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)

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-E to **FIND a**

After choosing a course while the box is **BLUE**

Use CTRL-D if you want to copy down

**then modify any exceptions**
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.

Click on Pencil and Paper icon

Pop-up box appears for Comments. Click OK to complete.

Comment

Approval for AP BIO as elective

Click OK to complete.
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 part of the Program of Studies, course prerequisites must be strongly adhered to when choosing courses.

Changes will be difficult to make after the final selection 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.

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### Primary requests

<table>
<thead>
<tr>
<th>Subject area</th>
<th>School Course &gt; Grade</th>
<th>School Course &gt; Description</th>
<th>School Course &gt; Level</th>
<th>Elective?</th>
<th>Date 1 &gt; Grade</th>
<th>Date 2 &gt; Grade</th>
<th>Primary Code</th>
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Choosing a **Select** button opens a screen much like this:

**Subject area**

**BusinessTech Electives**

Electives offer students the chance to experience a wide range of learning opportunities.

Instructions

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.

Further information is available in the Program of Studies online at [www.quesnspublicschools.com](http://www.quesnspublicschools.com) under QHS Guidance. See front cover for detailed location instructions.

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Select  | Course Number | Course Description | Academic Level | Credit | Prerequisite | Status     | Alternate #1 |
--------|---------------|--------------------|---------------|--------|--------------|------------|--------------|
|        | 6222          | ART 2              | CCP           | 5.0    |              | Course completed |
|        | 6223          | ART 2              | Honors        | 5.0    |              |            |              |
|        | 6272          | DIGITAL PHOTOGRAPHY 2 | CCP         | 5.0    |              |            |              |
|        | 6273          | DIGITAL PHOTOGRAPHY 2 | Honors        | 5.0    |              |            |              |
|        | 6232          | ART 3              | CCP           | 5.0    |              |            |              |
|        | 6233          | ART 3              | Honors        | 5.0    |              | Recommended |              |
|        | 6246          | ART MAJOR PORTFOLIO | Honors       | 5.0    |              |            |              |
|        | 6266          | ART HISTORY IN ACTION | CCP    | 2.5    |              |            |              |
|        | 6266          | ART HISTORY IN ACTION | Honors     | 2.5    |              |            |              |
|        | 6246          | 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 NGHS

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.

<table>
<thead>
<tr>
<th>Sealed...</th>
<th>ELL Program</th>
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### Notes for counselor

Please note that 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.