

# Teacher's Quick Start Guide for Student Course Recommendations



**STEP 1** Navigate to: *iTeacher* > Course List or Print Course List



**STEP 2** Select the **Course** and click **Search**.

**TEACHER COURSE FILTERS**

Course: 010041002-020 Us History III  
Teacher: Harris Yvonne  
Academic Year: 2015-2016  
Course #: Us History III  
Date: 01/18/2016  
Room: 00CP  
Term: 1234  
Schedule: 55555  
Grade Heading:

**Search**

Your students will appear below.

**COURSE LIST**

You are entering recommendations for 2016-2017 Year you are entering recommendations for

Check All Clear All

Recommend	Delete	Course ID	Name	GL	Sex	HR	Phone	Counselor
<input type="checkbox"/>	<input type="checkbox"/>	17401	Barese, Fiammetta	10	Male	0VOT	717-818-6363 (Home)	Trunchbull
<input type="checkbox"/>	<input type="checkbox"/>	17052	Barrientos, Carla	10	Female	00CP	717-818-6363 (Home)	Trunchbull

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**COURSE LIST**

You are entering recommendations for 2016-2017

Check All Clear All

Recommend	Delete	Course ID	Name	GL	Sex	HR	Phone	Counselor
<input type="checkbox"/>	<input type="checkbox"/>	17401	Barese, Fiammetta	10	Male	0VOT	717-818-6363 (Home)	Trunchbull

**Look-up Tool** (indicated by a red arrow pointing to a magnifying glass icon)

**STEP 3** Click on the **Look-up Tool** of the first student, select the **course recommendation** from the pop-up window, write a **comment**, and click **Submit**.

The **Look-up Tool** creates a pop-up window of possible courses. The Grade Level defaults to the student's Next Grade Level. Use the Course Search Filters to refine your search. Click on the **Course ID** number to select.

**COURSE SEARCH FILTERS**

You may use Enter/Return or Click Search

Course ID:  Course Name:

Grade Level:  Department:

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

**COURSE SEARCH**

**Click on Course ID to select** (indicated by a red arrow pointing to the Course ID 010031001)

Course ID	Course Name	Curriculum Level	# of Terms	Department	# of Sections	GL
010031001	Us History 2	1	4	SS	7	-12
010031101	Pa History	1	2	SS	0	07-12
010041002	Us History III	1	4	SS	7	-12
010051001	Government	1	4	SS	9	-12
010061002	Social Studies	1	4	SS	0	07-12
010071101	Current Events	1	2	SS	0	07-12

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**COURSE LIST**

You are entering recommendations for 2016-2017

Check All Clear All

Recommend	Delete	Course	ID	Name	GL	Sex	HR	Phone	Counselor
		17401	Barese, Fiammetta	10	Male	0VOT	717-818-6363 (Home)	Trunchbull	
<input type="text" value="010031001"/>				<i>Type comment here or use Look-up Tool</i>					
<input type="text"/>									

**STEP 4** Continue with the next student.

**Helpful Hint!** You can use the Copy-Down Tool if you are recommending the same course to several students.  
**NEW!** Teachers have option to copy multiple recommendations down.

**COURSE LIST**

You are entering recommendations for 2016-2017

Check All Clear All

*Copy down tool* (with arrow pointing to Copy icon)

Recommend	Delete	Course	ID	Name	GL	Sex	HR	Phone	Counselor
		17401	Barese, Fiammetta	10	Male	0VOT	717-818-6363 (Home)	Trunchbull	
<input type="text" value="010031001"/>				<input type="text"/>					
<input type="text" value="010051001"/>				<input type="text"/>					
		17052	Barrientos, Carla	10	Female	00CP	717-818-6363 (Home)	Trunchbull	
<input type="text" value="010031001"/>				<input type="text"/>					
<input type="text" value="010051001"/>				<input type="text"/>					
		16098	Cortez, Algiso	09	Male	00CP	***_***_**** (Unlisted)	Poppins	
<input type="text" value="010031001"/>				<input type="text"/>					
<input type="text" value="010051001"/>				<input type="text"/>					

**STEP 5** click **SUBMIT** to save your course recommendations before you leave the screen.

**OPTION TO DELETE:** Teachers can delete recommendations they have entered on the Course List screen.  
**Check the Delete box and Submit.**

Recommend	Delete	Course	ID	Name	GL	Sex	HR	Phone	Counselor
		17401	Barese, Fiammetta	10	Male	0VOT	717-818-6363 (Home)	Trunchbull	
010051001	<input checked="" type="checkbox"/>	Government	Comment:	<input type="text"/>					
010031001	<input type="checkbox"/>	Us History 2	Comment:	<input type="text"/>					