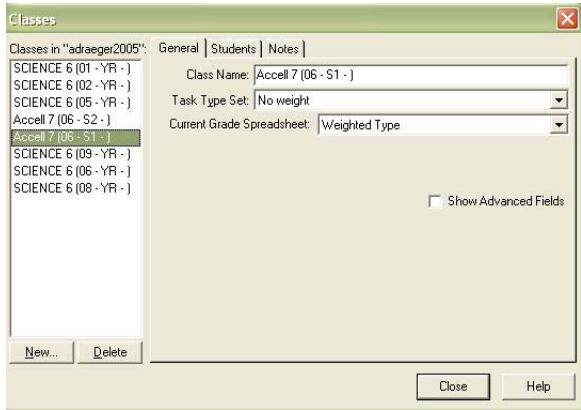
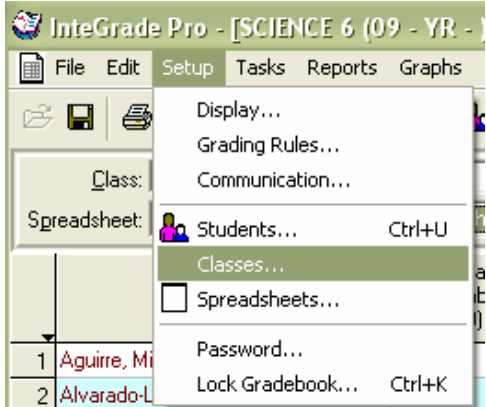


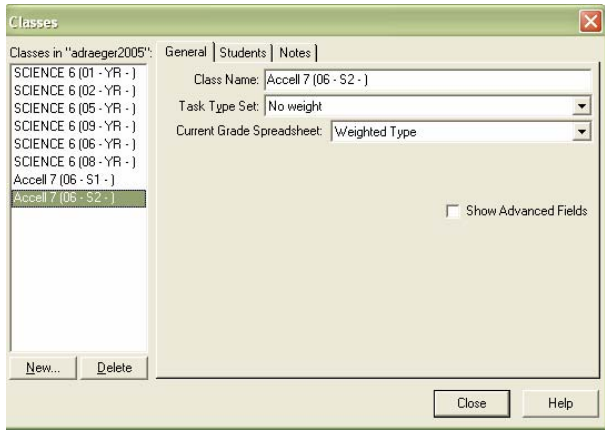
# InteGrade Pro Tips & Tricks

Reshuffle classes on **Class** dropdown

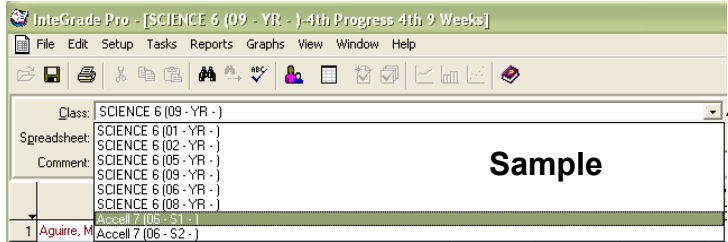
On the **Setup** menu, select **Classes**



Highlight class to move. Hold down the control key and move class up or down.

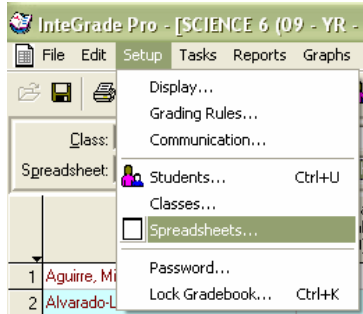


**Sample:** moved Accell 7 (06-S1) & Accell 7 (06-S2) to the bottom of the

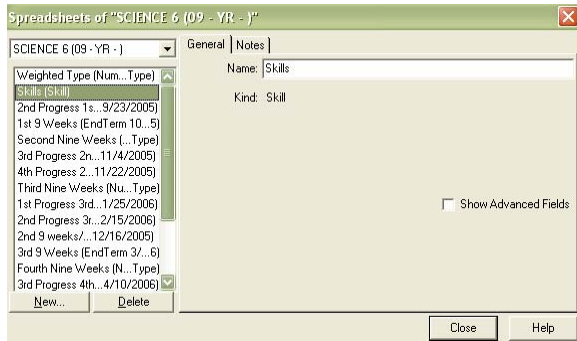


Click on Class dropdown... Accell 7 is now at the bottom of the list

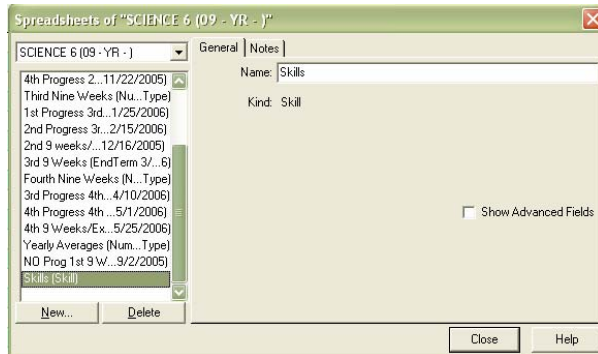
## Reshuffle spreadsheets on Spreadsheet dropdown



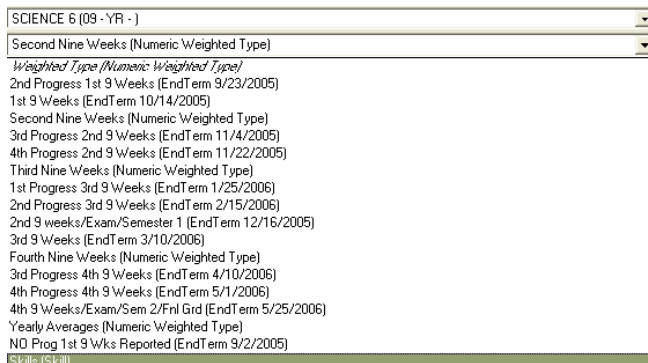
On the **Setup** menu, select **Spreadsheets**



Highlight spreadsheet to move.  
Hold down control key and move spreadsheet up or down.

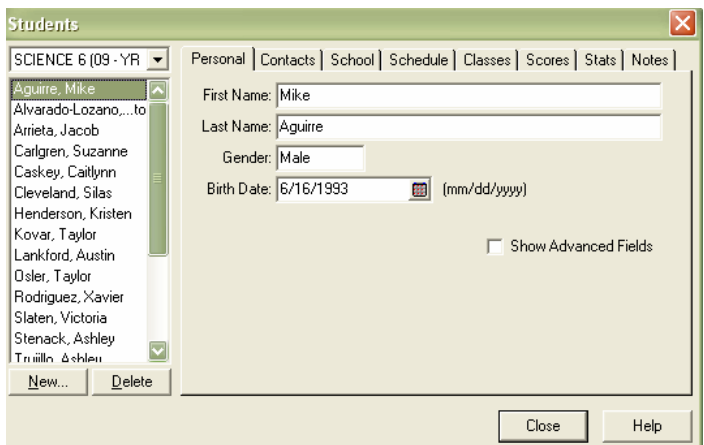
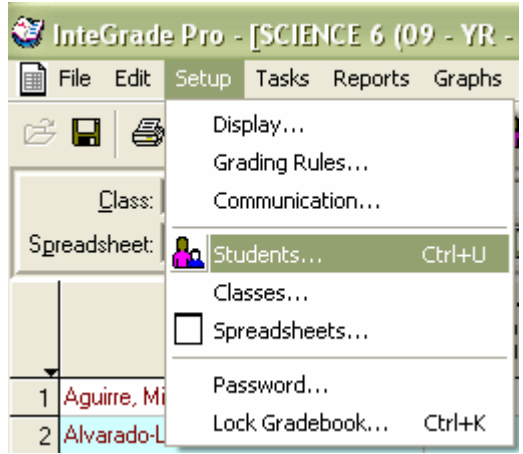


Sample: Moved Skills (Skill) spreadsheet to the bottom of the list

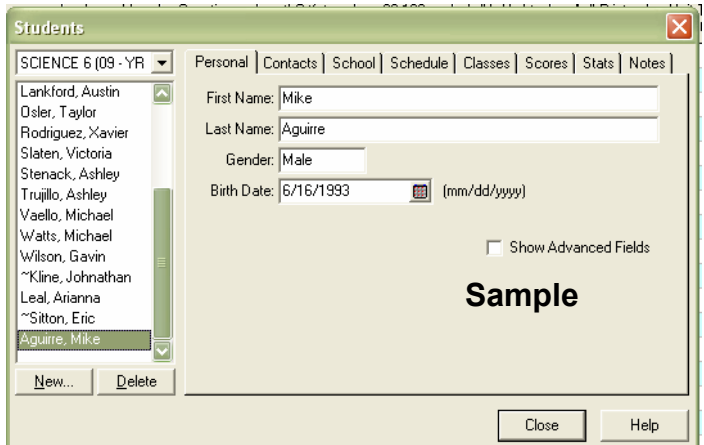


Click on **Spreadsheet** dropdown... Skills is now at the bottom of the list

On the **Setup** menu, select **Students**



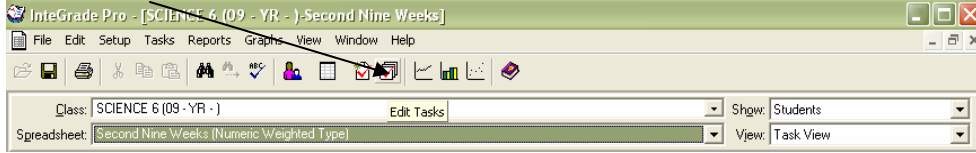
Highlight student to move.  
Hold down control key and  
move student up or down.



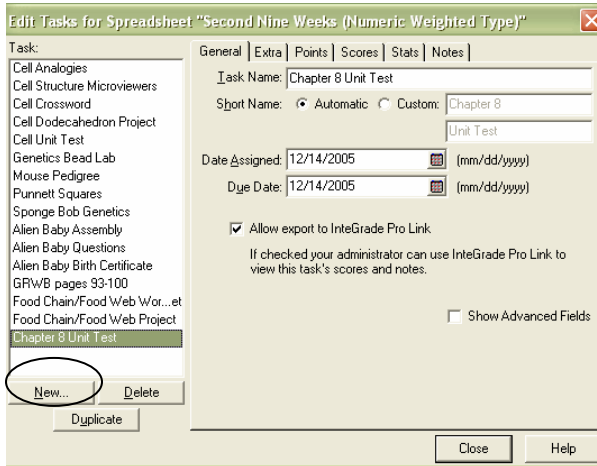
## To enter several Tasks:

Select appropriate **Class** and **Numeric Weighted Type** Spreadsheet

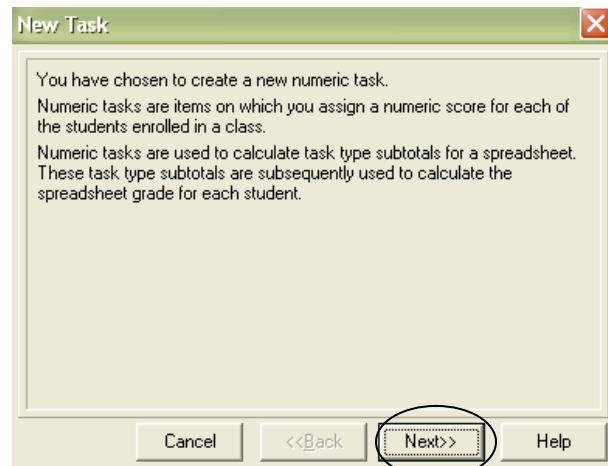
Select  (Edit Task) button



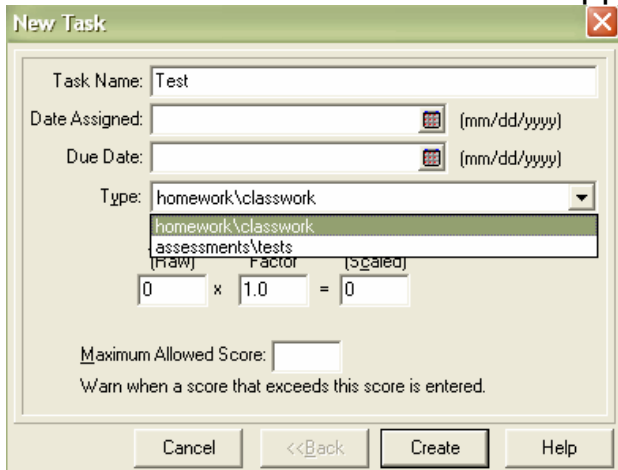
## Click New



## Click Next



Enter new **Task Name** and other appropriate information



Press the **Enter** key.  
Press the **Enter** key.