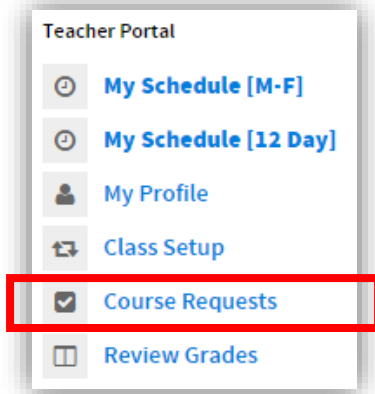


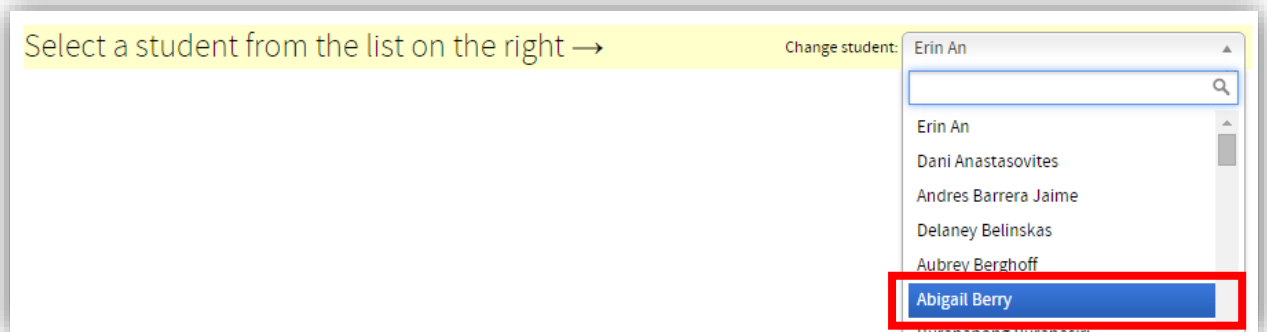
Entering Course Recommendations in Veracross

For Math, Science, and Language departments only

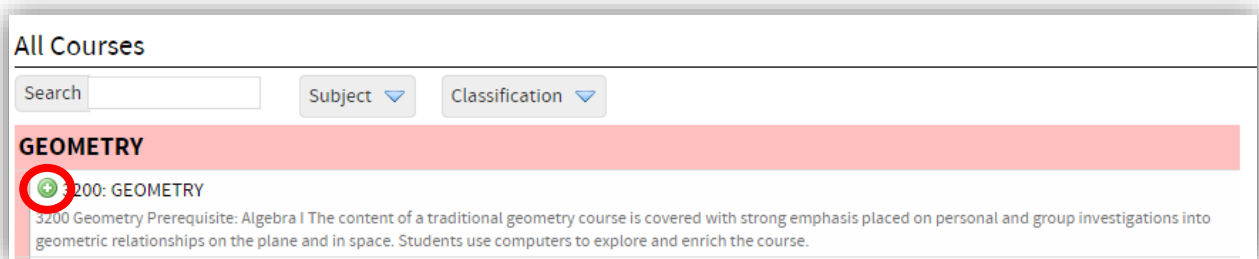
1. Log into your teacher portal. On the homepage, click on “Course Requests” in the right hand column.



2. Select the student from the list that you would like to make a recommendation for. Note that you may enter a name in the search box if necessary.



3. Click on the green “+” next to the course that you would like to recommend the student for. Note that you may also search for the course using the search box if necessary.



4. The course recommendation will now show at the top of the screen with any other recommendations that were previously entered.
 - a. Feel free to add notes or priority (first, second) if there is a special circumstance.
 - b. You DO NOT need to click on Recommended or Approved.
 - c. Advisors will see notes and priority.
 - d. Parents and students will NOT see recommendations.
 - e. To delete a request, click the “delete” link on the right of the request.

Teacher & Advisor View:

Course Requests							
Previous Courses		Credit Report		Current Schedule			
Group	Course	Notes	Priority	Term	Recommended	Approved	
1	3205: HONORS GEOMETI <i>GEOMETRY</i> Level: N/A		First	ALL	<input type="checkbox"/>	<input type="checkbox"/>	delete
2	3200: GEOMETRY <i>GEOMETRY</i> Level: N/A	If Abby feels unprepared for Honors she would be fine in standard.	Second	ALL	<input type="checkbox"/>	<input type="checkbox"/>	delete