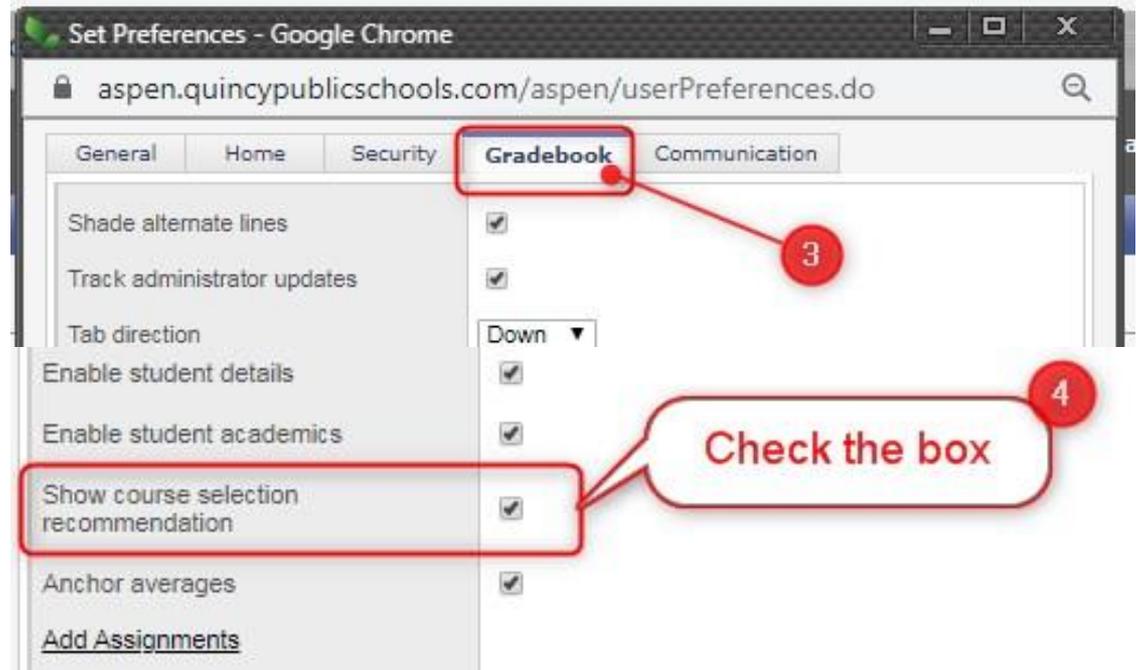## How to enter teacher recommendations?

1. Under Staff View > In the upper right hand corner of your screen, go to **Set Preferences**

2. In **Set Preferences**,
3. Select **Gradebook** tab.
4. Check ☑ the box to the right of **Show course selection recommendation**.
5. Click "OK"

6. Now go to **Gradebook** (top tab) → **Scores** (side tab)
7. In Grade Columns choose **Post Columns –Progress**; Term = **Q3**
(you can also post on any other 'Grade Columns' screen)

If the Recommendation box is disabled, the student is not being scheduled for next year or is graduating which can be verified by YOG (Year of Graduation).

Note: Only **courses** associated with the department of the **course** under which you are posting appear in the dropdown for recommendation. Teachers should enter only one Recommendation per content area unless the recommended course is a semester course. For the majority of the core academic departments, students *cannot* change a teacher recommendation however, parents and/or students can add **NOTES to Counselor** on the student request page if they are requesting a different course or level.

Teachers should use the COMMENT box to explain their recommendation or recommend additional courses.

Choosing the Recommended Course

Click on the dropdown arrow to show the course listing and to select the **Recommended Course**.

Quick Tip (optional):
After choosing a course for the first student in your class roster. You can use CTRL+D while the recommendation box outline is blue to Down Fill the rest of the class with the same course recommendation.

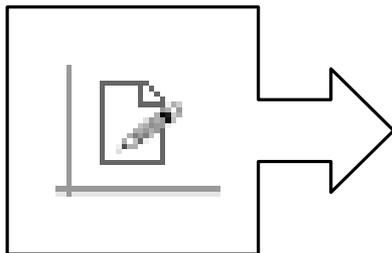*If using Down Fill, please make sure to go back and update any exceptions to your class recommendation.*

Comments are very useful!

- You can add a **Comment** to explain your recommendation to the student, parent or guardian.
- Via a **Comment** you can enter additional **Approval** criteria for the student's guidance counselor.

⚠️ **CAUTION**: **Comments will be visible to students/parents during online course selection.**

1. Click on Pencil and Paper icon.
2. Add Comments.
3. Click on SAVE when completed.

SAMPLE OF WHAT A STUDENT WILL SEE DURING ONLINE COURSE SELECTION:

Subject area	Social Studies
Instructions	The Social Studies chart in the NQHS Course Selection booklet represents a suggested sequence of courses in the Social Studies Department by level approval.
	Please note that **students must pass a full year of Social Studies (5 points) every year; accumulating 20 points to qualify for graduation.**
	Further information is available in the Program of Studies online at www.quincypublicschools.com under NQHS Guidance. See front cover for detailed l◄

Select	CourseNumber	CourseDescription	Academic level	Credit	Prequisite	Status	
☐	3012	THE MODERN WORLD	CCP	2.5			
☐	3013	THE MODERN WORLD	Honors	2.5			
☐	3014	THE MODERN WORLD	Advanced	2.5			
☐	3016	US HISTORY 1	CCP	2.5			
☐	3017	US HISTORY 1	Honors	2.5			
☐	3018	US HISTORY 1	Advanced	2.5			
☐	3278	ELL WORLD HISTORY CCP	CCP	5.0		Approval required	
☑	3280	ELL CIVICS CCP	CCP	5.0		Approval required,Recommended 📄	
☐	3281	ELL US HISTORY CCP	CCP	5.0		Approval required	

☑ OK   ✖ Cancel