**RECOMMENDATIONS (STUDENT)**

1. Click on the ASSIGNMENTS tab of the main menu.
2. At the bottom of the screen, click on the button that says "Request a Recommendation."



1. After clicking on the button, a dialog box will appear. Next to the label Teacher: you will see a drop-down with a list of teachers.
* If you are in 9th, 10th or 11th grades, **choose 2 academic teachers (NOT Advisors) you have during the current school year (ex. Juniors choose 2 teachers they have during their Junior year)**.

If you are in 12th grade, this list will contain all the teachers and administrators in the school. **Seniors choose 2 people from the following list: Administrators, Guidance Counselors, LHS Staff, LHS Coaches, or Club/Activity Advisors**

* Each teacher can only give you one Social Expectations recommendation during your high school year; this means the list will not include any teachers who has previously completed a recommendation for you.



1. After you have selected the teacher, click on "Send Request." **ONLY SEND 2 REQUESTS.**

Your teacher will receive a message that you have submitted a request for a recommendation.

After the teacher has completed the recommendation, you can see the response:

* Click on ENTRIES on the main menu
* Click on the RECOMMENDATIONS tab
* You can see the recommendation by clicking on "View Assessment."



1. Click on the ASSIGNMENTS tab of the main menu.
2. Find the Class labeled PORTFOLIO
3. Find the REFLECTION assignment in the PORTFOLIO Class
4. Click on the +ADD button
5. Click on the EDIT button of the REFLECTION assignment
6. Read the REFLECTION PROMPT



1. On a new screen, OPEN a new document on your GOOGLE DRIVE
2. Write your Reflection response on the Google Doc and SAVE to your GOOGLE Drive
3. GO BACK to RICHER PICTURE (FOLLOW STEPS 1-4 if you logged off your page)
4. Click on the CHOOSE FILE FROM GOOGLE DRIVE button
5. Choose the REFLECTION file on your Google Drive
6. Click on the ALLOW RICHER PICTURE ACCESS TO THIS FILE button
7. Click on the SAVE STAY ON THIS PAGE button. **YOU MUST DO STEP 11 BEFORE STEP 12.**

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