

PHS SECOND SEMESTER!

IF YOU LOOK
AROUND AND SEE A
LOT OF NEW FACES
IN YOUR CLASS,

YOU WILL NEED TO
SET UP YOUR
SECOND SEMESTER
CLASSES!



Click on new class button
You should have a class called untitled
come up
File/Import Roster
If you are looking at the g drive there will be
a list of classes.
If there is no list you will need to change to
the g drive in the little drop down box.

Choose the roster you want to import
paying attention to what it is called so
you will know how to name the class.

File, Save class As - give the class a
name (e.g. dmart4 for Dee Martin 4th
period)

Class/Report Headings - this should
already have the title of this class in
the first block - you will type your name
in the second

Class/copy from - check every box on the
left except the bottom 2

Select file - choose the template. They will
both be 2nd semester templates - the only
difference is if you give an exam or not.

The template is what will make things
come up correctly when you go to class/
grading periods and enter the assignment
numbers for the beginning of the new six
weeks. You should see 4th six weeks as
your first section in that area.