

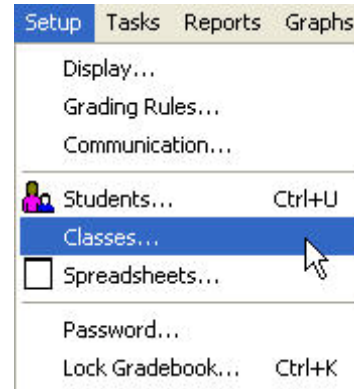
# IGPRO 9.4: Set Current Grade Spreadsheet to Talk to ParentCONNECT

## *Mandatory Procedure – Start of Each Nine Weeks*

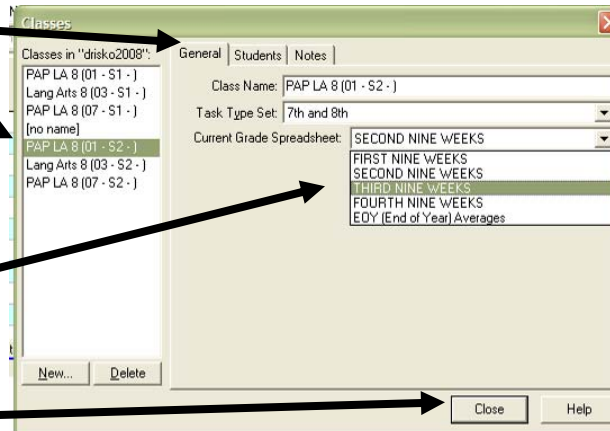
### SELECT CURRENT GRADE SPREADSHEET FOR EACH CLASS

This step must be completed **at the beginning of each 9-weeks grading period for each class**. This step ensures that ParentCONNECT will report the correct grades for the current grading period.

- A. Click the **Setup** menu.
- B. Select **Classes**.



- C. Click the **General** tab
- D. Click the **name of the class** in the left-hand side of the window.
- E. Select the **Current Grade Spreadsheet** that corresponds to the current 9-weeks grading period.
- F. **Repeat** this step for **each class**.
- G. Click **Close** when finished with **all classes**.



**NOTE:** When you return to your regular gradebook view, the title of the current grade period spreadsheet will display in *italics* in the spreadsheet list.

Class:	PAP LA 8 (01 - S2 -)
Spreadsheet:	FIRST NINE WEEKS (Numeric Weighted Type)
Value:	FIRST NINE WEEKS (Numeric Weighted Type)
	SECOND NINE WEEKS (Numeric Weighted Type)
	<i>THIRD NINE WEEKS (Numeric Weighted Type)</i>
	FOURTH NINE WEEKS (Numeric Weighted Type)
	EOY (End of Year) Averages (Numeric Weighted Type)