
- H003 Science
- H004 Social Studies
- H006 Computer Science
- H007 Engineering-Communication Technology
- H008 Fine Arts
- H009 PE-Health