

How to input course recommendations

Log into PowerTeacher

Click on the backpack of the section you would like to work with

The screenshot shows the PowerTeacher interface. At the top, it says "PowerTeacher" and "School: Pottsgrove High School Term: 11-12 Year". Below this is a navigation menu on the left with options like "Start Page", "Daily Bulletin", "Staff Directory", and "Meals". The main area is titled "Current Classes" and shows a class "1-0(A-F) Vo-Tech I" with several icons representing different functions like a desk, a circle, a crossed fork and knife, a book, a printer, and a chair.

Select the name of a student you would like to work with

The screenshot shows the PowerTeacher interface with the "Student Information" section selected. The navigation menu on the left is expanded to show "Out of PGHS 1-3(A-F)" and a list of student names: "Collins, Alexander", "Frederick, Reynone", "Michaels, Daniel", and "Smith, Caitlin". The main area is titled "Student Information" and includes a sub-header "Use the navigation pane on the left to work with the students listed".

Go to the drop down on the right corner and select Recommendations

The screenshot shows the PowerTeacher interface with the "Schedule" section selected. The navigation menu on the left is expanded to show "Collins, Alexander R 12 211137 B HS". The main area is titled "Schedule" and shows a table with columns "Exp", "Trm", "Crs-Sec", "Course", "Teacher", and "Room". A dropdown menu is open on the right side, listing various options, with "Recommendations" highlighted.

Exp	Trm	Crs-Sec	Course	Teacher	Room
1-3(A-F)	11-12	OUT-1	Out of PGHS	Williams, Yolanda	
DA(A-F)	11-12	DA-2	Daily Attendance	Williams, Yolanda	

Select Create New Recommendation

Recommendations List

Select screens

Collins, Alexander R 12 211137 B HS

The screenshot shows the "Create New Recommendation" form. It has a header "Create New Recommendation" and a table with columns "Year", "Course Number", "Course Name", and "Comments". Below the table, it says "No records found." and there are navigation buttons: "<< first", "< prev", "next >", and "last >>".

Start typing a course number in the Course Number field

Add / Edit Recommendation

Collins, Alexander R 12 211137 HS

Course Number *

Scheduling Year 12-13

Comments
 Approximately 4000 characters left

[Submit](#)

Either type the course number or click on the desired course and Submit

Course Number *

Scheduling Year

- ENG4100: English 12
- ENG4300: Academic English
- ENG4306: English 12 Summer
- ENG4700: AP English Literature
- ENG4900: Language Arts 12
- ENG4910: ESL - IV

Comments

[Submit](#)

The course you recommended is now listed, to edit click on the pencil on the right

Create New Recommendation				
Year	Course Number	Course Name	Comments	
12-13	ENG4100	English 12		

<< first < prev 1 next > last >>

**TO MOVE TO ANOTHER STUDENT
CLICK ON THE FIRST NAME OF THE STUDENT!!**