Course Recommendations in CLARITY

1.) Log into CLARITY and go GRADEBOOK GRID view for a class.

2.) If not already selected, be sure to be in QUARTER 3 by clicking on the QUARTER 3 tab at the bottom of the screen in GRADEBOOK GRID.

3.) Click on ASSIGNMENTS towards top of the gradebook.

4.) Select REQUIRED ASSESSMENT

5.) Click on the COURSE RECOMMENDATIONS column next to the COMMENT 2 column.

6.) Click on the first cell and press the SPACE BAR for a listing of ALL core (Eng, Math, Soc, Sci, FL) high school courses.

- Choose the appropriate course code for the first student.
- Click on the next student and press SHIFT + 8 (use the numbers along the top of the keyboard). This will copy/paste the same course code for the next student.

NOTE: The copy/paste will work for as long as you hold down the SHIFT + 8 keys.

**To change a course code, simply click in the cell you want to correct and repeat STEP 6.