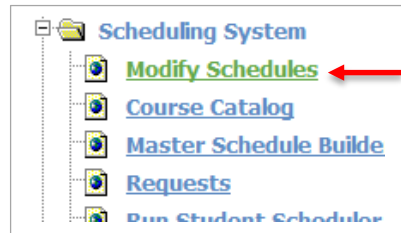# Counselor's Quick Start Guide for Student Course Recommendations

STEP 1: Navigate to: **Scheduling System > Modify Schedules**

STEP 2: In the **Students Filters** window select your name. Click **SEARCH.**

STEP 3: A list of your students will appear. Click on the first student **ID** number.

STEP 4: Click on the **Recommendations** tab.

STEP 5: Evaluate recommendations made previously by student, parent, and teacher. If you approve the course recommendation click in the **Approved** box. Click **SUBMIT** to save.

Counselor's Quick Start Guide for Student Course Recommendations

> *Helpful Hint!* You can approve all course recommendations for the student by clicking **Check All**. You can also use the **Clear All** option.

STEP 6: Click **Submit** and proceed to the next student

Adding Course Recommendations:

This screen shows that a student has no recommendations.

STEP 1: To **ADD** a recommendation, first click on the 🔍 *Look-up tool*.

> *Helpful Hint!* You can search courses by Department and Grade Level.

STEP 2:   Select the course recommendation by clicking on the course **ID number**.

STEP 3:   Add a **Comment**, if desired, and click **Submit** to save your recommendation.

The new recommendation will appear with your name.

You can delete any recommendation that you have entered.

To delete a Recommendation: Click on **Delete** and the recommendation will be removed.

Click **Submit.**

The recommendation is removed.