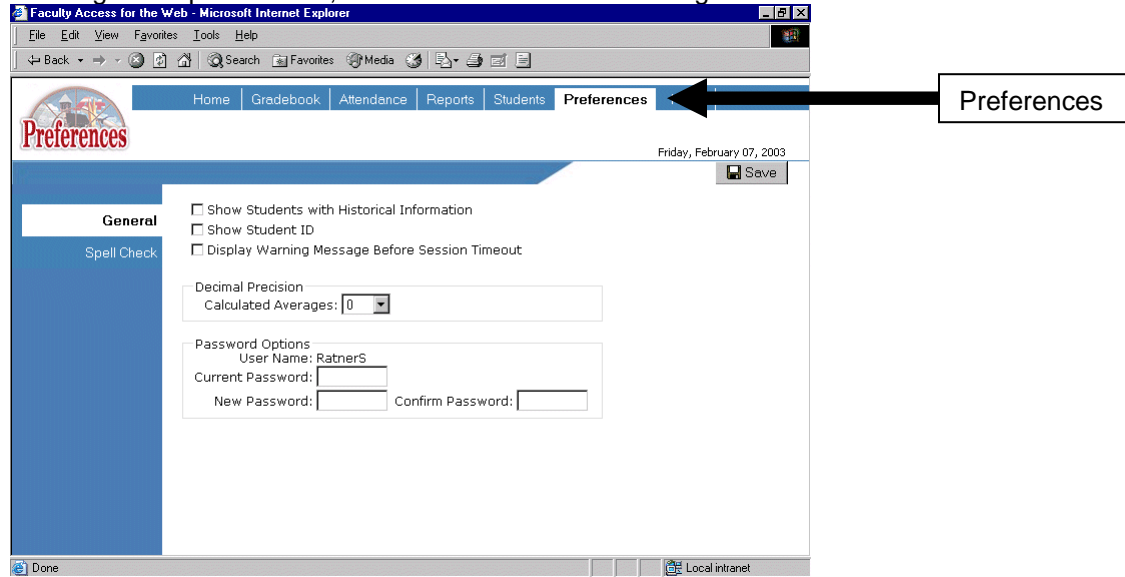


Setting Preferences

To set general preferences, click **Preferences** on the navigation bar.



Show Students with Historical Information

To show withdrawn, transferred, and dropped students, mark **Show Students with Historical Information**. These student names appear in the class list in red. You cannot edit historical information. Setting this preference is useful for printing a progress report for students who have left your class to give to the new teacher.

Show Student ID

For the student ID to appear next to each student name in grids, mark **Show Student ID**.

Display Warning Message Before Session Timeout

To receive a warning message one minute before the session is scheduled to time out, mark **Display Warning Message Before Session Timeout**. A session times out after a certain length of inactivity as set by the system administrator. We recommend you set this preference!

Decimal Precision

In the **Decimal Precision** frame, set the decimal precision from 0 to 3 to the right of the decimal point for calculated averages. Be sure to set the decimal precision accurately before entering grades. To update grades with a new decimal precision, you have to re-enter one grade in each category.

Password Options

If you have rights to change your password as established by the system administrator in *Configuration in Registrar's Office*, you can change your password. In the **Password Options** frame, enter your existing password, and then enter and confirm the new password (maximum of eight alphanumeric characters).