1. In Gradebook, click on the **Tools** tab on the top menu bar.

2. Click **Preferences** at the bottom of the Tools drop-down window.

3. In the **Preferences** window, click the **Section** tab.

Comment Bank Grading Mail Score Codes Section Spell Check Standards Student Select Section number as the 4. Choose the Identifier used to distinguish sections in the class list Identifier Section Period Day Section Number Choose the Name used to distinguish sections in the class list. Course Name 5. Ensure Course Name is selected. Oustom Display Name (Custom section name is added on the class content tab) Sort By: Period/Day Period/Day xurse Name Click the drop-down arrow to the 6. right of Sort By: and select Section Number. OK 0 Cancel

Preferences

7. Click **OK**.

Note: This will setting will need to be set for each of your schools.



ools	Attendance Window Hel	p
1	Check Spelling	Ctrl+Shift+L
1	Categories	Ctrl+Shift+C
3	Score Inspector	Ctrl+Shift+1
	Fill Scores	
	Import Scores	
1	Recalculate Final Scores	Ctrl+Shift+R
1	Copy Assignments	
- 8	Export Scores Template	
1	Email Students and Parents	Ctrl+Shift+E
1	Birthdays	Ctrl+Shift+B
- 24	Copy Final Grade Setup	
1	Preference	Ctrl+Comma

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