

PREFERENCES

Description

The Preferences module allows a teacher to establish basic parameters for how the Instruction module works for each section that is taught. Preferences should be set up at the beginning of every school year for all sections taught.

The *Validate* tool may be used if a section's scheduled teacher has changed. Refer to the *Assignments and Grade Book* manual for more information about validating assignments.

1. Select the course/section needed (refer to page 2).
2. Navigate to one of the following:
 - a. *Instruction* > *Admin* > *Preferences*, or
 - b. *Instruction* > *Assignments* and click on the <*Edit Teacher Preferences*> button.

3. Click on the checkboxes for all items needed:

Hide Dropped Students – this option will hide dropped (i.e., red) students from the Grade Book screens. Students in a Student Group are not hidden if they have an active group membership. This allows the teacher to remove them from active membership.

Show Student Numbers – this option will display the student number on the Attendance screens. This option will also print the student number when printing the seating chart.

Show Student Pictures – this option will display the student picture on the Attendance, Grading by Task, Grading by Student, and Assignment scoring screens.

Invert Seating Chart Auto-Placement (Start from the bottom) – this option will auto-fill the seating chart from the bottom to the top (instead of from the top to the bottom) when using the Auto-Fill features in the Seating Chart module.

Use Seating Chart for Attendance – this option will display the seating chart on the Attendance screens.

Use Canned Comments – this option will allow the teacher to use the canned comments (set up by the school or district administrators) when entering grades. If the District uses canned comments, this option must be checked for all sections.

Remove percentage and calculations when using Standards – this option will remove the ability to use the Grade Book to calculate grades for Standards based report cards.

4. Choose a *Default Standard/Grading Task* from the dropdown list, if applicable. This is the default Standard or Grading Task per course/section to which the Grade Book will open.
5. Enter a *Web Site Address* – if a teacher has a web site for this section and if the district allows the field to display on the Parent Portal, entering the URL here will provide a link to the web site for the parents.
6. Click on the <Save> button.
7. To copy these preferences to other sections, click on the <Mass Assign to multiple classes> button.
8. Click on each Course/Section by Term to choose the courses to copy to, or click on the *Check All* checkbox to select all.

0316-1 Conservation Biology
Teacher: Green, B

Preferences
Save Validate

Teacher Preference

This changes the preferences for the section. If the section spans multiple terms, it will affect all terms.

- Hide Dropped Students
- Show Student Numbers
- Show Student Pictures
- Invert Seating Chart Auto-Placement (Start from the bottom)
- Use Seating Chart for Attendance
- Use Canned Comments
- Remove percentage and calculations when using Standards (Grade Book)

Default Standard/Grading Task
Set the Standard or Grading Task you prefer the Grade Book to open with when it is first loaded.

Web Site Address
Share the web address of this section (appears in the Portal to students and parents).

Grade Book Last Updated 07/25/2011 10:25
Teacher Preference Last Modified 07/25/2011 10:25

[Mass Assign to multiple sections](#)

- Check All

Q1

- 1) 0316-1 Conservation Biology
- 2) 0308-11 Biology
- 7) 0308-12 Biology
- 8) 0316-2 Conservation Biology

Q2

- 1) 0316-1 Conservation Biology
- 2) 0308-11 Biology
- 7) 0308-12 Biology

Choose the *Check All* checkbox to choose all classes to copy the preferences to.

9. Click on the <Save> button.