

SchoolMaster Gradebook

Importing Class Rosters Grades 2-6




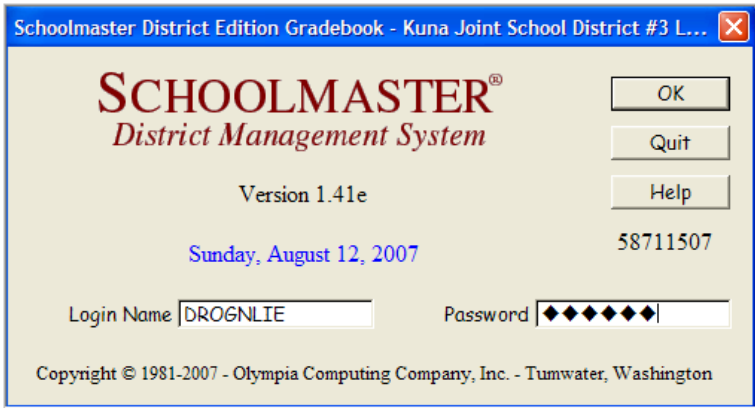
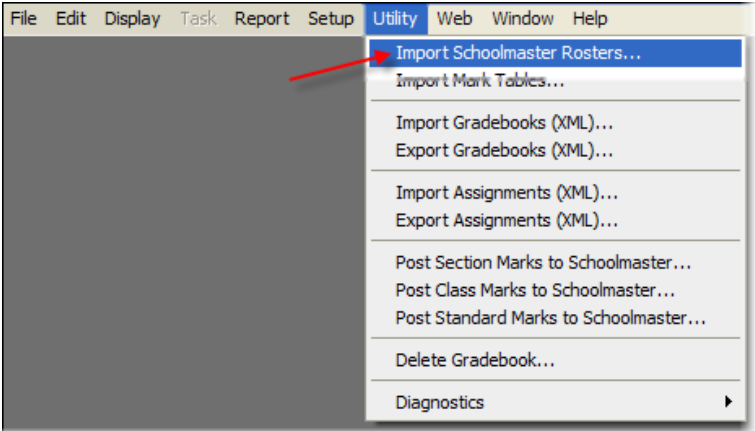
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Introduction/Purpose:

When beginning the school year, teachers will need to import their classes from SchoolMaster into the Gradebook program. This creates a link between the two programs that is required for progress reports and report cards.

Steps

Views

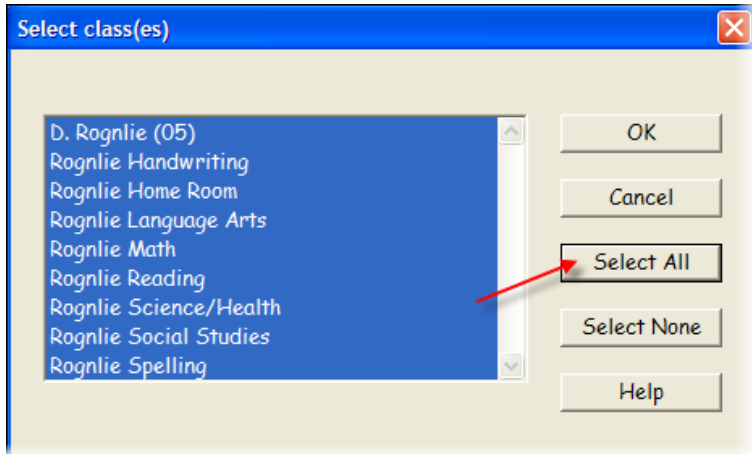
<p>1</p> <p>Double-click SM Gradebook Icon</p>	
<p>2</p> <p>Login using your SM username and password.</p> <p>Click OK</p>	
<p>3</p> <p>Each subject you teach (associated with required subjects on report card) will need to be imported from SchoolMaster.</p> <p>From top menu choose Utility.</p> <p>Click Import Schoolmaster Rosters...</p>	

Steps

Views

4 Click Select All to highlight each class to import.

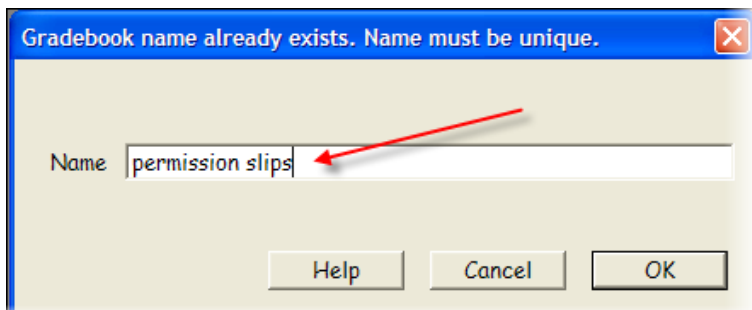
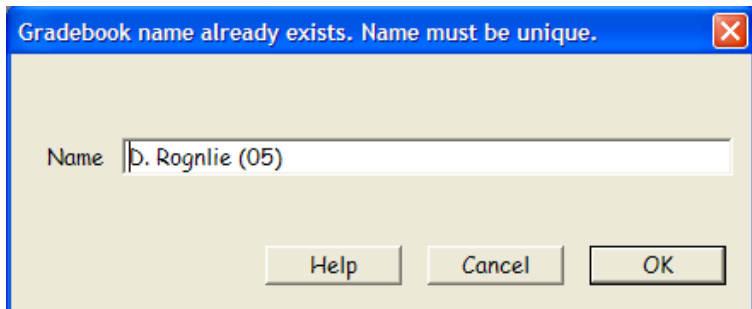
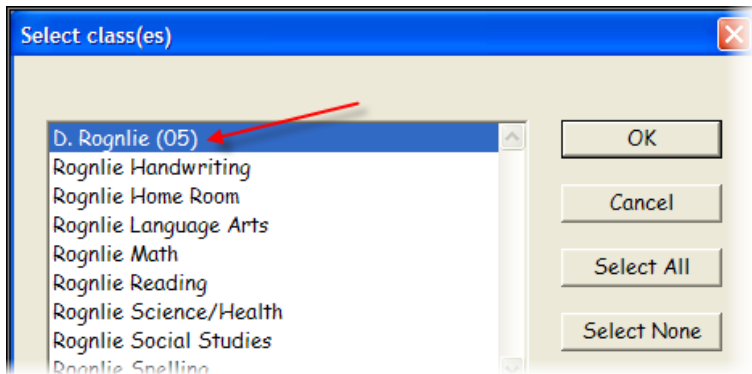
Press OK.



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Tip! You can create as many 'classes' or rosters as you would like. For example, you could create a roster to track permission slips returned. To do this go to Utility / Import Schoolmaster Rosters. Click on your name. It will tell you that roster already exists and to select a unique name. Delete the current name and give it your own unique title as shown. Press OK.





Definitions, Acronyms and Abbreviations

Term	Definition
SM	SchoolMaster
GB	Gradebook



Revision History

Version	Date	Changes	Name
1.0		Document Created	

Review and approval

Version	Date	Name

Distribution

Version	Date	Location	Action	Format