

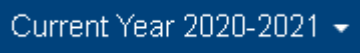
Accessing Course Recommendations

The functionality exists to allow your teachers to enter course recommendations for student for next year. **Thru TAC** your teachers can easily enter and save course recommendations. Once entered, administrative staff working to schedule students will have immediate access to the information.

To Access Course Recommendations

Step 1 – Change Database to Next School Year

- Click on dropdown on **Current Year** tab
- Click on dropdown next to **School Year**
 - Change School Year to **Next Year’s School Year**
- Click on **OK**



Step 2– Navigate to Course Recommendations Report

- Click on Menu | Scheduling | Student Schedules | Pre-Scheduler Reports | **Course Recommendations** OR
- Type ‘Recommendations’ in the Quick Search bar and select **Course Recommendations**
- Enter the following Prompts and filter

Note: Check box for Page Break for one (1) page per student

- Click on the run icon

Step 3 – Open Report

- Click on the Tasks/Report dropdown to retrieve your report
- Click report title to open report
- Review Course Recommendations



Sample Report:

Tuscarora High School

Course Recommendation Report

<u>Student</u>	<u>Student Name</u>	<u>Recommended Course</u>		<u>Priority</u>	<u>Enrolled Course</u>		<u>Teacher</u>
20000001	Alicia Crista Abbott	134121	ENGLISH 12	1	133211	ENGLISH 11	Travis Jones
20000002	Alicia Maria Antinella	193211	FUND OF CHEMISTRY	1	192211	BIOLOGY	David Patrick
20000003	Alexander Lorenz Kovacs	130091	ENG 101 FCC	1	133211	ENGLISH 11	Travis Jones
20000004	Aaron Alexander	13P111	ENGLISH 10H PARCC	1	131111	ENGLISH 9 HONORS	Ann Kelly
20000005	Anthony James Biondo	23220C	COMMON CORE	1	23127C	COMMON CORE ALG	James Malachuk
20000006	Anthony Justin Lee	23320C	COMMON CORE ALG 2	1	23220C	COMMON CORE	William Howard, III
20000007	Anthony Maroncelli	133111	ENGLISH 11 HONORS	1	13P111	ENGLISH 10H PARCC	Wagner Jones
20000008	Anthony Vincenzo Biondo	131111	ENGLISH 9 HONORS	1	8012	LANG ARTS 8	Dee Patti, Constance
		163011	AM STUDIES II 9TH GR	1	8108	AMERICAN STUDIES 1	Yvonne Grant
		191241	PHYS EARTH SP SC HONOR	1	8207	SCIENCE 8	William Conine
		23127C	COMMON CORE ALG 1A	1	8332C	CC MATH GR 8	Debra Elliott
		23128C	COMMON CORE ALG 1B	1	8332C	CC MATH GR 8	Debra Elliott