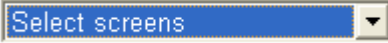# 10 Easy Steps to Making PowerTeacher Course Recommendations

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.
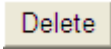

6. Check the **Scheduling Year** box to ensure that it says "15-16". Then, in the **Course Number** box, begin typing in the course number of the class that you will be recommending for that student. As you type, a dropdown list of courses will appear.
   [Note: Please refer to the list of current course 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

8. 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.

9. 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. ☺

10. 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.