

# **SchoolMaster Gradebook**

**Importing Mark Tables Grades 7-12**



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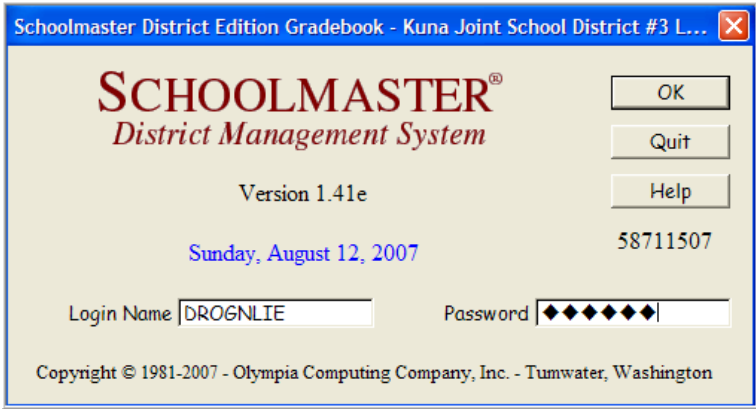
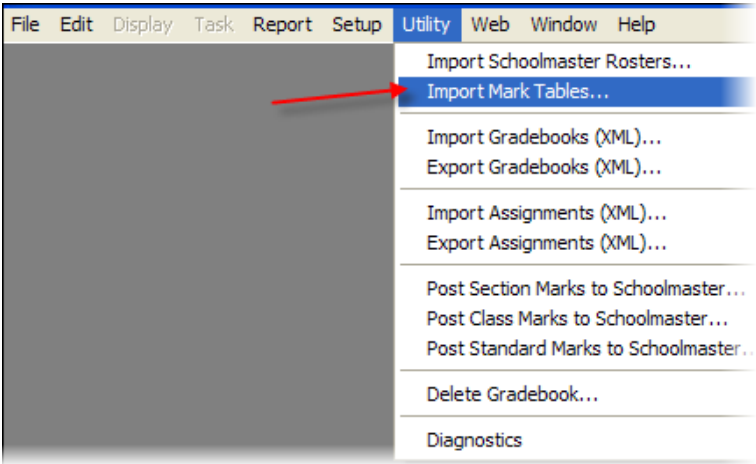
**Version: 1.0**

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

**Steps**

**Views**

<p><b>4</b></p> <p>Choose the appropriate mark table level.</p> <p>Press OK</p>	
<p><b>5</b></p> <p>Select Standard Mark Table</p> <p>Press OK</p>	



## 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