

SchoolMaster Gradebook

Importing Mark Tables Grades 2-6




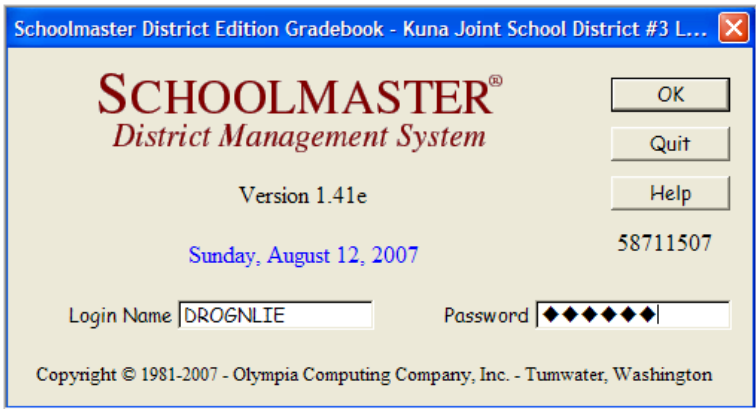
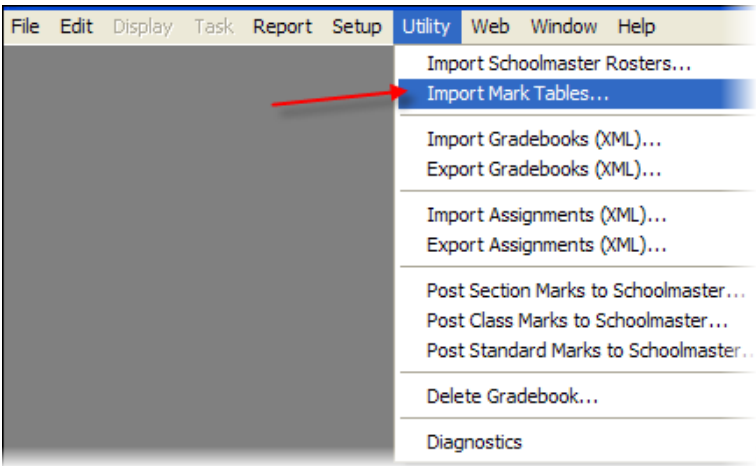
Publication Date: 07/01/07
Version: 1.0

Introduction/Purpose:

Mark tables are set at the district level and need to be imported/updated each year. The mark tables that are imported into Gradebook are those associated with the report card and should not be altered.

Steps

Views

<p>1</p> <p>Double-click SM Gradebook Icon</p>	
<p>2</p> <p>Login using your SM username and password.</p> <p>Click OK</p>	
<p>3</p> <p>Go to Utility</p> <p>Import Mark Tables</p>	

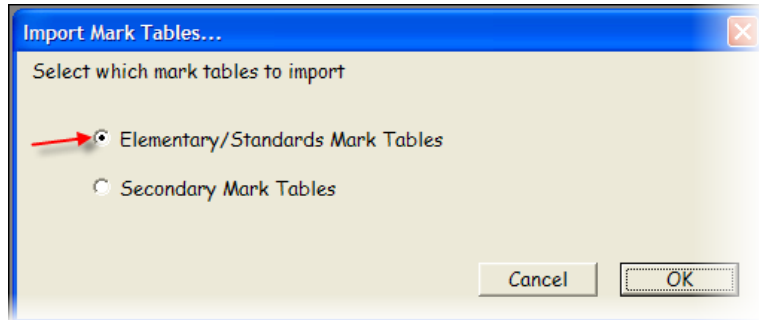
Steps

4

Choose the appropriate mark table level.

Press OK

Views



5

Select the appropriate mark table for your grade level:

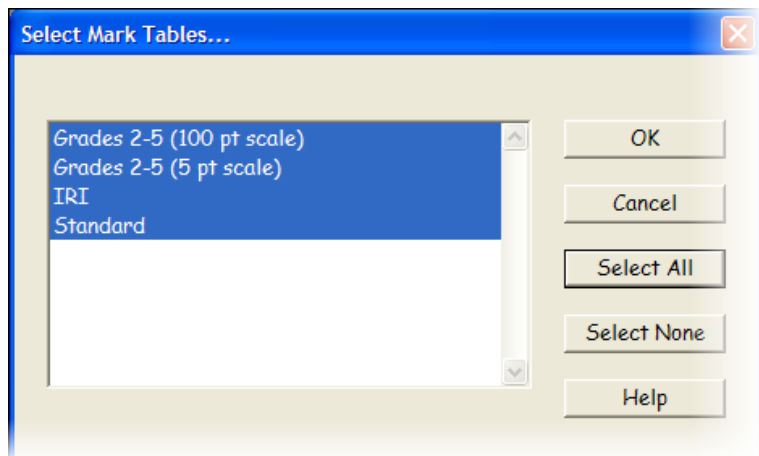
* Grades 2-3 will need all mark tables.

* Grades 4-6 will need the standard mark table only.

After selecting desired mark tables press OK.



Tip! To select more than one mark table hold the ctrl key and click with mouse on mark tables you wish to import.





Definitions, Acronyms and Abbreviations

Term	Definition



Revision History

Version	Date	Changes	Name
1.0		Document Created	

Review and approval

Version	Date	Name

Distribution

Version	Date	Location	Action	Format