

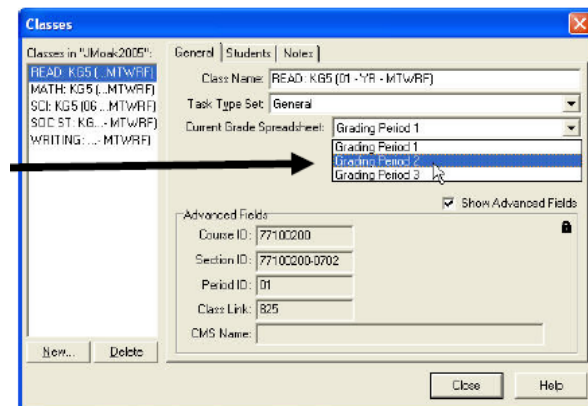
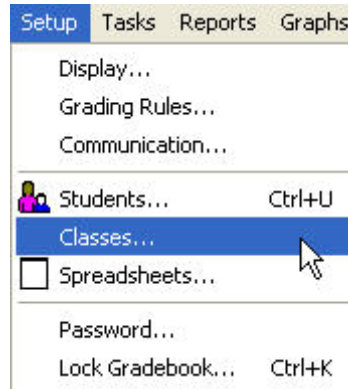
IGPRO 9.4: Set Current Grade Spreadsheet to Talk to ParentCONNECT

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**.



NOTE: The title of the current grade period spreadsheet will display in *italics* in the spreadsheet list in your gradebook.

