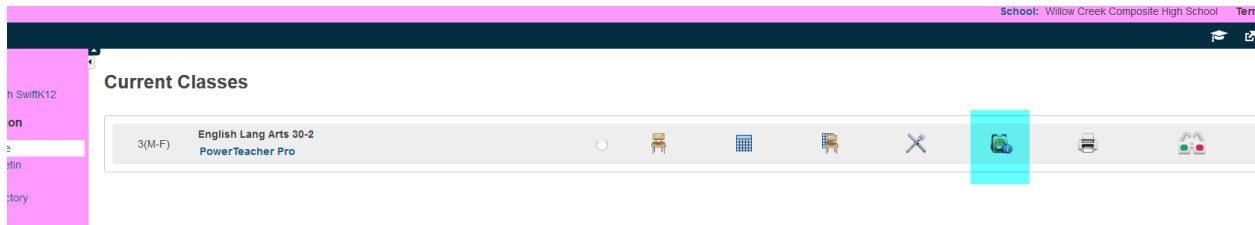
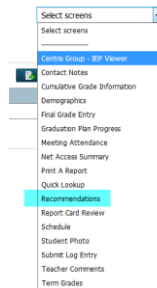


# PowerTeacher "How To" Add a Student/Course Recommendation

1. From your home page in PowerTeacher click of the **Backpack**.



2. Select the class that you want to enter course recommendations and select a student. From the drop down menu on the upper right hand side select **Recommendations**.



3. Click on **Create New Recommendation**



4. Enter the **Course Number** that you are recommending that the student takes for the **next school year** and any **Comments** you wish to add and click on submit.

The screenshot shows the 'Create New Recommendation' form. It has three main fields: 'Course Number' (with a red box around the input field), 'Scheduling Year' (with a dropdown menu set to '18-19'), and 'Comments' (with a large text area and a red box around it). A 'Submit' button is in the bottom right corner. A note at the bottom of the comments area says 'Approximately 4000 characters left'.

FYI—Students will only see the recommendation and not the comments if they are using the PowerSchool Course Request screen.