

# NEXT YEAR SCHEDULING in the GENESIS GRADEBOOK – MAKING NEXT YEAR COURSE RECOMMENDATIONS

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## I. Making Teacher Recommendations

A new screen has been introduced into the Genesis Gradebook to allow you to enter your recommendations for next year courses for your students. This screen is reached via the current [Gradebook→Class Rosters](#) screen. The [Gradebook→Class Rosters](#) screen has a new “mode” that allows for Teacher Recommendations.



At the top of the revised screen, you will see a “mode selector” and if you select the “View Recommendations” mode the “Make Recommendations” mode of the [Gradebook→Class Rosters](#) screen will be displayed:

The screenshot shows the 'Student Roster' interface. At the top, there are navigation tabs: Home, Gradebook, Class Rosters, Assignments, Setup, Profiles, Rubrics, Merge, Post Grades, School Setup, Reports. Below these is a dropdown menu for 'Gradebook.Roster (12545/3 - ITALIAN 2)'. The main title is 'Student Roster' with a dropdown for '12545/3 - ITALIAN 2, MTWRF, Per. 1 (FY)'. Below the title is a table with columns: ID, Student Name, Grade, Counselor, Next School, Next Grade, Recommended Course - (Update All), and Requests Locked. The table contains 17 rows of student data. At the bottom, there is a status bar showing 'Active Students: 13 Dropped Students: 1' and a 'Save' button. A copyright notice for Genesis Educational Services, Inc. is visible in the bottom right corner.

ID	Student Name	Grade	Counselor	Next School	Next Grade	Recommended Course - (Update All)	Requests Locked
122788	<a href="#">Applegate, Jennifer</a>	12	Baez, Benito	Genesis High School	12		
105791	<a href="#">Byrdak, Tim</a>	10	Barnes, Virgil	Genesis High School	10		
105870	<a href="#">Castleman, Slick G.</a>	10	Babitt, Shooty	Genesis High School	10		
504495	<a href="#">Daily, Ed</a>	12	Allen, Myron	Genesis High School	12	12555-ITALIAN 3	
1000172	<a href="#">Ellingsen, Bruce CODY</a>	10	Baez, Benito	Genesis High School	10		
91873	<a href="#">Jeter, Derek E</a>	12	Asselstine, Brian	Genesis High School	12		
404156	<a href="#">Lawson, Roxie NYKI</a>	10	Babitt, Shooty	Genesis High School	10		
505278	<a href="#">Maddox, Elliott</a>	11	Allen, Myron	Genesis High School	11		
505334	<a href="#">Marquis, Roaer S.</a>	11	Asselstine, Brian	Genesis High School	11		
1001564	<a href="#">Masi, Phil LEE</a>	11	Anderson, Mike	Genesis High School	11		
505475	<a href="#">McLaughlin, Barney MICHAEL</a>	11	Babitt, Shooty	Genesis High School	11		
505721	<a href="#">Narvon, Sam</a>	10	Anderson, Mike	Genesis High School	10		
505788	<a href="#">O'Donoghue, John</a>	10	Astacio, Pedro	Genesis High School	10		
1012100	<a href="#">Daisev, George SHANNEE</a>	09		Genesis High School	09		

Figure 1 – The Gradebook Class Rosters Screen in the “Teacher Recommendations” mode

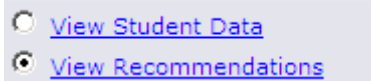
You now have the opportunity to submit recommendations. What is displayed in the drop down corresponding to each student is the list of courses in the same department as the current course. If the current course is, as in the example above, a “Social Studies” course, then all Social Studies

courses are displayed in the drop down. Of course, courses MUST be linked to their departments for this to work – otherwise all courses will be included in the drop down.

The [Student Data](#)→[Students](#)→[Next Year Requests](#)→[Make Requests](#) screen has been revised to include all Teacher Recommendations. Thus the guidance counselors have your precise recommended courses at their finger tips when working on or with an individual student's course requests.

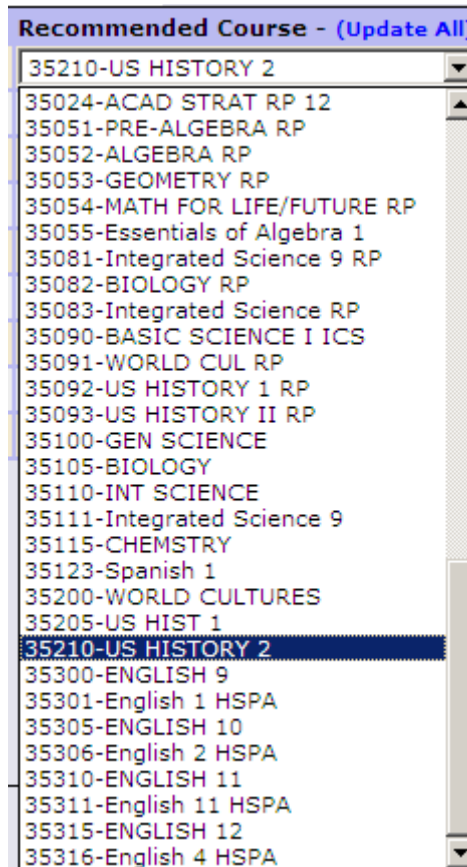
#### **Making Recommendations for Students**


1. Go to the [Gradebook](#)→[Class Rosters](#) screen for the course section for which you want to make recommendations. Select the "View Recommendations" mode for the screen:



This brings up the "recommendations" screen.

2. For each student, select the course you consider most appropriate for them for the following year. The drop down list corresponding to each student contains a list of all courses to be offered, in the **same department** as the current course, for the next school year:



3. Repeat for all students.
4. Click the  button to store your requests.

## II. FAQ

### What if the “View Recommendations” option does not appear?

What if the option to view recommendations does not appear on the top of the [Gradebook→Class Rosters](#) screen:



This can mean one of two things:

1. It may mean that Teacher Recommendations are not yet enabled and you cannot go to the “Make Recommendations” screen.
2. It may mean that Teacher Recommendations are not turned on **for the department the current course is associated with**. Teacher Recommendations are enabled by department – and not all departments may wish to have them made.
3. It may mean that the **course** itself is configured improperly.

### What do Guidance Counselors see when I make a recommendation?

The student’s [Student Data→Student→Next Year Requests→Make Request](#) screen has been altered to show guidance counselors the recommendations teachers have made exactly when the guidance counselors are working with the student’s requests:

Course.Sec	Desc	Credits	Teacher	Sem	Alt Course.Sec	Alt Desc	Alt Credits	Recommendation
10039	CREAT WRITING	2.500						
10175	*ENGLISH 1 HON	5.000			10165	ENGLISH 1 AC	5.000	
12555	ITALIAN 3	5.000						✓
13325	ALGEBRA 1	5.000						
13995	*COMP SCI AP	5.000						
14630	ASTRONOMY	5.000						✓
15249	ECONOMICS	2.500						✓
15496	*AMERICAN HISTORY AP	5.000						✓
<b>Totals:</b>		<b>35.000</b>					<b>5.000</b>	

CourseCode	Section or CourseCode	Search:
10275	*ENGLISH 2 HON	Created 01/10/2008 8:52AM by rwdilts for 10175
12555	ITALIAN 3	Created 01/03/2008 9:27AM by rwdilts for 12545
14630	ASTRONOMY	Created 01/10/2008 8:51AM by rwdilts for 14630
15249	ECONOMICS	Created 01/10/2008 8:50AM by rwdilts for 15205
15496	*AMERICAN HISTORY AP	Created 01/05/2008 10:13AM by admin for 15275

New Teacher Recommendations section

Figure 2 – The revised [Student Data→Student→Next Year Requests→Make Request](#) “Make Requests” screen showing the new Teacher Recommendations section

### What if I change my mind about a student and want to change their request?

You can change the recommendations for a student up until the teacher recommendations are disabled – and you no longer have access to the recommendations screen – or until the guidance counselor “locks” next year course requests for the student indicating that they are finished with that student. When a icon appears next to the student, their requests are locked.