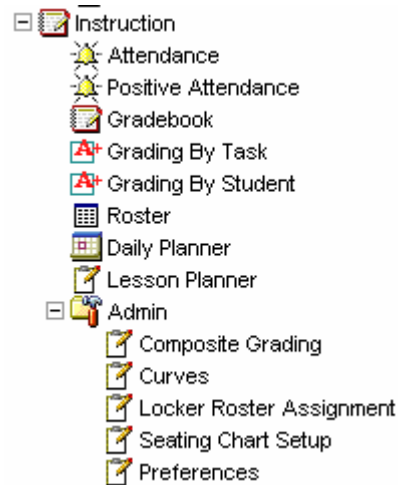
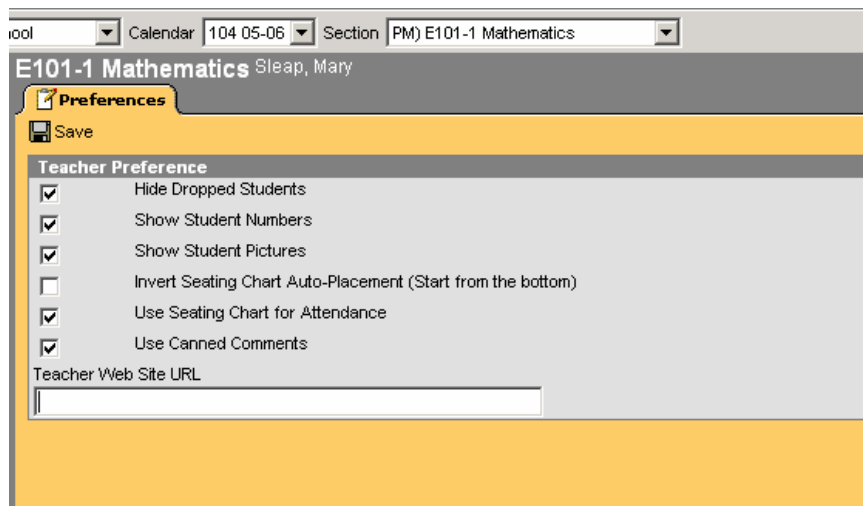


Accessing Instruction Preferences



1. Select the School and Section for which to set preferences by choosing from the drop-down list that appears above the welcome screen.
2. From the Index tab, expand the Instruction folder icon () by clicking the plus (+) sign.
3. Select the Admin folder, and click the Preferences tool within that folder.

Setting Preferences



1. To choose a preference, click in the box next to the name in the Teacher Preferences area. This will enable that preference setting.
2. When finished selecting the preferences, click the Save icon at the top of the page.

Definitions of Instruction Preferences

- **Hide Dropped Students:** When this option is checked, teachers will no longer see students who have withdrawn from their class (ended enrollment at school or dropped the class) in their assignment grid.
- **Show Student Numbers:** This option will show the student's number (listed on the enrollment tab) next to the student's name on the assignment grid.
- **Show Student Pictures:** This option will display the student's pictures (the same pictures that appear on the person screen) to appear on the teacher's assignment grid.
- **Invert Seating Chart Auto-Placement:** This option will place assign students in the section to a seat in reverse alphabetical order.
- **Use Seating Chart for Attendance:** This option will always set the seating chart screen for taking attendance.
- **Use Canned Comments:** This option is used during the term grading process. Canned comments that have been created by the school administration can be attached to term grades.
- **Use Weighting on Groups:** This option should be checked if the teacher uses more than one assignment group.
- **Grading Curve:** This selection determines which scale will be used in calculating student grades. This setting is the default grade setting. Curves can also be set on individual assignment groups and on assignments.
- **Teacher Web site URL:** Teachers can now list a link to their staff Web site for parents and students to learn of upcoming events. This link will appear on the parent/student portal sites.