

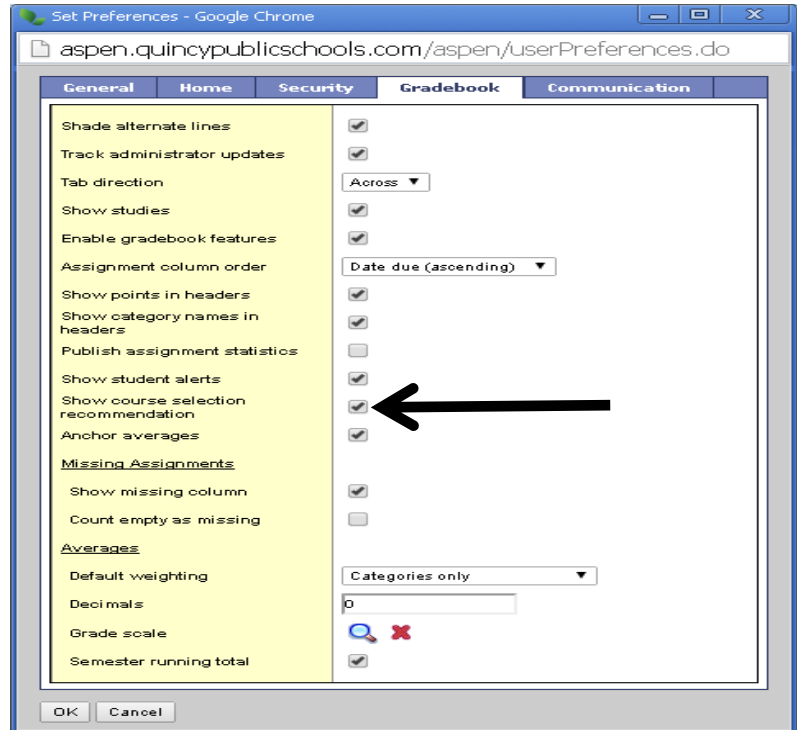
# Instructions for Teacher Recommendations for Next School Year

1) In the upper right hand corner of your screen, go to **Set Preferences**




2) In **Set Preferences**, select **Gradebook** tab.

3) Check  the box to the right of **Show course selection recommendation**:



or

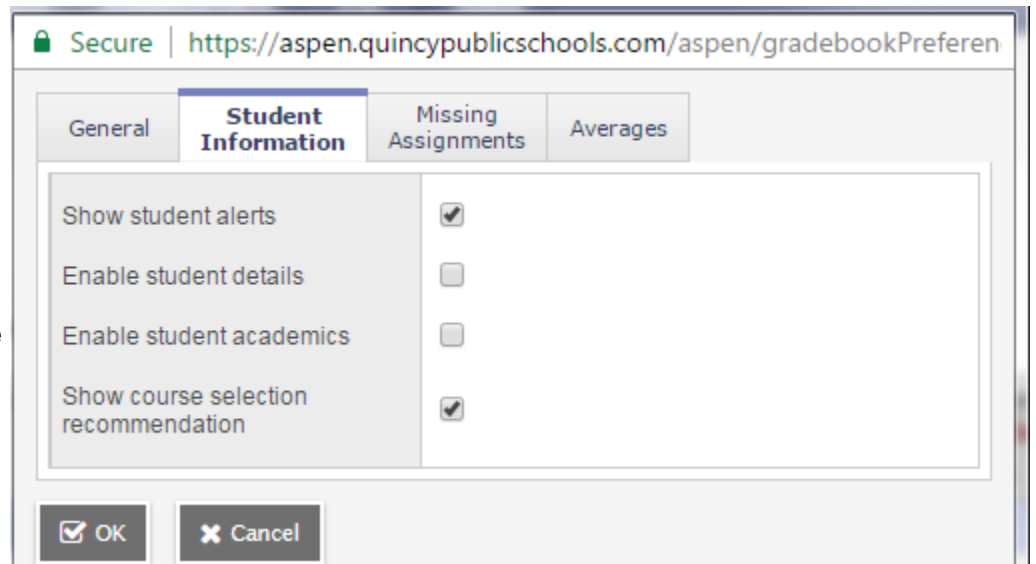
an easier way is to

choose the 

then choose the **Student Information** top tab

check  next to **Show course selection recommendation**

and **OK**



4) Click **OK** to save any changes

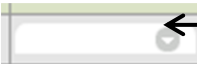
5) Now go to **Gradebook** (top tab) → **Scores** (side tab) →

- 6) In the yellow at the top of the input screen choose:  
 In **Grade Columns** choose **Post Columns – Progress** Term **Q3** (Grade 8 Term 02)  
 (you can also post on any other 'Grade Columns' screen)

Student Fields		Grade Columns		Term	Status	
Default Fields		Post Columns - Progress		Q3	<input checked="" type="radio"/> Enrolled <input type="radio"/> Withdrawn	
Name	YOG	Recommendation	Comment	Q3 Proj Grade (P)	Q3ProgStat	Recommendation (P-Q3)
	2014					
	2016					
	2014					
	2015					
	2014					
	2014					
	2014					
Average score						

If the Recommendation box is blank, the student is **not being scheduled for next year** or is **graduating** which can be verified by **YOG**.

**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.

Click on the down arrow in the Recommendations box.  
  
 And select the **Recommended** course.  
 You can scroll down the list of courses or use the **CTRL-F** to FIND a

- HORTICULTURE S
- 2083
- HORTICULTURE H
- 2092
- LIFE/PHYSICAL SCI S
- 2280
- ELL SCIENCE S
- 2730
- PRIN OF TECHNO 1 S
- 2740**
- PRIN OF TECHNO 2 S

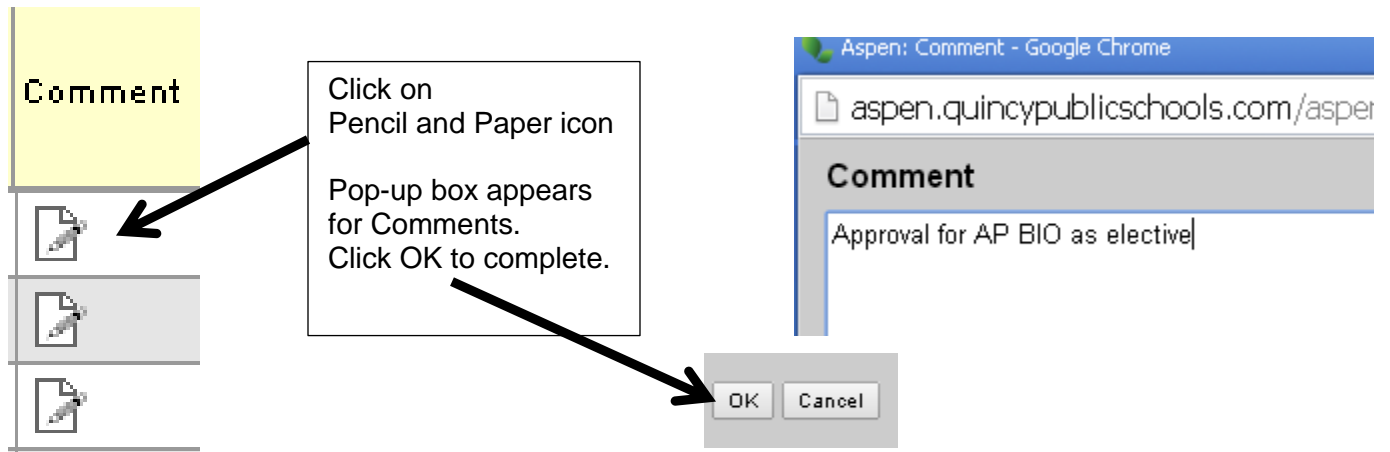
YOG	Recommendation	Comment
2015	2740	
2015		
2015		
2014		
2015		
2015		
2016		
2015		
2015		
2015		
2016		

After choosing a course while the box is **BLUE** Use **CTRL-D** if you want to copy down  
*then modify any exceptions*

YOG	Recommendation	Comment
2015	2740	
2015	2740	
2015	2740	
2014		
2015	2740	
2015	2740	
2016	2740	
2015	2740	
2015	2740	
2015	2730	
2016	2740	

You can choose to add a **Comment** to explain your recommendation to the student/parent/guardian or in Comment add **Approval** criteria for the student's guidance counselor.

**PLEASE NOTE:** All comments are **visible** to students/parents during course selection.



Example of what a student would see:

**Instructions**

Select your courses with care. Course numbers must be accurately recorded.  
 Level placement is chosen based on student performance, teacher recommendations and the fulfillment of prerequisites.  
 As per the Program of Studies, course prerequisites must be strongly adhered to while choosing courses.  
 Changes will be difficult to make after the final scheduling process and will only be processed through the policy outlined in the Program of Studies.

- Students must select exactly 36 credits worth of courses.**

**Students in grade 11 must take English, Math, Science, Social Studies plus Foreign Language (recommended), Technical Majors and/or Electives totalling 15 credits and Physical Education .**

**Primary requests**

	Subject area	School Course > CrsNo	School Course > Description	School Course > Level	Inclusion?	SectNo	SecType	Alt 1 > CrsNo	Alt 2 > CrsNo	Primary Code	Transcript	Credit
Select...	English	0122	ENGLISH 11	CCP	N						[+]	5.0
Select...	English Electives											
Select...	Math	1022	ALGEBRA 2	CCP	N						[+]	5.0
Select...	Math Electives											
Select...	Science	2022	CHEMISTRY	CCP	N						[+]	5.0
Select...	Science Electives											
Select...	Social Studies	3022	US HISTORY 2	CCP	N						[+]	5.0
Select...	Social Studies Electives											
Select...	Foreign Language	4632	SPANISH 3	CCP	N						[+]	5.0
Select...	Technical Majors											
Select...	Business/Tech Electives											
Select...	Art/Music/Theater Electv	6233	ART 3	Honors	N						[+]	5.0
		6303	BAND	Honors	N						[+]	5.0
Select...	Health/PE	9200	PE 9-12	CCP	N							1.0
Select...	ELL Program											

Choosing a **Select** button opens a screen much like this:

<b>Subject area</b>	Business/Tech Electives
<b>Instructions</b>	<p>Electives offer students the chance to experience a wide range of learning opportunities.</p> <p>Please use the Course Selection Chart to assist you in selecting one or more courses that align with the Electives interest areas. Please note that it is not necessary to take ALL THE COURSES listed under a specific pathway. The chart represents "suggested" courses.</p> <p><i>Further information is available in the Program of Studies online at <a href="http://www.quincypublicschools.com">www.quincypublicschools.com</a> under QHS Guidance. See front cover for detailed location instructions.</i></p>

0 of 55 selected

Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status	Alternate 1
<input type="checkbox"/>	6222	ART 2	CCP	5.0		Course completed	
<input type="checkbox"/>	6223	ART 2	Honors	5.0			
<input type="checkbox"/>	6272	DIGITAL PHOTOGRAPHY 2	CCP	5.0			
<input type="checkbox"/>	6273	DIGITAL PHOTOGRAPHY 2	Honors	5.0			
<input type="checkbox"/>	6232	ART 3	CCP	5.0			
<input type="checkbox"/>	6233	ART 3	Honors	5.0		Recommended	
<input type="checkbox"/>	6243	ART MAJOR /PORTFOLIO	Honors	5.0			
<input type="checkbox"/>	6255	ART HISTORY IN ACTION	CCP	2.5			
<input type="checkbox"/>	6256	ART HISTORY IN ACTION	Honors	2.5			
<input type="checkbox"/>	6245	ART HISTORY WESTERN	CCP	2.5			

## Example of what a guidance counselor would see in the **Notes for counselor:**

### Notes for counselor

Applying for open enrollment at NQHS

[REDACTED] should be enrolled for Advanced History (her grade is currently a 100%) and Science (her grade is currently 96%) and English (where she also had an A for the last term). I tried to make these changes online here and am unable to do so. Please make these changes. Thank you. [REDACTED]

Select...	ELL Program																			
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### Notes for counselor

Please note that [REDACTED] would like to change to **ADVANCED** History and the electives; Culinary Arts 1 and Accounting 1

There is now a report available in the teacher gradebook under **Reports** called **Course Recommendations**.

This report does NOT print students grouped by classes showing the recommendations but rather groups the students by the **Course Recommended**. Example: all students in all sections that a teacher teaches who are recommended for grade 9 English Honors will be listed together on the one report.