

# grad\_plan\_parent\_expectation\_body

## **Table of Contents**

Existing codes are displayed in order by code.

☐ Click **+Add** to add one blank row. A blank row is added to the grid.

Or, click +Add 10 to add ten blank rows to the grid.

| Code        | Type a unique, two-digit code for the expectation.   |
|-------------|--|
| Description | Type a description of the code, up to 35 characters. |

☐ Click **Save**.

☐ To update a description, type over the existing description and save.

#### NOTE:

- You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.
- You cannot delete a code that is assigned to a student.

### Delete a row.

- 1. Click  $\square$  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
- 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).



## **Back Cover**