



grade_reporting_txgradebook_standard_sets_body

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Retrieve an existing standard set:

Standard-set	<p><input type="checkbox"/> Begin typing the standard set name. As you begin typing, the drop-down list displays the existing standard sets that begin with the characters you typed.</p> <p>To retrieve all standard sets, leave the field blank.</p> <p><input type="checkbox"/> Click Retrieve. A list of existing standard sets is displayed in the left grid.</p> <ul style="list-style-type: none">Standards sets displayed in bold, italic type indicate that the standard set is assigned to a course in TeacherPortal.If there are multiple pages, page through the list. <p><input type="checkbox"/> Click the standard set you want to update, and the individual standards for that set are displayed in the right grid.</p>
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In the left grid, click **+Add** to add a new standard set.

A blank row is added to the grid.

Standard-set (left grid)	Type the name of the standard set, up to 50 characters.
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Click **Save**.

The standard set must be saved before you can add standards.

In the left grid, click the standard set you want to update.

In the right grid, click **+Add** to add individual standards to the set.

A blank row is added to the right grid.

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

Standards (right grid)	Type the standard name, up to 50 characters.
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Click **Save**.

 Delete a row.	<p>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.</p> <p>2. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No.</p> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>A standard set cannot be deleted if it is assigned to a course in TeacherPortal. If the set has standards, you must first delete the individual standards.</p>
Print Print the standard set chart .	<p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>



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