

To delete inactive students in Schoolmaster Gradebook:

You must be in the STUDENT screen.

Go to TASK, Delete Inactive Students

You have to highlight the students you wish to delete.

To set up the PASS Export:

Go to "Web" on the menu bar.

Go to "Progress Export (PASS)"

Pick your criteria to export in the next screen

Click "Export"

To set a REMINDER to export when closing a class:

Go to "EDIT" on the menu bar

Go to "Workstation Preferences"

Go to "Messages"

Check the first box: "Prompt at quit to export PASS information"

To post grades to Schoolmaster:

1. You must have a Calc assignment in your new classes to post.

2. You **must have the new classes selected** (highlighted in blue) or you send nothing.

To post to Schoolmaster:

- Go to Utilities/Post section marks to Schoolmaster
- OPEN the Gradebook tab and make sure all classes are highlighted.
- Click Begin (if you check the "AUTO-SAVE" box at the bottom of the screen, your choices will be saved for next time)

To post to PASS:

- Go to Web, PASS Export
- OPEN the Gradebook tab and make sure all classes are highlighted.
- Do this once and the automatic post should be set correctly.