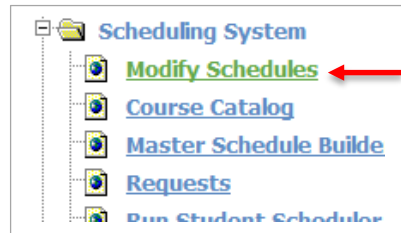


Counselor's Quick Start Guide for Student Course Recommendations



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



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

STUDENTS FILTERS

Search

You may use Enter/Return or Click Search

Student ID:

SASID:

LASID:

Last Name:

First Name:

Homeroom:

Grade:

Enrollment:

Group:

Counselor:

Sort By:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search

Clear

STUDENTS

Student ID	SASID	LASID	Name	HR	YOG	Grade	Gender	Counselor	Sched	Enrollment
16144		16144	Acuna, Duarte	0116	2016	11	Female	Poppins	Yes	Enrolled
15245		15245	Aguirre, Charles	0110	2016	11	Male	Poppins	No	Enrolled
16129		16129	Almaraz, Atalo	0111	2016	11	Female	Poppins	No	Enrolled
15610		15610	Anaya, Isidoro	0100	2016	11	Male	Poppins	No	Enrolled

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

STUDENTS										
Student ID	SASID	LASID	Name	HR	YOG	Grade	Gender	Counselor	Sched	Enrollment
16144		16144	Acuna, Duarte	0116	2016	11	Female	Poppins	Yes	Enrolled
15245		15245	Aguirre, Charles	0110	2016	11	Male	Poppins	No	Enrolled
16129		16129	Almaraz, Atalo	0111	2016	11	Female	Poppins	No	Enrolled

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

Recommendations	Attendance	College
Discipline	Drop/Add Report	Edit Tra
Enrollment	Grades	Print R

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



STUDENT RECOMMENDATIONS FOR DUARTE ACUNA AT HARRIS SENIOR HIGH

Submit **Cancel**

Student Recommendations For 16144 **Search**

Check All
Clear All


Approved Add Request	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	Scheduled		
<input checked="" type="checkbox"/>	010060101	**college Prep En 12	2	1.00	4	No	Delete	Add Alternate
Check to approve								
<input checked="" type="checkbox"/>	010077401	Journalism	1	0.50	2	No	Delete	Add Alternate
	01/31/16	Duarte Acuna	Student self-recommendation			I really want to take this course		

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**.

STUDENT RECOMMENDATIONS FOR CHARLES AGUIRRE AT HARRIS SENIOR HIGH

Submit **Cancel**

Student Recommendations For 15245 **Search**

Check All
Clear All

Approved Add Request	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	Scheduled
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Add Recommendations

Course  Comment

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

Counselor's Quick Start Guide for Student Course Recommendations



COURSE SEARCH FILTERS

Search

You may use Enter/Return or Click Search

Course ID: Course Name:

Grade Level: 12 Department:

BU
CO
EN
X EN

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search Clear

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

COURSE SEARCH

+ Add

Course ID	Course Name	Curriculum Level	# of Terms	Department	# of Sections	GL
010033101	Algebra A	1	4	MA	4	09-12
010033201	Linear Algebra	1	4	MA	3	-12
010042101	Algebra B	1	4	MA	5	00-12

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

Add Recommendations

Course: 010033101 Comment: This is the right level course for the student

Submit Cancel

The new recommendation will appear with your name.

Student Recommendations For 15245 Search

Check All
Clear All

Approved Add Request	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	Scheduled	
<input checked="" type="checkbox"/>	010033101	Algebra A	1	1.00	4	No	Delete Add Alternate
	01/31/16	Arnaldo Bruno					This is the right level course for the student

You can delete any recommendation that you have entered.

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

Counselor's Quick Start Guide for Student Course Recommendations



Student Recommendations For 15245

[Check All](#)
[Clear All](#)

Approved Add Request	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	Scheduled		
<input checked="" type="checkbox"/>	010033101	Algebra A	1	1.00	4	No		Delete
								Add Alternate
		01/31/16	Arnaldo Bruno					This is the right level course for the student

Click **Submit**.

STUDENT RECOMMENDATION DELETE

Click Submit to confirm deletion of this Recommendation.

Course ID: 010033101
Course Name: Algebra A
Create Date: 01/31/16

The recommendation is removed.

Student Recommendations For 15245

[Check All](#)
[Clear All](#)

Approved Add Request	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	Scheduled
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Add Recommendations

Course Comment