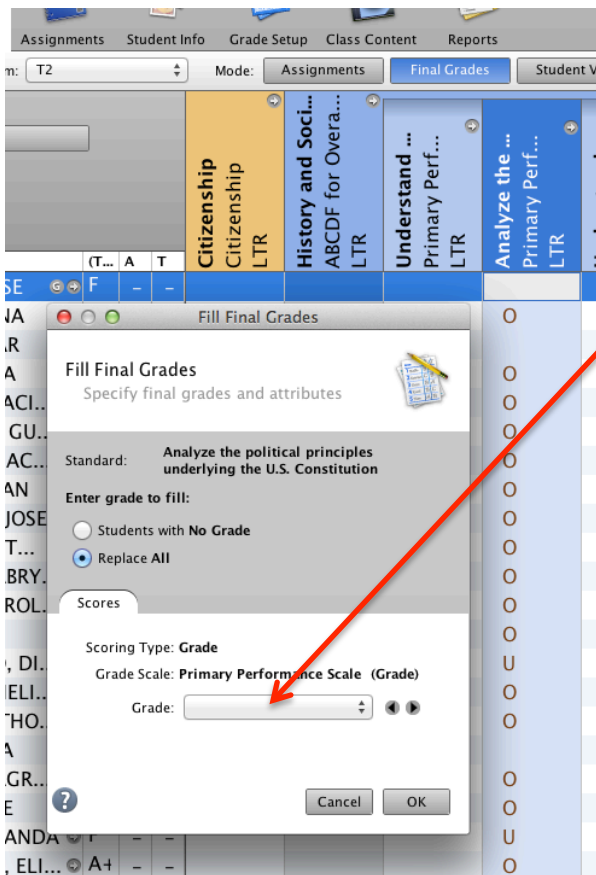


Using Mass Fill to Clear Scores Entered into the Wrong Term

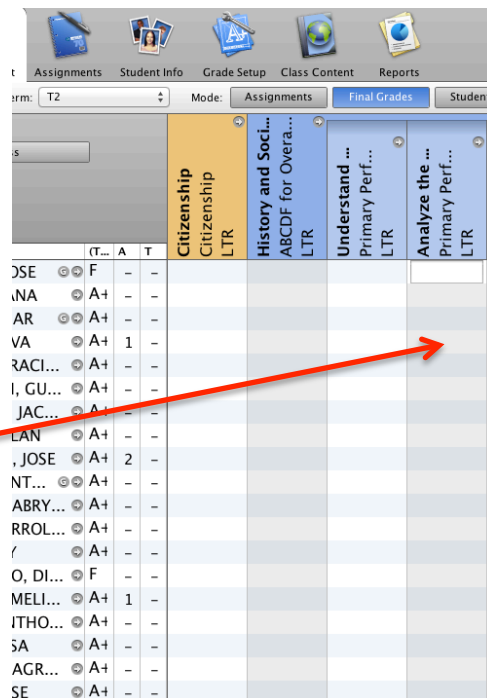
When entering T1 grades during T2, the default report term is set by the dates on the server. You must always change REPORTING TERM to the correct term before entering scores.

If you enter them in the wrong term, ONLY you can fix this. You must remove them before the report cards can be printed. If they aren't removed your scores will appear in the wrong column on the report card.



Here's the fastest way to remove them.

- 1) Select the correct term that you want to remove the scores from
- 2) Delete the first score of the first student for the standard that you want removed.
- 3) From the tools menu - select FILL SCORES
- 4) Because you deleted the score in item #2 above, the Grade will show a blank option.
- 5) Select REPLACE ALL with a BLANK and Select OK



- 6) After OK all the grades entered into that standard for that term will be REMOVED
- 7) SAVE... SAVE...
- 8) Move onto your next class that you may have also entered scores in the wrong term.
- 9) GOOD LUCK

