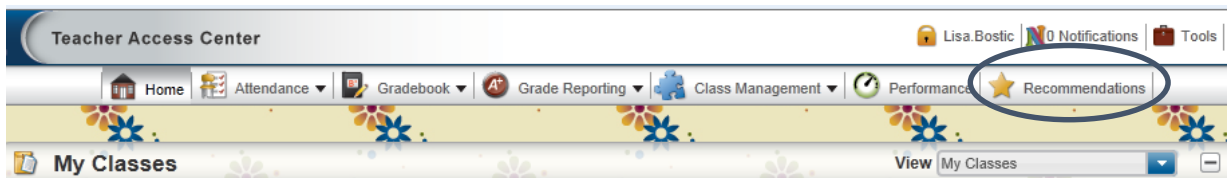


## Enter Course Recommendations

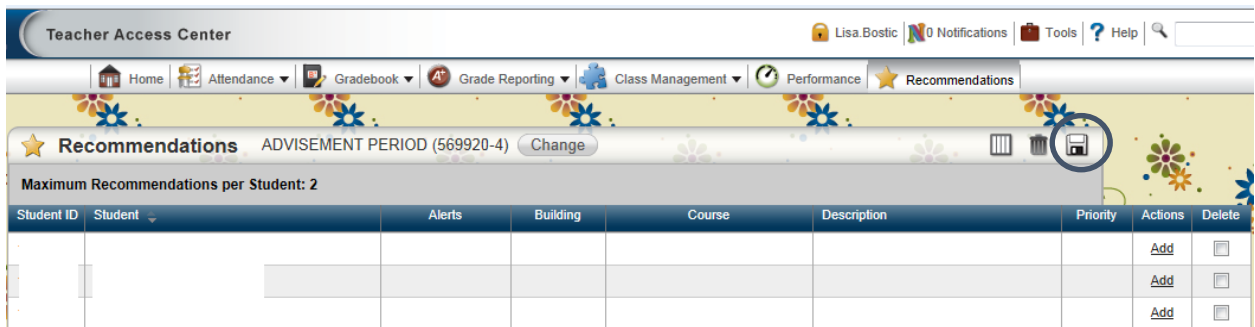
Use the Recommendations page to enter courses that you would recommend the student take next year. Counselors can review course recommendations and can create course requests based on this information.

### To Enter Course Recommendations for your Students:

1. Log into TAC.
2. Select Recommendations from the file menu as outlined below.



3. Enter your recommendations. The maximum number of recommendations per student will be listed in the header area of this screen.



4. When finished click SAVE or the disk icon in the upper right hand corner as shown above.
5. Click on Home to return to your home page.

### Buttons

	Click to open the Select Columns window so you can change the columns that are displayed on the page.
	First, enter a check in the Delete box for recommendation records you want to delete. Then, click  to remove the records.
	Click to save the entered recommendations.
<u>Add</u>	Click to insert another recommendation for the student.