

Adding Multiple PK Grades

We received notification that the Pre-K Grade designations have changed within NCWISE, therefore affecting your UPSTU. There is now a PK, P1, P2, P3 and P0.

You need to add the grades as shown above to your schools that have PK students. You will also need to keep in mind that if you do any reports requiring the inclusion of Px students, that they may have to include in the form PK, P1, P2,...P0, 01-05. Some selections will have the option 'Begin With' and the 'P' designation will work fine when needing to include all 'Px' student grades.

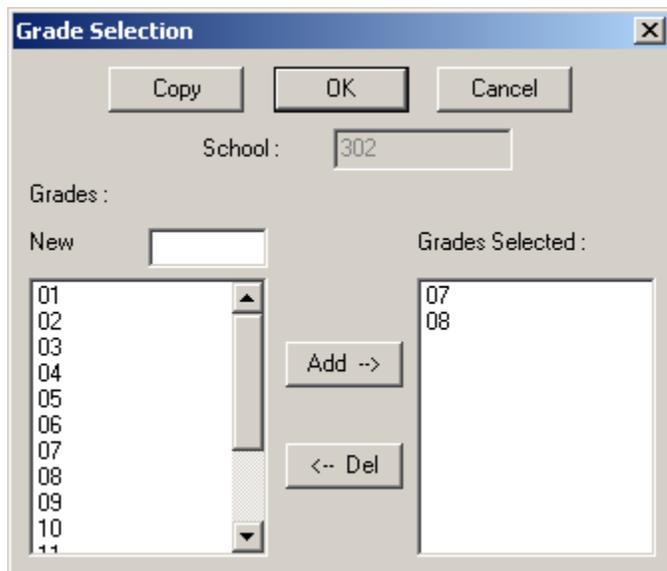
Basically the Grades P3, P2, P1, and P0 will need to be added to the appropriate schools so that they will upload correctly during the UPSTU process.

Remember to add bell times to these new grades. Reference QRG #20 for help with entering Bell Times.

Adding Grades to a School

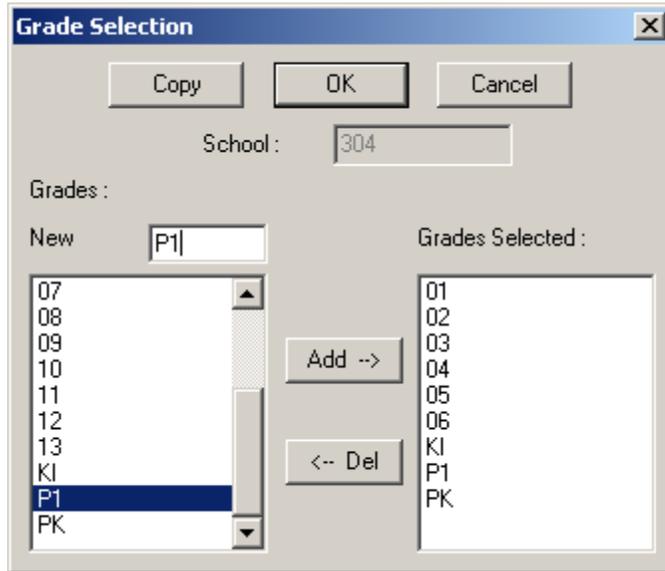
Whenever you have a school, you must have grades and possibly programs for it. You use the Grade/Prog button on the Schools Tabular window to access the dialog boxes for entering grades and programs.

1. To add grades for a school already displayed in the Schools Tabular window:
 - Choose Grade/Prog on the Schools Tabular window:
 - Choose **Grade** on the School Grade Program Property Table

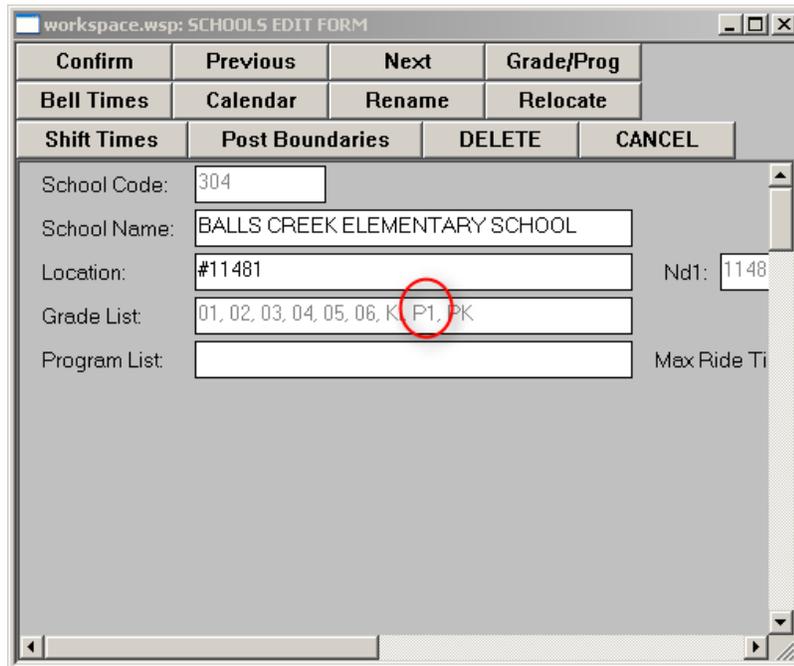


- Select the Grade you want to add to the school from the Grades column or if the grade you want to add is not available add it to the 'New' field then click on Add.

You should then see the new grade entered on both sides of the 'Grade Selection' Window.



- Click OK, OK



- You should see your new grade on the main School Tabular window. Click Confirm to close.