



grade_reporting_tables_elem_grd_body_scheduling_elem_after_mtgr

Table of Contents

Existing data is displayed.

Click **+Add** to add a grade level. A blank row is added to the grid.

Grd Lvl	Select the grade level to be added or removed.
Elem Grd	Select if elementary grade reporting is used for the selected grade level. If blank, grade averaging and class ranking is used for elementary students.

NOTE: The additional fields on this page will be addressed during Grade Reporting procedures.

Click **Save**.



Delete a row.

1. Click  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