

grade_reporting_txgradebook_standard_sets_body

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❑ Retrieve an existing standard set:

Standard-set	❑ 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. To retrieve all standard sets, leave the field blank. ❑ Click **Retrieve**. A list of existing standard sets is displayed in the left grid. • 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. ❑ Click the standard set you want to update, and the individual standards for that set are displayed in the right grid.

❑ 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.

❑ 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.

❑ 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). 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.
Print	Print the standard set chart. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. 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. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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