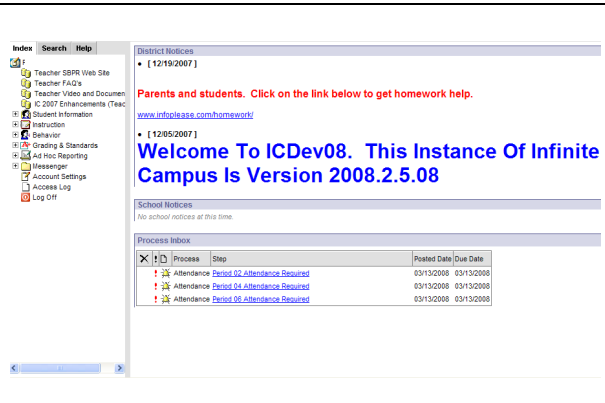

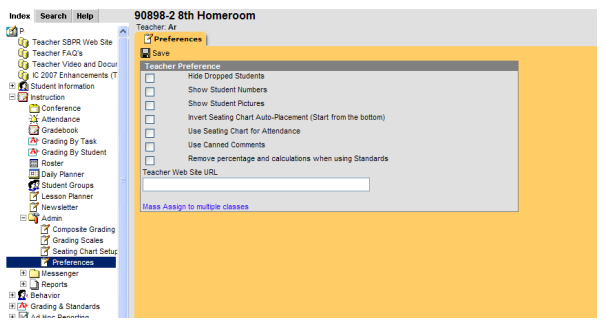


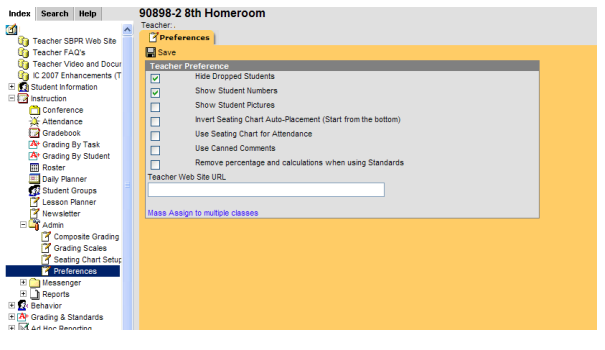
Window	Information
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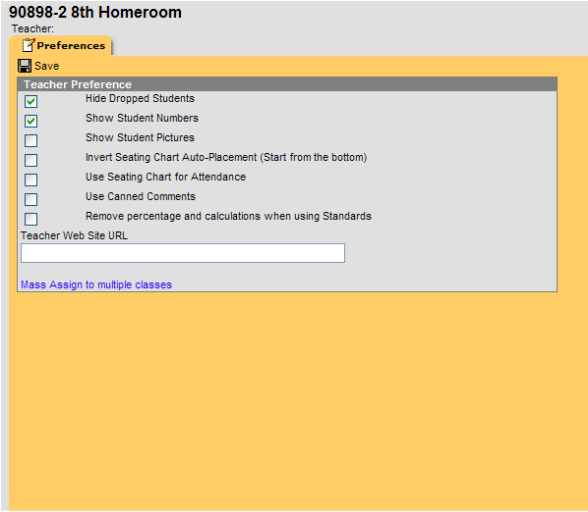
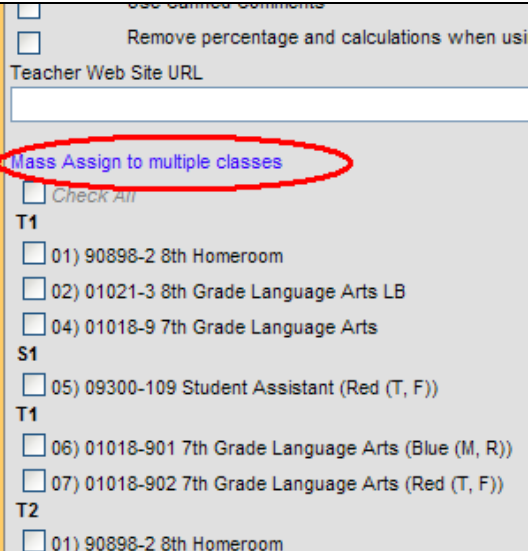
<p style="background-color: yellow;">Accessing Instruction Preferences</p> 	<ol style="list-style-type: none"> 1. Select the School and Section for which to set preferences by choosing from the drop-down list that appears above the welcome screen. 2. From the Index tab, expand the Instruction folder icon () by clicking the plus (+) sign. 3. Select the Admin folder, and click the Preferences tool within that folder.
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Viewing Teacher Preferences	
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	<p>The Preferences tab allows a teacher to establish basic items for how the Instruction module works for each section that is taught.</p> <p>Teachers can determine how attendance is taken, which students to view, and list their website, among other things.</p>
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Setting Preferences	
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	<ol style="list-style-type: none"> 1. To choose a preference, click in the box next to the name in the Teacher Preferences area. This will enable that preference setting. 2. When finished selecting the preferences, click the Save icon at the top of the page.
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Definitions of Instruction Preferences	
	<ul style="list-style-type: none"> • Hide Dropped Students: When this option is checked, teachers will no longer see students who have withdrawn from their class. • Show Student Numbers: This option will show the student's number. • Show Student Pictures: This option will display the student's pictures. • Invert Seating Chart Auto-Placement: This option will place assign students in the section to a seat in reverse alphabetical order. • Use Seating Chart for Attendance: This option will always set the seating chart screen for taking attendance. • Use Canned Comments: This option is used during the term grading process. Canned comments that have been created by the school administration can be attached to term grades. • Remove percentage and calculations when using Standards: Removes all percent column and calculation fields from Lesson Planner and Gradebook. • Teacher Web site URL: Teachers can now list a link to their staff Web site for parents and students to learn of upcoming events. This link will appear on the parent/student portal sites.
	<ul style="list-style-type: none"> • Mass Assign to multiple classes: Allows the teacher to set the preferences described to all assigned class sections and courses. "Check All", or select only desired courses and sections.