

# How to Provide Staff Recommendations

## Purpose

Equal Opportunity Schools works toward reflecting the racial and socio-economic diversity of your schools in your AP/IB programs. A key part of that work is leveraging staff recommendations to identify students who could benefit from participation in an AP/IB course and encourage them to enroll.

We encourage staff to be thoughtful and inclusive when making recommendations. Many qualified students do not take advanced courses because they do not often feel encouraged to do so. This is your chance to provide that encouragement.

## How to Make Recommendations

1. A link will be provided to you by a school administrator for the purpose of making recommendations.
2. Once you click the link, you will need to enter either your Staff ID or Staff Email address in order to log in. You will be instructed on which ID to use when you receive the link.
  - **If you are a classroom teacher:**
    - Clicking the link will take you to a list of your current classes.
    - For each class, click the arrow button to the right of the course title to view a list of 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students enrolled in that period who ARE NOT currently taking an AP or IB class.
    - Please go through each of your classes and use the check box to the left of the student's name to select students who you feel are ready for the challenge of taking an AP and/or IB class in the fall of 2018.
    - Below your class lists you will see a search box, which allows you to search for particular students using their names or student ID numbers. As above, you will check the box to the left of the student's name to recommend them for AP or IB next year. If a student does not appear when searched, it is because they are currently enrolled in an AP or IB course.
  - **If you are not a classroom teacher:**
    - You will see a search box that will allow you to look up and recommend any student you feel appropriate. You will search for students using their name or student ID number. If a student does not appear when searched, it is because they are currently enrolled in an AP or IB course.
3. After you've selected all the students you would like to recommend, click Save or Save and Exit at the bottom of the page.