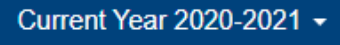



## Loading Course Recommendations

Teachers will enter two (2) course recommendations per student in TAC in the current school year database. **After thorough review and approval**, Administrative staff will login to eSchoolPlus in the next school year database and run the **Load Course Recommendation to Request** to convert the approved recommendations to requests.

### To Load Recommendations for a Group of Students

#### 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**

**Suggested Option:** Prior to running the Load Course Recommendation Report, run the **Course Recommendations Report** to review the recommendations prior to loading.

#### 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

Course Recommendations

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**Prompts**

Building\*

Group By

Page Break

Log Statistics


---

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Current Status	is in	<input type="text" value="Pre-Registered"/> <input type="text" value="Active"/>
	AND	2	Course Recommendations	School Year	=	<input type="text" value="2020"/>

- 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:

Monocacy Middle School

Course Recommendation Report 2020

Student	Student Name	Recommended Course	Priority	Enrolled Course	Teacher	
3000000	Bostrom, Gordon James	7011	LANG ARTS 7 HONORS	1	6011 LANG ARTS 6 HONORS	Franklin
		7332c	CC MATH GR 7	1	6332C CC MATH GR 6	Spill
3000000	Covino, Raj Mahan	7012	LANG ARTS 7	1	6012 LANG ARTS 6	Franklin
		7332c	CC MATH GR 7	1	6332C CC MATH GR 6	Spill
3000000	Covino, Andrew E. (Aubrey)	8331c	CC MATH GR 8 HONORS	1	7331C CC MATH GR 7	Franklin
		8011	LANG ARTS 8 HONORS	1	7011 LANG ARTS 7 HONORS	Shapp
3000000	Feldman, Harold Eric	8011	LANG ARTS 8 HONORS	1	7011 LANG ARTS 7 HONORS	Shapp
		8332c	CC MATH GR 8	1	7332C MATH GR 7	Spill
3000000	Hall, Katherine Ann	8331c	CC MATH GR 8 HONORS	1	7331C CC MATH GR 7	Franklin
		8011	LANG ARTS 8 HONORS	1	7011 LANG ARTS 7 HONORS	Shapp

Step 4 – Navigate to Load Course Recommendations to Requests

- Click on Menu | Scheduling | Student Schedules | Student Scheduler | **Load Recommended to Requests OR**
- Type 'Load' in the Quick Search bar and select **Load Recommended to Requests**
- Enter Criteria
  - Enter Building
  - Enter Interval – Yearly
  - Enter Mass Load Request Type
    - R - Regular (Recommendations will be loaded as Regular requests)
    - S - Student Alternate (Recommendations will be loaded as Alternate requests)

**Prompts**

Building: 3077 - Tuscarora High School | Mass Load Request Type: R - Regular

Interval: Y - Yearly | Prerequisite Checking: None

Teacher Overload

- Enter Filter as needed
  - Building, Grade, Subgroup, etc

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Current Status	is in	Pre-Registered Active

- Click on the Load Records icon


**Course Recommendations**

Courses shown in red indicate the course recommendation building does not match the building for the student.

Number of records found: 3580

Student ID	Name	Course	Description	Priority	Teacher	Enrolled Course	Select All
3000000	3077 - Tuscarora High School	134121	ENGLISH 12	1	3077 - Tuscarora High School	133211 - ENGLISH 11	<input type="checkbox"/>
3000000	3077 - Tuscarora High School	193211	FUND OF CHEMISTRY	1	3077 - Tuscarora High School	192211 - BIOLOGY	<input type="checkbox"/>
3000000	3077 - Tuscarora High School	130091	ENG 101 FCC	1	3077 - Tuscarora High School	133211 - ENGLISH 11	<input type="checkbox"/>
3000000	3077 - Tuscarora High School	13P111	ENGLISH 10H PARCC	1	3077 - Tuscarora High School	131111 - ENGLISH 9 HONORS	<input type="checkbox"/>
3000000	3077 - Tuscarora High School	23220C	COMMON CORE GEOMETRY	1	3077 - Tuscarora High School	23127C - COMMON CORE ALG 1A	<input type="checkbox"/>
3000000	3077 - Tuscarora High School	23320C	COMMON CORE ALG 2	1	3077 - Tuscarora High School	23220C - COMMON CORE GEOMETRY	<input type="checkbox"/>
3000000	3077 - Tuscarora High School	133111	ENGLISH 11 HONORS	1	3077 - Tuscarora High School	13P111 - ENGLISH 10H PARCC	<input type="checkbox"/>

**Step 5 – Select Recommendations**

- In the **Course Recommendation Panel**, check the **Select** box for each recommendation you want to load or click the box in the header to **Select All**
- Click on the Run icon 
- Review the **Recommendations to Requests** report verification
  - Click on the Tasks/Reports dropdown
  - Select **Recommendations to Requests** report

1/19/2018

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**Recommendations To Requests**  
3013 - Gov. Thomas Johnson High School

Student ID	Student Name
10021793	Flores, Brian



The following course recommendation has been moved to requests: 23111C

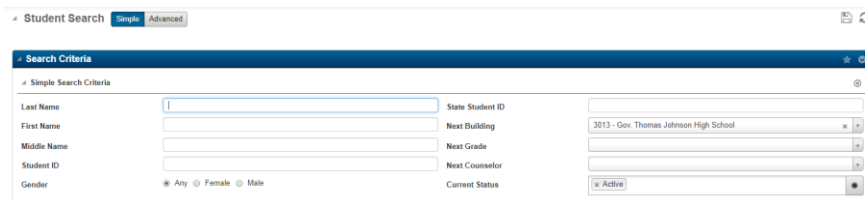
To Load Recommendations for One Student


**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 – Search for Student**

- Enter Student ID in Quick Search  200 OR  
Open Simple Search by clicking on search icon  and enter Student Name



- Click on the load records icon 
- Select student

**Step 3 – Navigate to Course Requests Page**

- Click on Menu | Scheduling | Student Schedules | Student | **Requests** or Type ‘Requests’ in the Quick Search bar and select **Requests**
- Courses entered by teachers are listed for your selection on the **Course Recommendation Panel**

- Check **Save to Request** box for those courses you wish to load into a request
- Click on Save

**Course Requests**

Course*	Section	Description	Credit	Overload Teacher	Marking Periods	Request Type	Alternate Course	Alternate Sequence	Lock	Override Prerequisite	Save to Scheduling
3083 - Oakdale High School											
134181		AP ENGLISH LANG & COMP	1.0000			R - Regular					
164051		AP GOV & POLITICS.US	1.0000			R - Regular					
						R - Regular					
			<b>Total Credit:</b>	0.0000							

**Course Recommendations**

Course*	Description	Priority*	Enrolled Course	Teacher	Save to Requests
134181	AP ENGLISH LANG & COMP				<input checked="" type="checkbox"/>
164051	AP GOV & POLITICS.US				<input checked="" type="checkbox"/>
					<input type="checkbox"/>